

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

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://zoom.us/j/93975668769?pwd=OUxZMTcyRGwva1hhMytJZkZ3UHNadz09>

2 - From Computer Web Browser

<https://zoom.us/join>

When prompted, use Meeting ID: 939 7566 8769

Passcode: 364566

3 - From your Mobile Phone: One-Tap Mobile

+16699009128,,93975668769#,,,,*634114#

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

+1 669 900 9128

When prompted, use Meeting ID: 939 7566 8769

Passcode: 634114

**If you are having any issues connecting to the meeting, please call or text
Durham Irrigation District at (530) 570-2309 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
Board Meeting
December 21, 2021 - 5:30 PM
AGENDA**

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

Posted: 5:00PM, Dec. 17, 2021 at 9418-C Midway, Durham, CA 95938 and www.didwater.org

Board of Directors:

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

District Staff:

Jeff Carter, District Counsel
Mike Butler, Water Operator
Mark Adams, District Engineer
Jeannie Trizzino, Administrative Assistant

AGENDA ITEMS:

1. CALL TO ORDER

- 1.1. Roll Call/Establishment of Quorum
- 1.2. Consideration of Resolution 2021-04 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30-days.

Action Requested: that the Board consider and approve Resolution 2021-04 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.

- 1.3. Introduction of Guests

- 2. 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.

- 3. PRESENTATIONS (All Items Informational/Possible Action)**

None.

- 4. 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.*

- 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. Monthly Financial Report for November 2021, including:
 - a. Balance Sheet,
 - b. Profit & Loss Statement, and
 - c. General Ledger.
 - d. AR Aging Report
- 4.4. Approval of the Warrant Sheet from November 16, 2021 to December 20, 2021 including payments, deposits, and transaction adjustments.

5. **REGULAR AGENDA**

- 5.1. Items Removed from Consent Agenda

6. **CORRESPONDENCE** *(All Items Informational/Possible Action/Direction)*

- 6.1. Ferguson Waterworks Credit Memo CM134506 dtd 09/08/2020 in the amount of \$1,115.68.

Action Requested: *Provide direction whether to redeem as credit against future work OR redeem as refund check.*

- 6.2. Ltr. from PGE (11.29.2021) Proposed Rate Increase
- 6.3. Ltr. from Vina Management Committee to Vina SHAC (11.30.2021)
- 6.4. Ltr. from EDD (12.03.2021) Notice of Potential Overpayment
- 6.5. Ltr. from PGE (12.01.2021) Essential Use Confirmation
- 6.6. Ltr. from SDRMA (12.16.2021) Internal controls
- 6.7. Ltr. from SCIF (11.18.2021) 2022-2023 Quote

7. **WATER OPERATIONS BUSINESS**

- 7.1. Ongoing/New Business *(All Items Informational/Possible Action/Direction)*
 - a. Review of Water Operator Log for November 2021 (Operator Mike Butler)
 - b. Pressure Tank Project updates:

- Durham Pump
 - North Valley Tree Service
 - NorthStar status report – see Item 8.1.a
 - Butte County Public Works verbal request to District to raise manholes to pavement level
 - Other Items
- c. Monthly Work Order Status Report through December 17, 2021
- d. Monthly Metered Water Sales through November 2021

8. GENERAL BUSINESS

8.1. District Activities and Status Report.

(All Items Informational/Possible Action/Direction)

- a. *Project Update:* Pressure Tank Replacement Terms & Conditions and Preliminary Cost Estimate.
- Action Requested:*** *Authorize NorthStar, Contract Engineer, to look at the existing concrete supports and assess/calculate if they are adequate to meet requirements for newer lateral loading (seismic) and confirm how the tank is attached to the concrete.*
- b. *Project Update:* Bid Package for the Brown/Faber Alley Main Line Replacement Project.
- Action Requested:*** *Finalize bid package prepared by NorthStar*
- c. Capital Improvement Plan - Projects and Cost Estimates. Set CIP Planning Meeting dates to review identified projects, timeline for implementation, and financial opportunities and constraints.
- Note: Discussion deferred to January 2022.
- d. *Project Update:* USBR Grant and Lead Service Laterals Replacement Projects and Timeline. Review status of project activities and grant extension status.
- e. Policies and Procedures Manual. Consideration of the following items:
- Sealed meter policy.
 - Accounts receivable policy
- Action Requested:*** *Direct Counsel to prepare sample series of letters for management of AR delinquency lien notification.*
- f. Development Projects. Review status of development projects' activities.
- Butte County Farm Bureau Project – Jones Avenue
 - Keeney Estates (See: 8.1.f attachments – Butte County Approval Letter and related county documents)

Action Requested: Board and Counsel to discuss and enumerate known development projects so they can be listed for monthly consideration and tracking.

