



**Durham Irrigation District
Board of Directors Meeting
Minutes
June 17, 2021* - 5:30 PM**

***The Regular Meeting Date was noticed and changed from June 15 to June 17, 2021.**

Board of Directors:

Matt Doyle, Chair - in attendance/remote (late)
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

1. CALL TO ORDER

- 1.1. Roll Call/Establishment of Quorum: The meeting was called to order at 5:35PM by Director Phillips (Chair Doyle arrived during discussion of Item 6.2). 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 *(All Items Informational/Possible Action)*

None.

4. CONSENT AGENDA

- 4.1. Minutes for the Regular Meeting held on May 20, 2021 (Meeting date was noticed and changed from May 18 to May 20, 2021)
- 4.2. Monthly Financial Report for May 2021, including the Balance Sheet, Profit & Loss Statement, and the General Ledger.
- 4.3. Payment of monthly bills and approval of the warrant sheet from May 21, 2021 through June 14, 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

Noes:

Abstained:

Absent: Doyle (arrived during discussion of Item 6.2)

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. Email from State Compensation Insurance Fund, Mr. Matthew A. Pinnell regarding Audit. The audit for DID has been waived.

Informational Purposes: Correspondence received by the District.

Board Discussion: No specific discussion.

Public Comment: No public comment.

- b. Notice to Public Drinking Water Systems from the State Water Resources Control Board, June 8, 2021; Ongoing Dry Conditions in California – Prepare for Drought Impacts Statewide; Water Source Contingency and Conservation Planning.

Informational Purposes: Correspondence received by the District.

Board Discussion: Discussed ways to increase drought awareness. The Board suggested adding language to the back of the water bills pertaining to drought awareness including ways to conserve. The Board suggested posting information on Facebook and the website.

Public Comment: No public comment.

Direction Given: Provide drought awareness information as part of water bills, Facebook page and website.

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: General discussion regarding the need for backflow devices. Operator Butler also indicated that he is identifying land uses/parcels with potential hazards, such as auto repair shops.

Public Comment: No public comment.

Direction Given: Create a list of parcels/land uses needing devices based on categories, such as commercial uses, parcels with existing wells, etc.

Action Taken: On a motion made by Director Cooper, seconded by Chair Doyle the Board of Directors approved the draft Backflow Testing and Installation Requirements Policy.

Ayes: Phillips, Cooper, Doyle

Noes:

Abstained:

Absent:

6.3. General Manager Scope of Work: Request review and comment on the proposed General Manager Scope of Work including roles/responsibilities and task descriptions for providing part-time management and oversight of the District, staff, and water operations. Working approximately 8-12 hours per week, depending on District needs, assignments, and strategic planning/CIP implementation.

Action Requested: Review and comment on the proposed General Manager Scope of Work.

Action Taken: This item tabled for July meeting.

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

7.1. Ongoing/New Business

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

Informational: Operator Butler provided a summary of key items from the Daily Log, including:

- Final measures and terms and conditions on the pressure tank have been obtained from a vendor. The terms and conditions will be reviewed by the Board prior to obtaining a final cost estimate.
- A power outage resulted in a blown fuse on the circuit board; however everything is functioning normally now.
- The Board directed that the new pipe for the repair on Brown St. be given to the District Engineer/NorthStar so that mapping can be updated.

- b. Email from State Water Resources Control Board, Effective 7/1/21, Revised Total Coliform Rule.

Informational: No new information, the District currently complies with total coliform sampling requirements.

- c. Update: Cal-Fire hydrant flow testing and maintenance.

Informational: Cal-Fire has been conducting fire flow testing. The District has been providing materials to make minor repairs to hydrants.

- d. Update: Brown/Faber Alley Main Line Replacement Project. Status of Engineer's Estimate for potential replacement.

Informational: Currently obtaining an Engineer's Estimate from NorthStar.

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: Creekside Estates Public Review Draft Environmental Impact Report (EIR). Provide update on the 45-Day Public Review Draft EIR. Comments are due by June 23, 2021 at 5:00 p.m.

Informational: Manager Loeser indicated that she would be preparing comments on the Draft EIR.

- b. Update: Alley and well sites clean-up and maintenance cost estimates.

Informational: Staff is still obtaining cost estimates.

- c. Update: Status of IT/computer issues, Internet access/provider and computer equipment purchases.

Informational: Manager Loeser provided an update on the new computer set-up and change in phone/internet providers.

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, June 9, 2021; next meeting July 14, 2021.
- Stakeholder Advisory Committee Meeting, June 15, 2021.

Discussion: Manager Loeser provided an overview of the recent Vina GSA Board and SHAC meetings.

11. DIRECTORS' COMMENTS: Opportunity for Board comments on items not listed on the Agenda.

Discussion: The Board discussed whether or not there were opportunities for the District to tap into any of the Covid relief funding to the County. Director Phillips indicated that he would reach out to the County Administrator.

CLOSED SESSION

At 6:29 PM the Board adjourned to closed session.

- 1.1. Pursuant to Government Code Section 54957, Public Employee Appointment: Discussing the terms of the Employment Agreement between DID and Jeannie Trizzino.

OPEN SESSION

At 6:43 PM the Board returned to Open Session and summarized the Closed Session as follows:
No Action was taken; direction was given.

12. ADJOURNMENT – Adjourn to the next Regular Board Meeting, July 20, 2021.