

MINUTES
REGULAR MEETING
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
JUNE 16, 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, Brian Shaw, Vice-President Dan Hansen, and President Shelby Boston

ROLL CALL

BOARD MEMBERS ABSENT: None

STAFF PRESENT: District Manager Tom Lando, Assistant District Manager Mickey Rich, Finance & Accounting Manager/Treasurer Miranda Hillskemper, and Secretary Georgeanna Borrayo

ALSO PRESENT: PID Attorney Dustin Cooper, Consultants Sami Kader with Water Works Engineers and Nicole Maddox with APTIM, and member of the public

There were no public comments received pertaining to matters not scheduled on the agenda.

PUBLIC PARTICIPATION

President Boston announced the Board will adjourn to closed session to discuss agenda items 3.a., 3.b., 3.c., and 3.d. Following an opportunity for public comment, the Board adjourned to closed session at 6:32 p.m. to discuss the following:

CLOSED SESSION DISCUSSION
(Item 3.a.-3.d.)

3.a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9. One case.

Closed Session Announcement: Direction has been given to Legal Counsel.

3.b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. (Government Code section 54956.9 (d)(1).) Pacific Gas & Electric Company Bankruptcy Proceedings, including PID Claim against Fire Victim Trust. Bankruptcy Case No. 19-30088 (DM).

Closed Session Announcement: Direction has been given to Legal Counsel.

3.c. CONFERENCE WITH LABOR NEGOTIATORS: Conference with PID Labor Negotiator Representative Tom Lando regarding Unrepresented Position, Part-Time Finance & Accounting Advisor (Government Code section 54957.6).

Closed Session Announcement: Direction has been given to PID Labor Negotiator Representative.

3.d. CONFERENCE WITH LABOR NEGOTIATORS (Government Code section 54957.6). PID Labor Negotiator Representative: Tom Lando, District Manager
Employee Organization: Management Unit represented by Teamsters Local 137

Closed Session Announcement: Direction has been given to PID Labor Negotiator Representative.

CLOSED SESSION
ANNOUNCEMENT
(Item 4)

President Boston reconvened the regular meeting at 7:25 p.m. and provided closed session announcement information regarding agenda items 3.a., 3.b., 3.c., and 3.d. as listed in italicized print under each closed session item above on page one.

APPROVAL OF
CONSENT
CALENDAR
(Item 5.a. & 5.b.)

Board members reviewed consent calendar items as follows:

- 3.a. Approval of Meeting Agenda Order
- 3.b. Approval of Minutes: Regular Meeting of May 19, 2021

President Boston announced staff has recommended moving new business agenda item 11.c. – Water Rate Study Proposal to the front of the agenda following approval of consent calendar.

It was moved by Director Hansen and seconded by Director Hinman to approve the consent calendar as amended with the adjustment to the meeting agenda order as recommended.

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

NOES: None

ABSENT: None

Motion passes 5-0

WATER RATE
STUDY PROPOSAL
FROM
BARTLE WELLS
ASSOCIATES
ACCEPTED
(Item 11.c.)

District Manager Tom Lando reported the Board authorized sending out a request for proposal at its May Board meeting. The lone proposal received was from Bartle Wells Associates in the amount of \$49,100. Staff is requesting allocation of \$60,000 to cover the cost of the study and related staff time and contingencies. The proposed study will develop a ten-year financial plan based upon the availability of various funding sources.

It was moved by Director Sulik and seconded by Director Shaw to accept the proposal from Bartle Wells Associates to perform a Water Rate Analysis allocating \$60,000 for this work and authorize the District Manager to enter into an agreement on behalf of the District subject to legal review.

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

NOES: None

ABSENT: None

Motion passes 5-0

APPOINTMENT OF
OFFICER –
TREASURER
(Item 6)

District Manager Tom Lando indicated former Finance & Accounting Manager Ross Gilb was appointed the duties of District Treasurer by the Board of Directors. With the appointment of Miranda Hillskemper to succeed Ross as Finance & Accounting Manager, it is appropriate to consider appointing Miranda to serve as the Treasurer until the next annual meeting in December when election and appointment of officers are held.

