

MINUTES  
REGULAR MEETING  
BOARD OF DIRECTORS  
PARADISE IRRIGATION DISTRICT  
JANUARY 20, 2021

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

OPENING

BOARD MEMBERS PRESENT: Directors Alan Hinman, Marc Sulik, Vice-President  
Dan Hansen, President Shelby Boston  
Director Brian Shaw (participating remotely via GoToMeeting)

ROLL CALL

BOARD MEMBERS ABSENT: None

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

ALSO PRESENT: Consultants Sami Kader and Colleen Boak with Water Works Engineers.

Board members reviewed consent calendar items as follows:

CONSENT  
CALENDAR  
APPROVED  
(Item 2.a. – 2.b.)

- 2.a. Approval of Meeting Agenda Order  
2.b. Approval of Minutes: Regular Meeting of December 16, 2020

President Boston confirmed two minor corrections to the minutes were provided by the Secretary. It was moved by Director Hinman and seconded by Director Hansen to approve the consent calendar with amendment to the minutes as presented.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston  
NOES: None  
ABSENT: None  
**Motion passes 5-0**

President Boston announced the Board will begin discussion on agenda items until 6:40 p.m. at which time the Board will hear public comments submitted pertaining to matters not scheduled on the agenda. Public comment regarding agenda items will be read directly after the agenda item and before the Board votes on an item.

Staff confirmed there is no legal report update scheduled this evening.

LEGAL REPORT

Consultant Sami Kader with Water Works Engineers provided a Water Supply Recovery Program Update, which included information on the following:

WATER SUPPLY  
RECOVERY  
PROGRAM  
UPDATE  
(Item 5)

Project 1: Standing Structure and Main Testing & Clearing Program: Interim Water Service (IWS) orders continue to trend down. IWS installation progress continues to outpace IWS orders as the remaining backlog is worked through.

CONTINUED –  
WATER SUPPLY  
RECOVERY  
PROGRAM  
UPDATE  
(Item 5)

Project 2: Service Lateral Replacement Program

Installation progress from November and into December continued at approximately 100 service lateral replacements per month. Approved building permits with the Town of Paradise has remained at approximately 60 per month. This is the rate the District is using for planning purposes for 2021.

Project 3: Meter Replacement Project

The meter purchase contract with Zenner USA has been finalized and initial coordination meetings have begun. The meter, service lateral, and backflow preventer installation contract is being presented for Board approval to advertise tonight.

Project 4: Reservoir B Replacement Project

Cal OES has approved the District's version request letter, and this has been moved on to FEMA for review. The District has requested a status update from both CalOES and FEMA and is awaiting a reply.

***Information item only; no Board action taken.***

PUBLIC  
PARTICIPATION  
(Item 3)

Staff reported no public comments have been submitted pertaining to matters not scheduled on the agenda.

CUSTOMER  
WATER  
MANAGEMENT  
PORTAL / LEAK  
NOTIFICATIONS –  
DECISION TO  
AWARD  
CONTRACT  
TABLED FOR  
FURTHER REVIEW  
(Item 4)

Assistant District Manager Mickey Rich reported in 2014 the District began providing the AquaHawk water management and leak notification web access tool to customers. As the District plans to resume metered billing, staff recommends also resuming the water management portal for customers. For the Board's consideration are proposals by three companies: AquaHawk, WaterSmart, and DropCountr. Each provider is joining the meeting remotely to discuss the features of their water management notification system.

Director Hinman presented a motion to table this item and request Water Works Engineers work with Assistant District Manager Mickey Rich to conduct a comparison of technologies and features for each of the three providers. Motion dies for lack of a second.

Following further discussion, it was moved by Director Hansen and seconded by Director Hinman to table this item and direct staff to bring back a recommendation following consultation with Water Works Engineers, and the Customer Service and Field Operations teams.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston

NOES: None

ABSENT: None

**Motion passes 5-0**

DISTRICT  
MANAGER &  
STAFF REPORT  
UPDATES  
(Item 6)

Board members reviewed written staff reports provided in the agenda packet. Interim District Manager Tom Lando provided additional updates regarding the following: 1) The timeframe to submit claims for the PG&E settlement has been extended; 2) California State University, Sacramento was selected by the state to oversee the Options Study in reference to providing drinking water to the Town of Paradise. A Request for Proposal has been published and is due January 22<sup>nd</sup>. It is anticipated work will start in the spring and the study completed sometime in 2022; and 3) The District submitted a comment letter regarding the proposed changes to Fire Safe Development Regulations released by the State Board of Forestry and Fire Protection.



