

MINUTES  
REGULAR MEETING  
BOARD OF DIRECTORS  
PARADISE IRRIGATION DISTRICT  
MAY 19, 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, and President Shelby Boston

ROLL CALL

BOARD MEMBERS ABSENT: Director Brian Shaw

STAFF PRESENT: District Manager Tom Lando, Assistant District Manager Mickey Rich, Treasurer Ross Gilb, Accounting Technician Miranda Hillskemper, and Secretary Georgeanna Borrayo

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

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

PUBLIC PARTICIPATION

Board members reviewed consent calendar items as follows:

- 3.a. Approval of Meeting Agenda Order
- 3.b. Approval of Minutes: Regular Meeting of April 21, 2021

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

President Boston requested tabling agenda item 8 under Unfinished Business – Revision to Policy & Procedures, Chapter 7.7.3 Discontinued Service, to provide further review and evaluate rate alternatives.

It was moved by Director Hinman and seconded by Director Sulik to approve the consent calendar as amended.

AYES: Directors Hinman, Hansen, Sulik, and Boston

NOES: None

ABSENT: Director Shaw

**Motion passes 4-0**

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. On May 7, 2021, Paradise Irrigation District received a determination from FEMA which denied the District's 428 Determination Appeal to have the water mainline, service laterals, and water meter replacement projects included in the Stafford's Act Section 428 Public Assistance process. Additional options and funding considerations are being coordinated which includes the District's application package under Additional Supplemental Appropriations for Disaster Relief (ASADRA) funding. **Information item only; no Board action taken.**

UPDATE FROM  
APTIM RE: PUBLIC  
ASSISTANCE &  
DISASTER  
RECOVERY  
MANAGEMENT  
SERVICES  
(Item 4)

ACCEPTANCE OF  
TREASURER'S  
REPORT FOR  
PERIOD ENDING  
APRIL 30, 2021  
(Item 5.a.)

Board members reviewed a written Treasurer's Report from Treasurer Ross Gilb for the period ending April 30, 2021 highlighting the District's cash position, debt service analysis, operational overview, and recovery funding.

It was moved by Director Hansen and seconded by Director Hinman to accept the Treasurer's Report for the period ending April 30, 2021.

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

**Motion passes 4-0**

EXPENSE  
APPROVAL  
REPORT  
APPROVED  
(Item 5.b.)

Board members reviewed accounts payable expense reports for the month of April 2021. It was moved by Director Hansen and seconded by Director Sulik to approve General Fund Check Numbers 56157 through 56260 for the month of April 2021 totaling \$883,521.57, exclusive of voided check numbers 56175 and 56258, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of May 2021.

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

**Motion passes 4-0**

DISTRICT  
MANAGER AND  
STAFF/ENGINEER-  
ING REPORT  
INFORMATIONAL  
UPDATES (Item 6)

Board members received written staff report updates from Customer Service, Field Operations, and Water Treatment Plant. District Manager Tom Lando provided additional information reporting: 1) Agenda item 8 in reference to Chapter 7.7.3 Discontinued Service was tabled this evening following discussions with legal counsel to consider receiving proposals to conduct a financial analysis of the District's operating costs; 2) All Employee Meeting held May 18 to provide informational updates to staff; 3) Paradise Community Drinking Water Supply Options Study Project regarding options identification and timeline; and 4) Tuscan Ridge Conceptual Site Layout.

Engineering consultants Sami Kader and Colleen Boak with Water Works Engineers provided an overview of information presented in reports included in the Board packet regarding the Water Supply Recovery Program and status of engineering support services to the Paradise Irrigation District. **Information updates only; no Board action taken.**

COMMITTEE  
REPORTS  
(Item 7.a., b. & c.)

Community Relations Committee: Director Sulik reported discussion at the May 4th committee meeting included an update on community relations activities, development of a Customer Service Survey Form, and communications inviting the public to visit the PID Demonstration Garden. The next meeting will be held on June 1, 2021 at 8:00 a.m.

Ad Hoc Customer Recovery Support Committee: Assistant District Manager Mickey Rich provided an update on the committee meeting held May 13<sup>th</sup>. Committee members discussed the Discontinuance Policy which has been tabled on the agenda this evening. Discussion regarding services on merged parcels and properties that are currently unserviceable has been postponed until a future committee meeting.

