

**Durham Irrigation District Board of Directors  
Board Meeting  
December 21, 2021 - 5:30 PM  
MINUTES**

**Board of Directors:**

**District Staff:**

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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	ABSENT
		Mark Adams, District Engineer – in attendance/remote	PRESENT
		Mike Butler, Water Operator – in attendance/remote	PRESENT
		Jeannie Trizzino, Admin. Assistant – in attendance/remote	PRESENT

**1. CALL TO ORDER**

- 1.1. Meeting was called to order by Chair Doyle at 5:33 pm.
- 1.2. Consideration of Resolution 2021-04 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30-days.

**Motion:** *That the Board consider and approve Resolution 2022-04 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.*

**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:**

- 1.3. Introduction of Guests - NONE

**2. PUBLIC COMMENT - NONE**

**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. 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.

**Motion:** *That the Board consider and approve the consent agenda.*  
**Board Discussion:** *Items 4.1-4.3 Minutes for the previous regular board meetings (10/19/2021 and 11/16/2021 were removed from the Consent Agenda.*  
**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:**

## 5. REGULAR AGENDA

- 5.1. Minutes for the Regular Meeting held on October 19, 2021.  
5.2. Minutes for the Regular Board Meeting held on November 16, 2021.

**Discussion:** *Items 4.1-4.2 - Minutes for the previous regular meetings (10/19/2021, and 11/16/2021 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 January 2022 Board meeting.*

## 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.

**Discussion:** *Staff directed to request that Ferguson Waterworks issue check to refund amount on credit memo.*

- 6.2. Ltr. from PGE (11.29.2021) Proposed Rate Increase  
6.3. Ltr. from Vina Management Committee to Vina SHAC (11.30.2021)

**Discussion:** *Director Cooper noted that Vina Management Committee issued a letter of guidance to Vina SHAC decisions and their responsibilities under the Brown Act. This was in response to public announcements/press releases regarding Vina SHAC decisions made by some, but not all, of the Vina SHAC members.*

- 6.4. Ltr. from EDD (12.03.2021) Notice of Potential Overpayment

**Discussion:** *Staff will continue to research this matter with EDD and suggests it is a longstanding issue. Director Phillips suggests that staff consult with payroll consultant to resolve the matter.*

- 6.5. Ltr. from PGE (12.01.2021) Essential Use Confirmation – PGE

**Discussion:** *Staff coordinating with Water Operator to provide backup generator information to PGE confirming 2 hours of backup capacity at the Library and Holland sites.*

- 6.6. Ltr. from SDRMA (12.16.2021) Internal controls

**Discussion:** *Staff to coordinate internal controls letter with auditor.*

- 6.7. Ltr. from SCIF (11.18.2021) 2022-2023 Quote

**Discussion:** *Update has been submitted to SCIF for renewal of worker compensation coverage.*

## 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)

**Discussion:**

*Water Operator reports that November was slow in terms of emergency repairs.*

- b. Pressure Tank Project updates

**Discussion:**

*7.1.b – Water Operator notes additional complexity relating to pressure tank replacement with respect to custom fabrication of tank and also the concrete supports for the tank. He expects a more detailed update in January 2022. He expects an extended lead time on fabrication. District Engineer concurs. Water Operator is coordinating tree trimming in alley to improve access to pressure tank when work commences.*

- c. Monthly Work Order Status Report through December 17, 2021

**Discussion:**

*Directors discussed on new work order status report prepared by staff. Director Doyle requested a summary report of open/closed work orders. Water Operator will cross-reference his Water Operator Log notes with work order numbers.*

- d. Monthly Metered Water Sales through November 2021

**Discussion:**

*Director Doyle would like to see the data presented in this new report in graph format year over year and to consider posting to the website. Director Phillips notes that unmetered water sold through flat rate accounts is not accounted for in the report.*

*Additional discussion:*

**Discussion:**

*District Engineer recommended that the District obtain an easement from Durham Unified School District and consider moving the District's service line out of the backyards of the homes along the east side of Durham Dayton Highway and into the easement to improve access. District Engineer notes that the original subdivision includes a 12' PUE, but that it would be difficult to enforce in such an old subdivision. Director Phillips will speak with DUSD. District Engineer will prepare the legal description.*

*6:45 pm – District Engineer left the meeting.*

## 8. GENERAL BUSINESS

### 8.1. District Activities and Status Report.

- a. Pressure Tank Replacement Terms & Conditions and Preliminary Cost Estimate.

*See Item 7 discussion.*

**Discussion:**

*Status update and possible action. Continue to next month.*

- b. Bid Package for the Brown/Faber Alley Main Line Replacement Project.

**Discussion:**

*Status update and possible action. Continue to next month.*

- c. Capital Improvement Plan - Projects and Cost Estimates.

**Discussion:**

*Status update and possible action. Continue to next month.*

- d. USBR Grant and Lead Service Laterals Replacement Projects and Timeline. Review status of project activities and grant extension status.

