

MINUTES

REGULAR MEETING  
BOARD OF DIRECTORS  
PARADISE IRRIGATION DISTRICT  
MARCH 20, 2024

The regular meeting of the Board of Directors of the Paradise Irrigation District (PID) was called to order at 5:30 p.m. by President Bob Matthews followed by the Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS PRESENT: Directors Patricia Guillory, Elliott Prest, Chris Rehmann, Vice President Shelby Boston, and President Bob Matthews

ROLL CALL

BOARD MEMBERS ABSENT: None

STAFF PRESENT: District Manager Tom Lando, Assistant District Manager Mickey Rich, Finance Manager/Treasurer Brett Goodlin, District Engineer Blaine Allen, Administrative Assistant Sarah Fenton, and Secretary Georgeanna Borrayo

ALSO PRESENT: Consultants Sami Kader and Joe Reiss with Water Works Engineers, and Nicole Maddox with Aptim Environmental & Infrastructure (participating remotely)

Board Members reviewed a letter included in the public comment section from Renee and Benjamin Moore concerning a PID mainline that runs through their property located at 5075 Eden Road in Paradise. The property owner is seeking assistance from PID to review the situation and options to re-route the main to allow for greater use of their property. Director Boston requested this item be placed on the April agenda for discussion and consideration.

PUBLIC COMMENT  
(Item 2)

Board Members reviewed Consent Calendar items as follows:

- 3.a. Approval of Meeting Agenda Order
- 3.b. Approval of Minutes – Regular Meeting of February 21, 2024
- 3.c. Approval of Expense Report – February 2024
- 3.d. Approval of Water Service Facilities Agreement – Paradise Senior Associates
- 3.e. Approval of Water Service Facilities Agreement – Mercy Housing California
- 3.f. Approval of Public Utility Abandonment for 1300 Deodara Way, Paradise, CA
- 3.g. Approval of Revisions to Standard Drawings PID-02 and PID-07 in the PID Pipeline Installation Procedures and Specifications
- 3.h. Approval of Addendum No. 2 – Community Relations Consulting Services Agreement with Cedar Creek Communications
- 3.i. Approval of Notice of Completion & Acceptance: Reservoir B Replacement Project
- 3.j. Approval of Notice of Completion & Acceptance: Meter Installation & Service Lateral Phase 2 Project

APPROVAL OF  
CONSENT  
CALENDAR  
(Item 3.a. to 3.i.)

It was moved by Director Boston and seconded by Director Guillory to approve the Consent Calendar as presented.

AYES: Directors Guillory, Boston, Prest, Rehmann, and President Matthews

NOES: None

ABSENT: None

**Motion passes 5-0**

ACCEPTANCE OF  
TREASURER'S  
REPORT FOR  
PERIOD ENDING  
FEB. 29, 2024  
(Item 4.a.)

Board members reviewed a written Treasurer's Report prepared by Finance & Accounting Manager Brett Goodlin for the period ending February 29, 2024, highlighting the District's cash position, debt service analysis, operational overview, investment income, and grant income and reimbursements.

It was moved by Director Rehmann and seconded by Director Prest to accept the Treasurer's Report as presented for the period ending February 29, 2024.

AYES: Directors Guillory, Boston, Prest, Rehmann, and President Matthews  
NOES: None  
ABSENT: None

**Motion passes 5-0**

COMMITTEE  
REPORTS:

Finance Committee:

POLICY  
AMENDMENT  
ADOPTED:  
CHAPTER 13 –  
BUDGET, AUDITS,  
ACCOUNTING &  
FINANCE  
(Item 5.a.1.)

Item 5.a.1 – Amendment to PID Policy & Procedures, Chapter 13: Board members considered a proposed policy amendment to PID Rules & Regulations, Chapter 13 – Budget, Audits, Accounting and Finance, which has been reviewed in advance by the Finance Committee.

It was moved by Director Prest and seconded by Director Guillory to adopt the proposed revisions to PID Rules & Regulations Chapter 13.

AYES: Directors Guillory, Boston, Prest, Rehmann, and President Matthews  
NOES: None  
ABSENT: None

**Motion passes 5-0**

LONG-RANGE  
FINANCIAL  
FORECAST  
PROPOSAL FROM  
BAKER TILLY  
APPROVED  
(Item 5.a.2)

Item 5.a.2 - Long-Range Financial Forecast Model Proposal: District Manager Tom Lando reported the proposal for consideration is presented by Baker Tilly US, LLP to assist the District with developing a long-range financial forecast (fiscal model). The model will provide managers and policymakers about costs and resources necessary to fulfill the District's service delivery expectations in the coming years.

It was moved by Director Prest and seconded by Director Guillory to approve the proposal from Baker Tilly US, LLP to develop a long-range financial forecast model for the Paradise Irrigation District and authorize the District Manager to execute an Agreement on behalf of the District.

AYES: Directors Guillory, Boston, Prest, Rehmann, and President Matthews  
NOES: None  
ABSENT: None

**Motion passes 5-0**

PID STAFF &  
CONSULTANT  
REPORT UPDATES  
(Item 6.a. – 6.g.)

Board members reviewed written staff and consultant reports presented in the agenda packet. Discussion included: 1) The Paradise Ridge Chamber of Commerce is hosting The Ridge's first ever Open House Weekend on June 1<sup>st</sup> and 2<sup>nd</sup> featuring businesses and organizations from the Ridge community. PID will be participating in this event; 2) A meeting with a delegation from Maui will be held on Saturday, March 23 at 2:45 p.m. at the Paradise Town Hall. PID staff will be participating and providing a presentation; 3) Water Supply Recovery Program Update from Water Works Engineers; and 4) Post Fire Disaster Public Assistance & Recovery Management Services Update from Aptim Environmental & Infrastructure.

