

MINUTES  
REGULAR MEETING  
BOARD OF DIRECTORS  
PARADISE IRRIGATION DISTRICT  
OCTOBER 19, 2022

The regular meeting of the Board of Directors of the Paradise Irrigation District (PID) was called to order at 6:31 p.m. by President Shelby Boston followed by an announcement regarding Operation Greenlight to recognize and honor members of the U.S. Armed Forces during the month of November by displaying green light bulbs in your house and in outdoor light fixtures to show support. Announcement followed by The Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS PRESENT: Directors Bob Matthews, Alan Hinman, Chris Rehmann, Vice President Marc Sulik and President Shelby Boston

ROLL CALL

BOARD MEMBERS ABSENT: None

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

ALSO PRESENT: Consultant Sami Kader, Colleen Boak and Esmeralda Diego with Water Works Engineers, Nicole Maddox with APTIM (joining remotely), and members of the public

Public Member Loren Harvey commented on installation of the new metering system that was destroyed in the 2018 Camp Fire and voiced his disappointment that as meters are being installed throughout Paradise, some customers will begin to be billed for water consumption before others and he feels this is unfair.

PUBLIC  
PARTICIPATION  
(Item 2)

Board members reviewed consent calendar items as follows:

- 3.a. Approval of Meeting Agenda Order
- 3.b. Approval of Minutes – Regular Meeting of September 21, 2022
- 3.c. Approval of ACWA Invoice – 2023 Annual Agency Member Dues

APPROVAL OF  
CONSENT  
CALENDAR  
(Item 3.a. - 3.c.)

It was moved by Director Sulik and seconded by Director Hinman to approve the Consent Calendar as presented.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

Board members reviewed a written Treasurer's Report prepared by Finance & Accounting Manager Brett Goodlin for the period ending September 30, 2022, highlighting the District's cash position, debt service analysis, operational overview, and status of the annual financial audit.

ACCEPTANCE OF  
TREASURER'S  
REPORT FOR  
PERIOD ENDING  
SEPT. 30, 2022  
(Item 4.a.)

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

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

EXPENSE  
APPROVAL  
REPORT FOR THE  
MONTH OF  
SEPTEMBER 2022  
APPROVED (Item  
4.b.)

Board members reviewed accounts payable expense reports for the month of September 2022. It was moved by Director Hinman and seconded by Director Sulik to approve payments by check in the amount of \$1,710,271.69 representing check numbers 57761 through 57770 and electronic payments of \$1,399,945.62 by EFT for the month of September 2022 totaling \$3,110,217.31, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of October 2022.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

PID STAFF &  
CONSULTANT  
REPORT UPDATES  
(Item 5.a. – 5.h.)

Board members reviewed written Staff and Consultant Report updates provided in the agenda packet. Discussion included information reported in the Water Treatment Plant Report regarding the forest walk with the Butte Fire Safe Council (BFSC). Manager Tom Lando indicated staff will follow up with (BFSC) regarding progress on preparations of a plan for the ridge regarding vegetation management and will provide an update to the Board when this information is available.

Engineering consultants with Water Works Engineers highlighted information presented in a written Water Supply Recovery Program Update regarding: Metered Interim Water Service, Meter Installation and Service Lateral Replacement Program, Main Replacement Program, and progress on the Reservoir B Replacement Project.

Consultant Nicole Maddox with APTIM Environmental & Infrastructure provided a verbal update regarding Post-Fire Disaster Public Recovery and noted she is working with staff on information relating to grant cost recovery tracking.

COMMITTEE  
REPORTS  
(Item 6.a.)

Administration & Personnel Committee: Chairperson Shelby Boston reported discussion at the October 19<sup>th</sup> meeting pertained to proposed staffing plan updates. Direction has been provided to staff and will be brought back to the full Board for consideration. Board members concurred to hold a special meeting for review of proposed staffing changes.

UNFINISHED  
BUSINESS –  
MUNICIPAL  
SERVICE REVIEW  
UPDATE:

District Manager Tom Lando reported the purpose of this agenda item is to allow the District to proceed with an update of the District's existing Municipal Service Review (MSR), which was approved by the Butte Local Agency Commission (LAFCo) in 2006. The process involves contracting with a consultant to perform the review and authorizing the District Manager to sign a Letter Agreement with LAFCo.

LETTER  
AGREEMENT WITH  
BUTTE LAFCO  
APPROVED  
(Item 7.a.1.)

