

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

AGENDA

COPIES OF THIS AGENDA AVAILABLE FROM:

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

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

Posted: 2:00 PM, January 13, 2023 at 9418-C Midway, Durham, CA 95938 and www.didwater.org.

Board of Directors:

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

District Staff:

Mike Butler, Water Operator
Jeannie Trizzino, Administrative Assistant

AGENDA ITEMS:

1 CALL TO ORDER

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

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

- 2.1 Significant exposure to litigation; one potential case.

3 PUBLIC COMMENT

Members of the public wishing to address the Board on items not listed on the Agenda:

The Durham Irrigation District Board of Directors may take official action only on items included in the posted agenda for a specific scheduled meeting. Items addressed during the Public Comment section are generally matters not included on the agenda and therefore, the Board will not take action at this scheduled meeting. However, such items may be put on the agenda for a future meeting. The public shall have the opportunity to address items that are on the posted agenda. Speakers shall be limited to three minutes each.

4 PRESENTATIONS

All Items Informational/Possible Action

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

5 CONSENT AGENDA

All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion unless an item is removed. Resolutions will be read by title only. There will be no separate discussion of these items unless members of the Board, or persons in the audience, request specific items to be removed from the Consent Agenda to the Regular Agenda for separate discussion, prior to the time the Board votes on the motion to adopt the Consent Agenda. If any item(s) are removed from the Consent Agenda, the item(s) will be considered immediately following action on the Consent Agenda.

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

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

6 REGULAR AGENDA

- 6.1 Items Removed from Consent Agenda

7 CORRESPONDENCE

All Items Informational/Possible Action/Direction

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

8 WATER OPERATIONS BUSINESS

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

9 GENERAL BUSINESS

- 9.1 District Activities and Status Report from District Engineer.
(All Items Informational/Possible Action/Direction)
 - 9.1.1 Status Updates and Activities Not Requiring Board Action
 - 9.1.1.1 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.

- 9.1.1.2 *Capital Improvement Plan Update.
- 9.1.2 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.
Action Requested: Update from District Engineer and staff on status of grant.
- 9.1.3 Easement Agreement between DID and DUSD for connections along east side of Durham Dayton Highway.
Action Requested: Status update from District Counsel or District Engineer on draft letter agreement.
- 9.2 Development Projects. Review status of development projects' activities.
 - 9.2.1 No development project updates.
- 9.3 Annual Audit status – 2020 Audit in progress
- 9.4 Memorandum to Board
 - 9.4.1 Regarding Acct 684 – 2469 Tracy Ranch Road.
Action Requested: Response to owner following discussion at previous board meetings.
- 9.5 Update on Accounts Receivable Status.
Action Requested: Update from staff on collections status.
- 9.6 Drought Planning for Small Water Suppliers and Rural Communities required under SB 552.
- 9.7 Policy and Procedure Manual Updates.
 - 9.7.1 Introduction (Doyle)
 - 9.7.2 Water Service (Phillips)
 - 9.7.3 Water Rates, Operating fees, and Billing Procedure (Phillips)

10 ATTORNEY REPORT

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

11 VINA GSA

(All Items Informational/Possible Action/Direction)

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

- 11.1 Vina GSA SHAC Meetings
- 11.2 Vina GSA Board Meetings
- 11.3 Vina GSA/RCRD GSA Board Meetings

12 DIRECTORS' COMMENTS:

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

13 CLOSED SESSION – if needed

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

14 ADJOURNMENT

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

Balance Sheet

As of December 31, 2022

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

Cash	92,986.72
Cash on Hand	100.00
Development Fees	36,660.24
Savings	14,380.32
California CLASS	182,401.11

Total Current Assets	326,528.39
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Total Checking/Savings	326,528.39
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Total Current Assets	326,528.39
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Fixed Assets**CAPITAL ASSETS****Depreciable Assets**

Equipment	44,352.70
Mains	623,540.00
Pumps	172,575.00
Structures	16,084.00
Wells	127,486.00
Less Accum. Dep'n	-434,456.00

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

Land	20,331.00
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Total Non-Depreciable Assets	20,331.00
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Total Fixed Assets	569,912.70
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TOTAL ASSETS	896,441.09
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LIABILITIES & EQUITY**Equity****NET POSITION**

Net Investment in Capital Asset	566,549.00
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Total NET POSITION	566,549.00
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Unrestricted Net Assets	332,467.50
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Net Income	-2,575.41
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Total Equity	896,441.09
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TOTAL LIABILITIES & EQUITY	896,441.09
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Durham Irrigation District
Profit & Loss
 January through December 2022

5.1.2

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

Durham Irrigation District
Profit & Loss
January through December 2022

	Jan 22	Feb 22	Mar 22	Apr 22	May 22
O & M Supplies	0.00	679.26	2,445.81	2,511.82	3,040.65
Water Testing Fees	76.80	450.00	126.40	251.40	225.60
Weed Management	800.00	800.00	800.00	800.00	800.00
Total Regular Operations & Maint	876.80	1,929.26	3,372.21	3,563.22	4,066.25
Water System Repair & Repl.+					
Repairs	3,288.20	0.00	1,506.32	2,122.70	6,870.60
Contractor	3,400.00	0.00	2,378.59	16,221.50	4,665.00
Water Operator	3,140.00	3,140.00	3,140.00	3,140.00	3,140.00
Total Water System Repair & Repl.+	9,828.20	3,140.00	7,024.91	21,484.20	14,675.60
Total Water System Maint,Repair,Repl	10,705.00	5,069.26	10,397.12	25,047.42	18,741.85
Total Administration	24,452.05	13,010.92	18,119.29	33,495.22	28,769.68
Bank Service Charges	219.44	272.01	239.86	268.17	214.35
Total OPERATING EXPENSES	24,671.49	13,282.93	18,359.15	33,763.39	28,984.03
Total Expense	26,498.49	24,169.53	23,248.90	38,833.39	33,832.78
Net Ordinary Income	1,699.64	3,250.29	10,986.99	-6,580.55	475.97
Other Income/Expense					
Other Income					
NON-OPERATING REVENUE					
Interest Income	0.12	0.11	0.12	0.12	0.12
Total NON-OPERATING REVENUE	0.12	0.11	0.12	0.12	0.12
SPECIAL PROJECTS					
Development Projects Income					
Payments Received	0.00	0.00	0.00	0.00	0.00
Total Development Projects Income	0.00	0.00	0.00	0.00	0.00
Total SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
Total Other Income	0.12	0.11	0.12	0.12	0.12
Other Expense					
Special District Projects					
Expenses					
Agency Fees	0.00	0.00	0.00	431.95	0.00
Development Project Fees	0.00	1,847.50	0.00	0.00	0.00
Total Expenses	0.00	1,847.50	0.00	431.95	0.00
Total Special District Projects	0.00	1,847.50	0.00	431.95	0.00
Total Other Expense	0.00	1,847.50	0.00	431.95	0.00
Net Other Income	0.12	-1,847.39	0.12	-431.83	0.12
Net Income	1,699.76	1,402.90	10,987.11	-7,012.38	476.09

Durham Irrigation District
Profit & Loss
 January through December 2022

	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
Ordinary Income/Expense					
Income					
Water Sales Income					
OPERATING REVENUES					
Demand Fees	90.00	30.00	90.00	30.00	0.00
Meter Sales	0.00	0.00	650.00	0.00	0.00
Water Sales	44,673.09	44,765.45	48,089.78	47,905.81	43,324.77
Total OPERATING REVENUES	44,763.09	44,795.45	48,829.78	47,935.81	43,324.77
Total Water Sales Income	44,763.09	44,795.45	48,829.78	47,935.81	43,324.77
Total Income	44,763.09	44,795.45	48,829.78	47,935.81	43,324.77
Expense					
Contract Services					
Accounting Fees	506.25	543.75	525.00	712.50	512.50
Engineering Support	3,900.00	1,210.00	1,815.00	2,990.00	5,398.00
Legal Fees	2,992.50	0.00	4,567.50	2,520.00	3,195.00
Water Operations Mgmt.	3,140.00	0.00	0.00	0.00	0.00
Total Contract Services	10,538.75	1,753.75	6,907.50	6,222.50	9,105.50
OPERATING EXPENSES					
Administration					
Board Stipends	300.00	300.00	500.00	300.00	700.00
Contract Services	0.00	0.00	0.00	0.00	0.00
District Wages, Taxes, Insur.					
Insurance	5,450.96	-56.25	0.00	0.00	0.00
Payroll Service Fees	123.20	184.80	123.20	123.20	123.20
Payroll Tax Expense	225.93	94.82	-142.29	161.14	154.42
Property Taxes	0.00	0.00	0.00	0.00	12.32
Wages	2,953.50	1,776.50	2,249.50	2,106.50	2,018.50
Total District Wages, Taxes, Insur.	8,753.59	1,999.87	2,230.41	2,390.84	2,308.44
Fees, Dues, Memberships	0.00	4,000.00	3,156.45	2,500.00	0.00
Office Expense					
Meals	0.00	0.00	0.00	0.00	18.16
Postage	0.00	0.00	0.00	0.00	0.00
Software	0.00	0.00	0.00	0.00	0.00
Supplies	210.69	209.88	200.00	400.00	755.21
Website Hosting	75.00	75.00	75.00	75.00	75.00
Total Office Expense	285.69	284.88	275.00	475.00	848.37
Rent	788.00	650.00	650.00	650.00	770.00
Software Fees	100.00	100.00	100.00	100.00	100.00
Utilities					
Garbage	124.16	124.16	124.16	124.16	124.16
Gas & Electric	5,507.66	8,280.35	10,451.21	9,237.25	8,792.44
Telephone/Internet	194.91	195.13	195.13	195.13	495.17
Total Utilities	5,826.73	8,599.64	10,770.50	9,556.54	9,411.77
Water System Maint, Repair, Repl					
Regular Operations & Maint					

Durham Irrigation District
Profit & Loss
January through December 2022

	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
O & M Supplies	2,980.37	4,992.37	725.65	3,276.52	6,182.14
Water Testing Fees	275.20	137.27	0.00	4,144.18	137.27
Weed Management	0.00	1,600.00	900.00	1,600.00	1,200.00
Total Regular Operations & Maint	3,255.57	6,729.64	1,625.65	9,020.70	7,519.41
Water System Repair & Repl.+					
Repairs	387.47	49,600.13	13,783.64	10,759.17	200.00
Contractor	0.00	2,400.00	0.00	0.00	10,992.21
Water Operator	0.00	3,140.00	3,337.28	3,337.28	3,337.28
Total Water System Repair & Repl.+	387.47	55,140.13	17,120.92	14,096.45	14,529.49
Total Water System Maint,Repair,Repl	3,643.04	61,869.77	18,746.57	23,117.15	22,048.90
Total Administration	19,697.05	77,804.16	36,428.93	39,089.53	36,187.48
Bank Service Charges	303.06	282.18	421.63	336.10	374.11
Total OPERATING EXPENSES	20,000.11	78,086.34	36,850.56	39,425.63	36,561.59
Total Expense	30,538.86	79,840.09	43,758.06	45,648.13	45,667.09
Net Ordinary Income	14,224.23	-35,044.64	5,071.72	2,287.68	-2,342.32
Other Income/Expense					
Other Income					
NON-OPERATING REVENUE					
Interest Income	0.12	0.12	0.12	0.12	0.59
Total NON-OPERATING REVENUE	0.12	0.12	0.12	0.12	0.59
SPECIAL PROJECTS					
Development Projects Income					
Payments Received	850.00	0.00	0.00	0.00	0.00
Total Development Projects Income	850.00	0.00	0.00	0.00	0.00
Total SPECIAL PROJECTS	850.00	0.00	0.00	0.00	0.00
Total Other Income	850.12	0.12	0.12	0.12	0.59
Other Expense					
Special District Projects					
Expenses					
Agency Fees	0.00	0.00	0.00	0.00	0.00
Development Project Fees	0.00	330.00	0.00	0.00	0.00
Total Expenses	0.00	330.00	0.00	0.00	0.00
Total Special District Projects	0.00	330.00	0.00	0.00	0.00
Total Other Expense	0.00	330.00	0.00	0.00	0.00
Net Other Income	850.12	-329.88	0.12	0.12	0.59
Net Income	15,074.35	-35,374.52	5,071.84	2,287.80	-2,341.73

