

MINUTES  
REGULAR MEETING  
BOARD OF DIRECTORS  
PARADISE IRRIGATION DISTRICT  
JULY 20, 2022

The regular meeting of the Board of Directors of the Paradise Irrigation District (PID) was called to order at 6:38 p.m. by President Shelby Boston, followed by the Pledge of Allegiance to the Flag of the United States of America.

OPENING

**BOARD MEMBERS PRESENT:** Directors Bob Matthews, Alan Hinman, Vice President Marc Sulik and President Shelby Boston (Directors Sulik and Boston participating remotely via the Zoom meeting platform).

ROLL CALL

**BOARD MEMBERS ABSENT:** Division 1 director seat vacant following the resignation of Brian Shaw effective June 17, 2022.

**STAFF PRESENT:** District Manager Tom Lando, Assistant District Manager Mickey Rich, Finance & Accounting Manager & Treasurer Brett Goodlin, District Engineer Blaine Allen, Administrative Assistant Sarah Fenton, and Secretary Georgeanna Borrayo

**ALSO PRESENT:** Consultants Sami Kader, Colleen Boak, and Esmeralda Diego with Water Works Engineers, Nicole Maddox with APTIM, and members of the public.

It was moved by Director Hinman and seconded by Director Matthews to adopt Resolution No. 2022-11; a resolution of the Board of Directors of the Paradise Irrigation District re-authorizing remote meetings consistent with AB 361. Directors' votes were polled as follows by roll call:

RESOLUTION NO.  
2022-11 ADOPTED  
RE-AUTHORIZING  
REMOTE  
MEETINGS  
CONSISTENT WITH  
AB 361  
(Item 2)

**AYES:** Directors Matthews, Sulik, Hinman, and Boston

**NOES:** None

**ABSENT:** Division 1 Director Seat Vacant

**Motion passes 4-0**

James Noble of Noble Orchards commented on receiving an information only billing, indicating there appears to be an increase in the irrigation rate. District Manager Tom Lando indicated staff will examine the informational billing he received as there is likely an error. Water rates remain the same as they were before the 2018 Camp Fire.

PUBLIC  
PARTICIPATION  
(Item 3)

President Boston announced the closed session item listed as 4.a., PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957 (b)), Office Manager, has been removed. No discussion will be held.

CLOSED SESSION  
ITEM REMOVED  
(Item 4.a.)

Board members reviewed consent calendar items as follows:

- 6.a. Approval of Meeting Agenda Order
- 6.b. Approval of Minutes – Special Meeting of May 18, 2022
- 6.c. Approval of Minutes – Special Meeting of June 15, 2022
- 6.d. Approval of Minutes – Regular Meeting of June 15, 2022
- 6.e. Approval of Minutes – Special Meeting of June 27, 2022

CONSENT  
CALENDAR  
APPROVED  
(Item 6.a. – 6.i.)

CONTUNUED –  
CONSENT  
CALENDAR  
APPROVED

- 6.f. Approval to Authorize Allocation of Cash Funds through Credit Card Cash Back Awards.
- 6.g. Approval to Authorize Purchase – Upgrades for Operating System & Software Expenditures.
- 6.h. Approval to Authorize – Backflow Tester to Test Approximately 1,200 Devices.
- 6.i. Approval to Adopt Resolution No. 2022-13 – Amendment to Appendix of Designated Positions under PID's Conflict of Interest Code.

It was moved by Director Hinman and seconded by Director Matthews to approve the Consent Calendar as presented. Directors' votes were polled as follows by roll call:

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

ACCEPTANCE OF  
TREASURER'S  
REPORT FOR  
PERIOD ENDING  
JUNE 30, 2022  
(Item 7.a.)

Board members reviewed a written Treasurer's Report presented by Finance & Accounting Manager Brett Goodlin for the period ending June 30, 2022, highlighting the district's cash position, debt service analysis, operational overview, and recovery funding.

It was moved by Director Sulik and seconded by Director Hinman to accept the Treasurer's Report for the period ending June 30, 2022, as presented.

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

EXPENSE  
APPROVAL  
REPORT FOR THE  
MONTH OF JUNE  
2022 (Item 7.b.)

Board members reviewed accounts payable expense reports for the month of June 2022. It was moved by Director Matthews and seconded by Director Hinman to approve payments by check in the amount of \$1,335,218.31 representing check numbers 57681 through 57688 and electronic payments of \$528,451.04 by EFT for the month of June 2022 totaling \$1,863,669.35, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of July 2022.

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

UNFINISHED  
BUSINESS (Item 10)

No unfinished business to report.

