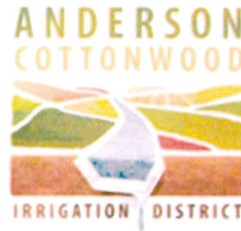


Brenda Haynes, President
Audie Butcher, Vice President
Tiger Michiels, Director

2810 Silver Street, Anderson, CA 96007
(530) 365-7329 Fax (530) 365-7623
www.andersoncottonwoodirrigationdistrict.org

Ray Eliante, Director
Rick Williams, Director
Jered Shipley, G.M.



Board Meeting December 8, 2022 6 p.m. Agenda

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. Consent Agenda

- A. Minutes - Approve the Minutes of the Regular Meeting on November 10, 2022.
- B. Financial Status Report for Year-to-Date Through November 2022.
- C. Payroll: Approve the Payroll Check Register for the Month of November 2022.
- D. EFTPS & ACH Transactions - Approve EFTPS & ACH transactions for the Payroll Periods Ending November 1, 2022 and November 16, 2022.
- E. Voided and/or missing checks for November 2022.
- F. Cash Disbursement Journal for November 2022

5. Business Items

- A. Appointment of Board Officers
- B. Review and consider the draft Fiscal Year 2023 Budget
- C. Review and consider extending the Operations Manager Contract
- D. Review and consider augmentation to Finance Manager Contract
- E. Review and consider augmentation to General Manager Contract

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6. **Administration Reports**

- A. General Manager
- B. Finance Manager
- C. Attorney

7. **Other Business**

- A. Consider setting a date and time for a Special Board meeting:
 - i. Appoint Director to vacant District 4 Board seat
 - ii. Present Final FY 2021 Financial Audit
 - iii. Review Final Draft FY 2023 Budget

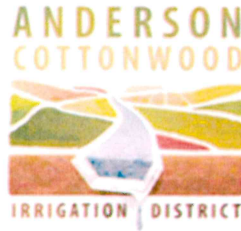
8. **Closed Session**

9. **Adjourn**

Brenda Haynes, President
Audie Butcher, Vice President
Tiger Michiels, Director

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Draft Minutes
Regular Monthly Meeting
November 10, 2022

1. **Call To Order**

The meeting was called to order at 6:00 pm

Directors Present: Michiels, Butcher, Haynes and Eliante

Staff Present: GM Jered Shipley

Legal Counsel: Dustin Cooper

2. **Flag Salute**

The Flay salute was performed by those willing and able

3. **Public Participation**

Nadine Bailey stated there are grants available. President Haynes asked her to communicate with the General Manager

Ben Duncan stated it's been quite a year, that he was in an awkward position, but wanted to thank the Board for hiring him and that ACID is fixing all the problems.

Chris Kelstrom stated it looked like he is probably going to the next County Supervisor for District 5 and wanted to be part of ACID conversations, decisions and totally involved.

4. **Consent Agenda**

A. Minutes - Approve the Minutes of the Regular Meeting on October 13, 2022, and the Minutes of the Special Meeting on October 19, 2022.

B. Financial Status Report for Year-to-Date Through October 2022.

C. Payroll: Approve the Payroll Check Register for the Month of October 2022.

D. EFTPS & ACH Transactions - Approve EFTPS & ACH transactions for the Payroll Periods Ending September 30, 2022, and October 15, 2022.

E. Voided and/or missing checks for October 2022.

F. Cash Disbursement Journal for October 2022.

Director Eliante made the motion and Director Butcher seconded to approve the Consent Agenda, passed on a 4-0 vote.

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5. Business Items

A. Vacancy on Board of Directors for Division 3

- i. Discussion on Options and Approach to fill the Vacancy
- ii. Consider Appointment of new Director for Division 3

After having a brief, separate interview with Joanna Brown and Dan Woolery (the two individuals that submitted letters of interest), there was comments from the public. Director Eliante made the motion and Director Butcher seconded to appoint Dan Woolery to fill the rest of the term vacated by Director Rick Williams, passed 4-0. Dan Woolery was sworn into office and took his seat on the dais.

B. Discuss and consider appointing Board Subcommittee to develop budget priorities for the fiscal year 2023.

Director Eliante made the motion and Director Michiels seconded to appoint Director Butcher and Director Woolery to Board Subcommittee to help develop the 2023 Budget, passed 5-0

6. Administration Reports

- A. General Manager
- B. Chief Financial Officer
- C. Attorney

7. Other Business

Closed Session

At 7:00 pm meeting was adjourned to Closed Session.

Director Eliante presented his letter of reinitiation effective immediately.

- A. PUBLIC EMPLOYEE EMPLOYMENT AND/OR PERFORMANCE EVALUATION
(Government Code Section §54957)
Title: General Manager/Financial Manager Evaluation

At 7:30 pm reconvened to Open Session and announced there was no reportable action taken.

8. Adjourn

The meeting was adjourned at 7:31 pm

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Anderson Cottonwood Irrigation District
2022 Financial Status Report
Month Ending November 2022

Revenues

Account Number	Budget Item	Month To Date	Year To Date	2022 Approved Budget	Percent Used	Balance Available
General						
4111	Water Sales / Prior Year	\$0	\$0	\$0	0%	\$0
4112	Water Sales / Business	\$0	\$0	\$8,500	0%	\$8,500
4114	Water Sales / Irrigation	\$0	\$0	\$728,000	0%	\$728,000
4115	Water Transfer / CVP	\$0	\$8,628,189	\$423,220	2039%	(\$8,204,969)
4117	Water Transfer / Base Supply	\$0	\$0	\$0	0%	\$0
4934	Penalty Revenue	\$0	\$0	\$2,000	0%	\$2,000
4971	Surplus Equipment	\$0	\$0	\$0	0%	\$0
4980	Misc. Revenue	\$0	\$24,326	\$0	0%	(\$24,326)
4984	Drainage Revenue	\$0	\$4,830	\$86,078	0%	\$81,248
4991	Contract/Project Income	\$0	\$0	\$0.00	0%	\$0
	Sub-Total	\$0	\$8,657,345	\$1,247,798	694%	(\$7,409,547)
Property Tax & Interest						
4920	Interest Revenue	\$0	\$42,833	\$15,000	286%	(\$27,833)
4930	Prop. Taxes / Shasta	\$2,150	\$266,792	\$494,000	54%	\$227,208
4931	Prop. Taxes / Tehama	\$0	\$19,611	\$42,500	46%	\$22,889
	Sub-Total	\$2,150	\$329,236	\$551,500	60%	\$222,264
	Total Revenues		\$8,986,581	\$1,799,298	499%	(\$7,187,283)
Receivables						
1441	Water Sales Receivable	\$0		\$0	0%	\$0

