

FINAL MINUTES  
BOARD OF DIRECTORS REGULAR MONTHLY MEETING  
MAY 13, 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*

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President Haynes called the meeting to order at 2:02 p.m.

**1. CALL TO ORDER**

Directors present: Michiels, Butcher, Haynes, Eliante  
Directors absent: none  
Staff present: Currey, White, Loffmark, Kris Bourgeois - GIS  
Staff present via phone: Williams

**2. PRESENTATIONS**

**2.1** Received staff presentation on status of GIS mapping

Kris Bourgeois, intern with Shasta College, gave the Board an overview of mapping that is currently located on ACID's public homepage which includes different layers such as Ditchtender area, current Board Director, laterals, and much more.

Kris went over staff access which includes different views than what the public is able to see such as paid parcel viewer, wells, bridges, pumps, ACID length, spill control and canals and ditches.

GM Currey stated staff will start using this tool to ensure quality control by updating with current data by end of season. Hope to have the most up-to-date paid parcels by June 10<sup>th</sup> which will also be reflected on the Ditchtender sheets. He also informed the Board that he would like to have a future intern associate measurement of easements and the correlating document on the map as well.

Director Eliante asked if alerts will be added to public map? GM Currey informed the Board that email groups have been established for issues such as the current problem we had with Churn Creek.

President Haynes stated she would like Kris to receive a certificate of appreciation for his hard work to add to his resume with GM Currey ensuring one will be drafted and submitted.

**2.2** Received staff presentation on Sustainability Groundwater Management System (SGMA)

GM Currey notified the Board ACID over the next eight months the Groundwater Sustainability Plan (GSP) must be completed by January of 2022.

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According to the meetings he has been a part of, the Basin is in balance. He also stated that in reading the Water Budget chapters, it was presented in such a way you couldn't understand what ACID's role is; they have since revamped the chapter to where we can start seeing how ACID surface water contributes to the overall groundwater budget. GM Currey will bring this back to the Board for updates as chapters are finalized.

GM Currey then passed to President Haynes for her comments on SGMA. She advised the Board that the State wants to know if anyone will be held accountable if there is an overdraft of the sub-basin. She would like to bring this back to the Board around October or November as we have two newer Board members and inform them on where the water goes and why and what needs to happen to protect us from having to go to an individual meter process, but does encourage a flow meter in the main canal as it goes into Tehama County per GM Currey's suggestion.

GM Currey explained to the Board that currently a model is accounting for every drop in the Bowman Sub-basin. He would like to know how much surface water is flowing from the Main Canal into Tehama County. He proposes that ultimately, instead of going to a meter process, we measure our canal and laterals flows from additional SCADA locations and correlate that with manual measurement at individual field turnouts.

Confirmed this will be brought back to the Board in October or November for updates.

**3. DISCUSSION ITEMS - NONE**

**4. PUBLIC PARTICIPATION - NONE**

**5. CONSENT AGENDA**

**5.1** Minutes – Approved the Minutes of the regular meeting April 8, 2021

**5.2** Financial Status report for Year-to-Date Through April 2021

**5.3** Payroll: Approved Payroll Check Register for the Month of April 2021

**5.4** EFTPS & ACH Transactions – Approved EFTPS & ACH transactions for the Payroll Periods Ending March 31, 2021 and April 15, 2021

**5.5** Voided and/or missing checks for April 2021

Director Eliante moved to approve the Consent Agenda as submitted, Vice President Butcher made the second with a 5-0 vote.

**END OF CONSENT AGENDA**

**6. ACTION ITEMS**

**6.1** Consider approval of the Final Cash Disbursements Journal for April 1, 2021 to April 30, 2021.

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Director Williams confirmed that our spraying was paid in full but inquired about what looks like a duplicate half amount of spraying. GM Currey explained that amount is for the delivery of Magnacide that we had received at the same time.

President Haynes asked about check 5107 for Voluntary Agreement Modeling and would like to see the language brought back to a future meeting. GM Currey stated this agreement predates himself but is in support of fish and temperature modeling for the Sacramento River Settlement Contractors to support and defend our water rights and use.

Director Williams confirmed that we did have a dump truck stuck and had to pay for a tow truck to retrieve it. GM Currey verified this was correct as the dump truck had gone off the road at Olney Creek and the backhoe was currently at another site and couldn't be used to help it out.