Durham Irrigation District
Profit & Loss
January through December 2022

	Nov 22	Dec 22	TOTAL
Ordinary Income/Expense			
Income			
Water Sales Income			
OPERATING REVENUES			
Demand Fees	30.00	0.00	390.00
Meter Sales	0.00	0.00	650.00
Water Sales	40,782.64	34,507.35	460,344.32
Total OPERATING REVENUES	<u>40,812.64</u>	<u>34,507.35</u>	<u>461,384.32</u>
Total Water Sales Income	<u>40,812.64</u>	<u>34,507.35</u>	<u>461,384.32</u>
Total Income	40,812.64	34,507.35	461,384.32
Expense			
Contract Services			
Accounting Fees	575.25	525.00	12,258.75
Engineering Support	4,491.00	3,450.00	29,004.00
Legal Fees	16,255.62	5,813.50	48,757.72
Water Operations Mgmt.	0.00	0.00	3,140.00
Total Contract Services	<u>21,321.87</u>	<u>9,788.50</u>	<u>93,160.47</u>
OPERATING EXPENSES			
Administration			
Board Stipends	1,300.00	600.00	6,000.00
Contract Services	0.00	0.00	1,095.62
District Wages, Taxes, Insur.			
Insurance	0.00	0.00	6,586.44
Payroll Service Fees	123.20	184.80	1,719.24
Payroll Tax Expense	204.91	305.23	1,742.13
Property Taxes	0.00	0.00	12.32
Wages	2,678.50	3,990.00	27,975.50
Total District Wages, Taxes, Insur.	<u>3,006.61</u>	<u>4,480.03</u>	<u>38,035.63</u>
Fees, Dues, Memberships	1,287.00	0.00	14,853.24
Office Expense			
Meals	0.00	0.00	44.20
Postage	148.54	0.00	1,161.94
Software	0.00	0.00	114.99
Supplies	38.86	50.37	2,571.43
Website Hosting	75.00	75.00	900.00
Total Office Expense	<u>262.40</u>	<u>125.37</u>	<u>4,792.56</u>
Rent	780.95	850.00	7,694.97
Software Fees	100.00	100.00	1,320.00
Utilities			
Garbage	124.16	124.16	1,483.82
Gas & Electric	5,645.05	5,122.89	73,983.22
Telephone/Internet	195.01	195.01	2,707.81
Total Utilities	<u>5,964.22</u>	<u>5,442.06</u>	<u>78,174.85</u>
Water System Maint, Repair, Repl			
Regular Operations & Maint			

Durham Irrigation District
Profit & Loss
January through December 2022

	Nov 22	Dec 22	TOTAL
O & M Supplies	1,910.52	493.57	29,238.68
Water Testing Fees	281.92	328.41	6,434.45
Weed Management	800.00	800.00	10,900.00
Total Regular Operations & Maint	2,992.44	1,621.98	46,573.13
Water System Repair & Repl.+			
Repairs	0.00	0.00	88,518.23
Contractor	0.00	3,650.00	43,707.30
Water Operator	3,378.28	3,378.28	35,608.40
Total Water System Repair & Repl.+	3,378.28	7,028.28	167,833.93
Total Water System Maint,Repair,Repl	6,370.72	8,650.26	214,407.06
Total Administration	19,071.90	20,247.72	366,373.93
Bank Service Charges	336.81	300.70	3,568.42
Total OPERATING EXPENSES	19,408.71	20,548.42	369,942.35
Total Expense	40,730.58	30,336.92	463,102.82
Net Ordinary Income	82.06	4,170.43	-1,718.50
Other Income/Expense			
Other Income			
NON-OPERATING REVENUE			
Interest Income	254.38	646.50	902.54
Total NON-OPERATING REVENUE	254.38	646.50	902.54
SPECIAL PROJECTS			
Development Projects Income			
Payments Received	0.00	0.00	850.00
Total Development Projects Income	0.00	0.00	850.00
Total SPECIAL PROJECTS	0.00	0.00	850.00
Total Other Income	254.38	646.50	1,752.54
Other Expense			
Special District Projects			
Expenses			
Agency Fees	0.00	0.00	431.95
Development Project Fees	0.00	0.00	2,177.50
Total Expenses	0.00	0.00	2,609.45
Total Special District Projects	0.00	0.00	2,609.45
Total Other Expense	0.00	0.00	2,609.45
Net Other Income	254.38	646.50	-856.91
Net Income	336.44	4,816.93	-2,575.41

Durham Irrigation District
Profit & Loss
 January through December 2022

	TOTAL			
	Jan - Dec 22	Jan - Dec 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Water Sales Income				
OPERATING REVENUES				
Connection Fees	0.00	9,617.00	-9,617.00	-100.0%
Demand Fees	390.00	0.00	390.00	100.0%
Meter Sales	650.00	4,550.00	-3,900.00	-85.71%
Water Sales	460,344.32	414,385.33	45,958.99	11.09%
Total OPERATING REVENUES	461,384.32	428,552.33	32,831.99	7.66%
Total Water Sales Income	461,384.32	428,552.33	32,831.99	7.66%
Total Income	461,384.32	428,552.33	32,831.99	7.66%
Expense				
Contract Services				
Accounting Fees	12,258.75	11,551.30	707.45	6.12%
Engineering Support	29,004.00	6,961.25	22,042.75	316.65%
Legal Fees	48,757.72	22,076.10	26,681.62	120.86%
Management & Administration	0.00	23,182.50	-23,182.50	-100.0%
Water Operations Mgmt.	3,140.00	0.00	3,140.00	100.0%
Total Contract Services	93,160.47	63,771.15	29,389.32	46.09%
OPERATING EXPENSES				
Administration				
Board Stipends	6,000.00	5,600.00	400.00	7.14%
Contract Services	1,095.62	0.00	1,095.62	100.0%
District Wages, Taxes, Insur.				
Insurance	6,586.44	6,584.89	1.55	0.02%
Payroll Service Fees	1,719.24	1,189.85	529.39	44.49%
Payroll Tax Expense	1,742.13	1,694.90	47.23	2.79%
Property Taxes	12.32	11.19	1.13	10.1%
Wages	27,975.50	21,752.50	6,223.00	28.61%
Total District Wages, Taxes, Insur.	38,035.63	31,233.33	6,802.30	21.78%
Fees, Dues, Memberships	14,853.24	10,032.76	4,820.48	48.05%
Office Expense				
Meals	44.20	27.92	16.28	58.31%
Postage	1,161.94	3,092.88	-1,930.94	-62.43%
Software	114.99	0.00	114.99	100.0%
Supplies	2,571.43	2,435.99	135.44	5.56%
Website Hosting	900.00	900.00	0.00	0.0%
Total Office Expense	4,792.56	6,456.79	-1,664.23	-25.78%
Rent	7,694.97	5,506.00	2,188.97	39.76%
Software Fees	1,320.00	1,320.00	0.00	0.0%
Utilities				
Garbage	1,483.82	1,407.09	76.73	5.45%
Gas & Electric	73,983.22	62,537.45	11,445.77	18.3%
Telephone/Internet	2,707.81	2,960.11	-252.30	-8.52%

Durham Irrigation District
Profit & Loss
 January through December 2022

	TOTAL			
	Jan - Dec 22	Jan - Dec 21	\$ Change	% Change
Total Utilities	78,174.85	66,904.65	11,270.20	16.85%
Water System Maint,Repair,Repl				
Regular Operations & Maint				
O & M Supplies	29,238.68	17,658.83	11,579.85	65.58%
Water Testing Fees	6,434.45	2,196.80	4,237.65	192.9%
Weed Management	10,900.00	11,700.00	-800.00	-6.84%
Total Regular Operations & Maint	46,573.13	31,555.63	15,017.50	47.59%
Water System Repair & Repl.+				
Repairs	88,518.23	10,874.73	77,643.50	713.98%
Repair Supplies	0.00	1,075.10	-1,075.10	-100.0%
Contractor	43,707.30	33,713.25	9,994.05	29.64%
Water Operator	35,608.40	37,921.25	-2,312.85	-6.1%
Total Water System Repair & Repl.+	167,833.93	83,584.33	84,249.60	100.8%
Total Water System Maint,Repair,Repl	214,407.06	115,139.96	99,267.10	86.21%
Total Administration	366,373.93	242,193.49	124,180.44	51.27%
Bank Service Charges	3,568.42	3,136.48	431.94	13.77%
Total OPERATING EXPENSES	369,942.35	245,329.97	124,612.38	50.79%
Total Expense	463,102.82	309,101.12	154,001.70	49.82%
Net Ordinary Income	-1,718.50	119,451.21	-121,169.71	-101.44%
Other Income/Expense				
Other Income				
NON-OPERATING REVENUEOther Inc	0.00	850.00	-850.00	-100.0%
NON-OPERATING REVENUE				
Interest Income	902.54	1.48	901.06	60,882.43%
NON-OPERATING REVENUE - Other	0.00	300.00	-300.00	-100.0%
Total NON-OPERATING REVENUE	902.54	301.48	601.06	199.37%
SPECIAL PROJECTS				
Development Projects Income				
Payments Received	850.00	0.00	850.00	100.0%
Total Development Projects Income	850.00	0.00	850.00	100.0%
Total SPECIAL PROJECTS	850.00	0.00	850.00	100.0%
Total Other Income	1,752.54	1,151.48	601.06	52.2%
Other Expense				
Special District Projects				
Expenses				
Agency Fees	431.95	195.60	236.35	120.83%
Development Project Fees	2,177.50	4,662.50	-2,485.00	-53.3%
Total Expenses	2,609.45	4,858.10	-2,248.65	-46.29%
Total Special District Projects	2,609.45	4,858.10	-2,248.65	-46.29%
Total Other Expense	2,609.45	4,858.10	-2,248.65	-46.29%
Net Other Income	-856.91	-3,706.62	2,849.71	76.88%
Net Income	-2,575.41	115,744.59	-118,320.00	-102.23%

Durham Irrigation District
General Ledger
As of December 31, 2022

Date	Num	Name	Memo	Paid Amount	Balance
Current Assets					321,711.46
Cash					88,816.29
12/02/2022		Paychex		-61.60	88,754.69
12/02/2022		Postalia	equipment rent	-200.00	88,554.69
12/02/2022		Bank Charge		-300.70	88,253.99
12/02/2022		Payroll Taxes		-483.51	87,770.48
12/02/2022		Deposit	Deposit	109.92	87,880.40
12/05/2022		Deposit	Deposit	752.21	88,632.61
12/05/2022		Deposit	Deposit	257.78	88,890.39
12/06/2022		Deposit	Deposit	4,575.76	93,466.15
12/06/2022		Deposit	Deposit	408.18	93,874.33
12/07/2022		Wages		-1,046.19	92,828.14
12/07/2022		Deposit	Deposit	442.90	93,271.04
12/08/2022		Deposit	Deposit	403.42	93,674.46
12/09/2022		Deposit	Deposit	653.34	94,327.80
12/12/2022		Deposit	Deposit	8,569.53	102,897.33
12/12/2022		Deposit	Deposit	1,402.58	104,299.91
12/12/2022		Deposit	Deposit	326.41	104,626.32
12/12/2022		Deposit	Deposit	65.73	104,692.05
12/13/2022		Deposit	Deposit	4,106.25	108,798.30
12/13/2022		Deposit	Deposit	137.86	108,936.16
12/14/2022		Deposit	Deposit	564.35	109,500.51
12/14/2022		Comcast		-195.01	109,305.50
12/15/2022		Deposit	Deposit	769.92	110,075.42
12/15/2022		Wages		-862.78	109,212.64
12/16/2022		Deposit	Deposit	255.77	109,468.41
12/16/2022		Paychex		-61.60	109,406.81
12/16/2022		Payroll Taxes		-403.18	109,003.63
12/19/2022		Deposit	Deposit	304.39	109,308.02
12/19/2022		Deposit	Deposit	173.02	109,481.04
12/19/2022		Deposit	Deposit	65.00	109,546.04
12/20/2022	9773	Kevin Phillips	Dec 2022	-200.00	109,346.04
12/20/2022	9774	James M. Doyle	Dec 2022	-200.00	109,146.04
12/20/2022	9775	Raymond Cooper	Dec 2022	-200.00	108,946.04
12/20/2022	9776	JC Hernandez Maint...	Nov alley clean-up	-800.00	108,146.04
12/20/2022	9777	Pace Analytical Serv...	colilert/coliform testing	-328.41	107,817.63
12/20/2022	9778	Sierra Water Utility	chlorine	-340.20	107,477.43
12/20/2022	9780	Brown General Engi...	meter box replacement	-3,650.00	103,827.43
12/20/2022	9781	Ferguson Waterworks	parts	-153.37	103,674.06
12/20/2022	9782	Camp & McLaughlin	Dec 2022 rent	-650.00	103,024.06
12/20/2022	9783	PG & E		-5,122.89	97,901.17
12/20/2022	9784	Recology		-124.16	97,777.01
12/20/2022	9785	Sequoyah		-100.00	97,677.01
12/20/2022	9786	Streamline		-75.00	97,602.01
12/20/2022	9787	Sheryl Bosman	bookkeeping	-525.00	97,077.01
12/20/2022	9788	Northstar Engineering	CIP budget/rate study/mee...	-3,450.00	93,627.01
12/20/2022	9789	Minasian,Meith,Soar...	litigation - district special le...	-5,813.50	87,813.51
12/20/2022	9790	Sierra Water Utility		-3,378.28	84,435.23
12/20/2022	9791	Jeannie Trizzino	reimb.	-30.37	84,404.86
12/20/2022	9792	James M. Doyle	reimb.	-20.00	84,384.86
12/20/2022		Deposit	Deposit	7,724.08	92,108.94
12/20/2022		Deposit	Deposit	123.46	92,232.40
12/20/2022		Adj. to deposit		-0.37	92,232.03
12/21/2022		Deposit	Deposit	197.03	92,429.06
12/22/2022		Deposit	Deposit	47.07	92,476.13
12/23/2022		Deposit	Deposit	60.00	92,536.13
12/27/2022		Deposit	Deposit	50.12	92,586.25
12/27/2022		Deposit	Deposit	35.06	92,621.31
12/28/2022		Deposit	Deposit	1,926.58	94,547.89
12/29/2022		Wages		-1,025.24	93,522.65
12/30/2022		Payroll Taxes		-474.33	93,048.32
12/30/2022		Paychex	year-end AR - \$43,302.44	-61.60	92,986.72
Total Cash				4,170.43	92,986.72
Cash on Hand					100.00
Total Cash on Hand					100.00
Development Fees					36,660.24

