

**MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
OF DURHAM IRRIGATION DISTRICT – MARCH 12, 2019; 5:30 PM**

The regular meeting of the Board of Directors of Durham Irrigation District for March 12, 2019 was conducted at the District offices located at 9814C Midway, Durham, CA on March 12, 2019 at 5:30 p.m.

Chair Raymond Cooper called the meeting to order. He noted that in addition to himself, Director Matt Doyle was present, while Director Kevin Phillips was absent. Also present were NorthStar employees Kamie Loeser, Drew Huneycutt and Kristen McKillop, Water System Operator Kevin O’Shea with Rick (who does backwater testing for the District), and District Counsel Jeff Carter. Also in attendance were Paul Gosselin from Butte County Department of Water Resources and Conservation, and Pat Button.

The Chair then called upon Carter to give a summary of the status of the Joint Powers Agency for the Vina subbasin. Carter noted that a public meeting regarding the JPA was held on March 7, 2019, which was well attended. He asked Gosselin to discuss the status of the JPA. Following such, Carter noted that the District previously had approved the JPA but that since then, Rock Creek Reclamation District (RCRD) had determined to remain its own GSA and not to enter the JPA. Otherwise, the JPA remained the same, and he recommended that the Board approve the JPA as amended reflecting RCRD not being a party

The Chair opened up the item to public discussion. Pat Button questioned how the GSA’s governance structure compares to others. Gosselin replied that it will take 6-9 months to get the JPA set up but that the County will get there. He explained that other basins (i.e., critically overdrafted) have conditions that require that their plans get in place within a year. Carter discussed the importance of hitting the Sustainable Groundwater Management Act milestones. Director Doyle then moved to approve the amended JPA, which was seconded by the Chair and unanimously approved by the Board, Phillips being absent.

Water System Operator O’Shea introduced Rick who does the backflow testing/sanitary survey for the District. Rick discussed his work for surveying, testing, and documenting such. Manager McKillop discussed the reasons/needs of the survey, emphasizing the necessity of testing in protecting the District’s source water. Pat Button asked whether backflow devices are to be installed at the time a new meter is

installed, as well as the potential cost of such. Rick estimated the cost at \$800 for installation. Rick also discussed priority land uses that might be the focus for initial installation of backflow devices (i.e., hazardous land uses). The American Waterflow Association (AWA) provides statistics of backflow incidences. There followed general discussion of possible sites. Water System Operator O'Shea recommending that a proposal be put together for review and potential approval at a future meeting. Carter reminded the Board that this item was for public information only and not listed as an agenda item and thus would require posting on a future meeting agenda for action. Rick then discussed options for electronic meter reading in the future. Button asked about the accuracy of and issues associated with meters being submerged, as well as process for electronic meter reading. Discussion expanded to Smart Meters. Chair Cooper asked Water System Operator O'Shea about past research on meter reading systems.

Button further asked if the District would be required to go through a public RFP process for backflow testing. Carter clarified that special districts are not required to go through the RFP process unless bond monies are used, although he noted that the District could always get competitive bids on its own initiative.

Next, upon motion made by Director Doyle and seconded by the Chair, the minutes of the February 26, 2019 meeting of the Board of Directors were approved.

McKillop then gave the Manager's Report. She discussed her efforts to obtain bookkeeping assistance, noting she had yet to be able to secure such.

She then discussed NorthStar's role and current allocated hours being 35+ hours per week. She is looking toward June 30, 2019 as a milestone for completion of the management transition. She hopes the hours worked will be decreased as that date approaches. She also noted that she and Drew Huneycutt had attended a Vulnerability Workshop.

McKillop stated she had met with Thermalito Water and Sewer District manager Jayme Boucher and discussed the possibility of a mutual aid agreement between TWSD and the District for clerical and back-up services for emergency repairs, etc. that would provide needed services if the District required such mutual aid. The Chair directed McKillop to move forward with TWSD with a Mutual Aid Agreement.

Carter noted that he provides services to TWSD and doesn't believe that there is a conflict in interest, but if the Board feels there is, he would step aside for an alternate if necessary.

She also discussed the District providing automated bill payment to ensure that billing and payment of bills can be more quickly and easily done.

Finally, she discussed options for a water meter inventory and mapping, looking at options from NorthStar, TWSD, or other providers (i.e., Firestorm). NorthStar is able to provide such at a not-to-exceed amount of \$5,500, and can do it as part of the meter reading during the March meter reading survey. Manager McKillop discussed the benefits over the long-term of doing so, this being the first step in automation. Pat Button asked about the match for the grant funding and confirmed that the match comes from rate payers. Upon motion made by the Chair and, seconded by Director Doyle, it was unanimously resolved to approve NorthStar to conduct the water meter inventory.

The Chair then clarified that Tittle was previously approved to provide auditing services, and Carter provided an overview of the audit process.

McKillop then noted that Senate Bill 929 mandates that all special districts have a website by January 1, 2020 that is also ADA-compliant. Such is necessary to provide for transparency and allows for posting minutes, agendas, payments, etc.

McKillop then discussed signatory requirements for Tri-Counties Bank and the ability for District customers to pay bills online.

She next discussed the possibility of installing a water meter for a particular customer at District cost to determine accurate readings for such account. She noted that the customer had not been charged accurately over time and that the billing had been done incorrectly. She proposed that the District cover the cost to install the meter because the rate that was being charged was not correct for the service provided. The Chair moved to install the meter at District cost and Director Doyle seconded the motion, which was unanimously approved.

Water System Operator O'Shea provided an overview of the process for undertaking the Mo Cortes project and to install a 6-inch meter at the entrance to the subdivision and all the associated costs with the

installation of the meter and backflow assembly. He stated that ultimately the District needed to stop billing the separate meter at the end of the subdivision and remove it.

Kevin O'Shea stated that Drew Huneycutt took samples in February. O'Shea continues to train Drew by taking him to see a variety of projects throughout area, and also by meeting with suppliers and vendors. Chair Cooper asked whether constituent testing within the system was the same as was being done in Paradise. O'Shea said yes, but noted that testing for constituents is required based on timing. Chair Cooper suggested that the District initiate testing of wells to determine baselines.

O'Shea stated he wanted to do meter changes for the Faber Tri-plex and Durham-Dayton, which requires use of an excavator.

He also needs to get clarification from District Engineer as to whether Black Diamond has paid for connection to District water service. The Chair noted that connection fees will be due from the new landowners when they build.

Carter noted that the Symmes agreement requires that all four houses be on the DID system, and if the existing well is to be used for irrigation, it will need a backflow device. He stated that Creekside Estates requires the same when water service is available, namely that the house will connect to the existing system. If the well is to be used for irrigation, it will need a backflow device.

Carter noted that Bob Dubose was pursuing a tentative subdivision map for his property north of the DRPD and he would have more on it at the next meeting.

Carter then provided an overview of the respective roles of the directors and management in managing the business and affairs of the District and particularly with respect to insurance coverage for the directors and managers were claims to be made.

Pat Button suggested that the District consider solar.

The Manager discussed the need for a 2018 PG&E audit.

There being no further business coming before the meeting, the meeting was adjourned at 7:22 p.m.

**Board of Directors of  
Durham Irrigation District**

By: \_\_\_\_\_  
Raymond Cooper, Chair

ATTEST:

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Matt Doyle, Secretary