

Dan Woolery,
President, Division 3

James Rickert,
Vice President, Division 5

Ronnean Lund,
Director, Division 1

Audie Butcher,
Director, Division 2

Steve McCarley,
Director, Division 4

Justin Dahl,
General Manager

SPECIAL BOARD MEETING

1887 Howard Street, third floor, Anderson, CA

Agenda

July 24, 2023, 6:00 p.m.

1. Call To Order

2. Flag Salute

3. Public Participation

Time set aside for members of the public that wish to address the Board regarding operations of the District within the jurisdiction of the Board. Individuals are requested to limit comments to a maximum of three minutes.

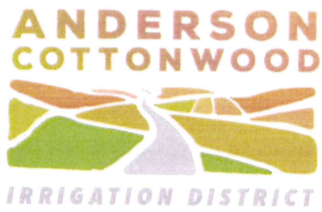
4. Closed Session

- a. Conference with Labor Negotiators (Government Code § 54957.6) District representative: Justin Dahl, General Manager. Employee Units: Teamsters Local 137.

5. Business Items

- a. Approving Tentative Agreement with Teamsters Local 137
- b. Review, Discuss & Approve Communication App. Regroup
- c. Review & Discuss District Engineers' Progress on the Main Canal Survey

6. Adjourn



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Date: July 24, 2023 Agenda Item No. 5A

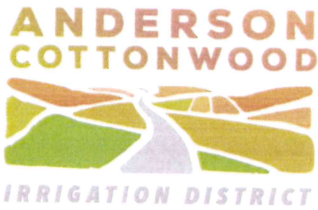
Agenda Title: Approving Tentative Agreement with Teamsters Local 137

Discussion: Review proposal from Teamsters Local 137

Fiscal Impact: N/A

Recommendation: General Manager would like the board to consider the proposal and approval.

Attachments: N/A



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Date: July 24, 2023 Agenda Item No. 5B

Agenda Title: Review, Discuss and Approve Communications App Regroup

Discussion:

- Assess the need for a mass communication system.
- Evaluate benefits and challenges regarding implementing and maintaining a mass communication system.

Fiscal Impact: \$4075 year one and \$3075 annually following year one OR
\$8842 total paid in full for 3 years (15% discount)

Recommendation:

The District Staff recommends the Board approve of purchasing services from Regroup at the price of \$8842 to be paid in full for services to last 3 years.

Attachments: Mass Communications System Proposal

Anderson-Cottonwood Irrigation District

Mass Communication System Proposal

I. Executive Summary

a. Introduction

- i. Anderson-Cottonwood Irrigation District's (ACID) provides irrigation services to its users and maintains the main canal (35 miles in length), pump station and other facilities. During the irrigation season (April 1st – October 31st), water operators deliver water to customers within the District. ACID customers have displayed concerns regarding the lack of communication between the District, water users and landowners. This report highlights the need for ACID to implement a new communication system to improve customer experience and information dissemination.

b. Objectives

- i. Assess the need for a new communication system.
- ii. Evaluate the benefits, challenges and cost of implementing a new communication system.

c. Key Findings and Recommendations

- i. Between 2021-2023 ACID has experienced the number of water users increase by 141%.
- ii. ACID has an inadequate communications system which lacks quality data and the ability to contact water users/landowners in mass.
- iii. The District Staff recommends the Board of Directors to review, discuss and approve the purchase of Regroup software and appoint Communications Intern, Reagan Dahle, to oversee the implementation of the system under the direction of Justin Dahl, General Manager.

d. Conclusion

- i. Customers have brought forward the issue of lacking communication between the District and the water users/landowners. Implementing a mass communication system is necessary for improving customer experience and information dissemination.

II. Introduction

a. Background and Context:

- i. The 2023 irrigation season highlighted areas in need of improvement within ACID's communication system. Customers reported experiencing delays and dissatisfaction caused by the absence of an up-to-date communications network. The Board of Directors approved the creation of a Communications Intern position to review the current communication system and identify ways to improve the system. This report brings together the information found during the initial review of the system and recommendations for future improvement.

b. Purpose of the Report

- i. The purpose of this report is to inform the Board of Directors on the current communication system and provide information on the benefits and challenges of implementing a new communication system.

c. Report Structure

- i. Executive Summary
- ii. Introduction
- iii. Project Overview
- iv. Methodology
- v. Key Findings
- vi. Recommendations
- vii. Conclusion

III. Project Overview

a. Background

- i. Over the course of the 2023 irrigation season the customers of the Anderson-Cottonwood Irrigation District have brought to the attention of the Board of Directors and District Staff, through public comment during board meetings, phone calls and written accounts their concern regarding the network of communication between the district and the users. In response to the customer dissatisfaction, ACID Board of Directors filled a position to review the current communications system and identify potential avenues to better serve the customers of the district. The people who will be most impacted by implementing a mass communications system would be water users/landowners and District Staff.

