

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

Minutes of Regular Meeting: January 16, 2018 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Greg McIntire, Stephen Voboril, Ben Thompson and Steve Trotter. Wes Scott arrived at 3:12pm.

Directors Absent: None

Guests Present: 1 Chester Progressive Rep, Stacey Fischer.

Staff Present: 7 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director McIntire called the meeting to order at 3:00pm.
 - Director McIntire led the Pledge of Allegiance.
 - Agenda approval: Director Trotter made the motion to approve the agenda with no changes. Director Thompson seconded the motion. All in favor, motion carried.
2. **Closed:** None
3. **Reconvene:** N/A
4. **Report on Closed:** N/A
5. **Public Comment None-Agenda Items:** none
6. **Board Election and Plumas Bank Signature Card Updating:** Tabled until Director Scott's arrival.
7. **Approval of November 28, 2017 Regular Meeting Minutes and December 28, 2017 Special Meeting Minutes:** Director Trotter made a motion to accept both sets of minutes as written. Director Thompson seconded the motion. All in favor, motion carried.
8. **Approval of November and December 2017 Financials:** Director Trotter stated that he noticed that Overtime Pay went down. Director Trotter also stated that he had sat with GM Motzkus and Chief Waterman before the meeting and had his questions answered regarding a couple of checks that were written and deposits that were made. Director Thompson made a motion to accept both sets of financials. Director Trotter seconded the motion. All in favor, motion carried.
9. **GM Report: Presented by Frank Motzkus:** (Exhibit A): GM Motzkus stated that with the Holidays, there hasn't been any meetings regarding the Basin Consolidation. He stated that the first draft of the questionnaire regarding Fire Tax Assessment from SCI Group should be ready for review by the CPUD SCI workgroup the end of January. The State Water Resources Control Board contacted him that they are reviewing the Sewer Line Replacement Project. This is part of the planning grant process. He met with Maggie Guzman, a Rep of PG&E. She was able to re-rate usage costs at a Well and a Pump that will save CPUD approximately \$12,000.00 annually. He announced that officers of PCSDA were announced. He was elected Treasurer.
(Director Scott arrives: 3:12pm)
10. **Chief Report: Presented by Chief Waterman:** (Exhibit B): Chief Waterman stated that the Wildland Fire session was a busy one, North and South. We almost sent the Water Tender down to Montecito to help the Local Fire Departments due to their Hydrant and city water systems being damaged by the mud slides. 7251 is back from the shop. Its gearing is not suited for open road travel. It will stay local in the basin.

The AFG (Assistance to Firefighters Grant) is open. We are applying for a Type 3 Engine, which is a Wildland Fire Response Vehicle.

We are applying for the SAFER Grant again, which is funding for personnel.

PIO, Karen Lichti spoke on her recent classes: She will be assembling a committee to start the process of Chester and surrounding areas becoming a Fire Wise Community. Being fire wise makes residents aware of the risks of living here. Also educates them on evacuation protocols and emergency escape planning. Many Grants are available through FEMA and Insurance Companies, but the committee has to be formed first before we can apply. FEMA paid for her Travel and Class in Baltimore Maryland.

Chief Waterman thanked Karen for that report.

He then mentioned that we may be hosting a Hazmat Class in the near future. This will be funded with Railroad Dollars.

We may need to look at reviewing and possibly raising Ambulance Fees due to the new 5.1% fee that GEMT State Services will be charging the Ambulance Companies.

Yearend Call totals were announced as well as a brief discussion.

Medic Turner mentioned that Wittman, who is our Ambulance biller, only bills for EMS companies. They do not bill for hospitals.

6. (revisited)Board Elections and Plumas Bank Signature Card Updates:
 1. Board Chair: Director Trotter nominated Director McIntire. He accepted the nomination. No other nominations.
 2. Board Vice Chair: Director Trotter nominated Director Thompson. He accepted the nomination. No other nominations.
 3. Board Secretary/Treasurer: Director Scott nominated Director Trotter. He accepted the nomination. No other nominations.

The vote was unanimous for the order of Board Officers listed above.

Director McIntire stated that it was needed to remove Dr. Knopp from the Plumas Bank Signature Card, as he has moved out of the area. It was needed to add Director Voboril, as he is the newly appointed board member. All in favor, motion carried.

11. Public Comment, Agenda Items: none.

12. Request for the Complete Replacement of Controls at Vison Lake and 4th Ave. Lift Stations.

GM Motzkus reminded the board that they had previously approved this project for \$85,000.00. The two bids that were received were from Creekside for 47K, and Converse for 35K. Lead Supervisor Capella stated that Converse is very reputable and he has spoken with 2 companies, Leavitt Lake and Dig It Construction, that have used Converse. They both highly recommended Converse. Capella also stated that the 35K bid could potentially decrease in actual cost to the district, as Prevailing Wages Rules have changed. Director Scott made a motion to accept Converse's bid. Director Trotter seconded the motion. All in favor, motion carried.

13. Request for Ed Anderson, District Engineer, to proceed with bidding for the installation and construction management of the Radio Meter Project:

GM Motzkus stated the board today would be only approving the \$4,000.00 portion of the bid. This portion is for Mr. Anderson to update the bid documents and drafting to finalize plans. GM Motzkus stated that once he gets hard bids, that he would be able to research financing options. Updating to Real Time Meters that read and report directly to the Office will be great for detecting leaks or major flows during all 4 seasons. Director Voboril made a motion to accept the \$4,000.00 portion of the bid. Director Trotter seconded the motion. All in favor, motion carried.

14. **2018 CSDA Special District Leadership Academy Conference:** GM Motzkus stated that the conference is very good for learning what is expected of a board member. He also stated that there is a scholarship available and to get with Cheryl for those forms. Chief Waterman added that the training at the conference will cover a lot of the mandated annual requirements. No action, information only.

15. Correspondence: 700 Forms were handed out. After a brief discussion, Cheryl requested that they be returned before the February meeting.

16. Comments:

- A) **Directors:** Director Voboril expressed his concern regarding how much was paid to FASIS, (Workers Comp). GM Motzkus stated he is willing to call around on rates. Chief Waterman stated that FASIS is excellent in customer service and the increase in price was based on payroll during a quarter when we have more employees being paid. (Lassen, wild land fire crews)
- B) **Staff:** Chief Waterman stated that a helicopter company was looking at using our facility and paying rent. By next meeting there should be more details on this venture.

Director McIntire adjourned the meeting at 4:10.

Cheryl E. Johnson, Clerk to the Board

Approval of Minutes 