



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

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

Tuesday, February 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 -- 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 January 15, 2025 to February 12, 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 December 17, 2024 and January 22, 2025.

SUBJECT: Approve draft minutes.

FISCAL IMPACT: NONE.

ACTION REQUESTED: APPROVE

ATTACHMENTS:

7.2A DECEMBER 17, 2024 BOARD MINUTES

7.2B JANUARY 22, 2025 BOARD MINUTES

8 DISTRICT ENGINEER REPORT**8.1 Cost of Service and Capacity Fee Study**

SUBJECT: As directed, the District Engineer prepared a draft cost of service and capacity study 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 Draft Projected Operational Expenses and Direction from the Board.

ATTACHMENTS:

8.1 – IN PROGRESS

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 Nass notification system

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

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.

ATTACHMENTS:

10A WATER OPERATOR LOG FOR JANUARY 2025

10B WORK ORDER STATUS REPORT FOR JANUARY 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 Change meeting date for regular district board meetings.
SUBJECT: The board wishes to move its regular board meetings from the third Tuesday of the month to the second Wednesday of the month to better accommodate staff and consultant attendance. As required by Water Code Section 21378, notice of the proposed meeting change was published for two weeks in the local paper of record.
FISCAL IMPACT: None.
ACTION REQUESTED: Adopt Resolution 2025-01 - A Resolution Of The Durham Irrigation District Establishing Time And Place Of Regular Meetings to the second Wednesday of the month at 5:30 p.m.
ATTACHMENTS:
12.1 Resolution 2025-01 with affidavit of publication
- 12.2 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.
- 12.3 New District Office Location Consideration – Director Sohnrey
SUBJECT: Consideration of relocating District office.
FISCAL IMPACT: Unknown
ACTION REQUESTED: Receive information, discuss, and provide direction to staff.
- 12.4 Payment Processing
SUBJECT: Report on district costs for customers statement delivery (mail versus paperless) and costs of credit card processing fees for self-service credit card payments that the District bears.
FISCAL IMPACT: \$4,651 annually in 2024.
ACTION REQUESTED: Receive information, discuss, and provide direction to staff.
ATTACHMENTS:
12.4 STAFF REPORT (02.01.2025) ONLINE PAYMENT ANALYSIS
- 12.5 Butte LAFCO Nominations
SUBJECT: The Butte Local Agency Formation Commission is calling for nominations to serve on the Commission for one Special District Regular Non-Enterprise Member and one alternate member. Written nominations are due back to LAFCO by March 14, 2025.
IMPACT: None.
ACTION REQUESTED: Receive information, discuss, and authorize nominees (if any) to Butte LAFCO for submittal.
ATTACHMENTS:
12.5 Ltr. from LAFCO (2025.02.07) Call for Nominations

- 12.6 California Special Districts Association Nominations
SUBJECT: The California Special Districts Association calling for nominations for directors to help lead the CSDA for the 2026-2028 term. Written nominations are due back to CSDA by April 21, 2025. The current director for the Northern Network is Kim Seney, Director, Gold Mountain CSD in Clio, CA.
IMPACT: None.
ACTION REQUESTED: Receive information, discuss, and authorize nominees (if any) to CSDA for submittal.
ATTACHMENTS:
12.6 Ltr. from CSDA (02.10.2025) Call for Nominations
- 12.7 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:
12.7 – IN PROGRESS

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 on Wednesday March 12, 2025.