

**Durham Irrigation District Board of Directors
Board Meeting
February 15, 2022 - 5:30 PM
MINUTES**

Board of Directors:

District Staff:

Matt Doyle, Chair – in attendance/remote	PRESENT		
Raymond Cooper, Director – in attendance/remote	PRESENT		
Kevin Phillips, Director – in attendance/remote	PRESENT	Jeff Carter, District Counsel – in attendance/remote	PRESENT
		Mark Adams, District Engineer – in attendance/remote – 5:40 pm	ABSENT
		Mike Butler, Water Operator – in attendance/remote	PRESENT
		Jeannie Trizzino, Admin. Assistant – in attendance/remote	PRESENT

1 CALL TO ORDER

1.1 Roll Call/Establishment of Quorum

Meeting was called to order by Chair Doyle at 5:30 pm.

1.2 Consideration of Resolution 2022-02 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30-days.

Action Requested: *That the Board consider and approve Resolution 2022-02 of the Durham Irrigation District Board authorizing remote teleconference meetings of the Board for 30 days pursuant to the Ralph M. Brown Act and California Assembly Bill 361.*

Board Discussion: None.

Public Comment: None.

Action Taken: On a motion made by Philips and seconded by Cooper, the Board approved the motion.

Vote results Ayes carried.

Ayes: Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

1.3 Introduction of Guests – No guests present.

2 PUBLIC COMMENT

3 PRESENTATIONS

None.

4 CONSENT AGENDA

4.1 Minutes for the Regular Meeting held on October 19, 2021.

4.2 Minutes for the Regular Meeting held on November 16, 2021.

- 4.3 Minutes for the Regular Meeting held on December 21, 2021.
- 4.4 Minutes for the Regular Meeting held on January 18, 2022.
- 4.5 Monthly Financial Report for January 2022, including:
 - 4.5.1 Balance Sheet
 - 4.5.2 Profit & Loss Statement
 - 4.5.3 Profit & Loss Comparison
 - 4.5.4 General Ledger
 - 4.5.5 AR Aging Report
- 4.6 Approval of the Warrant Sheet from January 18, 2022 to February 14, 2022, including payments, deposits, and transaction adjustments.

Action Requested: *That the Board consider and approve Items 4.5- Monthly Financial Report for January 2022 and 4.6 - Warrant Sheet from January 18, 2022 to February 14, 2022.*

Board Discussion: None.

Public Comment: None.

Action Taken: On a motion made by Cooper and seconded by Phillips, the Board approved the motion.

Vote results Ayes carried.

Ayes: Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

5 REGULAR AGENDA

- 5.1 Items Removed from Consent Agenda

Discussion: Items 4.1-4.4 - Minutes for the previous regular meetings (10/19/2021, 11/16/2021, 12/21/2021 and 1/18/2022) were not available for review, so were removed from the Consent Agenda.

Public Comment: None.

Action Taken: Minutes removed from Consent Agenda. Staff to prepare minutes and present for approval at a subsequent board meeting.

6 CORRESPONDENCE

These items were provided for the Board's information. Although the Board may discuss the items, no action can be taken at this meeting. Should the Board determine that the action is required, the item or items may be included for action on a subsequent posted agenda.

- 6.1 Ltr. from Owner (02.03.2022) reimbursement claim

Discussion: Property owner sustained damage to personal property (recirculating pump and washing machine) as a result of emergency water shut-off related to water system repair.

Public Comment: None.

Action Taken: Director Phillips directed staff to contact SDRMA and obtain claim form for owner to use in submitting a formal claim to the District and to district's insurance company.

- 6.2 Ltr. from Redistricting Partners (01.25.2022)
- 6.3 Ltr. from SDRMA (01.18.2022) premium estimate

7 WATER OPERATIONS BUSINESS

These items were provided for the Board's information. Although the Board may discuss the items, no action can be taken at this meeting. Should the Board determine that the action is required, the item or items may be included for action on a subsequent posted agenda.

