

AGENDA
REGULAR MEETING
PARADISE IRRIGATION DISTRICT
BOARD OF DIRECTORS
PID BOARD ROOM
6332 CLARK ROAD, PARADISE, CA 95969

WEDNESDAY, JANUARY 15, 2020 – 6:30 PM

- ❖ *The Board of Directors is committed to making its meetings accessible to all citizens. Any persons requiring a special accommodation to participate, is requested to contact the District Secretary at 530-877-4971, extension 2039 at least 48 hours in advance of the meeting.*
- ❖ *The Board of Directors or its President pursuant to Government Code section 54954.3 reserves the right to impose reasonable regulations governing public participation on agenda and non-agenda items, including limiting the total amount of time allocated to public testimony on particular issues and for each individual speaker.*
- 1. **OPENING:**
 - a. Call to Order
 - b. Public & Board Members; please silence your cell phones
 - c. Invocation and Pledge of Allegiance
 - d. Roll Call
- 2. **APPROVAL OF CONSENT CALENDAR:** *Action may be taken.*
 - a. Approval of Meeting Agenda Order
 - b. Approval of Minutes: Regular Meeting of December 19, 2019
- 3. **PUBLIC PARTICIPATION:**

Individuals will be given an opportunity to address the Board regarding matters not scheduled on the agenda, although the Board cannot take action on any matter not on the agenda. Comments will be limited to 5 minutes per speaker. Opportunity for public comment on agenda items will be provided at the time they are discussed by the Board with comments limited to 5 minutes per agenda item.
- 4. **DISTRICT MANAGER / STAFF AND FACILITY REPORT UPDATE FOR DECEMBER 2019:** A written report by Manager Phillips. *Information item only.*
- 5. **TREASURER'S REPORT**
 - a. Review and acceptance of the Treasurer's Report for the period ending December 31, 2019. *Action may be taken.*
 - b. Statement of Investment Policy: Review and reaffirm continuance and delegation of investment functions as provided in PID Rules and Regulations Chapter 14, Investment Policy. *Action may be taken.*
 - c. Investment Report: Review and consider acceptance of the Investment Report through the period ending December 31, 2017. *Action may be taken.*
- 6. **EXPENSE APPROVAL REPORT:** Approval of General Fund Check Numbers 54232 through 54331 for the month of December 2019 totaling \$809,889.59, exclusive of voided check number 54243, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of January. *Action may be taken.*
- 7. **LEGAL REPORT:** A verbal update from Legal Counsel. *Information item only.*
- 8. **UNFINISHED BUSINESS –** None to Report

9. NEW BUSINESS:

- a. Purchase of Vacuum Excavator (Jim Ladrini): Approval to authorize the District Manager to execute the purchase of a 2018 Vermeer Vactron LP573SDT vacuum excavator from RDO Equipment Company for the remaining balance due of \$59,739.60. *Action may be taken.*
- b. Interim Water Supply Program – Extension (Jim Ladrini): Review and consider authorization to extend the Interim Water Supply program through December 31, 2020 with no change to the fees. *Action may be taken.*
- c. Committees of the District. *Action may be taken.*
 1. Appointment of Board Members to Committees of the District for 2020 (President Sulik)
 2. Appointment of Public Committee Members: Consider letters of interest received and appointing members of the public to serve on the Community Relations and Finance Committees.
- d. Director Vacancy – Division 2 (Manager Phillips): Review options and provide direction to staff regarding filling the Division 2 Director vacancy following the resignation of Bill Kellogg effective December 31, 2019. *Action may be taken.*
- e. Resolution of Appreciation (Manager Phillips): Adopt PID Resolution No. 2020-01, a Resolution of Appreciation by the Board of Directors to Bill Kellogg for his service as a member of the Board from April 20, 2005 to December 31, 2019. *Action may be taken. (Roll Call Vote)*
- f. Strategic Business Planning (Director Hansen): Discussion regarding strategic planning and executive personnel training for succession planning. *Action may be taken.*
- g. Application for Community Disaster Loan (Treasurer Ross Gilb / Manager Phillips): Authorize approval for the District Manager to sign the Promissory Note for the Community Disaster Loan (CDL) in an amount not to exceed \$1,329,504, and for the Finance & Accounting Manager to submit the necessary documents to apply for the CDL. *Action may be taken.*
- h. Amendment to District Manager Employment Contract (Emily LaMoe): In accordance with Board direction, review and consider approval of amendment to District Manager contract memorializing compensation adjustment. *Action may be taken.* (Information will be available prior to the Board meeting).

10. DIRECTORS' COMMENTS: *Information Item Only.*

11. CLOSED SESSION:

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (California Government Code section 54956.9). Paradise Irrigation District v. Pacific Gas & Electric.
- b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Paragraph (a) of subdivision (d) of Government Code section 54956.9): Neil Essila et al v. Paradise Irrigation District et al. Butte County Superior Court Case No. 17CV02546.

12. ANNOUNCEMENT FROM CLOSED SESSION

13. ADJOURNMENT

CONSENT CALENDAR
REGULAR MEETING
PARADISE IRRIGATION DISTRICT
BOARD OF DIRECTORS

WEDNESDAY, JANUARY 15, 2020

- A. APPROVAL OF MEETING AGENDA ORDER
- B. APPROVAL OF MINUTES: Regular Meeting of December 18, 2019

MINUTES

REGULAR MEETING
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
DECEMBER 18, 2019

The regular meeting of the Board of Directors of the Paradise Irrigation District was called to order at 6:30 p.m. by President Marc Sulik, followed by an Invocation and the Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS PRESENT: Directors Dan Hansen, Gregg Mowers, Vice-President Shelby Boston, and President Marc Sulik

ROLL CALL

BOARD MEMBERS ABSENT: Director Bill Kellogg

STAFF PRESENT: District Manager Kevin Phillips, Finance & Accounting Manager Ross Gilb, Information Systems Manager Mickey Rich, and Secretary Georgeanna Borrayo

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

President Sulik announced closed session item 2.a. As there were no public comments, the Board adjourned to closed session at 6:34 p.m. regarding the following:

CLOSED SESSION:
CONFERENCE
WITH LEGAL
COUNSEL –
EXISTING
LITIGATION
(Item 2.a.)

2.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Paragraph (a) of subdivision (d) of Government Code section 54956.9): Neil Essila et al v. Paradise Irrigation District et al. Butte County Superior Court Case No. 17CV02546.

President Sulik reconvened the regular meeting at 6:48 p.m. and announced direction has been given to Legal Counsel in reference to closed session item 2.a. listed above.

CLOSED SESSION
ANNOUNCEMENT

Board members reviewed consent calendar items as follows:

APPROVAL OF
CONSENT
CALENDAR
(Item 3.a. &
3.b.1.&2.)

- 3.a. Approval of Meeting Agenda Order
- 3.b. Approval of Minutes: Special Meeting of November 20, 2019
Regular Meeting of November 20, 2019

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

AYES: Directors Hansen, Boston, Mowers, and Sulik
NOES: None
ABSENT: Director Kellogg

Motion passes 4-0

Karen and Leroy Gallegos commented they own property on Lind Lane in Paradise, which is serviced by a private distribution pipeline (pipelines on the District's side of the meter, but not owned by the District). They plan to rebuild their home and there is not enough pressure to meet the flow demand for the fire sprinkler system requirement per California Residential Code. Customer service line improvements are the responsibility of the owner(s) of the parcel to be served. Mr. & Mrs. Gallegos indicated they would like to see the Board consider a revision to PID Policy & Procedures, so the customer is not solely

PUBLIC
PARTICIPATION
(Item 4)

ELECTION &
APPOINTMENT OF
OFFICERS FOR 2020
(Item 5.a. and 5.b.)

responsible for this expense and PID would take on some of the cost. Members of the Board recommended the property owner submit a letter in writing indicating their request and pertinent property information. Their request will be placed on the Agenda for review and consideration.

Office of President: District Manager Kevin Phillips opened nominations for the office of President.

1. Director Mowers nominated Director Sulik to serve a second one-year term as President; seconded by Director Boston.
2. Director Sulik nominated Director Boston; seconded by Director Hansen.

Manager Phillips called for a vote on the first nomination to elect Director Sulik to serve a second term as President.

AYES: Directors Hansen, Boston, Mowers, and Sulik
NOES: None
ABSENT: Director Kellogg

Nomination of Director Sulik as President passes 4-0

Manager Phillips turned the meeting over to President Sulik.

Office of Vice President: President Sulik opened nominations for the office of Vice President. Director Mowers nominated Director Boston; seconded by Director Hansen. As there were no further nominations, President Sulik called for a vote on the nomination to elect Director Boston for the office of Vice President for 2020.

AYES: Directors Hansen, Boston, Mowers, and Sulik
NOES: None
ABSENT: Director Kellogg

Motion passes 4-0

Appointment of Treasurer: Director Boston nominated Ross Gilb as Treasurer; seconded by Director Hansen.

AYES: Directors Hansen, Boston, Mowers, and Sulik
NOES: None
ABSENT: Director Kellogg

Motion passes 4-0

Appointment of Secretary: Director Boston nominated Georgeanna Borrayo as Secretary; seconded by Director Hansen.

AYES: Directors Hansen, Boston, Mowers, and Sulik
NOES: None
ABSENT: Director Kellogg

Motion passes 4-0

RECOVERY
PROCESS STATUS
UPDATE
(Item 6)

Consultants Michael Lindquist and Colleen Boak with Water Works Engineers provided an informational update on the PID Water Supply Recovery Program.

Project 1 – Standing Structure: To date, approximately 75% standing structure service laterals have been sampled, and 86% for mainlines. The District is on track to complete sampling on standing structures by March 2020.

Progress on standing structure clearing includes: 857 locations currently cleared and issued letters lifting the Water Quality Advisory. 170 additional locations have been tested and are under evaluation.

CONTINUED –
RECOVERY
PROCESS STATUS
UPDATE

Project 2 – Service Lateral Replacement Program Update: Scope of project is to replace 650 service laterals by September 2020. Work began on November 12, 2019, which has included mobilizing materials and equipment, underground service locating and potholing, and developing a process for dealing with a variety of underground conditions. To date, 20 service laterals have been replaced with 60 more laterals in progress.

Manager Phillips provided a verbal update on the following: 1) Currently advertising to fill a vacant Utility Worker I position; 2) Working through the FEMA claim process. The District is looking at performing a leak detection investigation of the entire system, so we can use this data for FEMA's Section 428 Alternative Public Assistance Program, which would apply to replacement of disaster-damaged facilities such as PID's service line and main lines, water meters and boxes, and backflow assemblies; 3) Received notification from CalOES confirming approval granted for the District's A zone pipeline generator upgrade; 4) The Regional Water Quality Control Board is in the process of writing PID a conditional NPDES Permit, which is anticipated to be finalized by April 2020; and 5) Participated in a meeting with the Division of Drinking Water who will be managing the feasibility study to evaluate consolidation with neighboring water districts.

DISTRICT
MANAGER / STAFF
& FACILITY
REPORT UPDATE
NOV. 2019
(Item 7)

Manager Phillips read information regarding Agenda item 8 as stated in the agenda as follows: "Notice of Proposed Settlement of Class Action and Final Fairness Hearing in the matter of Neil Essila, et al. v. Paradise Irrigation District et al. A class action settlement involving FTJ Fundchoice, LLC, Dean Cook and Richard Mootz will provide cash deposits and non-monetary relief to participants and beneficiaries of the 401(a) and 457(b) retirement plans of Paradise Irrigation District who qualify as class members."

NOTICE OF
PROPOSED
SETTLEMENT OF
CLASS ACTION &
FINAL FAIRNESS
HEARING IN THE
MATTER OF NEIL
ESSILA, ET AL. V.
PID (Item 8)

Manager Phillips indicated copies of the Class Action Settlement Notice are available in the back of the Board room.

Board members reviewed a written Treasurer's Report for the period ending November 30, 2019. It was moved by Director Boston and seconded by Director Mowers to accept the Treasurer's Report as presented for the period ending November 30, 2019.

TREASURER'S
REPORT
ACCEPTED FOR
PERIOD ENDING
NOV. 30, 2019
(Item 9)

AYES: Directors Hansen, Boston, Mowers, and Sulik
NOES: None
ABSENT: Director Kellogg

Motion passes 4-0

Board members reviewed accounts payable expense reports for the month of November 2019. It was moved by Director Boston and seconded by Director Mowers to approve General Fund Check Numbers 54034 through 54231 for the month of November 2019 totaling \$1,124,118.63, exclusive of voided check numbers 54089, 54090, 54174, 54229, and 54230, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of December.

APPROVAL OF
EXPENSE REPORT
FOR THE MONTH
OF NOV. 2019
(Item 10)

AYES: Directors Hansen, Boston, Mowers, and Sulik
NOES: None
ABSENT: Director Kellogg

Motion passes 4-0

LEGAL REPORT
(Item 11)

Attorney Emily LaMoe reported she and Manager Phillips have been working with the Paradise Recreation and Park District (PRPD) to develop a draft lease agreement in reference to turning over management and oversight of recreation at Paradise Lake to PRPD. PID staff anticipate bringing a draft to the Board in January 2020.

COMMITTEE
REPORTS
(Item 12.1. & 2.)

Town of Paradise (TOP) / Paradise Irrigation District (PID) Liaison Committee Meeting: President Sulik and Director Mowers reported a meeting was held on Wednesday, December 11, 2019 at 10.00 a.m. in the Town Council Chambers. In addition to staff members, two elected officials from each agency participated in the meeting. Discussion included an update from the Town of Paradise and PID, information regarding the proposed intertie pipeline project to Chico, plans for Forest Service Road, Backflow Device Program, and Sewer Project Update. The next committee meeting will be held on January 22, 2020 at 10:00 a.m. in the Town Council Chambers.

Community Relations Committee: President Sulik and Director Boston provided an update regarding the December 3, 2019 committee meeting. Topics included: 1) Securing materials to build the demonstration building at the PID garden site; 2) PID Newsletter; 3) Bottled water distribution outreach – PID received notification confirming a grant award to PID in the amount of \$25,000 to distribute 1,000 five gallon water jugs; 4) Customer Service update; and 5) Increasing consumer confidence through video, communication with zone fire captains, and developing a brochure with information to provide to the public. The next committee meeting is scheduled on Tuesday, February 4, 2020 at 8:00 a.m. in the PID Conference Room.

UNFINISHED
BUSINESS:
PID COMMERCIAL
PROPERTY AT 6360
CLARK ROAD,
PARADISE
(Item 13.a.)

Treasurer Ross Gilb reported receiving a valuation of the PID commercial building located at 6360 Clark Road regarding comparable sales for commercial space vs. rental values. The current fair market value range is \$165,000 to \$185,000. The mid-range fair value sales price of \$175,000 would provide a return just above 7%.

Rental price estimates range from .75 cents to \$1.10 per square foot, which equates to approximately \$1,100 to \$1,600 per month. If the District were to rent this property at the low estimate, the annual rental income would be approximately \$13,000. The District's insurance cost is \$144.00 per year as a member agency participating in the ACWA-Joint Powers Insurance Authority pooled program.

It was moved by Director Boston and seconded by Director Mowers to rent the property located at 6360 Clark Road giving Manager Phillips latitude to negotiate between \$1,100 to \$1,600 per month when a potential tenant is secured.

AYES: Directors Hansen, Boston, Mowers, and Sulik

NOES: None

ABSENT: Director Kellogg

Motion passes 4-0

NEW BUSINESS:
RESOLUTION NO.
2019-09 ADOPTED
FOR ACCEPTANCE
OF BUTTE CO.
LOCAL HAZARD
MITIGATION PLAN
(Item 14.a.)

Manager Phillips indicated an adopted Local Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs.

It was moved by Director Mowers and seconded by Director Hansen to adopt PID Resolution No 2019-09, a Resolution of the Board of Directors of the Paradise Irrigation District adopting the Butte County Local Hazard Mitigation Plan.

AYES: Directors Hansen, Boston, Mowers, and Sulik

NOES: None

ABSENT: Director Kellogg

Motion passes 4-0

Manager Phillips confirmed as a dam owner, PID is required to have an engineer conduct an annual evaluation of the safety of dams and report to the State Department of Safety of Dams (DSOD). The engineering proposal also includes inspection of Magalia and Paradise Dams for fire related damage, which is reimbursable through insurance.

PROFESSIONAL
ENGINEERING
SERVICES-
MAGALIA &
PARADISE DAM
FIELD
EVALUATIONS
FOR FIRE
DAMAGE &
SAFETY
(Item 14.b.)

It was moved by Director Hansen and seconded by Director Mowers to approve and authorize the District Manager, with review of legal counsel, to execute an agreement with Genterra Consultants, Inc. to perform the services described in Task 1 for the years of 2019 and 2020 for a cost not to exceed \$29,960.00.

AYES: Directors Hansen, Boston, Mowers, and Sulik

NOES: None

ABSENT: Director Kellogg

Motion passes 4-0

Manager Phillips reported Director Kellogg requested this agenda item. While Director Kellogg is absent this evening, Manager Phillips noted the District organization will be evaluated, along with ongoing review of business model options. March 2020 is the target completion date for sampling standing structures and recommends evaluating the district's organization after March. He does not feel any changes to the District's organization are necessary at this time. An evaluation of revenue and district structure will also be recommended by PID as part of the Feasibility Consolidation Study to be conducted by the California Division of Drinking Water.

DISTRICT
ORGANIZATION
(Item 14.c.)

Director Mowers: Recommended holding a special meeting after January 4, 2020 should a meeting be necessary.

DIRECTORS'
COMMENTS
(Item 15)

Director Hansen: Indicated he has talked to PID staff and crews and is impressed with the recovery process. Sutton Enterprises, (consultant performing the Service Lateral Replacement Project), has embraced the town and enjoys working with the crews.

Director Boston: Echoed Director Hansen's comments and wished everyone a happy holiday.

President Sulik: Stated he is honored to have served in this position. After the Camp Fire in November 2018, he was uncertain about the future. The progress that has been made since the fire is amazing.

President Sulik announced the Board will recess as the Paradise Irrigation District Board of Directors and convene as the Paradise Irrigation District Public Facilities Financing Corporation (PFFC) Board. The Board adjourned to the annual meeting of the PFFC Board at 8:42 p.m.

BOARD RECESS
FOR ANNUAL
MEETING OF PFFC
BOARD (Item 16)

President Sulik reconvened the regular meeting of the Board of Directors of the Paradise Irrigation District at 8:49 p.m. and announced the Board will continue with the next item of business listed on the PID Agenda as item 17 – Closed Session.

