

## MINUTES

### REGULAR MEETING BOARD OF DIRECTORS PARADISE IRRIGATION DISTRICT JANUARY 17, 2018

The regular meeting of the Board of Directors of the Paradise Irrigation District was called to order at 6:32 p.m. by President Dan Wentland, followed by an Invocation and the Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS PRESENT: Directors Marc Sulik, Anne Rice, Bill Kellogg, Vice President Cliff Jacobson, and President Dan Wentland

ROLL CALL

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Interim District Manager Kevin Phillips, WTP Superintendent Jim Passanisi, and Secretary Georgeanna Borrayo

ALSO PRESENT: PID Legal Counsel Emily LaMoe and members of the public

Board members reviewed consent calendar items as follows:

APPROVAL OF  
CONSENT  
CALENDAR  
(Item 2.a. – 2.d.)

2.a. Approval of Meeting Agenda Order

2.b. Approval of Minutes: Regular Meeting of December 20, 2017

2.c. Acceptance of Invoice: North Valley Tree Service – Tree Removal

2.d. Acceptance of Invoice: Water System Fees for 07/01/2017 - 06/30/2018

It was moved by Director Rice and seconded by Director Jacobson to approve the Consent Calendar as presented.

AYES: Directors Sulik, Rice, Jacobson, Kellogg, and Wentland

NOES: None

ABSENT: None

**Motion passes 5-0**

Ward Habriel commented on public education and water conservation, noting that while Governor Brown ended the drought State of Emergency in April 2017, prohibitions on wasteful water use practices remain in place. Looking forward, water conservation should be considered a way of life.

PUBLIC  
PARTICIPATION  
(Item 3)

Fred Hofer provided positive feedback regarding recent communications and assistance he received from PID staff members Laura Capra, Jim Ladrini, and John LaBonte. Mr. Hofer further commented on an increasing interest by customers to grow their own food and suggested considering additional brackets to provide an incentive for customers that are interested in doing more gardening.

Board members reviewed Staff and Billing Reports for the month of December 2017. It was moved by Director Rice and seconded by Director Sulik to accept the December Staff and Billing Reports as presented.

DECEMBER STAFF  
& BILLING  
REPORTS  
ACCEPTED  
(Item 4.a. & 4.b.)

AYES: Directors Sulik, Rice, Jacobson, Kellogg, and Wentland

NOES: None

ABSENT: None

**Motion passes 5-0**

DISTRICT  
MANAGER'S  
REPORT  
(Item 5)

The Board reviewed a written report from Interim Manager Phillips. Additional comments included: 1) Waterworks Engineering presented the 60% design for the Reservoir "B" Replacement Project. Revisions will be completed by mid-February; 2) The anticipated date for transition of funds to the new retirement plan provider, ICMA, is anticipated the beginning of March; ICMA is scheduled to meet with employees February 15 & 16; and 3) A draft Retirement Plan Audit Report has been received and will be presented to the Board when finalized.

TREASURER'S  
MEMO ACCEPTED  
(Item 6)

The Board reviewed a written Treasurer's memo for the period ending December 31, 2017. It was moved by Director Rice and seconded by Director Jacobson to accept the Treasurer's memo as presented.

AYES: Directors Sulik, Rice, Jacobson, Kellogg, and Wentland  
NOES: None  
ABSENT: None  
**Motion passes 5-0**

APPROVAL OF  
DECEMBER 2017  
CHECKS  
(Item 7)

Board members reviewed accounts payable reports for the month of December 2017. It was moved by Director Jacobson and seconded by Director Rice to approve General Fund Check Numbers 51242 through 51351 for the month of December, 2017 totaling \$550,051.94, exclusive of voided check number 51404, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of January.

AYES: Directors Sulik, Rice, Jacobson, Kellogg, and Wentland  
NOES: None  
ABSENT: None  
**Motion passes 5-0**

LEGAL REPORT  
(Item 8)

Attorney Emily LaMoe reported there are a number of items listed under closed session as agenda items 14.a., b., c., & d. and she will have information to present to the Board at that time.

UNFINISHED  
BUSINESS

None to report.

NEW BUSINESS:  
  
HISTORY OF  
GRANTS & GRANT  
WRITING SERVICES  
(Item 10.a.)

Interim Manager Phillips reported staff has prepared a summary regarding the history of prior grants awarded to Paradise Irrigation District, along with grant writing services provided by Sylvir Consulting, Inc. during the period 2013 through 2017. The 2017 FEMA/OES Pre-Disaster Hazard Mitigation Grant is still active, and is awaiting the ranking process with other applicants. This grant application includes the relocation of the 42-inch creek crossing at the Water Treatment Plant, replacement of the generator at the plant, and "A" Zone Pipeline and Pump Station.

Manager Phillips suggested looking at a competitive process for grant writing services going forward. Board members agreed this would be a good approach for new grant opportunities. **No action taken; information item only.**

COMMITTEES OF  
THE DISTRICT:  
APPOINTMENT OF  
BOARD MEMBERS  
TO COMMITTEES  
FOR 2018  
(Item 10.b.1.)