It was moved by Director Hinman and seconded by Director Matthews to authorize the District Manager to sign a Letter Agreement with the Butte Local Agency Formation Commission for the Paradise Irrigation District Municipal Service Review update.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**



It was moved by Director Sulik and seconded by Director Hinman to authorize the District Manager to enter into an agreement with SWALE, Inc. for services to support the District in addressing a Municipal Service Review for a cost not to exceed \$23,000.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

Director Sulik recommended a meeting with the consultant, SWALE, Inc., prior to having a joint meeting with the Butte Local Agency Formation Commission. District Manager Tom Lando confirmed this can be arranged with the consultant.

District Engineer Blaine Allen provided an update relating to damage and efforts of PID crews to restore water following the damage sustained to the water main on Skyway on September 14, 2022, which resulted in a loss of approximately two million gallons of water. PID is in the process of finalizing expenses to submit a claim and invoice to Knife River Construction.

Additional discussion included a suggestion to upload information to the District's website relating to the water main damage with pictures of the excavation and repair process, and special recognition for staff members at the December Board of Directors meeting.

District Engineer Blaine Allen reported issuing a Request for Proposal on August 24, 2022 for professional services to conduct an engineering study, design environmental analysis, and permitting for two new wash water equalization tanks at the Water Treatment Plant. One proposal was submitted for the engineering design of this project by Water Works Engineers for a total cost of \$236,929.

It was moved by Director Sulik and seconded by Director Hinman to authorize approval for the District Manager to enter into an agreement with Water Works Engineers for the design of the water treatment plant equalizer tanks not to exceed \$236,929.00, and additionally authorize a 15% contingency budget of \$35,539.00 for this project at the discretion of the District Manager.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

District Manager Tom Lando indicated the proposed amendment with Water Works Engineers will allow for continuation of the services being provided under the original Agreement through December 31, 2023, as well as additional scope of services. \$427,528 of the contract for overall program management has a low-to-moderate chance of FEMA reimbursement and may need to be covered by the District, but the District will diligently seek reimbursement from FEMA.

It was moved by Director Hinman and seconded by Director Sulik to authorize approval of Amendment 6 and direct Staff to increase Water Works Engineers contract not-to-exceed amount by \$3,399,800 to a total contract to date of \$10,770,424 for disaster recovery engineering services being provided under the original Agreement dated March 14, 2019.

CONTINUED –  
UNFINISHED  
BUSINESS:

AGREEMENT  
AUTHORIZATION –  
SWALE, INC.  
PROPOSAL FOR  
MUNICIPAL  
SERVICE REVIEW  
ANALYSIS  
APPROVED  
(Item 7.a.2.)

NEW BUSINESS:

DAMAGED WATER  
MAIN – TOP  
SKYWAY ROAD  
REHABILITATION  
PROJECT  
(Item 8.a.)

ENGINEERING  
DESIGN  
PROPOSAL  
APPROVED FOR  
WASH WATER  
EQUALIZER TANKS  
(Item 8.b.)

DISASTER  
RECOVERY  
MANAGEMENT  
SERVICES  
AGREEMENT –  
AMENDMENT 6  
WITH WATER  
WORKS  
ENGINEERS  
APPROVED  
(Item 8.c.)

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

SECURITY  
CAMERA  
PURCHASE  
APPROVED  
(Item 8.d.)

Assistant District Manager Mickey Rich reported the District needs to replace its existing security camera system at the Corporation Yard and District Office and install security cameras at the Water Treatment Plant. \$30,000 is allocated in the IT budget for this project.

It was moved by Director Rehmann and seconded by Director Hinman to authorize approval of the purchase and installation of the proposed security camera system for District facilities from Secure and Alert for a not to exceed amount of \$38,075.00.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

CAPACITY FEE  
STUDY –  
REFERRED TO  
FINANCE  
COMMITTEE FOR  
FURTHER REVIEW  
AND EVALUATION  
(Item 8.e.)

Staff indicated the capacity fee was established in 1989 by the Board of Directors. The Board of Directors adopted a “buy in/equity” calculation that was used to determine the fee. This fee was increased nearly annually through 1996 at which time the ¾” residential meter fee was \$3,256. The next time the capacity fee was revisited was in 2005 using the same calculation basis and the ¾” residential meter fee was set at \$4,376 and has not been updated since. A capacity fee increase was brought to the Board in 2012 but never adopted. Recently, Financial Consultants Bartle Wells updated the study and calculations which determine a \$11,627 fee for the ¾” meter.

