

MINUTES  
REGULAR MEETING  
BOARD OF DIRECTORS  
PARADISE IRRIGATION DISTRICT  
OCTOBER 18, 2023

The regular meeting of the Board of Directors of the Paradise Irrigation District (PID) was called to order at 5:30 p.m. by President Shelby Boston followed by an announcement regarding Operation Green Light to show support for veterans by illuminating buildings, porch lights or windows with green light though November 11th. Announcement followed by The Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS PRESENT: Directors Marc Sulik, Elliott Prest, Vice President Bob Matthews, and President Shelby Boston

ROLL CALL

BOARD MEMBERS ABSENT: Director Chris Rehmann

STAFF PRESENT: District Manager Tom Lando, Assistant District Manager Mickey Rich, Finance Manager/Treasurer Brett Goodlin, Administrative Assistant Sarah Fenton, and Secretary Georgeanna Borrayo

ALSO PRESENT: Consultants Sami Kader, Colleen Boak, and Joe Riess with Water Works Engineers, Nicole Maddox and Brandon Kanatani with APTIM Environmental & Infrastructure, and members of the public

Paradise property owner Marianne Scott commented on prior communications with the District wherein she requested a discontinuance of water service for 591 Pearson Road, the former location of Dolly-O-Donuts. Ms. Scott indicated she was not aware of the deadline to discontinue service and would not be rebuilding at this address; adding she feels it is unreasonable to continue to pay for a service she does not plan to use again. Ms. Scott stated she recalled contacting the District via telephone the end of May or early June requesting to discontinue water service and was informed of the deadline. She later wrote a letter to District Manager Tom Lando with a request to terminate water service and received a written response confirming the District's Policy regarding Customer Disconnections of Water Service.

PUBLIC COMMENT  
(Item 2)

District Manager Tom Lando indicated the District will authorize her request for discontinuance of water service for 591 Pearson Road and will contact her to follow up upon review of account information.

Additional customer communication from Robert Herman to the Board of Directors was included in the agenda packet regarding discontinuance of service for 1737 Drayer Drive. No further comments were submitted for the public comment portion of the meeting.

Board members reviewed consent calendar items as follows:

- 3.a. Approval of Meeting Agenda Order
- 3.b. Approval of Minutes – Regular Meeting of September 20, 2023
- 3.c. Approval of Resolution No. 2023-14 Declaring Surplus Property – 1999 Water Truck
- 3.d. Approval of Notice of Completion & Acceptance – Service Lateral Replacement Project for work completed by Sutton Enterprises

APPROVAL OF  
CONSENT  
CALENDAR  
(Item 3.a. to 3.f.)

CONTINUED -  
APPROVAL OF  
CONSENT  
CALENDAR

3.e. Approval of Letter of "Merit Rejection" – Claim for Damages for 612 Circlewood Drive  
3.f. Approval of Employee Awards Recognition: Authorize Employee Safety Awards  
Recognition & Closure of District facilities at 12:00 p.m. on December 14, 2023

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

AYES: Directors Matthews, Sulik, Prest, and President Boston  
NOES: None  
ABSENT: Director Rehmann

**Motion passes 4-0**

ACCEPTANCE OF  
TREASURER'S  
REPORT FOR  
PERIOD ENDING  
SEPT. 30, 2023  
(Item 4.a.)

Board members reviewed a written Treasurer's Report prepared by Finance Manager / Treasurer Brett Goodlin for the period ending September 30, 2023, highlighting the District's cash position, debt service analysis, operational overview, investment income, and update to the Fiscal Year-to-Date Income and Expense Report. In an effort to save paper, Board members concurred the Monthly Investment Report prepared by Meeder Public Funds may be included as a link in the agenda packet.

It was moved by Director Sulik and seconded by Director Prest to approve the Treasurer's Report as presented for the period ending September 30, 2023.

AYES: Directors Matthews, Sulik, Prest, and President Boston  
NOES: None  
ABSENT: Director Rehmann

**Motion passes 4-0**

EXPENSE  
APPROVAL  
REPORT FOR THE  
MONTH OF  
SEPTEMBER, 2023  
(Item 4.b.)

Board members reviewed accounts payable expense reports for the month of September 2023 and concurred the entire list of itemized payments is not necessary to include in the agenda packet. The Expense Report Summary will suffice.

It was moved by Director Prest and seconded by Director Sulik to approve payments consisting of check numbers 58018 through 58034 in the amount of \$450,597.55, and electronic payments of \$1,185,576.33 by EFT for the month of September 2023 for total payments of \$1,636,173.88, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of October 2023.

AYES: Directors Matthews, Sulik, Prest, and President Boston  
NOES: None  
ABSENT: Director Rehmann

**Motion passes 4-0**

CAPITAL ONE  
LOAN STATUS &  
STRATEGY  
(Item 4.c.)

Board members reviewed a written memo from Treasurer Goodlin regarding a recent development concerning the District's outstanding loans and to propose a strategy to address the technical default notification under the terms of our current agreement with Capital One. The specific issue revolves around the stipulation that our net revenues must be at least 1.25 times the annual debt service payments. While the District has substantial cash reserves available in its investment account, these funds are not considered in the loan agreement terms for coverage of debt payments. In light of information received from Capital One, Treasurer Goodlin suggested paying off the balance of this loan with the District's next scheduled loan payment due November 1, 2023.



