

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

Minutes of Regular Meeting: August 21, 2018 at 3:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Stephen Voboril, Ben Thompson, Steven Trotter. (Wes Scott arrived at 3:35pm.)

Directors Absent: Greg McIntire

Guests Present: 1, Stacey Fischer a Chester Progressive Rep.

Staff Present: 4 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Thompson called the meeting to order at 3:00pm.
 - Director Thompson led the Pledge of Allegiance.
 - Agenda approval: GM Motzkus stated that Steve Graffweg will not be in attendance to speak about his Agenda Item # 13. It was agreed by all to continue with the meeting moving Wes Scott specific topics until his arrival.
2. **Closed:** None
3. **Reconvene:** N/A
4. **Report on Closed:** N/A
5. **Public Comment Non-Agenda Items :** none
6. **Board Chair Greg McIntire's Resignation:** GM Motzkus shared Director McIntire's email request with the board: Due to many personal reasons he needs to resign. Understanding, Director Trotter made a motion to accept the resignation. Director Voboril seconded the motion. All in favor, motion carried.
7. **Board Officer Elections:** moved until Director Scott's arrival.
8. **Approval of July 17, 2018 Regular Meeting Minutes:** Director Trotter made a motion to accept the minutes as written. Director Voboril seconded the motion. All in favor, motion carried.
9. **Approval of July 2018 Financials:** Director Trotter made a motion to table the financials, as he sees some things that need to be addressed further. Director Voboril seconded the motion. All in favor motion carried.
10. **General Manager's Report: by Frank Motzkus: (Exhibit A)**
 - No news from SWRCB regarding the sewage treatment grant
 - Clerical MOU needs to be resigned, as Union supervisors have changed.
 - Working with investment committee on investment programs.
 - Matthew Ackley is the new seasonal employee, he was hired 08-13-18.
 - The RFP for both buildings was completed by Ed Anderson, on this agenda later for action.
 - PERS/Bill Turner settlement is complete.
 - Attended a PCSDA meeting: much discussion about Special District possibly being on the Plumas LAFCo Commission Board. Just discussion for now.
 - Attended Sexual Harassment Training in Lake Tahoe. This is mandated for Managers every 2 years. AB 1661 is required by local agency officials to receive this training as well, since 2016. He advised the board to do an actual class rather than online. He is working on getting a class schedule locally.

11. Chief Report: Presented by Frank Motzkus: (Chief Waterman and Captain Dean were not able to be present.)

- Busy fire season
- In a battle with USFS, as they denied portal to portal pay for one of our Lassen members. Working with OES in this matter.
- The ambulance fleet is receiving major repairs and maintenance, (Cab and Chassis load bearing issues etc). Chief Waterman may have to approach the board in purchasing a new ambulance in the future.
- VFA Grant partial received. 50% match from the department. 12 sets of wildland gear. This is on this agenda later for action.
- Monthly billings and runs reports attached.

12. Public Comment, Agenda Items: None.

13. Mr. Steve Graffweg: Winter Time Leaks: removed, as he couldn't attend the meeting.

14. Investment Committee: Steve Trotter and Steve Voboril

- A. Proposal by Steve Trotter, Committee Chair:** We have had 3 meetings and have been researching low risk options with LAIF, Tri Counties Bank, Plumas Bank, Edward Jones and PCSDA: Should have a proposal ready to present to the board by next board meeting.
- B. LAIF Account Authorized Signers Updated by GM Motzkus:** We currently have accounts with LAIF, but have past employees and past board members as signatory. We can add more accounts so it can be easily tracked what funds are for Water, Sewer, etc. This newly signed form will allow these new signers to get online, pull reports etc. It will take 2 signatures to do any transactions. The current 4 board members, the GM Frank Motzkus and the Board Secretary, Cheryl Johnson will be the new authorized members.

