

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

Minutes of Special Meeting: June 30, 2020 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Steve Graffweg, Steve Voboril, Steve Trotter, and Joe Waterman.

Directors Absent: Royce Raker

Guests Present: 1 (none by conference call)

Staff Present: 4 CPUD/CFD employees and volunteers. (none by conference call)

1. **Call to Order:** Director Trotter called the meeting to order at 3.00pm.
 - a. **Agenda Approval:** Director Voboril mad a motion to accept the agenda. Director Waterman seconded the motion. All in favor, agenda approved.
2. **Public Comment: Agenda Items:** none.
3. **Personnel Committee Update:** Director Trotter gave out a proposed interim organizational chart. (Exhibit A) Director Waterman suggested that the “Seasonal” box be renamed with Permanent Intermittent and Per Diem. All agreed. Director Graffweg inquired to the Captain’s schedule, his role on the ambulance as well as his tasks. Chief Layne stated that the Captain can cover the EMT position if needed, but he is more needed in an administrative roll, hence his work schedule. Director Trotter pointed out that Chief Layne will be the interim General Manager as well as the interim Fire Chief as a Retired Annuitant. Director Waterman stated that we need to actively solicit for those 2 positions after July 29th, when Frank Motzkus is officially removed as GM. Director Trotter stated that the Personnel Committee met with Brian Layne, Cheryl Johnson and Allan Homme and asked them to bring back a presentation regarding management strategy, potential extra tasks to the next Personnel Committee meeting, and then to be shared at the next Regular Board meeting in July. Chief Layne was also given the list of goals and objectives that were originally given to Frank, he will prioritize that list. Director Waterman made a motion to accept the Proposed Interim Org. Chart with the above listed change. Director Voboril seconded the motion. All in favor, motion carried.
4. **Resolution #415: 2020 Administrative Rate:** Chief Layne explained that this is for our portion of reimbursement for the CFAA agreement. This is done annually. Director Waterman would like to readdress this in a few weeks, due to the MOU that the Safety Personnel are in ends with Local 39 June 30th. Director Waterman made a motion to accept the Resolution as written. Director Voboril seconded the motion. All in favor, motion carried.
5. **198 Main St. Lease Ad Hoc Committee Update:** Director Voboril stated he hasn’t been in touch with Mr. Foos. This topic will be on the next regular board meeting. Director Waterman stated that it should be researched on what we can and cannot do with District property by asking the Districts Attorney. Chief Layne will look into the Digital Path contract and contact Jim Higgins for internet options for both buildings. No action.
6. **Credit Card limits: Resolution #410 Amendment:** Cheryl explained that Matt Turner has a higher limit as he is the vehicle maintenance main caretaker. She also explained that no one’s limits have gone up, we merely have removed Brain Harris, Karen Lichti, Clint Tissot and Frank

Motzkus. Director Waterman made a motion to accept the Resolution as amended. Director Graffweg seconded the motion. All in favor, motion carried.

7. **Correspondence:** Director Trotter stated that the 2018-2019 Audit is available to review before the Auditor come to a meeting for review. He asked the board gather questions for the Auditor and submit them to Chief Layne. Directors Voboril, Trotter and Waterman already had questions from first glance: Findings page missing, is the response letter official, and 1.4 million owed to sewer from water?
8. **Comments:** Director Waterman stated he will not be able to attend July's regular board meeting. Director Trotter stated that Chief Layne and the Finance Committee should have a Budget Workshop. Chief Layne stated he has scheduled a staff meeting tomorrow.
9. **Adjournment:** 3:45pm motion made by Director Voboril. Director Waterman seconded the motion. All ayes, meeting adjourned.

Cheryl E, Johnson, Clerk to the Board
Approval of Minutes 