

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

<i>Brenda Haynes, President</i>	<b>Anderson-Cottonwood Irrigation District</b> 2810 Silver Street, Anderson, CA 96007	<i>Tiger Michiels, Director</i>
<i>Audie Butcher, Vice President</i>	(530) 365-7329 Fax (530) 365-7623	<i>Ray Eliante, Director</i>
<i>John Currey, General Manager</i>	www.andersoncottonwoodirrigationdistrict.org	<i>Rick Williams, Director</i>

**AGENDA**

**BOARD OF DIRECTORS  
REGULAR MONTHLY MEETING  
JUNE 10, 2021**

**REGULAR SESSION – 2:00 P.M.  
CLOSED SESSION FOLLOWING**

**Meeting will take place in the  
Council Chambers located at  
1887 Howard Street, Anderson, CA**

**Masks Required**

**Submission of Public Comments:**

**For those wishing to make public comments at the Board Meeting,  
please submit your comments by email to be read aloud at the meeting  
by the General Manager, John S. Currey.**

**Email comments to General Manager at GM@acidistrict.org**

**Pursuant to Executive Order N-29-20  
Directors, staff, and the public may participate remotely by calling:**

**530-378-6649**

- 1. CALL TO ORDER**
- 2. PRESENTATIONS**
  - 2.1** Receive presentation on Latis, a data management system
- 3. DISCUSSION ITEMS**
- 4. PUBLIC PARTICIPATION**

This time is set-aside for members of the public that wish to address the Board regarding operations of the District within the jurisdiction of the Board. Any member of the public on the telephone may speak during the Public Participation period. Individuals are requested to limit their comments to a maximum of three minutes.

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

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**5. CONSENT AGENDA**

Consent Agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion. Any member of the public, staff or Board may request that an item be removed from the Consent Agenda for separate discussion. Are there any requests to remove any items from the Consent Agenda?

- 5.1 Minutes – Approve the Minutes of the regular meeting May 13, 2021
- 5.2 Financial Status Report for Year-to-Date Through May 2021
- 5.3 Payroll: Approve Payroll Check Register for the Month of May 2021
- 5.4 EFTPS & ACH Transactions – Approve EFTPS & ACH transactions for the Payroll Periods Ending April 30, 2021 and May 15, 2021
- 5.5 Voided and/or missing checks for May 2021

**END OF CONSENT AGENDA**

- 5.6 Items (IF ANY) Removed from the Consent Agenda

**6. ACTION ITEMS**

- 6.1 Consider approval of the Cash Disbursements Journal for May 1, 2021 to May 31, 2021
- 6.2 Receive staff report and consider Department of Water Resources request to fund replacement data loggers in ACID groundwater monitoring wells
- 6.3 Receive staff report and consider approving the creation of the Assistant General Managers of Operations position

**7. GENERAL MANAGER'S REPORT**

*Administrative – Construction – Maintenance – Operations*

**8. DIRECTOR'S REPORTS**

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

**CLOSED SESSION**

**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

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At the conclusion of the Closed Session, reportable action, if any, will be reported in Open Session.

**RECESS**

**REPORT OF CLOSED SESSION ACTIONS**

**ADJOURN**

DRAFT 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*

**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, 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 Dichtender 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 Dichtender 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 enquired 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.

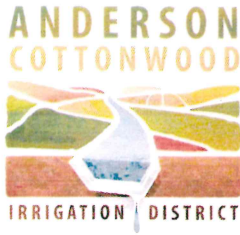
**REPORT OF CLOSED SESSION ACTIONS**

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



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

GENERAL MANAGER  
JOHN S. CURREY

**DATE:**            June 3, 2021  
**TO:**                Board of Directors  
**FROM:**            Terri White, Chief Financial Officer / Assistant GM  
                          June 10, 2021 Board Meeting:  
                          Financial Status Report for May 2021

The year-to-date financial status report as of May 31, 2021 is submitted herewith for Board review.

#### **SUMMARY**

Total revenues: \$978,908 (irrigation sales, property tax, interest revenue, water transfer)

Total expenditures: \$654,498 (routine monthly expenses).

The Districts total funds on deposit on May 31, 2021 were \$3,965,244

**Anderson Cottonwood Irrigation District**  
**2021 Financial Status Report**  
*Month Ending May 2021*

**Revenues**

Account Number	Budget Item	Year To Date	2021 Approved Budget	Percent Used	Balance Available
<b>General</b>					
4111	Water Sales / Prior Year	\$700	\$0	0%	(\$700)
4112	Water Sales / Business	\$0	\$8,500	0%	\$8,500
4114	Water Sales / Irrigation	\$679,257	\$728,000	93%	\$48,743
4115	Water Transfer / CVP	\$0	\$423,220	0%	\$423,220
4117	Water Transfer / Base Supply	\$71,340	\$0	0%	(\$71,340)
4934	Penalty Revenue	\$0	\$2,000	0%	\$2,000
4971	Sale of Equipment	\$0	\$0	0%	\$0
4980	Misc. Revenue	\$14,285	\$0	0%	(\$14,285)
4984	Drainage Revenue	\$0	\$86,078	0%	\$86,078
4991	Contract/Project Income	\$0	\$0.00	0%	\$0
	Sub-Total	\$765,582	\$1,247,798	61%	\$482,216
<b>Property Tax &amp; Interest</b>					
4920	Interest Revenue	\$16,286	\$15,000	109%	(\$1,286)
4930	Prop. Taxes / Shasta	\$190,250	\$494,000	39%	\$303,750
4931	Prop. Taxes / Tehama	\$15,790	\$42,500	37%	\$26,710
	Sub-Total	\$222,326	\$551,500	40%	\$329,174
	Total Revenues	\$987,908	\$1,799,298	55%	\$811,390
<b>Receivables</b>					
1441	Water Sales Receivable	\$49,193	\$0	0%	\$125,447

