

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

**Minutes of Regular Meeting:** January 12, 2016 at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

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

**Directors Absent:** John Knopp. (vacancy)

**Guests Present:** 3 community members.

**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: Hearing no objections, agenda approved.
2. **Closed Session:** None
3. **Reconvene from Closed Session:** n/a
4. **Report on Closed Session:** n/a
5. **Public Comment Non-Agenda Items:** A public member asked how we inform the public if the water supply is bad. GM Waterman explained that in extreme cases the affected areas would be shut down, notices would be posted at the post office and online. There is an emergency preparedness plan with Plumas County that is near completion. This would be a good source of information. GM Waterman will check on reverse 911 as an option. Garn Pringle suggested forming buddy systems with neighbors as well. Captain Dean mentioned that the fire department could go door to door if needed.
6. **Approval of December, 2015 Regular Meeting Minutes.** GM Waterman stated in regards to Mr. Trotters suggestion last meeting, Joe did ask about having a Green Waste Can as part of the trash pickup service in Chester. At this time there would be a large cost and there is currently nowhere to dump it. Joe will mention it as a part of the next contract negotiations. Director Thompson made a motion to accept the minutes. Director McIntire seconded the motion. All in favor, motion carried.
7. **Approval of November 2015 Financials:** Garn Pringle says that the snap shot given to the public is not sufficient. GM Waterman stated he is willing to give out copies of the full financials if the public makes a records request. Director Scott mentioned that the software is limited to creating reports. A public member asked who paid for the sewer repairs at 198 Main St. Director Scott stated that CPUD paid. GM Waterman said the price for repairs to Slusher Plumbing was \$411.00 due to the fact that our equipment is too large for household pipes. Garn Pringle asked about the status of the Fire Account. GM Waterman's response was that it is not favorable and he will discuss that later in his GM report. Director Scott mentioned that he has been tracking its progress, and he sees a loss of 350K annually. Director McIntire made a motion to accept the financials. Director Thompson seconded the motion. All in favor, motion carried.
8. **Board Vacancy:** GM Waterman presented a letter of interest from Steve Trotter. Director Scott asked if we had advertised. GM Waterman said yes with only one applicant. Director Thompson asked Mr. Trotter why he was interested in being a CPUD board member. His response was that he feels he can help with the budget and has a general interest as he is also a volunteer and in the Volunteer Association. After a brief recess and discussion it was agreed that there is no conflict for him to be on the board and a volunteer and a member of the Volunteer Association. Director

Scott stated we should amend the policy if needed and also let it be understood that if accepted to be a board member, that Mr. Trotter would recues himself in any decisions regarding the Volunteer Association. Director McIntire made a motion to accept Mr. Trotter as a board member. Director Thompson seconded the motion. All in favor, motion carried. Steve Trotter recited and signed the Oath as sworn in. Director Trotter took his seat at the board table.

- 9. General Manager's Report: - (Exhibit A) GM Waterman:** He is currently writing a policy on cash disbursements that he will present to the board at a future meeting at the request of Singleton-Auman.

He is meeting with USFS regarding a disputed invoice. This issue is that Point of Hire/Time/Salary should be different from Travel Expenses. This is clear in our policies. He wants to buy a plotter to generate map products to assist in locating water meters in the future. The Risk Management Plan is required by the county. We are one of 2 that are in compliance per Jerry Sipe. Karen is attending a Public Information Officer Course at the Nation Fire Academy; there is little cost to the District and an excellent source of training. Director Trotter would like to see more of our people take advantage of this.

- 10. Public Comment: Agenda Items:** none.

- 11. General Manager Job Description, Resolution 377:** After a brief discussion, it was agreed to write all job descriptions as resolution approved though it is not listed in the 2010 Policy and Procedures, yet it is listed in the Personnel Manual from 2005. General Manager Job Description dated 12-14-15 was created by Director Scott, Director McIntire and GM Waterman. GM Waterman stated that he is giving a tour of the grounds this Friday to a gentleman that may be interest in the position. The ad for the job will be flown in the 5 local papers, Website and the Special Districts advertising avenues. Director Scott mentioned that GM Waterman has offered to stay on as a Fire Chief. He mentioned that the Fire Chief Job Description will have to be approved as well if the board agrees to accept this offer. Director McIntire made a motion to accept Resolution #377, General Manager Job Description dated 12-14-15 as written. Director Thompson seconded the motion. Director Trotter abstained from this vote, as he has had no time to review the document. Votes: Director Scott, aye. Director McIntire, aye. Director Thompson, Aye. Director Knopp, absent. Director Trotter, abstain. Motion carried.

- 12. CPUD Truck Replacement:** GM Waterman said he has had no response after emailing GSA. Director Scott mentioned that they have spoke to Dustin, Clint and Andy about the needs for the new vehicle and have come up with cheaper ideas. The old truck will remain here as a backup. Director Trotter asked what fund is this budgeted under. GM Waterman stated 200 Water 50% and 300 Sewer 50%.

- 13. Waste Water System Improvements/Survey: Log Exhibit B:** Director Scott stated that we cannot be in compliance when water infiltrates our system, and that the Engineer, Ed Anderson said it will be very hard to get in compliance. Currently the ground water overwhelms the treatment plant. GM Waterman stated that we are in our 3<sup>rd</sup> permit cycle. The first 3 years of the permit will be planning and research. Some of the proposed fixes would be increasing the plant, not the street system. A two sided approach would be to increase the plant was well as tighten up the system from rain infiltration. Director Scott wants to put out an RFP for a company to come in and run cameras in the lines, map the sewer lines and to find where the largest issues are and then plan to repair from there. Ed Anderson, not present, had mentioned in the past that that may be a good idea. This will be a sealed bid process. Director Trotter made a motion to start advertising for the RFP. Director McIntire seconded the motion. All in favor, motion carried.

- 14. Correspondence:** GM Waterman handed out a flyer to the board members for an online Ethics Training through the State Special Districts Association. He also mentioned that there will be another class that will take place in Quincy in the Spring. He also has a response to a letter that he received from Cheryl Jesenka requesting hydrant records and what the fees would be for the

copies etc. He responded to her with the cost to copy the records, but hasn't heard back from her on whether or not she still wants us to proceed.

**15. Comments:**

- a. **Directors:** Director Scott thanked Mr. Trotter for stepping up and becoming a board member.
- b. **Staff:** none.

Director Scott adjourned the meeting at 7:05pm.

Cheryl E. Johnson, Clerk to the Board.

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