

COLUSA BASIN DRAINAGE DISTRICT Board of Directors' Meeting Notice & Agenda

**Thursday, September 7, 2023, 1:00pm – Special Meeting
Sites Project Authority Reservoir Conference Room
122 Old Highway 99, Maxwell, CA**

This meeting will be available to the public by teleconference. The call-in information is as follows:

Via web:

<https://us06web.zoom.us/j/89486197143?pwd=Qkg4RzhYODNucmZKMmFLbnNFSk5FZz09>

By Phone: 1-253-215-8782

Meeting ID: 894 8619 7143

Passcode: 551676

Any member of the public may speak during Public Comment, or may email public comments to the General Manager at cbdd61@yahoo.com.

1. Call to Order – George Tibbitts, President

2. Public Participation Members of the public are permitted to address the Board on items affecting the operations of the District and within the jurisdiction of the Board that are not on the agenda. Member of the public may comment on agenda items when said agenda item has been called. In order to not unduly delay the meeting, individuals requesting the opportunity to address the Board are requested to keep their comments to a maximum of five minutes.
Informational Only!

3. Consent Agenda (any of these items can be moved to Business items for more discussion and action at the Board's direction.)

- A) Approval of Minutes of the August 14, 2023 Board Meeting.
- B) Approval and/or Ratification of August claims.
- C) Approval of additional expenses
 - i. Election Costs
 - ii. Ranch Repairs
- D) Review and receive August 31, 2023 Financial Statement.

*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, Lynell Pollock,
Vice Chair, and Todd Miller*

4. Business Items for Discussion & Action

- A) Update on Elections - Division II –August 29, 2023 Landowner Election.
- B) Projects: Discuss and take action, if needed.
- C) District Administration
 - a) Confirmation of Horton McNulty & Saeteurn, LLP as auditor for 2022-2023 audit.
- D) Grazing & Hunting Lease for renewal Sept 1, 2024.
 - a) Review and Approve RFP
 - b) Review and Approve RFP timeline
 - c) Identify Ad Hoc Selection Committee, up to 4 Directors, if needed

5. Reoccurring Calendared Items

- A) Project Committee
- B) South Fork Willow Creek Ranch Reports
- C) SGMA - Yolo, Colusa, and Glenn Counties
- D) Sites Reservoir

6. Director's and/or Manager's Reports

- A) Informational only! Director's reports are optional.

7. Correspondence:

8. Closed Session:

A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS – Gov. Code § 54956.8
Property: Mobile Home
Agency Negotiator: Merrilee Vanderwaal
Negotiating Parties: Andrea Feeney
Under Negotiation: Price and Terms of Payment

9. Next Meeting Monday, December 11, 2023 @ 1:00 pm at _____

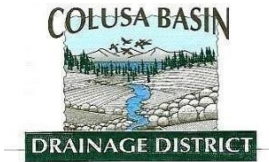
10. Adjourn

Please Note:

1. Members of the public may be allowed to address the board or presenters on agenzized items, as items are presented, should said be required by law. However, the Chair will recognize the Colusa Basin Drainage District Board Members first.
2. Any documents related to agenda items that are made available to the board before the meeting will be available for review by the public at the District's temporary Office located at 1030 W. Wood St, Ste 3, Willows, California, during normal business hours. Copies may be requested in writing at a cost of 0.25 per page, payable upon request.

MEETING NOTIFICATION REQUEST: If you would like to be notified of future Colusa Basin Drainage District meeting and events, please call the General Manager at (530) 934-7794 or email at cbdd61@yahoo.com.

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, Lynell Pollock, Vice Chair, and Todd Miller



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.

George Tibbitts, Board Chairperson

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.

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.	
	Pacific Gas & Electric	217.55	53260	761	31-Jul
	Randy Linquist	18,500.00	57350	639V	1-Sep
	Sac Valley CPA	3,742.84	53180	1554	31-Jul
	Total Claims	<u>22,460.39</u>			

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

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

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

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

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

Colusa Basin Drainage District Profit & Loss Budget vs. Actual July through August 2023

