

**Durham Irrigation District Board of Directors  
Board Meeting  
December 19, 2023 - 5:30 PM  
MINUTES**

**Board of Directors:**

Matt Doyle, Chair  
Raymond Cooper, Director  
Kevin Phillips, Director

PRESENT  
PRESENT  
PRESENT

**District Staff:**

Mark Adams, District Engineer  
Amanda Uhrhammer, Legal Counsel  
Mike Butler, Water Operator  
Nicole Johansson, Public Outreach Coord.  
Jeannie Trizzino, Admin. Assistant

PRESENT  
PRESENT  
PRESENT  
PRESENT  
PRESENT

**1 CALL TO ORDER**

- 1.1 The meeting was called to order at 5:32 by Chair Doyle.
- 1.2 Introduction of Guests – Ms. Kathryn Azevedo, Mr. Patrick Button

**2 PUBLIC COMMENT**

Mr. Button requested that the District consider developing a mission statement. He also requested clarification on the purpose of the proposed well assessment – whether it would be for water quality (= safety) issues or some other issue.

**3 PRESENTATIONS - NONE**

**4 CONSENT AGENDA**

Action Requested: That the Board of Directors approve the following Consent Agenda items.

- 4.1 Monthly Financial Report for November 2023, 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 November 11, 2023 to December 17, 2023, including payments, deposits, and transaction adjustments.

**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:** *None*

**Abstained:** *None*

**Absent:** *None*

## 5 REGULAR AGENDA

5.1 Items Removed from Consent Agenda - NONE

## 6 CORRESPONDENCE - NONE

## 7 GENERAL BUSINESS

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

7.1.1 \* Update: USBR Grant-Funded Meter Replacement and Lead Service Laterals  
Assessment Project

**Requested:** Status Report

**Discussion:**

*District Engineer reported that all work was completed, and all meters were installed by Walberg Construction. There was unexpected work to install meters where the service lines were difficult to locate. After discussion with District Engineer, Walberg submitted a change order in the amount of \$10,540.31 under Invoice 7855 and processed as a payment under the consent agenda with District CK #10070.*

*Counsel advised the directors to take the following steps to properly discuss and authorize payment of this change order:*

- 1. Move to table Item 4.2 – Warrant Sheet*
- 2. Resume discussion of change order under Item 7.1.1*
- 3. Move to accept Item 4.2 – Warrant Sheet as presented*

**Public Comment:**

*None.*

**Motion:**

*That the Board move to table Item 4.2 – Warrant Sheet.*

**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:**

*None*

**Abstained:**

*None*

**Absent:**

*None*

**Discussion:**

*The Board resumes discussion of the Walberg change order. District Engineer reports that the Walberg change order was discussed with Project Manager Robin Kampmann and represents actual time and equipment. Director Phillips asks whether the Walberg agreement was under not-to-exceed terms or if there were changes to scope. The District Engineer reports that the scope and fee was fair. He further notes that he will be able to submit the revised Lead Service Lateral Report to the state regulators in April 2024 with the finding of no lead detected.*

**Public Comment:**

*Mr. Button suggests that future bids be submitted with an hourly rate schedule and be subject to prevailing wage.*

*Ms. Azevedo asked why the low bid was accepted with the uncertainty in price. Water Operator Butler responded that the contractor was efficient and very competent. Director Phillips comments that the District relies on and trusts its consultants, who did the bid analysis and returned a recommendation to accept the lowest bid, which was submitted by Walberg. District Engineer Adams further commented that upon receipt of the dramatically lower bid from Walberg, he contacted Walberg to see if they wished to revise their bid, based on the much higher bids from two other contractors. Walberg stood by their bid and the District accepted it.*

**Motion:** *That the Board approve Item 4.2 – Warrant Sheet.*  
**Board Discussion:** *None.*  
**Public Comment:** *None.*  
**Action Taken:** *On a motion made by Phillips and seconded by Doyle, the Board approved the motion.*  
**Vote results** *Ayes carried.*  
**Ayes:** *Cooper, Doyle, Phillips*  
**Noes:** *None*  
**Abstained:** *None*  
**Absent:** *None*

## 7.2 CIP Update and CIP Project #29 – Well Assessments

**Requested Action:** Board to approve acceptance of the lowest responsive bid proposal for the Well Assessment and allow the Board President to sign the contract for this work.

**Motion:** *That the Board approve acceptance of the lowest responsive bid up to \$30,000 for the Well Assessment and allow the Board President to sign the contract for this work.*  
**Board Discussion:** *In response to Mr. Button’s comment during the public comment section, District Engineer Mark Adams clarified that wells have a finite lifespan and can change in condition (efficiency, reliability) over time. A well assessment confirms the functional condition of a well at the current time. District Engineer Adams went on to let the Board know that he had contacted three other firms for estimates to perform well assessments. One firm respectfully declined, one firm was non-responsive (i.e., did not respond to the email), and one other firm will submit an estimate/proposal in the following week.*  
*In response to Mr. Button’s comment about blanket authorization of an award based on a \$30K limit, Director Phillips noted that the District cannot wait until a well fails and that a well assessment is prudent for all water districts to safely and wisely manage an asset that so essential for the District to provide safe reliable water for all customers.*  
**Public Comment:** *Mr. Button questioned the justification/need for a \$30K contract authorization.*  
**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:** None  
**Abstained:** None  
**Absent:** None

7.3 Capacity Fees

**Discussion:** Director Phillips directed District Engineer NorthStar to look at and prepare a capacity fee study and provide a proposed update of Districts capacity fee schedule.

