

Durham Irrigation District
Board of Directors
Meeting Minutes
July 14, 2020 - 5:30 PM

IN ATTENDANCE:

Board of Directors:

Matt Doyle, Chair
Raymond Cooper
Kevin Phillips

IN ATTENDANCE:

District Staff:

Kamie Loeser, General Manager (in office)
Jeff Carter, District Counsel (in office)
Rex Munroe, Water Operator
Mike Butler, Assistant Water Operator

AGENDA ITEMS:

1. CALL TO ORDER

1.1. Roll Call/Establishment of Quorum - The meeting was called to order at 5:33 pm 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
- Mr. John and Mrs. Christy Patterson, 2368 Florida Lane.

2. ADJUSTMENTS AND APPROVAL OF AGENDA

No adjustments were made.

3. PUBLIC COMMENT

- Mr. Pat Button discussed the Board's response to Mr. Button's letter from June 13, 2020 *RE: Demand To Cease And Desist: Ralph M. Brown Act (Government Code Section 54950 ETSEQ)*, on which the Board took action at the July 7, 2020 Special Meeting. Mr. Button had questions for the Board, inquiring to Director Phillips' intention of requesting that comments from the public be directed to the Chair. Other questions from Mr. Button included inquiry as to the nature of District Counsel, Jeff Carter's participation with the District and if he is paid with rate payer funds. The Chair directed District Counsel to answer the Mr. Button's questions pertaining to him.

4. PRESENTATIONS *(All items Information/Possible Action)*

None.

5. CORRESPONDENCE *(All items Information/Possible Action)*

None presented.

6. 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.

6.1. Minutes for Regular Meeting held on June 9, 2020

6.2. Minutes for the Special Board Meeting held on July 7, 2020

6.3. Monthly Financial Report for June 2020

6.4. Payment of monthly bills and approve the warrant sheet and refund register June 9 through July 14, 2020. *Action Requested: that the Board of Directors authorize payment of the monthly bills and approve the warrant sheet, deposit, and refund registers.*

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

7. REGULAR AGENDA

7.1. Items Removed from Consent Agenda

None.

8. GENERAL BUSINESS

- 8.1. Change of Regular Board Meeting Date. *Discussion of and possible action to change the regular meeting date of the Board of Directors from the second Tuesday of each month to accommodate directors' schedules.*

Director Phillips provided an overview of need to shift the meeting to another day; suggested 3rd Tuesday of the month or 2nd Thursday. District Counsel, Carter provided an overview of the process for changing meeting days per Water Code Section 21378; including the need to publish a potential change in day for 2 consecutive weeks. Board directed District Manager to review possible days. Tabled until Regular Meeting on August 8, 2020.

Mr. Button provided comments regarding the need for publishing meeting.

- 8.2. J.C. Hernandez – Monthly Durham Alley Clean-ups Estimate - \$860. *Action Requested: that the Board of Directors approve the J.C. Hernandez Estimate.*

Director Phillips requested that the District Manager obtain bids for alley clean-ups for the future.

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

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes: None

Abstained: None

Absent: None

- 8.3. Repayment to Loni Hayes-Mazzocco for additional aggregate needed to restore driveway to pre-repair conditions - \$174.77. *Action Requested: that the Board of Directors approve the reimbursement for aggregate.*

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

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Cooper, Doyle, Phillips

Noes: None

Abstained: None

Absent: None

At this time, Director Phillips excused himself from the remainder of the meeting.

- 8.4. Vendor invoices for emergency repairs caused by and submitted to Earl's Plumbing at 2445 Durham Dayton Road: R&R Horn, Inc. - \$1,126.00 and Sierra Water Utility - \$875.00. *Action*

Requested: that the Board of Directors approve the reimbursement for emergency repairs prior to receiving payment from Earl's Plumbing.

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

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Cooper, Doyle

Noes: None

Abstained: None

Absent: Phillips

- 8.5. Review and approval of the annual fee for in-kind contributions by Member Agencies for the Vina GSA. *Action Requested - that the Board of Directors review and approve the in-kind contribution of \$5,000 with the provision that the District make incremental payments of \$1000/month until paid in full.*

Mr. Button asked if the funds are paid by the ratepayers. District Counsel responded, yes the fee is paid through the Districts General Fund.