Durham Irrigation District
General Ledger
As of December 31, 2022

Date	Num	Name	Memo	Paid Amount	Balance
		Total Development Fees			36,660.24
		Savings			14,380.20
12/31/2022		Deposit	Deposit	0.12	14,380.32
		Total Savings		0.12	14,380.32
		California CLASS			181,754.73
12/30/2022		Deposit	Deposit	646.38	182,401.11
		Total California CLASS		646.38	182,401.11
		Total Current Assets		4,816.93	326,528.39
		CAPITAL ASSETS			549,581.70
		Depreciable Assets			549,581.70
		Equipment			44,352.70
		Total Equipment			44,352.70
		Mains			623,540.00
		Total Mains			623,540.00
		Pumps			172,575.00
		Total Pumps			172,575.00
		Structures			16,084.00
		Total Structures			16,084.00
		Wells			127,486.00
		Total Wells			127,486.00
		Less Accum. Dep'n			-434,456.00
		Total Less Accum. Dep'n			-434,456.00
		Total Depreciable Assets			549,581.70
		Total CAPITAL ASSETS			549,581.70
		Non-Depreciable Assets			20,331.00
		Land			20,331.00
		Total Land			20,331.00
		Total Non-Depreciable Assets			20,331.00
		NET POSITION			-566,549.00
		Net Investment in Capital Asset			-566,549.00
		Total Net Investment in Capital Asset			-566,549.00
		Total NET POSITION			-566,549.00
		Unrestricted Net Assets			-332,467.50
		Total Unrestricted Net Assets			-332,467.50
		Water Sales Income			-426,876.97
		OPERATING REVENUES			-426,876.97
		Demand Fees			-390.00
		Total Demand Fees			-390.00
		Meter Sales			-650.00
		Total Meter Sales			-650.00
		Water Sales			-425,836.97
12/02/2022		Deposit	Deposit	-109.92	-425,946.89
12/05/2022		Deposit	Deposit	-752.21	-426,699.10
12/05/2022		Deposit	Deposit	-257.78	-426,956.88
12/06/2022		Deposit	Deposit	-4,575.76	-431,532.64
12/06/2022		Deposit	Deposit	-408.18	-431,940.82
12/07/2022		Deposit	Deposit	-442.90	-432,383.72
12/08/2022		Deposit	Deposit	-403.42	-432,787.14
12/09/2022		Deposit	Deposit	-653.34	-433,440.48
12/12/2022		Deposit	Deposit	-8,569.53	-442,010.01
12/12/2022		Deposit	Deposit	-1,402.58	-443,412.59

Durham Irrigation District
General Ledger
As of December 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
12/12/2022		Deposit	Deposit	-326.41	-443,739.00
12/12/2022		Deposit	Deposit	-65.73	-443,804.73
12/13/2022		Deposit	Deposit	-4,106.25	-447,910.98
12/13/2022		Deposit	Deposit	-137.86	-448,048.84
12/14/2022		Deposit	Deposit	-564.35	-448,613.19
12/15/2022		Deposit	Deposit	-769.92	-449,383.11
12/16/2022		Deposit	Deposit	-255.77	-449,638.88
12/19/2022		Deposit	Deposit	-304.39	-449,943.27
12/19/2022		Deposit	Deposit	-173.02	-450,116.29
12/19/2022		Deposit	Deposit	-65.00	-450,181.29
12/20/2022		Deposit	Deposit	-7,724.08	-457,905.37
12/20/2022		Deposit	Deposit	-123.46	-458,028.83
12/20/2022		Adj. to deposit		0.37	-458,028.46
12/21/2022		Deposit	Deposit	-197.03	-458,225.49
12/22/2022		Deposit	Deposit	-47.07	-458,272.56
12/23/2022		Deposit	Deposit	-60.00	-458,332.56
12/27/2022		Deposit	Deposit	-50.12	-458,382.68
12/27/2022		Deposit	Deposit	-35.06	-458,417.74
12/28/2022		Deposit	Deposit	-1,926.58	-460,344.32
Total Water Sales				-34,507.35	-460,344.32
Total OPERATING REVENUES				-34,507.35	-461,384.32
Total Water Sales Income				-34,507.35	-461,384.32
Contract Services					83,371.97
Accounting Fees					11,733.75
12/20/2022	9787	Sheryl Bosman	bookkeeping	525.00	12,258.75
Total Accounting Fees				525.00	12,258.75
Engineering Support					25,554.00
12/20/2022	9788	Northstar Engineering	CIP budget/rate study/mee...	1,380.00	26,934.00
12/20/2022	9788	Northstar Engineering	litigation - meetings	345.00	27,279.00
12/20/2022	9788	Northstar Engineering	litigaion - cost of service	1,725.00	29,004.00
Total Engineering Support				3,450.00	29,004.00
Legal Fees					42,944.22
12/20/2022	9789	Minasian,Meith,Soar...	litigation - district special le...	5,813.50	48,757.72
Total Legal Fees				5,813.50	48,757.72
Water Operations Mgmt.					3,140.00
Total Water Operations Mgmt.					3,140.00
Total Contract Services				9,788.50	93,160.47
OPERATING EXPENSES					349,393.93
Administration					346,126.21
Board Stipends					5,400.00
12/20/2022	9773	Kevin Phillips	Dec 2022	200.00	5,600.00
12/20/2022	9774	James M. Doyle	Dec 2022	200.00	5,800.00
12/20/2022	9775	Raymond Cooper	Dec 2022	200.00	6,000.00
Total Board Stipends				600.00	6,000.00
Contract Services					1,095.62
Total Contract Services					1,095.62
District Wages, Taxes, Insur.					33,555.60
Insurance					6,586.44
Total Insurance					6,586.44
Payroll Service Fees					1,534.44
12/02/2022		Paychex		61.60	1,596.04
12/16/2022		Paychex		61.60	1,657.64
12/30/2022		Paychex	year-end AR - \$43,302.44	61.60	1,719.24

Durham Irrigation District
General Ledger
As of December 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
		Total Payroll Service Fees		184.80	1,719.24
		Payroll Tax Expense			1,436.90
12/02/2022		Payroll Taxes		483.51	1,920.41
12/07/2022		Wages		-374.81	1,545.60
12/15/2022		Wages		-313.22	1,232.38
12/16/2022		Payroll Taxes		403.18	1,635.56
12/29/2022		Wages		-367.76	1,267.80
12/30/2022		Payroll Taxes		474.33	1,742.13
		Total Payroll Tax Expense		305.23	1,742.13
		Property Taxes			12.32
		Total Property Taxes			12.32
		Wages			23,985.50
12/07/2022		Wages		1,421.00	25,406.50
12/15/2022		Wages		1,176.00	26,582.50
12/29/2022		Wages		1,393.00	27,975.50
		Total Wages		3,990.00	27,975.50
		Total District Wages, Taxes, Insur.		4,480.03	38,035.63
		Fees, Dues, Memberships			14,853.24
		Total Fees, Dues, Memberships			14,853.24
		Office Expense			4,667.19
		Meals			44.20
		Total Meals			44.20
		Postage			1,161.94
		Total Postage			1,161.94
		Software			114.99
		Total Software			114.99
		Supplies			2,521.06
12/20/2022	9791	Jeannie Trizzino	reimb.	30.37	2,551.43
12/20/2022	9792	James M. Doyle	reimb.	20.00	2,571.43
		Total Supplies		50.37	2,571.43
		Website Hosting			825.00
12/20/2022	9786	Streamline		75.00	900.00
		Total Website Hosting		75.00	900.00
		Total Office Expense		125.37	4,792.56
		Rent			6,844.97
12/02/2022		Postalia	equipment rent	200.00	7,044.97
12/20/2022	9782	Camp & McLaughlin	Dec 2022 rent	650.00	7,694.97
		Total Rent		850.00	7,694.97
		Software Fees			1,220.00
12/20/2022	9785	Sequoyah		100.00	1,320.00
		Total Software Fees		100.00	1,320.00
		Utilities			72,732.79
		Garbage			1,359.66
12/20/2022	9784	Recology		124.16	1,483.82
		Total Garbage		124.16	1,483.82
		Gas & Electric			68,860.33
12/20/2022	9783	PG & E		5,122.89	73,983.22
		Total Gas & Electric		5,122.89	73,983.22

Durham Irrigation District
General Ledger
As of December 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
Telephone/Internet					2,512.80
12/14/2022		Comcast		195.01	2,707.81
Total Telephone/Internet				195.01	2,707.81
Total Utilities				5,442.06	78,174.85
Water System Maint,Repair,Repl					205,756.80
Regular Operations & Maint					44,951.15
O & M Supplies					28,745.11
12/20/2022	9778	Sierra Water Utility	chlorine	340.20	29,085.31
12/20/2022	9781	Ferguson Waterworks	5/26/21 Brown St. repairs	153.37	29,238.68
Total O & M Supplies				493.57	29,238.68
Water Testing Fees					6,106.04
12/20/2022	9777	Pace Analytical Serv...	colilert/coliform testing	328.41	6,434.45
Total Water Testing Fees				328.41	6,434.45
Weed Management					10,100.00
12/20/2022	9776	JC Hernandez Maint...	Nov alley clean-up	800.00	10,900.00
Total Weed Management				800.00	10,900.00
Total Regular Operations & Maint				1,621.98	46,573.13
Water System Repair & Repl.+					160,805.65
Repairs					88,518.23
Total Repairs					88,518.23
Contractor					40,057.30
12/20/2022	9780	Brown General Engi...	meter box replacement	3,650.00	43,707.30
Total Contractor				3,650.00	43,707.30
Water Operator					32,230.12
12/20/2022	9790	Sierra Water Utility	chlorine	3,378.28	35,608.40
Total Water Operator				3,378.28	35,608.40
Total Water System Repair & Repl.+				7,028.28	167,833.93
Total Water System Maint,Repair,Repl				8,650.26	214,407.06
Total Administration				20,247.72	366,373.93
Bank Service Charges					3,267.72
12/02/2022		Bank Charge		300.70	3,568.42
Total Bank Service Charges				300.70	3,568.42
Total OPERATING EXPENSES				20,548.42	369,942.35
NON-OPERATING REVENUE					-256.04
Interest Income					-256.04
12/30/2022		Deposit	Deposit	-646.38	-902.42
12/31/2022		Deposit	Deposit	-0.12	-902.54
Total Interest Income				-646.50	-902.54
Total NON-OPERATING REVENUE				-646.50	-902.54
SPECIAL PROJECTS					-850.00
Development Projects Income					-850.00
Payments Received					-850.00
Total Payments Received					-850.00
Total Development Projects Income				-850.00	-850.00
Total SPECIAL PROJECTS				-850.00	-850.00
Special District Projects					2,609.45

Durham Irrigation District
General Ledger
As of December 31, 2022

Date	Num	Name	Memo	Paid Amount	Balance
Expenses					2,609.45
		Agency Fees			431.95
		Total Agency Fees			431.95
		Development Project Fees			2,177.50
		Total Development Project Fees			2,177.50
		Total Expenses			2,609.45
		Total Special District Projects			2,609.45
TOTAL				0.00	0.00

