

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

**Minutes of Regular Meeting:** February 16, 2021 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Steve Trotter, Steve Voboril, Joe Waterman and Steve Graffweg.

**Directors Absent:** Royce Raker

**Guests Present:** 2 Present with unknown amount on the conference call as well.

**Staff Present:** 8 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Waterman called the meeting to order at 3:00pm.
  - a. Pledge led by Director Waterman
  - b. Agenda approval: Director Trotter made a motion to accept the agenda with no changes. Director Graffweg seconded the motion. All in favor, agenda approved.

2. **Public Comment Non-Agenda Items :**

Andrew Capella stated that he would like to see all of the board members take a tour of the facility, so they understand the district as a whole when making decisions.

The CEO of Seneca Healthcare District, Shawn McKenzie, wanted to thank Chester Fire for the excellent support he received from CFD at the COVID-19 vaccination clinic and that they should be celebrated for all of their efforts during the COVID pandemic. He wanted the public and the board to be aware of their good work.

3. **Closed Session:** The following recited verbatim by Director Waterman:
  - a. Pending Litigation: (Gov. Code Section 54956.9d1) Conference with Legal Counsel-Existing Litigation
    1. Chadwick Walker v. Chester Public Utility District
    2. Anthony Balbiani v. Chester Public Utility District
  - b. Labor Negotiations (Gov. Code Section 54957.6)
    1. Safety Labor Negotiators direction from the Board
  - c. Personnel : (Gov. Code Section 54957)
    1. General Manager employment

*Adjourned to closed session at 3:04pm.*

4. **Reconvene:** Director Waterman reconvened the meeting at 4:47pm
5. **Report on Closed Session:** reported by Director Waterman:
  - a. Litigation: Lengthy update from district council. Information only, no action.
  - b. Labor Negotiations: Final direction from the board to the negotiators will be given at a Special Meeting Tuesday, 2-23-2021.
  - c. Personnel: A final decision regarding filling the General Manager position will be made at a Special Meeting Tuesday, 2-23-2021.

**6. Public Comment Agenda Items:**

2 International Association of Fire Fighter's representatives (present by phone) stated, that the Chester Fire Safety Personnel are definitely IAFF members. Director Waterman asked that they send a letter stating such.

**7. January 19, 2021 Regular Meeting Minutes:** With no discussion, Director Trotter made a motion to accept the minutes as presented. Director Graffweg seconded the motion. All in favor, motion carried.

**8. February 09, 2021 Special Meeting Minutes:** With no discussion, Director Trotter made a motion to accept the minutes as presented. Director Graffweg seconded the motion. All in favor, motion carried.

**9. January 2021 Financials:** Director Voboril had payroll check questions, answered to his satisfaction. He also questioned the January Overtime. Chief Layne and Cheryl gave explanation of only having one medic currently and now how the Per Diem and Out of County OT is broken out in new General Ledger line items. Director Trotter stated that quarterly reviews need to happen. Director Waterman stated that these expenditure concerns can be addressed during budget process. Director Voboril stated that there were no retiree health expenditures in January. Director Trotter made a motion to accept the financials as presented. Director Voboril seconded the motion. All in favor, motion carried.

**10. Consent Calendar:** Director Graffweg presented facts from his Brown Act training in regards to transparency to the public and public records requests. He then made a motion to not reinstate the Consent Calendar on the Agenda. Director Trotter seconded the motion. Aye votes: Graffweg, Trotter and Voboril. Nay votes: Waterman. Absent: Raker 3 to 1, motion carried.

**11. General Manager Report (Exhibit A):** by Allan Homme

- \$5793.81 pump maintenance, not budgeted for in 20-21, needs to happen to avoid more costly repairs.
- Well 1 and 2 Waukesha propane generators completed by Peterson Cat
- Well 1 is non-operational due to control panel issues. Sierra Controls will come up to troubleshoot soon.
- D-2 Emergency testing has been canceled due to COVID-19.
- 67% completed with Sewer Jetting program
- Backflow testing is almost complete. Waiting for one customer to repair their failed assembly.
- In a few weeks Pace Engineering will be setting up a flow study.
- Justin Bottini will begin his second round as a Seasonal Employee on Feb. 17<sup>th</sup>.
- Posted and ad for 2 Part-time Positions. One to replace Steven Altenburg's vacancy and the other to fill as Seasonal. (Exhibit B): Org Chart Draft was handed to the board.
- Opened 2 CD's for the process of setting aside funds for a capitol program. (Exhibit C) Capitol spreadsheets were handed out. 15-year plan to replace the 2017 F-250 for approx. 65K. CD's are flexible with liquidity. Abided by the Investment Policy and Gov. Code. 61053, adhering to the 30% investment limits. The GM is the executive financial officer. Director Waterman recommended that the Finance Committee have a meeting. Director Trotter recommended having a Capitol Program Workshop. Director Waterman thanked GM Homme for his proactiveness.

**12. Fire Chief Report: (Exhibit D):** by Brian Layne

- CFD participated with Seneca in the first mass COVID-19 vaccinations
- Ongoing work with legal regarding the personnel litigation

- Streetlights dimming test will be done on the pole in front of the main building. Haven't heard for PG&E after leaving a message regarding the dimming process. Director Trotter asked if a letter to the public will be sent out. Chief Layne stated that it will be at the post office, on the website, the online newspaper, and a possible mailer with the water bills.
- Trying for a 5% match, SCBA grant with neighboring Fire Departments.
- Working with legal on the new tax assessment, and Waterman on the Ambulance Annexation.
- The grant for the backup generators for CPUD was denied.
- Met with CEO of Seneca regarding future partnerships. Details as they come in.
- Fire Personnel Evaluation are in process. Director Voboril voiced concerns on if these evaluations trigger raises. Chief Layne assured him, no, they do not.
- Waiting for a quote from IEDA, should be this month. There has been a delay due to COVID.

