DURHAM IRRIGATION DISTRICT
SERVING OUR COMMUNITY SINCE 1948

9418-C Midway/PO Box 98
Durham, CA 95938
(530) 343-1594
www.didwater.org

Durham Irrigation District
Board of Directors - Meeting Agenda

June 9, 2020 - 5:30 PM
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 June 9, 2020 Board of Directors Meeting 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 Tuesday, June 9, 2020 and they will be read into the record.

If the public would like to comment on an item during the meeting, please send an email to info@didwater.org, and you will be sent a password to enter the meeting.

To access the live meeting, you have the following options:

1. Directly from your mobile phone you can tap:
    a. +16699006833,,495193613# US (San Jose)
2. Dial-in using your landline or mobile phone to:
    a. (669) 900-6833
    b. When prompted, use Meeting ID: 495 193 613, you will need to manually enter the password (to obtain the password see #4 below).
3. From a web browser https://zoom.us/join:
    a. When prompted, use Meeting ID: 495 193 613, you will need to manually enter the password (to obtain the password see #4 below).
4. You will need the password to join the meeting, please email **info@didwater.org** to obtain the password prior to or during the meeting, we will monitor email during the meeting.

Board of Directors:	**District Staff:**
Matt Doyle, Chair	Kamie Loeser, General Manager
Raymond Cooper	Mark Adams, District Engineer
Kevin Phillips	Jeff Carter, District Counsel
	Rex Munroe and Mike Butler, Water Operator

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

Posted: June 5, 2020 at 9418-C Midway, Durham, CA 95938 and Online at www.didwater.org
Prior to: 5:00 pm

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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 Information/Possible Action)*

5. CORRESPONDENCE *(All items Information/Possible Action)*

5.1. Email Correspondence from Mr. Pat Button, May 13, 14, and 19, and June 3, 2020, and associated attachments. ***No Action Requested - Informational Purposes Only.***

6. CONSENT AGENDA

6.1. Board Meeting Minutes. ***Action Requested: the Board of Directors approve the minutes as submitted.***

6.1.1. Minutes for Regular Meeting held on May 12, 2020

6.2. Payment of monthly bills and approve the warrant sheet and refund register May 13th through June 9, 2020. ***Action Requested: the Board of Directors authorize payment of the monthly bills and approve the warrant sheet, deposit, and refund registers.***

6.2.1. Deposit Register includes the following Development Project Fees/Payments:

- Birchard Parcel Map/Symmes: $4,480.08
- Black Diamond Subdivision: $2,409.16, final payment

7. REGULAR AGENDA

7.1. Items Removed from Consent Agenda

7.2. Monthly Financial Report - *Action Requested - that the Board of Directors review and approve the Monthly Financial Report*

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8. WATER OPERATIONS BUSINESS *(All items Information/Possible Action)*

8.1. Daily Log for May 2020

8.1.1. Work Orders – (Operator Rex Munroe/Mike Butler): Update on repairs conducted in May.

8.2. Lead Service Lines Replacement Timelines, Webinar Summary and discussion of approach to compliance with reporting requirements - (Manager Loeser, Operator Butler, Operations Committee/Cooper).

9. MANAGER REPORT / ONGOING BUSINESS *(All items Information/Possible Action)*

9.1. USBR Water System Infrastructure Efficiency Project Grant.

9.2. Update on Online Bill Pay and Fee Waiver.

9.3. Customer Accounts:

9.3.1. Updates to Owner / Occupant Contact Information.

9.3.2. Establishment of Payment Plan Options for delinquent accounts. ***Action Requested: Discuss and approve manager's discretion in establishing Payment Plans for delinquent accounts.***

9.4. Policies and Procedures Document

9.4.1. Chapter 7 - Water Rates, Operating Fees, and Billing Procedure. ***Action Requested: Review and Approve Revised Chapter 7.***

9.5. Development Project Updates

9.5.1. Dedication of Water Main Service Lines - Black Diamond Holdings. ***Action Requested: Acceptance of the Dedication of Service Facilities, including the Mainline Extension, resulting from 9156 Holland Avenue, Butte County Parcel Map 16-0011, Black Diamond Holdings)***

9.5.2. Midway Estates - Update on Status.

9.6. Contract for On-Call Engineering Services. ***Action Requested - that the Board of Directors consider and approve an annual on-call engineering services agreement, with option for annual extensions, at rate set forth in Exhibit A: Scope of Work/Fee Schedule.***

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10. MANAGER REPORT / NEW BUSINESS *(All items Information/Possible Action)*

10.1. Correspondence From Candace J. Grubbs, County Clerk-Recorder/Registrar of Voters, RE: November 3, 2020 General Election. Notice of Elective Offices to be filled. The positions up for election are: Director Raymond Cooper and Director Matt Doyle. These are 4-year terms. ***Action Requested: Review, confirm, or change the information on the "Notice to County Clerk of Elective Offices to be Filled" - the Notice must be signed by District Manager / District Secretary and returned by July 1, 2020.***

11. ATTORNEY REPORT *(All items Information/Possible Action)*

None.

12. BOARD OF DIRECTOR'S REPORTS/SPECIAL ASSIGNMENTS

12.1. VINA GSA Management Committee Update *(All items Information/Possible Action)*

12.1.1. Next Vina GSA Stakeholder Advisory Committee (SHAC) Meeting, scheduled for June 16, 2020 (Zoom Meeting, to be attended by General Manager, Kamie Loeser)

12.1.2. Special Board Meeting Rock Creek Reclamation District (Attorney Carter).

12.1.3. Additional information from GSA Management Committee or Board representatives.

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

14. ADJOURNMENT

Adjournment to the next meeting of the Board of Directors of Durham Irrigation District.

- 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

Subject: FW: Water connection Fees
Attachments: ScannedImages_001853.jpg; ScannedImages_001854.jpg; ScannedImages_001855.jpg

From: Patrick Button <patrickbuttonsr@gmail.com>
Sent: Wednesday, June 3, 2020 3:52 PM
To: Jeff Carter <jeff@jjcarterlaw.com>
Subject: Water connection Fees

Patrick Button
9365Goodspeed Street
Durham, Ca 95938
Phone (530) 894-5687
patrickbuttonsr@gmail.com

June 3, 2020
Jeff Carter
Durham Irrigation District

RE: DURHAM IRRIGATION DISTRICT WATER BOARD WITHHELD CCCI WATER CONNECTION FEE INCREASES FOR FISCAL YEARS 2012/2013, 2013/2014, 2014/2015. RESULTING IN A SUBSTANTIAL LOSS OF REVENUES.

The new meter installation fees for water effective April 1, 2011 were supposed to be increased on July 1, of each fiscal year based on any increase in the cost of living over the preceding fiscal year as measured by the Engineering News Record Construction Cost Index for the San Francisco Region published most recently July 1 of the previous fiscal year (the Cost of Living Adjustment). These increases were never applied. The amount of the CCCI adjustments are…
2012 (1.5%), 2013 (2.3%), 2014 (1.3%), 2015 (2.2%), 2016 (4.4%), 2017 (3.5%), 2018 (1.3%), 2019 (3.6%).

I have ask you several times over the years for an explanation and it wasn't until the last Water Board meeting that you said that the increase would create an economic hardship for builders of new construction. I would like for you to provide the names of other Water Districts in California that provided the same consideration to their connection fees. This is a large amount of revenue that is lost when the CCCI is applied to past and future connection fees.

Please give this matter your attention as the Water Districts ratepayer are having some economic hardship of their own. Thank you.

Kindest regards;

Durham Irrigation District

From: Patrick Button <patrickbuttonsr@gmail.com>
Sent: Tuesday, May 19, 2020 3:54 PM
To: Durham Irrigation District
Subject: Re: Fw: Draft letter to Matt Doyle
Attachments: ScannedImages_001857.jpg; ScannedImages_001856.jpg; ScannedImages_001858.jpg; ScannedImages_001828.jpg; ScannedImages_001859.jpg

Hello Kamie;
The District did not increase the new water meter connection fees for all meter sizes as per the California Construction Cost Index as stated in their 2011 notice. The reasoning for not making the increases does not make sense to me as other water districts in the state did apply the cost of living increase to their water connections. Please see below.

Kindest regards;

Patrick Button

On Thu, May 14, 2020 at 6:22 PM Patrick Button <patrickbuttonsr@gmail.com> wrote:

> Hello Kamie;
> Thank you for getting back to me so quickly. I don't think that you understood the issue completely, because of the fact that the District did not apply the CCUI increase to the new meter installation fees, it resulted in a decrease of approximately $1000.00 per connection. This amount was never considered and when it is compared to the new connection fees it shows a significant loss in revenue from developers, which ratepayers will have to make up. Please see the attachments below as to how to recover from this oversight.
>
> Kindest regards;
>
>
>
> Patrick Button
>
> On Thu, May 14, 2020 at 4:57 PM Durham Irrigation District <info@didwater.org> wrote:
>
> > Good Afternoon Pat,
> > I have received your letter addressed to Matt Doyle, and have forward it on to both him and Jeff Carter.
> >
> > Thank you for sharing your concerns and comments.
> >
> > Per your letter, your specific request is that the Board provide the names of other Water Districts in Butte County who reduced their installation fees to accommodate developer hardships - I think this is in reference to the 2011 - 2015 water meter installation fees (post recession), since the District raised the connection fees for 1" and 1 1/2 " meters in 2018, which is the size of the meter that new residential development would be installing. In addition, developers

would be required to pay for and construct all other improvements to the system, in order to receive service (i.e., extension of water mains to the development).

Thank you again for your input.

Kamie Loeser, General Manager
Durham Irrigation District
Mailing: P.O. Box 98, Durham, CA 95938
Street: 9418-C Midway
info@didwater.org
(530) 343-1594
www.didwater.org

Our office lobby is temporarily closed to the public; however we are available by phone on Tues. 1:00-5:00PM or Thurs. 9:00AM-1:00PM or email at info@didwater.org

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From: Patrick Button <patrickbuttonsr@gmail.com>
Sent: Wednesday, May 13, 2020 1:34 PM
To: Durham Irrigation District <info@didwater.org>
Subject: Draft letter to Matt Doyle

Hello Kamie;
Here is a copy of a draft letter as well as a copy of the back page of the Districts March 14, 2011 notice of a water rate increase for your review.
Please let me know if you have any questions or concerns.

Kindest regards;

Patrick Button

Patrick Button
9365 Goodspeed Street
Durham CA. 95938
Phone (530) 894-5687
Email patrickbuttonsr@gmail.com

May 13, 2020

Matt Doyle
Chairman Board of Directors
Durham Irrigation District
PO Box 98
Durham CA. 95938

RE: NEW METER INSTALLATION FEES FOR WATER FISCAL YEARS 2011/20, 2012/2013, 2013/2014, 2014/2015, WERE NOT INCREASED BASED ON THE CALIFORNIA CONSTRUCTION COST INDEX AS STATED IN THE DISTRICTS MARCH 2011 RATE INCREASE NOTICE

Dear Mr. Doyle;

I am not against community development. I do believe however that a developer's only concern is to make money, which is okay just as long as the money they make doesn't come out of my neighbors' pockets. This having been said, I was alarmed during last night's water board meeting when Jeff Carter, the Districts legal Counsel explained that increasing the 2011 thru 2015 water meter installation fees based on the cost of living index, would have been a financial hardship for developers and as such the installation fees were never increased. This decision has resulted in a financial profit for developers and potentially an even greater financial loss for the District.

