

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

**Minutes of Special Meeting:** March 31, 2020 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Steve Graffweg and Steve Voboril. Steve Trotter and Joe Waterman (present by remote conference call.)

**Directors Absent:** Royce Raker

**Guests Present:** Cody Conway, Inter-West Insurance (remote by conference call)

**Staff Present:** 6 CPUD/CFD employees and volunteers.

1. Call to Order: Director Trotter called the meeting to order at 3.00pm.
  - B. Agenda Approval: GM Motzkus requested to scratch the Waste Management and CSDA Correspondence. Director Waterman made a motion to accept the agenda with the 2 items removed. Director Voboril seconded. Roll Call Vote: Waterman, Trotter, Voboril and Graffweg, all ayes, agenda approved.
  
2. A. (Cure) 2-18-2020 Closed Session Report: Personnel Committee recommendation to the board regarding the Golden Handshake Counter Offers. Vote in open session on the decision to decline the counter offers.

Director Trotter reported in open session that the Personnel Committee recommended to decline the Counter Offers. Director Waterman made the motion to accept the recommendation and made the motion to decline the counter offers. Director Graffweg seconded the motions. Roll Call Vote: Waterman, Graffweg, Trotter and Raker, ayes. Absent: Director Voboril. Counter Offers Declined.

B. (Cure) 2-18-2020 Closed Session Report: General Manager Contract Rewrite Ad Hoc Committee: Nominations and vote in open session.

Director Waterman nominated himself and Director Trotter in open session. Director Graffweg seconded both nominations. Roll call vote: Trotter, Waterman, Graffweg and Raker, all ayes. Voboril, absent. Committee formed.
  
3. Public Comment : Non- Agenda Items : none
  
4. Public Comment: Agenda Items: none
  
5. Water Shut-Off Policy and Procedure: GM Motzkus stated that this is compliant with the “Water Shut-Off Protection Act” (California Health and Safety Code Sections 116900, et seq.) Our Website has a translator within it, which covers the requirement of having to post it in 6 languages. He stated the attorney suggested the format. He will assign the Policy a number and get it posted on the website if approved. The office staff have been following these procedures, so nothing will change internally. Director Waterman made a motion to accept the Policy. Director Graffweg seconded the motion. Roll call vote: Waterman, Graffweg, Voboril and Trotter, ayes. Raker, absent. Policy adopted.
  
6. Workers Compensation Ad Hoc Committee formation: Director Waterman made a motion that the Workers Compensation carrier rates research be covered by the Finance Committee rather than form a separate committee. Director Graffweg seconded the motion. Roll call vote: Waterman, Trotter, Graffweg and Voboril, all ayes. Absent, Raker. Motion passed. GM Motzkus mentioned

that he will send the letter of intent to withdrawal from FASIS to FASIS as it needs to be sent by April 2<sup>nd</sup>, to give the appropriate 90 days. The next date to pay attention to is June 28<sup>th</sup> if we are not changing workers compensation carriers, for reinstatement purposes. Cody Conway with Inter-West stated he is looking forward to working with the Finance Committee.

7. Correspondence: GM Motzkus stated that we received a worker's compensation bill for a 2018-2019 Payroll Audit Adjustment in the amount of \$173,909.00. This is based on actual payroll that was reported. Director Waterman wanted to know how much workers compensation we were reimbursed through CFAA for that fiscal year. Staff will research.
8. Comments:  
Directors: Director Graffweg stated his disappointment in cancelling the last regular meeting due to weather. Director Trotter stated that he will try to get notice out quicker when there are scheduling changes. Director Waterman thanked the staff for arranging remote access.  
Staff: Cheryl stated she is still missing a few 700 forms and will email the board members that need to get them turned in.
9. Closed Session: Personnel 54957, GM Contract Ad Hoc Committee update. (separate conference call#) @ 3:30pm.
10. Reconvene: 4:36pm.
11. Report on Closed: Director Trotter stated that the committee reported that there is still much to be done. Information only.
12. Adjournment: 4:40pm motion made by Director Trotter. Hearing no objections, meeting adjourned.

Cheryl E, Johnson, Clerk to the Board  
Approval of Minutes 