

## **Durham Irrigation District Public Board Meeting Minutes June 11, 2019**

The regular meeting of the Board of Directors of Durham Irrigation District for June 11, 2019 was conducted at the District offices located at 9814C Midway, Durham, CA on June 11, 2019 at 5:00 pm.

Chair Raymond Cooper called the meeting to order at 5:41 pm. He noted that in addition to himself, Director Matt Doyle was present, while Director Kevin Phillips was absent. Also present were NorthStar employees Kristen McKillop and Alyson Johnson, and District Counsel Jeff Carter and his associate Simon Offord. Members of the public included Pat Button.

Chair Cooper opened the meeting for Public Comment. Pat Button asked why connection fee increases were not increased for the cost of living as allowed. District Counsel explained that the board decided to forego any such CPI increase due to its economic impact on the District's residents. Cooper added that with the recent rate increase, cost of living increases to the rates were, for the same reason, not included. Cooper asked if there were any other issues that Pat Button wished to bring up, and was advised there were none.

The next item discussed was the Consent Agenda, including approval of the previous meeting minutes and of warrants. McKillop made a correction to last month's meeting minutes, indicating it was held on May 15<sup>th</sup> rather than May 14<sup>th</sup>. Raymond corrected the item stating that meter installation costs were \$650.00 plus costs of installation, noting it should read only \$650.00 total.

On motion by Matt Doyle and seconded by Raymond Cooper, the minutes as corrected were unanimously approved.

### **Manager's Report**

Kristen introduced her co-worker Aly Johnson and discussed her role at NorthStar in assisting with DID. The goal is to utilize her help so that District contract costs will be decreased in the future. Kristen also gave an update on water system operations and LAFCo approval of the MSR and SOI. She stated she was working to utilize GIS data to update meter reading routes so to increase efficiency and minimize time spent reading meters. This will also decrease operating costs for the District.

Kristen gave an update on utilizing Sequoyah software and drafting policy documents. Kristen touched on the website and emphasized that the online payment of bills is now up and running and customers have been utilizing that technology. Kristen also set up many recurring accounts for online payment through the Tri-Counties bank account and suggested that the manager have the ability to pay bills online up to a pre-established amount set by the Board and report monthly to the Board for its ratification of bills so paid.

She also updated the board on communication she had with RCAC regarding Durham's Median Household Income being too high to allow the District to qualify for full grants through it. She stated that DWR and the Regional Board intended to do collaborative work with the District on sampling wells for post-Camp Fire water quality. Drew will be working with DWR and SWRCB staff to conduct the sampling. DWR has contracted with a lab that will perform post-fire sample testing. This will allow the District to have confidence in the quality of its water. The collaboration will allow DID's samples to be tested for PCH and heavy metals for free.

Kristen suggested that the District set up a small business account at Staples for office supplies and printing needs.

She noted that at LAFCo's meeting last Thursday she was asked for District updates through 2018. Drew went with Kevin O'Shea to assist with a SCADA installation at one of Kevin's other water systems, so he learned how to assist in that process in order to cut down on costs when we are able to purchase and install our own SCADA system using the USBR grant funds.

McKillop discussed a particular property for which there is only one meter for two houses. The property owners stopped by the office to ask if they could install a second meter on their rental. The Board's policy has been one meter per parcel. Raymond and Jeff noted that District engineer Mark Adams has recommended that pursuant to District policy the two lots each be required to have separate meters, bills, and services. They reviewed the cost of trenching, installation, and billing policy factors. Raymond suggested that the property owners could buy and install their own submeter. Carter pointed out that the DID policy states that one lot will have only one meter unless the owner wanted to pay the additional installation and connection fee for another, approximately \$10,000.00. Kristen was advised to so inform the customer. The eventual discussion led to the conclusion that the customers may either have a plumber install a flow meter on the plumbing line to the rental, or they may pay the entire connection fees due for a new connection to the system.

Pat Button interjected, noting his own property has one meter serving two buildings.

McKillop noted she had talked to Kevin O'Shea regarding capping the rear waterline on the Jack Angel property. Because there is so much existing concrete, equipment access down the alley is limited and therefore, this work would be significantly costly. Jeff Carter suggested we cap off the line at the corner lot so long as no one lives beyond that point. Raymond suggested that we get an official quote from R&R Horn.

### **Attorney Report**

Jeff Carter informed the Board that the Vina GSA has developed Bylaws for its governance and he has reviewed them and recommends that they be approved. On motion made by Doyle and seconded by Cooper, the Vina GSA Bylaws were unanimously approved. Jeff also stated that the GSA management committee come up with a list of work assignments for the member entities to administer the JPA. It has proposed a budget therefor, for which each entity will contribute \$5,000.00. The other members of the GSA agreed that the District may pay its contributions in installments. Jeff suggested that the Board approve the proposed administrative structure and support and pay the \$5,000.00 fee in installments of \$1,000.00/month until the bill is paid and that a DID Board member should be nominated to participate. Matt agreed that this is a good plan and asked questions about what is required if a person were to participate on this board. He then moved to approve such, which Cooper seconded and was unanimously approved.

Pat Button interrupted to question how difficult it would be to pull out of the GSA. Jeff and Kristen pointed out that a member can withdraw on 90 days' written notice but that it would cost the District more to go on its own as a GSA if it were to not be a member of the GSA. Jeff pointed out that it is advantageous to be a member of the Vina GSA plan because it has received seed money by way of a grant from DWR.

Raymond was unanimously nominated to represent DID on the Vina JPA Board as the regular director. His acceptance of such was conditioned on his stepping down from Chair to Vice-Chair and Doyle replacing him as Chair. On motion by Doyle and seconded by Cooper, it was so resolved. Matt then was unanimously nominated as the alternate director to the Vina JPA Board. Cooper appointed Kristen to be the representative at the Managers' Meetings of the Vina JPA in lieu of Carter.

The Board then considered streamlining board members duties by establishing two standing committees, an administrative and an operations committee. Upon motion by Doyle and second by Cooper, it was so resolved. Cooper then appointed Doyle to Administration Committee and himself to the Operations Committee.

Carter also updated the Board on the Service Agreement with Creekside Estates. It has been accepted by the owner and given its previous approval by the Board, Raymond signed this document on behalf of the District.

Carter also updated the Board regarding the Midway Estates Service Agreement. Mark Adams, District Engineer, has vetted this agreement and asked that this document be signed and dated and submitted to Midway Estates for approval. Matt asked for clarification on the matters within this document. After further clarification, it was moved by Matt and seconded by Raymond to approve the service agreement. It was unanimously approved.

Jeff also brought up Senate Bill 998 which, beginning in April 2020 will treat the District as if it was a PUC regulated utility, requiring it to bill and maintain the District's website in five different languages, and provide extended time limits and notices for billing. Further, the District will need to not only bill each owner, but also each resident if not the owner. If customers are economically depressed, there must be a payment program to enable them to pay over time.

There being no further business, the public meeting adjourned to closed session. The closed session ended at 7:09, at which time it was reported that direction had been given to staff, the meeting then adjourned.

AJOURNMENT