

FINAL MINUTES  
BOARD OF DIRECTORS REGULAR MONTHLY MEETING  
JULY 8, 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*

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*Tiger Michiels, Director*

*Ray Eliante, Director*

*Rick Williams, Director*

**MINUTES  
REGULAR MONTHLY MEETING  
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President Haynes called the meeting to order at 2:02 p.m.

**1. CALL TO ORDER**

Directors present: Michiels, Haynes, Eliante  
Directors absent: Butcher, Williams  
Staff present: Currey, White, Loffmark  
Staff present via phone:

**2. PRESENTATIONS - NONE**

**3. DISCUSSION ITEMS**

**3.1 Discuss mid-year review including significant changes to the 2020-2021 budget**

GM Currey started the discussion informing the Board this was not a request but wanted to bring significant items to their attention.

Currently, our 3,000 AF is fully allocated for CVP transfers and our current gross revenue with San Luis Delta Mendota (SLDM) will be 1.9 million if pumps run up to September 30<sup>th</sup>.

Even with the overtime being paid at this time, ACID's labor is still under budget for the year with \$58,923 still remaining.

We have received a request from Sacramento River Settlement Contractors for additional funds in the amount of \$9,612 to fund drought planning and studies.

Have added additional amounts to canal maintenance expenses and a budget adjustment for full purchase of CVP water and added reimbursement for expenses from SLDM for ground water transfers.

In Capital Improvement's, we added pump rehabilitation for Perry's Pond and Dymesich Pond and other repairs needed.

With all adjustments made we will have a net revenue of \$1,317,408 at end-of-year.

President Haynes questioned whether to keep the budget the way it is or make changes throughout the year.

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Director Eliante stated he appreciated the updates.

Director Michiels asked what the benefit of the proposed changes in the budget are? GM Currey stated without Board approval we could potentially go over budget, where this process allows Board to know how budget is doing throughout the year. We can keep the budget the same and update at the end-of-year if Board so chooses.

Director Eliante likes to see the changes as we go especially for large expenditures and discuss what can we do with the expense and how to address it.

GM Currey stated he is happy to make annotations on the budget when we are over or under and add a note as to why amounts have changed.

President Haynes suggested to put items in red if coming close to the budget amount or over budget.

**4. PUBLIC PARTICIPATION - NONE**

**5. CONSENT AGENDA**

**5.1** Minutes – Approved the Minutes of the special meeting June 1, 2021 and the minutes of the regular meeting June 10, 2021

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

President Haynes had questions on account number 6001 being overbudget and 6008 being at 75% of budget. GM Currey explained 6001 was overbudget due new hire drug testing and backgrounds along with having to replace all first aid kits as they were expired. Account 6008 is at 75% of budget as having to talk with counsel regarding numerous items and agreements, to include finalizing the agreement with Tehama County. President Haynes asked if Tehama County would be reimbursing us for some of the costs to which GM Currey answered there is a provision in the agreement.

President Haynes inquired about account number 8004 being over by \$37,390. GM Currey asked that he bring this answer back at a different time or email the Board with the answer as he has to gather information on what has been completed up-to-date and where the money went too.

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

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

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

Director Michiels moved to approve the Consent Agenda as submitted, Director Eliante made the second with a 3-0 vote

**END OF CONSENT AGENDA**

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**6. ACTION ITEMS**

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

President Haynes had questions on the large purchase of trash hooks and shovels. GM Currey stated all trash hooks were replaced as they were broken or old.

President Haynes inquired to the Purchase Order process and if expenses are approved prior to purchase to which GM Currey answered yes.

President Haynes wants to remind employees watch expenditures and not to spend money on items we can do ourselves (i.e., replacing cabin filter in vehicle for \$40 during oil change when can get it for \$10 somewhere else).

President Haynes asked about the purchase at Liddell's for poles. GM Currey explained these were the six-foot poles for the trash hooks which can be added onto for extra length if needed.