CONTINUED – PID
BOARD OF
DIRECTORS
REGULAR
MEETING

President Sulik announced closed session items 17.a. and 17.b. As there were no public comments, the Board adjourned to closed session at 8:52 p.m. regarding the following:

CLOSED SESSION
(Item 17.a. & 17.b.)

17.a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code section 54957). District Manager.

- 17.b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (California Government Code section 54956.9). Paradise Irrigation District v. Pacific Gas & Electric.

CLOSED SESSION
ANNOUNCEMENT

President Sulik reconvened the regular meeting at 9:43 p.m. and announced the following regarding closed session discussion:

- 17.a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code section 54957). District Manager.
Announcement: A performance evaluation was completed for the District Manager and direction given to Legal Counsel regarding amendment to the District Manager's contract for review and approval at the January 15, 2020 Board of Directors meeting.

- 17.b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (California Government Code section 54956.9). Paradise Irrigation District v. Pacific Gas & Electric.
Announcement: Direction has been given to Legal Counsel.

ADJOURNMENT

It was moved by President Sulik to adjourn the meeting. The regular meeting was adjourned at 9:45 p.m.

Georgeanna Borrayo, Secretary

Marc Sulik, President

TO: Board of Directors

FROM: Kevin Phillips, District Manager

DATE: January 10, 2020

RE: District Manager's Report

Recovery and Operational Update:

Recent Accomplishments:

- Public drinking water filling station behind the PID office and a Potable Water Delivery Truck filling station in the Corporation Yard.
- Continue to construct Interim Water service assemblies.
- Continue to install interim water devices (1240+ installed, 270 remaining).
- Continue to schedule and complete residential fire flow tests (380+ completed, 140 remaining).
- Repaired numerous major water main leaks and service lines (165+ service lines replaced).
- Continue to maintain a weekly and monthly task schedule and calendar to improve communications between field operations, office, and our valued customers.
- Responded to numerous emergency response and after-hours callouts.
- Coordinated with Customer Service staff to receive, process, schedule and respond to customer service requests such as unseals, backflow tests, private leaks and water pressure related issues.
- Completed Underground Service Alert (USA) requests for PG&E, contractor and debris removal.

In the upcoming weeks:

- PID staff with the assistance of AFD workers will be:
 - Preparing for sampling at standing structure locations, with a majority requiring a hose over connection.
 - Preparing for sampling of fire hydrants.
 - Sampling prepared water services and hydrants.
 - Installing/replacing service lines as required for new construction.
 - Replacing/installing fire hydrants in coordination with TOP and Cal Fire.
 - Performing system flushing.
 - Continuing to pressurize dry mains as needed to provide water service to customers.
 - Assembling and installing Interim Water services for customers.
 - Conducting residential fire flow tests for new construction.
 - In coordination with the Town of Paradise, oversee commercial fire flow operations.
 - Repairing mains and service laterals as problems arise.
 - Completing USA requests.
 - Responding to other customer service requests.

FEMA

Project List:

- Emergency protective measures
 - System wide testing
 - Increase water monitoring
 - Leak detection and emergency repairs
 - Repressurizing system
 - Mutual aid support (obligated)
 - Temporary potable water
- Hazardous tree removal (tree marking completed)
- PID Road Damage (site inspection completed)
- Dam Repairs
- PID facilities and equipment (site inspection completed)
 - PID water treatment plant, corporation yard and office.
 - Equipment and vehicles
 - Building contents including computers and servers
- Water Distribution Storage Tanks (site inspection completed)
- Damaged Service Lines (Draft DDD submitted – 428 project)
 - Includes meter, AMR, meter box and mainlines (working on DDD – 428 project)
- 406 Hazard Mitigation (Upgrade to damaged facilities)
 - B-Reservoir (2 Steel Tanks)
 - Service line upgrades (brass meter, concrete box and backflow assembly)
 - Fences (fire resistant coating)
- 404 Hazard Mitigation (Mitigation projects for undamaged facilities)
 - Service line replacement and upgrades (undamaged service lines)
 - Hydraulic modeling of distribution system, distribution system upgrades and water treatment plant upgrades
 - High hazard flood study and Magalia dam replacement
 - B-Reservoir expansion (additional steel tank)
 - A-Zone Pipeline Project
 -
- Community Disaster Loan
 - The District has submitted an application for a FEMA disaster loan for approximately 3.5 million.

Long-term Business Plan:

Intertie with Chico

- Board approved MOU with Butte County to conduct a feasibility study on intertie project. On Oct 7th the District, Butte County, and Cal Water participated in a kickoff meeting with West Yost to discuss the process.
- The project was terminated by Butte County on November 5th.

Delivering Water to Kunkle Reservoir & Miocene Canal

- Continue meeting with PG&E, Butte County, Cal Water and Del Oro to discuss options to deliver water to the Miocene Canal customers.

Spillway Investigation

The District, with support from Genterra Consultants, had a conference call to go over the options to repair the Magalia spillway. The Division of Safety of Dams is committed to working with the District. I authorized Genterra to prepare a plan and schedule for interim risk-reduction measures and long-term repairs to Magalia dam spillway. The Spillway work plan was submitted to DSOD in early September.

Legislative Budget Request

- The State of California has allocated the District 7.3 million for backfill funding for the next 2 years. The District received the first year backfill funding on 10/25/2019.
- The District is looking to hold a kickoff meeting next month to discuss the feasibility study parameters.

Long-Term Capital Projects

- Water Rights License and permit
 - Will be working with the State on getting a temporary place of use change to be able to market our raw water to a downstream user.
- Magalia Dam
- Replacement of B-Reservoir
- Mainline Replacement
- A-Zone pipeline and generator upgrade
 - HMGP grant is moving forward for final approval
- NPDES permit renewal
 - Project has restarted and the permit is expected to be issued during the month of May.



Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · www.pidwater.com

1. Cash Position – At 12/31/2019 the District's total cash position was \$7,239,466.

2. Debt Service Analysis

- a. Through 12/31/2019 the District has incurred debt service payments of \$422,456. The next debt service payments of the fiscal year are due 04/01/20 and 05/01/20 in the amounts of \$296,353 and \$122,914, respectively. The total annual budgeted debt service is \$841,723.
- b. The District's total outstanding debt is \$5,879,945.
 - i. IBank \$1,035,645
 - ii. Capital One \$2,059,000
 - iii. BB&T \$2,785,300

3. Operational Overview and Highlights – FY 2019/20

- a. The District is not charging consumption fees due to the damage to the District's distribution system. Customers with non-potable service continue to be charged the readiness to serve charge of \$21.49 per month. As customers are cleared for potable service, they will return to the standard service charge based on the size of their service line/meter.
- b. Through 12/31/19 the District has processed 2,044 customer requests to permanently disconnect services.
- c. The District has begun billing for outside water sales delivered to Del Oro Water Company. Through 12/31/19, the District has collected \$36,419 in related fees for water sales for the periods of October and November 2019. Billing for outside water sales will continue on a monthly basis.
- d. Fechter & Company will be on site the first week of February to perform the financial audit for the fiscal years ending 06/30/18 and 06/30/19.
- e. The District is collecting fees for Interim Water Supply installation. Through 12/31/19 the District has processed 1,487 total requests for Interim Water Supply and has collected \$544,217 in related fees for the current fiscal year.
- f. The District is collecting service fees for Residential Fire Flow testing. Through 12/31/19 the District has processed 495 requests for Residential Fire Flow testing and has collected \$47,408 in related fees.
- g. Total expenditures are within budgeted expectations for the fiscal year ending 06/30/20. The District cannot substantially reduce operational cost as the majority of the District's expenses are fixed.
- h. Recovery related expenditures for the first six months of the fiscal year are nearing the original estimated annual expenditure, which represents an increase in the expected annual recovery related expenditures. Based on initial review, this is primarily the result of a greater demand than expected for interim water devices, the increase to the water works contract for project management fees, and faster water sampling than originally expected at the beginning of the fiscal year. In order to provide an updated estimate of annual expenditures for the remainder of the fiscal year, all recovery related expenditures will be evaluated during a comprehensive mid-year budget review in February 2020.



Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · www.pidwater.com

- i. The District has made a request to the State of California for a budget allocation of \$21 million dollars to help bridge the gap for three years for the loss of revenue due to the Camp Fire. Based on this initial request, the State of California has allocated a total of \$14,748,660 to PID for loss of revenue for fiscal year 2019-20 and 2020-21, contingent on the Districts participation in a feasibility study to examine the possibility of consolidating the Districts operations with one or more neighboring water districts.
The District has received \$7,374,330 for the loss of revenue funding for FY 2019-20. The funding for FY 2020-21 (\$7,374,330) will be available after June 30, 2020.
- j. The District continues to work with the State of California, FEMA, and insurance to fund the recovery of the District distribution system.

Paradise Irrigation District
December 31, 2019
Financial Summary

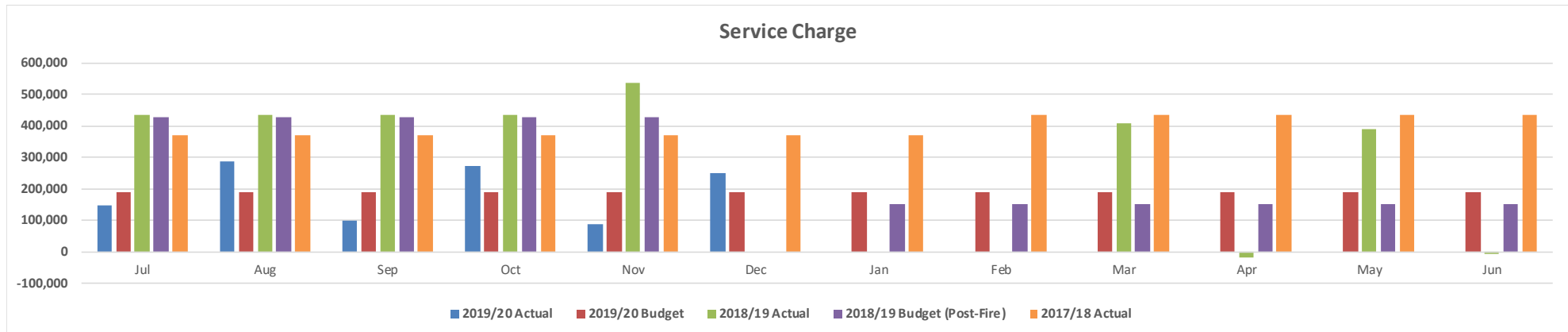
	2018/19 Actual	2019/20 Budget	2019/20 Actual
<u>REVENUES:</u>			
Water Sales	5,365,105	2,301,554	1,147,648
Outside Water Sales	68,689	-	36,419
Other	652,634	719,240	624,207
Interest	12,760	60,000	42,601
Taxes - 1%	286,826	270,000	41,933
FMV Gain/Loss - Securities	1,031	-	17
Inc-Save-A-Can/Buy-A-Fish	747	-	-
Inc-Capacity Fees	35,008	-	8,752
Revenue - PFD	73,308	-	26,421
Total Revenue	6,496,107	3,350,794	1,927,997
<u>EXPENDITURES:</u>			
Operating	4,990,364	5,311,705	2,556,387
Pipeline	290,729	-	-
Debt Service	609,108	841,723	422,456
Save a Can	-	-	-
PFD	8,414	150,000	34,043
Total Expenditures	5,898,615	6,303,427	3,012,887
Increase/(Decrease) in Cash before Recovery, Debt Proceeds, and Capital Improvements	597,493	(2,952,633)	(1,084,890)
Debt Proceeds	-	-	-
Increase/(Decrease) in Cash before Recovery and Capital Improvements	597,493	(2,952,633)	(1,084,890)
FEMA Reimbursements	1,217,402	2,625,000	-
Insurance Proceeds	1,350,000	2,950,000	-
State Funding	-	7,000,000	7,374,330
	2,567,402	12,575,000	7,374,330
Cash Available for Recovery/Capital Projects	3,164,895	9,622,367	6,289,440
Capital/Recovery Projects	(2,378,529)	(3,425,000)	(3,093,771)
Increase/(Decrease) in Cash	786,365	6,197,367	3,195,669
Beginning Cash Balance	3,257,432	4,043,797	4,043,797
Ending Cash Balance	4,043,797	10,241,164	7,239,466

Paradise Irrigation District
December 31, 2019
Revenue Summary

	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Estimate	FY 2019/20 Actual
<u>General Fund/Operating</u>					
Water - Service	4,397,207	4,871,781	3,755,354	2,295,054	1,140,901
Water - Consumption	2,629,210	3,070,573	1,587,485	-	(738)
Water - Fees & Adjustments	43,355	49,298	22,266	6,500	7,484
Outside Water Sales	110,874	115,728	68,689	-	36,419
Meter Revenue	31,915	15,225	265,156	511,300	556,516
Recreation & Boating Permits	38,814	39,789	22,778	10,000	9,216
Backflow Check	10,940	10,960	20,527	4,000	480
Rents	17,095	15,740	9,392	15,180	3,934
Revenue - Surplus Property	24,737	17,481	273,233	-	-
Escrow Fees	-	-	-	5,000	-
Annexation	2,140	546	-	-	-
Custom Work/PFD Reimbursement	94,780	200,000	15,125	173,760	47,408
Misc	52,591	30,602	46,424	-	6,653
Interest				-	
Total Operating Income	7,453,658	8,437,722	6,086,428	3,020,794	1,808,274
<u>Special Revenue Fund</u>					
Capital Improvement Program					
Taxes - 1%	259,213	271,960	286,826	270,000	41,933
\$1 Surcharge for Capital Projects					
Interest	34,783	11,326	12,760	60,000	42,601
FMV Gain/Loss - Securities	187	(514)	1,031	-	17
Inc-Capacity Fees	57,262	39,414	35,008	-	8,752
RDA Reimbursement	-	-	-		
Grant	-	-	-		
Inc-Save-A-Can/Buy-A-Fish	6,622	8,351	747	-	-
Total Capital Improvement	358,067	330,538	336,371	330,000	93,302
<u>Debt Service Fund</u>					
Inc-Assessment Res (PID Share)	193,420	1,756	-	-	-
Interest	6,907	-			
Total Debt Service	200,327	1,756	-	-	-
<u>Recovery Proceeds</u>					
State Backfill Funding	-	-	-	7,000,000	7,374,330
FEMA Reimbursements	-	-	1,217,402	2,625,000	-
Insurance Proceeds	-	-	1,350,000	2,950,000	-
Total Recovery Proceeds	-	-	2,567,402	12,575,000	7,374,330
<u>PFD</u>					
Revenue - PFD	122,794	124,037	73,308	-	26,421
PFD - Interest Income					
Total PFD	122,794	124,037	73,308	-	26,421
Total Revenue	8,134,846	8,894,053	9,063,509	15,925,794	9,302,327

Paradise Irrigation District
December 31, 2019
Water Revenue

	Service Charge												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year to Date Totals
2019/20 Actual	146,492.90	286,941.77	98,612.10	272,780.57	87,685.57	248,388.56							1,140,901.47
2019/20 Budget	191,260.00	191,259.00	191,258.00	191,257.00	191,256.00	191,255.00	191,254.00	191,253.00	191,252.00	191,251.00	191,250.00	191,249.00	2,295,054.00
2018/19 Actual	436,392.90	436,643.38	436,273.95	436,719.47	537,251.36	-	-	-	410,683.57	(17,049.96)	391,672.04	(7,797.98)	3,060,788.73
2018/19 Budget (Post-Fire)	429,021.00	429,021.00	429,021.00	429,021.00	429,021.00	-	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	3,045,105.00
2017/18 Actual	370,414.10	371,213.98	370,772.40	371,237.20	370,130.18	371,681.00	371,421.01	436,336.33	436,122.75	436,034.97	435,797.15	435,718.87	4,776,879.94
2016/17 Actual	341,413.24	339,237.37	341,571.71	341,336.16	341,299.65	340,548.52	370,001.59	373,087.79	371,908.05	371,244.66	371,420.70	370,865.06	3,903,069.44



Paradise Irrigation District
December 31, 2019
Operational Expense Summary

	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Estimate	FY 2019/20 Actual
Operational Summary					
Salary and Benefits	3,715,155	3,583,708	3,834,620	3,683,437	1,815,609
Materials and Supplies	669,902	641,180	568,531	787,100	397,050
Outside Services	358,722	442,291	216,443	442,120	125,040
Utilities	260,884	290,220	241,473	286,739	96,760
Insurance	86,488	111,642	107,607	94,909	121,928
Board	89,120	23,471	21,691	17,400	-
Total Operating Expense	5,180,270	5,092,511	4,990,364	5,311,705	2,556,387
	FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Estimate	FY 2019/20 Actual
Source of Supply					
Salary and Benefits	1,134	-	3,568	-	-
Materials and Supplies	58,344	55,247	29,461	26,500	-
Outside Services	8,387	9,138	3,926	7,070	28,740
Utilities	3,666	5,229	5,294	3,100	133
Insurance	800	492	-	-	-
Total Source and Supply	72,332	70,106	42,249	36,670	28,873
Security & Recreation					
Salary and Benefits	192,704	173,017	143,483	-	41,992
Materials and Supplies	1,237	1,494	554	4,200	-
Outside Services	5,450	1,427	1,925	4,350	36
Utilities	10,598	6,314	3,890	2,700	625
Insurance	2,486	1,530	-	1,565	1,500
Total Security & Recreation	212,474	183,781	149,851	12,815	44,152
Water Treatment					
Salary and Benefits	947,798	932,485	1,006,757	791,949	531,067
Materials and Supplies	191,014	183,223	196,599	231,900	36,674
Outside Services	22,381	23,262	29,931	71,250	14,737
Utilities	137,303	146,929	117,886	153,300	54,819
Insurance	19,773	12,168	-	17,740	17,000
Total Water Treatment	1,318,268	1,298,068	1,351,173	1,266,139	654,297
Transmission & Distribution					
Salary and Benefits	998,301	1,103,566	1,117,209	1,689,933	621,233
Materials and Supplies	176,836	191,972	168,200	289,500	249,568
Outside Services	23,688	21,988	18,567	34,900	13,614
Utilities	56,603	64,252	64,467	80,600	12,416
Insurance	16,048	9,876	-	26,778	26,000
Total Transmission and Distribution	1,271,476	1,391,655	1,368,444	2,121,712	922,831
Customer Service					
Salary and Benefits	448,304	453,206	467,799	341,606	181,714
Materials and Supplies	6,497	27	5,132	7,000	1,264
Outside Services	4,267	3,847	3,121	10,000	1,940
Insurance	5,991	3,687	-	11,936	11,500
Total Customer Service	465,059	460,766	476,051	370,542	196,418
Administration					
Salary and Benefits	1,126,914	921,433	1,095,804	859,948	439,603
Materials and Supplies	235,975	209,216	168,585	228,000	109,545
Outside Services	294,550	382,630	158,974	314,550	65,972
Utilities	52,714	67,496	49,935	47,039	28,768
Insurance	41,389	83,889	107,607	36,890	65,928
Board	89,120	23,471	21,691	17,400	-
Total Administration	1,840,661	1,688,136	1,602,596	1,503,826	709,816

Paradise Irrigation District
December 31, 2019
Debt Service

Loan Name	FY 2016/17 Actual Total Payments	FY 2017/18 Actual Total Payments	FY 2018/19 Actual Total Payments	FY 2019/20 Estimated Total Payments	FY 2019/20 Actual Total Payments
Davis Grunsky	182,743	-	-	-	-
IBANK	130,276	130,240	130,202	-	-
Private Placement Loan	-	-	-	-	-
2009 COP's	614,694	538,047	-	-	-
2016 Private Placement (Refi)	243,426	244,874	148,325	246,002	123,088
2017 Private Placement (Refi)	-	75,192	330,580	595,721	299,369
New Debt	-	-	-	-	-
Total	1,171,139	988,353	609,108	841,723	422,456

Paradise Irrigation District
December 31, 2019
Recovery Related Expenditures

Recovery Expenditure Projection

- Supplies and services consist of construction costs associated with repair of the distribution system. FY 2019/20 estimates are based on costs incurred during the prior year and expected costs to be incurred based on the current recovery plan.
- Professional Services/Engineering costs consist of professional services, engineering fees, mutual aid support, legal fees, and public assistance consulting fees. Year to date actual expenditures include approximately:
 - Smoke Cleaning Fees \$ 200,800
 - Mutual Aid Reimbursements \$ 584,100
 - Recovery Related Legal Fees \$ 80,800
 - Project Management Costs \$ 1,083,500
 - Public Assistance Consulting Fees \$ 180,500
- Water sampling costs are estimated based on the number of water samples expected to be completed during FY 2019/20.