Finance Committee: Director Hinman commented on the May 14<sup>th</sup> committee meeting, noting business included: 1) Budget discussion for fiscal year 2021-2022; 2) Review of proposals received from accounting firms to audit the District's financial statements; and 3) Review of Request for Proposals for distribution to consider external investment advisor services.



Unfinished Business: Revision to PID Policy & Procedures, Chapter 7.7.3 Discontinued Service: Discussion on Agenda item 8.a. tabled as recommended at the beginning of the meeting under 3.a. – Approval of Agenda meeting order.

UNFINISHED  
BUSINESS:  
(Item 8.a. Tabled)

Consultant Colleen Boak with Water Works Engineers reported four proposals were received in response to the Request for Proposals circulated on March 26, 2021, for construction services to assist the District with the installation of service laterals, meters, and backflow devices throughout Paradise to return Paradise Irrigation District to fully metered service.

NEW BUSINESS:

It was moved by Director Sulik and seconded by Director Hansen to accept the bid from RCI Engineering for a not-to-exceed cost of \$15,751,725.00 and authorize the District Manager to execute the construction agreement for the District. Additionally, authorize a 10% (\$1,575,172.50) contingency budget for the project at the discretion of the District Manager.

CONTRACT FOR  
CONSTRUCTION  
SERVICES –  
METER  
INSTALLATION &  
SERVICE LATERAL  
PHASE 2 PROJECT  
(Item 9.a.)

AYES: Directors Hinman, Hansen, Sulik, and Boston

NOES: None

ABSENT: Director Shaw

**Motion passes 4-0**

Consultant Sami Kader with Water Works Engineers reported the primary purpose of the proposed project and action is to replace the fire damaged Reservoir B with two steel tanks, as well as other project recovery actions including the Almond Street main replacement, service lateral replacements, meter replacements, and main replacements. The Initial Study/Mitigated Negative Declaration (IS/MND) was made publicly available from April 12, 2021 to May 12, 2021 for the required 30-day Public Scoping review period under California Environmental Quality Act (CEQA). No comments were submitted during the 30-day review process.

RESERVOIR B  
REPLACEMENT  
PROJECT – CEQA

RESOLUTION NO.  
2021-05 ADOPTING  
AN IS/MND IN  
ACCORDANCE  
WITH CEQA  
(Item 9.b.)

It was moved by Director Hinman and seconded by Director Sulik to adopt Resolution No. 2021-05 adopting an Initial Study/Mitigated Negative Declaration in accordance with the California Environmental Quality Act for the Water System Recovery and Reservoir B Replacement Project and adopting a Mitigation Monitoring and Reporting Program. Directors' votes were polled as follows by roll call:

AYES: Directors Hinman, Hansen, Sulik, and Boston

NOES: None

ABSENT: Director Shaw

**Motion passes 4-0**

Staff provided an overview regarding backflow device purchases, reporting customers who needed water prior to the metering project purchased backflow prevention devices from PID on the basis that if FEMA funding were available, the cost for that purchase would be reimbursed.

ACCOUNT CREDIT  
AUTHORIZATION  
FOR BACKFLOW  
DEVICE  
PURCHASE  
(Item 9.c.)

In March 2021, 2,638 letters were sent to customers who purchased and had PID install the backflow prevention device. The letter indicates PID will credit the utility account the cost of the device purchase and requires the customer to opt-in to PID maintenance costs for the annual backflow maintenance. Legal Counsel has confirmed the current account holder would be eligible for this credit.

It was moved by Director Sulik and seconded by Director Hinman to authorize the issuance of customer account credits ranging from \$380.85 to \$791.37 for a not-to-exceed dollar amount of \$1,006,326.00 for purchase of backflow prevention devices expiring September 30, 2021.

CONTINUED –  
(Item 9.c.)

AYES: Directors Hinman, Hansen, Sulik, and Boston  
NOES: None  
ABSENT: Director Shaw  
**Motion passes 4-0**

ANNUAL AUDITING  
SERVICES  
(Item 9.d.)

Staff provided a written summary of the proposals received from seven firms to provide annual auditing services. It was moved by Director Hansen and seconded by Director Hinman to accept the proposal from Fechter and Company for auditing services for fiscal years 2020-21 through 2022-23, for a not-to-exceed amount of \$57,309 and direct the District Manager to execute the professional services agreement following review by Legal Counsel.

AYES: Directors Hinman, Hansen, Sulik, and Boston  
NOES: None  
ABSENT: Director Shaw  
**Motion passes 4-0**

CONFIRMATION  
OF WISE WATER  
USE  
REGULATIONS  
(Item 9.e.)