Engineering Consultant Colleen Boak with Water Works Engineers provided an informational update regarding the status of engineering support services to the Paradise Irrigation District. Physical work on the Leak Detection Project began on January 11. Leak detection information is actively being collected and data reported in GIS, which will aid crews in being able to respond to and prioritize leaks. To date, ten (10) miles have been surveyed with 10 leaks detected thus far. **Information item only; no Board action taken.**

DISTRICT  
ENGINEERING  
REPORT  
(Item 7)

Board members reviewed a written Treasurer's Report from Finance & Accounting Manager Ross Gilb for the period ending December 31, 2020 highlighting the District's cash position, debt service analysis, operational overview, and recovery funding. Manager Gilb further commented a comprehensive budget review has begun, which he expects to review with the Finance Committee in early February and present recommended changes to the Board at the February 17 Board meeting. Additionally, the Financial Statements and Audit Report for fiscal year 2019-20 have been finalized by the Auditor and will be presented to the full Board at the February Board meeting.

TREASURER'S  
REPORT  
ACCEPTED FOR  
PERIOD ENDING  
DEC. 31, 2020  
(Item 8.a.)

It was moved by Director Hinman and seconded by Director Hansen to accept the Treasurer's Report as presented.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston  
NOES: None  
ABSENT: None  
**Motion passes 5-0**

Finance & Accounting Manager Ross Gilb highlighted cash and investment information as of December 31, 2020, reporting the District has \$11,927,521 in cash and investments. The average return on the District's investments is 0.58%. Total year-to-date investment earnings for the fiscal year ending June 30, 2020 is \$53,551. Manager Gilb explained that investments of the District must be made within the requirements of the California Investment Code, which will be reviewed under the next agenda item – Statement of Investment Policy.

QUARTERLY  
INVESTMENT  
REPORT  
THROUGH THE  
PERIOD ENDING  
DEC. 31, 2020  
ACCEPTED  
(Item 8.b.)

It was moved by Director Sulik and seconded by Director Shaw to accept the Investment Report through the period ending December 31, 2020 as presented.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston  
NOES: None  
ABSENT: None  
**Motion passes 5-0**

Finance & Accounting Manager Ross Gilb reported the District's Investment Policy requires an annual review of the policy and states that the Board shall amend as appropriate or otherwise ratify its continuance. No changes are recommended for the Policy and there are no known changes required by recent legislation.

STATEMENT OF  
INVESTMENT  
POLICY –  
REAFFIRM  
CONTINUANCE &  
DELEGATION OF  
INVESTMENT  
FUNCTIONS  
(Item 8.c.)

It was moved by Director Hansen and seconded by Director Shaw to reaffirm continuance and delegation of investment functions as provided in PID Rules and Regulations Chapter 14, Investment Policy.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston  
NOES: None  
ABSENT: None  
**Motion passes 5-0**

APPROVAL OF  
EXPENSE REPORT  
FOR THE MONTH  
OF DECEMBER  
2020  
(Item 8.d.)

Board members reviewed accounts payable expense reports for the month of December 2020. It was moved by Director Shaw and seconded by Director Hansen to approve General Fund Check Numbers 55670 through 55801 for the month of December 2020 totaling \$885,340.34, exclusive of voided check numbers 55695, 55696, 55798, and 55799, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of January 2021.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

COMMITTEE  
REPORTS  
(Item 10.a. & 10.b.)

Community Relations Committee: Directors Boston & Sulik reported discussion at the January 5<sup>th</sup> committee meeting included the following: 1) Committee member Chris Rehmann has volunteered to make signage for the demonstration garden; 2) New customer brochure outreach packet; and 3) Presentation to the Sierra Valley Realtors by committee members Mickey Rich and Chris Rehmann. The next committee meeting is scheduled on March 2 at 8:00 a.m.

Ad Hoc Customer Recovery Support Committee: Directors Boston and Shaw commented on the January 6<sup>th</sup> committee meeting. Business included discussion on the Discontinuance Policy and the irrigation rate, as well as water availability for fire prevention. Town of Paradise Fire Chief Garrett Sjolund will participate in the next committee meeting to gain insight from the fire department's perspective. The next meeting will be held on February 3rd at 3:00 p.m.

