

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

Minutes of Regular Meeting: November 20, 2018 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Wes Scott, Stephen Voboril, Steven Trotter, Brian Layne and Ben Thompson.

Directors Absent: none

Guests Present: 3

Staff Present: 7 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Scott called the meeting to order at 2:56pm.
 - Director Scott led the Pledge of Allegiance.
2. **Agenda Approval:** Director Scott asked that the Chief's Report get moved to agenda item 2B. Director Voboril made the motion to accept the agenda with mentioned change. Director Layne seconded the motion. All in favor, motion carried.
 - **2B: Chief Report by Captain Dean:** Dean stated that after this meeting he is on his way to return the OES Water Tender #32 to the OES Fleet for repairs and probably indefinitely.
At the CAMP FIRE we have 2 Line EMT, 1 Line Medic, and 7221 with 3 personnel.
We are a Fire Wise Community, more to come from PIO Lichti on this.
Denied for SAFER Grant, monies ran out.
AFG Grant for Hoses and an Engine is still in the works.
GEMT Grant getting finalized for the FY 17-18.
Volunteer Training/Drill is now the 1st and 3rd Thursdays of the month at 6:00pm.
Director Scott would like to see a Fire Wise update given to the board monthly regarding the committee's activities. PIO Lichti stated that they are getting signage for both ends of town as well as a Plaque. The committee has been in contact with the airport to get the old runway cleared of overgrowth. They are also working with SPI and Collins Pine.
3. **Closed:** Real Property Negotiations (Section 54956.8)
4. **Reconvene:** 3:05pm
5. **Report on Closed:** Director Scott reported that they discussed the final wording of the rental contract for 198 Main St. The future of the property will be determined next year.
6. **Public Comment Non-Agenda Items:** Carlos Espania with The Lake Almanor Rec. and Park District: He presented maps of Trails they are forming around the basin. They have applied for a grant with Plumas County to develop Trails for Biking and Walking within Plumas County and Regionally. They have applied for an encroachment permit to repave the Bike Lane from Hwy 36 to the Dam. The old Collins Pine Railroad will be one of the trails. Director Scott offered his help regarding any interaction they may need with PG&E. DISC Golf is a plan for either the PG&E land or the USFS land. Lake Almanor Rec. and Park meetings are the 1st Thursday of the month if anyone would like to attend.
7. **Approval of October 16, 2018 Regular Meeting Minutes and November 7, 2018 Special Meeting Minutes:** Director Trotter asked if the response letter was sent to White Hawk Construction? Director Scott stated that he had drafted and mailed the response letter. Director Trotter made a motion to accept both sets of minutes as written. Director Layne seconded the motion. All in favor, motion carried.

8. **Approval of October 2018 Financials:** Director Scott asked about the California Special Districts Association check of \$6700.00. GM Motzkus stated the dues are budget driven. Director Layne asked about the PORAC dues. GM Motzkus stated that this was a membership in order to get the better health benefits for a better price. After a brief discussion, Director Layne made a motion to accept the financials. Director Thompson seconded the motion. All in favor, motion carried.
9. **General Manager's Report: by Frank Motzkus: (Exhibit A)**
 - State Water Resources Control Board has submitted out application to upper management for review and possible approval. Spatial Wave has been asking for information regarding maps and construction as-builts.
 - Been working with Mary Cheek on reformatting financials.
 - Bidding thresholds changes will go in effect January 2019 per the California State Controller. Projects 60K or less will need no formal bid process. (was 15K) From \$60,001.00 to 200K will have informal bids. (was 15k to 25K) \$200,001.00 and up will be formal bid process. (was \$25,001.00) This will need to be changed in the CPUD Code book.
 - We received a 4 drawer, fire resistant cabinet. This will house drive back ups and employee forever records.
 - IRWM Work Group has accepted our water meter project and is now included as part of the Watershed Plan. This allows us to be eligible for future grant money.
 - PCSDA meeting, he was re-elected for a 2-year term as Treasurer.
17. **Almanor Rec and Park District: Support Signature from CPUD for Grant funding of Curbs, Gutters and Resurfacing.:** Carlos spoke earlier about the trails projects. LAPR is going after grants for a bike track and a skateboard park and beautification of Down Town Main Street, Chester with Curbs, Gutters etc. He needs a letter of support from CPUD. Sherri Thrall is also in favor. Director Scott made a motion that he draft the letter of support for these grants for LAPR. Director Layne seconded the motion. All in favor, motion carried. Director Trotter stated that if Hydrants need to be relocated, that he hopes that they will be covered as well within the funding.
11. **Public Comment, Agenda Items:** None.
12. **Investment Committee: Steve Trotter and Steve Voboril:** Director Trotter stated that the committee will meet again in March to talk about fund availability for more potential investing opportunities. No action taken.
13. **California Rural Water Association assessment of Facility, Well House and Lab lighting replacement with LED.** GM Motzkus stated that this could save the district \$3900.00 per year. Director Layne stated, with his experience on his building, they *did* end up saving money. Director Scott mentioned maybe an in-house electrician may be able to do the work. Fire Fighter/Paramedic Turner mentioned that the electrician mentioned will charge for his services. Director Scott was willing to ~~de~~ pay someone for working under their contracting license. No action taken.
14. **Camp Fire Evacuee Emergency Housing Water Activation Fees:** GM Motzkus stated that some seasonal residents are reactivating their utilities to help with displaced Paradise Residents. Director Voboril made a motion to waive the Water Activation fee as a one-time exception for anyone as it is related to the Camp Fire. Director Trotter seconded the motion. All in favor, motion carried.
15. **Plumas Bank Signature Card Updates:** Director Scott stated that Greg McIntire needs to be removed as a signor, as he has resigned as Board Member. Director Layne shall be added as a signatory as he was appointed to the board on October 16th, 2018. Director Trotter made a motion to accept the changes to the authorized signers and to also motion to start a Safety Deposit Box at

Plumas Bank with the same authorized signers. Director Layne seconded the motion. All in favor, motion carried.

16. **Mailing of Survey for Tax Measure:** Tabled until next board meeting to discuss public outreach before survey gets mailed out.
18. **Resolution #405: PERS 180 day wait period exemption:** After a brief discussion, Director Trotter made a motion to accept Resolution #405 naming Dawn Hutchinson, Battalion Chief, as exempt from the 180-wait period, per PERS request. Director Voboril seconded the motion. Aye votes: Voboril, Trotter and Scott. Opposed votes: Thompson and Layne. Motion passes 3 to 2.
19. **Correspondence:** Red Bluff High School Thank You Letter: This was for the donations of some surplus. Director Trotter asked if the surplus policy was followed. GM Motzkus will ask Chief Waterman.
20. **Consideration of the board for GM Motzkus to represent the Special Districts on the IRWM Workgroup Board of Directors:** He understands he will have to recuse himself when decisions are made regarding CPUD and CFD. He believes there is no conflict of interest. Director Trotter made a motion to allow GM Motzkus to apply to be on the IRWM Board. Director Layne seconded the motion. All in favor, motion carried.
21. **Comments:**
 - a. **Staff:** GM Motzkus reminded all about the Company Christmas party on 12-9-18.
 - b. **Directors:** Director Voboril asked why the 400K for the CD came out of the 500 account? This is because it was the only account with money in the checking, and that is where the money was pulled from, per Cheryl Johnson, Clerk to the Board.

Director Scott adjourned the meeting at 4:17pm.
Cheryl E. Johnson, Clerk to the Board
Approval of Minutes _____