It was moved by Director Matthews and seconded by Director Sulik to pay off the Capital One loan balance in full as recommended.

AYES: Directors Matthews, Sulik, Prest, and President Boston  
NOES: None  
ABSENT: Director Rehmann

**Motion passes 4-0**

CONTINUED –  
CAPITAL ONE  
LOAN STATUS &  
STRATEGY

Board members reviewed written Staff and Consultant Report updates provided in the agenda packet. Discussion included: 1) Paradise Irrigation District awarded the District Transparency Certificate of Excellence by the Special District Leadership Foundation in recognition of its efforts to promote transparency and good governance; 2) Status update regarding the PID Classification & Compensation Study; 3) Recommendation to submit a letter to the California Public Utilities Commission (CPUC) with respect to the PG&E 2023 General Rate Increase to urge the CPUC to revisit its proposed decisions to scale back PG&E undergrounding efforts; 4) Water Supply Recovery Program Update from Water Works Engineers; and 6) Post Fire Disaster Public Assistance & Recovery Management Services update from Aptim Environmental & Infrastructure.

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

Finance Committee: Director Matthews reported discussion at the October 5th committee meeting included a Year-to-Date Finance Update and Expense Report for September 1 to 30, 2023, which is included in the agenda packet for review under the Treasurer's Update. The next committee meeting will be held on November 2, 2023 at 8:00 a.m.

COMMITTEE  
REPORTS  
(Item 10.a.)

Community Relations Committee: Director Prest indicated discussion at the October 10<sup>th</sup> committee meeting included updates regarding Community Relations Activity, Electronic Sign for PID's Clark Road location, Website Revamp, PID Demonstration Garden, and the 5-Year Camp Fire anniversary.

There was no unfinished business to report.

UNFINISHED  
BUSINESS

Assistant District Manager Mickey Rich reported PID's current website was built in-house and is maintained by PID staff. The website needs continual updating and periodic revamping and requires maintenance by someone with significant technical and programming knowledge. The proposed solution shifts the technical and security risk responsibilities, including ADA compliance, to a third party and allows PID staff to keep the site updated with easy-to-use tools. The District reached out to three firms and received two quotes from Streamline and Civic Plus. Staff is recommending the proposal from Civic Plus.

NEW BUSINESS:

WEB DESIGN &  
HOSTING  
SERVICES  
PROPOSAL  
(Item 8.a.)

If the Board is interested, Civic Plus has offered to add in the ChatBot search engine feature at no cost for the first year. The District has the option to try this feature for the first year and may then decide whether to continue the use of ChatBot.

It was moved by Director Matthews and seconded by Director Sulik to authorize the District Manager to execute an agreement with Civic Plus for Web Design and Hosting for an initial fee not to exceed \$26,281.00, year two at a cost of \$10,500.00 and subsequent annual recurring fees with an annual increase not to exceed 5%.

AYES: Directors Matthews, Sulik, Prest, and President Boston  
NOES: None  
ABSENT: Director Rehmann

**Motion passes 4-0**

JUNE 2024 BOARD  
OF DIRECTORS  
MEETING DATE  
RESCHEDULED  
(Item 8.b.)

Staff reported the regularly scheduled meeting of June 19, 2024, falls on Juneteenth, which is a PID observed holiday. Staff recommends rescheduling the June 2024 meeting to a date near the originally scheduled date.

It was moved by Director Matthews and seconded by Director Prest to approve the regularly scheduled June 2024 Board of Directors meeting be rescheduled to be held on June 17, 2024, at 8:00 a.m.

AYES: Directors Matthews, Sulik, Prest, and President Boston  
NOES: None  
ABSENT: Director Rehmann

**Motion passes 4-0**

PID RENTAL  
PROPERTY  
RENOVATIONS:  
DIRECTION GIVEN  
TO PROCEED  
WITH RFP  
PROCESS  
(Item 8.c.)

Assistant District Manager Mickey Rich indicated the purpose of this item is to seek input and direction from the Board regarding the PID rental properties located at 6350 and 6360 Clark Road. The estimated cost projection to renovate the rental house and commercial building is roughly \$245,929.00.

Suggestions or thoughts expressed from members of the Board included: 1) Keeping the properties for potential expansion in the future; 2) Utilizing the residential property as workforce housing; 3) Seeing if a qualified person or firm is interested in renting the property and performing the renovations; 4) Concerns about being a landlord; PID is in the business of producing and delivering water; and 5) Regardless of the use, it is necessary to bring the buildings up to date.

Board direction given to PID staff to proceed with a formal Request for Proposal process regarding renovations for the two PID rental properties.

DIRECTORS'  
COMMENTS  
(Item 9)

Director Prest: Expressed appreciation to PID staff members Mickey Rich, Mark Cavalli, and consultant Tonya Dale with Cedar Creek for their efforts in researching information for an electronic sign.

Director Matthews: Commented on the sky in the early morning before the sun rises and noted Venus may be seen to the East.

President Boston: Acknowledged staff for their continued efforts and hard work.

ADJOURNMENT OF  
MEETING

There being no further business, it was moved by President Shelby Boston to adjourn the regular meeting. The regular meeting of the PID Board of Directors was adjourned at 6:48 p.m.

  
Georgeanna Borraro, Secretary

  
Bob Matthews, Vice President