



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, FEBRUARY 20, 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. **APPROVAL OF CONSENT CALENDAR:** *Action may be taken.*
 - a. Approval of Meeting Agenda Order
 - b. Approval of Minutes: Regular Meeting of January 16, 2019
 - c. Approval of ACWA Invoice: 2019 Annual Agency Dues
 - d. Acceptance of Invoice for Election Services: November 6, 2018 General Election
- 3. **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.
- 4. **FACILITIES STATUS REPORT UPDATE:** A verbal report regarding the status of PID facilities. *Information item only.*
- 5. **STAFF REPORTS:** Verbal Staff Reports for January, 2019. *Information items only.*
 - a. Staff Report Updates
 - b. Community Relations Update (Mickey Rich)
- 6. **TREASURER'S REPORT:** A verbal Treasurer's Report for the period ending January 31, 2019. *Information item only.*
- 7. **APPROVAL OF CHECKS:** Approval of General Fund Check Numbers 52697 through 52784 for the month of January, 2019 totaling \$535,426.05, exclusive of voided check numbers 52700, 52746, 52754, 52765, and 52766, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of February. Action may be taken.
- 8. **LEGAL REPORT:** A verbal update from Legal Counsel. *Information item only.*

9. NEW BUSINESS:

- a. Butte County Fire Safe Council – Camp Fire Timber & Biomass Removal Project for Hazardous Fuels Reduction (Kevin Phillips): Authorize approval to enter into a Memorandum of Understanding with the Butte County Fire Safe Council as outlined in the project proposal subject to PID legal review . *Action may be taken.*
- b. Professional Arborist Services for Camp Fire Hazardous Tree Evaluation (Kevin Phillips): Authorize the District Manager to execute a professional services agreement with Firestorm Wildland Fire Suppression, Inc. for arborist services for a not to exceed amount of \$26,880.00. *Action may be taken.*
- c. Director Vacancy, Division 3 – Letter of Resignation from Anne Rice effective February 20, 2019. Review options and provide Board direction with regard to filling the Division 3 Director vacancy. *(Action may be taken).*
- d. Election of Vice President: Consider nominations from the Board members for the office of Vice-President succeeding Director Anne Rice. *Action may be taken.*
- e. Discussion regarding internet and phone service provider options for Paradise Irrigation District facilities – Requested by Director Kellogg (Update provided by Mickey Rich). *Action may be taken to provide direction to staff.*
- f. Mobile Telephone Use (Director Kellogg): Consider assigning District owned cell phones to all PID employees for District business. *Action may be taken to provide direction to staff.*
- g. Discussion regarding water service for homeowners with travel trailers on their property (Director Kellogg). *Action may be taken to provide direction.*

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

11. RECESS as the Paradise Irrigation Board of Directors and convene as the Paradise Irrigation Public Facilities Financing Corporation (PFFC) Board. PFFC Agenda included (see page after Consent Calendar).

**CONTINUED – PARADISE IRRIGATION DISTRICT BOARD OF DIRECTORS REGULAR MEETING
FEBRUARY 20, 2019**

12. CLOSED SESSION:

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One potential case.
- b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Government Code Section 54956.9): Bay-Delta proceedings, including the California WaterFix, the associated environmental document and change petition pending before the State Water Resources Control Board, and the planned update to the Bay-Delta Water Quality Control Plan.
- c. PUBLIC EMPLOYMENT: Finance & Accounting Manager Pursuant to Government Code section 54957.

13. ANNOUNCEMENT FROM CLOSED SESSION

14. OPEN SESSION:

- a. Finance & Accounting Manager Position: Consider compensation adjustments and Employment Agreement with Ross Gilb for Finance & Accounting Manager Position. *Action may be taken.*

15. ADJOURNMENT

CONSENT CALENDAR
REGULAR MEETING
PARADISE IRRIGATION DISTRICT
BOARD OF DIRECTORS

WEDNESDAY, FEBRUARY 20, 2019

- A. APPROVAL OF MEETING AGENDA ORDER
- B. APPROVAL OF MINUTES: January 16, 2019
- C. APPROVAL OF ACWA INVOICE (2019 Member Agency Dues):
Action Requested: Approve and authorize payment to the Association of California Water Agencies in the amount of \$18,300.00 for 2019 Annual Agency Dues.
- D. ACCEPTANCE OF INVOICE FOR ELECTION SERVICES (November 6, 2018 General Election):
Action Requested: Accept invoice for the November 6, 2018 General Election and authorize payment to the Butte County Elections Division in the amount of \$21,691.05.



PARADISE IRRIGATION DISTRICT

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

AGENDA

**ANNUAL MEETING OF THE
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
PUBLIC FACILITIES FINANCING CORPORATION
6332 CLARK ROAD, PARADISE, CA 95969**

WEDNESDAY, FEBRUARY 20, 2019

1. OPENING
 - a. Call to Order
 - b. Roll Call
2. APPROVAL OF MINUTES
 - a. Approval of Minutes: December 20, 2017 Annual Meeting of the Public Facilities Financing Corporation
3. PUBLIC PARTICIPATION

Members of the audience will be given an opportunity to present items not scheduled on the agenda. No action can be taken on these items, but they may be placed on future agendas for consideration. Comments should be limited to a maximum of five minutes duration. 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 item.
4. DISCUSSION: Public Facilities Financing Corporation – Organization, Purpose, and Use of Funds (Manager Phillips). *Information item only.*
5. ADJOURNMENT
 - a. Adjourn as the Public Facilities Financing Corporation and convene as the Paradise Irrigation District Board of Directors.

MINUTES

REGULAR MEETING
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
JANUARY 16, 2019

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, Bill Kellogg (Dan Hansen appointed & seated as Director, Division 1 – Agenda item 2.b.)

ROLL CALL

BOARD MEMBERS ABSENT: None

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

ALSO PRESENT: Attorney Emily LaMoe and members of the public

Following the resignation of Dan Wentland on December 6, 2018, the Board directed staff to notice the vacancy in the office of Director, Division 1. On December 26, 2018 the District issued a Press Release seeking qualified applicants to serve as an appointed Director. 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, Ward Habriel and Dan Hansen.

APPOINTMENT OF
DIRECTOR,
DIVISION 1 (Item
2.a.)

Following an opportunity for the Board to present questions to the two candidates, it was moved by Director Rice and seconded by Director Sulik to appoint Dan Hansen 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. Directors votes were polled as follows by roll call:

AYES: Directors Rice, Prevot, and Sulik

NOES: Director Kellogg

ABSENT: Division 1 Director seat vacant

Motion passes 3-1 to appoint Dan Hansen to fill the Division 1 vacancy.

The Oath of Office was administered by the Secretary to Dan Hansen to serve in the Office of Director, Division 1 for the remainder of the term for the seat vacated until December 4, 2020.

OATH OF OFFICE
DAN HANSEN,
OFFICE OF
DIRECTOR, DIV. 1
(Item 2.b.)

Board members reviewed consent calendar items as follows:

3.a. Approval of Meeting Agenda Order

3.b. Approval of Minutes: Regular Meeting of October 17, 2018, Emergency Meeting of November 13, 2018, and Regular Meeting of December 19, 2018.

CONSENT
CALENDAR
APPROVED
(Item 3.a.-3.b.)

CONTINUED –
CONSENT
CALENDAR
APPROVED

It was moved by Director Rice and seconded by Director Prevot to approve the Consent Calendar as presented.

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

Motion passes 5-0

PUBLIC
PARTICIPATION
(Item 4)

Public participation included the following: 1) Customer inquiry regarding the water system recovery status for Paradise; 2) Ward Habriel commented on fire flows and increasing pipe size in the distribution system; 3) Jack Hill expressed concerns about transparency regarding water sampling and posting lab test locations and results on the District's web site; 4) Bob Dickinson indicated if you want people to rebuild in Paradise, property owners need to feel confident about water quality information and testing to ensure water is safe to drink; 5) Sean Shingler acknowledged employees for their hard work, and commented on having plans in place to make sure every home that is rebuilt has the correct meter size; and 6) Greg Thomas noted PID has posted the lab test results on the District's web site and through other social media. Perhaps staff may consider an alternative communication for property owners that may not be as technology forward.

FACILITIES STATUS
REPORT UPDATE
(Item 5)

Manager Phillips emphasized the health and safety of customers is of utmost importance to the District. The District will continue to strive to provide more information regarding the benzene contamination as we learn more throughout the water quality investigation process and discussions with water quality experts. District crews are now preparing to perform similar testing in the District's top pressure zone – A Zone. Staff will have more answers on what to do for the rest of the zones after we receive the results from A-Zone samples.

Assistant Superintendent Jim Ladrini added nine samples have been taken. Six samples were on the District's transmission system (large delivery system where water travels from Paradise Lake, through the treatment plant, and into town). The remaining three samples were on the distribution system at PID's water quality sampling sites. Of those three samples, one at the bottom end of the system came back at 1.1 ug/L – microgram per liter (approximately 1 part per billion). The highest sample result was 15.6 ug/L taken on the customer side of the meter. Although some of the tests came back as "Not Detected", the District plans to test many more samples of water as the system is turned on.

Manager Phillips further reported the District is working with California's Division of Drinking Water to develop a sampling plan that will help us find and remove all contamination from the system. PID continues to work closely with CalOES and FEMA to make sure we are meeting the requirements for funding to help recover the water system. Additionally, the District is requesting funding to provide for upgrading meters to the proper size to increase flows for fire protection.

BOARD RECESS

President Sulik called for a Board recess at 7:55 p.m.

MEETING
RECONVENED

President Sulik reconvened the regular meeting at 8:06 p.m.

STAFF REPORT &
COMMUNITY
RELATIONS
REPORT UPDATES
(Item 6.a.&6.b.)

Staff commented on PID employees working together as a group and acknowledged support received from other water agencies providing mutual assistance. The Water Treatment Plant is operating great. Only minor damage occurred at the Water Treatment Plant as a result of the fire, which burned the fill line for the chlorine tank, and landscaping and irrigation piping around the treatment plant.

Public Information Officer Mickey Rich provided a community relations update and indicated it has been a challenging time. Some customers are trying to live in Paradise with no water or internet and for the most part, the public members understand the situation and challenges. The District is experiencing some technical difficulties with AT&T, which has made it difficult for customers to connect with the office due to limited phone service. Monitoring media activity and updating information on the web site has been a non-stop job. The District strives to answer as many of our resident's questions as possible, and will continue to communicate information as we learn more throughout the process. Manager Phillips added staff is working with state agencies and has also reached out to universities for expertise regarding water quality guidance. *Information item only; no Board action taken.*

CONTINUED –
STAFF &
COMMUNITY
RELATIONS
REPORT UPDATE

Manager Phillips reported the District has \$5 million in reserves for the period ending December 31, 2018. Staff continues to evaluate opportunities to reduce costs. All fireflies in inventory for the automated meter reading system have been returned for credit. PID has received \$1.3 million from our insurance provider representing a portion of our business interruption insurance, and staff is working with Cal OES to submit a list of projects based on damaged inventory within the water system to receive additional funding of approximately \$2 million. Manager Phillips added he will be participating as a guest speaker at a luncheon with legislators to discuss revenue replacement needs.

VERBAL
TREASURER'S
REPORT FOR
PERIOD ENDING
DEC. 31, 2018
(Item 7)

It was further noted all water handed out to PID customers at the drive-thru bottled water distribution location has been donated, and a bin to recycle empty water bottles is available in the PID parking lot. *Information item only; no Board action taken.*

Board members reviewed accounts payable reports for the month of December, 2018. It was moved by Director Kellogg and seconded by Director Prevot to approve 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.

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

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

Motion passes 5-0

Attorney Emily LaMoe reported their firm has been working with Manager Phillips and PID's insurance provider to ensure the District is receiving all the coverages under its policy. In reference to the litigation initiated on behalf of PID and other water agencies regarding a Public Records Act request concerning Long-Term Conservation Mandates, their firm is preparing a motion to collect attorney fees.

LEGAL REPORT
(Item 9)

Manager Phillips reported this item is continued from the December 19, 2018 Board meeting following review and discussion of potential amendments to PID Policy & Procedures Chapter 7.7 – Sealed Meter Charge, and Chapter 7.73 – Discontinued Service. The Board provided direction at the December meeting to make draft amendments to the policy for review in January.

UNFINISHED
BUSINESS:

AMENDMENT TO
PID POLICY &
PROCEDURES RE:
SEALED METER
CHARGE ADOPTED
(Item 10.a.)

It was moved by Director Kellogg and seconded by Director Rice to adopt amendments to PID Policy & Procedures as presented: 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.

NEW BUSINESS:

RECREATION
OPTIONS
REGARDING
MANAGEMENT &
OVERSIGHT OF
RECREATION AT
PARADISE LAKE
(Item 11.a.)

Manager Phillips reported inviting Dan Efseaff, District Manager of the Paradise Recreation & Park District (PRPD), to discuss options with regard to redirecting the management and oversight of recreation at Paradise Lake through PRPD.

Dan Efseaff indicated that moving forward, PRPD's core business and needs will depend on PRPD becoming more of a destination for parks and recreation. He feels this is a good opportunity to explore some options concerning services PRPD might be able to provide and see if there is a mutually beneficial approach that can be taken to provide solutions for the management and oversight of recreation at Paradise Lake.

Manager Phillips added he is seeking direction on whether the Board is interested in evaluating this idea further. Following discussion, the Board recommended Managers Efseaff and Phillips discuss a scope of what they feel would be involved to explore this further, and perhaps coordinate a committee to include each manager and one Board member from each agency.

AMENDMENT TO PID
POLICY &
PROCEDURES
CHAPTER 6.14 RE:
CROSS
CONNECTION &
BACKFLOW
CONTROL ADOPTED
(Item 11.b.)

Assistant Distribution Superintendent Jim Ladrini indicated damage to PID water service connections caused by the November 8, 2018 Camp Fire, requires immediate attention be directed toward backflow prevention issues. As Paradise repopulates and customers request water service at their properties, there are potential hazards and risk levels for backflow through back pressure and back siphoning associated with use of water on properties, alternative plumbing methods, etc.

The proposed revisions are meant to be an interim solution to final policy, which is intended to be presented to the Board late 2019. Revisions to the section of District Policy regarding cross-connection control and backflow prevention serve to replace outdated requirements and institute requirements, which will provide adequate protection for known and unknown, or potential hazards as allowed by State regulations.

It was moved by Director Kellogg and seconded by Director Rice to adopt proposed revisions to PID Policy & Procedures Section 6.14 Cross-Connection and Backflow.

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

NOES: None

ABSENT: None

Motion passes 5-0

STAFFING UPDATE
(Item 11.c.)

Manager Phillips reported that prior to the November 8, 2018 Camp Fire, PID's staffing level was at 36 employees, which is now down to 28. Four employees retired effective January 1, 2019. Ed Fortner's last day with the District was also in January. Additionally, three distribution employees have resigned and relocated to other areas. The District is working at the minimum staffing level possible, but it may be necessary to backfill some positions. *Informational item only; no Board action taken.*

RESOLUTION NO.
2019-01 ADOPTED
ACKNOWLEDGING
DONATIONS
RECEIVED FROM
AGENCIES
FOLLOWING THE
CAMP FIRE
(Item 11.d.)

Manager Phillips indicated the District has received assistance in the form of donations following the Camp Fire on November 8, 2018 from agencies desiring to help the District and its employees. This resolution acknowledges those agencies for their generosity in support of our organization and employees.

It was moved by Director Rice and seconded by Director Prevot to adopt Resolution No. 2019-01, A Resolution by the Board of Directors acknowledging donations. Directors votes were polled as follows by roll call:

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

Motion passes 5-0

Manager Phillips reported 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 service. It is anticipated proposals may be available to present for consideration at the February Board meeting.

REQUEST FOR
PROPOSAL FOR
PROJECT
MANAGER FOR
DISASTER
RECOVERY
SERVICES
(Item 11.e.)

It was moved by Director Rice and seconded by Director Prevot to authorize staff to distribute a Request for Proposal for project management services for post disaster recovery planning and coordination.

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

Motion passes 5-0

The Camp Fire has damaged trees along approximately 5.5 miles of District maintained roads. As part of the Camp Fire recovery effort, the District would like to issue a Request for Proposal to retain the services of an arborist contractor to evaluate hazardous trees as defined by FEMA and prioritize removal. Trees that may be a hazard, but were not damaged by the fire, will not be included.

REQUEST FOR
PROPOSAL FOR
ARBORIST
SERVICES FOR
HAZARDOUS TREE
REMOVAL
(Item 11.f.)

It was moved by Director Prevot and seconded by Director Rice to authorize staff to distribute a Request for Proposal to retain the services of a consultant to perform arborist services to evaluate hazardous trees as part of the Camp Fire Recovery effort.

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

Motion passes 5-0

Manager Phillips reported he is seeking authorization from the Board to retain the services of a Water Quality Specialist as we work to develop a strategy for identifying and removing potential contaminants introduced as a result of the Camp fire.

WATER QUALITY
SPECIALIST
SERVICES
(Item 11.g.)

It was moved by Director Rice and seconded by Director Prevot to authorize staff to retain the services of a Water Quality Specialist.

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

Motion passes 5-0

Following review of Board member representation on committees of the District, President Sulik confirmed the following changes for 2019:

COMMITTEES OF
THE DISTRICT FOR
2019
(Item 11.h.)

Administration & Personnel: Dan Hansen and Bob Prevot (Chairperson)
Finance Committee: Dan Hansen and Bob Prevot (Chairperson)
Ad Hoc Negotiating Committee: Bob Prevot and Anne Rice (Chairperson)
Ad Hoc Treatment Plant Operational Review Committee changed to, "Ad Hoc Water

Quality Review Committee.”

The secretary will distribute an updated list of committee assignments for 2019 as amended.

STATEMENT OF
INVESTMENT
POLICY
(Item 11.i.)

Manager Phillips reported the Statement of Investment Policy is reviewed annually by the Board to amend as appropriate, or otherwise ratify its continuance. He is not recommending any changes at this time.

It was moved by Director Kellogg and seconded by Director Rice to approve and reaffirm continuance and delegation of investment functions as provided in PID Policy and Procedures Chapter 14, Investment Policy.

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

NOES: None

ABSENT: None

Motion passes 5-0

PID
DEMONSTRATION
GARDEN
DISCUSSION
(Item 11.j.)

Director Kellogg stated he placed this item on the agenda to point out to the community the PID Demonstration Garden will provide ideas for landscaping when property owners are ready to redo their landscaping. He added that property owners should avoid planting Oleanders as they are poisonous. *Informational item only; no Board action taken.*

DIRECTORS'
COMMENTS
(Item 12)

Director Hansen: Thanked the Board for their consideration and indicated he will do his best to represent the District and public.

Director Prevot: Commented that any questions about transparency have been answered this evening. Everyone received a lot of information and staff did a great job.

Director Kellogg: Stated he agrees with Director Prevot's comment and added he is glad to see the PID water System Recovery Map will be available soon.

President Sulik: Thanked PID employees and the public for their comments and everyone being flexible.

CLOSED SESSION
(Item 13.a.&13.b.)

President Sulik announced closed session items on the agenda. Following an opportunity for public comment, the Board adjourned to closed session at 9:56 p.m. to discuss the following:

13.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.

Closed Session Announcement: *Direction has been given to Legal Counsel.*

13.b. PUBLIC EMPLOYMENT: Assistant District Manager and District Manager pursuant to Government Code section 54957.