1/12/2023

Durham Irrigation District
Monthly Billing Recap 12/1/2022 thru 12/31/2022

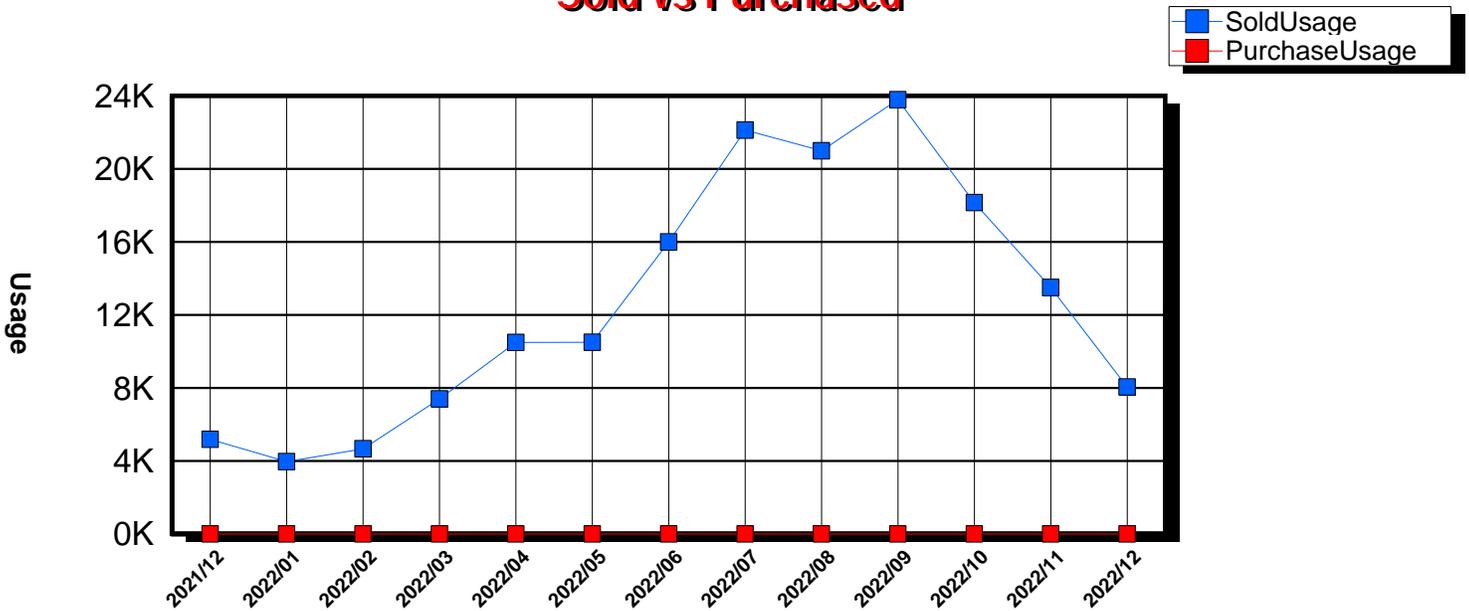
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	<u>Amount</u>	<u>Count</u>				
Water Purchased or Produced this month	0					
Water Sold this month	8,180					
Water System used or accountable loss	0					
Water Loss	0.00 %	8,180				
Total Water Sales this month	33,086.63	473				
Total Penalties this month	48.20	83				
Total Adjustments this month	0.00	45				
Total of other charges this month	119.00	2				
Total Current Charges	33,253.83					
Current Balance	762.82	216				
30 Days Past Due	2,466.54	18				
60 Days Past Due	1,831.59	9				
90 Days Past Due	7,866.02	24				
Total Accounts Receivable	12,926.97					
Total Payments Received	34,994.09	388				
New Memberships	0.00	0				
Active Accounts	11,729.37	475				
InActive Accounts	1,197.60	47				
Forfeiture Accounts	0.00	0				
Average Water Usage	17					
Average Water Charge	69.95					
Low Range	High Range	Usage	Count	Sales	% Usage	% Sales
0	0	0	0	0.00	0.00	0.00
0	0	0	131	9,406.41	0.00	28.43
1	2,000	8,180	342	23,680.22	100.00	71.57
2,001	4,000	0	0	0.00	0.00	0.00
4,001	6,000	0	0	0.00	0.00	0.00
6,001	8,000	0	0	0.00	0.00	0.00
8,001	10,000	0	0	0.00	0.00	0.00
10,001	20,000	0	0	0.00	0.00	0.00
20,001	30,000	0	0	0.00	0.00	0.00
30,001	40,000	0	0	0.00	0.00	0.00
40,001	50,000	0	0	0.00	0.00	0.00
50,001	999,999,999	0	0	0.00	0.00	0.00
		8,180	473	33,086.63		
Accounts Receivable Last Month Ending	14,667.23					
Sales/Charges this Month	33,253.83					
Adjustments this Month	0.00					
Less: Payments this Month	34,994.09					
Accounts Receivable Total	12,926.97	12,926.97				

Pump Total

<u>Year/Month</u>	<u>Purchased</u>	<u>Sold</u>	<u>Loss</u>	<u>Pct</u>
2021/12	0	5,186	5,186	0.0
2022/01	0	3,963	3,963	0.0
2022/02	0	4,667	4,667	0.0
2022/03	0	7,398	7,398	0.0
2022/04	0	10,493	10,493	0.0
2022/05	0	10,499	10,499	0.0
2022/06	0	15,999	15,999	0.0
2022/07	0	22,124	22,124	0.0
2022/08	0	20,992	20,992	0.0
2022/09	0	23,794	23,794	0.0
2022/10	0	18,154	18,154	0.0
2022/11	0	13,505	13,505	0.0
2022/12	0	8,053	8,053	0.0

Sold vs Purchased



<u>Acct</u>	<u>Name</u>		<u>Balance</u>	<u>1/1/2023</u> <u>Current</u>	<u>30 Days</u>	<u>60-Days</u>	<u>90-Days</u>	
141	Woodward, Billy	2403 Brown St	2,113.09	45.07	84.26	86.40	1,897.36	
243	Jones, Jonathan and Leeann	9336 Midway	1,322.33	55.43	71.23	72.39	1,123.28	
68	Huitt, Bordin	2549 Burdick Rd	1,301.75				1,301.75	
916	Bresson, Christopher & Kimb	9416 Goodspeed St	926.13	38.07	48.64	49.08	790.34	
265	Wurm, Anita	9202 Goodspeed St	922.63	63.43	75.28	79.33	704.59	
291	Guerra, Diego & Marisa	9665 Teal Ln	913.04	55.43	78.95	99.94	678.72	
606	Harris, James	9424 Putney Dr	872.93	35.07	46.20	45.67	745.99	
183	Ownby, Karen Koehly	2455 Durham-Dayton Hwy	764.88	38.07	51.95	51.32	623.54	
630	Parker, Bryan	2484 Marsh Ct	749.76	59.43	88.29	148.64	453.40	
237	Taylor, Darrell	2399 Serviss St	658.56	63.78	72.17	71.21	451.40	
683	Seegert, James	9369 La Rose Ct	522.15	51.43	83.30	214.16	173.26	
622	Gilmore, James	9462 Van Ness Way	448.47	81.43	165.85	201.19		
130	Pack, April	9353 Holland Ave	330.15	48.07	105.19	107.67	69.22	
15	Catomerisios, Cathy	9206 Holland Ave	293.11	55.43	60.88	65.02	111.78	
13	Catherine Bailey,	9200 Holland Ave	292.76	63.07	56.43	57.63	115.63	
93	Bailey, Catherine	2374 Serviss St - Apt A	280.31	53.43	78.73	72.60	75.55	
245	Grange, Durham	2393 Durham-Dayton Hwy	263.68	63.78	66.65	65.69	67.56	
128	Horn, Howard	2370 Serviss St	242.88	63.78	66.37	67.59	45.14	
53	Horn, Nathan	2379 Serviss St	213.79	49.43	51.83	53.09	59.44	
226	Bailey, Catherine	9393 Goodspeed St	207.16	56.43	49.62	48.91	52.20	
210	Quaintance, Ken	2397 Florida Ln	190.24	40.07	38.25	38.71	73.21	
21			Total	\$13,829.82	\$1,080.13	\$1,440.07	\$1,696.24	\$9,613.38

DURHAM IRRIGATION DISTRICT

Check Issue Date: 1/17/2023

Cash Balance Date

12/31/2022

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category	\$	92,986.72
Stipends									
9793	Stipend Form		Kevin Phillips		\$ 100.00	(1) 1/18 DID BOD		\$	92,886.72
9794	Stipend Form		Matt Doyle		\$ 100.00	(1) 1/18 DID BOD		\$	92,786.72
9795	Stipend Form		Raymond Cooper		\$ 100.00	(1) 1/18 DID BOD		\$	92,686.72
					Subtotal Stipend	\$300.00		Subtotal Balance	\$ 92,686.72
Regular Water System Maintenance and Operations									
9796	12/26/2022	14320	J.C. Hernandez		\$ 800.00	December 2022 alley cleanup		\$	91,886.72
9797	1/1/2023	5481	Sierra Water Utility		\$ 2,428.85	chlorine; parts; add'l labor		\$	89,457.87
					Subtotal Water Operations	\$3,228.85		Subtotal Balance	\$ 89,457.87
Water System Emergency Repair/Replacement									
9798	1/3/2023	1764485	Ferguson Waterworks		\$ 43.97	parts		\$	89,413.90
					Subtotal Water System Repair	\$43.97		Subtotal Balance	\$ 89,413.90

DURHAM IRRIGATION DISTRICT

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
Utility & Supplies							
9799	1/1/2023	-	Camp & McLaughlin		\$ 650.00	January rent	\$ 88,763.90
9800	12/28/2022	-	PG&E	\$ 77.61		9418 Midway #C (Office)(0596196710-5)	\$ 84,559.17
	12/23/2022	-	PG&E	\$ 1,928.09		Durham Dayton Rd 20'W (5773099695-6)	\$ 84,559.17
	12/27/2022	-	PG&E	\$ 964.26	\$ 4,204.73	Holland Ave E/S & 500S Serviss (6812590736-7)	\$ 84,559.17
	12/28/2022	-	PG&E	\$ 226.65		Holland Ave S 300' (7938916943-8)	\$ 84,559.17
	12/28/2022	-	PG&E	\$ 1,008.12		9389 Goodspeed St (9856464053-5)	\$ 84,559.17
9801	12/30/2022	8551002579279	Recology		\$ 124.16	garbage service (Well 5)	\$ 84,435.01
9802	12/31/2022	-	Sequoyah Software		\$ 130.00	billing software + email bill service	\$ 84,305.01
9803	1/1/2023	460814F-0027	Streamline		\$ 75.00	website host	\$ 84,230.01
online debit	ACH	320227550	Staples		\$ 306.66	office supplies	\$ 83,923.35
online debit	12/30/2022	2022122301	Paychex		\$ 61.60	payroll fees	\$ 84,168.41
online debit	1/13/2023	2023011101	Paychex		\$ 176.60	payroll fees, W2 processing, year-end reports	\$ 83,991.81
online debit	12/28/2022	-	FP Mailing Solutions		\$ 200.00	postage (online download)	\$ 83,791.81
online debit	1/3/2023	-	FP Mailing Solutions		\$ 200.00	postage (online download)	\$ 83,591.81
Subtotal Utility					\$6,128.75		Subtotal Balance \$ 83,285.15

DURHAM IRRIGATION DISTRICT

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
District Administration, Operations & Management							
Payroll & Insurance							
online debit	12/30/2022	-	Withholdings - Trizzino		\$ 474.33		\$ 82,810.82
online debit	1/13/2023	-	Withholdings - Trizzino		\$ 387.60		\$ 82,423.22
online debit	12/30/2022	-	Employee - Trizzino		\$ 1,025.24	Administrative Support	\$ 81,397.98
online debit	1/13/2023	-	Employee - Trizzino		\$ 753.46	Administrative Support	\$ 80,644.52
Contractors							
9804	1/2/2023	8118	Sheryl Bosman		\$ 850.00	Bookkeeping Services; 1099 prep	\$ 79,794.52
9805	1/6/2023	29022	Carter Law Office		\$ 2,160.00	District Legal Services	\$ 77,634.52
9810	1/11/2023	80164	NorthStar		\$ 4,715.00	CIP Budget/Rate Study - \$ 0 DUSD Easement - \$ 0 Meetings - \$ 345 USBR Engineering - \$ Operational Support - \$ 1035 Grant Application Support - \$ 230 Litigation - Meetings - \$ 345 Litigation - Cost of Service - \$ 1610	\$ 72,919.52
9806	1/9/2023	39266	Luhdorff & Scalmanini Consulting Engineers		\$ 2,257.50	Water CIP Implementation and Funding Support	\$ 70,662.02
Water Operations							
9807	1/1/2023	5479	Sierra Water Utility		\$ 3,378.28	Water Operator Services	\$ 67,283.74
Subtotal Admin. Ops. & Mgmt.					\$16,001.41		Subtotal Balance \$ 67,283.74

