

**EAST QUINCY SERVICES DISTRICT
179 ROGERS AVENUE, QUINCY, CA 95971
REGULAR MEETING MINUTES OF TUESDAY OCTOBER 10, 2017
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
John Kolb

BOARD MEMBERS ABSENT

Darrell Brown

DISTRICT PERSONNEL PRESENT

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

PUBLIC PRESENT

None

PUBLIC COMMENT

There was no public comment at this time.

ADDING OR REMOVING ITEMS ON AGENDA

There was nothing to be added or removed at this time.

MINUTES

The Minutes of the Regular Meeting of September 12, 2017 were presented to the board for their review and approval. **A MOTION** was made by Director Martin to approve the Regular Meeting of September 12, 2017, 2017 with spelling corrections. The motion was seconded by Director Kolb and the results of the vote are as follows:

AYES: Directors Beatty, Martin, Kolb and Chairman Felker

NOES: None

ABSENT: Director Brown

DISTRICT CORRESPONDENCE

Staff presented correspondence from SDRMA stating that the district had no liability or workman's comp claims for the last year.

CONSOLIDATION OF DISTRICTS

Chairman Felker reported on the work that the two committees have been doing in order to get the two districts consolidated. Chairman Felker presented the employee benefit package proposal for the new district to the board. She explained that when the new board meets for the first time, this will be the recommended policy. There were only two items of concern from the board. The specific wording on the Domestic Violence Leave and the Military Leave Policy. The board would like to use what language that is required by law in both policies. Between Jennifer McQuarrie and Josh Nelson of Best Best & Kreiger, the proper language will be written out and presented at the next personnel committee meeting.

At this time of the meeting, the board went over the next series of meeting dates for the consolidation. The list is as follows:

10/16	LafCo Protest Meeting	9am	County Permit Board Meeting
11/16	Personnel Comm	10-11	Feather Pub Meeting Rm
	Consolidation Comm	11-12	Feather Pub Meeting Rm
	AVCSA	1-3	Feather Pub Meeting Rm

The General Managers of the two districts have been meeting to meld together the ordinances for the two districts to make a smooth transition. The first official meeting of the American Valley Community Services District will take place on January 11, 2017 at 9am and will be held at the Quincy public library.

The District Secretary will put together a sheet listing all the meetings that will be happening over the next few months and distribute the list to all the board members and interested parties.

AVCSA MEETING

The next scheduled meeting is set for November 16, 2017 from 1pm 3pm to be held at the Feather Publishing Meeting Room.

CORRESPONDENCE TO ASSEMBLYMAN DAHLE

Staff presented the letter for the board's approval to send to Assemblyman Dahle regarding the cost of the new waste water treatment plant. After the board reviewed the letter, **A MOTION** was made by Director Beatty to approve the letter and direct Chairman Felker to sign the letter. The motion was seconded by Director Martin and the results of the vote are as follows

AYES: Director Beatty, Martin, Kolb and Chairman Felker

NOES: None

ABSENT: Director Brown

DISTRICT COMMUNICATION PROTOCOLS

Director Martin addressed the board regarding issues with Item 14f-Personnel Concerns from the regular meeting of October 10, 2017. He was concerned with the way this item was handled and wished to change the policy in which personnel matters are addressed. Director Martin presented an insert to the board packet that included a proposed policy change. He wished the board to consider what was being proposed and requested that it be voted on at the next regular meeting when Director Brown can be present. It was requested that this item be added to the next regular agenda as an action item.

GENERAL MANAGERS REPORT

Manager Green informed the board that:

- (a) **Out of the** three accounts that were written off at the last meeting, one of them was paid in full and one of them has made payment arrangements.
The Check Valve project is installed and working. Now the staff is working on cleaning up the area.
The staff is working on completing the backflow testing for the year.
The staff is also working on winterizing the district.
Manager Green has been working on getting a quote for a new back up pump for the West Lift station. He has been trying to get a quote through Flyght but has had no response from the company. Manager Green will seek other companies for quotes as well.
- (b) **Set Waste Water Rate Committee Meeting**, Manager Green was requesting that the Waste Water Rate Committee Set a Date to meet in November. The committee members did not have any conflicts and asked Manager Green to set a date, time and place and let them know.

STAFF REPORT

- (a) **Water Report**-It was reported that we pumped 17,983,760 gallons of water in September and we billed out 20,976,490 gallons of water. This left a difference of 2,992,730 gallons or 16% water loss. The staff explained that because of the overlap of billing and reading of the pumps.
- (b) **Wastewater Flow**-It was reported that we pumped 4.926 million gallons of effluent to Quincy Community Services District for treatment during the month of September.
- (c) **Quincy Community Services District Agenda**-There was no agenda to present at this time. The minutes of the August 10, 2017 meeting 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 balances and the monthly transfers for their review and approval. **A MOTION** was made by Director Kolb to transfer funds as presented. The motion was seconded by Director Martin and the results of the vote are as follows:

AYES: Directors Beatty, Martin, Kolb and Chairman Felker

NOES: None

ABSENT: Director Brown

DIRECTOR'S AND MANAGER'S COMMENTS

Chairman Felker would like to know how the work is coming along with Bequette & Kimmell.

Director Beatty wanted to let Dan Bastian and Jennifer McQuarrie know that with the consolidation happening he was not sure what was going to happen with their services and asked if they would be patient and wait for the consolidation before any new decisions can be made for further work. He appreciates all the work they have done for the district in the past and would like to keep the lines of communication open.

Director Martin would like to thank the personnel and consolidation committees on working together and congrats on getting all the work done.

Director Kolb would like echo what Director Beatty said and he would like to make sure that there is always transparency when it comes to the employee policies.

Director Brown was not present at this meeting

Manager Green 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 Beatty to approve payments for the month of September. The motion was seconded by Director Martin and the results of the vote are as follows:

AYES: Directors Beatty, Martin, Kolb and Chairman Felker

NOES: None

ABSENT: Director Brown

ADJOURNMENT

A MOTION was made by Director Kolb to adjourn the meeting at 7:45 PM. The motion was seconded by Director Martin and the results of the vote are as follows:

AYES: Directors Beatty, Martin, Kolb and Chairman Felker

NOES: None

ABSENT: Director Brown

Respectfully Submitted,

Shawneen Howe
Secretary