

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

**Minutes of Special Meeting:** June 28, 2016 at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Greg McIntire, Steve Trotter, John Knopp and Ben Thompson. Wes Scott arrived at 5:33pm.

**Directors Absent:** none

**Guests Present:** 1 community member.

**Staff Present:** 5 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Thompson called the meeting to order at 5:30pm.
  - a. Director Thompson led the Pledge of Allegiance.
  - b. Agenda approval: Director Trotter made a motion to accept the agenda. Director McIntire seconded the motion. All in favor, agenda approved.
2. **Approval of June 14, 2016 Regular Meeting Minutes:** Director Knopp made a motion to accept the minutes. Director Scott seconded the motion. All in favor, motion carried.
3. **Public Comment: Agenda Items:** none.
4. **Adoption of Preliminary Budget for FY 16-17:** Committee Member Steve Trotter stated that he met with GM Motzkus, Chief Waterman and Office Manager, Cheryl and made the following changes to the proposed budget: Expenses regarding the new GM will be 45/45/10 out of Water, Waste Water and Fire accounts for GM Motzkus wages, benefits etc. Training and Travel has appropriate figures now, Grant Funding and Grant Expense was added as well as Fire Prevention. The *Other Income* line was increased due to predicted Strike Team activations. Director Thompson asked if these figures were realistic. Committee Member Trotter stated that they tried to take in account all future known expenses and income. He would like to see this process started earlier in the year. GM Motzkus stated that he would do so, roughly February. Director Scott made a motion to accept the 2016-2017 Preliminary Budget. Director Knopp seconded the motion. All in favor, motion carried.
5. **Hand Held Meter Recording Device and Software Bids:** Chief Waterman explained that this device will work in conjunction with the new radio meters, if for some reason the new meters don't transmit. It will save a lot of labor hours in the office. The device will auto feed the reads in to our system. Our software company, InHance Small Business, has stated they already work with Neptune/Ferguson and that it's an easy integration. There are probably subscription fees to pay. Training of staff is included in the bid. Ferguson is the lowest bid, and has been really easy to work with. This item was added to the budget that was approved in this agenda. Director Trotter made a motion to accept the bid with Ferguson for the purchase of 2 Hand Held Meter Reading Recording Tablets and Software. Director Scott seconded the motion. All in favor, motion carried.
6. **Comments:**
  - a. **Directors:** none
  - b. **Staff:** none

Director Thompson adjourned the meeting at 5:44pm.

Cheryl E. Johnson, Clerk to the Board.

Approval of Minutes \_\_\_\_\_

