

**BOARD OF DIRECTORS
RESOLUTION NO. 2023-01**

RESOLUTION APPROVING EMPLOYEE PROPERTY AGREEMENT

WHEREAS, the Deer Creek Irrigation District employees persons to perform maintenance and repairs to District owned facilities; and

WHEREAS, the Deer Creek Irrigation District owns tools, equipment and materials to furnish to said employees for the purpose of performing maintenance and repairs; and

WHEREAS, the Board of Directors is responsible for overseeing the working order, repair and replacement of said tools, equipment and materials, and relies on proper employee usage of said tools, equipment and materials in order to ensure responsible expenditure of District funds; and

WHEREAS, the Directors find that the Employee Property Agreement serves to honor and respect the expenditure of District funds with a signed acknowledgement by the employee.

NOW, THEREFORE, BE IT RESOLVED, by action of the Board of Directors on the date set forth below, the Board of Directors of the Deer Creek Irrigation District does hereby approve the Employee Property Agreement attached hereto as Exhibit "A"; and

BE IT FURTHER RESOLVED, that the attached Agreement may be incorporated into the District's Employee Handbook, and the Board Secretary is hereby authorized to format and reformat the attached as needed for an organized, comprehensive Handbook.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Deer Creek Irrigation District, at a meeting of said Board held on the 16th day of January in the year 2023 by the following vote:

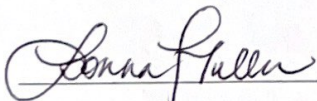
AYES: 5

NOES: 0

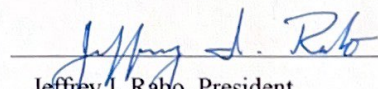
ABSENT: 0

ABSTAIN: 0

Attest:



Donna Mullen, Secretary



Jeffrey I. Rabo, President

Date: 2-3-2023

Date: 2-3-2023



**BOARD OF DIRECTORS
RESOLUTION NO. 2023-02**

**RESOLUTION APPROVING EMPLOYEE WADER AND BOOT
REIMBURSEMENT PROGRAM**

WHEREAS, the Deer Creek Irrigation District employees persons to perform water delivery and maintenance and repairs to District owned facilities; and

WHEREAS, said employees often perform job duties within the District irrigation ditches or canals with standing or flowing water; and

WHEREAS, the Board of Directors believes that employees working in such conditions should be provided proper footwear and/or apparel necessary to perform such duties; and

WHEREAS, the Directors find that the Employee Wader and Boot Reimbursement Program is a responsible solution to providing employees with an opportunity to ascertain footwear or apparel that each employee feels is best suited to meet the demands of their job duties.

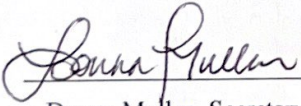
NOW, THEREFORE, BE IT RESOLVED, by action of the Board of Directors on the date set forth below, the Board of Directors of the Deer Creek Irrigation District does hereby approve the Employee Wader and Boot Reimbursement Program attached hereto as Exhibit "A"; and

BE IT FURTHER RESOLVED, that the attached Policy may be incorporated into the District's Employee Handbook and/or Operations Manual, and the Board Secretary is hereby authorized to format and reformat the attached as needed for an organized, comprehensive Handbook and Manual.

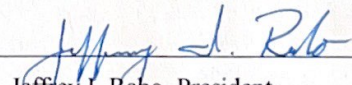
The foregoing resolution was duly passed and adopted by the Board of Directors of the Deer Creek Irrigation District, at a meeting of said Board held on the 16th day of January in the year 2023 by the following vote:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

Attest:



Donna Mullen, Secretary



Jeffrey I. Rabo, President

Date: 2-6-2023

Date: 2-6-2023



**BOARD OF DIRECTORS
RESOLUTION NO. 2023-03**

**RESOLUTION TO ESTABLISH RULES AND PROCEDURES FOR PROCUREMENT
OF SERVICES, MATERIALS, SUPPLIES AND CONSTRUCTION**

WHEREAS, the Deer Creek Irrigation District (the "District") intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

WHEREAS, the California Water Code and Public Contract Code requires the District develop procurement policies and procedures to ensure responsible stewardship of District financial resources; and

WHEREAS, an adequate procurement policy serves as sound guidance for ascertaining the best value from District purchases, and to establish proper controls, cooperative assistance and lawful practices that are efficient and effective in obtaining the supplies and services necessary to the District.

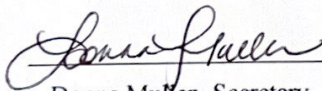
NOW, THEREFORE, BE IT RESOLVED, by action of the Board of Directors on the date set forth below, the Board of Directors of the Deer Creek Irrigation District does hereby approve the Procurement Policy attached hereto as Exhibit "A"; and

BE IT FURTHER RESOLVED, that the attached Policy may be incorporated into the District Operation and/or Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached as needed for an organized, comprehensive Manual.