Closed Session Announcement: *No information to report; no action was taken in closed session.*

CLOSED SESSION
ANNOUNCEMENT

President Sulik reconvened the regular meeting at 10:29 p.m. and provided a closed session announcement regarding agenda items 13.a. and 13.b. as listed above in italicized font.

Director Rice stated that during the 1 ½ year period Kevin Phillips represented Paradise Irrigation District as Interim District Manager, he did a very good job and since the fire, he has been exemplary. She is proposing the Board enter into an Employment Agreement with Kevin Phillips for the District Manager position.

OPEN SESSION:
DISTRICT MANAGER
POSITION
(Item 15.a.)

In reference to a compensation package, Director Rice recommended the same contract and compensation Ed Fortner received with an exception for severance pay.

- Beginning salary of \$152,000 per annum and after six months, the Board will conduct a performance evaluation and consider a salary increase to \$157,000 per year.
- Automobile expense of \$500 as a monthly automobile allowance.
- Kevin Phillips' current Employment Agreement regarding severance pay would remain as written with twelve months base salary.

It was moved by Director Rice and seconded by Director Prevot to approve the Employment Agreement with Kevin Phillips as District Manager as recommended above.

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

NOES: None

ABSENT: None

Motion passes 5-0

Manager Phillips requested the Board approve the Finance & Accounting Manager Job Description with a salary range of \$75,000 to \$90,000 per annum. Director Rice indicated a revision is recommended under Examples of Duties to include, "Serves as Controller for the District."

FINANCE &
ACCOUNTING
MANAGER
POSITION
(Item 15.b.)

It was moved by Director Rice and seconded by Director Prevot to approve the Finance & Accounting Manager job description with salary range as proposed and recommended revision stated above.

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

NOES: None

ABSENT: None

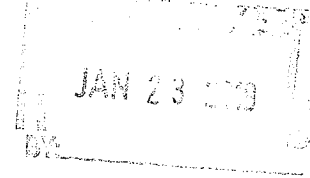
Motion passes 5-0

It was moved by President Sulik to adjourn the meeting. The regular meeting was adjourned at 10:49 p.m.

ADJOURNMENT

Georgeanna Borrayo, Secretary

Marc Sulik, President



Bringing
Water
Together

ITEM 2.c. (Pages 12-13)
ACWA 2019 Annual Agency Dues

Date: January 10, 2019

Paradise Irrigation District

6332 Clark Road

Paradise, CA 95969

2019 Annual Agency Dues	\$18,300.00
Total Amount Due	\$18,300.00

Thank you for your continued support with ACWA. Please remit payment by **January 31, 2019**.

*****MEMBERSHIP DUES*****MEMBERSHIP DUES*****MEMBERSHIP DUES*****

**Association of California Water Agencies
2019 Member Dues Calculation**

Date: January 10, 2019

Name: Paradise Irrigation District

(1) Operating Expenses

(2) All Other Expenses

(3) Total Expenses

<<< LESS >>>

(4) Purchased Power

(5) Water Purchases

(6) Groundwater Replenishment

(7) Depreciation

(8) Fixed Assets

(9) Total Adjusted Expenses

<<< LESS >>>

(10) Pumping

(11) Total Expenses Adjusted For Pumping

(12) Line 11 times 2

(13) Dues O&M (lessor of line 9 or 12)

DUES AMOUNT

*** THIS IS NOT A BILL – PLEASE DO NOT PAY FROM THIS WORKSHEET ***

CANDACE J. GRUBBS

COUNTY CLERK-RECORDER/REGISTRAR OF VOTERS

COUNTY OF BUTTE

Elections Division

155 Nelson Avenue
Oroville, CA 95965-3411



530-538-7761

800-894-7761

Fax: 530-538-6853

<http://ButteVotes.net>

Twitter:@ButteCCRR

February 4, 2019

To: Paradise Irrigation District
Manager
6332 Clark Road
Paradise CA 95969

Re: Billing for Election Services-Entities with Election
November 6, 2018 General Election

Attached you will find your election billing invoice for the above named election that includes costs in category 1, 2 & 3 as defined in the Methodology of Elections Cost Distribution (attached).

Should you have any questions, please contact my assistant, Laurie Cassady at 538-7762.

Sincerely,

A handwritten signature in black ink, reading "Candace J. Grubbs". The signature is fluid and cursive.

Candace J. Grubbs
County Clerk-Recorder/Registrar of Voters

Enclosures:

Billing Invoice
Jurisdiction Final Cost Breakdown
Election Billing Cost Methodology

CANDACE J. GRUBBS

COUNTY CLERK-RECORDER/REGISTRAR OF VOTERS

COUNTY OF BUTTE

Elections Division

155 Nelson Avenue
Oroville, CA 95965-3411



530-538-7761
800-894-7761
Fax: 530-538-6853
<http://ButteVotes.net>
Twitter: @ButteCCRR

INVOICE

Paradise Irrigation District
Manager
6332 Clark Road
Paradise CA 95969

Date: February 4, 2019

Invoice Detail # **2018Nov-38**
Fund No. 4701000-461601

Election Costs for: **November 6, 2018 General Election**

Category 1-Direct Costs	\$3,158.83
Category 2-Precinct Services Costs	\$5,179.06
Category 3-Election Services Costs	\$13,353.17

TOTAL AMOUNT DUE	\$21,691.05
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Election Billing Terms:

Net 30 days from date of invoice

Remit Payment to:

Butte County Elections Division, 155 Nelson Avenue Oroville CA 95965-3411

Include yellow copy of invoice.

Check must include memo "Election Cost Reimbursement"

CANDACE J. GRUBBS

COUNTY CLERK-RECORDER/REGISTRAR OF VOTERS

COUNTY OF BUTTE

Elections Division

155 Nelson Avenue
Oroville, CA 95965-3411



530-538-7761

800-894-7761

Fax: 530-538-6853

<http://ButteVotes.net>

Twitter: @ButteCCRR

METHODOLOGY OF ELECTIONS COST DISTRIBUTION

The County Clerk/Registrar of Voters is required by law to conduct elections for all County Boards of Education, Community College Districts, School Districts and Special Districts within Butte County; and by agreement conducts the elections for the Cities within Butte County. The costs incurred for these elections are prorated on the basis of the level of services provided to each participating entity. The following is a brief description of the types of costs, the allocation of cost and the billing process, as approved by the Butte County Board of Supervisors on December 16, 2003.

COST IDENTIFICATION:

The election costs are specifically identified to the following categories:

Category 1 – these costs are associated with Election Setup Labor, Official & Sample Ballot Printing, Notices and Publications.

Category 2 – these costs are associated with operating the polling place, which include Labor (recruiting, training, inventory, preparing/cleaning supplies/equipment) payroll for Polling Place Workers and Election Day/Night Workers, Mileage, Transfer Company, Precinct Supplies, Training Supplies, Polling Place Rent and Leases, Notices and Publications.

Category 3 – costs include all other operating election costs such as, Labor, Mailing House Services, Mileage, Election related Computer Software, Miscellaneous Office Supplies, Notices and Publications.

COST CALCULATIONS AND ALLOCATIONS:

The costs are calculated for each category and subsequently allocated to entities as follows:

CATEGORY 1:

Category 1 costs are “pre-election” costs and fall into three cost pools:

- A. **Election Setup/Base Labor** – This cost is calculated by multiplying the direct labor hours spent by assigned staff, prior to candidate/measure filing, for planning and preparation by each staff member’s productive hourly rate. The resulting cost is prorated to the entities based on the number of contests for each entity. The cost applies to County, School and Special Districts. Cities are excluded because the pre-election planning is the responsibility of the City Clerk.

Cost Calculations & Allocations continued:

- B. Election Setup Contest Filing** – This cost is calculated by multiplying the direct labor hours spent by assigned staff during candidate filing by each staff member's productive hourly rate. This cost is allocated to entities based on the number of contests that had candidate filings or measure filings in the Butte County Clerk/Elections Division Office.
- C. Election Costs (Non-Labor)** – These costs can be specifically identified to each entity and include printing the Official & Sample Ballots, and publishing Legal Notices and Publications as required by law.

The cost for each entity by cost pool A, B & C is added to derive a total cost per entity for Category 1.

CATEGORY 2:

Costs include all labor and all other costs directly related to the polling place and are described below:

1. Polling Place Workers – Wages paid to Inspectors and Clerks who work at the polling places.
2. Election Day/Night Workers – workers who trouble-shoot polling places, receiving centers and central count center.
3. Mileage – mileage paid to polling place workers.
4. Transfer Company – wages paid to personnel, truck rental and fuel.
5. Precinct Supplies – precinct supplies include such items as precinct supply kits, quick reference guides, procedure cards, labels, signs, posters, roster of voters, precinct indexes, traffic director index and supplies and envelopes.
6. Training Supplies – Inspectors' binder, workbooks, procedure cards, training software and refreshments for training classes.
7. Postage – postage on mailing recruitment and appointment letters.
8. Polling Place Rent & Leases – fees paid to owners of locations as polling places and warehouse for election supplies.
9. Notices/Publications – Legal Notices and paid ads published during the election as required by law.

The allocation of Category 2 costs is based on the number of registered voters per entity. The cost distribution is calculated in three steps as follows:

1. Determine the aggregate total number of registered voters for all entities.

2. The total Category 2 cost divided by the sum total of aggregate number of registered voters gives the cost per aggregate voter.
3. To derive the total cost per entity, multiply the cost per aggregate voter by the number of registered voters in the entity.

Cost Calculations & Allocations, continued:

CATEGORY 3

Costs included here are all costs incurred by the Elections Division that are necessary to conduct an election and that are not included in Category 1 & 2 costs and are allowable under the California Elections Code. A description of the costs is provided below:

1. Permanent Employees – labor costs during the entire election cycle, including vote by mail costs.
2. Temporary Employees – seasonal staff hired to work during the election cycle, including vote by mail costs.
3. Mailing House Services – mailing services for sample ballot/voter information booklets, voter guides and other notices to voters.
4. Election Computer & Software – costs associated with election administration, ballot layout, absentee ballot processing and ballot counting.
5. Miscellaneous Office Supplies – election related supplies.
6. Notices/Publications – Legal Notices and paid ads published during the election as required by law.
7. Postage – postage for mailing sample ballot booklets, absentee ballots, notices to voters and miscellaneous items mailed regarding the election.

The allocation of Category 3 costs is based on the number of registered voters per entity. The cost distribution is calculated in three steps as follows:

1. Determine the aggregate total number of registered voters for all entities.
2. The total Category 3 cost divided by the sum total of aggregate number of registered voters gives the cost per aggregate voter.
3. To derive the total cost per entity, multiply the cost per aggregate voter by the number of registered voters in the entity.

INVOICING:

Each entity will be invoiced based on the following, as applicable:

Entities With No Election (without Candidate Filing) – this invoice type is based on an entity that had contest/s with no candidate filing and did not appear on the ballot. The invoice will only include “Category 1” costs.

Entities No Election (with Candidate Filing) – this invoice type is based on an entity that had contest/s with candidate filing/s but did not appear on the ballot. The invoice will only include “Category 1” costs.

Entities With Election – this invoice type is based on an entity that had contest/s or measure/s placed on the ballot. The invoice will include “Category 1, 2, & 3” costs.

DEFINITION OF TERMS:

Contest

Contest means the office title for which candidates are participating in the election or placement of a measure on the ballot.

Entity

Entity means a jurisdiction such as Federal, State, County, City, County Boards of Education, Community College Districts, School Districts or Special Districts participating in the election.

Labor

Labor means permanent and seasonal employees. The labor cost is a fully loaded hourly rate, which includes applicable indirect costs associated with operation of the department.

Measure

Measure means any constitutional amendment or other proposition submitted to a popular vote at any election. It also means a proposal for the issuance of bonds by a school or community college district, an increase in the maximum tax rate of a school or community college district, or the acceptance, expenditure and repayment of state funds by a school community college district to enable the district to construct buildings and other facilities, submitted to the voters of the district at any election held in the district.

Precinct

Precinct means the areas divided within the county for the purpose of administration of elections. No precinct shall be formed to contain more than 1,000 voters. No precinct shall be established so that its boundary crosses the boundary of any supervisorial district, congressional district, senatorial district, board of equalization district, judicial district, incorporated city, census tract or enumeration district lines.

Voting Precinct

Voting precinct means precincts that are formed or consolidated for any election.

DRAFT

Onsite Visit Response and Recovery Observations Presented to PID February 13, 2019

Purdue University & Manhattan College
Andrew J. Whelton, Ph.D., Amisha Shah, Ph.D.,
Juneseok Lee, Ph.D., P.E., Caitlin Proctor, Ph.D., David Yu, Ph.D.
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A. Overall

- PID has done a good job in moving towards stabilizing their infrastructure. This includes repressurizing distribution systems, identifying damaged assets, fixing breaks/leaks, flushing out contaminated water, issuing appropriate water advisories, and other activities.
- The water system is still in the response phase because the system is not yet stabilized and there are many challenges to resolve: for example, how to test for contamination.
- Persons living in the disaster area have complicated the response because PID has had to take action to both respond to their system damage but also to requests of customers.
- A recommendation is that PID focus on completing the response and moving into recovery, but this is and will continue to be slowed by multiple demands on limited resources. For example, PID staffing has been reduced since the disaster took place and the disaster has created an enormous need for additional staffing for response and recovery.
- A critical element to moving forward in a timely manner will be clear and straight-forward recommendations from CalOES and FEMA regarding funding of response efforts.

B. Recommended Actions

1. Isolate mains by shutting-off corp stops. Corp stops, or corporation stops, can stop the water directly at the water main, cutting off all portions of the service line from the distribution network. The justification for this is to protect health and safety by eliminating the spread chemically contaminated water from the service lines and preventing further damage to service lines and water mains.
 - a. Possible Exception: By not acting rapidly enough, some homeowners are now installing water treatment systems in their home (~\$3500/home). Regardless of whether these systems adequately protect consumers against contamination, shutting off corp stops in these locations will likely precipitate a severe public response (lost investment, lack of water again, unclear for how long). For persons living in standing homes, PID may consider requiring these individuals to immediately install back-flow prevention devices (BFPDs) within certain time period to avoid corp stop shutoff. While it cannot be ruled out completely, standing structures are less likely to have damaged pipes that would introduce further contamination into the mains. These standing structures may still have contamination in the home (i.e., from pumping in contaminated water, or from damage), and these homeowners will also need further advice to protect them from dangerous exposures.
 - b. Rapid service line replacement needs to be conducted in parallel with corp stops. Stringent construction oversight is needed for contractors to confirm expected quality and respond to unexpected problems.

2. Conduct leak detection for water mains after service lines are corp stops are shut. The justification for this is to protect health and safety from negative pressure and contaminant intrusion into the water mains (i.e., bacteria, chemicals, contamination from failed septic systems).
3. Conduct water main sampling. The justification for this is to determine the integrity and level of contamination of the main system. Until this is determined, it is unclear if and what decontamination and removal/replacement actions are needed for the mains. These actions need to be evidence based.
 - What to test for?
 - PID does not have sufficient evidence to declare that benzene is the leading contaminant of concern for its water distribution system or that it can be used as a surrogate indicator (i.e., that other contaminants present do not pose a health risk at an equal or greater level). Additional wide scan volatile organic compounds (VOC) testing is recommended until sufficient evidence is available to justify ruling out other contaminants. At this stage in the response, enough evidence does not yet exist to demonstrate that the benzene only approach is health protective enough.
 - As of Feb 12, PID has only collected 34 water samples for a 173 mile system where wide VOC scans were applied. Of these samples with a more complete analysis, many had more than just benzene.
 - The state waterboard has only collected a few samples, and also found more than just benzene was present above health-based drinking water limits.
 - Santa Rosa did wide scan VOCs because their chemist was uncomfortable agreeing that 'benzene only tests' would be health protective enough based on the data he was reviewing. They also found more than benzene was in their system.
 - Santa Rosa conducted semi-volatile organic compounds (SVOC) sampling. PID has not done this, nor has State waterboard for drinking water. SVOC sampling is recommended to rule out the potential contamination in the water mains by these other compounds. SVOCs, including various polycyclic aromatic hydrocarbons (PAHs), were found in contaminated source waters near campfire and have been associated with fire damage. While some of these compounds are also detected with VOC methods, they have a different structure, and could be from a different source of contamination (i.e., infiltration into pipes from source waters). It is unknown if SVOC sampling will indicate the presence of more regulated contaminants.
 - PID should make sure that the state waterboard or EPA looks at compounds in combination for health effect exposures (i.e., synergistic affects). PID should rely on the state waterboard or EPA for acceptable/unacceptable health exposure guidance. PID should cast a wide net to rule out possible compounds and rule compounds out using substantial evidence.
 - Where to test for water mains?
 - 1x/week, 22 sampling stations and tanks. Using these controllable drinking water quality testing sites repeatedly can give an indication of system-level contamination over time. Continuing to test in 'cleared' areas

- can give an indication of progress and insure that contamination does not continue to spread after clearing a section.
 - To clear the water mains, progress from A-Zone to G-Zone at hydrants and water main sampling locations
- How to test?
 - Santa Rosa collected a first draw on a hydrant, ran the hydrant, and conducted second draw on hydrant, then compared the two numbers
 - It is important for PID to know where their collected water sample is coming from (location in the water main). Using volume and flowrate, they roughly can calculate where each sample is coming from.
 - Need a standard operating procedure (SOP): They should apply consistent sampling practices (how hydrant is opened/shut, types of bottles, headspace free, volume, preservatives)
 - Train and standardize teams that collect samples and draw hydrants (more personnel needed)
- How long do they test the mains? This is based on Santa Rosa experience, but should be modified for PID based on optimization of resources and system.
 - For every hydrant where < 0.5 ppb benzene found, test 1x/week for 4 weeks before calling it 'clear'.
 - After they replace a service line, retest that service line to understand water main water quality
 - Then test 1x/2 weeks
 - Then test 1x/month
 - Then test 1x/2 months
 - Then test 1x/6 months
 - Then test 1x/4 months
 - Then only go to water sample stations for the pressure zones 1x/4months
- 4. Need calibrated hydraulic model with field data including flow rates and pressure. The justification for this is to protect health and safety from further spreading chemically contaminated water and identifying the origination of contaminants in the water mains. This information will inform a faster recovery.
- 5. Hydraulic investigation of A-Zone East side. The justification for this is that the structural system may be compromised, and water quality may be negatively affected based on the number of leaks present. Contaminant infiltration may be more likely in this area.
- 6. Replace or test PID service lines. The justification for this is to protect health and safety from spreading chemically contaminated water.
- 7. Replace meters and associated components. The justification for this is that there is both a structural and contamination issue.
- 8. Backflow prevention device installation on PID side to prevent customer contamination from building plumbing/irrigation system into utility property. The justification for this is to protect health and safety from spreading chemically contaminated water into the PID service line and water mains.
- 9. Add automatic flushing systems at strategic locations. The justification for this is to protect public health and safety by better maintaining chlorine residual which can limit biological growth (e.g., bacteria, biofilms). The recovered system will have reduced use (95% of homes burned down) for an extended period. This will keep water moving to maintain chlorine residual in the interim. It's also possible that the system will always have lower water use.
 - a. Messaging consideration needed. Why the public will see "wasted water"?
 - b. Consider installing at cul-de-sacs, don't permanently shutoff entire developments and leave stagnant indefinitely

- c. Do this early on in the response
- 10. Develop, establish, and maintain a data management and quality assurance system to support multiple activities associated with PID system recovery.
 - a. Data analysis SOPs (thresholds for action and what actions will look like)
 - b. Some examples of information needed for sample records: Pressure zone, address / Street, Date sampled, Who sampled, laboratory used, field SOP applied, visual notes from field team
 - c. Mapping capability needed to heat map results (red, orange, yellow, green, etc.)