Anderson Cottonwood Irrigation District

2022 Financial Status Report

Month Ending November 2022

Expenditures

Account Number	Budget Item	Month To Date	Year To Date	2022 Approved Budget	Percent Used	Balance Available
Salaries & Benefits						
5010	Reg. Salaries (Admin)	\$16,225	\$175,292	\$198,350	88%	\$23,058
5012	Overtime (Admin)	\$0	\$0	\$0	0%	\$0
5014	Retirement (Admin)	\$0	\$6,243	\$6,906	90%	\$663
5015	Social Security (Admin)	\$355	\$11,589	\$12,120	96%	\$531
5016	Workers Comp. (Admin)	\$0	\$571	\$760	75%	\$189
5017	Unemployment Ins. (Admin)	\$0	\$911	\$1,302	70%	\$391
5018	Medicare (Admin)	\$156	\$2,329	\$2,836	82%	\$507
5019	Health Insurance (Admin)	\$1,904	\$31,247	\$47,076	66%	\$15,829
5110	Reg. Salaries (T&D)	\$17,018	\$254,120	\$307,800	83%	\$53,680
5111	Water Operator Milage	\$0	\$0	\$28,580	0%	\$28,580
5112	Overtime (T&D)	\$0	\$195	\$6,000	3%	\$5,805
5114	Retirement (T&D)	\$1,057	\$19,205	\$27,623	70%	\$8,418
5115	Social Security (T&D)	\$1,132	\$19,584	\$20,857	94%	\$1,273
5116	Workers Comp. (T&D)	\$0	\$39,353	\$52,181	75%	\$12,828
5117	Unemployment Ins. (T&D)	\$0	\$3,292	\$3,472	95%	\$180
5118	Medicare (T&D)	\$175	\$2,898	\$4,877	59%	\$1,979
5119	Health Ins. (T&D)	\$4,632	\$89,276	\$130,668	68%	\$41,392
	Sub-Total	\$42,654	\$656,105	\$851,408	77%	\$195,303
Administration						
6000	Vehicle Mileage	\$0	\$0	\$1,200	0%	\$1,200
6001	Medical Exp. / Supplies	\$0	\$688	\$5,000	14%	\$4,312
6002	Travel / Training Expense	\$0	\$0	\$8,200	0%	\$8,200
6003	Office Supplies / Expense	\$2,813	\$13,181	\$2,600	507%	(\$10,581)
6004	Office Equip. & Maintenance	\$1,257	\$8,238	\$14,200	58%	\$5,962
6005	Association Dues	\$0	\$15,184	\$500	3037%	(\$14,684)
6006	Public Notices	\$0	\$0	\$0	0%	\$0
6007	Election Expense	\$0	\$0	\$14,000	0%	\$14,000
6008	Legal Fees / Expense	\$5,557	\$33,719	\$21,275	158%	(\$12,444)
6009	SRSC Corporation	\$0	\$45,251	\$12,000	377%	(\$33,251)
6010	Maintenance Agreements	\$0	\$8,563	\$3,500	245%	(\$5,063)
6011	CV Strategies	\$0	\$0	\$0	0%	\$0
6012	Vehicle Insurance	\$0	\$4,685	\$1,000	469%	(\$3,685)
6013	Management Expense Acct.	\$100	\$401	\$1,000	40%	\$599
6014	Liability Claims	\$0	\$0	\$22,000	0%	\$22,000
6015	Property / Liability Insurance	\$0	\$30,028	\$12,000	250%	(\$18,028)
6016	Permit Fees	\$0	\$6,374	\$5,000	127%	(\$1,374)
6017	County Taxes / Assessments	\$0	\$4,200	\$10,000	42%	\$5,800
6018	Consultant Services	\$0	\$190	\$8,250	2%	\$8,060
6019	Audit / Accounting Services	\$0	\$0	\$15,000	0%	\$15,000
6023	Utilities	\$2,326	\$14,310	\$1,000	1431%	(\$13,310)
6024	Misc. Expense	\$0	\$9,403	\$2,500	376%	(\$6,903)
6026	District GIS	\$0	\$0	\$0	0%	\$0
6027	SGMA	\$0	\$7,573	\$0	0%	(\$7,573)
	Sub-Total	\$12,053	\$201,988	\$160,225	126%	(\$41,763)

Anderson Cottonwood Irrigation District
2022 Financial Status Report
Month Ending November 2022

Balance Summary

	Month To Date	Year To Date	2022 Approved Budget	Percent Used	Balance Available
Total Expenditures	\$427,938	\$2,879,574	\$1,632,133	176%	(\$1,247,441)
Total Revenues	\$2,150	\$ 8,986,581	\$1,799,298	499%	(\$7,187,283)

Capital Improvement

	Month To Date	Year To Date	2022 Approved Budget	Percent Used	Balance Available
1112 Land	\$0	\$0	\$0	0%	\$0
1114 Pumps	\$0	\$0	\$65,000	0%	\$65,000
1116 Trans & Distribution Plant	\$0	\$0	\$0	0%	\$0
1117 Equipment (Machinery)	\$0	\$0	\$0	0%	\$0
1118 Auto & Trucks	\$0	\$0	\$0	0%	\$0
1119 Buildings	\$0	\$0	\$0	0%	\$0
1120 Office Furniture & Equipment	\$0	\$0	\$0	0%	\$0
1123 Yard Improvement	\$0	\$0	\$0	0%	\$0
1124 Canal Lining & Pipe	\$4,902	\$229,186	\$100,000	229%	(\$129,186)
1125 Canal Safety Project	\$0	\$0	\$0	0%	\$0
1126 Main Canal Metering	\$0	\$0	\$0	0%	\$0
1127 Main Dam Improvement	\$0	\$0	\$0	0%	\$0
1132 Fish Screens	\$0	\$0	\$0	0%	\$0
1133 Fish Ladders	\$0	\$0	\$0	0%	\$0
1134 SCADA Equipment	\$0	\$0	\$0	0%	\$0
1135 Groundwater Program	\$0	\$9,066	\$0	0%	(\$9,066)
Total	\$4,902	\$238,252	\$165,000	144%	(\$73,252)

Anderson Cottonwood Irrigation District
2022 Financial Status Report
Month Ending November 2022

Cash

L.A.I.F.	\$9,800,798				
TCB Checking	\$999,477				
Petty Cash	\$100				
Imprest Cash	\$200				
TCB Money Market Acct.	\$880,974				
Total Cash	\$11,681,549				

Breakdown Of Funds on Deposit

General Fund	\$11,386,905				
Equipment Reserve	\$145,577				
Cap. Improvement Fund	(\$73,251)				
Drainage Fund	\$25,000				
Water Rights Protection	\$197,318				
Total Cash	\$11,681,549				

Anderson Cottonwood Irrigation District
Payroll Register
 For the Period From Nov 1, 2022 to Nov 30, 2022

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Employee ID Employee Reference Date	Pay Type	Pay Hrs	Pay Amt
22-04 Shipley, Rion J. 20008 11/1/22	Reg_Salarie		5,208.34
12 White, Teresa L. 20009 11/1/22	Regular	75.25	2,633.75
22-03 Duncan, Benjamin 20010 11/1/22	Reg_Salarie	88.00	2,500.00
21-09 Wilson, Kyle D. 20011 11/1/22	Dichtender	77.00	1,401.40
23 Passmore, Scott C. 20012 11/1/22	Main_Sup SickLeave	85.00 3.00	1,875.10 66.18
30 Poliak, Jeff B. 20013 11/1/22	Dichtender	72.00	1,355.04
33 Vega, Phillip 20014 11/1/22	Ops_Sup	88.00	1,807.52
22-04 Shipley, Rion J. 20015 11/16/22	Reg_Salarie		5,208.34
12 White, Teresa L. 20016 11/16/22	Regular	88.75	3,106.25
22-03 Duncan, Benjamin 20017 11/16/22	Reg_Salarie	88.00	2,500.00

Anderson Cottonwood Irrigation District
Payroll Register

For the Period From Nov 1, 2022 to Nov 30, 2022

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Employee ID Employee Reference Date	Pay Type	Pay Hrs	Pay Amt
21-09 Wilson, Kyle D. 20018 11/16/22	Ditchender Dam	50.00 28.00	910.00 605.08
23 Passmore, Scott C. 20019 11/16/22	Main_Sup Dam	58.00 30.00	1,279.48 786.00
30 Poliak, Jeff B. 20020 11/16/22	Ditchender	4.00	75.28
33 Vega, Phillip 20021 11/16/22	Ops_Sup Dam	58.00 30.00	1,191.32 731.70
Summary Total 11/1/22 thru 11/30/22	Reg_Salarie SickLeave Dam Ditchender Ops_Sup Regular Main_Sup	176.00 3.00 88.00 203.00 146.00 164.00 143.00	15,416.68 66.18 2,122.78 3,741.72 2,998.84 5,740.00 3,154.58
Report Date Final Total 11/1/22 thru 11/30/22	Reg_Salarie SickLeave Dam Ditchender Ops_Sup Regular Main_Sup	176.00 3.00 88.00 203.00 146.00 164.00 143.00	15,416.68 66.18 2,122.78 3,741.72 2,998.84 5,740.00 3,154.58

