

**COLUSA BASIN DRAINAGE DISTRICT**  
**Executive Committee Meeting Notice & Agenda**

**Monday, June 24, 2024, 11:30am – Special Meeting**  
**Westside Water District**  
**5005 State Highway 20, Williams, CA 95987**

**1. CALL TO ORDER** – Lynnel Pollock, Vice Chairman

**2. PUBLIC COMMENT:** Members of the public are permitted to address the Committee on items affecting the operations of the District and within the jurisdiction of the Committee that are not on the agenda. Member of the public may comment on agenda items when that item has been called. In order to not unduly delay the meeting, individuals requesting the opportunity to address the Committee are requested to keep their comments to a maximum of five minutes. The Committee will not take action on non-agenda items.

**3. CONSENT AGENDA:** (any of these items can be moved to Business items for more discussion and action at the Committee’s direction.)

A) Approval of Minutes of the February 12, 2024 Executive Committee Meeting.

**4. BUDGET REVIEW**

A) Discuss and recommendation - 2024-2025 District Budget

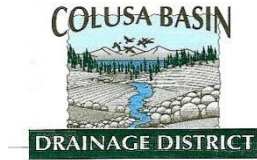
**5. ADJOURN**

Please Note:

1. Members of the public may be allowed to address the board or presenters on agenda items, as items are presented, should said be required by law. However, the Chair will recognize the Colusa Basin Drainage District Committee Members first.
2. Any documents related to agenda items that are made available to the committee before the meeting will be available for review by the public at the District’s 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](mailto:cbdd61@yahoo.com)

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



## **COLUSA BASIN DRAINAGE DISTRICT Executive Committee Meeting Minutes**

**Monday, February 12, 2024, 11:00 pm – Special Meeting  
Westside Water District  
5005 State Highway 20, Williams, CA 95987**

The CBDD Board meeting was held on February 12, 2024. The meeting was called to order at 11:09 am on February 12, 2024 by Chairperson George Tibbitts. The following board members were present at this time George Tibbitts, Lynnel Pollock, Tom Arnold, Donald Perez, and General Manager Merrilee Vanderwaal.

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

A) No public comments were received.

**2. Consent Agenda**

A) Approval of Minutes of the January 27, 2022, Executive Committee Meeting,

B) Approval of Minutes of the May 31, 2023, Executive Committee Meeting

**3. Budget Review -** Mid-Year 2023-2024 Budget adjustments were recommended.

**4. Adjournment**

Meeting adjourned at 12:06 pm

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George Tibbitts, Board Chairperson

Colusa Basin Drainage 24-25				DRAFT								
Budget												
Admin Operation												
		July - May	June	July - June				Adj's	Final Adj	Proposed		
Administration Expenses		2023-2024	2024	2023-2024	2023-2024	Variance		2023-2024	2023-2024	2024-2025		
Account Number		Actual	Est	Projected	Budget			Budget	Budget	Budget		
<b>Revenues - Assessments</b>												
Assessments - Colusa Co	410510	76,163.00	0.00	76,163.00	84,150.00	(7,987.00)	u		84,150.00	84,150.00		
Assessments - Glenn Co	410511	40,208.54	0.00	40,208.54	41,725.00	(1,516.46)	u		41,725.00	41,725.00		
Assessments - Yolo Co	410511	10,265.52	0.00	10,265.52	12,025.00	(1,759.48)	o		12,025.00	12,025.00		
Other Income - Refunds		83.00	0.00	83.00	0.00	83.00	o		0.00			
Interest Income - Co of Colusa	40400A	13,629.91	3,000.00	16,629.91	10,000.00	6,629.91	o		10,000.00	10,000.00		
Interest Income - Other Counties		314.91		314.91	0.00	314.91	o		0.00			
<b>Total Revenues - Assessments</b>		<b>140,664.88</b>		<b>143,664.88</b>	<b>147,900.00</b>				<b>147,900.00</b>	<b>147,900.00</b>		
<b>Administrative Expenses</b>												
Administration / Manager Exp	53180	7,260.00	660.00	7,920.00	7,920.00	0.00	u		7,920.00	12,720.00		
Accounting - Auditors	53180	0.00	0.00	0.00	4,600.00	(4,600.00)	u		4,400.00	10,900.00		
Accounting - Monthly - Admin	53180	11,251.88	2,010.00	13,261.88	12,060.00	1,201.88	o	1,201.88	13,261.88	12,060.00		
Assessment Fee - Colusa Co	410510	11,124.00	0.00	11,124.00	11,200.00	(76.00)	u		11,200.00	11,200.00		
Assessment Fee - Glenn Co	410510	1,504.88	0.00	1,504.88	1,550.00	(45.12)	u		1,550.00	1,550.00		
Assessment Fee - Yolo Co	60135	0.00	1,279.00	1,279.00	1,300.00	(21.00)	u		1,300.00	1,300.00		
Consulting Exp - Provost & Pritchard		2,475.50	0.00	2,475.50	3,500.00	(1,024.50)	u		3,500.00	3,500.00		
Consulting Exp - Election		36,971.52	0.00	36,971.52	44,171.52	(7,200.00)			44,171.52	0.00		
Insurance Expense	53100	348.00	0.00	348.00	1,201.20	(853.20)	u		1,201.20	503.00		
Legal - Downey Brand - Admin	53180	22,447.61	0.00	22,447.61	15,000.00	7,447.61	o		15,000.00	12,000.00		
Legal - Downey Brand - Election of BD	53180	0.00	0.00	0.00	10,000.00	(10,000.00)	u		10,000.00	0.00		
Meetings - Board of Directors	5325101	62.85	0.00	62.85	350.00	(287.15)	u		350.00	350.00		
Mileage - Reimbursement	53250	0.00	0.00	0.00	250.00	(250.00)	u		250.00	250.00		
Office Expense	53170	287.00	0.00	287.00	1,150.00	(863.00)	u		1,150.00	175.00		
<b>Office Expense - Web Service</b>		<b>900.00</b>	<b>0.00</b>	<b>900.00</b>	<b>1,080.00</b>	<b>(180.00)</b>	<b>u</b>		<b>1,080.00</b>	<b>1,080.00</b>		
Postage Expense	53171	26.40	0.00	26.40	3,741.40	(3,715.00)	u		3,741.40	200.00		
Publications & Legal Notices	53190	0.00	0.00	0.00	1,500.00	(1,500.00)	u		1,500.00	500.00		
Rent - Office/Utilities	53210	810.00	42.00	852.00	575.00	277.00	u		575.00	900.00		
<b>Contingency Expense Acct - Admin</b>	<b>59400</b>	<b>0.00</b>		<b>0.00</b>	<b>33,555.99</b>	<b>(33,555.99)</b>	<b>u</b>		<b>33,555.99</b>	<b>28,462.00</b>		
<b>Project Development</b>					<b>50,000.00</b>	<b>(50,000.00)</b>	<b>u</b>		<b>50,000.00</b>	<b>50,000.00</b>		
Telephone / Internet Expense	53060	42.84	0.00	42.84	43.00	(0.16)	u		43.00	0.00		
Travel Expenses	53250	0.00	0.00	0.00	250.00	(250.00)	u		250.00	250.00		
<b>Total Administrative Expenses</b>		<b>95,512.48</b>		<b>99,503.48</b>	<b>204,998.11</b>			1,201.88	<b>205,999.99</b>	<b>147,900.00</b>		
<b>Net Admin Assessments less Admin Exp.</b>		<b>45,152.40</b>		<b>44,161.40</b>	<b>(57,098.11)</b>				<b>(58,099.99)</b>	<b>0.00</b>		
										Designated Fund - Projects		
										2022-23		50,000.00
										2023-24		50,000.00
												100,000.00

