



Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · www.pidwater.com

AGENDA

**REGULAR MEETING
PARADISE IRRIGATION DISTRICT
BOARD OF DIRECTORS
PID BOARD ROOM**

6332 CLARK ROAD, PARADISE, CA 95969

WEDNESDAY, NOVEMBER 17, 2021 – 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) 876-2039 at least 48 hours in advance of the meeting.*

- ❖ *The following options are available for members of the public interested in participating in the meeting remotely:*

Via Zoom Meeting: <https://us02web.zoom.us/j/88192841237>

Telephone: +1 669 900 6833 US (San Jose)

Meeting ID: 881 9284 1237

To improve participation during the meeting, we will be accepting public comments from Zoom Meeting participants during the meeting. The Board cannot take action on any matter not on the agenda. Public comments specific to an agenda item will be read directly after the agenda item and before the Board votes on an item.

Via Email or Telephone: Public comment will be accepted by email with the subject line PUBLIC COMMENT ITEM NO. ___ to gborrayo@paradiseirrigation.com or telephone (530) 876-2039 prior to 4:00 p.m. on the day of the meeting.

1. OPENING:

- a. Call to Order
- b. Public & Board Members; please silence your cell phones
- c. Reflection and Pledge of Allegiance
- d. Roll Call

2. 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 3 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 3 minutes per agenda item.

3. CLOSED SESSION:

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (California Government Code section 54956.9): Neil Essila et al v. Paradise Irrigation District et al. Butte County Superior Court Case No. 17CV02546.
- b. CONFERENCE WITH LABOR NEGOTIATORS (Government Code section 54957.6):
Agency designated representatives: Tom Lando, District Manager and Mickey Rich, Assistant District Manager
Employee Organizations: Management Unit represented by Teamsters Local 137
General Unit represented by IBEW Local 1245

4. ANNOUNCEMENT FROM CLOSED SESSION

5. **APPROVAL OF CONSENT CALENDAR:** *Action may be taken.*
(A roll call vote will be taken one time for the Consent Calendar)
 - a. Approval of Meeting Agenda Order
 - (Pg. 4-9) b. Approval of Minutes for Regular Meeting of October 20, 2021
 - (Pg. 10-11) c. Approval of Minutes for Special Meeting of November 3, 2021
 - d. Approval of Employees Awards Recognition: Authorize Employee Safety Awards Recognition & Closure of District Facilities at 1:00 p.m. on Dec. 16
 - (Pg. 12-13) e. Adopt Resolution No. 2021-16 Re-Authorizing Remote Meetings Consistent with AB 361
6. **TREASURER'S UPDATE:**
 - (Pg. 14-23) a. **Treasurer's Report:** Review and acceptance of the Treasurer's Report for the period ending October 31, 2021. *Action may be taken.*
 - (Pg. 24-38) b. **Expense Approval Report:** Approval of General Fund Check Numbers 56952 through 57121 for the month of October 2021 totaling \$1,218,840.65, exclusive of voided check numbers 56996 and 57082, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of November 2021. *Action may be taken.*
- (Pg. 39-57) 7. **DISTRICT MANAGER AND STAFF / ENGINEERING REPORT UPDATES:** Verbal and written report updates from staff and consultants. *Information item only.*
 - a. Options Study Update
 - (Pg. 39) b. Strategic Plan Progress Report
 - (Pg. 40-42) c. Customer Service Activity Report
 - (Pg. 43-44) d. Water Treatment Plant Staff Report
 - (Pg. 45-49) e. Water Supply Recovery Program Update: Progress update provided by Water Works Engineers
 - (Pg. 50-57) f. District Engineering Report provided by Water Works Engineers
 - g. Post Fire Disaster Public Assistance & Recovery Management Services Update: Verbal update provided by Nicole Maddox – Aptim Environmental & Infrastructure.
8. **COMMITTEE REPORTS:** None to report.
9. **UNFINISHED BUSINESS – None to report**
10. **NEW BUSINESS:**
 - (Pg. 58) a. **Backflow Prevention Devices** (Mickey Rich): Proposal to issue account credits to customer accounts for backflow device purchase. *Action may be taken.*
 - (Pg. 59) b. **Late Fees & Convenience Fees** (Mickey Rich): Consider resuming fees for late payment and convenience fee for credit card payments as of January 1, 2022. *Action may be taken.*
 - (Pg. 60-63) c. **PID Property Discussion** (Mickey Rich): Discussion and possible direction to staff relating to real estate assessment of PID properties. *Action may be taken..*
 - (Pg. 64-70) d. **District Manager** (Emily LaMoe): Consider amendment to Employment Agreement for District Manager. *Action may be taken.*
 - (Pg. 71-75) e. **Finance & Accounting Manager** (Tom Lando): Consider Employment Agreement for Finance & Accounting Manager. *Action may be taken.*
11. **DIRECTORS' COMMENTS:** *Information Item Only.*
12. **ADJOURNMENT OF MEETING**

CONSENT CALENDAR
REGULAR MEETING
PARADISE IRRIGATION DISTRICT
BOARD OF DIRECTORS

WEDNESDAY, NOVEMBER 17, 2021 – 6:30 PM

(A roll call vote will be taken one time for all Consent Calendar items):

- A. APPROVAL OF MEETING AGENDA ORDER
- B. APPROVAL OF MINUTES FOR REGULAR MEETING OF OCTOBER 20, 2021
- C. APPROVAL OF MINUTES FOR SPECIAL MEETING OF NOVEMBER 3, 2021
- D. APPROVAL OF EMPLOYEE AWARDS RECOGNITION:
Action Requested: Authorize Employee Safety Awards Event and closure of District Office and Corporation Yard at 1:00 p.m. on December 16, 2021.
- E. ADOPT RESOLUTION NO. 2021-16 (SUBSEQUENT):
Action Requested: Adopt Resolution No. 2021-16 Re-Authorizing Remote Meetings Consistent with AB 361.

MINUTES

REGULAR MEETING
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
OCTOBER 20, 2021

The regular meeting of the Board of Directors of the Paradise Irrigation District (PID) was called to order at 6:30 p.m. by President Shelby Boston, followed by a reflection and the Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS PRESENT: Directors Alan Hinman, Marc Sulik, Brian Shaw, Vice-President Dan Hansen, and President Shelby Boston

ROLL CALL

BOARD MEMBERS ABSENT: None

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

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

No public comments were received.

PUBLIC PARTICIPATION

Staff reported Executive Order N-29-20, issued in March 2020, authorized exemptions to specific Brown Act requirements regarding remote meetings held during the COVID-19 pandemic. The order was later extended to September 30, 2021, by Executive Order N-08-21.

AB 361 & REMOTE MEETING GUIDANCE (Item 3.)

In September of 2021, California Legislature and Governor Newsom enacted AB 361, "Open Meetings: State and Local Agencies: Teleconferences." The bill amends Government Code section 54953 and clarifies Brown Act requirements regarding remotely attended public meetings. For meetings held on or after October 1, 2021, local agencies will need to comply with the requirements of AB 361.

If board members of a local agency wish to continue attending meetings remotely via teleconference or an Internet audio/video meeting platform, the Board of Directors will need to take action to pass an initial resolution by majority vote, making the required findings of emergency and social distancing measures and authorizing remote meetings pursuant to Government Code section 54953, paragraph (e). The Board must then continue to re-adopt the findings made in the resolution every 30 days by a subsequent resolution.

It was moved by Director Sulik and seconded by Director Hinman to adopt Paradise Irrigation District Resolution No. 2021-15 authorizing remote meetings consistent with AB 361. Directors' votes were polled as follows by roll call:

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston

NOES: None

ABSENT: None

Motion passes 5-0

CLOSED SESSION
(Item 4.a., 4.b. &
4.c.)

President Boston announced the Board will adjourn to closed session to discuss agenda item 4.a., 4.b., & 4.c. As there were no public comments regarding closed session, the Board adjourned to closed session at 6:37 p.m. to discuss the following:

4.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (California Government Code § 54956.9 (d)(1). Pacific Gas & Electric Company Bankruptcy Proceedings, including PID Claim against Fire Victim Trust. Bankruptcy Case No. 19-30088 (DM).

Closed Session Announcement: Direction has been provided.

4.b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code § 54957(b). Title: District Manager

Closed Session Announcement: Direction has been provided.

4.c. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6):
PID Labor Negotiator: Tom Lando, District Manager & Mickey Rich, Assistant District Manager
Employee Organizations: Management Unit represented by Teamsters Local 137 & General Unit represented by IBEW Local 1245

Closed Session Announcement: Direction has been provided to labor negotiators.

CLOSED SESSION
ANNOUNCEMENT
(Item 5)

President Boston reconvened the regular meeting at 6:50 p.m. and provided closed session announcement information regarding agenda items 4.a., 4.b., and 4.c. as listed in italicized print under each closed session item above.

CONSENT
CALENDAR
APPROVED
(Item 6.a. to 6.e.)

Board members reviewed consent calendar items as follows:

- 6.a. Approval of Meeting Agenda Order
- 6.b. Approval of Minutes: Regular Meeting of September 15, 2021
- 6.c. Approval of Minutes: Special Meeting of September 27, 2021
- 6.d. Approval to Authorize Mass Meter Software Import Quote from Tyler Technologies
- 6.e. Approval to Purchase – Cold Planer (Asphalt Grinder)

It was moved by Director Hansen and seconded by Director Sulik to approve the consent calendar as presented.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston

NOES: None

ABSENT: None

Motion passes 5-0

ACCEPTANCE OF
TREASURER'S
REPORT FOR
PERIOD ENDING
SEPT. 30, 2021
(Item 7.a.)

Board members reviewed a written Treasurer's Report presented by Finance & Accounting Manager Miranda Hillskemper for the period ending September 30, 2021, highlighting the District's cash position, debt service analysis, operational overview, and recovery funding. It was moved by Director Hansen and seconded by Director Shaw to accept the Treasurer's Report as presented.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston

NOES: None

ABSENT: None

Motion passes 5-0

Board members reviewed accounts payable expense reports for the month of September 2021. It was moved by Director Sulik and seconded by Director Hansen to approve General Fund check numbers 56831 through 56948 for the month of September 2021 totaling \$2,305,631.87, exclusive of voided check numbers 56856, 56946, and 56947, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of October 2021.

EXPENSE
APPROVAL
REPORT FOR THE
MONTH OF
SEPTEMBER 2021
(Item 7.b.)

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston
NOES: None
ABSENT: None

Motion passes 5-0

Board members received staff report updates from Customer Service, Field Operations, and the Water Treatment Plant. District Manager Tom Lando reported community members were invited to attend the September 30th meeting in reference to the PID "Options Study" to learn about the various options the district might consider taking to pursue greater financial stability.

INFORMATIONAL
PID STAFF AND
CONSULTANT
REPORT UPDATES
(Item 8.a. – 8.i.)

Engineering Consultants Sami Kader, Colleen Boak and Esmeralda Diego with Water Works Engineers highlighted information presented in reports included in the Board Packet regarding the Water Supply Recovery Program and status of engineering support services to the Paradise Irrigation District. The Meter Installation and Service Lateral Replacement project increased the pace of installation in September with 85 completed by RCI prior to month's end. Collector and repeater locations have been identified and are planned to be installed in early November. The SRF/ASADRA funding application is proceeding for the Reservoir B Replacement Project. In communications with the State Water Resources Control Board, they intend to have a funding agreement complete no later than March/April 2022.

Consultant Nicole Maddox with Aptim Environmental & Infrastructure provided a FEMA Project Status Report update regarding Public Assistance and Disaster Recovery Management Services in support of the recovery efforts.

Community Relations Committee: Discussion at the October 5th meeting included a review of the strategic plan goals relating to community relations and water conservation communication. The next committee meeting will be held on Tuesday, December 7, 2021, at 8:00 a.m.

COMMITTEE
REPORTS
(Item 9.)

Administration & Personnel Committee: Directors Dan Hansen and Alan Hinman reported meeting on October 14, 2021, at 9:00 a.m. in reference to closed session discussion – Conference with Labor Negotiators, and open session discussion to consider a potential employee incentive program.

President Boston confirmed this agenda item was tabled at the September 15, 2021, Board of Directors meeting for further review and information. Assistant Manager Mickey Rich reported the proposed grazing project would be a retreatment of the previously grazed area at Magalia Reservoir. The total cost for this grazing project is \$35,000. The Butte County Fire Safe Council (BCFSC) has agreed to pay the remaining \$26,250.00 for grazing services on PID-owned lands.

UNFINISHED
BUSINESS:

COST SHARE
AGREEMENT RE:
GRAZING
PROJECT FOR
FUELS
REDUCTION
MANAGEMENT
(Item 10.a.)

If the District is interested in grazing services around the Magalia Reservoir at a 75/25 cost share, the District's portion would be \$8,750.00. An Agreement with Hanski Family

CONTINUED –
COST SHARE
AGREEMENT RE:
GRAZING
PROJECT FOR
FUELS
REDUCTION
MANAGEMENT AT
MAGALIA
RESERVOIR

Farms, LLC is provided for consideration. While board members expressed support of grazing projects for fuels reduction management, comments included concerns about funding this additional expenditure due to current financial obligations. Jeff Gould representing BCFSC indicated there could potentially be additional funding to offer PID to cover the proposed project at 100%.

It was moved by Director Shaw and seconded by Director Hansen to approve the proposed grazing project for fuels reduction at Magalia Reservoir provided Butte County Fire Safe Council can offer 100% funding for this project.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston

NOES: None

ABSENT: None

Motion passes 5-0

METERED WATER
CONSUMPTION –
PROPOSED
RETURN TO
MONTHLY BILLING
(Item 10.b.)

Staff reported at the September 15, 2021, Board of Directors Meeting the board recommended evaluating the option to return to monthly billing. Presented for review, is a proposed plan to return to monthly billing beginning January 2022. The cost to return to monthly billing is approximately \$6,100.00 per month in addition to costs associated with increased bill print and postage costs.

Staff noted that whether or not the Board decides to make a change to the monthly billing cycle, returning to metered water consumption for water quantity use is something the district can continue to move forward with as new water meters are installed.

No Board action was taken to return to monthly billing.

NEW BUSINESS:

RESOLUTION NO.
2021-14
APPROVED TO
ADOPT IS/MND IN
ACCORDANCE
WITH CEQA FOR
THE WATER
SYSTEM
RECOVERY &
RESERVOIR B
REPLACEMENT
PROJECT
(Item 11.a.)

In accordance with the California Environmental Quality Act (CEQA), Stantec Consulting Services, Inc. (as a subconsultant to Water Works Engineers), prepared an Initial Study/Mitigated Negative Declaration (IS/MND) to assess the potential environmental impacts of the construction and operation of the Water System Recovery and Reservoir B Replacement Project.

It was moved by Director Shaw and seconded by Director Hinman to adopt Resolution 2021-14 adopting an Initial Study/Mitigated Negative Declaration in accordance with the California Environmental Quality Act for the Water System Recovery and Reservoir B Replacement Project and adopting a Mitigation Monitoring and Reporting program. Directors' votes were polled as follows by roll call:

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston

NOES: None

ABSENT: None

Motion passes 5-0

ALMOND STREET
WATER MAIN
REPLACEMENT –
CONTRACT
AMENDMENT NO. 1
WITH SANTOS
EXCAVATING
APPROVED
(Item 11.b.)

Water Works Consultant Colleen Boak reported as the Almond Street Water Main Replacement Project got underway, several changed conditions were encountered during the installation, as well as delays associated with the procurement of required materials. Each of the changes has been priced, reviewed, and evaluated by Water Works Engineers and PID staff. At this time, staff is recommending the Board approve an additional 10% contingency value not to exceed \$60,000 to accommodate the changes presented.

As a result of the material procurement delays at the beginning of the project as well as ongoing coordination with the Town's project that has caused some small delays, staff is also requesting an adjustment to the duration of the project from the original 60 working days to a total of 150 working days.

It was moved by Director Shaw and seconded by Director Hansen to approve an additional contingency value of \$60,000 (10%) to be exercised at the discretion of the District Manager, for a total not to exceed project value of \$715,640.00. Additionally, approve the extension of the Almond Street Main Replacement Project duration to 150 working days, and authorize the District Manager to execute the Amendment on behalf of the District.

CONTINUED –
ALMOND STREET
WATER MAIN
REPLACEMENT –
CONTRACT
AMENDMENT NO. 1

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston
NOES: None
ABSENT: None

Motion passes 5-0

District Manager Tom Lando indicated Paradise Irrigation District (PID) is currently working with Bartle Wells & Associates to develop a Water Rate Study. The financial analysis cannot be accurately completed without an updated Capital Improvement Plan. This agenda item proposes to enter into an agreement with Water Works Engineers to develop a Capital Improvement Plan for PID.

PROPOSED
AGREEMENT WITH
WATER WORKS
ENGINEERS
APPROVED TO
DEVELOP CAPITAL
IMPROVEMENT
PLAN FOR PID
(Item 11.c.)

It was moved by Director Hinman and seconded by Director Sulik to authorize the District Manager to enter into an agreement with Water Works Engineering to develop the District's Capital Improvement Plan for a cost not to exceed \$47,868.00.

AYES: Directors Hinman, Sulik, Shaw, and Boston
NOES: Director Hansen
ABSENT: None

Motion passes 4-1

Assistant District Manager Mickey Rich confirmed this is a budgeted item. In August of 2021, the Board approved a single proposal received in response to the District's request for proposals for human resource consulting. Due to a clerical error, the hourly support rate was misstated. Clarity HR Consulting has submitted an amended proposal for consideration.

HUMAN
RESOURCES
CONSULTING
SERVICES –
ACCEPTANCE OF
AMENDED HR
CONSULTING
PROPOSAL
(Item 11.d.)

It was moved by Director Sulik and seconded by Director Hinman to authorize a contract with Clarity HR Consulting to provide human resources consulting services and authorize the District Manager to execute an agreement for this contract assignment.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston
NOES: None
ABSENT: None

Motion passes 5-0

Manager Tom Lando indicated this item was placed on the agenda to establish a special meeting date to hold an informational workshop to review Board Member Roles and Responsibilities and Brown Act Requirements. Upon polling availability of Board members, legal counsel and PID staff, a date of November 3 at 4:00 p.m. is proposed.

SPECIAL MEETING
DATE SET FOR
NOV. 3, 2021 AT
4:00 PM
REGARDING
BOARD
WORKSHOP /
TRAINING
(Item 11.e.)

It was moved by Director Shaw and seconded by Director Hansen to set a special meeting date on November 3, 2021 at 4:00 p.m. in the PID Board Room.

AYES: Directors Hinman, Hansen, Sulik, Shaw, and Boston
NOES: None
ABSENT: None

Motion passes 5-0

DIRECTORS'
COMMENTS

Director Hinman: Thanked Water Works Engineering for their work and welcomed Assistant Engineer Blaine Allen to the District.

Director Shaw: Commented on the Service Lateral Replacement Project and acknowledged PID crews and subcontractors on their work.

Director Boston: Expressed appreciation to staff and consultants for all the work that has been accomplished.

ADJOURNMENT OF
MEETING

There being no further business, it was moved by President Boston to adjourn the meeting. The regular meeting of the PID Board of Directors was adjourned at 8:11 p.m.

Georgeanna Borraro, Secretary

Shelby Boston, President

PENDING BOARD APPROVAL

MINUTES

SPECIAL MEETING
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
NOVEMBER 3, 2021

The special meeting of the Board of Directors of the Paradise Irrigation District was called to order at 4:00 p.m. by Vice President Dan Hansen, followed by the Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS PRESENT: Directors Alan Hinman, Marc Sulik, Brian Shaw, and Vice-President Dan Hansen (Director Sulik participating remotely via Zoom video conferencing)

ROLL CALL

BOARD MEMBERS ABSENT: President Shelby Boston

STAFF PRESENT: District Manager Tom Lando, Assistant District Manager Mickey Rich, Administrative Assistant Sarah Fenton, and Secretary Georgeanna Borrayo

ALSO PRESENT: Emily LaMoe - PID Legal Counsel

No public comments were received.

PUBLIC PARTICIPATION

PID Legal Counsel Emily LaMoe provided an overview of Board Member roles and responsibilities and The Ralph M. Brown Act.

BOARD OF DIRECTOR WORKSHOP RE: BOARD MEMBER ROLES & RESPONSIBILITIES & THE RALPH M. BROWN ACT (Item 3.)

Discussion included what constitutes a "meeting" and prohibited communications as outlined under California Government Code § 54952.2. Examples were given relating to what constitutes a serial meeting and expectations of directors, as well as flow of information from directors to management staff.

Additional information highlighted the Code of Ethics as outlined under Paradise Irrigation District Policy & Procedures Manual Chapter 2, Directors and Officers.

Informational agenda item; no Board action taken.

Following the informational workshop, Vice President Hansen announced the Board will adjourn to closed session to discuss agenda items 4.a. and 4.b. As there were no public comments, the Board adjourned to closed session at 4:25 p.m. to discuss the following:

CLOSED SESSION (Item 4.a. & 4.b.)

4.a. PUBLIC EMPLOYMENT (California Government Code § 54957)
Title: Finance & Accounting Manager

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

4.b. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)
Agency designated representatives: District Manager Tom Lando and Assistant District Manager Mickey Rich
Employee Organizations: Management Unit represented by Teamsters Local 137
General Unit represented by IBEW Local 1245

Closed Session Announcement: Direction has been given to the agency designated representatives.

CLOSED SESSION
ANNOUNCEMENT

Vice President Hansen reconvened the special meeting at 4:29 p.m. and provided closed session announcement information regarding agenda items 4.a. and 4.b. as listed in italicized print under each closed session item on page 1.

ADJOURNMENT OF
MEETING

There being no further business, it was moved by Vice President Hansen to adjourn the meeting. The special meeting of the PID Board of Directors was adjourned at 4:30 p.m.

Georgeanna Borraro, Secretary

Dan Hansen, Vice President

PENDING BOARD APPROVAL

RESOLUTION NO. 2021-16 (**SUBSEQUENT**)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PARADISE IRRIGATION DISTRICT RE-AUTHORIZING REMOTE MEETINGS CONSISTENT WITH AB 361

WHEREAS, the Paradise Irrigation District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Paradise Irrigation District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote participation in meetings by members of a legislative body by audio or video or both, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition of remote meetings is a declaration of a state of emergency by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-15 on October 20, 2021, finding that the requisite conditions exist for the District’s legislative bodies to conduct remote meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency; and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, on March 4, 2020 the Governor proclaimed State of Emergency to exist in California due to the COVID-19 pandemic, which proclamation is still active; and

WHEREAS, state and local officials have recommended social distancing measures, including masks, to slow the spread of COVID-19 and the contagious Delta variant, and to protect the vulnerable and immunocompromised members of the community; and

WHEREAS, the Board does hereby find that the state of emergency continues to directly impact the ability of members to meet in-person; and

WHEREAS, as a consequence of the state of emergency and recommended social distancing measures, the Board of Directors does hereby find that the legislative bodies of Paradise Irrigation

District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the public may attend meetings and comment by calling in or by using the Zoom platform as described in meeting agendas.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF PARADISE IRRIGATION DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Re-ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 3. Remote Teleconference Meetings. The District’s General Manager, Secretary, and legislative bodies are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from adoption of this Resolution or (ii) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the District’s legislative bodies may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Paradise Irrigation District, this 17th day of November, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

PARADISE IRRIGATION DISTRICT

ATTEST:

Shelby Boston
President, Board of Directors

Georgeanna Borrayo
Secretary, Board of Directors



Paradise Irrigation District

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Treasurer's Report – October 2021

1. **Cash Position** – At 10/31/2021 the District's total cash position was \$9,841,430.
2. **Debt Service Analysis**
 - a. Through 10/31/2021 the District has paid two debt payments totaling \$420,713.
 - b. The District's total outstanding debt is \$4,757,748.
 - i. IBank \$1,053,395
 - ii. Capital One \$1,542,853
 - iii. BB&T \$1,703,500

Operational Overview and Highlights – FY 2021/22

3. Revenues

- a. Through 10/31/21 the District has processed approximately 1,763 customer requests to permanently disconnect services. Approximately no previously disconnected customers have returned to sealed or active service during October 2021.
- b. Through 10/31/21 the District has returned approximately 4,105 customers to the active service rate through the current billing cycle based on clearing of the water quality advisory for the related property during the upcoming billing cycle. We have 4815 customers on our sealed rate.
- c. The District is collecting fees for Interim Water Supply installation. Through 10/31/21, the District has processed 193 requests during the current fiscal year for Interim Water Supply and has collected \$32,019.82 in related fees.
- d. The District is collecting service fees for Residential Fire Flow testing. Through 10/31/21, the District has processed 125 requests during the current fiscal year for Residential Fire Flow testing and has collected \$17,011.20 in related fees.

