

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

**Minutes of Regular Meeting:** May 18, 2021 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Steve Trotter, Steve Voboril, Royce Raker and Steve Graffweg.

**Directors Absent:** Joe Waterman

**Guests Present:** 2 Present with zero amount on the conference call.

**Staff Present:** 4 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 Graffweg voiced his concerns that 198 Main St. was on the agenda again after action had been taken at the previous meeting not to sell. GM Homme stated that all offers to purchase property have to be entertained. 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:** none
3. **April 20, 2021 Regular Meeting Minutes:** Director Trotter made a motion to accept the minutes. Director Graffweg seconded the motion. All in favor, motion carried.
4. **May 4, 2021 Special Meeting Minutes:** Director Trotter then made a motion to accept the minutes. Director Graffweg seconded the motion. All in favor, motion carried.
5. **April 2021 Financials:** Director Voboril stated that between Funds 400, 500, and 600 that they come out to an almost even amount. He liked that the FASIS refund had come in. Director Trotter stated he had gotten some clarifications from Cheryl before the meeting on a few transactions conducted in April to his satisfaction. Director Trotter made a motion to accept the April 2021 Financials. Director Raker seconded the motion. All in favor, motion carried.
6. **Public Comment: Agenda items:** A public member requested that "Closed Session" be moved to the end of the meeting when possible. Director Voboril stated that sometimes that won't be possible as they schedule legal council to phone in at certain times. Director Graffweg liked that suggestion as well. The public member was thanked for their recommendation.
7. **Closed Session:** *The following read verbatim by Director Voboril at 3:14pm.*
  - a. Personnel : (Gov. Code Section 54957)
    1. General Manager Employment Agreement
  - b. Possible Real Property Negotiations: (Govt Code 54956.8)
    - a. 198 Main purchase offer.
8. **Reconvene:** 3:36pm
9. **Report on Closed Session:**
  - a. **General Manager Agreement:** Director Voboril stated that the board voted to hire Allan Homme as the new General Manager. His year of probation will begin retro to November 23,

2020. The General Manager pay scale (Exhibit A.) was also approved. Director Trotter made motions to accept, in open session, Allan Homme as General Manager, the General Manager pay scale and the probationary term as beginning retroactive to 11-23-2020, as voted on in Closed Session. Director Raker seconded the 3 items within the motion. Roll call vote in open session: Ayes: Trotter, Voboril, Graffweg and Raker. Absent: Waterman. The 3 items within the motion, carried.

**b. 198 Main St. Purchase offer:** Director Voboril explained that Director Trotter made a motion to decline the purchase offer and to continue as planned to have the renter vacate the property by June 30<sup>th</sup>, 2021. Director Graffweg seconded the motion. Roll call vote in open session: Ayes: Trotter, Graffweg, Voboril, and Raker. Absent: Waterman. Motion carried.

**10. General Manager's Report: by Allan Homme: (Exhibit B)**

- Lift station pumps to be maintained soon.
- Local 39 negotiations to begin soon, would like to be involved.
- Regional Board adopted new permit
- June 18<sup>th</sup> to get cease and desist approved
- June 2022: need to have a prevention plan in place
- June 2023: Preliminary engineering approved
- Exhibit C: GM Schedule and bank balances
- First draft of budget by first week of June
- Developing new format for budget

**11. Chief Report:** B. Layne absent, report given by Captain Chris Dean

- SCBA's are from 2002, grant will replace these as well for Clear Creek fire
- New Medic, Ryan Wallace first day will be June 22<sup>nd</sup>.
- Participated in COVID drive through clinic at the Airport with Plumas County Public Health.
- Still working with legal regarding personnel litigation
- Working with LAFCo and NST engineering regarding Ambulance Annexation
- New Tax Assessment ready for board approval
- Basin Chief's meeting discussed a Basin Duty Officer, developing the SOP
- BBQ on the 4<sup>th</sup> of July at 198 Main St. for a fund raiser
- Ground transfers math: 12 per month at \$1,041 turned down on average. \$12,492 per month potential revenue with new plan.