- 7.1 Ongoing/New Business
- 7.2 Review of Water Operator Log for January 2022 (Operator Mike Butler)
 - 7.2.1 Ltr. from Sierra Water Utility (01.18.2022) chlorine price increase notice
 - 7.2.2 Ltr. to AQMD (01.20.2022) – Permit renewal for backup generators
- 7.3 Pressure Tank Project updates:
 - 7.3.1 Durham Pump
 - 7.3.2 North Valley Tree Service
 - 7.3.3 NorthStar status report – see Item 8.1.a
 - 7.3.4 Other Items
- 7.4 Monthly Work Order Status Report through February 10, 2022
- 7.5 Monthly Metered Water Sales through January 2022

8 GENERAL BUSINESS

These items were provided for the Board's information. Although the Board may discuss the items, no action can be taken at this meeting. Should the Board determine that the action is required, the item or items may be included for action on a subsequent posted agenda.

- 8.1 District Activities and Status Report.
 - 8.1.1 Project Update: Pressure Tank Replacement Terms & Conditions and Preliminary Cost Estimate.
 - 8.1.2 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.
 - 8.1.3 Capital Improvement Plan - Projects and Cost Estimates. Set CIP Planning Meeting dates to review identified projects, timeline for implementation, and financial opportunities and constraints.

Discussion: Discussion about combining CIP update with need for potential rate increases.

Public Comment: None.

Action Taken: Board directs District Engineer to prepare for discussion of CIP update at July 2022 board meeting along with a possible Proposition 218 rate increase. Director Phillips suggests convening a citizens committee as part of the decision-making process leading up to the Proposition 218 rate increase process.

- 8.1.4 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.
- 8.1.5 Easement Agreement between DID and DUSD for connections along east side of Durham Dayton Highway.

Discussion: District Counsel and District Engineer update on easement agreement.

- Public Comment:** None.
- Action Taken:** District Counsel will coordinate with District Engineer to prepare a recorded easement agreement.
- 8.2 Policies and Procedures Manual. Status and possible actions relating to the following items:
- 8.2.1 Sealed meter policy
- 8.2.2 Policy addressing homeowner incursion of District easement, specifically owner responsibility for damage caused to pipeline caused by trees
- Discussion:** On matters 8.2.1-8.2.2 – District Counsel will provide draft policies and draft correspondence form letters for collecting accounts receivable.
- Public Comment:** None.
- Action Taken:** District Counsel will research and prepare example policies.
- 8.2.3 Accounts receivable policy
- Discussion:** On matter 8.2.3 – District Counsel will prepare example form letters for collecting accounts receivable.
- Public Comment:** None.
- Action Taken:** District Counsel will coordinate with staff to prepare draft AR letter will cover both accounts receivable and warning of possible lien. Staff is directed to prepare lien list for submittal to Butte County at the end of June. After the County receives the lien list, the County pays the District the lien amount and places a lien on the property. Director Doyle suggests AR lien minimum to be \$200.00. The county lien process is called a Teeter Assessment under the Teeter Plan.
- Director Phillips clarifies the following language: “The District has the right to lien any past due accounts as of [the due date of the list that goes to the county auditor]. If the account is not brought current as of the date of finalization of that list by the County Auditor, then a lien shall be placed against the property. Those accounts shall be cleared of all past-due charges upon receipt of payment from the County Auditor’s office.”
- Phillips suggests submitting all accounts past due over 30 days, even if the list is long.
- District Counsel suggests that the District may already have draft accounts receivable policy and customer language on file.
- 8.2.4 Backflow policy – Policy in draft form only.
- Action Requested:** *That the Board consider and approve Backflow Policy posted on the District Website and reviewed in the January 2022 board meeting.*
- Board Discussion:** None.
- Public Comment:** None.
- Action Taken:** On a motion made by Philips and seconded by Cooper, the Board approved the motion.
- Vote results** Ayes carried.
- Ayes:** Cooper, Doyle, Phillips
- Noes:**

