

CHARLESTON DRAINAGE DISTRICT

REGULAR BOARD OF DIRECTORS MEETING

May 15, 2024 at 10:00 a.m.

MEETING LOCATION:

52027 West Althea Ave.

Firebaugh, CA 93622

AGENDA

1. CALL TO ORDER

2. **REVIEW OF AGENDA:** The Board will consider corrections and/or additions to the Agenda of items requiring immediate action that came to the attention of the Board after the Agenda was posted.

3. **ROLL CALL:** A quorum will be confirmed and the Board will consider appointment of an acting officer(s) in the event the President, Vice-President, and/or Secretary is absent from the Directors' meeting.

4. **POTENTIAL CONFLICTS OF INTEREST:** Any Board member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter. [Government Code Section 87105.]

5. **PUBLIC COMMENT:** The Board of Directors welcomes participation in Board meetings. The public may address matters under the jurisdiction of the Board that have not been posted in the Agenda. The public will be given the opportunity to address the Board on any item on the Agenda at this time or before the Board's consideration of that item. If members of the public desire to address the Board relative to a particular Agenda item at the time it is to be considered, they should so notify the President of the Board at this time. Please note, California Law prohibits the Board from taking action on any matter during a regular meeting that is not on the posted Agenda unless the Board determines that it is an emergency or one of the other situations specified in Government Code Section 54954.2. During a special meeting, the Board may not take action on any matter that is not on the posted Agenda. The President may limit the total amount of time allocated for public comment on particular issues to 3 minutes for each individual speaker.

ACTION ITEMS

6. **BOARD TO REVIEW AND CONSIDER APPROVING THE April 3, 2024, SPECIAL BOARD MEETING MINUTES** (McGowan) (Tab 2)

7. **FINANCIAL REPORTS** (Brazil) (Tab 3)

- A. Accounts Payable
- B. Monthly Financials
- C. FYE 2025 Budget to Actual Report
- D. Other Financial Matters Affecting the District

REPORT ITEMS

8. REPORTS ON OTHER ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54954.2(a)(3)

9. FUTURE MEETING DATES

- A. Board to Consider Action to Set Special Meeting Date(s):
- B. Next Regular Meeting Date: August 21, 2024

10. ADJOURNMENT

- ❖ Items on the Agenda may be taken in any order.
- ❖ Action may be taken on any item listed on the Agenda.
- ❖ Writings relating to open session: Agenda items that are distributed to members of the Board of Directors will be available for inspection at the District office, excluding writings that are not public records or are exempt from disclosure under the California Public Records Acts.

Americans with Disabilities Act of 1990: Under this Act, a qualifying person may request that the District provide a disability-related modification or accommodation in order to participate in any public meeting of the District. Such assistance includes alternative formats for the agendas and agenda packets used for any public meetings of the District. Requests for assistance may be made in person, in written form, or via telephone at (209) 364-6136. Requests must be received at least 18 hours prior to a scheduled public meeting.

**CHARLESTON DRAINAGE DISTRICT MEETING MINUTES
SPECIAL MEETING OF THE BOARD OF DIRECTORS
April 3, 2024**

A special meeting of the Board of Directors was held on April 3, 2024, at 10:00 am. Those present at the meeting were:

- Directors: Jake Barcellos, President
Will Teixeira, Vice-President
Tom Teixeira, Director
- District Staff: Patrick McGowan, General Manager
Sandra Reyes, Water Master
- Others: Gabriel Delgado, General Counsel
Branden Teicheira, Teicheira Farms

CALL TO ORDER

President Barcellos called the meeting to order at 10:03 am.

REVIEW OF AGENDA

There were no changes to the agenda.

ROLL CALL

A quorum of the Board and the presence of the District’s Officers were confirmed.

POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest disclosed.

PUBLIC COMMENT

There was no public comment.

THE BOARD TO REVIEW AND CONSIDER APPROVING THE FEBRUARY 26, 2024, SPECIAL BOARD MEETING MINUTES

On a motion by Director T. Teixeira and seconded by Vice-President W. Teixeira, the Board approved the minutes as presented.

