



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

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

Wednesday, November 19, 2025
5:30 PM

District Office
9341 Midway, Unit B
Durham CA 95938

1 CALL TO ORDER – 5:37 PM; board deliberations commenced upon arrival of Director Phillips at 5:40 pm.

Present: Directors Doyle, Phillips and Sohnrey.
Absent: NONE
Also present: District Engineer Robin Kampmann; District Counsel Sophia Meyer (remote), Public Outreach Nicole Johansson; and Admin. Assistant Jeannie Trizzino.

2 ROLL CALL / OPENING BUSINESS

- 2.1 AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS – NO CHANGES
- 2.2 PUBLIC COMMENT

3 REPORTS/ANNOUNCEMENTS FROM DIRECTORS

- 3.1 VINA GSA REPORT ([Vina GSA Calendar Link](#))
SUBJECT: Status report on Vina GSA.
FISCAL IMPACT: NONE
ACTION REQUESTED: Receive information, discuss and provide direction.

4 INFORMATION/CONSENT CALENDAR

- 4.1 Warrant Sheet from October 10, 2025 to November 10, 2025, including payments, deposits, and transaction adjustments.
SUBJECT: Approve payments, deposits, and transaction adjustments.
FISCAL IMPACT: See attachments.
ACTION REQUESTED: APPROVE
- 4.2 2026 District Calendar
SUBJECT: Approve 2026 schedule of District board meetings.
FISCAL IMPACT: NONE.
ACTION REQUESTED: Approve 2026 schedule of board meetings.
A motion was made by Director Phillips and seconded by Director Sohnrey to approve Items 4.1, and 4.2 of the Consent Agenda with direction to staff to correct a minor date error in Item 4.2 – 2026 District Calendar.
Aye: 3 – Doyle, Phillips, Sohnrey
Nay: 0
Absent: 0

5 DISTRICT ENGINEER REPORT

- 5.1 Service Line realignment at 9405 Midway (NW corner Midway and Durham Dayton Hwy)
SUBJECT: A water service line runs beneath another parcel's concrete parking lot. The owner of the parcel was notified by letter in August 2025 that this service line needs to be moved, at his expense, so that it no longer underlies another parcel. The District gave direction to the District Engineer to prepare letters for both property owners clarifying the steps that have already been taken and that the next steps would be considered a civil matter.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

District Engineer directed to prepare a letter to two parcel owners in coordination with District Counsel District Counsel asked to prepare a legal opinion on the matter to serve as guidance for future similar situations.

- 5.2 Service Line realignment at 9260 Goodspeed.
SUBJECT: The service line for this address runs beneath private property and will need to be relocated so that it connects to a separate District service line. The Board is asked to give direction to District Engineer to communicate with the owner to accomplish this line relocation, at their expense, so that it no longer underlies another parcel.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information.

District Engineer reported that she has drafted the letter and will work with District Counsel to finalize and close the matter.

- 5.3 2026 District Budget and Capital Improvement Project List Update
SUBJECT: As part of its 2025-2030 strategic plan, the District directed the District Engineer to prepare a budget for 2026 and to adjust and update the District's CIP list.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

District Engineer presented a draft single-year budget for 2026, noting that PGE charges have increased much more than anticipated, so future increases are not easy to predict. She will meet with District staff to review line-item charges for the upcoming year. The board directed District Engineer to ensure a line item or category for capital improvement funds.

- 5.4 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.

6 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 – use of system - notification policy

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

The board directed Johansson to hold off on grant pursuits; the District will be occupied with the community funding grant for the water storage tank project from Congressman LaMalfa’s office.

7 WATER OPERATOR REPORT (NON-ACTION ITEMS)

- 7.1 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 Mike Butler reported that there was flooding at the Holland Well site because of issues with the sand filtration system, which he has now corrected. He commented that his order for meters for the District was on backorder; he will be able to proceed with meter installations once these meters arrive.

- 7.2 District Chlorine Supply
 SUBJECT: Report by water operator on chlorine supply options for the District.
 FISCAL IMPACT: Unknown
 ACTION REQUESTED: Receive information, discuss and provide direction.

Water Operator Mike Butler reported that he has worked out a chlorine supply agreement for 2026. This will be included in the budget presented for Board approval at the December 2025 board meeting. Butler further noted that there is a need to complete the replacement of the last 400-ft segment of the Brown Faber water line. This last segment is a straightforward replacement with no private party complications (i.e., a private concrete driveway).

8 DISTRICT COUNSEL REPORT (NON-ACTION ITEMS)

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

9 REGULAR AGENDA

- 9.1 Annual Audit - 2024
 SUBJECT: 2024 Audit Report by Horton McNulty and Saeteurn LLP
 FISCAL IMPACT: NONE
 ACTION REQUESTED: Receive information and discuss 2024 audit.

Director Phillips noted that he collaborated with the auditor to finalize the audits. He noted that he will bring forward an investment policy for board approval at the December board meeting.

A motion was made by Director Phillips and seconded by Director Sohnrey to accept the 2024 District Audit.

Aye: 3 – Doyle, Phillips, Sohnrey
Nay: 0
Absent: 0

- 9.2 Strategic Planning – Director Doyle
SUBJECT: Updates on strategic planning action items and goals.
FISCAL IMPACT: Unknown
ACTION REQUESTED: Receive information, discuss, and provide direction.

Board discussed staffing and consolidation of tasks, and scheduled preparation for board expansion to five seats to the end of 2027.

- 9.3 Mass Notification Policy
SUBJECT: Updates on strategic planning action items and goals.
FISCAL IMPACT: Unknown
ACTION REQUESTED: Receive information, discuss, and provide direction.

Draft mass notification policy discussed and planned for adoption at December 2025 board meeting.

10 FUTURE AGENDA ITEM DISCUSSION

Director Phillips will put forward a District Leak Adjustment Policy to offer customers one-time relief from catastrophic leaks.

Director Phillips will also put forward a Low Income Assistance Policy for rate payers to assist low-income community members.

Finally, Director Phillips asked the board and staff to consider steps to put the District logo on the Durham “D” sign on Durham-Dayton Highway between Midway and Highway 99.

Director Doyle will put forward an agenda item to develop backup administrative staff for the District.

11 DIRECTORS’ COMMENTS

Director Phillips noted that he will be serving on the California Special Districts Association Board of Directors starting in January 2026. He will attend the quarterly meetings of their board and the annual conference.

Director Sohnrey thanked District Engineer Robin Kampmann for her assistance and welcomed and thanked District Counsel Sophia Meyer for attending her first District board meeting.

12 ADJOURNMENT

There being no further business, the meeting adjourned at 7:04 pm.

Adjourn to the next Regular Board Meeting at 5:30 p.m. on December 17, 2025.

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