

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

Minutes of Regular Meeting: June 15, 2021 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

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

Directors Absent: none

Guests Present: 3 Present with unknown amount on the conference call.

Staff Present: 7 CPUD/CFD employees and volunteers present with unknown amount on the conference call as well.

1. **Call to Order:** Director Waterman called the meeting to order at 3:00pm.
 - a. Pledge led by Director Waterman
 - b. Agenda approval: Director Waterman requested the agenda be amended to show Item #12 to be the new Item #6. Also, that on item #11 have it noted that the Personnel Committee is lead, not Joe Waterman. Director Voboril made a motion to accept the agenda with the 2 listed amendments. Director Raker seconded the motion. All in favor, motion carried.
2. **Public Comment Non-Agenda Items:** none
3. **May 18, 2021 Regular Meeting Minutes:** Director Trotter made a motion to accept the minutes. Director Graffweg seconded the motion. All in favor, motion carried.
4. **May 2021 Financials: checks and deposits only:** Director Voboril stated his concerns that the financials not being done happens frequently. Director Waterman stated that having the snapshot helps. Director Trotter asked about a GEMT check for \$10K. GM Homme will get clarification. Director Voboril stated that the financials look skewed, as the grant monies show in the account, but the payables for the grant do not. No action.
5. **Public Comment: Agenda items:** Director Waterman stated that he was glad to be able to see faces again at the meeting.
6. **(#12): Resolution #407. Water Rate increase by Calif. Standard CPI: Public Hearing.**
 - a. Board discussion: none
 - b. opened public hearing at 3:08pm.: A public member asked when the increase would be in effect. Cheryl answered, July 1st. The same public member asked what the CPI ended up being. The answer was 2.1%.
 - c. With no other discussion, the public hearing was closed at 3:10pm.
 - d. Director Trotter made a motion to accept Resolution #407 with the 2.1% increase in base water rates. Director Graffweg seconded the motion. All in favor, motion carried.
7. **Local Union Representatives:**
 - a. **Local 5317:** Ryan Johnson thanked the CPUD nominated negotiators for the open dialog at today's negotiations.
 - b. **Local 39:** no comment

8. **General Manager's Report: Exhibit A:** GM Homme stated that Xylem would be scheduling fixes to the 4th avenue lift station for roughly \$5000.00. D-2 tests are happening 2 times per month right now rather than 2 times per year. Local 39 negotiations have begun. Director Waterman asked if the maintenance guys agree to be added to the bargaining unit. GM Homme responded with, yes, those steps are coming. Director Raker asked that more research/shopping be done on the proposed equipment purchases meant to satisfy the previous cease and desist fines. He has a (an meeting regarding a new cease and desist order. Directors Voboril and Waterman express fiscal concerns regarding CDs in the "Fire" fund. GM Homme was instructed to get quotes for a new backhoe, including all financing options and give his recommendation to the board. GM Homme explained that he is waiting for the amended application for both the collection and treatment grants. He is budgeting for Superior tanks to either replace the entire water distribution system by either a 30 year or 20-year bond. He also had in the packet a financial update and a draft of the 21-22 budget he has been working on.
9. **Chief Report: Chief Layne absent, presented by Captain Dean: Exhibit B:** Public records request for 2 structure fires, from 2010 and the 70's. Working with legal on personnel actions and litigation. No updates for the Ambulance Annexation, work in progress. KBK Grant was funded to us, no match. It will be for 2 Chevy Tahoes fully equipped, rebuild of the training burn trailer, hose, jaws of life, and one cutter spreader for the ambulance. There will be some monies left over, and we have KBK blessing to spend as we see fit. The new tax measure is with legal for review. SCBA grant may be giving a waiver for the match portion, Clear Creek got it, waiting to see if we do as well. Policy and procedures for the Basin Fire "DO" are being assembled. Possible BBQ on the 4th of July as a fund raiser at 198 Main St. RT-130 by Zoom was done last week. Per incident contract may be how we send the IMT folks to USFS fires. 2 Expos and an ambulance to go to Surplus. He the stated the fire report was attached. Director Waterman asked if there has been any further dialog with Seneca regarding the transfer program. Seneca's CEO (present) stated, none. Director Waterman then thanked Seneca's CEO for meeting with him recently. Director Waterman asked for a motion to accept the GM and Chief's reports. Director Trotter made a motion to accept the 2 reports. Director Raker seconded the motion. All in favor, motion carried.
10. **Finance Committee Update:** After a brief discussion, Director Voboril made a recommendation, by making a motion to combine the 400 and 500 funds within the budget. Director Trotter seconded the motion. GM Homme stated that he has developed the 21-22 budget showing them combined. Roll Call vote: Ayes: Waterman, Trotter, Voboril and Raker. Noes; none. Absent; none. Abstain: Graffweg. Motion carries.
11. **Personnel Committee Update:** Director Graffweg stated that the committee met and discussed the CSDA templates. They will be looking at the board policies first, as there may be a turn over in board members due to election soon. It was mentioned that the Personnel manual should be in the board orientation packets, Cheryl will make this happen. Director Voboril stated that as long as any amended or new policy states, supersede language, that will help in the confusion. Director Graffweg would like to see one personnel book for management and the board to refer to, if possible. No recommendations, no action.
 - a. #12 Res. 407, Water Rate Increase, moved to #6
12. **District Policies and Procedures: Personnel Committee:** Director Trotter stated that his goal would be to have one Personnel Document. Director Waterman reminded the board that the Operating Procedures etc., are living documents, open to amendment. The Personnel Committee will be working with GM Homme on policies. No action.
13. **Line of Credit (LOC):** After some discussion regarding concerns of a debt, or lending between funds instead, the board asked GM Homme to look into the LOC rates that CSDA offered. Director Trotter made a motion to pursue a LOC. Director Raker seconded the motion. Roll Call vote: Ayes; Raker. Nays: Trotter, Waterman, Voboril and Graffweg. Absent; none. Abstain;