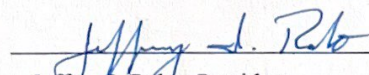
The foregoing resolution was duly passed and adopted by the Board of Directors of the Deer Creek Irrigation District, at a meeting of said Board held on the 16th day of January in the year 2023 by the following vote:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

Attest:



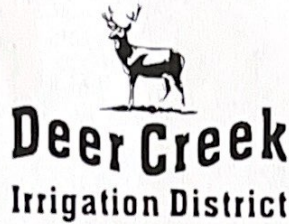
Donna Mullen, Secretary



Jeffrey I. Rabo, President

Date: 2-6-2023

Date: 2-6-2023



**BOARD OF DIRECTORS
RESOLUTION NO. 2023-04**

RESOLUTION ADOPTING A POLICY FOR HANDLING CALIFORNIA PUBLIC RECORDS ACT REQUESTS AND DOCUMENT REPRODUCTION COST SCHEDULE

WHEREAS, the California Public Records Act (CPRA) requires state and local agencies to make public records available for inspection and copying upon request, subject to certain exemptions and limitations; and

WHEREAS, the Deer Creek Irrigation District (the "District") is a local agency subject to the CPRA; and

WHEREAS, it is the policy of the District to promote transparency and accountability by providing the public with access to its records to the fullest extent possible under the law;

NOW, THEREFORE, BE IT RESOLVED, by action of the Board of Directors on the date set forth below, the Board of Directors of the Deer Creek Irrigation District does hereby approve the CPRA Policy and Document Production Cost Schedule attached hereto as Exhibits "A" and "B"; and

BE IT FURTHER RESOLVED, that the attached Policy may be incorporated into the District Operation and/or Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached as needed for an organized, comprehensive Manual.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Deer Creek Irrigation District, at a meeting of said Board held on the 5th day of June in the year 2023 by the following vote:

AYES: 5

NOES: 0

ABSENT: 0

ABSTAIN: 0

Attest:

Donna Mullen, Secretary

Jeffrey I. Rabo, President

Date: 6-5-23

Date: 6-5-2023



**BOARD OF DIRECTORS
RESOLUTION NO. 2023-05**

RESOLUTION TO DESIGNATE OFFICERS FOR EXECUTION OF DOCUMENTS


WHEREAS, from time to time, outside agencies request documentation that shows the officers authorized to sign on behalf of the Deer Creek Irrigation District; and

WHEREAS, California Water Code Section 22502 states that "*All conveyances and leases of district property shall be executed by the secretary and president on behalf of the district in accordance with a resolution of the board.*"; and

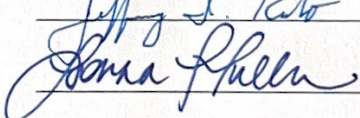
WHEREAS, even though the Water Code authorizes the president and secretary to execute certain documents, the Board believes it would be appropriate to adopt a resolution at the beginning of each year, naming those authorized to sign on behalf of Deer Creek Irrigation District for conveyances and leases of district property, as well as other matters.

NOW, THEREFORE, BE IT RESOLVED, that the authorized signing officers of the Deer Creek Irrigation District for calendar year 2023 are hereinafter listed and the respective signatures of such officers are genuine.

Jeffrey I. Rabo President



Donna Mullen Secretary



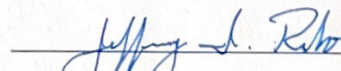
The foregoing resolution was duly passed and adopted by the Board of Directors of the Deer Creek Irrigation District, at a meeting of said Board held on the 1st day of May in the year 2023 by the following vote:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

Attest:



Donna Mullen, Secretary



Jeffrey I. Rabo, President

Date: 5-1-2023

Date: 5-1-2023



**BOARD OF DIRECTORS
RESOLUTION NO. 2023-06**

RESOLUTION ADOPTING CREDIT CARD POLICY

WHEREAS, the Deer Creek Irrigation District (the "District") Board of Directors (the "Board") recognizes the need for a credit card policy to establish guidelines and procedures for the use of credit cards by District employees and officials; and

WHEREAS, the District Board desires to ensure that credit cards are used for legitimate District business purposes and that all charges are reasonable, necessary, and properly documented; and

WHEREAS, the District Board recognizes the importance of maintaining the security of credit card information and the prevention of fraud, misuse, and abuse, and that the responsible use of credit cards is a critical aspect of effective management.

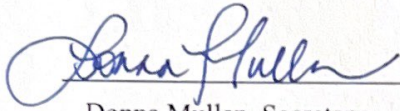
NOW, THEREFORE, the Board of Directors does hereby **RESOLVE** and **ORDER** as follows:

1. By action of the Board of Directors on the date set forth below, the Board of Directors of the Deer Creek Irrigation District does hereby approve the Credit Card Policy attached hereto as Exhibit "A".
2. All district employees and officials who are issued district credit cards must comply with the Credit Card Policy, and failure to comply with the policy may result in disciplinary action, including revocation of credit card privileges.
3. The Board shall monitor and oversee the use of district credit cards to ensure compliance with the Credit Card Policy. The General Manager and Treasurer shall also be responsible for ensuring that all charges are properly documented and that credit card information is secure.
4. The Credit Card Policy shall be reviewed and updated by the Board of Directors on an annual basis or as necessary to ensure that it remains current and effective.
5. The attached Policy may be incorporated into the District Operation and/or Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached as needed for an organized, comprehensive Manual.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Deer Creek Irrigation District, at a meeting of said Board held on the 1st day of May in the year 2023 by the following vote:

