

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

Minutes of Regular Meeting: November 19, 2019 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Stephen Voboril, Royce Raker, and Steve Trotter.

Directors Absent: David Shawles and (Vacancy)

Guests Present: 4 including Stacy Fischer; Chester Progressive Rep.

Staff Present: 8 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Trotter called the meeting to order at 3:00pm.

A. Director Trotter led the Pledge of Allegiance.

B. Agenda approval: Cheryl mentioned additional Correspondence came in after posting. Director Raker made a motion to accept the agenda adding more correspondence. Director Voboril seconded the motion. All in favor, motion carried.

2. **Closed Session:** Personnel (section 54957) @3:01pm

3. **Reconvene:** @3:15pm

4. **Report on Closed:** Director Trotter reported that GM Evaluation Forms, GM Job Description and GM Goals and Objectives were given to all board members. The GM will be evaluated in a closed session in the January meeting.

5. **Public Comment Non-Agenda Items:** Two concerned public members asked about the process of tracking and tagging the lots and homes that need to be cleaned of debris and other fire hazards. The Chief took their information to make contact and visit the properties in question.

6. **Approval of October 15, 2019 Regular Meeting Minutes:** With no discussion, Director Raker made a motion to accept the minutes as written. Director Voboril seconded the motion. All in favor, motion carried.

7. **Approval of September 2019 and October 2019 Financials:** After a brief discussion on balances in GL lines, and all were satisfied with the answers, Director Raker then made a motion to accept both sets of financials. Director Voboril seconded the motion. All in favor, motion carried.

8. **General Manager's Report: Frank Motzkus:**

(Exhibit A)

- We have received the second and third grant payment from the State Water Resources Control Board for the collection system planning project. The fourth check request should be received very soon.
- No word from the Central Valley Regional Water Quality Board or PACE Engineering regarding Cease and Desist order.

- CPUD received a street light reimbursement form Plumas County. The next one will be the last one. We need to have streetlight funding on the next agenda.
- Auto and Liability Insurance Coverage was switched to George Peterson Insurance Agency/ Provider is Volunteer Firefighters Insurance Services (VFIS). This equate to same coverages for more than \$1700.00 less cost per year.
- Working on a new Water Shutoff Policy required by the State of California. Deadline is April 1, 2020.
- Met with Diana Ramirez on October 25th regarding the Waste Management solid waste contract, which ends Dec. 31, 2019. The draft contract has a few languages changes but basically the same as before. The fee we will be receiving will be \$5000.00 instead of the previous amount of \$2500.00.
- Drainage improvements have begun and should be completed within the next couple days.
- We have closed the application period for the Maintenance/Meter Reader positions. Tours of the facilities have been given, and oral interviews will take place early December.

**9. Chief's Report: Chief Layne:
(Exhibit B)**

- 7222 back in service.
- Met with Care Flight Ground and Pen Fire regarding Indian Valley ambulance service transition from PHI.
- Open House was well attended.
- The Chief and the Captain were interviewed by the Grand Jury to talk about Plumas County Evacuation Plans.
- LaMalfa's Office is working with us regarding CFAA Agreement reimbursements by USFS. There will be a 3-week gap in communications.
- AFG Grants for a Type 3 Engine and hose were both declined.
- 7221 responded out of county to the Kincade Fire with 2 full time, 1 volunteer and 1 per diem for an 11-day total. Thanks to all, and good work.
- Received \$124,136.36 Fire Funds.
- Received: \$500.00 rent for 198 Main St. \$500.00 Cal Fire Rent. \$16,515.00 in SWRCB Grant money. \$1,906.03 EDD refund. \$60.00 conference room rent. \$15.00 Notary Fee.
- The Chief asked if the Board liked the response time reports format that he and Captain Dean submitted. Director Trotter would like to get with them to discuss this more.

10. Public Comment agenda items: None

- 11. 444 4th Ave.: Unserviceable Sewer Line:** The property owner, Kora Lee Dollar and CPUD Lead Supervisor, Allan Homme explained to the board that the sewer line meets the 447 4th Ave. property straight across. Diagrams were given to the board. Instead of a Wye connection to the sewer main, the 2 homes were connected straight across, making cleaning the line to the CPUD sewer main almost impossible. Ms. Dollar asked the board to pay \$975.00 of the \$1455.00 Slusher Plumbing bill for plumber labor and machine use since the sewer line was incorrectly put in back in late 1950's. The Board will get with the GM to checks policies. The decision will be made at the next Regular Board meeting, December 17th. Ms. Dollar stated she was going to pay the bill in entirety and is hoping to be reimbursed by CPUD.

