

MINUTES

Minutes of the regular meeting of the Board of Directors of the American Valley Community Services District held on March 14, 2019 at 179 Rogers Ave., Quincy, California, in Plumas County.

Present: Denny Churchill, President
Douglas Ely, Director
Bill Martin, Director
John Kolb, Director
Jim Doohan, General Manager
Josh Nelson, Best, Best and Krieger
Victoria Metcalf, Feather Publishing
Lance Denny, Public

Kimber Kraul, Director
Michael Beatty, Director
Ruth Jackson, Director
Katie Nunn, Board Secretary
Mike Green, Assistant G.M. for Operations
John Sheehan, Public

Absent: Darrel Brown and Kathy Felker

The meeting was called to order at 9:03 a.m. by President Churchill and it was determined that a quorum was present.

Director Ely moved to accept the agenda. Director Kolb seconded and the motion carried unanimously. Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

PUBLIC FORUM:

None

APPROVAL OF MINUTES FOR THE AVCSO REGULAR MEETING:

Director Kraul moved to approve the minutes of the regular meeting February 14, 2019. Director Kolb seconded and the motion carried unanimously. Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

LEGAL:

The Board went into closed session at 9:30 a.m.

The Board returned to open session at 10:00 a.m.

No reportable action.

Director Beatty moved to renew the legal services contract with Best, Best and Krieger. Director Ely seconded and the motion carried unanimously. Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

BOARD OF DIRECTORS:

Mr. Nelson updated the Board regarding the engineering agreement with PACE Engineering.

Director Kolb moved to authorize staff to move forward with preparing an RFP for engineering services for the WWTP. Director Martin seconded and the motion carried by the following vote. Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

Director Ely moved to approve the Bond Counsel agreement with Best, Best and Krieger for the WWTP project. Director Kraul seconded and the motion carried unanimously. Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

No payment request was received at this time.

Director Kolb moved to waive the second reading and adopt Ordinance No. 6, Emergency Vehicles. Director Ely seconded and the motion carried unanimously. Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

Mr. John Sheehan presented historical information regarding the fire danger in and around Quincy. He would like someone from our Board to work with the Fire Department to develop a fire plan. The Board requested to table this until the April meeting.

Director Martin reported on the Budget Committee meeting held on March 4, 2019. The Budget Committee will continue to work on a Capital Improvement Budget.

Director Beatty reported on the Personnel Committee. Mr. Beatty requested the Board discuss the skill pay at the April meeting. The revised employee policies were presented for the Board to review.

Director Kolb moved to approve the amended employee policies. Director Martin seconded and the motion carried unanimously. Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

Director Kraul moved to approve the revised job descriptions for the General Manager, Assistant General Manager for Operations and the Business Manager. Director Ely seconded and the motion carried by the following vote: Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

The Board discussed the evaluation process for the management team and for staff. Mr. Nelson will make the requested revisions. This items will be presented at the April board meeting.

The fair booth was discussed and the Board decided that we will not have a fair booth this year.

Director Ely moved to approve the East and West zone audits for FY 2018. Director Martin seconded and the motion carried by the following vote: Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

President Churchill reported that the Sexual Harassment and Hostile Work Environment training has been completed by Plumas Rural Services.

Mr. Nelson reported that the request to go to a seven member board did not have a lot of interest at this time.

GENERAL MANAGERS REPORT:

General Manager Doohan and Mr. Green updated the Board on the various projects happening within the District.

FINANCIAL / BUSINESS MANAGER REPORTS:

The bills for February were presented. The office staffing was discussed.

Director Kraul moved to approve the February bills as presented. Director Martin seconded and the motion carried unanimously. Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

Director Ely moved to authorize staff to open a new checking account for the Wastewater Treatment Improvement Project at Plumas Bank. The authorized signors will be: Denny Churchill, Kathy Felker, Ruth Jackson, Bill Martin, Douglas Ely, John Kolb, Darrel Brown, Kimber Kraul, Michael Beatty and Jim Doohan. Director Jackson seconded and the motion carried by the following vote: Ayes: Churchill, Kolb, Martin, Ely, Jackson, Kraul; Noes: None; Absent: Brown and Felker; Abstain: Beatty

Director Martin moved to approve Resolution 2019-01, USDA Loan, \$9,000,000. Director Ely seconded and the motion carried by the following vote: Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

Director Kraul moved to approve Resolution 2019-02, USDA Loan, \$1,505,000. Director Ely seconded and the motion carried by the following vote: Ayes: Churchill, Kolb, Martin, Ely, Beatty, Jackson, Kraul; Noes: None; Absent: Brown and Felker

Mr. Denny requested an adjustment to his bill for his four-plex while he is remodeling. The Board explained that due to the fact that there is one meter and one sewer lateral, there is no way for the District to know if and when the other apartments become occupied. Therefore, the standard charges apply.

Mrs. Freeman requested the West zone adopt a stand-by charge for when the meter is locked off. The East zone currently has a stand-by charge and she would like to see the West zone have a similar charge. The budget committee will discuss this at the next budget meeting.

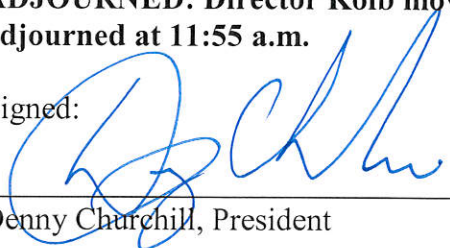
The Life and Long-Term Disability Insurance proposal was presented. The Board decided to not do this at this time.

WATER ISSUES/PROJECTS:

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

ADJOURNED: Director Kolb moved to adjourn the meeting, Director Kraul seconded. The meeting adjourned at 11:55 a.m.

Signed:



Denny Churchill, President

Attested:



Katie Nunn, Board Secretary