

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

**Minutes of Regular Meeting:** February 14, 2016 at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

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

**Directors Absent:** John Knopp and Steve Trotter

**Guests Present:** 3, including Stacy Fischer, a Chester Progressive Rep.

**Staff Present:** 7 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Scott called the meeting to order at 5:30pm.
  - Director Scott led the Pledge of Allegiance.
  - Agenda approval: Director McIntire made a motion to accept the agenda with no changes. Director Thompson seconded the motion. All in favor, 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.
6. **Approval of January 24, 2017 Special Meeting Minutes:** Director McIntire made a motion to accept the minutes as written. Director Thompson seconded the motion. All in favor, motion carried.
7. **Approval of December 2016 Financials:** Director McIntire made a motion to accept the financials. Director Thompson seconded the motion. All in favor, motion carried.
8. **General Manager's Report: - (Exhibit A)** GM Motzkus via teleconference: GM Motzkus stated that he met with the County Board of Supervisors regarding the Broussard Annexation. They want to look at how La Porte Fire Department regarding tax sharing was calculated. Our Attorney Einhorn has prepared some documents to present to the Board of Supervisors if necessary. The 2007 tax sharing process that is in place currently is not good. They have a new tax sharing process in the works.
9. **Fire Chief's Report: - (Exhibit B).** Chief Waterman stated that the new Plymo Vent System is completely installed. Director Scott asked if the roof vents for the exhaust will be effected by snow. Chief Waterman stated that we will have to keep an eye on it. We were also awarded the 2 tough books grant for sending PCR's electronically to the billing company. The Grant value was roughly \$10,000.00. He is still counting structures for the SRA Reclassification process. He stated the we have received 3 more volunteer applications. We need more. Mr. Fischer from the Chester Progressive will note that in his article.
10. **Public Comment: Agenda Items:** None
11. **Sewer System Inspection (Priority Report):** GM Motzkus explained the colored map he made of the results of the sewer camera project. The streets in order of most to least urgent in need of repair. Myrtle street would be first, and done in 3 phases. Bridge St, Lassen St. and Gay St. are all root bound. This could be solved with Vapo Rooter Foam in pipes. 3rd St and 2<sup>nd</sup> St. are not as bad. He thinks all these repairs can be completed by 2019. In 2020 he would like to have more of the sewer system inspected by APS's cameras. Director Scott liked the map and agreed to the

plan. GM Motzkus stated that with the recent storms, the treatment plant is taking in over 2.237 million gallons per day. We definitely have a water intrusion problem. We are currently discharging to the lake. Andy and the crew are handling this correctly with the state reporting and taking extra mandated samples.

- 12. Conference Room Rental Policy:** GM Motzkus would like the policy for week days during business hours only for now. We don't want to have to pay someone over time to chaperone the renters over weekends and evenings. The form has signature pages as well as pages to give to the renter regarding their responsibilities. Director Scott stated that if the District had to pay for a cleaning service or a repair, that the renter would receive the bill. Director Thompson made a motion to accept the policy and form. Director McIntire seconded the motion. All in favor, motion carried.
- 13. CPUD/CFD Joint Mission Statement:** GM Motzkus stated that he wrote the first 2 examples and the staff came up with the 3<sup>rd</sup>. He recommends the 3<sup>rd</sup> example. After a brief discussion, Director McIntire made a motion to accept Mission Statement #3 as the new CPUD/CFD Joint Mission Statement. Director Thompson seconded the motion. All in favor, motion carried.

CPUD/CFD Approved Joint Mission Statement

*Chester Public Utility District strives to provide safe and reliable public services including:*

- *Fast and efficient fire and emergency medical response to all emergencies.*
- *Reliable delivery of safe drinking water in sufficient quantities.*
- *Collection, treatment and disposal of waste water*
- *Fast and efficient response to water and waste water service emergencies*
- *Administration of quality solid waste, recycle and streetlight services*

*We manage district resources in an open, responsible and environmentally sound manner while maintaining fiscal responsibility.*

- 14. District Secretary Position Changes:** GM Motzkus announced that Helen Murray, current part-time District Secretary, has announced her retirement. Her last day of work will be the last work day in December 2017. He would like to make that position a full-time position at the point of the rehire. He will have this worked in to the salary and benefit portion of the 2017-2018 budget, which he could have completed by March's meeting. He would also like the new hire to start the first week of July so they have plenty of time to learn all the aspects of the position during all the seasons. Director McIntire expressed that as a good idea. GM Motzkus stated that the last secretary he hired took 4 months. He wants the applicants to do skill testing with Workforce Development on Excel. Word, etc. Information only, no action taken.
- 15. 700 Forms:** Clerk to the board, Cheryl Johnson explained that she would like them completed and signed from the board members and staff by April 1<sup>st</sup>. The board members had them in their packets. Information only, no action taken.
- 16. Move Board Meeting Times:** Director Scott asked if earlier in the day works for board members and staff. None of the members nor staff had a problem with moving the time to 3pm. GM Motzkus stated that he would also like the meetings moved to the 3<sup>rd</sup> Tuesday of the month giving CPA, Mary Cheek more time, so that Financial Reports would be only one month out rather than two. Director Thompson made a motion to move the meetings to the 3<sup>rd</sup> Tuesday of the month at 3pm, first meeting will be March 2017. Director McIntire seconded the motion. All in favor, motion carried.
- 17. PHI Flight Care Membership:** Chief Waterman stated that some Air Flight Companies do not always reciprocate with each other. They all are about 30 to 40 dollars per year, per family. Director Scott and Chief Waterman would like to see all the employees, board members and their households covered, no matter what flight service shows up. After a brief discussion, Director

Scott would like Chief Waterman to look into this more and re-present it at the next board meeting. GM Motzkus said he will include these in the benefits pages of the budget.

- 18. Correspondence:** Chief Waterman said that PERS is mandating that we pay the retirement contributions by EFT or ACH rather than by manual check. For accountability purposed, Chief Waterman said he would like two signatures on the invoice print outs, since there wouldn't be a check to double sign by board members.

**19. Comments:**

- A) Directors: none.
- B) Staff: none.

Director Scott adjourned the meeting at 6:19pm.

Cheryl Johnson, Clerk to the Board.

Approval of Minutes 