

**Durham Irrigation District Board of Directors  
Board Meeting**

**February 21, 2023 - 5:30 PM**

**AGENDA**

**COPIES OF THIS AGENDA AVAILABLE FROM:**

Durham Irrigation District Office or Online at [www.didwater.org](http://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.*
- Starred items ( \* ) indicate materials in the agenda packet.

Posted: 2:30 PM, February 17, 2023 at 9418-C Midway, Durham, CA 95938 and [www.didwater.org](http://www.didwater.org).

**Board of Directors:**

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

**District Staff:**

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 CLOSED SESSION – ANTICIPATED LITIGATION (Government Code §54956.9(d)(2) or (d)(3))**

- 2.1 Significant exposure to litigation; one potential case.

**3 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.

**4 PRESENTATIONS**

All Items Informational/Possible Action

## 5 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.

- 5.1 Monthly Financial Report for January 2023, including:
  - 5.1.1 \* Balance Sheet
  - 5.1.2 \* Profit & Loss Statement
  - 5.1.3 \* Previous Year Comparison
  - 5.1.4 \* General Ledger
  - 5.1.5 \* Board Recap, Water Sales and AR Aging Report
- 5.2 \* Approval of the Warrant Sheet from January 17, 2023 to February 20, 2023, including payments, deposits, and transaction adjustments.
- 5.3 \* Approval of the minutes for the January 18, 2023 and November 19, 2021 **Regular** Board Meetings.

## 6 REGULAR AGENDA

- 6.1 Items Removed from Consent Agenda

## 7 CORRESPONDENCE

All Items Informational/Possible Action/Direction

- 7.1 \* Ltr. from Button (01.18.2023) public records request
- 7.2 \* Ltr. from Button (01.30.2023) public records request
- 7.3 \* Ltr. to Button from Counsel (02.01.2023) response to request for documents
- 7.4 \* Ltr. from Button to Counsel (02.16.2023) public records request
- 7.5 \* Ltr. from SDRMA (01.26.2023) premium estimate
- 7.6 \* Ltr. from SDRMA (01.18.2023) notification of nominations – FYI only
- 7.7 \* Ltr. from Butte County Office of Emergency Mgmt (01.23.2023) Hazard Mitigation
- 7.8 \* Joint Association Letter to EPA on Cybersecurity (01.25.2023) – FYI only
- 7.9 \* Ltr. to AQMD (01.17.2023) permit renewal for backup generators – FYI only
- 7.10 \* Ltr. from CSDA (01.30.2023) CSDA BOD nominations – FYI only
- 7.11 \* Ltr. from Cal OES (02.08.2023) State Hazard Mitigation Plan update for review – FYI only
- 7.12 \* NCWA Annual Meeting Announcement (03.03.2023) – FYI only

## 8 WATER OPERATIONS BUSINESS

- 8.1 Ongoing/New Business
  - All Items Informational/Possible Action/Direction
- 8.2 \* Review of Water Operator Log for January 2023 (Operator Mike Butler)
- 8.3 \* Monthly Work Order Status Report through February 15, 2023

8.3.1 \* Work Order 111 - Acct 933 - 9387 Holland Avenue (10.13.2021)

## 9 GENERAL BUSINESS

- 9.1 District Activities and Status Report from District Engineer.  
(All Items Informational/Possible Action/Direction)
  - 9.1.1 Status Updates and Activities Not Requiring Board Action
    - 9.1.1.1 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.
    - 9.1.1.2 Capital Improvement Plan Update.
  - 9.1.2 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.  
Action Requested: Update from District Engineer and staff on status of grant.  
\* Grant extension 02 was finalized included in agenda packet for review. Project completion date of 12/31/2023.
  - 9.1.3 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.
- 9.2 Development Projects. Review status of development projects' activities.
  - 9.2.1 No development project updates.
- 9.3 \* Butte County Special District Association Call for Nominations  
Action Requested: Discuss and advise staff if District will nominate Special District Regular Enterprise Member to the Butte County Special District Association (BCSDA) and if there are any changes to the BCSDA contact roster.
- 9.4 Annual Audit 2020.
  - 9.4.1 \* 2020 Draft Audit  
Action Requested: Discuss and approve 2020 Draft Audit.
  - 9.4.2 \* MHW CPA 2020 Audit Representation Letter (unexecuted)  
Action Requested: Review and sign representation letter, which confirms the representations and conditions under which the CPA prepared the 2020 audit.  
After the letter is signed, the District will receive the finalized 2020 Annual Audit.
- 9.5 Memorandum to Board
  - 9.5.1 Regarding Acct 684 – 2469 Tracy Ranch Road.  
Action Requested: Response to owner following discussion at previous board meetings.
  - 9.5.2 Memorandum to Board (02.15.2023) Staff Vacation
- 9.6 Update on Accounts Receivable Status.  
Action Requested: Update from staff on collections status.
- 9.7 Policy and Procedure Manual Updates.
  - 9.7.1 Introduction (Doyle)
  - 9.7.2 Water Rates, Operating fees, and Billing Procedure (Phillips)

## 10 ATTORNEY REPORT

- 10.1 Updates from Legal Counsel not discussed under other Agenda Items  
See Closed Session Items in Section 13.
- 10.2 Updates on Vina GSA Fee allocation

## 11 VINA GSA

(All Items Informational/Possible Action/Direction)

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

- 11.1 Vina GSA SHAC Meetings
- 11.2 Vina GSA Board Meetings  
Presentation from February 8, 2023 Vina GSA Board meeting included in agenda packet.  
\* Vina GSA Board Presentation (02.08.2023) Vina GSA Governance and Funding
- 11.3 Vina GSA/RCRD GSA Board Meetings

## 12 DIRECTORS' COMMENTS:

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

## 13 CLOSED SESSION – if needed

- 13.1 Conference with counsel on litigation in the matter of *AquAlliance, et al. v. Vina GSA, et al.*

## 14 ADJOURNMENT

Adjourn to the next Regular Board Meeting, March 21, 2023.

Please note that there is a scheduled Proposition 218 Special Hearing on March 20, 2023.

See the District website for more information – [www.didwater.org](http://www.didwater.org) .



**Balance Sheet**

As of January 31, 2023

Jan 31, 23**ASSETS****Current Assets****Checking/Savings****Current Assets**

Cash 90,394.91

Cash on Hand 100.00

Development Fees 36,660.24

Savings 14,380.44

California CLASS 183,100.53

**Total Current Assets** 324,636.12**Total Checking/Savings** 324,636.12**Total Current Assets** 324,636.12**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** 894,548.82**LIABILITIES & EQUITY****Equity****NET POSITION**

Net Investment in Capital Asset 566,549.00

**Total NET POSITION** 566,549.00

Unrestricted Net Assets 329,892.09

Net Income -1,892.27

**Total Equity** 894,548.82**TOTAL LIABILITIES & EQUITY** 894,548.82

**Profit & Loss**

January 2023

	<u>Jan 23</u>
Ordinary Income/Expense	
Income	
Water Sales Income	
OPERATING REVENUES	
Water Sales	<u>30,527.77</u>
Total OPERATING REVENUES	<u>30,527.77</u>
Total Water Sales Income	<u>30,527.77</u>
Total Income	<u>30,527.77</u>
Expense	
Contract Services	
Accounting Fees	850.00
Engineering Support	6,972.50
Legal Fees	<u>2,160.00</u>
Total Contract Services	<u>9,982.50</u>
OPERATING EXPENSES	
Administration	
Board Stipends	300.00
District Wages, Taxes, Insur.	
Insurance	1,190.86
Payroll Service Fees	298.20
Payroll Tax Expense	302.55
Wages	<u>2,597.00</u>
Total District Wages, Taxes, Insur.	<u>4,388.61</u>
Fees, Dues, Memberships	4,990.58
Office Expense	
Postage	800.00
Supplies	306.66
Website Hosting	<u>75.00</u>
Total Office Expense	<u>1,181.66</u>
Rent	650.00
Software Fees	100.00
Utilities	
Garbage	124.16
Gas & Electric	4,204.73
Telephone/Internet	<u>200.76</u>
Total Utilities	<u>4,529.65</u>
Water System Maint,Repair,Repl	
Regular Operations & Maint	
O & M Supplies	2,472.82
Weed Management	<u>800.00</u>
Total Regular Operations & Maint	<u>3,272.82</u>
Water System Repair & Repl.+	
Water Operator	<u>3,378.28</u>
Total Water System Repair & Repl.+	<u>3,378.28</u>
Total Water System Maint,Repair,Repl	<u>6,651.10</u>

**Durham Irrigation District**  
**Profit & Loss**  
**January 2023**

	Jan 23
Total Administration	22,791.60
Bank Service Charges	345.48
<b>Total OPERATING EXPENSES</b>	<b>23,137.08</b>
<b>Total Expense</b>	<b>33,119.58</b>
Net Ordinary Income	-2,591.81
Other Income/Expense	
Other Income	
<b>NON-OPERATING REVENUE</b>	
Interest Income	699.54
<b>Total NON-OPERATING REVENUE</b>	<b>699.54</b>
<b>Total Other Income</b>	<b>699.54</b>
Net Other Income	699.54
Net Income	<b>-1,892.27</b>

## Profit &amp; Loss

January 2023

	Jan 23	Jan 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
Water Sales Income				
OPERATING REVENUES				
Demand Fees	0.00	30.00	-30.00	-100.0%
Water Sales	30,527.77	28,168.13	2,359.64	8.38%
Total OPERATING REVENUES	30,527.77	28,198.13	2,329.64	8.26%
Total Water Sales Income	30,527.77	28,198.13	2,329.64	8.26%
Total Income	30,527.77	28,198.13	2,329.64	8.26%
Expense				
Contract Services				
Accounting Fees	850.00	837.00	13.00	1.55%
Engineering Support	6,972.50	990.00	5,982.50	604.29%
Legal Fees	2,160.00	0.00	2,160.00	100.0%
Total Contract Services	9,982.50	1,827.00	8,155.50	446.39%
OPERATING EXPENSES				
Administration				
Board Stipends	300.00	300.00	0.00	0.0%
Contract Services	0.00	821.72	-821.72	-100.0%
District Wages, Taxes, Insur.				
Insurance	1,190.86	1,191.73	-0.87	-0.07%
Payroll Service Fees	298.20	270.82	27.38	10.11%
Payroll Tax Expense	302.55	193.15	109.40	56.64%
Wages	2,597.00	2,018.50	578.50	28.66%
Total District Wages, Taxes, Insur.	4,388.61	3,674.20	714.41	19.44%
Fees, Dues, Memberships	4,990.58	4,099.79	890.79	21.73%
Office Expense				
Postage	800.00	0.00	800.00	100.0%
Supplies	306.66	251.20	55.46	22.08%
Website Hosting	75.00	75.00	0.00	0.0%
Total Office Expense	1,181.66	326.20	855.46	262.25%
Rent	650.00	450.00	200.00	44.44%
Software Fees	100.00	100.00	0.00	0.0%
Utilities				
Garbage	124.16	118.06	6.10	5.17%
Gas & Electric	4,204.73	3,677.44	527.29	14.34%
Telephone/Internet	200.76	179.64	21.12	11.76%
Total Utilities	4,529.65	3,975.14	554.51	13.95%
Water System Maint,Repair,Repl				
Regular Operations & Maint				
O & M Supplies	2,472.82	0.00	2,472.82	100.0%
Water Testing Fees	0.00	76.80	-76.80	-100.0%
Weed Management	800.00	800.00	0.00	0.0%
Total Regular Operations & Maint	3,272.82	876.80	2,396.02	273.27%

**Durham Irrigation District**  
**Profit & Loss**  
January 2023

	Jan 23	Jan 22	\$ Change	% Change
<b>Water System Repair &amp; Repl.+</b>				
Repairs	0.00	3,288.20	-3,288.20	-100.0%
Contractor	0.00	3,400.00	-3,400.00	-100.0%
Water Operator	3,378.28	3,140.00	238.28	7.59%
<b>Total Water System Repair &amp; Repl.+</b>	<b>3,378.28</b>	<b>9,828.20</b>	<b>-6,449.92</b>	<b>-65.63%</b>
<b>Total Water System Maint,Repair,Repl</b>	<b>6,651.10</b>	<b>10,705.00</b>	<b>-4,053.90</b>	<b>-37.87%</b>
<b>Total Administration</b>	<b>22,791.60</b>	<b>24,452.05</b>	<b>-1,660.45</b>	<b>-6.79%</b>
<b>Bank Service Charges</b>	<b>345.48</b>	<b>219.44</b>	<b>126.04</b>	<b>57.44%</b>
<b>Total OPERATING EXPENSES</b>	<b>23,137.08</b>	<b>24,671.49</b>	<b>-1,534.41</b>	<b>-6.22%</b>
<b>Total Expense</b>	<b>33,119.58</b>	<b>26,498.49</b>	<b>6,621.09</b>	<b>24.99%</b>
<b>Net Ordinary Income</b>	<b>-2,591.81</b>	<b>1,699.64</b>	<b>-4,291.45</b>	<b>-252.49%</b>
<b>Other Income/Expense</b>				
Other Income				
<b>NON-OPERATING REVENUE</b>				
Interest Income	699.54	0.12	699.42	582,850.0%
<b>Total NON-OPERATING REVENUE</b>	<b>699.54</b>	<b>0.12</b>	<b>699.42</b>	<b>582,850.0%</b>
<b>Total Other Income</b>	<b>699.54</b>	<b>0.12</b>	<b>699.42</b>	<b>582,850.0%</b>
<b>Net Other Income</b>	<b>699.54</b>	<b>0.12</b>	<b>699.42</b>	<b>582,850.0%</b>
<b>Net Income</b>	<b>-1,892.27</b>	<b>1,699.76</b>	<b>-3,592.03</b>	<b>-211.33%</b>

**Durham Irrigation District**  
**General Ledger**  
**As of January 31, 2023**

Date	Num	Name	Memo	Paid Amount	Balance
<b>Current Assets</b>					326,528.39
<b>Cash</b>					92,986.72
01/03/2023		Deposit	Deposit	51.84	93,038.56
01/03/2023		Postalia		-200.00	92,838.56
01/03/2023		Bank Charge		-345.48	92,493.08
01/03/2023		Deposit	Deposit	387.41	92,880.49
01/04/2023		Deposit	Deposit	1,319.21	94,199.70
01/05/2023		Deposit	Deposit	943.55	95,143.25
01/05/2023		Staples		-306.66	94,836.59
01/05/2023		Postalia		-200.00	94,636.59
01/06/2023		Deposit	Deposit	211.76	94,848.35
01/09/2023		Deposit	Deposit	274.14	95,122.49
01/09/2023		Deposit	Deposit	261.24	95,383.73
01/09/2023		Deposit	Deposit	247.95	95,631.68
01/10/2023		Deposit	Deposit	217.73	95,849.41
01/10/2023		State Compensation Insura...		-167.85	95,681.56
01/11/2023		Deposit	Deposit	134.10	95,815.66
01/12/2023		Wages		-753.46	95,062.20
01/12/2023		Deposit	Deposit	194.64	95,256.84
01/13/2023		Deposit	Deposit	332.64	95,589.48
01/13/2023		Paychex		-176.60	95,412.88
01/13/2023		Payroll Taxes		-387.60	95,025.28
01/17/2023	9793	Kevin Phillips	Jan 2023	-100.00	94,925.28
01/17/2023	9794	James M. Doyle	Jan 2023	-100.00	94,825.28
01/17/2023	9795	Raymond Cooper	Jan 2023	-100.00	94,725.28
01/17/2023	9796	JC Hernandez Maintenance	Dec alley clean-up	-800.00	93,925.28
01/17/2023	9797	Sierra Water Utility	chlorine, parts, add'l labor	-2,428.85	91,496.43
01/17/2023	9798	Ferguson Waterworks	parts	-43.97	91,452.46
01/17/2023	9799	Camp & McLaughlin	Jan 2023	-650.00	90,802.46
01/17/2023	9800	PG & E		-4,204.73	86,597.73
01/17/2023	9801	Recology		-124.16	86,473.57
01/17/2023	9802	Sequoyah		-100.00	86,373.57
01/17/2023	9803	Streamline		-75.00	86,298.57
01/17/2023	9804	Sheryl Bosman	bookkeeping	-850.00	85,448.57
01/17/2023	9805	Carter Law Office		-2,160.00	83,288.57
01/17/2023	9810	Northstar Engineering	CIP budget/rate study/meet...	-4,715.00	78,573.57
01/17/2023	9807	Sierra Water Utility		-3,378.28	75,195.29
01/17/2023	9806	Luhdorff Scalmanini Consult...		-2,257.50	72,937.79
01/17/2023	9808	Butte County Elections Divis...	Nov 2022 election fees	-429.90	72,507.89
01/17/2023	9809	State Water Resources Con...	water system annual fees	-4,560.68	67,947.21
01/17/2023		Deposit	Deposit	7,357.75	75,304.96
01/17/2023		Deposit	Deposit	4,538.80	79,843.76
01/17/2023		Deposit	Deposit	2,761.34	82,605.10
01/17/2023		Deposit	Deposit	524.49	83,129.59
01/17/2023		Deposit	Deposit	477.15	83,606.74
01/17/2023		Deposit	Deposit	208.20	83,814.94
01/17/2023		Deposit	Deposit	149.57	83,964.51
01/18/2023		Deposit	Deposit	166.69	84,131.20
01/19/2023		Deposit	Deposit	322.98	84,454.18
01/20/2023		Comcast		-200.76	84,253.42
01/23/2023		Deposit	Deposit	433.33	84,686.75
01/23/2023		Deposit	Deposit	237.64	84,924.39
01/23/2023		Deposit	Deposit	60.00	84,984.39
01/24/2023		Deposit	Deposit	100.00	85,084.39
01/26/2023		Deposit	Deposit	229.19	85,313.58
01/27/2023		Deposit	Deposit	470.72	85,784.30
01/27/2023		Postalia		-200.00	85,584.30
01/27/2023		Payroll Taxes		-585.51	84,998.79
01/27/2023		Wages		-1,172.98	83,825.81
01/30/2023		Paychex		-121.60	83,704.21
01/30/2023		Postalia		-200.00	83,504.21
01/30/2023		Deposit	Deposit	648.57	84,152.78
01/30/2023		Deposit	Deposit	7,065.14	91,217.92
01/30/2023		Deposit	Deposit	200.00	91,417.92
01/31/2023		State Compensation Insura...		-1,023.01	90,394.91
Total Cash				-2,591.81	90,394.91
<b>Cash on Hand</b>					100.00

**Durham Irrigation District**  
**General Ledger**  
As of January 31, 2023

Date	Num	Name	Memo	Paid Amount	Balance
Total Cash on Hand					100.00
<b>Development Fees</b>					36,660.24
Total Development Fees					36,660.24
<b>Savings</b>					14,380.32
01/31/2023	Deposit	Deposit		0.12	14,380.44
Total Savings				0.12	14,380.44
<b>California CLASS</b>					182,401.11
01/31/2023	Deposit	Deposit		699.42	183,100.53
Total California CLASS				699.42	183,100.53
Total Current Assets				-1,892.27	324,636.12
<b>CAPITAL ASSETS</b>					549,581.70
<b>Depreciable Assets</b>					549,581.70
<b>Equipment</b>					44,352.70
Total Equipment					44,352.70
<b>Mains</b>					623,540.00
Total Mains					623,540.00
<b>Pumps</b>					172,575.00
Total Pumps					172,575.00
<b>Structures</b>					16,084.00
Total Structures					16,084.00
<b>Wells</b>					127,486.00
Total Wells					127,486.00
<b>Less Accum. Dep'n</b>					-434,456.00
Total Less Accum. Dep'n					-434,456.00
Total Depreciable Assets					549,581.70
Total CAPITAL ASSETS					549,581.70
<b>Non-Depreciable Assets</b>					20,331.00
<b>Land</b>					20,331.00
Total Land					20,331.00
Total Non-Depreciable Assets					20,331.00
<b>NET POSITION</b>					-566,549.00
<b>Net Investment in Capital Asset</b>					-566,549.00
Total Net Investment in Capital Asset					-566,549.00
Total NET POSITION					-566,549.00
<b>Unrestricted Net Assets</b>					-329,892.09
Total Unrestricted Net Assets					-329,892.09
<b>Water Sales Income</b>					0.00
<b>OPERATING REVENUES</b>					0.00
<b>Water Sales</b>					0.00
01/03/2023	Deposit	Deposit		-51.84	-51.84
01/03/2023	Deposit	Deposit		-387.41	-439.25
01/04/2023	Deposit	Deposit		-1,319.21	-1,758.46
01/05/2023	Deposit	Deposit		-943.55	-2,702.01
01/06/2023	Deposit	Deposit		-211.76	-2,913.77
01/09/2023	Deposit	Deposit		-274.14	-3,187.91
01/09/2023	Deposit	Deposit		-261.24	-3,449.15
01/09/2023	Deposit	Deposit		-247.95	-3,697.10
01/10/2023	Deposit	Deposit		-217.73	-3,914.83
01/11/2023	Deposit	Deposit		-134.10	-4,048.93
01/12/2023	Deposit	Deposit		-194.64	-4,243.57
01/13/2023	Deposit	Deposit		-332.64	-4,576.21
01/17/2023	Deposit	Deposit		-7,357.75	-11,933.96

**Durham Irrigation District**  
**General Ledger**  
**As of January 31, 2023**

Date	Num	Name	Memo	Paid Amount	Balance
01/17/2023		Deposit	Deposit	-4,538.80	-16,472.76
01/17/2023		Deposit	Deposit	-2,761.34	-19,234.10
01/17/2023		Deposit	Deposit	-524.49	-19,758.59
01/17/2023		Deposit	Deposit	-477.15	-20,235.74
01/17/2023		Deposit	Deposit	-208.20	-20,443.94
01/17/2023		Deposit	Deposit	-149.57	-20,593.51
01/18/2023		Deposit	Deposit	-166.69	-20,760.20
01/19/2023		Deposit	Deposit	-322.98	-21,083.18
01/23/2023		Deposit	Deposit	-433.33	-21,516.51
01/23/2023		Deposit	Deposit	-237.64	-21,754.15
01/23/2023		Deposit	Deposit	-60.00	-21,814.15
01/24/2023		Deposit	Deposit	-100.00	-21,914.15
01/26/2023		Deposit	Deposit	-229.19	-22,143.34
01/27/2023		Deposit	Deposit	-470.72	-22,614.06
01/30/2023		Deposit	Deposit	-648.57	-23,262.63
01/30/2023		Deposit	Deposit	-7,065.14	-30,327.77
01/30/2023		Deposit	Deposit	-200.00	-30,527.77
Total Water Sales				-30,527.77	-30,527.77
Total OPERATING REVENUES				-30,527.77	-30,527.77
Total Water Sales Income				-30,527.77	-30,527.77
<b>Contract Services</b>					0.00
<b>Accounting Fees</b>					0.00
01/17/2023	9804	Sheryl Bosman	bookkeeping	850.00	850.00
Total Accounting Fees				850.00	850.00
<b>Engineering Support</b>					0.00
01/17/2023	9810	Northstar Engineering	CIP budget/rate study/meet...	2,760.00	2,760.00
01/17/2023	9810	Northstar Engineering	litigation - meetings	345.00	3,105.00
01/17/2023	9810	Northstar Engineering	litigaion - cost of service	1,610.00	4,715.00
01/17/2023	9806	Luhdorff Scalmanini Consult...		2,257.50	6,972.50
Total Engineering Support				6,972.50	6,972.50
<b>Legal Fees</b>					0.00
01/17/2023	9805	Carter Law Office	Creekside Estates	2,160.00	2,160.00
Total Legal Fees				2,160.00	2,160.00
Total Contract Services				9,982.50	9,982.50
<b>OPERATING EXPENSES</b>					0.00
<b>Administration</b>					0.00
<b>Board Stipends</b>					0.00
01/17/2023	9793	Kevin Phillips	Jan 2023	100.00	100.00
01/17/2023	9794	James M. Doyle	Jan 2023	100.00	200.00
01/17/2023	9795	Raymond Cooper	Jan 2023	100.00	300.00
Total Board Stipends				300.00	300.00
<b>District Wages, Taxes, Insur.</b>					0.00
<b>Insurance</b>					0.00
01/10/2023		State Compensation Insura...		167.85	167.85
01/31/2023		State Compensation Insura...		1,023.01	1,190.86
Total Insurance				1,190.86	1,190.86
<b>Payroll Service Fees</b>					0.00
01/13/2023		Paychex		176.60	176.60
01/30/2023		Paychex		121.60	298.20
Total Payroll Service Fees				298.20	298.20
<b>Payroll Tax Expense</b>					0.00
01/12/2023		Wages		-268.54	-268.54
01/13/2023		Payroll Taxes		387.60	119.06
01/27/2023		Payroll Taxes		585.51	704.57



**Durham Irrigation District**  
**General Ledger**  
As of January 31, 2023

Date	Num	Name	Memo	Paid Amount	Balance
01/27/2023		Wages		-402.02	302.55
		Total Payroll Tax Expense		302.55	302.55
		<b>Wages</b>			0.00
01/12/2023		Wages		1,022.00	1,022.00
01/27/2023		Wages		1,575.00	2,597.00
		Total Wages		2,597.00	2,597.00
		Total District Wages, Taxes, Insur.		4,388.61	4,388.61
		<b>Fees, Dues, Memberships</b>			0.00
01/17/2023	9808	Butte County Elections Divis...	Nov 2022 election fees	429.90	429.90
01/17/2023	9809	State Water Resources Con...	water system annual fees	4,560.68	4,990.58
		Total Fees, Dues, Memberships		4,990.58	4,990.58
		<b>Office Expense</b>			0.00
		<b>Postage</b>			0.00
01/03/2023		Postalia		200.00	200.00
01/05/2023		Postalia		200.00	400.00
01/27/2023		Postalia		200.00	600.00
01/30/2023		Postalia		200.00	800.00
		Total Postage		800.00	800.00
		<b>Supplies</b>			0.00
01/05/2023		Staples		306.66	306.66
		Total Supplies		306.66	306.66
		<b>Website Hosting</b>			0.00
01/17/2023	9803	Streamline		75.00	75.00
		Total Website Hosting		75.00	75.00
		Total Office Expense		1,181.66	1,181.66
		<b>Rent</b>			0.00
01/17/2023	9799	Camp & McLaughlin	Jan 2023	650.00	650.00
		Total Rent		650.00	650.00
		<b>Software Fees</b>			0.00
01/17/2023	9802	Sequoyah		100.00	100.00
		Total Software Fees		100.00	100.00
		<b>Utilities</b>			0.00
		<b>Garbage</b>			0.00
01/17/2023	9801	Recology		124.16	124.16
		Total Garbage		124.16	124.16
		<b>Gas &amp; Electric</b>			0.00
01/17/2023	9800	PG & E		4,204.73	4,204.73
		Total Gas & Electric		4,204.73	4,204.73
		<b>Telephone/Internet</b>			0.00
01/20/2023		Comcast		200.76	200.76
		Total Telephone/Internet		200.76	200.76
		Total Utilities		4,529.65	4,529.65
		<b>Water System Maint, Repair, Repl</b>			0.00
		<b>Regular Operations &amp; Maint</b>			0.00
		<b>O &amp; M Supplies</b>			0.00
01/17/2023	9797	Sierra Water Utility	chlorine	2,428.85	2,428.85
01/17/2023	9798	Ferguson Waterworks	5/26/21 Brown St. repairs	43.97	2,472.82