I am attaching a copy of the back page of the Water Districts March 14 2011 notice of proposed water rate increases. In which the notice states in part that..."Keeping in mind the strong position of the Board of Directors of Durham Irrigation District that new growth should bear its own costs." The notice goes on further to state..."Despite these rate increases the Board of Directors of Durham Irrigation District prides itself that the rates for its services and connections will remain among the lowest in the County." I have added the CCCI chart that shows what the adjustment in installation fees should have been, please keep in mind that there are a few new proposed developments that when the fee increases are added up could lead to tens of thousands of dollars in lost revenues for the District. Please give this matter some thought. I would not want to see the district raise future water rates to cover the cost of helping out developers with their installation fees. I would also like the Board to provide the names of other Water Districts in Butte County who reduced their installation fees to accommodate developer hardships.

I brought this matter to the attention of the Butte County Grand Jury earlier this year before the reasoning was given by Jeff Carter at last night's Board meeting.

I want you to know that water connection fees are not regulated by California Proposition 218 and is settled law and as a result connection fees can be adjusted at any time and as often as desired.

should bear its own costs, the District is considering increasing its New Meter Installation Fees for Water for the 2011/2012 fiscal year, as follows:

2011/2012
NEW METER INSTALLATION FEES FOR WATER

Meter Size	2011/2012 (Effective April 1, 2011)
3/4"	$6,723
1"	$8,840
1 1/2"	$13,857
2"	$32,720

Proposed connection fees for fiscal year 2012/2013, 2013/2014 and 2014/2015 shall be increased on July 1 of each fiscal year based on any increase in the cost of living over the preceding fiscal year as measured by the Engineering News Record Construction Cost Index for the San Francisco Region published most recently preceding July 1 of the subject fiscal year as compared to that published most recently preceding July 1 of the previous fiscal year (the Cost of Living Adjustment).

Despite these rate increases, the Board of Directors of Durham Irrigation District prides itself that the rates for its services and connections will remain among the lowest in the County.

If you wish to comment upon or protest the proposed rate increases, please submit written comments addressed to the Board of Directors at the address appearing below no later than 5:00 p.m. on Thursday, March 10, 2011 or appear in person at the public hearing. At the hearing, the Board of Directors will consider all comments received by it before making any decision to increase the rates as set forth above.

Should you have any questions concerning the foregoing, please contact Nick Gore, President of Durham Irrigation District, at P.O. Box 98, Durham, California 95938, telephone number 530-343-1594.

$6,723.00 X 1.5%= $6824.00 + 2.3% = $6981.00 + 1.3% + $7072.00 + 2.3% = $7228.00
(2012) (2013) (2014) (2015)

California Construction Cost Index (CCCI)

Month	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	6596	6373	6106	6073	5898	5774	5683	5592	5260	5309	4983	4869	4620
February	6596	6373	6132	6077	5896	5782	5683	5624	5262	5295	4983	4868	4603
March	6596	6373	6248	6089	5953	5777	5738	5627	5268	5298	4999	4871	4597
April	6596	6461	6249	6062	5956	5786	5740	5636	5270	5296	5004	4872	4600
May		6453	6240	6069	5957	5796	5735	5637	5378	5288	5023	4886	4589
June		6470	6238	6055	5961	5802	5754	5643	5394	5276	5065	4842	4593
July		6474	6245	6055	5959	5804	5750	5654	5401	5263	5135	4849	4609
August		6620	6244	6055	5959	5801	5778	5667	5401	5265	5142	4851	4616
September		6620	6267	6113	5959	5802	5777	5668	5381	5264	5194	4942	4619
October		6596	6343	6114	5969	5911	5780	5675	5591	5259	5393	4943	4867
November		6596	6344	6109	5981	5905	5779	5680	5599	5259	5375	4978	4891
December		6596	6373	6108	5977	5901	5768	5680	5596	5262	5322	4981	4877
Annual % *		3.5%	4.4%	2.2%	1.3%	2.3%	1.5%	1.5%	6.3%	-1.1%	6.8%	2.1%	5.4%

California Supreme Court Rules that Water Connection Fees for New Connections not Subject to Proposition 218's Voter Approval Requirement

Richmond v. Shasta Community Services District (2004) 32 Cal.4th 409

The issue in this case was whether a water district's increase of its two component water connection fees violated Proposition 218's voter approval requirement. Proposition 218, the Right to Vote on Taxes Act, was approved by California voters in 1996 and added articles XIIIC and XIIID to the California Constitution. The Shasta Community Services District ("SCSD") operates a water system for residential and commercial users and a volunteer fire department that provides fire suppression and emergency services.

The SCSD adopted an ordinance that established a capacity fee and a fire suppression fee for new water service connections. The SCSD later adopted a resolution which amended the ordinance. Several owners within the district challenged the SCSD's resolution, alleging that: (1) the resolution imposed an assessment within the meaning of article XIIID, but the SCSD failed to satisfy the constitutional requirements (i.e., voter approval) for imposing an assessment; (2) the fire suppression fee was a fee or charge within the meaning of article XIIID, and it violated the prohibition against fees or charges for general governmental services; and (3) the original ordinance could only be amended by another ordinance, not a mere resolution.

The trial court concluded that the connection fee was not a special assessment but a development fee exempt from article XIIID and that the fire suppression charge was merely a continuation of a fee imposed before article XIIID was imposed. The trial court also found that the connection fee could be legally adopted by a resolution and the enactment of an ordinance was not required. On plaintiff's appeal, the Court of Appeal

affirmed the trial court's judgment, except as to the fire suppression charge. With regard to the fire suppression charge, the Court of Appeal held that the fire suppression charge violated the constitutional provision prohibiting the imposition of any fee or charge for governmental services if the service is available to the public at large in substantially the same manner on real property owners.

The California Supreme Court reversed, holding that both the capacity and fire suppression fees imposed as a condition of making a new connection to a water system, are not "property assessments" or "property-related fees" subject to the voter approval requirements of article XIIID. In its holding, the Court focused on the definition of several terms defined in article XIIID. Article XIIID defines an "assessment" as "any levy or change upon real property . . . for a special benefit conferred upon the real property . . . ." It defines a "special benefit" as "a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large . . . ."

The Court also considered the requirements and procedures that article XIIID imposes on assessments. Specifically, article XIIID requires that an agency imposing an assessment identify "all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed." In contrast, SCSD could not identify the parcels upon which the capacity charge would be imposed because the capacity charge was imposed only on property owners who applied for a new service connection.

The Court found that the proper conclusion to be drawn from this impossibility of compliance was that an assessment within the meaning of article XIIID must not only confer a special benefit on real property, but also be imposed on identifiable parcels. Because the SCSD did not impose the capacity charge on identifiable parcels, but only on individuals who request a new service connection, the capacity charge was not an assessment within the meaning of article XIIID, and not subject to Proposition 218 voter approval requirements. A key point the Court focused on was that this case concerned only the imposition of costs on new connections and that presumably, any costs imposed on customers receiving service through existing connections would be subject to Proposition 218's voter approval requirements, and thus their consent. Here

customers who apply for new connections gave their consent through the act of applying.

With regard to the fire suppression charge, the Court reversed the Court of Appeal ruling. Article XIIID provides that "no fee or charge may be imposed for general governmental services including, but not limited to, police, fire, ambulance or library services, where the service is available to the public at large in substantially the same manner as it is to property owners." The appellate court held that the evidence showed that the SCSD used the proceeds of the fire suppression component of the connection fee to purchase equipment for its volunteer fire department, including both firefighting equipment and emergency medical equipment. Furthermore, the fire department provides firefighting and emergency medical services to the public at large. In the opinion of the appellate court, the SCSD's fire suppression charge is "imposed for general governmental services" within the meaning of article XIII D, and it is prohibited by that provision if it satisfies article XIII D's definition of a "fee or charge."

The SCSD argued that the connection fee, including its fire suppression component, did not fall within article XIII D's definition of a fee or charge because it is not imposed "upon a parcel or upon a person as an incident of property ownership." The SCSD does not impose the fee on parcels of real property but on persons who apply for a water service connection. The SCSD does not impose the fee on such persons "as an incident of property ownership" but instead as an incident of their voluntary decisions to request water service. The California Supreme Court agreed that a connection charge, because it is not imposed "as an incident of property ownership," is not a fee or charge under article XIII D. The connection fee in this case was not imposed simply by virtue of property ownership, but instead it was imposed as an incident of the voluntary act of the property owner in applying for a service connection. Finally, the Court found that the SCSD could use a resolution to amend an ordinance.

In conclusion, this case turned on the fact that the fees were imposed only on the self-selected group of water service applicants, and not on real property that the District has identified or is able to identify. Because neither fee could ever become a charge on the property itself, neither fee was subject to the voter approval requirements of Proposition 218.

Thermalito Water and Sewer District

Policy and Procedures

Policy Title: Water/Sewer Connection Fees
Policy Number: 1.210
Adopted: September 16, 2014

New Meter Installation Rates*
FY 2013/2014

	Class I	Class II	Class III	Class IV
1" Type A	$ 8,872.78	$ 9,269.85	$ 9,468.38	BID
1" Type B	$ 12,211.01	$ 13,323.31	$ 13,839.08	BID
1 ½"	$ 18,027.83	$ 19,213.88	$ 19,865.61	BID
2"	$ 38,730.83	$ 40,005.66	$ 40,671.61	BID
3"	$ 61,889.46	$ 63,670.54	$ 64,780.83	BID
4"	$ 94,205.09	$ 96,235.73	$ 97,535.85	BID
6"	$158,157.43	$160,569.74	$162,192.04	BID

*For multiple units please see attached spreadsheet

Type A/B: Type A customers utilize the flow characteristics of a ¾" meter, but are required to install a 1" meter per the California Fire Code, while Type B customers have the potential to utilize a 1" flow meter to capacity.

Class I: Drop-in Connection – Includes a connection within infrastructure already developed by others.

Class II: Main Side Connection – Includes a water connection which ties into the TWSD water main on the same side of the road as the main line.

Class III: Cross Side Connection – Includes a water connection which ties into the TWSD water main on the other side of the road as the main line. A road crossing is required.

Class IV: Jurisdictional – Includes a water connection which ties into the TWSD water main within a roadway which required coordination with Caltrans, Butte County, City of Oroville or other local jurisdiction.

* *

Sewer Connections**
FY 2013/2014

ZONE A	ZONE B
$10,284.20	$10,411.92
50.00 PERMIT	50.00 PERMIT
$10,334.20	$10,461.92
125.00 LATERAL	125.00 LATERAL
$10,459.20	$10,586.92

** Extension fees on some properties.

This policy was approved at the September 16, 2014 Board of Directors meeting by the following votes.

