



# Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · [www.pidwater.com](http://www.pidwater.com)

## AGENDA

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

6332 CLARK ROAD, PARADISE, CA 95969

WEDNESDAY, SEPTEMBER 21, 2022 – 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](mailto:gborrayo@paradiseirrigation.com) or telephone (530) 876-2039 prior to 4:30 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

(Pg. 5-7)

#### 2. **AB 361 and Remote Meeting Guidance:** Adopt Resolution No. 2022-19 Re-Authorizing Remote Meetings Consistent with AB 361. *Action may be taken. (Roll Call Vote)*

#### 3. **PUBLIC PARTICIPATION:**

Individuals will be given an opportunity to address the Board regarding matters not scheduled on the agenda, although the Board cannot take action on any matter not on the agenda. Comments will be limited to 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.

#### 4. **CLOSED SESSION:**

##### a. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS.** Government Code § 54956.7

Property: Forks of Butte Hydroelectric Project

PID Negotiators: Tom Lando, District Manager, Mickey Rich, Assistant District Manager, PID

General Counsel, Minasian, Meith, Soares, Sexton & Cooper, LLP

Other Negotiators: Hypower and its agent Bodington & Company

Under Negotiation: Price and Terms of Sale of 14.5 megawatt Forks of Butte Hydroelectric Project

#### 5. **ANNOUNCEMENT FROM CLOSED SESSION**

#### 6. **APPROVAL OF CONSENT CALENDAR:** *Action may be taken.*

- a. Approval of Meeting Agenda Order
- b. Approval of Minutes – Regular Meeting of August 17, 2022
- c. Approval of Minutes – Special Meeting of September 6, 2022
- d. Approval to Purchase – Carus 3190 – Zinc Orthophosphate for Water Treatment Plant

(Pg. 8-12)

(Pg. 13)

(Pg. 14)

## 7. TREASURER'S UPDATE:

- (Pg. 15-24) a. **Treasurer's Report:** Review and acceptance of the Treasurer's Report for the period ending August 31, 2022. *Action may be taken.*
- (Pg. 25-39) b. **Expense Approval Report:** Approval of payments by check in the amount of \$2,183,132.98 representing check numbers 57713 through 57759 and electronic payments of \$690,954.11 by EFT for the month of August 2022 totaling \$2,874,087.09, excluding voided check numbers 57724-57727 and 57758, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of September 2022. *Action may be taken.*

## 8. PID STAFF & CONSULTANT REPORT UPDATES: Verbal and written report updates from staff and consultants. *Informational Report Updates. Direction may be given.*

- (Pg. 40-41) a. District Manager's Report
- (Pg. 42-45) b. Strategic Plan Progress Report
- (Pg. 46-47) c. Customer Service Activity Report
- (Pg. 48-51) d. Field Operations Staff Report
- (Pg. 52) e. Water Treatment Plant Staff Report
- (Pg. 53-58) f. Engineering Reports
- (Pg. 53-58) g. Water Supply Recovery Program Update: Progress update provided by Water Works Engineers
- (Pg. 53-58) h. Post Fire Disaster Public Assistance & Recovery Management Services Update: Verbal update provided by Nicole Maddox – Aptim Environmental & Infrastructure.

## 9. COMMITTEE REPORTS: *Information Item Only.*

Board oral report(s) regarding representation on Commissions/Committees/Conferences:

- a. Community Relations Committee (Directors Matthews & Sulik – Chairperson)

## 10. UNFINISHED BUSINESS (Continued from August 17, 2022 Board of Directors Meeting):

- (Pg. 59-64) a. **Appropriations Limit of the District** (Treasurer Brett Goodlin): Adopt Resolution No. 2022-15 establishing the Appropriations Limit of the District at \$3,204,394.00 for Fiscal Year 2022-2023 pursuant to Article XIII B of the California Constitution. *Action may be taken. (Roll Call Vote)*
- (Pg. 65-66) b. **Metering of Excess Water Use – Additional Water Conservation Measures** (Mickey Rich, Assistant District Manager): Authorize the additional water conservation measures as proposed with an effective date of September 21, 2022. *Action may be taken.*
- (Pg. 67-89) c. **Salary Survey and Compensation Study – Contract Authorization** (Mickey Rich, Assistant District Manager): Authorize a contract with CPS HR Consulting to provide a market analysis of the District's total compensation package including salary and benefits for a not-to-exceed amount of \$65,000.00, and authorize the District Manager to execute an Agreement for this contract assignment. *Action May be taken.*

## 11. NEW BUSINESS:

- (Pg. 90-132) a. **Municipal Services Review & Sphere of Influence Update** (Assistant District Manager Mickey Rich):
- (Pg. 91-94) 1. Letter Agreement with LAFCo: Authorize the District Manager to sign a Letter Agreement with the Butte Local Agency Formation Commission (LAFCo) for the Paradise Irrigation District Municipal Service Review update and Sphere of Influence update *Action may be taken.*
- (Pg. 95-132) 2. Agreement Authorization – SWALE, Inc.: Authorize the District Manager to enter into an agreement with SWALE, Inc. for services to support the District in addressing a Municipal Service Review (MSR), Sphere of Influence (SOI), and associated change of organization documents including a Service Plan and Annexation Plan for the District for a cost not to exceed \$43,700.00. *Action may be taken.*

- (Pg. 133-137) b. **Newland Road Pipeline Replacement and New Lupine Subdivision Concept Review** (Blaine Allen, District Engineer): Authorize the approval of concept review for the Newland Road and Lupine Court subdivision pipeline upgrade and installation to permit District employees to work with Legal Counsel to establish required pipeline conveyance documentation. *Action may be taken.*
- (Pg. 138-148) c. **Backflow Management Software Proposal** (Mickey Rich, Assistant District Manager): Authorize the purchase of Syncta backflow management software by Watts and authorize the District Manager to execute the software subscription agreement with a one-time implementation cost of \$7,650.00 and an annual cost of approximately \$9,500.00. *Action may be taken.*
- (Pg. 149) d. **RCI Adjustment for Hose Spigots** (Mickey Rich, Assistant District Manager). Discussion and possible direction in reference to offering some customers a hose spigot after RCI completes its permanent PID-owned backflow and meter installation. *Action may be taken to provide direction to staff.*
- (Pg. 150-151) e. **Committees of the District** (President Boston): Review of committee assignments following the July 25, 2022 appointment of Chris Rehmann to the Division 1 director vacancy succeeding Brian Shaw. *Action may be taken.*
- (Pg. 152) f. **Assistant District Manager** (Tom Lando, District Manager): Authorize approval of First Amendment to Employment Agreement for Assistant District Manager. *Action may be taken.*
- (Pg. 153) g. **Finance & Accounting Manager** (Tom Lando, District Manager): Authorize approval First Amendment to Employment Agreement for Finance & Accounting Manager. *Action may be taken.*

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

13. **ADJOURNMENT**

CONSENT CALENDAR  
REGULAR MEETING  
PARADISE IRRIGATION DISTRICT  
BOARD OF DIRECTORS

WEDNESDAY, SEPTEMBER 21, 2022 – 6:30 PM

- A. APPROVAL OF MEETING AGENDA ORDER
- B. APPROVAL OF MINUTES – REGULAR MEETING OF AUGUST 17, 2022  
**Action Requested:** Approve Minutes for the regularly scheduled meeting of the Board of Directors Meeting on August 17, 2022.
- C. APPROVAL OF MINUTES – SPECIAL MEETING OF SEPTEMBER 6, 2022  
**Action Requested:** Approve Minutes for the special meeting of the Board of Directors on September 6, 2022.
- D. APPROVAL TO PURCHASE ZINC ORTHOPHOSPHATE FOR WATER TREATMENT PLANT  
**Action Requested:** Approve the purchase of 45,000 lbs. of Carus 3190 – Zinc Orthophosphate at a price of \$0.97/lb.



# Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · [www.pidwater.com](http://www.pidwater.com)

DATE: September 14, 2022

TO: Board of Directors

FROM: Tom Lando, District Manager  
Georgeanna Borrayo, Board Secretary

SUBJECT: AB 361 Compliance – Brown Act/COVID-19 Teleconference and  
Remote Meeting Requirements  
09/21/2022 Board of Directors Meeting

## Background:

The Board of Directors adopted Resolution No. 2021-15 (Authorizing Remote Meetings Consistent with AB 361) on October 20, 2021, enabling board members to attend public meetings in person or remotely. The resolution lapses every 30 days. Therefore, subsequent resolutions re-authorizing remote meetings need to be adopted at least every 30 days to remain in effect, and were previously adopted by the Board on the following dates:

- November 17, 2021 (Resolution No. 2021-16)
- December 15, 2021 (Resolution No. 2021-17)
- January 6, 2022 (Resolution No. 2022-01)
- January 19, 2022 (Resolution No. 2022-02)
- February 16, 2022 (Resolution No. 2022-04)
- March 16, 2022 (Resolution No. 2022-05)
- April 12, 2022 (Resolution No. 2022-06)
- April 20, 2022 (Resolution No. 2022-07)
- May 18, 2022 (Resolution No. 2022-08)
- June 15, 2022 (Resolution No. 2022-09)
- June 27, 2022 (Resolution No. 2022-10)
- July 20, 2022 (Resolution No. 2022-11)
- August 17, 2022 (Resolution No. 2022-16)
- September 6, 2022 (Resolution No. 2022-18)

Adopting the resolution does not prohibit the public from attending meetings in person. Public attendance will be determined by the Board based on current conditions and health and safety considerations.

In September of 2021, California Legislature and Governor Gavin 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 as outlined in the following resolution.

If the Board desires to adopt the following subsequent resolution re-authorizing remote meetings, the recommended form of motion is:

**"I move to adopt Resolution 2022-19 Re-Authorizing Remote Meetings Consistent with AB 361."**

**Budgetary Impact:** None

Attachments: (1)

- Resolution No. 2022-19 (Re-Authorizing Remote Meetings Consistent with AB 361)

RESOLUTION NO. 2022-19 (**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 contagious variants, 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 21st day of September, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

PARADISE IRRIGATION DISTRICT:

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Georgeanna Borrayo  
Secretary to the Board of Directors

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Shelby Boston  
President, Board of Directors

MINUTES

REGULAR MEETING  
BOARD OF DIRECTORS  
PARADISE IRRIGATION DISTRICT  
AUGUST 17, 2022

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 Bob Matthews, Alan Hinman, Chris Rehmann, Vice President Marc Sulik and President Shelby Boston

ROLL CALL

BOARD MEMBERS ABSENT: None

STAFF PRESENT: District Manager Tom Lando, Assistant District Manager Mickey Rich, Administrative Assistant Sarah Fenton, Secretary Georgeanna Borrayo and District Engineer Blaine Allen – participating remotely via the Zoom meeting platform)

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

It was moved by Director Sulik and seconded by Director Hinman to adopt Resolution No. 2022-16; a resolution of the Board of Directors of the Paradise Irrigation District re-authorizing remote meetings consistent with AB 361. Directors' votes were polled as follows by roll call:

RESOLUTION NO.  
2022-16 ADOPTED  
RE-AUTHORIZING  
REMOTE  
MEETINGS  
CONSISTENT WITH  
AB 361  
(Item 2)

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

NOES: None

ABSENT: None

**Motion passes 5-0**

No public comments were received.

PUBLIC  
PARTICIPATION  
(Item 3)

Board members reviewed consent calendar items as follows:

- 4.a. Approval of Meeting Agenda Order
- 4.b. Approval of Minutes – Regular Meeting of July 20, 2022
- 4.c. Approval of Minutes – Special Meeting of July 25, 2022
- 4.d. Acceptance of Final Town of Paradise Options Study Report

CONSENT  
CALENDAR  
APPROVED  
(Item 4.a. – 4.d.)

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

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

NOES: None

ABSENT: None

**Motion passes 5-0**

ACCEPTANCE OF  
TREASURER'S  
REPORT FOR  
PERIOD ENDING  
JULY 31, 2022  
(Item 5.a.)

Board members reviewed a written Treasurer's Report prepared by Finance & Accounting Manager Brett Goodlin for the period ending July 31, 2022, highlighting the district's cash position, debt service analysis, operational overview, and recovery funding. Board member suggestions as additions to the Treasurer's Report included a source and use of funds statement to get a better view of a financial snapshot and a summary of current contracts.

It was moved by Director Sulik and seconded by Director Rehmann to accept the Treasurer's Report for the period ending July 31, 2022, as presented.

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

**Motion passes 5-0**

EXPENSE  
APPROVAL  
REPORT FOR THE  
MONTH OF JULY  
2022 APPROVED  
(Item 5.b.)

Board members reviewed accounts payable expense reports for the month of July 2022. It was moved by Director Rehmann and seconded by Director Hinman to approve payments by check in the amount of \$1,020,257.86 representing check numbers 57706 through 57712 and electronic payments of \$1,132,822.92 by EFT for the month of July 2022 totaling \$2,153,080.78, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of August 2022.

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

**Motion passes 5-0**

PID STAFF &  
CONSULTANT  
REPORT UPDATES  
(Item 6.a. – 6.h.)

Board members reviewed written Staff and Consultant Report updates provided in the agenda packet. District Manager Tom Lando commented on the First Phase CEQA Analysis for the PID Water Rights Permit EIR, reporting De Novo Planning Group has indicated a new Initial Study and Notice of Preparation is anticipated to be ready in the next 60 days. Additional discussion by Board members included: 1) Revisiting charges for property owners who have discontinued service; and 2) Further review at the Community Relations Committee level regarding PID water level information displayed on the PID sign and Paradise Recreation & Park District electronic sign, as well as recovery related customer outreach.

Water Works Engineers reviewed information presented in a written Water Supply Recovery Program Update including PID response to Meter Installation & Service Lateral Replacement (MISLR) field issues resulting from contractor installations. President Boston commented on an incident that occurred with the meter and backflow installation at her residence that did not go well, indicating appropriate flushing of the service line did not occur which resulted in problems and raised some questions. Water Works Engineers & PID Staff confirmed any incidents or concerns raised are a priority and are addressed with the contractor with the goal in mind to review and discuss lessons learned to eliminate incidents from occurring altogether. President Boston recommended posting information on the PID website regarding the claim process for customers.

Consultant Nicole Maddox with APTIM Environmental & Infrastructure provided an update regarding Post Fire Disaster Public Assistance and noted a variety of grant opportunities she will be reviewing with staff to develop a funding strategy. The existing Agreement with Aptim is expiring and the anticipated timeframe to process final invoices is the end of August.

No unfinished business to report.

UNFINISHED  
BUSINESS (Item 7)

Assistant District Manager Mickey Rich reported on June 23 2022, the District issued a request for proposal for Public Assistance and Disaster Recovery Management Services with a due date of July 25, 2022. The District received one response to this request from Aptim Environmental & Infrastructure, LLC.

NEW BUSINESS:

CONTRACT  
AUTHORIZATION  
FOR POST FIRE  
DISASTER PUBLIC  
ASSISTANCE &  
DISASTER  
RECOVERY  
MANAGEMENT  
SERVICES  
(Item 8.a.)

It was moved by Director Hinman and seconded by Director Matthews to authorize a contract with Aptim Environmental & Infrastructure, LLC and authorize the District Manager to execute an agreement for this contract assignment for a total not-to-exceed cost of \$908,700.00

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

**Motion passes 5-0**

In a memo to the Board of Directors, staff reported on June 23, 2022, the District issued a request for proposal for professional services to provide a market analysis of the District's total compensation package including salary and benefits. District Manager Tom Lando indicated staff is recommending this item be tabled for further evaluation. No Board action taken; agenda item tabled.

SALARY SURVEY &  
COMPENSATION  
STUDY  
(Item 8.b. Tabled)

Staff indicated this item is in reference to potential options to strengthen enforcement of statewide water conservation measures and deter customers from taking excess water from District supplies or engaging in wasteful or prohibited water use practices. District Manager Tom Lando further added if the Board is interested in pursuing enforcement options for wasteful water use, he recommends staff work on developing a plan for increased water conservation which includes measures for metering. Board members concurred with the recommendation. Staff will report back to the Board with a proposed plan in the next few months.

METERING OF  
EXCESS WATER  
USE (Item 8.c.  
Continued)

District Manager Tom Lando indicated further staff review is necessary and recommended this agenda item be tabled in reference to consideration to adopt Resolution No. 2022-15 to establish the Appropriations Limit of the District for Fiscal Year 2022-2023. No Board action taken; this item will be continued to the September Board of Directors meeting.

RESOLUTION TO  
ESTABLISH  
APPROPRIATIONS  
LIMIT OF THE  
DISTRICT  
(Item 8.d.)

Staff Reported at the July 20, 2022 Board of Directors meeting, discussion regarding PID-Owned properties included developing a strategy to address deferred maintenance. Assistant District Manager Mickey Rich indicated staff is currently evaluating facility maintenance needs and recommends the services of a home inspection firm to provide a report on needed maintenance for both rental properties. Staff will report back to the Board of Directors with a Facility Maintenance Report within the next few months.

PID-OWNED  
PROPERTIES –  
MAINTENANCE  
STRATEGY  
(Item 8.e.)

Assistant District Manager Mickey Rich reported the County of Butte desires to contract with Paradise Irrigation District to assist with providing emergency water to county residents on the ridge that have been identified by the County as having a dry well and/or spring and reside in Butte County. The proposed Agreement is for a limited time period not to exceed one year. If the District determines that continuing with the Agreement negatively impacts PID's operations or customers, the County shall be notified and a timetable and process confirmed to ensure termination of the Agreement within a reasonable time not to exceed thirty days.

AGREEMENT  
AUTHORIZATION  
WITH THE COUNTY  
OF BUTTE RE:  
EMERGENCY  
WATER SERVICE  
(Item 8.f.)

CONTINUED –  
AGREEMENT  
AUTHORIZATION  
WITH THE COUNTY  
OF BUTTE RE:  
EMERGENCY  
WATER SERVICE

It was moved by Director Hinman and seconded by Director Sulik to authorize an agreement with the County of Butte for the sale of emergency water and authorize the District Manager to execute Agreement subject to legal review.

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

**Motion passes 4-0 with 1 abstention**

APPROVAL TO  
AUTHORIZE  
PURCHASE OF  
CLASS C VAC  
TRUCK  
(Item 8.g.)

Staff reported as part of the transition away from Class A vehicles within the District, the proposed purchase of a Class C Vac Truck is recommended for consideration.

It was moved by Director Rehmann and seconded by Director Hinman to approve the authorization of the Distribution Superintendent to execute the purchase of a 2022 VACTRON HTV873 in an amount not to exceed \$260,000.

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

**Motion passes 5-0**

RESOLUTION NO.  
2022-17 ADOPTED  
AUTHORIZING  
SURPLUS  
PROPERTY  
(Item 8.h.)

Staff indicated over the years various pieces of surplus equipment and vehicles have been stored at the B Reservoir location. The surplus property consists of vehicles and miscellaneous items that are either inoperable, unsafe, or have been replaced and are no longer necessary for District purposes.

It was moved by Director Sulik and seconded by Director Hinman to adopt Resolution No. 2022-17 declaring surplus property no longer necessary for District purposes and authorize the District Manager to direct staff to dispose of surplus items listed in the most cost effective and practical manner possible.

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

**Motion passes 5-0**

DIRECTORS'  
COMMENTS  
(Item 9)

Director Hinman: Expressed appreciation to Water Works Engineers and commented he is glad to have an opportunity to serve with the current Board members once again.

Director Sulik: Indicated he visited Paradise Lake recently and encouraged everyone to visit the lake, which is part of the District's water source. With the warmer temperatures he has been drinking a lot of PID water and it tastes great.

President Boston: Commented she appreciates the good work and the staff that came out to her residence to check their situation. They were very professional and concerned.

CLOSED SESSION  
(Item 10.a.)

President Boston announced the Board will adjourn to closed session to discuss agenda item 10.a. regarding the following: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957 (b)). Office Manager.

CLOSED SESSION  
ANNOUNCEMENT  
(Item 11.)

President Boston reconvened the regular meeting at 8:13 a.m. and announced direction has been given to staff regarding closed session item 10.a. above.

There being no further business, it was moved by President Boston to adjourn the meeting. The regular meeting of the PID Board of Directors was adjourned at 8:14 p.m.

ADJOURNMENT OF  
MEETING

\_\_\_\_\_  
Georgeanna Borrayo, Secretary

\_\_\_\_\_  
Shelby Boston, President

PENDING BOARD APPROVAL

MINUTES

SPECIAL MEETING  
BOARD OF DIRECTORS  
PARADISE IRRIGATION DISTRICT  
SEPTEMBER 6, 2022

The special meeting of the Board of Directors of the Paradise Irrigation District was called to order at 4:32 p.m. by Vice President Marc Sulik.

OPENING

BOARD MEMBERS PRESENT: Directors Bob Matthews, Alan Hinman, Chris Rehmann, and Vice-President Marc Sulik (Directors Hinman & Rehmann participating remotely via the Zoom meeting platform)

ROLL CALL

BOARD MEMBERS ABSENT: President Shelby Boston

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

It was moved by Director Rehmann and seconded by Director Hinman to adopt Resolution No. 2022-18, a resolution of the Board of Directors of the Paradise Irrigation District re-authorizing remote meetings consistent with AB 361. Directors' votes were polled as follows by roll call:

RESOLUTION NO.  
2022-18 RE-  
AUTHORIZING  
REMOTE  
MEETINGS  
(Item 2)

AYES: Directors Bob Matthews, Alan Hinman, Chris Rehmann & Marc Sulik

NOES: None

ABSENT: President Shelby Boston

**Motion passes 4-0**

No public comments were received.

PUBLIC  
PARTICIPATION  
(Item 3)

No comments were made by the Board of Directors.

DIRECTORS'  
COMMENTS  
(Item 4)

It was moved by Vice President Marc Sulik to adjourn the meeting. The special meeting was adjourned at 4:34 p.m.

ADJOURNMENT

\_\_\_\_\_  
Georgeanna Borrayo, Secretary

\_\_\_\_\_  
Marc Sulik, Vice President



## PARADISE IRRIGATION DISTRICT

5325 Black Olive Drive • P.O. Box 2409 • Paradise, California 95967 • 530.877.4971 • Fax 530.876.0483

TO: Board of Directors

FROM: Bill Taylor, WTP Superintendent

DATE: September 7, 2022

RE: Purchase of Carus 3190 – Zinc Orthophosphate  
09/21/2022 Board of Directors Meeting

One of the chemicals used at the Water Treatment Plant is Carus 3190. This chemical's active ingredient is Zinc Orthophosphate. The reason the chemical is added to the water is to extend the life of the steel mains in our Distribution System and as a side benefit, to protect the customers piping as well.

When this chemical is purchased, we take advantage of bulk pricing and purchase enough chemical (4000 gallons) to last almost 1 year at current production rates.

Carus has had significant cost increases the last couple of years (along with all chemical suppliers). The last load purchased was in October 2021 at \$ 0.50/lb. for 45,000 lbs. at a total cost of \$24,243.75.

When I contacted them to purchase the load for this year, the current price is \$ 0.97/lb. for a total of \$43,650.00.

I contacted our previous supplier, NTU Technology, and have yet to receive a quote. The last price received from them was in 2014 in the amount of \$ 0.86/lb. for the same load. Based on NTU's 2014 pricing and factoring price increases over a 6-year period, it is unlikely the cost per pound would be lower.

Action Requested:

"Authorize the purchase of 45,000 lbs. of Carus 3190 at a price of \$ 0.97/lb."



# Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · [www.pidwater.com](http://www.pidwater.com)

## Treasurer's Report – August 2022

1. **Cash & Investments** – As of 08/31/2022 the District's net position was \$86,123,076.
  - a. Cash & Equivalents balance was \$39,263,998.
  - b. Investment balance was \$46,859,078.
  - c. The District realized a net 3.1% decrease month over month.
2. **Debt Service** – As of 8/31/2022 the District's outstanding debt was \$3,682,395.
3. **Revenues** – As of 8/31/22 the District's revenue recognized YTD was \$1,419,770.
  - a. YTD operating revenue compared to the prorated budgeted revenue is down \$66 or only 1.5% of expected budget.
  - b. Interest income will continue to raise. At end of month, projected interest income for the next 12 months is \$1.2M. Meeder Investments continues to purchase securities with the remaining money market funds. Staff is working with the investment advisors to develop a rolling cash-flow model so they can plan purchase of investments to mature closer to when the District may need cash.
4. **Expenses** – As of 8/31/22 the District's expense recognized was \$1.8M.
  - a. Expenses compared to August 2021 up \$1M. This was due in part from:
    - i. \$1.1M increase in supplies attributed to MISLR contractor payments.
    - ii. \$271k increase in professional services related to Recovery work.
5. **Recovery Funding** – Additional insurance payments of \$1.3M were authorized in August. Subsequent to month close but prior to this report, payments of \$431k has been received. The remaining \$862k is expected in September.
6. **Budget** – Budgeted revenue and a detailed source of income has been provided on page two. Staff expects to have the expense budget added to next month's report.



Paradise Irrigation District

# Prior-Year Comparative Income Statement Summary

For the Period Ending August, 31, 2022

By Department	2021-2022 Aug. Activity	2022-2023 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Department : 00 - Unspecified	40,467	146,732	106,266	263%	61,360	1,400,854	1,339,495	2,183%
Department : 10 - Source of Supply	(2,128)	172,318	(174,446)	0%	149,501	172,345	(22,844)	-15%
Department : 15 - Security and Recreation *	-	-	-	0%	1,082	-	1,082	100%
Department : 30 - Water Treatment	91,750	121,731	(29,981)	-33%	261,120	318,952	(57,832)	-22%
Department : 40 - Transmission and Distribution	184,989	157,516	27,473	15%	433,087	317,357	115,730	27%
Department : 50 - Customer Service	24,635	34,562	(9,926)	-40%	52,643	72,730	(20,087)	-38%
Department : 60 - Administration	168,040	158,852	9,188	5%	263,596	429,591	(165,995)	-63%
Department : 70 - Recovery	298,313	1,147,470	(849,157)	-285%	317,320	1,745,649	(1,428,328)	-450%
<b>Totals : Surplus (Deficit)</b>	<b>(725,132)</b>	<b>(1,645,717)</b>	<b>(920,585)</b>	<b>-127%</b>	<b>(1,416,989)</b>	<b>(1,655,769)</b>	<b>(238,780)</b>	<b>-17%</b>

By Category	2021-2022 Aug. Activity	2022-2023 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Revenues</b>								
401 - Fees & Adjustments	5,941	-3,170.27	(9,111)	-153%	28,355	653,154	624,799	2,203%
405 - Outside Water Sales	29,092	18,694.97	(10,397)	-36%	21,445	20,622	(822)	-4%
410 - Delevoper Fees	332	(381)	(713)	-215%	2,451	4,570	2,119	86%
420 - Custom Work	-	-	-	0%	-	8,771	8,771	0%
445 - Other - Operating Revenue	2,490	805	(1,685)	-68%	4,435	3,147	(1,288)	-29%
450 - Taxes	-	-	-	0%	-	-	-	0%
460 - Interest Income	-	40,849	40,849	0%	-	109,529	109,529	0%
465 - Rental Income	1,250	2,045	795	64%	3,265	3,295	30	1%
470 - Grant Income	1,360	-	(1,360)	-100%	1,360	-	(1,360)	-100%
499 - Other	49	93,707	93,658	191,490%	279	603,583	603,304	215,998%
<b>Revenue Total</b>	<b>40,513</b>	<b>152,549</b>	<b>112,036</b>	<b>277%</b>	<b>61,590</b>	<b>1,406,671</b>	<b>1,345,081</b>	<b>2,184%</b>
<b>Expenses</b>								
500 - Salaries	186,470	216,901	(30,431)	-16%	297,295	461,576	(164,281)	-55%
520 - Benefits	86,750	100,189	(13,439)	-15%	348,959	210,992	137,966	40%
600 - Supplies	119,627	1,191,178	(1,071,551)	-896%	185,154	1,281,754	(1,096,600)	-592%
610 - Utilities	27,461	30,311	(2,850)	-10%	51,408	55,366	(3,958)	-8%
620 - Gas	10,335	9,046	1,288	12%	16,685	16,038	647	4%
621 - Structures	10,155	5,724	4,431	44%	15,318	8,628	6,691	44%
622 - Outside	9,756	31,019	(21,262)	-218%	19,460	59,161	(39,702)	-204%
635 - Professional	302,160	19,573	282,587	94%	342,533	564,617	(222,083)	-65%
650 - Misc	12,932	183,239	(170,307)	-1,317%	201,081	392,215	(191,133)	-95%
655 - Benefits	-	5,269	(5,269)	0%	688	6,278	(5,590)	-813%
675 - Prin. & Interest	-	5,817	(5,817)	0%	-	5,817	(5,817)	0%
<b>Expense Total</b>	<b>765,646</b>	<b>1,798,266</b>	<b>(1,032,620)</b>	<b>-135%</b>	<b>1,478,580</b>	<b>3,062,441</b>	<b>(1,583,861)</b>	<b>-107%</b>
<b>Totals : Surplus (Deficit)</b>	<b>(725,132)</b>	<b>(1,645,717)</b>	<b>(920,585)</b>	<b>-127%</b>	<b>(1,416,989)</b>	<b>(1,655,769)</b>	<b>(238,780)</b>	<b>-17%</b>



Paradise Irrigation District

# Prior-Year Comparative Income Statement

## Group Summary

For the Period Ending August,31,2022

Category	2021-2022 Aug. Activity	2022-2023 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 00 - Uncategorized</b>								
401 - Fees & Adjustments	5,941	(3,170)	(9,111)	-153%	28,355	653,154	624,799	2,203%
405 - Outside Water Sales	29,092	18,695	(10,397)	-36%	21,445	20,622	(822)	-4%
410 - Delevoper Fees	332	(381)	(713)	-215%	2,451	4,570	2,119	86%
420 - Custom Work	-	-	-	0%	-	8,771	8,771	0%
445 - Other - Operating Revenue	2,490	805	(1,685)	-68%	4,435	3,147	(1,288)	-29%
460 - Interest Income	-	40,849	40,849	0%	-	109,529	109,529	0%
465 - Rental Income	1,250	2,045	795	64%	3,265	3,295	30	1%
470 - Grant Income	1,360	-	(1,360)	-100%	1,360	-	(1,360)	-100%
499 - Other	49	93,707	93,658	191,490%	279	603,583	603,304	215,951%
500 - Salaries	(37)	-	(37)	0%	(97)	-	(97)	0%
520 - Benefits	(10)	-	(10)	0%	(134)	-	(134)	0%
675 - Prin & Interest	-	(5,817)	(5,817)	0%	-	(5,817)	(5,817)	0%
<b>Totals : Surplus (Deficit)</b>	<b>40,467</b>	<b>146,732</b>	<b>106,172</b>	<b>262%</b>	<b>61,360</b>	<b>1,400,854</b>	<b>1,339,034</b>	<b>2,182%</b>

Budgeted Revenue	2022-2023 Budget	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %	2022-2023 Prorated Budget	2022-2023 YTD Activity	YTD Prorated Variance	Variance %
<b>General Fund / Operating</b>								
Water - Service	3,598,089	633,839	(2,964,250)	-82%	599,682	633,839	34,158	6%
Water - Consumption	217,672	44	(217,628)	-100%	36,279	44	(36,235)	-100%
Water - Fees & Adjustments	340,335	26,717	(313,618)	-92%	56,723	26,717	(30,006)	-53%
Outside Water Sales	250,000	20,622	(229,378)	-92%	41,667	20,622	(21,044)	-51%
Meter Revenue	8,296	7,717	(579)	-7%	1,383	7,717	6,334	458%
Rents	24,180	3,295	(20,885)	-86%	4,030	3,295	(735)	-18%
Custom Work/PFD Reimbursement	40,000	8,771	(31,229)	-78%	6,667	8,771	2,105	32%
Misc	82,654	(7,053)	(89,707)	-109%	13,776	(7,053)	(20,829)	-151%
	<b>4,561,226</b>	<b>693,952</b>	<b>(3,867,274)</b>	<b>-85%</b>	<b>760,204</b>	<b>693,952</b>	<b>(66,252)</b>	<b>-9%</b>
<b>Special Revenue Fund</b>								
Taxes - 1%	275,000	-	(275,000)	-100%	45,833	-	(45,833)	-100%
Interest	1,845,800	109,529	(1,736,271)	-94%	307,633	109,529	(198,105)	-64%
FMV Gain/Loss - Securities	-	93,847	93,847	0%	-	93,847	93,847	0%
Inc-Capacity Fees	100,000	-	(100,000)	-100%	16,667	-	(16,667)	-100%
	<b>2,220,800</b>	<b>203,375</b>	<b>(2,017,425)</b>	<b>-91%</b>	<b>370,133</b>	<b>203,375</b>	<b>(166,758)</b>	<b>-45%</b>
<b>Recovery Proceeds</b>								
FEMA Reimbursements	12,296,848	-	(12,296,848)	-100%	2,049,475	-	(2,049,475)	-100%
Insurance Proceeds	1,300,000	-	(1,300,000)	-100%	216,667	-	(216,667)	-100%
Other Recovery Grants	13,490,877	-	(13,490,877)	-100%	2,248,479	-	(2,248,479)	-100%
PGE Locating Reimbursements	198,000	509,344	311,344	157%	33,000	509,344	476,344	1,443%
	<b>27,285,725</b>	<b>509,344</b>	<b>(26,776,381)</b>	<b>-98%</b>	<b>4,547,621</b>	<b>509,344</b>	<b>(4,038,277)</b>	<b>-89%</b>
<b>PFD Fund</b>								
Revenue - PFD	79,311	13,099	66,212	83%	13,219	13,099	120	1%
	<b>79,311</b>	<b>13,099</b>	<b>66,212</b>	<b>83%</b>	<b>13,219</b>	<b>13,099</b>	<b>120</b>	<b>1%</b>
<b>Total Revenues</b>	<b>34,147,062</b>	<b>1,419,770</b>	<b>(32,594,867)</b>	<b>-95%</b>	<b>5,691,177</b>	<b>1,419,770</b>	<b>(4,271,168)</b>	<b>-75%</b>



Paradise Irrigation District

## Prior-Year Comparative Income Statement Group Summary

For the Period Ending August,31,2022

Category	2021-2022 Aug. Activity	2022-2023 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 30 - Water Treatment</b>								
500 - Salaries	50,062	57,844	(7,782)	-16%	82,035	125,949	(43,914)	-54%
520 - Benefits	23,620	24,942	(1,322)	-6%	117,011	53,095	63,916	55%
600 - Supplies	2,426	18,751	(16,325)	-673%	33,647	20,219	13,428	40%
610 - Utilities	13,089	15,264	(2,175)	-17%	24,513	30,034	(5,521)	-23%
620 - Gas	-	-	-	0%	-	49	(49)	0%
621 - Structures	80	4,056	(3,976)	-4,995%	417	6,770	(6,354)	-1,525%
622 - Outside	1,029	875	154	15%	1,536	1,813	(277)	-18%
650 - Misc	1,445	-	1,445	100%	1,961	81,022	(79,061)	-4,032%
<b>Totals : Surplus (Deficit)</b>	<b>91,750</b>	<b>121,731</b>	<b>(29,981)</b>	<b>-33%</b>	<b>261,120</b>	<b>318,952</b>	<b>(57,832)</b>	<b>-22%</b>



Paradise Irrigation District

## Prior-Year Comparative Income Statement Group Summary

For the Period Ending August,31,2022

Category	2021-2022 Aug. Activity	2022-2023 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 40 - Transmission and Distribution</b>								
500 - Salaries	69,903	67,678	2,225	3%	109,994	141,741	(31,748)	-29%
520 - Benefits	41,681	33,851	7,829	19%	167,267	69,512	97,756	58%
600 - Supplies	33,696	23,952	9,744	29%	81,735	31,311	50,424	62%
610 - Utilities	6,013	7,489	(1,476)	-25%	12,299	12,038	261	2%
620 - Gas	10,335	9,046	1,288	12%	16,685	15,989	696	4%
621 - Structures	9,676	1,668	8,008	83%	14,071	1,857	12,213	87%
622 - Outside	2,749	12,870	(10,121)	-368%	5,450	25,729	(20,279)	-372%
635 - Professional	2,038	885	1,153	57%	2,038	885	1,153	57%
650 - Misc	8,899	77	8,822	99%	23,549	18,294	5,255	22%
<b>Totals : Surplus (Deficit)</b>	<b>184,989</b>	<b>157,516</b>	<b>27,473</b>	<b>15%</b>	<b>433,087</b>	<b>317,357</b>	<b>115,730</b>	<b>27%</b>



Paradise Irrigation District

## Prior-Year Comparative Income Statement

### Group Summary

For the Period Ending August,31,2022

Category	2021-2022 Aug. Activity	2022-2023 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 50 - Customer Service</b>								
500 - Salaries	16,028	21,128	(5,100)	-32%	25,069	46,096	(21,027)	-84%
520 - Benefits	8,325	12,984	(4,659)	-56%	27,021	26,184	837	3%
610 - Utilities	266	450	(183)	-69%	528	450	79	15%
650 - Misc	16	-	16	100%	24	-	24	100%
<b>Totals : Surplus (Deficit)</b>	<b>24,635</b>	<b>34,562</b>	<b>(9,926)</b>	<b>-40%</b>	<b>52,643</b>	<b>72,730</b>	<b>(20,087)</b>	<b>-38%</b>



