

MINUTES

REGULAR MEETING BOARD OF DIRECTORS PARADISE IRRIGATION DISTRICT DECEMBER 15, 2021

The regular meeting of the Board of Directors of the Paradise Irrigation District (PID) was called to order at 8:30 a.m. by President Shelby Boston, followed by a reflection and the Pledge of Allegiance to the Flag of the United States of America.

OPENING

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

ROLL CALL

BOARD MEMBERS ABSENT: Vice President Dan Hansen

STAFF PRESENT: District Manager Tom Lando, Assistant District Manager Mickey Rich, Treasurer Miranda Hillskemper, Finance & Accounting Manager Brett Goodlin, Assistant Engineer Blaine Allen, Office Manager Tiffany Bowen, Distribution Superintendent Pete Grout, Assistant Superintendent Jeff Hill, Administrative Assistant Sarah Fenton, and Secretary Georgeanna Borrayo

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

It was moved by Director Sulik and seconded by Director Hinman to adopt Resolution No. 2021-17, 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.
2021-17 ADOPTED
RE-AUTHORIZING
REMOTE
MEETINGS
CONSISTENT WITH
AB 361
(Item 2)

AYES: Directors Sulik, Hinman, Shaw, and Boston

NOES: None

ABSENT: Director Hansen

Motion passes 4-0

District Manager Tom Lando welcomed Brett Goodlin to the District as Finance and Accounting Manager and acknowledged Miranda Hillskemper for her work and contributions during her employment with the District. Manager Lando further noted a letter received from Friends of Butte Creek (FBC) regarding a Wildlife Conservation Board Stream Flow Enhancement Proposal and request for consideration by the PID Board of Directors to provide a letter of support to identify options that could provide additional flows to Little Butte Creek and Butte Creek for aquatic habitat. This item will be placed on the January 19 agenda for discussion.

PUBLIC
PARTICIPATION
(Item 3.)

President Boston turned the meeting over to District Manager Tom Lando to open Agenda item 4, Election & Appointment of Officers.

ELECTION &
APPOINTMENT OF
OFFICERS FOR
2022
(Item 4.a. & 4.b.)

Office of President: District Manager Tom Lando accepted nominations for the office of President. Director Sulik nominated Shelby Boston to continue representing the District as President; nomination seconded by Director Hinman.

OFFICE OF
PRESIDENT:
SHELBY BOSTON

As there were no further nominations, Manager Lando called for a vote on the nomination to elect Director Shelby Boston to serve as President for 2022.

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

Motion passes 4-0

Manager Lando turned the meeting over to President Shelby Boston.

OFFICE OF VICE
PRESIDENT:
DAN HANSEN

Office of Vice President: President Boston opened nominations for the office of Vice President. President Boston nominated Director Dan Hansen to continue his role as Vice President; second by Director Shaw.

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

Motion passes 4-0

APPOINTMENT OF
TREASURER:
BRETT GOODLIN

Appointment of Treasurer: Upon recommendation of Manager Tom Lando to appoint Brett Goodlin as Treasurer and Assistant District Manager Mickey Rich as Assistant Treasurer, President Boston called for a vote as proposed.

ASSISTANT
TREASURER:
MICKEY RICH

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

Motion passes 4-0

APPOINTMENT OF
SECRETARY:
GEORGEANNA
BORRAYO

Appointment of Secretary: It was moved by Director Hinman and seconded by Director Shaw to appoint Georgeanna Borrayo as Secretary.

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

Motion passes 4-0

APPROVAL OF
CONSENT
CALENDAR
(Item 5.a. – 5.e.)

Board members reviewed consent calendar items as follows

- 5.a. Approval of Meeting Agenda Order
- 5.b. Approval of Minutes for Regular Meeting of November 17, 2021
- 5.c. Approval to Purchase Replacement Air Dryer and Filter at Treatment Plant
- 5.d. Adopt Resolution No. 2021-18 Declaring 2003 Ford F-150 Truck (Unit 156) as Surplus Property
- 5.e. Approval to Authorize alternative holiday option schedule for staff for December 2021

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

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

Motion passes 4-0

Board members reviewed a written Treasurer's Report presented by Finance & Accounting Manager Brett Goodlin for the period ending November 30, 2021 highlighting the District's cash position, debt service analysis, operational overview, and recovery funding. In reference to FEMA/CalOES reimbursements, on December 6, 2021 the District received \$3.4 million of a \$5.2 million submittal. Since the Treasurer's Report was finalized, the remaining FEMA funding amount of \$1.8 million has been received.