**Anderson Cottonwood Irrigation District**  
**2021 Financial Status Report**  
*Month Ending May 2021*

**Expenditures**

Account Number	Budget Item	Year To Date	2021 Approved Budget	Percent Used	Balance Available
<b>Salaries &amp; Benefits</b>					
5010	Reg. Salaries (Admin)	\$84,174	\$198,350	42%	\$114,176
5012	Overtime (Admin)	\$0	\$0	0%	\$0
5014	Retirement (Admin)	\$2,145	\$6,906	31%	\$4,761
5015	Social Security (Admin)	\$3,911	\$12,120	32%	\$8,209
5016	Workers Comp. (Admin)	\$204	\$760	27%	\$556
5017	Unemployment Ins. (Admin)	\$1,302	\$1,302	100%	\$0
5018	Medicare (Admin)	\$1,087	\$2,836	38%	\$1,749
5019	Health Insurance (Admin)	\$16,245	\$47,076	35%	\$30,831
5110	Reg. Salaries (T&D)	\$102,894	\$307,800	33%	\$204,906
5111	Vehicle Allowance as Wages	\$4,720	\$28,580	17%	\$23,860
5112	Overtime (T&D)	\$10,943	\$6,000	182%	(\$4,943)
5114	Retirement (T&D)	\$7,404	\$27,623	27%	\$20,219
5115	Social Security (T&D)	\$8,056	\$20,857	39%	\$12,801
5116	Workers Comp. (T&D)	\$14,511	\$52,181	28%	\$37,670
5117	Unemployment Ins. (T&D)	\$3,484	\$3,472	100%	(\$12)
5118	Medicare (T&D)	\$1,712	\$4,877	35%	\$3,165
5119	Health Ins. (T&D)	\$33,603	\$130,668	26%	\$97,065
	Sub-Total	\$296,395	\$851,408	35%	\$555,013
<b>Administration</b>					
6000	Vehicle Mileage	\$1,244	\$0	0	(\$1,244)
6001	Medical Exp. / Supplies	\$1,244	\$1,200	104%	(\$44)
6002	Travel / Training Expense	\$3,890	\$5,000	78%	\$1,110
6003	Office Supplies / Expense	\$3,890	\$8,200	47%	\$4,310
6004	Office Equip. & Maintenance	\$0	\$2,600	0%	\$2,600
6005	Association Dues	\$6,986	\$14,200	49%	\$7,214
6006	Public Notices	\$0	\$500	0%	\$500
6007	Election Expense	\$47	\$0	0%	(\$47)
6008	Legal Fees / Expense	\$8,916	\$14,000	64%	\$5,084
6009	SRSC Corporation	\$21,275	\$21,275	100%	\$0
6010	Maintenance Agreements	\$5,464	\$12,000	46%	\$6,536
6012	Vehicle Insurance	\$3,647	\$3,500	104%	(\$147)
6013	Management Expense Acct.	\$7	\$1,000	1%	\$993
6014	Liability Claims	\$0	\$1,000	0%	\$1,000
6015	Property / Liability Insurance	\$24,535	\$22,000	112%	(\$2,535)
6016	Permit Fees	\$3,873	\$12,000	32%	\$8,127
6017	County Taxes / Assessments	\$0	\$5,000	0%	\$5,000
6018	Consultant Services	\$690	\$10,000	7%	\$9,310
6019	Audit / Accounting Services	\$8,250	\$8,250	100%	\$0
6023	Utilities	\$6,762	\$15,000	45%	\$8,238
6024	Misc. Expense	\$0	\$1,000	0%	\$1,000
6026	District GIS	\$455	\$2,500	18%	\$2,045
6027	SGMA	\$0	\$0	0%	\$0
	Sub-Total	\$99,931	\$160,225	62%	\$60,294

**Anderson Cottonwood Irrigation District**  
**2021 Financial Status Report**  
*Month Ending May 2021*

Account Number	Budget Item	Year To Date	2021 Approved Budget	Percent Used	Balance Available
<b>General Maintenance</b>					
7000	Fuels	\$5,286	\$23,000	23%	\$17,714
7002	Light Vehicles	\$269	\$4,000	7%	\$3,731
7003	Heavy Vehicles	\$834	\$3,000	28%	\$2,166
7004	Light Equipment	\$197	\$3,000	7%	\$2,803
7005	Heavy Equipment	\$2,334	\$7,000	33%	\$4,666
7008	Maintenance Supplies	\$3,335	\$10,000	33%	\$6,665
7009	Buildings / Yard Maintenance	\$0	\$2,500	0%	\$2,500
7010	Small Tools & Equipment	\$500	\$2,000	25%	\$1,500
	Sub-Total	\$12,755	\$54,500	23%	\$41,745
<b>Canal Maintenance &amp; Operations</b>					
8000	SCADA Maintenance	\$3,048	\$3,000	102%	(\$48)
8001	Diversion Facilities Maint.	\$15,907	\$14,000	114%	(\$1,907)
8002	Contracted Services	\$21,600	\$19,000	114%	(\$2,600)
8003	Chemicals	\$12,084	\$13,000	93%	\$916
8004	Canal Maintenance & Exp.	\$80,043	\$50,000	160%	(\$30,043)
8005	Pump Maintenance	\$5,547	\$30,000	18%	\$24,453
8006	Utilities / Pumping	\$14,982	\$134,000	11%	\$119,018
8007	Water Purchases / CVP	\$69,660	\$223,000	31%	\$153,340
8008	Water Rights Protection	\$10,360	\$80,000	13%	\$69,640
8010	Water Transfer / Base Supply	\$12,186	\$0	0%	(\$12,186)
	Sub-Total	\$245,417	\$566,000	43%	\$320,583
<b>Prepaid Expenses</b>					



**Anderson Cottonwood Irrigation District**  
**2021 Financial Status Report**  
*Month Ending May 2021*

**Balance Summary**

	Year To Date	2021 Approved Budget	Percent Used	Balance Available
Total Expenditures	\$654,498	\$1,632,133	40%	\$977,635
Total Revenue	\$987,908	\$1,799,298	55%	\$811,390