	FY 2018/19 Actual	FY 2019/20 Estimate	FY 2019/20 Actual
<u>Materials and Supplies</u>			
Supplies and Services	714,209	750,000	724,985
<u>Outside Services</u>			
Professional Services/Engineering	1,309,242	2,425,000	2,129,786
Water Sampling	147,345	250,000	239,001
	2,170,796	3,425,000	3,093,771

Paradise Irrigation District
December 31, 2019
Contracts

Contracts	Project	Total Contract Price	Total Paid	Remaining
Wagner & Bonsignore	Water Rights Engineer	Open	98,884.11	Open
De Novo Planning Group	Water Rights Engineer	306,430.00	204,558.74	101,871.26
Genterra Consultants	Spillway Investigation	360,214.00	351,099.32	9,114.68
Genterra Consultants	Magalia Dam Piezometers Cleaning	12,349.00	12,349.00	-
Water Works	B-Reservior	773,964.00	773,962.00	2.00
Water Works	NPDES Permit	158,906.00	92,094.94	66,811.06
Water Works	Project Management Services	2,000,000.00	1,156,070.87	843,929.13
APTIM	Public Assistance Services	874,596.00	180,538.75	694,057.25
Firestorm	Arborist Services	26,880.00	10,210.00	16,670.00
		TOTAL OUTSTANDING OBLIGATIONS		1,732,455.38



PARADISE IRRIGATION DISTRICT

6332 Clark Road, Paradise CA 95969 | Phone (530)877-4971 | Fax (530)876-0483

DATE: January 9, 2020
TO: Board of Directors
FROM: Ross Gilb, Finance & Accounting Manager
SUBJECT: Statement of Investment Policy
01/15/2020 Board of Directors Meeting

Background:

The District's Investment Policy requires an annual review of the policy and states that the Board shall "amend it as appropriate or otherwise ratify its continuance." The Policy also states that the Board will confirm the delegation of the Investment functions as provided in section 4.A of this Policy. No changes are recommended for the Policy, and there are no known changes required by recent legislation.

The recommended form of motion is:

"I move approval to reaffirm continuance and delegation of investment functions as provided in PID Rules and Regulations Chapter 14, Investment Policy."

CHAPTER 14 INVESTMENT POLICY

14.1 INTRODUCTION

It shall be the policy of the District to invest its cash assets in such a manner as to comply with the requirements of the California Government Code, to maintain the integrity of the principal of all investments, and to provide for necessary liquidity. Within those restrictions, the District shall attempt to obtain the highest return possible.

14.2 SCOPE

This Investment Policy (Policy) covers all District funds.

14.3 OBJECTIVES

The objectives of this investment policy include the following in order of importance:

A. Safety –

It shall be the primary duty and responsibility of those authorized to invest the District's funds to protect, preserve, and maintain cash and investments placed in trust on behalf of the citizens of the District. Diversification is allowed within the guidelines of California Government Code (CGC) § 53601 et seq.

B. Liquidity –

An adequate amount shall be maintained in liquid short-term securities, which can be converted to cash as necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets will be used. Emphasis will be on marketable securities with low sensitivity to market risk.

C. Yield –

Yield shall be a consideration only after the basic requirements of safety and liquidity have been met.

14.4 POLICY

A. Legal Investment Authority –

All available funds shall be invested in accordance with the provisions of the California Government Code (CGC) § 53601 et seq., and as authorized in accordance with GUIDELINES Section 14.5.A.

1. The Board, as the legislative body of the District and in accordance with § 53607 of the CGC, delegates and authorizes the Treasurer to invest or reinvest funds of the District, to sell or exchange securities so purchased and to assume full responsibility for those transactions as described in this Statement of Investment Policy. Under the provision of CGC § 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard. Said authority shall be held at the pleasure of the Board, and shall be subject to renewal annually.
2. The Treasurer may delegate a portion of his/her investment authority to a Deputy Treasurer. Prior to the delegation of the investment authority to a Deputy Treasurer, the Treasurer shall notify the Board and request confirmation of the delegation. Delegation of investment authority will not remove or abridge the Treasurer's investment responsibility.
3. The Treasurer may engage the services of one or more external investment advisors to assist in the management of the District's investment portfolio in a manner consistent with the District's objectives and in accordance with this Policy. Such external managers may provide advice and effectuate trades in a discretionary capacity within the guidelines established in this Policy. Such managers must be registered under the Investment Advisors Act of 1940 and must have not less than five years' experience investing in the securities and obligations authorized by the CGC § 53601, and with assets under management in excess of five hundred million dollars (\$500,000,000).

B. Those Authorized to Invest District Funds –

In accordance with Section 21187 of the California Water Code, the Treasurer has appointed the following as "Deputy Treasurers" to assist in handling the **investment practices of the District**. By approval of this document these appointments are hereby ratified by the Board. The Board shall review the appointment of Deputy Treasurers annually at the first Board meeting each January.

Manager
Office Manager
Finance Committee Board Members
Investment Advisor

The Treasurer and Deputy Treasurers are authorized to direct and invest District funds in accordance with this Policy.

C. Reports –

Monthly: Report of Transactions. All transactions into, out of or between various investments will be monitored and summaries reported monthly.

Quarterly:

1. Procedure.

The Treasurer shall furnish a Quarterly Investment/Cash report to the Board within forty-five (45) days following the close of the preceding quarter.

2. Content of Report.

Shall include a statement of compliance with this policy, and, as necessary, liquidity versus forecasted cash flow for the next six (6) months.

Detail Reports

Description of each investment

Cost

Market value (identify source)

Rate of Return - face and current

Date purchased (except LAIF)

Earned interest accrued and received

Maturity Date

Identify holder of security

Identify any funds managed or controlled by outside parties (except LAIF)

Summary by Investment Type (i.e., Treasury Notes, GNMA, LAIF)

Summary by Maturity Date

0 – 90 days

90 – 365 days

1 – 2 years

2 – 3 years

Etc.

Summary of Beginning Balance, Transactions, and Ending Balance

Annually:

Prior to January 31st at a meeting of the Board, the Board shall review the Statement of Investment Policy (including the authorization of the Treasurer to assume full responsibility for investment transactions) and amend it as appropriate or otherwise ratify its continuance. The Board will also confirm the delegation of the Investment functions as provided in Section 14.4.A. of this Policy.

D. Selling Securities Prior to Maturity –

Except for investments with maturities of one year or less, sale transactions prior to maturity shall be made only to provide for cash requirements, to sell an investment which does not meet current Investment Policy or to restructure maturities to meet current goals. However, such sales prior to maturity may be made to secure higher yields provided the objectives of safety and liquidity are met first.

Sufficient written documentation to facilitate audit of the transaction must be maintained.

E. Interest –

Interest shall be accounted for on the accrual basis quarterly. Gains or losses on the sale of securities will be recorded on the transaction date.

14.5 GUIDELINES

The following Guidelines are established to direct and control investment activities and are a part of the above policies:

A. Investments –

The investment portfolio shall be reviewed periodically by one of the following: Treasurer, Manager, Office Manager or Finance Committee Board member to insure compliance with this Policy.

B. Pooled Cash –

Whenever practical District cash shall be consolidated and invested on a pooled concept basis. Interest earnings will be allocated according to specific Board designated reserve accounts and other non-designated funds at monthly intervals.

C. Competitive Bids –

Purchase and sale of securities should be made on the basis of competitive offers and bids when applicable.

D. Cash Forecast –

Treasurer shall prepare six-month cash forecast for basis of setting goals for investment maturities quarterly or annually, and when any significant changes take place that would materially revise the forecast.

E. Investment Limitations –

Security purchases and holdings will be maintained within statutory limits imposed by the CGC § 53601 et seq. and contractual agreements. Additionally, only investments listed below as Permitted Investments may be purchased or held:

INVESTMENT TYPE	MAXIMUM MATURITY	MAXIMUM SPECIFIED % OF PORTFOLIO	MINIMUM QUALITY REQUIREMENTS
LOCAL AGENCY BONDS	5 YEARS	— NONE —	— NONE —
U.S. TREASURY OBLIGATIONS	5 YEARS	— NONE —	— NONE —
STATE OBLIGATIONS —CA AND OTHERS (CA preference)	5 YEARS	— NONE —	— NONE —
CA LOCAL AGENCY OBLIGATIONS	5 YEARS	— NONE —	— NONE —
U.S. AGENCY OBLIGATIONS	5 YEARS	— NONE —	— NONE —
BANKERS' ACCEPTANCES	180 DAYS	40%	— NONE —
COMMERCIAL PAPER —SELECT AGENCIES	270 DAYS	25% OF THE AGENCIES MONEY	<i>"A-1/P-F-1"; if the issuer has issued long-term debt it must be rated "A" without regard to modifiers"</i>
COMMERCIAL PAPER —OTHER AGENCIES	270 DAYS	40% OF THE AGENCY'S MONEY	<i>"A-1/P-F-1"; if the issuer has issued long-term debt it must be rated "A" without regard to modifiers"</i>
NEGOTIABLE CERTIFICATES OF DEPOSIT	5 YEARS	30%	— NONE —
CD PLACEMENT SERVICE	5 YEARS	30%	— NONE —
REPURCHASE AGREEMENTS	1 YEAR	— NONE —	— NONE —
REVERSE REPURCHASE AGREEMENTS AND SECURITIES LENDING AGREEMENTS	92 DAYS	20% OF THE BASE VALUE OF THE PORTFOLIO	— NONE —
MEDIUM-TERM NOTES	5 YEARS	30%	"A" RATING
MUTUAL FUNDS AND MONEY MARKET MUTUAL FUNDS	N/A	20%	MULTIPLE
COLLATERALIZED BANK DEPOSITS	5 YEARS	— NONE —	— NONE —
MORTGAGE PASS-THROUGH SECURITIES	5 YEARS	20%	"AA" RATING
BANK/TIME DEPOSITS	5 YEARS	— NONE —	— NONE —
COUNTY POOLED INVESTMENT FUNDS	N/A	— NONE —	— NONE —
JOINT POWERS AUTHORITY POOL	N/A	— NONE —	MULTIPLE
LOCAL AGENCY INVESTMENT FUND (LAIF)	N/A	— NONE —	— NONE —

F. Liquidity –

The marketability (salability) of a security should be considered at the time of purchase, as the security may have to be sold at a later date to meet unanticipated cash demands. The portion of the portfolio which may have to be liquidated in order to meet cash requirements should, therefore, consist largely of securities with active secondary or resale markets. This would include short-term maturities to limit the effect of market risk on the market price of securities.

G. Long-Term Maturities –

Maturities over three years should be limited to those funds, which clearly will not be required before maturity (or one year before maturity). A line of credit collateralized by the investment portfolio shall be established for short term borrowing. Any use of this line of credit is subject to Board Approval prior to execution.

H. Broker / Dealers –

Broker / Dealers and investment advisors shall be provided with a copy of this Policy to assure that they are aware of what are designated as Permitted Investments as well as those investments which are specifically prohibited.

I. Diversification –

The purpose of diversifying is to reduce the overall portfolio risks while attaining a market rate of return. Therefore, it needs to be conceptualized in terms of maturity, instrument types and issuer. The portfolio should consist of a mix of various types of securities, issuers and maturities.



Paradise Irrigation District

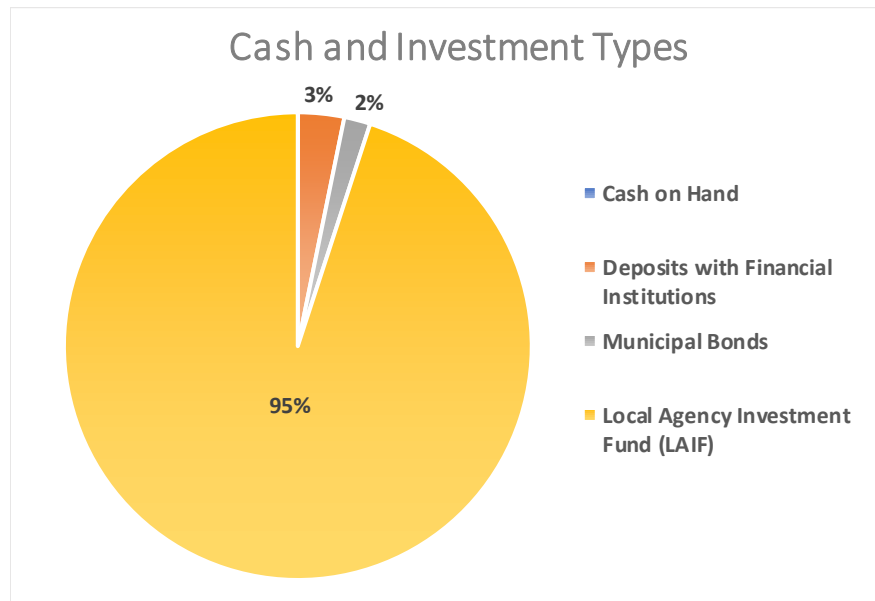
6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · www.pidwater.com

DATE: January 9, 2020
TO: Board of Directors
FROM: Ross Gilb, Finance & Accounting Manager
SUBJECT: Investment Report

The District has \$7,239,466 in cash and investments as of 12/31/2019. The average return on the District's investments is 2.02%. Total investment earning year-to-date is \$42,618.

All investments as of 12/31/2019 are in compliance with all aspects of Paradise Irrigation District's investment policy.

	Amount	% of Portfolio	Average Maturity
Cash on Hand	\$ 500	0.01%	Liquid
Deposits with Financial Institutions	\$ 231,317	3.20%	Liquid
Municipal Bonds	\$ 131,245	1.81%	90 - 365 Days
Local Agency Investment Fund (LAIF)	\$ 6,876,404	94.98%	Liquid



**Investment Detail
December 31, 2019**

Description	Yield to Maturity	Current Value	Cost Basis	Maturity Date	Purchase Date
Cash on Hand	0.00%	\$ 500	\$ 1,200		
Tri Counties Bank					
Deposits with Financial Institutions					
General	0.45%	\$ 225,526	\$ 225,526		
Payroll	0.45%	\$ 2,475	\$ 2,475		
Flex	0.45%	\$ 418	\$ 418		
		<u>\$ 228,419</u>	<u>\$ 228,419</u>		
US Bank					
Deposits with Financial Institutions	0.00%	\$ 2,899	\$ 2,899		
Brandis Tallman LLC					
Municipal Bonds					
Consumnes Community Services District	2.90%	\$ 30,220	\$ 30,220	06/15/2020	08/03/2015
Perris CA Redev Agy	3.00%	\$ 101,025	\$ 101,025	10/01/2020	08/30/2018
		<u>\$ 131,245</u>	<u>\$ 131,245</u>		
LAIF					
Regular	2.11%	\$ 6,609,218	\$ 6,609,218		
DWR Reserve Fund	2.11%	\$ 267,185	\$ 267,185		
		<u>\$ 6,876,404</u>	<u>\$ 6,876,404</u>		
Total Cash and Investments		<u>\$ 7,239,466</u>	<u>\$ 7,240,166</u>		



Paradise Irrigation District

Expense Approval Report

By Vendor Name

Payment Dates 12/01/2019 - 12/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 01016 - Access Information Protected					
12/20/2019	54302	Bulk Shredding			169.66
Vendor 01016 - Access Information Protected Total:					169.66
Vendor: 01022 - ACWA/JPIA					
12/13/2019	54271	Dental			1,753.07
12/13/2019	54271	Llife			591.35
12/13/2019	54271	Medical			36,035.85
12/13/2019	54271	EAP			79.90
12/13/2019	54271	Vision			565.88
12/20/2019	54303	Auto & General Liability - 10/01/19 - 10/01/20			88,607.00
Vendor 01022 - ACWA/JPIA Total:					127,633.05
Vendor: 01024 - Adecco Employment Services					
12/06/2019	54234	Salaries - Direct			1,041.16
12/06/2019	54234	Salaries - Direct			585.20
12/13/2019	54272	Salaries - Direct			924.00
12/20/2019	54304	Salaries - Direct			819.28
Vendor 01024 - Adecco Employment Services Total:					3,369.64
Vendor: 02957 - Aflac					
12/13/2019	DFT0003597	Montly Aflac Invoice			283.14
12/27/2019	DFT0003634	Montly Aflac Invoice			283.14
Vendor 02957 - Aflac Total:					566.28
Vendor: 03066 - Airgas USA, LLC					
12/13/2019	54273	Welding Supplies			532.55
Vendor 03066 - Airgas USA, LLC Total:					532.55
Vendor: 02847 - American Conservation & Billing Solutions					
12/20/2019	54305	Aquahawk Alerting			100.00
Vendor 02847 - American Conservation & Billing Solutions Total:					100.00
Vendor: 03090 - APTIM Environmental & Infrastructure LLC					
12/13/2019	54274	Job#18-F1 - Public Assistance			6,758.75
12/13/2019	54274	Job#18-F1 - Public Assistance			1,325.00
12/13/2019	54274	Job#18-F1 - Publid Assistance			44,340.91
12/20/2019	54306	Job#18-F1 - Public Assistance			39,506.11
12/20/2019	54306	Job#18-F1 - Public Assistance			28,894.17
Vendor 03090 - APTIM Environmental & Infrastructure LLC Total:					120,824.94
Vendor: 01068 - Aramark Uniform Services					
12/06/2019	54235	Uniforms			350.63
12/06/2019	54235	Uniforms			87.17
12/06/2019	54235	Uniforms			350.63
12/06/2019	54235	Uniforms			127.89
12/13/2019	54275	Uniforms			87.17
12/20/2019	54307	Unifroms			336.63
12/20/2019	54307	Uniforms			332.26
12/20/2019	54307	Uniforms			-71.06
Vendor 01068 - Aramark Uniform Services Total:					1,601.32
Vendor: 01082 - AT&T					
12/06/2019	54236	Phone Line - Office/Shop/TP			701.22
Vendor 01082 - AT&T Total:					701.22
Vendor: 01083 - AT&T					
12/20/2019	54308	Bres/A Tank Alarm			33.03