4. Expenses

- a. We had one debt payment in October.
- b. Zenner invoices were back logged due to miscommunication. That issue has been resolved moving forward.



Paradise Irrigation District

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5. Recovery Funding

- a. The District continues to work with the State of California, FEMA, and insurance to fund the recovery of the District distribution system.
 1. **FEMA Updates**
 - a. **Funds Received:** Through 10/31/21, the District has received \$560,120 in FEMA/CalOES reimbursements for this fiscal year. Staff continues to work with APTIM to complete all needed documents for FEMA/ CalOES reimbursements.
 - b. Staff is actively working with APTIM to submit for reimbursement for various FEMA Projects.
 - c. Staff has submitted for reimbursement for Mutual Aid for Dixie Fire related work.
 2. **Additional Supplemental Appropriations for Disaster Relief (ASADRA)**
 - a. The District is continuing to work with the water Board, APTIM, and Water Works to complete all requirements and questions of the ASADRA application.
 3. **District Fencing Insurance Claim**
 - a. Staff is actively collecting bids from contractors for repairs of all the district fencing damaged in the 2018 Camp Fire.
 4. **Water Treatment Plant Exterior Damage Insurance Claim**
 - a. Staff is actively collecting bids from contractors for damages to the exterior of the water treatment plant building due to the 2018 Camp Fire.
 5. **Meter Damage Insurance Claim**
 - a. Staff is actively working with Insurance to close out the claim for damaged meters due to the 2018 Camp Fire.

Paradise Irrigation District
October 31, 2021
Financial Summary

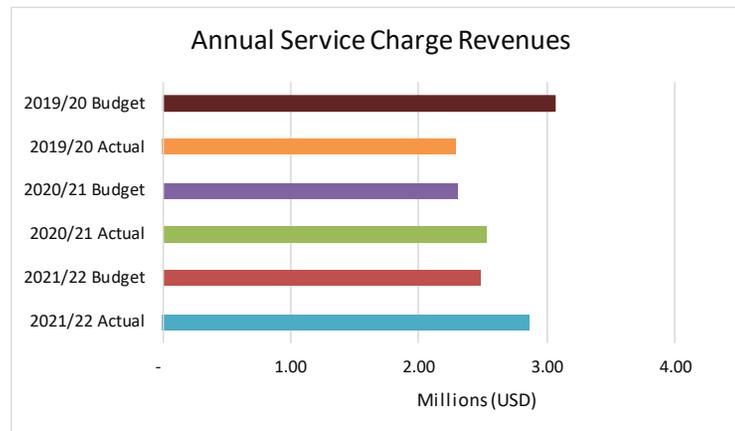
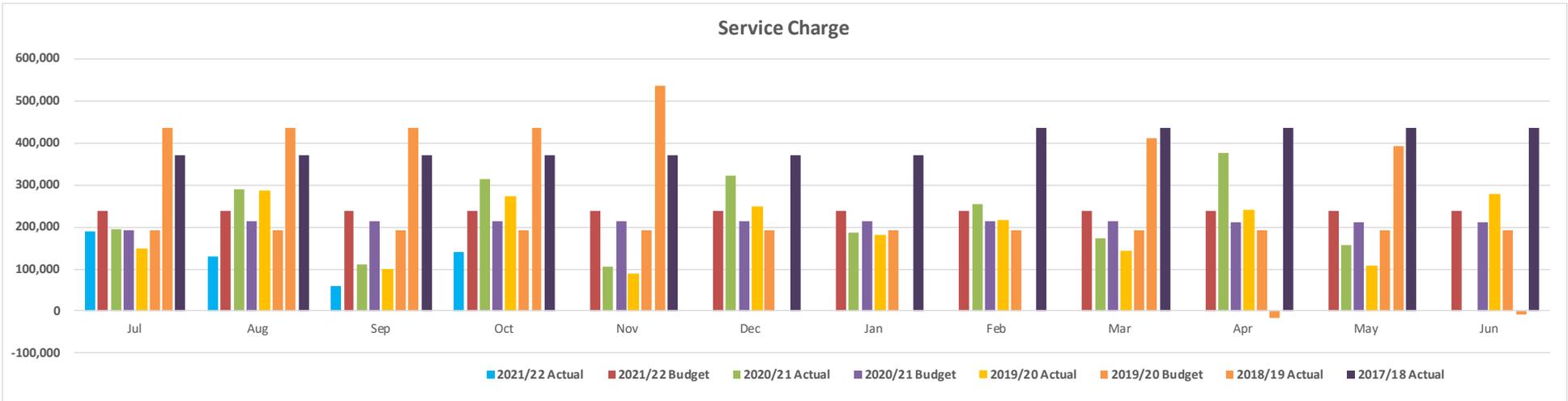
	2019/20 Estimate Update	2019/20 Actual	2020/21 Estimate Update	2020/21 Actual	2021/22 Estimate	2021/22 Actual
REVENUES:						
Water Sales	2,301,554	2,311,794	2,534,844	2,793,089	2,889,235	537,984
Outside Water Sales	100,000	105,338	100,000	118,909	100,000	72,263
Other	1,019,240	1,060,600	616,160	655,710	63,780	82,649
Interest	60,000	93,111	60,000	85,927	35,000	7,239
Taxes - 1%	300,000	380,185	250,000	432,366	250,000	5,630
FMV Gain/Loss - Securities	-	(427)	-	(319)	-	-
Grant Rev	25,500	25,500	25,000	293,742	-	764
Inc-Save-A-Can/Buy-A-Fish	-	-	-	-	-	-
Inc-Capacity Fees	13,000	16,252	150,000	171,285	-	11,669
Revenue - PFD	50,000	54,372	50,000	62,621	50,000	25,048
Total Revenue	3,869,294	4,046,725	3,786,004	4,613,331	3,388,015	743,246
EXPENDITURES:						
Operating	6,051,705	5,260,887	6,140,640	5,468,220	6,552,418	2,206,695
Pipeline	-	-	-	-	-	-
Debt Service	841,723	841,723	936,174	936,174	1,096,701	420,713
PFD	-	34,043	-	57,704	-	-
Total Expenditures	6,893,428	6,136,653	7,076,814	6,462,098	7,649,119	2,627,408
Increase/(Decrease) in Cash before Recovery, Debt Proceeds, and Capital Improvements	(3,024,134)	(2,089,927)	(3,290,810)	(1,848,766)	(4,261,104)	(1,884,161)
Debt Proceeds	-	76,922	-	-	-	-
Increase/(Decrease) in Cash before Recovery and Capital Improvements	(3,024,134)	(2,013,005)	(3,290,810)	(1,848,766)	(4,261,104)	(1,884,161)
FEMA Reimbursements	2,625,000	159,961	3,386,630	2,390,485	13,059,640	560,120
Insurance Proceeds	4,080,000	4,084,707	5,000,000	5,068,231	3,000,000	28,066
State Funding	7,374,000	7,374,330	7,374,000	7,374,330	-	-
PGE Locating Reimbursements	150,000	-	300,000	59,627	300,000	-
Other Recovery Grants	-	-	-	-	10,370,139	-
Cash Available for Recovery/Capital Projects	14,229,000	11,618,998	16,060,630	14,892,673	26,729,780	588,186
Cash Available for Recovery/Capital Projects	11,204,866	9,605,993	12,769,820	13,043,906	22,468,675	(1,295,975)
Major Capital/Recovery Projects	(6,450,000)	(6,414,054)	(10,620,272)	(389,853)	(27,790,671)	(2,404,682)
Minor Capital Projects	-	-	(649,541)	-	(502,889)	-
Increase/(Decrease) in Cash	4,754,866	3,191,938	1,500,007	12,654,054	(5,824,885)	(3,700,656)
Beginning Cash Balance	4,043,797	4,043,797	7,235,736	7,235,736	19,889,790	13,542,086
Ending Cash Balance	8,798,664	7,235,736	8,735,743	19,889,790	14,064,905	9,841,430

Paradise Irrigation District
 October 31, 2021
 Revenue Summary

	FY 2019/20 Estimate Update	FY 2019/20 Actual	FY 2020/21 Estimate Update	FY 2020/21 Actual	FY 2021/22 Estimate	FY 2021/22 Actual
<u>General Fund/Operating</u>						
Water - Service	2,295,054	2,303,549	2,534,844	2,326,821	2,869,235	521,789
Water - Consumption	-	(918)	-	(44)	-	-
Water - Fees & Adjustments	6,500	9,164	-	140	20,000	16,195
Outside Water Sales	100,000	105,338	100,000	118,909	100,000	72,263
Meter Revenue	861,300	868,678	510,300	294,423	-	32,020
Recreation & Boating Permits	10,000	17,508	-	165	-	-
Backflow Check	4,000	560	-	-	-	-
Rents	15,180	15,496	24,180	17,386	24,180	7,295
Revenue - Surplus Property	-	-	-	-	-	-
Escrow Fees	5,000	-	-	-	-	-
Annexation	-	-	-	-	-	-
Custom Work/PFD Reimbursement	123,760	83,973	81,680	91,191	39,600	34,288
Misc	-	74,386	-	176,009	-	9,045
Total Operating Income	3,420,794	3,477,732	3,251,004	3,025,000	3,053,015	692,896
<u>Special Revenue Fund</u>						
Capital Improvement Program						
Taxes - 1%	300,000	380,185	250,000	354,959	250,000	5,630
\$1 Surcharge for Capital Projects	-	-	-	-	-	-
Interest	60,000	93,111	60,000	85,927	35,000	7,239
FMV Gain/Loss - Securities	-	(427)	-	(319)	-	-
Inc-Capacity Fees	13,000	16,252	150,000	154,613	-	11,669
Grant	25,500	25,500	25,000	293,977	-	764
Inc-Save-A-Can/Buy-A-Fish	-	-	-	-	-	-
Total Capital Improvement	398,500	514,621	485,000	889,157	285,000	25,302
<u>Debt Service Fund</u>						
Inc-Assessment Res (PID Share)	-	-	-	-	-	-
Total Debt Service	-	-	-	-	-	-
<u>Recovery Proceeds</u>						
State Backfill Funding	7,374,000	7,374,330	7,374,000	7,374,330	-	-
FEMA Reimbursements	2,625,000	159,961	3,386,630	2,390,485	13,059,640	560,120
Insurance Proceeds	4,080,000	4,084,707	5,000,000	5,068,231	3,000,000	28,066
PGE Locating Reimbursements	150,000	-	300,000	59,627	300,000	-
Other Recovery Grants	-	-	-	-	10,370,139	-
Total Recovery Proceeds	14,229,000	11,618,998	16,060,630	14,892,673	26,729,780	588,186
<u>PFD</u>						
Revenue - PFD	50,000	54,372	50,000	51,635	50,000	25,048
PFD - Interest Income	-	-	-	-	-	-
Total PFD	50,000	54,372	50,000	51,635	50,000	25,048
Total Revenue	18,098,294	15,665,723	19,846,634	18,858,465	30,117,794	1,331,433

Paradise Irrigation District
 October 31, 2021
 Water Revenue

	Service Charge												Year to Date Totals
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
2021/22 Actual	189,542.52	131,278.2	59,190.7	141,777.98									521,789.40
2021/22 Budget	238,513.00	238,620.25	238,727.50	238,834.75	238,942.00	239,049.25	239,156.50	239,263.75	239,371.00	239,478.25	239,585.50	239,692.75	2,869,234.50
2020/21 Actual	193,719.64	290,783.01	109,841.02	315,358.63	106,350.15	321,169.01	185,907.59	254,983.03	172,960.84	375,747.71	157,277.48	-	2,484,098.11
2020/21 Budget	191,230.75	214,130.75	213,915.75	213,700.75	213,485.75	213,270.75	213,055.75	212,840.75	212,625.75	212,410.75	212,195.75	211,980.75	2,534,844.00
2019/20 Actual	146,492.90	286,941.77	98,612.10	272,780.57	87,685.57	248,388.56	179,279.03	216,404.86	141,753.78	240,074.79	106,832.43	278,302.58	2,303,548.94
2019/20 Budget	191,260.00	191,259.00	191,258.00	191,257.00	191,256.00	191,255.00	191,254.00	191,253.00	191,252.00	191,251.00	191,250.00	191,249.00	2,295,054.00
2018/19 Actual	436,392.90	436,643.38	436,273.95	436,719.47	537,251.36	-	-	-	410,683.57	(17,049.96)	391,672.04	(7,797.98)	3,060,788.73
2017/18 Actual	370,414.10	371,213.98	370,772.40	371,237.20	370,130.18	371,681.00	371,421.01	436,336.33	436,122.75	436,034.97	435,797.15	435,718.87	4,776,879.94



Paradise Irrigation District
 October 31, 2021
 Operational Expense Summary

	FY 2019/20 Estimate Update	FY 2019/20 Actual	FY 2020/21 Estimate Update	FY 2020/21 Actual	FY 2021/22 Estimate	FY 2021/22 Actual
Source of Supply	\$ 206,670	\$ 77,819	\$ 203,000	\$ 150,604	\$ 199,000	\$ 77,910
Security & Recreation	57,815	44,036	-	-	-	-
Water Treatment	1,416,139	1,284,603	1,428,441	1,174,412	1,346,858	498,674
Transmission & Distribution	2,446,712	2,040,957	2,324,568	1,658,068	2,187,214	829,419
Customer Service	370,542	291,064	356,076	237,448	323,795	111,606
Administration	1,553,826	1,522,408	1,828,554	1,492,426	2,495,550	689,087
Total Operating Expenditures	6,051,705	5,260,887	6,140,640	4,712,958	6,552,418	2,206,695

	FY 2019/20 Estimate Update	FY 2019/20 Actual	FY 2020/21 Estimate Update	FY 2020/21 Actual	FY 2021/22 Estimate	FY 2021/22 Actual
Source of Supply						
Salary and Benefits	-	-	-	-	-	318
Materials and Supplies	26,500	-	30,000	2,589	30,000	-
Outside Services	177,070	77,476	173,000	145,231	165,000	77,254
Utilities	3,100	344	-	2,784	4,000	338
Insurance	-	-	-	-	-	-
Total Source and Supply	206,670	77,819	203,000	150,604	199,000	77,910
Security & Recreation						
Salary and Benefits	45,000	40,777	-	-	-	-
Materials and Supplies	4,200	-	-	-	-	-
Outside Services	4,350	36	-	-	-	-
Utilities	2,700	1,724	-	-	-	-
Insurance	1,565	1,500	-	-	-	-
Total Security & Recreation	57,815	44,036	-	-	-	-
Water Treatment						
Salary and Benefits	941,949	912,991	933,541	837,461	871,908	389,112
Materials and Supplies	231,900	180,761	251,100	160,137	245,000	50,145
Outside Services	71,250	45,341	69,000	38,154	66,400	8,655
Utilities	153,300	128,510	149,300	121,160	146,050	50,762
Insurance	17,740	17,000	25,500	17,500	17,500	-
Total Water Treatment	1,416,139	1,284,603	1,428,441	1,174,412	1,346,858	498,674
Transmission & Distribution						
Salary and Benefits	1,689,933	1,324,018	1,615,118	1,081,815	1,675,589	553,729
Materials and Supplies	614,500	595,674	541,500	386,148	330,625	220,164
Outside Services	34,900	35,038	51,750	97,832	79,500	27,858
Utilities	80,600	60,227	71,200	61,272	70,000	27,667
Insurance	26,778	26,000	45,000	31,000	31,500	-
Total Transmission and Distribution	2,446,712	2,040,957	2,324,568	1,658,067	2,187,214	829,419
Customer Service						
Salary and Benefits	341,606	272,357	331,826	218,610	300,295	109,566
Materials and Supplies	7,000	1,264	500	-	-	40
Outside Services	10,000	5,943	5,000	5,937	10,000	2,000
Insurance	11,936	11,500	18,750	12,900	13,500	-
Total Customer Service	370,542	291,064	356,076	237,447	323,795	111,606
Administration						
Salary and Benefits - Admin Staff	859,948	951,621	1,037,866	812,504	1,276,458	303,760
Salary and Benefits - Board	-	-	16,638	14,611	5,592	-
Materials and Supplies	228,000	182,912	220,300	129,835	224,800	77,223
Outside Services	314,550	249,141	358,250	397,087	808,700	175,269
Utilities	47,039	57,580	56,000	58,668	60,500	27,637
Insurance	86,890	81,155	102,500	66,567	102,500	103,485
Board Expenses	17,400	-	37,000	13,122	17,000	1,713
Total Administration	1,553,826	1,522,408	1,828,554	1,492,394	2,495,550	689,087

Paradise Irrigation District
 October 31, 2021
 Debt Service

Loan Name	FY 2019/20 Estimated Total Payments	FY 2019/20 Actual Total Payments	FY 2020/21 Estimated Total Payments Update	FY 2020/21 Actual Total Payments	FY 2021/22 Estiamted Total Payments	FY 2021/22 Actual Total Payments
2009 COP's	-	-	-	-	-	-
IBANK	-	-	-	-	-	-
2016 Private Placement (Refi)	246,002	246,002	340,587	340,587	244,515	122,147
2017 Private Placement (Refi)	595,721	595,721	595,587	595,587	852,186	298,566
New Debt	-	-	-	-	-	-
Total	841,723	841,723	936,174	936,174	1,096,701	420,713

Paradise Irrigation District
 October 31, 2021
 Recovery Related Expenditures

Recovery Expenditure Projection

- Supplies and services consist of construction costs associated with repair of the distribution system. FY 2021/22 estimates are based on costs incurred during the prior year and expected costs to be incurred based on the current recovery plan.
- Professional Services/Engineering costs consist of mutual aid reimbursements, professional services, engineering fees, mutual aid support, legal fees, and public assistance consulting fees. Year to date actual expenditures include approximately:
 - Recovery Related Legal Fees \$ 10,210
 - Project Management Costs \$ 675,976
 - Public Assistance Consulting Fees \$ 104,857
 - PG&E Locating Services \$ 102,907
- Water sampling costs are estimated based on the number of water samples expected to be completed during FY 2021/22.

	FY 2019/20 Estimate Update	FY 2019/20 Actual	FY 2020/21 Estimate	FY 2020/21 Estimate Update	FY 2020/21 Actual	FY 2021/22 Estimate	FY 2021/22 Actual
<u>Materials and Supplies</u>							
Supplies and Services	2,500,000	2,222,142	8,531,148	7,990,272	3,840,864	25,147,688	1,473,417
<u>Outside Services</u>							
Professional Services/Engineering	3,450,000	3,790,370	1,500,000	2,480,000	2,010,797	2,542,984	903,633
Water Sampling	500,000	401,542	500,000	150,000	96,455	100,000	27,632
Totals	6,450,000	6,414,054	10,531,148	10,620,272	5,948,116	27,790,671	2,404,682

Paradise Irrigation District
 October 31, 2021
 Outstanding Contracts

Contracts	Project	Total Contract Price	Total Paid	Remaining
Wagner & Bonsignore	Water Rights Engineer	Open	102,760.36	Open
De Novo Planning Group	Water Rights Engineer	306,430.00	204,558.74	101,871.26
Genterra Consultants	Spillway Investigation	360,214.00	351,966.82	8,247.18
Genterra Consultants	Magalia Dam Piezometers Evaluation & Establishment of Threshold Limits	59,015.00	50,054.25	8,960.75
Genterra Consultants	Magalia Dam Interim Risk Reduction Measures & Long-term Repairs	114,558.00	63,808.04	50,749.96
Genterra Consultants	Fire Investigation and 19/20 Surveillance Reports	29,690.00	29,670.65	19.35
Genterra Consultants	2021 to 2023 Dam Surveillance	77,103.00	25,729.16	51,373.84
Water Works	NPDES Permit	158,906.00	108,086.95	50,819.05
Water Works	Project Management Services	6,620,638.00	4,182,097.51	2,438,540.49
Water Works	District Engineering Services	450,000.00	296,221.50	153,778.50
Water Works	Urban Water Management Plan	55,000.00	18,314.75	36,685.25
Water Works	Capital Improvement Plan	47,868.00	-	47,868.00
APTIM	Public Assistance Services	1,402,276.00	706,751.37	695,524.63
Firestorm	Arborist Services	26,880.00	10,210.00	16,670.00
Zenner USA	Meter Replacement Equipment	1,184,725.15	337,551.67	847,173.48
Sutton Enterprises	Service Lateral Replacement	4,532,452.50	4,434,418.90	98,033.60
Slate Geotechnical Consultants	Magalia Dam Engineering Study	395,319.00	273,889.58	121,429.42
RCI	Meter Installation and Service Lateral Phase 2 Project	15,776,725.00	1,621,972.85	14,154,752.15
Santos Excavating, Inc.	Almond Street Water Main Replacement Project	715,640.00	63,882.75	651,757.25
Keith O'Brien	Safety and Operation Training Services	25,500.00	23,700.00	1,800.00
TOTAL OUTSTANDING OBLIGATIONS				<u>19,536,054.16</u>

Paradise Irrigation District
 October 31, 2021
 Monthly Investment Report of Transactions

	Beginning Balance 10/01/21	Interest Received	Gain / (Loss)	Transferred from Cash	Transferred to Cash	Ending Balance 10/31/21
LAIF						
Regular	\$9,069,216.17	\$ 7,072.94	-	-	\$ (400,000.00)	\$8,676,289.11
DWR Reserve Fund	\$272,582.88	\$ 165.98	-	-		\$272,748.86



Paradise Irrigation District

Expense Approval Report By Vendor Name

Payment Dates 10/1/2021 - 10/31/2021

Payment Date	Payment Number	Description (Item)	Description (Item)	Account Number	Amount
Vendor: 01016 - Access Information Protected					
10/18/2021	57020	Bulk Shredding	Bulk Shredding	01-60-601030	146.42
Vendor 01016 - Access Information Protected Total:					146.42
Vendor: 01021 - ACWA/JPIA					
10/18/2021	57021	AUTO & GENERAL LIABILITY PROGRAM	AUTO & GENERAL LIABILITY PR...	01-120000	60,521.00
Vendor 01021 - ACWA/JPIA Total:					60,521.00
Vendor: 01022 - ACWA/JPIA					
10/11/2021	56987	Workers Compensation 7/1/2021-9/30/2021	Workers Compensation 7/1/20...	01-210084	9,587.52
Vendor 01022 - ACWA/JPIA Total:					9,587.52
Vendor: 01023 - ACWA					
10/29/2021	57094	2022 ANNUAL AGENCY DUES	2022 ANNUAL AGENCY DUES	01-60-650070	21,825.00
Vendor 01023 - ACWA Total:					21,825.00
Vendor: 02957 - Aflac					
10/01/2021	DFT0004884	Montly Aflac Invoice	Montly Aflac Invoice	01-122040	276.06
10/15/2021	DFT0004896	Montly Aflac Invoice	Montly Aflac Invoice	01-122040	276.06
10/29/2021	DFT0004932	Montly Aflac Invoice	Montly Aflac Invoice	01-122040	276.06
Vendor 02957 - Aflac Total:					828.18
Vendor: 03066 - Airgas USA, LLC					
10/11/2021	56988	Welding Supplies	Welding Supplies	01-40-601014	602.60
Vendor 03066 - Airgas USA, LLC Total:					602.60
Vendor: 03090 - APTIM Environmental & Infrastructure LLC					
10/01/2021	56952	Job#18 F-1 Public Asst.	Job#18 F-1 Public Asst.	01-70-635020	26,460.75
10/29/2021	57095	JOB#18F-1 PUBLIC ASSISTANCE	JOB#18F-1 PUBLIC ASSISTANCE	01-70-635020	25,328.09
10/29/2021	57095	JOB#18 F-1 HMGP	JOB#18 F-1 HMGP	01-70-635020	175.00
Vendor 03090 - APTIM Environmental & Infrastructure LLC Total:					51,963.84
Vendor: 01068 - Aramark Uniform Services					
10/01/2021	56953	Uniforms-Shop	Uniforms-Shop	01-40-630060	303.14
10/01/2021	56953	Uniforms-TP	Uniforms-TP	01-30-630060	131.13
10/11/2021	56989	UNIFORMS TP	UNIFORMS TP	01-30-630060	131.13
10/18/2021	57022	UNIFORMS TP	UNIFORMS TP	01-30-630060	131.13
10/18/2021	57022	UNIFORMS SHOP	UNIFORMS SHOP	01-40-630060	303.14
10/25/2021	57055	UNIFORMS SHOP	UNIFORMS SHOP	01-40-630060	303.14
10/25/2021	57055	UNIFORMS TP	UNIFORMS TP	01-30-630060	131.13
10/29/2021	57096	UNIFORMS SHOP	UNIFORMS SHOP	01-40-630060	1,371.63
10/29/2021	57096	UNIFORMS SHOP	UNIFORMS SHOP	01-40-630060	303.14
10/29/2021	57096	UNIFORMS TP	UNIFORMS TP	01-30-630060	131.13
10/29/2021	57096	CREDIT FOR UNIFORMS TURNED IN	CREDIT FOR UNIFORMS TURNED..	01-40-630060	-1,068.49
Vendor 01068 - Aramark Uniform Services Total:					2,171.35
Vendor: 01082 - AT&T					
10/01/2021	56954	PHONE LINES SHOP/TP/OFFICE	PHONE LINES SHOP/TP/OFFICE	01-60-611061	718.36
10/25/2021	57056	RES B Tank A Alarm	RES B Tank A Alarm	01-40-611041	33.34
10/25/2021	57056	RES B Tank A Alarm	RES B Tank A Alarm	01-40-611041	33.34
10/29/2021	57097	Phones Lines Shop/TP/Office	Phones Lines Shop/TP/Office	01-60-611061	711.91
Vendor 01082 - AT&T Total:					1,496.95
Vendor: 03168 - Bartle Wells Associates					
10/11/2021	56990	Water Rate Study	Water Rate Study	01-60-635099	17,270.00
Vendor 03168 - Bartle Wells Associates Total:					17,270.00

