

**Durham Irrigation District Board of Directors
Board Meeting
September 20, 2022 - 5:30 PM
AGENDA**

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Durham Irrigation District Office or Online at www.didwater.org

- *The Board of Directors is committed to making its meetings accessible to all citizens. Any person requiring special accommodation to participate is requested to contact the District Office at 530-343-1594 at least 48 hours in advance of the meeting.*
- *The Board of Directors or its Chair, pursuant to Government Code section 54954.3, reserve the right to impose reasonable regulations governing public participation on agenda and non-agenda items, including limiting the total amount of time allocated to public testimony on particular issues and for each individual speaker.*

Posted: 3:00PM, September 16, 2022 at 9418-C Midway, Durham, CA 95938 and www.didwater.org.

Board of Directors:

Matt Doyle, Chair
Raymond Cooper, Director
Kevin Phillips, Director

District Staff:

Jeff Carter, District Counsel
Mark Adams, District Engineer
Mike Butler, Water Operator
Jeannie Trizzino, Administrative Assistant

AGENDA ITEMS:

1 CALL TO ORDER

- 1.1 Roll Call/Establishment of Quorum
- 1.2 Introduction of Guests

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 PRESENTATIONS

All Items Informational/Possible Action
None.

4 CONSENT AGENDA

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.

Action Requested: that the Board of Directors approve the following Consent Agenda items.

- 4.1 Monthly Financial Report for August 2022, including:
 - 4.1.1 Balance Sheet
 - 4.1.2 Profit & Loss Statement
 - 4.1.3 Previous Year Comparison
 - 4.1.4 General Ledger
 - 4.1.5 Board Recap, Water Sales and AR Aging Report
- 4.2 Approval of the Warrant Sheet from August 16, 2022 to September 19, 2022, including payments, deposits, and transaction adjustments.
- 4.3 Approval of the minutes for the August 16, 2022 and March 15, 2022 Board Meetings.

5 REGULAR AGENDA

- 5.1 Items Removed from Consent Agenda

6 CORRESPONDENCE

All Items Informational/Possible Action/Direction

- 6.1 NONE

7 WATER OPERATIONS BUSINESS

- 7.1 Ongoing/New Business
All Items Informational/Possible Action/Direction
 - 7.1.1 Replace fence behind Library site
- 7.2 Review of Water Operator Log for August 2022 (Operator Mike Butler)
- 7.3 Monthly Work Order Status Report through September 15, 2022

8 GENERAL BUSINESS

- 8.1 District Activities and Status Report from District Engineer.
(All Items Informational/Possible Action/Direction)
 - 8.1.1 Status Updates and Activities Not Requiring Board Action
 - 8.1.1.1 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.
 - 8.1.1.2 Capital Improvement Plan - Projects and Cost Estimates and set CIP Planning Meeting dates to review identified projects, timeline for implementation, and financial opportunities and constraints.

- Action Requested: Review and approve CIP Development and Funding Services Proposal from Luhdorff & Scalamanini Consulting Engineers (LSCE) dated September 9, 2022.
- 8.1.1.3 Policy: Sealed Meters
 - 8.1.1.4 Policy: Homeowner incursion of District easement, specifically owner responsibility for damage caused to pipeline caused by trees
 - 8.1.1.5 Annual Audit 2020. Review status of audit activities.
 - 8.1.2 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.
Action Requested: Update from District Engineer and staff on status of grant.
 - 8.1.3 Easement Agreement between DID and DUSD for connections along east side of Durham Dayton Highway.
Action Requested: Status update from District Counsel or District Engineer on draft letter agreement.
 - 8.1.4 Biennial Conflict of Interest Update
Action Requested: Update from Counsel on 2022 Local Agency Biennial Notice regarding District's Conflict of Interest Code.
Deadline to reply to County Counsel is August 1, 2022.
Action Requested: Board Approval of Resolution 2022-10.
 - 8.2 Development Projects. Review status of development projects' activities.
 - 8.2.1 Butte County Farm Bureau Project – 9412 Jones Avenue
Status: Will Serve letter transmitted to Butte County Farm Bureau.
 - 8.3 Sierra Water Utility Contract renewal
Action Requested: Update from Counsel on contract renewal.
 - 8.4 Annual Audit RFP status
Action Requested: Staff update.
 - 8.5 Memorandum to Board
 - 8.5.1 Regarding Acct 684 – 2469 Tracy Ranch Road.
Action Requested: Resolution to owner following discussion at June and July board meetings.
 - 8.6 Options for general management of the District, including, but not limited to, potential General Manager replacement and advertisement.
Action Requested: Continue to review and discuss options for general management of the District and provide direction to staff.
 - 8.7 Update on Accounts Receivable Status.
Action Requested: Update from staff on collections status.
 - 8.8 Drought Planning for Small Water Suppliers and Rural Communities required under SB 552.
Action Requested: Further discussion on SB552 compliance.
Under SB552 small water suppliers are required to (1) have an abridged water shortage contingency plan, (2) annually report their water supply conditions and use, and (3) possibly upgrade their infrastructure to drought-resilient standards.
NOTE: The initial deadlines for small water suppliers are:
--Detect Production Well Groundwater Levels – 1/1/2023

--Be a member of a mutual aid organization – 1/1/2023 - CalWarn --
<https://www.calwarn.org/>

- 8.9 Policy and Procedure Manual Updates.
 - 8.9.1 Chapter 1 – Introduction
 - 8.9.2 Chapter 6 – Water Service
- 8.10 Consideration of Resolution 2022-09 authorizing Durham Irrigation District to enter into the joint exercise of powers agreement relating to the California CLASS and to invest in shares of the California CLASS and related matters.

Action Requested: That the Board consider and approve Resolution 2022-09 authorizing Durham Irrigation District to enter into the joint exercise of powers agreement relating to the California CLASS and to invest in shares of the California CLASS and related matters.

9 ATTORNEY REPORT

- 9.1 Updates from Legal Counsel not discussed under other Agenda Items
See Closed Session Item 12.1.
- 9.2 Updates on 2022 Ballot Measure
- 9.3 Update on Elections Division Notice of Offices to Be Filled
- 9.4 Updates on Vina GSA Fee allocation

10 VINA GSA

(All Items Informational/Possible Action/Direction)

See Vina GSA Calendar online here: <https://www.vinagsa.org/calendar>

- 10.1 Vina GSA SHAC Meetings
- 10.2 Vina GSA Board Meetings
- 10.3 Vina GSA/RCRD GSA Board Meetings

11 DIRECTORS' COMMENTS:

Opportunity for Board comments on items not listed on the Agenda.

12 CLOSED SESSION – if needed

- 12.1 Conference with counsel on litigation in the matter of *AquAlliance, et al. v. Vina GSA, et al.*
- 12.2 Consideration of Employment Agreement – Jeannie Trizzino. Pursuant to Government Code Section [54957\(b\)\(1\)](#)
Title: Administrative Assistant
- 12.3 OPEN SESSION CONTINUED – Consideration and Possible Approval of Employment Agreement – Jeannie Trizzino
Action Requested: Approve employment agreement for Jeannie Trizzino.

13 ADJOURNMENT

Adjourn to the next Regular Board Meeting, October 18, 2022.

Attachments

Durham Irrigation District

4.1.1

Balance Sheet

As of August 31, 2022

Aug 31, 22**ASSETS****Current Assets****Checking/Savings****Current Assets**

Cash 270,288.87

Cash on Hand 100.00

Development Fees 36,660.24

Savings 14,379.84

Total Current Assets 321,428.95**Total Checking/Savings** 321,428.95**Total Current Assets** 321,428.95**Fixed Assets****CAPITAL ASSETS****Depreciable Assets**

Equipment 44,352.70

Mains 623,540.00

Pumps 172,575.00

Structures 16,084.00

Wells 127,486.00

Less Accum. Dep'n -434,456.00

Total Depreciable Assets 549,581.70**Total CAPITAL ASSETS** 549,581.70**Non-Depreciable Assets**

Land 20,331.00

Total Non-Depreciable Assets 20,331.00**Total Fixed Assets** 569,912.70**TOTAL ASSETS** 891,341.65**LIABILITIES & EQUITY****Equity****NET POSITION**

Net Investment in Capital Asset 566,549.00

Total NET POSITION 566,549.00

Unrestricted Net Assets 332,467.50

Net Income -7,674.85

Total Equity 891,341.65**TOTAL LIABILITIES & EQUITY** 891,341.65

Durham Irrigation District
Profit & Loss
January through August 2022

4.1.2

	Jan 22	Feb 22	Mar 22	Apr 22	May 22
Ordinary Income/Expense					
Income					
Water Sales Income					
OPERATING REVENUES					
Demand Fees	30.00	60.00	0.00	30.00	0.00
Water Sales	28,168.13	27,359.82	34,235.89	32,222.84	34,308.75
Total OPERATING REVENUES	28,198.13	27,419.82	34,235.89	32,252.84	34,308.75
Total Water Sales Income	28,198.13	27,419.82	34,235.89	32,252.84	34,308.75
Total Income	28,198.13	27,419.82	34,235.89	32,252.84	34,308.75
Expense					
Contract Services					
Accounting Fees	837.00	5,978.00	474.75	525.00	543.75
Engineering Support	990.00	1,350.00	770.00	1,980.00	660.00
Legal Fees	0.00	3,558.60	3,645.00	2,565.00	3,645.00
Water Operations Mgmt.	0.00	0.00	0.00	0.00	0.00
Total Contract Services	1,827.00	10,886.60	4,889.75	5,070.00	4,848.75
OPERATING EXPENSES					
Administration					
Board Stipends	300.00	300.00	400.00	500.00	500.00
Contract Services	821.72	0.00	0.00	273.90	0.00
District Wages, Taxes, Insur.					
Insurance	1,191.73	0.00	0.00	0.00	0.00
Payroll Service Fees	270.82	110.38	117.48	117.48	117.48
Payroll Tax Expense	193.15	235.80	203.76	-5.11	110.37
Wages	2,018.50	2,024.00	1,749.00	1,875.50	2,535.50
Total District Wages, Taxes, Insur.	3,674.20	2,370.18	2,070.24	1,987.87	2,763.35
Fees, Dues, Memberships	4,099.79	0.00	-190.00	0.00	0.00
Office Expense					
Meals	0.00	0.00	0.00	26.04	0.00
Postage	0.00	506.02	200.00	0.00	307.38
Software	0.00	0.00	0.00	0.00	114.99
Supplies	251.20	120.08	0.00	0.00	335.14
Website Hosting	75.00	75.00	75.00	75.00	75.00
Total Office Expense	326.20	701.10	275.00	101.04	832.51
Rent	450.00	450.00	450.00	556.02	650.00
Software Fees	100.00	100.00	220.00	100.00	100.00
Utilities					
Garbage	118.06	124.16	124.16	124.16	124.16
Gas & Electric	3,677.44	3,572.71	4,193.02	4,625.10	4,878.10
Telephone/Internet	179.64	323.51	179.75	179.71	179.71
Total Utilities	3,975.14	4,020.38	4,496.93	4,928.97	5,181.97
Water System Maint, Repair, Repl					
Regular Operations & Maint					
O & M Supplies	0.00	679.26	2,445.81	2,511.82	3,040.65
Water Testing Fees	76.80	450.00	126.40	251.40	225.60

Durham Irrigation District
Profit & Loss
January through August 2022

	Jan 22	Feb 22	Mar 22	Apr 22	May 22
Weed Management	800.00	800.00	800.00	800.00	800.00
Total Regular Operations & Maint	876.80	1,929.26	3,372.21	3,563.22	4,066.25
Water System Repair & Repl.+					
Repairs	3,288.20	0.00	1,506.32	2,122.70	6,870.60
Contractor	3,400.00	0.00	2,378.59	16,221.50	4,665.00
Water Operator	3,140.00	3,140.00	3,140.00	3,140.00	3,140.00
Total Water System Repair & Repl.+	9,828.20	3,140.00	7,024.91	21,484.20	14,675.60
Total Water System Maint,Repair,Repl	10,705.00	5,069.26	10,397.12	25,047.42	18,741.85
Total Administration	24,452.05	13,010.92	18,119.29	33,495.22	28,769.68
Bank Service Charges	219.44	272.01	239.86	268.17	214.35
Total OPERATING EXPENSES	24,671.49	13,282.93	18,359.15	33,763.39	28,984.03
Total Expense	26,498.49	24,169.53	23,248.90	38,833.39	33,832.78
Net Ordinary Income	1,699.64	3,250.29	10,986.99	-6,580.55	475.97
Other Income/Expense					
Other Income					
NON-OPERATING REVENUE					
Interest Income	0.12	0.11	0.12	0.12	0.12
Total NON-OPERATING REVENUE	0.12	0.11	0.12	0.12	0.12
SPECIAL PROJECTS					
Development Projects Income					
Payments Received	0.00	0.00	0.00	0.00	0.00
Total Development Projects Income	0.00	0.00	0.00	0.00	0.00
Total SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
Total Other Income	0.12	0.11	0.12	0.12	0.12
Other Expense					
Special District Projects					
Expenses					
Agency Fees	0.00	0.00	0.00	431.95	0.00
Development Project Fees	0.00	1,847.50	0.00	0.00	0.00
Total Expenses	0.00	1,847.50	0.00	431.95	0.00
Total Special District Projects	0.00	1,847.50	0.00	431.95	0.00
Total Other Expense	0.00	1,847.50	0.00	431.95	0.00
Net Other Income	0.12	-1,847.39	0.12	-431.83	0.12
Net Income	1,699.76	1,402.90	10,987.11	-7,012.38	476.09

Durham Irrigation District
Profit & Loss
January through August 2022

	Jun 22	Jul 22	Aug 22	TOTAL
Ordinary Income/Expense				
Income				
Water Sales Income				
OPERATING REVENUES				
Demand Fees	90.00	30.00	0.00	240.00
Water Sales	44,673.09	44,765.45	48,829.78	294,563.75
Total OPERATING REVENUES	44,763.09	44,795.45	48,829.78	294,803.75
Total Water Sales Income	44,763.09	44,795.45	48,829.78	294,803.75
Total Income	44,763.09	44,795.45	48,829.78	294,803.75
Expense				
Contract Services				
Accounting Fees	506.25	543.75	525.00	9,933.50
Engineering Support	3,900.00	1,210.00	0.00	10,860.00
Legal Fees	2,992.50	0.00	4,567.50	20,973.60
Water Operations Mgmt.	3,140.00	0.00	0.00	3,140.00
Total Contract Services	10,538.75	1,753.75	5,092.50	44,907.10
OPERATING EXPENSES				
Administration				
Board Stipends	300.00	300.00	500.00	3,100.00
Contract Services	0.00	0.00	0.00	1,095.62
District Wages, Taxes, Insur.				
Insurance	5,450.96	-56.25	0.00	6,586.44
Payroll Service Fees	123.20	184.80	123.20	1,164.84
Payroll Tax Expense	225.93	94.82	-142.29	916.43
Wages	2,953.50	1,776.50	2,249.50	17,182.00
Total District Wages, Taxes, Insur.	8,753.59	1,999.87	2,230.41	25,849.71
Fees, Dues, Memberships	0.00	4,000.00	3,156.45	11,066.24
Office Expense				
Meals	0.00	0.00	0.00	26.04
Postage	0.00	0.00	0.00	1,013.40
Software	0.00	0.00	0.00	114.99
Supplies	210.69	209.88	200.00	1,326.99
Website Hosting	75.00	75.00	75.00	600.00
Total Office Expense	285.69	284.88	275.00	3,081.42
Rent	788.00	650.00	650.00	4,644.02
Software Fees	100.00	100.00	100.00	920.00
Utilities				
Garbage	124.16	124.16	124.16	987.18
Gas & Electric	5,507.66	8,280.35	10,451.21	45,185.59
Telephone/Internet	194.91	195.13	195.13	1,627.49
Total Utilities	5,826.73	8,599.64	10,770.50	47,800.26
Water System Maint, Repair, Repl				
Regular Operations & Maint				
O & M Supplies	2,980.37	4,992.37	725.65	17,375.93
Water Testing Fees	275.20	137.27	0.00	1,542.67

