

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

**Monday, August 12, 2024, 1:00pm – Special Meeting
Westside Water District
5005 State Highway 20, Williams, CA 95987**

1. **Call to Order** – George Tibbitts, Chairperson

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 June 24, 2024 Board Meeting

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

A) Golden State Risk Management presentation, Jake Dickman

B) 2024-2025 Budget

i. Discuss and approve 2024-2025 budget adjustments

C) Review Audit for fiscal years 2021-2022 and 2022-2023.

D) Consider and adopt Resolution 2024-06, Setting Regular District Meeting Time and Location.

E) Recognition of Landinis as leaseholders for 20 years

F) Update on Grazing & Hunting Lease

i. CEQA Notice of Exemption status

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

- G) District Plan Development
 - i. Review Colusa LAFco Municipal Service Review (MSR) feedback
 - ii. Discuss Goals and Timeline for Development of District Plan

5. Reoccurring Calendared Items

- A) Project Committee
 - i) Request for additional committee member
 - ii) Request for Directors attendance at local agency meetings

- B) South Fork Willow Creek Ranch Report
 - i) Ranch Committee Report
 - ii) Well Status

- 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

8. Closed Session:

- A) Conference with Real Property Negotiators.
 - Property: Mobile Home on APN 021-180-011
 - Agency negotiator: Merrilee Vanderwaal
 - Under negotiation: Price and terms of payment

9. Next Meeting Monday, October 14, 2024 @ 1:00pm at _____

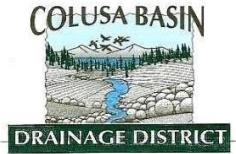
10. Adjourn

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

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, June 24, 2024, 1:00 pm - Special Meeting

Westside Water District

5005 State Highway 20, Williams, CA

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

Other Attendees
Merrilee Vanderwaal Nico Chapman Herb Holzapfel Jake Martin

1. Call to Order:

The meeting was called to order at 1:03 p.m. by vice chairperson, Lynell Pollock. Quorum present.

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

None

3. Consent Agenda:

- A) Director Miller moved to approve minutes of the February & March 2024 Board Meetings and April, May and June 2024 claims. Director Arnold seconded
Vote: Approved 4-0. Directors Tibbitts, Evans, Fahey, and Knight absent. Director Shipley abstain.

- B) Director Perez moved to approve May 31, 2024 Financial Statements.
Director Miller seconded.

Vote: Approved 5-0. Directors Tibbitts, Evans, Fahey, and Knight absent.

4. Public Hearing: Levy of 2024-2025 Annual Benefit Assessment

- A) Hearing was conducted at 1:08 pm – 1:09 pm. There was no public comment.
- B) Director Arnold moved to adopt CBDD Resolution 2024-04, Levy of 2024-2025 Annual Benefit Assessment. Director Perez seconded.

Vote: Approved 5-0. Directors Tibbitts, Evans, Fahey, and Knight absent.

5. Business Items for Discussion & Action:

A) 2024-2025 Budget

- i. 2024-2025 Budget was reviewed and recommended by the Executive Committee with small increases to the postage and publications categories.
- ii. Resolution 2024-05, Adopting the Fiscal 2024-25 Final Budget for Special District Operating Funds. No action taken.

B) Conflict of Interest Code – Biennial was reviewed by the Board. No action taken.

C) District Administration: Meetings have been scheduled for August, October, December, February, April and June. Resolution will be on August Agenda.

D) Grazing & Hunting Lease.

- i. Director Miller moved to approve and execute final lease. Director Perez seconded.

Vote: Approved 5-0. Directors Tibbitts, Evans, Fahey, Knight absent.

- ii. Director Miller moved to adopt Resolution 2024-05, Finding the South Fork Willow Creek Ranch Lease Exempt from CEQA. Director Arnold seconded.

Vote: Approved 5-0. Directors Tibbitts, Evans, Fahey, Knight absent.