On a motion made by Director Cooper, seconded by Chair Doyle, the Board of Directors approved the Payment of the Vina GSA fee.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Cooper, Doyle

Noes: None

Abstained: None

Absent: Phillips

- 8.6. Butte County LAFCo Election Ballot – *Action Requested: That the Board of Directors Nominate a Special District Alternate.*

On a motion made by Director Cooper, seconded by Chair Doyle, the Board of Directors nominated Mr. Larry Bradley from the Durham Recreation & Park District as an Alternate.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Cooper, Doyle

Noes: None

Abstained: None

Absent: Phillips

- 8.7. 2020 Local Agency Biennial Notice – *Action Requested: That the Board of Directors determine if its conflict of interest code needs amending, needs to be reviewed, or that no amendment is required.*

- Tabled until Regular Meeting on August 8, 2020 with a recommendation that it be determined if the conflict of interest code needs to be amended.
- 8.8. Contract for On-Call Engineering Services. *Action Requested - that the Board of Directors consider and approve an annual on-call engineering services agreement with NorthStar, with option for annual extensions, at rate set forth in Exhibit A: Scope of Work/Fee Schedule.*

Mr. Button asked whether or not the contract was a competitive bid. District Counsel responded that under Public Contract Code sections 20560, the District is not required to obtain competitive bids under this circumstance. A discussion followed that typically the consultant's fee schedule/billing rates are compared to others to ensure that they are competitive rates.

On a motion made by Director Cooper, seconded by Chair Doyle, the Board of Directors approved the Contract for On-Call Engineering Services.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Cooper, Doyle

Noes: None

Abstained: None

Absent: Phillips

9. WATER OPERATIONS ONGOING AND NEW BUSINESS *(All items Information/Possible Action)*

9.1. Daily Log for June 2020

9.1.1. Work Orders – (Operator Rex Munroe/Mike Butler):

- Update on repairs conducted in June.
- Summary of customer calls, meter installs, other system needs.

No Action Taken. Assistant Water Operator, Butler provided a summary of the repairs in June based on the Daily Log. Discussed the recent Florida Lane emergency repair and the potential for the County to have exasperated the need for repairs given the recent roadway improvements. In addition, Butler noted that some of the District's shut-off valves were covered by asphalt due to the roadway improvements. The Board directed the District Manager to maintain records for repairs at this location and to submit a reimbursement claim to the County.

No Action Taken. 2368 Florida Lane meter installation and individual residential shut-off valve. Mr. and Mrs. Patterson addressed the Board regarding the need to install a shut-off valve at their home in order to make plumbing repairs. This effort would be coordinated with the meter installation. Mr. Button provided comments regarding past experience with the need for individual residential shut-off valves at the house.

9.2. Library Site - A-100 Series Chlorinator Motor Replacement

Assistant Water Operator Butler discussed the potential need for motor replacement at this location.

- 9.3. Lead Service Lines Replacement Timelines compliance with reporting requirements – Status Update provided by Manager Loeser, Operator Butler, Operations Committee/Cooper.

No Action Taken. District Manager Loeser discussed status and current approach to inventory and analysis in order to complete the Timeline for submittal to the Water Boards.

10. ONGOING BUSINESS *(All items Information/Possible Action)*

- 10.1. Updates: *(All items Information/Possible Action)*

- 10.1.1. Online Bill Pay and Fee Waiver process and launch date.

No Action Taken. District Manager Loeser indicated that the Online Bill Pay was now set up for customers without the need for customers to pay processing fees; this cost would be covered by the District.

- 10.1.2. USBR Water System Infrastructure Efficiency Project Grant.

No Action Taken.

- 10.1.3. District listing on County eTrakit System.

No Action Taken. District Manager Loeser indicated that she had yet to communicate with the County regarding the possibility of being listed in the County's eTrakit System to facilitate timely coordination between entities and ensure that the District is consulted during the planning process.

- 10.1.4. Midway Estates – Status Update: this item was tabled from June 9, 2020 meeting to July 14, meeting.

No Action Taken. District Counsel Carter provided an update on his communications with the applicant, who is currently processing their application through the County Planning Department.

- 10.2. Policies and Procedures Document: Chapter 7 – Water Rates, Operating Fees, and Billing Procedure. *Action Requested: Table this Item until the August 14, 2020 Regular Board Meeting to accommodate the completion of the Lead Service Lateral Replacement Timeline preparation.*

Tabled until the August 14, 2020 Regular Board Meeting.

11. ATTORNEY REPORT *(All items Information/Possible Action)*

- 11.1. Attorney's Update

None.

12. MANAGER REPORT *(All items Information/Possible Action)*

None.

13. BOARD OF DIRECTOR'S REPORTS/SPECIAL ASSIGNMENTS

13.1. VINA GSA Report *(Manager Loeser)*

13.1.1. Vina GSA Stakeholder Advisory Committee (SHAC) Meeting, scheduled for July 21, 2020;
Vina GSA Board Meeting, scheduled for August 12, 2020

No Action Taken. District Manager Loeser noted the next meeting dates.

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

None.

15. ADJOURNMENT

Adjournment to the next Regular Meeting of the Board of Directors of Durham Irrigation District on August 8, 2020.

- 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.