Paradise Irrigation District

## Prior-Year Comparative Income Statement

### Group Summary

For the Period Ending August,31,2022

Category	2021-2022 Aug. Activity	2022-2023 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 60 - Administration</b>								
500 - Salaries	50,440	70,251	(19,811)	-39%	80,100	147,789	(67,689)	-85%
520 - Benefits	13,114	28,412	(15,298)	-117%	36,125	62,201	(26,076)	-72%
600 - Supplies	6,992	2,682	4,310	62%	7,866	11,048	(3,181)	-40%
610 - Utilities	7,880	7,084	796	10%	13,828	12,793	1,035	7%
621 - Structures	400	-	400	100%	831	-	831	100%
622 - Outside	5,978	17,274	(11,296)	-189%	12,474	31,620	(19,146)	-153%
635 - Professional	73,823	17,011	56,811	77%	85,081	37,259	47,822	56%
650 - Misc	9,412	10,869	(1,456)	-15%	26,603	120,604	(94,001)	-353%
655 - Benefits	-	5,269	(5,269)	0%	688	6,278	(5,590)	-813%
<b>Totals : Surplus (Deficit)</b>	<b>168,040</b>	<b>158,852</b>	<b>9,188</b>	<b>5%</b>	<b>263,596</b>	<b>429,591</b>	<b>(165,995)</b>	<b>-63%</b>



Paradise Irrigation District

## Prior-Year Comparative Income Statement

### Group Summary

For the Period Ending August, 31, 2022

Category	2021-2022 Aug. Activity	2022-2023 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 70 - Recovery</b>								
600 - Supplies	76,513	1,145,793	(1,069,280)	-1,398%	61,906	1,219,176	(1,157,270)	-1,869%
635 - Professional	221,800	1,677	220,123	99%	255,415	526,473	(271,058)	-106%
<b>Totals : Surplus (Deficit)</b>	<b>298,313</b>	<b>1,147,470</b>	<b>(849,157)</b>	<b>-285%</b>	<b>317,320</b>	<b>1,745,649</b>	<b>(1,428,328)</b>	<b>-450%</b>



Date	Contracts	Project	Total Contract	Total Paid	Remaining
11/17/2019	Sutton Enterprises	Service Lateral Replacement Project Amend. 1 - 3/18/20 Increase contract duration to 420 days Amend. 2 - 1/1/21 Increase contract duration to 510 days Change Order Authorization 2/17/21 - <i>Adjusted NTE Value of \$250,000 &amp; additional \$1,120,000 contingency funding for change order negotiation for a total NTE contract value of \$5,652,452.50.</i>	\$ 4,532,453	\$ 4,434,419	\$ 98,034
12/10/2020	Zenner USA	Meter Replacement Project - 12/10/20 Amendment No. 1 - Project Expansion 8/26/22	\$ 1,506,338	\$ 872,890	\$ 633,448
4/27/2021	RCI General Engineering	Construction Services for MISLR Phase 2 Project Amendment 1 - Project Expansion by up to 25%, 4/22/22	\$ 20,195,911	\$ 10,415,481	\$ 9,780,430
4/23/2021	Genterra Consultants	2021 to 2023 Dam Surveillance	\$ 77,103	\$ 52,454	\$ 24,649
3/18/2020	Genterra Consultants	Magalia Dam Interim Risk Reduction Measures & Long-Term Repairs Amendment No. 1 - 12/15/21 - \$35,000.00	\$ 149,558	\$ 146,942	\$ 2,616
3/14/2019	Water Works Engineers	Project Management Services - Orig. Contract Budget Amendment No. 1 - 09/27/19 Amendment No. 2 - 05/15/20 Amendment No. 3 - 09/16/20 Amendment No. 4 - 06/16/21 Amendment No. 5 - 04/20/22	\$ 7,370,624	\$ 6,239,039	\$ 1,131,585
7/15/2020	Water Works Engineers	District Engineering Services - Initial Contract \$150,000 Amendment No. 1 - 03/17/21, \$300,000.00 Amendment No. 2 - 02/15/21, \$65,792.00 Amendment No. 3 - 07/26/22, \$45,000.00 thru 6/30/23	\$ 560,792	\$ 500,301	\$ 60,491
5/18/2022	Water Works Engineers	On-System GIS Valve Tagging Project	\$ 257,934	\$ 833	\$ 257,101
3/14/2019	APTIM <i>(Final Billing under this contract August/Sept. 2022)</i>	Public Assistance Services Contract Change Order - 10/23/19 Amendment No. 1 - 3/18/20, Adjust scope of services Amendment No. 2 - 08/18/21 Amendment No. 3 - 07/25/22, Adjust timeframe to 9/14/22	\$ 1,402,276	\$ 770,691	\$ 631,586
8/27/2022	APTIM	Public Assistance & Disaster Recovery Management (2 years with option of 1 year ext.)	\$ 908,700	\$ -	\$ 908,700
3/29/2022	Glenmount Global	Update of the WTP SCADA System	\$ 184,403	\$ 35,279	\$ 149,124
5/31/2021	Fechter & Company	Auditing Services - June 30, 2021, 2022 & 2023	\$ 57,309	\$ 14,499	\$ 42,810
4/17/2022	Bartle Wells Associates	Water Rate Study Consultant \$49,100 (NTE \$60,000) Additional Budget Request - 4/20/22: \$24,020 (NTE \$75,000)	\$ 73,120	\$ 64,892	\$ 8,228
5/24/2022	De Novo Planning Group	Environmental & Planning for Water Rights & SOI Project (1st phase CEQA Analysis for PID Water Rights EIR)	\$ 118,575	\$ -	\$ 118,575
12/1/2004	Wagner & Bonsignore	Water Rights Engineer - As needed basis Continue Water Rights Petition Process - 2/16/22 (estimated to run through 2024 - NTE \$75,000)		\$ 709	\$ (709)
8/15/2022	Graham Backflow Services	Backflow Testing and Incidental Repair	\$ 80,000	\$ -	\$ 80,000
9/1/2022	Myers & Sons Construction	Construction of Reservoir B Replacement Project	\$ 7,916,000	\$ -	\$ 7,916,000

## PORTFOLIO SUMMARY

As of August 31, 2022



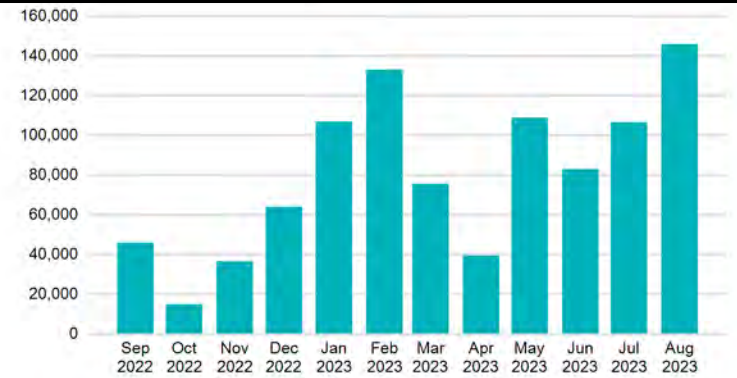
### MONTHLY RECONCILIATION

<b>Beginning Book Value</b>	
Contributions	74,500,000.00
Withdrawals	
Realized Gains/Losses	
Purchased Interest	(103,221.64)
Gross Interest Earnings	9,375.00
<b>Ending Book Value</b>	<b>74,406,153.36</b>

### PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	2.91%
Portfolio Effective Duration	1.36 yrs
Weighted Average Maturity	1.47 yrs

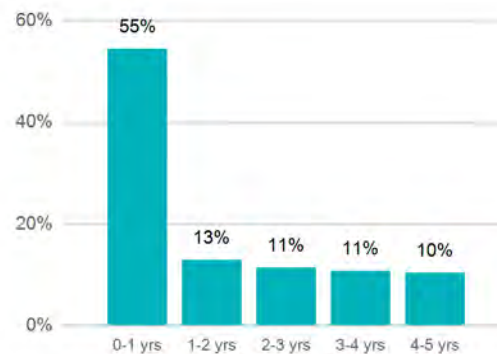
### PROJECTED MONTHLY INCOME SCHEDULE



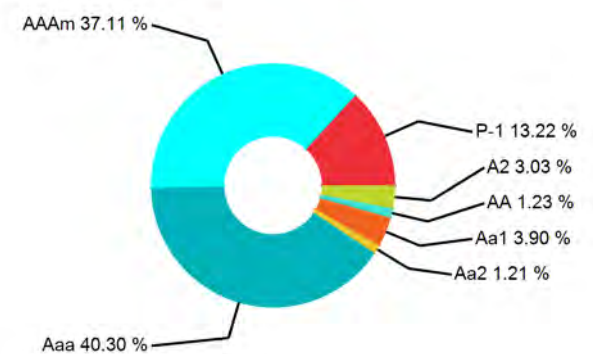
### SECTOR ALLOCATION



### MATURITY DISTRIBUTION



### CREDIT QUALITY



# PARADISE IRRIGATION DISTRICT

## Expense Approval Report

### Percentage of Total Payments by Vendor

August 1 - 30, 2022

Vendor	Payment	% of Total
RCI General Engineering	2,123,410.73	73.88%
Water Works Engineers	205,851.39	7.16%
Zenner USA	138,199.86	4.81%
Internal Revenue Service	61,064.17	2.12%
Pacific Gas & Electric Company	47,468.11	1.65%
ACWA/JPIA	41,286.79	1.44%
APTIM Environmental & Infrastructure LLC	28,614.64	1.00%
ICMA Retirement Trust-457	26,953.89	0.94%
Ferguson Enterprises, Inc	22,235.90	0.77%
Underground Service Alerts	17,021.96	0.59%
Minasian, Meith, Soares, Sexton & Cooper, LLP	16,510.08	0.57%
VistaNet inc.	14,737.62	0.51%
Employment Development Dept.	14,165.18	0.49%
N.C.G.T. SECURITY FUND	13,124.00	0.46%
Hunt & Sons, Inc.	12,399.20	0.43%
Olin Corp	10,891.27	0.38%
Instrument Technology Corporation	10,310.26	0.36%
Infosend	5,263.39	0.18%
Pace Supply	4,994.57	0.17%
ICMA Retirement Trust-401	4,965.65	0.17%
Butte LAFCO	4,465.35	0.16%
Verizon Wireless	4,293.48	0.15%
Aramark Uniform Services	3,232.03	0.11%
White Glove Cleaning Svc Inc	3,002.00	0.10%
Spatial Networks, Inc.	2,897.57	0.10%
SRL Apparel, Inc.	2,649.93	0.09%
FGL Environmental	2,239.00	0.08%
Thomas Ace Hardware	2,188.77	0.08%
Butte Co - Neal Rd Landfill	2,048.77	0.07%
I.B.E.W. Local Union 1245	2,014.28	0.07%
Comcast Business	1,702.65	0.06%
Kens Paradise Hitch & Welding	1,614.56	0.06%
Northstate Aggregate, Inc.	1,582.53	0.06%
Standard Insurance Company	1,287.27	0.04%
Grainger Inc	1,178.34	0.04%
O'Reilly Auto Parts	1,133.68	0.04%
Mark Baker	990.00	0.03%
Genterra Consultants, Inc.	885.00	0.03%
Lowe's Home Improvement	830.36	0.03%

# PARADISE IRRIGATION DISTRICT

## Expense Approval Report

### Percentage of Total Payments by Vendor

August 1 - 30, 2022

Vendor	Payment	% of Total
RCI General Engineering	2,123,410.73	73.88%
Water Works Engineers	205,851.39	7.16%
Roberts & Brune Company	806.95	0.03%
AT&T	751.84	0.03%
Tyler Technologies, Inc.	749.00	0.03%
Airgas USA, LLC	684.12	0.02%
Clarity HR Consulting	618.75	0.02%
Herc Rentals	603.74	0.02%
All-American Construction Inc.	541.83	0.02%
International Brotherhood of 137 TCWH	535.38	0.02%
FinishMaster, Inc.	525.12	0.02%
Pitney Bowes	509.24	0.02%
Dext	508.80	0.02%
Tom Taylor	500.00	0.02%
Boot Barn, Inc	496.66	0.02%
Buttes Pipe	422.84	0.01%
Calpers	400.00	0.01%
Comcast	388.77	0.01%
Aflac	387.96	0.01%
Knife River Construction	387.06	0.01%
Cintas Corporation	358.74	0.01%
Fastenal Co	345.54	0.01%
Sterling Health Services, Inc DBA	334.60	0.01%
Riebes Auto Parts	329.88	0.01%
Northern Recycling & Waste Svcs	327.03	0.01%
Access Information Protected	324.03	0.01%
Enterprise Record	295.75	0.01%
Rankin Stock Heaberlin Oneal	287.00	0.01%
Advanced Document Concepts For Business	286.02	0.01%
Normac	283.56	0.01%
Office Depot	260.01	0.01%
Chico Immediate Care	200.00	0.01%
Plan B Professional Answering Service	173.20	0.01%
Wagner & Bonsignore	157.50	0.01%
Interstate Batteries of the Rogue River	113.14	0.00%
Les Schwab Tire Center	109.99	0.00%
isolated, Inc.	84.00	0.00%
Amazon.com	78.84	0.00%
Butte County Tax Collector	59.66	0.00%

# PARADISE IRRIGATION DISTRICT

## Expense Approval Report

### Percentage of Total Payments by Vendor

August 1 - 30, 2022

Vendor	Payment	% of Total
RCI General Engineering	2,123,410.73	73.88%
Water Works Engineers	205,851.39	7.16%
Federal Express Corp.	37.78	0.00%
USA Blue Book	35.02	0.00%
Home Depot Credit Services	20.00	0.00%
Sabre Backflow, LLC.	16.00	0.00%
Awards Company	13.94	0.00%
Inland Business Systems	10.66	0.00%
Elecsys International Corporation	10.00	0.00%
Fiserv Solutions, LLC	9.90	0.00%
Thomas Hydraulic	3.01	0.00%
**Void**	0.00	0.00%
<b>Grand Total</b>	<b>2,874,087.09</b>	<b>100.00%</b>

# PARADISE IRRIGATION DISTRICT

## Expense Approval Report

### Percentage of Total Payments by Account

August 1 - 30, 2022

Account Number	Account Name	Amounts	
		Payment	% of Total
01-70-601099	Miscellaneous Supplies	2,234,478.19	77.75%
01-70-635020	Engineering	234,466.03	8.16%
01-70-600090	Inventory Expense	138,199.86	4.81%
01-122040	Pre-Paid Insurance - Medical	47,619.96	1.66%
01-210030	FICA	36,658.88	1.28%
01-210045	Retirement	31,919.54	1.11%
01-60-699000	Miscellaneous	26,121.62	0.91%
01-210020	Federal Withholding	24,405.29	0.85%
01-125010	Inventory - General	21,888.37	0.76%
01-40-650099	Miscellaneous Fees	17,021.96	0.59%
01-60-635030	Legal	16,954.58	0.59%
01-60-630025	Office Equipment Maintenance	15,023.64	0.52%
01-30-610033	T. Plant SFM 10-37162	14,391.56	0.50%
01-40-620000	Vehicles/Equipment-Gas/Oil	12,399.20	0.43%
01-30-600072	Treatment Chemicals	10,926.29	0.38%
01-40-622001	EQUIPMENT PURCH > \$2,500	10,164.80	0.35%
01-210060	State Withholding	9,507.46	0.33%
01-60-665000	Postage	5,810.41	0.20%
01-60-655010	Long-Term Disability	5,268.92	0.18%
01-40-610041	Moore Rd Pump QFM 37-07841	5,222.93	0.18%
02-00-601000	Cost of PFD Material Used	5,083.26	0.18%
01-60-610061	Office BFM 04-52601	4,711.25	0.16%
01-60-650050	Dues	4,465.35	0.16%
01-40-601060	Construction & Maint. Supplies	4,058.95	0.14%
01-40-601035	Software	2,897.57	0.10%
01-40-630060	Uniforms	2,726.71	0.09%
01-60-630060	Uniforms	2,649.93	0.09%
01-210050	State Disability	2,634.72	0.09%
01-210065	Union Dues	2,549.66	0.09%
01-122010	Pre-Paid Insurance - Dental	2,278.81	0.08%
01-70-635099	Miscellaneous Prof. Services	2,239.00	0.08%
01-30-621000	Equipment-Repairs	2,232.30	0.08%
01-40-611013	CELL PHONES	2,218.90	0.08%
01-40-630036	Landfill Fees	2,048.77	0.07%
01-60-590000	Unemployment	2,023.00	0.07%
01-205000	Hydrant Deposits	2,000.00	0.07%
01-60-630037	Internet Services	1,702.65	0.06%
01-30-601099	Miscellaneous Supplies	1,393.00	0.05%

# PARADISE IRRIGATION DISTRICT

## Expense Approval Report

### Percentage of Total Payments by Account

August 1 - 30, 2022

		Amounts	
01-40-601050	Small Hand Tools	1,210.65	0.04%
01-40-630005	JANITORIAL SERVICES	1,100.00	0.04%
01-40-621000	Equipment-Repairs	1,019.42	0.04%
01-60-611013	CELL PHONES	998.33	0.03%
01-40-601040	Safety Supplies	991.16	0.03%
01-30-630005	JANITORIAL SERVICES	990.00	0.03%
01-60-630005	JANITORIAL SERVICES	912.00	0.03%
01-40-635099	Miscellaneous Prof. Services	885.00	0.03%
01-60-635099	Miscellaneous Prof. Services	791.95	0.03%
01-60-611061	877-4971 Office	751.84	0.03%
01-60-675040	Training	749.00	0.03%
01-40-601014	Welding Supplies	684.12	0.02%
01-30-611013	CELL PHONES	626.70	0.02%
01-122050	Pre-Paid Insurance - Vision	626.51	0.02%
01-122020	Pre-Paid Insurance - Life	626.42	0.02%
01-40-630030	Equipment Rental	603.74	0.02%
01-60-601035	Software	508.80	0.02%
01-30-630060	Uniforms	505.32	0.02%
01-60-699010	Bldg & Grounds Maint. Expenses	495.00	0.02%
01-60-601030	Office Supplies	472.21	0.02%
01-50-611013	CELL PHONES	449.55	0.02%
01-60-670000	Public Notices	295.75	0.01%
01-60-630010	Bldg & Grounds Maintenance	247.50	0.01%
01-40-699010	Bldg & Grounds Maint. Expenses	247.50	0.01%
01-40-630035	Garbage	215.32	0.01%
01-40-630023	Physicals-DMV & PreEmployment	200.00	0.01%
01-30-630034	Television	194.39	0.01%
01-40-630034	Television	194.38	0.01%
01-40-601030	Office Supplies	156.42	0.01%
01-30-601040	Safety Supplies	107.45	0.00%
01-60-635050	Flexible Bene & COBRA Plan Adm	84.00	0.00%
01-60-650030	Taxes - Butte County	59.66	0.00%
01-60-630035	Garbage	59.09	0.00%
01-30-630035	Garbage	52.62	0.00%
01-30-601050	Small Hand Tools	37.14	0.00%
01-60-610062	Office BFM 04-52651	31.25	0.00%
01-10-610012	D Tank Well SFM 98 19841	24.64	0.00%
01-60-601040	Safety Supplies	19.38	0.00%
01-60-630050	Board Expense	13.94	0.00%

# PARADISE IRRIGATION DISTRICT

## Expense Approval Report

### Percentage of Total Payments by Account

August 1 - 30, 2022

		Amounts	
01-60-699031	Bank Charges	11.25	0.00%
01-105010	A/R - Water Sales	-801.72	-0.03%
01-200100	Contract Retention	-111,723.91	-3.89%
Grand Total		2,874,087.09	100.00%



# Paradise Irrigation District

## Expense Approval Report By Vendor Name

Payment Dates 8/1/2022 - 8/31/2022

Payment Date	Payment Number	Payable Number	Description (Item)	Amount
<b>Vendor: 01016 - Access Information Protected</b>				
08/12/2022	APA000383	9526904	Bulk Shredding (June)	91.42
08/19/2022	APA000406	9593373	Bulk Shredding	232.61
<b>Vendor 01016 - Access Information Protected Total:</b>				<b>324.03</b>
<b>Vendor: 01021 - ACWA/JPIA</b>				
08/08/2022	57715	690825	Dental	2,278.81
08/08/2022	57715	690825	Life	626.42
08/08/2022	57715	690825	Health	33,680.58
08/08/2022	57715	690825	EAP	92.82
08/08/2022	57715	690825	Vision	626.51
08/19/2022	APA000407	22-23	Insurance	3,981.65
<b>Vendor 01021 - ACWA/JPIA Total:</b>				<b>41,286.79</b>
<b>Vendor: 03185 - Advanced Document Concepts For Business</b>				
08/12/2022	APA000384	INV78464	Printer service	286.02
<b>Vendor 03185 - Advanced Document Concepts For Business Total:</b>				<b>286.02</b>
<b>Vendor: 02957 - Aflac</b>				
08/05/2022	DFT0005411	INV0006508	Montly Aflac Invoice	193.98
08/19/2022	DFT0005429	INV0006522	Montly Aflac Invoice	193.98
<b>Vendor 02957 - Aflac Total:</b>				<b>387.96</b>
<b>Vendor: 03066 - Airgas USA, LLC</b>				
08/19/2022	DFT0005441	9990544628	Welding supplies	684.12
<b>Vendor 03066 - Airgas USA, LLC Total:</b>				<b>684.12</b>
<b>Vendor: 03226 - All-American Construction Inc.</b>				
08/12/2022	57718	FH220417	Construction Meter Refund	-458.17
08/12/2022	57718	FH220417	Construction Meter Refund	1,000.00
<b>Vendor 03226 - All-American Construction Inc. Total:</b>				<b>541.83</b>
<b>Vendor: 03211 - Amazon.com</b>				
08/25/2022	DFT0005460	111-060890-7460203	Office supplies	44.91
08/26/2022	DFT0005466	112-1994771-4221063	Supplies	33.93
<b>Vendor 03211 - Amazon.com Total:</b>				<b>78.84</b>
<b>Vendor: 03090 - APTIM Environmental &amp; Infrastructure LLC</b>				
08/01/2022	APA000372	563318	Recovery	13,076.24
08/19/2022	APA000408	564996	PID-Public Assistance	14,488.40
08/19/2022	APA000408	564997	PID-HMGP	1,050.00
<b>Vendor 03090 - APTIM Environmental &amp; Infrastructure LLC Total:</b>				<b>28,614.64</b>
<b>Vendor: 01068 - Aramark Uniform Services</b>				
08/08/2022	DFT0005423	5066067481	Uniforms	236.84
08/08/2022	DFT0005423	5066067508	Uniforms	97.58
08/19/2022	DFT0005442	5066073379	Uniforms	245.56
08/19/2022	DFT0005442	5066073397	Uniforms	97.60
08/19/2022	DFT0005442	506000397345	Uniforms	1,473.20
08/19/2022	DFT0005442	506000397394	Uniforms	114.94
08/19/2022	DFT0005442	5066039356	Uniforms	266.66
08/19/2022	DFT0005442	5066079605	Uniforms	238.60
08/19/2022	DFT0005442	5066079625	Uniforms	97.60
08/25/2022	DFT0005461	5066085440	Uniforms	265.85
08/25/2022	DFT0005461	5066085454	Uniforms	97.60
<b>Vendor 01068 - Aramark Uniform Services Total:</b>				<b>3,232.03</b>
<b>Vendor: 01082 - AT&amp;T</b>				
08/19/2022	APA000409	18648855	Office telephones	751.84
<b>Vendor 01082 - AT&amp;T Total:</b>				<b>751.84</b>

## Expense Approval Report

Payment Dates: 8/1/2022 - 8/31/2022

Payment Date	Payment Number	Payable Number	Description (Item)	Amount
<b>Vendor: 03095 - Awards Company</b>				
08/19/2022	DFT0005443	22719	Name plate	13.94
<b>Vendor 03095 - Awards Company Total:</b>				<b>13.94</b>
<b>Vendor: 02870 - Boot Barn, Inc</b>				
08/29/2022	APA000430	INV00187260	Safety boots	496.66
<b>Vendor 02870 - Boot Barn, Inc Total:</b>				<b>496.66</b>
<b>Vendor: 01942 - Butte Co - Neal Rd Landfill</b>				
08/12/2022	APA000385	18768	Landfill fee	110.33
08/19/2022	APA000410	18924	Landfill fee	6.00
08/19/2022	APA000410	17490	Landfill fee	1,865.06
08/29/2022	APA000431	19005	Landfill fee	67.38
<b>Vendor 01942 - Butte Co - Neal Rd Landfill Total:</b>				<b>2,048.77</b>
<b>Vendor: 01134 - Butte County Tax Collector</b>				
08/08/2022	57716	6360 22-23	22/23 Prop Tax 6360 Clark	59.66
<b>Vendor 01134 - Butte County Tax Collector Total:</b>				<b>59.66</b>
<b>Vendor: 02975 - Butte LAFCO</b>				
08/08/2022	57717	CINV-0368	LAFCO 22-23	4,465.35
<b>Vendor 02975 - Butte LAFCO Total:</b>				<b>4,465.35</b>
<b>Vendor: 01222 - Buttes Pipe</b>				
08/08/2022	DFT0005428	S012584988.001	pipe	422.84
<b>Vendor 01222 - Buttes Pipe Total:</b>				<b>422.84</b>
<b>Vendor: 03228 - Calpers</b>				
08/26/2022	57756	100000016195553	FY21 Payroll Taxes Fee	400.00
<b>Vendor 03228 - Calpers Total:</b>				<b>400.00</b>
<b>Vendor: 01285 - Chico Immediate Care</b>				
08/19/2022	DFT0005444	44778	Physical	200.00
<b>Vendor 01285 - Chico Immediate Care Total:</b>				<b>200.00</b>
<b>Vendor: 03194 - Cintas Corporation</b>				
08/12/2022	APA000386	5118834395	Supplies	77.58
08/19/2022	APA000411	5120754472	Supplies	281.16
<b>Vendor 03194 - Cintas Corporation Total:</b>				<b>358.74</b>
<b>Vendor: 03157 - Clarity HR Consulting</b>				
08/19/2022	DFT0005445	1432	HR Consulting	618.75
<b>Vendor 03157 - Clarity HR Consulting Total:</b>				<b>618.75</b>
<b>Vendor: 03065 - Comcast Business</b>				
08/08/2022	DFT0005424	149036204	Internet - Office	851.23
08/08/2022	DFT0005424	151140868	Internet - Office	851.42
<b>Vendor 03065 - Comcast Business Total:</b>				<b>1,702.65</b>
<b>Vendor: 01320 - Comcast</b>				
08/19/2022	DFT0005446	2022-07	Television	194.39
08/19/2022	DFT0005446	2022-07	Television	194.38
<b>Vendor 01320 - Comcast Total:</b>				<b>388.77</b>
<b>Vendor: 03202 - Dext</b>				
08/08/2022	DFT0005425	896441	A/P Software	508.80
<b>Vendor 03202 - Dext Total:</b>				<b>508.80</b>
<b>Vendor: 02888 - Elecsys International Corporation</b>				
08/29/2022	APA000432	SIP-E161142	Misc. supplies	10.00
<b>Vendor 02888 - Elecsys International Corporation Total:</b>				<b>10.00</b>
<b>Vendor: 01480 - Employment Development Dept.</b>				
08/26/2022	57757	L0005253264	Unemployment Reimbursement..	2,023.00
08/08/2022	DFT0005418	INV0006517	State Income Tax Withholding	4,767.55
08/08/2022	DFT0005421	INV0006520	State Disability Withholding	1,315.14
08/22/2022	DFT0005436	INV0006531	State Income Tax Withholding	4,727.47
08/22/2022	DFT0005439	INV0006534	State Disability Withholding	1,302.88
08/26/2022	DFT0005456	INV0006539	State Income Tax Withholding	12.44

## Expense Approval Report

Payment Dates: 8/1/2022 - 8/31/2022

Payment Date	Payment Number	Payable Number	Description (Item)	Amount
08/26/2022	DFT0005458	INV0006541	State Disability Withholding	16.70
<b>Vendor 01480 - Employment Development Dept. Total:</b>				<b>14,165.18</b>
<b>Vendor: 01275 - Enterprise Record</b>				
08/19/2022	APA000412	1343442	Res B Notice	295.75
<b>Vendor 01275 - Enterprise Record Total:</b>				<b>295.75</b>
<b>Vendor: 01521 - Fastenal Co</b>				
08/12/2022	APA000387	CACHC115098	Supplies #36043	345.54
<b>Vendor 01521 - Fastenal Co Total:</b>				<b>345.54</b>
<b>Vendor: 01526 - Federal Express Corp.</b>				
08/19/2022	DFT0005447	7-848-88752	Postage	37.78
<b>Vendor 01526 - Federal Express Corp. Total:</b>				<b>37.78</b>
<b>Vendor: 01527 - Ferguson Enterprises, Inc</b>				
08/01/2022	APA000373	1718732-1	B36 Box	840.45
08/01/2022	APA000373	1723297	FC Clamp 4' x 7-1/2' 3.95-4.20 ...	2,397.44
08/01/2022	APA000373	1714178-2	90 - CI - 6' MJ x FL	594.78
08/01/2022	APA000373	1721453-1	Tap Sleeve - 6' x 4' 5.90-6.25 OD	1,874.85
08/01/2022	APA000373	1726020	1-7/8" tapping bit	774.08
08/12/2022	APA000388	1707609	Adaptor - Serv Brass - 1 1/4' FIP ...	1,084.23
08/12/2022	APA000388	1730397	5lbs chlorine tabs	34.32
08/12/2022	APA000388	1729878	hydrant repair rods	1,145.19
08/12/2022	APA000388	1729878	hydrant repair kit	3,938.07
08/29/2022	APA000433	1724511	Spud Meter - Brass - 1'	4,310.00
08/29/2022	APA000433	1730027	Adaptor 1-1/2" Pack Joint MIP x...	104.13
08/29/2022	APA000433	1730027	Adaptor 2' Pack Joint MIPxCOM...	328.73
08/29/2022	APA000433	1730027	Adaptor 1-1/4" Pack Joint MIP x...	180.25
08/29/2022	APA000433	1730515	Adaptor 3/4" Pack Joint MIP x ...	69.57
08/29/2022	APA000433	1730515	Adaptor 1" Pack Joint MIP x C...	102.98
08/29/2022	APA000433	1730515	Adaptor 1-1/2" Pack Joint MIP x...	103.13
08/29/2022	APA000433	1733934	Adaptor - Serv Brass - 1' FIP x C...	462.25
08/29/2022	APA000433	1733934	Adaptor - Serv Brass - 1' MIP X ...	392.21
08/29/2022	APA000433	1734085	Valve Ball-Serv. Brass-2" Curb L...	637.07
08/29/2022	APA000433	1734085B	3/4" gaskets	257.39
08/29/2022	APA000433	1734849	Grip Ring Restraint Kit - CI - 6'	677.82
08/29/2022	APA000433	1734085A	Valve Ball-Serv. Brass-2" Curb L...	637.07
08/29/2022	APA000433	1733924	Adaptor - Serv Brass - 1' FIP x C...	459.77
08/29/2022	APA000433	1733924	Coupling - Serv Brass - 1' Comp	448.71
08/29/2022	APA000433	1733924	Adaptor - Serv Brass - 1' MIP X ...	381.41
<b>Vendor 01527 - Ferguson Enterprises, Inc Total:</b>				<b>22,235.90</b>
<b>Vendor: 01528 - FGL Environmental</b>				
08/01/2022	APA000374	274492A	Waste Water Monitoring	25.00
08/01/2022	APA000374	275375A	Waste Water Monitoring	588.00
08/12/2022	APA000389	275620A	water monitoring	92.00
08/12/2022	APA000389	273117A	Job#18F-1 - Water Sampling	355.00
08/19/2022	APA000413	276056A	Waste Water Monitoring	25.00
08/19/2022	APA000413	276007A	Routine Bacti Monitoring Wk 3	92.00
08/19/2022	APA000413	276209A	Routine Bacti Monitoring Wk 4	92.00
08/19/2022	APA000413	276353A	Sawmill Pete Grout Shut Down	23.00
08/19/2022	APA000413	276354A	Oakmore Shut Down	23.00
08/19/2022	APA000413	276527A	Magalia Res. TOC Monitoring	55.00
08/29/2022	APA000434	276528A	Water Sampling	477.00
08/29/2022	APA000434	276447A	Routine Bacti Monitoring Wk 1	92.00
08/29/2022	APA000434	276526A	Quarterly Raw Water Quality M...	131.00
08/29/2022	APA000434	276577A	Water Quality Monitoring	54.00
08/29/2022	APA000434	276692A	Routine Bacti Monitoring Wk 2	92.00
08/29/2022	APA000434	276771A	Paradise Irrigation Dist Dw	23.00
<b>Vendor 01528 - FGL Environmental Total:</b>				<b>2,239.00</b>
<b>Vendor: 01089 - FinishMaster, Inc.</b>				
08/19/2022	DFT0005448	91149913	Supplies	365.87

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08/19/2022	DFT0005448	91214336	Supplies	159.25
Vendor 01089 - FinishMaster, Inc. Total:				525.12
Vendor: 02945 - Fiserv Solutions, LLC				
08/12/2022	APA000390	90063874	Bank charges	9.90
Vendor 02945 - Fiserv Solutions, LLC Total:				9.90
Vendor: 01587 - Genterra Consultants, Inc.				
08/19/2022	APA000414	25195	Magalia Dam	885.00
Vendor 01587 - Genterra Consultants, Inc. Total:				885.00
Vendor: 01616 - Grainger Inc				
08/26/2022	DFT0005467	9399665505	Valves	1,178.34
Vendor 01616 - Grainger Inc Total:				1,178.34
Vendor: 01673 - Herc Rentals				
08/29/2022	APA000435	33061747-002	Equip rental Black Olive	603.74
Vendor 01673 - Herc Rentals Total:				603.74
Vendor: 01688 - Home Depot Credit Services				
08/12/2022	APA000391	20220713	Late fees	20.00
Vendor 01688 - Home Depot Credit Services Total:				20.00
Vendor: 01705 - Hunt & Sons, Inc.				
08/01/2022	APA000375	452421	250gals. unleaded gasoline	1,452.87
08/01/2022	APA000375	453885	185gals. clear diesel	1,227.27
08/01/2022	APA000375	456236	270gals. unleaded gasoline	1,446.02
08/01/2022	APA000375	479307	163gals. unleaded gasoline	817.72
08/01/2022	APA000375	480551	153gals. clear diesel	909.26
08/01/2022	APA000375	490765	203gals. unleaded gasoline	994.40
08/12/2022	APA000392	509710	350gals. unleaded gasoline	1,669.31
08/29/2022	APA000436	517434	390gals. unleaded gasoline	1,818.55
08/29/2022	APA000436	555826	190gals. unleaded gasoline	892.50
08/29/2022	APA000436	557252	60gals. clear diesel	330.27
08/29/2022	APA000436	597460	175gals. unleaded gasoline	841.03
Vendor 01705 - Hunt & Sons, Inc. Total:				12,399.20
Vendor: 01713 - I.B.E.W. Local Union 1245				
08/12/2022	APA000393	CM0000244	Union Dues	-51.10
08/12/2022	APA000393	INV0006515	Union Dues	1,084.69
08/12/2022	APA000393	INV0006515	Union Dues	-52.00
08/19/2022	APA000415	INV0006529	Union Dues	-52.00
08/19/2022	APA000415	INV0006529	Union Dues	1,084.69
Vendor 01713 - I.B.E.W. Local Union 1245 Total:				2,014.28
Vendor: 01716 - ICMA Retirement Trust-401				
08/05/2022	DFT0005413	INV0006510	Retirement - 401(a) Match	2,477.57
08/19/2022	DFT0005431	INV0006524	Retirement - 401(a) Match	2,447.81
08/23/2022	DFT0005453	INV0006536	Retirement - 401(a) Match	40.27
Vendor 01716 - ICMA Retirement Trust-401 Total:				4,965.65
Vendor: 01715 - ICMA Retirement Trust-457				
08/05/2022	DFT0005414	INV0006511	Retirement Trust - 457	2,477.57
08/05/2022	DFT0005415	INV0006512	Deferred Comp 457	8,314.57
08/05/2022	DFT0005416	INV0006513	Retirement Trust - 457	1,927.29
08/05/2022	DFT0005417	INV0006514	Retirement Trust - 457	692.28
08/19/2022	DFT0005432	INV0006525	Retirement Trust - 457	2,447.81
08/19/2022	DFT0005433	INV0006526	Deferred Comp 457	8,229.88
08/19/2022	DFT0005434	INV0006527	Retirement Trust - 457	2,011.12
08/19/2022	DFT0005435	INV0006528	Retirement Trust - 457	692.28
08/23/2022	DFT0005454	INV0006537	Retirement Trust - 457	40.27
08/23/2022	DFT0005455	INV0006538	Deferred Comp 457	120.82
Vendor 01715 - ICMA Retirement Trust-457 Total:				26,953.89
Vendor: 02807 - Infosend				
08/01/2022	APA000376	217341	Postage & Mailings	4,395.77
08/01/2022	APA000376	217400	Postage & Mailings	717.62