Durham Irrigation District
Profit & Loss
January through August 2022

	Jun 22	Jul 22	Aug 22	TOTAL
Weed Management	0.00	1,600.00	900.00	6,500.00
Total Regular Operations & Maint	3,255.57	6,729.64	1,625.65	25,418.60
Water System Repair & Repl.+				
Repairs	387.47	49,600.13	13,783.64	77,559.06
Contractor	0.00	2,400.00	0.00	29,065.09
Water Operator	0.00	3,140.00	3,337.28	22,177.28
Total Water System Repair & Repl.+	387.47	55,140.13	17,120.92	128,801.43
Total Water System Maint,Repair,Repl	3,643.04	61,869.77	18,746.57	154,220.03
Total Administration	19,697.05	77,804.16	36,428.93	251,777.30
Bank Service Charges	303.06	282.18	421.63	2,220.70
Total OPERATING EXPENSES	20,000.11	78,086.34	36,850.56	253,998.00
Total Expense	30,538.86	79,840.09	41,943.06	298,905.10
Net Ordinary Income	14,224.23	-35,044.64	6,886.72	-4,101.35
Other Income/Expense				
Other Income				
NON-OPERATING REVENUE				
Interest Income	0.12	0.12	0.12	0.95
Total NON-OPERATING REVENUE	0.12	0.12	0.12	0.95
SPECIAL PROJECTS				
Development Projects Income				
Payments Received	850.00	0.00	0.00	850.00
Total Development Projects Income	850.00	0.00	0.00	850.00
Total SPECIAL PROJECTS	850.00	0.00	0.00	850.00
Total Other Income	850.12	0.12	0.12	850.95
Other Expense				
Special District Projects				
Expenses				
Agency Fees	0.00	0.00	0.00	431.95
Development Project Fees	0.00	330.00	1,815.00	3,992.50
Total Expenses	0.00	330.00	1,815.00	4,424.45
Total Special District Projects	0.00	330.00	1,815.00	4,424.45
Total Other Expense	0.00	330.00	1,815.00	4,424.45
Net Other Income	850.12	-329.88	-1,814.88	-3,573.50
Net Income	15,074.35	-35,374.52	5,071.84	-7,674.85

Profit & Loss

January through August 2022

	TOTAL			
	Jan - Aug 22	Jan - Aug 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Water Sales Income				
OPERATING REVENUES				
Demand Fees	240.00	0.00	240.00	100.0%
Meter Sales	0.00	2,600.00	-2,600.00	-100.0%
Water Sales	294,563.75	261,370.67	33,193.08	12.7%
Total OPERATING REVENUES	294,803.75	263,970.67	30,833.08	11.68%
Total Water Sales Income	294,803.75	263,970.67	30,833.08	11.68%
Total Income	294,803.75	263,970.67	30,833.08	11.68%
Expense				
Contract Services				
Accounting Fees	9,933.50	9,590.05	343.45	3.58%
Engineering Support	10,860.00	3,451.25	7,408.75	214.67%
Legal Fees	20,973.60	12,397.50	8,576.10	69.18%
Management & Administration	0.00	18,975.00	-18,975.00	-100.0%
Water Operations Mgmt.	3,140.00	0.00	3,140.00	100.0%
Total Contract Services	44,907.10	44,413.80	493.30	1.11%
OPERATING EXPENSES				
Administration				
Board Stipends	3,100.00	3,800.00	-700.00	-18.42%
Contract Services	1,095.62	0.00	1,095.62	100.0%
District Wages, Taxes, Insur.				
Insurance	6,586.44	6,584.89	1.55	0.02%
Payroll Service Fees	1,164.84	748.33	416.51	55.66%
Payroll Tax Expense	916.43	1,036.02	-119.59	-11.54%
Wages	17,182.00	13,139.50	4,042.50	30.77%
Total District Wages, Taxes, Insur.	25,849.71	21,508.74	4,340.97	20.18%
Fees, Dues, Memberships	11,066.24	3,835.76	7,230.48	188.5%
Office Expense				
Meals	26.04	27.92	-1.88	-6.73%
Postage	1,013.40	2,036.86	-1,023.46	-50.25%
Software	114.99	0.00	114.99	100.0%
Supplies	1,326.99	1,451.38	-124.39	-8.57%
Website Hosting	600.00	625.00	-25.00	-4.0%
Total Office Expense	3,081.42	4,141.16	-1,059.74	-25.59%
Rent	4,644.02	3,706.00	938.02	25.31%
Software Fees	920.00	920.00	0.00	0.0%
Utilities				
Garbage	987.18	934.85	52.33	5.6%
Gas & Electric	45,185.59	44,540.58	645.01	1.45%
Telephone/Internet	1,627.49	2,273.97	-646.48	-28.43%
Total Utilities	47,800.26	47,749.40	50.86	0.11%
Water System Maint,Repair,Repl				

Durham Irrigation District
Profit & Loss
January through August 2022

TOTAL				
	Jan - Aug 22	Jan - Aug 21	\$ Change	% Change
Regular Operations & Maint				
O & M Supplies	17,375.93	11,998.10	5,377.83	44.82%
Water Testing Fees	1,542.67	1,081.20	461.47	42.68%
Weed Management	6,500.00	8,200.00	-1,700.00	-20.73%
Total Regular Operations & Maint	25,418.60	21,279.30	4,139.30	19.45%
Water System Repair & Repl.+				
Repairs	77,559.06	8,186.74	69,372.32	847.37%
Repair Supplies	0.00	1,075.10	-1,075.10	-100.0%
Contractor	29,065.09	21,146.04	7,919.05	37.45%
Water Operator	22,177.28	25,361.25	-3,183.97	-12.55%
Total Water System Repair & Repl.+	128,801.43	55,769.13	73,032.30	130.96%
Total Water System Maint,Repair,Repl	154,220.03	77,048.43	77,171.60	100.16%
Total Administration	251,777.30	162,709.49	89,067.81	54.74%
Bank Service Charges	2,220.70	1,980.30	240.40	12.14%
Total OPERATING EXPENSES	253,998.00	164,689.79	89,308.21	54.23%
Total Expense	298,905.10	209,103.59	89,801.51	42.95%
Net Ordinary Income	-4,101.35	54,867.08	-58,968.43	-107.48%
Other Income/Expense				
Other Income				
NON-OPERATING REVENUEOther Inc	0.00	850.00	-850.00	-100.0%
NON-OPERATING REVENUE				
Interest Income	0.95	0.95	0.00	0.0%
Total NON-OPERATING REVENUE	0.95	0.95	0.00	0.0%
SPECIAL PROJECTS				
Development Projects Income				
Payments Received	850.00	0.00	850.00	100.0%
Total Development Projects Income	850.00	0.00	850.00	100.0%
Total SPECIAL PROJECTS	850.00	0.00	850.00	100.0%
Total Other Income	850.95	850.95	0.00	0.0%
Other Expense				
Special District Projects				
Expenses				
Agency Fees	431.95	195.60	236.35	120.83%
Development Project Fees	3,992.50	4,172.50	-180.00	-4.31%
Total Expenses	4,424.45	4,368.10	56.35	1.29%
Total Special District Projects	4,424.45	4,368.10	56.35	1.29%
Total Other Expense	4,424.45	4,368.10	56.35	1.29%
Net Other Income	-3,573.50	-3,517.15	-56.35	-1.6%
Net Income	-7,674.85	51,349.93	-59,024.78	-114.95%

Durham Irrigation District
General Ledger
As of August 31, 2022

Date	Num	Name	Memo	Paid Amount	Balance
Current Assets					316,357.11
Cash					265,217.15
08/01/2022		Deposit	Deposit	381.81	265,598.96
08/01/2022		Deposit	Deposit	250.00	265,848.96
08/01/2022		Postalia		-200.00	265,648.96
08/02/2022		Bank Charge		-421.63	265,227.33
08/02/2022		Deposit	Deposit	403.00	265,630.33
08/03/2022		Deposit	Deposit	905.39	266,535.72
08/04/2022		Deposit	Deposit	6,777.56	273,313.28
08/04/2022		Deposit	Deposit	1,273.83	274,587.11
08/05/2022		Deposit	Deposit	641.81	275,228.92
08/08/2022		Deposit	Deposit	517.87	275,746.79
08/08/2022		Deposit	Deposit	377.58	276,124.37
08/08/2022		Deposit	Deposit	365.11	276,489.48
08/09/2022		Deposit	Deposit	76.43	276,565.91
08/10/2022		Deposit	Deposit	13,650.97	290,216.88
08/10/2022		Deposit	Deposit	211.14	290,428.02
08/11/2022		Deposit	Deposit	185.21	290,613.23
08/11/2022		Wages		-720.69	289,892.54
08/12/2022		Deposit	Deposit	157.16	290,049.70
08/12/2022		Paychex		-61.60	289,988.10
08/12/2022		Payroll Taxes		-345.05	289,643.05
08/15/2022		Deposit	Deposit	511.93	290,154.98
08/15/2022		Deposit	Deposit	474.78	290,629.76
08/15/2022		Deposit	Deposit	106.85	290,736.61
08/16/2022	9686	Kevin Phillips	Aug 2022	-100.00	290,636.61
08/16/2022	9687	James M. Doyle	Aug 2022	-100.00	290,536.61
08/16/2022	9688	Raymond Cooper	Aug 2022	-300.00	290,236.61
08/16/2022	9689	Hunt & Sons	hydraulic oil	-279.49	289,957.12
08/16/2022	9690	JC Hernandez Mainten...	April 2022 alley clean-up	-800.00	289,157.12
08/16/2022	9691	Pace Analytical Service...	Coliform/colilert	-355.77	288,801.35
08/16/2022	9692	Sierra Water Utility	chlorine/deposit American ...	-4,987.34	283,814.01
08/16/2022	9693	Tozier's True Value Har...	parts	-90.39	283,723.62
08/16/2022	9694	Higgins Pest and Weed		-100.00	283,623.62
08/16/2022	9695	American Building J & S	Holland Ave carport parts/l...	-6,312.11	277,311.51
08/16/2022	9696	Ferguson Waterworks	parts	-2,484.19	274,827.32
08/16/2022	9697	Camp & McLaughlin	Aug 2022 rent	-650.00	274,177.32
08/16/2022		Comcast		-195.13	273,982.19
08/16/2022	9698	PG & E		-10,451.21	263,530.98
08/16/2022	9699	Recology		-124.16	263,406.82
08/16/2022	9700	Sequoyah		-100.00	263,306.82
08/16/2022	9701	Streamline		-75.00	263,231.82
08/16/2022	9702	Underground Service Al...	annual renewal	-300.00	262,931.82
08/16/2022	9704	Carter Law Office		-4,567.50	258,364.32
08/16/2022	9703	Sheryl Bosman	bookkeeping	-525.00	257,839.32
08/16/2022	9705	Northstar Engineering	rate study/ISO survey/me...	-1,815.00	256,024.32
08/16/2022	9706	Sierra Water Utility	water operator	-3,337.28	252,687.04
08/16/2022	9707	LAFCO	share LAFCO operating e...	-356.45	252,330.59
08/16/2022	9708	Vina GSA	VinaGSA legal fees - 1 of 2	-2,500.00	249,830.59

Durham Irrigation District
General Ledger
As of August 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
08/16/2022		Deposit	Deposit	3,529.69	253,360.28
08/16/2022		Deposit	Deposit	63.78	253,424.06
08/17/2022		Deposit	Deposit	6,728.66	260,152.72
08/17/2022		Deposit	Deposit	743.78	260,896.50
08/17/2022		Deposit	Deposit	487.20	261,383.70
08/18/2022		Deposit	Deposit	112.10	261,495.80
08/19/2022		Deposit	Deposit	444.11	261,939.91
08/22/2022		Deposit	Deposit	357.00	262,296.91
08/22/2022		Deposit	Deposit	110.67	262,407.58
08/22/2022		Deposit	Deposit	70.25	262,477.83
08/23/2022		Deposit	Deposit	3,729.73	266,207.56
08/23/2022		Deposit	Deposit	33.70	266,241.26
08/24/2022		Deposit	refund - p/r taxes	314.38	266,555.64
08/24/2022		Deposit	Deposit	58.07	266,613.71
08/25/2022		Wages		-925.32	265,688.39
08/26/2022		Paychex		-61.60	265,626.79
08/26/2022		Payroll Taxes		-430.53	265,196.26
08/29/2022		Deposit	Deposit	2,639.62	267,835.88
08/29/2022		Deposit	Deposit	56.07	267,891.95
08/31/2022		Deposit	Deposit	1,416.76	269,308.71
08/31/2022		Deposit	Deposit	791.01	270,099.72
08/31/2022		Deposit	Deposit	189.15	270,288.87
Total Cash				5,071.72	270,288.87
Cash on Hand					100.00
Total Cash on Hand					100.00
Development Fees					36,660.24
Total Development Fees					36,660.24
Savings					14,379.72
08/31/2022		Deposit	Deposit	0.12	14,379.84
Total Savings				0.12	14,379.84
Total Current Assets				5,071.84	321,428.95
CAPITAL ASSETS					549,581.70
Depreciable Assets					549,581.70
Equipment					44,352.70
Total Equipment					44,352.70
Mains					623,540.00
Total Mains					623,540.00
Pumps					172,575.00
Total Pumps					172,575.00

Durham Irrigation District
General Ledger
As of August 31, 2022

Date	Num	Name	Memo	Paid Amount	Balance
Structures					16,084.00
Total Structures					16,084.00
Wells					127,486.00
Total Wells					127,486.00
Less Accum. Dep'n					-434,456.00
Total Less Accum. Dep'n					-434,456.00
Total Depreciable Assets					549,581.70
Total CAPITAL ASSETS					549,581.70
Non-Depreciable Assets					20,331.00
Land					20,331.00
Total Land					20,331.00
Total Non-Depreciable Assets					20,331.00
NET POSITION					-566,549.00
Net Investment in Capital Asset					-566,549.00
Total Net Investment in Capital Asset					-566,549.00
Total NET POSITION					-566,549.00
Unrestricted Net Assets					-332,467.50
Total Unrestricted Net Assets					-332,467.50
Water Sales Income					-245,973.97
OPERATING REVENUES					-245,973.97
Demand Fees					-240.00
Total Demand Fees					-240.00
Water Sales					-245,733.97
08/01/2022		Deposit	Deposit	-381.81	-246,115.78
08/01/2022		Deposit	Deposit	-250.00	-246,365.78
08/02/2022		Deposit	Deposit	-403.00	-246,768.78
08/03/2022		Deposit	Deposit	-905.39	-247,674.17
08/04/2022		Deposit	Deposit	-6,777.56	-254,451.73
08/04/2022		Deposit	Deposit	-1,273.83	-255,725.56
08/05/2022		Deposit	Deposit	-641.81	-256,367.37
08/08/2022		Deposit	Deposit	-517.87	-256,885.24
08/08/2022		Deposit	Deposit	-377.58	-257,262.82
08/08/2022		Deposit	Deposit	-365.11	-257,627.93
08/09/2022		Deposit	Deposit	-76.43	-257,704.36
08/10/2022		Deposit	Deposit	-13,650.97	-271,355.33
08/10/2022		Deposit	Deposit	-211.14	-271,566.47
08/11/2022		Deposit	Deposit	-185.21	-271,751.68
08/12/2022		Deposit	Deposit	-157.16	-271,908.84
08/15/2022		Deposit	Deposit	-511.93	-272,420.77
08/15/2022		Deposit	Deposit	-474.78	-272,895.55

Durham Irrigation District
General Ledger
As of August 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
08/15/2022		Deposit	Deposit	-106.85	-273,002.40
08/16/2022		Deposit	Deposit	-3,529.69	-276,532.09
08/16/2022		Deposit	Deposit	-63.78	-276,595.87
08/17/2022		Deposit	Deposit	-6,728.66	-283,324.53
08/17/2022		Deposit	Deposit	-743.78	-284,068.31
08/17/2022		Deposit	Deposit	-487.20	-284,555.51
08/18/2022		Deposit	Deposit	-112.10	-284,667.61
08/19/2022		Deposit	Deposit	-444.11	-285,111.72
08/22/2022		Deposit	Deposit	-357.00	-285,468.72
08/22/2022		Deposit	Deposit	-110.67	-285,579.39
08/22/2022		Deposit	Deposit	-70.25	-285,649.64
08/23/2022		Deposit	Deposit	-3,729.73	-289,379.37
08/23/2022		Deposit	Deposit	-33.70	-289,413.07
08/24/2022		Deposit	Deposit	-58.07	-289,471.14
08/29/2022		Deposit	Deposit	-2,639.62	-292,110.76
08/29/2022		Deposit	Deposit	-56.07	-292,166.83
08/31/2022		Deposit	Deposit	-1,416.76	-293,583.59
08/31/2022		Deposit	Deposit	-791.01	-294,374.60
08/31/2022		Deposit	Deposit	-189.15	-294,563.75
Total Water Sales				-48,829.78	-294,563.75
Total OPERATING REVENUES				-48,829.78	-294,803.75
Total Water Sales Income				-48,829.78	-294,803.75
Contract Services					39,814.60
Accounting Fees					9,408.50
08/16/2022	9703	Sheryl Bosman	bookkeeping	525.00	9,933.50
Total Accounting Fees				525.00	9,933.50
Engineering Support					10,860.00
Total Engineering Support					10,860.00
Legal Fees					16,406.10
08/16/2022	9704	Carter Law Office	Creekside Estates	4,567.50	20,973.60
Total Legal Fees				4,567.50	20,973.60
Water Operations Mgmt.					3,140.00
Total Water Operations Mgmt.					3,140.00
Total Contract Services				5,092.50	44,907.10