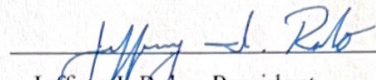
AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

Attest:



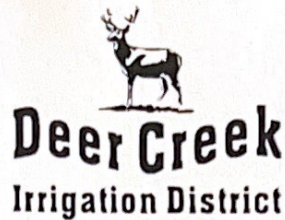
Donna Mullen, Secretary

Date: 5-1-2023



Jeffrey I. Rabo, President

Date: 5-1-2023



**BOARD OF DIRECTORS
RESOLUTION NO. 2023-07**

RESOLUTION TO DESIGNATE CREDIT CARD HOLDERS

WHEREAS, the Deer Creek Irrigation District (the “District”) Board of Directors (the “Board”) has adopted a credit card policy for the purpose of allowing employees and District officers to make authorized purchases in a convenient and efficient manner; and

WHEREAS, the credit card policy specifies that credit cards shall be issued only to authorized individuals who have been approved by the Board; and

WHEREAS, the following individuals have been approved by the Board to receive credit cards with corresponding credit limits in accordance with the credit card policy:

- Jeffrey Rabo, Director Assigned Credit Limit: \$ 1,500.00
- Linda Pitter, Director Assigned Credit Limit: \$ 1,500.00
- Jake Thompson, Director Assigned Credit Limit: \$ 1,500.00
- Donna Mullen, Secretary Assigned Credit Limit: \$ 1,500.00

NOW, THEREFORE, BE IT RESOLVED, that the individuals listed above are authorized to use the credit cards solely for authorized purchases on behalf of the Irrigation District, and that any unauthorized use of the credit cards shall be subject to disciplinary action, up to and including termination of employment; and

BE IT FURTHER RESOLVED, that each cardholder shall be assigned a credit limit by the Board or other authorized representative of the District; and

BE IT FURTHER RESOLVED, that the individuals listed above are authorized to use the credit cards solely for authorized purchases on behalf of the Irrigation District, and that any unauthorized use of the credit cards shall be subject to disciplinary action, up to and including termination of employment; and

BE IT FURTHER RESOLVED, that the Irrigation District Board shall periodically review the use of credit cards by the authorized individuals and shall take appropriate action to ensure compliance with the credit card policy.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Deer Creek Irrigation District, at a meeting of said Board held on the 1st day of May in the year 2023 by the following vote:

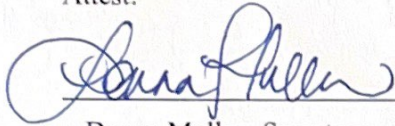
AYES: 5

NOES: 0

ABSENT: 0

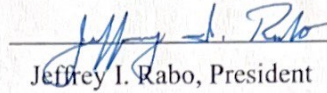
ABSTAIN: 0

Attest:



Donna Mullen, Secretary

Date: 5-1-2023



Jeffrey I. Rabo, President

Date: 5-1-2023



**BOARD OF DIRECTORS
RESOLUTION NO. 2023-08**

**RESOLUTION ORDERING AN ELECTION,
REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION,
AND REQUESTING CONSOLIDATION OF THE ELECTION**

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the district shall reimburse the county in full for the services performed upon presentation of a bill to the district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called be a district or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 7, 2023;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT THE governing body of the Deer Creek Irrigation District hereby orders an election be called and consolidated with any

and all elections also called to be held on November 7, 2023 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the County of Tehama requests the Board of Supervisors of the County of Tehama to order such consolidation under Elections Code Section 10401 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that SAID GOVERNING BODY HEREBY REQUESTS THE Board of Supervisors to permit the Tehama County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services; and

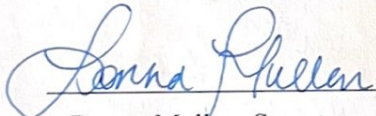
BE IT FURTHER RESOLVED AND ORDERED that the Tehama County Elections Department conduct the election for the following offices on the November 7, 2023 ballot:

Office	Term	Current Occupant	Dist/Div
Director	4 Years	Linda Pitter	N/A
Director	4 Years	Jake Thompson	N/A
Director	4 Years	Doug Amato	N/A

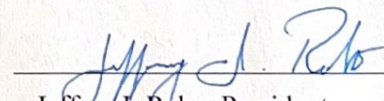
The foregoing resolution was duly passed and adopted by the Board of Directors of the Deer Creek Irrigation District, at a meeting of said Board held on the 19th day of June in the year 2023 by the following vote:

AYES: 3
NOES: 0
ABSENT: 2
ABSTAIN: 0

Attest:



Donna Mullen, Secretary



Jeffrey I. Rabo, President

Date: 6-20-2023

Date: 6-20-2023