C. Additional Critical Needs

1. Target Groups for Communication Interactions

- Customers
 - PID needs to develop a newsletter ASAP that will be released at a routine frequency about the recovery.
 - Should go to elected local officials and state officials
 - Newsletter can be posted at Starbucks, other local businesses, given to field teams, posted on website, public meetings
 - Newsletter can describe why public hasn't heard much from PID yet and answered their FAQs
 - What is PID finding in the water?
 - Should I install a home filter? What kind?
 - When will the water be safe to drink?
 - What are some examples of safe uses of the water?
 - When will my water be on?
 - Newsletter can get out information PID wants customers to know:
 - What is PID doing to make the water safe to drink?
 - What do the test results mean on the map?
 - Any alternatives to PID drinking water?
 - Requirements for burned parcels hooking back up to drinking water.
 - Newsletter can raise the question of in-home treatment devices, water testing
 - This communication should happen very soon for reasons described below.
- Construction meter users
 - Contractors should be encouraged to draw water and report any unusual observations (leaks, etc.) to specific telephone #
- People in inhabited homes
 - Persons need to understand what water they are receiving, what's known, what PID and others are doing
 - Persons need to understand that testing results they may have from one home likely not representative of another, their neighbor
 - Persons need to understand how a water sample is collected will significantly impact the results (flush vs. first draw, plastic container vs. glass container, overnight stagnation vs. middle of day sampling, spigot vs. kitchen faucet, cold vs. hot water, etc.)
 - Guidance about how to collect a water sample to determine if and the degree a building has contaminated water is lacking. People have been left on their own. Private sector seems to be trying to help but applying widely

variable unrepresentative approaches. This may add to confusion when interacting with PID.

- Provide opportunity for input to recovery, their concerns are being integrated.
- Displaced persons
 - Persons need to update their addresses so PID can communicate with them (90% of persons in Santa Rosa didn't update their addresses months after their incident.)
 - Some of the same information above needs to be conveyed. Invest these people in positivity and that PID and the community is moving forward. You want them to return.
 - Provide opportunity for input to recovery, their concerns are being integrated.
- Enlist create community ambassadors into being updated about PID progress: Civic leaders, religious community leaders, Rotary and other clubs. Communicate on a routine basis and let them know when you will next communicate with them.
- Business/restaurants
 - Unclear how restaurants decontaminated their plumbing and confirmed their plumbing is not contaminating the clean trucked in water they are pumping through their plumbing.
 - Have businesses been left on their own too like homeowners? Who is providing oversight there to make certain no public health threats are permitted related to plumbing contamination?

2. Human health concerns for persons inside standing homes

- Plumbing has likely been contaminated and is likely continuing to be contaminated.
- Buildings have been receiving contaminated water. Nearby fire may or may not have caused thermal damage to plumbing similar to buried service lines and water mains.
- Unclear the degree persons are following do not drink procedures to protect safety.
- Evidence suggests no credible authority is helping people with drinking water safety in homes.
- Water testing companies providing homeowners benzene only water testing results.
- POE device salesmen approaching homeowners.
- Homeowners have been and continue to be on their own.
- If house damaged in any way, water testing should be required in home plumbing by potentially some public health authority
- A nondetect at a single tap or single water sample does not mean plumbing is safe.
- Installation of point-of-entry (POE) device on home does not mean the plumbing is safe.
- POE devices are tested for treating certain water quality, NOT all water quality
- Plumbing is a mini-water distribution network, highly complicated. Extreme care must be taken in selecting when to test, where to test, what to test for and how frequently.
- The compounds to test for in homes are not necessarily the same as water mains. If plumbing is damaged different chemicals may be present. The magnitude of chemical contamination in plumbing could differ from water mains because of smaller diameter pipes (greater chance of affecting chemical levels, less dilution).
- Input on how to test buildings requires some additional initial investigation, not trivial

- Someone needs to help homeowners

PID Water Testing Result Review, Feb 13

- EPA Method 524.2 data available
- We reviewed 173 water sample records
- 34 were VOC screen samples (not benzene only)
- Multiple chemicals with health based exposure limits were present.

Benzene	n-Propylbenzene
n-Butylbenzene	Styrene
Chlorobenzene	Toluene
1,2-Dichlorobenzene	1,2,4-Trimethylbenzene (TMB)
1,3-Dichlorobenzene	1,3,5-TMB
Ethyl benzene	m,p-Xylenes
Isopropylbenzene	o-Xylenes
Naphthalene	(Total Xylenes)

Benzene

*Mentioned during meeting
Purdue team was missing
some data PID had.*

173 samples collected

32% of samples collected had benzene

Average level was 27 ppb

Maximum level was 410 ppb

280% difference between samples

Limits: CA MCL / USEPA MCL are 1 / 5 ppb

90% of samples had less than 64 ppb

Of 35 samples collected for VOC scan

PARAM	N-BBZ	CI-BZ	1,2-DCB	1,3-DCB	EBZ	I-BZ	NAP	N-PBZ	STY	TOL	124-TMB	135-TMB	XYL
Detects	1	3	1	1	14	1	12	3	10	15	3	1	10
% Pos	3%	9%	3%	3%	40%	3%	34%	9%	29%	43%	9%	3#	29%
Max, ppb	1.4	5	0.5	1	24.6	0.6	278	3.7	30	90	3.2	1.3	68.4

Naphthalene CA Notification Level = 17 ppb

Tentative Takeaways for PID Test Results

1. For chemicals that have been tested for, sometimes multiple chemicals were present above their health-based exposure limits (Benzene, naphthalene)
2. Other chemicals were present that have health based limits, but did not seem to exceed limits.
3. Sometimes multiple chemicals were present above their taste and odor limit
 - Off-tastes and odors may be caused by the presence of more than 1 compound. Taste/odor cannot be linked to benzene. It is a chemical mixture.
4. Additional screening of water samples needed. Sole focus on benzene not yet appropriate.

In-home testing may not necessarily will have the same chemicals of concern present

Waterboard testing results not included

Some testing results from PID (1 or 2 data sets) not included based on team not having them. Results above are tentative and can be revised based on complete data review.



Paradise Irrigation District

Expense Approval Report

By Vendor Name

Payment Dates 01/01/2019 - 01/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 01022 - ACWA/JPIA					
01/11/2019	52697	Health - Dental			3,230.87
01/11/2019	52697	Health - Life/AD&D			816.40
01/11/2019	52697	Health - EAP			91.65
01/11/2019	52697	Health - Medical			66,559.89
01/11/2019	52697	Health - Vision			788.19
Vendor 01022 - ACWA/JPIA Total:					71,487.00
Vendor: 02957 - Aflac					
01/11/2019	DFT0003076	Montly Aflac Invoice			345.84
01/25/2019	DFT0003120	Montly Aflac Invoice			317.52
Vendor 02957 - Aflac Total:					663.36
Vendor: 01032 - Airgas NCN					
01/11/2019	52698	Welding Supplies - Shop			511.55
01/25/2019	52764	Welding Supplies - Shop			530.07
Vendor 01032 - Airgas NCN Total:					1,041.62
Vendor: 02847 - American Conservation & Billing Solutions					
01/11/2019	52699	AquaHawk Alerting - 11/18			1,320.00
01/11/2019	52699	AquaHawk Alerting - 5/14			1,320.00
01/18/2019	52747	AquaHawk Alerting - 1-19			500.00
Vendor 02847 - American Conservation & Billing Solutions Total:					3,140.00
Vendor: 02840 - American Messaging					
01/18/2019	52748	Standby Pager - Shop			36.07
Vendor 02840 - American Messaging Total:					36.07
Vendor: 02870 - Boot Barn, Inc					
01/25/2019	52767	Safety Supplies - (5) - Shop			625.00
Vendor 02870 - Boot Barn, Inc Total:					625.00
Vendor: 01294 - CA Infrastructure & Econmic Development Bank					
01/18/2019	52749	Principal interest			14,343.68
Vendor 01294 - CA Infrastructure & Econmic Development Bank Total:					14,343.68
Vendor: 01256 - California State Disbursement Unit					
01/18/2019	52750	Garnishment			225.23
01/25/2019	52768	Garnishment			225.23
Vendor 01256 - California State Disbursement Unit Total:					450.46
Vendor: 03019 - Caltest Analytical Laboratory					
01/18/2019	52751	Lab Fees -TP			5,940.00
01/18/2019	52751	Lab Fees -TP			475.00
01/18/2019	52751	Lab Fees -TP			117.00
Vendor 03019 - Caltest Analytical Laboratory Total:					6,532.00
Vendor: 02304 - CDTFA					
01/31/2019	52783	4th Qtr. Fuel Tax - 2018			115.20
Vendor 02304 - CDTFA Total:					115.20
Vendor: 01370 - Commercial Tire Warehouse					
01/11/2019	52701	#JOB 18-F1 - #26 2010 Truck - Ti...			107.44
Vendor 01370 - Commercial Tire Warehouse Total:					107.44
Vendor: 02832 - Concepts In Controls					
01/11/2019	52702	#JOB 18-F1 - SCADA			10,585.50
Vendor 02832 - Concepts In Controls Total:					10,585.50
Vendor: 01356 - Cranmer Engineering, Inc.					
01/11/2019	52703	Lab Fees - TP			298.00
Vendor 01356 - Cranmer Engineering, Inc. Total:					298.00

Expense Approval Report

Payment Dates: 01/01/2019 - 01/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 01552 - Davi, Bruce					
01/11/2019	52704	Weed Control - Shop			675.00
Vendor 01552 - Davi, Bruce Total:					675.00

Vendor: 01480 - Employment Development Dept.

01/03/2019	DFT0003073	State Disability Withholding			-14.57
01/03/2019	DFT0003158	State Disability Withholding			-31.11
01/03/2019	DFT0003161	State Income Tax Withholding			-0.61
01/03/2019	DFT0003066	State Disability Withholding			30.94
01/03/2019	DFT0003070	State Income Tax Withholding			120.74
01/03/2019	DFT0003155	State Income Tax Withholding			2.80
01/14/2019	DFT0003079	State Income Tax Withholding			5,385.92
01/14/2019	DFT0003082	State Disability Withholding			1,205.46
01/17/2019	DFT0003086	State Disability Withholding			132.62
01/17/2019	DFT0003105	State Disability Withholding			580.65
01/19/2019	DFT0003089	State Income Tax Withholding			4,375.00
01/19/2019	DFT0003092	State Disability Withholding			579.18
01/19/2019	DFT0003096	State Income Tax Withholding			1,712.21
01/19/2019	DFT0003099	State Disability Withholding			598.95
01/19/2019	DFT0003110	State Income Tax Withholding			202.26
01/19/2019	DFT0003113	State Disability Withholding			23.60
01/19/2019	DFT0003117	State Disability Withholding			21.61
01/28/2019	DFT0003122	State Income Tax Withholding			4,137.54
01/28/2019	DFT0003125	State Disability Withholding			1,000.79
01/28/2019	DFT0003144	State Income Tax Withholding			787.28
01/28/2019	DFT0003147	State Disability Withholding			469.89
01/28/2019	DFT0003149	State Income Tax Withholding			10.22
01/28/2019	DFT0003152	State Disability Withholding			1.76
Vendor 01480 - Employment Development Dept. Total:					21,333.13

Vendor: 01527 - Ferguson Enterprises, Inc

01/25/2019	52769	(36) Bushing - Brass - 1' x 3/4'			90.73
01/25/2019	52769	(30) Angle Stop - Serv Brass - 1 '...			1,662.16
01/25/2019	52769	(12) Adaptor - Serv Brass - 3/4'...			176.96
01/25/2019	52769	(24) 90 Street Ell - Brass - 1'			159.59
01/25/2019	52769	(12) Coupling - Brass - 2'			160.88
01/25/2019	52769	(12) Nipple - Brass - 2' X 6'			165.00
01/25/2019	52769	(24) Nipple - Brass - 1' Close			48.91
01/25/2019	52769	(12) 90 Street Ell- Brass - 3/4'			48.26
01/25/2019	52769	(12) Nipple - Brass - 2 x 2"			74.00
01/25/2019	52769	(6) Nipple - Brass - 2' x 3'			45.69
01/25/2019	52769	(12) 90 - Serv Brass - 1" FIP x C...			405.41
01/25/2019	52769	Adaptor 6 Way - Serv Brass - 2" ...			63.28
01/25/2019	52769	(6) Nipple - Brass - 2' x 4'			59.52
01/25/2019	52769	(36) Nipple - Brass - 3/4' Close			50.19
01/25/2019	52769	(24) Adaptor - Serv Brass - 1' MI...			418.28
01/25/2019	52769	(12) 90 - Serv Brass - 1 ' MIP x C...			318.53
01/25/2019	52769	(24) Adaptor - Serv Brass - 1' FIP...			501.93
01/25/2019	52769	(12) Adaptor - Serv Brass - 3/4' F..			186.62
01/25/2019	52769	(6) 90 Street Ell - Brass - 2'			126.00
01/25/2019	52769	(24) Nipple - Brass - 3/4' x 2'			42.47
01/25/2019	52769	(36) Bushing - Brass - 2' x 1'			324.00
01/25/2019	52769	(12) Nipple - Brass - 2' x 8'			234.88
Vendor 01527 - Ferguson Enterprises, Inc Total:					5,363.29

Vendor: 01528 - FGL Environmental

01/11/2019	52705	Lab Fees - TP			1,730.00
01/11/2019	52705	Lab Fees - TP			28.00
01/11/2019	52705	Lab Fees - TP			276.00
01/11/2019	52705	Lab Fees - TP			50.00
01/25/2019	52770	JOB #18-F1 - Lab Fees - TP			50.00

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Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
01/25/2019	52770	JOB #18-F1 -			28.00
Vendor 01528 - FGL Environmental Total:					2,162.00
Vendor: 02945 - Fiserv Solutions, LLC					
01/11/2019	52706	Bank Information			29.93
01/11/2019	52706	Bank Information			36.73
01/18/2019	52752	Bank Charges			20.70
Vendor 02945 - Fiserv Solutions, LLC Total:					87.36
Vendor: 01587 - Genterra Consultants, Inc.					
01/18/2019	52753	#JOB 18-F1- Dam Surveillance			171.50
Vendor 01587 - Genterra Consultants, Inc. Total:					171.50
Vendor: 01616 - Grainger Inc					
01/11/2019	52707	Construction & Maint. Supplies -..			74.98
Vendor 01616 - Grainger Inc Total:					74.98
Vendor: 02889 - Health Equity, Inc.					
01/11/2019	DFT0003077	HSA Contribution			647.57
01/11/2019	DFT0003078	HSA Contribution			19,125.00
01/14/2019	DFT0003102	HSA Contribution			6,000.00
01/16/2019	DFT0003109	HSA Contribution			-2,250.00
01/16/2019	DFT0003095	HSA Contribution			7,000.00
01/25/2019	DFT0003129	HSA Contribution			-120.08
01/25/2019	DFT0003137	HSA Contribution			-120.08
01/25/2019	DFT0003121	HSA Contribution			382.46
01/25/2019	DFT0003143	HSA Contribution			5,282.69
Vendor 02889 - Health Equity, Inc. Total:					35,947.56
Vendor: 01673 - Herc Rentals					
01/18/2019	52763	JOB#18-F1 - Equipment Rental -..			2,917.47
Vendor 01673 - Herc Rentals Total:					2,917.47
Vendor: 01690 - Highfield Mfg. Co.					
01/25/2019	52771	angle stop locks & keys			348.95
Vendor 01690 - Highfield Mfg. Co. Total:					348.95
Vendor: 01688 - Home Depot Credit Services					
01/11/2019	52708	#18-F1 - Construction & Maint. ...			35.33
01/11/2019	52708	#18-F1 - Consturction & Maint. ...			94.88
Vendor 01688 - Home Depot Credit Services Total:					130.21
Vendor: 01705 - Hunt & Sons, Inc.					
01/25/2019	52772	JOB #18-F1 - fuel			1,533.07
01/11/2019	52709	#JOB 18-F1 - Fuel			548.61
01/11/2019	52709	#JOB 18-F1 - Fuel			273.35
01/11/2019	52709	#JOB 18-F1 - Fuel			403.31
01/11/2019	52709	#JOB 18-F1 - Fuel			1,230.10
01/11/2019	52709	#JOB 18-F1- Fuel			545.52
01/11/2019	52709	Fuel			636.78
01/11/2019	52709	#JOB 18-F1 - Fuel			1,483.10
01/11/2019	52709	#JOB 18-F1- Fuel			426.45
01/11/2019	52709	#JOB 18-F1- Fuel			544.96
01/11/2019	52709	#JOB 18-F1 - Fuel			362.00
01/11/2019	52709	#JOB 18-F1 - Fuel			70.56
01/11/2019	52709	#18-F1 - Fuel			816.97
01/25/2019	52772	JOB #18-F1 - fuel			728.18
01/25/2019	52772	JOB #18-F1 - fuel			872.92
01/25/2019	52772	JOB #18-F1 - fuel			763.33
Vendor 01705 - Hunt & Sons, Inc. Total:					11,239.21
Vendor: 01713 - I.B.E.W. Local Union 1245					
01/18/2019	52755	Union Dues			1,057.90
01/18/2019	52755	Union Dues			-52.00
01/25/2019	52773	Union Dues			-46.00

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Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
01/25/2019	52773	Union Dues			1,021.59
Vendor 01713 - I.B.E.W. Local Union 1245 Total:					1,981.49
Vendor: 01716 - ICMA Retirement Trust-401					
01/18/2019	1237	Retirement - 401(a) Match			53.21
01/28/2019	1240	Retirement - 401(a) Match			0.59
01/18/2019	1237	Retirement - 401(a) Match			2,542.49
01/18/2019	1237	Retirement - 401(a) Match			330.32
01/18/2019	1237	Retirement - 401(a) Match			1,552.40
01/18/2019	1237	Retirement - 401(a) Match			647.33
01/18/2019	1237	Retirement - 401(a) Match			238.41
01/18/2019	1237	Retirement - 401(a) Match			63.46
01/28/2019	1240	Retirement - 401(a) Match			2,026.81
01/28/2019	1240	Retirement - 401(a) Match			533.06
01/28/2019	1240	Retirement - 401(a) Match			4.78
Vendor 01716 - ICMA Retirement Trust-401 Total:					7,992.86
Vendor: 01715 - ICMA Retirement Trust-457					
01/18/2019	1238	Retirement Trust - 457			53.21
01/18/2019	1238	Deferred Comp 457			159.64
01/28/2019	1241	Retirement Trust - 457			0.59
01/28/2019	1241	Deferred Comp 457			1.78
01/18/2019	1238	Retirement Trust - 457			2,542.49
01/18/2019	1238	Deferred Comp 457			7,906.69
01/18/2019	1238	Retirement Trust - 457			605.82
01/18/2019	1238	Retirement Trust - 457			2,963.43
01/18/2019	1238	Loan Payment			511.84
01/18/2019	1238	Loan Payment			125.00
01/18/2019	1238	Loan Payment			40.11
01/18/2019	1238	Loan Payment			184.94
01/18/2019	1238	Retirement Trust - 457			324.91
01/18/2019	1238	Deferred Comp 457			990.96
01/18/2019	1238	Retirement Trust - 457			758.12
01/18/2019	1238	Retirement Trust - 457			1,552.40
01/18/2019	1238	Deferred Comp 457			4,657.21
01/18/2019	1238	Retirement Trust - 457			242.05
01/18/2019	1238	Retirement Trust - 457			647.33
01/18/2019	1238	Deferred Comp 457			1,941.98
01/18/2019	1238	Retirement Trust - 457			425.00
01/18/2019	1238	Retirement Trust - 457			238.41
01/18/2019	1238	Deferred Comp 457			715.23
01/18/2019	1238	Retirement Trust - 457			575.00
01/18/2019	1238	Retirement Trust - 457			63.46
01/18/2019	1238	Deferred Comp 457			190.37
01/28/2019	1241	Retirement Trust - 457			2,026.81
01/28/2019	1241	Deferred Comp 457			6,428.22
01/28/2019	1241	Retirement Trust - 457			593.86
01/28/2019	1241	Retirement Trust - 457			2,122.49
01/28/2019	1241	Loan Payment			447.82
01/28/2019	1241	Loan Payment			125.00
01/28/2019	1241	Loan Payment			40.11
01/28/2019	1241	Loan Payment			184.94
01/28/2019	1241	Retirement Trust - 457			533.06
01/28/2019	1241	Deferred Comp 457			1,599.18
01/28/2019	1241	Retirement Trust - 457			34,365.40
01/28/2019	1241	Retirement Trust - 457			4.78
01/28/2019	1241	Deferred Comp 457			14.36
Vendor 01715 - ICMA Retirement Trust-457 Total:					76,904.00
Vendor: 01722 - Infinisource Cobra Compliance					
01/11/2019	52710	Flexible Benefits			80.00
01/11/2019	52710	Flexible Benefits			625.00

