

DRAFT AGENDA
BOARD OF DIRECTORS REGULAR MONTHLY MEETING
SEPTEMBER 13, 2022

Brenda Haynes, President
Audie Butcher, Vice President
Terri White, CFO/Acting GM

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

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

AGENDA

**BOARD OF DIRECTORS
SPECIAL BOARD MEETING
SEPTEMBER 13, 2022**

REGULAR SESSION – 6:00 P.M.

**Meeting will take place at
District Office
2810 Silver Street
Anderson, CA**

- 1. CALL TO ORDER**
- 2. PRESENTATIONS – NONE**
- 3. DISCUSSION ITEMS – NONE**
- 4. PUBLIC COMMENT**

This time is set aside for members of the public who wish to address the Board regarding operations of the District within the jurisdiction of the Board. Individuals are requested to limit their comments to a maximum of three (3) minutes.

The Brown Act prohibits the Board from taking action on any item not placed on the printed Agenda in most cases.

- 5. ACTION ITEMS**
 - 5.1** Approve Job Description for Financial Manager and remove “Acting General Manager” from Terri White’s contract
 - 5.2** Consider approval to authorize and add Jered Shipley and Teresa White to the authorized signatory to the banking accounts, issue new credit cards, and adopt Resolution No. 2022-09 updating the Local Agency Investment Fund authorization to transfer monies

ADJOURN

Anderson-Cottonwood Irrigation District

TO: ACID Directors
FROM: Staff

Agenda Item No. 5.1
Meeting Date: 09/13/2022

DATE: September 9, 2022

SUBJECT: Consider Approval of Financial Manager Job Description and remove “Acting General Manager” from White’s employment contract

Background:

Approve job description for Financial Manager and remove “Acting General Manager” from Terri White’s employment contract

Recommendation:

Approve Job description and White’s contract as Financial Manager

Financial Manager Job Description
September 13, 2022

Financial Manager:

- Establishes financial operational strategies and customer-service strategies;-resolves problems; implements change.
- Analyzing and identifying opportunities for improvement, cost reduction, and systems enhancement; Developing financial strategies by forecasting capital, facilities, and staff requirements;
- Updates job knowledge by remaining aware of new regulations; participating in educational opportunities;
- Accomplishes financial mission by completing related results as needed
- Develops a system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Handles all aspects of payroll, including tax payments, quarterlies, and annual reports
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Works closely with auditors before/during/after the annual audit
- Works closely with General Manager to develop an annual budget for the District

Anderson-Cottonwood Irrigation District

TO: ACID Directors
FROM: Staff

Agenda Item No. 5.2
Meeting Date: 09/13/2022

DATE: September 9, 2022

SUBJECT: Consider Approval of Resolution No. 2022-09 and adding General Manager and Financial Manager to bank accounts and credit cards

Background:

Approve Resolution 2022-09 which will allow General Manager and Financial Manager to be signatories for bank accounts, credit cards, and LAIF account

Recommendation:

Approve adding General Manager, Jered Shipley, and Financial Manager, Teresa White to bank accounts, credit cards, and LAIF accounts.

RESOLUTION NO. 2022-09

**RESOLUTION OF THE BOARD OF DIRECTORS OF
ANDERSON-COTTONWOOD IRRIGATION DISTRICT
TO AUTHORIZE THE TRANSFER OF MONIES
IN THE LOCAL AGENCY INVESTMENT FUND**

WHEREAS pursuant to Chapter 730 of the statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund, in accordance with the provisions of §16429.1 of the Government Code, for the purpose of investment as stated therein is in the best interest of Anderson-Cottonwood Irrigation District.

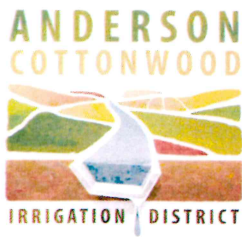
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors does hereby authorize the deposit and withdrawal of Anderson-Cottonwood Irrigation District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of §16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED that the following Anderson-Cottonwood Irrigation District officers shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund: Jered Shipley, General Manager; Teresa White, Financial Manager; Brenda Haynes, President; and Ray Eliante, Board Member.

PASSED AND ADOPTED this 13th day of September 2022, by the Board of Directors of Anderson-Cottonwood Irrigation District:

AYES:
NOES:
ABSENT:
ABSTAIN:

Brenda Haynes, President
Board of Directors
Anderson-Cottonwood Irrigation District



BOARD OF DIRECTORS
BRENDA HAYNES TIGER MICHIELS
AUDIE BUTCHER RAY ELIANTE
RICK WILLIAMS

ACTING GENERAL MANAGER
TERRI WHITE

September 13, 2022

To whom it may concern,

Anderson-Cottonwood Irrigation District has appointed a new General Manager and a new Financial Manager, in doing so, we need to add Jered Shipley and Teresa White to our accounts that are with Tri Counties Bank. We currently have a checking account #339130973 and a Money Market account #339128431.

Thank you,

Brenda Haynes, President
Board of Directors
Anderson-Cottonwood Irrigation District
2810 Silver Street
Anderson, CA 96007
530-365-7329