

FINAL MINUTES  
BOARD OF DIRECTORS REGULAR MONTHLY MEETING  
JUNE 10, 2021

**Anderson-Cottonwood Irrigation District**

*Brenda Haynes, President* 2810 Silver Street, Anderson, CA 96007  
*Audie Butcher, Vice President* (530) 365-7329 Fax (530) 365-7623  
*John Currey, General Manager* www.andersoncottonwoodirrigationdistrict.org

*Tiger Michiels, Director*  
*Ray Eliante, Director*  
*Rick Williams, Director*

**MINUTES  
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President Haynes called the meeting to order at 2:03 p.m.

**1. CALL TO ORDER**

Directors present: Michiels, Butcher, Haynes, Eliante  
Directors absent: none  
Staff present: Currey, White, Loffmark, Alvaro Caceres - Avadine  
Staff present via phone: Williams

**2. PRESENTATIONS**

**2.1 Receive presentation on Latis, a data management system**

Alvaro Caceres with Avadine gave a presentation on how ACID could benefit using Latis to streamline all aspects of ditchtending.

President Haynes inquired as to what type of privacy this program holds to which the answer was it is a cloud-based program providing unlimited security.

Director Eliante asked what type of payment options would be offered to which Alvaro stated it would be a subscription pay program.

Director Michiels questioned the setup timeframe for Latis. Oz from Avadine explained that it would be best to start in the off season to allow for staff to become familiarized with the program before the new water season starts. He also stated it depended on each staff member and how they are with electronics to how long it would take to understand the program.

GM Currey explained that other company's he had expressed interest in have a similar timeframe and is not looking for a decision at this time. Would like to see a decision made in August with implementation in September which would include this year's current data to make the application as up-to-date as possible.

**3. DISCUSSION ITEMS - NONE**

**4. PUBLIC PARTICIPATION - NONE**

**5. CONSENT AGENDA**

**5.1 Minutes – Approved the Minutes of the regular meeting May 13, 2021**

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- 5.2 Financial Status report for Year-to-Date Through May 2021
- 5.3 Payroll: Approved Payroll Check Register for the Month of May 2021
- 5.4 EFTPS & ACH Transactions – Approved EFTPS & ACH transactions for the Payroll Periods Ending April 30, 2021 and March 15, 2021
- 5.5 Voided and/or missing checks for May 2021

Director Eliante confirmed that with the payroll math broken down, if we had two more staff it would cover the overtime to which GM Currey answered correct.

Director Eliante asked due to all the overtime Maintenance Supervisor Passmore was accruing, was there a way for anyone to pick-up the slack. GM Currey stated he is trying to figure that out and at the time of this meeting will be interviewing three new prospects Monday, June 14<sup>th</sup>. At this time, we cannot pull maintenance off their projects or things will not get done.

President Haynes stated due to the number of questions, 5.3 would be removed from the consent agenda for discussion.

Vice President Butcher moved to approve the Consent Agenda as submitted, with 5.3 removed for discussion, Director Michiels made the second with a 4-0 vote.

**END OF CONSENT AGENDA**

- 5.6 Items removed from Consent Agenda

President Haynes inquired as to what exactly Passmore is doing. GM Currey stated he is doing required maintenance and repairs as well as maintaining the schedule for the crew and performing ditchtending duties for two areas and we are doing our best to share the load where we can.

President Haynes asked what Passmore's timecard looked like to which GM Currey informed the Board that timecards have the day broken down as much as he can.

President Haynes confirmed Passmore drove 78 miles in one day to which GM Currey answered yes.

President Haynes stated with not enough staff the most important thing is that ditchtenders and staff don't take on so much overtime they file stress claims. GM Currey stated we are following timecard obligations as much as possible and trying to find more places to run flyers such as feed stores, advertising online, everywhere possible.

President Haynes informed GM Currey that he could have interviewed potential applicants on the spot to which he confirmed he has done that with the six out of last eight staff we had.