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Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
01/18/2019	52756	Flexible Benefits			80.00
01/18/2019	52756	Flexible Benefits			901.25
Vendor 01722 - Infinisource Cobra Compliance Total:					1,686.25

Vendor: 02807 - Infosend

01/11/2019	52711	Postage			178.85
Vendor 02807 - Infosend Total:					178.85

Vendor: 01731 - Internal Revenue Service

01/03/2019	DFT0003156	FICA Withholding			-1.94
01/03/2019	DFT0003159	Medicare Withholding			-0.46
01/03/2019	DFT0003162	FICA Withholding			-0.88
01/03/2019	DFT0003164	Medicare Withholding			-0.20
01/03/2019	DFT0003064	FICA Withholding			499.32
01/03/2019	DFT0003065	Fed Withholding			14.21
01/03/2019	DFT0003067	Medicare Withholding			116.80
01/03/2019	DFT0003071	FICA Withholding			201.48
01/03/2019	DFT0003072	Fed Withholding			340.91
01/03/2019	DFT0003074	Medicare Withholding			47.12
01/14/2019	DFT0003080	FICA Withholding			14,824.24
01/14/2019	DFT0003081	Fed Withholding			13,424.68
01/14/2019	DFT0003083	Medicare Withholding			3,467.02
01/17/2019	DFT0003085	FICA Withholding			1,793.24
01/17/2019	DFT0003087	Medicare Withholding			419.38
01/17/2019	DFT0003103	FICA Withholding			6,456.08
01/17/2019	DFT0003104	Fed Withholding			9,122.70
01/17/2019	DFT0003106	Medicare Withholding			1,509.90
01/19/2019	DFT0003090	FICA Withholding			7,181.84
01/19/2019	DFT0003091	Fed Withholding			11,800.00
01/19/2019	DFT0003093	Medicare Withholding			1,679.62
01/19/2019	DFT0003097	FICA Withholding			6,558.98
01/19/2019	DFT0003098	Fed Withholding			4,840.18
01/19/2019	DFT0003100	Medicare Withholding			1,533.94
01/19/2019	DFT0003111	FICA Withholding			292.60
01/19/2019	DFT0003112	Fed Withholding			474.52
01/19/2019	DFT0003114	Medicare Withholding			68.42
01/19/2019	DFT0003116	FICA Withholding			267.90
01/19/2019	DFT0003118	Medicare Withholding			62.66
01/28/2019	DFT0003123	FICA Withholding			12,323.28
01/28/2019	DFT0003124	Fed Withholding			10,394.29
01/28/2019	DFT0003126	Medicare Withholding			2,882.06
01/28/2019	DFT0003131	FICA Withholding			14.88
01/28/2019	DFT0003132	Fed Withholding			14.78
01/28/2019	DFT0003134	Medicare Withholding			3.50
01/28/2019	DFT0003138	FICA Withholding			14.88
01/28/2019	DFT0003139	Fed Withholding			14.41
01/28/2019	DFT0003141	Medicare Withholding			3.50
01/28/2019	DFT0003145	FICA Withholding			5,171.54
01/28/2019	DFT0003146	Fed Withholding			735.76
01/28/2019	DFT0003148	Medicare Withholding			1,209.48
01/28/2019	DFT0003150	FICA Withholding			21.74
01/28/2019	DFT0003151	Fed Withholding			18.73
01/28/2019	DFT0003153	Medicare Withholding			5.08
Vendor 01731 - Internal Revenue Service Total:					119,822.17

Vendor: 01742 - J C Nelson Supply Co.

01/25/2019	52774	Jan			366.89
Vendor 01742 - J C Nelson Supply Co. Total:					366.89

Vendor: 01765 - J W Wood Co., Inc

01/25/2019	52775	Nipple - Galv - 3/4" x 7"			3.53
01/25/2019	52775	(5) Nipple - Galv - 1" x 8"			24.31
01/25/2019	52775	(2) Nipple - Galv - 3/4" x 11"			9.24

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Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
01/25/2019	52775	(3) Nipple - Galv - 1" x 11"			19.42
01/25/2019	52775	Nipple - Galv - 1" x 7"			4.79
01/25/2019	52775	(8) 45 - Galv - 3/4'			24.54
01/25/2019	52775	(20) 90 Street Ell - Galv - 3/4'			58.45
01/25/2019	52775	(48) Valve Ball - Brass - 3/4"			619.33
01/25/2019	52775	(50) Coupling - Galv - 1'			188.51
01/25/2019	52775	(8) Nipple - Galv - 1" x 12"			56.66
01/25/2019	52775	(9) Nipple - Galv - 3/4" x 10"			41.42
01/25/2019	52775	(12) Nipple - Galv - 3/4" x 6"			29.02
01/25/2019	52775	(5) Nipple - Galv - 1" x 9"			28.17
01/25/2019	52775	(12) Nipple - Galv - 1" x 6"			39.32
01/25/2019	52775	(50) Coupling - Galv - 3/4'			96.79
01/25/2019	52775	(50) 90 - Galv - 3/4'			84.83
01/25/2019	52775	(17) 90 Street Ell - Galv - 1'			67.62
01/25/2019	52775	(12) Nipple - Galv - 3/4" x 12"			66.45
01/25/2019	52775	(10) Nipple - Galv - 1" x 10"			58.52
01/25/2019	52775	(6) Nipple - Galv - 3/4" x 8"			25.50
01/25/2019	52775	JOB #18-F1 - Blue Monster Tape			74.65
Vendor 01765 - J W Wood Co., Inc Total:					1,621.07
Vendor: 01780 - Kimball Midwest					
01/11/2019	52712	Consturction & Maint. - Shop			347.63
Vendor 01780 - Kimball Midwest Total:					347.63
Vendor: 01790 - Knife River Construction					
01/11/2019	52713	Consruction and Maintenance			273.61
01/11/2019	52713	Construction and Maintenance			333.43
01/11/2019	52713	Construction and Maintenance			185.71
01/11/2019	52713	#JOB 18-F1- Construction and ...			1,207.85
Vendor 01790 - Knife River Construction Total:					2,000.60
Vendor: 01862 - Mathews Readymix					
01/18/2019	52757	JOB #18-F1 - Construction & Ma...			107.25
Vendor 01862 - Mathews Readymix Total:					107.25
Vendor: 01894 - Metal Samples					
01/11/2019	52714	Clean and Analyze - TP			90.31
Vendor 01894 - Metal Samples Total:					90.31
Vendor: 01905 - Minasian, Meith, Soares, Sexton & Cooper, LLP					
01/11/2019	52715	#JOB 18-F1 - Legal Fees			16,367.11
01/25/2019	52776	JOB #18-F1 - Legal Fees			11,466.99
Vendor 01905 - Minasian, Meith, Soares, Sexton & Cooper, LLP Total:					27,834.10
Vendor: 03045 - N.C.G.T. SECURITY FUND					
01/11/2019	52716	Health			11,960.00
Vendor 03045 - N.C.G.T. SECURITY FUND Total:					11,960.00
Vendor: 01960 - Normac					
01/18/2019	52758	JOB #18-F1 - Construction & Ma...			51.16
Vendor 01960 - Normac Total:					51.16
Vendor: 01977 - North Valley Barricade					
01/11/2019	52717	#JOB 18-F1 - Safety			3,617.33
01/11/2019	52717	#JOB 18-F1 - Safety			2,638.89
01/11/2019	52717	#JOB 18-F1 - Safety			2,162.74
Vendor 01977 - North Valley Barricade Total:					8,418.96
Vendor: 01980 - Northern Recycling & Waste Srvs					
01/11/2019	52718	Landfill Fees - Shop			84.00
01/11/2019	52718	Garbage - Lake			93.75
01/11/2019	52718	Garbage - TP			41.25
01/11/2019	52718	Garbage - Shop			149.97
01/11/2019	52718	Garbage - Office			53.32
Vendor 01980 - Northern Recycling & Waste Srvs Total:					422.29

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Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 01951 - Northgate Petroleum Company					
01/25/2019	52777	JOB #18-F1 - Fuel - TP			6,428.00
01/25/2019	52777	JOB #18-F1 - Fuel - TP			2,051.80
01/25/2019	52777	JOB #18-F1 - Fuel - TP			468.85
01/25/2019	52777	JOB #18-F1 - Fuel - TP			4,020.08
01/25/2019	52777	JOB #18-F1 - Fuel - TP			2,153.58
Vendor 01951 - Northgate Petroleum Company Total:					15,122.31
Vendor: 01950 - Northstate Aggregate, Inc.					
01/11/2019	52719	Construction & Maint. Supplies			1,855.05
Vendor 01950 - Northstate Aggregate, Inc. Total:					1,855.05
Vendor: 01985 - NTU Technologies, Inc.					
01/25/2019	52778	ProPac 9600 (ACH)			8,055.00
Vendor 01985 - NTU Technologies, Inc. Total:					8,055.00
Vendor: 01995 - Office Depot					
01/11/2019	52720	Office Supplies - Office			32.99
01/11/2019	52720	Office Supplies			90.39
Vendor 01995 - Office Depot Total:					123.38
Vendor: 01538 - O'Reilly Auto Parts					
01/11/2019	52721	#29 Ford Dump Truck - Shop			23.11
01/11/2019	52721	SM Hand Tools- Shop			11.84
01/11/2019	52721	Construction & Maint. Supplies -..			18.20
01/11/2019	52721	Construction & Maint. Supplies -..			22.60
01/11/2019	52721	Construction & Maint. Supplies -..			6.45
01/11/2019	52721	Construction & Maint. Supplies -..			15.06
01/11/2019	52721	Construction & Maint. Supplies -..			77.32
01/11/2019	52721	#10 2002 Truck - Alternator			184.92
Vendor 01538 - O'Reilly Auto Parts Total:					359.50
Vendor: 02081 - Pacific Gas & Electric Company					
01/11/2019	52722	Geppetto North End			323.75
01/11/2019	52722	8764 Skyway			-39.49
01/11/2019	52722	Moore Rd. ES Forest Serv. Rd. - ...			755.11
01/11/2019	52722	6344 Clark Rd. - GAS			16.05
01/11/2019	52722	Moore Rd. ES Forest Serv. Rd. - ...			8.31
01/11/2019	52722	Lovely Ln. N/End Tank Res #D			4.49
01/11/2019	52722	Nunnelly Rd. Ext. Tank Res #E			4.13
01/11/2019	52722	Skyway W/S N/Clark Tank Res #A			4.08
01/11/2019	52722	Frank Turner Way Tank Res #C			3.78
01/11/2019	52722	5320 Pentz Rd. - ELECTRIC			-10.67
01/11/2019	52722	Bader Mine Rd. -Electric			8.02
01/11/2019	52722	6332 Clark Rd. - ELECTRIC			402.12
01/11/2019	52722	6332 Clark Rd. - GAS			39.41
01/11/2019	52722	Mag Res Filtration Plant			1,605.35
01/11/2019	52722	#JOB 18-F1 - (6) Locations - MS			7.06
Vendor 02081 - Pacific Gas & Electric Company Total:					3,131.50
Vendor: 02059 - Payless Building Supply					
01/11/2019	52723	#JOB 18-F1 - Construction & Ma...			12.51
Vendor 02059 - Payless Building Supply Total:					12.51
Vendor: 02090 - Pitney Bowes Global Financial Services LLC					
01/11/2019	52724	Postage Meter			8.85
01/11/2019	52724	Postage Meter			346.10
Vendor 02090 - Pitney Bowes Global Financial Services LLC Total:					354.95
Vendor: 02062 - Pitney Bowes Purchase Power					
01/18/2019	52759	Meter Postage			1,064.39
Vendor 02062 - Pitney Bowes Purchase Power Total:					1,064.39
Vendor: 03048 - Plan B Professional Answering Sewrvice					
01/25/2019	52779	JOB #18-F1 - Shop			129.50
Vendor 03048 - Plan B Professional Answering Sewrvice Total:					129.50

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Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
Vendor: 02057 - Riebes Auto Parts					
01/11/2019	52725	#JOB 18-F1 - Construction & Ma...			15.34
01/11/2019	52725	#JOB 18-F1 - Construction & Ma...			61.43
01/11/2019	52725	#JOB 18-F1 - #31 2008 Truck - Oil			13.99
Vendor 02057 - Riebes Auto Parts Total:					90.76
Vendor: 02185 - Roberts & Brune Company					
01/11/2019	52726	#JOB 18-F1 - Inventory			1,440.84
Vendor 02185 - Roberts & Brune Company Total:					1,440.84
Vendor: 02211 - Sabre Backflow, LLC.					
01/25/2019	52780	Backflow Calibration			227.51
Vendor 02211 - Sabre Backflow, LLC. Total:					227.51
Vendor: 02292 - Standard Insurance Company					
01/25/2019	52781	Long Term Disability			1,942.75
01/11/2019	52727	Long Term Disability			1,396.19
Vendor 02292 - Standard Insurance Company Total:					3,338.94
Vendor: 02324 - Sunrise Environmental					
01/11/2019	52728	Construction & Maint. Supplies -..			279.80
Vendor 02324 - Sunrise Environmental Total:					279.80
Vendor: 02332 - SWRCB					
01/18/2019	52760	Annual Fee			10,290.00
01/18/2019	52760	Annual Permit			2,062.00
Vendor 02332 - SWRCB Total:					12,352.00
Vendor: 02362 - Thomas Ace Hardware					
01/11/2019	52729	Construction & Maint. Supplies -..			10.32
01/11/2019	52729	Construcation & Maint. - Shop			7.29
01/11/2019	52729	Sm Hand Tool - TP			26.87
01/11/2019	52729	Bldg/Grounds Maint. Mtls. - Off...			965.44
01/11/2019	52729	Construction & Maint. Supplies -..			57.16
01/11/2019	52729	Construction & Maint. Supplies -..			2.58
01/11/2019	52729	Construction & Maint. Supplies -..			10.32
01/11/2019	52729	Construction & Maint. Supplies -..			19.02
01/11/2019	52729	Construction & Maint Supplies -...			21.10
01/11/2019	52729	Repairs - Pressure Transducer - ...			31.31
Vendor 02362 - Thomas Ace Hardware Total:					1,151.41
Vendor: 02964 - T-Mobile					
01/11/2019	52730	Fireflies - CS			353.75
Vendor 02964 - T-Mobile Total:					353.75
Vendor: 02902 - Tyler Business Forms					
01/11/2019	52731	Monthly			200.00
Vendor 02902 - Tyler Business Forms Total:					200.00
Vendor: 02394 - Tyler Technologies, Inc.					
01/18/2019	52761	Bank Fees - 9-18 to 12-18			3,975.10
01/18/2019	52761	Maintenance - 1-19			200.00
Vendor 02394 - Tyler Technologies, Inc. Total:					4,175.10
Vendor: 02692 - United Rentals, Inc					
01/25/2019	52782	JOB #18-F1 - Propane - Shop			23.04
01/25/2019	52782	JOB #18-F1 - Propane - Shop			16.90
01/25/2019	52782	JOB #18-F1 - Propane			24.27
Vendor 02692 - United Rentals, Inc Total:					64.21
Vendor: 02824 - US Bank Corporate Payment System					
01/11/2019	52732	#18-F1 - Meals			8.46
01/11/2019	52732	#18-F1 - Misc. Fee			2.50
01/11/2019	52732	#18-F1 - Public Notice			38.00
01/11/2019	52732	#18-F1 - Office Supplies			2,340.16
01/11/2019	52732	#18-F1 - Fuel			69.95
01/11/2019	52732	#18-F1 - Office Supplies			12.99
01/11/2019	52732	#18-F1 - Office Supplies			19.99

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Payment Dates: 01/01/2019 - 01/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
01/11/2019	52732	#18-F1 - Meals			19.57
01/11/2019	52732	#18-F1 - Fuel			51.50
01/11/2019	52732	#18-F1 - Fuel			75.43
01/11/2019	52732	#18-F1 - Fuel			53.25
01/11/2019	52732	#18-F1 - Meals			5.13
01/11/2019	52732	#18-F1 - Fuel			71.65
01/11/2019	52732	#18-F1 - Construction & Maint. ...			6.31
01/11/2019	52732	#18-F1 - Cameras			842.85
01/11/2019	52732	#18-F1 - Construction & Maint. ...			296.36
01/11/2019	52732	#18-F1 - Fuel			29.27
01/11/2019	52732	#18-F1 - Fuel			55.70
01/11/2019	52732	#18-F1 - Fuel			31.57
01/11/2019	52732	#18-F1 - Fuel			61.60
01/11/2019	52732	#18-F1 - Fuel			75.81
01/11/2019	52732	#18-F1 - Office Supplies			168.40
01/11/2019	52732	#18-F1 - Meals			1.07
01/11/2019	52732	#18-F1 - Fuel			58.95
01/11/2019	52732	#18-F1 - Office Supplies			61.25
01/11/2019	52732	#18-F1 - Office Supplies			85.79
01/11/2019	52732	#18-F1 - Fuel			71.01
01/11/2019	52732	#18-F1 - Office Supplies			40.15
01/11/2019	52732	#18-F1 -			-222.98
01/11/2019	52732	#18-F1 - Fuel			52.06
01/11/2019	52732	#18-F1 - Meals			5.13
01/11/2019	52732	#18-F1 - Meals			4.70
01/11/2019	52732	#18-F1 - Meals			4.71
01/11/2019	52732	#18-F1 - Meals			11.96
01/11/2019	52732	#18-F1 - Meals			14.33
01/11/2019	52732	#18-F1 - Meals			11.24
01/11/2019	52732	#18-F1 - Meals			12.19
01/11/2019	52732	#18-F1 - Fuel			55.37
01/11/2019	52732	#18-F1 - Meals			319.79
01/11/2019	52732	#18-F1 - Construction & Maint. ...			76.52
01/11/2019	52732	#18-F1 - Conferences & Meetin...			-663.00
01/11/2019	52732	#18-F1 - Conferences & Meetin...			-182.94
01/11/2019	52732	#18-F1 - Fuel			54.73
01/11/2019	52732	#18-F1 - Office Supplies			-85.79
01/11/2019	52732	#18-F1 - Fuel			91.00
01/11/2019	52732	#18-F1 - Fuel			34.46
01/11/2019	52732	#18-F1 - Meals			4.28
01/11/2019	52732	#18-F1 - Office Supplies			96.49
01/11/2019	52732	#18-F1 - Office Supplies			69.95
01/11/2019	52732	#18-F1 - Office Supplies			14.99
01/11/2019	52732	#18-F1 - Office Supplies			80.44
01/11/2019	52732	#18-F1 - Office Supplies			17.98
01/11/2019	52732	#18-F1 - Fuel			54.21
01/11/2019	52732	#18-F1 - Meals			5.13
01/11/2019	52732	#18-F1 - Fuel			31.65
01/11/2019	52732	#18-F1 - Meals			8.46
01/11/2019	52732	#18-F1 - Meals			12.28
01/11/2019	52732	#18-F1 - Meals			12.19
01/11/2019	52732	#18-F1 - Meals			6.41
01/11/2019	52732	#18-F1 - Office Supplies			13.99
01/11/2019	52732	#18-F1 - Meals			13.71
01/11/2019	52732	#18-F1 - Office Supplies			21.99
01/11/2019	52732	#18-F1 - Office Supplies			13.99
01/11/2019	52732	#18-F1 - Office Supplies			12.98
01/11/2019	52732	#18-F1 - Meals			8.77
01/11/2019	52732	#18-F1 - Fuel			46.23
01/11/2019	52732	#18-F1 - Misc. Supplies			8.00