The vote on the matter was as follows:

- Ayes: Barcellos, T. Teixeira, W. Teixeira
- Nays: None
- Absent: None
- Abstain: None

THE BOARD TO CONSIDER ADOPTING RESOLUTION # 03-24 TO APPOINT A DIRECTOR TO FILL A VACANCY ON THE CHARLESTON BOARD OF DIRECTORS

On a motion by Director T. Teixeira and seconded by Vice-President W. Teixeira, the Board approved adopting Resolution # 03-24 appointing Branden Teicheira to the Charleston Board of Directors.

The vote on the matter was as follows:

Ayes:	Barcellos, T. Teixeira, W. Teixeira
Nays:	None
Absent:	None
Abstain:	None

REPORTS ON OTHER ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54954.2(a)(3)

FUTURE MEETING DATES

- A. Board to Consider Action to Set Special Meeting Date(s):
- B. Next Regular Meeting Date: August 21, 2024

ADJOURNMENT

With no further business on the agenda, President Barcellos adjourned the meeting at 10:16 am.

Jake Barcellos, President

Patrick McGowan, Secretary

DRAFT

CHARLESTON DRAINAGE DISTRICT**ACCOUNTS PAYABLE LIST****2/27/2024 THRU 5/15/2024**

Check Date	Check Number	Name	Check Amount	Memo
3/22/2024	3025	GRASSLAND BASIN AUTHORITY	\$ 64,710.00	2024-2025 PARTICIPANT DUES 1ST INSTALLMENT
3/22/2024	3026	PACIFIC GAS & ELECTRIC	\$ 2,319.39	FEBRUARY & MARCH 2024 ELECTRICAL SERVICE
3/22/2024	3027	PANOCHÉ WATER DISTRICT	\$ 3,419.16	JANUARY 2024 LABOR \$ 759.44, EQUIPMENT \$ 116.88, ADMIN ALLOCATION \$ 102.79, FEBRUARY 2024 LABOR \$ 2,350.50, EQUIPMENT \$ 55.83 & ADMIN ALLOCATION \$ 33.72
4/11/2024	3028	SLDM WATER AUTHORITY	\$ 29,364.00	FY25 1ST INSTALLMENT MEMBERSHIP DUES
4/24/2024	3029	LAW OFFICES OF GABRIEL A. DELGADO	\$ 1,518.03	JANUARY & FEBRUARY 2024 LEGAL SERVICES
4/24/2024	3030	PACIFIC GAS & ELECTRIC	\$ 628.96	APRIL 2024 ELECTRICAL SERVICE
5/15/2024	3031	PANOCHÉ WATER DISTRICT	\$ 782.50	MARCH 2024 LABOR \$ 570.23, EQUIPMENT \$ 96.25, BANK FEE \$57.13 & ADMIN ALLOCATION \$ 58.89
			\$ 102,742.04	

**CHARLESTON DRAINAGE DISTRICT
TREASURER'S MONTHLY FINANCIAL REPORT
BALANCE SHEET-CURRENT ASSETS & LIABILITIES**

DATE AS OF	INTEREST RATE	<u>April 30, 2024</u>	<u>March 31, 2024</u>
<u>CURRENT LIABILITIES</u>			
ACCOUNTS PAYABLE		\$783	\$31,665
TOTAL CURRENT LIABILITIES			
TOTAL CURRENT LIABILITIES		\$783	\$31,665
<u>CASH ACCOUNTS</u>			
O&M CHECKING		\$9,738	\$1,248
LAIF	4.27%	\$109,908	\$149,908
TOTAL UNRESTRICTED CASH			
TOTAL UNRESTRICTED CASH		\$119,646	\$151,157
<u>ACCOUNTS RECEIVABLES</u>			
DRAINAGE		(\$44)	(\$44)
TOTAL ACCOUNTS RECEIVABLES			
TOTAL ACCOUNTS RECEIVABLES		(\$44)	(\$44)
TOTAL CURRENT UNAUDITED ASSETS			
TOTAL CURRENT UNAUDITED ASSETS		\$119,601	\$151,113
NET CURRENT UNAUDITED ASSETS (NET CASH POSITION)			
NET CURRENT UNAUDITED ASSETS (NET CASH POSITION)		\$118,819	\$119,448