2018 Committees of the District: President Wentland announced the following appointments for 2018:

Standing committee appointments will remain the same as follows:

Administration & Personnel	Directors Jacobson & Wentland (Chairperson)
Finance	Directors Wentland & Jacobson (Chairperson)
Paradise Lake	Directors Sulik & Kellogg (Chairperson)
Community Relations	Directors Anne Rice and Marc Sulik (Chairperson)

Ad Hoc Committee appointments:

Ad Hoc Demonstration Garden	Directors Rice & Kellogg (Chairperson)
Ad Hoc Negotiating	Directors Rice & Wentland (Chairperson)
Ad Hoc WTP Operational Review	Directors Sulik & Rice (Chairperson)
Ad Hoc Grant Agreement Review	Directors Wentland & Rice (Chairperson)
Ad Hoc PG&E DeSabra Project	Directors Kellogg & Jacobson (Chairperson)

CONTINUED – 2018  
COMMITTEES OF  
THE DISTRICT

Presently, committee appointments or reappointments for public members to various PID committees are made at the first regularly scheduled Board of Directors meeting in January of each year. In addition to sending letters to current public members, the District announced an opportunity to serve on committees in the November issue of WaterTalk. Dave Bermann has expressed interest to continue serving on the Paradise Lake Committee. No additional letters of interest were submitted by members of the public.

COMMITTEES OF  
THE DISTRICT:  
REAPPOINTMENT  
OF PUBLIC  
COMMITTEE  
MEMBER(S):

It was moved by Director Rice and seconded by Director Sulik to reappoint Dave Bermann to the Paradise Lake Committee.

DAVE BERMANN  
REAPPOINTED TO  
PARADISE LAKE  
COMMITTEE  
(Item 10.b.2)

AYES: Directors Sulik, Rice, Jacobson, Kellogg, and Wentland  
NOES: None  
ABSENT: None

**Motion passes 5-0**

Interim Manager Phillips reported at the December 20, 2017 Board of Directors meeting a few committees were consolidated with other standing committees. While Board and committee meetings are open to the public, he felt this would be a good time to review the PID Public Committee Member Policy and whether there is interest in inviting public members to serve on additional committees. Board recommendations included the following:

PID PUBLIC  
COMMITTEE  
MEMBER POLICY –  
CHAPTER 2.27 OF  
PID POLICY &  
PROCEDURES  
MANUAL:

- 1) Announcing opportunities for community members to participate on the Finance, Paradise Lake, and Community Relations committees in the February issue of WaterTalk;
- 2) Eliminate Section 2.27.B;
- 3) Eliminate the requirement to reapply annually;
- 4) Add language that a Board member may nominate a public member;
- and 5) A nomination or letter of interest from a public member will be agendized for Board approval.

PROPOSED  
AMENDMENTS TO  
BE REVIEWED FOR  
APPROVAL AT  
FEB. 21, 2018  
BOARD MEETING  
(Item 10.c.)

Legal Counsel will incorporate recommended changes for review and approval at the regularly scheduled Board of Directors meeting in February.

Interim Manager Phillips indicated the Statement of Investment Policy is reviewed annually by the Board to amend as appropriate, or otherwise ratify its continuance. He is not recommending any changes.

STATEMENT OF  
INVESTMENT  
POLICY  
(Item 10.d.)

It was moved by Director Sulik and seconded by Director Jacobson to reaffirm continuance and delegation of investment functions as presented under PID Rules and Regulations Chapter 14, Investment Policy.

AYES: Directors Sulik, Rice, Jacobson, Kellogg, and Wentland  
NOES: None  
ABSENT: None

**Motion passes 5-0**

DISTRICT MANAGER  
RECRUITMENT –  
PRE-SCREENING BY  
KOFF &  
ASSOCIATES  
(Item 10.e.1. & 2.)

District Secretary Georgeanna Borrayo reported in a memo to the Board that following the application deadline for the District Manager position on January 16, 2018, Koff & Associates (K&A) provided a digital copy of the full slate of candidates. Communications with K&A indicate the next phase of the recruitment process is to establish the number of candidates the Board would like K&A to contact to initiate pre-screening interviews. If the Board desires, special meeting dates may be considered at this time with regard to deciding the number of candidates for initial screening, and for candidate onsite interviews.

Board members indicated they were not expecting to receive the full slate of candidates. The recruiter will generally conduct an initial screening and evaluation of candidates and present a preliminary slate of top candidates to consider for initial interviews. Staff will contact K&A to further discuss their screening process and will update the Board members. No meeting dates were set at this time.

NOVEMBER 21, 2018  
BOARD MEETING  
CANCELLED;  
SPECIAL MEETING  
DATE SET ON  
NOVEMBER 28, 2018  
(Item 10.f.)

