Chester Public Utility District

PO Box 503

251 Chester Airport Rd.

Chester, Ca. 96020

530-258-2171

**Minutes of Regular Meeting:**  July 12, 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, John Knopp and Ben Thompson.

**Directors Absent:** none

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

**Staff Present:** 5 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Scott called the meeting to order at 5:30pm.
   1. Director Scott led the Pledge of Allegiance.
   2. Agenda approval: Director Knopp made a motion to accept the agenda. Director McIntire 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 personnel.
3. **Reconvene from Closed Session**: Director Scott reconvened the meeting at 5:43pm.
4. **Report on Closed Session**: Director Scott reported that GM Motzkus will be doing some reorganization.
5. **Public Comment Non-Agenda Items**: A public member explained to the board that there is a board procedure that wasn’t used at the last meeting: After a vote of ayes, the chair should then ask for nays as well as abstention votes if the aye vote is not unanimous. Director Scott thanked the gentleman.
6. **Approval of June 28, 2016 Special Meeting Minutes:** Director Trotter made a motion to accept the minutes. Director Knopp seconded the motion. All in favor, motion carried.
7. **Approval of May 2016 Financials:** Director Scott voiced his concerns over paragraph 2 and 3 of Mary Cheeks cover letter. Chief Waterman explained that it was standard boiler plate and that this was explained a while back. GM Motzkus will add this to a list of questions that he has for Mary. Director Scott would like the end of Fiscal year reports as soon as possible to update his spreadsheets. Cheryl mentioned that they would not be ready until after the 28th of July. Director Trotter stated that there were duplicate pages in the packets and also questioned some of the transactions. All questions were answered regarding the transactions. Director Scott asked GM Motzkus to find out if we need to still be audited annually. Chief Waterman stated that it may not save the district any money, as they are still doing twice the work if they come every two years. He mentioned that this is the last contracted year for Singleton Auman. A public member asked if the last payment was made for the Ambulance back to Sewer. Cheryl stated that the payment has happened and will reflect in the June financials. 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 Motzkus Read his report to the board. He also stated some of the Waste Water Permit deadlines: Toxicity Reduction Eval., by 6-30-16. Pollution Prevention Plan, by 12-19-16. BioSolids Use/Disposal Plan, by 9-28-16. Salinity Eval./Minimization Plan, by 1-1-17. He also has a copy of the latest Grand Jury Report if anyone would like a copy emailed to them. Chief Waterman’s report was attached.
9. **Public Comment: Agenda Items:** none.

Director Knopp excused himself from the rest of the meeting @ 6:05pm.

1. **Measure A Request of Charges for Collection in Tax Roll: Resolution #2016-01.** GM Motzkus explained that this is done annually as the board’s commitment to Plumas County to collect taxes. Director Thompson made a motion to accept the Resolution #2016-01. Director Trotter seconded the motion. Four ayes, as Director Knopp had left the meeting, motion carried.
2. **Dissolving of the 2016-2017 Budget Committee:** GM Motzkus asked if the committee was an Ad Hoc Committee or a standing committee, and explained the difference. Director Scott stated it was Ad Hoc. GM Motzkus stated that he will have suggestions for future board committees. Director Trotter made a motion to dissolve the Budget Ad Hoc committee. Director McIntire seconded the motion. All in favor, motion carried.
3. **Radio Meter Financing Committee Update:** Committee members, Director Trotter and Director Scott. They had GM Motzkus arrange a tour with Westwood PUD. This will be the first part of August. No action taken.
4. **Correspondence:** 
   1. none
5. **Comments:**
   1. **Directors:** Director Trotter asked about the 12 thousand dollars that went down in receivables from April to May that he inquired about last meeting. GM Motzkus said he thought he forwarded that by email. He will double check and resend. Director Trotter also said that response times and training hours were not included in the Chiefs report as requested at a previous meeting. Chief Waterman stated that response times can be added if the board would like. Training hours can be verbally reported, as there are drills attended by various volunteers and staff, target solutions, etc. Joe stated he is working on tightening up training records.
   2. **Staff:** Assistance to Fire Fighters Grant was awarded for the Plymo-Vent System. There will be a 5% match for approximately $3500.00 that will be due. By the next board meeting there should be an approximate start date for the Plymo-Vent Installation. The SCBAs and Turn-Outs were declined at this time. Chief Waterman will be asking for the Turnouts and SCBA’s to be added to the Capital Plan, purchases out of the 500 Account. First he will assess the needs and inventory by next month. The cost per firefighter is approx 10K for replacement SCBA and Turnouts. Many are coming up on the OSHA stale date, which is 15 years. 25 sets total are needed, which covers every “riding position”.

Director Scott asked if Chief Waterman would like to share anything from his written Chiefs Report. Chief Waterman said that an OES Water tender may be housed here. If we use it on a fire, we would be reimbursed for 2 people, not the Vehicle. We will be responsible for repairs costing less than $100.00. We will be reimbursed of repairs needed over $100.00. This would help our ISO rating. Chief Waterman is making sure no special licensing is need per OES requirements.

Director Scott adjourned the meeting at 6:23pm.

Cheryl E. Johnson, Clerk to the Board.

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