Durham Irrigation District
General Ledger
As of August 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
OPERATING EXPENSES					217,147.44
Administration					215,348.37
Board Stipends					2,600.00
08/16/2022	9686	Kevin Phillips	Aug 2022	100.00	2,700.00
08/16/2022	9687	James M. Doyle	Aug 2022	100.00	2,800.00
08/16/2022	9688	Raymond Cooper	Aug 2022	300.00	3,100.00
Total Board Stipends				500.00	3,100.00
Contract Services					1,095.62
Total Contract Services					1,095.62
District Wages, Taxes, Insur.					23,619.30
Insurance					6,586.44
Total Insurance					6,586.44
Payroll Service Fees					1,041.64
08/12/2022		Paychex		61.60	1,103.24
08/26/2022		Paychex		61.60	1,164.84
Total Payroll Service Fees				123.20	1,164.84
Payroll Tax Expense					1,058.72
08/11/2022		Wages		-269.31	789.41
08/12/2022		Payroll Taxes		345.05	1,134.46
08/24/2022		Deposit	refund - p/r taxes	-314.38	820.08
08/25/2022		Wages		-334.18	485.90
08/26/2022		Payroll Taxes		430.53	916.43
Total Payroll Tax Expense				-142.29	916.43
Wages					14,932.50
08/11/2022		Wages		990.00	15,922.50
08/25/2022		Wages		1,259.50	17,182.00
Total Wages				2,249.50	17,182.00
Total District Wages, Taxes, Insur.				2,230.41	25,849.71
Fees, Dues, Memberships					7,909.79
08/16/2022	9702	Underground Service Al...	annual renewal	300.00	8,209.79
08/16/2022	9707	LAFCO	share LAFCO operating e...	356.45	8,566.24
08/16/2022	9708	Vina GSA	VinaGSA legal fees - 1 of 2	2,500.00	11,066.24
Total Fees, Dues, Memberships				3,156.45	11,066.24
Office Expense					2,806.42
Meals					26.04
Total Meals					26.04

Durham Irrigation District
General Ledger
As of August 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
					1,013.40
					1,013.40
					114.99
					114.99
					1,126.99
08/01/2022		Postalia		200.00	1,326.99
		Total Supplies		200.00	1,326.99
					525.00
08/16/2022	9701	Streamline		75.00	600.00
		Total Website Hosting		75.00	600.00
		Total Office Expense		275.00	3,081.42
					3,994.02
08/16/2022	9697	Camp & McLaughlin	Aug 2022 rent	650.00	4,644.02
		Total Rent		650.00	4,644.02
					820.00
08/16/2022	9700	Sequoyah		100.00	920.00
		Total Software Fees		100.00	920.00
					37,029.76
					863.02
08/16/2022	9699	Recology		124.16	987.18
		Total Garbage		124.16	987.18
					34,734.38
08/16/2022	9698	PG & E		10,451.21	45,185.59
		Total Gas & Electric		10,451.21	45,185.59
					1,432.36
08/16/2022		Comcast		195.13	1,627.49
		Total Telephone/Internet		195.13	1,627.49
		Total Utilities		10,770.50	47,800.26

Durham Irrigation District
General Ledger
As of August 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
Water System Maint,Repair,Repl					135,473.46
Regular Operations & Maint					23,792.95
O & M Supplies					16,650.28
08/16/2022	9689	Hunt & Sons	hydraulic oil	279.49	16,929.77
08/16/2022	9691	Pace Analytical Service...	Coliform/colilert	355.77	17,285.54
08/16/2022	9693	Tozier's True Value Har...	parts	90.39	17,375.93
Total O & M Supplies				725.65	17,375.93
Water Testing Fees					1,542.67
Total Water Testing Fees					1,542.67
Weed Management					5,600.00
08/16/2022	9690	JC Hernandez Mainten...	April 2022 alley clean-up	800.00	6,400.00
08/16/2022	9694	Higgins Pest and Weed		100.00	6,500.00
Total Weed Management				900.00	6,500.00
Total Regular Operations & Maint				1,625.65	25,418.60
Water System Repair & Repl.+					111,680.51
Repairs					63,775.42
08/16/2022	9692	Sierra Water Utility	chlorine/deposit American ...	4,987.34	68,762.76
08/16/2022	9695	American Building J & S	Holland Ave carport parts/l...	6,312.11	75,074.87
08/16/2022	9696	Ferguson Waterworks	5/26/21 Brown St. repairs	2,484.19	77,559.06
Total Repairs				13,783.64	77,559.06
Contractor					29,065.09
Total Contractor					29,065.09
Water Operator					18,840.00
08/16/2022	9706	Sierra Water Utility	chlorine	3,337.28	22,177.28
Total Water Operator				3,337.28	22,177.28
Total Water System Repair & Repl.+				17,120.92	128,801.43
Total Water System Maint,Repair,Repl				18,746.57	154,220.03
Total Administration				36,428.93	251,777.30
Bank Service Charges					1,799.07
08/02/2022		Bank Charge		421.63	2,220.70
Total Bank Service Charges				421.63	2,220.70
Total OPERATING EXPENSES				36,850.56	253,998.00

Durham Irrigation District
General Ledger
As of August 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
NON-OPERATING REVENUE					-0.83
Interest Income					-0.83
08/31/2022		Deposit	Deposit	-0.12	-0.95
Total Interest Income				-0.12	-0.95
Total NON-OPERATING REVENUE				-0.12	-0.95
SPECIAL PROJECTS					-850.00
Development Projects Income					-850.00
Payments Received					-850.00
Total Payments Received					-850.00
Total Development Projects Income					-850.00
Total SPECIAL PROJECTS					-850.00
Special District Projects					2,609.45
Expenses					2,609.45
Agency Fees					431.95
Total Agency Fees					431.95
Development Project Fees					2,177.50
08/16/2022	9705	Northstar Engineering	Creekside Estates	1,815.00	3,992.50
Total Development Project Fees				1,815.00	3,992.50
Total Expenses				1,815.00	4,424.45
Total Special District Projects				1,815.00	4,424.45
TOTAL				0.00	0.00

9/15/2022

Durham Irrigation District
Monthly Billing Recap 8/1/2022 thru 8/31/2022

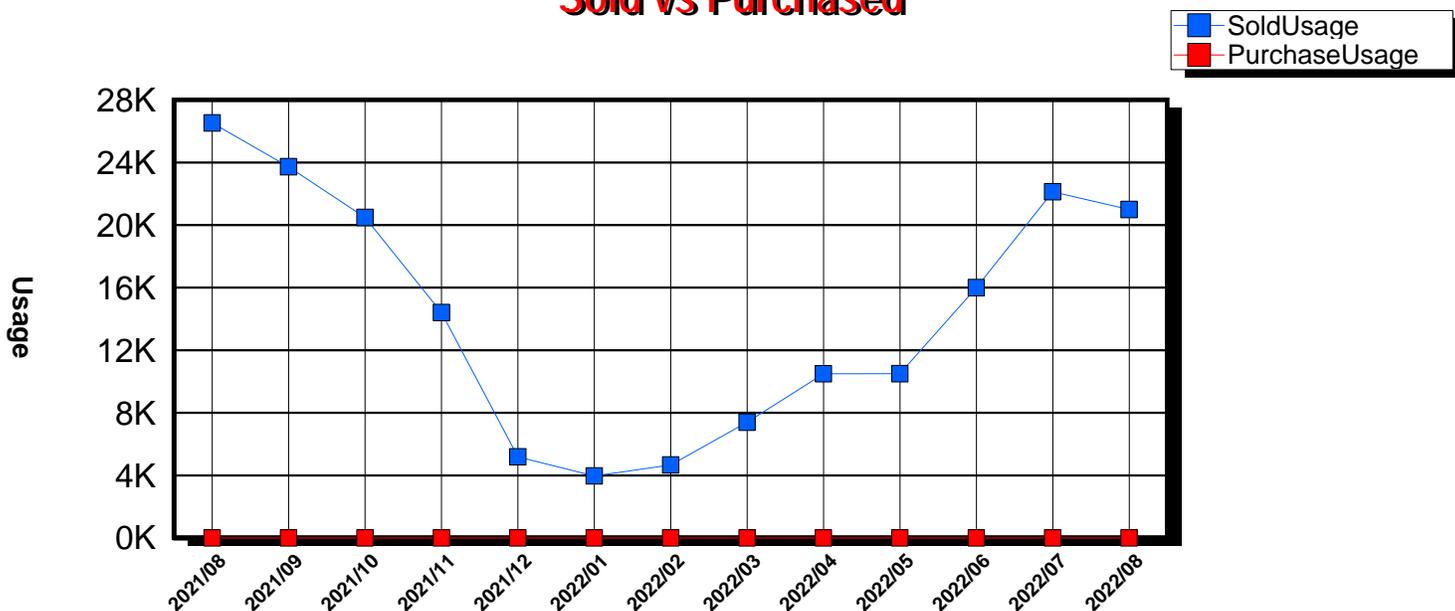
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	<u>Amount</u>	<u>Count</u>				
Water Purchased or Produced this month	0					
Water Sold this month	20,767					
Water System used or accountable loss	0					
Water Loss	0.00 %	20,767				
Total Water Sales this month	45,736.06	474				
Total Penalties this month	260.57	85				
Total Adjustments this month	0.00	36				
Total of other charges this month	1,108.76	15				
Total Current Charges	47,105.39					
Current Balance	454.49	215				
30 Days Past Due	2,742.68	13				
60 Days Past Due	1,223.93	8				
90 Days Past Due	9,411.59	28				
Total Accounts Receivable	13,832.70					
Total Payments Received	48,630.49	403				
New Memberships	0.00	5				
Active Accounts	12,506.24	475				
InActive Accounts	1,326.46	46				
Forfeiture Accounts	0.00	0				
Average Water Usage	43					
Average Water Charge	96.48					
Low Range	High Range	Usage	Count	Sales	% Usage	% Sales
0	0	0	0	0.00	0.00	0.00
0	0	0	130	9,400.05	0.00	20.55
1	2,000	20,767	344	36,336.01	100.00	79.45
2,001	4,000	0	0	0.00	0.00	0.00
4,001	6,000	0	0	0.00	0.00	0.00
6,001	8,000	0	0	0.00	0.00	0.00
8,001	10,000	0	0	0.00	0.00	0.00
10,001	20,000	0	0	0.00	0.00	0.00
20,001	30,000	0	0	0.00	0.00	0.00
30,001	40,000	0	0	0.00	0.00	0.00
40,001	50,000	0	0	0.00	0.00	0.00
50,001	999,999,999	0	0	0.00	0.00	0.00
		20,767	474	45,736.06		
Accounts Receivable Last Month Ending	15,357.80					
Sales/Charges this Month	47,105.39					
Adjustments this Month	0.00					
Less: Payments this Month	48,630.49					
Accounts Receivable Total	13,832.70					13,832.70

Pump Total

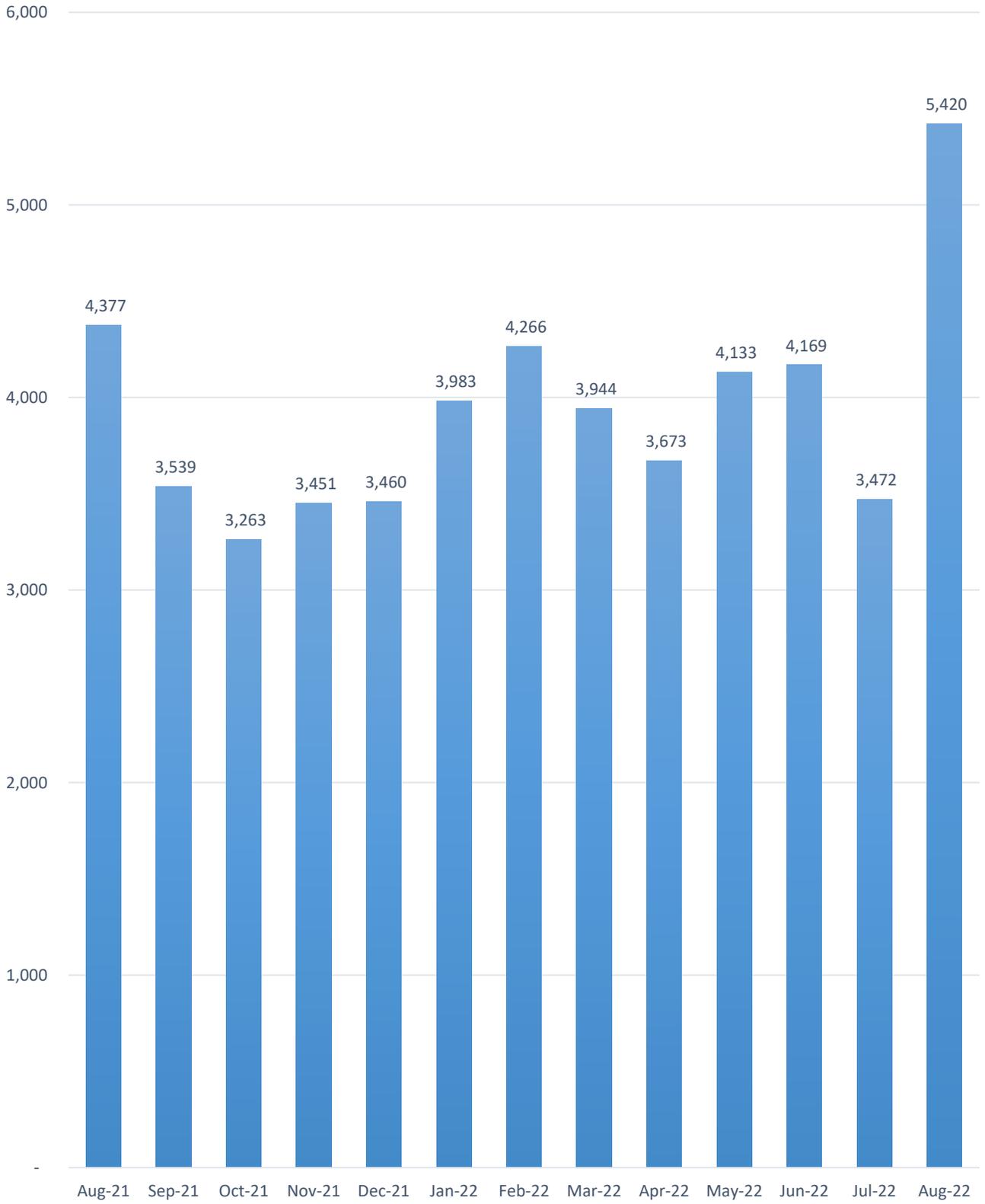
<u>Year/Month</u>	<u>Purchased</u>	<u>Sold</u>	<u>Loss</u>	<u>Pct</u>
2021/08	0	26,525	26,525	0.0
2021/09	0	23,725	23,725	0.0
2021/10	0	20,484	20,484	0.0
2021/11	0	14,408	14,408	0.0
2021/12	0	5,186	5,186	0.0
2022/01	0	3,963	3,963	0.0
2022/02	0	4,667	4,667	0.0
2022/03	0	7,398	7,398	0.0
2022/04	0	10,493	10,493	0.0
2022/05	0	10,499	10,499	0.0
2022/06	0	15,999	15,999	0.0
2022/07	0	22,124	22,124	0.0
2022/08	0	20,992	20,992	0.0

Sold vs Purchased



<u>Acct</u>	<u>Name</u>		<u>Balance</u>	<u>9/1/2022</u> <u>Current</u>	<u>30 Days</u>	<u>60-Days</u>	<u>90-Days</u>
141	Woodward, Billy	2403 Brown St	2,125.55	55.07	87.18	86.36	1,896.94
212	Kellogg, Deanna	2415 Florida Ln	1,462.13	51.07	67.70	62.95	1,280.41
68	Huitt, Bordin	2549 Burdick Rd	1,301.75				1,301.75
331	Sonsteng, Chimene	9642 Duckling Dr	1,256.51	105.43	131.44	120.71	898.93
243	Tink, Inc.,	9336 Midway	1,232.58	58.43	76.85	80.93	1,016.37
622	Gilmore, James	9462 Van Ness Way	954.31	386.43	271.82	296.06	
80	Day, David	9391 Midway	734.96	63.78	72.90	71.94	526.34
916	Bresson, Christopher & Kimb	9416 Goodspeed St	731.96	41.07	54.33	47.65	588.91
683	Seegert, James	9369 La Rose Ct	725.40	268.43	226.13	230.84	0.00
630	Parker, Bryan	2484 Marsh Ct	702.85	272.43	203.35	227.07	
606	Harris, James	9424 Putney Dr	691.29	35.07	44.10	43.57	568.55
265	Wurm, Anita	9202 Goodspeed St	610.55	88.43	82.84	85.71	353.57
183	Ownby, Karen Koehly	2455 Durham-Dayton Hwy	567.82	52.07	45.32	46.99	423.44
237	Taylor, Darrell	2399 Serviss St	524.42	63.78	70.22	69.26	321.16
291	Guerra, Diego & Marisa	9665 Teal Ln	418.65	206.43	159.57	52.65	
945	Schell, Daniel and Korena	2553 Durham Dayton Hwy	392.50	141.07	122.76	128.67	
15	Catomerisios, Cathy	9206 Holland Ave	373.75	68.43	73.77	65.73	165.82
258	Christofferson and Sis Gilmor	2539 Burdick Rd	314.09	90.07	116.36	107.66	
134	Van Gundy, Martin	2357 Durham St	265.57	59.43	53.41	51.65	101.08
19		Total	\$15,386.64	\$2,106.92	\$1,960.05	\$1,876.40	\$9,443.27

