

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT**

**200 LUNDY LANE**

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**REGULAR  
BOARD MEETING  
MINUTES**

**April 13, 2022**

**9:00 AM**

**HELD VIA ZOOM**

**200 Lundy Lane**

**BLAIRSDEN, CA 96103**

Board of Directors

Board Director Mark Shadowens

Board Director Steve Janovick

Board Director Russ Bowing

Board Director Todd Solomon

Board Director VACANT

1. Call Meeting to Order

Chairperson Mark Shadowens called to order the Regular Board Meeting of Plumas Eureka Community Services District (“PECSD”) at 0900 hours.

2. Approval of January 14, 2022, Special Board Meeting Minutes

The Board was presented with the January 14, 2022, Special Board Meeting minutes for approval.

*Clerk’s Note: This item was tabled due to lack of a quorum to approve.*

3. Approval of February 21, 2022, Special Board Meeting Minutes

The Board was presented with the February 9, 2022, Special Board Meeting minutes for approval.

*Clerk’s Note: This item was tabled due to lack of a quorum to approve.*

#### 4. WWTP 7 Refinancing

Project Manager John Rowden advised the Board that the District had two avenues to explore refinancing the bond debt for WWTP 7.

One option included refinancing remaining debt over 20 years. This option would potentially save the District \$100,000.00 over the lifetime of the loan.

The second option included a 25 year loan with lower payments, saving the District around \$2,500.00 per year in annual costs.

The Board took these possibilities into consideration and asked Mr. Rowden to return with a formal proposal from the financial institution.

#### 5. 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

Captain Ryan Nowling will be moving to Susanville in April.

Chief Munsen plans to have recruitment banners made.

##### c. Fire Apparatus & Equipment Maintenance

Engine 9122 is waiting on part for air brakes. The part was ordered and should arrive within the next four weeks.

The Department will investigate upgrading existing extrication equipment.

The Department has submitted an application for grants from CalFIRE to assist with purchasing radios and PPE.

##### d. Training

Quincy Fire Academy will start in April. Firefighter Coby Hakalir will be attending.

##### e. Firewise Committee Actions and Activities

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

##### f. Miscellaneous

PECAUX will be having their Pancake Breakfast Fundraiser on May 28<sup>th</sup>, 2022.

Chief Steve Munsen was voted the President of the Plumas County Fire Chiefs' Association.

Burn permits are required and can be received on-line at the CalFIRE website or at the Mohawk Ranger station. The Air Quality Board determines burn days. Please call (530) 832-4528, press 5 for our region, and listen to the entire message for day designation and instructions.

6. Water System Compliance

Results from testing March 3, 2022, showed the As level at the compliance point to be 7 ppb; at Well 1B to be 6 ppb; and at Well 2 to be 15 ppb. The EPA Standard is 10 ppb. The running annual average (RAA) at the compliance point is 9 ppb, 7 ppb at Well 1B, and 15 ppb at Well 2. The most recent results of the tests of the Quarterly samples taken on January 13, 2022, for Iron were .870 mg/l at Well 1B and .620 mg/l at Well 2; for Manganese were .0982 mg/l at Well 1B and .0130 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

Project Manager John Rowden advised the Board that pilot testing for the removal of phosphates, and other contaminants that could affect chemical reactions in treatment for the remediation of arsenic, would commence in the coming weeks. Currently, full operation of the plant is scheduled for October 2026.

7. Pilot Study Update

Project Manager John Rowden briefed the Board on progress made with Farr West Engineering regarding the updated pilot study. No action was taken.

8. Feather River Resource Conservation District

General Manager Jamar Tate advised the Board regarding their fuels reduction project. The project will remove excess fire fuels from publicly owned lands in southern Plumas County. A public meeting regarding the project will be held at a future date. PECSA is working to reduce fuels on non-qualifying District properties.

9. SDRMA Liability Insurance Application

Project Manager John Rowden advised the Board he continues to gather required information and documents to complete the application for a quote from Special District Risk Management Association for liability insurance. The policy will also include worker's compensation coverage.

10. Committee Reports

a. Budget & Finance Committee

The committee held a preliminary budget meeting on April 11, 2022. A draft budget will be presented at the May 2022 regular meeting.

- b. Water & Wastewater Committee  
A meeting will be scheduled soon. Date and Time TBA.

