

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT**

**200 LUNDY LANE**

**BLAIRSDEN, CALIFORNIA 96103**

**PHONE: 530-836-1953**

**FAX: 530-836-2963**

**TOLL FREE: 877-377-1953**

Email – [jillian.pecsd@gmail.com](mailto:jillian.pecsd@gmail.com)

[Web - www.pecsd.org](http://www.pecsd.org)

**REGULAR**

**BOARD MEETING**

**MINUTES**

**November 10, 2021**

**HELD VIA ZOOM**

**200 Lundy Lane**

**BLAIRSDEN, CA 96103**

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 0900 hours.

2. Resolution 2021-5: Remote Meetings

The Board was presented with Resolution 2021-5 authorizing remote teleconference meetings for a period of 30 days.

Motion to approve Resolution 2021-5 and conduct meetings in October via teleconference.

Motioned: Board Director Russ Bowring

2<sup>nd</sup>: Board Director Mark Shadowens

All in Favor

Aye – Chairperson Dave Stone  
Aye - Board Director Mark Shadowens  
Aye – Board Director Russ Bowring

Absent – Board Director Sherry Panick  
Absent – Board Director Sherry Panick

3. Thank You to Dave Stone and Sherry Panick

Interim General Manager John Rowden thanked both Dave Stone and Sherry Panick for their service to the CSD as Board Members. We wish them well in their future endeavors.

4. Approval of September 8, 2021, Regular Board Meeting Minutes

*This item was tabled due to lack of quorum for approval.*

5. Approval of October 13, 2021, Regular Board Meeting Minutes

*This item was tabled due to lack of quorum for approval.*

6. Approval of October 20, 2021, Regular Board Meeting Minutes

*This item was tabled due to lack of quorum for approval.*

7. 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

On October 6<sup>th</sup> we completed our 9<sup>th</sup> week being deployed on the two major Fires in Plumas County. Two (2) weeks on the Beckwourth Complex Fire and seven (7) on the Dixie Fire.

c. Fire Apparatus & Equipment Maintenance

9178 has only one leak remaining, and it's the major issue with the packing around the main pump. Burton's Fire in Modesto estimates without any kind of inspection \$2.5k as best case, but more likely \$4k and up depending on what they find.

9122 has been reloaded with equipment and tools that were removed to make space for the Firefighter's gear during deployment to the Fires.

Renovations on the new command vehicle continue. Headlights and running boards were installed, Emergency lights and Radio are on order. Once the new command vehicle is complete, the old command vehicle will be donated to the Long Valley Fire department.

d. Training

Nothing to Report

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.

g. Plumas County Fire Chiefs Association

Nothing to Report.

8. Water System Compliance

Results from testing October 7, 2021, showed the As level at the compliance point to be 9 ppb; at Well 1B (tested October 26) to be 5 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 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 October 26, 2021, for Iron were .610 mg/l at Well 1B and .440 mg/l at Well 2; for Manganese were .0865 mg/l at Well 1B and .0966 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

Interim General Manager John Rowden advised the Board that due to delays the SRF application would be submitted in November 2021.

9. Liability Insurance

The Board was presented with the District Liability Insurance packages. It was noted that premiums had increased by nearly 60% from last year and the District will be exploring alternative options for the future.

Motion to authorize payment of CSD and Fire Department Liability and Life Insurance policies.

Motioned: Board Director Russ Bowring

2<sup>nd</sup>: Board Director Mark Shadowens

All in Favor

Aye – Chairperson Dave Stone

Aye - Board Director Mark Shadowens

Aye – Board Director Russ Bowring

Absent – Vice Chairperson Steve Janovick

Absent – Board Director Sherry Panick

10. Property Access Agreement Supporting A Fuels Management Project

The Board was presented with an agreement with the Feather River Resource Conservation District that will allow agents and contractors of the FRRCD and the Sierra Nevada Conservancy access to PECSD property to remove hazardous fuels and monitor management and regrowth for ten years.

Motion to approve the property access agreement with FRRCD and the Sierra Nevada Conservancy to remove hazardous fuels from PECSD properties

Motioned: Board Director Mark Shadowens

2<sup>nd</sup>: Board Director Russ Bowring

All in Favor

Aye – Chairperson Dave Stone

Aye - Board Director Mark Shadowens

Aye – Board Director Russ Bowring

Absent – Vice Chairperson Steve Janovick

Absent – Board Director Sherry Panick

11. Committee Reports

- 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.

12. General Manager’s Report

a. Finance

i. Consideration of October 2021 Financial Reports

The Board was presented with the financial reports for October 2021.  
Motion to accept October 2021 Financials as submitted.

Motioned – Board Director Russ Bowring  
2nd – Board Director Mark Shadowens

All in Favor.

