

**EAST QUINCY SERVICES DISTRICT
179 ROGERS AVENUE, QUINCY, CA 95971
REGULAR MEETING MINUTES OF TUESDAY SEPTEMBER 13, 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

Kathy Felker
Mike Beatty
Bill Martin
Darrell Brown
John Kolb

BOARD MEMBERS ABSENT

None

DISTRICT PERSONNEL PRESENT

Mike Green, General Manager
Shawneen Howe, District Secretary
Dan Bastian, Bastian Engineering
Jennifer McQuarrie, Attorney

PUBLIC PRESENT

Erin Roth, Feather River Publishing

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 minutes of the Regular Meeting of August 23, 2016 were presented to the board for their review and approval. There was a discussion regarding the item of Consolidation of Districts that was recorded incorrectly. The board discussed the minute item and instructed the secretary to use the correct language.

A MOTION was made by Director Martin to approve the minutes of the Regular Meeting of August 23, 2016 with corrections. The motion was seconded by Director Brown and the results of the vote are as follows:

AYES: Directors Beatty, Martin, Brown and Chairman Felker

NOES: none

ABSTAIN : Director Kolb

DISTRICT CORRESPONDENCE

There was no correspondence at this meeting.

CONSOLIDATION OF DISTRICTS

It was reported that the Consolidation Committee is attempting to schedule a meeting. As soon as there is anything to report, the board will be brought up to speed. The committee members are Doug Ely, Kim Kraul, Kathy Felker and Mike Beatty.

WASTE WATER TREATMENT PLANT COMMITTEE

- (a) **Treatment Plant Upgrade Plan**-Manager Green presented a proposal for the upgrade to the treatment plant as recommended by Pace Engineering. Manager Green explained the technical aspects of the upgrade to the board. After a discussion of the upgrade, the board asked to table this decision until more definitive costs could be addressed.
- (b) **Waste Water Treatment Plant Capital Expenditures**-Documentation was presented that represents the amount of the refund that will be issued from the Waste Water Treatment Plant Capital Expenditure Account with Plumas Bank. It was also noted that this project may require further financial contribution in the future from both districts. **A MOTION** was made by Director Kolb to approve the refund from the Waste Water Treatment Plant Capital Expenditure Account in the amount of \$45,436.50. 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) **Water Quality Based Capital Cost Allocation**-Manager Green reported that the committee reviewed the methods in which to charge for treatment of sewage. After further analysis it was determined that the most efficient way to determine the charges would be to use the DUE system. This is the current system that is in use. **A MOTION** was made by Director Brown to use the DUE system as a method of determining the charges for sewage treatment. 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

NOTE: Manager Green presented a chart detailing the violations and penalties that have been assessed to Quincy Community Services District for information purposes only.

SOLAR FARM

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

CAPITAL IMPROVEMENT PROGRAM

There was no information ready to present as of yet. The next committee meeting has been scheduled for October 13, 2016 at 2pm.

GENERAL MANAGERS REPORT

- (a) **Bank Accounts**-Manager Green explained that he went to the two banks in the area and he is waiting for a proposal from both US Bank and Plumas Bank on what the fees and interest would be for the district. When he gets the proposals he will present the information to the board so they can make a decision on which institution they will choose to do business with.
- (b) **On Going Projects**-Manager Green reported that the first part of the **Audit** is complete. Clay Singleton stated that this year's audit is going along a lot smoother than last year with fewer errors. It shouldn't take too long to complete the audit.
Well #9 got replacement siding and painted. It looks like a brand new building
The USDA sent a notification that the district needed to comply with a Language Assistance Program. The district is required to have available interpretation services for those customers in the district that speak or understand English at a less than proficient level. The district has contracted with a company in Sacramento on as needed basis.
The field staff are going to repair two leaks. One on Fifth Street and one on Pine Street.

STAFF REPORT

- (a) **Water Report**-It was reported that we pumped 21,989,850 gallons of water in August and we billed out 20,255,880 gallons of water. This left a difference of 1,733,970 gallons.
- (b) **Wastewater Flow**-It was reported that we pumped 4.254 million gallons of effluent to Quincy Community Services District for treatment during the month of August.
- (c) **Quincy Community Services District Agenda**-The agenda for Quincy Community Services District was presented for the board's information.
- (d) **WWT Capital Expenditure Account**-There was no statement to present at this time.

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 the transfer of funds as presented. The motion was seconded by Director Brown and the results of the vote are as follows:

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

DIRECTOR'S AND MANAGER'S COMMENTS

Chairman Felker had no comment at this time.

Director Beatty had no comment at this time.

Director Martin had no comment at this time.

Director Brown had no comment at this time.

Director Kolb was glad to be home but explained that he has a family emergency and would have to be out of town again for 2 to 6 weeks.

Manager Green brought up the next AVSCA meeting scheduled for November 15, 2016 for the board's approval. He would also like to see a note on our next billing notifying our customers of the next AVSCA meeting on that day. We need as many public attendees as possible at this meeting.

APPROVE MONTHLY PAYMENTS

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

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

NOES: None

ABSENT: None

CLOSED SESSION

A **MOTION** was made by Director Martin to go into closed session at 7:22pm. 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

A **MOTION** was made by Director Martin to go into regular session at 7:50pm. 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

No Action was taken during closed session.

A **MOTION** was made by Director Martin to add ¼ day vacation per month to the general manager's vacation benefit. 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

ADJOURNMENT

A MOTION was made by Director Kolb to adjourn the meeting at 7:53pm. The motion was seconded by Director Martin and the results of the vote are as follows:

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

NOES: None

ABSENT: None

Respectfully submitted,

Shawneen Howe
District Secretary