



**Durham Irrigation District
Board of Directors
Zoom Guidance for Meeting Attendance**
Remote Meeting via Zoom (see below)

Special Notice: Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, Durham Irrigation District will be closing the Board of Directors Meetings to members of the public and non-essential District staff.

The public may listen to and/or participate in this meeting via landline or mobile telephone or via computer, with video and audio enabled or audio only. If you wish to comment on an item, but do not wish to participate during the meeting, the public may submit comments prior to the meeting via email to info@didwater.org before 5:00 p.m. on the day of the Board Meeting and they will be read into the record.

ACCESSING THE ONLINE MEETING:

We recommend logging-in **15 minutes early (at 5:15 pm)** to get set up and address any technical issues before the meeting starts. When you access the meeting, **you will be placed into a waiting room and admitted** into the meeting by the meeting hosts. There are four methods for joining the meeting:

1 - From Computer - One Click to Join

<https://us02web.zoom.us/j/495193613?pwd=QTduKzhTc0cxMThrOXFMVWdMYVM2QT09>

2 - From Computer Web Browser

<https://zoom.us/join>

When prompted, use Meeting ID: 495 193 613

Passcode: 646356

3 - From your Mobile Phone: One-Tap Mobile

+16699006833,,495193613#,,,,,0#,,646356#

4 - Dial-in using your Mobile Phone or Landline:

+1 669 900 6833

When prompted, use Meeting ID: 495 193 613

**If you are having any issues connecting to the meeting, please call
Durham Irrigation District at (530) 343-1594 for assistance.**

Please note that when you access the meeting, you will be placed into a waiting room and admitted into the meeting by the meeting host.

- The Board of Directors is committed to making its meetings accessible to all citizens. If you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530) 343-1594 or info@didwater.org at least 24 hours in advance of the meeting.
- The Board of Directors or its President pursuant to Government Code section 54954.3 reserves the right to impose reasonable rules 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.



**Durham Irrigation District
Board of Directors
Regular Board Meeting
AGENDA
February 16, 2020 - 5:30 PM**

COPIES OF THIS AGENDA AVAILABLE FROM:
Durham Irrigation District Office or Online at www.didwater.org

Posted: 5:00p.m., February 12, 2020 at 9418-C Midway, Durham, CA 95938 and Online at www.didwater.org

Board of Directors:

Matt Doyle, Chair
Raymond Cooper
Kevin Phillips

District Staff:

Kamie Loeser, General Manager
Jeff Carter, District Counsel
Rex Munroe and Mike Butler, Water Operator

AGENDA ITEMS:

1. CALL TO ORDER

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

2. ADJUSTMENTS AND APPROVAL OF AGENDA

3. PUBLIC COMMENT - public members 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)*

None.

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 Consent Agenda.*

- 5.1. Minutes for Regular Meeting held on January 19, 2021
- 5.2. Monthly Financial Report for January 2021, including the Balance Sheet, Profit & Loss Statement, and the General Ledger.
- 5.3. Payment of monthly bills and approval of the warrant sheet January 19, 2020 through February 16, 2021.

6. REGULAR AGENDA

- 6.1. Items Removed from Consent Agenda

7. GENERAL ADMINISTRATION BUSINESS *(All Items Informational/Possible Action)*

- 7.1. Correspondence: *(All Items Informational/Possible Action)*
 - a. Email from Mr. Pat Button dated January 15, 2021; Subject: Water Tank.
 - b. PG&E, January 12, 2021 (Rec'd February 8, 2021): Notification of Transition of Time of Use Electric Rates for Businesses.
- 7.2. Confirmation of appointment of Board Members to Committees and Other Agencies and Organizations. Requested Action: *Appointments of Board Members to Committees and other agencies and organizations including Administrative Committee, Operations Committee, and Vina GSA Board of Directors.*
- 7.3. Butte Local Agency Formation Commission - Election of a Special District Regular "Non-enterprise" Member and an Alternate "Enterprise/Non-Enterprise" Member. Nominations are due by March 11, 2021 and must be an official action of the Board. Possible Action: *Nominate members to serve on the Commission and prepare a written nomination letter with the name of identified nominee.*

8. WATER OPERATIONS BUSINESS *(All Items Informational/Possible Action)*

- 8.1. Ongoing Business
 - a. Daily Log for January 2021 (Operator Mike Butler)
 - b. Discussion regarding ownership and responsibility of hydrant flow testing and maintenance.

8.2. Upcoming Business

- a. Water Operations Contract with Culligan of Chico expires April 15, 2021.

9. **ATTORNEY REPORT** *(All Items Informational/Possible Action)*

- 9.1. Attorney's Update (Legal Counsel Carter)

10. **MANAGER REPORT** *(All Items Informational/Possible Action)*

- 10.1. Manager's Report/Updates (Manager Loeser)

- a. Administrative Assistant, Jeannie Trizzino: onboarding and training status.
- b. State Compensation Fund, February 5, 2021 (Rec'd February 10, 2021): Workers' Compensation Insurance Rating Bureau rating for mandatory audit.

11. **VINA GSA**

- 11.1. Vina GSA Report *(District Manager Loeser, Legal Counsel Carter)*

- a. Vina GSA Board Meeting/Workshop, February 10, 2021, 5:30PM
- b. Stakeholder Advisory Committee Meeting, February 16, 2021, 9:00AM-12:00PM

12. **DIRECTORS' COMMENTS:** Opportunity for Board comments on items not listed on the agenda.

13. **CLOSED SESSION**

Pursuant to Government Code Section 54956.9(d)(4), Conference with Legal Counsel - Initiation of litigation: Facts and circumstances that might result in litigation but which the District believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed. The Board of Directors is deciding whether to initiate litigation. One case.

OPEN SESSION

14. **ADJOURNMENT**

**Durham Irrigation District
Board of Directors
Meeting Minutes
January 19, 2020 - 5:30 PM**

Item 5.1

Board of Directors:

Matt Doyle, Chair - in attendance/remote
Raymond Cooper - in attendance/remote
Kevin Phillips - in attendance/remote

District Staff:

Kamie Loeser, General Manager - in attendance/office
Jeff Carter, District Counsel - in attendance/office
Mike Butler, Water Operator - in attendance/remote

AGENDA ITEMS:

1. CALL TO ORDER

- 1.1. Roll Call/Establishment of Quorum The meeting was called to order at 5:30PM by Chair Doyle. Roll Call was taken as noted “in attendance” above. Attendees participated via Zoom; with the exception of those noted as “in office” above.
- 1.2. Introduction of Guests
Guests participated via zoom.
 - 1.1.1. Mr. Pat Button

2. ADJUSTMENTS AND APPROVAL OF AGENDA

None.

3. PUBLIC COMMENT

Mr. Button commented on how the District makes decisions and discussed history of rate increase, fire flow requirements for new construction, and a class action lawsuit.

4. PRESENTATIONS *(All Items Informational/Possible Action)*

None.