It was moved by Director Hansen and seconded by Director Hinman to appoint Miranda Hillskemper to the office of Treasurer.

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

NOES: None

ABSENT: None

Motion passes 5-0

ACCEPTANCE OF
TREASURER'S
REPORT FOR
PERIOD ENDING
MAY 31, 2021
(Item 7.a.)

Board members reviewed a written Treasurer's Report from Treasurer Miranda Hillskemper for the period ending May 31, 2021 highlighting the District's cash position, debt service analysis, operational overview, and recovery funding.

It was moved by Director Hinman and seconded by Director Sulik to accept the Treasurer's Report for the period ending May 31, 2021.

CONTINUED –
ACCEPTANCE OF
TREASURER'S
REPORT

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

Motion passes 5-0

Board members reviewed accounts payable expense reports for the month of May, 2021. It was moved by Director Shaw and seconded by Director Hansen to approve General Fund check numbers 56281 through 56378 for the month of May 2021 totaling \$955,935.04, exclusive of voided check number 56305, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of June 2021.

EXPENSE
APPROVAL
REPORT
APPROVED
(Item 7.b.)

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

Motion passes 5-0

Board members received staff report updates from Customer Service, Field Operations, and the Water Treatment Plant. District Manager Tom Lando provided additional information reporting: 1) The PID Options Study Community Meeting will be held on June 29 and kick off with a meet and greet opportunity from 4:00 to 5:00 p.m., followed by an informational public meeting beginning at 6:00 p.m. in the PID Board Room; 2) The management group will meet with Bartle Wells Associates on June 29 to discuss current and future long term needs for the District; and 3) Interviews for an in-house Assistant Engineer will begin this week.

DISTRICT
MANAGER AND
STAFF /
ENGINEERING &
CONSULTANT
REPORT UPDATES
(Item 8.a. – 8.e.)

Engineering consultant Sami Kader with Water Works Engineers provided an overview of information presented in the Water System Recovery Report included in the Board packet. Water Quality Assurance Monitoring continues to be favorable. At the current pace, the entire system will have had a first round of representative samples taken by early 2022. The Meter Installation and Service Lateral Replacement Project was awarded to RCI Engineering. The project contract has been signed and the kickoff meeting held June 3.

President Boston announced the Board will recess at 8:07 p.m.

BOARD RECESS

President Boston reconvened the meeting at 8:13 p.m.

MEETING
RECONVENED

Consultant Nicole Maddox with Aptim Environmental & Infrastructure provided an informational update regarding Public Assistance and Disaster Recovery Management Services in support of the recovery efforts and reviewed the status of each FEMA project water system component.

CONSULTANT
REPORT UPDATES
CONTINUED
(Items 8.d. & 8.e.)

Consultant Sami Kader with Water Works Engineering highlighted information provided in the District Engineering Support Task Update, noting the project kickoff meeting for the Almond Street Main Replacement Project has been held and work has begun this week by Santos Engineering on behalf of PID. The Draft 2020 Urban Water Management Plan Update and Water Shortage Contingency Plan is available for public review. The Public Hearing date to consider public comment and adoption of the plan documents will be held at a special meeting of the Board of Directors on June 21st at 9:00 a.m.

Informational updates only; no Board action taken.

COMMITTEE
REPORTS
(Item 9.a. & 9.b.)

Community Relations Committee: Assistant District Manager Mickey Rich reported meeting on June 1st to review customer service goals to develop a customer service survey. The next meeting is scheduled on August 3rd at 8:00 a.m.

PID/TOP Liaison Committee: District Manager Tom Lando reported discussion at the June 7th meeting included information regarding recovery project updates, backflow device placement, water supply recovery update, and road rehab and utility relocation coordination.

