

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

Minutes of Regular Meeting: July 20, 2021 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Steve Trotter, Steve Voboril, and Steve Graffweg.

Directors Absent: Royce Raker and Joe Waterman

Guests Present: 2 Present with none on the conference call, includes Carlos Espana with ARPD

Staff Present: 7 CPUD/CFD employees and volunteers present with unknown amount on the conference call as well.

1. **Call to Order:** Director Voboril called the meeting to order at 3:00pm.
 - a. Pledge led by Director Voboril
 - 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:** A public member asked why we were terminating the lease at 198 Main all of a sudden. Director Voboril explained that they have had ample notice to vacate the building. The tenant keeps trying to extend the lease and the board is not interested.

3. **Closed Session:** *The following read verbatim by Director Voboril at 3:10pm.*
 - a. Anticipated Litigation: Conference with Legal Counsel: Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one potential case.
 - b. 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
 - c. Labor Negotiations (Gov. Code Section 54957.6)
 1. Safety Labor Negotiators Update

4. **Reconvene:** 3:56pm

5. **Report on Closed Session:** by Director Voboril:
 - a. Anticipated Litigation: There will be an unlawful detainer filed by district's council by unanimous decision in closed session. In open session, Director Trotter made the motion to begin the unlawful detainer process. Director Graffweg seconded the motion. All in favor, motion carried. By Direction of District Council, Agenda Item #21 will be stricken from the agenda.
 - b. Pending Litigation: update on status only.
 - c. Labor Negotiations: update on status only.

6. **June 15, 2021 Regular Meeting Minutes:** Director Trotter made a motion to accept the minutes. Director Graffweg seconded the motion. All in favor, motion carried.

7. **June 22, 2021 Special Meeting / Budget Workshop Minutes:** Director Trotter made a motion to accept the minutes. Director Graffweg seconded the motion. All in favor, motion carried.

8. **June 29, 2021 Special Meeting Minutes:** Director Trotter asked if item #6 happened. Chief Layne stated no, and we will default to 10% admin fee this year. Director Trotter made a motion to accept the minutes. Director Graffweg seconded the motion. All in favor, motion carried.
9. **May 2021 and June 2021 Financials:** Director Trotter stated that he had a few questions and that the Chief answered them to his satisfaction before the meeting. Director Graffweg made a motion to accept both sets of financials. Director Trotter seconded the motion. All in favor, motion carried.
10. **Public Comments- Agenda Items:** A public member stated that Director Raker is absent as he is involved with the evacuation of Seneca Hospital.
11. **Almanor Rec. and Park District: Carlos Espana:** Cal-Trans will be paving Main St. in 2026. Joint efforts with the Chamber and CPUD, ARPD was awarded 600K in planning in improve Main St with Bike lanes, Pedestrian Paths, Safety Features, etc. May get started in next 3 months. The plans are from 30 feet from center. The community can add more items to the plan, but more money would have to be found. It's a 2-year program. There will be plan displayed for the community to see if they like it, and have the opportunity to voice opinions regarding making changes. Pop-up meeting scheduled. Jim Graham is the Plumas County Transportation Commissioner, who will hire a contractor. Spring of 2022 there will be some public outreach. Was going to ask for another grant, but lost the funding. Need 300K for retention, float money. Collins Pine has offered the railroad way to ARPD, to create a state park, community garden, unity trails etc. The Trussell alone will take up to 400K to fix. ARPD meetings are the 2nd Tuesday, hopes we can attend.
12. **General Manager Report: Allan Homme:**
 - June 21st Xylem checked out all the pumps. All are okay. Well 1 propeller may only have 2 years life left.
 - Liam Bengaard passed his D-2 test.
 - Met with Local 39 last Wednesday. Will have a tentative agreement by August's meeting. The new MOU will include the CPUD maintenance staff.
 - Regulator Sanitation Compliance letter, waiting for response.
 - Cease and Desist Order, no word. State Rep. not present, reschedule for August.
 - Looking at getting water tanks dived to start strategic repairs.
 - Back hoe quotes: DJ 111K. Cat 125K. Bob Cat mini excavator will not need a trailer. Comes with attachments like a flow mower and 3 buckets. Hopes to have more quotes and a recommendation by next meeting. A large dump trailer will require a Class A license. He would use the old Back Hoe for snow removal still. Director Graffweg stated that some companies will bring up for a demo or trial period. GM Homme will look into it.
 - The 400 and 500 Funds will be combined. (2) 100K CD's maturing 8-11-2021 will be moved to the Money Market Account. LAIF is another option for diversifying money.
13. **Chief Report: Brian Layne:**
 - 7222 and 7253 currently out on fires.
 - Working with legal regarding ongoing litigation
 - Working with NST and LAFCo regarding Ambulance Annexation, nothing to update
 - KBK Purchases have begun to arrive: 2 Chevy Tahoes, Hurst Cutter, Spreader and Ram tools. Waiting on hose and more tools.
 - Fire Tax Assessment at Plumas County Legal
 - Basin Chiefs looking at acquiring vault space on Dyer. Currently on Stover Mt.
 - Joint Haz-Mat Training with CPUD staff for chlorine room and lab in works
 - Annual Open house was very well attended. Thank you to Cal Fire, USFS, Chipping Program, Med Air-Rach, Enloe Flight Care, Sems Air, West Shore Fire.
 - The responses report is for May and June

