

CPUD Chester Public Utility District

Chester Public Utility District
Minutes
Regular Meeting
July 22, 2025 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 Stephen Graffweg

B. Roll Call

Present: Stephen Graffweg, Kimberly Green, Stephen Voboril, Royce Raker, Susan Martinez

Staff Present: Staff: 5 Guests: 5

2. Agenda Approval

Director Green stated that item #22: Appoint GM, will be handled in item# 20 and closed session is not needed. GM Mullaney stated that District's Counsel Prentice Long, Margaret Long advised that the GM Agreement should be addressed in open session.

The motion made by Director Voboril was to approve the agenda with the 1 suggested change.

Stephen Voboril motioned to approve. Stephen Graffweg seconded the motion.

The motion passed with the following vote:

5 In Favor ___ Opposed
___ Abstained ___ Absent ___ Recused

3. Approval of Meeting Minutes

A. June 24, 2025, Regular Meeting

No discussion.

Stephen Graffweg motioned to approve. Royce Raker seconded the motion.

The motion passed with the following vote:

5 In Favor ___ Opposed
___ Abstained ___ Absent ___ Recused

B. June 30, 2025, Special Meeting

No Discussion

Stephen Graffweg motioned to approve. Susan Martinez seconded the motion.

The motion passed with the following vote:

5 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

4. Approval of Financials

GM Mullaney stated that we have not been doing accrual-based accounting for the Property Taxes, Ambulance and other annual lump sum payments that should be allocated out over 12 months.

Director Voboril asked about the gate repair expense. Operator Pettit explained that someone pulled it open with a Side by Side. The repair is \$1200.00, too low to make an insurance claim.

GM Mullaney is meeting with the CPA and the Auditor to understand the due to and due from line item more clearly. Director Green stated she would like to understand that better as well.

Director Martinez stated that "Fund" accounting is a combination of cash basis and accrual basis.

GM Mullaney stated that the June financials are a "draft" and not ready for board approval and recommended to table the Financials until August's Regular board meeting. The consensus was to agree to table.

A public member asked if there is a process to track passed due water bills and if anyone is reading the hydrant meters. Office Manager Johnson confirmed yes to both.

5. Reports to the Board: Bonnie Mullaney

A. GM Report

SCADA is outdated, getting estimates.

GM Mullaney's Dad is an engineer and is looking at our wastewater equipment.

Risk Management reports costs \$9500.00. She will do the report in house going forward.

Conference room audio repairs; burnt wires found behind the wall. Parts being ordered.

Sewer lateral damage by boring company for the fiber optic company; legal is involved writing a letter to their insurance company.

Frontier phone system is having issues. The water and wastewater on-call number is 530-816-0505 and is working fine if dialed directly.

OM Johnson working with PERS with a Retired Annuitant Audit.

Proactively researching grants.

Researching ad valorem taxes.

A rate study is needed for finding streetlight funding now that there isn't a fire department. This is a work in progress.

B. Utility Operations Manager Report

GM Mullaney explained that certain water and wastewater training opportunities are sparsely available only during certain times of the year.

198 Main St. generator still being worked on when time allows. Generator replacement options were suggested by board members.

Director Graffweg would like to see the hydrant meter maintenance program finished. UOM Homme stated that we do the valve exercising, flushing and oiling and share brush removal with Peninsula Fire. Will work with PFPD with painting the hydrants and doing the PSI testing.

6. Grant updates: by General Manager Mullaney

GM Mullaney read from the report, attached to board packet, regarding being a disadvantaged community. We could pay up to 60K in fines annually if we discharge to the lake.

7. Rescind Director Stephen Graffweg's Censure: Resolution 2024-436

Director Graffweg recused himself and left the room at 6:25pm.

Director Green stated there have not been any further issues since the censure resolution was approved last September.

Director Raker asked if he completed #13 and #14 requiring board training and the issuing a board apology. After some discussion, Director Green stated that it isn't legally binding, hence the rescind. OM Johnson shared her concerns on setting past precedence.

Director Green stated that the main purpose of the censure was to separate everyone on the board from Director Graffweg, so as not to be liable personally for up to 500K each if violations were pursued legally.

Director Raker was concerned that the censure resolution was read in full at a meeting in open session, and it will be known that the conditions of the censure weren't meant. Director Green stated that the rescind makes it moot.

Public members present were directed to the CPUD website to find the censure resolution to answer their questions on what exactly happened to warrant the censure.

The motion was made to rescind.

Director Graffweg returned to the board table.

Susan Martinez motioned to approve. Stephen Voboril seconded the motion.