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08/01/2022	APA000376	217401	Postage & Mailings	150.00
Vendor 02807 - Infosend Total:				5,263.39
Vendor: 01720 - Inland Business Systems				
08/19/2022	APA000416	IN2877961	Office supplies	10.66
Vendor 01720 - Inland Business Systems Total:				10.66
Vendor: 03062 - Instrument Technology Corporation				
08/01/2022	APA000377	20123	vLoc locator	10,164.80
08/29/2022	APA000437	20735	leads for locators	145.46
Vendor 03062 - Instrument Technology Corporation Total:				10,310.26
Vendor: 01731 - Internal Revenue Service				
08/08/2022	DFT0005419	INV0006518	FICA Withholding	14,879.84
08/08/2022	DFT0005420	INV0006519	Fed Withholding	11,985.05
08/08/2022	DFT0005422	INV0006521	Medicare Withholding	3,479.90
08/22/2022	DFT0005437	INV0006532	FICA Withholding	14,642.46
08/22/2022	DFT0005438	INV0006533	Fed Withholding	12,420.24
08/22/2022	DFT0005440	INV0006535	Medicare Withholding	3,424.46
08/26/2022	DFT0005457	INV0006540	FICA Withholding	188.20
08/26/2022	DFT0005459	INV0006542	Medicare Withholding	44.02
Vendor 01731 - Internal Revenue Service Total:				61,064.17
Vendor: 03057 - International Brotherhood of 137 TCWH				
08/12/2022	APA000394	INV0006516	Union Dues Teamsters	267.69
08/19/2022	APA000417	INV0006530	Union Dues Teamsters	267.69
Vendor 03057 - International Brotherhood of 137 TCWH Total:				535.38
Vendor: 01729 - Interstate Batteries of the Rogue River				
08/29/2022	APA000438	1704026	Equipment Repairs	123.14
08/29/2022	APA000438	21102057	Credit memo	-10.00
Vendor 01729 - Interstate Batteries of the Rogue River Total:				113.14
Vendor: 01722 - isolved, Inc.				
08/19/2022	APA000418	1121755711	Plan admin.	84.00
Vendor 01722 - isolved, Inc. Total:				84.00
Vendor: 01774 - Kens Paradise Hitch & Welding				
08/26/2022	DFT0005468	7143	New truck	1,018.68
08/19/2022	DFT0005449	7081	New Truck	595.88
Vendor 01774 - Kens Paradise Hitch & Welding Total:				1,614.56
Vendor: 01790 - Knife River Construction				
08/19/2022	APA000419	277812	Materials	387.06
Vendor 01790 - Knife River Construction Total:				387.06
Vendor: 01828 - Les Schwab Tire Center				
08/19/2022	APA000420	60700373924	#21M Alignment	109.99
Vendor 01828 - Les Schwab Tire Center Total:				109.99
Vendor: 01844 - Lowe's Home Improvement				
08/19/2022	DFT0005450	44777	Supplies	122.22
08/19/2022	DFT0005450	29952	New truck	501.93
08/19/2022	DFT0005450	44769	Supplies	206.21
Vendor 01844 - Lowe's Home Improvement Total:				830.36
Vendor: 03132 - Mark Baker				
08/01/2022	APA000378	072122#PID	Landscape maintenance	247.50
08/01/2022	APA000378	072122#PID	Landscape maintenance	247.50
08/01/2022	APA000378	072122#PID	Landscape maintenance	495.00
Vendor 03132 - Mark Baker Total:				990.00
Vendor: 01905 - Minasian, Meith, Soares, Sexton & Cooper, LLP				
08/19/2022	APA000421	2022-07	Legal Council	16,510.08
Vendor 01905 - Minasian, Meith, Soares, Sexton & Cooper, LLP Total:				16,510.08
Vendor: 03045 - N.C.G.T. SECURITY FUND				
08/25/2022	1271	2022-08	Health 2022-08	13,124.00
Vendor 03045 - N.C.G.T. SECURITY FUND Total:				13,124.00

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<b>Vendor: 01960 - Normac</b>				
08/26/2022	DFT0005469	7623265-001	backflow tool	197.34
08/26/2022	DFT0005469	7695515-001	2" backflow blankets	86.22
<b>Vendor 01960 - Normac Total:</b>				<b>283.56</b>
<b>Vendor: 01980 - Northern Recycling &amp; Waste Svcs</b>				
08/19/2022	DFT0005451	44774	Garbage	52.62
08/19/2022	DFT0005451	44774	Garbage	38.23
08/19/2022	DFT0005451	44774	Garbage	177.09
08/19/2022	DFT0005451	44774	Garbage	59.09
<b>Vendor 01980 - Northern Recycling &amp; Waste Svcs Total:</b>				<b>327.03</b>
<b>Vendor: 01950 - Northstate Aggregate, Inc.</b>				
08/12/2022	APA000395	149531	Base	474.62
08/12/2022	APA000395	153269	Sand	553.15
08/12/2022	APA000395	150259	Sand	554.76
<b>Vendor 01950 - Northstate Aggregate, Inc. Total:</b>				<b>1,582.53</b>
<b>Vendor: 01995 - Office Depot</b>				
08/12/2022	APA000396	250579152001	Office supplies	126.27
08/12/2022	APA000396	256475415001	Office supplies	32.87
08/19/2022	APA000422	256475415002	Office supplies	30.15
08/19/2022	APA000422	256889296001	Office supplies	70.72
<b>Vendor 01995 - Office Depot Total:</b>				<b>260.01</b>
<b>Vendor: 02005 - Olin Corp</b>				
08/29/2022	APA000439	3000148228	Sodium Hypochlorite - Bleach	10,891.27
<b>Vendor 02005 - Olin Corp Total:</b>				<b>10,891.27</b>
<b>Vendor: 01538 - O'Reilly Auto Parts</b>				
08/12/2022	APA000397	3534-457073	Supplies	106.86
08/12/2022	APA000397	3534-457095	Supplies	39.05
08/12/2022	APA000397	3534-457622	Supplies	47.37
08/12/2022	APA000397	3534-457647	Repair parts Unit 26	72.02
08/12/2022	APA000397	3534-457693	Repair parts	321.61
08/19/2022	APA000423	3534-456235	Supplies	107.45
08/19/2022	APA000423	3534-457215	Supplies	91.31
08/19/2022	APA000423	3534-457339	Supplies	348.01
<b>Vendor 01538 - O'Reilly Auto Parts Total:</b>				<b>1,133.68</b>
<b>Vendor: 02030 - Pace Supply</b>				
08/08/2022	DFT0005427	057883211	A34 Meter - Serv Brass	678.17
08/08/2022	DFT0005427	297880837	Valve Ball -Brass - 1"	735.31
08/08/2022	DFT0005427	297882108	Valve Ball -Brass - 1"	1,102.96
08/26/2022	DFT0005470	87749422-1	Spud Meter - Brass - 1'	1,690.60
08/26/2022	DFT0005470	107931148	Coupling - Serv Brass - 1' Comp	787.53
<b>Vendor 02030 - Pace Supply Total:</b>				<b>4,994.57</b>
<b>Vendor: 02081 - Pacific Gas &amp; Electric Company</b>				
08/25/2022	DFT0005465	44747	Electric	23,085.13
08/25/2022	DFT0005462	2022-08 (1)	Utility charge	24.64
08/25/2022	DFT0005462	2022-08 (1)	Utility charge	14,391.56
08/25/2022	DFT0005462	2022-08 (1)	Utility charge	5,222.93
08/25/2022	DFT0005462	2022-08 (1)	Utility charge	328.27
08/25/2022	DFT0005462	2022-08 (1)	Utility charge	31.25
08/25/2022	DFT0005462	2022-08 (1)	Utility charge	1.35
08/25/2022	DFT0005464	2022-08 (2)	Utility charge	4,382.98
<b>Vendor 02081 - Pacific Gas &amp; Electric Company Total:</b>				<b>47,468.11</b>
<b>Vendor: 02091 - Pitney Bowes</b>				
08/08/2022	DFT0005426	2022-07	Postage	509.24
<b>Vendor 02091 - Pitney Bowes Total:</b>				<b>509.24</b>
<b>Vendor: 03048 - Plan B Professional Answering Service</b>				
08/12/2022	APA000398	44743	Answering service	173.20
<b>Vendor 03048 - Plan B Professional Answering Service Total:</b>				<b>173.20</b>

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<b>Vendor: 03096 - Rankin Stock Heaberlin Oneal</b>				
08/19/2022	APA000424	406307	Litigation	287.00
<b>Vendor 03096 - Rankin Stock Heaberlin Oneal Total:</b>				<b>287.00</b>
<b>Vendor: 03167 - RCI General Engineering</b>				
08/08/2022	57713	2022-05	Phase 2 project	-54,434.27
08/08/2022	57713	2022-05	Phase 2 project	1,088,685.47
08/12/2022	57719	FH220621.R01	Hydrant meter refund	-343.55
08/12/2022	57719	FH220621.R01	Hydrant meter refund	1,000.00
08/19/2022	57728	2022-06	Phase 2 project	-57,289.64
08/19/2022	57728	2022-06	Phase 2 project	1,145,792.72
<b>Vendor 03167 - RCI General Engineering Total:</b>				<b>2,123,410.73</b>
<b>Vendor: 02057 - Riebes Auto Parts</b>				
08/12/2022	APA000399	5356-112148	Supplies	75.69
08/19/2022	APA000425	5356-112517	Repairs	100.27
08/19/2022	APA000425	5356-112524	Repairs	5.26
08/19/2022	APA000425	5356-112542	Repairs	148.66
<b>Vendor 02057 - Riebes Auto Parts Total:</b>				<b>329.88</b>
<b>Vendor: 02185 - Roberts &amp; Brune Company</b>				
08/29/2022	APA000440	R374598	Adaptor - Serv Brass - 1' MIP X ...	333.08
08/29/2022	APA000440	R374598	Adaptor - Serv Brass - 1' FIP x C...	473.87
<b>Vendor 02185 - Roberts &amp; Brune Company Total:</b>				<b>806.95</b>
<b>Vendor: 02211 - Sabre Backflow, LLC.</b>				
08/30/2022	57759	2022-08-30	Backflow test	16.00
<b>Vendor 02211 - Sabre Backflow, LLC. Total:</b>				<b>16.00</b>
<b>Vendor: 03210 - Spatial Networks, Inc.</b>				
08/19/2022	DFT0005452	7E7049A6-0027	Field software, Fulcrum	21.57
08/19/2022	DFT0005452	7E7049A6-0030	Field software, Fulcrum	588.00
08/19/2022	DFT0005452	7E7049A6-0032	Field software, Fulcrum	2,288.00
<b>Vendor 03210 - Spatial Networks, Inc. Total:</b>				<b>2,897.57</b>
<b>Vendor: 03224 - SRL Apparel, Inc.</b>				
08/12/2022	APA000400	119082	Hats	2,649.93
<b>Vendor 03224 - SRL Apparel, Inc. Total:</b>				<b>2,649.93</b>
<b>Vendor: 02292 - Standard Insurance Company</b>				
08/08/2022	57714	2022-08	Long Term Disability	1,287.27
<b>Vendor 02292 - Standard Insurance Company Total:</b>				<b>1,287.27</b>
<b>Vendor: 03061 - Sterling Health Services, Inc DBA</b>				
08/05/2022	DFT0005412	INV0006509	HSA Contribution	167.30
08/19/2022	DFT0005430	INV0006523	HSA Contribution	167.30
<b>Vendor 03061 - Sterling Health Services, Inc DBA Total:</b>				<b>334.60</b>
<b>Vendor: 02362 - Thomas Ace Hardware</b>				
08/12/2022	APA000401	184511	Repairs	7.37
08/01/2022	APA000379	184816	Tool	4.91
08/01/2022	APA000379	184935	Water heater replacement	174.43
08/01/2022	APA000379	184973	Water heater replacement	61.91
08/01/2022	APA000379	185107	Tools	100.20
08/01/2022	APA000379	185110	Supplies	8.99
08/01/2022	APA000379	185125	Top injection line replacement	212.86
08/01/2022	APA000379	185171	Access key	25.02
08/01/2022	APA000379	185237	Supplies	204.49
08/01/2022	APA000379	185276	Supplies	3.80
08/01/2022	APA000379	185486	Tools	47.57
08/12/2022	APA000401	185583	Supplies	71.20
08/12/2022	APA000401	185666	Supplies	26.38
08/12/2022	APA000401	186012	Supplies	67.95
08/12/2022	APA000401	186017	Supplies	2.59
08/12/2022	APA000401	186132	Supplies	14.84
08/19/2022	APA000426	186202	Supplies	36.26

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08/19/2022	APA000426	186517	Repairs	93.34
08/19/2022	APA000426	186669	Repairs	47.27
08/19/2022	APA000426	186730	Supplies	16.25
08/19/2022	APA000426	186767	Repairs	100.25
08/19/2022	APA000426	186848	Supplies	36.98
08/19/2022	APA000426	186893	Supplies	27.91
08/19/2022	APA000426	186896	Supplies	25.74
08/19/2022	APA000426	186947	Tools	50.29
08/19/2022	APA000426	187087	Supplies	2.51
08/19/2022	APA000426	187105	Supplies	44.02
08/29/2022	APA000441	187310	Supplies	116.36
08/29/2022	APA000441	187328	Supplies	57.50
08/29/2022	APA000441	187350	Supplies	17.47
08/19/2022	APA000426	184136	Repairs	253.95
08/19/2022	APA000426	185164	Repairs	102.58
08/19/2022	APA000426	185669	Tools	12.12
08/29/2022	APA000441	187499	Supplies	8.78
08/29/2022	APA000441	187617	Supplies	19.40
08/29/2022	APA000441	187750	Supplies	65.90
08/29/2022	APA000441	187751	Supplies	19.38
Vendor 02362 - Thomas Ace Hardware Total:				<b>2,188.77</b>
Vendor: 02363 - Thomas Hydraulic				
08/12/2022	APA000402	12056	Repairs	3.01
Vendor 02363 - Thomas Hydraulic Total:				<b>3.01</b>
Vendor: 03227 - Tom Taylor				
08/19/2022	57729	2022-8	Claim	500.00
Vendor 03227 - Tom Taylor Total:				<b>500.00</b>
Vendor: 02394 - Tyler Technologies, Inc.				
08/12/2022	APA000403	025-389151	Training	449.00
08/29/2022	APA000442	025-391959	Training	300.00
Vendor 02394 - Tyler Technologies, Inc. Total:				<b>749.00</b>
Vendor: 02685 - Underground Service Alerts				
08/01/2022	APA000380	2022159713	2022 Membership fee	12,283.77
08/01/2022	APA000380	159713USB22	Annual Fee	4,738.19
Vendor 02685 - Underground Service Alerts Total:				<b>17,021.96</b>
Vendor: 02686 - USA Blue Book				
08/29/2022	APA000443	88592	Acid	35.02
Vendor 02686 - USA Blue Book Total:				<b>35.02</b>
Vendor: 02703 - Verizon Wireless				
08/25/2022	DFT0005463	9911653807	Cell phone	313.58
08/25/2022	DFT0005463	9911653807	Cell phone	1,100.31
08/25/2022	DFT0005463	9911653807	Cell phone	226.77
08/25/2022	DFT0005463	9911653807	Cell phone	531.31
08/25/2022	DFT0005463	9913984704	Cell phone	313.12
08/25/2022	DFT0005463	9913984704	Cell phone	1,118.59
08/25/2022	DFT0005463	9913984704	Cell phone	222.78
08/25/2022	DFT0005463	9913984704	Cell phone	467.02
Vendor 02703 - Verizon Wireless Total:				<b>4,293.48</b>
Vendor: 02712 - VistaNet inc.				
08/01/2022	APA000381	19850	Maint	363.58
08/01/2022	APA000381	19851	Maint	110.00
08/01/2022	APA000381	19852	Maint	82.50
08/12/2022	APA000404	19921	Network monitoring	509.00
08/19/2022	APA000427	19968	Maint	8,871.72
08/19/2022	APA000427	19969	Maint	2,690.00
08/19/2022	APA000427	19976	Maint	120.00
08/19/2022	APA000427	19977	Maint	60.00
08/19/2022	APA000427	19987	Maint	190.00

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08/29/2022	APA000444	19998	PC comp	1,740.82
Vendor 02712 - VistaNet inc. Total:				14,737.62
Vendor: 02714 - Wagner & Bonsignore				
08/19/2022	APA000428	08-22-913	Curtailment notice	157.50
Vendor 02714 - Wagner & Bonsignore Total:				157.50
Vendor: 03002 - Water Works Engineers				
08/19/2022	APA000429	12859	19-017 Disaster Recovery	205,851.39
Vendor 03002 - Water Works Engineers Total:				205,851.39
Vendor: 03134 - White Glove Cleaning Svc Inc				
08/12/2022	APA000405	75934	Janitorial services	550.00
08/12/2022	APA000405	75936	Janitorial services	456.00
08/12/2022	APA000405	75938	Janitorial services	495.00
08/12/2022	APA000405	75935	Janitorial services (June)	456.00
08/12/2022	APA000405	75937	Janitorial services (June)	495.00
08/12/2022	APA000405	75939	Janitorial services (June)	550.00
Vendor 03134 - White Glove Cleaning Svc Inc Total:				3,002.00
Vendor: 02867 - Zenner USA				
08/01/2022	APA000382	67697	1" res fire serv meter	11,594.21
08/01/2022	APA000382	67697	3/4" res fire serv meter	53,222.67
08/29/2022	APA000445	65449	1" meter	22,507.90
08/29/2022	APA000445	65449	1-1/2" meter	17,346.13
08/29/2022	APA000445	65449	3/4" meter	14,689.56
08/29/2022	APA000445	65449	2" meter	8,520.97
08/29/2022	APA000445	67629	2" res fire serv meter	9,261.93
08/29/2022	APA000445	67630	2" meter	1,056.49
Vendor 02867 - Zenner USA Total:				138,199.86
Grand Total:				2,874,087.09



**Our water. Our future.**  
Paradise Irrigation District

## Strategic Plan Progress Report-09/22

### 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.*

### Customers

Objective: Provide Exceptional Customer Service

Goal	Lead	By Date	Status	Complete
Create a Report on Updates to Customer Service Processes (for Board)	Mickey Rich	6/30/2021		✓
Included in monthly staff reports				
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		✓
In development				
Develop a 'Service Survey' to Be Used at the Completion of Service Delivery. 9/1/2022 added a 1-question post-call survey to our phone tree.	Dir. Sulik	9/1/2021		✓
• Results Attached.				
Develop a Communication/Promotion Plan for 'Sharing Good News'	Dir. Sulik	9/1/2021		✓
Cedar Creek has developed a "Moving Forward" campaign. Items of interest are included monthly in newsletters, social media and semi-annually in Chamber publications				

### 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		
The currently active Options Study identifies possible new services. Study report expected to be available in June 2022.				
To Establish a Plan to Create a Financial Reserve. 7/22 - Finance committee reviewed current reserve policy and made no recommendations for changes.	Tom Lando	10/2021		✓
Capital improvement plan and financial analysis underway. Expected Completion by June 2022				
To Identify Grant/Funding Opportunities	Dir. Hinman	9/1/2021		ongoing
Identify a Committed Grant Writer	Dir. Hinman	9/1/2021		✓
CDBG-DR - Aptim via County Infrastructure Bill - Aptim mapping out currently HMGP - Aptim CalFire - Butte County Fire Safe Council / Aptim Water Board / Capital Improvements-Sherri Lasick - Sylvar Consulting				

### Operations

Objective: Enhance Operation Efficiencies

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.

Goal	Lead	By Date	Status	Complete
Perform Employee Role Assessment	Tom Lando	10/15/2021		ongoing
<p>Ongoing assessment occurs anytime there is a vacancy.  Customer service intends to keep one temporary customer service technician for up to another year.  Tiffany would like to add a billing tech assistant for backup and succession planning</p> <p>Field crew has indicated the current employee roles are necessary through the end of 2024 or when PID, and utilities complete underground work. An assessment will be performed when construction work has been completed.</p>				
Initiate Project to Develop Organization Standard Operating Procedures (SOP's) and Standard Work Instructions (SWI's)	Tom Lando	9/1/2021	initiated	
Each department is developing SOPs for emergency and critical work.				
<b>People</b>				
Objective: Maximize Our Investment in People				
Goal	Lead	By Date	Status	Complete
Develop a Plan for a Phased Approach Formal Training Program	Mickey Rich	6/1/2022	initiated	
<ul style="list-style-type: none"> <li>Staff is setting up online training solution. Department managers will be offering relevant courses to employees</li> <li>Continue annual training program through ACWA/JPIA</li> <li>Staff considering LinkedIn Learning for each admin / management employee. Cost approx. \$230 per year/per employee.</li> <li></li> </ul>				
Develop Draft of a Plan for PID Career Tracks	Bowen/Boston	6/1/2022	initiated	
Staff is researching career track elements and best practices for learning organizations.				
Research or Perform a Compensation Comparison Analysis	HR Firm	1/1/2023		
The board will consider entering into agreement with a firm 9/2022				
Develop an Employee Incentive Program	Mickey Rich	6/1/2022	initiated	
To be discussed at next admin / personnel committee				

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 - August 2022

### Service Requests

Row Labels	Sum of Count
Account Management	396
Activate Water w/Backflow	36
Backflow Maintenance	25
Construction Support	14
Disconnect	4
Field Customer Service	58
Field Maintenance	14
From Active to Ready-to-Serve	16
New Meter Order	1
No Water	6
Transfer Ownership	83
Water Quality	10
<b>Grand Total</b>	<b>659</b>

**Increased** from 537 service requests in July

### Phone Activity

Phone Activity	July 2022	August 2022	Trend
Average calls per day	32.13	26.97	Decreased
Average abandoned per day	2.38	2.00	Decreased
Average time abandon	2.28 min.	1.23 min.	Decreased
Average time to handle	41 seconds	22 seconds	Decreased

### Payments Processed

Method Payment	July 2022	August 2022	Trend
Automated Phone System	164	192	Increased
Customer Service Staff	1348	2280	Increased
Web Portal	596	1422	Increased
<b>Total</b>	<b>2108</b>	<b>3894</b>	<b>Increased</b>

# PID Customer Service

October 01, 2021 – August 31, 2022

## Customer Service Survey Results

Number of surveys sent to customers: 605

Number surveys returned: 96 (15.86%)

### **Average Rating**

*Customers were asked to rate service between 1 (poor) and 5(excellent)*

How was your experience contacting PID?	Was our office representative friendly and helpful?	Was our office representative knowledgeable?	How would you rate our communication during your service period?	Was our field representative courteous to you?
<b>4.52</b>	<b>4.53</b>	<b>4.39</b>	<b>4.39</b>	<b>3.88</b>
Did we respond promptly?	Was the problem solved in a reasonable amount of time?	Was the problem satisfactorily resolved?	Did PID meeting your expectation for service?	How does PID's service compare with other businesses?
<b>4.26</b>	<b>3.87</b>	<b>3.92</b>	<b>4.22</b>	<b>3.72</b>

## May Customer Comments

**08/01/2022** ~ "Just moved into town this year. Thanks for your hook-up services!"

**08/01/2022** ~ "The people in the office are great."

**08/01/2022** ~ "I had service above and beyond my expectations. Great job."

# Customer Service - Communication Processes Report

## September 21, 2022




- **MISLR Project Communication**

- Customer service sending out project notification letter via USPS and Email when addresses have been assigned to RCI.
- After three weeks, customers who have not received service are now re-notified
- Letter is being modified to include information on service interruption details and how to contact PID /submit claim in case of contractor damage.

- **Phone Survey**

- Starting September 1, 2022 phone in customers are invited to participate in a 1-question phone survey rating their service (1 through 5, with 5 being excellent) . As of September 13th we've received 47 submissions (20% of callers)

- **Results:**

		
<b>43</b>	<b>3</b>	<b>1</b>

- **DropCountr Notification**

- On September 9<sup>th</sup> DropCountr sent a mass email inviting customers to sign up to manage their water use and receive notifications. We currently have 144 users signed up for DropCountr

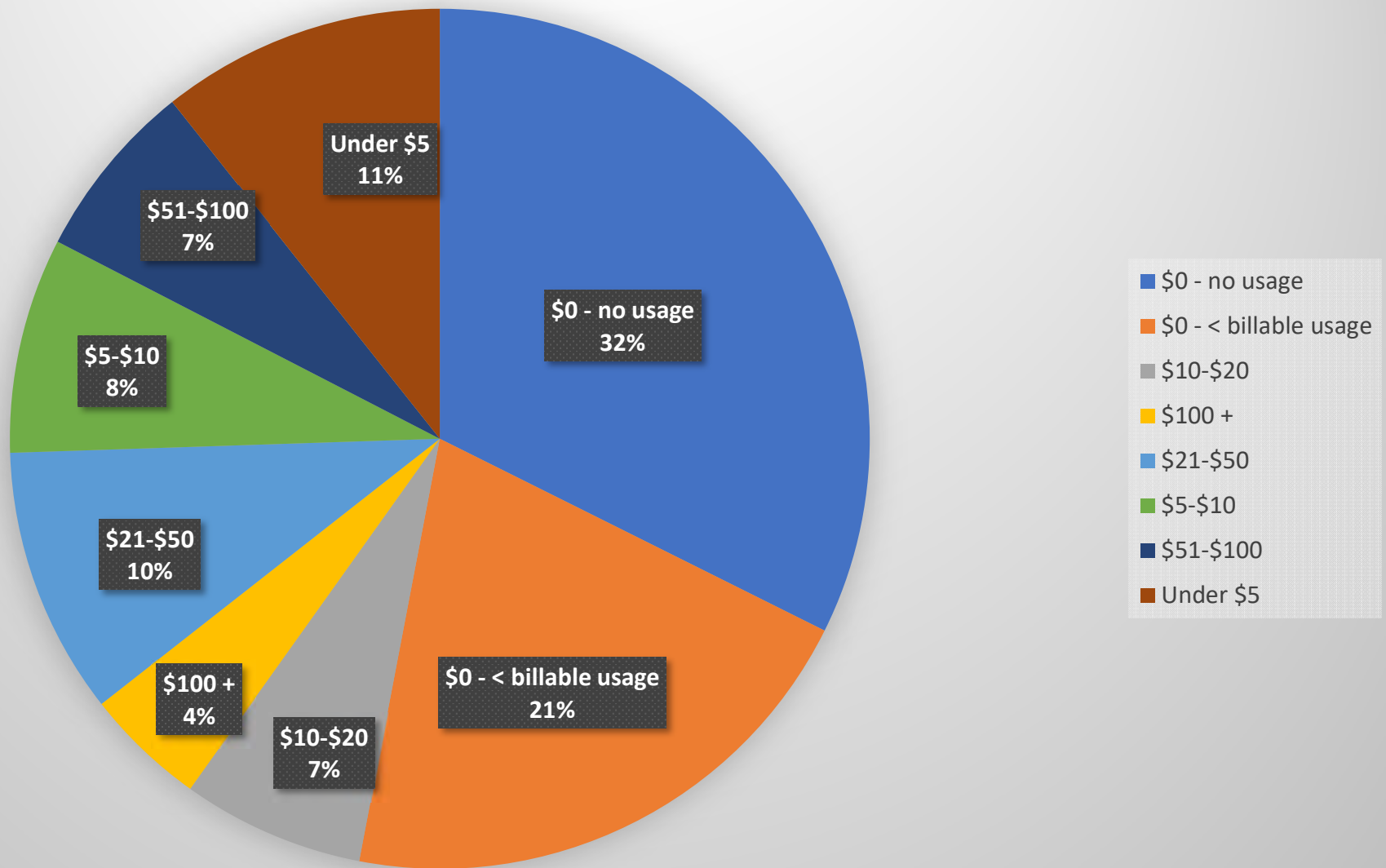
- **Customer Kiosk**

- Staff has setup a kiosk in the front entrance to allow customers to sign up for DropCountr and PID's other online services.

- **Water use billing**

- Customers who will have consumption billing on their September bills were first notified in June. The reminder included an estimation of their billing based on their metering data. On September 8<sup>th</sup> we emailed a reminder to approximately 2/3 of those customers reminding them of their upcoming change in billing. To date, we have received very little comment from customers about their consumption billing.

**Monthly water bill increase with water use billing August 2022**  
**964 meters installed**  
**\$17,000.00 estimated potential revenue**



**STAFF REPORT  
FIELD OPERATIONS  
August 2022**

**TRANSMISSION & DISTRIBUTION**

**DAILY OPERATIONS**

- Our crews have been taking care of leaks, emergencies, and maintenance issues.
- 13 scheduled main line and service line leaks were repaired this month
- Call Center received 109 after hour calls
- Standby received 42 calls
- 35 emergency calls due to contractors and after hour leaks
- 2064 Completed USA tickets

**SERVICE LINE REPLACEMENT / WATER REQUEST**

- 33 IWS Backflow devices were installed
- 36 Flow test were performed
- 1 Service line was replaced (due to pipeline work, an elevated number of emergencies, B-res clean out, and short staffing)

**CUSTOMER REIMBURSEMENT JOBS (by work order)**

- Working on several New Meter Estimates

**OVERVIEW**

- Continued efforts are being made with RCI and WWE to keep the M.I.S.L.R project running smoothly and efficiently.
- Black Olive Pipeline has been completed.
- Our new F-250 is almost done with its overhaul and will be out working soon.
- I have signed a purchase order for a 2022 Vactron HTV873 truck per last month's approval.
- We are flying Utility I positions to backfill the vacant Utility II positions.
- We are continuing to work on our vehicle replacement program.
- B-Reservoir clean out due to replacement project starting.

**SUMMARY**

On Black Olive from Cedar to Fir St, PID crews replaced and relocated the existing 4" steel main with a 6" C-900 main due to the fact that the existing water main is in conflict with the towns proposed sidewalk project in that area. Approximately 400' of main was replaced, along with five services and one hydrant run.

The F-250 we purchased is in its last stages of its overhaul and will be in the field working as soon as we get the lumber rack back from powder coat. This vehicle has received all new safety equipment and lights, work lights, a custom lumber rack to support our crews needs, a crane installation, a vice installation, and a toolbox installation. The F-550 will undergo the same overhaul once the F-250 is complete.

Following last month's purchase approval, I have signed a purchase order with Vermeer to lock in a build spot for 2022, for a 2022 Vactron HTV873 truck, This a Class C F-650. They can't provide us with a build date, I will update once this information is received. This piece of equipment is the last large piece needed to eliminate Class A vehicles.

The options for where to get rid of our surplus vehicles are still being explored, in an effort to receive the highest cash value for our wide variety of items.

The tank installation project will be starting at the beginning of September. Because B-reservoir has been used as our storage facility for vehicles, equipment, pipe, and various parts for many years, PID crews had to remove and relocate hundreds of items from that property to the treatment plant and the settling ponds. This was also our dump site for our vac units. With our dump site not being accessible we had create a new site at E tank but this will not be able to handle the volume of material we produce due to the size of the property. We are also currently working on creating an emergency dump site at our property on Coutelenc but there will be extensive work that needs to be done to clear the property from vegetation and make it safe to drive a dump truck on.

**STAFF REPORT**  
**WATER TREATMENT PLANT**  
**August 2022**

**WATER TREATMENT**

- Production at the District's treatment plant for the month of July varied between 5.1 and 6.3 mgd, with the average day being 5.1 mgd.

- Compared to:

	<u>pre-fire August 2018</u>	<u>August 2020</u>	<u>August 2021</u>
Low	6.2	5.5	5.0
High	8.2	6.7	6.4
Avg.	7.6	5.9	5.6

- Treatment Plant remains closed to the public due to the pandemic. Treatment Personnel do our best to keep the plant disinfected and to social distance both at work and at home. We are such a small group we can't afford to have someone sick.
- Completed required monthly reporting to Department of Drinking Water and Regional Water Control Board.
- Tesla battery system went online at Pump Station #2 and seems to be working well. At the Plant Tesla is waiting on some components and final testing to finish the work.

**Staffing / Treatment Plant**

- Austin Stack and Rebekah Sorensen continue to do really well. Jaime completed his second year at the Plant at the end of August. He has excelled also. He recently passed the T4 examination and is just waiting on enough work experience to get his T4 Certificate. Clint Stanley is about to complete his first year at the Plant as the Maintenance Mechanic, he is a welcome addition and came just at the right time we have been swamped with repairs and upgrades and he is all over them doing a wonderful job.
- The plant's production mag-meter is awaiting evaluation of the unit. In the meantime we are using the filter production meters to calculate production.
- The alum system piping has been giving us fits (original to the plant), we have had a couple of leaks and one large break. We are working on replacing all the piping on that system.
- Clint has worked hard blocking vehicle access to Magalia Reservoir. It seems daily we find a new way that people are accessing the reservoir and the area above it.

### **MAGALIA/PARADISE DAMS**

- Monthly monitoring of piezometers at Magalia and Paradise dams was performed and reported to our consultant.
- Gabion wall design was submitted to DSOD for approval.