Board discussion included concerns that implementation of an increase of this amount could deter the rebuilding process and beyond, and perhaps an amendment to the capacity fee could be phased in. Staff suggested referral to the Finance Committee for further review and evaluation.

It was moved by Director Hinman and seconded by Director Sulik to refer this item to the Finance Committee for further review and to revisit with the Board of Directors in December.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

DISCONTINUANCE  
POLICY  
AMENDMENT,  
CHAPTERS 6.6.1 &  
7.7.3 (Item 8.f.)

REFERRED TO AD  
HOC COMMITTEE  
FOR FURTHER  
EVALUATION

Assistant District Manager Mickey Rich reported this item is presented for consideration as there is a cap in the number of service lateral replacements allowed under FEMA. Because FEMA projects have paid for service lateral replacements since the 2018 Camp Fire, the provisions set forth in the Policy and Procedures manual for charging labor, equipment, material and overhead for reconnection after discontinuance have not been charged to a returning customer.

As the District continues recovery, plan operations going forward, and because of the necessity to quantify the number of service laterals to be replaced by FEMA funds, staff recommends enforcing the recommended policy change as proposed effective immediately.



Board discussion included exploring other funding source options and referral of this policy revision to the committee level for review.

It was moved by President Boston and seconded by Director Hinman to refer review of the Discontinuance Policy Amendment to the Ad Hoc Customer Recovery Support Committee for further evaluation and recommendation.

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

NOES: None

ABSENT: None

**Motion passes 5-0**

Assistant District Manager Mickey Rich reported on September 21, 2022 the Board authorized a contract with CPS HR Consulting for a Salary and Compensation Study. The project total was misstated as it did not include the amounts for the Classification Study, an important component in comparing salaries.

It was moved by Director Hinman and seconded by Director Sulik to authorize an additional \$45,750 for a classification study performed by CPS HR Consulting and authorize the District Manager to execute an agreement for this contract assignment for a total not to exceed cost of \$112,000.00.

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

NOES: None

ABSENT: None

**Motion passes 5-0**

Staff reported the Hazard Mitigation Grant PJ0278 – Magalia Dam Assistance is currently issued for a total of \$2,527,177.58. The first phase of work on this project has been completed with \$331,799.58 in contracted funds expended to date.

The second phase of the project including the remainder of design, environmental permitting, and DSOD compliance was advertised in a Request for Proposal (RFP) published in November 2021. One proposal was received from Slate Geotechnical, reviewed in accordance with the RFP and selected by PID staff. On January 19, 2022, the Board of Directors authorized the District Manager to execute an agreement with Slate Geotechnical contingent upon securing funding. The proposal identified the remaining budget needed to accomplish this work as \$2,195,378, which has since been increased by 8.3% to roughly \$2,377,595, due to the 9-month lag in accepting the proposal delayed by the grant funding increase request.

PID has not received official approval of the grant funding increase request. The District has been advised by Cal OES that this money is available, but they are waiting on FEMA to approve the budget increase. PID staff is proposing approval to proceed with the Magalia Dam Design, adding that without a design that is shovel ready, the project will not be far enough along to be eligible to receive future infrastructure funding.

It was moved by Director Hinman and seconded by Director Matthews to authorize approval for the District Manager to execute the Agreement with Slate Geotechnical as previously authorized without the requirement of securing grant funds.

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

NOES: None

ABSENT: None

**Motion passes 5-0**

CONTINUED –  
DISCONTINUANCE  
POLICY  
AMENDMENT  
REFERRED TO AD  
HOC COMMITTEE  
(Item 8.f.)

CONTRACT  
AUTHORIZATION –  
CLASSIFICATION  
STUDY APPROVED  
(Item 8.g.)

HAZARD  
MITIGATION  
GRANT PJ0278 –  
MAGALIA DAM  
ADVANCE  
ASSISTANCE:  
MAGALIA DAM  
DESIGN  
(Item 8.h.)

DIRECTORS'  
COMMENTS  
(Item 9)

Director Hinman: Expressed appreciation to PID crews and staff for their work to repair damages sustained to the water main on Skyway.

Director Boston: Echoed Director Hinman's comments and thanked District Engineer Blaine Allen for his update regarding excavation and repair efforts to restore water.

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 8:14 p.m.

  
Georgeanna Borrayo, Secretary

  
Marc Sulik, Vice President