

MINUTES
REGULAR MEETING
BOARD OF DIRECTORS
PARADISE IRRIGATION DISTRICT
DECEMBER 19, 2018

OPENING

The regular meeting of the Board of Directors of the Paradise Irrigation District was called to order at 6:30 p.m. by Vice President Anne Rice, followed by an Invocation and the Pledge of Allegiance to the Flag of the United States of America.

ROLL CALL

BOARD MEMBERS PRESENT: Directors Marc Sulik, Vice-President Anne Rice, Bob Prevot, and Bill Kellogg

BOARD MEMBERS ABSENT: Division 1 Director seat vacant following a letter of resignation submitted to the District Secretary from Dan Wentland on December 6, 2018.

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

ALSO PRESENT: Attorney Emily LaMoe and members of the public

APPROVAL OF
CONSENT
CALENDAR
(Item 2.a. – 2.b.)

Board members reviewed consent calendar items as follows:

2.a. Approval of Meeting Agenda Order

2.b. Approval Minutes: Special Meeting of December 5, 2018

Recommendation presented to move agenda item 9.b. regarding sealed meter charge forward on the agenda, following agenda item 4. It was moved by Director Sulik and seconded by Director Prevot to approve the consent calendar as amended.

AYES: Directors Sulik, Rice, Prevot, and Kellogg

NOES: None

ABSENT: Division 1 Director seat vacant

Motion passes 4-0

PUBLIC
PARTICIPATION
(Item 3)

Public participation included the following: 1) Ward Habriel commented on water conservation comparisons for neighboring cities; 2) Tom Kelly stated there are public members who do not have access to internet and indicated he is interested in the status of water service; 3) Loren Harvey commented on running water leaks and plans to manage those leaks; and 4) Suggestion of a dedicated hydrant system throughout Paradise. Going forward, property owners may have difficulty obtaining homeowners insurance without a dedicated fire hydrant system as a result of the Camp Fire.

Office of President: Vice President Rice turned the meeting over to Assistant District Manager Kevin Phillips who opened nominations for the office of President. Director Rice nominated Director Sulik; seconded by Director Prevot. As there were no further nominations, Manager Phillips called for a vote on the nomination to elect Director Sulik for the office of President for 2019.

ELECTION &
APPOINTMENT OF
OFFICERS FOR
2019
(Item 4.a. & 4.b.)

AYES: Directors Sulik, Rice, Prevot, and Kellogg

NOES: None

ABSENT: Division 1 Director seat vacant

Motion passes 4-0

CONTINUED –
ELECTION &
APPOINTMENT OF
OFFICERS FOR 2019

Manager Phillips turned the meeting over to President Sulik.

Office of Vice President: President Sulik opened nominations for the office of Vice President. President Sulik nominated Director Rice; seconded by Director Prevot. As there were no further nominations, President Sulik called for a vote on the nomination to elect Director Rice for the office of Vice President for 2019.

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant

Motion passes 4-0

Appointment of Secretary: President Sulik nominated Georgeanna Borraro as Board Secretary; seconded by Director Prevot. Directors' votes were polled as follows:

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant

Motion passes 4-0

Appointment of Treasurer: Director Rice nominated Kevin Phillips as Treasurer; seconded by President Sulik. Directors' votes were polled as follows:

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant

Motion passes 4-0

SEALED METER
CHARGE
(Item 9.b.)

Manager Phillips provided an overview of PID Policy & Procedures Chapter 7.7 – Sealed Meter Charge, and Chapter 7.73 – Discontinued Service. All meters are classified as “active” unless sealed upon request of the property owner or through conversion to the “discontinued service” category. The current rate for a sealed meter is \$21.49 per month. If a property owner elects to discontinue service and not pay the sealed meter rate, they will be required to pay a meter removal charge. If the District is replacing a mainline that serves a property with discontinued service, the service line will not be replaced, so if service is later reactivated, the property owner may be responsible for the cost of the installation of a new service line (labor, equipment, materials, and overhead).

