



# Paradise Irrigation District

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

**AGENDA**  
**SPECIAL MEETING**  
**PARADISE IRRIGATION DISTRICT**  
**BOARD OF DIRECTORS**  
**6332 CLARK ROAD, PARADISE, CA 95969**

**TUESDAY, NOVEMBER 1, 2022 – 2:00 PM**

- ❖ *The Board of Directors is committed to making its meetings accessible to all citizens. Any persons requiring a special accommodation to participate in the Board of Directors meeting is requested to contact the District Secretary at 530-877-4971, extension 2039 at least three business days prior to the date of the meeting to provide time for any such accommodation.*
- ❖ *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 12:30 p.m. on the day of the meeting.*

**1. OPENING:**

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

- 2. PUBLIC COMMENT:** 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.

- (Page 2-5) **3. DISTRICT STAFFING** (Mickey Rich, Assistant District Manager): Review and approval of staffing changes as proposed. *Action may be taken.* .

- (Page 6-8) **4. COMMITTEES OF THE DISTRICT - FORMATION OF AD HOC COMMITTEE** (Tom Lando, District Manager | President Boston): Discussion to reestablish the Ad Hoc Customer Recovery Support Committee to provide a forum for discussion of current water issues facing PID customers and make policy revision recommendations to the PID Board regarding levels of service and changes resulting from Water Supply Recovery efforts. *Action may be taken.*

- 5. DIRECTORS' COMMENTS:** *Information item only.*

- 6. ADJOURNMENT**



## 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: November 1, 2022

TO: PID Board of Directors

FROM: Mickey Rich, Assistant District Manager

RE: District Staffing Needs

Staff requests approval for the following staffing changes:

Requested Change	Fiscal Year 22/23 Impact
Approval to fill 2 Senior Customer Service Positions not currently in budget. Staff would like to promote from within	\$7,500.00 increase
Approval for transitioning our temporary long-term positions to permanent positions.  Recovery Project Coordinator (vacant) Customer Service (filled)	No Budget impacts  It's difficult to fill positions advertised as temporary
Hire an additional customer service representative	\$41,250 increase
Hire an additional Utility I position	\$45,750 increase
Approve job description and Hire a District Maintenance Person subject to IBEW and Legal approval of job description	\$39,150 increase (offset by minimum \$2,400 savings for monthly landscape maintenance.) Additionally, offsets some future public works contract costs.

Recommended motion:

*"I move approval of the staffing changes as proposed."*

## **DISTRICT MAINTENANCE PERSON RANGE 19**

### **Definition/Summary**

Under general direction of the Distribution Superintendent, perform all maintenance on District buildings and including, but not limited to, carpentry, electrical, plumbing, and concrete work, and general maintenance of district property. Operate light and medium maintenance and construction equipment in the installation and repair of water main and service lines and meters; Install, repair, and test electrical systems, to perform a variety of semiskilled and unskilled work; and to do related work as required.

### **Essential Functions**

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all the duties and responsibilities of the classification.

- Constructs, remodels, or removes wood frame, concrete, masonry, metal, and other types of structures utilizing a variety of skills including carpentry, plumbing, electrical, masonry, concrete placing and finishing, arc and acetylene welding/cutting.
- Mainly works independently or as a member of a crew to efficiently and productively assist as needed in the repair, replacement, operations, and maintenance of District facilities including buildings, office structures, treatment plant, corporation yard and pump stations.
- Responsible for the maintenance and repair of bathroom facilities and restocking of supplies. (Toilet paper, paper towels, soap etc.)
- May act as Crew Lead as needed to accomplish necessary construction and repairs.
- Assist maintenance crews in the installation of pipelines, leak repairs, hydrant installations, meter installations, road repairs, concrete repairs and other facility maintenance as needed.
- Safely operate equipment including backhoe, loader and forklift, dump trucks, boom truck, and excavators.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Responsible for the maintenance and landscaping of corporation yard and office grounds/ parking lots including irrigation.
- Inspect and maintain HVAC systems.
- Contact and schedule with outside agencies for any services that may be needed.
- May assist Distribution Systems Operator (DSO) with maintenance and repair of tank sites (Fence repair, green waste etc.)
- Uses and maintains a wide variety of hand and power tools and test equipment related to the work; operates a truck daily.

### **Other Duties**

- Maintains accurate records; makes oral and written reports of work performed and documents modifications made.

