

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

Minutes of Regular Meeting: June 14, 2016 at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Greg McIntire, Steve Trotter, Wes Scott and Ben Thompson.

Directors Absent: John Knopp

Guests Present: 3 community members including Stacy Fischer from Chester Progressive.

Staff Present: 7 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Scott called the meeting to order at 5:30pm.
 - a. Director Scott led the Pledge of Allegiance.
 - b. Agenda approval: Director McIntire made a motion to accept the agenda. Director Trotter seconded the motion. All in favor, agenda approved.
2. **Closed Session:** Personnel Section (54957.) At 5:32 Director Scott stated they were going to discuss a couple of personnel issues.
3. **Reconvene from Closed Session:** Director Scott reconvened the meeting at 5:55pm.
4. **Report on Closed Session:** Director Scott reported that the board would like to see a Workshop in the near future, no date has been set, between unit managers, Joe, Frank and the Board to prioritize what Goals and Objectives are most important to the District for the upcoming year.
5. **Public Comment Non-Agenda Items:** None.
6. **Approval of March 31, 2016 Regular Meeting Minutes:** Director McIntire made a motion to accept the minutes. Director Trotter seconded the motion. All in favor, motion carried.
7. **Approval of March and April 2016 Financials:** Director Trotter inquired as to the \$12000.00 difference on the Property Tax General Ledger Line from March to April. Cheryl said she would look in to it. Director Trotter requested some reports to be made. Cheryl will do some system testing. Director Trotter made a motion to accept the financials. Director McIntire seconded the motion. All in favor, motion carried.
8. **General Manager's Report: - (Exhibit A)** GM Waterman not present. GM Report read by GM Frank Motzkus: GM Motzkus wants a letter added to the CC&R packet regarding Water Conservation. Director Thompson asked GM Motzkus to get more information regarding LAFCO and the water service being requested to service the Olsen Barn and then report back to the board. Director Trotter would like to see response times added to the GM Reports as well as monthly training reports.
9. **Public Comment: Agenda Items:** A public member asked how far the Olsen Barn was from district boundaries. Director Scott responded that the issue is that they are not within the District.
10. **2016-2017 Budget Committee Update:** The Committee would like more time to sit with GM Motzkus etc. and get some more hard figures. Director Trotter, on the behalf of the committee asked to table this agenda item.
11. **Adoption of Preliminary Budget for FY 16-17:** Tabled.

12. **Radio Meter Financing Committee Update:** Committee members, Director Trotter and Director Scott stated with working on other pressing items, and this topic has been on the back burner. They asked GM Motzkus to arrange a tour of the Westwood Sanitation District, as they have the same system that CPUD is looking at acquiring.
13. **Hand Held Meter Recording Device and Software Bids:** After a brief discussion, this topic was tabled.
14. **Plumas Bank Signature Card Updates:** Director Trotter stated that he would like to see only board members able to sign checks. After a brief discussion, Director McIntire made a motion to add new General Manager, Frank Motzkus to the Plumas Bank accounts by adding him to the signature cards. Director Thompson seconded the motion. Motion was passed by the vote of 3 Ayes: Director Scott, Director McIntire, and Director Thompson. Director Trotter declined to vote. Absent: Director Knopp.
15. **Last payment of \$48488.10 for the new ambulance in June. (from 500 to 300):** Mary Cheek, CPA will make the final transaction. Information only, no action required.
16. **CFAA Admin Rate: Resolution #383:** Director Scott noted that the new CFAA Administration Rate for Fiscal year 16-17, as calculated by Chief Joe Waterman, will be 16.346%. This is higher than last FY's rate of 15.470%. After a brief explanation, Director Thompson made a motion to accept Res. #383. Director Trotter seconded the motion. All in favor, motion carried.
17. **Personnel Manual Update – FLSA: Resolution #384:** Director Scott explained that this has more to do with the PERS audit clean up, and no employee's salaries are affected. Director Trotter made a motion to accept Res. #384. Director McIntire seconded the motion. All in favor, motion carried.
18. **MOU: IRWM Plan Group: Resolution #385:** (Exhibit C) GM Motzkus explained that this is an avenue for funding sources by grant and/or loan. Currently loan rates are 1.66%. This group goes after Proposition 1 funds. There are no membership fees, and he remains on this board for this group. We can list many projects that we would like funding for into this system. The group meets quarterly to discuss available funding. There are approximately 18 folks researching about 80 projects currently. Director Trotter made a motion to accept Res. #385. Director McIntire seconded the motion. All in favor, motion carried.
19. **GM Vehicle Purchase Bids:** Director Scott explained that Jim Wilson Motors gave the lowest bid. He relayed that this was included in the 2015-2016 budget. The budgeted amount was \$35000.00. Director McIntire made a motion to accept Jim Wilson Motor's bid of \$24393.10. Director Thompson seconded the motion. The motion passed by a vote of 3 ayes: Director Scott, Director Thompson, and Director McIntire. One nay vote: Director Trotter. One Absent: Director Knopp.
20. **Correspondence:**
 - a. none
21. **Comments:**
 - a. **Directors:** none
 - b. **Staff:** GM Motzkus stated he was glad to finally be here.

Director Scott adjourned the meeting at 6:52pm.
 Cheryl E. Johnson, Clerk to the Board.
 Approval of Minutes _____