## 11. General Manager's Report

### a. Finance

- i. The Board was advised that the District was still working with Brittany at Bequette & Kimmel to assemble financial reports. The Board was furnished with informational reports outlining the expenses and income from March 2022.

Motion to accept the March 2022 draft financial reports.

Motioned: Vice Chairperson Steve Janovick  
2<sup>nd</sup>: Board Director Russ Bowring

All in Favor.

Aye – Chairperson Mark Shadowens  
Aye – Vice Chairperson Steve Janovick  
Aye – Board Director Russ Bowring

Absent – Board Director Todd Solomon

### b. Administration

- i. Administrative Manager Jillian Cole reported the District had applied for COVID-19 relief funds for delinquent wastewater accounts in March. The total requested was approximately \$7,500.00 Marking the end of the State utility shutoff moratorium. 30-Day shut off notices have been issued to delinquent accounts.
- ii. The Board was advised that a staff meeting had taken place between General Manager Jamar Tate, Administrative Manager Jillian Cole, and Project Manager John Rowden to determine the status of the administrative improvements project and the best course of action to create efficient, intuitive filing and storage systems.

### c. Audit for FY 2020/2021

Administrative Manager Jillian Cole advised the Board that the Fiscal Year 2020-2021 Audit field work was delayed until the first week of May 2022. Preparations for current year field requests continues.

### d. Operations, Maintenance & Small Projects

- i. Water:  
Flow: Well 1b: 2,167,800 gallons Well 2: 2,800 gallons. Total: 2,170,600 gallons.

Leaks/Shutoffs: 9 Sugar Pine had an issue with the valve at the house and the district valve was not functioning properly. Operators had to shut down the main to replace the service valve. 4 Cedar Lane had an issue with their home valve and reported it to be leaking. Upon investigation, operators found that the valve at the house was not completely turned into the “on” position, causing water to come out of the drain hole on the body of the valve.

ii. Wastewater:

Flow: WWTP #6- 149,751 Gallons WWTP # 7- 1,104,269 Gallons Total: 1,254,020 Gallons

Waters Vacuum Truck: Section #3 of the wastewater collection system was cleaned in March 2022. Section #3 is the collection system for Unit 6 condos, this section is the most problematic in terms of grease build within the pipelines.

Annual Report: The annual wastewater and groundwater reports, prepared by Farr West have been submitted to our state regulator. No comments or questions from the regulator about the report have been received.

iii. Misc. & Small Projects

WWTP 6 Fence: Operators received a bid from Kunsman Fence for \$5,325. Other contractors were contacted but no response was received.

Bobcat Repair: The skid steer was returned to the district after repairs were made in Reno. It was found that rodents had chewed through some of the wiring, causing electrical issues. Operators placed traps and poison in the shop to mitigate any future rodent issues.

CSD/Fire Dept Building Painting: O&M staff have contacted painting contractors and received one response from A.A. Knudsen Painting. Staff have provided the square footage of the building, are in the process of choosing colors and will receive a bid in the next week or so.

Tree Cleanup: Operators have been working to clean up downed trees on district properties. They have been piling up the branches and will have a tree service chip the piles. There are still a couple trees that need to be addressed.

Security Cameras: Blink surveillance cameras have installed by staff.

12. Written Correspondence to the Board

Nothing to Report.

13. Closed Session: Personnel; General Manager Performance

*This item was tabled to a future meeting due to time constraints.*

14. Public/Board Comment Period

Community member Dave Yeargin inquired as to the status of former employee Anthony Campbell. He is no longer with the District.

Community member Dave Bauer congratulated Jamar Tate on his new role as the District's General Manager.

Community member Jeff Johnson asked if the newest bench test results would add or replace the method of treatment initially proposed by the original pilot study for the water treatment plant. Project Manager John Rowden advised that there is not enough data from the test itself or regulators to definitively answer at this time. The District will provide regular status updates as the situation develops.

Board Chairperson Mark Shadowens announced he may be moving out of district effective January 2023.

15. Future Agenda Items

- a. Preliminary 2022-2023 Draft Budget
- b. SDRMA Application update
- c. FY 202-2021 Audit Updates

16. Adjournment

Chairperson Mark Shadowens adjourned the regular Board meeting at 1000 hours.

In Attendance:

Chairperson Mark Shadowens  
Vice Chairperson Steve Janovick  
Board Director Russ Bowring  
Board Director – VACANT

Absent – Board Director Todd Solomon

Respectfully Submitted,

(Signature on file)

Jillian Cole  
Board Clerk