

Durham Irrigation District Board of Directors
Board Meeting
November 15, 2022 - 5:30 PM
MINUTES

Board of Directors:

District Staff:

Matt Doyle, Chair	PRESENT		
Raymond Cooper, Director	PRESENT		
Kevin Phillips, Director	PRESENT	Jeff Carter, District Counsel	PRESENT
		Mark Adams, District Engineer	PRESENT
		Mike Butler, Water Operator	PRESENT
		Jeannie Trizzino, Admin. Assistant	PRESENT

1 CALL TO ORDER

- 1.1 Meeting was called to order by Chair Doyle at 5:30 pm.
- 1.2 Introduction of Guests - NONE

2 PUBLIC COMMENT – NONE

3 PRESENTATIONS – NONE

4 CONSENT AGENDA

- 4.1 Monthly Financial Report for October 2022, including:
 - 4.1.1 Balance Sheet
 - 4.1.2 Profit & Loss Statement
 - 4.1.3 Previous Year Comparison
 - 4.1.4 General Ledger
 - 4.1.5 Board Recap, Water Sales, and AR Aging Report
- 4.2 Approval of the Warrant Sheet from October 18, 2022 to November 14, 2022, including payments, deposits, and transaction adjustments.
- 4.3 Approval of the minutes for the October 18, 2022 and June 21, 2022 **Regular** Board Meetings.
- 4.4 Approval of the minutes for the October 24, 2022 and October 31, 2022 **Special** Board Meetings.

Motion: *That the Board consider and approve the consent agenda.*

Board Discussion: *None.*

Public Comment: *None.*

Action Taken: *On a motion 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 - NONE

6 CORRESPONDENCE

All Items Informational/Possible Action/Direction

- 6.1 Ltr. from Butte County Counsel (11.03.2022) Biennial Conflict of Interest Code
- 6.2 Ltr. from SDRMA (10.18.2022) President's Special Acknowledgment Award

7 WATER OPERATIONS BUSINESS

- 7.1 Ongoing/New Business
All Items Informational/Possible Action/Direction
- 7.2 Review of Water Operator Log for October 2022 (Operator Mike Butler)

Discussion: *Review of October work by water operator; guidance on service charges to be applied for service calls by water operator on 10/3/2022 and 10/22/2022. Water operator reports that new meters provide much better flow information for the District and for the customer. Obtaining an estimate for the new chain link fence for the Library site. Water Operator responded to numerous USA 811 service line calls relating to the sidewalk installation on Durham Dayton Highway.*

- 7.3 Monthly Work Order Status Report through November 10, 2022

8 GENERAL BUSINESS

- 8.1 District Activities and Status Report from District Engineer.
(All Items Informational/Possible Action/Direction)

- 8.1.1 Status Updates and Activities Not Requiring Board Action
 - 8.1.1.1 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.
 - 8.1.1.2 Capital Improvement Plan Update.

Discussion: *District Engineer reports progress on CIP updates in advance of 12/9/2022 Special Board Meeting / CIP Workshop.*

- 8.1.1.3 Annual Audit 2020. Review status of audit activities. – See 8.3.

- 8.1.2 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.

Discussion: *District Engineer advised that District must update its PASS Form, which documents the District's financial/procurement policy for the grant administrator. Directors recall past discussion of this policy, but likely never approved and adopted. District Engineer advises that cultural assessment is paused pending official grant extension.*

Action: Taken: *Director Phillips will prepare draft Procurement Policy for review by District Counsel with a plan to approve at the 12/9/2022 Special Board Meeting / CIP Workshop.*

- 8.1.3 Easement Agreement between DID and DUSD for connections along east side of Durham Dayton Highway.

Discussion: *The draft easement document prepared by District Counsel needs to be revised to include the two parts of the easement description prepared by District Engineer. After signature by District, the easement will need to be transmitted to DUSD to be placed on its agenda. District Counsel notes that*

DID Board member or other representative will likely need to attend DUSD Board meeting to answer questions.

Action: Taken: *District Counsel will revise and finalize easement agreement and arrange for notarized signature by Director Doyle, after which Durham Unified School District board must review at its board meeting.*

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

8.2.1 No development project updates.

8.3 Annual Audit status – 2020 Audit in progress

Discussion: *Staff provided update that auditor continues to work on finalizing 2020 audit and does not need more information from District at this time.*

8.4 Memorandum to Board

8.4.1 Regarding Acct 684 – 2469 Tracy Ranch Road.

Discussion: *Director Phillips reports that he is still awaiting response from County.*

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

Discussion: *Director Doyle reports that this matter has been included in the CIP Update.*

8.6 Update on Accounts Receivable Status.

8.7 Drought Planning for Small Water Suppliers and Rural Communities required under SB 552.

Discussion: *Staff reports that the District has started the enrollment process in CalWARN, the mutual aid component of the upcoming SB 552 requirement.*

8.8 Policy and Procedure Manual Updates.

Discussion: *Directors expressed interest in finalizing these policies at the 12/9/2022 Special Board Meeting / CIP Workshop and to add a new discussion item for Water Rates, Operating Fees, and Billing Procedures. District Counsel to coordinate water policy document review, since staff does not have current versions.*

8.8.1 Introduction

Discussion: *Director Phillips has sent draft Introduction to District Counsel.*

8.8.2 Water Service

Discussion: *Director Phillips has sent draft Introduction to District Counsel.*

8.8.3 Procurement Policy

Discussion: *See Item 8.1.2.*

9 ATTORNEY REPORT

9.1 Updates from Legal Counsel not discussed under other Agenda Items
See Closed Session Items in Section 12.

9.2 Updates on Vina GSA Fee allocation

10 VINA GSA

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

Discussion: *District Counsel provided update on Vina GSA SGMA grant application projects noting that the total of all proposed projects is ~\$24 million and expected award would be \$2-4 million, with Department of Water Resources also having the ability to select line item projects from the grant application.*

*He also summarized the project selection and prioritization process.
Applications are due in December 2022.*

- 10.1 Vina GSA SHAC Meetings
- 10.2 Vina GSA Board Meetings
- 10.3 Vina GSA/RCRD GSA Board Meetings

11 DIRECTORS' COMMENTS – NONE

12 CLOSED SESSION

At 6:10 pm the Board adjourned to Closed Session.

- 12.1 Conference with counsel on litigation in the matter of *AquAlliance, et al. v. Vina GSA, et al.*

13 OPEN SESSION

At 6:15 pm the Board returned to Open Session and summarized the Closed Session as follows:

Direction given by legal counsel. No action taken.

14 ADJOURNMENT

Following the Closed Session Report, the meeting was adjourned at 6:20 pm.