

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

Minutes of Regular Meeting: February 18,2020 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Stephen Trotter, Royce Raker, Joe Waterman and Steve Graffweg.

Directors Absent: Steve Voboril.

Guests Present: 2 including Stacy Fischer; Chester Progressive Rep.

Staff Present: 7 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: Director Waterman would like to add a #15 (B): 500 account discussion to the agenda. Director Waterman made a motion to accept the agenda with suggested change. Director Raker seconded the motion. All in favor, agenda approved.
2. **Closed Session: Personnel Section 54957**
3. **Closed Session reconvened at 3:42pm.**
4. **Report on Closed Session:**
 - a. **Golden Handshake Counter Offers: Personnel Committee suggestion:** Director Trotter stated that both counter offers were rejected and that they want GM Motzkus to send out the letters. (no mention of the Personnel Committee suggestion or vote confirmed in open session).
 - b. **General Manager Contract:** Director Trotter stated that he and Director Waterman will be on an Ad Hoc Committee to rewrite a new General Manager contract. (no nominations and no vote confirmed in open session).
5. **Public Comment non-agenda items:**
6. **Approval of January 21, 2020 Regular Minutes, January 30, 2020 Special Meeting Minutes, and February 11, 2020 Special Meeting Minutes:** Director Waterman asked that the 1-21-2020 minutes have 2 amendments: Agenda Item #12 have the language amended to, "Hagwood agreed to give a percent of the next Prop 172 increase to Fire Departments County wide, but the Fire Chiefs Association didn't pursue it." Agenda Item #20 have the language amended to, "there is public hysteria regarding the School Improvement Prop 13. Director made a motion to accept the regular 1-21-2020 minutes with suggested amendment and the 2 Special Meeting Minutes listed above as written. Director Raker seconded the motion. All in favor, motion carried.
7. **Approval of January 2020 Financials:** Director Waterman stated that he thought that Waste Management should maybe have its own column, 700 account. He also stated that the Financials' Format was confusing. GM Motzkus stated that CPA, Mary Cheek may have some suggestions. Director Trotter stated that maybe the Budget Committee should also look at Retiree Health and OT in the 600 account. GM Motzkus stated that we are on target budget wise this year. Director

Raker made a motion to accept January 2020 Financials. Director Graffweg seconded the motion. All in favor, motion carried.

8. General Manager Report, by Frank Motzkus: Exhibit A

- Received 6th grant check from State Water Resources Control Board for \$3122.00. Spatial Wave will do training, map man hole locations, flows, pipe sizes etc.
- No word from Central Valley Regional Water Quality Control Board or PACE Engineering regarding Cease and Desist order.
- CPM is repairing Well #2. Board approved repairs and costs at a Special Meeting. A video of the inspection is available to anyone who wants to view. Still photos were included in the board packet.
- The auditor was here January 27th-29th. Final Audit complete in a few weeks. At first glance, looked good. He will give a presentation to the board upon completion.
- Met with Waste Management Ad Hoc Committee. The agreement will go before the Districts' Attorney and then back to WM with the attorney's recommendations.
- Lead Supervisor Allan Homme and crew have been working on minor water system issues found during a SWRCB inspection November 19th. The inspection report was given in the board packet.
- We received a letter from OSHA stating that there was a complaint filed with them. He is researching and crafting a response before February 20th.

Director Waterman asked if this was a confidential matter. GM Motzkus said, "Yes".

- Vehicle inspections currently underway.
- Still waiting for a response from PG&E on the streetlight issue.

Director Trotter asked if there is maintenance for the back up generators. Homme said, "Yes". GM Motzkus said they are looking at requesting a generator at Well #5 with automatic capabilities. Director Trotter stated that our Well sites could be more secure, and this should be a near future priority.

No Action.

9. Fire Chief's Report, by Brian Layne: Exhibit B

- Cal Fire will store their engine here for the winter, so they will continue to pay \$500.00 per month rent.
- Conference call with Congressman LaMalfa's office and USDA Deputy Chief of the Pacific Southwest regarding past due monies owed to CFD went very well. They requested a multitude documentation; we should know more in a few weeks.
- Waiting to hear from Plumas County Building and Planning to ensure there are no code conflicts with 2019 California Fire Code Title 24 Part 9, before we adopt.
- The Fire Income Committee member, Director Waterman and advisors to the committee, Steve Graffweg and myself, continue to meet weekly.
- Fire Money received in January, \$176,184.81.
- Cal OES Region 3 Spring meeting will be on May 27th in Chico. We will be in attendance.

