

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

**Minutes of Regular Meeting:** January 19, 2021 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Steve Trotter, Steve Voboril, Joe Waterman and Steve Graffweg.

**Directors Absent:** Royce Raker

**Guests Present:** 2     **By Phone:** 4

**Staff Present:** 9 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Trotter called the meeting to order at 3:00pm.
  - a. Pledge led by Director Trotter
  - b. Agenda approval: Director Voboril made a motion to add Policy 2030 (Holiday Schedule) to the agenda. Director Waterman seconded the motion. All in favor, Agenda amended.
  
2. **Almanor Recreation and Park District Rep; Carlos Espana**

Carlos gave information regarding the project by phone and requested a Letter of Support from the District regarding the Cal-Trans Right Away for the Main Street Paving and Bike Lane project. Director Waterman motioned to pen a Letter of Support for ARPD using the template provided. Staff will prepare & Board Chair will sign. Director Voboril seconded. All ayes, motion carried.
  
3. **Elect CPUD Board Officers for 2021:**

Director Trotter called for Board nominations per position.  
Director Voboril nominated Director Waterman for Board Chair. Director Trotter seconded.  
Directors Trotter, Graffweg & Voboril voted aye. Director Waterman abstained from the vote.  
Director Voboril nominated Director Trotter for Vice Chair, Director Trotter declined. Director Graffweg nominated Director Voboril. Hearing no other nominations Directors Graffweg, Waterman and Trotter voted aye. Director Voboril abstained from the vote.  
Director Voboril nominated Director Graffweg for Secretary/Treasurer. Director Trotter seconded.  
Directors Trotter, Waterman and Voboril voted aye. Director Graffweg abstained from the vote.
  
4. **Elect Board Members for CPUD standing Committees:**

**Newly elected Board Chair Director Waterman took over duties.**

  - a. **Personnel Committee:** Discussion regarding who currently is on the Committee (Director Trotter and Director Voboril) Director Trotter stated that he didn't want multiple members on multiple committees. Directors Trotter and Graffweg volunteered to be on Personnel Committee after hearing no other nominations.
  - b. **Finance Committee:** Directors Voboril & Waterman agreed to stay on Finance Committee. Director Voboril made a motion to accept Finance Committee with no changes. Director Trotter seconded. All ayes.
  
5. **Public Comment: Non-Agenda Items**

A public member asked Board Members to speak louder.

6. **Closed Session: Personnel (Section54957)**
  - a. **GM, A Homme: 60 day Evaluation**  
Entered closed session at 3:20pm
7. **Reconvene:** from Closed session at 3:38pm
8. **Report on Closed Session:** Director Waterman reported that there was general discussion and directed action towards the Personnel Committee to do Goals & Objectives for the GM and to come up with a tool for assessment.
9. **Public Comments: Agenda items:** None
10. **Tabled October 26, 2020 Special Meeting and Workshop Minutes**
11. **November 17, 2020 Regular Meeting minutes**
12. **November 30, 2020 Special Meeting minutes**
13. **December 8, 2020 Special Meeting minutes**
14. **January 5, 2021 Special Meeting minutes**  
Director Waterman asked permission of the Board to go through each Items above 10-14 since removed from the Consent Calendar in one motion. No discussion for any items above. Director Voboril made motion to approve all minutes as presented in Items 10-14. Director Graffweg seconded. All ayes, motion carried.
15. **November 2020 Financials:**  
Director Voboril questioned a \$10,000 purchased. GM Homme stated that it was an Annual Inspection/Maintenance for our Chlorine system. He also made mention to update the Budget regarding those costs. Director Waterman also wanted to look at the Ambulance Expenses Line items for 200 & 300 in the Budget. There is \$8520.00 budgeted for those two accounts. Director Trotter made a motion to accept November Financials. Director Graffweg seconded. All ayes, motion carried.
16. **December 2020 Financials:**  
Director Voboril questioned and Auto Expenses of \$14,000 and was determined that it was for the Ambulance transmission. Chief Layne was to research those items including items in Maintenance. Director Trotter questioned a few checks. Secretary Sanders was able to answer. He also wanted to add PERS Expenses and PERS Retiree expense to the Budget items to review. Director Trotter made a motion to accept December Financials. Director Graffweg seconded. All ayes, motion carried.
17. **General Manager Report: Allan Homme**
  - a. **Discussion and Possible Action** GM Homme reported that the Cal-Fire “inmate crew” bill is in kind. They will come to us for requests of fulfillment. Ed Anderson will bring us all remaining materials he has regarding any Chester infrastructure. Director Waterman asked about Equipment Replacement in the Budget. Director Voboril made a motion to accept the GM report. Director Trotter seconded. All ayes, motion carried.
18. **Emergency Services Report: Brian Layne**
  - a. **Discussion and Possible Action:** Chief Layne suggested that we draft a letter to the public regarding dimming the lights to be posted in a public place. Doing our Due Diligence to reduce costs. Peninsula Fire Chief Pini retired, Andrew Courtright is now Chief. Industrial Employers Distrubtors Assoc (IEDA) is unable to help with Negotiations. Captain Dean looking at HUD grant for new Ambulance. Director Waterman would like Street Lights on next Agenda. Board Clerk Johnson asked for clarification on Negations and who the Board is working with. Director Voboril said that it’s in holding and if necessary would hire on as a consultant. A public member asked how long USFS has owed monies. Director Waterman

