

Chester Public Utility District Agenda

Special Meeting
January 09, 2024 03:00 PM
251 Chester Airport, Chester, CA 96020
chesterpud.org

Board of Directors

Stephen Graffweg • Chairperson Kimberly Green • Secretary/Treasurer Arthur Tharpe • Stephen Voboril

RULES AND PROCEDURES OF THIS BOARD

Public Comment: Non-Agenda Items

The board cannot take action on comments regarding non-agenda items. We do, however, value public input and will consider comments for future action. **Comments on non-agenda items are not accepted at special meetings.**

Public Comment: Agenda Items

The chairperson or presiding officer shall have the exclusive authority to recognize speakers from the public during the point of discussion and before is taken for each agenda item within the agenda. Although there is no time limit, comments are respectfully requested to be within 3 minutes per speaker per agenda item.

REASONABLE ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact Cheryl Johnson at (530) 258-2171. Notification prior to the meeting will enable the Chester Public Utility District to make reasonable arrangements to ensure accessibility.

1. Call to Order

A. Roll Call

B. Pledge of Allegiance

2. Board Member Vacancy

Discussion Possible Action  [Comment](#) [View Item](#)

3. Election of Board Vice Chairperson for 2024

Discussion Possible Action  [Comment](#) [View Item](#)

4. Adopt Schedule of 2024 Regular Board Meetings

Discussion Possible Action  [Comment](#) [View Item](#)

5. Appointment of Ad Hoc Committee to Review Board Policies

Discussion Possible Action  [Comment](#) [View Item](#)

6. Discuss Appointment Process for Tax Measure Advisory Committee

Discussion  [Comment](#) [View Item](#)

7. Appointment of Members to the Personnel and Investment Committees

Discussion  [Comment](#) [View Item](#)

8. Adjournment

FROM: General Manager Adam Cox

RE: Board Member Vacancy

BACKGROUND:

One vacancy exists on the CPUD Board of Directors and must be filled either by Board appointment or by a special election.

EXECUTIVE SUMMARY:

Due to the 2021 Dixie Fire the terms of all five seats of the CPUD Board of Directors ended on December 1, 2023. Qualified registered voters residing within the CPUD boundaries - including the incumbent board members - had an opportunity to file to run for the Board beginning in August.

During the filing period only four qualified individuals completed the necessary steps to run and thus there is now one vacancy.

Government Code Section 1780(a) provides that within 60 days of the vacancy occurring the Board may fill it either by appointment or special election. The vacancy must also have been publicly posted for at least 15 days prior to any appointment. Notice of this vacancy was posted on December 8, 2023.

The member who is appointed or elected to fill the vacancy will serve until the next regularly scheduled election in November 2025.

Nine letters of interest were received, all from qualified registered voters per the Plumas County Elections Office; those letters are attached.

RECOMMENDATION:

It is recommended that the Board make an appointment to fill the vacant Board seat.

FISCAL IMPACT:

None for appointment; several thousand dollars for a special election.

ATTACHMENTS:

- A. ABUSTAMANTE
- B. MCHISM
- C. DGRAY
- D. JGRAY

- E. BMONTANDON
- F. APEACOCK
- G. RRAKER
- H. MTALBOT
- I. GWELLMAN

Dec 19 2023

Hello.

To the Board of Directors of
Cpud. This is Arnold Bustarante
I'm interested in the vacant
seat on the Board. Would like
to be involved in the running
of matters in maintaining the
sewer and water needs. They
will have many things that are
in need to be repaired to keep
going.

Thank you
Arnold Bustarante
240 Aspen St Po 1635
Chester, Ca. 96020

RECEIVED

DEC 19 2023

12/19/2023

To whom it may concern,

My name is Mark Chism. I am writing this letter as a concerned Chester resident. I would like to be considered for a seat on the C PUD Board . I run a business in town, my wife owns a business and we are concerned for the viability of Chester with out a Fire Department/ Ambulance service. We have a vested interest in the survival of Chester and it's fire department. We opened a business in this town because it is a good place to be! We have only been in town for a little over 2 years, it was home as soon as we arrived. . We want our home to be safe. My goal as a board member would be to ensure that Chester has fire/emergency service that is effective, and able to be passed down to the next generation of Chester residents. Accountability is the key to a successful Department from the top down. I want to make sure there is accountability . Thank you for your consideration.