5. CONSENT AGENDA

- 5.1. Minutes for Regular Meeting held on December 15, 2020
- 5.2. Monthly Financial Report for December 2020, including the Balance Sheet, Year-to-Date Profit & Loss Statement January through November, and the General Ledger.

- 5.3. Payment of monthly bills and approval of the warrant sheet December 16, 2020 through January 15, 2021.
- a. Payment to Ferguson Waterworks for \$100 to reflect December payment error. The December 15, 2020 Warrant Sheet correctly identified the payment to Ferguson Waterworks as \$1,188.34; the check was written in the amount of \$1,088.34.

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

Discussion: None. No public comment.

Action Taken:

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved the Consent Agenda.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes:

Abstained:

Absent:

6. REGULAR AGENDA

- 6.1. Items Removed from Consent Agenda

None.

7. GENERAL ADMINISTRATION BUSINESS *(All Items Informational/Possible Action)*

- 7.1. Correspondence: *(All Items Informational/Possible Action)*

- a. Email from Ms. Suzanne Markey, Rolls Anderson & Rolls dated December 30, 2020; Subject: Facilities Information Request, Durham Unified School District
- b. Email from Mr. Pat Button dated January 11, 2021; Subject: Class Action.

Informational Purposes: No action taken.

Board Discussion: None.

Public Comment: No public comment.

- 7.2. Policies and Procedures Document: Chapter 7 – Water Rates, Operating Fees, and Billing Procedure. Fees updated per comments received at the December 15, 2020 regular Board meeting. Action Requested: *Review and approval of Appendix A - Rates, Fees and Charges.*

Action Requested: That the Board of Directors approve Appendix A – Rates, Fees and Charges.

Board Discussion: Retitle “Meter Installation” to a “Flat Rate Conversion Fee” which is occurs at the time of transfer of title. This assumes that the parcel is a current/existing customer of the District. The effective date for all updated and new fees and charges is March 1, 2021. Changes in Flat and Meter Rates became effective January 1, 2021, as per the 2018 rate increase.

Public Comment: No public comment.

Action Taken: On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved Appendix A with the change of Meter Installation Fee be retitled to Flat Rate Conversion Fee at the time of transfer of title, if applicable, and an effective date of all updated and new fees beginning on March 1, 2021.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes:

Abstained:

Absent:

- 7.3. Administrative Assistant: Request authorization to recruit and hire a part-time Administrative Assistant working approximately 16 to 24 hours per week, depending on assignments, starting between \$18-22/hour, with a 1-year probationary period.

Action Requested: Review and approve the Administrative Assistant Job Description and authorize recruitment.

Board Discussion: Determine if insurance providers require any drug testing or screening; confirm needs of State Workers Compensation Fund; and suggestions pertaining the anticipated hourly rate.

Public Comment: No public comment.

Action Taken: On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved the job description and authorized recruitment.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle

Noes:

Abstained:

Absent:

- 7.4. General Manager Job Description and Status: Request review and comment on the proposed General Manager Job Description for providing part-time management and oversight of the District, staff, and water operations. Working approximately 16-20 hours per month, depending on District needs, assignments, and strategic planning/CIP implementation.

Action Requested: Review and comment on the proposed General Manager Job Description and status.

Board Discussion: Asked clarifying questions regarding the number of hours per month, duties, and other assignments.

Public Comment: No public comment.

Action Taken:

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved the Consent Agenda.

The vote was as follows: Ayes carried.

Roll call vote:

Ayes: Phillips, Cooper, Doyle
Noes:
Abstained:
Absent:

8. WATER OPERATIONS BUSINESS *(All Items Informational/Possible Action)*

8.1. Ongoing Business

- a. Daily Log for December 2020 - (Operator Mike Butler)
- b. Discussion regarding ownership and responsibility of hydrant flow testing and maintenance.

Discussion Item 8.1.a: Informational Purposes/No Action Taken.

Discussion Items 8.1.b: Tabled until February so that can coordinate with CalFire.

9. ATTORNEY REPORT *(All Items Informational/Possible Action)*

9.1. Attorney's Update (Legal Counsel Carter)

- a. Audit Report: follow-up regarding the preparation of the requirement of a management's discussion and analysis (MD&A) and other disclosures as part of the Audit Report documents.

Discussion Item 9.1.a: Informational Purposes/No Action Taken. It was noted that, if a MD&A and other analyses are deemed necessary as part of the audit report, these items would be included as task items in the Request for Proposals for future auditors.

10. MANAGER REPORT *(All Items Informational/Possible Action)*

10.1. Manager's Report/Updates (Manager Loeser)

- a. USBR Grant Assistance Agreement Modification. *Informational Purposes.*
- b. Secretary of State Registry of Public Agencies Statement of Facts Roster filing. *Informational Purposes.*

Discussion Items 10.1.a and 10.1.b: Informational Purposes/No Action Taken. The Board did request that the February Agenda include an item to review and appoint Board positions and committees.

11. VINA GSA

11.1. Vina GSA Report *(District Manager Loeser, Legal Counsel Carter)*

- a. January Meeting Dates:
 - Vina GSA Board Meeting, January 14, 2021, 5:30PM

- Stakeholder Advisory Committee Meeting, January 19, 2021, 9:00AM-12:00PM

Discussion Items 11.1.a: Informational Purposes/No Action Taken.

- 12. DIRECTORS' COMMENTS:** Opportunity for Board comments on items not listed on the agenda.

None.

- 13. CLOSED SESSION**

Pursuant to Government Code Section 54956.9(d)(4), Conference with Legal Counsel - Initiation of litigation: Facts and circumstances that might result in litigation but which the District believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed. The Board of Directors is deciding whether to initiate litigation. One case.

Public Comment: Mr. Button indicated that he would like to be placed in the waiting room to hear the summary of the Closed Session.

At 7:17 PM the Board adjourned to Closed Session.

OPEN SESSION

At 7:22PM the Board returned to Open Session and summarized the Closed Session as follows:
No Action was taken; the matter was continued to the next regular meeting of the Board in Closed Session.

- 14. ADJOURNMENT**

Following the Closed Session Report, the meeting was adjourned at 7:22PM.