ACCEPTANCE OF
TREASURER'S
REPORT FOR
PERIOD ENDING
NOV. 30, 2021
(Item 6.a.)

It was moved by Director Sulik and seconded by Director Hinman to accept the Treasurer's Report for the period ending November 30, 2021 as presented.

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

Motion passes 4-0

Board members reviewed accounts payable expense reports for the month of November 2021. It was moved by Director Hinman and seconded by Director Shaw to approve General Fund check numbers 57124 through 57233 for the month of November 2021 totaling \$1,598,258.53, exclusive of voided check number 57207, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of December 2021.

ACCOUNTS
PAYABLE
EXPENSE REPORT
FOR THE MONTH
OF NOV. 2021
APPROVED
(Item 6.b.)

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

Motion passes 4-0

Board members received verbal and written staff report updates from the District Manager, Customer Service, and graphs relating to water supply. District Manager Tom Lando commented on the following: 1) PID Options Study, noting GEI Consultants anticipate a draft Options Report will be ready to present by mid-January 2022, and 2) Confirmed staff will place the letter received from Friends of Butte Creek on the January agenda for discussion regarding a Wildlife Conservation Board Stream Flow Enhancement Proposal.

INFORMATIONAL
PID STAFF AND
CONSULTANT
REPORT UPDATES
(Item 7.a. – 7.h.)

Assistant District Manager Mickey Rich commented on the Strategic Plan Progress Report and whether the Board would like to agendaize for a future Board meeting to review the status of each goal. President Boston suggested review by the Ad Hoc Strategic Planning Committee to fine-tune the Strategic Plan beforehand. President Boston will serve as chairperson and Director Shaw will co-chair the committee.

Water Works Engineers highlighted information presented in reports included in the Board Packet regarding the Water Supply Recovery Program and status of engineering support services to the Paradise Irrigation District. For the Meter Replacement Program, approximately 185 meters were installed in the month of November, totaling approximately 558-meter installations since the start of the project. PID and Water Works continue to work with the Town of Paradise and Zenner to move forward the installation of the centralized infrastructure and integrate new meter information into PID's billing system.

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

COMMITTEE
REPORTS
(Item 8)

Community Relations Committee: Director Sulik reported discussion at the December 7 meeting included developing a communication letter to customers regarding notification of completed water meter installation and timeline on when customers will begin seeing changes to their water bill for water use charges. Additional communication will include speaking to various organizations to help educate the community.

UNFINISHED
BUSINESS

No unfinished business to report.

NEW BUSINESS:

SERVICE LATERAL
REPLACEMENT
PROGRAM POLICY
DISCUSSION
(Item 10.a.)

Consultant Sami Kader with Water Works Engineers reported in the Phase 1 Service Lateral Replacement Program 1,250 service laterals were replaced to provide potable water in support of rebuilding. These were all associated with building permit applications.

The Meter Installation and Service Lateral Replacement (MISLR) Phase 2 Project included the installation of up to 1,750 service lateral replacements. This number was based on the following: 1) 40-50 new permits/month from Spring 2021 to the end of 2022, some unknown number of which already had Interim Water Service (IWS) (720-900 locations), and 2) An unknown number of existing IWS converting to permanent service with no rebuild.

A challenge that has come to light involves a new category of requests for service, which are new requests for permanent potable metered service not associated with a building application. Just like building permit application-associated requests, these requests for permanent potable metered service also require service lateral replacements. Determining a path forward for new service requests that come in 2022, which are not associated with a building permit is recommended.

The Water System Recovery Team (Recovery Team) is looking for comments on the recommended path forward, Board interest in the development of a "metered non-potable service" model, and any other issues the Board would like the Recovery Team to consider on this matter.

Board members concurred to refer this item back to the following two committees for further evaluation:

1. Community Relations Committee to discuss ideas on obtaining data from customers who have requested non-potable water service without a building project; and
2. Referral to the Ad Hoc Customer Recovery Support Committee for further review and consideration of the options pertaining to new service requests, which are not associated with a building permit, and then bringing back additional information and recommendation to present to the full board.