The motion passed with the following vote:

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

8. Unfunded Accrued Liability (UAL) Update

GM Mullaney recommended making the lump sum payments to get the discount.

Susan Martinez motioned to approve. Stephen Graffweg seconded the motion.

The motion passed with the following vote:

5 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

9. **2023-2024 Audit** GM Mullaney's recommendation to the board was to table until the August board meeting. She is meeting with the Auditor and CPA in person Thursday or Friday. Director Green and Director Graffweg would like to attend as well. The consensus was to table the approval of the Audit until there is more clarifying information, also to possibly create an Audit Ad Hoc committee was tabled.

10. Maintenance/Meter Reader - Seasonal: Policy # 2325

OM Johnson apologized that the wrong Seasonal Employee Job Description was included in the packet. The Job Descriptions are not in policy format any longer, as the board, at a previous board meeting, voted to

not have them as policy.

GM Mullaney stated that technically the board approved a full-time position over a year ago. She explained that a seasonal employee wouldn't qualify for any benefits until they reach 1000 hours in a fiscal year or they are made permanent.

Director Green suggested that the GM work with the field personnel regarding the needs of the district for this position.

The motion was made to adopt Policy #2325 Seasonal Meter Reader/Maintenance Job Description, "the 2022 job description version" to include having a Driver's License as necessary, but a having High School Diploma is not necessary and to keep them under 1000 hours in a fiscal year.

Royce Raker motioned to approve. Susan Martinez seconded the motion.

The motion passed with the following vote:

 5 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

11. Well 1 Emergent Replacement Quote for VFD Drive and Power Interface. Well 1 is currently Out of Service.

GM Mullaney stated she met with her dad, OM Homme and Sierra Controls about a VFD that would regulate the RPMs of the pump for Well 1. She stated that the control panel was gutted years ago. She stated the work would start as soon as the parts we order come in.

The motion was made to accept the quote.

Stephen Graffweg motioned to approve. Susan Martinez seconded the motion.

The motion passed with the following vote:

 5 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

12. 2025-2026 Budget

GM Mullaney recommends to the board not to approve the budget due to latest findings with taxes. Last June 30th financials are out of compliance.

Director Martinez stated that the budget is just a best guess guide for the upcoming Fiscal Year.

GM Mullaney wants to add 5 years projections and to add 2 previous years to the budget.

Director Voboril and Director Green stated that they were never told of some the information within the budget.

The motion was made to table.

Susan Martinez motioned to approve. Stephen Graffweg seconded the motion.

The motion passed with the following vote:

 5 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

13. Cross-Connection Control Program Ordinance #2025.01: Version #2 and Plan

GM Mullaney met with the Drinking Water Engineer, Nick and OM Homme to go over the handbook and what constitutes as a higher hazard risk property.

They plan on starting with commercial properties. The surveys are needed and are legally required. She will look into the surveys that have been completed already by UOM Homme.

GM Mullaney stated that this is a 5-year process and handed a public member the list of high-risk type properties that are stated within the Ordinance and Plan.

Director Voboril expressed his concerns that the backflow assemblies are installed and visible above ground. He mentioned snowplow damage and freezing issues. GM Mullaney is researching insulation blankets. Director Voboril stated that we should visit Truckee to see how they protect and install their backflow devices. Operator Pettit stated that they can be winterized when the consumer is not using irrigation. OM Homme stated that water pressure does reduce when a backflow device is installed.

GM Mullaney stated that the \$85.00 inspection fee needs to be added to the ordinance.

She stated she would like Nick to come to a Special Meeting to help explain to the board and the public the backflow requirements and the types of devices. Director Green suggested that GM Mullaney do some public outreach by maybe speaking at the town hall, or putting out a mailer, and on the new Facebook page.

The motion was made to approve Version 2 with the addition of the \$85.00 inspection fee.

Recess: 8:04pm Reconvened: 8:12pm

Susan Martinez motioned to approve. Stephen Graffweg seconded the motion.

The motion passed with the following vote:

3 **In Favor** 2 **Opposed**
 Abstained **Absent** **Recused**

14. Forensic Audit Quote: Eisner Amper

GM Mullaney stated that this process is very expensive averaging 28K-37K..and this is just for 1 fund. Director Voboril stated that they looked into a few years back and it was 50K.

The consensus is to sit and work with the Auditor as it may be more cost effective.

The motion was made to decline the quote and service.

Stephen Voboril motioned to approve. Royce Raker seconded the motion.