UNFINISHED
BUSINESS:

Assistant District Manager Mickey Rich reported directly after the 2018 Camp Fire, the Board voted for the benefit of the affected community to replace the actual cost to reconnect after discontinuing water service with a maximum cost to reconnect of \$500 to expire March 31, 2021.

REVISION TO
POLICY &
PROCEDURES,
CHAPTER 7.7.3
DISCONTINUED
SERVICE
ADOPTED
(Item 10.a.)

The proposed recommendation would revert the current policy regarding discontinuance of service to pre-fire policy whereby, if a property owner chooses to discontinue service and not pay the sealed meter rate (Discontinued Service), property owner will be required to pay a meter removal charge. If service is later reactivated, the property owner may then be responsible for the cost of LEMO (Labor, Equipment, Materials, and Overhead) for the installation of a new service line from the District Main to the property line (Service Line).

It was moved by Director Shaw and seconded by Director Hinman to approve the proposed revisions to the current Discontinued Service Policy (Policy and Procedures Chapter 7.7.3).

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

NOES: None

ABSENT: None

Motion passes 5-0

NEW BUSINESS:

Staff reported directly after the 2018 Camp Fire, the Board removed the fee to unseal and switch an account from ready-to-serve status to active status. Staff is asking the Board to reinstate the \$20.00 fee to activate an account. This service requires a drive to the location to physically unlock the meter, as well as customer service and billing time.

REVISION TO
POLICY &
PROCEDURES,
CHAPTER 7.7.1 –
READY-TO-SERVE
CHARGE
ADOPTED
(Item 11.a.)

It was moved by Director Hinman and seconded by Director Sulik to approve the proposed revisions to the current Ready-to-Serve policy (Policy and Procedures Chapter 7.7.1.)

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

NOES: None

ABSENT: None

Motion passes 5-0

DISASTER
RECOVERY
MANAGEMENT
SERVICES
AGREEMENT –
AMENDMENT 4
WITH WATER
WORKS
ENGINEERS
APPROVED
(Item 11.b.)

In March 2019, Water Works Engineers was contracted on a time and materials contract, not to exceed \$1 million dollars, to perform Recovery Engineering services. As anticipated at the time of the Agreement, the exact definition of those services has changed over time.

Amendment 1, issued in October 2019, extended services through May 2020.

Amendment 2, issued in May 2020 extended services through October 2020.

Amendment 3, issued in October 2020 extended services through March 2021. Adjusting for changes in needed level of effort, Water Works was able to continue services through June 2021.

Amendment 4 is to allow for continuation of the services being provided under the original Agreement through December of 2022 as well as additional scope of services.

It was moved by Director Shaw and seconded by Director Hinman to authorize approval of Amendment 4 and direct Staff to increase Water Works Engineers contract not-to-exceed amount to \$6,620,638.00 for disaster recovery engineering services being provided under the original Agreement dated March 14, 2019.

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

Motion passes 5-0

Staff reported the District has received two requests to provide water and maintenance services outside the Paradise Irrigation District boundaries. One request is to sell water for the benefit of Miocene users along lower Pentz Road. Another request is for maintenance and operation of an existing water system owned by Tuscan Ridge. Submittal of an application with the Butte Local Agency Formation Commission (LAFCO) is necessary to review an extension of services outside an agencies service boundaries.

OUT-OF-DISTRICT
WATER SERVICES
(Item 11.d.)

It was moved by Director Shaw and seconded by Director Sulik to authorize the District Manager to proceed with the LAFCO application to extend services outside the District to provide water for the benefit of the Miocene users and potential maintenance and operation services for the Tuscan Ridge Development.

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

Motion passes 5-0

District Manager Tom Lando reported in April, the District entered into a 90-day agreement with Ross Gilb to provide support to the District during the recruiting and hiring of a new Finance & Accounting Manager. This agreement expired upon the hiring of Miranda Hillskemper in this position. It would be beneficial to have Ross continue on an on call, as needed basis to assist with audit questions and have him available for his historical knowledge.