**Depreciable Expenses**

	Year To Date	2021 Approved Budget	Percent Used	Balance Available

**Capital Improvement**

1112	Land	\$0	\$0	0%	\$0
1114	Pumps	\$69,620	\$65,000	107%	(\$4,620)
1116	Trans & Distribution Plant	\$0	\$0	0%	\$0
1117	Equipment (Machinery)	\$0	\$0	0%	\$0
1118	Auto & Trucks	\$0	\$0	0%	\$0
1119	Buildings	\$0	\$0	0%	\$0
1120	Office Furniture & Equipment	\$0	\$0	0%	\$0
1123	Yard Improvement	\$0	\$0	0%	\$0
1124	Canal Lining & Pipe	\$90,048	\$100,000	90%	\$9,952
1125	Canal Safety Project	\$0	\$0	0%	\$0
1126	Main Canal Metering	\$0	\$0	0%	\$0
1127	Main Dam Improvement	\$0	\$0	0%	\$0
1132	Fish Screens	\$0	\$0	0%	\$0
1133	Fish Ladders	\$0	\$0	0%	\$0
1134	SCADA Equipment	\$0	\$0	0%	\$0
1135	Groundwater Program	\$0	\$0	0%	\$0
	<b>Total</b>	\$159,668	\$165,000	97%	\$5,332

**Anderson Cottonwood Irrigation District**  
**2021 Financial Status Report**  
*Month Ending May 2021*

**District Funds on Deposit**

L.A.I.F.	\$3,151,851			
TCB Checking	\$582,426			
Petty Cash	\$100			
Imprest Cash	\$200			
TCB Money Market Acct.	\$230,667			
Total Cash	\$3,965,244			

**Breakdown Of Funds on Deposit**

General Fund	\$3,592,529			
Equipment Reserve	\$102,743			
Cap. Improvement Fund	\$5,332			
Drainage Fund	\$25,000			
Water Rights Protection	\$239,640			
Total Cash	\$3,965,244			

Anderson Cottonwood Irrigation District  
Payroll Register  
For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Employee ID Employee Reference Date	Pay Type	Pay Hrs	Pay Amt
12 White, Teresa L. 6728 5/3/21	Regular SickLeave Office_Clea	84.75 3.25 3.75	2,403.51 92.17 159.53
20-01 Currey, John S. 6729 5/3/21	Reg_Salarie		3,958.33
20-06 Cannafax, Johnathon M. 6730 5/3/21	Equip_Oper Overtime Sick_Leave	86.00 17.50 2.00	1,541.98 470.75 35.86
21-04 Reed-Powers, Alister C. 6732 5/3/21	Ditchtender Overtime	80.00 8.50	1,352.00 215.48
23 Passmore, Scott C. 6733 5/3/21	Main_Sup Overtime	88.00 70.00	1,903.44 2,271.50
30 Poliak, Jeff B. 6734 5/3/21	Car_Allowa Ditchtender Overtime	1.00 86.68 16.34	525.00 1,464.89 414.22
33 Vega, Phillip 6735 5/3/21	Car_Allowa DT_Maint I Overtime	1.00 88.00 34.50	525.00 1,541.76 906.66
20-07 Vega, Phillip M. 6736 5/3/21	Ditchtender Overtime	86.68 21.34	1,464.89 540.97
20-07 Vega, Phillip M. 6738 5/3/21	Car_Allowa Ditchtender	1.00 11.66	157.50 197.05
21-05 Dufford, Jacob S.	Car_Allowa	1.00	525.00

Anderson Cottonwood Irrigation District  
Payroll Register  
For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Employee ID Employee Reference Date	Pay Type	Pay Hrs	Pay Amt
6740 5/4/21			
21-05 Dufford, Jacob S. 6741 5/17/21	Car_Allowa Ditchtender	1.00 26.68	-385.00 450.89
12 White, Teresa L. 6742 5/17/21	Regular Office_Clea	80.00 2.50	2,268.80 106.35
20-01 Currey, John S. 6743 5/17/21	Reg_Salarie		3,958.33
20-06 Cannafax, Johnathon M. 6744 5/17/21	Equip_Oper Overtime	80.00 8.75	1,434.40 235.38
21-04 Reed-Powers, Alister C. 6745 5/17/21	Ditchtender	64.00	1,081.60
21-07 Helmey, Jerney W. 6747 5/17/21	Car_Allowa Ditchtender	1.00 24.00	532.50 405.60
23 Passmore, Scott C. 6748 5/17/21	Main_Sup Overtime	80.00 79.50	1,730.40 2,579.78
30 Poliak, Jeff B. 6749 5/17/21	Ditchtender Overtime	86.66 13.34	1,464.55 338.17
33 Vega, Phillip 6750 5/17/21	Car_Allowa DT_Maint I Overtime	1.00 85.50 13.75	532.50 1,497.96 361.35

Anderson Cottonwood Irrigation District  
**Payroll Register**  
 For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Employee ID Employee Reference Date	Pay Type	Pay Hrs	Pay Amt
21-06 Gellis, Collin M. 6751 5/17/21	Car_Allowa	1.00	532.50
	Ditchtender	24.00	405.60
	Overtime	1.50	38.03
21-06 Gellis, Collin M. 6752 5/24/21	Car_Allowa	1.00	-399.38
	Ditchtender	26.68	450.89
Summary Total 5/1/21 thru 5/31/21	Reg_Salarie		7,916.66
	SickLeave	3.25	92.17
	Overtime	285.02	8,372.29
	Ditchtender	517.04	8,737.96
	DT_Maint I	173.50	3,039.72
	Equip_Oper	166.00	2,976.38
	Regular	164.75	4,672.31
	Car_Allowa	9.00	2,545.62
	Office_Clea	6.25	265.88
	Sick_Leave	2.00	35.86
	Main_Sup	168.00	3,633.84
	Reg_Salarie		7,916.66
	SickLeave	3.25	92.17
Overtime	285.02	8,372.29	
Ditchtender	517.04	8,737.96	
DT_Maint I	173.50	3,039.72	
Equip_Oper	166.00	2,976.38	
Regular	164.75	4,672.31	
Car_Allowa	9.00	2,545.62	
Office_Clea	6.25	265.88	
Sick_Leave	2.00	35.86	
Main_Sup	168.00	3,633.84	
Report Date Final Total 5/1/21 thru 5/31/21			

