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

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

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

**DIRECTOR ABSENT:** Doug Amato

1. **Call to Order**

The meeting was called to order by Board President Jeff Rabo at 5:05 pm.

1. **Agenda Approval**

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.

**III. Consent Agenda**

1. Director Pitter presented the February 14, 2022 meeting minutes. Without a request for any corrections, Director Thompson moved that the minutes be accepted as presented. Director Pitter seconded, and the vote was unanimous to approve the minutes.
2. District Treasurer Ellen Stephens presented two invoices to the Board for payment authorization. The first invoice presented was for reimbursement of office supplies to Ellen Stephens. The second invoice was for rental of Case Knox’s backhoe, as well as reimbursement of concrete utilized during the recent pipe repair. With no discussion, Director Thompson moved that the invoices be approved for payment, and Director Pitter seconded. The vote was unanimous to approve the payments.

**IV. Reports**

1. Treasurer: Ellen Stephens provided the Treasurer’s report for the period of February 9 through March 7, 2022. Christy Norton successfully installed the QuickBooks program with online services to the District laptop, and transferred the previous year’s financial records into QuickBooks. Ellen entered all expense data to date, and revenue data will be entered per Christy’s guidance. Ellen reported the District’s expenses, revenues and current account balance. Ellen was successful in completing the 2020 Special Districts' Financial Transactions Report, per the California State Controller’s office requirement. She is in the process of gathering information on the District’s insurance in order to perform a review of the current policy and obtain quotes from other insurers for comparison. It was suggested that the Board adopt a capitalization minimum threshold for tax reporting purposes. After a brief discussion and follow up questions, Director Thompson moved that the threshold be set at $2500.00. Director Pitter seconded and with no further discussion, the motion passed unanimously.
2. Tax Collector: No report was given.
3. By-Laws Committee: Director Pitter, chair of the committee, reported that no meetings had been held this month, but that she had prepared a description of the Secretary’s position responsibilities and read it aloud.
4. Ditch Tender Report: No report was given.

**V. Old Business**

1. The Board discussed the current lack of candidates coming forward for the District Secretary position. President Rabo suggested that the District may need to employ a hiring service and recommended scheduling this topic for in depth discussion on the April 4, 2022 agenda.
2. The District equipment has been assembled at the Rabo property, and the Board previously approved the sale of all equipment to Mr. Miller in an as-is condition for an agreed price of $5,000.00, and all loading and hauling to be paid for and arranged by Mr. Miller. It was requested by Scott Stephens that the constituency be provided with the opportunity to match or exceed Harold’s offer, and to establish an appropriate time frame for the equipment removal. President Rabo proposed that a Bill of Sale be prepared by the District’s legal Counsel. Director Pitter made a motion to notify the members of the District via email and the District website of the District equipment for bulk sale in as-is condition for a price to exceed $5,000.00, and all loading and hauling shall be arranged by the purchaser. Offers would need to be submitted prior to the March 21, 2022 District Board meeting. Director Thompson seconded, and with no further comments or discussion the motion passed unanimously.
3. Director Pitter submitted copies of the professional services proposal from the only auditor to respond to her request for proposals. The auditor’s proposal is for a period of three years. Director Pitter motioned to hire Donald Reynolds, the only respondent, as our auditor. Director Thompson seconded, and without further discussion the motion passed unanimously.
4. The Board reviewed and confirmed the acreage reported in the annual supplemental statement of diversion prepared by Gregory Engineering, but observed that the total head of livestock utilizing stock water that was previously reported needed revision. After some discussion, it was agreed that 1250 head of livestock was a more acceptable number, and the reporting value would be updated accordingly.
5. District legal representation Downey Brand prepared a draft records retention policy for review by the Board. Discussion was opened to public comment and the proposed policy was well received. The Board agreed to place the policy on the next agenda for approval.
6. A brief summary of former Director Sue Knox’s resignation from the Board was provided to those in attendance. A Notice of Board Vacancy has been posted in numerous locations within the District and on the District website. The District is seeking a qualified candidate to approve for appointment at the March 21st, 2022 Board meeting.
7. President Rabo reported on the virtual stakeholder meeting with State agencies and S.V.R.I.C. The stakeholder meeting was intended to be a collaborative discussion amongst all attendees regarding methods to improve water within the creek for the fisheries.

**VI. New Business**

1. President Rabo presented an example of a procurement policy provided by the District’s legal counsel regarding the procurement of materials, consultants and labor for the District. Director Rabo suggested that the Board review the policy and discuss the topic in more detail at the first meeting in April.
2. Per a request presented By Director Amato on behalf of a Bob Viets at the last Board meeting, the topic of Sheep Camp diverted waters was placed on the agenda. Neither Bob Viets nor Doug Amato were present to represent the request or provide comments to the Board. Director Pitter read and excerpt from the 1923 Decree confirming District service to the Sheep Camp Ditch.
3. CDFW proposed a Voluntary Drought Agreement for consideration by D.C.I.D and S.V.R.I.C. Mike Wallace, President of S.V.R.I.C. offered his views on various accommodations for salmon passage and S.V.R.I.C.’s past and current engagements with CDFW. S.V.R.I.C. has decided against signing the agreement. After further discussion regarding D.C.I.D.’s involvement and water diversion sacrifices, it was agreed that D.C.I.D.’s approval of the voluntary agreement would potentially result in no positive downstream flow affects without the cooperation of S.V.R.I.C. The Board agreed that follow up correspondence with Michael Harris at CDFW to discuss the need for S.V.R.I.C.’s cooperation in order to achieve a successful voluntary agreement was a necessary next step.

**VII. Public Comment**

District member Scott Stephens shared a drawing with the Board and members of the public of a concrete ditch form that could be constructed and utilized to replace or reline segments of concrete ditch.

**VIII. Adjournment**

The meeting was adjourned at 8:10 pm.

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