

MINUTES
REGULAR MEETING
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
APRIL 17, 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, President Marc Sulik, Vice-President Bob Prevot, Bill Kellogg (Shelby Boston appointed and seated as Director Division 3 – Agenda item 2.a. & 2.b.

ROLL CALL

BOARD MEMBERS ABSENT: None

STAFF PRESENT: District Manager Kevin Phillips, Finance & Accounting Manager Ross Gilb, Distribution Superintendent Jim Ladrini, Lake Patrolman Greg Dobbs, and Board Secretary Georgeanna Borrayo

ALSO PRESENT: Attorney Emily LaMoe and members of the public

Following the resignation of Anne Rice on February 20, 2019, the Board directed staff to notice the vacancy in the office of Director, Division 3. As letters of interest were not received by the initial deadline on March 14, 2019, the deadline was extended to 4:00 p.m., April 11, 2019. The District received letters from five eligible candidates: Shelby Boston, Debra McKey, Diana Siler, Tim Thomason, and John Wulff.

APPOINTMENT OF
DIRECTOR,
DIVISION 3
(Item 2.a.)

Following an opportunity for the Board to present questions to the candidates, nominations were opened by President Sulik. Nominations were received as follows:

1. Nomination by Director Kellogg, second by Director Hansen to nominate John Wulff.
2. Nomination by Director Prevot, second by Director Kellogg to nominate Shelby Boston.

President Sulik called for a roll call vote in the order nominations were received. Director's votes were polled as follows:

1. Nomination of candidate John Wulff
AYES: Directors Hansen and Kellogg
NOES: Directors Prevot and Sulik
ABSENT: Division 3 Director seat vacant

Motion fails for lack of a majority vote.

2. Nomination of candidate Shelby Boston
AYES: Directors Prevot, Kellogg, and Sulik
NOES: Director Hansen
ABSENT: Division 3 Director seat vacant

Motion passes 3-1 to appoint Shelby Boston to fill the Division 3 vacancy.

OATH OF OFFICE
SHELBY BOSTON,
OFFICE OF
DIRECTOR, DIV. 3
(Item 2.b.)

The Oath of Office was administered by the Secretary to Shelby Boston to serve in the Office of Director, Division 3 until the next general district election in November 2020, and thereafter until the person elected to fill the vacancy assumes office in December 2020.

BOARD RECESS

President Sulik called for a Board recess at 7:42 p.m.

MEETING
RECONVENED

President Sulik reconvened the regular meeting at 7:50 p.m.

PUBLIC
PARTICIPATION
(Item 4)

Following an inquiry about reopening Paradise Lake, staff confirmed the lake will reopen effective Thursday, April 18, 2019 from 5:00 a.m. to sunset Friday through Monday. Paradise Lake will be closed Tuesday, Wednesday, and Thursday for maintenance operations. The District has discussed the potential for the Paradise Recreation and Park District to manage and oversee operations at Paradise Lake. PID will not be selling annual permits; however, daily passes will be available to purchase.

Public member Heidi Lange commented on the qualified candidates for the Division 3 Director vacancy and suggested the Board consider opportunities in which the District may utilize the skill sets of the other candidates.

Steve Culleton commended PID Board members and staff for their efforts and also expressed appreciation to District Manager Phillips for his honesty and hard work.

Debra Matthews expressed appreciation for the free bottled water distribution. Occasionally, the bottled water is distributed in smaller bottles; however, the standard size seems to be more practical. Perhaps it may be possible to provide a choice, or distribute the standard size only.

Additional public participation included comments about recycling containers for the plastic water bottles and a 5 gallon water container that may be purchased with a wire stand and can be positioned in a sink and rotated.

UNFINISHED
BUSINESS:

There was no unfinished business to report.

NEW BUSINESS:

PID DRAFT WATER
SYSTEM RECOVERY
PLAN (Item 12.a.)

Consultants Sami Kader and Michael Lindquist with Water Works Engineering provided an overview of the Draft Paradise Irrigation District Water System Recovery Plan, reporting the Recovery Plan consists of the following steps: 1) Sample all service laterals and mains in the distribution system for VOCs, which will eventually total nearly 20,000 samples; 2) Replace contaminated service laterals and flush contaminated mains; and 3) Restore potable water service to the system.

These steps will be accomplished by executing five actions: 1) Temporary customer supply; 2) Recover water meters and appurtenances; 3) Sample mains and service laterals; 4) Repair and replace damaged system components; and 5) Reconnect customers to the distribution system.

The original plan to provide potable water tanks for temporary customer supply presented a delay in recovery of the system. The changes focus on getting potable water to the most structures that are occupiable as soon as possible. Where possible, temporary water supply will be above-grade pipe/hose from a service lateral outside of the sample area to provide normal flows to the customer during sampling. In some cases, temporary customer supply will be tank and a booster pump providing non-potable domestic use flows only. Once sampling of stagnated water lines is completed,

the temporary water supply will be removed, and the customer reconnected to the PID water system.