IV. Methodology

a. Data Collection:

- i. All the information regarding the number of water users has been sourced from ACID's accounting and business software system, Sage.
- ii. Information regarding Regroup has been collected from their website and directly from their sales department.
- iii. Calls were made to other companies who use Regroup using the phone in the District Office.

V. Key Findings

a. Overview of Findings

- i. The ACID irrigation season takes place from April 1st – October 31st annually. The number of water users recorded within the irrigation season over the last 3 years is reflected below:
 - o 2021: 348 water users
 - o 2022: 291 water users
 - o 2023: 839 water users
- ii. From 2021 to 2023 there was a 141% increase in the number of water users.
- iii. Research done by District Staff identified the software company, Regroup, features a mass communication system capable of meeting ACID's communication needs.

b. Regroup SWOT Analysis

- i. Strengths
 - o Capable of contacting water users/landowners via phone call, text message, email, etc....
 - o Ability to store customer information and format the information to meet the needs of the District.
- ii. Weaknesses
 - o ACID has limited amounts of customer data. This lack of information could weaken the effectiveness of Regroup.
- iii. Opportunities
 - o Regroup would provide an opportunity for ACID to store and format customer information. Having this customer data in a ready to use system would be invaluable in connecting with water users, landowners and District Staff.

iv. Threats

- The ACID database has a list of 1239 parcel numbers, of those parcel numbers there are 1042 phone number entries. Of the phone numbers listed there are only 193 which are complete. Lack of quality data is a potential threat to the District in its own right.

c. Pricing - Regroup Mass Notification

i. Up to 1000 Licenses

Includes unlimited admins/groups/locations, mobile apps for admins and recipients including panic alerts, SFTP CSV import, AD Sync data integration, NOAA automated weather alerting, SSO integration, responsive alert two-way polling, survey builder and unlimited training and support

\$4075 year one and \$3075 annually after OR

\$8842 total Paid in full for 3 years (this is reflective of a 15% discount)

- ii. AlertMedia, a competing software company, offers similar features for \$9000 per year.

d. References

- i. Glenn-Colusa Irrigation District Staff when asked about their experience with Regroup they said, “it (Regroup) is simple and easy to use” and recommended the service.

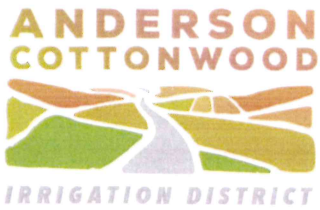
VI. Recommendations

a. Prioritized Action Items

- i. The District Staff recommends the Board of Directors to review, discuss and approve the purchase of Regroup software and appoint Communications Intern, Reagan Dahle, to oversee the implementation of the system under the direction of Justin Dahl, General Manager.

VII. Conclusion

This report highlights the need for immediate action from the Board of Directors to discuss and approve the implementation of a mass communication system, namely Regroup. Customers have voiced their dissatisfaction with the current network of communication and the evidence from the report identifies the need for a change in the information system.



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Date: July 24, 2023 Agenda Item No. 5C

Agenda Title: Review & Discuss Engineers Progress on Main Canal Survey for High Ground Water Situation

Discussion: Review the report put together by Engineers and see what progress has been made towards the high groundwater situation.

Fiscal Impact: None

Recommendation: None

Attachments: Progress Report from Engineers



Memorandum

Reference: 523014
Date: July 24, 2023
To: Anderson Cottonwood Irrigation District
From: Steve Nelson: SHN Engineering
Subject: **Review of Field Survey**

SHN Engineering was tasked with providing a field survey of five locations along the ACID Main Canal between Redding and Cottonwood as identified by district staff. The five locations are identified by adjacent streets or landmarks and starting from Cottonwood on the south end and going north:

Della Lane: Starting at a location approximately 570 feet down stream of the Crowley Creek crossing, both sides of the canal were accessible and were surveyed to establish the location of the top of levee and the water level at random locations. At each survey point, pictures were taken to document the conditions in the canal on each side of the canal for future planning and design. The flow line elevation of the canal was established as shown on the attached exhibit. All concrete turnout structures were located, surveyed, and photographed as well.

On the left side of the canal looking downstream (south side) the houses on the end of Della Way, there appeared to be standing water up against the canal embankment. On the right side (north side), there was a swale which appeared to be lower than the canal that was filled with water. This area that was surveyed was approximately 1180 feet long.