Following vote:

Ayes: Directors Hatley, Pulley, Taggart, Thompson and Reynolds

Nayes:

Abstentions:

Absent:

Ernest Reynolds, President

Jayme Boucher, Secretary

Policy 1.210 Meter Installation Rates

MAX UNITS			I		II		III		IV	
1	1"	Type A								
		Labor	198.53		595.60		794.13		BID	
		Equipment	0.00		0.00		0.00		BID	
		Administrative Fee	87.55		87.55		87.55		87.55	
		Meter/Material	236.49		236.49		236.49		BID	
		Source Development	7,154.38		7,154.38		7,154.38		7,154.38	
		Capacity Fee	1,060.90		1,060.90		1,060.90		1,060.90	
		Processing Fee	134.93		134.93		134.93		134.93	
up to 3	1"	Type B		< 1 Unit		< 1 Unit		< 1 Unit		
		Labor	198.53		595.60		794.13		BID	
		Equipment	0.00		400.16		533.54		BID	
		Administrative Fee	87.55		87.55		87.55		87.55	
		Meter/Material	236.49		551.57		735.42		BID	
		Source Development	10,492.61	13,991.52	10,492.61	13,991.52	10,492.61	13,991.52	10,492.61	13,991.52
		Capacity Fee	1,060.90		1,060.90		1,060.90		1,060.90	
		Processing Fee	134.93	236.90	134.93	236.90	134.93	236.90	134.93	236.90
up to 7	1.5"	Labor	213.98		641.95		855.93		BID	
		Equipment	0.00		480.50		640.66		BID	
		Administrative Fee	87.55		87.55		87.55		87.55	
		Meter/Material	555.17		832.76		1,110.34		BID	
		Source Development	15,877.45	24,145.25	15,877.45	24,145.25	15,877.45	24,145.25	15,877.45	24,145.25
		Capacity Fee	1,060.90		1,060.90		1,060.90		1,060.90	
		Processing Fee	232.78	236.90	232.78	236.90	232.78	236.90	232.78	236.90
up to 11	2"	Labor	213.98		*641.95*		*855.93*		*BID*	
		Equipment	0.00		320.33		640.66		BID	
		Administrative Fee	87.55		87.55		87.55		87.55	
		Meter/Material	658.17		1,184.71		1,316.34		BID	
		Source Development	36,271.45	46,309.19	36,271.45	49,309.19	36,271.45	49,309.19	36,271.45	49,309.19
		Capacity Fee	1,060.90		1,060.90		1,060.90		1,060.90	
		Processing Fee	438.78	236.90	438.78	236.90	438.78	236.90	438.78	236.90
up to 20	3"	Labor	670.79		2,012.37		2,683.16		BID	
		Equipment	354.32		531.48		708.64		BID	
		Administrative Fee	87.55		87.55		87.55		87.55	
		Meter/Material	2,098.73		2,361.07		2,623.41		BID	
		Source Development	57,384.39	81,153.69	57,384.39	81,153.69	57,384.39	81,153.69	57,384.39	81,153.69
		Capacity Fee	1,060.90		1,060.90		1,060.90		1,060.90	
		Processing Fee	232.78	236.90	232.78	236.90	232.78	236.90	232.78	236.90
up to 34	4"	Labor	730.53		2,191.58		2,922.11		BID	
		Equipment	384.19		576.29		768.38		BID	
		Administrative Fee	87.55		87.55		87.55		87.55	
		Meter/Material	3,019.96		3,397.46		3,774.95		BID	
		Source Development	87,872.39	128,333.85	87,872.39	128,333.85	87,872.39	128,333.85	87,872.39	128,333.85
		Capacity Fee	1,060.90		1,060.90		1,060.90		1,060.90	
		Processing Fee	1,049.57	236.90	1,049.57	236.90	1,049.57	236.90	1,049.57	236.90
up to 67	6"	Labor	790.01		2,370.03		3,160.04		BID	
		Equipment	413.55		620.32		827.09		BID	
		Administrative Fee	87.55		87.55		87.55		87.55	
		Meter/Material	5,004.15		5,629.67		6,255.19		BID	
		Source Development	149,085.29	228,892.73	149,085.29	228,892.73	149,085.29	228,892.73	149,085.29	228,892.73
		Capacity Fee	1,060.90		1,060.90		1,060.90		1,060.90	
		Processing Fee	1,715.98	236.90	1,715.98	236.90	1,715.98	236.90	1,715.98	236.90

Adopted 9/16/2014

*Connection fees are temporary pending a completed Rate Study by the District

Type A/B: Type A customers utilize the flow characteristics of a 3/4" meter, but are required to install a 1" meter per the California Fire Code while Type B customers have the potential to utilize a 1" flow meter to its capacity.

Class I: Drop-in Connection - Includes a connection within infrastructure already developed by others.

Class II: Main Side Connection - Includes a water connection which ties into the TWSD water main on the same side of the road as the main line.

Class III: Cross Side Connection - Includes a water connection which ties into the TWSD water main on the other side of the road as the main line. A road crossing is required.

Class IV: Jurisdictional: - Includes a water connection which ties into the TWSD water main within a roadway which requires coordination with Caltrans, Butte County, City of Oroville or other local jurisdiction.

ATTACHMENT (1b)

Keeping in mind the strong position of the Board of Directors of Durham Irrigation District that new growth should bear its own costs, the District is considering increasing its New Meter Installation Fees for Water for the 2011/2012 fiscal year, as follows:

2011/2012
NEW METER INSTALLATION FEES FOR WATER

Meter Size	2011/2012 (Effective April 1, 2011)
3/4"	$6,723
1"	$8,840
1 1/2"	$13,857
2"	$32,720

Proposed connection fees for fiscal year 2012/2013, 2013/2014 and 2014/2015 shall be increased on July 1 of each fiscal year based on any increase in the cost of living over the preceding fiscal year as measured by the Engineering News Record Construction Cost Index for the San Francisco Region published most recently preceding July 1 of the subject fiscal year as compared to that published most recently preceding July 1 of the previous fiscal year (the Cost of Living Adjustment).

Despite these rate increases, the Board of Directors of Durham Irrigation District prides itself that the rates for its services and connections will remain among the lowest in the County.

If you wish to comment upon or protest the proposed rate increases, please submit written comments addressed to the Board of Directors at the address appearing below no later than 5:00 p.m. on Thursday, March 10, 2011 or appear in person at the public hearing. At the hearing, the Board of Directors will consider all comments received by it before making any decision to increase the rates as set forth above.

Should you have any questions concerning the foregoing, please contact Nick Gore, President of Durham Irrigation District, at P.O. Box 98, Durham, California 95938, telephone number 530-343-1594.

California Construction Cost Index (CCCI)

Month	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	6596	6373	6106	6073	5898	5774	5683	5592	5260	5309	4983	4869	4620
February	6596	6373	6132	6077	5896	5782	5683	5624	5262	5295	4983	4868	4603
March	6596	6373	6248	6069	5953	5777	5738	5627	5268	5298	4999	4871	4597
April	6596	6461	6249	6062	5956	5786	5740	5636	5270	5296	5004	4872	4600
May		6455	6240	6069	5957	5796	5755	5637	5378	5288	5023	4886	4599
June		6470	6238	6055	5961	5802	5754	5643	5394	5276	5065	4842	4593
July		6474	6245	6055	5959	5804	5750	5654	5401	5263	5135	4849	4609
August		6620	6244	6055	5959	5801	5778	5667	5401	5265	5142	4851	4616
September		6620	6267	6113	5959	5802	5777	5668	5381	5264	5194	4942	4619
October		6596	6343	6114	5969	5911	5780	5675	5591	5259	5393	4943	4867
November		6596	6344	6109	5981	5903	5779	5680	5599	5259	5375	4978	4891
December		6596	6373	6108	5977	5901	5768	5680	5596	5262	5322	4981	4877
*Annual % **		*3.5%*	*4.4%*	*2.2%*	*1.3%*	*2.3%*	*1.5%*	*1.5%*	*6.3%*	*-1.1%*	*6.8%*	*2.1%*	*5.4%*

The California Construction Cost index is developed based upon Building Cost Index (BCI) cost indices for San Francisco and Los Angeles produced by Engineering News Record (ENR) and reported in the second issue each month. This table is updated the 2nd half of the month.

The ENR BCI reports cost trends for specific construction trade labor and materials in the California marketplace.

*Annual Percentage is calculated from December to December.

DGS GENERAL SERVICES

California Construction Cost Index (CCCI)

Month	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	6596	6373	6106	6073	5898	5774	5683	5592	5260	5309	4983	4869	4620
February	6596	6373	6132	6077	5896	5782	5683	5624	5262	5295	4983	4868	4603
March	6596	6373	6248	6069	5953	5777	5738	5627	5268	5298	4999	4871	4597
April	6596	6461	6249	6062	5956	5786	5740	5636	5270	5296	5004	4872	4600
May		6455	6240	6069	5957	5796	5755	5637	5378	5288	5023	4886	4599
June		6470	6238	6055	5961	5802	5754	5643	5394	5276	5065	4842	4593
July		6474	6245	6055	5959	5804	5750	5654	5401	5263	5135	4849	4609
August		6620	6244	6055	5959	5801	5778	5667	5401	5265	5142	4851	4616
September		6620	6267	6113	5959	5802	5777	5668	5381	5264	5194	4942	4619
October		6596	6343	6114	5969	5911	5780	5675	5591	5259	5393	4943	4867
November		6596	6344	6109	5981	5903	5779	5680	5599	5259	5375	4978	4891
December		6596	6373	6108	5977	5901	5768	5680	5596	5262	5322	4981	4877
Annual % •		*3.5%*	*4.4%*	*2.2%*	*1.3%*	*2.3%*	*1.5%*	*1.5%*	*6.3%*	*-1.1%*	*6.8%*	*2.1%*	*5.4%*

The California Construction Cost Index is developed based upon Building Cost Index (BCI) cost indices for San Francisco and Los Angeles produced by Engineering News Record (ENR) and reported in the second issue each month. This table is updated the 2nd half of the month.

DURHAM IRRIGATION DISTRICT
SERVING OUR COMMUNITY SINCE 1948

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Durham, CA 95938
(530) 343-1594
www.didwater.org

Item 6.1

Durham Irrigation District
Board of Directors
Meeting Minutes

May 12, 2020 - 5:30 PM
Remote Meeting via Zoom (see below)

IN ATTENDANCE (via Zoom):

Board of Directors:	**District Staff:**
Matt Doyle, Chair	Kamie Loeser, General Manager
Raymond Cooper	Jeff Carter, District Counsel
Kevin Phillips	Rex Munroe and Mike Butler, Water Operator

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

AGENDA ITEMS:

1. CALL TO ORDER

1.1. Roll Call/Establishment of Quorum - The meeting was called to order at 5:36 p.m. by Chair Doyle. Roll Call was taken as noted IN ATTENDANCE (above).

1.2. Introduction of Guests

- Mr. Pat Button (participated via Zoom)

2. ADJUSTMENTS AND APPROVAL OF AGENDA

No adjustments were made.

3. PUBLIC COMMENT

- Mr. Button discussed a letter that he wrote on Sept. 15, 2019 regarding Proposition 218. He discussed the projects/pipelines listed in the Capital Improvement Program (CIP).

4. PRESENTATIONS

None.

5. CONSENT AGENDA

5.1. Board Minutes - Action Requested - that the Board of Directors approve the minutes as submitted

DURHAM IRRIGATION DISTRICT
SERVING OUR COMMUNITY SINCE 1948

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5.1.1. Minutes for Regular Meeting held on April 14, 2020

5.2. Payment of monthly bills and approve the warrant sheet and refund register April 15 through May 12, 2020 - Action Requested - that the Board of Directors authorize payment of the monthly bills and approve the refund register

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved the consent agenda as presented.
The vote was as follows: Ayes carried.
Roll call vote:
Ayes: Phillips, Cooper, Doyle;
Noes: None
Abstain: None
Absent: None

6. REGULAR AGENDA

6.1. Items Removed from Consent Agenda

None.

6.2. Monthly Financial Report - *Action Requested - that the Board of Directors review and approve the Monthly Financial Report*

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved the financial report as presented.
The vote was as follows: Ayes carried.
Roll call vote:
Ayes: Phillips, Cooper, Doyle;
Noes: None
Abstain: None
Absent: None

7. WATER OPERATIONS BUSINESS

No Action Taken. Information was provided by the water operators.

7.1. Introduction of new water operators
7.2. Daily Log for April 2020

7.2.1. Work Orders – (Operator Rex Munroe/Mike Butler): Update on repairs conducted in April.

No Action Taken / Informational Purposes.

- Mike discussed that the alley pump is making a little noise.
- Repairs at 2410 Campbell Street, section replacement.

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- Discussed backflow testing; water operators to obtain bids to conduct testing.
- Discussed CalFire and obtaining the hydrant database inventory.

7.3. Lead and Copper Rule Test Results Reports – (Operator, Mike Butler): Update on the request from SWRCB regarding missing information for the lead and copper sampling results.

No Action Taken / Informational Purposes.

- Mike discussed his findings on the lead and copper rule and the testing in homes to date.

