



DURHAM IRRIGATION DISTRICT

Meeting Agenda

Board of Directors:

Matt Doyle, Chair; Kevin Phillips, Treasurer; Derek Sohnrey

Tuesday, May 21, 2024 – rescheduled to May 28, 2024

5:30 PM

District Office

9418-C Midway

Durham CA 95938

COPY OF AGENDA and AGENDA PACKET AVAILABLE FROM:
Durham Irrigation District Office or Online at www.didwater.org

ADDRESSING THE BOARD

- Any person desiring to address the Board shall first secure permission of the presiding officer.
- Matters under the jurisdiction of the Board and not on the Agenda may be addressed by the Public at the time provided in the Agenda under Public Comment. The Board limits testimony on those items to three minutes per person and no more than three individuals shall address the same subject.
- As required by Govt. Code Section 54957.5, any public record distributed to the Board of Directors less than 72 hours prior to this meeting in connection with any agenda item shall be made available for public inspection at the Durham Irrigation District office, 9418-C Midway, Durham, CA 95938. Public records distributed during the meeting will be available for public inspection at the meeting if prepared by the District. If the public record is prepared by any other party and distributed at the meeting, it will be made available for public inspection following the meeting at the District.
- Parties with a disability as provided by the Americans with Disabilities Act who require special accommodations or aides to participate in the public meeting should make the request to the District office three full business days prior to the meeting at (530) 343-1594.

1 CALL TO ORDER – 5:30 PM

2 ROLL CALL / OPENING BUSINESS

2.1 AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

2.2 PUBLIC COMMENT

Members of the public 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 CORRESPONDENCE - NONE**4 PRESENTATIONS - NONE****5 REPORTS/ANNOUNCEMENTS FROM DIRECTORS**

- 5.1 VINA GSA REPORT (Vina GSA Calendar here: <https://www.vinagsa.org/calendar>)
SUBJECT: Status report on Vina GSA.
FISCAL IMPACT: NONE
ACTION REQUESTED: Receive information, discuss and provide direction to staff.

6 PUBLIC HEARINGS - NONE

These matters are scheduled at the time stated and will be heard by the Board as close to the time stated as possible.

7 INFORMATION/CONSENT CALENDAR

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.

- 7.1 Warrant Sheet from April 11, 2024 to May 22, 2024, including payments, deposits, and transaction adjustments.
SUBJECT: Approve payments, deposits, and transaction adjustments.
FISCAL IMPACT: See attachments.
ACTION REQUESTED: APPROVE
ATTACHMENTS:
7.1.1 Warrant Sheet
7.1.2 Financials
7.1.3 Board Recap, Water Sales and AR Aging Report
- 7.2 Board of Directors Meeting Minutes of April 16, 2024.
SUBJECT: Meeting Minutes of April 16, 2024.
FISCAL IMPACT: NONE.
ACTION REQUESTED: APPROVE
ATTACHMENTS:
7.2 Meeting Minutes of April 16, 2024

8 DISTRICT ENGINEER REPORT (NON-ACTION ITEMS)

- 8.1 USBR Grant-Funded Meter Replacement and Lead Service Laterals Assessment Project
SUBJECT: USBR Project update
FISCAL IMPACT: NONE
ACTION REQUESTED: Receive information, discuss and provide direction to staff.
ATTACHMENTS:
8.1 USBR Grant Expense Summary (05/23/2024)
- 8.2 CIP Update and CIP Project #29 – Well Assessment
SUBJECT: District Engineer to report on well assessment and its impact on the CIP phasing and cost.
FISCAL IMPACT: NONE
ACTION REQUESTED: Receive information, discuss and provide direction to staff.
ATTACHMENTS:
8.2 CAPITAL IMPROVEMENT PLAN (05.2024) DRAFT
- 8.3 Capacity Fees
SUBJECT: District Engineer to report on capacity fee updates.
FISCAL IMPACT: NONE
ACTION REQUESTED: Receive information, discuss and provide direction to staff.
ATTACHMENTS: NONE

9 DEVELOPMENT PROJECT REPORT (NON-ACTION ITEMS)

SUBJECT: Creekside Estates Development
FISCAL IMPACT: NONE
ACTION REQUESTED: Receive information, discuss and provide direction to staff.
ATTACHMENTS:
9 Creekside Estates Cost Summary (05/23/2024)