Expense Approval Report

Payment Dates: 10/1/2021 - 10/31/2021

Payment Date	Payment Number	Description (Item)	Description (Item)	Account Number	Amount
Vendor: 03071 - BC Laboratories, Inc.					
10/01/2021	56955	Job #18-F1 - Surveillance Monitoring	Job #18-F1 - Surveillance Monit...	01-70-635099	455.00
10/01/2021	56955	Job #18-F1 - Surveillance Monitoring	Job #18-F1 - Surveillance Monit...	01-70-635099	1,105.00
10/01/2021	56955	Job #18-F1 - Surveillance Monitoring	Job #18-F1 - Surveillance Monit...	01-70-635099	520.00
10/01/2021	56955	Job#18-F1 Surveillance Monitoring	Job#18-F1 Surveillance Monitor...	01-70-635099	1,000.00
Vendor 03071 - BC Laboratories, Inc. Total:					3,080.00
Vendor: 03098 - Berkeley Research Group, LLC					
10/01/2021	56956	Job#18-F1 Professional Services	Job#18-F1 Professional Services	01-70-635020	3,136.00
Vendor 03098 - Berkeley Research Group, LLC Total:					3,136.00
Vendor: 02870 - Boot Barn, Inc					
10/29/2021	57098	SAFETY SUPPLIES	SAFETY SUPPLIES	01-40-601040	125.00
10/29/2021	57098	SAFETY SUPPLIE	SAFETY SUPPLIE	01-40-601040	125.00
10/29/2021	57098	SAFETY SUPPLIES	SAFETY SUPPLIES	01-40-601040	125.00
10/29/2021	57098	SAFETY SUPPLIES	SAFETY SUPPLIES	01-40-601040	125.00
10/29/2021	57098	SAFETY SUPPLIES	SAFETY SUPPLIES	01-40-601040	125.00
Vendor 02870 - Boot Barn, Inc Total:					625.00
Vendor: 03108 - Broad & Gusman					
10/01/2021	56957	Lobbyist Retainer	Lobbyist Retainer	01-60-635099	4,000.00
10/29/2021	57099	Lobbyist Retainer	Lobbyist Retainer	01-60-635099	4,000.00
Vendor 03108 - Broad & Gusman Total:					8,000.00
Vendor: 03157 - Brooke Lynn Winter					
10/18/2021	57023	MISC PROFESSIONAL	MISC PROFESSIONAL	01-60-635099	1,033.75
Vendor 03157 - Brooke Lynn Winter Total:					1,033.75
Vendor: 01942 - Butte Co - Neal Rd Landfill					
10/01/2021	56958	LANDFILL	LANDFILL	01-40-630036	10.00
Vendor 01942 - Butte Co - Neal Rd Landfill Total:					10.00
Vendor: 01126 - Butte County Clerk/Recorder					
10/25/2021	57093	Fish & Wildlife CEQA Filling Fee	Fish & Wildlife CEQA Filling Fee	01-60-650098	2,530.00
Vendor 01126 - Butte County Clerk/Recorder Total:					2,530.00
Vendor: 02971 - Capital One Public Funding, LLC					
10/11/2021	56991	Interest	Interest	01-00-680000	20,146.50
10/11/2021	56991	Principal	Principal	01-250030	102,000.00
Vendor 02971 - Capital One Public Funding, LLC Total:					122,146.50
Vendor: 02304 - CDTFA					
10/11/2021	56992	Fuel Tax 2021 Q3	Fuel Tax 2021 Q3	01-40-620000	2.05
Vendor 02304 - CDTFA Total:					2.05
Vendor: 01266 - Cedar Creek Publishing					
10/18/2021	57024	Customer Relations	Customer Relations	01-60-665000	2,266.25
Vendor 01266 - Cedar Creek Publishing Total:					2,266.25
Vendor: 01280 - Chico Power Equipment					
10/18/2021	57025	starter recoil	starter recoil	01-40-621000	40.67
Vendor 01280 - Chico Power Equipment Total:					40.67
Vendor: 03065 - Comcast Business					
10/18/2021	57026	Internet - Office	Internet - Office	01-60-630037	851.43
Vendor 03065 - Comcast Business Total:					851.43
Vendor: 01320 - Comcast					
10/11/2021	56993	INTERNET OFFICE	INTERNET OFFICE	01-60-630037	731.15
Vendor 01320 - Comcast Total:					731.15

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Vendor: 02905 - COMP, Inc.					
10/18/2021	57027	PHYSICAL-DMV PRE-EMPLOYMENT	PHYSICAL-DMV PRE-EMPLOYM...	01-60-630023	253.00
Vendor 02905 - COMP, Inc. Total:					253.00
Vendor: 03182 - Custom Tile and Granite, Inc.					
10/25/2021	57057	Construction Meter Deposit Refund	Construction Meter Deposit Ref...	01-00-400000	-490.18
10/25/2021	57057	Construction Meter Deposit Refund	Construction Meter Deposit Ref...	01-205000	1,000.00
Vendor 03182 - Custom Tile and Granite, Inc. Total:					509.82
Vendor: 01552 - Davi, Bruce					
10/01/2021	56959	Pest Control	Pest Control	01-60-630038	175.00
10/01/2021	56959	Pest and Weeds	Pest and Weeds	01-10-601025	575.00
10/11/2021	56994	PEST CONTROL	PEST CONTROL	01-60-630038	425.00
10/25/2021	57058	WEED CONTROL TP	WEED CONTROL TP	01-30-601026	500.00
10/25/2021	57058	WEED CONTROL	WEED CONTROL	01-40-630011	875.00
10/25/2021	57058	WEED CONTROL AT OFFICE	WEED CONTROL AT OFFICE	01-60-601028	200.00
Vendor 01552 - Davi, Bruce Total:					2,750.00
Vendor: 02120 - Durham Pentz Truck Center					
10/01/2021	56960	Equipment Repairs #27	Equipment Repairs #27	01-40-621000	779.13
10/29/2021	57100	EQUIPMENT REPAIRS	EQUIPMENT REPAIRS	01-40-621000	174.00
Vendor 02120 - Durham Pentz Truck Center Total:					953.13
Vendor: 01474 - Eagles Security Systems					
10/01/2021	56961	Building Security-Office	Building Security-Office	01-60-630015	115.00
10/18/2021	57028	ALARM MONITORING	ALARM MONITORING	01-60-630015	135.00
10/18/2021	57028	ALARM MONITORING	ALARM MONITORING	01-40-630015	402.30
Vendor 01474 - Eagles Security Systems Total:					652.30
Vendor: 03184 - Edward Boyd					
10/29/2021	57101	In Home Water Testing Reimbursement	In Home Water Testing Reimbu...	01-116000	58.00
Vendor 03184 - Edward Boyd Total:					58.00
Vendor: 01480 - Employment Development Dept.					
10/02/2021	DFT0004879	State Income Tax Withholding	State Income Tax Withholding	01-210060	21.57
10/02/2021	DFT0004882	State Disability Withholding	State Disability Withholding	01-210050	3.24
10/04/2021	DFT0004891	State Income Tax Withholding	State Income Tax Withholding	01-210060	4,084.17
10/04/2021	DFT0004894	State Disability Withholding	State Disability Withholding	01-210050	1,255.82
10/18/2021	DFT0004919	State Income Tax Withholding	State Income Tax Withholding	01-210060	-8.51
10/18/2021	DFT0004922	State Disability Withholding	State Disability Withholding	01-210050	-13.04
10/18/2021	DFT0004903	State Income Tax Withholding	State Income Tax Withholding	01-210060	4,450.89
10/18/2021	DFT0004906	State Disability Withholding	State Disability Withholding	01-210050	1,348.41
10/18/2021	DFT0004927	State Income Tax Withholding	State Income Tax Withholding	01-210060	8.51
10/18/2021	DFT0004930	State Disability Withholding	State Disability Withholding	01-210050	13.04
Vendor 01480 - Employment Development Dept. Total:					11,164.10
Vendor: 03178 - ERICKS North America, Inc.					
10/11/2021	56995	CONSTRUCTION & MAINTENANCE SUPPLIES	CONSTRUCTION & MAINTENAN...	01-40-601060	163.39
Vendor 03178 - ERICKS North America, Inc. Total:					163.39
Vendor: 01521 - Fastenal Co					
10/29/2021	57102	CONSTRUCTION SUPPLIES	CONSTRUCTION SUPPLIES	01-40-601060	62.03
Vendor 01521 - Fastenal Co Total:					62.03
Vendor: 01527 - Ferguson Enterprises, Inc					
10/01/2021	56962	Tap Sleeve - 8' x 6' 7.90-8.30 OD	Tap Sleeve - 8' x 6' 7.90-8.30 OD	01-125010	1,012.00
10/01/2021	56962	Tap Sleeve 8" x 4" 7.90-8.30 OD	Tap Sleeve 8" x 4" 7.90-8.30 OD	01-125010	1,104.21
10/01/2021	56962	90 - CI - 6' FL	90 - CI - 6' FL	01-125010	259.55
10/01/2021	56962	Tee CI 4" MJ x FL	Tee CI 4" MJ x FL	01-125010	258.00
10/01/2021	56962	Adaptor - CI - 4' MJ x FL	Adaptor - CI - 4' MJ x FL	01-125010	204.00

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10/01/2021	56962	Adaptor - CI - 6' MJ x FL	Adaptor - CI - 6' MJ x FL	01-125010	134.00
10/18/2021	57029	Nipple - Brass - 2 x 2"	Nipple - Brass - 2 x 2"	01-125010	193.75
10/18/2021	57029	Nipple - Brass - 1' x 6'	Nipple - Brass - 1' x 6'	01-125010	175.00
10/18/2021	57029	Nipple - Brass - 1' x 4'	Nipple - Brass - 1' x 4'	01-125010	142.50
10/18/2021	57029	Nipple - Brass - 1 1/2' x 4'	Nipple - Brass - 1 1/2' x 4'	01-125010	117.60
10/18/2021	57029	Nipple - Brass - 2' x 10'	Nipple - Brass - 2' x 10'	01-125010	775.00
10/18/2021	57029	Tee - Brass - 2'	Tee - Brass - 2'	01-125010	300.00
10/18/2021	57029	Service Saddle - C-900 4' x 2'	Service Saddle - C-900 4' x 2'	01-125010	406.00
10/18/2021	57029	Coupling - Serv Brass - 2' Comp	Coupling - Serv Brass - 2' Comp	01-125010	873.00
10/18/2021	57029	Nipple - Brass - 2' x 12'	Nipple - Brass - 2' x 12'	01-125010	875.00
10/18/2021	57029	Corp Stop-Service Brass-2" MIP x 2" FIP	Corp Stop-Service Brass-2" MIP ...	01-125010	1,398.00
10/18/2021	57029	Wye-Serv Brass 2" MIP x 1" Comp	Wye-Serv Brass 2" MIP x 1" Co...	01-125010	1,896.57
10/18/2021	57029	Adaptor - Serv Brass - 1 1/2' MIP x Comp	Adaptor - Serv Brass - 1 1/2' MI...	01-125010	245.00
10/18/2021	57029	Adaptor - Serv Brass - 1' MIP X Comp	Adaptor - Serv Brass - 1' MIP X ...	01-125010	285.00
10/18/2021	57029	Cap Tapped - CI- 4'x2' MJ	Cap Tapped - CI- 4'x2' MJ	01-125010	307.59
10/18/2021	57029	Restraint Bell- C-900 - 6"	Restraint Bell- C-900 - 6"	01-125010	354.00
10/25/2021	57059	5lbs chlorine tabs	5lbs chlorine tabs	01-40-601060	31.10
10/29/2021	57103	3" gaskets	3" gaskets	01-40-601060	329.07
10/25/2021	57059	Adaptor - Serv Brass - 1' MIP X Comp	Adaptor - Serv Brass - 1' MIP X ...	01-125010	38.00
10/25/2021	57059	Adaptor - Serv Brass - 1 1/2' MIP x Comp	Adaptor - Serv Brass - 1 1/2' MI...	01-125010	49.00
10/25/2021	57059	Service Saddle - C-900 4' x 2'	Service Saddle - C-900 4' x 2'	01-125010	89.84
10/25/2021	57059	Nipple - Brass - 2' x 8'	Nipple - Brass - 2' x 8'	01-125010	100.00
10/25/2021	57059	Coupling - Serv Brass - 2' Comp	Coupling - Serv Brass - 2' Comp	01-125010	194.00
10/29/2021	57103	Coupling - Serv Brass - 2' Comp	Coupling - Serv Brass - 2' Comp	01-125010	97.00
10/29/2021	57103	Nut - Serv Brass - 3/4' Flr x FIP	Nut - Serv Brass - 3/4' Flr x FIP	01-125010	24.00
10/29/2021	57103	Adaptor - Serv Brass - 1' MIP X Comp	Adaptor - Serv Brass - 1' MIP X ...	01-125010	793.78
10/29/2021	57103	Corp Stop - Serv Brass - 2' MIP x Comp	Corp Stop - Serv Brass - 2' MIP x..	01-125010	1,404.00
10/29/2021	57103	Pipe - C-900 - 6'	Pipe - C-900 - 6'	01-125010	3,474.94
Vendor 01527 - Ferguson Enterprises, Inc Total:					17,940.50

Vendor: 01528 - FGL Environmental

10/01/2021	56963	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	52.00
10/01/2021	56963	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	88.00
10/01/2021	56963	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	22.00
10/11/2021	57017	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	329.00
10/11/2021	57017	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	22.00
10/11/2021	57017	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	88.00
10/11/2021	57017	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	88.00
10/11/2021	57017	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	22.00
10/11/2021	57017	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	554.00
10/11/2021	57017	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	24.00
10/29/2021	57104	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	22.00
10/29/2021	57104	Job #18-F1 - Water Sampling	Job #18-F1 - Water Sampling	01-70-635099	88.00
Vendor 01528 - FGL Environmental Total:					1,399.00

Vendor: 02945 - Fiserv Solutions, LLC

10/18/2021	57030	BANK CHARGES	BANK CHARGES	01-60-699031	11.58
10/18/2021	57030	BANK CHARGES	BANK CHARGES	01-60-699031	10.00
Vendor 02945 - Fiserv Solutions, LLC Total:					21.58

Vendor: 01548 - Foothill Mill & Lumber Co.

10/29/2021	57105	CONSTRUCTION SUPPLIES	CONSTRUCTION SUPPLIES	01-40-601060	166.40
Vendor 01548 - Foothill Mill & Lumber Co. Total:					166.40

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Payment Date	Payment Number	Description (Item)	Description (Item)	Account Number	Amount
Vendor: 01587 - Genterra Consultants, Inc.					
10/11/2021	56997	Magalia Dam and Paradise Dam Annual 2021	Magalia Dam and Paradise Dam...	01-40-635099	8,765.00
10/11/2021	56997	Magalia and Paradise Dam-evaluation of existing Pi	Magalia and Paradise Dam-eval...	01-40-635099	4,668.25
10/11/2021	56997	Magalia Reservoir Spillway Phase IIA	Magalia Reservoir Spillway Pha...	01-40-635099	850.00
Vendor 01587 - Genterra Consultants, Inc. Total:					14,283.25
Vendor: 01690 - Highfield Mfg. Co.					
10/11/2021	56998	lockseal	lockseal	01-40-601060	223.33
10/11/2021	56998	long stud	long stud	01-40-601060	115.83
10/11/2021	56998	regular stud	regular stud	01-40-601060	91.16
Vendor 01690 - Highfield Mfg. Co. Total:					430.32
Vendor: 01705 - Hunt & Sons, Inc.					
10/01/2021	56964	200gals. unleaded gasoline	200gals. unleaded gasoline	01-40-620000	783.73
10/01/2021	56964	63gals. unleaded gasoline	63gals. unleaded gasoline	01-40-620000	253.56
10/01/2021	56964	82gals. unleaded gasoline	82gals. unleaded gasoline	01-40-620000	327.08
10/25/2021	57060	215gals. unleaded gasoline	215gals. unleaded gasoline	01-40-620000	894.80
10/25/2021	57060	379gals. unleaded gasoline	379gals. unleaded gasoline	01-40-620000	1,593.27
10/25/2021	57060	500gals. clear diesel	500gals. clear diesel	01-40-620000	2,270.73
Vendor 01705 - Hunt & Sons, Inc. Total:					6,123.17
Vendor: 01713 - I.B.E.W. Local Union 1245					
10/01/2021	56965	Union Dues	Union Dues	01-210065	-42.00
10/01/2021	56965	Union Dues	Union Dues	01-210065	787.47
10/18/2021	57031	Union Dues	Union Dues	01-210065	-13.64
10/18/2021	57031	Union Dues	Union Dues	01-210065	-42.00
10/18/2021	57031	Union Dues	Union Dues	01-210065	833.86
10/18/2021	57031	Union Dues	Union Dues	01-210065	13.64
10/29/2021	57106	Union Dues	Union Dues	01-210065	792.94
10/29/2021	57106	Union Dues	Union Dues	01-210065	-40.00
Vendor 01713 - I.B.E.W. Local Union 1245 Total:					2,290.27
Vendor: 01716 - ICMA Retirement Trust-401					
10/01/2021	DFT0004886	Retirement - 401(a) Match	Retirement - 401(a) Match	01-210045	2,081.83
10/15/2021	DFT0004916	Retirement - 401(a) Match	Retirement - 401(a) Match	01-210045	-28.16
10/15/2021	DFT0004898	Retirement - 401(a) Match	Retirement - 401(a) Match	01-210045	2,215.03
10/15/2021	DFT0004924	Retirement - 401(a) Match	Retirement - 401(a) Match	01-210045	28.16
10/29/2021	DFT0004934	Retirement - 401(a) Match	Retirement - 401(a) Match	01-210045	2,157.89
Vendor 01716 - ICMA Retirement Trust-401 Total:					6,454.75
Vendor: 01715 - ICMA Retirement Trust-457					
10/01/2021	DFT0004887	Retirement Trust - 457	Retirement Trust - 457	01-210045	2,081.83
10/01/2021	DFT0004888	Deferred Comp 457	Deferred Comp 457	01-210045	7,116.91
10/01/2021	DFT0004889	Retirement Trust - 457	Retirement Trust - 457	01-210045	927.45
10/01/2021	DFT0004890	Retirement Trust - 457	Retirement Trust - 457	01-210045	892.28
10/15/2021	DFT0004917	Retirement Trust - 457	Retirement Trust - 457	01-210045	-28.16
10/15/2021	DFT0004918	Deferred Comp 457	Deferred Comp 457	01-210045	-84.47
10/15/2021	DFT0004899	Retirement Trust - 457	Retirement Trust - 457	01-210045	2,215.03
10/15/2021	DFT0004900	Deferred Comp 457	Deferred Comp 457	01-210045	7,583.47
10/15/2021	DFT0004901	Retirement Trust - 457	Retirement Trust - 457	01-210045	895.59
10/15/2021	DFT0004902	Retirement Trust - 457	Retirement Trust - 457	01-210045	892.28
10/15/2021	DFT0004925	Retirement Trust - 457	Retirement Trust - 457	01-210045	28.16
10/15/2021	DFT0004926	Deferred Comp 457	Deferred Comp 457	01-210045	84.47
10/29/2021	DFT0004935	Retirement Trust - 457	Retirement Trust - 457	01-210045	2,157.89
10/29/2021	DFT0004936	Deferred Comp 457	Deferred Comp 457	01-210045	7,490.87
10/29/2021	DFT0004937	Retirement Trust - 457	Retirement Trust - 457	01-210045	1,023.40
10/29/2021	DFT0004938	Retirement Trust - 457	Retirement Trust - 457	01-210045	892.28
Vendor 01715 - ICMA Retirement Trust-457 Total:					34,169.28
Vendor: 03179 - Illinois Tool Works Inc.					
10/25/2021	57061	counter replacement kit	counter replacement kit	01-40-621000	570.82

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10/25/2021	57061	counter switch kit	counter switch kit	01-40-621000	184.47
Vendor 03179 - Illinois Tool Works Inc. Total:					755.29
Vendor: 01722 - Infinisource Cobra Compliance					
10/29/2021	57107	FLEXIBLE BENEFITS	FLEXIBLE BENEFITS	01-60-635050	80.00
Vendor 01722 - Infinisource Cobra Compliance Total:					80.00
Vendor: 02807 - Infosend					
10/01/2021	56966	Postage	Postage	01-60-665000	3,029.76
10/11/2021	56999	GARBAGE SERVICE	GARBAGE SERVICE	01-60-665000	2,092.98
Vendor 02807 - Infosend Total:					5,122.74
Vendor: 01720 - Inland Business Systems					
10/29/2021	57108	Office Equipment Maintenance	Office Equipment Maintenance	01-60-630025	970.26
Vendor 01720 - Inland Business Systems Total:					970.26
Vendor: 01731 - Internal Revenue Service					
10/02/2021	DFT0004880	FICA Withholding	FICA Withholding	01-210030	33.44
10/02/2021	DFT0004881	Fed Withholding	Fed Withholding	01-210020	49.31
10/02/2021	DFT0004883	Medicare Withholding	Medicare Withholding	01-210030	7.86
10/04/2021	DFT0004892	FICA Withholding	FICA Withholding	01-210030	12,959.08
10/04/2021	DFT0004893	Fed Withholding	Fed Withholding	01-210020	10,954.51
10/04/2021	DFT0004895	Medicare Withholding	Medicare Withholding	01-210030	3,030.76
10/18/2021	DFT0004920	FICA Withholding	FICA Withholding	01-210030	-134.76
10/18/2021	DFT0004921	Fed Withholding	Fed Withholding	01-210020	-51.33
10/18/2021	DFT0004923	Medicare Withholding	Medicare Withholding	01-210030	-31.52
10/18/2021	DFT0004904	FICA Withholding	FICA Withholding	01-210030	13,915.72
10/18/2021	DFT0004905	Fed Withholding	Fed Withholding	01-210020	11,866.06
10/18/2021	DFT0004907	Medicare Withholding	Medicare Withholding	01-210030	3,254.50
10/18/2021	DFT0004928	FICA Withholding	FICA Withholding	01-210030	134.76
10/18/2021	DFT0004929	Fed Withholding	Fed Withholding	01-210020	51.33
10/18/2021	DFT0004931	Medicare Withholding	Medicare Withholding	01-210030	31.52
Vendor 01731 - Internal Revenue Service Total:					56,071.24
Vendor: 03057 - International Brotherhood of 137 TCWH					
10/01/2021	56967	Union Dues Teamsters	Union Dues Teamsters	01-210065	172.16
10/18/2021	57032	Union Dues Teamsters	Union Dues Teamsters	01-210065	172.16
10/29/2021	57109	Union Dues Teamsters	Union Dues Teamsters	01-210065	172.16
Vendor 03057 - International Brotherhood of 137 TCWH Total:					516.48
Vendor: 01828 - Les Schwab Tire Center					
10/18/2021	57033	UNIT#169	UNIT#169	01-40-621000	1,415.53
10/25/2021	57062	VEHICLE MAINTENANCE	VEHICLE MAINTENANCE	01-40-621000	67.16
10/25/2021	57062	VEHICLE MAINTENANCE	VEHICLE MAINTENANCE	01-40-621000	269.59
Vendor 01828 - Les Schwab Tire Center Total:					1,752.28
Vendor: 03132 - Mark Baker					
10/25/2021	57063	Landscaping	Landscaping	01-60-630010	495.00
Vendor 03132 - Mark Baker Total:					495.00
Vendor: 01905 - Minasian, Meith, Soares, Sexton & Cooper, LLP					
10/25/2021	57064	LEGAL	LEGAL	01-60-635030	11,632.74
10/25/2021	57064	JOB #18 F-1	JOB #18 F-1	01-70-635020	1,120.00
10/25/2021	57064	LEGAL	LEGAL	01-60-635030	8,585.11
10/25/2021	57064	JOB #18 F-1	JOB #18 F-1	01-70-635020	4,865.00
Vendor 01905 - Minasian, Meith, Soares, Sexton & Cooper, LLP Total:					26,202.85
Vendor: 03045 - N.C.G.T. SECURITY FUND					
10/11/2021	57000	Health 2021-10	Health 2021-10	01-122040	12,967.00
10/29/2021	57110	HEALTH 2021-11	HEALTH 2021-11	01-122040	13,764.00
Vendor 03045 - N.C.G.T. SECURITY FUND Total:					26,731.00
Vendor: 01960 - Normac					
10/29/2021	57111	backflow bags	backflow bags	01-40-601060	2,510.58
10/29/2021	57111	insulated shovel	insulated shovel	01-40-601050	153.38
10/29/2021	57111	digging bar	digging bar	01-40-601050	33.33
10/29/2021	57111	1" galv cap	1" galv cap	01-40-601060	165.17