UNFINISHED  
BUSINESS

None to report.

NEW BUSINESS:

URBAN WATER  
MANAGEMENT  
PLAN 2020

UPDATE:  
PROPOSAL FROM  
WATER WORKS  
ENGINEERS  
APPROVED  
(Item 12.a.)

Consultant Colleen Boak with Water Works Engineers reported the Urban Water Management Plan (UWMP) serves as a long-range strategic planning document, as well as a gateway requirement for state funding opportunities. Paradise Irrigation District last developed an UWMP in 2015. This year, the District is required to complete a 2020 update to the UWMP.

It was moved by Director Hansen and seconded by Director Hinman to approve the proposal from Water Works Engineers to provide professional engineering and planning services to complete the 2020 Urban Water Management Plan update, with submission to the Department of Water Resources by the regulatory deadline of July 1, 2021 and authorize the Interim District Manager to execute an agreement with Water Works Engineers for a total not-to-exceed cost of \$55,000 pending legal review.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

METER  
INSTALLATION &  
SERVICE LATERAL  
REPLACEMENT  
PHASE 2  
PROJECT-  
ADVERTISEMENT  
FOR BIDS

In 2019 and 2020, PID conducted the Phase 1 Service Lateral Replacement Project to replace several service laterals to burned lots within the PID service area. The Phase 1 Service Lateral Replacement Project will be completed in March 2021.

The intent of the Meter Installation and Service Lateral Replacement Phase 2 Project is to:

1. Install, integrate and start-up a full metering system with all active services (both potable service and interim water/non-potable service) metered. This will include



installing new meters purchased under the Zenner meter contract in new concrete meter boxes per PID standard detail. Initial quantity: Up to 4500.

2. Install in permanent location reduced pressure principle (RP) backflow preventers at all active services and test all RP backflow preventers upon installation. Initial quantity: Up to 4500.
3. Install service lateral and angle stop at any service where a new building permit is approved during project execution. Initial Quantity: Up to 1000.

This project will result in all active customers in the District being metered with RP backflow devices installed on every active service and new service laterals installed at every location with an approved building permit. Estimated construction cost of the project is \$15 million. It is expected that all of these costs will be FEMA reimbursable with local cost share currently part of the ASADRA funding application.

It was moved by Director Hansen and seconded by Director Shaw to direct staff to advertise the Meter Installation and Service Lateral Replacement Phase 2 Project for bids to be brought forward to the Board in March for approval of contract award to the recommended low bidder.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

Staff reported the Federal approved Families First Coronavirus Response COVID leave policy ended December 31, 2020. It provided up to 80 hours of paid leave when someone either had COVID-19 or was exposed to someone with COVID-19 and was required to isolate. The District has a current need for this leave policy as there has been an increase in necessary leave time in 2021. Management staff is requesting the Board consider the Draft Policy to provide a similar benefit for a period ending March 31, 2021 or until the adoption of State or Federal legislation that addresses a similar purpose, whichever occurs first.

It was moved by Director Hinman and seconded by Director Sulik to approve the Paradise Irrigation District Emergency Paid Sick Leave for COVID-19 related absences.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

Interim District Manager Tom Lando indicated Assemblyman James Gallagher introduced Assembly Bill 36 and, if approved, would provide the District an exemption to the Public Contract Code to use the design-build project delivery method of a water conveyance pipeline should the District decide to build such a project in the future.

It was moved by Director Sulik and seconded by Director Hinman to adopt Resolution No. 2021-01, a resolution of the Board of Directors of the Paradise Irrigation District authorizing a sponsorship position for AB 36, an act to add section 22162.8 to the Public Contract Code relating to public contracts.

METER  
INSTALLATION &  
SERVICE LATERAL  
REPLACEMENT  
PHASE 2 PROJECT-

ADVERTISEMENT  
FOR BIDS FOR  
CONSTRUCTION  
SERVICES  
APPROVED  
(Item 12.b.)

PID EMERGENCY  
PAID SICK LEAVE  
FOR COVID-19  
RELATED  
ABSENCES  
APPROVED  
(Item 12.c.)

RESOLUTION NO.  
2021-01 ADOPTED  
TO SPONSOR AB 36  
AN ACT TO ADD  
SECTION 22162.8  
TO THE PUBLIC  
CONTRACT CODE  
(Item 12.d.)

