



**DURHAM IRRIGATION DISTRICT**  
**Meeting Minutes**  
**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**

---

**1 CALL TO ORDER – 5:30 PM**

Present: Directors Doyle, Phillips and Sohnrey.

Absent: NONE

Also present: District Engineer Mark Adams; Water Operator Mike Butler; Public Outreach Nicole Johansson; General Counsel Amanda Uhrhammer, and Administrative Assistant Jeannie Trizzino.

**2 ROLL CALL / OPENING BUSINESS**

2.1 AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS – NO CHANGES

2.2 PUBLIC COMMENT

Mr. Patrick Button commented asked whether the directors were aware of changes to the Proposition 218 rate increase procedures due to the passage of AB 2257 and whether the District intended to comply with these changes.

Director Phillips commented that the District will take all necessary steps to follow the procedures when it brings forward the resolution to increase the rates in the future.

**3 CORRESPONDENCE**

3.1 Ltr. from SDRMA (03.03.2025) Renewal estimate  
No discussion.

**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.  
No one from the District was able to attend the March 12, 2025 Vina GSA Board meeting.

**6 PUBLIC HEARINGS – NONE**

**7 INFORMATION/CONSENT CALENDAR**

- 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

- 7.2 Board of Directors Meeting Minutes for February 18, 2025.

SUBJECT: Approve draft minutes.

FISCAL IMPACT: NONE.

ACTION REQUESTED: APPROVE

**A motion was made by Director Phillips and seconded by Director Sohnrey to approve the Consent Agenda.**

**Aye: 3 – Doyle, Phillips, Sohnrey**

**Nay: 0**

**Absent: 0**

**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.

District Engineer Mark Adams called to attention a few items from the draft cost of service analysis (COSA): (a) cost of future PFAS testing, (b) rate history of the District as confirmed by District staff, (c) the budget summary was based on comments and input from last month's cost data sheet, (d) the budget projection for 2025 is subject to change depending on how quickly a rate increase can be implemented, and (e) that usage was estimated to decrease by 5% upon the rate increase. The schedule for the five-year increase will be Year 1 – 15% increase, Years 2-5 – 10% increase.

Director Phillips noted an error in the table under the Rate Comparison section of the draft COSA that the District Engineer will correct. The board intends to accept the COSA and the accompanying resolution at its April board meeting. Discussion ensued to confirm that the next board meeting will be held on April 16, 2025.

*PUBLIC COMMENT*

Mr. Button asked whether the District would use property-based feeds to replace the old wharf fire hydrants.

Director Phillips commented that the specifics would be determined on a case-by-case basis. District Engineer Adams commented that the wharf hydrants would be replaced when the affected pipeline was replaced.

Mr. Button asked whether there would be a community workshop.  
Director Phillips commented that there would be.

Mr. Button asked why the connection fees did not go up with the cost of living and additionally referred to previous statements from the District that new developments should pay their own way.

- 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.

District Engineer Adams commented that there was no new information from USBR.

## 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.

Outreach consultant Johansson reported that Congressman LaMalfa's office requested that the District resubmit its proposal requesting community project funding for the 2-MG water storage tank project. Johansson will review the previous proposal and update as needed for re-submittal.

## 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.

Water Operator Michael Butler reports that Adam Daigle will continue to clear open work orders for connections needing new or replacement meters.

### 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.

Water Operator Michael Butler reports that the reminder/notification system did not issue reminders for nitrate monitoring in 2024, so the District did not test for nitrates as

required, hence the Notice of Violation. He has changed to new water quality testing laboratory which will oversee tracking of chain of custody, bottle preparation, and SWRCB monitoring requirements.

## 11 DISTRICT COUNSEL REPORT (NON-ACTION ITEMS)

SUBJECT: Verbal report by counsel on district-related activities. *See also regular agenda.*  
No report.

## 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.

Director Phillips commented that he reviewed the draft audit and collaborated with the auditor to answer questions they had.

A motion was made by Director Phillips and seconded by Director Sohnrey to approve the 2023 Annual Audit results.

Aye: 3 – Doyle, Phillips, Sohnrey

Nay: 0

Absent: 0

### 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.

Director Phillips commented that he found the proposal to be reasonable and further noted that the audit firm is local, which is a plus in terms of pricing and convenience.

District Counsel noted that the action requested in the agenda did not include approving the agreement, only discussion. Therefore, approval of the agreement would need to be re-agendized at the District's April 2025 board meeting but could be moved to the consent portion of the agenda in the interest of efficiency.

### 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.

Director Doyle reported that Margaret Schmidt is available to serve as a strategic planning facilitator for the District. The board selected a date and Margaret's proposal

will be presented for board approval. Director Phillips will send the Paradise Irrigation District Strategic Plan for the directors to review.

- 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.

Tabled to next board meeting as the lease agreement is still pending.

- 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.

Tabled to next board meeting as the agreement is still pending.

The Board moved into Closed session at 6:50 p.m.

### **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

The Board returned from Closed Session at 7:15 p.m.

On each item 13.1, 13.2, and 13.3, direction was given to staff. No reportable actions were taken.

### **14 FUTURE AGENDA ITEM DISCUSSION**

Director Phillips directed District Counsel to draft a spending resolution for consideration at the April board meeting that enables District administrative assistant to pay certain routine and necessary bills, such as PGE, as needed.

### **15 DIRECTORS' COMMENTS**

No comments.

### **16 ADJOURNMENT**

There being no further business, the meeting adjourned at 7:21 p.m. The next regular Board Meeting is scheduled for 5:30 p.m. on Wednesday April 9, 2025.