

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

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REGULAR
BOARD MEETING
MINUTES

February 10, 2021

HELD VIA ZOOM

Board of Directors

Chairperson Dave Stone

Vice Chairperson Steve Janovick

Board Director Shery Panick

Board Director Russ Bowring

Board Director Vacant

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 December 9, 2020 Regular Board Meeting Minutes

**Clerk’s Note: This Agenda Item was addressed at the end of the meeting, pending the arrival of Board Director Russ Bowring at 0908 hours.*

Motion to approve the December 9, 2020 Regular Board Meeting Minutes as corrected.

Motioned: Board Director Steve Janovick

2nd: Board Director Russ Bowring

All in Favor.

Aye – Chairperson Dave Stone

Aye – Board Director Russ Bowring

Aye – Vice Chairperson Steve Janovick

Abstain – Board Director Sherry Panick

3. Approval of January 13, 2021 Regular Board Meeting Minutes

Motion to approve the January 13, 2021 Regular Board Meeting minutes as corrected.

Motioned: Board Director Sherry Panick

2nd: Vice Chairperson Steve Janovick

All in Favor.

Aye – Chairperson Dave Stone

Aye – Board Director Sherry Panick

Aye – Vice Chairperson Steve Janovick

Absent – Board Director Russ Bowring

4. Filling the Vacancy on the Board

Motion to appoint Mark Shadowens as Director of the Board of the Plumas Eureka Community Services District.

Motioned: Chairperson Dave Stone

2nd: Board Director Sherry Panick

All in Favor (Roll Call Vote).

Aye – Chairperson Dave Stone

Aye – Vice Chairperson Steve Janovick

Aye – Board Director Sherry Panick

Aye – Board Director Russ Bowring

Mark Shadowens is hereby appointed to the PECS D Board of Directors.

Clerk of the Board Jillian Cole administered the Oath of Office to Director Shadowens.

5. Selection of Standing Committees

Interim General Manager John Rowden recommended the Board appoint Director Shadowens to the vacant positions in the Emergency Services and Administrative Services Committees, citing his past experience as Fire Chief at Northstar at Tahoe.

Additionally, to better align Board Committee assignments, Interim General Manager John Rowden suggested the following update(s):

- a. Budget and Finance Committee

- Chair: Russ Bowring; Member: Dave Stone
- b. Personnel and Benefits Committee
Chair: Dave Stone; Member: Sherry Panick
- c. Administrative Committee
Chair: Sherry Panick; Member: Mark Shadowens
- d. Emergency Services Committee
Chair: Mark Shadowens; Member: Steve Janovick
- e. Water and Wastewater Services Committee
Chair: Steve Janovick; Member: Russ Bowring

The Board accepted these recommendations and directed John Rowden to update the Committees accordingly.

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

Second round of Covid-19 vaccine shots have begun for department personnel.

c. Fire Apparatus & Equipment Maintenance

Annual maintenance has been performed on the Department SCBA Air Station. New Wildland pants and shirts have been purchased for department volunteers.

d. Training

Medical training on signs and symptoms of dehydration and a review of our COVID-19 procedures.

e. Firewise Committee Actions and Activities

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

f. Miscellaneous

The Department continues with its community outreach program.

People who have a burn permit are allowed to burn on burn days only. The Air Quality Board determines burn days, please call (530) 832-4528, then press 5 for our region and listen to the entire message to know when a burn day occurs.

g. Plumas County Fire Chiefs Association

All Meetings have been cancelled until future notice.

7. Water System Compliance

Results from testing January 7, 2021, showed the As level at the compliance point to be 8 ppb; at Well 1B to be 5 ppb; and at Well 2 to be 18 ppb. The EPA Standard is 10 ppb. The 4th Quarter average was 9 at the compliance point, 8 ppb at Well 1B, and 14 ppb at Well 2. The running annual average (RAA) at the compliance point is 9 ppb, 8 ppb at Well 1B, and 13 ppb at Well 2.

The most recent results of the tests of the Quarterly samples taken on January 7, 2021 for Iron were .910 mg/l at Well 1B and 5.400 mg/l at Well 2; for Manganese were .101 mg/l at Well 1B and .149 mg/l at Well 2. (The Secondary Standard for Iron is .300 mg/l. The Secondary Standard for Manganese is .05 mg/l.)

Both Well 1B and Well 2 were out of compliance for Iron by more than 3 times the MCL and thus jeopardizing the legal protection of the waiver from the Iron standard. The result from Well 2 is so extraordinary, that the Well will be retested. Once those results are known, the District will work with the SWRCB to determine if further testing is needed and other implications of exceeding the limit. **It should be noted that during the month prior to the test, no water from Well 2 was supplied to customers.**

Remediation Project Development

Interim General Manager John Rowden advised the Board he is currently exploring financing options for the construction of the Water Treatment Plant. The Board will have options to pursue either public financing through State or Federal entities (State Revolving Fund, USDA Rural Assistance), or a private lender (Municipal Capital, Ca Special District Association, Holman). From there, Mr. Rowden mapped out the process as follows:

Financing

- Review and Selection (may want to start applications processes at this stage)
- Retain Bond Counsel (if necessary)
- Complete Application and submit (the amount of engineering and environmental work varies among financing options)
- Review Terms and approve agreement.
- Set up process for receiving and accounting for funding.

