

Chester Public Utility District  
PO Box 503  
251 Chester Airport Rd.  
Chester, Ca. 96020  
530-258-2171

**Minutes of Regular Meeting:** February 15, 2022 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Steve Voboril, Steve Graffweg, Elizabeth Steffen and Blake Mathews.

**Directors Absent:** Royce Raker

**Conference Call:** Chief Layne, only known person on the conference call.

**Guests Present:** 3

**Staff Present:** 5 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Voboril called the meeting to order at 3:00pm.
  - a. Director Voboril led the Pledge of Allegiance.
  - b. Agenda Approval: Director Graffweg made a motion to accept Agenda. Director Mathews seconded. All in favor, motion carried.
2. **Ad Hoc Committee Update: Legal Counsel Recruitment:** Director Voboril stated that he and Director Graffweg went to Redding and met with Margaret Long and the committee would recommend we hire Prentice/Long PC as CPUD's new district council. Director Steffen made a motion to hire Prentice/Long PC. Director Mathews seconded the motion. All in favor, motion carried.
3. **Closed Session: *read verbatim*: Labor Negotiations: Professional Fire Fighters Local #5317 MOU (section 54957.6) at 3:05pm.** Margaret Long invited into closed session.
4. **Reconvene:** 3:15pm
5. **Report on Closed:** Director Voboril stated that the board appointed Margaret Long as CPUD's new negotiator for the Professional Fire Fighters #5317 MOU. No vote needed.
6. **Public Comment Non-Agenda Items :**
  - A public member asked about annual vehicle and facility inspections. Chief Layne stated that this ongoing.
  - A public member asked about the Blue Star moms banners. Chief Layne stated he believes they are at the station and will get with Gina Pixler and Christine. He will follow up as a new employee has taken this on from a task that was handled by a previous employee.
7. **Meeting Minutes:**
  - a. January 18, 2022 Regular Meeting Minutes  
Director Graffweg made a motion to accept the minutes. Director Steffen seconded the motion. Ayes: Steffen, Voboril and Graffweg. Abstain: Mathews. Absent: Raker. Minutes approved.
  - b. January 20, 2022 Special Meeting Minutes

Director Voboril stated that the minutes should reflect that Director Steffen was present *by phone*. Director Graffweg made a motion to accept the minutes with the suggested amendment. Director Mathews seconded the motion. All in favor, minutes approved.

c. February 3, 2022 Special Meeting Minutes

These minutes were tabled by board consensus, until the full board is present to vote.

**8. Financials:**

a. January 2022:

Director Voboril stated he had asked Cheryl some questions from the checks report and were answered to his satisfaction. There are zeros showing on payroll are due to canceling a payroll in order to pay out differentials differently.

A public member asked if CPUD was over the threshold regarding the 800K that is in CD's. Cheryl stated that we are at 27%.

Director Mathews made a motion to accept the January 2022 Financials. Director Graffweg seconded the motion. All in favor, motion carried.

**9. Public Comment Agenda Items:** Director Voboril mentioned that this statement was rewritten to give public the knowledge that they can speak as each agenda item as discussed.

**10. Emergency Services Report:** by Chief Layne by phone

- 7222 in Redding for repair and annual maintenance
- Working with legal regarding litigation. 5 staff will be deposed between March 21 and April 18. Balbiani was deposed February 9<sup>th</sup> by the District's attorney.
- Balbiani's attorney will be here March 21 for site inspection
- Talking with USFS about renting bay space. Director Voboril asked about selling this building. Chief Layne stated that this building effects ISO rating.
- PG&E land use agreement for hanger space is still in effect for \$200.00 per day including weekends. That receivable will be divided between funds at an unknown percentage.
- 7200 Tahoe is finished being outfitted, 7204 is waiting for parts, and a chip.
- Only one mandatory holdover day in January.