DIDWATER.ORG
8/2021 through 8/2022
pageviews



DURHAM IRRIGATION DISTRICT

Check Issue Date: 9/20/2022

Cash Balance Date

8/31/2022

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category	\$	270,288.87
Stipends									
9709	Stipend Form		Kevin Phillips		\$ 100.00	(1) 9/20 BOD		\$	270,188.87
9710	Stipend Form		Matt Doyle		\$ 100.00	(1) 9/20 BOD		\$	270,088.87
9711	Stipend Form		Raymond Cooper		\$ 100.00	(1) 9/20 BOD		\$	269,988.87
					Subtotal Stipend	\$300.00		Subtotal Balance	\$ 269,988.87

Regular Water System Maintenance and Operations									
9712	9/13/2022	211	Advanced Pipe and Leak Detection		\$ 300.00	water service line verification		\$	269,688.87
9713	8/19/2022	4094	Northern California Fence		\$ 3,815.00	Well 3 - fence		\$	265,873.87
9714	8/1/2022	14022	J.C. Hernandez	\$ 800.00	\$ 1,600.00	July 2022 alley cleanup		\$	264,273.87
	9/1/2022	14085	J.C. Hernandez	\$ 800.00		August 2022 alley cleanup		\$	264,273.87
9715	8/9/2022	2207936-28	Pace Analytical Services LLC	\$ 110.77	\$ 4,144.18	Nitrate testing		\$	260,129.69
	8/15/2022	2208230-28	Pace Analytical Services LLC	\$ 3,474.77		Organophosphate and VOC testing		\$	260,129.69
	8/16/2022	2208308-28	Pace Analytical Services LLC	\$ 310.60		Trihalomethane testing		\$	260,129.69
	9/1/2022	2208941-28	Pace Analytical Services LLC	\$ 137.27		Colilert testing		\$	260,129.69
	9/9/2022	2209193-28	Pace Analytical Services LLC	\$ 110.77		Nitrate testing		\$	260,129.69
9717	9/1/2022	5097	Sierra Water Utility		\$ 3,274.17	chlorine; parts; additional labor		\$	256,855.52
9718	8/1/2022	2208-028500	Tozier's True Value		\$ 2.35	parts		\$	256,853.17
					Subtotal Water Operations	\$13,135.70		Subtotal Balance	\$ 256,853.17

Water System Emergency Repair/Replacement									
9719	8/10/2022	1733986	Ferguson Waterworks	\$ 3,267.39	\$ 6,644.17	Faber St repair		\$	250,209.00
	8/10/2022	1734203	Ferguson Waterworks	\$ 3,376.78		Faber St repair		\$	250,209.00
					Subtotal Water System Repair	\$6,644.17		Subtotal Balance	\$ 250,209.00

DURHAM IRRIGATION DISTRICT

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
Utility & Supplies							
9720	9/1/2022	-	Camp & McLaughlin		\$ 650.00	September Rent	\$ 249,559.00
online debit	9/10/2022	-	Comcast		\$ 195.13	09/15-10/14/2022 Internet and Phone Service	\$ 249,363.87
9721	8/29/2022	-	PG&E	\$ 131.24	\$ 9,237.25	9418 Midway #C (Office)(0596196710-5)	\$ 240,126.62
	8/25/2022	-	PG&E	\$ 5,096.20		Durham Dayton Rd 20'W (5773099695-6)	\$ 240,126.62
		-	PG&E	\$ 1,654.21		Holland Ave E/S & 500S Serviss (6812590736-7)	\$ 240,126.62
	8/28/2022	-	PG&E	\$ 122.24		Holland Ave S 300' (7938916943-8)	\$ 240,126.62
	8/29/2022	-	PG&E	\$ 2,233.36		9389 Goodspeed St (9856464053-5)	\$ 240,126.62
9722	8/31/2022	8551002531840	Recology		\$ 124.16	garbage service (Well 5)	\$ 240,002.46
9723	8/31/2022	-	Sequoyah Software		\$ 100.00	billing software	\$ 239,902.46
9724	9/1/2022	460814F9-0023	Streamline		\$ 75.00	website host	\$ 239,827.46
online debit	9/9/2022	2022090101	Paychex		\$ 61.60	payroll fees	\$ 239,765.86
online debit	8/26/2022	2022081901	Paychex		\$ 61.60	payroll fees	\$ 239,704.26
online debit	8/31/2022		FP Mailing Solutions		\$ 200.00	postage (online download)	\$ 239,504.26
Subtotal Utility					\$10,704.74	Subtotal Balance	\$ 239,504.26

DURHAM IRRIGATION DISTRICT

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
District Administration, Operations & Management							
Payroll & Insurance							
online debit	8/26/2022	-	Withholdings - Trizzino		\$ 430.53		\$ 239,073.73
online debit	9/9/2022	-	Withholdings - Trizzino		\$ 382.08		\$ 238,691.65
online debit	8/26/2022	-	Employee - Trizzino		\$ 925.32	Administrative Support	\$ 237,766.33
online debit	9/9/2022	-	Employee - Trizzino		\$ 813.91	Administrative Support	\$ 236,952.42
Contractors							
9725	9/13/2022	28977	Carter Law Office		\$ 2,520.00	District Legal Services	\$ 234,432.42
9726	9/1/2022	8036	Sheryl Bosman		\$ 712.50	Bookkeeping Services	\$ 233,719.92
9727	9/12/2022	79633	NorthStar		\$ 2,990.00	Budget/Rate Study - \$1265 ISO Survey - \$ Meetings - \$690 USBR Grant - \$ 0 Operational Support - \$805 Grant Application Support - \$230	\$ 230,729.92
Water Operations							
9728	9/1/2022	5096	Sierra Water Utility		\$ 3,337.28	Water Operator Services	\$ 227,392.64
					Subtotal Admin. Ops. & Mgmt.	\$12,111.62	Subtotal Balance \$ 227,392.64

DURHAM IRRIGATION DISTRICT

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
Agency Fees, Association Dues & Reimbursables							
Fees & Dues							
online debit	9/2/2022	--	PaySafe/PayStation Fee		\$ 336.10	"mtot" on bank statement	\$ 227,056.54
9729	6/22/2022	VinaGSA-2204	Vina GSA		\$ 2,500.00	SD-VinaGSA; Member Agency Contribution - Pmt 2/2	\$ 224,556.54
Reimbursable Payments							
NONE							\$ 224,556.54
Subtotal Fees & Reimbursables					\$2,836.10		Subtotal Balance \$ 224,556.54
Other Expenses							
NONE							\$ 224,556.54
Other Expenses					\$0.00		Subtotal Balance \$ 224,556.54
Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
Development Projects							
			Contractor				Project
NONE							\$ 224,556.54
Subtotal Development Projects					\$0.00		Subtotal Balance \$ 224,556.54
SUBTOTAL PAYMENTS					\$45,732.33		
						Subtotal Remaining Balance	\$ 224,556.54
						Check Refund/Cancelled Register Total	
						TOTAL REMAINING BALANCE	\$ 224,556.54

DURHAM IRRIGATION DISTRICT

Petty Cash

	\$ -
Cash on Hand	\$ 100.00
Balance Remaining On Hand	\$ 100.00

Check / Payment Refund / Cancel or Void Check Register

Date	CK/Pmt Refund	Status	Paid to	Check Amount	Notes
20-Sep-22	9716	VOID	N/A	\$ -	spoiled

Director Signature _____
Date _____

Director Signature _____
Date _____

DURHAM IRRIGATION DISTRICT

Deposit Register

Date	Deposit	Deposit Amount	Other Notes
4-Aug-22	Cash/Check Deposit	\$ 6,777.56	
10-Aug-22	Cash/Check Deposit	\$ 13,650.97	
16-Aug-22	Cash/Check Deposit	\$ 3,529.69	
16-Aug-22	Cash/Check Deposit	\$ 6,728.66	
23-Aug-22	Cash/Check Deposit	\$ 3,729.73	
29-Aug-22	Cash/Check Deposit	\$ 2,639.62	
31-Aug-22	Cash/Check Deposit	\$ 1,416.76	
31-Aug-22	Cash/Check Deposit	\$ 791.01	Demand Request Acct 505/958 / APN 039-540-007 / 2535 G Warren Drive \$30.00 demand request fee; \$40.63 water sale
23-Aug-22	Cash/Check Deposit	\$ 33.70	Demand Request Acct 674/957 / APN 040-250-037 / 2318 Via Calle Ct \$30.00 demand request fee; \$3.70 water sale
8/1/2022-8/31/2022	Paystation Payments	\$ 8,788.30	
	Subtotal Water Sales Deposits	\$ 48,086.00	
Water Meter Sales	Location		
15-Aug-22	2514 Durham-Dayton Hwy	\$ 743.78	Demand Request Acct 248/955 / APN 039-450-005 / 2514 Durham-Dayton Hwy \$650.00 meter fee ; \$30.00 demand request fee ; \$63.78 water sale
Bank Adjustments & Other	Notes		
24-Aug-22	Paychex Withholdings	\$ 314.38	Refund of tax withholdings rejected by EDD
	Water Meter & Other Deposits	\$ 1,058.16	
	Total Deposits	\$49,144.16	

Deposit Register for Development Projects Account

NONE		
Total Development Project Deposits	\$	-

Director Signature _____
Date _____

Director Signature _____
Date _____



**Durham Irrigation District Board of Directors
Board Meeting
March 15, 2022 - 5:30 PM
MINUTES**

Board of Directors:

District Staff:

Matt Doyle, Chair – in attendance/remote	PRESENT		
	AT 5:40 PM		
Raymond Cooper, Director – in attendance/remote	PRESENT		
Kevin Phillips, Director – in attendance/remote	PRESENT	Jeff Carter, District Counsel – in attendance/remote	PRESENT
		Mark Adams, District Engineer – in attendance/remote	PRESENT
		Mike Butler, Water Operator – in attendance/remote	PRESENT
		Jeannie Trizzino, Admin. Assistant – in attendance/remote	PRESENT

1 CALL TO ORDER

- 1.1 Meeting was called to order at 5:32 pm.
- 1.2 Consideration of Resolution 2022-03 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30-days.

Action Requested: *That the Board consider and approve Resolution 2022-03 of the Durham Irrigation District Board authorizing remote teleconference meetings of the Board for 30 days pursuant to the Ralph M. Brown Act and California Assembly Bill 361.*

Board Discussion: None.

Public Comment: None.

Action Taken: **On a motion made by Cooper and seconded by Phillips, the Board approved the motion.**

Vote results **Ayes carried.**

Ayes: **Cooper, Phillips**

Noes:

Abstained:

Absent: **Doyle**

- 1.3 Introduction of Guests –No guests present.

2 PUBLIC COMMENT – NONE

3 PRESENTATIONS – NONE.

4 CONSENT AGENDA

- 4.1 Minutes for the Regular Meeting held on January 18, 2022.
- 4.2 Monthly Financial Report for February 2022, including:

- 4.2.1 Balance Sheet
- 4.2.2 Profit & Loss Statement
- 4.2.3 Previous Year Comparison
- 4.2.4 General Ledger
- 4.2.5 AR Aging Report
- 4.3 Approval of the Warrant Sheet from February 15, 2022 to March 14, 2022, including payments, deposits, and transaction adjustments.

Action Requested: *That the Board consider approve the Consent Agenda.*

Board Discussion: None.

Public Comment: None.

Action Taken: On a motion made by Phillips and seconded by Cooper, the Board approved the motion.

Vote results **Ayes carried.**

Ayes: **Cooper, Phillips**

Noes:

Abstained:

Absent: **Doyle**

5 REGULAR AGENDA

- 5.1 Items Removed from Consent Agenda - **NONE**

6 CORRESPONDENCE

- 6.1 Ltr. from Button (03.03.2022) Prop 218

Discussion: District Counsel discusses Mr. Button's letter to the Butte County Water Commission regarding District's rates. District Counsel notes that the Butte County Water Commission has no jurisdiction or authority over District's rates. The District's last rate increase was legally conducted. District counsel recommends waiting for response, if any, from Butte County Water Commission.

Public Comment: None.

Action Taken: **None.**

- 6.2 Ltr. from Owner (02.03.2022) reimbursement claim

Discussion: Staff reports that making a claim on District's property damage coverage would cost more than the amount of the claim from the customer after losing its 'good customer' bonus. The district's insurance company provided sample release of claim for the District to use.

Public Comment: None.

Action Taken: **Staff directed to proceed with settlement.**

- 6.3 Ltr. from Pace Labs (03.09.2022) CCR price increase

Discussion: None. For information only.

Public Comment: None.

Action Taken: **None.**

7 WATER OPERATIONS BUSINESS

- 7.1 Ongoing/New Business

7.2 Review of Water Operator Log for February 2022 (Operator Mike Butler)

Discussion: Water Operator summarized monthly activity, including detail on complex meter install for old connections on Midway commercial property – abandoned, unidentified lines, non-standard backfill that used river rock, and other issues. Noted unusual sound from pump at Library site; subsequent examination by pump contractors did not reveal any issues. Water operator suspects that there is a bad bearing and suggests purchasing a backup motor in case the motor unexpectedly fails. He estimates that the cost of a backup motor is \$8K plus \$4K in labor (when needed).

Public Comment: None.

Action Taken: **Board recommends Water Operator obtain a quote Library site replacement motor for review and approval at April board meeting.**

7.2.1 Ltr. from DWR (03.01.2022) Well 5 - Monthly Raw Bacteriological Samples

Discussion: Well 5 tested positive for coliform, therefore it is now subject to three consecutive months of sampling and testing before returning to normal quarterly testing. He suspects that the pump was not flushed sufficiently before obtaining the sample.

Public Comment: None.

Action Taken: **None.**

7.2.2 Ltr. to AQMD (01.20.2022)

Discussion: None.

Public Comment: None.

Action Taken: **None.**

7.3 Pressure Tank Project updates:

Discussion: Water Operator reports that the bladder replacements at Library and Holland site are complete; he notes that the pumps are running more smoothly with the bladder tanks smoothing the system's response to demand. The last location for work is the Alley site, which is ongoing.

Public Comment: None.

Action Taken: **None.**

7.3.1 Durham Pump

7.3.2 NorthStar status report

7.3.3 Other Items

7.4 Monthly Work Order Status Report through March 10, 2022

7.5 Monthly Metered Water Sales through February 2022

8 GENERAL BUSINESS

8.1 District Activities and Status Report.

8.1.1 Project Update: Pressure Tank Replacement Terms & Conditions and Preliminary Cost Estimate.

Discussion: Water Operator estimates that the estimated total cost will be \$40K; half of the original estimate before the bladder tank option was explored.

Public Comment: None.

Action Taken: **None.**

- 8.1.2 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.

Discussion: On hold.

Public Comment: None.

Action Taken: None.

- 8.1.3 Capital Improvement Plan - Projects and Cost Estimates. Set CIP Planning Meeting dates to review identified projects, timeline for implementation, and financial opportunities and constraints.

Discussion: District Engineer plans to resume discussion in May 2022 and move forward with meetings in July 2022. Director Phillips would like summary of cost of unscheduled maintenance from previous three years in coordination with CIP project list. A better understanding of the cost of services and operational costs would be used as part of a possible Prop. 218 rate increase process.

Public Comment: None.

Action Taken: District Engineer will prepare updated CIP for May 2022 board meeting.

- 8.1.4 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.

Discussion: Staff updates that USBR is still looking at grant extension but not yet approved.

Public Comment: None.

Action Taken: Planned conference call with USBR regarding extension with District Engineer and Board Chair to attend. Director Phillips will attempt to reach out to Congressman LaMalfa's office to see if they can assist.