Expense Approval Report

Payment Dates: 12/01/2019 - 12/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
12/20/2019	54308	Bres/A Tank Alarm			33.26
				Vendor 01083 - AT&T Total:	66.29
Vendor: 03071 - BC Laboratories, Inc.					
12/06/2019	54237	Job #18-F1 - Water Sampling (27)			1,755.00
12/06/2019	54237	Job #18-F1 - Water Sampling (9)			585.00
12/06/2019	54237	Job #18-F1 - Water Sampling (3)			317.50
12/06/2019	54237	Job #18-F1 - Water Sampling (5)			512.50
12/06/2019	54237	Job #18-F1 - Water Sampling (17)			1,105.00
12/06/2019	54237	Job #18-F1 - Water Sampling (8)			520.00
12/06/2019	54237	Job #18-F1 - Water Sampling (2)			220.00
12/06/2019	54237	Job #18-F1 - Water Sampling (6)			610.00
12/06/2019	54237	Job #18-F1 - Water Sampling (24)			1,560.00
12/13/2019	54277	Job #18-F1 - Water Sampling (11)			715.00
12/13/2019	54277	Job #18-F1 - Water Sampling (32)			2,080.00
12/20/2019	54309	Job #18-F1 - Water Sampling (16)			1,065.00
12/20/2019	54309	Job #18-F1 - Water Sampling (45)			2,925.00
12/20/2019	54309	Job #18-F1 - Water Sampling (14)			935.00
12/20/2019	54309	Job #18-F1 - Water Sampling (14)			910.00
12/20/2019	54309	Job #18-F1 - Water Sampling (3)			243.75
12/20/2019	54309	Job #18-F1 - Water Sampling (20)			1,325.00
12/20/2019	54309	Job #18-F1 - Water Sampling (48)			3,120.00
12/20/2019	54309	Job #18-F1 - Water Sampling (39)			2,560.00
12/20/2019	54309	Job #18-F1 - Water Sampling (5)			512.50
12/20/2019	54309	Job #18-F1 - Water Sampling (11)			740.00
12/20/2019	54309	Job #18-F1 - Water Sampling (12)			780.00
12/20/2019	54309	Job #18-F1 - Water Sampling (5)			325.00
				Vendor 03071 - BC Laboratories, Inc. Total:	25,421.25
Vendor: 01122 - Butte County Assessor					
12/18/2019	54294	Misc. Services - Admin			30.50
				Vendor 01122 - Butte County Assessor Total:	30.50
Vendor: 01363 - Calif Rural Water Assoc					
12/13/2019	54278	Membership Dues			1,367.00
				Vendor 01363 - Calif Rural Water Assoc Total:	1,367.00
Vendor: 03065 - Comcast Business					
12/20/2019	54310	Internet - Office			851.43
				Vendor 03065 - Comcast Business Total:	851.43

Expense Approval Report

Payment Dates: 12/01/2019 - 12/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 01320 - Comcast					
12/13/2019	54279	Internet - Office			603.17
Vendor 01320 - Comcast Total:					603.17
Vendor: 01370 - Commercial Tire Warehouse					
12/06/2019	54238	Equipment Repairs S-4			471.20
12/06/2019	54238	Equipment Repairs			678.59
Vendor 01370 - Commercial Tire Warehouse Total:					1,149.79
Vendor: 02905 - COMP, Inc.					
12/13/2019	54280	Physicals & Pre-Employment - Office			243.00
Vendor 02905 - COMP, Inc. Total:					243.00
Vendor: 01439 - DMV					
12/13/2019	54281	Renewal - Boat			36.00
Vendor 01439 - DMV Total:					36.00
Vendor: 02888 - Elecsys International Corporation					
12/06/2019	54239	Misc. Supplies - TP			8.00
Vendor 02888 - Elecsys International Corporation Total:					8.00
Vendor: 01496 - Employee Relations					
12/06/2019	54240	Physicals - DMV & Pre-Employment			71.00
Vendor 01496 - Employee Relations Total:					71.00
Vendor: 01480 - Employment Development Dept.					
12/02/2019	DFT0003565	State Income Tax Withholding			4,119.68
12/02/2019	DFT0003568	State Disability Withholding			859.67
12/09/2019	DFT0003575	State Income Tax Withholding			227.17
12/09/2019	DFT0003578	State Disability Withholding			86.40
12/09/2019	DFT0003583	State Income Tax Withholding			13.34
12/09/2019	DFT0003586	State Disability Withholding			1.62
12/09/2019	DFT0003591	State Income Tax Withholding			5.05
12/09/2019	DFT0003594	State Disability Withholding			15.85
12/16/2019	DFT0003607	State Income Tax Withholding			4,088.18
12/16/2019	DFT0003610	State Disability Withholding			835.88
12/20/2019	DFT0003654	State Income Tax Withholding			-926.11
12/20/2019	DFT0003657	State Disability Withholding			-132.05
12/20/2019	DFT0003613	State Disability Withholding			1.44
12/20/2019	DFT0003618	State Income Tax Withholding			11.86
12/20/2019	DFT0003621	State Disability Withholding			18.66
12/20/2019	DFT0003628	State Income Tax Withholding			926.11
12/20/2019	DFT0003631	State Disability Withholding			132.05
12/26/2019	DFT0003663	State Income Tax Withholding			21.60
12/26/2019	DFT0003666	State Disability Withholding			132.05
12/30/2019	DFT0003645	State Income Tax Withholding			3,682.39
12/30/2019	DFT0003648	State Disability Withholding			713.90
Vendor 01480 - Employment Development Dept. Total:					14,834.74
Vendor: 01527 - Ferguson Enterprises, Inc					
12/06/2019	54241	2000 1" meter gaskets			874.03
12/20/2019	54311	FC Clamp 4' x 7-1/2' 3.95-4.20 OD			107.75
12/20/2019	54311	Repair Clamp 2" x 3"			437.20
12/20/2019	54311	FC Clamp 4' x 7-1/2' 3.95-4.20 OD			500.00
12/20/2019	54311	FC Clamp 6' x 7 1/2' 5.95-6.35 OD			720.00
12/20/2019	54311	FC Tap Clamp 4' x 12' x 2' 3.95-4.20 OD			1,440.00
12/20/2019	54311	Inventory			111.60
12/20/2019	54311	FC Clamp 10' x 12 1/2' 9.95-10.35 OD			332.00

Expense Approval Report

Payment Dates: 12/01/2019 - 12/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
12/20/2019	54311	FC Clamp 10' x 7 1/2' 9.95-10.35 OD			247.70
12/20/2019	54311	Valve Ball - Serv Brass - 1" Curb Lock Wing			2,857.14
12/20/2019	54311	A34 Meter - Serv Brass			940.00
12/20/2019	54311	A23 Meter - Serv Brass			975.00
12/20/2019	54311	Inventory - tax			148.41
12/20/2019	54311	3/4" meter gaskets			300.00
12/20/2019	54311	1" meter gaskets			426.35
12/20/2019	54311	Angle Stop - Serv Brass - 2 ' Comp			791.51
12/20/2019	54311	Pipe - HDPE - 1"			360.00
12/20/2019	54311	Pipe - HDPE - 2"			1,300.00
12/20/2019	54311	Inventory - tax			128.65
12/20/2019	54311	1" meter gaskets			387.90
12/20/2019	54311	hydrant wrench			77.22
Vendor 01527 - Ferguson Enterprises, Inc Total:					13,462.46
Vendor: 01528 - FGL Environmental					
12/06/2019	54242	Job #18-F1 - Water Sampling (2)			276.00
12/06/2019	54242	Job #18-F1 - Water Sampling (22)			2,750.00
12/06/2019	54242	Job #18-F1 - Water Sampling (23)			2,875.00
12/06/2019	54242	Job #18-F1 - Water Sampling (11)			1,375.00
12/06/2019	54242	Job #18-F1 - Water Sampling (26)			3,250.00
12/06/2019	54242	Job #18-F1 - Water Sampling (2)			44.00
12/06/2019	54242	Job #18-F1 - Water Sampling (2)			44.00
12/06/2019	54242	Job #18-F1 - Water Sampling (16)			320.00
12/06/2019	54242	Job #18-F1 - Water Sampling (11)			1,375.00
12/06/2019	54242	Job #18-F1 - Water Sampling (9)			1,125.00
12/06/2019	54242	Job #18-F1 - Water Sampling (2)			44.00
12/06/2019	54242	Job #18-F1 - Water Sampling (4)			88.00
12/06/2019	54242	Job #18-F1 - Water Sampling (21)			2,625.00
12/06/2019	54242	Job #18-F1 - Water Sampling (4)			126.00
12/06/2019	54242	Job #18-F1 - Water Sampling (2)			52.00
12/06/2019	54242	Job #18-F1 - Water Sampling			875.00
12/20/2019	54312	Job #18-F1 - Water Sampling (2)			381.00
12/20/2019	54312	Job #18-F1 - Water Sampling (1)			52.00
12/20/2019	54312	Job #18-F1 - Water Sampling (1)			24.00
Vendor 01528 - FGL Environmental Total:					17,701.00
Vendor: 02945 - Fiserv Solutions, LLC					
12/02/2019	54233	Bank Charges - 2019-09			10.05
Vendor 02945 - Fiserv Solutions, LLC Total:					10.05
Vendor: 02889 - Health Equity, Inc.					
12/27/2019	DFT0003635	HSA Contribution			2,400.00
Vendor 02889 - Health Equity, Inc. Total:					2,400.00

Expense Approval Report

Payment Dates: 12/01/2019 - 12/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 01673 - Herc Rentals					
12/06/2019	54244	Job #18-F1 - Equipment Rental			2,198.31
12/06/2019	54244	Job #18-F1 - Equipment Rental			967.09
12/20/2019	54313	Job #18-F1 - Equipment Rental			2,080.05
12/20/2019	54313	Job #18-F1 - Equipment Rental			4,885.10
12/20/2019	54313	Job #18-F1 - Equipment Rental			2,472.86
Vendor 01673 - Herc Rentals Total:					12,603.41
Vendor: 01705 - Hunt & Sons, Inc.					
12/06/2019	54245	225gals. unleaded gasoline			794.73
12/06/2019	54245	420gals. dyed diesel			1,277.45
12/06/2019	54245	350gals. unleaded gasoline			1,230.82
12/20/2019	54314	225gals. unleaded gasoline			725.37
12/20/2019	54314	315gals. unleaded gasoline			998.67
12/20/2019	54314	250gals. clear diesel			896.87
Vendor 01705 - Hunt & Sons, Inc. Total:					5,923.91
Vendor: 01713 - I.B.E.W. Local Union 1245					
12/06/2019	54267	Union Dues			-46.00
12/06/2019	54267	Union Dues			853.45
12/13/2019	54282	Union Dues			-46.00
12/13/2019	54282	Union Dues			853.45
Vendor 01713 - I.B.E.W. Local Union 1245 Total:					1,614.90
Vendor: 01716 - ICMA Retirement Trust-401					
12/06/2019	DFT0003571	Retirement - 401(a) Match			268.28
12/06/2019	DFT0003588	Retirement - 401(a) Match			43.62
12/13/2019	DFT0003599	Retirement - 401(a) Match			2,260.12
12/17/2019	DFT0003650	Retirement - 401(a) Match			-351.86
12/17/2019	DFT0003615	Retirement - 401(a) Match			51.34
12/17/2019	DFT0003624	Retirement - 401(a) Match			351.86
12/23/2019	DFT0003659	Retirement - 401(a) Match			351.86
12/27/2019	DFT0003637	Retirement - 401(a) Match			2,056.92
12/30/2019	DFT0003669	Retirement - 401(a) Match			23.62
Vendor 01716 - ICMA Retirement Trust-401 Total:					5,055.76
Vendor: 01715 - ICMA Retirement Trust-457					
12/06/2019	DFT0003572	Retirement Trust - 457			268.28
12/06/2019	DFT0003573	Deferred Comp 457			871.24
12/06/2019	DFT0003574	Retirement Trust - 457			250.00
12/06/2019	DFT0003589	Retirement Trust - 457			43.62
12/06/2019	DFT0003590	Deferred Comp 457			130.88
12/13/2019	DFT0003600	Retirement Trust - 457			2,260.12
12/13/2019	DFT0003601	Deferred Comp 457			7,332.53
12/13/2019	DFT0003602	Retirement Trust - 457			612.92
12/13/2019	DFT0003603	Retirement Trust - 457			1,525.74
12/13/2019	DFT0003604	Loan Payment			447.82
12/13/2019	DFT0003605	Loan Payment			125.00
12/13/2019	DFT0003606	Loan Payment			40.11
12/17/2019	DFT0003651	Retirement Trust - 457			-351.86
12/17/2019	DFT0003652	Deferred Comp 457			-1,055.59
12/17/2019	DFT0003653	Retirement Trust - 457			-37.00
12/17/2019	DFT0003616	Retirement Trust - 457			51.34
12/17/2019	DFT0003617	Deferred Comp 457			154.03
12/17/2019	DFT0003625	Retirement Trust - 457			351.86
12/17/2019	DFT0003626	Deferred Comp 457			1,055.59
12/17/2019	DFT0003627	Retirement Trust - 457			37.00
12/23/2019	DFT0003660	Retirement Trust - 457			351.86
12/23/2019	DFT0003661	Deferred Comp 457			1,055.59
12/23/2019	DFT0003662	Retirement Trust - 457			9,798.06
12/27/2019	DFT0003638	Retirement Trust - 457			2,056.92
12/27/2019	DFT0003639	Deferred Comp 457			6,755.42
12/27/2019	DFT0003640	Retirement Trust - 457			612.92

Expense Approval Report

Payment Dates: 12/01/2019 - 12/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
12/27/2019	DFT0003641	Retirement Trust - 457			1,777.28
12/27/2019	DFT0003642	Loan Payment			447.82
12/27/2019	DFT0003643	Loan Payment			125.00
12/27/2019	DFT0003644	Loan Payment			40.11
12/30/2019	DFT0003670	Retirement Trust - 457			23.62
12/30/2019	DFT0003671	Deferred Comp 457			70.86
Vendor 01715 - ICMA Retirement Trust-457 Total:					37,229.09
Vendor: 01730 - Industrial Power Products					
12/20/2019	54315	fan for vac unit			130.33
Vendor 01730 - Industrial Power Products Total:					130.33
Vendor: 01722 - Infinisource Cobra Compliance					
12/20/2019	54316	Flexible Benefits			80.00
Vendor 01722 - Infinisource Cobra Compliance Total:					80.00
Vendor: 02807 - Infosend					
12/06/2019	54247	Postage			1,966.48
Vendor 02807 - Infosend Total:					1,966.48
Vendor: 01720 - Inland Business Systems					
12/06/2019	54248	Office Equipment - Maint. Office			10.13
Vendor 01720 - Inland Business Systems Total:					10.13
Vendor: 03062 - Instrument Technology Corporation					
12/06/2019	54249	Equipment Replacement			578.86
Vendor 03062 - Instrument Technology Corporation Total:					578.86
Vendor: 01731 - Internal Revenue Service					
12/02/2019	DFT0003566	FICA Withholding			11,261.58
12/02/2019	DFT0003567	Fed Withholding			10,861.65
12/02/2019	DFT0003569	Medicare Withholding			2,941.84
12/09/2019	DFT0003576	FICA Withholding			1,071.30
12/09/2019	DFT0003577	Fed Withholding			1,263.05
12/09/2019	DFT0003579	Medicare Withholding			306.00
12/09/2019	DFT0003584	FICA Withholding			20.12
12/09/2019	DFT0003585	Fed Withholding			20.26
12/09/2019	DFT0003587	Medicare Withholding			4.70
12/09/2019	DFT0003592	FICA Withholding			196.54
12/09/2019	DFT0003593	Fed Withholding			64.90
12/09/2019	DFT0003595	Medicare Withholding			45.96
12/16/2019	DFT0003608	FICA Withholding			11,362.62
12/16/2019	DFT0003609	Fed Withholding			10,952.63
12/16/2019	DFT0003611	Medicare Withholding			2,993.80
12/20/2019	DFT0003655	FICA Withholding			-1,637.44
12/20/2019	DFT0003656	Fed Withholding			-2,188.01
12/20/2019	DFT0003658	Medicare Withholding			-382.96
12/20/2019	DFT0003612	FICA Withholding			17.90
12/20/2019	DFT0003614	Medicare Withholding			4.18
12/20/2019	DFT0003619	FICA Withholding			231.32
12/20/2019	DFT0003620	Fed Withholding			110.45
12/20/2019	DFT0003622	Medicare Withholding			54.10
12/20/2019	DFT0003629	FICA Withholding			1,637.44
12/20/2019	DFT0003630	Fed Withholding			2,188.01
12/20/2019	DFT0003632	Medicare Withholding			382.96
12/26/2019	DFT0003664	FICA Withholding			1,637.44
12/26/2019	DFT0003665	Fed Withholding			131.81
12/26/2019	DFT0003667	Medicare Withholding			382.96
12/30/2019	DFT0003646	FICA Withholding			10,022.10
12/30/2019	DFT0003647	Fed Withholding			9,798.34
12/30/2019	DFT0003649	Medicare Withholding			2,727.80
Vendor 01731 - Internal Revenue Service Total:					78,485.35