15. 198 Main Street Lease Agreement: GM Motzkus stated that he has done some research on what rental properties are worth: .20 cents per square foot for storage, such as the bays. .40 cents per square foot for livable or office space, such as the crew quarters and the main office area. Total worth is \$2700.00 per month. Current rent being paid is \$400.00. Director Trotter stated that he didn't think 500K for liability insurance was enough. He would also like to see bi-annual or annual inspections of the property, a no alcohol on the premises policy, and a list of what Haz-Mat Materials are on the premises. Director Voboril asked about the possibility of selling it. GM Motzkus said that we need to keep the property as Chester's growth would be in the direction of that area in the future. GM Motzkus will talk to the current tenants regarding an increase. He also mentioned that he has sent a letter to Digital Path regarding the system they have on that roof. This could result in more rental income. Director Trotter made a motion for GM Motzkus to update the lease with our attorney and start negotiations with the current tenant. He will report to the board next meeting. Director Voboril seconded the motion. All in favor, motion carried.

Wes Scott arrives: 15:35

16. Fire Department Follow-up by Director Scott: He explained that he has spoken with GM Motzkus and Chief Waterman regarding creating a letter to the community to explain why we need a parcel tax increase. We have not had one in over 14 years, etc. He mentioned that the last survey did not have a positive result. He also would include a section of the letter that has the tax payer circle a parcel tax increase amount that they feel would be appropriate, \$30.00, \$60.00 or \$90.00. This would be accompanied with a self-addressed stamped envelope to have the results come back to CPUD/CFD. He apologized for not including the letter draft for the meeting. This was tabled until next meeting.

- **Agenda Item #7 revisited: Board Officer Elections:** Director Trotter made a motion and nominated Director Scott to take over as Board Chair and the remaining positions would stay the same: Thompson as VP, Trotter as Secretary/Treasurer, and Voboril as Director. Director Scott accepted the nomination. No other nominations were made. Director Voboril seconded the motion. All in favor, motion carried.

17. VFA Grant Resolution # 403: GM Motzkus read the grant that is for \$4909.91, which is a 50% match for 12 sets of wildland PPE. Director Trotter would like to know how many current sets are in use and how many more are actually needed. Director Trotter accepted the Resolution #403 as written. Director Scott seconded the motion, and he too would like more information. All in favor, motion carried.

18. Facility Exterior Maintenance and Paint RFP: GM Motzkus explained that the RFP for the 2 buildings were broken out on 2 separate bid sheets separating each property as their own bid. The walk through will be September 6th. Director Trotter stated that this facility is neglected and should be placed as first priority over 198 Main St. GM Motzkus will get the RFP out to the Contractor List given by Engineer Ed Anderson as well as a news paper ad and the website. Director Trotter made a motion to go to bid. Director Scott seconded the motion. All in favor, motion carried.

19. PERS Retiree Health Cap Resolution #404: GM Motzkus stated that the original cap amount was based on very old insurance premium rates. This resolution will update that to current rates. Director Trotter would like the investment committee to discuss this topic as a saving point to plan for future retirees. GM Motzkus reassured the board that this topic will be covered in this year's audit as well. He also explained that this drastically effects our newest retiree. Everyone agreed that the new retiree should be taken care of as promised when he retired. GM Motzkus explained further that this will have to be renewed again in January. A lot of information and action can happen in the next few months, but asked the board to approve the new cap for now and he will get more information from PERS regarding the Medical Contract very soon. Director Scott made a motion to accept the Resolution with the new cap of \$1907.00. Director Trotter seconded the motion. All in favor, motion carried.

20. Correspondence: none.

21. Comments:

Directors: Director Trotter suggested there be a frozen pipe warning notice or public awareness so people shut off their pipes more often to avoid undetected leaks in the winter months. He also told Lead Supervisor Tissot to thank Field Supervisor Homme for the knock on the door regarding a possible leak that he noticed during the reading of meters. It was not a leak, as he was watering his landscaping, but apricated the heads up.

Staff: none.

Director Thompson adjourned the meeting at 4:20pm.

Cheryl E. Johnson, Clerk to the Board

Approval of Minutes 