

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

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**SPECIAL
BOARD MEETING
MINUTES**

June 16, 2021

HELD VIA ZOOM

Board of Directors

Chairperson Dave Stone

Vice Chairperson Steve Janovick

Board Director Shery Panick

Board Director Russ Bowring

Board Director Mark Shadowens

1. Call Meeting to Order

Chairperson Dave Stone called to order the Regular Board Meeting of Plumas Eureka Community Services District (“PECSD”) at 0902 hours.

2. Approval of May 12, Regular Board Meeting Minutes

Motion to approve the May 12, 2021, Regular Board Meeting Minutes as corrected.

Motioned: Board Director Russ Bowring

2nd: Board Director Sherry Panick

All in Favor.

Aye – Chairperson Dave Stone

Aye – Board Director Mark Shadowens

Aye – Board Director Sherry Panick

Aye – Board Director Russ Bowring

Absent – Vice Chairperson Steve Janovick

3. Budget for FY 2021-2022

Interim General Manager John Rowden presented the Board with the Fiscal Year 2021-2022 Budget for approval. Prior to opening the public hearing, Mr. Rowden gave a brief overview and synopsis of said Budget.

(Clerk's Note: Vice Chairperson Steve Janovick arrived at 0910 hours).

- a. Chairperson Dave Stone opened the Public Hearing at 0949 hours. A question regarding rates was answered by affirming the rates for service are those listed in Ordinance 2018-C Attachment A for the 2021 Fiscal Year.

Chairperson Dave Stone closed the Public Hearing at 0957 hours.

- b. The Board voted on the approval of the 2021-2022 FY Budget as submitted.
Motion to approve the 2021-2022 FY PECSO Budget.
Motioned: Vice Chairperson Steve Janovick
2nd: Board Director Sherry Panick

All in Favor.

ROLL CALL VOTE

- Aye – Chairperson Dave Stone
- Aye - Vice Chairperson Steve Janovick
- Aye – Board Director Mark Shadowens
- Aye– Board Director Sherry Panick
- Aye – Board Director Russ Bowring

4. Bids for Backup Generators

The Board was presented with the results of a bid request for purchasing backup generators with funds from a grant awarded by the CA Governor's Office of Emergency Services. Assistance with bid procurement and selection was provided by District Engineer Farr West Engineering.

Motion to contract with Smith Power Products for backup generator equipment not to exceed \$85,700.00.

Motioned: Vice Chairperson Steve Janovick
2nd: Board Director Sherry Panick

All in Favor.

- Aye – Chairperson Dave Stone
- Aye - Vice Chairperson Steve Janovick
- Aye – Board Director Mark Shadowens
- Aye– Board Director Sherry Panick
- Aye – Board Director Russ Bowring

5. Request for Use of District Property for a Wedding

The Board was presented with a letter from a resident requesting the use of the meadow property between Ponderosa Dr and Pinion Pine Cir for a wedding. Following a discussion, the Board advised the use of the property was permissible provided the requesting party ensure for safe parking, appropriate insurance coverage, full cleanup, and the notification of any HOA or neighbors potentially affected by the event. Additionally, the Board stipulated that no fires, charcoal BBQs or smoking would be permitted at the event. Interim General Manager John Rowden was directed to contact the homeowner regarding this decision.

6. Fire Chief's Report

a. Call Report & Training Report

Copies of the Call and Training Reports are available for viewing at Plumas Eureka Fire Department ("PEFD") Administrative Office upon request.

PEFD Volunteers are keeping abreast of the latest precautions for the coronavirus and will continue to follow CDC and NorCal EMS guidelines and requirements.

b. Personnel

Two firefighters are finishing their EMR requirements. Once completed, all personnel within the Department will be (at minimum) EMR Certified.

c. Fire Apparatus & Equipment Maintenance

9122 was taken out of service due to a leaky pipe into the holding tank.

d. Training

5/1 - Water sourcing without Hydrants. Practiced Drafting out of a pond and receiving water from a tender. Long Valley hosted the training in Sloat. Also in attendance was Greenhorn Fire Department.

5/12 - Medical training on Trauma and Altered State of Consciousness.

5/26 – Distribution of new Standard Operating Guidelines. Discussed important sections and reviewed expectations of behavior

e. Firewise Committee Actions and Activities

Outreach continues to procure a new Firewise Chairperson for the District.

f. Miscellaneous

PECAUX will be holding a Hot Dog Lunch Fundraiser on July 3rd. Additionally, A Pancake Breakfast has been confirmed for Labor Day weekend.

The Department continues with its community outreach program.

All burn permits have been suspended until further notice.

- g. Plumas County Fire Chiefs Association
Nothing to Report.

7. Water System Compliance

Results from testing June 3, 2021, showed the As level at the compliance point to be 10 ppb; at Well 1B to be 7 ppb; and at Well 2 to be 16 ppb. The EPA Standard is 10 ppb. The running annual average (RAA) at the compliance point is 10 ppb, 8 ppb at Well 1B, and 15 ppb at Well 2.