- 8.1.5 Easement Agreement between DID and DUSD for connections along east side of Durham Dayton Highway.

Discussion: No update from last month. District Engineer will provide subdivision map information to District Counsel.

Public Comment: None.

Action Taken: District Counsel will follow up.

- 8.2 Policies and Procedures Manual. Status and actions relating to the following items:

8.2.1 Policy: Sealed Meters

8.2.2 Policy: Homeowner incursion of District easement, specifically owner responsibility for damage caused to pipeline caused by trees

8.2.3 Policy: Accounts Receivable

8.2.4 Policy: Backflow Device Inspection – Policy approved at February 2022 Board Meeting.

Discussion: Staff explains that some backflow accounts are not tied to District accounts and would like additional information on identifying the policy as part of the approved policies.

Public Comment: None.

Action Taken: Director Cooper assisted with identifying addresses with accounts. Prior year's testing costs and repairs will be written off because official policy was not adopted until February 2022. (2019, 2020, 2021) Staff will draft letter to customers with backflow devices advising them of 2023 Backflow Prevention Device Policy and applicable charges. Directors confirmed that

the backflow device at 9421 Putney per the Trites Backflow Inspection summary is servicing Durham Unified School District Acct 803 – Putney and Goodspeed site.

8.2.5 Policy: Water Service

Discussion:

No update.

Public Comment:

None.

Action Taken:

Director Phillips will coordinate with District Engineer on draft Water Service policy.

8.3 Development Projects. Review status of development projects' activities.

8.3.1 Butte County Farm Bureau Project – 9412 Jones Avenue

8.3.2 Dubose Midway Development

8.3.3 Keeney Estates (aka Creekside Estates)

8.3.4 Symmes – Durham-Dayton Development

8.3.5 Southwind Court – connection fees paid in 2021 were transferred from District checking account to District development account.

Discussion:

Directors discussed status of Creekside Estates project. District Counsel attended a planning commission meeting relating to Creekside in which the project was approved

Public Comment:

None.

Action Taken:

District Counsel will review and update directors on conditions of approval for Creekside Estates and confirms that the service agreement is currently unsigned and no fee has been paid. Director Doyle would like an update on financial tracking by project and will check with District Bookkeeper on the matter.

8.4 Sierra Water Utility Contract renewal

Discussion:

Director Cooper confirmed that the Sierra Water Utility contract is due for renewal and solicited input from Board on contract terms, suggesting a multi-year contract. Water Operator updated District on improved service to District with addition of assistant, increasing costs, and requests automatic cost of living increase (CPI-W) in any multi-year contract.

Public Comment:

None.

Action Taken:

Director Cooper will meet with Water Operator to discuss terms of contract renewal.

8.5 Annual Audit 2020. Review status of audit activities.

8.6 Annual Audits RFP status.

Discussion:

None.

Public Comment:

None.

Action Taken:

Director Phillips will send draft audit RFP to staff.

8.7 Memorandum to Board regarding 2553 Durham Dayton Highway.

Discussion:

Staff update on this matter; notice sent to account and awaiting reply from owner of record.

Public Comment:

None.

Action Taken:

Staff directed to continue to follow up with owner of record.

8.8 Website Pageview Report. February 2022 pageviews.

- 8.9 Options for general management of the District, including, but not limited to, potential General Manager replacement and advertisement.

9 ATTORNEY REPORT

- 9.1 Updates from Legal Counsel not discussed under other Agenda Items.
9.2 Updates on November 2022 Ballot Measure.

Discussion: Counsel awaiting information from county elections clerk.

Public Comment: None.

Action Taken: **Director Phillips directed Counsel to follow up with elections clerk on the matter of director positions up for election in November 2022 and whether this needed to be agendized in a future board meeting to specifically transfer the election management to the county.**

- 9.3 Updates on Vina GSA Fee allocation.

Discussion: Counsel updated Board on significant litigation facing Vina GSA and other GSAs in northern California. He confirmed that the District's contribution to Vina GSA's relating to litigation is estimated to be approximately \$5K through June 30, 2022, with a tentative overall cost split of 40% - City of Chico, 40% - Butte County, 20% - Durham Irrigation District. District Counsel's position is that the cost split will be unsustainable in the face of greater litigation costs. Director Phillips asks about non-paying direct entities (private well owners) under Vina GSA. District Counsel mentions that the City of Chico is folding in these users at this time, and that CalWater is in the position of owning and operating the wells and distribution of water for the City of Chico and coordination will be essential. Director Cooper recalls that there was a stipulation that the District was not to be a litigation partner with Vina GSA and that a similar stipulation may apply to Vina SHAC.

Public Comment: None.

Action Taken: **Director Phillips directed Counsel to follow up with elections clerk on the matter of director positions up for election in November 2022 and whether this needed to be agendized in a future board meeting to specifically transfer the election management to the county. Director Phillips asks to be involved in discussions surrounding equitable distribution of operational costs for Vina GSA and affirms that the District is not 20% of Vina GSA's operational costs. District Counsel will research litigation stipulations relating to the District's membership in Vina GSA.**

10 VINA GSA

- 10.1 Vina GSA Report (Director Cooper)

Discussion: Director Cooper confirmed that Vina GSA counsel will be permitted to accept service on behalf of Vina GSA directors.

Public Comment: None.

Action Taken: **None.**

11 DIRECTORS' COMMENTS:

12 CLOSED SESSION

- 12.1 Consideration of Employment Agreement – Jeannie Trizzino. Pursuant to Government Code Section [54957\(b\)\(1\)](#)
Title: Administrative Assistant
- 12.2 OPEN SESSION CONTINUED – Consideration and Possible Approval of Employment Agreement – Jeannie Trizzino

Action Taken: **District Counsel directed to prepare required documentation for review by Board and Staff.**

13 ADJOURNMENT

Meeting adjourned at 6:47 p.m.
Adjourn to the next Regular Board Meeting, April 19, 2022.

DRAFT

**Durham Irrigation District Board of Directors
Board Meeting
August 16, 2022 - 5:30 PM
MINUTES**

Board of Directors:

District Staff:

Matt Doyle, Chair – in attendance/remote	PRESENT		
Raymond Cooper, Director – in attendance/remote	PRESENT AT 5:42 pm PM		
Kevin Phillips, Director – in attendance/remote	PRESENT	Jeff Carter, District Counsel – in attendance/remote	PRESENT
		Mark Adams, District Engineer – in attendance/remote	ABSENT
		Mike Butler, Water Operator – in attendance/remote	PRESENT
		Jeannie Trizzino, Admin. Assistant – in attendance/remote	PRESENT
		Brenda McLaughlin – district customer	

1 CALL TO ORDER

- 1.1 Meeting was called to order by Chair Doyle at 5:30 pm.
- 1.2 Consideration of Resolution 2022-08 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30-days.

Action Requested: *That the Board consider and approve Resolution 2022-08 of the Durham Irrigation District Board authorizing remote teleconference meetings of the Board for 30 days pursuant to the Ralph M. Brown Act and California Assembly Bill 361.*

Board Discussion: **None.**

Public Comment: **None.**

Action Taken: **On a motion made by Phillips and seconded by Doyle, the Board approved the motion.**

Vote results **Ayes carried.**

Ayes: **Doyle, Phillips**

Noes:

Abstained:

Absent: **Cooper**

Discussion: Chair Doyle suggested that the Board resume in-person meetings starting in September 2022. Director Phillips and Counsel Carter agreed.

Public Comment: **None.**

Action Taken: **In-person meetings will resume at District office at 9418 Midway, Unit C, in September, at the September 20, 2022 board meeting.**

- 1.3 Introduction of Guests
Brenda McLaughlin, District customer

2 PUBLIC COMMENT - NONE

3 PRESENTATIONS - NONE

4 CONSENT AGENDA

- 4.1 Monthly Financial Report for July 2022, including:
 - 4.1.1 Balance Sheet
 - 4.1.2 Profit & Loss Statement
 - 4.1.3 Previous Year Comparison
 - 4.1.4 General Ledger
 - 4.1.5 Board Recap, Water Sales and AR Aging Report
- 4.2 Approval of the Warrant Sheet from July 19, 2022 to August 15, 2022, including payments, deposits, and transaction adjustments.
- 4.3 Approval of the minutes for the January 18, 2022 and February 15, 2022 Board Meetings.

Action Requested: *That the Board approve the Consent Agenda.*

Board Discussion: None.

Public Comment: None.

Action Taken: On a motion made by Phillips and seconded by Doyle, the Board approved the motion.

Vote results Ayes carried.

Ayes: Doyle, Phillips

Noes:

Abstained:

Absent: Cooper

5 REGULAR AGENDA

- 5.1 Items Removed from Consent Agenda - **NONE**

6 CORRESPONDENCE

All Items Informational/Possible Action/Direction

- 6.1 Butte County Drought Situation Report (07.26.2022)

Discussion: **Staff supplied County Report for guidance from Directors with respect to AB 552 for drought preparedness planning requirement for small water system. Director Doyle summarized the report as relating to privately owned agricultural and domestic wells that have gone dry.**

Public Comment: None.

Action Taken: None.

7 WATER OPERATIONS BUSINESS

These items were provided for the Board's information. Although the Board may discuss the items, no action can be taken at this meeting. Should the Board determine that the action is required, the item or items may be included for action on a subsequent posted agenda.

- 7.1 Ongoing/New Business

7.1.1 Sonic well sensor update

Discussion: Sonic well sensor has been installed at Library site and will log a month of data before moving it – hourly static well depth. However, the water operator has fabricated a casing so that the sensor can be moved to other sites if needed. Director Cooper directed that the sensor be left at the Library site and if it performs well, the District should obtain similar sensors for the other two well sites. Director Doyle requested that the well data be added to the Water Operator Log.

Public Comment: None.

Action Taken: None

7.1.2 CalFire ISO (Insurance Services Office) Survey for fireflow update

Discussion: Water operator has submitted available data to CalFire.

Public Comment: None.

Action Taken: None

7.2 Review of Water Operator Log for July 2022 (Operator Mike Butler)

Discussion: Leak repair at Almendra went well; carport installation at Holland went well; reported several issues involving tree root intrusion on District service lines and equipment. Director Doyle directed staff to charge customer for service call for water interruption caused by customer. Water Operator comments that replacement of 1960s-era valves continues.

Public Comment: None.

Action Taken: None

7.3 Monthly Work Order Status Report through August 11, 2022

8 GENERAL BUSINESS

8.1 District Activities and Status Report from District Engineer.
(All Items Informational/Possible Action/Direction)

8.1.1 Status Updates and Activities Not Requiring Action

8.1.1.1 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.

Discussion: Water operator will investigate getting an additional bid on Schedule 80 PVC materials for this project as supply chain issues have resulted in large price increases and delays in orders for parts made of brass. PVC is much more available and cheaper. He will report at next board meeting.

Public Comment: NONE.

Action Taken: NONE

8.1.1.2 Capital Improvement Plan - Projects and Cost Estimates and set CIP Planning Meeting dates to review identified projects, timeline for implementation, and financial opportunities and constraints.

Discussion: District Engineer and Water Operator have updated the CIP list with current costs. They have also grouped the capital projects into categories compatible with planning for a future rate increase.

Public Comment: NONE.

Action Taken: District Engineer will convene administrative committee (Doyle and Water Operator) to discuss CIP options.

8.1.1.3 Policy: Sealed Meters

8.1.1.4 Policy: Homeowner incursion of District easement, specifically owner responsibility for damage caused to pipeline caused by trees

Discussion:

District Counsel has draft policies for 8.1.1.3 and 8.1.1.4.

Public Comment:

NONE.

Action Taken:

District Counsel will distribute draft policies for review by Board and staff.

8.1.1.5 Annual Audit 2020. Review status of audit activities.

Discussion:

Staff working with Auditor and Bookkeeper to compile needed materials for audit.

Public Comment:

NONE.

Action Taken:

NONE.

8.1.2 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.

Discussion:

Staff has received correspondence from new Grant Management Specialist from USBR requesting additional information. District Engineer will coordinate contract for cultural resource consultant under NorthStar to reduce District oversight. Director Cooper concerned whether cultural resource assessment is reimbursable under the grant.

Public Comment:

NONE.

Action Taken:

Staff to check with USBR on reimbursement conditions of grant.

8.1.3 Easement Agreement between DID and DUSD for connections along east side of Durham Dayton Highway.

Discussion:

District Counsel has draft agreement prepared and will have District Engineer review.

Public Comment:

NONE.

Action Taken:

District Counsel and District Engineer will meet to discuss and finalize.

8.1.4 Biennial Conflict of Interest Update

Discussion:

District Counsel reports that District policy complies with current law on Conflict of Interest and no changes are needed.

Public Comment:

NONE.

Action Taken:

District Counsel will finalize review and notify County; due date for such notification was August 1, 2022. Staff to sign letter to county when finalized. District Engineer reviews issues surrounding fireflow to the site.

8.2 Development Projects. Review status of development projects' activities.

8.2.1 Butte County Farm Bureau Project – 9412 Jones Avenue

Discussion:

District Counsel reports that he will prepare standard agreement and letter for applicant after discussion with District Engineer. Discussion ensued regarding impact of fireflow (fire hydrant) requirements for the project, relating to the ISO survey.

Public Comment:

NONE.

Action Taken:

District Counsel and District Engineer will meet to discuss and finalize.

8.3 Sierra Water Utility Contract renewal

Discussion:

District Counsel reports that he will update prior agreement, discuss with Water Operator.

Public Comment:

NONE.

Action Taken: District Counsel will finalize and circulate draft revised contract.

8.4 Annual Audit RFP status

Discussion: Staff reports that RFP was unsuccessful; asks District Counsel for guidance on language to be used to invite audit firms to submit. Director Phillips will provide options for staff.

Public Comment: NONE.

Action Taken: Director Cooper and District Counsel will assist staff.

8.5 Memorandum to Board

8.5.1 Regarding Acct 684 – 2469 Tracy Ranch Road.

Discussion: General discussion. Director Phillips recommends that the well be metered and monitored by District, be limited in use (as in emergency use only, in case of fire, for example), and to have a robust backflow prevention device installed, all of which to be agreed to in a written agreement. District Counsel recommends that the District develop a policy to address this issue to be adopted next meeting in addition to a letter from District Counsel to owner. This will put the District in a good position for any future new well requests. Staff to advise customer that the matter will be discussed at September board meeting.

Public Comment: NONE.

Action Taken: Board directed to update staff the customer; District Counsel will prepare a letter for the customer; and Director Phillips will prepare a draft policy and forward to District Counsel and District Engineer for finalizing.

8.5.2 Regarding Acct 27 – 2400 Faber Street.

Director Cooper joined Board meeting at 5:42 p.m. when this matter was being discussed.

Discussion: Property was converted to a metered rate schedule upon installation of meter on the property. Owner requests being returned to flat rate schedule. Water operator reports that meter was installed before he started serving the District. In April the water operator discovered that there are two meters in one meter box that had been overlooked and started obtaining meters. Counsel confirms that it is California state law that meters must be installed for all water accounts in January 2025. Staff confirm that this account has been billed an unchanging flat rate of \$35.07 since 2019 and has not been charged the current rates. Director Doyle explained 2018 rate schedule increase applied to all customers. Director Phillips explained the financial benefits of metered rate for low-usage accounts, but customer preferred flat rate billing.

After vote, Director Cooper clarified that the District might not be completely converted to meters by the California deadline. Staff clarifies that AB 2572 was passed in 2004 mandates that all water requires all water suppliers to install water meters on all customer connections by January 1, 2025. There are some 200 unmetered connections in the District.

Action Taken: On a motion made by Phillips and seconded by Doyle, the Board approved allowing this account to be billed at the then-current flat rate until such time as the District converts to metered rate billing under California law or upon sale of the property.

Vote results

Ayes:

Noes:

Abstained:

Absent:

Ayes carried.

Cooper, Doyle, Phillips

- 8.6 Options for general management of the District, including, but not limited to, potential General Manager replacement and advertisement.

Discussion: No discussion.

Public Comment: NONE.

Action Taken: NONE.

- 8.7 Update on Accounts Receivable Status.

Discussion: Staff reported that county lien notices did not go out; updated that several account are getting debt relief from state grant program; and direct discussion is outstanding with two accounts with high accounts receivable.

Public Comment: NONE.

Action Taken: NONE.

- 8.8 Drought Planning for Small Water Suppliers and Rural Communities required under SB 552.

Discussion: No update; Director Doyle awaiting response from other local water service companies and will follow up with staff.

Public Comment: NONE.

Action Taken: NONE.

9 ATTORNEY REPORT

- 9.1 Updates from Legal Counsel not discussed under other Agenda Items
See Closed Session Item 12.1.

