



DURHAM IRRIGATION DISTRICT
Meeting Minutes
Board of Directors:

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

Tuesday, September 17, 2024
5:30 PM

District Office
9418-C Midway
Durham CA 95938

1 CALL TO ORDER – 5:32 PM

Present: Directors Doyle, Phillips and Sohnrey.

Absent: NONE

Also present: District Engineer Robin Kampmann; Water Operator Adam Daigle; District Counsel Amanda Uhrhammer; Public Outreach Nicole Johansson, and Administrative Assistant Jeannie Trizzino.

2 ROLL CALL / OPENING BUSINESS

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

2.2 PUBLIC COMMENT – NO COMMENTS

3 CORRESPONDENCE - NONE

4 PRESENTATIONS - NONE

5 REPORTS/ANNOUNCEMENTS FROM DIRECTORS

5.1 VINA GSA REPORT (Vina GSA Calendar here: <https://www.vinagsa.org/calendar>)

SUBJECT: Status report on Vina GSA.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

Chair Doyle reports that Vina GSA is still recruiting Stakeholder Advisory Committee (SHAC) representatives and that the SHAC meeting has been rescheduled to November 2024 as a result. Outreach coordinator Nicole Johansson reports that the Vina GSA Management Committee discussed the upcoming outreach campaign in association with the upcoming Vina GSA rate review.

PUBLIC COMMENT

Mr. Patrick Button commented whether Sierra Nevada Brewery was paying any fees related to Vina GSA.

6 PUBLIC HEARINGS - NONE

7 INFORMATION/CONSENT CALENDAR

- 7.1 Warrant Sheet from August 16, 2024 to September 12, 2024, 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 August 20, 2024.
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 entire Consent Agenda.

Aye: 3 – Doyle, Phillips, Sohnrey

Nay: 0

Absent: 0

8 DISTRICT ENGINEER REPORT

- 8.1 Brown-Faber Pipeline Replacement
SUBJECT: Segments of the Brown-Faber Pipeline are in poor condition and need to be replaced as emergency repair work.
FISCAL IMPACT: \$60,000 estimated

District Engineer reports that NorthStar prepared bid documents for replacement of a section of the Brown-Faber Pipeline and sent them to four companies with an NTE threshold of \$60K. The bid package was modified to remove a requirement to replace concrete on a portion of the project overlying a resident's property where the owner had paved over the District's service line. Counsel will meet with the owner and District Engineer to discuss options the property owner has in this case (e.g., to perform the work himself, have the District contractor perform the work, or have another company do the work). District Engineer confirmed that any unmetered connections in the replacement segment will have meters installed in the process of the line replacement. Customers receiving meters will be converted to metered billing and will be charged for meter installation.

The bid package was submitted to four qualified contractors. One responded immediately that they were too busy to schedule the job, and another met with Sierra Water Utility and District Engineer to tour the job site.

- 8.2 CIP Update
SUBJECT: District Engineer to report on changes to the CIP adopted at the June 2024 board meeting.
FISCAL IMPACT: NONE
ACTION REQUESTED: Adopt revised Final CIP.

District Engineer did not transmit final CIP for board review and approval, so the matter was tabled for discussion to the October 2024 board meeting. District Engineer noted that the primary change to the CIP from the previously approved June 2024 version was to move the water storage tank project to Phase 3, since the expected funding for this project was no longer available in the near term.

8.3 Capacity Fees

SUBJECT: District Engineer to report on financing schedule and plan for the Capacity Fee/Prop 218 Process.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

Director Phillips will send information to the District Engineer for incorporation into the draft capacity fee calculations. The revised fee calculations will include updated connection fees.

8.4 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.

District Engineer is isolating the non-ground-breaking portions of the project that did not require environmental review and should be reimbursable.

8.5 CIP and Funding Implementation Assistance Services

SUBJECT: Approval of the agreement with Luhdorff & Scalmanini Consulting Engineers (LSCE) for continued CIP and funding implementation services. The previous agreement for services approved in 2022 is expended.

FISCAL IMPACT: Not to exceed \$15,000.00.

ACTION REQUESTED: District Engineer recommends the Board approve the agreement.

Director Doyle asked whether the agreement needed to be approved at this time and suggested that approval be scheduled to some time after the CIP was finalized and adopted, likely to the December 2024 board meeting.