### **Other Duties – Continued**

- Complies with all District policies, procedures, and rules and regulations, including all safety standards.
- Performs other duties as assigned.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Operation and use of a variety of light and moderately heavy motorized and power construction equipment.
- Proper work safety standards.
- Welding procedures, carpentry, and electrical, plumbing, and concrete work.
- Basic math calculations including, area, volume, ohm's law, etc.
- Understanding of procurement process and compliance with applicable rules for public works projects.

#### **Ability to:**

- Safely operate backhoes, dump trucks, boom trucks and other construction equipment including but not limited to tools commonly used to perform landscape and maintenance duties such as (blower, weed eater, chainsaw etc.)
- Build structures, concrete forms and miscellaneous projects using carpentry skills.
- Make minor repairs to electrical systems.
- Skillfully repair plumbing fixtures, install pipes and piping.
- Skillfully place concrete and finish.
- Exercise independent judgment and initiate action without close supervision.
- Ability to read, comprehend, and write plans, specifications, Operation and Maintenance manuals, procedures, schematics, wiring diagrams, blueprints, mechanical drawings, and electrical plans.
- Plan and develop a maintenance schedule

### **Typical Physical Activities**

- Operates District vehicles and equipment.
- Must be able to carry, push, pull, reach, grasp and lift equipment, parts and material weighing up to 50 pounds.
- Stoops, bends, kneels, crouches, crawls, and climbs, during maintenance, landscape, and repair work.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Stands for extended time periods.
- Work involves exposure to dust, lubricants, cleaning solutions, and chemicals.

### **Environmental Factors**

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High Temperature.: Considerable work time in hard manual labor in temperatures between 80-100 degrees.
4. Cold Temperature.: Some work time each year will be in snow/ice conditions. May be required to operate snow removal equipment at times.
5. Humidity: Work in areas with unusually high humidity.
6. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
7. Noise: Occasionally there are unusually loud sounds.
8. Slippery surfaces: Occasional work on unusually slippery surfaces.
9. Oil: Some parts of the body in contact with oil or grease occasionally.
10. Chemicals: Some exposure to cleaning solutions and chemicals.
11. Dust: Works in or around areas with minor amounts of dust.
12. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

Experience: Two years of journey level experience in carpentry, concrete; or welding; Knowledge of and capability to operate construction tools and equipment.

Education: High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

### **Desirable Licenses & Certificates**

Driver License: Possession of a valid California Class C Driver's License issued by the State Department of Motor Vehicles. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Professional License: Electrical, Welding, or other construction certificates. Possess or acquire, within one year of hire, a State of California, Department of Health Services Distribution Operator Certification Grade D-1, Forklift Operator certification. (District will provide Forklift Operator Training.)

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



# Paradise Irrigation District

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DATE: October 25, 2022  
TO: Board of Directors  
FROM: Tom Lando, District Manager  
SUBJECT: Committees of the District – Reestablish Ad Hoc Customer Recovery Support Committee  
11/01/2022 Special Board of Directors Meeting

## Background:

At the October 19, 2022 Board of Directors meeting, new business agenda item 8.f. regarding the proposed Discontinuance Policy Amendment under Chapters 6.6.1 and 7.7.3 of the PID Policy and Procedures Manual, was referred to the Ad Hoc Customer Recovery Support Committee for review and discussion.

The Ad Hoc Customer Recovery Support Committee was previously established as follows:

### AD HOC CUSTOMER RECOVERY SUPPORT COMMITTEE

Provide a forum for discussion of current water issues facing PID customers and make policy revision recommendations to the PID Board in regard to levels of service and changes resulting from the 2018 Camp Fire.

Shelby Boston	Chairperson
<del>Brian Shaw</del>	
Staff Members:	Tom Lando / Mickey Rich / Brett Goodlin
Public Members:	Lee Brown / Cliff Jacobson / Chris Rehmann
Consultant:	Sami Kader, Water Works Engineers

President Boston suggested an agenda item for the November 1<sup>st</sup> special meeting to formally reestablish this Ad Hoc Committee. For additional reference, a copy of the current Committees of the District is provided following this memo.



# PARADISE IRRIGATION DISTRICT

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## 2022 COMMITTEES OF THE DISTRICT

DATE: September 27, 2022  
MEMO TO: Directors, Staff, and Legal Counsel  
FROM: Georgeanna Borrayo, District Secretary  
SUBJECT: Committees of the District  
Updated - September 21, 2022 Board of Directors Meeting

### 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*  
Chris Rehmann  
Staff Members: Tom Lando / Mickey Rich  
Public Members: Chuck Bell / Ward Habriel /

#### 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.

Chris Rehmann                      *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