

**Durham Irrigation District
Board of Directors
DRAFT Meeting Minutes**

Regular Meeting December 10, 2019 - 5:30 PM
District Office - 9418-C Midway, Durham, California 95938

Board of Directors Present:

Matt Doyle, Chair
Raymond Cooper, Director

District Staff Present:

Kamie Loeser, Contract General Manager
Jeff Carter, District Counsel

AGENDA ITEMS:

1. CALL TO ORDER

- 1.1 Roll Call - The meeting was called to order at 5:37 p.m. by Chair Doyle. Roll Call was taken as noted above.
- 1.2 Guests Present - Mr. Pat Button

2. APPROVAL OF AGENDA

- 2.1. Agenda approved with no adjustments.

On motion made by Director Cooper, seconded by Chair Doyle, the Board of Directors approved the minutes as presented.

The vote was as follows: Ayes carried

Ayes: Doyle, Cooper

Noes: None

Abstain: None

Absent: Phillips

3. PUBLIC COMMENT

None. Mr. Button observed the meeting, provided no comments.

4. CONSENT AGENDA

- 4.1 Minutes for Regular Meeting held on November 19, 2019 - *Action Requested - that the Board of Directors approve the minutes as submitted*
- 4.2 Payment of monthly bills and approve the refund register from November 19, 2019 through December 10, 2019 - *Action Requested - that the Board of Directors authorize payment of the monthly bills and approve the refund register*
- 4.3 Monthly Financial Report - - *Action Requested - that the Board of Directors review and approve the Monthly Financial Report*

Chair Doyle had questions regarding the financial spreadsheet and requested that the “engineering” line item be divided into categories separating administration and management, water operations, and meter reading.

On motion made by Director Cooper, seconded by Chair Doyle, the Board of Directors approved the Consent Agenda as presented.

The vote was as follows: Ayes carried

Ayes: Doyle, Cooper

Noes: None

Abstain: None

Absent: Phillips

5. REGULAR AGENDA

- 5.1 No items were removed from consent agenda.

6. WATER OPERATIONS BUSINESS *(All items Information/Possible Action)*

- 6.1 Daily Log for November 2019
- 6.2 Water Leak Repair, 11/26/2019

Informational Purposes/No Action Taken. General Manager Loeser presented the Water Operator’s Daily Log and summarized the Water Leak Repair at the Chatterbox Café.

7. UNFINISHED BUSINESS

- 7.1. Annexation Update

Informational Purposes/No Action Taken. General Manager Loeser summarized the activities from the 12/5/2019 LAFCo meeting approving the annexation. The LAFCo will determine the remaining fees to finalize processing. The fees due will be paid for by or billed to the Black Diamond project proponent.

8. NEW BUSINESS *(All items Information/Possible Action)*

- 8.1 General Manager Contract (Staff Report Item 8.1) - *Action Requested - that the Board of Directors consider and approve a 1-year part-time contract management and administrative services agreement, with option for an annual extension, at such monthly rate set forth in Exhibit A: Scope of Work.*

On motion made by Chair Doyle, seconded by Director Cooper, the Board of Directors continued this item to the January 14, 2020 meeting.

The vote was as follows: Ayes carried

Ayes: Doyle, Cooper

Noes: None

Abstain: None

Absent: Phillips

- 8.2 Water Operations & Maintenance Services Contract (Staff Report Item 8.2) - *Action Requested - that the Board of Directors consider and approve a 3-month water operations and maintenance services agreement at a time and materials rate set forth in Exhibit A: Scope of Work.*

On motion made by Chair Doyle, seconded by Director Cooper, the Board of Directors continued this item to the January 14, 2020 meeting.

The vote was as follows: Ayes carried

Ayes: Doyle, Cooper

Noes: None

Abstain: None

Absent: Phillips

- 8.3 Water Operations and Maintenance Services (Staff Report Item 8.3)- *Action Requested - that the Board of Directors authorize the General Manager to begin discussions with Thermalito Water and Sewer District (TWSD) options for providing water operations and maintenance services.*

On motion made by Chair Doyle, seconded by Director Cooper, the Board of Directors continued this item to the January 14, 2020 meeting.

The vote was as follows: Ayes carried

Ayes: Doyle, Cooper

Noes: None

Abstain: None

Absent: Phillips

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

- 9.1 Development Projects' Billing

Informational Purposes/No Action Taken. District Counsel Carter provided an update on the outstanding billings for land development projects.

10. GENERAL MANAGER REPORT

None.

11. BOARD OF DIRECTOR'S REPORTS/SPECIAL ASSIGNMENTS

10.1 VINA GSA (*All items Information/Possible Action*)

Informational Purposes/No Action Taken. Contract General Manager noted that the next Vina GSA Board Meeting to be December 12, 2019.

12. DIRECTOR COMMENTS

None.

12. ADJOURNMENT

It was noted that the date on the meeting agenda for the January meeting was incorrect. The next meeting of the Board is scheduled for January 14, 2020 at 5:30 p.m. at the District Office.