



**Durham Irrigation District  
Board of Directors  
Zoom Guidance for Meeting Attendance**

Remote Meeting via Zoom (see below)

Special Notice: Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, Durham Irrigation District will be closing the Board of Directors Meetings to members of the public and non-essential District staff.

The public may listen to and/or participate in this meeting via landline or mobile telephone or via computer, with video and audio enabled or audio only. If you wish to comment on an item, but do not wish to participate during the meeting, the public may submit comments prior to the meeting via email to info@didwater.org before 5:00 p.m. on the day of the Board Meeting and they will be read into the record.

**ACCESSING THE ONLINE MEETING:**

We recommend logging-in **15 minutes early (at 5:15 pm)** to get set up and address any technical issues before the meeting starts. When you access the meeting, **you will be placed into a waiting room and admitted** into the meeting by the meeting hosts. There are four methods for joining the meeting:

**1 - From Computer - One Click to Join**

<https://us02web.zoom.us/j/495193613?pwd=QTduKzhTc0cxMThrOXFMVWdMYVM2QT09>

**2 - From Computer Web Browser**

<https://zoom.us/join>

When prompted, use Meeting ID: 495 193 613

Passcode: 646356

**3 - From your Mobile Phone: One-Tap Mobile**

+16699006833,,495193613#,,,,,0#,,646356#

**4 - Dial-in using your Mobile Phone or Landline:**

+1 669 900 6833

When prompted, use Meeting ID: 495 193 613

**If you are having any issues connecting to the meeting, please call  
Durham Irrigation District at (530) 343-1594 for assistance.**

Please note that when you access the meeting, you will be placed into a waiting room and admitted into the meeting by the meeting host.

- The Board of Directors is committed to making its meetings accessible to all citizens. If you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530) 343-1594 or info@didwater.org at least 24 hours in advance of the meeting.
- The Board of Directors or its President pursuant to Government Code section 54954.3 reserves the right to impose reasonable rules governing public participation on agenda and non-agenda items, including limiting the total amount of time allocated to public testimony on particular issues and for each individual speaker.



## Durham Irrigation District

### Board of Directors MEETING AGENDA January 19, 2020 - 5:30 PM

COPIES OF THIS AGENDA AVAILABLE FROM:  
Durham Irrigation District Office or Online at [www.didwater.org](http://www.didwater.org)

Posted: 5:00p.m., January 15, 2020 at 9418-C Midway, Durham, CA 95938 and Online at [www.didwater.org](http://www.didwater.org)

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**Board of Directors:**

Matt Doyle, Chair  
Raymond Cooper  
Kevin Phillips

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**District Staff:**

Kamie Loeser, General Manager  
Jeff Carter, District Counsel  
Rex Munroe and Mike Butler, Water Operator

#### AGENDA ITEMS:

**1. CALL TO ORDER**

- 1.1. Roll Call/Establishment of Quorum
- 1.2. Introduction of Guests

**2. ADJUSTMENTS AND APPROVAL OF AGENDA**

**3. PUBLIC COMMENT - public members wishing to address the Board on items not listed on the Agenda.**

The Durham Irrigation District Board of Directors may take official action only on items included in the posted agenda for a specific scheduled meeting. Items addressed during the Public Comment section are generally matters not included on the agenda and therefore, the Board will not take action at this scheduled meeting. However, such items may be put on the agenda for a future meeting. The public shall have the opportunity to address items that are on the posted agenda. Speakers shall be limited to three minutes each.

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

None.

**5. CONSENT AGENDA**

All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion unless an item is removed. Resolutions will be read by title only. There will be no separate discussion of these items unless members of the Board, or persons in the audience, request specific items to be removed from the Consent Agenda to the Regular Agenda for separate discussion, prior to

the time the Board votes on the motion to adopt the Consent Agenda. If any item(s) are removed from the Consent Agenda, the item(s) will be considered immediately following action on the Consent Agenda. Action Requested: *that the Board of Directors approve the Consent Agenda.*

- 5.1. Minutes for Regular Meeting held on December 15, 2020
- 5.2. Monthly Financial Report for December 2020, including the Balance Sheet, Year-to-Date Profit & Loss Statement January through November, and the General Ledger.
- 5.3. Payment of monthly bills and approval of the warrant sheet December 16, 2020 through January 15, 2021.
  - a. Payment to Ferguson Waterworks for \$100 to reflect December payment error. The December 15, 2020 Warrant Sheet correctly identified the payment to Ferguson Waterworks as \$1,188.34; the check was written in the amount of \$1,088.34.

## 6. REGULAR AGENDA

- 6.1. Items Removed from Consent Agenda

## 7. GENERAL ADMINISTRATION BUSINESS *(All Items Informational/Possible Action)*

- 7.1. Correspondence: *(All Items Informational/Possible Action)*
  - a. Email from Ms. Suzanne Markey, Rolls Anderson & Rolls dated December 30, 2020; Subject: Facilities Information Request, Durham Unified School District
  - b. Email from Mr. Pat Button dated January 11, 2021; Subject: Class Action.
- 7.2. Policies and Procedures Document: Chapter 7 – Water Rates, Operating Fees, and Billing Procedure. Fees updated per comments received at the December 15, 2020 regular Board meeting. Action Requested: *Review and approval of Appendix A - Rates, Fees and Charges.*
- 7.3. Administrative Assistant: Request authorization to recruit and hire a part-time Administrative Assistant working approximately 16 to 24 hours per week, depending on assignments, starting between \$18-22/hour, with a 1-year probationary period. Action Requested: *Review and approve the Administrative Assistant Job Description and authorize recruitment.*
- 7.4. General Manager Job Description and Status: Request review and comment on the proposed General Manager Job Description for providing part-time management and oversight of the District, staff, and water operations. Working approximately 16-20 hours per month, depending on District needs, assignments, and strategic planning/CIP implementation. Action Requested: *Review and comment on the proposed General Manager Job Description and status.*

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

8.1. Ongoing Business

- a. Daily Log for December 2020 - (Operator Mike Butler)
- b. Discussion regarding ownership and responsibility of hydrant flow testing and maintenance.

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

9.1. Attorney's Update (Legal Counsel Carter)

- a. Audit Report: follow-up regarding the preparation of the requirement of a management's discussion and analysis (MD&A) and other disclosures as part of the Audit Report documents.

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

10.1. Manager's Report/Updates (Manager Loeser)

- a. USBR Grant Assistance Agreement Modification. *Informational Purposes.*
- b. Secretary of State Registry of Public Agencies Statement of Facts Roster filing. *Informational Purposes.*

**11. VINA GSA**

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

- a. January Meeting Dates:
  - Vina GSA Board Meeting, January 14, 2021, 5:30PM
  - Stakeholder Advisory Committee Meeting, January 19, 2021, 9:00AM-12:00PM

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

**13. CLOSED SESSION**

Pursuant to Government Code Section 54956.9(d)(4), Conference with Legal Counsel - Initiation of litigation: Facts and circumstances that might result in litigation but which the District believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed. The Board of Directors is deciding whether to initiate litigation. One case.

**OPEN SESSION**

**14. ADJOURNMENT**