

**MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
OF DURHAM IRRIGATION DISTRICT – JANUARY 29, 2019 AT 6:00 PM**

The Regular Meeting of the Board of Directors of Durham Irrigation District was conducted at the District offices located at 9814C Midway, Durham, CA on January 29, 2019 at 6:00 pm. Present at the meeting were Chair Raymond Cooper, Directors Kevin Phillips and Matt Doyle, District Secretary Carolyn Gillette, Water System Operator Kevin O’Shea, District office assistant and meter reader Barbara Wise, NorthStar employees Mark Adams, Kristin McKillop and Drew Huneycutt, and District Counsel Jeff Carter. Also present was former District Secretary Margaret Morrison

Chair Cooper called the meeting to order and opened Agenda Item 9a - Meter Reader Updates in order that Barbara Wise might be heard first. Wise noted that with one exception, there were no problems encountered with meter reading. The exception was a residence surrounded by a low cyclone fence with two German Shepherds in the enclosed yard. When approached not only by her, but also by meter reader Densel Peters and even the postman, the dogs become aggressive, jumping on the fence and barking at those approaching. Carolyn Gillette indicated that it was the policy of the Post Office to allow postal delivery persons to carry pepper spray. However, it was the consensus the members of the Board that having meter readers do so might present liability concerns. It was suggested that a form letter be prepared advising the landowner that the presence of the dogs was interfering with the District reading the property’s water meter and that the dogs would need to be restrained on meter reading days. At the conclusion of the discussion, Wise left the meeting.

Next, Chair Cooper inquired whether there were persons wishing to address the Board, and noting none, moved to Agenda Item 4a. Counsel Carter indicated that previous minutes prepared for the October 16 and December 13, 2018 meetings of the Board had contained errors and therefore had to be revised. He noted the revisions to the Board members and indicated that the minutes, as revised, would have to be approved to supplant the previous minutes. Upon motion made by Director Phillips and seconded by Director Doyle, the Board unanimously approved adoption of the revised minutes for the meetings of

October 16 and December 13, 2018 and directed that they be substituted in lieu of the previously approved minutes therefor.

Chair Cooper next introduced Agenda Item 5b, being Board Resolution 19-01 to approve, accept and certify the negative declaration on the District's expansion of its Sphere of Influence and update of its Municipal Service Review and Capital Improvement Plan. He opened the public hearing, inquiring as to whether anybody wished to address the Board on this and seeing none, closed the public meeting. Upon motion by Director Doyle and second by Director Phillips, the Board then unanimously adopted Resolution 19-01.

Cooper then moved on to Agenda Item 6a. Counsel Carter indicated that a notice of public hearing notice had been published and posted for the Black Diamond subdivision, indicating that the regular meeting of the Board of Directors on February 12, 2019, and that therefore, Item 6a and the consideration and possible approval of an extension of services to Black Diamond subdivision be continued until then. The Board unanimously approved such. Engineer Adams did note that there had been a temporary failure of the existing well on the Black Diamond property serving the existing residence there, and that therefore a temporary connection to the District's water system was made, thus providing water service to the existing residence. He indicated that District policy required the existing well to have a backflow device on it, and noted that such is also required in the Black Diamond Service Agreement. He noted too that it is District policy that such backflow devices be tested annually at the expense of the landowner and that NorthStar employee Drew Huneycutt, who will be assuming the duties of Water System Operator for the District upon Kevin O'Shea's retirement, is obtaining his certification to become a certified tester of backflow devices.

The Board next considered the Service Agreement for the Birchard subdivision on Durham Dayton Road. Carter presented a copy of the Service Agreement duly executed by the previous owner's successor in interest, Anthony G. Symmes and Renette R. Symmes, by the two of them, Trustees of the Symmes Family Trust. Upon motion made by Director Phillips and seconded by Director Doyle, the Board unanimously approved Resolution 19-02 approving the Service Agreement and directing the Chair to execute it.

Next discussed was the recommendation of Manager Kristen McKillop that the District undertake and complete its TMF (technical, managerial, and financial) assessment in order to expedite applications by the District for available grant funding to improve District infrastructure and operations. She indicated that there is hazard management planning grant available only to Butte and Ventura Counties as a result of recent fires there and that she will explore obtaining grant funding for such a TMF assessment.

Water System Operator Kevin O'Shea presented his operator's report. The Board accepted such and directed that it be attached to the minutes of this meeting. Carter reminded Kevin that the District needed to meet with Mo Cortes, owner of the majority of the lots in Country Commons, to discuss the need for a water meter to be installed. Kevin indicated that he would arrange such a meeting between Cortes, Kristen McKillop, Drew Huneycutt and himself.

Carolyn Gillette presented the Board with its financial report for the month. Upon review, the Board, upon motion made by Director Phillips and second by Director Doyle, unanimously accepted such and approved the warrants and expenditures indicated therein.

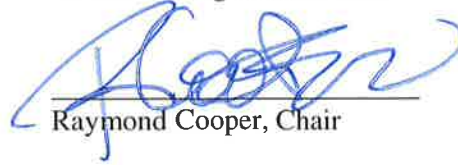
The Board next moved into closed session, asking that Carolyn Gillette and Margaret Morrison remain to discuss the former's resignation as District Secretary. As reported after the closed session, the Board unanimously accepted her resignation but engaged her as an independent contractor to work with the District's accountant in concluding the audit for its 2018 fiscal year. In so doing, she will be paid \$40.00 per hour. Carolyn Gillette and Margaret Morrison then left the meeting.

The Chair then moved on to Agenda Item 13, inviting Manager Kristen McKillop to join the closed session. At the conclusion of the closed session, Cooper stated the Board has discussed with McKillop her assumption of responsibilities to manage the District and to facilitate such, had by the unanimous vote of the Directors approved updating the District's financial and billing software with Sequoya and subscribing to the cloud backup for such system provided by Sequoya at a fee of \$10.00 per month.


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:

  
Kevin Phillips, Secretary

Matt Doyle