DURHAM IRRIGATION DISTRICT

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
Agency Fees, Association Dues & Reimbursables							
Fees & Dues							
online debit	1/3/2023	-	PaySafe/PayStation Fee		\$ 345.48	"mtot" on bank statement	\$ 66,938.26
9808	12/28/2022	2022NOV-39	Butte County Elections Division		\$ 429.90	Nov 2022 Election Cost	\$ 66,508.36
online debit	1/9/2023		State Compensation Insurance Fund		\$ 167.85	PY 2022 Payroll report charges - 01/01/2022-01/01/2023	\$ 66,340.51
9809	12/21/2022	SM-1037837	State Water Resources Control Board		\$ 4,560.08	Water system annual fees - 7/1/2022-6/30/2023	\$ 61,780.43
Reimbursable Payments							
NONE							\$ 61,780.43
Subtotal Fees & Reimbursables					\$5,503.31	Subtotal Balance \$ 61,780.43	
Other Expenses							
NONE							\$ 61,780.43
Other Expenses					\$0.00	Subtotal Balance \$ 61,780.43	
Development Projects							
Contractor				Project			
NONE							\$ 61,780.43
Subtotal Development Projects					\$0.00	Subtotal Balance \$ 61,780.43	
SUBTOTAL PAYMENTS					\$31,206.29		
							Subtotal Remaining Balance \$ 61,780.43
							Check Refund/Cancelled Register Total
							TOTAL REMAINING BALANCE \$ 61,780.43

DURHAM IRRIGATION DISTRICT

Petty Cash

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

Check / Payment Refund / Cancel or Void Check Register

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

Director Signature _____
Date _____

Director Signature _____
Date _____

DURHAM IRRIGATION DISTRICT

Deposit Register

Date	Deposit	Deposit Amount	Other Notes
6-Dec-22	Cash/Check Deposit	\$ 4,575.76	
12-Dec-22	Cash/Check Deposit	\$ 8,569.53	
13-Dec-22	Cash/Check Deposit	\$ 4,106.25	
20-Dec-22	Cash/Check Deposit	\$ 7,724.08	
28-Dec-22	Cash/Check Deposit	\$ 1,926.58	
12/1/2022-12/31/2022	Paystation Payments	\$ 7,605.52	
	Subtotal Water Sales Deposits	\$ 34,507.72	

Water Meter Sales	Location
NONE	
Bank Adjustments & Other	Notes
20-Dec-22	Notice of Adjustment <i>debit</i> \$ (0.37) 12/20/2022 deposit adjustment
	Other Deposits \$ (0.37)
	Total Deposits \$34,507.35

Deposit Register for Development Projects Account

NONE	
Total Development Project Deposits	\$ -

Director Signature _____
Date _____

Director Signature _____
Date _____



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

Board of Directors:

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

District Staff:

Mark Adams, District Engineer
 Mike Butler, Water Operator
 Aidan Wallace, Special Counsel – *left at 5:55 pm.*
 Jeannie Trizzino, Administrative Assistant

1 CALL TO ORDER

- 1.1 Meeting was called to order by Chair Doyle at 5:30 pm.
- 1.2 Introduction of Guests - NONE

2 SPECIAL ORDERS

- 2.1 * Consider Resolution No. 2022-10, A Resolution of Durham Irrigation District Repealing Water Rates to Those in Existence Immediately Prior to January 1, 2019

Motion:

That the Board consider and approve Resolution 2022-10 of the Durham Irrigation District Board repealing water rates to those in existence immediately prior to January 1, 2019.

Board Discussion:

Discussion of specific language in the resolution; Counsel explained that the points raised in the resolution substantiates both the origin of and need for the resolution.

Public Comment:

None.

Action Taken:

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

Vote results

Ayes carried.

Ayes:

Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

- 2.2 * Consider Notice of Proposed Rate Change to Reestablish Rates to Those in Existence in 2022 and Direct Staff and Special Counsel to Begin Proposition 218 Rate Change Process

Motion:

That the Board approve the Notice of Proposed Rate Change to reestablish rates to those in existence in 2022 and direct staff and special counsel to begin Proposition 218 rate change process with changes as directed.

Board Discussion:

Directors suggested edits to Notice to better serve all customers. Staff clarified that original notice language suggests hybrid Zoom-In Person format; Directors gave direction that the meeting format be In Person only. District Engineer clarified that the rate change will revert rates to those in place in December 2018 and will adopt rates in place in December 2022. Directors noted that the Notice of Proposed Rate Change will be sent to both Owner and Tenant. Counsel notes that there is only one vote per parcel, either tenant or owner, but that only one vote will be tallied. Directors asked for revisions to

the notice to specify that (1) the respondent's name be legibly printed on the protest form and (2) the meeting will be held in person only.

Public Comment:

None.

Action Taken:

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

Vote results

Ayes carried.

Ayes:

Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

At 5:55 pm Special Counsel Aidan Wallace left the meeting.

3 PUBLIC COMMENT - NONE

4 PRESENTATIONS - NONE

5 CONSENT AGENDA

5.1 Monthly Financial Report for October 2022, including:

5.1.1 * Balance Sheet

5.1.2 * Profit & Loss Statement

5.1.3 * Previous Year Comparison

5.1.4 * General Ledger

5.1.5 * Board Recap, Water Sales and AR Aging Report

5.2 * Approval of the Warrant Sheet from November 15, 2022 to December 19, 2022, including payments, deposits, and transaction adjustments.

5.3 * Approval of the minutes for the November 15, 2022 and July 19, 2022 **Regular** Board Meetings.

5.4 * Approval of the minutes for the November 10, 2022 **Special** Board Meeting.

5.5 * Approval of the 2023 District Calendar.

Motion:

That the Board consider and approve the consent agenda.

Board Discussion:

None.

Public Comment:

None.

Action Taken:

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

Vote results

Ayes carried.

Ayes:

Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

6 REGULAR AGENDA

6.1 Items Removed from Consent Agenda - NONE

7 CORRESPONDENCE

All Items Informational/Possible Action/Direction

- 7.1 * Ltr. from SCIF (11.02.2022) 2023-2024 Quote

Discussion: *Staff directed to change the titles of Directors be changed as noted below.*
Director Matt Doyle – Chair
Director Raymond Cooper – Treasurer
Director Kevin Phillips – Secretary
Staff will also update payroll information to determine 2023 estimated premium.

8 WATER OPERATIONS BUSINESS

- 8.1 Ongoing/New Business
All Items Informational/Possible Action/Direction

- 8.2 * Review of Water Operator Log for November 2022 (Operator Mike Butler)

Discussion: *Water Operator informed the Board that Knife River Construction uncovered a District service line in the course of the county's sidewalk construction on Durham Dayton Highway. This necessitated the planned shut-off of a number of service connections, however, in the course of that work, a larger emergency unannounced shut-off became necessary when a District valve would not seal properly. The repairs after the emergency shut-off went smoothly and were completed in under an hour. The affected account was unmetered, but for convenience the Water Operator installed a meter. Director Cooper suggested that a meter blank be installed on the account.*

Discussion continued regarding meter fee policy and options for owners to pay the \$650 meter fee. Director Phillips asked for the meter fee payment procedure to be set as policy. Phillips suggested that the owner pay the fee of \$650 within 12 months, with no partial payments. If payment is not received in the 12 month period, the meter fee will automatically be applied to their bill and be subject to late fees and lien. Director Cooper commented that there is a state requirement that all water connections be metered by January 1, 2025. (See AB2572, passed in 2004.)

Staff directed to prepare a draft letter to the customer advising that a meter had been installed on their connection and that they have 12 months to pay the meter fee in full, and they can choose to switch to a metered rate immediately or when the meter fee is paid.

Discussion continued regarding backflow devices and the need to identify connections with backflow devices. Staff was directed to send letters (1) to owners with backflow devices regarding annual inspection and (2) to owners that should have backflow devices (i.e., commercial businesses and buildings/dwellings with fire sprinklers) that the backflow device is required and will also be inspected. District Engineer noted that CalWater procedure is to inspect businesses and evaluate whether a backflow device is required. District Engineer also notes that some types of fire sprinkler systems do not pose a cross-connection issue and do not need a backflow device.

- 8.3 * Monthly Work Order Status Report through December 14, 2022

Discussion: *Water Operator reported that no work order responses required customer charges.*

9 GENERAL BUSINESS

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

9.1.1 Status Updates and Activities Not Requiring Board Action

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

9.1.1.2 Capital Improvement Plan Update.

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

Discussion: *District Engineer reports that USBR is waiting for revised PASS form, dependent on adoption of procurement policy. Upon USBR extension approval, he will schedule archeological review, and work with Water Operator on SCADA upgrades.*

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

Discussion: *No updates; await easement agreement from District Counsel Carter.*

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

9.2.1 No development project updates.

9.3 Annual Audit status – 2020 Audit in progress

Discussion: *Staff advised that audit is in progress and near completion.*

9.4 Memorandum to Board

9.4.1 Regarding Acct 684 – 2469 Tracy Ranch Road.

Discussion: *Director Phillips still working on this matter.*

9.4.2 * Regarding Acct 115 – 2414 Durham-Dayton Highway

Discussion: *See discussion under Item 8.2 regarding water meters. Water Policy needs to be updated and adopted including water meter policy.*

9.4.3 * Regarding Accts 170 and 175 – 2397 Campbell Street

Discussion: *Owner wishes to combine the two flat rate accounts into one metered account and will pay the \$650 meter fee. Both accounts serve one parcel. Direction given to staff to coordinate this consolidation with the owner. Water Operator notes that the units are serviceable by the existing ¾" service line.*

9.4.4 * Regarding Acct 102 – 2400 Campbell Street

Discussion: *Account was set up as a metered account in 2019, but there is no actual meter on the account and no meter fee was collected. Owner was billed estimated usage since 2019. Staff directed to contact owner to discuss and finalize the draft letter to the customer, including the prepared table.*

9.5 Update on Accounts Receivable Status.

Discussion: *Staff reviewed AR report.
Discussion of Acct 243 – 9336 Midway, , where the glass shop is , formerly billed to Tink, but determined that the parcel is owned by Jonathan and Leeann Jones. Staff directed to update the billing address for this account.*

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

Discussion: *Staff updated that the District is now a member of CalWARN. Staff directed to advise CalWARN that the District's CalWARN mutual aid coordination contacts are District Engineer and Water Operator.*

- 9.7 Policy and Procedure Manual Updates.

9.7.1 Introduction (Doyle)

9.7.2 Water Service (Phillips)

9.7.3 * Procurement Policy (Phillips)

Motion: *That the Board consider and adopt the Procurement Policy with Director Cooper's proposed changes.*

Board Discussion: *Director Cooper wanted guidance on specific water code governing special district procurement. Director Cooper also proposed raising bid limits to allow the Water Operator to coordinate work more easily. Director Phillips to revise the policy and send to staff to finalize and post as adopted.*

Public Comment: *None.*

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

Vote results *Ayes carried.*

Ayes: *Cooper, Doyle, Phillips*

Noes:

Abstained:

Absent:

- 9.7.4 Water Rates, Operating fees, and Billing Procedure (Phillips)

10 ATTORNEY REPORT - NONE

10.1 Updates from Legal Counsel not discussed under other Agenda Items

10.2 Updates on Vina GSA Fee allocation

District Counsel Carter not present.

11 VINA GSA

(All Items Informational/Possible Action/Direction)

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

11.1 Vina GSA SHAC Meetings

11.2 Vina GSA Board Meetings

11.3 Vina GSA/RCRD GSA Board Meetings

Discussion: *Director Cooper commented that Vina GSA did not meet in December 2022, so there is no update.*

12 DIRECTORS' COMMENTS – NONE

13 CLOSED SESSION – NONE

14 ADJOURNMENT

The meeting adjourned at 7:15 pm.

**Durham Irrigation District Board of Directors
Board Meeting
December 21, 2021 - 5:30 PM
MINUTES**

Board of Directors:

District Staff:

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

1. CALL TO ORDER

- 1.1. Meeting was called to order by Chair Doyle at 5:33 pm.
- 1.2. Consideration of Resolution 2021-04 authorizing remote teleconference/Zoom meetings of the DID Board for the period of 30-days.

