

MINUTES
REGULAR MEETING
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
OCTOBER 21, 2020

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 a Reflection and the Pledge of Allegiance to the Flag of the United States of America.

OPENING

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

ROLL CALL

BOARD MEMBERS ABSENT: Division 2 Director Seat vacant

STAFF PRESENT: Interim District Manager Tom Lando, Finance & Accounting Manager Ross Gilb, IT Manager Mickey Rich, and Secretary Georgeanna Borrayo

ALSO PRESENT: Consultants Sami Kader and Colleen Boak with Water Works Engineers, and member of the public
Participating remotely via GoToMeeting: PID Attorney Emily LaMoe

President Sulik announced due to risks associated with COVID-19, community members may fully participate in the meeting via Email and Facebook Livestream. Online participants must post their comments regarding items not on the agenda on the Livestream thread by 6:40 p.m. at which time public comments will be read to the Board members. Public comment regarding agenda items will be read directly after the agenda item and before the Board votes on an item. The Board will begin discussion on agenda items until 6:40 p.m. at which time the Board will hear public comments submitted.

Board members reviewed consent calendar items as follows:

- 2.a. Approval of Meeting Agenda Order
- 2.b. Approval of Minutes: Special Meeting of September 11, 2020
Regular Meeting of September 16, 2020
Special Meeting of September 30, 2020
- 2.c. Approval of ACWA Invoice – 2021 Annual Agency Member Dues

APPROVAL OF
CONSENT
CALENDAR
(Item 2.a., 2.b. &
2.c.)

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

AYES: Directors Boston, Mowers, Shaw, and Sulik

NOES: None

ABSENT: Division 2 Director Seat Vacant

Motion passes 4-0

Interim District Manager Tom Lando and IT Manager Mickey Rich provided an overview on the following: 1) Scheduling a daytime work session to discuss organizational structure with members of the Board and Staff in addition to routine business of the District. This topic will be addressed this evening under agenda item 11.c.; 2) Forming a task force to address Customer Service improvements relating to phones, long answering and return call times, and communications with customers when work has been completed. Staff

DISTRICT
MANAGER &
STAFF REPORT
UPDATES
(Item 5)

CONTINUED –
DISTRICT MANAGER
& STAFF REPORT
UPDATES

has developed an escalation system with trigger points. When a customer submits an order for a backflow device, it is submitted immediately to field staff. If the device cannot be installed, the service order is escalated, and the customer is informed it has been escalated and is given a probable timeline. If it is further escalated, the customer will once again be notified with an update. Additionally, notification to customers will be made to confirm when the device has been installed; 3) A routine meeting with Town officials has been set up to review pending issues and upcoming projects; and 4) The employee all hands meeting was held on October 14 with the emphasis we are one organization and working together to serve the customer. **Information item only; no Board action taken.**

PUBLIC
PARTICIPATION
(Item 3)

Staff reported a public comment has been received from a Facebook viewer via Live stream. Zack Patterson commented he is proud the town can still stand for the flag.

Norris Godsey addressed the Board of Directors regarding his concerns submitted in writing to the Board of Directors and received by the District on September 25, 2020 in reference to the lien amount added to his property tax bill via the annual assessment process under the Butte County Office of the Auditor-Controller. Staff confirmed a copy of Mr. Godsey's letter and the District's response dated September 28, 2020 was provided to the Board for the September 30th special meeting as an informational item under public participation and communication.

Mr. Godsey indicated the lien was placed on a rental property he owned at 5711 Pearl Drive, which was lost due to the November 8, 2018 Camp Fire. Through the sale of this property, Mr. Godsey stated he was advised of the lien for delinquent water charges that were placed on the secured tax roll and would be paid through escrow. Mr. Godsey stated he does not feel any fees should be charged on a home that was destroyed in the fire and is hoping to get reimbursed for the unpaid charges that were levied on this account.

Board members thanked Mr. Godsey for attending the meeting to express his concerns and confirmed this matter will be referred to the Community Relations Committee Meeting on November 9 for review and discussion.

RECOVERY
PROCESS STATUS
UPDATE (Item 4)

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

Project 1 – Standing Structure & Main Testing and Clearing Program: 75 unpressurized dead-end mains remain to be cleared. Almost all need main repair or replacement. Focus continues for locations with Building Permits, Interim Water Service (IWS), or temporary housing requests. Phase 1 Surveillance Monitoring began in September, with approximately 21 samples per week being taken throughout the system.