**12. Finance Committee:** Director Voboril stated that water should be in the black by year end and sanitation has doubled. Fund 400 and 600 are minus 3.6 million as of April 2021, 200K over last year. If Fund 400,500, and 600 they would be at about zero. Only 94K is still receivable for fund 500. GM Homme explained that no capitol moneys have been spent. EMT, Johnson reminded the board that the heater and AC in crew quarters needs to be fixed. Director Trotter reiterated the wants vs needs mindset. Director Voboril stated that the committee will recommend that Fund 400,50 and 600 be combined. GM Homme stated that the consensus with staff was to combine the 3 funds as well. Director Voboril asked for the Wild Land funds to be tracked separately within fund 400 and that those line items would start at zero for the 21-22 FY Budget. The committee will be recommending that the previous years receivables for fire incidents be moved to Bad Debt.

**13. Personnel Committee Update:** Director Graffweg stated that they have not met and they have nothing to report.

**14. General Manager Pay Scale: (Exhibit A)** It was mentioned that this was mentioned and voted on during Closed Session earlier. For formality and clarity, Director Trotter made a motion to accept the General Manager Pay Scale as presented in Exhibit A. Director Graffweg seconded the motion. All in favor, motion carried. (See roll call vote in Agenda item #9).

**15. Line of Credit:** GM Homme stated that fire season is approaching and that it is important that we get our fire staff to the wild land incidents. He reminded the board that there is a Debt Management Policy in

place. After a brief discussion, Director Trotter made a motion to table this topic until the next board meeting. Director Graffweg seconded the motion. All in favor, motion carried.

**16. Tax Measure, Resolution #418:** Captain Dean stated that the proposed increase was based off of the 2.2% CPI which in line with the survey that the community said they would support. Director Graffweg stated that this was not equitable and would rather be based on assessed value. Captain Dean explained that they tried to change the assessment to be based on square footage of the parcel but was deemed not legal by our districts legal counsel. Director Trotter made a motion to accept the proposed tax assessment rates to go before the voters at a Special Election by adopting Resolution #418. Director Raker seconded the motion. Roll Call Vote: Ayes: Raker, Voboril, and Trotter. Nay: Graffweg. Absent: Waterman. Motion passes.

**17. Propane RFP:** GM Homme stated that none of the 5 vendors have submitted a bid. We posted the ad in Plumas News as well as at the Post Office. He was directed by the board to call the vendors. No action.

**18. Auditor RFP:** GM Homme stated that our current auditor was the only RFP that was submitted. Director Trotter made a motion to accept RT Dennis Accountancy as the district's auditor. Director Graffweg seconded the motion. All in favor, motion carried.

**19. Silver Fire Update:** Director Trotter made a motion to table this item, as Joe Waterman is absent and it was his update to give. Director Raker seconded the motion. All in favor, motion carried.

**20. Resolution #407: Water Rate Increase:** Director Voboril thought the proposed increase was a bit high. Director Trotter stated that we need reserves to get the tanks maintained.

a. *public hearing was opened.* One public member asked who paid for the streetlights, and Director Trotter stated that CPUD does and that Plumas County no longer reimburses CPUD a percentage. A public member stated that the percentage rate was from the last increase as very high and appreciates the small increase this time.

b. *public hearing was closed*

c. Director Raker made a motion to increase the water by the 2.1% based on the CPI. Director Graffweg seconded the motion. All in favor, motion carried.

**21. Correspondence:**

a. Local 5317 letters to the board dated 3-2-2021 and May 13, 2021. It was mentioned that Director Waterman drafted a letter in response and vetted it through Einhorn.

b. St. Andrews Academy letter to the GM and BOD dated March 10, 2021. It was mentioned that this was already dealt with.

**22. Comments:**

a. Directors: Director Trotter mentioned that we move faster regarding budget. He also would like a spot noted on the agenda giving Local Union Reps. as place to address the board.

b. Staff: EMT Ryan Johnson asked if the Finance Committee meeting were still considering a zero budget. Director Voboril stated that there has been a steady decline by using the last 4 years financial dated April 30<sup>th</sup>. The staff congratulated Allan Homme on his new position as Manager.

**23. Adjournment:** Director Trotter made a motion to adjourn at 5:05pm. Director Graffweg seconded the motion. All in favor, meeting adjourned.

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

