

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

**Minutes of Regular Meeting:** May 23, 2023, at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Steve Voboril, Steve Graffweg, Kim Green, Royce Raker & Arthur Tharpe

**Directors Absent:** None

**Guests Present:** 3

**Staff Present:** 3 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Voboril called the meeting to order at 5:30pm.
  - a. Director Voboril led the Pledge of Allegiance.
  - b. Attendance Roll Call – Director Voboril acknowledged all Directors in attendance. Quorum confirmed.
  - c. Agenda Approval: Director Graffweg made a motion to accept Agenda. Director Tharpe seconded. All in favor, motion carried.
2. **Public Comment Agenda Items:** None
3. **Meeting Minutes:**
  - a. April 25, 2023 minutes Regular Meeting
    1. Director Green made a motion to accept minutes as written. Director Graffweg seconded. All in favor, motion carried.
4. **Financials:**
  - a. April 2023 Financials: GM Cox presented:
    - Budget presented is unrefined. Expenses and associated items verified.
    - Changes anticipated to be - Water income, grant info.
    - Available Sewer Property Taxes to be divided into Street Lights and Fire.
    - The mobile mechanic found that routine maintenance probably was not done.
    - CLASS interest shows in Other Income on the Statement of Net Assets.
    - In the future Grants will be handled differently. The check for Fire Facilities came from the KBK grant.
    - Director Voboril asked about Lease Servicing and what we would lease. Billing Specialist Sanders answered with the Bobcat excavator and trailer.After much discussion, Director Raker made a motion to approve Financials. Director Green seconded. All in favor, motion carried.  
A public member asked about CLASS. GM Cox responded that it seems to work well, so far.

**5. General Manager Report: Adam Cox**

- Special Meeting on 6/13/2023 to get the Resolutions on the November 2023 ballot for Street Lights and Fire/EMS assessments.
- Another Finance Committee meeting focused on staffing and the budget.
- Cal-Fire will be in town while down staffed for coverage.
- Side letter with Professional Firefighters Union 5317 giving them another year until a new agreement.
- Presenting 2023-2024 Budget as reality.
- Hoping new relationships with Seneca, Peninsula Fire and us will help with revenue and staffing. There is no more fat to cut.
- Peninsula Fire has agreed to enter into three party negotiations. All parties will need to agree and there is a meeting next week.
- Plumas County Board election paperwork is coming soon.

**6. Chief Report: by Matthew Balzarini**

Chief Balzarini apologized for having no PowerPoint, he has been on the phone non-stop.

- Currently there is 1 full time paramedic. There have been applications submitted for both full-time and per diem.
- The cost to outfit a new employee with PPE, wildland and full fire gear is \$7,000. Chief Balzarini stated he'd like to rebuild the Volunteer program.
- Disappointed in the burn trailer. He called the Fire Facilities VP down to look at the inferior product.
- Once staffing is up, he hopes to focus on 1) Training and 2) Community.
- Director Raker asked about volunteer training. Chief stated that it is the same as regular firefighters. He also cited many difficulties with Cal-Fire offering full-time jobs, and other places offering signing bonuses.
- He'd like to start an Explorer Program and do our recruiting.
- Director Green asked if we'd use Alliance for Workforce Development. Chief Balzarini stated that Shasta College has agreed to help test, Yuba College may be an option as well. Greenville is transitioning to a Tech school. -

**7. Utility Operations Manager Report: Allan Homme**

- Spring Reads are happening now.
- Operator Pettit received his Backflow Certification.
- Discharged to the Lake 3 weeks ago as pipe was crushed during the Dixie Fire by a dozer and now flooded due to snow melt. He doesn't think there will be a fine as it was not our fault.
- The Feather River lift station is about 3-4 weeks out for repairs.
- The part time guy will start next week.
- SCADA parts should be in by the end of the month.

**8. Local Union Representatives:**

- a. Local 5317/ Chester Professional Firefighter's Association (CFD Safety) - None  
Local 39/ Stationary Engineers (CPUD Misc.) - None
  - Utility Ops Manager Homme stood up to the podium and asked the Board to use the funds loan from PG&E.

9. **Finance Committee Update: met 5/9/2023 and 5/23/2023.**
  - a. OPEB prefunding – GM Cox stated we do not have the luxury to prefund, so we will not be doing that at this time. June’s meeting may have changes.
  - b. Capital Improvements – nothing.
  - c. 2023-2024 Budget – Set to be realistic and not anticipated.
  
10. **Water Rate Increase:**

GM Cox stated that we are going with Proposal #2. A Public Hearing will be held on 7/25/2023. Letters to go out soon. Rates proposed to change in August.
  
11. **Public Comment – Non-Agenda Items:** None.
  
12. **Closed Session:** read verbatim by Steve Voboril at 6:14pm.
  - a. Anticipated Significant Exposure to Litigation pursuant to Subdivision (b) of Section 54956.9 of the Government Code (2 potential cases).
  - b. Public Employees performance Evaluation Gov. Code Section 54957  
Title: District General Manager
  
13. **Reconvene:** at 7:33pm.
  
14. **Report on Closed:** No votes, info only. Directions given to gather information.
  
15. **Contract between Sectaris Partners LLC and Chester Public Utility District:**

Tabled to Special Meeting.
  
16. **Correspondence:** None
  
17. **Comments:**
  - a. **Directors.** None
  - b. **Staff** – Office Manager Johnson stood at the podium and asked the Board to direct comments to the Union Representative. The previous statement did not speak for all the bargaining unit members.
  
18. **Adjournment:** Director Tarpe made a motion to adjourn the meeting. Director Green seconded. All ayes, meeting adjourned at 7:36pm.

District Secretary, Kelly Sanders  
Approval of Minutes 