



# COLUSA BASIN DRAINAGE DISTRICT

## Board of Directors' Meeting Minutes

**Monday, August 14, 2023, 1:00 pm - Special Meeting  
 Sites Project Authority Reservoir Conference Room  
 122 Old Highway 99, Maxwell, CA**

Board Member	Present
Arnold	x
Boyd	x
Evans	absent
Fahey	x
Knight	x
Perez	x
Pollock	x
Tibbitts	x
Miller	x

Other Attendees	
Merrilee Vanderwaal Nico Chapman Mike Landini	

**1. Call to Order:**

The meeting was called to order at 1:03 p.m. by chairperson, George Tibbitts, quorum present.

*Colusa Basin Drainage District Board of Directors: District 1 - Tom Arnold, Donald Perez, and Lance Boyd. District 2. Gary Evans, Mary Fahey, and Pete Knight. District 3- George Tibbitts, Chairperson, Lynnel Pollock, Vice Chair, Todd Miller and Donald Perez, Secretary/Treasurer.*

2. **Public Participation – Agendized & Non-Agendized Items:**

None

3. **Consent Agenda:**

Director Arnold moved by to approve B) June and July claims and C) June 30, 2023 Financial Statements. Director Miller seconded.

Vote: Approved 8-0, Director Evans absent.

Director Perez moved to approve June 12, 2023 Minutes as amended. Director Fahey seconded.

Vote: Approved 8-0, Director Evans absent.

Director Miller moved to approve July 12, 2023 Minutes as amended. Director Boyd seconded.

Vote: Approved 8-0, Director Evans absent.

4. **Business Items for Discussion & Action:**

A) Update on Elections

i. Director Arnold administered Certificate of Appointment and Oath of Office Donald Perez term January 1, 2024 through December 31, 2027.

ii. Division II – August 29, 2023, Landowner Election

a) Manager Vanderwaal reported on elections and mailing of ballots.

b) Director Perez moved to approve payment of additional Election expenses invoice. Director Pollock seconded.

Vote: Approved 8-0, Director Evans absent.

iii. Director Miller moved to adopt Resolution 2023-07 to appoint Peter Knight as Division II – District Elected Director. Director Boyd seconded.

Vote: Approved 8-0, Director Evans absent.

B) *Omitted in error on Agenda*

C) *Omitted in error on Agenda*

D) Projects: Manager Vanderwaal reported on status of potential projects.

E) District Administration: Manager Vanderwaal presented on meetings and activities.

F) *Omitted in error on Agenda*

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G) Grazing & Hunting Lease: Director Perez and Director Arnold confirmed AdHoc committee will be meeting to get RFP out as soon as possible.

**5. Reoccurring Calendared Items:**

- A) Project Committee – no report
- B) Mike Landini presented Ranch Report as included in packet.
- C) SGMA
  - i) Yolo, Colusa, and Glenn Counties – nothing to report
  - ii) 2023 Water Conditions – nothing to report

6. There were no Directors or Manager Reports presented

7. Correspondence: Merrilee reported on email communications and requests received from Ben King.

8. Closed Session: Conference with Real Property Negotiators – Gov Code § 54956.8.

Board entered closed session at 2:06pm; the Board returned from closed session at 2:16pm.

Report out to open session. The Board discussed rent price and terms.

9. **Next Meeting:** September 7, 2023 @ 1:00 pm, Sites Project Authority Reservoir, Conference Room.

10. **Adjournment:** Meeting adjourned at 2:25 pm.

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George Tibbitts, Board Chairperson

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# Colusa Basin Drainage District

P.O. Box 390, Willows, Ca. 95988  
Phone (530) 934-7794

To: Colusa County Auditor  
Attn: Pat / Alma  
From: Merrilee Vanderwaal

7-Aug-23

Enclosed are requests for payment of claims for the Colusa Basin Drainage District Account 03190  
The Board of Directors have approved all claims listed and directed that I forward them to you for  
payment

Payables

Order	Payee	Amount	Acct. No.	Vendor No.	
	<b>Pacific Gas &amp; Electric</b>	<b>217.55</b>	53260	761	<b>31-Jul</b>
	<b>Randy Linquist</b>	<b>18,500.00</b>	57350	639V	<b>1-Sep</b>
	<b>Sac Valley CPA</b>	<b>3,742.84</b>	53180	1554	<b>31-Jul</b>
	<b>Total Claims</b>	<b><u>22,460.39</u></b>			

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Sac Valley CPA  
PO Box 1113  
Willows, CA 95988 US  
+1 5309347794  
merrilee@sacvalley.net



# INVOICE

**BILL TO**

Colusa Basin Drainage District  
PO Box 360  
Willows, CA 95988

**INVOICE #** 2455

**DATE** 09/06/2023

**DUE DATE** 10/06/2023

**TERMS** Net 30

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ACTIVITY	QTY	RATE	AMOUNT
<b>District Management</b> Enter final voter designation forms; communication and confirmation with County Elections department; follow up on landowner election inquiries.	1.15	225.00	258.75
<b>Administrative Services</b> Respond to landowner inquiries; review designation forms received.	1.50	100.00	150.00

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BALANCE DUE

**\$408.75**

Sac Valley CPA  
PO Box 1113  
Willows, CA 95988 US  
+1 5309347794  
merrilee@sacvalley.net



# INVOICE

**BILL TO**

Colusa Basin Drainage District  
PO Box 360  
Willows, CA 95988

**INVOICE #** 2456  
**DATE** 08/31/2023  
**DUE DATE** 09/30/2023  
**TERMS** Net 30

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ACTIVITY	QTY	RATE	AMOUNT
Colusa Basin Drainage District:CBDD District Admin & Bookkeeping			
Reimbursable Expenses			561.68
Andrade Construction - Repairs at Ranch House			
<b>SUBTOTAL - Colusa Basin Drainage District:CBDD District Admin &amp; Bookkeeping</b>			<b>561.68</b>
<hr/>			
		BALANCE DUE	<b>\$561.68</b>

# Election Summary Report

Colusa County

Colusa Basin Drainage District Landowner Election

Summary for: All Mail Ballot Election

Official Results

August 29, 2023

**Pursuant to Elections Code 10525(a)(b) the Secretary of the Landowner District delivers a list of voters qualified under the principal act of the District to vote in that county at the next landowner district election. The list will include the manner in which the votes are to be distributed. There were 5,325 unique landowners for 8,255 eligible parcels. Each eligible voter shall have one vote for each one-thousandth of one (1) percent attributable to the land of the eligible voter out of the total benefit received by all lands within the district. Fractions shall be rounded to the nearest one-thousandth with each voter entitled to at least one vote.**

**\*All elections shall be on a basis of one vote per acre or fraction thereof, as shown on the county assessment rolls owned by the eligible voter.**

All Mail Ballot Election  
Candidates

Mary Fahey: 44,929.047\*

Ben King: 23,278.064\*

Total Landowners: 5,325

Total parcels eligible: 8,255

Total Landowner Ballots Issued: 1,680

Total Vote by mail turnout: 340

**Total ballots mailed: 1,680**

**Total ballots returned: 366**

**Total percentage: 21.76%**

The Colusa County Elections Official received a CBDD Resolution 2023-03 requesting our office to conduct the election for the Division 2 Director's position.

Pursuant to Election Code 10521, the qualifications of a voter in a District, the number of votes each voter may cast, and the method of determining that number of votes shall be governed by the principle act of that district.

\*\*\* Official final results.\*\*\*