Expense Approval Report

Payment Dates: 01/01/2019 - 01/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
01/11/2019	52732	#18-F1 - Fuel			32.90
01/11/2019	52732	#18-F1 - Office Supplies			156.59
01/11/2019	52732	#18-F1 - Meals			11.21
01/11/2019	52732	#18-F1 - Office Supplies - TP			206.98
01/11/2019	52732	#18-F1 - Meals			454.98
01/11/2019	52732	#18-F1 - Office Supplies			59.90
01/11/2019	52732	#18-F1 - Office Supplies			2.80
01/11/2019	52732	#18-F1 - Fuel			46.11
01/11/2019	52732	#18-F1 - Construction & Maint. ...			114.78
01/11/2019	52732	#18-F1 - Fuel			53.34
01/11/2019	52732	#18-F1 - Meals			24.56
01/11/2019	52732	#18-F1 - Meals			127.96
01/11/2019	52732	#18-F1 - Meals			181.55
01/11/2019	52732	Conferences & Meetings			-699.00
01/11/2019	52732	Conferneces & Meetings			-699.00
01/11/2019	52732	#18-F1 - Meals			9.22
01/11/2019	52732	#18-F1 - Fuel			49.09
01/11/2019	52732	#18-F1 - Office Supplies			34.99
01/11/2019	52732	#18-F1 - Meals			5.98
01/31/2019	52784	JOB #18-F1 - Office Supplies			36.43
01/31/2019	52784	JOB #18-F1 - Office Supplies			24.74
01/31/2019	52784	JOB #18-F1 - Meals			15.18
01/31/2019	52784	JOB #18-F1 - Meals			53.32
01/31/2019	52784	JOB #18-F1 - Meals			422.30
01/31/2019	52784	JOB #18-F1 - Misc. Office			12.99
01/31/2019	52784	JOB #18-F1 - Misc. Office			19.99
01/31/2019	52784	JOB #18-F1 - Misc. Office			63.85
01/31/2019	52784	JOB #18-F1 - Meals			58.25
01/31/2019	52784	JOB #18-F1 - Meals			9.21
01/31/2019	52784	JOB #18-F1 - Construction & Ma...			125.76
01/31/2019	52784	JOB #18-F1 - Construction & Ma...			118.50
01/31/2019	52784	JOB #18-F1 - Meals			178.45
01/31/2019	52784	JOB #18-F1 - Meals			360.00
01/31/2019	52784	JOB #18-F1 - Meals			7.40
01/31/2019	52784	JOB #18-F1 - Meals			454.95
01/31/2019	52784	JOB #18-F1 - Postage			6.70
01/31/2019	52784	JOB #18-F1 - Meals			416.24
01/31/2019	52784	JOB #18-F1 - Postage			15.00
01/31/2019	52784	JOB #18-F1 - Office Supplies			64.90
01/31/2019	52784	JOB #18-F1 - Office Supplies			20.43
01/31/2019	52784	JOB #18-F1 - Construction & Ma...			172.46
01/31/2019	52784	JOB #18-F1 - Meals			14.00
01/31/2019	52784	JOB #18-F1 - Food			45.00
01/31/2019	52784	JOB #18-F1 - Meals			64.68
01/31/2019	52784	JOB #18-F1 - Meals			44.23
01/31/2019	52784	JOB #18-F1 - Meals			6.09
01/31/2019	52784	JOB #18-F1 - Meals			2.65
01/31/2019	52784	JOB #18-F1 - Dell Bus Online			-780.05
01/31/2019	52784	JOB #18-F1 - Dell Bus Online			-780.05
01/31/2019	52784	JOB #18-F1 - Dell Bus Online			-780.05
01/31/2019	52784	JOB #18-F1 - Misc. Office			50.00
01/31/2019	52784	JOB #18-F1 - Misc. Office			214.45
01/31/2019	52784	JOB #18-F1 - Meals			27.95
01/31/2019	52784	JOB #18-F1 - Meals			2.65
01/31/2019	52784	JOB #18-F1 - Meals			142.80
01/31/2019	52784	JOB #18-F1 - Meals			49.95
01/31/2019	52784	JOB #18-F1 - Postage			50.00
01/31/2019	52784	JOB #18-F1 - Office Supplies			199.16
01/31/2019	52784	JOB #18-F1 - Office Supplies			159.17
01/31/2019	52784	JOB #18-F1 - Office Supplies			8.00

Expense Approval Report

Payment Dates: 01/01/2019 - 01/31/2019

Payment Date	Payment Number	Description (Item)	(None)	(None)	Amount
01/31/2019	52784	JOB #18-F1 - Misc. Office			14.99
01/31/2019	52784	JOB #18-F1 - Postage			24.70
01/31/2019	52784	JOB #18-F1 - Misc. Office			17.98
01/31/2019	52784	JOB #18-F1 - Misc. Office			13.99
01/31/2019	52784	JOB #18-F1 - Meals			1,014.53
01/31/2019	52784	JOB #18-F1 - Misc. Office			13.99
01/31/2019	52784	JOB #18-F1 - Office Supplies			21.44
01/31/2019	52784	JOB #18-F1 - Misc. Office			12.98
01/31/2019	52784	JOB #18-F1 - Meals			140.11
01/31/2019	52784	JOB #18-F1 - Water Testing			909.00
01/31/2019	52784	JOB #18-F1 - Office Supplies- Off..			32.11
01/31/2019	52784	JOB #18-F1 - Meals			67.85
01/31/2019	52784	JOB #18-F1 - Meals			123.83
01/31/2019	52784	JOB #18-F1 - Misc. Office			30.00
01/31/2019	52784	JOB #18-F1 - Meals			76.90
01/31/2019	52784	JOB #18-F1 - Meals			30.16
01/31/2019	52784	JOB #18-F1 - Meals			188.73
01/31/2019	52784	JOB #18-F1 - Water Testing			585.00
01/31/2019	52784	JOB #18-F1 - Misc. Office			32.65
01/31/2019	52784	JOB #18-F1 - Misc. Office			34.99
01/31/2019	52784	JOB #18-F1 - Meals			197.34
01/31/2019	52784	JOB #18-F1 - Meals			280.00
Vendor 02824 - US Bank Corporate Payment System Total:					10,238.16
Vendor: 02690 - USDA Forest Service					
01/11/2019	52738	Permits/ Fees			1,253.11
Vendor 02690 - USDA Forest Service Total:					1,253.11
Vendor: 02703 - Verizon Wireless					
01/11/2019	52739	(16) Mobile Phones			525.71
Vendor 02703 - Verizon Wireless Total:					525.71
Vendor: 02712 - VistaNet inc.					
01/18/2019	52762	JOB #18-F1 - Temporary Office ...			4,890.00
01/11/2019	52740	#JOB 18-F1 - Pre-Paid Support -...			5,500.00
Vendor 02712 - VistaNet inc. Total:					10,390.00
Vendor: 02714 - Wagner & Bonsignore					
01/11/2019	52741	#JOB 18-F1 - Outside Sales Revi...			687.50
Vendor 02714 - Wagner & Bonsignore Total:					687.50
Vendor: 03002 - Water Works Engineers					
01/11/2019	52742	#JOB 17-04 Backwash Waste N...			5,484.40
Vendor 03002 - Water Works Engineers Total:					5,484.40
Vendor: 02763 - Wittmeier Auto Center					
01/11/2019	52743	Repairs - #31, 08 Truck - Parts			302.00
Vendor 02763 - Wittmeier Auto Center Total:					302.00
Vendor: 02778 - Wurth USA Inc.					
01/11/2019	52744	#JOB 18-F1 - Construction & Ma...			854.31
Vendor 02778 - Wurth USA Inc. Total:					854.31
Vendor: 02787 - Zee Service Company					
01/11/2019	52745	Safety Suplies - Shop			146.58
Vendor 02787 - Zee Service Company Total:					146.58
Grand Total:					535,426.05

Camp Fire WUI Timber & Biomass Removal Project

Overview:

Hazardous Fuels Reduction in the form of dead and dying tree and biomass removal will be completed within 300 feet of 10,000 damaged and destroyed structures in Concow, Yankee Hill, Paradise, Magalia and Butte Creek Canyon. The 10,000 participant estimate is based on 2/3 of the 15,000 total properties opting to participate. The Wildland Urban Interface (WUI) project area is approximately 30,000 acres within the 156,000 acre footprint of the Camp Fire. Of that 30,000 acres, approximately 10,000 acres may be treated under this program.

This tree removal project will be completed in overlapping phases. The Butte County Fire Safe Council (BCFSC) proposes to initiate a pilot project which incorporates two major landowners, and two evacuation zones within the North Paradise - South Magalia areas; in order to develop cost and revenue summaries which will aid in the completion of the two phases.

Pilot Project Area:

For South Magalia, the area includes approximately 620 acres of burnt timberland owned and managed by Paradise Irrigation District and Paradise Pines Property Owners Association. The pilot area will also include thirty small land parcels (located within the South Coutolenc Zone) of private ownership with damaged or destroyed structures present on the properties. This area encompass approximately 116 acres. The total pilot study area for South Magalia is approximately 735 acres. For North Paradise, Evacuation Zone Area 2 will be used for the pilot project for North Paradise. This area is approximately 885 acres and is composed of multiple destroyed structures with small lot sizes less than 1 acre in size. Total Project area size for the Pilot Project is 1,620 acres. Table 3 illustrates a potential schedule of events for the first three months of the pilot project.

Phase #1 will take place in the first 9 months of the project while the merchantable trees can be sold as lumber. This phase will have supplemental funding through the sale of logs to sawmills and donated insurance money used for tree removal. The goal during Phase #1 is to remove the largest and most valuable trees before they lose their value, approximately one year from the date of the fire.

Phase #2 will require additional government funding. This phase will begin as soon as funding is available and will address cleaning up the remaining biomass (small dead trees, slash and brush). This is a massive undertaking but will be necessary to complete the cleanup. With an estimated 64,475 tons of hardwood chips alone, it will take many methods to dispose of this material. Burning should account for up to 25% of the material on site. The remaining 75% may be disposed through chipping on site, masticating, biomass removal, and deliveries to cogeneration facilities.

Phase #3 will include a self-participating reforestation plan for landowners to plant native tree species in denuded areas after the cleanup phases have been completed. The plan will include ordering and storage of seedlings for the 2020 through 2021 planting season (February – April). The plan will also include public outreach to educate landowners how, where, and at what

spacing to properly plant seedlings. Future outreach programs (2022-2032) will include educational training workshops informing small private landowners on proper thinning, pruning and fuel maintenance techniques and technologies.

Listed below are the services (Expenses) for the employee personnel and contract services required to carry out all the phases of this project for a two year (24 month) cycle:

A. Certified Public Accountant Services (Independent Contract)

- a. Open up a banking trust account specific to this project.
- b. Receiving, depositing, and tracking revenue from the sale of saw logs, firewood logs, and biomass chips.
 - i. Includes processing payment of Ca. Timber Yield Taxes.
- c. Receiving, depositing, and tracking revenue from contributions from participating landowners. Contributions should be tracked by payout from insurance companies vs. individual contributions.
- d. Paying tree removal and slash treatment contractors twice per month from revenue sources listed above in items a. and b.
- e. Tracking and releasing holdback funds for individual tree removal companies at the direction of the BCFSC. See Item E. b. below.
- f. Developing monthly and annual financial statements for the BCFSC Board.

B. BCFSC Employee Services

- a. Project Manager (One Position) Responsibilities include:
 - i. Managing Clerical and Field Employees.
 - ii. Coordinating with Project Contractors, Government Agencies, News Media, and General Public.
 - iii. Scheduling, advertising, and hosting public education forums to inform, and educate landowners about opting into, and participating in the Timber and Biomass Removal Program.
- b. Clerical Employees (Two Positions) Responsibilities include:
 - i. Contacting landowners via mail/phone, obtaining Right of Entry Forms.
 - ii. Coordinating with contractors to keep landowners informed of pending and imminent logging and slash cleanup work.
 - iii. Encouraging landowners to donate insurance funds to assist with program.
 - iv. Assist Project Manager with federal and state grant writing proposals to fund the program from 2020-2022.
- c. Field Employees (Three Positions) Responsibilities include:
 - i. Working with landowners in the field and at cleanup areas to address tree, biomass and slash treatment/disposal concerns (pre and post operations).
 1. Meeting with landowners to field identify and flag with wooden stakes and flagging any underground infrastructure that landowners are aware of including: septic tanks, leach fields, shallow buried pipelines, etc.
 2. Assisting RPF and Tree Removal Contractors with mapping and identifying energized overhead power lines and overhead communication lines.
 3. Asking landowners if they want firewood logs left on their property.
 - a. Hardwood and sub merchantable conifer logs in lengths from 10' to 16' in length can be processed by the tree removal

- contractors and left on their property. Landowners must specify location and quantity (cords) to be left on the property.
 - b. Note: Encouraging landowners to leave firewood logs will help lower Slash Treatment/Disposal cost of services
 - 4. Developing and distributing evaluation forms to landowners to survey results of post tree removal operations.
 - ii. Developing contracts for tree removal/slash treatment contractors with initial assistance (cross training) from contracted Registered Professional Foresters (RPF).
 - iii. Administering contractors to ensure that tree removal and slash cleanup after logging is conducted and completed. Initial assistance (cross training) in contract administration shall be provided from Registered Professional Foresters (RPF). Contract administration work includes tree removal, chipping, masticating, piling and burning, and/or removal of slash from site.
 - iv. Working with landowners to inform and assist with the proposed reforestation plan. Initial assistance (cross training) with seedling ordering, storage, handling and planting shall be provided from Registered Professional Foresters (RPF).
- C. Environmental Compliance (Independent Contracts)
 - a. For CEQA, NEPA, Timber Harvest Exemptions/Emergencies including the use of Registered Professional Forester, Archeologist, Botanist, Wildlife Biologist, and other professionals. Includes pre operations field design and layout to comply with the Ca. Forest Practice Rules (CEQA).
- D. Registered Professional Forester (RPF) Cross Training Services (Independent Contracts)
 - a. Contract Administration (Three RPF's) Responsibilities include:
 - i. Assisting three BCFSC Field Employees with contract development, contract administration, and reforestation plan.
- E. Tree Removal Services – Loggers (Independent Contracts)
 - a. Services performed shall be described in each contract and include:
 - i. Tree falling and bucking into appropriate saw log lengths.
 - ii. Moving logs to loading areas (landing)
 - iii. Loading logs onto log trucks
 - iv. Hauling logs to designated sawmill or transfer site.
 - b. A five percent holdback fund will be assessed and applied to each load of logs delivered to sawmills. The CPA contractor listed in item A will administer these funds. The holdback funds will be released back to the Tree Removal Service once all slash treatment work has been completed to the required standard of the Ca. Forest Practice Rules. See Item F below for a summary of the rules.
- F. Slash Treatment/Disposal Services – (Independent Contracts)
 - a. Note: it is highly recommended that the Tree Removal Service and Slash Treatment/Disposal Services be combined under one contract for each exemption. The Logger has the option to subcontract the Slash Treatment/Disposal Services for the assigned area under contract, provided that the subcontractor is listed as additional insured under the primary contractor's insurance policy.
 - b. Slash treatment services performed can include a combination of the following; and are listed in order of preference according to the BCFSC:

- i. Loading slash and removal from site (best preferred method)
 - ii. Chipping slash and spreading on site (next best preferred method)
 - iii. Masticating on site (moderately preferred method)
 - iv. Piling and burning (least preferred method)
 - c. Ca. Forest Practice Rules – Slash Treatment within WUI Areas
 - i. See Table 3.
- G. Reforestation Project – (Independent Contract)
 - a. Services include from Tree Nursery:
 - i. Ordering appropriate conifer seedlings to replant 10,000 acres at 32 trees per acre, or 320,000 seedlings
 - b. Service from Refrigeration Truck Rental Company
 - i. Renting a large refrigeration truck for two weeks during the public tree giveaway event.

Listed below are the monetary sources (Revenues) that will be used to fund this program (24 month) cycle:

- H. Delivered Sawlogs, Firewood, and Biomass
 - a. Assumes logging and delivering half of the commercial timber volume within the project area. Half (or 50%) of the projected volume is used based on the assumption of limited buyers of sawlogs within the greater area of Northern California, and the fact that many of these buyers (sawmills) currently have a large inventory of sawlogs.
 - b. Possible sale of firewood decks on landowners to firewood delivery companies.
 - c. Assumes that funding will be available to subsidize transportation cost of hauling chip material to a Biomass Power Plant. The nearest power plant is Wheelabrator Shasta Energy Company, Inc. located in Anderson, CA. It is approximately a 2 hour drive from Paradise, CA.
- I. Insurance Contributions
 - a. Assumes an average contribution of \$500.00 from each participating landowner involved with this project.
- J. Federal and State Grant Funding
 - a. Federal Emergency Management Agency (FEMA) Grant
 - b. California Climate Investment (State)

Table 1 - Expense and Revenue spreadsheet for the entire project area (10,000 acres).

Table 2 - Expense and Revenue spreadsheet for the pilot project area (1,620 acres).

Table 3 - Potential schedule of events for the first three months of the Pilot Project.

List 1 - Ca. Forest Practice Rules – Slash Treatment within WUI Areas

Maps 1-8 – Post Fire 300' Exemption Areas: Paradise, Magalia, Concow area.