Verda Valle Subdivision: Starting at a location approximately 2,390 feet down stream of the Hill Street Bridge, at the upstream end of the flume crossing over Spring Gulch, only the right side of the canal was accessible and was surveyed to establish the location of the top of bank and the water level at random locations.





The width of the canal was estimated. At each survey point pictures were taken to document the conditions in the canal on each side of the canal for future planning and design. The flow line elevation of the canal was established as shown on the attached exhibit. All concrete turnout structures were located, surveyed, and photographed as well.

On the left side (west) of the canal looking upstream the topography is steep and drops directly into the canal up to a point that was approximately 680 feet downstream of the Hill Street bridge.

From that point to the Hill Street bridge the topography of the property to the left side is approximately within three to five feet lower than the levee of the canal and showed no signs of standing water. On the right side or east side of the canal the topography of the adjacent properties is at a level considerably lower than the canal levee. There are several locations where there is standing or flowing water on the properties adjacent to the canal.



The canal upstream of the Hill Street bridge is a location that the canal is lined for approximately 640 feet. This area was not surveyed.

Upstream of the existing lined portion of the canal to the broken bridge approximately 650 feet was surveyed. The topography on the left side (west) is at or slightly lower level than the canal levee and has a gentle up slope to the west away from the canal. The adjacent on the right side (east) are properties that are lower than the canal levee. There was no water on the surface noticed along the canal up to the Broken Bridge. Approximately 300 feet up stream of the broken bridge is season stream that enters the canal with no control structure.

Lady Smith Road: The survey was started at a point approximately 1,530 feet downstream of the Thomas Road bridge crossing. At each survey point pictures were taken to document the conditions in the canal on each side of the canal for future planning and design. The flow line elevation of the canal was established as shown on





the attached exhibit. All concrete turnout structures were located, surveyed, and photographed as well.

The first half of the distance going upstream the left side (west) was not accessible, so the survey was limited to the right (east) side of the canal. The topography of the left side is steep and sloped into the canal for approximately a distance of 100-200 feet then the topography levels out with a gentle slope towards the canal up to the bridge with residential properties adjacent to the canal. The ground level along that side is approximately the same as the canal levee. There was no standing water observed in this area. The area on the right (east) side of the adjacent parcels is approximately 5 to 10 feet below the canal levee with commercial and residential properties adjacent to the canal. It was observed that the adjacent properties had standing or running water in the parcels along the canal.



North Bonnyview Road to Radio Lane: The survey was completed along both sides of the main canal. At each survey point pictures were taken to document the conditions in the canal on each side of the canal for future planning and design. The flow line elevation of the canal was established as shown on the attached exhibit. All concrete turnout structures were located, surveyed, and photographed as well. On the right (east) it was observed that within 10 feet of the Bonnyview Road Bridge an outlet structure was leaking a significant volume of water through the canal levee, but it was not evident what the source of the leakage. Going north along the canal levee the first property is an open grazing field which had standing water in the field.

The next property to the north is the Bonnyview School which had standing water in the play field along the canal which extended across the field and covers a portion of the basketball court. On the north side of the school property there is an open ditch which is running water to the east. The entire length of the canal from bridge to bridge there is an open ditch along the canal at the toe of the levee that has water running. The district has installed a pump on the levee adjacent to the



