



5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 Fax: (530) 357-3723

Board of Directors: Beverly Fickes - Chair,
Terry Lincoln, Vice Chair
Directors – Pam Beaver, Scott McVay, Logan Johnston

General Manager: Paul Kelley

REGULAR MEETING: October 18th 2023 at 6:00PM: District Office Board Room

MINUTES

- 1. CALL TO ORDER-** Meeting called to order at 6pm by Chair Fickes.
- 2. PLEDGE OF ALLEGIANCE-** Led by Director Beaver
- 3. ROLL CALL-** Chair Fickes asked all to say their names.
 - a. Directors Present-** Chair Fickes, Vice-Chair Lincoln, Director Beaver, Director McVay, Director Johnston.
 - b. Staff Present-** General Manager Paul Kelley, Administrative Assistant Kayla Faulks
 - c. Members from the Public-** Sandy Winters, Jackie Longcrier, Ken Longcrier, Kaitlyn Patrick, and Suzanne Lobsinger.
- 4. OPEN TIME/PUBLIC COMMENT:**
 - a. Sandy Winters:** reported on the Firewise Bus Tour of the District and the Fun Festival in Palo Cedro. She also reported there would be no Firewise Meeting in November.
 - b. Suzanne Lobsinger:** requested that the second base rate be removed from her account because the 2nd dwelling is not being occupied. General Manager Paul Kelley requested that Suzanne bring a letter into the office with commitment to not rent out the unit.
- 5. CONSENT AGENDA (Action)**

General Manager Paul Kelley gave background from his memo regarding the consent agenda items.

 - a. Minutes from Meetings –.** Regular meeting 6/21/23, 9/20/23:
Special Meeting 8/9/23, Committee: 9/12/23
 - b. Paid Bills:** 9/15/23 – 10/14/23
 - i.** Director McVay asked and the PG&E bill, AT&T bill, and the use of McConnell water.
 - ii.** Chair Fickes asked about the answering service and if there was a report that they send with the inbound calls and what the loan installment line items was on the PG&E bill was for. She also

ADA Related Disabilities:

Contact the front office and speak with a Staff Member if special consideration is needed to attend any public meeting for disability related accommodations or aide is needed. Please give 72 hours - notice prior to the meeting to allow staff to meet your requests appropriately.

“This District is an Equal Opportunity Provider”

asked about the Enplan and Mapport subscriptions and if they were needed. Community Member Kaitlyn Patrick commented and made a suggestion about the answering service.

- c. Payroll: 9-14-23, 9-28-23- No comments or questions
- d. Activity Report: September 2023- No other comments or questions

Motion to approve the consent agenda as amended: Director Beaver. 2nd: Director McVay. Motion carried with unanimous vote with the exception of Director Lincoln and Director Johnston abstaining from meeting minutes they were not in attendance for. (3-0-2)

6. OLD BUSINESS/NEW BUSINESS (Discussion/Action)

- a. **O.B.** - USBR Account Reconciliation (Discussion)
 - i. General Manager Paul Kelley reported that the final payment for the WIIN Act was made.
 - ii. Nothing else reported on the reconciliation.
- b. Fiscal Year 1st Quarter Activity/P&L To Budget and Budget Adjustment – (Discussion/Action)
 - i. General Manager Paul Kelley gave background information on his memo. He made suggested budget adjustments that needed to be made. Director Beaver asked about how many current delinquent accounts were there and if we needed to write off more delinquent accounts that “are never going to pay”.
 - ii. General Manager Paul Kelley mentioned CDL to incentivize employees. Chair Fickes suggested 2 people train for CDL.
 - iii. Director Lincoln asked about maintenance on District Vehicle- Unit 3.
 - iv. Director McVay asked why the budget was not balanced at the bottom. General Manager Paul Kelley explained. He also asked for the General Manager to explain OPEB. General Manager Paul Kelley explained what OPEB was and what is currently being worked on as a solution to OPEB. Community Member Sandy Winters commented that one or two employees that didn’t reach the required services years were able to buy out their OPEB.

Motion to approve the budget adjustments that were suggested and the review of the Quarterly budget vs actuals: Director Johnston. 2nd by: Director Beaver. Motion carried with unanimous vote. (5-0)

- c. Shasta County ARPA Grant Agreement (Discussion/Action)
 - i. General Manager Paul Kelley explained the ARPA grant and what it was intended for.

Motion to direct the General Manager to sign the ARPA Grant Agreement: Director McVay. 2nd by: Director Lincoln. Motion carried with a unanimous vote.

- d. Water Usage Review – (Discussion)
 - i. General Manager Paul Kelley gave memo background information. Director McVay asked on timeframe to have hard data on the water usage audit.

ADA Related Disabilities:

Contact the front office and speak with a Staff Member if special consideration is needed to attend any public meeting for disability related accommodations or aide is needed. Please give 72 hours - notice prior to the meeting to allow staff to meet your requests appropriately.

“This District is an Equal Opportunity Provider”

- ii. This item was just discussed. No action was taken.

7. GENERAL MANAGERS REPORT

- a. General Manager gave background information for his GM Report. He mentioned that the District had a visit from JPIA Risk Management. He also mentioned that he is working on applying for a resilience grant, and that the District is going to begin flushing fire hydrants as it has not been done in quite some time. He stated that the staff are working on zones for this project. Community Member Sandy Winters commented that Firewise has zoned out the District and could assist or share that information.

8. OPERATIONS REPORT

- a. General Manager summarized items in his memo background information. Director Lincoln asked about inventory and where it is at. General Manager explained that the crew is still working on it but have started replacing some items that needed to be replaced.

9. STANDING COMMITTEE REPORT –

- a. Agriculture – Nothing reported
- b. Finance – it was mentioned that the finance committee had a meeting the day prior.
- c. Planning/Steering – General Manager Paul Kelley suggested that the Planning & Steering Committee would need to meet in the near future.

10. BOARD MEMBER ITEMS

- a. Director McVay made a request to make meeting times consistent even for Committee meetings as it is difficult to remember if the time changed and makes it easier for the community to attend if all meetings are at 6pm.
- b. Chair Fickes asked about the community committee volunteer application. General Manager Paul Kelley reported that it would be announced in the newsletter and planning to bring it to the next regular meeting.

11. CLOSED SESSION ANNOUNCEMENT:

The Board will adjourn to Closed Session to discuss the following item:

- a. **Public Employee, to consider performance evaluation of General Manager pursuant to GC §54957(b)(1),**

12. ADJOURN THE MEETING- Chair Fickes adjourned the Regular Meeting to closed session at 7:51 pm.

Closed session adjourned at 8:47PM. No action was taken during closed session.

ADA Related Disabilities:

Contact the front office and speak with a Staff Member if special consideration is needed to attend any public meeting for disability related accommodations or aide is needed. Please give 72 hours - notice prior to the meeting to allow staff to meet your requests appropriately.

“This District is an Equal Opportunity Provider”