Anderson Cottonwood Irrigation District
Cash Disbursements Journal
 For the Period From Nov 1, 2022 to Nov 30, 2022

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/1/22	30029	7002	repair to 2015 F150 pickup	4,350.09	
		1308	Mike's Body Shop, Inc.		4,350.09
11/1/22	30030	1116	Extra work Location#1/Clear Creek Rd to Olney Creel	8,350.00	
		1308	TRG Excavations, Inc.		8,350.00
11/1/22	30031	2226	457 W/H for SP, 11/01/22 payroll period	75.00	
		1308	Variable Annuity Life Ins. Co.		75.00
11/1/22	30032	8002	weekly potable toilet service	210.00	
		1308	Welch Enterprises, Inc.		210.00
11/7/22	30033	1124	parts for pipe project	4,902.43	
		1308	AlSCO, Inc.		4,902.43
11/7/22	30034	8004	waterman H30 for PIP	3,655.88	
		1308	Briggs MFG INC		3,655.88
11/7/22	30035	6023	Spectrum monthly charges for internet and telephones	380.46	
		1308	Charter Communications		380.46
11/7/22	30036	7008	5 gallon oil	51.45	
		1308	Cross Petroleum		51.45
11/7/22	30037	7002	check and repair transmission on 2011 F150 pickup (127,504 miles on pickup)	814.48	
		1308	Crown Motors		814.48
11/7/22	30038	7000	monthly gasoline and diesel fuel charges	2,441.71	
		1308	Flyers Energy, LLC		2,441.71
11/7/22	30039	8004	flat iron for Broadhurst/ship	82.44	
		1308	Gerlinger Steel & Supply		82.44
11/7/22	30040	6003	business cards, Shipley, Duncan, White	64.35	
		1308	Harvest Printing		64.35
11/7/22	30041	7008	snapties fro County Grill, concrete vibrator, misc supplies for shop	417.79	
		1308	Liddell Construction Supply		417.79
11/7/22	30042	7008	drinking water for shop	30.92	
		1308	Mt. Shasta Spring Water		30.92
11/7/22	30043	8004	CD shop, rebar for main canal	165.61	
		1308	Payless Building Supply		165.61
11/7/22	30044	1116	mastication and hand crew tree work along Main Canal from Horrid Street to South Street in Anderson	161,475.00	
		1308	Peterson Timber Inc		161,475.00
11/7/22	30045	6023	monthly power for office/shop	461.38	
		8006	monthly standby charge	19.98	

Anderson Cottonwood Irrigation District
Cash Disbursements Journal
For the Period From Nov 1, 2022 to Nov 30, 2022

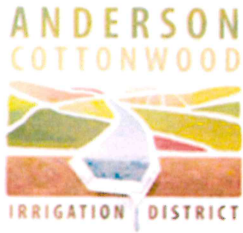
Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		8006	for Shasta Ranch monthly standby for Crowely Well	26.55	
		8006	monthly standy For Perry's Pond	19.98	
		8006	monthly standby for Dymesich pond	19.98	
		8006	monthly standby for Cottonwood Hyline	26.55	
		1308	Pacific Gas & Electric		574.42
11/7/22	30046	8001	work on generator up at Diversion facilities	445.73	
		7004	work on trailer to adapt to rental dump truck	165.60	
		1308	Ray's Truck & Equipment Repair		611.33
11/7/22	30047	8006	monthly power for Churn Creek pumps	156.63	
		8000	monthly power for SCADA Bonnyview Rd	33.07	
		1308	City Of Redding		189.70
11/7/22	30048	8004	concrete truck for Radio Lane	551.68	
		1308	J.F. Shea		551.68
11/7/22	30049	8001	kiln sticks for diversion facilities	193.77	
		1308	Siskiyou Forest Products		193.77
11/7/22	30050	8001	monthly charges for diversion facilities	85.08	
		1308	Verizon		85.08
11/7/22	30051	5114	pension for T&D for October	1,057.42	
		1308	Western Conf. Team. Pension		1,057.42
11/16/22	30068	2226	W/H for SP for 11/01/22 payroll period	75.00	
		1308	Variable Annuity Life Ins. Co.		75.00
11/16/22	30069	6003	2023 flag service for office	55.00	
		1308	Veterans of Foreign Wars		55.00
11/16/22	30070	8004	garbage at landfill	32.80	
		6023	monthly service for shop/office	114.92	
		1308	Waste Management		147.72
11/16/22	30071	8002	monthly service for portable toilet	210.00	
		1308	Welch Enterprises, Inc.		210.00
11/18/22	30052	6023	monthly water service/charges	13.56	
		1308	City Of Anderson		13.56
11/18/22	30053	7009	repaired and replace shop light in yard	601.90	
		1308	Bullert Industrial Electric, INC		601.90
11/18/22	30054	6003	monthly copy billing for office	148.77	
		1308	Carrel's Office Machines		148.77

Anderson Cottonwood Irrigation District
Cash Disbursements Journal
 For the Period From Nov 1, 2022 to Nov 30, 2022

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/18/22	30055	6003	retractable banner for	230.00	
		1308	ACID with graphics Go To Print		230.00
11/18/22	30056	8004	6 sack concrete 1 1/4 yard	225.23	
		1308	Loucks Landscape Supply		225.23
11/18/22	30057	6008	general for October	5,557.13	
		8008	NRDC vs	192.50	
		1308	Kemphorne/ACID Minasian, Meith, et al		5,749.63
11/18/22	30058	7008	drinking water for shop	53.59	
		1308	Mt. Shasta Spring Water		53.59
11/18/22	30059	7008	2 - 10042 pike pole, 3 -	585.36	
		1308	10032 pike pole BDI		585.36
11/18/22	30060	5019	health insurance for	1,904.00	
		5119	admin/December	4,637.00	
		1308	health insurance for December/T&D N.C.G.T. Security Fund		6,541.00
11/18/22	30061	7005	o ring, oil, trans cap for	44.20	
		1308	Kubota tractor Nor Cal Rentals		44.20
11/18/22	30062	8002	monthly service plan	675.00	
		6004	remote set up	362.50	
		1308	Obsidian IT		1,037.50
11/18/22	30063	7008	oil,	71.05	
		1308	Quality Saw & Mower		71.05
11/18/22	30064	8006	monthly standby for	30.00	
		8001	#0096520-2 Progress Drive pump	208.75	
		1308	monthly power for diversion facilities City Of Redding		238.75
11/18/22	30065	8004	S. Barney to Sikh Center	7,000.00	
		1308	Dr project/canal cleanup Gabe Ross Construction		7,000.00
11/18/22	30066	8008	2019 PCFFA Lit - ACID	2,252.85	
		8008	2020 CNRA Lit - ACID	18.28	
		8008	NRDC Lit	8,745.00	
		1308	Somach Simmons & Dunn		11,016.13
11/18/22	30067	8002	Linxup monthly billing	140.91	
		6023	Puretalk cell phone charges for month	247.60	
		7010	hedge trimmer, drill press	1,755.91	
		6003	fat cow monthly billing, printer, binders, folders, pens, rullers, cartrides for shop,	2,314.99	
		7009	thermostat for office	31.00	
		6013	business lunches	100.00	
		6004	new laptop	895.05	
		1308	Tri Counties Bank		5,485.46
Total				230,260.86	230,260.86



DATE December 8, 2022 | Agenda Item No. 6 A

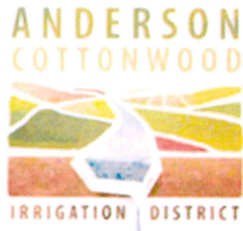
Agenda Title: Appointment of Anderson-Cottonwood Irrigation Board of Director's Officers

Discussion: Upon seating of any new Board members, the ACID Board has traditionally made appointments of the Board President (Chair) and Vice President (Vice Chair) at the regular scheduled Board meeting in December. The Board may choose to make appointments or table this item until a full Board is seated in early January. If the Board opts to table the appointments, current Vice President Butcher will preside over the December 8 Board meeting.