- g. Annual Audit 2019.

Action Requested: Review and approve DRAFT 2019 Audit.

- h. Annual 2020. Review status of audit activities.

Action Requested: Review, comment, and provide direction to staff to direct Matthews, Hutton & Warren to commence 2020 audit.

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

Action Requested: Provide direction to staff in preparation for 2021 audit.

- j. Ongoing Tracking of Operational and Administrative Projects. Review status of project activities.

- k. Employment Agreement between DID and Jeannie Trizzino.

Action Requested: Review, comment, and provide direction on the Draft Employment Agreement. Discussion includes paid vacation, holidays, and sick leave. Previously discussed, but not finalized by Board at its May 2021 meeting.

[From 05/2021 minutes:

Board Discussion: This item was tabled to the next regular Board meeting (06/2021) to be discussed in Closed Session. The Board Chair and General Manager Loeser will meet to discuss the various items in the Draft Employment Agreement.]

- l. Drop Box Sign Replacement Cost Estimate

- The estimate for \$559.14 was approved at the July 2021 Board meeting. Because so much time has elapsed, Signs and Graphic Design has reviewed and reissued its prior estimate. Vendor also updated suggested steps and cost range to prepare drop box for new signage that was not initially provided.

Action Requested: Approve revised estimate from Signs and Graphic Design, provide guidance on drop box preparation and extra cost involved.

- m. Add credit card authorization for Administrative Assistant under same conditions as General Manager.

No update from staff.

- n. Backflow Policy – Policy in draft form only.

Action Requested:

- Need to finalize and implement backflow policy.
- Need to develop letter to customers with backflow devices advising of charge to customers if District performs annual testing.

- Note that District bore the cost of backflow testing by Trites in 2021, such cost was not passed on to the customer. It also looks like the District bore the costs of testing in 2020 as well.

o. Memorandum to Board regarding 2553 Durham Dayton Highway

- 2553 Durham Dayton Highway – APN 039-540-047 is a service location with an active meter that is not associated with an identifiable corresponding account in our billing system. Staff have researched ownership of the parcel and also the estimated unbilled charges in the amount of \$767.82.

Action Requested: Provide guidance to staff on next steps.

p. Memorandum to Board regarding Midway Properties Demand Request

- **For information only:** The District received a demand request for the sale of three parcels on the Midway within the District’s sphere of influence. Only one of the parcels was associated with an account for a local business in our billing system setup as a flat rate for a ¾” connection.

q. Website Pageview Report. November 2021 pageviews <4,000, declining trend.

r. District Zoom Account.

For Information Only: District now has an annual Zoom account through 12/2022.

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

Action Requested: Continue to review and discuss options for general management of the District and provide direction to staff.

8.3. Update banking signature cards to reflect current directors .

Action Requested: Motion to consider and adopt **Resolution 2021-05 – Corporate Authorization update on District bank accounts.**

ATTORNEY REPORT

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

8.5. Updates on March 2022 Ballot Measure

10. VINA GSA (All Items Informational/Possible Action/Direction)

10.1 Vina GSA Report (Director Cooper)

- a. Updates on Vina GSA Draft Groundwater Sustainability Plan (GSP), to be adopted on December 15, 2021.
- b. Vina GSA SHAC Meetings:
- c. Vina GSA Board Meetings:
 - Vina GSA/RCRD GSA Board Meetings:

12. DIRECTORS’ COMMENTS: Opportunity for Board comments on items not listed on the Agenda.

13. **ADJOURNMENT:** Adjourn to the next Regular Board Meeting, January 18, 2022.