Assistant District Manager Mickey Rich reported staff has prepared the proposed amendments to Chapter 7.10 of the PID Rules and Regulations to facilitate the Board request to extend the current Customer Assistance Program (CAP) to up to one water service account for vacant land property owners. Staff recommends making the policy effective for the next billing cycle effective May 1, 2024 with recertification each year.

UNFINISHED  
BUSINESS:  
AMENDMENT TO  
CUSTOMER  
ASSISTANCE  
PROGRAM (CAP)  
(Item 7.a.)

It was moved by Director Boston and seconded by Director Guillory to accept the proposed amendments to PID Rules and Regulations, Chapter 7.10, Customer Assistance Program, effective May 1, 2024.

AYES: Directors Guillory, Boston, Prest, Rehmann, and President Matthews  
NOES: None  
ABSENT: None

**Motion passes 5-0**

Staff reported Paradise Irrigation District recently issued a Request for Proposal (RFP) for Pavement and Concrete Repair Work on District projects. Proposals were submitted by Santos Excavating, Inc. and RCI General Engineering with Santos Excavating being the low bidder.

NEW BUSINESS:  
  
CONTRACT  
AUTHORIZATION  
FOR ASPHALT &  
CONCRETE PATCH  
PAVING & REPAIR  
(Item 8.a.)

Scheduled paving work bid as a lump sum in the RFP includes Dora Lee Lane, Woodsdale Lane, Valley View Drive, and a concrete sidewalk repair at Dutch Brothers. The total lump sum cost submitted by Santos Excavating was \$46,465.10. Staff further noted the proposals also contained unit pricing for patchwork that may be required over the next twelve months for PID projects completed in roadways, sidewalks, or driveways.

It was moved by Director Boston and seconded by Director Prest to authorize the District Manager to execute an agreement with Santos Excavating, Inc. to perform necessary Pavement and Concrete Repair Work through April of 2025 for the cost as outlined in their proposal.

AYES: Directors Guillory, Boston, Prest, Rehmann, and President Matthews  
NOES: None  
ABSENT: None

**Motion passes 5-0**

Board members reviewed a memo from PID staff regarding the condition of two district-owned properties along Clark Road that have been managed as rentals in the past but are now vacant. Based on necessary renovations for both properties, staff is seeking direction from the Board. Staff noted based on business needs, the District would benefit from making renovations to the house and utilizing as additional office space and either demolishing the commercial building or using for an additional storage option.

PID PROPERTIES:  
CLARK ROAD  
RESIDENTIAL  
HOUSE AND  
COMMERCIAL  
BUILDING  
(item 8.b.)

Board direction was given to staff to distribute a Request for Proposal to repair the house for use as office space and to demolish the commercial building. Director Boston recommended looking into digitizing all PID records.

District Manager Tom Lando indicated staff would like to hold a budget workshop in May and requested input from the Board on whether they would like to schedule a special meeting or combine with the regularly scheduled Board of Directors meeting on May 15. Board consensus indicated a preference to have the budget workshop during the May 15 Board meeting.

PID BUDGET  
WORKSHOP TO BE  
HELD DURING  
MAY 15, 2024  
REGULAR BOARD  
MEETING  
(Item 8.c.1)

JUNE 17, 2024  
BOARD OF  
DIRECTORS  
MEETING -  
CONFIRMED TIME  
OF 5:30 PM  
(Item 8.c.2)

During the regular meeting of the Board of Directors held on February 21, 2024, Resolution No. 2024-02 was adopted to amend the meeting time of all regular meetings of the Board of Directors to 5:30 p.m. Previously, the regularly scheduled Board meeting for the month of June 2024, was rescheduled from June 19 to June 17 at 8:00 a.m. as June 19 is an observed holiday. Board members confirmed availability to adjust the meeting time from 8:00 a.m. to **5:30 p.m. on June 17, 2024.**

CONSIDERATION  
TO SET A SPECIAL  
MEETING DATE  
RE: LABOR  
NEGOTIATIONS  
(Item 8.c.3)

District Manager Tom Lando indicated the District anticipates receiving a draft Classification & Compensation Study Report from CPS HR Consulting in April and polled the Board members on whether they would like to set a special meeting date for review or have discussion at the regularly scheduled April Board of Directors meeting. Board members concurred to place this item on the agenda for the regularly scheduled meeting on April 17, 2024.

PID  
INFRASTRUCTURE  
DAMAGE POLICY  
APPROVED  
(Item 8.d.)

Assistant District Manager Mickey Rich indicated the proposed addition to PID Rules and Regulations, Chapter 6, was developed by PID Legal Counsel to address recurring damage to PID infrastructure caused by negligence. PID has historically collected for damage to its system, however, since the Camp Fire, there has been a vast increase in infrastructure damage. This policy seeks to reduce the instances of damage by adding penalty for negligent damage.

It was moved by Director Guillory and seconded by Director Prest to adopt the proposed additions to PID Rules and Regulations, Chapter 6.15.

AYES: Directors Guillory, Boston, Prest, Rehmann, and President Matthews

NOES: None

ABSENT: None

**Motion passes 5-0**

DIRECTORS'  
COMMENTS  
(Item 9)

Director Rehmann reported he and Director Guillory attended the NCWA Annual Meeting in Chico on March 18 and found the meeting to be very informative. Additionally, he received confirmation from the Sites Reservoir Team Manager the date of Friday, April 26, 2024 is available for a tour of the proposed Sites Reservoir.

ADJOURNMENT

There being no further business, it was moved by President Matthews to adjourn the meeting. The regular meeting of the PID Board of Directors was adjourned at 6:17 p.m.

  
Georgeanna Burray, Secretary

  
Robert Matthews, President