

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

Minutes of Regular Meeting: November 17, 2020 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

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

Directors Absent: Royce Raker

Guests Present: 1

Staff Present: 8 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 Waterman made a motion to accept the agenda with no changes. Director Voboril seconded the motion. All in favor, agenda approved.

2. 3. 4. Closed Session: none

5. **Consent Calendar:** Director Waterman asked that both sets of Financials and the October 26th Special Meeting Minutes be pulled for discussion. Director Voboril made a motion to accept the remaining items on the consent agenda. Director Waterman seconded the motion. All in favor, motion carried.
 - a. 10-26-2020 Special Minutes: Director Waterman stated that under #3c. that he didn't intend to refuse going after a special assessment and would prefer this be amended. Clerk to the board suggested that the tape be reviewed before minutes are amended to verify content. Director Waterman made a motion to table the minutes. Director Voboril seconded the motion. All in favor, motion carried.
 - b. September 2020 Financials: Director Voboril doesn't like how revenue shows in the income column in the financials, he said its confusing. Cheryl explained that CPUD books are kept as an *accrual* style of bookkeeping, rather than *actual* so that column wont change. Director Voboril made a motion to accept September 2020 Financials. Director Waterman seconded the motion. All in favor, motion carried.
 - c. October 2020 Financials: Director Waterman pointed out the amount of checks for October being over 500K and the amount of deposits being 135K must be due to Payroll expenses. Chief Layne explained that he had the Ambulance repaired at the dealership to obtain a warrantee. Director Waterman made a motion to accept the October 2020 Financials. Director Voboril seconded the motion. All in favor, motion carried.

6. **Public Comment non-agenda items:** none.
7. **Public Comment agenda items:** none

8. **Finance Committee:** Director Waterman stated that the committee, with staff present, will do a quarterly review of Financials the first week of December. He suggested that Chief Layne, Cheryl Johnson, Matt Maumoynier, and Ryan Johnson be in attendance. Director Waterman stated that he would like to have *read only* access to Plumas Bank online banking. Cheryl will get this arranged with Plumas Bank.

Director Voboril stated that he thought that 5% interest on the Line of Credit is high. He is reluctant to borrow money. Director Waterman stated that the stale date for the LOC is November 30th. Director Trotter stated he would like to see this in place as a cushion. He asked that the Finance Committee research this option a bit more and to present a recommendation to the board at a Special Meeting on November 30th.

9. General Manager Interview and Hiring Process Ad Hoc Committee: Director Waterman stated that the interview went well and that the Committee's recommendation is to promote Allan Homme to General Manager with a 90-day trial period. The understanding is if he or the board decides he is not a good fit, he will then resume his position as Lead Supervisor. Directors Trotter and Waterman discussed amending the GM Job Description Policy. Director Graffweg shared his concerns regarding the benefit packages and wants to make sure this offer isn't locked in. Director Voboril made a motion to accept the committee's recommendation and promote Allan Homme to General Manager with a 90-day trial period beginning 11-23-2020. Director Waterman seconded the recommendation and the motion. All in favor, motion carried.

10. 198 Main St. Lease Ad Hoc Committee: Chief Layne stated that we received \$700.00 rent for November, as requested in the new rental agreement, but we have not received back the signed rental agreement. He will pursue retrieving the signed lease by direction of the board. He will also have a proposal to the board by February, March at the latest, regarding plans of use for 198 Main St. if it becomes vacant.

11. 20-21 Safety Labor Relations Ad Hoc Committee: Director Waterman stated that they have met twice with the Safety Rank and File personnel. He handed out a list of items that were talked about. They will be having these meetings every Tuesday from here on out.

12. Streetlight Funding: Chief Layne stated that it is legal to adopt a streetlight. The average cost is approximately \$140.00 per light annually. We have around 230 streetlights. He will keep this topic on agenda so as to keep the board updated.

13. Fire Department Special Assessment: Chief Layne asked the board to consider going after a parcel assessment, as well as the proposed Ambulance Annexation. He stated that it has been over 16 years since the last time we had anything on ballot. May 4 2020 would be the election date. Hamilton Branch Fire Department are going for one as well. There was a newsletter given to the board that he would like mailed with the water bills. He stated that December 18th the Resolution is due to Plumas County. The current work up on the resolution is for \$202.50 for improved property and \$187.50 for unimproved. Director Waterman stated that currently we are charging the same for commercial parcels as we are for residential parcels. Director Graffweg would like to see a more equitable rate, such as assessed value. Chief Layne will break down both option by the Special Meeting. He further explained that a flat rate is most common around our area. Director Trotter would like to see a risk value breakdown as well. He then cautioned the board regarding talking about said assessment to the public. This is a violation. Director Waterman made a motion that a special assessment for the Fire Department be pursued. Director Voboril seconded that motion. All in favor, motion carried.

14. Correspondence: None

15. Comments:

Directors: Director Waterman stated he is glad to be working together with staff.

Staff: Many congratulations were given to Allan Homme on becoming the GM.

16. Adjournment: Director Waterman made a motion to adjourn the meeting at 4:12pm Director Voboril seconded the motion. Meeting adjourned.

Cheryl Johnson, CPUD Clerk to the Board
Approval of Minutes

