

**Durham Irrigation District
Board of Directors
Approved Meeting Minutes**

September 8, 2020 - 5:30 PM

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Durham Irrigation District Office or Online at www.didwater.org

**Posted: September 3, 2020 at 9418-C Midway, Durham, CA 95938 and Online at www.didwater.org
Prior to: 5:00 pm**

Board of Directors:

Matt Doyle, Chair – In attendance
Raymond Cooper – In attendance
Kevin Phillips – Absent

District Staff:

Kamie Loeser, General Manager – In attendance/In Office
Jeff Carter, District Counsel – In attendance/In Office
Mike Butler, Water Operator – In attendance

AGENDA ITEMS:

1. CALL TO ORDER

- 1.1. Roll Call/Establishment of Quorum - The meeting was called to order at 5:31PM by Chair Doyle. Roll Call was taken as noted “in attendance” above. Attendees participated via Zoom; with the exception of those noted as “in office” above.
- 1.2. Introduction of Guests
Guests participated via Zoom.
 - Mr. Pat Button
 - Mrs. Christy Patterson

2. ADJUSTMENTS AND APPROVAL OF AGENDA

None.

3. PUBLIC COMMENT

- Mrs. Christy Patterson thanked the District for the installation of the valve and meter work conducted at their home at 2368 Florida Lane.
- Mr. Pat Button shared his thoughts regarding the District’s participation in the Vina Groundwater Sustainability Agency, stating that he felt that it is unnecessary for the District to be a member of the GSA. He also noted his objection to the payment of the annual fee/dues of \$5000 to the Vina GSA.

4. PRESENTATIONS

None.

5. CONSENT AGENDA

- 5.1. Minutes for Regular Meeting held on July 14, 2020
- 5.2. Minutes for Regular Board Meeting held on August 11, 2020
- 5.3. Monthly Financial Report for August 2020
- 5.4. Payment of monthly bills and approve the warrant sheet and refund register August 11 through September 8, 2020. *Action Requested: that the Board of Directors authorize payment of the monthly bills and approve the warrant sheet, deposit, and refund registers.*

Action Taken:

On a motion made by Director Cooper, seconded by Chair Doyle, the Board of Directors approved the Consent Agenda.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Cooper, Doyle

Noes: None

Abstained: None

Absent: Phillips

6. REGULAR AGENDA

- 6.1. Items Removed from Consent Agenda - None

7. GENERAL ADMINISTRATION BUSINESS

7.1. CORRESPONDENCE:

- a. Email from Mr. Pat Button to Mr. Paul Gosselin, Director, Butte County Department of Water and Resource Conservation RE: Membership Dues for Durham Irrigation District.

Informational Purposes Only/No Action Taken. Legal Counsel Carter provided an overview of Mr. Button's email, summarizing Mr. Button's concerns. Mr. Button reiterated his objection to the payment of fees/membership dues.

- b. Certificate to Initiative Petition Signature Verification and Signature Verification Results - Proposed Initiative Measure to Repeal the Water Rate Increases Adopted by the Board of Directors of the Durham Irrigation District on January 1, 2019.

Informational Purposes Only/No Action Taken. General Manager Loeser provided an overview of the correspondence received by the County Clerk-Recorder indicating that the petition for "Proposed Initiative Measure to Repeal the Water Rate Increases..." had received the

required number of qualified electors and that the petition had been found to be sufficient. Mr. Button noted that he had more signatures.

- 7.2. Change of Regular Board Meeting Date. *Action Requested: To adopt the Resolution Changing Meeting Date for the Regular Meeting of the Board of Directors from the second Tuesday of each month to the third Tuesday of each month beginning October 20, 2020 at 5:30 p.m.*

Legal Counsel Carter provided a review of the Resolution and compliance with the public noticing requirements.

Mr. Button made a comment wondering about the necessity of changing the meeting time.

Action Taken:

On a motion made by Director Cooper, seconded by Chair Doyle, the Board of Directors approved the Resolution Changing Meeting Date for the Regular Meeting of the Board of Directors from the second Tuesday of each month to the third Tuesday of each month beginning October 20, 2020 at 5:30 p.m.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Cooper, Doyle

Noes: None

Abstained: None

Absent: Phillips

- 7.3. Temporary Change in District Office Hours. *Discussion of and Possible Action: To change Tuesday's open office hours to 1:00-5:00 p.m.*

General Manager Loeser requested a change to the office hours to accommodate schedule changes due to COVID-19. The Board discussed the change from Tuesday from 9:00AM-1:00PM to the afternoon from 1:00-5:00PM and maintaining the Thursday time. The Board suggested that the new office hours be posted on the website, Facebook, and Next Door.

