

Durham Irrigation District
Board of Directors
Meeting Minutes
August 11, 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

2. ADJUSTMENTS AND APPROVAL OF AGENDA

No adjustments were made.

3. PUBLIC COMMENT

- Mr. Pat Button stated his concern regarding that Director Phillips may not be able to serve on the Board as a result of his recent acceptance of a new position as Town Manager for the Town of Paradise, because a Town ordinance states that the Town Manager is required to live within the town limits. Mr. Button's comment was noted by the Board. Mr. Phillips noted that living within the Town of Paradise is not a condition of his employment and that he would be able to continue to serve on the DID Board.

4. PRESENTATIONS (All items Information/Possible Action)

None.

5. CORRESPONDENCE (All items Information/Possible Action)

None.

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 July 14, 2020
- 6.2. Monthly Financial Report for July 2020
- 6.3. Payment of monthly bills and approve the warrant sheet and refund register July 14 through August 11, 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 with Item 6.1 removed from 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

Item 6.1 Minutes for Regular Meeting held on July 14, 2020 was pulled from the Consent Agenda to be placed on the September 8, 2020 Agenda as the Minutes have not yet been finalized for approval.

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.*

Upon discussion of the Board, the Board directed Legal Counsel to publish a Notice of Proposed Resolution of DID changing the meeting date of the Regular Board Meeting from the second Tuesday of each month at 5:30 p.m., to the third Tuesday of each month at 5:30 p.m., would be published for two-weeks pursuant to California Water Code Section 21378.

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

9.1. Daily Log for July 2020

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

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

No Action Taken. Assistant Water Operator, Butler provided a summary of the repairs in July based on the Daily Log. Other items discussed were the need for valve risers at locations where the County repaved roadways; the asphalt repair needed on Florida Lane resulting from the previous month's repair; the backflow testing needs/requirements; and other general operations discussion.

9.2. 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.

9.3 Rate Initiative Petition – Discussion with possible action to educate and address.

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors tabled this discussion.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes: None

Abstained: None

Absent: None

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.

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

Tabled until the September 8, 2020 Regular Board Meeting.

- 10.3. 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 the applicant.

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

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)*

No Action Taken. District Manager Loeser noted the next Vina GSA Board and Vina GSA Stakeholders Advisory Committee 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 September 8, 2020.