

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

Minutes of Regular Meeting: March 8, 2016 at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Greg McIntire, John Knopp, Steve Trotter and Ben Thompson.

Directors Absent: Wes Scott

Guests Present: 1 community member.

Staff Present: 4 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Thompson called the meeting to order at 5:30pm.
 - a. Director Thompson led the Pledge of Allegiance.
 - b. Agenda approval: GM Waterman asked to add SAFER Grant letter and 2015-2016 Audit Approval to the agenda. Director McIntire made a motion to accept the agenda with additions. Director Trotter seconded the motion. All in favor, agenda approved.
2. **Closed Session:** Personnel Section (54957.) Director Thompson announced the topic and adjourned to closed session at 5:32pm.
3. **Reconvene from Closed Session:** Director Thompson reconvened the meeting at 6:03pm.
4. **Report on Closed Session:** Information only, no action taken.
5. **Public Comment Non-Agenda Items:** None.
6. **Approval of February, 2016 Regular Meeting Minutes:** Director Trotter made a motion to accept the minutes. Director McIntire seconded the motion. All in favor, motion carried.
7. **Approval of November 2015` Financials:** Director Trotter made a motion to accept the financials. Director Knopp seconded the motion. All in favor, motion carried.
8. **General Manager's Report: - (Exhibit A)** GM Waterman: Nick Dawson will be here March 10th to Live Scan everyone. We are getting a great deal by the Sheriff waiving the county fees. We will get the results emailed to us where we will then print them and secure them. The State and Federal fees total approximately \$70.00 per person. Board members are encouraged to participate.

GM Waterman asked the board members to let him know who will be attending the Brown Act Training on the 23rd in Quincy, so he can get everyone signed up.

Waste Water permit completed, the term will be from April 1, 2016 for 5 years.

He asked to board to create an Ad Hoc committee to help assemble the Budget for next fiscal year. Director Trotter volunteered to be a part of the committee. Director Trotter made a motion to create an Ad Hoc Committee, Director McIntire seconded the motion. All in favor, motion carried. Director Trotter made a motion for himself and Director Scott to be the 2016-2017 Budget Ad Hoc committee. Hearing no objections, motion carried. GM Waterman requested that they report to the board at the next board meeting on their progress.

Bids closed March 7th for the Camera Sewer Infiltration project. This will be discussed later in agenda. There is 5 times infiltration going to the collection system because of the rain. The permit has options for us to fix this issue, increasing wetlands, treatment ponds, fixing infiltration spots etc.

SAFER Grant letter: after a brief discussion Director McIntire made a motion to accept the letter as written. GM Waterman stated that if we did get approved for the grant, that does not mean we

have to accept it, but that it would add to the flexibility in staffing the department. Director Knopp seconded the motion. All in favor, motion carried.
Singleton-Auman Audit: Director Trotter made a motion to accept the Final Audit for 2014-2015. Director McIntire seconded the motion. All in favor, motion carried.

9. Public Comment: Agenda Items: none.

10. General Manager Hiring Committee Update: GM Waterman stated there are 2 applicants and he recommended starting an interview/hiring process as the deadline was February 19th. After a brief discussion, Director Trotter made a motion to step in for Director Scott on the committee with Director McIntire to start the process as soon as possible. Director Scott will resume the process upon his return from vacation, at which time Director Trotter will be off of the committee. Director Knopp seconded the motion. All in favor, motion carried. The committee will meet Thursday, March 10th at 9 am.

6:40pm: a brief recess was taken.

6:43pm: GM Waterman reminded the committee members to be aware of the potential of a Brown Act violation regarding the communications between the 3 board members during this process.

11. CPUD Truck Replacement: GM Waterman said there has been no progress since the last board meeting.

12. Master Pay Schedule:

Resolution #378: Master Pay Schedule 9-1-2014 to current

Resolution #379 Master Pay Schedule 1-1-2013 to 8-31-2014

Resolution #380 Mater Pay Schedule 7-1-2009 to 12-31-2012

GM Waterman stated that these are now written to meet the government code and complete some of the fixes requested in the PERS audit findings. Director McIntire made a motion to accept the 3 Resolutions. Director Trotter seconded the motion. All in favor, motion carried.

13. Uniform and Holiday Pay:

Resolution #381: Amending Personnel Procedure 17.06

Resolution #382: Amending Personnel Procedure 16.05

Uniform Allowance: GM Waterman explained that the previous MOU didn't mention the initial \$150.00 that we cover for new hires to acquire their first uniform. Even though uniform allowance is no longer PERS-able to new hires, PERS wanted us to clean up the language as it still pertained to Classic employees.

Holiday Pay: This Resolution is to clean up the language in the MOU, to clear up whether the Safety Personnel are paid the 11 holidays at straight time, or at time and a half. Through bargaining processes the Safety Personnel conceded to straight time. This MOU language fix was also a request by PERS.

Director Trotter made a motion to accept both Resolutions. Director Knopp seconded the motion. All in favor motion carried.

14. Waste Water System Improvements/Survey: GM Waterman: Out of the 13 mailed RFP requests we sent out, we only received 1 bid. Ed Anderson will be present during the opening of the sealed bid to advise us on whether the bid is reasonable or not. We will then make a proposal to the board at the next meeting. Depending on cost etc., we can discuss then how we want to proceed. The opening will be an open formal event for bidders, board members, and public to attend. He advised that Ed Andersen has done a lot of foot work researching other Districts that may have had this same work done. Clint Tissot has been doing some investigating of his own, looking down man-holes, to find the most obvious infiltrated areas. Near Chevron seems to be the worst so far.

15. Correspondence:

- a. PSN (Payment Service Network) 2015 credit card payment totals. (Information only)
- b. Customer complaint: GM Waterman explained we received a complaint through our website regarding a large past due balance on a property. This was sent to collections, and a family member of the deceased owner of the property wants to move in without paying the balance. GM Waterman stated that this relative was understanding on the phone, and the complaint was actually issued by her boyfriend. GM Waterman assured the board that we will work with people best we can, however in this case, she is not the rightful party to be negotiating payment plans etc.

16. Comments:

- a. **Directors:** Director Trotter asked how much the project at 4th Ave lift station has cost so far. GM Waterman said approximately 18 Thousand. We are making a few upgrades so we can handle this issue ourselves in the future. The part we needed was held up in customs. Director Thompson mentioned that Marty Mason at Collins Pines may have good contacts for purchasing pumps.
- b. **Staff:** GM Waterman stated he will not be able to attend the next regular board meeting, as he will be out of town.

Director Thompson adjourned the meeting at 7:35pm.
Cheryl E. Johnson, Clerk to the Board.
Approval of Minutes _____