12. Fire Wise Committee Update: (member Karen Lichti absent, presented by Captain Dean)

- We met our goals to keep the Fire Wise status for another year.
- The committee is working on ideas for next year.
- A question was asked when the committee meets. Karen can be asked when she returns to work.

13. 198 Main St. 2020 Lease agreement Ad Hock Committee update by Director Voboril:

Director Voboril proposed to the board that the rent be changed to \$1000.00 per month. GM Motzkus will draft the lease to show the changes and send it to Brian Foes. Voboril explained his reasoning being that \$30,000.00 was spent on that building in maintenance and repairs last year. Director Raker made a motion for the lease to be drafted and presented with the new rate. Director Voboril seconded the motion. All in favor, motion carried.

14. Finance Committee Report by Director Trotter: Director Trotter stated that the committee met earlier that day. The \$400K CD matured and we were able to roll it over for 12 months at 1%. We are maxed out for investment percentage we are allotted. Committee to meet again in December. GM Motzkus met with PARS: OPEB. They will be in attendance to present the program at the next Board Meeting. Chief Layne would like the board's approval to move forward on acquiring a property tax assessment for the fire department. Director Raker made a motion to allow Chief Layne to pursue a ballot measure, fire property tax assessment. Director Voboril seconded the motion. All in favor, motion carried. Scoping Committee members will be determined at the next board meeting.

15. PERS: Golden Handshake: Certification of Compliance (2-year Service Credit Gov. Code 20903) After a brief discussion, Director Raker made a motion to accept the 2-year service credit and offer the 90-day time frame. Director Voboril seconded the motion. All in favor, motion carried.

16. PERS: Golden Handshake: Certification of Compliance (Future Annual Costs Gov. Code 7507.) GM Motzkus stated that the 2-year cost to the district would be \$6273.05 if the 2 employees that qualify to take the handshake accepted the offer. Clerk to the Board, Cheryl explained this is true if she did the calculations correct with the formulas that were given. GM Motzkus stated that the money saved in not paying their salaries any longer would be close to 300K. Chief Layne reminded the board that the offer is for all departments, not just the fire department. Director Raker made a motion to accept the certified district cost form as presented. Director Voboril seconded the motion. All in favor, motion carried.

17. Waste Management Franchise Contract: GM Motzkus stated that the district will be receiving a \$5000.00 fee from Waste Management. This is a \$2500.00 increase from what CPUD has been receiving. The new contract has a new page referencing recyclables. New rates begin January 1, 2020. The contract will be for 5 years with a 5-year renewal. Director Trotter asked that the Finance Committee review the contract and rates. Direction was given for GM Motzkus to email the board the new rates and the draft contract. If the board has questions, email them to GM Motzkus and he will have the attorney advise. This contract will be on the next agenda for final approval.

18. Correspondence:

- A) 2 Thank you cards to Chester Fire Fighters for helping on Wild Land fires.
- B) Fasis Audit Results were available for review. We did very well. Cheryl thanked Matt Turner and Ryan Johnson for their help with answering the auditor's questions.
- C) New Board members take seat December 6th. Election results: (Joe Waterman and David Shawles are the 4-year term seats. Royce Raker and Steve Voboril are the 2-year term seats. The Certifications were mailed to CPUD on 11-18-19.

Comments:

- **Directors:** Director Trotter toured the facilities and has a list of concerns for GM Motzkus.
- **Staff:** Cheryl asked that board use best business practices when spending district funds, i.e. calling the attorney without board approval. These calls incur fees.

She also advised that board members should be given permission by the rest of the board to represent the district solely, such as when calling other districts or the District Supervisor. She asked the board when calling or visiting other districts or the CPA etc., that they call for an appointment, and don't cold call.

Cheryl also stated that a webinar for AB-1234 will be viewed 11-20-19 at 10:00am by herself, Chief Layne and Director Shawles.

She also mentioned that the auditor will be here sometime after 12-15-19.

Cheryl apologized for not getting 10-29-19 Special Meeting Minutes on this agenda for approval. They will be on December's agenda.

Director Trotter asked for a motion to adjourn at 4:38pm. Director Raker made a motion to adjourn. Director Voboril seconded. All in favor, meeting adjourned.

Cheryl Johnson, CPUD Clerk to the Board.

Approval of Minutes 