

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

Minutes of Regular Meeting: June 18, 2019 at 3:00pm. Located in the Chester Public Utility District Conference room: 251 Chester Airport Road.

Directors Present: Steve Trotter, Steve Voboril & Royce Raker.

Directors Absent: Ben Thompson

Guests Present: 3 guests, including 2 speakers from Interwest Insurance

Staff Present: 8 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Trotter called the meeting to order at 3:01pm.
 - Director Trotter led the Pledge of Allegiance.
 - Agenda approval: GM Motzkus added Collection System Grant as Agenda Item #22, moved Adjournment to #23. All ayes, Agenda approved.

2. **Closed Session: None**
3. **Reconvene from Closed Session: N/A**
4. **Report on Closed Session: N/A**

5. **Board Vacancy/ies: Possible Appointment/s** David Shawles recited the Oath & was sworn in by GM Motzkus. Director Shawles took his seat at the Board table.

6. **Elect Board Officer Positions:** Director Trotter tabled any decision to July Board meeting.

7. **Public Comment: Non-Agenda Items.** None

8. **Interwest Insurance Services:** Cody Conway & Matt Bauer gave a presentation regarding our Workers Compensation Insurance. They did full market analysis & found State Fund was only carrier available at \$290,000 per year. Gave steps to help control price. Closing open claims, Loss Control, Driver Exposure (FAST class), Sexual harassment classes. Through them we would have access to Holden Law Group which handles HR stuff/Employee handbooks. As well as a Nurse Triage (voice service) Hotline to determine whether a claim would even need to be turned in. We are in the 130 code area which needs to be closer to 100. Would charge a 4.5% fee if we would like to have Interwest as Liaison with FASIS. Normally around 10% for full services.

9. **Approval of May, 21 2019 Regular Meeting Minutes:** Director Raker made a motion to accept minutes. Director Voboril seconded motion. Directors Raker, Voboril & Trotter voted yes. Director Shawles abstained.

10. **Approval of the May 2019 Financials:** Director Trotter had questions regarding Other Income, Strike Teams, GM Motzkus deferred to ask Clerk to the Board Cheryl regarding her input. He also asked about the difference between per diem expense vs what was budgeted. GM Motzkus answered. Director Voboril had questions about Professional Services across the board increasing. Gm Motzkus answered that most of that was due to Sierra Controls. GM Motzkus wants to alter the budget to show some of these items already budgeted for, but not showing. Director Trotter questioned a deposit, the total balance & a few checks. All questions answered by District Secretary Kelly. Director Voboril made a motion to accept the Financials. Director Shawles seconded the motion. All in favor, motion carried.

11. **General Manager's Report: by Frank Motzkus** GM Motzkus stated he wanted to get with the Personnel Committee to figure out what they wanted to do with the Chief position once the Board is up to speed & complete. The Risk Management plan is almost complete. SWRQB got back to us on the Planning portion \$340K 100% grant funded. Still no word from Pace Eng or CVRWQ. PCSDA has Ethics training on 8/21/19 in Quincy at the Fairgrounds. The front office will be closed July 4th. GM Motzkus will be attending a Funding Fair in Chico on 7/9/19.
12. **Emergency Services Director Report: Brian Layne – absent. Report presented by Captain Dean:** 7222 still in Susanville, but when back will be certified. Salary Survey due July 1st. CICC review on 6/27/19. HAMM radio installed & functioning. July 1st is target date for Westwood Cal-Fire to be using CPUD's facilities to run calls out of while their Station is upgraded. The Chief will be participating in Town Walks.
13. **Public Comment: Agenda Items:** No public comment
14. **Firewise Committee update** - Karen gave short overview on how Committee got formed. Director Shawles questioned about Position or additional duties. Karen stated it was an additional job responsibility. She gave status on 2 projects happening this Summer. SPI will start fuel break behind Martin Ranch soon & has meeting with PG&E sub-contractor next week for trees & brush behind 4th Ave.
15. **Ad Hoc or Standing Committees: Possible Formation.** Director Trotter stated that we have some Committees already, but should defer to next meeting for Director Thompson to be there and also for new Board Members to acclimate. He stated that we have Finance & Personnel Committee in place & hope to add a Policy Committee. Director Raker asked if we have lots of policies that need to be reviewed. GM Motzkus advised that some policies are missing & we are starting over fresh.
16. **Public Hearing for Water Rate Increase: Resolution #407** Public Hearing not opened. Tabled to next meeting due to new Board Members.
17. **Public Hearing FY 2019-2020 Budget.** Public Hearing not opened. Tabled to next regular meeting.
18. **Public Hearing: Add Plumas County Tax Roll: 2 properties.** GM Motzkus gave background that if we are not able to collect water/sewer charges & fees we can add charges direct on the Tax Roll. Then if still not paid, the County would foreclose. **Public Meeting opened at 4:02pm.** Director Trotter read the Notice of Public Hearing regarding Placement of Delinquent Fees. No Public Comment. **Closed Public Hearing at 4:04pm.** Director Voboril made a motion put these properties on the Tax Roll. Director Shawles seconded it. All ayes, motion carried.
19. **Policy #3040: District Vehicle Use:** Director Raker questioned what is meant by Mental Health Evaluation? Calling Quincy to come over? GM Motzkus stated it was mostly input to make sure that anyone involved in an accident was okay emotionally after the physical part of the accident was over. Director Raker also suggested a grammatical change by adding a period after "anytime impaired. Including, but not limited to" GM Motzkus will edit. No action taken.
20. **Correspondence: Mountain Counties Water Assoc.** They are a group collaborative of smaller counties in the Sierras & Southern Cascades formed to help with funding & presence. Director Shawles asked what the cost was & who would go to meetings? GM Motzkus said he will follow-up.
21. **Comments:**
Staff: District Secretary Sanders asked everyone to let her know if they would be attending the afore mentioned Ethics training in Quincy to let myself or Frank know.

Directors: Director Shawles asked about the street lights. Director Voboril suggested getting a committee together & Director Trotter asked GM Motzkus to contact some other CSD's in the same situation to see how it worked for them. GM Motzkus said he would.

- 22. Collection Grant Report:** GM Motzkus reported that the entire \$340K+ that we requested for the planning stage of refurbishing the Collection system was granted. He requested the Board's okay to go ahead sign & send in the paperwork. Director Trotter questioned about where our obligation ends & begins. GM Motzkus stated that the application goes to State Board, once approved The Kahlen Group & Spatial Wave will go to work. All CPUD has to do is keep track of expenditures. The Board gave GM Motzkus the go ahead to submit the necessary paperwork on their behalf.

Adjournment: Director Voboril motioned to adjourn the meeting at 4:17pm

Cheryl E. Johnson, Clerk to the Board – Absent

Kelly M. Sanders, District Secretary

Approval of Minutes 