stated it has been several years. Director Voboril made a motion to accept Emergency Services report. Director Trotter seconded. All ayes, motion carried.

Recess taken at 4:01pm for battery change in recorder. Resumed at 4:06pm

**19. Pay Scale Presentation: Joe Waterman**

**a. Discussion and Possible Action:** Director Waterman passed out current Pay Scale stating that historically there has been a 10% jump, but in 2019 it was 20%. Also mentioned that top step Paramedic to bottom step Captain is a step down. Director Waterman opened to comment from Board members. Director Voboril would like to address it in new MOU and would like professional advice of someone that deals with this regularly. Director Trotter wants to defer to Personnel Committee to work with staff and look at all pay scales across the Board. Director Trotter made a motion to defer to Personnel Committee to look at charts and make plan of action. Director Voboril seconded. All ayes, motion carried.

**20. Finance Committee Update (Waterman/Voboril)**

**a. Discussion and Possible Action:** Director Waterman stated there was no report as they have not met.

**21. Personnel Committee (Trotter/Voboril)**

**a. Discussion and Possible Action:** Director Trotter opted to have presentation at next regular meeting after working with Staff. The Personnel Committee meeting was never scheduled.

**22. Purchasing Policy #3030**

**a. Discussion and Possible Action:** GM Homme put together a Policy with basic guidelines that would require certain transactions based on need to have either an Emergency Log or Regular Log. Prior Purchasing Policy and Credit card agreement were mentioned. Chief Layne stated that these are living documents and can be updated. Director Trotter made motion to defer Policy #3030 to Personnel Committee. Director Graffweg seconded. All ayes, motion carried.

**23. Update Plumas Bank Signatories:**

**a. Discussion and Possible Action:** Director Voboril made a motion to drop Frank Motzkus Director Trotter seconded. All ayes, motion carried. Director Voboril made a motion to add Allan Homme. Director Trotter seconded. All ayes, motion carried. All other signers to remain.

**24. Bank Access Policy:**

**a. Discussion and Possible Action:** Chief Layne stated that they were working on getting Board access to bank accounts. Board Clerk Johnson requested No cash withdrawals be added. After discussion Director Trotter made a motion to work with staff on developing Board bank access. Director Voboril seconded. All ayes, motion passed.

**25. Annual 700 Forms: Due April 1, 2021.**

Director Waterman stated this was for information only and asked for any questions.

**26. Correspondence:**

International Assoc. of Fire Fighters handout/roster was distributed by Firefighting Staff. Now recognized as Professional Firefighters of Chester, Local 5317. Will be in touch with their Representation.

**27. Holiday Policy #2030**

**a. Discussion and Possible Action:** Director Voboril questioned the office being closed for Inauguration Day, so he wants to look at whole Policy. Director Waterman stated that MOU didn't carry over to Policy. Director Voboril wants Policy to be cohesive. Board Clerk

Johnson stated that after future review, Inauguration Day, was only valid for 3 states and DC. She apologized. After more discussion Director Trotter made a motion for the Personnel Committee to work with staff on the Holiday Policy. Director Graffweg seconded. All ayes, motion carried.

**28. Comments:**

**Directors:** Director Waterman stated that you can't vote in remote attendance & electronic records are kept 30 days after Agenda approval. He also thanked staff for setting up On-Line Trainings. Director Trotter inquired on the status on Vehicle Inspections? Annual Inspections? And Employee Evaluations?

**Staff:** Board Clerk Johnson reminded Board to sign the sheet for webinars. GM Homme discussed Director Raker continuing on the Board and possibly adjusting regular meeting days or him resigning. Stated that it was imperative to have a full Board. Board positions would need to be flown.

**29. Adjournment:** 4:45pm: Director Trotter made a motion to adjourn. Director Voboril seconded the motion. All in favor, meeting adjourned.

Kelly Sanders, District Secretary  
Cheryl Johnson, CPUD Clerk to the Board, Absent for first half  
Approval of Minutes \_\_\_\_\_

Joe Waterman  
BOARD CHAIR