

**MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
OF DURHAM IRRIGATION DISTRICT – FEBRUARY 12, 2019 AT 4:30 PM**

The regular meeting of the Board of Directors of Durham Irrigation District for February, 2019 was conducted at the District offices located at 9814C Midway, Durham, CA on February 12, 2019 at 4:30 pm.

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 Mark Adams and Kristin McKillop, Water System Operator Kevin O’Shea, and District Counsel Jeff Carter.

At the outset of the meeting the Chair indicated that regular meetings of the Board had been occurring at different times during the last few months due to the schedules of the directors. He inquired as to whether a set day and time were preferred. Director Doyle indicated that he would prefer that the meetings be set earlier in the evening, say, at 5:30 pm on the regular night of the Board meetings, the second Tuesday of each month. Upon motion duly made by him and seconded by the Chair, the motion was unanimously approved.

Next, upon motion made by Director Doyle and seconded by the Chair, the minutes of the January 29, 2019 meeting of the Board of Directors were approved. Following their approval, the Chair inquired as to whether staff had yet met with Moe Cortes regarding installation of a meter serving the entire Countryside Commons subdivision. Manager Kristin McKillop replied that such a meeting had not yet been arranged. The Chair then inquired as to whether the meter at the end of the private pipeline serving the subdivision had been pulled, and McKillop responded that she did not think it had yet been pulled. McKillop did indicate that the meter at the end of the pipeline would be pulled by Drew Huneycutt with Kevin O’Shea present so that Huneycutt could gain experience in removing a meter. McKillop also indicated that a meeting would be arranged with Cortes.

Discussion of the Countryside Commons meter prompted the Chair to inquire as to whether the meter at the Faber Street triplex had been replaced. McKillop indicated that it had not. Kevin O’Shea

indicated that he would arrange for it to be done with Huneycutt in attendance to likewise give him the experience of replacing one meter with another.

Finally, the Chair inquired as to whether the Manager yet had been able to arrange emergency on-call contracts with water companies in the event emergencies within the District required it. McKillop indicated that she would be working on it. O'Shea indicated that he had the District's existing contracts with R&R Horne and Culligan and would provide these to the attorney.

The Chair next stated that, due to the demands of his job as manager of Paradise Irrigation District, Kevin Phillips had to resign as Secretary of the District and on motion duly made by him and seconded by Doyle, Matt Doyle was unanimously approved to be the Secretary of the District.

The Chair then opened the public hearing on the annexation of the Black Diamond property to the District and pending such annexation, its agreement to extend water services to the property. The Chair noted that no one was present to discuss the matter and closed the public hearing on the matter, at which time, upon motion by Director Doyle and seconded by the Chair, Resolution 2019-03 was unanimously approved. A copy of the Resolution was directed to be attached to those minutes.

In connection with the annexation of Black Diamond, the Chair inquired as to whether the well serving the property had been abandoned now that the existing residence on the property was connect to District water. Engineer Adams indicated that it had, but he was not certain whether such had been done in accordance the Service Agreement. Carter was directed to inquire of Black Diamond as to the manner in which the well was abandoned.

The Chair next inquired about the private well on the Birchard (Symmes) property. Adams indicated that the Service Agreement allowed the well to be kept for irrigation purposes, but if it were, the attachment of a backflow device to it would be required. In any event, once District water became available to the subdivision, the existing house on the property would have to connect to it and sever its connection to the existing well. Carter indicated that he would confirm such with the engineer for the project.

The Chair next asked for an update on the Creekside Estates project. Adams said that as is the case with the Birchard project, once District water connections are possible to this project, the existing house

will have to sever its connection to the existing well on the property and connect to District water. As with the Birchard project, the well, once a backflow device is connected to it, may be used to provide irrigation water for the property.

Next, the Chair called upon Adams to address the status of the Dubose project. Adams noted that the developed had requested a will-serve letter, indicating that the practice of the District for the past few project has been to substitute its Service Agreement, once executed by all parties in lieu of a will-serve letter. The Chair indicated that there should be no problem in providing a will-serve letter that conditions the District's provision of water to the Project upon the Owner entering into a written Service Agreement with the District. He asked that a draft letter be presented to the Board for its consideration. Adams indicated that he had had initial discussions with Paul Rabo, an engineer with Rolls Anderson and Rolls, about the project and that he had asked for a plan or map of the Project, which he understands will consist of seventeen units. He also indicated that in conjunction with the Project, as with Black Diamond, Creekside Estates, and the Birchard projects, this will require a public utility easement for water service along the eastern edge of the property immediately adjacent to the Midway.

The Chair next called upon Kevin O'Shea to give his Water System Operator's report. O'Shea presented his notes of work performed by him during the month of January. He then indicated that he had been working routinely with Drew Huneycutt and feels that at this stage of Drew's development, he can handle anything that he could confront at the District. He stated that he had Huneycutt observe a well pump project done in Butte Creek Estates and work with Durham Pump to learn how to examine pumps. He recommended that the District have an on-call agreement with another water company, such as Culligan, for backup and support. O'Shea indicated that he had read the proposed amendment to his Independent Contractor Agreement and accepted it, whereupon he and the District executed.

At this time, meter reader Densel Peters arrived, apologizing that he did not know of the earlier start time for the meeting. He indicated that the property at which the two dogs are present continues to be a problem and McKillop indicated that she would work with him in resolving it, as well as in arranging for him to read all of the District's meters, now that he was the only meter reader for the District. McKillop

was directed to place an ad in the local newspaper for a new meter reader and Peters was asked if he knew of anybody who might like to apply for such position. McKillop indicated that the existing software program for the District allowed problems affecting the plant to be entered in the computer, from which work orders could be generated, stating that this would allow more expeditious handling of system problems noted by the meter reader.

The Chair next discussed the matter of McKillop's scholarship to the CSDA General Manager's Leadership Summit, noting that the scholarship was just for tuition and that travel, meals and lodging would be additional. On motion made by Doyle and seconded by the Chair, the Board unanimously approved reimbursement McKillop's travel, meal and lodging costs in attending the summit.

McKillop presented her report to the District, indicating that she was trying to get a grasp of the accounting and finances of the District, but felt that in so doing, she would benefit from the involvement of somebody with financial and bookkeeping experience. She indicated that Daryle Polk, the manager of TriCounties Bank at which the District banks, had mentioned to her that his wife Anne Polk performed such services. She stated that she had spoken with Anne, who was willing to assist. At this point, Carter noted that this had not been placed on the agenda, but that it certainly was an urgent matter requiring action, noting that it had arisen after the posting of the agenda and needed action before the Board's next regular meeting in March. Upon motion duly made by Doyle and seconded by the Chair, the Board unanimously approved adding this to its agenda on the basis that it had arisen after the posting of the agenda for the meeting and required action before the Board's next meeting. Doyle then moved and the Chair seconded to have McKillop engage Anne Polk as an independent contractor to assist in financial and bookkeeping matters regarding the District and to pay her standing hourly fee in so doing. The motion was unanimously approved. McKillop indicated that she would immediately have Polk begin to work on a budget for the District and to enter historical financial records of the District electronically into the District's software system to facilitate budgeting and preparation of monthly financial statements.

There being no further business coming before the meeting, the meeting was adjourned.

**Board of Directors of
Durham Irrigation District**

By: _____
Raymond Cooper, Chair

ATTEST:

Matt Doyle, Secretary