Action Taken:

On a motion made by Chair Doyle, seconded by Director Cooper, the Board of Directors approved the change of office hours to Tuesdays and Thursdays from 1:00-5:00 pm.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Cooper, Doyle

Noes: None

Abstained: None

Absent: Phillips

- 7.4. Conflict of Interest Code. *Action Requested: Ratification and confirmation of Code previously adopted in 2018 and as attached hereto for 2020.*

Legal Counsel Carter provided a summary of the changes to the Conflict of Interest Code, which included changes to the Government Code references. It was determined that a Resolution would be prepared, and the Conflict of Interest Code would be attached. This would then be provided to the Butte County Office of the County Counsel per the 2020 Local Agency Biennial Notice.

Action Taken:

On a motion made by Chair Doyle, seconded by Director Cooper, the Board of Directors approved the change of office hours to Tuesdays and Thursdays from 1:00-5:00 pm.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Cooper, Doyle

Noes: None

Abstained: None

Absent: Phillips

- 7.5. Policies and Procedures Document: Chapter 7 – Water Rates, Operating Fees, and Billing Procedure. Action Requested: *Review and approve Chapter 7 of the District Policies and Procedures Document.*

Action Taken:

This item was tabled to discuss the service fees that would be identified for Appendix A.

- 7.6. Standard Conditions of Approval. Discussion of and Possible Action: *Use of standard conditions of approval checklist and will-serve letter for 1) proposed Tentative Parcel Maps (four or fewer parcels) and 2) proposed land use projects that only require issuance of a Building Permit from Butte County.*

Action Taken:

This item was tabled until October to incorporate Legal Counsel's comments.

8. WATER OPERATIONS BUSINESS *(All Items Informational/Possible Action)*

- 8.1. Daily Log for August 2020 - (Operator Rex Munroe/Mike Butler):
- a. Update on repairs conducted in August
 - b. Response to questions/comments regarding customer service calls, meter installs etc.
 - Assistant Water Operator Butler provided a summary of repairs, noting that the valve at Goodspeed/Brown Streets has been replaced.
 - Butler discussed a residence that appears to be wasting water and that a backflow device should be installed at this location. The Board directed that we should investigate the wasteful use and notify Environmental Health of the potential hazard.

8.2. Other Water System Improvements, Needs and Updates

a. Butte County - Midway Sidewalk Improvement Project

Butler has been coordinating with Butte County Director of Public Works, Dennis Schmidt, regarding this project; noting that potential leaks are on the customer's side.

b. Needed Meter Installations: New Meters, Broken Meters

No specific discussion.

c. Valve Replacements / Upgrades

No specific discussion.

d. Fire Hydrant Testing Program

Discussed that fire hydrants should be tested quarterly or biannually. Butler to provide a cost estimate to provide this service for the District.

9. **ATTORNEY REPORT** *(All Items Informational/Possible Action)*

9.1. Attorney's Update

None.

10. **MANAGER REPORT** *(All Items Informational/Possible Action)*

10.1. Manager's Report/Updates

a. Website and use of the "Engage" component within the software.

General Manager Loeser provided an overview of the Engage component of the Streamline software that hosts the District's website and that it would be a good platform to increase community outreach and engagement; to collect email addresses for newsletters, emergency notifications, and District announcements. The Board agreed that the use of Engage would be beneficial for community outreach.

b. Metron Farnier: Smart Water Meters & Systems (www.metronfarnier.com)

General Manager Loeser provided an overview of the smart water meters and systems that this vendor provides and suggested that Metron Farnier conduct a presentation for the Board at a future meeting. The Board directed Loeser to schedule a presentation.

c. District listing on County eTrakit System

General Manager Loeser noted that the County has yet to respond to the request to discuss being added to the eTrakit system. However, the proposed will-serve policy, Item 7.6, once reviewed and approved will be provided to the Butte County Department of Development Services, Environmental Health, and Building Department to facilitate future compliance with District review of development applications.

11. VINA GSA

11.1. Vina GSA Report (*District Manager Loeser*)

General Manager Loeser noted the next dates for the Vina GSA Board in September.

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

None.

13. CLOSED SESSION

Pursuant to Government Code section 54956.9(c), Conference with Legal Counsel - Initiation of litigation:
One case.

OPEN SESSION

At 7:27PM the Board returned to Open Session and summarized the Closed Session as follows:

No Action was taken; the matter was continued to the next regular meeting of the Board in Closed Session.

14. ADJOURNMENT

Chair Doyle adjourned the meeting at 7:28PM until the next regular meeting on October 20, 2020.