Sincerely,

Mark Chism



PO Box 2034
879 Lorraine Dr
Chester, CA
96020
541-941-6381

RECEIVED
DEC 19 2023

19 December, 2023

Chester Public Utility District
PO Box 503
Chester, CA 96020

Dear Mr. Cox and CPUD Board of Directors,

I am writing to express my interest in the open board member position at the Chester Public Utility District (CPUD), as announced in the recent vacancy notice.

As a committed and long-standing resident of Chester, I am deeply invested in the welfare and success of our community. My background in community service coupled with my understanding of the local community's needs, equips me well for this role.

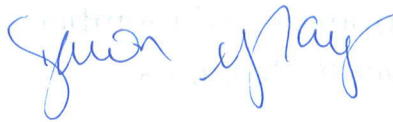
I am a registered voter residing within the district and confident in my ability to fulfill the duties of board membership. My motivation for seeking this position stems from a desire to contribute positively to CPUD's governance and to ensure that the district operates efficiently, transparently, and in the best interest of the community it serves.

I am keenly aware of the challenges and opportunities facing CPUD, and I believe that my commitment to public service can be an asset to the Board. I am committed to working collaboratively with fellow board members and stakeholders to address these challenges and to help steer CPUD towards a sustainable and prosperous future.

I am prepared to provide any supporting documents, such as a resume, references, or additional information required and to participate in interviews or discussions as part of the selection process.

Thank you for considering my application. I look forward to the opportunity to contribute to CPUD's mission and to serve the community of Chester.

Sincerely,

A handwritten signature in blue ink that reads "Dawn Gray". The signature is written in a cursive style.

RECEIVED

DEC 19 2023

Dawn Gray
PO Box 1449
Chester, CA 96020
(530) 258-0321

19 December, 2023

Chester Public Utility District
PO Box 503
Chester, CA 96020

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Thank you for considering my application. I look forward to the opportunity to contribute to CPUD's mission and to serve the community of Chester.

Sincerely,

A handwritten signature in blue ink that reads "Joseph M. Gray". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

RECEIVED

DEC 19 2023

Joseph Gray
PO Box 1449
Chester, CA 96020
(530) 258-0321

RECEIVED

DEC 19 2023

19 December, 2023

Chester Public Utility District
PO Box 503
Chester, CA 96020

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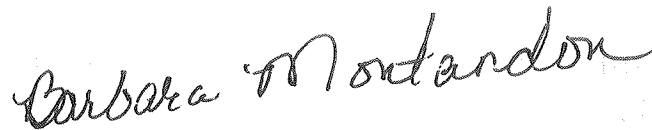
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I am prepared to provide any supporting documents, such as a resume, references, or additional information required and to participate in interviews or discussions as part of the selection process.

Thank you for considering my application. I look forward to the opportunity to contribute to CPUD's mission and to serve the community of Chester.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Montandon". The signature is written in dark ink and is positioned below the word "Sincerely,".

Barbara Montandon
PO Box 23
Chester, CA 96020
(530) 258-1536

Dec 18, 2023
Chester, California

Dear Mr. Cox, Ms. Johnson, and CPUD Board of Directors,

As the current Chair of the Chester Citizens' Advisory Committee, I am writing to formally express my interest in the open board member position at CPUD.

I am attaching my resume for your consideration. Over the past 20 years, I have amassed extensive experience in agency coordination at both federal and state levels. This experience has afforded me a comprehensive understanding of public service operations, stakeholder engagement, and strategic planning. My tenure as the Chair of the CAC has further deepened my involvement and commitment to the Chester community, providing me with unique insights into the local needs and challenges.

My work with the CAC, especially during CPUD's ongoing fiscal crisis, has involved close collaboration with key stakeholders to identify and develop viable solutions. This experience has underscored the importance of transparent, accountable, and community-oriented governance.