Water Works Engineering Consultants further reported detailed implementation plans have been prepared for all five of the Actions described. A formal procurement process will be required to competitively procure and hire contractors and service providers to perform the work. Given the scope of the procurement process, work on the ground is projected to begin in later summer 2019. Completion of all steps for the entire water distribution system is currently projected to take up to 24 months.

A PID Community Meeting will be held on May 14 at 6:00 PM at the Paradise Alliance Church located at 6491 Clark Road in Paradise to present information about the Water System Recovery Plan and provide an opportunity for public comments and questions.

It was moved by Director Prevot and seconded by Director Boston to accept the Draft Water System Recovery Plan with the understanding future updates will be presented on a regular basis.

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

Motion passes 5-0

Director Kellogg discussed information he has received from individuals in the community regarding their use of water filtration options such as systems that use activated charcoal to filter the water. **Information item only; no action taken.**

Manager Phillips reported the District awarded a professional services contract to Water Works Engineering for Disaster Recovery Management Services. The initial scope of work was based on what the consultant thought would be necessary to execute the contract. As the Recovery Plan has evolved, Water Works Engineering has revised their scope of work to reflect the actual services necessary to execute the Recovery Plan.

It was moved by Director Kellogg and seconded by Director Hansen to approve the change of scope of the Water Works Engineering contract dated March 14, 2019 for Disaster Recovery Management Services.

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

Motion passes 5-0

Board members received an update regarding the PID employee retirement program from Ornella Grosz, Retirement Plans Specialist, with International City County Management Association Retirement Corporation (ICMA-RC). Discussion included Board fiduciary responsibility and the hardship withdrawal process available to participants who may want to make a withdrawal to assist with expenses resulting from the Camp Fire. Ms. Grosz further noted a meeting was held with all employees this morning and employees had an opportunity to meet with her individually as well.

Information item only; no action taken.

CONTINUED –
PID DRAFT
WATER SYSTEM
RECOVERY PLAN
(Item 12.a.)

DIRECTOR
KELLOGG - WATER
FILTRATION
OPTIONS
(Item 12.d.)

SCOPE OF WORK
AMENDMENT WITH
WATER WORKS
ENGINEERING –
DISASTER
RECOVERY
MANAGEMENT
SERVICES
AGREEMENT
(Item 12.b.)

PRESENTATION –
PID EMPLOYEE
RETIREMENT
PROGRAM
(Item 5)

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

Board members reviewed consent calendar items as follows:

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

It was moved by Director Hansen and seconded by Director Prevot to approve the Consent Calendar as presented. Director Boston announced she will abstain on this item as she was not serving as a Director for the March 20 meeting.

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

Motion passes 4-1

FACILITIES STATUS
REPORT UPDATE
(Item 6)

Staff reported on the following: 1) Coordination and pilot testing of recovery plan procedures has begun; and 2) A Customer Service member recently quit, which left one person remaining in Customer Service. Two temporary agency staff personnel are on board to provide Customer Service assistance, and the District is hiring one full-time Customer Service Representative who had received an offer of employment prior to the Camp Fire and had not officially begun working. The District plans to advertise to fill up to five Temporary Laborer positions to augment staffing at the Corporation Yard.
Information item only; no action taken.

VERBAL STAFF
REPORT UPDATE
(Item 7)

Staff reported materials for the distribution system pilot testing process have been ordered and the Door to Door Water Needs Survey is scheduled to begin next week to collect data from current residents and verify standing structures. The District continues to receive multiple media requests and the Draft Water System Recovery Plan has been shared with the news organizations. **Information item only; no action taken.**

TREASURER'S
REPORT FOR
PERIOD ENDING
MARCH 31, 2019
ACCEPTED
(Item 8)

Board members reviewed a written Treasurer's Report for the period ending March 31, 2019. It was moved by Director Kellogg and seconded by Director Hansen to accept the Treasurer's Report as presented.

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

Motion passes 5-0

APPROVAL OF
CHECKS FOR THE
MONTH OF
MARCH 2019
(Item 9)

Board members reviewed accounts payable expense reports for the month of March 2019. It was moved by Director Kellogg and seconded by Director Hansen to approve General Fund check numbers 52878 through 52983 for the month of March 2019 totaling \$275,061.99, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of May.

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

Motion passes 5-0

LEGAL REPORT
(Item 10)

Attorney Emily LaMoe reported efforts continue to secure backfill funding for Paradise Irrigation District (PID). Attorney Dustin Cooper has been involved in discussions with state legislators regarding a one-time appropriation of \$21.6 million dollars to keep PID operating over the next three years while Paradise recovers and rebuilds from the November 8, 2018 Camp Fire. Manager Phillips added he has provided a presentation to the American Water Works Association (AWWA) and is scheduled to present

information to the Association of California Water Agencies (ACWA) to discuss the District's situation and obtain support from other agencies. **Information item only, no action taken.**

LEGAL REPORT
CONTINUED

Manager Phillips indicated this Memorandum of Agreement (MOA) between South Feather Water and Power Agency and the Paradise Irrigation District provides for Pre/Post Event disaster responses and allows PID to go back to the beginning of the disaster to request reimbursement for labor costs associated with mutual aid services provided by South Feather Water and Power Agency.

