

**Durham Irrigation District
Board of Directors
Approved Meeting MINUTES
December 15, 2020 - 5:30 PM**

Board of Directors:

Matt Doyle, Chair – in attendance/remote
Raymond Cooper – in attendance/remote
Kevin Phillips – in attendance/remote

District Staff:

Kamie Loeser, General Manager – in attendance/in office
Jeff Carter, District Counsel – in attendance/in office
Mike Butler, Water Operator – in attendance/remote

AGENDA ITEMS:

1. CALL TO ORDER

- 1.1. Roll Call/Establishment of Quorum - The meeting was called to order at 5:35PM by Chair Doyle. Roll Call was taken as noted “in attendance” above. Attendees participated via Zoom; with the exception of those noted as “in office” above.
- 1.2. Introduction of Guests
Guests participated via zoom.
 - 1.2.1. Mr. Pat Button

2. ADJUSTMENTS AND APPROVAL OF AGENDA

None.

3. PUBLIC COMMENT

Mr. Button referred to the draft policy document and asked about backflow devices and what happens when the device fails, notice of failure, associated fees, including disconnection fees. No action was requested.

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

None.

5. 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.

Action Requested: That the Board of Directors approve the Consent Agenda.

Discussion: None. No public comment.

Action Taken:

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved the Consent Agenda.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes:

Abstained:

Absent:

6. REGULAR AGENDA

6.1. Items Removed from Consent Agenda

None.

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.

Action Requested: That the Board of Directors authorize payment of the monthly bills and approve the warrant sheet, deposit, and refund registers, as presented.

Discussion: None. No public comment.

Action Taken: On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors authorized payment of the monthly bills and approve the warrant sheet, deposit, and refund registers, as applicable.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes: None

Abstained: None

Absent: None

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/No Action Taken.

- 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.

Discussion: General discussion and clarification regarding the fees/cost for each report. Confirmation that MHW has drafted the 2018 audit and is preparing the 2019 audit. Question if a management's discussion and analysis (MD&A) will be included as part of the report. Staff indicated that they would get confirmation as to whether or not an MD&A would be prepared. Clarification and confirmation that staff would be preparing a request for proposals (RFP) for the 2020 Audit.

Action Taken: On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved the fee schedule for fiscal years 2018 and 2019 not to exceed \$11,000 (or \$5,500/report for each year).

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes: None

Abstained: None

Absent: None

- 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.

Discussion: The Board did not have any comments on the document. Director Phillips noted that if there is any required supplementary information (RSI), such as the MD&A and/or any substantial journal entries that were made that needs to be disclosed in the Board report.

Direction Given: The Board directed staff to ask MHW about the preparation and inclusion of the Board report and the MD&A will be prepared and if they are required as part of the completion of the audit.

- 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.

Direction Given: Discussion regarding fees. With regard to backflow testing it was determined that the following would be incorporated into the District Policies and Procedures Manual and Appendix A - Notice to customers with backflow devices would be given with a 4-month window (April – July) for proof of backflow testing. If proof of backflow testing is not provided by the customer by July 31st, the District will conduct the testing and charge the customer "actual cost

plus administrative fee.” Per comments received, staff will update the fees for review and approval at the January 19, 2021 regular Board Meeting.

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

Discussion Items 8.1 and 8.2 - Informational Purposes/No Action Taken:

Operator Butler switched pumps into winter rotation, checked pressure, and performed other regular duties as detailed in the Daily Log.

Operator Butler is obtaining an estimate for the pressure tank replacement at Well #3 as well as 2 additional estimates for hydrant flushing. Discussed process for addressing hydrants that are not connected to the system, have low flow, and appropriate decommissioning measures.

Discussed creating a program for unidirectional flow testing for 6 months over a period of 5 years.

Brown General Engineering installed a new meter at 2405 Durham Street.

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

- 9.1. Attorney’s Update
None.

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.

Requested Action: Request authorization to recruit and hire a part-time Clerical Assistant.

Discussion: The Board determined that the position would be part-time with no health benefits or CalPers retirement contribution since we are not a member of CalPers. The Board indicated that the position would have a 1-year probationary period.

Direction Given: Prepare job description for review and approval at the January regular Board meeting.

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

Informational Purposes/No Action Taken: Manager Loeser provided an overview of the Vina GSA Board and SHAC meetings. Discussed the replacements/vacancies on the Board resulting from the November 2020 election and that new Board members would be appointed. In addition, discussed the appointment of a new SHAC member, Sam Geopp, to fill a domestic well user vacancy.

12. DIRECTORS' COMMENTS:

None.

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.

Public Comment: Mr. Button indicated that he would like to be placed in the waiting room to hear the summary of the Closed Session.

At 6:48PM the Board adjourned to Closed Session.

OPEN SESSION

At 7:01PM the Board returned to Open Session and summarized the Closed Session as follows:

No Action was taken; the matter was continued to the next regular meeting of the Board in Closed Session.

14. ADJOURNMENT

Following the Closed Session Report, the meeting was adjourned at 7:02PM.



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Kamie Loeser, General Manager

Date