I am a registered voter residing within the district and am fully committed to upholding the responsibilities that come with board membership. I am motivated by a genuine desire to contribute to CPUD's sustainability and success, ensuring that it continues to serve our community effectively and efficiently.

In this role, I would aim to leverage my experience in agency coordination and community engagement to foster a collaborative approach to problem-solving and strategic decision-making at CPUD.

I am prepared to provide any further information or documentation needed for this application and am available for interviews or discussions as required.

Thank you for considering my application for the CPUD board member position. I am enthusiastic about the opportunity to contribute to the district's mission and to make a positive impact on the Chester community.

Sincerely,

Annika Peacock
510-671-0617

Summary

Dynamic and seasoned data scientist, python coder, and program manager with over 18 years of hands-on experience in coordinating multi-agency solutions in high-pressure environments, notably in military and diplomatic operations. Expertise in spatial data analysis, machine learning, and generative AI integrations for strategic planning. Able to apply diplomacy and data science knowledge to solve complex problems and enhance operational effectiveness.

Education

- UC Berkeley Haas – Professional Certificate in Artificial Intelligence, Machine Learning, and Data Science, Anticipated Spring 2024
- Lassen College, Professional Certificate in Geographic Information Systems, Anticipated Spring 2024
- Western Carolina University, MPA (Master of Public Affairs), 2019; Advanced Certificate, Project Management, 2018; MBA (Master of Business Administration), 2017
- Excelsior College, BA in Liberal Arts, 2004
- Defense Language Institute, AA in Middle Eastern Studies/Arabic Language, 2004

Relevant Experience

Pfauhaus Consulting, Chester, CA (Feb 2021-Present)

- Pioneered the use of AI, ML, and GIS for business development projects in Plumas, Lassen and Shasta counties, enhancing data accuracy and predictive analysis capabilities, showcasing a blend of technical expertise and forward-thinking approach.
- Leading the design and implementation of advanced data processing techniques and workflow systems.
- Focusing on AI-driven solutions for data analysis, reporting, and software development.
- Commercial drone operations.

Lassen College, Susanville, CA (July 2022-Sept 2023)

- Teaching business, AI, and CIS courses; developing curriculum in AI applications.
- Teaches Microsoft PowerBI course to employees at Herlong Army Depot in fulfillment of a contract between the College and the DOD.
- Utilizing Google and Meta Digital Marketing skills in marketing and student recruitment.
- Leveraging SMO strategy to increase organic Facebook page engagement by 360+% between 2022 and 2023, resulting in a 25% increase in student enrollment, year-over-year.
- Fostering community engagement and stakeholder relations in educational settings.

Consultant, City of Asheville, NC

- Served as project lead for special GIS projects with the Asheville Department of Transportation for traffic calming and North Asheville complete streets initiatives. Tasks included planning, system integration, database development, implementation and application development.
- Designed and developed databases associated with the GIS base map including relational databases; develop standards and strategies for maintaining database security.
- Presented data visualizations to City Counsel, the Land of Sky Metropolitan Planning Organization, MPA faculty at Western Carolina University, and the community as needed for traffic calming and traffic engineering projects.
- Attended and participated in professional group meetings, seminars and trainings in order to stay abreast of new trends and innovations in the field of city planning.
- Secured 5 million dollars in bond funding and 5 million dollars in matching federal funds for a capital improvement project for Merrimon Avenue in North Asheville.

U.S. Department of Veterans Affairs, Asheville, NC (July 2017-Jan 2021)

- Led cross-functional and complex IT projects to revamp VA health care revenue operations resulting in improvements to electronic health.
- Coordinated the design and development of user-specific healthcare databases and billing types; configured system operational functions; prepared reports and data visualizations.
- Served as system administrator for VA-proprietary software, ensuring efficient operations that met the Department's needs for information technology; update or create patches as changes occur.

- Led software/systems migration projects to manage transition from VISTA to Cerner.
- Analyzed large datasets for revenue cycle improvements, implementing automated solutions.

