

**EAST QUINCY SERVICES DISTRICT
179 ROGERS AVENUE, QUINCY, CA 95971
REGULAR MEETING MINUTES OF TUESDAY NOVEMBER 14, 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
Darrell Brown

BOARD MEMBERS ABSENT

None

DISTRICT PERSONNEL PRESENT

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

PUBLIC PRESENT

Victoria Metcalf, Feather River Bulletin

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 October 10, 2017 were presented to the board for their review and approval. A **MOTION** was made by Director Martin to approve the Regular Meeting of October 10, 2017 with 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

ABSTAIN: 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

- a) **WWTP Rate Committee Recommendations** - Director Martin reported on the committee meeting that was held on November 7, 2017. That committee recommends:
- 1.) That the new AVCSD Board create a new District Budget Committee that would take over the work that has been done for the last 3 years by the Bi-District Rate Setting Committee.
 - 2.) That current fiscal operations for each District are maintained after the finalization of the consolidation in January 2018 until July 2018 in order to simplify auditing and allow for time to do any necessary changes to accounting or banking.

DISTRICT COMMUNICATION PROTOCOLS

Discussion continued regarding the policy that was presented by Director Martin at the October 10, 2017 meeting. After a short discussion **A MOTION** was made by Director Kolb to accept the policy as written. The motion was seconded by Director Beatty and the results of the vote are as follows:

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

NOES: None

ABSENT: None

The Board would like to see the same policy included in the new District's board policies.

PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION

Manager Green informed the Board that the Plumas County Community Development Commission (PCCDC) had contacted the office with an offer provide grant writing services for our Meter Replacement project in return for a portion of the administrative fees that would be included in the grant funding. The Board requested additional information be obtained from the PCCDC and brought back to the Board at the next regular meeting.

HIGH SIERRA MUSIC FESTIVAL

High Sierra Music, Inc is getting ready for 2018 Festival and had contacted the district about their usual property rental. The last rental contract expired in 2017. **A MOTION** was made by Director Kolb to increase the rent by 25% to \$5000, keep the \$500 non refundable deposit and restrict the new contract to 1 year due to the district consolidation. 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

Staff was directed to send the new contract to High Sierra Music, Inc. and report on any subsequent correspondence at the next board meeting.

RENTAL DEPOSIT POLICY

The Board was asked to review the current District policy of collecting service deposits from new property owners. **A MOTION** was made by Director Martin to end the rental deposit policy. 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

GENERAL MANAGERS REPORT

Manager Green informed the board that:

- (a) **On Going Projects and Issues-** Manager Green showed the Board the piece of pipe that had been replaced to repair a system leak on Fourth Street.
- (b) **Estimate for replacement pump for West Lift Station-** The Board was presented with an estimate of \$9658.00 from Pac Machine Company to replace one of the pumps in the West Lift Station and asked for board approval to purchase the pump. **A MOTION** was made by Director Beatty to approve the purchase of the replacement pump. 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

- (c) **Lead Testing-** Manager Green talked to the Board about the new Assembly Bill No. 746 regarding lead testing for public schools in California. He also presented a request from Plumas Unified School District requesting said lead testing at the Pioneer Elementary (Plumas Charter School Campus) on Mill Creek Road.

STAFF REPORT

(a) **Water Report-**It was reported that we pumped 9,681,920 gallons of water in October and we billed out 9,492,110 gallons of water. This left a difference of 189,810 gallons or 2% water loss.

(b) **Wastewater Flow-**It was reported that we pumped 4.737 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 the November 9, 2017 meeting was presented to the Board as well as the minutes from the QCSD meeting of September 14, 2017.

(d) **WWT Capital Expenditure Account-** The most current statement was presented 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 Martin to transfer funds as presented. 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

DIRECTOR'S AND MANAGER'S COMMENTS

Chairman Felker would like the employees to compile lists of any issues pertaining to job function that need to be addressed before the new district is formed.

DIRECTOR'S AND MANAGER'S COMMENTS (CONTINUED)

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 had no comment at this time.

Director Kolb informed those present that the co-gen plant in Loyaltown is up and running.

Director Brown regarding the commercial marijuana ordinance: are we as a District going to weigh-in?

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 Kolb to approve payments for the month of October. 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

ADJOURNMENT

A MOTION was made by Director Kolb to adjourn the meeting at 8:00 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,

Vicki Poh
Secretary ProTem
Utilizing notes taken by:
Shawneen Howe
Secretary