

FINAL MINUTES
BOARD OF DIRECTORS REGULAR MONTHLY MEETING
OCTOBER 14, 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
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OCTOBER 14, 2021**

President Haynes called the meeting to order at 2:00 p.m.

1. CALL TO ORDER

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

2. PRESENTATIONS - NONE

3. DISCUSSION ITEMS

3.1 Review 2022 Working Budget Proposal

GM Currey gave an overview of the 2022 working budget proposal and asked the Board to review it and bring back any questions or concerns for a more detailed discussion in November.

4. PUBLIC PARTICIPATION – NONE

5. CONSENT AGENDA

- 5.1** Minutes – Approved the Minutes of the regular meeting September 9, 2021 and the minutes of the special meeting September 29, 2021
- 5.2** Financial Status report for Year-to-Date Through September 2021
- 5.3** Payroll: Approved Payroll Check Register for the Month of September 2021
- 5.4** EFTPS & ACH Transactions – Approved EFTPS & ACH transactions for the Payroll Periods Ending August 31, 2021 and September 15, 2021
- 5.5** Voided and/or missing checks for September 2021

Director Eliante moved to approve the Consent Agenda with corrections to the special minutes, Vice President Butcher made the second with a 4-0 vote.

END OF CONSENT AGENDA

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6. ACTION ITEMS

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

Director Michiels moved to approve the Cash Disbursements Journal; Director Eliante made the second with a 4-0 vote.

- 6.2** Receive staff report and provide direction to staff regarding water rates for 2022.

GM Currey gave a staff report and answered questions from the Board.

Vice President Butcher moved to forgo the rate increase for 2022, Director Michiels made the second with a 4-0 vote.

- 6.3** Review and Consider Accepting or Rejecting the Possible Claims related to April 23, 2021 Flooding at 19369 Lucille Street Anderson

GM Currey gave a staff report and answered questions from the Board.

Director Eliante moved to approve the claim, Vice President Butcher made the second with a 4-0 vote.

- 6.4** Consider approval of Resolution 2021-04 Adopting the New Brown Act/COVID-19 Teleconference/Remote Meeting Rules (AB 361)

GM Currey gave a staff report and answered questions from the Board.

Director Eliante moved to reject the resolution; Director Michiels made the second with a 4-0 vote.

7. GENERAL MANAGER'S REPORT – SEE ATTACHED

8. DIRECTORS REPORTS

- President Haynes would like GM Currey to follow the Maverick Project on Churn Creek Road closely and follow-up regarding the drainage policy.
- Vice President Butcher relayed he was impressed with the amount of ongoing work being done in his area.
- Director Eliante confirmed that the siphon off of Cottonwood Creek was on the maintenance list to fix.
- Director Michiels stated he tested Ditch 1 on his property and got good flow. He also gave GM Currey a reminder about the manhole cover needing sealed as well as fixing the stand pipe.

President Haynes announced the closed session. The meeting was adjourned to a short recess at 3:46 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. PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957 PUBLIC EMPLOYMENT:** Discussion and selection of Assistant General Manager of Operations application for interview process.
- C.S.2 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.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Government Code Section §54957) Title: General Manager Evaluation

The Board of Directors recessed to Closed Session at 3:50 p.m.

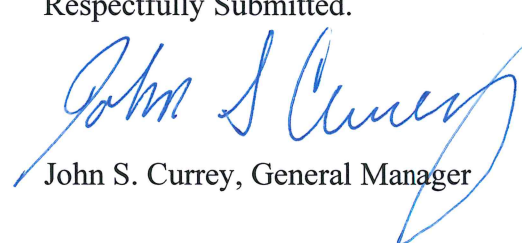
The Board of Directors returned from Closed Session and reconvened in Open Session with Directors Haynes, Butcher, Michiels, and Eliante and General Manager John Currey present at 5:35 p.m.

REPORT OF CLOSED SESSION ACTIONS

General Manager John Currey reported that the Board of Directors met in Closed Session to conduct interviews and discuss anticipated litigation. There was no other reportable action.

The Board of Directors adjourned at 5:36 p.m.

Respectfully Submitted.



