



PARADISE IRRIGATION DISTRICT

6332 Clark Road, Paradise CA 95969 | Phone (530)877-4971 | Fax (530)876-0483

AGENDA

REGULAR MEETING PARADISE IRRIGATION DISTRICT BOARD OF DIRECTORS

**MEETING LOCATION:
PID BOARD ROOM
6332 CLARK ROAD, PARADISE, CA 95969**

WEDNESDAY, JANUARY 16, 2019 – 6:30 PM

- ❖ *The Board of Directors is committed to making its meetings accessible to all citizens. Any persons requiring a special accommodation to participate, is requested to contact the District Secretary at 530-877-4971, extension 2039 at least 48 hours in advance of the meeting.*
- ❖ *The Board of Directors or its President pursuant to Government Code section 54954.3 reserves the right to impose reasonable regulations governing public participation on agenda and non-agenda items, including limiting the total amount of time allocated to public testimony on particular issues and for each individual speaker.*
- 1. **OPENING:**
 - a. Call to Order
 - b. Public & Board Members; please silence your cell phones
 - c. Invocation and Pledge of Allegiance
 - d. Roll Call
- 2. **APPOINTMENT OF DIRECTOR, DIVISION 1.** *Action may be taken.*
 - a. Consider candidates and make selection for appointment to fill the Division 1 vacancy on the Board of Directors for the remainder of the term for the seat vacated – until December 4, 2020.
 - b. The newly appointed Director will take the oath of office. The oath of office will be administered by the District Secretary.
- 3. **APPROVAL OF CONSENT CALENDAR:** *Action may be taken.*
 - a. Approval of Meeting Agenda Order
 - b. Approval of Minutes:
 - 1. Regular Meeting of October 17, 2018
 - 2. Emergency Meeting of November 13, 2018
 - 3. Regular Meeting of December 19, 2018
- 4. **PUBLIC PARTICIPATION:**

Individuals will be given an opportunity to address the Board regarding matters not scheduled on the agenda, although the Board cannot take action on any matter not on the agenda. Comments will be limited to 5 minutes per speaker. Opportunity for public comment on agenda items will be provided at the time they are discussed by the Board with comments limited to 5 minutes per agenda item.
- 5. **FACILITIES STATUS REPORT UPDATE:** A verbal report regarding the status of PID facilities. *Information item only.*
- 6. **STAFF REPORTS:** Verbal Staff Reports for December, 2018. *Information items only.*
 - a. Staff Report Updates
 - b. Community Relations Update (Mickey Rich)

7. **TREASURER'S REPORT:** A verbal Treasurer's Report for the period ending December 31, 2018. *Information item only.*
8. **APPROVAL OF CHECKS:** Approval of General Fund Check Numbers 52627 through 52694 for the month of December, 2018 totaling \$349,792.50, exclusive of voided check numbers 52686 and 52690, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of January. Action may be taken.
9. **LEGAL REPORT:** A verbal update from Legal Counsel. *Information item only.*
10. **UNFINISHED BUSINESS** (Continued from December 19, 2018 Board of Directors Meeting):
 - a. Revise PID Policies & Procedures (Kevin Phillips): Review and adopt amendments to PID Policy & Procedures: Chapter 7.7 - Sealed Meter Charge, 7.8 - Billing Procedures, and title change to "ready to serve" status in Chapters 6.6.4 - Continuity of Service, and 6.12.4 – Active Meters. *Action may be taken.*
11. **NEW BUSINESS:**
 - a. Recreation (Kevin Phillips): Consider options and provide direction to staff about management and oversight of recreation at Paradise Lake. *Action may be taken.*
 - b. Cross Connection and Backflow Control (Jim Ladrini): Consider adopting amendments to PID Policy & Procedures Chapter 6.14 – Cross Connection and Backflow Control. (Information regarding proposed changes will be available for the meeting). *Action may be taken.*
 - c. Staffing Update (Kevin Phillips): A verbal report regarding current staffing to date following the November 8, 2018 Camp Fire. *Information item only.*
 - d. Resolution of Appreciation (Kevin Phillips): Adopt Resolution No. 2019-01, a resolution of appreciation acknowledging assistance received in the form of donations following the Camp Fire in Butte County on November 8, 2018 from agencies desiring to help the District and its employees. *Action may be taken. (Roll call vote)*
 - e. Request for Proposal - Project Manager for Disaster Recovery Services (Kevin Phillips): Authorize staff to distribute a Request for Proposal for project management services for post disaster recovery planning and coordination. *Action may be taken.*
 - f. Request for Proposal - Arborist Services for Hazardous Tree Removal (Kevin Phillips): Authorize staff to distribute a Request for Proposal to retain the services of a consultant to perform arborist services for removal of hazardous trees. *Action may be taken.*
 - g. Water Quality Specialist Services (Kevin Phillips): Discuss and provide direction to staff regarding publication of a Request for Proposal for Water Quality Specialist services. (*Action may be taken*).
 - h. Committees of the District: Appointment of Board Members to Committees of the District for 2019 (President Sulik). *Action may be taken.*
 - i. Statement of Investment Policy (Manager Phillips): Review and reaffirm continuance and delegation of investment functions as provided in PID Rules and Regulations Chapter 14, Investment Policy. (*Action may be taken*).

- j. PID Demonstration Garden (Director Kellogg): Informational discussion regarding opportunities to explore the best plants for ridge landscaping - erosion control, fire-resistant, drought and shade tolerant plants. *(Information item only)*.

12. DIRECTORS' COMMENTS: *Information Item Only.*

13. CLOSED SESSION:

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Paragraph (a) of subdivision (d) of Government Code section 54956.9): Neil Essila et al v. Paradise Irrigation District et al. Butte County Superior Court Case No. 17CV02546.
- b. PUBLIC EMPLOYMENT: Assistant District Manager and District Manager Pursuant to Government Code section 54957.

14. CLOSED SESSION ANNOUNCEMENT

15. OPEN SESSION:

- a. District Manager Position: Consider compensation adjustments and Employment Agreement with Kevin Phillips for District Manager Position. *Action may be taken.*
- b. Finance & Accounting Manager Position (Kevin Phillips): Consider Job Description and salary range for advertisement of a Finance & Accounting Manager position. *Action may be taken.*

16. ADJOURNMENT

CONSENT CALENDAR
REGULAR MEETING
PARADISE IRRIGATION DISTRICT
BOARD OF DIRECTORS

WEDNESDAY, JANUARY 16, 2019

A. APPROVAL OF MEETING AGENDA ORDER

B. APPROVAL OF MINUTES:

1. Regular Meeting of October 17, 2018
2. Emergency Meeting of November 13, 2018
3. Regular Meeting of December 19, 2018



PARADISE IRRIGATION DISTRICT

6332 Clark Road, Paradise CA 95969 | Phone (530)877-4971 | Fax (530)876-0483

To: Board of Directors

From: Kevin Phillips, Acting District Manager
Georgeanna Borrayo, District Secretary

Date: January 8, 2019

RE: Appointment of Director, Division 1
01/16/2019 Board of Directors Meeting

On December 26, 2018 the District issued a Press Release announcing a vacancy exists in the Office of Director, Division 1, of the Paradise Irrigation District. Persons interested in being considered for appointment to fill the vacancy were required to submit a letter of interest to the Board of Directors no later than 4:00 p.m. on January 10, 2019. The District received letters from two candidates (please see attached).

The recommended form of motion would be:

"I move to appoint _____ to fill the Division 1 vacancy on the Board of Directors of the Paradise Irrigation District to serve the remainder of the term for the seat vacated – until December 4, 2020."

gborrayo

From: Ed Fortner
Sent: Monday, December 10, 2018 10:30 AM
To: gborrayo; Kevin Phillips; Emily LaMoe
Subject: FW: letter for PID

Georgeanna,

Below is Ward Habriel's application for the PID Board opening.

Ed

From: Cheryl Habriel <thehabs@sbcglobal.net>
Sent: Sunday, December 9, 2018 8:35 PM
To: Ed Fortner <efortner@paradiseirrigation.com>
Subject: Fw: letter for PID

Please attach the following to my application for the Division 1 position on the Board of Directors of the Paradise Irrigation district.

I have been an avid supporter of PID for many years; long before I actually became part of this community. I have enjoyed the benefits of fine quality drinking water here, and I believe I can help continue that tradition if I am a member of the PID Board.

I have a background in water service having operated a private company water treatment system at age twenty, which over many years continued through several larger facilities at numerous locations in the Bay Area and ultimately supervising several facilities operated by my subordinates.

Additionally, I have experience and expertise in labor/management relations, industrial safety, workers compensation, and matters of insurance covering Product Liability, General Liability and Motor Vehicle.

I have been a member of the American Supervisory Association and the American Management Association. I have numerous college credits and certificates, but do not have a degree.

When I retired in 2004 I was working as an Environmental Educator with Stopwaste.org; an Alameda County body formed out of the 1989 Waste Management legislation. I have continued my efforts of helping my community members understand the necessity to reduce our waste stream.

It would be my pleasure to serve with the distinguished members of the Board of Directors at PID.

Ward Habriel

Dan Hansen
803 Bruce Lane
Chico, CA 95928

January 7, 2019

Paradise Irrigation District
Palmetto Ave., Suite E
Chico, CA 95926

Dear Paradise Irrigation District Board of Directors:

I Dan Hansen, declare my interest for the division 1 director position.

My address on November 8, 2018 was 1719 Arany Ct, Paradise CA 95969.

I'm a registered voter in Butte County without a criminal background.

I have been a self-employed small business owner since 1985 in Paradise, Magalia and Chico and would like the opportunity to serve the people of Paradise during this challenging time, as I've done on the measure C committee the past four years.

Dan Hansen, Owner
Northstate Carpet Cleaning
803 Bruce Lane
Chico, CA 95928
(530) 514-2001

Contact: Kevin Phillips
Assistant District Manager
Paradise Irrigation District
Phone: (530) 877-4971
Fax: (530) 876-0483

Paradise Irrigation District

Press Release

PARADISE IRRIGATION DISTRICT DIRECTOR VACANCY

A vacancy exists in the Office of Director, Division 1, of the Paradise Irrigation District. The remaining Directors of the District are seeking qualified applicants to serve as an appointed Director. The person appointed shall serve the remainder of the term for the seat vacated – until December 4, 2020.

Directors are expected to attend at least one evening Board meeting a month and typically attend an average of two committee meetings a month. The District will make an effort to provide board training, as it is available.

In order to be considered for appointment, a candidate must be a registered voter in the district and a resident of Division 1. (Water Code, § 21100, subd. (a).) The residency requirement is met if the person was domiciled in Division 1 at the time of the Camp Fire and intends to maintain such as his/her permanent residence. Division 1 includes properties North of Bille Road to approximately Pentz and Skyway Roads, west to the town limits. A map of the boundaries of Division 1 can be viewed on the District's website at www.pidwater.com.

Persons who wish to be considered for appointment to fill the vacancy must submit a letter of interest, including their name, residence address, and a statement of qualifications to the Board of Directors, no later than 4:00 PM, January 10, 2019.

The letter of interest may be hand delivered or mailed (Postmark dates will not be acceptable) to the following address:

Board of Directors
Paradise Irrigation District
669 Palmetto Ave., Suite E
Chico, CA 95926

###

• For Release December 26, 2018

MINUTES

REGULAR MEETING
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
OCTOBER 17, 2018

The regular meeting of the Board of Directors of the Paradise Irrigation District was called to order at 6:30 p.m. by President Dan Wentland, followed by an Invocation and the Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS PRESENT: Directors Marc Sulik, Vice-President Anne Rice, Bob Prevot, Bill Kellogg, and President Dan Wentland

ROLL CALL

BOARD MEMBERS ABSENT: None

STAFF PRESENT: District Manager Ed Fortner, CFO/Treasurer Kevin Phillips, and Secretary Georgeanna Borryo

ALSO PRESENT: Members of the public

Board members reviewed consent calendar items as follows:

APPROVAL OF
CONSENT
CALENDAR
(Item 2.a. – 2.b.)

2.a. Approval of Meeting Agenda Order

2.b. Approval of Minutes: Special Meeting of August 29, 2018
Regular Meeting of September 19, 2018
Special Meeting of October 8, 2018

It was moved by Director Rice and seconded by Director Prevot to approve the consent calendar as presented.

AYES: Directors Sulik, Rice, Prevot, Kellogg, and Wentland
NOES: None
ABSENT: None

Motion passes 5-0

Ward Habriel commented on the November 6 General Election, and positive feedback he has received regarding plans to add a fire safe demonstration exhibit at the PID garden site. This is a great example of agencies working together.

PUBLIC
PARTICIPATION
(Item 3)

George Medina referenced the informational update and discussion item on the September 19, 2018 Board of Directors meeting regarding a potential trail from Magalia Reservoir to Paradise Lake. Mr. Medina indicated his property is adjoining the PID watershed and voiced concerns about the proposed trail; adding he has surveyed his immediate neighbors and they feel the same. As a resident in the area of the proposed trail, he sees homeless camps, people trespassing on all-terrain vehicles and motorcycles, and hears gunshots in the early hours of the morning. Opening this area as a trail for public access will likely accelerate these issues and could cause damage to the watershed.

Board members received an update from International City County Management Association Retirement Corporation (ICMA-RC) regarding the District's employee retirement program. Regional Vice President Shawn Baker and Retirement Plan Specialist Ornella Grosz provided an overview regarding the transition to ICMA, participant meetings, and ICMA's fiduciary education series and role for plan sponsors. *Informational item only; no Board action taken.*

PRESENTATION
FROM ICMA RE:
PID EMPLOYEE
RETIREMENT
PROGRAM
(Item 4)

SEPTEMBER, 2018
STAFF & BILLING
REPORTS
ACCEPTED
(Item 5.a & 5.b.)

Board members reviewed written Staff and Billing Reports. President Wentland commented on the sealed meters in service shown on page one of the Billing Report. He has received comments from customers regarding the sealed meter rate and recommended placing this on the agenda for discussion at a future meeting.

It was moved by Director Rice and seconded by Director Sulik to accept the Staff and Billing Reports for the month of September, 2018 as presented.

AYES: Directors Sulik, Rice, Prevot, Kellogg, and Wentland
NOES: None
ABSENT: None

Motion passes 5-0

DISTRICT
MANAGER'S
REPORT
(Item 6)

Manager Fortner highlighted information outlined in a written Manager's Report pertaining to the Reservoir B Design Project, Spillway Investigation, AMR Project Update, and Water Rights. Staff is scheduled to meet with the District's consultant, Wagner & Bonsignore, on October 15, 2018 to discuss the water rights activity and requirements.

TREASURER'S
MEMO FOR PERIOD
ENDING 09/30/2018
(Item 7)

Board members reviewed a written Treasurer's Report for the period ending September 30, 2018. It was moved by Director Rice and seconded by Director Prevot to accept the Treasurer's memo as presented.

AYES: Directors Sulik, Rice, Prevot, Kellogg, and Wentland
NOES: None
ABSENT: None

Motion passes 5-0

APPROVAL OF
CHECKS FOR THE
MONTH OF
SEPTEMBER, 2018
(Item 8)

Board members reviewed accounts payable reports for the month of September, 2018. It was moved by Director Rice and seconded by President Wentland to approve General Fund check numbers 52350 through 52458 for the month of September, 2018 totaling \$601,673.48, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of October.

AYES: Directors Sulik, Rice, Prevot, Kellogg, and Wentland
NOES: None
ABSENT: None

Motion passes 5-0

LEGAL REPORT

There is no legal report this evening.

UNFINISHED
BUSINESS –
PROPOSED POLICY
REVISIONS RE:
PRIVATE
DISTRIBUTION
PIPELINES
ADOPTED
(Item 10.a.)