Fiscal Impact: None

Recommendation: No staff recommendation.

Attachments: N/A



DATE December 8, 2022 | Agenda Item No. 6 B

Agenda Title: Review and consider Draft Fiscal Year 2023 Financial Budget

Discussion: The District's Fiscal Year begins January 1 and ends on December 31 annually. It has been common for staff to have a working draft budget for the upcoming year in or around the month of October. 2022 has had several unforeseen circumstances, including but not limited to no irrigation season, major staff turnover, revenue from water sales, substantial funds being used for vegetation management throughout the conveyance system, and multiple newly seated Board Directors. Subsequent to these circumstances, the District is in a never-before-seen situation, to make short- and long-term decisions to ensure the future financial security of the District and address many needs that may not have been able to be addressed in the past.

Fiscal Impact: The District will have an estimated \$11 million dollars in reserve to begin Fiscal Year 2023. The fiscal impact will be determined once the Board has an opportunity to review, comment, consider and ultimately approve the FY 2023 Budget.

Recommendation: Staff recommends the Board review and consider the Draft Budget, and based off comments and concerns, staff will refine the document and bring back to the Board for final approval at the January 2023 Regular Board meeting.

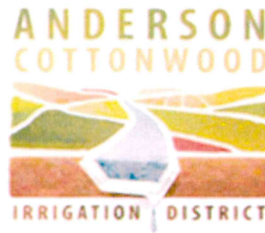
Attachments:

- ACID 2023 Working Budget Proposal
- Draft FY 2023 Budget Summary Letter
- Draft Revised District Reserve Policy

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Audie Butcher, Vice President
Tiger Michiels, Director

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Dan Woolery, Director
Division 4 Director
Jered Shipley, G.M.



Fiscal Year 2023 Budget Summary Letter

Background

The proposed Fiscal Year 2023 Anderson-Cottonwood Irrigation District Annual Budget is being carefully crafted to ensure the long-term financial stability of the District, while identifying and addressing immediate District needs. FY 2022 was not like any prior year; the third year of drought brought many uncertainties in water supply and allocation, directly influencing budgetary considerations. Typically, the District has a balanced budget in the range of \$2 million dollars. With the reduced water allocation, and subsequent Board decision to engage in water sales, the District had major impacts to both the revenue and expense components of the FY 2022 budget.

FY 2022 started with approximately \$5 million dollars in reserve, with assumptions of a balanced budget of \$1.8 million. The result of no irrigation within the District was approximately \$770k of lost irrigation revenue. Revenue from water sales in FY 2022 was approximately \$7.4 million dollars. In 2022, The District took advantage of the dry conveyance system, bidding out and completing approximately \$600k of vegetation management in preparation for future water seasons. Staff anticipates entering FY 2023 with approximately \$11 million dollars in reserve.

The District anticipates additional FY 2022 revenue as a result of Drought Relief Funding provided by the United States Bureau of Reclamation for water that went unused, below the 18% allocation. The water made available for this payment was a collective total from all Sacramento River Settlement Contractors, and not on a District-by-District basis. Although the District has not yet received this funding, it is estimated the payment to the District will be between \$2.4-\$3.4 million dollars.

Fiscal Year 2023 Assumptions

District staff have to make certain assumptions to properly construct the Budget each year. The FY 2023 budget assumes a full water year with approximately \$725k in irrigation revenue, though this revenue may be greatly reduced by a future Board action. Reducing irrigation fees for water users would be a proactive attempt by the Board to help proportionately offset some of the losses water users were subjected to

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during the 2022 year. The District has multiple long term water transfer agreements in place, generating an estimated 423k in additional revenue. The Budget also assumes all District positions are filled and benefits cover employee and family medical plan. Currently there are several vacant positions; it is unknown at this time when each position will be filled throughout the year, and at what rate of insurance the new employees will require.

Staffing (Acct #5010-5119)

The District currently has seven vacant positions and one additional newly proposed position for an Executive Assistant or Management Analyst. The new position would act as a liaison between the District, outside agencies and the general public arranging and attending public meetings, monitoring, and assisting in implementing strategic planning as directed by the General Manager and Board. Additionally, this position will work with office and management staff to assist with encroachment, easement and title searches including historic right of way issues. Staff are currently developing a full Job Description for the proposed position. Upon the approval of the FY 2023 Budget, staff would begin the recruitment phase to fill positions.

Equipment (Acct #1117-1118)

Staff have taken a comprehensive inventory of all motorized District equipment and have identified the needs of the District, developing a long-term plan for fleet equipment.

Currently, District Water Operators (formerly ditch tenders) utilize their personal vehicles during the irrigation season for water deliveries, making valve adjustments, and job assignments. Although there are some compensation considerations for the use of private vehicles, management recommends the purchase of five vehicles for Operations. Four would be standard light duty pickup trucks to be assigned to Water Operators during the irrigation season, and one vehicle would be a small SUV to be assigned to the General Manager for work related use. This would rotate one light pickup truck back to the fleet for operations. The one-time purchase of multiple vehicles will allow for the establishment of rolling stock and allow for the scheduled replacement of one light vehicle per year.

The second component of the long-term plan is Heavy Equipment. The District currently has one backhoe (John Deere, 2400 hours) and one small tractor (Kubota, 800 hours). Staff recommends the additional purchase of one lightly used excavator with a masticator implement, one new/lightly used backhoe and one skid steer. Purchase of this equipment and filling vacant positions will allow District staff to maintain facilities and the conveyance system throughout the year, becoming less dependent on outside contractors, while furthering the development and retention of

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well-trained employees. Future Heavy Equipment considerations will address a newer dump truck with more towing capacity.

Consultants (Acct #6018)

Staff have identified several areas to utilize the services of outside consultants to broaden the District's ability to complete new and ongoing tasks. This includes communications, a complete reboot of the District's website, grant funding opportunities, development of a Capital Improvement and/or Strategic Plan, canal modeling, information technology (IT) concerns, and seepage studies. In FY 2022, The Board approved a separate contract with a communications firm (CV Strategies Acct #6011) to assist with identifying and communicating these needs.

Project Water Costs/USBR (Acct #8007)

Anderson-Cottonwood Irrigation District has two different classifications of water, Base Supply and Project Water. Each year, once Project Water use is calculated by USBR, they issue fees associated with the cost of service. In 2022, to help facilitate the transfer of water, USBR declared all in-basin transfers to be identified as Project Water. All Project Water costs associated with water transfers the District engaged in were to be the responsibility of the entity receiving the water (buyers) per each contract. A portion of the fees were paid to the District prior to delivery of water, and in turn the District paid USBR approximately \$1.2 million dollars in anticipation of these fees on June 2, 2022. Currently the District has budgeted another \$1.1 million dollars due upon final reconciliation of the water accounting, though accounting will not be complete until late summer 2023. The District will be reimbursed the equal amount for this payment by the buyers.

Reserves

The District currently has a Designated Reserve Accounts Policy that was adopted in 2010, by Resolution 2010-05. Staff believes there is a need and opportunity to revisit this Policy making necessary updates to clearly define objectives, accounts, and limits. This task is very important considering the revenue from FY 2022 water sales, possible Drought Relief Funding, and the need to address District aging infrastructure and other long term financial considerations of the District.

