

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

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**REGULAR
BOARD MEETING
MINUTES**

March 9, 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. Resolution 2022-02: Authorization of Virtual Meetings

The Board was presented with Resolution 2022-02: Authorization of Remote Meeting

Motion to approve Resolution 2022-02.

Motioned: Vice Chairperson Steve Janovick

2nd: Board Director Todd Solomon

All in Favor.

(Roll Call Vote)

Aye – Chairperson Mark Shadowens
Aye – Vice Chairperson Steve Janovick
Aye – Board Director Todd Solomon

Absent – Board Director Russ Bowring

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

The Board was presented with the January 14, 2022, Special Board Meeting minutes
Clerk's Note: This item was tabled due to lack of a quorum to approve.

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

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

Motion to approve the February 9, 2022, Special Board Meeting minutes as submitted

Motioned: Vice Chairperson Steve Janovick

2nd: Board Director Todd Solomon

All in Favor. (Roll Call Vote)

Aye – Chairperson Mark Shadowens
Aye – Vice Chairperson Steve Janovick
Aye – Board Director Todd Solomon

Absent - Board Director Russ Bowring

Clerk's Note: Items 8 & 9 on the Agenda were addressed at this time to ensure a quorum for actionable items.

8. Survey Services

The Board was advised that the sole respondent to the District's RFP for survey services was Bastian Engineering. Project Manager John Rowden advised the Board they can either accept the proposal or extend the bidding deadline in hopes of procuring more bids on the project.

Motion to accept the proposal from Bastian Engineering for survey services as required.

Motioned: Vice Chairperson Steve Janovick

2nd: Board Director Todd Solomon

All in Favor.
(Roll Call Vote)

Aye – Chairperson Mark Shadowens
Aye – Vice Chairperson Steve Janovick

Aye – Board Director Todd Solomon

Absent - Board Director Russ Bowring

9. Ordinance Related to Water Conservation

The Board was presented with Stage 2 Water Conservation guidelines for review. Following a discussion, including the Statewide drought conditions, the Board proposed to adopt Stage 2 Water Conservation guidelines effective May 1, 2022.

Motion to implement Stage 2 Water Conservation guidelines effective May 1, 2022.

Motioned: Board Director Todd Solomon

2nd: Vice Chairperson Steve Janovick

All in Favor.

(Roll Call Vote)

Aye – Chairperson Mark Shadowens

Aye – Vice Chairperson Steve Janovick

Aye – Board Director Todd Solomon

Absent - Board Director Russ Bowring

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.

c. Fire Apparatus & Equipment Maintenance

Engine 9122 is waiting on part for air brakes.

The old command vehicle has been donated to Long Valley VFD.

d. Training

Quincy Fire Academy will start in April, we plan on sending one.

e. Firewise Committee Actions and Activities

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

f. Miscellaneous

Burn permits are required and can be received on-line at the Cal Fire 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 February 14, 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 12 ppb. The EPA Standard is 10 ppb. The running annual average (RAA) at the compliance point is 9 ppb, 6 ppb at Well 1B, and 13 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 he is currently working with the State to draft agreements regarding the requirement for further pilot testing for the removal of phosphates and other contaminants that could affect chemical reactions in treatment for the remediation of arsenic. Currently, full operation of the plant is scheduled for October 2024

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.

10. 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.

11. Committee Reports

a. Budget & Finance Committee

Nothing to Report.

b. Water & Wastewater Committee

A meeting will be scheduled soon. Date and Time TBA.

12. 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 February 2022.
- ii. 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.

b. Administration

- i. Administrative Manager Jillian Cole advised the Board that the District was in receipt of payment from the County Tax Rolls and that a lien had been paid off for the property at 119 Eureka Springs Dr. Additionally, delinquent notices will be going out before the next Board meeting. The Board was provided with a list of delinquent accounts.
- ii. The Board was advised that, due to the prolonged illness/absence of Administrative Manager Jillian Cole, delays had occurred in administrative projects in the month of February.

c. Operations, Maintenance & Small Projects

- i. Water:
Flow: Well 1b: 1,234,300 gallons Well 2: 6,700 gallons. Total: 1,241,000 gallons.

Chemical Feed Pumps: O&M staff have been experiencing issues with the chemical feed pumps at both Well 1B & Well 2. The pumps at both sites had leaks on the "head" of the unit. Operators were able to tighten screws on the unit at Well 1B. The unit at Well 2 was not repairable. A new pump has been ordered.

Leaks/Shutoffs: During the last week of February, operators received two reports of broken pipes and water leaking at 206 Sequoia Circle & 107 Evergreen Circle. In both instances, the backflow device for their irrigation system had frozen. Water was shutoff at the service box and property owners were notified.

- ii. Wastewater:
Flow: WWTP #6- 174,711 Gallons WWTP # 7- 1,005,806 Gallons Total: 1,180,517 Gallons

WWTP 7 VFD: A faulty relay was causing the VFD on Blower #1 to malfunction. Bryant Electric was able to replace the relay.

Waters Contract: This contract has been signed and returned to Waters. Operators contacted other vendors who supply similar service but had not received quotes at the time of this report.

Annual Report: As required by the wastewater permit, operators are working with Farr West to prepare the annual wastewater and ground water report. This report must be completed by a hydrologist.

iii. Misc. & Small Projects

Operators are currently gathering bids for a fence around the vault at WWTP #6, as well as the painting of the CSD/Fire Department building.

The District's Bobcat must be sent to Reno in order to repair a wiring harness.

d. Vandalism

Operators will work with Administrative Manager Jillian Cole to install and set up the security cameras at the District Office building following several instances of large containers of dog feces being left on District property. A report has been filed with the Plumas County Sheriff's Office.

13. Written Correspondence to the Board

Nothing to Report.

14. Public/Board Comment Period

Nothing to Report.

15. Future Agenda Items

- a. Approval of the January 14, 2022, Special Meeting Minutes
- b. Financial Reporting Update
- c. Committee Reports

16. Adjournment

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

In Attendance:

Chairperson Mark Shadowens
Vice Chairperson Steve Janovick
Board Director Todd Solomon
Board Director – VACANT

Absent – Board Director Russ Bowring

Respectfully Submitted,

(Signature on file)

Jillian Cole
Board Clerk