8. ONGOING BUSINESS

8.1. USBR Water System Infrastructure Efficiency Project Grant – (Manager Loeser) Review the status of the environmental documentation needed for the grant; review the goals and intended use of grant funds.

No Action Taken / Informational Purposes Only.

- General Manager Loeser will proved additional information to the Board with regard to the expenditure of funds, matching, and timing.

8.2. Aging Report for Outstanding Water Bill Payments Greater than 90 Days.

No Action Taken / Informational Purposes Only.

- The water bill will provide an opportunity for owners and occupants to update their contact and mailing information.

9. NEW BUSINESS

9.1. Consideration of Declaration of Local Emergency for Durham Irrigation District in Response to COVID-19.

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved the Declaration of Local Emergency for Durham Irrigation District in Response to COVID-19 as presented.
The vote was as follows: Ayes carried.
Roll call vote:
Ayes: Phillips, Cooper, Doyle;
Noes: None
Abstain: None
Absent: None

9.2. Consideration of Online Transaction Fees Waiver for Water Billing Payments in an effort to reduce costs in staff time from bill handling, encourage use of on-line bill pay, and to promote social distancing protocols in response to COVID-19. This action will continue until such time as it is brought back to the Board for any additional consideration.

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On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved a waiver for Online Transaction Fees for Water Billing Payments. The vote was as follows: Ayes carried.
Roll call vote:
Ayes: Phillips, Cooper, Doyle;
Noes: None
Abstain: None
Absent: None

10. ATTORNEY REPORT

10.1. Revised Billing Policy and Project Billings (All items Information/Possible Action)

No Action Taken / Informational Purposes.

- Discussed Draft Chapter 7 Billing Policy prepared by General Manager Loeser incorporating the draft language from District Counsel.
- District Counsel Carter provided an update on the Development Projects Billings, stating that if no changes to draft letters, then would be sent on May 14, 2020.

11. BOARD OF DIRECTOR'S REPORTS/SPECIAL ASSIGNMENTS

11.1. VINA GSA Management Committee Update *(All items Information/Possible Action)*

11.1.1. Next Vina GSA Stakeholder Advisory Committee (SHAC) Meeting, scheduled for May, 19, 2020 (Zoom Meeting, to be attended by General Manager, Kamie Loeser)

11.1.2. Additional information from GSA management Committee, Board, or SHAC.

No Action Taken / Informational Purposes.

- District Counsel provided an overview of the status of the Tuscan Water District.

12. DIRECTORS' COMMENTS

- Director Cooper categorically denied that he had ever lied to the public or anyone else regarding the District's last rate and fee increase or, for that matter, on any other matter.

13. ADJOURNMENT

Adjournment to the next meeting of the Board of Directors of Durham Irrigation District on June 9, 2020.

Durham Irrigation District
Profit & Loss
January through May 2020

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	TOTAL
Ordinary Income/Expense						
Income						
Water Sales Income						
OPERATING REVENUES						
Water Sales	25,785.27	18,335.59	30,977.08	26,817.86	26,975.68	128,891.48
Total OPERATING REVENUES	25,785.27	18,335.59	30,977.08	26,817.86	26,975.68	128,891.48
Total Water Sales Income	25,785.27	18,335.59	30,977.08	26,817.86	26,975.68	128,891.48
Total Income	25,785.27	18,335.59	30,977.08	26,817.86	26,975.68	128,891.48
Expense						
Contract Services						
Accounting Fees	606.00	693.75	431.25	393.75	256.50	2,381.25
Engineering Support	0.00	0.00	0.00	1,065.00	0.00	1,065.00
Legal Fees	2,925.00	2,700.00	2,700.00	4,199.65	2,363.51	14,888.16
Management & Administration	7,125.00	4,407.50	4,135.00	5,073.75	4,083.00	24,824.25
Water Operations Mgmt.	2,500.00	6,012.50	5,437.50	4,762.50	1,200.00	19,912.50
Total Contract Services	13,156.00	13,813.75	12,703.75	15,494.65	7,903.01	63,071.16
OPERATING EXPENSES						
Administration						
Board Stipends	300.00	300.00	300.00	600.00	300.00	1,800.00
District Wages, Taxes, Insur.						
Insurance	503.72	0.00	0.00	0.00	0.00	503.72
Payroll Service Fees	0.00	185.25	58.00	58.00	70.00	371.25
Payroll Tax Expense	0.00	-44.53	0.00	0.00	0.00	-44.53
Total District Wages, Taxes, Insur.	503.72	140.72	58.00	58.00	70.00	830.44
Fees, Dues, Memberships	4,051.20	1,015.00	1,828.00	431.95	12.50	7,338.65
Office Expense						
Meals	0.00	0.00	0.00	0.00	24.64	24.64
Postage	300.00	150.00	150.00	150.00	150.00	900.00
Supplies	147.96	0.00	0.00	186.04	0.00	334.00
Website Hosting	75.00	75.00	75.00	150.00	75.00	450.00
Total Office Expense	522.96	225.00	225.00	486.04	249.64	1,708.64
Rent	556.02	450.00	450.00	450.00	556.02	2,462.04
Software Fees	100.00	100.00	220.00	100.00	100.00	620.00
Supplies	17.25	0.00	0.00	0.00	0.00	17.25
Utilities						
Garbage	105.56	108.43	108.43	108.43	108.43	539.28
Gas & Electric	3,230.13	2,902.08	3,327.49	3,591.78	3,666.81	16,718.29
Telephone/Internet	227.57	226.66	236.92	226.92	253.00	1,171.07
Total Utilities	3,563.26	3,237.17	3,672.84	3,927.13	4,028.24	18,428.64
Water System Maint,Repair,Repl						
Regular Operations & Maint						
O & M Supplies	223.07	218.51	282.33	375.62	960.00	2,059.53
Water Testing Fees	1,510.80	206.40	67.20	67.20	206.40	2,058.00
Weed Management	0.00	0.00	0.00	0.00	680.00	680.00
Total Regular Operations & Maint	1,733.87	424.91	349.53	442.82	1,846.40	4,797.53

Durham Irrigation District
Profit & Loss
January through May 2020

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	TOTAL
Water System Repair & Repl.+						
Repairs	1,194.78	0.00	0.00	93.31	95.99	1,384.08
Contractor	2,061.00	0.00	0.00	0.00	3,054.12	5,115.12
Total Water System Repair & Repl.+	3,255.78	0.00	0.00	93.31	3,150.11	6,499.20
Total Water System Maint,Repair,Repl	4,989.65	424.91	349.53	536.13	4,996.51	11,296.73
Total Administration	14,604.06	5,892.80	7,103.37	6,589.25	10,312.91	44,502.39
Bank Service Charges	0.00	10.00	118.00	0.00	0.00	128.00
Total OPERATING EXPENSES	14,604.06	5,902.80	7,221.37	6,589.25	10,312.91	44,630.39
Total Expense	27,760.06	19,716.55	19,925.12	22,083.90	18,215.92	107,701.55
Net Ordinary Income	-1,974.79	-1,380.96	11,051.96	4,733.96	8,759.76	21,189.93
Other Income/Expense						
Other Income						
NON-OPERATING REVENUE						
Interest Income	0.18	0.11	0.12	0.12	0.12	0.65
Total NON-OPERATING REVENUE	0.18	0.11	0.12	0.12	0.12	0.65
SPECIAL PROJECTS						
Development Projects Income						
Payments Received	0.00	0.00	0.00	0.00	6,889.24	6,889.24
Total Development Projects Income	0.00	0.00	0.00	0.00	6,889.24	6,889.24
Total SPECIAL PROJECTS	0.00	0.00	0.00	0.00	6,889.24	6,889.24
Total Other Income	0.18	0.11	0.12	0.12	6,889.36	6,889.89
Other Expense						
Special District Projects						
Expenses						
Agency Fees	3,109.06	0.00	0.00	0.00	0.00	3,109.06
Development Project Fees	1,560.17	340.00	0.00	0.00	0.00	1,900.17
Total Expenses	4,669.23	340.00	0.00	0.00	0.00	5,009.23
Total Special District Projects	4,669.23	340.00	0.00	0.00	0.00	5,009.23
Total Other Expense	4,669.23	340.00	0.00	0.00	0.00	5,009.23
Net Other Income	-4,669.05	-339.89	0.12	0.12	6,889.36	1,880.66
Net Income	**-6,643.84**	**-1,720.85**	**11,052.08**	**4,734.08**	**15,649.12**	**23,070.59**

Durham Irrigation District
Balance Sheet
As of May 31, 2020

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Current Assets	
Cash	127,270.66
Cash on Hand	100.00
Development Fees	16,576.24
Savings	14,376.62
Total Current Assets	158,323.52
Total Checking/Savings	158,323.52
Total Current Assets	158,323.52
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	**726,885.66**
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	137,166.07
Net Income	23,070.59
Total Equity	726,785.66
TOTAL LIABILITIES & EQUITY	**726,885.66**

Durham Irrigation District
General Ledger
As of May 31, 2020

Date	Num	Name	Memo	Paid Amount	Balance
Current Assets					142,674.40
Cash					118,510.90
05/04/2020		Postalia		-150.00	118,360.90
05/05/2020		Deposit	Deposit	300.00	118,660.90
05/06/2020		Deposit	Deposit	250.00	118,910.90
05/07/2020		Deposit	Deposit	739.03	119,649.93
05/08/2020		Deposit	Deposit	92.38	119,742.31
05/11/2020		Deposit	Deposit	28.99	119,771.30
05/11/2020		Paychex		-70.00	119,701.30
05/12/2020	9077	Matt Doyle	May 2020	-100.00	119,601.30
05/12/2020	9078	Kevin Phillips	May 2020	-100.00	119,501.30
05/12/2020	9079	Raymond Cooper	May 2020	-100.00	119,401.30
05/12/2020	9080	Basic Laboratory		-206.40	119,194.90
05/12/2020	9081	Higgins Pest & Wee...		-680.00	118,514.90
05/12/2020	9082	Hunt & Sons	hyraulic oil	-228.76	118,286.14
05/12/2020	9083	Sierra Water Utility	chlorine, meter paint marker...	-631.24	117,654.90
05/12/2020	9098	Sierra Water Utility	chlorine for library	-100.00	117,554.90
05/12/2020	9084	Ferguson Waterworks		-95.99	117,458.91
05/12/2020	9085	R & R Horn		-3,054.12	114,404.79
05/12/2020	9086	Camp & McLaughlin	May 2020	-450.00	113,954.79
05/12/2020	9087	AT & T		-253.00	113,701.79
05/12/2020	9088	PG & E		-3,666.81	110,034.98
05/12/2020	9089	Recology		-108.43	109,926.55
05/12/2020	9090	Sequoyah		-100.00	109,826.55
05/12/2020	9091	Streamline		-75.00	109,751.55
05/12/2020	9092	FP Mailing Solutions	equipment rent	-106.02	109,645.53
05/12/2020	9093	Sheryl Bosman	bookkeeping	-256.50	109,389.03
05/12/2020	9094	Carter Law Office	legal fees	-2,363.51	107,025.52
05/12/2020	9095	Kamie Loeser Cons...	consulting	-4,083.00	102,942.52
05/12/2020	9096	Northstar Engineering		-1,200.00	101,742.52
05/12/2020	9097	Kamie Loeser Cons...		-24.64	101,717.88
05/12/2020		Microsoft	monthly subscription	-12.50	101,705.38
05/12/2020		Deposit	Deposit	34.75	101,740.13
05/13/2020		Deposit	Deposit	52.71	101,792.84
05/14/2020		Deposit	Deposit	28.99	101,821.83
05/19/2020		Deposit	Deposit	348.30	102,170.13
05/20/2020		Deposit	Deposit	14,897.89	117,068.02
05/20/2020		Deposit	Deposit	97.79	117,165.81
05/20/2020		Deposit	Deposit	141.38	117,307.19
05/21/2020		Deposit	Deposit	7,527.37	124,834.56
05/21/2020		Deposit	Deposit	282.78	125,117.34
05/22/2020		Deposit	Deposit	183.21	125,300.55
05/28/2020		Deposit	Deposit	35.27	125,335.82
05/29/2020		Deposit	Deposit	1,284.84	126,620.66
05/29/2020		Deposit	Deposit	650.00	127,270.66
Total Cash				8,759.76	127,270.66
Cash on Hand					100.00
Total Cash on Hand					100.00
Development Fees					9,687.00
05/29/2020		Deposit	Deposit	6,889.24	16,576.24
Total Development Fees				6,889.24	16,576.24
Savings					14,376.50
05/29/2020		Deposit	Deposit	0.12	14,376.62
Total Savings				0.12	14,376.62
Total Current Assets				15,649.12	158,323.52
CAPITAL ASSETS					548,231.14
Depreciable Assets					548,231.14
Equipment					43,002.14
Total Equipment					43,002.14