	Admin			Ranch		
	Jul - Aug 23	Budget	\$ Over Budget	Jul - Aug 23	Budget	\$ Over Budget
Income						
40500 · Dividend	83.00			0.00		
42100 · SFWCR - House Rent Income	0.00			1,050.00	1,050.00	0.00
Total Income	83.00	0.00	83.00	1,050.00	1,050.00	0.00
Expense						
60100 · Admin / Manager Exp	11,304.00	1,320.00	9,984.00	1,540.00	3,080.00	-1,540.00
60120 · Accounting - Monthly	1,005.00	2,010.00	-1,005.00	495.00	990.00	-495.00
62000 · Consulting - Provost-Pritchard	1,175.50	3,500.00	-2,324.50	0.00		
68100 · Insurance Expense	348.00	1,201.20	-853.20	1,752.00	1,296.90	455.10
68500 · Interest - Lindquist	0.00			0.00	4,610.00	-4,610.00
71100 · Legal - Downey Brand	5,082.00	3,750.00	1,332.00	0.00	1,000.00	-1,000.00
72110 · Mileage - Reimbursement	0.00	250.00	-250.00	0.00	250.00	-250.00
72500 · Maintenance & Repair	0.00			2,311.68	2,000.00	311.68
73000 · Office Expenses	0.00	355.00	-355.00	0.00	250.00	-250.00
75100 · Postage Expense	26.40	200.00	-173.60	0.00	75.00	-75.00
75120 · Project Expenses	0.00	50,000.00	-50,000.00	0.00		
75140 · Publications & Legal Notice	0.00	250.00	-250.00	0.00		
77100 · Rent - Office/Utilities	180.00	0.00	180.00	0.00	50.00	-50.00
79100 · Telephone / Internet Exp	42.84			0.00		
79610 · Travel	0.00	250.00	-250.00	0.00		
79999 · Contingency	0.00	40,188.80	-40,188.80	0.00	-33,555.99	33,555.99
80500 · Utilities - PG&E - Ranch	0.00			517.31	350.00	167.31
Total Expense	19,163.74	103,275.00	-84,111.26	6,615.99	-19,604.09	26,220.08
Net Income	-19,080.74	-103,275.00	84,194.26	-5,565.99	20,654.09	-26,220.08

Colusa Basin Drainage District
Profit & Loss Budget vs. Actual
 July through August 2023

		TOTAL		
		Jul - Aug 23	Budget	\$ Over Budget
Income				
	40500 · Dividend	83.00	0.00	83.00
	42100 · SFWCR - House Rent Income	1,050.00	1,050.00	0.00
Total Income		1,133.00	1,050.00	83.00
Expense				
	60100 · Admin / Manager Exp	12,844.00	4,400.00	8,444.00
	60120 · Accounting - Monthly	1,500.00	3,000.00	-1,500.00
	62000 · Consulting - Provost-Pritchard	1,175.50	3,500.00	-2,324.50
	68100 · Insurance Expense	2,100.00	2,498.10	-398.10
	68500 · Interest - Lindquist	0.00	4,610.00	-4,610.00
	71100 · Legal - Downey Brand	5,082.00	4,750.00	332.00
	72110 · Mileage - Reimbursement	0.00	500.00	-500.00
	72500 · Maintenance & Repair	2,311.68	2,000.00	311.68
	73000 · Office Expenses	0.00	605.00	-605.00
	75100 · Postage Expense	26.40	275.00	-248.60
	75120 · Project Expenses	0.00	50,000.00	-50,000.00
	75140 · Publications & Legal Notice	0.00	250.00	-250.00
	77100 · Rent - Office/Utilities	180.00	50.00	130.00
	79100 · Telephone / Internet Exp	42.84	0.00	42.84
	79610 · Travel	0.00	250.00	-250.00
	79999 · Contingency	0.00	6,632.81	-6,632.81
	80500 · Utilities - PG&E - Ranch	517.31	350.00	167.31
Total Expense		25,779.73	83,670.91	-57,891.18
Net Income		-24,646.73	-82,620.91	57,974.18

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.***

Proposed CBDD Ranching Project RFP Schedule

Task	End Date
Ad Hoc Ranch Committee Review of RFP	August 31, 2023
Issue Notice of RFP	September 11, 2023
Reservations Site Visit	September 29, 2023
Q & A Period Ends	September 26, 2023
Q & A Circulated to Proposers	September 29, 2023
Site Visit	October 3 or 4, 2023
Proposals Due	October 13, 2023
Evaluation Complete	October 31, 2023
Tenant Notification	November 15, 2023