

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

**Minutes of Regular Meeting:** December 17, 2019 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

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

**Directors Absent:** David Shawles.

**Guests Present:** 8 including Stacy Fischer; Chester Progressive Rep., PARS rep. Mitch Barker, Waste Management 2 reps., and St. Andrews Academy, Brian Foos.

**Staff Present:** 6 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Trotter called the meeting to order at 3:01pm.
  - A. Director Trotter led the Pledge of Allegiance.
  - B. Agenda approval: GM Motzkus asked to add the Resignation for Director Shawles under agenda as #2 C. Director Waterman made a motion to accept the agenda adding the Resignation Notification. Director Voboril seconded the motion. All in favor, agenda approved.
  
2. **Swear in the 4 Elected CPUD Board Members:** GM Motzkus recited the Oath of Office, and Joe Waterman, Royce Raker and Steve Voboril recited it back. David Shawles was not present.
  - A. All 3 Elected Board Members signed the Oath of Office.
  - B. New Board Member Orientation packets: GM Motzkus stated that with collaboration between Director Trotter, Cheryl and himself that we have created a working binder as an orientation for new board members. Director Trotter would like to schedule a workshop before the next regular board meeting to go over the Orientation Binders. GM Motzkus will email available dates.
  - C. Director David Shawles resignation letter: GM Motzkus stated that Shawles had to move out of district due to health issues. Director Voboril made a motion to accept the resignation letter. Director Raker seconded the motion. All in favor, motion carried. Director Trotter gave direction for the GM to advertise for the vacancy and that the Personnel Committee will be doing the interviews. Director Voboril made a motion to advertise for vacancy as soon as possible. Director Waterman seconded the motion. All in favor, motion carried.
  
3. **2020 Board Officer Nominations:**

**Board Chair:** Director Voboril nominated Director Trotter. Director Raker seconded that nomination. Director Trotter accepted the nomination. No other nominations were given. All in favor, Trotter is Board Chair.

**Vice Chair:** Director Raker nominated Director Waterman. Director Voboril seconded that nomination. No other nominations were given. All in favor, Waterman is Vice Chair.

**Secretary/Treasurer:** Director Raker nominated Director Voboril. Director Waterman seconded that nomination. No other nominations were given. All in favor, Voboril is Sec./Tres.
  
4. **Closed Session:** Personnel (section 54957) @3:15pm
5. **Reconvene:** @3:47pm

6. **Report on Closed:** Director Trotter stated that they got Director Waterman up to speed regarding the GM evaluation process. They voted to form an ad hoc committee consisting of Trotter and Waterman to create the combined evaluation results. In open session, Director Voboril made a motion to create the ad hoc committee with above listed members. Director Raker seconded the motion. All in favor, committee formed.
7. **Public Comment Non-Agenda Items:** A public member congratulated the new board on the election results. He then asked that they consider spending the district's funds as they are hard earned funds. The board thank him for his input.
8. **Approval of October 29, 2019 Special Meeting Minutes and November 19, 2019 Regular Meeting Minutes:** Director Waterman was explained that the Investment Committee had been changed to Finance Committee. Director Voboril made a motion to accept both sets of minutes. Director Raker seconded the motion. All in favor, motion carried.
9. **Approval of November 2019 Financials:** After a brief discussion, Director Voboril questioned the very large amount that came out of the 400 and 500 Postage GL last month. Cheryl will research. GM Motzkus stated that the check written to State Water Resources for \$2625.00 had actually been paid at close to 12K in the past. Director Waterman made a motion to table the approval of the November 2019 financials until the postage issue is resolved. Director Voboril seconded the motion. All in favor, so tabled.
10. **General Manager's Report: Frank Motzkus:**  
(Exhibit A)
  - We have received the fourth grant payment from the State Water Resources Control Board for \$2733.00 for the collection system planning project. The fifth check request should be received very soon.
  - Allan has been in contact with PACE Engineering regarding Cease and Desist order.
  - Have been working on a new "Water Shut-Off Policy" which is required by the State of California. Deadline is April 1, 2020. Needs to be in 6 languages and on the website.
  - Our attorney has sent his comments in regarding the Waste Management Franchise agreement. This will be addressed in agenda item #20.
  - The drainage project is complete. It went very well. No standing water in the bay or next to the building.
  - Allan and Frank interviewed folks for the Maintenance position on December 10<sup>th</sup> and 11<sup>th</sup>. A gentleman was offered the position and we are just awaiting his live scan results.
11. **Chief's Report: (Chief Layne absent) Presented by Captain Dean:**  
(Exhibit B)
  - Cal-Fire has left for the season. They will return approximately May 2020.
  - Medic 7254 is back in service and being prepped for long distance transfers.
  - Our Health Information Exchange program with Sac-Valley Med-Share is moving forward. (Update Attached)
  - Looking into adopting a new fire code, update at next Regular Meeting.