NEW PART-TIME
EMPLOYMENT
AGREEMENT WITH
ROSS GILB
APPROVED
(Item 11.e.)

It was moved by Director Hansen and seconded by Director Shaw to approve a new Employment Agreement with Ross Gilb and authorize the District Manager to execute Agreement authorizing up to 20 hours per month at \$100/hour with an end date of December 31, 2021.

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

Motion passes 4-0 with one abstention

At the May 19th Board Meeting, directors discussed interest in revising its regular meeting schedule to hold two of the scheduled monthly meeting dates during daytime hours such that the regular Board Meeting of the Board of Directors for June and December would be conducted on the third Wednesday at 8:30 a.m. The time of all other regular meetings of the Board would remain unchanged and conducted at 6:30 p.m. All regular Board Meetings of the Board of Directors will continue to be held on the third Wednesday of each calendar month in the Paradise Irrigation Board Room. Direction was given to staff to prepare a Resolution and a proposed revision to PID Policy & Procedures Chapter 4.1. A, Regular Meetings.

MEETINGS OF THE
BOARD OF
DIRECTORS –
AMENDMENT TO
REGULAR
MEETING
SCHEDULE
APPROVED
(Item 11.f.1.)

CONTINUED –
MEETINGS OF THE
BOARD OF
DIRECTORS,
AMENDMENT TO
REGULAR
MEETING
SCHEDULE

It was moved by Director Hinman and seconded by Director Shaw to adopt Resolution No. 2021-06 amending the regular monthly meeting schedule of the Board of Directors of the Paradise Irrigation 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

REVISION TO PID
POLICY &
PROCEDURES
CHAPTER 4.1.A,
REGULAR
MEETINGS
ADOPTED
(Item 11.f.2.)

It was moved by Director Shaw and seconded by Director Hinman to adopt the proposed revisions to Chapter 4.1 A – Regular Meetings under Chapter 4 of PID Policy and Procedures to reflect the amendment to the regular monthly meeting schedule of the Board of Directors adopted under Resolution No. 2021-06.

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

DIGITAL COPIER /
PRINTER
PURCHASE –
REPLACEMENT
FOR ADMIN.
OFFICE
(Item 11.g.)

Staff reported the current Konica-Minolta digital copier and printer was purchased from Inland Business Systems in 2012 for use in the District Office. Prior to this purchase, the previous copier was approximately eight years old when replaced and relocated for use at the Corporation Yard; however, this machine is no longer operational. With the purchase of a new copy machine for the District Office, the Konica-Minolta may be utilized for printing and scanning needs at the Corporation Yard. Staff contacted local businesses and received proposals for new color imaging system models from three companies.

It was moved by Director Shaw and seconded by Director Sulik to authorize the purchase of the Kyocera 5053ci from Advanced Document Concepts for the purchase price of \$7,994.00 plus tax and authorize the District Manager to sign the Proposal.

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

DIRECTORS'
COMMENTS
(Item 12)

Director Hansen commented on production at the District's Water Treatment Plant showing a daily average for water use in the same range as pre-fire production and emphasized the importance to get communication out to the public to conserve water.

Director Sulik thanked Directors Boston and Hansen for meeting with Water Treatment Plant personnel and noted he is proud of the work performed by the employees.

Director Shaw echoed the comments of Director Sulik and added it is great to see the COVID mandates becoming less stringent and experiencing some normalcy once again.

Director Hinman commented on the following: 1) Expressed appreciation to a customer that contacted him regarding a concern and acknowledged staff for their work; and 2) ACWA Region election information for candidates to serve on ACWA Region Board.

ADJOURNMENT OF
MEETING

There being no further business, it was moved by President Boston to adjourn the meeting. The regular meeting of the PID Board of Directors was adjourned at 9:12 p.m.


Georgeanna Borrayo, Secretary


Dan Hansen, Vice President