

FINAL MINUTES
BOARD OF DIRECTORS SPECIAL MEETING
FEBRUARY 24, 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 4:00 pm

1. CALL TO ORDER

Directors present: Michiels, Butcher, Haynes, Eliante, Williams
Directors absent: none
Staff present: Currey
Staff present via phone: White

2. PRESENTATIONS – NONE

3. DISCUSSION ITEMS - NONE

4. PUBLIC PARTICIPATION - NONE

5. CONSENT AGENDA - NONE

6. ACTION ITEMS

6.1 Receive staff report regarding current and future administrative staffing and provide directions for the office manager position

After reviewing the roles and duties encompassed in the new job description, Currey discussed the critical role that office manager position will play in the District's future. The new responsibilities will gradually be added over the next 12 months. Currey addressed the board's questions regarding the proposed job description and the process to fill the position. The new job description will be shared with the Union.

Currey's recommendation is to 1) provide the new job description to the Union, 2) hire a temp for the few months 3) start to broad recruitment.

Director Michiels moved to approve the plan outlined by Currey, Director Eliante made the second with a 5-0 vote

6.2 Receive staff report regarding payroll services and provide direction regarding a possible switching to an outside payroll service

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After reviewing the payroll services of ADP Currey answered questions regarding the goals of switch to a payroll service. The District current time keeping, attendance and payroll practices are manual in nature involving multiple steps and staff. As part of Currey's overall effort to automate many tasks and operation, he is recommending that payroll be automated.

The Board expressed support to have a payroll service and asked Currey to seek some additional proposals, including local providers, for their consideration at a future meeting.

7. GENERAL MANAGER'S REPORT

Currey discussed the recent staff training that included irrigation operation and sexual harassment.

Currey discussed the Moore Annexation and how he discovered the bulk of Mr. Moore's property was annexed in 1972. LAFCO was able to locate the documents and has revised the District's map.

Currey discussed an upcoming demonstration of an integrated accounting and Ditchtenders data collections.

Currey provided an update on the tree removal project at the Churn Creek pumps. He is meeting with additional companies for additional proposals.

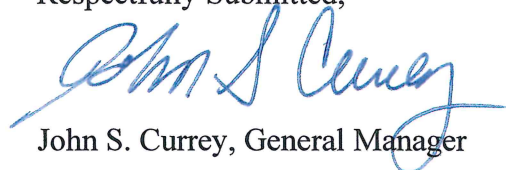
Currey stated that today the crew has installed 2050 feet of pipe and the current site will use and additional 1,100 feet. The other crew members are working on pipe repairs throughout the district.

8. DIRECTORS REPORTS

- Comments on District Activities
- Questions to Staff on District Issues

9. ADJOURNMENT The meeting was adjourned at 5:15

Respectfully Submitted,



John S. Currey, General Manager