General Ledger Detail Report
Summary Report for Period 01 Thru 02 Ending 4/30/2024

CHARLESTON DRAINAGE DISTRICT (CDD)

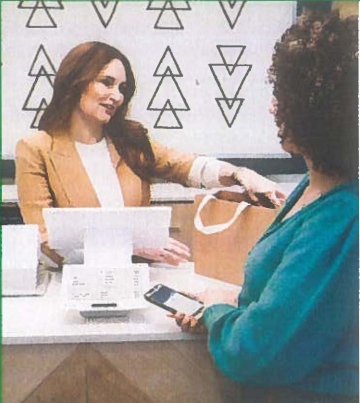
Account Number/Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
1001					
MECHANIC-CKNG ACCT#*****6298	21,697.04	90,000.00	101,959.54	11,959.54-	9,737.50
1007					
CASH-LAIF	197,817.44	2,090.83	90,000.00	87,909.17-	109,908.27
Report Total:	219,514.48	92,090.83	191,959.54	99,868.71-	119,645.77



RETURN SERVICE REQUESTED

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Scammers pose as technology support representatives and offer to fix non-existent computer or technology issues. Learn how to spot this scam at www.MechanicsBank.com/Security.

Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC CHECKING	XXXXXXXX6298	\$11,884.49

PUBLIC CHECKING-XXXXXXXX6298 ✓

Account Summary

Date	Description	Amount
03/30/2024	Beginning Balance	\$1,248.49
	1 Credit(s) This Period	\$40,000.00
	1 Debit(s) This Period	\$29,364.00
04/30/2024	Ending Balance	\$11,884.49

Electronic Credits

Date	Description	Amount
04/12/2024	Wire/In/121140218/WESTAMERICA BANK//STATE OF CALIFORNIA	\$40,000.00



CHARLESTON DRAINAGE DISTRICT QUARTERLY FINANCIAL STATUS
CASH BOOK ACCOUNTS AS OF 3/31/2024

CHARLESTON DRAINAGE DISTRICT CHECKING ACCOUNT	INTEREST RATE	
Balance as per bank statement		\$1,248
<u>Reconciling items</u>		
Add: Outstanding deposits		-
Deduct: Outstanding checks		-
Balance as reported in the general ledger account		\$1,248
CHARLESTON DRAINAGE DISTRICT LAIF ACCOUNT		
LAIF Account balance as of 3/31/2024	4.30%	\$149,908
TOTAL OF GENERAL LEDGER ACCOUNT BALANCES AND LAIF		\$151,157

General Ledger Detail Report
Summary Report for Period 01 Ending 3/31/2024




CHARLESTON DRAINAGE DISTRICT (CDD)

Account Number/Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
1001					
MECHANIC-CKNG ACCT#*****6298	21,697.04	50,000.00	70,448.55	20,448.55-	1,248.49
1007					
CASH-LAIF	197,817.44	2,090.83	50,000.00	47,909.17-	149,908.27
Report Total:	219,514.48	52,090.83	120,448.55	68,357.72-	151,156.76

RETURN SERVICE REQUESTED

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Managing Your Accounts

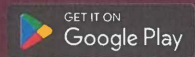
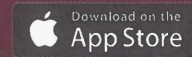
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Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC CHECKING	XXXXXXXXX6298	\$1,248.49

PUBLIC CHECKING-XXXXXXXXX6298

Account Summary

Date	Description	Amount
03/01/2024	Beginning Balance	\$21,697.04
	1 Credit(s) This Period	\$50,000.00
	3 Debit(s) This Period	\$70,448.55
03/29/2024	Ending Balance	\$1,248.49

Electronic Credits

Date	Description	Amount
03/28/2024	Wire/In/121140218/WESTAMERICA BANK//STATE OF CALIFORNIA	\$50,000.00

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
3025	03/29/2024	\$64,710.00	3026	03/27/2024	\$2,319.39	3027	03/22/2024	\$3,419.16

* Indicates skipped check number





MALIA M. COHEN

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	CHARLESTON DRAINAGE DISTRICT
Account Number	90-24-010

As of 04/15/2024, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2024.