A motion was made by Director Phillips and seconded by Director Sohnrey to table contract approval until after the CIP is finalized.

Aye: 3 – Doyle, Phillips, Sohnrey

Nay: 0

Absent: 0

PUBLIC COMMENT

Mr. Patrick Button commented that there is a proposition on the November ballot that would eliminate the Prop. 218 process for rate increases.

9 DISTRICT OUTREACH REPORT (NON-ACTION ITEMS)

SUBJECT: Report by Nicole Johansson on the following areas: (a) community outreach, (b) funding opportunities, (c) legislative outreach, and (d) management responsibilities, including mass notification system.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

Johansson confirmed that her District work (and billings) is on a minimal basis pending the start of the planned Prop. 218 rate increase process.

10 WATER OPERATOR REPORT (NON-ACTION ITEMS)

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

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

Water Operator discussed SDRMA risk potential assessment conducted on August 28, 2024, noting that a few issues were identified that he would be able to address. He is coordinating with District Engineer to finalize the Lead Service Line inventory for the state. He is awaiting the results of the PFAS testing.

11 DISTRICT COUNSEL REPORT (NON-ACTION ITEMS)

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

District Counsel noted that in order to authorize staff (i.e., administrative assistant) to issue payments outside of regular warrant process, the board could approve a change to the existing District Procurement Policy.

PUBLIC COMMENT

Mr. Patrick Button commented he would like the District to consider a policy by which newly metered customers could invoke a grace period giving them time to repair a previously unknown leak.

12 REGULAR AGENDA

12.1 Consideration of District Bylaws

SUBJECT: Consideration of District Bylaws.

FISCAL IMPACT: NONE

ACTION REQUESTED: Adopt District Bylaws.

District Counsel noted that updated bylaws will expand board from three directors to five, which may generate more community interest, make compliance with state law that requires supermajority votes on certain matters, and expand the officer roster to: President, Vice President, Secretary, and Treasurer, noting that the Secretary can delegate tasks to a general manager. Additionally, the District can consider seating someone in the role of Director of Finance.

Director Sohnrey asked for clarification on the requirements to serve on the Board. District Counsel replied that the requirements are simple – that a Director must be a resident in the District, whether they be an owner or a tenant. Director Phillips noted that the District is exempted from the requirement to divide itself into separate sub-districts under special state legislation passed in the early 2000s.

PUBLIC COMMENT

Mr. Patrick Button suggested that the District include a specific mission statement in its bylaws. Director Doyle referred him to the "About" section on the District's website.

12.2 Certificate of Insurance Tracking Service

SUBJECT: Consideration of agreement for tracking services for Certificates of Insurance, W9s, and other compliance documents to ensure liability coverage minimums are met and that COIs and business licenses are still active. The District has ~30 vendors it must track and will have more as work on CIP projects commences, as well as SCIF vendor audits. The PINS service will allow the District to automate required document requests, reducing staff time to accomplish a labor-intensive task.

FISCAL IMPACT: \$1,000 / year

ACTION REQUESTED: Approve 12-month service agreement with PINS for certificate of insurance tracking.

A motion was made by Director Phillips and seconded by Director Sohnrey to approve the agreement with PINS Certificate of Insurance Tracking Service pending approval of contract by District Counsel.

Aye: 3 – Doyle, Phillips, Sohnrey

Nay: 0

Absent: 0

13 DIRECTORS' COMMENTS

Director Phillips directed staff to arrange for District-based emails for each director in the form of first initial + last name @ didwater.org.

Director Phillips requested District Counsel to clarify the process for the appointment of new directors upon adoption of bylaws. District Counsel advised that the District would go through a similar process to that when Director Sohnrey was seated. The county would be notified after the board approved and appointed new directors. After the initial appointment, coordination of candidacy would be through the County Board of Elections.

Director Sohnrey thanked everyone for attending.

Director Doyle directed District counsel to research options for board compensation in addition to or instead of the current stipend system. Director Sohnrey was concerned about the budget increase the District would incur with an expanded director roster.

14 ADJOURNMENT

There being no further business, the meeting adjourned at 6:45 pm. The next Regular Board Meeting is scheduled for October 15, 2024.