Expense Approval Report

Payment Dates: 12/01/2019 - 12/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 03057 - International Brotherhood of 137 TCWH					
12/06/2019	54250	Union Dues Teamsters			218.77
12/13/2019	54283	Union Dues Teamsters			218.77
Vendor 03057 - International Brotherhood of 137 TCWH Total:					437.54
Vendor: 01729 - Interstate Batteries of the Rogue River					
12/13/2019	54284	Equipment Repairs			159.75
Vendor 01729 - Interstate Batteries of the Rogue River Total:					159.75
Vendor: 01742 - J C Nelson Supply Co.					
12/20/2019	54317	Janitorial Supplies - TP			120.12
Vendor 01742 - J C Nelson Supply Co. Total:					120.12
Vendor: 01765 - J W Wood Co., Inc					
12/20/2019	54318	3/4 x 5 galv nip			31.37
12/20/2019	54318	3/4 x 4 galv nip			25.85
12/20/2019	54318	1/2" blue monster tape			206.22
Vendor 01765 - J W Wood Co., Inc Total:					263.44
Vendor: 02951 - Jennifer Chavez					
12/09/2019	54268	6360 Clark - Security Deposit Refund			850.00
Vendor 02951 - Jennifer Chavez Total:					850.00
Vendor: 01790 - Knife River Construction					
12/06/2019	54251	Construction & Maint. Supplies			582.99
Vendor 01790 - Knife River Construction Total:					582.99
Vendor: 01905 - Minasian, Meith, Soares, Sexton & Cooper, LLP					
12/13/2019	54285	Legal Fees			2,299.24
12/13/2019	54285	Job#18-F1 - Legal Fees			8,128.00
Vendor 01905 - Minasian, Meith, Soares, Sexton & Cooper, LLP Total:					10,427.24
Vendor: 03045 - N.C.G.T. SECURITY FUND					
12/31/2019	54331	Health			13,992.00
Vendor 03045 - N.C.G.T. SECURITY FUND Total:					13,992.00
Vendor: 01960 - Normac					
12/13/2019	54286	80 backflows and fittings			23,918.46
12/20/2019	54319	Job#18-F1 - Construction & Maint. Supplies			1,326.89
12/20/2019	54319	1" x close galv nipple			208.49
12/20/2019	54319	1" galv cap			229.94
12/20/2019	54319	1" galv 90			315.74
12/20/2019	54319	1" x 4" galv nipple			321.75
12/20/2019	54319	1" x 30" galv nipple			1,769.20
12/20/2019	54319	3/4" inverted garden hose bib			1,303.30
12/20/2019	54319	1" backflow			19,305.00
12/20/2019	54319	1" galv tee			465.04
12/20/2019	54319	3/4 x 4 galv nipple			68.00
12/20/2019	54319	3/4 x 5 galv nipples			93.00
Vendor 01960 - Normac Total:					49,324.81
Vendor: 01971 - North State Screenprinting					
12/18/2019	54295	Uniforms - Hats			2,035.44
Vendor 01971 - North State Screenprinting Total:					2,035.44
Vendor: 01977 - North Valley Barricade					
12/13/2019	54287	Job #18-F1 - Construction & Maint. Supplies			123.91
12/13/2019	54287	Job #18-F1 - Construction & Maint. Supplies			70.95
Vendor 01977 - North Valley Barricade Total:					194.86
Vendor: 01980 - Northern Recycling & Waste Svcs					
12/06/2019	54252	Job#18-F1 - Debris Storage			100.00
12/13/2019	54288	Garbage - Lake			97.33
12/13/2019	54288	Garbage - TP			42.83

Expense Approval Report

Payment Dates: 12/01/2019 - 12/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
12/13/2019	54288	Garbage - Office			54.82
12/13/2019	54288	Garbage - Shop			154.43
Vendor 01980 - Northern Recycling & Waste Svcs Total:					449.41
Vendor: 01967 - Northern Safety					
12/06/2019	54253	Construction & Maint Supplies			184.54
Vendor 01967 - Northern Safety Total:					184.54
Vendor: 01950 - Northstate Aggregate, Inc.					
12/06/2019	54254	Job#18-F1 - Construction & Maint. Supplies			477.75
12/06/2019	54254	Job#18-F1 - Construction & Maint. Supplies			444.19
12/06/2019	54254	Job#18-F1 - Construction & Maint. Supplies			935.83
12/06/2019	54254	Job#18-F1 - Construction & Maint. Supplies			939.10
Vendor 01950 - Northstate Aggregate, Inc. Total:					2,796.87
Vendor: 01995 - Office Depot					
12/20/2019	54320	Office Supplies - Shop			237.64
12/20/2019	54320	Office Supplies - Office			198.48
12/20/2019	54320	Office Supplies - Office			76.92
12/20/2019	54320	Office Supplies - Supplies			343.53
Vendor 01995 - Office Depot Total:					856.57
Vendor: 01538 - O'Reilly Auto Parts					
12/13/2019	54289	Equipment Repairs - Shop			64.54
12/13/2019	54289	Equipment Repairs #3			336.86
12/13/2019	54289	Equipment Repairs - Shop			18.20
12/13/2019	54289	Equipment Repairs #20			118.33
12/13/2019	54289	Equipment Repairs #2 Pump Station - Generator			53.99
12/13/2019	54289	Equipment Repairs #50			233.45
12/13/2019	54289	Small Hand Tools			3.22
Vendor 01538 - O'Reilly Auto Parts Total:					828.59
Vendor: 02030 - Pace Supply					
12/06/2019	54255	Job#18-F1 Construction & Maint. Supplies			453.37
12/06/2019	54255	Job#18-F1- Construction & Maint. Supplies			1,042.66
12/06/2019	54255	Inventory			3,062.26
12/06/2019	54255	Angle Stop - Serv Brass - 1 ' Comp			2,079.84
12/06/2019	54255	90 - Serv Brass - 1 ' MIP x Comp			252.78
12/06/2019	54255	Wye 4 Way - Serv Brass - 2 x 1" FIP			437.68
12/06/2019	54255	interin water meter couplings (100ea)			1,370.58
12/06/2019	54255	Nipple - Galv - 2' x 7'			18.26
12/06/2019	54255	B16 Reading Lid - DI			1,127.82
12/06/2019	54255	Nipple - Galv - 1" x 12"			182.53
12/06/2019	54255	Nipple - Galv - 1" x 4"			44.29
12/06/2019	54255	Nipple - Galv - 1 1/2' x 2'			18.79
12/06/2019	54255	Nipple - Galv - 1" x 11"			65.94
12/06/2019	54255	5/8" leak plugs			493.00
12/06/2019	54255	3/8" leak plugs			479.44
12/20/2019	54321	Job#18-F1 - Construction & Maint. Supplies			105.00
12/20/2019	54321	Angle Stop - Serv Brass - 1 ' Comp			9,348.39
Vendor 02030 - Pace Supply Total:					20,582.63
Vendor: 02081 - Pacific Gas & Electric Company					
12/20/2019	54322	Geppetto North End - Electric			33.10

Expense Approval Report

Payment Dates: 12/01/2019 - 12/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
12/20/2019	54322	Paradise Dam #2 Park - Electric			39.89
12/20/2019	54322	Mag Res Filtration Plant - Electric			10,478.66
12/20/2019	54322	Nunnelly Rd. Ext. Tank Res #E - Electric			22.16
12/20/2019	54322	Lovely Ln. N/End Tank Res #D - Electric			18.09
12/20/2019	54322	Skyway W/S N/Clark Tank Res #A - Electric			21.71
12/20/2019	54322	Frank Turner Way Tank Res #C - Electric			22.42
12/20/2019	54322	Bader Mine Rd - Electric			32.49
12/20/2019	54322	6344 Clark Rd. - Gas			45.56
12/20/2019	54322	Moore Rd. ES Forest Serv. Rd. - Electric			2,238.06
12/20/2019	54322	6332 Clark Rd. - Electric			2,230.83
12/20/2019	54322	6332 Clark Rd. - Gas			165.47
Vendor 02081 - Pacific Gas & Electric Company Total:					15,348.44
Vendor: 03068 - Paradise Alliance Church					
12/06/2019	54256	Job #18-F1 - Water Sampling			190.00
Vendor 03068 - Paradise Alliance Church Total:					190.00
Vendor: 02061 - PBM Supply & Mfg					
12/20/2019	54323	Job #18-F1 - Construction & Maint. Supplies			267.11
Vendor 02061 - PBM Supply & Mfg Total:					267.11
Vendor: 02872 - Peerless Bldg. Maintenance Inc.					
12/06/2019	54257	Janitorial Service			702.00
12/06/2019	54257	Janitorial Service - Shop			490.50
12/06/2019	54257	Janitorial Service - Office			211.50
Vendor 02872 - Peerless Bldg. Maintenance Inc. Total:					1,404.00
Vendor: 02090 - Pitney Bowes Global Financial Services LLC					
12/06/2019	54258	Postage Meter			10.56
12/13/2019	54290	Meter Postage			346.10
Vendor 02090 - Pitney Bowes Global Financial Services LLC Total:					356.66
Vendor: 03048 - Plan B Professional Answering Service					
12/06/2019	54259	Job#18-F1 - Answering Service			153.50
Vendor 03048 - Plan B Professional Answering Service Total:					153.50
Vendor: 03086 - RDO Equipment Co.					
12/06/2019	54260	Job#18-F1 - Equipment Rental			4,182.75
Vendor 03086 - RDO Equipment Co. Total:					4,182.75
Vendor: 03070 - Reed Smith LLP					
12/20/2019	54324	Job#18-F1 - Professional Services			5,928.50
Vendor 03070 - Reed Smith LLP Total:					5,928.50
Vendor: 02057 - Riebes Auto Parts					
12/06/2019	54261	Equipment Repairs			167.68
12/13/2019	54291	Equipment Repairs - Shop			45.17
12/13/2019	54291	Equipment Repairs			27.16
Vendor 02057 - Riebes Auto Parts Total:					240.01
Vendor: 02185 - Roberts & Brune Company					
12/06/2019	54262	Job #18-F1 - Construction & Maint. Supplies			603.09
Vendor 02185 - Roberts & Brune Company Total:					603.09
Vendor: 03069 - Rush Personnel Services, Inc.					
12/06/2019	54263	Salaries - Direct			226.48
Vendor 03069 - Rush Personnel Services, Inc. Total:					226.48

Expense Approval Report

Payment Dates: 12/01/2019 - 12/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 02293 - Stanley Convergent Security Solutions					
12/20/2019	54325	Building Security - Office			112.74
Vendor 02293 - Stanley Convergent Security Solutions Total:					112.74
Vendor: 03061 - Sterling Health Services, Inc DBA					
12/13/2019	DFT0003598	HSA Contribution			553.76
12/27/2019	DFT0003636	HSA Contribution			553.76
Vendor 03061 - Sterling Health Services, Inc DBA Total:					1,107.52
Vendor: 02362 - Thomas Ace Hardware					
12/13/2019	54292	Small Hand Tools			312.94
12/13/2019	54292	Small Hand Tools			57.34
12/13/2019	54292	Small Hand Tools			6.89
12/13/2019	54292	Construction & Maint. Supplies - TP			81.88
12/13/2019	54292	Construction & Maint. Supplies			20.28
12/13/2019	54292	Construction & Maint. Supplies			53.72
12/13/2019	54292	Small Hand Tools			16.39
12/13/2019	54292	Construction & Maint Supplies			11.98
12/13/2019	54292	Construction & Maint. Supplies			64.46
12/13/2019	54292	Construction & Maint. Supplies			11.20
12/13/2019	54292	Construction & Maint. Supplies			258.77
12/13/2019	54292	Small Hand Tools			65.58
12/13/2019	54292	Small Hand Tools			14.24
12/13/2019	54292	Small Hand Tools			38.31
12/20/2019	54326	Misc. Supplies - TP			7.91
12/20/2019	54326	Office Supplies - Shop			14.03
12/20/2019	54326	Construction & Maint. Supplies			548.51
12/20/2019	54326	Construction & Maint. Supplies			153.50
Vendor 02362 - Thomas Ace Hardware Total:					1,737.93
Vendor: 02394 - Tyler Technologies, Inc.					
12/13/2019	54293	Maintenance - 2019-12			200.00
Vendor 02394 - Tyler Technologies, Inc. Total:					200.00
Vendor: 02686 - USA Blue Book					
12/20/2019	54327	Repair Parts			214.70
12/20/2019	54327	Construction & Maint. Supplies			112.28
12/20/2019	54327	Equipment Repairs			452.06
Vendor 02686 - USA Blue Book Total:					779.04
Vendor: 02703 - Verizon Wireless					
12/06/2019	54264	Mobile Phones			917.13
Vendor 02703 - Verizon Wireless Total:					917.13
Vendor: 02712 - VistaNet inc.					
12/06/2019	54265	Equipment Maint. Supplies			1,381.23
12/20/2019	54328	Equipment Maint. - Office			3,017.55
Vendor 02712 - VistaNet inc. Total:					4,398.78
Vendor: 03002 - Water Works Engineers					
12/06/2019	54266	Job#18-F1 - Disaster Recovery Mgmt evices			190,216.55
Vendor 03002 - Water Works Engineers Total:					190,216.55
Grand Total:					809,889.59

Paradise Irrigation District

Detail of Disbursements Report

Check Numbers 54232 - 54331

Check#	Date	Vendor/Employee	Amount	% of Total Monthly Disbursements
54266	12/06/2019	Water Works Engineers	190,216.55	23.49%
54303	12/20/2019	ACWA/IPIA	88,607.00	10.94%
54306	12/20/2019	APTIM Environmental & Infrastructure LLC	68,400.28	8.45%
54274	12/13/2019	APTIM Environmental & Infrastructure LLC	52,424.66	6.47%
54271	12/13/2019	ACWA/IPIA	39,026.05	4.82%
54319	12/20/2019	Normac	25,406.35	3.14%
54286	12/13/2019	Normac	23,918.46	2.95%
54242	12/06/2019	FGL Environmental	17,244.00	2.13%
54309	12/20/2019	BC Laboratories, Inc.	15,441.25	1.91%
54322	12/20/2019	Pacific Gas & Electric Company	15,348.44	1.90%
54331	12/31/2019	N.C.G.T. SECURITY FUND	13,992.00	1.73%
54311	12/20/2019	Ferguson Enterprises, Inc	12,588.43	1.55%
DFT0003608	12/16/2019	Internal Revenue Service	11,362.62	1.40%
DFT0003566	12/02/2019	Internal Revenue Service	11,261.58	1.39%
54255	12/06/2019	Pace Supply	11,129.24	1.37%
DFT0003609	12/16/2019	Internal Revenue Service	10,952.63	1.35%
DFT0003567	12/02/2019	Internal Revenue Service	10,861.65	1.34%
54285	12/13/2019	Minasian, Meith, Soares, Sexton & Cooper, LLP	10,427.24	1.29%
DFT0003646	12/30/2019	Internal Revenue Service	10,022.10	1.24%
DFT0003647	12/30/2019	Internal Revenue Service	9,798.34	1.21%
DFT0003662	12/23/2019	ICMA Retirement Trust-457	9,798.06	1.21%
54321	12/20/2019	Pace Supply	9,453.39	1.17%
54313	12/20/2019	Herc Rentals	9,438.01	1.17%
DFT0003601	12/13/2019	ICMA Retirement Trust-457	7,332.53	0.91%
54237	12/06/2019	BC Laboratories, Inc.	7,185.00	0.89%
DFT0003639	12/27/2019	ICMA Retirement Trust-457	6,755.42	0.83%
54324	12/20/2019	Reed Smith LLP	5,928.50	0.73%
54260	12/06/2019	RDO Equipment Co.	4,182.75	0.52%
DFT0003565	12/02/2019	Employment Development Dept.	4,119.68	0.51%
DFT0003607	12/16/2019	Employment Development Dept.	4,088.18	0.50%
DFT0003645	12/30/2019	Employment Development Dept.	3,682.39	0.45%
54245	12/06/2019	Hunt & Sons, Inc.	3,303.00	0.41%
54244	12/06/2019	Herc Rentals	3,165.40	0.39%
54328	12/20/2019	VistaNet inc.	3,017.55	0.37%
DFT0003611	12/16/2019	Internal Revenue Service	2,993.80	0.37%
DFT0003569	12/02/2019	Internal Revenue Service	2,941.84	0.36%
54254	12/06/2019	Northstate Aggregate, Inc.	2,796.87	0.35%
54277	12/13/2019	BC Laboratories, Inc.	2,795.00	0.35%
DFT0003649	12/30/2019	Internal Revenue Service	2,727.80	0.34%
54314	12/20/2019	Hunt & Sons, Inc.	2,620.91	0.32%
DFT0003635	12/27/2019	Health Equity, Inc.	2,400.00	0.30%
DFT0003599	12/13/2019	ICMA Retirement Trust-401	2,260.12	0.28%
DFT0003600	12/13/2019	ICMA Retirement Trust-457	2,260.12	0.28%
DFT0003630	12/20/2019	Internal Revenue Service	2,188.01	0.27%
DFT0003637	12/27/2019	ICMA Retirement Trust-401	2,056.92	0.25%
DFT0003638	12/27/2019	ICMA Retirement Trust-457	2,056.92	0.25%
54295	12/18/2019	North State Screenprinting	2,035.44	0.25%
54247	12/06/2019	Infosend	1,966.48	0.24%
DFT0003641	12/27/2019	ICMA Retirement Trust-457	1,777.28	0.22%
DFT0003629	12/20/2019	Internal Revenue Service	1,637.44	0.20%
DFT0003664	12/26/2019	Internal Revenue Service	1,637.44	0.20%
54234	12/06/2019	Adecco Employment Services	1,626.36	0.20%
DFT0003603	12/13/2019	ICMA Retirement Trust-457	1,525.74	0.19%
54257	12/06/2019	Peerless Bldg. Maintenance Inc.	1,404.00	0.17%
54265	12/06/2019	VistaNet inc.	1,381.23	0.17%
54278	12/13/2019	Calif Rural Water Assoc	1,367.00	0.17%
DFT0003577	12/09/2019	Internal Revenue Service	1,263.05	0.16%
54238	12/06/2019	Commercial Tire Warehouse	1,149.79	0.14%
DFT0003576	12/09/2019	Internal Revenue Service	1,071.30	0.13%
DFT0003626	12/17/2019	ICMA Retirement Trust-457	1,055.59	0.13%
DFT0003661	12/23/2019	ICMA Retirement Trust-457	1,055.59	0.13%
54292	12/13/2019	Thomas Ace Hardware	1,013.98	0.13%
DFT0003628	12/20/2019	Employment Development Dept.	926.11	0.11%