Western Carolina University, Cullowhee, NC (Aug 2015 - May 2017)--MPA 2-year capstone

- Conducted an in-depth GIS analysis of traffic patterns in Asheville, utilizing spatial data to identify and propose optimal traffic flow solutions.
- Focused on social equity by evaluating how urban planning decisions impact low-income neighborhoods, ensuring that proposed solutions were inclusive and beneficial to all community segments.
- Developed interactive planning maps that allowed stakeholders to visualize traffic scenarios and their implications, enhancing engagement and understanding of the project.

U.S. Department of State (Jan 2009- Jan 2014)

- Managed analytics projects, delivering data visualizations and reports for visa operations.
- Drafted, cleared, and received approval for 7-million-dollar annual operating budget for consular operations at U.S. Embassy, Tunis.
- Led data-informed multi-agency emergency preparedness committee proceedings, reviewed and recommended changes to Emergency Action Plan for heightened security posture following terrorist attacks on several N. African embassies and consulates (including Tunis and Ben Ghazi) in 2012.
- Utilized GIS and Ushahidi crowdsourced reporting platform to monitor treaty compliance, extracted minerals operations, and election maps in Sudan.
- Built international stakeholder relationships and coordinated foreign dignitary visits.

U.S. Navy – Cryptologist (Jan 2003- Jan 2009)

- Developed early automated machine translation technology.
- Used GIS and Google Earth for strategic operations supporting Operation Iraqi Freedom
- Utilized AI for intelligence analysis and national defense initiatives.

Community Involvement

Annika Peacock

510-671-0617

annikapecock@outlook.com

-
- Chester Citizens Advisory Committee: Spearheaded community-driven, multi-agency, solutions-oriented approach to the fiscal crisis at CPUD.
 - Sierra Hospice Board: Active fundraising board member.

Royce Raker R.N. MICN

280 First St.

Chester, CA 96020

royceraker@gmail.com

530-526-2287

12/12/2023

Chester Public Utility District

251 Chester Airport Rd.

Chester, CA 96020

Dear Members of the Board of Directors of CPUD, (Steve Voboril, Arthur Tharpe, Kimberly Green, Steve Graffweg)

I hope this letter finds you well. As a committed advocate for our community's well-being and the responsible stewardship of our public utility resources, I am writing to express my sincere interest in continuing my services as a Director on the Chester Public Utility District Board.

Over the past several years serving on the board, it has been a privilege to contribute to the strategic decision-making processes and the successful management of our utility. I have witnessed the challenges we have overcome, the milestones we have achieved, and the positive impact our decisions have had on the residents and businesses we serve.

During my tenure, I have actively participated in helping to guide 4 different General Managers and have helped in the restructuring of much of our fire and EMS department. I have strived to bring a collaborative forward-thinking perspective to the board. I was particularly proud to be a part of bringing Adam Cox and Matthew Balzarini into the CPUD organization. I believe these changes have enhanced the efficiency and sustainability of our utility services.

As our community faces ongoing challenges and opportunities, I am eager to continue leveraging my experience and commitment to contribute to the board's success. I believe that my dedication, strategic insights, and collaborative approach align with the goals and values of our public utility.

I am fully committed to attending regular board meetings, participation in committee work, and engaging with stakeholders as well as board members to address the challenges that lie ahead. I kindly request your consideration for my continued service on the Chester Public Utility District Board.



I would like to be considered for
new member on the Board for CPUD.
Have been here for many years,
I feel I could help in many areas
and decisions to help Chester with
future direction.

McCallis

12 19 23

RECEIVED

DEC 19 2023

December 18, 2023

Dear: Adam Cox, General Manager: adam@sectaris.partners
Steve Voboril stlvo57@yahoo.com
Steve Graffweg stevegraffweg@gmail.com
Kim Green kimlynnngreen@outlook.com
Arthur Tharpe hrart@aol.com

Cc: Tom McGowan tommcgowan@countyofplumas.com
Cc: Marcy DeMartile marcydemartile@countyofplumas.com
Cc: Cheryl Johnson cheryl.cpud@frontier.com
Cc: Annika Peacock AnnikaPeacock@outlook.com

Subject: Letter of Interest for CPUD Board Member Position

I am writing to express my interest in the open board member position at the Chester Public Utility District as announced in the recent vacancy notice.