**Durham Irrigation District**  
**General Ledger**  
**As of January 31, 2023**

Date	Num	Name	Memo	Paid Amount	Balance
		Total O & M Supplies		2,472.82	2,472.82
		<b>Weed Management</b>			0.00
01/17/2023	9796	JC Hernandez Maintenance	Dec alley clean-up	800.00	800.00
		Total Weed Management		800.00	800.00
		Total Regular Operations & Maint		3,272.82	3,272.82
		<b>Water System Repair &amp; Repl.+</b>			0.00
		<b>Water Operator</b>			0.00
01/17/2023	9807	Sierra Water Utility	chlorine	3,378.28	3,378.28
		Total Water Operator		3,378.28	3,378.28
		Total Water System Repair & Repl.+		3,378.28	3,378.28
		Total Water System Maint,Repair,Repl		6,651.10	6,651.10
		Total Administration		22,791.60	22,791.60
		<b>Bank Service Charges</b>			0.00
01/03/2023		Bank Charge		345.48	345.48
		Total Bank Service Charges		345.48	345.48
		Total OPERATING EXPENSES		23,137.08	23,137.08
		<b>NON-OPERATING REVENUE</b>			0.00
		<b>Interest Income</b>			0.00
01/31/2023		Deposit	Deposit	-699.42	-699.42
01/31/2023		Deposit	Deposit	-0.12	-699.54
		Total Interest Income		-699.54	-699.54
		Total NON-OPERATING REVENUE		-699.54	-699.54
<b>TOTAL</b>				<b>0.00</b>	<b>0.00</b>

2/15/2023

**Durham Irrigation District**  
**Monthly Billing Recap 1/1/2023 thru 1/31/2023**

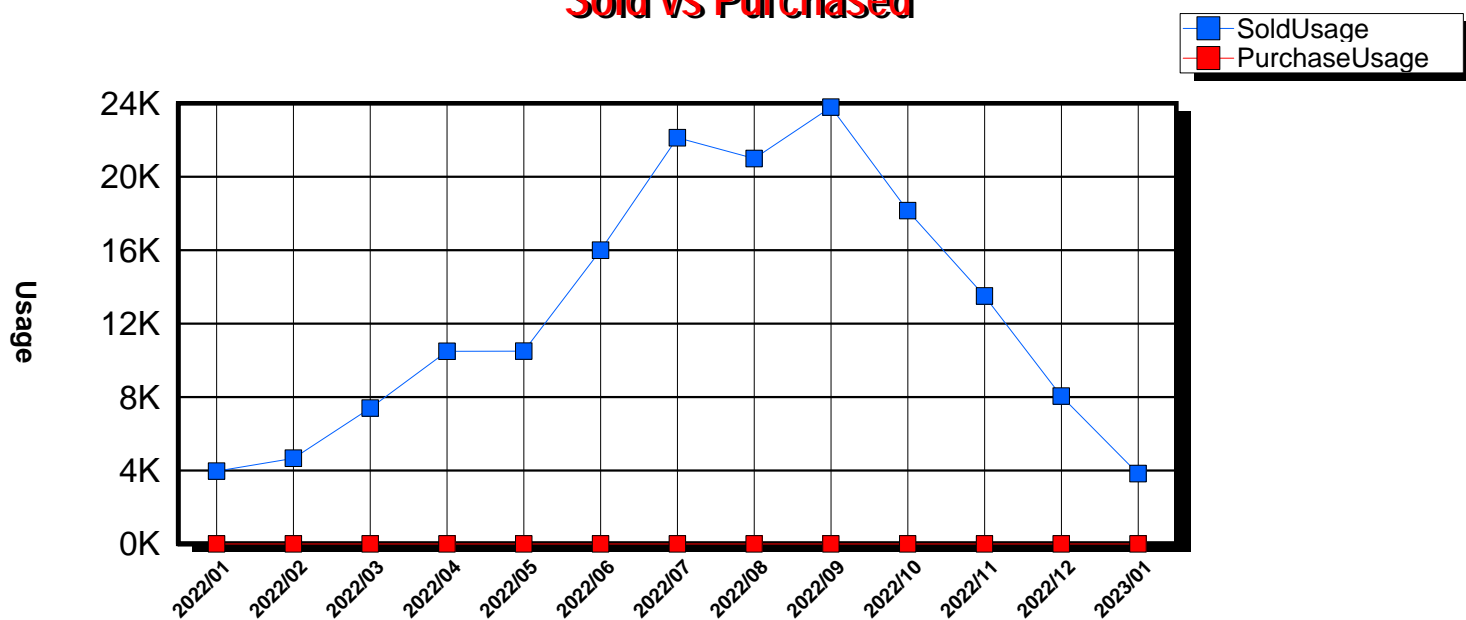
1

	<u>Amount</u>	<u>Count</u>
Water Purchased or Produced this month	0	
Water Sold this month	3,921	
Water System used or accountable loss	0	
<b>Water Loss</b>	<b>0.00 %</b>	<b>3,921</b>
Total Water Sales this month	28,886.06	474
Total Penalties this month	-15.81	1
Total Adjustments this month	0.00	0
Total of other charges this month	2,082.00	6
<b>Total Current Charges</b>	<b>30,952.25</b>	
Current Balance	1,455.59	213
30 Days Past Due	2,224.56	31
60 Days Past Due	1,232.85	8
90 Days Past Due	8,668.82	25
<b>Total Accounts Receivable</b>	<b>13,581.83</b>	
<b>Total Payments Received</b>	<b>30,297.39</b>	<b>385</b>
New Memberships	0.00	2
Active Accounts	11,704.23	474
InActive Accounts	1,877.60	50
Forfeiture Accounts	0.00	0
Average Water Usage	8	
Average Water Charge	60.94	
<b>Low Range</b>	<b>High Range</b>	<b>Usage</b>
0	0	0
0	0	139
1	2,000	3,921
2,001	4,000	0
4,001	6,000	0
6,001	8,000	0
8,001	10,000	0
10,001	20,000	0
20,001	30,000	0
30,001	40,000	0
40,001	50,000	0
50,001	999,999,999	0
		3,921
		474
		28,886.06
Accounts Receivable Last Month Ending	12,926.97	
Sales/Charges this Month	30,952.25	
Adjustments this Month	0.00	
Less: Payments this Month	30,297.39	
<b>Accounts Receivable Total</b>	<b>13,581.83</b>	<b>13,581.83</b>

# Pump Total

<u>Year/Month</u>	<u>Purchased</u>	<u>Sold</u>	<u>Loss</u>	<u>Pct</u>
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
2022/09	0	23,794	23,794	0.0
2022/10	0	18,154	18,154	0.0
2022/11	0	13,505	13,505	0.0
2022/12	0	8,053	8,053	0.0
2023/01	0	3,829	3,829	0.0

## Sold vs Purchased



<u>Acct</u>	<u>Name</u>		<u>Balance</u>	2/1/2023 <u>Current</u>	<u>30 Days</u>	<u>60-Days</u>	<u>90-Days</u>
141	Woodward, Billy	2403 Brown St	1,936.92	53.83	45.07	84.26	1,753.76
243	Jones, Jonathan and Leeann	9336 Midway	1,359.06	52.54	55.43	71.23	1,179.86
68	Huitt, Bordin	2549 Burdick Rd	1,301.75				1,301.75
265	Wurm, Anita	9202 Goodspeed St	970.88	48.25	63.43	75.28	783.92
916	Bresson, Christopher & Kimb	9416 Goodspeed St	961.73	35.60	38.07	48.64	839.42
291	Guerra, Diego & Marisa	9665 Teal Ln	958.84	45.80	55.43	78.95	778.66
606	Harris, James	9424 Putney Dr	906.55	33.62	35.07	46.20	791.66
183	Ownby, Karen Koehly	2455 Durham-Dayton Hwy	798.79	33.91	38.07	51.95	674.86
237	Taylor, Darrell	2399 Serviss St	707.84	49.28	63.78	72.17	522.61
630	Parker, Bryan	2484 Marsh Ct	565.78	40.02	59.43	88.29	378.04
616	Home Owners Association, D	Durham Green HOA	376.23	44.85	102.50	228.88	
15	Catomerisios, Cathy	9206 Holland Ave	330.34	37.23	55.43	60.88	176.80
303	Grohs, Robert	9421 Dwyer Ct	248.54	39.55	77.02	131.97	
80	Day, David	9389 Midway	225.51	42.65	63.78	65.54	53.54
912	Hernandez, Luis	2357 Florida Ln	191.70	28.82	45.07	43.75	74.06
15		<b>Total</b>	<b>\$11,840.47</b>	<b>\$585.95</b>	<b>\$797.58</b>	<b>\$1,147.99</b>	<b>\$9,308.95</b>

## DURHAM IRRIGATION DISTRICT

Check Issue Date: 2/21/2023

Cash Balance Date

1/31/2023

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category	\$	90,394.91
<b>Stipends</b>									
9811	Stipend Form		Kevin Phillips		\$ 100.00	(1) 2/21 DID BOD		\$	90,294.91
9812	Stipend Form		Matt Doyle		\$ 100.00	(1) 2/21 DID BOD		\$	90,194.91
9813	Stipend Form		Raymond Cooper		\$ 200.00	(1) 2/21 DID BOD; (2) 2/8 Vina GSA BOD		\$	89,994.91
<b>Subtotal Stipend</b>					<b>\$400.00</b>		<b>Subtotal Balance</b>	<b>\$</b>	<b>89,994.91</b>
<b>Regular Water System Maintenance and Operations</b>									
9814	1/19/2023	252	Advanced Pipe and Leak Detection		\$ 760.00	locate service lines for meter installation (4)		\$	89,234.91
9815	2/1/2023	14367	J.C. Hernandez		\$ 800.00	January 2023 alley cleanup		\$	88,434.91
9816	2/8/2023	2301113-28	Pace Analytical Services LLC	\$ 178.20	\$ 471.92	Coliform testing		\$	87,962.99
	2/13/2023	2301255-28	Pace Analytical Services LLC	\$ 293.72		Coliform and nitrate testing		\$	87,962.99
9817	2/1/2023	5579	Sierra Water Utility		\$ 1,412.42	chlorine; parts; add'l labor		\$	86,550.57
9818	1/24/2023	2301-035379	Tozier's True Value	\$ 32.11	\$ 45.80	parts		\$	86,504.77
	1/24/2023	2301-035430	Tozier's True Value	\$ 13.69		parts		\$	86,504.77
<b>Subtotal Water Operations</b>					<b>\$3,490.14</b>		<b>Subtotal Balance</b>	<b>\$</b>	<b>86,504.77</b>
<b>Water System Emergency Repair/Replacement</b>									
9819	1/26/2023	1768216	Ferguson Waterworks		\$ 851.57	parts - meter installation (4)		\$	85,653.20
<b>Subtotal Water System Repair</b>					<b>\$851.57</b>		<b>Subtotal Balance</b>	<b>\$</b>	<b>85,653.20</b>

**DURHAM IRRIGATION DISTRICT**

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
<b>Utility &amp; Supplies</b>							
9820	2/1/2023	-	Camp & McLaughlin		\$ 650.00	February rent	\$ 85,003.20
online debit	1/10/2023		Comcast		\$ 200.76	12/15/2022-01/14/2023 Internet and Phone Service	\$ 84,802.44
online debit	2/10/2023		Comcast		\$ 200.76	01/15/2023-02/14/2023 Internet and Phone Service	\$ 84,601.68
9821	1/6/2023		Franco-Typ Postalia, Inc. (FP Mailing Solutions)		\$ 111.33	quarterly equipment lease - Q1	\$ 84,490.35
9822	1/27/2023	-	PG&E	\$ 95.17	\$ 3,856.06	9418 Midway #C (Office)(0596196710-5)	\$ 80,634.29
	1/25/2023	-	PG&E	\$ 1,764.99		Durham Dayton Rd 20'W (5773099695-6)	\$ 80,634.29
	1/26/2023	-	PG&E	\$ 931.09		Holland Ave E/S & 500S Serviss (6812590736-7)	\$ 80,634.29
	1/27/2023	-	PG&E	\$ 62.10		Holland Ave S 300' (7938916943-8)	\$ 80,634.29
	1/27/2023	-	PG&E	\$ 1,002.71		9389 Goodspeed St (9856464053-5)	\$ 80,634.29
9823	1/31/2023	8100122015	Recology		\$ 133.75	garbage service (Well 5)	\$ 80,500.54
9824	1/31/2023	-	Sequoyah Software		\$ 70.00	billing software + email bill service	\$ 80,430.54
9825	1/18/2023	41463	Stratti	\$ 62.50	\$ 137.50	Office 365 troubleshooting	\$ 80,293.04
	1/27/2023	41482	Stratti	\$ 75.00		Office 365 troubleshooting	\$ 80,293.04
online debit	2/2/2023		Go Daddy		\$ 143.76	email renewal - manager@ and admin@	\$ 80,149.28
9826	2/1/2023	460814F9-0028	Streamline		\$ 75.00	website host	\$ 80,074.28
online debit	1/31/2023	16341	Durham Recreation and Park District		\$ 60.00	3/20 - Prop 218 Hearing room rental	\$ 80,233.04
online debit	1/27/2023	2023012601	Paychex		\$ 121.60	payroll fees (incl late fee)	\$ 80,111.44
online debit	2/10/2023	2023020301	Paychex		\$ 61.60	payroll fees	\$ 80,049.84
online debit	1/25/2023	-	FP Mailing Solutions		\$ 200.00	postage (online download)	\$ 79,849.84
online debit	1/27/2023	-	FP Mailing Solutions		\$ 200.00	postage (online download)	\$ 79,649.84
online debit	2/13/2023	-	FP Mailing Solutions		\$ 200.00	postage (online download)	\$ 79,449.84
<b>Subtotal Utility</b>					<b>\$6,422.12</b>	<b>Subtotal Balance</b>	<b>\$ 79,231.08</b>

**DURHAM IRRIGATION DISTRICT**

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
<b>District Administration, Operations &amp; Management</b>							
<b>Payroll &amp; Insurance</b>							
online debit	1/27/2023	-	Withholdings - Trizzino		\$ 585.51		\$ 78,645.57
online debit	2/10/2023	-	Withholdings - Trizzino		\$ 814.31		\$ 77,831.26
online debit	1/27/2023	-	Employee - Trizzino		\$ 1,172.98	Administrative Support	\$ 76,658.28
online debit	2/10/2023	-	Employee - Trizzino		\$ 161.31	Administrative Support	\$ 76,496.97
<b>Contractors</b>							
9827	2/1/2023	8138	Sheryl Bosman		\$ 649.73	Bookkeeping Services	\$ 75,847.24
9828	2/7/2023	29039	Carter Law Office		\$ 1,282.50	District Legal Services	\$ 74,564.74
9829	2/8/2023	80281	NorthStar		\$ 4,370.00	CIP Budget/Rate Study - \$ 230 DUSD Easement - \$ 0 Meetings - \$ 345 USBR Engineering - \$ Operational Support - \$ 1150 Grant Application Support - \$ 345 Litigation - Meetings - \$ 115 Litigation - Cost of Service Study - \$ 2185	\$ 70,194.74
9830	12/31/2022	-	Minasian, Meith, Soares, Sexton & Cooper LLP	\$ 6,335.06	\$ 12,610.56	District Special Legal Services	\$ 57,584.18
	1/31/2023	-	Minasian, Meith, Soares, Sexton & Cooper LLP	\$ 6,275.50		District Special Legal Services	\$ 57,584.18
9831	2/7/2023	39390	Luhdorff & Scalmanini Consulting Engineers		\$ 2,552.50	Water CIP Implementation and Funding Support	\$ 55,031.68
9835	2/16/2023	1121	Nicole L. Johansson		\$ 1,818.75	Prop 218 public outreach	\$ 53,212.93
<b>Water Operations</b>							
9832	2/1/2023	5578	Sierra Water Utility		\$ 3,378.28	Water Operator Services	\$ 49,834.65
<b>Subtotal Admin. Ops. &amp; Mgmt.</b>					<b>\$29,396.43</b>	<b>Subtotal Balance</b>	<b>\$ 49,834.65</b>



**DURHAM IRRIGATION DISTRICT**

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
<b>Agency Fees, Association Dues &amp; Reimbursables</b>							
<b>Fees &amp; Dues</b>							
online debit	-		PaySafe/PayStation Fee	\$ 314.17	"mtot" on bank statement		\$ 49,520.48
online debit	1/30/2023		State Compensation Insurance Fund	\$ 1,023.01	Policy Term 2023 deposit (01/01/2023-01/01/2024)		\$ 48,497.47
<b>Reimbursable Payments</b>							
9833	1/17/2023		Jeannie Trizzino	\$ 111.17	expense reimbursement		\$ 48,386.30
9834	1/27/2023		Jeannie Trizzino	\$ 712.38	Jan 2023 Prop 218 mailing - copies and supplies		\$ 47,673.92
<b>Subtotal Fees &amp; Reimbursables</b>				<b>\$2,160.73</b>		<b>Subtotal Balance</b>	<b>\$ 47,673.92</b>
<b>Other Expenses</b>							
NONE							\$ 47,673.92
<b>Other Expenses</b>				<b>\$0.00</b>		<b>Subtotal Balance</b>	<b>\$ 47,673.92</b>
Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
<b>Development Projects</b>							
<b>Contractor</b>				<b>Project</b>			
NONE							\$ 47,673.92
<b>Subtotal Development Projects</b>				<b>\$0.00</b>		<b>Subtotal Balance</b>	<b>\$ 47,673.92</b>
<b>SUBTOTAL PAYMENTS</b>				<b>\$42,720.99</b>			
						<b>Subtotal Remaining Balance</b>	<b>\$ 47,673.92</b>
						<b>Check Refund/Cancelled Register Total</b>	
						<b>TOTAL REMAINING BALANCE</b>	<b>\$ 47,673.92</b>

**DURHAM IRRIGATION DISTRICT**

**Petty Cash**

	\$	-
Cash on Hand	\$	100.00
<b>Balance Remaining On Hand</b>	<b>\$</b>	<b>100.00</b>

**Check / Payment Refund / Cancel or Void Check Register**

Date	CK/Pmt Refund	Status	Paid to	Check Amount	Notes
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NONE

Director Signature \_\_\_\_\_  
Date \_\_\_\_\_

Director Signature \_\_\_\_\_  
Date \_\_\_\_\_

**DURHAM IRRIGATION DISTRICT**

**Deposit Register**

<b>Date</b>	<b>Deposit</b>	<b>Deposit Amount</b>	<b>Other Notes</b>
4-Jan-23	Cash/Check Deposit	\$ 1,319.21	
14-Jan-23	Cash/Check Deposit	\$ 2,761.34	
17-Jan-23	Cash/Check Deposit	\$ 7,357.75	
17-Jan-23	Cash/Check Deposit	\$ 4,538.80	
30-Jan-23	Cash/Check Deposit	\$ 7,065.14	
1/1/2023-1/31/2023	<b>Paystation Payments</b>	\$ 7,485.53	
	<b>Subtotal Water Sales Deposits</b>	<b>\$ 30,527.77</b>	

<b>Water Meter Sales</b>	<b>Location</b>
NONE	
<b>Bank Adjustments &amp; Other</b>	<b>Notes</b>
	<b>Other Deposits</b>
	\$ -
	<b>Total Deposits</b>
	<b>\$30,527.77</b>

**Deposit Register for Development Projects Account**

NONE
<b>Total Development Project Deposits</b>
\$ -

Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Director Signature \_\_\_\_\_

Date \_\_\_\_\_

**Durham Irrigation District Board of Directors  
Board Meeting  
January 18, 2023 - 5:30 PM  
(Rescheduled from January 17, 2023)  
MINUTES**

**Board of Directors:**

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

**District Staff:**

Mark Adams, District Engineer  
Mike Butler, Water Operator – arrived at 6:00 pm  
Dustin Cooper, District Special Counsel – VIA  
telephone for Agenda Item 2 only; left the  
meeting at 5:55 pm.  
Jeff Carter, District Counsel – arrived at 6:00 pm  
Jeannie Trizzino, Administrative Assistant  
Kamie Loeser, Director, Butte County Water and  
Resource Conservation

**1 CALL TO ORDER**

- 1.1 Meeting was called to order by Chair Doyle at 5:30 pm.
- 1.2 Introduction of Guests – Mr. Patrick Button

**2 CLOSED SESSION – ANTICIPATED LITIGATION (Government Code §54956.9(d)(2) or (d)(3))**

After reading the title of the agenda item, Chair Doyle opened the floor for public comment on Item 2 only.

When asked by Director Phillips, Mr. Button noted that his planned comment was not related to Agenda Item 2. The substance of his comment is summarized below under Agenda item 3 – Public Comment on Items Not Listed on the Agenda.

**At 5:32 pm the Board adjourned to closed session and guests were asked to leave the meeting room.**

- 2.1 Significant exposure to litigation; one potential case.

**OPEN SESSION**

**At 5:55 pm the Board returned to Open Session and summarized the Closed Session as follows:**

**Direction given to legal counsel.**

**Introduction of Guests**

Patrick Button – returned to the meeting room  
Kamie Loeser, Director, Butte County Water and Resource Conservation  
Jeff Carter, District Counsel

**3 PUBLIC COMMENT**

Mr. Button made a general comment on the impact of the recent rains making access to District meters difficult for the District's \$100/hr meter reader. He suggested that the District alert customer to be proactive and ensure easy access to meter by clearing away mud.

Upon resumption of Open Session, Mr. Button made the additional comment that he is a rate payer advocate, not a developer advocate.

#### 4 PRESENTATIONS

All Items Informational/Possible Action

- 4.1 SGMA Update – Kamie Loeser, Director Department of Water and Resource Conservation, Butte County (oral report only)

Director Loeser gave an update on the projects that were submitted by Vina GSA under the SGMA grant application. After the meeting she supplied the District with a summary of the information she presented to the Board. A PDF of that information was posted to the District website under the meeting materials for the board meeting. She expects Department of Water Resources (DWR) will announce preliminary list of awards in June 2023, announce final awards in July 2023, and issue contracts in Fall 2023. Vina GSA will move forward on developing a management and funding plan for the agency as it transitions from management by county staff. Chair Doyle made the comment that many, but not all, District customers are de minimis users that use less than <2 acre-feet of water per year. and that should be taken in to consideration as Vina GSA moves forward on its funding plan.

Mr. Button asked about the status of Butte County's hydrologic model; Director Loeser noted that information from the model was used to develop the Vina GSA Groundwater Sustainability Plan (GSP). She commented further that funding for updating the model was part of the projects submitted for under the SGMA grant application.

More information on Vina GSA meetings and reports can be found at [www.vinagsa.org](http://www.vinagsa.org).

#### 5 CONSENT AGENDA

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

- 5.1 Monthly Financial Report for December 2022, including:
- 5.1.1 \* Balance Sheet
  - 5.1.2 \* Profit & Loss Statement
  - 5.1.3 \* Previous Year Comparison
  - 5.1.4 \* General Ledger
  - 5.1.5 \* Board Recap, Water Sales and AR Aging Report
- 5.2 \* Approval of the Warrant Sheet from December 20, 2022 to January 16, 2023, including payments, deposits, and transaction adjustments.
- 5.3 \* Approval of the minutes for the December 20, 2022 and December 21, 2021 **Regular** Board Meetings.
- 5.4 \* Approval of the minutes for the December 9, 2022 **Special** Board Meeting and Capital Improvement Workshop.

**Motion:** *That the Board consider and 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, Doyle, Phillips*

Noes:

Abstained:

Absent:

## 6 REGULAR AGENDA

- 6.1 Items Removed from Consent Agenda – NONE.

## 7 CORRESPONDENCE

- 7.1 \* Ltr. from Button (01.12.2023) request for documents

## 8 WATER OPERATIONS BUSINESS

- 8.1 Ongoing/New Business  
All Items Informational/Possible Action/Direction
- 8.2 \* Review of Water Operator Log for December 2022 (Operator Mike Butler)
- 8.3 \* Monthly Work Order Status Report through January 12, 2023

**Discussion:** *Water Operator reported workload was steady, but light compared to other months.*

*Water Operator reported that he was able to identify and stop unauthorized water hauling from Well 5. Directors commented that the District policy is that it does not sell water to non-customers, save in exceptional circumstances.*

*Fence installation at Library site is awaiting clear weather for construction.*

**Public Comment:** *NONE.*

## 9 GENERAL BUSINESS

- 9.1 District Activities and Status Report from District Engineer.  
(All Items Informational/Possible Action/Direction)
- 9.1.1 Status Updates and Activities Not Requiring Board Action
- 9.1.1.1 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.
- 9.1.1.2 \*Capital Improvement Plan Update.
- 9.1.2 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.  
Action Requested: Update from District Engineer and staff on status of grant.
- 9.1.3 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.

**Discussion:** *District Engineer reports no update on Brown/Faber project, CIP Update project is being refined with consultant Jacques DeBra, Luhdorff & Scalmanini. He would like direction from Board on refining CIP project phasing to enhance funding options at a future meeting.*

*On Item 9.1.2 USBR Grant – District is awaiting extension confirmation from USBR Contract Manager.*

*On Item 9.1.3 – Durham Unified School District (DUSD) easement. Counsel Carter notes that the easement documents are awaiting final review by District Engineer. District Counsel will be responsible for communicating with DUSD.*

**Public Comment:** NONE.

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

9.2.1 No development project updates.

9.3 Annual Audit status – 2020 Audit in progress

9.4 Memorandum to Board

9.4.1 Regarding Acct 684 – 2469 Tracy Ranch Road.

Action Requested: Response to owner following discussion at previous board meetings.

9.5 Update on Accounts Receivable Status.

**Discussion:** *Staff reviewed AR report and notes that a large number of customer payments were applied after the AR report was prepared, so total AR amount is somewhat lower. Chair Doyle directs staff to plan to issue notify customers of liens in June 2023, with all required notifications in place by June 2023.*

**Public Comment:** NONE.

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

**Discussion:** *Staff confirmed that the District is now a member of the CalWARN mutual aid system, one of the expected requirements of Small Water Suppliers. Directors asked that this item be removed from the agenda unless further state or county-level Drought Planning requirements arise.*

**Public Comment:** NONE.

9.7 Policy and Procedure Manual Updates.

9.7.1 Introduction (Doyle)

**Discussion:** *Tabled for a future Board meeting and cross-checking of facts and dates by District Counsel.*

**Public Comment:** NONE.

9.7.2 Water Service (Phillips)

**Motion:** *That the Board consider and approve the District Water Service Policy, with two amendments to Section 6 and Section 6.6 as noted in Board Discussion and finalized by District Engineer.*

**Board Discussion:** *Director Cooper asked for clarification or revision on elements of the draft policy, specifically amending sections relating to:*

- 1. Section 6 – address conflicts of meaning within the document itself*
- 2. Section 6.6 - District liability for damage to customer property resulting from emergency water shut-offs.*

*Board directed District Engineer will make these board-approved edits to the policy and transmit to staff for finalizing and posting.*

**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, Doyle, Phillips*  
**Noes:**  
**Abstained:**  
**Absent:**

9.7.3      Water Rates, Operating fees, and Billing Procedure (Phillips)

**Discussion:**                      *Tabled for a future Board meeting.*

**Public Comment:**              *NONE.*

## 10 ATTORNEY REPORT

10.1      Updates from Legal Counsel not discussed under other Agenda Items

10.2      Updates on Vina GSA Fee allocation

**Matter discussed in Director Loeser's presentation – Agenda Item 4.1 – SGMA Updates.**

## 11 VINA GSA

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

11.1      Vina GSA SHAC Meetings

11.2      Vina GSA Board Meetings

11.3      Vina GSA/RCRD GSA Board Meetings

**Discussion:**                      *Director Cooper noted that Vina GSA did not meet in January 2023, so there is no update.*

## 12 DIRECTORS' COMMENTS:

## 13 CLOSED SESSION – NONE

13.1      Conference with counsel on litigation in the matter of *AquAlliance, et al. v. Vina GSA, et al.*

**Discussion:**                      *District Counsel Carter reported in open session that there have been no new developments in the ongoing litigation and no resolution.*

*Mr. Button commented t*

**Discussion:**                      *District Counsel Carter reported in open session that there have been no new developments in the ongoing litigation and no resolution.*

**Public Comment:**              *Mr. Button asked for clarification on resolutions or other actions taken relating to closed session item/s.*

*None.*

*Director Phillips commented that no action was taken.*

**Action Taken:**                      *No action taken.*

## 14 ADJOURNMENT

**The meeting adjourned at 7:00 pm.**



**Durham Irrigation District Board of Directors  
Board Meeting  
November 16, 2021 - 5:30 PM  
MINUTES**

**Board of Directors:**

**District Staff:**

Matt Doyle, Chair – in attendance/remote	PRESENT		
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 (left meeting at 6:45 pm)	ABSENT
		Mike Butler, Water Operator – in attendance/remote (left meeting at 5:45 pm)	PRESENT
		Jeannie Trizzino, Admin. Assistant – in attendance/remote	PRESENT

**1 CALL TO ORDER**

- 1.1 Roll Call/Establishment of Quorum
- 1.2 Consideration of Resolution 2021-03 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30 days.