John S. Currey, General Manager

TO: ACID Directors
FROM: John S. Currey

Agenda Item No. 7
Meeting Date: 10/14/2021

DATE: October 14, 2021

SUBJECT: General Manger's Monthly Status Report

Drought Operations:

- Diversion in Churn Creek stopped on October 1 at 4:00 pm.
- Diversion at the Main canal stopped on October 2 at noon
- The preliminary divisions numbers for 2021 is 88,403 AF or 97.4% of the district's allocation of 90,750 AF.
- I anticipate receiving the final BOR diversion number in November.
- Curtailment notices and reporting – I continue to file the new enhanced reports as required but the State Board.

Water Transfers:

- The water transfer concluded on September 30. I will provide a summary of the total qualities once the Bureau of Reclamation confirms the transfers.

Irrigation and Maintenance Activities:

- Maintenance activities for September 3 – October 8 – see attached.
- Spring Gulch foundation and spillway repairs are complete. The leaks repairs will be this winter.
- Vegetation removal at Oregon Gulch will be completed today.
- Scott, Phil and I are meeting weekly to plan out the coming maintenance activities and acquire the materials need.
- Priority activities are gate repairs, pipeline repairs (replace & new) and vegetation management
- Towable port-a-potty, currently staff must return to the yard to use a toilet of go in the field. I recommend that we purchase at towable port-a-potty. Both Jen and I have contacted over 12 companies looking for one, to date we have found 2 suppliers of portable toilets for purchase in central or southern Californian the price ranges from \$2,000 to \$3,000 with a 30 to 90 day lead time. I have located a nearly new unit in the Dixon area for \$1,500 it includes the trailer, wash station and toilet. I will be in the Dixon area on October 16, if the unit is as advertised, I would purchase it unless the Board objects.
- Phil and I are developing the Dichtender training plan which I will share with the Board in November.
- The Dam removal is scheduled and approved to start on November 1
- Attached is my Maintenance Strategy of your review and discussion at the November meeting.

Office Operation:

- Over the next 3 months Terri will be cross training Jen in preparation for Terri's retirement.
- I recently received an inquiry about an internship for GIS work. I have meet with individual who have receive a degree in GIS and is looking for opportunities to learn more. I have identified 10 possible project of different skill levels that could be done by an intern, unless the Board objects I will pursue having a GIS intern. This would not be though Shasta College but a direct intern with ACID. Eddie Clark are Jacobs is willing to mentor the intern.

Staffing

- Staffing level as of 10/4/2021 is 13 active employees.
 - 1 employee is out for 30 for health reason, his return is on November 1.
 - Staff is scheduling and taking vacation over the next several months. I am coordinating the vacations so that we have adequate supervision and work for the maintenance crew.

Work Request and/or Complaints:

- We will be reviewing our work requests and complaints over the next few weeks to ensure that we have not overlooked issues that need to be addressed.

Planning:

- City of Anderson - McMurry Drive, I recently learned that ACID in 2008 entered into an agreement to provide drainage to 15 acres, which includes the RiteAid store. A developer is proposing a project for 1 acre next to the RiteAid and has inquired about draining in the pipeline. I anticipate have more information in November.
- Shasta County – Knighton Road, I have received a notice regarding the new parcel map and rezoning for the proposed Maverick Truck. I will again submit ACID previous comments that we have pipelines in the area and need to know what the drainage plan is for this project.
- I have requested a contractor provide me a proposal to patch 2 leaks in the Lateral 29 at Shady Lane. The patches would be from the inside and I would use this project as confined space training for some of our staff.

GM Activities:

- Drought year planning, in coordination with the other Sac Valley irrigation districts there will be a series of meeting to discuss the real possibility of a drought in 2022.
- SRSC Water Management Plan – has been submitted to BOR.
- Enterprise Anderson GSA – the groundwater plans are available for public review. The target is for the EAGSA board to approve them in January 2022.

