

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

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REGULAR

BOARD MEETING

MINUTES

December 14, 2022

9:00 AM

200 Lundy Lane

BLAIRSDEN, CA 96103

Board of Directors

Board Director VACANT

Board Director Steve Janovick

Board Director Todd Solomon

Board Director Don Fregulia

Board Director Cheryl Trenwith-Sinsel

Clerk's Note: Clerk of the Board Jillian Cole attended this meeting via Zoom. All votes recorded via Roll Call

1. Call Meeting to Order

Vice Chairperson Steve Janovick called to order the Regular Board Meeting of Plumas Eureka Community Services District ("PECSD") at 0905 hours.

2. Approval of November 09, 2022, Special Board Meeting Minutes

The Board was presented with the November 09, 2022, Regular Board Meeting minutes

Motion to approve the November 09, 2022, Regular Board Meeting minutes as submitted.

Motioned: Board Director Don Fregulia

2nd: Board Director Todd Solomon

All in Favor.

Aye – Vice Chairperson Steve Janovick

Aye – Board Director Todd Solomon
Aye – Board Director Don Fregulia
Absent – Board Director Cheryl Sinsel

3. Fire Department Funding

Following a brief discussion, the Board declared this item a topic for the Budget & Finance Committee to be formed in January 2023.

Clerk's Note: Board Director Cheryl Trenwith-Sinsel arrived at 0911 hours.

4. Earthquake, Flood, and General Liability Insurance

Clerk's Note: This item was tabled to a future meeting due to no proposal submitted.

5. Water Treatment Plant and Pilot Study Update

The Board was advised by Project Manager John Rowden that the skid containing the equipment for pilot testing was still in transit to CA at the time of this meeting. An update will be provided at the regular meeting in January 2023.

6. Lift Station 7 Replacement Update

General Manager Jamar Tate advised the Board that the District has received proposals from MC Garr Excavation, Simerson Construction, and Resource Development Company to perform the WWTP 7 lift station replacement. The proposals ranged in cost from \$103,998.60 to \$326,050.00. Following a discussion, the Board selected the bid of local contractor McGarr Excavation, citing included subcontracted electrical work.

Motion to approve the proposal submitted by McGarr Excavation in the amount of \$160,762.00 to replace the lift station at WWTP 7.

Motioned: Board Director Don Fregulia
2nd: Board Director Cheryl Trenwith-Sinsel

All in Favor.

Aye – Vice Chairperson Steve Janovick
Aye – Board Director Todd Solomon
Aye – Board Director Don Fregulia
Aye – Board Director Cheryl Trenwith-Sinsel

7. Portable Generator Purchase

The Board was advised the District is awaiting invoices for exhaust equipment, to be installed on existing backup generators, before determining the amount of remaining grant funds available to purchase a portable generator.

8. 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 COVID 19 and will continue to follow CDC and NorCal EMS guidelines and requirements.

b. Personnel

The Department is still recruiting for volunteer firefighters. Interested parties can email volunteers@pecsd.org or contact the office at 530-836-0532.

c. Fire Apparatus & Equipment Maintenance

Wildland gear has been purchased with partial funding from a CalFIRE grant.

d. Training

Volunteers trained in operation of the Department’s new battery-operated extrication tools purchased in-part with funds donated by PECAUX.

e. Firewise Committee Actions and Activities

The District’s new Firewise Certificate of Recognition has been issued. The certificate is valid through 2023.

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.

9. Water System Compliance

Results from testing November 14, 2022, showed the As level at the compliance point to be 8 ppb; at Well 1B to be 7 ppb; and at Well 2 to be 14 ppb. The EPA Standard is 10 ppb. The running annual average (RAA) at the compliance point is 8 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 July 11, 2022, for Iron were .150 mg/l at Well 1B and .750 mg/l at Well 2; for Manganese were .081 mg/l at Well 1B and .133 mg/l at Well 2. (The Secondary Standard for Iron is .300 mg/l. The Secondary Standard for Manganese is .05 mg/l.)

10. Committee Reports

New committee assignments will be made at the January 11, 2023 PECSD Board of Directors regular meeting.

11. General Manager’s Report

a. Finance

The Board was presented with Financial reports for October 2022.

A discussion took place regarding capital expenses appearing on the Profit & Loss Budget Reports without annual budget figures for tracking. This issue will be resolved by the January 11, 2023 meeting and reports will be resubmitted for approval at that time.

b. 2020/2021 Audit

Management continues to work with Fechter & Co to obtain a copy of the 2020-2021 Audit Report. Meanwhile, District Staff are preparing for field work for the 2021-2022 Fiscal Year Audit with auditors from Singleton/Auman scheduled to take place December 29 & 30, 2022.

c. Cost of Living Adjustment 2023

The Board was presented with an outline of the District's historical practices regarding annual Cost of Living Adjustments (COLA). This practice is currently aligned with Social Security COLA, which is scheduled to be 8.7% for 2023.

The District budget for the 2022-2023 Fiscal Year, projected a COLA of 3%.

The District has no current written policy regarding COLAs

General Manager Jamar Tate requested approval of the 8.7% Cost of Living Adjustment for 2023.

Motion to approve the 8.7% Cost of Living Adjustment (COLA), in alignment with Social Security, with direction to the PECSD Personnel & Benefits Committee to recommend a written policy for future COLAs.

Motioned: Board Director Cheryl Trenwith-Sinsel

2nd: Board Director Don Fregulia

All in Favor.

Aye – Vice Chairperson Steve Janovick

Aye – Board Director Todd Solomon

Aye – Board Director Don Fregulia

Aye – Board Director Cheryl Trenwith-Sinsel

d. Generator Project Update

Nothing to Report/See Item 7.

e. Miscellaneous

Nothing to Report.

12. Operations Report

Water

November 2022 Flow: Well 1B – 1,560,800 gallons Well 2- 15,600 gallons Total- 1,576,400 gallons.

Wastewater

November 2022 Flow: WWTP # 6- 170,468 gallons WWTP # 7: 771,191 gallons Total: 941,659 gallons.

WWTP 7 experienced an electrical issue with a blower. Operators called Bryant Electric who determined the issue was just a bad connection and the motor had sustained no damage. The connections were replaced, and the issue should be resolved.

A refurbished pump for WWTP 6 failed after only a couple of weeks in operation. A re-inspection by Sparks Electric Motor determined the failure was caused by defect/error. The pump and motor were repaired at no cost to the District.

Misc.

Sierra Controls installed equipment allowing them to remotely access and repair SCADA issues

13. Administration

Administrative Manager Jillian Cole submitted a report to the Board providing updates collections activities, liens, Fiscal Year 2021-2022 Audit preparations, and the status of administrative improvements and reorganization efforts, as well as District Income for the month of November 2022.

14. Written Correspondence to the Board

Nothing to Report.

18. Public/Board Comment Period

Nothing to Report.

19. Future Agenda Items

Fire Department income/cost analysis
Earthquake, Flood & General Liability Insurance
Filling Vacancies on the Board of Directors

20. Adjournment

Vice Chairperson Steve Janovick adjourned the regular Board meeting at 1049 hours.

In Attendance:

Vice Chairperson Steve Janovick
Board Director Todd Solomon
Board Director Don Fregulia

Board Director Cheryl SInsel
Board Director VACANT

Respectfully Submitted,

(Signature on file)

Jillian Cole
Board Clerk