none. Motion denied. Director Waterman stated he would like the Personnel Committee to relook at the Debt Management Policy, and how a LOC could be accessed. Director Trotter stated that he has worked with Herlong's General Manager in the past, he said that it was helpful.

14. **Propane RFP :** GM Homme stated that there were 4 bids turned in as follows:
 - Hunt was \$0.22 over cost. Hunt's cost is \$1.30. (Cost verified by phone call made by Director Graffweg.
 - Ferrell Gas was \$0.40 over their \$1.28 per gallon cost.
 - Amerigas was \$0.33 over their cost of \$1.42 per gallon. Plus added tank fees etc.
 - No bids were submitted for Suburban nor Ed Staub
 - GM Homme's recommendation is to stay with Hunt Propane. He explained the excellent service they have provided and that their bid was the lowest and didn't include tank fees etc. Director Graffweg mad a motion to accept Hunt as our continued propane service provider. Director Trotter seconded the motion. All in favor, motion carried.

15. **Silver Fire Litigation Update:** Director Waterman stated that a firefighter was ran over by a septic truck at the Silver Fire base camp. They have settled the case for a 300K payout. The payout will be split between Garden Valley and Chester Fires Insurance companies. This has been going on since 2014. Glad it's over. Information only.

16. **Incident Management Team passed due invoice:** Director Waterman stated that this will go to litigation. Cheryl is still compiling the invoice to give to district's council. Information only.

17. **2021-2022 Salary Survey for the OES Admin Rate:** Cheryl stated that Chief Layne and she are meeting with CPA Mary Cheek for the seconded time, this Friday to get the admin. Rate dialed in. Director Waterman stated that this should be added to the special meeting, 6-22-2021, as this deadline for the admin. rate is July.

18. **2021-2022 Preliminary Budget:** GM Homme stated that he will be ready for the Budget workshop. He had emailed out his budget so far for the board to review it. He explained what the different colored tabs meant. Director Voboril stated it would be helpful to have May 2021 financials by then. Director Trotter made a motion to schedule a budget workshop/special meeting for Tuesday, June 22nd at 10:00am. Director Voboril seconded the motion. All in favor motion carried. Cheryl explained that Plumas News is not a compliant resource to be filing legal notices. Chief Courtright and she are researching this issue for proper postings for districts without a printed news source.

19. **Closed Session:** *The following read verbatim by Director Voboril at 4:27pm.*
 - a. Pending Litigation: (Gov. Code Section 54956.9d1) Conference with Legal Counsel- Existing Litigation.
 1. Chadwick Walker v. Chester Public Utility District
 2. Anthony Balbiani v. Chester Public Utility District
 - b. Labor Negotiations (Gov. Code Section 54957.6)
 1. Safety Labor Negotiators Update

20. **Reconvene:** 4:50pm

21. **Report on Closed Session:** by Director Waterman:
 - a. Litigation update, no action
 - b. Safety labor negotiations update: no action

22. **Correspondence:** none

23. Comments:

Directors: Director Trotter thanked GM Homme for all the hard work he has done the Budget.
Staff: none

24. Adjournment: Director Trotter made a motion to adjourn at 4:52pm. Director Voboril seconded the motion. All in favor, meeting adjourned.

Cheryl Johnson, CPUD Clerk to the Board.
Approval of Minutes 