



**Durham Irrigation District Board of Directors  
Board Meeting  
July 18, 2023 - 5:30 PM  
MINUTES**

**Board of Directors:**

Matt Doyle, Chair  
Raymond Cooper, Director  
Kevin Phillips, Director

PRESENT  
PRESENT  
PRESENT

**District Staff:**

Mike Butler, Water Operator  
Adam Daigle, Water Operator Assistant  
Robin Kampmann, District Engineer  
Dustin Cooper, Legal Counsel – VIA telephone  
Nicole Johansson, Public Outreach Coord.  
Jeannie Trizzino, Admin. Assistant

PRESENT  
PRESENT  
PRESENT  
PRESENT  
PRESENT  
PRESENT

**1 CALL TO ORDER**

- 1.1 The meeting was called to order at 5:30 pm by Chair Doyle.
- 1.2 Introduction of Guests – Mr. Derek Sohnrey.

**2 CLOSED SESSION – ANTICIPATED LITIGATION (Government Code §54956.9(d)(2) or (d)(3))**

**At 5:33 pm the Board adjourned to Closed Session and guests were asked to leave the meeting room.**

- 2.1 Significant exposure to litigation; one potential case.

**OPEN SESSION**

**At 5:43 pm the Board returned to Open Session and summarized the Closed Session as follows:**

Direction given to legal counsel. No reportable actions were taken in closed session.

**3 PUBLIC COMMENT - NONE**

**4 PRESENTATIONS - NONE**

**5 CONSENT AGENDA**

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

- 5.1 Monthly Financial Report for June 2023, including:
  - 5.1.1 \* Balance Sheet
  - 5.1.2 \* Profit & Loss Statement
  - 5.1.3 \* Previous Year Comparison
  - 5.1.4 \* General Ledger
  - 5.1.5 \* Board Recap, Water Sales and AR Aging Report
- 5.2 \* Approval of the Warrant Sheet from June 8, 2023 to July 14, 2023, including payments, deposits, and transaction adjustments.
- 5.3 \* Approval of the Minutes for the May 16, 2023 and June 8, 2023 Regular Board Meetings.

**Motion:** *That the Board consider and approve the consent agenda.*

**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:

## 6 REGULAR AGENDA

6.1 Items Removed from Consent Agenda - NONE

## 7 CORRESPONDENCE

All Items Informational/Possible Action/Direction

- 7.1 \* Ltr. from PACE Analytical Services (06.27.2023) reporting significant error from 2021 report
- 7.2 \* Ltr. from LAFCO (2023.07.13) Elections Results

## 8 GENERAL BUSINESS

- 8.1 District Activities and Status Report from District Engineer.  
(All Items Informational/Possible Action/Direction)
- 8.1.1 Capital Improvement Plan Update
- 8.1.2 District Funding Options Update
- 8.1.3 \* Update: USBR Grant Funded Meter Replacement and Lead Service Laterals Assessment Project  
Action Requested: Review DRAFT Meter Installation Letter

**Motion:** *That the Board accept the DRAFT USBR Grant Funded Meter Installation Letter with edits.*

**Board Discussion:** *District Engineer reported that the plans for the meter installation were at 90% complete. Board discussed draft letter to customers and directed staff to make minor edits.*

**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:**

- 8.1.4 Update: Easement Agreement between DID and DUSD for connections along east side of Durham Dayton Highway.

**Discussion:** *No action pending appointment of new general counsel.*

**Public Comment:** *NONE.*

- 8.2 Development Projects. Review status of development projects' activities.

- 8.2.1 Keeney Estates (aka Creekside Estates)

**Discussion:** *District Engineer reports that this project is moving forward. The previous draft water service agreement needs to be revised, pending the appointment of a new general counsel.*

**Public Comment:** *NONE.*

8.2.2 Butte County Farm Bureau – 9412 Jones Avenue

8.3 Legal Services RFP

Action Requested: Recommendation and award of contract.

**Motion:** *Award Legal Services Contract to Prentice/Long PC for a three-year term and two negotiated 1-year extensions pending review of agreement by outside counsel.*

**Board Discussion:** *Chair Doyle and District Engineer Kampmann described the interview process by the review committee and subsequent scoring of proposals and interviews based on experience, working knowledge of special districts, and cost.*

**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:**

8.4 Memorandum to Board (05.10.2023) Interim District Fiscal Officer

**Discussion:** *Staff instructed to postpone discussion on this matter at the next board meeting, or until District legal counsel contract has been awarded.*

**Public Comment:** *NONE.*

8.5 \* Regarding Acct 933 – 9287 Holland Avenue

Ltr. from Owner – dtd 06/23/2023 re: encroachment

**Discussion:** *Water operator instructed to relocate meter into public easement away from owner's property as soon as practical.*

**Public Comment:** *NONE.*

8.6 Update on Accounts Receivable Status.

**Discussion:** *Staff reports that the District transitioned to a more robust online billing service that will allow customers to receive email notifications of billings and have autopay capability. Lien list packet prepared and submitted to Butte County Auditor-Controller.*

**Public Comment:** *NONE.*

8.7 Policy and Procedure Manual Updates.

8.7.1 Introduction (Doyle)

8.7.2 Water Rates, Operating fees, and Billing Procedure (Phillips)

8.8 \* Community Advisory Committee Structure.

**Discussion:** *Staff instructed to postpone discussion on this matter at the next board meeting, or until District legal counsel contract has been awarded.*

**Public Comment:** *NONE.*

8.9 Consider rescheduling the August Board meeting, currently scheduled for August 15, 2023.

**Discussion:** *August 15, 2023 board meeting rescheduled for August 22, 2023.*

**Public Comment:** *NONE.*

## 9 WATER OPERATIONS BUSINESS

- 9.1 Ongoing/New Business  
All Items Informational/Possible Action/Direction

- 9.2 \* Review of Water Operator Log for June 2023 (Operator Mike Butler)

**Discussion:** *Water Operator reports that a leak on the Brown-Faber line was repaired without needing to shut off water service; new SCADA equipment for wells is in the testing process and going well. Water Operator coordinating with customer to terminate legacy water service connections.*

**Public Comment:** *NONE.*

- 9.3 \* Monthly Work Order Status Report through July 14, 2023

## 10 ATTORNEY REPORT

- 10.1 Updates from Legal Counsel not discussed under other Agenda Items  
See Closed Session Items in Section 13.
- 10.2 Updates on Vina GSA Fee allocation

## 11 VINA GSA

(All Items Informational/Possible Action/Direction)

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

- 11.1 Vina GSA SHAC Meetings
- 11.2 Vina GSA Board Meetings
- 11.3 Vina GSA/RCRD GSA Board Meetings

**Discussion:** *Director Cooper reports that there is great community interest and concern in the proposed Vina GSA fee schedule, particularly that non-groundwater users/non-irrigators object to paying a fee when they do not extract groundwater.*

**Public Comment:** *NONE.*

## 12 DIRECTORS' COMMENTS - NONE

## 13 CLOSED SESSION – NONE

- 13.1 Conference with counsel on litigation in the matter of *AquAlliance, et al. v. Vina GSA, et al.*

## 14 ADJOURNMENT

The meeting adjourned at 7:30 pm.

The next Regular Board Meeting will be held at 5:30 pm on August 22, 2023 at Durham Irrigation District offices at 9418-C Midway, Durham CA 95938.