

**EAST QUINCY SERVICES DISTRICT
179 ROGERS AVENUE, QUINCY, CA 95971
REGULAR MEETING MINUTES OF TUESDAY MAY 14, 2013
CALL TO ORDER**

The Regular Meeting of the East Quincy Services District Board of Directors was called to order by Chairman Eaton at 8:10 p.m.

BOARD MEMBERS PRESENT

Howard Hughes
Greg Margason
Ernie Eaton
Mike Green
Kathy Felker

BOARD MEMBERS ABSENT

None

DISTRICT PERSONNEL PRESENT

David Edwards, General Manager
Shawneen Howe, District Secretary
Robert Zernich, Attorney
Dan Bastian, Bastian Engineering

PUBLIC PRESENT

Susan Christensen, Constituent
Bill Martin, Constituent
Laura Beaton, Feather River Publishing
Bill Cook, Constituent
Rose Comstock, FOP Consultant

PUBLIC COMMENT

There was no public comment at this time.

ADDING OR REMOVING ITEMS ON AGENDA

There were no items that needed to be added or removed from this agenda.

MINUTES

The board was presented with minutes of the Regular Board Meeting of April 9, 2013 for their review and approval. Director Felker had several corrections to the minutes. On page 2 under District Correspondence, line 3 should read "had reported he had made a request for a copy of the board packet and the office staff at" and further down the page under Bastian Engineering-QCSD WWTP 2013-2014 Treatment & Disposal Budget, line 5 should read "In the past we had a procedure where the rates were accepted during an AVCSA". Director Felker also pointed out on page 3 under Manager's Report, item (b) Backflow Testing line 2 should read "been tested in 2 years because of certification issues. Manager Edwards spoke with". On page 4 under Finance Report, line 3 should read "America so that they would get the current balances of the revolving account and the trustee". Finally under Director's and Manager's Comments, Director Felker clarified that she would like to have monthly progress reports on the audit issues that need to be corrected. Director Eaton comments should reflect a spelling change reflecting that he thanked Dan Bastian for the report.

MINUTES (cont'd)

A **MOTION** was made by Director Hughes to approve the minutes of the Regular Board Meeting of April 9, 2013 as corrected. The motion was seconded by Director Felker and the results of the vote are as follows:

AYES: Director Margason, Green, Felker, Hughes and Chairman Eaton

NOES: None

ABSENT: None

The board was presented with the minutes of the Preliminary Budget Hearing of April 10, 2013 for their review and approval. A **MOTION** was made by Director Margason to approve the minutes of the Preliminary Budget Meeting of April 10, 2013 as presented. The motion was seconded by Director Green and the results of the vote are as follows:

AYES: Directors Margason, Green, Felker, Hughes and Chairman Eaton

NOES: None

ABSENT: None

DISTRICT CORRESPONDENCE

District Staff presented a request from Dianna McMaster Ruch, 1285 Lee Rd, to be forgiven from having to pay the deposit on the house she recently purchased. She has other properties in the area and had never had a problem in paying the bills on time. The board discussed this issue and decided that the Board could not grant her request. She will not be excluded from the policy. The board directed staff to contact the customer with their decision.

SCADA UPGRADE

Manager Edwards presented the information that will be included in the formal bid for the Scada Upgrade. There was a short discussion and the board directed Manager Edwards to get with Dan Bastian and prepare the bid document and go to a formal bid.

HIGH SIERRA MUSIC FESTIVAL

Manager Edwards presented the correspondence that was sent with the deposit check for the rental of our property. There was a small discussion and the board would like to entertain the idea of changing the rates for the rental of the field for next year.

AVCSA MEETING

The staff presented the draft agenda for the next American Valley Community Services Authority along with the request from Quincy Community Services District to eliminate items off this agenda. After the board had a small discussion, the board felt that these items on the agenda were too important to remove and should not be eliminated. Any of these items can be tabled during the meeting if there is not enough time to get to them. The staff was directed to prepare the agenda as presented.

STAFF REPORT

(a) **Water Report**-It was reported that we pumped 9,024,570 gallons of water in April and we billed out 6,653,530. The difference is 2,371,040 gallons of water. Manager Edwards explained that we are conducting an extensive search for the missing water. If we are unable to locate the source of the leak, Manager Edwards will contact an outside company to help locate the leaks.

(b) **Wastewater Flow**-It was reported that we pumped 5,698,187 million gallons of effluent to Quincy Community Services District for treatment during the month of April.

(c) **Quincy Community Services District Agenda**-The agendas for Quincy Community Services District was presented for the board's information.

