

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

Minutes of Regular Meeting: March 19, 2019 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Stephen Voboril, Ben Thompson, and Steve Trotter.

Directors Absent: Wes Scott and Vacancy

Guests Present: 2 including Stacy; Chester Progressive Rep.

Staff Present: 10 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Thompson called the meeting to order at 3:00pm.
 - A. Director Thompson led the Pledge of Allegiance.
 - B. Agenda Approval: No changes, all ayes.
2. **Closed Session:** Personnel Section 54957, 3:02pm
Chief Layne was asked to join Closed Session at 3:18pm.
3. **Reconvene:** 3:30pm
4. **Report on Closed:** Director Thompson reported that, by direction of the board, requested for GM Motzkus to gather more information. No action at this time.
5. **Board Vacancy/ies: Appoint to fill until December 2019 from the recently submitted Letters of Interest or re-fly the notice of Vacancy:** GM Motzkus stated that Brian Layne resigned from the CPUD board on 2-2-2019, and Wes Scott resigned from the board on 3-12-2019. We have to post the vacancy notice in 3 public areas for 15 days before we can appoint a new member. Director Voboril made a motion to post the notices for both vacancies as soon as possible. Director Trotter seconded the motion. All in favor, motion carried.
6. **Elect Board Officers:** Tabled.
7. **Personnel Committee: Re-elect new members:** After a brief discussion regarding the empty spot due to Wes Scott's resignation, Director Voboril said he would volunteer to be on the Standing Personnel Committee with Director Trotter. Director Thompson seconded the motion. All in favor, motion carried.
8. **Public Comment Non-Agenda Items :** None
9. **Approval of February 19, 2019 Regular Meeting Minutes and March 11, 2019 Special Meeting Minutes:** Director Voboril asked if by only having 3 Board Members present if a 2 to 1 vote count passes a motion. GM Motzkus stated that as long as there is a Quorum, that all votes are effective, and that majority rules. GM Motzkus also stated that, in error, he had added "the potential to waive a re-connect fee," to the Special Meeting agenda. This is not allowed by Brown Act, and that is why he has added that item on this agenda to Ratify the Action. Director Trotter made a motion to accept both sets of minutes as written. Director Voboril seconded the motion. All in favor, motion carried.
10. **Approval of February 2019 Financials:** Director Voboril and Director Trotter had a brief discussion regarding reformatting the CPA Financial Reports, Retiree Medical Vesting and Streetlight expenses. GM Motzkus would like to ask the public if they had any suggestions on

how to cover streetlight costs. Director Trotter made a motion to accept the February 2019 Financials. Director Voboril seconded the motion. All in favor, motion carried.

**11. General Manager's Report: by Frank Motzkus:
(Exhibit A)**

- Brian Layne resigned as CPUD Director on 2-21-19. Creating a vacancy.
- Brian Layne was hired the Interim Emergency Services Director/Fire Chief on 2-25-2019.
- Wes Scott resigned his seat as CPUD Director on 3-12-19. Creating a second vacancy.
- 4 seats will be available for ballot in November 2019.
- We need to advertise for a full or part time Chief. This is a PERS requirement as he is a retired annuitant. He will be limited to 960 hours fiscally. The Personnel Committee should meet to discuss this action very soon.
- The update to the Risk Management Plan Chlorine and Sulfur Dioxide systems have started.
- Sierra Controls installed the new computer and software for SCADA Upgrades.
- Still no word from the State regarding collection system grant.
- No word from PACE Engineering regarding Wastewater Cease and Desist order.
- A District Vehicle Use Policy has been drafted for discussion later on agenda.
- LAFCo meeting April 8th.
- EcoGreen Solutions meeting March 21 to discuss electrical savings program.

12. (Exhibit B) Chief's Report: presented by Chief Brian Layne:

- 7222 out of service
- 7251 is getting up to spec for possible rental for this upcoming fire season
- John Deere tractor still in shop, estimate is +\$3000.00. FF/Medic Walker explained the expenses and the outcome being a long term benefit to the district once it is fixed, and that a purchase of a new one will not be necessary.
- CFAA Audit on March 1st. Forest Service is wanting to pay "actual costs". Currently Local Government gets backfill pay for all employees. The current CFAA sunsets in December 2019.
- Thank you to Quincy Fire for loaning us their pump test equipment.
- Burn Permit letter was sent in to Cal Fire.
- New ambulance boundary, we no longer respond to the Seneca Community nor the Canyon Dam Community. This will be covered by PHI.
- Lassen Invoice A/R are slowing arriving.
- SIFC will be hosting a ROSS training for our full-time staff.
- Ambulance responses, billing and revenue were noted.

13. Public Comment agenda items: none

14. Fire Wise Committee Update: presented by Committee head, Karen Lichti: (Exhibit C) Harden you Home will be theme of the next committee presentation. Ember showers protection will be discussed. The \$500.00 grant from State Farm Ins. will go towards the May 4th project of clearing 2 elderly folks' property of ladder fuel etc. A club from the High School will be helping, and part of the grant money would go to them and the lunch that will be provided. GM Motzkus congratulated Karen on the grant.

15. Committee Formations: Tabled.

16. Resolution #402 Revision: Employee Credit Cards: Director Trotter voiced his concerns regarding the potential for excessive usage and lack of accountability. It was explained by management and staff that each employee signs a spending and accountability agreement before

being issued a credit card. Also, that these cards are necessary to each employee that go out on fires, to trainings, and that need to purchase items when the office may be closed. There was a vote of (yes Thompson), (abstain Voboril) and (no Trotter). The request was made for more discussion. After this discussion, Director Trotter made a motion to redact the previous vote, and to accept Resolution #402 as presented. Director Voboril seconded the motion. All in favor, motion carried.

17. Policy #3040, District Vehicle Use: GM Motzkus presented the Policy that he had asked input on from staff and board members before bringing it before the board for approval. Director Voboril had concerns with employees taking vehicles home if it wasn't necessary. It was explained that responding at all times of the day and night, whether for Water Main Breaks, Sewer Line plug-ups or Home or Vegetation Fires, that only the appropriate people are taking the vehicles home. Director Trotter asked that the wording regarding "shall take a drug test" be changed to "will take a drug test." This Policy was tabled until the next regular board meeting.

18. Vehicle Surplus: 1992 Ford Bronco to CFD for Jaws of Life Training: GM Motzkus stated that he is working on an actual Surplus Policy. In the meantime, the Bronco is out of service beyond repair. Director Trotter made a motion to surplus the Bronco to CFD. Director Voboril seconded the motion. All in favor, motion carried.

19. Ratify form 3-11-2019 Special Meeting: Waiver of Water Service Re-activation Fee for Higgins' Renter, (Camp Fire Evacuees). Gm Motzkus stated we need a new vote for this, as the one from the Special Meeting was not valid. After a brief discussion, Director Trotter made a motion to waive the fee. Director Voboril seconded the motion. Vote: 1 yes, 2 noes. Motion denied.

20. Correspondence:

- **Thank you letter from Butte County Fire:** To all who responded to the Camp Fire.
- **SDLA Leadership Academy:** Wait for a newly appointed board member.

21. Comments:

- **Staff:** GM Motzkus stated that we need to update the Plumas Bank signature cards. Remove Joe Waterman and Wes Scott, and completed the addition of Brian Layne.
- **Directors:** Director Voboril asked about the 90-day letter requirement to possibly change workers compensation carriers. GM Motzkus stated that he had done this.

Director Thompson adjourned the meeting at 4:41pm.

Cheryl E. Johnson, Clerk to the Board

Approval of Minutes 