

**EAST QUINCY SERVICES DISTRICT
179 ROGERS AVENUE, QUINCY, CA 95971
REGULAR MEETING MINUTES OF TUESDAY JUNE 14, 2016
CALL TO ORDER**

The Regular Meeting of the East Quincy Services District Board of Directors was called to order by Chairman Felker at 6:30 p.m.

BOARD MEMBERS PRESENT

Bill Martin
Kathy Felker
John Kolb
Darrell Brown
Mike Beatty

BOARD MEMBERS ABSENT

None

DISTRICT PERSONNEL PRESENT

Mike Green, General Manager
Shawneen Howe, District Secretary
Dan Bastian, Bastian Engineering
Jennifer McQuarrie, Attorney
Vicki Poh, Water Use Efficiency Practitioner
& Admin Assistant

PUBLIC PRESENT

Les Ellis, Sierra Park Development

PUBLIC COMMENT

There was no public comment at this time.

ADDING OR REMOVING ITEMS ON AGENDA

There was no items to be added or removed from the agenda at this time.

MINUTES

The Minutes of the Regular Meeting of May 10, 2016, the Special Meeting of May 12, 2016 and the Special Meeting of May 23, 2016 were presented to the board for their review and approval. **A MOTION** was made by Director Martin to approve the minutes of the Regular Meeting of May 10, 2016 with corrections and Special Meeting of May 12, 2016 and May 23, 2016 as presented. The motion was seconded by Director Kolb and the results of the vote are as follows:

AYES: Director Beatty, Martin, Kolb, Brown and Chairman Felker

NOES: None

ABSENT: None

DISTRICT CORRESPONDENCE

Manager Green presented a copy of the correspondence from the California Water Board addressed to Quincy Community Services District. The information pertained to the treatment plant and the assessed penalties for noncompliance.

CONFLICT OF INTEREST

Staff presented the Conflict of Interest Resolution for the board to review for any changes. After a small discussion it was determined that there were no changes at this time. **A MOTION** was made by Director Brown to accept the Conflict of Interest as presented. The motion was seconded by Director Martin and the results of the vote are as follows:

AYES: Director Beatty, Martin, Kolb, Brown and Chairman Felker

NOES: None

ABSENT: None

LOAN REFINANCE

Manager Green presented the board with a proposal from W J Fawell Co. This proposal was to refinance the USDA loan for the sewer collection construction project. After the board reviewed this proposal there was a discussion of other ways to reduce the debt. Manager Green recommended that the district make a simple lump sum payment to reduce the debt. The lump sum payment would cost the district less in the long run. The board would like to know what the payment amount would be that Manager Green was suggesting. This item was tabled until Manager Green gets a proposal for a lump sum payment and determine how it would impact the district.

WATER CONSERVATION PROGRAM

Ms. Poh presented the board with a signing statement and the new Resolution #290-Water Conservation for their review and approval. There was an extensive discussion about the documents that were presented. There were several changes made to the resolution and it was decided not to include the signing statement. **A MOTION** was made by Director Martin to approve Resolution #290-Water Conservation with changes made. The motion was seconded by Director Beatty and the results of the vote are as follows:

AYES: Director Beatty, Martin, Brown, Kolb and Chairman Felker

NOES: None

ABSENT: None

The Board was asked if the district was going to host a booth at the fair this year. Quincy Community Services District agreed collaborate on a booth and to a \$1000 budget for their district, not including the space rental. After a short discussion, **A MOTION** was made by Director Kolb to secure a booth at the fair and to a \$1000 dollar budget. The motion was seconded by Director Brown and the results of the vote are as follows:

AYES: Director Beatty, Martin, Brown, Kolb and Chairman Felker

NOES: None

ABSENT: None

Minutes for June 14, 2016

WAGE SCALE

Staff presented the wage scale that will be effective as of 7/1/2016 for the review of the board. After a short discussion the staff was directed to use the wage scale as presented until further notice. The Wage Scale committee is reviewing the current wage scale and they will present the board with the changes that the committee recommends for adoption. Staff was asked to set a closed session so the board can review the changes before it is presented in regular session. It was requested that staff provide the years of service for each employee.

SOLAR FARM

There was nothing to report under this item at this time.

INCOME SURVEY

Manager Green presented the board with a suggested copy of a letter to be used for the income survey. The board reviewed the letter and discussed it's content. It was determined that the letter that was presented was too long and the vocabulary needed to be simplified. It was recommend that bullet points should be used as a format and the text should be kept to one page. Manager Green stated that EQSD and QCSD will be collaborating to produce the letter.

RESSOLUTION NO 291, CALPERS CONTRIBUTIONS & MEDICAL INSURANCE DEDUCTIONS

Staff presented the board with Resolution No 291, CalPers Contributions, & Medical Insurance Deductions for their review and approval. **A MOTION** by Director Kolb to adopt Resolution No 291, CalPers Contributions for 2016-2017 fiscal year as amended. The motion was seconded by Director Brown and the results of the vote are as follows:

AYES: Director Beatty, Martin, Brown, Kolb and Chairman Felker
NOES: None
ABSENT: None

The staff presented the board with a motion that states what the medical insurance deductions will be for 2016-2017 fiscal year. The motion reads as follows:

A MOTION was made by Director Beatty to implement the medical cost sharing program to reflect that the employees will be contributing 10% of the cost of the medical insurance which includes CalPers medical, Aflac dental and VSP vision insurances for the fiscal year of 2016-2017. The contribution rates will top out at 25% maximum contribution by the employee.

