

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

Minutes of Special Meeting: March 23, 2021 at 1:00pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Steve Trotter, Joe Waterman, Steve Graffweg & Steve Voboril.

Directors Absent: Royce Raker

Conference Call: No Directors called in. A public member called in, but hung up shortly.

Guests Present:

Staff Present: 6 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Waterman called the meeting to order at 1:00pm.
 - Director Waterman led the Pledge of Allegiance.
 - A. Agenda Approval:
 1. Director Graffweg made motion to approve Agenda. Director Trotter seconded. All ayes.
2. **Public Comment Agenda Items:** None
3. **Closed Session:** at 1:03pm
 - b. Personnel (Gov. Code 54957)
 1. General Manager Employment
Interim General Manager was called in at 1:47pm

Director Raker dialed in at 2:05p.m
4. **Reconvene from Closed Session:** at 2:06p.m
5. **Report on Closed Session :**

General Manager Employment – Director Waterman reported that they are going to make a contract for the GM and make it a salaried position. Director’s Trotter and Waterman from the Personnel and Finance Committee respectively will draft a contract for the April regular meeting.

Interim General Manager Evaluation – Director Waterman stated that they are working on an Evaluation for the April meeting in Closed Session.
6. **Personnel Committee :**
 - a. Director Graffweg said that Policy #4020 was simple before and items were added. This will keep all informed and knowing what is going on with the Directors. Director Graffweg added that we need all 5 Board Members. Director Trotter added that it’s not let to the Board to make a decision, but the Individual Director Raker spoke up via phone and stated that he reworked his schedule to make the meetings. He also stated that people with jobs may find it hard and to look at changing the meeting time to attract the public. He also apologized for missing meetings. Director Trotter made a motion to accept Policy #4020 as presented. Director Voboril seconded the motion. Ayes: Trotter, Waterman, Voboril and Graffweg. Abstained: Raker
 - b. Policy #3090 was put together by Chief Layne and presented by Director Trotter. Chief Layne stated that even if not using, we’d have the policy in place. Director Trotter procure the document from Rodeo Fire Dept. Director Waterman questioned if this policy had been seen before. Director Graffweg stated that Management wants this Policy. Director Graffweg said the Personnel Committee changed around to where GM has no authority and would need to go to the Board. Chief Layne stated that he had the policy vetted through District Counsel Einhorn. Director Trotter said we need to have Policy in place. Director Trotter wants to bring it back at

April's regular meeting. Director Graffweg made a motion to table until next regular meeting. Director Trotter seconded the motion. All in favor, motion carried.

7. **Ambulance Annexation for Service:** Director Waterman stated he had been busy and that Chief Layne would be taking over. Director Waterman would be picking up with outside negotiations. Chief Layne said he has a meeting scheduled with NST Engineering Inc. tomorrow regarding the survey report for the application for boundaries. He hopes to have numbers by April. Still waiting to hear from LAFCo regarding fees. Director Trotter asked regarding any shared costs. Chief Layne stated yes, the costs would be shared, but not up front. Discussion only, no action.
8. **Fire Special Assessment:** Chief Layne stated that he had sent info to District Counsel Einhorn and a Fee Assessment based on Square Footage isn't viable. He had found two other options. One from Apple Valley the other from Arcata Fire Protection District based on risk per parcel, including Industrial, Commercial and Residential. Director Trotter stated that California Special District Association just had a 2 hour webinar put on by SCI regarding this topic. He also asked regarding the exemption of Schools etc. Chief Layne stated that all current exempted entities would continue. Chief Layne stated that he liked the Measure F from Arcata the best. Director Trotter made a motion to have Chief Layne pursue both options as presented (one as an alternate). Director Graffweg seconded. All in favor, motion carried.
9. **198 Main St. Update:** Chief Layne handed out a sheet with bullet points for proposed uses for 198 Main. He stated that he's been in contact with Seneca's New CEO Shawn and they are interesting in the "casita" for traveling nurses. Director Waterman asked if any firm numbers have been discussed. It would require remodeling and not be usable for months. Director Waterman added what's our commitment to make livable. He also mention the furnace at 198 Main and condition. Chief Layne's next point was to have a Duty Officer there on days were no Captain was present. Would be a \$4 per hour stand-by position and time and a half for calls. This would be to help facilitate long term transfers, offered to paid staff on a rotating basis. Director Raker stated that Seneca would be very interested in helping with long ground transfers, even footing the bill. Director Waterman would like 198 Main St. on next Agenda. Would also like to see a written agreement. Director Trotter wants a comprehensive plan in place also commitment. Director Waterman agrees. Wants to see if that will offset occupying the building again. Discussion only, no action.
10. **Incident Management Team (IMT)**
Captain Dean gave the update as follows –
For the 2020 Fire Season we billed \$1,151,910.86 for the 400 account, received \$710,521.00, leaving \$441,389 outstanding. For the 500 account we billed \$841,645.53, have received so far \$693,746.46, leaving \$147,899.07 outstanding. Director Waterman said that we are re invoicing back to 2016. Clerk to the Board Johnson is working on that Invoice. The re invoicing has been vetted by the Board and District Counsel to send past due invoice. Director Waterman stated that he must have misunderstood a prior conversation with Chief Layne. Captain Dean continued with the 2021 plan. BIA agreement with Inyo agreed upon at Forest Level and has moved to Federal. Billing would be to the incident directly, would need the Incident Commanders agreement. He also stated that we can look at the National Parks for an agreement. Lastly, he stated that we can go thru the Addendum process with CFAA to remove the IMT provision. Chief Layne working on options. Chief Layne thanked Captain Dean for working on this. Director Waterman suggested possibly looking at VIPER. Discussion only, no action.
11. **Backflow Fees:** Interim General Manager Homme stated that our current fee is \$15.00. He looked into a third party as mentioned by a Board Member and found that Peninsula Water gets charged \$75 per device plus mileage. GM Homme is not looking to raise fees now. Director Trotter questioned if a Prop 218 Public Hearing was needed. GM Homme stated no. He also came up with a comprehensive policy. Director Waterman wanted to know if District Counsel Einhorn had looked at that. GM Homme stated he would send it to him. Director Trotter thanked GM Homme for looking into third party options. Director Graffweg cited the recent Budget

Workshop regarding service for profit. Director Waterman stated that as a Utility District we can't charge more than the cost to provide the service. Item carried over to next meeting. (no vote to table)

12. Correspondence:

a. IAFF provided response.

b. Director Voboril stated that St. Andrews is requesting to stay in the building longer. Director Waterman stated that a response was owed. GM Homme had the lease agreement that was provided with letter. Chief Layne will consider granting extension thru end of school year. Item will be added to next agenda for discussion for entertaining options for 198 Main.

13. Comments: Directors – Director Trotter asked when letter sent? District Secretary Sanders spoke up and stated that the return receipt was received back today. Director Waterman thanked the standing committee volunteers. Director Waterman also stated that pre-meeting Plumas County Chief's meeting on Thursday and that Chief Layne would not be OES rep. Director Trotter asked if a Board Workshop was in the plans. Director Waterman would like a preliminary, then open it up after. Director Trotter wants Local Union Reps to be on Agenda as its imperative to have open line. Director Waterman stated for regular meetings, not special. Both Directors Raker and Voboril agreed. Staff - None

14. Adjournment

Director Voboril made a motion to adjourn. Director Trotter seconded. All in favor, meeting adjourned at 3:10pm.

Clerk to the Board, Cheryl Johnson - Absent
Kelly M Sanders, Secretary
Approval of Minutes