Director Michiels moved to approve the Cash Disbursements Journal as submitted, Vice President Butcher made the second with a 5-0 vote.

**6.2** Consider approval of the 2020 audit

GM Currey informed the Board that this is a clean audit.

President Haynes wanted confirmation that the Management Analysis was omitted from the audit and thought it had been incorporated in previous years. GM Currey confirmed that the analysis was omitted and had not been done in previous years. He stated that it is more of a discussion then a requirement and an opportunity for management to highlight facts or issue that support the District view of the Audit.

President Haynes alerted the Board to the extraordinary revenue from water transfers we receive and that as an entity, we don't want to be accustomed to these monies. GM Currey explained that these additional revenues or one-time revenues we receive are being identified and placed for future projects.

Vice President Butcher moved to approve the 2020 audit as submitted, Director Michiels made the second with a 5-0 vote.

**6.3** Discuss and consider Hill Street flooding and repair

GM Currey described that in previous years the canal was lined with concrete and currently it was discovered a large plug of debris downstream contributed to high water which crested the weir in the old creek. This occurred before April 24<sup>th</sup> when water rose above the boards and water went back 90 feet.

GM Currey informed the Board that staff, including himself, walked the entire length of the canal in the neighborhood looking for extra water in backyards off the canal. Calls were received regarding extra water in front yards off of Hill Street. By Monday, April 26<sup>th</sup>, water was at the intersection of Jacquelyn. By Wednesday, water was seeping under homes and blew out the pilot light of one home. An individual took pictures on April 26<sup>th</sup> with water surrounding her pool pumps and flowing around her pool deck.

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At this current time, the backside of the weir is dry and all of the wet spots are 100% dry. It was discovered that due to the high elevation of the canal and the plug caused the issues. Secoplex (caulking) was placed at the bottom of the boards for extra protection.

GM Currey stated he did inform those that had been affected by this issue of the meeting and that they were more than welcome to come and discuss any potential damage.

Director Williams asked if there was an intent to leave the boards for good or remove them at the end of the season. GM Currey stated they will stay for the season but there is nothing saying we have to remove them.

President Haynes inquired if it would be beneficial to put more boards in. GM Currey indicated that we can run the canal higher with the boards that are currently in place. He informed the Board that he had found a canal flow model from 1995 and at that time with no lining in the canal they were running 280 cfs. We are currently running up to 250 cfs but specified this rate will drop due to the drought.

GM Currey specified that he is not seeking direction at this time and will continue to monitor that area.

President Haynes questioned what stops this area from being flooded during the winter months. GM Currey stated that during that particular time frame, water flows into the canal, runs down the canal and into the Spring Gulch flume where ACID releases it into the gulch, and as we don't have water flowing at that time, flooding does not occur.

No action was taken.

**6.4** Discuss and direction to staff regarding employee mileage reimbursement and the proposed Assistant General Manager position

GM Currey informed the Board we had hired two Ditchtenders this week.

In regards to the mileage reimbursement, last year as part of an adjustment to the Union contract to adjust wages, a discussion was opened up for mileage reimbursement versus mileage allowance. At the time, Ditchtenders were not ready without first understanding how the process worked. The employees that pushed this issue are no longer with ACID, with the exception of one, and he is asking for reconsideration of this discussion. If elected, a letter agreement would be signed for mileage reimbursement and a mileage app would be implemented.

President Haynes asked Director Eliante of his knowledge of such an app. His reply was there are some unexpensive apps out there and some that give you more than you need and that he had sent links to some of these to the GM. GM Currey would like to see this employee try one of these apps to see how it works and in the long run it would save on payroll tax and workers compensation.

President Haynes asked if a payroll service would be able to provide this service down the road with GM Currey stating it is a possibility as this benefits the employee.

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Due to time restraints of counsel, President Haynes announced the closed session. The meeting was adjourned to Closed Session at 3:07 p.m.

**CLOSED SESSION ANNOUNCEMENT**

President Haynes announced that the Board of Directors would recess to 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.