President Haynes wanted to know why so many poles were being purchased to which GM Currey answered they have either been broken or lost and that a check-out list may be needed.

Director Eliante questioned the two payments of mileage and if they were carryover? GM Currey stated these were payments to a Ditchtender who is on a mileage reimbursement rather than mileage allowance. The payments on the 1<sup>st</sup> and 16<sup>th</sup> were mileage reimbursement payments for the previous weeks of each pay period. GM Currey will be bringing to the Board a breakdown of mileage reimbursement versus mileage allowance at the end of the season.

Director Eliante inquired about the monthly fuel charges and if they were just diesel. GM Currey informed the Board each vehicle has their own gas card and have to enter mileage into the pump before fueling. When we receive statements, they do include a breakdown of each vehicle, how much fuel was purchased during the month, mileage at those points of purchase along with average miles per gallon.

Director Eliante asked about having office supplies on the list twice. CFO White explained office staff go between Office Depot and Amazon comparing prices when purchasing supplies. Office Depot has its own credit card where we use our Tri-Counties card for Amazon purchases.

Director Eliante wanted to know why we had purchased another 25-foot chain to which GM Currey stated we have had quite a bit of vandalism on valves and gates lately so it was purchased to replace those vandalized.

President Haynes stated she likes the idea of the magnetic signs giving our ditchtender's vehicles more visibility when on a customer's property.

Director Eliante moved to approved the Cash Disbursements Journal, Director Michiels made the second with a 3-0 vote.

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6.2 Receive staff report and consider approving preliminary fall and winter maintenance plan.

GM Currey started the conversation with this list being a highlighted wish list that will be worked on during the season for the necessary and urgent repairs.

Spring Gulch will be starting August 1<sup>st</sup> in regards to staff clearing vegetation on ACID right of way. He has met with several individuals to come up with a preliminary schematic on how to address the issues here, and after the season, staff will go in remove broken concrete, fix leaky piping, and replace and stabilize the flume. If Oregon Gulch and Spring Gulch fail in the irrigation season, it would cause an extended interruption in service.

GM Currey would like to offer the Board a tour of Spring Gulch, Oregon Gulch and Dymesich Pond for the end of July beginning of August.

Items on the list in red are key items to improve delivery or fix leaks in the system and prioritize as significant. Currently looking for grants to help offset these costs.

There will be work on the pump at Perry's Pond which can augment Lateral 29.

After the season ends, will be splitting up the crew to two crews of four. One crew will focus on fixing pipe with the other crew on vegetation management.

Will also structure a checklist of all 32 structures governed by the ACID's Routine Maintenance Agreement with Fish and Wildlife and decide what maintenance needs to be completed.

Will be getting certified to fly the drone and use it.

The focus will be on Spring Gulch, Oregon Gulch and Perry's Pond and will look for outside help.

Director Michiels asked if it was the pylons to the North that need repair for Spring Gulch to which GM Currey answered yes. We will need to clear five to ten feet to mark leaks fix the spillway slab that has collapsed causing water to run behind the structure.

Director Michiels did not know the whereabouts of Oregon Gulch. GM Currey explained where it was located and how the bank has eroded due to animals, homeless, and other issues.

GM Currey reminded the Board he does not need direction on this subject unless there are other issues they would like to address.

President Haynes questioned if ditchtenders could be documenting these issues to which GM Currey answered yes and that he would be implementing a checklist to document these issues. Will also be asking each Ditchtender to drive the canal in their area(s) and document what condition the canal and our roadway is at that time.

No action taken on this item.

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- 6.3 Receive staff report and consider hiring process for the Assistant General Manager of Operations position.

GM Currey let know this process was still in house at this time and has not gone out. He is currently looking at a potential schedule and the proposed budget is using a 90-day impact with an October 1<sup>st</sup> start date. Given where we stand in the salary budget, this position will fit and give a reduction in overtime and not impact the remainder of the budget.