**Motion:** *That the Board consider and approve Resolution 2021-03 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.*

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

**Vote results** *Ayes carried.*

**Ayes:** *Cooper, Doyle, Phillips*

**Noes:**

**Abstained:**

**Absent:**

- 1.3 Introduction of Guests – NONE

**2 PUBLIC COMMENT – NONE**

**3 PRESENTATIONS—NONE**

**4 CONSENT AGENDA**

- 4.1 Minutes for the Regular Meeting held on October 19, 2021.
- 4.2 Monthly Financial Report for October 2021, including the Balance Sheet, Profit & Loss Statement, and the General Ledger.
- 4.3 Approval of the Warrant Sheet from October 15, 2021 to November 15, 2021 including payments, deposits, and transaction adjustments.

**Motion:** *That the Board consider and approve the consent agenda.*

**Board Discussion:** *Item 4.1 - Minutes for 10/19/2021 Board meeting were not available for review, so were removed from the consent agenda. At request of Chair Doyle, District Counsel to prepare minutes going forward for October 2021 and November 2021 board meetings and present for approval at subsequent Board meeting. Counsel given direction to prepare minutes in action format, showing board votes only.*

**Public Comment:** *None.*

**Action Taken:** *On a motion to approve Consent Agenda Items 4.2 and 4.3 made by Phillips and seconded by Cooper, the Board approved the motion.*

**Vote results** *Ayes carried.*

**Ayes:** *Cooper, Doyle, Phillips*

**Noes:**

**Abstained:**

**Absent:**

## 5 REGULAR AGENDA

### 5.1 Items Removed from Consent Agenda

**Discussion:** *Item 4.1 - Minutes for 10/19/2021 board meeting were not available for review, so were removed from the Consent Agenda.*

**Action Taken:** *Minutes removed from Consent Agenda. District Counsel to prepare minutes and present for approval at December board meeting.*

## 6 CORRESPONDENCE (ALL ITEMS INFORMATIONAL/POSSIBLE ACTION/DIRECTION)

### 6.1 Ltr. from Basic Laboratory (11.08.2021) Pace Lab acquisition

### 6.2 Ltr. from California State Controller (11.05.2021)

**Discussion:** *District auditor is working on this report and is in progress.*

### 6.3 Ltr. from EDD (10.19.2021)

**Discussion:** *Staff reports that the unemployment and disability taxes are calculated and paid by the District's payroll company, but that EDD is not accepting the payments and returning them to the payroll company, which then returns the payment to the District. The District's EDD profile is set up such that District is self-insured for unemployment claims, so unemployment claims are handled by EDD and then EDD bills the District, additionally, the District is not set up for disability coverage through EDD. Director Cooper suggests that the District should consider paying into both unemployment and disability. Director Phillips suggests that the decision to opt out of both these state programs is likely a very old decision. Directors ask that District Counsel review documents with staff and issue a follow up report.*

### 6.4 Ltr. from LAFCO (2021.11.09) Election Results

### 6.5 Notice from LAFCO of Hearing (11.10.2021) Tuscan Water District Hearing December 2, 2021

### 6.6 State Fund SCIF Workers Compensation Policy Renewal (parts (a) – renewal notice and form, (b) - Quote, and (c) – Independent Contractor)

**Discussion:** *Director Doyle asks District Counsel to review contact info and titles on the*

*SCIF estimate and the payroll estimates. Directors suggest that the payroll amounts were from payroll a few years ago. Staff raised concern over coverage for 'blanket waiver of subrogation' and whether the district wishes to have the coverage. Directors ask that District Counsel review forms with staff and provide guidance.*

## 7 WATER OPERATIONS BUSINESS

### 7.1 Ongoing/New Business (All Items Informational/Possible Action/Direction)

#### a. Review of Daily Log for October 2021 (Operator Mike Butler)

**Discussion:**

*Water operator reports no pressing issues in the October operations. He attempted to resolve water pressure issues at 9287 Midway, which turned out to be leaky irrigation valves and valve closed on the customer side. He painted the plumbing at the Library site. Updated directors on site conditions at pressure tank location noting that there is an oak on the site that needs to be trimmed back so it doesn't interfere with project work later. Directors have approved the estimate for tree work.*

## 8 GENERAL BUSINESS

### 8.1 District Activities and Status Report.

#### a. Pressure Tank Replacement Terms & Conditions and Preliminary Cost Estimate.

**Motion:**

*That the Board authorize District Engineer to provide on-call engineering services relating to the Pressure Tank site evaluation and replacement not to exceed \$3,000.*

**Board Discussion:**

*District Engineer comments that he would like a meeting at the site with water operator and Director Cooper to review replacement design options. He has reviewed drawings provided by John Rhein. Director Phillips asks for discussion on compensation, District Engineer suggests that earlier in the year there was discussion relating to authorizing engineering services relating to the Pressure Tank replacement project. He mentions that his firm's on-call engineering contract expired last year and was not renewed. District Engineer will work with staff and District Counsel on engineering contract.*

**Action Taken:**

*Motion by Phillips died for lack of a second. No vote taken on the motion.*

#### b. Bid Package for the Brown/Faber Alley Main Line Replacement Project.

**Discussion:**

*District Engineer reports that the replacement bid package is ready to be reviewed by District Counsel and could be out to bid. Director Cooper suggests that the Brown/Faber be set aside until the pressure tank project is completed. Director Doyle notes that the two informal bid packages that were submitted were not equivalent. The District Engineer agreed and made the comment that supply chain issues raise significant uncertainty on prices.*

#### c. 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:**

*Director Cooper suggests that the current projects (Pressure Tank Replacement and Brown/Faber Replacement) take priority over efforts*

*required to organize and hold CIP workshop. District Engineer comments that the CIP Workshop would be helpful in pursuing funding. Director Phillips comments that the next round of funding might be available in March 2022. District Engineer suggests that a January 2022 CIP Workshop might be helpful.*

- d. Lead Service Laterals Replacement Projects and Timeline. Review status of project activities.

**Discussion:**

*Staff informs Directors of USBR grant, which was to be used as part of the District's require Lead Service Lateral Survey, noting that the District would need to request a second grant extension. Staff will work on obtaining a grant extension from USBR. District Engineer clarified that this project is a combined Meter Replacement and Lead Service Laterals Survey, to be funded in part by the USBR grant.*

- e. Policies and Procedures Manual. Consideration of the following items:
1. Review Appendix A – Rates, Fees and Charges for implementation.
  2. Backflow policy.
  3. Review director stipend disbursement form.
  4. Sealed meter policy.
  5. Accounts receivable policy, review of AR aging report.

**Discussion:**

*Staff requested guidance on applying fees specified under Appendix A. At Director Cooper's request, staff confirmed that Appendix A page 1 fees were up-to-date in the District's billing system (base rate, metered rate, usage fee), and would be updated in January 2022. Directors gave staff and water operator guidance to charge additional fees to customer, as long as extra charges are transparent to the customer. Director Phillips suggests that routine service trips are standard customer service as well as a courtesy water shut off service call, but in some cases the water operator can assess that the service call is beyond routine, in which case the service charge could be applied at the discretion of the water operator. Director Cooper will confirm with water operator.*

*Director Cooper asked for review and discussion of high level of overdue accounts. District Counsel reviews county lien process and to submit overdue accounts to county in June. District Counsel will draft accounts receivable letter for use by staff in January. Director Cooper asks for review of District billing policy for options for managing overdue accounts. District Counsel reviews Demand Request process by which title companies check with District on accounts receivable owed by the property upon sale of property.*

- f. Development Projects. Review status of development projects' activities.
- District Counsel reports Keeney Subdivision was approved by the County Planning Commission on the condition that the subdivision's service agreement with the District be executed. The subdivision will be on the Planning Commission agenda again in December 2021.*

**Discussion:**

- g. Annual Audits 2019 and 2020. Review status of audit activities. Annual Audits 2021 RFP status.

**Discussion:**

*Staff reports that 2019 Audit is in progress. Staff directed to locate and*

*finalize the Audit RFP to identify a new auditor for the District for FY2021.*

*Director Phillips and District Counsel will review draft RFP.*

- h. Ongoing Tracking of Operational and Administrative Projects.
- i. Add credit card authorization for Administrative Assistant Jeannie Trizzino under same conditions as General Manager.

**Motion:** *That the Board authorizes Administrative Assistant to use the District credit card up to the spending limit of the previous General Manager.*

**Board Discussion:** *Discussion of what the threshold amount is before Administrative Assistant needs to get board approval. Director Doyle suggested charges of \$1,000 or greater on the District's debit card would need Board approval. Staff notes that the prime use of the debit card would be to make routine payments on software such as Zoom, Microsoft, domain name renewal, where the only option to pay is via credit card. District Counsel will research the previous threshold and report back.*

**Action Taken:** *Motion by Phillips died for lack of a second. No vote taken on the motion.*

- j. Website Status Report.

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

**Discussion:** *District Counsel reports that District Engineer is considering on District management options for review. District Counsel, District Engineer, and Administrative Assistant will discuss next steps together before the next board meeting.*

## 9 ATTORNEY REPORT

- 9.1 Updates from Legal Counsel not discussed under other Agenda Items.

**Discussion:** *District Counsel will report updates on the Keeney Subdivision in December. Notes that the Button Initiative is expected to appear on the March 2022 ballot; he suggests that the District plan for a District meeting to review District operations costs in late January or early February.*

## 10 VINA GSA (ALL ITEMS INFORMATIONAL/POSSIBLE ACTION/DIRECTION)

- 10.1 Vina GSA Report (Director Cooper)

- a. Updates on Vina GSA Draft Groundwater Sustainability Plan (GSP), to be adopted on December 15, 2021.

**Discussion:** *Director Cooper reports that public comment period on Vina GSA Draft Groundwater Sustainability Plan is about to close. The Vina GSA Board would next meet in December 2021.*

## 11 DIRECTORS' COMMENTS

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

**Discussion:** *Director Cooper comments that this board meeting was comprehensive and effective.*

## 12 ADJOURNMENT

Adjourn at 7:11 pm to the next Regular Board Meeting, December 21, 2021.



Patrick Button  
9365 Goodspeed Street  
Durham, Ca 95938  
Phone (530) 894-5687

January 12, 2023

Durham Irrigation District Board of Directors  
[info@didwater.org](mailto:info@didwater.org)

Please provide me copies of any agreement of a litigation settlement, a contract, a memorandum of understanding, or other transactions discussed by the Board in closed session for 01/18/2022. Pursuant to my rights under California Government Code Section 54957.1. Thank you.

Kindest Regards;

Patrick Button



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For AP Use

[CK#        / Date:        ] Board Date:

9365 Goodspeed Street  
Durham, Ca 95938  
Patrickbuttonsr@gmail.com

7.2

January 30, 2023

Durham Irrigation District  
PO Box 98  
Durham, Ca 95938

**RE: Request pursuant to California Public Records Act (Government Code Section 6250 et seq.)**

This letter is to request copies of liability Insurance policies for the District Board Members, as well as A copy of the District's legal counsels' Mal practice insurance coverage.

As you probably know, the following legal rules apply to this request.

***Prompt Disclosure: Government Code Section 6253 (b), (d)***

Records not exempt from disclosure are to be made "promptly available." No provision of the CPRA, including the response periods noted below, "shall be construed to permit an agency to delay or obstruct the inspection or copying of public records."

***Deadlines: Government Code Section 6253 (c)***

You are required "promptly" and in no case more than 10 calendar days from the date of this request, to determine, and inform me in writing, whether you are going to decline all or part of the request, and the law(s) that you are relying on, unless within that period you notify me in writing that you intend to take up to an additional 14 days to make the determination because of your need:

- \* to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request;
- \* to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request;
- \* for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein; or
- \* to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

Your notice must set forth "the reasons for the extension and the date on which a determination is expected to be dispatched." If you determine that any of the records I have requested are disclosable, your written notice must "state the estimated date and time when the records will be made available."

***Constitutional Rule of Interpretation: Article I, Section 3 (b)***

The California Constitution requires that the Public Records Act "shall be broadly construed if it furthers the people's right of access, and narrowly construed if it limits the right of access." This rule must be heeded in interpreting any exemptions from disclosure you believe to be applicable.

***Fees: Government Code Section 6253 (b)***

For copying you may charge only a fee "covering direct costs of duplication, or a statutory fee if applicable." "The direct cost of duplication is the cost of running the copy machine, and conceivably also the expense of the person operating it. 'Direct cost' does not include the ancillary tasks necessarily associated with the retrieval, inspection and handling of the file from which the copy is extracted. *North County Parents Organization v. Department of Education*, 23 Cal.App.4th 144, 148 (1994).

Thank you for your prompt attention to this request. Please contact me using the information below if you need further clarification.

Kindest regards;

  
Patrick Button

**MINASIAN, MEITH,  
SOARES, SEXTON &  
COOPER, LLP**

ATTORNEYS AT LAW  
A Partnership Including Professional Corporations

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WILLIAM H. SPRUANCE,  
Retired  
MICHAEL V. SEXTON,  
Retired

February 1, 2023

BY MAIL AND EMAIL

Patrick Button  
9365 Goodspeed Street  
Durham, California 95938

[patrickbuttonsr@gmail.com](mailto:patrickbuttonsr@gmail.com)

RE: Your Request for Closed Session Report of Action Taken  
(Government Code section 54957.1)

Dear Mr. Button:

This firm serves as special legal counsel for Durham Irrigation District ("DID"). DID asked us to respond to your request dated January 12, 2023, but received January 18, 2023, seeking "copies of any agreement of a litigation settlement, a contract, a memorandum of understanding, or other transactions discussed by the Board in closed session for 1/18/2022" pursuant to California Government Code Section 54957.1. In December 2022 you made a similar request for reportable actions following closed session.

As a preliminary matter, it is unclear if you intended your request to pertain to the January 18, 2023 meeting or the January 18, 2022 meeting held over a year ago. The minutes for the January 18, 2022 meeting indicate that the Board met with its general counsel in closed session to discuss personnel matters, with no closed session item pertaining to litigation. Regardless of whether you intended 2023 or 2022, there are no "agreement of a litigation settlement, a contract, a memorandum of understanding, or other transactions" reportable for either meeting.

At the closed session for its January 18, 2023 meeting, the DID Board gave direction to its special counsel. The Board did not take any reportable action in closed session that would invoke Government Code section 54957.1. The meeting minutes for December 9, 2022 and the meeting minutes for November 10, 2022 also demonstrate that the board gave direction to its special counsel in this matter. Currently, DID does not have any information or document to provide you or the public pursuant to your request.



To: Patrick Button  
RE: Request for Closed Session Report of Action Taken (Gov. Code § 54957.1)  
Date: February 1, 2023

Page 2

If a reportable action(s) is taken, the action(s) will be reported to the public in open session and in the minutes pursuant to the Brown Act. Following an action that invokes Government Code section 54957.1, such as an approval of a settlement of pending litigation, the action will be reported to the public in open session. Thus, you do not need to make requests for reportable action(s) following closed session because the same will be announced and you are entitled to either witness the open session announcement in person, or it will be reflected in the meeting minutes and posted on DID's website.

Similarly, you do not need to request documents of reportable actions, such as settlement of pending litigation under Section 54957.1(a)(3). If such a reportable action were to occur, DID would comply with the terms of Section 54957.1(a)(3) and the settlement agreement will be available to the public once finalized and fully executed.

In sum, DID has and will continue to comply with Government Code section 54957.1 and will report, when appropriate, on reportable actions taken in closed session. There is no need for you to make further requests under Government Code section 54957.1; to the extent you do, the District will not respond.

Very truly yours,  
MINASIAN, MEITH, SOARES  
SEXTON & COOPER, LLP

By: 

Dustin C. Cooper, Special Counsel for  
DURHAM IRRIGATION DISTRICT

cc: DURHAM IRRIGATION DISTRICT (*Via email*)

Patrick Button  
9365 Goodspeed Street  
Durham Ca. 95938  
Phone (530) 518-8753  
patrickbuttonsr@gmail.com

February 16, 2023

Dustin C. Cooper, Special Counsel for  
Durham Irrigation District  
1681 Bird Street  
P.O. Box 1679 Oroville, Ca 95965-1679

**RE: REASON FOR REQUEST OF INSURANCE COVERAGE FOR DURHAM IRRIGATION  
BOARD MEMBERS AND THEIR LEGAL COUNSEL**

The Durham Irrigation District has been imposing a fee increase on their water rates that are in violation of California Proposition 218 Article XIII D SECTION 6] (4). The District is also in violation of Proposition 218 SECTION 6] (4) by paying membership fees so as to have a "seat at the table" with Vina. The District has not increased their stated Cost of Living Adjustments for new growth.

My neighbors have been financially harmed by the Districts illegal and unethical conduct and as such I am looking for their Insurance carriers for compensation. I am also requesting that the District hold off on reinstating their water rate fees until after this matter has been resolved.

Should you be in need of supporting documents please let me know. Time is of the essence so please respond as soon as possible. Thank you.

Kindest regards;



Patrick Button

Cc: Durham Irrigation District



1112 I Street, Suite 300  
 Sacramento, California 95814-2865  
 T 916.231.4141 or 800.537.7790 \* F 916.231.4111  
 Maximizing Protection. Minimizing Risk. \* [www.sdrma.org](http://www.sdrma.org)

January 26, 2023

Durham Irrigation District  
 Ms. Jeannie Trizzino  
 Administrative Assistant  
 P.O. Box 98  
 Durham, California 95938-0098

**Re: 2023-24 Property/Liability Estimates**

Dear Ms. Trizzino,

In preparation for the 2023-24 Property/Liability Program renewal on July 1, 2023, we are providing our program members with a preliminary renewal contribution estimate to help with budget planning for the 2023-24 fiscal year. We will continue to provide updates as we obtain renewal cost information from our program excess/reinsurers over the next few months. **Final contribution amounts will not be confirmed until we issue the 2023-24 renewal invoices in early June.**

Your agency's Property/Liability 2023-24 estimated contribution is **\$5,857 to \$6,017** based on the following assumptions:

- A 8% increase in operating budget from the 2023-24 program year
- Your agency's current exposures and losses currently on record with SDRMA, which include a 7.5% increase to the value of scheduled buildings and 7.5% increase to the value of scheduled contents\*
- Pool reinsurance rate increases of 15% to 20% based on early estimates from our reinsurance brokers
- Credit Incentive Program (CIP) points for 2022-23 that your agency may have earned are not yet calculated and, therefore, not considered in this estimate

\*Per board policy, SDRMA trends property values based on trending factors published by Marshall & Swift. Marshall & Swift trending factors can represent increases or decreases to property values to reflect inflation of construction, building materials and other costs associated with replacement or repair of damaged property. Trending factors apply to both buildings/structures and contents. Properties added to your policy during the current policy year or appraised within the last year will not be impacted by the trending factors until the next renewal for 2024-25.



**This budget estimate is specifically provided to assist you with preliminary budgeting and is NOT a renewal indication, renewal quote, or a “not-to-exceed” contribution.** The final renewal contribution amount may be in excess of this estimate depending on the changing conditions of the insurance market over the next few months. Since we do not have the 2023-24 renewal rates from the program excess/reinsurers, we recommend you budget towards the upper end of the range, plus any differences in exposure or losses which have not yet been reported to SDRMA.

Once we receive your agency’s 2023-24 Renewal Questionnaire in February, with updated exposure information, we will distribute an updated renewal estimate in late March. If you make any substantial changes to your policy over the next few months, please contact us [memberplus@sdrma.org](mailto:memberplus@sdrma.org) or 800-537-7790.

If your agency would like to consider other liability limits for the 2023-24 program year, you must notify SDRMA in writing no later than June 1, 2023. We are unable to accommodate changes received after June 1 due to our excess carrier requirements and deadlines. Please email [memberplus@sdrma.org](mailto:memberplus@sdrma.org) for liability limit options.

Members considering withdrawal from coverage with SDRMA for the 2023-24 program year are required to submit a **“Notice of Intent to Withdraw” by April 1, 2023**, in accordance with SDRMA Bylaws and must have completed the initial three full program year commitment period. If you have any questions about withdrawing from our program, please contact Ellen Doughty at [edoughty@sdrma.org](mailto:edoughty@sdrma.org) or 800-537-7790. *Withdrawal notices received after April 1, 2023, cannot be accepted based on the SDRMA Bylaws and Joint Powers Agreement.*

On behalf of the SDRMA Board of Directors and our entire risk management team, we thank you for your continued participation in our programs.

Sincerely,  
Special District Risk Management Authority

A handwritten signature in blue ink that reads "Edoughty".

Ellen Doughty, ARM,  
Chief Member Services Officer



1112 I Street, Suite 300  
 Sacramento, California 95814-2865  
 T 916.231.4141 or 800.537.7790 • F 916.231.4111  
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Notification of Nominations – 2023 Election  
 SDRMA Board of Directors

January 18, 2023

Mr. Matt Doyle  
 Chair  
 Durham Irrigation District  
 P.O. Box 98  
 Durham, California 95938-0098

Dear Mr. Doyle:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2023 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information has been posted to the SDRMA website: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2022-06, Sample Resolution for Candidate Nomination and Candidate Statement of Qualifications.

General Election Information - Three (3) Directors seats are up for election. The nomination filing deadline is Monday, May 1, 2023. Nomination submissions must be received by 4:30 pm at the SDRMA office on May 1, 2023, in original format with wet signatures. *Digital/Electronic signatures will not be accepted.* Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 8, 2023.

Nominee Qualifications - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2022-06, Section 4.1) and be an active member agency of both SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may be obtained on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:

*From the SDRMA homepage, click on the "2023 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.*

Scanned/Copied:

RECEIVED JAN 23 2023

For AP Use

[CK# **NA** / Date: \_\_\_\_\_]

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☒ Board Agenda File

Board Date: 2/21/2023

CSDA Finance Corporation  
 1112 I Street, Suite 200  
 Sacramento, California 95814-2865  
 T 877.924.CSDA (2732) • F 916.442.7889

1/2



*Nomination Filing Deadline* – Nomination documents must be received in SDRMA's office no later than 5:00 P.M. on Monday, May 1, 2023.

Please do not hesitate to contact us [memberplus@sdrma.org](mailto:memberplus@sdrma.org) or 800-537-7790, if you have any questions regarding the 2023 SDRMA Board of Director Nominations or the election process.

Sincerely,  
Special District Risk Management Authority

Ellen Doughty, ARM  
Chief Member Services Officer



**Butte County Administration**

Joshua Jimerfield, Deputy Administrative Officer  
Office of Emergency Management

**Office of Emergency Management**

25 County Center Drive, Suite 213  
Oroville, California 95965

T: 530.552.3333  
F: 530.538.3831

[buttecounty.net/oem](http://buttecounty.net/oem)

January 23, 2023

Durham Irrigation District

PO Box 98

Durham, CA 95938

To Whom it May Concern,

Butte County Office of Emergency Management (BCOEM) is in the early stages of updating the Local Hazard Mitigation Plan (LHMP). This plan forms the foundation of Butte County's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction and repetitive destruction. A FEMA and State approved LHMP are a required inclusion for many federal and state grant applications. While a special districts or municipalities may develop their own LHMP it is often more efficient to create a multi-jurisdictional plan with the County as the lead agency.

The LHMP is local government's demonstration of a commitment to disaster mitigation. It is critical that all participants included within the multi-jurisdictional LHMP understand that successful mitigation of disasters starts with partnerships and collaboration at all levels of government. The content of the plan is intended to promote more disaster resilient and sustainable communities while reducing costs associated with disaster response through sound planning and mitigation strategies.

The current LHMP will not require a full re-write, but a significant update will be required to incorporate changes from recent events including COVID, drought and the North Complex Fire. In order for participants to be included in the LHMP as approved by FEMA and the state, they are required to participate in the planning and update process. Butte County is requesting each participant provide a Letter of Commitment declaring their intent to participate. These letters will become an appendix to the LHMP creating a stakeholder list in conformance with 44 Code of Federal Regulations Section 201.3(d). Many grants require a jurisdiction and/or participants to have an approved LHMP and will review the plan to ensure the grant project or objective is in alignment with the LHMP as part of the approval process.

RECEIVED FEB 07 2023

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☐ Board Date: \_\_\_\_\_

For AP Use

[CK#] / Date: \_\_\_\_\_ ]

Letters of Commitment must be on participant's letterhead and signed by the participants approving official or Board. Letters must be received by Butte County Office of Emergency Management no later than February 10, 2023. A template has been included for convenience.

If you have any questions please contact Joshua Jimerfield, Butte County Deputy CAO-OEM at 530-552-3333 or via email at, [jjimerfield@buttecounty.net](mailto:jjimerfield@buttecounty.net).

Sincerely,



Joshua Jimerfield

Deputy CAO – Office of Emergency Management



# PARTICIPATING JURISDICTION LETTERHEAD

[date]

Joshua Jimerfield, Deputy CAO – Office of Emergency Management  
Butte County Office of Emergency Management  
25 County Center Drive, Suite 213  
Oroville, CA 95965

Re: Letter of Commitment as participating jurisdiction in Butte County Operational Area Multi-Jurisdictional Hazard Mitigation Planning

Dear Joshua,

As the Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR §201.6 specifically identify criteria that allow for multi-jurisdictional mitigation plans and that many issues are better resolved by evaluating hazards more comprehensively by coordinating at the county, regional, or watershed level, the [participating jurisdiction] is submitting this letter of commitment to confirm that [participating jurisdiction] has agreed to participate in the Butte County Operational Area Multi-jurisdictional Hazard Mitigation Planning.

Further, as a condition to participating in the mitigation planning, [participating jurisdiction] agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to Butte County to complete the plan in conformance with FEMA requirements.

[Participating jurisdiction] understands that it must engage in the following planning process, as more fully described in FEMA's Local Multi-Hazard Mitigation Planning Guidance dated July 1, 2008, including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- Formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that a proactive opportunity has been offered for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.); and
- Documentation of an effective process to maintain and implement the plan; and,
- Formal adoption of the Multi-jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).

Therefore, with a full understanding of the obligations incurred by participating in the FEMA hazard mitigation planning process as a participant in a multi-jurisdictional plan; I (Name of authorized jurisdiction official), commit (name of jurisdiction) to the Butte County Operational Area Multi-jurisdictional Hazard Mitigation Planning effort.

Executed this \_\_\_\_ day of \_\_\_\_\_

(Jurisdiction official's signature)



February 21, 2023

Joshua Jimerfield, Deputy CAO – Office of Emergency Management  
Butte County Office of Emergency Management  
25 County Center Drive, Suite 213  
Oroville, CA 95965

RE: Letter of Commitment as participating jurisdiction in Butte County Operational Area  
Multi-Jurisdictional Hazard Mitigation Planning

Dear Joshua,

As the Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR §201.6 specifically identify criteria that allow for multi-jurisdictional mitigation plans and that many issues are better resolved by evaluating hazards more comprehensively by coordinating at the county, regional, or watershed level, **Durham Irrigation District** is submitting this letter of commitment to confirm that **Durham Irrigation District** has agreed to participate in the Butte County Operational Area Multi-jurisdictional Hazard Mitigation Planning.

Further, as a condition to participating in the mitigation planning; **Durham Irrigation District** agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to Butte County to complete the plan in conformance with FEMA requirements.

**Durham Irrigation District** understands that it must engage in the following planning process, as more fully described in FEMA's Local Multi-Hazard Mitigation Planning Guidance dated July 1, 2008, including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- Formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that a proactive opportunity has been offered for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.); and
- Documentation of an effective process to maintain and implement the plan; and,
- Formal adoption of the Multi-jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).

