

**Durham Irrigation District Board of Directors
Board Meeting
January 18, 2022 - 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 | Jeff Carter, District Counsel – in attendance/remote | PRESENT |
| | | Mark Adams, District Engineer – in attendance/remote | ABSENT |
| | | Mike Butler, Water Operator – in attendance/remote | PRESENT |
| | | Jeannie Trizzino, Admin. Assistant – in attendance/remote | PRESENT |

1 CALL TO ORDER

- 1.1 Meting was called to order by Chair Doyle at 5:30 pm.
- 1.2 Consideration of Resolution 2022-01 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30-days.

Action Requested: That the Board consider and approve Resolution 2022-01 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 Cooper and seconded by Doyle, the Board approved the motion.

Vote results Ayes carried.
Ayes: Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

- 1.3 Introduction of Guests – No guests present.

2 PUBLIC COMMENT

NONE.

3 PRESENTATIONS

NONE.

4 CONSENT AGENDA

- 4.1 Removed
- 4.2 Removed
- 4.3 Removed
- 4.4 Monthly Financial Report for November 2021, including:
 - 4.4.1 Balance Sheet
 - 4.4.2 Profit & Loss Statement
 - 4.4.3 General Ledger
 - 4.4.4 AR Aging Report
- 4.5 Approval of the Warrant Sheet from December 21, 2021 to January 17, 2022, including payments, deposits, and transaction adjustments.

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

Discussion: Items 4.1-4.3 - Minutes for the previous regular meetings (10/19/2021, 11/16/2021 and 12/21/2021) were removed from the Consent Agenda.

Public Comment: None.

Action Taken: On a motion made by Cooper and seconded by Phillips, the Board approved the Consent Agenda.

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 Meeting held on November 16, 2021.
- 5.3 Minutes for the Regular Meeting held on December 21, 2021.

Discussion: Items 4.1-4.3 - Minutes for the previous regular meetings (10/19/2021, 11/16/2021 and 12/21/2021) 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 February 2022 Board meeting.

6 CORRESPONDENCE

All Items Informational/Possible Action/Direction

These items were provided for the Board's information. Although the Board may discuss the items, no action can be taken at this meeting. Should the Board determine that the action is required, the item or items may be included for action on a subsequent posted agenda.

- 6.1 CSDA Alert regarding remote teleconferencing for Special Districts (01.05.2022)
- 6.2 Ltr. from CSDA (12.20.2021) CSDA financing options
- 6.3 Ltr. from EDD (12.23.2021) Notice of Form Delinquency
- 6.4 PGE Essential Use Confirmation (12.23.2021)

- 6.5 Ltr. from SDRMA (01.14.2022) Covid-19 updates

7 WATER OPERATIONS BUSINESS

These items were provided for the Board's information. Although the Board may discuss the items, no action can be taken at this meeting. Should the Board determine that the action is required, the item or items may be included for action on a subsequent posted agenda.

- 7.1 Ongoing/New Business
- 7.2 Review of Water Operator Log for December 2021 (Operator Mike Butler)
- 7.3 Pressure Tank Project updates:
 - 7.3.1 Durham Pump
 - 7.3.2 North Valley Tree Service
 - 7.3.3 NorthStar status report – see Item 8.1.1
 - 7.3.4 Butte County Public Works verbal request to District to raise manholes to pavement level
 - 7.3.5 Other Items
- 7.4 Monthly Work Order Status Report through January 10, 2022
- 7.5 Monthly Metered Water Sales through December 2021

8 GENERAL BUSINESS

These items were provided for the Board's information. Although the Board may discuss the items, no action can be taken at this meeting. Should the Board determine that the action is required, the item or items may be included for action on a subsequent posted agenda.

- 8.1 District Activities and Status Report.
 - 8.1.1 Project Update: Pressure Tank Replacement Terms & Conditions and Preliminary Cost Estimate.

Discussion: Water Operator Mike Butler and District Engineer Mark Adams are assessing installing a smaller, standard size tank instead of a custom tank to reduce cost and time and avoid other difficulties. The work can be completed on the same timeline and same budget as the original custom-design timeline.

Public Comment: None.

- 8.1.2 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.
- 8.1.3 Capital Improvement Plan - Projects and Cost Estimates. Set CIP Planning Meeting dates to review identified projects, timeline for implementation, and financial opportunities and constraints.

Discussion: Water Operator and District Engineer to meet and make a recommendation to the Board regarding revised CIP and convening a public meeting.

Public Comment: None.

- 8.1.4 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.
- 8.2 Policies and Procedures Manual. Status and possible actions relating to the following items:

8.2.1 Sealed meter policy

Discussion:

District does not have a policy relating to sealed meters for connections where there is a meter but no water usage, e.g., where a house that has service has been demolished and no construction is anticipated in the near future.

Public Comment:

None.

Action Taken:

District Counsel Carter to review and research sealed meter policies and present to the Board.

8.2.2 Policy addressing homeowner incursion of District easement, specifically owner responsibility for damage caused to pipeline caused by trees

Discussion:

Water Operator Mike Butler reported his concerns about tree roots intruding into the District's easement and, over time, becoming a repair and maintenance issue.

Public Comment:

None.

8.2.3 Accounts receivable policy

Discussion:

Staff requested guidance on customer communication regarding overdue accounts that the District might consider lien candidates.

Public Comment:

None.

Action Taken:

District Counsel Carter to provide guidance and sample letters for management of AR delinquency lien notification. to staff.

8.2.4 Backflow policy – Policy in draft form only.

8.3 Development Projects. Review status of development projects' activities.

8.3.1 Butte County Farm Bureau Project – 9412 Jones Avenue

Discussion:

General discussion of planned project and concerns over annexation and will-serve process, particularly relating to needed fireflow capacity. Owner has not communicated to District recently about this project.