Board members discussed rescheduling the November 21, 2018 Board of Directors meeting as this date is the evening prior to Thanksgiving. It was moved by Director Rice and seconded by Director Jacobson to cancel the regularly scheduled Board of Directors meeting of November 21, 2018 and set a special meeting date on Wednesday, November 28, 2018 at 6:30 p.m.

AYES: Directors Sulik, Rice, Jacobson, Kellogg, and Wentland

NOES: None

ABSENT: None

**Motion passes 5-0**

COMMITTEE  
REPORTS  
(Item 11.a.1.-3.)

Ad Hoc Demonstration Garden Committee: Board members received a written report summarizing the meeting on January 11, 2018 to discuss progress and coordinate planning for the demonstration garden. The next meeting will be held on Thursday, February 8, 2018 at 9:00 a.m.

Community Relations Committee: Director Sulik reported meeting on January 8, 2018. Discussion included: 1) WaterTalk newsletter - Highlighting a PID employee, and advertising opportunities for public members to participate on committees of the district; 2) Organizing a speakers bureau consisting of PID staff and Board members to present certain topics to community organizations; 3) Customer surveys and assessing community knowledge; i.e., is the District's message getting out to the community; and 4) Customer relation training for staff.

Paradise Lake Committee: Director Sulik distributed a written report summarizing the meeting on January 10, 2018. In addition to project updates, topics highlighted were: 1) Presentation from Thad Walker from the Butte County Resource Conservation District regarding information and options the District may explore for a potential trail project from Magalia Reservoir to Paradise Lake; 2) Customer suggestion to offer free day passes to Paradise Lake on occasion; 3) Proposed "Look what I caught at Paradise Lake" sign; 4) Presentation from IT Manager Mickey Rich regarding drone use policy recommendations and new upgrades on the District's website and; 5) Annual Kid's Fishing Day event. The next meeting will be held on Wednesday, February 14, 2018 at 9:00 a.m.

BOARD EDUCATION  
(Item 12)

Information Systems Manager Mickey Rich provided an outline PID can use to share information with customers in conversation to assist with finding information on the District's newly updated website, [www.pidwater.com](http://www.pidwater.com).

DIRECTORS'  
COMMENTS  
(Item 13)

Director Kellogg: Commented on the Paradise Lake Committee and removing "recreation" from the title. Recreation at Paradise Lake is part of the responsibilities of the lake patrol positions. Lake Patrolman Greg Dobbs is a tremendous teacher

regarding fishing and trails, which all have to do with recreation. Director Kellogg requested this topic be placed on the next agenda for discussion regarding the title of the Paradise Lake Committee.

Director Jacobson: Announced he is investigating the potential for PID to work for profit on the customer side of the meter by locating leaks with the new leak detection equipment and repairing those leaks as an avenue to generate revenue and ultimately lower water rates. Requested Legal Counsel review whether this can be done from a Prop. 218 standpoint, or if there are any other legal issues that would prevent the District from going forward with this.

Director Sulik: Wished everyone a happy New Year and stated he is looking forward to 2018 and hopes the District continues to get more public input.

President Wentland: Looking back at what has been accomplished in the last year, the Board is an area that has changed significantly and he looks forward to a positive year.

President Wentland announced closed session discussion items. As there were no comments regarding closed session, the Board adjourned to closed session at 8:35 p.m. regarding the following:

CLOSED SESSION  
(Items 14.a.,b.,c. & d.)

- 14.a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION.  
Significant exposure to litigation pursuant to paragraph 2 of subdivision (d) of Section 54956.9. One (1) potential case.
- 14.b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION.  
(Paragraph (1) of subdivision (d) of Government Code Section 54956.9):  
Administrative Civil Liability Complaint No. R5-2017-0560 for Assessment of Mandatory Minimum Penalties in the claimed amount of \$18,000.00 by the Central Valley Regional Water Quality Control Board against Paradise Irrigation District.
- 14.c. REAL PROPERTY NEGOTIATIONS (Government Code Section 54956.8).  
Property Subject to Negotiations: Instruction to negotiator concerning price, APN 065-530-046  
District Negotiator: Minasian Law Firm and PID Staff  
Other Party: Sierra Pacific Industries
- 14.d. REAL PROPERTY NEGOTIATIONS (Government Code Section 54956.8).  
Property Subject to Negotiations: PG&E's DeSabra Project and Miocene Canal  
District Negotiator: Minasian Law Firm and PID Staff  
Other Party: Pacific Gas & Electric Company

President Wentland reconvened the regular meeting at 9:54 p.m. and announced direction has been given to Legal Counsel regarding closed session items listed above as 14.a., 14.b., 14.c., and 14.d.

CLOSED SESSION  
ANNOUNCEMENT

It was moved by President Wentland to adjourn the meeting. The regular meeting was adjourned at 9:55 p.m.

ADJOURNMENT

Georgeanna Borrayo, Secretary

Daniel Wentland, President