- 9.2 Updates on 2022 Ballot Measure

- 9.3 Update on Elections Division Notice of Offices to Be Filed

Discussion: 9.2 and 9.3 District Counsel awaiting response from County Election Office.

Public Comment: NONE.

Action Taken: NONE.

- 9.4 Updates on Vina GSA Fee allocation

10 VINA GSA

(All Items Informational/Possible Action/Direction)

See Vina GSA Calendar online here: <https://www.vinagsa.org/calendar>

- 10.1 Vina GSA SHAC Meetings

- 10.2 Vina GSA Board Meetings

- 10.3 Vina GSA/RCRD GSA Board Meetings

Discussion: District Counsel reports that court has denied the Vina GSA demurrer response to litigation matter. Vina GSA counsel is preparing an estimate for expected additional litigation costs.

District Counsel reports that Vina GSA SHAC has prepared a list of probable grant projects relating to Vina GSA project management actions (PMAs).

Public Comment: NONE.

Action Taken: NONE.

11 DIRECTORS' COMMENTS:

Opportunity for Board comments on items not listed on the Agenda.

Discussion: Director Phillips would like the shared fence between the Library Well site and the back of his property to be replaced. He will share costs of such replacement with the District. Director Doyle asks Director Phillips to obtain an estimate.

Public Comment: NONE.

Action Taken: Director Phillips will obtain estimate for fence replacement and submit to staff; he will recuse himself from the matter going forward.

12 CLOSED SESSION

- 12.1 Conference with counsel on litigation in the matter of *AquAlliance, et al. v. Vina GSA, et al.*
- 12.2 Consideration of Employment Agreement – Jeannie Trizzino. Pursuant to Government Code Section [54957\(b\)\(1\)](#)
- 12.3 OPEN SESSION CONTINUED – Consideration and Possible Approval of Employment Agreement – Jeannie Trizzino

Action Taken: Closed session not convened.

13 ADJOURNMENT

Meeting adjourned at 6:47 p.m.

Adjourn to the next Regular Board Meeting, September 20, 2022.

Month: August 2022			
Date	Task Description/Notes	Regular Hrs and Duties (M-F)	After Hrs
8/1/22	Performed daily checks, checked lubrication of all pumps. Ran Aux power at both sites for 10 min. Picked up FM-32 Turbine oil from Hunt and Sons. Found leaking valve at the corner of Faber St. near Veterans Hall. Scheduled Brown Engineering to expose leak Monday.	3.00	
8/2/22	Performed daily checks, checked lubrication of all pumps.	1.75	
8/3/22	Performed daily checks, checked lubrication of all pumps. Responded to pressure complaint at 30 San Rafael Ct. (W.O. #193) Pressure issue is on their side.	2.00	
8/4/22	Performed daily checks, checked lubrication of all pumps.	1.75	
8/5/22	Performed daily checks, checked lubrication of all pumps. Topped of oil at both sites.	1.75	
8/8/22	Performed daily checks, checked lubrication of all pumps. Met with Brown Engineering to expose leak near Faber St and Veterans Hall. Hand wheel valve is not leaking. Leak is coming from 4 inch line supplying old 4 inch hydrant. Received authorization to replace line and hydrant. Tracked down final parts for repair and new 6 inch valve addition from Core & Main and Ferguson. Passed out door hanger notices for tomorrows repair.	8.00	
8/9/22	Performed daily checks, checked lubrication of all pumps. Picked up parts from Ferguson and Core & Main. Met with Brown Engineering to perform leak repair hydrant installation, 4 inch valve replacement and 6 inch valve addition. Had to supply water tender to veterans hall due event being held the day of repairs. All repairs completed smoothly. No leaks.	10.00	
8/10/22	Performed daily checks, checked lubrication of all pumps. Checked yesterdays repairs. No leaks.	1.75	
8/11/22	Performed daily checks, checked lubrication of all pumps.	1.75	
8/12/22	Performed daily checks, checked lubrication of all pumps. Topped of oil at both sites.	1.75	
8/13/22	Met JC Hernandez to clean Holland Site.	1.50	
8/15/22	Performed daily checks, checked lubrication of all pumps. Fabricated Sonic Sensor control box, installed and programmed at Library site.	2.50	
8/16/22	Performed daily checks, checked lubrication of all pumps. Responded to demand requests for 2318 Via Calle (W.O. #196) and 9251 Midway (W.O. #195). Responded to 2 USA requests.	2.25	

Date	Task Description/Notes	Regular Hrs and Duties (M-F)	After Hrs
8/17/22	Performed daily checks, checked lubrication of all pumps. Responded to shut off request at 2409 Florida. Customer had leaking Hose bib. Responded to 1 USA request.	2.00	
8/18/22	Performed daily checks, checked lubrication of all pumps. Responded to shut of request at 9356 Midway. Customer had leaking hot water heater. Responded to 1 USA request.	2.00	
8/19/22	Performed daily checks, checked lubrication of all pumps. Added 24 gallons to Alley site, 16 gallons to Holland site and 32 gallons to Library site. Topped oil off at Holland and Library site.	2.50	
8/22/22	Performed daily checks, checked lubrication of all pumps.	1.75	
8/23/22	Performed daily checks, checked lubrication of all pumps.	1.75	
8/24/22	Performed daily checks, checked lubrication of all pumps.	1.75	
8/25/22	Performed daily checks, checked lubrication of all pumps.	1.75	
8/26/22	Performed daily checks, checked lubrication of all pumps.	1.75	
8/30/22	Performed daily checks, checked lubrication of all pumps.	1.75	
8/31/22	Performed daily checks, checked lubrication of all pumps. Added 43 gallons to Library site. Met with ARWA Leak Dectio to mic 3 steel lines in Durham. Checked Serviss St., the pipline parallel Goodspeed and Holland and the pipeline parallel to Goodspeed and Midway. No leaks. Pulled monthly samples and delivered to Pace Labs, Inc.	3.50	
Monthly Production			
32892 CCF's			
Total Regular Hours		60.25	
Total Extra Regular Hours over 48 hrs/month, excluding meter reading		12.25	
Total Additional After Hours			0.00
Signature:	<i>Michael Butler</i>		
Title:	Operator		

9/15/2022

Work Order Statistics
01/01/2021 thru 09/30/2022

1

<u>Year</u>	<u>Month</u>	<u>Issued</u>	<u>Complete</u>	<u>Open</u>	<u>Avg Comp Days</u>	<u>Avg Open Days</u>
2021	09	6	6		98	0
2021	10	24	14	10	128	340
2021	11	2	2		69	0
2021	12	12	7	5	78	287
2022	01	7	6	1	7	242
2022	02	12	6	6	53	234
2022	03	6	4	2	94	191
2022	04	3	3		24	0
2022	05	5	5		21	0
2022	06	6	5	1	34	94
2022	07	2	2		10	0
2022	08	8	5	3	0	49
2022	09	4	2	2	0	16
		97	67	30		

13 Items

9/15/2022

Work Order List

1

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
111	933	10/13/21		R Andrea and Marcus Mahling	Water Operator	9287 Holland Ave
		APN 039-460-048 Loc ID 039-460048				
		10/13/2021 jlt: Install meter; convert from flat rate acct.				
112	920	10/13/21		R Ilukowicz & Leach	Water Operator	2542 Durham-Dayton
		APN 039-450014 Loc ID 039-450014				
		Install meter				
		9/26/2021 - water operator reports no access.				
		10/26/2021 - blank; no meter. Need to install meter.				
114	936	10/27/21		R Devin Fosdick	Water Operator	2390 Brown St
		APN 040-231-020 Loc ID 040-231020				
		Install water meter.				
119	201	10/28/21		R Henry Mattei	Water Operator	2425 Durham St
		Read Seq 215002 040-221-001 Loc ID 040-221001				
		meter not working; estimated readings since 5/26/2020.				
121	916	10/28/21		R Christopher & Kimber Bresson	Water Operator	9416 Goodspeed St
		Read Seq 500014 040-213-007 Loc ID 040-213007				
		meter not working; estimated readings since 5/26/2021.				
122	506	10/28/21		R Bruce Hart	Water Operator	9499 Dillon Ct
		Read Seq 601308 039-540-018 Loc ID 039-540018				
		meter not working; estimated readings since 5/26/2020.				
129	141	10/28/21		R Billy Woodward	Water Operator	2403 Brown St

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
		Read Seq 104008 040-250-033 Loc ID 040-250033				
		9/8/2022 wo: Pressure issue is not resolved. She has no meters on the property. She has a service connection with a meter box and blank that was provided to her out front but might not have ever been connected to? It's in the off position though and water is still coming from the leak at her house. She believes that she has another service line. I have Advance leak detection scheduled to come out tomorrow (9/9/2022) and help me find her other service line.				
		12/16/2021 jlt: Sandra Atteberry, owner, came in to note that her water pressure was low and would like to have water operator stop by and check, and is no rush. OK to call. She mentioned that her account has meters installed, but never connected. Advised I would set up work order for water operator to check on the situation. mobile: (530)680-0124 land: (530)345-1601				
146	812	12/28/21		R Richard Schell	Water Operator	9587 Sunsup Ln
		Loc ID 039-540046 Does meter need replacing?				
148	22	12/30/21		R Jed Hait	Water Operator	2393 Brown St
		Read Seq 209014 040-233-017 Loc ID 040-233017 Repeated estimated readings; need to clarify with water operator if this is a meter issue, an access issue, or something else.				
154	153	1/31/22		R DC Investments One	Water Operator	9210 Goodspeed St
		Read Seq 104010 040-250-016 Loc ID 040-250016 Check meter and access. Repeated estimated readings.				
158	28	2/8/22		R Erika Withrow	Administrative Assistan	9327 Holland Ave
		Read Seq 519010 039-460-045 Loc ID 039-460045 Acct 28 has a meter, but is billed at flat rate 200 + usage. May need to re-adjust to flat rate 220 and calculate credit/debit.				
159	133	2/8/22		R Wes Lybbert	Water Operator	2370 Campbell St
		Read Seq 300018 040-222-006 Loc ID 040-222006 Old notes in meter book (02/2021) flagged this account as possibly needing a new meter. Please review and advise. Readings since 2/2021 seem fine.				
160	930	2/8/22		R Raymond and Lisa Rodriguez	Water Operator	2570 Durham-Dayton

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
	APN 039-520-034 Loc ID 039-520034					
	Does meter need replacing? Access issues? Estimated readings since 12/2021.					
161	913 2/8/22			R Matthew and Tamara Eubanks	Water Operator	2394 Campbell St
	040-221-029 Loc ID 040-221029					
	Does meter need replacing/installation? 0 readings since 05/2021. Old acct 333 for more history.					
	note in file: "4/8/2021 jlt: s/w Matt Eubanks and confirmed new account. This will be a rental house and they will advise when tenant moves in."					
163	662 2/8/22			R Anne Botello	Water Operator	9307 Sarah Ann Ct
	Read Seq 901037 039-460-057 Loc ID 039-460057					
	Does meter need replacing? Old note in meter book suggested new meter 03/2021. Please advise if this has been resolved.					
164	261 2/8/22			R Dickalyn Porter	Water Operator	9339 Goodspeed St
	Read Seq 200007 040-223-009 Loc ID 040-223009					
	9/8/2022 wo: They need to be metered. I can get this going myself. They have a leak on their side that isn't being addressed. We need to know how much they are losing.					
	Old (2020?) undated note from GM: mentioned that there is some water seepage in this area ("flooded" is the word used in the note). When convenient, please assess and advise if further action is needed.					
171	243 3/15/22			R Tink, Inc.	Water Operator	9336 Midway

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>

Read Seq 310002
040-200-002
Loc ID 040-200092

Please determine what address/customer is receiving this water. The customer currently listed on the account - Tink, Inc. - does not believe it is their usage and refuses to pay the bill, so this is a high AR account (as of 5/2022 - >\$900).

4/28/2022 jlt: parcel research for addresses in the area:

9330 Midway - Address not in County GIS

9336 Midway - Appears to be an abandoned building, JONES JONATHAN A & LEEANN R 040-200-092-000

9344 Midway - Address not in County GIS

Old note from file on this matter relating to a demand request:

"4/21/2020 - from Kamie to title company:

"When we talked previously, you asked about 9336 Midway and I found that it does not show up in our system as having a water account.

When I looked it up on the County's GIS database, it showed two addresses on the 092 parcel, which included the 9344 Midway address.

However, when I looked on Google Maps, the 9344 and 9348 address are on the 095 parcel. The error in the County's GIS database may be because of the slight offset of the parcel line, and thus the software might just put the address on the wrong parcel (the County's GIS data also puts 9348 on the wrong building), that is likely the error....

"The issue we need to resolve is how 9336 gets its water, as there is not an account that shows up in our water customer system. This may mean that 9336 is tied to the 9344 water line, which is a flat rate service line. Each parcel should have its own water line. Also, when a parcel changes ownership, a water service line is required to have a meter installed (if it is currently a flat rate service line)."

173	143 3/30/22		R	Janet Bynum	Water Operator	9389 Goodspeed St
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Read Seq 200018
040-214-007
Loc ID 040-214007

3/29/2022 - water operator reports cracked sight glass on meter that might need repair or replacement.

187	110 6/28/22		R	Derena Bettencourt	Water Operator	2344 Florida Ln
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Read Seq 209013
040-233-031
Loc ID 040-233031

Does meter need replacing?

Water operator notes that meter is broken.

192	806 8/2/22		R	Durham CUMC Parson	Water Operator / Admir	2404 Durham-Dayton
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<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
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Please look into the following:

9/13/2022 jlt: Advanced Pipeline verified water service line "coming from future meter supply hookup on Midway." - \$200

9/8/2022 wo: Water Operator reports "This location is hardly ever occupied. There is extensive landscaping . It wouldn't be too difficult to install a meter. Will have Advanced leak detection look at this location to locate service connection on 9/9/2022..

This is a flat rate account being charged a non-standard fixed amount. (should be \$63.78; is charged \$39.93).

Please look into two issues:

1. service line and how difficult (expensive) would it be to install meter
2. what kind of water usage does this account have? Is there a lot of landscaping or amenities that use water?

We are considering offering the customer two options -

A. encourage meter install now - \$650 meter fee, and update to metered rate \$35.07/mo + usage; meter is required in any case by 2025.

B. charge standard fixed rate amount of \$63.78/month.

194	955 8/3/22		R	Caitlin and Michael Crete		2514 Durham-Dayton
APN 039-450-005 Loc ID 039-450005						

Please install new meter for a previously unmetered account (new connection or conversion from flat rate).

Also update meter book - need to add new page.

Please advise if I need to make billing address changes.

New meter fee has been paid.

200	919 8/30/22		R	Jose Sanchez	Water Operator	9259 Midway
Read Seq 106001 040-250-027 Loc ID 040-250027						

8/29/2022 - water operator notes scratched sight glass on meter makes it difficult to read.

203	622 9/12/22		R	Sis Gilmore	Water Operator	9462 Van Ness Way
Read Seq 901007 040-630-008 Loc ID 040-630008						

9/12/2022 jlt: Please look into a customer inquiry regarding the following:

s/w owner Sis Gilmore - she is concerned about high water usage; advised that I would set up a meter check with water operator. Gave her the contact info for water operator. She also requested PDF copies of past bills and also an account history. It is okay to contact the owner directly at this number: 530-570-1418

206	149 9/15/22		R	Bruce Karolyi	Water Operator	2378 Brown St
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<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
		Read Seq 211015				
		040-231-017				
		Loc ID 040-231017				

Please look into an inquiry regarding the following:

9/14/2022 jlt: JC Hernandez (company that does alley cleanup) emailed regarding a visible leak in the alley behind this address. Texted to Water Operator.

Water Operator already aware of issue.