Public Comment:

None.

Action Taken:

District Counsel Carter to oversee development process and District responses.

8.3.2 Dubose Midway Development

8.3.3 Keeney Estates (aka Creekside Estates)

See Report 8.3.3 Creekside Estates Project Update (01.18.2022) prepared by NorthStar

Discussion:

District Engineer Mark Adams reviewed the points from his project update, highlighting that fireflow is undefined as to responsibility for implementation and cost. General discussion about which entity is responsible (financially and with respect to liability) for operation and maintenance of fire hydrants. District Counsel Carter reports that there is no agreement between District and County specifying which speaks to this issue in a clear manner. Director Cooper says that the District should develop its own policy. Director Phillips says that the District should own the hydrants and take responsibility for them, and develop a rate schedule that includes maintaining functioning, reliable hydrants.

Public Comment:

None.

Action Taken: District Engineer Mark Adams, District Counsel Carter, and Direct Cooper to discuss developing and adopting a development policy for the District that includes fireflow.

8.3.4 Symmes – Durham-Dayton Development

Discussion: No specific discussion.

Public Comment: None.

8.4 Annual Audit 2019. Review and sign representation letter, which confirms the representations and conditions under which the CPA prepared the audit. After the letter is signed, the District will receive the finalized 2019 Annual Audit.

Action Requested: Review and sign representation letter, which confirms the representations and conditions under which the CPA (Matthews Hutton and Warren) prepared the 2019 Audit.

Discussion: No specific discussion.

Public Comment: None.

Action Taken: On a motion made by Phillips and seconded by Cooper, the Board approved the signing the representation letter for the District’s 2019 Audit..

Vote results Ayes carried.

Ayes: Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

8.5 Annual Audit 2020. Review status of audit activities.

Discussion: Director Phillips asked for Matthews Hutton Warrant to submit its 2020 Audit engagement letter to the Board at the February Board meeting. He further requested that the letter contain a not-to-exceed (NTE) amount.

Public Comment: None.

Action Taken: Board to review and sign 2020 Audit Engagement letter at its February 2022 meeting.

8.6 Annual Audits RFP status.

Discussion: Directors reviewed two inquiries from CPA firms to prepare the District’s 2021 Audit. Director Phillips comments that the District should prepare an Audit RFP for release to several firms to receive proposals for auditing services for a 3-year term with NTE fees for each year.

Public Comment: None.

Action Taken: Director Phillips and staff to coordinate draft and final Audit RFP to quickly and efficiently engage a new CPA firm for the 2021-2023 audits.

8.7 Memorandum to Board regarding 2553 Durham Dayton Highway.

8.8 Memorandum to Board regarding rent increase

Discussion: Staff reported that landlord intends to increase rent to ~\$650/month (from current \$450/month).

Public Comment: None.

Action Taken: Director Doyle will call landlord to discuss planned rent increase and also look into other office space options.

8.9 2022 Annual Calendar of Board meetings and holidays.

Action Requested: Review for changes, suggestions and approve for posting to website.

Action Requested: Review Draft 2022 Annual Calendar for changes, suggestions and approve for posting to website.

Discussion: Director Phillips notes that federal holiday Juneteenth be added to draft.

Public Comment: None.

Action Taken: On a motion made by Phillips and seconded by Cooper, the Board approved the 2022 Annual Calendar after Juneteenth holiday has been added.

Vote results Ayes carried.

Ayes: Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

8.10 Website Pageview Report. December 2021 pageviews.

Discussion: No specific discussion.

Public Comment: None.

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

9 ATTORNEY REPORT

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

9.2 Updates on March 2022 Ballot Measure.

Discussion: District Counsel Carter notes that the county elections office has not posted any scheduled elections on its [website](#).

Public Comment: None.

Action Taken: Counsel will continue to monitor the matter.

10 VINA GSA

(All Items Informational/Possible Action/Direction)

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

10.1 Vina GSA Report (Director Cooper)

Discussion: Vina GSA representative Cooper reported that there are no significant updates at this time but notes that the Vina GSA is on hiatus for the moment and has no meetings scheduled for February. The SHAC will meet in March 2022 and the Board will meet in April. Vina GSA staff are discussing funding options for the projects described in the recently adopted Vina Groundwater Sustainability Plan.

Public Comment: None.

Action Taken: Counsel will continue to monitor the matter.

10.1.1 Updates on Vina GSA Groundwater Sustainability Plan (GSP).

10.2 Vina GSA SHAC Meetings

10.3 Vina GSA Board Meetings

10.4 Vina GSA/RCRD GSA Board Meetings

11 DIRECTORS' COMMENTS:

Director Phillips notes that it's important to maintain safety in face of continuing Covid-19 outbreak.

12 CLOSED SESSION

12.1 Conference with Legal Counsel – Personal Status

Nothing further to report

12.2 Consideration of Employment Agreement – Jeannie Trizzino. Pursuant to Government Code Section [54957\(b\)\(1\)](#)

Title: Administrative Assistant

Time Closed Session Start: 7:20 p.m.

12.3 OPEN SESSION CONTINUED – Consideration and Possible Approval of Employment Agreement – Jeannie Trizzino

Time Open Session Start: 7:41 p.m.

Public Comment: None.

Action Taken: Item 12.3 will be tabled to February 2022 Board meeting.

13 ADJOURNMENT

Following the closed session report, the meeting adjourned at 7:42 p.m. to the next Regular Board Meeting, February 15, 2022.

[Approved at 8/16/2022 board meeting.](#)