### **WATER QUALITY – DISTRIBUTION SYSTEM**

- Routine Sampling – 4 Bacteriological samples are taken each week at locations throughout the Distribution system. They are analyzed for Total Coliforms, Fecal Coliform & E. Coli. These samples verify the potability of the water in the system.
- Annual sampling was performed for perchlorate, nitrate and asbestos. All results were either non-detect or well below the Maximum Contaminant Level (mcl)

### **August 2022, WATER QUALITY**

- Average daily production: 5.6 mgd
- Average effluent turbidity: 0.05
- ntu
- Average raw water turbidity: 0.68 ntu

### **Water Levels (as of 8/31/2022)**

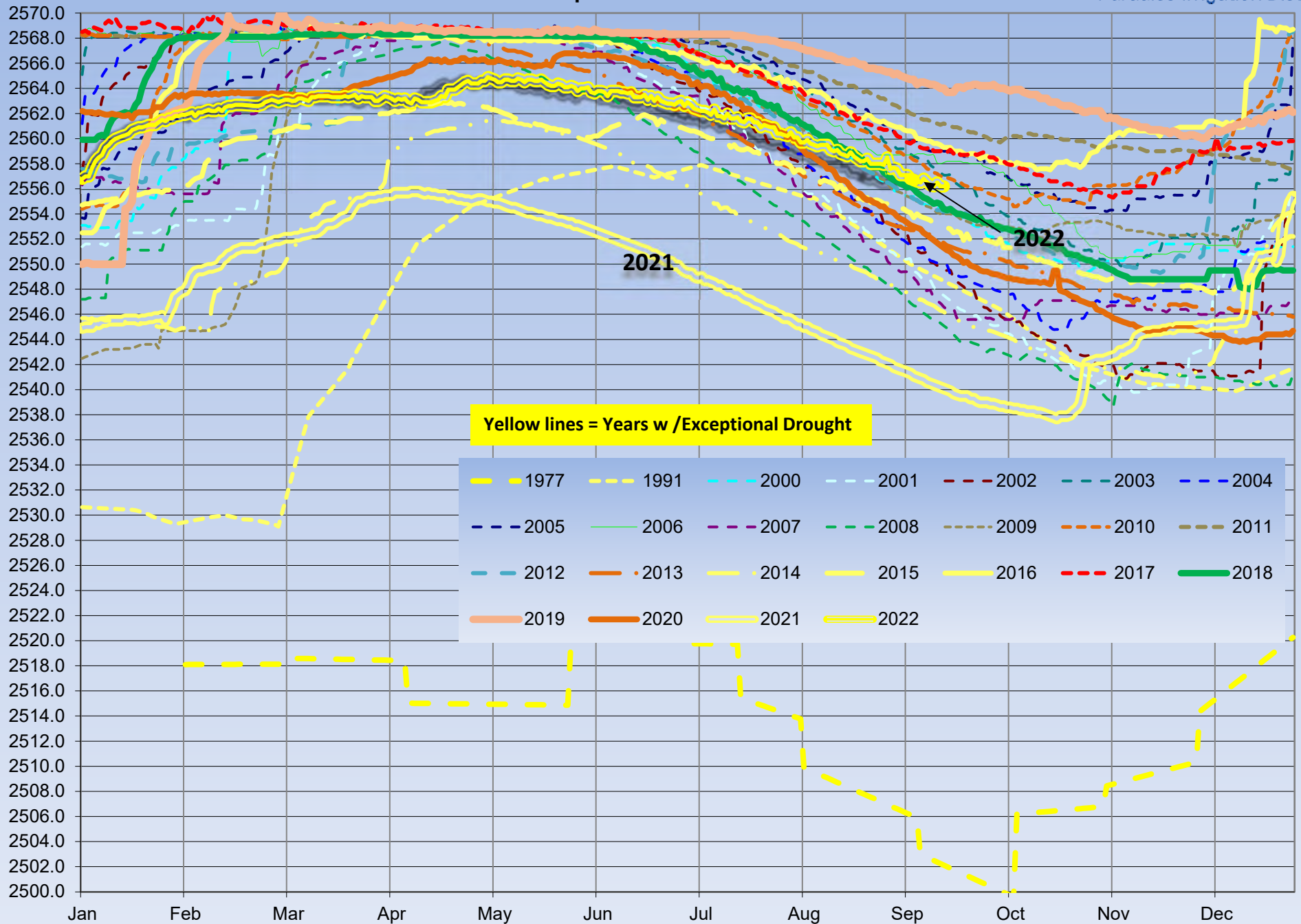
- Magalia Reservoir 2190.2'
- Paradise Lake -11.0' -26.5 same day in 2021
- Percentage of Water in Storage 76% of Total Available
- Rainfall for 2021/2022 rainfall year:

	Magalia Res. 15.8"	Paradise Lake 15.48"
▪ October		
▪ November	5.75"	4.65"
▪ December	23.18"	17.85"
▪ January	2.61"	3.38"
▪ February	0.03"	0.02"
▪ March	1.52"	1.80"
▪ April	6.80"	7.09"
▪ May	1.17"	0.65"
▪ June	2.59"	2.09"
▪ July	0	0
▪ August	0	0
▪ September		
Total for 2021/2022 Rain Year	59.45"	53.01"
Average Rainfall	64.00"	65.20"

Paradise Lake Elevation  
Updated 09/13/2022  
Spill = 2568.1



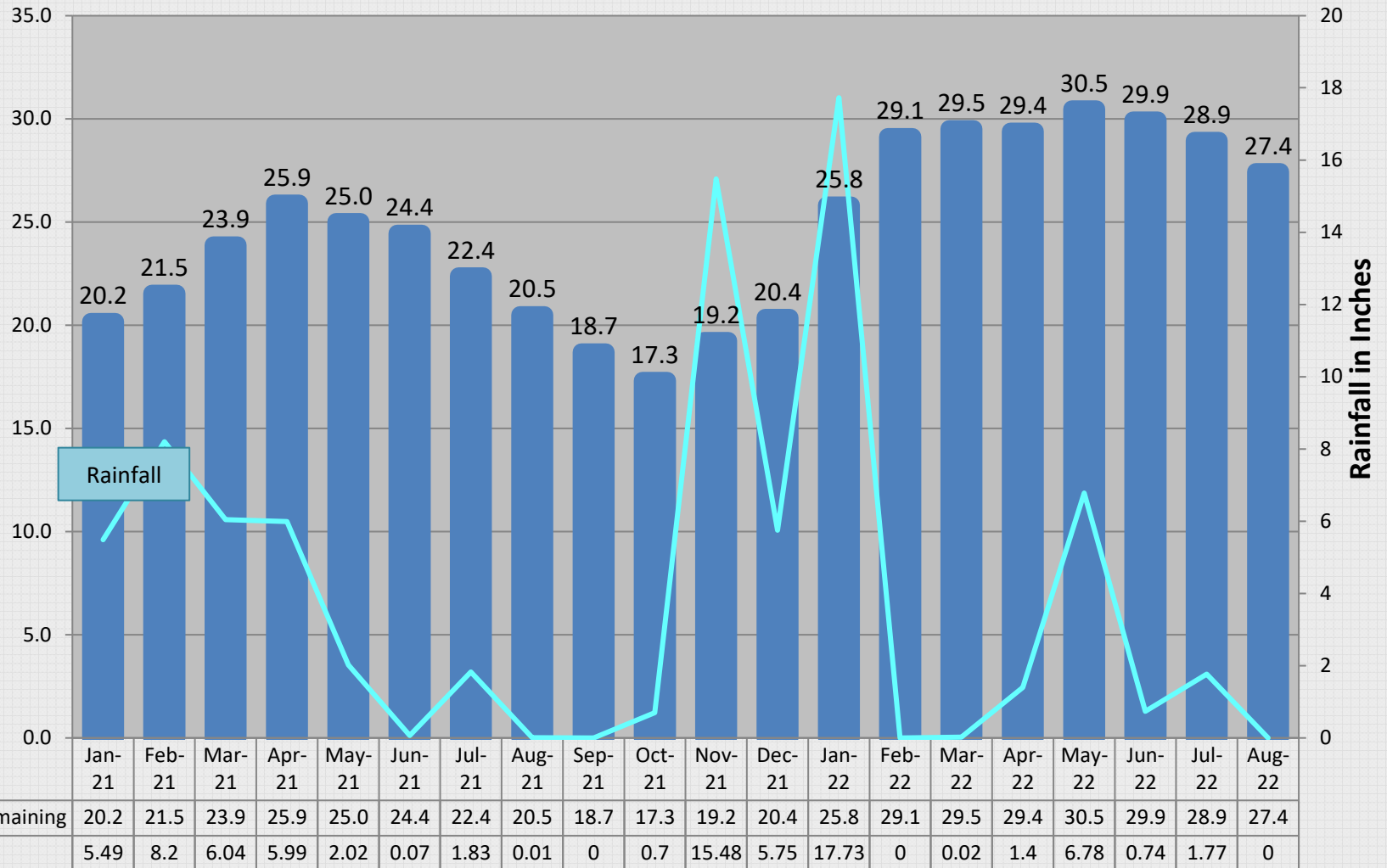
Our water.  
Our future.  
Paradise Irrigation District



# 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



9-1-22

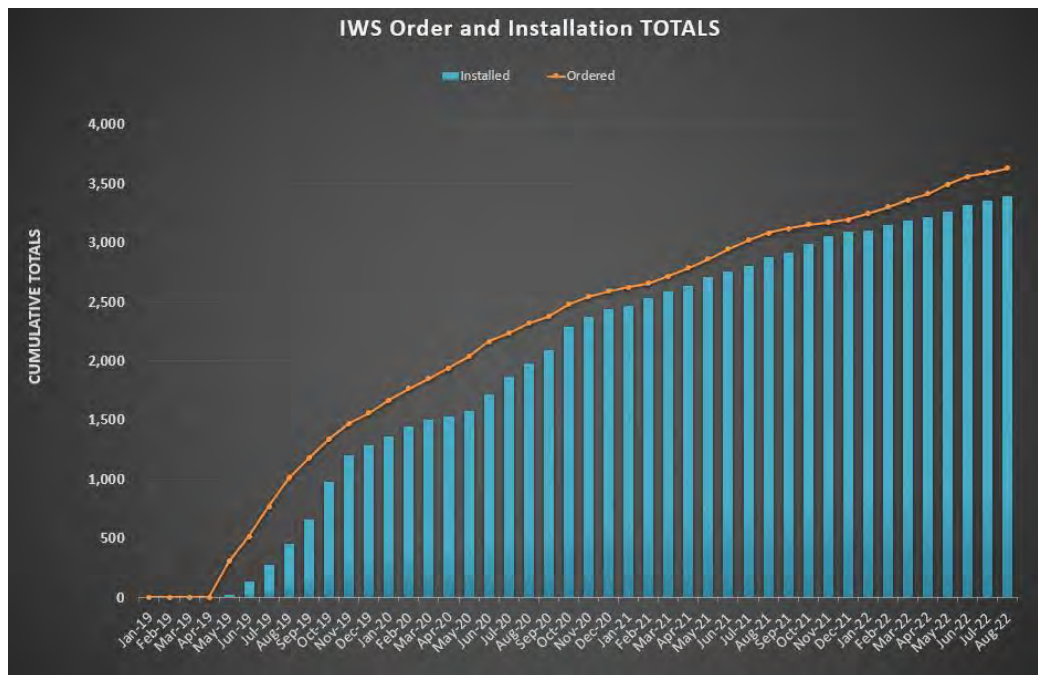
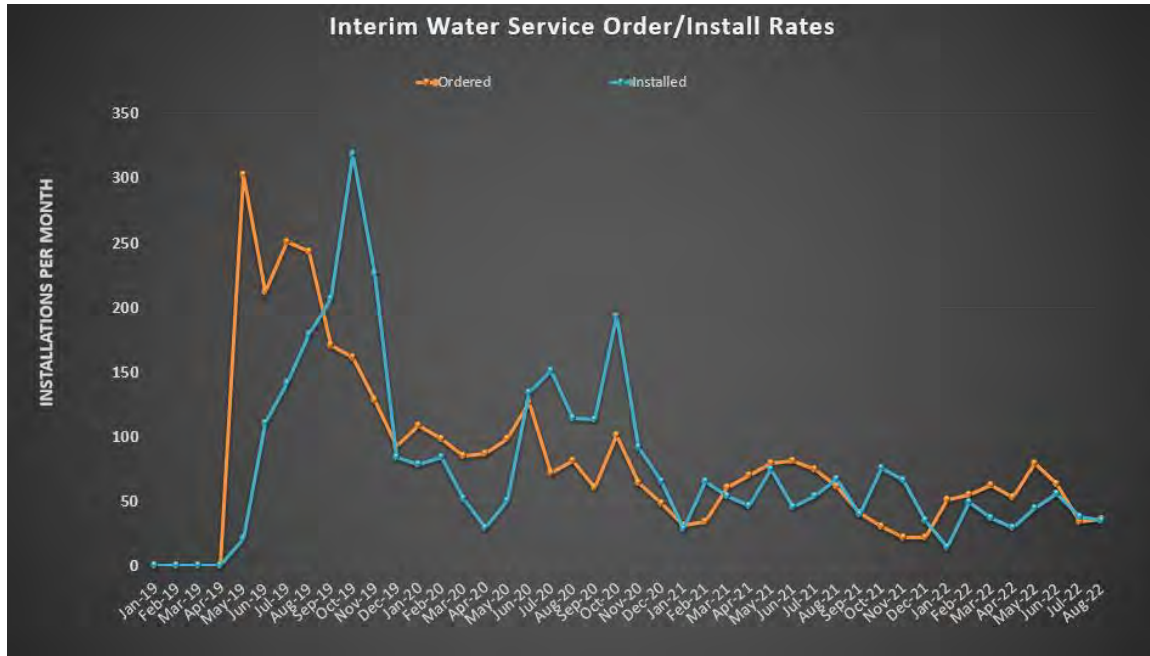
District Engineering Update for the Board of Directors

1. Multiple Design Review Requests completed for the Town of Paradise (TOP).
2. The Town of Paradise has started their on-system road work. Service laterals to customers who have requested water have been replaced. Coordinating with TOP as needed.
3. Working with customers and providing estimates to provide new water meter services to multiple locations throughout town.
4. Coordinated with Water Works on MISLR 2 and other projects.
5. Working with Distribution group on revising PID standards to match current practices, revisions will be presented to the Board once the entire packet has been reviewed. I expect this to take a few months to complete.
6. Notice to proceed with work was sent to Myers and Sons to begin work on Reservoir B project. The current plan is for them to start identifying piping locations the week of September 6<sup>th</sup>.
7. The RFP for the Engineering consultant for the Equalizer tanks at the Water Treatment Plant has been posted and responses are due mid-September. Engineering consultant proposals will be reviewed and a recommendation from PID employees is expected to be ready for the October Board meeting.
8. Review of Lupine subdivision and Newland Rd. main extension has been reviewed and a recommendation for concept review will be presented to the Board at the regularly scheduled September meeting.
9. The Engineering department has been actively scanning in past easement information so that it may be accessed digitally and there are back up digital copies.

# Water Supply Recovery Program Update

## Metered Interim Water Service

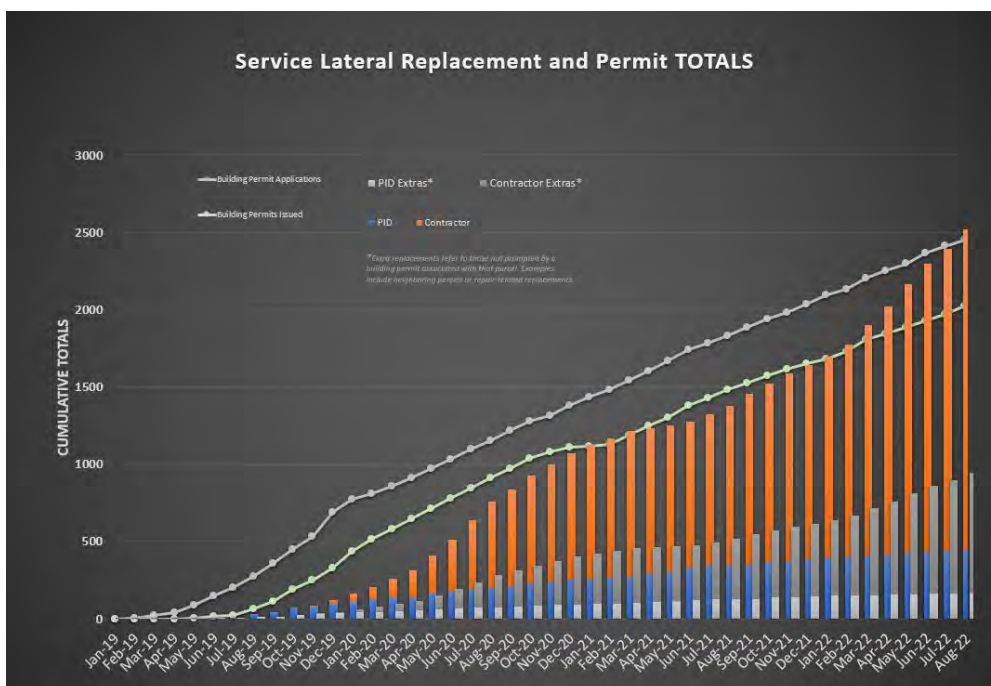
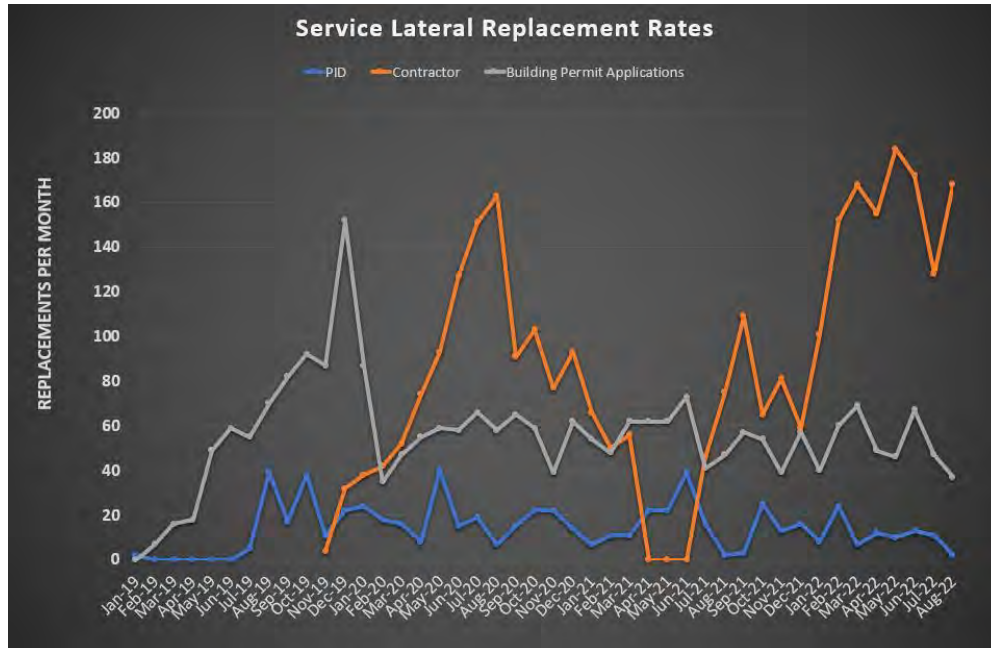
MIWS orders in August held steady at 36/mo. 35 installations were completed in August as PID crews continued effort to match the MIWS installations and coordinated with RCI to accomplish priority installations. While some MIWS orders are resolved with a permanent install (as zone work is completed or if a building permit is applied for at that address), a significant number of the MIWS orders have no building permit associated with them.



# Water Supply Recovery Program Update

## Meter Installation and Service Lateral Replacement Program

In August the Meter Installation and Service Lateral Replacement (MISLR) Project increased production of service lateral replacements to 168. Continuing the trend over the last several months, new permit applications at the Town of Paradise dropped to 37/mo, well below the 2-year average of 56/mo. Focus continued in August on service lateral replacements for customers with building permit applications as well as some priority IWS locations and work through the zones. At this point, for most cases, PID customers who apply for a building permit are getting a new service lateral in the same timeframe as their building permit application is approved.

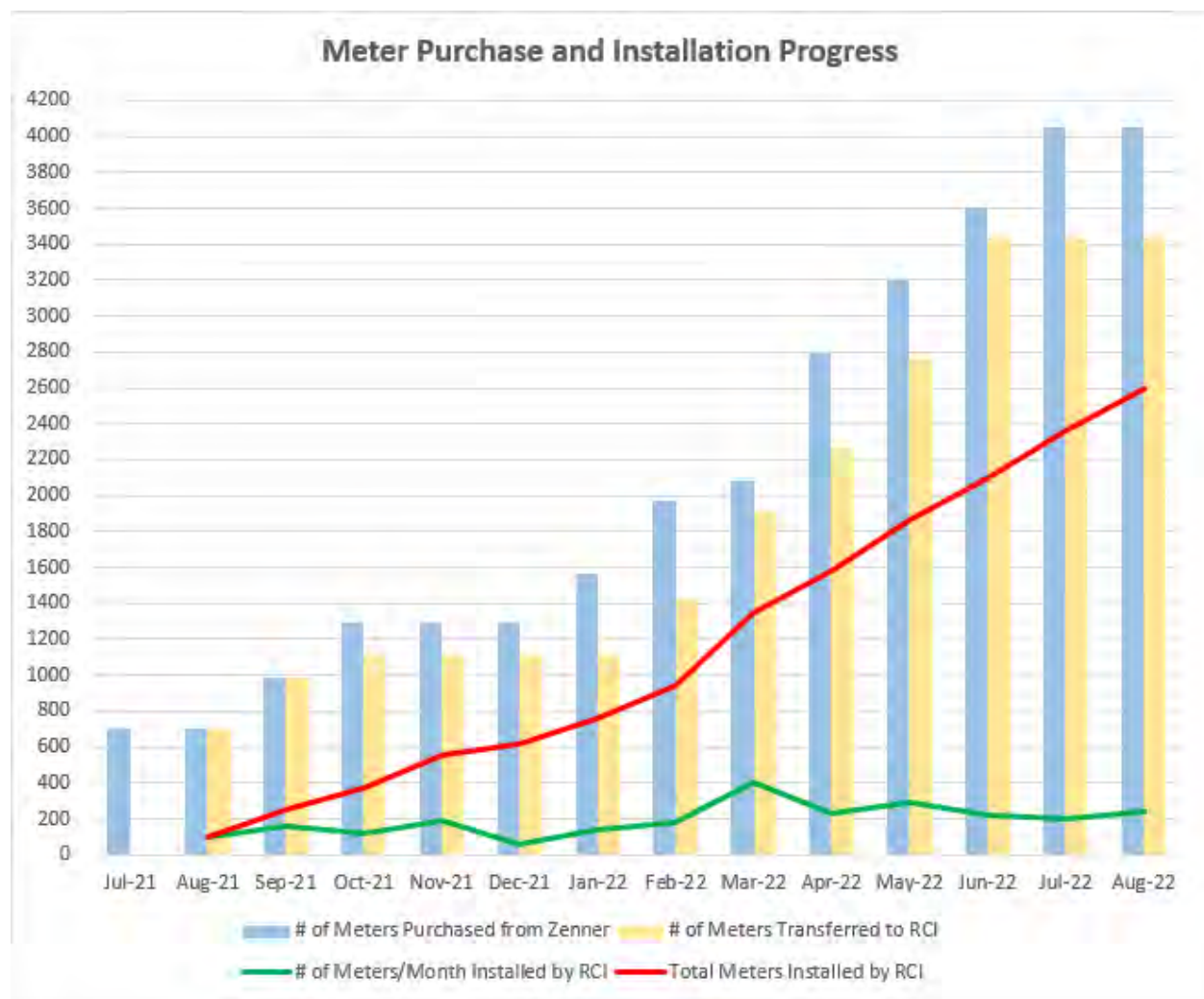


# Water Supply Recovery Program Update

## Meter Replacement Program

In August, RCI Installed 236 meters and 210 district-maintained backflow preventers, totaling 2,594 meters and 1,867 district-maintained backflows from the start of the project. There are currently 4,915 accounts who have opted into a district-maintained backflow, which is approximately 88% of all customers who have made a request for water to date.

No additional meters were received in August. Zenner has been provided a minimum monthly delivery schedule needed to keep up with the pace of RCI's production through the end of the project. As shipments from Zenner have become increasingly delayed district staff has also stepped in to have more direct communication with Zenner's Vice President of Factory Operations and Production. Currently, RCI has sufficient meters on hand to continue work. RCI Management has noted substantial delays in materials they had ordered at the start of the year, especially for necessary fittings to complete service lateral replacements, they continue to explore options for alternative suppliers.



# Water Supply Recovery Program Update

## Water Quality Assurance Monitoring

The Water Quality Assurance Monitoring is being transitioned into the normal quarterly distribution system monitoring program. Over the two-year Water Quality Assurance Monitoring Program, 813 samples were taken throughout every corner of the distribution system and 812 of those samples were in compliance with all water quality regulations and non-detect for benzene. Only one sample was out of compliance during the entire two-year period. That site was sampled 5 times subsequent to the out of compliance sample, all of which were in compliance and non-detect for benzene.

## Main Replacement Project

Phase 1 of the Main Replacement project has been clearly defined working through the planned scope with PID staff. Phase 1 plans and specifications are in development at this time. Bid documents are planned for review by PID in October/November with estimated advertisement in November/December. Work is planned to begin in spring 2023, with care taken to stagger projects to avoid overloading PID staff.

Technical requirements for the mains are being coordinated with PID engineering and operations staff and will incorporate lessons learned from Almond Street and recovery projects so far in updating the specifications. Coordination with the Town of Paradise for asphalt standards is ongoing as their requirements have changed with their new project work. The goal in coordination with the Town is to replace mains prior to paving, however this will not be possible in all cases.

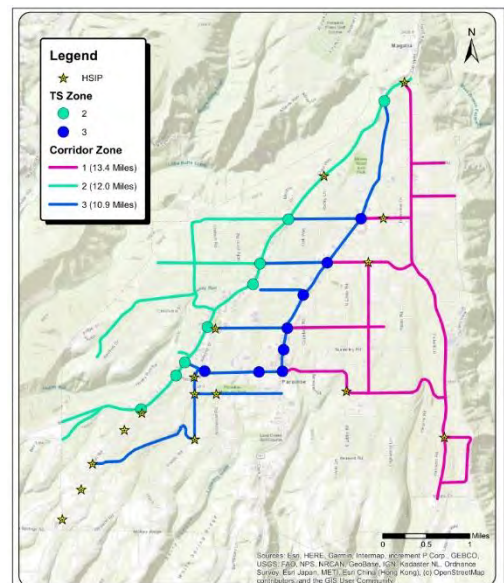
Phase 2 and 3 are still being defined for coordination with Town of Paradise paving plans as much as feasible.

## Valve Tagging Project

At the May Board meeting, PID hired Water Works Engineers (under a separate contract) to provide GIS Tagging services for 856 valve cans which identified by the Town as being located within the area of “On-System” roads that the Town of Paradise has prioritized for initial paving efforts. Tagging of the On-System roads began in June and the first phase of pre-paving tagging was completed in August. For this phase, we located, data logged and GIS tagged a total of 1401 valve cans, 64% more than the number of valves originally anticipated.

The On-System initial tagging phase was completed with only 44% of the budget spent due to higher production rates and efficiencies we were able to find in the field.

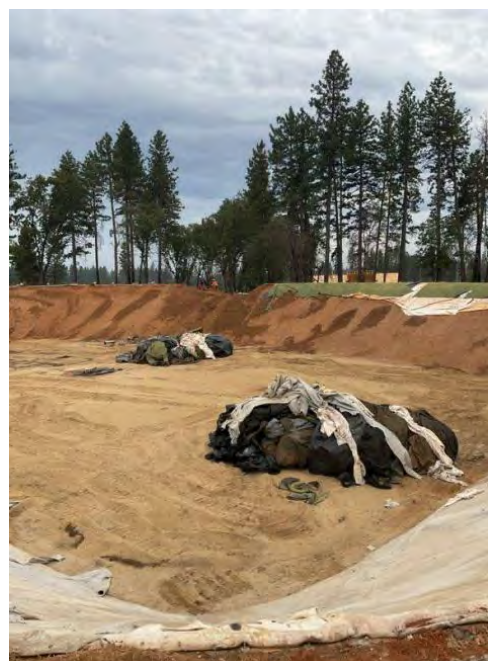
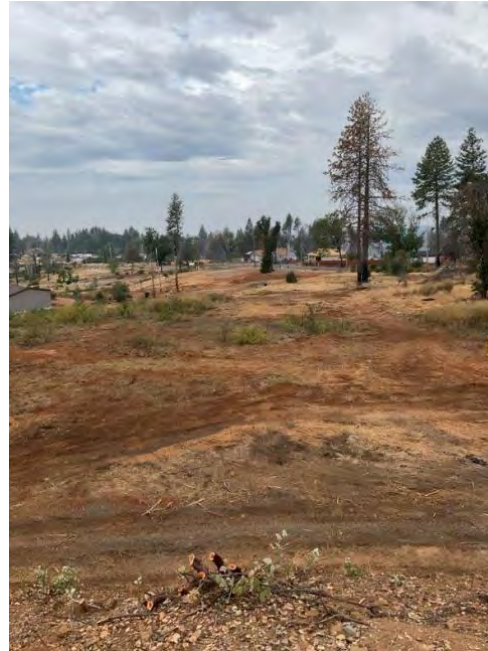
At this time, there is approximately \$140k remaining in the contract to conduct post-paving reidentification of the valves as well as begin the next phase of tagging for Off-System roads. Tagging of Off-System roads is planned to begin in the coming months, well in advance of the Town’s paving in these areas.



# Water Supply Recovery Program Update

## Reservoir B Replacement Project

The Reservoir B Replacement Project was awarded to Myers and Sons Construction out of Sacramento. Notice to proceed was given on September 1, 2022. The tree removal work onsite has been completed. The earthen embankment reservoir is being demolished. Large post rock from the berm demolition is being stockpiled for PID's use. The contractor's trailer will be placed onsite on Thursday. Regular bi-weekly construction meetings will be held at the project site in this trailer. The first major project milestone is to install the new 36" pipeline crossing the site. Potholing for that portion of work is being completed this week. Photos of the tree removal work and reservoir demolition are shown below.



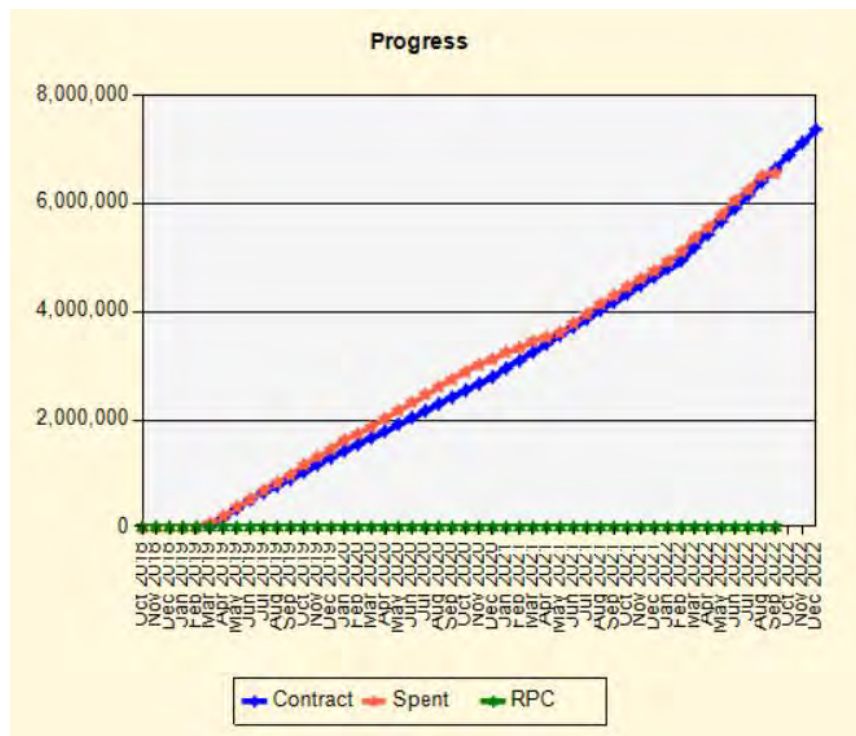
# Water Supply Recovery Program Update

## Reservoir B Replacement Project (Continued)

There are some challenges with the Reservoir B Replacement Project which have started to emerge. The two major challenges are: 1) the subsurface materials contain far more large rock/boulders than anticipated and 2) there are ongoing supply-chain issues which are delaying the delivery of the steel tanks. We are working to mitigate both of these issues. First, we are redesigning the site to accommodate the loss of suitable fill material and to create areas to stockpile the large rock for future use or sale by the District. Second, we are working with the tank manufacturer to have the tank materials delivered in phases so that we can construct the tanks as quickly as possible given the supply chain delays being experienced. Still, at this point, it appears likely that the tanks will not be completed until late summer 2023. Operations is preparing for this eventuality and we will continue to work with the manufacturer to improve this delivery schedule if possible.

## Budget

Burn rate and budget continues to proceed on-track. Total billing for July was \$265,364, just above our current projected average burn rate of \$240k/month for the project through the end of 2022. We are still on budget for services continuing through December 2022. We will come to the Board in October or November with a proposed change order to continue to provide services into 2023.





# Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · [www.pidwater.com](http://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](#)

Date: September 21, 2022  
Memo To: Board of Directors  
From: Brett Goodlin, Finance & Accounting Manager  
Subject: Resolution Establishing Appropriations Limit of the District  
(Continued from the 08/17/2022 Board of Directors Meeting)

## Recommendation:

Adopt Resolution No. 2022-15 establishing annual Appropriations Limit of the District.

## Background:

This agenda item is an action the Board takes annually to allocate and establish the District's Appropriations Limit for the property taxes that are received each fiscal year.

The recommended form of motion is:

"I move to adopt Resolution No. 2022-15 establishing the Appropriations Limit of the District at \$3,204,394.00 for Fiscal Year 2022-2023 pursuant to Article XIIIB of the California Constitution."



## **PARADISE IRRIGATION DISTRICT**

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### **RESOLUTION NO. 2022-15**

RESOLUTION BY THE BOARD OF DIRECTORS OF THE  
PARADISE IRRIGATION DISTRICT  
ESTABLISHING THE APPROPRIATIONS LIMIT OF THE DISTRICT AT \$3,204,394  
FOR FISCAL YEAR 2022-2023 PURSUANT TO ARTICLE XIIB OF THE CALIFORNIA CONSTITUTION

**WHEREAS**, the California Constitution and Government Code section 7900 et seq. requires the Board of Directors to annually allocate and establish, by resolution, the District's Appropriations Limit for each fiscal year; and

**WHEREAS**, the calculations made to determine the appropriations limit have been made available to the public for at least 15 days prior to the date of this Resolution, in accordance with Government Code section 7910.

**NOW, THEREFORE, THE BOARD OF DIRECTORS HEREBY RESOLVES:**

1. That the appropriations limit of Paradise Irrigation District for fiscal year 2022-2022 is \$3,204,394; and,
2. That the fiscal year 2022-2023 budgeted revenue from property taxes is \$250,000, which does not exceed the calculated appropriations limit.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors of the Paradise Irrigation District at the regular meeting of said Board on the 21st day of September 2022, by the following vote:

AYES:  
NOES:  
ABSENT:

PARADISE IRRIGATION DISTRICT

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Shelby Boston, President

ATTEST:

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Georgeanna Borrayo, Secretary

# PARADISE IRRIGATION DISTRICT

## APPROPRIATIONS LIMIT CALCULATION

for fiscal year 2022-2023

A.	Appropriations limit for the year ended June 30, 2022	\$ 2,380,256	
B.	Calculation Factors:		
1.	Population Change %	1.2555	(Attachment B)
2.	Inflation Change %	1.0723	(Attachment A)
3.	Total Adjustment Factor %	1.3462	(B1 * B2)
C.	Annual Adjustment Increase	\$ 824,138	(B3 - 1) * A
D.	Appropriations limit for year ending June 30, 2023	\$ 3,204,394	(A + C)



May 2022

Gavin Newsom ■ Governor

1021 O Street, Suite 3110 ■ Sacramento CA 95814 ■ [www.dof.ca.gov](http://www.dof.ca.gov)

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2022, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2022-23. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2022-23 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2022.**

**Please Note:** The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER

Director

By:

ERIKA LI

Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2022-23 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2022-23	7.55

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2022-23 appropriation limit.

**2022-23:**

Per Capita Cost of Living Change = 7.55 percent  
Population Change = -0.30 percent

Per Capita Cost of Living converted to a ratio:  $\frac{7.55 + 100}{100} = 1.0755$

Population converted to a ratio:  $\frac{-0.30 + 100}{100} = 0.997$

Calculation of factor for FY 2022-23:  $1.0755 \times 0.997 = 1.0723$

Fiscal Year 2022-23

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2021 to January 1, 2022 and Total Population, January 1, 2022**

<b>County City</b>	<b><u>Percent Change</u> 2021-2022</b>	<b><u>--- Population Minus Exclusions ---</u></b>		<b><u>Total</u> <u>Population</u></b>
		<b>1-1-21</b>	<b>1-1-22</b>	<b>1-1-2022</b>
Butte				
Biggs	-1.77	1,974	1,939	1,939
Chico	0.52	102,359	102,892	102,892
Gridley	-2.81	7,413	7,205	7,205
Oroville	-6.24	20,119	18,863	18,863
Paradise	25.55	6,137	7,705	7,705
Unincorporated	-8.21	68,638	63,004	63,004
County Total	-2.44	206,640	201,608	201,608

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



## PARADISE IRRIGATION DISTRICT

"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."

DATE: September 21, 2022  
TO: PID Board of Directors  
FROM: Mickey Rich, Assistant District Manager  
RE: Additional Water Conservation Measures

The District's current water conservation measures are detailed in the table below.

**WSCP Table S** Demand Reduction Actions to be Implemented at Each Shortage Level

Shortage Level	Demand Reduction Actions	Percent Reduction	Additional Explanation or Reference <i>As needed</i>	Penalty, Charge, or Other Enforcement?
1	Landscape - Limit landscape irrigation to specific times	3%	No outdoor watering between noon and 6pm	Yes
1	Landscape - Other landscape restriction or prohibition	1%	No outdoor irrigation, sprinkling, or outdoor watering shall take place during or within 48 hours after a measurable rainfall.	Yes
1	Landscape - Restrict or prohibit runoff from landscape irrigation	1%	Watering in a manner that, as determined at the discretion of PID, results in excessive runoff onto hard surfaces.	Yes
1	Landscape - Other landscape restriction or prohibition	1%	No irrigation with potable water of ornamental turf will be allowed on public street medians within PID's service area.	Yes
1	Landscape - Other landscape restriction or prohibition	1%	For newly constructed structures, irrigation with potable water shall not be allowed if in a manner inconsistent with the regulations or other requirements established by the California Building Standards Commission.	Yes
1	Water Features - Restrict water use for decorative water features, such as fountains	1%	Water fountains and decorative water features must use a water recirculation system.	Yes
1	CII - Lodging establishment must offer opt out of linen service	1%		Yes
1	CII - Restaurants may only serve water upon request	1%		Yes
1	Other - Prohibit use of potable water for washing hard surfaces	1%	No washing driveways or hard surfaces. No watering overspray to hardscaped areas.	Yes

1	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	1%	Upon notification by PID, customer must repair leaks on customer side plumbing.	Yes
1	Other - Require automatic shut off hoses	1%	Vehicle washing with potable water only permissible with use of a bucket and a hose with a shut-off nozzle.	Yes
1	Offer Water Use Surveys	1%	Customers are encouraged to sign up for DropCountr to monitor water use and receive leak alerts.	No
1	Expand Public Information Campaign	1-10%	PID shall communicate to customers severity of water shortage through newspaper publication, mass media, mailings, utility billings or any combination thereof.	No
1	Other	0-10%	Voluntary rationing by customers	Yes
1	Reduce System Water Loss	1-25%	PID operations will continue to dedicate resources to repair of leaks caused by the Camp Fire and regularly occurring leaks.	No
1	Decrease Line Flushing	1%	PID operations will restrict line flushing to occur only as needed to promote water quality	No
2	Other	10-20%	Mandatory Rationing	Yes

Additional efforts to be implemented:

- PID field crews to start adding the physical lock to 'sealed' meters. These meters were put in the sealed status post-fire and the District has not received a request to activate. This work will be done incrementally as crews have time or are in the area. After approximately 100 accounts have been audited/sealed, we can assess the effectiveness of this practice. This will provide the District with data as to how many users who are on the sealed rate have turned on their backside and using unauthorized water.
- PID to escalate priority of meter installation in cases of observed or confirmed reports of water use outside of the PID restrictions.
- For all installed meters where PID is receiving hourly usage data, customers with 24-hour use indicative of a leak OR water use outside of restrictions, will receive a written notification requesting corrections. Subsequent warnings will be subject to the District's fees and penalties for water waste.

The recommended form of motion would be:

"I move to authorize the additional water conservation measures, effective September 21, 2022."



## PARADISE IRRIGATION DISTRICT

"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."

DATE: September 21, 2022  
TO: PID Board of Directors  
FROM: Mickey Rich, Assistant District Manager  
RE: Contract Authorization: Salary Survey & Compensation Study

On June 23, 2022, the District issued a request for proposal for professional services to provide a market analysis of the District's total compensation package including salary and benefits, with a due date of July 28, 2022. The District received one response to this request. We reissued the request and did not receive any additional proposals. I reached out to CPS HR Consulting, a firm that specializes in public sector and partners with the California Special Districts Association.