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Vice President Butcher asked if Passmore was working 16-hour days to which GM Currey answered yes.

Directors Eliante and Michiels volunteered to take the job postings to feed stores in their areas.

President Haynes suggested to hire anyone that applies and use the 90-day period to decide if they should stay on. GM Currey stated we are already implementing that rule of thought at this time.

President Haynes inquired if there were other staff we could be giving jobs to besides Passmore and if there is an option to stop doing maintenance at this time. GM Currey said yes and that other staff have been coming to help where needed. As for maintenance, GM Currey stated that was done during the season last year and ACID is still recovering and feels it is the right choice to continue with maintenance at this time.

President Haynes asked if the ditchtenders were receiving overtime for Sunday to which GM Currey answered yes and are receiving overtime if they are doing other maintenance duties outside their ditchtending areas.

President Haynes questioned if Phil Vega could run the dam removal to which the answer was yes.

President Haynes inquired as to whether GM Currey was comfortable with hours Passmore is turning in. GM Currey stated yes as he looks at work logs, timecards, GPS, and talks with him daily.

President Haynes asked if a maintenance call comes in, is Passmore called every time or is the maintenance crew called directly. GM Currey explained that it depends on the call, whether the ditchtender can fix the issue, or day or situation.

Director Michiels moved to approve item 5.3 as submitted, Director Eliante made the second with a 4-0 vote.

**6. ACTION ITEMS**

- 6.1** Consider approval of the Final Cash Disbursements Journal for May 1, 2021 to May 31, 2021.

President Haynes inquired about the paint that was purchased. GM Currey stated they were for the mark it paint for USAs we receive.

President Haynes also asked about the number of gloves and safety glasses we order to which GM Currey answered staff goes through them as they wear out with the amount of work staff conducts.

President Haynes questioned where the Churn Creek oil was being stored. GM Currey stated some oil the ditchtenders hold in their vehicles, as well as some stored at the shop and their respective pumps.

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President Haynes asked about the tires that were purchased for the backhoe and dump truck. GM Currey explained the tire on the backhoe had separated around the rim and the tire on the dump truck had a gouge and couldn't make it out of the yard to be replaced.

Director Eliante inquired as to why two tooth and pins for the backhoe were purchased to which GM Currey answered one was to replace the one that was lost and one was a spare.

Director Michiels moved to approve the Cash Disbursements Journal as submitted, Director Eliante made the second with a 4-0 vote.

**6.2** Receive staff report and consider Department of Water Resources request to fund replacement data loggers in ACID groundwater monitoring wells

GM Currey explained to the Board that without data there won't be correct information which is a part of the agreement with DWR. In regards to cost sharing, ACID is the majority of the monitoring of groundwater monitoring wells and we are obligated to do so per the agreement. He also stated this is fundamental in supporting groundwater transfers and this request came from the State and other Bureau agencies to monitor the groundwater monitoring wells as well as it being part of the forbearance agreement to do so.

GM Currey reminded the Board from chart discussions on June 1<sup>st</sup> the price is comparable and the Boards approval is needed.

President Haynes asked if it was possible that DWR has grants or cost sharing. GM Currey stated he would table the discussion if the Board requests for a later date to get questions answered.

Vice President Butcher inquired as to whether this would jeopardize transfers in anyway to which GM Currey answered it was unknown at this time.

President Haynes stated she would like to see it approved with stipulations.

Director Michiels moved to approve the purchase of the data loggers on the condition GM Currey contacts Department of Water Resources and Bureau or Reclamation as to a possibility of a cost share or grant availability, Vice President Butcher made the second with a 3-1 vote. Director Eliante was a no vote.

**6.3** Receive staff report and consider approving the creation of the Assistant General Manager of Operations position

GM Currey would like to move the process forward or ask the Board for direction and has worked up a job description and flyer on the new position.

President Haynes asked if there had been thought about using an intern from the college but isn't sure an intern would be capable of doing what we have as a job description. GM Currey stated hiring someone with more skills would allow for focus on items of more importance. He would like to see someone that is advanced on all aspects to serve the District and not focus on just one item.