Manager Fortner reported this item is continued from the September 19, 2018 regular meeting regarding PID Policy and Procedures Manual, section 6.7 - Private Distribution Pipelines, and section 6.8 – Customer Service Lines. Staff has made a few minor revisions following the last Board meeting to clarify repairs or replacement will be at District cost, and should property owners of a private distribution pipeline wish to dedicate that infrastructure to PID, title to the pipeline and right-of-way may be conveyed to the District.

It was moved by Director Kellogg and seconded by Director Prevot to adopt the proposed revisions to PID Policy and Procedures Manual sections 6.7 and 6.8 as presented.

AYES: Directors Sulik, Rice, Prevot, Kellogg, and Wentland
NOES: None
ABSENT: None

Motion passes 5-0

Manager Fortner reported the information presented represents the culmination of the California Environmental Quality Act (CEQA) process related to the Reservoir B Replacement Project. The Initial Study/Mitigated Negative Declaration (IS/MND) has been circulated for a 30 day public scoping period to local, state and federal agencies and to interested organizations and individuals for public review and comments from August 22, 2018 through September 20, 2018. Two comment letters were received and responses to comments have been provided in a memo from Stantec dated October 2, 2018. There are no changes that need to be made to the public draft IS/MND.

NEW BUSINESS:

RESERVOIR B
REPLACEMENT
PROJECT –
RESOLUTION NO.
2018-12 ADOPTED
RE: CEQA INITIAL
STUDY/MITIGATED
NEGATIVE DEC.
(Item 11.a.)

It was moved by President Wentland and seconded by Director Rice to adopt Resolution 2018-12 adopting the California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration for the Zone A Pump Station, Transmission Main, and Reservoir B Replacement Project (SCH# 2018082044), and adopt a Mitigation Monitoring and Reporting Program, and direct staff to file the Notice of Determination with the Butte County Clerk-Recorder's Office, the State Revolving Fund Financial Assistance Program, and the State Office of Planning and Research within 5 days. Directors' votes were polled as follows by roll call:

AYES: Directors Sulik, Rice, Prevot, Kellogg, and Wentland

NOES: None

ABSENT: None

Motion passes 5-0

President Wentland called for a Board recess at 8:27 p.m.

BOARD RECESS

President Wentland reconvened the regular meeting at 8:37 p.m.

MEETING
RECONVENED

I was moved by President Wentland and seconded by Director Sulik to authorize approval of a \$7,000 expenditure to Bidwell Title Company for title research related to right-of-way/easement for the construction of the Zone A transmission pipeline proposed under the Reservoir B Replacement Project.

RESERVOIR B
REPLACEMENT
PROJECT – TITLE
RESEARCH
(Item 11.b.)

AYES: Directors Sulik, Rice, Prevot, Kellogg, and Wentland

NOES: None

ABSENT: None

Motion passes 5-0

Manager Fortner reported the District has prepared a 2018 Triennial Comparison of Public Health Goals to the District's Water Quality. This report is a requirement that identifies potential health contaminants detected in drinking water well below the California Environmental Protection Agency's (Cal-EPA) regulatory limits. The recommended form of motion is to authorize staff to release the Draft 2018 Triennial Public Health Goals Report and notice a public hearing date as November 19, 2018 to consider public comment regarding the draft report.

PUBLIC HEALTH
GOAL REPORT –
SET PUBLIC
HEARING DATE
(Item 11.c. Tabled for
further review)

Director Rice recommended further review and revisions to provide a more brief and concise format for the public, and adding information to explain Maximum Contaminant Levels (MCL) as opposed to Public Health Goals (PHG). Manager Fortner will coordinate draft revisions with WTP Superintendent Jim Passanisi and review with Directors Rice and Sulik prior to presenting changes to the full Board at a future meeting.

Manager Fortner commented on projects that were already under consideration when he came on board as District Manager, and new projects that have come forward since that time. He would like to schedule strategic business planning workshops to update

STRATEGIC
BUSINESS PLAN
(Item 11.d.)

CONTINUED –
STRATEGIC
BUSINESS PLAN
PROCESS

and establish the District’s mission and goals with an initial workshop by the end of the year to obtain input from the Board. Board members expressed support of this direction. Staff will provide potential dates to coordinate a Strategic Business Plan workshop.

NOV. 2018 BOARD
OF DIRECTORS
MEETING – NEW
SPECIAL MEETING
DATE SET ON
NOVEMBER 19, 2018
AT 6:30 PM
(Item 11.e.)

Manager Fortner reported at the January 17, 2018 Board of Directors meeting, action was taken to cancel the regularly scheduled Board of Directors meeting of November 21, 2018 and set a special meeting date on November 28, 2018 at 6:30 p.m. He and CFO Phillips are scheduled to attend the Association of California Water Agencies Fall Conference during the week of November 26 and request consideration to revise the special meeting date.

It was moved by Director Sulik and seconded by Director Rice to cancel the special meeting date previously set for November 28, 2018, and set a new special meeting date of the Board of Directors on Monday, November 19, 2018 at 6:30 p.m.

AYES: Directors Sulik, Rice, Prevot, Kellogg, and Wentland
NOES: None
ABSENT: None
Motion passes 5-0

IBEW LOCAL 1245
CONTRACT
RATIFICATION
APPROVED
(Item 11.f.)

At a meeting of employees in the General Unit represented by IBEW Local 1245, a vote of the General Unit was conducted on October 11, 2018, resulting in the Proposed Tentative Agreement between PID and IBEW Local Union 1245.

It was moved by President Wentland and seconded by Director Rice to ratify the Proposed Tentative Agreement between Paradise Irrigation District and IBEW Local Union 1245 and update the terms of the agreement in the Rules and Regulations Governing Employment Conditions, Salaries, and Benefits for Employees of the Paradise Irrigation District General Unit effective July 1, 2018 through June 30, 2019.

AYES: Directors Sulik, Rice, Prevot, Kellogg, and Wentland
NOES: None
ABSENT: None
Motion passes 5-0

TEAMSTERS LOCAL
137 – CONTRACT
RATIFICATION
(Item 11.g. Tabled)

Manager Fortner reported there was a clerical misunderstanding in the Proposed Tentative Agreement between PID and the Management Unit represented by Teamsters Union Local 137. (Agenda item 11.g. to be tabled for consideration at the next Board meeting).

COMMITTEE
REPORTS
(Item 12)

Paradise Lake & Recreation Committee: Directors Kellogg and Sulik highlighted information discussed at the October 9, 2018 Paradise Lake & Recreation Committee meeting. Reports included: 1) Potential opportunities between the Paradise Recreation & Park District and PID; 2) Proposed trail from Magalia Reservoir to Paradise Lake; 3) Goats for grazing services to perform shaded fuel removal work and 4) Project updates.

Butte County Special Districts Association (BCSDA): Director Sulik indicated the BCSDA Executive Board voted in favor of the recommended amendments to the BCSDA Bylaws. The Executive Board will formally vote to adopt the Bylaws as amended at the November meeting.

DIRECTORS’
COMMENTS
(Item 13)

Director Prevot: Commented he has sat on both sides of the table for labor negotiations and it is a tough balancing act. He has been impressed with how PID staff, Board members, and Legal Counsel have come together during the negotiation process.

Director Sulik: Overall, he felt labor negotiations went fairly smooth and thanked the management staff, legal counsel, and the General Unit and Teamsters for working together and coming to an agreement.

CONTINUED -
DIRECTORS'
COMMENTS
(Item 13)

President Wentland: Following the October Board meeting he made a couple calls to representatives of the Gold Nugget Museum to discuss their request for the District to sponsor the placement of a building on their grounds to create a replica "PID Office" to display PID artifacts. When he has an opportunity to speak with someone from the Museum, he will contact Manager Fortner to arrange a meeting.

President Wentland announced closed session items on the agenda. Following public comment, the Board adjourned to closed session at 9:07 p.m. to discuss the following:

CLOSED SESSION
(Item 14.a., 14.b. &
14.c.)

- 14.a. CONFERENCE WITH LABOR NEGOTIATORS (Government Code section 54957.6).
Employee Organization: General Unit represented by IBEW Local 1245 and Management Unit represented by Teamsters, Local 137.
PID Designated Representative: Emily LaMoe

Closed Session Announcement:

General Unit represented by IBEW Local 1245 - Board action was taken in open session under agenda item 11.f. to ratify the Proposed Tentative Agreement between PID and IBEW Local Union 1245.

Management Unit represented by Teamsters, Local 137 – Direction given to PID staff to confirm direction with the PID Designated Representative.

- 14.b. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code section 54957).
Closed Session Announcement: *Direction has been given to staff.*

- 14.c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957 (b). Chief Financial Officer
Closed Session Announcement: *Board members completed performance evaluation discussion for the Chief Financial Officer.*

President Wentland reconvened the regular meeting at 10:05 p.m. and provided a closed session announcement regarding agenda items 14.a., 14.b., and 14.c. as listed above in italicized font.

CLOSED SESSION
ANNOUNCEMENT
(Item 15)

It was moved by President Wentland to adjourn the meeting. The regular meeting was adjourned at 10:07 p.m.

ADJOURNMENT

Georgeanna Borrayo, Secretary

Anne Rice, Vice President

MINUTES

EMERGENCY MEETING
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
HELD AT THE DURHAM UNIFIED SCHOOL DISTRICT BOARD ROOM
9420 Putney Drive, Durham, CA 95938
NOVEMBER 13, 2018

Pursuant to Government Code section 54956.5, the special emergency meeting of the Board of Directors of the Paradise Irrigation District was called to order at 4:00 p.m. by President Dan Wentland, followed by an Invocation and the Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS PRESENT: Directors Marc Sulik, Vice-President Anne Rice, Bob Prevot, Bill Kellogg, and President Dan Wentland

ROLL CALL

BOARD MEMBERS ABSENT: None

STAFF PRESENT: District Manager Ed Fortner and CFO/Treasurer Kevin Phillips

ALSO PRESENT: PID Legal Counsel Emily LaMoe, PID Staff, and members of the public

Ward Habriel suggested posting the agenda at the Chico Council Chamber Building, and noted hydrants in Paradise ran out of water as a result of the Camp Fire. Additional public comments included offering assistance and equipment to help PID, and questions about restoring water service.

PUBLIC PARTICIPATION

Manager Ed Fortner and Chief Financial Officer Kevin Phillips indicated Paradise Irrigation District's top priority is the health and safety of our customers and employees. PID office staff is working from a temporary office location in Chico. The District is working to get a clear assessment of the area and infrastructure. From an initial assessment, the PID Water Treatment Plant is intact; however, the in-ground B Reservoir with the floating cover is breached. The District Office and Corporation Yard appear to be minimally impacted. There was damage to the District equipment parked along the fence at the back of the property at the Corporation Yard. Manager Fortner acknowledged WTP Operators Ken Capra and Jeremy Gentry who manned the WTP on the day of the fire on November 8. WTP staff has maintained the distribution of water throughout this emergency. As a result of the Camp Fire, Paradise Irrigation District in conjunction with the State Water Resources Control Board's Division of Drinking Water, has issued a Boil Water Notice dated November 9, 2018.

FACILITIES STATUS REPORT (Item 3)

From a financial standpoint, we do not have all the answers today; however, the District is looking at every opportunity for revenue resources and funding through FEMA, CalOES, and strategizing with the Town of Paradise and state and federal legislators. All employees are currently on paid leave, which will be extended through November 28, 2018. Should it be necessary to consider rotational layoffs, the District would try to manage this in a way that has the least amount of impact to employees.

The Resolution presented states that the Board of Directors of Paradise Irrigation District (PID) find that conditions of extreme peril to the safety of persons and property have arisen within the District caused by fire, which began on November 8, 2018, and it is resolved by the Paradise Irrigation District as follows:

RES. DECLARING EMERGENCY & MUTUAL AID AGREEMENTS

CONTINUED –
RESOLUTION
DECLARING
EMERGENCY &
AUTHORIZING
EXECUTION OF
MUTUAL AID
AGREEMENTS
ADOPTED
(Item 4)

1. That a local emergency now exists throughout Paradise Irrigation District, and such period of local emergency shall continue for so long as conditions so warrant that designation, in the discretion of the Board of Directors.
2. As a result of the condition of local emergency, Paradise Irrigation District wishes to obtain the mutual aid of qualified water service providers in the vicinity of Paradise Irrigation District pursuant to the terms and conditions set forth in the Mutual Aid Agreement.
3. The Board of Directors hereby approves, and authorizes the District Manager or his designee to execute the Mutual Aid Agreements with such other qualified agencies the District Manager or his designee determine in their discretion, and all documents necessary to perform the Mutual Aid Agreements.

It was moved by Director Rice and seconded by Director Prevot to adopt Resolution No. 2018-13, a resolution of the Paradise Irrigation District declaring emergency and approving and authorizing execution of mutual aid agreements. Directors' votes were polled as follows by roll call:

AYES: Directors Sulik, Rice, Prevot, Kellogg, and Wentland
NOES: None
ABSENT: None
Motion passes 5-0

APPOINT STANDBY
OFFICER FOR THE
CHIEF EXECUTIVE
(Item 5)

It was moved by President Wentland and seconded by Director Sulik to authorize Chief Financial Officer Kevin Phillips to perform the duties of District Manager if District Manager Fortner is unavailable.

AYES: Directors Sulik, Rice, Prevot, Kellogg, and Wentland
NOES: None
ABSENT: None
Motion passes 5-0

BOARD DISCUSSION
REGARDING
INFORMATION
NEEDED & NEXT
STEPS
(Item 6)

Discussion included: 1) Continue to move forward cautiously and safely; 2) PID will get up to Paradise as soon as possible to obtain a clear assessment of the area; 3) Staff will continue investigating reimbursable expenses through FEMA and look at every opportunity to obtain revenue; 4) Kevin Phillips continuing to attend daily Emergency Operations Center Recovery meetings for information and updates and participating in the Camp Fire Community Meetings; 5) PID will continue to update information on PID's Facebook account, web site, Disaster Recovery Center, and other media resources; 6) Establishment and coordination of a plan to facilitate assistance and equipment from qualified agencies under the Mutual Aid Agreement; and 7) Consider closed session to evaluate staffing and potential reductions.

The next Board of Directors meeting is scheduled as a special meeting on Monday, November 19, 2018 at 6:30 p.m.

ADJOURNMENT

It was moved by President Wentland to adjourn the meeting. The special emergency meeting was adjourned at 6:40 p.m.

Georgeanna Borrayo, Secretary

Anne Rice, Vice President

MINUTES

REGULAR MEETING
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
DECEMBER 19, 2018

The regular meeting of the Board of Directors of the Paradise Irrigation District was called to order at 6:30 p.m. by Vice President Anne Rice, followed by an Invocation and the Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS PRESENT: Directors Marc Sulik, Vice-President Anne Rice, Bob Prevot, and Bill Kellogg

ROLL CALL

BOARD MEMBERS ABSENT: Division 1 Director seat vacant following a letter of resignation submitted to the District Secretary from Dan Wentland on December 6, 2018.

STAFF PRESENT: Assistant District Manager Kevin Phillips, Information Systems Manager Mickey Rich, WTP Superintendent Jim Passanisi, and Board Secretary Georgeanna Borrayo

ALSO PRESENT: Attorney Emily LaMoe and members of the public

Board members reviewed consent calendar items as follows:

APPROVAL OF
CONSENT
CALENDAR
(Item 2.a. – 2.b.)

2.a. Approval of Meeting Agenda Order

2.b. Approval Minutes: Special Meeting of December 5, 2018

Recommendation presented to move agenda item 9.b. regarding sealed meter charge forward on the agenda, following agenda item 4. It was moved by Director Sulik and seconded by Director Prevot to approve the consent calendar as amended.