9/15/2022

Work Order List

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
103	615 9/28/21	10/4/21	R	Farm and Trade	Water Operator	9287 Midway
	Read Seq 308002					
104	508 9/29/21	2/14/22	R	John Pyle	Water Operator	2338 Brown St
	Read Seq 300002					
106	907 9/30/21	3/3/22	R	Bret and Jennifer Crowe	Water Operator	9620 Southwind Ct
	APN 039-540-045					
107	928 9/30/21	11/2/21	R	LDI Land & Home, I	Water Operator	30 San Rafael Ct
	APN 040-280-123					
108	312 9/30/21	2/3/22	R	Kevin Phillips	Water Operator	9478 Dillon Ct
	Read Seq 601302					
109	918 10/5/21	2/14/22	R	Camp & McLaughlin	Water Operator	9408 Goodspeed St
	040-213-004					
110	107 10/5/21	2/3/22	R	Renea Tamietti	Water Operator	2360 Faber St
	Read Seq 200005					
113	934 10/18/21	12/3/21	R	Angela and Nathan Miller	Water Operator	9604 Southwind Ct
	APN 039-540-049					
115	102 10/28/21	7/6/22	R	Albert Amator	Water Operator	2400 Campbell St
	Read Seq 215011					
116	129 10/28/21	12/10/21	R	Robert Hindman	Water Operator	2404 Campbell St
	Read Seq 215009					
117	165 10/28/21	12/10/21	R	Aaron Weeber	Water Operator	2406 Campbell St
	Read Seq 215018					
118	206 10/28/21	1/4/22	R	Larry Bultema	Water Operator	9330 Holland Ave
	Read Seq 215001					
123	246 10/28/21	12/29/21	R	Matthew Stanton	Water Operator	2508 Durham-Dayton
	Read Seq 602003					
124	247 10/28/21	12/29/21	R	Damon Pound	Water Operator	2510 Durham-Dayton
	Read Seq 602004					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
125	673	10/28/21	2/3/22	R Cliff & Kristine Keene	Water Operator	2315 Via Calle Ct
	Read Seq 901048					
126	500	10/28/21	2/14/22	R Kari Billson	Water Operator	9341-C Midway
	Read Seq 300016					
127	94	10/28/21	7/6/22	R Courtney Willows	Administrative Assistan	2378 Faber St
	Read Seq 213013					
128	146	10/28/21	7/6/22	R David & Katrina Jessen	Administrative Assistan	2411 Brown St
	Read Seq 209006					
130	188	10/28/21	7/14/22	R Victor/Rosie Lopez	Water Operator	2345 Florida Ln
	Read Seq 105002					
134	646	11/17/21	1/1/22	R Brian Ring	Administrative Assistan	9470 Van Ness Way
	Read Seq 901021					
135	257	11/29/21	3/3/22	R John & Christy Patterson	Water Operator	2368 Florida Ln
	Read Seq 209009					
137	173	12/1/21	7/6/22	R John Staples	Water Operator	2381 Durham St
	Read Seq 200015					
140	279	12/21/21	12/21/21	R James Patterson	Water Operator	2534 Durham-Dayton
	Read Seq 602011					
141	278	12/21/21	12/21/21	R Erika Rust	Water Operator	2530 Durham-Dayton
	Read Seq 602010					
142	938	12/28/21	2/15/22	R Martin Van Gundy	Water Operator	9383 Midway A
	APN 040-215-016					
143	939	12/28/21	2/15/22	R Martin Van Gundy		9383 Midway B
	APN 040-215-017					
144	940	12/28/21	2/11/22	R Durham Gun Shop		9385 Midway
	APN 040-215-018					
145	910	12/28/21	7/6/22	R Bethany and Samuel Casale	Water Operator	2398 Durham St
	040-214-012					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
147	5 9/22/21	2/3/22	R	Susan Clements	Water Operator	2407 Faber St
	Read Seq 211008					
149	934 1/10/22	1/12/22	R	Angela and Nathan Miller	Water Operator	9602 Southwind Ct
	APN 039-540-049					
150	652 1/10/22	2/3/22	R	Joe Albert	Water Operator	9340 La Rose Ct
	Read Seq 901027					
151	176 1/12/22	1/12/22	R	Dolores McHenry	Water Operator	2396 Brown St
	Read Seq 211007					
152	263 1/12/22	1/12/22	R	Gary Wolf	Water Operator	2396 Serviss St
	Read Seq 101008					
153	682 1/24/22	2/7/22	R	Susan Donohue	Water Operator	2335 Via Calle Ct
	Read Seq 901057					
155	200 1/31/22	2/3/22	R	Berton Bertagna	Water Operator	9287 Midway / Almen
	Read Seq 308004					
156	654 2/3/22	5/27/22	R	Steve Lucena	Administrative Assistan	9339 La Rose Ct
	Read Seq 901029					
157	27 2/8/22	8/17/22	R	Brenda McLaughlin	Administrative Assistan	2400 Faber St
	Read Seq 213005					
165	660 2/14/22	2/15/22	R	Gina Schweitzer	Water Operator	9216 Goodspeed St
	Read Seq 901035					
166	924 2/10/22	2/22/22	R	Tom Knight	Administrative Assistan	9637 Southwind Ct
	039-540-057					
167	638 2/22/22	2/23/22	R	Tod Leininger	Water Operator	2487 Tracy Ranch Rd
	Read Seq 901012					
168	704 2/22/22	2/24/22	R	Manuel Sanchez-Palacios	Administrative Assistan	2575 Burdick Rd
	Read Seq 901071					
169	283 3/7/22	3/7/22	R	Troy Morse	Water operator	2548 Durham-Dayton
	Read Seq 602021					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
170	226	3/15/22	8/22/22	R Catherine Bailey	Administrative Assistan	9393 Goodspeed St
	Read Seq 500001					
172	501	3/17/22	9/8/22	R Goodspeed Commons	Water Operator	9225 Goodspeed St
	Read Seq 120000					
174	635	4/13/22		R Steve Bunch	Water Operator	9325 Sarah Ann Ct
	Read Seq 901008					
175	928	4/14/22		R Jerry Tucker Const	Water Operator	30 San Rafael Ct
	APN 040-280-123					
176	268	4/25/22	5/19/22	R Robin McMichael	Water Operator	9314 Goodspeed St
	Read Seq 300004					
177	273	3/16/22	4/26/22	R Select Property Mg	Administrative Assistan	2339 Brown St
	Read Seq 308005					
178	91	5/12/22	5/13/22	R Victoria Wilsey	Water Operator	2385 Campbell St
	Read Seq 200008					
179	940	5/17/22	5/19/22	R Durham Gun Shop	Water Operator	9385 Midway
	APN 040-215-018					
180	52	5/24/22	5/24/22	R Karl Gabski	water operator	9343 Holland Ave
	Read Seq 519108					
181	317	5/24/22	5/24/22	R Robert Spaulding	Water Operator	2586 Widgeon Ln
	Read Seq 801002					
182	306	5/27/22	9/8/22	R Ron Gunn	Water Operator	9407 Dwyer Ct
	Read Seq 701001					
183	507	6/2/22	9/8/22	R Jamie Payne	Water Operator	9435 Dillon Ct
	Read Seq 601205					
184	255	6/14/22	6/14/22	R Rosemarie Brown	Water operator	2383 Faber St
	Read Seq 211016					
185	665	6/20/22	6/20/22	R Frederick Montgomery	Water Operator	9626 Southwind Ct
	Read Seq 901040					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
186	203	6/28/22	9/8/22	R Almendra Winery		9275 Midway
						Read Seq 100011
188	244	7/5/22	7/25/22	R Veronica Masuda	Water Operator	9434 Dwyer Ct
						Read Seq 701006
189	257	6/30/22	6/30/22	R John & Christy Patterson	Water Operator	2368 Florida Ln
						Read Seq 209009
190	636	7/18/22	7/18/22	R Lisa Johnson	Water Operator	2503 Tracy Ranch Rd
						Read Seq 901010
193	947	8/3/22	8/4/22	R Steven and Michelle Bunch	Water Operator	30 San Rafael Ct
						Read Seq 2-23a
195	144	8/16/22		R David Jasper Lerch	Water Operator	9251 Midway
						Read Seq 104004
196	674	8/16/22	8/16/22	R Andrew Sohnrey	Water Operator	2318 Via Calle Ct
						Read Seq 901049
198	929	8/18/22	8/18/22	R Benjamin and Emily Osburn	Water Operator	2404 Brown St
						APN 040-231-034
199	505	8/22/22	8/24/22	R Tinker Davis	Water Operator	2535 G Warren Dr
						Read Seq 601201
201	11	9/1/22	9/1/22	R Sandra Atteberry	Water Operator	9227 Midway
						Read Seq 104008
205	291	9/12/22	9/12/22	R Diego & Marisa Guerra	Water Operator	9665 Teal Ln
						Read Seq 801001



September 9th, 2022
File No. 22-1-133

Durham Irrigation District
c/o Mr. Mark Adams
Northstar Engineering
District Engineer
Durham Irrigation District
P.O. Box 98
Durham, CA 95938

SUBJECT: Scope and Budget for Water CIP Development and Funding Assistance

Dear Mr. Adams:

Per your request, Luhdorff & Scalmanini, Consulting Engineers (LSCE) is pleased to provide this proposed scope and budget for providing Water CIP development and funding assistance to facilitate cost-effective implementation of water system improvements over the next five years for the Durham Irrigation District (DID).

Scope of Work

The scope of work outlined herein describes the next steps in developing a funding strategy to fund priority water system improvements related to the DID public water system. The scope is separated into two primary categories based on current water asset and system understanding and available funding programs to support project implementation activities. The scope includes project meetings and development of a Technical Memorandum to communicate funding recommendations and next steps to achieve water CIP implementation goals and objectives.

The scope will include the estimated costs for priority water CIP projects including planning, funding, design and construction activities. Cost estimates will be calculated in 2022 dollars and projected to mid-point of construction depending on the project. The estimated costs will be based on expected CEQA and Permitting compliance approaches with project contingency included. This includes collaborating with DID staff on project infrastructure planning, assessment, design, permitting, and/or construction aspects. Funding need will be based on total estimated costs for each project included in the analysis.

Task 1 – Water CIP Development

This task is to prioritize the DID's water CIP project list and bundle projects accordingly based on economies of scale and funding program benefits to deliver projects within planned budgets and estimated project delivery costs.

Task 1: Water CIP Development	
Description	Details
Water CIP Review And Prioritization	<ul style="list-style-type: none"> Review and prioritize water CIP projects Address CEQA Compliance and Permitting Issues Update Project Delivery Cost Estimates

Task 2 – Funding Program Assessment and Recommendations

This task is based on assessing available state and federal funding programs that the DID would be eligible to pursue in the future to fund priority water CIP projects identified in Task 1. LSCE would evaluate funding program guidelines and determine best available funding sources to pursue in FY22-23. LSCE and DID recognize that market financing conditions hit an inflection point in 2022 with a rapid change in the Federal Reserve Board’s monetary policy with interest rates on the rise to combat inflation. This puts a premium on securing funding terms that are favorable for high priority projects in the event interest rates keep increasing. In parallel, LSCE will assess the viability of pursuing grant funding sources that match the project funding needs identified in Task 1. The DID may need to be flexible with project implementation schedules based on available funding opportunities and favorable funding market terms in the current dynamic financial market conditions. LSCE will prepare a Technical Memorandum summarizing the findings and recommendations for Tasks 1 and 2. For this task it includes one (1) Board meeting preparation and presentation development, one (1) committee meeting in person, and two (2) meetings remotely. Meeting agendas, minutes and any follow-up action documentation will be provided for each meeting.

Task 2: Funding Program Assessment and Recommendations	
SubTask Description	Details
Assess Water Resource Funding Programs	<ul style="list-style-type: none"> State grant and loan programs. Federal grant and loan programs.
Develop Funding Program Recommendations	<ul style="list-style-type: none"> Evaluate funding program guidelines and eligibility. Match best available funding programs with priority projects. Identify CEQA and Permitting requirements.
Board Meeting presentation	<ul style="list-style-type: none"> Prepare staff report recommendations and presentation for Board review and ongoing discussions.

Proposed Schedule

LSCE's proposed schedule for LSCE to complete the Water CIP prioritization and funding recommendation services scope is 90-days based on the anticipated start date of September 26, 2022. This work will leverage other water system work LSCE is conducting related to asset management, regulatory compliance, and water CIP implementation funding activities.

Proposed Budget

LSCE's proposed budget for Water CIP prioritization and funding recommendation services is **\$15,000** based on the anticipated projects and funding needs to allow the DID to complete necessary water system improvements in a timely manner. The budget estimate for this work is included in the table below:

Task	Comments	Budget Estimate
CIP Project Prioritization	Priority projects and phasing	\$5,000
Updated Cost Estimates	Update project cost estimates	\$4,000
Prepare Technical Memorandum	Draft/Final TM	\$6,000
Total Budget Estimate		\$15,000

The work will primarily be performed by Eddie Teasdale and Jacques DeBra.

LSCE will bill monthly for labor and materials, only as incurred, in accordance with LSCE's current Schedule of Fees for Engineering and Field services (attached). In the event that LSCE is required to be involved in activities that deviate from the scope, LSCE will provide notification of any potential changes in the estimated budget for additional project services.

We appreciate the opportunity to continue providing professional engineering support services to the DID. Should you have any questions, please do not hesitate to contact me.

Sincerely,

LUHDORFF & SCALMANINI
CONSULTING ENGINEERS



Eddy Teasdale, PG, CHG.
Principal Hydrogeologist



Jacques DeBra
Supervising Water Resource Planner

Enclosures

- 2022 Schedule of Fees for Engineering and Field Services



Luhdorff & Scalmanini

Consulting Engineers

500 FIRST STREET • WOODLAND, CA 95695

2022 SCHEDULE OF FEES ENGINEERING AND RELATED FIELD SERVICES

Professional*

Senior Principal	\$235/hr.
Principal Professional.....	\$225 to 230/hr.
Supervising Professional	\$210 to 220/hr.
Senior Professional	\$175 to 210/hr.
Project Professional	\$155 to 175/hr.
Staff Professional	\$135 to 155/hr.

Technical

Engineering Inspector	\$140/hr.
ACAD Drafting/GIS	\$142/hr.
Engineering Assistant.....	\$115 to 140/hr.
Scientist.....	\$115 to 140/hr.
Technician.....	\$115 to 140/hr.

Clerical Support

Word Processing, Clerical.....	\$90/hr.
Digital Communications Specialist.....	\$90 to 100/hr.
Project Admin/Accounting Assistant	\$90 to 110/hr.

Vehicle Use	\$0.58/mi.
Subsistence	Cost Plus 15%
Groundwater Sampling Equipment (Includes Operator)	\$170.00/hr
Copies	\$0.20 ea.
Professional or Technical Testimony	200% of Regular Rates
Technical Overtime (if required)	150% of Regular Rates
Outside Services/Rentals	Cost Plus 15%
Services by Associate Firms	Cost Plus 15%

* Engineer, Geologist, Hydrogeologist, and Hydrologist

INTERIM COUNTY COUNSEL
BRAD J. STEPHENS



CHIEF DEPUTY COUNTY COUNSEL
FELIX WANNENMACHER
KATHLEEN KEHOE GREESON
ROGER S. WILSON

DEPUTY COUNTY COUNSEL
BRUNELLA WOOD

OFFICE OF THE COUNTY COUNSEL
COUNTY OF BUTTE
25 COUNTY CENTER DRIVE, SUITE 210
OROVILLE, CALIFORNIA 95965
PHONE: (530) 552-4070 FAX: (530) 538-6891

June 2, 2022

Kamie Loeser
Durham Irrigation District
P.O. Box 98
Durham, CA 95938

Re: 2022 Local Agency Biennial Notice

Dear Kamie:

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. Please review Durham Irrigation District's Conflict of Interest Code and indicate what action will be taken on the enclosed 2022 Local Agency Biennial Notice. Once completed, please return the biennial notice to our office no later than August 1, 2022.

Once our office receives the 2022 Local Agency Biennial Notice, we will submit it to the Butte County Board of Supervisors for approval. If you have any questions, please do not hesitate to contact our office.

Very truly yours,

BRAD J. STEPHENS
Interim Butte County Counsel

BS/l
enclosure

RECEIVED JUN 06 2022	Scanned/Copied:	
	<input checked="" type="checkbox"/>	Hardcopy File
For AP Use [CK# N/A / Date: _____]	<input checked="" type="checkbox"/>	Electronic File
	<input checked="" type="checkbox"/>	Board Agenda File
	Board Date:	6/21/2022

2022 Local Agency Biennial Notice

Name of Agency: Durham Irrigation District
Mailing Address: P.O. Box 98 Durham, CA 95938
Contact Person: Kamie Loeser Phone No. 530.552.3590
Email: kloeser@buttecounty.net Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **August 1, 2022** to:

Butte County Counsel, 25 County Center Drive, Suite 210, Oroville, CA 95965

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

8.1.4 PLACEHOLDER Resolution 2022-10 - Conflict of Interest

OPERATIONS AND MAINTENANCE SERVICES AGREEMENT

This Agreement is entered into effective May 1, 2022 by Durham Irrigation District, a California Irrigation District (the “District”) and Michael Butler, individually and doing business as “Sierra Water Utility” (“Butler”) and is based on the following facts:

A. The District owns and operates in Durham, California a public water system consisting of ground water wells, pumping plants and distribution facilities (the “System”) for the benefit of land owners within the District.

B. Butler is a drinking water treatment and distribution system operator holding California Grade D2 Water Distribution License No. 52837.

C. The District has engaged Butler since April, 2021, and now desires to re-engage Butler, and Butler desires to accept such engagement, as an independent contractor to conduct operation and maintenance services (O&M) for the District’s Water System (“O&M Services”), all as set forth below.