Board members considered potential amendments to PID Policy & Procedures Chapter 7.7 – Sealed Meter Charge, and options that could further help the customer. Board members gave direction to make draft amendments to the policy as follows for review at the next meeting:

1. Chapter 7.7 – Sealed Meter Charge: Change to “Ready to Serve” Charge.
2. Proposed language to waive all charges from November 8 through December 31, 2018. PID customers would not receive their first bill for service until March. The March billing will be for January and February.
3. Billing Period: Change billing from a monthly basis to every other month.
4. Discontinued Service: If a property owner elects to discontinue service and not pay the sealed meter rate due to the Camp Fire, the property owner will not be required to pay a meter removal charge. If service is later reactivated, the property owner may then be responsible for the cost of labor, equipment, materials, and overhead for the installation of a new service line from the District Main to the property line (Service Line) in an amount not to exceed \$500. (This will apply for meters reinstalled by December 31, 2020).

Legal Counsel will prepare the proposed revisions, which will be presented to the Board for review at the next Board of Directors meeting.

Manager Phillips reported Customer Service is continuing review of billing corrections pertaining to the error discovered as a result of combining the billing from October with a special pro-rated bill to November 7. An amended bill will be distributed when finalized. Customer Service is fielding approximately 70 calls daily during the hours of 10:00 a.m. to 2:00 p.m. This includes returning voice mail messages, responding to e-mails, processing daily service order requests, and processing payments.

STAFF REPORTS
FOR NOVEMBER,
2018 ACCEPTED
(Item 5)

A boil water notice is still in effect. Water Treatment Plant (WTP) Superintendent Jim Passanisi indicated approximately 20% of the PID watershed was impacted on the east side of Little Butte Creek, and thus, there is less impact to water quality. Very few structures were burned. Only minor non-operational damage occurred at the WTP; however, the fire burned all of the landscape and the irrigation piping around the plant. The WTP has continued to treat water effectively since the fire on November 8 to date.

It was moved by Director Rice and seconded by Director Prevot to accept November Staff Reports as presented.

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant

Motion passes 4-0

Manager Phillips indicated a meeting is scheduled with a cleaning service company to assess the District Office and Corporation Yard for smoke damage. Utility services such as electric, gas, and internet services are not currently available. The damaged equipment will be covered under the District's insurance. Staff is talking with other agencies to partner and share resources. A meeting is scheduled this Friday with ACWA/JPIA to review insurance policy information.

FACILITIES STATUS
REPORT UPDATE
(Item 6)

Crews have been working on getting water back into the mainlines and continue to inspect and repair leaks and ensure all connections are secured. Crews continue work on meter service activation. Our mutual aid partners are helping to carry out this work.

Wildland fires have the potential to cause certain contaminants to be present within communities that have been impacted. In an abundance of caution, the District, along with the California Division of Drinking Water, has taken water samples that will be tested for possible contaminants that may have been introduced into the water system as a result of the Camp Fire. Until the lab results are received, the District recommends bottled water only for drinking, cooking and brushing teeth. The District will continue to conduct testing throughout the system. PID is working on coordinating a bottled water distribution location for customers.

The District's consultant, Harris & Associates, is assisting with the Cal OES and FEMA process. They will also be developing a Request for Proposal for a Project Manager.

Manager Phillips reported as of today, the District has \$4.8 million in reserves. A reimbursement has been received for the State Revolving Fund (SRF) portion of the Reservoir B design. Consideration will be given in January for the SRF loan to be forgiven. The District is looking at all opportunities to reduce costs. Inventory items have been returned and an early retirement option has been offered to employees. It was moved by Director Rice and seconded by Director Prevot to accept the verbal Treasurer's Report.

TREASURER'S
REPORT FOR
PERIOD ENDING
NOV. 30, 2018
(Item 7)

CONTINUED –
TREASURER'S
REPORT

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant
Motion passes 4-0

LEGAL REPORT
(Item 8)

Attorney Emily LaMoe indicated she anticipates revisiting items to discuss updates at the January meeting.

NEW BUSINESS:
DIRECTOR
VACANCY, DIV. 1
(Item 9.a.)

Attorney Emily LaMoe reviewed guidelines for filling the Division 1 director seat following the resignation of Director Wentland on December 6, 2018.

