



**Durham Irrigation District Board of Directors
Regular Board Meeting
October 19, 2021 - 5:30 PM
MINUTES**

Board of Directors:

District Staff:

Matt Doyle, Chair – in attendance/remote	PRESENT		
Raymond Cooper, Director – in attendance/remote	PRESENT		
Kevin Phillips, Director – in attendance/remote	PRESENT	Kamie Loeser, General Manager – in attendance/remote	PRESENT
		Jeff Carter, District Counsel – in attendance/remote	PRESENT
		Mark Adams, District Engineer – in attendance/remote	PRESENT
		Mike Butler, Water Operator – in attendance/remote	PRESENT
		Jeannie Trizzino, Admin. Assistant – in attendance/remote	

1. CALL TO ORDER

- 1.1. Meeting was called to order by Chair Doyle at 5:33 pm.
- 1.2. Introduction of Guests – NONE

Item 8.1 was taken out of order to be in compliance with the Ralph M. Brown Act and California Assembly Bill 361. Counsel Carter explained the intent of AB 361 and 30-day authorization of remote teleconference meetings. Director Cooper asked whether in future the remote teleconference authorization resolution could be placed as a consent agenda item. District Counsel will research and report back at November board meeting.

Motion: *That the Board consider and approve Resolution 2021-02 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:

2. PUBLIC COMMENT – NONE

3. PRESENTATIONS – NONE



4. CONSENT AGENDA

- 4.1. Minutes for the Regular Meetings held on August 17, 2021 and September 21, 2021.
- 4.2. Monthly Financial Report for September 2021, including the Balance Sheet, Profit & Loss Statement, and the General Ledger.
- 4.3. Approval of the Warrant Sheet from September 18, 2021 to October 14, 2021 including payments, deposits, and transaction adjustments.

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:

5. REGULAR AGENDA

- 5.1. Items Removed from Consent Agenda - NONE

6. CORRESPONDENCE - NONE

7. WATER OPERATIONS BUSINESS

- 7.1. Ongoing/New Business *(All Items Informational/Possible Action/Direction)*
 - a. Review of Daily Log for September 2021 (Operator Mike Butler)
 - b. Northgate Petroleum Credit Application.

Discussion: *Water Operator reports that one repair was delayed because needed parts were not in stock – specifically a repair band for a 3” diameter pipe which is uncommonly used and not in stock. He is preparing to repaint the pipes at the Library site. General Manager Loeser noted that she revised the Water Operator daily log for easier review.*

On Item 7.1.b – The Northgate Petroleum Credit application is in progress; will need to notify Northgate Petroleum that DID is a public water agency to eliminate some of the credit application personal information requirements. District Counsel noted that he is counsel for Northgate Petroleum and will communicate the District’s intent to set up an agency level account.

Director Doyle asked for more information on how often the generator is cycled and suggested monthly cycling to ensure the generator is ready to start when needed. Water Operator notes that there are different pump cycling



schedules for summer and winter and suggests that the generator can be cycled monthly in the winter. Director Cooper asked the Water Operator to check the conditions of the air quality permit and the size of the fuel tank, which he felt is on the small side and would run for only a day or so. Director Cooper suggested looking into an auxiliary fuel tank to enable longer generator run time.

Water Operator continuing to prepare for replacing pressure tank in the alley site. Among other things, there are tree limbs in the way and a PGE power pole is leaning, so he will need to coordinate with a tree trimming service and PGE. See Item 8.2.a. below.

8. GENERAL BUSINESS

- 8.1 Consideration of Resolution 2021-02 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30-days.

NOTE: At District Counsel's request, Item 8.1 was discussed at the start of the meeting, after Item 1.2. Resolution 2021-02 was adopted.

- 8.2 General Manager's District Activities and Status Report. *(All Items Informational/Possible Action/Direction)*

- a. 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.

General Discussion

General Manager Loeser reiterates her concern regarding condition of tank and notes that Water Operator reported a pinhole leak in the tank and the need to have the tank back online for the summer demand. She notes that as General Manager she had an authorization limit to have engineering work performed, but in her future absence and no management decisions having been made, she suggests that authorization limit be transferred to the District Engineer. Water Operator reports that lead times for pressure tank fabrication have increased, as have shipping costs. Director Cooper notes that there are no as-builts for the concrete supports, so there is no information on what reinforcements are in the concrete. District Engineer will do a first level analysis of the support, structural stability, and seismic needs to plan for submitting the fabrication order in November 2021.

Director Phillips asked Counsel whether a NTE authorization could be given to staff to expedite work on this project. Counsel notes that once more specific cost and scope information is obtained by Water Operator or staff, a Special Meeting could be convened for a Special Board meeting with 24-hours notice to give direction. Director Cooper notes that the specifics are well-understood.



General Manger Loeser notes that the current pressure tank estimate is \$77K (an email dated from July 2021) and she asks whether a cushion of 10-15% over that would be within the authorization.

Motion:

That the Water Operator and District Engineer are authorized to contract up to \$90,000.00 for the replacement pressure tank, including engineering fees from NorthStar and any additional retrofits that might be necessary to meet needed engineering requirements.

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:

Ayes carried.

Noes:

Cooper, Doyle, Phillips

Abstained:

Absent:

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

Discussion:

District Engineer notes he would like assistance from staff to revise the bid documents; District Counsel volunteers his administrative staff to do the revisions, at not cost to the District.

