

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

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

**Directors Present:** Stephen Voboril, Royce Raker, David Shawles and Steve Trotter.

**Directors Absent:** Vacancy

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

**Staff Present:** 4 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: a second Correspondence needs to be added. Director Trotter made a motion to accept the agenda with the addition of a second Correspondence. Director Raker seconded the motion. All in favor, motion carried.
2. **Closed Session:** None
3. **Reconvene:**
4. **Report on Closed:**
5. **Public Comment Non-Agenda Items:** none
6. **Approval of August 08, 2019 Special Meeting Minutes and August 20 Regular Meeting Minutes:** Director Shawles stated his name was misspelled. Director Raker stated that item #16 in the August 20<sup>th</sup> minutes were incorrect. PG&E are the ones that have the loan program, not EcoGreen Solutions. Director Raker made a motion to accept both sets of minutes with above listed amendments. Director Shawles seconded the motion. All in favor, motion carried.
7. **Approval of August 2019 Financials:** After a brief discussion regarding income, receivables, expenses, and the missing Wittman information, Director Voboril made a motion to table the August 2019 Financials until next regular meeting. Director Raker seconded the motion. All in favor, so tabled.
8. **Personnel Committee Update: by Director Trotter**
  - Director Trotter stated that they met and discussed the one letter of interest they had received for the board vacancy seat. The committee would like to recommend to the Board, in the next agenda item, to wait to appoint.
  - It was also suggested that Chief Layne stay on as the Retired Annuitant Chief, as the committee believes that CPUD/CFD cannot afford to hire a fulltime with benefits Chief at this point. Chief Layne stated that his schedule seems to be covering the tasks needed. He would like to stay on to see Fire accounts return to a positive status. Everyone agreed.
  - Layoffs may be a possibility.
  - The committee would like employee evaluations to be a scheduled task of management. There are sample evaluation forms available. Also, would like to see a more formalized time keeping system.

- The committee wants a Standing Committee for Policies and an Ad Hoc committee for Fire Department Funding avenues. Committee members and formation to happen after election.
- Matt Turner volunteered to help with Salary Survey.

**9. Finance Committee Update: by Director Trotter:**

- Investments: CD coming due in October. Hoping not to have to cash it. Need OES money to get reimbursed to us. Plumas Bank will be contacted for new CD rates incase it rolls over.
- Medical After Retirement, GM Motzkus is still waiting on responses from PERS regarding the OPEB Program.
- The committee would like letters sent to retirees at age 65 urging them to get Medi-care.
- Workers Comp: Who checks on Open Claims? Cheryl volunteered to make contact with FASIS on open claims.
- FF Walker and Chief Layne met with Plumas County Supervisor regarding the probability of collecting more property taxes. Thrall will have a table at our open house to help answer those types of questions.
- They also are looking into going through Seneca for better return on ambulance receivables.
- Chief Layne stated that the new Ad Hoc Committee will help with looking into Ambulance Rate Increases. Director Raker would like to see Ambulance Rate Increase on the next agenda.

All informational only.

**10. Board Vacancy/ies:** Director Trotter stated that they have only the one letter of interest they had received for the Board vacancy seat. He recommended to the Board that they wait until after the election before appointing anyone. After a brief discussion, Director Trotter made a motion to table any Board appointments until after the election results. Director Raker seconded the motion. All in favor, so tabled.

**11. General Manager's Report: Frank Motzkus(absent) by Chief Brian Layne:  
(Exhibit A)**

- Spatial Wave & the Kahlan Group have sent in 2 payment requests form the State Water Resources Control Board for the collection system planning project. Should receive funds very soon.
- No word from the Central Valley Regional Water Quality Board or PACE Engineering regarding Cease and Desist order.
- Matt Ackley has resigned. His last day is Sept. 13<sup>th</sup>. We are recruiting for a full-time maintenance person and a seasonal.
- Director Raker has PG&E loan program information. Trotter, Raker and Motzkus need to get together to discuss.
- Still gathering health benefits to make sure we have the right plan for the right price. Open enrollment is now until October 4<sup>th</sup>.
- Open House is October 12<sup>th</sup>.

**12. Chief's Report: Chief Layne:  
(Exhibit B)**

- Ambulance Boundaries are still being settled. By LafCo, we were intruding on another District response area in the Canyon Dam area. Trotter said there is a lot of criteria that would need to be met for creating an ambulance district. Plumas Rural Healthcare District and not be changed.
- Pump tests are complete for all CFD equipment.
- All grievances are settled.

- Met with Sherri Thrall regarding fire department funding.
- Made contact with LaMalfa's office regarding USFS monies owed to us.
- Sent out 22 Contract Employees and 3 full-time staff and 1 volunteer.
- Would like the Board to please form an emergency services funding committee.
- Layne will try to get a response time report to the board for next meeting.

13. **Fire Wise Committee Update:** (none, Karen Lichti is on a wildland incident)

14. **Public Comment agenda items:** None

15. **Correspondence:**

- A) October 12<sup>th</sup> Open House Flyer: Free Hot Dogs, CPUD equipment, PHI, Cal Fire, USFS, Enloe may be present.
- B) (added) Almanor Recreation and Park District letter of support wanted. This would be for their "Safe Mobility Grant". We did this in the past.

**Comments:**

- **Directors:** Why are we not getting more tax money? Chief Layne said that he asked Sheri Thrall, why should we respond to campgrounds etc., and that we should be getting some TOT tax, occupancy mechanisms we aren't utilizing. Investigating cost recovery, all avenues. He is researching. Director Trotter said that the 198 Main St. Lease is coming due as well. This should be on the next agenda.
- **Staff:** none.

Director Trotter asked for a motion to adjourn at 3:50pm. Director Voboril made a motion to adjourn. Director Shawles seconded. All in favor, meeting adjourned.

Cheryl Johnson, CPUD Clerk to the Board.

Approval of Minutes 