The District also has an Expenditure Limitations Policy. This Policy consists of two sentences and should also be reviewed and possibly updated to reflect the needs of the District. A clearly defined policy will enable District staff to conduct business that may be time sensitive such as meeting deadlines for grant funding opportunities or other projects beneficial to the District.

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Capital Improvement Plan

Anderson-Cottonwood Irrigation District diverts water from the Sacramento River in Redding, California, primarily from a gravity diversion in the river at the seasonal ACID Diversion Dam in Redding. In addition, the District operates a pump station (**Acct #1114**) on the river approximately 4 miles downstream to supply a lateral canal. ACID's distribution system includes approximately 35 miles of Main Canal, about 98 percent of which is unlined. The Main Canal flows through six inverted siphons to cross streams, such as Clear Creek, and three flume sections across smaller streams and lowland areas. The District also operates and maintains hundreds of small weirs, turn outs and other conveyance infrastructure.

Much of the conveyance system is over 50 years old and has reached or is nearing end of life which will need to be addressed over the next few years. Several of these components of the conveyance system are considered critical, in that if they fail, water will not be conveyed to large portions of the District. Development and implementation of a Capital Improvement Plan (CIP) as part of a larger ACID Strategic Plan will add to the long-term viability and success of the District. Reviewing and updating the District's Policies including the Reserve and Expenditure policy will aid in the development of appropriate accounts designated to address the future infrastructure needs of the District.

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Anderson Cottonwood Irrigation District
2023 Working Budget 12/08/2022

Account ID	Account Description	Cash
1307	Tri Counties Bank Money Market Acct.	\$ 880,974.12
1308	Tri Counties Bank Checking Account	\$ 715,708.86
1311	LAIF Account	\$ 9,800,797.79
1312	Imprest Cash	\$ 200.00
1313	Petty Cash Fund	\$ 100.00
Total cash on hand 12/08/2022		\$ 11,397,780.77
Expected outgoing thru 12/31/2022		\$ (250,000.00)
Expected cash on hand 1/1/2023		\$ 11,147,780.77

Anderson Cottonwood Irrigation District
2023 Working Budget Proposal - 11/23/2022

Revenues

Account Number	Budget Item	2022 Year To Date	2022 Projected Year End	2022 Approved Budget	2023 Proposed Budget
4111	Water Sales / Prior Year	\$0	\$0	\$0	\$0
4112	Water Sale Business	\$0	\$0	\$8,500	\$8,500
4114	Water Sales / Irrigation	\$0	\$0	\$728,000	\$728,000
4115	Water Transfer / CVP	\$8,628,189	\$8,628,189	\$423,220	\$1,543,000
4117	Water Transfer / Base Supply	\$0	\$0	\$0	\$0
4934	Penalty Revenue	\$0	\$0	\$2,000	\$2,000
4971	Sale of Equipment	\$0	\$0	\$0	\$0
4980	Misc. Revenue	\$24,326	\$24,326	\$0	\$0
4984	Drainage Revenue	\$4,830	\$4,830	\$86,078	\$10,000
4991	Contract/Project Income	\$0	\$0	\$0.00	\$0.00
	Sub-Total	\$8,657,345	\$8,657,345	\$1,247,798	\$2,291,500

Property Tax & Interest

4920	Interest Revenue	\$42,833	\$25,000	\$15,000	\$40,000
4930	Prop. Taxes / Shasta	\$266,744	\$558,000	\$494,000	\$558,000
4931	Prop. Taxes / Tehama	\$19,611	\$46,500	\$42,500	\$46,500
	Sub-Total	\$329,188	\$629,500	\$551,500	\$644,500
	Total Revenues	\$8,986,533	\$9,286,845	\$1,799,298	\$2,936,000

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Anderson Cottonwood Irrigation District
2023 Working Budget Proposal - 11/23/2022

Expenses

Account Number	Budget Item	2022 Year To Date	2022 Projected Year End	2022 Approved Budget	2023 Proposed Budget
General Maintenance					
7000	Fuels	\$28,526	\$33,410	\$23,000	\$40,000
7001	Equipment Rents & Leases	\$17,434	\$18,000	\$0	\$10,000
7002	Light Vehicles	\$11,559	\$12,000	\$4,000	\$10,000
7003	Heavy Vehicles	\$4,176	\$4,500	\$3,000	\$10,000
7004	Light Equipment	\$936	\$936	\$3,000	\$5,000
7005	Heavy Equipment	\$8,345	\$12,000	\$7,000	\$10,000
7007	Personal Supplies & Equipment	\$208	\$208	\$0	\$500
7008	Maintenance Supplies	\$22,287	\$30,000	\$10,000	\$25,000
7009	Buildings / Yard Maintenance	\$1,750	\$2,000	\$2,500	\$2,000
7010	Small Tools & Equipment	\$6,816	\$7,500	\$2,000	\$4,000
	Sub-Total	\$102,037	\$120,554	\$54,500	\$116,500

Canal Maintenance & Operations

8000	SCADA Maintenance	\$415	\$500	\$3,000	\$3,000
8001	Dam Maintenance	\$12,550	\$13,000	\$14,000	\$14,000
8002	Contracted Services	\$47,635	\$50,000	\$19,000	\$35,000
8003	Chemicals	\$0	\$0	\$13,000	\$15,000
8004	Canal Maintenance & Exp.	\$124,681	\$250,000	\$50,000	\$450,000
8005	Pump Maintenance	\$8,147	\$10,000	\$30,000	\$30,000
8006	Utilities / Pumping	\$2,765	\$3,200	\$134,000	\$135,000
8007	Project Water Costs / USBR	\$1,322,794	\$1,322,794	\$223,000	\$1,828,000
8008	Water Rights Protection	\$46,196	\$50,000	\$80,000	\$80,000
8010	Water Transfer / Base Supply	\$17,777	\$17,777	\$0	\$0
	Sub-Total	\$1,582,960	\$1,717,271	\$566,000	\$2,590,000

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ANDERSON-COTTONWOOD IRRIGATION DISTRICT

DESIGNATED RESERVE ACCOUNTS

POLICY

As detailed in Resolution No. 2010-05, the District's reserve account shall contain specified designated accounts, and funding sources for such accounts, as follows:

Designation	Amount	Funding Source
General Fund	Variable	All revenue not designated to any other fund.
Equipment Reserve	Variable	All interest revenue.
Capital Improvement Fund	Variable	As budgeted each calendar year by Board of Directors.
Drainage Fund	\$25,000	Fixed, replenished at start of each calendar year.
Water Rights Protection	\$250,000	Fixed, replenished at start of each calendar year.
M/S Annexation	Variable	Temporary impound account provided by annexing parties.
total		

ANDERSON-COTTONWOOD IRRIGATION DISTRICT RESERVE POLICY

PURPOSE

Special districts have constitutional authority under Article XIII B of the California Constitution to establish reserve funds as the districts “deem reasonable and proper.” Therefore, Anderson-Cottonwood Irrigation District’s (“District”) Reserve Policy has been developed to consider the level of reserves necessary to adequately provide for:

- Cash flow requirements
- Defending the District’s water rights
- Enhancing the District’s water supply portfolio
- Contingencies for unforeseen operating or capital needs
- Loss of significant revenue sources such as irrigation income and property tax receipts
- Economic uncertainties or other financial hardships
- Creditworthiness
- Unfunded mandates including costly regulatory requirements

Reserve funds are not “surplus” funds, but rather necessary funds designated or restricted for various purposes important to the short and long-term operations of the District. The District believes that a certain portion of its annual revenues should be held in reserve as part of its overall financial management strategy. The District’s Reserve funds are defined as the portion of the District’s Net Position as identified in the Statements of Net Position from the most recent audited financial statements that is not comprised of net investment in capital assets.

