

# **COLUSA BASIN DRAINAGE DISTRICT**

## **Board of Directors' Meeting Notice & Agenda**

**Monday, November 25, 2024, 1:00pm – Special Meeting**  
**Westside Water District**  
**5005 State Highway 20, Williams, CA 95987**

1. **Call to Order** – George Tibbitts, Chairperson
  
2. **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 August 12, 2024 Board Meeting
  - B) Approval and/or Ratification of July – October 2024 claims.
  - C) Review and receive October 31, 2024 Financial Statements.
  
4. **Business Items for Discussion & Action**
  - A) Dunnigan Area Recharge Program Presentation (Jordon Navarrot)
    - i. Consider Project Committee recommendation on District involvement
  - B) Update on District Plan Development
    - i. Update on Colusa LAFco Municipal Service Review (MSR)
  - C) Review Audit for fiscal years 2021-2022 and 2022-2023.
  - D) Approval of Ranch Repair Expenses
  
5. **Reoccurring Calendared Items**
  - A) Project Committee
  - B) South Fork Willow Creek Ranch Report
  - C) SGMA
    - i) 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**

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

8. **Next Meeting** Monday, February 10, 2025 @ 1:00pm at \_\_\_\_\_

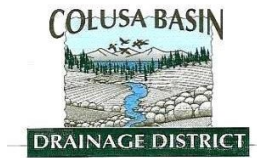
10. **Adjourn**

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 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](mailto:cbdd61@yahoo.com)

*Colusa Basin Drainage District Board of Directors: District 1 – Tom Arnold, Donald Perez, and Jered Shipley, 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 12, 2024, 1:00 pm - Special Meeting  
Westside Water District  
5005 State Highway 20, Williams, CA**

Board Member	Present
Arnold	absent
Shiple	absent
Evans	absent
Fahey	X
Knight	X
Perez	absent
Pollock	X
Tibbitts	X
Miller	X

Other Attendees
Merrilee Vanderwaal Nico Chapman (online) Ben King

**1. Call to Order:**

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

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

No comment

**3. Consent Agenda:**

- A) Director Miller moved to approve minutes of the June 2024 Board Meeting.  
Director Pollock seconded.

**Vote:** Approved: 4-0. Directors Arnold, Shipley, Evans and Perez absent.

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

- A) Jake Dickman from Golden State Risk Management provided the Directors with an overview of insurance coverage and training courses being offered online.

- B) 2024-2025 Budget Adjustments  
General Manager Vanderwaal presented budget adjustments for District budget and County budget.  
Director Knight moved to approve the 2024-2025 budget adjustments. Director Pollock seconded.  
**Vote:** Approved: 4-0. Directors Arnold, Shipley, Evans and Perez absent.
- C) Review Audit for fiscal years 2021-2022 and 2022-2023  
General Manager Vanderwaal reviewed audit and comments from Ben King. Board deferred approval of audit until October meeting so that comments about the easement can be incorporated.
- D) Director Fahey moved to approve and adopt Resolution 2024-06, Setting Director Meeting and Time and Location. Seconded by Director Miller.  
**Vote:** Approved: 4-0. Directors Arnold, Shipley, Evans and Perez absent.
- E) Discussed recognition of Landini's as leaseholder for 20 years.
- F) Update on Grazing & Hunting Lease was given by General Manager Vanderwaal. CEQA Notice of Exemption was filed in all three counties as well as with the state.
- G) General Manager Vanderwaal gave feedback on the Colusa LAFco Municipal Service Review and discussed goals and timeline for Development of District Action Plan

**5. Reoccurring Calendared Items:**

- A) **Project Committee** - Directors Shipley and Tibbitts were added as committee members. Directors Knight (Glenn County), Tibbitts (Yolo) and Fahey (Colusa County) will be attending county GSA meetings.
- B) **South Fork Willow Creek Ranch Reports** – General Manager Vanderwaal discussed the Ranch Committee Report and status of well.
- C) **SGMA** – Directors commented on current GSA activities .
- D) **Sites Reservoir** – Director Pollock gave update report.

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

General Manager Vanderwaal reviewed the General Manager report.

**7. Correspondence:** None

**8. Closed Session:** 2:51 pm and adjourned at 3:01 pm

Director Fahey moved to increase rent on the Mobile Home to \$700 effective on October 1, 2024. Seconded by Director Miller.