Table 1 - Half Sawlogs Removed - Biomass Cleanup

Project Area -
10,000 acres

Expenses					
Item	Service	Rate per Hour	Hours	Lump Sum	Total Expense
A.	Certified Public Accountant	\$ 100.00	480		\$ 48,000.00
B. a.	Project Manager	\$ 50.00	1920		\$ 96,000.00
B. b.	Clerical Employees	\$ 30.00	3840		\$ 115,200.00
B. c.	Field Employees	\$ 30.00	5760		\$ 172,800.00
C.	Environmental Compliance			\$ 450,000.00	\$ 450,000.00
D. a.	RPF Admin Cross Training	\$ 65.00	800		\$ 52,000.00
E.	Tree Removal			\$ 60,000,000.00	\$ 60,000,000.00
F.	Slash Treatment/Disposal			\$ 18,000,000.00	\$ 18,000,000.00
G. a.	Seedling Cost			\$ 160,000.00	\$ 160,000.00
G. b.	Seedling Storage Cost			\$ 4,000.00	\$ 4,000.00
					\$ 79,098,000.00
Revenue					Total Expense
H.	Delivered Sawlogs				\$ 31,500,000.00
I.	Insurance Contributions				\$ 5,000,000.00
J.	Federal & State Grant Funding				\$ 42,598,000.00
					\$ 79,098,000.00
Net Income					\$ -

Table 2 - Pilot Project

Project Area -
1,620 acres

Expenses					
Item	Service	Rate per Hour	Hours	Lump Sum	Total Expense
A.	Certified Public Accountant	\$ 100.00	96		\$ 9,600.00
B. a.	Project Manager	\$ 50.00	384		\$ 19,200.00
B. b.	Clerical Employees	\$ 30.00	768		\$ 23,040.00
B. c.	Field Employees	\$ 30.00	1152		\$ 34,560.00
C.	Environmental Compliance			\$ 90,000.00	\$ 90,000.00
D. a.	RPF Admin Cross Training	\$ 65.00	160		\$ 10,400.00
E.	Tree Removal			\$ 12,000,000.00	\$ 12,000,000.00
F.	Slash Treatment/Disposal			\$ 3,600,000.00	\$ 3,600,000.00
G. a.	Seedling Cost			\$ 32,000.00	\$ 32,000.00
G. b.	Seedling Storage Cost			\$ 800.00	\$ 800.00
					\$ 15,819,600.00
Revenue					
H.	Delivered Sawlogs				Total Expense \$ 12,600,000.00
I.	Insurance Contributions				\$ 1,000,000.00
J.	Federal & State Grant Funding				\$ 2,219,600.00
					\$ 15,819,600.00
Net Income					\$ -

Table 2 - Pilot Project Schedule

	Project Area - 1,620 acres
Date	Task
February 6, 2019	BCFSC Board approves Pilot Project
February 7, 2019	BCFSC Mails out ROE forms to South Coutolenc Residents
February 8, 2019	POA Board approves Pilot Project
February 11, 2019	Begin field layout on POA Property
February 14, 2019	Contract Forester advertises for bids from LTO for Pilot Project
February 15, 2019	BCFSC Mails out ROE forms to Zone 2 - Paradise Residents
February 18, 2019	300' Exemption effective approval date
February 20, 2019	PID Board approves Pilot Project
February 22, 2019	Begin field layout on PID Property
February 22, 2019	LTO bids due via email by 5:00 PM
February 25, 2019	LTO begins logging and cleanup on POA & PID Property
March 1, 2019	Begin field layout on South Coutolenc Zone
March 8, 2019	Begin field layout on Zone 2 - Paradise
March 25, 2019	LTO begins logging and cleanup on South Coutolenc Zone
April 15, 2019	LTO begins logging and cleanup on Zone 2- Paradise

List 1:

2019 Ca. Forest Practice Rules
Ca. Forest Practice Rules – Slash Treatment within WUI Areas
POST-FIRE RECOVERY EXEMPTION

The following standards shall apply to the treatment of Slash created by Timber Operations within the exemption area and on roads adjacent to the exemption area. Lopping for fire hazard reduction is defined in 14 CCR 895.1. (Note: The BCFSC is requiring that lopping standards are as follows (Severing and spreading of slash so that no part of it remains more than 12 inches above the ground.))¹

1. All slash and woody debris greater than one (1) inch but less than eight (8) inches in diameter within one-hundred-fifty (150) feet of an Approved and Legally Permitted Structure that was damaged or destroyed by wildfire shall be removed or piled and burned. 14 CCR § 1038(m)(10)(4)
2. All slash created between one-hundred-fifty (150) feet and three-hundred (300) feet of an Approved and Legally Permitted Structure that was damaged or destroyed by wildfire shall be treated by lopping for Fire Hazard Reduction, removed, chipped or piled and burned within forty-five (45) days from the start of Timber Operations; except for the burning of piles, which shall be accomplished not later than April 1 of the year following their creation; or for piles created on or after September 1, not later than April 1 of the second year following creation. 14 CCR § 1038(m)(10)(5)

917.5, 937.5, 957.5 Burning of Piles and Concentrations of Slash [All Districts with minor variances]

When the option of burning piles or concentrations of Slash is chosen to meet the Slash treatment requirements as specified in these Rules, such burning shall be done as follows:

- (a) Piles and concentrations shall be sufficiently free of soil and other noncombustible material for effective burning.
- (b) The piles and concentrations shall be burned at a safe time during the first wet fall or winter weather or other safe period following piling and according to laws and regulations. Piles and concentrations that fail to burn sufficiently to remove the fire hazard shall be further treated to eliminate that hazard. All necessary precautions shall be taken to confine such burning to the piled Slash.

917.6, 937.6, 957.6 Notification of Burning [All Districts]

The local representative of the Director shall be notified in advance of the time and place of any burning of logging Slash. Any burning shall be done in the manner provided by Law.

917.7, 937.7, 957.7 Protection of Residual Trees [All Districts]

Slash burning operations and fire hazard abatement operations shall be conducted in a manner which will not damage residual trees and reproduction to the extent that they will not qualify to meet the silvicultural and stocking requirements of the Rules.

¹ This BCFSC Contract Requirement supersedes the current Ca. Forest Practice Rules for lopping standards.



PARADISE IRRIGATION DISTRICT

TO: Board of Directors

FROM: Kevin Phillips, District Manager

DATE: 2/15/2019

**RE: Arborist Services
02/20/2019 Board of Directors Meeting**

As part of the Camp Fire recovery effort, the District issued a Request for Proposal for removing hazardous trees from the roadway right-of-way and public trails. This process includes the District, in addition to an arborist, 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 and The District 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 threaten the District right-of-way.

The District received 8 proposals from qualified arborists. Each proposal was scored on related experience, qualifications of personnel, proposal format, approach and scope of work, and reasonableness of cost and price. All 8 proposals scored excellent in the non-cost categories. When taking average hourly rate from all 8 proposals, Firestorm Wildland Fire Suppression has the lowest reasonable cost.

The recommended form of motion is:

"I move to authorize the District Manager to execute an agreement with Firestorm Wildland Fire Suppression for Arborist Services related to the Camp Fire for a not to exceed amount of \$26,880.00."

	Reasonableness of Cost and Price			Hourly Rate of Staff						
	Estimated Cost	Total Estimated Hours	Average Hourly Rate	Director	Project Manager	Operational Lead	Arborist	Forester	GIS Specialist	Project Corodination
Firestorm	26,880.00	392.00	68.57				\$ 75	\$ 55	\$ 100	
Gallaway	9,102.00	112.00	81.27		\$ 90		\$ 78		\$ 70	
High County Forestry	30,000.00	N/A	N/A		\$ 108	\$ 63	\$ 78	\$ 78	\$ 83	
ECORP	35,114.00	N/A	N/A	\$ 180	\$ 150	\$ 90	\$ 135		\$ 160	\$ 150
Dudek's	36,510.00	312.00	117.02		\$ 180	\$ 100	\$ 110		\$ 100	
MGE	N/A	N/A	N/A	\$ 165	\$ 140	\$ 125	\$ 100	\$ 85	\$ 125	\$ 85
Davey	N/A	N/A	N/A		\$ 150		\$ 125	\$ 145		
Props	N/A	N/A	N/A				\$ 140		\$ 140	\$ 140

	Related Experience	Qualifications of Personnel	Proposal Format: (Completeness)	Approach and Scope of Work
Firestorm	5	5	5	5
Gallaway	5	0	5	5
High County Forestry	5	0	5	5
ECORP	5	5	5	5
Dudek's	5	0	5	5
MGE	5	0	5	5
Davey	5	0	5	5
Props	5	0	5	5



1100 Fortress Street, Suite 2, Chico, CA 95973 Office: 530.898.8153 Fax: 530.898.8579

Proposal

Professional Arborist Services for Camp Fire Vegetation Evaluation

Submitting Organization:

Firestorm Wildland Fire Suppression Inc.
1100 Fortress St, Suite 2.
Chico, CA 95973

Authorized Contractors Representative:

Contact Person: Jess Wills

Address: 1100 Fortress St, Suite 2
Chico, CA 95973

Office: 530-898-8153
Fax: 530-898-8579
Cell: 530-514-2892

Email: jesswills@firestormfire.com

Federal Tax ID Number: 68-0390618

Contractor's License #: 954861

Timber Operators License #: A-9791

The following proposal and its rates will be valid for 60 days from the due date of this proposal.

Date: 2/8/2019

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Organization

Firestorm Wildland Fire Suppression Inc. has been in business since 1996. We provide forestry services ranging from, thinning and piling, pruning, slashing, handline construction, under burning, pile burning and mastication. Our clients include private timber companies, private land owners and various Federal and state agencies.

In addition to our forestry services we provide the U.S. Forest Service and the Oregon Department of Forestry, Type-II Initial Attack 20-person firefighting crews, Wildland Engines, both Type 3 and Type 6. We also provide emergency mapping to incident management teams on fires and other natural disasters.

Currently we employ 80 full time employees and at the peak of the summer months we employ nearly 300 seasonal firefighters / forestry workers. This combined staff operate Seven (7) twenty-person hand crews, 12 wildland engines, four (4) GIS emergency mapping modules and nine (9) residential and commercial full-service tree crews.

In addition to our wildland fire staff we also own and operate two tree service companies, About Trees and North Valley Tree Service. Currently these companies employ three arborists, and 34 other employees working on 8 tree crews.

We also own and operate Deer Creek Resources, founded in 2011, specializing in using the latest GIS technology to help land and fire managers solve complex problems. Most recently Deer Creek Resources helped to support erosion control efforts in the Camp Fire area for the Butte County Department of Public Works. Deer Creek Resources also worked with the Butte Fire Safe Council to estimate the volume of timber left behind by the Camp Fire in the Town of Paradise and Lower Magalia.

Our headquarters is in Chico, CA as well as an operational base in Anderson, CA. We are a Licensed Timber Operator as well as a Licensed tree service in California. License numbers have been provided on the cover page.

Project Understanding

We understand that this project is intended to mark trees in the Paradise Irrigation District's right of way that meet the FEMA requirements for hazardous trees. In addition to marking the trees based on the level of hazard we shall provide an inventory for each road in the survey area that includes the coordinates of each tree, the size of the tree, the species of tree, condition of the tree, damage to the tree and whether the damage is fire related, if any hazardous limbs exist, whether there is a possibility of hazardous stump, and the hazard level of the tree. Hazard levels for trees will be prioritized into three levels, High hazard immediate removal, Hazardous future removal needed, and potentially hazardous inspect in two years. Marking shall only be done after a right of entry has been obtained.

Scope of Services

We shall provide two tree marking crews each lead by a licensed arborist. The project area will be divided in two, one area \ for each crew. Each crew member will survey separate sides of the roads determined to be in the Paradise Irrigation District's right of way. In order to inventory the damaged trees crews will use ESRI's collector application, configured by Deer Creek Resources'

staff and loaded onto iPads. Each tree will be assessed for damage and the following data will be collected:

1. Tree coordinates
2. Tree DBH
3. Tree height
4. Tree species
5. Condition of the tree
6. Tree damage
7. Whether damage is fire related
8. Hazardous limbs
9. The possibility of a hazardous stump
10. The hazard level of the tree
11. Picture of tree

Once crews have collected the data listed above, they will mark the tree based on hazard level. Trees determined to be a high hazard requiring immediate removal will be marked PID 1. Trees determined to be hazardous, requiring future removal will be marked PID 2. Trees determined to be potentially hazardous, requiring future inspection will be marked PID 3. All marking will be done with highly visibility paint.

We will only collect data and mark trees that have not already been marked.

Once the survey is completed the collected tree data will be assessed for accuracy and completeness. If the data is deemed incomplete or inaccurate additional data will be collected and verified. Once complete the tree data will be exported to an excel spreadsheet, summarized by road and delivered to the Paradise Irrigation District in an electronic format. Tree pictures will also be delivered to the Paradise Irrigation District in an electronic format. The data can also be delivered in the form of an ESRI file geodatabase at the request of the Paradise Irrigation district. This geodatabase can be used by the Paradise Irrigation District in their GIS.

Project Schedule

We estimate that the collection of tree data and the marking of trees will take 11 working days to complete. This time is based on an estimate of 96 trees per mile and 11 miles of right of way to be surveyed. Crews will be able to accomplish this task more quickly if it is found that there are fewer trees per acre. However, if there are more than 96 trees per acre the task will take longer. We estimate it will take approximately 10-15 minutes to assess, collect data and mark each tree.

The configuration of the data collection application, testing of the application, data quality control, and data processing will take 4 days to complete. The total time required for the project is 15 working days based on the 96 trees per mile estimate. Due to the use of electronic equipment crews will not be able to work when it is raining.

We can begin work on this project within one of week of contract award.

Cost Estimate

Firestorm Cost Estimate				
PID Camp Fire Vegetation Evaluation				
Staff Type	Number of Staff	Hourly Rate	Hours Required per Staff	Total Cost
Arborist	2	\$75	88	\$13,200
Tree Marking Crew	2	\$55	88	\$9,680
GIS Specialist	1	\$100	40	\$4,000
			TOTAL	\$26,880

Project Experience

Organization / Name: **Butte Fire Safe Council – Paradise Magalia Post Fire Timber Volume Estimation**
 Project Type: Assessment, data collection, and mapping of damaged trees in Paradise and lower Magalia.
 Acres: 120 acres, 1,110 - Trees
 Dates: January 2019
 Contact: Jim Broshears, prafirejb@comcast.net,

Organization / Name: **Butte County Public Works Department – Erosion Control**
 Project Type: Project management, data management, data collection and mapping for post fire erosion control efforts in Paradise.
 Acres: 1,110 - Trees
 Dates: January 2019
 Contact: Radley Ott

Organization / Name: **Yosemite West – Hazard tree Falling and Chipping**
 Project Type: Hazard Tree Removal and Chipping
 Acres: 1,110 - Trees
 Dates: Spring 2017
 Contact: Kimberly O’Neal, grants@yosemitewest.org, 209-372-4325

Organization / Name: **Forks of the Butte – Terra Fuego Resource Foundation**
Project Type: Thin and Pile, Under burning, pile burning, slashing
Acres: 120+
Dates: 2016-2017
Contact: Stephen Graydon, 530-521-8441

Organization / Name: **Independence Lake – Under burn**
Project Type: Unit preparation and Under burning
Acres: 100+
Dates: Fall 2017
Contact: Chris Fichtel, Cfichtel@tnc.org, 775-322-4990

Organization / Name: **Hayfork Watershed Center**
Project Type: Unit Prep, Under burning, Burn Boss
Acres: 20-100 , various units
Dates: 2012 - 2017
Contact: Nick Goulette – Executive Director – 530-628-4206

Organization / Name: **Sierra National Forest, Bass Lake Ranger District**
Project Type: Prescribed Burn Assistance, Burn Unit Preparation
Acres: 50+
Dates: 2016-2018
Contact: Gloria Smith – 559-545-5259

Organization / Name: **Sierra National Forest, High Sierra Ranger District**
Project Type: Prescribed Burn Assistance, Burn Unit Preparation
Acres: 100+
Dates: 2015-2018
Contact: Thomas Gonzales, 559-903-1249

Organization / Name: **Kemron Environmental, Fort Ord – Vegetation Management**
Project Type: Rx Burn Assistance, Burn Unit Preparation, Cutting and Chipping
Acres: 100+
Dates: 2015-2018
Contact: Kevin Siemann, 831-212-4443

Key Personnel



Jared Harney

530-246-2477 | abouttreesredding@gmail.com

POSITION:

Certified Arborist / Estimator / Field Supervisor / Climber

QUALIFICATIONS:

International Society of Arboriculture
Certified Arborist #WE-10837AT

Tree Care Industry Association
Certified Treecare Safety Professional #2566

EDUCATION:

High School Diploma
Simpson University
Shasta Community College

EXPERIENCE:

ISA Certified Arborist, Estimator, CTSP and Field Supervisor

2017 – Present – About Trees, Chico, CA

- Estimate costs and price jobs to ensure profitability
- Establish and maintain client relations offering consults, proper species identification, and assessments
- Customer Service
- Train and supervise employees
- Oversee 2 tree crews, line crew foreman out daily with work orders
- Manage weekly Tailgate Safety Meetings
- Perform basic maintenance on a variety of trucks, equipment, and power tools
- Coordinate and schedule work with clients, crews, subcontractors, and relevant utilities
- Diagnose and recommend treatment for insect, disease, and nutrient/cultural problems of trees

Lead Climber and Crew Foreman

2015 – 2017 – About Trees, Chico, CA

- Performed all aspects of tree care including removals, pruning, and stump grinding
- Limbed and pruned a variety of species, including native and ornamental species
- Hazardous tree removal
- Trained climbers and ground crew personnel
- Maintain a variety of trucks, equipment, and power tools
- Ensure safe work space

Tree Care Apprentice

2013 – 2015 – Kingsborough-Atlas Tree Surgery, Inc., Santa Rosa, CA

- Performed ground functions including caring for gear, chainsaws, and chipper
- Experience with various aerial lifts
- Dragging and chipping brush

- Utilized Portawrap, Hobbs, and GRCS devices
- Roughly 2 years of climbing experience

Lead Canopy Tour Guide

2011 – 2013 – Alliance Redwoods Christian Conference Grounds, Occidental, CA

- Guide duties included daily inspection of Canopy tour course
- Lead up to 8 people safety through course
- Provided training to safely maneuver through heights of up to 200' and speeds of over 30 mph
- Required to perform rescues which included lowering people out of trees or off of lines
- Trimmed trees and branches high off the ground
- Inspected stability of platforms, guy wires, and zip lines
- Replaced and repair as needed

Accommodations Assistant

2007 – 2011 – Alliance Redwoods Christian Conference Grounds, Occidental, CA

- Basic maintenance / grounds keeping
- Extensive janitorial duties
- Customer Service
- Provided sound technical assistance
- Met needs of up to 400 people in a single shift
- Other duties included falling trees, dealing with drainage issues, and standard preventative maintenance

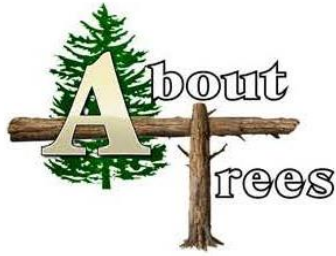
TRAINING:

TCIA Chipper Operator Specialist

TCIA Tree Care Specialist

Aerial Rescue Training

CPR / AED / First Aid Certified



POSITION:

Certified Arborist / Estimator / Field Supervisor / Lead Climber

QUALIFICATIONS:

International Society of Arboriculture
Certified Arborist #WE-12423A

Tree Care Industry Association
Certified Treecare Safety Professional #2559

EDUCATION:

Pleasant Valley High School, Chico
Butte College, CA
Ontario College, OR
Fire Science

EXPERIENCE:

ISA Certified Arborist, Estimator, CTSP and Field Supervisor

2018 – Present – About Trees, Chico, CA

- Estimate costs and price jobs to ensure profitability
- Establish and maintain client relations offering consults, proper species identification, and assessments
- Customer Service
- Train and supervise employees
- Oversee 3 tree crews, line crew foreman out daily with work orders
- Manage weekly Tailgate Safety Meetings
- Perform basic maintenance on a variety of trucks, equipment, and power tools
- Coordinate and schedule work with clients, crews, subcontractors, and relevant utilities
- Diagnose and recommend treatment for insect, disease, and nutrient/cultural problems of trees

Lead Climber and Crew Foreman

2014 – 2018 – About Trees, Chico, CA

- Performed all aspects of tree care including removals, pruning, and stump grinding
- Limbed and pruned a variety of species, including native and ornamental species
- Technical rigging
- Hazardous tree removal
- Trained climbers and ground crew personnel
- Maintain a variety of trucks, equipment, and power tools
- Ensure safe work space

Lead Climber

2010 – 2012 Complete Tree Care, Chico, CA

- Performed all aspects of tree care including removals, pruning, and stump grinding

- Limbed and pruned a variety of species, including native and ornamental species
- Hazardous tree removal
- Trained climbers and ground crew personnel
- Maintain a variety of trucks, equipment, and power tools
- Ensure safe work space

Lead Climber

2006 – 2008 About Trees, Chico, CA

- Performed all aspects of tree care including removals, pruning, and stump grinding
- Limbed and pruned a variety of species, including native and ornamental species
- Hazardous tree removal
- Trained climbers and ground crew personnel
- Maintain a variety of trucks, equipment, and power tools
- Ensure safe work space

Landscaper

2001 – 2003 Dawson Landscape, Chico, CA

- Mow, edge, lay mulch, trim small trees and shrubs
- Load and unload truck
- Maintained residential and commercial properties
- Followed landscape plans

Climber

1999 – 2001 Crowder Tree Care, Chico, CA

- Performed all aspects of tree care including removals, pruning, and stump grinding
- Limbed and pruned a variety of species, including native and ornamental species
- Maintain a variety of trucks, equipment, and power tools
- Ensure safe work space

TRAINING:

TCIA Chipper Operator Specialist
40 Hour HAZWOPER
CPR / AED / First Aid Certified

Paul Lackovic, General Manager, Deer Creek Resources

Education: SUNY Geneseo, 1997, B.A. in Geography and Political Science

Skills: Over 15 years of experience in land use planning, wetland delineation, vegetation mapping, and environmental document preparation. Experienced with all major commercial GIS software platforms.

