



**Durham Irrigation District Board of Directors
Board Meeting
November 16, 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	Jeff Carter, District Counsel – in attendance/remote	PRESENT
		Mark Adams, District Engineer – in attendance/remote (left meeting at 6:45 pm)	ABSENT
		Mike Butler, Water Operator – in attendance/remote (left meeting at 5:45 pm)	PRESENT
		Jeannie Trizzino, Admin. Assistant – in attendance/remote	PRESENT

1 CALL TO ORDER

- 1.1 Roll Call/Establishment of Quorum
- 1.2 Consideration of Resolution 2021-03 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30 days.

Motion: *That the Board consider and approve Resolution 2021-03 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.*

Action Taken: *On a motion made by Cooper and seconded by Philips, 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 Monthly Financial Report for October 2021, including the Balance Sheet, Profit & Loss Statement, and the General Ledger.
- 4.3 Approval of the Warrant Sheet from October 15, 2021 to November 15, 2021 including payments, deposits, and transaction adjustments.



- Motion:** *That the Board consider and approve the consent agenda.*
- Board Discussion:** *Item 4.1 - Minutes for 10/19/2021 Board meeting were not available for review, so were removed from the consent agenda. At request of Chair Doyle, District Counsel to prepare minutes going forward for October 2021 and November 2021 board meetings and present for approval at subsequent Board meeting. Counsel given direction to prepare minutes in action format, showing board votes only.*
- Public Comment:** *None.*
- Action Taken:** *On a motion to approve Consent Agenda Items 4.2 and 4.3 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

- Discussion:** *Item 4.1 - Minutes for 10/19/2021 board meeting were not available for review, so were removed from the Consent Agenda.*
- Action Taken:** *Minutes removed from Consent Agenda. District Counsel to prepare minutes and present for approval at December board meeting.*

6 CORRESPONDENCE (ALL ITEMS INFORMATIONAL/POSSIBLE ACTION/DIRECTION)

- 6.1 Ltr. from Basic Laboratory (11.08.2021) Pace Lab acquisition
- 6.2 Ltr. from California State Controller (11.05.2021)

- Discussion:** *District auditor is working on this report and is in progress.*

- 6.3 Ltr. from EDD (10.19.2021)

- Discussion:** *Staff reports that the unemployment and disability taxes are calculated and paid by the District's payroll company, but that EDD is not accepting the payments and returning them to the payroll company, which then returns the payment to the District. The District's EDD profile is set up such that District is self-insured for unemployment claims, so unemployment claims are handled by EDD and then EDD bills the District, additionally, the District is not set up for disability coverage through EDD. Director Cooper suggests that the District should consider paying into both unemployment and disability. Director Phillips suggests that the decision to opt out of both these state programs is likely a very old decision. Directors ask that District Counsel review documents with staff and issue a follow up report.*

- 6.4 Ltr. from LAFCO (2021.11.09) Election Results
- 6.5 Notice from LAFCO of Hearing (11.10.2021) Tuscan Water District Hearing December 2, 2021
- 6.6 State Fund SCIF Workers Compensation Policy Renewal (parts (a) – renewal notice and form, (b) - Quote, and (c) – Independent Contractor)

- Discussion:** *Director Doyle asks District Counsel to review contact info and titles on the*



SCIF estimate and the payroll estimates. Directors suggest that the payroll amounts were from payroll a few years ago. Staff raised concern over coverage for 'blanket waiver of subrogation' and whether the district wishes to have the coverage. Directors ask that District Counsel review forms with staff and provide guidance.

7 WATER OPERATIONS BUSINESS

- 7.1 Ongoing/New Business (All Items Informational/Possible Action/Direction)
a. Review of Daily Log for October 2021 (Operator Mike Butler)

Discussion: *Water operator reports no pressing issues in the October operations. He attempted to resolve water pressure issues at 9287 Midway, which turned out to be leaky irrigation valves and valve closed on the customer side. He painted the plumbing at the Library site. Updated directors on site conditions at pressure tank location noting that there is an oak on the site that needs to be trimmed back so it doesn't interfere with project work later. Directors have approved the estimate for tree work.*

8 GENERAL BUSINESS

- 8.1 District Activities and Status Report.
a. Pressure Tank Replacement Terms & Conditions and Preliminary Cost Estimate.