Abstained:

Absent:

8.3 Development Projects. Review status of development projects' activities.

8.3.1 Butte County Farm Bureau Project – 9412 Jones Avenue

8.3.2 Dubose Midway Development

8.3.3 Keeney Estates (aka Creekside Estates)

8.3.4 Symmes – Durham-Dayton Development

Discussion:

Items 8.3.1-8.3.3 – District Operations Committee (consisting of Director Cooper) and District Counsel to create a draft “Development Checklist” to create a more streamlined process for staff to use. District Engineer reports no updates on development project Items 8.3.2 or 8.3.3.

Item 8.3.4 – County requests clarification on certain conditions; District Counsel following up with County. Directors asked staff to research deposit payments made on this development.

Director Cooper will send draft water service policy to District Engineer for review in advance of larger development projects commencing regarding construction cost recovery (e.g., water main extensions).

Public Comment:

None.

Action Taken:

Staff directed to research development fee deposit and expenses.

8.4 Annual Audit 2019

Action Requested:

That the Board consider and accept the 2019 Annual Audit.

Board Discussion:

None.

Public Comment:

None.

Action Taken:

On a motion made by Phillips and seconded by Cooper, the Board approved the motion.

Vote results

Ayes carried.

Ayes:

Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

8.5 Annual Audit 2020. Review status of audit activities.

Action Requested:

Authorize Board Chair to sign the 2020 Audit Engagement letter from Matthews Hutton & Warren Certified Public Accountants.

Board Discussion:

None.

Public Comment:

None.

Action Taken:

On a motion made by Phillips and seconded by Cooper, the Board approved the motion.

Vote results

Ayes carried.

Ayes:

Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

8.6 Annual Audits RFP status. See Ltr. to BOD from Counsel (08.02.2017) re Auditor

Discussion: Directors and District Counsel review the process.
Public Comment: None.
Action Taken: Staff directed to send out RFPs by April 2022, allow for 60-day response, and plan for interview, review and award in July or August 2022 board meeting.

8.7 Memorandum to Board regarding 2553 Durham Dayton Highway

8.8 Office Space Alternatives

Discussion: Director Doyle presented office space options in Durham.
Director Cooper suggests creating a master plan for the District's Holland parcel that includes a buildout for storage, parking, and a small office for the District.
Director Doyle will ask property owner to investigate a dedicated parking spot for DID and to prepare a rent increase addendum.

Public Comment: None.

Action Taken: Director Doyle will coordinate with property owner.

8.9 2022 Annual Calendar of Board meetings and holidays.

8.10 Website Pageview Report. January 2021 pageviews.

8.11 Options for general management of the District, including, but not limited to, potential General Manager replacement and advertisement.

9 ATTORNEY REPORT

9.1 Updates from Legal Counsel not discussed under other Agenda Items.

9.2 Updates on March 2022 Ballot Measure.

10 VINA GSA

(All Items Informational/Possible Action/Direction)

See Vina GSA Calendar online here: <https://www.vinagsa.org/calendar>

10.1 Vina GSA Report (Director Cooper)

Discussion: No report from Director Cooper; GSA-related discussion is on hold pending review and approval of Groundwater Sustainability Plan.

Public Comment: None.

Action Taken:

11 DIRECTORS' COMMENTS:

Opportunity for Board comments on items not listed on the Agenda.

12 CLOSED SESSION

12.1 Consideration of Employment Agreement – Jeannie Trizzino. Pursuant to Government Code Section [54957\(b\)\(1\)](#)

12.2 OPEN SESSION CONTINUED – Consideration and Possible Approval of Employment Agreement – Jeannie Trizzino

Action Taken: Closed session not convened.

13 ADJOURNMENT

Meeting adjourned at 7:15 p.m.

Adjourn to the next Regular Board Meeting, March 15, 2022.

[Approved at 8/16/2022 board meeting.](#)