

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

DRAFT

Minutes of Regular Meeting: July 25, 2023, at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Steve Graffweg, Steve Voboril, Art Tharpe and Kim Green.

Directors Absent: Royce Raker

Guests Present: 8

Staff Present: 8

1. **Call to Order:** Director Voboril called the meeting to order at 5:30pm.
 - a. Director Voboril led the Pledge of Allegiance.
 - b. Director Voboril acknowledged all but Royce Raker is in attendance confirming quorum.
 - c. Agenda Approval: Director Voboril made a motion to accept the agenda as presented. Director Tharpe seconded. All in favor, motion carried.
2. **Public Comment Agenda Items:** none.
3. **Meeting Minutes**
 - a. June 27th Regular Meeting Minutes: With no discussion, Director Graffweg made a motion to accept the minutes. Director Green seconded the motion. All in favor, motion carried.
 - b. June 23rd Special Meeting Minutes: With no discussion, Director Graffweg made a motion to accept the minutes. Director Green seconded the motion. All in favor, motion carried.
4. **June 2023 Financials: GM Cox presented:**
 - Water Fund 200 in the black
 - Sewer Fund 300 Grant Expense \$39320 is for the Planning Grant for the sewer collection system. Reimbursement to follow.
 - We still haven't received the April installment for property taxes and the parcel special assessment tax for Fiscal Year 22-23. It will be posted to June when received.
 - Ambulance Revenue is up due to GEMT deposit.
 - Fund 400 Fire: Other AR is multiple rental incomes, t-shirt sales, conference room rent, plus other random income.

- Director Green would like to have the district's CPA come to a Finance Committee meeting to explain deferred outflow and other line items in the financials.
After a brief discussion, Director Green made a motion to accept the June Financials. Director Tharpe seconded the motion. All in favor, motion carried.

5. General Manager's Report: by Adam Cox

- Education materials are being prepared for mid-August for the Measure D public outreach.
- Working on the Resolution for Health vesting.
- We were awarded 550K for the Treatment Plant planning grant. We can then apply for the Construction Grant when planning is completed, probably FY 24-25.
- We should get reimbursement for the water and wastewater rate study, as that was also part of the planning grant.
- We may be able to have Plumas County fund one of our projects with the multi-jurisdictional Disaster Funds.

6. Fire Chief Report: by Matthew Balzarini (Power Point Exhibit A)

- 4 personnel hired: 3 Captains and a Fire Fighter EMT.
- EMT about to get his Paramedic Certificate.
- Lots of Cleaning, needs assessing, finding problems.
- All Fire and EMS apparatus have issues. A preventative maintenance schedule is in the works. Going to start using a mechanic in Quincy.
- Replacement Ambulance is 3-4 year wait for new. Replacement Engines are 4-5 year wait for new. This is due to COVID and lack of workers.
- Running into previous management clean up issues with IMT program. Thanked Cheryl for help with the IMT program. The previous Chief being an Assistant Op Area Coordinator for Plumas County is causing more issues.
- IQS and IROC are now integrating. Cheryl is making sure training records are updated. The CICC Committee have reviewed all packets submitted. Waiting on the final approval letters.
- Applied to be on the Nor-Cal EMS Board. August is their next meeting.
- Applied for a 25K Grant through Cal Fire Foundation for radios, dual band. The previous Grant wasn't closed out and we had to purchase chain saws quickly. Thanked Kelly and Cheryl for making that happen to meet the deadline.
- Moving forward, will be working on the policies, processes, and procedures that we are currently lacking.
- Captain Reesink is the training officer and will be creating a training schedule.
- 290 calls so far since January 1st.

7. Utility Operations Manager Report: by Allan Homme

- Attending the 1-week training course on cross-connection in September.
- Getting wetland gate quotes. Weeds etc., making it inaccessible.
- Had Wells evaluated for power sources. Steve Greenwood with CPM said that Well 3 will need a completed overhaul.
- Water samples positive for coliform. Have been flushing the system, but another spot in town has come up positive as well. Taking lots of samples, may have to chlorinate.
- Surveys will be sent out to homeowners to access who has backflow devices and who needs them. GM Cox stated that we owe it to the community to police those items that could harm the water system.