Motion: *That the Board authorize District Engineer to provide on-call engineering services relating to the Pressure Tank site evaluation and replacement not to exceed \$3,000.*

Board Discussion: *District Engineer comments that he would like a meeting at the site with water operator and Director Cooper to review replacement design options. He has reviewed drawings provided by John Rhein. Director Phillips asks for discussion on compensation, District Engineer suggests that earlier in the year there was discussion relating to authorizing engineering services relating to the Pressure Tank replacement project. He mentions that his firm's on-call engineering contract expired last year and was not renewed. District Engineer will work with staff and District Counsel on engineering contract.*

Action Taken: *Motion by Phillips died for lack of a second. No vote taken on the motion.*

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

Discussion: *District Engineer reports that the replacement bid package is ready to be reviewed by District Counsel and could be out to bid. Director Cooper suggests that the Brown/Faber be set aside until the pressure tank project is completed. Director Doyle notes that the two informal bid packages that were submitted were not equivalent. The District Engineer agreed and made the comment that supply chain issues raise significant uncertainty on prices.*

- 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.

Discussion: *Director Cooper suggests that the current projects (Pressure Tank Replacement and Brown/Faber Replacement) take priority over efforts*

required to organize and hold CIP workshop. District Engineer comments that the CIP Workshop would be helpful in pursuing funding. Director Phillips comments that the next round of funding might be available in March 2022. District Engineer suggests that a January 2022 CIP Workshop might be helpful.

- d. Lead Service Laterals Replacement Projects and Timeline. Review status of project activities.

Discussion:

Staff informs Directors of USBR grant, which was to be used as part of the District's require Lead Service Lateral Survey, noting that the District would need to request a second grant extension. Staff will work on obtaining a grant extension from USBR. District Engineer clarified that this project is a combined Meter Replacement and Lead Service Laterals Survey, to be funded in part by the USBR grant.

- e. Policies and Procedures Manual. Consideration of the following items:
1. Review Appendix A – Rates, Fees and Charges for implementation.
 2. Backflow policy.
 3. Review director stipend disbursement form.
 4. Sealed meter policy.
 5. Accounts receivable policy, review of AR aging report.

Discussion:

Staff requested guidance on applying fees specified under Appendix A. At Director Cooper's request, staff confirmed that Appendix A page 1 fees were up-to-date in the District's billing system (base rate, metered rate, usage fee), and would be updated in January 2022. Directors gave staff and water operator guidance to charge additional fees to customer, as long as extra charges are transparent to the customer. Director Phillips suggests that routine service trips are standard customer service as well as a courtesy water shut off service call, but in some cases the water operator can assess that the service call is beyond routine, in which case the service charge could be applied at the discretion of the water operator. Director Cooper will confirm with water operator.

Director Cooper asked for review and discussion of high level of overdue accounts. District Counsel reviews county lien process and to submit overdue accounts to county in June. District Counsel will draft accounts receivable letter for use by staff in January. Director Cooper asks for review of District billing policy for options for managing overdue accounts. District Counsel reviews Demand Request process by which title companies check with District on accounts receivable owed by the property upon sale of property.

- f. Development Projects. Review status of development projects' activities.
- District Counsel reports Keeney Subdivision was approved by the County Planning Commission on the condition that the subdivision's service agreement with the District be executed. The subdivision will be on the Planning Commission agenda again in December 2021.*

Discussion:

- g. Annual Audits 2019 and 2020. Review status of audit activities. Annual Audits 2021 RFP status.

Discussion:

Staff reports that 2019 Audit is in progress. Staff directed to locate and



finalize the Audit RFP to identify a new auditor for the District for FY2021.

Director Phillips and District Counsel will review draft RFP.

- h. Ongoing Tracking of Operational and Administrative Projects.
- i. Add credit card authorization for Administrative Assistant Jeannie Trizzino under same conditions as General Manager.

Motion: *That the Board authorizes Administrative Assistant to use the District credit card up to the spending limit of the previous General Manager.*

Board Discussion: *Discussion of what the threshold amount is before Administrative Assistant needs to get board approval. Director Doyle suggested charges of \$1,000 or greater on the District's debit card would need Board approval. Staff notes that the prime use of the debit card would be to make routine payments on software such as Zoom, Microsoft, domain name renewal, where the only option to pay is via credit card. District Counsel will research the previous threshold and report back.*

Action Taken: *Motion by Phillips died for lack of a second. No vote taken on the motion.*

- j. Website Status Report.

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

Discussion: *District Counsel reports that District Engineer is considering on District management options for review. District Counsel, District Engineer, and Administrative Assistant will discuss next steps together before the next board meeting.*

9 ATTORNEY REPORT

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

Discussion: *District Counsel will report updates on the Keeney Subdivision in December. Notes that the Button Initiative is expected to appear on the March 2022 ballot; he suggests that the District plan for a District meeting to review District operations costs in late January or early February.*

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 reports that public comment period on Vina GSA Draft Groundwater Sustainability Plan is about to close. The Vina GSA Board would next meet in December 2021.*

11 DIRECTORS' COMMENTS

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

Discussion: *Director Cooper comments that this board meeting was comprehensive and effective.*

12 ADJOURNMENT

Adjourn at 7:11 pm to the next Regular Board Meeting, December 21, 2021.