I and my family are residents of Chester, having moved here in 2019 after losing our home in Paradise in the fall of 2018. My wife Michele and I are registered voters residing within the district. We are deeply vested in the welfare and success of our community, and since moving to Chester I've been involved with the Chester Jr./Senior High School baseball program, serving as assistant coach, statistician, field maintenance supervisor, teaching/coaching baseball theory, and team publicist.

Additionally my wife Michele and I are engaged in the community by providing a home for a traveling Clinical Laboratory Scientist assigned to Seneca Hospital. As many well know housing for our traveling health care professionals is a challenge. Michele and I decided assisting this person was valuable to the Chester community. In the spirit of community good will and being good neighbors we welcomed this professional to our home.

I have a career background in higher education finances having spent 36 years at CSU, Chico. I'm also an alum of Chico State, receiving my MBA graduate degree in 1973. I am detailed oriented and analytically inclined. I consider my greatest strength is team building and developing cooperative working relationships.

My resume is attached for your viewing.
Thank you for your consideration.

Sincerely,
George A. Wellman
gawellman@msn.com 530-570-7645

▶ George A. Wellman

253 Inglewood Dr
PO Box 100
Chester, CA 96002
Mobile: 530-570-7645
E-mail: gwellman@csuchico.edu

Objectives

Leadership position in financial management, preferably in a public or non-profit enterprise, with an emphasis on professional team work, collaborative working relationships, financial integrity and precision-based reporting for management, budget forecasting and tracking, and having fun in the workplace.

Education

Masters of Business Administration (1973) California State University, Chico

- ▶ Master's Thesis: *A Multivariate Economic Model Analyzing Price Movements in the Stock Market*
- ▶ Graduate Teaching Assistant 1972-1973
- ▶ Cum Laude, 3.85 GPA

Bachelor of Science Degree – Marketing (1971) California State University, Chico

- ▶ Cum Laude, 3.78 GPA
- ▶

Associate of Arts Degree – Business Administration (1969) Shasta Community College

- ▶ Cum Laude, 3.50 GPA

Experience

Financial Analyst – CSU, Chico Student Health Services (January 2013-October 2013)

Reporting to the Director of Student Health Services performed a variety of budget analysis and forecasting activities including examination of the current overall financial viability of the SHS self-support model, including enrollment driven fee increase simulations; analysis of budgetary impact of planned program growth options; contingency reserve policy analysis and review of models in the literature pertaining to self-support entities; comparative service level analysis of Chico to a selected set of other student health service centers in the CSU; monthly financial update and projections analysis; informal audit of the Family Pact revenue and expenditure trends and billing processes; and other adhoc assignments of short duration.

During this short assignment, through listening and encouragement, a sense of purpose and striving for excellence was apparent amongst the staff. Informally through staff interactions I developed a heart-felt respect for the staff and what they do for our students. I'm honored to have spent this brief assignment getting to know the staff and participating in their well being.

Special Projects, Business and Finance (2006 -2009)
CSU, Chico

Reporting to the VP for Business and Finance, worked on a variety of projects of varying lengths of time: assisted in the Budget Office with student revenue and compensation increase projections (5 months); finalized the WASC accreditation element related to financial success measurement and self evaluation (4 months); interim director of Plant Operations (2.5 months); revision and new policy statement related to hospitality expenditures (2 months); and review and initial data gathering related in internal recharges to and from auxiliary enterprises (2 mo).

Associate Vice President, Business and Finance (1997 - 2005)
CSU, Chico

In leadership and management role for the functions of Budget Analysis & Research, Accounting Operations, Accounts Payable, Accounts Receivable, Purchasing & Contracting, Mail Room/Shipping & Receiving, Motor Pool, and Print Shop.

Accomplishments: Implementation of new financial system (CMS/Peoplesoft); leader in CSU for accuracy and timeliness of financial and management audits; developed staff training program to enhance employee productivity, especially in the area of advanced spreadsheet tools usage, and information retrieval and analysis; Chair of the Fiscal Administration Committee; lead for financial aspects of accreditation reporting, documentation, and writing; CSU Financial Officers Association representative for the campus; and a variety of assignments as delegated by the VP for Business and Finance.