Earnings Ratio		.00011755619077389
Interest Rate		4.30%
Dollar Day Total	\$	17,785,809.39
Quarter End Principal Balance	\$	147,817.44
Quarterly Interest Earned	\$	2,090.83

CHARLESTON DRAINAGE DISTRICT

2024 Quarterly Investment Report
For Quarter Ending March 31, 2024

DATE: May 15, 2024

TO: Board of Directors

FROM: Marlene Brazil

In accordance with Government Code Section 53646 and the Charleston Drainage District Investment Policy, the following shall constitute the quarterly report of investment on behalf of the Charleston Drainage District:

	MECHANICS BANK ACCT	LAIF	TOTAL
INVESTMENT BALANCES March 31, 2024	\$ 1,248.49	\$ 149,908.27	\$ 151,156.76

1. As of the date of the report, the majority of District funds are invested in the State of California Local Agency Investment Fund (LAIF) in accordance with Section 16429.1 of the Government Code. Attached is the most recent statement(s) received by the District.
2. As of the date of the report, the remaining District funds are deposited in Federal Deposit Insurance Corporation (FDIC) insured accounts at Mechanics Bank. Therefore, as provided by Government Code Section 53646 (e), attached are the most recent statements received by the District.
3. The portfolio of the District is in compliance with the District's Statement of Investment Policy.
4. It is expected the District will be able to meet its expenditure requirements for the next six months based on projected revenue from drainage service fee.

CHARLESTON DRAINAGE DISTRICT				
FYE 2025 BUDGET (March 1, 2024 - February 28, 2025)				
BOD Approved February 26, 2024 - 17%	2024-2025 Budget	Actual Thru 4/30/2024	\$ Difference (Over)/Under	% of Budget Used To Date
OPERATING REVENUES				
Drainage Service Fees	\$ 239,448	\$ -	\$ 239,448	-
Interest	\$ 3,000	\$ 2,091	\$ 909	70%
TOTAL REVENUES	\$ 242,448	\$ 2,091	\$ 240,357	99%
OPERATING EXPENSES				
Grassland Basin Authority	\$ 129,420	\$ 64,710	\$ 64,710	50%
Grassland Bypass Project	\$ 34,292	\$ 17,146	\$ 17,146	50%
Irrigated Lands Program	\$ 24,436	\$ 12,218	\$ 12,218	50%
Professional Fees	\$ 13,000	\$ 810	\$ 12,190	6%
Labor - Field	\$ 8,500	\$ 374	\$ 8,126	4%
Labor - Admin	\$ 6,000	\$ 196	\$ 5,804	3%
General Overhead	\$ 4,100	\$ 116	\$ 3,984	3%
Energy	\$ 12,000	\$ 1,531	\$ 10,469	13%
Herbicides	\$ 2,700	\$ -	\$ 2,700	-
Water Quality Monitoring	\$ 500	\$ -	\$ 500	-
Repairs & Maintenance	\$ 7,500	\$ 96	\$ 7,404	1%
TOTAL EXPENSES	\$ 242,448	\$ 97,197	\$ 145,251	60%
INCOME/(LOSS)	\$ -	\$ (95,106)	\$ 95,106	39%
Drainage Service Fee - Tiled	\$ 55.50			
Drainage Service Fee - Non-Tiled	\$ 11.50			
Grassland Basin Authority	\$ 129,420			
	53%			
Grassland Bypass Project	\$ 34,292			
	14%			
Irrigated Lands Program	\$ 24,436			
	10%			
Sub-Total	\$ 188,148			
Panoche Drainage District	\$ 54,300			
	22%			