Check#	Date	Vendor/Employee	Amount	% of Total Monthly Disbursements
54272	12/13/2019	Adecco Employment Services	924.00	0.11%
54264	12/06/2019	Verizon Wireless	917.13	0.11%
54235	12/06/2019	Aramark Uniform Services	916.32	0.11%
54241	12/06/2019	Ferguson Enterprises, Inc	874.03	0.11%
DFT0003573	12/06/2019	ICMA Retirement Trust-457	871.24	0.11%
DFT0003568	12/02/2019	Employment Development Dept.	859.67	0.11%
54320	12/20/2019	Office Depot	856.57	0.11%
54310	12/20/2019	Comcast Business	851.43	0.11%
54268	12/09/2019	Jennifer Chavez	850.00	0.10%
DFT0003610	12/16/2019	Employment Development Dept.	835.88	0.10%
54289	12/13/2019	O'Reilly Auto Parts	828.59	0.10%
54304	12/20/2019	Adecco Employment Services	819.28	0.10%
54267	12/06/2019	I.B.E.W. Local Union 1245	807.45	0.10%
54282	12/13/2019	I.B.E.W. Local Union 1245	807.45	0.10%
54246	12/06/2019	I.B.E.W. Local Union 1245	789.45	0.10%
54327	12/20/2019	USA Blue Book	779.04	0.10%
54326	12/20/2019	Thomas Ace Hardware	723.95	0.09%
DFT0003648	12/30/2019	Employment Development Dept.	713.90	0.09%
54236	12/06/2019	AT&T	701.22	0.09%
DFT0003602	12/13/2019	ICMA Retirement Trust-457	612.92	0.08%
DFT0003640	12/27/2019	ICMA Retirement Trust-457	612.92	0.08%
54279	12/13/2019	Comcast	603.17	0.07%
54262	12/06/2019	Roberts & Brune Company	603.09	0.07%
54307	12/20/2019	Aramark Uniform Services	597.83	0.07%
54251	12/06/2019	Knife River Construction	582.99	0.07%
54249	12/06/2019	Instrument Technology Corporation	578.86	0.07%
DFT0003598	12/13/2019	Sterling Health Services, Inc DBA	553.76	0.07%
DFT0003636	12/27/2019	Sterling Health Services, Inc DBA	553.76	0.07%
54273	12/13/2019	Airgas USA, LLC	532.55	0.07%
54276	12/13/2019	Awards Company	482.46	0.06%
54312	12/20/2019	FGL Environmental	457.00	0.06%
DFT0003604	12/13/2019	ICMA Retirement Trust-457	447.82	0.06%
DFT0003642	12/27/2019	ICMA Retirement Trust-457	447.82	0.06%
DFT0003632	12/20/2019	Internal Revenue Service	382.96	0.05%
DFT0003667	12/26/2019	Internal Revenue Service	382.96	0.05%
DFT0003624	12/17/2019	ICMA Retirement Trust-401	351.86	0.04%
DFT0003625	12/17/2019	ICMA Retirement Trust-457	351.86	0.04%
DFT0003659	12/23/2019	ICMA Retirement Trust-401	351.86	0.04%
DFT0003660	12/23/2019	ICMA Retirement Trust-457	351.86	0.04%
54288	12/13/2019	Northern Recycling & Waste Svcs	349.41	0.04%
54290	12/13/2019	Pitney Bowes Global Financial Services LLC	346.10	0.04%
DFT0003579	12/09/2019	Internal Revenue Service	306.00	0.04%
DFT0003597	12/13/2019	Aflac	283.14	0.03%
DFT0003634	12/27/2019	Aflac	283.14	0.03%
DFT0003571	12/06/2019	ICMA Retirement Trust-401	268.28	0.03%
DFT0003572	12/06/2019	ICMA Retirement Trust-457	268.28	0.03%
54323	12/20/2019	PBM Supply & Mfg	267.11	0.03%
54318	12/20/2019	J W Wood Co., Inc	263.44	0.03%
DFT0003574	12/06/2019	ICMA Retirement Trust-457	250.00	0.03%
54280	12/13/2019	COMP, Inc.	243.00	0.03%
DFT0003619	12/20/2019	Internal Revenue Service	231.32	0.03%
DFT0003575	12/09/2019	Employment Development Dept.	227.17	0.03%
54263	12/06/2019	Rush Personnel Services, Inc.	226.48	0.03%
54250	12/06/2019	International Brotherhood of 137 TCWH	218.77	0.03%
54283	12/13/2019	International Brotherhood of 137 TCWH	218.77	0.03%
54293	12/13/2019	Tyler Technologies, Inc.	200.00	0.02%
DFT0003592	12/09/2019	Internal Revenue Service	196.54	0.02%
54287	12/13/2019	North Valley Barricade	194.86	0.02%
54256	12/06/2019	Paradise Alliance Church	190.00	0.02%
54253	12/06/2019	Northern Safety	184.54	0.02%
54302	12/20/2019	Access Information Protected	169.66	0.02%
54261	12/06/2019	Riebes Auto Parts	167.68	0.02%
54284	12/13/2019	Interstate Batteries of the Rogue River	159.75	0.02%
DFT0003617	12/17/2019	ICMA Retirement Trust-457	154.03	0.02%
54259	12/06/2019	Plan B Professional Answering Service	153.50	0.02%
DFT0003631	12/20/2019	Employment Development Dept.	132.05	0.02%
DFT0003666	12/26/2019	Employment Development Dept.	132.05	0.02%

Check#	Date	Vendor/Employee	Amount	% of Total Monthly Disbursements
DFT0003665	12/26/2019	Internal Revenue Service	131.81	0.02%
DFT0003590	12/06/2019	ICMA Retirement Trust-457	130.88	0.02%
54315	12/20/2019	Industrial Power Products	130.33	0.02%
DFT0003605	12/13/2019	ICMA Retirement Trust-457	125.00	0.02%
DFT0003643	12/27/2019	ICMA Retirement Trust-457	125.00	0.02%
54317	12/20/2019	J C Nelson Supply Co.	120.12	0.01%
54325	12/20/2019	Stanley Convergent Security Solutions	112.74	0.01%
DFT0003620	12/20/2019	Internal Revenue Service	110.45	0.01%
54252	12/06/2019	Northern Recycling & Waste Svcs	100.00	0.01%
54305	12/20/2019	American Conservation & Billing Solutions	100.00	0.01%
54275	12/13/2019	Aramark Uniform Services	87.17	0.01%
DFT0003578	12/09/2019	Employment Development Dept.	86.40	0.01%
54316	12/20/2019	Infinisource Cobra Compliance	80.00	0.01%
54291	12/13/2019	Riebes Auto Parts	72.33	0.01%
54240	12/06/2019	Employee Relations	71.00	0.01%
DFT0003671	12/30/2019	ICMA Retirement Trust-457	70.86	0.01%
54308	12/20/2019	AT&T	66.29	0.01%
DFT0003593	12/09/2019	Internal Revenue Service	64.90	0.01%
DFT0003622	12/20/2019	Internal Revenue Service	54.10	0.01%
DFT0003615	12/17/2019	ICMA Retirement Trust-401	51.34	0.01%
DFT0003616	12/17/2019	ICMA Retirement Trust-457	51.34	0.01%
DFT0003595	12/09/2019	Internal Revenue Service	45.96	0.01%
DFT0003588	12/06/2019	ICMA Retirement Trust-401	43.62	0.01%
DFT0003589	12/06/2019	ICMA Retirement Trust-457	43.62	0.01%
DFT0003606	12/13/2019	ICMA Retirement Trust-457	40.11	0.00%
DFT0003644	12/27/2019	ICMA Retirement Trust-457	40.11	0.00%
DFT0003627	12/17/2019	ICMA Retirement Trust-457	37.00	0.00%
54281	12/13/2019	DMV	36.00	0.00%
54294	12/18/2019	Butte County Assessor	30.50	0.00%
DFT0003669	12/30/2019	ICMA Retirement Trust-401	23.62	0.00%
DFT0003670	12/30/2019	ICMA Retirement Trust-457	23.62	0.00%
DFT0003663	12/26/2019	Employment Development Dept.	21.60	0.00%
DFT0003585	12/09/2019	Internal Revenue Service	20.26	0.00%
DFT0003584	12/09/2019	Internal Revenue Service	20.12	0.00%
DFT0003621	12/20/2019	Employment Development Dept.	18.66	0.00%
DFT0003612	12/20/2019	Internal Revenue Service	17.90	0.00%
DFT0003594	12/09/2019	Employment Development Dept.	15.85	0.00%
DFT0003583	12/09/2019	Employment Development Dept.	13.34	0.00%
DFT0003618	12/20/2019	Employment Development Dept.	11.86	0.00%
54258	12/06/2019	Pitney Bowes Global Financial Services LLC	10.56	0.00%
54248	12/06/2019	Inland Business Systems	10.13	0.00%
54233	12/02/2019	Fiserv Solutions, LLC	10.05	0.00%
54239	12/06/2019	Elecsys International Corporation	8.00	0.00%
DFT0003591	12/09/2019	Employment Development Dept.	5.05	0.00%
DFT0003587	12/09/2019	Internal Revenue Service	4.70	0.00%
DFT0003614	12/20/2019	Internal Revenue Service	4.18	0.00%
DFT0003586	12/09/2019	Employment Development Dept.	1.62	0.00%
DFT0003613	12/20/2019	Employment Development Dept.	1.44	0.00%
54243	12/06/2019	**Void**	-	0.00%
DFT0003653	12/17/2019	ICMA Retirement Trust-457	(37.00)	0.00%
DFT0003657	12/20/2019	Employment Development Dept.	(132.05)	-0.02%
DFT0003650	12/17/2019	ICMA Retirement Trust-401	(351.86)	-0.04%
DFT0003651	12/17/2019	ICMA Retirement Trust-457	(351.86)	-0.04%
DFT0003658	12/20/2019	Internal Revenue Service	(382.96)	-0.05%
54276	12/13/2019	Awards Company	(482.46)	-0.06%
54246	12/06/2019	I.B.E.W. Local Union 1245	(789.45)	-0.10%
DFT0003654	12/20/2019	Employment Development Dept.	(926.11)	-0.11%
DFT0003652	12/17/2019	ICMA Retirement Trust-457	(1,055.59)	-0.13%
DFT0003655	12/20/2019	Internal Revenue Service	(1,637.44)	-0.20%
DFT0003656	12/20/2019	Internal Revenue Service	(2,188.01)	-0.27%
Total			809,889.59	



PARADISE IRRIGATION DISTRICT

"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers."

Please consider how this agenda item relates to our mission.

TO: Board of Directors
FROM: Jim Ladrini
DATE: December 30, 2019
RE: Purchase of Vacuum Excavator
01/15/2020 Board of Directors Meeting

In August 2019 the District entered into a rental agreement for a vacuum excavator with the option to purchase that equipment at the end of December 2019. The agreement allows 100 % of the rental cost to be applied toward the purchase of the equipment.

This equipment is vital to field operations in the replacement of service laterals, leak repairs and emergency responses. In addition to these tasks, this unit will be invaluable as the District embarks on meter installations and continued service line replacements.

Total cost of the new Vermeer 2018 Vactron LP573SDT quoted is \$ 74,564.00, less the rental fees paid to date of \$ 15,600.00, plus taxes, license and other applicable fees result in a balance of \$59,739.60 for the purchase.

The recommended form of motion is:

"I move approval to authorize the District Manager to execute the purchase of a 2018 Vermeer Vactron LP573SDT vacuum excavator from RDO Equipment Company for the remaining balance due of \$ 59,739.60."



PARADISE IRRIGATION DISTRICT

"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers."

Please consider how this agenda item relates to our mission.

TO: Board of Directors

FROM: Jim Ladrini

DATE: April 29, 2019

RE: Interim Water Supply - Update for 01/15/2020 Board of Directors Meeting

On January 16, 2019 The Paradise Irrigation District Board of Directors approved an amendment to PID Policy and Procedures Chapter 6.14 RE: Cross Connection & Backflow Control. The adopted revisions are intended as an interim solution to final policy. In similar manner, staff is recommending an interim solution to water use during the recovery of the water distribution system.

As the water distribution system is pressurized, PID staff has provided water to customers requesting water service at standing structures only. Though we have not yet done so, customers are requesting water service at parcels that have sustained substantial damage or have been destroyed. Requests for water service at these parcels are being made for use in construction operations, irrigation use, travel trailers and various other uses.

Observing cross connection control and backflow prevention guidelines, staff recommends that water be allowed to be activated at these parcels. To do so safely and efficiently, and in the best interest of our community PID will provide the service to install and test backflow prevention assemblies for customers requesting this interim water supply. The costs for this service will be the responsibility of the customer and shall be charged according to the fees in the Cost of Service Analysis, Interim Water Supply, attached.

This recommendation is not intended to amend PID Policy but simply adds an interim fee-based service to District Operations.

Update January 9, 2020:

As we continue to recover the water system and our community progresses through the rebuilding process, the need for water continues to grow. As the need for water use continues, so does the need to protect the public drinking water supply from contamination through backflow. The Interim Water Supply program has proven successful in providing our customers with water and protecting the system as is our responsibility.

The recommended form of motion is:

"I move to authorize an extension of the Interim Water Supply program through December 31, 2020 with no change to the fees as described in the Cost of Service Analysis, Interim Water Supply."



PARADISE IRRIGATION DISTRICT

6332 Clark Road, Paradise CA 95969 | Phone (530)877-4971 | Fax (530)876-0483

April 29, 2019

Cost of Service Analysis

Interim Water Supply

Labor Rate = \$60.00 per hour

Equipment Rate = Current FEMA Rate

Table 1: Labor and Equipment Cost per Unit

#	Item	Unit Cost	Units	Quantity	Extended
1	Processing Service Order	\$60.00	hour	0.20	\$12.00
2	Scheduling work	\$60.00	hour	0.08	\$5.00
3	Construction of manifold (labor)	\$60.00	hour	1.00	\$60.00
4	Install equipment	\$60.00	hour	0.75	\$45.00
5	Test Backflow	\$60.00	hour	0.33	\$20.00
6	Process results	\$60.00	hour	0.25	\$15.00
7	Test Equipment usage cost (FEMA code 8469)	\$7.25	hour	0.25	\$1.81
8	Service Truck equipment cost (FEMA code 8801)	\$12.30	hour	0.33	\$4.10
9	Consumables per installation	\$3.00	Each	1	\$3.00
Grand Total					\$165.91

Table 2: Materials cost per Unit

Service Size	Materials Cost
1 inch	\$380.85
1.5 inch	\$705.20
2 inch	\$791.37

Table 3: Total Cost per Unit

Service Size	Total Cost
1 inch	\$546.76
1.5 inch	\$871.11
2 inch	\$957.28

Finance Charges

Customer's will have the option of paying in full at time of installation or a payment plan by which the customer makes 3 bimonthly installments with their water bill.

There is no additional charge to pay in full at the time of installation.

For the payment plan, there is an \$18 Finance Charge (for administrative expenses) and a 2.4% annual interest rate on the financed amount (the pay in full amount). The interest rate is equivalent to the March 2019 LAIF Effective Yield on investment.

Table 4: Customer Cost

Service Size	Pay in full at time of installation	Finance Charge	Interest Charge	Total with financing	Bimonthly amount
1 inch	\$546.76	\$18.00	\$6.56	\$571.32	\$190.44
1.5 inch	\$871.11	\$18.00	\$10.45	\$899.57	\$299.86
2 inch	\$957.28	\$18.00	\$11.49	\$986.77	\$328.92



PARADISE IRRIGATION DISTRICT

6332 Clark Road, Paradise CA 95969 | Phone (530)877-4971 | Fax (530)876-0483

2019 COMMITTEES OF THE DISTRICT

DATE: October 10, 2019

MEMO TO: Directors, Staff, and Legal Counsel

FROM: Georgeanna Borrayo, District Secretary

SUBJECT: Committees of the District – Mid-Year Adjustment resulting from Director Vacancies
September 18, 2019 Board of Directors Meeting

STANDING COMMITTEES:

ADMINISTRATION AND PERSONNEL

Review and recommend changes to the Board regarding the District's Policies/Rules and Regulations, participate in labor negotiations with employee representatives, hold employee grievance hearings as provided in the Employee Rules and Regulations.

Dan Hansen *Chairperson*
Gregg Mowers

FINANCE

Oversee and safeguard the District's assets by reviewing investment policies and strategies, banking relationships, annual budget, district audit, risk management and significant financial and accounting issues.

Dan Hansen *Chairperson*
Gregg Mowers

PARADISE LAKE & RECREATION COMMITTEE

Review recreation programs and events at Paradise Lake and make recommendations to the Board regarding fees, permits, facility improvements and other related items. Members shall continually review the District's present and future water demands and proposals and projects to meet those demands.

Bill Kellogg *Chairperson*
Marc Sulik
PID Lake Patrol Vacant
PID Staff: Kevin Phillips
Butte County Fire Safe Council - Darrell Wilson
Paradise Recreation & Park District – Steve Rodowick
Sierra Pacific Industries – Kieran O'Leary

COMMUNITY RELATIONS

Plan, develop and help implement ongoing community relations and education outreach efforts to provide information and results-based guidelines to District Directors and staff to promote understanding, support shared goals and build goodwill between the District and community. Committee members will continually review key issues as outlined in the Community Relations Plan (CRP) to ensure positive and interactive communications for District projects and issues. Members shall review District actions to enhance water education and conservation efforts. The two Board Members shall meet periodically with two members of the Paradise Town Council to discuss common issues and items of mutual concern to the District and Town.

Marc Sulik *Chairperson*
Shelby Boston
PID Staff: Kevin Phillips
Mickey Rich
Public Members: Chuck Bell
Ward Habriel

2019 COMMITTEES OF THE DISTRICT
MID-YEAR ADJUSTMENT
OCTOBER 10, 2019
PAGE TWO

AD HOC COMMITTEES / DELEGATE APPOINTMENTS:

(Water Rate Review, Security, Annexation, ACWA/JPIA, Butte County Special Districts Association, Union Negotiations, and other similar types of committees)

AD HOC NEGOTIATING COMMITTEE (Emily LaMoe – District Representative)

Shelby Boston *Chairperson*
Gregg Mowers

ACWA JOINT POWERS INSURANCE AUTHORITY DIRECTOR REPRESENTATIVE

Periodically attend and represent the District at meetings of the Association of California Water Agencies and the Association of California Water Agencies Joint Powers Insurance Agency regarding issues of interest to the District.

Gregg Mowers JPIA Director Representative
Kevin Phillips JPIA Alternate Representative

2.19 FORMATION OF COMMITTEES

- A. The Board may form committees composed of its own members and the public for such purposes as it deems appropriate. By official resolution or verbal vote appointment, the Board may form standing committees to serve at its pleasure.
- B. The President of the Board may form Ad Hoc Committees composed of Board members for such purposes as they deem appropriate, except that Ad Hoc Committees shall not be created to address issues that would normally be addressed in the appropriate standing committee. An Ad Hoc Committee shall only be comprised of less than a quorum of Directors, will be of limited duration, and will have no continuing jurisdiction.