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10/29/2021	57111	1" backflow	1" backflow	01-40-601060	13,233.58
10/29/2021	57111	inverted hose bib	inverted hose bib	01-40-601060	682.65
10/29/2021	57111	1" galv tee	1" galv tee	01-40-601060	328.19
10/29/2021	57111	1 x 4 galv nipple	1 x 4 galv nipple	01-40-601060	247.76
10/29/2021	57111	1" galv 90	1" galv 90	01-40-601060	219.86
10/29/2021	57111	1" close galv nipple	1" close galv nipple	01-40-601060	162.48
10/29/2021	57111	1 x 30 galv nipple	1 x 30 galv nipple	01-40-601060	1,339.55
Vendor 01960 - Normac Total:					19,076.53
Vendor: 01977 - North Valley Barricade					
10/29/2021	57112	SAFETY SUPPLIES	SAFETY SUPPLIES	01-40-601040	803.82
Vendor 01977 - North Valley Barricade Total:					803.82
Vendor: 01980 - Northern Recycling & Waste Svcs					
10/11/2021	57001	Garbage	Garbage	01-30-630035	49.91
10/11/2021	57001	Garbage	Garbage	01-40-630035	170.12
10/11/2021	57001	Garbage	Garbage	01-60-630035	56.74
Vendor 01980 - Northern Recycling & Waste Svcs Total:					276.77
Vendor: 01950 - Northstate Aggregate, Inc.					
10/11/2021	57002	Construction & Maintenance Supplies	Construction & Maintenance S...	01-40-601060	950.37
10/11/2021	57002	Construction & Maintenance Supplies	Construction & Maintenance S...	01-40-601060	889.11
10/11/2021	57002	Construction & Maintenance Supplies	Construction & Maintenance S...	01-40-601060	478.54
10/11/2021	57002	Construction & Maintenance Supplies	Construction & Maintenance S...	01-40-601060	469.06
10/11/2021	57002	Construction & Maintenance Supplies	Construction & Maintenance S...	01-40-601060	438.27
10/11/2021	57002	Construction & Maintenance Supplies	Construction & Maintenance S...	01-40-601060	904.10
10/11/2021	57002	Construction & Maintenance Supplies	Construction & Maintenance S...	01-40-601060	957.88
10/11/2021	57002	Construction & Maintenance Supplies	Construction & Maintenance S...	01-40-601060	1,832.20
10/11/2021	57002	Construction & Maintenance Supplies	Construction & Maintenance S...	01-40-601060	301.70
Vendor 01950 - Northstate Aggregate, Inc. Total:					7,221.23
Vendor: 01995 - Office Depot					
10/01/2021	56968	Office Supplies	Office Supplies	01-60-601030	327.88
10/11/2021	57003	Office Supplies	Office Supplies	01-60-601030	689.56
10/11/2021	57003	OFFICE SUPPLIES	OFFICE SUPPLIES	01-60-601030	243.11
10/11/2021	57003	Office Supplies	Office Supplies	01-60-601030	57.10
10/11/2021	57003	OFFICE SUPPLIES	OFFICE SUPPLIES	01-40-601030	120.57
10/11/2021	57003	Office Supplies	Office Supplies	01-60-601030	10.76
10/11/2021	57003	Office Supplies	Office Supplies	01-60-601030	46.52
10/11/2021	57003	Office Supplies	Office Supplies	01-60-601030	5.39
10/11/2021	57003	Office Supplies	Office Supplies	01-40-601030	72.12
10/25/2021	57065	Office Supplies	Office Supplies	01-60-601030	221.72
10/25/2021	57065	OFFICE SUPPLIES	OFFICE SUPPLIES	01-60-601030	73.83
10/25/2021	57065	Office Supplies	Office Supplies	01-60-601030	73.91
10/29/2021	57113	office supplies	office supplies	01-40-601030	49.32
10/29/2021	57113	Office Supplies	Office Supplies	01-60-601030	293.58
Vendor 01995 - Office Depot Total:					2,285.37
Vendor: 02005 - Olin Corp.-Chlor Alkali					
10/25/2021	57066	Sodium Hypochlorite - Bleach	Sodium Hypochlorite - Bleach	01-30-600072	5,283.42
Vendor 02005 - Olin Corp.-Chlor Alkali Total:					5,283.42
Vendor: 01538 - O'Reilly Auto Parts					
10/11/2021	57004	GREENVILLE RETURNS	GREENVILLE RETURNS	01-40-621000	-281.20
10/11/2021	57004	SHOP SUPPLIES	SHOP SUPPLIES	01-40-601060	83.98
10/11/2021	57004	Construction & Maint Supplies	Construction & Maint Supplies	01-40-601060	217.58

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10/11/2021	57004	UNIT #11	UNIT #11	01-40-620000	57.45
10/18/2021	57034	UNIT #169	UNIT #169	01-40-621000	-70.04
10/18/2021	57034	UNIT #21-M	UNIT #21-M	01-40-621000	898.76
10/25/2021	57067	UNIT #21M	UNIT #21M	01-40-621000	29.84
10/25/2021	57067	UNIT #21M	UNIT #21M	01-40-621000	-80.81
10/25/2021	57067	SHOP SUPPLIES	SHOP SUPPLIES	01-40-601060	29.03
10/25/2021	57067	SHOP SUPPLIES	SHOP SUPPLIES	01-40-601060	32.22
10/25/2021	57067	Equipment Repairs	Equipment Repairs	01-40-621000	209.38
10/25/2021	57067	shop stock	shop stock	01-40-620000	284.33
10/25/2021	57067	UNIT #50	UNIT #50	01-40-620000	144.67
10/25/2021	57067	UNIT #50	UNIT #50	01-40-621000	28.42
10/25/2021	57067	UNIT #42	UNIT #42	01-40-620000	90.84
Vendor 01538 - O'Reilly Auto Parts Total:					1,674.45
Vendor: 02030 - Pace Supply					
10/29/2021	57114	Valve Ball - Serv Brass - 1" Curb Lock Wing	Valve Ball - Serv Brass - 1" Curb ...	01-125010	2,791.33
10/29/2021	57114	1" ball valve	1" ball valve	01-40-601060	115.19
10/25/2021	57068	Corp Stop-Service Brass-2" MIP x 2" FIP	Corp Stop-Service Brass-2" MIP ...	01-125010	1,891.01
Vendor 02030 - Pace Supply Total:					4,797.53
Vendor: 02081 - Pacific Gas & Electric Company					
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-10-610012	26.29
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-30-610033	13,165.41
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-30-610033	56.65
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-40-610041	23.14
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-40-610041	3,939.50
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-40-610041	48.95
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-40-610041	44.58
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-40-610041	20.36
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-40-610041	25.05
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-40-610041	24.33
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-40-610041	18.84
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-60-610061	3,592.51
10/25/2021	57069	Various Gas & Electric	Various Gas & Electric	01-60-610062	15.64
Vendor 02081 - Pacific Gas & Electric Company Total:					21,001.25
Vendor: 02079 - Pacific Gas and Electric					
10/25/2021	57070	(6) Locations MS	(6) Locations MS	01-50-699000	7.94
Vendor 02079 - Pacific Gas and Electric Total:					7.94
Vendor: 01037 - Paradise Police Dept.					
10/25/2021	57071	False Alarm 6332 clark	False Alarm 6332 clark	01-40-601099	45.58
Vendor 01037 - Paradise Police Dept. Total:					45.58
Vendor: 02059 - Payless Building Supply					
10/29/2021	57115	CONSTRUCTION AND MAINTENANCE SUPPLIES	CONSTRUCTION AND MAINTEN...	01-40-601060	45.57
Vendor 02059 - Payless Building Supply Total:					45.57
Vendor: 02061 - PBM Supply & Mfg					
10/01/2021	56969	1-1/2 fire hose coupling	1-1/2 fire hose coupling	01-40-601060	192.90
10/01/2021	56969	2" x 2/1/2" brass adaptor	2" x 2/1/2" brass adaptor	01-40-601060	225.57
Vendor 02061 - PBM Supply & Mfg Total:					418.47
Vendor: 02070 - Peterson					
10/11/2021	57005	EQUIPMENT MAINTENANCE	EQUIPMENT MAINTENANCE	01-40-621000	743.56
Vendor 02070 - Peterson Total:					743.56
Vendor: 02062 - Pitney Bowes Purchase Power					
10/18/2021	57035	POSTAGE METER	POSTAGE METER	01-60-665000	553.62
Vendor 02062 - Pitney Bowes Purchase Power Total:					553.62

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Vendor: 03048 - Plan B Professional Answering Service					
10/11/2021	57006	Job#18 F-1 Answering Services	Job#18 F-1 Answering Services	01-70-635020	150.00
Vendor 03048 - Plan B Professional Answering Service Total:					150.00
Vendor: 02098 - Pollard Water					
10/11/2021	57007	VM-810 line locator	VM-810 line locator	01-40-601050	6,804.56
Vendor 02098 - Pollard Water Total:					6,804.56
Vendor: 03096 - Rankin Stock Heaberlin Oneal					
10/18/2021	57036	LEGAL	LEGAL	01-60-635030	328.00
Vendor 03096 - Rankin Stock Heaberlin Oneal Total:					328.00
Vendor: 03167 - RCI General Engineering					
10/25/2021	57072	Construction Meter Deposit Refund	Construction Meter Deposit Ref...	01-00-400000	-523.27
10/25/2021	57072	Construction Meter Deposit Refund	Construction Meter Deposit Ref...	01-205000	1,000.00
Vendor 03167 - RCI General Engineering Total:					476.73
Vendor: 03070 - Reed Smith LLP					
10/01/2021	56970	Job#18-F1 Professional Services	Job#18-F1 Professional Services	01-70-635020	1,960.00
10/25/2021	57073	JOB #18 F-1 PROFESSIONAL SERVICES	JOB #18 F-1 PROFESSIONAL SER...	01-70-635020	1,120.00
Vendor 03070 - Reed Smith LLP Total:					3,080.00
Vendor: 01631 - Rental Guys					
10/18/2021	57037	RENTAL FEE	RENTAL FEE	01-40-630030	173.48
Vendor 01631 - Rental Guys Total:					173.48
Vendor: 02057 - Riebes Auto Parts					
10/11/2021	57008	UNIT #29	UNIT #29	01-40-621000	11.90
10/18/2021	57038	CONSTRUCTION & MAINTENANCE SUPPLIES	CONSTRUCTION & MAINTENAN...	01-40-601060	36.55
10/18/2021	57038	UNIT #21M	UNIT #21M	01-40-620000	19.37
10/18/2021	57038	SHOP SUPPLIES	SHOP SUPPLIES	01-40-601060	39.58
10/25/2021	57074	Construction Supplies	Construction Supplies	01-40-601060	28.12
10/25/2021	57074	#14 f-250	#14 f-250	01-40-621000	38.77
Vendor 02057 - Riebes Auto Parts Total:					174.29
Vendor: 02219 - Santos Excavating					
10/18/2021	57039	ALMOND ST PROJECT	ALMOND ST PROJECT	01-40-623001	63,882.75
Vendor 02219 - Santos Excavating Total:					63,882.75
Vendor: 02263 - Sinclair Towing					
10/25/2021	57075	SMOG	SMOG	01-40-621000	50.25
10/25/2021	57075	SMOG	SMOG	01-40-621000	58.50
10/25/2021	57075	SMOG	SMOG	01-40-621000	50.25
10/29/2021	57116	EQUIPMENT REPAIRS	EQUIPMENT REPAIRS	01-40-621000	50.25
Vendor 02263 - Sinclair Towing Total:					209.25
Vendor: 02292 - Standard Insurance Company					
10/11/2021	57009	Long Term Disability	Long Term Disability	01-60-655010	708.42
Vendor 02292 - Standard Insurance Company Total:					708.42
Vendor: 02293 - Stanley Convergent Security Solutions					
10/01/2021	56971	Building Security-TP	Building Security-TP	01-30-630015	112.74
Vendor 02293 - Stanley Convergent Security Solutions Total:					112.74
Vendor: 03061 - Sterling Health Services, Inc DBA					
10/01/2021	DFT0004885	HSA Contribution	HSA Contribution	01-122040	67.30
10/15/2021	DFT0004897	HSA Contribution	HSA Contribution	01-122040	167.30
10/29/2021	DFT0004933	HSA Contribution	HSA Contribution	01-122040	167.30
Vendor 03061 - Sterling Health Services, Inc DBA Total:					401.90
Vendor: 03181 - Sunseri Construction, Inc.					
10/25/2021	57076	Constructionn Meter Deposit Refund	Constructionn Meter Deposit Re..	01-00-400000	-335.72

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10/25/2021	57076	Constructionn Meter Deposit Refund	Constructionn Meter Deposit Re..	01-00-400000	-381.95
10/25/2021	57076	Constructionn Meter Deposit Refund	Constructionn Meter Deposit Re..	01-205000	1,000.00
10/25/2021	57076	Constructionn Meter Deposit Refund	Constructionn Meter Deposit Re..	01-205000	1,000.00
Vendor 03181 - Sunseri Construction, Inc. Total:					1,282.33
Vendor: 03134 - Teresa Contreras					
10/11/2021	57010	JANITORIAL OFFICE	JANITORIAL OFFICE	01-60-699010	740.00
10/11/2021	57010	JANITORIAL SHOP	JANITORIAL SHOP	01-40-699010	550.00
10/11/2021	57010	JANITORIAL TP	JANITORIAL TP	01-30-699010	495.00
Vendor 03134 - Teresa Contreras Total:					1,785.00
Vendor: 02362 - Thomas Ace Hardware					
10/01/2021	56972	Construction & Maint Supplies	Construction & Maint Supplies	01-40-601060	24.09
10/01/2021	56972	Construcion & Maint Supplies	Construcion & Maint Supplies	01-40-601060	6.13
10/01/2021	56972	Small Hand Tools	Small Hand Tools	01-40-601050	120.91
10/11/2021	57011	CONSTRUCTION SUPPLIES	CONSTRUCTION SUPPLIES	01-40-601060	5.57
10/01/2021	56972	Construction & Maint Supplies	Construction & Maint Supplies	01-40-601060	36.33
10/01/2021	56972	Construction & Maint Supplies	Construction & Maint Supplies	01-40-601060	104.55
10/01/2021	56972	Misc Supplies	Misc Supplies	01-30-601099	61.46
10/01/2021	56972	Small hand tools	Small hand tools	01-40-601050	20.73
10/01/2021	56972	Construction & Maint Supplies	Construction & Maint Supplies	01-40-601060	10.35
10/11/2021	57011	EQUIPMENT REPAIRS	EQUIPMENT REPAIRS	01-40-621000	6.72
10/18/2021	57040	SMALL HAND TOOLS	SMALL HAND TOOLS	01-40-601050	30.77
10/25/2021	57077	CONSTRUCTION SUPPLIES	CONSTRUCTION SUPPLIES	01-40-601060	13.44
10/18/2021	57040	CONSTRUCTION & MAINTENANCE SUPPLIES	CONSTRUCTION & MAINTENAN...	01-40-601060	6.37
10/25/2021	57077	CONSTRUCTION SUPPLIES	CONSTRUCTION SUPPLIES	01-40-601060	71.47
10/25/2021	57077	CONSTRUCTION & MAINTENANCE SUPPLIES	CONSTRUCTION & MAINTENAN...	01-40-601060	39.32
10/25/2021	57077	SUPPLIES	SUPPLIES	01-30-601099	8.11
10/25/2021	57077	SUPPLIES	SUPPLIES	01-30-601099	4.14
10/25/2021	57077	CONSTRUCTION SUPPLIES	CONSTRUCTION SUPPLIES	01-40-601060	3.08
10/25/2021	57077	CONSTRUCTION SUPPLIES	CONSTRUCTION SUPPLIES	01-40-601060	14.94
10/25/2021	57077	CONSTRUCTION SUPPLIES	CONSTRUCTION SUPPLIES	01-40-601060	60.71
10/25/2021	57077	CONSTRUCTION SUPPLIES	CONSTRUCTION SUPPLIES	01-40-601060	74.11
10/25/2021	57077	CONSTRUCTION SUPPLIES	CONSTRUCTION SUPPLIES	01-40-601060	2.97
10/29/2021	57117	Misc Supplies	Misc Supplies	01-30-601099	29.31
Vendor 02362 - Thomas Ace Hardware Total:					755.58
Vendor: 02363 - Thomas Hydraulic					
10/29/2021	57118	EQUIPMENT MAINTENANCE	EQUIPMENT MAINTENANCE	01-40-621000	79.75
10/29/2021	57118	EQUIPMENT REPAIRS	EQUIPMENT REPAIRS	01-40-621000	75.02
Vendor 02363 - Thomas Hydraulic Total:					154.77
Vendor: 02394 - Tyler Technologies, Inc.					
10/01/2021	56973	Mass Add of Services	Mass Add of Services	01-50-630099	2,000.00
10/11/2021	57012	Bank Charges	Bank Charges	01-60-699031	1,661.20
Vendor 02394 - Tyler Technologies, Inc. Total:					3,661.20
Vendor: 02685 - Underground Service Alerts					
10/25/2021	57078	CA ANNUAL % OF TICKET FEE	CA ANNUAL % OF TICKET FEE	01-40-650099	7,471.94
Vendor 02685 - Underground Service Alerts Total:					7,471.94
Vendor: 03180 - United Building Contractors, Inc.					
10/25/2021	57079	Construction Meter Deposit Refund	Construction Meter Deposit Ref..	01-205000	1,000.00
Vendor 03180 - United Building Contractors, Inc. Total:					1,000.00
Vendor: 02692 - United Rentals, Inc					
10/01/2021	56974	Equipment Rental	Equipment Rental	01-40-630030	109.91
Vendor 02692 - United Rentals, Inc Total:					109.91

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Vendor: 02681 - Univar USA, Inc.					
10/25/2021	57080	Sodium Bisulfite 25%	Sodium Bisulfite 25%	01-30-600072	2,120.39
Vendor 02681 - Univar USA, Inc. Total:					2,120.39
Vendor: 02824 - US Bank Corporate Payment System					
10/25/2021	57081	Construction Supplies	Construction Supplies	01-40-601060	90.32
10/25/2021	57081	Propane	Propane	01-40-620000	44.46
10/25/2021	57081	small hand tools	small hand tools	01-40-601050	1,000.00
10/25/2021	57081	SMALL HAND TOOLS	SMALL HAND TOOLS	01-40-601050	808.11
10/25/2021	57081	WALMART RETURN	WALMART RETURN	01-60-601030	-177.76
10/25/2021	57081	NAME TAGS	NAME TAGS	01-60-601030	418.22
10/25/2021	57081	OFFICE SUPPLIES	OFFICE SUPPLIES	01-60-601030	53.59
10/25/2021	57081	PID STRATEGIC PLAN MEETING	PID STRATEGIC PLAN MEETING	01-60-601030	101.31
10/25/2021	57081	SUPPLIES	SUPPLIES	01-30-601040	586.66
10/25/2021	57081	WEIR REPLACEMENT	WEIR REPLACEMENT	01-10-623000	84.01
10/25/2021	57081	BATTERIES	BATTERIES	01-30-601099	13.89
10/25/2021	57081	SUBSCRIPTION	SUBSCRIPTION	01-60-601030	69.00
10/25/2021	57081	SUBSCRIPTION	SUBSCRIPTION	01-60-601030	19.99
10/25/2021	57081	SUBSCRIPTION	SUBSCRIPTION	01-60-601030	12.99
10/25/2021	57081	SUBSCRIPTION	SUBSCRIPTION	01-60-601030	125.00
10/25/2021	57081	SUBSCRIPTION	SUBSCRIPTION	01-60-601030	252.00
10/25/2021	57081	SUBSCRIPTION	SUBSCRIPTION	01-60-601030	251.88
10/25/2021	57081	SUBSCRIPTION	SUBSCRIPTION	01-60-601030	29.99
10/25/2021	57081	SUBSCRIPTION	SUBSCRIPTION	01-60-601030	16.00
10/25/2021	57081	OFFICE EQUIPMENT MAINTENANCE	OFFICE EQUIPMENT MAINTEN...	01-60-630025	140.06
10/25/2021	57081	SUBSCRIPTION	SUBSCRIPTION	01-60-601030	14.99
10/25/2021	57081	SUBSCRIPTION	SUBSCRIPTION	01-60-601030	19.98
10/25/2021	57081	WEB HOSTING	WEB HOSTING	01-60-601030	12.99
10/25/2021	57081	OFFICE SUPPLIES	OFFICE SUPPLIES	01-60-601030	53.84
10/25/2021	57081	OFFICE EQUIPMENT	OFFICE EQUIPMENT	01-60-601030	193.94
10/25/2021	57081	CLOUD STORAGE	CLOUD STORAGE	01-60-601030	0.99
10/25/2021	57081	FULCRUM	FULCRUM	01-40-601030	494.00
Vendor 02824 - US Bank Corporate Payment System Total:					4,730.45
Vendor: 02686 - USA Blue Book					
10/01/2021	56975	Equipment Repairs	Equipment Repairs	01-30-621000	3,257.13
10/01/2021	56975	BLOWER AIR FILTERS	BLOWER AIR FILTERS	01-30-621000	379.08
10/01/2021	56975	Construction & Maint Supplies	Construction & Maint Supplies	01-40-601060	1,374.98
10/25/2021	57083	Misc Supplies	Misc Supplies	01-30-601099	141.23
Vendor 02686 - USA Blue Book Total:					5,152.42
Vendor: 03104 - UtiliQuest					
10/11/2021	57013	JOB #18 F-1 LOCATING SERVICES	JOB #18 F-1 LOCATING SERVICES	01-70-635020	23,880.84
Vendor 03104 - UtiliQuest Total:					23,880.84
Vendor: 02699 - Valley-Wide Fasteners					
10/18/2021	57041	CONSTRUCTION & MAINTENANCE SUPPLIES	CONSTRUCTION & MAINTENAN...	01-40-601060	44.40
Vendor 02699 - Valley-Wide Fasteners Total:					44.40
Vendor: 02703 - Verizon Wireless					
10/11/2021	57014	MOBILE PHONES	MOBILE PHONES	01-40-611013	2,387.88
Vendor 02703 - Verizon Wireless Total:					2,387.88
Vendor: 02712 - VistaNet inc.					
10/01/2021	56976	EQUIPMENT MAINT	EQUIPMENT MAINT	01-60-621000	900.00
10/01/2021	56976	EQUIPMENT MAINT	EQUIPMENT MAINT	01-60-621000	360.00
10/11/2021	57015	NETWORK MONITORING	NETWORK MONITORING	01-60-621000	239.00
10/29/2021	57119	Office Equipment	Office Equipment	01-60-630025	2,505.21
10/29/2021	57119	Office Equipment	Office Equipment	01-60-630025	2,712.80
Vendor 02712 - VistaNet inc. Total:					6,717.01

