**DEER CREEK IRRIGATION DISTRICT**

**MINUTES OF THE FEBRUARY 14, 2022**

**BOARD OF DIRECTORS MEETING**

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

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

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

**The meeting was called to order by Board President Jeff Rabo at 5:15 pm.**

1. **Call to Order**
2. The meeting was called to order by Board President Jeff Rabo at 5:15 pm. Directors present were Linda Pitter, Sue Knox, Jeff Rabo, Doug Amato, and Jake Thompson.
3. **Agenda Approval**
	1. With no corrections to be made to the agenda, Director Pitter moved that the agenda be approved as is. Director Thompson seconded and the vote was unanimous to approve the agenda.
4. **Consent Agenda**
	1. Director Pitter read aloud the January 10, 2022 meeting minutes. With no additions or corrections proposed, Director Thompson moved that the minutes be accepted as presented. Director Amato seconded and the vote was unanimous to approve the minutes.
	2. The following invoices were received and payment issued by the Treasurer:
		1. Allevity for payroll
		2. Verizon for the Ditch Tender cell phone
		3. Tehama County Air Pollution Control District for a burn permit
		4. Tehama County for election services
		5. Downey Brand for legal services.
		6. Red Bluff Daily News for publishing the Resolution of notice of scheduled board meeting date changes.
5. **Reports**
	1. Treasurer: On behalf of District Treasurer Ellen Stephens, Director Pitter presented a treasurers report. It was reported that Ellen, with assistance from Christy Norton, has set up a QuickBooks account for the treasurer with an online account. The current District account balance is approximately $161,842.10.
	2. Tax Collector and Assessor: Jessica Pitter was not in attendance and there was no report given.
	3. By-Laws Committee: Director Pitter, chair of the committee, reported that no meetings had been held this month and there was no new information to report.
	4. Ditch Tender: Director Rabo read a report on District water delivery and facilities submitted by Ditch Tender Melvin Quezada. District ditch cleaning is continuing and frost water delivery has begun. The pipe delivering water to Gene Amato’s property adjacent to the Creek is still clogged and remains the priority item of repair in the District.
6. **Old Business**
	1. Board members were reminded that 700 forms needed to be submitted to the County by the first of March.
	2. Discussion was had regarding possible volunteer efforts for secretarial assistance. It was proposed that the District inquire with the law school to see if there were any students needing hours as part of their educational background.
	3. Discussion was had regarding the pursuit of sale of District equipment. Director Rabo, Director Thompson and John Pitter met with Harold Miller at Director Rabo’s house to review the condition of all equipment and materials owned by the District, and discuss costs associated with off hauling the equipment for scrap, salvage or sale at the auction yard. An equipment operational analysis was performed and estimated equipment values were assigned to the dump truck and backhoe. Mr. Miller provided a verbal offer of $5,000.00 for all the equipment and materials, which would include loading and off haul of all in an as-is condition. A motion to sell all the equipment to Harold for the purchase price of $5,000.00 was made by Director Thompson and seconded by Director Pitter. The vote was unanimous in favor of the equipment sale to Mr. Miller.
	4. Director Pitter reported on the status of respondents for the District Auditor. There has been no respondents to the Districts request for proposals.
	5. Director Rabo provided a report on the status of respondents to the District’s request for proposals for a consultant to prepare and submit the Annual Supplemental Statement of Diversion Report to the Water Board. The Board received one proposal response from Gregory Engineering with an estimated cost of the reporting work to be $540.00. A motion to approve Gregory Engineering’s proposal was made by Director Pitter and seconded by Director Thompson. The vote was unanimous to approve the proposal and sign a contract.
	6. Director Rabo informed the Board that no further communication with Grant Leininger’s attorney regarding his request for detachment has occurred. Director Pitter reported that she has been reviewing historical District documents in search of relative information that may provide clarity regarding Grant’s water right and water delivery.
7. **New Business**
	1. Director Rabo announced Director Knox’s resignation form the Board effective February 1st. The Board discussed the next steps for providing notification of a Board vacancy to the District and to the County. A motion was made by Director Pitter to accept Sue Knox’s resignation from the Board. Director Thompson seconded the motion and the vote was unanimous.
	2. A discussion was had regarding the adoption of a records retention policy for the District. Director Rabo will work on a retention policy and resolution for presentation to the Board.
	3. The Board discussed water usage in the District, specifically regarding what qualifies as water usage verse non-usage. It was decided that the topic and conversation would be continued at a future meeting when the Board was more prepared to discuss the District’s rate structure.
	4. The Board had a discussion regarding staff phone usage and account status. Director Pitter reported on her efforts to change the current account ownership and billing information. She was unsuccessful at doing so, and concluded that the only solution is to cancel the account and open a new one. Director Thompson motioned to cancel the Verizon account and instead provide staff with a phone allowance of $100.00 per month. The motion was seconded by Director Pitter and the vote was unanimous.
	5. The Board discussed possible grant application submittal to the Bureau of Reclamation for water efficiency projects. The current grant proposal is for a 50% minimum funding match. The District’s current financial situation is limited and the possibility of a 50% matching contribution would likely not be feasible at this time. The Board will begin the process of identifying several projects within the District that the Board could utilize for future grant applications.

**II. Public Comments**

Director Amato provided notification to the Board that he had received phone correspondence from Bob Viets regarding concerns of water diversions to Sheep Camp Ditch, and asked that the item be placed on the agenda for further discussion.

 **There being no further business, the meeting was adjourned at 8:50 pm.**