**ADJOURN CLOSED SESSION - 3:30 p.m.**

**REPORT OF CLOSED SESSION 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. No action taken in closed session.

President Haynes announced that the Board of Directors would resume Action Items:

- 6.4** Discuss and direction to staff regarding employee mileage reimbursement and the proposed Assistant General Manager position

President Haynes stated this would give the Board a chance to see the actual totals of mileage logs and asked if we were locked into the IRS mileage rate. GM Currey confirmed we are locked into the IRS mileage rate and that is close or equal to what we compensate in taxes. He would like to do the math and make a more informed decision for a later meeting as this all varies week-to-week, call outs, etc.

President Haynes confirmed that she has always been bothered by the original arrangement and would like to see this as a pilot program. GM Currey verified one employee has requested this arrangement at this time with the possibility of more in the future.

President Haynes confirmed this arrangement will affect the budget.

Director Eliante would like to try the pilot program with one employee and how the app is used and asked if the app would also track hours. GM Currey did confirm there are apps that can geo-fence employees so they cannot login if not in their particular area.

The pilot program was agreed upon by all four Board members present – Director Williams call was dropped due to bad signal.

GM Currey expressed his concern with Dichtender training and where to advertise and find people. He stated that our last Dichtender had the best training and resource of information to be able to do his job properly but ultimately, couldn't handle customers

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and phone calls. We have currently hired two more Ditchtenders with their duties starting Monday, May 17<sup>th</sup>.

GM Currey informed the Board that our CFO Terri White, has provided notification of retirement after 33 years of service to ACID. He would like to see a restructure of positions and that since his start date in March of 2020, he has put in 20% over full-time hours. He admits he is struggling to learn operations and there is plenty of jobs still to complete such as the Department of Fish and Wildlife Report that is due every four years as well as the Regulation Water Management plan that still needs completed.

GM Currey would like to know how to structurally organize to get the most out of ACID. He stated a need for an Operational Assistant GM that would take certain operations out of the hands of others and allow us to plan up to 12 months of maintenance operations.

He has not completed a job description or the assessed the cost of this position, but would like support for a job description and cost brought back to the Board at the June meeting. By implementing this position, it would multiply revenues for capital improvements.

GM Currey stated he would like to see ACID and the customers held accountable and without proper measurements, Ditchtenders can only take complaints. Weir sticks were purchased to train our Ditchtenders on how to measure and help this issue. An Assistant General Manager would help share in this load of planning, training, and day-to-day operations and would like the Boards approval of entertaining this position to start sometime in summer.

President Haynes acknowledged Terri's letter and confirmed her 33<sup>rd</sup> year anniversary is August 30<sup>th</sup> and appreciates the notice. Her question is if a grant writer can be paid for services to ACID.

GM Currey confirmed that yes, a grant writer can be used, but ACID would still need to identify what project would need to be used for which grant, the costs of that project, and the planning. A grant writer does not have the scope to complete those tasks and at this moment, he is struggling to get these particular projects identified.

President Haynes asked how much of the General Managers job description would carry over to the Assistant General Manager. GM Currey has an idea but has not put it to paper but they would both look similar with the CFO's duties split between the GM and the OM.

President Eliante inquired if GM Currey had a timeframe and anyone in mind for this position which GM Currey replied he would like to have someone after July 1<sup>st</sup> and he had no one in particular in mind at this time.

President Eliante stated the possibilities could be endless and adding another person adds for expansion and growth of ACID to which GM Currey stated this would allow ACID to complete the jobs needed at this time.

Director Michiels commended our utilization for matching grants is outstanding and believes we will benefit greatly with this addition.

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**7. GENERAL MANAGER'S REPORT**

GM Currey informed the Board that if they had any questions regarding his attached General Manager's Report, he was more than able to answer them at this time or welcomes emails or phone calls after the meeting.

GM Currey apprised the Board that we are at 90% of our 75% diversion allocations. He would like to see a few acre feet by the end of September so we can finish out cycles needed for October. The Bureau is using our numbers in real-time to make weekly and even daily decisions regarding drought conditions in Shasta County.

GM Currey stated it is his priority of staff to find and fix leaks.

GM Currey advised the Board of the OM position and plans to convert Jen to permanent May 16<sup>th</sup>. President Haynes asked if she would need to complete another 90-day probationary period and would like to see it completed sooner. GM Currey stated he is ok with using her probationary period from Spherion as her probationary period for ACID.

