

EAST QUINCY SERVICES DISTRICT BOARD OF DIRECTORS
REGULAR MEETING ON TUESDAY DECEMBER 12, 2017 at 6:30pm
TO BE HELD AT 179 ROGERS AVENUE, QUINCY, CA

1. **CHAIRMAN TO CALL REGULAR MEETING TO ORDER**-Chairman will call the meeting open at 6:30 pm.
2. **OATH OF OFFICE** – District Secretary will administer the Oath of Office to the re-elected board members.
3. **PUBLIC COMMENT** other than an Agenda item. Any person may address the Board at this time on any matter within the jurisdiction of the Board. The Chairman requests a five (5) minute limit for each person addressing the Board.
4. **ADDING OR REMOVING ITEMS ON AGENDA**
5. **MINUTES** of the Regular Meeting of November 14, 2017 will be presented for review and approval. *Action Item*
6. **DISTRICT CORRESPONDENCE**- Present, review and act on any district correspondence.
7. **CONSOLIDATION OF DISTRICTS**-Update of the progress of the consolidation process.
 - a) **WWTP Rate Committee Recommendations**-Staff will present recommendations from the Waste Water Treatment Plant Rate Committee on the organizational function and fiscal operations of the new district. *Possible Action Item*
 - b) **Property/Liability and Workers Compensation Insurance**-The board will be presented with information on Property/Liability and Worker's Compensation insurance for the new District. There will be a presentation by Flannigan Levitt Insurance Agency. *Action Item*
8. **PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION**-Manager Green will present the Board with the requested information regarding having the Commission write the grant for the meter replacement project in exchange for a portion of the administrative fees. *Possible Action Item*
9. **HIGH SIERRA MUSIC FESTIVAL**.-The board will be asked to review any correspondence from High Sierra Music, Inc. regarding the property lease for the next year festival attendees. *Possible Action Item*
10. **GENERAL MANAGER'S REPORT**
 - a) **On Going Projects and Issues**
 - b) **Estimate for replacement VFD at West Lift Station**- Manager Green will be asking for approval for purchase of a replacement VFD for the West Lift Station. *Action Item*
11. **STAFF REPORT**
 - (a) **Water Report**-Gallons Pumped and Metered in November 2017.
 - (b) **Wastewater Flow**-Effluent flows to QCSD in November 2017.
 - (c) **Quincy Community Services District Agenda** -Present the latest agenda.
 - (d) **WWT Capital Expenditure Account**-Staff will present the board with the monthly reconciliation of the QCSD WWT Capital Expenditure account held at Plumas Bank.
12. **FINANCE REPORT**-Staff to report the fund balances and propose a transfer of funds. *Action Item*
13. **DIRECTOR'S & MANAGER'S COMMENTS**-Present an opportunity for any member of the board or the manager to share thoughts or ideas with the board as a group. *Discussion Item*
14. **APPROVE MONTHLY PAYMENTS**- The board to review approve and sign the checks for the monthly expenses and direct the staff to issue the payments. *Action Item*
15. **ADJOURNMENT** *Action Item*

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need disability-related modifications or accommodation to participate in this meeting, and then please contact Shawneen Howe, District Secretary at (530) 283-2390. Requests must be made as early as possible, and at least one-full business day before the start of the meeting.

The minutes were created by me utilizing Shawneen's notes from the last meeting. Please let me know if you notice any discrepancies or have any issues or concerns with them. Thank you for your help. It is very much appreciated. - Vicki ☺

**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 Loyalton 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,

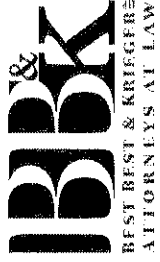
Vicki Poh
Secretary Pro Tem
Utilizing notes taken by:
Shawneen Howe
Secretary

Mike and Katie,

I wanted to check in to give you an update. The CalPERS pension and health contracts are on track. We have already started preparing the new agency questionnaire to determine AVCSD's eligibility to participate in CalPERS. We'll likely need additional information from both QCSD and EQSD and, if so, I'll be following up with a separate e-mail as we move along.

To clarify, the proposal for an alternative retirement system (e.g., 457(b) deferred compensation plan) pending the establishment of the CalPERS contract was one of two ideas to ensure that the districts' retirees and employees do not experience a lapse in coverage while AVCSD is going through the pension contracting process (a 9-12 month process). The other idea was to get CalPERS to agree, in writing, that the health contracts of QCSD and EQSD would remain active even after dissolution until AVCSD's health contract becomes effective. We have confirmation on the latter from CalPERS, so we are in great shape.

