

CHARLESTON DRAINAGE DISTRICT

SPECIAL BOARD OF DIRECTORS MEETING

September 21, 2023 at 1:00 p.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. **THE BOARD TO REVIEW AND CONSIDER APPOINTMENT OF DISTRICT SECRETARY.** (McGowan)
7. **THE BOARD TO REVIEW AND CONSIDER ADOPTING A RESOLUTION TO DESIGNATE SIGNATORIES TO THE DISTRICT'S MECHANICS BANK ACCOUNTS TO EXECUTE BANKING TRANSACTIONS SIGN CHECKS, MAKE ACCOUNTS TRANSFERS, AND WIRE TRANSFERS AND AUTHORIZING EXECUTION OF RELATED DOCUMENTS** (Delgado)

8. **THE BOARD TO REVIEW AND CONSIDER ADOPTING A RESOLUTION TO UPDATE DISTRICT REPRESENTATIVES AUTHORIZED TO EXECUTE LOCAL AGENCY INVESTMENT FUND (LAIF) TRANSACTIONS AND AUTHORIZING EXECUTION OF RELATED DOCUMENTS** (Delgado)
9. **BOARD TO REVIEW AND CONSIDER APPROVAL OF A REIMBURSEMENT TO PANOCHE WATER DISTRICT, THROUGH THE GRASSLAND BASIN DRAINERS, FOR EXPENSES FROM 2017-2020 IN THE AMOUNT OF \$92,140.11** (McGowan)
10. **FINANCIAL REPORTS** (McGowan)
 - A. Accounts Payable
 - B. Monthly Financials
 - C. Treasurer’s Quarterly Investment Reports
 - D. FYE 2023 Budget-to-Actual Report
 - E. Other Financial Matters Affecting the District.
11. **REPORTS ON OTHER ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54954.2(a)(3)**
12. **FUTURE MEETING DATES**
 - A. Board to Consider Action to Set Special Meeting Date(s): *None requested*
 - B. Next Regular Meeting Date: October 18, 2023
13. **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

52027 WEST ALTHEA AVE, FIREBAUGH, CA 93622
TELEPHONE (209) 364-6136 • FAX (209) 364-6122



BOARD MEETING MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: PATRICK MCGOWAN, GENERAL MANAGER

SUBJECT: AGENDA ITEM 6
SELECTION OF DISTRICT SECRETARY

DATE: SEPTEMBER 21, 2023

CC: LORENA CHAGOYA, ETHICS & COMPLIANCE OFFICER

Recommendation: The Board to review and consider appointing Patrick McGowan, to replace former Secretary, Ara Azhderian, and serve as the District Secretary through the fiscal year ending February 29, 2024.

CHARLESTON DRAINAGE DISTRICT
RESOLUTION NO. XXX-23

**A RESOLUTION DESIGNATING AUTHORIZED SIGNATORIES TO
THE DISTRICT'S MECHANICS BANK ACCOUNTS TO EXECUTE BANKING TRANSACTIONS
SIGN CHECKS, MAKE ACCOUNTS TRANSFERS, AND WIRE TRANSFERS
AND AUTHORIZING EXECUTION OF RELATED DOCUMENTS**

RECITALS

WHEREAS, the Board desires to update the names and positions authorized to execute checks drawn on the District's Mechanics Bank accounts, as well as those authorized to engage in wire transfers and other banking transactions, including but not limited to online banking, and to provide for execution of any additional agreements required to update the District's accounts.

WHEREAS, the Board declares that the following are no longer authorized to execute checks, engage in wire transfers, and/or undertake any other banking transactions, effective immediately, and shall be removed from the District's accounts:

Ara Azhderian, Former General Manager & Secretary

WHEREAS, the Board declares that the following are hereby authorized to execute checks, engage in wire transfers, and/or undertake any other banking transactions, effective immediately, and shall be confirmed or added to the District's accounts:

Jake Barcellos, Director
Tom Teixeira, Director
Bob Teicheira, Director
William Teixeira, Director
Marlene Brazil, Treasurer
Patrick McGowan, General Manager & Secretary

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Board of Directors of the Charleston Drainage District hereby finds and determines the above Recitals are true and correct and are incorporated herein by this reference.
2. The General Manager, or his designee, is hereby authorized to execute and deliver such agreements, documents, and other instruments, and to perform such other acts as may

be required by Mechanics Bank to recognize persons authorized to execute checks, engage in wire transfers, and/or undertake any other banking transactions on behalf of the District.

3. Insofar as Mechanics Bank requires a specific form of resolution in order to carry out the actions of this Resolution, such resolution as may be required is deemed to be hereby incorporated by this reference into this Resolution, as though fully set forth herein.