The motion was seconded by Director Martin. The results of the vote are as follows:

AYES: Director Beatty, Martin, Brown, Kolb and Chairman Felker
NOES: None
ABSENT: None

The board requested that this task be turned into a resolution from this day forward.

Minutes for June 14, 2016

GENERAL MANAGER'S REPORT

(a) **Mutual Aid Agreement**-Manager Green informed the board that the agreement is still waiting for Quincy Community Services District approval. Manager Green will have more information at the next regular meeting.

(b) **Leak Detection Service**-Manager Green presented a bid from American Leak Detection. It has been talked about in the past to hire a company to search for leaks throughout the district. After the board had a discussion of this issue, **A MOTION** was made by Director Kolb to accept the bid from American Leak Detection and schedule the work to be done after meter reading this month. The motion was seconded by Director Martin and the results of the vote are as follows:

AYES: Director Beatty, Martin, Brown, Kolb and Chairman Felker

NOES: None

ABSENT: None

(c) **Bequette & Kimmel**-Manager Green explained that he has been in contact with John Kimmel from Bequette and Kimmel regarding the districts accounting system. The district has had problems with the in house accounting system that we are using now. It was explained that this system is much too complicated and large for the type of business that we are. Mr. Kimmel recommends that we change to Quick Books. After a short discussion, **A MOTION** was made by Director Kolb to switch our current software program out for Quick Books in the next fiscal year. The motion was seconded by Director Beatty and the results of the vote are as follows:

AYES: Director Beatty, Martin, Brown, Kolb and Chairman Felker

NOES: None

ABSENT: None

(d) **Consolidation of Districts/AVCSA Meeting**-Manager Green posed a question to the board, "Is the District interested in talking about the Consolidation issue again?" The board had a discussion regarding this issue. It was determined that maybe we should consider talking about Consolidation again now that we have a new board. Quincy Community Services District would consider the idea as long as EQSD is willing to seriously commit to the process. It was agreed to have an AVCSA meeting to discuss all these issues along with the sewer plant rehab project. Staff will make the necessary arrangements. It was recommended that we have the meeting on July 27, 2016.

(e) **On Going Projects**-Manager Green reported that we have a VFD ready to install at the west lift station after the High Sierra Music Festival is over. He also reported the staff have been cleaning up the tanks and have repainted Well #8 and organized all the materials at the site. Staff is always on the look-out for system leaks daily. Mr. Green explained that the Progressive Claim will not be paid in full. With the help of Counsel Jennifer McQuarrie, we will recover about half of what was billed. There was a mag meter installed at well #9 and it seems to be working well. It was also reported that we will be flushing hydrants this year. It is proposed that we fill the sewer jet truck with the flushed water. This water can then be used to flush out and clean the sewer collection system. Manager Green would also like the board to consider changing out the meters in the district to radio read meters. The change-out can be completed in sections so the cost can be spread through-out the year. The board requested to see a bid for the actual cost before committing to a change-out program. Manger Green finally reported that the High Sierra Music Festival is set and ready to go....

Minutes of June 14, 2016

STAFF REPORT

(a) **Water Report**-It was reported that we pumped 8,462,470 gallons of water and we billed out 6,232,920 gallons of water during the month of May. The difference was 2,229,550. Some of the water loss can be attributed to tank maintenance. The staff is continuing to look for leaks.

(b) **Wastewater Flow**-We pumped 4.750 million gallons of effluent to Quincy Community Services District during the month of May. Manager Green would like to suggest that the district replace the flow meter at the treatment plant and the west lift station. He feels that it would be about \$5,000 just for the meter.

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

(d) **WWT Capital Expenditure Account**-Was presented for the board's information.

FINANCE REPORT

Staff presented the board with the fund balance and the monthly transfers for their review and approval. A **MOTION** was made by Director Martin to approve the transfers as presented by the staff. The motion was seconded by Director Brown and the results of the vote are as follows:

AYES: Directors Beatty, Martin, Kolb, Brown and Chairman Felker

NOES: None

ABSENT: None

DIRECTOR'S AND MANAGER'S COMMENTS

Manager Green: had no comment at this time.

Director Beatty: had no comment at this time.

Director Martin: had no comment at this time.

Director Kolb: had no comment at this time.

Director Brown: had no comment at this time.

Chairman Felker: had no comment at this time.

APPROVE MONTHLY PAYMENTS

Staff presented the board with the monthly payments for approval. A **MOTION** was made by Director Kolb to approve the payments for the month of May 2016 as presented. The motion was seconded by Director Martin and the results of the vote are as follows:

AYES: Directors Beatty, Martin, Kolb, Brown and Chairman Felker

NOES: None

ABSENT: None

Minutes of June 14, 2016

CLOSED SESSION

A MOTION was made to go into closed session at 9:00pm by Director Brown. The motion was seconded by Director Kolb and the results of the vote are as follows:

AYES: Directors Beatty, Martin, Kolb, Brown and Chairman Felker

NOES: None

ABSENT: None

A MOTION was made by Director Martin to go back into regular session at 9:05pm. The motion was seconded by Director Kolb and the results of the vote are as follows:

AYES: Directors Beatty, Martin, Kolb, Brown and Chairman Felker

NOES: None

ABSENT: None

No action was taken during closed session.

ADJOURNMENT

A MOTION was made by Director Kolb to adjourn the regular meeting at 9:06 pm. The motion was seconded by Director Martin and the results of the vote are as follows:

AYES: Directors Beatty, Martin, Kolb, Brown and Chairman Felker

NOES: None

ABSENT: None

Respectfully submitted,

Shawneen Howe
District Secretary