CONTINUED –  
RESOLUTION NO.  
2021-01 ADOPTED  
AUTHORIZING A  
SPONSORSHIP  
POSITION OF  
ASSEMBLY BILL 36

Directors' votes were polled as follows by roll call:

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston  
NOES: None  
ABSENT: None  
**Motion passes 5-0**

AUTHORIZING  
RESOLUTION NO.  
2021-02 ADOPTED  
TO APPLY FOR  
FUNDING FROM  
THE STATE  
WATER  
RESOURCES  
CONTROL BOARD  
AND AUTHORIZE  
DESIGNEES TO  
SIGN AND SUBMIT  
THE APPLICATION  
(Item 12.e.)

Finance & Accounting Manager Ross Gilb reported the District is currently coordinating with Water Works Engineers, APTIM, and the Department of Water Resources State Revolving Fund regarding alternative projects for funding. The District is in the process of developing the application for funding of the local share of currently obligated FEMA permanent work projects, including the service lateral replacement, mainline repair/replacement, and B Reservoir projects. Additionally, the Almond Street pipeline replacement project is included in this application. The application package is due January 31, 2021.

It was moved by Director Hansen and seconded by Director Shaw to adopt Resolution No. 2021-02 authorizing the Paradise Irrigation District to apply for Additional Supplemental Appropriations for Disaster Relief funding from the State Water Resources Control Board and authorize the Interim District Manager and/or Finance & Accounting Manager as designees to sign and file a Financial Assistance Application on behalf of the District. Directors' votes were polled as follows by roll call:

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston  
NOES: None  
ABSENT: None  
**Motion passes 5-0**

COMMITTEES OF  
THE DISTRICT FOR  
2021 (Item 12.f.)

Following review of Board member representation on committees of the District, President Boston confirmed the following committee assignments for 2021:

Standing Committees:

Administration & Personnel: Directors Alan Hinman & Dan Hansen (Chairperson)  
Finance: Directors Marc Sulik & Alan Hinman (Chairperson)  
Community Relations: Directors Brian Shaw & Marc Sulik (Chairperson)  
Town of Paradise / PID Liaison: Directors Shelby Boston & Dan Hansen

Ad Hoc Committees & Delegate Appointments:

Ad Hoc Negotiating Committee: (Directors Alan Hinman & Shelby Boston (Chairperson)  
Ad Hoc Demonstration Garden Committee: (Director Marc Sulik)  
Ad Hoc Strategic Planning: Directors Dan Hansen & Shelby Boston (Chairperson)  
Ad Hoc Customer Recovery Support: Directors Brian Shaw & Shelby Boston (Chairperson)  
Ad Hoc District Manager Recruitment: Directors Dan Hansen & Marc Sulik (Chairperson)

ACWA Joint Powers Insurance Authority Director Representative: Director Alan Hinman  
Alternate: Ross Gilb, Finance & Accounting Manager

DIRECTORS'  
COMMENTS

No Comments submitted.

President Boston announced the Board will adjourn to closed session to discuss agenda items 14.a. and 14.b. As there were no questions or comments, the Board adjourned to closed session at 8:48 p.m. to discuss the following:

CLOSED SESSION  
(Item 14.a. & 14.b.)

- 14.a. CONFERENCE WITH LABOR NEGOTIATORS (California Government Code section 54957.6).

Agency Designated Representative: Tom Lando, Interim District Manager  
Employee Organization: Teamsters Local 137

*Closed Session Announcement: Direction has been given to the Agency Designated Representative.*

- 14.b. CONFERENCE WITH LABOR NEGOTIATORS (California Government Code section 54957.6).

Agency Designated Representative: Tom Lando, Interim District Manager  
Employee Organization: IBEW Local 1245

*Closed Session Announcement: Direction has been given to the Agency Representative.*

President Boston reconvened the regular meeting at 9:06 p.m. and provided closed session announcement information regarding agenda items 14.a. and 14.b. as listed in italicized print under each closed session item above.

CLOSED SESSION  
ANNOUNCEMENT

It was moved by President Boston to adjourn the meeting. The regular meeting of the PID Board of Directors was adjourned at 9:08 p.m.

ADJOURNMENT

  
Georgeanna Borrayo, Secretary

  
Shelby Boston, President