**Discussion:**

*District Engineer will follow up on potential staff to coordinate grant management. Staff reports that there is no update on grant extension from USBR.*

*Continue to next month.*

- e. Policies and Procedures Manual. Consideration of the following items:

**Discussion:** *Continue to next month.*

- 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)

**Discussion:** *District Engineer reports no feedback on Keeney Estates. Director Phillips asks that Board plan to discuss the District's expected connection fee requirements on this development when it commences, specifically annexation fee, capacity fee, pipelines to be deeded over to the District upon construction. District engineer will review the files and report back at the January 2022 board meeting. Director Phillips requests the District Engineer note whether the District will or should adopt or amend District policy to ensure the District maintains a favorable position with respect to future development, including for Keeney Estates. Director Cooper notes that there is an unsigned Memorandum of Understanding with Keeney Estates.*

6:15 pm – District Engineer left the meeting.

- g. Annual Audit 2019.

**Motion:** *That the Board approve the 2019 Audit as stated.*

**Board Discussion:** *Draft annual audit submitted for Board review. Director Phillips notes that the District has done good a job of conserving cash, reducing expenditures, and creating a strong reserve. He notes that the District will need to consider an additional rate increase going forward. Director Doyle suggests the District consider other funding options such as a bond on the premise that rates alone will not fund expected repairs and improvements. Director Cooper notes that there is an additional consideration with respect to the customer rate petition rollback.*

*Director Phillips comments that the District's Accounts Receivable doubled from the prior year and asks for vigilance on the accounts receivable collection. Director Doyle concurs. Director Cooper notes that the District should be prepared to submit accounts in arrears as a lien list to the County in June.*

*He also asks staff for information on Note 6 regarding retirement plan contributions to USAA for staff and that the District review fiduciary obligations that might still pertain. Director Phillips advises the matter can be investigated later when there is more staff capacity.*

**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:**

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

**Discussion:** *Continue to next month.*

- i. Annual Audits RFP status. See Ltr. to BOD from Counsel (08.02.2017) re Auditor.  
*Per Counsel, the District can only use the same firm for six years before needing to find new audit firm.*

**Discussion:**

- j. Ongoing Tracking of Operational and Administrative Projects. Review status of project activities.
- k. Employment Agreement between DID and Jeannie Trizzino.

**Discussion:**

*Staff asks for clarification on vacation and holiday pay. Staff to discuss with Chair Doyle to return to the board with a proposal. Director Phillips recommends that the current year accrual rolls over to next year and supports upgrade in compensation until a new general manager is in place. Director Doyle recalls that 40 hours of vacation/PTO was approved in a prior board meeting. Staff clarifies that there is no record in the minutes that her Employment Agreement was approved by the Board in previous Board meetings. Director Cooper's recollection was that the Employment Agreement had been approved.*

- l. Drop Box Sign Replacement Cost Estimate

**Motion:**

*That the Board approve the drop box sign renovation and replacement in the amount not to exceed \$1,100.00.*

**Board Discussion:**

*Board reviewed estimate and confirmed that it included sanding and preparation for painting. They reviewed proposed signage design, sizing, and layout.*

**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:**

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

**Discussion:**

*Update from staff that US Bank is still in progress on issuing District debit card.*

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

**Discussion:**

*Director Phillips suggests the draft backflow policy be reviewed and confirmed by District Counsel for approval at the next board meeting.*

- o. Memorandum to Board regarding 2553 Durham Dayton Highway  
*District is providing metered water service to this account with no corresponding District account. Staff directed to set up the account and send a certified letter to the owner with the amount owed. Director Cooper and Director Doyle will review the draft letter before sending to the customer.*

**Discussion:**

- p. Memorandum to Board regarding Midway Properties Demand Request  
*Director Doyle summarized matter of a single parcel being converted to three connections and three meter fees for the properties at 9379, 9383, and 9385 Midway.*

**Discussion:**

- q. Website Pageview Report. November 2021 pageviews <4,000, declining trend.
- r. District Zoom Account.

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

**Discussion:** *Continue to next month.*

- 8.3. Update banking signature cards to reflect current directors.

**Motion:** *That the Board consider and approve Resolution 2021-05 following are hereby authorized and directed to sign checks for disbursements that have been duly authorized by this Board of Directors, to establish new accounts, to close accounts and to execute other documents necessary for the administration of said bank accounts: James M. Doyle , Chair, Board of Directors, Raymond Cooper, Director, and Kevin Phillips, Director.*

**Board Discussion:** *No further discussion.*

**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:**

## 9. ATTORNEY REPORT – NONE

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)

10.1 Vina GSA Report (Director Cooper)

- a. Updates on Vina GSA Draft Groundwater Sustainability Plan (GSP), to be adopted on December 15, 2021.

**Discussion:** *Director Cooper reported that the Vina GSA Groundwater Sustainability Plan was adopted at the December 15, 2021 Vina GSA meeting. The first update and report will be due in April 2022. Vina GSA will consider meeting on a quarterly schedule, but discussions are ongoing. Discussion of member contributions also ongoing. Director Doyle suggested Vina GSA reviewing proportional contributions for Vina GSA members.*

## 10. DIRECTORS' COMMENTS: Opportunity for Board comments on items not listed on the Agenda.

**Discussion:** *Director Cooper: Wishes everyone a Merry Christmas and expresses appreciation for Board's and staff's work over the last few months. Director Phillips: Reiterates Director Cooper's comment. Thanks his fellow directors and staff for hard work. Director Doyle: Wishes everyone a Merry Christmas and happy new year. Pleased with performance of Water Operator and staff.*

## 11. ADJOURNMENT

Following Director's Comments, the meeting was adjourned at 7:25 pm.