

**Durham Irrigation District
Board of Directors
Zoom Guidance for Meeting Attendance**

December 15, 2020 - 5:30 PM
Remote Meeting via Zoom (see below)

Special Notice: Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, Durham Irrigation District will be closing the Board of Directors Meetings to members of the public and non-essential District staff.

The public may listen to and/or participate in this meeting via landline or mobile telephone or via computer, with video and audio enabled or audio only. If you wish to comment on an item, but do not wish to participate during the meeting, the public may submit comments prior to the meeting via email to info@didwater.org before 5:00 p.m. on the day of the Board Meeting and they will be read into the record.

ACCESSING THE ONLINE MEETING:

We recommend logging-in **15 minutes early (at 5:15 pm)** to get set up and address any technical issues before the meeting starts. When you access the meeting, **you will be placed into a waiting room and admitted** into the meeting by the meeting hosts. There are four methods for joining the meeting:

1 - From Computer - One Click to Join

<https://us02web.zoom.us/j/495193613?pwd=QTduKzhTc0cxMThrOXFMVWdMYVM2QT09>

2 - From Computer Web Browser

<https://zoom.us/join>

When prompted, use Meeting ID: 495 193 613
Passcode: 646356

3 - From your Mobile Phone: One-Tap Mobile

+16699006833,,495193613#,,,,,0#,,646356#

4 - Dial-in using your Mobile Phone or Landline:

+1 669 900 6833

When prompted, use Meeting ID: 495 193 613

**If you are having any issues connecting to the meeting, please call
Durham Irrigation District at (530) 343-1594 for assistance.**

Please note that when you access the meeting, you will be placed into a waiting room and admitted into the meeting by the meeting host.

- The Board of Directors is committed to making its meetings accessible to all citizens. If you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530) 343-1594 or info@didwater.org at least 24 hours in advance of the meeting.
- The Board of Directors or its President pursuant to Government Code section 54954.3 reserves the right to impose reasonable rules governing public participation on agenda and non-agenda items, including limiting the total amount of time allocated to public testimony on particular issues and for each individual speaker.

**Durham Irrigation District
Board of Directors
MEETING AGENDA
December 15, 2020 - 5:30 PM**

**COPIES OF THIS AGENDA AVAILABLE FROM:
Durham Irrigation District Office or Online at www.didwater.org**

Posted: 5:00p.m., December 10, 2020 at 9418-C Midway, Durham, CA 95938 and Online at www.didwater.org

Board of Directors:

Matt Doyle, Chair
Raymond Cooper
Kevin Phillips

District Staff:

Kamie Loeser, General Manager
Jeff Carter, District Counsel
Rex Munroe and Mike Butler, Water Operator

AGENDA ITEMS:

1. CALL TO ORDER

- 1.1. Roll Call/Establishment of Quorum
- 1.2. Introduction of Guests

2. ADJUSTMENTS AND APPROVAL OF AGENDA

3. PUBLIC COMMENT - public members wishing to address the Board on items not listed on the Agenda.

The Durham Irrigation District Board of Directors may take official action only on items included in the posted agenda for a specific scheduled meeting. Items addressed during the Public Comment section are generally matters not included on the agenda and therefore, the Board will not take action at this scheduled meeting. However, such items may be put on the agenda for a future meeting. The public shall have the opportunity to address items that are on the posted agenda. Speakers shall be limited to three minutes each.

4. PRESENTATIONS *(All Items Informational/Possible Action)*

None.

5. CONSENT AGENDA

All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion unless an item is removed. Resolutions will be read by title only. There will be no separate discussion of these items unless members of the Board, or persons in the audience, request specific items to be removed from the Consent Agenda to the Regular Agenda for separate discussion, prior to

the time the Board votes on the motion to adopt the Consent Agenda. If any item(s) are removed from the Consent Agenda, the item(s) will be considered immediately following action on the Consent Agenda. Action Requested: *that the Board of Directors approve the Consent Agenda.*

- 5.1. Minutes for Regular Meeting held on November 17, 2020
- 5.2. Monthly Financial Report for November 2020, including the Balance Sheet, Year-to-Date Profit & Loss Statement January through November, and the General Ledger.