There are three major types of reserve funds:

- Designated reserve funds are earmarked for many purposes, including funding new capital facilities, construction, repair or refurbishment of existing facilities, rate stabilization and operating reserves. These funds can be utilized at the discretion of the District. The Board of Directors (“Board”) can change fund designations at any time. All earnings on designated reserve funds accrue to the District’s general fund and become a part of the annual non-operating revenues.

- Obligated reserve funds are set aside to meet contractual financial commitments for services not yet fulfilled and purchases that will take place in the future. The Board has no discretion as to the use of these funds.
- Restricted reserve funds are used strictly to meet requirements established by creditors, grant agencies, or law. The Board has no discretion as to the use of these funds.

Adequate levels of reserves are critical to the successful and stable operation of the District. Maintaining adequate reserves allows for reasonable levels of rate stabilization from year to year for rate payers and provides assurance that the District can respond to short-term emergencies, including unforeseen costly regulatory requirements.

Guiding Principles: The maximum and minimum target levels of each of the District's individual reserves is set to provide reasonable assurance that the funds in each reserve are adequate for their purpose over a one-year period.

The sum total of the maximum target levels of the reserves is the maximum level of reserves necessary to provide reasonable assurance that the District has the financial resources to respond to circumstances that may arise over a one-year period. Should total reserve levels exceed the maximum target level, the Board shall consider actions that would reduce the total reserve levels so as not to exceed the target maximum.

The sum total of the minimum target levels of the reserves is the minimum level of reserves necessary to provide reasonable assurance that the District has the financial resources to respond to circumstances that may arise over a one-year period. Should total reserve levels fall below the minimum target level, the Board shall consider actions that would increase the total reserve levels to at least equal the target minimum.

SUMMARY OF RESERVE FUNDS BY CATEGORY

Designated Reserves

- *Capital Replacement and Improvement Reserve*

The operations of the District rely on utilization of the entire conveyance system. The District understands with aging infrastructure, many capital infrastructure repairs and replacements will be vital to reliable water delivery. Heavy equipment and other rolling stock, combined with a variety of both mechanical and computer equipment is also addressed by this reserve account. The District recognizes the need to earmark funds for the regular repair and replacement of these items. Because the cost of replacing

and improving many of these items is significant, the District desires to establish and fund the *Capital Replacement and Improvement Reserve* in order to accumulate funds for these costs, especially since the cost and ability to borrow funds as needed is driven by market conditions that may or may not be advantageous or available to the District at the time asset replacement is necessary. The District's goal is to fund the *Capital Replacement and Improvement Reserve* to a level that will allow construction of two large siphons and the purchase of other significant equipment.

Reserve Targets: Maximum: \$4,500,000
 Minimum: \$2,500,000

- *Water Supply Protection and Regional Sustainability Reserve*

The District recognizes the need to participate and fund activities and programs that will protect, enhance, and ensure the long-term reliability of the District's surface and groundwater supplies. These activities include but are not limited to, water transfer monitoring and mitigation, development of groundwater supplies, fishery restoration efforts, Sites Reservoir development and legal and expert consulting related to defending the District's Sacramento River Settlement Contract.

Reserve Targets: Maximum: \$3,000,000
 Minimum: \$1,000,000

- *Operations Reserve*

The Operations Reserve is established for the following purposes:

- To provide for the cash flow needs of the District.
- To provide funds as necessary for purposes not contemplated by the other District Reserves.
- To finance any loss resulting from District operations.

The balance of the Operations Reserve shall be calculated as to not exceed the total of one year of the average annual budget.

Reserve Targets: Maximum: \$2,000,000
 Minimum: \$1,000,000

- *U.S. Bureau of Reclamation Cost Reserve*

The District recognizes the need to earmark funds to cover the extraordinary costs related to reductions in the District's water supply in a Shasta Critical year. Shasta Critical years result in dramatically increased

costs from the District's contract with the Bureau of Reclamation which are unavoidable by the District.

Reserve Targets: Maximum: \$2,500,000

 Minimum: \$1,000,000

Obligated Reserves

The District recognizes that there may be a need to set aside funds due to future contractual financial commitments, such as debt service on borrowed funds. Currently the District has no contractual financial commitments that require an obligated reserve.

Restricted Reserves

The District recognizes that there may be a need to establish restricted reserves pursuant to certain legal or contractual commitments. Currently, the District has no restricted reserves.

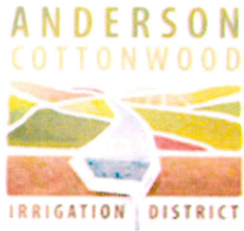
PROCEDURES FOR USING RESERVE FUNDS

It is the District's intention that current operating expenditures (net of depreciation and amortization) plus normal annual capital expenditures be funded with current revenues. Reserves may be used at the discretion of the Board to provide budgetary funding for the purposes for which the reserves were established, as detailed above.

The Board will authorize the use of reserve funds during the District's annual budget process. Authorization for the use of reserve funds for unbudgeted projects during the year shall also be approved by the Board. The Board, at its sole discretion, may establish new reserve funds, combine, or modify existing reserves, and set new minimum or maximum funding levels.

PROCEDURE FOR MONITORING RESERVE LEVELS

- The Finance Manager shall perform a reserve analysis and submit recommended adjustments to the Board not less than one time during each fiscal year.



DATE December 8, 2022 | Agenda Item No. 6 C

Agenda Title: Review and Consider Extension of Operations Manager Contract

Discussion: On July 14, 2022, the Board engaged in a six-month contract with Ben Duncan to serve as the Operations Manager for the District. The intent of this contract was for Duncan to take the lead role in overseeing field staff, coordinating with the public to address field concerns they may have and to identify, schedule and evaluate completion of work to be completed by outside contractors. This contract is due to expire on December 31, 2022.

Fiscal Impact: The fiscal impact of this position is \$60,000 annually, or \$5,000 for each month of a possible extension.

Recommendation: General Manager Shipley recommends the current contract be extended for three months, expiring on March 31, 2023. During this time, the District will develop and finalize a current job description, memorializing the Operations Manager as a permanent position. The District would complete the recruitment process, interview, and select the candidate best suited to fulfil the needs of the District.

Attachments:

- Current six-month Operations Manager Contract
- Proposed Draft Operations Manager Job Description

TEMPORARY EMPLOYMENT AGREEMENT BETWEEN
ANDERSON-COTTONWOOD IRRIGATION DISTRICT AND
BEN DUNCAN

WHEREAS, this Agreement is made between the Anderson-Cottonwood Irrigation District (ACID) and Ben Duncan (Duncan) this 14th day of July, 2022.

WHEREAS, ACID desires to employ Duncan as a Temporary Operations Manager and Duncan desires to accept this employment as Temporary Operations Manager upon the terms and conditions set forth below.

WHEREAS, the parties, by execution of this Agreement, agree that all earlier agreements, amendments, understandings, communications, representations or promises, whether written or oral, are hereby revoked and superseded by this Agreement.

NOW, THEREFORE, in consideration of the foregoing, and of the terms and conditions set forth herein, the parties agree as follows:

1. TERM. The agreement shall begin on June 29, 2022, and terminate on December 31, 2022, or upon the death or permanent disability of Duncan, unless terminated earlier by either party in accordance with the provisions of this Agreement.
2. TEMPORARY OPERATIONS MANAGER DUTIES. See Exhibit A.
3. COMPENSATION. ACID shall compensate Duncan for the performance of services during the term of this Agreement as set forth below:
 - (A) The District shall pay Duncan at a rate of \$60,000 per year, payable in 24 equal installments and subject to all withholdings and deductions required by law.
 - (B) Anytime his duties require travel, Duncan will be entitled to mileage reimbursement at the then current IRS rate. The costs and expenses of preapproved travel, including meals and lodging will be paid by ACID or reimbursed to Duncan in accordance with per diem rates established by IRS and in place at the time expenses are incurred.