Staffing level: 7.0 management employees reporting directly to AVP; 65.0 other management/supervisor and staff employees, 30 student assistants.

Unit/Departmental Budget: \$2.5 million.

Campus Budget: \$240 million.

Budget Officer (1984 - 1996)
CSU, Chico

Accomplishments: Reporting directly to the VP for Business & Finance, campus management/technical lead for budget preparation, implementation, and administration; Secretary/Chair of the Fiscal Administration Committee; campus representative to the CSU Budget Task Force Group; campus WASC accreditation lead for financial components of five and ten year reviews; co-lead of the campus Budget and Accounting Technical Review Committee; management financial reporting; budget preparation and presentations; management lead on a variety of budget and related financial projects; management lead for budget audit and review; served on a number of campus and CSU committee's and task groups covering a broad variety of financial policy, implementation, and administration issues.

Staffing level: 1.0 management employee reporting directly to Budget Officer; 3.0 other management/supervisor and staff employees, 2.0 student assistants.

Unit/Departmental Budget: \$250,000.

Campus Budget: \$200 million.

Accounting Officer (1982 - 1983)
CSU, Chico

Reporting directly to the Assistant VP for Business & Finance. This was a cross training effort, job swap, to broaden and enhance knowledge of linkages between Budget and Accounting. Eighteen month assignment. Returned to Budget Officer position following this assignment.

Staffing Level: 2.0 management employees reporting directly to Accounting Officer; 15.0 accounting technical and supervisory employees; 5-6.0 student assistants.

Unit/Departmental Budget: \$400,000

Campus Budget: \$150 million

Budget Officer (1973 – 1982)

CSU, Chico

Accomplishments: Reporting directly to the VP for Business & Finance, budget projections and modeling; student fee revenue forecasting; utilities expenditure trends and modeling; benefits cost projections; projecting overall expenditure patterns by management unit; departmental budget management and training; management financial reporting; budget preparation and presentations; management lead on a variety of budget and related financial projects; management lead for budget audit and review; served on a number of campus and CSU committee's and task groups covering a broad variety of financial policy, implementation, and administration issues.

Staffing level: 1.0 management employee reporting directly to the Budget Officer; 3.0 technical/staff employees; 1-2.0 student assistants.

Unit/Departmental Budget: \$175,000.

Campus Budget: \$120 million.

Expertise

- ▶ Leadership and management of people with an emphasis on team building, collaborative working relationships, and always looking for productivity improvements through employee education and training.
- ▶ Fully knowledgeable in Generally Accepted Accounting practices, financial statement preparation, budget management, and audit.
- ▶ Excellent writing skills and sense of management reporting needs and requirements.
- ▶ Committee dynamics and how group decision making is accomplished and enhanced.
- ▶ Customer service, and putting the customer first.
- ▶ Excel power user.
- ▶ Knowledgeable in a number information retrieval and analysis tools.

References

Arno Rethans – Vice Provost Academic Resources, CSU, Chico (retired)

Deborah Stewart – Director Student Health Services (retired)

Paul Zingg – President, CSU, Chico (retired)

FROM: General Manager Adam Cox

RE: Election of Board Vice Chairperson for 2024

BACKGROUND:

In order to ensure the orderly operation of the Board a Vice Chairperson should be selected to preside over Board meetings in the absence of the Chairperson.

EXECUTIVE SUMMARY:

Existing CPUD Board Policy does not identify a list of officers that should be appointed, however, Board Policy 4040 ("Board Chairperson") suggests that the Board should have at least two officers: Chairperson and Vice Chairperson.

BP 4040.20 states in part, "In the absence of the Chair, the Vice Chair...shall serve as chairperson..."

At its annual organizational meeting held on December 19, 2023, the Board elected a Chairperson (Kim Green) and a Secretary/Treasurer (Art Tharpe) but did not elect a Vice Chairperson.

RECOMMENDATION:

It is recommended that the Board select a Vice Chairperson from among its members; it is also recommended that the Board provide direction to staff on amending Board Policy to formally recognize which Board officer positions should be selected annually.