Staff reported as part of Paradise Irrigation District's approach to discouraging water waste, the 2015 version of the District's Urban Water Management Plan states the Board of Directors shall confirm the permanent wise water use regulations annually. Wise Water Use Regulations with suggested amendments are provided for Board consideration. President Boston suggested revisiting the Wise Water Use Regulations when the District returns to metered service to discuss reinstating language pertaining to a Wasteful Use Fee.

It was moved by Director Hinman and seconded by Director Sulik to confirm the District's Wise Water Use Regulations as presented.

AYES: Directors Hinman, Hansen, Sulik, and Boston  
NOES: None  
ABSENT: Director Shaw  
**Motion passes 4-0**

MEETINGS OF THE  
BOARD OF  
DIRECTORS –  
REGULARLY  
SCHEDULED  
MONTHLY  
MEETING  
(Item 9.f.)

Director Sulik reported requesting this agenda item to discuss interest in holding two of the regularly scheduled monthly meetings of the Board of Directors during business hours. One meeting may coincide with the Budget in June, and one in December around the timeframe of the Employee Safety Awards luncheon and Mid-Year Budget Review. A meeting time of 8:30 a.m. was suggested for the proposed day meetings. Direction was given to staff to prepare a Resolution as required by law for consideration at the June Board meeting. The change shall not be effective until the resolution proposing it has been published once a week for two successive weeks in a newspaper published in the office county. **Direction given to staff.**

DIRECTORS'  
COMMENTS  
(Item 10)

Director Hansen commented he enjoyed talking to the employees during the All-Employee Meeting and emphasized employees are welcome to contact the Board at any time.

Director Sulik commented on recent communications from FEMA to deny certain recovery funding requests and how important this funding is to the recovery efforts.

Director Hinman thanked everyone for their participation this evening and suggested a campaign to have the public contact their legislative representatives for support.

President Boston echoed the statements made by each director and expressed appreciation to staff for their hard work.



President Boston announced the Board will adjourn to closed session to discuss agenda items 11.a. through 11.c. As there were no comments received, the Board adjourned to closed session at 8:09 p.m. to discuss the following:

CLOSED SESSION  
(Items 11.a. – 11.c.)

- a. 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 the District's Labor Negotiator.*

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

*Closed Session Announcement: Direction has been given to the District's Labor Negotiator.*

- c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957(b). All District employees.

*Closed Session Announcement: Direction has been given to the District Manager.*

#### RETURN TO OPEN SESSION:

President Boston reconvened the regular meeting at 8:38 p.m. and provided closed session announcement information regarding agenda items 11.a., 11.b., and 11.c. as listed in italicized print under each closed session item above.

CLOSED SESSION  
ANNOUNCEMENT  
(Item 12)

President Boston reported the Board will consider terms and conditions of an employment agreement with Miranda Hillskemper. The Board of Directors is recommending the approval of the Finance & Accounting Manager's Agreement effective May 19, 2021 with a salary of \$65,000 per annum, payable in installments at the same time as other employees of the District are paid and subject to customary withholdings. The District Manager may recommend that the Board consider subsequent salary increases in 12 month intervals for 24 months. If Employee is terminated other than for cause, District agrees to pay Employee a cash severance payment equal to one (1) month base salary.

FINANCE &  
ACCOUNTING  
MANAGER –  
EMPLOYMENT  
AGREEMENT  
APPROVED  
(Item 13)

The Finance and Accounting Manager will receive the same benefits as provided to District management employees as set forth in the Rules and Regulations Governing Employment Conditions, Salaries and Benefits for Employees in the Management Unit and includes holidays, sick leave, vacation leave, retirement benefits and payments, health insurance, vision insurance, dental insurance, disability insurance, and life insurance. District and Employee acknowledge an agreement for negotiation of terms and conditions of Employment Agreement upon Employee obtaining (CPA) license.

Following an opportunity for questions and comments by members of the Board and the public, President Boston called for a roll call vote to approve the Employment Agreement with Miranda Hillskemper. Directors' votes were polled as follows:

AYES: Directors Hinman, Hansen, Sulik, and Boston

NOES: None

ABSENT: Director Shaw

**Passes 4-0**

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 8:43 p.m.

  
Georgeanna Borrayo, Secretary

  
Shelby Boston, President