

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

Minutes of Regular Meeting: December 18, 2018 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Wes Scott, Stephen Voboril, Steven Trotter, Brian Layne and Ben Thompson.

Directors Absent: None

Guests Present: 2: Includes Stacy Fischer/Chester Progressive Rep.

Staff Present: 9 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Scott called the meeting to order at 3:00pm.
 - A. Director Scott led the Pledge of Allegiance.
 - B. Agenda Approval: Director Layne made a motion to accept the agenda as written. Director Trotter seconded the motion. All in favor, motion carried.
2. **Closed:** None
3. **Reconvene:** N/A
4. **Report on Closed:** N/A
5. **Public Comment Non-Agenda Items :** None
6. **Approval of November 20, 2018 Regular Meeting Minutes and December 4, 2018 Special Meeting Minutes:** Director Trotter made a motion to accept both sets of minutes as written. Director Voboril seconded the motion. All in favor, motion carried.
7. **Approval of November 2018 Financials:** Director Voboril asked why 1.1 million was moved from Sanitation to Contract. GM Motzkus stated that the percentage that was being swept from checking to savings was being allocated incorrectly after the Contract Account was created in 2013. Director Layne asked if 6 million was accurate for what was in Accounts Receivables. Chief Waterman stated yes, that the USFS, OES and other agencies are behind in issuing payments. Director Trotter asked about some of the payables, he was satisfied with the explanations. Director Trotter made a motion to accept the November 2018 Financials. Director Voboril seconded the motion. All in favor, motion carried.
8. **General Manager's Report: by Frank Motzkus: (Exhibit A)**
 - SWRCB: nothing new to add.
 - Plumas County Health Inspections findings: A few deficiencies, Lead Supervisor, Tissot and staff are rectifying.
 - 5 Years ago, the Sulfur Dioxide Plan was missed. Director Layne asked if we were cited. GM Motzkus said no. There is some paperwork needed to complete and some small purchases that will need to happen, masks etc., This should get us compliant. We will be making adjustments to the plan rather than redoing it.
 - The Auditor, Dennis/Cooper Assoc. has accepted to be our auditor for FY 17/18.
 - December 10th LAFcO meeting: Talked of Consolidating Districts, Challenges of Fire Services Providers, and they still need a member for that board.
 - St. Andrews has not responded to the new Lease Agreement. GM Motzkus will call them.

- December 12 attended a PCSDA meeting: Officers were elected and meeting dates were set.

9. Chief Report by Chief Joe Waterman:

- Camp Fire Evacuation process was a disappointment regarding Red Cross. District Supervisor Thrall is very disappointed. Chester Fire will now do the 72-hour, self-assist during any other disaster that may come up. CFD crews were up around the clock setting up for evacuees before Red Cross showed up.
- No news on AFG Grant.
- USFS has been disputing Invoiced Reimbursements. OES has been working with us to resolve these matters.
- 7251 will be taken to Burtons soon for some plumbing repairs, approx. \$3,800.00 cost.
- GEMT cost reports for FY 17-18 show we should receive \$43,142.00.
- We may host the “Wilder than Wild” video here in January.
- MediCal Write downs were 29K and MediCare Write downs were 23K for November.
- New CFAA coming in 2019. USFS may not be in it at all. The team members will be placed in a pool in ICAP that ICs can pick from to create their new team, is the probability. The idea it do have succession planning within teams.

10. Public Comment, Agenda Items: None.

11. Fire-Wise Report: by PIO Lichti: SPI has begun a fuel break behind Martin Ranch. PG&E has been contacted to clean up 1st Ave. and 4th Ave. of Willows etc. Plumas County has a wood chipping program for branches, not pine needles. There will be a link for the application that will be on Chesterpud.org to apply for this service. Also, Senior Citizens can apply to have their property cleaned of such materials. This application link will also be added to Cherterpud.org. No action taken.

12. LED light replacement update: GM Motzkus put this off until January. No Action taken.

13. Public Outreach for Tax Measure Survey: After a brief discussion, Director Layne made a motion to schedule a Board Workshop/Special Meeting after the 1st of the year to develop talking points, potential Q&A before the Public Hearing. Director Trotter seconded the motion. All in favor, motion carried. GM Motzkus will email possible dates.

14. Policy #6000, Construction Contracts: GM Motzkus stated the State Controller changed the Bid Limits processes: Informal Bids would change to <60k (currently <45K) He assure the board that there would be at no time that the board would be out of the loop. If an emergency came up, like the Auditor backing out, he would notify the board ASAP. <60K can be performed by employees of CPUD with out going to formal bid, but with a formal contract. 60K to 200K will need an informal bid process with a formal contract. >200K will be subject to the formal bidding processes. Director Scott would like #.31 to be amended to read, “awarded to and performed by employees of CPUD”. Director Voboril explained that our voting process states that a 4 of 5 vote is what is needed to pass a contract. Director Layne liked the “majority” vote instead (3 of 5). GM Motzkus recommended following the Government Code, (which he will amend to list within the Policy). Director Trotter made a motion accept the Policy with mentioned amendments. Director Layne seconded the motion. All in favor, motion carried.

15. Policy # 2360: Office Manager Job Description: After a brief discussion, this topic was tabled.

16. Ad-Hoc and standing Committees: After a brief discussion it was decided to table this until after the first of the year.

17. Correspondence: none

18. Comments:

- **Staff:** Chief Waterman explained that he is going to hire a seasonal EMT or Medic to fill in until Medic Harris returns from light duty.
- **Directors:** Director Trotter asked if PCSDA had any board trainings scheduled. He will have access to a list after the 1st of the year.

Director Scott adjourned the meeting at 4:07pm.
Cheryl E. Johnson, Clerk to the Board
Approval of Minutes 