<b>EFTPS Transactions</b>					
<b>Federal Payroll Taxes</b>					
<i>Date</i>	<i>Payroll Period</i>	<i>Amount</i>		<i>Comments</i>	
5/4/2021	4/16/21 0 4/30/21	\$5,200.30		EFTPS for P/R taxes	
5/17/2021	5/1/21 - 5/15/21	\$4,197.56		EFTPS for P/R taxes	
5/24/2021	5/15/21 - 5/30/31	\$7.88		EFTPS for P/R taxes	
<b>State Payroll Taxes</b>					
5/4/2021	4/16/21 0 4/30/21	\$810.29		ACH for P/R taxes	
5/17/2021	5/1/21 - 5/15/21	\$931.33		ACH for P/R taxes	
5/24/2021	5/15/21 - 5/30/31	\$3.81		ACH for P/R taxes	
<b>Voided and/or Missing Checks</b>					
<i>Check #</i>	<i>Issued To:</i>	<i>Amount</i>	<i>Check Date</i>	<i>Comments</i>	<i>Date Voided</i>
5184	Tehama County Recorder	\$302.29	5/7/2021	wrong vendor	5/7/2021
6731	Phillip Vega	\$2,031.03	5/3/2021	wrong hours	5/3/2021
6737				printed report on check	
6739	Jacob Duyfford	\$478.54	5/4/2021	wrong amount	5/4/2021
6746	Collin Gellis	\$830.50	5/17/21	incorrect amount	5/17/2021

Anderson Cottonwood Irrigation District  
Cash Disbursements Journal

For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/3/21	5164	2226	pension for 5/3/2021 payroll period	237.50	
		1308	Edward Jones, FBO John Currey		237.50
5/3/21	5165	2226	457 W/H for SP for 5/3/21 payroll preiod	75.00	
		1308	Variable Annuity Life Ins. Co.		75.00
5/7/21	5166	6023	monthly Internet and telephone service	376.99	
		1308	Spectrum Business		376.99
5/7/21	5167	6001	background checks- 2 new hires	211.00	
		1308	Compliance Associates		211.00
5/7/21	5168	8005	5 buckets of oil for pumps	815.52	
		1308	Cross Petroleum		815.52
5/7/21	5169	8000	fuse kit for SCADA	39.20	
		7005	hyd hose fittings	54.91	
		1308	Entreprise Auto Parts		94.11
5/7/21	5170	7008	white paint for shop	45.44	
		8004	hydraulic cement, cement anchors	80.76	
		1308	Hardware Express		126.20
5/7/21	5171	6003	business cards for DT #21	48.26	
		1308	Harvest Printing		48.26
5/7/21	5172	8004	long shank locks	171.31	
		1308	Hodges Products, Inc.		171.31
5/7/21	5173	7003	DEF for dump truck and backhoe	157.05	
		1308	JMB Oil		157.05
5/7/21	5174	8004	quick set, wire brush,	320.25	
		1308	Liddell Construction Supply		320.25
5/7/21	5175	8004	6 sack concreteLat 27.3,deco rock Lat 37, cement for Lat 41 and Pickup ditch	670.32	
		1308	Loucks Landscape Supply		670.32
5/7/21	5176	8010	general engineering consult services, water transfer 2020, water transfer 2021	4,097.00	
		1308	MBK Engineers		4,097.00
5/7/21	5177	6003	drinking water for office	32.00	
		1308	Mt. Shasta Spring Water		32.00
5/7/21	5178	6003	copy paper, trash bags, index dividers, clip board,	122.64	
		1308	Office Depot Business Credit		122.64
5/7/21	5179	7005	tooth and pin for backhoe	195.80	
		1308	PAPE Machinery, Inc.		195.80
5/7/21	5180	7002	oil change for 2016 pickup/GM	69.90	

## Anderson Cottonwood Irrigation District

## Cash Disbursements Journal

For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		1308	Primier Oil Change		69.90
5/7/21	5181	8006	monthly power for Churn Creek pumps	11,900.84	
		8000	monthly power for SCADA	25.00	
		1308	City Of Redding		11,925.84
5/7/21	5182	5110	direct hire	500.00	
		5010	temp labor/OM week of 4/18/21	1,033.60	
		5010	temp labor/OM week ofr 4/25/21	1,033.60	
		1308	Spherion Staffing LLC		2,567.20
5/7/21	5183	2222	union dues for May	296.00	
		1308	Teamsters Local No. 137		296.00
5/7/21	5184	7003	replaced tire on dump truck, valve, seal caps	302.29	
		1308	Tehama County Recorder		302.29
5/7/21	5184V	7003	replaced tire on dump truck, valve, seal caps		302.29
		1308	Tehama County Recorder	302.29	
5/7/21	5185	6023	ATT bill for GM phone payoff	125.98	
		6013	Meeting	6.88	
		1308	Tri Counties Bank		132.86
5/7/21	5186	6023	monthly charges for jet pac at dam facilities	80.08	
		1308	Verizon		80.08
5/7/21	5187	5014	pension for April/Admin	285.12	
		5114	pension for April/T&D	1,963.20	
		1308	Western Conf. Team. Pension		2,248.32
5/13/21	5188	6023	monthly water service	13.02	
		1308	City Of Anderson		13.02
5/13/21	5189	7010	five weir sticks	500.18	
		1308	ITRC - Cal Poly Corporation		500.18
5/13/21	5190	6003	monthly copies for office	231.56	
		1308	Carrel's Office Machines		231.56
5/13/21	5191	7000	monthly gasoline/diesel fuel	1,780.36	
		1308	Flyers Energy, LLC		1,780.36
5/13/21	5193	7008	gloves/safety glasses	134.15	
		1308	Northern California Gloves		134.15
5/13/21	5194	7008	survey stakes	25.54	
		8004	screws, straps plywood	150.94	
		1308	Payless Building Supply		176.48
5/13/21	5195	6023	monthly power for office/shop	395.45	
		8006	monthly power for Well # 1	75.14	
		8006	monthly power for Supan pump	23.10	
		8006	monthly power for Well #2	27.47	



