



DURHAM IRRIGATION DISTRICT
Meeting Agenda
Special Board Meeting
Board of Directors:

Matt Doyle, Chair; Kevin Phillips, Treasurer; Derek Sohnrey

Thursday, April 24, 2025 – rescheduled from April 15, 2025
5:30 PM

District Office
9431 Midway, Unit B (new address)
Durham CA 95938

COPY OF AGENDA and AGENDA PACKET AVAILABLE FROM:
Durham Irrigation District Office or [District Website Link](#)

ADDRESSING THE BOARD

- Any person desiring to address the Board shall first secure permission of the presiding officer.
- Matters under the jurisdiction of the Board and not on the Agenda may be addressed by the Public at the time provided in the Agenda under Public Comment. The Board limits testimony on those items to three minutes per person and no more than three individuals shall address the same subject.
- As required by Govt. Code Section 54957.5, any public record distributed to the Board of Directors less than 72 hours prior to this meeting in connection with any agenda item shall be made available for public inspection at the Durham Irrigation District office, 9341 Midway, Unit B, Durham, CA 95938. Public records distributed during the meeting will be available for public inspection at the meeting if prepared by the District. If the public record is prepared by any other party and distributed at the meeting, it will be made available for public inspection following the meeting at the District.
- Parties with a disability as provided by the Americans with Disabilities Act who require special accommodations or aides to participate in the public meeting should make the request to the District office three full business days prior to the meeting at (530) 343-1594.

1 CALL TO ORDER – 5:30 PM

2 ROLL CALL / OPENING BUSINESS

2.1 AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

2.2 PUBLIC COMMENT

Members of the public wishing to address the Board on items not listed on the Agenda:

The Durham Irrigation District Board of Directors may take official action only on items included in the posted agenda for a specific scheduled meeting.

Items addressed during the Public Comment section are generally matters not included on the agenda and therefore, the Board will not take action at this scheduled meeting. However, such items may be put on the agenda for a future meeting. The public shall have the opportunity to address items that are on the posted agenda.

Speakers shall be limited to three minutes each.

3 CORRESPONDENCE - NONE**4 PRESENTATIONS – NONE****5 REPORTS/ANNOUNCEMENTS FROM DIRECTORS**5.1 VINA GSA REPORT ([Vina GSA Calendar Link](#))

SUBJECT: Status report on Vina GSA.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

6 PUBLIC HEARINGS - NONE

These matters are scheduled at the time stated and will be heard by the Board as close to the time stated as possible.

7 INFORMATION/CONSENT CALENDAR

All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion unless an item is removed. Resolutions will be read by title only.

There will be no separate discussion of these items unless members of the Board, or persons in the audience, request specific items to be removed from the Consent Agenda to the Regular Agenda for separate discussion, prior to the time the Board votes on the motion to adopt the Consent Agenda. If any item(s) are removed from the Consent Agenda, the item(s) will be considered immediately following action on the Consent Agenda.

7.1 Warrant Sheet from March 14, 2025 to April 15, 2025, including payments, deposits, and transaction adjustments.

SUBJECT: Approve payments, deposits, and transaction adjustments.

FISCAL IMPACT: See attachments.

ACTION REQUESTED: APPROVE

ATTACHMENTS:

7.1.1 WARRANT SHEET

7.1.2 FINANCIALS

7.1.3 BOARD RECAP, WATER SALES AND AR AGING REPORT

7.2 Board of Directors Meeting Minutes for March 18, 2025 and March 28, 2025.

SUBJECT: Approve draft minutes.

FISCAL IMPACT: NONE.

ACTION REQUESTED: APPROVE

ATTACHMENTS:

7.2A REGULAR BOARD MEETING MARCH 18, 2025 BOARD MINUTES

7.2B SPECIAL BOARD MEETING MARCH 28, 2025 BOARD MINUTES – SPECIAL BOARD MEETING

- 7.3 2024-2026 Audit Services Proposal, Horton McNulty Saeteurn, LLP
SUBJECT: Accept Proposal for Independent Audit Services with Horton McNulty Saeteurn, LLP for preparation of the District's annual financial audit and the state-mandated Annual Report of Financial Transactions (FTR).
FISCAL IMPACT: \$33,100 over three years.
ACTION REQUESTED: Approve proposal.
ATTACHMENTS:
7.3 HORTON MCNULTY SAETEURN LLP PROPOSAL (03.11.2025) 2024-2026 AUDIT SERVICES
- 7.4 Operations and Maintenance (O&M) Services Agreement, Sierra Water Utility LLC
SUBJECT: Approve the Operations and Maintenance Services Agreement with Sierra Water Utility. The current agreement terminates in April 2025.
FISCAL IMPACT: \$43,000 annually in 2024.
ACTION REQUESTED: Approve Operations and Maintenance Services Agreement with Sierra Water Utility.
ATTACHMENTS:
7.4 IN PROGRESS – SIERRA WATER UTILITY OPERATIONS AND MAINTENANCE SERVICES AGREEMENT