Colusa Basin Drainage 24-25									
Budget									
Ranch Operation									
	Account		July - May	June	July - June				Proposed
SouthFork Willow Creek	Number		2023-2024	2024	2023-2024	2023-2024			2024-2025
			Actual	Est	Projected	Budget	Variance		Budget
<b>Revenues - Ranch Rents</b>									
SFWCR - House Rental Income	4553661		0.00	0.00	0.00	0.00	0.00		0.00
SFWCR - Mobile Rental Income	4553661		6,575.00	650.00	7,225.00	7,200.00	e 25.00		7,800.00
SFWCR - Grazing Rent	4553661		45,000.00	8,366.23	53,366.23	45,000.00	e 8,366.23		102,970.00
Hunting Lease Income	4553661		9,000.00	0.00	9,000.00	9,000.00	e 0.00		0.00
<b>Total Revenues - Ranch Rents</b>			<b>60,575.00</b>		<b>69,591.23</b>	<b>61,200.00</b>			<b>110,770.00</b>
<b>Ranch Expenses</b>									
Admin / Manager Exp - Ranch	5318011		16,940.00	1,540.00	18,480.00	18,480.00	u 0.00		13,680.00
Accounting - Monthly - Ranch	5318012		5,445.00	300.00	5,745.00	5,940.00	u (195.00)		5,940.00
Insurance - Rental	53100		1,752.00	0.00	1,752.00	1,752.00	e 0.00		2,131.00
Interest Expense(only) - Linquist	57350		10,127.32	1,778.54	11,905.86	11,905.86	u 0.00		8,743.57
Legal - Downey Brand - Ranch			8,355.50	0.00	8,355.50	10,000.00	u (1,644.50)		2,500.00
Licenses & Fees			0.00	0.00	0.00	125.00	u (125.00)		125.00
Mileage - Reimbursement Ranch	532507		0.00	0.00	0.00	250.00	u (250.00)		250.00
Maintenance & Repair	53120		5,644.50	21.00	5,665.50	25,000.00	u (19,334.50)		0.00
Office Expenses	53170		10.00	0.00	10.00	250.00	u (240.00)		245.00
Postage Expense - Ranch	531712		0.00	0.00	0.00	75.00	u (75.00)		75.00
Publications & Legal Notices	53190		1,495.76	0.00	1,495.76	1,500.00	(4.24)		0.00
Rent - Office/Utilities Ranch	53210		0.00	0.00	0.00	250.00	u (250.00)		0.00
Taxes - Property Glenn Co	53240		11,704.10	0.00	11,704.10	11,704.10	o 0.00		11,821.14
Utilities - PG&E	53260		1,900.20	120.63	2,020.83	2,100.00	u (79.17)		0.00
<b>Contingency Exp Acct - Ranch</b>			<b>0.00</b>		<b>0.00</b>	<b>(33,555.99)</b>			<b>2.86</b>
<b>Total Ranch Expenses</b>			<b>63,374.38</b>	<b>3,760.17</b>	<b>67,134.55</b>	<b>55,775.97</b>			<b>45,513.57</b>
Note Payment - Lindquist			45,372.68	16,721.46	62,094.14	62,091.14	3.00		65,256.43
<b>Net Ranch Cash Flow</b>			<b>(48,172.06)</b>	<b>(20,481.63)</b>	<b>(59,637.46)</b>	<b>(56,667.11)</b>			<b>(0.00)</b>