NEW BUSINESS:  
(Items 11.a – 11.m.)

President Boston announced the Board will now move to New Business to address agenda items 11.a. through 11.m. If the Board desires, informational committee reports listed under agenda item 9 may be provided at the conclusion of New Business.

INVESTMENT  
ADVISORY  
SERVICES –  
CONTRACT  
AUTHORIZATION  
(Item 11.a.)

Staff reported on May 18, 2022, the District issued a request for proposals for investment advisory services with a due date of June 24, 2022. Six proposal responses were received and reviewed by staff and the Finance Committee. The suggested form of motion is based on the committee's recommendation.



It was moved by Director Hinman and seconded by Director Matthews to authorize a contract with Meeder Public Funds, Inc. and authorize the District Manager to execute an agreement for this contract assignment.

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant  
**Motion passes 4-0**

CONTINUED –  
CONTRACT  
AUTHORIZATION  
FOR INVESTMENT  
ADVISORY  
SERVICES  
AWARDED TO  
MEEDER PUBLIC  
FUNDS, INC.

Consultant Sami Kader with Water Works Engineers reported the District received five proposals in response to the Request for Proposals circulated on May 19, 2022 for a public works project consisting of the construction of two 1.5-million-gallon bolted steel tanks to replace an earth embankment lined reservoir – Reservoir B that was damaged by the Camp Fire in 2018.

CONTRACT FOR  
CONSTRUCTION  
OF RESERVOIR B  
REPLACEMENT  
PROJECT  
(Item 11.b.)

The District is expecting grant funds for this project from the State Water Board (SWB) which was applied for under the Additional Supplemental Appropriation for Disaster Relief Act (ASADRA). The SWB has committed in writing that all expenditures after November 1, 2021, will be grant reimbursable. An agenda item authorizing the Drinking Water Construction Grant Agreement between PID, and the State Water Board will be considered this evening under new business item 11.j.

Staff recommends awarding the project to the lowest responsive, responsible bidder, Myers and Sons Construction, LLC.

It was moved by Director Matthews and seconded by Director Sulik to accept the bid from Myers & Sons Construction, LLC for a not-to-exceed cost of \$7,916,000.00 and authorize the District Manager to execute the construction agreement for the District. Additionally, authorize a 10% (\$792,000) contingency budget for the project at the discretion of the District Manager.

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant  
**Motion passes 4-0**

Staff confirmed in November 2021 the District issued a Request for Proposals for licensed real estate services to analyze District properties and make a presentation regarding the value and salability of these properties. In January 2022 the Board authorized entering into an agreement with Gregg Mowers for real estate services.

PID-OWNED  
PROPERTIES –  
POTENTIAL  
SURPLUS  
(Item 11.c.)

Gregg Mowers presented his findings resulting from his research and market analysis of the PID-Owned properties. Mr. Mowers noted the vast majority of PID properties are roads or other easements and even if they were marketable by acreage, the property shape makes these properties unbuildable. An analysis of the two developed properties on Clark Road considered factors such as deferred maintenance, current market value, and net positive income to the District as rental properties. Based on these considerations, he would not recommend selling at this time.

President Boston recommended developing a strategy to address deferred maintenance on the two Clark Road rental properties. **No board action taken to surplus properties; direction provided to staff.**

METER  
REPLACEMENT  
PROJECT –  
CONTRACT  
AMENDMENT NO. 1  
WITH ZENNER USA  
(Item 11.d.)

Colleen Boak with Water Works Engineers reported the original contract with Zenner USA was awarded by the Board in September 2020 to provide equipment and associated professional support services for contractor installation of meters at 4,500 locations. Overall, demand for water service has exceeded the District's expectations during the course of the Meter Installation & Service Lateral Replacement (MISLR) Project and at the April 2022 Board of Directors meeting, the Board approved an expansion of the quantities within the MISLR project to accommodate an additional 25% capacity for installations. In order to support the expansion, staff recommends the board approve the proposed Amendment 1 to the contract with Zenner USA, as well as an additional 10% contingency.

It was moved by Director Sulik and seconded by Director Hinman to authorize the District Manager to execute a contract amendment with Zenner USA not to exceed \$321,612.41. Additionally authorize 10% contingency funding for this project expansion totaling \$32,161.00 to be executed at the discretion of the District Manager or his designated representative as needed.

AYES: Directors Matthews, Sulik, Hinman, and Boston

NOES: None

ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

LETTER OF MERIT  
REJECTION RE:  
CLAIM FOR  
DAMAGES FOR  
6468 DORA LEE  
LANE, PARADISE  
(Item 11.e.)

