

**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
June 21, 2022 - 5:30 PM
AGENDA**

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

Posted: 3:00PM, June 16, 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 2022-06 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30-days.
Action Requested: That the Board consider and approve Resolution 2022-06 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 Monthly Financial Report for May 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 AR Aging Report
 - 4.1.6 Website Pageview Report
 - 4.1.7 Monthly Metered Water Sales through May 2022
- 4.2 Approval of the Warrant Sheet from April 19, 2022 to May 16, 2022, including payments, deposits, and transaction adjustments.
- 4.3 Approval of the Warrant Sheet from May 17, 2022 to June 20, 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 Ltr. from EDD (04.25.2022) Notice of Adjustment for Failure to File a Return
Action Requested: For information only; staff will follow up with EDD on this longstanding matter.
- 6.2 Ltr. from Elections Division (05.03.2022) Notice of Offices to Be Filled
Action Requested: Confirm needed information for Notice and Questionnaire; guidance requested on required certified signature.

7 WATER OPERATIONS BUSINESS

- 7.1 Ongoing/New Business
All Items Informational/Possible Action/Direction
 - 7.1.1 Equipment cover estimate
Water Operator obtained estimate from Ideal Steel for steel overhangs to protect District equipment at Alley and Holland sites.
Action Requested: Review and approve estimate.
See 7.1.1 Estimate - Ideal Steel - Covers for Alley and Holland Pumps (06.06.2022)

- 7.1.2 Sonic well sensor estimate
Water operator obtained estimate for non-invasive, non-destructive sonic well sensor.
Action Requested: Review and approve estimate.
See 7.1.2 Estimate - Sierra Water Utility - Sonic Well Sensor (06.04.2022)
- 7.1.3 Butte Utility Council
Action Requested: Discuss Butte Utility Council liaison; Water Operator attended June 2022 telecon.
- 7.1.4 Ltr. from CalFire (05.12.2022) ISO Survey for Fireflow
Action Requested: Guidance requested on responsible party to coordinate completing forms from CalFire relating to District water system.
- 7.2 Review of Water Operator Logs for April and May 2022 (Operator Mike Butler)
- 7.3 Pressure Tank Project updates
- 7.4 Site 3 (Library) Well motor replacement
Water Operator to provide update. Replacement motor for Site 3 invoiced and included in May 2022 warrant packet.
- 7.5 Monthly Work Order Status Report through June 15, 2022

8 GENERAL BUSINESS

- 8.1 District Activities and Status Report.
(All Items Informational/Possible Action/Direction)
 - 8.1.1 Status Updates and Activities Not Requiring Action
 - 8.1.1.1 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.
See updated Ferguson Waterworks materials quote dtd 4/29/2022.
 - 8.1.1.2 Capital Improvement Plan - Projects and Cost Estimates and set CIP Planning Meeting dates to review identified projects, timeline for implementation, and financial opportunities and constraints.
 - 8.1.1.3 California Rural Water Association Leak Detection Program
See Ltr. from CRWA dtd 5/11/2022 re: Leak Detection Survey Program
 - 8.1.1.4 California Community Services & Development Low Income Household Water Assistance Program (LIHWAP).
LIHWAP program is open to customers. (See also this website: <https://csd.ca.gov/waterbill>)
 - 8.1.1.5 Policy: Sealed Meters
 - 8.1.1.6 Policy: Homeowner incursion of District easement, specifically owner responsibility for damage caused to pipeline caused by trees
 - 8.1.1.7 Policy: Backflow Device Inspection – Policy approved at February 2022 Board Meeting.
 - 8.1.1.8 Annual Audit 2020. Review status of audit activities.
Staff preparing materials for audit firm, MHW and Associates, to commence 2020 audit.

- 8.1.1.9 SWRCB 2022 Needs Assessment Dashboard – Durham Irrigation District.
See data screen capture from SWRCB 2022 Needs Assessment SAFER website
(https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/2022.html)
- 8.1.2 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.
Action Requested: Update from District Engineer and staff on status of grant extension and review of proposal for cultural resources review.
See 8.1.2.a Ltr. from NorthStar to USBR (05.04.2022)
See 8.1.2.b Genesis Society Proposal (05.12.2022) NHPA review
- 8.1.3 Easement Agreement between DID and DUSD for connections along east side of Durham Dayton Highway.
Action Requested: Status update from District Counsel or District Engineer on draft letter agreement.
See 8.1.3 DUSD Easement Plat and Legal Description (05.12.2022)
- 8.1.4 Biennial Conflict of Interest Update
Action Requested: Guidance on next steps: does Conflict of Interest policy need to be updated; does the Board need to consider and adopt a resolution amending District’s 2017 Resolution 2017-03.
Deadline to reply to County Counsel is August 1, 2022.
See Ltr. from Butte County Counsel (06.02.2022)
- 8.2 Policies and Procedures Manual. Status and possible actions relating to the following items:
 - 8.2.1 Policy: Accounts Receivable
Action Requested: Guidance on water shutoffs as part of collections process prior to lien.
See AR Template letter.
 - 8.2.2 Policy: Water Service
Action Requested: Develop comprehensive policy for water service.
- 8.3 Development Projects. Review status of development projects’ activities.
 - 8.3.1 Butte County Farm Bureau Project – 9412 Jones Avenue
Action Requested: Will Serve Application and payment received in June 2022.
Update from Counsel and Engineer on next steps.
- 8.4 Sierra Water Utility Contract renewal
Action Requested: Update from Counsel on contract renewal.
- 8.5 Annual Audit RFP status
Action Requested: RFP search unsuccessful; discuss options.
- 8.6 Memorandum to Board
 - 8.6.1 Regarding Acct 102 – 2400 Campbell Street.
Action Requested: Guidance on resolving account billing matter.
 - 8.6.2 Regarding Acct 684 – 2469 Tracy Ranch Road.
Action Requested: Installation of private well on owner’s property.
 - 8.6.3 Regarding Durham Deli - 9387 Midway
Action Requested: Guidance on resolving owner request for water usage estimate demanded by county as part of septic system approval.

- 8.7 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.
- 8.8 Drought Planning for Small Water Suppliers and Rural Communities required under SB 552.
Action Requested: Guidance on SB552 compliance.
Under SB552 small water suppliers are required to (1) have an abridged water shortage contingency plan, (2) annually report their water supply conditions and use, and (3) possibly upgrade their infrastructure to drought-resilient standards.
NOTE: The initial deadlines for small water suppliers are:
--Detect Production Well Groundwater Levels – 1/1/2023
--Be a member of a mutual aid organization – 1/1/2023 - CalWarn --
<https://www.calwarn.org/>

9 ATTORNEY REPORT

- 9.1 Updates from Legal Counsel not discussed under other Agenda Items
See Closed Session Item 12.1.
- 9.2 Updates on 2022 Ballot Measure
- 9.3 Updates on Vina GSA Fee allocation
See Vina GSA 2022-2023 Draft Budget.

10 VINA GSA

(All Items Informational/Possible Action/Direction)

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

- 10.1 Vina GSA SHAC Meetings
- 10.2 Vina GSA Board Meetings
- 10.3 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 counsel on litigation in the matter of *AquAlliance, et al. v. Vina GSA, et al.*
- 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, July 19, 2022.