

**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://zoom.us/j/93975668769?pwd=OUxZMTcyRGwva1hhMytJZkZ3UHNadz09>

2. From Computer Web Browser

<https://zoom.us/join>

When prompted, use Meeting ID: 939 7566 8769

Passcode: 364566

3. From your Mobile Phone: One-Tap Mobile

+16699009128,,93975668769#,,,,*634114#

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

+1 669 900 9128

When prompted, use Meeting ID: 939 7566 8769

Passcode: 634114

**If you experience any issues connecting to the meeting, please call or text
Durham Irrigation District at (530) 570-2309 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
Board Meeting
January 18, 2022 - 5:30 PM
AGENDA**

**COPIES OF THIS AGENDA AVAILABLE FROM:
Durham Irrigation District Office or Online at www.didwater.org**

Posted: 5:00PM, January 13, 2022 at 9418-C Midway, Durham, CA 95938 and www.didwater.org

Board of Directors:

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

District Staff:

Jeff Carter, District Counsel
Mark Adams, District Engineer
Mike Butler, Water Operator
Jeannie Trizzino, Administrative Assistant

AGENDA ITEMS:

1 CALL TO ORDER

- 1.1 Roll Call/Establishment of Quorum
- 1.2 Consideration of Resolution 2022-01 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30-days.
Action Requested: That the Board consider and approve Resolution 2022-01 of the Durham Irrigation District Board authorizing remote teleconference meetings of the Board for 30 days pursuant to the Ralph M. Brown Act and California Assembly Bill 361.
- 1.3 Introduction of Guests

2 PUBLIC COMMENT

Members of the public 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.

3 PRESENTATIONS

All Items Informational/Possible Action

None.

4 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.

- 4.1 Minutes for the Regular Meeting held on October 19, 2021.
- 4.2 Minutes for the Regular Meeting held on November 16, 2021.
- 4.3 Minutes for the Regular Meeting held on December 21, 2021.
- 4.4 Monthly Financial Report for November 2021, including:
 - 4.4.1 Balance Sheet
 - 4.4.2 Profit & Loss Statement
 - 4.4.3 General Ledger
 - 4.4.4 AR Aging Report
- 4.5 Approval of the Warrant Sheet from December 21, 2021 to January 17, 2022, including payments, deposits, and transaction adjustments.

5 REGULAR AGENDA

- 5.1 Items Removed from Consent Agenda

6 CORRESPONDENCE

All Items Informational/Possible Action/Direction

- 6.1 CSDA Alert regarding remote teleconferencing for Special Districts (01.05.2022)
- 6.2 Ltr. from CSDA (12.20.2021) CSDA financing options
- 6.3 Ltr. from EDD (12.23.2021) Notice of Form Delinquency
- 6.4 PGE Essential Use Confirmation (12.23.2021)
- 6.5 Ltr. from SDRMA (01.14.2022) Covid-19 updates

7 WATER OPERATIONS BUSINESS

- 7.1 Ongoing/New Business
 - All Items Informational/Possible Action/Direction*
- 7.2 Review of Water Operator Log for December 2021 (Operator Mike Butler)
 - 7.2.1 New staff
- 7.3 Pressure Tank Project updates:
 - 7.3.1 Durham Pump
 - 7.3.2 North Valley Tree Service
 - 7.3.3 NorthStar status report – see Item 8.1.a

- 7.3.4 Butte County Public Works verbal request to District to raise manholes to pavement level
- 7.3.5 Other Items
- 7.4 Monthly Work Order Status Report through January 10, 2022
- 7.5 Monthly Metered Water Sales through December 2021

