

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT**

**200 LUNDY LANE**

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**REGULAR**

**BOARD MEETING**

**MINUTES**

**September 8, 2021**

**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 0905 hours.

2. Approval of September 11, 2021, Regular Board Meeting Minutes

Motion to approve the September 11, 2021, Regular Board Meeting Minutes as corrected.

Motioned: Vice Chairperson Steve Janovick

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

All in Favor.

Aye – Chairperson Dave Stone

Aye - Vice Chairperson Steve Janovick

Aye – Board Director Mark Shadowens

Absent– Board Director Sherry Panick  
Absent – Board Director Russ Bowring

3. 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

Firefighter Gary McFarland has left the Department.

c. Fire Apparatus & Equipment Maintenance

9178: Multiple leaks are slowly being repaired: The foam leak has been fixed. A water leak from the pipe to the tank has decreased and should be fixed with another coat of JB weld. A suction valve replacement could not be found but Jenni and Mark were able to fix the faulty valve. The last major issue is with the packing around the main pump. I will need to call Burton's to get an estimate.

9122 is on assignment as part of a program for OES called Pre-Position.

Renovations on the new command vehicle are moving quickly. It received new struts, shocks, tires and rims from Les Schwab. The inside was cleaned and detailed. The rear bumper cover was replaced and running boards removed. Tuesday it was dropped off with Nevada Blue who will wrap the vehicle. Emergency lights, new headlights and new running boards are next on the list.

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 have been suspended and outside burning is prohibited. 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.

#### 4. Water System Compliance

Results from testing Aug 5, 2021, showed the As level at the compliance point to be 12 ppb; at Well 1B to be 8 ppb; and at Well 2 to be 19 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 July 1, 2021, for Iron were .380 mg/l at Well 1B and .220 mg/l at Well 2; for Manganese were .0576 mg/l at Well 1B and .080 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 provided the Board a tentative schedule of events for the construction of the water treatment plant. Full operation is currently expected by October 2024.

#### 5. Backup Generators

The Board was advised that the District received no bids for the installation of its backup generators purchased with grant funds. Operators will continue to work with Management in finding contractor.

The Board was presented with an invoice from High Sierra Gas for two propane tanks (500 gal/1000 gal). These tanks will provide fuel to the new backup generators, once installed. The total cost is \$14,000.00 for purchase and installation of the tanks.

Motion to allocate funds for one (1) 500 gal and one (1) 1000 gal propane tanks, purchased from High Sierra Gas, including all associated installation costs not to exceed \$14,000.00.

Motioned: Vice Chairperson Steve Janovick

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

All in Favor.

Aye – Chairperson Dave Stone

Aye - Vice Chairperson Steve Janovick

Aye – Board Director Mark Shadowens

Absent – Board Director Sherry Panick

Absent – Board Director Russ Bowring

#### 6. Committee Report

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.

7. General Manager's Report

a. Finance

i. Consideration of September 2021 Financial Reports

The Board was presented with the financial reports for September 2021.

Motion to accept September 2021 Financials as submitted.

Motioned – Board Director Mark Shadowens

2nd – Vice Chairperson Steve Janovick

All in Favor.

Aye – Chairperson Dave Stone

Aye – Vice Chairperson Steve Janovick

Aye – Board Director Mark Shadowens

Absent – Board Director Sherry Panick

Absent – Board Director Russ Bowring

ii. FY 2019-2020 Audit

The Board was advised the District had received its Audit Report for the Fiscal Year 2019-2020. A Special Meeting will be scheduled to review and accept the reports.

b. Administration

i. Status of Invoices and Liens

Administrative Manager Jillian Cole advised invoicing would commence in the coming days.

ii. Status of Accepting Payments

Administrative Manager Jillian Cole advised the Board that payments continue to be received on the new billing processes. Since July 1, 2021, the District has received \$199,660.00 of 352,654.00 invoiced in July. Credit card payments accounted for about 6% of income so far this Fiscal year

c. Projects, Operations & Maintenance

i. Operations and Maintenance

Water system flows for the month of September 2021 were 6,515,000 gallons at Well 1B and 5,765,900 gallons at Well 2. Use is down 527,000 gallons from July.

Issues & Updates:

Stage 2 Conservation: Operators continue surveying the district in the mornings during rounds to spot residences that are water on the wrong days or time. The District has saved 1,482,600 gallons when compared with usage from September 2020.

Backflow testing has been performed as is required annually. No issues were noted.

Wastewater Flows for the Month of September 2021 were 337,024 gallons at WWTP 6 and 837,833 gallons at WWTP 7.

Issues & Updates:

WWTP 7: Operators discovered an issue in the WWTP 7 leach field. Attempts to close the valve were unsuccessful. The valve was dug up and replaced, and the leak was located and repaired. Operators switched leach fields and the issue is resolved.

Solids were discovered in the Madora Lake leach field distribution box. Operators are waiting for availability from Plumas Sanitation to pump out the box, at which time the fields will be switched.

d. Miscellaneous

i. Interim General manager advised the Board of the status of recruiting a permanent General Manager. Ads have been placed in several publications and online, and the District has received a few resumes. Interim General Manager John Rowden asked the Board how they would like to proceed with interviewing prospective candidates. An ad hoc hiring committee will be created to conduct initial interviews, with final interviews being conducted by the Board.

ii. Staffing has been minimal with Operator Campbell out on medical leave and Operator Tate working a split schedule through December 2021.

11. Written Correspondence to the Board

Nothing to Report.

12. Public/Board Comment Period  
Nothing to report.

13. Future Agenda Items  
a. FY 19-20 Audit Report  
b. Backup Generator project update  
c. Medical Benefits Enrollment

16. Adjournment  
Chairperson Dave Stone adjourned the regular Board meeting at 1041 hours.

In Attendance:

Chairperson Dave Stone

Vice Chairperson Steve Janovick

Board Director Mark Shadowens

Absent - Board Director Russ Bowring

Absent - Board Director Sherry Panick

Respectfully Submitted,

(Signature on file)

Jillian Cole  
Board Clerk