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Vendor: 02714 - Wagner & Bonsignore					
10/25/2021	57084	WATER RIGHTS	WATER RIGHTS	01-150253	550.00
Vendor 02714 - Wagner & Bonsignore Total:					550.00
Vendor: 03002 - Water Works Engineers					
10/11/2021	57016	DISTRICT ENGINEERING SERVICES	DISTRICT ENGINEERING SERVIC...	01-60-635020	36,125.33
10/25/2021	57085	Job#18-F1 Disaster Recovery Management	Job#18-F1 Disaster Recovery M...	01-70-635020	151,665.14
Vendor 03002 - Water Works Engineers Total:					187,790.47
Vendor: 03177 - Wess A Brown					
10/01/2021	56977	Equipment Repairs #27	Equipment Repairs #27	01-40-621000	170.00
10/29/2021	57120	EQUIPMENT REPAIRS	EQUIPMENT REPAIRS	01-40-630099	765.00
Vendor 03177 - Wess A Brown Total:					935.00
Vendor: 02778 - Wurth USA Inc.					
10/25/2021	57086	SMALL HAND TOOLS	SMALL HAND TOOLS	01-40-601050	943.99
Vendor 02778 - Wurth USA Inc. Total:					943.99
Vendor: 02787 - Zee Service Company					
10/01/2021	56978	Safety Supplies	Safety Supplies	01-40-601040	194.20
Vendor 02787 - Zee Service Company Total:					194.20
Vendor: 02867 - Zenner USA					
10/29/2021	57121	3/4 res fire serv meter	3/4 res fire serv meter	01-70-600090	35,968.63
10/29/2021	57121	lid lock, riser plate \$ lock nut	lid lock, riser plate \$ lock nut	01-70-600090	1,380.31
10/29/2021	57121	MIU	MIU	01-70-600090	29,033.50
10/29/2021	57121	1-1/2 res fire serv meter	1-1/2 res fire serv meter	01-70-600090	3,409.21
10/29/2021	57121	1" res fire serv meter	1" res fire serv meter	01-70-600090	6,721.04
10/29/2021	57121	hydrant meters	hydrant meters	01-40-601060	5,465.14
10/01/2021	56979	MIU repeaters with mast pole and enclosure	MIU repeaters with mast pole a...	01-70-600090	13,768.34
10/29/2021	57121	3/4 res fire serv meter	3/4 res fire serv meter	01-70-600090	36,396.90
10/29/2021	57121	5/8 x 3/4 detection meter	5/8 x 3/4 detection meter	01-70-600090	735.71
10/29/2021	57121	MIU	MIU	01-70-600090	33,292.55
10/29/2021	57121	1" res fire serv meter	1" res fire serv meter	01-70-600090	13,742.63
10/29/2021	57121	2 res fire serv meter	2 res fire serv meter	01-70-600090	3,687.58
10/29/2021	57121	1.5 res fire serv meter	1.5 res fire serv meter	01-70-600090	3,139.21
10/29/2021	57121	lid lock, riser plate \$ lock nut	lid lock, riser plate \$ lock nut	01-70-600090	1,602.32
10/29/2021	57121	hydrant meter stands	hydrant meter stands	01-40-601060	300.84
10/29/2021	57121	hydrant meters	hydrant meters	01-40-601060	5,468.04
10/29/2021	57121	5/8 x 3/4 bypass meter	5/8 x 3/4 bypass meter	01-70-600090	1,587.26
10/29/2021	57121	lid lock	lid lock	01-70-600090	1,524.02
10/29/2021	57121	lid lock nut	lid lock nut	01-70-600090	217.72
10/29/2021	57121	4" ultra sonic meter	4" ultra sonic meter	01-70-600090	2,432.45
10/29/2021	57121	MIU stealth reader	MIU stealth reader	01-70-600090	40,713.17
10/29/2021	57121	lid lock riser	lid lock riser	01-70-600090	217.72
10/29/2021	57121	3" ultra sonic meter	3" ultra sonic meter	01-70-600090	1,867.67
10/29/2021	57121	3/4" res fire serv meter	3/4" res fire serv meter	01-70-600090	43,864.18
10/29/2021	57121	1-1/2" res fire serv meter	1-1/2" res fire serv meter	01-70-600090	4,708.81
10/29/2021	57121	2" res fire serv meter	2" res fire serv meter	01-70-600090	5,783.60
Vendor 02867 - Zenner USA Total:					297,028.55
Grand Total:					1,218,840.65

Paradise Irrigation District

Detail of Disbursements Report

Check Numbers 56952 - 57121

Check#	Date	Vendor/Employee	Amount	% of Total Monthly Disbursements
57121	10/29/2021	Zenner USA	283,260.21	23.24%
57085	10/25/2021	Water Works Engineers	151,665.14	12.44%
56991	10/11/2021	Capital One Public Funding, LLC	122,146.50	10.02%
57039	10/18/2021	Santos Excavating	63,882.75	5.24%
57021	10/18/2021	ACWA/JPIA	60,521.00	4.97%
57016	10/11/2021	Water Works Engineers	36,125.33	2.96%
56952	10/01/2021	APTIM Environmental & Infrastructure LLC	26,460.75	2.17%
57064	10/25/2021	Minasian, Meith, Soares, Sexton & Cooper, LLP	26,202.85	2.15%
57095	10/29/2021	APTIM Environmental & Infrastructure LLC	25,503.09	2.09%
57013	10/11/2021	UtiliQuest	23,880.84	1.96%
57094	10/29/2021	ACWA	21,825.00	1.79%
57069	10/25/2021	Pacific Gas & Electric Company	21,001.25	1.72%
57111	10/29/2021	Normac	19,076.53	1.57%
56990	10/11/2021	Bartle Wells Associates	17,270.00	1.42%
56997	10/11/2021	Genterra Consultants, Inc.	14,283.25	1.17%
DFT0004904	10/18/2021	Internal Revenue Service	13,915.72	1.14%
56979	10/01/2021	Zenner USA	13,768.34	1.13%
57110	10/29/2021	N.C.G.T. SECURITY FUND	13,764.00	1.13%
57000	10/11/2021	N.C.G.T. SECURITY FUND	12,967.00	1.06%
DFT0004892	10/04/2021	Internal Revenue Service	12,959.08	1.06%
DFT0004905	10/18/2021	Internal Revenue Service	11,866.06	0.97%
DFT0004893	10/04/2021	Internal Revenue Service	10,954.51	0.90%
56987	10/11/2021	ACWA/JPIA	9,587.52	0.79%
57029	10/18/2021	Ferguson Enterprises, Inc	8,344.01	0.68%
DFT0004900	10/15/2021	ICMA Retirement Trust-457	7,583.47	0.62%
DFT0004936	10/29/2021	ICMA Retirement Trust-457	7,490.87	0.61%
57078	10/25/2021	Underground Service Alerts	7,471.94	0.61%
57002	10/11/2021	Northstate Aggregate, Inc.	7,221.23	0.59%
DFT0004888	10/01/2021	ICMA Retirement Trust-457	7,116.91	0.58%
57007	10/11/2021	Pollard Water	6,804.56	0.56%
57103	10/29/2021	Ferguson Enterprises, Inc	6,122.79	0.50%
57066	10/25/2021	Olin Corp.-Chlor Alkali	5,283.42	0.43%
57119	10/29/2021	VistaNet inc.	5,218.01	0.43%
56975	10/01/2021	USA Blue Book	5,011.19	0.41%
57060	10/25/2021	Hunt & Sons, Inc.	4,758.80	0.39%
57081	10/25/2021	US Bank Corporate Payment System	4,730.45	0.39%
DFT0004903	10/18/2021	Employment Development Dept.	4,450.89	0.37%
DFT0004891	10/04/2021	Employment Development Dept.	4,084.17	0.34%
56957	10/01/2021	Broad & Gusman	4,000.00	0.33%
57099	10/29/2021	Broad & Gusman	4,000.00	0.33%
DFT0004907	10/18/2021	Internal Revenue Service	3,254.50	0.27%
56956	10/01/2021	Berkeley Research Group, LLC	3,136.00	0.26%
56955	10/01/2021	BC Laboratories, Inc.	3,080.00	0.25%
DFT0004895	10/04/2021	Internal Revenue Service	3,030.76	0.25%
56966	10/01/2021	Infosend	3,029.76	0.25%
56962	10/01/2021	Ferguson Enterprises, Inc	2,971.76	0.24%
57114	10/29/2021	Pace Supply	2,906.52	0.24%
57093	10/25/2021	Butte County Clerk/Recorder	2,530.00	0.21%
57014	10/11/2021	Verizon Wireless	2,387.88	0.20%
57024	10/18/2021	Cedar Creek Publishing	2,266.25	0.19%
DFT0004898	10/15/2021	ICMA Retirement Trust-401	2,215.03	0.18%
DFT0004899	10/15/2021	ICMA Retirement Trust-457	2,215.03	0.18%
DFT0004934	10/29/2021	ICMA Retirement Trust-401	2,157.89	0.18%
DFT0004935	10/29/2021	ICMA Retirement Trust-457	2,157.89	0.18%
57080	10/25/2021	Univar USA, Inc.	2,120.39	0.17%
56999	10/11/2021	Infosend	2,092.98	0.17%
DFT0004886	10/01/2021	ICMA Retirement Trust-401	2,081.83	0.17%
DFT0004887	10/01/2021	ICMA Retirement Trust-457	2,081.83	0.17%
56973	10/01/2021	Tyler Technologies, Inc.	2,000.00	0.16%

Check#	Date	Vendor/Employee	Amount	% of Total Monthly Disbursements
56970	10/01/2021	Reed Smith LLP	1,960.00	0.16%
57068	10/25/2021	Pace Supply	1,891.01	0.16%
57010	10/11/2021	Teresa Contreras	1,785.00	0.15%
57012	10/11/2021	Tyler Technologies, Inc.	1,661.20	0.14%
57058	10/25/2021	Davi, Bruce	1,575.00	0.13%
57033	10/18/2021	Les Schwab Tire Center	1,415.53	0.12%
56964	10/01/2021	Hunt & Sons, Inc.	1,364.37	0.11%
DFT0004906	10/18/2021	Employment Development Dept.	1,348.41	0.11%
57076	10/25/2021	Sunseri Construction, Inc.	1,282.33	0.11%
56976	10/01/2021	VistaNet inc.	1,260.00	0.10%
DFT0004894	10/04/2021	Employment Development Dept.	1,255.82	0.10%
57003	10/11/2021	Office Depot	1,245.13	0.10%
57017	10/11/2021	FGL Environmental	1,127.00	0.09%
57073	10/25/2021	Reed Smith LLP	1,120.00	0.09%
57023	10/18/2021	Brooke Lynn Winter	1,033.75	0.08%
DFT0004937	10/29/2021	ICMA Retirement Trust-457	1,023.40	0.08%
57079	10/25/2021	United Building Contractors, Inc.	1,000.00	0.08%
57108	10/29/2021	Inland Business Systems	970.26	0.08%
57086	10/25/2021	Wurth USA Inc.	943.99	0.08%
DFT0004889	10/01/2021	ICMA Retirement Trust-457	927.45	0.08%
DFT0004901	10/15/2021	ICMA Retirement Trust-457	895.59	0.07%
DFT0004890	10/01/2021	ICMA Retirement Trust-457	892.28	0.07%
DFT0004902	10/15/2021	ICMA Retirement Trust-457	892.28	0.07%
DFT0004938	10/29/2021	ICMA Retirement Trust-457	892.28	0.07%
57026	10/18/2021	Comcast Business	851.43	0.07%
57034	10/18/2021	O'Reilly Auto Parts	828.72	0.07%
57112	10/29/2021	North Valley Barricade	803.82	0.07%
57031	10/18/2021	I.B.E.W. Local Union 1245	791.86	0.06%
56960	10/01/2021	Durham Pentz Truck Center	779.13	0.06%
57067	10/25/2021	O'Reilly Auto Parts	767.92	0.06%
57120	10/29/2021	Wess A Brown	765.00	0.06%
57061	10/25/2021	Illinois Tool Works Inc.	755.29	0.06%
57106	10/29/2021	I.B.E.W. Local Union 1245	752.94	0.06%
56959	10/01/2021	Davi, Bruce	750.00	0.06%
56965	10/01/2021	I.B.E.W. Local Union 1245	745.47	0.06%
57005	10/11/2021	Peterson	743.56	0.06%
57096	10/29/2021	Aramark Uniform Services	737.41	0.06%
56993	10/11/2021	Comcast	731.15	0.06%
56954	10/01/2021	AT&T	718.36	0.06%
57097	10/29/2021	AT&T	711.91	0.06%
57009	10/11/2021	Standard Insurance Company	708.42	0.06%
57098	10/29/2021	Boot Barn, Inc	625.00	0.05%
56988	10/11/2021	Airgas USA, LLC	602.60	0.05%
57035	10/18/2021	Pitney Bowes Purchase Power	553.62	0.05%
57084	10/25/2021	Wagner & Bonsignore	550.00	0.05%
57028	10/18/2021	Eagles Security Systems	537.30	0.04%
57057	10/25/2021	Custom Tile and Granite, Inc.	509.82	0.04%
57059	10/25/2021	Ferguson Enterprises, Inc	501.94	0.04%
57063	10/25/2021	Mark Baker	495.00	0.04%
57072	10/25/2021	RCI General Engineering	476.73	0.04%
56953	10/01/2021	Aramark Uniform Services	434.27	0.04%
57022	10/18/2021	Aramark Uniform Services	434.27	0.04%
57055	10/25/2021	Aramark Uniform Services	434.27	0.04%
56998	10/11/2021	Highfield Mfg. Co.	430.32	0.04%
56994	10/11/2021	Davi, Bruce	425.00	0.03%
56969	10/01/2021	PBM Supply & Mfg	418.47	0.03%
56972	10/01/2021	Thomas Ace Hardware	384.55	0.03%
57065	10/25/2021	Office Depot	369.46	0.03%
57113	10/29/2021	Office Depot	342.90	0.03%
57062	10/25/2021	Les Schwab Tire Center	336.75	0.03%
57036	10/18/2021	Rankin Stock Heaberlin Oneal	328.00	0.03%
56968	10/01/2021	Office Depot	327.88	0.03%
57077	10/25/2021	Thomas Ace Hardware	292.29	0.02%
57001	10/11/2021	Northern Recycling & Waste Svcs	276.77	0.02%

Check#	Date	Vendor/Employee	Amount	% of Total Monthly Disbursements
DFT0004884	10/01/2021	Aflac	276.06	0.02%
DFT0004896	10/15/2021	Aflac	276.06	0.02%
DFT0004932	10/29/2021	Aflac	276.06	0.02%
57027	10/18/2021	COMP, Inc.	253.00	0.02%
57015	10/11/2021	VistaNet inc.	239.00	0.02%
56978	10/01/2021	Zee Service Company	194.20	0.02%
57100	10/29/2021	Durham Pentz Truck Center	174.00	0.01%
57037	10/18/2021	Rental Guys	173.48	0.01%
56967	10/01/2021	International Brotherhood of 137 TCWH	172.16	0.01%
57032	10/18/2021	International Brotherhood of 137 TCWH	172.16	0.01%
57109	10/29/2021	International Brotherhood of 137 TCWH	172.16	0.01%
56977	10/01/2021	Wess A Brown	170.00	0.01%
DFT0004897	10/15/2021	Sterling Health Services, Inc DBA	167.30	0.01%
DFT0004933	10/29/2021	Sterling Health Services, Inc DBA	167.30	0.01%
57105	10/29/2021	Foothill Mill & Lumber Co.	166.40	0.01%
56995	10/11/2021	ERICKS North America, Inc.	163.39	0.01%
56963	10/01/2021	FGL Environmental	162.00	0.01%
57075	10/25/2021	Sinclair Towing	159.00	0.01%
57118	10/29/2021	Thomas Hydraulic	154.77	0.01%
57006	10/11/2021	Plan B Professional Answering Service	150.00	0.01%
57020	10/18/2021	Access Information Protected	146.42	0.01%
57083	10/25/2021	USA Blue Book	141.23	0.01%
56989	10/11/2021	Aramark Uniform Services	131.13	0.01%
56961	10/01/2021	Eagles Security Systems	115.00	0.01%
56971	10/01/2021	Stanley Convergent Security Solutions	112.74	0.01%
57104	10/29/2021	FGL Environmental	110.00	0.01%
56974	10/01/2021	United Rentals, Inc	109.91	0.01%
57038	10/18/2021	Riebes Auto Parts	95.50	0.01%
57107	10/29/2021	Infinisource Cobra Compliance	80.00	0.01%
57004	10/11/2021	O'Reilly Auto Parts	77.81	0.01%
DFT0004885	10/01/2021	Sterling Health Services, Inc DBA	67.30	0.01%
57074	10/25/2021	Riebes Auto Parts	66.89	0.01%
57056	10/25/2021	AT&T	66.68	0.01%
57102	10/29/2021	Fastenal Co	62.03	0.01%
57101	10/29/2021	Edward Boyd	58.00	0.00%
57116	10/29/2021	Sinclair Towing	50.25	0.00%
DFT0004881	10/02/2021	Internal Revenue Service	49.31	0.00%
57071	10/25/2021	Paradise Police Dept.	45.58	0.00%
57115	10/29/2021	Payless Building Supply	45.57	0.00%
57041	10/18/2021	Valley-Wide Fasteners	44.40	0.00%
57025	10/18/2021	Chico Power Equipment	40.67	0.00%
57040	10/18/2021	Thomas Ace Hardware	37.14	0.00%
DFT0004880	10/02/2021	Internal Revenue Service	33.44	0.00%
57117	10/29/2021	Thomas Ace Hardware	29.31	0.00%
57030	10/18/2021	Fiserv Solutions, LLC	21.58	0.00%
DFT0004879	10/02/2021	Employment Development Dept.	21.57	0.00%
57011	10/11/2021	Thomas Ace Hardware	12.29	0.00%
57008	10/11/2021	Riebes Auto Parts	11.90	0.00%
56958	10/01/2021	Butte Co - Neal Rd Landfill	10.00	0.00%
57070	10/25/2021	Pacific Gas and Electric	7.94	0.00%
DFT0004883	10/02/2021	Internal Revenue Service	7.86	0.00%
DFT0004882	10/02/2021	Employment Development Dept.	3.24	0.00%
56992	10/11/2021	CDTFA	2.05	0.00%
56996	10/11/2021	**Void**	-	0.00%
57082	10/25/2021	**Void**	-	0.00%
Total			<u>1,218,840.65</u>	



Mission Statement

We are dedicated to producing and delivering a safe, dependable supply of quality water in an efficient, cost-effective manner with service that meets or exceeds the expectation of our community.

Our water. Our future.

Paradise Irrigation District

Strategic Plan Progress Report-11/21

Organization Goal: Transform business to be the model all businesses want to replicate.

Customers				
Objective: Provide Exceptional Customer				
Goal	Lead	By Date	Status	Complete
Create a Report on Updates to Customer Service Processes (for Board)	Mickey Rich	6/30/2021		✓
Create a Follow-up 'Voice of the Customer' Survey (based on the 'Voice of the Customer' Survey Conducted in 2020.	Mickey Rich	7/1/2022		
Develop a 'Service Survey' to Be Used at the Completion of Service Delivery.	Dir. Sulik	9/1/2021		✓
Develop a Communication/Promotion Plan for 'Sharing Good News'	Dir. Sulik	9/1/2021		✓
Finance				
Objective: Improve Financial Sustainability				
Goal	Lead	By Date	Status	Complete
Identify Opportunities for New Products and or Service Lines.	Tom Lando	4/1/2022		
To Establish a Plan to Create a Financial Reserve.	Tom Lando	10/15/2021		
To Identify Grant/Funding Opportunities	Dir. Hinman	9/1/2021		ongoing
Identify a Committed Grant Writer	Dir. Hinman	9/1/2021		✓
Operations				
Objective: Enhance Operation Efficiencies				
Goal	Lead	By Date	Status	Complete
Perform Employee Role Assessment	Tom Lando	10/15/2021		ongoing
Initiate Project to Develop Organization Standard Operating Procedures (SOP's) and Standard Work Instructions (SWI's)	Tom Lando	9/1/2021	initiated	
People				
Objective: Maximize Our Investment in People				
Goal	Lead	By Date	Status	Complete
Develop a Plan for a Phased Approach Formal Training Program	Dir. Hansen	5/1/2022	initiated	
Develop Draft of a Plan for PID Career Tracks	Dir. Hansen	9/1/2021	initiated	
Research or Perform a Compensation Comparison Analysis	HR Firm	12/23/2023		
Develop an Employee Incentive Program	Dir. Hansen	9/1/2021	initiated	

- Green - On Track
- Yellow-Encountering Barriers to Complete on Time but Still Progressing
- Red-Full Stop: Consider Course Corrections.

The Paradise Irrigation District will be the Gold Star Standard of business models. We will provide exceptional service to our customers and a quality product. Our financial independence will be the result of our innovative approach to the development of new products and or lines of service in tandem with precision financial and operational management. | We will prioritize our team members by investing in their work environment and providing opportunities for their future development and advancement. We will be dedicated and productive community partners, and as the regional People's Water District we will be leaders in sustainability, maintaining a net-neutral to net-positive impact on the environment.

Customer Service Activity Report – October 2021

Service Requests

Row Labels	Sum of Count
Account Management	80
Activate Water w/Backflow	35
Backflow Maintenance	27
Construction Support	5
Disconnect	1
Field Customer Service	53
Field Maintenance	14
From Active to Ready-to-Serve	9
New Meter Order	5
No Water	12
Transfer Ownership	90
Water Quality	12
Grand Total	343

***Decreased** from 695 service requests in September*

Phone Activity

Phone Activity	Sept. 2021	Oct. 2021	Trend
Average calls per day	33.3	23.6	Decreased
Average abandoned per day	1.3	0.8	Decreased
Average time abandon	1:59 min	1:31 min	Decreased
Average time to handle	43 seconds	25 seconds	Decreased

Payments Processed

Method payment	Sept. 2021	Oct. 2021	Trend
Automated Phone System	64	111	Increased
Customer Service Staff	1411	1535	Increased
Web Portal	344	912	Increased
Total	1819	2558	Increased

Customer Service - Improved Communication Processes Report

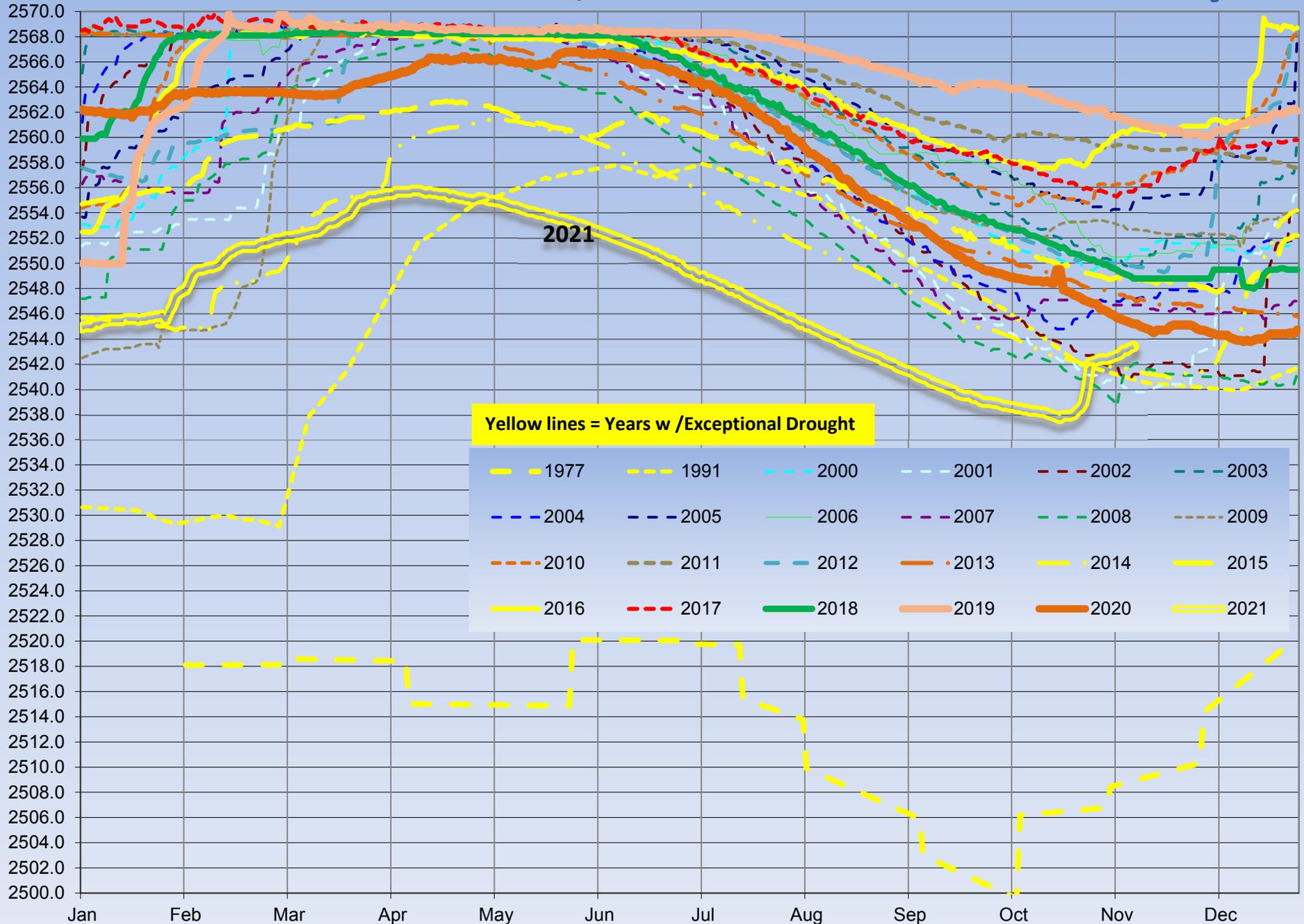
Updated 11/9/2021

Water requests including backflow device installation				
Date	Ordered	Completed	Remaining	Avg days to Install
2019	1473	1471	2	76
Qtr2	445	445	0	78
Qtr3	651	650	1	90
Qtr4	377	376	1	60
2020	1043	1034	8	62
Qtr1	290	289	0	95
Qtr2	313	312	1	79
Qtr3	230	230	0	44
Qtr4	210	203	7	31
2021	562	515	47	26
Qtr1	123	121	2	20
Qtr2	228	212	16	27
Qtr3	175	155	20	43
Qtr4	36	27	9	14
Grand Total	3078	3020	57	53

