

CPUD Chester Public Utility District

Chester Public Utility District
Minutes
Regular Meeting
June 25, 2024 05:30 PM
251 Chester Airport Rd, Chester, CA 96020
<https://chesterpud.org>

1. Call to Order

The meeting was called to order at 5:30 pm by Kimberly Green.

A. Pledge of Allegiance
Led by Kimberly Green

B. Roll Call

Present: Stephen Graffweg, Kimberly Green, Arthur Tharpe, Stephen Voboril

Absent: Royce Raker

Staff Present: 8 Staff and 8+ Public Members

2. Agenda Approval

Director Graffweg asked for #17 Strategic Planning to be moved before Closed Session.
Director Green moved it to #12a.

Stephen Graffweg motioned to approve. A second was made by Arthur Tharpe.

The motion passed with the following vote:

4 In Favor ___ Opposed
___ Abstained 1 Absent ___ Recused

3. Public Comments

4. Approval of Meeting Minutes

A. May 28, 2024 Regular Meeting

Arthur Tharpe motioned to approve. A second was made by Stephen Graffweg.

The motion passed with the following vote:

4 In Favor ___ Opposed
___ Abstained 1 Absent ___ Recused

B. June 11, 2024 Special Meeting

Stephen Graffweg motioned to approve. A second was made by Arthur Tharpe.

The motion passed with the following vote:

4 **In Favor** **Opposed**
 Abstained 1 **Absent** **Recused**

5. Approve Financials

May 2024: GM Cox explained the status of the funds: Fire deficit increases. Water Fund in the black and will continue to do well as the spring meter reading receivables come in.

Director Green asked for the Auditor to explain the "due to and due from" general ledger lines.

Arthur Tharpe motioned to approve. A second was made by Stephen Voboril.

The motion passed with the following vote:

4 **In Favor** **Opposed**
 Abstained 1 **Absent** **Recused**

6. General Manager Report: Adam Cox

GM Cox said he will have options for the board at the July or August meeting regarding medical after retirement. Director Voboril believes that the retirees get what the employees get or get rid of medical completely.

GM Cox stated that we have one IMT member out on Sites incident.

Director Graffweg asked that 198 Main St. grounds be cleaned up. UOM Homme said he was reaching out to Cal Fire to assist with the cleanup, and it will be addressed before July 4th. The firewood will be addressed as well.

GM Cox stated that the 198 Main St Property may be grouped in the annexation to Peninsula Fire.

7. Fire Chief Report: Richard Sonsteng

Chief Sonsteng (absent). GM Cox reported out that Lieutenant Coates and the Reserves responded to 24 calls in May, much appreciated.

May be loaning one of our ambulances to Peninsula Fire, as both of theirs are going in for repairs. Agreements and Insurance will be in place.

Chester Fire staff and reserves will work in collaboration with Peninsula to stage in Chester on July 4th and 5th.

Director Graffweg would like to continue getting the status reports. GM Cox will ask the Chief about it.

8. Utility Operations Manager: Allan Homme

Hired Maintenance and Meter Reader, John Bankston.

Well 3 casing to thin. Quote for repairs is 22K.

Feather River Lift Station's electrical control panel and motor were accessed by AIC and is now working at 100%.

4th Avenue Lift Station's rebuild parts are on order. There is an emergency bypass in place if it goes down.

Cross Connection handbooks, letters and surveys being created to educate the public. Director Voboril wants to make sure procedure and guidelines are being implemented first. Director Green asked the Cross Connect Committee, Directors Voboril and Graffweg to get together to dial in this process. GM Cox stated that we need to look at what similar districts are doing, so not to have to recreate the wheel.

9. Local Union Representatives

A. Local 5317 / Chester Professional Firefighter's Association (CFD Safety)

none

B. Local 39 / Stationary Engineers (CPUD Misc.)

none

10. Resolution # 410 Amend Credit Card Users and Limits

GM Cox stated that this is a bank housekeeping item, and the changes are that Bankston and Sonsteng were added and Balzarini was deleted.