6. Reoccurring Calendared Items:

A) **Project Committee** – No Report.

B) **South Fork Willow Creek Ranch Reports** – General Manager Vanderwaal reported there is a well that required repair. Director Shipley encouraged Board to address the dry rot on the ranch house.

C) **SGMA** – Director Pollock reported on Yolo County. Director Arnold reported on Colusa, and Director Shipley reported on Glenn County, GGA Prop 218 proposal is Dryland 61 cents per acre; Urban \$3 per acre; Surface less than \$4 per acre and Pumpers \$7 per acre. There are three public meetings coming up.

D) **Sites Reservoir** – Director Arnold gave update report.

7. Director’s and/or Manager’s Reports:

A) District Manager’s Report – none

B) Directors’ reports – none

8. **Correspondence:** None

9. **Next Meeting:** Monday, August 12, 2024 @ 1:00 pm at Westside Water District

10. **Adjournment:** Meeting adjourned at 2:30 pm

George Tibbitts, Board Chairperson

Colusa Basin Drainage 24-25						
Budget - August 12 adjustments						
Admin Operation						
	Account	1-Jul	12-Aug	Adjusted	Colusa	Colusa Cty
	Number	2024-2025	Adj.	2024-2025	County	2024-2025
Administration Expenses		Budget		Budget	Adj	Budget
Revenues - Assessments						
Assessments - Colusa Co	410510	84,150.00		84,150.00		84,150.00
Assessments - Glenn Co	410511	41,725.00		41,725.00		41,725.00
Assessments - Yolo Co	410511	12,025.00		12,025.00		12,025.00
Interest Income - Co of Colusa	40400A	10,000.00		10,000.00		10,000.00
Total Revenues - Assessments		147,900.00		147,900.00		147,900.00
Administrative Expenses						
Administration / Manager Exp	53180	12,720.00	10,000.00	22,720.00	1,110.00	23,830.00
Accounting - Auditors	53180	10,900.00		10,900.00		10,900.00
Accounting - Monthly - Admin	53180	12,060.00		12,060.00		12,060.00
Assessment Fee - Colusa Co	410510	11,200.00		11,200.00		11,200.00
Assessment Fee - Glenn Co	410510	1,550.00		1,550.00		1,550.00
Assessment Fee - Yolo Co	60135	1,300.00		1,300.00		1,300.00
Consulting Exp - Provost & Pritchard		3,500.00		3,500.00		3,500.00
Insurance Expense	53100	503.00		503.00		503.00
Legal - Downey Brand - Admin	53180	12,000.00		12,000.00	5,645.00	17,645.00
Meetings - Board of Directors	5325101	350.00		350.00		350.00
Mileage - Reimbursement	53250	250.00		250.00		250.00
Office Expense	53170	175.00		175.00		175.00
Office Expense - Web Service		1,080.00		1,080.00		1,080.00
Postage Expense	53171	3,000.00		3,000.00		3,000.00
Publications & Legal Notices	53190	1,500.00		1,500.00		1,500.00
Rent - Office/Utilities	53210	900.00		900.00		900.00
Contingency Expense Acct - Admin	59400	24,662.00	(10,000.00)	14,662.00	(6,755.00)	7,907.00
Project Development		50,000.00		50,000.00		50,000.00
Travel Expenses	53250	250.00		250.00		250.00
Total Administrative Expenses		147,900.00		147,900.00		147,900.00
Net Admin Assessments less Admin Exp.		0.00		0.00		0.00
Designated Fund - Projects						
	2022-23	50,000.00		50,000.00		50,000.00
	2023-24	50,000.00		50,000.00		50,000.00
		100,000.00		100,000.00		100,000.00