MEMORANDUM OF
AGREEMENT WITH
SOUTH FEATHER
WATER & POWER
AGENCY
(Item 12.c.)

It was moved by Director Hansen and seconded by Director Prevot to approve the Memorandum of Agreement between South Feather Water and Power Agency and PID, and authorize the District Manager to execute the Agreement pertaining to assistance provided under the Emergency Management Mutual Aid Plan.

AYES: Directors Hansen, Boston, Prevot, Kellogg, and Sulik

NOES: None

ABSENT: None

Motion passes 5-0

Manager Phillips reported that following FEMA training and review of the District's Procurement Policy by the FEMA Facilitator, the addition of specific language was recommended to receive FEMA reimbursement. The recommended language is shown as section 12.2.2.1 – Avoidance of Acquisition of Unnecessary or Duplicative Items. "To the extent authorized by law, consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach."

PID POLICY &
PROCEDURES
AMENDMENT TO
CHAPTER 12 –
PROCUREMENT
POLICY
(Item 12.e.)

It was moved by Director Prevot and seconded by Director Boston to approve the amendment as presented under Chapter 12 – Procurement Policy.

AYES: Directors Hansen, Boston, Prevot, Kellogg, and Sulik

NOES: None

ABSENT: None

Motion passes 5-0

Staff reported the District received a claim for vehicle damages filed on behalf of a USAA policyholder on March 5, 2019 relating to a non-injury vehicle incident in the upper parking lot of the PID Office on January 9, 2019 between the USAA policyholder and a District vehicle driven by a PID employee. This claim will be forwarded to ACWA Joint Powers Insurance Authority (JPIA) for processing; however, the JPIA cannot process the claim unless the District has formally "rejected" the claim at its level.

LETTER OF "MERIT
REJECTION" RE:
CLAIM FOR
VEHICLE DAMAGES
ACWA-JPIA
CLAIM NO. 19-0446
(Item 12.f.)

It was moved by Director Hansen and seconded by Director Prevot to reject the claim for vehicle damages filed on behalf of the USAA Casualty Insurance Company, and approve the letter of merit rejection for submittal to ACWA-JPIA to process and respond to the claim (ACWA-JPIA Claim No. 19-0446).

AYES: Directors Hansen, Boston, Prevot, Kellogg, and Sulik

NOES: None

ABSENT: None

Motion passes 5-0

LETTER OF "MERIT
REJECTION" RE:
CLAIM FOR WATER
DAMAGES
ACWA-JPIA
CLAIM NO. 19-0514
(Item 12.g.)

Staff reported on January 27, 2019, the District received a claim for water damages from a customer whose Marlee Lane home is standing following the November 8, 2019 Camp Fire. Notification about a water leak was taken by the District's answering service on January 28, 2019 and responded to by PID standby on that day. This claim will be forwarded to ACWA Joint Powers Insurance Authority (JPIA) upon Board action to formally "reject" the claim.

It was moved by Director Hansen and seconded by Director Prevot to reject the claim for water damages recorded as ACWA Joint Powers Insurance Authority (JPIA) Claim Number 19-0514 and approve the letter of merit rejection for submittal to ACWA-JPIA to process and respond to the claim.

AYES: Directors Hansen, Boston, Prevot, Kellogg, and Sulik
NOES: None
ABSENT: None
Motion passes 5-0

COMMITTEE
REPORTS
(Item 13.1.)

Paradise Lake & Recreation Committee: Directors Kellogg and Sulik reported a committee meeting was held on April 16. Discussion included reopening Paradise Lake and a potential agreement with the Paradise Recreation & Park District to oversee and manage Paradise Lake. Lake Patrolman Greg Dobbs presented suggestions the Board may want to consider relating to security, maintaining an on-site presence at Paradise Lake, and safety concerns if swimming were allowed.

DIRECTORS'
COMMENTS
(Item 14)

Director Prevot: As customers review fire insurance coverages, the District may begin receiving inquiries about fire hydrants and access to water as we move forward in the recovery process.

Director Kellogg: Welcomed Shelby Boston to the Board and thanked Water Works Engineering for their presentation of the Draft Water System Recovery Plan.

Director Boston: Stated she appreciates the Board taking a chance on her and looks forward to participating on the Board. Her house survived the Camp Fire and her family is moving forward day-by-day with the community.

Director Sulik: Welcomed Shelby Boston and expressed appreciation to Water Works Engineering for their work in preparing the Water System Recovery Plan.

CLOSED SESSION
(Item 15.a.)

President Sulik announced closed session discussion pertaining to agenda item 15.a. Following an opportunity for comments, the Board adjourned to closed session at 10:41 p.m. to discuss the following:

15.a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION. (Government Code section 57957). Title: Management Employees

CLOSED SESSION
ANNOUNCEMENT

President Sulik reconvened the regular meeting at 11:05 p.m. and announced direction has been given to staff.

ADJOURNMENT

It was moved by President Sulik to adjourn the meeting. The regular meeting was adjourned at 11:06 p.m.


Georgeanna Borrayo, Secretary


Marc Sulik, President