

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

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

Directors Present: Greg McIntire, Stephen Voboril, Ben Thompson, Wes Scott and Steve Trotter.

Directors Absent: None

Guests Present: 2: Chester Progressive Rep, Stacey Fischer and Dane Wadle, a CSDA Rep.

Staff Present: 8 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director McIntire called the meeting to order at 3:00pm.
 - Director McIntire led the Pledge of Allegiance.
 - Agenda approval: Director Trotter made the motion to approve the agenda with no changes. Director Thompson seconded the motion. All in favor, motion carried.
2. **Closed:** None
3. **Reconvene:** N/A
4. **Report on Closed:** N/A
5. **Public Comment None-Agenda Items:** None
6. **Approval of January 16, 2018 Regular Meeting Minutes:** Director Trotter made a motion to accept the minutes as written. Director Voboril seconded the motion. All in favor, motion carried.
7. **Approval of January 2018 Financials:** Director Trotter inquired to the Streetlight reimbursement coming from the Plumas County Road Fund*. Chief Waterman stated yes, but that funding ends soon. Director Trotter asked for how many PERS Retirees we were paying health insurance. GM Motzkus stated 3. 2 out of the Water and Waste Water Accounts and 1 out of Fire Account, Board Secretary Cheryl added. Director Scott made a motion to accept the financials. Director Trotter seconded the motion. All in favor, motion carried.
8. **California Special District Association: by Rep. Dane Wadle:** Mr. Wadle thanked the board for supporting CSDA. He explained that he represents small districts like CPUD in Sacramento to Legislators. Some of the items to watch for in 2018 are the governor's budget, and a new water tax, which CSDA are fighting. Mr. Wadle left a packet with listings of conferences, webinars, and trainings for the board members. He mentioned specifically the Ethics Training that was going to be held in April in Susanville. Scholarships are available to apply for to cover conference registration fees. The board thanked Mr. Wadle. Information only, no action.
9. **Previous 5 Fiscal Years Actual Income and Expenses Spreadsheet:** GM Motzkus explained the contents: Streetlights are incorporated into Water column now. The "500" account column was not separated out. Bad debt has only been tracked since 16-17. Director Trotter stated that the Fire column deficits are more the cause from Ambulance expenses. GM Motzkus stated that he was submitting to Plumas County some liens to attach to properties with Water Bills unpaid. After more brief discussion, GM Motzkus was thanked for his explanation and work on the spreadsheets. Information only, no action.
10. **General Manager's Report: by Frank Motzkus:** GM Motzkus stated that he and Chief Waterman had met with West Almanor and Prattville Fire regarding responses to fires. They have an ageing work force/lack of man power. Chief Waterman interjected that because of mandated training for volunteers that we have lost some man power as well.

GM Motzkus said that the SCI Group plan is to make special election March 2019. They will have a draft of the survey flyer/questionnaire to us in April before it goes to public.

Plumas County Special District meeting in Quincy, February 21st.

The Watershed Group met, next meeting will be April 20th. Plumas, Butte, Lassen Counties and more have submitted plans for grants.

The March meeting GM Motzkus will present the first draft of the 18-19 FY Operating/Maintenance portion of the proposed budget.

March 22nd will be the Radio Meter project walk through, weather permitting. CPUD will be able to bill for actual usage on a monthly basis with real time monitoring. Parameters will be set for detecting excess water use and potential leaks. The bid opening will be April 5th at 2:00pm. This could get pushed back if the walk through gets pushed back. Once the bids are opened, he will have the hard numbers to research the financing options.

Sierra Controls and Converse are in communication to get the VFD drive in at 4th Ave. lift station . This should be complete by mid-week.

Clint passed his Backflow recert. He is good for another 3 years.

Allan Homme will be taking his Grade 2 Waste Water test in Mid-April.

Office staff are continuing to build the Desk References, they are getting ready for the Lassen banquet, and the USFS Audit.

CSDA have board openings. If any of the CPUD board members want to be on that board we will have to have this on our March meeting to nominate them.

11. **Chief Report: Presented by Chief Waterman:** (Exhibit B): Chief Waterman stated that we have had some technical challenges, Mindbank and Frontier have been working it them. There is an old Fire Truck being stored at the plant. Chris McNeil would like to restore it. The Physicals went well that FASIS put on. 30 folks including many from around the basin participated. CFD had 16 people for a total cost of \$2805.00. Some health issues were found and are being looked into with more testing. The RT130 Training will be in Susanville at the Casino on April 7th, with the Banquet the previous evening. We may move the training to Reno next year, as Feather River College wasn't interested in hosting us this year. USFS Audit for FY 2016 regarding the CFAA agreement will include Lassen Crew and CFD Crew invoicing. This will be March 8th and 9th. PIO Lichti will be coordinating the Fire Wise community assessment of where the risk of wild land fires lies on March 19th. GEMT 5.1% fee on transfers starting FY 18-19. FF-EMT Hermo is taking shifts as Walker is still out on Comp. We have gotten 3 new volunteers. Ryan Johnson is a FF-EMT volunteer turned Per Diem. AFG Grant submitted for Engine to replace 7251. April 21 and 22 Hazmat Training being hosted here at no cost. Captain Dean has signup sheets for the multiple classes coming up with fliers available. CICCIS Peer review recently went well. Air Ambulance locating here is still an option. The proposal is coming soon. PHI has been checking out our facility and the cost associated with staying here. The piolet needs 7 hours of uninterrupted sleep, so our crew quarters are not an option. They may have a modular behind the hanger.
12. **Public Comment, Agenda Items:** None.
13. **700 Forms:** Clerk to the Board, Cheryl Johnson, stated that they have all been submitted to her by the deadline.
14. **Safe Haven: by PIO Lichti:** The Plumas County Board of Supervisors approved Chester Fire as being a Safe Haven for mothers to drop off their new born, unwanted babies with no questions asked. The baby can only be 72 hours old or less. The mother will be asked to share the medical history of the child by filling out a questionnaire. There will be bracelets here to put on the child

before it is taken to Seneca for a health review and then ultimately put in Child Protective Services care. There will be signs posted as well as our name on the State website.

*Director Scott leaves meeting at
4:03pm*

PIO Lichti will do an advertising campaign and train the staff when the supplies arrive. Director Trotter made a motion to accept Chester Public Utility District/Chester Fire Department to become a Safe Haven Option. Director Thompson seconded the motion. All present Directors, Thompson, McIntire, Trotter and Voboril in favor. Absent, Scott. Motion carried.

- 15. 2016-2017 Audit Draft:** GM Motzkus stated that he received it from the new auditor and presented the draft to the board members to review before March 20th meeting. He asked the board members that if any would like the Auditor to be present at the next meeting, to let GM Motzkus know so he could schedule his presence. Director Trotter asked GM Motzkus if there were any recommendations that were made that were different from last year's recommendations. GM Motzkus stated that he didn't notice anything glaring.

16. Correspondence: None

17. Comments:

- A) **Directors:** None
- B) **Staff:** GM Motzkus stated that good things are happening in the office with Cheryl and Kelly organizing, cleaning and cross training.

*Amended Item 7: Railroad Fund was changed to Road Fund. CJ

Director McIntire adjourned the meeting at 4:09.

Cheryl E. Johnson, Clerk to the Board

Approval of Minutes

