

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

Amended Minutes of Regular Meeting: April 21,2020 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present by Conference Call: Steve Trotter, Stephen Voboril, Royce Raker, Joe Waterman and Steve Graffweg.

Directors Absent: none

Guests Present: Diana Ramirez from Waste Management by Conference Call

Staff Present: 6 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Trotter called the meeting to order at 3:02pm.
 - a. Agenda approval: GM Motzkus asked to move #13, Waste Management to #3. Director Graffweg made a motion to accept the agenda with recommended change. Director Waterman seconded the motion. All in favor by roll call vote, agenda approved.
2. **Public Comment non-agenda items :** none
3. **Waste Management Franchise Contract:** The recommendation from the Special Contracts committee is to approve the contract. Director Raker made a motion to accept the recommendation and accept the contract. Director Waterman seconded the motion. All in favor by roll call, recommendation and contract approved.
4. **Approval of February 18, 2020 Regular Meeting Minutes, March 31, 2020 Special Meeting Minutes and April 14, 2020 Special Meeting Minutes:** Director Waterman requested that February 18, 2020 minutes be amended with one correction. Director Waterman made a motion to accept the 3 sets of minutes with suggested amendment. Director Raker seconded the motion. All Ayes by roll call vote, 3 sets of minutes approved.
5. **Approval of February 2020 and March 2020 Financials:** All directors had questions that were answered to their satisfaction. *Director Voboril stated that the GM was to review and present the concrete work allocation.* Director Trotter stated that the Board Members need to try and contact the GM prior to the meeting so he can get answers. Director Waterman made a motion to accept both sets of financials. Director Voboril seconded the motion. All ayes by roll call vote, financials approved.
6. **General Manager's Report: Frank Motzkus:**
(Exhibit A)
 - All staff was tested for COVID-19, all negative
 - Collection system project moving slowly due to COVID-19
 - No word still from Central Valley or Pace regarding Wastewater cease and desist order.
 - FY 18-19 Audit should be completed soon.

- CPUD annual vehicle checks have been completed, inspection sheets used are attached. Small items like extinguishers, and first aid were purchased.
- No word from PG&E regarding streetlight issue.
- First draft of O&M budget has been given to the budget committee.
- Well #2 work has been completed. A recap of what work was done was discussed.
- Director Waterman asked about the website and water payments.

**7. Chief's Report: Brian Layne:
(Exhibit B)**

- COVID-19 PPE getting hard to find. We should be fine for now, as we have gotten some from OES etc.
- Staff was given COVID-19 awareness training.
- CICCIS peer review was canceled. All red cards were extended 3 months
- Per Diem training shifts were put on hold until after pandemic
- Annual Maintenance for all CFD apparatus will begin in May
- Still working on 16-17 GEMT audit
- \$213,513.23 received in fire money
- Call report given

8. Public Comment agenda items: none.

9. Finance Committee Update: Director Voboril mentioned he has turned in a lot of Workers Compensation data to InterWest Ins. *He recommended/made a motion to the board that the CD that is maturing this month get moved to the Money Market account and marked not to spend the funds until further notice.* Director Raker seconded the recommendation and the motion. All ayes by roll call vote.

10. Personnel Committee Update: none

11. Fire Department Funding Ad Hoc Committee update: Director Waterman stated that Plumas County has been responding to committee requests. No action

12. FireWise Committee Update: Director Waterman asked about how the money being spent with respect to FireWise. The Emergency Services Director answered his question to his satisfaction.

13. 2020-2021 Budget Ad Hoc Committee: GM Motzkus stated that the committee has the first draft of the O&M.

14. Policy 6000, Construction Contracts: After a brief discussion regarding limits, the item is moved for discussion at next regular board meeting.

15. Freeze Non-Mandatory Spending: A discussion ensued about the spending of funds and the Staff was reminded that all funds spent must be on a "needed" basis, not because it is a "nice thing to have".

16. Freeze Full Time Hiring: After a brief discussion, Director Trotter made a motion that the General Manager will go through the Personnel Committee for all future hiring. Director Voboril seconded the motion. Roll call vote: Ayes: Trotter and Voboril. Nays': Waterman, Raker and Graffweg. Motion does not pass.

17. **700 Forms:** Everyone needing to file a form 700 was reminded to get it done asap. Cheryl will email those that haven't done so yet.

18. Correspondence:

19. **Comments:** Director Trotter asked to keep the board up to date during the COVID-19 declaration.

20. **Closed Session: Personnel: Section 54957, GM Evaluation:** 1620pm.

21. **Reconvene:** 1643pm

22. **Report on Closed Session:** Director Waterman recommended and made a motion for the board that the revised contract be given to GM Motzkus. Director Raker seconded the motion. Roll call vote, all ayes. The contract will be emailed to GM Motzkus.

23. **Adjournment:** Director Voboril made a motion to adjourn at 1646pm. Director Trotter seconded. All in favor by roll call vote, meeting adjourned.

Cheryl Johnson, CPUD Clerk to the Board. (absent)

Frank Motzkus, General Manager

Approval of Minutes 