Director Cooper notes that the two estimates the District has on file are not comparable. He asks that the District Engineer prepare a revised, accurate parts list so that the bids can be comparable.

District Engineer notes that he can do that and also notes that the Board had previously authorized a not-to-exceed amount of \$3,000 for engineering services relating to this project. He confirms that the costs to date on this task are well under \$3,000. District Engineer will coordinate with District Counsel's staff to revise basic documents.

- c. Capital Improvement Plan – Projects and Cost Estimates.
- d. USBR Water System Infrastructure Efficiency Project.
- e. Lead Service Laterals Replacement Projects and Timeline.
- f. Policies and Procedures Manual.
- g. Development Projects.
- h. Annual Audits 2019 and 2020.
- i. Ongoing Tracking of Operational and Administrative Projects.
- j. Other Existing and Potential Operational and Administrative Projects. Review status of other existing projects and activities not listed under Agenda Items 8.2 a-j and consider other potential operational and administrative projects for 2022.



Discussion:

General Manager Loeser provided a summary of items 8.2.c. – 8.2.j. She notes in particular that the District may want to look at water storage needs and review the 2016 water storage element in an analysis prepared by West Yost.

General Manger notes that the project schedule for the USBR grant faces a deadline and likely request for grant extension. She notes that the grant has a 50% match requirement. Director Phillips suggests it would be worthwhile to ask Supervisor Kimmelshue to see if any Covid ARPA funds were available and could be used as matching funds for meter replacement costs. Loeser notes that the District could approach Vina GSA on possible projects relating to groundwater efficiency, e.g., replacement of old pipelines to reduce water loss and reduce groundwater pumping, or a storage project based on winter pumping for summer use.

Counsel Carter notes that the meter replacement must be completed by December 31, 2024 per state law.

Chair Doyle suggests convening a workshop to refine a project list that could be used to present to Supervisor Kimmelshue for funding consideration.

Action Taken:

Staff directed to set up a workshop for directors and District Engineer to refine a project list to bring forward to Supervisor Kimmelshue and Vina GSA for funding.

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

Discussion:

General Manager Loeser notes that this is her last meeting and asks that the directors consider different modes of recruiting for management. Director Phillips suggests advertising for a part-time contract general manager in water-related publications and that District Engineer investigate providing staff to serve as a bridge interim General Manager.

General Manager suggests that staff meet with District Engineer and District Counsel routinely for questions. She suggests that Chair Doyle work with staff to develop the agenda. Director Phillips will be a contact for questions relating to policy and procedures.

General Manager Loeser also suggests that District administrative staff look at General Manager job description and research the ways other districts post job openings.

9. ATTORNEY REPORT

- 9.1 Updates from Legal Counsel not discussed under other Agenda Items.

Discussion:

District Counsel Carter had no additional comments except to note that a public workshop to address needed repairs and improvements would be excellent to educate landowners on the District's needs and expenses.



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

10.1 Vina GSA Report (Manager Loeser, Director Cooper)

- a. Vina GSA Draft Groundwater Sustainability Plan (GSP) released for public review and comment, September 10 through October 19, 2021.

Discussion:

General Manager Loeser summarized the Vina GSA's work in looking at dates for revising the draft Groundwater Sustainability Plan based on comments submitted by the public. The final GSP is expected to be adopted by the Vina GSA Board in December 2022. She summarized concerns arising among the Vina GSA SHAC members with respect to the Measurable Objectives (not to be confused with the Minimal Threshold). Most attendees and submitted comments were not in favor of the Draft GSP.

Director Phillips noted that he would be interested in participating on the Vina GSA Board if needed. Director Cooper, the current Vina GSA board representative, suggested the District review its Vina GSA board representative annually.

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

Discussion:

Director Cooper asks about sealed meter fee, as he has received a question from a landowner about a vacant parcel, which receives service, but where the structure on site has been demolished and there is no water usage. (Acct 918) The customer has paid the meter fee for the parcel, but it will be some time before there will be a need for active service.

District Counsel suggests that this and other types of policy question would be good to address as part of the CIP workshop – sealed meter policy, standby policy, and more.

District Engineer notes that during the 2018 rate increase process, the Rate Policy Summary prepared at the time included the following language: "for properties on non-payment lockout, the policy decision is to accrue the normal monthly service charge for metered services during the lockout period, or metered equivalent for flat rate services." (Item 10) Director Cooper notes that in the matter he is referencing, the "lockout" is voluntary, and not involuntary (as in non-payment of water bills).

Director Phillips notes that there is an additional dimension if the matter is looked at as the customer disconnecting from the District, and whether additional connection fee would apply upon reconnection to the District. Director Phillips asked counsel to look into whether this policy was included in the last Prop 218 rate increase, and to ensure that it is included in the next rate increase.



9418-C Midway / PO Box 98
Durham, CA 95938
(530) 343-1594
<https://www.didwater.org/>

Director Cooper comments that accounts that have been converted to a metered service are charged the base rate for metered service and no usage charge until such time as a meter is installed.

Director Phillips wished outgoing General Manager Kamie Loeser best of luck in her new position at the county.

13. ADJOURNMENT

The meeting adjourned at 7:14 pm.