

## Durham Irrigation District Board of Directors - Meeting Minutes

June 9, 2020 - 5:30 PM

Remote Meeting via Zoom (see below)

### IN ATTENDANCE

#### Board of Directors:

Matt Doyle, Chair  
Raymond Cooper  
Kevin Phillips

### IN ATTENDANCE

#### District Staff:

Kamie Loeser, General Manager  
Jeff Carter, District Counsel  
Rex Munroe and Mike Butler, Water Operator

### AGENDA ITEMS:

#### 1. CALL TO ORDER

1.1. Initiated Audio Recording of Meeting; Roll Call/Establishment of Quorum – The meeting was called to order at 5:34 p.m. by Director Phillips, as Chair Doyle joined the meeting late. Roll Call was taken as noted IN ATTENDANCE above.

1.2. Introduction of Guests

- Mr. Pat Button, participated via zoom.

#### 2. ADJUSTMENTS AND APPROVAL OF AGENDA

No adjustments were made.

#### 3. PUBLIC COMMENT

- Mr. Pat Button inquired as to whether a letter he previously sent to the District had been received. Manager Loeser responded that it had and that it was on the agenda under Item 5.1 – Correspondence.
- Director Kevin Phillips asked that all public comment be directed to the Board Chair and not directly to any of the District staff or Board member and that the Board Chair make the decision which staff or Board member, if any, would be best to respond to public comments.

#### 4. PRESENTATIONS *(All items Information/Possible Action)*

None.

**5. CORRESPONDENCE** *(All items Information/Possible Action)*

- 5.1. Email Correspondence from Mr. Pat Button, May 13, 14, and 19, and June 3, 2020, and associated attachments. *No Action Requested - Informational Purposes Only.*

Mr. Button provided additional information and comments regarding fees. No action was taken.

**6. CONSENT AGENDA**

- 6.1. Board Meeting Minutes. *Action Requested: that the Board of Directors approve the minutes as submitted.*

No changes were made to the Minutes for Regular Meeting held on May 12, 2020.

- 6.2. Payment of monthly bills and approve the warrant sheet and refund register May 13th through June 9, 2020. *Action Requested: that the Board of Directors authorize payment of the monthly bills and approve the warrant sheet, deposit, and refund registers.*

Manager Loeser indicated that the Deposit Register included the following Development Project Fees/Payments and a status of each:

- Birchard Parcel Map/Symmes: \$4,480.08 – Status: no additional payment is necessary at this time.
- Black Diamond Subdivision: \$2,409.16 – Status: this is the final payment and the requirements of the District have been met.

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: None

Abstained: None

Absent: None

**7. REGULAR AGENDA**

- 7.1. Items Removed from Consent Agenda

None.

- 7.2. Monthly Financial Report - *Action Requested - that the Board of Directors review and approve the Monthly Financial Report*

Manager Loeser provided a brief overview of the Monthly Financial Report.

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved the Monthly Financial Report.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes: None

Abstained: None

Absent: None

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

8.1. Daily Log for May 2020

No Action Taken. Operators Rex Munroe and Mike Butler provided an update on repairs conducted in May, including the fix on the Alley Pump, which included a re-plumbing of lubrication line. Daily log included in Agenda Packet; request made to total the hours worked in the month.

8.2. Lead Service Lines Replacement (LSLR) Timelines, Webinar Summary and discussion of approach to compliance with reporting requirements

No Action Taken. Manager Loeser, Operator Butler, Operations Committee/Cooper provided a summary of the requirements for the LSLR timeline and anticipated timeline for District's submittal, the additional information needed to complete the submittal.

**9. MANAGER REPORT / ONGOING BUSINESS** *(All items Information/Possible Action)*

9.1. USBR Water System Infrastructure Efficiency Project Grant.

No Action Taken. Manager Loeser, stated that we now have a new contact for environmental documentation.