CPS HR Consulting's proposal is attached.

The recommended form of motion would be:

"I move to authorize a contract with CPS HR Consulting and authorize the District Manager to execute an agreement for this contract assignment for a total not-to-exceed cost of \$ 65,000.00."

## PROPOSAL

# Paradise Irrigation District

## Classification and Total Compensation Study

September 13, 2022

### SUBMITTED BY:

VICKI QUINTERO BRASHEAR

*Director of Products and Services*

CPS HR Consulting  
2450 Del Paso Road, Suite 220  
Sacramento, CA 95834  
P: 916-471-3481  
vbrashear@cpshr.us  
Tax ID: 68-0067209

[www.cpshr.us](http://www.cpshr.us)



Your Path to Performance

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# Letter of Transmittal

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September 13, 2022

Mickey Rich  
Assistant District Manager  
Paradise Irrigation District  
6332 Clark Road  
Paradise, CA 95969

**Submitted via e-mail to: [mrch@paradiseirrigation.com](mailto:mrch@paradiseirrigation.com)**

Dear Mr. Rich:

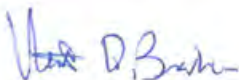
CPS HR Consulting (CPS HR) is pleased to submit this proposal to Paradise Irrigation District (District) to provide comprehensive classification and total compensation study services for the District's employees. With a rich history of assisting government organizations with such studies (including SAFCA in 2018), we are confident that we can provide expert solutions to meet your requirements and objectives.

ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting
Main Office	2450 Del Paso Road, Suite 220, Sacramento, CA 95834 Main: (800) 822-4277; FAX: (916) 263-3613; WEB: <a href="http://www.cpsshr.us">www.cpsshr.us</a>
Regional Offices	100 Congress Avenue, Suite 2000, Austin, TX 78701 4 West Dry Creek Circle, Suite 100, Littleton, CO 80120 1968 S. Coast Hwy # 961, Laguna Beach, CA 92651
Proposal Contact and Contract Authorized Representative	Vicki Quintero Brashear, Director, Products and Services 916-471-3481; <a href="mailto:vbrashear@cpsshr.us">vbrashear@cpsshr.us</a>

Thank you for this opportunity; we very much look forward to working with the District. Should you have any questions, please do not hesitate to contact me at the **contact information above**.

I have the authority to contractually bind and negotiate contracts on behalf of CPS HR Consulting.

Sincerely,



Vicki Quintero Brashear  
Director of Products and Services

# Qualifications

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## About CPS HR Consulting

CPS HR is an innovative, client-centered human resources and management consulting firm specializing in solving the unique problems and challenges faced by government and non-profit agencies. As a self-supporting public District, we understand the needs of public sector clients and have served as a trusted advisor to our clients *since 1985*.

***Our mission is to promote human resource excellence in the public sector and our vision is to enable people to realize the promise of public service.***

CPS HR's core competency is its knowledge of and expertise in the public sector. As a public District, we understand the challenges and issues facing our client base. We provide best practice expertise that is unique because CPS HR believes in an integrated, systems-based approach to human resources. Our consultants understand that the multiple functional human resources disciplines (including classification and compensation) work together to foster an optimal Human Resource system.

## Joint Powers Authority

Cooperative Personnel Services, doing business as CPS HR Consulting, is a national firm and is a governmental Joint Powers Authority (JPA) of the State of California. A JPA is a public District created pursuant to the Joint Exercise of Powers Act (Government Code 6500 et seq). This Act allows two or more government agencies to establish a new public entity authorized to exercise those powers jointly held. A JPA is an instrumentality of a state or a political subdivision of a state and is not a registered corporation of any state. Cooperative Personnel Services was established under a "Joint Powers Agreement" by the State Personnel Board of the State of California, the counties of Sacramento and Sonoma, the Hayward Unified School District, the City of Anaheim, and the East Bay Municipal Utility District, and its purpose is to provide the opportunity for the joint powers "to discuss, study and solve common or similar problems with respect to modern human resource and related management processes."

## Consulting Services

CPS HR believes in an integrated, systems-based approach to talent management and provides consulting in all the key areas listed on the following pages.

### CPS HR CONSULTING SERVICES

#### ORGANIZATIONAL STRATEGY

- Workforce & Succession Planning
- Organizational Assessment

#### TESTING, RECRUITMENT & SELECTION

- Job Analysis
- Assessment Center Services

- Organizational Redesign and Re-Engineering
- Performance Management
- Employee Engagement
- Change Management
- Diversity, Equity & Inclusion

#### CLASSIFICATION AND COMPENSATION

- Classification
- Compensation

#### GENERAL HR SERVICES

- HR Outsourcing
- Complaint Investigations

- Executive Search
- Recruitment Solutions
- Test Development\*
- Test Administration\*

\*(for employment and licensing certification)

#### TRAINING AND DEVELOPMENT

- Training Courses & Programs
- Executive Coaching
- Accelerated Leader 360° Assessment™
- Leadership Development

### *Distinguishing Characteristics*

**Depth of experience working in public agencies.** CPS HR is a joint powers authority, and as such, our charter mandates that we provide services exclusively to public agencies and non-profits. CPS HR has conducted hundreds of classification and compensation related studies for cities, counties, courts, special districts, water and utilities, and higher education institutions.

**Automated Solution.** CPS HR utilizes a proprietary system called Comp Calculator for the management and analysis of compensation survey data. The Comp Calculator is a web-based program that allows for the data entry of survey data on an agency-by-agency basis and then generates a separate datasheet within Excel for each surveyed classification. We can also provide access to shared documents through our Microsoft Teams™ instance.

**Use of best practices.** CPS HR applies best practices and utilizes proven classification and compensation principles in all our engagements.

**Quality and tailored services.** CPS HR delivers quality and tailored classification and compensation services to better meet each client's unique study goals and objectives.

## Key Personnel

We have a uniquely qualified team of professionals who are readily available to assist the District with its studies. Our CPS HR Project Team will focus on maintaining open communication with the District's designated staff to ensure that this project preserves its focus, the District's objectives are met, and all deliverables adhere to the confirmed timeline and budget.

***Primary Location from which services will be performed.***

**CPS HR Main Office:** 2450 Del Paso Rd, Suite 220, Sacramento, CA 95834

## Consultants and Roles

CPS HR has a uniquely qualified team of professionals to assist the District with its studies. Our team of professionals have decades of combined experience in providing job evaluation and compensation studies. We are committed to meeting the highest professional standards of quality. Each of the team members has broad and deep experience in public sector classification and compensation systems and analysis and are readily available to assist the District with this project. Brief bios of our Project Team members follow.

PROPOSED CPS HR TEAM—STAFF ROLES AT A GLANCE		
CPS HR Consultant	Responsibilities	Years of Experience
Jeff Sketeris, Principal Consultant, Southern California	<ul style="list-style-type: none"><li>● Develops and ensures the project plan is in alignment with needs of the District</li><li>● Manages costs by ensuring project remains within the appropriate scope and expenditure targets</li><li>● Acts as primary client liaison and interfaces directly with client representatives</li><li>● Defines the direction of the team on the project</li><li>● Uses reports and status meetings to control progress/address hurdles</li><li>● Ensures project is delivered within budget and scope and on time</li><li>● Ensures compliance with terms and conditions of contract</li><li>● Checks all deliverables for accuracy and correctness</li></ul>	18+
Suzanne Ansari, Sr. HR Consultant, Southern California	<ul style="list-style-type: none"><li>● In concert with Project Manager, reviews and provides feedback on the project plan and methodologies</li></ul>	15+
Michelle Garbato, Principal HR Consultant, Southern California		13+

PROPOSED CPS HR TEAM—STAFF ROLES AT A GLANCE		
CPS HR Consultant	Responsibilities	Years of Experience
Sarah Jansen, Sr. HR Consultant, Northern California	<ul style="list-style-type: none"> <li>Responsible for the development of all project deliverables</li> </ul>	15+
Igor Shegolev, MS, Technical Specialist, Arizona		25+
Sheila McAuliff, Principal Program Coordinator, Northern California	<ul style="list-style-type: none"> <li>Provides technical and administrative support to the project team as needed</li> </ul>	20+
Denise Moran, Administrative Technician, South Carolina		20+

## Project Team Bios

### Jeffrey A. Sketeris, M.P.A., Principal Consultant

Mr. Sketeris is Principal Consultant with our Classification and Compensation Division. He is an accomplished human resources (HR) practitioner with over eighteen (18) years of diverse experience working with various public sector, non-profit and education organizations. Highly skilled in analytics, leading teams, project management and multi-stakeholder coordination, his expertise spans classification & compensation, benefits administration, recruitment & selection, HR policy, employee relations, and training & development.

### Suzanne Ansari, B.A., Sr. HR Consultant

Ms. Ansari is a Senior HR Consultant with CPS HR Consulting, and her human resources experience includes classification and compensation, recruiting, training, program development, employee relations, benefits, safety and compliance. She has participated in multiple classification and compensation studies and has prepared over a thousand job descriptions. She also participates in the research of salary and benefits surveys. Ms. Ansari has completed the Merit System Training Academy and was a guest speaker on Classification and Compensation topics at the California School Personnel Commissioners Association (CSPCA) conference. She previously worked for the Orange County Office of Education. Ms. Ansari is a member of the Society for Human Resource Management (SHRM) and has published several articles for local Orange County based newspapers.

**Certifications:** Merit Academy graduate-California Personnel School Commission (CSPCA), Orange County Sheriff Department Citizen's Police Academy graduate

### Michelle Garbato, M.A., SPHR, Principal Consultant (Interim Manager)

Ms. Garbato is a Principal Human Resources Consultant with CPS HR Consulting. She brings over 12 years of progressive experience in public sector human resources at the state and local levels. A

consultant and change agent, she has extensive experience partnering with clients and creating and implementing innovative solutions to attract and retain highly qualified employees. She has a talent for managing large scale projects while balancing multiple stakeholder interests and ensuring quality and compliance. She has led statewide initiatives impacting over 200 state agencies and has been responsible for upholding the merit principle for over 220,000 employees. A firm believer in professional growth through education and training, she remains active within the field and holds various human resources certifications and credentials.

**Certifications:** Senior Professional of Human Resources (SPHR), Certified Professional (IPMA-CP), CALPELRA Labor Relations Master (CLRM), and various HR-related certifications from the California Department of Human Resources and State Personnel Board (Selection Analyst, Recruitment & Selection, Classification & Compensation, and Workforce and Succession Planning)

**Sarah Jansen, B.B.A., Sr. HR Consultant**

Ms. Jansen is an experienced Senior Human Resources Consultant with CPS HR possessing 15 years of experience, including more than 12 years as a generalist and Deputy HR Director with the County of Lake. During that time, she served as the primary classification and compensation contact for the County, including serving on the County's Classification and Compensation Committee.

**Igor Shegolev, M.S., SPHR, Technical Specialist**

Mr. Shegolev, SPHR is a compensation and human resources practitioner with extensive experience in managing HR activities and teaching graduate business courses. For the last two decades, he has held executive jobs in compensation and HR management in government and the healthcare industry. He has worked with a broad spectrum of organizations providing advanced and effective solutions in compensation management, total rewards, and employment analytics.

**Certifications:** Senior Professional of Human Resources (SPHR), WorldatWork (U.S. Total Rewards Association)

# Project Work Plan

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## Our Understanding of the Scope of Work

CPS HR understands that the District is seeking a consulting firm to conduct a classification and compensation study which includes salary and benefits within the following parameters.

### ■ Classification Study

- Up to **29** classifications and up to **40** incumbents
  - One orientation for incumbents/Department Heads/Managers/Supervisors
  - Online position description questionnaire with online supervisor review process
  - Incumbent/supervisor job evaluation interviews of selected study participants
  - Update of **all** existing classification specifications (within the District's current classification structure) and creation of up to **3** new classification specifications, if needed
  - Fair Labor Standards Act analysis
  - Physical requirements review
  - Allocation of employees (District to handle any internal appeals process)

### ■ Compensation Study

- Total compensation (salary and benefits) collection, analysis, and comparison
- Up to **19** benchmark classifications (recommended)
- Labor market pool of up to **10** agencies (CPS HR to research and provide list of recommendations)
- Internal equity and market analyses at the classification level
- Development of salary recommendations
- Update of compensation structure

Following is our approach to consulting and our proposed workplan with detailed steps.

## Work Plan

### Classification Study

**Task 1.1 – Receive and Review Background Materials.** Upon contract execution, CPS HR will gather background information including the following materials:

- Organizational Charts
- Classification Specifications (Electronic copies)

- Relevant Policies and Procedures
- Memorandums of Understanding, as applicable
- Past Classification and Compensation Studies
- District's Mission, Vision, and Values statements

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- The client will upload electronic copies of all documents to a shared online site provided by CPS HR.

**Task 1.2 – Initial Project Meeting.** The CPS HR Project Manager will meet with the District's Internal Project Manager, HR Staff, and designated key stakeholders to initiate the project by confirming study goals, objectives, tasks to be performed, and methodologies. During this kick-off meeting, CPS HR and the District will also discuss and agree upon a communication plan for this study, since open and consistent communication is a key element in project acceptance and success.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- CPS HR will provide a project summary/parameters document after the kickoff meeting which the client will review and approve.

**Task 1.3 – Develop Job Evaluation Tool.** CPS HR will use a survey tool to ensure valid information is gathered, analyzed, and documented consistently from incumbents regarding their current classifications. This activity includes finalizing a Position Description Questionnaire (PDQ) for approval by the District, and distribution of the PDQ to study participants.

The PDQ is designed to capture specific information, and to be used in studies with multiple analytical goals such as position allocation and classification specification development/revisions.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- For purposes of creating a cost-effective response, our pricing assumes the District will use CPS HR's PDQ with minor (3-4) edits. Additional hours spent on the task will be contracted separately.
- The PDQ will be provided in English in online survey format. All surveys will be completed online<sup>1</sup>.

**Task 1.4 – Conduct Orientation Session.** The CPS HR Project Manager will draft a communication to be sent via e-mail (by District staff) to all employees included in the study to invite them to attend an orientation session. For purposes of this scope of work, we have planned for **one (1) virtual, one-hour orientation session** to be conducted, which can be recorded by CPS HR for viewing by individuals who are not able to attend the scheduled session.

---

<sup>1</sup> We are open to discussing alternatives to online completion should the client desire to accommodate any personnel who do not have web/computer access during the conduct of their job duties. Depending on the alternative chosen, an amendment to the contract for additional funding may be necessary.

The purpose of the orientation session is to (i) **communicate** study goals, methodology, and processes; (ii) **demonstrate** the PDQ and explain to employees how the document should be completed; (iii) **explain** the role of employees, supervisors, and managers in the study; and (iv) **respond** to employee questions regarding the study process.

These tasks and processes are critical in gaining employee understanding, trust, and acceptance of the study. Where possible, we encourage executives, managers, supervisors, employee bargaining unit representatives, and human resources staff to attend the meeting(s) to familiarize themselves with employee questions and the responses to those questions.

**Task 1.5 – PDQ Completion.** All study employees will have the opportunity to provide information on the duties and responsibilities as it relates to job specifications, duties not covered in the job specification, minimum qualifications, and other aspects of the classification. Each incumbent's supervisor (*during a 1-level review process*) will review the collected data to ensure that the incumbent has accurately and sufficiently captured all pertinent information on job context and work output.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- All PDQs will be completed online, including the supervisor/manager review process.
- Links to PDQ will be sent to incumbents via e-mail by CPS HR. A complete and accurate roster, including employee name and e-mail address (among other data points), will be uploaded to the shared online site by District staff using a Microsoft Excel template provided by CPS HR. Any needed corrections to the roster will be completed by the client to maintain accuracy.
- **Responsiveness of study participants is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the online PDQ completion date is pushed out. Any contract amendment needed due to timeline shift will be discussed with the District at the appropriate point.
- The supervisor/manager review process includes one (1) level of supervisory review.

**Task 1.6 – Receive and Review PDQs/Prepare for Job Evaluation Interviews.** The CPS HR Project Team will thoroughly review each completed PDQ<sup>2</sup> to obtain an understanding of the duties and responsibilities assigned to the position. Job evaluation interview questions for selected study employees will be developed based upon the results of the documentation review. CPS HR Project Team members will develop an interview schedule for selected incumbents and will coordinate the schedule with the District's designated staff member.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

For purposes of creating a cost-effective response, our pricing assumes that:

- up to **70%** of incumbents will provide completed PDQs. Therefore, project staff will review up to **28** returned PDQs

---

<sup>2</sup> For single position classifications lacking a completed PDQ, CPS HR will provide an opportunity for the appropriate supervisor to provide commentary on that position's duties and scope.

- project staff will create interview questions for up to **60%** of respondents (or **17** incumbents)
- up to **3** supervisor interviews will be conducted
- CPS HR Project Team members will develop an interview schedule in coordination with the District and will set up an online scheduling system for incumbents to view the schedule and select his/her preferred time slot. At the agreed-upon deadline, incumbents may not change the final selected time slot.

**Task 1.7 – Conduct Job Evaluation Interviews, Focus Groups, follow up Supervisor/Manager Interviews.** In addition to PDQs, job evaluation interviews will be conducted with *selected* incumbents to ensure the CPS HR Project Team has a complete understanding of the duties and responsibilities assigned to the position. Incumbents to be interviewed, or invited to participate in a focus group, is determined during the PDQ review process.

Additionally, interviews with supervisors or managers may also be held to further clarify information documented on their subordinate employees' PDQs. For planning purposes, each interview session may take up to sixty (60) minutes via video or telephone conference. **For purposes of this costing, reschedules for missed interviews have not been estimated.**

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- CPS HR reserves the right to identify the interviewees.
- Interviews will take place over sequential business days and will take place between the hours of 8:30 am and 5:00 pm Local Time via telephone or video conference.
- If requested, we can supply a contract amendment to accommodate a reschedule process or add additional interviewees.

**Task 1.8 – FLSA Analysis.** The CPS Project team will analyze the duties and responsibilities of each classification and provide recommendations to ensure compliance with the Fair Labor Standards Act (FLSA) exempt/non-exempt designations. Each classification will be reviewed based upon the duties, responsibilities, scope of authority, and span of control for purposes of determining whether it is exempt or nonexempt from FLSA overtime provisions. CPS HR offers two options: Classification-based or Position-based FLSA Analysis. For this project, we will conduct a Classification-based FLSA Analysis.

**Classification-based FLSA Analysis.** CPS HR Consulting will review the current classification specifications to determine whether the studied classification can be exempt from FLSA overtime provisions. CPS HR will make the determination based upon updated classification specifications.

**Task 1.9 – Physical Requirements Review.** The CPS HR Project Team will review each classification's core functions. CPS HR will prepare a questionnaire as part of the data collection effort to gather information about the physical demands and working conditions. In addition, the CPS HR Project Team will capture data through the PDQs about core functions.

**Task 1.10 – Analyze Classification Data.** The Project Team will analyze all information collected from the incumbents and their supervisor/manager, and the job evaluation interviews to identify the job

level, scope, typical duties, requisite knowledge, skills, abilities, and other job-related characteristics of each classification. This analysis will be used to develop recommendations regarding classification concepts.

**Task 1.11 – Prepare and Present General Findings.** The Project Team will prepare a presentation which will include the methodology, findings, and preliminary recommendations.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Costs assume one meeting, for up to 1.5 hours, with the client’s Project Manager/HR staff to discuss these topics.

**Task 1.12 – Revise Classification Specifications.** Once the District has approved the classification study findings, the classification specifications will be revised/created accordingly. The format for classification specification revisions will be submitted to the District for approval. Our methodology for this task will result in:

- Accurately identifying the specific essential duties and responsibilities; required knowledge, skills, and abilities; minimum education and experience requirements; and minimum special qualifications for each position in the study.
- Reviewing, revising, editing, and developing written classification specifications for each study classification that clearly specify and describe a general statement of duties; any distinguishing features of the class; essential duties, knowledge, skills, and abilities; acceptable minimum education and experience; and required special training and certifications.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- CPS HR will provide a classification specification template via the shared online site if the District does not already have one that must be utilized.
- Classification specifications will be uploaded to the shared online site. Documents will be marked “Draft” and provided in Microsoft Word with several views – “with mark-up” and “without mark-up.” This will allow the District to easily view tracked changes. Edits and comments made by both parties will be captured in these online shared documents. CPS HR will post finalized versions of classification specifications in both Microsoft Word and Adobe PDF marked “Final.”
- As the District conducts its review of the Draft Classification Specifications, client comments and questions will be captured in a single document provided on the online shared drive.
- Incumbent allocations will be provided to the District after all classification specifications have been finalized. The District will be responsible for incumbent notification of any classification changes and any appeals process/review.

**Task 1.13 – Prepare, Submit, and Present the Classification Report.** CPS HR’s reporting will include a discussion of our methodology and a narrative summary to support our recommendations. The District will be responsible for approving and implementing classification specification content

changes through their standard process, including any necessary notifications to employees, employee representatives, or the Department of Human Resources.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Costs assume **one meeting for up to two hours** with primary client stakeholders to present the report.
- An opportunity for a single round of feedback/updates to the report will be provided to the client. The District will provide any change requests, if needed, within two (2) weeks of initial receipt of the report.

*Timeline for Classification Study*

The CPS HR Internal Project Manager and the District will discuss varying approaches to customize a timeline after the initial kick-off meeting. CPS HR recommends a structured timeline that can be flexible to accommodate varying factors in achieving set milestones.

Our classification study timeline is based upon the assumption that the District

- is able to enforce orientation, PDQ deadlines, and the interview schedule within the designated timeframes, and that
- will be able to review, comment on, and approve study products within agreed upon deadlines.

**We estimate the timeline for this scope of work to be conducted between 4-5.5 months at the time of provision of this proposal.**

**CPS HR is available to begin the project after January 15, 2023 and full contract execution.**

**A descriptive timeline will be provided to the client after the kick-off meeting which will account for the CPS HR project team's capacity at that time and availability of client staff involved in the project.**

## Compensation Study

**Task 2.1 – Review the District’s Background Materials.** Upon contract execution, CPS HR will request background information from the District to ensure our Project Manager and Project Team are prepared for initial meetings.

- Compensation philosophy and strategy
- Salary schedules
- Benefits summaries
- Budget Information
- Memorandums of Understanding (MOUs)
- Compensation policies and procedures; past studies
- Other documents relevant to the study

The CPS HR Project Manager will coordinate activities through and report to the District’s Internal Project Manager and other designated key stakeholders.

### **Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- The client will upload electronic copies of all documents to a shared online site within **five (5) business days** of request.

**Task 2.2 – Initial Project Meeting/Labor Market District and Benchmark Selection Discussions.** The CPS HR Project Manager will meet with the District’s Internal Project Manager and any other designated stakeholders to discuss the study methodologies, deliverables, timelines, communication, and data collection methods. The CPS HR Project Manager will work to understand the District’s compensation philosophy and will review the following elements of the project:

- Labor Market Agency Selection - This discussion focuses on the typical labor market selection criteria and the process by which CPS HR will evaluate and prepare recommendations for the District’s labor market agencies. Selection criteria typically includes: (i) Geographic Proximity, (ii) Services provided, (iii) Past labor market agency practices, (iv) Cost of Living/Cost of Wages, (v) Where the agency loses and gains talent, and (vi) Size of the organization (measures may include number of employees or population).
- Labor market position (i.e., median, mean, or other percentile)
- Benchmark classifications to be selected based on the following criteria:
  - They should be classifications for which counterparts can readily be found in surveyed employers so that sufficient compensation data can be gathered. Classifications which have a large number of comparables from other agencies are generally selected as benchmark classifications.
  - Benchmark classifications should have significant relationships to other classifications in their occupational group. This ensures that they will make good reference points in relating and establishing salaries for other classifications within their occupational

groups.

- Elements of total compensation to be surveyed (i.e., benefits)

Using the selection criteria established in the initial project meetings, the CPS HR Project Team will conduct research on potential labor market agencies and will provide the District with recommendations concerning the survey agencies and benchmark classifications to be used in the study.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- It is assumed that no more than **17** benchmark classifications will be studied.
- It is assumed that no more than **10** labor market agencies will be selected for comparison.

**Task 2.3 – Design, Develop, and Distribute the Survey Instrument.** The CPS HR Project Team will develop a comprehensive survey instrument to ensure the effective collection of compensation data from each of the survey agencies. The online survey will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each.

For a *base salary* study, the survey instrument will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each. Salaries are retrieved from published salary schedules effective on an agreed upon date.

For a *total compensation* study, the following elements of total compensation are added to the base salary survey (**other benefits may be added by the District at an additional cost**):

- 1) Retirement Contributions - Money paid by the employer on behalf of employees (members). The data are collected for reporting and are included in total compensation calculations.
  - a. Employer Retirement Contribution - CPS HR reports and analyze a stated percentage of salary paid by the employer or the employee at the current point in time. The normal cost rate is collected, which excludes unfunded accrued liability.
  - b. Medicare – Contribution rate of 1.45% times the base salary median is used to calculate total compensation, there is no maximum compensation limit.
  - c. Social Security (if District participates) - Contribution rate is 6.20% of the median compensation and is included in the total compensation calculation.
- 2) Health benefits data are collected for reporting and are included in total compensation calculations.
  - a. Medical, Dental, and Vision benefits, based on the maximum contribution for family coverage (employee + 2 or more dependents)
  - b. Cafeteria Plans (Flex Credit & Health Savings Account)
- 3) These data are collected for reporting purposes only and are not included in total compensation calculations.

- a. Sick Leave
  - b. Holiday Leave
  - c. Vacation Leave
  - d. Paid Time Off
  - e. Administrative/Management Leave
- 4) Cash Add-Ons are defined as “supplemental pay and benefit components that are equivalent to cash for the employee” and are typically found in a benefit summary document or bargaining agreement. The data are collected for reporting and are included in total compensation calculations.
- a. Retirement Pick-up (i.e., Employer Paid Member Contribution (EPMC))
  - b. Deferred Compensation (i.e., 457b, 401k, 403b)
  - c. Incentives (only education/certifications, performance)
  - d. Longevity

**Task 2.4 – Review, Analyze, and Validate Labor Market Survey Data.** CPS HR begins labor market data collection by researching available information online to make preliminary classification matches and obtain benefits data. The CPS HR Project Team will reach out to labor market agencies to confirm and/or complete survey data after completing as much pre-work as possible. We find that this initial collection effort results in greater participation from the labor market agencies. Once CPS HR has completed their survey analysis tasks, the CPS HR Project Manager will audit the final data as part of our quality review process.

Classification matching includes reviewing District background materials such as copies of classification specifications, organization charts, staffing information, and other useful materials to substantiate the accuracy of the comparability of the matches. It is critical that the CPS HR Project Team review such documents since titles alone can often be misleading and should not be relied upon.

To determine whether a match from a labor market District is comparable to the District’s benchmark, CPS HR utilizes a whole job analysis methodology; this commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature, and level of work performed.

Matches should not be so broad that they include classifications performing dissimilar work, or work done at a higher or lower level, but they also should not be so narrow that they exclude matches doing comparable work, with slight differences in work that do not change the level and nature of work.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Should any labor market agencies be non-responsive to requests for information, we will provide the District with contact information and request that they use their professional contacts to follow up on CPS HR's behalf. We have found this approach to be beneficial.
- At an additional cost, the District may add additional labor market agencies should any in the initial selection be non-responsive or not provide sufficient matches.
- **Responsiveness of labor market agencies is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the data collection period is pushed out. Any contract amendment needed due to timeline shift will be discussed with the District at the appropriate point.

**Task 2.5 – Design and Develop Data Spreadsheets.** CPS HR will develop an individual data sheet for each survey classification that presents the comparable classification used in each District with the relevant data associated with that classification, such as the position ranking within the labor market and salary range minimum and maximum.

The labor market data analyses will be conducted based upon the labor market position affirmed within the District's compensation philosophy (e.g., median, mean, or other percentile). Each comparable match for each survey classification is reported in the relevant data sheet for full disclosure and review by others. We find this level of transparency in matching provides for a better understanding and acceptance of study results.

**Task 2.6 – Conduct Benefits Analysis.** The benefit data submitted from the labor market agencies will be analyzed quantitatively and qualitatively.

In the quantitative analysis, specific benefits will be incorporated into the base salary data sheets to provide a total compensation analysis. This analysis of program costs will provide the District with an understanding of how the study classes compare against their market when the costs of benefits programs are taken into consideration.

Within these data sheets, four different analyses can be conducted based on how our clients wish to view the data:

1. An analysis of the survey classification's position within the labor market for base salary
2. An analysis of the survey classification's position within the labor market when the cost of cash add-ons is taken into consideration (total cash)
3. An analysis of the survey classification's position within the labor market when the cost of cash add-ons and health programs are taken into consideration
4. An analysis of the survey classification's position within the labor market when the cost of cash add-ons, health program costs, and retirement contributions are taken into consideration (total compensation)

The qualitative analysis will include a write-up of the general trends of benefits offered across the

agencies as well as summary tables showing the practices of each District.

**Task 2.7 – Conduct Internal Equity Analysis/Prepare Draft Salary Recommendations.** A comprehensive and balanced pay program is the result of the analysis of external labor market data, combined with an analysis of important internal relationships that reflect the District’s value system of jobs. With the whole job methodology, the internal pay relationship analysis for non-benchmark classifications will involve a number of steps in order to arrive at sound and equitable relationships. Among others, the most important of these will include:

- Analysis of existing and historical pay relationships;
- Analysis of base compensation within the organizational hierarchy to establish consistent classification and job series pay parameters within departments and laterally agency-wide;
- Development of consistent, uniform, and realistic guidelines for determining internal relationships including span of control, nature and level of work performed and related components; and
- Recommendation of equitable and appropriate internal relationship differentials based on the above.

Provided is the methodology CPS HR utilizes for establishing salary levels for benchmark and non-benchmark classifications in our compensation studies. This methodology would be applied to all of the District’s study classifications.

- a) Establish salary recommendations for the benchmark classifications by setting the salary level based on the market data.
- b) Conduct a comprehensive review of the District’s current internal alignment differentials to determine what their practices are, and if they should be adjusted.
- c) Apply recommended internal differentials within job families to build the salary recommendations for classifications which have significant relationships to each other because they are in the same job series or family.
- d) Determine what classifications remain that are not benchmark classifications, or classes that minimal comparable data was available for, and are also not part of a job series or family. These classifications are then reviewed to determine which classifications are the subject classifications currently internally aligned with and whether that relationship should be changed. Evaluation factors include the nature and level of work performed, as well as the minimum qualifications.

The salary recommendations for each study classification will display the following information:

- Classification title
- Current monthly range maximum
- Recommended monthly range maximum

- The percentage difference and/or dollar amount difference between the current and recommended monthly range maximum

This information will provide the District with the percentage and dollar amount of any increase on a classification-by-classification basis.

**Task 2.8 – Prepare and Present the Compensation Report.** The CPS HR Project Team will develop a report detailing the results of the labor market survey. This report will be comprised of the following:

- Scope and methodology of the study
- Labor market data analysis
- Results of the base salary survey and the total compensation analyses
- Recommendations and actions taken to update salary recommendations and the salary structure itself

CPS HR will review the report with the Internal Project Manager and designated stakeholders.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Costs assume **one meeting for up to two hours** with primary client stakeholders to present the report.
- An opportunity for a single round of feedback/updates to the report will be provided to the client. The District will provide any change requests, if needed, within two (2) weeks of initial receipt of the report.

*Timeline for Compensation Study*

Our compensation timelines are based upon the assumption that

- selected labor market agencies will provide the information required within the specified timeframe, and
- the District will be able to review, comment on, and approve study products within agreed upon deadlines.
- the compensation study will begin after the classification specifications resulting from the classification study have been finalized

**We estimate the timeline for this scope of work to be conducted between 5-5.5 months at the time of provision of this proposal.**

## Cost Proposal

### Professional Fixed Fee

CPS HR has prepared the following **professional fixed fee** based on the scope of work outlined.

Study	Professional Fixed Fee
Classification Study	\$45,730
FLSA Analysis	\$5,700
Physical Environment Review	\$4,890
Total Compensation Study (salary + benefits)	\$48,590
Development of Salary Recommendations and Update of Pay Structure	\$5,760
<b>Not-To-Exceed Contract Amount:</b> <i>Dependent upon client selections</i>	

### Pricing Assumptions

General Scope	
Number of Classifications	Up to 29
Number of Incumbents	Up to 40
Number of Benchmarks	Up to 17
Number of Labor Markets	Up to 10
<b>Not Included in Fixed Fee Amount:</b>	
Materials Production - CPS HR provides all documents electronically. Hard copy printing of documents for this engagement will be the responsibility of the Client.	
Expenses – We have not included travel costs since all work will be conducted virtually through the use of tele- and web-conferences and the sharing of documents through an online portal provided by CPS HR.	

## Billing Terms

CPS HR will bill in equal installments at the following milestones:

### CLASSIFICATION:

1. After kick off meeting
2. Provision of PDQ link to incumbents
3. Completion of job evaluation interviews
4. Submission of draft classification specifications
5. Provision of classification report

### COMPENSATION:

1. After kick off meeting
2. Final selection of labor market agencies and benchmarks
3. Provision of draft matches
4. Submission of draft salary recommendations
5. Provision of compensation report

It is assumed the District will be responsive to the delivery of all draft deliverables and all subsequent revisions as defined in the agreed upon project timeline. **Unanticipated revisions or delays to the project timeline could result in a need for an addendum to the contract related to contract end date, staff assignments, and/or pricing. Any addenda will be discussed in a timely manner with the District.**

## Pricing Philosophy

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the District which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR. The proposed professional fees reflect the steps and time necessary to conduct the study in a sound, thorough, and sustainable manner, including important input and review by the District's Internal Project Manager and designated stakeholders to accomplish the study objectives. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or fee proposal.



# Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · [www.pidwater.com](http://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](#)

DATE: September 21, 2022  
TO: PID Board of Directors  
FROM: Mickey Rich, Assistant District Manager  
RE: Municipal Services Review

Municipal services reviews by Butte Local Agency Formation Commission (LAFCo) are necessary from time to time, and especially now, as much has changed due to the 2018 Camp Fire. We are starting the process of working with LAFCo to perform a Municipal Services Review (MSR) and update to our Sphere of Influence. Our last MSR was completed in 2006. In general, MSRs evaluate the structure and operation of our local municipality, service areas, and discusses possible areas for improvement and coordination.

The process involves contracting with a consultant to perform the review and authorizing the District Manager to sign a letter of agreement with LAFCo.

- 11.a.1 – Letter Agreement with Butte LAFCo: The recommended form of motion would be:

"I move to authorize the District Manager to sign a Letter Agreement with LAFCo for the Paradise Irrigation District Municipal Service Review Update and Sphere of Influence Update."

- 11.a.2 – Agreement with SWALE, Inc.: The recommended form of motion would be:

"I move to authorize the District Manager to enter into agreement with SWALE, Inc for services to support the District in addressing a Municipal Service Review (MSR), Sphere of Influence (SOI), and associated change of organization documents including a Service Plan, and Annexation Plan for the District for a cost not to exceed \$43,700.00."



## BUTTE LOCAL AGENCY FORMATION COMMISSION

1453 Downer Street, Suite C • Oroville, California 95965-4950  
(530)538-7784 • Fax (530)538-2847 • [www.buttelafo.org](http://www.buttelafo.org)

**DRAFT**

August 31, 2022

Tom Lando, District Manager  
Paradise Irrigation District  
Paradise, CA 95959

Re: Letter Agreement for the Paradise Irrigation District Municipal Service Review Update and Sphere of Influence Update

Dear Mr. Lando,

In light for the recently completed Paradise Options Study and the Camp Fire legacy, the Paradise Irrigation District desires to proceed with an update of its Sphere of Influence (SOI) to address emerging development proposals. The proposed SOI Update, which would be in the form of a SOI Plan (maps and written determinations), must be reviewed and approved by the Butte Local Agency Formation Commission (LAFCo). To support the proposed SOI, the District's existing Municipal Service Review (MSR), which was approved by the Commission in 2006, must also be updated, which requires review and approval by Butte LAFCo. To initiate the SOI Update process, the District must submit a SOI Update application and pay all applicable LAFCo fees.

Butte LAFCo understands that the District desires to retain a consultant to prepare the District's MSR Update and SOI Plan. This is an acceptable approach to LAFCo with the condition that LAFCo be consulted on the selection process and that the consultant be jointly acceptable to both agencies. To ensure that the SOI Update process goes smoothly, LAFCo has prepared this Letter Agreement that outlines the MSR/SOI Update process and the responsibilities of each agency. When signed by both parties, this letter constitutes a LETTER AGREEMENT between LAFCo and the Paradise Irrigation District regarding the District's proposed MSR Update and SOI Plan.

### A. Authority

Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq), LAFCo is given the authority to prepare and adopt Municipal Service Reviews and to review and update a Sphere of Influence for a local agency. Such a request can also come directly from an agency (56425(b)), as is the case with the Paradise Irrigation District. However, LAFCo retains the sole authority to adopt the planning documents.

