

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

Minutes of Special Meeting: January 5, 2021 at 10:00am. 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: none

Staff Present: 4 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Trotter called the meeting to order at 10:03am.
 - a. Pledge led by Director Trotter
 - b. Agenda approval: Director Voboril made a motion to accept the agenda with no changes. Director Graffweg seconded the motion. All in favor, agenda approved.
2. **Closed Session:** 10:06am
 - a. **Litigation** b. **Personnel** c. **Personnel Labor Negotiators Update**
3. **Reconvene from Closed Session:** 10:42am
4. **Report on Closed Session:** Director Trotter stated that for all 3 topics, that the discussion was informational only with no action and no others that called in or attended while they were in closed session.
5. **Public Comment agenda items:** none
6. **Back Hoe Update:** GM Homme explained that the current back hoe was purchased in 1997 for \$25000.00 with 4200 hours on it. It now has 5900 hours on it with many issues. The issues are hydraulic, leaks oil, fuel pump, and alignment, among others. It is not reliable. He has created an Emergency Response Plan (Exhibit B) listing rental agencies, including the rates, and other local back hoe owner folk's names and numbers to use just in case ours is broke down and until a reliable replacement can be purchased. He ordered a fuel pump for \$2000.00 to fix one of the issues.

Director Graffweg researched used back hoes, 60K for a good one. He suggested sharing equipment with the Cemetery District as an option. GM Hommes stated that the back hoe needs to be available in case of emergency, could be a liability if it isn't. This topic was informational only and will be discussed again at the next meeting.
7. **Back Flow Inspection Fee:** GM Homme explained that there are a lot of education expenses that go along with having this certification and that the current inspection fees do not cover the costs of the service. He presented a breakdown of the expenses, (Exhibit A). This handout also included a proposed increase amount. Director Graffweg asked what are the legal requirements. Director Trotter asked when GM Homme would have more information. After a brief discussion regarding

letters and public notice, GM Homme stated he should have a completed plan for board approval by the February regular board meeting. Informational only, no action.

8. **Streetlight Funding:** Chief Layne stated the he and Kelly Sanders have been researching with PG&E regarding other districts that are disadvantaged to see if we can get a lower rate to pay for the wattage. They are also research grants, and areas in town that could be turned off. They found out that these lights can be dimmed, so they are looking in to that option as well. He will keep this topic on future agendas to keep them in the loop. Information only, no action.
 9. **Fire Department Special Assessment:** Chief Layne explained that the charge per square footage being a legal option for a property assessment is still being investigated by District Council, Einhorn. Information only, no action.
 10. **General Manager Interview and Hire Process Ad Hoc Committee: (Waterman and Voboril):** Director Graffweg asked if a job description had been created yet. Director Trotter stated that that was a task for the Personnel Committee. Director Voboril made a motion to dissolve the Ad Hoc Committee. Director Trotter seconded the motion. All in favor, committee dissolved.
 11. **198 Main St. Lease Ad Hoc Committee: (Voboril):** Chief Layne explained that he received the contract back signed by Brain Foos and the new rental amount in being paid. Director Voboril made a motion to dissolve the Ad Hoc Committee. Director Trotter seconded the motions. All in favor, committee dissolved.
 12. **Correspondence:** Clerk to the Board, Cheryl, stated that the Board of Directors as well as Department Heads were all signed up for the 3 CSDA webinars; Brown Act, Ethics, and sexual Harassment. She urged them to cancel if they couldn't attend, but to please take the class on demand this year, even if it isn't due for you yet, because this year it is free.
 13. **Comments:**
 - a. **Directors:** Directors Trotter asked if 700 forms were coming due. Cheryl stated that the county sends us the packet, and that they aren't due until June.
- Staff:** none
- 14.. **Adjournment:** 11:22am: Director Voboril made a motion to adjourn. Director Graffweg seconded the motion. All in favor, meeting adjourned.

Cheryl Johnson, CPUD Clerk to the Board.
Approval of Minutes