Board direction provided to refer to the committee level as noted above.

DISTRICT
ENGINEERING
SERVICES
AGREEMENT –
AMENDMENT 2
APPROVED WITH
WATER WORKS
ENGINEERS
(Item 10.b.)

District Manager Tom Lando reported on information outlined in a memo to the Board regarding consideration of Amendment 2 to allow for continuation of the services being provided under the original District Engineering Services Agreement of July 2020 and as amended in March 2021. Staff recommends extending District Engineering Services at a reduced level of service.

It was moved by Director Hinman and seconded by Director Sulik to authorize approval of Amendment 2 and direct staff to increase Water Works Engineers contract not-to-

exceed amount by \$65,792 to a total of \$515,792.00 for District Engineering Services and extend the duration of the contract through June 30, 2022.

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

Motion passes 4-0

Water Treatment Plant Superintendent Bill Taylor discussed additional expenses incurred by Genterra Consultants, Inc. while working on Task IIA-1 of the Magalia Spillway Risk Reduction Measures and Long-Term Repairs project. Most of the expenses are due to additional work added to the project by the Division of Safety of Dams (DSOD). At the time of the proposal, it was not known exactly what DSOD would require as part of their field exploration.

It was moved by Director Shaw and seconded by Director Hinman to authorize approval of the request from Genterra Consultants, Inc. to increase the budget of the Interim Risk Reduction Measures / Long-Term Repair of Magalia Reservoir Spillway by an additional \$35,000.00 from the originally budgeted cost of \$114,558.00.

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

Motion passes 4-0

Water Treatment Plant Superintendent Bill Taylor outlined options to upgrade the computer system used at the Treatment Plant referred to as Supervisory Control and Data Acquisition (SCADA). This system monitors all the processes at the plant such as monitoring water levels, water quality and computer set points, and alerts the Operator when the processes being monitored are outside their parameters. The original system was installed in 1995. Some upgrades have been performed since this time; however, the system is outdated. \$150,000.00 for design of a new system is accounted in this year's budget. The cost for this work is a not-to-exceed amount of \$200,000.00, slightly more than estimated in the budget.

It was moved by Director Sulik and seconded by Director Hinman to authorize the District Manager to enter into an agreement with Glenmount Global to update the Plant SCADA system for a price not to exceed \$200,000.00 subject to legal review.

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

Motion passes 4-0

Board members reviewed a draft support letter to the Town of Paradise and proposed sewer project overview. It was moved by Director Shaw and seconded by Director Hinman to authorize approval for the District Manager to submit a support letter to the Town of Paradise regarding the proposed sewer project.

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

Motion passes 4-0

CONTINUED –
DISTRICT
ENGINEERING
SERVICES
AGREEMENT –
AMENDMENT 2
APPROVED

GENTERRA
CONSULTANTS,
INC. CONTRACT
AMENDMENT RE:
MAGALIA
SPILLWAY TASK
IIA-1 – INTERIM
RISK REDUCTION
MEASURES
(Item 10.c.)

SCADA SYSTEM
UPGRADE
APPROVED
(Item 10.d.)

SUPPORT LETTER
FOR THE TOWN
OF PARADISE
SEWER PROJECT
(Item 10.e.)

CLEANING
SERVICES
CONTRACT
AMENDMENT 1
APPROVED
(Item 10.f.)

Staff reported on December 5, 2020 the Board authorized a contract with White Glove Cleaning Services to provide janitorial services for the Administration Office, Corporation Yard, and Treatment Plant. Since the contract has been in place, amendments are needed due to the actual time it takes to complete the services at the Treatment Plant and Corporation Yard locations. The Office Manager has also reassessed the needs of the Administration Office to make an amendment to the scope of work for the office location. The original contract was for a not to exceed cost of \$1,610/month for the three locations. The new amendment is for a not to exceed cost of \$1,530/month.

It was moved by Director Shaw and seconded by Director Sulik to approve Amendment 1 to the White Glove Cleaning Services, Inc. contract for a not to exceed amount of \$1,530/month for the three PID facility locations.

