

R - Responsible - doing the task

C - Consulted - assisting with information

A - Accountable - overseeing the task

I - Informed - communication out

Durham Irrigation District is a community-led district committed to meeting the water needs of the residents of Durham safely, sustainably, reliably, and cost-effectively.

Item	TYPE	% Complete	Action Step/Task	MD - BOD	KP - BOD	DS - BOD	JT - STAFF	BKKPR	NJ - PR	RK - ENG	SM - LGL	WATER OP	COMM'Y	COMP DATE
A	Strength	20%	DID team - provide resources they need: more staff --> GM	A	A, R	A	C				C			7/1/2027
C	Strength	25%	DID Team - training opportunities -board training - CSDA Annual Conference for Directors	R, A	R	R	C, I							CSDA Annual Conference - 8/2026 Palm Desert, CA
D	Strength	0%	DID Team - training for new board members; create Board Training packet	A	A	A	R			C	C	C		1/1/2027
I	Strength	100%	Small and Mighty - enlarge board to 5 directors - filing paperwork, prepare to be placed on ballot; expand staff	A	A, R	A	C				R		I	12/31/2027
M	Weakness	50%	Limited funding and resources - grant funding - identify long-term grant resources - identify 3 to pursue (1/1/2026) Limited funding and resources - grant funding - identify grant writer (included in 2026 budget) (7/1/2026) Aging infrastructure - create funding mechanisms such as financing opportunities, grants, bonds, etc. (no date) Funding / grants - explore opportunities (6/1/2026) Funding / grants - be ready to pursue (i.e., federal registry, Vina GSA) (7/1/2026) Form grant committee and be ready to submit one grant per year (internal and external committee members) (7/1/2026)	R, A	R, A	R, A			C, R					6/1/2026

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T	Threats	0%	Natural Disasters - Local Hazard Mitigation Plan updates using DID Alert and other tools	A	A	A	C		R, C	C	C	C		2028 (due 9/2029)
U	Threats	50%	Natural Disasters - Develop emergency operations plan + DID Alert communications	A	A	A	C			R		C		7/1/2027
V	Threats	5%	Natural Disasters - Mutual Aid and tabletop exercise	A	R, A	A	C		C	C		C	I	7/1/2027
P	PAUSED INDEFINITELY													
P-G	Strength	0%	Service minded approach - more office hours for customers (also see Item A)	A	A,R	A	C				C			7/1/2027 paused indefinitely
P-J	Weakness	15%	Size of Organization - talk to Durham Mutual Water cost-sharing (see Items A and G)	I	I	R				C	C	C		12/1/2027 paused indefinitely

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Z	DONE													
Z - B Done	Strength	100%	DID Team - Efficiency tools to support team -DID Alert operational	I	I	I	C		R, A				I	Q3 9/30/2025
Z - E Done	Strength	100%	DID - annual training for all employees (specifically board secretary)	A	A	A	R							10/30/2025
Z - F Done	Strength	100%	Service minded approach - DID Alert - 75% customers enrolled	C	C	C			R, A				I	8/1/2026
Z - H Done	Strength	100%	Small and Mighty - getting community actively involved - DID Alert	C	C	C			R, A					8/26/2025
Z - L DONE	Weakness	100%	Limited funding and resources - create budget, including a line item for training	A	A	A	C			R		C		12/18/2025
Z - N DONE	Weakness	100%	Aging infrastructure - update longterm CIP - Annually	A	A	A	C			R		C		12/20/2025
Z - O Done	Opportunity	100%	Operating / overhead expense reduction - monthly review budget to actuals report (Quickbooks)	R, A	R, A	R, A	R	C						3/31/2026
Z - P Done	Opportunity	95%	Community Education - improve neighbor relations quarterly email newsletter	A	A	A	C		R	C		C		3/1/2026
Z - Q Done	Opportunity	100%	Expand Sphere of Influence	A, R	A, R	A, R	C			C		C		12/1/2025
Z - R Done	Threats	100%	Federal and State regulatory requirements - work with special district associations (CSDA) - annual or twice a year or as-needed report from local rep	A	A	A			C, R					7/1/2025
Z - S Done	Threats	100%	Litigation - Understand Prop 218 compliance and comply with law (ongoing)	A	A	A					R			5/6/2025