No action.

10. Public Comment, Agenda Items: none.

11. Finance Committee Update: Director Waterman explained that he was looking at Time Cards for leave credits to be used for budget purposes. Still looking at them, no results to report. No action.

12. Fire Income Ad Hoc Committee Update by Director Waterman: Exhibit C

- Met with Plumas County Board of Supervisor, Sherri Thrall and PC LAFCo Executive officer, Jennifer Stephensen. A tax negotiation with the county would only take 4 months, rather than over a year for the creation of a new district. Contacting county council next.
 - Expecting to meet with Steve Boline, the Interim CEO for Seneca Healthcare District to discuss partnering with them in providing services. Director Raker is helping set up that meeting. Hoping to have an agreement in place by next FY.
 - Compiling approximate costs for Annexations and District Formation and holding an election.
 - Target of May's board meeting for a presentation of all the options.
 - Cost reduction ideas: staff reduction, Local 39 MOU via negotiations, fleet and equipment reduction.
 - Revenue ideas: Parcel Assessment, ambulance district, Annexation within NorCal Ambulance response boundary, Proposition 172 access, Hotel. Tourism Tax, GEMT Grant, GEMT Assurance fee funding, and other local agreements such as Seneca.
- No action.

13. Fire-Wise Committee Update: none

14. Waste Management Franchise Contract: GM Motzkus stated that it is in the reviewing process. Will have to go by Proposition 218 for adjusting rates. He will present final draft as soon as possible. A public hearing should be scheduled for June. The public will have 45 days to submit any protest votes. No action.

15. (A) Construction Contracts; Policy # 6000: It was discussed that there needs to be better communication between the Board and the General Manager regarding approval of Construction Contracts and that all need to follow policy. Director Trotter suggested that the Finance Committee look at policies during the budget process. No action.

(B) 500 Account Discussion: Director Waterman remembers this account being used as operational reserve. Director Trotter recalled it being unrestricted upon its creation. Director Waterman stated that the 500 account was to hold 2 years of Fire Operations. Director Trotter suggested that maybe the 500 account be reviewed by the budget committee. (discussion only).

16. Update Plumas Bank Signature Cards: Director Waterman made a motion to delete Ben Thompson, as he has resigned from the board, to add Royce Raker, who was elected to the board December 6th, 2019 and Steve Graffweg, who was appointed on January 21st, 2020. All other signers to remain. Director Trotter seconded the motion. All in favor, motion carried.

17. 700 (Annual) Forms Distributed by Clerk to the Board, Cheryl Johnson: As explained, they need to be completed and turned in before April 1st. Information only, no action.

18. Golden Handshake: new Window Period Initiation: Cost to the District: Gov. Code 7507.
GM Motzkus explained that by opening this new window it sets a whole new service credit year to the individual, and increases his retirement. Director Raker wanted more time to review the costs etc. Cheryl explained that there are time constraints as the first window was nearing closure. After an intense discussion, Director Waterman opted for non-action on this agenda item, as they were given an offer in a specific window to accept. No Action.

19. **2020-2021 Budget Ad Hoc Committee Formation:** Director Trotter asked for volunteers. Directors Waterman and Graffweg volunteered to be on the committee. Director Raker made a motion to appoint them both as the 2020-2021 Budget Ad Hoc Committee. Director Trotter seconded the motion. All in favor, motion carried.

20. **Correspondence:**

A) CSDA Board Call for Nominations. (information was handed out by GM Motzkus)

21. **Comments:**

- **Directors:** Director Waterman stated that there were mandated costs program and that we have to have that on the website. Reimbursement for this? GM Motzkus stated that may have reopened that program.
- **Staff:** FF/Medic Matt Turner stated to the board that what he meant at the last meeting that there *is public hysteria* regarding the School Improvement Prop. 13 on the 2020 Ballot.
- Cheryl asked Director Waterman why he requested copies of 7 months of Time Cards. He stated he was looking at how Leave Credits are cataloged and he requested the information from the GM. Cheryl reminded that everyone needs to follow the chain of command when requesting information. All board requests should be filtered through GM Motzkus.

Director Waterman asked for a motion to adjourn at 5:08pm. Director Raker seconded. All in favor, meeting adjourned.

Cheryl Johnson, CPUD Clerk to the Board.

Approval of Minutes *[Signature]*