

## MINUTES

Minutes of the adjourned regular meeting of the Board of Directors of the Quincy Community Services District held on December 20, 2017 at 900 Spanish Creek Road, Quincy, California, in Plumas County.

Present: Denny Churchill, President  
Kimber Kraul, Vice-President  
Richard Castaldini, Director  
Jim Doohan, General Manager  
Katie Nunn, Board Secretary  
Mike Green, East Quincy Services District  
Mike Flanigan, Flanigan - Leavitt Insurance Agency  
Amanda Hayes, Flanigan – Leavitt Insurance Agency  
Kathy Felker, East Quincy Services District  
Victoria Metcalf, Feather River Publishing

Absent: Douglas Ely, Director  
Ruth Jackson, Director

The meeting was called to order at 9:00 a.m. by President Churchill and it was determined that a quorum was present.

**Vice-President Kraul moved to accept the agenda. Director Castaldini seconded and the motion carried unanimously. Ayes: Churchill, Kraul, Castaldini; Noes: None; Absent: Jackson, Ely**

**APPROVAL OF MINUTES OF November 9, 2017: Vice-President Kraul moved to approve the minutes of the regular meeting of November 9, 2017. Director Castaldini seconded and the motion carried unanimously. Ayes: Churchill, Kraul, Castaldini; Noes: None; Absent: Jackson, Ely**

### **PUBLIC FORUM:**

None

### **OATH OF OFFICE:**

Directors Churchill and Castaldini were sworn into office.

### **LEGAL:**

**The Board went into closed session at 9:02 a.m.**

**The Board returned to open session at 9:31 a.m.**

**No action taken.**

### **BOARD OF DIRECTORS:**

Mr. Flanigan and Mrs. Hayes from Flanigan – Leavitt Insurance presented their proposal for insurance for the AVCSD. This will be decided at the January 11, 2018 meeting by the combined Board of Directors.

**Vice-President Kraul moved to approve the payments to PACE Engineering from the joint WWT account. Director Castaldini seconded and the motion carried unanimously. Ayes: Churchill, Kraul, Castaldini; Noes: None; Absent: Jackson, Ely**

**Director Castaldini moved to approve the Waste Management rates as presented. Vice-President Kraul seconded and the motion carried unanimously. Ayes: Churchill, Kraul, Castaldini; Noes: None; Absent: Jackson, Ely**

The Board directed staff to work with Legal Counsel regarding the account that remains in past due status.

## **GENERAL MANAGERS REPORT:**

General Manager Doohan reported on the current operations and projects.

General Manager Doohan is to work with Legal Counsel to draft a letter regarding the customer refusing to allow us to smoke test the sewer line.

General Manager Doohan reported on the installation of the hydro-tank at the plant.

## **WASTE WATER ISSUES/PROJECTS:**

The project status reports for the Wastewater Treatment Project and the Wastewater Collection project were presented for the Board to review.

**Director Castaldini moved to continue the Wastewater Collection Grant under the original scope of work and to not make any modifications. Vice-President Kraul seconded and the motion carried unanimously.**

**Ayes: Churchill, Kraul, Castaldini; Noes: None; Absent: Jackson, Ely**

**Vice-President Kraul moved to approve the quote from Cummins for the generator transfer switch. Director Castaldini seconded and the motion carried unanimously. Ayes: Churchill, Kraul, Castaldini;**

**Noes: None; Absent: Jackson, Ely**

**Vice-President Kraul moved to approve the quote for the new Chlorine Analyzer in the amount of \$7,583.00. Director Castaldini seconded and the motion carried unanimously. Ayes: Churchill, Kraul, Castaldini; Noes: None; Absent: Jackson, Ely**

## **FINANCIAL REPORTS:**

The bills for November were presented.

**Vice-President Kraul moved to approve the November bills as presented. Director Castaldini seconded and the motion carried unanimously. Ayes: Churchill, Kraul, Castaldini; Noes: None; Absent: Jackson, Ely**

**Vice-President Kraul moved to approve the October Financial Statements as presented. Director Castaldini seconded and the motion carried unanimously. Ayes: Churchill, Kraul, Castaldini; Noes: None; Absent: Jackson, Ely**

The WWT and WWC grant schedules were presented for review.

**Vice-President Kraul moved to authorize the existing signors on the Plumas Bank account to access the Safe Deposit Box at Plumas Bank. Denny Churchill, Kimber Kraul, Richard Castaldini, Douglas Ely, Ruth Jackson and Jim Doohan are the authorized signors to access the Safe-Deposit Box. Director Castaldini seconded and the motion carried unanimously. Ayes: Churchill, Kraul, Castaldini; Noes: None; Absent: Jackson, Ely**

Plumas Bank will notify us when they plan to have someone come to do the drilling and we will access our box at that time.

## **WATER ISSUES/PROJECTS:**

The water production and conservation reports were presented to the Board for review.

The Notice of Drinking Water Violation was presented for the Board to review.

**ADJOURNED: Vice-President Kraul moved to adjourn the meeting, Director Castaldini seconded. The meeting adjourned at 11:10 a.m.**

Signed:

Attested:

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Denny Churchill, President

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Katie Nunn, Board Secretary