Board of Directors Meeting Minutes approved on: _____

Kamie Loeser, General Manager

Date

Durham Irrigation District

Balance Sheet

As of January 31, 2021

Item 5.2

Jan 31, 21

ASSETS

Current Assets

Checking/Savings

Current Assets

Cash 169,251.99

Cash on Hand 100.00

Development Fees 26,193.24

Savings 14,377.58

Total Current Assets 209,922.81

Total Checking/Savings 209,922.81

Total Current Assets 209,922.81

Fixed Assets

CAPITAL ASSETS

Depreciable Assets

Equipment 43,002.14

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 548,231.14

Total CAPITAL ASSETS 548,231.14

Non-Depreciable Assets

Land 20,331.00

Total Non-Depreciable Assets 20,331.00

Total Fixed Assets 568,562.14

TOTAL ASSETS 778,484.95

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Uncleared Checks 100.00

Total Other Current Liabilities 100.00

Total Current Liabilities 100.00

Total Liabilities 100.00

Equity

NET POSITION

Net Investment in Capital Asset 566,549.00

Total NET POSITION 566,549.00

Unrestricted Net Assets 216,722.91

Net Income -4,886.96

Total Equity 778,384.95

TOTAL LIABILITIES & EQUITY 778,484.95

Durham Irrigation District
Profit & Loss Prev Year Comparison
January 2021

	Jan 21	% of Income	Jan 20	% of Income
Ordinary Income/Expense				
Income				
Water Sales Income				
OPERATING REVENUES				
Water Sales	26,815.51	100.0%	25,785.27	100.0%
Total OPERATING REVENUES	26,815.51	100.0%	25,785.27	100.0%
Total Water Sales Income	26,815.51	100.0%	25,785.27	100.0%
Total Income	26,815.51	100.0%	25,785.27	100.0%
Expense				
Contract Services				
Accounting Fees	562.50	2.1%	606.00	2.35%
Legal Fees	922.50	3.44%	2,925.00	11.34%
Management & Administration	5,101.25	19.02%	7,125.00	27.63%
Water Operations Mgmt.	0.00	0.0%	2,500.00	9.7%
Total Contract Services	6,586.25	24.56%	13,156.00	51.02%
OPERATING EXPENSES				
Administration				
Board Stipends	500.00	1.87%	300.00	1.16%
District Wages, Taxes, Insur.				
Insurance	1,540.48	5.75%	503.72	1.95%
Total District Wages, Taxes, Insur.	1,540.48	5.75%	503.72	1.95%
Fees, Dues, Memberships	3,753.81	14.0%	5,051.20	19.59%
Office Expense				
Postage	339.68	1.27%	300.00	1.16%
Supplies	80.45	0.3%	147.96	0.57%
Website Hosting	75.00	0.28%	75.00	0.29%
Total Office Expense	495.13	1.85%	522.96	2.03%
Rent	450.00	1.68%	556.02	2.16%
Software Fees	100.00	0.37%	100.00	0.39%
Supplies	0.00	0.0%	17.25	0.07%
Utilities				
Garbage	108.43	0.4%	105.56	0.41%
Gas & Electric	3,787.92	14.13%	3,230.13	12.53%
Telephone/Internet	257.03	0.96%	227.57	0.88%
Total Utilities	4,153.38	15.49%	3,563.26	13.82%
Water System Maint,Repair,Repl				
Regular Operations & Maint				
O & M Supplies	1,668.85	6.22%	223.07	0.87%
Water Testing Fees	225.60	0.84%	1,510.80	5.86%
Total Regular Operations & Maint	1,894.45	7.07%	1,733.87	6.72%
Water System Repair & Repl.+				
Repairs	0.00	0.0%	1,194.78	4.63%
Contractor	7,954.60	29.66%	2,061.00	7.99%
Water Operator	4,062.50	15.15%	0.00	0.0%
Total Water System Repair & Repl.+	12,017.10	44.81%	3,255.78	12.63%

Durham Irrigation District
Profit & Loss Prev Year Comparison
January 2021

	Jan 21	% of Income	Jan 20	% of Income
Total Water System Maint,Repair,Repl	13,911.55	51.88%	4,989.65	19.35%
Total Administration	24,904.35	92.87%	15,604.06	60.52%
Bank Service Charges	211.99	0.79%	0.00	0.0%
Total OPERATING EXPENSES	25,116.34	93.66%	15,604.06	60.52%
Total Expense	31,702.59	118.23%	28,760.06	111.54%
Net Ordinary Income	-4,887.08	-18.23%	-2,974.79	-11.54%
Other Income/Expense				
Other Income				
NON-OPERATING REVENUE				
Interest Income	0.12	0.0%	0.18	0.0%
Total NON-OPERATING REVENUE	0.12	0.0%	0.18	0.0%
Total Other Income	0.12	0.0%	0.18	0.0%
Other Expense				
Special District Projects				
Expenses				
Agency Fees	0.00	0.0%	3,109.06	12.06%
Development Project Fees	0.00	0.0%	560.17	2.17%
Total Expenses	0.00	0.0%	3,669.23	14.23%
Total Special District Projects	0.00	0.0%	3,669.23	14.23%
Total Other Expense	0.00	0.0%	3,669.23	14.23%
Net Other Income	0.12	0.0%	-3,669.05	-14.23%
Net Income	-4,886.96	-18.22%	-6,643.84	-25.77%

Durham Irrigation District
General Ledger
As of January 31, 2021

Date	Num	Name	Memo	Paid Amount	Balance
Current Assets					214,809.77
Cash					174,139.07
01/04/2021		Deposit	Deposit	50.00	174,189.07
01/04/2021		Postalia		-150.00	174,039.07
01/04/2021		Bank Charge		-211.99	173,827.08
01/06/2021		Deposit	Deposit	288.40	174,115.48
01/07/2021		Deposit	Deposit	258.61	174,374.09
01/08/2021		Deposit	Deposit	134.86	174,508.95
01/11/2021		Deposit	Deposit	232.60	174,741.55
01/11/2021		Deposit	Deposit	148.10	174,889.65
01/11/2021		Deposit	Deposit	80.39	174,970.04
01/12/2021		Deposit	Deposit	60.23	175,030.27
01/13/2021		Deposit	Deposit	58.51	175,088.78
01/14/2021		Deposit	Deposit	215.00	175,303.78
01/15/2021		Deposit	Deposit	274.86	175,578.64
01/15/2021		State Compensation Ins...		-1,169.55	174,409.09
01/19/2021	9260	Kevin Phillips		-100.00	174,309.09
01/19/2021	9261	James M. Doyle		-100.00	174,209.09
01/19/2021	9262	Raymond Cooper		-300.00	173,909.09
01/19/2021	9263	Tozier's True Value Har...	supplies, paint, pvc	-70.89	173,838.20
01/19/2021	9264	Sierra Water Utility	chlorine	-1,194.44	172,643.76
01/19/2021	9265	Basic Laboratory	testing	-225.60	172,418.16
01/19/2021	9266	Ferguson Waterworks	supplies	-403.52	172,014.64
01/19/2021	9267	Brown General Engineer...	repairs	-3,444.23	168,570.41
01/19/2021	9269	R & R Horn	repairs	-4,510.37	164,060.04
01/19/2021	9270	Camp & McLaughlin	Jan 2021 rent	-450.00	163,610.04
01/19/2021	9271	AT & T		-257.03	163,353.01
01/19/2021	9272	PG & E		-3,787.92	159,565.09
01/19/2021	9273	Sequoyah		-100.00	159,465.09
01/19/2021	9274	Streamline		-75.00	159,390.09
01/19/2021	9275	Sheryl Bosman	Bookkeeping	-562.50	158,827.59
01/19/2021	9276	Carter Law Office		-922.50	157,905.09
01/19/2021	9277	Kamie Loeser		-5,101.25	152,803.84
01/19/2021	9278	Sierra Water Utility		-2,500.00	150,303.84
01/19/2021	9279	Sierra Water Utility		-1,562.50	148,741.34
01/19/2021	9280	SWRCB	annual water fees	-3,148.20	145,593.14
01/19/2021	9281	SWRCB	election costs	-605.61	144,987.53
01/19/2021	9282	Kamie Loeser	reimb. Staples/Amazon	-164.11	144,823.42
01/19/2021	9283	Recology		-108.43	144,714.99
01/19/2021		Deposit	Deposit	633.53	145,348.52
01/19/2021		Deposit	Deposit	145.44	145,493.96
01/19/2021		Deposit	Deposit	113.56	145,607.52
01/19/2021		Deposit	Deposit	71.99	145,679.51
01/19/2021		State Compensation Ins...		-370.93	145,308.58
01/19/2021	9284	FP Mailing Solutions	postage	-106.02	145,202.56
01/20/2021		Deposit	Deposit	156.92	145,359.48
01/21/2021		Deposit	Deposit	10,358.30	155,717.78
01/21/2021		Deposit	Deposit	42.57	155,760.35
01/22/2021		Deposit	Deposit	126.91	155,887.26
01/25/2021		Deposit	Deposit	31.62	155,918.88
01/26/2021		Deposit	Deposit	72.89	155,991.77
01/28/2021		Deposit	Deposit	5,476.56	161,468.33
01/28/2021		Deposit	Deposit	723.20	162,191.53
01/29/2021		Deposit	Deposit	6,908.17	169,099.70
01/29/2021		Deposit	Deposit	152.29	169,251.99
Total Cash				-4,887.08	169,251.99
Cash on Hand					100.00
Total Cash on Hand					100.00
Development Fees					26,193.24
Total Development Fees					26,193.24