Durham Irrigation District
General Ledger
As of May 31, 2020

Date	Num	Name	Memo	Paid Amount	Balance
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					-137,166.07
Total Unrestricted Net Assets					-137,166.07
Water Sales Income					-101,915.80
OPERATING REVENUES					-101,915.80
Water Sales					-101,915.80
05/05/2020		Deposit	Deposit	-300.00	-102,215.80
05/06/2020		Deposit	Deposit	-250.00	-102,465.80
05/07/2020		Deposit	Deposit	-739.03	-103,204.83
05/08/2020		Deposit	Deposit	-92.38	-103,297.21
05/11/2020		Deposit	Deposit	-28.99	-103,326.20
05/12/2020		Deposit	Deposit	-34.75	-103,360.95
05/13/2020		Deposit	Deposit	-52.71	-103,413.66
05/14/2020		Deposit	Deposit	-28.99	-103,442.65
05/19/2020		Deposit	Deposit	-348.30	-103,790.95
05/20/2020		Deposit	Deposit	-14,897.89	-118,688.84
05/20/2020		Deposit	Deposit	-97.79	-118,786.63
05/20/2020		Deposit	Deposit	-141.38	-118,928.01
05/21/2020		Deposit	Deposit	-7,527.37	-126,455.38
05/21/2020		Deposit	Deposit	-282.78	-126,738.16
05/22/2020		Deposit	Deposit	-183.21	-126,921.37
05/28/2020		Deposit	Deposit	-35.27	-126,956.64
05/29/2020		Deposit	Deposit	-1,284.84	-128,241.48
05/29/2020		Deposit	Deposit	-650.00	-128,891.48
Total Water Sales				-26,975.68	-128,891.48
Total OPERATING REVENUES				-26,975.68	-128,891.48
Total Water Sales Income				-26,975.68	-128,891.48
Contract Services					55,168.15
Accounting Fees					2,124.75
05/12/2020	9093	Sheryl Bosman	bookkeeping	256.50	2,381.25
Total Accounting Fees				256.50	2,381.25

Date	Num	Name	Memo	Paid Amount	Balance
Engineering Support					1,065.00
Total Engineering Support					1,065.00
Legal Fees					12,524.65
05/12/2020	9094	Carter Law Office	legal fees	2,363.51	14,888.16
Total Legal Fees				2,363.51	14,888.16
Management & Administration					20,741.25
05/12/2020	9095	Kamie Loeser Cons...	consulting	4,083.00	24,824.25
Total Management & Administration				4,083.00	24,824.25
Water Operations Mgmt.					18,712.50
05/12/2020	9096	Northstar Engineering	meter reading	1,200.00	19,912.50
Total Water Operations Mgmt.				1,200.00	19,912.50
Total Contract Services				7,903.01	63,071.16
OPERATING EXPENSES					34,317.48
Administration					34,189.48
Board Stipends					1,500.00
05/12/2020	9077	Matt Doyle	May 2020	100.00	1,600.00
05/12/2020	9078	Kevin Phillips	May 2020	100.00	1,700.00
05/12/2020	9079	Raymond Cooper	May 2020	100.00	1,800.00
Total Board Stipends				300.00	1,800.00
District Wages, Taxes, Insur.					760.44
Insurance					503.72
Total Insurance					503.72
Payroll Service Fees					301.25
05/11/2020		Paychex		70.00	371.25
Total Payroll Service Fees				70.00	371.25
Payroll Tax Expense					-44.53
Total Payroll Tax Expense					-44.53
Total District Wages, Taxes, Insur.				70.00	830.44
Fees, Dues, Memberships					7,326.15
05/12/2020		Microsoft	monthly subscription	12.50	7,338.65
Total Fees, Dues, Memberships				12.50	7,338.65
Office Expense					1,459.00
Meals					0.00
05/12/2020	9097	Kamie Loeser Cons...		24.64	24.64
Total Meals				24.64	24.64
Postage					750.00
05/04/2020		Postalia		150.00	900.00
Total Postage				150.00	900.00
Supplies					334.00
Total Supplies					334.00
Website Hosting					375.00
05/12/2020	9091	Streamline		75.00	450.00
Total Website Hosting				75.00	450.00
Total Office Expense				249.64	1,708.64

Durham Irrigation District
General Ledger
As of May 31, 2020

Date	Num	Name	Memo	Paid Amount	Balance
Rent					1,906.02
05/12/2020	9086	Camp & McLaughlin	May 2020	450.00	2,356.02
05/12/2020	9092	FP Mailing Solutions	equipment rent	106.02	2,462.04
Total Rent				556.02	2,462.04
Software Fees					520.00
05/12/2020	9090	Sequoyah		100.00	620.00
Total Software Fees				100.00	620.00
Supplies					17.25
Total Supplies					17.25
Utilities					14,400.40
Garbage					430.85
05/12/2020	9089	Recology		108.43	539.28
Total Garbage				108.43	539.28
Gas & Electric					13,051.48
05/12/2020	9088	PG & E		3,666.81	16,718.29
Total Gas & Electric				3,666.81	16,718.29
Telephone/Internet					918.07
05/12/2020	9087	AT & T		253.00	1,171.07
Total Telephone/Internet				253.00	1,171.07
Total Utilities				4,028.24	18,428.64
Water System Maint,Repair,Repl					6,300.22
Regular Operations & Maint					2,951.13
O & M Supplies					1,099.53
05/12/2020	9082	Hunt & Sons	hyraulic oil	228.76	1,328.29
05/12/2020	9083	Sierra Water Utility	chlorine, meter paint marker...	631.24	1,959.53
05/12/2020	9098	Sierra Water Utility	chlorine for library	100.00	2,059.53
Total O & M Supplies				960.00	2,059.53
Water Testing Fees					1,851.60
05/12/2020	9080	Basic Laboratory		206.40	2,058.00
Total Water Testing Fees				206.40	2,058.00
Weed Management					0.00
05/12/2020	9081	Higgins Pest & Wee...		680.00	680.00
Total Weed Management				680.00	680.00
Total Regular Operations & Maint				1,846.40	4,797.53
Water System Repair & Repl.+					3,349.09
Repairs					1,288.09
05/12/2020	9084	Ferguson Waterworks		95.99	1,384.08
Total Repairs				95.99	1,384.08
Contractor					2,061.00
05/12/2020	9085	R & R Horn		3,054.12	5,115.12
Total Contractor				3,054.12	5,115.12
Total Water System Repair & Repl.+				3,150.11	6,499.20
Total Water System Maint,Repair,Repl				4,996.51	11,296.73
Total Administration				10,312.91	44,502.39

Date	Num	Name	Memo	Paid Amount	Balance
Bank Service Charges					128.00
Total Bank Service Charges					128.00
Total OPERATING EXPENSES				10,312.91	44,630.39
NON-OPERATING REVENUE					-0.53
Interest Income					-0.53
05/29/2020	Deposit		Deposit	-0.12	-0.65
Total Interest Income				-0.12	-0.65
Total NON-OPERATING REVENUE				-0.12	-0.65
SPECIAL PROJECTS					0.00
Development Projects Income					0.00
Payments Received					0.00
05/29/2020	Deposit		Birchard Parcel Map	-4,480.08	-4,480.08
05/29/2020	Deposit		Black Diamond Subdivision	-2,409.16	-6,889.24
Total Payments Received				-6,889.24	-6,889.24
Total Development Projects Income				-6,889.24	-6,889.24
Total SPECIAL PROJECTS				-6,889.24	-6,889.24
Special District Projects					5,009.23
Expenses					5,009.23
Agency Fees					3,109.06
Total Agency Fees					3,109.06
Development Project Fees					1,900.17
Total Development Project Fees					1,900.17
Total Expenses					5,009.23
Total Special District Projects					5,009.23
TOTAL				**0.00**	**0.00**

JOHN JEFFERY CARTER
LAW OFFICE

RECEIVED
MAY 18 2020
COPY

May 13, 2020

VIA FIRST CLASS MAIL
AND EMAIL – richard@rrhorn.com

Richard Horn, Managing Member
Black Diamond Holdings, LLC
1804 Skypark Industrial Ave.
Chico, CA 95973

Re: Durham Irrigation District – Black Diamond Service Agreement

Dear Richard:

I enclose herewith a copy of Butte County Local Agency Formation Commission's Certificate of Completion of the annexation of your property at 9156 Holland Ave, Durham into Durham Irrigation District.

I enclose also a copy of the Service Agreement entered by and between Black Diamond Holdings, LLC and Durham Irrigation District. There remains one item left to be completed.

Pursuant to Section 2 of the Agreement, upon completion of the Service Facilities by Black Diamond Holdings and their acceptance by the District, Black Diamond is to dedicate and convey the Service Facilities to the District. Enclosed herewith is a proposed Dedication of Water Main and Service Lines pursuant to which Black Diamond so dedicates and conveys to the District the Service Facilities. If this Dedication is acceptable to you, please see that it is executed and returned. If, however, you should have any questions or comments, please do not hesitate to reply or call.

An accounting of the District's fees and costs chargeable to you, pursuant to Section 10, shows a credit due Black Diamond in the amount of $25,656.34, being the $10,000.00 deposit made by you and the credit of $15,656.34 for your work in extending the mainline to which you are entitled under Section 10 of the Agreement. Against this, the District has incurred total fees and costs of $28,065.56 including NorthStar's fees and costs of $14,503.75, (billings enclosed), my fees and costs of $6,158.75 (billings enclosed), and LAFCo fees and costs of $7,403.00 (billing enclosed). Thus, a balance of $2,409.16 is due from you to the District. Please execute and return the enclosed dedication and return it, together with your payment of $2,409.16, to the District.

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329 FLUME STREET. P.O. BOX 3606 CHICO, CALIFORNIA 95927-3606 · 530 342 6196 · FAX: 530 342 6195

On behalf of the District, I extend its gratitude for the work your company undertook under the Services Agreement on the Black Diamond project. Should you have any questions or comments concerning the foregoing, please do not hesitate to call.

Sincerely,

JOHN JEFFERY CARTER

JJC:nh
Enclosures
cc: Ann Alvelais - ann@rrhorn.com
Members, Board of Directors
Durham Irrigation District

DEDICATION OF WATER MAIN AND SERVICE LINES - BLACK DIAMOND HOLDINGS, LLC - (9156 HOLLAND AVENUE, DURHAM, CA DURHAM/BUTTE COUNTY PARCEL MAP 16-0011, CALIFORNIA)

Black Diamond Holdings, LLC, a California limited liability company ("Owner") owning that certain improved real property located at 9156 Holland Ave., Durham, California (the "Project") that was divided pursuant to Butte County Parcel Map 16-0011 (the "Project"), in consideration of receiving water from Durham Irrigation District for the Project, hereby dedicates and conveys to Durham Irrigation District the following improvements to and for the Project:

> All those certain Service Facilities as described in that certain Service Agreement executed by and between Owner and the District on or about October 30, 2018 and described as follows: The Mainline Extension described below, water service lines extending therefrom to the meter box for each parcel of the Property necessary in order for the District to provide water service to the Project, and any and all necessary public utility easements (the "Utility Easements") to enable the District to access, use, maintain and replace the Service Facilities for all purposes related thereto. Without limiting the foregoing, the Service Facilities include Owner's extension of the District's existing 8-inch mainline from its previous terminus on Holland Avenue south within the public right-of-way a few feet beyond the point of its intersection with the 4-inch water line extending into the Project to provide water services to the four parcels of the Property to where the new pavement ends, and at that point, a valve to facilitate future extensions (collectively, the "Mainline Extension").