9.2. Update on Online Bill Pay and Fee Waiver.

No Action Taken. Manager Loeser, indicated that Paystation/Lockbox were completed the changes on their end and that hopefully the waiver would be in place during the next billing cycle.

9.3. Customer Accounts:

No Action Taken. Manager Loeser noted that the back of the billing postcards requested Updates to Owner / Occupant Contact Information.

No Action Taken. Board confirmed that it is at the Manager's discretion to establish payment plan options for delinquent accounts so as not to result in placing a lien on a property.

9.4. Policies and Procedures Document

Tabled until the July meeting. Chapter 7 - Water Rates, Operating Fees, and Billing Procedure.

9.5. Development Project Updates

9.5.1. Dedication of Water Main Service Lines - Black Diamond Holdings. *Action Requested: Acceptance of the Dedication of Service Facilities, including the Mainline Extension, resulting from 9156 Holland Avenue, Butte County Parcel Map 16-0011, Black Diamond Holdings)*

The Board asked about the value associated with the pipeline. District Counsel indicated that he would review the agreements and documentation for the value.

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors accepted the Dedication of Service Facilities, as described.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes: None

Abstained: None

Absent: None

*Subsequent to the Board Meeting, Legal Counsel provided the following information: In Section 2 of the District's Service Agreement with Black Diamond, "Mainline Extension" is defined to include both the 8 inch mainline extension and the 4 inch service line serving the subdivision. In Section 10, Black Diamond is credited against fees and costs due the District under the Service Agreement the sum of \$15,656.34, which is the total of \$8,730.15 for the Mainline Extension and \$6,926.19 for the Easement grant by it to the District.*

9.5.2. Midway Estates - Update on Status.

Attorney Carter provided an update on the TSM application moving forward through the Butte County Planning Department process and that conditions would be placed on the project that the applicant would be required to comply with all requirements of the District. The Board directed Manager Loeser contact the County to be placed on the eTrakit system to facilitate timely coordination between entities and ensure that the District is consulted during the planning process.

9.6. Contract for On-Call Engineering Services with NorthStar. The Board tabled this Item until the July 14, 2020 meeting to allow for adequate time to review the Contract along with the Fee Schedule.

**10. MANAGER REPORT / NEW BUSINESS** *(All items Information/Possible Action)*

- 10.1. Correspondence from Candace J. Grubbs, County Clerk-Recorder/Registrar of Voters, RE: November 3, 2020 General Election. Notice of Elective Offices to be filled. The positions up for election are: Director Raymond Cooper and Director Matt Doyle. These are 4-year terms.

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors reviewed the "Notice to County Clerk of Elective Offices to be Filled" noting that the following be indicated on the response and signed by the District Manager:

- If a candidate submits a Candidate Statement of Qualifications printing of the statement will be paid to the county by the candidate;
- That there have been changes to the District boundaries and that a map be submitted with the transmittal.
- The District has "NO" Measures to be placed on the ballot

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes: None

Abstained: None

Absent: None

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

None.

**12. BOARD OF DIRECTOR'S REPORTS/SPECIAL ASSIGNMENTS**

- 12.1. VINA GSA Management Committee Update *(All items Information/Possible Action)*

12.1.1. Next Vina GSA Stakeholder Advisory Committee (SHAC) Meeting, scheduled for June 16, 2020 (Zoom Meeting, to be attended by General Manager, Kamie Loeser)

12.1.2. Special Board Meeting Rock Creek Reclamation District (Attorney Carter).

12.1.3. Additional information from GSA Management Committee or Board representatives.

**13. DIRECTORS' COMMENTS:** Opportunity for Board comments on items not listed on the agenda.

The Board requested that the Warrant Sheet and full agenda packet be available on the Thursday prior to the Board Meeting

#### 14. ADJOURNMENT

Adjournment to the next meeting of the Board of Directors of Durham Irrigation District.

- 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](mailto: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.

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