Staff reported the recommendation for claim denial is based on PID Policy Limits of Liability under Chapter 6 of the PID Policy and Procedures Manual. In order to forward the claim to the District's insurance carrier, ACWA/Joint Powers Insurance Authority for processing, the District must formally "reject" the claim at its level.

It was moved by Director Hinman and seconded by Director Matthews to reject the customer claim submitted by Karen Angus for water filter installation and replacement for 6468 Dora Lee Lane and approve the letter of merit rejection for submittal to ACWA Joint Powers Insurance Authority to process and respond to the claim.

AYES: Directors Matthews, Sulik, Hinman, and Boston

NOES: None

ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

RESOLUTION NO.  
2022-12 ADOPTED  
TRANSMITTING  
DELINQUENT  
WATER CHARGES  
TO BUTTE  
COUNTY  
(Item 11.f.)

Sections 25806 and 25807 of the California Water Code provide the authority to add certain unpaid charges to the District's assessment roll and to become part of the annual secured property tax roll levied upon the land in which the charges are unpaid.

It was moved by Director Sulik and seconded by Director Hinman to adopt Resolution No. 2022-12 transmitting delinquent water charges to the County of Butte to place on the 2022-2023 secured property tax roll.

AYES: Directors Matthews, Sulik, Hinman, and Boston

NOES: None

ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

PID POLICY  
AMENDMENT TO  
CHAPTER 12 –  
PROCUREMENT  
POLICY (Item 11.g.)

Assistant District Manager Mickey Rich presented proposed amendments to the District's Procurement Policy in reference to Chapter 12, section 12.2.2 – Competitive Process. Due to global supply chain issues, the proposed amendment would include language to authorize the District Manager to approve purchases for equipment and vehicles within the Board approved budgeted amount for such items after receiving multiple quotes.



It was moved by Director Hinman and seconded by Director Sulik to approve the proposed amendments to the Paradise Irrigation District Policy and Procedures Manual, Chapter 12 – Procurement Policy.

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

Staff reported the Administration & Personnel Committee met on Friday, July 8<sup>th</sup> to review the proposed nomination process for filling of vacancies on the Board of Directors and discuss potential interview questions. No additional changes to Chapter 2.4.B. were recommended by the committee. Board members further concurred with the questions outlined in the memo for use at the upcoming special meeting to consider candidates for the Division 1 director vacancy.

It was moved by Director Hinman and seconded by Director Matthews to adopt the revisions to Chapter 2.4 – Vacancies in Board of Directors under the District's Policy and Procedures Manual, Chapter 2, Directors and Officers.

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

Assistant District Manager Mickey Rich reported the Board previously approved a rate mechanism to allow customers to pay for the active rate on months when water is used, and to pay the ready-to-serve rate on months where water is not used. This rate is designed for emergency, occasional use only, for a property that is vacant and has no regular water use. Staff recommends reducing the water-use trigger for billing the active rate from 100 cubic feet of water to 1 cubic foot of water.

It was moved by Director Hinman, seconded by Director Sulik to approve the amendments to the billing mechanism to allow occasional use on a ready-to-serve meter.

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

District Engineer Blaine Allen reported this agenda item is for informational purposes and no action is required. Per the approved budget for capital improvement projects, a Request for Proposal (RFP) for engineering design has been created for the design of new equalizer tanks to be located at the Water Treatment Plant. The RFP is currently under review by legal counsel. The goal is to present a recommendation for contract award with an engineering firm at the September Board meeting. **Informational item only; no Board action taken.**

Consultant Sami Kader with Water Works Engineers reported in January 2021, the District submitted an application for a Grant from the California Water Resources Control Board ("State Water Board") under the Additional Supplemental Appropriation for Disaster Relief Act (ASADRA) Program. The application has resulted in a Drinking Water Construction Grant offer from the State Water Board. The total grant value is \$23,367,540.00.

CONTINUED – PID  
POLICY  
AMENDMENT TO  
CHAPTER 12 –  
PROCUREMENT  
POLICY  
APPROVED

POLICY  
AMENDMENT TO  
CHAPTER 2.4 –  
VACANCIES IN  
BOARD OF  
DIRECTORS:  
PROPOSED  
NOMINATION  
PROCESS  
(Item 11.g.2)

AMENDMENT TO  
OCCASIONAL USE  
METERING  
MECHANISM  
(Item 11.h.)

WATER  
TREATMENT  
PLANT EQUALIZER  
TANKS (Item 11.i.)