In consideration of the foregoing facts, the recital of which by this reference is incorporated in the agreement of the parties set forth below as though fully set forth therein, and of the mutual conditions, covenants and promises set forth below, the parties agree as follows:

1. **Term of Agreement.** The term of this Agreement shall be for three years commencing May 1, 2022. The term of this Agreement shall terminate on April 30, 2025 unless extended by mutual agreement of the parties by written addendum hereto executed by the parties. In December, 2024, the parties shall discuss extending the term hereof for an additional three year term, and should they agree upon such, an addendum hereto shall be executed by them so extending the term and evidencing any additional terms upon which they agree.

2. **Performance of Services.** Butler agrees to perform the O&M Services in a thoroughly professional manner. Without limiting the foregoing, Butler shall perform all of those O&M Services necessary to operate and maintain the System (“System Management”), including, without limitation, those tasks described in the “Scope of Work” attached hereto as Exhibit “A.”

In performing the Services, Butler shall be in full control of the manner and means of doing so and shall provide all tools, equipment, and instruments necessary therefor.

3. **Representations.** Butler represents that (i) he now has and hereafter will maintain such certifications as are required under federal, state, and local laws to operate and maintain the System; and (ii) he possesses the knowledge, skills, and tools, equipment, and instruments necessary to operate and perform the Services and maintain the System in a good and workmanlike manner.

4. **Insurance.**

a. **Liability.** Butler now has and will maintain throughout the term hereof commercial liability insurance, with policy limits of not less than \$2,000,000.00, naming and protecting both Butler and the District as an additional insured from and against any and all claims of any nature for damage to property or for personal injury or death, which may arise from its performance of or failure to perform the Services. Such insurance shall be written by an insurance company admitted or authorized to transact business in this state. A certificate or certificates of insurance, as well as of the insurance described below, evidencing the coverage required shall be provided to the District prior to the commencement hereof and annually thereafter on the renewal of such policy. Any insurance policy shall contain a provision that the same shall not be canceled, nor shall coverage be modified or limits changed, without first giving ten days written notice to the District.

b. **Workers' Compensation.** Butler represents and warrants that he is aware of the provisions of Labor Code sections 3200, et seq. which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code. Butler at his sole cost and expense agrees to obtain such insurance, and comply with such provisions before he and/or his employee or employees commence performance of the Services and at all times during the term hereof.

c. **Auto Insurance.** Butler at all times during the term hereof, at his own cost and expense, shall keep and maintain business liability automobile insurance insuring all owned, non-owned, and leased automobiles or other vehicles used by him and his employees in performing the Services in the

amount of not less than \$1,000,000.00 single limit per accident for personal injury and/or property damage. Such insurance shall name and protect both Butler and District as an additional insured. Butler shall provide District with a certificate of such insurance evidencing District as an additional insured and the coverage required herein upon execution hereof and on or before renewal thereof.

5. **Indemnity.** Butler shall defend, indemnify and hold the District free and harmless from and against any and all loss or liability, and against all claims or actions based upon or arising out of injury to or death of person, or damage to or loss of property, arising out of or in any way connected with his acts or omissions or other wrongdoing or of his employees or agents in connection with the performance of or failure to perform the Services.

6. **Compensation.** It is estimated that performance of the O&M Services as described in Exhibit A, shall require on average 48 hours per month (12 hours per week). Butler agrees that he will be available to the District to perform the O&M Services for not less than 48 hours per month. In consideration therefor, District shall pay Butler the sum of \$2,837.28, monthly in arrears, beginning in May, 2022. In addition, should O&M Services required of Butler exceed 48 hours per month, Butler shall be paid depending on the work performed and when performed, the hourly amount set forth on the attached Utility Rate Sheet for each hour or portion thereof expended by him therefor. In addition to the foregoing, Butler also agrees to read District water meters monthly for the flat fee of \$541.00. beginning May 1, 2022. The foregoing compensation amount shall be increased by the increase, if any, in the Consumer Price Index for all Urban Consumers (CPI-U), seasonally adjusted, from May 1 of the preceding year through April 30 of the then current year.

7. **Non-Exclusivity.** Butler may perform services similar to the Services for others, and is free to continue to do so, provided such work shall not interfere with his performance of those obligations on its part to be performed under this Agreement.

8. **Independent Contractor Status.** Butler's performance of the Services shall be as an independent contractor and not as an employee of the District. Butler shall be solely responsible for the payment of any and all taxes, contributions, and insurance payments arising out of the Services performed

by it or by any person or persons employed by it to assist in its performance of the Services. Upon execution hereof, Butler shall provide District with his FEIN.

9. **Assignment.** This Agreement shall not be assigned by the Butler without the prior written consent of the District.

10. **Integration Clause.** This Agreement embodies the entire agreement of the parties. No waiver, alteration, or modification of the terms of this Agreement shall be binding unless made in writing and signed by the parties.

Executed effective May 1, 2022.

DISTRICT:

Durham Irrigation District, a California
irrigation district

By: _____
Matt Doyle, President

BUTLER:

By: _____
Michael Butler, individually and doing business
as Sierra Water Utility

Sierra Water Utility Rate Sheet

Chief Operator

Distribution Grade 2, Treatment Grade 2

- \$59.11hr weekdays 6:00am-6:00pm
- \$125hr after hours and weekends (One man)

Operations Assistant

Distribution Grade 2

- \$25hr weekdays 6:00am-6:00pm
- \$125hr after hours and weekends (One man)

Uncertified

- \$20hr weekdays 6:00am-6:00pm

After Hours and Weekends 2 Man Rate

Chief Operator and Operations Assistant (Certified)

- \$180hr

Chief Operator and Operations Assistant (Uncertified)

- \$160hr

**** Rates subject to change annually based off the CPI inflation calculator available on the official website for the U.S. Bureau of Labor and Statistics.

https://www.bls.gov/data/inflation_calculator.htm

CHAPTER 1 INTRODUCTION

INTRODUCTION

TO THE LANDOWNERS AND WATER USERS OF THE DURHAM IRRIGATION DISTRICT:

These policies and procedures have been adopted by the Board of Directors under the authority of the California Water Code and are part of the law governing the Durham Irrigation District comparable to county or municipal ordinances.

These Rules and Regulations are intended and should be viewed as an attempt to outline general procedures and requirements. In general, the requirements may be established more fully by statute or regulation of the State of California or by the United States of America in the case of federal requirements. A party should not view these Rules and Regulations nor use these Rules and Regulations as a promise by the District that if the Rules and Regulations are complied with, that all legal requirements will be met. The user is encouraged to employ the Regulations as a general guideline and to seek further advice and legal determination in regard to detailed compliance with statute or Regulations.

WHO WE ARE:

Durham Irrigation District (District) is an irrigation district of the State of California formed March 8, 1948 pursuant to the provisions of Division 11 of the California Water Code for the purposes of delivering municipal, industrial, and irrigation water to the lands within its boundaries. The District was originally formed for the purposes of providing irrigation water for the farming operations in what was then primarily an agricultural community. However, since its formation the District's service area has changed from predominantly an agricultural community to predominantly a residential community.

The District makes no profit and is operated for the sole benefit of the lands and people within its boundaries. The benefits that are derived will be measured by the extent to which the people within the District cooperate to make it a success. Day-to-day management of the District's administrative practices and procedures is delegated to the District Manager (Manager).

Policies and procedures are subject to amendment at any time by majority vote of the Board of Directors.

1.1 MISSION STATEMENT

Durham Irrigation District is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers.

CHAPTER 1 INTRODUCTION

A. Vision Statement

The Durham Irrigation District's vision is to achieve a high level of customer and employee satisfaction, resource conservation, increased reliability, and excellent relationships with suppliers, public agencies, and others.

B. Statement of Values

Customer	Customer satisfaction is the District's primary objective.
Employees	The District is committed to recruit and retain top quality employees and to provide a work place environment, training, and recognition and reward system that enhance employee performance and satisfaction.
Water	The District is dedicated to provide, conserve, and protect quality water resources for our customers and to enhance the environment.
Community	The District will share its resources with the community through education and employee involvement.

1.2 PRIMARY SERVICE OBJECTIVE

The primary purpose of the District is to provide water service in an equitable manner for domestic, commercial, industrial, and irrigation purposes to the lands within the boundaries of the District. Whatever other service the District may elect from time to time to render is subordinate to this primary obligation.

1.3 BOARD OF DIRECTORS

The District is governed by a three-member Board of Directors, (Board of Directors), which manages and conducts the business and affairs of the District and determines all questions of District policy. All powers of the District are exercised through the Board. Board members are elected by the people to staggered four-year terms. Each director represents all of the lands located geographically within the District. The Board communicates the wishes of the electorate to the District's professional staff and communicates the recommendations of the staff to the electorate by adopting District policy. The Board delegates to the District Manager the authority for implementing its decisions.

1.4 DUTIES OF DIRECTORS

The requirements for actions or non-action of Directors is dispersed so widely through the statutes of the State of California that these guidelines are intended to attempt to address problems that are commonly encountered. Individuals utilizing these Regulations are encouraged to ask detailed questions of the District staff or attorneys in regard to these

CHAPTER 1 INTRODUCTION

general principles, since often they touch upon issues of how a Board of Directors documents actions, Directors' and staffs' economic conflict of interest, the necessity of agendaizing particular actions and directions that are sought to be given, and the implementation of closed session actions.

1.5 FUNCTIONS OF THE BOARD

- A. The Board shall exercise and control or authorize the exercise and control of all business and affairs of the District, subject to the limitations of this manual, state and federal law. The Board adopts resolutions and policies, appropriates funds, and performs such other duties and responsibilities as are required of it or otherwise allowed by law. The Board establishes policy through broad general policy directives and general task assignments of a goal-oriented nature.
- B. The Board reviews the District Manager's (Manager) performance and establishes his or her (the male pronouns "he", "him", "his", and "himself" when used in this document include the corresponding female pronouns) compensation level annually.
- C. In every case, the will of the Board shall be expressed by a majority of the Board. No statement or act of any individual member of the Board shall be viewed as the will of the Board.
- D. The Board will review this document annually to ensure that it is pertinent and current.

1.6 DISTRICT GOVERNMENT VESTED IN THE BOARD OF DIRECTORS AND DISTRICT MANAGER

- A. District government is vested in the Board, and the Manager appointed by the Board. The Board delegates day-to-day management of the District's administrative practices and procedures to the Manager.
- B. The Board constitutes the policy-making body of the District.
- C. The Manager and the subordinate managers and/or officers and employees will execute the will of the Board as expressed by Board policy and direction. The position of Manager under Board direction has complete responsibility for all operations of the District and for the efficient performance of all District departments and personnel.

1.7 POLICY AND PROCEDURE STATEMENT

It is the duty of the Board to establish policy. All District Board approved policies will be contained in this or other District manuals. Working documents and proposals for new policies, or changes in policies, shall not, themselves, be considered policy unless and until formally approved by the Board.

CHAPTER 1 INTRODUCTION

The Manager and staff are charged with implementing District policies, and may adopt reasonable administrative practices and procedures for doing so. Anyone who feels that they have been aggrieved by staff's interpretation of policy may appeal to the Board.

1.8 LIMITATIONS OF ACTIONS AND AUTHORITY OF THE BOARD

- A. Individual Board members shall not give orders or direction to any staff member or the Manager, either publicly or privately, but may make suggestions and recommendations to the Manager.
- B. Directors individually shall refrain from interfering with District operations.
- C. Directors, in their capacity as a Board member may speak with District staff and seek information pertinent to District operations. Such inquiries from and contact with District staff shall most often be made through the Manager. The Manager shall arrange for the time and place for staff members to meet with the Director. Any staff member may bring a staff member of their choice as a neutral observer. The Manager shall be advised of this ahead of the meeting. If an employee wishes to contact a Director about District business, they may do so without contacting the Manager. Conversely, if a Director wishes to make an inquiry of staff without the Manager's knowledge, they may do so only if the District Attorney is present at all times during the inquiry and the contacted staff member shall have the right to have a District observer of their choice present during the inquiry. Such contact will only be during normal working hours of the District and when the employee is present at work. A Director acting in his capacity as a citizen or customer shall be afforded the same rights and courtesies as other citizens and customers.
- D. To facilitate integration and effective interpersonal relationships with the Board, Manager, and employees, the Board recognizes the importance of limiting its contact with the Manager, staff or employees. Directors shall not cause the Manager or staff to generate any special work without Board approval.
- E. Nothing in this section shall prevent a majority of a quorum of the board from appointing committees of its own members to conduct investigations into the conduct of any officer or department, of District government, or any matter relating to the welfare of the District, and delegating to these committees such powers of inquiry, as the Board may deem necessary.

1.9 BOARD RESOLUTIONS

From time to time, the Board will approve and adopt Board resolutions. Resolutions may contain District policy.

CHAPTER 1
INTRODUCTION

1.10 RELIANCE ON DISTRICT POLICY

It is the responsibility of those who deal with the District to ascertain District policy. If District policy is important in the conduct of your affairs you are advised to confirm your understanding of District policy with the Board.

8.9.2 PLACEHOLDER Chapter 6 - Water Service (09.2022)

Durham Irrigation District**Board Agenda Summary****Agenda Item: 8.10****Date: August 16, 2022****ORIGINATED BY:** Kevin Phillips**SUBJECT:** Investment Programs Offered by California CLASS**BOARD ACTION REQUESTED:**

Adopt Resolution No. 2022-09 resolution 2022-09 of the Board of Directors of Durham Irrigation District Authorizing the Durham Irrigation District to enter into the Joint Exercise of Powers Agreement relating to the California CLASS and to invest in shares of the California CLASS and related matters

Background:

In order to ensure the security of investment funds, while providing proper liquidity and maximizing investment return, the District utilizes short-term investment vehicles to hold funds that will be used within the near future towards operations and capital expenditures. The District currently utilizes a Tri-Counties Bank to hold all available cash. To provide the opportunity for asset diversification, security of principle and return on investment I recommend that the District open an account with the California CLASS program. In order for the District to participate in the California CLASS program, the attached resolution must be adopted.

California CLASS is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement (JPA Agreement) by and among California public agencies. California CLASS provides California public agencies with a convenient method for investing in high-quality, short- to medium-term securities carefully selected to optimize interest earnings while maximizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds offer public agencies the opportunity to strengthen and diversify their cash management programs in accordance with the safety, liquidity, and yield hierarchy that governs the investment of public funds.

Adoption of the attached resolution will authorize the Board President or his or her designee to execute the JPA Agreement on behalf of the Town, complete the California CLASS registration forms, and invest funds into the California CLASS program.

Financial Impact:

There is no cost to the District to approve this resolution.

**RESOLUTION 2022-09
OF
THE BOARD OF DIRECTORS OF
DURHAM IRRIGATION DISTRICT
AUTHORIZING THE DURHAM IRRIGATION DISTRICT TO ENTER INTO THE JOINT
EXERCISE OF POWERS AGREEMENT RELATING TO THE CALIFORNIA CLASS AND TO
INVEST IN SHARES OF THE CALIFORNIA CLASS AND RELATED MATTERS.**

WHEREAS, Section 6509.7 of Title 1, Division 7, Chapter 5 of the California Government Code (the “Act”) provides that, two or more public agencies that have the authority to invest funds in their treasuries may, by agreement, jointly exercise that common power; and

WHEREAS, the Durham Irrigation District is a public agency that has the authority to invest funds in its treasury and intends to become a “Founding Participant” under the Joint Exercise of Powers Agreement (the “JPA Agreement”) creating the California Cooperative Liquid Assets Securities System (“California CLASS”), by executing the JPA Agreement; and

WHEREAS, the Durham Irrigation District desires to authorize the investment of its funds in the investment programs offered by the California CLASS.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Durham Irrigation District hereby finds as follows:

Section 1. The Board President of the Durham Irrigation District or his or her designee is hereby authorized to execute and deliver the JPA Agreement, on behalf of the Durham Irrigation District, in substantially the form presented at this meeting.

Section 2. The Durham Irrigation District is hereby authorized to complete the registration form and become a Participant in order to purchase shares of beneficial interest issued by the California CLASS from time to time with available funds of the Durham Irrigation District, and to redeem some or all of those shares from time to time as such funds are needed.

Section 3. The Board President or his or her designee of the Durham Irrigation District is hereby delegated authority of the Durham Irrigation District Board of Directors to take all actions and to make and execute any and all instruments, which he or she might deem necessary or appropriate in order to carry out the purposes of the Board of Directors in adopting this Resolution.

Section 4. This Resolution is effective immediately upon adoption.

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RESOLUTION 2022-09

ADOPTED this 20th day of September 2022 by the following vote of the Board of Directors:

AYES:

NOES:

ABSTAIN:

ABSENT:

Durham Irrigation District

Matt Doyle, Chair

ATTEST:

Kevin Phillips, Secretary