

NEVADA IRRIGATION DISTRICT:
BOARD OF DIRECTORS

MINUTES

January 22, 2025

The Board of Directors of the Nevada Irrigation District convened in regular session at the District's main office located at 1036 W. Main Street, Grass Valley, on the 22nd day of January 2025, at 9 a.m.

Present were Ricki Heck, President (Division I) and Chris Bierwagen, Vice-President (Division II); and Directors Brad Fowler (Division III); Earl Stephens (Division IV); and Rich Johansen (Division V).

Staff members present included Jennifer Hanson, General Manager; Greg Jones, Assistant General Manager; Chip Close, Director of Water Operations; Doug Roderick, Director of Engineering; Steve Prosser, Director of Maintenance; Peter Wade, Director of Power Systems; Sandra Dunlap, Director of Finance; Monica Reyes, Director of Recreation; Naomi Schmitt, Director of Human Resources; Dustin Cooper, District Counsel; and Kris Stepanian, Board Secretary.

STANDING ORDERS

- Call to Order: President Heck called the meeting to order
- President Heck led the Pledge of Allegiance
- Roll Call: 5 Members Present

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

- Mike Bernadette, resident of Division 5 (taken at the end of the meeting)
 - Inquired about any South Yuba Canal fire clearance requirements
 - Water security and hydroelectric facilities challenges
 - Inquired who at the District is monitoring the Drum Spaulding situation

SPECIAL ORDERS

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

Sandra Dunlap, Director of Finance, presented the award received from Government Finance Officers Association and introduced Finance Department staff.

The Board expressed their appreciation to staff for the enormous amount of work they have done and continue to do and congratulated them on their achievement.

Public comment: None

January 22, 2025

CONSENT AGENDA

President Heck pulled the following item for discussion at the request of Director Bierwagen:

- 4E: Write-Off for Uncollectible Property Rents

Public comment: None

Director Johansen made a motion to approve the Consent Agenda with the exception of item 4E- Write-Off for Uncollectible Property Rents. Director Stephens seconded the motion, and it was unanimously approved.

MINUTES FROM THE REGULAR MEETING ON JANUARY 8, 2025

M/S/C Johansen/Stephens, unanimously approved as submitted.

RESOLUTION OF APPRECIATION – D. RODERICK

Adopted Resolution No. 2025-03 – Resolution of Appreciation for Doug Roderick.

M/S/C Johansen/Stephens, unanimously approved.

DISTRICT POLICY 3035 – INVESTMENTS

Adopted Resolution No. 2025-04 – Approving Updates to Administrative Policy 3035 – Investments, and appointed Treasurer to manage the investment program.

M/S/C Johansen/Stephens, unanimously approved.

HARMONY RIDGE CELL TOWER LEASE AMENDMENT & EXTENSION

Adopted Resolution No. 2025-05 - Approving a Cell Tower Lease Amendment at 15102 Manzanita Diggings Drive and authorized the General Manager or designee to execute appropriate documents. M/S/C Johansen/Stephens, unanimously approved.

CONTRACT FOR THE NEW HYDROELECTRIC FIELD OFFICE ARCHITECTURAL DESIGN PROJECT NO. 2432

Awarded a Consulting Services Agreement with Russell Davidson Architecture, Inc. in the amount of \$371,811.78 with a 10% contingency, for a total of \$408,993, and authorized the General Manager to execute the necessary documents. M/S/C Johansen/Stephens, unanimously approved.

CALIFORNIA EMPLOYERS' PENSION PREFUND TRUST FY2025 CONTRIBUTION

Adopted Resolution No. 2025-07 - Approving A Budget Amendment and FY2025 Contribution to the California Employers' Pension Prefund Trust (CEPPT) in the amount of \$2,000,000. M/S/C Johansen/Stephens, unanimously approved.

INFORMATION TECHNOLOGY APPLICATION ANALYST CONSULTANT AGREEMENT

Awarded a sole source agreement in the amount of \$145,000 to Joe Ryan, an Independent Contractor, to assist the Information Technology Department with application support services and Tyler Munis Implementation and authorized the

January 22, 2025

General Manager to execute the appropriate documents. M/S/C Johansen/Stephens , unanimously approved.

2025 MULTI-YEAR CONSULTING CONTRACT FOR YUBA- BEAR PROJECT RELICENSING SUPPORT SERVICES

Awarded a sole source multi-year contract with HDR Engineering, Inc. for consulting services related to the Federal Energy Regulatory Commission Yuba-Bear Project Relicensing for a cost of \$250,000 in 2025, and \$150,000 in both 2026 and 2027, with a total amount not to exceed \$550,000 for three years through December 31, 2027, and authorized the General Manager to execute all necessary documents. M/S/C Johansen/Stephens, unanimously approved.

BULK MAILING 2025 PURCHASE ORDER

Approved a purchase order to DataProse for 2025 bulk mailing services in the amount of \$240,000 and authorized the General Manager to execute the appropriate documents. M/S/C Johansen/Stephens, unanimously approved.

BEACON AMA METER SERVICE UNITS 2025 PURCHASE ORDER

Approved a sole source purchase order to Badger Meter, Inc. for the purchase of 2025 cellular and mobile read service units and related licenses in the amount of \$150,000 and authorized the General Manager to execute the appropriate documents. M/S/C Johansen/Stephens, unanimously approved.

WARRANTS, PROJECT AND FACILITY REPORT, PAYROLL FUND CERTIFICATE, AND INVESTMENT REPORT

Ratified the issuance of warrants by receiving and filing the check registers, the Project and Facility Report, and the Investment Transaction Report for the period December 25th, 2024 through January 10th, 2025. M/S/C Johansen/Stephens, unanimously approved.