FISCAL IMPACT:

None

FROM: General Manager Adam Cox

RE: Adopt Schedule of 2024 Regular Board Meetings

BACKGROUND:

The Board should annually adopt a schedule of its regular meetings.

EXECUTIVE SUMMARY:

Board Policy 5010 ("Board Meetings") allows the Board to annually adopt a schedule of its regular meetings should it choose to meet at a time different from that prescribed in the policy.

BP 5010 currently sets regular meetings on the third Tuesday of each month at 3:00pm. In 2023 the Board authorized meetings to be held on the fourth Tuesday at 5:30pm.

The proposed 2024 meeting schedule, attached, calls for meetings to begin at 5:30pm on the fourth Tuesday of each month except in November and December when the third Tuesday is the best option due to holidays.

RECOMMENDATION:

It is recommended that the Board adopt a schedule for its 2024 regular meetings.

FISCAL IMPACT:

None

ATTACHMENTS:

- A. 2024 REGULAR MEETING SCHEDULE

Chester Public Utility District

2024 Regular Board Meeting Schedule

All meetings begin at 5:30pm on the fourth Tuesday of each month at 251 Chester Airport Road in Chester, unless otherwise noted

January 23

February 27

March 26

April 23

May 28

June 25

July 23

August 27

September 24

October 22

November 19 (third Tuesday)

December 17 (third Tuesday)

FROM: General Manager Adam Cox

RE: Appointment of Ad Hoc Committee to Review Board Policies

BACKGROUND:

It is prudent during the normal course of business for the Board and administration to periodically review the policies and procedures (collectively, "Board Policies") of the District.

EXECUTIVE SUMMARY:

Most CPUD Board Policies have not been reviewed since at least 2019; some policies have not been reviewed or revised since at least 2015.

Board Policy 4060 ("Committees of the Board of Directors") prescribes that the Chairperson of the Board may appoint ad hoc committees for the District, subject to duties... outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made."

The existing Board Policies that we can identify do not always provide adequate guidance for CPUD administration.

The CPUD Board and administration should work collaboratively to review and revise Board Policies in a manner consistent with the District's mandate to effectively serve its constituency.

RECOMMENDATION:

It is recommended that (1) the Chairperson announce members of, and the Board approve the appointment of, an ad hoc committee charged with reviewing existing CPUD Board Policy; and,

(2) the Board direct the ad hoc committee to work collaboratively with CPUD's administration and legal counsel in drafting proposed amendments, additions, or deletions to Board Policy; and,

(3) the Board direct that a final report be made by the ad hoc committee no later than the Board's May 28, 2024 meeting.

FISCAL IMPACT:

Estimated under \$1,500 which has already been budgeted under Professional and/or Legal Services.

FROM: General Manager Adam Cox

RE: Discuss Appointment Process for Tax Measure Advisory Committee

BACKGROUND:

The Board has directed that a Tax Measure Advisory Committee be created to assist with public education about the May 7, 2024 special election.

EXECUTIVE SUMMARY:

At its December 27, 2023 special meeting (continued from December 26), the Board approved placement of two parcel tax questions to be placed on the May 7, 2024 special election ballot.

As part of that action the Board also directed staff to solicit community members to serve on a Tax Measure Advisory Committee. Notice of the opportunity to serve on this committee was posted on January 5.

The Board should now determine when it would like to appoint members to the committee, what process it would like to use to do so, and what specific charges the committee should undertake.

RECOMMENDATION:

It is recommended that the Board discuss the timeline and process for appointing members to the May 7 Tax Measure Advisory Committee and also discuss what specific charter the committee should have.

FISCAL IMPACT:

None

FROM: General Manager Adam Cox

RE: Appointment of Members to the Personnel and Investment Committees

BACKGROUND:

Board Policy 4060.30 states: The Board Chair shall appoint and publicly announce the members of the standing committees for the ensuing year not later than the Board's regular meeting in January.

EXECUTIVE SUMMARY:

In accordance with BP 4060.30 the Chairperson should appoint members to the Board's two standing committees: Personnel and Investment.

RECOMMENDATION:

It is recommended that the Chairperson appoint two Board members each to the Personnel and Investment committees.

FISCAL IMPACT:

None