Project 2 – Service Lateral Replacement Program Update: Service lateral replacement work in September continued with nearly 2 weeks delay or adjusted work due to evacuations and poor air quality from the wildland fires. In October, crews have been working on some of the more difficult and unique service laterals. Contract work will continue through the end of 2020.

Project 3 – Meter and Service Assembly Replacement has two parts:

Part 1 – Meter and Advanced Metering Infrastructure (AMI) system selection and purchase – The contract was awarded to Zenner USA and the Agreement is being reviewed with PID Legal Counsel.

Part 2 – Procurement documents for the installation contract are near completion and planned for advertisement in November. Actual installation of meters is anticipated to

begin in February 2021. Issues for the Board's attention regarding implementation of meters include: Meter locations, backflow requirements, and reinstatement of billing.

Director Boston commented on a call out for PID service on a backflow device that had been hit on Rocky Lane. The device is very close to the road, which increases the risk for potential damage. Customers have asked why PID's backflow devices look different than backflow assemblies installed in other areas such as Chico. Water Works Engineers offered to look into this further to provide additional information to the Board.

Project 4 – Reservoir B Replacement Project Update: A 406 Hazard Mitigation proposal submitted to Cal OES as part of the Public Assistance project to replace the Reservoir B liner with tanks has been rejected. Following this rejection notification, the District's Consultant, APTIM, prepared a version request letter submitted to Cal OES October 2, 2020. Cal OES has indicated the project is "in the queue" for review.

Information item only; no Board action taken.

Engineering consultants Sami Kader and Colleen Boak provided an informational update regarding engineering support services to the Paradise Irrigation District. In reference to the Leak Detection Project, a kickoff meeting was held this morning (October 21st). The anticipated timeframe to begin this project is December 2020. **Information item only; no Board action taken.**

Board members reviewed a written Treasurer's Report from Finance & Accounting Manager Ross Gilb for the period ending September 30, 2020 highlighting the District's cash position, debt service analysis, operational overview, and recovery funding. The District's cash position shows an increase of approximately \$344,000 from the previous month due to FEMA reimbursements relating to Donated Resources following the 2018 Camp Fire. These funds are applied towards the District's local share of emergency response efforts.

It was moved by Director Mowers and seconded by Director Boston to accept the Treasurer's Report for the period ending September 30, 2020 as presented.

AYES: Directors Boston, Mowers, Shaw, and Sulik

NOES: None

ABSENT: Division 2 Director seat vacant

Motion passes 4-0

Finance & Accounting Manager Ross Gilb provided a written report on the District's cash and investments as of September 30, 2020, summarizing cash and investment types, average return on the District's investments, and total year-to-date investment earnings.

It was moved by Director Boston and seconded by Director Shaw to accept the quarterly Investment Report through the period ending September 30, 2020.

AYES: Directors Boston, Mowers, Shaw, and Sulik

NOES: None

ABSENT: Division 2 Director seat vacant

Motion passes 4-0

Members of the Board reviewed accounts payable expense reports for the month of September 2020. It was moved by Director Boston and seconded by Director Mowers to approve General Fund Check Numbers 55296 through 55409 for the month of September 2020 totaling \$1,513,219.57, exclusive of voided check numbers 55306 and 55344, and

CONTINUED –
RECOVERY
PROCESS STATUS
UPDATE

DISTRICT
ENGINEERING
REPORT
(Item 6)

TREASURER'S
REPORT
ACCEPTED FOR
PERIOD ENDING
SEPT. 30, 2020
(Item 7.a.)

QUARTERLY
INVESTMENT
REPORT
ACCEPTED
(Item 7.b.)

APPROVAL OF
EXPENSE REPORT
FOR THE MONTH
OF SEPT. 2020
(Item 7.c.)

CONTINUED –
APPROVAL OF
EXPENSE REPORT
FOR THE MONTH OF
SEPTEMBER 2020

authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of October.

AYES: Directors Boston, Mowers, Shaw, and Sulik
NOES: None
ABSENT: Division 2 Director seat vacant
Motion passes 4-0

LEGAL REPORT
(Item 8)

Attorney Emily LaMoe indicated there is no legal report update for open session this evening.