Board members discussed the challenges regarding the residency requirement as a result of the Camp Fire, and the possibility of eliminating the requirement for a director to be a resident of the division that he or she represents. Attorney Emily LaMoe reported other California irrigation districts have eliminated division residency requirements by seeking special legislation. If the Board is interested in pursuing this further, this topic can be placed on the agenda for discussion and direction.

It was moved by Director Kellogg and seconded by Director Rice to notice the vacancy to fill the director seat by appointment.

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant
Motion passes 4-0

EMERGENCY
DISASTER
RECOVERY
ADVISORY
SERVICES,
ADDENDUM 1 WITH
HARRIS &
ASSOCIATES, INC.
(Item 9.c.)

Manager Phillips reported Harris & Associates continues to provide emergency staff augmentation services as provided under the professional services agreement dated November 20, 2018. The purpose of this Addendum is to extend the not-to-exceed maximum value of the contract. The scope of services, project time frame, and fee schedule and staff remain the same. Harris & Associates will continue to provide assistance for Cal OES reimbursement and write Request for Proposals for the District.

It was moved by Director Rice and seconded by Director Kellogg to approve contract Addendum 1 with Harris & Associates, Inc. in the amount of \$24,000 for a revised contract total of \$44,000.

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant
Motion passes 4-0

COMMITTEE
REPORTS
(Item 10.a.1.-3)

Administration & Personnel Committee: Director Rice reported receiving an employee status update. Thirty employees lost their homes due to the Camp Fire. PID has hosted a FEMA presentation for employees and has offered counseling services and some financial aid. Multiple water agencies have adopted PID employees for the Christmas season. Additional business included closed session regarding Public Employment: [District Manager] Pursuant to Government Code section 54957. Direction was given to the District's representative.

Community Relations Committee: Discussion at the December 14 meeting included the following highlights: 1) Development of a Camp Fire Emergency Communications Plan to guide the District; 2) Communicating information to the public on a regular basis; i.e., website, Facebook page, media, etc. A daily update and plan for the day is posted on the District's website under "Recovery"; and 3) Public Information Officer –

Current Information Systems Manager, Mickey Rich, will represent the District as PIO.

CONTINUED –
COMMITTEE
REPORTS

Butte County Special Districts Association: Director Sulik reported the meeting was brief. Committee reports were provided.

DIRECTORS'
COMMENTS
(Item 11)

Director Kellogg: Stated he stopped by the District Office and Corporation Yard and talked to employees and looked at the damage to the equipment. Employees have been working very hard, and the District is grateful for the assistance from Cal Water and South Feather Water & Power Agency.

Director Prevot: Commented there are so many unknowns right now. In reference to individuals who may not have internet, perhaps the District can provide information to the Paradise Post on Friday for publishing in Saturday's paper. The information could include a status report with regard to restoring water service.

Director Sulik: Thanked employees for their hard work. When customers get a busy signal, it is due to the limited number of phone lines at the temporary office location and high volume of calls. Acknowledged Cal Water for their mutual assistance and emphasized PID is here for our customers now, and in the future.

President Sulik announced closed session regarding the following:
PUBLIC EMPLOYMENT: [District Manager] Pursuant to Government Code section 54957.

CLOSED SESSION
(Item 12)

The Board adjourned to closed session at 8:10 p.m.

President Sulik reconvened the regular meeting at 8:20 p.m. and provided the following closed session report:

CLOSED SESSION
ANNOUNCEMENT

The Board hereby releases Ed Fortner from his employment with PID effective January 1, 2019. This separation is without cause. Mr. Fortner will be available through the end of December to assist PID in the transition. PID thanks Mr. Fortner for his service to the District and wishes him well. Directors' votes were polled as follows by roll call:

AYES: Directors Sulik, Rice, Prevot, and Kellogg
NOES: None
ABSENT: Division 1 Director seat vacant
Motion passes 4-0

It was moved by President Sulik to adjourn the meeting. The regular meeting was adjourned at 8:21 p.m.

ADJOURNMENT


Georgeanna Borrayo, Secretary


Marc Sulik, President