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Director Eliante agrees with GM Currey and sees the value in the position. His concern is regarding finances and would like to table the conversation and wait a few months.

President Haynes inquired as to the cost of the position. GM Currey provided the cost information and the impact would be minimal to the 2021 budget. He reminded the Board he is only looking for approval from the Board to authorize the job description and flyer, not to hire at this time. He is pushing the issue so as to not lose out on opportunities which happened in the prior four years. He wants to set the ground work for what will happen in the next six months and wants to be able to bring in monies to improve the District and maintenance.

Director Butcher agrees with the proposal and likes the idea of being structured to building and operations plan and believes this position should have a core operations function.

President Haynes confirmed we would not like to see a college student. GM Currey explained those that are returning students could potentially fit but he is describing attributes that would benefit the District most but is not focused on a particular person.

Vice President Butcher asked if the Board would see a list of potential candidates. GM Currey stated he would discuss with the Board at a future date on what the hiring process should look like.

GM Currey reminded the Board it does not hurt to have the discussion and would like to see this position advance the District's interest and make it better in the future. The next step would be to see if there is someone qualified for this position while also looking at the budget.

GM Currey explained ACID had a \$600,000 plus in net revenue last year and looked at what projects should be done with the surplus. He would like to see the District spend these funds on capital improvements and to use the funds as match for grants with a goal of 75% of the cost coming from other sources. GM Currey does not have the time to look at options available but this position could offer that level of dedication to accomplish that.

GM Currey would like to finalize the job announcement and job description in July and talk to potential candidates in August.

President Haynes expressed that if the Board makes a decision, it cannot go back on it. GM Currey stated the Board could wait and bring back the discussion in July when the budget conversation takes place.

President Haynes inquired about the depth of the duties in the job description. GM Currey indicated this was brought together from other districts job descriptions.

President Haynes questioned GM Currey as to whether he was looking to step out of his role into a more of a consulting position. He affirmed he was not leaving the GM role but needs help to complete the list of accomplishments he would like to achieve to make the District better.

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President Haynes asked about rewriting the Maintenance Supervisor's job description and how we would obtain a job description for a non-union Operations Supervisor to which GM Currey stated we are doing that now, although, only management positions would be non-union.

Vice President Butcher indicated it would be beneficial in having someone else that could help identify issues or problems ahead of time instead of totally relying on GM.

President Haynes inquired how this position would help with the lack of crew and projects that need to be completed. GM Currey informed the Board that three of the last employees we lost would have stayed if they were only completing maintenance.

Vice President Butcher affirmed some of those that have left were unhappy with customers and is there a way to deal with them. GM Currey answered what quells everyone is holding them (customers/District) accountable.

President Haynes specified she would like to set this aside for 30 days and focus on accruing more ditchtenders and having them where they need to be.

Vice President Butcher asked if a motion was made and does not pass can the subject come back at a later date to which President Haynes answered yes.

Vice President Butcher moved to approve the job description and flyer for the Assistant General Manager of Operations position, Director Michiels made the second with a 4-0 vote.

**7. GENERAL MANAGER'S REPORT**

GM Currey talked to the Board about current overtime during the irrigation season. To-date in the past six weeks, ACID has paid an average of 69.85 hours of overtime a week to several employees. Currently there are two open positions.

Our current practice is three ditchtenders working 6 days at 6.67hrs or 40hrs with the 7<sup>th</sup> day of 6.67 hours being overtime. The ditchtenders are eligible for additional maintenance overtime if asked to assist on a maintenance project that is beyond their ditchtending duties.

The maintenance supervisor is doing both ditchtending (covering two areas) and his other duties.

The overtime effect on the overall budget to-date is approximately 42%. Regular salaries are at 33% and is below our projected year-to-date by \$27,705. Overall payroll is at 35% versus the projected 42% for year-to-date.

Interviewing three new perspective employees on Monday, June 14<sup>th</sup>.