### B. Recitals

1. The Paradise Irrigation District SOI Update project ("Project") consists of the preparation of an:

- A. Update to the District's existing Municipal Service Review ("MSR Update"); and
  - B. Preparation of a Sphere of Influence Plan ("SOI Plan").
2. The Paradise Irrigation District prepared an Environmental Impact Report (EIR) for the District's current request...
  3. The EIR evaluated development "build-out" of the area proposed to be added to the District's SOI.
  4. As a responsible agency pursuant to CEQA, Butte LAFCO will utilize the environmental documentation approved by the District for the SOI Update project. However, if LAFCo staff or the Commission determine that the environmental documentation does not adequately analyze the impacts associated with the proposed SOI Update, LAFCo shall request that the District prepare additional environmental documentation to comply with CEQA requirements.
  6. To ensure a complete and accurate document, LAFCo desires the active participation of the Paradise Irrigation District and its staff in the preparation of the MSR Update and the SOI Plan. To this end, LAFCO and the Paradise Irrigation District desire to act cooperatively in the administration of the Paradise Irrigation District MSR/SOI Update.
  7. The Paradise Irrigation District and LAFCo enter into this Letter Agreement to establish their respective roles and responsibilities relating to the oversight and management of the District's SOI Update.
- C. Determinations
1. LAFCO does not object with the District's choice to independently contract with SWALE Inc. to prepare the MSR Update and SOI Plan.
  2. LAFCo, through its Commission staff, shall have final oversight, review, and approval authority over the content of the public review drafts and final versions of the MSR Update and SOI Plan. The Paradise Irrigation District shall have the right to review and request reasonable changes to the draft documents.
  3. The Paradise Irrigation District and LAFCo understand that, notwithstanding the review by the Paradise Irrigation District staff of the MSR Update and SOI Plan, the Paradise Irrigation District may choose to review the Public Review Draft versions of these documents during the 21-day public review period. Paradise Irrigation District comments on the Public Review Draft versions of these documents, if any, shall be forwarded to LAFCO by District staff for review and consideration by LAFCO at the public hearing on the Public Review Draft MSR Update and SOI Plan. The Paradise Irrigation District and LAFCO understand that any review of the Public Review Draft MSR Update and SOI Plan by the District will be for commenting purposes only and the Chico District Council will not take any formal action to adopt the MSR Update or the SOI Plan.
  4. The Paradise Irrigation District and LAFCo understand that the Paradise Irrigation District shall be fully and solely responsible for the cost of the preparation of the MSR Update and the SOI Plan, and for the cost incurred by LAFCo for its normal processing fees, including, but not limited to, materials, public noticing costs, staff time, and legal review.

5. The Paradise Irrigation District and LAFCo agree to use all reasonable effort and due diligence to process the Project through to the final hearing in a timely fashion.
6. LAFCo and the Paradise Irrigation District agree to the following sequence of actions to be taken to complete processing of the Project:
  - A. Preparation of the administrative draft MSR Update and administrative draft SOI Plan by Paradise Irrigation District /SWALE inc. utilizing a LAFCo approved format for the documents.
  - B. Paradise Irrigation District/SWALE Inc. provides LAFCO staff with one printed copy of each document, and provides LAFCO the documents in PDF and Microsoft Word format. Butte LAFCo staff reviews the administrative draft MSR Update and administrative draft SOI Plan.
  - C. LAFCO staff completes review of administrative draft MSR Update and SOI Plan and directs District/SWALE Inc. to make any identified changes and prepare Public Review Draft MSR Update and Public Review Draft SOI Plan.
  - D. District submits a printed copy of Public Review Documents to LAFCO, along with printed copy of the Paradise Irrigation District **environmental review documentation**. The Paradise Irrigation District shall also provide LAFCO staff with PDF and Microsoft Word versions of each public review document.
  - E. LAFCO staff sets the 21-day public review period and performs all public noticing actions and distributes public review documents to effected agencies for comment.
  - F. Optional review of public review documents by Paradise Irrigation District during public review period.
  - G. LAFCo holds hearing(s) on the Public Review Draft MSR Update and SOI Plan. The Paradise Irrigation District/SWALE Inc. shall be responsible for making any changes to the Public Review documents as directed by the Commission.
  - H. Preparation of the Final MSR Update and SOI Plan by the Paradise Irrigation District /SWALE Inc. The Paradise Irrigation District /SWALE Inc. shall provide 10 printed copies of each final document to Butte LAFCo, along with PDF and Microsoft Word versions of each final document.

Nothing contained in this Letter Agreement is intended, nor shall it be construed, to commit, control, or influence in any manner whatsoever the authority, judgment, or discretion of the LAFCo Commission in their future hearings on all or any aspect of the Paradise Irrigation District SOI Update Project and the ultimate decision of LAFCo to approve, approve with conditions, approve with revisions, or disapprove the Paradise Irrigation District SOI Update Project, in whole or in part, or to require or impose mitigation measures as a result of the environmental review of the Paradise Irrigation District SOI Update Project.

Please sign and date where indicated below, and return two (2) copies of this LETTER AGREEMENT. Once the LETTER AGREEMENT has been executed on behalf of LAFCO, I will

Tom Lando  
August 31, 2022  
Page 4 of 3

return a fully executed copy to the District. If you have any questions, please contact me at 530-538-7784 or at [slucas@buttecounty.net](mailto:slucas@buttecounty.net).

Sincerely,

---

Stephen Lucas  
Executive Officer

#### LETTER AGREEMENT PROVISIONS

The undersigned hereby agree to the provisions of this Letter Agreement as set forth hereinabove.

Butte Local Agency Formation Commission

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Date

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By: Stephen Lucas, Executive Officer

Paradise Irrigation District

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Date

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By: Tom Lando, District Manager



August 26, 2022

Mr. Tom Lando, General Manager  
Paradise Irrigation District  
6332 Clark Rd.  
Paradise, CA 95969

Submitted electronically to [mrich@paradiseirrigation.com](mailto:mrich@paradiseirrigation.com)

Subject: Proposal for MSR/SOI Update, Service and Annexation Plan for Paradise Irrigation District

Dear Mr. Lando:

Enclosed for your review and consideration is an updated proposal from SWALE Inc. to assist the Paradise Irrigation District (PID) in addressing a Municipal Service Review (MSR), Sphere of Influence (SOI), and associated change of organization documents including a Service Plan, and Annexation Plan for the District. SWALE Inc. will develop a thoughtful analysis based on our unique knowledge of the issues facing water districts in Northern California using defined performance measures as described in this proposal. Our extensive experience working with Local Agency Formation Commissions, special districts, and local government has allowed us to build upon our learning of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 to create a business protocol that allows us to carefully craft MSRs and SOI Updates, and bring them to completion on-time and within budget.

I have spoken with both you and Mr. Steve Lucas of Butte LAFCo on the phone in 2021. Since then, I have updated this proposal to reflect 2022 calendar dates and to better highlight the change of organization documents including a Service Plan, and Annexation Plan for the District within this proposal's scope of work. The enclosed proposal is valid for a period of 120 days following the date of proposal receipt. Thank you for the opportunity to share our proposal to prepare the MSR/SOI Update and Service/Annexation Plans for PID. Please feel free to contact me if you have any questions about this proposal.

Sincerely,

KATERI HARRISON  
CEO, SWALE Inc.

*Attachment: Updated Proposal to Prepare MSR/SOI Update, Service and Annexation Plan for PID*

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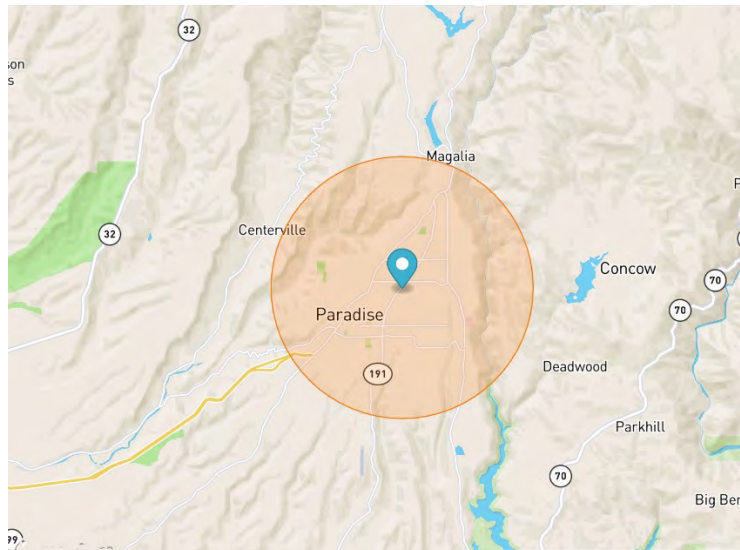


PRESENTS

A QUOTE AND PROPOSAL FOR  
**PARADISE IRRIGATION DISTRICT**

**MSR/SOI Update and  
Change of Organization Documents**

August 26, 2022



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## Introduction

SWALE Inc. creates Municipal Service Review (MSR) and Sphere of Influence (SOI) documents that:

- Measures what matters;
- Carefully analyzes key data;
- Contains text that thoughtfully describes the data;
- References the key material, providing an extensive bibliography and a collection of e-files;
- Allows LAFCo, the agencies, and the consulting team to agree upon the important issue topics (i.e. performance measures) before report writing begins;
- Uses a holistic system that focuses in on LAFCo's required determinations and uses performance measures to frame the data to be collected and analyzed; and
- Is written by a team of experienced land-use planners that serve as objective, neutral, third party reviewers of the agencies and their operations.

SWALE Inc. has produced these types of carefully crafted MSRs & SOIs for El Dorado LAFCo, San Joaquin LAFCo, Solano LAFCo, Placer LAFCo, and Nevada LAFCo. We can produce this type of informative MSR/SOI for you too. Welcome to SWALE's new performance-measure based MSR analysis. We hope you enjoy reading more about our approach in the following pages.

### Public Services Provided by the Paradise Irrigation District

The Paradise Irrigation District (PID) provides water services (including protection of raw water supply, water treatment, and water distribution) to customers within its boundaries. Water services include raw water for agriculture uses, treated water for municipal uses, and water to support fire suppression via hydrants. The most recent MSR for the PID was approved in June 2006 through the MSR entitled "Domestic Water and Wastewater Service Providers". Subsequently, the 2018 Camp Fire destroyed much of PID's infrastructure and customer base.

*Here is what small special districts have said about SWALE's MSRs:*

*Tahoe Truckee Sanitation Agency: Mr. LaRue Griffin, General Manager, said when he first started work at TTSA, the thoughtful overview of operations contained in SWALE's MSR gave him important background information.*

*Truckee Sanitary District: Blake Tresan, General Manager said that SWALE's MSR provides a nice summary of TSD's sewage collection services and infrastructure that TSD can use as they apply for future grants.*

We reviewed Butte LAFCo's previous MSR & SOI documents, and found them to be well written and comprehensive. This new update will focus on PID's service provision to the community as it continues to recover from the Camp Fire and on expansion of the SOI to potentially include the Miocene Canal, among other areas. Please see the proposed scope of work for additional details. SWALE's planners look forward to learning more about PID as we progress through the full MSR/SOI Update process.

## The Consulting Team

The SWALE Inc. Consulting Team proposes to assist PID in updating a Municipal Service Review (MSR), Sphere of Influence (SOI), and developing a Service Plan, and Annexation Plan. Our team members have long-term and contemporary experience working directly for LAFCos and serving as long-standing technical advisors to water resource agencies and special districts throughout the State of California. SWALE Inc. is well known for producing MSRs for water and sanitation districts.

SWALE Inc. is a small, woman-owned consulting firm with a range of experience working in local government including facilitation, strategic planning, and management of water resources. Providing data and reports to support local decision-making is a particular strong-point of the firm's expertise. We are sensitive to the scheduling and budget needs of our clients. SWALE's planners have direct experience with LAFCo's, cities, counties, special districts, and state agencies; and have prepared a number of LAFCo MSRs and SOI studies. Our pragmatic approach, discussed in further detail later, will be designed to maximize cost efficiency, effectiveness, and timeliness of the MSR process.

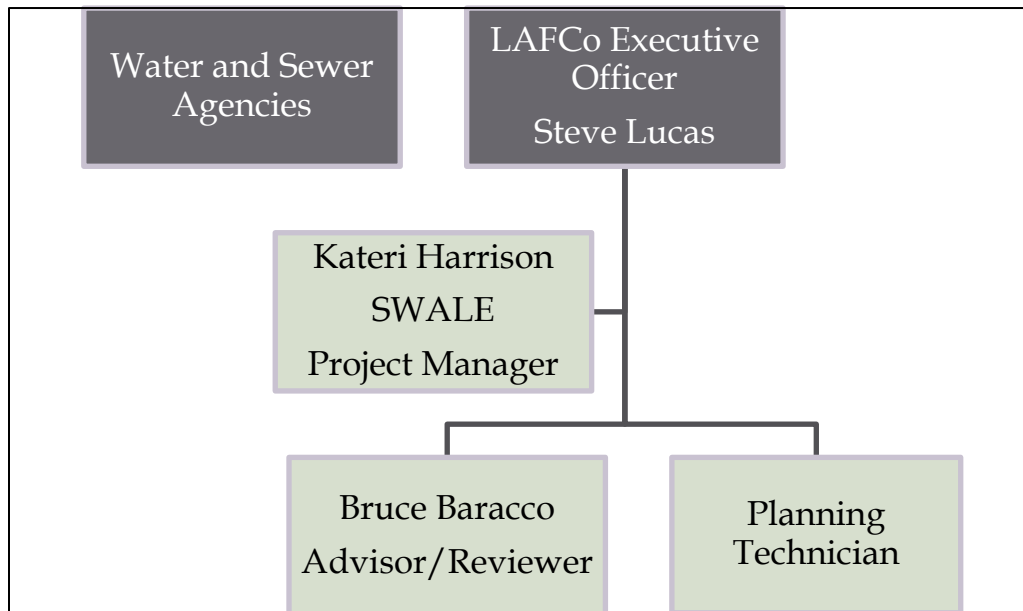
The Consulting Team is comprised of SWALE Inc. who will serve as the prime contractor with Kateri Harrison serving as the Project Manager. Kateri Harrison is a skilled project manager with a deep understanding of community land use and planning issues. Bruce Baracco of Baracco & Associates will serve as a Project Advisor and Reviewer. Bruce Baracco provides an overall understanding of LAFCo, the MSR/SOI process, and special district organizational policies. Members of this consulting team have a long history of working together and we have joined together to combine our diverse and compatible expertise. Additionally, SWALE Inc. may also retain a student intern to assist with data analysis.

### Contact Information

SWALE Inc.  
111 Bank Street #202  
Grass Valley, CA 95945  
(530) 559-7823  
[www.swaleinc.com](http://www.swaleinc.com)

*Primary Contact and Authorized Representative:*  
Kateri Harrison, CEO, SWALE Inc.  
[harrison@swaleinc.com](mailto:harrison@swaleinc.com)

**Figure 1: MSR/SOI Project Organization Chart**



Our team members have the unwavering commitment of our respective companies to this project. Our small, but closely integrated team of experts can ensure that our time remains devoted to the significant issues at hand, and that time and energies are not unnecessarily expended on extraneous matters or irrelevant studies.

### **Team Assignments**

#### ***Kateri Harrison, SWALE Inc., Project Manager***

Kateri Harrison will be responsible for project management, outreach, public presentations, and coordination with Butte LAFCo. As Project Manager, she will coordinate closely with Butte LAFCo Staff and ensure that the project adheres to the budget. Kateri will coordinate with the team to ensure the project maintains its budget, schedule, and task commitments. Kateri will be the primary author of each chapter. Kateri will meet with Agency staff and coordinate distribution of requests for information.

#### ***Bruce Baracco, Baracco and Associates; Project Advisor and Reviewer***

Bruce Baracco will provide overall project guidance and LAFCo expertise to the consulting team. He will provide technical writing for portions of the MSR Update, and will provide overall peer review for the Administrative Draft Report. In addition, he will develop the Service Plan and Annexation Plan for the PID.

### *Student Intern, General Assistance*

SWALE Inc. may retain a student intern to assist with basic data collection, formatting, and analysis. SWALE's interns are educated in the realms of planning and data science. Interns work under the direct supervision of Ms. Harrison.

## **SCOPE OF WORK**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as updated through 2020, (hereafter cited as the CKH Act), provides the legal foundation for LAFCo to conduct MSRs and SOIs. SWALE Inc. will develop the MSR/SOI update so that it meets the requirements of the CKH Act and Butte LAFCo's policies. Working with both Butte LAFCo and the PID, we will reflect your best interests to ensure that the public services are transparently described, providing LAFCo with a foundation for future decision making. The ultimate goal is to identify the relationship between issues, goals and objectives, and various service options.

The MSR/SOI Update will be designed to benefit both LAFCo and the PID by providing a comprehensive one-stop information source which can be used to quantify existing and projected customer demands, infrastructure capacity, and fiscal constraints that are essential to support decision-making in addressing boundary changes, infrastructure needs, capital improvements, and future sphere of influence assessments.

## **TASKS**

The consultant will develop a MSR/SOI Update for the PID. Additionally, a Service Plan and an Annexation Plan will be developed to assess expanding the PID's boundary to be consistent with the Town of Paradise's General Plan as it too recovers from the Camp Fire. This will include making MSR and SOI determinations based on independent assessments of data submitted by the PID, as well as data collected by SWALE's Planners. The MSR, SOI, assessment, and recommendation will include determinations based on the factors contained in Government Code Section 56430. The various tasks involved with this project are expected to include the following:

### **TASK 1 - Preparation**

1A: SWALE will prepare a draft, standardized RFI tool for use in the MSR SOI Update for PID. Prior to sending an RFI to the PID, SWALE's consultants will review the District's website and other sources to determine the availability of information related to MSR/SOI determinations. If the information is not available from a website, then SWALE will request such information in the RFI. Please note SWALE Inc. formats the RFI tool in a manner to allow Agency staff to upload information and associated attachments directly to our Dropbox and to allow submitted text to be easily converted into Excel and database formats.

1B: The SWALE Inc. Team will participate in an initial project kick-off meeting with staff from PID and Butte LAFCo. At this meeting, SWALE will review the Request for Information (RFI) and the MSR/SOI Outline/Table of Contents. The number and type of performance measures to be analyzed will also be finalized. Meeting will be conducted via Zoom or another on-line tool.

*Task 1 Deliverables: Virtual kick-off meeting with PID and LAFCo. RFI tool built in MS Word format.*

## **TASK 2 – Information Collection and Verification**

Consultants will distribute RFI questionnaire to PID for completion. Consultants will host a meeting with PID's representatives to: assist them in uploading requested information onto Dropbox; explain the MSR/SOI process; and conduct a preliminary interview regarding operational specifics. Consultants will ensure LAFCo receives an e-copy of PID's responses to the RFI.

Consultants will gather information from relevant state, regional, sub-regional and local agencies. Those data that are readily available, in a useable format, and directly relevant to the previously defined performance measures will be obtained and curated in SWALE's dataset. For example, relevant source documents may include applicable statutes, service area maps, master service plans, management plans, audits, budgets, general plan housing elements, and other information relevant to completing service reviews. Consultants will also consult with state agencies such as the Regional Water Quality Control Board and the California Department of Water Resources as to their interactions with the agencies and any issues they perceive. It is noted that PID adopted its 2020 Urban Water Management Plan. Additionally, the Final Options Study Report by GEI Consultants was submitted to the Sacramento State University, Office of Water Programs in June 2022.

An in-person interview and tour between the consultants and PID staff will be scheduled, if allowed by the state's Covid-19 protocol. A meeting with LAFCo and Town of Paradise planning staff can also be scheduled at that same time.

*Task 2 Deliverables: PID's response to RFI will be curated into SWALE's dataset.*



*Interviews and other communications with the subject agencies and other state and local agencies will be documented.*

### **TASK 3 – Administrative Draft MSR/SOI Update**

SWALE will prepare an administrative draft MSR/SOI Update that includes a description of PID, maps, tables and graphs. For each determination topic prescribed by Government Code §56430, data analysis in accordance with each performance measure will be provided for the PID. Baseline population data and build out projections will be addressed. Relative to § 56430 (a) (2) and (3), the report shall provide discussion and analysis of the needs and deficiencies of essential services for any identified and potential Disadvantaged Unincorporated Communities (DUCs) in the study area, as well as the feasibility of extending essential service to these areas and to other areas that could include future housing developments. Data transparency will be improved by adding bibliographic citations directly in the body of the text to refer readers to more detailed references. The administrative draft MSR/SOI Update will be sent to LAFCo staff for review and comment. Upon approval from LAFCo, the Administrative Draft may be shared with the staff from the PID for a technical review.

*Task 3 Deliverables: The Administrative Draft MSR will be delivered to PID and LAFCo in both PDF and MS Word format. Additionally, all reference materials will be provided to PID and LAFCo via Dropbox.*

### **TASK 4 – CEQA**

Typically, MSRs are categorically exempt (Class 6) from the California Environmental Quality Act. An expansion of a SOI and a potential annexation will require additional documentation. At this time, there is not enough information to determine what type of CEQA analysis will be needed. So, for Task 4, SWALE will write a scope of work that will allow PID to solicit bids from qualified consulting firms to prepare the CEQA document.

*Task 4 Deliverable: Preparation of a scope of work sufficient to allow consultants to bid on a subsequent preparation of a CEQA document.*

### **TASK 5 – Public Review Draft MSR/SOI Update**

Based on the input received on the administrative draft MSR/SOI Update, consultants will prepare a public review draft MSR/SOI Update including updated information from Task 3. The Public Review Draft MSR/SOI Update will be developed with the intent to solicit comments from the general public. Consultants will provide the document in both hardcopy and electronic format as requested in LAFCo's RFP.

*Task 5 Deliverables: One public review draft MSR/SOI Update in both hardcopy and electronic format.*

## **TASK 6 – Public Workshop/Meeting**

Consultants will prepare a PowerPoint presentation to be used at a workshop/meeting. Consultants will actively participate in one public Commission workshop or meeting designed to solicit feedback on the public review draft MSR. The workshop/meeting may be held either in-person or virtually, depending on the Commission's preference.

*Task 6 Deliverables: One PowerPoint Presentation. Participation in one public Commission workshop/meeting.*

## **TASK 7 – Final MSR/SOI Update Document and Public Hearing**

Based on direction from LAFCo, subsequent to the public workshop on the public review draft MSR/SOI Update, SWALE will prepare a final MSR/SOI for PID containing:

1. An updated cover, title pages and a table of contents.
2. Response to public comments.
3. All updated information included in Task 3 and Task 4, as adopted by the Commission.

As part of Task 7, the consultant will organize supporting documents. Consultant will organize and label MSR related questionnaires, response letters, other documents and information, make a list of items in the organized package, and provide these documents to PID and LAFCo. Consultants will actively participate in the Commission's public hearing on the MSR/SOI. The public hearing may be held either in-person or virtually, depending on the Commission's preference.

*Task 7 Deliverables: Final MSR/SOI provided to PID and LAFCo in both electronic and hardcopy format. Participation in the Commission's public hearing on MSR.*

## **TASK 8: Plan for Services**

Bruce Baracco will lead the development of a plan for the PID to provide services to the area proposed for expansion. The Plan for Services will follow criteria contained in Government Code Section 56653, including services to be provided, the timing of those services, required improvements needed for expansion, and financing of the required improvements.

## **TASK 9: Change of Organization**

An annexation Plan will be developed to allow PID's boundaries to expand to accommodate the Miocene Canal and other areas. The Annexation Plan will consider the ability of the District to expand services, priorities, phasing, logical expansion areas, and alternatives analysis. Specific consideration will focus on the Miocene Canal.

## *Approach to Analysis*

SWALE's approach to reviewing water services provided by the PID will emphasize a watershed perspective with the quantity and quality of the water source given prime consideration. The physical condition of infrastructure and implementation of recovery plans will also be described. The MSR will also focus on performance measures to fairly assess the service capacity, infrastructure, rates, finances, government accountability, and management efficiencies for the PID.

## Performance Measures

SWALE Inc. has successfully utilized specific scored performance measures in two recently approved MSR/SOI documents:

1. MSR/SOI for the City of Fairfield prepared on behalf of Solano LAFCo, and
2. MSR/SOI for the El Dorado Irrigation District on behalf of El Dorado LAFCo.

Additionally, the MSR/SOI Update that we are preparing for the El Dorado County Fire Prevention Districts also utilizes performance measures. For this project for PID in Butte County, SWALE proposes to evaluate MSR determinations using the performance measures listed in the outline below. SWALE Inc. will coordinate with PID staff to determine exactly which performance measures should be included, recognizing that PID may wish to add, delete, or modify performance measures prior to signing the contract with SWALE. The use of performance measures is beneficial because it helps planning analysts evaluate the same factors for every district and facilitates cross-comparisons among districts. Established performance measures also allows the subject agency to understand, in advance, which criteria will be utilized. Performance measures are also consistent with the California Department of Water Resources' adaptive management program.

***Draft Outline for Service Review and SOI Report***  
*(Subject to modification by PID, LAFCo and/or SWALE)*

The Municipal Service Review must include data and analysis upon which the Commission's determinations on the items required by Government Code Section 56430 can be based. SWALE Inc. proposes the following outline:

**1. Executive Summary**

- a. Brief summary of existing services and PID's operations
- b. Brief summary of key performance metrics
  - i. Population
  - ii. Boundary/SOI acreage
  - iii. Connection fees
- c. Summary of other significant issues and conclusions

**2. Introduction**

- a. LAFCo's responsibilities re: MSRs and SOIs
- b. Description of public participation process
- c. Description of watershed approach that includes both surface and ground-water, water quality, and water quantity for the existing setting

**3. PID MSR Update**

- a. Growth and Population
  - i. Existing boundary
    - 1. Overlapping services
  - ii. Existing Sphere of Influence
  - iii. Extra-territorial services
  - iv. Present and projected service population over 20-year time frame
  - v. Land use and significant growth areas
- b. Disadvantaged and Unincorporated Communities
  - i. Location
  - ii. Characteristics
- c. Present and Planned Capacity
  - i. Capacity Analysis
    - 1. Sufficiency for present and projected need
    - 2. Adequacy to meet current and known future state and federal requirements
  - ii. Age and condition of facilities
  - iii. Preventative maintenance measures and plans to replace aging infrastructure
  - iv. Plans for expansion and/or upgrades
  - v. Reserve capacity
- d. Financial Ability, Constraints and Opportunities
  - i. Finance policies clearly articulated

- ii. Audits available on website
  - iii. Bond Rating
  - iv. Joint Finance Projects
  - v. Revenues exceed expenditures in 50% of studied fiscal years
  - vi. Transfer of Costs to Public
  - vii. Rates
    - 1. Current Rate Structure Basis
      - a. Connection fees
    - 2. Tax Revenues/Service Ratio
    - 3. Rates/Service Ratio
  - viii. Assessment/Fee Districts
  - ix. Compensation reports and financial transaction reports that are required to be submitted to the State Controller's Office are posted to the district website.
- e. Shared Facilities
  - i. Currently Shared Resources, Facilities, Personnel, and Systems
    - 1. Opportunities for Expanded Sharing
    - 2. Government Structure Options
  - ii. Cost Avoidance Opportunities
    - 1. Other practices and opportunities that may help to reduce or eliminate unnecessary costs
- f. Local Accountability and Governance
  - i. Number of closed sessions during the past six months.
  - ii. Agency website complies with the 2016 updates to the Brown Act described in Government Code §54954.2 and enacted by Assembly Bill 2257.
  - iii. Compliance with the Special District Transparency Act (SB 929 or California Government Code, §6270.6 and 53087.8) which requires special districts to have a functional website that lists contact information and contains financial statements, compensation reports, and other relevant public information.
  - iv. Terms of office and next election date are disclosed for District Board members and committee appointments are online.
  - v. Do elected Board members submit required forms and receive required trainings as prescribed by the three state laws regarding accountability and ethics including: 1) the Political Reform Act; 2) Assembly Bill 1234 (Salinas, 2005) which requires ethics training; and 3) Government Code 53237 et. seq. which mandates sexual harassment prevention training?
  - vi. Current litigation, grand jury inquiry, and/or censure from state agency.

## 8. PID SOI Update

- a. Opportunities for and obstacles to:
  - i. SOI modification alternative suggestions
  - ii. Restructuring/Reorganization options for PID
- b. SOI determinations as required by CKH Act

## 9. References, Glossary, Acknowledgements

### Appendices

\*Note: Plan for Services document and an Annexation Plan (i.e., Change of Organization) will be prepared as a separate attachment as needed.

### Approach to GIS Analysis

Using GIS data provided by Butte LAFCo and the County of Butte, SWALE Inc. will produce one regional map showing PID. Additionally, SWALE will develop a color GIS map that depicts current boundaries and SOI for PID. SWALE will refine any existing SOIs or boundaries based on descriptions and/or drawings provided by Butte LAFCo. Maps of PID's boundary and SOI will be provided in PDF format. In addition, a GIS data shapefile of the boundaries and SOIs will be provided in ESRI compliant format, NAD 1983 State Plane California Zone II Projected (US Feet) Coordinate System, referenced to street centerlines and/or parcel lines. Detailed mapping will be provided for those sub-areas under consideration for Sphere expansion and/or annexation to the District

### *Approach to Managing this Project*

A primary objective of this project is the efficient and timely completion of an informative MSR/SOI Update for PID. SWALE Inc. prides itself on delivering high quality products on schedule and within the established budget.

The consulting team will be managed by Kateri Harrison. Ms. Harrison will be the primary contact for PID on all matters related to this project. Internal milestones will be built into the overall project schedule and serve as the consultant team's targeted implementation plan. The schedule will be developed in consultation with PID staff. Typically, our schedules include a bit of leeway to allow the consultants to accommodate unplanned contingencies. SWALE Inc. warrants that it can, and will, meet all established deadlines. Meeting the deadlines helps the team meet its budget. We are cognizant of PID's budgetary constraints. We aim to focus our work on key issues and to accomplish our work in the most efficient manner possible.

SWALE Inc. seeks to establish a close working relationship with PID staff to ensure transparency of data collection, analysis and project progress. SWALE Inc. utilizes on-line project communication tools such as Dropbox and *teamwork.com*. PID staff will be invited to join the MSR

group and to readily view the project calendar, posted files, text messages and other group communications. Additionally, both Bruce and Kateri are accessible via phone or email. In order to properly plan effective strategies to meet the varied nuances that may develop regarding water services, SOIs, or institutional/district financial matters, immediate discussion can provide effective resolution and reassurance. Our communication tools help us accomplish this.

### **Guiding Principles**

*In accordance with the scope of work, SWALE Inc. Consultants will:*

- *Conduct the service review process in a collaborative fashion with opportunities for input and review by each of the agencies being reviewed.*
- *Encourage public participation in the service review process.*
- *Conduct the required analysis in the most cost-effective manner possible.*
- *Utilize information that is currently available, such as data, maps, etc., rather than initiate new tools and processes.*
- *Create a product that will be useful to the Commission in reviewing future proposals for changes of organization, beneficial to agencies as a planning tool, and readily accessible to, and easily understandable by, the general public.*

### **Assumptions**

SWALE's proposed Scope of Work is based on the following assumptions:

- As part of this effort, PID Staff will:
  - Participate in coordination meetings and conference calls with the SWALE consultant team;
  - As part of this effort, LAFCO staff will:
  - Assist in administrative functions such as noticing public hearings and meetings;
- Arrange for logistical support at public hearings and meetings (e.g., venue reservation, audio/visual, recorder, etc.);
- Coordinate with the County to provide maps and GIS data;
- Confirm or rectify any discrepancies regarding boundaries and SOI's in the GIS mapping data;
- Prepare staff reports and resolutions for the Commission;
- Ensure any necessary legal review is conducted by LAFCO's legal counsel; and
- Disseminate MSR/SOI and associated reports on the LAFCO website.
- Caveats due to uncertainty related to **coronavirus** precautions:
  - A project kick-off meeting between PID and the consultant team is anticipated. Under normal circumstances, SWALE Inc. would prefer to meet in person at LAFCO's offices in the Oroville or at PID's office located in the town of Paradise.

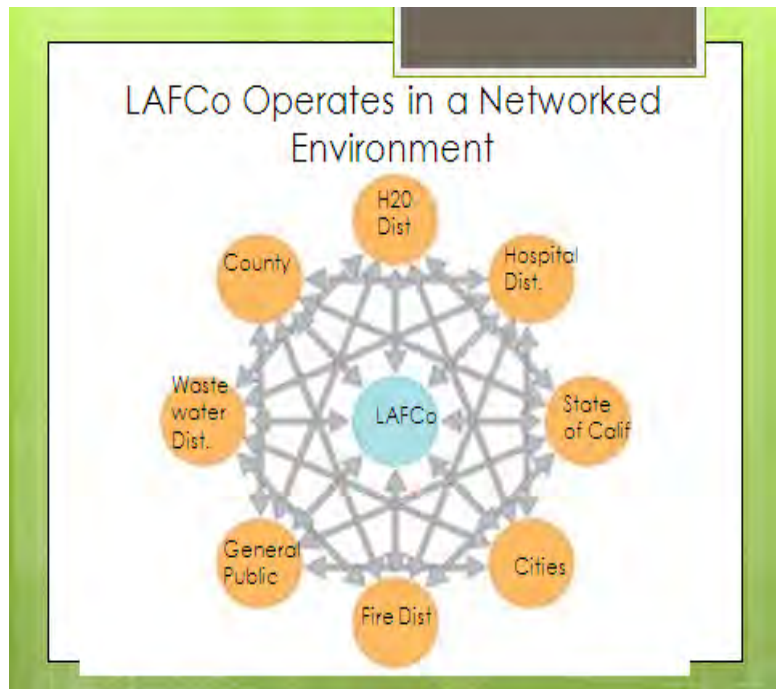
However, depending on the public health directives related to the global pandemic caused by the corona virus, a conference call or video call may be substituted.

- An interview with staff from PID with the request for information will be based on the comprehensiveness of the response received, remaining uncertainties, and clarity of information. Under normal circumstances, SWALE Inc. would prefer to meet in person at the agency(s) offices in Paradise. However, depending on the public health directives related to the virus a conference call or video call may be substituted.
- The project budget allocates travel hours to provide in-person meetings for the 1 public meeting associated with the formal Draft MSR/SOI and 1 public hearing for the Final MSR/SOI.

General project assumptions include the following:

- The primary information base will be existing agency data, LAFCo data, and other data sources in the public domain – the consultant team shall examine and analyze these data sources (e.g., a *forensic audit* of the pro forma data used by special districts to develop their reports will not be undertaken). In other words, the consultant team can verify the analytical methodologies used by special districts in developing their published/unpublished documentation but the consultant will not inspect original data files, monitoring records, field crew notes, or other production-related data as part of the cities/special districts' operational data keeping.
- No independent new field data collection, surveying, or testing will be conducted.
- The number of metrics and/or performance measures to be considered in this MSR /SOI Update is limited to those specifically listed in this proposal up to a maximum of 20 performance measures. Changes to performance measures will require additional budget and schedule allocations.
- Public participation in addition to the notice period for the draft and final MSR/SOI could include varying levels of public input. A public hearing at the draft and final MSR/SOI stages are included within the proposed budget.
- It is anticipated that consideration of the proposed MSR and SOI will not be controversial. If controversy or disputes arise among staff or the public or if consultants are asked to address any controversy, then additional consulting fees will be required. These additional fees may be taken from the contingency fund and/or other sources, and
- CEQA requirements have not yet been determined for this project. SWALE will create a scope of work to allow PID to solicit bids for preparation of a suitable CEQA document. If CEQA analysis is required for any component, a separate Scope of Work and associated cost estimate will be prepared.

Many of these assumptions (and others) can be clarified and discussed with PID should the consultant team be selected and enter into contract negotiations with PID. The best interest of PID is preserved where project assumptions are clearly and definitively established at the outset of the project. The consultant team will work diligently to ensure the highest level of clarity is brought into the Scope of Work. A detailed scope of work from the consulting team is typically included in a final contract.



In summary, we will ensure that the final product is user-friendly to both PID and LAFCo. The documents will be provided in a website-friendly format. This SWALE Inc. Consulting Team offers deep functional knowledge of both LAFCo and regional issues. Ms. Harrison and Mr. Baracco are actively engaged with LAFCo's state-wide, on a regular and on-going basis. Our spirit of partnership infiltrates our approach to projects. SWALE Inc. collaborates with clients to solve complex planning problems, making their mission our mission and delivering meaningful results that endure.

## Project Schedule

Our consulting team can commence work on this consultancy immediately upon signing a contract which is anticipated to be approximately October 2022. Below is a suggested schedule and should PID wish to extend or reduce the schedule for fiscal or timing reasons, our staff is available and amenable to a schedule alteration as otherwise agreed upon. For example, it is possible that PID may wish to start the MSR/SOI after Sacramento State University completes the "Options Study" and this is acceptable to SWALE. We will review and finalize the tentative schedule with PID staff as part of the work plan development (i.e., development of the final scope of services). In order to achieve the schedule proposed below, our team is available to start work on October 1, 2022. The table below is a tentative schedule of milestones. The dates in bold indicate deadlines critical to maintain proposed project completion date.