Durham Irrigation District
General Ledger
As of January 31, 2021

Date	Num	Name	Memo	Paid Amount	Balance
Savings					14,377.46
01/29/2021		Deposit	Deposit	0.12	14,377.58
Total Savings				0.12	14,377.58
Total Current Assets				-4,886.96	209,922.81
CAPITAL ASSETS					548,231.14
Depreciable Assets					548,231.14
Equipment					43,002.14
Total Equipment					43,002.14
Mains					623,540.00
Total Mains					623,540.00
Pumps					172,575.00
Total Pumps					172,575.00
Structures					16,084.00
Total Structures					16,084.00
Wells					127,486.00
Total Wells					127,486.00
Less Accum. Dep'n					-434,456.00
Total Less Accum. Dep'n					-434,456.00
Total Depreciable Assets					548,231.14
Total CAPITAL ASSETS					548,231.14
Non-Depreciable Assets					20,331.00
Land					20,331.00
Total Land					20,331.00
Total Non-Depreciable Assets					20,331.00
Uncleared Checks					-100.00
Total Uncleared Checks					-100.00
NET POSITION					-566,549.00
Net Investment in Capital Asset					-566,549.00
Total Net Investment in Capital Asset					-566,549.00
Total NET POSITION					-566,549.00
Unrestricted Net Assets					-216,722.91
Total Unrestricted Net Assets					-216,722.91
Water Sales Income					0.00
OPERATING REVENUES					0.00
Water Sales					0.00
01/04/2021		Deposit	Deposit	-50.00	-50.00
01/06/2021		Deposit	Deposit	-288.40	-338.40
01/07/2021		Deposit	Deposit	-258.61	-597.01
01/08/2021		Deposit	Deposit	-134.86	-731.87
01/11/2021		Deposit	Deposit	-232.60	-964.47
01/11/2021		Deposit	Deposit	-148.10	-1,112.57
01/11/2021		Deposit	Deposit	-80.39	-1,192.96
01/12/2021		Deposit	Deposit	-60.23	-1,253.19
01/13/2021		Deposit	Deposit	-58.51	-1,311.70
01/14/2021		Deposit	Deposit	-215.00	-1,526.70
01/15/2021		Deposit	Deposit	-274.86	-1,801.56
01/19/2021		Deposit	Deposit	-633.53	-2,435.09
01/19/2021		Deposit	Deposit	-145.44	-2,580.53
01/19/2021		Deposit	Deposit	-113.56	-2,694.09
01/19/2021		Deposit	Deposit	-71.99	-2,766.08
01/20/2021		Deposit	Deposit	-156.92	-2,923.00
01/21/2021		Deposit	Deposit	-10,358.30	-13,281.30
01/21/2021		Deposit	Deposit	-42.57	-13,323.87
01/22/2021		Deposit	Deposit	-126.91	-13,450.78

Durham Irrigation District
General Ledger
As of January 31, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
01/25/2021		Deposit	Deposit	-31.62	-13,482.40
01/26/2021		Deposit	Deposit	-72.89	-13,555.29
01/28/2021		Deposit	Deposit	-5,476.56	-19,031.85
01/28/2021		Deposit	Deposit	-723.20	-19,755.05
01/29/2021		Deposit	Deposit	-6,908.17	-26,663.22
01/29/2021		Deposit	Deposit	-152.29	-26,815.51
Total Water Sales				-26,815.51	-26,815.51
Total OPERATING REVENUES				-26,815.51	-26,815.51
Total Water Sales Income				-26,815.51	-26,815.51
Contract Services					0.00
Accounting Fees					0.00
01/19/2021	9275	Sheryl Bosman	Bookkeeping	562.50	562.50
Total Accounting Fees				562.50	562.50
Legal Fees					0.00
01/19/2021	9276	Carter Law Office	legal fees	922.50	922.50
Total Legal Fees				922.50	922.50
Management & Administration					0.00
01/19/2021	9277	Kamie Loeser		5,101.25	5,101.25
Total Management & Administration				5,101.25	5,101.25
Total Contract Services				6,586.25	6,586.25
OPERATING EXPENSES					0.00
Administration					0.00
Board Stipends					0.00
01/19/2021	9260	Kevin Phillips		100.00	100.00
01/19/2021	9261	James M. Doyle		100.00	200.00
01/19/2021	9262	Raymond Cooper		300.00	500.00
Total Board Stipends				500.00	500.00
District Wages, Taxes, Insur.					0.00
Insurance					0.00
01/15/2021		State Compensation Ins...		1,169.55	1,169.55
01/19/2021		State Compensation Ins...		370.93	1,540.48
Total Insurance				1,540.48	1,540.48
Total District Wages, Taxes, Insur.				1,540.48	1,540.48
Fees, Dues, Memberships					0.00
01/19/2021	9280	SWRCB	annual water fees	3,148.20	3,148.20
01/19/2021	9281	SWRCB	election costs	605.61	3,753.81
Total Fees, Dues, Memberships				3,753.81	3,753.81
Office Expense					0.00
Postage					0.00
01/04/2021		Postalia		150.00	150.00
01/19/2021	9282	Kamie Loeser	reimb. Staples/Amazon	83.66	233.66
01/19/2021	9284	FP Mailing Solutions	postage	106.02	339.68
Total Postage				339.68	339.68
Supplies					0.00
01/19/2021	9282	Kamie Loeser	reimb. Staples/Amazon	80.45	80.45
Total Supplies				80.45	80.45