- LaMalfa's Office is working with us regarding CFAA Agreement reimbursements by USFS. We should hear something next week. Director Waterman wants to see the monies due us for portal to portal to go through litigation next step.
- David Shawles, Cheryl and myself attended an CSDA AB1234 Ethics Webinar. This was very relevant to what we do here. Very informative.
- Received \$8132.03 Fire Funds.
- Received: \$500.00 rent for 198 Main St. \$500.00 Cal Fire Rent. \$7608.00 in SWRCB Grant money. \$3349.79 in streetlight money. \$4909.91 VFA Grant 50% reimbursement. \$15.00 Notary Fee.

**12. Public Comment agenda items:** Brian Foos with St. Andrews Academy stated:

- 20<sup>th</sup> Year since school opened
- 8 years at 198 Main St.
- Making a go in Chester is tough.
- Had a positive meeting with Frank.
- More local students in attendance means lower income for the school. More students mean increased staff with more funds going towards more teachers.
- They receive approx. 20K from tuition and \$100K from fundraising annually.
- No room to raise expenses.
- The zero-alcohol language within the lease is not acceptable. They have holy communion and 2 fundraisers. He assured the board that no minors have ever had any alcohol, nor has there been an over intoxicated person at their events. They co-host with the Chamber of Commerce. They have 2 million in liability coverage, which is 1 million more that needed.
- He is putting on summer camps that increase income. He will know more regarding next years fiscal budget by July 2020.
- The Board thank him for his comments. No other public comment.

**13. 444 4<sup>th</sup> Ave.: Unserviceable Sewer Line:** Lead Supervisor Allan Homme and Mrs. Dollar explained the order of circumstances leading to the large service bill from Slusher Plumbing. Allan explained that we did all of our checks, and that the line needs "Industrial" cleaning. He spent approx. 3 hours researching the issue and 3 hours cleaning the system. GM Motzkus recommended to the board that no reimbursement be given. Mrs. Dollar was asking for 3 hours and all equipment rentals to be paid by the district. Directors Waterman and Voboril were not ready to make a decision at this point. Director Voboril made a motion to create an ad hoc committee consisting of himself and Director Waterman to look into this further. Director Waterman seconded the motion. All in favor motion carried. They are hopeful to reach a recommendation to the board very soon. Mrs. Dollar thanked the board for their consideration.

**14. PARS: 115 Trust Fund: speaker, Mitch Barker. (Booklet referenced)**

- OPEB, Retiree Health Fund prefunding, IRS approved. (pg3)
- Medical or Pension, place to put funds.
- Tax Exempt, including the interest earned.
- Plumas County and Lassen County are PARS Members, for example.
- US Bank is the custodian. High Mark Capital is the fund manager.
- There is some risk. No withdrawal fees.
- Recommended creating a Risk Strategy, based on goals.

- For \$600.00 per year we get a portfolio manager. He would make regular reports to the board.
- 115 Trust Funds are diversified.
- Accessibility to the funds is not a problem. PERS is not accessible. (pg. 22)
- Funding policy examples. (pg. 24)
- The Board thanked Mr. Barker. He left the meeting. Information only, no action.

**15. 761 Pine Way, Owner Chris Luna: Water Billing Charges Dispute:** GM Motzkus stated that Mr. Luna cut our lock off of his meter on a Saturday in August. This is against CPUD Code. He used water that was noticed on August's Meter readings. Mr. Luna apologized for cutting the lock off and didn't realized we had an on-call person available on the weekends reachable through the normal office phone system. There was also an issue with his billing address being incorrect. GM Motzkus recommended to the board that they don't waive any of the charges. Director Waterman made a motion to add this address to the ad hoc committee that was established for the 444 4<sup>th</sup> avenue issue, for further investigation. Director Voboril seconded the motion. All in favor, motion carried. Director Waterman stated that both residents would be notified in writing from the board in a reasonable time period of the final decision.

