

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

Meeting Held on September 12, 2023

Trustees of the Basin Irrigation and Drainage Authority met in person in the office in Kirkville, California, at 9:00 a.m. on **September 12, 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, Melissa Patterson Finance Manager, Dominique Vaughn, Accounting Office Manager, Venus Tenell, Executive Assistant

The meeting was called to order at 9:02 a.m. by Trustee Bill Henle

A copy of the written notice of the meeting was posted and was emailed to each Trustee on **September 8, 2023**, and incorporated in these minutes.

Approval of Agenda

On MOTION of Trustee Van Ruiten and seconded by Trustee Richter and unanimously approved the agenda for the September 12, 2023, meeting, was approved.

Approval of June 13th meeting minutes

On MOTION of Trustee Van Ruiten and seconded by Trustee Richter and unanimously approved the meeting minutes of the July 11th meeting, were approved.

PUBLIC COMMENT:

None

GENERAL MANAGER REPORT- ROGER CORNWELL

EMPLOYEE HANDBOOK- GM Cornwell wants to get the board up to speed on the Handbook. It's been a long process, but we are getting there. We have a meeting next week to finalize a few last-minute things. We will bring the revisions back to the board at the October or November meeting. Silver's HR has been guiding us through this process, then it will be reviewed by our attorneys. GM Cornwell answered questions from the board.

HEALTH PLAN APPROVAL- GM Cornwell hopes the board had plenty of time to look over the health plan. Currently the plan we have now is going to go up about \$30 a month for a family. But for us to save any money we would have to go in a completely different direction, and then it would only save about 5%. The board had a discussion.

On MOTION of Trustee Van Ruiten and seconded by Trustee Richter and unanimously approved to continue with the current Health plan we offer to the employees was approved.

We will have our open enrollment meeting next week to go over everything with the employees.

POTENTIAL FISCAL OPPORTUNITIES- BIDA has the potential opportunity to be used as a fiscal agent. It would be between RD1500 and the Bureau and National Marine Fisheries. BIDA would be the grant recipient, but RD 1500 would do the work. GM Cornwell answered questions from the board members.

OPERATIONS MANAGER REPORT: JON SCOTT

EMPLOYEE UPDATE- We are winding down after a busy irrigation season, and we were busy during flood right before the irrigation season. We have a few employees taking some much-needed vacation time. We are actively seeking more employees.

SCOPE OF WORK FOR WINTER- We have 173 intakes to put in, and lots of crossings and drainpipes. This time of year, we always clean the fish screens, which takes a few days and a few employees to get it done. Down at Karnak we have a pump going in and divers are dredging. We have guys dragging the levees once the sheep have been through there. We are burning levees when we get the chance. We are continuing to spray. We are also preparing for patrolling. OM Scott answered board member questions.

FINANCE MANAGER REPORT: MELISSA PATTERSON

FINANCIAL REVIEW- Manager Patterson presented the financial review to the board. She answered board member questions. The July and August 2023 check register was ratified by the board.

BANKING UPDATE- We received our checks yesterday; this was the last thing we have been waiting for. Dominique and Manager Patterson completed training in depositing checks and online banking. The last step is to get the money transferred; we will leave some in the Umpqua account to cover checks that have been sent out. The board asked about security with the new accounts, GM Cornwell went over the security options we have set in place.

FY2024 BUDGET- Manager Patterson went over the updates she made to the budget that were suggested during the budget meeting last week. She answered the board members questions.

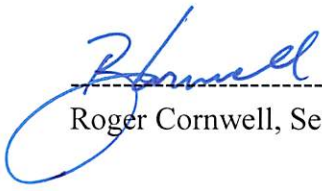
On MOTION of Trustee Alonso and seconded by Trustee Richter and unanimously carried, the FY 2024 Budget was approved.

NEXT MEETING DATE: The board doesn't see a need for a meeting in October, the next board meeting will be November 14th.

OTHER MATTERS: We have set the date for our holiday company party on December 14th at Rocco's in Colusa.

ADJOURN:

There being no further business to come before the Board of Trustees, the meeting was adjourned at 9:56 AM



Roger Cornwell, Secretary