Anderson Cottonwood Irrigation District  
Cash Disbursements Journal  
For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			#2		
		8006	monthly power for Dymesich pond	20.67	
		8006	monthly power for Cottonwood Hyline pump	615.16	
		8000	monthly power for SCADA/Lindaane	14.07	
		1308	Pacific Gas & Electric		1,171.06
5/13/21	5196	6003	postage purchase	201.00	
		1308	Pitney Bowes		201.00
5/13/21	5197	8006	monthly power for Progress Drive pump	294.43	
		1308	City Of Redding		294.43
5/13/21	5198	7005	tire for backhoe	1,029.46	
		1308	Les Schwab Tires		1,029.46
5/13/21	5199	5010	temp labor for Om thru May 2 2021	1,033.60	
		1308	Spherion Staffing LLC		1,033.60
5/13/21	5200	7003	replace tire on dump truck, seal caps	302.29	
		1308	Tehama Tire Service		302.29
5/13/21	5201	6003	cleaning supplies for office, Fat Cow,craigs list ad	185.78	
		6023	Pure Talk monthly fee/charges	217.14	
		6010	annual renewal of accounting program, Linx up monthly fee	2,228.96	
		8004	Realvnc charge	40.68	
		1308	Tri Counties Bank		2,672.56
5/13/21	5202	1124	site review/Bio consult for Wyndham Lane repair	432.00	
		1308	Vestra Resources, Inc.		432.00
5/13/21	5203	6023	monthly garbage service/office/shop	109.16	
		1308	Waste Management		109.16
5/13/21	5204	8004	Excavation and repair Churn Creek, Lat 3	5,322.24	
		1124	install pipe line on 4th Street and Balls Ferry Road, Lateral 41.1	9,040.00	
		1124	excavation and pipe install on Adobe Road, Pickup Ditch	2,040.00	
		1308	North Woods Excavating, Inc		16,402.24
5/13/21	5205	8001	labor mobile, remove broom arm sweeper at dam, replace bolt arm, tighten bots	650.00	
		1308	Tomasini Blacksmith & Welding INC		650.00
5/13/21	5206	8008	NRDC	308.15	
		8008	CNRA Lit - ACID	32.78	
		8008	2019 PCFFA Lit - ACID	509.58	
		1308	Somach Simmons & Dunn		850.51

Anderson Cottonwood Irrigation District  
Cash Disbursements Journal  
For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/17/21	5207	2226	pension for 5/17/21	237.50	
		1308	payroll period Edward Jones, FBO John Currey		237.50
5/17/21	5208	2226	457 W/H for 5/17/21	75.00	
		1308	payroll period Variable Annuity Life Ins. Co.		75.00
5/17/21	5209	6000	vehicle mileage - payroll	532.50	
		1308	5/17/2021 Jeff Poliak		532.50
5/21/21	5210	6023	final payment for ATT	0.60	
		1308	account AT&T Mobility		0.60
5/21/21	5211	8000	SCADA - move antenna	2,504.29	
		1308	from pole to water tower in Cottonwood Bullert Industrial Electric, INC		2,504.29
5/21/21	5212	8004	clean ditches, repair hole	12,435.00	
		1308	in pipe between Grimsmen and Suther property Hoy & Son Construction, INC.		12,435.00
5/21/21	5213	6008	general	356.40	
		8010	water transfers	1,296.00	
		1308	Minasian, Meith, et al		1,652.40
5/21/21	5214	1124	excavation and pipe repair	8,835.00	
		1308	on Deschutes Road North Woods Excavating, Inc		8,835.00
5/21/21	5215	8001	work and repair on	750.00	
		1308	sweepers at main dam Ray's Truck & Equipment Repair		750.00
5/21/21	5216	8001	monthly power for	355.85	
		1308	diversion facilites City Of Redding		355.85
5/21/21	5217	5010	temp labor/Office	1,033.60	
		1308	Manager Spherion Staffing LLC		1,033.60
5/21/21	5218	1124	Excavation, install pipe,	27,088.04	
		8004	rehab weir Churn Creek Wyndam Lane siphon	6,303.70	
		1308	repair Sunrise Exavagtion INC		33,391.74
	Total			115,463.27	115,463.27

# Anderson-Cottonwood Irrigation District

TO: ACID Directors  
FROM: John S. Currey

Agenda Item No. 6.2  
Meeting Date: 06/10/2021

DATE: May 27, 2021

Action Item  
 No Action Requested

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**SUBJECT: Receive Staff Report and Consider Department of Water Resources Request to fund Replacement Data Loggers in ACID Groundwater Monitoring Wells.**

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## Background:

Per the Board's request I have prepared a more detailed discussion of ACID's groundwater monitoring well networks. There are 18 wells at eight locations in the Anderson subbasin (see location map).

These wells were installed and owned by ACID using grant funding. The maintenance of these wells is ACID responsibility while the data collection, processing and distribution is done by the Department of Water Resources (DWR). ACID benefits from the data in two primary ways:

1) Water Transfers

The groundwater substitution transfers program requires that ACID monitor the groundwater depth to insure there are no adverse impacts to groundwater levels. The monitoring plan (as approved by Reclamation and DWR) uses four locations and 12 wells in the Anderson subbasin of which 11 of the wells are ACID's. To continue the transfer program this data must be collected.

2) Groundwater Sustainability Plan (GSP)

The GSP is required to monitor six key factor to determine if a subbasin is in balance and ACID wells are a critical component of the GSP. The GSP has been constructed to use existing agencies monitoring and data collection methods to minimize any duplicative efforts. In the Anderson subbasin the following groundwater monitoring networks have been established:

- The groundwater level monitoring process evaluated 28 wells of which 14 were selected to be included in the representative monitoring program. Eight of the selected wells are ACID's (see Fig. 5-1 Groundwater-level Monitoring Network).
- The groundwater quality monitoring process evaluated 86 groundwater wells of which 72 municipal wells were selected to be included in the representative monitoring program. The municipalities will continue to be responsible for the monitoring and data collections (see Fig. 5-2 Groundwater Quality Well Network).