<b>Table 1: MSR/SOI Update Schedule</b>		
<b>Milestone</b>		<b>Date</b>
<b>Task 1: Preparation</b>		
	Contract Approval	<b>October 1, 2022</b>
	Kick-off Meeting (or conference call) with LAFCo Staff and PID staff (Post-award meeting)	<b>Oct 1-14</b>
	Refine schedule, outline, template, and agree upon final performance measures to be utilized.	Oct 14
	Develop and Send Request for Information (RFI/Survey)	Oct 1 - 16
<b>TASK 2 - Information Collection and Verification</b>		
	RFI Responses from District Received	<b>November 15</b>
	Interview with PID. Communications with other state and local regulators	Week of Nov15
	Data Deadline: Any new data submitted after this deadline will incur additional consulting fees and require a schedule adjustment	December 1, 2022
<b>Task 3: Administrative Draft MSR/SOI</b>		
	Administrative Report written and then sent to LAFCo and district staff	<b>Nov 15 to January 2023</b>
	Comments from LAFCo and District staff is received by Consultant	<b>Feb 10, 2023</b>
<b>Task 4: CEQA</b>		
	Draft Scope of Work	<b>March 1</b>
<b>Task 5: Public Review Draft MSR/SOI Report</b>		
	Prepare Public Review Draft MSR/SOI	<b>March 1 to April 1</b>
	Release of Draft MSR/SOI	<b>April 15</b>
	Comment Period Ends	<b>May 15, 2023</b>
<b>Task 6: Public Workshop and Meeting</b>		
	Prepare PowerPoint presentation and participate in one public meeting/workshop	April
<b>Task 7: Final MSR/SOI Report</b>		
	Respond to Comments and Prepare Final MSR	<b>May 15 to June 16, 2023</b>
	Presentation of Final MSR for Adoption at Commission Meeting	June
	Release of Final MSR with Findings	June 2023
<b>Task 8 Plan for Services</b>		
	Create a plan to provide services to the propose area under consideration for expansion	June to July 2023
<b>Task 9: Change of Organization</b>		
	Develop a plan for annexation	June to July 2023

Butte LAFCo meetings are held on the fourth Wednesday of each month at 11:00 a.m.

## Project Budget

The scope of work described in pages 4 to 8 of this proposal is the basis for this budget. The MSR/SOI Update will be approximately 25 pages in length. Additionally, appendices will be provided to provide a context for socio-economic conditions in Butte County. For the MSR determinations, the scope includes an analysis of a maximum of 20 performance measures. Changes to the number or type of performance measures after the contract is finalized will incur an additional consulting expense and schedule adjustment. New data submitted after the data deadline will also incur additional consulting expense and schedule adjustment.

The proposed cost for completion of this MSR/SOI Update and associated Change of Organization Plan (Annexation and Plan for Service) is the sum of \$35,000, plus contingency. This budget represents SWALE Inc.'s cost proposal for completion of the entire project including contractor charges, mileage expenses, and clerical or other employee expenses, meeting attendance, telephone, duplication, fax, postage or other expenses. Lodging and meal expenses are not anticipated because travel can be completed within a day. Appendix 2 contains SWALE's Method of Payment and Standard Price Sheet.

### Budget Details for MSR/SOI Update for Butte LAFCo

<i>Subject Agency: PID</i>		
<i>Budget Estimate</i>		
	<b>Description</b>	<b>Cost Estimate</b>
Task 1	Preparation	\$1,000
Task 2	Information Collection and Verification	\$1,500
Task 3	Analysis & Develop Administrative Draft MSR/SOI Update	\$11,500
Task 4	CEQA Scope of Work	\$1,500
Task 5	Public Review Draft MSR Update	\$4,000
Task 6	Public Workshop and Public Meeting on Draft MSR/SOI	\$3,000
Task 7	Final MSR/SOI Update	\$5,000
Task 8	Annexation Plan documentation	\$3,000
Task 9	Plan for Services	\$3,500
	At cost reimbursement for mileage, printing of reference documents as needed etc.	\$1,000
Subtotal		\$35,000
	Contingency Fund**	\$3,000
	<b>Total Budget</b>	<b>\$38,000</b>

*\*\*Although the contingency fund is not expected to be utilized under normal circumstances, if unforeseen conditions occur that are not consistent with the assumptions made in this proposal, then both LAFCo and SWALE Inc. may agree to utilize the contingency funds. In the past, SWALE Inc, has rarely utilized contingency funds. One example of use of contingency funds is the MSR we completed for El Dorado Irrigation District where both LAFCo and the District agreed that SWALE Inc. should include an additional financial metric in the analysis and we charged \$600 from the contingency fund for this new task. If Districts submit new information late in the process (after the data deadline) there is a \$1,000 minimum fee from the contingency fund to analyze that data. If there are any public controversies or threats of litigation, a minimum of \$1,000 charge to the contingency for each event is assessed.*

Note: If both PID and LAFCO agree that Tasks 8 (Annexation Plan documentation) or Task 9 (Plan for Services) are not needed, then PID will not be charged for these items.

### Hourly Rates

Harrison	\$115
Baracco	\$132
Clerical	\$40
Intern/Technician	\$50

### Insurance

SWALE Inc. can meet or exceed the insurance requirements noted in the RFP.



### Potential Conflicts of Interest

No member of the Consultant Team is currently under contract with any public agency within Butte County, including the County of Butte, any City within Butte County, or any special district within Butte County. However, SWALE Inc. is currently under contract with Butte LAFCo to prepare a MSR for five water and sewer providers in the Oroville area.

SWALE Inc. formally warrants and covenants that no official or employee of the Paradise Irrigation District, nor any business entity in which an official of the PID has an interest, has been employed or retained to solicit or aid in the procuring of this proposed contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the PID. SWALE Inc. will notify PID of any potential conflict of interest regarding other work or third-party contracts.

## Copies of Completed MSRs

In the interest of saving paper, the reviewer is directed to the websites listed below for examples of MSRs completed by members of the Consulting Team.

Client	Name of Report	Link
El Dorado LAFCo	El Dorado Irrigation District MSR/SOI (2020)	<a href="https://www.edlafco.us/files/aaca11a49/20_Dec+2_Item+7+Staff+Memo+Attachment+A+%28Final+Draft+EID+MSR-SOI%29.pdf">https://www.edlafco.us/files/aaca11a49/20_Dec+2_Item+7+Staff+Memo+Attachment+A+%28Final+Draft+EID+MSR-SOI%29.pdf</a>
Nevada LAFCo	2019 East County Wastewater MSR - Final	<a href="https://www.mynevadacounty.com/DocumentCenter/View/28321/East-County-Wastewater-Final-MSR-2019?bidId=">https://www.mynevadacounty.com/DocumentCenter/View/28321/East-County-Wastewater-Final-MSR-2019?bidId=</a>
Solano LAFCo	MSR for City of Fairfield, Pacific Flyway Project.	<a href="http://solanolafco.com/Studies/MSR/Cities/Fairfield/0_MSR_SOI_FinalFinal_Fairfield_Pacific_10Dec18_v3cc.pdf">http://solanolafco.com/Studies/MSR/Cities/Fairfield/0_MSR_SOI_FinalFinal_Fairfield_Pacific_10Dec18_v3cc.pdf</a>
Solano LAFCo	MSR for Wastewater Service Providers	<a href="http://www.solanolafco.com/Studies/MSR/SpecialDistricts/Municipal%20Service%20Review%20Fairfield%20Suisun%20Sewer%20District%20and%20Vallejo%20Sanitation%20and%20Food%20Control%20District.pdf">http://www.solanolafco.com/Studies/MSR/SpecialDistricts/Municipal%20Service%20Review%20Fairfield%20Suisun%20Sewer%20District%20and%20Vallejo%20Sanitation%20and%20Food%20Control%20District.pdf</a>

## Team Qualifications

SWALE Inc. is a woman-owned firm based in Grass Valley, California. We are pleased to present this team of highly qualified professionals to assist Butte LAFCo with preparation of the Municipal Service Review for five water/sewer agencies. A summary of our team's expertise as directly related to LAFCo are shown below, and resumes are attached to the end of this proposal.

### **Kateri Harrison**

Project Manager

M.A. Ecology and Systematic Biology, San Francisco State University, 2003

B.A. Environmental Studies, with minor in History, U.C. Santa Barbara, 1986

*Specialties:* Ms. Harrison brings over 25 years of experience in successfully creating and managing a wide array of plans and programs in the land-use arena. Kateri is an accomplished project manager and facilitator and is highly skilled at creating innovative partnerships and programs that extend client goals to the benefit of the community overall. Ms. Harrison has direct LAFCo and local government planning experience as follows:

- Project Manager; Solano LAFCo; December 2018; MSR & SOI Update for the City of Fairfield Pacific Flyway project.
- Project Manager; Nevada LAFCo; April 2015; Western County Wastewater MSR (2 cities, 2 special districts, 10 zones).

- Project Manager; Placer LAFCo; August 2018; MSR for Tahoe and Martis Valley Service Providers (15 special districts).
- Project Manager; San Joaquin LAFCo; June 2019; MSR & SOI for Byron Bethany Irrigation District and The West Side Irrigation District;
- Facilitator, Mendocino LAFCo; developed principles and priorities for the Commission;
- Over 25 years of experience as a land-use planner with 13 of these years working directly for local government agencies including Nevada County Planning, Senior Planner; Alameda County Planning Department, Planner III; and City of Grass Valley, Planning Commissioner.

### **Bruce Baracco**

Project Advisor and LAFCo Expert

M.U.P. Urban Planning, San Jose State University, 1972

B.S. City and Regional Planning, Cal Poly, San Luis Obispo, 1970

*Specialties:* Mr. Baracco has extensive experience in land use planning, environmental review, and LAFCo-related activities. Mr. Baracco has direct LAFCo and MSR experience as follows:

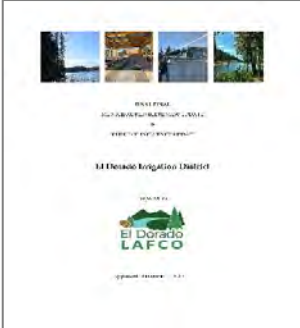
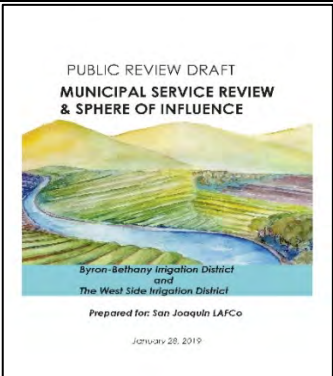
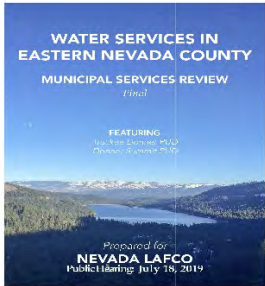

- Fourteen years of direct experience as a LAFCo Executive Officer;
- Primary author of MSRs for the cities of Antioch, Calistoga, Pittsburg, and St. Helena;
- Primary author of MSRs and SOI Updates for seven Reclamation Districts in Contra Costa County;
- Co-author with Jennifer Stephenson of Policy Consulting Associates of a Countywide Law Enforcement MSR for Contra Costa LAFCo; and
- Team member with Policy Consulting Associates and the Shibatani Group for a Countywide Water MSR for Santa Clara LAFCo.

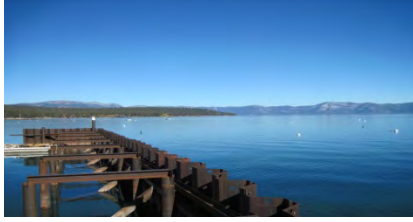
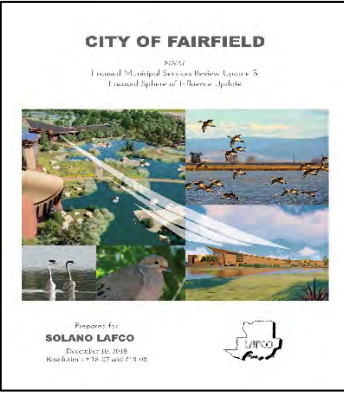
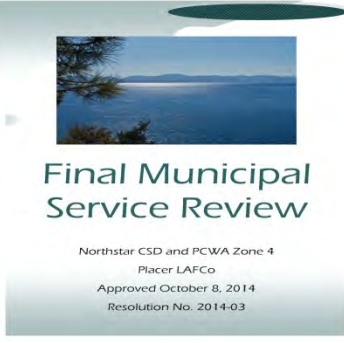

## **Project Experience**



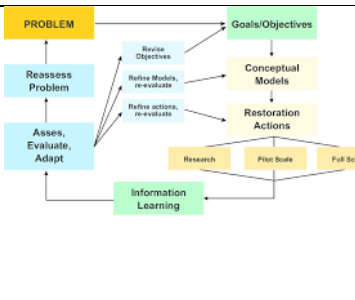

SWALE Inc. uses modern data collection and analysis techniques to complete municipal service reviews and sphere of influence analyses for LAFCo's throughout California. Qualitative and quantitative data gathering, methodology development, data analysis and interpretation, and report writing, are our areas of expertise. We also utilize demographic data to help assess current trends. SWALE Inc. offers our regulatory and institutional knowledge to Butte LAFCo and our pragmatic approach will be designed to maximize cost efficiency and effectiveness of the MSR/SOI update process.

## EXPERIENCE IN WATER RESOURCES

Water resources are a particular area of expertise that SWALE Inc. has developed through years of educational and work experience throughout California. Our consultants have a deep understanding of the policy and technical issues associated with water resources in the Delta and Northern California.


Water Resources	
	<p><b><u>El Dorado LAFCO</u></b> (Approved December 2020)</p> <p>SWALE Inc. was the prime contractor directly to El Dorado LAFCo for this MSR/SOI Update. The El Dorado Irrigation District (EID) is the largest district in the County and it provides raw water for agriculture, treated municipal water, wastewater collection, transport, treatment, disposal, recycled water, recreation, and hydropower. Issues addressed include the debt, liquidity, and reduction of the SOI.</p>
	<p><b><u>Byron Bethany Irrigation District and The West Side Irrigation District MSR &amp; SOI</u></b> (May 2017 to June 2019)</p> <p>SWALE Inc. authored a municipal service review and sphere of influence analysis for these two water districts that wish to merge. San Joaquin LAFCo oversaw the development of this report and the first public workshop was held in May 2019. This MSR/SOI supported the merger/consolidation of the two districts. One important issue this MSR addressed was the documentation of current and historic water rights for both districts.</p>
	<p><b><u>Nevada LAFCO</u></b> (approved July 18, 2019)</p> <p>SWALE Inc. served as the primary contractor to Nevada LAFCo and we prepared Final MSR for Water Services in Eastern Nevada County. This MSR addressed two districts: Truckee Donner Public Utility District and the Donner Summit Public Utility District.</p>
	<p><b><u>Conference:</u></b> In April 2017, Ms. Harrison attended the Water Summit: Building Capacity for Regional Sustainability in California. Focused on the 2014 Sustainable Groundwater Management Act. Learned new tools and implications associated with this law.</p>




	<p><b><u>Placer LAFCo:</u></b> <i>MSR on public services in the Tahoe/Martis Valley Area (Approved August 2018)</i></p> <p>SWALE Inc. is the prime contractor to develop a municipal service review that studied the following water and sewer districts:</p> <ul style="list-style-type: none"> <li>• Alpine Springs County Water District</li> <li>• Donner Summit Public Utility District</li> <li>• Mckinney Water District</li> <li>• North Tahoe Public Utility District</li> <li>• Sierra Lakes County Water District</li> <li>• Squaw Valley Public Services District</li> <li>• Tahoe City Public Utility District</li> <li>• Talmont Resort Improvement District</li> </ul> <p>This MSR also includes a detailed analysis of several mutual water companies and private water companies.</p>
	<p><b><u>Solano LAFCO:</u></b> <i>MSR/SOI Update for the City of Fairfield, Pacific Flyway Project (approved December 2018)</i></p> <p>SWALE Inc. has recently completed a MSR/SOI Update for the Pacific Flyway Education Center and this property was recently added to the City of Fairfield's SOI. Kateri Harrison served as the Project Manager and Co-Author. Issues identified include performance measures, wetland habitat, fire services, annexation. Reference: Michelle McIntyre, LAFCO Analyst   675 Texas St.   Fairfield, CA 94533   (707-439-3898   <a href="mailto:mmcintyre@solanoLAFCO.com">mmcintyre@solanoLAFCO.com</a>)</p>
	<p><b><u>Northstar CSD and Placer County Water Agency Zone 4 MSR</u></b> <i>(May 2013 to October 2014)</i></p> <p>SWALE Inc. authored a municipal service review for the Northstar Community Service District and Zone 4 of the Placer County Water Agency. This Final MSR was approved by Placer LAFCo on October 8, 2014. Northstar CSD provides road maintenance services and other services. The Placer County Water Agency provides raw water and offered to transfer Zone 4 to the CSD and this issue was discussed in detail in this MSR.</p>
	<p><b><u>Bay Delta Conservation Plan – Subconsultant to ICFI and SAIC:</u></b> <i>Technical Writer, Science Coordination (2009–2012)</i></p> <p>From December 2009 to present, SWALE Inc. worked as a subconsultant to ICFI and SAIC providing technical writing and analytical support to the Bay Delta Conservation Plan (BDCP) in Sacramento, California. Issues included water supply and water quality on a state-wide basis.</p>

	<p><b>Bay Delta Conservation Plan - Subconsultant to Essex Partnership:</b> <i>Aquatic Habitat Assessment Worksheets, (2008–2010)</i> SWALE Inc. worked as a subconsultant to Essex Partnership providing meeting support services to the Bay Delta Conservation Plan (BDCP) in Sacramento, California. The partners in this BDCP process included the U.S. Fish and Wildlife Service, NOAA Fisheries, the Environmental Protection Agency, state agencies, and consultants such as SAIC.</p>
	<p><b>Biological Opinion on Delta Smelt:</b> <i>Technical Writer on Aquatic Habitat, (July to October 2008)</i> SWALE Inc. worked as a subconsultant to Essex Partnership providing meeting support services to the U.S. Fish and Wildlife Service technical team preparing background information and developing reasonable prudent alternatives.</p>
	<p><b>Delta Regional Ecosystem Restoration Implementation Plan:</b> <i>Assistant Facilitator, (2007-2011).</i> Serving as a subcontractor for Essex Partnership, SWALE Inc. provided meeting support services for the Department of Fish and Game's Delta Regional Ecosystem Restoration Implementation Plan (DRERIP). Issues included the development of aquatic species and ecosystem conceptual models, integrating science into decision-making processes, understanding hydrological processes in rivers, streams, and estuaries in California.</p>
	<p><b>CALFED Independent Science Board:</b> <i>Staff &amp; Coordinator for the Board</i> From 2004 through 2005, while Ms. Harrison was an employee at Kleinschmidt (see resume), she served as the staff support for the California Bay Delta Authority (CALFED) Independent Science Board. Issues included hydrological, geological, and biological issues associated with water resources in California.</p>

## EXPERIENCE IN FACILITATION

Kateri Harrison is a trained facilitator and has over ten years of experience managing and facilitation multi-stakeholder groups. Community development, consensus, and effective meetings are a particular interest of SWALE Inc.'s Planners. Our experience working on this issue for planning agencies is described in the table below.

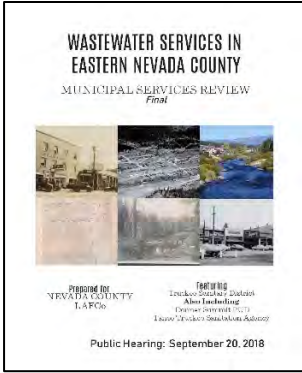



	<p><b>Facilitator for the Caltrans Structures and Policy Board (2013 to 2014)</b> SWALE Inc. provided facilitation and meeting coordination services to the management level policy board. Issues addressed including maintenance of bridges and other highway structures in California.</p>
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	<p><b><u>Mendocino LAFCo: Water Resources &amp; Facilitation</u></b> (October 2013)</p> <p>SWALE Inc. facilitated a community conversation on water issues in the Ukiah Valley hosted by the Mendocino LAFCo. Issues discussed included: 1) renewal of the FERC license for Potter Valley; 2) Water District relationships with the Sonoma County Water Agency; 3) Army Corps regulation of the reservoir; 4) use of recycled wastewater; and 5) merging water districts to more efficiently serve customers.</p> <p><i>SWALE Inc. was the prime contractor for this 1-year contract at a total value of \$10,000.</i></p>
	<p><b><u>Bay Delta Conservation Plan HCP/NCCP Science Advisors:</u></b> <i>Assistant Facilitator, (2009)</i></p> <p>To prevent the extinctions of species, legislators developed the federal Endangered Species Act and the California Endangered Species Act. Issues included fish and wildlife habitat, water quality, and water supply on a statewide basis.</p>
	<p><b><u>CALFED Ecosystem Restoration Science Board:</u></b> <i>Staff &amp; Coordinator for the Board, (2002-2005)</i></p> <p>Ms. Harrison, as an employee at Kleinschmidt (see resume), served as the staff support for the California Bay Delta Authority (CALFED) Ecosystem Restoration Science Board.</p>

## EXPERIENCE WITH WASTEWATER SERVICES

SWALE Inc. uses modern data collection and analysis techniques to complete municipal service reviews and sphere of influence analyses for LAFCo's throughout California. Qualitative and quantitative data gathering, methodology development, data analysis and interpretation, and report writing, are our areas of expertise. We also utilize demographic data to help assess current trends. The water quality impacts associated with the provision of wastewater services is a particular expertise of SWALE Inc. We have written numerous MSRs and SOIs for wastewater service providers as listed in the table below (next page).

## Municipal Service Reviews

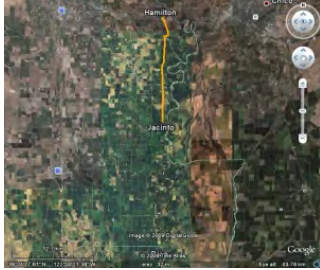

	<p><b><u>Nevada LAFCo:</u></b> 2018 East County Wastewater MSR – Final.</p> <p>This MSR addressed three service providers: Truckee Sanitary District, Donner Summit PUD, Tahoe Truckee Sanitation Agency. Several issues were addressed in this MSR including the delivery of service and wastewater treatment in an alpine environment, compliance with regulatory standards, and management practices. Although a SOI update was not part of SWALE’s scope of work, we did include several Sphere of Influence Update Options for Truckee Sanitary District in Appendix 1.</p> <p><i>Reference: SR Jones, Executive Officer   950 Maidu Avenue, Suite 270   Nevada City, Ca 95959   (530) 265.7180.</i></p>																
	<p><b><u>Solano LAFCo:</u></b> MSR for Wastewater Service Providers</p> <p>In 2017 SWALE Inc. completed a MSR for two wastewater service providers in Solano County, the Fairfield Suisun Sewer District and the Vallejo Sanitation District. Kateri Harrison served as the Project Manager and Co-Author. Issues identified include fiscal constraints, geographic constraints and innovative methods utilized by the two districts.</p> <p><i>Reference: Michelle McIntyre, LAFCo Analyst   675 Texas St.   Fairfield, CA 94533   (707-439-3898   mmcintyre@solanoLAFCO.com</i></p>																
<p><b>Operating Expenses FY 12/13</b></p>  <table border="1"> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>salaries</td> <td>48%</td> </tr> <tr> <td>other expenses</td> <td>20%</td> </tr> <tr> <td>power</td> <td>10%</td> </tr> <tr> <td>repairs</td> <td>9%</td> </tr> <tr> <td>professional services</td> <td>9%</td> </tr> <tr> <td>insurance</td> <td>2%</td> </tr> <tr> <td>supplies</td> <td>2%</td> </tr> </tbody> </table>	Category	Percentage	salaries	48%	other expenses	20%	power	10%	repairs	9%	professional services	9%	insurance	2%	supplies	2%	<p><b><u>Nevada LAFCo:</u></b> MSR Wastewater Services in Western Nevada County (September 2014 to May 15, 2015)</p> <p>SWALE Inc. developed a municipal service review for four wastewater service providers located in the western part of Nevada County. The four service providers analyzed include the City of Grass Valley, Nevada City, Kingsbury Greens Community Service District and the Nevada County Sanitation District. Analysis of socio-economic data and infrastructure capacity was a key piece of this MSR. The MSR included analysis of existing and projected population, analysis of future growth areas, disadvantaged communities, and demand for future public service. Additionally, SWALE evaluated the efficiency of management, including district administration and maintenance; budgets; and cost avoidance opportunities. <i>Reference: SR Jones, Executive Officer   950 Maidu Avenue, Suite 270   Nevada City, Ca 95959   (530) 265.7180.</i></p>
Category	Percentage																
salaries	48%																
other expenses	20%																
power	10%																
repairs	9%																
professional services	9%																
insurance	2%																
supplies	2%																
	<p><b><u>Mendocino LAFCo:</u></b> Municipal Service Review/SOI (2014 to 2015)</p> <p>Ms. Harrison served as the co-project manager and co-author of the Municipal Service Review for eight (8) water districts in Mendocino County. This detailed analysis of the identified service providers includes researching and organizing information, data analysis, and developing recommendations on current and anticipated customer needs. The MSR included analysis of existing and projected population, analysis of future growth areas, disadvantaged communities, and demand for future public service. Additionally, SWALE evaluated the efficiency of management, including district administration and maintenance; budgets; and cost avoidance opportunities.</p>																

	<p><i>Reference: Bruce Baracco, Former Executive Officer   200 South School Street   Ukiah, CA 95482   (209) 304-0028   <a href="mailto:baraccoplanner@comcast.net">baraccoplanner@comcast.net</a></i></p>
	<p><b><u>Santa Clara LAFCo:</u></b> <i>Countywide Water Municipal Service Review (2011)</i></p> <p>In association with Policy Consulting Associates and The Shibatani Group, Baracco and Associates prepared a comprehensive countywide water service review of eight cities, five water districts, two resource conservation districts, and four private water companies. The report was adopted in December 2011 and was the recipient of the CALAFCO 2012 Project of the Year Award.</p> <p><i>Reference: Neelima Palacherla, Executive Officer   70 West Hedding Street, 11<sup>th</sup> Floor   San Jose, CA 95110   408-299-5127</i></p>
	<p><b><u>Butte LAFCo:</u></b> <i>Municipal Service Review of Irrigation, Drainage, and Reclamation Service Providers in Butte County (2007–2008)</i></p> <p>Ms. Harrison served as project manager and co-author to complete a Municipal Service Review for 21 irrigation, drainage, and reclamation service providers in Butte County. This detailed analysis of the identified service providers and used a collaborative approach to gathering and organizing information. The MSR included analysis of existing and projected population, analysis of future growth areas, disadvantaged communities, and demand for future public service. Additionally, SWALE evaluated the efficiency of management, including district administration and maintenance; budgets; and cost avoidance opportunities.</p> <p><i>Reference: Stephen Lucas, Executive Officer   1453 Downer St, Ste C   Oroville, CA 95965   (530) 538-7784.</i></p>

## **EXPERIENCE WITH FIRE PROTECTION SERVICES**

SWALE Inc. is currently writing chapters for a MSR on twelve independent fire districts in El Dorado County as a subconsultant to SouthFork Consultants. Issues being addressed include mutual aid agreements, emergency medical services, and the urban / wildland interface. Portions of the Administrative Draft MSR are currently undergoing review.

## EXPERIENCE WITH SOCIO ECONOMIC INDICATORS

	<p><b><u>Palermo-Colgate-Rio Oso 230 kV. Transmisión Line Project, Butte, Yuba and Sutter Counties:</u></b> <i>Socio-economic Analyst</i></p> <p>Ms. Harrison researched and authored several technical sections of this Preliminary Environmental Assessment (PEA) document including land-use, agriculture, population, public utilities and public services. This included analysis of demographic data for each of the Counties. Population trends were analyzed using statistical methods and bar charts were developed. GANDA was the prime contractor under contract to PG&amp;E. <i>Reference: Jim Sherar, Project Manager, GANDA   435 Lincoln Way   Auburn, CA 95603   (530) 823-3151.</i></p>
	<p><b><u>Glenn #2 60 kV Transmission Line Reconductoring Project Glenn &amp; Colusa Counties:</u></b> <i>Socio-economic Analyst</i></p> <p>Ms. Harrison researched and authored several technical sections of this Preliminary Environmental Assessment (PEA) document including population, public utilities and public services. This included analysis of demographic data for each of the Counties. Population trends were analyzed using statistical methods and bar charts were developed. GANDA was the prime contractor and they were under contract to PG&amp;E. <i>Reference: Cynthia Kaiser, Project Manager, GANDA   1 Saunders Avenue   San Anselmo, CA 94960-1719   (415) 458-5803.</i></p>

## EXPERIENCE IN GIS, MAPS, & GRAPHICS

ESRI's ArcGIS is the program SWALE uses as its geographic information system to develop location maps, boundary maps, and demographic maps. Services include infrastructure analysis and mapping, asset mapping, and business opportunity mapping. It is important for communities to review and assess infrastructure needs including water, sewer, transportation, communications, and energy. Public infrastructure forms the foundation of the community's assets and subsequent strengths and contributes to economic performance over the long term.

## EXPERIENCE IN LAND-USE PLANNING

SWALE Inc. has extensive experience in land-use planning and analysis including permit processing (subdivisions, conditional use permits, development permits, variances, commercial design, utilities, infrastructure, etc.). SWALE Inc. prepares area plans and specific plans and we are active in the transportation planning arena. Examples of our project expertise are listed in the table below.

## Land-Use Planning & Development



**Nevada County Planning Department:** *Senior Planner*  
Ms. Harrison served as Senior Planner with the Nevada County Planning Department from 1999 to 2003. Ms. Harrison managed several land-use analyses, including permit processing. Ms. Harrison served as the temporary Planning Director and Zoning Administrator for the Department when those regular managers were on vacation or otherwise unavailable. Permit processing included the final map for Dark Horse, a 700-lot residential subdivision with a golf course and a use permit for the Woolman School.

*Reference: Mark Tomich, Former Nevada County Planning Director | c/o City of Colton | 650 N. La Cadena Drive | Colton, CA 92324 | (909) 370-5188.*



**Yolo County HCP/NCCP:** *Science Facilitation*

An HCP/NCCP is a method to streamline the permit process. Ms. Harrison played a key role in the Yolo County HCP/NCCP by assisting the Science Panel.

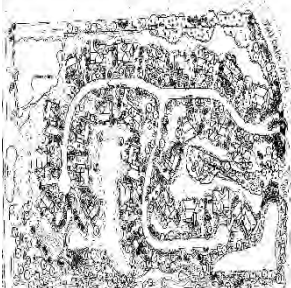
*Reference: Dr. Wayne Spence, Lead Scientist, Conservation Biology Institute | 815 Madison Avenue. | San Diego, CA 02116 | (619) 296-0164*



**Yuba/Sutter Counties Joint HCP/NCCP:** *Science Facilitation*

Obtaining permits from federal and state wildlife professionals for private development projects is not an easy process. An HCP/NCCP is a method to streamline the permit process. Ms. Harrison played a key role in the Yuba Sutter Counties HCP/NCCP by assisting the Science Panel.

*Reference: Dr. Wayne Spence, Lead Scientist, Conservation Biology Institute | 815 Madison Avenue. | San Diego, CA 02116 | (619) 296-0164.*



**City of Grass Valley Planning Commission:** *Commissioner*

Ms. Harrison served as a Planning Commissioner with the City of Grass Valley from 2006 to 2010. During her four year tenure Ms. Harrison offered comments on and voted on about a total of 48 projects including the following highlights:

- Wolf Creek Lodge a 70-unit high density multi-generational co-housing project;
- Use Permit to remodel an existing building for use as an emergency homeless shelter called Hospitality House;
- Housing Element 2009 – 2014 (part of the City's General Plan);
- Ordinance on backyard chickens;
- Development Review for a 14,550 square foot commercial building to host a Walgreens Drug store.

*Reference: Chauncey Poston, Former City Council Member, City of Grass Valley | 125 East Main St. | Grass Valley, CA 95945 | (530) 272-5030.*

## Resumes

The Consulting Team's resumes are presented on the following pages.



**Kateri Harrison, Ecologist & Planner**  
**SWALE Inc.**

111 Bank Street, Suite #202, Grass Valley, CA 95945

(530) 559-7823

[harrison@swaleinc.com](mailto:harrison@swaleinc.com) and [www.swaleinc.com](http://www.swaleinc.com)



Profile	Ms. Harrison’s career has focused on assisting federal, state and local government agencies and private organizations incorporate scientific analysis into land use and resource management decision-making. Kateri Harrison has over 20 years of experience as an environmental planner, and ecologist. Her computer skills include Systat, Access, Excel and Arc View. As a certified meeting facilitator with the Institute of Cultural Affairs, Ms. Harrison uses a highly collaborative approach to project, often involving multiple stakeholders.	
Education	M.A., <b>Biology, Ecology and Systematics</b> , San Francisco State University, 2003. B.A., <b>Environmental Studies with an emphasis in Law</b> , U. C. Santa Barbara, 1986.	
Relevant Experience & Accomplishments		
Employment	<b>CEO &amp; Principal Planner</b> , <i>Sierra Watershed and Land Enterprise (SWALE Inc.)</i> , Grass Valley	<i>Nov 2007 –Present</i>
	<ul style="list-style-type: none"><li>◆ Project Manager for the Municipal Service Review for Placer LAFCo covering the Tahoe/Martis Valley Areas (2014-2016).</li><li>◆ Facilitated monthly meetings of the Structure Policy Board for the State Bridge Engineer at Caltrans (2013-2015).</li><li>◆ Project Manager for the Municipal Service Review for Western Nevada County Wastewater Service Agencies (2014 – 2015)</li><li>◆ Co-managed the Municipal Service Review of water districts for Mendocino LAFCo (2013-2014).</li><li>◆ Authored Initial Study per CEQA for development of new K-8 campus on behalf of Yuba River Charter School (2012).</li><li>◆ Developed and facilitated a strategic plan for the Yuba River Charter School (2012).</li><li>◆ Served as a subcontractor for ICFI/SAIC, to provide technical writing, editing, and meeting support services on the Bay Delta Conservation Plan (BDCP) (2007-2011).</li></ul>	
	<b>Senior Planner and Ecologist</b> , <i>Kleinschmidt</i> , Grass Valley	<i>Jun 2003-Jan 2008</i>
	<ul style="list-style-type: none"><li>◆ Provided facilitation, technical writing, and logistical support for Science Panels of Habitat Conservation Plans (HCPs) in Yolo County, Yuba/Sutter County, and Santa Clara County in collaboration with Dr. Wayne Spencer of the Conservation Biology Institute.</li><li>◆ Managed and wrote the Cosumnes River Preserve Management Plan. Facilitated a variety of public workshops to solicit public comment on planning policies. Outcome is a plan for future management of the aquatic and terrestrial resources of the Preserve.</li></ul>	

- ◆ Served as an extension of staff for the California Bay Delta Authority (CALFED). Projects include meeting coordination for the Independent Science Board, Ecosystem Restoration Science Board, and the Delta Regional Ecosystem Restoration Implementation Plan.
- ◆ Supervised a staff of four professional planners and scientists.

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**Senior Planner and Natural Resource Manager**, *Nevada County Planning Department*, Nevada City Oct 1999-Jan 2003

- ◆ Managed the Natural Resource Section of the Planning Department and this included an \$800,000 collaborative open space planning effort that developed a biological baseline assessment of the County.
- ◆ Represented Nevada County at the Yuba Watershed Council and the Truckee River Watershed Council.
- ◆ Coordinated with the Calif. Department of Forestry (now CALFIRE) on review of over 40 Timber Harvest Plans in Nevada County.

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**Research Intern**, *U.S. Geological Survey*, Menlo Park 1998

- ◆ Microscopic analysis of benthic macro-invertebrates.

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**Research Intern**, *U.C. Berkeley's Jepson Herbarium*, Berkeley 1997

- ◆ Used knowledge of taxonomy to categorize a collection of historic flora from Mt. San Bruno into the Herbarium's electronic database.

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**Planner III**, *Alameda County Planning Department*, Hayward 1989-1995

- ◆ Administered over 200 development permits for Tract Maps, Site Development Reviews and Rezoning projects, taking the projects from their initial phase to final action.
- ◆ Authored a range of CEQA documents for over 100 different land-use projects.

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**Community Involvement**

**Sacramento Valley Section of the American Planning Association**, Board of Directors (2007 to 2011).  
**City of Grass Valley**, Planning Commissioner (2008 to Jan 2012).

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**Publications and Presentations**

Brose, U., Ostling, A., Harrison, K., and Martinez, N.D. 2004. Unified Spatial Scaling of Species and their Trophic Interactions. *Nature*. 428: 167-171.  
Harrison, K. 2003. The Effect of Land Use and Dams on Stream Food Webs in Santa Clara Valley. Master's Thesis. San Francisco State University. San Francisco, CA.  
Harrison, K. 2003. The Effect of Land Use and Dams on Stream Food Webs in Santa Clara Valley. Presentation at the Calfed Science Conference. Sacramento, CA.  
Harrison, K. 1986. The History of Southern California Wetlands. Senior Manuscript. University of California, Santa Barbara. Goleta, CA.

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**Continuing Education & Certificates**

American Institute of Certified Planners (AICP) (1989-2011).  
Advanced Excel – IS Institute, Sacramento (2011).  
Advanced Access Database – IS Institute, Sacramento (2011).  
Facilitation of Strategic Plans, Institute of Cultural Affairs (2009).  
Role of the Planning Commissioner, UC Davis Extension (2008).  
MS Access Database, NW Environmental Training Center (2007).  
Arc GIS for Wildlife Biologists, NW Environmental Training Center (2006).  
Group Facilitation Methods, Institute of Cultural Affairs (2006).  
Planning Law Update, webseminar host, American Planning Association (2006).

