

**Durham Irrigation District
Board of Directors
Approved Meeting MINUTES
November 17, 2020 - 5:30 PM**

Board of Directors:

Matt Doyle, Chair – in attendance/remote
Raymond Cooper – in attendance/remote
Kevin Phillips – in attendance/remote

District Staff:

Kamie Loeser, General Manager – in attendance/in office
Jeff Carter, District Counsel – in attendance/in office
Mike Butler, Water Operator – in attendance/remote

AGENDA ITEMS:

1. CALL TO ORDER

- 1.1. Roll Call/Establishment of Quorum - The meeting was called to order at 5:30PM 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

2. ADJUSTMENTS AND APPROVAL OF AGENDA

None.

3. PUBLIC COMMENT

None.

4. PRESENTATIONS *(All Items Informational/Possible Action)*

None.

5. CONSENT AGENDA

- 5.1. Minutes for Regular Meeting held on October 20, 2020
- 5.2. Monthly Financial Report for October 2020, including the Balance Sheet, Profit & Loss Statement January through October, and the General Ledger.

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

Action Taken:

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

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes: None

Abstained: None

Absent: None

REGULAR AGENDA

5.3. Items Removed from Consent Agenda

None.

5.4. Payment of monthly bills and approve the warrant sheet and refund register October 20, 2020, through November 15, 2020.

Action Requested: that the Board of Directors authorize payment of the monthly bills and approve the warrant sheet, deposit, and refund registers.

Discussion: Director Phillips inquired as to whether or not the shift in the Board's regular meeting day would result or has resulted in any of the District's payments being delinquent. Manager Loeser said no, it is not an issue.

Action Taken: On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors authorized payment of the monthly bills and approve the warrant sheet, deposit, and refund registers, as applicable.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes: None

Abstained: None

Absent: None

6. GENERAL ADMINISTRATION BUSINESS (All Items Informational/Possible Action)

6.1. **CORRESPONDENCE:** (All Items Informational/Possible Action)

- a. Butte County Special Districts Association (BCSDA) Request for Nominations. Letter from Secretary/Treasurer Executive Board, Ms. Ann Willmann requesting 4 nominations for the BCSDA Executive Board of Directors, 2 for non-enterprise districts and 2 for enterprise districts. Nominations are due by November 20, 2020.

Possible Action: *Nominate Executive Board Member(s).*

Discussion: The Board identified the following District representatives to be nominated for the Executive Board of Directors for the BCSDA:

Enterprise District

Mark Sulik - Paradise Irrigation District

Non-Enterprise District

Kelly Parsons - Durham Recreation District

Tom Lando - Chico Area Recreation District

Action Taken: On a motion made by Director Phillips, seconded by Chairman Doyle, the Board of Directors nominated the above listed candidates for the BCSDA Executive Board. The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Doyle

Noes: None

Abstained: Cooper

Absent: None

- b. State Water Resources Control Board. 2020 Inspection Report. Letter from the Water Boards summarizing the annual inspection conducted with the District Water Operator on September 16, 2020. Provided System Deficiency Record. Noted one deficiency: The District needs to develop and maintain a record keeping system for testing and repairing or replacing backflow devices. Proff of record keeping system must be submitted to the Division by December 1, 2020. Informational Purposes Only, No Action Taken.
 - c. Butte County LAFCo. Election results for the Special District Alternate "Enterprise" Member, provided pursuant to California Government Code Section §56332. Informational Purposes Only, No Action Taken.
- 6.2. Policies and Procedures Document: Chapter 7 – Water Rates, Operating Fees, and Billing Procedure. Possible Action: Review and approval of Appendix A.1 Miscellaneous Utility Billing/Customer Fees.

Action Taken/Direction from Board: The Board directed Manager Loeser to work on the draft Fees, Rates and Charges and submit to Director Phillips for review and input and bring back at the December 15, 2020 for review by the Board and possible approval.

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

- 7.1. Daily Log for October 2020 - (Operator Rex Munroe/Mike Butler):
 - a. Response to questions/comments regarding customer service calls, meter installs etc.

Informational Purposes Only, No Action Taken.

- Operator Butler provided an overview of the month's activities. The transfer switch for the generator was tested with North State Electric & Pump and does not appear to be deficient.
- Repair of one leak on an older service connection; fixed with minimal down time.

Action Taken/Direction from Board.

- Operator Butler discussed the water tank at the Alley Pump/Well Site #3. There is potential internal corrosion of the tank, which could lead to water service deficiencies if it fails. Operator Butler indicated that he will obtain estimates for the replacement of the tank.
- Operator Butler also requested if he could establish a list of multiple licensed contractors to have on file to provide repair, replacement, and installation services. The Board directed Operator Butler to obtain qualifications and insurance documents from identified contractors, which include but are not limited to R&R Horn, Inc., Brown Engineering Inc., and Nor Cal Excavating, Inc.

7.2. Other Water System Improvements, Needs and Updates:

- a. New Meters Installations
- b. Fire Hydrant Testing Program

Informational Purposes Only, No Action Taken: Manager Loeser discussed the meter installation database that is being created to track new meter installations resulting from home sales and/or new development. Operator provided an estimate to conduct testing on the approximately 70 hydrants within the District's boundaries. This will be discussed at the December 15, 2020 meeting.

8. ATTORNEY REPORT (All Items Informational/Possible Action)

8.1. Attorney's Update

Action Taken/Direction from Board: Attorney Carter indicated that Matthews, Hutton and Warren (MHW) submitted an Engagement Letter for the completion of the 2018 and 2019 Audits for the to be completed by the District. The Letter included a cost estimate. The Board directed that the Engagement Letter be brought back at the December 15, 2020 meeting so that they could review the document.

9. MANAGER REPORT (All Items Informational/Possible Action)

9.1. Manager's Report/Updates (All Items Informational/Possible Action)

- a. Office Procedures Manual preparation. Manager Loeser is preparing a daily office procedures manual detailing the procedures for processing correspondence, emails, water payments, banking procedures, work orders, and other similar record keeping activities.
- b. CSDA Board Secretary/Clerk Virtual Conference. Manager Loeser attended the virtual conference on October 26-28, 2020.

Informational Purposes Only, No Action Taken: Manager Loeser stated that she is in the process of preparing an Office Procedures Manual. She also provided a summary of the Board Secretary/Clerk Virtual Conference.

10. VINA GSA

10.1. Vina GSA Report (*District Manager Loeser, Legal Counsel Carter*)

a. Next Meeting Dates:

- Stakeholder Advisory Committee Meeting, 11/17/20, 9:00am-12:00pm
- Vina GSA Board Meeting, 11/18/20, 5:30-7:00pm

Informational Purposes Only, No Action Taken: Manager Loeser provided a brief summary of the Vina GSA SHAC meeting held that same day, referring to the timeline anticipated over the next year for the completion of the GSP. The dates of the next meetings were noted.

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

12. CLOSED SESSION

Pursuant to Government Code Section 54956.9(d)(4), Conference with Legal Counsel - Initiation of litigation: Based on existing facts and circumstances, the Board of Directors is deciding whether to initiate litigation. One case.

Public Comment: Mr. Button provided comments on the process for noticing Closed Sessions and what he expected should be summarized during open session.

OPEN SESSION

At 6:42PM 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.

13. ADJOURNMENT

Following the Closed Session Report, the meeting was adjourned at 6:44 p.m.

Kamie Loeser, General Manager

Date