Durham Irrigation District
General Ledger
As of January 31, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
Website Hosting					0.00
01/19/2021	9274	Streamline		75.00	75.00
Total Website Hosting				75.00	75.00
Total Office Expense				495.13	495.13
Rent					0.00
01/19/2021	9270	Camp & McLaughlin	Jan 2021 rent	450.00	450.00
Total Rent				450.00	450.00
Software Fees					0.00
01/19/2021	9273	Sequoyah		100.00	100.00
Total Software Fees				100.00	100.00
Utilities					0.00
Garbage					0.00
01/19/2021	9283	Recology		108.43	108.43
Total Garbage				108.43	108.43
Gas & Electric					0.00
01/19/2021	9272	PG & E		3,787.92	3,787.92
Total Gas & Electric				3,787.92	3,787.92
Telephone/Internet					0.00
01/19/2021	9271	AT & T		257.03	257.03
Total Telephone/Internet				257.03	257.03
Total Utilities				4,153.38	4,153.38
Water System Maint,Repair,Repl					0.00
Regular Operations & Maint					0.00
O & M Supplies					0.00
01/19/2021	9263	Tozier's True Value Har...	supplies, paint, pvc	70.89	70.89
01/19/2021	9264	Sierra Water Utility	chlorine	1,194.44	1,265.33
01/19/2021	9266	Ferguson Waterworks	supplies	403.52	1,668.85
Total O & M Supplies				1,668.85	1,668.85
Water Testing Fees					0.00
01/19/2021	9265	Basic Laboratory	testing	225.60	225.60
Total Water Testing Fees				225.60	225.60
Total Regular Operations & Maint				1,894.45	1,894.45
Water System Repair & Repl.+					0.00
Contractor					0.00
01/19/2021	9267	Brown General Engineer...	repairs	3,444.23	3,444.23
01/19/2021	9269	R & R Horn	repairs	4,510.37	7,954.60
Total Contractor				7,954.60	7,954.60
Water Operator					0.00
01/19/2021	9278	Sierra Water Utility		2,500.00	2,500.00
01/19/2021	9279	Sierra Water Utility		1,562.50	4,062.50
Total Water Operator				4,062.50	4,062.50
Total Water System Repair & Repl.+				12,017.10	12,017.10
Total Water System Maint,Repair,Repl				13,911.55	13,911.55
Total Administration				24,904.35	24,904.35

Durham Irrigation District
General Ledger
As of January 31, 2021

Date	Num	Name	Memo	Paid Amount	Balance
Bank Service Charges					0.00
01/04/2021		Bank Charge		211.99	211.99
Total Bank Service Charges				211.99	211.99
Total OPERATING EXPENSES				25,116.34	25,116.34
NON-OPERATING REVENUE					0.00
Interest Income					0.00
01/29/2021		Deposit	Deposit	-0.12	-0.12
Total Interest Income				-0.12	-0.12
Total NON-OPERATING REVENUE				-0.12	-0.12
TOTAL				0.00	0.00

From: [Patrick Button](#)
To: [Durham Irrigation District](#)
Subject: Fwd: water tank
Date: Friday, January 15, 2021 11:03:49 AM

Kindest regards;



Patrick Button

----- Forwarded message -----

From: Patrick Button <patrickbuttonsr@gmail.com>
Date: Fri, Jan 15, 2021 at 11:01 AM
Subject: water tank
To: : Matt Doyle <matt.doyle101@gmail.com>

Hello Matt;

Please consider lining the existing water tank rather than replacing the tank, see below...

[Water storage tank liners](#) go inside of a water storage tank to ensure that the water stays in the best possible condition while it is in the tank. They protect against any possible contamination, leaking, and spillage, making the water storage tank more effective at holding water. If a water tank is holding water meant for human consumption, or potable water, **it is required that it has a water storage tank liner and other protective coatings installed.** Aside from the legal aspects of having a water storage tank liner, below are three more reasons you need water liner products.

1. Protect Against Spills and Leaks

If water is consistently escaping your tank because the water storage tank liners are not up to the proper standards, you are losing not only water, you are also risking the contamination of your water tank. If a gap or leak is large enough for water to be getting out, that means that there is enough room for unwanted things to get in. This could be harmful spores, mold, or even chemical contamination depending on the location of your water storage tank. Water tank liners prevent any possible contamination.

2. Protect Against Various Weather Conditions

If your water tank is outside, there are different weather conditions that can impact it. Things like rapidly changing temperatures, sunlight exposure, and different precipitation types can impact your water storage tank's ability to function as it should. By using water storage tank liners, you can ensure that no matter how much the weather changes, the water inside your tank stays in pristine condition.

3. There's Always a Correct Water Tank Liner

Although there are many different types of water storage tank liners, there is always a water tank liner that will work best for your storage container. A multitude of different materials can be used

as water tank liners, and each different material has its own use that will keep your water in perfect condition. This means that no matter what you're using the tank for, there will be an appropriate liner for it.

Not only are water storage tank liners important because they are **legally required** for any container holding potable water, but they are also important for the protection and longevity of your water tank.

Submit a Comment

Kindest regards;



Patrick Button

January 12, 2021

Information about PG&E's new Time-of-Use rates

33/0036941 0001

Energy Decision Maker
Durham Irrigation District
PO Box 98
Durham, CA 95938-0098

2/8/21 - see rates
for each PGE
acct.



Re: Notification of Transition to Time-of-Use Electric Rates for Businesses

Dear Valued Customer,

Starting this March, one or more of your business accounts is scheduled to transition to a new time-of-use rate plan as part of a requirement by the California Public Utilities Commission. These changes are happening because the growth of renewable energy on the grid has shifted peak demand times from afternoons to evenings.

This rate transition will affect the Service ID(s) referenced on the following pages.

PG&E is committed to helping business customers understand their energy use and succeed on a new time-of-use rate plan. An easy online rate analysis is available at pge.com/tou to show you your current rate plan and help you compare other available rate options.*

If you want to enroll now in a new time-of-use rate plan, you can do so before your eligible Service ID(s) are automatically enrolled in March.** Enroll by visiting pge.com/newtou. If you take no action today, you will receive one more notification in advance of the transition.

If any of your accounts are enrolled in Peak Day Pricing (as indicated on the back page), those accounts will also be transitioned to the revised Peak Day Pricing program, which is designed to work with eligible new Time-of-Use rate plans.

PG&E has resources that can help you save energy and money, including:

- **Business Energy Savings Tool**—Track your energy usage and get a customized energy savings plan for your business. pge.com/bec
- **Cost and Usage Tools**—View your usage patterns and see how changes in your operating schedule and shifts in weather can impact energy costs over time. pge.com/costandusage
- **Bill Forecast Alerts**—Stay on top of monthly energy bills and avoid surprises. pge.com/usagealerts

Learn more about the new time-of-use rate plans by visiting pge.com/tou or by calling our Business Customer Service Center at 1-800-468-4743.

