



Ivar Amen
President, Division 4

Garrett Wallis
Vice President, Division 3

Ronnean Lund
Director, Division 1

Audie Butcher
Director, Division 2

Matt Arrowsmith
Director, Division 5

Daniel Ruiz
General Manager

Special Board Meeting

Agenda

August 31, 2026 1:00 p.m.
1887 Howard Street, Anderson (Council Chambers)

1. Call To Order

2. Flag Salute

3. Public Participation

Time set aside for members of the public that wish to address the Board regarding matters of the District within the jurisdiction of the Board. Individuals are requested to limit comments to a maximum of three minutes.

4. Business Items

- a. Discuss Special Benefit Assessment and Consider Approving Scope of Work Amendment for the Assessment Engineer's Report and Proposition 218 Election Assistance Project (Presentation by Danny Kerns, SE P&P)
- b. Review and Approve Resolution 2026-08: Approving 2026-27 Off-Season Maintenance Work and Declaring the Work Exempt Under the California Environmental Quality Act

5. CLOSED SESSION:

- a. Public Employee Employment and/or Performance Evaluation (Government Code § 54957)
Title: General Manager & Operations Manager Evaluation
- b. Conference with Legal Counsel – water transfer CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code section §54956.8)
Confer with District negotiators (Daniel Ruiz and Counsel Jackson Minasian)
Negotiating Parties: Anderson-Cottonwood Irrigation District, City of Redding, Bella Vista Water District, City of Shasta Lake, Shasta Community Service District.
Under Negotiation: Terms and Condition of a potential Drought Protection Program Agreement Water Transfers

6. Adjourn

PROVOST & PRITCHARD CONSULTING GROUP

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August 11, 2026

Daniel Ruiz, General Manager
Anderson-Cottonwood Irrigation District
2810 Silver Street
Anderson, CA 96007

**Subject: Scope of Work Amendment for the Assessment Engineer's Report and Proposition 218
Election Assistance Project (No. 4191-24-001)**

INTRODUCTION

In 2024 and 2025, Provost & Pritchard completed a draft Engineer's Report for a new assessment for the Anderson-Cottonwood Irrigation District (ACID or the District). Following the District's acceptance of the Engineer's Report in May 2025, the District elected not to immediately proceed with the landowner approval process required under Proposition 218.

We understand that the District now wishes to proceed with the assessment and Proposition 218 process. However, due to the time elapsed since preparation of the Engineer's Report, the Report must be updated to incorporate the District's two most recent years of budgets and related revisions. After the Report is finalized and approved by the Board, the District's list of assessable parcels (Assessment Roll) must be updated, and ballots must be prepared and mailed to landowners.

We also understand that the District would like assistance with public outreach, although at a smaller scale than originally scoped. The amended scope of work and associated fee are provided below.

SCOPE OF WORK

The revised scope of work for Project No. 4191-24-001 is described below. Remaining tasks have been updated and revised as necessary.

TASK 3: ENGINEER'S REPORT AND DISTRICT ROLL UPDATE AND FINALIZATION

A draft Engineer's Report has already been completed for the project. However, the District financial information used in the Report—including annual budgets and audit reports—covered the years 2019 through 2024 and did not include 2025 or 2026.

Provost & Pritchard will request the District's financial information for 2025 and 2026 and incorporate recent District costs into the assessment calculations. In addition, the District's assessment parcel records (Assessment Roll) will be updated and confirmed. This work will include requesting and obtaining current parcel data from Tehama and Shasta Counties to ensure that the Engineer's Report and balloting materials use accurate parcel ownership information.

Once these updates are complete, the Engineer's Report will be revised, finalized, and submitted for District Board approval. It is anticipated that two Board meetings will be required: one for the initial presentation of the Engineer's Report and one for Board adoption of the final Engineer's Report.

TASK 4: ASSESSMENT BALLOT VOTING PACKAGE

Provost & Pritchard will work with MK Elections to develop the assessment ballots in accordance with the approved Engineer's Report. MK Elections has provided an updated fee since the previous proposal. Due to the number of parcels in the District, the cost of conducting the election process represents the majority of the additional fee included in this Amendment.