The same process was used for the Enterprise subbasin, the area east of the Sacramento River (including Churn Creek). ACID has no monitoring wells in this subbasin, so the monitoring and data will be collected and supported by other agencies.

The monitoring wells are a critical component for the continuation of the groundwater transfer program and the Anderson Subbasin groundwater monitoring network for the GSP. ACID is the primary beneficiary of the groundwater level data for the water transfer program. The GSP process

## Anderson-Cottonwood Irrigation District

contemplates that the member agencies continue to individually fund their ongoing monitoring in support of the groundwater level monitoring and groundwater quality monitoring networks.

**Recommendation:**

As discussed at the June 1 meeting, it is my recommendation that the Board authorize the purchase of 13 data loggers for \$17,062.40 per DWRs 05-07-2021 Cost Estimate. DWR will install the data loggers and continue to collect the data at no additional cost.

**Enclosures:**

ACID Monitoring Wells

Groundwater Level vs. Time Chart

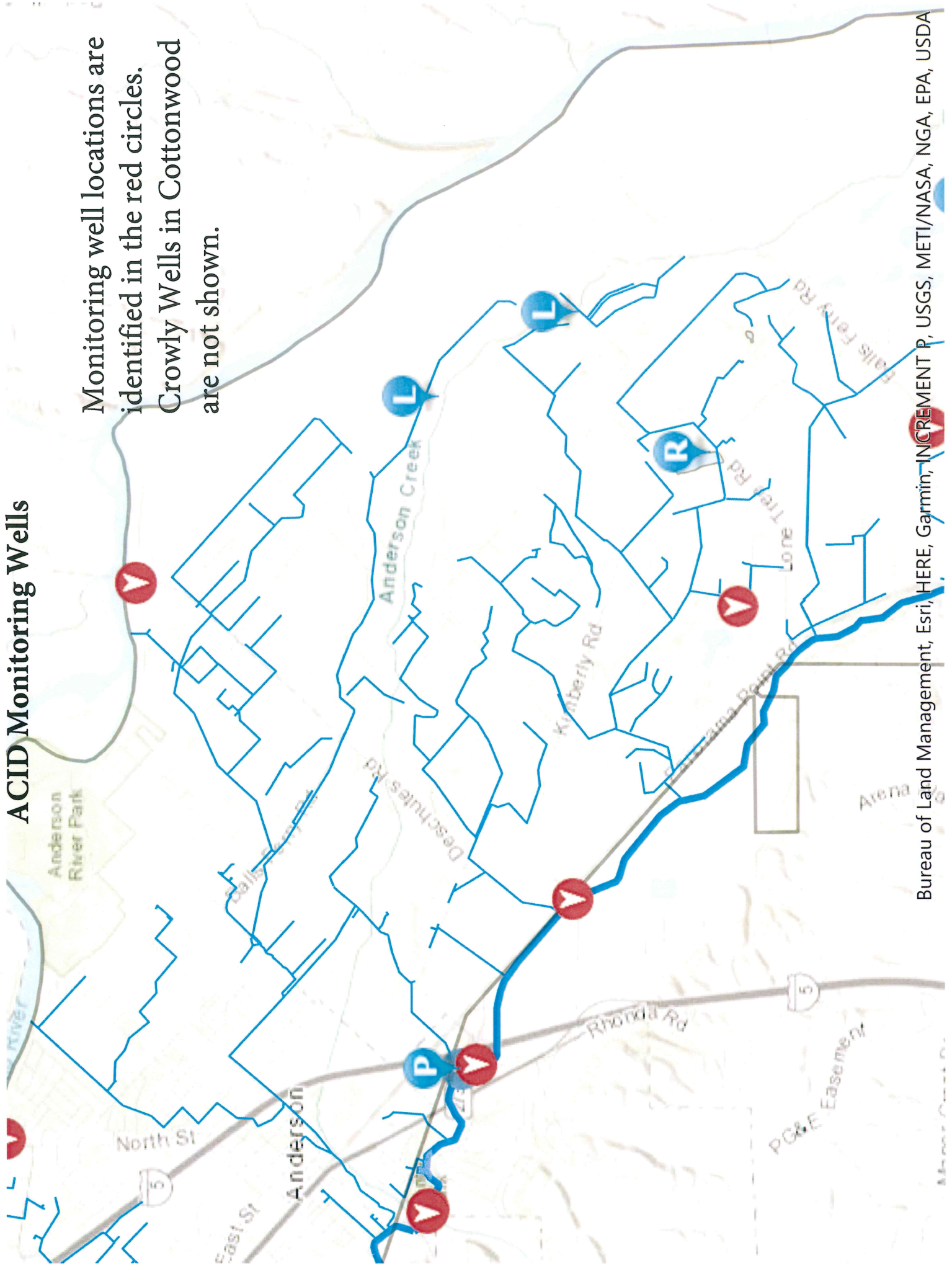
Fig. 5-1 Groundwater-level Monitoring Network