Motion: *That the Board consider and approve Resolution 2022-04 of the Durham Irrigation District Board authorizing remote teleconference meetings of the Board for 30 days pursuant to the Ralph M. Brown Act and California Assembly Bill 361.*

Board Discussion: *None.*

Public Comment: *None.*

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

Vote results *Ayes carried.*

Ayes: *Cooper, Doyle, Phillips*

Noes:

Abstained:

Absent:

- 1.3. Introduction of Guests - NONE

2. PUBLIC COMMENT - NONE

3. PRESENTATIONS – NONE

4. CONSENT AGENDA

- 4.1. Minutes for the Regular Meeting held on October 19, 2021.
- 4.2. Minutes for the Regular Meeting held on November 16, 2021.
- 4.3. Monthly Financial Report for November 2021, including:
 - a. Balance Sheet,
 - b. Profit & Loss Statement, and
 - c. General Ledger.
 - d. AR Aging Report

- 4.4. Approval of the Warrant Sheet from November 16, 2021 to December 20, 2021 including payments, deposits, and transaction adjustments.

Motion: *That the Board consider and approve the consent agenda.*
Board Discussion: *Items 4.1-4.3 Minutes for the previous regular board meetings (10/19/2021 and 11/16/2021 were removed from the Consent Agenda.*
Public Comment: *None.*
Action Taken: *On a motion made by Phillips and seconded by Cooper, the Board approved the motion.*

Vote results *Ayes carried.*
Ayes: *Cooper, Doyle, Phillips*

Noes:

Abstained:

Absent:

5. REGULAR AGENDA

- 5.1. Minutes for the Regular Meeting held on October 19, 2021.
5.2. Minutes for the Regular Board Meeting held on November 16, 2021.

Discussion: *Items 4.1-4.2 - Minutes for the previous regular meetings (10/19/2021, and 11/16/2021 were not available for review, so were removed from the Consent Agenda.*

Public Comment: *None.*

Action Taken: *Minutes removed from Consent Agenda. Staff to prepare minutes and present for approval at January 2022 Board meeting.*

6. CORRESPONDENCE (All Items Informational/Possible Action/Direction)

- 6.1. Ferguson Waterworks Credit Memo CM134506 dtd 09/08/2020 in the amount of \$1,115.68.

Discussion: *Staff directed to request that Ferguson Waterworks issue check to refund amount on credit memo.*

- 6.2. Ltr. from PGE (11.29.2021) Proposed Rate Increase
6.3. Ltr. from Vina Management Committee to Vina SHAC (11.30.2021)

Discussion: *Director Cooper noted that Vina Management Committee issued a letter of guidance to Vina SHAC decisions and their responsibilities under the Brown Act. This was in response to public announcements/press releases regarding Vina SHAC decisions made by some, but not all, of the Vina SHAC members.*

- 6.4. Ltr. from EDD (12.03.2021) Notice of Potential Overpayment

Discussion: *Staff will continue to research this matter with EDD and suggests it is a longstanding issue. Director Phillips suggests that staff consult with payroll consultant to resolve the matter.*

- 6.5. Ltr. from PGE (12.01.2021) Essential Use Confirmation – PGE

Discussion: *Staff coordinating with Water Operator to provide backup generator information to PGE confirming 2 hours of backup capacity at the Library and Holland sites.*

- 6.6. Ltr. from SDRMA (12.16.2021) Internal controls

Discussion: *Staff to coordinate internal controls letter with auditor.*

- 6.7. Ltr. from SCIF (11.18.2021) 2022-2023 Quote

Discussion: *Update has been submitted to SCIF for renewal of worker compensation coverage.*

7. WATER OPERATIONS BUSINESS

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

- a. Review of Water Operator Log for November 2021 (Operator Mike Butler)
Water Operator reports that November was slow in terms of emergency repairs.

Discussion:

- b. Pressure Tank Project updates

Discussion:

7.1.b – Water Operator notes additional complexity relating to pressure tank replacement with respect to custom fabrication of tank and also the concrete supports for the tank. He expects a more detailed update in January 2022. He expects an extended lead time on fabrication. District Engineer concurs. Water Operator is coordinating tree trimming in alley to improve access to pressure tank when work commences.

- c. Monthly Work Order Status Report through December 17, 2021

Discussion:

Directors discussed on new work order status report prepared by staff. Director Doyle requested a summary report of open/closed work orders. Water Operator will cross-reference his Water Operator Log notes with work order numbers.

- d. Monthly Metered Water Sales through November 2021

Discussion:

Director Doyle would like to see the data presented in this new report in graph format year over year and to consider posting to the website. Director Phillips notes that unmetered water sold through flat rate accounts is not accounted for in the report.

Additional discussion:

Discussion:

District Engineer recommended that the District obtain an easement from Durham Unified School District and consider moving the District's service line out of the backyards of the homes along the east side of Durham Dayton Highway and into the easement to improve access. District Engineer notes that the original subdivision includes a 12' PUE, but that it would be difficult to enforce in such an old subdivision. Director Phillips will speak with DUSD. District Engineer will prepare the legal description.

6:45 pm – District Engineer left the meeting.

8. GENERAL BUSINESS

8.1. District Activities and Status Report.

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

See Item 7 discussion.

Discussion:

Status update and possible action. Continue to next month.

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

Discussion:

Status update and possible action. Continue to next month.

- c. Capital Improvement Plan - Projects and Cost Estimates.

Discussion:

Status update and possible action. Continue to next month.

- d. USBR Grant and Lead Service Laterals Replacement Projects and Timeline. Review status of project activities and grant extension status.

Discussion:

District Engineer will follow up on potential staff to coordinate grant management. Staff reports that there is no update on grant extension from USBR.

Continue to next month.

- e. Policies and Procedures Manual. Consideration of the following items:

Discussion: Continue to next month.

- f. Development Projects. Review status of development projects' activities.
- Butte County Farm Bureau Project – Jones Avenue
 - Keeney Estates (See: 8.1.f attachments – Butte County Approval Letter and related county documents)

Discussion: District Engineer reports no feedback on Keeney Estates. Director Phillips asks that Board plan to discuss the District's expected connection fee requirements on this development when it commences, specifically annexation fee, capacity fee, pipelines to be deeded over to the District upon construction. District engineer will review the files and report back at the January 2022 board meeting. Director Phillips requests the District Engineer note whether the District will or should adopt or amend District policy to ensure the District maintains a favorable position with respect to future development, including for Keeney Estates. Director Cooper notes that there is an unsigned Memorandum of Understanding with Keeney Estates.

6:15 pm – District Engineer left the meeting.

- g. Annual Audit 2019.

Motion: That the Board approve the 2019 Audit as stated.

Board Discussion: Draft annual audit submitted for Board review. Director Phillips notes that the District has done good a job of conserving cash, reducing expenditures, and creating a strong reserve. He notes that the District will need to consider an additional rate increase going forward. Director Doyle suggests the District consider other funding options such as a bond on the premise that rates alone will not fund expected repairs and improvements. Director Cooper notes that there is an additional consideration with respect to the customer rate petition rollback.

Director Phillips comments that the District's Accounts Receivable doubled from the prior year and asks for vigilance on the accounts receivable collection. Director Doyle concurs. Director Cooper notes that the District should be prepared to submit accounts in arrears as a lien list to the County in June.

He also asks staff for information on Note 6 regarding retirement plan contributions to USAA for staff and that the District review fiduciary obligations that might still pertain. Director Phillips advises the matter can be investigated later when there is more staff capacity.

Public Comment: None.

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

Vote results Ayes carried.

Ayes: Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

- h. Annual 2020 Audit. Review status of audit activities.

Discussion: Continue to next month.

- i. Annual Audits RFP status. See Ltr. to BOD from Counsel (08.02.2017) re Auditor.

Discussion:

Per Counsel, the District can only use the same firm for six years before needing to find new audit firm.

- j. Ongoing Tracking of Operational and Administrative Projects. Review status of project activities.

- k. Employment Agreement between DID and Jeannie Trizzino.

Discussion:

Staff asks for clarification on vacation and holiday pay. Staff to discuss with Chair Doyle to return to the board with a proposal. Director Phillips recommends that the current year accrual rolls over to next year and supports upgrade in compensation until a new general manager is in place. Director Doyle recalls that 40 hours of vacation/PTO was approved in a prior board meeting. Staff clarifies that there is no record in the minutes that her Employment Agreement was approved by the Board in previous Board meetings. Director Cooper's recollection was that the Employment Agreement had been approved.

- l. Drop Box Sign Replacement Cost Estimate

Motion:

That the Board approve the drop box sign renovation and replacement in the amount not to exceed \$1,100.00.

Board Discussion:

Board reviewed estimate and confirmed that it included sanding and preparation for painting. They reviewed proposed signage design, sizing, and layout.

Public Comment:

None.

Action Taken:

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

Vote results

Ayes carried.

Ayes:

Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

- m. Add credit card authorization for Administrative Assistant under same conditions as General Manager.

Discussion:

Update from staff that US Bank is still in progress on issuing District debit card.

- n. Backflow Policy – Policy in draft form only.

Discussion:

Director Phillips suggests the draft backflow policy be reviewed and confirmed by District Counsel for approval at the next board meeting.

- o. Memorandum to Board regarding 2553 Durham Dayton Highway

Discussion:

District is providing metered water service to this account with no corresponding District account. Staff directed to set up the account and send a certified letter to the owner with the amount owed. Director Cooper and Director Doyle will review the draft letter before sending to the customer.

- p. Memorandum to Board regarding Midway Properties Demand Request

Discussion:

Director Doyle summarized matter of a single parcel being converted to three connections and three meter fees for the properties at 9379, 9383, and 9385 Midway.

- q. Website Pageview Report. November 2021 pageviews <4,000, declining trend.

- r. District Zoom Account.

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

Discussion: *Continue to next month.*

- 8.3. Update banking signature cards to reflect current directors.

Motion: *That the Board consider and approve Resolution 2021-05 following are hereby authorized and directed to sign checks for disbursements that have been duly authorized by this Board of Directors, to establish new accounts, to close accounts and to execute other documents necessary for the administration of said bank accounts: James M. Doyle , Chair, Board of Directors, Raymond Cooper, Director, and Kevin Phillips, Director.*

Board Discussion: *No further discussion.*

Public Comment: *None.*

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

Vote results *Ayes carried.*

Ayes: *Cooper, Doyle, Phillips*

Noes:

Abstained:

Absent:

9. ATTORNEY REPORT – NONE

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

9.2. Updates on March 2022 Ballot Measure.

10. VINA GSA (All Items Informational/Possible Action/Direction)

10.1 Vina GSA Report (Director Cooper)

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

Discussion: *Director Cooper reported that the Vina GSA Groundwater Sustainability Plan was adopted at the December 15, 2021 Vina GSA meeting. The first update and report will be due in April 2022. Vina GSA will consider meeting on a quarterly schedule, but discussions are ongoing. Discussion of member contributions also ongoing. Director Doyle suggested Vina GSA reviewing proportional contributions for Vina GSA members.*

10. DIRECTORS' COMMENTS: Opportunity for Board comments on items not listed on the Agenda.

Discussion: *Director Cooper: Wishes everyone a Merry Christmas and expresses appreciation for Board's and staff's work over the last few months.
Director Phillips: Reiterates Director Cooper's comment. Thanks his fellow directors and staff for hard work.
Director Doyle: Wishes everyone a Merry Christmas and happy new year. Pleased with performance of Water Operator and staff.*

11. ADJOURNMENT

Following Director's Comments, the meeting was adjourned at 7:25 pm.



**Durham Irrigation District Board of Directors
 Special Board Meeting
 December 9, 2022 – 9:00 AM
 MINUTES**

Board of Directors:**District Staff:**

Matt Doyle, Chair	PRESENT		
Raymond Cooper, Director	PRESENT		
Kevin Phillips, Director	PRESENT	Mark Adams, District Engineer	PRESENT
		Dustin Cooper, Special Counsel	PRESENT
		Mike Butler, Water Operator	PRESENT
		Jacques DeBra, Luhdorff & Scalamanini, Consulting Engineers	PRESENT
		Jeannie Trizzino, Admin. Assistant	PRESENT

1 CALL TO ORDER

- 1.1 Meeting was called to order by Chair Doyle at 9:06 am.
- 1.2 Introduction of Guests - NONE

2 PUBLIC COMMENT - NONE**3 CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

At 9:08 am the Board adjourned to Closed Session.

- 3.1 Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) or (d)(3). One case.

OPEN SESSION

At 9:48 am the Board returned to Open Session and summarized the Closed Session as follows:

Direction given to legal counsel.

4 POLICY AND PROCEDURE MANUAL UPDATES

These updates were not discussed; they will be considered at the next regular District Board meeting.

- 4.1 Procurement Policy
- 4.2 Water rate, operating fees, and billing procedures

Consultant Jacque DeBra, LSCE and Water Operator Mike Butler joined the meeting at 10:00 am.

5 PRESENTATIONS

- 5.1 Capital Improvement Plan Workshop to review and discuss past, current and future infrastructure and budgetary needs.

Please see [CIP Planning and Implementation Presentation \(12.09.2022\)](#) prepared and presented by Jacques DeBra of LSCE.

NOTE: This presentation was for information only.