PASSED AND ADOPTED this 21st day of September 2023, in a duly noticed and open meeting of the Board of Directors by the following vote, to wit:

Ayes:
Nays:
Abstain:
Absent:

Jake Barcellos, President

Attest:

Patrick McGowan, Secretary

* * * * *

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Board of Directors of the Charleston Drainage District, at a meeting of the Board of Directors thereof duly called and held at the District's office on the 21st day of September 2023.

Patrick McGowan, Secretary
Charleston Drainage District

**CHARLESTON DRAINAGE DISTRICT
RESOLUTION NO. XXX-23**

**A RESOLUTION UPDATING DISTRICT REPRESENTATIVES AUTHORIZED TO EXECUTE LOCAL
AGENCY INVESTMENT FUND (LAIF) TRANSACTIONS AND AUTHORIZING EXECUTION OF
RELATED DOCUMENTS**

RECITALS

WHEREAS, the Local Agency Investment Fund (“LAIF”) is established in the State Treasury under Government Code section 16429.1 et. Seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors of the Charleston Drainage District (the “Board”) hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code sections 16429.1, et. seq., for the purpose of investment as provided therein is in the best interest of the District.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Board of Directors of the Charleston Drainage District hereby finds and determines the above Recitals are true and correct and are incorporated herein by this reference.
2. The District’s Board of Directors hereby authorizes the deposit and withdrawal of District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code sections 16429.1, et. seq., for the purpose of investment as provided therein.
3. The following District officers holding the titles specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Patrick McGowan
General Manager and Secretary

Jake Barcellos
President

Signature

Signature

Marlene Brazil
Treasurer

Signature

4. This resolution shall remain in full force and effect until rescinded by the Board by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.
5. By adopting this Resolution, the District's Board of Directors hereby directs the General Manager, or his designee, to file a copy of this Resolution with the State Treasurer's Office.

PASSED AND ADOPTED this 21st day of September 2023, in a duly noticed and open meeting of the Board of Directors by the following vote, to wit:

Ayes:
Nays:
Abstain:
Absent:

Jake Barcellos, President

Attest:

Patrick McGowan, Secretary

* * * * *

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Board of Directors of the Charleston Drainage District, at a meeting thereof duly called and held at the District's office on the 21st day of September 2023.

Patrick McGowan, Secretary
Charleston Drainage District

CHARLESTON DRAINAGE DISTRICT

ACCOUNTS PAYABLE LIST

4/20/2023 THRU 9/12/2023

Check Date	Check Number	Name	Check Amount	Memo
4/20/2023	2997	PACIFIC GAS & ELECTRIC	\$ 765.91	APRIL 2023 ELECTRICAL SERVICES
5/23/2023	2998	GRASSLAND BASIN AUTHORITY	\$ 49,611.00	2023/2024 SJRIP PARTICIPATION DUES 1ST INSTALLMENT
5/23/2023	2999	PACIFIC GAS & ELECTRIC	\$ 849.97	MAY 2023 ELECTRICAL SERVICES
6/23/2023	3000	LAW OFFICES OF GABRIEL A. DELGADO	\$ 825.00	APRIL 2023 LEGAL COUNSEL
6/23/2023	3001	PACIFIC GAS & ELECTRIC	\$ 615.30	JUNE 2023 ELECTRICAL SERVICES
6/23/2023	3002	PANOCHÉ WATER DISTRICT	\$ 5,348.52	FEBRUARY 2023 LABOR \$ 857.47, EQUIP USE \$ 191.94, BANK FEES \$ 89.43, ADMIN \$ 116.87, CHEMICAL CREDIT -\$ 156.25, MARCH 2023 LABOR \$ 538.31, EQUIP USE \$ 68.55, BANK FEE \$ 107.48 & ADMIN \$ 156.58, APRIL 2023 LABOR \$ 2,480.73, EQUIP USE \$ 577.32, BANK FEES \$ 78.38 & ADMIN \$ 241.71
7/24/2023	3003	PACIFIC GAS & ELECTRIC	\$ 1,169.37	JULY 2023 ELECTRICAL CHARGES
7/24/2023	3004	PANOCHÉ WATER DISTRICT	\$ 2,278.76	MAY 2023 LABOR \$ 1,142.24, EQUIP USE \$ 985.50, BANK FEES \$ 81.36 & ADMIN \$ 69.66
7/24/2023	3005	PEGBOARD	\$ 151.14	DAILY HERBICIDE SHEETS
8/23/2023	3006	PACIFIC GAS & ELECTRIC	\$ 1,096.48	AUGUST 2023 ELECTRICAL SERVICES
8/23/2023	3007	PANOCHÉ WATER DISTRICT	\$ 928.32	JUNE 2023 LABOR \$ 274.05, CHEMICALS \$ 631.63 & ADMIN \$ 22.64
8/23/2023	3008	STOCKING & COZZI INSURANCE	\$ 2,010.00	LIABILITY & PROPERTY INSURANCE 8/1/23 - 8/1/24
8/24/2023	W000000121	SLDM WATER AUTHORITY	\$ 27,648.50	FY24 2ND INSTALLMENT MEMBERSHIP DUES \$ 16,913.00 & FY24 2ND INSTALLMENT MEMBERSHIP DUES GROUNDWATER WDR SPECIFIC \$ 10,735.50
9/21/2023	3009	GRASSLAND BASIN AUTHORITY	\$ 49,611.00	2023/2024 SJRIP PARTICIPATION DUES 2ND INSTALLMENT
9/21/2023	3010	PACIFIC GAS & ELECTRIC	\$ 1,214.76	SEPTEMBER 2023 ELECTRICAL SERVICES
9/21/2023	3011	PANOCHÉ WATER DISTRICT	\$ 4,347.45	JULY 2023 LABOR \$ 1,697.73, EQUIP USE \$ 2,574.88, BANK FEES \$ 44.15 & ADMIN \$ 30.69
			\$ 148,471.48	