Leak at lateral 33 siphon repair between Balls Ferry and Venzke Rd was worsening with water flow diminishing. Excavated and found leak in crumbling 18" pipe with several root clusters blocking the flow of water upstream of leak. Pipe was in bad shape with 200ft being replaced and using every piece of 18" that could be found.

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A truck load of 1100' of 18" of pipe along with 700' of 24" pipe has been ordered.

Regarding Ferry Street seepage, we have removed the French drain that was installed by ACID which was undersized with no silt fabric protection. Installed 6" French drain with fabric in an 18" x 18" trench with drain rock. We also discovered where water is welling up 30-50 gallons per minute from this seepage.

On the topic of Spring Gulch, met with second contractor and will meet with a fish and creek specialist to discuss removing debris and concrete to improve water flow and prevent further undermining of the support piers. In three inspections have observed the following: four piers are partially undermined; the spillway apron has detached and is undermining the structure; two significant leaks and several small leaks and weeps. This will be the number one focus for repair for fall/winter 2021-2022. In August, ACID staff will clear the area next to and under the flume and mark all leaks.

A combined diversion chart shows season-to-date with 94.6% of the allocation plan at 1800-acre feet. The City of Redding has inquired about additional water. The river is currently at 7,100 feet going to 7,500 for Delta outflow. Annual Water Rights reporting as planned. MBK is helping to update the annual report for correctness and accuracy in reflecting the Districts actions. The 2020 reports will be submitted on time.

ACID is on the states "naughty" list for failing to report the hourly data for 2018 and 2019. We have corrected this omission with MBK's help.

Regarding conserved water and conjunctive use, 6800 paid acres and/or customers in District with 2200 acres of other irrigated ground, such as walnut orchards in the District with a total of 9000 irrigated acres in the District. We need to document the total irrigated acres in District as well as the 2200 acres that would have otherwise use surface water.

As of June 10<sup>th</sup>, 44 customers still owe ACID, at the amount of \$19,755.29.

San Luis Delta Mendota May invoice was sent out for 747-acre feet gross, 649.94 acre-feet paid in the amount of \$373,715.50.

Stokely versus ACID discovery is now completed with trial scheduled for January 2022.

Improvement in documentation reaching out to past contractors for information (i.e., CH2MHILL, Vestra, etc.). Many items were lost in 2017.

## 8. DIRECTORS REPORTS

- President Haynes asked about the tree removal at Churn Creek pumps. GM Currey reported that he had not completed the permit. President Haynes suggested that GM Currey contact Wendy Johnston at Vestra for some guidance regarding the permit.
- Vice President Butcher had no report.
- Director Eliante requests that GM Currey inspect some canal seepage near the Cottonwood Creek siphon and that we seek funding for the Data Loggers.

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- Director Michels had no report.
- Director Williams had no report

President Haynes announced the closed session. The meeting was adjourned to a short recess at 4:55 p.m.

**CLOSED SESSION ANNOUNCEMENT**

President Haynes announced that the Board of Directors would recess to a Closed Session to take the following actions:

**C.S.1 CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION.** Significant Exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government code section 54956.9. One Case.

**C.S.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
(Government Code Section §54957)  
Title: General Manager Evaluation

The Board of Directors recessed to Closed Session at 5:00 p.m.

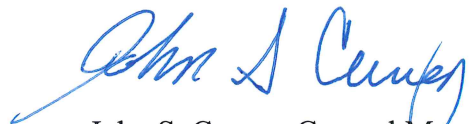
The Board of Directors returned from Closed Session and reconvened in Open Session with Directors Haynes, Butcher, Michiels, Eliante and Williams and General Manager John Currey present at 5:25 p.m.

**REPORT OF CLOSED SESSION ACTIONS**

General Manager John Currey reported that the Board of Directors met in Closed Session to discuss anticipated litigation. There was no other reportable action.

The Board of Directors adjourned at 5:30 p.m.

Respectfully Submitted.



John S. Currey, General Manager