Environmental Documentation and Permits

- Floodplain Map Changes
- Other Environmental Reviews and reports (depending on Financing Requirements)

Final Engineering and Bid

- Review Design in-light of Financing requirements, new technologies, changes in District conditions or needs

- Review current bid package and change as needed
- Identify Bid Review Team
- Advertise for Bids

Bid Selection and Project Management Plan

- Acceptance and Review of Bids
- Bid Selection
- Identify Project Management Team and responsibilities

Project Management and Construction

Project Management and Opening and Testing

Completion, final permitting, and operation

8. WWTP 6 Repair or Replacement

The Board was Briefed by Chief Operator Jamar Tate about the progress of the emergency lift station project at WWTP 6. Mr. Tate advised the Board progress continued with construction nearly completed and a new crane installed. Sierra Controls has programmed the new system.

9. Committee Report

- a. Administrative Services
Nothing to report
- b. Budget and Finance
The committee met on February 3 with the District Auditor. The District will consider an accounting consultant for increased controls, oversight, and expertise; written financial management policies will be added, more information will be provided in District financial reports, and budget development for the upcoming fiscal year was discussed.
- 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 January 2021 Financial Reports
The Board was presented with the financial reports for December 2021
Board Director Russ Bowring advised of the issues with the current iterations of the financial reports. Interim General Manager John Rowden and Administrative Manager Jillian Cole advised adjustments would be made to update this information for the Board.
Motion to accept January 2021 Financials as submitted.

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

All in Favor.

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

ii. FY 2019-2020 Audit

The Board was advised District staff continue to work with Auditors. Working remotely has slowed the process.

b. Administration

i. Status of Invoices and Liens

Administrative manager Jillian Cole advised payments are being received, though at a slower rate than in previous years. There are no changes to liened properties currently.

ii. Status of Administrative Improvements Contract

Administrative Manager Jillian Cole advised the Board that audit work and invoicing had delayed communications regarding projects on the contract at this time.

c. Projects, Operations & Maintenance

i. Operations and Maintenance

Water system flows for the month of January 2021 were 1,422,600 gallons at Well 1b and 1,000 gallons at Well 2.

Issues & Updates:

- Tank Communications: Sierra Controls replaced the Program Logic Controller (PLC) on top of the water tanks, this has since cleared up most of our communication issues. They also programmed a trend setting into the operator office to allow the operators to see the trends in communication to identify when a communication failure occurred and how often if it happens repeatedly.
- Operators and GM had a meeting with Farr West's Geologists and Hydrogeologists about the steps that should be taken to identify what process should be used for a rehabilitation project. Farr West proposed doing step testing over a 3- hour period to monitor well performance and compare the

performance to similar testing that was done in 2003 and the original testing when the well was constructed.

Wastewater Flows for the Month of January 2021 were 190,835 gallons at WWTP 6 and 938,524 gallons at WWTP 7.

Issues & Updates:

- Under the District's new General Permit, that went into effect in April 2020, it is require that reports be submitted at the end of the year for Groundwater & Wastewater system performance. The Groundwater report needs to be prepared by a licensed professional such as an Engineer or Geologist. Farr West's Geologists prepared and submitted this report for the district; operators supplied the data necessary for the report. Farr West will also assisting in preparing the Annual report for Wastewater system performance; operators are currently working with Farr West to complete the report.
- Both air compressors for the WWTP # 7 pneumatic valves have been repaired. One of the compressors needed a new pressure switch along with hard rubber tires due to the original tires going flat and cracking. The other compressor had to have the motor welded back on along with belt replacement and hard rubber tires installed.

d. Miscellaneous

- Operators have marked an estimated two dozen trees throughout the park for removal. These trees are small and unhealthy. They will be removed this spring along with other debris to help reduce fire danger.
- Operators have begun purchasing new tools to replace some of the other older tools in the shop and toolboxes.
- Operators spent significant time during the last storm plowing the district roads and clearing fire hydrants. New snow chains are being purchased for the Bobcat; operators have gotten the Bobcat stuck a few times last year and feel this will help prevent that situation.

13. Written Correspondence to the Board
Nothing to report

14. Public/Board Comment Period

15. Future Agenda Items
a. Billing Ordinance Revision
b. Water Treatment Plant Project Financing
c. FY 2019/2020 Audit

16. Adjournment

Chairperson Dave Stone adjourned the regular Board meeting at 1107 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