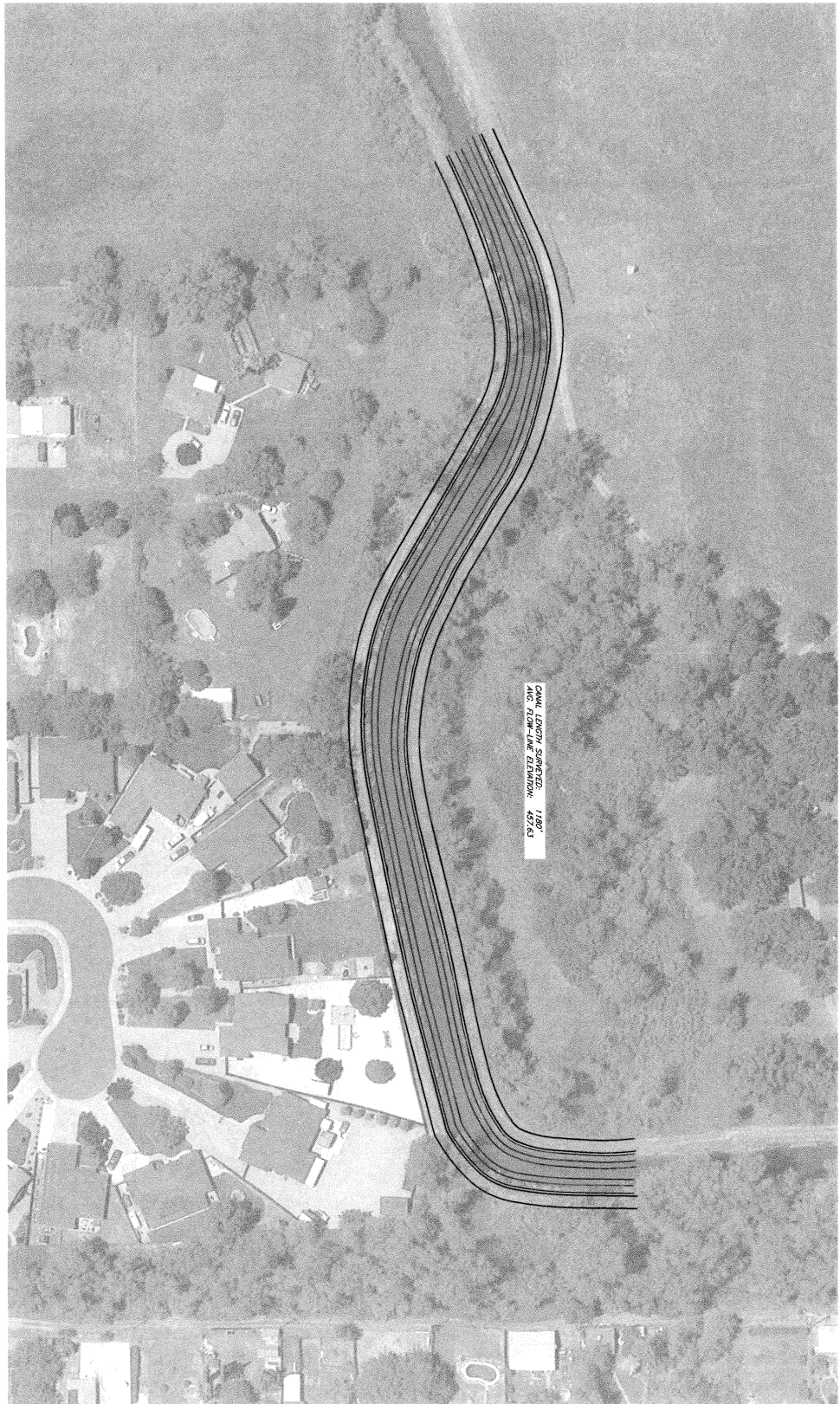


Phone: (530) 221-5424 Email: info@shn-engr.com Web: shn-engr.com
350 Hartnell Avenue, Suite B Redding, CA 96002-1875

school to draw the water out of the open ditch to reduce the amount of water on the school property.

On the left (West) side of the canal there is running water in an open ditch at the toe of the levee that appears to discharge into a storm drain on the north and south end. Most of the parcels on the west side of the canal are impacted by the water flooding the parcels along the canal.





DELLA LANE



PRELIMINARY


DATE: 07/26/23 PROJ. NO.: 523014	SHEET: 1	ACID SURVEY	DSGN	SDN	NO.	DATE	REVISION	BY	CONSULTING ENGINEERS & GEOLOGISTS, INC. 350 Hartnell Avenue Redding, CA 96002 (530)221-5424 FAX (530)221-0135	VERIFY SCALES BAR IS ONE INCH ON ORIGINAL DRAWING 0' 1"
			DR	BBA						



HILL STREET



PRELIMINARY

PROJECT NO. 523014	DATE 07/24/23	SHEET 2	ACID SURVEY				 CONSULTING ENGINEERS & GEOLOGISTS, INC. 350 Hartnell Avenue Redding, CA 96002 FAX (530)221-0135	VERIFY SCALES BAR IS ONE INCH ON ORIGINAL DRAWING 0 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY
	DESIGN SDN		DR BBA	CHK SDN	APVD	NO.		