COMMITTEE
REPORTS
(Item 9)

Ad Hoc Customer Recovery Support Committee: The Committee met on October 8th to review and discuss PID Policy & Procedures Chapter 7.71 – Ready-to-Serve Charge, Chapter 7.73 – Discontinuance Policy, and Interim water backflow device issues. The next meeting will be held on November 5th at 4:00 p.m. for further review to modify or reaffirm these policies.

UNFINISHED
BUSINESS:

Information Systems Manager Mickey Rich reported at a special meeting on September 30, 2020 the Board gave direction for staff to work with Constant Associates, Inc. on a revised proposal for development of an after-action report. During this time, staff also had communication with the Rural Community Assistance Corporation (RCAC) regarding emergency planning. The RCAC has offered to complete the after-action report, risk assessment and emergency response plan at no charge to PID.

AFTER-ACTION
REPORT
CONSULTANT –
CONSTANT
ASSOCIATES, INC.
(Item 10.a.)

The After-Action Report is an important evaluation and written report that will document PID's response during and after the 2018 Camp Fire and serve as an education and planning tool for future emergency response. Board members weighed budget considerations and an opportunity to save money, as well as the merits of utilizing an organization that has expertise in preparing After-Action Reports.

It was moved by Director Mowers and seconded by Director Boston to authorize approval for the Interim District Manager to execute an agreement with Constant Associates, Inc. for the purpose of performing an After-Action Report for the 2018 Camp Fire, not to exceed \$42,850.00.

AYES: Directors Boston, Mowers, and Sulik
NOES: Director Shaw
ABSENT: Division 2 Director seat vacant
Motion passes 3-1

DIRECTOR HEALTH
INSURANCE –
DISCUSSION TO
RESCIND DIRECTOR
PARTICIPATION IN
THE DISTRICT'S
BENEFIT
PROGRAMS
(Item 10.b.)

President Sulik indicated he had requested the topic of Director participation in the District's benefit programs be placed on the September 16, 2020 Board meeting agenda to discuss eliminating director participation in all District benefit programs. The Board directed staff to prepare a Resolution and amendment to PID Policy & Procedures Chapter 2.22 and bring back to the Board for the October meeting for further discussion and consideration.

Director Boston recommended a revision to the proposed policy amendment under Chapter 2.22 as follows: Effective January 1, 2021, and pursuant to Resolution Number 2020-14 duly adopted by the Board of Directors on October 21, 2020, Directors ~~will no longer be~~ **are not** eligible to participate in any benefit programs, including the Medical, Dental, Vision, Life and Flexible Benefit programs and retirement plans available to District employees.

Following discussion, it was moved by Director Boston and seconded by Director Shaw to approve adoption of Resolution No. 2020-14 to eliminate the director health benefits effective January 1, 2021 and approve the revision as amended to PID Policies and Procedures Chapter 2.22 titled, "Directors Fees and Expense Reimbursements." The option for directors to participate in the District's health benefit plans will be eliminated from this chapter as amended. Director votes were polled as follows by roll call:

AYES: Directors Boston, Mowers, Shaw, and Sulik
NOES: None
ABSENT: Division 2 Director seat vacant

Motion passes 4-0

Staff reported the District owned several pieces of equipment that was destroyed during the 2018 Camp Fire, including four backhoes, one loader, and one skid steer. To meet the operating needs since the Camp Fire, the District has been renting three backhoes consistently, as well as a trencher on occasion. Purchasing essential equipment would reduce monthly rental costs while still providing staff with the equipment vital to field operations. The total bid for purchase from Peterson CAT was the lowest of the bids received. A summary of the purchase price from Peterson CAT for each piece of equipment includes:

- | | |
|--|--------------|
| • Caterpillar Model 289D# Track Loader | \$ 75,243.38 |
| • Caterpillar Float Tractor Model #415F2IL | \$ 97,102.49 |
| • 2 Caterpillar Backhoes Model #416F2 | \$217,506.64 |

It was moved by Director Shaw and seconded by Director Mowers to authorize the District Manager to execute the purchase of the equipment items from Peterson CAT as listed above at a total purchase price of \$389,852.51.

AYES: Directors Boston, Mowers, Shaw, and Sulik
NOES: None
ABSENT: Division 2 Director seat vacant

Motion passes 4-0

Interim District Manager Tom Lando indicated he is interested in holding a daytime Board meeting for staff to attend to participate in discussions regarding the District's organizational structure and review of the budget/finances in more depth. He will also invite the newly elected Board members to sit in during the meeting. His recommendation would be to cancel the regularly scheduled November 18, 2020 Board of Directors meeting and set a special meeting date for a daytime work session.