Provost & Pritchard will prepare public notices, ballots, return envelopes, and a cover letter containing ballot-process instructions. These materials will be mailed to each parcel owner subject to the proposed assessment. Property owners will be identified through review of the District's Assessment Roll completed under Task 3. The mailed notice to the owner of record for each parcel will include, as applicable:

- The reason for the proposed assessment;
- How the assessment will be proportionally allocated toward the cost of the special benefit;
- The assessment amount proposed for each parcel;
- How the assessment was calculated;
- The duration of the assessment;
- An explanation of the written objection process;
- When the proposed assessment will be implemented; and
- The date, time, and location of the public hearing.

A sample ballot and public notice package containing the items described above will be prepared for review by the ACID Board of Directors before mailing. Following Board review and authorization, ballots will be mailed to each landowner of record within the District.

TASK 5: PUBLIC OUTREACH ASSISTANCE

Provost & Pritchard will assist the District with landowner education and outreach on a more limited basis than previously scoped. Provost & Pritchard's Public Relations team regularly provides print and media materials that help clients effectively communicate with and educate landowners regarding key project objectives.

For the District, we propose the following services:

- **Informational Flyer:** Prepare an informational flyer, in a single-sheet or postcard format, for the District's use in communicating with landowners. The flyer will include key messages and graphics regarding the need for and goals of the proposed assessment; dates, times, and logistics for the town hall meeting; the Proposition 218 landowner approval process; and responses to anticipated questions. To reduce costs, the flyer is assumed to be mailed with the public notice and ballot.
- **Town Hall Meeting:** Assist District staff with planning, coordinating, and facilitating one town hall meeting during the Proposition 218 public notice period. The purpose of the meeting will be to clearly communicate the need for the proposed assessment, explain the Proposition 218 landowner approval process, and provide an effective question-and-answer forum.

FEE

Provost & Pritchard Consulting Group will perform the services described in this Amendment on a time-and-materials basis in accordance with the Standard Fee Schedule in effect at the time services are rendered. The following table summarizes the current contract amounts, remaining budget, anticipated additional budget, and total revised fee by task. Fees will be invoiced monthly as services are performed. Reimbursable expenses will be invoiced in addition to professional fees and are included in the estimate below. Subconsultant fees will include a 15% markup in accordance with the Standard Fee Schedule.

PROPOSED FEE – ENGINEER'S REPORT AND PROP 218 SERVICES				
TASK	CURRENT CONTRACT AMOUNT	CONTRACT AMOUNT REMAINING	AMENDMENT NO. 1 AMOUNT	REVISED FEE
Task 1: Coordination & Outreach	\$13,500	\$0.00	-	\$13,500
Task 2: Assessment and Parcel Evaluation	\$16,000	\$7,000	-	\$16,000
Task 3: Engineer's Report	\$23,500	(\$1,300)	\$15,000	\$38,500
Task 4: Ballot and Election Services	-	-	\$51,000	\$51,000
Task 5: Public Outreach Assistance	-	-	\$5,500	\$5,500
Total Estimated Fee:	\$53,000	\$5,700	\$71,500	\$124,500

The line items shown above are estimates and are not intended to limit billings for any given Task. Required task effort may vary up or down from the line item estimates shown; however, total billings will not exceed the Total shown without additional authorization. If the scope changes materially from that described above, as a result of the District's decision, we will prepare a revised estimate of our fees for your approval before we proceed.

SCHEDULE

We understand that the District wishes to finalize the assessment Engineer's Report and conduct the Proposition 218 election process in early to mid-December 2026. To meet this schedule, notices and ballots would need to be mailed by early October 2026, approximately 45 days before the election.

A two-week written objection period may also be recommended, which could require notices and ballots to be mailed by the beginning of October. Accordingly, the Engineer's Report should be finalized and approved by the Board no later than September 2026.