2.20 COMMITTEES OF THE DISTRICT

A. Appointment of Standing Committees –

In accordance with the Water Code and other applicable law, the Board may assign the committees such tasks as the Board may determine; and delegate to any committee certain powers and authority of the Board to transact any of the business and affairs of the Board subject to the Board's final approval.

B. Appointment of Committee Members –

- 1. At the District's first regular meeting in January, the President of the Board shall appoint the Board members of the various Standing Committees.
- 2. Committee assignments shall only be changed during the calendar year by a majority vote of the Board.
- 3. The President of the Board shall appoint members of Ad Hoc Committees.
- 1. The President of the Board may appoint a replacement committee member if a committee member is unable to fulfill their duties and no meeting of the committee has taken place without the Board of Directors being updated by the committee in a meeting.
- 2. Public members on committees shall be appointed by a majority vote of the Board.

C. Meetings of Committees –

Generally, meetings of committees shall be held at such time and place, as a majority of the members of the individual committees shall determine. Meetings shall be called by the District Manager or by the Committee Chairperson as

necessary for District business. Notice of committee meetings shall be given to all members in a timely fashion and the meetings shall be noticed as required by law.

D. Committee Reports –

Committee reports shall be made to the Board at the next scheduled Board meeting. Business discussed at the committee meeting that is a subject of an agenda item need not be discussed as part of the committee report.

E. Committee Recommendations –

Committees comprised of public members and staff shall make recommendation to the Board members representing the committee. Board member recommendations to the full board should report public and staff opinions.

2.21 STANDING COMMITTEES

Meetings of standing committees shall be noticed and conducted in accordance with the requirements of the Brown Act. The standing committees shall include the following:

A. Finance Committee –

This committee shall be comprised of two Board members who shall oversee and safeguard the District's assets by reviewing investment policies and strategies, banking relationships, the annual budget, the annual audit, risk management practices, borrowing, debt and debt structure, and other significant financial and accounting related issues.

B. Administrative and Personnel Committee –

This committee shall be comprised of two Board members who shall review and recommend changes to the Board regarding the District's policies, rules and regulations, participate in discussions with employee representatives, hold employee grievance hearings as provided in the rules and regulations, and other similar or related matters.

C. Paradise Lake Committee –

This committee shall be comprised of two Board members and approved members of the public, who shall review recreation programs and events at Paradise Lake and make recommendations to the Board regarding rules, fees, permits, facility improvements and other related items. Members shall continually review the District's present and future water supply demands and proposals and projects to meet those demands. Recognized committee members shall receive an annual

combination boating and parking pass for so long as they are committee members for the purpose of visiting and inspecting the facilities.

D. Community Relations Committee –

This committee shall be comprised of two Board members who along with staff, shall develop a Community Relations Plan (CRP) to provide information and results-based guidelines to District Directors and staff to promote understanding, support shared goals, and build goodwill between the District and community. Committee members will continually review key issues as outlined in the CRP to ensure positive and interactive communications for District projects and issues. Members shall review District actions to enhance water education and conservation efforts. The two Board members shall meet periodically with two members of the Paradise Town Council to discuss common issues and items of mutual concern to the District and the Town.



PARADISE IRRIGATION DISTRICT

TO: Board of Directors

FROM: Kevin Phillips, District Manager
Georgeanna Borrayo, District Secretary

DATE: 1/9/2020

RE: Committees of the District – Public Member Committee Appointments
01/15/2020 Board of Directors Meeting

In December, the District distributed information inviting members of the public interested in participating on the Community Relations or Finance Committees, to submit a letter of interest to the Board of Directors for consideration of public member committee appointments at the January 15th Board meeting. Public members on committees shall be appointed by a majority vote of the Board.

No public members are currently participating on the Finance Committee. Two public members, Ward Habriel and Chuck Bell, are participating on the Community Relations Committee (current public members are not required to reapply).

The District received five letters of interest to serve on the following committees:

Community Relations Committee:
Alan C. Hinman, Jr.

Finance Committee:
Gary Ledbetter
Steven Oehler
Amanda Sherman

No specific committee identified:
Chris Rehmann

If the Board desires, the suggested form of motion would be:

“I move to appoint (name of public member(s)) to the Community Relations Committee and (name of public member(s) to the Finance Committee.”

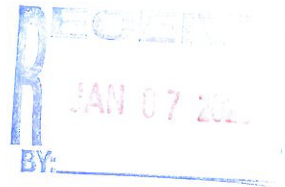
2.27 PID PUBLIC COMMITTEE MEMBER POLICY

This policy will serve as a ‘code of conduct’ to help clarify PID’s expectations of Public members appointed to various committees:

- A. Public Members of PID committees are not elected positions. The Board of Directors shall make public member committee appointments at a regularly scheduled board meeting. In making public member appointments, the Board of Directors will consider individuals that have submitted a letter of interest to the PID office or have been nominated by a director.
 - 1. When a vacancy occurs, PID will advertise the opportunity to serve on committees that have public members.
- B. Public Members of PID committees are expected to act in the best interest of PID. To that end, adherence to the following Code of Conduct is expected of each member:
 - 1. Public Members shall strive to fulfill the purpose of the committee, which is making recommendations to the Board on policies and procedures related to the committee and representing the District at functions related to the committee.
 - 2. Public Members shall come prepared to fully participate in committee meetings.
 - 3. A Public Member is encouraged to focus their interactions with PID Board Members and PID staff that make up their committee’s membership during scheduled committee meetings.
 - 4. A Public Member shall not direct PID staff or business consultants to perform any work, investigations, studies, or research on behalf of the committee. The Public Member should make these types of suggestions to the committee as a whole.
 - 5. PID Board Members serving on a committee, through the PID Board Member Chairperson, shall speak for that committee’s actions and recommendations (if any) to the entire Board of Directors.
 - 6. Under no circumstances, public or private, shall a Public Member of a PID committee represent themselves as “speaking on behalf of the committee.”
 - 7. Public Members shall not communicate with any media about PID committee business. Public Members shall not identify themselves as a PID committee member when sharing their own personal perspective on any issue and through any medium (including electronic social media). This prevents the appearance of speaking in an official capacity on behalf of PID.

- C. Public Members appointed to a PID committee serve at the pleasure of the Board of Directors. At any time the board may choose to remove a Public Member of a PID committee by majority vote.

Board of Directors,



This is my letter of Interest in your position of "Community Relations Committee Member."

I moved here to Paradise from San Jose, CA. a week before the fire, my house survived the fire and I have been attending every meeting possible, whether City Council, PID updates, Fire Safety Council, Community Meeting, etc.

I was very active in the City of San Jose, I was the Neighborhood Commissioner, for District 4. I was on the Committees for Homelessness, Illegal Fireworks, Tiny Homes and Public Safety. I attended meetings with Mayor Sam Liccardo, and District 4, City Council member Lan Diep in City Hall on a variety of issues.

I have been the proxy counsel for 35 homeowners that could not afford an attorney in a dispute with a Millionaire mobile home park owner and came out on top.

I was until January 1, 2020, a Zone Captain, for Zone four here in Paradise.

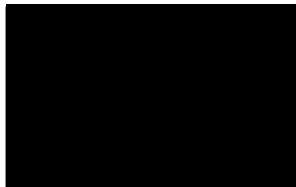
I also gave away many of the sheds you see around town for the "Shed Project" assisting Pastor Garrison and Joelle Chinnock. I am in debt to the Maranatha Church and the Seventh Day Adventist Churches for allowing me to help, in such an important project to our area.

I have no direct experience with PID or any water system, but I am a quick study and will make all the time needed to understand our current issues, and promote the strong points of PID.

I currently live in Paradise and am retired, I have a disabled girlfriend and we share our home and lives with four rescue animals. We have two daughters away at college and love living in Paradise and our plan to make, this our last home, still stands.

Sincerely,

Alan C. Hinman, Jr.



1/7/2020

Ledbetter, Gary/SAC

Subject:

PID Finance Committee

Persons interested in participating on the Community Relations Committee, or Finance Committee, must submit a letter of interest to the PID Board of Directors by January 8, 2020. Your letter should include any applicable background or experience.

Submit your letter in person or by mail to: Board of Directors, Paradise Irrigation District, 6332 Clark Road, Paradise, CA 95969. Office hours M-F, 9 a.m. – 4 p.m. Board members will review the letters and assign committee members at the January 15, 2020 Board of Directors meeting.

The Finance committee safeguards the District's assets by reviewing and overseeing investment policies and strategies, banking relationships, annual budget, district audit, risk management and significant financial and accounting issues.

Finance Committee
PID Board of Directors
Paradise Irrigation District
6332 Clark Road
Paradise, CA. 95969



Finance Committee Participation

As a property owner within the Paradise Township, I offer my services to participate on the PID Finance Committee. My experience includes asset management, operations / maintenance and reliability leadership. In the past several years I have functioned as a consultant working for large engineering firms such as CH2MHILL and currently with Jacobs Engineering. My experience as an econometric asset management practitioner and asset lifecycle management subject matter expert may be useful for the PID Finance Committee. In addition, I also serve as a Director on the Three Rivers Levee Improvement Authority (TRILA), a joint powers agency which oversees 200 year flood protection for the Yuba-Sutter levee system. TRILA operates under a five member Board of Directors and manages several funding sources and maintains CEQA compliance. TO date more than \$420M is being invested in flood control improvements. <http://www.trlia.org/>

Thank you for your consideration,

Gary Ledbetter

A handwritten signature in black ink, appearing to read "Gary Ledbetter", written over a black rectangular redaction box.

Steven Oehler



December 22, 2019

Board of Directors
Paradise Irrigation District
6332 Clark Road
Paradise, CA 95969

Dear PID Board of Directors,

It is with a conviction of service that I submit my name as a Paradise community member for consideration as a participant on the PID **Finance Committee**. I became a resident of Paradise California in May 2018 after moving to Northern California in 2016, in order to be close to my son's and daughter's growing families. While my wife and I are now in Durham following the Camp Fire, we have already acquired the permits and approvals to rebuild on our home site.

Prior to our relocation, I was employed at the electric utility Southern California Edison for nearly thirty years. In that time, I was an analyst, a project manager, and a manager of people. I started in Customer Services' Meter Organization, then Customer Services' Internal Controls, and finally in Corporate Finance's Accounting Advisory and Controls. Responsibilities I believe that are relevant experience include:

- Development, testing, and reporting financial controls related to Sarbanes-Oxley reporting requirements; including conducting quarterly certification by managers and vice-presidents
- Involvement in preparing the company's General Rate Case material for Customer Services expenditures and evidence presented to the California Public Utilities Commission
- Project management of *Business Resiliency* and *Ethics & Compliance* programs leading cross-organizational teams focusing on short and long-term planning and objectives

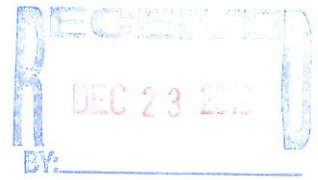
Currently, I am an Office Manager at Advanced Document Concepts in Chico where we supply and service the copier and printing machines for businesses from Redding to Yuba City.

Thank you for your consideration.

Respectfully,

A handwritten signature in dark ink, appearing to read 'S. Oehler'.

Steven Oehler



December 20, 2019

Board of Directors
Paradise Irrigation District
6332 Clark Rd
Paradise, CA. 95969

re: Position on a PID Committee

Interest in either committee

Dear PID Board,

I would like to be considered for a position on a PID committee. I recently retired and moved to Paradise in March, 2018. Our home survived the fire. We have been living in our home since we were allowed back in on 12/5/2018. Here is a brief summary of my experience:

2002-2019 Business Development Manager; AESSEAL, Inc., Knoxville, TN. With global HQ in England, and a factory in China, I travelled the USA and Asia to develop new customers for AESSEAL's line of engineered mechanical seals for fluid pumps.

1999-2002 General Manager: GTE, Ltd., Jeddah, Saudi Arabia. I managed this \$12M/year Bobcat dealership with offices in 3 cities in Saudi. After 9-11, I decided to leave Saudi and return to the USA.

1998-1999 President, Custom Polymers, Inc., Akron, Ohio. I purchased this plastic extrusion company and ran it for nearly two years, before selling it and accepting a position in Saudi Arabia.

1989-1998 Business Development Manager, RMT, Inc., Madison, Wisconsin. Working for this Environmental Engineering firm, I created value by formulating new products from RMT's established soil-treatment patents, and then selling these products to customers who were treating sites contaminated with lead and other heavy metals.

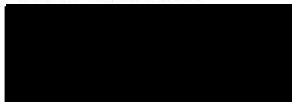
1974-1989 Schlumberger, Ltd; I started working for SLB after college as a Field Engineer, first in Bakersfield and then in Kenai, Alaska. I was promoted to Sales Engineer, Sales Manager and District Manager positions, with 2-3 year assignments in each of Denver, Colorado; Great Bend, Kansas; Paris, France; Cairo, Egypt; Jakarta, Indonesia; and Sydney, Australia.

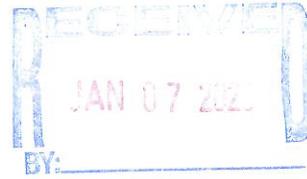
1974 BS in Electrical Engineering, University of Notre Dame, Indiana

During the last 17 years working for AESSEAL, I worked with OEM manufacturers as well as End Users of many types of pumps, which gives me a good technical knowledge of pumps and pumping systems. This experience, together with my experience in managing several technical, global, businesses, has given me a background which I feel would be very useful to PID as we move forward with the reconstruction of our town. I look forward to working with PID to improve the Paradise community.

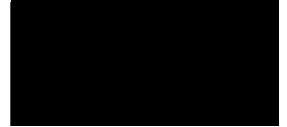
Sincerely,

Chris Rehmann





Amanda Sherman



January 7, 2020

Board of Directors
Paradise Irrigation District
6332 Clark Road
Paradise, CA 95969

Re: Finance Committee LOI

This letter will serve as notification of my **interest to join the Paradise Irrigation District's Finance Committee.** I have over 40 years of experience in the field of finance, ranging from owning a Bookkeeping Service in Hawaii for 8 years to serving as the Finance Manager/Director in both the private and non-profit sector of Butte County for the past 32 years. I am currently employed at Valley Oak Children's Services in Chico, as their Finance/Grants Manager. My previous employment includes 13 years with Tri County Economic Development Corporation (currently 3Core) as their Finance Director/Grants Manager, an interim position as Finance Manager at Chico Chamber of Commerce and Finance Director/Grants Manager at Boys & Girls Club of the North Valley.

In addition to the usual activities in any Finance Department, I have been an integral part of the budget process and annual audits, as well as consulting with other non-profits in the Tri-County Region.

I have been a Paradise resident since 1987 and have a vested interest in the future of our town.

I welcome the opportunity to meet with you and discuss my qualifications and attributes.

Thank you,

Amanda Sherman



PARADISE IRRIGATION DISTRICT

6332 Clark Road, Paradise CA 95969 | Phone (530)877-4971 | Fax (530)876-0483

DATE: January 8, 2020
TO: Board of Directors
FROM: Kevin Phillips, District Manager
Georgeanna Borrayo, District Secretary
SUBJECT: Director Vacancy – Division 2
01/15/2020 Board of Directors Meeting

Background – Filling Vacancies:

A list of events causing vacancy in office is set forth in Government Code section 1770. Among other events, a vacancy occurs upon the resignation of a board member. On Wednesday, December 18, 2019, Director Bill Kellogg emailed Paradise Irrigation District Secretary Georgeanna Borrayo of his intention to resign and stated December 31, 2019 would be his last day.

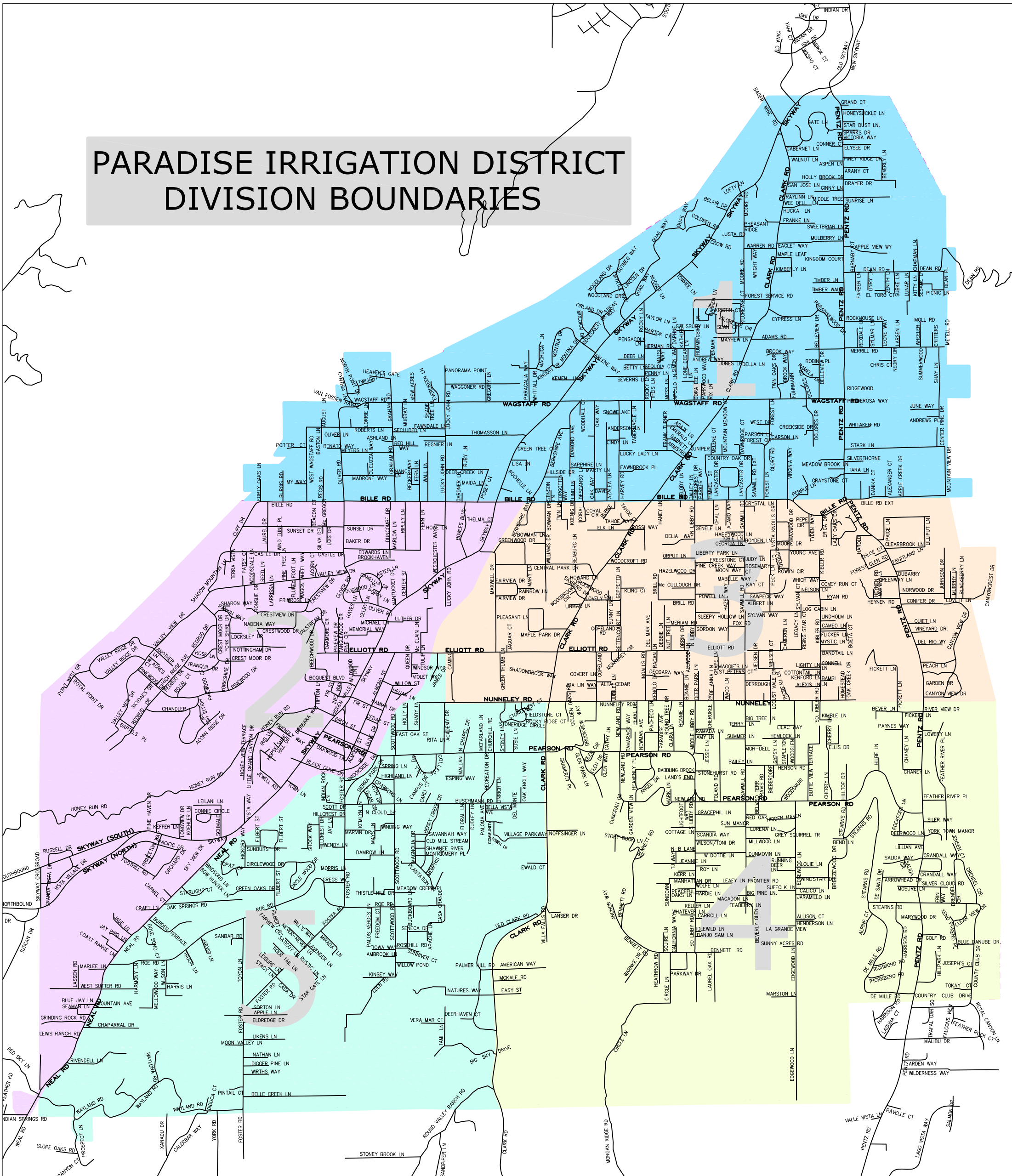
The requirements for filling the vacancy are as follows:

- The District must notify the county elections official within 15 days of the date of vacancy, or by January 15, 2020.
- The remaining members of the district board can fill the vacancy by appointment or by calling an election within 60 days of the vacancy. If no action is taken for a period of 60 days immediately subsequent to a vacancy on such a board, the Board of Supervisors shall have the authority to fill the vacancy by appointment. Although rarely utilized, the law does provide for an alternative appointment in that the PID board may call for an election to fill the vacancy in lieu of appointment. The obligation to call an election becomes mandatory if the seat remains vacant for 90 days. (Gov. Code § 1780, subdivision (g)(1).)
- If the vacancy is filled by appointment, the person appointed shall serve until the next general election in November 2020, and thereafter until the person elected to fill the vacancy assumes office in December 2020. A notice of vacancy must be posted in three or more conspicuous locations at least 15 days before an appointment to fill the vacancy can be made.