Stephen Voboril motioned to approve. A second was made by Arthur Tharpe.

The motion passed with the following vote:

4 **In Favor** **Opposed**
 Abstained 1 **Absent** **Recused**

11. Public Hearing: 2024-2025 Budget

GM Cox presented the preliminary budget, and the final budget will be presented by September. This version is a combination of the 2 scenarios discussed previously: 6 months with fire operations and 6 months of Peninsula Fire option.

Reminder that Water and Sewer Fund expenses will increase if Fire goes away.

He will propose a streetlight tax.

Thanked Kelly for continuing to pursue cheaper insurance options, in doing so she was able to get us back with a previous insurance carrier cutting our auto by 50K. Director Voboril stating that savings helps pay for the medical after retirement.

Director Green opened the Public Hearing at 6:26pm. After no public comments and a brief board discussion, the public hearing was closed at 6:28pm.

Director Tharpe made a motion to adopt the preliminary budget as presented. Director Graffweg seconded the motion. All in favor, motion carried.

12. New Board Policies: Series 1000, 2100, 2200, 2300, and 2400

12(B) GM Cox stated that some policies are redlined but can be revised in the future.

Noted discussions and possible changes on policies presented:

1015 Board Clerk: Who signs as approving meeting minutes?

1050 Overview of GM role: Directors need to follow PRA policy rules?

1060 Digital Signature: Program needed as state grants etc. require.

2115 Purchasing Policy: Current policy has, credit card, spending limits and two signature limits.

2140 Deposit Processing: Omit

2150 Reserves: discussion

2160 Internal Controls: 2160.1 (f) Keeping at 5K for 2 signature required checks. Work on adding Director Green to the CLASS accounts. Change "Financial Director" to Office Manager.

2205 Electronic Resources Policy and Procedures: Privacy notice should be added to responses electronically.

2400 Customer Relations: Disgruntled Employee process needed?

2415 Social Media Use: Adding more to this later. GM Cox stating website will be overhauled. in the 4000 Series there will be a generic policy stating that MOUs will control, if in place.

No action, Board consensus to table until all policies have been reviewed and cross referenced.

13. **Workplace Violence Prevention Plan**

GM Cox stated that SB-355 states that all employers in California need a WVPP in place. The SDRMA template was used. Training will be provided to the employees, and they will be expected to sign as read and understood. This will be added to the new-hire packet.

Stephen Voboril motioned to approve. A second was made by Stephen Graffweg.

The motion passed with the following vote:

4 **In Favor** **Opposed**
 Abstained 1 **Absent** **Recused**

14. **Public Comment: Non Agenda Items**

none.

15. **Closed Session**

A. Closed Session pursuant to Government Code Section 54957 – Public Employee Discipline/Dismissal/Release

B. Conference with Legal Counsel - Anticipated Litigation Pursuant to Gov. Code Section 54956.9 (d)(2) or (3) - 1 potential case

C. Closed Session pursuant to Government Code Section 54957 – Public Employee Performance Evaluation

Employee: General Manager

16. **Reconvene and Report on Closed Session**

Closed session was recited verbatim at 7:42pm by Director Green.

The board reconvened at 8:47pm. Director Green reported that GM Cox and Director Tharpe will work together on a GM evaluation tool for future use.

17. **Future Strategic Planning Meeting**

(12A) GM Cox asked for direction from the board. Director Green asked GM Cox to send the

board a list of ideas to spark input. She suggested using the White Paper for some ideas as well. GM Cox gave examples: Board Training, Transparency Certs., Polices etc.

Director Voboril stated that Water and Wastewater will be included in the strategic Planning as well.

It was agreed to wait 4-6 weeks, until it is known what the future is of the Fire Dept.

18. Correspondence

none

19. Comments

Director Graffweg asked if the broken clay sewer pipe on Laurel Ln. was CPUD's and should get cleaned up? GM Cox asked Cheryl to get a work order to Allan to investigate.

20. Adjournment

Director Voboril made a motion to adjourn the meeting at 8:51pm. Director Graffweg seconded the motion. All in favor, motion carried.