February 21, 2023

Page 2 of 2

RE: Letter of Commitment as participating jurisdiction in Butte County Operational Area Multi Jurisdictional Hazard Mitigation Planning

Therefore, with a full understanding of the obligations incurred by participating in the FEMA hazard mitigation planning process as a participant in a multi-jurisdictional plan; I, **Matt Doyle**, commit **Durham Irrigation District** to the Butte County Operational Area Multi-jurisdictional Hazard Mitigation Planning effort.

Executed this \_\_\_\_\_ day of \_\_\_\_\_

Matt Doyle  
Chair, Board of Directors



THE UNITED STATES  
CONFERENCE OF MAYORS



January 25, 2023

Mr. Michael Regan  
Administrator  
Environmental Protection Agency  
1200 Pennsylvania Ave, NW  
Washington, DC 20460

**Re: Pending EO 12866 Regulatory Review: Memorandum to State Drinking Water Administrators on Public Water System Cybersecurity**

Dear Administrator Regan,

The undersigned associations write you regarding EPA's Memorandum to State Drinking Water Administrators on Public Water System Cybersecurity, which OMB is currently reviewing.

Collectively we are dedicated to protecting public health and the environment by providing safe drinking water and excellent wastewater services. The infrastructure our members maintain is the foundation on which U.S. communities are built.

Cybersecurity is mission-critical for all types of water utilities. As such, we support efforts to strengthen cybersecurity, and are eager to collaborate with the agency to develop and implement effective approaches. However, EPA's planned efforts to add cybersecurity requirements to the Sanitary Survey Program for drinking water utilities are ill-advised, impractical, and are not designed to meaningfully improve system resiliency. EPA's approach is also legally flawed as described in the addendum to this letter.

We write to raise the significant legal, procedural, and policy concerns drinking water utilities have regarding the imposition of cybersecurity requirements through the Sanitary Survey

Program and offer a process to examine alternatives. Ultimately, we fear the Sanitary Survey approach could do more harm than good for drinking water utilities.

To that end, we are committed to working collaboratively with EPA and other stakeholders to develop an effective approach to cybersecurity that is risk- and performance-based. We recognize the necessity to act, and we are committed to working expediently to develop and implement cybersecurity solutions for the water sector that are developed by consensus with critical input and support from water utilities, an approach that is legally sound and will result in a far more effective approach to mitigate cyber threats facing the water sector.

Thus, to best serve our shared goal of cybersecurity solutions for the water sector, we urge you to recall the RIN 2040-ZA41 Memorandum under review at the Office of Management and Budget for reconsideration with stakeholders and to ensure compliance with all applicable laws.

Sincerely,

American Water Works Association  
Association of Metropolitan Water Agencies  
National Association of Clean Water Agencies  
National Association of Counties  
National Association of Water Companies  
National League of Cities  
National Rural Water Association  
US Conference of Mayors  
Water Environment Federation

cc: Christopher Inglis – EOP/ONCD  
Elizabeth Sherwood-Randall – EOP/ONSA/OHSA  
Richard Revesz – EOP/OMB/OIRA  
Janet McCabe – EPA/AO  
Radhika Fox – EPA/OW  
Jeffrey Prieto – EPA/OGC  
Sean O'Donnell – EPA/OIG  
Tim Del Monico – EPA/AO/OCIR  
Victoria Arroyo – EPA/AO/OP



## **Addendum to Joint Association Letter regarding the Pending EO 12866 Regulatory Review: Memorandum to State Drinking Water Administrators on Public Water System Cybersecurity**

### **Statutory & Regulatory History**

With increasingly severe cyber threats over the last decade, support has grown at all levels of government and within the sector to enhance water and wastewater system security and resilience. In recent years, the prevailing—and appropriate—trend was a collaborative approach to improving water and wastewater sector-specific cybersecurity through risk and resilience assessments and emergency response planning undertaken by utilities, which Congress has fully endorsed. But within that past eighteen months, EPA has made a significant shift by instead proposing regulation for drinking water utilities through the Sanitary Survey Program, an admittedly “creative”<sup>1</sup> approach, which we find neither practical nor legally supportable. A brief statutory and regulatory history follows:

#### *America’s Water Infrastructure Act of 2018 (AWIA)*

The AWIA (PL 115-270) was passed to improve drinking water and water quality, increase water and wastewater infrastructure investments and jobs, and enhance public health and quality of life. It included significant changes to the Safe Drinking Water Act (SDWA). Among those, AWIA Section 2013 references cybersecurity in addressing community water system risk and resilience. Particularly, this section amended SDWA Section 1433 to require each community water system serving a population of greater than 3,300 persons to conduct a system risk and resilience assessment at least every five years, including the risk from malevolent acts that could “substantially disrupt the ability of the system to provide a safe and reliable supply of drinking water”, which encompasses cyber threats. SDWA § 1433(a). Further, Section 2013 requires such systems to incorporate the findings of their assessment into an emergency response plan, which includes “strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system.” SDWA § 1433(b). Thus, Congress specifically highlighted cybersecurity as an issue to address through risk and resilience assessments and emergency response planning.

We would also like to call attention to the provision pertaining to alternative preparedness and operational resilience programs. SDWA § 1433(f). Specifically, consistent with section 12(d) of the National Technology Transfer and Advancement Act of 1995, this provision requires EPA to recognize voluntary consensus standards and guidance developed by third-party organizations, like AWWA, that support and facilitate the implementation of the above requirements. For example, AWWA’s Cyber Security Assessment Tool and Guidance was developed in collaboration with the National Institute of Standards and Technology (NIST), the Cybersecurity

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<sup>1</sup> Statement of Anne Neuberger, Transcript: Securing Cyberspace, The Washington Post (Oct. 13, 2022), <https://www.washingtonpost.com/washington-post-live/2022/10/13/transcript-securing-cyberspace/>.

and Infrastructure Security Agency (CISA), and EPA representatives in 2014 (and updated in 2019) to provide a consensus-based, sector-specific approach to the NIST cybersecurity framework. Yet, EPA has not leveraged this option to advance the agencies mission in support of AWIA §2013 and related cybersecurity objectives.

### *Infrastructure Investment & Jobs Act of 2021*

A significant component of the Infrastructure Investment and Jobs Act (PL 117-58) was greater investment and support to rehabilitate and update water infrastructure, including through several authorizations that support cybersecurity improvements. For example, the Midsized and Large Drinking Water System Infrastructure Resilience and Sustainability Program (sec. 50107) and the Clean Water Infrastructure Resilience and Sustainability Program (sec. 50205) provide grant funding from EPA to help reduce cybersecurity vulnerabilities, among other priorities, at drinking water and wastewater systems. Similarly, the Act (sec. 50113) required EPA and CISA to develop and report to Congress (1) a prioritization framework to identify public drinking water systems that, if degraded or rendered inoperable, would have significant public health and safety impacts, taking into consideration any identified cybersecurity vulnerabilities and independent capacity to address such vulnerabilities, and (2) a technical cybersecurity support plan for public drinking water systems with a methodology for identifying for which systems cybersecurity support should be priorities, timelines for making voluntary technical support available, and specific capabilities that could be utilized to provide such support. These were completed in May 2022<sup>2</sup> and August 2022<sup>3</sup>, respectively. Congress did not, however, authorize EPA to develop or otherwise impose cybersecurity requirements on water utilities.

### *EPA Unified Agenda – Fall 2021<sup>4</sup>*

In the Fall 2021 Unified Agenda listed EPA/OW RIN 2040-AG20, Cybersecurity in Public Water Systems, as a rulemaking in the final rule stage. EPA indicated that it was evaluating regulatory approaches to improve cybersecurity at public drinking water systems. While EPA planned to offer separate guidance, training, and technical assistance to states and public drinking water systems on cybersecurity, EPA also announced its plan to issue this Final Interpretive Rule to “provide regulatory clarity and certainty and promote the adoption of cybersecurity measures by public water systems.” Particularly, EPA proposed to include cybersecurity assessments as part of the regular drinking water Sanitary Survey Program:

Sanitary surveys, which states, tribes, or the EPA typically conduct every 3 to 5 years on all public water systems, should include an evaluation of cybersecurity to identify significant deficiencies. EPA recognizes, however, that many states

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<sup>2</sup> <https://www.epa.gov/system/files/documents/2022-08/Prioritization%20Framework%20RtC%20final.pdf>

<sup>3</sup> [https://www.epa.gov/system/files/documents/2022-08/9910\\_RtC-Technical%20Cybersecurity%20Support%20Plan\\_20220818\\_final.pdf](https://www.epa.gov/system/files/documents/2022-08/9910_RtC-Technical%20Cybersecurity%20Support%20Plan_20220818_final.pdf)

<sup>4</sup> <https://www.reginfo.gov/public/do/eAgendaViewRule?pubId=202110&RIN=2040-AG20>

currently do not assess cybersecurity practices during public water system sanitary surveys. This action is necessary to convey to states that EPA interprets existing regulations for public water system sanitary surveys as including the possible identification of significant deficiencies in cybersecurity practices.

EPA justified the interpretive rule under the Administrative Procedure Act (“APA”) as an “interpretation of existing responsibilities under current regulations” stating that “[i]t establishes no new regulatory requirements and, hence, has no regulatory costs or benefits.” Importantly, EPA explicitly acknowledged that there were alternatives to the interpretive rule approach, specifically that EPA could “[p]rovide guidance to states, tribes, and EPA on evaluating cybersecurity practices during public water system sanitary surveys without issuing an interpretive rule.”

EPA said it would issue a Final Interpretive Rule in April 2022. However, in response to this proposal, in December 2021, water system associations asked EPA to not pursue this regulatory strategy, citing various significant concerns with its legality under the APA, inadequate protection of sensitive information, lack of national consistency given that the Sanitary Survey Program is implemented by states, insufficient skill and training of state staff. (*e.g.*, AWWA 12/9/21 letter, Association of State Drinking Water Administrators 9/29/21, 2/9/22, 11/21/22 letters).

#### *EPA Unified Agenda – Spring 2022<sup>5</sup>*

Following these public comments, EPA recategorized EPA/OW RIN 2040-AG20, Cybersecurity in Public Water Systems, as a “Long-Term Action” in the Spring 2022 Unified Agenda. Additionally, in a May 2022 budget hearing before the House Committee on Energy and Commerce’s Subcommittee on Environment and Climate Change, EPA assured the subcommittee that the Agency would be transparent in its rulemaking processes to allow for proper public notice and comment. Further, when asked about water and wastewater cybersecurity, the Agency indicated that it is “laser focused on this cybersecurity issue” and “using all of our statutory authority to pursue cybersecurity in the water space that we can.” Stating further that EPA would not outsource its leadership responsibility in the water and wastewater cybersecurity space, engage regularly with the water sector and the Coordinating Council on Cybersecurity. The Agency committed to making each of these assurances in writing; however, to our knowledge, those written assurances have not been made. The Fiscal Year 2023 EPA Budget, Houston of Representatives, Subcommittee on Environment and Climate Change, Committee on Energy and Commerce, Washington, D.C. (May 17, 2022) at 1737-1837.

#### *EPA Unified Agenda – Fall 2022<sup>6</sup>*

The most recent Unified Agenda retitled the “Long Term Action” for EPA/OW RIN 2040-AG20 to “Public Water System Cybersecurity Requirements.” This action is summarized

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<sup>5</sup> <https://www.reginfo.gov/public/do/eAgendaViewRule?pubId=202204&RIN=2040-AG20>

<sup>6</sup> <https://www.reginfo.gov/public/do/eAgendaViewRule?pubId=202210&RIN=2040-AG20>



as “evaluating regulatory approaches to improve cybersecurity at public water systems. EPA plans to offer separate guidance, training, and technical assistance to states and public water systems on cybersecurity. This action will provide regulatory clarity and promote the adoption of cybersecurity measures by public water systems.”

*OMB/OIRA RIN 2040-ZA41 – Memorandum to State Drinking Water Administrators on Public Water System Cybersecurity*

On December 16, 2022, EPA submitted RIN: 2040-ZA41, *Memorandum to State Drinking Water Administrators on Public Water System Cybersecurity*, to OMB/OIRA for review. While EPA has not made the memo or its contents public, we suspect it is substantively the same as the prior proposed interpretive rule. Accordingly, AWWA, AMWA, NRW, NAWC, WEF, and NACWA requested a meeting with OMB to discuss the memo and express our concerns with a Sanitary Survey Program-based approach.

We are also aware that the Association of State Drinking Water Administrators (ASDWA) had a meeting with OMB expressing similar concerns with the prospective imposition of regulatory burden resulting from this Memo. In addition, concerns were also expressed by AWWA about the Memo and EPA’s process during the public comment period of the January 13, 2023, meeting of EPA’s Local Government Advisory Committee.

## **Response and Recommendations**

While we appreciate that EPA has moved from a Final Interpretive Rule to Long-Term Action, and while the contents of the RIN: 2040-ZA41 memorandum are not yet public, we have significant concerns that EPA has yet to address. Proceeding at this stage with any sort of regulatory requirement would be premature.

First, as explained in a December 9, 2021, letter from AWWA, AMWA, NAWC, and NRW to Assistant Administrator of Water Radhika Fox: “We do not believe an agency action to establish cybersecurity requirements through an interpretive rule is legally justifiable, as interpretive rules must not set new legal standards or impose new requirements.” If the effect of EPA’s action is still to impose cybersecurity requirements on operators at public drinking water systems, EPA must satisfy the APA and other legal prerequisites, or may otherwise be subject to judicial review. 5 U.S.C. § 706(2)(A); *Mortg. Bankers Ass’n. v. Harris*, 720 F.3d 966 (D.C. Cir. 2013) (quoting *F.C.C. v. Fox Television Stations*, 556 U.S. 502, 513 (2009) for the holding that the APA provides the full scope of “judicial authority to review executive agency action for procedural correctness.”).

An interpretive rule “simply indicates an agency’s reading of a statute or a rule. It does not intend to create new rights or duties, but only reminds affected parties of existing duties.” *Paralyzed Veterans of Am. V. West*, 138 F.3d 1434 (Fed. Cir. 1994) (quoting *Orengo Caraballo v. Reich*, 11 F.3d 186, 195 (D.C.Cir.1993)). “The critical feature of interpretive rules is that they are

issued by an agency to advise the public of the agency's construction of the statutes and rules which it administers." *Perez v. Mortgage Bankers Ass'n*, — U.S. —, 135 S.Ct. 1199, 1204, 191 L.Ed.2d 186 (2015) (citation omitted). "The most important factor in differentiating between binding and nonbinding actions is "the actual legal effect (or lack thereof) of the agency action in question. . . Agency action that creates new rights or imposes new obligations on regulated parties or narrowly limits administrative discretion constitutes a legislative rule." *Ass'n of Flight Attendants-CWA, AFL-CIO v. Huerta*, 785 F.3d 710, 717 (D.C. Cir. 2015) (citing *Nat'l Mining Ass'n v. McCarthy*, 758 F.3d 243, 252 (D.C.Cir.2014)). The hallmark of an interpretive rule is that such rules are exempt under the APA from public notice and comment requirements. 5 U.S.C. § 553(b)(A). However, when a rule goes beyond that advisory or confirmatory purpose, it is considered a legislative rule, to which public notice and comment requirements apply. 5 U.S.C. § 553(b).

EPA's Memo to add cybersecurity requirements to the Sanitary Survey Program goes well beyond merely providing the "regulatory clarity and certainty" it purports, and does, in fact, establish new regulatory requirements not otherwise imposed under the SDWA. The Sanitary Survey Program is a precondition of state primacy, which is a "systematic program for conducting sanitary surveys of public water systems in the State," which includes an "onsite review of the water source (identifying sources of contamination using results of source water assessments where available), facilities, equipment, operation, maintenance, and monitoring compliance of a public water system to evaluate the adequacy of the system, its sources and operations and the distribution of safe drinking water." SDWA § 1413; 40 C.F.R. §§ 142.10, 142.16. EPA's Memo would seek to add cybersecurity to the state primacy requirements. Although the Sanitary Survey Program requirements generally cover operations, they have never included cybersecurity nor was the Program drafted with cybersecurity in mind — yet EPA is now attempting to tenuously read it in. Such an action would constitute an entirely new requirement, going well beyond the purpose of an interpretive rule. Moreover, SDWA Section 1433 requires that certain drinking water systems conduct risk and resilience assessments that include cybersecurity considerations, then incorporate the assessment findings into an emergency response plan with particulars on how resilience can be improved and implementation of such procedures. It does not, however, require that cybersecurity be part of the state Sanitary Survey Program or be enforced as such. EPA's proposed actions therefore are also inconsistent with Congressional intent.

In addition to this noncompliance with the APA, EPA has not held any open stakeholder engagement on its Final Interpretive Rule or as part of development of the RIN 2040-ZA41 Memorandum, nor has it held a cooperative federalism or Unfunded Mandates Reform Act (2 U.S.C. § 1501 et seq.) consultation with representatives of local and state government. Essentially, EPA has proceeded despite ample opposition from multiple water and wastewater organizations, including state administrators, and without sufficiently engaging with those most affected despite offering assurances to Congressional leaders that such engagements would take place.

More importantly, EPA's proposal to include cybersecurity requirements within the drinking water Sanitary Survey Program administered by state sanitarians is a sub-optimal way to address cybersecurity challenges posed to critical water infrastructure systems. As repeatedly noted by the ASDWA (9/29/21, 2/9/22, 11/21/22 Letters), for example, state authorities that administer the Sanitary Survey Program lack the appropriate staffing, training and expertise to evaluate cybersecurity programs. Even with training, given the complexity of cybersecurity

measures and their relatively rapid evolution, agency staff could misunderstand best practices and their implementation, resulting in an unmerited deficiency or a redirection from a practice that is sufficiently securing the utility. Nothing in federal or state law protects information collected through state agencies' sanitary surveys from being shared publicly, and such disclosures could risk exposing system vulnerabilities to actors who pose cybersecurity threats.

To address these issues and concerns we are committed to working collaboratively with EPA and other stakeholders to develop an effective approach to cybersecurity that is risk- and performance-based. We recognize the necessity to act, and we are committed to working expediently to develop and implement cybersecurity solutions for the water sector that are developed by consensus with critical input and support from water utilities, an approach that is legally sound and will result in a far more effective approach to mitigate cyber threats facing the water sector.

Thus, to best serve our shared goal of cybersecurity solutions for the water sector, we urge you to recall the RIN 2040-ZA41 Memorandum under review at the Office of Management and Budget for reconsideration with stakeholders and to ensure compliance with all applicable laws.

January 17, 2023

Stephen Ertle, Air Pollution Control Officer  
Butte County Air Quality Management District  
629 Entler Avenue, Suite 15  
Chico CA 95928

RE: Annual Permit Renewal

Dear Mr. Ertle,

Enclosed please find the following documents for your review in coordination with the District's permits:

- Permit DID-01-01-1
  - Well 4 Facility Questionnaire dated 12/13/2022
  - Well 4 Production Data for 2022 dated 12/13/2022
- Permit DID-03-01-2
  - Well 5 Facility Questionnaire dated 12/13/2022
  - Well 5 Production Data for 2022 dated 12/13/2022

Please do not hesitate to contact the District with any questions or concerns.

Sincerely,



Jeannie Trizzino  
Administrative Assistant

cc: Board File  
Encl.

FILE: 1\_Management\Correspondence\Butte County Air Quality Management District

**Butte County**  
**AIR QUALITY MANAGEMENT DISTRICT**

629 ENTLER AVENUE, SUITE 15 CHICO, CALIFORNIA 95928  
TELEPHONE (530) 332-9400 FAX (530) 332-9417

**EMERGENCY INTERNAL COMBUSTION ENGINE**

PRODUCTION DATA YEAR: 2022

EMERGENCY POWER GENERATION

Please complete the following questions as applicable. Refer to recordkeeping conditions of your permit for further guidance.

Company/Facility Name: Durham Irrigation District Well #4

Address/Location: 2543 Durham Dayton Hwy #4

Permit to Operate #: DD-01-01-1

Unit Make and Model: Caterpillar Model # 3114 Diesel Fired 109

Fuel Type: Diesel ☒ Gasoline ☐ Nat. Gas ☐ Propane ☐ Other/Specify ☐

Fuel Usage: 6 Gal/Yr or          Therms/Yr

Hours of Operation

Maintenance & Testing..... 2 Hrs/Yr

Emergency..... 2 Hrs/Yr

End of Calendar Year Meter Reading..... 369 Hrs

The undersigned hereby acknowledges and agrees that an electronic copy of this signed document shall be enforceable in the same manner as the signed original document.

Name (Printed) Michael Butler Title Operator

Signature  Date 12/13/22

Production data provided on this form is considered trade secret information as defined under Section 6254.7(d) of the Government Code and is therefore exempt from disclosure under the provisions of the California Public Records Act.



**Butte County**  
**AIR QUALITY MANAGEMENT DISTRICT**

629 ENTLER AVENUE, SUITE 15 CHICO, CALIFORNIA 95928  
TELEPHONE (530) 332-9400 FAX (530) 332-9417

**INSTRUCTIONS:** Please verify the information on this form to ensure the District maintains a complete and accurate record of your facility and company contact information. If incorrect, please mark corrections in the boxes.

*All contact information listed is public record and subject to disclosure under the California Public Records Act.*

**Facility Site/Address:**

Durham Irrigation District Well #4

2543 Durham Dayton Hwy #4

Durham, CA 95938

**Company Billing/Mailing:**

Durham Irrigation District

P.O. Box 98

Durham, CA 95938

**Contact:** Mike Butler

**Title:** Water Operator

**Facility Email:**

sierrawaterutility@gmail.com

**Facility Phone:** 530-680-7079

**Contact:** Jeannie Trizzino

**Title:** Administrative Assistant

**Company Email:**

info@didwater.org

**Company Phone:** 530-343-1594

**Accounts Payable Contact:** Jeannie Trizzino

**AP Email:** info@didwater.org

**AP Phone:** 530-343-1594

Verify Correct? Yes ☒ If not, please correct above.

Verify Correct? Yes ☒ If not, please correct above.

1. Have processes or equipment been added or modified at the facility over the last year which change the nature or quantity of the facility air emissions? Yes ☐ No ☒

If yes, please describe: \_\_\_\_\_

2. Please review the equipment listed on your permit(s) to operate, with particular attention to air pollution control devices (cyclones, baghouses, filters, etc). Have there been any changes? Yes ☐ No ☒

If yes, please describe: \_\_\_\_\_

☐ Please schedule an appointment to clarify the conditions of my permit(s).

☐ I hereby certify the equipment for which the Permit to Operate (# \_\_\_\_\_) was issued was **not** operated during the previous calendar year and request the renewal fees be reduced as allowed by Rule 500.

*The undersigned hereby acknowledges and agrees that an electronic copy of this signed document shall be enforceable in the same manner as the signed original document.*

Form completed by (Print Name): Michael Butler

Signature: [Signature]

Date: 12/13/22

Title: Operator

Telephone: 530 680 7079

**Butte County**  
**AIR QUALITY MANAGEMENT DISTRICT**

629 ENTLER AVENUE, SUITE 15 CHICO, CALIFORNIA 95928  
TELEPHONE (530) 332-9400 FAX (530) 332-9417

**EMERGENCY INTERNAL COMBUSTION ENGINE**

**PRODUCTION DATA YEAR:** 2022

**EMERGENCY POWER GENERATION**

Please complete the following questions as applicable. Refer to recordkeeping conditions of your permit for further guidance.

Company/Facility Name: Durham Irrigation District Well #5

Address/Location: 9142 Holland Ave, Durham CA 95938

Permit to Operate #: DID-03-01-2

Unit Make and Model: (1) Model # GT4991CE (1) Cummins Natural Gas Fired 125hp Engine  
With turbocharger & aftercooler emissions control.

Fuel Type: Diesel ☐ Gasoline ☐ Nat. Gas ☒ Propane ☐ Other/Specify ☐

Fuel Usage: \_\_\_\_\_ Gal/Yr or 70 Therms/Yr

**Hours of Operation**

Maintenance & Testing..... 0.8 Hrs/Yr

Emergency..... 0 Hrs/Yr

End of Calendar Year Meter Reading..... 33.8 Hrs

The undersigned hereby acknowledges and agrees that an electronic copy of this signed document shall be enforceable in the same manner as the signed original document.

Name (Printed) Michael Dutler Title Operator

Signature [Signature] Date 12/13/2022

Production data provided on this form is considered trade secret information as defined under Section 6254.7(d) of the Government Code and is therefore exempt from disclosure under the provisions of the California Public Records Act.



**Butte County**  
**AIR QUALITY MANAGEMENT DISTRICT**

629 ENTLER AVENUE, SUITE 15 CHICO, CALIFORNIA 95928  
TELEPHONE (530) 332-9400 FAX (530) 332-9417

**INSTRUCTIONS:** Please verify the information on this form to ensure the District maintains a complete and accurate record of your facility and company contact information. If incorrect, please mark corrections in the boxes.

*All contact information listed is public record and subject to disclosure under the California Public Records Act.*

**Facility Site/Address:**

Durham Irrigation District Well #5  
9142 Holland Avenue  
Durham, CA 95938

**Company Billing/Mailing:**

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

**Contact:** Mike Butler

**Title:** Water Operator

**Contact:** Jeannie Trizzino

**Title:** Administrative Assistant

**Facility Email:**

sierrawaterutility@gmail.com

**Company Email:**

info@didwater.org

**Facility Phone:** 530-680-7079

**Company Phone:** 530-343-1594

**Accounts Payable Contact:** Jeannie Trizzino

**AP Email:** info@didwater.org

**AP Phone:** 530-343-1594

Verify Correct? Yes ☒ If not, please correct above.

Verify Correct? Yes ☒ If not, please correct above.

1. Have processes or equipment been added or modified at the facility over the last year which change the nature or quantity of the facility air emissions? Yes ☐ No ☒  
If yes, please describe: \_\_\_\_\_

2. Please review the equipment listed on your permit(s) to operate, with particular attention to air pollution control devices (cyclones, baghouses, filters, etc). Have there been any changes? Yes ☐ No ☒  
If yes, please, describe: \_\_\_\_\_

☐ Please schedule an appointment to clarify the conditions of my permit(s).

☐ I hereby certify the equipment for which the Permit to Operate (# \_\_\_\_\_) was issued was **not** operated during the previous calendar year and request the renewal fees be reduced as allowed by Rule 500.

