

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

Minutes of Regular Meeting: May 19,2020 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

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

Directors Absent: Royce Raker

Guests Present: (1) Cody Conway with InterWest Insurance

Staff Present: 3 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Trotter called the meeting to order at 3:00pm.
 - a. Pledge led by Director Trotter
 - b. Agenda approval: Director Voboril said that agenda item #5 should have, “and possible action” added. Director Waterman stated that we may not be ready today for a decision, maybe by next Tuesday. Director Waterman made a motion to accept the agenda with recommended change. Director Voboril seconded the motion. All in favor, agenda approved.
2. **Public Comment non-agenda items :** none
3. **Approval of April 21, 2020 Regular Meeting Minutes, May 5, 2020 Special Meeting Minutes and May 12, 2020 Special Meeting Minutes:** Director Voboril stated that the April 21 minutes should state the Finance Committees’ recommendation and board approval of the maturing CD funds be deposited to the Money Market with the understanding that those funds don’t get spent until further notice. Secondly, the same minutes should state that the GM was asked to bring the concrete allocation to the board for review. Director Voboril made a motion to accept the 3 sets of minutes with suggested amendments. Director Waterman seconded the motion. All ayes, 3 sets of minutes approved.
4. **Approval of April Financials:** Director Waterman stated he didn’t see where the CD was deposited. Cheryl explained that it was moved to the general checking, because a Money Market transfer was going to have to happen anyways, as the checking account was getting low. It doesn’t show in “deposits” because it is not new money. Director Graffweg asked about the badges purchase. Chief Layne explained this was for the retiree badges. Director Waterman stated that it was tradition. Director Voboril stated that the insurance seemed too much in the water and waste water, and light in the fire and ambulance side. Cheryl will look for a mis posting and report back. Director Trotter asked that the Finance Committee work on getting Propane bids, as the Hunt propane contract has expired. Director Voboril asked that the concrete work get reallocated from \$10,500.00 from 200 to 400 and \$10,500.00 from 300 to 600, as this was for the bay drainage concrete project. All agreed. Director Waterman made a motion to accept the financials. Director Voboril seconded the motion. All ayes, financials approved.
5. **InterWest Insurance, Workers Comp. presentation by Cody Conway:** He handed out a packet with price comparisons and explained this coverage would be with State Fund. There was a

question and answer session. Director Waterman stated he wanted the Workers Comp Committee to look at “apples to apples” in comparison to FASIS. He would like this topic on the next Special Meeting Agenda, as the deadline to commit to switching companies is drawing near. No action. *Presentation ends at 3:39pm. He was thanked and left the meeting.*

**6. General Manager’s Report: Frank Motzkus:
(Exhibit A)**

- Invoice request #8 approved by SWRCB totaling \$2644.00. Total reimbursements so far are \$54364.00 of the \$340,970.00 approved for the project. Request attached.
- Pace employee stated there is communications happening regarding Wastewater cease and desist order.
- FY 18-19 Audit should be completed soon. InterWest would like a copy.
- Public Hearing at the June 16th meeting regarding the Prop. 218 process for the rate increase, Waste Management franchise agreement as proposed.
- No word from PG&E regarding streetlight issue, have been through 3 reps.
- Frontier has filed a Chapter 11 bankruptcy.
- O&M budget has been given to the budget committee, discussed later in agenda. (#12)

**7. Chief’s Report: Brian Layne:
(Exhibit B)**

- COVID-19 PPE is now stocked
- AFG COVID-19 relief grant has been submitted.
- Target Solutions webinar for timekeeping software may be an option. 3 Month trial.
- CICCIS review committee Zoom meeting to be held 5-21-2020 10:00am.
- Per Diem shifts available to local per diems. (2 Employees out on FMLA)
- Cal-Fire Voluntary Fire Warden Letter is in. Defensible Space inspections to start soon.
- Still working on personnel issues
- Monies and Call report given

Director Waterman asked the Chief to make sure the new software doesn’t create conflict of communications with IAM Responding and CAD. Chief Layne stated IAM Responding has been down for a few weeks.