**13. Finance Committee Update:** Director Waterman stated that there is nothing to report, as they have not met.

**14. Personnel Committee Update:** by Director Graffweg.

a. Policy #2030 Holidays: He said the committee's recommendation was that the board to approve the Policy with the amendments made in red. Director Voboril stated he would like to wait until after negotiations. Director Voboril made a motion to table the suggested amendments. Director Trotter seconded the motion. All in favor, motion carried.

b. Policy #3030 Purchasing: Again, Director Graffweg stated that the committee's recommendation to the board is to accept the amendments made in red. Director Trotter stated that the Penal Code language came from Cheryl's outreach on the CSDA forum. He also stated that the logs were part of the Policy as attached Exhibits. Director Voboril made a motion to accept the Policy #3030 with suggested amendments and exhibits. Director Graffweg seconded the motion. All in favor, motion carried.

c. Policy #2300 GM Job Description: Director Graffweg said that the committee's recommendation was to accept the policy with the one addition of the word, fiscal, in the 2300.02 Primary Objective section. Director made a motion to accept the suggested amendments. Director Voboril seconded the motion. All in favor, motion carried.

d. GM Pay Scale and Benefits: Director Graffweg stated this is a work in progress with Allan Homme. Director Waterman wants to talk about this more in next week's Finance Committee meeting which the agenda will be set Thursday.

**15. Board Member Attendance Policy# 4020:** Director Graffweg expressed the necessity to have 5 board members present. Director Waterman will check the absent members attendance records and give him a call. Chief Layne stated that he wants to attend, but Thursday's would work best. Director Voboril made motion for the board to give direction to Director Waterman to contact said board member and then to implement a letter if needed. Director Trotter seconded the motion. All in favor motion carried. Director Graffweg stated that 3 months, as stated in the policy, was too long not to attend meetings. No action was made on amending the Policy.

**16. Bank Access Policy:** GM Homme stated that a board member was concerned with the liability of having board members on bank accounts. There are 4 potential new board members coming on the board in December, which are lay people with unknown banking practices. Director Waterman stated that he would just like to make sure he got his requested items for the Finance Committee in a timely manner. Director Trotter stated holding the General Manager accountable is part of his job description. Director Voboril explained his past history with this topic and suggested at least having the Treasurer as a signer. Director Trotter made a motion to have the Personnel Committee look into creating a bank access policy. Director Voboril seconded the motion. All in favor, motion carried.

**17. Update Plumas Bank Signatories:** Director Waterman stated that he was uncomfortable removing all board members from the signature card at this time. No action until the bank access policy is adopted.

**18. Line of Credit:** Chief Layne gave out a Pro-line of Credit (Exhibit H) handout. Director Trotter stated he is getting a Line of Credit Policy from Rodeo Hercules FD. Director Waterman stated that it is good business practice to have this in place. Director Trotter wants more rate shopping done. Chief Layne assured the board that we have been controlling the expenditures and being budget conscious. Director Trotter would like to see a workshop regarding the pros and cons. Director Voboril said he saw really good rates posted at Umpqua Bank. Director Waterman made a motion for Director Trotter to work with staff on creating a LOC policy and finding the best rate. Director Trotter seconded the motion. All in favor, motion carried.

**19. Back Flow Fees:** GM Homme explained the cost of servicing the 60 assemblies in our district and handed out a cost summary, (Exhibit I). He also explained that this would not be a Prop. 218 issue, but should still give a 60-day notice regarding any fee increase. Testing will begin again in May. Director Trotter suggested having this service done by another vendor. Director Voboril suggested that the GM research the fees other vendors charge. Director Trotter made a motion to table raising the back flow fees. Director Voboril seconded the motion. All in favor, motion carried.

**20. 198 Main St. Property:** Director Waterman stated that a letter was received from Mr. Foos, the current renter. He has arranged financing and would like to purchase the property. Director Voboril believes we have to go to bid, or some kind of public notice, to sell district property. Chief Layne stated that that property is a district asset and will help us be more solvent. Captain Dean explained the benefits it has to the ISO rating. After more discussion, Director Voboril made a motion not to sell the property. Director Trotter seconded the motion. All in favor, motion carried.

**21. Correspondence:** Chief Layne presented a thank you card that was received after the agenda had been posted. The card was from a grandmother of a girl who was in a car accident and she was so grateful for the care that her granddaughter received from Chester Fire's ambulance staff that she donated \$1000.00. Director Waterman asked the Chief to get with district council to make sure the donation can be accepted legally.

**22. Comments:**

**Directors:** Director Trotter would like to see a proclamation or resolution for recognizing exemplary employees.

Director Graffweg voiced his frustration in trying to observe and learn from other board members and being turned down. He expressed his concerns regarding transparency.

Director Waterman responded to Director Graffweg stating his weekly appointment with the GM is his way of "Checking the Pulse" of the district and he didn't want others in the office during that appointment.

Director Voboril stated that this was a long meeting, but felt it was necessary and that a lot got accomplished.

Director Trotter stated that through CSDA there is a fee of \$250.00 to have access to all their policy templates, and that the purchase might be worth it rather than recreating the wheel. He also stated that there were A-I Audits going on right now and are being shown on U-Tube.

**Staff:** none.

Director Voboril made a motion to adjourn the meeting at 6:56pm. Director Trotter seconded the motion. Meeting adjourned.

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**Staff:** none.

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Cheryl Johnson, CPUD Clerk to the Board  
Approval of Minutes