Regards,



Isabel Safie

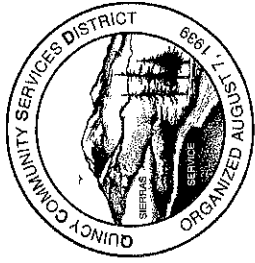
Partner

isabel.safie@bbklaw.com

T: (951) 826-8309 C: (909) 641-1330

www.BBKlaw.com





Quincy Community Services District

900 Spanish Creek Road

Quincy, CA 95971

(530) 283-0836

Fax: (530) 283-0838

DATE: December 1, 2017

TO: Board of Directors

FROM: Katie Nunn

RE: Property/Liability and Workers Compensation Insurance

As per Mike Beatty's request, the following information is submitted for your review. Quincy CSD was previously insured through SDRMA. In 2016 one of our customers submitted a claim due to a sewer connection that was not connected during our WWC project. The handling of this claim was terrible. We had a hard time getting answers from SDRMA and it made Quincy CSD look very unprofessional. Our customer was not handled in a polite and professional matter.

Mr. Flanigan approached Quincy CSD to offer us a new insurance package. He was not only able to provide us the same coverages, but in some cases they were better, and for a lower price. One of our first questions was about the claim handling procedures and he assured us we do not have to deny claims even if we know we are at fault. This would have made the above mentioned claim such a better process. Also, we feel that having a local agent to be able to talk to is a huge asset.

In our limited time with Flanigan and Leavitt, we have not experienced any problems.

If you would like any further information, please feel free to contact me.

Thank you.

Short-term Land Lease Agreement

This agreement is between East Quincy Services District (hereinafter "EQSD") (landowner) and High Sierra Music Incorporated, a California Corporation, (hereinafter "HSMF") (tenant), for the lease of a certain parcel of land in Quincy, California for the purpose of overflow parking and camping for the High Sierra Music Festival.

1. The parcel contained in this agreement is described as follows:

That certain 4.22 acre parcel of land shown in Plumas County Assessor's records as Assessor's Parcel Number (APN) 116-050-038, and recorded in the Plumas County Recorder's Office as Grant Deed number 2002-0007930. There is no street address for this parcel.

2. The term of this lease shall be from June 28, 2018 – July 9, 2018, except as terminated earlier according to the provisions below.
3. **HSMF** agrees to pay a lease fee to **EQSD** of \$5,000.00 total for the use of said parcel for the 2018 High Sierra Music Festival to be held during the period of time described in provision 2, above. **HSMF** agrees to pay a non-refundable deposit of \$500.00 no later than 30 days prior to the beginning date of the lease agreement in 2018 unless otherwise mutually agreed. The balance of the lease payment shall be due within thirty (30) days from the end of the event. This lease fee may be renegotiated after the 2018 event.
4. To the fullest extent permitted by law, **HSMF** shall protect, defend with counsel approved in writing by **EQSD**, indemnify and hold harmless **EQSD** and its elected and appointed officials, officers, employees and agents for which **EQSD's** Board of Directors acts as the governing Board ("**EQSD** Indemnities") from any and all claims, liabilities, expenses, including attorney fees, damage to property or injuries to or death of any person or persons or damages of any nature including, but not by way of limitation, all civil claims or workers' compensation claims arising out of, pertaining to, or relating in any way with the intentional or negligent acts, error or omissions of **HSMF**, its employees, agents or subcontractors in the performance of this lease agreement. If judgement is entered against **HSMF** and **EQSD** by a court of competent jurisdiction because of concurrent active negligence of **HSMF** and **EQSD** Indemnitees, **HSMF** and **EQSD** agree that liability will be apportioned as determined by the court. Notwithstanding anything stated above, nothing contained herein shall relieve **HSMF** of any insurance requirements or obligations created elsewhere in this lease agreement.

