**DEER CREEK IRRIGATION DISTRICT MINUTES OF THE**

**AUGUST 7, 2023 BOARD OF DIRECTORS MEETING**

**PLACE:** Vina Elementary School Auditorium, 4790 D Street, Vina, CA 96092

**TIME:** 5:00 P.M.

**DIRECTORS PRESENT:** Jeff Rabo, Linda Pitter, Jake Thompson, Doug Amato

**DIRECTORS ABSENT:** Patrick Johnson

The meeting was called to order by Board President Jeff Rabo at 5:11 PM. Secretary Donna Mullen recorded the minutes. With no corrections to be made to the agenda, Director Amato moved that the agenda be approved as is. Director Pitter seconded, and the vote was unanimous.

**PUBLIC COMMENT**

Melvin Quezada Haro informed those in attendance that he was added to the California Department of Pesticides program, and that he plans to learn more about grants that may be available.

President Rabo informed the Board that Secretary Mullen’s last day with the District will be December 31, 2023, and that anyone who may know of a qualified replacement could direct them to any one of the current Directors regarding inquiry of the position.

**END OF PUBLIC COMMENT**

Director Pitter read aloud the minutes from the July 17, 2023 regularly scheduled meeting. Director Pitter moved to approve the minutes as amended. Director Thompson seconded the motion, and the vote was unanimous to approve the minutes.

Melvin announced that Director Rabo had provided him with map locations throughout the district in need of ditch cleaning, and that he has been working on them for the past couple of weeks. Melvin sent an email recently regarding a tree that fell on the levy through Phil Sunseri’s property, and reached out to Tehama County Public Works to request assistance in clearing it. President Rabo confirmed that it’s the county’s responsibility to clear the tree. Melvin mentioned that moss hasn’t been as bad this year unlike years past, and that he expects the Ishi Crew to be available soon to perform additional ditch cleaning. President Rabo presented a list of tools recently purchased by Melvin, as well as a tool inventory list prepared by Melvin at the beginning of the summer. Discussion followed regarding the tool purchases. President Rabo would like to update the tool inventory list for further discussion and purchase planning by years end.

Treasurer Ellen Stephens presented the following invoices for the period of July 18, 2023 through August 7, 2023.

1. Allevity for payroll - $1,924.43
2. QuickBooks payment - $55.00
3. ClockShark for the month of July - $16.65
4. Melvin Quezada for phone allowance - $100.00
5. Ellen Stephens for stamps purchase reimbursement - $13.20
6. Allevity for payroll - $2,074.46
7. Red Bluff Outdoor Power for June Convict Crew - $800.00
8. Donna Mullen for printer ink purchase reimbursement - $12.99
9. Los Molinos Ace Hardware for tools - $390.34

Treasurer Stephens provided a summary of the reconciliation report. The current District account balance is $163,213.80. The District has received payment from all constituents for 2023 water dues. Treasurer Stephens presented a spreadsheet showing the deposits that went to the bank and the payments that have been received. Treasurer Stephens also presented the completed form 941 for 2023 that she received for Employer’s Quarterly Federal Tax Return and she is planning to email Allevity for information to update the form. Ellen presented a reimbursement request received from Ditch Tender Melvin Quezada for a tire replacement on his truck. The sidewall of the tire was punctured by concrete while on the job. The receipt was for one tire replacement in the amount of $121.05. Director Pitter made a motion to approve the reimbursement request. Director Thompson seconded the motion, and the vote was unanimous to approve the reimbursement.

The Board reviewed and discussed a draft section of the bylaws for possible revisions and approval for inclusion in the draft document. Director Pitter presented a proposed draft section regarding the Treasurer’s position. The draft states that the Board shall appoint a Treasurer, who may also be the Board Secretary or the Assessor and Tax Collector and shall serve at the pleasure of the Board. The draft went on to list the duties and requirements of the role. Next, Director Pitter presented a proposed draft section regarding the Assessor and Tax Collector. The draft states that Board shall appoint an Assessor and Tax Collector, who may also be an elected Director of the District, the General Manager, or the Treasurer. The draft went on to list the duties and requirements of the role. Ellen and Linda will make revisions to the draft sections for inclusion in the draft by-laws document.

Director Pitter presented the topic of District spraying, and provided information to the Board that she received from the Tehama County Ag Commissioners Office. The District can either pursue quotes from qualified pesticide applicators for performance of the work, or assist Melvin with the pursuit of an applicator’s license. Director Pitter also presented a list of things that would be necessary requirements of the District before an employee could be approved to perform pesticide application work. One such requirement is for a lockable storage location separate from the current storage shed for storing chemicals and chemical application equipment in. The absence of a District owned property and proper storage location makes the pursuit of pesticide application performance by an employee a near impossibility at this time. As a result, the District will continue to perform weed abatement with hand tools, and the Board will further investigate the possibility of hiring a qualified applicator.

President Rabo presented a professional services proposal from Gregory Engineering for a 5-year contract with inflationary adjusted rates to prepare and file the annual Supplemental Statement of Water Diversion to the State Water Board. President Rabo explained the services and options that Gregory Engineering can provide in addition should the District be in need of other services. Director Thompson made a motion to approve the professional services agreement with Gregory Engineering. Director Amato seconded the motion. With no further comments, the vote was unanimous to approve and the motion passed.

**MEETING ADJOURNMENT at 7:30 PM.**