Work Experience:

1999-2002 - Jack Schreder and Associates - Used GIS to analyze demographic changes within California school districts to prepare applications for new construction or modernization funding from the California Office of Public School Construction. He worked with districts across the State, gathering, aggregating and analyzing facilities and enrollment data.

2003-2004 - Parsons-UXB Joint Venture - Worked on the Kahoolawe Island restoration project which involved the removal of unexploded ordinance left behind from the Island's time as a U.S. Navy target range . Duties included working as a health and safety specialist, making sure that all Project employees maintained up to date certifications. (ie. First aid, CPR, yearly medical evaluations, etc.). Promoted to the position of Range Control Specialist responsible for monitoring the daily mobilization, movement, and demobilization of all on Island personnel.

2004-2010 - GIS specialist at Foothill Associates - Used GIS to produce maps for land use suitability analysis, sensitive habitats, endangered and threatened species, wetland delineations, and watershed analysis.

2012-present - Deer Creek Resources - Manage DCR's pre-fire planning projects and maintain DCR's mapping assets including 2 mobile GIS labs, an extensive GIS library, internal technical reference library, and mapping software tools. Other duties include hiring new GIS specialists and managing our online mapping/web development projects. Qualified Incident GIS Specialist (GISS) with experience on over 15 major forest fires.

Software Skills:

ESRI ArcMap Desktop, ESRI Spatial Analyst & 3D Analyst, ArcGIS Online, Python, Google Earth, Google Maps JavaScript API, WordPress.



PARADISE IRRIGATION DISTRICT

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

DATE: February 15, 2019
TO: Board of Directors
SUBJECT: Director Vacancy – Division 3
02/20/2019 Board of Directors Meeting

Background – Filling Vacancies:

A list of events causing vacancy in office is set forth in Government Code section 1770. Among other events, a vacancy occurs upon the resignation of a board member. The following is a letter of resignation from Director Anne Rice effective February 20, 2019.

Government Code section 1780 provides that the remaining members of the district board can fill the vacancy by appointment or by calling an election within 60 days of the vacancy. If no action is taken for a period of 60 days immediately subsequent to a vacancy on such a board, the Board of Supervisors shall have the authority to fill the vacancy by appointment. Although rarely utilized, the law does provide for an alternative appointment in that the PID board may call for an election to fill the vacancy in lieu of appointment. The obligation to call an election becomes mandatory if the seat remains vacant for 90 days. (Gov. Code § 1780, subdivision (g)(1).)

The District must notify the county elections official within 15 days of the date of vacancy, or by March 7, 2019. A notice of vacancy must be posted in three or more conspicuous locations at least 15 days before an appointment to fill the vacancy can be made.

Director Rice was appointed in lieu of election to the office of Director, Division 3 of the Paradise Irrigation District commencing December 7, 2018 to December 2, 2022 at a regular meeting of the Board of Supervisors on September 25, 2018. The vacancy occurred in the first half of her term of office. Government Code section 1780, subdivision (d)(2), provides that if the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 days or more after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. In this case, the individual appointed by the Board to serve shall do so until an election is held, which would be the November 3, 2020 General Election. The individual elected in November, 2020 shall serve the remainder of Director Rice's original term – until December 2, 2022.

February 20, 2019

Kevin Phillips, District Manager
Paradise Irrigation District
6332 Clark Road
Paradise, CA 95969

Dear Kevin:

It has been both a pleasure and a privilege to serve on the Board of the Paradise Irrigation District. Due to family health concerns, I must resign from my position as Director, representing Division Three. Unfortunately, I no longer have the time needed to fulfill this important role.

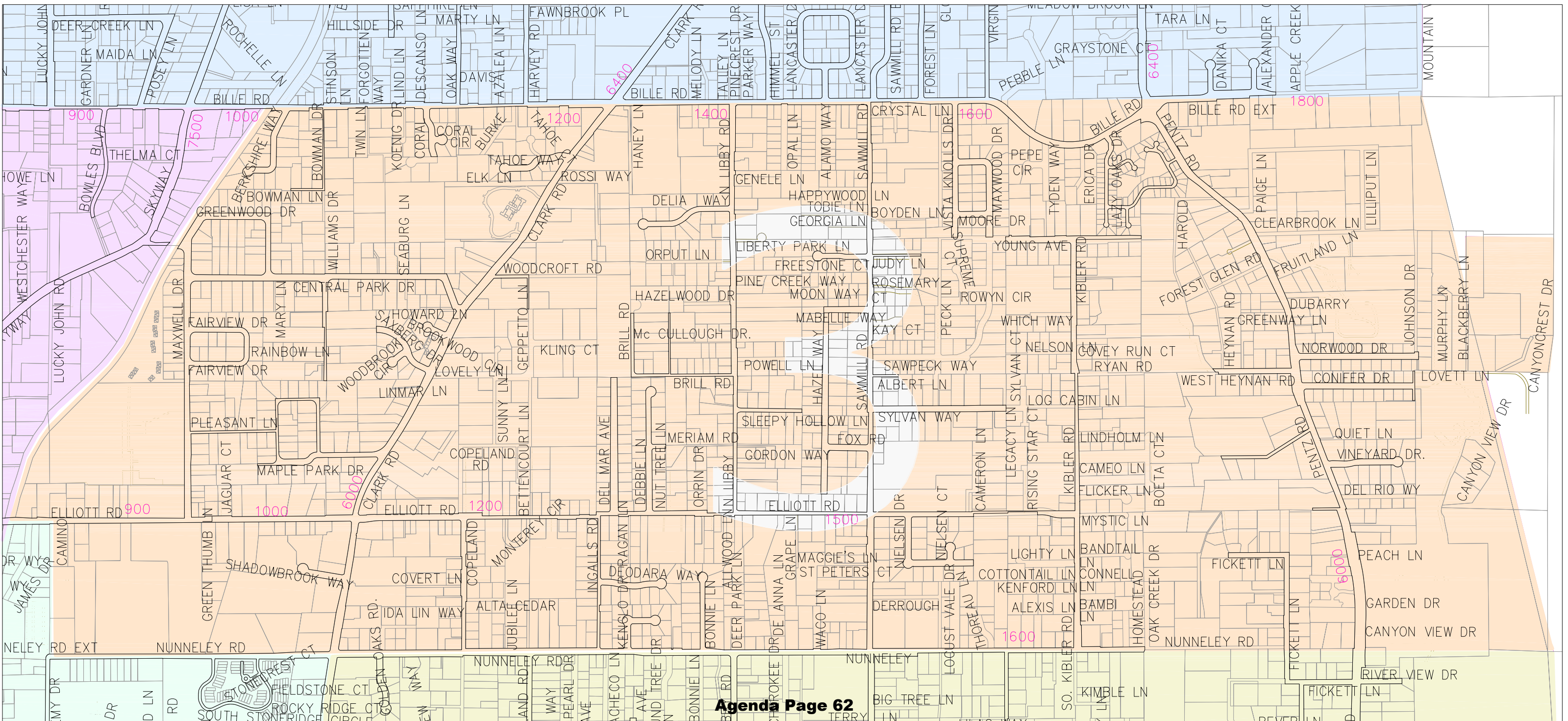
I have truly enjoyed working with PID staff and my fellow Directors. They are both dedicated and professional. I firmly believe many opportunities for PID and the citizens of Paradise will result from the Camp Fire. I look forward to watching PID and the Town of Paradise progress in the years to come.

Sincerely,

A handwritten signature in cursive script that reads "Anne Rice".

Anne Rice

PARADISE IRRIGATION DISTRICT
DIVISION THREE



CHAPTER 12 PROCUREMENT POLICY

12.1 GENERAL PROVISIONS

12.1.1 Scope –

This chapter shall, except where otherwise noted, govern the purchase of supplies, services, construction, real or personal property, and the disposal of property, whether real or personal, by the District. This policy shall apply to every expenditure of public funds irrespective of the source of the funds. No purchases shall be made and no encumbrances shall be incurred for the benefit of the District except as provided in this chapter.

12.1.2 Budget Expenditures – Board of Directors Approval –

No purchase shall be made and no encumbrance shall be incurred unless funds sufficient to cover the purchase or encumbrance have been budgeted and are available within the approved budget or unless the purchase or encumbrance is approved by the Board.

12.1.3 Responsibility For Budgetary Compliance –

The District Manager is the authorized officer charged with the responsibility of staying within the District's budgets and authorizing no expenditures in excess of the budgets as required by the California Public Contract Code and the California Water Code.

12.1.4 State Code Provisions –

Expenditures shall comply with any applicable federal and state requirement and law, and regulation, including the California Public Contract Code and Irrigation District Law embodied in the Water Code, particularly Division 11, Section 20500 of the Water Code, and with terms and conditions of any grant, gift or bequest consistent with law.

12.1.5 Public Procurement Mission –

Public policy dictates that the fundamental mission of a public procurement function is to promote economy, efficiency, and effectiveness in the acquisition of goods and services and expenditure of public funds. The District to accomplish this mission must at least:

A. Provide for public confidence.

- B. Use fair and equitable treatment to all concerned.
- C. Employ effective broad-based free and open competition.
- D. Strive for maximum value for District expenditures.
- E. Provide for work to be performed in a thoroughly professional and ethical manner, with honesty and integrity within applicable laws and regulations adopted by the District.
- F. Provide safeguards for maintaining a procurement system of quality and integrity, including prohibition against conflicts of interest and gratuities.
- G. Allow sufficient flexibility to maintain safe, reliable water service to the community and meet emergency needs.

12.1.6 Prohibited Acts –

It is a violation of District policy:

- A. For any bidder or prospective bidder, including its employee(s) or officer(s), in connection with a purchase by the District, to engage in any act or inaction, which is a restraint of trade, anti-competitive, or price-fixing, and not in accordance with Fair Political Practices guidelines.
- B. For any person to offer or to give to any employee of the District or any member of his immediate family, any gift whose value is greater than \$50 in a given year, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or other form or for any District employee to directly or indirectly solicit or directly or indirectly accept any such gift for such purpose as provided in the California Government Code and the California code of Regulations.
- C. For any District employee, officer, or Director to disclose, in advance of the opening of the bids, the content of any bid invited through the formal or informal competitive bidding procedure.
- D. For any District employee, officer, or Director to actively participate in the awarding of a contract from which he will directly benefit.
- E. For any District employee, officer, Director, or other person to misappropriate for personal use any item of public property.

Any District employee or officer committing any of the foregoing acts is subject to discipline.

12.1.7 Voidable Contracts –

The following contracts are voidable at the discretion of the District:

- A. Contracts that result from a conflict of interest under this policy or other applicable law.
- B. Contracts awarded to a person or firm that tried to influence the award of such contract by offering something of value to any District employee, officer, or Director.
- C. Contracts awarded by an official or employee circumventing the requirements of this chapter or other applicable statute.
- D. A contract, which was bid or awarded under circumstances prohibited under Section 12.1.6.

The Board hereby declares its intent that such contracts would not have been entered into on behalf of the District if the misconduct had been discovered prior to the execution of the contract. The Board further states that no District officer or employee has authority, either actual, apparent, or implied, to negotiate or execute any such contract, and that such contract shall, at the discretion of the Board, be voidable, unless the action of the District officers and employees in executing the contract is ratified by affirmative action of the Board after the misconduct was discovered and made known to the Board.

All persons or firms responsible for any misconduct prohibited by this chapter shall be liable for any losses incurred by the District as a result of the misconduct.

12.2 PURCHASE OF GOODS AND SERVICES

12.2.1 Scope –

This part shall apply to the purchase of goods and services, except as otherwise specified in Parts 3 and 4.

12.2.2 Competitive Process –

Whenever the total price of a contract or purchase exceeds \$1,000, the contract shall be awarded through a competitive bidding or proposal process. Contracts may not always be awarded to the lowest bidder, as the bid price shall not be the sole determining factor when awarding contracts. At a minimum, the District shall give consideration to a bidder's ability to provide the required service(s), reference checks, history of prior or similar services, local community impact, and a history of prior services to the District. Effort will be made in all purchases for goods or services to source Paradise vendors whenever possible.

Competitive bids shall be secured and documented under the following conditions:

- A. For purchases totaling between \$1,000 and \$3,000, bids may be obtained verbally and recorded on a verbal quotation sheet. This verbal quotation sheet shall be available for review if requested by any director during board meetings.
- B. For purchases totaling between \$3,001 and \$5,000, bids shall be secured in writing and recorded.
- C. Authorization amounts without prior Board approval are as follows:

Approval of Management Staff	Up to \$1,000 for any item
Approval of District Manager	Up to \$5,000 for any item and up to \$25,000 for any expense necessary in the operation and maintenance of the water treatment and distribution system.

- D. For purchases in excess of \$5,000, written bids, prices, proposals or agreements shall be secured, and the Board shall award such contracts.
- E. The Manager is authorized to approve purchases in excess of \$5,000 in the case of an emergency that poses a threat to the public health, welfare, or safety. The Manager shall report these purchases at the next scheduled Board meeting.
- F. The Manager is authorized to approve purchases in excess of \$5,000 for equipment or facility repairs or materials that require immediate action to continue the daily operation of District business. The Manager shall report these purchases at the next scheduled Board Meeting.
- G. Prior to a Board meeting at which an award is to be considered by the Board, staff shall provide a summarized analysis of bids received, including some or all of the following information:
 - 1. A list of bidders
 - 2. Compliance with the work statement(s) and/or specifications
 - 3. Compliance with the schedule
 - 4. Compliance with stated terms and conditions and other administrative contract requirements

5. Compliance with risk management policy
6. Consideration of any alternative that may be offered
7. Cost
8. Any other pertinent data

12.2.3 Budget Line Item –

Funds designated for the purchase of goods or services under a particular budget line item may not be used for the purchase of goods or services under a different budget line item without the prior approval of the Manager.

12.2.4 Designated Department Funds –

Funds designated for a particular department's use within a budget line item may be utilized by a different department with the approval of the Manager.

12.2.5 Reports –

All expenses shall be reported to the Board within thirty (30) days following the end of the month of the date of expenditure by providing a complete listing of all general fund checks as described in Section 13.3(A)(1).

12.2.6 Petty Cash Account –

Petty cash in an amount determined by the Manager may be established for the purposes of providing cash for miscellaneous cash purchases, front counter customer service transactions, and for Paradise Lake permit fee sales. Access to petty cash shall be limited to the Office Manager, an Accounting Technician, and a Utility Billing Technician. Petty cash funds may be used to purchase supplies, materials, equipment, and other services when the cost does not exceed \$100 and when written documentation of the purchase is maintained. Supplies, materials, equipment, and other services regularly purchased and available to the District through regular purchasing channels shall not be purchased using petty cash funds. Employees shall not be allowed to cash personal or payroll checks through petty cash.

12.2.7 Purchases Without Competition –

The Manager may purchase supplies, goods, or services, and the District may enter into construction contracts without the receipt or review of competitive bids or proposals, if any of the following occur:

- A. In the case of an emergency that poses a threat to the public health, welfare, or safety, or as determined by the Manager.
- B. When there is a sole source of supply as declared in writing by a staff member and acknowledged by the Manager.
- C. When the purchase or work is a continuation of previous purchases or work, and there exists a clear, potential economic benefit to the District to negotiate a contract directly with the firm that supplied the initial purchase or work.
- D. When the District does not receive a response to its announcements, requests, or invitations for bids or proposals.
- E. In the case of a small purchase or contract (less than \$1,000).
- F. When the Board determines that it is not in the best interest of the District to change legal, financial, or software services as described in Section 12.4.
- G. When the award to a specific supplier, service provider, or contractor is a condition of a contribution that will fund the full cost of the supply, service, or construction item.

12.3 CONSTRUCTION AND CAPITAL IMPROVEMENT CONTRACTS

12.3.1 Procedure –

Whenever the total price of a construction or capital improvement contract is for \$5,000 or less, the contract shall be handled as provided for under Section 12.2. If the contract exceeds \$5,000, the contract shall be awarded through a competitive bidding or proposal process.

12.3.2 Contract Formation –

- A. Subject to the limitations of this section, any type of contract that will promote the best interests of the District may be used, provided that the use of a cost-plus-a- percentage-of-cost contract is prohibited. A cost-reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the District than any other type or that it is impracticable to obtain the supplies, services, or construction required except under such a contract.
- B. Except with respect to firm fixed-price contracts, no contract shall be used unless it has been determined by the Manager, or waived, that:

1. The proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated.
2. The proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted accounting principles.