**11. Local Union Representatives:**

a. **Local 5317/Chester Professional Firefighter's Association (CFD Safety)**

no comments

b. **Local 39 Stationary Engineers (Misc.)**

no comments

**12. Finance Committee Update:** Director Voboril stated there was no update as they haven't met.

**13. Personnel Committee Update:**

a. **Spending Policy 3030:** Director Steffen stated that the committee wants to recommend 5K as the 2-signature limit, but the amended Policy did not make the board packet so she requested to table until 2-22-2022.

b.1 **General Manager Job Description, Policy 2300:** Director Steffen would like to recommend the presented policy. Director Voboril stated he had Margret Long look at it and she stated she didn't have a problem with it other than a reference to salary wasn't in the document, but doesn't have to be. She stated that it doesn't have to be in

the job posting either but is recommended. Director Graffweg made a motion to accept Policy 2300 as presented. Director Mathews seconded the motion. All in favor, motion carried.

**b.2. Job Posting guidelines:** It was agreed by board consensus that this be discussed in Agenda Item #15.

**c. Payroll Options and Fire Payroll Management:** Director Steffen stated she is getting with Cheryl soon, nothing to update at this time.

**14. Ad Hoc Committee Update: Ambulance Revenue:** Director Voboril stated that they have met and are still gathering info. Nothing to report yet.

**15. Ad Hoc Committee Update: General Manger Recruitment: (13, b.2 continued)**

Director Voboril stated that he met with Adam Cox and he is willing to be the interim GM and work on policies etc. and then recommend if we need a fulltime or parttime manager. The agreement would be month to month at 9K for the first 6 months and 6500.00 for any months after. He and Director Graffweg met with him for a few hours and really liked what he could offer. Director Steffen and Cheryl expressed their confusion as they thought that this company was a headhunting firm. Cheryl asked if he would be in a supervisory role, or just to work on infrastructure? Director Voboril stated he would be a full Interim General Manager. Director Mathews stated he wasn't comfortable hiring without an interview with the board as a whole. Chief Layne stated that there was local talent waiting to apply for the position of GM once flown. Director Voboril stated that Mr. Cox lives in Merced and would be happy to travel here next Tuesday if a Special Meeting is scheduled. Margaret Long stated that the job parameters should be known before the position is flown and that the salary should be set before flying. Chief Layne stated that to avoid a hang up, to state within the posting that salary is based on experience. The act of flying the GM position is tabled until Tuesday's Special meeting by board consensus.

**16. Resolution #410: Credit Card Limits: amendment**

Director Voboril voiced his concerns regarding the untimely credit card receipt reconciliation. Chief Layne stated that with the new policy there has been no issues. Cheryl stated by paying the bill right away and acquiring the receipts soon there after has caused less issues with maxing out the cards as well as avoiding the cards being frozen due to late payments. Lead Supervisor Homme stated that the bank had changed their time frames which left a smaller window to stay current. Director Steffen would like to see the form that the employee signs regarding the rules to having a District Card. Director Steffen made a motion to accept the amended resolution. Director Mathews seconded the motion. All in favor, motion carried.

**17. Correspondence:** Cheryl stated that another request to receive full board packets was received today. Margaret Long stated the packet documents should be made available on the website. Cheryl knew of the agenda having to be posted, but was leery about putting unapproved drafts available to the public. Margaret and Cheryl will look into what is required.

**18. Comments:**

**Directors:** Director Graffweg welcomed Margaret Long of Prentise/LongPC and to please speak up as she sees fit.

**Staff:** Chief Layne stated that Director Graffweg mentioned professionalism at the last meeting while wearing Circle K attire over his street clothes which is presumably

disrespecting our office staff as well as calling out a predominant business owner with his billboard. Professionalism goes a long way and he, Chief Layne has a problem with that.

- 19. Adjournment:** Director Mathews made motion to adjourn the meeting at 4:15pm.  
Director Graffweg seconded the motion. All in favor, meeting adjourned.

Clerk to the Board. Cheryl E. Johnson

Approval of Minutes *Cheryl E. Johnson*