

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

Meeting Held on June 13, 2023

Trustees of the Basin Irrigation and Drainage Authority met in person in the office in Kirkville, California, at 9:00 a.m. on **June 13, 2023**

Trustees Present: Bill Henle, Mark Richter, Frank Alonso, Jon Munger(zoom)

Trustee Absent: Anthony Van Ruiten

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

The meeting was called to order at 9:06 a.m. by Trustee Bill Henle,

A copy of the written notice of the meeting was posted and was emailed to each Trustee on **June 9, 2023**, and incorporated in these minutes.

Approval of Agenda

On MOTION of Trustee Alonso and seconded by Trustee Richter and unanimously approved the agenda for the June 13, 2023, meeting, was approved.

Approval of April 11th meeting minutes

On MOTION of Trustee Alonso and seconded by Trustee Richter and unanimously approved the meeting minutes of the April 11th meeting, were approved.

PUBLIC COMMENT:

None

GENERAL MANAGER REPORT- ROGER CORNWELL

UPDATED LOGO- We are looking at different logos. We want something that embodies the basin, the one displayed incorporates, the river, buttes, environment, and crops. We can't go too bright or dark with the colors. We are going through different fonts and sizes.

WEBSITE UPDATE- Our current website needs some updating. We are talking with R.Michael Strategies. We aren't selling anything, but we do want to highlight our projects and the partnership projects. We are out of compliance on a few things, such as having GSA on the RD1500 page. There are a few more things we could do to make it more user-friendly. With the new analytics we would be able to see how many people are looking at the website and what region they are from. With our current site we can't see how many people view our site.

PROJECT UPDATES- BOHANNON DAM- We are working on getting permits. We need to get an Incidental Take Permit for the GGS. We are hoping to get the concrete poured before the

nesting period gets started for the GGS. Once we get this permit, we will have a biologist on site to take the GGS and move them some place else.

KARNAK PUMPING PLANT- We are working through issues with NRCS. We have requested more funds for the project. We are still having issues with SHIPO, they have started a new 30-day clock to get more information from NRCS. About a month ago GM Cornwell, OM Scott, and RD1500 chair Mark Richter, we had a lot of people with interest. We had some very good meetings; everyone will be waiting for Karnak to show up at NRCS. We are in the process of setting up a meeting with Roger Neillo, to possibly help us with SHIPO.

TISDALE PUMPING PLANT- We will be putting in Mag Meters at Tisdale, part of a 50/50 cost share with the Bureau. The meters have been ordered but we will not put them in until after the irrigation season is over. We don't want something to happen and not be able to pump water. Our pump curves are about the same as the bureau numbers. We are also going to put in a VFD which will help with the pumps not being turned on and off.

OPERATIONS MANAGER REPORT: JON SCOTT

LABOR- We have two new employees. One has experience of running water, he's doing very well. With him here we can use him to cover days off. We have been having to run two shifts that Karnak, due to the contractors doing down there. We weren't expecting to have to run the two shifts, but it should be ending soon.

EQUIPMENT REPLACEMENT DISCUSSION- We are looking at prices on Wheel Tractors. We have had two F-150 pickups on order since November, there is no ETA on these trucks. Other water districts are buying right off the lot and not waiting. We are taking a second look at our older trucks, keeping them despite the rising repair cost. One of our excavators will need an upgrade. The 430 Backhoe has been adding up a lot of maintenance costs. We are looking into getting a newer long reach forklift and taking our current one to Tisdale to help unload pipe and boxes.

FINANCE MANAGER REPORT: MELISSA PATTERSON

FINANCIAL REVIEW- Manager Patterson let the board know at a previous meeting a board member let her know to focus more on the overall numbers of how the company is doing. Manager Patterson answered board member questions. The board chair asked about the solar and wanted to know if it's benefiting us or not, it's still being worked on to present to the board. The check register for April and May 2023 was ratified by the board.

FINANCIAL AUDIT UPDATE- Great news, the audit is complete. Nelson and Associates will be at the next board meeting to present the completed audit to the board. RD1500 will have their presentation at the June 27th board meeting. SMWC will have their presentation at their July 17th board meeting.

EMPLOYEE HANDBOOK- After our audit was done by Silver's HR, we realized how much of our handbook needed to be updated. We have started working with them on updating it. They

have templates already done and we add to it. The good thing about this is they know all the laws and regulations we must comply with. Once the handbook is completed, we will bring it back to the board for review and approval.

NEXT MEETING DATE: The next meeting will be Tuesday July 11th at 9am.

OTHER MATTERS:

GM Cornwell gave an update on how well we are doing with the water. Everything is going very well. We thought we were going to have to go on a wait list to deliver water, but we didn't. We have more than enough even with all the rice planted in the basin.

President Henle said with the end of the 3rd quarter approaching, it came to his mind about the things that need to get done in the 4th quarter such as benefits meeting, budget planning, and employee reviews. GM Cornwell let the board know he has a benefits meeting with Moore Insurance they have a few ideas to go over.

President Henle asked about staffing needs to plan for the budget. OM Scott said we need to start planning for the 5 guys retiring soon. We should hire soon than later, and with the lakes so full we may be patrolling a lot during the winter. Admin is looking for an employee, GM Cornwell is interviewing a few people on Friday. We will be getting a big grant for the pump lowering project. We would like to bring someone in to help with paperwork.


GM Cornwell also let the board know we are looking at outsourcing payroll to free up staff. UAttend, the company we use now doesn't keep us in compliance with state laws. Right now, we spend a lot of time correcting timecards and payroll.

The meeting with the County went well. They sent over an agreement which is being looked at by Downy Brand. The County essentially wants us to do the work on the pipes and we bill them. If we go through them to do the work, it will take 2 years due to permitting.

GM Cornwell was asked about picking out a new bank. River City seems to be the best selection. We will bring the proposal to the RD and SMWC board. River City has the best first proposal and the best interest rates.

ADJOURN:

There being no further business to come before the Board of Trustees, the meeting was adjourned at 10:03 AM



Roger Cornwell, Secretary