AYES: Directors Sulik, Rice, Prevot, and Kellogg

NOES: None

ABSENT: Division 1 Director seat vacant

Motion passes 4-0

Public participation included the following: 1) Ward Habriel commented on water conservation comparisons for neighboring cities; 2) Tom Kelly stated there are public members who do not have access to internet and indicated he is interested in the status of water service; 3) Loren Harvey commented on running water leaks and plans to manage those leaks; and 4) Suggestion of a dedicated hydrant system throughout Paradise. Going forward, property owners may have difficulty obtaining homeowners insurance without a dedicated fire hydrant system as a result of the Camp Fire.

PUBLIC
PARTICIPATION
(Item 3)

Office of President: Vice President Rice turned the meeting over to Assistant District Manager Kevin Phillips who opened nominations for the office of President. Director Rice nominated Director Sulik; seconded by Director Prevot. As there were no further nominations, Manager Phillips called for a vote on the nomination to elect Director Sulik for the office of President for 2019.

ELECTION &
APPOINTMENT OF
OFFICERS FOR
2019
(Item 4.a. & 4.b.)

AYES: Directors Sulik, Rice, Prevot, and Kellogg

NOES: None

ABSENT: Division 1 Director seat vacant

Motion passes 4-0

CONTINUED –
ELECTION &
APPOINTMENT OF
OFFICERS FOR 2019

Manager Phillips turned the meeting over to President Sulik.

Office of Vice President: President Sulik opened nominations for the office of Vice President. President Sulik nominated Director Rice; seconded by Director Prevot. As there were no further nominations, President Sulik called for a vote on the nomination to elect Director Rice for the office of Vice President for 2019.

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant

Motion passes 4-0

Appointment of Secretary: President Sulik nominated Georgeanna Borraro as Board Secretary; seconded by Director Prevot. Directors' votes were polled as follows:

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant

Motion passes 4-0

Appointment of Treasurer: Director Rice nominated Kevin Phillips as Treasurer; seconded by President Sulik. Directors' votes were polled as follows:

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant

Motion passes 4-0

SEALED METER
CHARGE
(Item 9.b.)

Manager Phillips provided an overview of PID Policy & Procedures Chapter 7.7 – Sealed Meter Charge, and Chapter 7.73 – Discontinued Service. All meters are classified as “active” unless sealed upon request of the property owner or through conversion to the “discontinued service” category. The current rate for a sealed meter is \$21.49 per month. If a property owner elects to discontinue service and not pay the sealed meter rate, they will be required to pay a meter removal charge. If the District is replacing a mainline that serves a property with discontinued service, the service line will not be replaced, so if service is later reactivated, the property owner may be responsible for the cost of the installation of a new service line (labor, equipment, materials, and overhead).

Board members considered potential amendments to PID Policy & Procedures Chapter 7.7 – Sealed Meter Charge, and options that could further help the customer. Board members gave direction to make draft amendments to the policy as follows for review at the next meeting:

1. Chapter 7.7 – Sealed Meter Charge: Change to “Ready to Serve” Charge.
2. Proposed language to waive all charges from November 8 through December 31, 2018. PID customers would not receive their first bill for service until March. The March billing will be for January and February.
3. Billing Period: Change billing from a monthly basis to every other month.
4. Discontinued Service: If a property owner elects to discontinue service and not pay the sealed meter rate due to the Camp Fire, the property owner will not be required to pay a meter removal charge. If service is later reactivated, the property owner may then be responsible for the cost of labor, equipment, materials, and overhead for the installation of a new service line from the District Main to the property line (Service Line) in an amount not to exceed \$500. (This will apply for meters reinstalled by December 31, 2020).

Legal Counsel will prepare the proposed revisions, which will be presented to the Board for review at the next Board of Directors meeting.

Manager Phillips reported Customer Service is continuing review of billing corrections pertaining to the error discovered as a result of combining the billing from October with a special pro-rated bill to November 7. An amended bill will be distributed when finalized. Customer Service is fielding approximately 70 calls daily during the hours of 10:00 a.m. to 2:00 p.m. This includes returning voice mail messages, responding to e-mails, processing daily service order requests, and processing payments.

STAFF REPORTS
FOR NOVEMBER,
2018 ACCEPTED
(Item 5)

A boil water notice is still in effect. Water Treatment Plant (WTP) Superintendent Jim Passanisi indicated approximately 20% of the PID watershed was impacted on the east side of Little Butte Creek, and thus, there is less impact to water quality. Very few structures were burned. Only minor non-operational damage occurred at the WTP; however, the fire burned all of the landscape and the irrigation piping around the plant. The WTP has continued to treat water effectively since the fire on November 8 to date.

It was moved by Director Rice and seconded by Director Prevot to accept November Staff Reports as presented.

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant

Motion passes 4-0

Manager Phillips indicated a meeting is scheduled with a cleaning service company to assess the District Office and Corporation Yard for smoke damage. Utility services such as electric, gas, and internet services are not currently available. The damaged equipment will be covered under the District's insurance. Staff is talking with other agencies to partner and share resources. A meeting is scheduled this Friday with ACWA/JPIA to review insurance policy information.

FACILITIES STATUS
REPORT UPDATE
(Item 6)

Crews have been working on getting water back into the mainlines and continue to inspect and repair leaks and ensure all connections are secured. Crews continue work on meter service activation. Our mutual aid partners are helping to carry out this work.

Wildland fires have the potential to cause certain contaminants to be present within communities that have been impacted. In an abundance of caution, the District, along with the California Division of Drinking Water, has taken water samples that will be tested for possible contaminants that may have been introduced into the water system as a result of the Camp Fire. Until the lab results are received, the District recommends bottled water only for drinking, cooking and brushing teeth. The District will continue to conduct testing throughout the system. PID is working on coordinating a bottled water distribution location for customers.

The District's consultant, Harris & Associates, is assisting with the Cal OES and FEMA process. They will also be developing a Request for Proposal for a Project Manager.

Manager Phillips reported as of today, the District has \$4.8 million in reserves. A reimbursement has been received for the State Revolving Fund (SRF) portion of the Reservoir B design. Consideration will be given in January for the SRF loan to be forgiven. The District is looking at all opportunities to reduce costs. Inventory items have been returned and an early retirement option has been offered to employees. It was moved by Director Rice and seconded by Director Prevot to accept the verbal Treasurer's Report.

TREASURER'S
REPORT FOR
PERIOD ENDING
NOV. 30, 2018
(Item 7)

CONTINUED –
TREASURER’S
REPORT

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant
Motion passes 4-0

LEGAL REPORT
(Item 8)

Attorney Emily LaMoe indicated she anticipates revisiting items to discuss updates at the January meeting.

NEW BUSINESS:
DIRECTOR
VACANCY, DIV. 1
(Item 9.a.)

Attorney Emily LaMoe reviewed guidelines for filling the Division 1 director seat following the resignation of Director Wentland on December 6, 2018.

Board members discussed the challenges regarding the residency requirement as a result of the Camp Fire, and the possibility of eliminating the requirement for a director to be a resident of the division that he or she represents. Attorney Emily LaMoe reported other California irrigation districts have eliminated division residency requirements by seeking special legislation. If the Board is interested in pursuing this further, this topic can be placed on the agenda for discussion and direction.

It was moved by Director Kellogg and seconded by Director Rice to notice the vacancy to fill the director seat by appointment.

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant
Motion passes 4-0

EMERGENCY
DISASTER
RECOVERY
ADVISORY
SERVICES,
ADDENDUM 1 WITH
HARRIS &
ASSOCIATES, INC.
(Item 9.c.)

Manager Phillips reported Harris & Associates continues to provide emergency staff augmentation services as provided under the professional services agreement dated November 20, 2018. The purpose of this Addendum is to extend the not-to-exceed maximum value of the contract. The scope of services, project time frame, and fee schedule and staff remain the same. Harris & Associates will continue to provide assistance for Cal OES reimbursement and write Request for Proposals for the District.

It was moved by Director Rice and seconded by Director Kellogg to approve contract Addendum 1 with Harris & Associates, Inc. in the amount of \$24,000 for a revised contract total of \$44,000.

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant
Motion passes 4-0

COMMITTEE
REPORTS
(Item 10.a.1.-3)

Administration & Personnel Committee: Director Rice reported receiving an employee status update. Thirty employees lost their homes due to the Camp Fire. PID has hosted a FEMA presentation for employees and has offered counseling services and some financial aid. Multiple water agencies have adopted PID employees for the Christmas season. Additional business included closed session regarding Public Employment: [District Manager] Pursuant to Government Code section 54957. Direction was given to the District’s representative.

Community Relations Committee: Discussion at the December 14 meeting included the following highlights: 1) Development of a Camp Fire Emergency Communications Plan to guide the District; 2) Communicating information to the public on a regular basis; i.e., website, Facebook page, media, etc. A daily update and plan for the day is posted on the District’s website under “Recovery”; and 3) Public Information Officer –

Current Information Systems Manager, Mickey Rich, will represent the District as PIO.

CONTINUED –
COMMITTEE
REPORTS

Butte County Special Districts Association: Director Sulik reported the meeting was brief. Committee reports were provided.

Director Kellogg: Stated he stopped by the District Office and Corporation Yard and talked to employees and looked at the damage to the equipment. Employees have been working very hard, and the District is grateful for the assistance from Cal Water and South Feather Water & Power Agency.

DIRECTORS'
COMMENTS
(Item 11)

Director Prevot: Commented there are so many unknowns right now. In reference to individuals who may not have internet, perhaps the District can provide information to the Paradise Post on Friday for publishing in Saturday's paper. The information could include a status report with regard to restoring water service.

Director Sulik: Thanked employees for their hard work. When customers get a busy signal, it is due to the limited number of phone lines at the temporary office location and high volume of calls. Acknowledged Cal Water for their mutual assistance and emphasized PID is here for our customers now, and in the future.

President Sulik announced closed session regarding the following:
PUBLIC EMPLOYMENT: [District Manager] Pursuant to Government Code section 54957.

CLOSED SESSION
(Item 12)

The Board adjourned to closed session at 8:10 p.m.

President Sulik reconvened the regular meeting at 8:20 p.m. and provided the following closed session report:

CLOSED SESSION
ANNOUNCEMENT

The Board hereby releases Ed Fortner from his employment with PID effective January 1, 2019. This separation is without cause. Mr. Fortner will be available through the end of December to assist PID in the transition. PID thanks Mr. Fortner for his service to the District and wishes him well. Directors' votes were polled as follows by roll call:

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant

Motion passes 4-0

It was moved by President Sulik to adjourn the meeting. The regular meeting was adjourned at 8:21 p.m.

ADJOURNMENT

Georgeanna Borryo, Secretary

Marc Sulik, President



Paradise Irrigation District

Expense Approval Report

By Vendor Name

Payment Dates 12/01/2018 - 12/31/2018

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 01014 - Ace Rentals					
12/12/2018	52627	Construction & Maint. Supplies -..			30.17
Vendor 01014 - Ace Rentals Total:					30.17
Vendor: 01022 - ACWA/JPIA					
12/12/2018	52633	Health - Dental			3,400.13
12/12/2018	52633	Health - Life/AD&D			781.70
12/12/2018	52633	Health - Medical			65,118.10
12/12/2018	52633	Health - EAP			84.60
12/12/2018	52633	Health - Vision			788.19
Vendor 01022 - ACWA/JPIA Total:					70,172.72
Vendor: 02957 - Aflac					
12/14/2018	DFT0003039	Montly Aflac Invoice			345.84
12/28/2018	DFT0003056	Montly Aflac Invoice			345.84
Vendor 02957 - Aflac Total:					691.68
Vendor: 01032 - Airgas NCN					
12/12/2018	52634	Welding Supplies - Shop			530.07
Vendor 01032 - Airgas NCN Total:					530.07
Vendor: 01068 - Aramark Uniform Services					
12/12/2018	52635	Janitorial Supplies - Shop			18.00
12/12/2018	52635	Uniforms - Shop			179.14
12/12/2018	52635	Uniforms - TP			60.39
12/12/2018	52635	Janitorial Supplies - Shop			18.00
12/12/2018	52635	Uniforms - Shop			179.14
12/12/2018	52635	Uniforms - TP			81.19
12/12/2018	52635	Janitorial Supplies - Shop			18.00
12/12/2018	52635	Uniforms - Shop			179.14
12/12/2018	52635	Uniforms - TP			60.39
12/12/2018	52635	Janitorial Supplies - Shop			18.00
12/12/2018	52635	Uniforms - Shop			182.32
12/12/2018	52635	Janitorial Supplies - TP			9.00
12/12/2018	52635	Uniforms - TP			75.37
12/12/2018	52635	Uniforms - Shop			206.08
12/12/2018	52635	Janitorial Supplies - Shop			21.00
12/12/2018	52635	Uniforms - TP			310.87
12/12/2018	52635	Uniforms - Shop			206.08
12/12/2018	52635	Janitorial Supplies - Shop			21.00
Vendor 01068 - Aramark Uniform Services Total:					1,843.11
Vendor: 01132 - BCSDA					
12/12/2018	52636	Annual Dues 2019			25.00
Vendor 01132 - BCSDA Total:					25.00
Vendor: 03039 - Black Water Consulting Engineers					
12/12/2018	52637	Job #17-02 - Res B Rehab. Proje...			240.00
Vendor 03039 - Black Water Consulting Engineers Total:					240.00
Vendor: 01208 - BSK Associates					
12/12/2018	52638	Lab Fees - TP			458.00
12/12/2018	52638	Lab Fees - TP			20.00
12/12/2018	52638	Lab Fees - TP			31.00
12/12/2018	52638	Lab Fees - TP			120.00
12/12/2018	52638	Lab Fees - TP			300.00
Vendor 01208 - BSK Associates Total:					929.00
Vendor: 01256 - California State Disbursement Unit					
12/17/2018	52685	Garnishment			225.23

Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
12/28/2018	52689	Garnishment			225.23
				Vendor 01256 - California State Disbursement Unit Total:	450.46
Vendor: 03019 - Caltest Analytical Laboratory					
12/12/2018	52639	Lab Fees - TP			475.00
				Vendor 03019 - Caltest Analytical Laboratory Total:	475.00
Vendor: 01254 - CASCO					
12/12/2018	52640	Construction & Maint. Supplies -..			104.35
				Vendor 01254 - CASCO Total:	104.35
Vendor: 02304 - CDTFA					
12/12/2018	52641	Water Rights Fees 07-01-18 - 06...			1,000.00
12/12/2018	52641	Water Rights Fees 07-01-18 - 06...			1,000.00
12/12/2018	52641	Water Rights Fees 07-01-18 - 06...			866.67
12/12/2018	52641	Water Rights Fees 07-01-18 - 06...			917.77
				Vendor 02304 - CDTFA Total:	3,784.44
Vendor: 01356 - Cranmer Engineering, Inc.					
12/12/2018	52642	Lab Fees - TP			1,195.00
				Vendor 01356 - Cranmer Engineering, Inc. Total:	1,195.00
Vendor: 01552 - Davi, Bruce					
12/12/2018	52643	Weed Control - Office			200.00
12/12/2018	52643	Pest Control - Office			175.00
12/12/2018	52643	Pest Control - Office			425.00
12/12/2018	52643	Pest Control - SS			200.00
12/12/2018	52643	Pest Control - Shop			100.00
12/12/2018	52643	Weed Control - TP			300.00
12/12/2018	52643	Weed Control - Shop			75.00
12/12/2018	52643	Weed Control - TP			425.00
				Vendor 01552 - Davi, Bruce Total:	1,900.00
Vendor: 01449 - Don's Saw & Mower Service					
12/12/2018	52644	Misc. Supplies - Lake			23.71
				Vendor 01449 - Don's Saw & Mower Service Total:	23.71
Vendor: 01474 - Eagles Security Systems					
12/28/2018	52691	Building Security - Office			105.00
12/28/2018	52691	Building Security - Shop			363.00
				Vendor 01474 - Eagles Security Systems Total:	468.00
Vendor: 01480 - Employment Development Dept.					
12/03/2018	DFT0003013	State Income Tax Withholding			210.97
12/03/2018	DFT0003016	State Disability Withholding			222.47
12/03/2018	DFT0003021	State Income Tax Withholding			6,323.58
12/03/2018	DFT0003024	State Disability Withholding			1,263.86
12/17/2018	DFT0003028	State Income Tax Withholding			204.07
12/17/2018	DFT0003031	State Disability Withholding			20.36
12/17/2018	DFT0003033	State Income Tax Withholding			9.88
12/17/2018	DFT0003036	State Disability Withholding			1.92
12/17/2018	DFT0003041	State Income Tax Withholding			5,511.82
12/17/2018	DFT0003044	State Disability Withholding			1,133.29
12/20/2018	DFT0003047	State Disability Withholding			22.90
12/31/2018	DFT0003050	State Income Tax Withholding			-384.65
12/31/2018	DFT0003053	State Disability Withholding			-45.40
12/31/2018	DFT0003058	State Income Tax Withholding			5,112.78
12/31/2018	DFT0003061	State Disability Withholding			1,012.85
				Vendor 01480 - Employment Development Dept. Total:	20,620.70
Vendor: 01482 - Employment Development Dept.					
12/12/2018	52645	Reimbursement			5,400.00
				Vendor 01482 - Employment Development Dept. Total:	5,400.00
Vendor: 01275 - Enterprise Record					
12/12/2018	52646	Public Notice - Office			1,388.21
				Vendor 01275 - Enterprise Record Total:	1,388.21

Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 01521 - Fastenal Co					
12/12/2018	52647	Construction & Maint. Supplies -..			78.93
				Vendor 01521 - Fastenal Co Total:	78.93
Vendor: 01528 - FGL Environmental					
12/12/2018	52648	Lab Fees - TP			242.00
12/12/2018	52648	Lab Fees - TP			24.00
12/12/2018	52648	Lab Fees - TP			147.00
12/12/2018	52648	Lab Fees - TP			50.00
12/12/2018	52648	Lab Fees - TP			21.00
12/12/2018	52648	Lab Fees - TP			60.00
12/12/2018	52648	Lab Fees - TP			27.00
12/12/2018	52648	Lab Fees - TP			460.00
12/12/2018	52648	Lab Fees - TP			24.00
12/12/2018	52648	Lab Fees - TP			60.00
12/12/2018	52648	Lab Fees - TP			242.00
12/12/2018	52648	Lab Fees - TP			50.00
12/12/2018	52648	Lab Fees - TP			121.00
				Vendor 01528 - FGL Environmental Total:	1,528.00
Vendor: 01587 - Genterra Consultants, Inc.					
12/12/2018	52649	Dam Surveillance			4,452.10
				Vendor 01587 - Genterra Consultants, Inc. Total:	4,452.10
Vendor: 01648 - Harper & Associates Engineering, Inc.					
12/12/2018	52650	Job #18-02 C Tank			900.00
				Vendor 01648 - Harper & Associates Engineering, Inc. Total:	900.00
Vendor: 02889 - Health Equity, Inc.					
12/14/2018	DFT0003040	HSA Contribution			624.49
12/28/2018	DFT0003057	HSA Contribution			574.43
				Vendor 02889 - Health Equity, Inc. Total:	1,198.92
Vendor: 01705 - Hunt & Sons, Inc.					
12/12/2018	52651	200gals. dyed diesel			635.29
12/12/2018	52651	fuel			1,021.76
12/12/2018	52651	fuel			657.33
12/12/2018	52651	fuel			316.27
12/12/2018	52651	215gals. unleaded gasoline			715.96
				Vendor 01705 - Hunt & Sons, Inc. Total:	3,346.61
Vendor: 01713 - I.B.E.W. Local Union 1245					
12/17/2018	52687	Union Dues			-52.00
12/17/2018	52687	Union Dues			1,026.89
12/17/2018	52687	Union Dues			-52.00
12/28/2018	52692	Union Dues			-52.00
12/28/2018	52692	Union Dues			1,057.90
				Vendor 01713 - I.B.E.W. Local Union 1245 Total:	1,928.79
Vendor: 01716 - ICMA Retirement Trust-401					
12/05/2018	1231	Retirement - 401(a) Match			93.81
12/05/2018	1231	Retirement - 401(a) Match			2,805.36
12/17/2018	1233	Retirement - 401(a) Match			33.30
12/17/2018	1233	Retirement - 401(a) Match			2,730.02
12/28/2018	1235	Retirement - 401(a) Match			-79.30
12/28/2018	1235	Retirement - 401(a) Match			2,683.62
				Vendor 01716 - ICMA Retirement Trust-401 Total:	8,266.81
Vendor: 01715 - ICMA Retirement Trust-457					
12/05/2018	1232	Retirement Trust - 457			93.81
12/05/2018	1232	Deferred Comp 457			281.42
12/05/2018	1232	Retirement Trust - 457			200.00
12/05/2018	1232	Retirement Trust - 457			2,805.36
12/05/2018	1232	Deferred Comp 457			8,743.19
12/05/2018	1232	Retirement Trust - 457			734.90
12/05/2018	1232	Retirement Trust - 457			2,601.97

Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
12/05/2018	1232	Loan Payment			511.84
12/05/2018	1232	Loan Payment			125.00
12/05/2018	1232	Loan Payment			40.11
12/05/2018	1232	Loan Payment			184.94
12/17/2018	1234	Retirement Trust - 457			33.30
12/17/2018	1234	Deferred Comp 457			99.85
12/17/2018	1234	Retirement Trust - 457			19.48
12/17/2018	1234	Deferred Comp 457			15.84
12/17/2018	1234	Retirement Trust - 457			2,730.02
12/17/2018	1234	Deferred Comp 457			8,532.51
12/17/2018	1234	Retirement Trust - 457			826.96
12/17/2018	1234	Retirement Trust - 457			2,601.97
12/17/2018	1234	Loan Payment			511.84
12/17/2018	1234	Loan Payment			125.00
12/17/2018	1234	Loan Payment			40.11
12/17/2018	1234	Loan Payment			184.94
12/28/2018	1236	Retirement Trust - 457			-79.30
12/28/2018	1236	Deferred Comp 457			-237.89
12/28/2018	1236	Retirement Trust - 457			2,683.62
12/28/2018	1236	Deferred Comp 457			8,393.33
12/28/2018	1236	Retirement Trust - 457			752.71
12/28/2018	1236	Retirement Trust - 457			2,601.97
12/28/2018	1236	Loan Payment			511.84
12/28/2018	1236	Loan Payment			125.00
12/28/2018	1236	Loan Payment			40.11
12/28/2018	1236	Loan Payment			184.94
Vendor 01715 - ICMA Retirement Trust-457 Total:					47,020.69
Vendor: 02807 - Infosend					
12/12/2018	52652	Postage			2,838.96
12/12/2018	52652	Postage			6,017.16
12/12/2018	52652	Postage			813.40
Vendor 02807 - Infosend Total:					9,669.52
Vendor: 01720 - Inland Business Systems					
12/28/2018	52693	Office Equip. Maint. - Office			536.30
Vendor 01720 - Inland Business Systems Total:					536.30
Vendor: 01731 - Internal Revenue Service					
12/03/2018	DFT0003014	FICA Withholding			2,758.32
12/03/2018	DFT0003015	Fed Withholding			1,572.51
12/03/2018	DFT0003017	Medicare Withholding			684.04
12/03/2018	DFT0003022	FICA Withholding			15,551.82
12/03/2018	DFT0003023	Fed Withholding			15,592.60
12/03/2018	DFT0003025	Medicare Withholding			3,778.74
12/17/2018	DFT0003029	FICA Withholding			602.38
12/17/2018	DFT0003030	Fed Withholding			530.58
12/17/2018	DFT0003032	Medicare Withholding			140.88
12/17/2018	DFT0003034	FICA Withholding			23.78
12/17/2018	DFT0003035	Fed Withholding			21.12
12/17/2018	DFT0003037	Medicare Withholding			5.56
12/17/2018	DFT0003042	FICA Withholding			14,683.48
12/17/2018	DFT0003043	Fed Withholding			13,777.78
12/17/2018	DFT0003045	Medicare Withholding			3,585.70
12/20/2018	DFT0003046	FICA Withholding			283.92
12/20/2018	DFT0003048	Medicare Withholding			66.40
12/31/2018	DFT0003051	FICA Withholding			-563.08
12/31/2018	DFT0003052	Fed Withholding			-768.60
12/31/2018	DFT0003054	Medicare Withholding			-131.70
12/31/2018	DFT0003059	FICA Withholding			14,252.08
12/31/2018	DFT0003060	Fed Withholding			13,101.88

Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
12/31/2018	DFT0003062	Medicare Wlthholding			3,484.80
				Vendor 01731 - Internal Revenue Service Total:	103,034.99
Vendor: 01771 - Keller Supply					
12/12/2018	52653	faucet for admin.			288.80
				Vendor 01771 - Keller Supply Total:	288.80
Vendor: 01790 - Knife River Construction					
12/12/2018	52654	Construction & Maint. Supplies -..			1,045.69
12/12/2018	52654	Construction & Maint. Supplies -..			1,457.11
12/12/2018	52654	Construction & Maint. Supplies -..			545.49
12/12/2018	52654	Construction & Maint. Supplies -..			545.49
12/12/2018	52654	Construction & Maint. Supplies -..			455.78
12/12/2018	52654	Construction & Maint. Supplies -..			453.97
				Vendor 01790 - Knife River Construction Total:	4,503.53
Vendor: 01862 - Mathews Readymix					
12/12/2018	52655	Job #18-01 - Crestview			277.40
				Vendor 01862 - Mathews Readymix Total:	277.40
Vendor: 01905 - Minasian, Meith, Soares, Sexton & Cooper, LLP					
12/12/2018	52656	Legal Fees			9,358.90
				Vendor 01905 - Minasian, Meith, Soares, Sexton & Cooper, LLP Total:	9,358.90
Vendor: 01908 - MJB Welding Supply					
12/12/2018	52657	shop supplies			43.10
				Vendor 01908 - MJB Welding Supply Total:	43.10
Vendor: 01977 - North Valley Barricade					
12/12/2018	52658	Safety Supplies - Shop			577.22
12/12/2018	52658	Construction & Maint. Supplies -..			57.92
				Vendor 01977 - North Valley Barricade Total:	635.14
Vendor: 01980 - Northern Recycling & Waste Svcs					
12/12/2018	52659	Garbage - Lake			93.75
12/12/2018	52659	Garbage - TP			41.25
12/12/2018	52659	Garbage - Shop			149.97
12/12/2018	52659	Landfill Fees - Shop			339.62
12/12/2018	52659	Landfill Fees - Shop			33.00
12/12/2018	52659	Garbage - Office			53.32
				Vendor 01980 - Northern Recycling & Waste Svcs Total:	710.91
Vendor: 01995 - Office Depot					
12/12/2018	52660	Office Supplies - Office			90.28
12/12/2018	52660	Office Supplies - Office			161.17
12/12/2018	52660	Office Supplies - Shop			183.30
12/12/2018	52660	Office Supplies - Office			455.35
				Vendor 01995 - Office Depot Total:	890.10
Vendor: 02014 - OnTrac					
12/12/2018	52661	Courier Service Water Samples -..			132.66
				Vendor 02014 - OnTrac Total:	132.66
Vendor: 01538 - O'Reilly Auto Parts					
12/12/2018	52662	Repairs - #14, 11 Truck - Lift Blo...			107.74
12/12/2018	52662	Construction & Maint. Supplies -..			19.37
12/12/2018	52662	Construction & Maint. Supplies -..			53.86
12/12/2018	52662	Sm Hand Tools - Shop			16.15
12/12/2018	52662	Construction & Maint. Supplies -..			49.55
12/12/2018	52662	Repairs - #29, 09 Dump Truck - ...			156.95
12/12/2018	52662	Construction & Maint. Supplies -..			38.77
12/12/2018	52662	Repairs - #99, Con Saw - Filter			44.26
12/12/2018	52662	Repairs - #29, 09 Dump Truck - ...			9.93
12/12/2018	52662	Repairs - #29, 09 Dump Truck - ...			2.64
12/12/2018	52662	Repairs - #29, 09 Dump Truck - ...			15.80
12/12/2018	52662	Repairs - #29, 09 Dump Truck - ...			9.93
12/12/2018	52662	Repairs - #29, 09 Dump Truck - ...			13.77

Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
12/12/2018	52662	Repairs - #11, 18 Truck - Lite Bar			511.80
12/12/2018	52662	Construction & Maint. Supplies -..			21.54
12/12/2018	52662	Construction & Maint. Supplies -..			51.90
Vendor 01538 - O'Reilly Auto Parts Total:					1,123.96
Vendor: 02030 - Pace Supply					
12/12/2018	52664	(24) Plug - Galv - 2'			86.23
12/12/2018	52664	(4) Adaptor - CI - 8' MJ x FL			261.43
12/12/2018	52664	(10) Plug - Brass - 2'			20.48
12/12/2018	52664	Valve Gate - CI - 8' FL x MJ			674.60
12/12/2018	52664	Valve Gate - CI - 8' FL			697.13
12/12/2018	52664	Construction & Maint. Supplies -..			177.87
Vendor 02030 - Pace Supply Total:					1,917.74
Vendor: 02081 - Pacific Gas & Electric Company					
12/28/2018	52694	Geppetto North End			1,248.42
12/28/2018	52694	Paradise Dam #2 Park			60.36
12/28/2018	52694	8764 Skyway			36.47
12/28/2018	52694	Mag Res Filtration Plant			9,822.69
12/28/2018	52694	5320 Pentz Rd. - ELECTRIC			9.86
12/28/2018	52694	Frank Turner Way Tank Res #C			19.25
12/28/2018	52694	Moore Rd. ES Forest Serv. Rd. - ...			8.12
12/28/2018	52694	Skyway W/S N/Clark Tank Res #A			20.81
12/28/2018	52694	Nunnely Rd. Ext. Tank Res #E			21.02
12/28/2018	52694	6344 Clark Rd. - GAS			21.42
12/28/2018	52694	Lovely Ln. N/End Tank Res #D			22.93
12/28/2018	52694	Bader Mine Rd. -Electric			41.65
12/28/2018	52694	Moore Rd. ES Forest Serv. Rd. - ...			4,630.15
12/28/2018	52694	6332 Clark Rd. - ELECTRIC			2,206.38
12/28/2018	52694	6332 Clark Rd. - GAS			19.52
12/28/2018	52694	(6) Locations - MS			59.50
Vendor 02081 - Pacific Gas & Electric Company Total:					18,248.55
Vendor: 02109 - Paradise Pines True Value					
12/12/2018	52665	Repairs - Parking Lot - Lights			8.19
Vendor 02109 - Paradise Pines True Value Total:					8.19
Vendor: 02062 - Pitney Bowes Purchase Power					
12/12/2018	52666	Meter Postage			1,005.00
Vendor 02062 - Pitney Bowes Purchase Power Total:					1,005.00
Vendor: 02094 - Platt Electric					
12/12/2018	52667	Job #18-F1 - Camp Fire - Repairs...			215.52
Vendor 02094 - Platt Electric Total:					215.52
Vendor: 02057 - Riebes Auto Parts					
12/12/2018	52668	Construction & Maint. Supplies -..			42.33
12/12/2018	52668	Safety Supplies - TP			19.37
12/12/2018	52668	Construction & Maint. Supplies -..			5.08
12/12/2018	52668	Sm Hand Tools - Shop			59.25
12/12/2018	52668	Safety Supplies - TP			38.75
12/12/2018	52668	Repairs - #25, 05 Truck - Handle			19.70
Vendor 02057 - Riebes Auto Parts Total:					184.48
Vendor: 02263 - Sinclair Towing					
12/12/2018	52669	Repairs - Quad - Lake			80.00
12/12/2018	52669	Repairs - #50, 11 Truck - Shop			40.25
Vendor 02263 - Sinclair Towing Total:					120.25
Vendor: 02292 - Standard Insurance Company					
12/12/2018	52670	Long Term Disability			836.02
Vendor 02292 - Standard Insurance Company Total:					836.02
Vendor: 02293 - Stanley Convergent Security Solutions					
12/12/2018	52671	Bldg. Security - TP			106.38
Vendor 02293 - Stanley Convergent Security Solutions Total:					106.38

Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 02362 - Thomas Ace Hardware					
12/12/2018	52672	Construction & Maint. Supplies -..			15.51
12/12/2018	52672	Construction & Maint. Supplies -..			19.82
12/12/2018	52672	Construction & Maint. Supplies -..			10.31
12/12/2018	52672	Construction & Maint. Supplies -..			6.02
12/12/2018	52672	Construction & Maint. Supplies -..			16.11
12/12/2018	52672	Construction & Maint. Supplies -..			63.29
12/12/2018	52672	Repairs - Pressure Transducer - ...			587.86
12/12/2018	52672	Repairs - Wash Water Pump - S...			4.92
12/12/2018	52672	Construction & Maint. Supplies -..			15.57
12/12/2018	52672	Construction & Maint. Supplies -..			7.98
12/12/2018	52672	Construction & Maint. Supplies -..			42.70
12/12/2018	52672	Sm Hand Tool - TP			10.23
12/12/2018	52672	Construction & Maint. Supplies -..			27.63
12/12/2018	52672	Sm Hand Tools - Shop			4.45
12/12/2018	52672	Tank/Res Repairs - B Res			21.58
12/12/2018	52672	Bldg & Grounds Maint. - TP			360.56
12/12/2018	52672	Office Supplies - TP			3.44
12/12/2018	52672	Construction & Maint. Supplies -..			39.60
12/12/2018	52672	Repairs - #29, 09 Dump Truck - ...			29.55
12/12/2018	52672	Construction & Maint. Supplies -..			15.90
12/12/2018	52672	Janitorial Supplies - TP			42.81
12/12/2018	52672	Sm Hand Tools - Shop			52.03
12/12/2018	52672	Repairs - Pressure Transducer - ...			366.51
12/12/2018	52672	Repairs - Pressure Transducer - ...			141.54
12/12/2018	52672	Sm Hand Tools - Shop			40.92
12/12/2018	52672	Construction & Maint. Supplies -..			9.10
12/12/2018	52672	Construction & Maint. Supplies -..			9.10
12/12/2018	52672	Construction & Maint. Supplies -..			73.01
12/12/2018	52672	Misc. Supplies - TP			6.12
12/12/2018	52672	Misc. Supplies - TP			19.31
12/12/2018	52672	Construction & Maint. Supplies -..			30.71
12/12/2018	52672	Construction & Maint. Supplies -..			5.50
12/12/2018	52672	Bldg/Grounds Maint. MLts. - TP			303.21
12/12/2018	52672	Construction & Maint. Supplies -..			10.95
12/12/2018	52672	Construction & Maint. Supplies -..			9.10
		Vendor 02362 - Thomas Ace Hardware Total:			2,422.95
Vendor: 02964 - T-Mobile					
12/28/2018	52695	Fireflies - CS			353.75
		Vendor 02964 - T-Mobile Total:			353.75
Vendor: 02902 - Tyler Business Forms					
12/12/2018	52675	Office Supplies - Office			211.07
		Vendor 02902 - Tyler Business Forms Total:			211.07
Vendor: 02394 - Tyler Technologies, Inc.					
12/12/2018	52676	Maintenance - 11/18			200.00
		Vendor 02394 - Tyler Technologies, Inc. Total:			200.00
Vendor: 02824 - US Bank Corporate Payment System					
12/12/2018	52677	Office Supplies - Office			12.99
12/12/2018	52677	Office Supplies - Office			19.99
12/12/2018	52677	Office Supplies - Office			64.62
12/12/2018	52677	Office Supplies - Office			14.99
12/12/2018	52677	Office Supplies - Office			239.88
12/12/2018	52677	Office Supplies - Office			33.80
12/12/2018	52677	Conferences & Meetings - Office			-175.67
12/12/2018	52677	Office Supplies - Office			156.00
12/12/2018	52677	Office Supplies - Office			134.76
12/12/2018	52677	Office Supplies - Office			195.18
12/12/2018	52677	Training - Shop			600.00
12/12/2018	52677	Office Supplies - Office			142.20

Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
12/12/2018	52677	Office Supplies - Office			30.23
12/12/2018	52677	Office Supplies - Office			1,048.41
12/12/2018	52677	Conferences & Meetings - Office			699.00
12/12/2018	52677	Conferences & Meetings - Office			12.15
12/12/2018	52677	Repairs - Outdoor Lighting - SS			182.15
12/12/2018	52677	Conferences & Meetings - Office			182.94
12/12/2018	52677	Office Supplies - Office			17.98
12/12/2018	52677	Office Supplies - Office			14.99
12/12/2018	52677	Office Supplies - Office			13.99
12/12/2018	52677	Office Supplies - Office			42.64
12/12/2018	52677	Office Supplies - Office			18.47
12/12/2018	52677	Misc. Supplies - TP			8.00
12/12/2018	52677	Office Supplies - Office			34.44
12/12/2018	52677	Conferences & Meetings - Office			12.30
12/12/2018	52677	Conferences & Meetings - Office			57.42
12/12/2018	52677	Conferences & Meetings - Office			6.00
12/12/2018	52677	Office Supplies - Office			13.99
12/12/2018	52677	Office Supplies - Office			12.98
12/12/2018	52677	Office Supplies - Office			49.00
12/12/2018	52677	Training - TP			95.00
12/12/2018	52677	Repairs - SBS Pump Motor - Bru...			60.73
12/12/2018	52677	Conferences & Meetings - Office			-624.00
12/12/2018	52677	Office Supplies - TP			86.50
12/12/2018	52677	Conferences & Meetings - Office			117.99
12/12/2018	52677	Conferences & Meetings - TP			117.99
12/12/2018	52677	Office Supplies - Office			74.99
12/12/2018	52677	Office Supplies - Office			34.99
				Vendor 02824 - US Bank Corporate Payment System Total:	3,860.01
Vendor: 02686 - USA Blue Book					
12/12/2018	52683	Repairs - Bypass Meter - Impella..			198.32
12/12/2018	52683	Misc. Supplies - TP			280.86
				Vendor 02686 - USA Blue Book Total:	479.18
Vendor: 02703 - Verizon Wireless					
12/28/2018	52696	(16) Mobile Phones			552.08
				Vendor 02703 - Verizon Wireless Total:	552.08
Vendor: 02712 - VistaNet inc.					
12/21/2018	52688	Job #18-F1 - Camp Fire - Rent			3,097.00
12/21/2018	52688	Job #18-F1 - Camp Fire - Rent			4,890.00
				Vendor 02712 - VistaNet inc. Total:	7,987.00
Vendor: 02714 - Wagner & Bonsignore					
12/12/2018	52684	T			667.85
				Vendor 02714 - Wagner & Bonsignore Total:	667.85
Vendor: 02787 - Zee Service Company					
12/12/2018	52682	Safety Supplies - Shop			218.70
				Vendor 02787 - Zee Service Company Total:	218.70
				Grand Total:	349,792.50

CHAPTER 7

WATER RATES, OPERATING FEES AND BILLING PROCEDURES

7.1 WATER RATES

A current schedule of prevailing water rates, service charges, and operating fees shall be determined and approved by the Board and shall be available upon request at the District office. A current schedule of these rates, charges, and fees shall be included in Appendix A.1 of this manual.

7.2 PUBLIC NOTIFICATION OF WATER RATE CHANGES

Revisions to water rates, service charges, and operating fees shall normally be established as required through the public hearing process. To the extent possible, water rate changes will become effective with the next billing date which will be at least thirty (30) days following the date on which the Board approved the rate change. The District will endeavor to make public notification of the rate changes through the news media and on customer water bills, space permitting. Emergency rate changes may become effective at the discretion of the Board.

7.3 SERVICE CALL CHARGE

A charge may occur for each service call where it is done for the convenience of the user or made necessary through non-payment of charges or to enforce the rules of the District. A current schedule of these rates, charges, and fees shall be included in Appendix A.1 of this manual.

7.4 DUPLICATE BILLING CHARGE

At landowner's request, the District will send a duplicate billing to a second address (this does not change the landowner's responsibility for meter charges). A charge for this service will be added to the bill. A current schedule of these rates, charges, and fees shall be included in Appendix A.1 of this manual.

7.5 SPECIAL METER READING CHARGE

A charge shall be made for any special reading requested by the owner. A current schedule of these rates, charges, and fees shall be included in Appendix A.1 of this manual.

7.6 EXAMINATION OF METERS CHARGE

Upon executing an application and depositing an inspection fee, any customer may request that his meter be examined and tested to determine its accuracy. The inspection fee shall be fixed from time to time by the Board and be available upon request at the District office.

If such examination and test shows the meter to register over five percent (5%) more water than actually passed through it, the inspection fee will be returned to the customer and the bill for the preceding billing period and current billing period will be adjusted. If a water meter is not registering in excess of five percent (5%), the inspection fee will be retained by the District.

At the customer's request, arrangements will be made for the customer to be present while the test is being made.

7.7 SEALED METER READY TO SERVE CHARGE¹

7.7.1 Authorization –

Proper authorization shall be required to seal or unseal a water meter. A service call charge shall apply to ~~each activity required~~ seal a water meter. There will be no charge to unseal a water meter. During the period a meter is sealed, one-half the monthly water service charge shall apply. That same charge will also apply to sealed meters converted from the discontinued category of “temporarily removed meter”.

7.7.2 Tampered Meters or Delinquent Bill –

If meters are tampered with in any way or if a customer refuses to pay a delinquent water bill, the Manager may at his discretion have the meter removed and the fee for removing the meter shall be as fixed from time to time by the Board and be available upon request at the District office.

7.7.3 Discontinued Service –

If a property owner chooses to discontinue service and not pay the sealed meter rate (Discontinued Service) due to the effects of the Camp Fire, ~~they/she~~ property owner will not 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) in an amount not to exceed \$500. Situations in which a service line may need to be replaced include, but are not limited to:

¹ Effective January _____, 2019.

- A. If leak occurs on the Service Line to a property with Discontinued Service, the line will not be replaced, but turned off at the District Main.
- B. If the District is replacing a mainline that serves a property with Discontinue Service, the Service Line will not be replaced.

7.7.4 Reactivating Service –

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A property owner reactivating service on a parcel with a Service Line that is still pressurized will be charged the same rate as a ¾” Meter Installation on a Developer Financed Service Line or LEMO, whichever is applicable.

7.8 BILLING PROCEDURES

7.8.1 Billing Period –

Customer accounts are billed ~~on a monthly basis~~every other month. The District will endeavor to read meters on the same working date every month. Variations to this practice will be in accordance with industry-accepted practices. Customers may make advance payments to maintain water service during their absence. The billing will reflect the current credit balance until expended. Monies placed on deposit will not bear interest.

7.8.2 Service –

The District reserves the right to refuse or discontinue service to any customer who is delinquent in payment of water charges, in accordance with District policy, unless and until such payments have been paid in full. This rule shall be effective notwithstanding the fact that the customer may not be the same person who owned the property when the delinquent charges were incurred.

Where service is at risk of being discontinued, payment may be accepted from a tenant. When this occurs, the District will have no reimbursement responsibilities to any party.

7.8.3 Delinquent Accounts –

All charges shall become delinquent if not paid within twenty five (25) days after the billing date, and if not paid prior to the next billing, there shall be added thereto and become a part of such charges, and be collected by the District, a penalty of two percent (2 %) per month on delinquent balances. Application of such penalty shall continue until the account is current, or to the time when the unpaid and delinquent charges are added to the annual assessment of the District as provided in the Water Code.

If delinquent charges are not paid fifty (50) days from original billing date, a fifteen (15) day notice shall be mailed to the customer and a Fifteen Day Notice fee shall be applied to the account. The Fifteen Day Notice fee shall be established in the Fees and Charges approved by the Board of Directors.

If delinquent charges, including the Fifteen Day Notice fee, are not paid thirteen (13) days from the issuance of the Fifteen Day Notice, a Forty Eight Hour Notice shall be delivered to the service location and a Forty Eight Hour Notice fee shall be applied to the account. The Forty Eight Hour Notice fee shall be established in the Fees and Charges approved by the Board of Directors.

If all delinquent charges are not paid within the forty eight hours of the Forty Eight Hour Notice, service will be terminated and a Meter Seal Fee shall be applied. The Meter Seal Fee shall be established in the Fees and Charges approved by the Board of Directors.

All delinquent amounts and previously billed charges shall be paid before service will be reinstated.

Property owners shall be responsible for and receive all water statements regardless of whether or not the property or premises is being rented or leased by others. Only property owners shall be allowed to make application for water service. A property owner may request duplicate bills be sent to the tenant for a fee. The property owner will remain responsible for unpaid charges. The Duplicate Billing Fee shall be established in the Fees and Charges approved by the Board of Directors.

The District reserves the right to refuse or discontinue service to any customer who is delinquent in payment of water charges unless and until such payments have been paid in full. This rule shall be effective notwithstanding the fact that the applicant may not be the same person who owned the land when the delinquent charges were incurred.

All delinquent water bills and charges for service remaining unpaid at the time of setting the annual tax rate may be added to and become part of the annual assessment levied by the District as provided for in the Water Code of the State of California.

The District Billing Clerk with approval of the District Manager may file a lien against the property for delinquent water bills and charges for service. The District Billing Clerk, with the approval of the District Manager, may require a deposit, up to the equivalent of the charge for 150 days maximum use, in the event of a bankruptcy after the date of order for relief. The deposit may be applied to 20 percent of each bill until the deposit is reduced to the equivalent of 30 days (1 billing period) maximum use. This reduced deposit shall remain for one year at which time it may be credited to succeeding bills until depleted.

7.9 LEAK POLICY, ADJUSTMENTS, AND APPEALS

The customer is responsible for all water going through the meter. Leaks caused by frozen or broken pipes, damage, or other leaks on the customer's side of the meter shall be the responsibility of the customer. The District may, upon request of the customer, provide for a payment plan of up to one year, with no penalties, to assist customers in paying amounts billed that are attributed to a leak.

An identified leak will not result in a customer moving to a higher service charge classification so long as the leak is repaired in a timely manner. Upon request of the customer, the District will determine if a leak will result in a change in classification, based upon the circumstances, magnitude, and duration of the leak.

Online customer usage data and leak notification is available to customers. The customers are expected to respond to leak detection notifications from the District and repair leaks promptly.

The District may, upon written request of a customer supported by repair bills or other appropriate documentation, adjust such customer's bill in the case of loss of water due to circumstances beyond the reasonable control of such customer, such as a mechanical malfunction, blind leak, theft of water, vandalism, unexplained water loss or other unusual or emergency conditions. Adjustments shall not be made for faucet or toilet leaks.