10 DISTRICT OUTREACH REPORT (NON-ACTION ITEMS)

SUBJECT: Report by Nicole Johansson on the following areas: community outreach, funding opportunities, legislative outreach, and management responsibilities, including mass notification system.
FISCAL IMPACT: NONE
ACTION REQUESTED: Receive information, discuss and provide direction to staff.
ATTACHMENTS:
10 District Outreach Report – TK
10 a 1.0 MG Water Storage Tank Project Financial Disclosure
10 b iFlow Automated Meter System pricing

11 WATER OPERATOR REPORT (NON-ACTION ITEMS)

SUBJECT: Report by water operator on previous month's activities.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction to staff.

ATTACHMENTS:

11.1 Water Operator Log for April 2024

11.2 Work Order Status Report for May 2024

12 DISTRICT COUNSEL REPORT (NON-ACTION ITEMS)

SUBJECT: Verbal report by counsel on district-related activities.

13 REGULAR AGENDA**13.1 Consideration of District Bylaws**

SUBJECT: Consideration of District Bylaws. *Continued from April 2024 board meeting.*

FISCAL IMPACT: NONE

ACTION REQUESTED: Adopt District Bylaws.

ATTACHMENTS: NONE

13.2 Emergency Water Hauling

SUBJECT: The Butte County Department of Emergency Services has received funding to continue its emergency water hauling program for county residents who have failing or dry wells. The Department has asked the District for consent to continue water hauling for customers beyond the jurisdiction of the District under the Governor's Executive Order N-7-22. *Continued from April 2024 board meeting.*

FISCAL IMPACT: UNKNOWN

ACTION REQUESTED: Authorize consent to continue water hauling program beyond District jurisdiction.

ATTACHMENTS: NONE

13.3 Information Technology Update – email, hardware, software needs

SUBJECT: Update on current District IT needs and upgrades to include emails for individual directors and recoverability from cyber-attacks.

FISCAL IMPACT: \$4,500 / year (current budget - ~\$500 / year)

ACTION REQUESTED: APPROVE

ATTACHMENTS:

13.3 VC3 PROPOSAL (05.16.2024) IT SERVICES

13.4 Vina GSA Alternate Director

SUBJECT: Select alternate director to attend Vina GSA Board monthly meetings.

FISCAL IMPACT: NONE

ACTION REQUESTED: Authorize a current director to serve as an alternate to Matt Doyle for the Vina GSA board meetings.

ATTACHMENTS: NONE

13.5 November 2024 Board Elections

SUBJECT: Update on deadlines and guidance for the November 5, 2024 elections.

FISCAL IMPACT: NONE

ACTION REQUESTED: Counsel to provide feedback on Notice to County Clerk.

ATTACHMENTS:

13.5 BUTTE COUNTY ELECTION CALENDAR (11.04.2024)

13.6 Staff Vacation

SUBJECT: Administrative assistant planned vacation from June 19 – July 4 and impact on District operations and billing.

FISCAL IMPACT: UNKNOWN

ACTION REQUESTED: Provide guidance to staff.

ATTACHMENTS:

13.6 - Memorandum to Board (04.19.2024) Vacation

13.7 Conversion to Metered Billing – USBR Grant-funded meter installations

SUBJECT: In July 2023, the District notified approximately 40 customers that their connection had been selected for meter installation. The meters were installed in November 2023, but the accounts were not billed at the metered rate until April 2024. The Board is asked to consider whether retroactive credits and charges should be applied to these accounts.

FISCAL IMPACT: UNKNOWN

ACTION REQUESTED: Provide guidance to staff.

ATTACHMENTS:

13.7 Memorandum to Board (05.16.2024) USBR meter billing

14 CLOSED SESSION: Government Code §54957 Employee performance evaluation: Annual Review: Administrative Assistant Jeannie Trizzino

SUBJECT: Annual review of Administrative Assistant.

FISCAL IMPACT: 5% increase in annual payroll budget.

ACTION REQUESTED: Consider and approve the proposed 5% pay increase for administrative assistant.

15 DIRECTORS' COMMENTS

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

16 ADJOURNMENT

Adjourn to the next Regular Board Meeting on June 18, 2024.