*The undersigned hereby acknowledges and agrees that an electronic copy of this signed document shall be enforceable in the same manner as the signed original document.*

Form completed by (Print Name): Michael Butler

Signature: \_\_\_\_\_

Date: 12/13/22

Title: Operator

Telephone: 530 680 7079





**California Special  
Districts Association**

*Districts Stronger Together*

**DATE:** January 30, 2023

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT:** **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT C**

---

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2024 - 2026 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.  
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

RECEIVED FEB 07 2023

**Scanned/Copied:**

☒ Hardcopy File  
☒ Electronic File  
☒ Board Agenda File  
 Board Date: 2/21/2023

For AP Use

[CK#      / Date:      ]

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations for the Northern, Sierra, Coastal and Southern Networks is April 6, 2023. Where there is no incumbent running in the Bay Area and Central Networks the deadline for receiving nominations is April 17, 2023. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
Fax: 916.442.7889  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

***Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.***

CSDA will begin electronic voting on June 5, 2023. All votes must be received through the system no later than 5:00 p.m. July 14, 2023. The successful candidates will be notified no later than July 18, 2023. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2023.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

<b>Northern Network</b>	Seat C – Fred Ryness, Burney Water District*
<b>Sierra Network</b>	Seat C – Pete Kampa, Groveland Community Services District*
<b>Bay Area Network</b>	Seat C – <i>Vacant</i>
<b>Central Network</b>	Seat C – Steve Perez, GM, Rosamond Community Services District
<b>Coastal Network</b>	Seat C – Vince Ferrante, Moss Landing Harbor District*
<b>Southern Network</b>	Seat C – Arlene Schafer, Costa Mesa Sanitary District*

(\* = Incumbent is running for re-election)

**CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 5, 2023.** All votes must be received through the system no later than 5:00 p.m. July 14, 2023.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [amberp@csda.net](mailto:amberp@csda.net) by April 6, 2023 in order to ensure that you will receive a paper ballot on time.*

**CSDA will mail paper ballots on June 5, 2023 per district request only.**

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



**California Special  
Districts Association**

*Districts Stronger Together*

## 2023 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this form, a Board resolution/minute action supporting the candidate, and  
Candidate Information Sheet by mail or email to:

CSDA

Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS:***

***March 31, 2023 at 5:00 p.m.***





California Special  
Districts Association  
*Districts Stronger Together*

## 2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

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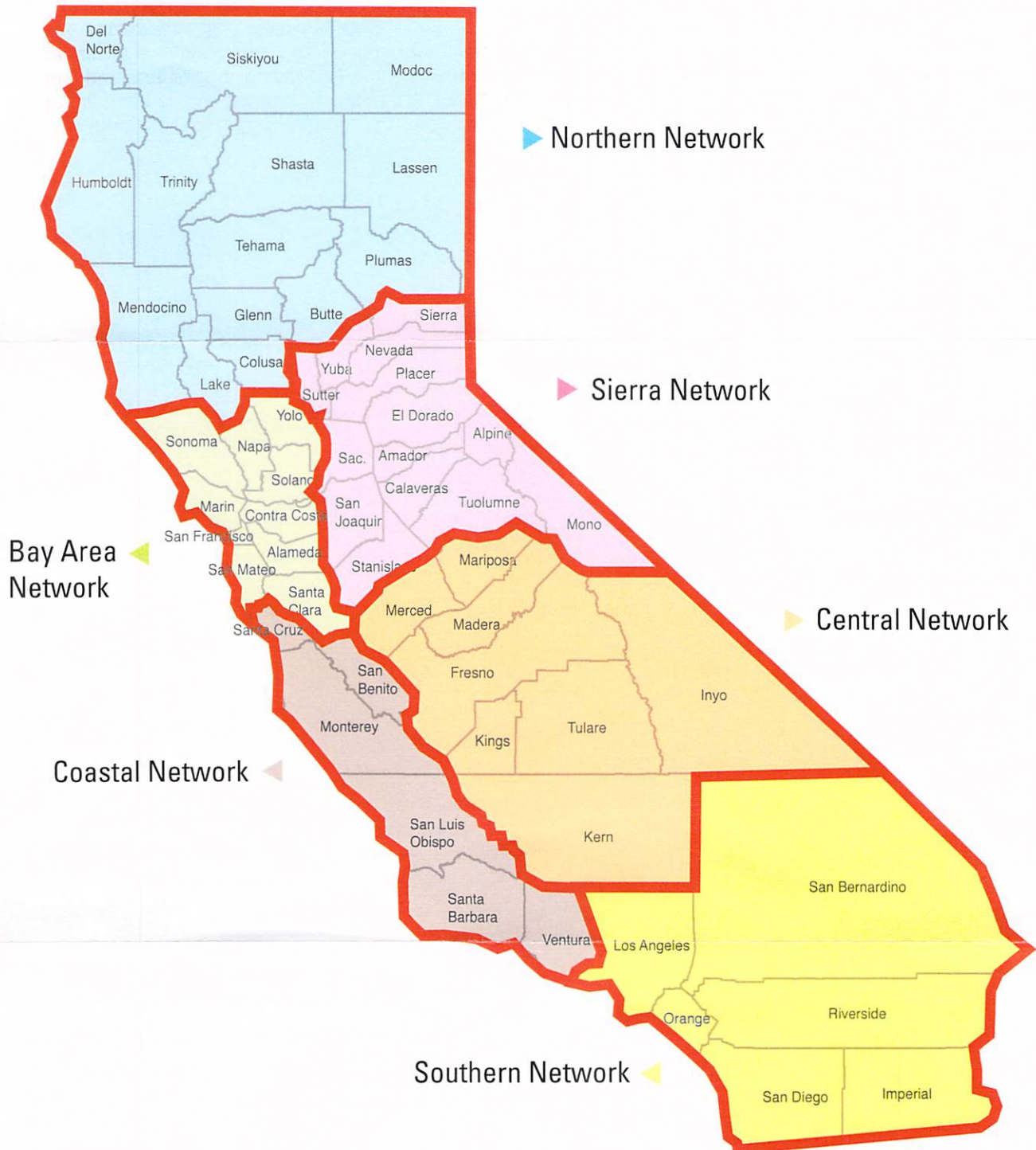
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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office March 31, 2023, after 5:00 p.m. will not be included with the ballot.**



California Special Districts Association

## DISTRICT NETWORKS



**Durham Irrigation District**

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**From:** Cal OES Hazard Mitigation Assistance <CalOESHMA@public.govdelivery.com>  
**Sent:** Tuesday, February 7, 2023 2:20 PM  
**To:** Durham Irrigation District  
**Subject:** 2021 California Hazard Mitigation Grant Program



## HAZARD MITIGATION ASSISTANCE

Now Live!

Draft 2023 SHMP Public  
Comment Period Open

Until 3/24/23



Dear Mitigation Partners,

The Cal OES State Mitigation Planning (SMP) Unit is excited to announce the public comment period for the draft 2023 State Hazard Mitigation Plan (SHMP or Plan)! The draft SHMP, a fact sheet about the SHMP, and the survey to submit comments are available on the [Cal OES Hazard Mitigation Planning webpage](#). Public comment closes on **Friday, March 24<sup>th</sup>, 2023**.

We are also inviting our partners to socialize the public review period to their own networks and stakeholders. If you would like to share this opportunity with your own networks, please let us know and we can provide you with language to do so.

The SHMP is California's primary hazard mitigation document. It documents historic and current disaster risks, describes the State's strategy and actions to addressing those hazards, and serves as a critical

resource for local jurisdictions developing their own hazard mitigation and other emergency operations plans. Public input on this document is essential to ensuring that the Plan is accessible and meaningful to California's residents.

For any additional questions, please reach out to the Cal OES State Mitigation Planning team at [SHMP@caloes.ca.gov](mailto:SHMP@caloes.ca.gov).

Thank you,

**State Mitigation Planning Unit**  
Governor's Office of Emergency Services (Cal OES)



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

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This service is provided to you at no charge by [California Governor's Office of Emergency Services](#).

This email was sent to [info@didwater.org](mailto:info@didwater.org) using GovDelivery Communications Cloud on behalf of: California Governor's Office of Emergency Services · 3650 Schriever Avenue · Mather, California · 95655-4203





**NCWA**  
Northern California Water Association

# 2023 Annual Meeting

**Please  
Join Us**

**Friday, March 3**

Sierra Nevada Brewing Co.  
1075 E. 20th St., Chico



Coffee Reception 8:30am  
Program 9:30 to 3:30pm  
Beer Reception 3:30pm

RSVP to [DOchoa@norcalwater.org](mailto:DOchoa@norcalwater.org)

**It's not too late to join as an Associate Sponsor!**

Contact Danyella Ochoa, [DOchoa@norcalwater.org](mailto:DOchoa@norcalwater.org) for details.



<b>Month:</b>	<b>January</b>	<b>2023</b>	
<b>Date</b>	<b>Task Description/Notes</b>	<b>Regular Hrs and Duties (M-F)</b>	<b>After Hrs</b>
2-Jan	Performed daily checks, checked lubrication of all pumps. Ran Aux power at Both sites.	2.25	
3-Jan	Performed daily checks, checked lubrication of all pumps. Flushed dead end on San Rafeal.	2.25	
4-Jan	Performed daily checks, checked lubrication of all pumps. Shaft seal at Alley site has a very small drip under operation. Could be related to lifting fine sand that's getting by the current pre filter. Will install finer mesh filter before having seal serviced.	2.00	
5-Jan	Performed daily checks, checked lubrication of all pumps.	1.75	
6-Jan	Performed daily checks, checked lubrication of all pumps. Topped oil off at both sites.	1.75	
9-Jan	Performed daily checks, checked lubrication of all pumps.	1.75	
10-Jan	Performed daily checks, checked lubrication of all pumps.	1.75	
11-Jan	Performed daily checks, checked lubrication of all pumps.	1.75	
12-Jan	Performed daily checks, checked lubrication of all pumps.	1.75	
13-Jan	Performed daily checks, checked lubrication of all pumps. Topped oil off at both sites.	1.75	
16-Jan	Performed daily checks, checked lubrication of all pumps.	1.75	
17-Jan	Performed daily checks, checked lubrication of all pumps. Contacted Advance Leak Decton to locate some lines for W.O. #111, 119, 219, and 138. Responded to two USA requests.	2.50	
18-Jan	Performed daily checks, checked lubrication of all pumps.	1.75	
19-Jan	Performed daily checks, checked lubrication of all pumps. Met with Advanced Leak Detection to locate lines for W.O. #111, 119, 219, and 138. Responded to 2 USA requests.	3.50	
20-Jan	Performed daily checks, checked lubrication of all pumps. Topped oil off at both sites. Contacted Brown Engineering to schedule pot holing for W.O. #111, 119 ,219, and 138. Pulled quartely samples and delivered them to Pace Labs. Responded to 1 USA request.	2.75	
23-Jan	Performed daily checks, checked lubrication of all pumps. Installed new 70 micron mesh metal filter for pre-lube at Alley site. Responded to 1 USA request.	2.75	
24-Jan	Performed daily checks, checked lubrication of all pumps. Re sampled well 3 and delviered sample to Pace Labs. Lab had and error prosscassing samples.	2.25	

Date	Task Description/Notes	Regular Hrs and Duties (M-F)	After Hrs
25-Jan	Performed daily checks, checked lubrication of all pumps. Met with Kevin from Durham Pump to investigate mechanical seal at Alley site. Mechanical seal is bad and needs to be replaced. Kevin will put together quote.	2.00	
26-Jan	Performed daily checks, checked lubrication of all pumps. Picked up meter boxes from Ferguson. Met with Brown to pot hole locations to prep for meter box installations. All lines located. Materials list prepped. W.O. #111, 119, 219, 138, and 220. Responded to 1 USA request. Investigated APN's request from DID Admin.	8.00	
27-Jan	Performed daily checks, checked lubrication of all pumps. Topped oil off at both sites.	1.75	
30-Jan	Performed daily checks, checked lubrication of all pumps. Found another leak on Brown/Faber pipeline. Will schedule repairs.	2.00	
31-Jan	Performed daily checks, checked lubrication of all pumps.	1.75	
<b>Monthly Production</b>			
<b>8,996 CCF's</b>			
<b>Total Regular Hours</b>		<b>51.50</b>	
Total Extra Regular Hours over 48 hrs/month, excluding meter reading		3.50	
<b>Total Additional After Hours</b>			<b>0.00</b>
<b>Signature:</b>	<i>Michael Butler</i>	.	
<b>Title:</b>	Operator		

2/15/2023

**Work Order Statistics**  
**01/01/2021 thru 02/28/2023**

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	20	4	205	492
2021	11	2	2		69	0
2021	12	12	12		186	0
2022	01	7	7		47	0
2022	02	12	10	2	140	385
2022	03	6	5	1	131	335
2022	04	3	3		24	0
2022	05	5	5		21	0
2022	06	6	5	1	34	245
2022	07	2	2		10	0
2022	08	8	5	3	0	200
2022	09	7	6	1	37	153
2022	10	5	5		5	0
2022	11	1	1		13	0
2022	12	1		1	0	61
2023	01	8	1	7	28	31

115

95

20

17 Items

2/15/2023

## 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>
112	920	10/13/21	R	Ilukowicz & Leach	Water Operator	2542 Durham-Dayton
APN 039-450014 10/26/2021 - blank; no meter. Need to install meter. 9/26/2021 - water operator reports no access.						
114	936	10/27/21	R	Devin Fosdick	Water Operator	2390 Brown St
APN 040-231-020 10/27/2021 - Install water meter.						
119	201	10/28/21	R	Henry Mattei	Water Operator	2425 Durham St
040-221-001 10/27/2022 - water operator contacted owner; cannot locate meter box. Will have Advanced Leak Detection search for meter box. 10/28/2021 - meter not working; estimated readings since 5/26/2020.						
129	141	10/28/21	R	Billy Woodward	Water Operator	2403 Brown St
040-233-015 1. unable to access meter because of dogs or possibly because cannot locate it. Need to check with water operator. 2. High AR - negotiated with administrative assistant.						
158	28	2/8/22	R	Erika Withrow	Administrative Assistan	9327 Holland Ave
039-460-045 2/8/2022 - 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.						
164	261	2/8/22	R	Dickalyn Porter	Water Operator	9339 Goodspeed St
040-223-009 9/8/2022: Per water operator - 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.						
173	143	3/30/22	R	Janet Bynum	Water Operator	9389 Goodspeed St
040-214-007 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
040-233-031 6/28/2022 - Water operator notes that meter is broken.						
192	806	8/2/22	R	Durham CUMC Parson	Water Operator / Admir	2404 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>
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
039-450-005 8/3/2022 - 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
040-250-027 8/29/2022 - water operator notes scratched sight glass on meter makes it difficult to read.						
209	125	9/28/22		R Jesus Barriega	Water Operator	9283 Goodspeed St
040-233-006 9/29/2022 jlt: Water operator reports that meter needs to be replaced. Estimated readings since 09/2022.						
218	931	12/29/22		R David Day	Water Operator	2385 Florida Ln
APN 040-240-075 Meter needs replacxing.						
220	232	1/24/23		R Gertrude Smith	Water Operator	2372 Faber St
040-223-012  1/24/2023 - Water Operator will install meter box with a meter blank. No change to customer's billing rate.						
221	961	1/24/23		R Albert Amator		2397 Campbell St
040-223-006 Please install new meter for a previously unmetered accounts (conversion and consolidation from flat rate account). See 12/2022 BOD discussion. Also update meter book - need to add new page. New meter fee has been charged to account.						
223	72	1/24/23		R Geraldine Gillham	Water Operator	9348 Midway

<u>Order No</u>	<u>Tap</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
040-200-095					
224	231 1/31/23	R	Cheryl Williams	Water Operator	9263 Midway
040-250-002					
225	943 1/31/23	R	Kayla and Michael LaChappelle	Water Operator	9216 Goodspeed St
040-250-017					
226	32 1/31/23	R	Robert Kreider	Water Operator	2408 Faber St
Read Seq 213003					
040-223-017					
227	210 1/31/23	R	Ken Quaintance	Water Operator	2397 Florida Ln
040-240-057					

<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					
111	933 10/13/21	2/7/23	R	Andrea and Marcus Mahling	Water Operator	9287 Holland Ave
	039-460-048					
113	934 10/18/21	12/3/21	R	Angela and Nathan Miller	Water Operator	9604 Southiwnd 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					
121	916 10/28/21	10/11/22	R	Christopher & Kimber Bresson	Water Operator	9416 Goodspeed St
	Read Seq 500014					



<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>		<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
122	506	10/28/21	10/12/22	R	Bruce Hart	Water Operator	9499 Dillon Ct
	Read Seq 601308						
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						
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						
131	187	10/28/21	11/15/22	R	Gabriel Dawson	Water Operator	2363 Florida Ln
	040-240-009						
132	178	10/28/21	11/2/22	R	Brett Lavorko	Water Operator	9255 Goodspeed St
	Read Seq 100001						
133	209	10/28/21	11/15/22	R	Dominic Vannucci and Sarah Bilich	Water Operator	9420 Goodspeed St
	040-213-006						
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						
136	264	12/1/21	11/15/22	R	Ken Piercy	Water Operator	9243 Goodspeed St
	040-240-017						

Order No	Tap	Issued	Completed	Name	Assigned to	Location
137	173	12/1/21	7/6/22	R John Staples	Water Operator	2381 Durham St
Read Seq 200015						
138	124	12/6/21	2/7/23	R Ethan Withrow	Water Operator	2387 Durham St
040-221-009						
139	11	12/16/21	10/12/22	R Sandra Atteberry	Water Operator	9227 Midway
Read Seq 104008						
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						
146	812	12/28/21	10/12/22	R Richard Schell	Water Operator	9587 Sunsup Ln
Loc ID 039-540046						
147	5	9/22/21	2/3/22	R Susan Clements	Water Operator	2407 Faber St
Read Seq 211008						
148	22	12/30/21	11/15/22	R Jed Hait	Water Operator	2393 Brown St
040-233-017						
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						

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
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						
154	153	1/31/22	11/15/22	R DC Investments One	Water Operator	9210 Goodspeed St
040-250-016						
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
040-223016						
159	133	2/8/22	11/2/22	R Wes Lybbert	Water Operator	2370 Campbell St
Read Seq 300018						
160	930	2/8/22	11/2/22	R Raymond and Lisa Rodriguez	Water Operator	2570 Durham-Dayton
APN 039-520-034						
161	913	2/8/22	11/2/22	R Matthew and Tamara Eubanks	Water Operator	2394 Campbell St
040-221-029						
163	662	2/8/22	11/15/22	R Anne Botello	Water Operator	9307 Sarah Ann Ct
039-460-057						
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						

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>	
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							
170	226	3/15/22	8/22/22	R	Catherine Bailey	Administrative Assistan	9393 Goodspeed St
Read Seq 500001							
171	243	3/15/22	12/22/22	R	Tink, Inc.	Water Operator	9336 Midway
040-200-002							
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							

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
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					
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					
203	622	9/12/22	11/9/22	R Sis Gilmore	Water Operator	9462 Van Ness Way
	Read Seq 901007					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>	
205	291	9/12/22	9/12/22	R	Diego & Marisa Guerra	Water Operator	9665 Teal Ln
Read Seq 801001							
206	149	9/15/22	11/2/22	R	Bruce Karolyi	Water Operator	2378 Brown St
Read Seq 211015							
207	257	9/19/22	11/2/22	R	John & Christy Patterson	Water Operator	2368 Florida Ln
Read Seq 209009							
208	811	9/28/22	12/12/22	R	Tavis Beynon	Water Operator	60 San Rafael
040-280-122							
210	807	10/6/22	11/2/22	R	St. James Catholic		2416 Faber St
CLOSED							
212	226	10/26/22	10/26/22	R	Catherine Bailey	Water Operator	9393 Goodspeed St
Read Seq 500001							
214	947	10/3/22	10/3/22	R	Steven and Michelle Bunch	Water Operator	30 San Rafael Ct
APN 040-280-123							
215	947	10/28/22	10/28/22	R	Steven and Michelle Bunch	Water Operator	30 San Rafael Ct
APN 040-280-123							
216	153	10/22/22	10/22/22	R	DC Investments One		9210 Goodspeed St
APN 040-250-016							
217	906	11/29/22	12/12/22	R	Tate and Traci Wood	Water Operator	40 San Rafael Ct
APN 040-280-109							
219	102	1/10/23	2/7/23	R	Albert Amator	Water Operator	2400 Campbell St
040-221-017							



# Durham Irrigation District

## Work Order

Customer Name/Address			<b>Work Order #</b>	111
Andrea and Marcus	Mahling		<b>Tap</b>	933
9287 Holland Avenue			<b>Date Issued</b>	10/13/2021
Durham	CA	95938	<b>Date Completed</b>	2/7/2023
Home Phone	Business		<b>Completed</b>	Y

**Location** 9287 Holland Ave

### Description of Work

039-460-048

CLOSED

2/7/2023 jlt: Water Operator reports meter installed.

10/13/2021 jlt: Install meter; converted from flat rate acct. Set up Rate 220 - 3/4" metered.

<b>Current Meter</b>	<b>Work Completed by</b> Water Operator
<b>New Meter</b>	
<b>Current Reading</b>	<b>Total Cost</b> 01M
<b>New Reading</b>	

**Signed** \_\_\_\_\_

1. DATE ISSUED MM/DD/YYYY 02/15/2023		1a. SUPERSEDES AWARD NOTICE dated 01/11/2021 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. CFDA NO. 15.507 - WaterSMART (Sustain and Manage America's Resources for Tomorrow)			
3. ASSISTANCE TYPE Project Grant			
4. GRANT NO. R18AP00245-02 Originating MCA #		5. TYPE OF AWARD Other	
4a. FAIN R18AP00245		5a. ACTION TYPE Post Award Amendment	
6. PROJECT PERIOD MM/DD/YYYY From 09/19/2019		MM/DD/YYYY Through 12/31/2023	
7. BUDGET PERIOD MM/DD/YYYY From 09/19/2019		MM/DD/YYYY Through 12/31/2023	

## NOTICE OF AWARD



AUTHORIZATION (Legislation/Regulations)

Section 9504(a), Omnibus Public Lands Management Act of 2009,  
(Public Law 111-11), as amended.

8. TITLE OF PROJECT (OR PROGRAM) Water System Infrastructure Efficiency Project Phase I	
9a. GRANTEE NAME AND ADDRESS  DURHAM IRRIGATION DISTRICT 9405 MIDWAY DURHAM, CA, 95938	9b. GRANTEE PROJECT DIRECTOR  Mr. Matthew Doyle 9418-C Midway Durham, CA, 95938-9593 Phone: 5303431594
10a. GRANTEE AUTHORIZING OFFICIAL  Mr. Matthew Doyle 9418-C Midway Durham, CA, 95938-9593 Phone: 5303431594	10b. FEDERAL PROJECT OFFICER  Nicole McCann Bureau of Reclamation Main Interior Building 1849 C Street NW Washington, DC, 20240-1000 Phone: 7196619412

## ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION	
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from item 11m) \$ 70,293.00	
II Total project costs including grant funds and all other financial participation		b. Less Unobligated Balance From Prior Budget Periods \$ 0.00	
a. Salaries and Wages	\$ 0.00	c. Less Cumulative Prior Award(s) This Budget Period \$ 70,293.00	
b. Fringe Benefits	\$ 0.00	d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION \$ 0.00	
c. Total Personnel Costs	\$ 0.00	13. Total Federal Funds Awarded to Date for Project Period \$ 70,293.00	
d. Equipment	\$ 0.00	14. RECOMMENDED FUTURE SUPPORT	
e. Supplies	\$ 0.00	(Subject to the availability of funds and satisfactory progress of the project):	
f. Travel	\$ 0.00	YEAR	TOTAL DIRECT COSTS
g. Construction	\$ 0.00	a.	\$
h. Other	\$ 151,865.00	b.	\$
i. Contractual	\$ 0.00	c.	\$
j. TOTAL DIRECT COSTS	\$ 151,865.00	15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:	
k. INDIRECT COSTS	\$ 0.00	a. DEDUCTION	
l. TOTAL APPROVED BUDGET	\$ 151,865.00	b. ADDITIONAL COSTS	
m. Federal Share	\$ 70,293.00	c. MATCHING	
n. Non-Federal Share	\$ 81,572.00	d. OTHER RESEARCH (Add / Deduct Option)	
		e. OTHER (See REMARKS)	
		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:	
		a. The grant program legislation	
		b. The grant program regulations.	
		c. This award notice including terms and conditions, if any, noted below under REMARKS.	
		d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.	
		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.	

REMARKS (Other Terms and Conditions Attached -  
See next page

● Yes ○ No

## GRANTS MANAGEMENT OFFICIAL:

Katherine Calagua, Grants Management Specialist  
PO BOX 25007  
Denver, CO, 80225-0007  
Phone: 3034452049KATHERINE CALAGUA  
Digitally signed by KATHERINE CALAGUA  
Date: 2023.02.15  
10:44:53 -08'00'

17. VENDOR CODE	0071407545	18a. UEI	SMB6QQJLJMS9	18b. DUNS	802359034	19. CONG. DIST.	01
LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PO LINE DESCRIPTION	
10	20188845-10	\$0.00	09/19/2019	12/31/2023	0680	SWEP R18AP00245 Durham Irrigation	

## NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 3	DATE ISSUED 02/15/2023
GRANT NO. R18AP00245-02	

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### REMARKS:

No program income authorized.

Recipients are NOT required to sign the Notice of Award or any other award document. Recipients indicate their acceptance of an award, including award terms and conditions, by starting work, drawing down funds, or accepting the award via electronic means. Recipient acceptance of an award carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Recipients are responsible for ensuring that their subrecipients and contractors are aware of and comply with applicable award statutes, regulations, and terms and conditions. Recipient failure to comply with award terms and conditions can result in Reclamation taking one or more of the remedies and actions described in 2 CFR 200.339343.

The purpose of this amendment is a no cost time extension.

NOTICE OF AWARD (Continuation Sheet)

PAGE 3 of 3	DATE ISSUED 02/15/2023
GRANT NO. R18AP00245-02	

Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
09/19/2019	09/30/2019	Annual	12/29/2019
10/01/2019	09/30/2020	Annual	12/29/2020
10/01/2020	09/30/2021	Annual	12/29/2021
10/01/2021	09/30/2022	Annual	12/29/2022
10/01/2022	09/30/2023	Annual	12/29/2023
10/01/2023	12/31/2023	Final	04/29/2024

Performance Progress Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
09/19/2019	09/30/2019	Annual	12/29/2019
10/01/2019	09/30/2020	Annual	12/29/2020
10/01/2020	09/30/2021	Annual	12/29/2021
10/01/2021	09/30/2022	Annual	12/29/2022
10/01/2022	09/30/2023	Annual	12/29/2023
10/01/2023	12/31/2023	Final	04/29/2024

## AWARD ATTACHMENTS

DURHAM IRRIGATION DISTRICT

R18AP00245-02

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1. R18AP00245-002 Amendment.pdf



**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF RECLAMATION**

**AMENDMENT 02**

**TO**

**ASSISTANCE AGREEMENT R18AP00245**



**A. PURPOSE OF THIS AMENDMENT:**

In June 2022, the Recipient requested an extension of the period of performance of the Agreement. The purpose of this amendment is to extend the Period of Performance of the Agreement.

All other terms and conditions remain unchanged.

**B. ADJUSTMENT OF AGREEMENT PERIOD OF PERFORMANCE:**

As a result of this amendment, the period of performance completion date is changed **from** September 19, 2019, **through** September 30, 2021, **to** September 19, 2019, **through** December 31, 2023

Accordingly, the remaining milestones for the completion of the Scope of Work are adjusted as follows:

Milestone / Task / Activity	Planned Start Date	Planned Completion Date
Environmental Review	January 2019	November 2022
Purchase of SCADA and Metering Equipment	March 2023	March 2023
Prepare bidding documents, advertise contract for bid and award construction contract	January 2023	March 2023
Installation of AMR Service Meters	May 2023	July 2023
Data Analysis	July 2023	December 2023




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## BUTTE LOCAL AGENCY FORMATION COMMISSION

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1453 Downer Street, Suite C • Oroville, California 95965-4950  
 (530)538-7784 • Fax (530)538-2847 • [www.buttelafco.org](http://www.buttelafco.org)

TO: Butte County Special Districts  
 Butte County Special District Association

FROM: Krystal Bradford, Commission Clerk  
 Jill Broderson, Management Analyst

SUBJECT: Election of a Special District *Regular* "Enterprise" Member

DATE: January 24, 2023

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The Butte Local Agency Formation Commission is calling for nominations to serve on the Commission for:

- One (1) Special District *Regular* "Enterprise" Member. The term for this seat is four years and will begin June 1, 2023 and expire May 31, 2027.

At this time, a formal ballot is not required. A written nomination letter will be sufficient if it provides the name of your nominee and the District Board on which he or she serves. The nomination must be made by an official action of your Board of Directors and signed by the appropriate Officer of the Board.

Nomination letters must be returned to Stephen Lucas, Executive Officer, Butte Local Agency Formation Commission, 1453 Downer Street, Suite C, Oroville, California 95965 by Friday, March 3, 2023, either by U.S. Mail, e-mail or hand delivered. Postmarks of March 3, 2023 will be accepted. Nomination letters received by LAFCO, or postmarked after the closing date, will not be accepted.

If you do not have a District Board meeting scheduled within this time frame and would like to make a nomination, you will have to schedule a special Board meeting.

Should you have any questions or if I can be of any assistance, please feel free to contact me at your convenience.