6 ADJOURNMENT

The meeting was adjourned at 11:20 am.

Durham Irrigation District

From: Patrick Button <>
Sent: Thursday, January 12, 2023 9:54 AM
To: Durham Irrigation District
Subject: Closed session information request

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

January 12, 2023

Durham Irrigation District Board of Directors

Please provide me copies of any agreement of a litigation settlement, a contract, a memorandum of understanding, or other transactions discussed by the Board in closed session for the dates 10/24/2022, 10/31/2022, 11/10/2022, 11/15/2022, 12/09/2022, and 12/20/2022. Pursuant to my rights under California Government Code Section 54957.1. Thank you.

Kindest regards;

A handwritten signature in cursive script that reads "Patrick Button". The signature is written in black ink and is positioned above the printed name.

Patrick Button

Month:	December	2022	
Date	Task Description/Notes	Regular Hrs and Duties (M-F)	After Hrs
12/1/22	Performed daily checks, checked lubrication of all pumps. Ran Aux power at both sites. Aux power at Holland site not starting, will have battery tested. Replaced failed meter at 60 San Rafael. (W.O. #208)	2.75	
12/2/22	Performed daily checks, checked lubrication of all pumps. Topped oil off at both sites.	1.75	
12/5/22	Performed daily checks, checked lubrication of all pumps. Met with John from Northern California Fence to look at Library fence job. Pulled monthly samples and delivered to Pace Labs. Removed battery from Holland site aux power to be tested. Battery was old and weak. Replaced battery and tested. Holland aux power functioning correctly. 1:12 pm-Received a notification that an unauthorized water truck was filling outside Tink. Attempted to catch a water truck but was too late.	3.75	
12/6/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/7/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/8/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/9/22	Performed daily checks, checked lubrication of all pumps. Changed pump tube at Holland site. Changed out broken meter at 40 San Rafael. (W.O.#217)	3.00	
12/12/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/13/22	Performed daily checks, checked lubrication of all pumps. Added 24 gallons to Holland site, 23 gallons at Alley and 28 gallons at Library site.	2.00	
12/14/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/15/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/16/22	Performed daily checks, checked lubrication of all pumps. Topped oil off at both sites.	1.75	
12/19/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/20/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/21/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/22/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/23/22	Performed daily checks, checked lubrication of all pumps. Topped oil off at both sites.	1.75	
12/26/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/27/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/28/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/29/22	Performed daily checks, checked lubrication of all pumps.	1.75	
12/30/22	Performed daily checks, checked lubrication of all pumps. Topped oil off at both sites.	1.75	

Date	Task Description/Notes	Regular Hrs and Duties (M-F)	After Hrs
Monthly Production			
8677.08 CCF's			
Total Regular Hours		43.00	
Total Extra Regular Hours over 48 hrs/month, excluding meter reading		-5.00	
Total Additional After Hours			0.00
Signature:	<i>Michael Butler</i>		
Title:	Operator		

1/12/2023

Work Order Statistics
01/01/2021 thru 01/31/2023

1

<u>Year</u>	<u>Month</u>	<u>Issued</u>	<u>Complete</u>	<u>Open</u>	<u>Avg Comp Days</u>	<u>Avg Open Days</u>
2021	09	6	6		98	0
2021	10	24	19	5	191	466
2021	11	2	2		69	0
2021	12	12	11	1	164	421
2022	01	7	7		47	0
2022	02	12	10	2	140	357
2022	03	6	5	1	131	307
2022	04	3	3		24	0
2022	05	5	5		21	0
2022	06	6	5	1	34	217
2022	07	2	2		10	0
2022	08	8	5	3	0	172
2022	09	7	6	1	37	125
2022	10	5	5		5	0
2022	11	1	1		13	0
2022	12	1		1	0	33
2023	01	1		1	0	21

108**92****16****17 Items**

1/12/2023

Work Order List

1

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
111	933	10/13/21		R Andrea and Marcus Mahling	Water Operator	9287 Holland Ave
039-460-048 10/13/2021 jlt: Install meter; converted from flat rate acct. Set up Rate 220 - 3/4" metered.						
112	920	10/13/21		R Ilukowicz & Leach	Water Operator	2542 Durham-Dayton
APN 039-450014 10/26/2021 - blank; no meter. Need to install meter. 9/26/2021 - water operator reports no access.						
114	936	10/27/21		R Devin Fosdick	Water Operator	2390 Brown St
APN 040-231-020 10/27/2021 - Install water meter.						
119	201	10/28/21		R Henry Mattei	Water Operator	2425 Durham St
040-221-001 10/27/2022 - water operator contacted owner; cannot locate meter box. Will have Advanced Leak Detection search for meter box. 10/28/2021 - meter not working; estimated readings since 5/26/2020.						
129	141	10/28/21		R Billy Woodward	Water Operator	2403 Brown St
040-233-015 1. unable to access meter because of dogs or possibly because cannot locate it. Need to check with water operator. 2. High AR - negotiated with administrative assistant.						
138	124	12/6/21		R Ethan Withrow	Water Operator	2387 Durham St
040-221-009 12/6/2021 - Flat rate account, but should be a metered account after having a meter installed. Owner has paid the new meter fee.						
158	28	2/8/22		R Erika Withrow	Administrative Assistan	9327 Holland Ave
039-460-045 2/8/2022 - Acct 28 has a meter, but is billed at flat rate 200 + usage. May need to re-adjust to flat rate 220 and calculate credit/debit.						
164	261	2/8/22		R Dickalyn Porter	Water Operator	9339 Goodspeed St
040-223-009 9/8/2022: Per water operator - They need to be metered. I can get this going myself. They have a leak on their side that isn't being addressed. We need to know how much they are losing. Old (2020?) undated note from GM: mentioned that there is some water seepage in this area ("flooded" is the word used in the note). When convenient, please assess and advise if further action is needed.						
173	143	3/30/22		R Janet Bynum	Water Operator	9389 Goodspeed St
040-214-007 3/29/2022 - water operator reports cracked sight glass on meter that might need repair or replacement.						

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
187	110	6/28/22		R Derena Bettencourt	Water Operator	2344 Florida Ln
040-233-031 6/28/2022 - Water operator notes that meter is broken.						
192	806	8/2/22		R Durham CUMC Parson	Water Operator / Admir	2404 Durham-Dayton
9/13/2022 jlt: Advanced Pipeline verified water service line "coming from future meter supply hookup on Midway." - \$200 9/8/2022 wo: Water Operator reports "This location is hardly ever occupied. There is extensive landscaping . It wouldn't be too difficult to install a meter. Will have Advanced leak detection look at this location to locate service connection on 9/9/2022.. This is a flat rate account being charged a non-standard fixed amount. (should be \$63,78; is charged \$39.93). Please look into two issues: 1. service line and how difficult (expensive) would it be to install meter 2. what kind of water usage does this account have? Is there a lot of landscaping or amenities that use water? We are considering offering the customer two options - A. encourage meter install now - \$650 meter fee, and update to metered rate \$35.07/mo + usage; meter is required in any case by 2025. B. charge standard fixed rate amount of \$63.78/month.						
194	955	8/3/22		R Caitlin and Michael Crete		2514 Durham-Dayton
039-450-005 8/3/2022 - Please install new meter for a previously unmetered account (new connection or conversion from flat rate). Also update meter book - need to add new page. Please advise if I need to make billing address changes. New meter fee has been paid.						
200	919	8/30/22		R Jose Sanchez	Water Operator	9259 Midway
040-250-027 8/29/2022 - water operator notes scratched sight glass on meter makes it difficult to read.						
209	125	9/28/22		R Jesus Barriega	Water Operator	9283 Goodspeed St
040-233-006 9/29/2022 jlt: Water operator reports that meter needs to be replaced. Estimated readings since 09/2022.						
218	931	12/29/22		R David Day	Water Operator	2385 Florida Ln
APN 040-240-075 Meter needs replacxing.						
219	102	1/10/23		R Albert Amator	Water Operator	2400 Campbell St
APN 040-221-017 01/10/2023 jlt: Please install new meter for a previously unmetered account (new connection or conversion from flat rate). Also update meter book - need to add new page. New meter fee has been billed (01/2023).						