Sincerely,

Your Partners at PG&E

*Rate cost comparison information is estimated by applying current rates to your last 12 months of electricity usage and assumes no change to how you use energy. An online rate analysis is not available to some solar customers or customers with certain meter types.

**If you have already changed to a new Business rate plan with later peak hours, or are a qualified solar delayed transition account, you will not be transitioned at this time and may disregard this letter.



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Account #: 5773099695-6

Service Address	Service ID#	Current Rate Plan	New Rate Plan	Peak Day Pricing*
0.25 Mi N/Burdick Rd Durham, CA 95938	5773099274	Lrg & Med Bus E19 Time-of-Use (HE19S)	Business Med-High Use (HB19S)	Yes

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*The growth in renewable energy has shifted peak demand time from afternoons to evenings. As a result, Peak Day Pricing Event Day hours are changing from 2-6 p.m. to 5-8 p.m. All customers currently enrolled in Peak Day Pricing will be transitioned to the revised version of this program with later Event Day hours, starting on March 1, 2021. Those customers that voluntarily move to a new Time-of-Use rate plan prior to March 1, 2021, will be unenrolled from Peak Day Pricing. For more information, visit pge.com/pdp.

Account #: 7938916943-8

Service Address	Service ID#	Current Rate Plan	New Rate Plan	Peak Day Pricing*
Holland Ave S/300 SERVISS ST Durham, CA 95938	7938916835	Small Business A1 Time-of-Use (HA1X)	Business Low Use (HB1)	Yes

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*The growth in renewable energy has shifted peak demand time from afternoons to evenings. As a result, Peak Day Pricing Event Day hours are changing from 2-6 p.m. to 5-8 p.m. All customers currently enrolled in Peak Day Pricing will be transitioned to the revised version of this program with later Event Day hours, starting on March 1, 2021. Those customers that voluntarily move to a new Time-of-Use rate plan prior to March 1, 2021, will be unenrolled from Peak Day Pricing. For more information, visit pge.com/pdp.

Service Address	Service ID#	Current Rate Plan	New Rate Plan	Peak Day Pricing*
Holland Ave E/S & 500ft S/Serviss St PUMP STATION Durham, CA 95938	6812590271	Lrg & Med Bus E19 Time-of-Use (HE19S)	Business Med-High Use (HB19S)	Yes

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*The growth in renewable energy has shifted peak demand time from afternoons to evenings. As a result, Peak Day Pricing Event Day hours are changing from 2-6 p.m. to 5-8 p.m. All customers currently enrolled in Peak Day Pricing will be transitioned to the revised version of this program with later Event Day hours, starting on March 1, 2021. Those customers that voluntarily move to a new Time-of-Use rate plan prior to March 1, 2021, will be unenrolled from Peak Day Pricing. For more information, visit pge.com/pdp.

Account #: 0596196710-5

Service Address	Service ID#	Current Rate Plan	New Rate Plan
9418 Midway # C Durham, CA 95938	0596196298	Small Business A1 Time-of-Use (HA1X)	Business Low Use (HB1)

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Account #: 9856464057-5

Service Address	Service ID#	Current Rate Plan	New Rate Plan	Peak Day Pricing*
9389 Goodspeed St Durham, CA 95938	9856464087	Small Business A6 Time-of-Use (HA6)	Business Low Use Alt (HB6)	Yes

RECEIVED FEB 08 2021

*The growth in renewable energy has shifted peak demand time from afternoons to evenings. As a result, Peak Day Pricing Event Day hours are changing from 2-6 p.m. to 5-8 p.m. All customers currently enrolled in Peak Day Pricing will be transitioned to the revised version of this program with later Event Day hours, starting on March 1, 2021. Those customers that voluntarily move to a new Time-of-Use rate plan prior to March 1, 2021, will be unenrolled from Peak Day Pricing. For more information, visit pge.com/pdp.



BUTTE LOCAL AGENCY FORMATION COMMISSION

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

Item 7.3

TO: Butte County Special Districts
Butte County Special District Association

FROM: Jill Broderson, Management Analyst

SUBJECT: Election of a Special District *Regular* "Non-Enterprise" Member and a *Alternate* "Enterprise/Non-Enterprise" Member

DATE: February 3, 2021

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

- One (1) Special District *Regular* "Non-Enterprise" Member. The term for this seat is four years and will begin June 1, 2021 and expire May 31, 2025; and
- One (1) Special District *Alternate* "Enterprise/Non-Enterprise" Member. The term for this seat is four years and will begin June 1, 2021 and expire in May 31, 2025.

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 Thursday, March 11, 2021, either by U.S. Mail, e-mail or hand delivered. Postmarks of March 11, 2021 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

ENTERPRISE SPECIAL DISTRICTS

Biggs-West Gridley Water District massa@bwgwater.com	1713 West Biggs Gridley Highway	Gridley, CA 95948	530-846-3317
Butte Water District morme@buttecountywater.net	735 Virginia Street	Gridley, CA 95948	530-846-3100
Durham Irrigation District info@didwater.org jeff@jccarterlaw.com	P.O. Box 98	Durham, CA 95938	530-343-1594
Lake Madrone Water District lmwd.shane@gmail.com vhoggins@minasianlaw.com	12 Star Road	Berry Creek, CA 95916	530-533-2885
Lake Oroville Area Public Utility District manager@loapud.com	1960 Elgin Street	Oroville, CA 95966	530-533-2000
Paradise Irrigation District tlando@paradiseirrigation.com gborrayo@paradiseirrigation.com	6332 Clark Road	Paradise, CA 95969	530-877-4971
Richvale Irrigation District searley@richvaleid.com	P.O. Box 147	Richvale, CA 95974	530-882-4243
Richvale Sanitary District avag2@pulsarco.com	P.O. Box 1	Richvale, CA 95974	530-882-4286
South Feather Water & Power Agency rmoseley@southfeather.com	2310 Oro-Quincy Highway	Oroville, CA 95966	530-533-4578
Thermalito Water & Sewer District jboucher@twsd.info	410 Grand Avenue	Oroville, CA 95965	530-533-0740
Western Canal Water District ted@westerncanal.com	P.O. Box 190	Richvale, CA 95974	530-342-5083