8. Public Comment agenda items: none.

9. Finance Committee Update: Director Waterman stated they haven’t met formally. He asked if the board could see the credit card statements regularly. Director Trotter stated that they are seen when the bill is over \$3000.00. He was fine with that as most credit card bills aren’t over the 2-signature threshold. No recommendation, no action.

10. Personnel Committee Update: Director Trotter stated that he, Director Voboril, Allan and GM Motzkus met and discussed the possible hiring of a seasonal employee. The cost and the criminal history were discussed regarding the desired applicant. GM Motzkus stated that with current policies that he would not be able to hire the gentleman. Director Waterman stated that District Council, Einhorn should review and possibly revise the policy. Director Graffweg stated his concerns on whether a seasonal is necessary. He referred to the full-time fire staff as being possibly utilized to help instead. Director Motzkus stated that that idea is a MOU/Union violation

of working conditions. The Personnel Committee is to look at the policy more closely. No recommendation, no action.

11. **FireWise Committee Update:** none
12. **2020-2021 Budget Ad Hoc Committee:** Director Waterman stated he had received the final proposal yesterday. GM Motzkus to get the Capital portion of the budget to Director Graffweg. No recommendation, no action.
13. **Fire Department Funding Ad Hoc Committee update:** Director Waterman stated that Plumas County still has not responded, and nothing has happened since the last meeting. No recommendation, no action.
14. **Waste Management Franchise's Contract Update:** GM Motzkus stated that we are in the Prop. 218 process and will have a Public Hearing at the June 16, 2020 meeting.
15. **Policy 6000, Construction Contracts:** After a brief discussion regarding limits, a motion was made by Director Voboril to reduce the 6000.20 portion of the policy to \$10,000.00. Director Trotter reiterated that contract communications between management and staff stay open. Director Graffweg seconded the motion. All in favor, policy amendment approved.
16. **198 Main St. Lease:** Director Trotter stated that this will be revisited in June, so that Mr. Foos can adjust his budget to plan for a rent increase. Director Graffweg stated he has been looking for new renters. He approached the Hospice Thrift Store in this regard as they pay \$1350.00 monthly for the building that they are currently in. Director Voboril, 198 Main St. Lease committee member, will ask Mr. Foos to attend the next meeting on May 26th. Director Waterman expressed his concerns regarding the fire danger a Thrift Store brings. Chief Layne agreed. Director Waterman also expressed the need in getting Digital Path to pay for the transmitter they have on that building. GM Motzkus stated that the Digital Path agreement comes up this year. He would like to approach them to put a transmitter on this building as well, as Frontier has filed bankruptcy. No action.
17. **Consent Agenda:** GM Motzkus explained that there will be a bulk of items to all be approved with one motion. If for any reason that an item requires discussion, it will be pulled and added to the regular agenda as its own action item. GM Motzkus asked to give this a trial run next meeting. Director Waterman made a motion to make this normal agenda practice. Director Voboril seconded the motion. All in favor, motion carried.
18. **Correspondence:** Gm Motzkus stated that County Counsel of Plumas County has given us the Biannual notice to review the Conflict of Interest Code.
19. **Closed Session: Personnel: Section 54957 (4:42pm)**
 - a. **GM Contract Updates**
 - b. **Personnel Issues Updates**
20. **Reconvene:** 5:25pm
21. **Report on Closed Session:** Director Trotter reported that with discussion with District Council, it was recommended by the board that the GM Contract AD Hoc Committee complete the GM Contract Process. By roll call in open session: Director Voboril made a motion that the GM Contract Ad Hoc committee complete the GM contract process. Director Graffweg seconded the motion. Ayes: Trotter, Waterman, Voboril, and Graffweg. Noes: none. Absent: Raker
Director Trotter stated that Chief Layne gave the board the direction he will take regarding the personnel issues and will report back at the next meeting. Informational only, no action.
22. **Comments:**

a. Directors: Director Waterman stated that he would like to pay for his MASA membership when it is time to renew. Directors Graffweg and Trotter stated they would as well. Cheryl mentioned that Kelly would like to be an advisor on the Workers Comp Committee.

23. Adjournment: Director Trotter made a motion to adjourn at 5:35pm. Hearing no objections, meeting adjourned.

Cheryl Johnson, CPUD Clerk to the Board.

Approval of Minutes *[Signature]*