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CHARLESTON DRAINAGE DISTRICT		
TREASURER'S MONTHLY FINANCIAL REPORT		
BALANCE SHEET-CURRENT ASSETS & LIABILITIES		
DATE AS OF	<u>August 31, 2023</u>	<u>July 31, 2023</u>
<u>CURRENT LIABILITIES</u>		
ACCOUNTS PAYABLE	\$53,958	\$5,276
TOTAL CURRENT LIABILITIES	53,958.45	5,276
<u>CASH ACCOUNTS</u>		
O&M CHECKING	\$6,151	\$37,834
LAIF	\$165,123	\$165,123
TOTAL UNRESTRICTED CASH	\$171,273	\$202,957
<u>ACCOUNTS RECEIVABLES</u>		
DRAINAGE	\$4,595	\$4,595
TOTAL ACCOUNTS RECEIVABLES	\$4,595	4,594.97
TOTAL CURRENT UNAUDITED ASSETS	\$175,868	\$207,551
NET CURRENT UNAUDITED ASSETS (NET CASH POSITION)	\$121,910	\$202,276

General Ledger Detail Report
Summary Report for Period 01 Thru 04 Ending 6/30/2023

CHARLESTON DRAINAGE DISTRICT (CDD)

Account Number/Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
1001					
MECHANIC-CKNG ACCT#*****6298	27,859.65	141,315.62	88,894.26	52,421.36	80,281.01
1007					
CASH-LAIF	163,244.05	1,878.60	60,000.00	58,121.40-	105,122.65
Report Total:	<u>191,103.70</u>	<u>143,194.22</u>	<u>148,894.26</u>	<u>5,700.04-</u>	<u>185,403.66</u>






P.O. Box 2200
 Corona, CA 92878
 800.797.6324
 www.mechanicsbank.com

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All loans and credit products subject to program eligibility, collateral, underwriting approval and credit approval. Offer is for new lines of credit and does not apply to renewing lines of credit. Subject to change or cancellation without notice. Offer is effective as of 3/17/2022 and subject to change or cancellation without notice. Prime Rate is defined as "the Prime Rate as published daily in the Money Rates section of the Wall Street Journal." For the current Prime Rate, talk to a banker or visit <https://www.wsj.com/market-data/bonds/moneyrates>.

WATCH OUT FOR CARD OR ACCOUNT LOCKED SCAMS

Criminals contact you via phone, text or email pretending to be your bank or a credit card company, and tell you that your account is "locked" or "frozen" from fraudulent attempts to access it. They then ask for your card number, account number, password or PIN to "unlock" the account. **Learn how to spot this scam at www.MechanicsBank.com/Security.**

Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC CHECKING	XXXXXXXX6298	\$81,106.01





MALIA M. COHEN
California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

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

As of 07/14/2023, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2023.

Earnings Ratio		.00008636172883763
Interest Rate		3.15%
Dollar Day Total	\$	9,477,894.01
Quarter End Principal Balance	\$	104,304.12
Quarterly Interest Earned	\$	818.53

General Ledger Detail Report
Summary Report for Period 01 Thru 05 Ending 7/31/2023

CHARLESTON DRAINAGE DISTRICT (CDD)

Account Number/Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
1001					
MECHANIC-CKNG ACCT#*****6298	27,859.65	162,467.73	152,493.53	9,974.20	37,833.85
1007					
CASH-LAIF	163,244.05	61,878.60	60,000.00	1,878.60	165,122.65
Report Total:	191,103.70	224,346.33	212,493.53	11,852.80	202,956.50