**Vote:** Approved: 4-0. Directors Arnold, Shipley, Evans and Perez absent.

Director Tibbitts reported out

9. **Next Meeting:** Monday, October 14, 2024 @ 1:00 pm location to be determined

10. **Adjournment:** Meeting adjourned at 3:01 pm

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George Tibbitts, Board Chairperson

**Colusa Basin Drainage District  
Transaction List by Vendor  
July 1 through November 23, 2024**

Type	Date	Num	Credit
<b>DOWNEY/BRAND ATTORNEYS LLP</b>			
Bill	07/31/2024	604064	1,238.75
Bill	08/31/2024	605522	2,645.00
<b>GLENN CNTY TAX COLLECTOR</b>			
Bill	10/16/2024		9,171.12
<b>GOLDEN STATE RISK MNGMT. AUTH</b>			
Bill	07/01/2024		2,596.00
<b>GREG'S HEATING &amp; A/C INC</b>			
Bill	07/16/2024	26428	1,275.00
<b>HORTON MCNULTY &amp; SAETEURN, LLP</b>			
Bill	09/04/2024	24-12518	2,200.00
<b>PG&amp;E</b>			
Bill	07/02/2024		21.88
Bill	07/31/2024		17.17
Bill	08/29/2024		102.61
Bill	08/29/2024		24.49
Bill	08/29/2024		22.91
Bill	10/25/2024		19.97
Bill	11/05/2024		17.86
Bill	11/12/2024		7.56
<b>PROVOST &amp; PRITCHARD CONSULT GRP</b>			
Bill	07/31/2024	11208	738.40
Bill	07/31/2024	112008	738.40
Bill	08/31/2024	112853	1,491.00
Bill	09/30/2024	113687	284.00
<b>RANDOLPH S &amp; BARBARA LINQUIST</b>			
Bill	09/01/2024		18,500.00
<b>SAC VALLEY CPA</b>			
Bill	07/31/2024	3508	6,079.17
Bill	08/31/2024	3547	3,700.00
Bill	08/31/2024	3546	3,405.19
Bill	09/30/2024	3594	3,700.00
Bill	09/30/2024	3593	1,041.25
Bill	10/31/2024	3643	3,700.00
Bill	10/31/2024	3642	1,511.25
<b>STREAMLINE</b>			
Bill	09/01/2024	689D4915-0007	1,080.00
<b>WILLOWS MINI STORAGE LLC</b>			
Bill	10/01/2024		225.00

<b>Colusa Basin Drainage 24-25</b>			
<b>Budget to Actuals, as of October 31, 2024</b>			
<b>Admin Operation</b>			
		<b>Adjusted</b>	
	Account	<b>2024-2025</b>	
<b>Administration Expenses</b>	Number	<b>Budget</b>	<b>Actuals</b>
<b>Revenues - Assessments</b>			
Assessments - Colusa Co	410510	84,150.00	0.00
Assessments - Glenn Co	410511	41,725.00	919.02
Assessments - Yolo Co	410511	12,025.00	529.08
Interest Income - Co of Colusa	40400A	10,000.00	8,513.31
<b>Total Revenues - Assessments</b>		<b>147,900.00</b>	<b>9,961.41</b>
<b>Administrative Expenses</b>			
Administration / Manager Exp	53180	22,720.00	12,019.51
Accounting - Auditors	53180	10,900.00	2,200.00
Accounting - Monthly - Admin	53180	12,060.00	4,020.00
Assessment Fee - Colusa Co	410510	11,200.00	-
Assessment Fee - Glenn Co	410510	1,550.00	-
Assessment Fee - Yolo Co	60135	1,300.00	-
Consulting Exp - Provost & Pritchard		3,500.00	3,251.80
Insurance Expense	53100	503.00	521.00
Legal - Downey Brand - Admin	53180	12,000.00	1,098.75
Meetings - Board of Directors	5325101	350.00	
Mileage - Reimbursement	53250	250.00	
Office Expense	53170	175.00	
<b>Office Expense - Web Service</b>		<b>1,080.00</b>	<b>1,050.00</b>
Postage Expense	53171	3,000.00	
Publications & Legal Notices	53190	1,500.00	
Rent - Office/Utilities	53210	900.00	450.00
<b>Contingency Expense Acct - Admin</b>	<b>59400</b>	<b>14,662.00</b>	
<b>Project Development</b>		<b>50,000.00</b>	
Travel Expenses	53250	250.00	16.42
<b>Total Administrative Expenses</b>		<b>147,900.00</b>	<b>24,627.48</b>
<b>Net Admin Assessments less Admin Exp.</b>		<b>0.00</b>	<b>(14,666.07)</b>
<b>Designated Fund - Projects</b>			
	2022-23	50,000.00	
	2023-24	<u>50,000.00</u>	
		100,000.00	

