

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

Minutes of Regular Meeting: September 15, 2020 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Steve Graffweg entered at 3:04pm, Steve Voboril, Steve Trotter, Joe Waterman.

Directors Absent: Royce Raker

Guests Present: None in person. None by Conference Call

Staff Present: 2 CPUD/CFD employees and volunteers, (none by conference call)

1. **Call to Order:** Director Trotter called the meeting to order at 3:00pm.
 - a. Pledge carried over from prior Board Workshop.
 - b. Agenda Approval: Director Waterman made a motion to accept the agenda. Director Voboril seconded the motion. All in favor, agenda approved.

2. **Consent Calendar:**

- August 18, 2020 Regular Meeting Minutes
- August 2020 Financials
- General Manager/Emergency Services Report
- Lead Supervisor Report

1. **Consent Agenda Discussion and Possible Action**

Director Waterman made motion to pull August Financials from Consent Agenda Items. Director Voboril seconded the motion. All in favor, motion carried. Director Waterman made a motion to approve other Consent Calendar items, Director Voboril seconded. All ayes, motion passed.

Director Waterman was concerned about % remaining in Budget. Wanted to know if Mary was working off current Budget. Director Trotter stated that last time he was here Mary was in house doing Financials and Budget. Director Voboril was concerned about % left in PERS Sanitation & Fire OT tracking. Interim GM Layne stated he will check & that the OT would mostly be pass through with Lassen Contract. Director Waterman made a motion to approve August 2020 Financials, Director Voboril seconded. All in favor, Financials approved.

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

4. **Public Comment: Agenda Items:** None.

5. **Workshop: District Strategy**

a. **Possible action** Director Trotter gave report on GM Goals and Objectives. (G and O given to Director Graffweg, time given for him to read). GM Layne stated that he adjust based on what he thought current priorities were. Director Voboril made motion to approve Goals and Objectives, Director Waterman seconded. All ayes, Goals and Objectives approved.

In discussion Director Voboril wanted to start with a 6 month timeline to hire a GM.

Director Waterman stated he wanted to set Board Goals and Objectives. Top three being 1) District Funding 2) Handling Litigation 3) Personnel Negotiations. Director Trotter stated they could be fluid. Director Waterman made a motion to accept Board Goals and Objectives.

Director Voboril seconded. All ayes, Board G and O approved.

Director Graffweg voiced concerns about too many Ad Hoc committees and taking a step back to look at actions, not going laterally. He likes the Workshops and getting everyone's opinions.

Director Waterman stated there will be more Board Workshops, possibly every quarter. Director Trotter stated that would include more Board member specific training.

6. Finance Committee Update (Waterman/Voboril)

a. Discussion and possible action Director Waterman gave report that he would be checking Quarterlies and we are tracking nicely. He also checked 1/1/2020 – current credit card statements, some needed back up. But most okay. Director Waterman questioned the DISH network \$122.00 portion for the Crew quarters. Director Trotter stated possible to have the Finance Committee look at that and Director Waterman thought it was more of an Operational duty. GM Layne asked for direction. Director Trotter brought up our large PG&E bill and suggested we look at alternatives, solar, grants, etc. PG& E audits are free and was advised we schedule one. Also to look at SCADA to see if we can schedule the water pumps to run at certain times. Lead Supervisor Allan stated that we do not currently have that option and would be in the next phase of the SCADA upgrade. Discussion regarding solar panels and placement and difficulties with snow. No recommendations made.

