

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

Minutes of Regular Meeting: June 27, 2023, at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Steve Graffweg, Royce Raker, Steve Voboril, Art Tharpe and Kim Green.

Directors Absent: none

Guests Present: 6

Staff Present: 7

1. **Call to Order:** Director Voboril called the meeting to order at 5:30pm.
 - a. Director Voboril led the Pledge of Allegiance.
 - b. Director Voboril acknowledged all members are in attendance confirming quorum.
 - c. Agenda Approval: Director Graffweg made a motion to accept the agenda as presented. Director Green seconded. All in favor, motion carried.

2. **Public Comment Agenda Items:** none.

3. **Meeting Minutes**
 - a. **May 23 and June 13 Meeting Minutes:** Director Raker made a motion to accept the May 23rd minutes as presented. Director Green seconded the motion. All in favor, motion carried. Director Graffweg made a motion to accept the June 13th minutes as presented. Director Green seconded the motion. All in favor, motion carried.

4. **May 2023 Financials: GM Cox presented:**
 - Water will get flush with the 76K in receivables.
 - Fire is -846K.
 - Director Raker inquired to the broken-down ambulances and what our future plans are, as he noticed a large service bill to Susanville Ford. GM Cox stated we can't afford to finance a new one. Chief Balzarini stated that they are looking at other mechanic options.
A Public member inquired to funding streams. GM Cox stated that we are looking at an agreement with Seneca and a Special Assessment.

- GM Cox stated that he will get with Mary Cheek to explain better what “Deferred out flow resources” reflects.

After more brief discussion Director Raker made a motion to approve the May 2023 Financials. Director Green seconded the motion. All in favor, motion carried.

5. 2021-2022 Audit: Rob Dennis present by phone:

- Mr. Dennis explained net position and that the findings are of a clean opinion, a good thing.
- He stated that net position has gone down mostly due to depreciation and lower cash flow.
- There were no findings in the pension schedule, which is a good thing.
- No transfers of funds were made, merely adjustments as negative balances need to be in the positive for GAAP.
- 2 public members were concerned about the fire fund.
- Director Green stated that the board has spent hours going over the Audit and the Financials and how to make the district and the fire department function.

Director Green made a motion to adopt the 21/22 Audit. Director Raker seconded the motion. All in favor, motion carried.

6. General Manager’s Report: by Adam Cox

- Thanked the Board for approving to go forward with getting a measure on the Nov. 7th ballot. Working on strategies and facts for the public education. Public Hearing will be held later in the year.
- Preliminary Budget later this agenda. August or September Final Budget will be on Agenda.
- Director Raker and others asked about what the Board is allowed to chat about in regard to the measure. Those rules will be found out.
- A public member stated the Plumas News was no longer going to be an avenue for legal postings. GM Cox stated that we will have to use the Mountaineer, as it is a letter of the law to post.
- Director Voboril asked about the plan to pay OPEB. GM Cox stated that there is no point for safety. We will get a 3% discount to pay the Miscellaneous OPEB. We will get the invoices July 1st to show the lump sum amounts. Director Green asked if we would need to pull from CLASS. GM Cox said we may have to.
- GM Cox stated he is working on a resolution and a vesting schedule for medical after retirement.

7. Fire Chief Report: by Matthew Balzarini (Power Point Exhibit A)

- Structure Fire on Main St. last week. The Chester Fire crew, Captain Reesink and Fire Fighter used the deck gun with a defensive strategy. Cal Fire and others did an interior search. No injuries or fatalities. The Chief at the Peninsula stated that the Captain did well, which was nice to hear. 25 Cats were rescued, and a Cal-Fire Fire Fighter administered oxygen to

a cat to revive it. Captain Casey McSunas had a cat named after him, as he helped rescue more cats from the rubble later in the week.