MANAGER'S REPORT

(a) **Backflow Testing**-Manager Edwards reported that the backflows have been tested. It was discovered that one of the backflows that has been installed is the wrong type of backflow assembly. Manager Edwards explained that this installation was approved in error. After a small discussion, the board directed Manager Edwards to do what ever was necessary to correct the situation and to handle any further issues that may arise.

(b) **California Rural Water Assoc. Expo**-Manager Edwards informed the board that he obtained all kinds of useful information at this expo. Manager Edwards has found a funding source that could possible save the district several thousand dollars on our USDA loan. He will have more information at the next regular meeting.

(c) **Sewer Test Procedures**-Manager Edwards presented the new East Quincy Sewer Test Procedures for the board's review. He explained that these procedures will be incorporated into the sewer ordinance.

(d) **Clough Street Community Garden**-Manager Edwards reported that a constituent came in with a request for a meter to be installed for a community garden. The meter would only supply water to a drip system and used during the growing season. They would like to have this meter installed at the least amount of cost possible. After the board discussed this issue and consulted with Mr. Zernich, the attorney for the district, it was determined that this request would be considered a gift of public funds and therefore the district could not grant the request. A **MOTION** was made by Director Green to supply the Clough Street Community Garden water at the normal monthly rate and they need to pay for the system facility fees that would be applicable for the property. The motion was seconded by Director Felker and the results of the vote are as follows:

AYES: Director Margason, Green, Felker, and Chairman Eaton

NOES: None

ABSTAIN: Director Hughes

ABSENT: None

(e) **DUE Report**-Manager Edwards informed the board that the DUE list is finished and he was going to compare it to the Quincy Community Services District DUE list. The board agreed that this was good information.

MANAGER'S REPORT (cont'd)

(f) **Personnel Committee**-The board was asked to form a committee to talk with the employees one on one regarding the changes that will affect their pay and benefits packages. Director Margason and Director Felker have volunteered to be on this committee. The Directors will meet with Manager Edwards to discuss the questions that will be asked and when these meetings will take place. The committee will report their findings at the next regular meeting.

(g) **Propane Co**-Manager Edwards reported that we are in the process of switching over to a new propane company. Manager Edwards explained that we will be saving a considerable amount of money to make it worth while to switch companies. After the board discussed this item, the switch was authorized and the board requested that Mr. Zernich look over any contracts if there are any.

(h) **Solar Energy**-Manager Edwards stated that the solar energy presentation hosted by Western Nevada was aimed at the homeowner rather than any industrial application. Manager Edwards did say that he is considering looking into installing a solar farm. He would report back at a later date.

FINANCE REPORT

Staff presented the current fund balances and the figures that need to be transferred for the April bills. **A MOTION** was made by Director Margason to the transfer of funds as presented. The motion was seconded by Director Felker and the results of the vote are as follows:

AYES: Directors Margason, Green, Felker, Hughes and Chairman Eaton

NOES: None

ABSENT: None

APPROVE MONTHLY PAYMENTS

Staff presented the board with the monthly payments for approval. **A MOTION** was made by Director Margason to approve the payments for the month of April 2013 as presented. The motion was seconded by Director Green and the results of the vote are as follows:

AYES: Director Margason, Green, Felker, Hughes and Chairman Eaton

NOES: None

ABSENT: None

DIRECTOR'S AND MANAGER'S COMMENTS

General Manager Edwards: None

Director Margason: Would like to thank Dan Bastian for all his hard work he put in for the report he gave earlier. He also commented on how good this meeting went.

Director Green: He would like to see staff do more work instead of utilizing Mr. Bastian's services in the effort to save the district money. He feels that the staff could do more administrative or financial work to assist Mr. Bastian.

Director Felker: Would like to see a monthly progress report on resolving the issues from the audit. She would like to find out why there is a difference of figures at the end of the check register. This was her second request. Secretary Howe apologized for the over site and she will have an answer at the next regular meeting.

Director Hughes: Feels that we need to be persistent on the American Valley Community Service Authority meetings and keep the lines of communications open so that we can solve the issues that face this valley as a whole.

Chairman Eaton: None

ADJOURNMENT

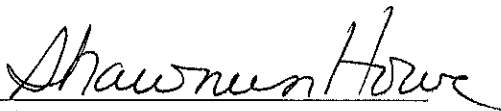
A MOTION was made by Director Margason to adjourn the meeting at 10:00 pm. The motion was seconded by Director Hughes and the results of the vote are as follows:

AYES: Directors Margason, Green, Felker, Hughes and Chairman Eaton

NOES: None

ABSENT: None

Respectfully submitted,



Shawneen Howe
District Secretary