Board members discussed whether review of the organizational structure with staff should be postponed until a full Board is seated and new District Manager is on board. It was also noted the organization structure is one of the areas the Board put in place with the Strategic Planning Consultant, which was delayed due to COVID-19.

The District Secretary will poll the Board of Directors and staff on availability for a special meeting. No action was taken at this time to cancel the regularly scheduled November 18, 2020 Board of Directors meeting.

President Sulik read a Resolution of Appreciation in recognition of Jim Ladrini's service to the District from August 20, 2007 to November 2020.

It was moved by Director Mowers and seconded by Director Shaw to adopt Resolution No. 2020-15, a Resolution of Appreciation by the Board of Directors of the Paradise

CONTINUED:

DIRECTORS NO
LONGER
ELIGIBLE TO
PARTICIPATE IN
THE DISTRICT'S
BENEFIT
PROGRAMS
EFFECTIVE
JANUARY 1, 2021

EQUIPMENT
REPLACEMENT
PURCHASE
APPROVED
(Item 11.a.)

NOVEMBER
BOARD OF
DIRECTORS
MEETING
(Item 11.c.)

RESOLUTION NO.
2020-15 ADOPTED
APPRECIATION TO
JIM LADRINI
(Item 11.d.)

CONTINUED:
RESOLUTION OF
APPRECIATION TO
JIM LADRINI FOR
SERVICE TO PID

Irrigation District presented to James A. Ladrini. Directors' votes were polled as follows by roll call:

AYES: Directors Boston, Mowers, Shaw, and Sulik
NOES: None
ABSENT: Division 2 Director seat vacant

Motion passes 4-0

SHORT-TERM
CONSULTING
SERVICES – SAFETY
& OPERATIONS
CONSULTANT (11.e.)

Interim District Manager Tom Lando recommended tabling this agenda item regarding short-term consulting services for a Safety & Operations Consultant, to provide further notification and information regarding Request for Qualifications, and bring back to the Board for review and discussion at the November Board meeting. **No Board action taken; item tabled.**

JANITORIAL
SERVICES
AWARDED FOR PID
FACILITIES
(Item 11.f.)

Staff reported proposals for janitorial services for the Administration Office, Corporation Yard and Water Treatment Plant were requested on September 15, 2020. Of the eight companies contacted, three proposals were received.

It was moved by Director Boston; seconded by Director Shaw to authorize approval of the bid proposal from White Glove to provide janitorial services at PID facilities for the Administration Office, Corporation Yard, and the Treatment Plant for a not to exceed amount of \$1,610/mo. on a once weekly basis, and authorize the Interim District Manager to execute a contract with White Glove for janitorial services.

AYES: Directors Boston, Mowers, Shaw, and Sulik
NOES: None
ABSENT: Division 2 Director seat vacant

Motion passes 4-0

LANDSCAPING
MAINTENANCE
SERVICES
AWARDED TO
BAKER
LANDSCAPING
(Item 11.g.)

In a memo to the Board, staff confirmed proposals for landscaping services for the Administration Office, Corporation Yard and the PID Demonstration Garden were requested on September 15, 2020. Five companies were contacted, and three proposals were received for consideration.

It was moved by Director Boston; seconded by Director Mowers to authorize approval of the bid proposal from Baker Landscaping to provide landscaping and maintenance service at PID facilities for the Administration Office, Corporation Yard, and the Demonstration Garden for a not to exceed amount of \$495/mo. on a once weekly basis, and authorize the Interim District Manager to execute a contract for landscaping maintenance services.

AYES: Directors Boston, Mowers, Shaw, and Sulik
NOES: None
ABSENT: Division 2 Director seat vacant

Motion passes 4-0

DIRECTORS'
COMMENTS
(Item 13)

Director Shaw: Expressed appreciation to Jim Ladrini for his service to the District and urged customers to reach out to the Board as they encounter concerns or questions. The Board is dedicated to continuing the efforts to bring people home.

Director Mowers: Echoed Director Shaw's comments regarding appreciation to Jim Ladrini and thanked Water Works Engineers for all their efforts on the recovery process.