LADYSMITH AVENUE



PRELIMINARY

SHEET
3

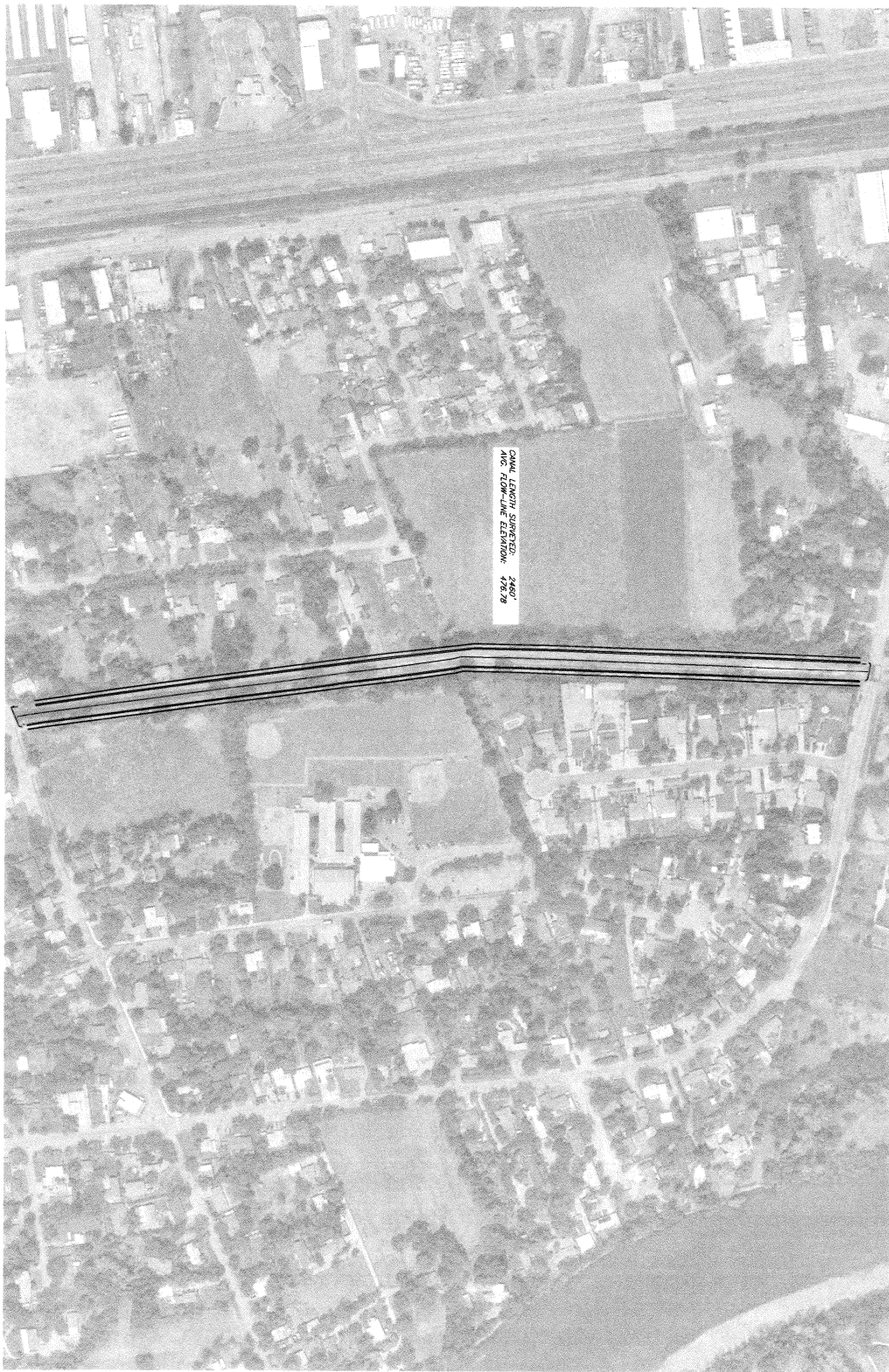
DATE: 07/24/23
 PROJ. NO.:
 523014

ACID SURVEY

DSGN	SDN				
DR	BBA				
CHK	SDN				
APVD					
NO.	DATE	REVISION	BY		

SEH CONSULTING ENGINEERS & GEOLOGISTS, INC.
 350 Hartnell Avenue
 Redding, CA 96002 FAX (530)221-0135

VERIFY SCALES
 BAR IS ONE INCH ON ORIGINAL DRAWING
 0 1"
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY



BONNYVIEW SCHOOL



PRELIMINARY

10/25 PROJ. NO. 523014	SHEET 4	ACID SURVEY	DSN SGN	NO.	DATE	REVISION	BY	CONSULTING ENGINEERS & GEOLOGISTS, INC. 350 Hartnell Avenue Redding, CA 96002 (530)221-5424 FAX (530)221-0136	VERIFY SCALES BAR IS ONE INCH ON ORIGINAL DRAWING 0 1"		
	DATE 07/24/23		DR BBA						CHK SGN	APVD	IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY
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