- With the wet weather, PID crews have seen a reduction in contractor-caused mainline breaks allowing time to focus on installing backflow devices for customers. The current outstanding backflow installs require either mainline repair or service lateral replacement. PID crews are installing what they can but some may be deferred to RCI for install. For installs that are delayed, customer service reps are reaching out the customer to keep them informed of the status.
- **Communication**
 - When a property changes ownership the customer is sent a new owner letter informing them of their billing schedule and water quality. Included in this correspondence is a welcome magnet with our phone number.
 - Office staff inform customers of the approximate timeline for water installation and notify customers by telephone once their water service is connected.
 - The field and contractors are responsible for communicating any delays to office staff. This process is evolving, and the team has identified areas for improvement.
 - The office manager and one customer service rep attend the weekly meter project meeting.
 - Field and Water Treatment staff have scheduled training sessions to keep office staff informed and educated on water quality and field processes. This training helps office staff better answer a customer’s technical questions.
 - WaterWorks has developed an information spreadsheet to streamline information flow. This tool has become invaluable in answering our customer’s project-related questions.
 - Difficult questions and water request delays are escalated to the office manager who coordinates resolution with the field, contractors, and customer.
- **Written Communication Improvement**

- Mass correspondence, when time allows, is sent to the community relations committee and board for review.
- The following rubric has been developed for internal review:
 - Friendly and professional consistency
 - Absent of internal jargon
 - Clarity of dates and deadlines
 - Test for all the following components: who, what, when, where
 - Formatting that directs the reader's eye to any required action.
- **Escalation of water service requests**
 - Service is installed as requested, or escalated
 - Level 2 - Escalated to a crew to attempt to resolve
 - These are usually cases where the service line cannot be located and a large number are resolved.
 - Level 3 – Requires significant work including mainline work that will need to be scheduled as a project.
 - **New this month** – RCI is planning to bring on a third service lateral replacement/ meter install crew in January. This crew will focus on new water requests with the goal of eliminating long wait-times for new water requests.
- Summary of water requests and installation as of 10/15/2021

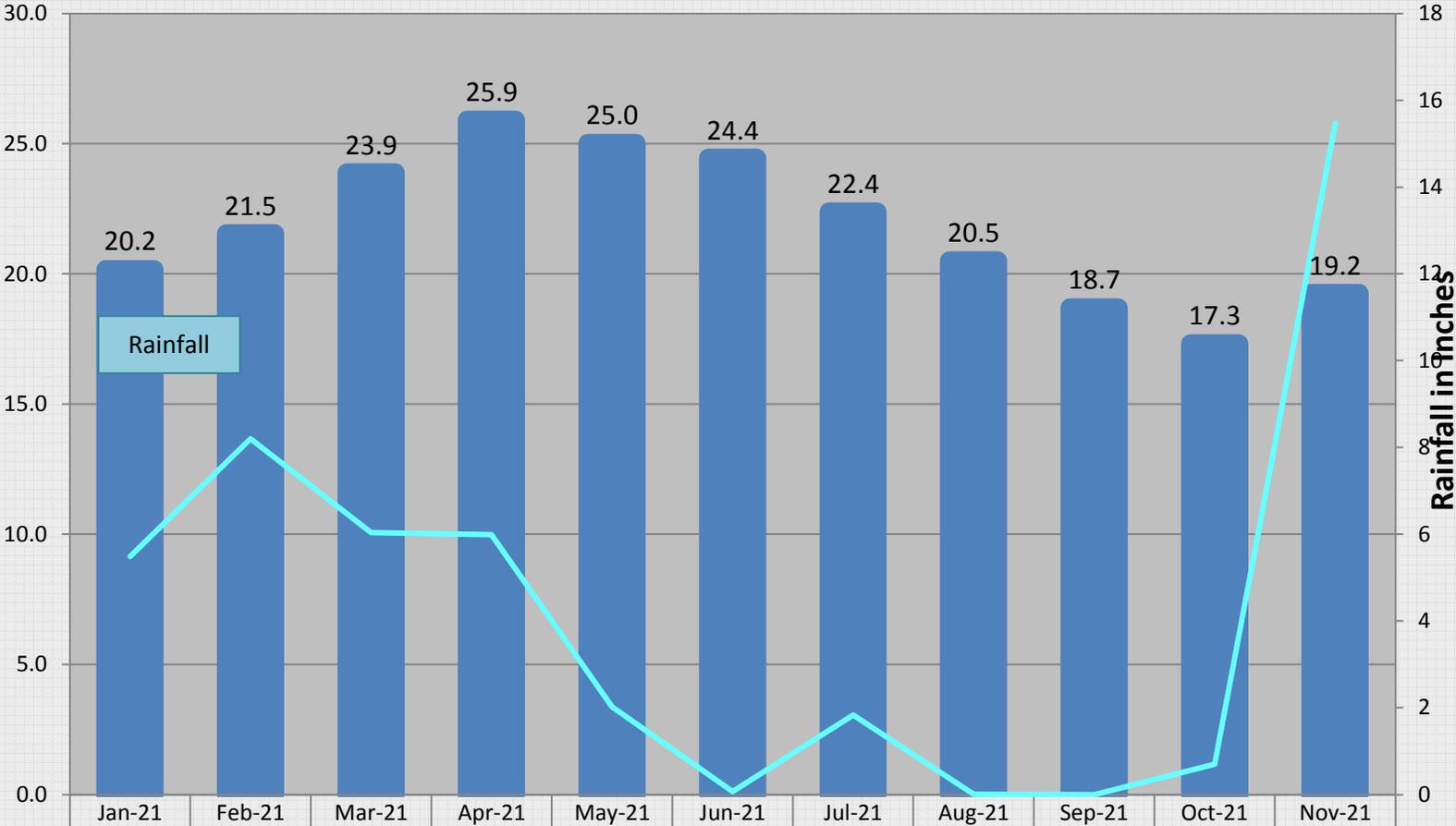
Paradise Lake Elevation
 Updated 11/08/2021
 Spill = 2568.1



Months of Supply Remaining on the First of the Month with No Future Rain Based on 2020/21 Use

Full Reservoir Supply is 33.84 Months of Supply Remaining. Water use from Oct 2020 through Oct 2021 averaged 363 acre feet per month

Pre-November 2018 Full reservoir

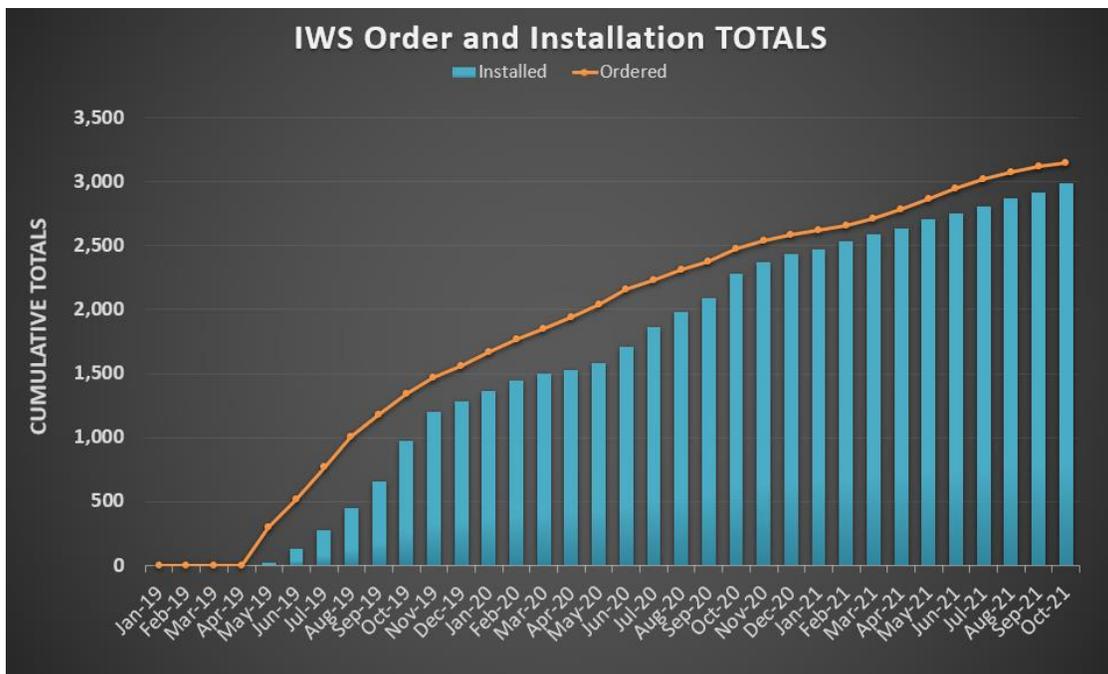
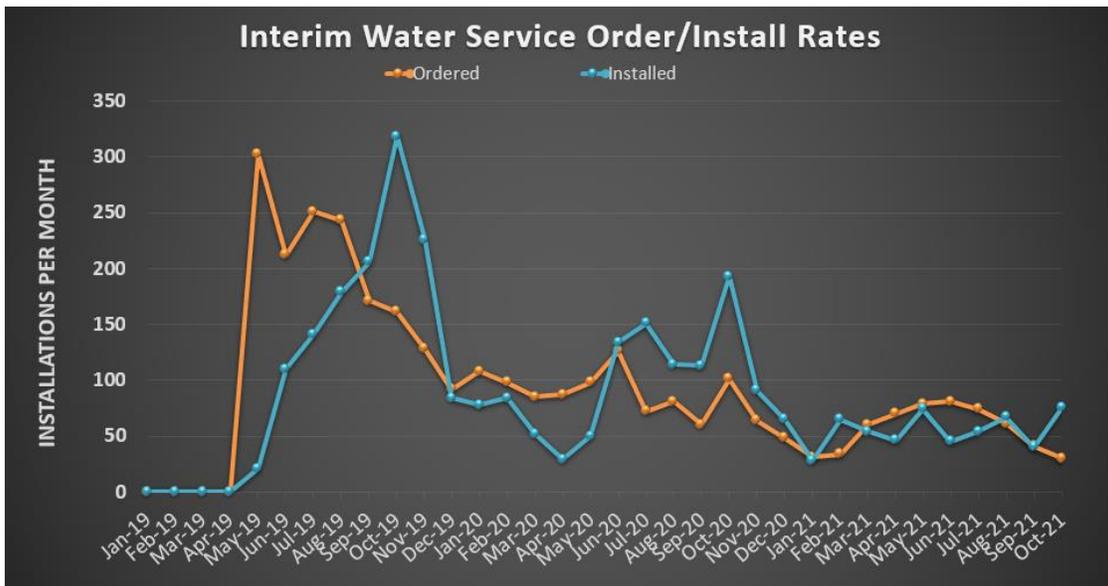


months remaining	20.2	21.5	23.9	25.9	25.0	24.4	22.4	20.5	18.7	17.3	19.2
Rainfall	5.49	8.2	6.04	5.99	2.02	0.07	1.83	0.01	0	0.7	15.48

Water Supply Recovery Program Update

Interim Water Service

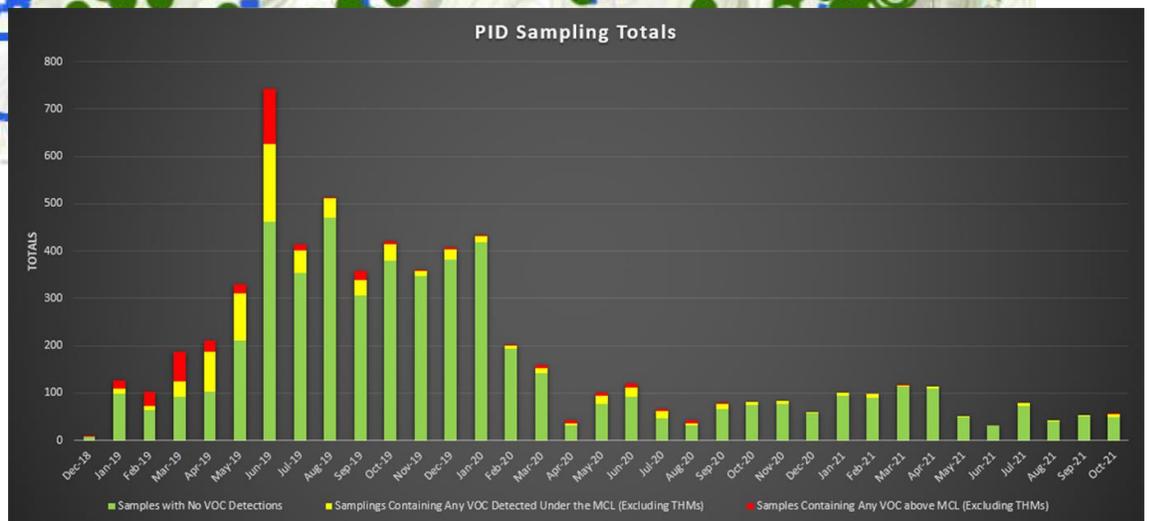
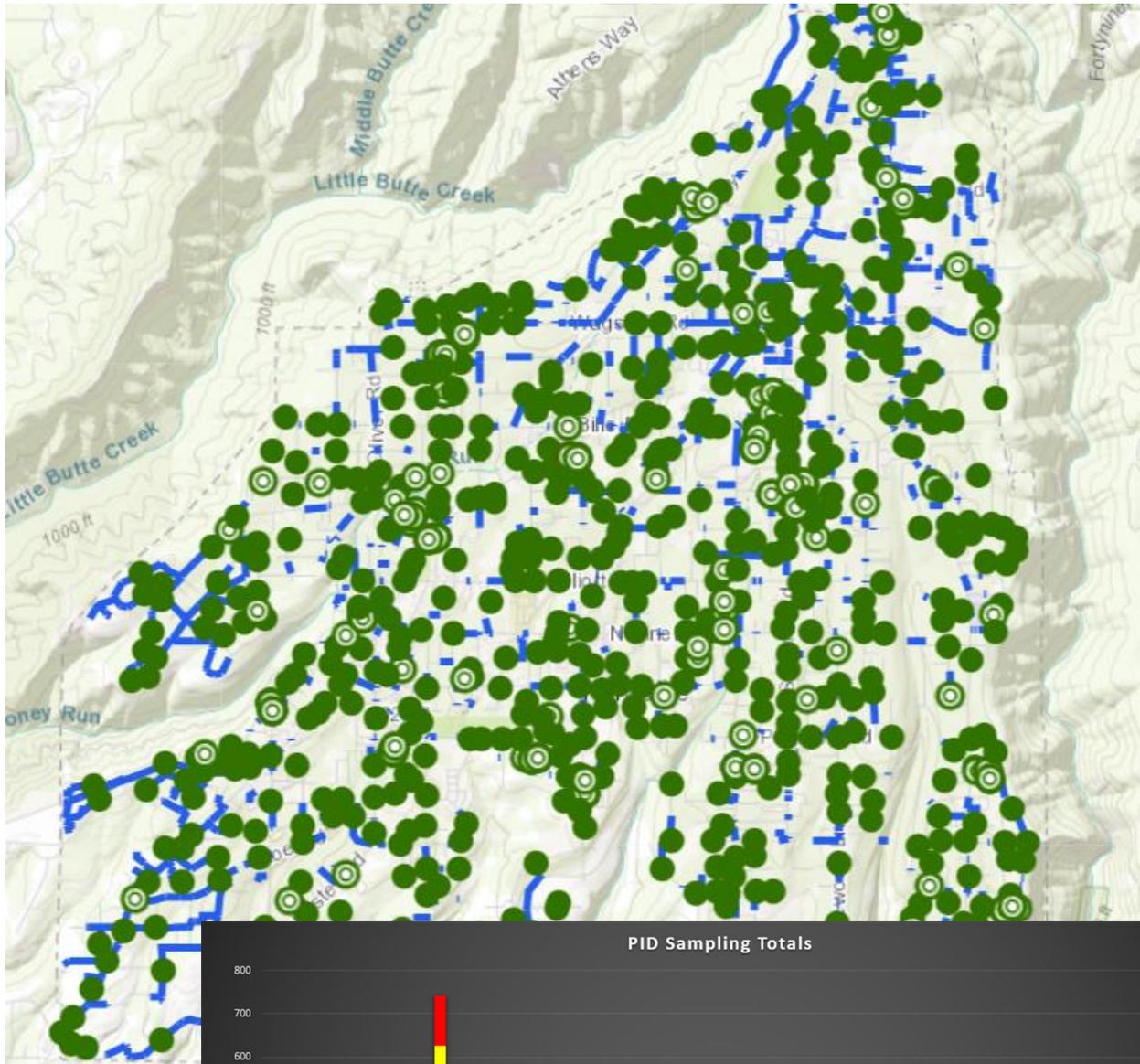
The Interim Water Service program continues. IWS orders in October continued to decrease in pace down to 30/mo. There were approximately 75 IWS installations in October, dropping the IWS backlog from 140 at the end of September to approximately 100 at the end of October and less than 70 at this time. As the MISLR project continues, more IWS orders are being directed to permanent service lateral replacement and meter/backflow preventer installation. The current plan is to modify the IWS program going forward to address new water service requests. The specifics of this modification are still being discussed. RCI plans to provide a dedicated crew to assist PID in addressing these new water service requests throughout the system while still maintaining work on the MISLR project in zone sequence with the majority of their workforce.



Water Supply Recovery Program Update

Water Quality Assurance Monitoring

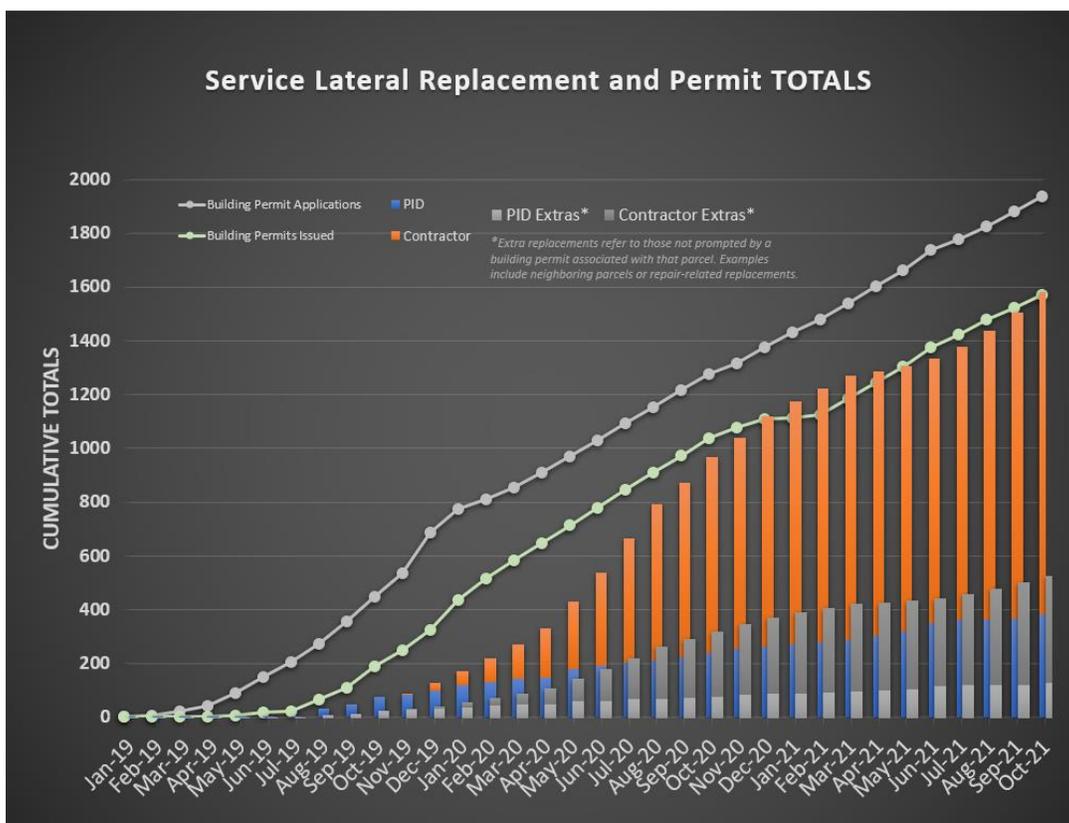
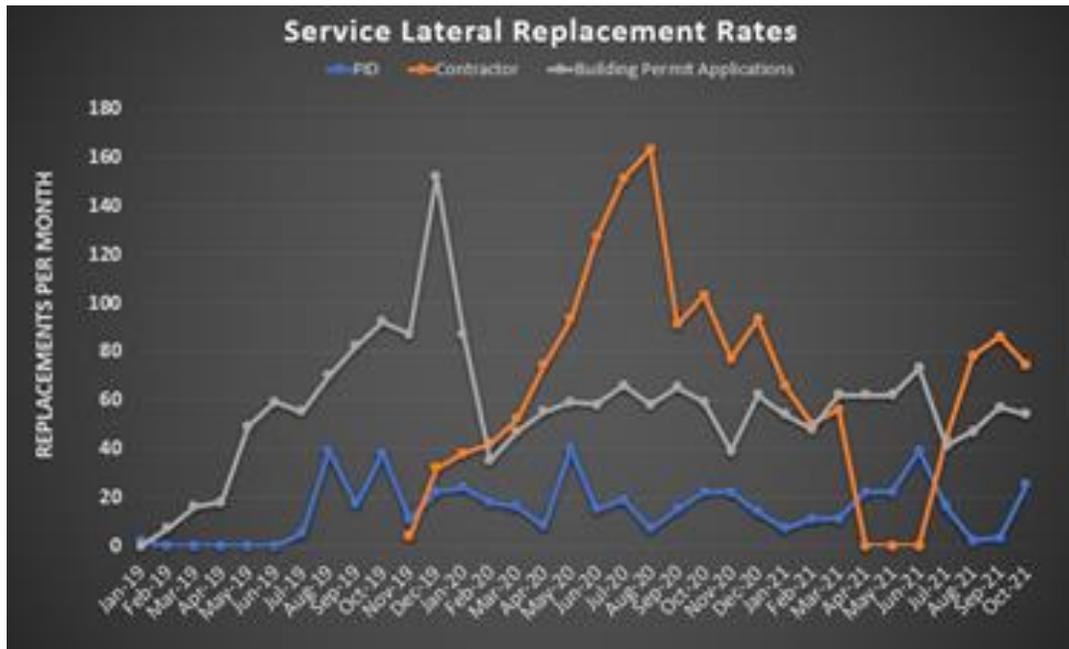
Water Quality Assurance Monitoring continues with no fire related VOC violations discovered. We continue to be on pace to have random-sample monitored the entire system by September 2022. The future of water quality assurance monitoring frequency and location will need to be discussed and decided on as we move into 2022 and complete this first round.