District Engineer will prepare a study update by March 2024.

**Public Comment:** None.

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

7.4.1 \* Creekside Estates (aka Keeney Development)

**Requested:** Status report on service agreement and retention of domestic well currently on-site

SEE: Ltr. from Gilbert (12.14.2023) existing well retention

**Discussion:** District Engineer noted that the developer postponed the request in their letter to the January 2024 board meeting.

Director Doyle commented that he would like Creekside Estates to pay a good faith security deposit to the District before going forward. The District Engineer notes that Creekside have paid for their Water Service Verification. Legal Counsel notes that the draft water service agreement includes payment of a \$20K deposit. She will emphasize this item in her subsequent communication with Keeney.

**Public Comment:** None.

7.4.2 Butte County Farm Bureau – 9412 Jones Avenue

Requested: Status Report.

**Discussion:** No updaters. District Engineer has not heard back from developer or developer's engineer.

**Public Comment:** None.

7.5 Butte County Local Hazard Management Plan Update

**Discussion:** Outreach Coordinator comments that she located the LHMP documents from five years ago. Director Phillips commented that he would review the District's update.

District Engineer Adams commented that though the LHMP is required for obtaining emergency preparedness grants, these grants are extremely hard to win, and the grant applications require significant effort to prepare. In a related matter, he noted that USBR WaterSmart grants, such as the one that funded the meter installation project, do not fund pipeline replacement projects.

**Public Comment:** None.

7.6 Community Outreach / Public Relations – Nicole Johansson Proposal

**Discussion:** Outreach Coordinator reports that Congressman LaMalfa's office is interested in considering the District for so-called "earmark" funding. She will arrange for a meeting with Director Phillips, District Engineer Adams, and Congressman LaMalfa in January 2024.

*Director Phillips comments that it is important for the District to identify a compelling District project to put forward for funding. He commented that there is a homeowner in the District's sphere of influence with a failed domestic well. The District's CIP list includes a project to extend service to the area that this homeowner (and others), so this may be an excellent project to put forward for special funding. Water Operator Butler suggests adding a water storage tank to the system will increase system efficiency, performance, resiliency and reliability. Outreach Coordinator suggests a new generator for the District would also be a good project.*

**Public Comment:** None.

## 8 WATER OPERATIONS BUSINESS

- 8.1 \* Review of Water Operator Log for November 2023 (Operator Mike Butler)

**Discussion:** *Water Operator reports that SCADA implementation is still in progress. He is also still troubleshooting the potentiometer issue and the backup generator with Peterson.*

**Public Comment:** None.

- 8.2 \* Monthly Work Order Status Report through December 17, 2023

## 9 ATTORNEY REPORT

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

**Discussion:** *Legal Counsel noted that DUSD Superintendent Bohannon was concerned about the ultimate scope of DID improvements in the easement area (per the District's CIP), ongoing construction in the proposed easement area and security issues relating to campus access requirements such as background checks and fingerprinting. Director Phillips noted that a leak in the area would flood DUSD, so it is in the interest of all parties to expedite DID access to the proposed easement area. Chair Doyle noted that the DID and DUSD have amicably collaborated in the past.*  
*District Engineer Adams commented that that the line servicing the parcels adjacent to DUSD is a 4" line, but the library line is 8", which creates pressure issues for DID. The ultimate project is to convert the DUSD-adjacent line to an 8" line.*

**Public Comment:** None.

- 9.2 Readopting District Bylaws

**Discussion:** *Legal Counsel will prepare draft bylaws for discussion at the January 2024 board meeting. Research performed by the Outreach Coordinator has established that the District never had bylaws and was not required to have them by other agencies.*

**Public Comment:** None.

- 9.3 Other updates from Legal Counsel not discussed under other Agenda Items

## 10 VINA GSA

(All Items Informational/Possible Action/Direction)

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

10.1 Vina GSA Board Meetings

10.2 Vina GSA SHAC Meetings

10.3 Joint Vina GSA/Rock Creek Reclamation District GSA Board Meetings

**Discussion:**

*Director Cooper commented that:*

1. *Vina GSA will undertake a new fee study to address stakeholder issues relating to the initial fee structure imposed on property owners,*
2. *Vina GSA is recruiting for two positions – (a) a shared community outreach consultant to be shared between Vina GSA and Wyandotte and (b) grant manager.*

**Public Comment:**

*None.*

## 11 DIRECTORS' COMMENTS

**Discussion:**

*Chair Doyle would like to bring forward discussion of past due accounts for the District.*

**Public Comment:**

*None.*

## 12 ADJOURNMENT

The meeting adjourned at 6:40 pm.

Adjourn to the next Regular Board Meeting, January 16, 2024.