If the Board desires to fill the vacancy by appointment, the recommended form of motion would be:

"I move to authorize staff to distribute a press release after the Board meeting announcing the Division 2 Director Vacancy and setting a deadline to apply no later than 4:00 p.m., February 12, 2020 for possible appointment to fill the vacancy at the February 19, 2020 Board of Directors meeting."

PARADISE IRRIGATION DISTRICT DIVISION BOUNDARIES



PARADISE IRRIGATION DISTRICT

RESOLUTION NO. 2020-01

**A RESOLUTION OF APPRECIATION BY THE BOARD OF DIRECTORS
OF THE PARADISE IRRIGATION DISTRICT
PRESENTED TO W. H. "BILL" KELLOGG**

WHEREAS, Bill Kellogg has performed the duties of Board Member, Vice President and President of the Board for the Paradise Irrigation District during his service from April 20, 2005 through December 31, 2019, and

WHEREAS, Bill Kellogg has been an instrumental, integral part of the District, and has given the District the benefit of his knowledge, ideas, and leadership; and

WHEREAS, Bill Kellogg has played a key role in contributing ideas and guidance for major projects including, but not limited to: Pipeline Replacement Grant Projects, Storage Tank Rehabilitation and Upgrade Projects, Magalia Raw Water Bypass Project, construction of a new Corporation Yard Facility and relocation of the Administration Office, Automated Meter Reading Project, Water Rights Petition for Extension, and PID Water System Recovery Plan following the destructive Camp Fire in Butte County on November 8, 2018; and

WHEREAS, Bill Kellogg has served with diligence and great effort on various committees such as the Water Conservation Committee, liaison for the proposed Lakeridge Park Botanical Garden, Facilities Master Planning Committee for the District's New Corporation Yard Project, and as chairperson for the Paradise Lake & Recreation Committee, and Ad Hoc Demonstration Garden Committee where in June 2018, the PID educational demonstration garden was opened for ridge residents to visit; and

WHEREAS, Bill Kellogg is to be commended for his outstanding dedication and commitment to the District;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Paradise Irrigation District extends its thanks and appreciation to Bill Kellogg for his service to the District and the public.

PASSED AND ADOPTED this 15th day of January, 2020 by the following vote at a regular meeting of the Board of Directors.

AYES:

NOES:

ABSENT:

PARADISE IRRIGATION DISTRICT

ATTEST:

Marc Sulik, President

Georgeanna Borrayo, Secretary



Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · www.pidwater.com

DATE: January 9, 2020
TO: Board of Directors
FROM: Ross Gilb, Finance & Accounting Manager
SUBJECT: Application for Community Disaster Loan
01/15/2020 Board of Directors Meeting

Background:

The Stafford Act authorizes FEMA to provide direct loans to local governments who have suffered a substantial loss in revenue, as a result of a major presidentially declared disaster, through the Community Disaster Loan program. The funds from the Community Disaster Loan (CDL) can be applied toward operational needs of the District.

- Amount: The amount of the CDL is limited to a maximum cap of 25% of the Paradise Irrigation District's (PID's) annual operational expenditure budget for the year of the disaster. Under these terms, PID has qualified for a \$1,329,504 loan.
- Term: The term of the loan is five years, and can be extended to ten years, with an Applicant selected payment schedule.
- Interest Rate: Interest does not accrue until funding is drawn. The interest rate of the loan is the five-year US Treasury maturity rate, as determined by the Secretary of the Treasury, in effect on the date that the promissory note is executed by FEMA. As a reference, the average rate at 12/31/19 was approximately 1.6%.
- Potential Cancellation: PID can potentially qualify to have all or a portion of the loan cancelled. The amount of the loan that can potentially be cancelled is limited to the amount of the cumulative 3-year operating deficit following the disaster.

The recommended form of motion is:

"I move to authorize Kevin Phillips, District Manager, to sign the Promissory Note for the Community Disaster Loan in an amount not to exceed \$1,329,504, and for Ross Gilb, Finance and Accounting Manager, to submit the forms necessary to apply for the Community Disaster Loan."

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

THIS FIRST AMENDMENT is made to Employment Agreement dated January 16, 2019, between the PARADISE IRRIGATION DISTRICT ("District") and KEVIN PHILLIPS ("Employee") this 15th day of January, 2020.

Recitals

District and Employee entered into Employment Agreement dated January 16, 2019.

Pursuant to Paragraph (5)(a) of the January 16, 2019, Agreement, the Board was to conduct an initial evaluation after six (6) months of Employee's employment as District Manager and consider a salary increase to \$157,000.

Due to the press of other business, and with Employee's indulgence, the Evaluation and salary consideration was not conducted in July of 2019.

The evaluation and discussion of the performance of the District Employee have been completed, and at the Meeting of the Board of Directors on December 18, 2019, Legal Counsel was directed to prepare an Amendment to the Employment Agreement providing:

Retroactive to July 17, 2019, Employee's Salary shall increase to \$157,000 per year. \$157,000 per year shall be the base salary for the January 1, 2020 adjustment provided for in paragraph 5(b) of the January 16, 2019 Agreement. All other provisions of the January 16, 2019 Employment Agreement shall remain in full force and effect as therein written.

IN WITNESS WHEREOF, The District has caused this Amendment to Employment Agreement to be signed and executed in its behalf by its President and duly attested. The Employee has also executed this Amendment.

Paradise Irrigation District

Dated: _____

By: _____
Marc Sulik, President

Dated: _____

By: _____
Kevin M. Phillips

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made between the PARADISE IRRIGATION DISTRICT ("District") and KEVIN M. PHILLIPS ("Employee") this 16th day of January, 2019.

RECITALS

District desires to continue to employ KEVIN M. PHILLIPS as District Manager of the Paradise Irrigation District.

KEVIN M. PHILLIPS desires to serve as District Manager of the Paradise Irrigation District.

The Board of Directors, as appointing power, and KEVIN M. PHILLIPS desire to agree in writing to the terms and conditions of KEVIN M. PHILLIPS' employment as District Manager.

The parties, by execution of this agreement, agree that all earlier agreements, amendments, understandings, communications, representations, or promises, whether written or oral, are hereby revoked and superseded by this agreement.

AGREEMENT

1. DUTIES.

- (a) The parties recognize and affirm that: (1) Employee is an "at will" employee whose employment may be terminated by the District without cause; and (2) there is no express or implied promise made to Employee for any form of continued employment. This Agreement is the sole and exclusive basis for an employment relationship between Employee and District.
- (b) District agrees to continue to employ Employee as District Manager of the Paradise Irrigation District effective January 16, 2019 to perform the functions and duties specified in Exhibit "A" attached hereto, and to perform other legally permissible and proper duties and functions as the Board of Directors may from time to time assign.
- (c) Employee shall perform his duties to the best of his ability in accordance with the highest professional and ethical standards of the profession and shall comply with all applicable rules and regulations established by the District. Employee's performance shall at all times be subject to review by the Board of Directors.
- (d) Employee agrees to remain in the exclusive full-time employ of the District during the term of this Agreement.
- (e) Employee may adjust his work schedule to accommodate personal needs, but this schedule shall not interfere with Employee's performance or obligations. The flexible workweek may be terminated by the District at any time.
- (f) Employee shall not engage in any activity which is, or may become, a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined

under California law. Prior to performing any services under this Agreement and annually thereafter, the Employee must complete disclosure forms required by law.

2. TERM.

The term of this Agreement shall be from the date of execution hereof by the parties until terminated by either party in accordance with the provisions set forth in Paragraph 3, or until terminated by the event of the death or permanent disability of Employee.

3. RESIGNATION AND TERMINATION.

- (a) Employee may resign at any time. Employee agrees to give District at least 45 days' advance written notice of resignation.
- (b) District may at any time terminate Employee upon 30 days' advance written notice.
- (c) Termination Without Cause: A decision to terminate shall be made in accordance with laws regarding personnel actions, including provisions of the Brown Act. In recognition of Employee's professional status and integrity, Employee and the Board of Directors shall endeavor, in good faith, to prepare a joint public statement to be made by the Board of Directors at the first public disclosure of termination by the Board. If the decision to terminate is made without cause, Employee shall be entitled to severance pay as set forth in section 4 below.
 - (c)(1) The Employee may choose to resign his office instead of being terminated if an action by the Board of Directors to terminate has been made in closed session. In such an event, the public announcement as provided for in paragraph 3(c) above will note Employee has resigned, and paragraph 3(c) remains applicable.
- (d) Termination for Cause: Employment status and all of Employee's rights under this Agreement may be terminated by the Board upon written notice for breach of contract, or the failure to perform responsibilities as set forth in this Agreement, and as defined by law. The Board shall not terminate this Agreement pursuant to this paragraph until a written statement of the grounds for termination has first been served upon Employee. Employee shall then be entitled to ten (10) working days to respond in writing. The decision of the Board shall be final. If the decision to terminate is made for cause, Employee shall not be entitled to severance pay as set forth in section 4 below.

4. SEVERANCE PAY.

If Employee is terminated by the Board of Directors while still willing and able to perform the duties of District Manager, District agrees to pay Employee a cash payment equal to twelve (12) months' Base Salary. Said cash payment may be paid, at the written option of the Employee, in (1) one lump sum upon the effective date of termination; (2) one lump sum on January 1 of the year following termination; or (3) six equal monthly installments. Such payment will release District from any further obligations under this Agreement, except payment of any vacation leave accrued as of the date of termination.

If, however, Employee is terminated because of conviction of any criminal offense involving moral turpitude, then District shall have no obligation to continue the employment of Employee or to pay the severance set forth in this paragraph. If Employee is charged and ultimately convicted of a crime involving an abuse of his office or position, all severance payments shall be fully reimbursed to District. If Employee is terminated because he is charged with a crime involving abuse of office, District may deposit the severance payment with an independent escrow officer. If Employee is convicted of a crime involving abuse of office, the escrow officer shall refund the severance pay to District. If Employee is acquitted of the charge, the escrow officer shall deliver the severance pay to Employee.

5. SALARY.

- (a) Effective January 16, 2019, District agrees to pay Employee \$152,000 in salary per annum for his services, payable in installments at the same time as other employees of the District are paid and subject to customary withholding. After six (6) months of employment as District Manager, the Board will conduct an initial performance evaluation and consider a salary increase to \$157,000 per year.
- (b) Beginning January 1, 2020 and annually thereafter on January 1st of each year during the term of this Agreement, Employee shall be entitled to an increase in salary to provide a cost of living adjustment. The amount of the cost of living adjustment shall be equivalent to the cost of living increase in U.S. Social Security for the then-current calendar year.
- (c) After the Employee's annual evaluation is completed, the Board of Directors may recommend an additional increase to Employee's salary and/or a merit-based single payment. The Board may, by minute order, increase Employee's compensation to be effective the first of the following month by providing an additional increase to Employee's salary and/or authorize a merit-based single payment to Employee subject to customary withholding.

6. AUTOMOBILE EXPENSE.

Employee's duties require that he shall have the use of an automobile at all times during his employment. Employee shall provide his own automobile. District shall provide employee with \$500.00 as a monthly automobile allowance. Employee shall maintain his vehicle in good condition and shall further maintain insurance coverage in the amounts determined by the District's insurance provider.

7. CONTINUING EDUCATION.

District agrees to authorize the necessary time and expenses for conferences and educational training annually that will meet the continuing education requirements for Employee's certified public accounting license.

8. SUPPLEMENTAL BENEFITS.

District shall provide the Employee the same benefits as provided to District's management employees and as such benefits may be amended from time to time. All actions taken by District relating to benefits for management employees shall be considered actions granting the same benefits to

Employee. As used herein, "benefits" means holidays, sick leave, vacation leave, retirement benefits and payments, health insurance, vision insurance, dental insurance, disability insurance, and life insurance.

9. ADMINISTRATIVE LEAVE.

Employee shall be entitled to five (5) days of Administrative Leave per year to be credited each January 1st. Unused Administrative Leave shall not be carried over from one year to the next, and no payment for unused Administrative Leave will be made upon resignation, termination, or retirement.

10. PERFORMANCE EVALUATION.

The Board of Directors shall evaluate Employee's performance annually. In addition, every year the Board of Directors and Employee will set goals and objectives for the ensuing year. The Board of Directors shall evaluate Employee as to his performance related to the agreed upon goals and objectives. Employee shall be responsible for scheduling the reviews contemplated by this paragraph. The Board of Directors may at any time schedule a performance review.

11. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The Board of Directors, by resolution, shall fix any other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with provisions of this Agreement or law.

12. NOTICES.

Any notices required by this Agreement shall be in writing and either given in person or by first class mail with the postage prepaid and addressed as follows:

TO DISTRICT: Board of Directors
Paradise Irrigation District
6332 Clark Road
Paradise, California 95969

TO EMPLOYEE: Kevin M. Phillips
9478 Dillon Court
Durham, CA 95938

13. ARBITRATION.

Any controversy or claim arising out of or pertaining to this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be enforced as provided by California law.

14. ENTIRE AGREEMENT.

This Agreement is the final expression of the complete agreement of the parties with respect to the matters specified herein and supersedes all prior oral or written understandings. Except as prescribed herein, this Agreement cannot be modified except by written mutual agreement signed by both parties.

15. ASSIGNMENT.

This Agreement is not assignable by either District or Employee.

16. SEVERABILITY.

In the event that any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the parties, the remainder of the Agreement shall remain in full force and effect unless the parts found to be void are wholly inseparable from the remaining portion of the Agreement.

17. COUNTERPARTS.

This Agreement may be executed in two counterparts which shall be identified by number and each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, District has caused this Agreement to be signed and executed on its behalf by its President and duly attested by the Secretary. The Employee has also executed it.

KEVIN M. PHILLIPS
Employee

MARC SULIK, President
Paradise Irrigation District

ATTEST:

GEORGEANNA BORRAYO
District Secretary

EXHIBIT A

EXHIBIT A

PARADISE IRRIGATION DISTRICT

Revised January 16, 2019

DISTRICT MANAGER

Definition

Under policy direction of the Board of Directors, to be in charge of the operations, functions, and administrative affairs of the District; to represent the Board's policies and programs with employees, community organizations, and the general public; to prepare budget requests and make recommendations to the Board on final expenditure levels; to be responsible for employer-employee relations; to be responsible for development, maintenance, and improvement of District facilities and services; and to perform other job related duties as required.

Examples of Duties

- Serves as Chief Administrative officer for the Paradise Irrigation District.
- Develops, recommends and establishes plans, procedures and management controls to implement Board policy.
- Coordinates the preparation of the agenda for Board of Directors meetings.
- Conducts a variety of special studies and surveys to determine effectiveness of District programs and services.
- Represents the Board's policies and programs with employees, community representatives, and other government agencies.
- Has responsibility for media and public relations.
- Reviews budget requests.
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- Oversees the development and administration of capital improvement budgets and plans.
- Maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations and services.
- Has responsibility for District personnel matters, including employment procedures, grievances, affirmative action, and employer-employee relations.
- Participates in negotiations with bargaining groups.
- Prepares leases and agreements with other agencies.
- Has general responsibility for District engineering functions.
- Confers with developers and contractors as necessary.
- Serves as District representative before boards and commissions.

Typical Physical Activities

- Travels regularly by airplane and automobile in conducting District business.
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

Special Requirements

Possession of an appropriate California driver license. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

DISTRICT MANAGER

Employment Standards

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Basic knowledge of engineering and construction principles applicable to the planning, design, and construction of District facilities.
- Basic water treatment and distribution principles and practices.
- Laws, rules, ordinances and legislative processes controlling irrigation district functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methodologies.
- Cost estimating and contract administration.
- Principles of budget development and expenditure control, including capital improvement budgets.
- Public personnel and employer-employee relations practices and legislation.
- Public and press relations.
- Principles of supervision, management, and general administration.

Ability to:

- Plan, organize, direct, coordinate, and supervise the functions and activities of an organization to achieve efficient operations and meet service goals.
- Exercise leadership, authority, and management tactfully and effectively.
- Prepare and administer a District budgeting and fiscal control process.
- Collect and analyze data on a variety of topics.
- Effectively organize and carry out public and media relations.
- Coordinate the preparation of Board agendas.
- Administer personnel and employer-employee relations programs.
- Oversee the development and improvement of District facilities and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, policies, and programs.
- Communicate well during public presentations.
- Insure prompt and proper response to public concerns and complaints.
- Prepare comprehensive technical reports and recommendations.
- Effectively represent the District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Establish and maintain cooperative working relationships.

Desirable Qualifications

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

Broad and extensive work experience in a management or administrative position in a private or public agency. Background should include responsibility for formulation and implementation of programs, budgets and administrative operations.

Graduation from an accredited college or university with major work in public, personnel or business administration, finance, engineering, or appropriate field which will provide a foundation for the required knowledge and skills.

The specific statements shown in each section of this description are not intended to be all- inclusive. They represent typical elements and criteria necessary to successfully perform the job.