

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

**DRAFT**

**Minutes of Regular Meeting:** July 26, 2022 at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

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

**Directors Absent:** none

**Guests Present:** 10

**Staff Present:** 6

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 5 members presence.
  - c. **Agenda Approval:** Director Graffweg made a motion to accept the agenda with no changes. Director Green seconded. All in favor, motion carried.
  
2. **Public Comment Non-Agenda Items:** A public member asked about a letter that was supposed to go out to the public regarding streetlights. GM Cox stated he will address this in his GM report later in agenda.
  
3. **Public Comment Agenda Items:** None at this time.
  
4. **Vice Chair Nominations:** Director Raker nominated Director Green. Director Graffweg seconded the nomination. Hearing no other nominations, 4 ayes, with Director Green abstaining. Director Green is the new Vice Chair.
  
5. **Move August 23, 2022 Regular Meeting:** GM Cox explained that 2 board members and himself will be attending a CSDA conference, and another board member will be out of the country that day, so there will not be quorum. Director Raker made a motion to move the Regular Meeting to August 30<sup>th</sup>. Director Green seconded the motion. All in favor, motion carried.
  
6. **2020-2021 Audit, by RT Dennis by conference call:** Mr. Dennis explained that he gave a "Clean Opinion", within the scale, which is the best opinion. He also found, "no findings" related to district controls. He walked through a few pages of the audit. He then thanked the office staff and CPA Mary Cheek for always getting him the data needed. With no questions from the board, he was thanked and left the conversation. GM Cox stated that he would like to get with the board regarding long term fiscal stability after all the studies are complete. Director

Raker made a motion to accept the 20-21 Audit. Director Tharpe seconded the motion. All in favor, motion carried.

7. **June 28, 2022 Meeting Minutes:** Director Graffweg made a motion to accept the June 28 Regular Meeting Minutes as written. Director Tharpe seconded the motion. Ayes: Green, Graffweg, Tharpe and Voboril. Abstain: Raker. Minutes approved.

8. **June 2022 Financials:** GM Cox stated that in the near future that the financials will be posted on the screen, so the gallery can follow along when the conference room upgrades are complete. He explained some of the fund balances as the Fiscal Year has ended. The funds that ended the year in the black, will be rolled into the next budget as a reserve. He reminded the board that we run on an accrual basis. After much discussion on streetlight funding, he explained a multitude of semantics of why the streetlights and the fire assessments would not make this year's August 10<sup>th</sup> Plumas County deadline for going on the tax roll. He may be able to put the fact that we had to still pay for streetlights during the Dixie Fire in the PGE recuperation effort. He may be presenting the board with information regarding solar options in the future. Director Green made a motion to accept the June 2022 Financials. Director Raker seconded the motion. All in favor, motion carried.

9. **General Manager's Report: by Adam Cox**

- A lot of data going out to all the studies: OPEB Actuarial, PG&E etc.
- Golden Handshake for the 2 retirees will cost a total of 174K, (5) 35K annual payments over next 5 years beginning 23-24. He hasn't done the math to see if it was a cost savings for the district. There was much discussion on moving forward and not dwelling on past board's decisions.
- Thanked Jesse Dubord for committing to the conference room upgrade project and the progress made so far.
- The Chief job position will be flown after the Chief Job description gets approved by the board.
- Agenda item #16 will be the liability insurance investigation report out.

10. **EMS/Chief Report: by Joe Waterman**

- We received 35K from PG&E for a total of 50K
- Still in talks with USFS on renting 198 Main St.
- Possible changing dispatch from SIFC to Plumas County
- \$647.00 rent for Stover vault, may move to Dyer
- Working with Seneca on building better relations
- Retooling the IMT program, send 2 people to OAK fire
- Still working on Ambulance Annex area.
- GM Cox stated that moving the fire department / ambulance crew back to the airport actually cut ambulance response times, as they respond mainly to EMS calls and many down highways 32 and 36.
- Meeting with out of Chester areas to talk about tax benefits

- The fire response program was not caught up, so that report is not complete
- Met with Collins Pine regarding their Fire Brigade they are setting up.
- The surplus of 2 vehicles brought in \$2100.00.
- Met with the Firewise program committee, Chester Fire will support and be a part of this program.
- Fire drills have resumed, we may have 2 new volunteers.
- Working with Kelly on the GEMT program
- Need to talk Mitigation fees for Seneca Hospitals new build and annexation.

**11. Local Union Representatives:**

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

**12. Removal of Job Descriptions from Policy Format:** GM Cox stated that to change policy needs a 4/5 vote which is cumbersome and needs to be streamlined. After a brief discussion, Director Tharpe made a motion to remove Job Descriptions from the policy format. Director Graffweg seconded the motion. All in favor, motion carried.

**13. Policy #2370 Chief Job Description revision:** GM Cox stated that the previous version was tailored for a Retired Annuitant or for Part Time. That is the only language that was removed. Director Green made a motion to accept the Chief Job Description as presented. Director Tharpe seconded the motion. All in favor, motion carried.

**14. Ambulance Rates, Proposed Increase:** GM Cox stated that the goal wasn’t to be at the top, but to appropriately adjust the rates. Chief Waterman stated that the proposed list has an increase to all services except for the AMA (Against Medical Advise), which is proposed to be reduced to \$850.00 from the current rate of \$1700.00. After some discussion, Director Raker made a motion to accept the new rates as proposed. Director Graffweg seconded the motion. All in favor, motion carried.

**15. Interfund Loan Agreement: Resolution #424:** GM Cox wants to start officially covering Fire cost with the Sewer Fund. This will supersede the existing policy. The rate will be .25% with a payoff date of 2032. This was vetted though legal. This will help bridge ourselves until we recoup strike team funds or tax assessment funds. The rate is similar to what a bank would charge, directed by government code. Director Graffweg made a motion to accept Res. #424. Director Raker seconded the motion. All in favor, motion carried.

**16. Insurance Status Inquiry:** GM Cox stated that the investigation is complete. We learned what happened, and we may build a policy to help avoid that issue from happening again. There was no discipline and no blame cast. Director

Graffweg stated that he was accused of getting in operations, he is still getting harassed in town and wondered who is keeping all the records current with NorCal EMS? GM Cox reiterated that there will be a policy or a plan of correction, and we did our due diligence by hiring an outside investigator to get the full story. We are now looking forward and working on changing the culture, and reminded the board that discipline issues are private. Information only.

**17. Closed Session: A, B and C:** read verbatim by Director Voboril at 7:55pm.

**18. Reconvene: 08:29pm**

**19. Report on Closed Session:** by Director Voboril

**a. Real Property Negotiations:** Direction given to staff, no action.

**b. Existing Litigation:** Director given to staff, no action.

**c. Labor Negotiations:** Direction given to staff, no action.

**20. Correspondences:** none

**21. Comments:**

**a. Directors:** Director Graffweg explained that he had many complaints on him for cleaning around 198 Main St. after the 4<sup>th</sup> of July by CPUD staff. He had calls and encounters from police later in the month with more complaints of him sweeping the Main St. Bridge etc. He was then served with a restraining order for 198 Main St. for illegal dumping, and verbal harassment. Director Green had questions regarding the annual CC&R that was mailed to the public and our quality of water. Her questions were answered to her satisfaction.

**b. Staff:** none

**22. Adjournment:** 08:40pm, Director Raker made a motion to adjourn the meeting. Director Green seconded the motion. All ayes, meeting adjourned.

Cheryl E Johnson, Clerk to the Board

Approval of Minutes \_\_\_\_\_