The District acknowledges that it has inspected and hereby accepts the Service Facilities including the Mainline Extension, subject to the warranty thereof granted by Owner to the District (the "Warranty") in the Service Agreement.

Subject to such Warranty, the parties agree that the District hereafter shall own and have the sole and exclusive right to operate and control the Service Facilities and shall maintain, repair and replace the same as may be necessary from time-to-time in the judgment of the District.

Executed on the date on the date last set forth below opposite the parties' signatures.

OWNER:

Black Diamond Holdings, LLC
a California limited liability company

March 17th, 2020

By: _____
Richard Horn, Managing Member

DISTRICT:

Durham Irrigation District,
a California irrigation district

March__, 2020

By: _____
Matt Doyle, President
Board of Directors

ON-CALL ENGINEERING SERVICES AGREEMENT

This Agreement is entered into effective June 1, 2020 by Durham Irrigation District, a California Irrigation District (the "District") and NorthStar, a California corporation ("NorthStar") and is based on the following facts:

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

B. NorthStar is a multidisciplinary consulting firm located in Chico, California providing engineering, architecture, surveying, planning, environmental and water resources (collectively, the "Services").

C. The District now desires to engage NorthStar, and NorthStar desires to accept such engagement, as an independent contractor to provide the Services for the District, on an on-call basis, all as set forth below.

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

1. **Term of Agreement**. The term of this Agreement shall be for one year, one month, which commenced June 1, 2020 and will expire June 30, 2021. Notwithstanding the foregoing, the term of this Agreement automatically shall be renewed on June 30, 2021 and on each June 30 of each year thereafter unless either party gives the other at least 60 days' advance written notice prior to the expiration of the then term, in which event the Agreement shall expire at the expiration of the then term. Notwithstanding the foregoing, either party may terminate this Agreement on 60 days advance written notice to the other. Unless otherwise agreed, such renewal shall be on all of the same terms and conditions.

2. **Performance of Services**. NorthStar agrees to perform the Services in a thoroughly professional manner. Without limiting the foregoing, NorthStar shall perform all of those Services necessary to assist the District with task or tasks which are the subject of District's request therefor. If

requested by District, NorthStar shall, prior to commencing such work, provide in writing a scope of work for the task or tasks and an estimate of its fees and costs in performing such. NorthStar shall not commence any work on a task until the District's manager or, in his or her absence, the Chair of the District's Board of Directors, so instructs.

3. **Representations.** NorthStar represents that (i) it now has and hereafter will maintain such certifications as are required under federal, state, and local laws to perform the Services; and (ii) it possesses the knowledge, skills, and tools, equipment, and instruments necessary to perform the Services.

4. **Insurance.**

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

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

c. Auto Insurance. NorthStar at all times during the term hereof, at its own cost and expense, shall keep and maintain business liability automobile insurance insuring all owned, non-owned,

and leased automobiles or other vehicles used by it in performing the Services in the amount of not less than $1,000,000.00 single limit per accident for personal injury and/or property damage.

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

6. **Compensation.** NorthStar shall be paid in arrears monthly for those Services provided by it to the District during the preceding month based on the attached Fee Schedule. NorthStar shall bill separately for each task assigned it, providing a detailed description of the work performed, the rate or charge and the time expended therefor, and any costs advanced by it on behalf of the District for each such task. In order to be paid monthly by District, NorthStar acknowledges that it will have to submit its billings for a task or tasks for which it provided services during that month or previously by the last day of that month, since District's approval and issuance of warrants therefor is done at its regular Board of Directors meetings on the second Tuesday of each month.

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

8. **Independent Contractor Status**. NorthStar's services shall be as an independent contractor and not as an employee of the District. NorthStar shall be solely responsible for the payment of any and all taxes, contributions, and insurance payments arising out of the Services performed by it or by any person or persons employed by it to assist in its performance of the Services.

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

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

DISTRICT:

Durham Irrigation District, a California irrigation district

June __, 2020 By: _____
Matt Doyle, Chair

NORTHSTAR:

June __, 2020 By: _____
Mark Adams, Principal Engineer

Candace J. Grubbs | County Clerk-Recorder
Hall of Records | Elections Division
155 Nelson Avenue, Oroville, CA 95965-3411
Tel: 530-552-3400 | Toll Free in Butte County: 1-800-894-7761 | Fax: 530-538-6853

Received
May 12, 2020

To: **Durham Irrigation District**

From: **Candace J. Grubbs, County Clerk-Recorder/Registrar of Voters**

Date: **May 1, 2020**

Re: **November 3, 2020 General District Election**

Pursuant to State Law a General District election will be held on Tuesday, November 3, 2020, in order for the Butte County Elections Office to prepare for candidate filing please review, confirm or change the information on the attached "Notice" and return it by July 1, 2020.

Attached you will find a Calendar of Events to guide you through this election process.

If you have any questions or need additional information please contact Kathy Lackey 530-552-3411 or Keaton Denlay 530-552-3425

Enclosures: Notice to County Clerk of Elective Offices to be filled
Election Calendar of Events

NOTICE TO COUNTY CLERK OF ELECTIVE OFFICES TO BE FILLED
TRANSMITTAL OF MAP AND/OR MEASURES

(Resident Voting Districts - Elections Code§10509, 10514, 10522)

DURHAM IRRIGATION DISTRICT

To: District Manager/Secretary

Please review and confirm the following information and make any necessary changes. **Return this form no later than November 3, 2020**. If you have any questions, please call Kathy Lackey at 552-3400.

Notice is hereby given that the elective offices of the district to be filled at the General District Election to be held 11/3/2020, are as follows:

1) The positions up for election:

Director	**4 year term**	**Raymond Cooper**
Director	**4 year term**	**Matt Doyle**

2) List, confirm or change the names of Directors that are not up for election at this time:
Kevin Phillips

3) The candidate must meet the following qualifications:
Candidate shall be a registered voter and landowner in the district.

4) If there is an election and a candidate submits a Candidate Statement of Qualifications, how will the printing of the statement be paid to the county?

☐ By Candidate
☐ By District

5) The transmittal of map is only necessary if there were changes to the boundary lines of the District or if the boundary lines changed for the division of a director if the director is required to reside within a specific division. Please check the appropriate box:

☐ NO, boundary changes
☐ YES, boundary changes (if yes, a new map must be submitted with this transmittal)

6) Measures to be place on the ballot:

☐ NO
☐ YES (If yes, please see instructions for properly submitting a measure to be placed on the ballot.)

7) Signature: _____
District Manager / District Secretary

Affix District Seal Here

Date: _____

INSTRUCTIONS FOR COMPLETING
NOTICE TO COUNTY CLERK OF ELECTIVE OFFICES TO BE FILLED
TRANSMITTAL OF MAP AND/OR MEASURES

Line 1: Please verify the list of offices to be filled and the incumbents' names. If there are any changes, please indicate the change. Directors are elected for a term of 4 years unless a director has resigned or the director filed a declaration of candidacy at the last election for a term of 2 years.

Line 2: Verify or list the remaining directors. For the public's convenience, our office provides a list of elected officials for your district on our website. Please remember to notify the Butte County Elections Office immediately at 552-3400 of any changes in your District.

Line 3: Please verify, change or list the qualifications of a candidate. The qualifications of a candidate for elective office and of an elective officer of a district shall be determined by the principal act of that district. (Elections Code §10514) All candidates and elected officers shall meet these qualifications in order to be a qualified candidate and must continue to meet the qualifications during the entire term.

Line 4: Please check appropriate box as to who will pay for the printing of the candidate statement of qualifications in the voter information guide. Pursuant to Section 13307 of the California Elections Code, candidates may prepare a Candidate Statement of Qualifications. The statement is designed to acquaint voters with a candidate's qualifications for the office he/she is seeking. This statement is incorporated into the voter information guide, at the candidate's or district's expense, and will be mailed to all registered voters in the district eligible to vote for that office.

Line 5: Indicate whether or not there have been district boundary line or division boundary line changes within your District. A new map must be returned with this transmittal if district boundary lines or division boundary lines have changed since you last provided our office with a map.

Line 6: If your District plans on submitting a measure on the ballot, a Resolution calling for this election must be submitted to this office. The Resolution must include a ballot tile, measure text, abbreviated ballot statement of the measure and any information/language that is to be printed in the voter information guide. The abbreviated ballot statement shall contain not more than 75 words for each measure to be voted on. If you have any questions regarding submitting a measure to be placed on the ballot, please call Madison Wyman, Assistant Registrar of Voters, at 552-3402.

Line 8: The District Manager or Secretary must date, sign and affix the district seal to the document.

Return the form no later than the date stated on the form.

ELECTION CALENDAR

November 3, 2020
Presidential General Election

DRAFT

Prepared by:
Candace J. Grubbs
County Clerk-Recorder/Registrar of Voters
Hall of Records
155 Nelson Avenue, Oroville CA 95965-3411
(530) 552-3400
(800) 894-7761 within Butte County
Fax: (530) 538-6853
http://buttevotes.net

This calendar was developed in an effort to provide general information regarding running for elective office. It is for general information only and does not have the force and effect of law, regulation or rule. In the case of conflict, the law, regulation or rule will apply. It is distributed with the understanding that the County Clerk-Recorder/Registrar of Voters is not rendering legal advice and, therefore, this calendar is not to be a substitute for legal counsel for the individual, organization or committee using it. Persons using this calendar must bear full responsibility to make their own determinations as to all legal standards and duties. For information regarding municipal offices, please contact your City/Town Clerk's Office.

Draft: March 20, 2020

Election Calendar
November 3, 2020 Presidential General Election

Following the date, E will appear along with the number of days prior to (-) or after (+) Election Day

The code sections listed with EC refers to the California Elections Code, and GC refers to the California Government Code Dates with an Asterisk (*) indicates the deadline falls on a Saturday, Sunday, or a holiday; in most cases, the deadline will move forward to the next business day.