- (C) Duncan will submit records of mileage in accordance with ACID policy.
- (D) Duncan shall not be provided health, dental, or vision insurance.
- (E) Duncan shall receive three (3) days of paid sick leave in 2022. Unused sick leave shall not carry over to the following year.
- (F) Duncan shall not earn or accrue vacation.
- (G) Duncan shall not be eligible for contributions to any ACID-offered retirement plan.

4. COMPENSATION IS TOTAL. Duncan's position is exempt and he shall not be entitled to overtime pay, compensating time off, or other compensation or reimbursement for hours worked for ACID, no matter when said work is performed, nor how much time is required, it is expressly understood that the compensation provided to Duncan as listed above will be the total compensation for the services and duties to be performed by Duncan in carrying out all of his responsibilities hereunder.

5. TERMINATION WITHOUT CAUSE. Notwithstanding any other provision of this Agreement, ACID may, upon providing Duncan with the advance written notice of not less than 10 days, terminate this Agreement with or without cause. Notwithstanding any other provision of this Agreement, Duncan may, upon providing ACID with advance written notice of not less than thirty (30) days, terminate this Agreement with or without cause.

IN WITNESS THEREOF, the parties hereof have executed this Agreement on this 14th day of July, 2022.

DATE: 7-14-2022

Brenda L. Haynes
President of the Board
Anderson-Cottonwood Irrigation District

DATE: 7/15/2022

[Signature]
Ben Duncan

EXHIBIT A

Temporary Employment Agreement between ACID and Ben Duncan, Operations Manager

UNDER DIRECTION OF THE ACTING GENERAL MANAGER, assist with the implementation of District operations and projects in coordination with the District Board, staff, landowners, government agencies consultants, and other entities.

EXAMPLES OF DUTIES

- Develop daily, weekly, monthly, and/or yearly maintenance plans and schedules
- Determine what planning, engineering, permitting, and materials are needed to efficiently implement maintenance capital improvement plans
- Schedule education and training of maintenance staff for safety, construction practices and equipment operations
- Plans, schedules, supervises, reviews, and evaluates the work of assigned staff; reviews and evaluates field employee performance; recommends disciplinary action; at the behest, or in the absence of the Acting General Manager, shall supervise and may execute disciplinary action to employees
- Performs duties in a professional manner and works well with others or in a team setting
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Observes safe work practices and safety methods; performs other duties as assigned

Anderson-Cottonwood Irrigation District

OPERATIONS MANAGER

Reports to: General Manager

Definition/Summary

Under direction of the General Manager, assists with planning, managing, and directing all District operations personnel involved in the maintenance and operation of the water conveyance system and water operations for irrigation water, including the management of the District's Supervisory Control and Data Acquisition (SCADA) system.

Essential Functions

- Assists with planning, organizing, and managing conveyance facilities, equipment, meters, and SCADA system.
- Assists with managing District's SCADA system.
- Assists with directing and coordinating the maintenance and water operations work plan through subordinate level supervisors.
- Assists with performing field evaluation, inspection, and monitoring to plan major jobs.
- Assists with developing and implementing long-range plans for maintenance and water operations departments.
- Assists with preparation of operations component of annual budget; reviews and approves purchase requests.
- Assists with assessing and monitoring work load, internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Assists with training employees on work procedures, standards and safety related programs.
- Assists with scheduling employee work shifts, approving leave requests and time sheets.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties and responsibilities as required.

Job Standards/Specifications

Knowledge of:

- Operations, services and activities of irrigation water distribution systems.
- Principles, practices, equipment, and materials used in water system construction, maintenance and repair.
- Supervisory principles and practices including planning, organizing and assigning work, training and appraising staff and dealing with personnel issues.
- Principles, methods and practices used in communications-control equipment installation, maintenance, and repair.
- Work safety standards and regulations.
- Principles of budget development and expenditure control.
- District policies, rules, regulations and procedures.
- Pertinent Federal, State and local laws, codes and regulations.
- Database applications related to maintenance, operations and construction.

Ability to:

- Plan, organize, direct and coordinate the work of lower level staff.
- Lead and direct the operations, services and activities of the maintenance and water operations departments.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Analyze complex maintenance and operations problems.
- Maintain effective audio-visual discrimination and perception needed for successful job performance.
- Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Effectively represent the District's operations function with the public, other government agencies, contractors, developers, and professional consultants.

Typical Physical Activities

- Ability to travel extensively by vehicle, frequently on unpaved roads, while conducting company business.
- Ability to work in an environment with exposure to dust, dirt, and hazardous materials.
- Ability to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Ability to stoop, kneel, crouch, crawl, and climb during field maintenance and repair work.
- Ability to work at a desk for an extended period of time.
- Ability to work in an environment with significant temperature changes between cold and heat.
- Ability to sit for extended time periods.
- Ability to stand and walk for extended time periods.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Use office equipment such as computers, copiers, and FAX machines.
- Hearing and vision within normal ranges with or without correction.
- Irregular or extended work hours: occasionally required to change working hours.

Environmental Factors

- Exposure to the sun: 50% or more work time spent outside a building and exposed to the sun.
- Considerable work time may be spent in all types of weather conditions: temperatures above 80 degrees, wind, wet and cold conditions, and humidity.
- May work on slippery or inclined surfaces.
- May work in or around areas with minor amounts of dust.
- Noise: occasionally may be exposed to unusually loud sounds.
- Oil: some parts of the body in contact with oil or grease occasionally.
- Dust: works in or around areas with minor amounts of dust.
- Irregular or extended work hours: occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would provide the necessary knowledge and abilities.

A typical way to obtain the knowledge and abilities would be:

Five years of increasingly responsible experience working in irrigation water distribution, including two years of supervisory or administrative responsibility.

College degree in a related field.

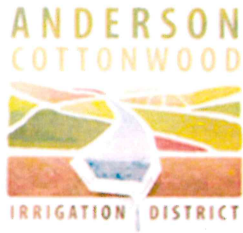
Equivalent to completion of twelfth grade, supplemented by college level course work, or specialized training in the SCADA field.

License Certificate Registration Requirement

Driver's License: Possession of a valid California Class C Driver's License required at the time of appointment.

Exempt Salary Position

This position is an exempt salary position and is not eligible for overtime compensation. Non-standard hours, nights and weekends may be required at times.



DATE December 8, 2022 | Agenda Item No. 6 D

Agenda Title: Review and Consider augmentation to finance Manager's Contract

Discussion: Finance Manager White would like to formally request the Board to pay for Dental/Vision insurance through the Teamsters. She did not ask for health insurance when she negotiated her contract. White was not aware until recently that the dental/vision policy was available to her. The monthly cost is currently \$167 a month and would only be in effect through the duration of White's contract with ACID.

Fiscal Impact: This will add \$2,004 to the Budget for 2023, which is already included in the Draft Budget Proposal.

Recommendation: General Manager Shipley recommends the Board approves the proposed change to White's contract.

Attachments:

- Teamster's Dental/Vision Cost Table

**FIRST AMENDMENT TO EMPLOYMENT AGREEMENT
BETWEEN ANDERSON-COTTONWOOD IRRIGATION DISTRICT
AND TERESA WHITE**

This First Amendment to the Employment Agreement (“Agreement”) is made and entered into effective as of _____, by and between the Anderson-Cottonwood Irrigation District (ACID), and Teresa White (White).

WHEREAS, ACID and White entered into an Employment Agreement dated September 13, 2022;

WHEREAS, ACID and White wish to amend the Agreement as set forth below; and

WHEREAS, ACID understands White has the option to seek employment elsewhere, and that ACID benefits from her willingness to continue her employment with ACID.

NOW, THEREFORE, in consideration of the foregoing and of the terms and conditions set forth herein, ACID and White agree as follows:

COMPENSATION

Paragraph 2.b shall be revised as follows:

The District shall contribute \$167 per month toward White’s purchase of dental and vision insurance through the plan offered by the District at the time of this Amendment.