7. Personnel Committee Update: (Trotter/Voboril)

a. Discussion and possible action Director Waterman hung up the open conference line at 3:31 as none was present, nor had joined. Director Voboril handed out the GM job description and recommended flying internally. Secretary Sanders has updated and saved on her computer. Director Waterman made a motion to approve GM job description, Director Graffweg seconded. GM Layne suggested to actually amend the salary portion to state - Salary to be determined by the Board of Directors. Also to add date stating when it was updated on the bottom. Director Waterman made another motion to approve the 9/15/2020 amended GM Job Description. Director Voboril seconded. All ayes, motion approved. Director Voboril now handed out the Internal GM Job posting. Director Trotter asked what Internal would consist of?? GM Layne advised it should only be In-House permanent/full-time employees. A received deadline of October, 16th by close of business was set, change to Letter of Interest, instead of Cover Letter, and to again change salary, to Salary to be determined by the Board of Directors. All submissions to go to GM Layne. Director Waterman made motion to accept Internal Job Posting with amendments, Director Graffweg seconded. All ayes, motion passed.

8. Fire Income Ad Hoc Committee Update: (Waterman) Director Waterman gave report that he spoke with County Counsel Settlemire regarding options Annexation for Service through LAFCo. Would require a Special Election and the cost would be about \$6,000. Areas would include Prattville, West Almanor, other County areas would include Mill Creek which is in Tehama Co. Director Waterman looked at several options, Fire Parcel Assessment, creating an Ambulance District which could take up to 2 years, Share of Cost. Director Graffweg inquired regarding structure of fees, and Director Waterman stated that he was only tasked with finding viable options. Director Waterman's recommendation is to go with the Ambulance Annexation with Nor Cal response area boundaries. Director Waterman made a motion to adopt the above Annexation, Director Voboril seconded. All ayes, motion passed. Director Voboril made a motion to disband the Fire Income Ad Hoc Committee. Director Waterman seconded. All ayes, committee disbanded.

9. 198 Main St. Lease Agreement Ad Hoc Committee Update: Director Voboril stated that they met with Father Foos and that \$500.00 was the maximum he could pay and he does have an interest to buy building, but couldn't further talk until January 2021. GM Layne submitted a handout with benefits of us inhabiting the building again. Director Waterman wanted to know what our legal options are and GM Layne stated that District Counsel said that we can use it for what would benefit the District. It was brought up regarding the legality of a School being in the building. GM Layne responded that the County certified them as a school and an inspection was done by Chester Fire and met the intent. Director Waterman stated he was okay with an increase in rent. Director Trotter wants to send a letter to raise rent. Also to contact the Attorney regarding Alcohol and Cannabis on site. Director Graffweg pointed that there could be several profitable options. Director Voboril recommended raising the rent to \$700.00, with a possible timeline to

take the building back in a certain amount of time. Changing Lease to Rental on the contract with possible takeback on 6/1/2021 with Attorney approval. Director Voboril made a motion to draft a letter raising rent and timeline for Owner occupying the building, Director Graffweg seconded. All ayes.

10. Resolution #2020-01: Requesting Collection of Tax Roll

a. Discussion and possible action: GM Layne stated this is an annual resolution. Director Waterman made a motion to accept the Resolution, Director Voboril seconded. All ayes, motion approved.

11. Formation of 20-21 Safety Labor Relations Contract Ad Hoc Committee

a. Discussion and possible action. GM Layne stated that Safety Bargaining Unit is waiting for a letter of intent from International Association of Firefighters (IAFF) for new Union representation. GM Layne advised that to get a committee formed and get new Board members introduced to rotate every contract. He asked Director Waterman to volunteer as he has been involved before, Director Voboril volunteered, and GM Layne will be an Advisor to the committee. Director Graffweg made a motion for Directors Waterman and Voboril to pursue Labor Negotiations. Director Trotter seconded. All ayes, motion approved.

12. Correspondence: None

13. Closed Session (Section 54956.9) Potential Litigation.

Entered Closed session at 5:02 pm
Director Graffweg left at 5:11pm for health concerns

14. Reconvene from Closed Session: at 5:23pm

15. Report on Closed Session:

Director Trotter directed the acting GM to exchange information with our Attorney regarding potential Litigation.

16. Comments: None

8. Adjournment: 5:26pm motion made by Director Waterman. Seconded by Director Voboril. All ayes.

Kelly Sanders, District Secretary
Cheryl E, Johnson, Clerk to the Board (Absent)
Approval of Minutes 