

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

Minutes of Special Meeting: February 22, 2022 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Blake Mathews, Steve Voboril, Steve Graffweg, Royce Raker, Elizabeth Steffen.

Directors Absent: N/A

Conference Call:

Guests Present: 5

Staff Present: 2 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Voboril called the meeting to order at 3:00pm.
 - a. Director Voboril led the Pledge of Allegiance.
 - b. Agenda Approval: Director Mathews made a motion to accept Agenda. Director Graffweg seconded. All in favor, motion carried.
2. **Public Comment Agenda Items:** None
3. **Ad Hoc Committee:**
 - a. **General Manager Recruitment:**
 1. Sectaris Partners representative Adam Cox stepped to the podium and introduced himself to the Board. In response to multiple questions, Adam stated that he'd be onsite 20 hours per week with others as needed and available by phone 24/7 for emergencies. This is a month to month contract with drive time included and no benefits. He stated that he had been asked to look into a Blanket Fidelity Bond. Adam will provide a series of updates in the first 6 months along with leadership for both Water/Wastewater and Fire. He does have Fire Department experience with access to others. A public member asked if he was licensed he stated he is not licensed in Water, nor Wastewater. Office Manager Johnson stepped for and stated that GM job description approved recently stated that the GM needs to live in District. Director Raker made a motion to accept proposal barring that we aren't going against policy and pending Legal Counsel advice. Director Graffweg seconded. Directors Graffweg, Voboril, Raker and Mathews, all ayes. Director Steffen, opposed. Director Voboril stated he will call Legal after the meeting. Effective after Legal is consulted.
A roll call vote was then requested by Director Graffweg:
Director Raker – aye
Director Graffweg – aye
Director Mathews – aye
Director Steffen – opposed
Director Voboril – aye.

2. General Manager Job Posting: Director Steffen stated that she thinks that we need a permanent GM and should be posting the job. She also mentioned that we can have Adam and be actively looking at the same time. Their only conflict was with the wording regarding Salary. Salary was brought up by a public member, stating he thought the GM should be on a Contract and not a permanent employee. Director Steffen made a motion to post the General Manger position for 2 weeks. Director Mathews seconded. All ayes, motion carried.

4. CPUD District Counsel: Review and Adjust:

a. Fire Department Property Tax Measure, Resolution #418: Chief Layne referenced his hand out from Plumas County with a few items that needed fixing to pass this to pass back to Counsel. This would double Fire revenue. He stated that he expected the Special Election to cost around \$5,000-\$5800. A public member mentioned that the median income has gone down according to a source. Another public member said it's up to the Board members to provide a service and to let the public decide by voting. Director Voboril brought up a conflict regarding selling the building here, or the long haul ambulance. Director Steffen made a motion for Resolution #418 to go back the Legal Counsel the June 2022 election. Director Mathews seconded.

A roll call vote was requested by Director Graffweg.

Director Raker – aye

Director Graffweg – opposed

Director Mathews – aye

Director Steffen – aye

Director Voboril – opposed

There was then more discussion after Director Voboril stated that it didn't pass. Office Manager Johnson stated that previous minutes show it was already approved and this was just to get wording corrected. Director Voboril already took to Counsel and they said no. A public Member stated that this was only to approve wording change per Attorney and if they won't approve they need to get whole new Resolution. Director Voboril will submit to Counsel.

b. Street Light Tax Measure: Chief Layne presented a draft Resolution to go to Counsel along with a breakdown of costs. Director Voboril though we were asking too much and mentioned future talks if it doesn't pass what type of notification would be need to give PG&E if we stopped paying street lights. Director Steffen asked for a print out for what has been paid to street lights from the point the County no longer paid a portion and email all the Directors. This item was Tabled and to be added to the next regular meeting.

5. Personnel Committee (Steffen/Graffweg):

a. Spending Policy #3030 amendment: Director Steffen recommended to the Board that the limit be pushed to \$5,000. Director Mathews made a motion to amend the double signature limit to \$5,000. Director Raker seconded. All in favor, motion carried.

6. Closed Session: read verbatim by Director Voboril: Personnel (54957)
Confidential/Personal Letter to the board: at 3:40pm

7. Reconvene: at 3:53 pm

8. **Report on Closed:** Director Voboril reported that there was no merit found to complaint.
9. **Correspondence: CPUD Corporate Credit Card Use Agreement:**
Director Steffen would like the form revamped. Director Voboril mention that he would like a time line added regarding receipts getting turned in a timely manner.
Director Voboril made separate mention that he would like the General Manager job description sent to the Attorney.
10. **Comments:**
Directors: None
Staff: None
11. **Adjournment:** Director Mathews made motion to adjourn the meeting at 4:00pm.
Director Graffweg seconded the motion. All in favor, meeting adjourned.

District Secretary, Kelly Sanders
Approval of Minutes Steve Elford