The most recent results of the tests of the Quarterly samples taken on April 4, 2021 for Iron were .660 mg/l at Well 1B and .470 mg/l at Well 2; for Manganese were .100 mg/l at Well 1B and .073 mg/l at Well 2. (The Secondary Standard for Iron is .300 mg/l. The Secondary Standard for Manganese is .05 mg/l.)

Remediation Project Development

Nothing to Report. The District is awaiting the 2020 Fiscal Year Audit Report and environmental reports.

8. Water Conservation

The Board was advised that Stage 2 water conservation regulations would be going into effect June 21, 2021. District operators will begin monitoring for violations and homeowners will be notified in accordance with District Policy.

9. Committee Report

- a. Administrative Services
Nothing to report
- b. Budget and Finance
A meeting will be scheduled in the near future.
- c. Personnel and Benefits
Nothing to report
- d. Water and Wastewater Services
Nothing to report.
- e. Safety and Emergency Services
Nothing to Report.

10. General Manager's Report

a. Finance

i. Consideration of May 2021 Financial Reports

The Board was presented with the financial reports for May 2021.

Motion to accept May 2021 Financials as submitted.

Motioned – Vice Chairperson Steve Janovick

2nd – Board Director Russ Bowring

All in Favor.

Aye – Chairperson Dave Stone
Aye – Board Director Mark Shadowens
Aye – Board Director Sherry Panick
Aye – Vice Chairperson Steve Janovick
Aye – Board Director Russ Bowring

ii. FY 2019-2020 Audit

The Board was advised District staff continue to work with Auditors.

b. Administration

i. Status of Invoices and Liens

Administrative Manager Jillian Cole advised collection efforts continued on delinquent accounts.

ii. Status of Administrative Improvements Contract

Administrative Manager Jillian Cole advised the Board that office reorganization continued to progress.

c. Projects, Operations & Maintenance

i. Operations and Maintenance

Water system flows for the month of May 2021 were 4,234,200 gallons at Well 1b and 4,653,700 gallons at Well 2.

Issues & Updates:

Operators replaced the motor for the booster pump at Well 1b early in the month. In the days that followed, operators experienced a series of leaks and breaks with the pump's plumbing. The cause of these problems is a mystery, and it is unknown what caused the issues. Well 1b had to be taken offline to assess the issues and make repairs. The plumbing has since been repaired and Well 1b is back online as the district's primary water source.

As a result of taking Well 1b offline for repairs, operators had to switch Well 2 to become the primary well and supplied all water to the district. Operators unfortunately had problems with the LMI, chlorine dosing pump, staying primed. The loss of the pump being primed caused the water to go un-chlorinated, creating odor issues throughout the district.

Conservation Sign: Operators were able to acquire an encroachment permit

through the county to place the water conservation sign near the entrance to the district on Poplar Valley Road. It is the first visible sign entering the district on the right side of the road.

Wastewater Flows for the Month of May 2021 were 228,222 gallons at WWTP 6 and 849,800 gallons at WWTP 7.

Issues & Updates:

WWTP 7: Operators began experiencing a failure of pump #1. The pump was removed and replaced with a backup pump. Upon the replacement, one of the guide rails for the pump broke off, causing a significant delay for operators to install the replacement pump. Plumas Sanitation was called in to pump the lift station. Operators had to make entry to make sure the pump was properly seated due to the rail being broken. Operators have been in contact with Farr West. They will be making a site visit to plan a rehabilitation of the lift station in the future.

Operators are continuing to clean up district properties. Areas include Sequoia Park, District office, and the meadow on Ponderosa Drive. Work in Sequoia Park will be ongoing as operators are removing small trees, pine needles and other debris.

Hazardous trees on the south end of the Ponderosa meadow have been removed by a contractor, Amos Enterprises. These trees were a potential threat to the adjacent homes.

d. Miscellaneous

Interim General Manager John Rowden addressed the Board regarding the permanent filling of the General Manager position. The Board has the option to either move the highest graded Operator into the position of General Manager, or initiate recruitment from outside the District. The Board was advised the former of the two choices was likely the most fiscally prudent choice.

The Board will meet in closed session at a future date to further discuss the filling of the General Manager position.

11. Written Correspondence to the Board
Nothing to Report.
12. Public/Board Comment Period
Nothing to Report.
13. Future Agenda Items

- a. Closed Session: Personnel
- b. Office Reopening
- c. FY 19-20 Audit Report

16. Adjournment

Chairperson Dave Stone adjourned the regular Board meeting at 1138 hours.

In Attendance:

Chairperson Dave Stone
Vice Chairperson Steve Janovick
Board Director Sherry Panick
Board Director Russ Bowring
Board Director Mark Shadowens

Respectfully Submitted,

(Signature on file)

Jillian Cole
Board Clerk