

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

**Amended Minutes of Regular Meeting:** August 9, 2016 at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Greg McIntire, Steve Trotter, Wes Scott, and Ben Thompson.

**Directors Absent:** John Knopp

**Guests Present:** 1 community member

**Staff Present:** 5 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Scott called the meeting to order at 5:33pm.
  - a. Director Scott led the Pledge of Allegiance.
  - b. Agenda approval: Director McIntire made a motion to accept the agenda. Director Trotter seconded the motion. All in favor, agenda approved.
2. **Closed Session:** Personnel Section (54957.) At 5:34 Director Scott stated they were going to discuss personnel.
3. **Reconvene from Closed Session:** Director Scott reconvened the meeting at 6:04pm.
4. **Report on Closed Session:** Director Scott reported that there are some proposed personnel changes to look over in the next month or two.
5. **Public Comment Non-Agenda Items:** None
6. **Approval of July 12, 2016 Meeting Minutes:** Director Trotter made a motion to accept the minutes. Director McIntire seconded the motion. All in favor, motion carried.
7. **Approval of June 2016 Financials:** Director Trotter asked what check 6530 and check 6549 were about. GM Motzkus replied to the question about check 6530 and Chief Waterman replied about check 6549. 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 read his report to the board. The TRE report is almost ready to submit. Ed Anderson is helping with the other reports that are due by year end. APS, the video of the sewer lines in older parts of town, is going slower than planned. The company is encountering lots of root balls. Friday the camera had issues, APS said they would be back Monday, when they came back there were still issues with the camera so they will come finish the job when the camera gets repaired. It will only take a few days to finish the job when they return.
9. **Fire Report: - (Exhibit B)** Chief Waterman read his report for the Fire side of the House. Everyone that was out on fires has returned. Today another engine went out with 3 personnel on board. The cause of the Lemm Fire yesterday was an unattended campfire. Someone on the Pacific Coast Trail saw smoke and called it in. It is confirmed that an OES Tanker will be coming to Chester Fire Department in a week or so. An additional sheet was handed out with the response times and training hours for the volunteers and the staff. Chester Fire had planned to participate in the Fireman's Muster at the County Fair but the most of the team is on a fire. 7252 is back in service. The cost was approximately \$3800.00.
10. **Public Comment: Agenda Items:** none.

- 11. Introduction of new District Policies.** GM Motzkus explained about the new District Policy Manual that he would like to work on. He will bring chapters to the Board every month for approval. He explained that the existing Manual is outdated. The Table of Contents was reviewed then Section 1000 Purpose of Board Policies; Section 1010 Adoption/Amendment of Policies and 1030 Public Complaints was reviewed. After some discussion it was decided to vote on each Policy separately. Policy 1030 Public Complaints was tabled. A motion was made by Director Trotter to adopt Policy 1000 Purpose of Board Policies. Director McIntire seconded the motion. All in favor, motion carried. Director Trotter made a motion to adopt Policy 1010 Adoption/Amendment of Policies. Director McIntire seconded the motion. All in favor, motion carried.
- 12. Auditor Contract expires 2016:** GM Motzkus informed the Board that the current auditor's contract was up this year. He would like to get proposals from other auditors this year. Director Trotter wanted to know if we have to have an audit every year. GM Motzkus said no it could be every other year, but then the auditors would be doing two years at a time. GM Motzkus would like to put this out to bid. The Board did not disapprove.
- 13. Lead Supervisor Job Description:** GM Motzkus handed out new papers with two edits of the job description exhibit C. Director Trotter made a motion to accept job description 2310 Lead Supervisor. Director McIntire seconded the motion. All in favor, motion carried.
- 14. Resolution #387:28 day work period for FLSA/Fire Staff:** Chief Waterman explained that this resolution comes from the PERS audit cleanup. It is not a policy change it is a language clean up for PERS. Now we will have a policy that in place that we are actually doing. It defines a work shift pattern and was preapproved by PERS. Director Thompson made a motion to accept the Resolution #387. Director McIntire seconded the motion. All in favor, motion carried.
- 15. Almanor Energy Plus:** Air conditioning quote for the crew quarters. Director McIntire made a motion to accept the quote from Almanor Energy Plus to put air conditioning in the crew quarters. Director Trotter seconded the motion. Director Thompson wanted to know why the quote was not broken down to parts and labor. Director Scott stated that this was a signed contract and it there were more parts needed or labor that was Almanor Energy Plus problem. Director Trotter wanted to know what category the money is coming out of. Director Scott said it was coming out of building repair and maintenance. All in favor, motion carried.
- 16. Radio Meter Financing Committee Update:** GM Motzkus said he is still trying to get hold of Westwood Sanitation department. He has also asked the finance agency to contact him in October.
- 17. Correspondence:** None
- 18. Comments:** a. Director Trotter asked if Board members received any documentation or get contacted when their seat is up. He also asked how often does the Board elect its officers. GM Motzkus explained the procedure. Director Trotter would like to see issues such as the air conditioning problem brought up during the budget committee meetings. Director Scott said GM Motzkus did not need to bring the AC problem to the board, but appreciated the information.  
b. GM Motzkus would like to start the budget meetings in the fall.  
c. Director Scott would like to have a weekend meeting with the staff to plan for next year and ask what they see happening at the District or what they want to see happen at the District.

Director Scott adjourned the meeting at 6:55pm.  
Cheryl Johnson, Clerk to the Board (absent). Minutes recorded by Karen Lichti.  
Approval of Minutes \_\_\_\_\_

