

**BASIN IRRIGATION AND DRAINAGE AUTHORITY
(BIDA)**

Meeting Held on February 14, 2023

Trustees of the Basin Irrigation and Drainage Authority met in person in the office in Kirkville, California, at 9:00 a.m. on **February 14, 2023**

Trustees Present: Bill Henle, Mark Richter, Frank Alonso, Anthony Van Ruiten
Trustee Absent: Jon Munger

Also, Present: Roger Cornwell, General Manager, Jon Scott, Operations Manager, Heather Munoz, Operations Assistant, Dominique Vaughn, Accounting Office Manager, Finance Manager, Melissa Patterson

The meeting was called to order at 9:00 a.m. by Trustee Bill Henle,

A copy of the written notice of the meeting was posted and was emailed to each Trustee on **February 10, 2023**, and incorporated in these minutes.

Approval of Agenda

On MOTION of Trustee Alonso, seconded by Trustee Van Ruiten and unanimously carried, the agenda for the meeting was approved.

Approval of Meeting Minutes

On MOTION of Trustee Alonso, seconded by Trustee Richter and unanimously carried, the meeting minutes were approved from the November 8, 2022, meeting.

Approval of AB 361 Resolution

Resolution No. 2023-02 Authorizing Remote Teleconference meetings of Basin Irrigation and Drainage Authority pursuant to the Brown Act.

On MOTION of Trustee Richter, seconded by Trustee Alonso, and unanimously carried, AB 361 Resolution No., 2023-02, Authorizing Remote Teleconference meeting of Basin Irrigation and Drainage Authority pursuant to the Brown Act. was approved.

PUBLIC COMMENT:

None

GENERAL MANAGERS REPORT: Manager Cornwell

Broker of Record for United Ag- We have made a change we used to use Jeff Turner. He had a lot of problems getting things done, he wasn't as responsive as we needed. We are now working with Garth Moore out of Colusa, which is located much closer to us than Jeff. GM Cornwell doesn't have much experience with Moore Insurance, but he was recommended by other water companies.

On MOTION of Trustee Henle, seconded by Trustee Richter and unanimously carried, moving forward, and working with Moore Insurance as the new broker of Record for United Ag, was approved.

Employee Handbook- GM Cornwell noticed our handbook hasn't been revised since 2019. Silvers HR has come in to help us with the updates along with HR questions in general. They gave us updates we needed in our handbooks. Silver HR works with our personal attorney group. GM Cornwell and OM Scott have run into some issues with employee that don't line up with what is said in our handbook.

Succession Planning- GM Cornwell isn't sure how to go about doing this but is thinking of how we get others interested in the board. He said it feels like there is little interest from a large number of landowners. One possibility is starting a leadership program. GM Cornwell has talked to other GMs with the same issues. NCWA leadership not up and running yet, this would help us out. The board had a discussion and gave GM Cornwell a few good ideas to investigate.

OPERATIONS MANAGER REPORT- Manager Scott

Staff Member Updates- We are keeping our eyes open for a relief ditch tender person. We have a few pumpers taking some time off, which could lead to us having to look for a couple more pumpers. Our newest employee passed his truck driving test, he's been doing well, we are excited to have him here. All the guys have been working hard on getting intake in. We are getting as much done with a good weather.

Major Projects in Progress- We had to complete some work on the trash rack. We had divers come out and had them pack in rip rap under the trash rack. Some holes were under the trash rack due to the high waters. We made some modifications to the trash rack that seem to make it better. OM Scott fielded board member questions.

FINANCE MANAGER REPORT- Manager Patterson

Reminder, Form 700 need to be turned in by mid-March.

Silver HR- In January Silver HR did an audit of our handbook, new hire process, I9, personnel files, payroll. They let us know things that need to be changed right away. They also gave us recommendations. Silver HR told us how to handle lunch breaks, over time, split shifts. They provide us with a large library of forms, check lists, and Letters with correct language. We learned lots of new laws and they are always changing, Silver HR does a good job of keeping us updated with the changes. Manager Patterson also let the board know that we changed the pay date from Wednesday to Friday. With this move it gives us more time to get them done and add management review.

Financial Review- Manager Patterson presented the board with the finance report. The check register for November, December and January were ratified by the board members. Manager Patterson fielded board member questions.

Audit- Nelson & Associates were here in January for two days to get the audit started. They have been doing most of the work offsite at their office. They have sent us updates and some suggestions on how improve our systems such as incoming checks. Everything is going well, and

the audit should be done by the end of the month. Nelson & associates will report to the board when it's completed.

NEXT MEETING DATE: The next meeting will be held on Tuesday March 14th at 9AM

OTHER MATTERS: No other matters to report

CLOSED SESSION:

The Board entered a closed session at 9:50 AM

The Board reconvened to open session at 10:15 AM

No action was reported.

ADJOURN:

There being no further business to come before the Board of Trustees, the meeting was adjourned at 10:17 AM



Roger Cornwell, Secretary