April 28 E-189	**Correspond with Districts holding November Election** The Butte County Clerk-Recorder-Elections Division shall correspond with each district holding an election in November regarding offices to be filled and boundary line changes and the deadline to file "Notice of Elective Offices to be Filled and Transmittal of Map". Date set by County Elections Official
April 28 E-189	**Correspond with County Superintendent of Schools regarding School Districts holding November Election** The Butte County Clerk-Recorder-Elections Division shall correspond with the County Superintendent of Schools regarding the resolutions required from each district holding an election in November. Date set by County Elections Official
May 25	**Office Closed - County Holiday (Memorial Day)**
July 1 E-125	**County Superintendent of Schools Deliver Specifications of Election Order to County Clerk** Last day for the County Superintendent of Schools to deliver to the County Clerk the "Specifications for Election Order" from each school district along with the Notice of School District Governing Board Election. Ed. C 5016, 5322, 5324, 5325
July 1 E-125	**Special Districts Deliver Notice to County Clerk of Elective Offices to be Filled** Last day for districts to complete and file the Notice to County Clerk of Elective Offices to be Filled and Transmittal of Map and/or Measure(s). EC 10509, 10522
July 1 E-125	**Local Agency Boundary Changes** Last day for Local Agency Formation Commission to record annexation and said changes to be effective for the upcoming election. EC 12262
July 3 **to** **July 24** E-123 to E-102	**Report of Voter Registration (123-Day)** The County Clerk-Recorder/Registrar of Voters shall prepare and send to the Secretary of State a summary statement of the number of registered voters in the county by political party preference and in each political subdivision as of July 3, 2020. EC 2187(a)(c)(4)
July 3	**Office Closed - County Holiday (Independence Day)**

July 10 E-116	**Final Date for Submission of Resolution Requesting Consolidation of Local Measure** Last day for any City, School or Special District to submit resolution calling for consolidation of local measure to be placed on ballot. EC 10401, 10403, 10403.5, 13247
July 14 E-112	**Agenda Transmittal – Board of Supervisors Meeting – July 21, 2020** Last day for the County Clerk-Recorder/Registrar of Voters to prepare and submit agenda transmittal to the Board of Supervisors for the July 21, 2020 Board Meeting. Date set by Clerk of the Board of Supervisors
July 6 **to** **August 5** E-120 to E-90	**Notice of Election** The County Elections Official shall publish one time, in a newspaper of general circulation a notice containing the election date; offices subject to election; qualifications for running for said office; location where forms may be obtained and filed. The notice shall include appointment to elective office may be made pursuant to law in the event there are no nominees or an insufficient number of nominees. EC 12112, Ed. C 5343 The County Elections Official shall forward a copy of the published notice to each district secretary to post in the district office. EC 12113, Ed. C 5363
July 13 **to** **August 7** E-113 to E-88	**Candidate Intention Statement (Form 501)** Prior to the solicitation or receipt of any contribution or loan, the candidate must file a Candidate Intention Statement (Form 501) of his or her intention to be a candidate. The form shall be filed for each election year a candidate runs for office, or re-election to the same office. For further details contact the Fair Political Practices Commission. If there is an extension period, the candidate would have until the deadline for filing to complete or amend the 501. GC 85200, 85400, 85401, 85600, 85601
July 13 **to** **August 7** E-113 to E-88	**Statement of Organization/Campaign Bank Account (Form 410)** Any person or group that receives $2,000 or more in contributions in a calendar year qualifies as a recipient committee (includes candidates & officeholders), and shall file the Statement of Organization Form 410, within 10 days of reaching the $2,000 threshold. Form 410 must be sent to the Secretary of State along with a copy and payment for $50. GC 84101, 85201, 91013

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July 13 to August 7 E-113 to E-88	**Candidate Filing Period** Candidates may obtain and file the Declaration of Candidacy. Forms are obtained and filed at the Butte County Clerk-Recorder-Elections Division. EC 10510(a), 10511, 10602, 10603 **Candidate Statement of Qualifications** Candidates may file a Candidate Statement of Qualifications to be printed in the Voter Information Booklet. The cost to print the 200 word statement is paid by the candidate. The statement may be withdrawn, but not changed, up to 5pm of the next working day after the close of the candidate filing period. Refer to the Candidate Guide for details. EC 13307(a)(1)(2)(3) **Statements of Economic Interests (Form 700)** Candidates are required to file a Form 700. The statements must disclose the candidate's investments, interests in real property, and any income received during the preceding 12 months. These statements are public record. GC 87300 et seq **Campaign Disclosure Statements** The Political Reform Act requires candidates and committees to file campaign statements by specified deadlines disclosing contributions received and expenditures made. These documents are public and may be audited by the Fair Political Practices Commission (FPPC) to ensure that voters are fully informed and improper practices prohibited. It is the responsibility of candidates and committees to understand the rules regulating their campaigns. Refer to the Candidate Guide for details.
July 28 E-98	**Runoff Candidates - Ballot Designation Change** Last day for run-off candidates to request, in writing, a change of ballot designation for use in the November 3, 2020 General Election. EC13107 (e)
July 31 E-95	**Campaign Finance Semi-Annual Filing** **5pm Filing Deadline** Last day to file semi-annual campaign finance statements, if required, by all candidates, organizations, committees and slate mailers for the period covering January 1, 2020 to June 30, 2020. GC 84200, 84218
August 4 E-91	**Ballot Measure - Notice of Election** **Submission Deadline** 3pm deadline for the Butte County Clerk-Recorder Elections Division to prepare and submit Notice of Election and Notice of Date for Submitting Arguments for any County, School or Special District ballot measure to be printed in a newspaper of general circulation. The legal notice shall be published no later than Friday, August 7th (E-88). Date required by County Clerk-Recorder/Registrar of Voters EC 9162, 9163, 9315, 9316, 9501, 9502

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August 5 to November 3 E-90 to E	**24-Hour Contribution Reports** During the 90 days immediately preceding an election and including Election Day, the following contributions that total in aggregate of $1,000 or more must be reported within 24 hours to Butte County Clerk-Recorder Elections Division. File by personal delivery, e-mail, guaranteed overnight service, fax or online. GC 82036, 84203, 84203.3, 85204, 85309
August 5 to November 3 E-90 to E	**Campaign Finance 24-Hour Reporting Period** **Independent Expenditures** During the 90 days immediately preceding an election and including Election Day, all candidates and committees that make an independent expenditure of $1,000 or more to support or oppose a single candidate for elective local office or a single local ballot measure must report the expenditure within 24 hours to the Butte County Clerk-Recorder Elections Division. Reports may be filed by personal delivery, e-mail, guaranteed overnight service, fax or online. GC 82036.5, 85204
August 7 E-88	**Candidate Filing Period** **5pm Filing Deadline** Deadline to obtain and file the Declaration of Candidacy. EC 10511, 10603 **Candidate Statements of Qualifications** **5pm Filing Deadline** Deadline for candidates for U.S. Congressional; Member of the State Assembly (if voluntary expenditure limit is accepted) and State Senator (if voluntary expenditure limit is accepted) and local candidates to prepare and file a Candidate's Statement of Qualifications. EC 13307 **Statements of Economic Interests (Form 700)** **5pm Filing Deadline** Deadline for a candidate to file a Statement of Economic Interests (Form 700) statement. GC 87201
August 7 E-88	**Runoff Candidates – Candidate Statement Filing Deadline** Last day to file a Candidate Statement of Qualifications and make payment. EC 13307
August 7 E-88	**Ballot Measures – Letter Assignment** Letter designation assignments for each local measure will be made. EC 13116
August 8* to August 12 E-87 to E-83	**Candidate Filing Extension** If the incumbent does not file by 5pm on August 7th, there is a 5 day filing extension for any candidate other than the incumbent to file a Declaration of Candidacy. This provision does not apply if there is no incumbent eligible to be elected. EC 10516, 10604

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August 12 E-83	**Ballot Measures – Amendment or Withdrawal** When a governing body places a measure on the ballot, the resolution shall not be amended or withdrawn after the 83rd day prior to the election. The order of election shall be amended or withdrawn upon the filing of a resolution by the legislative body stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the election official not later than this date. EC 9605
August 12 E-83	**Insufficient Number of Nominees – School Districts** The County Clerk-Recorder/Registrar of Voters shall prepare a memo to the County Superintendent of Schools to provide the name(s) of persons who have filed the necessary documents during the candidate filing period to be declared elected in lieu of election. If there are no candidates who file for office, the County Clerk-Recorder/Registrar of Voters shall prepare a memo that provides the number of positions and district name so an appointment may be made to fill the vacancy. Ed C 5326, 5328, 5328.5
August 12 E-83	**Insufficient Number of Nominees – Special Districts** The County Clerk-Recorder/Registrar of Voters shall prepare a Certificate of Facts to submit to the Board of Supervisors the name(s) of persons who have filed the necessary documents during the candidate filing period to be declared elected in lieu of election. If there are no candidates who file for office, the County Clerk-Recorder/Registrar of Voters shall prepare a Certificate of Facts to submit to the Board of Supervisors that provides the number of positions and district name so an appointment may be made to fill the vacancy. EC 10515
August 13 E-82	**Random Alphabet Drawing** The Secretary of State shall conduct a random alphabet drawing to determine the order in which candidates will appear on the ballot. EC 13112
August 14 E-81	**Ballot Measures – Argument Deadline** 5pm filing deadline to file arguments for or against any local measure appearing the ballot. Arguments shall not exceed 300 words in length and shall be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Butte County Clerk-Recorder-Elections Division. Date set by County Clerk-Recorder/Registrar of Voters EC 9162 - 9166, 9315, 9316, 9502, 9503, 9600
August 14 E-81	**Ballot Measures - Tax Rate Statement or Fiscal Impact Report** 5pm filing deadline for Tax Rate Statement or Fiscal Impact Report to be submitted to Butte County Clerk-Recorder-Elections Division. The statement shall not exceed 500 words and shall be printed in the Sample Ballot/Voter Information Booklet. Date set by County Clerk-Recorder/Registrar of Voters EC 9160, 9400 et seq. other statutes may apply

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August 14 E-81	**Ballot Measures - Impartial Analysis** 5pm filing deadline for County Counsel to transmit an Impartial Analysis of each county, community college, school or special district local ballot measure appearing on the ballot, showing the effect on existing law and the operation of the measure. The impartial analysis shall not exceed 500 words and shall be printed in the Ballot Sample Ballot/Voter Information Booklet. EC 9160, 9313, 9500
August 14 E-81	**City/Town Clerk to Submit Candidate List** Deadline for each city/town clerk to provide list of candidate names that will appear on General Election ballot to County Clerk-Recorder/Registrar of Voters. Date Set by County Elections Official
August 21 E-74	**Ballot Measures - Rebuttal Argument Filing Deadline** 5pm filing deadline to file rebuttal arguments. If an argument in favor or and an argument against any measure have been filed, the opposing author(s) may, if desired file a rebuttal argument. Arguments shall not exceed 250 words in length and shall be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Butte County Clerk-Recorder-Elections Division. EC 9167, 9317, 9504, 9600
August 25 E-70	**Agenda Transmittal – Insufficient Nominees** **Board of Supervisors Meeting – September 8, 2020** Last day for the County Clerk-Recorder/Registrar of Voters to prepare Certificate of Facts and submit agenda transmittal to the Board of Supervisors for the September 8, 2020 Board Meeting. Date Required by County Elections Official
August 27 E-68	**Certified List of Candidates** The Butte County Clerk-Recorder/Registrar of Voters shall prepare certified list of local candidates. The Secretary of State shall transmit the certified list of candidate names to the county. EC 8120 – 8125, 8148, 8149
September 4 to September 14 E-60 to E-50	**Report of Voter Registration (60 Day)** The County Clerk-Recorder/Registrar of Voters shall prepare and send to the Secretary of State a summary statement of the number of registered voters in the county by political party preference and in each political subdivision as of September 4, 2020. EC 2187(a)(c)(5)
September 4 E-60	**Military and Overseas Voters Registration & Voting Program** The first day County Clerk-Recorder/Registrar of Voters may process applications for military and overseas voters' ballots. Any applications received prior to this date shall be kept and processed on or after this date. If the applicant is not a resident of the county in which they have applied, the application will be forwarded to the proper county. EC 300(b), 3101, et seq

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November 3, 2020 Presidential General Election Calendar, Continued