GM Currey explained that this position would oversee maintenance management operations.

President Haynes expressed that with the newness of the current staff, she sees this position being mainly in the field to which GM Currey agreed. He sees this as a team approach at the management level. He is using the experienced crew for training as we are currently fully staffed. Phil will move into a relief Ditchtender position and into maintenance starting in the next few weeks.

President Haynes wanted to confirm how much time was spent with new hires. GM Currey stated he checks in with them two to three times a week, breaking up time spent between GM, Scott, and Phil.

Director Michiels inquired if putting out job flyers was still a necessity to which GM Currey answered yes as he is going to keep advertising at this time. He informed the Board there was enough space in the budget to add one more hire to give us a well-rounded crew.

GM Currey declared there could be a committee of the Board or the entire Board could interview potential applicants.

Director Michiels asked if GM Currey had anyone in particular in mind to which he answered not at this time and that the person does not matter as much as the skill set.

President Haynes indicated she envisions someone younger to mentor under the GM. GM Currey affirmed this and thinks this position would be the next step into a future path for someone qualified.

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.

Director Eliante moved to approve moving forward with the Board participating in the hiring process, Director Michiels made the second with a 3-0 vote.

## 7. GENERAL MANAGER'S REPORT

As of to-date, we are currently at 95% of our 75% diversion allocation.

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Regarding drought operations, boards have been placed in the canal to increase canal height by 18" for customers above Highway 273. President Haynes acknowledged that she is aware they are having a hard time keeping the canal full. GM Currey stated that it is not the quantity of water as so much the elevation. Currently, ACID is pumping at 200 cfs to meet flows but will drop to 190 cfs in August and 185 in September which is based on the averages delivered in 2014 and 2015, which will allow us to pump until September 30<sup>th</sup>.

GM Currey informed the Board that due to time constraints he was unable to finish the irrigation and maintenance actions that have been completed. Director Eliante informed GM Currey that he could email an update when he is able.

GM Currey stated SLDM water transfers will pay \$742,399.75.

GM Currey discussed our wells with Barney being 5 ¾ above and Crowley being 3 ½ above the benchmark. We do not want adverse ground waters levels which could trigger actions but will be deferring to SGMA process and the past benchmarks to research.

All other water transfers have been invoiced.

Clear Creek CSD has requested water from City of Redding (COR) which ACID has the potential base supply to make available. We are willing to help them through the COR agreement but COR is still in talks with Clear Creek CSD in regards to price. We will be compensated per agreement with COR but need to know as soon as possible. President Haynes advised GM Currey that we may as soon as Monday, July 12<sup>th</sup>. GM Currey expressed ACID has available water, if COR requests, to backfill August and September without impacting other customers within our district.

GM Currey informed the Board the office staff would be receiving two presentations in the next few weeks regarding data management with real time information being added.

President Haynes noticed that she did not see a check for the data loggers as was approved from the last meeting. GM Currey stated there has been conflicting information and has gone back to DWR with questions.

President Haynes asked if there had been any acknowledgement to cost-sharing the data loggers to which GM Currey answered not immediate but there are potentials.

**8. DIRECTORS REPORTS**

- President Haynes had no report.
- Vice President Butcher had no report.
- Director Eliante had no report.
- 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 3:50 p.m.

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**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 3:55 p.m.

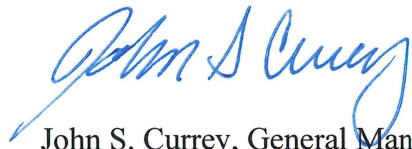
The Board of Directors returned from Closed Session and reconvened in Open Session with Directors Haynes, Butcher, Michiels, Eliante and Williams and General Manager John Currey present at 4:23 p.m.

**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 4:25 p.m.

Respectfully Submitted.



John S. Currey, General Manager