8 DISTRICT ENGINEER REPORT

- 8.1 Cost of Service Analysis
SUBJECT: As directed, the District Engineer prepared a draft cost of service analysis for the District. This study is used as the basis for rate changes for District customers. The District Engineer has compiled the financial data from 2022, 2023 & 2024 and has prepared two rate change scenarios (20% versus 25%) for board discussion for the Year One rate increase so that the new rate covers the District's expenses.
FISCAL IMPACT: NONE
ACTION REQUESTED: Review of the rate increase scenarios and direction from the Board in preparation for finalizing the Cost of Service Analysis.
ATTACHMENTS:
8.1 COST OF SERVICE - RATE INCREASE SCENARIOS (04.22.2025)
- 8.2 USBR Grant-Funded Meter Replacement and Lead Service Laterals Assessment Project
SUBJECT: USBR Grant reimbursement update.
FISCAL IMPACT: NONE
ACTION REQUESTED: Receive information, discuss and provide direction.

9 DISTRICT OUTREACH REPORT (NON-ACTION ITEMS)

- SUBJECT: Report by Nicole Johansson on the following areas:
(a) funding opportunities / legislative outreach
(b) Regroup Mass notification system
FISCAL IMPACT: NONE
ACTION REQUESTED: Receive information, discuss and provide direction.

10 WATER OPERATOR REPORT (NON-ACTION ITEMS)

10.1 Monthly Water Operator Report

SUBJECT: Report by water operator on previous month's activities.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

ATTACHMENTS:

10.1A WATER OPERATOR LOG FOR MARCH 2025

10.1B WORK ORDER STATUS REPORT FOR MARCH 2025

11 DISTRICT COUNSEL REPORT (NON-ACTION ITEMS)

SUBJECT: Verbal report by counsel on district-related activities. *See also regular agenda.*

12 REGULAR AGENDA

12.1 Strategic Planning – Director Doyle

SUBJECT: Update on District strategic planning process. The first strategic planning meeting is scheduled for May 5, 2025 at the District office.

FISCAL IMPACT: Unknown

ACTION REQUESTED: Receive information, discuss, and provide direction.

12.2 Additional Active Unmetered Service Lines

SUBJECT: A District customer has two unmetered and unbilled service lines in addition to the active metered service. Staff wishes direction on whether to coordinate with customer to set up new accounts, consolidate the lines, or abandon the 'extra' service lines.

FISCAL IMPACT: Unknown

ACTION REQUESTED: Review and provide guidance to staff.

ATTACHMENTS:

12.2 MEMORANDUM TO BOARD (04.08.2025) UNMETERED LINES

12.3 Butte Local Agency Formation Commission (LAFCO) 2025 Election

SUBJECT: Board to consider and elect Special District Regular "Non-Enterprise" Member and an Alternate "Enterprise/Non-Enterprise" Member. Both terms will begin on June 1, 2025 and will expire May 31, 2029.

FISCAL IMPACT: None

ACTION REQUESTED: Review and provide guidance to staff.

ATTACHMENTS:

12.3A LTR. FROM LAFCO (2025.03.18) NOMINATION RESULTS

12.3B BUTTE LAFCO ELECTION BALLOT (2025.03.18)

- 12.4 Adopt Resolution 2025-02 relating to AB 2257 establishing an independent administrative remedy that must be exhausted prior to any Proposition 218 litigation.
SUBJECT: Approve Resolution 2025-02 - Administrative Remedy Relating to Proposition 218 Litigation.
FISCAL IMPACT: NONE.
ACTION REQUESTED: Discuss and adopt Resolution 2025-02.
ATTACHMENTS:
12.4 IN PROGRESS - RESOLUTION 2025-02 – ADMINISTRATIVE REMEDY RELATING TO PROPOSITION 218 LITIGATION.

- 12.5 Adopt policy authorizing administrative assistant to make routine payments for District expenses, such as paying utilities and rent.
SUBJECT: District board authorizes administrative assistant to make routine payments for date-sensitive utility and operations accounts, such as PGE, office supplies, postage, software, and others. The Board will set a reasonable limit per transaction.
FISCAL IMPACT: ???
ACTION REQUESTED: Discuss and adopt policy / resolution?
ATTACHMENTS:
12.5 IN PROGRESS

13 CLOSED SESSION - NONE

14 FUTURE AGENDA ITEM DISCUSSION

Opportunity for Board to discuss specific items for future board meetings.

15 DIRECTORS' COMMENTS

Opportunity for Board comments on items not listed on the agenda.

16 ADJOURNMENT

Adjourn to the next Regular Board Meeting at 5:30 p.m. on June 18, 2025.

There will be a special board meeting for strategic planning on May 5, 2025 from 8:30 am – 12 pm at the District office. There Board will not meet in regular session in May due to staff vacation.

All meetings will be held at the District office at 9341 Midway, Unit B unless otherwise noted.