Attachment

## NON-ENTERPRISE SPECIAL DISTRICTS

Bangor Cemetery District <a href="mailto:johnlucas0616@gmail.com">johnlucas0616@gmail.com</a>	P.O. Box 552	Bangor, CA 95914	530-679-0743
Berry Creek Community Service District <a href="mailto:jeffreyd@live.com">jeffreyd@live.com</a>	P.O. Box 387	Berry Creek, CA 95916	530-613-4166
Butte County Mosquito & Vector Control District <a href="mailto:mattball@buttemosquito.com">mattball@buttemosquito.com</a>	5117 Larkin Road	Oroville, CA 95965	530-533-6038
Butte County Resource Conservation District <a href="mailto:thad@bcrd.org">thad@bcrd.org</a>	150 Chuck Yeager Way, Suite A	Oroville, CA 95965	530-534-0112
Butte Creek Drainage District <a href="mailto:ted@westerncanal.com">ted@westerncanal.com</a>	P.O. Box 190	Richvale, CA 95974	530-342-5083
Buzztail Community Services District <a href="mailto:bookwormto@aol.com">bookwormto@aol.com</a> <a href="mailto:jasonebrian@gmail.com">jasonebrian@gmail.com</a>	P.O. Box 7303	Richvale, CA 95974	972-762-3511
Chico Area Recreation & Park District <a href="mailto:agrimm@chicorec.com">agrimm@chicorec.com</a>	545 Vallombrosa Avenue	Chico, CA 95926	530-895-4711
Drainage District #1 <a href="mailto:jeff@laughlinspence.com">jeff@laughlinspence.com</a>	1008 Live Oak Boulevard	Yuba City, CA 95991	530-671-1008
Drainage District #2 <a href="mailto:ted@westerncanal.com">ted@westerncanal.com</a>	P.O. Box 190	Richvale, CA 95974	530-342-5083
Drainage District #100	P.O. Box 384	Richvale, CA 95974	530-882-4212
Drainage District #200 <a href="mailto:amcclure@minsianlaw.com">amcclure@minsianlaw.com</a>	P.O. Box 314	Richvale, CA 95974	530-533-2885
Durham Mosquito Abatement District <a href="mailto:aamadstormnet@gmail.com">aamadstormnet@gmail.com</a>	P.O. Box 386	Durham, CA 95938	530-345-2875
Durham Recreation & Park District <a href="mailto:kelly@durhamrec.com">kelly@durhamrec.com</a> <a href="mailto:districtmanager@durhamrec.com">districtmanager@durhamrec.com</a>	P.O. Box 364	Durham, CA 95938	530-345-1921
El Medio Fire District <a href="mailto:emfdfire@sbcglobal.net">emfdfire@sbcglobal.net</a>	3515 Myers Street	Oroville, CA 95966	530-533-4484
Feather River Recreation & Park District <a href="mailto:deb@frprd.com">deb@frprd.com</a>	1875 Feather River Boulevard	Oroville, CA 95965	530-533-2011
Gridley-Biggs Cemetery District <a href="mailto:gridleybiggscemetery@yahoo.com">gridleybiggscemetery@yahoo.com</a> <a href="mailto:gb_cemetery@yahoo.com">gb_cemetery@yahoo.com</a>	P.O. Box 494	Gridley, CA 95948	530-846-2537
Kimshew Cemetery District <a href="mailto:cemeterywoman1@gmail.com">cemeterywoman1@gmail.com</a> <a href="mailto:cemeteryman1734@gmail.com">cemeteryman1734@gmail.com</a>	P.O. Box 97	Magalia, CA 95954	530-877-1734
Oroville Cemetery District <a href="mailto:oroville.district@att.net">oroville.district@att.net</a>	5646 Lincoln Boulevard	Oroville, CA 95966	530-533-2920
Paradise Cemetery District <a href="mailto:paracem@jps.net">paracem@jps.net</a>	980 Elliott Road	Paradise, CA 95969	530-877-4493
Paradise Recreation & Park District <a href="mailto:defseaff@paradiseprrd.com">defseaff@paradiseprrd.com</a>	6626 Skyway	Paradise, CA 95969	530-872-6393

shoffman@paradisepd.com

Pine Creek Cemetery District <u>chiconut@gmail.com</u>	6454 Kelly Lane	Chico, CA 95973	530-894-6532
Reclamation District #833 <u>rd833@outlook.com</u>	P.O. Box 247	Gridley, CA 95948	530-846-3303
Richardson Springs Community Services District <u>bradley.j.olson@gmail.com</u> <u>admin@ywamchico.com</u>	15850 Richardson Springs Road	Richardson Springs, CA 95973	530-893-6750
Richvale Recreation & Park District <u>47coeman@gmail.com</u>	P.O. Box 432	Richvale, CA 95974	
Rock Creek Reclamation District <u>rockcreekreclamation@gmail.com</u>	5556 Wilson Landing Road	Chico, CA 95926	530-345-3412
Sacramento River Reclamation District <u>pminasian@minasianlaw.com</u>	P.O. Box 1679	Oroville, CA 95965	530-533-2885
Thompson Flat Cemetery District <u>spaulsen@buttecounty.net</u>	2081 Second Street	Oroville, CA 95965	530-552-3478
Upham Cemetery District <u>ericman54@outlook.com</u>	7096 La Porte Road	Bangor, CA 95914	530-713-1163

**ENTERPRISE SPECIAL DISTRICTS**

Biggs-West Gridley Water District <a href="mailto:drobinson@bwgwater.com">drobinson@bwgwater.com</a>	1713 West Biggs Gridley Highway	Gridley, CA 95948	530-846-3317
Butte Water District <a href="mailto:morme@buttecountywater.net">morme@buttecountywater.net</a>	735 Virginia Street	Gridley, CA 95948	530-846-3100
Durham Irrigation District <a href="mailto:info@didwater.org">info@didwater.org</a> <a href="mailto:jeff@jicarterlaw.com">jeff@jicarterlaw.com</a>	P.O. Box 98	Durham, CA 95938	530-343-1594
Lake Madrone Water District <a href="mailto:lmwd.shane@gmail.com">lmwd.shane@gmail.com</a> <a href="mailto:vhoggins@minasianlaw.com">vhoggins@minasianlaw.com</a>	12 Star Road	Berry Creek, CA 95916	530-533-2885
Lake Oroville Area Public Utility District <a href="mailto:manager@loapud.com">manager@loapud.com</a>	1960 Elgin Street	Oroville, CA 95966	530-533-2000
Paradise Irrigation District <a href="mailto:tlando@paradiseirrigation.com">tlando@paradiseirrigation.com</a> <a href="mailto:gborrayo@paradiseirrigation.com">gborrayo@paradiseirrigation.com</a>	6332 Clark Road	Paradise, CA 95969	530-877-4971
Richvale Irrigation District <a href="mailto:searley@richvaleid.com">searley@richvaleid.com</a> <a href="mailto:dcarter@richvaleid.com">dcarter@richvaleid.com</a>	P.O. Box 147	Richvale, CA 95974	530-882-4243
Richvale Sanitary District	P.O. Box 1	Richvale, CA 95974	530-882-4286
South Feather Water & Power Agency <a href="mailto:rmoseley@southfeather.com">rmoseley@southfeather.com</a>	2310 Oro-Quincy Highway	Oroville, CA 95966	530-533-4578
Thermalito Water & Sewer District <a href="mailto:jboucher@twsd.info">jboucher@twsd.info</a>	410 Grand Avenue	Oroville, CA 95965	530-533-0740
Western Canal Water District <a href="mailto:ted@westerncanal.com">ted@westerncanal.com</a>	P.O. Box 190	Richvale, CA 95974	530-342-5083

**DURHAM IRRIGATION DISTRICT**  
**Durham, California**

**FINANCIAL STATEMENTS WITH**  
**INDEPENDENT AUDITORS' REPORT**

**FOR THE YEAR ENDED**  
**December 31, 2020**



**DURHAM IRRIGATION DISTRICT  
TABLE OF CONTENTS  
December 31, 2020**

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**DURHAM IRRIGATION DISTRICT  
BOARD OF DIRECTORS  
December 31, 2020**

<b><u>NAME</u></b>	<b><u>OFFICE</u></b>	<b><u>TERM EXPIRES</u></b>
Matt Doyle	Chair	December 2024
Raymond Cooper	Director	December 2024
Kevin Phillips	Director	December 2026



# Matthews, Hutton & Warren

## Certified Public Accountants

### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Durham Irrigation District  
Durham, California

#### Opinions

We have audited the accompanying financial statements of the business-type activity of Durham Irrigation District (the District), as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the District as of December 31, 2020, and the results of their operations and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

## INDEPENDENT AUDITOR'S REPORT (Continued)

In performing an audit in accordance with generally accepted auditing standards and government auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### Required Supplementary Information

Management has omitted the management's discussion and analysis and budgetary comparison information that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express or provide any assurance on them.

### Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated **January XX, 2023**, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



MATTHEWS, HUTTON & WARREN, CPAS  
Chico, California

**January XX, 2023**

**DURHAM IRRIGATION DISTRICT  
STATEMENT OF NET POSITION  
December 31, 2020**

**ASSETS**

Current assets:

Cash and cash equivalents	\$ 214,710
Accounts receivable	<u>37,845</u>
Total current assets	252,555

Capital assets:

Capital assets, net of depreciation	<u>509,182</u>
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<b>Total Assets</b>	<b><u><u>\$ 761,737</u></u></b>
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**LIABILITIES**

Current liabilities:

Accounts payable	<u>\$ 29,262</u>
Total liabilities	<u>29,262</u>

**NET POSITION**

Net investment in capital assets	509,182
Unrestricted	<u>223,293</u>
Total net position	<u>732,475</u>
<b>Total Liabilities and Net Position</b>	<b><u><u>\$ 761,737</u></u></b>

*See Accompanying Notes to Financial Statements*

**DURHAM IRRIGATION DISTRICT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**For the Year Ended December 31, 2020**

**OPERATING REVENUES**

Water sales	\$ 365,367
Meter installations	1,300
Other income	<u>16,506</u>
Total operating revenues	<u>383,173</u>

**OPERATING EXPENSES**

Bank charges	1,252
Board stipends	5,000
Contract services	20,270
Insurance	6,815
Legal	25,794
Management and admin	65,315
Memberships and dues	6,937
Miscellaneous	12
Office expense	5,599
Permits and fees	1,923
Rent	5,904
Repairs and maintenance	62,281
Supplies	16,468
Utilities	62,743
Vina GSA	6,940
Water testing	2,282
Depreciation	<u>23,738</u>
Total operating expenses	<u>319,273</u>
Operating income (loss)	<u>63,900</u>

**NON-OPERATING REVENUE**

Interest income	<u>2</u>
Total non-operating revenue	<u>2</u>

Change in net position	63,902
<b>Net position - beginning of year</b>	<u>668,573</u>
<b>Net position - end of year</b>	<u><u>\$ 732,475</u></u>

*See Accompanying Notes to Financial Statements*



**DURHAM IRRIGATION DISTRICT**  
**STATEMENT OF CASH FLOWS**  
**For the Year Ended December 31, 2020**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Receipts from customers	\$ 378,083
Payments to employees	(1,228)
Payments to suppliers	<u>(297,300)</u>
Net cash provided (used) by operating activities	<u>79,555</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Interest earnings	<u>2</u>
Net cash provided (used) by investing activities	<u>2</u>

**Net increase (decrease) in cash and cash equivalents** 79,557

**Cash and cash equivalents - beginning of year** 135,153

**Cash and cash equivalents - end of year** \$ 214,710

**RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH  
PROVIDED (USED) BY OPERATING ACTIVITIES**

Operating income (loss)	\$ 63,900
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation	23,738
Decrease (increase) in accounts receivable	(5,090)
Increase (decrease) in accounts payable	(1,765)
Increase (decrease) in accrued payroll expenses	(1,228)

**Net cash provided (used) by operating activities** \$ 79,555

*See Accompanying Notes to Financial Statements*

**DURHAM IRRIGATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Durham Irrigation District (District) is a political subdivision of the State of California, existing pursuant to Section 20700 et seq. of the California Water Code. The District provides domestic water to residents located in Durham, California. The District is governed by a three-member Board of Directors.

***Basis of Accounting and Measurement Focus***

The District reports its activities as an enterprise fund, which is used to account for operations that are financed and operated in a manner similar to a private business enterprise, where the intent of the District is that the costs of providing water to its service area on a continuing basis be financed or recovered primarily through user charges (water sales). The District's financial statements are reported using the economic resources measurement focus and the accrual method of accounting. The District does not have any fiduciary funds nor component units that are fiduciary in nature.

Operating revenues, such as water sales, result from exchange transactions associated with the principal activity of the District. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as investments income, result from non-exchange transactions, in which, the District gives (receives) value without directly receiving (giving) value in exchange.

The financial statements of the District are prepared in accordance with accounting principles general accepted in the United States of America (GAAP) issued by Governmental Accounting Standards Board (GASB) applicable to governmental entities that use proprietary fund accounting. Revenues are recognized in the accounting period in which they are earned, and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows.

***Use of Estimates***

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported changes in net assets during the reporting period. Actual results could differ from those estimates.

***Cash and Cash Equivalents***

For purposes of the statements of cash flows the District considers all highly liquid investments with a maturity of three months or less when purchased to be cash and cash equivalents.

***Concentration of Credit Risk***

The District's receivables are from consumers within a specific geographic area.

**DURHAM IRRIGATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Receivables***

Accounts receivable arise from billings to customers for water usage and certain improvements made to customers' property. The District determined that as of December 31, 2019, an allowance for doubtful accounts was not needed, as all amounts are considered collectible.

***Capital Assets***

Capital asset acquisitions are recorded at historical cost. When assets are retired or otherwise disposed of, the carrying value and related accumulated depreciation are removed from the accounts and any resulting gain or loss is recognized in income for the period. Depreciation is provided in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives, ranging from five to fifty years using the straight-line method. The cost of repairs and maintenance is charged to expense as incurred and significant renewals and betterments are capitalized. The capitalization threshold is based on the Board's discretion.

***Net Position***

The financial statements utilize a net position presentation. Net position is categorized as follows:

*Net Investment in Capital Assets* – This component of net position consists of capital assets, net of accumulated depreciation and reduced by any outstanding debt related to the acquisition, construction or improvement of those assets.

*Unrestricted* – This component of net position consists of unrestricted resources to satisfy future spending plans. There is no external restriction on these amounts and the future use of these funds may be modified, amended or removed by Board action.

The District has not formally adopted a policy regarding when to apply restricted or unrestricted resources as all of the District's resources are unrestricted.

***Income Tax***

The District qualifies for tax-exempt status as an integral part of the State of California or a political subdivision in accordance with Internal Revenue Code (IRC) Section 115.

**NOTE 2 – CASH AND CASH EQUIVALENTS**

Cash and cash equivalents consisted of the following as of December 31, 2020:

Deposits held with financial institutions	\$ 214,610
Cash on hand	100
Total Cash and Cash Equivalents	<u>\$ 214,710</u>

**DURHAM IRRIGATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**NOTE 2 – CASH AND CASH EQUIVALENTS (CONTINUED)**

**Custodial Credit Risk**

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state and local government units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

At December 31, 2020, the carrying amounts of District's deposits in financial institutions were \$214,610. The bank balances were \$216,159. The differences are due to normal deposits in transit and outstanding checks. The total bank balances in financial institutions were covered by federal depository insurance.

**Authorized Deposits and Investments**

The District has not formally adopted deposit and investment policies but is generally authorized under state statute and local resolutions to invest in demand deposits with financial institutions, savings accounts, certificates of deposit, U.S. Treasury securities, federal agency securities, State of California notes or bonds, notes or bonds of agencies within the State of California, obligations guaranteed by the Small Business Administration, bankers' acceptances, commercial paper, and the Local Agency Investment Fund of the State of California. The District did not hold any investments at December 31, 2020.

**NOTE 3 – BUDGETARY COMPARISON INFORMATION**

The District has not adopted a budget for the year ended December 31, 2020 since it is not legally required to do so. Therefore, comparative budget and actual results have not been included as required supplementary information.

**DURHAM IRRIGATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2020

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2020, is summarized as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Non-depreciable assets:				
Land	\$ 27,257	0	0	\$ 27,257
Total non-depreciable assets:	<u>27,257</u>	<u>0</u>	<u>0</u>	<u>27,257</u>
Depreciable assets:				
Structures	16,084	0	0	16,084
Wells	127,486	0	0	127,486
Pumps	172,575	0	0	172,575
Mains	634,283	0	0	634,283
Equipment	<u>40,989</u>	<u>0</u>	<u>0</u>	<u>40,989</u>
Total depreciable assets	991,417	0	0	991,417
Less accumulated depreciation	<u>(485,754)</u>	<u>(23,738)</u>	<u>0</u>	<u>(509,492)</u>
Total depreciable assets, net	<u>505,664</u>	<u>(23,738)</u>	<u>0</u>	<u>481,925</u>
Total capital assets, net	<u>\$ 532,921</u>			<u>\$ 509,182</u>

Depreciation expense for the year ended December 31, 2020 was \$23,738. There were no capital asset additions during 2020.

**NOTE 5 – RISK MANAGEMENT - INSURANCE**

Durham Irrigation District is a member of the Special District Risk Management Authority (SDRMA), and intergovernmental risk sharing joint powers authority, created pursuant to California Government Code Sections 6500 et. Seq. SDRMA's board of directors consists of seven members elected from member agencies participating in both SDRMA's Property/Liability and Workers' Compensation Programs.

The following policies are in effect for Durham Irrigation District as of December 31, 2020:

General Liability: \$2,500,000 per occurrence from personal injury and property damage subject to a \$500 deductible.

**DURHAM IRRIGATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**NOTE 5 – RISK MANAGEMENT – INSURANCE (CONTINUED)**

Public Officials and Employees Errors: \$2,500,000 per occurrence, with an annual aggregate of \$2,500,000.

Personal Liability Coverage for Board Members: \$500,000 per occurrence, \$500,000 general aggregate, subject to a \$500 deductible.

Employment Practices and Benefits Liability: \$2,500,000 per occurrence with an annual aggregate of \$2,500,000.

Employee and Public Officials Dishonesty Coverage: \$400,000 per occurrence.

Property Coverage: Replacement cost, for property on file, if replaced, and if not replaced within two years after the loss, paid on an actual cash value basis, to a combined total of \$1 billion per occurrence, subject to a \$2,000 deductible per occurrence.

Boiler and Machinery: Replacement cost up to \$100 million per occurrence, subject to a \$1,000 deductible.

Auto Liability: \$2,500,000 per occurrence for personal injury and property damage subject to a \$1,000 deductible.

Uninsured/Underinsured Motorists: \$750,000 for each accident.

As of December 31, 2020, there were no reported claims filed against Durham Irrigation District.

**NOTE 6 – EMPLOYEE RETIREMENT PLAN**

Durham Irrigation District employees participate in a simplified employee pension plan (“SEP”), in the form of Self-Directed Individual Retirement Accounts, for employees who meet certain eligibility requirements. The plan is administered by USAA Financial Advisors, Inc. The District has no fiduciary responsibility for this plan. There were no employer contributions for the year ended December 31, 2020.

**NOTE 7 – CONTINGENCIES**

The District is party to various claims, legal actions and complaints that arise in the normal operation of business. Management and the District’s legal counsel believe that there are no material loss contingencies that would have a material adverse impact on the financial position of the District.



**DURHAM IRRIGATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2020**

**NOTE 8 – SUBSEQUENT EVENTS**

The District has evaluated subsequent events through January XX 2023, the date which the financial statements were available to be issued.

The Covid-19 pandemic could have a future potential impact on the District's operations which could include continued disruptions or restrictions on employee's ability to work and impairment in the ability to obtain revenues. The future effects of these issues are unknown.



**Matthews, Hutton & Warren**  
Certified Public Accountants

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Durham Irrigation District  
Durham, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Durham Irrigation District (District), as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated **January XX, 2023**.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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2227 Myers Street, Suite A  
Oroville, CA 95966  
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Chico Office  
1530 Humboldt Road, Suite 2  
Chico, CA 95928  
Tel: 530.877.6793 Fax: 530.877.6088

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS  
(CONTINUED)**

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



MATTHEWS, HUTTON & WARREN, CPAS  
Chico, California

January XX, 2023

**DURHAM IRRIGATION DISTRICT**

9358 Midway  
Durham, CA 95938  
(530) 343-1594

Matthews, Hutton and Warren, CPAs  
1530 Humboldt Rd., #2  
Chico, CA 95928

This representation letter is provided in connection with your audit of the financial statements of Durham Irrigation District, which comprise the respective financial position of the business-type activity as of December 31, 2020, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the signature date of this letter, the following representations made to you during your audit.

**Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 24, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements for each opinion unit.
9. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements and we have not consulted a lawyer concerning litigation, claims, or assessments.
10. Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

**Information Provided**

11. We have provided you with --
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as record, documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of our Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the District and involves:
  - a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.

15. We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.
16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
18. We have disclosed to you the names of the District's related parties and all the related party relationships and transactions, including any side agreements.

**Government – specific**

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
21. The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, and net position.
22. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
23. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provision of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
24. As part of your audit, you assisted with preparation of the financial statements and disclosures. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures.
25. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
26. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

27. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
28. Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
29. Investments, derivative transactions, and land and other real estate held by endowments are properly valued.
30. Provisions for uncollectible receivables have been properly identified and recorded.
31. Expenses have been appropriately classified in or allocated to the functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
32. Capital assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated.
33. We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available and have determined that net assets were properly recognized under the policy.

Signature: \_\_\_\_\_

Title: Matt Doyle, Director Date \_\_\_\_\_

Signature: \_\_\_\_\_

Title: Raymond Cooper, Director Date \_\_\_\_\_



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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS

**FROM:** JEANNIE TRIZZINO

**SUBJECT:** VACATION – JUNE 13 TO JULY 4, 2023

**DATE:** FEBRUARY 15, 2023

**CC:**

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This memorandum is to advise the Board that I will be on vacation from Tuesday June 13, 2023 through Friday June 30, 2023, returning to the office on Wednesday July 5, 2023.

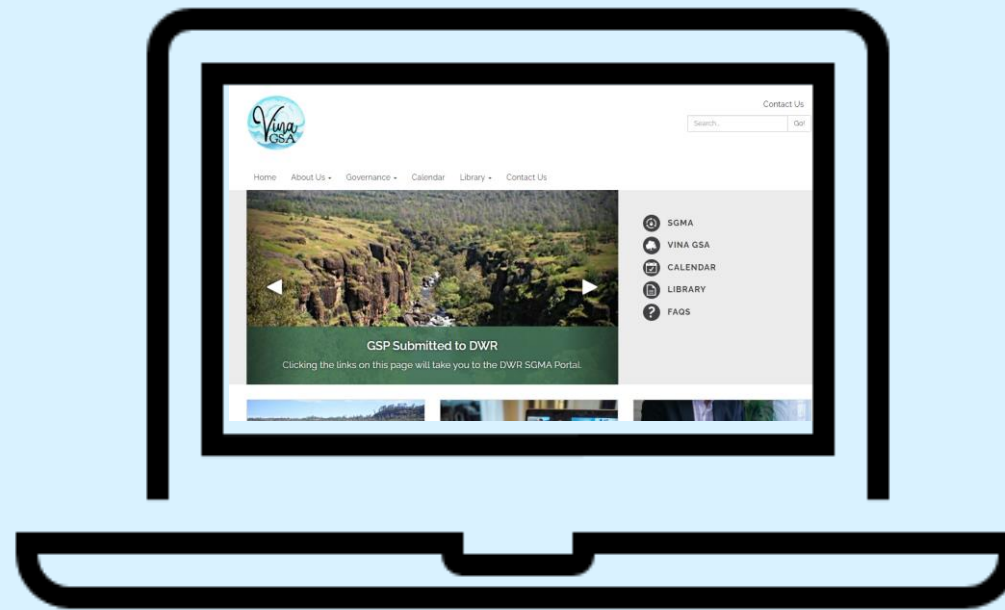
There is no convenient time for staff to take a two-week vacation when there is a monthly board meeting and billing cycle, hence the long notice time for this extended absence, to allow for planning and re-scheduling.

I will be absent for two critical events: (1) the regular board meeting scheduled for Tuesday June 20 and (2) the month-end billing cycle, which includes entering meter readings and finalizing billing statements from the District's billing system.