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# #

## Resume

### **BRUCE C. BARACCO**

Principal Planner

Baracco and Associates

Bruce Baracco has been directly involved in land use and environmental planning in the San Francisco Bay Area, the San Joaquin Valley, and the Central Sierra Region for the past thirty-nine years. During that time, he has worked for a variety of small cities, suburban and rural counties, three Local Agency Formation Commissions, and consulting firms, specializing in land use analysis, project review, permit processing, and the preparation of environmental documents.

Education Mr. Baracco holds a Bachelor of Science degree in City and Regional Planning from California Polytechnic State University, San Luis Obispo, and a Master of Urban Planning degree from San Jose State University.

Experience Mr. Baracco has extensive Local Agency Formation Commission, planning, and environmental experience as follows:

- Nine years of direct experience as a public agency planner;
- Twelve years of direct experience as a LAFCo Executive Officer;
- Five years of direct experience in the preparation of environmental documents; and
- Fifteen years of direct experience as a small city planning consultant.

Mr. Baracco has prepared Municipal Service Reviews for the Cities of Antioch, Calistoga, Pittsburg and St. Helena, as well as MSR's for two cemetery districts in Napa County and seven reclamation districts in Contra Costa County. His firm was the lead consultant for a County-wide Law Enforcement MSR for Contra Costa LAFCo, and an award winning County-wide Water MSR for Santa Clara LAFCo. He is well versed in the Local Government Reorganization Act of 2000 and the statutory requirements necessary to prepare factual Municipal Service Reviews and Sphere of Influence Updates.

Affiliations American Planning Association (APA), Member  
American Institute of Certified Planners (AICP), Member No. 000468  
California Association of Local Agency Formation Commissions (CALAFCO), Associate Member  
California Special Districts Association (CSDA), Business Affiliate Member

\* \* \* \*

## Appendix 1 - SWALE Business Certifications

SWALE Inc. is certified as a small-micro business by the California Department of General Services (DGS). SWALE Inc. is also listed as a recognized small business vendor on the CA Dept. of Water Resources' Contractor Information Form at: <http://www.water.ca.gov/sbe/contractor/>.

SWALE Inc. is formally registered with the U.S. Housing and Urban Development (HUD) as Section 3 business. Section 3 is a provision of the HUD Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, such as cities who receive Community Development Block Grants (CDBG), utilize employees or contractors who meet the Section 3 low income criteria in connection with projects and activities in their neighborhoods. You may view SWALE's Section 3 business registration at this website: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome> and <https://portalapps.hud.gov/Sec3BusReg/BRegistry/GetBusinessDetails?busId=5454>

## Appendix 2 – Price Sheet

SWALE's Method of Payment and Standard Price Sheet

**SWALE's Method of Payment and Standard Price Sheet**  
**(Time and Materials Hourly Rate Basis)**

1. SWALE's Time and Materials Hourly Rate Basis of payment (hereafter cited as "Hourly Rate") shall be for all employee and subcontractor time and expenses committed to the Project. SWALE Inc. agrees not to exceed the estimated consulting costs as stated in the proposal without explaining the need to the Client and obtaining the Client's authorization to proceed.

2. Definitions

- a. SWALE Inc. – A small, woman- owned business that is structured as an S-Corp and located in Grass Valley, Ca.
- b. Hourly Rate – a time and materials hourly billing rate assigned to the employee of SWALE Inc. This rate is fully burdened inclusive of overhead, general and administrative costs, employee wages, profit and fee.
- c. Reimbursable Expenses - any expenses incurred by SWALE Inc. in performing work on the project including but not limited to travel costs, postage and other shipping costs, meals, living expenses, mileage, facsimile costs, and printing costs.
- d. Subconsultants - A person or entity having a contract with SWALE Inc. to provide services as an independent associate or sub-consultant engaged directly on the Project.

3. Client agrees to pay for services an amount as computed by the actual time the SWALE Inc. employee and subcontractors incur on the Project, multiplied by their hourly rate. The billing rates will not be increased as a result of overtime work by SWALE Inc. personnel unless overtime is requested by Client.

4. Client agrees to pay an amount equal to the Reimbursable Expenses actually incurred by SWALE Inc. SWALE Inc. does not charge a mark up fee for any reimbursable expense. Reproduction services and express mail delivery services by outside service providers are billed at actual cost, if pre-authorized by the client. Misc expenses such as personal car mileage are billed consistent with actual cost in conformance to the State travel and expense guide.

5. Client agrees to pay for expert testimony and direct preparation for testimony in any litigation, arbitration or other legal or administrative proceeding at 150% of the standard billing rates with a minimum daily charge based upon an eight hour day, plus Reimbursable Expenses. Compensation for time spent in preparing to appear in any such litigation arbitration or proceeding will be on the basis of paragraph 3.

**SWALE's Standard Hourly Rate Schedule**

<i>Year</i>	<i>Employee's Name</i>	<i>Billing Title</i>	<i>Standard Hourly Rate</i>
2022	Kateri Harrison	Project Manager	\$115
2022	Bruce Baracco	Senior Planner	\$132
2022	Technician/Intern/clerical	Data collection	\$50

The above rates are valid from January 1, 2021 to December 31, 2023.



# Paradise Irrigation District

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

**TO: Board of Directors**

**FROM: Blaine Allen, District Engineer**

**DATE: September 14, 2022**

**RE: Pipeline Replacement on Newland Rd. and new  
Lupine Subdivision Concept Review  
9/21/22 Board of Directors Regular Meeting**

The proposed project for the Board's review is the Lupine Ct. subdivision and upgrade of the Newland Rd. water main. Lupine Ct. will be constructed running south from Newland Rd. and a new 8-inch water main will be installed. A new fire hydrant will be located at the end of the new main. To provide the necessary flow to the new pipeline, the existing water main running from South Libby Rd. west along Newland Rd., will be upgraded. The Newland Rd. pipeline is currently constructed of approximately 300' of 2" HDPE pipe and 600' of 4" steel pipe. These sections are to be abandoned and replaced with an 8-inch C-900 pipe with all service laterals, fire hydrants and district facilities tied into the new pipeline.

The new pipeline for Lupine Ct. and pipeline upgrade down Newland Rd. will be paid for by the contractor. This will include all costs borne by PID for inspections and review of the project.

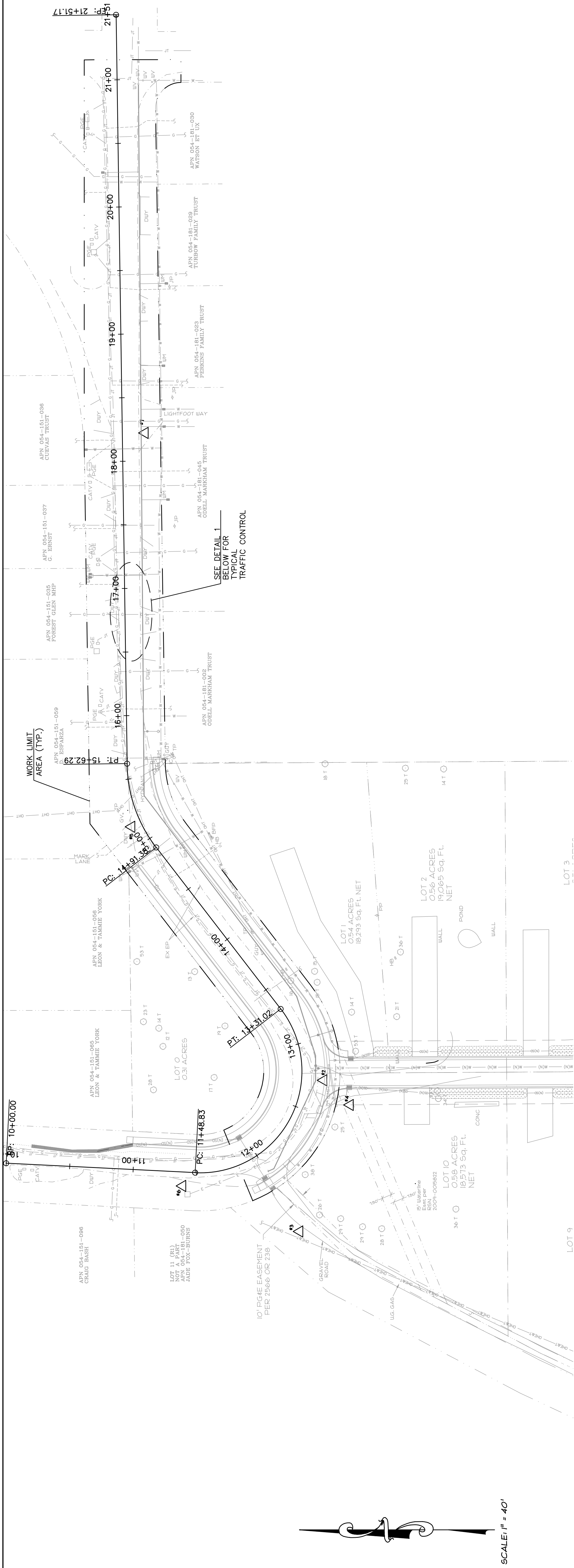
Once the concept review has been approved, PID employees will work with legal counsel to write up pipeline conveyance documents. PID employees will also work with Robertson Erickson Engineering on any questions or concerns, as well as required fees to move the project towards approval for construction.

The following motion is recommended:

*"I move approval to authorize the approval of concept review for the Newland Rd. and Lupine Ct. subdivision pipeline upgrade and installation. District employees are to work with legal counsel to establish required pipeline conveyance documentation."*

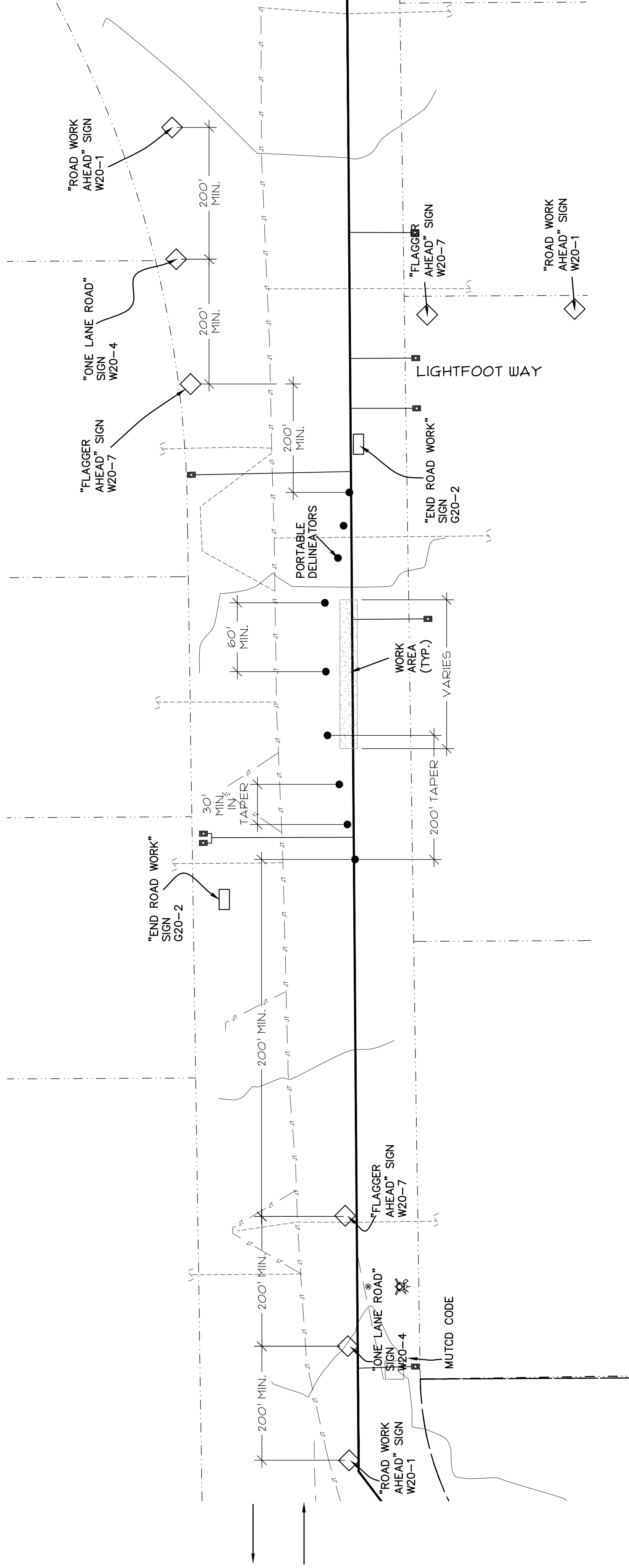
**Our water. Our future.**





HORIZONTAL—VERTICAL CONTROL TABLE				
POINT NO.	DESCRIPTION	NORTHING	EASTING	ELEVATION
# 2	RED HEAD NAIL	N = 5176.15	E = 9957.49	Elv = 1751.35
#3	RED HEAD NAIL	N = 5195.03	E = 9938.60	Elv = 1733.81
#4	RED HEAD NAIL	N = 5155.34	E = 9938.07	Elv = 1751.06
#5	PK NAIL	N = 5327.20	E = 10156.73	Elv = 1767.22
#6	RED HEAD NAIL	N = 5287.30	E = 9874.57	Elv = 1735.53
#7	PK NAIL	N = 5316.83	E = 10466.05	Elv = 1782.20

- NOTES:
1. AS THE WORK AREA CHANGES DAY TO DAY, ADJUST SIGNS, AND DELINEATORS AS NECESSARY.
2. PORTABLE DELINEATORS SHALL BE 36" TALL TUBULAR MARKERS PLACED AS SHOWN DURING CONSTRUCTION.
3. AT THE END OF EACH WORK DAY REMOVE ALL SIGNS, AND DELINEATORS. RESTORE ROADWAY TO ORIGINAL CONDITION.
4. FLAGGERS WILL BE REQUIRED WITH ONE LANE OF THRU TRAFFIC AS NECESSARY.
5. 30 MPH SPEED LIMIT.
6. ALL SIGNS PER MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES CODE.
7. FLAGGERS WILL BE REQUIRED AS NECESSARY FOR PAVEMENT STRIPING.
8. CONTRACTOR TO PROVIDE FLAGGER FOR ENTERING AND EXITING FROM DRIVEWAYS & SIDE STREETS.









## PARADISE IRRIGATION DISTRICT

"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."

DATE: September 21, 2022

TO: PID Board of Directors

FROM: Kaylin Valencia, Recovery Coordinator/Sr. Customer Service Specialist,  
Mickey Rich, Assistant District Manager

RE: Backflow Management Software

PID Staff explored several software solutions to assist in the management and reporting of the District's backflows. Syncta by Watts was the standout in user-friendly software, organization, and cost.

Most of the companies charge a per-test fee to testers; Syncta charges only a flat fee of \$1 per device managed per year. This will allow our metershop to test district-owned devices as often as needed without the worry about the cost skyrocketing for the district, and subsequently, the customer. This program comes highly recommended by local backflow testers, allows for test via mobile app, as well as a customer portal.

Company	Cost	Features
Syncta	\$7650 start up, \$4500/year, <b>\$1 per device managed</b>	Clear, simple to use software. Mobile-friendly technology. Devices managed quantity to be updated once yearly. Customer and Third Party Tester Portals
Tokay	\$16K start up, \$1600/ year, <b>\$1 per test</b>	Desktop software requiring manual processes for entering and managing data
BSI (Backflow Solutions Incorporated)	\$495/ year, <b>\$14.95 per test</b>	Requires two different portals <b>and</b> subscriptions, for PID and Customer Owned devices
Incode 10 (PID's current utility billing software)	n/a	Desktop software requiring manual processes for entering and managing data

The recommended form of motion would be:

"I move to authorize purchase of Syncta backflow management software by Watts and authorize the District Manager to execute the software subscription agreement with a one-time implementation cost of \$7,650.00 and an annual cost of approximately \$9,500.00."



# QUOTATION

Quote #	Date
56897	8/26/2022
Terms	Valid Until
30 Days	9/26/2022

## Customer Info

Paradise Irrigation District  
6332 Clark Road  
Paradise, CA 95969

Kaylin Valencia  
Phone # 530-877-4971

PO#:

Qty	Price	Description	Amount
		<b>**ANNUAL RENEWAL COST**</b>	
1	\$4,500	Syncta Water Purveyor Database Only 12 Month Subscription (Three Year Annual Extention Option)	\$4,500
5,000	\$1.00	Syncta Per Test Fee 12 Month Subscription (Three Year Annual Extention Option )	\$5,000
		<b>**ONE TIME SETUP FEES**</b>	
1	\$4,050	Syncta Billing Data Sync	\$4,050
1	\$2,600	Data Import Fee - One Time Data Import Charge	\$2,600
1	\$1,000	Syncta One Time Setup Fee	\$1,000
			<b>Tax</b>
			<b>Total \$17,150</b>

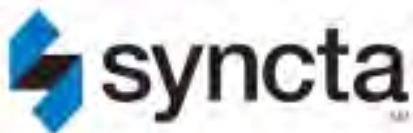


# Water Purveyor Solution Backflow Test Management Software

**Grant Schneider – Sr. Account Executive**



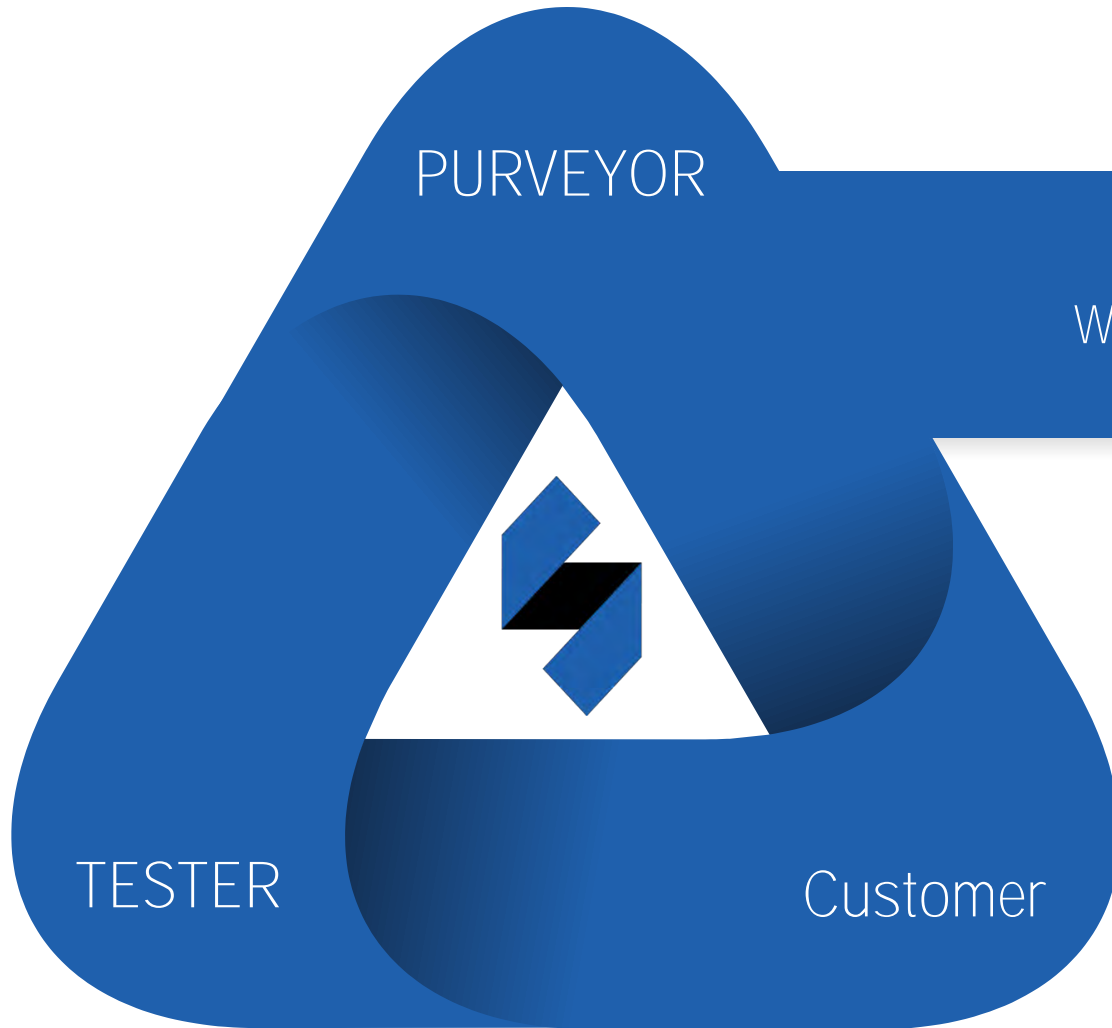
Watts Water Technologies, Inc.



# 150 Years of Experience

We are a global leader of quality water solutions for residential, industrial, municipal, and commercial settings. Our family of brands offers one of the most varied product lines in the world, with world-class, water-related solutions focused on:

- Drainage
- HVAC and Hot Water
- Plumbing & Flow Control
- Water Quality & Rainwater Harvesting



Syncta is a comprehensive software designed for Water Purveyors to easily manage their Cross Connection programs

- Database to Manage Assemblies and Tests
- Tester Portal for Backflow Testers
- Customer Portal for 24/7 Access
- Unique Surveys
- Onboarding for Setup and Ease of Use

# Our Database Makes Notifications Easy

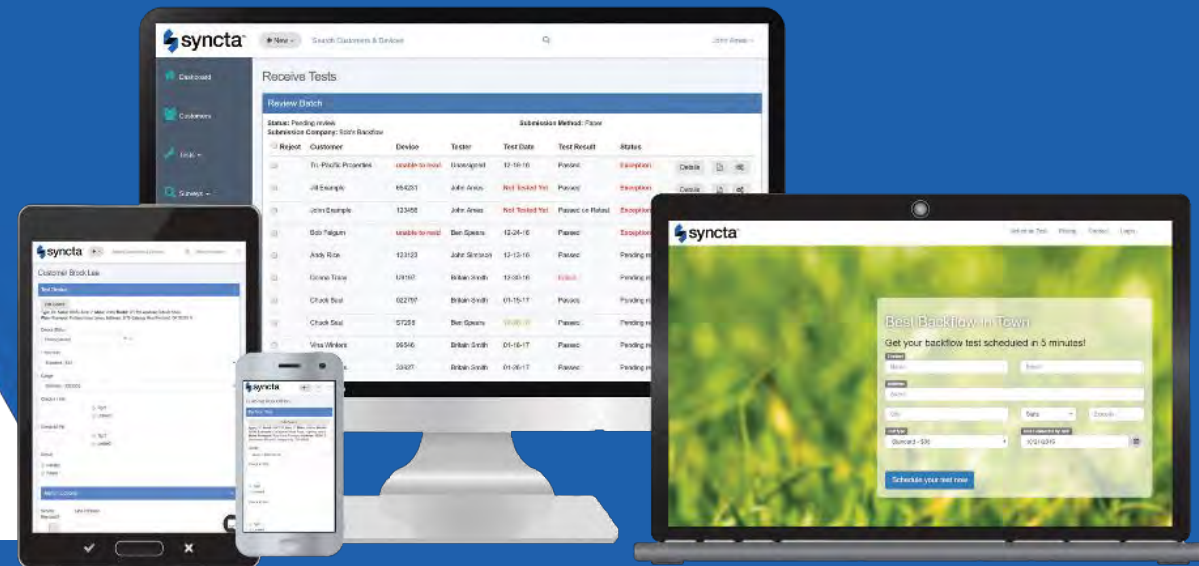
- Create saved searches based on the criteria that best fits your needs
- Access them anytime from the live Dashboard
- Select the notification type

 **Letter**

 **Email**

 **Mail merge**

 **Mark complete**



**GO GREEN** *with email notifications*

# Tester Portal Eliminates Manual Data Entry



The screenshot displays the Syncta Tester Portal interface. At the top, there is a navigation bar with links for Dashboard, Tests, Administration, and Address Search. Below this, a search bar prompts the user to enter a test by searching for the assembly, with the number 12345 entered and a SEARCH button. The main content area is divided into two sections: Assembly Overview and Assembly Location. The Assembly Overview section lists various attributes of the assembly, including Syncta ID, Serial, Size, Type, Make, Model, Last Tested At, Testing Frequency, Location, Assembly Water Purveyor, Status, and Removed at. The Assembly Location section lists Address, Customer, and Service Location Water Purveyor. An Edit button is located at the bottom of the Assembly Overview section.

Assembly Overview	
Syncta ID	S107-663VF
Serial	12345
Size	1-1/4
Type	Double Check Detector Assembly
Make	Watts
Model	0071
Last Tested At	02-05-21
Testing Frequency	Annually
Location	SW Corner of Building ?
Assembly Water Purveyor	Clean Water Utility
Status	Active
Removed at	09-29-20

Assembly Location	
Address	425 S 9th St Beaverton, OR 97007
Customer	Abby Benson - Parent Jack and Jim
Service Location Water Purveyor	Clean Water Utility

- Search your database for the device or location using a unique identifier
- Submit test results 24/7 from any device
- Can only view the data you limit them to
  - Invited only by your unique URL link
  - Log-in using a temporary password

# CUSTOMER PORTAL

Offer customers 24/7 access to:

- ✓ Backflow assembly models
- ✓ Test due dates
- ✓ Notifications
- ✓ Assembly locations
- ✓ Past test reports
- ✓ Inspection/survey results

Customer Brock Sheehan ☆

**Contact** Edit

Some devices require appointments

888-888-8888

bc.sheehan@gmail.com

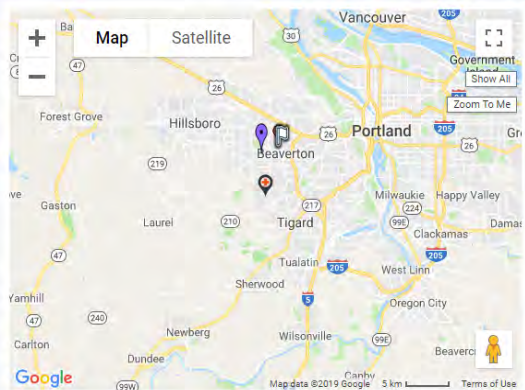
15222 SW Teal Blvd  
Beaverton, OR 97007

**Repair Info**  
Replaced  
Comment: Bad customer  
Portal last signed in: 07-19-2018  
Resend Portal Invitation

**Customer Stats**

Customer since: 11-01-2017 (over 1 year)  
Total Devices: 7  
Total Tests: 7

**Map** Satellite

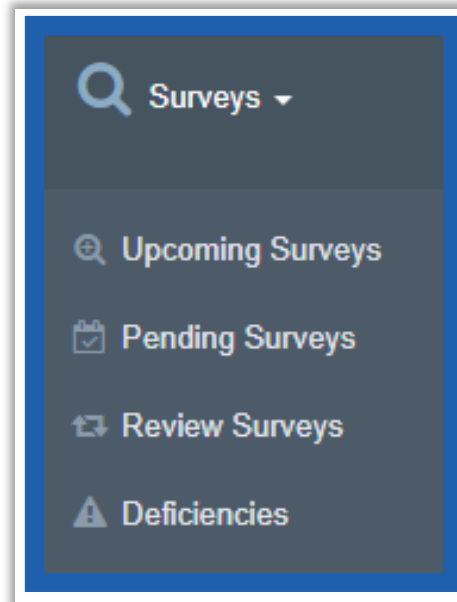


**Related Customers**

Name	Address	Phone	Email
Abby Benson - Parent Brock Sheehan	3635 SW Hall Blvd	503-555-6789	
Emmett "Doc" Brown - Parent Brock Sheehan ☆	3652 Back To The Future Lane	999-888-7777	EmmettLathropBrown@oluijkljksdf.com
Luke Skywalker - Parent Brock Sheehan	999 TEST CHANGE	333-333-3333	Luke@lkahjkljkjksdfkj.com
Marty McFly - Parent Brock Sheehan	369 Future Ave	888-555-8888	

- Send surveys & deficiency notifications
- Track deficiencies until resolved
- Use GPS pin to find assemblies and optimize routes
- Submit results including photos from the field using any device

*Choose from a customizable list of location types and hazards ►*



- ✓ Phone, email and live chat assistance
- ✓ Average response under 30 minutes
- ✓ Real-time demos & training included
- ✓ Will build compliance reports and upload your notifications
- ✓ On-site training available upon request



## Data Sync

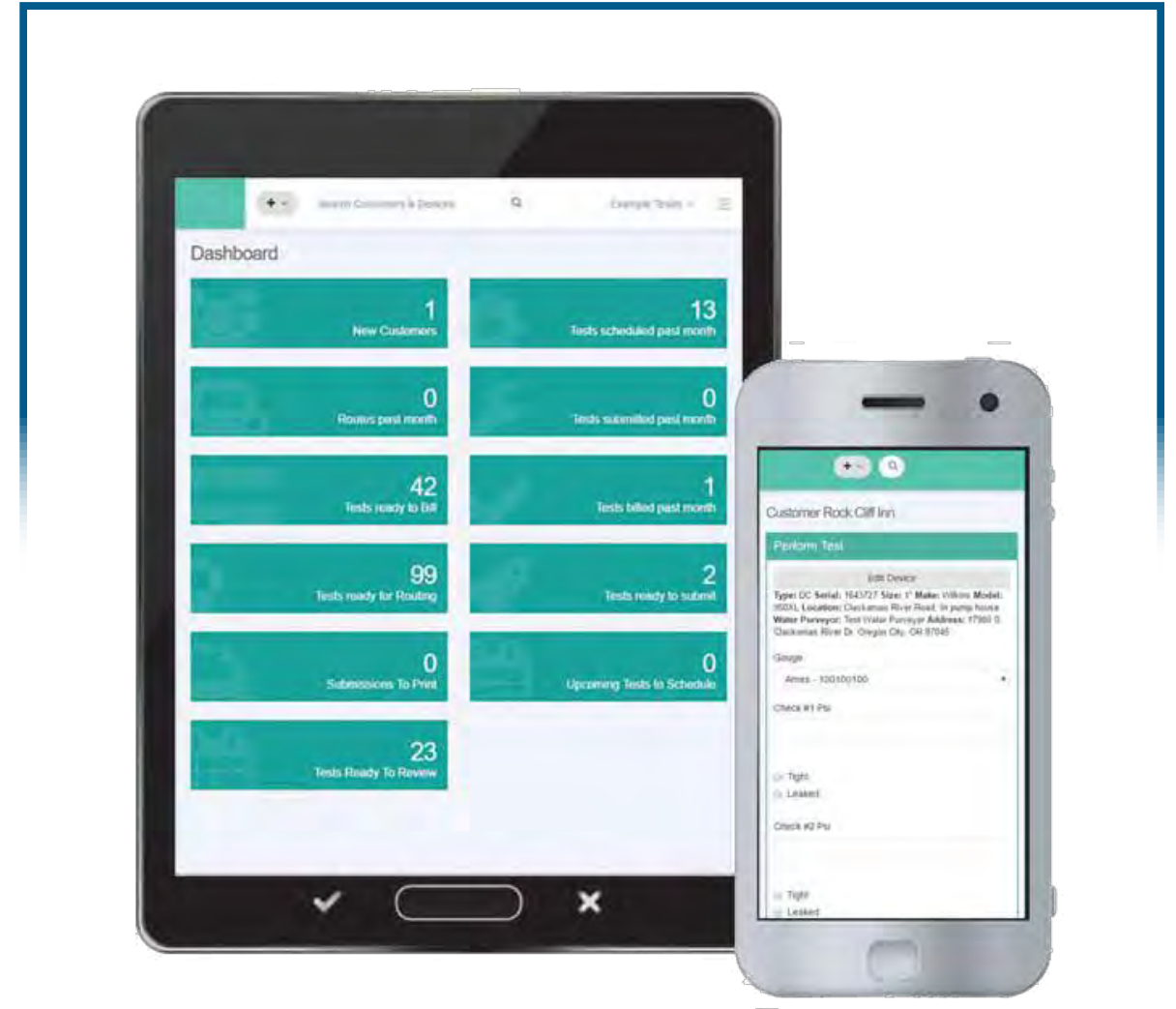
*Syncta can set-up a recurring sync with your system of record or billing system*

“Syncta has been the most responsive and available software company we have ever worked with. Our staff can contact them day or night with suggestions or problems and they get issues resolved quickly and deploy new features **amazingly fast.**”

~Dave C.

# Security is Our #1 Priority

- Data is stored in multiple off-site locations; includes differentials and full backups nightly
- Uses 256-bit AES encryption for all data transfers – same as the DOD
- Hosted on AWS for security and infrastructure
- 99.995% Uptime





## PARADISE IRRIGATION DISTRICT

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"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."

DATE: September 21, 2022  
TO: PID Board of Directors  
FROM: Mickey Rich, Assistant District Manager  
RE: Consider Providing Some Customers Hose Spigots

Discussion about offering some customers a hose spigot after RCI completes its permanent PID-owned backflow and meter installation.

Direction may be given to staff.



## PARADISE IRRIGATION DISTRICT

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

### 2022 COMMITTEES OF THE DISTRICT

DATE: February 17, 2022  
MEMO TO: Directors, Staff, and Legal Counsel  
FROM: Georgeanna Borrayo, District Secretary  
SUBJECT: Committees of the District

#### STANDING COMMITTEES:

##### ADMINISTRATION & PERSONNEL

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

Shelby Boston *Chairperson*  
Alan Hinman  
Staff Member(s): Tom Lando / Mickey Rich

##### FINANCE

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

Alan Hinman *Chairperson*  
Bob Matthews  
Staff Member(s): Brett Goodlin / Tom Lando / Mickey Rich  
Public Members: Gary Ledbetter / Steven Oehler

##### COMMUNITY RELATIONS

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

Marc Sulik *Chairperson*  
Bob Matthews  
Staff Members: Tom Lando / Mickey Rich  
Public Members: Chuck Bell / Ward Habriel / ~~Chris Rehman~~

##### TOWN OF PARADISE / PID LIAISON

Periodically meet with Town Council committee representatives to discuss common issues and items of mutual concern to the District and Town.

Shelby Boston  
Marc Sulik  
Staff Member(s): Tom Lando / Mickey Rich

**AD HOC COMMITTEES / DELEGATE APPOINTMENTS:**

**(Water Rate Review, Strategic Planning, ACWA/JPIA, Butte County Special Districts Association, Union Negotiations, and other similar types of committees)**

**AD HOC NEGOTIATING COMMITTEE (Emily LaMoe – District Representative)**

Shelby Boston                      *Chairperson*  
Alan Hinman  
Staff Members:                      Tom Lando, Mickey Rich, Brett Goodlin

**AD HOC DEMONSTRATION GARDEN COMMITTEE**

Provide input and coordination regarding the demonstration garden and plans for development of a fire-wise structure and planting area.

Marc Sulik                              *Chairperson*  
Public Members:                      Chuck Bell / Ward Habriel

**AD HOC STRATEGIC PLANNING COMMITTEE**

Review / discussion of planning format with the District's strategic planning facilitator to assist the PID Board of Directors and Management Team in its strategic planning efforts.

~~Brian Shaw~~                              *Chairperson*  
Bob Matthews  
Staff Members:                      Tom Lando / Mickey Rich

**AD HOC DISTRICT MANAGER RECRUITMENT COMMITTEE**

Review and provide input regarding recruitment services, materials and candidate resumes and provide recommendation to the PID Board of Directors.

Marc Sulik                              *Chairperson*  
Shelby Boston

**ACWA JOINT POWERS INSURANCE AUTHORITY DIRECTOR REPRESENTATIVE & ALTERNATE**

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

Alan Hinman                              JPIA Director Representative  
  
Brett Goodlin                              JPIA Alternate



# Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · [www.pidwater.com](http://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: Board of Directors

FROM: Tom Lando, District Manager

DATE: September 14, 2022

RE: Merit Pay Increase for Assistant District Manager  
09/21/2022 Board of Directors Meeting

## **Recommendation:**

Authorize approval of a First Amendment to the Assistant District Manager's Employment Agreement with Mickey Rich to provide a 5% merit increase in salary and authorize the Board President to sign.

## **Background:**

District employees are eligible for a step/merit increase with their annual evaluation. The Assistant District Manager is a contract employee with the Board responsible for their evaluation and determining the amount of merit pay received.

It is recommended the Board approve an amendment to the Assistant District Manager's Employment Agreement to authorize a 5% increase in salary which is consistent with what all other District employees are eligible to receive based upon performance.

**Our water. Our future.**



# Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · [www.pidwater.com](http://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: Board of Directors

FROM: Tom Lando, District Manager

DATE: September 14, 2022

RE: Merit Pay Increase for Finance & Accounting Manager  
09/21/2022 Board of Directors Meeting

## **Recommendation:**

Authorize approval of a First Amendment to the Finance & Accounting Manager's Employment Agreement with Brett Goodlin to provide a 5% merit increase in salary and authorize the Board President to sign.

## **Background:**

District employees are eligible for a step/merit increase with their annual evaluation. The Finance & Accounting Manager is a contract employee with the Board responsible for their evaluation and determining the amount of merit pay received.

It is recommended the Board approve an amendment to the Finance & Accounting Manager's Employment Agreement to authorize a 5% increase in salary which is consistent with what other District employees are eligible to receive based upon performance.

**Our water. Our future.**