The District will use its automated billing system to determine the amount of water usage attributable to the leak. Customers that fix leaks within seven days of the District's leak notification, may, upon the customer's request, and if the District determines that an adjustment is appropriate and reasonable under the circumstances, receive a credit for leak usage of up to seven days from the District's notification.

The District Manager, or his or her designee, may, in his or her sole discretion, grant an adjustment for usage attributed to the leak that occurred after the above-described seven-day period. In making such a determination, the District Manager, or his or her designee, may take into account the cause of water loss, any negligence or fault of the customer in connection therewith, and the difficulty of repair.

Any customer seeking relief under this policy must make a written request to the District as soon as possible and in no event later than ninety days after the closing date of the billing cycle in which the leakage occurred.

The District's determinations under this policy will be made by District staff in writing and mailed to the owner at the billing address on the District's records. Any person

aggrieved by a staff determination may file a written appeal to the Board of Directors, no later than sixty days after the date of staff's determination. The Board will consider the appeal and make its decision at a noticed public meeting.

CHAPTER 6
WATER SERVICE

6.1 RULES AND REGULATIONS

These rules and regulations have been adopted by the Board under the authority of the Water Code of the State of California, are part of the law governing the District, and may be amended as required for the operation of the District. All records of the District are open to the public in accordance with the Public Records Act during the hours when the District offices are open. Information concerning the affairs of the District will be furnished in accordance with statutory procedures and requirements. Reproduction of any documents shall be at a copy fee set by the Board from time to time and described in Appendix A.1.

Failure or refusal of any landowner or water user to comply with the rules and regulations of the District, including this manual, or any interference by any such landowner, water user, his servants or employees, with the rights, duties, or obligations of the District, or its employees, or any tampering with meters, valves, or other District works and installations shall entitle the District to discontinue the service of water to such owner or user until the landowner or water user shall furnish satisfactory proof to the Board of his intention to comply with the District's rules, regulations, policies, and procedures.

6.2 OWNERSHIP OF WATER

All water and water rights belonging to the State within the District have been dedicated and set apart for the uses and purposes of the District. No purchaser of water from the District acquires any proprietary right therein or any right to resell such water, or to use it on premises or for a purpose other than stated in the written request to the District for service. The District asserts the rights to recapture, reuse, and resell all water that passes from the premises of the person to whom the water was sold, or from the premises stated in the request to the District for services. All water introduced into the District by District works or other outside sources is District water, and is subject to diversion, re-diversion, and use by the District. All such water intercepted and used or impounded will be charged to the person using or impounding it at the rates established by the District.

6.3 ANNEXATION OF LANDS TO THE DISTRICT

Property must be annexed to the District prior to receiving water service. Annexations shall occur in accordance with the District's Annexation of Lands to the District or Reorganization including Annexation Application and Procedures Guide as described in Appendix B.3. No water service will be supplied to parcels that are not annexed to the District unless previously approved by the Board.

The applicant will be informed of the requirements for receiving service, including any negotiated and/or mitigating issues and the costs associated with the annexation process.

Thereafter, if the applicant wants to proceed with annexing their property, they must deposit funds equal in amount to the total of the District's processing fee and any other fees as described in the Recordable Annexation Agreement. Calculation of the District's annexation fee and when it becomes payable to the District will be as described in Appendix B.3 and the Recordable Annexation Agreement.

6.4 EASEMENT ABANDONMENT

Abandonment by the District of its interest in public utility, irrigation, and other easements dedicated to the District for installation, maintenance, repair, etc., of facilities, shall require approval of the Board. Staff shall prepare a detailed analysis and recommendation for consideration by the Board. Commitments to abandon easements or assurances that easements will be abandoned may be provided by staff only after approval of same by the Board.

6.5 APPORTIONMENT OF WATER

In the event of water shortage conditions, the District will endeavor to equitably apportion the water to the land and/or customers entitled thereto in accordance with the water shortage contingency analysis discussion found in the most recent publication of the District's Urban Water Management Plan or in accordance with emergency measures adopted by the Board. The decision of the Board as to the need for and method of apportioning the water shall be conclusive. No water user shall permit the waste of water which is under his control. The District reserves the right to refuse delivery of water when it appears to the satisfaction of the Board that the proposed use or method of use will require such excessive quantities of water that will constitute waste.

6.6 WATER SERVICE

The District provides domestic and irrigation water from Paradise Lake and Magalia Reservoir through the District treatment plant, and occasionally from District drought management wells, through the District's piped distribution system. The District operates the system with permits from the State of California, Department of Water Resources. Irrigation and residential irrigation water service accounts are defined as those using water on two or more acres for any legal agricultural endeavor.

The agents of the District shall have access at all times to the property being supplied with water from the District's system for the purpose of examining the lands, the flow of water thereon, the District works and water facilities and any private pipelines or facilities for the delivery of water. No fence or structure shall be built, or trees or other obstruction maintained prohibiting reasonable District access on any right-of-way or easement or other property belonging to the District without the permission of the Board in writing and signed by the President of the Board. No meter shall be fenced in or made inaccessible without District approval.

No material of any sort will be placed or allowed to collect on any land belonging to the District. No trespassing is permitted on District land so posted or fenced. Violators of the rule shall be subject to prosecution.

No person or persons shall install or place any pipeline, valve, meter or other structure or device in any works of the District except in pursuance of plans adopted or orders made by the Manager and approved by the Board; nor shall any person divert or take water from the works of the District or under its control or make any opening therein, or change, molest, disturb or interfere with any works of the District without permission of the Manager and approval by the Board.

6.6.1 Applying For Service –

Any person desiring a new service connection shall apply for service at the District office as far as possible in advance, in order to afford the District time to make the connection.

Requests for new water service (property normally not previously serviced), shall be made by the property owner or his designated agent. To open an account for new water service, a signature is required on the Meter Order form. A transfer of existing water service requires a copy of the property owner's recorded deed. Applications for service are taken at the business office of the District. The District's requirements for the type of service desired must be met before a request will be approved. Service charges begin when a meter is installed.

All requests for water service shall be subject to staff review. Requests for service from a water main not contiguous to the subject property, or from a water main with insufficient capacity to serve additional demands, will be subject to additional review and may be subject to special conditions of approval.

Special conditions of approval include, but are not necessarily limited to, providing proof of recorded easement(s), execution of a Future Pipeline Agreement, or construction of a pipeline extension project. Additional District costs for legal review, document preparation, etc. (over and above the costs associated with a meter order that does not have special conditions of approval), will be billed to the applicant and payment shall be received before service will be provided.

If any part of the property to be served does not physically touch an existing District main with sufficient capacity to provide additional service ("non-contiguous), or if these premises are outside the District's boundaries, or if unusual conditions exist, the applicant will be advised of terms and conditions which must be met before a request for service may be accepted, including the possibility of Board approval. In determining whether the portion of an applicant's premises lying directly along a main constitutes principal frontage, the District's decision shall be final. It is the intent of the language contained herein,

to minimize the number of multiple service lines which, in the judgment of the District, detracts from the present and future orderly development of the District.

Continuance of service is dependent on compliance with the District's regulations governing service.

6.6.2 Service Connections –

All new pipelines and service facilities to supply water to new developments shall be installed at the full cost and expense of the owners of such developments and shall be installed in accordance with the District's Improvement Standards For Water Systems Planning and Design Manual (Appendix B.7), and the Pipeline Installation Procedures and Specifications Manual (Appendix B.8).

A. Existing Service Connection

Service may be granted where a complete service connection for the premises exists provided the District's requirements are met as stated in these regulations, including copies of legal property documentation substantiating ownership or change in ownership. During normal business hours, if a minimum forty-eight (48) hour advance notice is furnished to the District, the service will be continued or turned on at the meter on the date requested by the customer. After hours service requests will be subject to additional charges.

B. Service Connection Does Not Exist

When an application is received for service to premises where a service connection does not exist, service may be granted provided the applicant meets the District's general requirements as stated herein and as described in Appendix B.7, Improvement Standards for Water Systems Planning and Design Manual, and Appendix B.8, Pipeline Installation Procedures and Specifications Manual.

6.6.3 Pipeline Installations –

Pipeline installations shall be in accordance with Pipeline Installation Procedures and Specifications as described in Appendix B.8.

The State's Attorney General has opined that, in certain circumstances, construction of facilities for provision of public utility service, with the understanding and agreement that said facilities will be turned over to the District for ownership, operation, and maintenance at the conclusion of construction, may be subject to the prevailing wage laws of the State of California. It is the developer's responsibility to determine if the Attorney General's opinion affects the wages paid by him to workers employed on water facilities constructed for

their project. However, should it be determined that the prevailing wage laws of the State (Labor Code 1770, et seq.) apply to the work performed for the project, then the developer will be required and shall agree to defend and hold the District harmless from any liability, claims, damages, or costs in any way associated with said determination by the State. Further, the developer shall take all necessary and appropriate action, including payment of back wages, and any associated penalties which may be required, due to enforcement of the prevailing wage law in connection with construction of the water system.

The District will not represent or advise the developer in connection with this matter except to advise them of their potential liability. The developer should not rely upon any opinion or information of the District in making their determination in connection with the payment or nonpayment of wages.

6.6.4 Continuity of Service –

After water service has been installed, the appropriate charge will continue for all installed meter accounts until written notice from the property owner is given to the District to permanently discontinue service. In those cases where the meter had been removed and a ~~sealed meter~~ready to serve status remains in effect, the customer shall retain applicable rights and privileges of those customers with an installed meter.

The property owner may request their meter to be removed. Such discontinuance of service is permanent. Reestablishment of service shall be on the same basis and conditions as any other request for new service with the exception that the owner shall retain the capacity provided to that parcel and capacity fees will only apply if the new service requires more capacity than the removed meter.

A service charge for temporarily sealing and reactivation to normal service shall be fixed from time to time by the Board and be available on request at the District business office.

6.6.5 Service Interruptions –

The District may shut off the water at any time for the purpose of making repairs and improvements to its pipelines and works or for other purposes and the District shall not be responsible nor liable in any manner for any inconvenience, loss, or damage caused by any service interruption. Whenever possible, proper notice will be provided to the customers impacted by the service interruption.

Water users requiring continuous water supply for any reason are advised to provide an auxiliary supply or storage facility sufficient to supply their needs during any such interruption period.

6.6.6 Limits of District Liability –

The District will not be liable for any damage of any kind or nature resulting directly or indirectly from any private distribution or service pipeline, or the water flowing therein, or by reason of lack of capacity therein or for negligent, wasteful or other use or handling of water by the consumers there from. The District sells water as a commodity only and not as a guaranteed service and will not be liable for defective quality of water, shortage of water either temporarily or permanently, or failure to deliver such water.

Pumping by consumers of District water is done at the consumer's risk and the District assumes no liability for damages to pumping equipment or other damages as a result of water quality or shortage or excess of water or other causes.

The District assumes no liability for damages to persons or property occasioned through defective pipelines, meters, pressure relief valves, or any other part of the system.

6.7 PRIVATE DISTRIBUTION PIPELINES

6.7.1 Maintenance of Private Distribution Pipelines –

The District no longer approves private distribution pipelines (pipelines on the District's side of the meter, but not owned by the District). It is to such pipelines earlier approved and installed that the comments of this section apply.

In the event of leakage from such privately owned pipelines and failure or refusal of property owners to repair the same, the District may at its option in the Manager's discretion, in order to avoid waste of water or property damage, discontinue service of water through such privately owned pipelines until the condition is remedied.

It is the goal of the District that private pipelines be eliminated from the District's distribution system. In order to achieve this goal, the District will relocate meters onto a nearby District main at no cost to the customer if the customer absorbs the cost of connecting their service line from the meter to their existing plumbing. The District may consider other participation in the elimination of private pipelines in order to resolve operational difficulties or other problems, however, no funds for private pipeline work other than meter relocations shall be spent without prior approval of the Board.

6.7.2 Condition of Private Service Pipelines Beyond District Meters –

Before water is turned on for a private service pipeline, the pipeline shall be in suitable condition to receive water. Failure to comply with this policy shall be sufficient cause for refusal to turn water into such pipelines. Nothing herein shall

be construed as an assumption of liability on the part of the District, its Directors, officers or employees for any maintenance, or use of any private pipeline or by reason of permitting the flow of water or turning water therein.

6.7.3 Acceptance of Private Distribution Lines –

Upon request of property owners of a private distribution pipeline, the Board may, at its sole discretion and after proper inspection by the District, agree to accept conveyance of title to the pipeline and right-of-way and thereafter operate and maintain it as a District pipeline.

6.8 CUSTOMER SERVICE LINE IMPROVEMENTS

It is the policy of the District to encourage the replacement of long customer service lines when an opportunity to connect to a new main in a closer location presents itself. All costs associated with the extension of, or connection to District facilities, together with the installation of private service lines from said facilities, shall be the responsibility of the owner(s) of the parcel(s) to be served.

Property owners that are willing to replace their service line, where the cost is in excess of \$1,000, will have the option to finance their costs through the District at fixed rate set at the prime rate of the District's Bank, plus 2% for a maximum term of 10 years. Property Owner will be required to acknowledge that any delinquencies will result in the total amount due being transferred to the Property Tax rolls.

6.9 RELOCATION OF DISTRICT SYSTEM

The cost of relocating meters, hydrants, pipelines, or any other portion of District's system shall be borne by the requesting party or the party benefiting from the relocation. Relocation fees shall be labor plus fifty (50%) percent, material, and equipment charges. As described in Appendix A.1.

6.10 FINANCIAL RESPONSIBILITY FOR COST OF EXTENDING MAINS

It is the District's policy to allow reasonable extensions of District water mains to serve the growing community, but not to unfairly burden existing customers with the costs of extending service to new customers. The developer of a project or the owner of a lot that wishes to connect the project or lot to the District's system ("Developer") may request an extension of a District main and appurtenant facilities to serve the project or lot. The Developer will initially bear the entire cost of extending the main and will also bear the costs of installing the private service lines to its project or lot(s). The District, in its sole discretion, may elect to use its own forces to install the extension, in which case the Developer will be required to deposit with the District the entire estimated cost of the extension; otherwise, the Developer will be responsible for constructing the extension to the District's specifications. The District will not be responsible for any of the costs associated with the Developer's extension of the main.

6.10.1 Other Benefitted Lots –

If other lots not under the Developer's control front on the extended District main, they will be eligible to receive service from the extended main. The owner of an eligible lot that (1) has previously executed a Future Pipeline Agreement with the District, (2) requests new, upsized, or expanded service from the extended main, or (3) is subdivided before the end of the term of the Reimbursement Agreement (see below), will be responsible for a Pro Rata Contribution for the cost of extending the main. (See Section 6.10.4, below.) In the case of a subdivided lot, each new lot created by the subdivision will be liable for a Pro Rata Contribution. The owner of a benefitted lot will also be liable to the District for the cost of installing the private service line from the main to the benefitted lot and for any other applicable fees and charges (e.g., meter installation or relocation fees, capacity fees, etc.).

The owner of a lot that already receives treated water service from the District and is not subject to a Future Pipeline Agreement will not be liable for any Pro Rata Contribution unless it requests expanded or upsized service or the lot is subdivided before the end of the term of the Reimbursement Agreement. If the extension of the main necessitates relocation of any existing metered water service, the District will perform the relocation and the Developer will bear all the costs of relocation, unless the affected lot was already subject to a Future Pipeline Agreement. No lot will ever be required to pay more than one Pro Rata Contribution.

