

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

Minutes of Regular Meeting: April 24, 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: 1: Chester Progressive Rep, Stacey Fischer, 4 Ferguson Reps.

Staff Present: 7 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 Thomson seconded the motion. All in favor, motion carried.
2. Ferguson Waterworks' Presentation regarding Radio Meter Project: GM Motzkus introduced the 4 gentlemen from Ferguson, Mike Bordello, Kevin Barnes, Adam Arevalo and Wes Hughes as vendors of radio meters. Mike Bordello explained that Westwood CSD and Indian Valley CSD have these meters.
 - 20-year battery life
 - AMR = to drive around to receive the read data
 - AMI = 2-way connections with meters and office to retrieve data from collectors set around the district.

Director Trotter asked about financing options. GM Motzkus stated that he was working on options.

- Market leader in technology
- Currently CPUD has the handhelds that would back up the radio meters
- No delays in the reading schedule during installation
- Longevity and reliability high standards
- Entire meter made in the USA except the chip.
 - Tempered glass
 - Tamper pin so not easily removal by owner
 - 6 feet of Coaxial cable per meter. The Cables for antennas are Coaxial so nothing can chew through it, with plenty of slack if the meter lid gets removed
- List price with no warrantee gimmicks
- Neptune R900(i) Version 4 is the recommended meter
- When meters are replaced, old read auto adds to new meter read
- The meters can detect low flow
- Maintenance by Adam Arevalo is included in the software purchase.
- Google type of search bar to search in any manner, address, name etc.
- Soft disconnect is an option. Message will be sent if usage begins.
- All reports are exportable to Excel etc.
- Pump to billed ratio = water used but not billed for
- Web Based hosting with FISMA security.
- Data history storage goes back 4 years
- No need to keep product on the shelf for warrantee purpose, as they can be shipped in 1 day, the distributor is located in Chico.
- Ferguson does all the install, programming, and selling of the product. No subcontractors needed.

- They will do an audit of the meters to get a "normal situation" bid submitted. The unforeseen problems would require a change order for "out of normal issues".
- 15K to 20K per year for the maintenance contract

Ferguson presentation completed at 4:00pm

3. **Closed:** Personnel (Section 54957.) 4:01 pm
4. **Reconvene:** 4:17pm
5. **Report on Closed:** Director McIntire stated that closed session was regarding personnel under litigation. No action taken, information only.
6. **Public Comment None-Agenda Items:** None
7. **Approval of March 20, 2018 Regular Meeting Minutes:** Director Trotter made a motion to accept the minutes with said change. Director Scott seconded the motion. All in favor, motion carried.
8. **Approval of March 2018 Financials:** Director Trotter made a motion that this agenda item be table until next board meeting, as some of the data was absent. Director Voboril seconded the motion. All in favor, motion carried.
9. **General Manager's Report: by Frank Motzkus:** (Exhibit A): GM Motzkus had a conference call with SCI Group. They will be sending the sample draft of the roll out to the public for the Fire Tax Assessment any day.
 March 30th the Watershed Group met. Next meeting will be April 27th. Information was discussed regarding disadvantaged communities and who would right the grants etc.
 GM Motzkus reminded the board members that if they are planning to attend the presentations given by the Radio Meter Vendors, to tell Secretary to the Board, Cheryl, as she will have to post a Special Meeting Agenda of the presentation if 3 or more board members attend. The new Bid Opening date is June 6th. Potentially 8 Vendors to do presentations before then.
 Field Supervisor Clint Tissot has been doing well with the training to transition into the Lead Supervisor position upon Andrew Capella's retirement. Liam Benggaard will move up to Full Time Operator (OIT). Capella may be used as a consultant after retirement. This will be discussed at later date.
 Vision Lake Pump is fixed, and now 4th Ave is being worked on.
 Over 1 million gallons of influent flows into the treatment system every day. This is due to Infiltration and high water tables.
 Allan took his Waste Water 2 exam, he is still awaiting the results.
 Cheryl and Kelly have been doing a good job of holding down the fort, and he thanked them for a good job.
 Bill Turner's court date has been rescheduled until August.
10. **Chief Report: Presented by Chief Waterman:** (Exhibit B): Chief Waterman thanked Captain Dean for preparing the Chief report, as he was out with family health issues. AFG Grant was turned down.
 FEMA Fire and Prevention grant has not been awarded.
 SAFER Grant is open and are we are applying for 2 Fire Fighter Positions. The grant would cover 75% of all employee payroll, benefits etc. for the first 2 years. 25% the 3rd year. There is a waiver that we will be applying for as well regarding the employer share of the costs.
 We have received the reimbursement from VFA Grant totaling \$9253.37. This grant funded radios, which have been installed in the Engines.
 Walker and Maumoynier are still out with health issues, expected back mid to late May.
 EMTs Hermo and Johnson have been covering the 2 shifts very well in Walker and Maumoynier's absences.
 The OES Water Tender is up to speed and ready for wild land fire season.
 Chester Fire has been hosting many classes on premises: Basic 32, Haz Mat etc. The instructor being used is very reasonably priced.