Fig. 5-2 Groundwater Quality Well Network

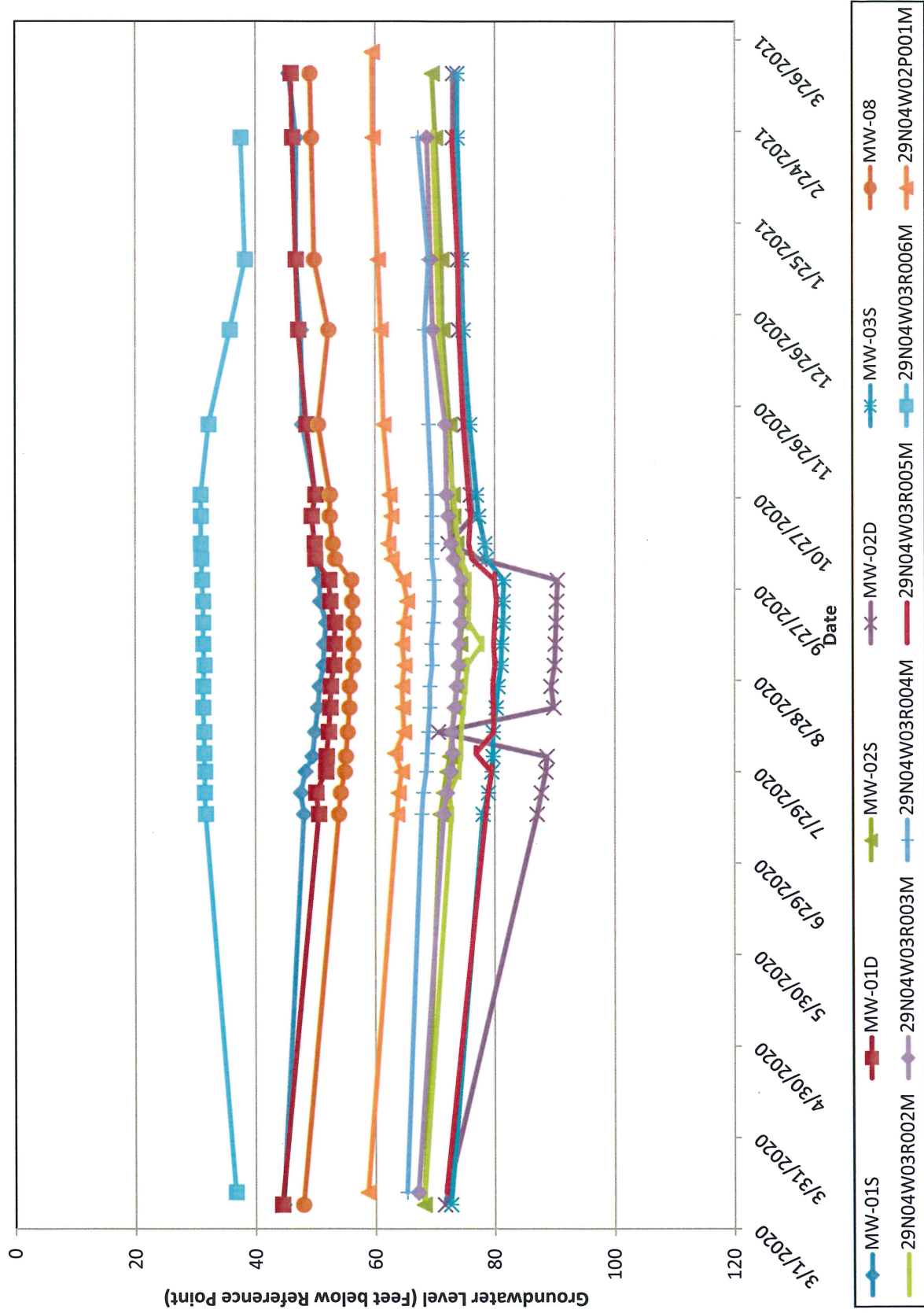
DWR 05-07-2021 Cost Estimate

# ACID Monitoring Wells

Monitoring well locations are identified in the red circles.  
Crowly Wells in Cottonwood are not shown.



# Groundwater Level vs. Time









**ACID Dataloggers and Cables - DUE FOR REPLACEMENT**

**05-07-2021 Cost Estimate**

**Vendor to DWR: In-Situ Inc.**

State Well Number	Datalogger	Unit Price	Cable Length (ft)	Unit Price	Total to Replace	
30N03W18B001M	Level TROLL 400, Level Sensor Range - 60m, 197 ft (100 Psia)	\$795.00	50	\$299.00	\$1,094.00	
30N03W18B002M		100	\$449.00	\$1,244.00		
30N03W30Q002M		100	\$449.00	\$1,244.00		
30N03W32P003M		100	\$449.00	\$1,244.00		
30N04W10H004M		50	\$299.00	\$1,094.00		
30N04W10H005M		100	\$449.00	\$1,244.00		
30N04W22F002M		80	\$449.00	\$1,244.00		
30N04W22F003M		80	\$449.00	\$1,244.00		
30N04W22F004M		100	\$449.00	\$1,244.00		
30N04W23M001M		100	\$449.00	\$1,244.00		
30N04W23M002M		100	\$449.00	\$1,244.00		
30N04W25D003M		100	\$449.00	\$1,244.00		
30N04W25D004M		100	\$449.00	\$1,244.00		
		Subtotal			\$15,872.00	
		Estimated sales tax 7.5%			\$1,190.40	
		<b>Grand total</b>			<b>\$17,062.40</b>	

# Anderson-Cottonwood Irrigation District

TO: ACID Directors  
FROM: John S. Currey

Agenda Item No. 6.3  
Meeting Date: 06/10/2021

DATE: May 28, 2021

Action Item  
 No Action Requested

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**SUBJECT: Consider Creating the Assistant General Manager of Operations Position and Authorize Staff Recruit for the Position**

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**Background:**

As we continue the discussion of the proposed Assistant General Manager of Operations position, we have prepared a draft job description and announcement. It is my opinion that this additional position is necessary to address the significant issues that are facing ACID.

This position is part of my overall vision to improve the operation and administrative functions of the District. The creation of a 5-year capital improvement plan will integrate the physical improvements and repairs to infrastructure with data management and administrative functions to improve operations and service our customers. Furthermore, it is necessary to develop plans and strategies that preserve the District's water rights while developing an operations plan that improves water efficiency, reduces water loss and improves water deliveries. The development of an ACID integrated water management plan will address the role of surface water, groundwater and storm water management for a balance water portfolio to optimize how water is utilized for the benefit of ACID customers.

If the Board authorizes the creation of the Assistant General Manager of Operations position, I recommend the following recruitment and hiring process:

- 1) Staff to finalize job description and job announcement – June 11 – June 30
- 2) Recruitment in local and statewide networks and associations – July 1 – July 31
- 3) Selection and Interview by GM and Board (committee?) – August 9 – August 20
- 4) Target Start Date – September 1 – September 30

If approved, the financial impacts for the remainder of 2021 will be included in the July budget review.

