

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

Minutes of Regular Meeting: August 20, 2019 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Stephen Voboril, Royce Raker, and Steve Trotter.

Directors Absent: David Shawles and vacancy

Guests Present: 4 including Stacy Fischer; Chester Progressive Rep., Terry Haines, LAHA President, Robert Dennis, CPA with Dennis Cooper & Associates, John Langner of Ecogreen Solutions.

Staff Present: 7 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Trotter called the meeting to order at 3:00pm.
 - A. Director Trotter led the Pledge of Allegiance.
 - B. Agenda Approval: GM Motzkus asked that Terry Hizer Haines be added to the agenda as 22 A. #11 in the agenda needs to be tabled, the Maddy Act has to be followed. Director Voboril made a motion to accept the agenda with the two listed changes. Director Raker seconded the motion. All in favor, motion carried.
2. **Closed Session:** None
3. **Reconvene:**
4. **Report on Closed:**
5. **Public Comment Non-Agenda Items:** none
6. **Personnel Committee update:** Director Trotter reported the committee has not met yet, but will do so shortly. They will have a report next month.
7. **Financial Committee Update:** Nothing to report.
8. **Approval of July 16, 2019 Regular Meeting Minutes, July 23, 2019 Special Meeting Minutes and August 08, 2019 Special Meeting Minutes:** Director Trotter requested a change to the July 16, 2019 Regular Meeting Minutes. On page 2, #10 the date should read June 2019. Director Voboril made a motion to accept the minutes with the recommended changes. Director Raker seconded the motion. All in favor, motion carried. Director Voboril made a motion to accept the July 23, 2019 Special Meeting Minutes. Director Raker seconded the motion. All in favor, motion carried. The August 08, 2019 Special Meeting Minutes approval was tabled to next month.
9. **Approval of June 2019 and July 2019 Financials:** Director Voboril made a motion to accept the June 2019 and July 2019 Financials. Director Raker seconded the motion. All in favor, motion carried.
10. **Director Ben Thompson Resignation Letter:** Director Voboril made a motion to accept Director Ben Thompson's resignation letter. Director Raker seconded the motion. All in favor, motion carried. It was noted that Ben had served for over 15 years.
11. **Board Vacancy/ies:** Skip and put on next month's agenda.
12. **General Manager's Report:** by Frank Motzkus:

(Exhibit A)

- Personnel Committee needs to meet to discuss Fire Chief Position
- Met with Spatial Wave & the Kahlan Group. It was a great kick off meeting for the collection system project.
- No word from the Central Valley Regional Water Quality Board or PACE Engineering yet.
- PERS has an investment program that will help us pay for Other Post-Employment Benefits for retired Chester personnel. Will discuss this with the Finance Committee at a future date.
- Clint Tissot's last day with Chester PUD was August 9th. Allan Homme has been promoted to the Lead Supervisor position and Matt Ackley has been promoted to a full time Operator.
- There was a slide letter signed with the Union on 8/9/2019 that changed the pay scales of the Firefighters. There was an error in the original input of the pay scales. As a result, the pay scales were recalculated and they are actually \$4/hr less.
- PCSDA has scheduled a harassment/ethics training class for August 21, 2019. The training will include a free lunch and run from noon to 5:00pm.

13. Chief's Report: by Chris Dean for Chief Layne:

(Exhibit B)

- All annual maintenance and DOT inspections are complete for all Chester Fire Department equipment.
- The tractor has been picked up and is back in service.
- The safety MOU was approved and ratified.
- 2019 VFA grant is approved, awaiting a Board resolution.
- CAL FIRE staffing at Chester FD is going well.
- WT #@ was returned to CAL OES.
- Invoice update, we received \$227,463.42 fire money in July.
- Chief Layne would like to ask the Board to form an Emergency Services Funding Committee. Director Trotter has asked that that be put on next month's schedule.

14. Public Comment agenda items: None

15. 2018-2019 Final Audit, presented by CPA Robert Dennis: Mr. Dennis gave some highlights of the Final Audit Report.