September 7	**Office Closed - County Holiday (Labor Day)**
September 7 to October 20 E-57 to E-14	**Write-In Candidate Filing** Period where a write-in candidate for a voter-nominated or nonpartisan office (except Superior Court Judge) must obtain and file a statement of write-in candidacy and nomination paper with the County Clerk-Recorder/Registrar of Voters. EC 8601
September 10 E-54	**Voter Registration List (54 Day)** Butte County Elections must receive written request from the chair or vice chair of a party state central committee or of the chair of a party county central committee/county council. The County Clerk-Recorder/Registrar of Voters may furnish to each committee, without charge, the index of registration on or after 54 days prior to the primary election. EC 2185 Upon written application, and subject to approval, the County Clerk-Recorder/Registrar of Voters may prepare the 54-day voter registration index that is available for purchase at a cost of $0.50 per 1,000 names. EC 2184
September 19* E-45	**Military and Overseas Voters Registration & Voting - Deadline to Transmit Ballot Packet** Last day to transmit a ballot to a military or overseas voter who has made a request on or before this date. If an application is received after this date, the ballot is sent as soon as possible. 52 U.S.C. section 20302 (MOVE Act) EC 3114
September 24 E-40	**Campaign Finance – 1st Pre-Election Statement** **5pm Filing Deadline** Last day to file 1st pre-election campaign disclosure statement for candidates and committees participating in the election. Period covered: 07/01/20 to 09/19/20. Statements may be filed electronically using the electronic campaign disclosure filing system (Netfile), in person at the Butte County Clerk-Recorder Elections Division or first class mail. GC 84200.8
September 24 E-40	**Inmate Registration & Voting Program** Contact is made with the Butte County Sheriff's Office to set up inmate registration and voting services. Voter registration cards and vote by mail applications are provided to the Sheriff's Office with special instructions for the Utility Officer. Voting period starts October 5th and ends at 8pm Election Day. Date set by County Clerk-Recorder/Registrar of Voters

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September 24 to October 13 E-40 to E-21	**State Voter Information Guide Mailing** Mailing range for voters to receive the State Voter Guide delivered to their household. The mailing is based on the data file provided by the county with their 60 day report of voter registration. EC 9094 (a)
September 24 to October 24* E-40 to E-10	**County Voter Information Guide Mailing** During this period, voters receive their voter information guide in the mail. The booklet shall also contain vote center locations and the vote center accessibility to disabled citizens. EC 13300, 13304
October 5 to October 27 E-29 to E-7	**Vote by Mail Ballots** During these dates, any voter may pick up a ballot in person, or via authorized representative from the Hall of Records – Elections Division, or request a replacement ballot to be mailed to them. Voters will be mailed a ballot on this date. They must allow 2 to 10 business days to receive their ballot in the mail. **Returned Voted Ballot** Returned vote by mail voted ballots must be: • Envelope must be completed and signed by the voter on the back of the envelope. • Sealed in the return envelope. • Signature on the return envelope will be compared to the signature on the voter registration card. • Return envelope by mail, however, envelope must be postmarked by Election Day, Tuesday November 3, 2020, for it to be counted, or • Return it to any vote center or ballot drop box in the County • EC 3001, 3003, 3005, 3006, 3009, 3017
October 19 E-15	**Last Day to Register to Vote** 15 days before each election, there is a close of registration. This is the last day to register to vote in this election. A person who has moved or changed his or her name, must re-register by this date. EC 2102, 2107, 2115, 2116, 2152
October 19 to October 27 E-15 to E-7	**Report of Voter Registration (15 Day)** The County Clerk-Recorder/Registrar of Voters shall prepare and send to the Secretary of State a summary statement of the number of registered voters in the county by political party preference and in each political subdivision as of October 19, 2020. EC 2187(a)(c)(6)

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November 3, 2020 Presidential General Election Calendar, Continued

October 20 E-14	**Write-In Candidacy** **5pm Filing Deadline** Last day for a write-in candidate to file Statement of Write-In Candidacy and Nomination Paper at the Butte County Clerk-Recorder Elections Division. EC 8601
October 20 **to** **November 3** E-14 to E	**Conditional Voter Registration** Voters may register and vote a provisional ballot during the 14 days prior to the election, including Election Day. Conditional Voter Registration is available at the Butte County Clerk-Recorder Elections Division or at any Voter Assistance Center. EC 2170
October 20 **to** **November 3** E-14 to E	**New Citizens – Voter Registration** A person who becomes a United States citizen after the 15th day prior to the election may register to vote, and vote in this election. The person must appear in person at the Butte County Clerk-Recorder Elections Division and provide proof of citizenship. EC 331, 3500, 3501
October 21 E-13	**Notice of One Percent Manual Tally** The County Clerk-Recorder/Registrar of Voters to submit a notice for legal publication specifying the date precincts will be selected and the date the one percent manual tally will commence during the Official Canvass. Official notice will be posted in the lobby. EC 15360
October 21 E-13	**Notice to Count Ballots at Central Location** The County Clerk-Recorder/Registrar of Voters shall submit a notice for legal publication specifying the public place to be used for Central Location for ballot tabulation. EC 12109
October 22 E-12	**Campaign Finance – 2nd Pre-Election Statement** **5pm Filing Deadline** Last day to file 2nd pre-election campaign disclosure statement for candidates and committees participating in the election. Period covered: 09/20/20 to 10/17/20. Statements may be filed electronically using the electronic campaign disclosure filing system (Netfile), in person at the Butte County Clerk-Recorder Elections Division or guaranteed overnight delivery. GC 84200.8
October 20 E-14	**Vote by Mail Ballots Processing** First day the Butte County Clerk-Recorder Elections Division will begin to process (open, prepare and tabulate) vote by mail ballots. No results of ballot tabulation may be released until the polls close on Election Day. EC 15101

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October 23 E-11	**Certified List of Write-In Candidates** The Butte County Clerk-Recorder/Registrar of Voters shall prepare certified list of local write-in candidates. The Secretary of State shall transmit the certified list of write-in candidate names to the county. Date Required by County Clerk-Recorder/Registrar of Voters Date Required by California Secretary of State
October 27 E-7	**Vote by Mail Ballots – Mailing Deadline** Last day the Butte County Clerk-Recorder Elections Division can mail a ballot to the voter. EC 3001
October 27 **To** **November 3** E-7 to E	**Vote by Mail Ballots – Late Conditions** Any voter may apply in person or send an application and authorization with an authorized representative to obtain a vote by mail ballot from the Butte County Clerk-Recorder Elections Division or any voter assistance center. EC 3021
October 27 E-7	**Vote Count Program to Secretary of State** The County Clerk-Recorder/Registrar of Voters must complete the logic and accuracy testing, verify the vote count program and complete certification to send along with a copy of the vote count program to the Secretary of State's Office. EC 15000, 15001
November 3 E	**ELECTION DAY** Vote centers are open from 7:00am to 8:00pm The Butte County Clerk-Recorder Elections Division is open from 7:00am to 8:00pm.
November 3 E	**Semi-Unofficial Election Results on Election Night** Results will be released beginning at 8:15pm and approximately every hour thereafter until all ballots are tabulated. View results on website: http://Buttevotes.net Call 552-3400 or 800-894-7761 within Butte County.
November 3 E	**Superior Court Judge – Unopposed Candidates** The County Clerk-Recorder/Registrar of Voters shall declare elected any incumbent Superior Court Judge who has filed for office but whose name did not appear on either the Primary or General election ballots because they were unopposed. EC 8203(c)
November 4 **to** **December 3** E+1 to E+30	**Official Canvass and Certification of Final Results** The official canvass will begin on 11-04-20, and be completed by 12-03-20. The Butte County Clerk-Recorder will certify the election results, and submit certification to the Board of Supervisors. EC 335.5, 15301,15302,15304,15320,15340 et al, 15360,15370,15371, 15374,15400,15401

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November 3, 2020 Presidential General Election Calendar, Continued

November 4 to November 6 E+1 to E+3	**Vote by Mail Ballots Postmarked by Election Day** State law allows the Butte County Clerk-Recorder Elections Division to receive and process any ballot envelope postmarked by the United States Postal Service or time stamped by a bona fide private mail delivery company by Election Day and received within 3 days of the election. EC 3020
November 5 E+2	**Randomized Drawing of One Percent Manual Tally Precincts** 11am randomized drawing of precincts to be tallied for the One Percent Manual Tally portion of official canvassing process. EC 15360
November 11	**Office Closed - County Holiday (Veteran's Day)**
November 10 E+7	**One Percent Manual Tally** The One Percent Manual Tally will commence and continue until completed. EC 15360
November 23 E+20	**Vote by Mail Ballots – No Signature "Cure" Period** Deadline for voters who failed to sign their return envelope to return their "unsigned ballot statement" and have their ballot counted in this election. EC 3019
November 26 to November 27	**Office Closed – County Holiday (Thanksgiving Day)**
December 3 E+30	**Certified Results Transmitted to County Superintendent of Schools, Community College Districts and School Districts** The County Clerk-Recorder/Registrar of Voters shall notify the County Superintendent of Schools, the Governing Board of Community College Districts and the Governing Board of each School District the results of the election. A copy of the Statement of Votes Cast shall be provided to each district where candidates appeared on the ballot and a copy of the certificate of facts to those districts where candidates did not appear on the ballot. EC 15372
December 3 E+30	**Certified Results Transmitted to Special Districts** The County Clerk-Recorder/Registrar of Voters shall notify the District Secretary in each Special District the results of the election. A copy of the Statement of Votes Cast shall be provided to each district where candidates appeared on the ballot and a copy of the certificate of facts to those districts where candidates did not appear on the ballot. EC 15372
December 3 E+30	**Certified Results Transmitted to City/Town Clerks** The County Clerk Recorder/Registrar of Voters shall provide a copy of the Statement of Votes cast to each city/town throughout Butte County. EC 10262

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December 3 E+30	**Tie Votes – Schools** The County Superintendent of Schools shall notify the governing board, which in turn shall summon the candidates and determine the winner by lot, except if the governing board provided for runoff election in the event of a tie vote and did so within the proper time. Ed. C 5016
December 3 E+30	**Tie Votes – Special Districts** The County Clerk-Recorder/Registrar of Voters shall notify the governing body, which in turn shall notify candidates involved to appear before it and at such time shall determine the winners by lot. EC 10551(b)
December 4 E+31	**Assuming Office – School Districts** Legal date for Governing Board Members elected or appointed at the General Election to take office for a term of 4 years. Ed. C 5017 The Butte County Clerk-Recorder Elections Division shall prepare and deliver to each person elected a certificate of election, signed and authenticated by the County Clerk-Recorder/Registrar of Voters. EC 15401
December 4 E+31	**Assuming Office – Special Districts** Legal date for Directors elected or appointed at the General Election to take office at Noon on this date. Directors must execute the Oath of Office and any bond required by the principal act. EC 10554 The Butte County Clerk-Recorder Elections Division shall prepare and deliver to each person elected a certificate of election, signed and authenticated by the County Clerk-Recorder/Registrar of Voters EC 15401
December 4 E+31	**Statement of Votes Cast and Supplement to Statement of Votes Cast and Certification to Secretary of State** No later than this date, the County Clerk-Recorder/Registrar of Voters shall send, by registered mail, one complete copy of the Statement of Votes Cast and Statement of Votes Cast and Supplement to Statement of Votes Cast forms to the Secretary of State. EC 15375
December 25	**Office Closed - County Holiday (Christmas Day)**
January 1	**Office Closed - County Holiday (New Year's Day)**
January 4	**Assuming Office – Superior Court Judge** Term of Office is 6 years and begins the first Monday after January 1st following their election. CA. Const. Art. IV 2

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November 3, 2020 Presidential General Election Calendar, Continued

January 4	**Assuming Office – County Supervisors & County Officers** Term of Office is 4 years and begins at 12 o'clock Noon on the first Monday after January 1st following their election. GC 24200
TBA	**Swearing-In Ceremonies – County Supervisors & County Officers** Swearing-In Ceremonies to be held in the Board of Supervisors Chambers at 25 County Center Drive, Oroville.
Within 30 days of assuming office	**Statement of Economic Interests (Form 700) Assuming Office Statement for Newly Elected Officials** All newly elected officials are required to complete and file a Statement of Economic Interests (Form 700) within 30 days of assuming office. GC 87202

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