



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

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

Tuesday, March 18, 2025
5:30 PM

District Office
9418-C Midway
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, 9418-C Midway, 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

- 3.1 Ltr. from SDRMA (03.03.2025) Renewal estimate

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 February 13, 2025 to March 13, 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 February 18,2025.
SUBJECT: Approve draft minutes.
FISCAL IMPACT: NONE.
ACTION REQUESTED: APPROVE
ATTACHMENTS:
7.2 FEBRUARY 18, 2025 BOARD MINUTES

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 a draft of the projected operational expenses for the next five years.

FISCAL IMPACT: NONE

ACTION REQUESTED: Review of the Cost of Service Analysis and direction from the Board.

ATTACHMENTS:

8.1 COST OF SERVICE ANALYSIS (03.13.2025) DRAFT

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 FEBRUARY 2025

10.1B WORK ORDER STATUS REPORT FOR FEBRUARY 2025

10.2 State Water Resources Control Board Notice of Violation – Nitrate Monitoring

SUBJECT: Report by water operator on State Water Resources Control Board (SWRCB) Notice of Violation relating to required nitrate monitoring - CITATION NO. 21-25C-004.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

ATTACHMENTS:

10.2 LTR. FROM SWRCB (03.04.2025) NITRATE MONITORING VIOLATION - CITATION NO. 21-25C-004

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 Annual Audit - 2023

SUBJECT: 2023 Audit Report by Horton McNulty and Saeteurn LLP

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information and discuss 2023 audit.

ATTACHMENTS:

12.1A 2023 Audit and Financial Statements (12.31.2023)

12.1B 2023 Auditor Report to the Board (12.31.2023)

12.2 2024-2026 Audit Services Proposal, Horton McNulty Saeteurn, LLP

SUBJECT: Review and approve the 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). The current agreement concluded with the completion of the 2023 financial audit (Agenda Item 12.1).

FISCAL IMPACT: \$33,100 over three years.

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

ATTACHMENTS:

12.2 HORTON MCNULTY SAETEURN LLP PROPOSAL (03.11.2025) 2024-2026 AUDIT SERVICES

12.3 Strategic Planning – Director Doyle

SUBJECT: Consider holding a strategy meeting with the Board and staff to develop a 3- to 5-year strategic plan.

FISCAL IMPACT: Unknown

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

ATTACHMENTS:

12.3 IN PROGRESS – PROPOSAL FROM FACILITATOR FOR STRATEGIC PLANNING PROCESS

12.4 New District Office Location Consideration – Director Sohnrey

SUBJECT: Lease regarding new potential District office location

FISCAL IMPACT: \$300 per month through 2028

ACTION REQUESTED: 1) Discuss and consider lease and location for new District office; 2) approve lease agreement and new office location; 3) authorize District President to execute lease agreement; and 4) provide direction to staff.

ATTACHMENTS:

12.4 IN PROGRESS – LEASE AGREEMENT

12.5 Operations and Maintenance (O&M) Services Agreement, Sierra Water Utility LLC

SUBJECT: Review and 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: Discussion only. Receive information, discuss, and provide direction.

ATTACHMENTS:

12.5 IN PROGRESS – SIERRA WATER UTILITY Operations and Maintenance Services Agreement

13 CLOSED SESSION

- 13.1 Public Employee Performance Evaluation (Government Code 54957(b)(1)) – District Water Operator
- 13.2 Public Employee Performance Evaluation (Government Code 54957(b)(1)) – District Counsel
- 13.3 Public Employee Performance Evaluation (Government Code 54957(b)(1)) – District Engineer

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 Wednesday April 9, 2025.