- Staffing was down in May: we were down 4 days with 1 Fire Fighter only on duty. Cal-Fire help with mutual aid.
- Conducted a Captain Assessment Center, 7 Candidates applied. After the results, Appointments were made in June.
- Volunteers are still very much needed.
- He would love to hire locally, only one local application was turned in.
- Collins Pine had a public safety meeting, lunch and tour. We need to do many walk throughs, training and have a have plans in place.
- June staffing: 3 Captains. 1 Medic. 2 EMTs. Adding another EMT in July that will have his Medic license in a few weeks. Another EMT is in Medic school. 1 FF and one Medic on workers compensation. 1 Captain and Medic are on personal leave.
- We had a Per Diem resign and another was removed for the roster. They are as-needed, at will employees. We have received 2 applications for per diem positions, 1 Medic and 1 EMT.
- Both ambulances continue to have mechanical issues, each issue seems to cost 2k. Engines as well have continued problems due to preventive maintenance neglect. Medics and EMT are not mechanics, and will not be working on the apparatus, they need to serviced by qualified mechanics. We have the PHI ambulance on loan, again.
- Our Mobile mechanic, John Nelson stated, “you have a Ferrari with a lawn mower engine”. Referring to the ladder truck. The past mentality of save a penny to spend a buck later, is killing us.
- The on-duty crew attended the Craft Fair for the kids to climb on the engine and they gave them Fire Helmets. A public member stated they have seen the crews out more recently than ever before.

8. Utility Operations Manager Report: by Allan Homme

- Presented Exhibit A: Cross Prevention Program. SWRCB wants all Districts to have a survey done every 5 years and have a specialist on staff. Allan will be this person, and he will get his training in August. This program will need to become policy in a few months. There will also be a survey sent out to the public annually.
- The part-time position didn't get filled.
- Wetlands crushed by dozers during Dixie Fire will be assessed and excavated to fix, but may need a contractor if job is too big.
- 2 Flygt Pumps purchased for Feather River Lift station, so it is working well now.

9. Local Union Representatives:

- a. **Local 5317/Chester Professional Firefighter's Association (CFD Safety)** no comments
- b. **Local 39/ Stationary Engineers (CPUD Misc.)** no comments.

10. 23-24 Preliminary Budget Public Hearing: Hearing opened at 6:32pm by Steve Voboril.

- GM Cox stated he is confident in the numbers and thanked Cheryl for all the work she put into the budget.
- Kept advolarem taxes in original funds rather than to Fire fund.
- Fund 100 streetlights, funds were added for legal to go for a prop. 218 tax later: Approx., \$26.00 per year per parcel.
- Didn't put in unforeseen revenue for Fire Fund, such as Wild Land Fire revenue or New Parcel Tax or Seneca Ambulance Billing potential.
- Solid Waste Franchise not worth the 5k for all the new reporting that is required by the state. We should give it back to the county.
- The 300K we get for ambulance revenue annually doesn't sustain the Department. Need the new parcel tax and the Seneca billing plan to make us even. NorCal EMS has been gracious while we get staffing issues and apparatus issue fixed.
- There was a brief discussion regarding Plumas County and how the TOT taxes are put into the General Fund and that the Board of Supervisors have 100% control of the funds. BRBO are going to be looked at by the PC tax collector for them to start paying as well. 400K potential.
- Interest income is 50K, as CLASS is performing well.
- Insurance is still a large expense. Kelly has been working with Many Brokers to try to secure new policies.
- Legal may need adjusting with the 2 lawsuits and labor negotiations this year.
- After a bit more discussion, Director Voboril closed the public Hearing at 7:07pm. He then asked for a motion to adopt the Preliminary Budget as presented.
Director Green made a motion to adopt the 23-24 Preliminary Budget.
Director Tharpe seconded the motion. All in favor, motion carried.

11. 2023 Cal-OES Salary Survey / Admin. Rate: Resolution #429

Chief Balzarini stated that this is an annual housekeeping item to establish the fiscal year's administrative rate of reimbursement. Director Raker made a motion to accept Resolution #369. Director Green seconded the motion. All in favor motion carried.

12. Ratification of New Hires: Chief Balzarini stated that everyone has been onboarded except Underwood, who starts July 4th. With little discussion, Director Graffweg made a motion to accept the ratification of New Hires. Director Raker seconded the motion. All in favor, motion carried.

13. Public Comment Non-Agenda Items: Darrah Hopper, the Firewise rep. stated that they need the fire hazard cleaning and lot improvement pages filled out again. They will be left at the front desk. She was thanked for the information.

14. Correspondence: none at time of posting.

15. Comments:

a. **Directors:** Director Green stated that she is hearing good things about the friendly and professional fire crew that we have.

b. **Staff:** none

16. Adjournment: 7:17pm, Director Graffweg made a motion to adjourn the meeting. Director Raker seconded the motion. All ayes, meeting adjourned.

Cheryl E Johnson, Clerk to the Board

Approval of Minutes _____