**DEER CREEK IRRIGATION DISTRICT MINUTES OF THE**

**DECEMBER 4, 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, Patrick Johnson (arrived at 5:30pm)

The meeting was called to order by Board President Jeff Rabo at 5:13 PM. Secretary Donna Mullen recorded the minutes. 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.

**PUBLIC COMMENT**

Melvin Quezada announced that the Wednesday before Thanksgiving he sent an email out to the Board via the website. He is requesting the ClockShark hours and annotations of his timesheets back to April, as well as documents from his personnel file. Treasurer Stephens confirmed that she had received the email but it had not been received by the Board.

**END OF PUBLIC COMMENT**

Director Pitter read the minutes from the November 20, 2023 regularly scheduled meeting. Director Thompson moved to approve the minutes as amended. Director Amato seconded the motion, and the vote was unanimous to approve the minutes.

Treasurer Ellen Stephens presented the following invoices for the period of November 21, 2023 through December 4, 2023:

1. QuickBooks payment - $60.00
2. Allevity for payroll - $304.10
3. ClockShark for the month of November - $14.00
4. Donna Mullen for reimbursement for postage – $18.48
5. Pitter Metal Products for Ruble Dam repair project - $1,640.00
6. RedBluff Outdoor Power for convict crews in November - $600.00
7. Downey Brand for legal services - $4,576.50

Treasurer Stephens reported that the bank balance as of November 12, 2023 was $147,193.22, however once all the checks clear the balance will be $133,662.37. She also reported to the Board that a refund is due to the District based on Golden State Risk Management’s payroll pre-paid annual payroll estimate being more than the actual reported payroll. The Board decided to apply the refund amount towards next year’s premium. President Rabo flagged Treasurer Stephens about an invoice for Callie Wood for equipment rental, and the Board approved payment on it ahead of time.

President Rabo reported that Jake Thompson is placing concrete tomorrow at Ruble Dam with Zack Drake. Discussions followed regarding the convict crew and where they should be scheduled for future work.

President Rabo provided an Officer’s Report since this will be the last meeting of the year. On the first meeting in January, the following needs to be addressed:

1. New District document signatories will be assigned by Resolution.
2. Credit Card designees will be updated by Resolution.
3. District budget to be discussed and potentially approved for the 2024 year.

Employee documents were presented for review by the Board. The job descriptions and employment agreements were reviewed for Ditch Tender, Maintenance Worker, Equipment Operator and Secretary. The draft Employee Handbook was also presented to the Board for review and comment. Discussion followed regarding policies that the District would like to adopt.

**NEW BUSINESS**

Discussion was had in regard to creating an Ad Hoc Hiring Committee for the purpose of hiring a new Ditch Tender. The earliest position start date would be after the January 15th Board meeting. Directors Thompson and Johnson volunteered to chair the committee. Director Amato said he would speak with land owner Mike Chambers to see if he might have any leads for potential candidates. The job posting will be posted on the District’s website. Anyone who inquires about the position will be directed to the committee for application submittal and potential interview. The committee is tasked with screening applicants and making a recommendation to the board.

Director Thompson made a motion to create an Ad Hoc hiring committee to be chaired by himself and Director Johnson. The committee shall include one or two additional District landowners to perform applicant screening and interviews.

After a brief discussion amongst the Board members, a motion by Director Thompson was made to nominate all current officers to their prospective positions for the 2024 year. The motion was seconded by Director Amato and the vote was unanimous to approve the motion. The Oath of Office was taken by newly elected directors.

The Board discussed potential qualifying projects that could be presented to NRCS for grant funding. A qualifying project with NRCS must solve real problems that result in water savings. Gunite coating of original works would be a good option. The concrete ditch adjacent to Vina Orchards and Phil Sunseri would be a potential location, as well as the ditch through Scott and Ellen’s orchard west of Leininger Road. The Board agreed to budget $40,000 of District funds to apply towards a matching grant funding opportunity. The Board was in agreement that guniting would be a good place to start this year, as it would be relatively easy and straight-forward to plan and estimate costs.

**MEETING ADJOURNED at 8:50PM**