NON-ENTERPRISE SPECIAL DISTRICTS

Bangor Cemetery District bangorcemeterydistrict@outlook.com	P.O. Box 552	Bangor, CA 95914	530-679-0743
Berry Creek Community Service District jeffreyd@live.com	P.O. Box 387	Berry Creek, CA 95916	530-613-4166
Butte County Mosquito & Vector Control District mattball@buttemosquito.com	5117 Larkin Road	Oroville, CA 95965	530-533-6038
Butte County Resource Conservation District thad@bcrad.org	150 Chuck Yeager Way, Suite A	Oroville, CA 95965	530-534-0112
Butte Creek Drainage District ted@westerncanal.com	P.O. Box 190	Richvale, CA 95974	530-342-5083
Buzztail Community Services District robin@wildercustoms.com	P.O. Box 7303	Richvale, CA 95974	972-762-3511
Chico Area Recreation & Park District awillman@chicorec.com	545 Vallombrosa Avenue	Chico, CA 95926	530-895-4711
Drainage District #1 jeff@laughlinspence.com	1008 Live Oak Boulevard	Yuba City, CA 95991	530-671-1008
Drainage District #2 ted@westerncanal.com	P.O. Box 190	Richvale, CA 95974	530-342-5083
Drainage District #100 kcakin@digitalpath.net	P.O. Box 384	Richvale, CA 95974	530-882-4212
Drainage District #200 amclure@minsianlaw.com	P.O. Box 314	Richvale, CA 95974	530-533-2885
Durham Mosquito Abatement District aamadstormnet@gmail.com	P.O. Box 386	Durham, CA 95938	530-345-2875
Durham Recreation & Park District kelly@durhamrec.com districtmanager@durhamrec.com	P.O. Box 364	Durham, CA 95938	530-345-1921
El Medio Fire District emfdfire@sbcglobal.net	3515 Myers Street	Oroville, CA 95966	530-533-4484
Feather River Recreation & Park District shawn@frrpd.com	1875 Feather River Boulevard	Oroville, CA 95965	530-533-2011
Gridley-Biggs Cemetery District gridleybiggsceametry@yahoo.com	P.O. Box 494	Gridley, CA 95948	530-846-2537
Kimshew Cemetery District cemeterywoman1@gmail.com cemeteryman1734@gmail.com	P.O. Box 97	Magalia, CA 95954	530-877-1734
Oroville Cemetery District oroville.district@att.net	5646 Lincoln Boulevard	Oroville, CA 95966	530-533-2920
Oroville Mosquito Abatement District jeff@jccarterlaw.com	P.O. Box 940	Oroville, CA 95965	530-534-8383
Paradise Cemetery District paracem@jps.net	980 Elliott Road	Paradise, CA 95969	530-877-4493

Paradise Recreation & Park District dfseaff@paradiseprrd.com ccampbell@paradiseprrd.com	6626 Skyway	Paradise, CA 95969	530-872-6393
Pine Creek Cemetery District chiconut@gmail.com	6454 Kelly Lane	Chico, CA 95973	530-894-6532
Reclamation District #833 rd833@outlook.com	P.O. Box 247	Gridley, CA 95948	530-846-3303
Richardson Springs Community Services District bradley.j.olson@gmail.com admin@ywamchico.com	15850 Richardson Springs Road	Richardson Springs, CA 95973	530-893-6750
Richvale Recreation & Park District	P.O. Box 432	Richvale, CA 95974	
Rock Creek Reclamation District rockcreekreclamation@gmail.com	5556 Wilson Landing Road	Chico, CA 95926	530-345-3412
Sacramento River Reclamation District pminasian@minasianlaw.com	P.O. Box 1679	Oroville, CA 95965	530-533-2885
Thompson Flat Cemetery District ghunsicker@buttecounty.net	2081 Second Street	Oroville, CA 95965	530-552-3478
Upham Cemetery District ericman54@outlook.com	7096 La Porte Road	Bangor, CA 95914	530-713-1163

Item
8.1.a

Month:	January 2021		
Date	Task Description/Notes	Regular Hrs and Duties (M-F)	Additional Hrs (above 50hrs*/month)
1/1/21	Performed daily checks, checked lubrication of all pumps.	1.50	
1/4/21	Performed daily checks, checked lubrication of all pumps.	1.50	
1/5/21	Performed daily checks, checked lubrication of all pumps. Inspected fire hydrants, marked ones that are not connected or shouldn't be used black. Fixed leaking hydrant.	1.50	
1/6/21	Performed daily checks, checked lubrication of all pumps. Responded to 2 USA requests.	2.00	
1/7/21	Performed daily checks, checked lubrication of all pumps. Renewed yearly operational permits with Butte County Air Quality Management District for both Holland and Library sites.	2.00	
1/8/21	Performed daily checks, checked lubrication of all pumps. Topped oil of at Holland and Library. Collected quartly samples and delivered them to Basic Lab. Cleaned sites.	2.00	0.50
1/11/21	Performed daily checks, checked lubrication of all pumps. Scheduled JC Hernandez to clean Alley pump site.	1.50	
1/12/21	Performed daily checks, checked lubrication of all pumps. Responded to 1 USA Request. Inspected fire hydrants, marked ones that are not connected or shouldn't be used black. Fixed leaking	1.50	1.50
1/13/21	Performed daily checks, checked lubrication of all pumps. Responded to 1 USA Request.	1.75	
1/14/21	Performed daily checks, checked lubrication of all pumps.	1.50	
1/15/21	Performed daily checks, checked lubrication of all pumps. Cleaned sites.	2.00	
1/16/21	Met with JC Hernandez to have them clean Alley site.	1.00	
1/18/21	Performed daily checks, checked lubrication of all pumps.	1.50	
1/19/21	Performed daily checks, checked lubrication of all pumps.	1.50	
1/20/21	Performed daily checks, checked lubrication of all pumps.	1.50	
1/21/21	Performed daily checks, checked lubrication of all pumps.	1.50	
1/22/21	Performed daily checks, checked lubrication of all pumps.	1.50	
1/25/21	Performed daily checks, checked lubrication of all pumps. Contaced Peterson Tractor to service aux power at both sites.	1.50	
1/26/21	Performed daily checks, checked lubrication of all pumps. Responed to power outage call. Generator transfer swith functioned properly. Library site was running on AUX power when I arrived. Attempted to transfer service to Holland site. Nautral Gas motor wouldn't start. Battery could possibly need replacement.	1.50	1.50
1/27/21	Performed daily checks, checked lubrication of all pumps. Took battery from Holland site to get tested and starting amps were good. Battery is still in working order. Starter could possibly reaching the end of its duty cycle due to the nature of its use.	1.50	1.00
1/28/21	Performed daily checks, checked lubrication of all pumps.	1.50	

Date	Task Description/Notes	Regular Hrs and Duties (M-F)	Additional Hrs (above 50hrs*/month)
1/29/21	Performed daily checks, checked lubrication of all pumps.	1.50	
Subtotal Regular Hours		34.75	
Date	METER READING (assumes meter reading approx. 10 hrs/month)*		
1/27/21	Meter Reading	5.00	
1/29/21	Meter Reading	5.00	
Subtotal Meter Reading		10.00	
TOTAL REGULAR HOURS		44.75	
Total Additional Hours (above 50hrs/month)			4.50
Signature:	<i>Michael Butler</i>		
Title:	Operation's Assistant		



February 5, 2021

RECEIVED FEB 10 2021

Policy Number: 0437944-2020

Item 10.1.b.