12.3.3 Bid Security –

- A. When the District Manager determines the need for bid security, such bid security in an amount equal to at least 10% of the amount of the bid shall be required. Bid security shall be a bond provided by a surety company authorized to do business in the State of California, the equivalent in cash or certified cashier's check, or any other form satisfactory to the District.
- B. When a bidder fails to comply with the requirement for bid security set forth in the invitation for bids, the bid shall be rejected unless, pursuant to Federal, State, or District rules, it is determined by the Board that the failure to comply with the security requirements is non-substantial.
- C. After the bids are opened, they shall be irrevocable for the period specified in the invitation for bids. If a bidder is permitted to withdraw a bid before award, no action shall be taken against the bidder or the bid security.

12.3.4 Bonds –

- A. When a construction contract is awarded under this chapter, the contractor to whom the contract is awarded shall deliver the following bonds or security to the District, which shall become binding on the parties upon the execution of the contract, except when deemed unnecessary for the protection of the District by the Board:
 1. A performance bond satisfactory to the District that is in an amount equal to 100% of the total contract amount specified in the contract and is executed by a surety company authorized to do business in the State of California, or other form satisfactory to the District.
 2. A payment bond satisfactory to the District that is in an amount equal to 100% of the total contract amount specified in the contract and is executed by a surety company authorized to do business in the State of California, or any other form satisfactory to the District, which is for the protection of each person supplying labor, service, equipment, or material for the performance of the work provided for in the contract.

- B. A performance bond and/or a payment bond may not be required under Section 12.3.4.A if the construction does not exceed \$10,000 when awarded.

12.3.5 Capital Expenses Constructed By District Personnel –

A line item budget may be approved by the Board for capital projects constructed by District personnel in lieu of presenting each item over \$5,000 for approval.

12.3.6 Other Capital Fund Expenditures –

- A. The District shall negotiate all contracts in excess of \$5,000 in a format approved by legal counsel. The contract shall be approved and signed by the Manager as the District's representative.
- B. Capital projects or expenditures, which are up to \$5,000, may be authorized by the Manager. All capital projects and expenditures in excess of \$5,000 shall be submitted to the Board for approval.
- C. Construction "change orders" representing the lesser of \$10,000 or 10% of the contract amount, may be approved by bearing both the Manager and Treasurer's signature. Each such approval shall be reported to the Board for ratification at its next regular Board meeting.
- D. "Change orders" for more than \$10,000 or more than 10% of the contract amount shall be submitted to the Board for approval.
- E. Upon completion of each project, a final summary of costs shall be submitted to the Board for review.

12.4 PROCUREMENT OF PROFESSIONAL SERVICES POLICY

12.4.1 Objective –

It is the policy of the District to:

- A. Openly discuss and report all requests for professional services to the Board.
- B. Negotiate contracts for professional services on the basis of demonstrated competence and qualifications for the type of service required.
- C. Negotiate contracts for professional services at fair and reasonable prices.

12.4.2 Definitions –

"Professional Services" include:

- A. Architectural and engineering services.
- B. Legal services.
- C. Financial advice and/or bond underwriting services (“Financial Services”).
- D. Auditing services.
- E. Consulting services, including software/hardware support, as needed and identified from time to time by the Board.

12.4.3 Proposals/Notification Process For Qualified Candidates –

A. Architectural and Engineering Services –

When the District requires these types of professional services, requests for proposals or requests for a Statement of Qualifications (SOQ) shall be prepared requesting firms to submit to the District a proposed SOQ and/or a SOQ update. The request will state the types of professional work anticipated by the District and contain a statement that selection of consultants and professional services will be made in accordance with District policy.

B. Legal Services –

As a matter of practice, the District will retain the services of its existing outside counsel unless the Board determines otherwise. Prior to retaining an alternative law firm, the Board shall evaluate whether the District should consider a law firm different than that currently being used. Factors to consider are:

1. Lapse of time between projects
2. Adequacy of performance on prior projects
3. The proposed law firm’s areas of expertise
4. Investigation of capabilities and client recommendations
5. Comparisons between the District’s then current law firm’s quotes for legal services with market quotations as determined by an informal telephonic survey.

In the event the Board determines it is in the best interest of the District to consider additional services or a change in services, proposals shall be prepared requesting firms to submit a SOQ to the District. In addition, a copy of the announcement will be mailed to professional firms who have, in writing, expressed an interest in providing professional services to the District.

The proposal will state that the selection of legal services will be made in accordance with District policy. The District desires to maintain continuity in the provision of legal services so long as the quality and cost of such services are maintained at a level acceptable to the District.

C. Financial Services –

The District will retain a financial advisor on a continuing basis to provide on-going advice pertaining to proposed and existing bond issues, investment of District funds, and related matters. The District's financial advisor shall be prepared to provide certain services that shall include, but will not necessarily be limited to, the preparation and presentation of information to rating agencies and bond insurance companies, bond issue structuring, official statement preparation, recommendations pertaining to the selection of underwriter(s), coordination of the particulars of issuing bonds, interface with bond counsel, investment of reserves and funds, and related matters. The District desires to maintain continuity in the provision of financial services so long as the quality and cost of such services are maintained at a level acceptable to the District.

D. Auditing Services –

Every three years as required under Section 13.2 (B), the District shall prepare requests for proposals requesting a SOQ for performing the District's annual financial audit and/or such other audits as designated by the Board. The proposal will state that the selection of consultants and professional services will be made in accordance with District policy.

E. All Other Professional Services –

Each time the District undertakes a project wherein the District anticipates the cost of other professional services will exceed \$10,000, including software and hardware requirements, the Manager shall determine whether competing professional service firms are available for use by the District. In the event the Manager determines they are available, the District shall issue a request for proposal to firms to provide professional services to the District. In addition, a copy of the proposal will be mailed to professional firms who have, in writing, expressed a desire to furnish the District the requested professional services. The request for proposal shall contain a short description of the project and a statement that selection of consultants and professional services will be made in accordance with District policy.

12.4.4 Statement of Qualifications – Content –

The District will request the following information to be included in "Statements of Qualifications":

- A. Name of the firm, location of all offices, and specifically the location of the principal place of business in California.
- B. Age of the firm and the average number of employees over the past five years in the California office.
- C. Education, training, qualifications and availability of key employees of the firm, specifically those in the California office, pertaining to the types of work anticipated by the District.
- D. Experience, special technical capabilities and expertise of the firm, and available equipment necessary or useful in pertinent types of professional work.
- E. References from at least five clients and previous projects, including two from the preceding twelve-month period.
- F. Any other relevant information as determined from time to time by the District.

12.4.5 Proposal For Professional Services –

Proposals for professional services shall include the following:

- A. The information contained in an SOQ.
- B. Description of the project.
- C. Work plan for accomplishing the project, including descriptions of the tasks to be performed.
- D. Schedule for completing the tasks.
- E. Description and estimate of direct and reimbursable costs to be paid by the District.

12.4.6 Selection Committees –

A selection committee shall review and rank submitted proposals. Each committee shall include at least the Manager and one other staff member. The review process may include an additional review by at least two Board members from one of the existing Board designated committees or a designated ad-hoc committee.

12.4.7 Selection Methods –

A. Architectural and Engineering Services –

The selection committee shall select and rank at least three firms from the SOQs. Requests for proposals shall be sent to the selected firms. After receipt of the proposals, the selection committee shall review the proposals and may request interviews and/or samples of previous work. The selection committee shall then rank the firms and present its recommendations to the Board.

B. Legal Services –

The Manager will rank the professional firm(s) based on their SOQs. The Manager and selection committee may request an interview with the ranked firm(s). When a particular need for legal services occurs, the Board, in consultation with the Manager, shall select the law firm to perform such particular legal services.

C. Auditing Services –

The Manager and Treasurer shall rank the firms based on their proposals and interviews, if any, held by the District. The selection committee will present its recommendations to the Board. Notwithstanding the foregoing, the same auditor shall not perform the District's annual financial audit for more than six (6) consecutive years.

D. All Other Professional Services –

The Manager may or may not interview the prospective consultants. The Manager and staff member shall rank the firms based on the proposals received from the firms and interviews, if any, conducted by the District. The selection committee will present its recommendations to the Board.

12.4.8 Selection Criteria –

The criteria for selection to be applied to all SOQs and proposals are:

- A. Appropriate level of training, experience, expertise, and availability of key project personnel.
- B. Ability to perform the work, with respect to personnel availability, adequacy, present workload, available equipment and facilities.
- C. Firm resources and expertise available to the project.
- D. Quality of work plan and project schedule, if required.

- E. Past performance on similar projects for other parties and for the District in particular.
- F. Local office, local firm presence, and availability of project personnel for meetings and communications with District personnel.
- G. Estimated costs of the professional firm.
- H. Other special requirements for the projects, as determined by the District.

12.4.9 Contract Negotiations –

- A. The Manager shall present the ranking and recommendations of the proposals to the Board. After finding that the process has complied with policy, the Board shall approve the Firm recommended by the Manager, or the Board may select a Firm other than the recommendation and shall report its reasons for doing so.
- B. The District shall commence negotiations for a contract with the consultant approved or selected by the Board.
- C. The contract shall be negotiated for fair and reasonable prices. Legal counsel shall review the contract.
- D. If negotiations fail with the approved consultant, the District shall terminate negotiations and may begin negotiations with the next highest ranked consultant approved by the Board.

12.4.10 Small Contract Method –

If the estimated professional fees do not exceed \$5,000, the Manager shall select the firm, determine the scope of work, and authorize contract negotiations.

The selection committee under this method shall be the Manager and at least one staff member. The selection committee shall review any required SOQs or a list of potential consultants. The Manager shall approve the selection and scope of work and authorize any required contract negotiations. The firm shall submit a proposal, including a fee proposal. The District will prepare a contract for legal counsel review.

12.5 DISPOSAL OF SURPLUS PROPERTY

12.5.1 Reporting Surplus Property –

Any surplus property shall be reported to the Board. Surplus property may be sold to employees after the Board has authorized the sale of surplus property and the bidding process has formally taken place.

12.5.2 Authorization –

After the Board is properly notified of surplus property, the Board shall then declare the property as surplus and authorize staff to dispose of it. After disposing of the surplus equipment and machinery, a description of the surplus equipment and machinery, together with a statement that reflects any consideration received for the surplus property, shall be provided to the Secretary and Treasurer.

12.6 FIXED ASSETS AND DEPRECIATION

12.6.1 Fixed Assets and Depreciation –

Single item purchases with at least an anticipated useful life of three years and exceeding \$10,000 each shall be capitalized as a fixed asset and depreciated over the asset's estimated useful life.

MOBILE TELEPHONE USE POLICY

DEFINITION:

References to cell phones include cell phones or wireless Personal Digital Assistants (PDA) such as a BlackBerry, Treo, iPhone, etc. that have a cell phone feature.

PURPOSE:

The purpose of the **Mobile Telephone Use Policy** is:

- To provide standards and clarification for cell phone use.
- To ensure safe work practices when considering the need to use a cell phone while driving or performing other duties.
- For employees using cell phones to make cost effective decisions regarding cell phone use and plan.

SCOPE:

This policy applies to all District employees who use mobile phones for District business.

Reimbursement Policy:

There are two types of cell phone users at Paradise Irrigation District. These two “classes” are described below in A through B:

A. District supplied phones: Business use/Personal use

Most employees with a business need for a cell phone will be assigned a District owned phone. Mobile phone use on phones supplied by the District is restricted to District business. Personal mobile calls (outgoing or incoming) will only be allowed in limited and infrequent (maximum 2-3 times per month) instances of family emergencies if these calls cannot be made from a land line phone in a reasonable period of time. These calls should be of short duration. NO OTHER PERSONAL USE IS ALLOWED, EVEN IF REIMBURSED. The above emergency calls do not need to be reimbursed.

B. Personal Cell Phone provided as an option

The District recognizes that due to the nature of certain employee's positions that they should have a mobile phone allowance provided. The District Manager in conjunction with department management may designate employees who will receive a specified reimbursement per month for the specific purpose of obtaining a personal cell phone. This amount will be designated in one of two categories depending on usage: Category Phone and Data Plan = \$75; Phone only = \$25. This amount may be adjusted periodically by the District Manager. This mobile phone would be used for business, but would not have the same restrictions on personal use since it is a personal phone.

Employees who receive this benefit may request from their department director to buy a wireless PDA instead of a cell phone. Employees who need remote access to their District computer account must receive approval from the person in their department

who authorizes remote access. If approved, then the District will pay for and maintain the license that allows access to the server. This license is the property of the District. Please contact IT Services for equipment standards, capability advice and authorization forms.

For equipment that allows for data connection to the District Network for such applications as Email or file transfers – all connections, usage, storage and securing of data must be in accordance with the applicable Records and Information Services policy and practice.

Use of Mobile Phone Policy

Mobile phone use in vehicles, at work sites, or while operating equipment

Currently state law prohibits the use of hand held mobile phones while driving unless the driver is using a hand-free device. As more District drivers are using mobile phones, it is important both for safety and for the image of District drivers that common sense and courtesy be followed in using mobile phones. Supervisors will have the authority to restrict or prohibit use of mobile phones at any time on the job when they consider such situations and use may present a safety hazard to the employee, co-worker, contractors, and/or to the general public and private property. Sending and/or receiving text messages or any other data transmission is prohibited while operating any vehicle.

1. Mobile phone use while driving a District vehicle or personal vehicle on District business:

- a. Voice mail service and hands-free equipment for the phone are the only allowable means of phone use while driving.
- b. It is strongly recommended, if at all possible, to use your mobile phone when parked, or have a passenger use the phone. Conversations should be kept to a minimum.
- c. If your phone rings when you are driving -- especially during hazardous conditions -- let your mobile voice mail service take the call and listen to the message later when you are parked, or pull over before answering, if traffic condition permit.
- d. Suspend conversations during hazardous driving conditions or situations.
- e. Let the person to whom you are speaking know that you are driving and the call may be suspended at any time.
- f. Do not take notes or look up phone numbers while driving. As a driver, your first responsibility is to pay attention to the road.
- g. Dial and place all calls when you are parked. If you are stopped at a traffic signal or stop sign, you are still considered by the law to be driving; you must pull off the roadway and be parked to use a hand held phone.

Place your calls before you begin your trip, or call when your vehicle is parked. Never dial a number while driving.

- h. Learn and use the pre-programmed number dial features of your phone. Practice using this feature for commonly dialed numbers before driving so you are familiar with the procedures.
- i. DO NOT engage in stressful or emotional conversations while driving. A stressful or emotional phone conversation while driving is distracting and potentially dangerous. If necessary, suspend the phone conversation.
- j. EMERGENCIES – Please do use your mobile phone to call for help or to help others in emergencies. Your mobile phone lets you be a “Good Samaritan” in the community. If you see an emergency where lives are in danger call 9-1-1 and give the exact location and information to the 9-1-1 operator. Employees are not expected to offer additional assistance beyond calling for help. Please keep cell phones turned off or use the “keypad lock function” to avoid misdials. **Any button on the keypad that is depressed for longer than 15 seconds will automatically call 9-1-1.**

2. Work Sites

DO NOT engage in the use of a mobile phone while at any work site during which the operation of a mobile phone will be a distraction to the user and/or may create an unsafe work environment. Such work sites include but are not limited to: Road repair, maintenance and construction, operating or repairing energized equipment such as electrical panels, motors, or energized circuits. Such work sites must be secured or the cell phone used only by an employee while out of harm’s way of such work environments.

3. Off-Road Equipment

DO NOT engage in the use of a mobile phone while operating a motorized off-road (maintenance/construction type) equipment. Even hands-free mobile phone will not be authorized while operating this type of equipment, unless the equipment has been properly stopped and taken out of gear or turned off.

PROCEDURES:

- A. Departments may have procedures that are more limiting than the District’s mobile telephone use policy, but department procedures must at minimum comply with this policy.

GUIDELINES FOR USE OF MOBILE PHONES:

Mobile phones are a tool to enhance employee productivity and provide a higher level of service to our customers. Mobile phone service is also more expensive than landline phones because

of the airtime costs associated with mobile phone usage. Therefore we ask that employees follow the guidelines below to help keep costs to a minimum.

- A. Do not use your mobile phone to make a call if regular phone service is available. There is no charge for a local call made from a regular phone while local calls made or received on a mobile phone incur charges.
- B. Avoid lengthy conversations on mobile phones. If you anticipate a call lasting more than a few minutes try and arrange to call the person back from a regular phone.
- C. Minimize use of your mobile phone outside the home service area. Roaming charges add significantly to the cost of mobile phone calls.
- D. Minimize the number of long-distance calls made on your mobile phone. Again, long distance calls on a mobile phone add to the expense to an already more expensive means of phone service.



PARADISE IRRIGATION DISTRICT

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

AGENDA

ANNUAL MEETING OF THE
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
PUBLIC FACILITIES FINANCING CORPORATION
6332 CLARK ROAD, PARADISE, CA 95969

WEDNESDAY, FEBRUARY 20, 2019

1. OPENING
 - a. Call to Order
 - b. Roll Call
2. APPROVAL OF MINUTES
 - a. Approval of Minutes: December 20, 2017 Annual Meeting of the Public Facilities Financing Corporation
3. PUBLIC PARTICIPATION

Members of the audience will be given an opportunity to present items not scheduled on the agenda. No action can be taken on these items, but they may be placed on future agendas for consideration. Comments should be limited to a maximum of five minutes duration. 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 item.
4. DISCUSSION: Public Facilities Financing Corporation – Organization, Purpose, and Use of Funds (Manager Phillips). *Information item only.*
5. ADJOURNMENT
 - a. Adjourn as the Public Facilities Financing Corporation and convene as the Paradise Irrigation District Board of Directors.

MINUTES

ANNUAL MEETING OF THE
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
PUBLIC FACILITIES FINANCING CORPORATION
DECEMBER 20, 2017

The annual meeting of the Board of Directors of the Paradise Irrigation District Public Facilities Financing Corporation was called to order at 9:53 p.m. by President Dan Wentland.

OPENING

BOARD MEMBERS
PRESENT: Directors Marc Sulik, Anne Rice, Bill Kellogg, Vice President
Cliff Jacobson and President Dan Wentland

ROLL CALL

BOARD MEMBERS
ABSENT: None

STAFF PRESENT: Interim District Manager Kevin Phillips and Secretary
Georgeanna Borrayo

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

It was moved by Director Rice and seconded by President Wentland to approve the January 18, 2017 Minutes of the Annual Meeting of the Paradise Irrigation District Public Facilities Financing Corporation (PFFC).

APPROVAL OF
MINUTES
JAN. 18, 2017
ANNUAL MEETING

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

NOES: None

ABSENT: None

Motion passes 5-0

There were no comments pertaining to matters not scheduled on the Agenda.

PUBLIC
PARTICIPATION

Interim Manager Phillips provided an overview regarding the organization, purpose, and use of funds under the Paradise Irrigation District Public Facilities Financing Corporation (PFFC). The PFFC was established June 13, 1993 for the purpose of providing a vehicle for the Board to pledge revenues to acquire debt to purchase assets by financing the acquisition, construction and installation of public facilities for the use and benefit of the Corporation. Under the PFFC, the District has the authority to issue bonds without having to get voter approval. The PFFC takes asset ownership and PID leases the asset back over the same terms as the debt that was issued. An annual meeting of the PFFC Board is held to remain in good standing throughout continuance of the Corporation.

PUBLIC FACILITIES
FINANCING
CORPORATION:
ORGANIZATION,
PURPOSE, & USE
OF FUNDS

As there were no further questions or comments, it was moved by President Wentland to adjourn the meeting. The annual meeting of the PID Public Facilities Financing Corporation was adjourned at 9:55 p.m.

ADJOURNMENT

Georgeanna Borrayo, Secretary

Marc Sulik, President