6.10.2 Reimbursement Agreements –

The Developer will initially bear the entire cost of extending the water main. Prior to the District's acceptance of the extended main, the Developer may request a Reimbursement Agreement with the District, under which the District will attempt to collect the Pro Rata Contributions from benefitted lot owners and disburse them to the Developer. The District will not be liable, financially or otherwise, if its collection efforts are unsuccessful. Reimbursement Agreements will have a maximum term of ten years, at the conclusion of which the District will cease collection efforts and make a final disbursement to the Developer.

6.10.3 Reimbursable Costs –

Reimbursable costs are limited to those construction costs that are directly and solely related to the extension of the main. The calculation of such costs is subject to District approval. Costs incurred by the Developer for right-of-way acquisition, retention of engineers or other consultants for planning or design purposes, or for construction of improvements that do not benefit properties other than the Developer's will not be reimbursable. If there is a future extension of the main built off of the Developer's extension, lots benefitted by the future extension will not be liable for any Pro Rata Contribution for the Developer's extension.

6.10.4 Pro Rata Contribution Calculation –

Responsibility for reimbursable costs will be calculated as follows: 50% of the total reimbursable costs will be apportioned to each benefitted lot based on the maximum number of potential lots into which each benefitted lot (including the Developer's) could be divided (as allowed by post-project zoning). The other 50% of the total reimbursable costs will be allocated to each lot based on each lot's proportionate frontage on the extended main. A particular lot's Pro Rata Contribution will equal the sum of its contribution based on potentially benefitted lots plus its contribution based on proportionate frontage.

The Pro Rata Contribution apportioned to any single lot (except for the Developer's) may not exceed 50% of the total reimbursable costs. If a lot is subject to a Future Pipeline Agreement and its Pro Rata Contribution will exceed \$1,000.00, then the lot owner may finance its Pro Rata Contribution through the District at a fixed rate set to the prime rate of the District's bank plus 2%, for a maximum term of ten years. Such financing is not available to the Developer, which will be responsible for obtaining its own financing.

6.10.4.1 Potentially Benefitted Lots –

The District will determine the total number of potential lots within each existing lot that would be benefitted by the extension, based on the zoning rules applicable after the project is complete. (For instance, a 2-acre lot in an area where zoning requires a minimum lot size of 1 acre would be considered to contain 2 potential lots; a 3.5-acre lot in an area where zoning requires a minimum lot size of 1 acre would be considered to contain 3 potential lots.) 50% of the reimbursable costs will be apportioned to each benefitted lot based on the number of potential lots within each existing lot, divided by the total number of potential lots benefitted by the extension.

6.10.4.2 Proportionate Frontage –

The District will determine the sum of the lengths of the Front Lot Lines (as defined in Section 16.10.3.B.31 of the Paradise Code of Ordinances) of all lots that will be benefitted by the extension of the main. 50% of the reimbursable costs will be apportioned among the benefitted lots based on the length of the Front Lot Line of each lot, divided by the sum of all Front Lot Lines of all benefitted lots.

6.11 FIRE HYDRANTS

A. Usage and Operations –

By written agreement between the District and the Town of Paradise's Fire Department (Town), the Town accepts and acknowledges ownership of all District water system fire hydrants and is responsible for the installation, repair,

and maintenance of fire hydrants. The Town requires the developers to meet fire flow requirements for all new developments with the cost of the materials and installation to be borne by the developer and/or the Town. The District may operate hydrants for flushing, flow testing, draining, filling, or other District purposes. At any time total water storage in Magalia and Paradise reservoirs falls below 8,000 acre feet, water will not be used for annual hydrant flow testing without the prior written approval of the Board.

B. Construction Water –

Application for a meter to provide construction water from fire hydrants or other outlets may be made at the District's business office. Except on a case-by-case basis for Public Works projects, which will benefit the community, no construction water may be taken or used outside District boundaries. All construction water delivered from fire hydrants shall be protected by a backflow device and measured and delivered through a meter. If a meter is temporarily unobtainable by the District, the Manager may, until such meter is available, arrange unmetered delivery and estimate the amount of water delivered for billing purposes. Hydrant meter deposits, service charges, and water rates shall be as fixed from time to time by the Board and be available upon request at the District business office.

6.12 METERS

6.12.1 General –

All water delivered to customers must be measured and delivered through a meter, which shall be read on a monthly basis. As it is not always practicable to read meters at equal intervals, the period between reading dates may vary by a few days.

Where water is served, at least one meter shall be established for;

- A. Each separately deeded parcel, or
- B. Contiguous parcels in identical ownership.

A parcel shall be that which is identified by a County Assessor's parcel number. An exception to this policy may be granted by the Manager for landscape irrigation service to street medians or parkways, which are contained within a public or private street right-of-way and are not defined as a separate deeded parcel. The applicant for water service to a parcel not identified with an assessor's parcel number shall submit a description of that parcel and water service to that parcel shall be subject to all other applicable provisions herein.

Notwithstanding the previous paragraph, one or more meters may serve a mobile home park or multiple-unit residential complex wherein the park or complex is comprised of a collection of separately deeded and contiguous parcels including parcels owned in common by an Association of the separate owners. The association shall be the District's customer and shall be responsible to receive and pay all water bills.

6.12.2 Ownership and Size –

The District shall retain ownership of all meters and connecting service pipe to the meter and reserves the right to regulate the size, character, and location of each meter for service. Water meters have operating ranges and characteristics which need to be compatible with water service demands to provide appropriate service.

6.12.3 Replacement –

The District may at the request of a property owner, and if in the opinion of the Manager such a change is reasonable, replace an existing meter with a larger or smaller meter. In the event that a meter is incorrectly sized for the flow demand at the point of service, the District may, at its option, replace the meter with a meter of the correct size.

An increase in meter size shall result in the requirement for the customer to pay the then current difference in capacity fees between the existing meter size and the new meter size. The customer is also responsible for the labor, materials, and equipment charges to undertake and complete the work.

If the meter size is reduced, the former capacity size is retained for the property. In the future, the customer shall be credited the difference of the then current capacity fees in the event there is additional meters, the original size is restored, or a larger meter is installed on the property. The Customer is responsible for the labor, materials, and equipment charges to undertake and complete the reduction in meter size.

If the existing meter is too small for the flow demand, the meter size shall be increased and the customer shall pay the applicable installation fee and the additional service capacity fee. If the customer refuses to pay all the appropriate fees for a larger meter, the District will install a flow restrictor at the meter to limit the flow to the rated capacity of the meter.

6.12.4 Active Meters –

All meters are classified as “active” unless sealed upon request of the landowner or by reason of conversion to the “discontinued service” category. All former “temporarily removed meters” were converted to one of the following categories:

- A. Active meters
- B. ~~Sealed meters~~Ready to Serve meters
- C. Discontinued Service meters

Meters may only be moved from one location to another for the property being served upon request or as required to protect the meter. The cost of such relocation shall be borne by the requesting party or the party benefiting from the relocation. Meters remain with the property and may not be transferred to any other parcel even if under the same ownership.

“Discontinued Service” meters will not pay a monthly service charge, but the service line to the meter will not be replaced if it is found to leak, or if the District replaces the mainline that previously served the property.

Meter installation and relocation charges shall be fixed from time to time by the Board and be available upon request at the District business office.

6.12.5 Capacity Fee –

A capacity fee has been established and charged to customers to provide funds to build certain facilities needed for growth within the District. The capacity fee calculation takes into consideration both the value of the existing system, as well as anticipated alternative water supplies needed to supply new connections. A capacity fee schedule for new meters and changes in meter size shall be fixed from time to time by the Board and be available upon request at the District business office.

The capacity fee may be financed by the owner of the property through the District at fixed rate set to the prime rate of the District’s Bank plus 2%, for a maximum term of 7 years, with an option by District to call upon any sale, transfer, or assignment.

6.12.6 Construction/Hydrant Meters –

Construction/Hydrant meters will be available, unless restricted due to water supply conditions, as provided in this manual.

6.12.7 Building/Construction Meters –

Building/Construction meters for new construction shall be the same as any other regular active meter except that they shall be eligible for the lowest “service” charge for the first six months or until the building is transferred or occupied.

6.12.8 Estimated Meter Readings –

Bills for service will be based on an estimate if a meter fails to register the volume of water consumed or cannot be read. In estimating consumption, due consideration will be given to fluctuations in usage caused by seasonal changes or known service interruption. Where a meter cannot be read without undue difficulty because of obstruction, the customer will be notified and requested to correct the condition.

6.13 CUSTOMER PRESSURE REGULATING & RELIEF VALVE RESPONSIBILITY

It shall be the responsibility of each water service customer to install pressure regulating and pressure relief valves within the customer’s private water pipe system in accordance with the Health and Safety Code and applicable building codes.

6.14 CROSS-CONNECTION AND BACKFLOW CONTROL

The District is required by the State of California to maintain a cross-connection control program (California Administrative Code, Title 17, Chapter V, Section 7583-7622, inclusive, as amended), insofar as the regulations are applicable to the protection of the District’s water supply. Cross-connection and backflow control applications shall occur in accordance with the District’s Cross-Connection and Backflow Prevention Pamphlet as described in Appendix B.9. In accordance therewith, the District will maintain no water connection to any property unless the public water supply is adequately protected.

Water service by the District may be refused or discontinued to any premises upon which there is found to be another source of water or a cross connection, after due notice is given thereof by the District to the consumer or owner of said premises. Such service shall not be established or restored until such cross connection has been eliminated or a backflow device satisfactory to the District has been installed. All costs to install, maintain, and operate such devices shall be borne by the customer. Cross connection control devices are required to be inspected and tested annually. Such devices must be tested by qualified personnel as determined by the District with the results recorded on a form to be provided by the District. If desired by the customer such testing can be performed by the District at a charge to be available upon request at the District office.

The protective device required shall depend on the degree of hazard as determined below:

- A. District approved double check valve assemblies may continue to be used if they are an existing protection device.

- B. An air gap separation or reduced pressure principal device shall be used where there is an existing or potential cross connection.
- C. Pressure type vacuum breakers will be required on sprinkler systems being held under line pressure. Anti-siphon valves may be used in open irrigation systems.



PARADISE IRRIGATION DISTRICT

RESOLUTION NO. 2019-01

A RESOLUTION BY THE BOARD OF DIRECTORS
ACKNOWLEDGING DONATIONS

The Paradise Irrigation District does hereby resolve as follows:

WHEREAS, the Paradise Irrigation District has received assistance in the form of donations following the Camp Fire in Butte County on November 8, 2018 from agencies desiring to help the District and its employees;

Agency	Contribution
El Torro Water District	Gift Cards
Mesa Water District	Gift Cards
Moulton Niguel Water District	Gift Cards
Municipal Water District of Orange County	Gift Cards
NTU Technologies, Inc.	Gift Cards
Santa Margarita Water District	Gift Cards
South Coast Water District	Cash donation & Gift Cards
Yorba Linda Water District	Three Service Trucks

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that the Paradise Irrigation District acknowledges and accepts the donations received;

BE IT FURTHER RESOLVED, that the Paradise Irrigation District expresses its appreciation for the generosity in support of our organization and employees, and thank all agencies listed.

PASSED AND ADOPTED this ____ day of January, 2019 by the following vote at a regular meeting of the Board of Directors:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

PARADISE IRRIGATION DISTRICT

Marc Sulik, President

ATTEST:

Georgeanna Borrayo, Secretary



PARADISE IRRIGATION DISTRICT

TO: Board of Directors

FROM: Kevin Phillips

DATE: 1/11/2019

**RE: Project Manager Request for Proposal
01/16/2019 Board of Directors Meeting**

The District is looking to issue a Request for Proposal (RFP) for project management services. The selected firm would have the experience and ability to manage the entire scope of post disaster recovery planning and coordination. The purpose of the contract will be to support the implementation of a strategic plan to restore water services.

The selected firm must exhibit extensive experience managing capital projects, and also demonstrate capacity to work with district staff, Cal OES and FEMA, and other stakeholders such as the public, City and County representatives, professional service consultants, designers and engineers, and construction companies.

The firm should demonstrate proficiency in:

- Technical expertise and knowledge related to public water systems, including infrastructure, operations, and administrative systems;
- Ability to work in coordination with District staff, expectations of work and duties to be performed;
- Ability to increase and decrease assigned support staff and expertise quickly and efficiently in accordance to the needs and approval of PID;
- Ability to secure and manage contractors, consultants, and other resources as needed to conceptualize, design, and construct water infrastructure projects;
- Technical expertise and knowledge related to the Federal Stafford Act, the 44 CFR, FEMA PA Policy Procedures, and CDAA requirements, including ability to provide expert programmatic and policy advice on Federal and State disaster relief programs;
- Effective communications with FEMA, CAL OES and other grant providers.

The recommended form of motion is:

"I move to authorize staff to distribute a Request for Proposal for project management services for post disaster recovery planning and coordination."



PARADISE IRRIGATION DISTRICT

TO: Board of Directors

FROM: Kevin Phillips

DATE: 1/11/2019

**RE: Arborist Request for Proposal
01/16/2019 Board of Directors Meeting**

As part of the Camp Fire recovery effort, the District is looking to issue a Request for Proposal to remove hazardous trees from the roadway right-of-way and public trails. This process includes the District, Consultant performing arborist services, contracting with debris monitors, and a contractor for the removal of the hazardous trees as defined by FEMA and identified by an arborist. The District requires arborists that are trained and experienced in FEMA hazardous tree eligibility and documents as required for Public Assistance.

The Camp Fire has damaged trees along approximately 5.5 miles of District maintained roads. The right-of-way along these roads varies in width. The District requires assistance evaluating which trees are hazardous or have hazardous limbs as defined by FEMA in the District right-of-way, and on private property that pose a hazard to the District's right-of-way.

The arborist contractor shall provide personnel to evaluate hazardous trees as defined by FEMA. Arborists should have the ability to evaluate hazardous trees, hazardous limbs (hangers), and hazardous tree stumps. The selected arborist will evaluate trees that pose a hazard in advance of tree removal operations and prioritize removal. Trees that may be a hazard, but were not damaged by the fire, will not be included.

The recommended for of motion is:

"I move to authorize staff to distribute a Request for Proposal to retain the services of a consultant to perform arborist services for removal of hazardous trees as part of the Camp Fire Recovery effort."



PARADISE IRRIGATION DISTRICT

6332 Clark Road, Paradise CA 95969 | Phone (530)877-4971 | Fax (530)876-0483

2018 COMMITTEES OF THE DISTRICT

DATE: June 26, 2018
MEMO TO: Directors, Staff, and Legal Counsel
FROM: Georgeanna Borrayo, District Secretary
SUBJECT: Committees of the District

STANDING COMMITTEES:

ADMINISTRATION AND PERSONNEL

Review and recommend changes to the Board regarding the District's Policies/Rules and Regulations, participate in labor negotiations with employee representatives, hold employee grievance hearings as provided in the Employee Rules and Regulations.

~~Dan Wentland~~ Chairperson
Bob Prevot

FINANCE

Oversee and safeguard the District's assets by reviewing investment policies and strategies, banking relationships, annual budget, district audit, risk management and significant financial and accounting issues.

Bob Prevot Chairperson
~~Dan Wentland~~

PARADISE LAKE & RECREATION COMMITTEE

Review recreation programs and events at Paradise Lake and make recommendations to the Board regarding fees, permits, facility improvements and other related items. Members shall continually review the District's present and future water demands and proposals and projects to meet those demands.

