

DEER CREEK IRRIGATION DISTRICT  
NOTICE OF REGULARLY SCHEDULED MEETING

Directors

Jeffrey Rabo - President  
Linda Pitter - Vice President  
Doug Amato  
Jake Thompson

Assessor & Tax Collector

Jessica Pitter

Treasurer

Ellen Stevens

Secretary

*Vacant*

LOCATION & TIME

Vina Elementary School Auditorium  
4790 D Street  
Vina, Ca 96092  
5:00 P.M.

**AGENDA FOR MONDAY, FEBRUARY 14, 2022**

Welcome to the regularly scheduled Board of Director's meeting for Deer Creek Irrigation District. Public participation and interest are encouraged and appreciated. Members of the public may address the Board regarding items on the agenda when the matter is called. The public is asked to be courteous and polite when addressing the Board and to be respectful to others attending the Board meeting. The Board reserves the right to limit the time devoted to any item on the agenda and to limit the time of any speaker.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, then please contact Linda Pitter at [gmapitter@gmail.com](mailto:gmapitter@gmail.com) or (530) 519-9856. Requests must be made as early as possible and at least one full business day before the start of the meeting. DCID will endeavor to accommodate requests made with less notice than that.

The deadline for items to be placed on the Board's agenda is 5 p.m. on the Wednesday prior to the meeting. Items not listed on the Agenda can only be considered by the Board if they are meeting the criteria as an off-agenda emergency.

**I. CALL TO ORDER**

- a. Roll Call
- b. Pledge of Allegiance

**II. AGENDA APPROVAL**

- a. Announcement of any corrections to the agenda

**III. CONSENT AGENDA**

- a. Approval of the minutes for the January 10, 2022 regularly scheduled meeting
- b. District invoices for the period January 11, 2022 through February 14, 2022

**IV. REPORTS**

- a. Treasurer's Report (Ellen Stevens)

DEER CREEK IRRIGATION DISTRICT  
NOTICE OF REGULARLY SCHEDULED MEETING

- b. Tax Collection (Jessica Pitter)
- c. By-Laws Committee (Director Pitter)
- d. Ditch Tender / Irrigation (Melvin Quezada)

V. **OLD BUSINESS**

- a. 700 Forms – Current and exiting board members need to fill out and submit to Tehama County by March.
- b. Board Secretary – Discussion and review of possible nominations for the position of DCID Board secretary and/or the possibility of separating the Secretary's responsibilities into more than one position, i.e., Executive Secretary, Assistant Secretary, Bookkeeper. The Board shall decide whether or not to appoint a nominee to the position of Secretary or other defined secretarial positions, or solicit the position for hire.
- c. Equipment and Tool Inventory –Review and discussion regarding equipment and materials owned by DCID now being stored on Director Rabo's property. The Board shall decide what equipment shall be sold and what shall be kept and repaired.
- d. District Auditor – The Board shall discuss potential candidates to perform the District's annual audit, and decide a course of action for determining who the appropriate consultant should be. The Board shall select a consultant from the respondents.
- e. Annual Supplemental Water Diversion Report (State Water Board) – The Board shall discuss potential candidates to prepare the District's annual Supplemental Water Diversion Report and submit it to the State Water Resources Board. The Board shall select a consultant from respondent consultant proposals.
- f. Request for Detachment – Review of Grant Leininger's request for detachment of approximately 39 acres from the District.

VI. **NEW BUSINESS**

- a. Board Member Resignation – Discussion of received correspondence from Director Knox notifying the Board of her resignation from the position of Director. The Board shall review appropriate protocols for publishing the notice of board vacancy and establish a timeline for accepting nominations to the position.
- b. Records Retention Policy – Discussion of appropriate District documents to be saved and lengths of time for retaining such documents. The Board shall adopt by resolution a policy of records retention.
- c. Water Use Policy – Discussion of water use classifications within the District and water served to lands outside of the District. The Board shall adopt by resolution a policy for determining what constitutes water usage and how it shall be assessed by the District.
- d. Staff Phones – Discussion of cell phone use, current account provider, and possible change to a phone allowance. The Board shall decide whether or not to cancel the existing phone contract with Verizon and provide staff with a monthly phone allowance.
- e. Application for Project Funding to Bureau of Reclamation – Discussion regarding preparation of an application for project funding to the Bureau of Reclamation. The Bureau

DEER CREEK IRRIGATION DISTRICT  
NOTICE OF REGULARLY SCHEDULED MEETING

of Reclamation in partnership with Natural Resources Conservation Service is soliciting applications for water efficiency projects that are due March 4<sup>th</sup>. The Board shall outline and prioritize a list of infrastructure improvement projects within the District and determine whether or not to submit an application.

VII. **PUBLIC COMMENT**

- a. Any member of the public may address the Board on any topic related to the District that is not on the agenda. Public comment will be taken on agenda items immediately prior to Board action. The Board will not take action on any item not on the agenda.

VIII. **MEETING ADJOURNMENT**