Attachments:

Maintenance Activities 9/3 – 10/8

Maintenance Strategy

MAINTENANCE ACTIVITIES

September 3-October 8, 2021

Train new employees

Work on gate fencing on Lateral 29.1

Back clear ditch on Lateral 29.1

Fix blowout on Lateral 35

Weed, debris and trash removal on Spring Gulch Flume, pond at Lone Tree, Hillside Ditch at Churn Creek Rd, Alexander and Bellevue, Lone Tree and Balls Ferry Lateral 29, Parkview, Dry Bread Pick-up Ditch, Sacramento Gulch, Main Canal North of Hill Street

Complete USA's

Pull grills and trash rake Main Canal

Cut tree limbs on South Street on Main Canal, Crowley to Lateral 46 pump station

Work on oiler on Perry's Pond pump

Clear beaver dam on Lone Tree and Webb Rd at Perry's Pond

Fix flooding on Treefoil

Weed eat and mow Churn Creek Pumps, Hillside Ditch, Main Canal, Crowley Well, Alexander and Bellevue, Lone Tree and Balls Ferry Lateral 29, Dry Bread Pick-up Ditch, Lateral 17, Pick-up ditch (Venzke)

Fire control at Locust and Barney Street

Fix hole on Lateral 21, Lateral 41 off 4th Street

Work on GATOR, Hesston

Work on box on Lateral 29

Main canal checkup structure repair

Install new GPS trackers on vehicles

Scrape goose droppings off Dam

Clear Dam trash rack and fix tube to protect motor

Mortar boxes and gates on Churn Creek

Remove tree lateral 46

Deliver headwall on Lateral 37

Remove gates for repairs at Main Canal, Anderson and Cottonwood

Hang "Illegal Camping" signs South and Parkview around Crown Motors

Remove old buoys from line

Clean up at Dam

Remove boards at Olney Creek

Open spill gates at Main Canal and valve in Redding

Spring Gulch Repairs





Sidearm Mower



Maintenance Season Strategy (26 weeks Until Next Irrigation Season)

1. Crew Management

- a. There will be 2 crew leaders (Scott and Phil) generally each will have an area of focus (see organizational chart).
 - i. Phil will be focused on dam removal; vegetation management (removal); canal assessment and gate repairs; ditchtender training and preparation.
 - ii. Scott will be focused on pipeline repairs and new installation; improvements to major control structure; drought structures; grill repairs and new installation.
- b. The specific duties and assignments will be made and posted in the shop every Friday (Staff Schedule and Assignment Worksheet)
- c. Repairs and Improvements will be prioritized and scheduled in advance.
 - i. The 2021 – 2022 Maintenance Objective (attached), Outstanding Work Order Request (under review) will be evaluated using the District Policy for Facility Improvements (attached) to prioritize and schedule the repairs and improvements.

2. Crew Size – currently we have 10 field staff on payroll.

- a. 6 regular employees and 4 new (probationary) employees.
- b. The budget that I am proposing will include the 10 field staff members
 - i. Given the recent history of turnover and possible retirements in the next 1 to 3 years. I believe that it is important to staff and train for the future.

3. Training

- a. Safety and skills training – a least one a month time will be scheduled for specific safety training and as new projects require new skills staff will be trained to perform the task. Each crew leader will be responsible to monitor, and conduct follow up training. Some of the key trainings that are needed in the next 3 weeks are:
 - i. Trenching – most of are work is shallow enough that no special equipment is needed, but the crew need to be aware, and the trenching need to be assessed and constructed correctly.
 - ii. Confined Space – working in our pipes requires training \$600 online and equipment \$3,000.
 - iii. Fall Protection – working on the dam requires training. Phil and I will be reviewing our current practices and planning our training for the coming dam removal.
- b. Ditchtending training
 - i. Phil and I will develop a training plan over the next several months.
 - ii. Ditchtenders will be assigned areas in January and time will be allocated for the general training and specific training to their areas.

4. Employee Bathroom Breaks

- a. The employees understanding of the district current vehicle policy is that it does not allow for stops for personal reason including restrooms. The current practices are that employees return to the yard to use the restroom. This practice can be disruptive to productivity and take a significant amount of time. In some case employees have relieve themselves outdoors which can be problematic. Options to address this issue include either one or both options:

- i. Potable restroom: these are very common in the agricultural sector and are towed behind a vehicle. This would allow the vegetation management or construction crew to have access at the job site. Cost and availability
 - 1. New \$2,000 - \$3,000 delivery / pickup 30 – 90 days. We have contacted 10 companies and 6 farmers about sources and availability. Overall, there appears to be limited sources at this time.
 - 2. Used \$1,500 one of the farmers I contact has a used (5 year old) portable restroom. Very limited use due to changes in their farming operation
- ii. Vehicle use flexibility – The policy could be adjusted to allow employees that do not have access to a restroom at the job site to have permission to stop at some location to access restrooms.