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

**General Manager: Paul Kelley**

**SPECIAL MEETING: June 5<sup>th</sup> 2024 at 6:00PM: District Office Board Room**

**MINUTES/NOTES**

- 1. CALL TO ORDER** – *Chair Lincoln at 6pm*
- 2. PLEDGE OF ALLEGIANCE** - *Director McVay*
- 3. ROLL CALL** *Chair Lincoln, Vice-Chair McVay, Directors Beaver and Fickes. Director Johnston Arrived at 6:17pm.*

*GM Kelley and Bookkeeper Tenney*

- 4. OPEN TIME/PUBLIC COMMENT:** - *None (Three audience, including Catelyn to video)*
- 5. CONSENT – NONE**
- 6. OLD BUSINESS/NEW BUSINESS** (Discussion/Workshop)

**a. Bank Selection for District Banking Services (Discussion/Action)**

*GM Kelley reviewed the Districts desire to consider new banking services and that there was an RFP sent to banks in Shasta County. Bookkeeper Tenney had developed the RFP and had collected the responses for review. Six banks responded, 3 were finalists*

*The Finance Committee was informed, and designated one of their members to review with staff prior to making a recommendation.*

*Board question – “How long with current bank Tri Cties?” – A long time, no real sense of how many years.*

*After review the Staff recommends Plumas Bank based on these reasons*

*They are local and have a branch in Redding*

*They have a full suite of services needed*

*Their fees were the most reasonable and predictable*

*Experience with small water districts.*

*More...*

**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.

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*Staff recommends using the attached ordinance to accomplish this – since its official for the bank to start and implement by July 1. Also to set the initial signers on the accounts. And that this item is to set all the credit card accounts at Plumas bank – transfer from wherever the current credit cards are – as part of the original Plumas bank proposal – This action authorizes the District to set up the Plumas Bank credit cards for the District.*

*Director McVay commented support and was the member of finance to help review*

*Motion to approve the recommendation and the Ordinance by McVay, 2<sup>nd</sup> by Beaver. Passed 4-0-1 (Director Johnston yet to arrive)*

**b. Fiscal Year 2025 Draft Budget (Discussion)**

*Gm Kelley introduced the item and provided background information that flows with the Memo. The District last year started a more open and timely budget cycle – Preliminary Draft in May for Finance Committee Review, Then a “Board Workshop/Discussion” on the Draft Budget and final budget adoption at the Regular June meeting.*

*The Finance Committee reviewed the preliminary draft budget and made recommendations – primarily a policy recommendation to focus the available resources on assessing (engineering) and holding money to fix the Treatment plant – the train 6 not operational, the Train 4 degrading and the Sanitary Survey results concern the committee – and recommended holding off on other equipment or building improvements. They also recommended both budget be attached – and the are attached for the community and board*

*The GM also went through the rest of the memo, and reviewed the “Budget Narrative” that was incorporated into last years budget. One key element was the WIIN act payment section – with Bookkeeper/Accountant Tenney assistance the District found the amount of WIIN act fees that were not deposited into the WIIN act reserves and were absorbed into operating and therefor attributed to the operating fund payback to the Operating fund for the Funds payoff of the WIIN act.*

*GM went through the Revenue and Expenses.*

*Director Beaver asked about Engineering at 50K? That was a error from previous and should 40K.*

*Directors generally asked about the Engineering services needed to review the Treatment plant and get estimates of costs in hopes to make repairs as soon as possible.*

*Public comment – Kaitlyn Patrick asked about an account and the process and acknowledged the booklet*

*Directors asked community for more input – no more speakers*

*Gm Kelley reminded all that June 19<sup>th</sup> would be a public notice for a public hearing at 6:30pm to adopt the Final Budget.*

**c. Water Treatment Operator III Operator in Training (OIT) implementation (Discussion/Action)**

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*GM Kelley reminded the board that this has been in the works for months. The Treatment division needs more coverage – especially since the departure of the D3/T3 that was splitting time. That D3/T3 position was spending most time in Distribution and based on a quick review – the best way to keep key employees and offer promotional / training opportunities was to create an Operator in Training position so that the hours can be attained to get the full T3 certification. (one year).*

*The best way to implement was to have a side letter with the Union to include this Job Description in the MOU coverage.*

*Staff request that by motion authorize GM signature on Side-Letter.*

*Motion: Beaver 2<sup>nd</sup>: McVay Unanimous 5-0*

## **7. ADJOURN THE MEETING: 7:25pm**

**Approved: 06/19/24 Meeting**



Signed:

**Secretary of the Board**

**General Manager: Paul Kelley**

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