AYES: Directors Sulik, Hinman, Shaw, and Boston

NOES: None

ABSENT: Director Hansen

Motion passes 4-0

EXTENSION OF
PART-TIME
AGREEMENT WITH
ROSS GILB
APPROVED
(Item 10.g.)

District Manager Tom Lando indicated staff is recommending a six-month extension to the existing Part-Time Employment Agreement with Ross Gilb. He would like to continue the option to have Ross available on an on call/as needed basis to provide support to the new Finance & Accounting Manager.

It was moved by Director Sulik and seconded by Director Shaw to authorize a six-month extension to the existing Part-Time Employment Agreement with Ross Gilb and authorize the District Manager to execute a contract amendment.

AYES: Directors Sulik, Hinman, Shaw, and Boston

NOES: None

ABSENT: Director Hansen

Motion passes 4-0

ADVERTISEMENT
FOR BIDS FOR
CONSTRUCTION
SERVICES
POSTPONED –
RESERVOIR B
REPLACEMENT
PROJECT
(Item 10.h.)

Consultant Sami Kader with Water Works Engineers commented on the Board memo in reference to advertisement for bids for construction services for the Reservoir B Replacement Project. Following the Camp Fire in November 2018 this project was part of the PID FEMA funding application process. While FEMA eventually denied funding the project completely, the Project was also included on a parallel path funding application with the State Revolving Fund (DWSRF) and Additional Supplemental Appropriation for Disaster Relief Act (ASADRA) programs.

Following submission of this memo, a response was received from the Division of Financial Assistance Project Manager indicating the timeframe of a funding agreement would be closer to mid-2022, as opposed to early 2022.

The decision for consideration is whether to take on the cash flow of the estimated \$7.26 million estimated construction cost. This project could get pushed out until the District has the funding agreement in hand from the state, or the Board can move forward with the understanding a funding agreement would be available in November 2022.

Board member feedback recommended postponing release of the advertisement for bids for construction services until spring 2022, preferring to be cautious with the District's cash flow. Water Works Engineers will continue to work with the Division of Financial Assistance to monitor their timing for issuance of the funding agreement. When this timeframe is approximately two months out, the District can plan to release an advertisement for bids for construction services for the Reservoir B Replacement Project.

President Boston announced the Board will now adjourn to conduct the annual meeting of the PID Public Facilities Financing Corporation (PFFC) Board. Following adjournment of the annual PFFC meeting, the PID Board of Directors will hear directors' comments under agenda item 11 followed by Closed Session agenda item 12.a.

CONVENE AS THE
PID PUBLIC
FACILITIES
FINANCING
CORPORATION
BOARD
(Item 15)

The PID Board of Directors convened as the Public Facilities Financing Corporation Board at 10:18 p.m. to hold the annual meeting of the PFFC Board.

President Boston reconvened the regular meeting of the PID Board of Directors at 10:22 p.m., announcing the next item of business will be agenda item 11, Directors' comments.

PID BOARD OF
DIRECTORS
MEETING
RECONVENED

Director Sulik: Thanked PID employees and consultants for their work over the course of the year. Recovery of the water system has been challenging at times, adding the District is moving forward and making great progress.

DIRECTORS'
COMMENTS
(Item 11.)

Director Shaw: Expressed well wishes to Director Dan Hansen.

Director Hinman: Acknowledged PID employees and contractors for their continued service and work.

President Boston: Echoed all comments made and stated it is a pleasure to serve on the PID Board and the staff is wonderful.

President Boston announced the Board will adjourn to closed session to discuss agenda item 12.a. as follows:

CLOSED SESSION:
CONFERENCE
WITH LEGAL
COUNSEL –
ANTICIPATED
LITIGATION
(Item 12.a.)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to (2) or (3) of subdivision (d) of Section 54956.9: One potential case regarding valve boxes and using GPS to locate the valves.

Following an opportunity for public comment, the Board adjourned to closed session at 10:24 p.m.

President Boston reconvened the regular meeting at 10:40 p.m. and announced direction has been provided to Legal Counsel and Staff.

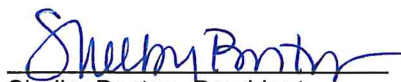
CLOSED SESSION
ANNOUNCEMENT

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 10:42 p.m.

ADJOURNMENT OF
MEETING



Georgeanna Borrayo, Secretary



Shelby Boston, President