

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

Minutes of Regular Meeting: May 16, 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.

Directors Absent: Ben Thompson, and Vacancy

Guests Present: 2, includes PG&E Rep., Kristin Silva

Staff Present: 8 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Scott called the meeting to order at 3:05pm.
 - Director Scott led the Pledge of Allegiance.
 - Agenda approval: GM Motzkus asked to have number #13 be moved to #5A, so our guest speaker doesn't have to stay through entire meeting. Director Trotter asked that April Financials be tabled until the next meeting. All in favor of both changes, agenda approved.
2. **Closed Session:** none
3. **Reconvene from Closed Session:** n/a
4. **Report on Closed Session:** n/a
5. **Public Comment Non-Agenda Items:** None.
 - 5a: Kristin Silva, the PG&E rep. explained the streetlight replacement project: (Exhibit A)
 - No cost to the district for the changeover to new Cobra head design and LED bulbs.
 - The project is voluntary to be a part of.
 - Monthly electrical costs will be reduced.
 - Warrantee is for 10 years.
 - Gives off a more natural, less glared light as well is a more direct down stream of light.
 - Wants CPUD to let her know of any areas in town that may need more lighting.
 - The replacing will begin within 2 weeks, if the board approves the go ahead.After a brief discussion, it was agreed that Main Street would receive 200 watt bulbs and all others would be 100 watt bulbs. Director Trotter made a motion to opt in to the PG&E streetlight upgrading program with the above mentioned designated wattage zones. Director McIntire seconded the motion. All in favor, motion carried.
6. **Approval of April 18, 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 March and April 2017 Financials:** Director Trotter asked that April Financials be tabled, as they were not included in his packet Friday. Director Trotter made the motion to accept March 2017 financials and table April Financials until the next regular meeting. Director McIntire seconded the motion. All in favor, motion carried.
8. **General Manager's Report: - (Exhibit B)** GM Motzkus mentioned that the new CPUD pick up was outside for the board members to check out after the meeting. Director Scott recommended that Lead Supervisor, Andy be the recipient of the truck. Andy stated that he would like the one who is doing all the field work to have the truck, Andy assigned the truck to Allan Homme. GM Motzkus stated that the Myrtle Street sewer replacement project is complete except for the pavement overlay. Dig It will complete that as well as patch Cedar and 1st Streets. He asked Sharon Thrall to help get the Broussard Annexation going.

For interviewing the applicants for the District Secretary position, he would like a 3 member, non-partisan panel. 8 applicants were sent to testing. The one who gets awarded the job will begin the first full pay period in July. (July 10th, 2017)

We are re-advertising for the Seasonal Worker position until filled.

We have received 5 RFP's for the Audit Contract, so far.

Director Trotter asked if the testing we are sending the District Secretaries to costs. GM Motzkus explained that it is a grant funded program through the Business and Career Network that may include job placement as a training opportunity and has the potential to fund the employer 50% of the first 6 months of the new hire's wages.

9. **Fire Chief's Report: - (Exhibit C).** Chief Waterman announced that we had 2 firefighters complete the Quincy Fire Academy, Ethan Monday and Ivan Eidhammer. Congrats to them. Volunteer Training coming alone. They now have a computer of their own set up to use as they find time.
Emergency Response class coming here. Offered to local responders.
The water tender is here. Director Scott would like to see us own one of our own someday. Chief Waterman stated that we will receive an admin rate if it goes out.
We are being audited on the GEMT grant, going back 5 years and our PlymoVent Grant.
Firefighter Turner and PIO Lichti will be heading up lot inspections. Cal Fire agreed to doing them the old way, not the proposed new version.
He has an OES meeting tomorrow.
The cost share between the 5 basin fire departments for the fit test machine is approx. 3K each.
Director Trotter thanked Joe for the response times information.
10. **Public Comment: Agenda Items:** None.
11. **Board Vacancy:** GM Motzkus stated that we have not received any letters of interest. Director Scott wants everyone to try to recruit someone. Chief Waterman stated that if we have exhausted those option we may be able to go to the Board of Supervisors to have them recruit someone. GM Motzkus will run the ad in the paper for another couple of weeks until election time.
12. **Fiscal Year 2015-2016 Final Audit:** Director Scott wants to spend more time on it. GM Motzkus will ask Clay Singleton to present the Audit findings at the next meeting. (Tabled)
13. **Chester Street Light Upgrade:** moved to agenda item 5.a.
14. **Fiscal Year 17-18 Budget: 2nd draft of O&M and 1st draft of Capital/Reserves.:** GM Motzkus mentioned that he had a request from Director Trotter to show the revenue for Property Taxes and Special Assessments on separate lines. He also combined the Streetlights and Water, and kept 400 and 500 accounts separate. He contacted California Rural Water to give him a quote on doing a rate study. After a brief discussion regarding Overtime Expenses, Chief Waterman stated he would like to meet with the personnel committee to discuss their Overtime concerns. GM Motzkus asked the board to come up with a policy for Operational Reserves. This will be required for rate studies. Director Scott recommended to the other board members to get with GM Motzkus individually if they have concerns about the presented Budget. GM Motzkus and Chief Waterman are still tweaking the depreciation sections. GM Motzkus will have the final preliminary budget ready for adoption at the June meeting.
15. **Resolution #392: Amend Portal to Portal Original Res.# 371.:** Chief Waterman stated that by amending the resolution, it adds Portal to Portal for Administrative Staff and Trainees. He looked at adding Clint Tissot to the CFAA as a Timber Faller, but it wasn't cost feasible. Director Trotter made a motion to accept Resolution 392 amended from Resolution 371. Director McIntire seconded the motion. All in favor, motion carried.

16. **CSDA Academy, Napa Ca. July 9-12, 2017:** Director Scott stated that when he attended that conference, that it was very helpful. Director McIntire made a motion to allow Director Trotter to attend the conference this coming July. All agreed.

17. **Correspondence:** (Exhibit D) West Almanor letter regarding Almanor Basin Consolidation. Director Scott stated the West Almanor Fire and Prattville Fire would like to start communications on the possibility of consolidating Fire Departments. He stated that it would be worth looking in to. Chief Waterman would like to start a staffing level and funding study. GM Motzkus asked if Essential Services could be included in the study, or just Fire Depts. Director Scott wants to start setting up meetings.

18. **Comments:**

A) **Directors:** none

B) **Staff:** GM Motzkus stated that Quincy and East Quincy are becoming American Valley CSD. Larry Sullivan with Quincy CSD announced his retirement at the end of June 2017.

Director Scott adjourned the meeting at 16:25.

Cheryl Johnson, Clerk to the Board.

Approval of Minutes WES