Colusa Basin Drainage 24-25						
Budget - August 12 adjustments						
Ranch Operation						
			Proposed	12-Aug	Adjusted	Colusa
SouthFork Willow Creek	Account		2024-2025	Adj.	2024-2025	County
	Number		Budget		Budget	Adj
Revenues - Ranch Rents						
SFWCR - Mobile Rental Income	4553661		7,800.00	(75.00)	7,725.00	7,725.00
SFWCR - Grazing Rent	4553661		102,970.00		102,970.00	102,970.00
Total Revenues - Ranch Rents			110,770.00		110,695.00	110,695.00
Ranch Expenses						
Admin / Manager Exp - Ranch	5318011		13,680.00		13,680.00	2,590.00
Accounting - Monthly - Ranch	5318012		5,940.00		5,940.00	5,940.00
Insurance - Ranch	53100		2,131.00		2,131.00	2,131.00
Interest Expense(only) - Linquist	57350		8,743.57		8,743.57	8,743.57
Legal - Downey Brand - Ranch			2,500.00		2,500.00	2,500.00
Licenses & Fees			125.00		125.00	125.00
Mileage - Reimbursement Ranch	532507		250.00		250.00	250.00
Office Expenses	53170		245.00		245.00	245.00
Postage Expense - Ranch	531712		75.00		75.00	75.00
Taxes - Property Glenn Co	53240		11,821.14		11,821.14	11,821.14
Utilities - PG&E	53260		0.00	430.00	430.00	430.00
Contingency Exp Acct - Ranch			2.86	(505.00)	(502.14)	(2,590.00)
Total Ranch Expenses			45,513.57		45,438.57	45,438.57
Note Payment - Lindquist			65,256.43		65,256.43	65,256.43
Net Ranch Cash Flow			(0.00)		(0.00)	(0.00)
Designated Fund - Main & Repair						
2022-23			25,000.00			
2023-24			<u>19,334.50</u>			
			44,334.50			

BOARD OF DIRECTORS
COLUSA BASIN DRAINAGE DISTRICT
RESOLUTION NO. 2024-06
SETTING REGULAR DISTRICT MEETING TIME AND LOCATIONS

AS A BASIS AND PREMISE for this Resolution, the Board of Directors of Colusa Basin Drainage District (the “District”) finds as follows:

1. The District is a special act district formed under the Colusa Basin Drainage District Act (“Act”), with territory in Glenn, Colusa, and Yolo Counties; and
2. Pursuant to Section 127-210 of the Act, the District should adopt and publish a resolution setting the meeting date, time, and location for its regular monthly meetings; and
3. Notwithstanding Section 127-210’s provision for a regular monthly meeting, it has been the long-held custom of the District to convene meetings to conduct business on an every-other-month or quarterly basis; and
4. Also pursuant to Section 127-210, the District may conduct special meetings at any other time according to the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following); and
5. The Board of Directors wishes to establish regular meeting locations that provide for regular participation and access to all landowners within the District’s boundaries.

NOW, THEREFORE, the Board of Directors does hereby RESOLVE and ORDER as follows:

1. The District’s regular monthly meeting shall be held on the second Monday of every other month at 1:00 pm, noticed and conducted consistent with the requirements of the Brown Act.
2. Unless otherwise specified by the Board of Directors, the District will hold regular monthly meetings in the following months, convening at other times only as necessary to conduct District business:
August, October, December, February, April and June

3. In order to facilitate the full participation of all District landowners, the District's regular meetings shall be held on a rotating basis at the following locations, unless otherwise noticed:

- 5005 State Highway 20, Williams, CA (Westside Water District)
- 5513 CA-162, Willows, CA (Tehama Colusa Canal Authority)
- 122 Old Hwy 99W, Maxwell, CA (Sites Reservoir Office)

4. The District may, at the pleasure of the Board and on a temporary basis, convene a regular or special meeting at any other location conducive to the conduct of its business, provided that it complies with the Brown Act in its noticing and conduct of those meetings.

PASSED AND ADOPTED at a meeting of the Board of Directors on August 12, 2024 by the following vote:

AYES:

NOES:

ABSENT:

President

ATTEST:

Secretary