Bill Kellogg Chairperson
Marc Sulik
PID Lake Patrol Greg Dobbs
PID Staff: ~~Ed Fortner~~ Kevin Phillips
Jim Passanisi
Public Members: David Bermann
Butte County Fire Safe Council - Darrell Wilson
Paradise Recreation & Park District – Steve Rodowick
Sierra Pacific Industries – Kieran O'Leary

COMMUNITY RELATIONS

Plan, develop and help implement ongoing community relations and education outreach efforts to provide information and results-based guidelines to District Directors and staff to promote understanding, support shared goals and build goodwill between the District and community. Committee members will continually review key issues as outlined in the Community Relations Plan (CRP) to ensure positive and interactive communications for District projects and issues. Members shall review District actions to enhance water education and conservation efforts. The two Board Members shall meet periodically with two members of the Paradise Town Council to discuss common issues and items of mutual concern to the District and Town.

Marc Sulik Chairperson
Anne Rice
PID Staff: ~~Ed Fortner~~ Kevin Phillips
Mickey Rich
Public Members: Chuck Bell
Ward Habriel

AD HOC COMMITTEES / DELEGATE APPOINTMENTS:
(Water Rate Review, Security, Annexation, ACWA/JPIA, Butte County Special Districts Association, Union Negotiations, and other similar types of committees)

AD HOC NEGOTIATING COMMITTEE (Emily LaMoe – District Representative)

~~Dan Wentland~~ *Chairperson*
Anne Rice

AD HOC TREATMENT PLANT OPERATIONAL REVIEW COMMITTEE

Anne Rice *Chairperson*
Marc Sulik

ACWA JOINT POWERS INSURANCE AUTHORITY DIRECTOR REPRESENTATIVE

Periodically attend and represent the District at meetings of the Association of California Water Agencies and the Association of California Water Agencies Joint Powers Insurance Agency regarding issues of interest to the District.

Bob Prevot JPIA Director Representative
Kevin Phillips JPIA Alternate Representative

2.1 COMMITTEES OF THE DISTRICT

A. Appointment of Standing Committees –

In accordance with the Water Code and other applicable law, the Board may assign the committees such tasks as the Board may determine; and delegate to any committee certain powers and authority of the Board to transact any of the business and affairs of the Board subject to the Board's final approval.

B. Appointment of Committee Members –

1. At the District's first regular meeting in January, the President of the Board shall appoint the Board members of the various Standing Committees.
 2. Committee assignments shall only be changed during the calendar year by a majority vote of the Board.
 3. The President of the Board shall appoint members of Ad Hoc Committees.
1. The President of the Board may appoint a replacement committee member if a committee member is unable to fulfill their duties and no meeting of the committee has taken place without the Board of Directors being updated by the committee in a meeting.
 2. Public members on committees shall be appointed by a majority vote of the Board.



PARADISE IRRIGATION DISTRICT

6332 Clark Road, Paradise CA 95969 | Phone (530)877-4971 | Fax (530)876-0483

DATE: January 9, 2019
TO: Board of Directors
FROM: Kevin Phillips, Acting District Manager
SUBJECT: Statement of Investment Policy
01/16/2019 Board of Directors Meeting

Background:

The District's Investment Policy requires an annual review of the policy and states that the Board shall "amend it as appropriate or otherwise ratify its continuance." The Policy also states that the Board will confirm the delegation of the Investment functions as provided in section 4.A of this Policy. No changes are recommended for the Policy, and there are no known changes required by recent legislation.

The recommended form of motion is:

"I move approval to reaffirm continuance and delegation of investment functions as provided in PID Rules and Regulations Chapter 14, Investment Policy."

CHAPTER 14 INVESTMENT POLICY

14.1 INTRODUCTION

It shall be the policy of the District to invest its cash assets in such a manner as to comply with the requirements of the California Government Code, to maintain the integrity of the principal of all investments, and to provide for necessary liquidity. Within those restrictions, the District shall attempt to obtain the highest return possible.

14.2 SCOPE

This Investment Policy (Policy) covers all District funds.

14.3 OBJECTIVES

The objectives of this investment policy include the following in order of importance:

A. Safety –

It shall be the primary duty and responsibility of those authorized to invest the District's funds to protect, preserve, and maintain cash and investments placed in trust on behalf of the citizens of the District. Diversification is allowed within the guidelines of California Government Code (CGC) § 53601 et seq.

B. Liquidity –

An adequate amount shall be maintained in liquid short-term securities, which can be converted to cash as necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets will be used. Emphasis will be on marketable securities with low sensitivity to market risk.

C. Yield –

Yield shall be a consideration only after the basic requirements of safety and liquidity have been met.

14.4 POLICY

A. Legal Investment Authority –

All available funds shall be invested in accordance with the provisions of the California Government Code (CGC) § 53601 et seq., and as authorized in accordance with GUIDELINES Section 14.5.A.

1. The Board, as the legislative body of the District and in accordance with § 53607 of the CGC, delegates and authorizes the Treasurer to invest or reinvest funds of the District, to sell or exchange securities so purchased and to assume full responsibility for those transactions as described in this Statement of Investment Policy. Under the provision of CGC § 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard. Said authority shall be held at the pleasure of the Board, and shall be subject to renewal annually.
2. The Treasurer may delegate a portion of his/her investment authority to a Deputy Treasurer. Prior to the delegation of the investment authority to a Deputy Treasurer, the Treasurer shall notify the Board and request confirmation of the delegation. Delegation of investment authority will not remove or abridge the Treasurer's investment responsibility.
3. The Treasurer may engage the services of one or more external investment advisors to assist in the management of the District's investment portfolio in a manner consistent with the District's objectives and in accordance with this Policy. Such external managers may provide advice and effectuate trades in a discretionary capacity within the guidelines established in this Policy. Such managers must be registered under the Investment Advisors Act of 1940 and must have not less than five years' experience investing in the securities and obligations authorized by the CGC § 53601, and with assets under management in excess of five hundred million dollars (\$500,000,000).

B. Those Authorized to Invest District Funds –

In accordance with Section 21187 of the California Water Code, the Treasurer has appointed the following as "Deputy Treasurers" to assist in handling the **investment practices of the District**. By approval of this document these appointments are hereby ratified by the Board. The Board shall review the appointment of Deputy Treasurers annually at the first Board meeting each January.

Manager
Office Manager
Finance Committee Board Members
Investment Advisor

The Treasurer and Deputy Treasurers are authorized to direct and invest District funds in accordance with this Policy.

C. Reports –

Monthly: Report of Transactions. All transactions into, out of or between various investments will be monitored and summaries reported monthly.

Quarterly:

1. Procedure.

The Treasurer shall furnish a Quarterly Investment/Cash report to the Board within forty-five (45) days following the close of the preceding quarter.

2. Content of Report.

Shall include a statement of compliance with this policy, and, as necessary, liquidity versus forecasted cash flow for the next six (6) months.

Detail Reports

Description of each investment

Cost

Market value (identify source)

Rate of Return - face and current

Date purchased (except LAIF)

Earned interest accrued and received

Maturity Date

Identify holder of security

Identify any funds managed or controlled by outside parties (except LAIF)

Summary by Investment Type (i.e., Treasury Notes, GNMA, LAIF)

Summary by Maturity Date

0 – 90 days

90 – 365 days

1 – 2 years

2 – 3 years

Etc.

Summary of Beginning Balance, Transactions, and Ending Balance

Annually:

Prior to January 31st at a meeting of the Board, the Board shall review the Statement of Investment Policy (including the authorization of the Treasurer to assume full responsibility for investment transactions) and amend it as appropriate or otherwise ratify its continuance. The Board will also confirm the delegation of the Investment functions as provided in Section 14.4.A. of this Policy.

D. Selling Securities Prior to Maturity –

Except for investments with maturities of one year or less, sale transactions prior to maturity shall be made only to provide for cash requirements, to sell an investment which does not meet current Investment Policy or to restructure maturities to meet current goals. However, such sales prior to maturity may be made to secure higher yields provided the objectives of safety and liquidity are met first.

Sufficient written documentation to facilitate audit of the transaction must be maintained.

E. Interest –

Interest shall be accounted for on the accrual basis quarterly. Gains or losses on the sale of securities will be recorded on the transaction date.

14.5 GUIDELINES

The following Guidelines are established to direct and control investment activities and are a part of the above policies:

A. Investments –

The investment portfolio shall be reviewed periodically by one of the following: Treasurer, Manager, Office Manager or Finance Committee Board member to insure compliance with this Policy.

B. Pooled Cash –

Whenever practical District cash shall be consolidated and invested on a pooled concept basis. Interest earnings will be allocated according to specific Board designated reserve accounts and other non-designated funds at monthly intervals.

C. Competitive Bids –

Purchase and sale of securities should be made on the basis of competitive offers and bids when applicable.

D. Cash Forecast –

Treasurer shall prepare six-month cash forecast for basis of setting goals for investment maturities quarterly or annually, and when any significant changes take place that would materially revise the forecast.

E. Investment Limitations –

Security purchases and holdings will be maintained within statutory limits imposed by the CGC § 53601 et seq. and contractual agreements. Additionally, only investments listed below as Permitted Investments may be purchased or held:

INVESTMENT TYPE	MAXIMUM MATURITY	MAXIMUM SPECIFIED % OF PORTFOLIO	MINIMUM QUALITY REQUIREMENTS
LOCAL AGENCY BONDS	5 YEARS	— NONE —	— NONE —
U.S. TREASURY OBLIGATIONS	5 YEARS	— NONE —	— NONE —
STATE OBLIGATIONS —CA AND OTHERS (CA preference)	5 YEARS	— NONE —	— NONE —
CA LOCAL AGENCY OBLIGATIONS	5 YEARS	— NONE —	— NONE —
U.S. AGENCY OBLIGATIONS	5 YEARS	— NONE —	— NONE —
BANKERS' ACCEPTANCES	180 DAYS	40%	— NONE —
COMMERCIAL PAPER —SELECT AGENCIES	270 DAYS	25% OF THE AGENCIES MONEY	<i>"A-1/P-F-1"; if the issuer has issued long-term debt it must be rated "A" without regard to modifiers"</i>
COMMERCIAL PAPER —OTHER AGENCIES	270 DAYS	40% OF THE AGENCY'S MONEY	<i>"A-1/P-F-1"; if the issuer has issued long-term debt it must be rated "A" without regard to modifiers"</i>
NEGOTIABLE CERTIFICATES OF DEPOSIT	5 YEARS	30%	— NONE —
CD PLACEMENT SERVICE	5 YEARS	30%	— NONE —
REPURCHASE AGREEMENTS	1 YEAR	— NONE —	— NONE —
REVERSE REPURCHASE AGREEMENTS AND SECURITIES LENDING AGREEMENTS	92 DAYS	20% OF THE BASE VALUE OF THE PORTFOLIO	— NONE —
MEDIUM-TERM NOTES	5 YEARS	30%	"A" RATING
MUTUAL FUNDS AND MONEY MARKET MUTUAL FUNDS	N/A	20%	MULTIPLE
COLLATERALIZED BANK DEPOSITS	5 YEARS	— NONE —	— NONE —
MORTGAGE PASS-THROUGH SECURITIES	5 YEARS	20%	"AA" RATING
BANK/TIME DEPOSITS	5 YEARS	— NONE —	— NONE —
COUNTY POOLED INVESTMENT FUNDS	N/A	— NONE —	— NONE —
JOINT POWERS AUTHORITY POOL	N/A	— NONE —	MULTIPLE
LOCAL AGENCY INVESTMENT FUND (LAIF)	N/A	— NONE —	— NONE —

F. Liquidity –

The marketability (salability) of a security should be considered at the time of purchase, as the security may have to be sold at a later date to meet unanticipated cash demands. The portion of the portfolio which may have to be liquidated in order to meet cash requirements should, therefore, consist largely of securities with active secondary or resale markets. This would include short-term maturities to limit the effect of market risk on the market price of securities.

G. Long-Term Maturities –

Maturities over three years should be limited to those funds, which clearly will not be required before maturity (or one year before maturity). A line of credit collateralized by the investment portfolio shall be established for short term borrowing. Any use of this line of credit is subject to Board Approval prior to execution.

H. Broker / Dealers –

Broker / Dealers and investment advisors shall be provided with a copy of this Policy to assure that they are aware of what are designated as Permitted Investments as well as those investments which are specifically prohibited.

I. Diversification –

The purpose of diversifying is to reduce the overall portfolio risks while attaining a market rate of return. Therefore, it needs to be conceptualized in terms of maturity, instrument types and issuer. The portfolio should consist of a mix of various types of securities, issuers and maturities.

FINANCE AND ACCOUNTING MANAGER

Definition

Under administrative direction and policy direction of the Board of Directors, the Finance and Accounting Manager plans, organizes, and directs the financial, accounting, and business related administrative functions of the District; assists the District Manager with the protection of District assets and the maintenance of budget controls; performs the most complex accounting functions; invests District funds; and provides direction for implementing District policies and programs.

Finance and Accounting Manager

Examples of Duties

- Serves as the Chief Financial Officer and Controller for the District.
- Plans, organizes, directs, and manages District financial, accounting, administrative and office support staff, investment decisions, and administrative/personnel duties including implementation of District programs and policies.
- Provides long range financial planning, protection of District assets, and development and maintenance of budget controls.
- Prepares, presents, and monitors the District's budget.
- Assumes responsibility for the proper investment of District funds in accordance with the District's investment policy.
- Coordinates the District's outside annual certified audit, participates in the selection process of the auditing firm, and implements adequate internal controls to safeguard the District's assets.
- Responsible for managing District information technology and developing and maintaining a fully integrated management information system, ensuring the availability of necessary financial, statistical and management data.
- Administers long-term capital project financings, reviews interest rate opportunities, and monitors bond covenant/continuing disclosure certifications.
- Oversees the recording of assets and ensures timely posting of general ledger activity; and directs the development, preparation, and timely presentation of financial reports and statements.
- Maintains proper administration of District's grant funding opportunities.
- Administers the District insurance and risk management functions.
- In coordination with the District Manager, develops and maintains District human resources policies and procedures, coordinates and administers health and welfare benefit programs, and assists with the administration of personnel related matters, including employment procedures, grievances, classification and pay, and employer-employee relations.
- Assists the District Manager in the development of District collective bargaining proposals and attend and represents the District in collective bargaining negotiation meetings.
- Performs related duties as assigned.

Required Knowledge

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.

- Laws, rules, ordinances, and legislative processes controlling special district functions and operations.
- Principles and practices of auditing.
- Computerized management information and fiscal systems.
- Risk management and insurance.
- Investment principles and practices.
- Cost estimating and contract administration.
- Public personnel administration, affirmative action, and employer-employee relations.
- Principles and practices of personnel administration.

Ability To

- Plan, organize, coordinate, and direct the financial, budgeting, personnel and benefit system, management information systems, investment, and risk management functions of the District.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Provide supervision, training, work development, and evaluations for finance/accounting, administrative and office staff.
- Coordinate District budget development and fiscal controls.
- Direct the maintenance of ledgers and journals and oversee the preparation of timely financial reports and statements.
- Effectively represent the District's personnel policies, programs, and services with individual citizens, community groups, and other governmental organizations.
- Maintain responsibility for insurance and risk management functions.
- Communicate well during public presentations.
- Provide advice and consultation to the District Manager on the development of fiscal system, policies, and assets.

Desirable Qualifications

Broad and extensive work experience that includes performing financial analysis, accounting, management information system development, budgeting, risk management work, and personnel system development and administration including position classification, compensation system development, equal employment opportunity, and benefit administration. This experience should include at least five years of responsible professional experience in a management or supervisory capacity within private industry or independent special enterprise districts.

A Bachelor's degree in Finance, Accounting, Business Administration, or closely related field from an accredited college or university is desirable. Possession of a valid California Class C Drivers License will be required free of any multiple or serious traffic violations or accidents.

Typical Physical Activities

- May occasionally travel by airplane and automobile in conducting District business.
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-on-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods. Works a full day at the District office.
- Hearing and vision within normal ranges.