

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

Minutes of Regular Meeting: March 21, 2017 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Greg McIntire, Wes Scott, and Steve Trotter. *Ben Thompson (arrives 3:45pm)*

Directors Absent: John Knopp

Guests Present: 2, including Stacy Fischer, a Chester Progressive Rep.

Staff Present: 8 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Scott called the meeting to order at 3:03pm.
 - Director Scott led the Pledge of Allegiance.
 - Agenda approval: Director Trotter made a motion to accept the agenda with no changes. Director McIntire seconded the motion. All in favor, agenda approved.
2. **Closed Session:** Personnel (section 54957) adjourned to closed session at 3:05pm.
3. **Reconvene from Closed Session:** 3:17pm:
4. **Report on Closed Session:** Director Scott stated it was confidential and informational only.
5. **Public Comment Non-Agenda Items:** None.
6. **Approval of February 14, 2017 Regular Meeting Minutes:** Director McIntire made a motion to accept the minutes as written. Director Trotter seconded the motion. All in favor, motion carried.
7. **Approval of January and February 2017 Financials:** Director Scott mentioned that a lot of deposits came in from our Lassen invoices. Chief Waterman stated that there is still about 204 K outstanding. Director McIntire made a motion to accept the financials. Director Trotter seconded the motion. All in favor, motion carried.
8. **General Manager's Report: - (Exhibit A)** GM Motzkus stated that the new CPUD vehicle is ordered and the plow and the bed liner will be added in late April. Hunt and Sons propane promised rates for 3 years. Still working with the attorney and LAFCo regarding the Broussard annexation and tax sharing. Dig It Construction is on weather stand by for the Myrtle St. sewer replacement project. GM Motzkus will get a letter out to the merchants and residence that may be effected by the construction.
9. **Fire Chief's Report: - (Exhibit B).** Chief Waterman stated that the decision was made to purchase 2 cots (gurneys) and a stair chair from Stryker for 38K. These were ordered rather than just one cot with the loading mechanism, roughly for the same price. They will arrive May 11th. He also stated that we are receiving 4 laptops rather than 2 with the grant. Medic Matt Turner will be loading them with the PCR program. Chief Waterman also stated that the crew has been working on getting all the Lassen Crew members moved over from ROSS to XBOX. IQS has been updated. He has a meeting with Cal Fire regarding the SRA fee issue. Director Scott inquired to lot inspections. Chief Waterman stated that Chester Fire will be mostly looking for pine needles and dead trees, but not until the snow melts.
10. **Public Comment: Agenda Items:** None
11. **Director Knopp's Board Resignation Letter:** The letter stated that he was moving out of state. Director Trotter made a motion to accept the letter of resignation. Director McIntire seconded the

motion. All in favor, motion carried. Director Scott offered to write a letter to John Knopp as a thank you for his years of service on the CPUD Board.

12. **Board Vacancy:** Chief Waterman stated that there is protocol that needs to be followed regarding posting for a vacancy. There was a list of community member names that the staff came up with, and submitted to the board. No one had yet been contacted. GM Motzkus will post the board vacancy in the paper.
13. **Board Officer Election:** Director Trotter made a motion to nominate Director Scott as Chairman. Director Scott accepted the nomination. Hearing no others, Director McIntire seconded the motion. Director McIntire offered to be Vice Chair. Hearing no others, Director Scott made a motion to accept Director McIntire as Vice Chair. Director Trotter seconded the motion. All in favor, motions carried.
14. **700 Forms:** Office Manager, Cheryl Johnson stated that the completed forms are due by April 1st. 3 more completed forms were submitted, which completes the file.
15. **Fiscal Year 2017/2018 Budget: Personnel:** GM Motzkus introduced the first draft of the budget, personnel category. This was to show the board how his formatting worked and what categories he was currently working on. He asked the board to form an Ad Hoc 2017-2018 budget committee so he would have someone to bounce ideas off of, and so the board would be in the loop. GM Motzkus stated that he was hoping to have the Operating and Expense categories completed by April's meeting and possibly Capital Reserves by the May meeting. All should be completed by the June meeting for approval. Director Trotter made a motion to create the FY 17-18 Budget committee and he also volunteered to be on the committee. Director Scott offered to also be on the committee. Director McIntire seconded the motion to form the Ad Hoc committee, with the members consisting of Directors Scott and Trotter. All in favor, motion carried.
16. **Back Flow Education Pay Increase, Resolution 390: Back dated to June 2013:** Chief Waterman stated that this is due to more PERS clean up for the non-safety personnel. March 24 2013, they were given a 1.00 an hour education incentive increase for completing their Back-Flow certification. For this to be considered as Special Compensation with PERS, this resolution needs to be approved and retroactive to 3-24-2013. Director Trotter made a motion to accept Resolution 390 as written. Director McIntire seconded the motion. All in favor, motion carried.
17. **District Policies 2365 Secretary Job Description and 5010 (amended) Board Meetings:** After a brief discussion Director McIntire made a motion to accept Policy #2365, Secretary Job Description. Director Trotter seconded the motion. All in favor, motion carried. Policy #5010 Board Meetings needs to be amended with the new date and times of the regularly scheduled board meetings, per GM Motzkus. Director McIntire made a motion to amend the policy with the new date and time being the 3rd Tuesday of the month at 3:00pm. Director Trotter seconded the motion. All in favor, motion carried.

Director Thompson arrives: 3:45pm.

18. **Flight Care Memberships: Exhibit C:** Chief Waterman is still researching reciprocity and rates. Director Scott would like to see management make the decisions, no need for the board to be involved. GM Motzkus stated that he will include the new membership costs into the 17-18 budget.
19. **Correspondence:**
 - Board Terms: Directors Trotter, Thompson and the now Vacant spot terms expire November 2017. The time lines to register with Plumas County were handed out.
 - GM Motzkus stated that PG&E is doing a LED streetlight replacement program for free in Chester. PG&E will do all the public roll outs, and they will come give CPUD a

presentation after they have done a survey of all the streetlights. Director Scott was hopeful for the potential in savings on the electric bill.

- CSDA Board Nominations: GM Motzkus stated that it is a state-wide agency and you have to already hold a seat on a board or a management position in order to be considered for nomination.
- Singleton-Auman Audit proposal and engagement letter: After a brief discussion it was agreed to have GM Motzkus go to bid for potential new auditors.

20. Comments:

A) **Directors:** Director Scott thanked the staff for all the research they did for the new gurneys.

He asked the staff if there has been any fallout from the in-service. GM Motzkus stated that Karen Lichti had the Mission Statement framed and displayed for all the offices. Cheryl mentioned that she, Karen and Helen have meetings to follow up with goal projects monthly.

Director Thompson asked what happened to getting a Water Tender. Chief Waterman stated that there was a turnover in staff at the regional level, so it has been on a back burner. He will try to have more information in that regard for the next meeting.

B) **Staff:** none.

Director Scott adjourned the meeting at 16:18.

Cheryl Johnson, Clerk to the Board.

Approval of Minutes 