8. Local Union Representatives:

- a. **Local 5317/Chester Professional Firefighter's Association (CFD Safety)** no comments
- b. **Local 39/ Stationary Engineers (CPUD Misc.)** no comments.

9. RGS Professional Services Agreement: GM Cox explained that this company would be dealing with all things payroll; workers compensation claims (old and new), FMLA, the complex safety pay formulas, benefits, retirement and discipline etc. They would be in lieu of the use of district legal advisors to help with the ever-changing labor codes. He explained that it is already allocated in the budget. He plans on pivoting some job duties. Office staff and the CPA will still submit the timecards and process the direct deposits. Director Voboril would like the management to check in with the Finance Committee in 90 days to see how this process is going.

Director Green made a motion to accept the agreement. Director Tharpe seconded the motion. All in favor, motion carried.

10. Water Rate changes, Resolution #430: Public Hearing: Presented by RDN rep., Robert Niehaus: Mr. Niehaus explained how Prop. 218 needs 50% + 1 protest in writing for it to not pass. He explained that water rates need to be set to the appropriate amount to cover the costs of delivering the water as well as building reserves for future infrastructure upgrades or disasters. Audits, budgets and inflation formulas, along with a 10-year growth prediction were used in calculating the suggested new rates.

Director Voboril opened the Public Hearing at 6:32pm.

A public member asked if the water stand-by rate was for just customers with inactive meters and not for lots with no meters. It was confirmed that the stand-by rate will affect anyone with a meter at the property who wishes to have it deactivated.

GM Cox will look into how this will affect sewers at those same properties.

After a brief discussion, and no more questions from the public, Director Voboril closed the Public Hearing at 6:45pm.

GM Cox stated that there were only 2 protest votes submitted. With that information and a brief conversation, Director Green made a motion to accept the proposed water rates and Resolution #430. Director Tharpe seconded the motion. All in favor, motion carried.

11. Plumas County Tax Roll Resolution #2023.01: GM Cox stated that this was an annual housekeeping item authorizing Plumas County to collect and disburse our property taxes and special assessment. Plumas County keeps \$2.50 per parcel as their collection fee. Director Graffweg made a motion to approve Resolution #2023.01. Director Green seconded the motion. All in favor, motion carried.

12. Resolution # 431: Portal to Portal Pay: amending Resolution #392. Chief Balzarini stated that with the new money saving rank structure, we need to take off the portal to portal and keep overtime for management positions. All other ranks have portal to portal and overtime. Director Tharpe made a motion to approve the amendments. Director Green seconded the motion. All in favor, motion carried.

13. Resolution #410, District Credit Card Limits: GM Cox stated that this is a housekeeping item that Plumas Bank needs as new authorized employees are added or deleted or if limits should change. Director Green made a motion to approve the amended Resolution #410. Director Tharpe seconded the motion. All in favor, motion carried.

14. Cross- Connection Control Program: Backflow Prevention: UOM Homme pointed out a few typos from the last version that was submitted to the board. He then stated that backflow devices will need to be installed on all new builds that have fire sprinklers installed. He further explained that anyone with irrigation, ponds, wells, pools and a long list of other means of the potential to contaminate the water system will need a BF device. GM Cox stated that this will be a long, case by case process and we need to take a closer look at the policy for updating to the new standard. Director Voboril made a motion to table to next meeting and for GM Cox and UOM Homme to get more information to the board. Director Green seconded the motion. All in favor, motion carried.

15. Closed Session: Real Property: 7:11pm, Read verbatim by Director Voboril

16. Reconvene: 7:43pm

17. Report on Closed Session: Director Voboril stated that it was informational only, no votes were taken, and no direction was given to management.

18. Public Comment Non-Agenda Items: A Public Member asked what was going to be done with 198 Main St. grounds, weed cleanup, etc.
A public member stated that the tenant at 198 Main was parking in the opposite direction of the flow of traffic.

A public member urged the board to look at the Franchise agreement before they decide to discontinue it as there are perks for the citizens.

19. Correspondence: none at time of posting.

20. Comments:

a. **Directors:** none

b. **Staff:** none

21. Adjournment: 7:55pm, Director Graffweg made a motion to adjourn the meeting. Director Tharpe seconded the motion. All ayes, meeting adjourned.

Cheryl E Johnson, Clerk to the Board

Approval of Minutes _____