**16. Fire Wise Committee Update:** (member Karen Lichti absent) no report.

**17. 198 Main St. 2020 Lease agreement Ad Hoc Committee update by Director Voboril:** Director Waterman recused himself as his wife teaches at St. Andrews School. Director Raker asked if there was an instance that may have happened to warrant the, "no alcohol" language being added to the lease. Director Trotter explained that there is a policy in place for "no alcohol to be consumed on District property", so he thought this to be true for both buildings. Brian Foos asked that the current lease be extended through July 2020. Director Raker made a motion to extend the current lease until August 1, 2020. Director Voboril seconded the motion. Aye: Voboril, Raker and Trotter. Abstain: Waterman. No: none. Motion passed; lease extended. Brian Foos thanked the board.

**18. Fire Department Special Assessment Working Group:** GM Motzkus stated that this group would research income options for the fire department. Director Voboril made a motion to elect Director Waterman as the ad hoc committee for this task. Director Raker seconded the motion. All in favor, motion carried. There was public interest in the gallery to help said committee. Director Waterman will assemble a working group.

*Recess 5:05pm  
Reconvene 5:09pm*

**19. PERS Amendment to Retirement Contract: Golden Handshake: Resolution 411** After a brief discussion, Director Raker made a motion to accept the Golden Handshake amendment. Director Voboril seconded the motion. All in favor, motion carried.

**20. Waste Management Franchise Contract:** GM Motzkus stated that the contract draft was sent to the district's counsel, Greg Einhorn. He has edited the draft. The edited draft was given to Diane Ramirez at Waste Management. Due to Prop. 218, and rates relating directly to district costs, they would like to extend the current contract for 6 months. Director Voboril stated that we can request Financial Statements in writing if needed. He then made a motion to extend the current contract 6 months while all details get ironed out. Director Raker seconded the motion. All in favor, motion carried. The 2 Waste Management representatives present, were thanked for attending.

**21. Well #2 Pump Removal and Inspection due to suspected pump failure: CPM Quote:** Retired CPUD Lead Supervisor, Andy Capella explained that this is an emergency situation and that pump

is a critical part to providing water to the residents. GM Motzkus explained that he should have instructed Lead Supervisor, Allan Homme, to get it taken care of and not have waited for the board meeting. CPM has the man power and is very familiar with our equipment, that is why we don't look at a local company like Steve's Pumps. If the issue wasn't so pressing, then we would have gone to bid. Director Raker made a motion to get the Well 2 pump removed and inspected by CPM. Director Waterman seconded the motion. All in favor, motion carried.

**22. Streetlight Funding:** GM Motzkus stated that this needs addressing. We will not be receiving reimbursements from Plumas County after this next payment for 2019. We have to go through the Prop. 218 if we are going to create a "Streetlight District", and that would include LaFCO. Director Waterman made a motion for GM Motzkus to investigate streetlight funding. Director Voboril seconded the motion. All in favor, motion carried. Director Trotter will let GM Motzkus know when the HOA meetings are for the Lake Almanor Forest Association.

**23. Correspondence:**

- A) 4 Thank you cards/letters from children in Wild Land Fire areas thanking the fire department for their service.

**24. Comments:**

- **Directors:** Director Waterman stated that the Fire Chiefs Association was notified that the Cal-OES CFAA agreement will be extended through March 2020. Director Trotter thanked the staff for the work that was done on the Orientation binders.
- **Staff:** Paramedic/Fire Fighter Matt Turner mentioned that the board should look into "Theft of Utilities" regarding Pine Way, and "Landlord/Tenant Laws" regarding the 198 Main St. Lease Agreement to avoid potential lawsuits.

Director Trotter asked for a motion to adjourn at 5:35pm. Director Raker made a motion to adjourn. Director Voboril seconded. All in favor, meeting adjourned.

Cheryl Johnson, CPUD Clerk to the Board.

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

*Joe Water*  
*Board Vice Chairperson*