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WATCH OUT FOR SWEEPSTAKES/LOTTERY SCAMS

Criminals claim that you've won a lottery or sweepstakes (sometimes from a foreign country), but you need to pay a fee to access the winnings. **Learn how to spot this scam at www.MechanicsBank.com/Security.**

Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC CHECKING	XXXXXXXX6298	\$39,003.22



General Ledger Detail Report
Summary Report for Period 01 Thru 06 Ending 8/31/2023

CHARLESTON DRAINAGE DISTRICT (CDD)

Account Number/Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
1001					
MECHANIC-CKNG ACCT#*****6298	27,859.65	162,467.73	184,176.83	21,709.10-	6,150.55
1007					
CASH-LAIF	163,244.05	61,878.60	60,000.00	1,878.60	165,122.65
Report Total:	<u>191,103.70</u>	<u>224,346.33</u>	<u>244,176.83</u>	<u>19,830.50-</u>	<u>171,273.20</u>






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1) Loans and credit products subject to credit approval. 2) Merchant Services and Payroll Services are offered by a third party service provider unaffiliated with Mechanics Bank. Programs, products and services are subject to change.

WATCH OUT FOR TECH SUPPORT SCAMS

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	\$8,160.55



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CHARLESTON DRAINAGE DISTRICT QUARTERLY FINANCIAL STATUS	
CASH BOOK ACCOUNTS AS OF 6/30/2023	
CHARLESTON DRAINAGE DISTRICT CHECKING ACCOUNT	
Balance as per bank statement	\$81,106
<u>Reconciling items</u>	
Add: Outstanding deposits	-
Deduct: Outstanding checks	\$825
Balance as reported in the general ledger account	\$80,281
CHARLESTON DRAINAGE DISTRICT LAIF ACCOUNT	
LAIF Account balance as of 6/30/2023	\$105,123
TOTAL OF GENERAL LEDGER ACCOUNT BALANCES AND LAIF	\$185,404

CHARLESTON DRAINAGE DISTRICT

2023 Quarterly Investment Report
For Quarter Ending June 30, 2023

DATE: September 12, 2023

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 June 30, 2023	\$ 80,281.01	\$ 105,122.65	\$ 185,403.66

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.

BACK

CHARLESTON DRAINAGE DISTRICT				
FYE 2024 BUDGET (March 1, 2023 - February 29, 2024)				
BOD Approved April 19, 2023	Approved Budget 2023-2024	Actual thru August 2023	Remaining	
OPERATING REVENUES				
Drainage Service Fees	\$ 211,619	\$ 107,063	\$ 104,556	49%
Interest	\$ 1,000	\$ 1,879	\$ (879)	-88%
TOTAL REVENUES	\$ 212,619	\$ 108,941	\$ 103,678	49%
OPERATING EXPENSES				
San Joaquin River Improvement Project	\$ 99,222	\$ 99,222	\$ -	0%
Grassland Bypass Project	\$ 33,826	\$ 33,826	\$ -	0% NEXT
Irrigated Lands Program	\$ 21,471	\$ 21,471	\$ -	0%
Professional Fees	\$ 8,000	\$ 1,500	\$ 6,500	81%
Labor - Field	\$ 10,000	\$ 3,194	\$ 6,806	68%
Labor - Admin	\$ 6,000	\$ 2,939	\$ 3,061	51%
General Overhead	\$ 7,000	\$ 2,994	\$ 4,006	57%
Energy	\$ 12,000	\$ 5,263	\$ 6,737	56%
Herbicides	\$ 1,000	\$ 632	\$ 368	37%
Water Quality Monitoring	\$ 100	\$ -	\$ 100	100%
Repairs & Maintenance	\$ 14,000	\$ 4,206	\$ 9,794	70%
TOTAL EXPENSES	\$ 212,619	\$ 175,247	\$ 37,372	21%
INCOME/(LOSS)	\$ -	\$ (66,306)	\$ 66,306	
Drainage Service Fee - Tiled	\$ 55.50	\$ 70.50	\$ (15.00)	-21%
Drainage Service Fee - Non-Tiled	\$ 11.50	\$ 14.50	\$ (3.00)	-21%
			Reg/Ac.	LL/Ac.
San Joaquin River Improvement Project	\$ 99,222 47%	\$ 99,222 57%	\$ 25.90	\$ 5.37
Grassland Bypass Project	\$ 33,826 16%	\$ 33,826 19%	\$ 8.83	\$ 1.83
Irrigated Lands Program	\$ 21,471 10%	\$ 21,471 12%	\$ 5.60	\$ 1.16
Sub-Total	\$ 154,519	\$ 154,519		
Panoche Drainage District	\$ 58,100 27%	\$ 20,728 12%	\$ 15.17	\$ 3.14