# Board Meeting February 8, 2023

## 6.1. Vina GSA Current Governance and Funding



Vina GSA Board Meeting:  
February 8, 2023

## 6.1. Vina GSA Current Governance and Funding

6.1.1. GSP Implementation

6.1.2. GSA Roles and Responsibilities

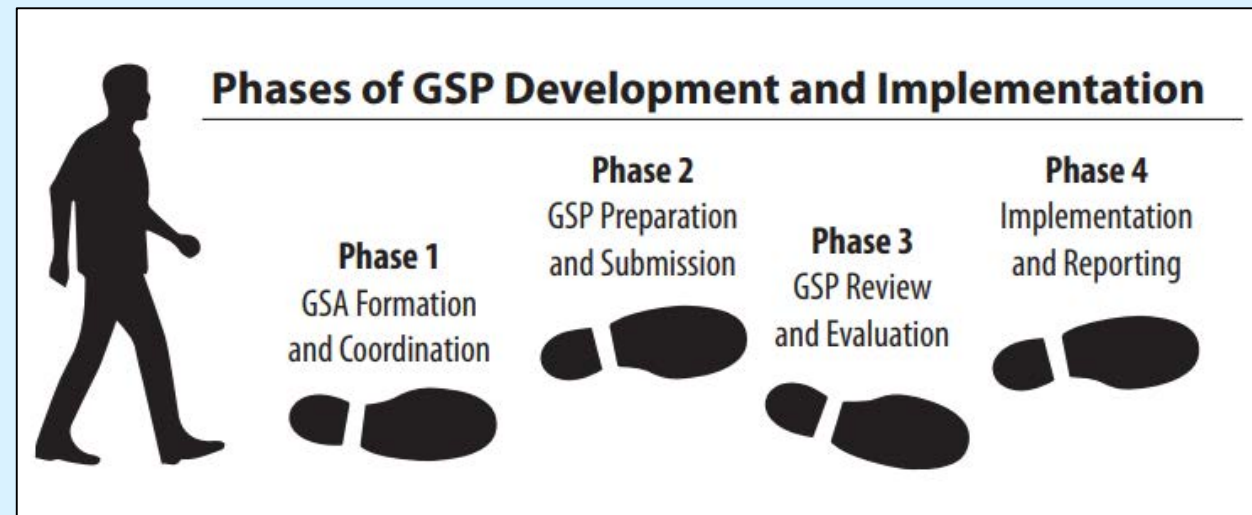
6.1.3. GSA Budget and Funding

6.1.4. GSA Reporting and Accountability



## 6.1.1 GSP Implementation

- GSP Development
- GSP Implementation to Date (SGM Grant Application, Annual Reports)
- 20-year Planning Horizon to Achieve Sustainability - 2042



## 6.1.2. GSA Roles and Responsibilities

- Member Agency Staff/In-Kind Contributions
  - Administration of GSA
  - Monitoring and Technical Support
  - Project Management
  - Policy Implementation (i.e., Executive Order-N-7-22)
- Consultants – GSP Implementation
  - Facilitation Support Services
  - Developing Funding Mechanism
  - Annual Reports



### 6.1.3. GSA Budget and Funding

- Member Agency Contributions
  - Annual Contribution \$5,000 each
  - Litigation Contribution \$20,000 total
- In-Kind Staff Services
- Butte County One-Time Funding to Administer GSAs
  - SGM Grant Applications
  - Funding Mechanism
  - Annual Reports





## 6.1.4. Reporting and Accountability

- SGMA Compliance (i.e., Monitoring, Annual Reports, Outreach)
- GSA Administration & Management
  - Governance (i.e., JPAs, Bylaws, MOUs, Board, SHAC)
  - Website and Outreach
  - Administration & Reporting (i.e., audits, insurance, Form 700s)



# The Year Ahead

- One-time Funding from Board of Supervisors (FY 2022/2023)
  - SGM Grant Program Applications
  - Annual Reports
  - Long-Term Funding Mechanism
- Limited Member Agency staff activities post July 15<sup>th</sup> until funding is available



## 6.2. Vina GSA Future Management



Vina GSA Board Meeting:  
February 8, 2023

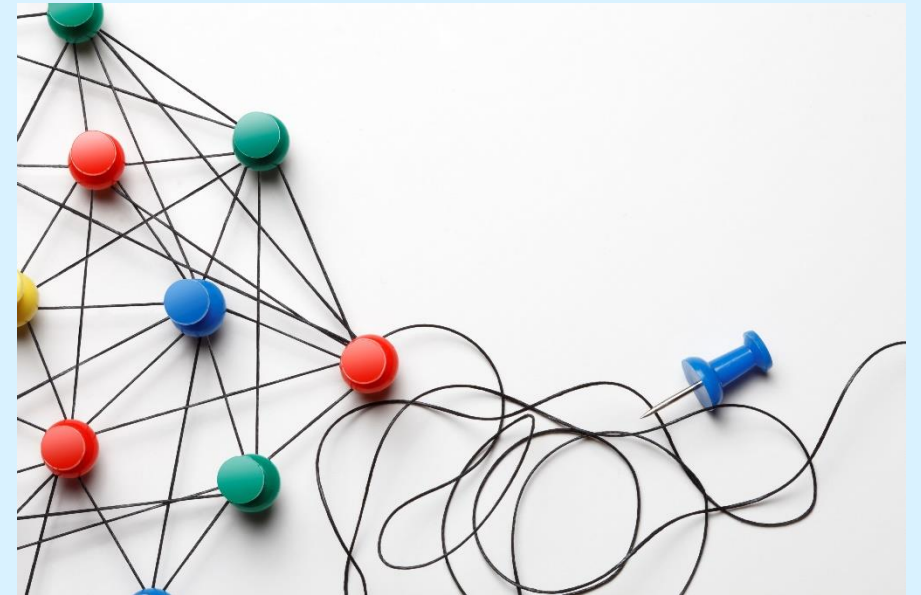
## 6.2. Vina GSA Future Management

- 6.2.1. GSA Governance for GSP Implementation
- 6.2.2. GSA Funding and Financing Needs
- 6.2.3. Funding Timeline
- 6.2.4. Discussion and Questions



## 6.2.1. GSA Governance for GSP Implementation

- Governing for implementation
  - Affirm authority
  - Create clear roles
  - Plan for meeting SGMA requirements
  - Provide long-range planning for projects
  - Establish a path for funding and financing
- Strategic planning becomes critical





## 6.2.1 GSA Governance for GSP Implementation

- California GSAs strategic planning efforts vary by needs and complexity
- Strategic planning elements may include:
  - assessments
  - defining scope
  - evaluations
  - outlining management structure
  - revisiting agreements
  - rechartering committees
  - identifying decision-making process
  - defining roles
  - outreach planning
  - guidance for negotiations
  - dispute resolutions
  - consultations
  - establishing ad hocs
  - staffing evaluation
  - reviewing beneficial users
  - inventory of education materials
  - optimizing meeting schedules
  - project prioritization



## 6.2.1 GSA Governance for GSP Implementation

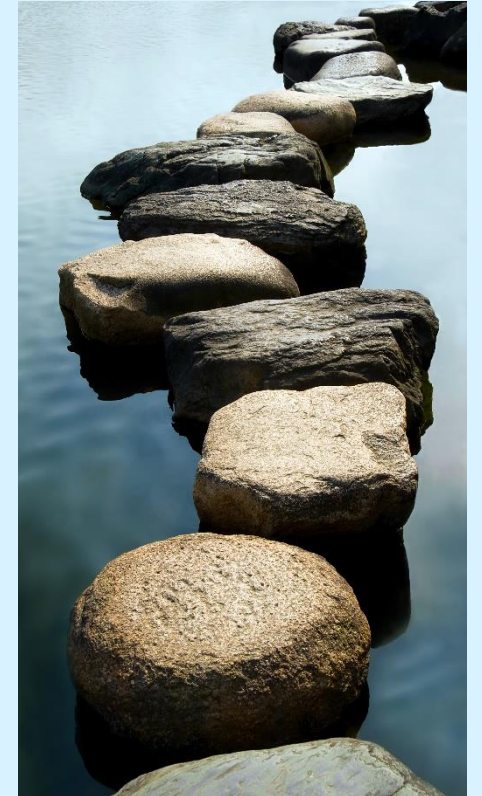
- Vina GSA assistance from DWR Facilitation and Support Services (FSS) for strategic planning
  - Evaluation, working session, summary
- Identified needs for your strategic planning
  - **Determine direction** for management of the subbasin
  - **Identify roles**, level of involvement for agency members and staff
  - **Set expectations** for Vina GSA Board and committees
  - **Evaluate GSA operations** for effectiveness/efficiency





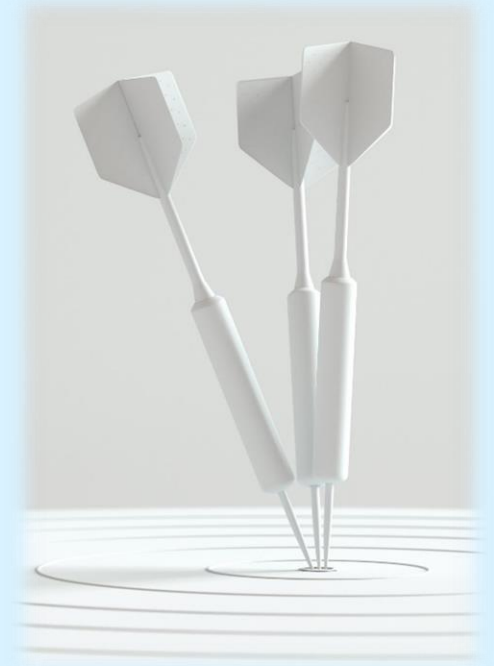
## 6.2.1 GSA Governance for GSP Implementation

- Progress made to date:
  - Identified needs for strategic planning
  - Taken inventory of current governance
  - Proposed half-day Vina GSA Board working session on February 22
- Next steps:
  - Receive input on the planning process
  - Prepare for February 22 working session



## 6.2.1 GSA Governance for GSP Implementation

- Outcome of the strategic planning process
  - Affirm common goal for all entities involved
  - Well-defined governance structure
  - Outlined roles with responsibilities, expectations, and designation in the decision-making process
- Planning is critical for effectively moving forward with funding and financing



## 6.2.2. GSA Funding and Financing Needs



Vina GSA Board Meeting:  
February 8, 2023

# Vina GSA Board Meeting Long Term Funding Project Presentation

Eddy Teasdale and Jacques DeBra, LSCE

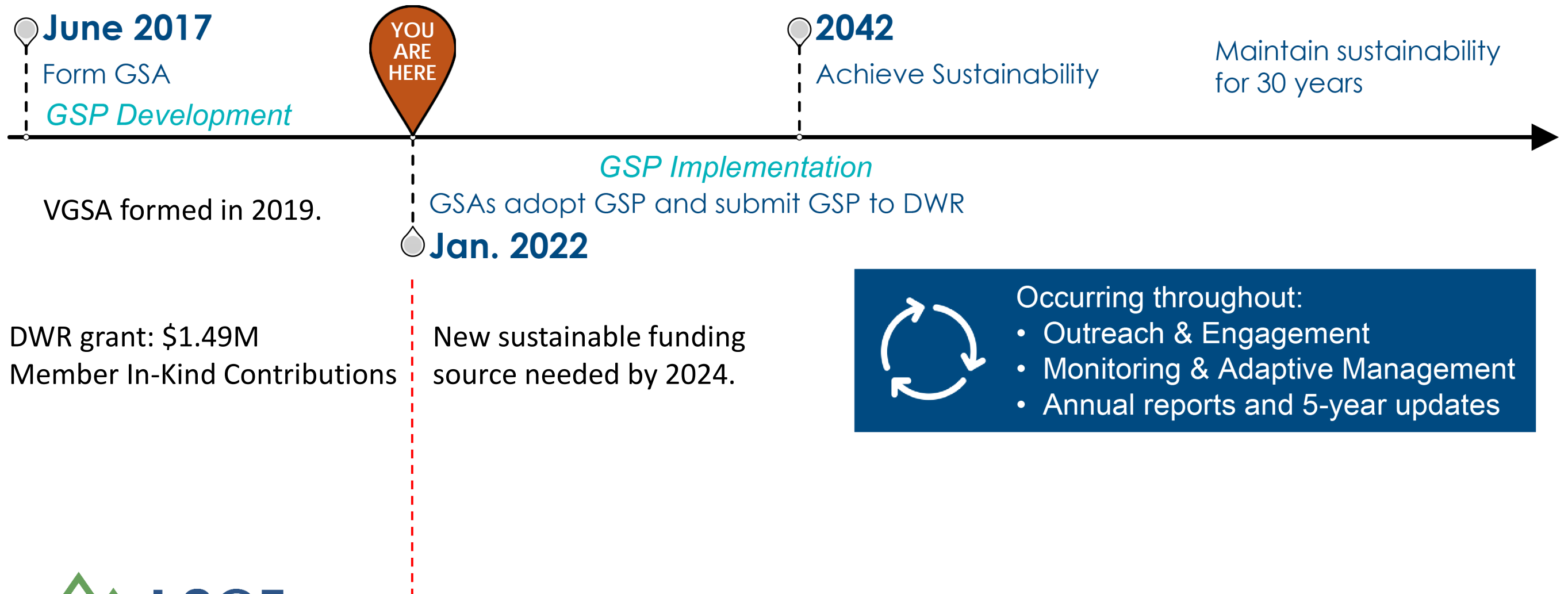
February 8, 2023





# Vina GSA – Long-Term Funding Strategy

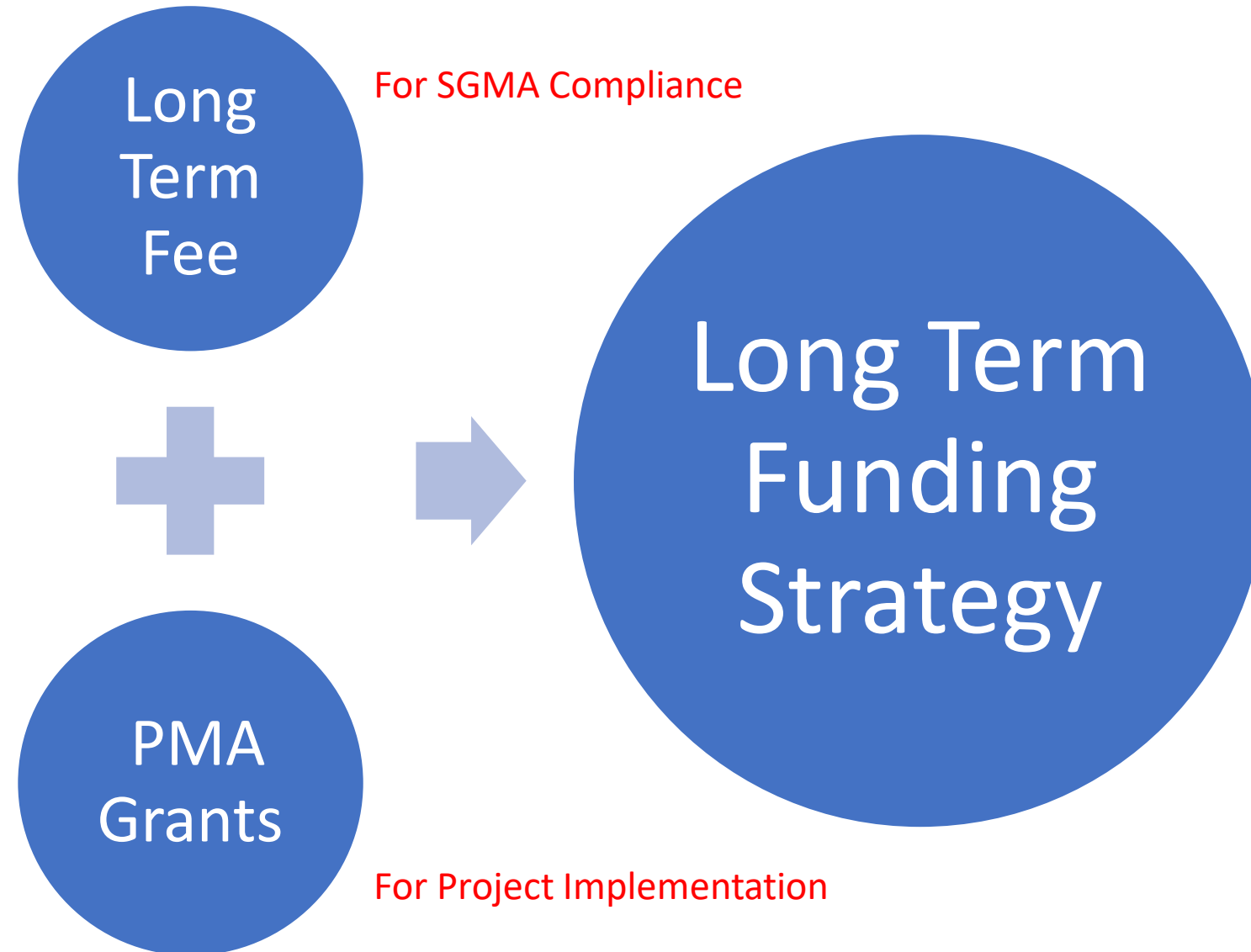
## SGMA Timeline



# GSP Implementation: > 50 years (2022 – 2072)

Task Name	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
<b>GSA Administration and Operations</b>																					
Public Outreach																					
Legal Services																					
<b>Community Outreach and Education</b>																					
Community Outreach and Education <sup>1</sup>																					
<b>GSP Monitoring and Data Management</b>																					
Monitoring of Wells																					
Data Management																					
<b>GSP Reporting</b>																					
Annual Reporting	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Responding to DWR Comments on GSP		x					x														
GSP Five-Year Updates						x					x					x					x
<b>Grant Writing</b>																					
Grant Writing																					

# Vina GSA – Long Term Funding Strategy



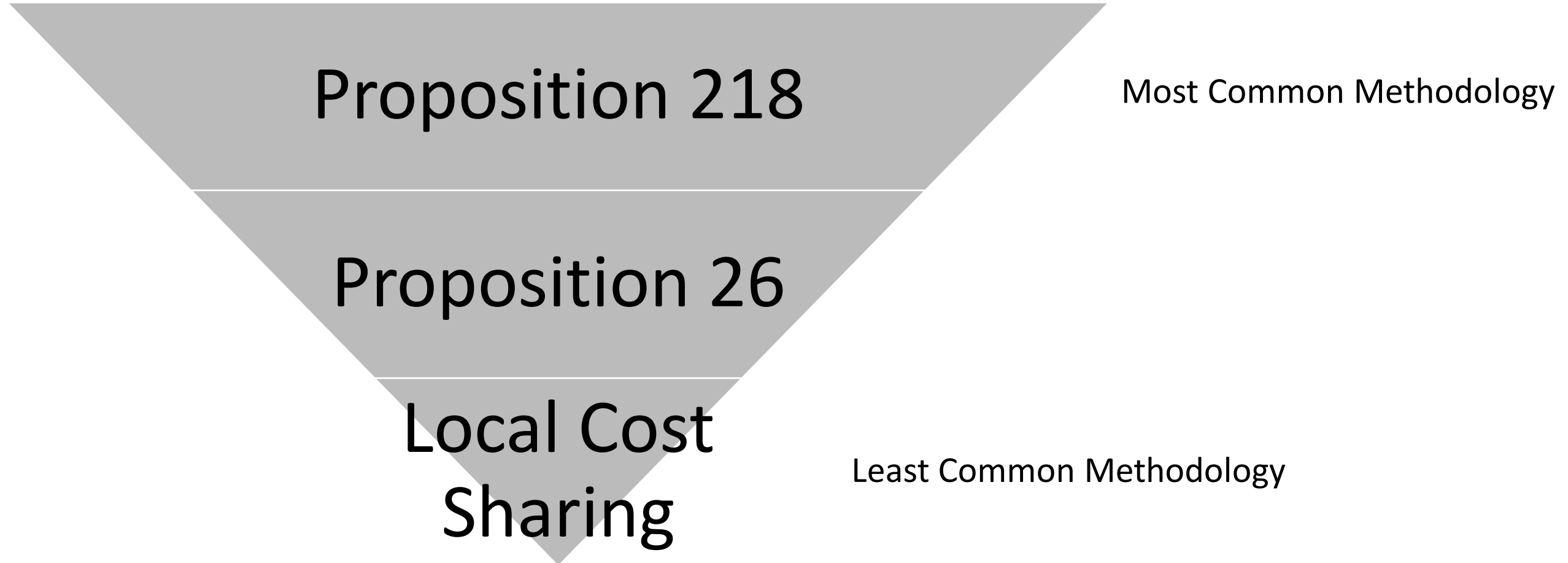
The GSAs worked together to apply for the Round 2 DWR Groundwater Implementation grant funds in December 2022 for eligible Vina GSA Projects and SGMA compliance costs. DWR is expected to announce grant awards in June 2023.



# What Have Other GSAs Done Through 2022?

- Develop updated long term GSP implementation revenue projections
- Assess Fee Options – Common Options Considered
  - Working With Legal Counsel To Comply With Legal Requirements and Risk
    - No Project – do not comply with SGMA and be subject to SWRCB regulatory fees
    - \$/acre charge – where parcel level data and groundwater use data is limited
    - \$/ac-ft. charge – where groundwater use is metered
    - Land Use based fee – based on estimated groundwater use and land use designation data (higher Admin. Costs)
    - \$/acre hybrid charge – fixed per acre charge with regional cost allocation (if regional costs are shared)
- Public Outreach Priorities
  - GSA Website long term fee project updates
  - FAQs and Fact Sheets – with bi-lingual information as needed
  - Special workshops/meetings – Typically Board meetings and ad-hoc committees for fee development process
- Most common fee methodology utilized to date = Proposition 218 majority protest approach
- 2<sup>nd</sup> most common fee methodology utilized to date = Proposition 26
- Both Proposition 218 and 26 rely on County Property Tax Assessments to collect fee revenue

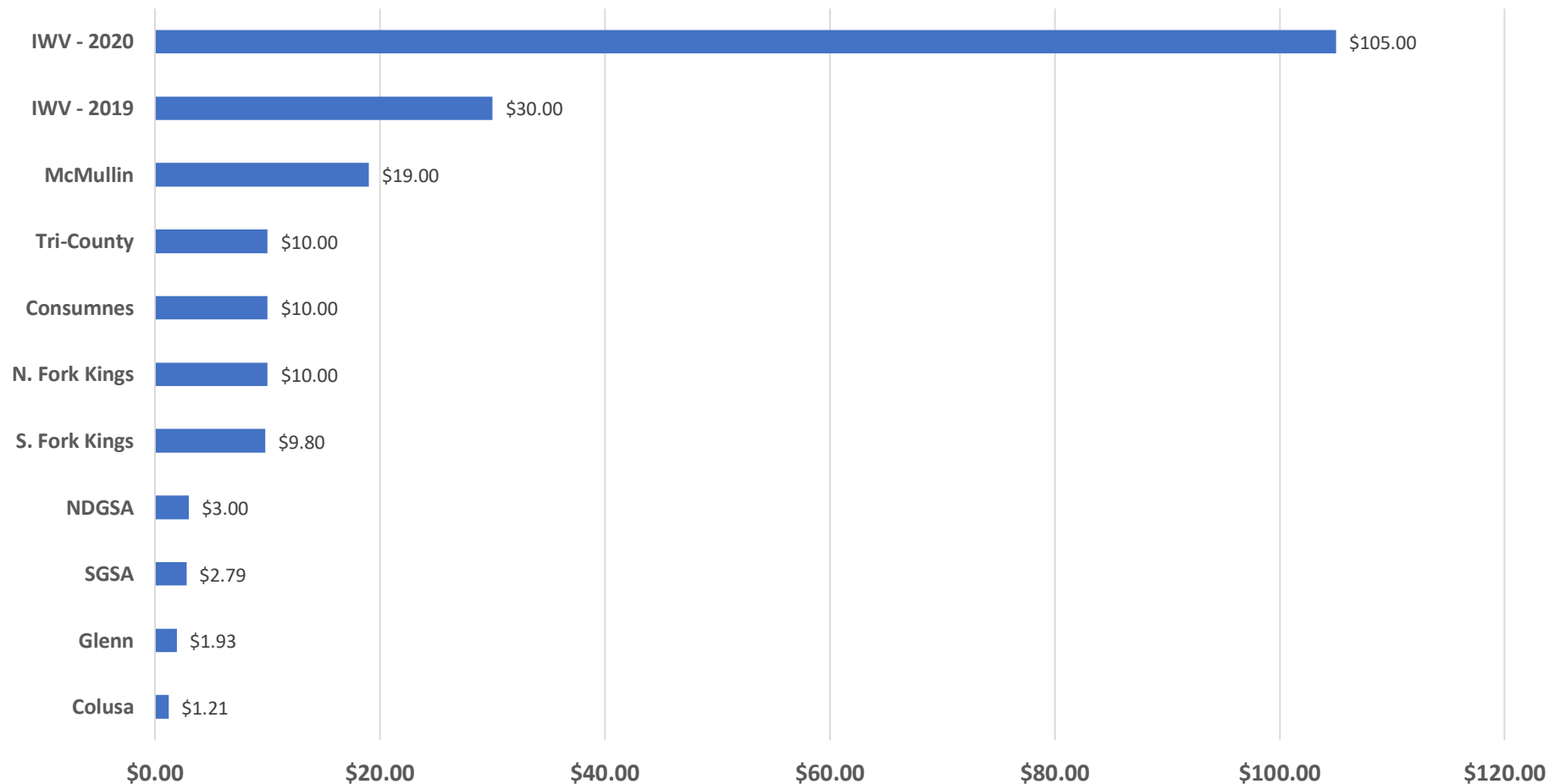
# What Have Other GSAs Done Through 2022?



Any fee or charge may be legally challenged. Prop. 218 has minimal legal challenges to date.

# What Have Other GSAs Done Through 2022?

GSA Charge Comparison - \$/Acre



*IWW = Indian Wells Valley*

Merced approved a Prop. 218 \$4/ac. Charge, which has not been implemented to date.

Santa Rosa Plain approved a Prop. 26 process with a \$40/ac-ft charge.

Prop. 218 process includes 45-day public notification, public hearing, and protest vote by parcel.

Proposition 26 requires at least one public meeting at least 20-days before Board fee approval.

# What Have Other GSAs Done Through 2022?

## Greater Kaweah GSA Charges:

Base Allocation (up to 10 in./acre/year)	= \$0.00
Tier 1 Allocation (11 in. to 1.8 af/ac/year)	= \$ 75/af
Tier 2 Allocation (1.8 - 2.8 af/ac/year)	= \$125/af
Penalty Charges (> 2.8 af/ac/year)	= \$500/af

High fee/charge examples!

These fees include project implementation costs.

## Delta Mendota Subbasin: Five Year Rate Schedules (\$/enrolled acre)

Individual Year Rates	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027
Madera	\$184	\$200	\$236	\$279	\$329
Chowchilla	\$190	\$194	\$202	\$210	\$218
Delta-Mendota	\$92	\$104	\$129	\$162	\$202
Five-Year Averaged	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027
Madera	\$246	\$246	\$246	\$246	\$246
Chowchilla	\$203	\$203	\$203	\$203	\$203
Delta-Mendota	\$138	\$138	\$138	\$138	\$138

*The annual rates are averaged or 'smoothed' over five-year period for rate setting period.*

# Vina GSA – Long Term Fee Project Schedule

Vina GSA 2023 Long Term Funding Project - Primary Milestones								
Project Tasks	Jan	Feb	Mar	Apr	May	June	July	August
VGSA Project Outreach	>>>>>>>>	>>>>>>>>	>>>>>>>>	>>>>>>>>	>>>>>>>>	>>>>>>>>	>>>>>>>>	>>>>>>>>
VGSA Board Meetings		B	B	B	B		B	
VGSA SHAC Meetings			SHAC	SHAC				
Project Development								
Update Revenue Projections	Develop	Draft	Final					
Evaluation Fee Options	Develop	Draft	Final					
Prepare Options TM								
Prepare/Approve Fee Report								
Approve Proposed Fees								
Tax Roll Data To Assessor								8/10/2023

B = VGSA Board Meeting

# 2023 Project Outreach – Vina and WDC

Type	Vina GSA	Wyandotte Creek GSA
Fact Sheet	Yes	Yes
Frequently Asked Questions (FAQs)	Yes	Yes
Website Updates	Yes	Yes
Project Meetings Schedule	Yes	Yes
Bilingual (if needed)	Yes	Yes
Document meetings/outcomes	Yes	Yes
Other (e.g., newsletter coordination)	Yes	Yes

Recommend majority of outreach materials are published during February–April timeframe for timeliness and effectiveness. Some website updates will be required as milestones progress.