Aye – Chairperson Dave Stone  
Aye – Board Director Mark Shadowens  
Aye – Board Director Russ Bowring

Absent – Vice Chairperson Steve Janovick  
Absent – Board Director Sherry Panick

ii. Potential Budget Issues

Interim General Manager John Rowden advised the Board that some of the assumptions made during the budgeting process did not come to fruition. As such, some budget spending goals will not be actualized.

iii. Introduction of Brittany Wilcox from Bequette & Kimmel Accounting Corp

The Board was introduced to Brittany Wilcox via phone conference. She will be assisting Administrative Manager Jillian Cole with this year's audit preparation and will be compiling and tracking financial reports for the Board in the near future.

iv. Upcoming Audit of FY 20-21

Interim General manager John Rowden advised the Board that Auditors would be conducting the District's annual audit in January 2022. Brittany Wilcox advised the Board she and Administrative Manager Jillian Cole are working to ensure a smooth audit process this year.

b. Administration

i. Status of Invoices and Liens

Administrative Manager Jillian Cole advised invoicing had taken place on October 15, 2021. A lien scheduled to be filed on the property located at 35 Aspen Cir has been suspended as payment has been received.

ii. Status of Accepting Payments

Administrative Manager Jillian Cole advised the Board that payments continue to be received on the new billing processes with a steady increase in online payments thanks to lower invoice totals with the new quarterly billing system. . Delinquent account collections will resume as normal upon the expiration of the

CA shutoff moratorium.

iii. New Credit Card

The District has procured new credit cards through CSDA and Umpqua Bank. Administrators will be in contact with card representatives to learn and implement card features and Quickbooks integration.

iv. Transition to New Board Members

Administrative Manager Jillian Cole advised that two (2) Board Member positions will be posted as Special Vacancies on Dec 2, 2021, at the end of Dave Stone and Sherry Panick's terms. Vice Chairperson Steve Janovick has been appointed to his next term by the Plumas County Board of Supervisors.

c. Projects, Operations & Maintenance

i. Operations and Maintenance

Water system flows for the month of October 2021 were 4,335,200 gallons at Well 1B and 292,200 gallons at Well 2.

Issues & Updates:

Pressure Reducing Valves (PRVs) Operators had CLA-VAL come to the district and service the pressure reducing valves on Madora Lake Road. They also adjusted the pressure; with this servicing future pressure spikes should be mitigated.

Pinecone Court Hydrant Residents in the Pinecone notified the district that the hydrant in the area was leaking. Operators investigated the issue and found the hydrant leaking and turned the hydrant off at the isolation valve. McGarr excavation has been contacted by operators to replace the hydrant. Utilities in the area have been located; McGarr will be in district in the coming weeks to complete the repair.

Wastewater Flows for the Month of October 2021 were 273,875 gallons at WWTP 6 and 1,090,625 gallons at WWTP 7.

Issues & Updates:

WWTP 7 Blower Update The new blower motor, acquired from Kaeser, was rushed by Kaeser straight to the district. Rush shipping did cost extra, \$1,500. Motor was installed by technicians from Kaeser and took most of the day. The total cost for the motor and installation \$8,141.30. During this same time, the motor for the other blower was repaired by Sparks Electric Motor on an expedited repair, totaling \$1,700. This motor was installed by operators. During the installation by Kaser, their technicians recommended that the motor pulley seals be replaced due to

some leaks that were observed. Parts for that repair have arrived at the district and Kaeser is scheduled to complete the repair during November.

Sludge Removal Plumas Sanitation has been released and are finished with attending to the recent forest fire camps located in the county. They will be removing sludge/solids from both wastewater treatment plants in the next few weeks. Removal of solids was originally scheduled in July but due to outbreak of fires, the removal was postponed until Plumas Sanitation was done with fire camps.

WWTP 6 Sludge Holding Tank Operators have been experiencing an ongoing issue with the sludge holding tank leaking into an adjacent tank. Plans and materials are being discussed and gathered for operators to patch the leak

d. Miscellaneous

Interim General Manager John Rowden advised the Board that the generator replacement project continues, though the District will no longer be pursuing the Generator at WWTP #6 due to space issues.

The District will resume with excess property disposal in the coming months.

13. Closed Session: Review of General Manager Performance/Recruitment Status

Chairperson Dave Stone adjourned to Closed Session at 1017 hours.

Chairperson Dave Stone Reconvened Open Session at 1035 hours. No action was taken. The New Board will make the selection of the new General Manager.

14. Written Correspondence to the Board

Nothing to Report.

15. Public/Board Comment Period

Nothing to report

16. X Future Agenda Items

a. Swearing In of New Board

b. Accounting Update

c. 2020-2021 Audit

d. Generator Project Update

17. Adjournment

Chairperson Dave Stone adjourned the regular Board meeting at 1037 hours.

In Attendance:

Chairperson Dave Stone

Board Director Russ Bowring

Board Director Mark Shadowens

Absent - Board Director Sherry Panick

Absent - Vice Chairperson Steve Janovick

Respectfully Submitted,

(Signature on file)

Jillian Cole  
Board Clerk