**DEER CREEK IRRIGATION DISTRICT MINUTES OF THE**

**JANUARY 15th, 2024 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 and Doug Amato

**DIRECTORS ABSENT:** Patrick Johnson

The meeting was called to order by Board President Jeff Rabo at 5:14 PM. Pledge of Allegiance followed immediately after call to order. Secretary Jennifer Salisbury 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**:

Treasurer Stephens presented information she had found published by the Sierra Club and the Blue Oak Group. The article discussed information regarding the Tuscan Water District. Treasurer Stephens distributed articles to the group.

Erin Henderson shared the Tehama County grand jury report on GSA’s, well registration and taxes assessed to landowners.

**~ END OF PUBLIC COMMENT ~**

Director Pitter read the minutes from the regularly scheduled December 4th, 2023 meeting. Director Thompson moved to approve the minutes as amended:

* inclusion of ‘$” sign before the figure on the Treasurers Report (before the word Allevity).
* Addition of Oath of Officers taken by newly elected directors.

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 December 5, 2023 through January 15th, 2024:

1. Darrell and Callie Wood for dump truck and excavator rental - $6,452.00
2. Post Office Box Service Fee - $70.00
3. Donna Mullen Reimbursement for Ink - $69.69
4. Allevity for Payroll - $546.37
5. CSDA annual membership - $100.00
6. Tri Counties Bank Credit Card purchase (Home Depot/Late Charge) - $110.42
7. Allevity for payroll - $530.23
8. QuickBooks for online bookkeeping subscription - $60.00
9. Downey Brand for November legal services - $7,844.00
10. Tri Counties Bank for the December 2023 credit card purchases - $535.93
11. Los Molinos Ace Hardware for Ruble Dam Repair Project supplies - $52.75
12. Clockshark for timeclock service for January 2024 - $16.00

Treasurer Stephens also reported that the bank balance as of January 5th, 2024, was $136,173.71 however, once all the checks clear the balance will be $173,238.50.

**TREASURER’S REPORT:**

Treasurer Stephens provided an update regarding tax installment checks received from landowners.

Ellen has also been working to update the District contact information and asked that those who can provide updated contact information please fill in the blank information on the spreadsheet she created.

**IRRIGATION REPORT:**

President Rabo said that there was no irrigation occurring, but that we are not far from frost water protection season. Director Pitter said the diversion is currently reading 3.25 cfs, and that the diversion exceeded 10 cfs after the last rain event.

**OFFICER’S REPORT**:

No report was given.

**OLD BUSINESS:**

President Rabo reported to the Board that Mrs. Salisbury is unable to join the District as a paid staff member at this time. Jennifer has graciously offered to volunteer her time as a minutes recorder and will assist the District with some responsibilities of the secretary role. The board and Mrs. Salisbury agreed to revisit the arrangement after 3 months to find out what the status of her workload is, and whether it is still manageable to perform in a volunteer role.

As chair of the Ad Hoc Hiring Committee, Director Thompson provided a report regarding employee candidate reviews. The committee has one applicant, Mr. Mark Boggs, that they feel is qualified for the position of Ditch Tender. Committee chairs Jake Thompson and Patrick Johnson interviewed Mr. Boggs and felt that he is a highly qualified candidate, and eager to work. Sue Knox and Button Daugherty served as constituents on the Hiring Committee. Director Thompson and Director Johnson both recommended to the board that Mr. Boggs be hired for the position. A motion was made by Director Pitter to hire Mark Boggs, and was seconded by Director Thompson. The motion passed unanimously. The District will assemble an employment packet and present it to Mr. Boggs. Jake Thompson will contact Mr. Boggs and inform him of the Board’s decision to approve his employment, and will invite him to attend the next meeting. Jake reported that the applicant had requested a wage of $25.00 per hour on his application.

**NEW BUSINESS:**

**A. RESOLUTION 2024-01** – The Board reviewed and discussed a resolution to appoint

officers as district signatories. Director Pitter moved to accept the new signatories as is, which include President Jeff Rabo and Secretary Jennifer Salisbury. Director Thompson seconded the motion and it passed unanimously.

**B. RESOLUTION 2024-02** – The Board reviewed and discussed a resolution to appoint

officers as credit card holders. The resolution will remain the same as was previously approved in 2023 with the addition of Jennifer Salisbury as a card holder, replacing former secretary Donna Mullen, with a credit limit of $1,000. Director Pitter moved to assign the credit card designees and limits, Director Amato seconded the motion, and it passed unanimously.

**C. CREDIT CARD AUTO PAYMENT** – The Board reviewed and discussed establishing autopayments for credit card balances. Treasurer Stephens said that she does not like the idea of establishing automatic card payments to avoid late charges for Tri Counties Bank Credit Cards. Ellen would like to take the opportunity to go back and try to work out the $30 fee with the bank, and see about changing the billing cycle.

**D. STOP PAYMENTS FOR MISSING CHECKS** – The Board reviewed and discussed a request by former employee Melvin Quezada to issue stop payments on three previously issued checks that he has misplaced, and re-issue new checks. Treasurer Stephens verified that the checks had not cleared the bank. The three checks in question are:

1. Ck. No. 723 for a cell phone allowance = $100.00
2. Ck. No. 752 for final payroll = $643.12
3. Ck. No. 751 for a tool reimbursement purchase = $70.67

Stop payments will cost the District $34.00 per check according to Treasurer Stephens. It was questioned whether or not stop payments are necessary for the smaller checks. Treasurer Stephens and Director Pitter will setup a meeting with Tri-Counties Bank to discuss the stop payments, as well as the best methods for re-issuing checks in the future. Melvin was present at the meeting, and was informed that he would receive new checks as soon as the District could sort out the stop payments and re-issuance with the Bank and Board.

**E. DISTRICT RECORDS** – The Board reviewed and discussed possible actions in regard to missing Board meeting minutes for the periods of August, 1989 to December, 2001 and September, 2007 to March, 2015. Director Pitter would like to send out a request to see if members of the community have copies of missing records. The District will have to formally notate any missing records if unable to locate them. The Board will address the topic again at a future meeting to discuss further action. Director Pitter also made a request that the Board budget for the purchase of additional minute books so that past and future Board meeting minutes could be officially kept in an organized and presentable condition. The District currently has several minute books that contain historical minutes and resolutions, but they have no more room for additional documents.

**F. 2024 DISTRICT BUDGET** – The Board initiated a review and discussion of the budget categories and budget allowances for 2024. Further review and approval of a budget will be continued to the next meeting.

**MEETING ADJOURNMENT at 10:35 PM**