DURHAM IRRIGATION DISTRICT
PO BOX 98
DURHAM, CA 95938

Dear Policyholder,

We have identified your policy as meeting the Workers' Compensation Insurance Rating Bureau requirement for a mandatory audit and we are reaching out to share with you the actions we are taking to support you and your business during the COVID-19 pandemic.

Our Premium Audit team is working from home for the benefit of everyone's health and safety. Our operations are fully functional and we are positioned to continue to provide you with the highest level of service and quality.

Here is what to expect with your audit:

- We have suspended all in-person visits; however, we will be able to conduct your audit remotely.
- The documents we need to conduct your audit, including payroll records, can be sent via email, fax, or standard mail.
- We've included additional information on how to submit your records in this packet.

As always, we look forward to guiding you through the premium audit process. Please don't hesitate to call our customer service center at 1-888-782-8338 and press 4 for Audit questions.

Sincerely,

Matt Pinnell
Payroll Auditor
(530) 223-7828
mapinnell@scif.com
<http://www.statefundca.com/PA>

February 5, 2021



MAIL IN AUDIT
Policy Number: 0437944-2020- 21
Due Date: February 21, 2021

DURHAM IRRIGATION DISTRICT
 PO BOX 98
 DURHAM, CA 95938

Dear Policyholder,

Thank you for choosing State Fund to service your workers' compensation needs. The provisions of your policy require a review of your business records to determine the actual payroll subject to Workers' Compensation for the period of 1/1/2020 to 1/1/2021. See <http://www.statefundca.com/PA> for additional details.

Please carefully review the following eight requirements for your payroll audit. Send all applicable records by **February 21, 2021**. See next page about "Sending Your Records".

1. State Quarterly DE9C (Quarterly Wage & Withholding Report) filed with EDD. Reports as follows: **1st, 2nd, 3rd ,and 4th Quarters of 2020 Quarter of 2020** .
2. For **each** of the following check date ranges, provide either your Payroll Summaries, Payroll Journals, Payroll Check Registers, Employee Earnings Records, or similar reports:

Date Ranges:

1/1-3/31/20

4/1-6/30/20

7/1-9/30/20

10/1-12/31/20

**** HELPFUL TIPS ****

For multiple classifications, submitted records must show how much payroll belongs in each class code. If we are unable to determine employee classifications from your records, the payroll will be assigned to the highest rated classification

To assure Overtime Excess credit, payroll records must specify overtime hours and pay with applicable class codes (for verification)

3. If you claim **no employees**, provide a copy of your Business Check Register or copies of **all** Bank Statements and **all** canceled checks covering the policy period. (**See page 3, Section I, for additional requirements**)
4. Complete attached Business Operations and Waiver Form (mandatory), Subcontractor and Clerical/Sales Form (if applicable).
5. To validate the high wage/low rate classification(s) for construction policies, you must provide employee time cards. The time cards must represent any four (4) calendar weeks within the policy period. (**See page 3, Section II, for additional details**)
6. If you used any sub-contractors, you must provide the name, CSLB license number, the amount paid, job duties performed and copies of workers' compensation certificates of insurance.
7. Include any filed 1099's and 1096.
8. Other: You may be required to provide additional information during the time of the audit.

“Sending Your Records” Options

E-mail records to: mapinnell@scif.com

Or

Fax records to: (530) 722-3252

Or

Mail copies of records to:

Matt Pinnell
c/o: State Fund - Premium Audit
P.O. Box 969000
Vacaville, CA 95696

Helpful Tips:

1. Email is the quickest method.
2. File size attachment limit is 8mb per email*
3. Limit faxes to 25 pages or less*
4. Our system restricts our access to DropBox or any other online file sharing sites.
5. Flash Drives are acceptable. Please note that our system encrypts the drive, and it cannot be returned.

***May require multiple transmissions**

If you have additional questions, please email or call me.

Sincerely,

Matt Pinnell
Payroll Auditor
Phone: (530) 223-7828
Fax: (530) 722-3252
Email: mapinnell@scif.com

Your policy states “final premium will be determined ...by using the actual premium basis and the proper classifications...” Non-compliance with the audit will result in an estimated final bill and potential loss of your initial deposit. The estimated final bill does not release you from your obligation to finalize your policy by payroll audit, and may have a negative impact on your experience modification.

Enc: Business Operations, Waiver, Subcontractor and Clerical/Sales Form
cc: Policy File

SECTION I: REQUIRED DOCUMENTS, IF REPORTING NO PAYROLL

- Federal Tax Returns with all attachments (i.e. 1040 Schedule C, Corp 1120, etc.)
- One of the following: General Ledger, Check Register or Cancelled Checks with Bank Statements
- Records of Cash Payments
- Subcontractors Certificates of Insurance, License #'s and payment records
- 1099s and 1096 (if issued)

SECTION II: HIGH WAGE / LOW RATE CLASSIFICATION(S)

If two-tier construction classes or segregation by class code of a single employee's pay was used during the audit period, provide copies of original time cards showing hours worked, daily start/stop times, hourly wages and description of work done. For each eligible employee provide time cards and corresponding paystub for any four (4) week calendar period during the policy period to verify the hourly rate.

ADDITIONAL DOCUMENTS WHICH MAY BE REQUIRED

- Federal (941's) Quarterly Payroll Tax Returns
- One of the following: General Ledger, Check Register, or Cash Disbursement Journal
- Records of Cash Payments
- Section 125 payroll (by Month or Quarter) segregated & summarized by class code
- Certified Payroll Records & Summarized Breakdown of Fringe Benefits for Prevailing wages
- Copies of Owner Controlled Insurance Plan (OCIP) Payroll Reports & Certificates of Insurance
- Breakdown by class code of payroll for each job with a Waiver of Subrogation**
- Mileage Logs
- Value of Lodging provided to Employees
- Trust Accounts Check Registers for all properties managed
- Volunteer Labor Roster and record of hours worked
- Employee Tool Reimbursement Plan Records



Clerical / Sales Form

Policy Name: **Durham Irrigation District**

Policy Number: **WC- 0437944-2020- 21**

Only complete and return if you had clerical or sales employees during the policy period. If more space is needed, please attach additional pages to this form.

CLERICAL OFFICE EMPLOYEES:

Name(s):	Job Title:	Job Duties (list a minimum of 3 tasks):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OUTSIDE SALES EMPLOYEES:

Name(s):	Job Title:	Job Duties (list a minimum of 3 tasks):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completed by: _____

Title: _____ Date: _____

Business Operations Form

Policy Name: Durham Irrigation District

Policy Number: WC- 0437944-2020- 21

Preferred contact name, email address and telephone number:

Business website address:

Provide a **“detailed description”** of your business operations (i.e., services provided, description of process, end product, etc.):

List the type of materials and/or equipment used for your business operations:

Provide a **“detailed description”** of employee job duties and their supervisor for each. *(Note: If policy has more than one (1) classification, please provide employee job duties for each classification):*

Date

Policyholder Authorized Signature

Print Name

Title