14. **2021-2022 Final Budget: Public Hearing**
 - a. Director Trotter asked why 200 and 300 expenses weren't closer to being the same amount. It was explained that PGE costs are much higher for the Water fund. GM Homme stated that the new back hoe projected costs are in this budget.
 - b. Public Hearing opened at 4:45pm
 - c. With no public comment, the Public Hearing was closed at 4:46pm
 - d. Director Trotter made a motion to adopt the 2021-2022 Final Budget. Director Graffweg seconded the motion. All in favor, budget adopted

15. **Out of County Fire Response payroll:** Director Voboril stated that borrowing monies from other funds with interest and tracking. Chief Layne stated he liked the Line of Credit idea, as he feels it would be cleanest. After more brief discussion it was stated that the Debt Management Policy will be handed out at the next board meeting and the Line of Credit topic will be back on the next agenda.

16. **Local Union Representatives:**
 - a. Local 5317: Professional Fire Fighters Association: no comment
 - b. Local 39: Stationary Engineers: Shop Steward, Cheryl thanked management for their considerations during negotiations. Director Trotter asked if the CPUD maintenance employees were joining Local 39. Chief Layne stated that they will take a vote for that on August 3rd.

17. **Finance Committee Update:** Director Voboril stated there is no update, as they didn't meet.

18. **Personnel Committee Update:** Director Graffweg stated that they reviewed the Debt Management Policy and Line of Credit. The committee is divided and doesn't not have a recommendation at this time.

19. **Surplus District Vehicles:** Chief Layne's surplus plan:
 - Green 7222 and Red Expo 7242 Step 3B: sell to Clear Creek Fire for \$1.00 each
 - Van Ambulance 7254, White Expo 7243 and CPUD Pick Up 7200 Step B 2A: Sealed bid sold separately.
 - The Type 3 Green is in the works to be replaced by a grant, so will hang on to it for now as it is our only 4x4. The grant will be a match of approx. 30K. The equipment to supply it will not be an added cost.Director Trotter made a motion to accept the Chief's Surplus plan. Director Graffweg seconded the motion. All in favor, motion carried.

20. **Hire a Management Consulting Firm:** Director Graffweg suggested that a 3rd party come it to see if the district is conducting business correctly. Cheryl stated that we have many 3rd parties that we have to abide by, NorCal, PERS, Auditors etc. Director Trotter stated that a self-assessment on the financial side may be good so we can get to where we aren't struggling. After a bit more discussion, no action was taken.

21. (Removed on District Council's advice)

22. **Hire a Lawn Maintenance Company:** After a brief discussion, Chief Layne stated that staff can keep up with lawn care for both facilities. No action.

23. **Hire a Housekeeping Service:** After a brief discussion, housekeeping duties will continue to be handled by the CPUD and CFD staff. No action.

24. **IMT passed due Invoices:** Cheryl said she will make it a priority. The invoice being created for Greg Einhorn to review is for the years of 2017-2019 for not being paid portal to portal for our

Lassen crew members. Debt Collection is not an option per Mr. Einhorn, per Chief Layne. Informational only.

25. Direct Charges Resolution 2021-01: Director Trotter made a motion to accept Resolution #2021-01, as this is a formality every year for Plumas County to collect our property taxes and Special Assessment. Director Graffweg seconded the motion. All in favor, motion carried.

26. Correspondence: none

27. Comments:

Directors: Director Trotter asked GM Homme if he was still looking at bonds. Chief Layne replied that there are 46 pages to look at and are very specific. They are always fishing for those types of programs.

Staff: Chief Layne wants to go to Plumas County and have a look at the tax roll and have the assessor audited to make sure we are getting all we are entitled to. Director Trotter like this idea and cited an example of this being profitable at his previous fire district.

Director Trotter asked about either consolidating with the basin fire departments or separating the CPUD and CFD. Chief Layne stated that to consolidate we would need to be a CSD.

28. Adjournment: Director Trotter made a motion to adjourn at 5:28pm. Director Graffweg seconded the motion. All in favor, meeting adjourned.

Cheryl Johnson, CPUD Clerk to the Board.

Approval of Minutes 