5. Permitted Uses: HSMF is permitted all normal activities associated with the above purposes.
6. Prohibited Uses: HSMF shall not, unless by mutual agreement to the contrary, engage in or allow any of the following activities on said parcel:
- Excessive noise after 10 pm.
 - The use of fireworks or firearms.
 - Open-campfires. ~~NO CAMPFIRES~~
 - Unattended or unrestrained pets.
 - The use of aerial drones.
- One or more signs, not less than 36" x 48" in size, shall be posted on the EQSD parcel during the festival explaining these restrictions.
7. HSMF agrees to provide EQSD with evidence of liability insurance coverage.
8. Either party may terminate this lease at any time with a 6 month notice to the other party. HSMF agrees not to assign or sublease their interest.
9. The terms of this lease may be amended by mutual consent.
10. A default in any of these provisions by either party may be cured upon written notice by the other party within one (1) day of receipt of such notice. Any disputes occurring from this lease may be resolved by standard mediation practices, if necessary.
11. EQSD retains its right to access the parcel for the purposes of inspection with prior notification to HSMF.
12. HSMF agrees to provide security and safety patrols within the boundaries of said parcel on a regular basis during the event with an interval not to exceed four (4) hours, including such times before, during and after the event as said parcel may be occupied.
13. HSMF agrees to append all applicable conditions set forth on its current Festival Agreement with the County of Plumas to this lease agreement.
14. HSMF agrees to establish a thirty (30) foot wide roadway along the west boundary of the parcel, as close to the existing ditch and utility pole line as possible.
15. HSMF agrees to place temporary sanitation facilities no closer than 100" from any adjacent property that is improved with residential or commercial structures.

Contact Information:

High Sierra Music Inc.
PO Box 99529
Emeryville, CA 94662
Attn : Roy Carter

East Quincy Services District

179 Rogers Avenue
Quincy, CA 95971
Attn : Mike Green

EXECUTION:

Roy Carter _____ date *12/9/17*
Roy Carter

High Sierra Music Incorporated

Mike Green _____ date _____
East Quincy Services District

Attachments:

- Plan of parcel showing proposed use
- Proof of insurance showing EQSD as Co-insured
- Festival Agreement with County of Plumas

**EAST QUINCY SERVICES DISTRICT
PUMPING REPORT
NOVEMBER 2017**

| WELL NUMBER | GALLONS PUMPED | STATIC LEVEL & DRAW DOWN |
|---------------------------------------|------------------|--------------------------|
| 1 | 756,000 | 22.2 FEET 35.7 FEET |
| 2 | 1,329,190 | 22.6 FEET 35.3 FEET |
| 4 | 461,000 | 103.9 FEET 126.6 FEET |
| 7 | 1,599,900 | 20.9 FEET 36 FEET |
| 8 | 530,000 | 8.8 FEET 105.9 FEET |
| 9 | 998,000 | 18.3 FEET 46.7 FEET |
| TOTAL GALLONS | 5,674,090 | |
| Average Gallons Pumped Per Day | 189,136 | |

METERED GALLONS BILLED TO CUSTOMERS FOR NOVEMBER 2017

| Number of Accounts Served Per Day | Gallons Metered This Month | Average Gallons | |
|-----------------------------------|----------------------------|-----------------|-------------|
| | | Daily | Per Account |
| 836 | 5,164,090 | 172,136 | 206 |
| Gallons/Recap: | | | |
| Wells Pumped | 5,674,090 | | |
| Metered Sales | 4,053,330 | | |
| Residential | 940,260 | | |
| Commercial | 159,500 | | |
| Other | 11,000 | | |
| QCSD | 510,000 | | |
| Difference | | | 9% |

East Quincy SD Monthly Wastewater Report

| Report Period | |
|---------------|------------------------|
| Begin | 11/01/2017 12:00:00 AM |
| End | 12/01/2017 12:00:00 AM |