1/12/2023

Work Order List

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
103	615 9/28/21	10/4/21	R	Farm and Trade	Water Operator	9287 Midway
	Read Seq 308002					
104	508 9/29/21	2/14/22	R	John Pyle	Water Operator	2338 Brown St
	Read Seq 300002					
106	907 9/30/21	3/3/22	R	Bret and Jennifer Crowe	Water Operator	9620 Southwind Ct
	APN 039-540-045					
107	928 9/30/21	11/2/21	R	LDI Land & Home, I	Water Operator	30 San Rafael Ct
	APN 040-280-123					
108	312 9/30/21	2/3/22	R	Kevin Phillips	Water Operator	9478 Dillon Ct
	Read Seq 601302					
109	918 10/5/21	2/14/22	R	Camp & McLaughlin	Water Operator	9408 Goodspeed St
	040-213-004					
110	107 10/5/21	2/3/22	R	Renea Tamietti	Water Operator	2360 Faber St
	Read Seq 200005					
113	934 10/18/21	12/3/21	R	Angela and Nathan Miller	Water Operator	9604 Southwind Ct
	APN 039-540-049					
115	102 10/28/21	7/6/22	R	Albert Amator	Water Operator	2400 Campbell St
	Read Seq 215011					
116	129 10/28/21	12/10/21	R	Robert Hindman	Water Operator	2404 Campbell St
	Read Seq 215009					
117	165 10/28/21	12/10/21	R	Aaron Weeber	Water Operator	2406 Campbell St
	Read Seq 215018					
118	206 10/28/21	1/4/22	R	Larry Bultema	Water Operator	9330 Holland Ave
	Read Seq 215001					
121	916 10/28/21	10/11/22	R	Christopher & Kimber Bresson	Water Operator	9416 Goodspeed St
	Read Seq 500014					
122	506 10/28/21	10/12/22	R	Bruce Hart	Water Operator	9499 Dillon Ct
	Read Seq 601308					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
123	246	10/28/21	12/29/21	R Matthew Stanton	Water Operator	2508 Durham-Dayton
	Read Seq 602003					
124	247	10/28/21	12/29/21	R Damon Pound	Water Operator	2510 Durham-Dayton
	Read Seq 602004					
125	673	10/28/21	2/3/22	R Cliff & Kristine Keene	Water Operator	2315 Via Calle Ct
	Read Seq 901048					
126	500	10/28/21	2/14/22	R Kari Billson	Water Operator	9341-C Midway
	Read Seq 300016					
127	94	10/28/21	7/6/22	R Courtney Willows	Administrative Assistan	2378 Faber St
	Read Seq 213013					
128	146	10/28/21	7/6/22	R David & Katrina Jessen	Administrative Assistan	2411 Brown St
	Read Seq 209006					
130	188	10/28/21	7/14/22	R Victor/Rosie Lopez	Water Operator	2345 Florida Ln
	Read Seq 105002					
131	187	10/28/21	11/15/22	R Gabriel Dawson	Water Operator	2363 Florida Ln
	040-240-009					
132	178	10/28/21	11/2/22	R Brett Lavorko	Water Operator	9255 Goodspeed St
	Read Seq 100001					
133	209	10/28/21	11/15/22	R Dominic Vannucci and Sarah Bilich	Water Operator	9420 Goodspeed St
	040-213-006					
134	646	11/17/21	1/1/22	R Brian Ring	Administrative Assistan	9470 Van Ness Way
	Read Seq 901021					
135	257	11/29/21	3/3/22	R John & Christy Patterson	Water Operator	2368 Florida Ln
	Read Seq 209009					
136	264	12/1/21	11/15/22	R Ken Piercy	Water Operator	9243 Goodspeed St
	040-240-017					
137	173	12/1/21	7/6/22	R John Staples	Water Operator	2381 Durham St
	Read Seq 200015					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
139	11 12/16/21	10/12/22	R	Sandra Atteberry	Water Operator	9227 Midway
	Read Seq 104008					
140	279 12/21/21	12/21/21	R	James Patterson	Water Operator	2534 Durham-Dayton
	Read Seq 602011					
141	278 12/21/21	12/21/21	R	Erika Rust	Water Operator	2530 Durham-Dayton
	Read Seq 602010					
142	938 12/28/21	2/15/22	R	Martin Van Gundy	Water Operator	9383 Midway A
	APN 040-215-016					
143	939 12/28/21	2/15/22	R	Martin Van Gundy		9383 Midway B
	APN 040-215-017					
144	940 12/28/21	2/11/22	R	Durham Gun Shop		9385 Midway
	APN 040-215-018					
145	910 12/28/21	7/6/22	R	Bethany and Samuel Casale	Water Operator	2398 Durham St
	040-214-012					
146	812 12/28/21	10/12/22	R	Richard Schell	Water Operator	9587 Sunsup Ln
	Loc ID 039-540046					
147	5 9/22/21	2/3/22	R	Susan Clements	Water Operator	2407 Faber St
	Read Seq 211008					
148	22 12/30/21	11/15/22	R	Jed Hait	Water Operator	2393 Brown St
	040-233-017					
149	934 1/10/22	1/12/22	R	Angela and Nathan Miller	Water Operator	9602 Southwind Ct
	APN 039-540-049					
150	652 1/10/22	2/3/22	R	Joe Albert	Water Operator	9340 La Rose Ct
	Read Seq 901027					
151	176 1/12/22	1/12/22	R	Dolores McHenry	Water Operator	2396 Brown St
	Read Seq 211007					
152	263 1/12/22	1/12/22	R	Gary Wolf	Water Operator	2396 Serviss St
	Read Seq 101008					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
153	682 1/24/22	2/7/22	R	Susan Donohue	Water Operator	2335 Via Calle Ct
	Read Seq 901057					
154	153 1/31/22	11/15/22	R	DC Investments One	Water Operator	9210 Goodspeed St
	040-250-016					
155	200 1/31/22	2/3/22	R	Berton Bertagna	Water Operator	9287 Midway / Almen
	Read Seq 308004					
156	654 2/3/22	5/27/22	R	Steve Lucena	Administrative Assistan	9339 La Rose Ct
	Read Seq 901029					
157	27 2/8/22	8/17/22	R	Brenda McLaughlin	Administrative Assistan	2400 Faber St
	040-223016					
159	133 2/8/22	11/2/22	R	Wes Lybbert	Water Operator	2370 Campbell St
	Read Seq 300018					
160	930 2/8/22	11/2/22	R	Raymond and Lisa Rodriguez	Water Operator	2570 Durham-Dayton
	APN 039-520-034					
161	913 2/8/22	11/2/22	R	Matthew and Tamara Eubanks	Water Operator	2394 Campbell St
	040-221-029					
163	662 2/8/22	11/15/22	R	Anne Botello	Water Operator	9307 Sarah Ann Ct
	039-460-057					
165	660 2/14/22	2/15/22	R	Gina Schweitzer	Water Operator	9216 Goodspeed St
	Read Seq 901035					
166	924 2/10/22	2/22/22	R	Tom Knight	Administrative Assistan	9637 Southwind Ct
	039-540-057					
167	638 2/22/22	2/23/22	R	Tod Leininger	Water Operator	2487 Tracy Ranch Rd
	Read Seq 901012					
168	704 2/22/22	2/24/22	R	Manuel Sanchez-Palacios	Administrative Assistan	2575 Burdick Rd
	Read Seq 901071					
169	283 3/7/22	3/7/22	R	Troy Morse	Water operator	2548 Durham-Dayton
	Read Seq 602021					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
170	226	3/15/22	8/22/22	R Catherine Bailey	Administrative Assistan	9393 Goodspeed St
	Read Seq 500001					
171	243	3/15/22	12/22/22	R Tink, Inc.	Water Operator	9336 Midway
	040-200-002					
172	501	3/17/22	9/8/22	R Goodspeed Commons	Water Operator	9225 Goodspeed St
	Read Seq 120000					
174	635	4/13/22		R Steve Bunch	Water Operator	9325 Sarah Ann Ct
	Read Seq 901008					
175	928	4/14/22		R Jerry Tucker Const	Water Operator	30 San Rafael Ct
	APN 040-280-123					
176	268	4/25/22	5/19/22	R Robin McMichael	Water Operator	9314 Goodspeed St
	Read Seq 300004					
177	273	3/16/22	4/26/22	R Select Property Mg	Administrative Assistan	2339 Brown St
	Read Seq 308005					
178	91	5/12/22	5/13/22	R Victoria Wilsey	Water Operator	2385 Campbell St
	Read Seq 200008					
179	940	5/17/22	5/19/22	R Durham Gun Shop	Water Operator	9385 Midway
	APN 040-215-018					
180	52	5/24/22	5/24/22	R Karl Gabski	water operator	9343 Holland Ave
	Read Seq 519108					
181	317	5/24/22	5/24/22	R Robert Spaulding	Water Operator	2586 Widgeon Ln
	Read Seq 801002					
182	306	5/27/22	9/8/22	R Ron Gunn	Water Operator	9407 Dwyer Ct
	Read Seq 701001					
183	507	6/2/22	9/8/22	R Jamie Payne	Water Operator	9435 Dillon Ct
	Read Seq 601205					
184	255	6/14/22	6/14/22	R Rosemarie Brown	Water operator	2383 Faber St
	Read Seq 211016					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
185	665	6/20/22	6/20/22	R Frederick Montgomery	Water Operator	9626 Southwind Ct
	Read Seq 901040					
186	203	6/28/22	9/8/22	R Almendra Winery		9275 Midway
	Read Seq 100011					
188	244	7/5/22	7/25/22	R Veronica Masuda	Water Operator	9434 Dwyer Ct
	Read Seq 701006					
189	257	6/30/22	6/30/22	R John & Christy Patterson	Water Operator	2368 Florida Ln
	Read Seq 209009					
190	636	7/18/22	7/18/22	R Lisa Johnson	Water Operator	2503 Tracy Ranch Rd
	Read Seq 901010					
193	947	8/3/22	8/4/22	R Steven and Michelle Bunch	Water Operator	30 San Rafael Ct
	Read Seq 2-23a					
195	144	8/16/22		R David Jasper Lerch	Water Operator	9251 Midway
	Read Seq 104004					
196	674	8/16/22	8/16/22	R Andrew Sohnrey	Water Operator	2318 Via Calle Ct
	Read Seq 901049					
198	929	8/18/22	8/18/22	R Benjamin and Emily Osburn	Water Operator	2404 Brown St
	APN 040-231-034					
199	505	8/22/22	8/24/22	R Tinker Davis	Water Operator	2535 G Warren Dr
	Read Seq 601201					
201	11	9/1/22	9/1/22	R Sandra Atteberry	Water Operator	9227 Midway
	Read Seq 104008					
203	622	9/12/22	11/9/22	R Sis Gilmore	Water Operator	9462 Van Ness Way
	Read Seq 901007					
205	291	9/12/22	9/12/22	R Diego & Marisa Guerra	Water Operator	9665 Teal Ln
	Read Seq 801001					
206	149	9/15/22	11/2/22	R Bruce Karolyi	Water Operator	2378 Brown St
	Read Seq 211015					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
207	257	9/19/22	11/2/22	R John & Christy Patterson	Water Operator	2368 Florida Ln
	Read Seq 209009					
208	811	9/28/22	12/12/22	R Tavis Beynon	Water Operator	60 San Rafael
	040-280-122					
210	807	10/6/22	11/2/22	R St. James Catholic		2416 Faber St
	CLOSED					
212	226	10/26/22	10/26/22	R Catherine Bailey	Water Operator	9393 Goodspeed St
	Read Seq 500001					
214	947	10/3/22	10/3/22	R Steven and Michelle Bunch	Water Operator	30 San Rafael Ct
	APN 040-280-123					
215	947	10/28/22	10/28/22	R Steven and Michelle Bunch	Water Operator	30 San Rafael Ct
	APN 040-280-123					
216	153	10/22/22	10/22/22	R DC Investments One		9210 Goodspeed St
	APN 040-250-016					
217	906	11/29/22	12/12/22	R Tate and Traci Wood	Water Operator	40 San Rafael Ct
	APN 040-280-109					

Jeannie Trizzino

From: Mark Adams <>
Sent: Thursday, January 5, 2023 2:53 PM
To: Matt Doyle
Cc: Kevin Phillips (); Raymond Cooper - Durham Irrigation District ; Jeannie Trizzino
Subject: January 17 Board Meeting

Matt,

I have a conflict and won't be available to attend the Board meeting this month. Here is information regarding agenda items:

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

Nothing new on this. Just watching the Balance Sheet to make sure the District has the \$\$ before getting this going.

8.1.1.2 Capital Improvement Plan Update

I had a follow-up call Jacques DeBra of Luhdorff & Scalmanini, He has two basic recommendations. First of all he recommends modifying our current Draft CIP to combine Phase One and Phase Two projects into a single Phase One and to include the water tank project in this Phase. The result is a total Phase One project budget of just over \$6 million. This order of magnitude fits better with the proposed funding strategy and the funding potential (both dollar amount and type of project). I've attached an updated Project List with estimated costs that reflects this change. Secondly, he recommends that our best funding strategy is to proceed with an application to the Drinking Water State Revolving Fund (DWSRF). This would position us for no-interest or low-interest financing as well as the possibility of partial grant funding. If the Board agrees with these two recommendations then I would propose that Jacques and I make a presentation to the Board covering the DWSRF application process and requirements. We can do this at the regular February Board meeting or at a Special meeting. I'm asking for some direction from the Board before moving along any further.

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

We have been waiting for adoption of a necessary policy and follow-up policy approval by USBR. Once we get this item cleared then we'll move forward with the Cultural Study and with purchase of the remote monitoring equipment to actually begin the project.

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

I believe this is in Jeff's hands to acquire signatures. The easement docs were completed and forwarded to him.

Mark

Mark Adams, PE
Principal Engineer



111 Mission Ranch Blvd, Ste. 100
Chico, CA 95926
(530) 893-1600 ext. 205

**CAPITAL IMPROVEMENT PROGRAM
PROJECT LIST**

DRAFT - UPDATED JANUARY 2023



Project #	Project Description	Project Cost
Infrastructure Improvements		
1	Lead Service Pipe Study	\$ -
2	Wharf Hydrant Replacement - 14 Locations District Wide	\$ 153,615.00
3	PHASE ONE Isolation Valve Replacement/Installation - District Wide (Completed Separate of Projects Below)(20 Valves)	\$ 114,380.00
4	Metering of Flat Rate Services (Approximately 111 Services)	\$ 254,745.00
5	Automatic Meter Reading Conversion	\$ 155,000.00
6	New 8" Main on Midway - Durham St. to Brown St. (Complete Loop)	\$ 293,148.00
7	New 8" Main on Midway - South Loop Connection	\$ 202,419.00
8	Durham Dayton Hwy. - Replace 6" Main with 8" Main	\$ 242,964.00
9	Alley Between Brown & Faber - Replace 4" Main with 8" Main	\$ 213,894.00
10	Serviss St. - Replace 4" Main with 8" Main	\$ 367,965.00
11	Florida Ln. - Replace 4" Main with 8" Main	\$ 359,932.50
12	Brown St. & Alley Between Brown & Florida - Replace 4" Main with 8" Main	\$ 636,464.70
13	Alley Between Midway & Goodspeed - Replace 4" Main with 8" Main	\$ 461,142.00
14	Alley Between Campbell & Faber - Replace 4" Main with 8" Main	\$ 205,861.50
15	Alley Between Holland & Goodspeed - Replace 6" Main with 8" Main	\$ 562,428.00
16	Alley Between Campbell & Durham - Replace 4" Main with 8" Main	\$ 211,369.50
17	Abandon Ex. Main in Backyards of Houses South of Durham Dayton - Connect Existing Services to 8" Main in Durham Dayton	\$ 53,550.00
18	Alley West of Well #3 & South of Durham Dayton Hwy. - Replace 2" Main with 8" Main	\$ 178,474.50
19	Alley Loop North of Durham Dayton & South DUSD/DPRD - Replace 6" Main with 8" Main	\$ 246,636.00
20	Abandon 6" Main on West PL of Durham High School - Connect Ex. Services to Ex. 8" Main in Durham Dayton	\$ 103,657.50
21	Goodspeed St. - Durham Dayton to Durham St, Durham St to Alley - Replace 6" Main with 8" Main - Abandon Alley	\$ 285,727.50
22	Sakeley Lane - Replace 2" Main with 6" Main	\$ 120,487.50
23	Holland Avenue - Replace 2" Main with 8" Main	\$ 259,335.00
24	Solar at Holland Well Site	\$ 120,000.00
	Infrastructure Improvements Total	\$ 5,803,196.20
r		
25	Pump Station 3 Upgrades (Building, Filter & Generator)	\$ 399,000.00
26	XiO - Cloud Based SCADA Controls & Metering	\$ -
27	Pump Station #5 Upgrades	\$ 120,000.00
28	Well Sonic Water Level Monitoring (2 locations)	\$ 10,000.00
29	Groundwater Well Assessment (3 locations)	\$ 15,000.00
30	1.0 MG Steel Reservoir with Booster Pump	\$ 2,677,500.00
	Well Improvements Total	\$ 3,221,500.00

PHASE ONE CAPITAL BUDGET **\$ 6,183,564.00**

PROJECT COMPLETED - USBR Grant