Water Supply Recovery Program Update

Meter Installation and Service Lateral Replacement Program

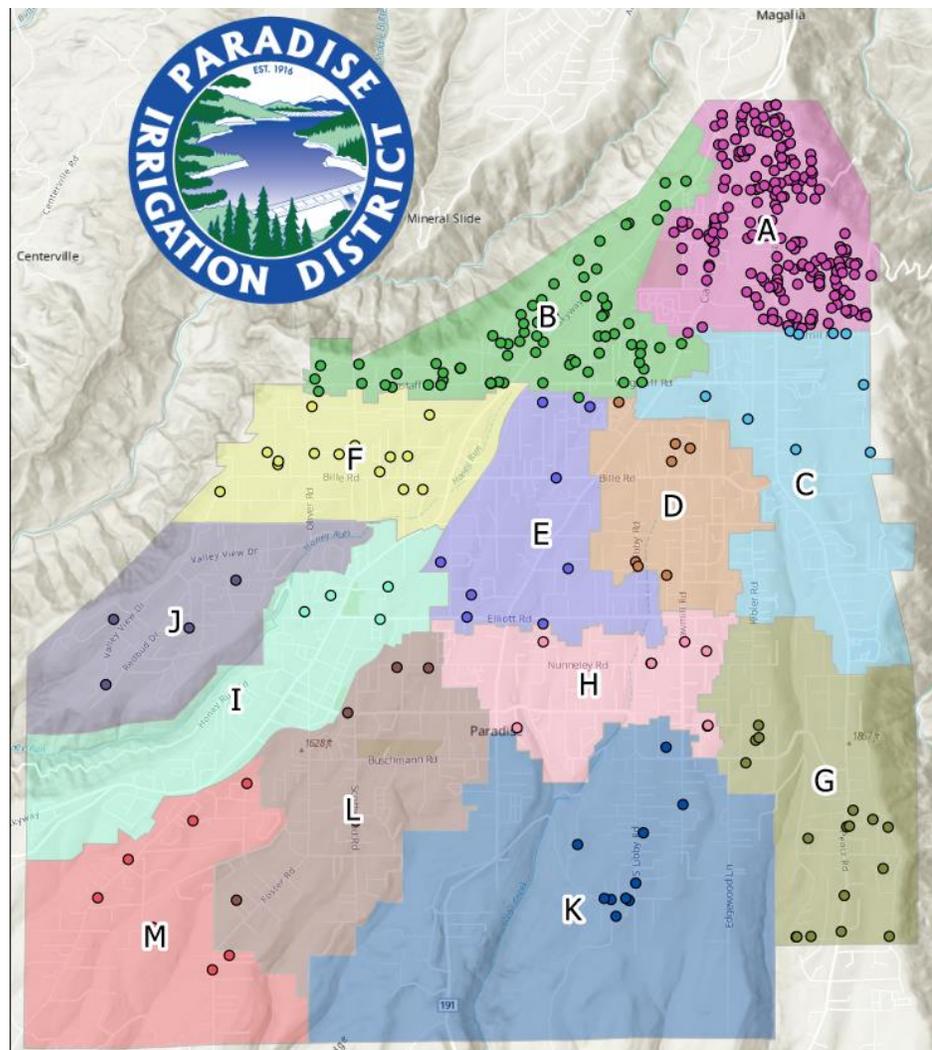
The Meter Installation and Service Lateral Replacement (MISLR) project continued at a similar pace of installation in October with just under 80 completed by RCI prior to month's end. With the severe storms experienced in October there were some weather delays. New permit applications at the Town of Paradise held relatively steady at just under 60/mo. With MISLR work full steam ahead, we remain ahead of issued building permits and continue to support the town rebuilding efforts.



Water Supply Recovery Program Update

Meter Replacement Program

Through the end of October a total of 1,288 meters have been purchased from Zenner and 1,123 have been transferred to RCI. In the month of October approximately 120 meters were installed, totaling approximately 370 meter installations from the start of the project through the end of October. A map displaying current meter locations is provided below. Meter installations are localized in Zones A and B but also include addresses that PID had indicated to be priorities and were completed in advance of zone work with the service lateral replacement. MIUs have not yet been installed but will be as soon as collectors and repeaters are installed and functional. PID and Water Works continue to work with the Town of Paradise and Zenner to move forward the installation of the centralized infrastructure and integrate new meter information into PID's Tyler billing system. In October, RCI worked on finishing remaining meter and backflow installations for Zone A, progressed with installation of meters and backflows in Zone B, and began replacement of service laterals for Zone C. RCI did experience a few weather days in the month of October. When possible RCI tries to work through the weather and is typically able to have their crews continue with service lateral replacements; however, installation of meters and backflows is impacted more by the wet conditions as it prohibits RCI from providing clean finished work at grade.



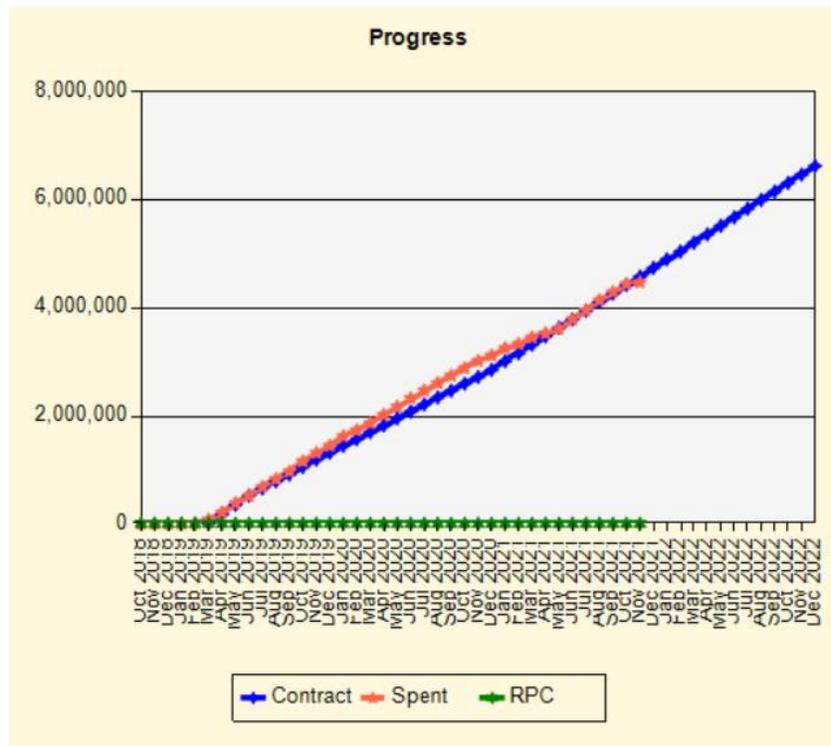
Water Supply Recovery Program Update

Reservoir B Replacement Project

Funding for the Reservoir B Replacement project continues to be pursued. The SRF/ASADRA funding application is proceeding very well. CEQA has been approved. DDW has reviewed and commented on the design drawings and we have responded to their comments and updated the drawings. We expect final approval from DDW by mid-November. DFA has indicated that costs incurred after November 1, 2021 will be eligible for funding, so a portion of Almond St will be eligible (approximately 35%) and the final funding agreement will be forthcoming (we hope to have it prior to the December Board meeting). We plan to come to the Board with the Reservoir B Replacement Project bid documents for approval to put the project out to bid in December, with bids opening in early February and Board Contract approval at the February Board meeting. This would put Notice to Proceed in early March and have the project complete by the end of 2022, perhaps Q1 of 2023.

Budget

Total billing for October was \$154,227.32, continuing at just below our projected average burn rate for the remainder of the project (\$158,000/mo). We remain confident of the overall project budget and control over the average burn rate in the coming months.



District Engineering Update

District Engineering Support Task Status

- **Task 1 – CCCS Pipeline Easement Conveyance**
Support for this task is complete.
- **Task 2 – Schmale Easement Relinquishment**
Legal documents are presented in this agenda for release of the easement in question. Once approved, these documents will be recorded with Butte County and then conveyed to the property owner and Town of Paradise for record. Support for this task is complete.
- **Task 3 - PGE Easement at the Water Treatment Plant**
Survey completed in October 2020. Discussion of options to route power underground through the roadway along the dam crest rather than hardened above ground infrastructure as previously discussed. Continuing coordination with PG&E and DSOD project manager to assist in pursuing this option.
- **Task 4 – Tesla Battery Backup Program**
Preconstruction conference held 9/2/21 and field work began 9/7/21. Work at Pump Station 2 is almost complete with a small amount of work with the batteries remaining to be done. Work at the Water Treatment Plant is underway with most equipment installed and some investigation related to the tie in left to complete in the field. Work is being coordinated through Bill Taylor.
- **Task 5 – Magalia Dam Engineering Study**
Invitation for proposals on the 100% design to be sent to prequalified firms this month. Coordination with Aptim to determine if additional grant funding will be needed in addition to the current funds remaining (~800k), and how to approach FEMA for any possible unobligated funds to add to the project. Possibility of CDBG funding in partnership with Butte County, coordination with their interest in widening skyway. 100% design process may be combined with either the design of the roadway, or consideration for a future roadway project. RFP ready to publish once final PID approval is given.
- **Task 6 – DDW Permit Renewal**
Support for this task is complete.
- **Task 7 – Public Records Act Request – Pentz Road**
Support for this task is complete.
- **Task 8 – Water Main and Easement - Jarvis/Roe Rd**
Support for this task is complete.
- **Task 9 – Miocene Canal**
No additional update at this time.
- **Task 10 – Almond Street Main Replacement Project**
Construction underway as of August 23rd after working through material procurement issues. Town of Paradise's paving project is also behind schedule so no coordination issues as yet, excepting combined traffic control occasionally. Coordination daily with local businesses, police, and fire. Finding some differences in the field from what was designed by Mark Thomas, as well as what PG&E installed. Working through design changes as needed in the field to accommodate what we find. Project scheduled for completion in November. Contingency and schedule adjustment to be addressed in a separate agenda item.

District Engineering Update

- **Task 11 – Dam Safety Emergency Action Plan**
Next steps : stakeholder meeting with surrounding agencies. WWE staff will coordinate with PID staff to facilitate this meeting and final plan input from these agencies.
- **Task 12 – Meter Insurance Claim**
Pending further feedback from JPIA or other data needs.
- **Task 13 – Leak Detection**
Preparation underway on a Work Plan for leak repairs prioritized by severity. Leak repairs to be cross referenced with planned main segment replacements as well as PG&E planned underground projects to streamline underground work before Town of Paradise paving is planned as much as possible.
- **Task 14 – Development Review Support**
Continue to provide support for development review requests as they are sent by the Town of Paradise. Participation in biweekly meetings to discuss any upcoming support needs, outstanding reviews, or other related issues.
- **Task 15 – Special District Funds Grant Application**
Developed, approved by the Board and submitted at the end of October. Notified that PID has been awarded \$269,200 in grant funding to support energy resilience for critical facilities during power outages. Development of procurement documents underway for contracted services to install solar equipment at PID tank sites. Documents in WWE quality control review with the intention to provide to PID in late October or early November. Interim reporting in progress in coordination with Aptim and PID staff.
- **Task 16 – Zone A Pipeline and WTP Grant**
Grant in CEQA review at this time.
- **Task 17 – Urban Water Management Plan**
UWMP and WSCPs submitted to DWR in advance of the July 1 deadline. Final plan documents sent and posted in all required formats and locations (PID office, CA State Library, PID website, etc)
- **Task 18 – SPCC Plan**
Updated and corrected plan submitted to Butte County as required. Training underway for PID staff on future responsibilities and updates for this plan.
- **Task 19 – Easement Release Request – Apple View Way**
Property record and easement research to support this inquiry/request. Data transmitted to the customer, in coordination with the Town of Paradise. Support for this task complete.
- **Task 20 – New Meter Estimate – Newland Rd**
Property and infrastructure research to provide engineering input on this request.
- **Task 21 – New Meter Estimate – 6148 Skyway**
Property and infrastructure research to provide engineering input on this request.
- **Task 22 – Luther Drive Development**
Property record, easement and infrastructure research and engineering to support the need for additional water service on this property, in coordination with members of the church at this location. Pending decisions by property owners, continued support will be provided as needed.
- **Task 23 – Paradise School District Data Request**

District Engineering Update

Engineering request for infrastructure information surrounding various school sites throughout Paradise. Developed maps of relevant infrastructure, making corrections where outdated and annotations of size, material. Transmitted to customer.

- **Task 24 – RCAC Fee Study Request**
Working with staff to develop and provide cost information for DE support on typical development related tasks.
- **Task 25 – New Meter Estimate – 6303 Harold Lane**
Engineering review provided.
- **Task 26 – 6800 Skyway Map Request**
Engineering review and data gathered, provided.
- **Task 27 – PID Water System Options Study**
Engineering support for PID during the execution of the Options Study.
- **Task 28 – Lofty View – Quail Way Easement Information**
Engineering review and research completed to provide data on easements through this area belonging to PID. Data conveyed to local surveyor requesting this information.
- **Task 29 – Development Review Request 6462 Clark Road**
Engineering review and comments provided to the Town of Paradise.
- **Task 30 – Safe Routes to School**
Coordination with the Town of Paradise, review of utility conflicts for this project. Attendance of preconstruction conference. Field relocation planned for a backflow device and several service laterals along Pentz in June.
- **Task 31 – Ingoglia Annexation**
Research and engineering review of available documentation to determine steps forward for PID support of service at this location.
- **Task 32 – Development Review Request – Clark Road - Nexil**
Engineering review and comments provided to the Town of Paradise.
- **Task 33 – Lot Line Adjustment – 4929 Foster Road - MyersBaker**
Engineering review and comments provided to the Town of Paradise.
- **Task 34 – Brookwood Project Data Request**
Engineering review and system data gathered, provided to requestor.
- **Task 35 – Development Review Request – 685 Pearson Road**
Engineering review and comments provided to the Town of Paradise.
- **Task 36 – Development Review Request – 6308 Skyway**
Engineering review and comments provided to the Town of Paradise.
- **Task 37 – Public Works Contract Support**
Research and assistance with three outstanding contracted services necessary for Corporation/Office operations and compliance. Ongoing assistance with advertisement and procurement in accordance with PID procurement policy and District attorney recommendations.
- **Task 38 – PID Boundary Skyway**
Research and determination of parcel in question. Info provided to PID staff and Town of Paradise.
- **Task 39 – New Meter Estimate - Regis**
Engineering review and comments provided to PID staff.
- **Task 40 – Lupine Subdivision Review**

District Engineering Update

Engineering review of subdivision plan set. Comments regarding design and standards developed and provided to PID staff.

- **Task 41 – Ponderosa Elementary School Development Information and Review**
Engineering review of project. Comments regarding design and standards developed and provided to PID staff.

Task 42 – Doralee Water Supply Study

Easement and water supply research. Recommendations and property data provided to PID staff. Easement need identified by staff. This project is intended to result in a new service lateral installed to increase a customer's water quality and supply, alleviating a repetitive maintenance issue. Contacted property owner and discussed possibility of easement. Owner was not interested in granting an easement so PID staff is reworking proposed plan and will meet in the field as necessary with local owners to discuss further in coming weeks.

- **Task 43 – Connie Circle Data Request**
Easement and water supply research and data gathering.

Task 44 – After Action Report Data

Recovery statistics and data collected and provided to PID staff for inclusion in the After Action Report.

- **Task 45 – 1091 Ewald Ct. Data Request**
Easement and water supply research. Recommendations provided to PID staff.

- **Task 46 – Water Service Policy Research**
Research into prefire policy and potential capacity issues on short dead-end mains as permitting and new services intensify.

- **Task 47 – Development Review Request – 195 Wayland Road**
Engineering review and comments provided to the Town of Paradise.

- **Task 48 – New Meter Estimate – 6203 Harvey Road**
Engineering review and comments provided to the Town of Paradise.

- **Task 49 – Town of Paradise Project Data Coordination**
Development of a Non-Disclosure Agreement for sharing distribution system data in coordination with Town of Paradise staff to designers for paving projects in Paradise. This will facilitate accurate design considerations for relocating and adjusting PID appurtenances to grade when paving is installed. Data transmitted to the Town of Paradise consultants for design. This NDA may serve for similar future larger system data requests.

- **Task 50 – New Meter Estimate – 6221 Lucky John**
Engineering review and comments provided to PID staff for development of estimate.

- **Task 51 – New Meter Estimate – 691 Thistle**
Engineering review and comments provided to PID staff for development of estimate.

- **Task 52 – Development Review Request – 533 Roberts**
Engineering review and comments provided to the Town of Paradise.

- **Task 53 – Development Review Request – 8272 Skyway**
Engineering review and comments provided to the Town of Paradise.

- **Task 54 – Development Review Request – 157 Valley Ridge**
Engineering review and comments provided to the Town of Paradise.

- **Task 55 – Development Review Request – 1239 Bille Road**

District Engineering Update

Engineering review and comments provided to the Town of Paradise.

- **Task 56 – New Meter Estimate – 1176 Pearson**
Engineering review and comments provided to PID staff for development of estimate.
- **Task 57 – New Meter Estimate – 6148 Skyway**
Engineering review and comments provided to PID staff for development of estimate.
- **Task 58 – New Meter Estimate – 6322 Harvey**
Engineering review and comments provided to PID staff for development of estimate.
- **Task 59 – New Meter Estimate – Graham Road**
Engineering review and comments provided to PID staff for development of estimate.
- **Task 60 – Development Review Request – 5885 Pentz**
Engineering review and comments provided to the Town of Paradise.
- **Task 61 – 5399 Clark Road**
Engineering review and comments provided to the Town of Paradise.
- **Task 62 – Development Review Request – 1797 Stark Lane**
Engineering review and comments provided to the Town of Paradise.
- **Task 63 – Utility Data Request - Bradshaw Terrace**
Data collection underway for transmission to requesting designer.
- **Task 64 – Paradise Avenue Fire Flow**
Staff request for modeling support to determine best method of fix to provide fire flow requirement to rebuilds. Hydraulic calculations performed to determine relative order of magnitude to be gained by the installation of a new service.
- **Task 65 – Lot Line Adjustment – 5399 Clark Road**
Engineering review and comments provided to the Town of Paradise.
- **Task 66 – CALDOT Data Request/Relocation Design – Clark and Easy Street**
Engineering review and letter provided to Caltrans regarding data request. Attendance of project coordination meetings with PID staff. Request submitted for design of pipe relocation to be negotiated with Caltrans for construction. Relocation plans developed and transmitted to Caltrans for review. Ongoing discussion of constructability and timing for relocation of PID infrastructure. This cost is likely to be on the order of \$50k-\$75k for the District if performed by a contractor (recommended based on complexity of the site conditions), in the spring or summer of 2022.
Meeting held at the end of July with Caltrans staff to discuss how to minimizing PID's excavation requirement by timing work on the main after Caltrans work has begun and grading completed. Caltrans very receptive to teamwork with PID to accomplish the / /main relocation. Next steps include sharing PID details with Caltrans to determine cost of work if completed by Caltrans contractor, as well as property research for priority of property rights in the month of October. Initial property research indicates Caltrans has priority property rights and PID will need to bear the cost of the main relocation. PID to draft liability letter for Caltrans indicating results of property research.
- **Task 67 – Development Review Request – 6480 Clark Road**
Engineering review and comments provided to the Town of Paradise.
- **Task 68 – Development Review Request – 771 East Oak Street**
Engineering review and comments provided to the Town of Paradise.
- **Task 69 – Lot Line Adjustment – 1530 and 1552 Forest Service Road**
Engineering review and comments provided to the Town of Paradise.

District Engineering Update

- **Task 70 – Development Review Request – 964 Wagstaff**
Engineering review and comments provided to the Town of Paradise.
- **Task 71 – Use Permit – Moose Lodge**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.
- **Task 72 – Development Review Request – 5623 Wilson Lane**
Engineering review and letter provided to Caltrans regarding data request. Attendance of project coordination meetings with PID staff. Request submitted for design of pipe relocation to be negotiated with Caltrans for construction.
- **Task 73 – Development Review Request – 253 Burden Terrace**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.
- **Task 74 – Lot Line Adjustment – 1760 Elysee Drive**
Engineering review and comments provided to the Town of Paradise. Potential handoff of LLA reviews to customer service.
- **Task 75 – Lot Line Adjustment – 7216 Pentz Road**
Engineering review and comments provided to the Town of Paradise. Potential handoff of LLA reviews to customer service.
- **Task 76 – Town of Paradise Utility Coordination**
Review and support for several proposed paving projects for which there are necessary steps of utility coordination. Identification of potential costs and impact to PID for relocation of facilities to accomplish this work. Support and provision of data for District council review and determination. Coordination meeting with Caltrans and the Town held 9/7/21. PID to performed example analyses on 2-3 locations from Town of Paradise plans to determine priority of right and is in further discussion regarding those results and how to move forward with communication. Results of analysis conveyed back to the Town of Paradise via letter by PID’s Engineer.
- **Task 77 – Inventory and Labor Fulcrum Database**
Support for District staff as requested to navigate the Fulcrum program and/or create formatted data export templates to analyze data collected in this manner.
- **Task 78 – Facilities Info Request – Clark and Nunneley**
Development of utility data sheets to provide for use in design. Field verification of all facilities required.
- **Task 79 – Development Review Request – 6480 Clark Road**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.
- **Task 80 – Development Review Request – 261 Chandler Drive**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.
- **Task 81 – Development Review Request – 6462 Clark Road**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.
- **Task 82 – Development Review Request – 6899 Clark Road**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.

District Engineering Update

- **Task 83 – Development Review Request – 5500 Rockford Lane**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.
- **Task 84 – Facilities Info Request – PG&E**
Development of utility data sheets to provide for use in design. Field verification of all facilities required.
- **Task 85 – Utility Request – Rental Guys Skyway**
Development of utility data sheets to provide for use in design. Field verification of all facilities required.
- **Task 86 – Development Review Request – 5808 Sawmill Road**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.
- **Task 87 – Development Review Request – 828 Elliot Road**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.
- **Task 88 – Lot Line Adjustment – 5650 Indian Rock Lane**
Engineering review and comments provided to the Town of Paradise.
- **Task 89 – Development Review Request – 6480 Clark Road**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.
- **Task 90 – Lot Line Adjustment – Siegfried**
Engineering review and comments provided to the Town of Paradise.
- **Task 91 – Development Review Request – 5760 Sawmill Road**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.
- **Task 92 – Development Review Request – 6363 Graham Road**
Engineering review and coordination with Town of Paradise Building Department.
Comments provided to the Town of Paradise.
- **Task 93 – 5885 Pentz Easement Status and Relinquishment**
Research and coordination with PID staff and the Town of Paradise regarding inquiries about an easement at 5885 Pentz and any future planned need or use by PID.
- **Task 94 – AWWA Auditing**
Working to review the current status of PID AWWA Audits prefire to current and complete backlog of audits through calendar year 2020 employing best estimates of consumption as needed. Complete validation of these audits by a WWE Certified Level 1 Audit Validator in conjunction with new District Engineer beginning in the month of October. Contacted DWR to inform them of PID’s intention to complete backlog of auditing and submit by the end of the year.
- **Task 95 – District Engineer Onboarding/Support**
Provide background information, files, and updates on all ongoing projects as requested by the District Engineer. Incorporate DE into ongoing efforts, meetings, email communications, and customer outreach. Provide assistance, recommendations, or other support as requested on an ongoing basis.
- **Task 96 – Development Review Request Gillingham Concrete**

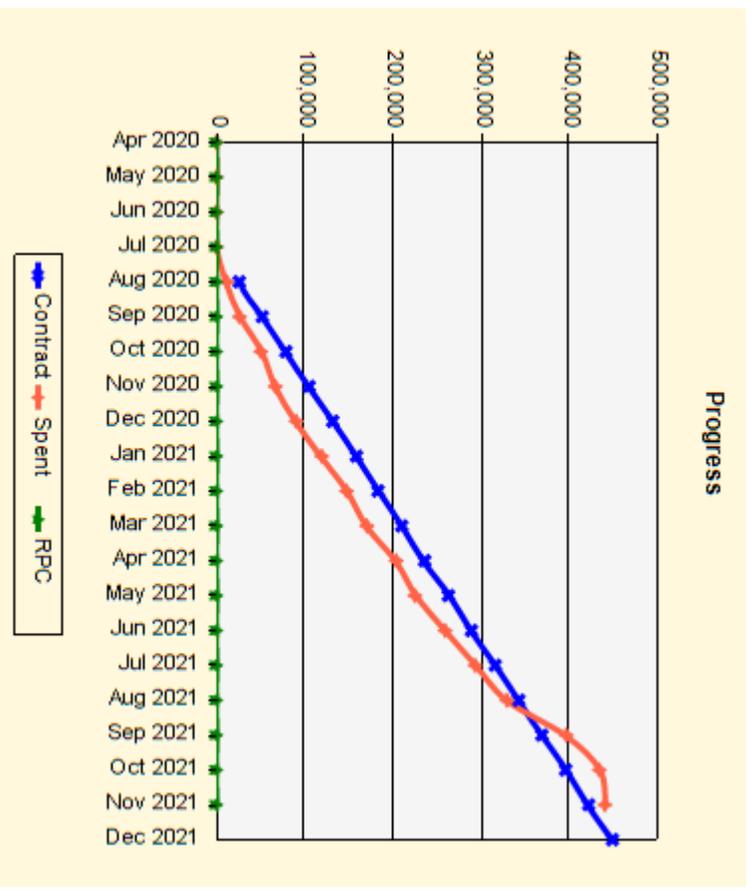
District Engineering Update

Review of available water supply options for a lot never previously served on the edge of the District. Engineering review and coordination with Town of Paradise Building Department. Comments provided to the Town of Paradise.

- **Task 97 – Development Review Request 1147 Wagstaff**
Engineering review and coordination with Town of Paradise Building Department. Comments provided to the Town of Paradise.
- **Task 98 – Capital Planning Scope Development**
At the request of staff, work to develop a scope, plan, and proposed fee to support in the development of an asset and capital project list to be prioritized with staff input.
- **Task 99 – Development Review Request 4929 Foster**
Engineering review and coordination with Town of Paradise Building Department. Comments provided to the Town of Paradise.
- **Task 100 – PG&E Easement PID Roads**
Discussion with PID attorney regarding history of this issue in coordination with PID Engineer. Continuing research to determine if PG&E work has already been completed and what if any obligations PID has to grant easements in these locations.