The motion passed with the following vote:

5 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

15. Payroll and Benefits Survey quote: CPS HR Consulting.

GM Mullaney stated this is just informational and recommends we do not use this company at this time.

The motion was made to decline the quote and service.

Royce Raker motioned to approve. Susan Martinez seconded the motion.

The motion passed with the following vote:

5 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

16. Creation of a Chester Public Utility District Informational Facebook Page Social Media Policy 7000 and Draft Social Media Policy 2415: Review and possible adoption.

GM Mullaney stated that she recommends adopting the 2415 Social Media Policy with the change of Board approval needed rather than General Manager approval needed to open new accounts.

The old Facebook page still is active with Adam as Administrator. GM Mullaney will work with Prentice Long to get it taken down.

The Motion was made to adopt Policy #2415 with the suggested change and approve for GM Mullaney to start a new CPUD Facebook page.

Royce Raker motioned to approve. Susan Martinez seconded the motion.

The motion passed with the following vote:

5 **In Favor** ☐ **Opposed**
☐ **Abstained** ☐ **Absent** ☐ **Recused**

17. Policy 2145: Records and Retention

GM Mullaney recommended the board adopt Policy 2145 as presented. She cut a lot out as the details are already spelled out in the Local Gov. Retention Guide that is referenced within the Policy. She changed board meeting recordings to be kept indefinitely (2415.8).

Royce Raker motioned to approve. Susan Martinez seconded the motion.

The motion passed with the following vote:

5 **In Favor** ☐ **Opposed**
☐ **Abstained** ☐ **Absent** ☐ **Recused**

18. CPUD Mission Statement

GM Mullaney would like the board to have input for the new Mission Statement. She requested that they email her their suggestions. The motion was to table to the next meeting.

Susan Martinez motioned to approve. Stephen Graffweg seconded the motion.

The motion passed with the following vote:

5 **In Favor** ☐ **Opposed**
☐ **Abstained** ☐ **Absent** ☐ **Recused**

19. Local Union Representatives

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

No statement given.

20. Dynamic District Solutions, Bonnie Mullaney; Independent Contractor Agreement for CPUD General Manager Services.

Director Graffweg suggested tabling the approval of the contract, as the board just received it right before the meeting and public has yet to see it.

Director Green stated that the terms were agreed on unanimously at the last meeting: 2 continuous weeks per month onsite, the 198 Casita and a car. GM will pay for fuel. Timecards will be submitted monthly, per GM Mullaney.

The motion was to table until the next board meeting.

Stephen Voboril motioned to approve. Royce Raker seconded the motion.

The motion passed with the following vote:

 5 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

21. Public Comment: Non Agenda Items

Darrah: Firewise: We are halfway to becoming a Firewise community please fill out and submit the forms ASAP.

A public member asked about: Smart Meter Grant. GM Mullaney is waiting for a response.

A public member asked about: The cell tower. Director Raker stated it won't only be used for Verizon, if used by others it will increase the lease amount CPUD will receive. Nothing is received until the groundwork begins.

A public member asked: Did everything get turned in from GM Cox? GM Mullaney stated she has a PRA turned in to retrieve anything not obtained original obtained. She is working with legal.

22. Closed Session

A. Conference with Labor Negotiators - Conference with Labor Negotiators Bonnie Mullaney and Margaret Long; Prentice Long PC Law Firm Unit: Stationary Engineer's Local 39 2025-2028 MOU and Salary Schedule

Director Green stated no action until a July 24 meeting.

B. Closed Session pursuant to Government Code Section 54957(b)(4) - Public employee Appointment General Manager: Dynamic Soultions, Bonnie Mullaney
Prentice Long P.C Law Firm agreement as possible CPUD District Counsel.

Director Green stated that action will be taken on Agenda Item # 24.

23. Possible approval of the 2025-2028 MOU and Salary Schedule between Chester Public Utility District and the Miscellaneous Unit: Stationary Engineer's Local 39.

Director Green stated this is tabled until after we get more information at the July 24th meeting.

Stephen Voboril motioned to approve. Stephen Graffweg seconded the motion.

The motion passed with the following vote:

 5 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

24. District Legal Counsel: Possible Recruitment

Director Green asked for a motion to accept the contract for Prentice Long as the district's legal counsel.

Stephen Voboril motioned to approve. Stephen Graffweg seconded the motion.

The motion passed with the following vote:

 5 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

25. Correspondence

none

26. Comments

A. Directors

none

B. Staff

none

27. Adjournment

Director Voboril made a motion to adjourn the meeting at 9:26pm. Director Raker seconded the motion. All in favor, meeting adjourned.