6. REGULAR AGENDA

- 6.1. Items Removed from Consent Agenda
- 6.2. Payment of monthly bills and approve the warrant sheet and refund register November 18, 2020, through December 15, 2020. Action Requested: *that the Board of Directors authorize payment of the monthly bills and approve the warrant sheet, deposit, and refund registers.*

7. GENERAL ADMINISTRATION BUSINESS (All Items Informational/Possible Action)

7.1. CORRESPONDENCE

- a. California State Controller, November 6, 2020, Subject: 2019-2020 Special Districts' Financial Transactions Report due February 1, 2021. Informational Item Only.
- 7.2. Matthews, Hutton, and Warren, Certified Public Accountants. Engagement Letter for Services for the preparation of the 2018 and 2019 Independent Auditor's Reports for a gross fee, including expenses, not to exceed \$5,500 per report. Requested Action: *Approve the Engagement Letter and gross fee of \$5,500 per report.*
- 7.3. Financial Statements with Independent Auditor's Report for Year ending December 31, 2018. Prepared by Matthews, Hutton & Warren (MHW), Certified Public Accountants. Requested Action: *Review and accept the Draft Report as prepared by MHW.*
- 7.4. Policies and Procedures Document: Chapter 7 – Water Rates, Operating Fees, and Billing Procedure. Possible Action: *Review and approval of Appendix A - Rates, Fees and Charges.*

8. WATER OPERATIONS BUSINESS (All Items Informational/Possible Action)

- 8.1. Daily Log for November 2020 - (Operator Mike Butler):
 - a. Response to questions/comments regarding customer service calls, meter installs etc.
- 8.2. Other Water System Improvements, Needs and Updates:
 - a. New meters installations update
 - b. Fire Hydrant Testing Program, refer to cost estimate provided by Sierra Water Utility
 - c. Other cost estimates and operational needs

9. ATTORNEY REPORT *(All Items Informational/Possible Action)*

9.1. Attorney's Update

10. MANAGER REPORT *(All Items Informational/Possible Action)*

10.1. Manager's Report/Updates *(All Items Informational/Possible Action)*

- a. Request authorization to recruit and hire a part-time Clerical Assistant working 20 to 24 hours/week at \$18-22/hour, with a monthly health insurance stipend and CalPers retirement contribution. The Clerical Assistant duties would include, but are not limited to: data entry; processing water bills and payments; sorting mail; filing; maintaining office hours; responding to customer service inquires/requests; serve as Secretary of the Board, preparing agendas and minutes; and conduct other duties as assigned.

11. VINA GSA

11.1. Vina GSA Report *(District Manager Loeser, Legal Counsel Carter)*

a. December Meeting Dates:

- Vina GSA Board Meeting, December 8, 5:30-7:00pm
- Stakeholder Advisory Committee Meeting, December 15, 9:00am-12:00pm

12. DIRECTORS' COMMENTS: Opportunity for Board comments on items not listed on the agenda.

13. CLOSED SESSION

Pursuant to Government Code Section 54956.9(d)(4), Conference with Legal Counsel - Initiation of litigation: Based on existing facts and circumstances, the Board of Directors is deciding whether to initiate litigation. One case.

OPEN SESSION

14. ADJOURNMENT

- The Board of Directors is committed to making its meetings accessible to all citizens. If you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530) 343-1594 or info@didwater.org at least 24 hours in advance of the meeting.
- The Board of Directors or its President pursuant to Government Code section 54954.3 reserves the right to impose reasonable rules governing public participation on agenda and non-agenda items, including limiting the total amount of time allocated to public testimony on particular issues and for each individual speaker.