

**EAST QUINCY SERVICES DISTRICT  
179 ROGERS AVENUE, QUINCY, CA 95971  
REGULAR MEETING MINUTES OF TUESDAY OCTOBER 11, 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

**BOARD MEMBERS ABSENT**

John Kolb

**DISTRICT PERSONNEL PRESENT**

Mike Green, General Manager  
Vicki Poh, Secretary ProTem  
Dan Bastian, Bastian Engineering

**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 September 13, 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 September 13, 2016 as presented. 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

ABSENT : Director Kolb

**DISTRICT CORRESPONDENCE**

There was no correspondence at this meeting.

## **WRITE OFF UNCOLLECTABLE DEBT**

The Board was presented the outstanding bill due from 875 East Main Street. It was explained that the property had been foreclosed on and the owner that accrued the debt had been deported. After a short discussion **A MOTION** was made by Director Martin to write off the \$649.96 debt as uncollectable. 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

ABSENT : Director Kolb

## **CONSOLIDATION OF DISTRICTS**

It was reported that the Consolidation Committee is attempting to schedule a meeting when all committee members are able to attend. The committee members are Doug Ely, Kim Kraul, Kathy Felker and Mike Beatty.

## **WASTE WATER TREATMENT PLANT COMMITTEE**

Director Martin reported on the committee meeting of September 12, 2016. He also explained the additional provided chart detailing QCSD's projected wastewater increases for the next 5 years. The next meeting will include a chart for EQSD. The next meeting is scheduled for October 27, 2016 at 9:30 at the QCSD office.

There was also short discussion regarding the AVCSA meeting that is scheduled for November 15, 2016 at 6:00pm at the Plumas County Library.

The feasibility study was presented. It had been received that day. All members agreed they needed time to review the lengthy document. It was noted that a decision is expected by November 1, 2016 regarding the study so a Special Meeting of the Board will most likely be necessary. The meeting would be scheduled at a later date.

## **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. Staff was directed to include item on next agenda as the committee should be done and ready with their report by then.

## **EQSD POLICY FOR COMPENSATION/RECOGNITION OF EMPLOYEE SKILLS**

The policy was presented to the Board for their approval. With little discussion **A MOTION** was made by Director Beatty to accept the policy and include it in the Employee Manual. The motion was seconded by Director Martin and the results of the vote were as follows:

AYES: Directors Beatty, Martin, Brown and Chairman Felker

NOES: none

ABSENT : Director Kolb

## GENERAL MANAGERS REPORT

- (a) **Bank Accounts**-A proposal from US Bank was presented to the Board for their approval. Manager Green explained that a proposal has been requested from both US Bank and Plumas Bank but Plumas Bank had not responded. After a short discussion of the provided proposal the Board tabled the item until next month's Regular Meeting in order to give Plumas Bank time to submit a proposal.
- (b) **On Going Projects**-Manager Green informed the Board that the owners of the property adjacent to Tank #2 (on Radio hill) is not being used by the owners and may be available for sale. It may be possible for the District to install an additional 350,000 gallon storage tank on the property. Location to existing district infrastructure would make hooking the tank to the system easy.
- Meter Replacement Project** Manager Green presented the quote for the costs to replace all the existing water meters with radio read meters and for the radio equipment and software that goes with the program. Savings in staff time was discussed as well as available customer interaction. Grants are being examined to finance the project. Manager Green was requested to work up a comparative estimate stating what the cost savings would be and make a list of the system's advantages.
- The leak detection** company found 3 leaks in the system and we had found another 2 that the Board was informed of at the last meeting. Leaks on Fifth Street, Pine Street and Forest View Drive have been repaired.
- New water service** on Pioneer Road.
- Well #8** painting and residing is completed.
- Backflow testing** is being done by Tobi.
- Tank Inspections** were done. Divers said the tanks look pretty good with the exception of some epoxy coating peeling at the bottom of Tank 1. No cracks or leaks were observed. Overall they looked real good.
- Propane prices** available locally had been compared and Ferrell Gas quoted the best price.

## STAFF REPORT

- (a) **Water Report**-It was reported that we pumped 17,443,930 gallons of water in September and we billed out 18,335,760 gallons of water. This left a difference of -891,830 gallons. Staff explained the negative number was the result of a 33 day billing month. Staff also corrected a math error on the water report to reflect an adjusted 33 day comparison difference of 852,562 or 4%. Staff also pointed out that the AMI or AMR meter systems that are being researched would make this comparison much more accurate each month. Director Martin has been tracking static and drawdown levels and well levels have recovered significantly since the height of the drought last year.
- (b) **Wastewater Flow**-It was reported that we pumped 4.262 million gallons of effluent to Quincy Community Services District for treatment during the month of September.
- (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**-A statement from the account was presented to the Board.

**(e)Water Leak Forgiveness Program-** Ms. Poh presented the Board with a proposal for a new water leak forgiveness program designed to encourage customers to repair leaks promptly. After a lengthy discussion the Board requested that they be given time to review and think about the proposal and address it at the next Regular Meeting.

### **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, and Chairman Felker

NOES: None

ABSENT: Director Kolb

### **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** wondered if we knew yet when Director Kolb was returning.

**Manager Green** informed the Board that the servicemen had noticed moisture around a water hydrant and upon investigation suspected water theft. The hydrant is located near a local business that has surveillance cameras on their property that show the hydrant. While watching the film a vehicle and trailer were seen pulling up to the hydrant in the early morning hours. District personnel were able to identify the vehicle and trailer and law enforcement was notified and the person was contacted. While the theft is a problem the real threat is contamination of the water system. The situation has been dealt with.

### **APPROVE MONTHLY PAYMENTS**

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

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

NOES: None

ABSENT: Director Kolb

### **CLOSED SESSION**

This item was tabled until the next meeting.

## **ADJOURNMENT**

**A MOTION** was made by Director Beatty to adjourn the meeting at 8:00pm. 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

**ABSENT:** Director Kolb

Respectfully submitted,

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Vicki Poh  
Secretary Protem