RESOLUTION NO.  
2022-14 ADOPTED  
AUTHORIZING THE  
DRINKING WATER  
CONSTRUCTION  
GRANT  
AGREEMENT

CONTINUED –  
AUTHORIZING  
RESOLUTION NO.  
2022-14 FOR THE  
DRINKING WATER  
CONSTRUCTION  
GRANT  
AGREEMENT  
(Item 11.j.1)

It was moved by Director Matthews and seconded by Director Hinman to adopt Resolution No. 2022-14 authorizing the Drinking Water Construction Grant Agreement D2102049 between Paradise Irrigation District and the State Water Resources Control Board and authorizing designation of representatives to sign and file, for and on behalf of the District. Directors' votes were polled as follows by roll call:

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

APPROVAL OF  
DRINKING WATER  
CONSTRUCTION  
GRANT  
AGREEMENT  
D2102049  
(Item 11.j.2)

It was moved by Director Sulik and seconded by Director Matthews to authorize the District Manager to enter into an Agreement with the California State Water Resources Control Board for a Drinking Water Construction Grant number D2102049 in the amount of approximately \$23.4M subject to legal review.

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

PRIVATE  
PIPELINES  
(Item 11.k.)

District Engineer Blaine Allen provided a memo to the Board regarding private pipelines within the District's system, indicating there are currently 34 private pipelines in the distribution system. The existence of private pipelines continues to create service challenges, noting as private pipelines age they develop leaks, and the water losses are unmetered, creating water loss for the District in the future.

It was moved by Director Hinman and seconded by Director Sulik to authorize staff to work with legal counsel to create a path moving forward to bring the private pipelines into our system or to be able to abandon under advisory private pipelines.

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

PID FINANCIAL  
DETAIL PLAN  
REPORT FOR  
FISCAL YEAR 2022-  
2023 ACCEPTED  
(Item 11.l.)

Finance & Accounting Manager Brett Goodlin reported the financial detail report presented in the agenda packet further outlines background information and detail in support of the budgeted plan adopted at the June 15, 2022 Board of Directors meeting.

Following review and opportunity for questions, it was moved by Director Hinman and seconded by Director Matthews to accept the detailed report of the Paradise Irrigation District Financial Plan for fiscal year 2022-2023.

AYES: Directors Matthews, Sulik, Hinman, and Boston  
NOES: None  
ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

CONTRACT  
EXTENSION –  
AMENDMENT 3  
WITH APTIM  
(Item 11.m.)

Assistant District Manager Mickey Rich reported on July 21, 2021 the Board of Directors authorized Amendment No. 2 to the Professional Services Agreement with APTIM to provide post-fire disaster Public Assistance and Disaster Recovery Management Services. The term of this contract extension expires July 25, 2022. The request presented is for a 45 day extension.



The District is currently seeking Request for Proposals for continuation of professional services regarding the process of the acquisition and management of disaster recovery grant funding, as well as grant funding for small, rural utility districts. Recommendation for award is planned for the August Board of Directors meeting.

CONTINUED -  
CONTRACT  
EXTENSION –  
AMENDMENT 3  
WITH APTIM  
APPROVED  
(Item 11.m.)

It was moved by Director Hinman and seconded by Director Sulik to authorize contract extension amendment No. 3 with APTIM Environmental & Infrastructure, LLC to provide continuation of FEMA consulting work, including grant and program management services through September 14, 2022.

AYES: Directors Matthews, Sulik, Hinman, and Boston

NOES: None

ABSENT: Division 1 Director Seat Vacant

**Motion passes 4-0**

Board members reviewed written Staff and Consultant Report updates provided in the agenda packet. Consultant Nicole Maddox with APTIM Environmental & Infrastructure provided an update regarding Public Assistance and Disaster Recovery Management Services in support of the recovery efforts relating to each FEMA project water system component. To date, total recovery project costs are approximately \$10 million dollars. The local cost share is running at about \$323,000.00 for Paradise Irrigation District.

INFORMATIONAL  
PID STAFF &  
CONSULTANT  
REPORT UPDATES  
(Item 8.a. to 8.h.)

Director Hinman: Thanked Gregg Mowers for his update regarding PID-Owned properties, and acknowledged Water Works Engineers and APTIM for their hard work.

DIRECTORS'  
COMMENTS  
(Item 12)

Director Sulik: Expressed appreciation to the PID Committees for their recent support and work.

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 7:44 p.m.

ADJOURNMENT OF  
MEETING

  
Georgeanna Borrayo, Secretary

  
Shelby Boston, President