GM Currey is currently completing an estimate of practices of water measurement, pump improvement, and canal lining.

GM Currey spoke about Seale Court off of 1<sup>st</sup> Street in Cottonwood. The project initially died in 2008 with ACID pipeline being relocated but no acknowledgment was ever taken by the Board nor was a Notice of Completion done by the company who relocated the pipe. At this time, we do not know where our pipe was relocated to. He stated that he found Board direction but no action was taken to accept the project.

He would like to verify that our pipeline was in fact moved and submit verification and a dedication of right-of-way.

Director Eliante asked if water tests have been completed to which GM Currey replied that the pipeline is operating but we cannot find its location.

President Haynes inquired if after the pipeline was moved as the subdivision ever built which GM Currey answered no. Shasta County has also received similar requests. President Haynes also asked if anyone on staff remembered to which the answer was no.

GM Currey discussed the seepage at the McQuellan's on Ferry Street. Last winter the main canal was inspected and any cracks were sealed along with the City of Anderson inspecting the drainage pipe and repairing a broken section. Now that the main canal and city drain have been addressed, we will revitalize the French drain installed by ACID seven years ago which worked for five years.

Director Michiels asked if the work was documented which GM Currey replied yes.

President Haynes questioned if they were going to file a claim. GM Currey stated they have threatened to and have talked to an attorney but ACID and the City have done what we stated we would do and at this point, interception of the water is the only thing to do.

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GM Currey stated we currently have no 24" pipe on-hand. He knows of a partial shipment being delivered and will be ordering 160 feet of pipe.

GM Currey spoke about the drought issue and we need to verify flows and hold ACID and customers accountable for hours. He questioned whether to draft a drought resolution or hold a special Board meeting to discuss the drought and the AGM position.

President Haynes stated she liked the idea of a drought resolution to echo the Governor's declaration and wants to ensure issues on particular properties that we have identified are assessed. GM Currey responded yes, we are working to address known issues. GM Currey also stated that we are going to be reducing water flows throughout the season to meet out 75% water allocation.

Director Eliante believes a drought resolution would provide protection to ACID.

**DIRECTORS REPORTS**

- President Haynes had a meeting with City of Anderson and the Fire Chief at their request regarding the manhole off of Shady Lane and inquired about barricades being placed. GM Currey expressed that we do not have any barricades at this time but, that as of the meeting, someone had placed two with ACID sprayed on them. He confirmed that the manhole leaks were address this morning. Also, the pipeline there is very shallow and trees have intruded into the pipe causing some additional leaks. His recommendation is to line the pipeline with an inflatable sleeve.
- President Haynes questioned why staff were off of Churn Creek and Smith Road around 5pm. GM Currey authorized the overtime work as there were three giant gopher holes that had opened and flooded into the field.
- President Haynes expressed concerns regarding the overtime. GM Currey stated staff are working hard and Ditchtenders are currently working a 6-day schedule with Sunday as overtime which we hope to stop once all Ditchtenders are in place. With the lack of people, we have to have overtime.
- President Haynes stated she would like the Jurins' property added to the maintenance list for their ditch covered in vines.
- Vice President Butcher spoke that generally everyone in his area is happy. Director Eliante has an issue with his western parcel with a lot of seepage going to the culvert under the creek and is pretty drastic. President Haynes added she would like a sentence added to the drought resolution regarding water wasted and how to report it.
- No reports from Director Williams or Director Michiels.

President Haynes announced the closed session. The meeting was adjourned to a short recess at 5:06 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 5:10 p.m.

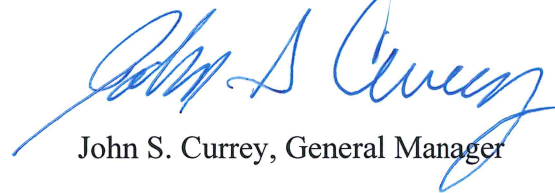
The Board of Directors returned from Closed Session and reconvened in Open Session with Directors Haynes, Butcher, Michiels, Eliante and Williams and General Manager John Currey present at 6:04 p.m.

**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 6:05 p.m.

Respectfully Submitted,



John S. Currey, General Manager