- Page 1 – Chester CPUD/CFD received a clean opinion
- Page 6 – There was a positive net position
- Page 7 – There was a decreasing position
- Page 12 – You will find the footnote disclosures
- A Management Position was not conducted. It will be included in next year's audit.
- The last page is the Joint Powers agreement. There was a misunderstanding about this on their part.

Director Voboril made a motion to accept the 2018-2019 Audit as presented by Mr Dennis. Director Raker seconded the motion. All in favor, motion carried.

16. PG&E Rep., Jay Langner. Representative of Ecogreen Solutions:

PG&E has a loan program to do energy efficient lighting for companies. He completed an energy audit of the CPUD/CFD building. That was submitted to PG&E and accepted by PG&E. This qualifies the District to have Ecogreen Solutions change out all our building's lights to LEDs. The cost will be paid by PG&E to Ecogreen Solutions. The district will then pay back the cost over time to PG&E. This is information only at this time. Directors Voboril and Raker will take the Ecogreen Solutions' report, look over it and report back at the next meeting. The pump house was not audited. That will have to be done and submitted to PG&E for approval if the district wants to change the pump house to LED.

- 17. Fire Wise Committee Update:** presented by, Karen Lichti.
- The contract for the fuel break behind Martin Ranch was signed last week. Hopefully the work will begin soon.
 - PG&E's sub-contractors are clearing along their lines next to CPUD property along the old railroad tracks.
- 18. VFA Grant. Resloution #19-409:** Director Trotter reminded the Board what the VFA Grant was for, hand held radios for the fire department. It is a 50/50 grant. The Chester Fire Department 's share is \$9,885.32. Director Voboril made a motion to accept the FVA Grant for \$9,885.32. Director Raker seconded the motion. All in favor, motion carried.
- 19. Ad Hoc Committee Possible Formations: Scoping.** In Chief Layne's report, a request was made to form an Emergency Services Funding Committee. The purpose is to find out what we need to do to make the Fire Department whole. What to do to get out into the public and get good community support again. Director Trotter would like this tabled until we get a full Board.
- 20. CPUD/CFD Revised Organizational Chart:** GM Motzkus presented a revised organizational chart. (Attached) After some discussion Director Raker made a motion to accept the Revised Organizational Chart. Director Voboril seconded the motion. All in favor, motion carried.
- 21. Change of Board Meeting day & time of the Month:** Director Trotter would like to table this until next month.
- 22. Correspondence:** None
- 22B.Terry Haines from LAHA:** Ms Haines submitted a letter with a request to place a bulletin board on CPUD property near the entrance to the Forest Subdivision. In the past there was a bulletin board in that location. The location is on Watson Rd, ½ block from Main St on the right hand side. Director Raker made a motion to allow the LAHA put up a bulletin board on CPUD property. Director Voboril seconded the motion. All in favor, motion carried.
- 23. Comments:**
- **Staff:** Chief Layne will work with CFD on an Open House. There was a positive work out with OES & the Feds over past due fire payments. GM Motzkus: the vacancy for a new Board Member is to be posted here, at the post office and on the wen on 8/28/2019.
 - **Directors:** Director Trotter reported that he was meeting with Cheryl, Brian and Frank about Robert's Rules of Order and the Harassment/Ethics training. Cheryl and Frank are putting together an orientation for Board Members. There needs to be a way for employees to sign that they have read the CPUD/CFD policies. Director Trotter is meeting with Cheryl and Frank the week before the Board Meeting to work on the agenda. Board member need to email Frank or Steve about agenda items. Let Cheryl know if you are not going to make a Board Meeting. Director Trotter would like the audit posted to the web. He would also like the Board Members to be present at the Open House. The Board needs to start working on a strategic plan for the next five years. Also update the fire code we are following.

Director Trotter adjourned the meeting at 4:06pm.
 Karen Lichti, PIO (Cheryl unable to take minutes)
 Approval of Minutes 