# Long Term GSA Fee – Development Process

## Establish Revenue Needs (Operational and Implementation Costs)

- Revenue needs – GSA operations
- Revenue needs – SGMA Compliance
- Five-year Revenue Projections – planning horizon
- Adequate for GSA to comply with SGMA
- Meet GSA financial assurance/sustainability goal



## Cost Allocation

- By type – operations vs. implementation
- By Subbasin GSA – weighted by effort
- By use – weight by groundwater use
- Proportional relative to user costs and service/benefit received

## Proposed Fees/Charges

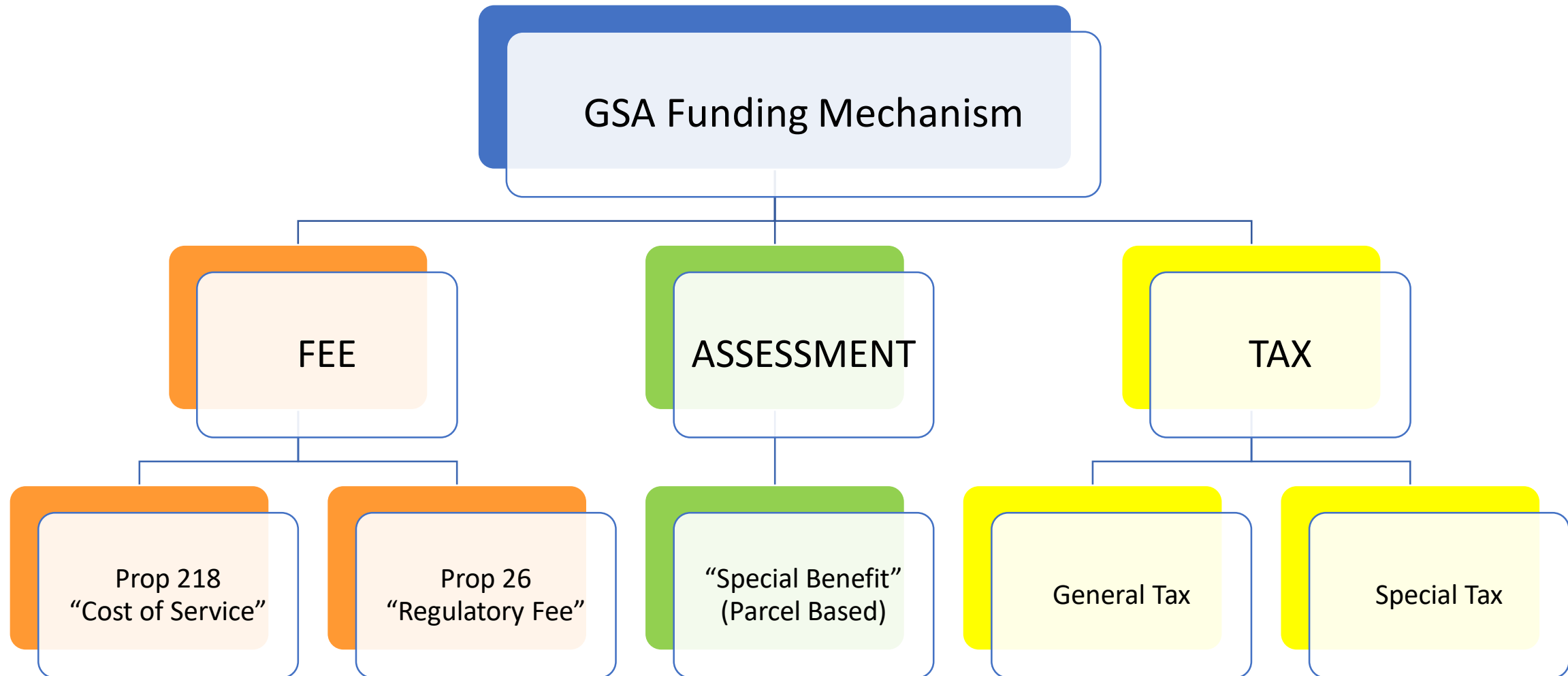
- Public notification
- Stakeholder outreach
- Public hearing and majority protest



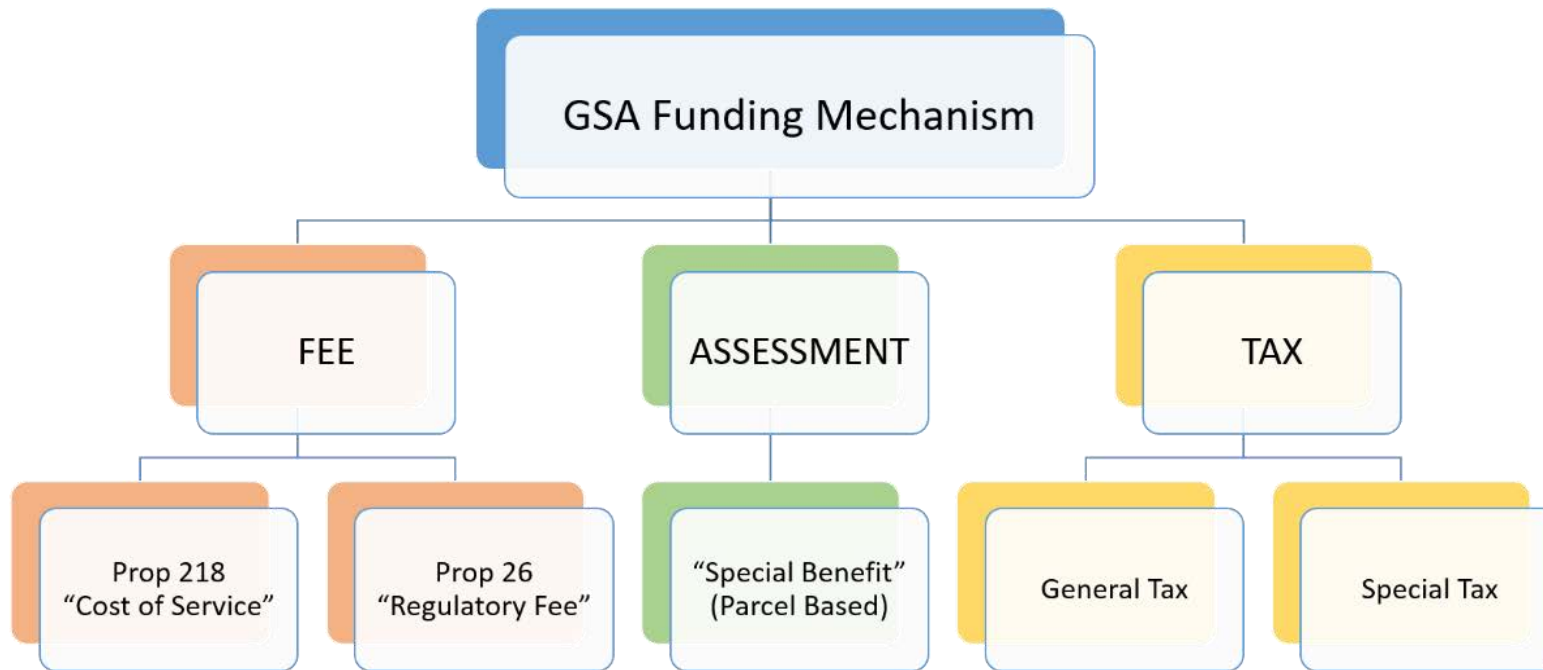
# Vina GSA – Updated Revenue Projections For GSP Implementation and SGMA Compliance

VINA GSA - Long Term Funding Fee Project					
Updated Five-Year Revenue Projections - GSA Operational Budget					
5-Year GSP Implementation Inflation Adjustment	0%	3%	3%	5%	5%
Proposed	Year 1	Year 2	Year 3	Year 4	Year 5
Cost Category-GSA Admin.	2024	2025	2026	2027	2028
<b>Professional Services - Admin.</b>					
Auditor	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Financial Services	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Legal Services	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Program Manager (w/County management)	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000
<b>Professional Services - Admin. Sub-total</b>	<b>\$167,500</b>	<b>\$167,500</b>	<b>\$167,500</b>	<b>\$167,500</b>	<b>\$167,500</b>
<b>Office Expense</b>					
Bank Fees	\$250	\$250	\$250	\$250	\$250
Insurance	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Outreach (mailings/copying/printing)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Website	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Supplies	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
<b>Office Expense Sub-total</b>	<b>\$15,250</b>	<b>\$15,250</b>	<b>\$15,250</b>	<b>\$15,250</b>	<b>\$15,250</b>
Professional Services - GSP Implementation	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Legal Defense Reserve (maintain \$150,000/yr. balance)	\$0	\$0	\$0	\$0	\$0
County Tax Roll Fee Support	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Contingency (10%)	\$21,275	\$21,275	\$21,275	\$21,275	\$21,275
<b>GSA Admin. Sub-total</b>	<b>\$234,025</b>	<b>\$234,025</b>	<b>\$234,025</b>	<b>\$234,025</b>	<b>\$234,025</b>
5-Year GSP Implementation Inflation Adjustment	0%	3%	3%	5%	5%
Cost Category-SGMA Compliance	2024	2025	2026	2027	2028
Annual Monitoring and Reporting	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Five Year GSP Update w/Modeling Calibrations	\$50,000	\$50,000	\$50,000	\$50,000	\$40,000
Surface-GW Interaction Modeling	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
GSA Coordination & Outreach (w/in and between GSAs)	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Data Management System Maintenance	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Long Term Financial Planning/Fees	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
Grant Procurement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Contingency (8%)	\$13,400	\$13,400	\$13,400	\$13,400	\$12,600
<b>SGMA Compliance Sub-Total</b>	<b>\$180,900</b>	<b>\$180,900</b>	<b>\$180,900</b>	<b>\$180,900</b>	<b>\$170,100</b>
TOTAL VGSA Administration (w/inflation adjustment)	\$234,025	\$241,046	\$255,508	\$283,614	\$328,993
TOTAL VGSA SGMA Compliance (w/inflation adjustment)	\$180,900	\$186,327	\$197,507	\$219,232	\$254,310
<b>TOTAL VGSA Operational Budget</b>	<b>\$414,925</b>	<b>\$427,373</b>	<b>\$453,015</b>	<b>\$502,847</b>	<b>\$583,302</b>

# GSA Funding Options – Shared By County 4/2022



# GSA Funding Options – Shared By County 4/2022



- Due to Constitutional limitations imposed through California's Propositions 13, 218, and 26, there are strict distinctions between, and regulations associated with, fees, special assessments, and taxes.
- Taxes and assessments require voter approval.
- Property-related fees and assessments under Proposition 218 are subject to noticing, a majority protest proceeding, and when required, a subsequent ratification election.
- However, fees, as well as other charges, are identified as exempt from the definition of a tax under Proposition 26, and thus can be adopted by the governing body of the Agency imposing the fee.

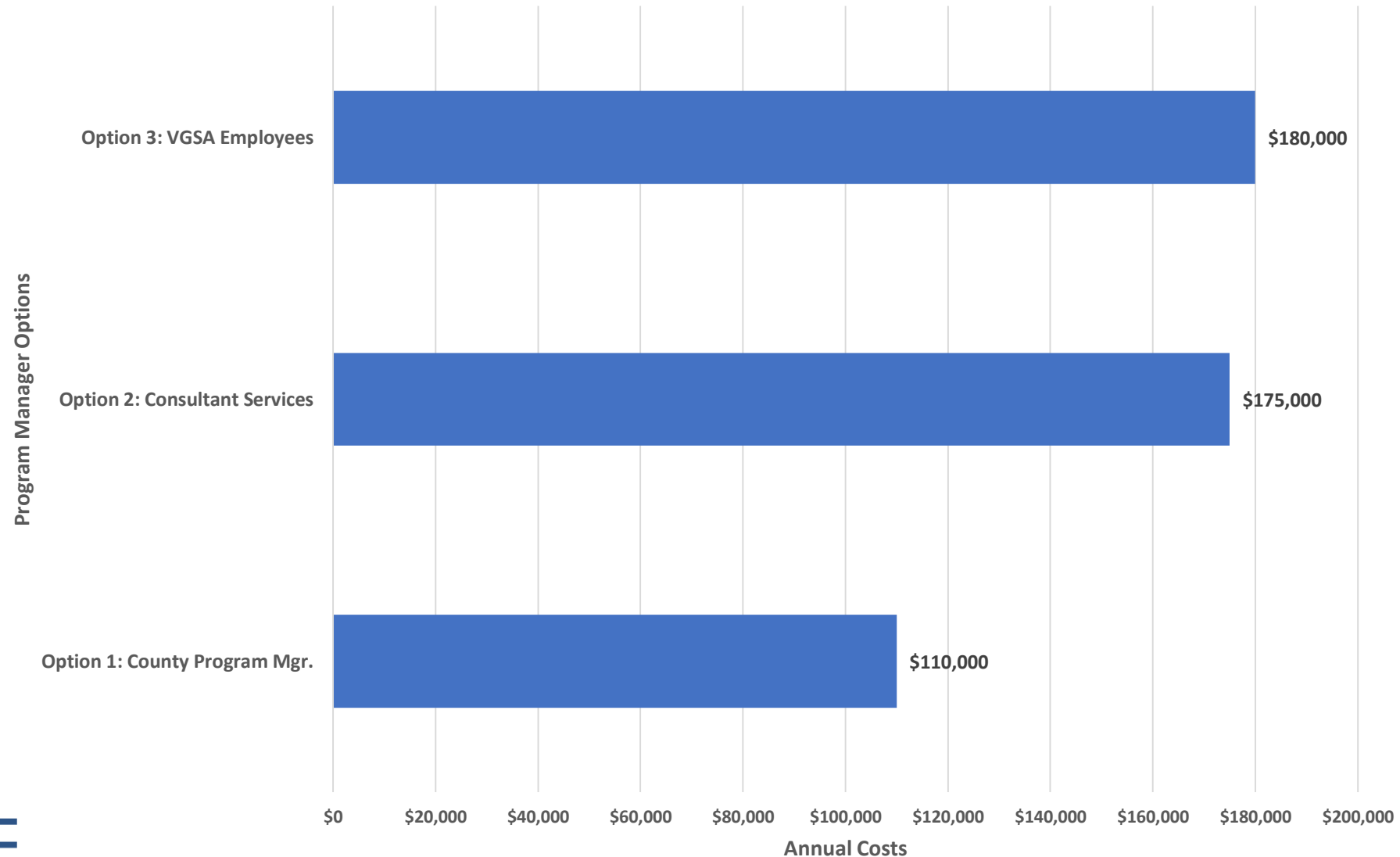
# GSA Governance – For GSP Implementation



# GSA Organization Costs – For GSP Implementation

For Board discussion.

**Vina GSA - Program Manager Cost Options**  
*(Estimated GSP Program Manager Costs = \$150,000/year)*



# Vina GSA – Updated Revenue Projections

## GSA Admin. Sub-Total (not adjusted for inflation)

VINA GSA - Long Term Funding Fee Project					
Updated Five-Year Revenue Projections - GSA Operational Budget					
5-Year GSP Implementation Inflation Adjustment	0%	3%	3%	5%	5%
Proposed	Year 1	Year 2	Year 3	Year 4	Year 5
Cost Category-GSA Admin.	2024	2025	2026	2027	2028
<b>Professional Services - Admin.</b>					
Auditor	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Financial Services	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Legal Services	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Program Manager (w/County management)	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000
<b>Professional Services - Admin. Sub-total</b>	<b>\$167,500</b>	<b>\$167,500</b>	<b>\$167,500</b>	<b>\$167,500</b>	<b>\$167,500</b>
<b>Office Expense</b>					
Bank Fees	\$250	\$250	\$250	\$250	\$250
Insurance	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Outreach (mailings/copying/printing)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Website	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Supplies	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
<b>Office Expense Sub-total</b>	<b>\$15,250</b>	<b>\$15,250</b>	<b>\$15,250</b>	<b>\$15,250</b>	<b>\$15,250</b>
Professional Services - GSP Implementation	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Legal Defense Reserve (maintain \$150,000/yr. balance)	\$0	\$0	\$0	\$0	\$0
County Tax Roll Fee Support	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Contingency (10%)	\$21,275	\$21,275	\$21,275	\$21,275	\$21,275
<b>GSA Admin. Sub-total</b>	<b>\$234,025</b>	<b>\$234,025</b>	<b>\$234,025</b>	<b>\$234,025</b>	<b>\$234,025</b>



# Vina Subbasin – Long Term SGMA Compliance = Local Control

## **Vina GSA On-GOING SGMA COMPLIANCE REQUIREMENTS** (Includes Other Sub-Tasks Not Listed Below)

**Maintain a Functioning GSA  
(Budget and Staffing)**

**Conduct Annual GW  
Monitoring and Reporting  
(each April)**

**SGMA Compliance**

**Ongoing GSA  
Coordination/Outreach**

**Prepare/Approve  
Five-Year GSP Updates**

Other compliance tasks may include Surface-Groundwater Interaction Modeling, Data Management System Updates and Maintenance, DWR GSP updates, Long Term Financial Planning to maintain sustainable fees, and other tasks that may be required based on SGMA policy updates and GSP implementation efforts.



# Vina GSA – Updated Revenue Projections

## SGMA Compliance Sub-Total (not adjusted for inflation)

Cost Category-SGMA Compliance	2024	2025	2026	2027	2028
Annual Monitoring and Reporting	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Five Year GSP Update w/Modeling Calibrations	\$50,000	\$50,000	\$50,000	\$50,000	\$40,000
Surface-GW Interaction Modeling	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
GSA Coordination & Outreach (w/in and between GSAs)	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Data Management System Maintenance	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Long Term Financial Planning/Fees	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
Grant Procurement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Contingency (8%)	\$13,400	\$13,400	\$13,400	\$13,400	\$12,600
<b>SGMA Compliance Sub-Total</b>	<b>\$180,900</b>	<b>\$180,900</b>	<b>\$180,900</b>	<b>\$180,900</b>	<b>\$170,100</b>

All items needed for SGMA Compliance based on GSP estimated costs with grant procurement item added.  
Inflation adjustment not included.

# Vina GSA – Updated Revenue Projections

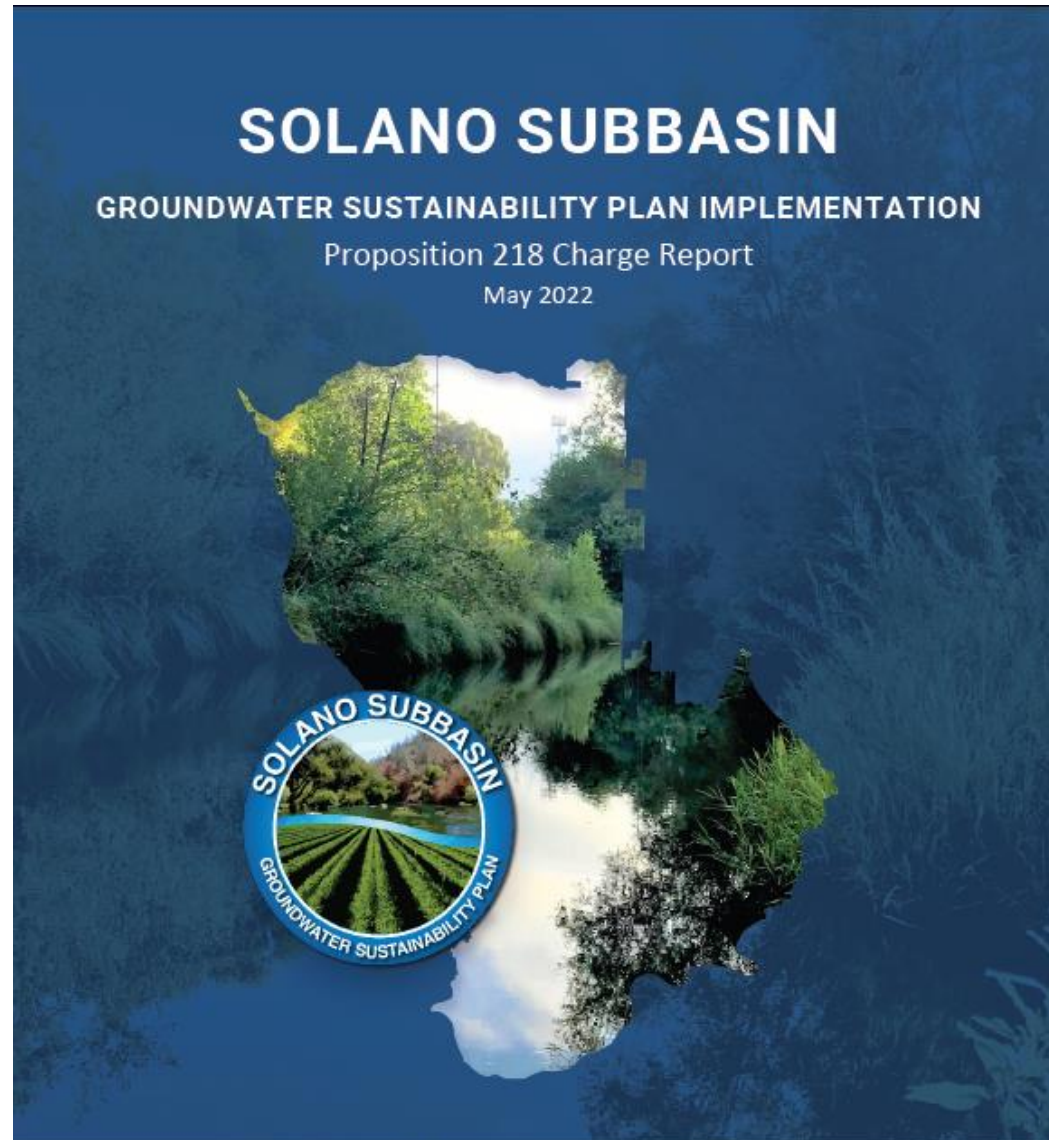
## Future Potential Project Costs (2022 SHAC List)

Adding project funding to the long-term GSA fee revenue projections will increase recommended fees.

The GSA would need to determine future priority projects and costs to be included in the fee calcs.

Vina Subbasin Projects - SHAC 2022 Discussions	Estimated Costs
<b>GSP Implementation, Outreach, and Compliance Activities</b>	\$660,000
<b>Data Management System</b>	\$250,000
<b>Community Monitoring: Domestic Well Survey</b>	\$330,000
<b>Interconnected Surface Water (ISW)/Associated Impacts on Groundwater Dependent Ecosystems</b>	\$450,000
<b>Monitoring Network Enhancements</b>	\$1,438,750
<b>Inter-basin Coordination Activities</b>	\$450,000
<b>Project and Management Action Implementation</b>	\$700,000
<b>Agricultural Surface Water Supplies</b>	\$4,500,000
<b>Agricultural Irrigation Efficiency</b>	\$1,000,000
<b>Extend Orchard Replacement</b>	\$1,500,000
<b>Domestic Well Mitigation</b>	\$675,000
<b>Well Permitting Ordinance</b>	\$137,500
<b>Expansion of Water Purveyors' Service Area</b>	\$145,000
<b>Sand Creek Flood MAR/Ag MAR Project Phase 2</b>	\$2,500,000
<b>Groundwater Recharge Feasibility Analysis and Site Evaluation</b>	\$2,670,000
<b>Lindo Channel Surface Water Recharge Implementation</b>	\$1,100,000
<b>Recycled Wastewater Feasibility Study</b>	\$600,000

# Charge Report – Example Principles



**Revenue needs based on reasonable assessment of GSP implementation and SGMA compliance costs.**

Estimated in GSP

Reviewed based on other GSA costs state-wide

Can be updated in the future

**Cost allocation primarily based on total groundwater use by GSA service area.**

Considered to be an equitable approach

Based on measured and modeled groundwater use

Can be updated as needed in the future

**Establishes maximum charges that may be levied during the allowed five-year (2023-27) charge period.**

Provides flat annual charge through five-year period

Including inflation factor

**Prop.18 or 26 Fees or Charges are the most common GSA implementation funding mechanism to date being used in California to comply with SGMA preserving local control.**



City of  
Vacaville GSA



Sacramento  
County GSA



Solano Irrigation  
District GSA



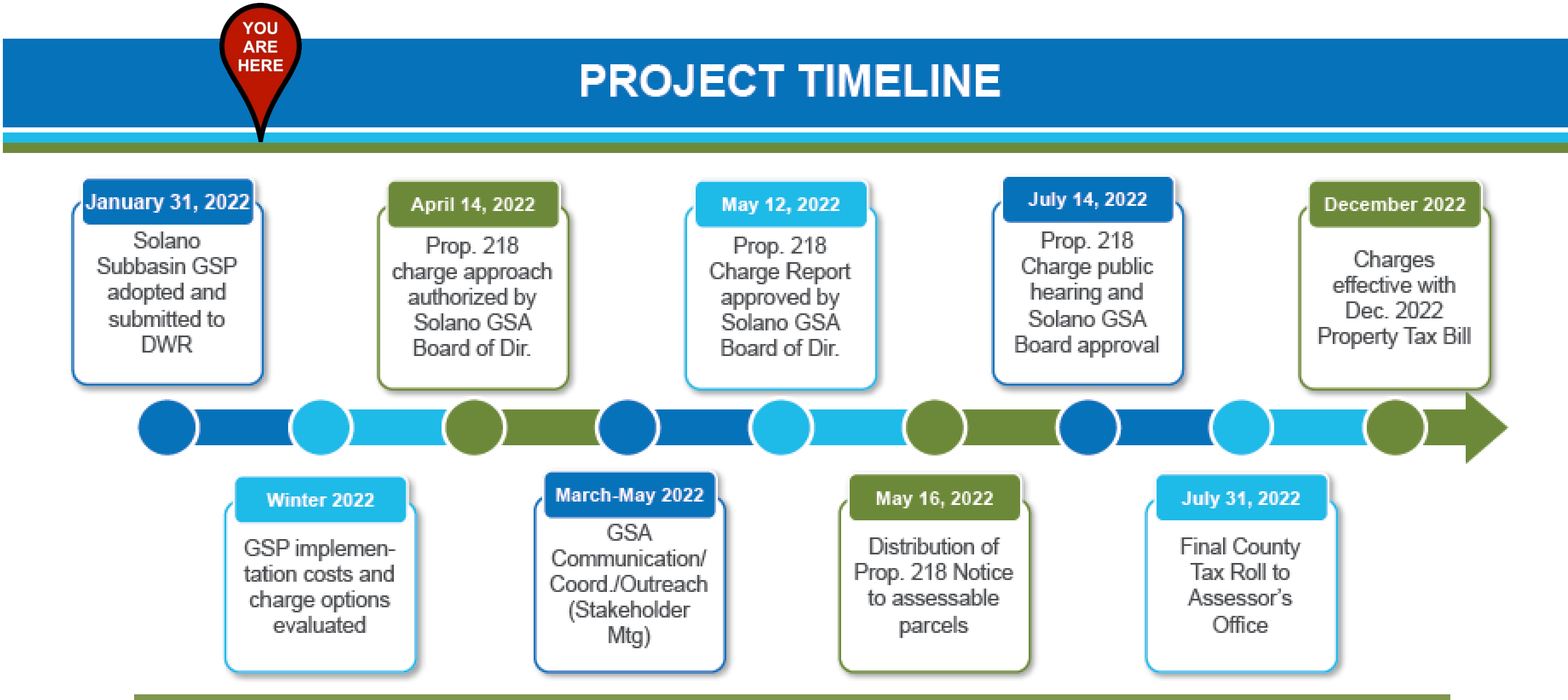
Solano  
Subbasin GSA



Northern  
Delta GSA

Reclamation District GSAs:  
No. 3, No. 349, No. 554,  
No. 556, No. 2111

# Charge Report – Ex. Prop. 218/26 Schedule Milestones




# Vina GSA – Typical Long Term Fee Options

## FEE OPTIONS

- No Project – State Intervention (typically higher than local fees)
- Parcel Charge - \$/acre (with minimal charge)
- Irrigation Charge - \$/ac-foot pumped (if metered)
- Other Land Use Based Hybrids – tiers (if data is available)
- Review other GSA fees in CA as of 2022 for reference



# Solano GSA – Example Prop. 218 Fee Options Considered

GSA Prop. 218 Fee Options	Nexus Between Fee and Benefit To User	Other Comments
Flat Charge - \$/acre fee	The costs of administering the GSA and complying with SGMA requirements in the Subbasin service area boundary would be proportional to the number of Subbasin acres delineated by GSA boundary.	This method would over charge those who use a relatively small amount of groundwater in the Subbasin. The GSA could update future charges when additional data is available.
\$/acre charge - based on local GSA groundwater use.  	The Solano Subbasin GSP identified GSP implementation costs based on the estimated costs of SGMA compliance. The GSAs are working together to share the costs that are regional in nature for equitable GSA cost allocation.	Groundwater use by GSA can be estimated based on updated Subbasin modeling projections to allow equitable cost allocation of GSP implementation costs.
State Intervention – adopted fees	If the GSAs within the Subbasin do not take charge of their destiny and comply with SGMA they could be subject to the SWRCB intervention fees and lose local control over groundwater management decisions.	Not recommended by the GSAs and new GSP Implementation MOU will facilitate cost effective GSP implementation under local control.

# Vina GSA – Basis For Long Term Fee Options

## **BASED ON AVAILABLE PARCEL LEVEL DATA**

- Parcel exemptions – Federal/State/Tribal
- Parcel location, size and boundaries (boundary conditions)
- Consider Land IQ 2022 parcel information
- Land use designations
- Water source (sometimes known)
- Water use (typically GSA accounts have been unmetered with no water use records available)



# Vina GSA – Options Evaluation Criteria

## **COMMON OPTION EVALUATION CRITERIA**

- Revenue Sufficiency – Meets revenue projection targets
- Revenue Stability – over fee implementation period
- All Beneficiaries Pay – important for SGMA compliance benefit
- Equity – cost allocation
- Affordability – economic impacts
- Simplicity – easy to understand
- Administrative ease – low implementation costs
- Enforceability – potential costs for more complex fee structures
- Legality – defensible, challenge risk, potential long term legal fees

# Vina GSA – Options Evaluation

## **BASED ON BOARD DIRECTION**

- Consider available parcel level data
- Consider legality and challenge risk
- Consider budget – focus on best options
- Prepare Technical Memorandum (TM) – compare options and document tradeoffs
- Board review and approval of Options TM
- Options TM serves as basis for Fee Report
- Options evaluation part of project outreach effort

# Vina GSA – Long Term Fee Project Schedule

## Project Schedule

Contract Execution

Strategic Planning Meeting (Facilitated by DWR FSS)

Develop Outreach Plan:

Meeting #1 – GSA Board Workshop: Funding Options

Meeting #2 – SHAC Workshop: Review TM Recommendations

Meeting #3 – GSA Board Workshop: Approve TM Recommendations

Meeting #4 – SHAC Meeting: Review Fee Study/Engineer's Report

Meeting #5 – GSA Board Meeting: Engineer's Report Approval

(Prop. 218 Notice Distribution: if selected option)

Meeting #6 – GSA Board Meeting: GSA Fee Approval/Public Hearing

Final Tax Rolls To Assessor's Office

## Date

January 10, 2023

February 2023

February 2023

February 2023

March 2023

March 2023

April 2023

May 2023

May 2023

July 2023

August 2023

## 6.1. and 6.2. Questions or Comments



Vina GSA Board Meeting:  
February 8, 2023

## 6.3. Consideration of 2023 Vina GSA Board Regular Meeting Calendar



Vina GSA Board Meeting:  
February 8, 2023