New Emergency Reporting software is being used as of the last few weeks. Seems to be going well. Chief Waterman thanked Matt Turner for his efforts in getting the program up and employees trained.

The Lassen Crew refresher went very well. Class and Banquet were both at the Diamond Mountain Casino. We may look at doing that again. The Lassen College didn't work out this year. There was no college involvement.

Cal-Fire Rep., Battalion Chief Delacour wants to get together for a Wild Land Field day.

11. Public Comment, Agenda Items: None.

12. Audited FY 14/15 through FY 18-19 report and 2018-2019 Budget: Operation and Maintenance: GM Motzkus explained the following: Sanitation standings are in the Black. Water and Fire are in the Red. Director Scott commented that he noticed that the water revenue has come up, this must be do to the increased water rates.

Director Voboril asked where in the budget GM Motzkus and Chief Waterman's pay was reflected. Manager salary only consists of GM Motzkus: 45% out of 200, 45% out of 300 and 10% out of 400. Chief Waterman is all out of 400 in WSF Wages GL Line.

GM Motzkus asked the board if they wanted the budget to reflect a CPI 2.1% raise in water rates beginning July 1st. Director Scott made a motion, within the budget, to accept the 2.1% CPI.

After a brief discussion, no second, no motion carried. GM Motzkus stated that we will revisit this topic on the December Agenda. All agreed.

He asked that if any board members have any further concerns regarding the FY18-19 Budget, to call him for discussion, otherwise this will be the Final Draft.

13. SAFER Grant Support Letter: Chief Waterman stated that this letter is merely part of the application process, and the board will still be asked, if approved, if they want to accept the grant. All agreed, the letter was signed by Board Chair McIntire.

14. CPUD Policy 3010 – Illness and Injury Prevention Program (IIPP): GM Motzkus stated that he meshed together the mandated Fire IIPP to CPUD as well, so all departments are covered. This is a policy that can be amended at any time. Director Trotter asked about various retention periods for keeping records. GM Motzkus explained that all personnel records, including Injury reports are held indefinitely.

Director Voboril referred to page 6. He asked that the No Drug Tolerance be dialed in to include Marijuana. When he went to training, this was brought up as large clean up area due to the new laws. GM Motzkus stated that this will be a part of Policy 2190 and will be ready for motion at the next regular board meeting. Director Trotter asked if we have a drug testing policy. Director added that some meds that are prescribed may show a false positive. Maybe that Illegal Drugs should be spelled out better within the policy.

Director Voboril also mentioned on page 8, that the use of public vehicles for personal use should be clarified as well.

Director Scott made a motion to accept the (IIPP) Policy as written. Director Thompson seconded the motion. All in favor, motion carried.

15. CPUD Policy 3015 – Workplace Violence Prevention Program: Much of the discussion is listed above, Agenda Item #14. Director Trotter made a motion to accept the Workplace Violence Policy as written with the idea of future amendments. Director Scott seconded the motion. All in favor, motion carried.

16. Correspondence: None

17. Comments:

A) **Directors:** None

B) **Staff:** None

Director Thompson adjourned the meeting at 3:27pm.

Cheryl E. Johnson, Clerk to the Board

Approval of Minutes 