

April 18, 2023
Tracy, California

Pursuant to adjournment, April 12, 2023, the Board of Directors of the Banta-Carbona Irrigation District met at 9:00 a.m. at 3514 W. Lehman Road, Tracy California on the above-named date.

PRESENT: Directors: James M Thoming, Glenn Robertson, Annette Elissagaray, and Kyle Robertson

OTHERS PRESENT: General Manager/Secretary David Weisenberger, Treasurer/Assessor Donna Braxton, Assistant Manager/Watermaster Michael McDonald and Administrative Assistant Danisha McDonald

ABSENT: Director Mark Cardoza

ITEM 1 - DISCUSS DESIRED DISTRICT POLICIES AND PROCEDURES AND DEVELOP A PROCESS FOR UPDATING, CREATING, OR AMENDING DISTRICT POLICIES AND PROCEDURES. President Thoming opened the discussion by sharing his list of deliverables from the board meeting of March 21, 2023. Staff then provided an updated organizational chart, a rough draft of an employee handbook update, examples of standard operating procedures for field staff in use by district staff, draft instructions for processing payroll, and a template for the job descriptions currently in use by the district. In addition, a copy of a table of contents for a policies and procedures manual from another special district in California was distributed as a model to consider in preparing the BCID updated policies and procedures.

Board members suggested some changes to the organizational chart, agreed that the current model job description provided should be used for updating all position job descriptions in the district, and directed staff to compare the draft employee manual to others used by other special districts in California. They directed staff to develop a document for the procedure for taking a water order through the actual delivery of the water. The Board directed staff to write up instructions on how the district processes payables and to bring that document to the next special board meeting. The board directed staff to bring back updated job descriptions for all positions in the district to the next special board meeting. The board directed the Treasurer to bring to the next regular board meeting financial reports of the district as produced by the districts finance software programs, Sage and Truepoint.

The board accepted the changes produced by staff as to the format of the agenda and addition of a specific public comment item, and the reorganization of the manager's report as all were presented to the board at the last regular board meeting.

The board directed staff to implement a master calendar that has all important times and dates for activities of the district, filing deadlines, payment deadlines, government report deadlines, and for any other business of the district that is time sensitive.

In summary a list of deliverables for the next regular and special board meetings:

1. Draft updated job descriptions for all job positions in the district.
2. Draft updated Standard Operating Procedure form for field personnel.
3. Draft instructions for processing payables, with computer screen shots.
4. Draft procedure for processing a water order through delivery of water with computer screen shots.
5. Draft financial reports from the District's financial software, Sage and Truepoint.
6. A second draft of employee handbook. (Goal is to be final by August board meeting)
7. Final version of organizational chart.
8. Report on progress of implementing a "Master Calendar"

ITEM 2 - DISCUSS FORMAT OF REPORTS TO BE USED BY STAFF FOR REGULAR BOARD MEETINGS. Director Thoming suggested and the board concurred that the Treasurer bring to the next regular board meeting a draft new style of Treasurer's report that can be generated directly from the district's accounting systems, Sage and Truepoint.

ITEM 3 - REVIEW BANK ACCOUNT BALANCES AND AUTHORIZE APPROPRIATE TRANSFERS AS NECESSARY. After discussion Director Glenn Robertson moved that district staff transfer One million six hundred forty-five thousand five hundred fifty-six dollars and 57 cents (\$1,645,556.57) from the District checking account at Oak Valley Community Bank (OVCB) to the District savings account at OVCB. Director Annette Elissagaray seconded the motion and it carried by the following vote: Ayes: Directors: Annette Elissagaray, Glenn Robertson, Kyle Robertson, and James M. Thoming; Noes: None; Abstain: None; Absent: Director Mark Cardoza

ITEM 4 - CLOSED SESSION:

1) CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

- A. Property: Explore potential purchase of real property
Agency negotiators: David Weisenberger, District Counsel Jeanne Zolezzi,
and President James Thoming.
Negotiating party: Meyers Farming, LLC
Under Negotiation: Parcels in Fresno County (Parcel numbers available upon
request)

The Board returned to open session with no announcement.

ITEM 5 - DIRECTOR OR STAFF ITEMS. General Manger Weisenberger reported that he signed on to a Water Telemetry Technical Group created by the State Water Resources Control Board (SWRCB) at their invitation. The goals of this group are to better understand current data standards and data transfer processes, explore best practices that can simplify and improve telemetry reporting, and develop relationships with interested parties who want to share ideas and advice with the SWRCB staff. The first meeting will be held on April 19, 2023 at 2:00 pm.

Signed,

David Weisenberger
Secretary