All other provisions of the September 13, 2022, Agreement and any subsequent amendments shall remain in full force and effect as therein written.

IN WITNESS HERETO, we affix our signatures to this Amendment as the full and complete understanding of the relationships between the parties hereto.

DATE: _____

President of the Board
Anderson-Cottonwood Irrigation District

DATE: _____

Teresa White

NCGTSF Select Plans (Deductible* determined by CBA)

	2% Increase		2021		2022		2023	
	Select Plus		Select 250	Select 500	Select 250	Select 500	Select 250	Select 500
	PPO	Kaiser**	PPO	PPO	PPO	PPO	PPO	PPO
Med/Rx/Den/VSP								
Employee Only	\$764	\$764	\$728	\$700	\$728	\$700	\$743	\$714
Emp + Spouse	\$1,295	\$1,295	\$1,234	\$1,185	\$1,234	\$1,185	\$1,259	\$1,209
Emp + Child(ren)	\$1,231	\$1,231	\$1,174	\$1,127	\$1,174	\$1,127	\$1,198	\$1,150
Family	\$1,716	\$1,716	\$1,634	\$1,570	\$1,634	\$1,570	\$1,667	\$1,601

	0% Increase		2022		2023	
	Select Plus		Select 250	Select 500	Select 250	Select 500
	PPO	Kaiser**	PPO	PPO	PPO	PPO
Medical/Rx Only						
Employee Only	\$708	\$708	\$673	\$644	\$673	\$644
Emp + Spouse	\$1,182	\$1,182	\$1,123	\$1,074	\$1,123	\$1,074
Emp + Child(ren)	\$1,086	\$1,086	\$1,029	\$983	\$1,029	\$983
Family	\$1,516	\$1,516	\$1,434	\$1,370	\$1,434	\$1,370

	2% Increase		2021		2022		2023	
	Select Plus		Select 250	Select 500	Select 250	Select 500	Select 250	Select 500
	PPO	Kaiser**	PPO	PPO	PPO	PPO	PPO	PPO
Dental/VSP/Life Only								
Employee Only	\$722	\$722	\$687	\$656	\$722	\$687	\$687	\$656
Emp + Spouse	\$1,206	\$1,206	\$1,145	\$1,096	\$1,206	\$1,145	\$1,145	\$1,096
Emp + Child(ren)	\$1,108	\$1,108	\$1,050	\$1,003	\$1,108	\$1,050	\$1,050	\$1,003
Family	\$1,546	\$1,546	\$1,463	\$1,397	\$1,546	\$1,463	\$1,463	\$1,397

	2% Increase		2021		2022		2023	
	Select Plus		Select 250	Select 500	Select 250	Select 500	Select 250	Select 500
	PPO	Kaiser**	PPO	PPO	PPO	PPO	PPO	PPO
Dental/VSP/Life Only								
Employee Only	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99
Emp + Spouse	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167
Emp + Child(ren)	\$159	\$159	\$159	\$159	\$159	\$159	\$159	\$159
Family	\$222	\$222	\$222	\$222	\$222	\$222	\$222	\$222

***Deductibles:**
 Select Plus - \$0 Select 250 - \$250 / \$500 Select 500 - \$500 / \$1,000 **Kaiser only offered under Select Plus

Opt Out \$0

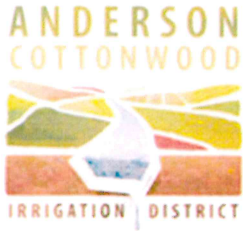
NCGTSF Plan E Plus

	2% Increase		2021		2022		2023	
	Med/Rx/Den/VSP/Life/HSA		H&W	HSA	H&W	HSA	H&W	HSA
	Employee Only	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse
Med/Rx/Den/VSP/Life/HSA								
Employee Only	\$639	\$58	\$697	\$697	\$639	\$58	\$651	\$63
Emp + Spouse	\$1,058	\$117	\$1,175	\$1,175	\$1,058	\$117	\$1,079	\$125
Emp + Child(ren)	\$1,009	\$117	\$1,126	\$1,126	\$1,009	\$117	\$1,029	\$125
Family	\$1,436	\$117	\$1,553	\$1,553	\$1,436	\$117	\$1,465	\$125

	2% Increase		2021		2022		2023	
	Med/Rx/Life/HSA		H&W	HSA	H&W	HSA	H&W	HSA
	Employee Only	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse
Med/Rx/Life/HSA								
Employee Only	\$582	\$58	\$640	\$640	\$582	\$58	\$594	\$63
Emp + Spouse	\$948	\$117	\$1,065	\$1,065	\$948	\$117	\$967	\$125
Emp + Child(ren)	\$865	\$117	\$982	\$982	\$865	\$117	\$882	\$125
Family	\$1,236	\$117	\$1,353	\$1,353	\$1,236	\$117	\$1,261	\$125

	2% Increase		2021		2022		2023	
	Dental/VSP/Life Only		H&W	HSA	H&W	HSA	H&W	HSA
	Employee Only	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse	Emp + Spouse
Dental/VSP/Life Only								
Employee Only	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99
Emp + Spouse	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167
Emp + Child(ren)	\$159	\$159	\$159	\$159	\$159	\$159	\$159	\$159
Family	\$222	\$222	\$222	\$222	\$222	\$222	\$222	\$222

Opt Out \$0



DATE December 8, 2022 | Agenda Item No. 6 E

Agenda Title: Review and Consider augmentation to General Manager’s Contract

Discussion: During the recruitment and subsequent contract negotiations with current General Manager Jered Shipley, there was one item that was agreed upon based on information provided at the time. It was understood by Shipley that all employees, regardless of years of service, received 10 days of vacation leave and 8 days of sick leave annually. However, employees with four years of service currently receive 20 days of vacation leave. Shipley is requesting the Board to augment his vacation accrual to the 20 day per year criteria.

Fiscal Impact: The financial impact would not be realized until separation of employment, as all vacation leave is paid out to employees upon separation.

Recommendation: N/A

Attachments: None

**FIRST AMENDMENT TO AGREEMENT FOR EMPLOYMENT
BETWEEN ANDERSON-COTTONWOOD IRRIGATION DISTRICT
AND JERED SHIPLEY**

This First Amendment to the Agreement for Employment (“Agreement”) is made and entered into effective as of _____, by and between the Anderson-Cottonwood Irrigation District, hereafter referred to as “District or ACID”, and Jered Shipley, hereafter referred to as “Shipley”.

WHEREAS, ACID and Shipley entered into an Employment Agreement dated September 8, 2022;

WHEREAS, ACID and Shipley wish to amend the Agreement as set forth below; and

WHEREAS, ACID understands Shipley has the option to seek employment elsewhere, and that ACID benefits from his willingness to continue his employment with ACID.

NOW, THEREFORE, in consideration of the foregoing and of the terms and conditions set forth herein, ACID and Shipley agree as follows:

VACATION

Paragraph 5 shall be revised to read as follows:

Shipley shall accrue paid vacation at the rate of .83 days per pay period for a maximum of thirty (30) days. All vacation must be scheduled in advance and approved by the Board President. Once this maximum accrual level is reached, Shipley will cease accruing additional vacation until his balance falls below this level.

SICK LEAVE

Paragraph 6 shall be revised to read as follows:

Shipley shall accrue illness leave at the rate of .50 days per pay period for a maximum of 12 days per year. Accrued unused sick leave shall not be compensable upon separation.

All other provisions of the September 8, 2022, Agreement and any subsequent amendments shall remain in full force and effect as therein written.

IN WITNESS HERETO, we affix our signatures to this Amendment as the full and complete understanding of the relationships between the parties hereto.

DATE: _____

President of the Board
Anderson-Cottonwood Irrigation District

DATE: _____

Jered Shipley