<b>Colusa Basin Drainage 24-25</b>			
<b>Budget to Actuals, as of October 31, 2024</b>			
<b>Ranch Operation</b>			
		<b>Adjusted</b>	
<b>SouthFork Willow Creek</b>		<b>2024-2025</b>	
		<b>Budget</b>	<b>Actuals</b>
<b>Revenues - Ranch Rents</b>			
SFWCR - Mobile Rental Income		7,800.00	2,500.00
SFWCR - Grazing Rent		102,970.00	102,970.00
Dividend - Insurance			38
<b>Total Revenues - Ranch Rents</b>		<b>110,770.00</b>	<b>105,508.00</b>
<b>Ranch Expenses</b>			
Admin / Manager Exp - Ranch		13,680.00	4,560.00
Accounting - Monthly - Ranch		5,940.00	1,980.00
Insurance - Ranch		2,131.00	2,113.00
Interest Expense(only) - Linquist		8,743.57	2,470.87
Legal - Downey Brand - Ranch		2,500.00	2,785.00
Licenses & Fees		125.00	151.00
Mileage - Reimbursement Ranch		250.00	1,275.00
Maintenance & Repair		15,000.00	0.00
Office Expenses		245.00	0.00
Postage Expense - Ranch		75.00	0.00
Taxes - Property Glenn Co		11,821.14	9,171.12
Utilities - PG&E		430.00	535.17
<b>Contingency Exp Acct - Ranch</b>		<b>(502.14)</b>	<b>0.00</b>
<b>Total Ranch Expenses</b>		<b>60,438.57</b>	<b>25,041.16</b>
Note Payment - Lindquist		<b>(65,256.43)</b>	<b>(16,029.13)</b>
From Designated Fund		15,000.00	15,000.00
<b>Net Ranch Cash Flow</b>		<b>75.00</b>	<b>79,437.71</b>
Designated Fund - Main & Repair			
	2022-23	10,000.00	
	2023-24	<u>19,334.50</u>	
		29,334.50	



## Colusa Basin Drainage District

## Balance Sheet

As of October 31, 2024

11/23/24

Accrual Basis

	<u>Oct 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10200 · Cash In Treasury - Colusa	475,751.96
10400 · Cash in Treasury - Sec Dep	525.00
<b>Total Checking/Savings</b>	<u>476,276.96</u>
<b>Accounts Receivable</b>	
11000 · Acct Rec - Co's Assessment	-3,947.16
11400 · Acct Rec - Co of Colusa Int	4,572.16
<b>Total Accounts Receivable</b>	<u>625.00</u>
<b>Other Current Assets</b>	
14000 · Prepaid Expenses	180.00
<b>Total Other Current Assets</b>	<u>180.00</u>
<b>Total Current Assets</b>	<u>477,081.96</u>
<b>Fixed Assets</b>	
15400 · Land	1,905,663.60
15450 · Land - Design & Study Costs	3,639,150.40
15500 · Building & Improvements	473,513.00
15600 · Equipment	16,945.80
17000 · Accum. Depreciation - All	-273,825.27
<b>Total Fixed Assets</b>	<u>5,761,447.53</u>
<b>TOTAL ASSETS</b>	<b><u><u>6,238,529.49</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20700 · Accounts Payable	26,438.20
<b>Total Accounts Payable</b>	<u>26,438.20</u>
<b>Other Current Liabilities</b>	
24900 · Rental - Security Deposits	525.00
<b>Total Other Current Liabilities</b>	<u>525.00</u>
<b>Total Current Liabilities</b>	<u>26,963.20</u>
<b>Long Term Liabilities</b>	
27000 · N/Pay - R Lindquist	179,969.26
<b>Total Long Term Liabilities</b>	<u>179,969.26</u>
<b>Total Liabilities</b>	<u>206,932.46</u>
<b>Equity</b>	
31960 · Fund Balance-Unreserved	5,930,363.84
32000 · Retained Earnings	35,432.42
Net Income	65,800.77
<b>Total Equity</b>	<u>6,031,597.03</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>6,238,529.49</u></u></b>



Bippus Roofing Co.

(530) 934-8410 FAX (530) 934-8462  
P.O. Box 823 \* 910 S.Tehama Street  
Willows, Ca. 95988

Invoice

Date	Invoice #
8/13/2024	5400

Bill To
Holzappel, Herb 7163 Co Rd 60 Willows, CA 95963

Description	Amount
Original contract price for County Rd 302, Fruto.	7,850.00
<b>Total</b>	<b>\$7,850.00</b>

bippus@bippusroofing.com

pd ck # 6064 - 8/19/24

Bippus Roffing Co.

Check Number 6064  
Check Date Aug 19, 2024  
Duplicate

Check Amoun \$7,850.00

Item to be Paid - Description

Discount Take

Amount Paid

Repair and Maintenance

7,850.00

Aug 19, 2024

6064

Check Number

7,850.00

Memo:

Seven Thousand Eight Hundred Fifty and 00/100 Dollars

Bippus Roffing Co.  
P.O.Box 823  
Willows, CA 95988

Bippus Roffing Co.

Check Number 6064  
Check Date Aug 19, 2024  
Duplicate

Check Amoun \$7,850.00

Item to be Paid - Description

Discount Take

Amount Paid

Repair and Maintenance

7,850.00