| Daily Flow | | | | | | |
|-------------------|-------|-------|-------|--------|--|------------|
| West Lift Station | | | | | | Flow Total |
| Flow Rates | | | | | | |
| | Min | Max | Avg | | | |
| Date | (MGD) | (MGD) | (MGD) | (MGAL) | | |
| 11/01/2017 | 0.000 | 1.990 | 0.544 | 0.153 | | |
| 11/02/2017 | 0.000 | 2.000 | 0.486 | 0.147 | | |
| 11/03/2017 | 0.000 | 2.000 | 0.875 | 0.466 | | |
| 11/04/2017 | 0.000 | 1.990 | 0.593 | 0.283 | | |
| 11/05/2017 | 0.000 | 1.990 | 0.469 | 0.145 | | |
| 11/06/2017 | 0.000 | 1.990 | 0.478 | 0.226 | | |
| 11/07/2017 | 0.000 | 1.990 | 0.485 | 0.130 | | |
| 11/08/2017 | 0.000 | 1.970 | 0.331 | 0.205 | | |
| 11/09/2017 | 0.000 | 1.870 | 0.370 | 0.232 | | |
| 11/10/2017 | 0.000 | 1.900 | 0.352 | 0.177 | | |
| 11/11/2017 | 0.000 | 1.930 | 0.362 | 0.182 | | |
| 11/12/2017 | 0.000 | 1.930 | 0.322 | 0.201 | | |
| 11/13/2017 | 0.000 | 1.980 | 0.355 | 0.181 | | |
| 11/14/2017 | 0.000 | 1.850 | 0.364 | 0.239 | | |
| 11/15/2017 | 0.000 | 1.990 | 0.502 | 0.362 | | |
| 11/16/2017 | 0.000 | 1.990 | 0.473 | 0.340 | | |
| 11/17/2017 | 0.000 | 1.960 | 0.381 | 0.254 | | |
| 11/18/2017 | 0.000 | 1.920 | 0.382 | 0.234 | | |
| 11/19/2017 | 0.000 | 1.980 | 0.360 | 0.246 | | |
| 11/20/2017 | 0.000 | 1.930 | 0.394 | 0.262 | | |
| 11/21/2017 | 0.000 | 1.880 | 0.365 | 0.232 | | |
| 11/22/2017 | 0.000 | 1.920 | 0.361 | 0.239 | | |
| 11/23/2017 | 0.000 | 1.960 | 0.371 | 0.201 | | |
| 11/24/2017 | 0.000 | 1.950 | 0.394 | 0.188 | | |
| 11/25/2017 | 0.000 | 1.980 | 0.406 | 0.198 | | |
| 11/26/2017 | 0.000 | 1.990 | 0.404 | 0.214 | | |
| 11/27/2017 | 0.000 | 1.990 | 0.505 | 0.313 | | |
| 11/28/2017 | 0.000 | 1.990 | 0.503 | 0.210 | | |
| 11/29/2017 | 0.000 | 1.900 | 0.345 | 0.205 | | |
| 11/30/2017 | 0.000 | 1.730 | 0.335 | 0.205 | | |
| Total | | | | | | 6.870 |

*****AGENDA*****
****BOARD OF DIRECTORS REGULAR MEETING AGENDA****
QUINCY COMMUNITY SERVICES DISTRICT

Time & Date: 9:00 a.m., December 14, 2017

Location: 900 Spanish Creek Road,

Quincy, California / Phone: 530-283-0836 / Web: www.quincycsd.com

9:00 a.m. 1. DETERMINATION OF A QUORUM AND ACCEPTANCE OF THE AGENDA

DUE TO A LACK OF A QUORUM,
THIS MEETING WILL BE HELD ON DECEMBER 20, 2017 AT 9:00 A.M.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need disability-related modifications or accommodation to participate in this meeting, then please contact Katie Nunn, District Secretary at (530) 283-0836. Requests must be made as early as possible, and at least one-full business day before the start of the meeting. *The times indicated for agenda items are estimated and the Board reserves the right to address items either earlier or later than scheduled.*

Posted



STATEMENT OF ACCOUNT

| | | |
|-------------|------------------|-------------|
| ACCOUNT NO. | STATEMENT PERIOD | PAGE |
| XXXXX1621 | 11/30/2017 | Page 1 of 2 |

Use your **Plumas Bank Personal or Business**

VISA Debit Card for everyday shopping, business expenses, holiday cheer and more! It's safer, smarter and more convenient than cash, and you have access to your money 24/7! You can use it everywhere VISA is accepted, even online! It's NOT a credit card; the transactions are automatically deducted from your checking account. Get yours today, just in time for holiday shopping! Visit plumasbank.com for details.

