

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

Meeting Held on February 13, 2024

Trustees of the Basin Irrigation and Drainage Authority met in person in the office in Kirkville, California, at 1:00 p.m. on **February 13, 2024**

Trustees Present: Mark Richter, Bill Henle, Anthony Van Ruiten (zoom)

Trustee Absent: Neil Dougherty, John Penning

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

The meeting was called to order at 12:57 p.m. by Trustee Bill Henle

A copy of the written notice of the meeting was posted and emailed to each Trustee on **February 9, 2024**, and incorporated in these minutes.

Approval of Agenda

**On MOTION of Trustee Richter and seconded by Trustee Henle and unanimously approved the agenda for the February 13, 2024, meeting, was approved.**

Approval of January 9<sup>th</sup>, meeting minutes

**On MOTION of Trustee Richter and seconded by Trustee Van Ruiten and unanimously approved the meeting minutes of the January 9th meeting, were approved.**

**PUBLIC COMMENT:**

None

**GENERAL MANAGER REPORT- ROGER CORNWELL**

**BOARD OFFICERS-** GM Cornwell was unable to find anything in writing about how officers are elected for the BIDA board. The trustees in attendance recalled that whichever entity had 2 of the 5 board members would hold the chair. GM Cornwell will get something in writing and bring it to the board in April to discuss. It is imperative that this gets in writing so once these board members are gone it will be followed.

**FORM 700-** Every year the BIDA and RD 1500 board has to fill out a Form 700 to the county. We have copies from last year if anyone needs help filling out the form for this year. Also, in the board packet there is a Form 700 info page. You can go online and fill it out, print it and turn it in. Manager Patterson would like the forms to be turned into the BIDA office by March 15 so they can then be submitted to the county.

ETHICS AND SEXUAL HARASSMENT TRAINING- Its that time of year again that the board members need to take an Ethics and Sexual Harassment Training. We will try to bring someone in for half a day or we can find an online training to send to everyone.

### **OPERATIONS MANAGER REPORT: JON SCOTT**

STAFF UPDATE- We currently have 21 full-time field staff and 1 part-time. We have been cross training. The 6 ditch tenders attended the ITRC flow measurement training at Chico State a few weeks ago. We are sending one of the ditch tenders to the 3-day flow measurement training at Cal Poly. We have 6 employees that are getting close to retirement, we need to start looking to fill those positions. We did 24-hour patrol for a few days, currently we are only doing day patrol. We had to pump at both pump houses at Karnak which takes 1 employee in each house.

### **FINANCE MANAGER REPORT: MELISSA PATTERSON**

FINANCIAL REVIEW- Manager Patterson presented a high-level review of the financials. She went over the bigger variances. The January 2024 Check Register was ratified by the board.

GM Cornwell gave an update on the fraud reimbursement; it has been signed off and we are hoping to see a check in the next couple of weeks.

Manager Patterson was asked how our financials are doing compared to our budget. She said the main thing is the payroll, we budgeted for higher payroll for December and January for patrol, but we have not had heavy rain.

GM Cornwell added that Shasta is at the top of conservation. With this storm coming up, the Bureau is expected to ramp up releases. We will have to go to 24-hour patrol and pumping at both pump houses at Karnak. It also looks like the wet weather will continue and cut into the planting season.

AUDIT UPDATE- Nelson and Associates was on site a few weeks ago, doing some testing. They will be back tomorrow to finish the testing. They did a lot of the work at their office; we were able to upload items to their portal. RD 1500 and SMWC will have to complete a single point audit. RD 1500 was close to not having to complete a single point audit, but we had a decision to go ahead and get it done so it would not be late.

**NEXT MEETING DATE:** April 9<sup>th</sup> at 1pm. We will skip the March meeting; everything is going smoothly.

**OTHER MATTERS:** We are still working through the FEMA reimbursement. It has been 7 to 8 months now. We are going to lose out on some money that was used to cut down the tree, because we cannot prove where we put the wood chips. The bigger items have moved on to CAL OES.

Doug LaMalfa will be at RD108 on February 23<sup>rd</sup> at 11am. Congressman LaMalfa does host an event every quarter.

GM Cornwell let everyone know about the new public Wi-Fi for our guests to use. We will encourage our guests to use this Wi-Fi to prevent outside people from getting into our server. It is password protected.

**CLOSED SESSION:**

The Board convened into a closed session at 1:31 PM

The Board reconvened into an open session at 1:50 PM

There are no actions reported.

**ADJOURN-**

There being no further business to come before the Board of Trustees, the meeting was adjourned at 1:55 PM.



Roger Cornwell, Secretary