

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

**Minutes of Regular Meeting:** January 15, 2019 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Stephen Voboril, Steven Trotter, and Brian Layne.

**Directors Absent:** Wes Scott and Ben Thompson

**Guests Present:** 1: Stacy Fischer/Chester Progressive Rep.

**Staff Present:** 6 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: GM Motzkus asked for Closed Session (GM Performance Review) and also a SCADA System/Sierra Controls Quote to be added. Director Layne made a motion to accept the agenda with said additions: Closed Session, making the SCADA topic agenda #14-B and also Tabling agenda #2: The Election of Officers. Director Voboril seconded the motion. All in favor, motion carried.
2. **Officer Elections:** Tabled
3. **Closed:** Personnel Section 54957, General Manager Performance Review (3:05pm)
4. **Reconvene:** 3:20pm
5. **Report on Closed:** No Action Taken
6. **Public Comment Non-Agenda Items :** None
7. **Approval of December 18, 2018 Regular Meeting Minutes and January 3, 2018 Special Meeting (workshop) Minutes:** Director Layne made a motion to accept both sets of minutes as written. Director Voboril seconded the motion. All in favor, motion carried.
8. **Approval of December 2018 Financials:** Director Trotter asked for clarification on some deposits and some checks that were written in December. His questions were answered to his satisfaction. Director Voboril pointed out the increase in Health Benefits and Insurance costs. He also stated that the Water and Waste Water accounts looked pretty good, and Fire is still struggling. After a brief discussion, Director Voboril made a motion to accept the December 2018 Financials. Director Layne seconded the motion. All in favor, motion carried.
9. **General Manager's Report: by Frank Motzkus: (Exhibit A)**
  - State Water Board has moved our Waste Water Collection System to the "Contract" people. We should have something to review in the next few weeks. The planning grant portion would be worth approximately 500K. The construction portion of the grant could be worth upwards of 8 million dollars. Kahlen Group would be the registered engineer.
  - Plumas County Environmental Health performed an inspection of the chlorine and sulfur dioxide systems. There were some deficiencies found. Lead Supervisor Tissot has been working on getting the immediate need fixes completed. Our Engineer will be working with us on the long-term fixes.
  - Received property taxes: Water = 32385.06 and Waste Water =48257.06.

- The first set of LED bulbs have arrived. They will be installed in the GM Office when time permits.
- SCADA went down. Loaner on premises. (Discussed further on agenda #14.B)
- 198 Lease agreement has been signed by Father Foos. It just needs Director Scott's signature.
- Director Trotter asked about PCSDA or CDSA board training schedules. GM Motzkus will get them to the board when he receives them.

**10. Chief Report by Chief Joe Waterman:**

- a. Cal Fire monies are available for fire fuel reduction projects. 3 projects are in the works, to be completed by July 1.
- b. WT-32 is ready for pick up, when weather allows.
- c. 7251 still waiting for weather to clear to go to Burton for approx. \$3800.00 in repairs.
- d. January 24<sup>th</sup>, we are hosting a meeting with business owners to share information regarding being a Fire Wise Community. February 5<sup>th</sup> we will be hosting a presentation of the movie, "Wilder than Wild" with Sierra Institute.
- e. Joe and Kelly have more GEMT Audits.
- f. Ham Radio Group meeting.
- g. Multi Agency Drill at the Peninsula being planned for May 1<sup>st</sup>.
- h. Annual Lassen Workshop, Banquet and RT-130 Class will be in Susanville on April 12<sup>th</sup> and 13<sup>th</sup>.
- i. Government shut down has delayed payments of the 6 Million in receivables.
- j. Salvation Army will be the disaster response now, not the Red Cross after the horrible job that was done regarding Camp Fire Evacuees.
- k. CFAA sunsets 12-31-2019. Changes can still happen before 6-30-2019.

**11. Public Comment, Agenda Items:** None.

**12. Fire-Wise Report: by PIO Lichti:** Lichti not available: Topic covered in Chiefs Report. No action.

**13. Policy #7000: Social Media:** GM Motzkus stated that when posting on the internet that it is there forever, so to be mindful. Director Layne would like the language within the policy to have more bite and to be less vague: Replacing "Highly Recommended" for "Shall". Director Trotter asked if there was a formal process before things are posted, approvals and proof reading etc.? The process for posting is not formalized, and that PIO Lichti mostly takes care of the Facebook page and the Website. Director Layne made a motion to accept the Policy with the verbiage changes being more direct. Director Voboril seconded the motion. All in favor, motion carried.

**14. Policy # 2360: Office Manager Job Description:** GM Motzkus stated that that the only change was that the Office Manager directly supervises the District Secretary, which was left off of the first draft. Director Voboril made a motion to accept the OM Job Description. Director Layne seconded the motion. All in favor, motion carried.

**14.(B) SCADA System Crashed.** GM Motzkus asked that the board approve the \$46250.00 quote from Sierra Controls for a replacement. The one that crashed was over 14 years old. This item was incorporated into the budget as twice the quoted amount. This purchase will be allocated out of the 300/Waste Water account. Director Layne made a motion to accept the quote. Director Voboril seconded the motion. All in favor, motion carried.

**15. Investment Committee Update:** Director Trotter stated that by policy we can only have investments up to 30% of cash on hand. We are not able to invest more funds at this time. They would like to investigate more investment avenues. Clerk to the Board Johnson asked that when

the committee members are researching, that they announce themselves as CPUD Investment Committee members if they are meeting with business reps. No action was taken.

**16. Ad-Hoc or Standing Committee formations:** GM Motzkus explained the different rules for each type of committee. He also presented the list of possible committees that may be formed when needed. More can be added to the list at any time. Director Voboril stated that Investment Policy #4060 was not on the disc that he was given. He would like to see a Workers Comp committee and or a Benefits and Insurance committee as well. He did not like the dates that were recommended on the list of the start and duration of the committees. It was explained that the dates were flexible. No action taken. Unanimously it was agreed to wait for the other two board members to be present before nominating members and forming any committees.

**17. Correspondence:** none

**18. Comments:**

- a. **Staff:** none
- b. **Directors:** They want Committees back on the next agenda. Director Trotter asked what happened to the response time reports and the training reports? Chief Waterman will follow up.

Director Trotter adjourned the meeting at 4:35pm.  
Cheryl E. Johnson, Clerk to the Board  
Approval of Minutes 