TERMS AND CONDITIONS

This is an amendment to the previously approved Provost & Pritchard Consulting Group Project No. 4191-24-001. The signature below hereby authorizes the addition of the above-mentioned tasks on a time and materials basis. Please sign, date, and return to Daniel Kerns at Provost & Pritchard Consulting Group by emailing dkerns@ppeng.com.

Client: Anderson-Cottonwood Irrigation
District

By:

Name/Title:

Date Signed:

Provost & Pritchard Engineering Group, Inc. dba
Provost & Pritchard Consulting Group

By:

Name/Title: Daniel Kerns
Director of Operations

Date Signed:

ANDERSON-COTTONWOOD IRRIGATION DISTRICT

RESOLUTION NO. 2026-08

**A RESOLUTION APPROVING 2026-27 OFF-SEASON MAINTENANCE WORK AND
DECLARING THE WORK EXEMPT UNDER THE CALIFORNIA ENVIRONMENTAL
QUALITY ACT**

WHEREAS, Anderson-Cottonwood Irrigation District (District) owns and operates existing irrigation facilities that District uses to distribute and deliver surface water to its customers throughout the District; and

WHEREAS, District must perform routine maintenance and repair to its existing irrigation facilities, including the removal of vegetation, trees, and other obstructions along District's facilities; and

WHEREAS, the District has identified the facilities, project limits, estimated costs, and scope of work for the 2026-27 Offseason Maintenance Work, as more particularly described in Exhibit A attached hereto and incorporated herein by this reference; and

WHEREAS, the purpose of the 2026-27 Offseason Maintenance Work is to rehabilitate existing District facilities, improve water conveyance efficiency, reduce seepage and maintenance requirements, improve operational reliability and safety, preserve existing infrastructure, and extend the useful life of District assets.

WHEREAS, in light of the circumstances, including the limited scope, depth, nature and purpose of the routine maintenance and repair work to the existing facilities of District, the District has determined that the work is exempt from the California Environmental Quality Act (CEQA) under multiple exemptions, including without limitation, the exemption for existing facilities (14 Cal. Code Regs § 15301) and the common-sense exemption (14 Cal. Code Regs § 15061(b)(3)).

NOW, THEREFORE, BE IT RESOLVED:

1. All of the foregoing Recitals are true and correct and are incorporated herein as findings of the Board of Directors.
2. The Board of Directors hereby approves the 2026-27 Offseason Maintenance Work as described in Exhibit A attached hereto and incorporated herein by this reference.
3. The District's General Counsel and General Manager are authorized and directed to prepare and process an appropriate notice of exemption under CEQA.

PASSED AND ADOPTED at a meeting of the Board of Directors of Anderson-Cottonwood Irrigation District on _____ by the following vote:

AYES:

NOES:

ABSENT:

President

ATTEST:

Secretary

EXHIBIT A:

Scope of Work

The General Manager is authorized to make minor field adjustments to project limits, quantities, methods, and construction sequencing as necessary to address field conditions, provided such adjustments remain within the approved project budget and do not materially alter the overall scope or purpose of the projects.

Project 1: South Barney Reach

Length: Approximately 4,060 linear feet

Approved Contract Amount: \$203,000

Scope of Work: Remove trees, brush, vegetation, and accumulated debris from the canal prism, banks, and maintenance access areas; excavate and remove sediment deposits, encroachments, and obstructions that restrict hydraulic capacity; reshape and restore canal side slopes and embankments; import, place, and compact fill material as necessary to rebuild eroded sections and stabilize canal banks; repair and improve maintenance roads and equipment access routes; install, repair, or replace fencing where required; dispose of excess material and debris; restore disturbed areas; and perform all work necessary to improve canal reliability, reduce operational maintenance requirements, and maximize water delivery efficiency.

