

**Durham Irrigation District
Board of Directors
Approved Regular Board Meeting Minutes
May 20, 2021* - 5:30 PM**

***The Regular Meeting Date was noticed and changed from May 18 to May 20, 2021.**

Board of Directors:

Matt Doyle, Chair - in attendance/remote
Raymond Cooper - in attendance/remote
Kevin Phillips - in attendance/remote

District Staff:

Kamie Loeser, General Manager - in attendance/remote
Jeff Carter, District Counsel - absent
Mike Butler, Water Operator - in attendance/remote

AGENDA ITEMS:

1. CALL TO ORDER

- 1.1. Roll Call/Establishment of Quorum. The meeting was called to order at 5:33PM 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.
No guests in attendance.

2. PUBLIC COMMENT

None. No guests/public in attendance.

3. PRESENTATIONS

None.

4. CONSENT AGENDA

- 4.1. Minutes for the Regular Meeting held on April 20, 2021
- 4.2. Minutes for the Special Board Meeting held on May 13, 2021
- 4.3. Monthly Financial Report for April 2021, including the Balance Sheet, Profit & Loss Statement, and the General Ledger.
- 4.4. Payment of monthly bills and approval of the warrant sheet from April 15, 2021 through May 15, 2021.

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

Discussion: No specific discussion.

Public Comment: No public comment.

Action Taken: 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:

Abstained:

Absent:

5. REGULAR AGENDA

5.1. Items Removed from Consent Agenda

No items were removed from Consent Agenda.

6. GENERAL BUSINESS *(All Items Informational/Possible Action/Direction)*

6.1. Correspondence: *(All Items Informational/Possible Action/Direction)*

- a. State Controller's Office 2020 Government Compensation in California GCC Report Email Correspondence dated May 7, 2021 and associated forms and responses.

Informational Purposes: Correspondence received by the District.

Board Discussion: Confirm with accountant if the Compensation Report had been filed.

Public Comment: No public comment.

Direction Given: Direction was given to confirm with Matthews, Hutton and Warren that the Compensation Report had been filed.

6.2. Backflow Testing and Installation Requirements Policy.

Action Requested: Review, comment, and/or approve the draft Backflow Testing and Installation Requirements Policy.

Board Discussion: This item was tabled for the next regular Board meeting. The Board requested that a policy document be included in the packet each time it is being reviewed - even if it had been included in a previous meeting's agenda packet.

Public Comment: No public comment.

Direction Given: Direction was given by the Board to create separate page on website for notifications of changes to and library of policies and procedures.

6.3. Employment Agreement between DID and Jeannie Trizzino.

Action Requested: Review, comment, and provide direction on the Draft Employment Agreement. Discussion includes paid vacation, holidays, and sick leave.

Board Discussion: This item was tabled to the next regular Board meeting to be discussed in Closed Session. The Board Chair and General Manager Loeser will meet to discuss the various items in the Draft Employment Agreement.

Public Comment: No public comment.

6.4. Office Equipment Needs.

Action Requested: That the Board of Directors authorized the General Manager to purchase updated computer equipment for front office/administrative use.

Board Discussion: Discussed if the District is eligible to apply for the technology grant with SDRMA.

Public Comment: No public comment.

Direction Given: Confirm the status of technology grant opportunities with SDRMA.

7. WATER OPERATIONS BUSINESS (All Items Informational/Possible Action/Direction)

7.1. Ongoing Business

a. Daily Log for April 2021 (Operator Mike Butler)

- Southwind Court building permit application and meter installation.

Discussion: Operator Butler provided an overview of the items on the Daily Log. With regard to Southwind Court, Board confirmed that the resident is responsible for a flow test if it is an existing connection. If the District needs to conduct a flow test at a hydrant, customers will be charged a fee.

b. Update: Cal-Fire hydrant flow testing and maintenance, coordination begins April 1, 2021.

Discussion: Water Operator Butler will coordinate with Cal-Fire. The District will cover the cost of repair materials; however, Cal-Fire is responsible for the flow tests.

7.2 Brown/Faber Alley Main Line Replacement Project.

Possible Action/Direction: Discuss the leak and repair issues and potential need for replacement of this line. Provide direction to staff regarding repair or replacement of the main line.

Board Discussion: Water Operator Butler provided an overview of issues on the Brown/Faber alley pipeline and options for short-term and long-term repairs. Discussed replacement options. The Board also indicated that if we replace the pipeline, it should be looped to the Holland Road pipe.

Public Comment: No public comment.

Direction Given: The Board directed General Manager Loeser to obtain an engineer's estimate from NorthStar for the replacement of the pipe, both in the alley as well as in the street (for comparison purposes).

8. ATTORNEY REPORT (All Items Informational/Possible Action/Direction)

8.1 None

9. MANAGER REPORT *(All Items Informational/Possible Action/Direction)*

9.1 Manager's Report/Updates (Manager Loeser)

- a. Update: Alley and well sites clean-up and maintenance cost estimates and field visits.

Discussion: Manager Loeser provided an update - the District is seeking two additional estimates for clean-up and maintenance. Manager Loeser and Administrative Assistant Trizzino conducted a field visit to take pictures of the alleys and well sites to provide potential vendors with additional information for estimates.

- b. Update: PG&E Representative and Peak Rates for DID facilities.

Discussion: PG&E stated that the District did not have a Representative. Manager Loeser will contact other Districts to determine who would likely be the District's Representative.

10. VINA GSA *(All Items Informational/Possible Action/Direction)*

10.1 Vina GSA Report *(District Manager Loeser, Legal Counsel Carter)*

- a. Update on the preparation of the GSP, Sustainable Management Criteria, and Project Management Actions.

- b. Vina GSA Meetings Schedule:

- Vina GSA Board Meeting, May 12, 2021; next meeting June 9, 2021
- Stakeholder Advisory Committee Meeting, May 18, 2021; next meeting June 15, 2021

Discussion: Manager Loeser provided an overview of the recent Vina GSA Board and SHAC meetings. The Board discussed some of the issues/priorities that they felt to be important for the District, which included contaminant issues and protecting our wells from contamination.

11. DIRECTORS' COMMENTS:

No comments by the Board.

12. ADJOURNMENT – At 6:39PM, Chair Doyle, adjourned to the next Regular Board Meeting, June 15, 2021.