Director Boston: Commented on the following: 1) Appreciates Jim Ladrini for his efforts and wishes him the best in his future endeavors; 2) Thanked Tom Lando for stepping

into the Interim District Manager role and providing informational updates; 3) Acknowledged PID staff for their hard work; and 4) Appreciates the written Water Treatment Plant Summary and commented on the possibility of sharing this kind of information more readily with the community.

CONTINUED:
DIRECTORS'
COMMENTS

President Sulik: Stated he appreciates the employees and thanked Manager Lando for coordinating the employee meeting last week. Further acknowledged staff work to improve customer service concerns that have been identified and thanked public member Norris Godsey for coming to the meeting to address his concerns with the Board.

President Sulik announced the Board will adjourn to closed session. Following discussion of closed session agenda item 13.a. and 13.b., the Board will reconvene in open session to discuss agenda items 15.a., 15.b. and 15.c. As there were no public comments, the Board adjourned to closed session at 8:55 p.m. to discuss the following:

ADJOURN TO
CLOSED SESSION
(Item 13.a. & 13.b.)

- 13.a. LABOR NEGOTIATIONS (California Government Code section 54957.6)
Agency designated representative – PID Legal Counsel
Negotiations with IBEW Local 1245

Closed Session Announcement: Direction given to the agency designated representative.

- 13.b. PUBLIC EMPLOYMENT (California Government Code Section 54957).
Title: District Manager

Closed Session Announcement: Direction given to the Interim District Manager.

President Sulik reconvened the regular meeting at 9:35 p.m. and provided closed session announcement information regarding agenda items 13.a. and 13.b. as listed in italicized print under each closed session item above.

CLOSED SESSION
ANNOUNCEMENT

Interim District Manager Tom Lando reported he is recommending appointment of Mickey Rich as Temporary Assistant District Manager. A job description for the Temporary Assistant District Manager position is provided for Board review and approval, as well as a recommended increase in pay for Ms. Rich in an amount of \$371 per pay period. If approved, his salary would be reduced by \$371 per pay period, so there is no impact to the budget. Manager Lando further noted this position was posted in-house and distributed to PID employees. The District received one letter of interest with resume submitted by Mickey Rich.

RETURN TO OPEN
SESSION:

TEMPORARY
ASSISTANT
DISTRICT
MANAGER
(Item 15.a.)

It was moved by Director Boston and seconded by Director Mowers to adopt the revised Job Description for Temporary Assistant District Manager as presented and authorize the Interim District Manager to fill this position as stated in the Board memo.

AYES: Directors Boston, Mowers, Shaw, and Sulik

NOES: None

ABSENT: Division 2 Director seat vacant

Motion passes 4-0

Manager Lando confirmed that based on the Board's approval to fill the Temporary Assistant District Manager position, the recommendation is to reduce his salary by \$371 per pay period as presented in the Board memo under agenda item 15.a. An amendment has been prepared memorializing the terms with the change to salary. All other provisions of the August 21, 2020 Employment Agreement shall remain in full force and effect as written.

PUBLIC
EMPLOYMENT RE:
INTERIM DISTRICT
MANAGER
(Item 15.b.)

CONTINUED:
PUBLIC
EMPLOYMENT RE:
INTERIM DISTRICT
MANAGER
(Item 15.b.)

It was moved by Director Mowers and seconded by Director Boston to authorize the First Amendment to Employment Agreement dated August 21, 2020 between Paradise Irrigation District and Tom Lando.

AYES: Directors Boston, Mowers, Shaw, and Sulik
NOES: None
ABSENT: Division 2 Director seat vacant

Motion passes 4-0

PUBLIC
EMPLOYMENT:
DISTRICT MANAGER
(Item 15.c.)

Interim District Manager Tom Lando indicated the purpose of this agenda item is to discuss the employment process for the District Manager position and to provide possible direction to staff.

Director Shelby Boston reported the Ad Hoc District Manager Recruitment Committee met to review the applications received and are proposing the District send letters to those applicants the Committee felt did not meet the qualifications. The Committee would like to send a second letter to those applicants they wish to invite to the next stage of the selection process for further consideration. Because the candidate pool has been narrowed down considerably, the Committee may consider soliciting additional resources. The Ad Hoc Committee plans to meet again for final review of the resumes received. **Informational update provided; No Board action taken.**

ADJOURNMENT

It was moved by President Sulik to adjourn the meeting. The regular meeting was adjourned at 9:42 p.m.


Georgeanna Borrayo, Secretary


Marc Sulik, President