Reconciled 12/4/17 kw

QUINCY COMMUNITY SERVICES DISTRICT
 WWI CAPITAL EXPENDITURE
 900 SPANISH CREEK RD.
 QUINCY CA 95971

| DATE | TYPE | DESCRIPTION | AMOUNT |
|--|-----------------|--|--------------|
| | | Local Business Checking #: XXXXX1621 | |
| | | Previous Balance on 10/31/17 | \$ 20,332.49 |
| | | 1 Deposits and Other Additions (Credits) | + 96,182.00 |
| | | 1 Checks and Other Charges (Debits) | - 37,650.75 |
| | | Ending Balance on 11/30/17 | \$ 78,863.74 |
| Checking Account Transactions | | | |
| 11/17/17 | REGULAR DEPOSIT | | 96,182.00 + |
| CHECK RECAP SUMMARY | | | |
| Check # | Date Paid | Check # | Date Paid |
| 1028 | 11/21/17 | | |
| | Amount | | Amount |
| | 37,650.75 | | |
| DAILY BALANCE SUMMARY | | | |
| -Date | Balance- | -Date | Balance- |
| 10/31 | 20,332.49 | 11/21 | 78,863.74 |
| Low Balance for Period was 20,332.49 | | | |
| Average Collected Balance for Period was 43,068.97 | | | |



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IMPORTANT INFORMATION REGARDING YOUR PLUMAS PLUS ACCOUNT

1. This statement covers the billing period through the closing date shown at the top of the statement. All advances and payments after this date will appear on your next statement.
2. The "Previous Balance", which was the "New Balance" on your previous month's statement plus "Advances" minus "Payments" minus "Credits" equals the "New Balance" shown.
3. The "Credit Available" is the amount left for your use at the end of the statement period, within the amount approved.
4. The "Interest Charge" on your Credit Line Account is figured by applying the periodic rate to the "average daily balance" of your Credit Line Account. To get the "average daily balance", we take the beginning balance of your Credit Line Account each day, add any new advances and subtract any payments or credits. This gives us a daily balance. Then, we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance".
5. The "Payment Due" as shown on the face of the statement is the amount of all current and prior month's payments which have not yet been charged to your checking account.

Billing Error Rights

What to do if you find a mistake on your statement. If you think there is an error on your statement, write us at:

Plumes Bank
P. O. Box 210
Quincy, CA 95971

You may also contact us on the web: www.plumasbank.com

In your letter, give us the following information:

- Account information: Your name and account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Electronic Funds Transfers—IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Telephone us at (800) 422-6584 or write us at 35 S. Linden Avenue Quincy, CA 95971-9122, as soon as possible if you think your statement is wrong or if you need more information about a transfer or the statement. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.
We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this we will re-credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation. Sales tax is included in check printing charges when applicable.

**Quincy CSD
Reconciliation Summary
11016 - WWT Capital Expenditures QCSD, Period Ending 11/30/2017**

12/04/17
1:50 PM

| | |
|-----------|-----------------------------------|
| | Beginning Balance |
| 20,832.49 | Cleared Transactions |
| | Checks and Payments - 1 Item |
| | Deposits and Credits - 1 Item |
| | Total Cleared Transactions |
| | Cleared Balance |
| 78,863.74 | Register Balance as of 11/30/2017 |
| 78,863.74 | Ending Balance |

| | |
|------------|------------|
| | Nov 30, 17 |
| 20,832.49 | 20,832.49 |
| -37,650.75 | -37,650.75 |
| 96,182.00 | 96,182.00 |
| 58,531.25 | 58,531.25 |
| 78,863.74 | 78,863.74 |

**Quincy CSD
Reconciliation Detail
11016 - WWT Capital Expenditures QCS, Period Ending 11/30/2017**

12/04/17
1:50 PM

| Type | Date | Num | Name | Cir | Amount | Balance |
|-----------------------------------|------------|------|------|-----|------------|------------|
| Beginning Balance | | | | | 20,332.49 | 20,332.49 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 1 item | 11/09/2017 | 1028 | PACE | X | -37,650.75 | -37,650.75 |
| Bill Pmt-Check | | | | | | |
| Total Checks and Payments | | | | | -37,650.75 | -37,650.75 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 11/17/2017 | | | X | 96,182.00 | 96,182.00 |
| Total Deposits and Credits | | | | | 96,182.00 | 96,182.00 |
| Total Cleared Transactions | | | | | 58,531.25 | 58,531.25 |
| Cleared Balance | | | | | 58,531.25 | 78,863.74 |
| Register Balance as of 11/30/2017 | | | | | 58,531.25 | 78,863.74 |
| Ending Balance | | | | | 58,531.25 | 78,863.74 |

FINANCE REPORTS ARE UNAVAILABLE AT THIS TIME
BUT ARE EXPECTED TO BE PRESENTED AT THE
MEETING.

LIST OF BILLS TO BE APPROVED IS NOT AVAILABLE
AT THIS TIME BUT IS EXPECTED TO BE PRESENTED
AT THE MEETING.