GENERAL ORDERS

WRITE-OFF FOR UNCOLLECTIBLE PROPERTY RENTS

Jennifer Hanson, General Manager, and Greg Jones, Assistant General Manager, responded to questions from the Board.

Board Discussion:

- State Mandates
- High write-off amount
- Condition of structures and repair costs
- Signed contracts with tenants
- Duties of management company
- Location of properties
- Vacant property risks
- How to avoid this situation in the future
- Rental property income/profits
- Accountability

January 22, 2025

- Regular inspections of District properties and entry rights
- Potential opportunity for employee housing
- Squatters' rights

Public Comment: None

Adopted Resolution No. 2025-06 - Authorizing a Write-Off in the amount of \$76,575 from Miscellaneous Accounts Receivable in Accordance with District Policy 11140 - Write-off Policy. M/S/C Bierwagen/Stephens, unanimously approved.

AMENDMENT TO THE FY 2025 CIP BUDGET

Doug Roderick , Director of Engineering, presented the item.

Board Discussion: None

Public Comment: None

Adopted Resolution No. 2025-08 - Authorizing Amendment of FY 2025 Capital Budget and FY 2025 Internal Services Budget. . M/S/C Bierwagen/Johansen, unanimously approved.

MAINTENANCE DEPARTMENT POSITION RECLASSIFICATION OF A SENIOR UTILITY WORKER TO A MAINTENANCE SUPERVISOR

Steve Prosser, Director of Maintenance, presented the item.

Board Discussion: None

Public Comment: None

Adopted Resolution No. 2025-09 - Approving The Position Reclassification of a Senior Utility Worker to a Maintenance Supervisor Within the Maintenance Department. M/S/C Fowler/Johansen, unanimously approved.

WATER RATE SCHEDULE

Jennifer Hanson, General Manager, presented the item.

Board input and discussion:

- Possible mid-season rate change
- New rates start date for raw water users
- Adjusting the schedule as needed to ensure attendance of all Board members

Public Comment: None

PROJECT & FACILITY REPORT - CHANGE REPORTING

Sandra Dunlap, Director of Finance, presented the item.

Board input and discussion:

January 22, 2025

- Reducing extra work for staff and improving efficiencies
- Finding the Quarterly Budget to Actual Reports more meaningful and useful
- History of the Project & Facility Reports
- In support of discontinuing the Project & Facility Reports

Public Comment: None

WORKSHOP ITEMS

PG&E UPDATE

Chip Close, Director of Water Operations, presented the item and provided a water supply update.

Board Discussion:

- Water into the Bear River when work begins on the 2nd horn
- PG&E's ability to top-off water in Rollins Reservoir
- Amount diverted to Cascade Canal and Scotts Flat Lake
- Confirmed there are no advantages to delaying outages
- Outage dates – no dates set yet
- Boat ramps
- Buying water
- Thanked Chip Close, Director of Water Operations, for going to the Ag Advisory Commission

Public Comment: None

NEW JOB DESCRIPTION - SENIOR CONSTRUCTION INSPECTOR

Doug Roderick, Director of Engineering, presented the item.

Board Discussion:

- Inquired if there are any special licenses or construction experience required
- Inspector skills and certifications at different levels, continuing education and incentives
- Importance of training at senior level
- Advantages & disadvantages of third-party inspections and in-house inspections
- As-builts for in-house projects
- Staff to review certifications and bring back to the Board
- Recruitment

Public Comment: None

NID STRATEGIC PLAN REVIEW FOR 2025

Jennifer Hanson, General Manager, presented the item.

Board Discussion:

- Inquired if an amendment is needed and how to better prioritize
- Capital Improvement Plan
- Raw Water Master Plan – Page 1, to state “will” incorporate” not “will not”

January 22, 2025

- Combining goals
- Review and update for any adjustments prior to the budget
- Additional revenue sources

Public Comment: None

GENERAL MANAGER'S REPORT

Jennifer Hanson, General Manager, reported on the following items:

- Golden mussel update – staff presentation at upcoming Board meeting
- Upcoming internal meeting with local fire departments to discuss fire hydrant maintenance

-

BOARD OF DIRECTORS' ITEMS / REPORTS

Director Johansen, Division V, reported on the following items:

- Attended a Penn Valley townhall meeting and shared highlights regarding fire preparedness
- Commended the Penn Valley Thrift Store for \$250,000 donation to the fire department
- Notice from Congressman Kevin Kylie regarding \$50-million Water Resiliency Grant Program
- Fire preparedness insurance savings

Director Stephens, Division IV, reported on the following items:

- Concerned about increased cost to the District for fire insurance and suggested developing a plan

Director Fowler, Division III, reported on the following items:

- Enjoying the January weather and lambs on the ground
- Constituent inquiries regarding fire hydrants
- Attended Ag Advisory Committee meeting and heard presentation by Chip Close, Director of Water Operations
- Fire and insurance discussions

Director Bierwagen, Division II, reported on the following items:

- Attended Chicago Park Garden Club meeting, and Greg Jones, Assistant General Manager gave a great presentation

Director Heck, Division I, reported on the following items:

- Took train from Colfax to Truckee, which is a great way to see the watershed

MEETING ADJOURNED at 10:41 a.m. The Board is scheduled to reconvene in regular session on Wednesday, February 12, 2025, at 9:00 a.m. at the District's Business Center located at 1036 West Main Street, Grass Valley, California.

Submitted By



Kris Stepanian, Board Secretary