**Recommendation:**

Staff requests the Board authorize the creation of the Assistant General Manager of Operations position and direct staff to proceed with recruitment for the position.

**Enclosures:**

Draft Job Description  
Draft Job Announcement  
Compensation worksheet

# Assistant General Manager of Operations Job Description

## EXAMPLES OF DUTIES

- Develop daily, weekly, monthly, and yearly maintenance plans and schedules
- Determine what planning, engineering, permitting, and materials are needed to efficiently implement maintenance capital improvement plans
- Schedule education and training of maintenance staff for safety, construction practices and equipment operations
- Coordinate and oversee canal operations
- Develop a comprehensive water operation strategy from source to customers
- Develop a future Canal Operations and Improvement Plan for normal and low water diversions (drought)
- Implement ACID water measurement and management strategy in conjunction with an upgraded and expansion of the SCADA system
- Integrate the administrative and ditchtender data management system
- Assist General Manager in ongoing management tasks such as the Integrated Water Management Plan and water rates
- Responsible for the direct action to implement and monitor the daily activities related to the operations and maintenance of District facilities
- Plans, schedules, supervises, reviews, and evaluates the work of assigned staff; reviews and evaluates employee performance; recommends disciplinary action; *at the behest, or* in the absence of the General Manager, shall supervise and may execute disciplinary action to employees
- Assists in the development of District-wide goals and objectives; recommends improved cost effectiveness
- Performs duties in a professional manner and works well with others or in a team setting
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Observes safe work practices and safety methods; performs other duties as assigned

## KNOWLEDGE OF:

- Agricultural Industry
- Budget development, analysis, and financial strategies
- Long-range planning
- Regulatory and legal requirements of an agency
- Knowledge of grant writing and other potential funding avenues
- Interrelationship between water and land use decision
- Technology related to water resource and business management
- Water contract negotiations

## **MINIMUM QUALIFICATIONS**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

### **EDUCATION**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering, business or public administration or a related field is desirable.

### **EXPERIENCE**

Five (5) years of progressively responsible experience in the operation and maintenance of water distribution systems, wastewater collection systems, water treatment plants, production facilities, telemetry, facility maintenance, and vehicle maintenance including at least three (3) of which were in a management capacity.

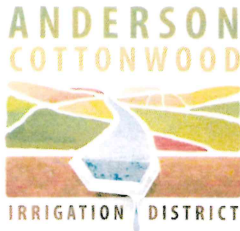
### **LICENSES**

Possession of a State of California Class C driver's license to be maintained throughout employment.

### **PHYSICAL DEMAND AND WORKING ENVIRONMENT**

Must be able to function in an office and field environment in work of a sedentary to moderately active nature, and perform the following, with or without reasonable accommodation:

- Utilize visions, hearing and speech
- Utilize manual and finger dexterity
- Walk on smooth and/or uneven surfaces
- Climb ladders or steep surfaces
- Stand upright and/or forward flexing
- Twist, turn, bend and reach
- Lift and/or carry up to 50 pounds
- Work in areas subject to exposure to wet, damp surfaces, dusts, mists, fumes and high levels of noise
- Work in extreme heat or cold
- Wear personal protective equipment



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

GENERAL MANAGER  
JOHN S. CURREY



***Anderson-Cottonwood Irrigation District is recruiting for an  
Assistant General Manager of Operations***

Knowledge of: flood irrigation/agricultural industry; budget development, analysis, and financial strategies; long-range planning; regulatory and legal requirements of a California public agency; knowledge of grant writing and other potential funding avenues; water contract negotiations; technology related to water resource and business management; interrelationship between water and land use decision.

Minimum Qualifications: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering, business or public administration or a related field is desirable; *a minimum of five years in a water related field, preferably in a supervisory role.*

If interested, please send a letter of interest and resume to the address listed above  
or email [gm@acidistrict.org](mailto:gm@acidistrict.org)

**Anderson-Cottonwood Irrigation District**

<b>Employee Compensation Worksheet</b>						
<b>Assistant General Manager for Operations</b>		<b>Current Rates</b>	<b>Proposed Compensation Range</b>		<b>General Manager</b>	<b>Existing AGM/CFO</b>
<b>Employee Gross Wages</b>			<b>\$57,200.00</b>	<b>\$72,800.00</b>	<b>\$95,000.46</b>	<b>\$60,174.40</b>
Hourly Rate			\$27.50	\$35.00	\$45.67	\$28.93
Total Hours Per Year			2080	2080	2080	2080
<b>Benefits</b>		<b>Monthly</b>				
Health Benefits (Assume Full Family)		<b>\$1,570.00</b>	\$18,840.00	\$18,840.00	\$18,636.00	\$14,220.00
Retirement		3%	\$1,716.00	\$2,184.00	\$2,850.01	\$3,452.80
Total Benefits			\$20,556.00	\$20,820.00	\$21,486.01	\$17,672.80
<b>Total Wage &amp; Benefits</b>			<b>\$77,756.00</b>	<b>\$93,620.00</b>	<b>\$116,486.47</b>	<b>\$77,847.20</b>
Cost Per Hour			\$37.38	\$45.01	\$56.00	\$37.43
<b>Taxes &amp; Insurance</b>						
FICA: Soc. Sec.		0.062	\$3,546.00	\$4,514.00	\$5,890.00	\$3,731.00
FICA: Medicare		0.0145	\$829.00	\$1,056.00	\$1,378.00	\$873.00
Workers Comp (Reported as T&D)		7.2	\$6,918.24	\$8,806.56	\$11,491.20	\$404.88
SUI (for 1st \$7000)		6.2	\$434.00	\$434.00	\$434.00	\$434.00
Total Taxes & Insurance			\$11,727.24	\$14,810.56	\$19,193.20	\$5,442.88
<b>Total Wages, Benefits, Taxes &amp; Insurance</b>			<b>\$89,483.24</b>	<b>\$108,430.56</b>	<b>\$135,679.67</b>	<b>\$83,290.08</b>
Cost Per Hour			\$43.02	\$52.13	\$65.23	\$40.04
Health Benefits (EE \$697, EE+Spouse \$1,158)						