Budget

As Almond Street wraps up work requiring more active oversight and inspection will reduce. Overall we are nearing the capacity of the contract coming into December and are working with District staff to understand the desired level of effort going forward. We will bring an amendment reflecting the result of this discussion with District staff before the Board in December.





Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · www.pidwater.com

"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers." [Please consider how this agenda item relates to our mission](#)

TO: PID Board of Directors

FROM: Mickey Rich, Assistant District Manager

DATE: November 17, 2021

RE: Authorize District Manager to approve account credits for backflow purchases

Budgeted: YES

Recommendation: Give the District Manager discretion to issue account credits to customer accounts for backflow device purchase.

Background: Customer who needed water prior to the metering project purchased backflow prevention device from PID on the basis that if FEMA funding were available the cost for that purchase would be reimbursed.

The Board previously approved a not-to-exceed amount of \$1,006,326.00 to provide account credits to those customers who purchased interim backflow devices from the district.

835 of the 2638 (30%) customers who qualified for the account credit did not respond by the September 1, 2021, deadline. Occasionally, a customer will still ask for the refund.

If approved, account credits will range from \$380.85 to \$791.37 depending on size of the device originally purchased. We do not believe there is additional risk to the FEMA reimbursement if we grant the requests for account credits.

The recommended form of motion would be:

"I move to grant the District Manager the discretion to issue account credits ranging from \$380.85 to \$791.37 for purchase of backflow prevention devices."



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TO: PID Board of Directors

FROM: Mickey Rich, Assistant District Manager

DATE: November 17, 2021

RE: Resume late fees & convenience fees

Budgeted: Positive effect on budget

Information Item: Staff plans to resume charging penalties for late payment starting January 1, 2022. Additionally, staff plans to resume charging the convenience fee for credit card payments. We are researching making changes to our shut-off policy and will come back at a future date with a policy recommendation. In the meantime, we will continue the practice of not shutting off customers for non-payment.

Background: Following the 2018 Camp Fire, the District waived all late penalties to customers. In March of 2020, the District began waiving the convenience fees for credit card payments made in person and does not currently shut-off water service to customers when past due.

The District plans to revert to its pre-fire and pre-COVID-19 business procedures beginning January 1st. Customers are being notified on their bills and newsletter of the end of the grace period.

Credit card convenience fees: \$3.00 each. 2020/2021. Lost revenue for convenience fees totals approximately \$670.00.

Late penalties: 2% of the account balance. Currently past due: 1500 accounts for a balance of approximately \$166,000.00. Current average penalty amount is \$2.75 totaling approximately \$3,300.00.

No motion necessary, but direction may be given.



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TO: PID Board of Directors

FROM: Mickey Rich, Assistant District Manager, Blaine Allen, Assistant Engineer

DATE: November 17, 2021

RE: PID Property Discussion

Budgeted: **No: May have a positive effect on budget**

Recommendation: Staff recommends issuing an RFP for realtor services to provide recommendations and to manage any potential sale of surplus property.

Background: Blaine Allen has performed a preliminary analysis of PID's properties (attached). Based on these early findings and the recent changes in the real estate market, staff recommends enlisting the help of professional real estate services for the advice and management of any potential real estate sales of surplus property.

Recommended Board Action:

Direction may be given.

Properties that PID should retain

APN	Location	Type	Street Name	Street length (ft)	Lot size (sq ft)	Description
050-070-075-000	Skyway and Yellowstone Kelly Heritage Trail	Tank			45302	Reservoir B location
050-070-075-000	Skyway and Yellowstone Kelly Heritage Trail	Tank			80586	Reservoir B location
050-070-083-001	Skyway and Yellowstone Kelly Heritage Trail	Tank			93654	Reservoir B location
050-190-040-000	Tank Site by Pine Grove	Tank			24829	Tank Site
054-040-135-000	Tank site off Nunneley	Tank			53143	Tank Site
066-440-014-000	Off Skyway	Tank			18295	Tank Site
053-040-034-000		Tank			32234	Tank Site
050-081-032-000	Moore Rd.	Pump Station			8276	Pump station
053-012-022-000	6332 Clark Rd.	Lot			28749	Main Office
053-150-197-000	6332 Clark Rd.	Lot			148104	Maintenance Shop
058-100-097-000	near Paradise Lake				50093	
058-100-098-000	6910 Lucretia				105415	
058-100-115-000	Paradise lake area				3148516	
065-010-022-000	Paradise lake area				214315	
065-010-026-000	Paradise lake area				1132124	
065-010-051-000	Paradise lake area				21780	
065-010-052-000	Paradise lake area				459558	
065-010-064-000	Paradise lake area				602434	
065-050-032-000	Paradise lake area				503118	
065-050-038-000	Paradise lake area				3863336	
065-110-020-000	Paradise lake area				1089000	
065-110-024-000	Paradise lake area				6969600	
065-150-001-000	Paradise lake area				227818	
065-150-002-000	Paradise lake area				439956	
065-150-003-000	Paradise lake area				326700	
065-160-002-000	Paradise lake area				540144	
065-160-003-000	Paradise lake area				397267	
065-180-012-000	Paradise lake area				714383	
065-180-019-000	Paradise lake area				217800	
065-180-020-000	Paradise lake area				719175	
065-180-031-000	Paradise lake area				356756	
065-530-038-000	Paradise lake area				6551424	
065-530-047-000	Paradise lake area				130680	
065-240-002-000	Magalia Reservoir				1254528	
065-260-011-000	Magalia Reservoir				10169953	
066-010-024-000	Magalia Reservoir				710899	

Properties that PID should consider relinquishing and further research is recommended

APN	Location	Type	Street Name	Street length (ft)	Lot size (sq ft)	Description
050-011-007-000	Indian Rd. and Skyway	Open lot			1306	small lot
050-070-024-000	Between Qual Way and Skyway	Open lot			11325	long slender lot between 2 properties (8797 Skyway, 8777 Skyway)
053-150-198-000	6350 Clark Rd.	Lot			16522	Lot near office with house
053-150-199-001	6352, 6358, 6360 Clark Rd	Lot			20908	Lot near office
055-170-017-000	near Eden Rd.	Open Lot			10018	

Properties ("Streets") that PID should consider relinquishing but are currently in negotiations with PG&E regarding easements

APN	Road Name	From	To	Approximate Length
Unassigned	Academy Drive (west side)	Nunneley	Church driveway	675'
Unassigned	Academy Drive (north end)	Nunneley/Academy	West end	668'
Unassigned	Belleview Drive	Merrill Road	South 270'	270'
050-180-069	Belleview Drive (South of)	Wagstaff Road	Ponderosa School	1210'
051-164-029	Berkshire Avenue	Bille Road	North end	1440'
Unassigned	Brill Road	N. Libby Road	West & North to end	1555'
Unassigned	Chaney Lane	Fickett Lane	Pentz road	1915'
054-192-003	Dottie Lane	Sawmill Road	637' west	637'
Unassigned	E. Oak Street	Scottwood Road	Shady Lane	660'
Unassigned	Edwards Lane	Marlow Lane	East end	672'
Unassigned	Feather River Place	Pentz Road	North end	1834'
050-150-015	Forest Service Road	Moore Road	West to RR R/W	1300'
053-131-050 & 053-131-060	Golden Oaks Road	Nunneley Road	North end	547'
Unassigned	Henson Road	Sawmill Road	Butte View Terrace	1574'
050-150-110	Herman Lane	Rocky Lane	Hummingbird Lane	30' x 1320'
Unassigned	Heynen Road	Pentz Road	West to end	925'
050-290-047	Merrill Road	Belleview Drive	West to end	345'
Unassigned	Meyers Lane	Graham Road	Oliver Road	1327'
Unassigned	Quail Way	Skyway	East line of Sec 2	1380'
Unassigned	Roe Road	East End	442' west	442'
Unassigned	Ronsue Road	Valley View Drive	South end	535'
Unassigned	Ryan Road	Kibler Road	East 270'	270'
Unassigned	Scottwood Road	E. Oak Street	North to end	540'
Unassigned	Shady Lane	E. Oak Street	North 740'	740'
Unassigned	Sunset Drive	Oliver Road	East end	1042'
Unassigned	Toyon Road	Roe Road	Foster Rd	2358'
Unassigned	Travis Road	Pearson Road	Henson Rd	897'
052-032-023	Wagon Wheel Way	Valley View Drive	Primrose Lane	580'
Unassigned	Woodglen Drive	Nunneley	1318' south	1318'
Unassigned	No Name Available	E. of Redhill Way	North of Wall Lane	735'

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

THIS FIRST AMENDMENT is made to Employment Agreement dated April 21, 2021, between the PARADISE IRRIGATION DISTRICT ("District") and Tom Lando ("Employee") this 17th day of November, 2021.

Recitals

Whereas, District and Employee entered into Employment Agreement dated April 21, 2021.

Whereas, the Agreement allows the parties to amend upon concurrence of the parties;

Whereas, Employee wishes to continue serving as District Manager and District wishes to retain Employee in that capacity;

Now therefore, District and Employee hereby agree to amend the above referenced Employment Agreement as follows:

Effective November 17, 2021, the following paragraph shall be added to Section 8 of the Employment Agreement referenced herein:

8(c)

If Employee is terminated other than for cause and while still willing and able to perform the duties of District Manager, District agrees to pay Employee a cash payment equal to three (3) month base salary at the time of termination. Said cash payment may be paid in one (1) lump sum upon the effective date of termination. Such payment will release District from any further obligations under this Agreement, except payment of any vacation leave accrued and unused sick leave compensation consistent with the Management employees as of the date of termination. The severance payment is in gross, does not constitute wages, and District shall report said payment on IRS Form 1099. Liability for income and other taxes applicable to the severance payment will be the sole responsibility of Employee.

If Employee is terminated because of conviction of any criminal offense involving moral turpitude, then District shall have no obligation to continue the employment of Employee or to pay the severance set forth above. If Employee is charged and ultimately convicted of a crime involving an abuse of his office or position, all severance payments shall be fully reimbursed to District. If Employee is terminated because he is charged with a crime involving abuse of office, District may deposit the severance payment with an independent escrow officer. If Employee is convicted of a crime involving abuse of office, the escrow officer shall refund the severance pay to District. If Employee is acquitted of the charge, the escrow officer shall deliver the severance pay to Employee.

All other provisions of the April 21, 2021 Employment Agreement shall remain in full force and effect as therein written.

IN WITNESS WHEREOF, The District has caused this Amendment to Employment Agreement to be signed and executed in its behalf by its President and duly attested. The Employee has also executed this Amendment.

Paradise Irrigation District

Dated: _____

By: Shelby Boston, President

Dated: _____

By: Tom Lando, District Manager

EMPLOYMENT AGREEMENT

This Agreement ("Agreement") is entered into by and between Paradise Irrigation District ("District"), a Special District of the State of California, and Tom Lando ("Lando") this 21st day of April, 2021.

RECITALS

Lando has served as Interim District Manager since August of 2020. The District desires to employ Lando as District Manager of the Paradise Irrigation District and Lando desires to serve as District Manager pursuant to the terms of this Agreement.

The parties, by execution of this agreement, agree that all earlier agreements, amendments, understandings, communications, representations or promises, whether written or oral are hereby revoked and superseded by this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby stipulated, the District and Lando agree as follows:

AGREEMENT

1. Appointment and Duties of District Manager. Lando shall serve as the District Manager of the Paradise Irrigation District and will perform such duties as outlined in the District Manager's job description, attached hereto as Exhibit "A," and as authorized by current policy and rules of the District. Lando shall perform his duties to the best of his ability in accordance with the highest professional and ethical standards of the profession and shall comply with all applicable rules and regulations established by the District. Lando's performance shall at all times be subject to review by the Board of Directors. Employee shall not engage in any activity which is, or may become, a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law. Prior to performing any services under this Agreement and annually thereafter, the Employee must complete disclosure forms required bylaw.

2. Term. The term of service as District Manager shall begin on April 21, 2021 (the "Effective Date") and will continue until terminated, as set forth hereafter. The parties recognize and affirm that: (1) Employee is an "at will" employee whose employment may be terminated by the District without cause, and (2) there is no express or implied promise made to Lando for any form of continued employment. This Agreement is the sole and exclusive basis for an employment relationship between Lando and District .

3. Salary. District agrees to pay Lando One Hundred Sixty-Two Thousand dollars (\$162,000) in salary per annum for his services, payable in installments at the same time as other employees of the District are paid and subject to customary withholdings.

4. Supplemental Benefits.

a. Lando will receive the same holidays and sick leave offered to other District employees.

- b. Lando shall receive fifteen (15) days of vacation leave annually, which may be accrued under the same terms and conditions applicable to District employees generally. Vacation must be scheduled so as to not unreasonably disrupt the needs and operation of the District.
- c. Lando will not receive retirement benefits and payments, health insurance, vision insurance, dental insurance, disability insurance, or life insurance.

5. Outside Employment and Schedule. The parties acknowledge that Lando will provide administrative and consultant services to other entities during the term of this Agreement. Lando affirms that this will not interfere with his duties to serve as District Manager for the District and will devote the time necessary to serve as such. Lando shall commit the work time required to discharge the duties and responsibilities of District Manager. Because Lando will devote a great deal of time outside normal office hours and because flexibility in hours worked and work schedule benefit both the District and Lando, Lando has some discretion as to his work schedule and hours worked. Lando will prepare a schedule of days and times he will be available at the District Office and submit that schedule to the Board within two (2) weeks of execution of this Agreement.

6. Modification. This Agreement may not be altered in whole or in part except by a modification, in writing, executed by Lando and District through majority action of its Board of Directors.

7. Entire Agreement. This Agreement contains all representations and the entire understanding between the parties with respect to the subject matter of this Agreement. Lando acknowledges that there have not been any oral promises or understandings not contained in this Agreement.

8. Resignation and Termination.

(a) Employee may resign at any time. Lando agrees to give District at least thirty (30) days' advance written notice of resignation.

(b) District may at any time terminate Lando without cause upon thirty (30) days' advance written notice.

9. Automobile Expense. Lando's duties require that he shall have the use of an automobile at all times during his employment. Lando shall provide his own automobile. District shall provide employee with \$500.00 as a monthly automobile allowance. Lando shall maintain his vehicle in good condition and shall further maintain insurance coverage in the amounts determined by the District's insurance provider.

10. Performance Evaluation. The Board of Directors shall evaluate Lando's performance annually. In addition, every year the Board of Directors and Lando will set goals and objectives for the ensuing year. The Board of Directors shall evaluate Lando as to his performance related to the agreed upon goals and objectives. Lando shall be responsible for scheduling the reviews contemplated by this paragraph. The Board of Directors may at any time schedule a performance review.

11. Other Terms and Conditions of Employment. The Board of Directors, by resolution, shall fix any other terms and conditions of employment, as it may determine from time to time, relating to the performance of Lando, provided such terms and conditions are not inconsistent with provisions of this Agreement or law.

12. Notices. Any notices required by this Agreement shall be in writing and either given in person or by first class mail with the postage prepaid and addressed as follows:

TO DISTRICT: Board of Directors
Paradise Irrigation District
6332 Clark Road
Paradise, California 95969

TO LANDO: Tom Lando



13. Entire Agreement. This Agreement is the final expression of the complete agreement of the parties with respect to the matters specified herein and supersedes all prior oral or written understandings. Except as prescribed herein, this Agreement cannot be modified except by written mutual agreement signed by both parties.

14. Assignment. This Agreement is not assignable by either District or Lando.

15. Indemnification. Lando shall be entitled to legal defense and indemnity as set forth in California Government Code sections 825, *et. seq.*, and 995, *et. seq.*

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date set forth adjacent to its name.

Dated: April 21, 2021

Paradise Irrigation District

By: Shelby Boston
Shelby Boston, President
Paradise Irrigation District Board of Directors

Dated: April 21, 2021

By: Tom Lando
Tom Lando

DISTRICT MANAGERDefinition

Under policy direction of the Board of Directors, to be in charge of the operations, functions, and administrative affairs of the District; to represent the Board's policies and programs with employees, community organizations, and the general public; to prepare budget requests and make recommendations to the Board on final expenditure levels; to be responsible for employer-employee relations; to be responsible for development, maintenance, and improvement of District facilities and services; and to perform other job related duties as required.

Examples of Duties

- Serves as Chief Administrative officer for the Paradise Irrigation District.
- Develops, recommends and establishes plans, procedures and management controls to implement Board policy.
- Coordinates the preparation of the agenda for Board of Directors meetings.
- Conducts a variety of special studies and surveys to determine effectiveness of District programs and services.
- Represents the Board's policies and programs with employees, community representatives, and other government agencies.
- Has responsibility for media and public relations.
- Reviews budget requests.
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- Oversees the development and administration of capital improvement budgets and plans.
- Maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations and services.
- Has responsibility for District personnel matters, including employment procedures, grievances, affirmative action, and employer-employee relations.
- Participates in negotiations with bargaining groups.
- Prepares leases and agreements with other agencies.
- Has general responsibility for District engineering functions.
- Represents District interests and communications with local, state, and federal agencies, consultants, political bodies, community organizations, committees, boards, commissions, and the public.
- Serves as District representative before boards and commissions.
- Has responsibility for District disaster preparedness and response.

Typical Physical Activities

- Travels regularly by airplane and automobile in conducting District business.
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.

Special Requirements

Valid Driver License issued by the State Department of Motor Vehicles.

Employment Standards

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Basic knowledge of engineering and construction principles applicable to the planning, design, and construction of District facilities.
- Basic water treatment and distribution principles and practices.
- Laws, rules, ordinances and legislative processes controlling irrigation district functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methodologies.
- Cost estimating and contract administration.
- Principles of budget development and expenditure control, including capital improvement budgets.
- Public personnel and employer-employee relations practices and legislation.
- Public and press relations.
- Principles of supervision, management, and general administration.

Ability to:

- Plan, organize, direct, coordinate, and supervise the functions and activities of an organization to achieve efficient operations and meet service goals.
- Exercise leadership, authority, and management tactfully and effectively.
- Prepare and administer a District budgeting and fiscal control process.
- Collect and analyze data on a variety of topics.
- Effectively organize and carry out public and media relations.
- Coordinate the preparation of Board agendas.
- Administer personnel and employer-employee relations programs.
- Oversee the development and improvement of District facilities and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, policies, and programs.
- Communicate well during public presentations.
- Insure prompt and proper response to public concerns and complaints.
- Prepare comprehensive technical reports and recommendations.
- Effectively represent the District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Establish and maintain cooperative working relationships.

Desirable Qualifications

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

Broad and extensive work experience in a management or administrative position in a private or public agency. Background should include responsibility for formulation and implementation of programs, budgets and administrative operations.

Graduation from an accredited college or university with major work in public, personnel or business administration, finance, engineering, or appropriate field which will provide a foundation for the required knowledge and skills.

The specific statements shown in each section of this description are not intended to be all- inclusive. They represent typical elements and criteria necessary to successfully perform the job.

LIMITED TERM EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 17th day of November, 2021, by and between PARADISE IRRIGATION DISTRICT, a California Irrigation District, ("District") and Brett Goodlin ("Employee"). The Agreement shall be effective November XX, 2021.

RECITALS

- A. District has made an offer of employment to Employee to fill the position of Finance and Accounting Manager of Paradise Irrigation District, effective November XX, 2021.
- B. The Board of Directors and Employee desire to set forth in writing the terms and conditions of Employee's employment as Finance and Accounting Manager.

AGREEMENT

1. DUTIES.

- (a) The parties recognize and affirm that: (i) Employee is an "at will" employee whose employment may be terminated by the District without cause; and (ii) there is no express or implied promise made to Employee for any form of continued employment. This Agreement is the sole and exclusive basis for an employment relationship between Employee and District.
- (b) Employee shall perform the functions and duties specified in Exhibit "A" attached hereto and incorporated herein by this reference; and Employee shall also perform other legally permissible and proper duties and functions as the District Manager may from time to time assign.
- (c) Employee shall perform his or her duties to the best of his or her ability in accordance with the highest professional and ethical standards of the accounting profession and shall comply with all applicable rules and regulations established by the District. Employee's performance shall at all times be subject to review by the District Manager.
- (d) Employee agrees to remain in the exclusive full-time employ of the District during the term of this Agreement.
- (e) Employee shall not engage in any activity which is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law. Prior to performing any services under this Agreement and annually thereafter, the Employee must complete disclosure forms required by law.

2. TERM.

The term of this Agreement shall run from the effective date shown in the introductory paragraph above and shall continue until terminated by either party in accordance with the provisions set forth in Paragraph 3, or until terminated by the event of the death or permanent disability of Employee.

3. RESIGNATION AND TERMINATION.

- (a) RESIGNATION. Employee may resign at any time and agrees to give District at least 30 days' advance written notice of the effective date of his resignation.
- (b) TERMINATION WITHOUT CAUSE. District may at any time terminate Employee without cause upon 10 calendar days advance written notice.
- (c) CONCLUSION OF LIMITED TERM. This Agreement shall terminate automatically ninety (90) calendar days after its effective date unless both parties agree otherwise in a writing approved by the Board of Directors.

4. SALARY.

District agrees to pay Employee \$80,000.00 per year for his services, payable in installments at the same time as other employees of the District are paid and subject to customary withholdings.

5. SUPPLEMENTAL BENEFITS.

The District shall provide the Employee the same benefits as provided to District management employees and as such benefits may be amended from time to time. All actions taken by the District relating to benefits for management employees shall be considered actions granting the same benefits to Employee. As used herein, "benefits" means holidays, sick leave, vacation leave, retirement benefits and payments, health insurance, vision insurance, dental insurance, disability insurance, and life insurance.

6. PERFORMANCE EVALUATION.

The District Manager shall evaluate Employee's performance within forty-five (45) days after the effective date of this Agreement. Employee shall be responsible along with the District Manager for scheduling the reviews contemplated by this paragraph.

8. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

The Board of Directors, by resolution, shall fix any other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with provisions of this Agreement or law.

9. NOTICES.

Any notices required by this Agreement shall be in writing and either given in person or by first class mail with the postage prepaid and addressed as follows:

TO DISTRICT: District Manager
Paradise Irrigation District
6332 Clark Road
Paradise, CA 95969

TO EMPLOYEE: Brett Goodlin
Finance and Accounting Manager

[REDACTED]
[REDACTED]

10. ENTIRE AGREEMENT.

This Agreement is the final expression of the complete agreement of the parties with respect to the matters specified herein and supersedes all prior oral or written understandings. Except as prescribed herein, this Agreement cannot be modified except by written mutual agreement signed by both parties.

11. ASSIGNMENT.

This Agreement is not assignable by either District or Employee.

12. COUNTERPARTS.

This Agreement may be executed in two (2) counterparts which shall be identified by number and each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the District has caused this Agreement to be signed and executed in its behalf by its President and duly attested by the Secretary. The Employee has also executed it.

Brett Goodlin

Shelby Boston, President
Paradise Irrigation District

ATTEST:

Georgeanna Borrayo, District Secretary

EXHIBIT “A”

FINANCE AND ACCOUNTING MANAGER

Definition

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

Finance and Accounting Manager

Examples of Duties

- Serves as the Controller for the District.
- Plans, organizes, directs, and manages District financial, accounting, and investment decisions.
- Provides long range financial planning, protection of District assets, and development and maintenance of budget controls.
- Prepares, presents, and monitors the District’s budget.
- Assumes responsibility for the proper investment of District funds in accordance with the District’s investment policy.
- Coordinates the District’s outside annual certified audit, participates in the selection process of the auditing firm, and implements adequate internal controls to safeguard the District’s assets.
- Administers long-term capital project financings, reviews interest rate opportunities, and monitors bond covenant/continuing disclosure certifications.
- Oversees the recording of assets and ensures timely posting of general ledger activity; and directs the development, preparation, and timely presentation of financial reports and statements.
- Maintains proper administration of District’s grant funding opportunities.
- Administers the District insurance and risk management functions.
- Assists the District Manager in the development of District collective bargaining proposals.
- Serves as District Treasurer which shall be appointed by the Board of Directors.
- Performs related duties as assigned.

Required Knowledge

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling special district functions and operations.
- Principles and practices of auditing.
- Computerized management information and fiscal systems.
- Risk management and insurance.

- Investment principles and practices.
- Cost estimating and contract administration.
- Public personnel administration, affirmative action, and employer-employee relations.
- Principles and practices of personnel administration.

Ability To

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

Desirable Qualifications

Broad and extensive work experience that includes performing financial analysis, accounting, management information system development, budgeting, risk management work, and personnel system development and administration including position classification, compensation system development, equal employment opportunity, and benefit administration.

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

Typical Physical Activities

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