8 GENERAL BUSINESS

- 8.1 District Activities and Status Report.
(All Items Informational/Possible Action/Direction)
 - 8.1.1 Project Update: Pressure Tank Replacement Terms & Conditions and Preliminary Cost Estimate.
Action Requested: Status and possible actions.
 - 8.1.2 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.
Action Requested: Status and possible actions.
 - 8.1.3 Capital Improvement Plan - Projects and Cost Estimates. Set CIP Planning Meeting dates to review identified projects, timeline for implementation, and financial opportunities and constraints.
Action Requested: Status and possible actions.
 - 8.1.4 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.
See Memo 8.1.4 8.1.4 Memorandum to Board (01.13.2022) USBR Grant prepared by administrative assistant.
Action Requested: Status of grant extension and necessary project activities.
- 8.2 Policies and Procedures Manual. Status and possible actions relating to the following items:
 - 8.2.1 Sealed meter policy
 - 8.2.2 Policy addressing homeowner incursion of District easement, specifically owner responsibility for damage caused to pipeline caused by trees
 - 8.2.3 Accounts receivable policy
Action Requested: Direct Counsel to prepare sample series of letters for management of AR delinquency lien notification.
 - 8.2.4 Backflow policy – Policy in draft form only.
Action Requested: Finalize and implement backflow policy; develop communication to customers with backflow devices advising of charge to customers if District performs annual testing.
Note: Trites backflow testing charges:
 - 2020 - \$1,000.00 for 20 connections (\$50/ea)
 - 2021 - \$1,355.96 for 22 connections (\$1,100 at \$50/ea), plus parts and labor for repairs (\$243.73)
- 8.3 Development Projects. Review status of development projects' activities.
 - 8.3.1 Butte County Farm Bureau Project – Jones Avenue
 - 8.3.2 Dubose Midway Development
 - 8.3.3 Keeney Estates (aka Creekside Estates)

See Report 8.3.3 Creekside Estates Project Update (01.18.2022) prepared by NorthStar

- 8.3.4 Symmes – Durham-Dayton Development
- 8.4 Annual Audit 2019. Review and sign representation letter, which confirms the representations and conditions under which the CPA prepared the audit. After the letter is signed, the District will receive the finalized 2019 Annual Audit.
Action Requested: Sign representation letter for 2019 Annual Audit.
- 8.5 Annual Audit 2020. Review status of audit activities.
Action Requested: None. MHW will commence 2020 audit in May 2022.
- 8.6 Annual Audits RFP status. See Ltr. to BOD from Counsel (08.02.2017) re Auditor
Action Requested: Provide direction to staff in preparation for 2021 audit. See (1) Ltr. from Fechter CPA (01.06.2022) and (2) Ltr. from Farnsworth CPA.
- 8.7 Memorandum to Board regarding 2553 Durham Dayton Highway.
2553 Durham Dayton Highway – APN 039-540-047 is a service location with an active meter that is not associated with an identifiable corresponding account in our billing system. Staff have researched ownership of the parcel and also the estimated unbilled charges in the amount of \$767.82.
Action Requested: None. Staff to prepare draft letter for review.
- 8.8 Memorandum to Board regarding rent increase
Action Requested: Provide direction to staff.
- 8.9 2022 Annual Calendar of Board meetings and holidays.
Action Requested: Review for changes, suggestions and approve for posting to website.
- 8.10 Website Pageview Report. December 2021 pageviews.
- 8.11 Options for general management of the District, including, but not limited to, potential General Manager replacement and advertisement.
Action Requested: Continue to review and discuss options for general management of the District and provide direction to staff.

9 ATTORNEY REPORT

- 9.1 Updates from Legal Counsel not discussed under other Agenda Items.
- 9.2 Updates on March 2022 Ballot Measure.

10 VINA GSA

(All Items Informational/Possible Action/Direction)

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

- 10.1 Vina GSA Report (Director Cooper)
- 10.1.1 Updates on Vina GSA Groundwater Sustainability Plan (GSP).
- 10.2 Vina GSA SHAC Meetings
- 10.3 Vina GSA Board Meetings
- 10.4 Vina GSA/RCRD GSA Board Meetings

11 DIRECTORS' COMMENTS:

Opportunity for Board comments on items not listed on the Agenda.

12 CLOSED SESSION

- 12.1 Conference with Legal Counsel – Personal Status
- 12.2 Consideration of Employment Agreement – Jeannie Trizzino. Pursuant to Government Code Section [54957\(b\)\(1\)](#)
Title: Administrative Assistant
- 12.3 OPEN SESSION CONTINUED – Consideration and Possible Approval of Employment Agreement – Jeannie Trizzino
Action Requested: Approve employment agreement for Jeannie Trizzino.

13 ADJOURNMENT

Adjourn to the next Regular Board Meeting, February 15, 2022.