Project 2: Railroad to Floyd Lane Reach

Length: Approximately 7,100 linear feet

Approved Contract Amount: \$497,000

Scope of Work: Remove invasive vegetation, trees, brush, and accumulated debris from the canal corridor; excavate and restore sections affected by sedimentation, erosion, or bank instability; reconstruct and compact canal embankments; import and place fill material as necessary to restore design cross-sections; improve canal access routes for maintenance and emergency response activities; install or repair fencing where required; perform grading, cleanup, and restoration of disturbed areas; and improve hydraulic capacity, operational safety, and maintenance efficiency throughout the project reach.

Project 3: Broken Barn to Midway Reach

Length: Approximately 12,200 linear feet

Approved Contract Amount: \$793,000

Scope of Work: Clear vegetation, trees, brush, and woody material from the canal prism and adjacent maintenance corridor; remove accumulated sediment and obstructions; reshape and stabilize canal banks and levees; import, place, and compact fill material to strengthen embankments and re-establish design grades; improve maintenance access roads and operational work areas; perform fencing improvements as necessary; conduct final grading, restoration, and cleanup; and enhance conveyance capacity while reducing future maintenance demands.

Project 4: Churn Creek Main Canal Rehabilitation

Length: Approximately 3,200 linear feet

Estimated Cost: \$208,000

Included in Time-and-Materials Contract Not to Exceed \$1,157,000

Scope of Work: Remove vegetation, brush, trees, roots, and accumulated debris from the canal corridor; excavate and reshape the canal prism and side slopes; rebuild and compact embankments; address localized erosion, seepage, and bank deterioration; improve maintenance and equipment access; restore disturbed areas; and improve long-term channel stability, safety, and water delivery performance.

Project 5: Lateral 21 Rehabilitation

Location: Balls Ferry S-Turn to Glen Hollow Lane

Length: Approximately 12,000 linear feet

Estimated Cost: \$780,000

Included in Time-and-Materials Contract Not to Exceed \$1,157,000

Scope of Work: Remove brush, vegetation, trees, and accumulated debris from the lateral corridor; restore the lateral cross-section through excavation and regrading; reshape side slopes and embankments; compact rehabilitated embankments and disturbed surfaces; correct seepage, erosion, and recurring maintenance issues; improve maintenance access; restore disturbed areas; and increase conveyance efficiency while reducing water losses and future maintenance requirements.

Project 6: Lateral 21.3 Rehabilitation

Location: Gaines Lane

Length: Approximately 2,600 linear feet

Estimated Cost: \$169,000

Included in Time-and-Materials Contract Not to Exceed \$1,157,000

Scope of Work: Remove encroaching vegetation and accumulated debris; excavate, reshape, and restore the lateral channel profile; reconstruct and compact side slopes and embankments; stabilize areas exhibiting erosion, settlement, or drainage concerns; improve maintenance

accessibility and operational reliability; perform final grading, cleanup, and restoration; and improve water delivery reliability while reducing ongoing maintenance costs.

Standard Language Applicable to All Projects

All work shall include labor, equipment, materials, mobilization, traffic control where necessary, erosion-control measures, environmental compliance measures, permitting coordination, grading, disposal of excess material, restoration of disturbed areas, site cleanup, and all incidental work necessary to complete the projects in a safe and workmanlike manner. The objective of these projects is to improve water conveyance efficiency, enhance operational reliability, reduce maintenance costs, improve employee and public safety, preserve existing facilities, and extend the useful life of District infrastructure.

The total approved offseason maintenance work includes approximately **41,160 linear feet** of canal and lateral improvements, consisting of **23,360 linear feet of competitively bid Main Canal projects totaling \$1,493,000** and **17,800 linear feet of Churn Creek Main Canal and Lateral rehabilitation projects under a time-and-materials contract with a not-to-exceed amount of \$1,157,000**, for a total program value of approximately **\$2,650,000**.

All project lengths, quantities, and estimated costs are approximate and are provided for planning and authorization purposes. Final quantities may vary based upon field conditions, actual construction requirements, and completed measurements. The General Manager is authorized to make minor field adjustments to project limits, quantities, methods, and construction sequencing as necessary to address site conditions encountered during construction, provided such adjustments remain within the approved project budgets and do not materially alter the overall scope or purpose of the approved rehabilitation program.