

Durham Irrigation District Board of Directors - Meeting Agenda

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

Special Notice: Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, Durham Irrigation District will be closing the April 14, 2020 Board of Directors Meeting to members of the public and non-essential District staff.

The public may listen to and/or participate in this meeting via landline or mobile telephone or via computer, with video and audio enabled or audio only. If you wish to comment on an item, but do not wish to participate during the meeting, the public may submit comments prior to the meeting via email to info@didwater.org before 5:00 p.m. on Tuesday, April 14, 2020 and they will be read into the record.

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

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

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

Board of Directors:

Matt Doyle, Chair
Raymond Cooper
Kevin Phillips

District Staff:

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

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

Posted: May 7, 2020 at 9418-C Midway, Durham, CA 95938 and Online at www.didwater.org
Prior to: 5:00 pm

AGENDA ITEMS:

1. CALL TO ORDER

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

2. ADJUSTMENTS AND APPROVAL OF AGENDA

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

4. PRESENTATIONS *(All items Information/Possible Action)*

5. CONSENT AGENDA

- 5.1. Board Minutes - Action Requested - that the Board of Directors approve the minutes as submitted
 - 5.1.1. Minutes for Regular Meeting held on April 14, 2020
- 5.2. Payment of monthly bills and approve the warrant sheet and refund register April 15 through May 12, 2020 - Action Requested - that the Board of Directors authorize payment of the monthly bills and approve the refund register
- 5.3. Correspondence: None

6. REGULAR AGENDA

- 6.1. Items Removed from Consent Agenda
- 6.2. Monthly Financial Report - *Action Requested - that the Board of Directors review and approve the Monthly Financial Report*

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

- 7.1. Introduction of new water operators
- 7.2. Daily Log for April 2020
 - 7.2.1. Work Orders – (Operator Rex Munroe/Mike Butler): Update on repairs conducted in April.
- 7.3. Lead and Copper Rule Test Results Reports – (Operator, Mike Butler): Update on the request from SWRCB regarding missing information for the lead and copper sampling results.

8. ONGOING BUSINESS

- 8.1. USBR Water System Infrastructure Efficiency Project Grant – (Manager Loeser) Review the status of the environmental documentation needed for the grant; review the goals and intended use of grant funds.
- 8.2. Aging Report for Outstanding Water Bill Payments Greater than 90 Days.

9. NEW BUSINESS

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

10. ATTORNEY REPORT

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

11. BOARD OF DIRECTOR'S REPORTS/SPECIAL ASSIGNMENTS

- 11.1. VINA GSA Management Committee Update *(All items Information/Possible Action)*
 - 11.1.1. Next Vina GSA Stakeholder Advisory Committee (SHAC) Meeting, scheduled for May, 19, 2020 (Zoom Meeting, to be attended by General Manager, Kamie Loeser)
 - 11.1.2. Additional information from GSA management Committee, Board, or SHAC.

12. DIRECTORS' COMMENTS

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

13. ADJOURNMENT

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

- The Board of Directors is committed to making its meetings accessible to all citizens. If you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530) 343-1594 or info@didwater.org at least 24 hours in advance of the meeting.
- The Board of Directors or its President pursuant to Government Code section 54954.3 reserves the right to impose reasonable rules governing public participation on agenda and non-agenda items, including limiting the total amount of time allocated to public testimony on particular issues and for each individual speaker.



**Durham Irrigation District
Board of Directors
MEETING MINUTES**

ITEM 5.1.1

April 14, 2020 – 5:30 p.m.

District Office: 9418-C Midway, Durham, CA 95938

Virtual Meeting on Zoom

IN ATTENDANCE:

Board of Directors:

Matt Doyle, Chair Remote
Raymond Cooper Remote
Kevin Phillips Remote

District Staff:

Kamie Loeser, General Manager In Office
Jeff Carter, District Counsel In Office

AGENDA ITEMS:

1. CALL TO ORDER

- 1.1. Roll Call/Establishment of Quorum – The meeting was called to order at 5:30 p.m. by Chair Doyle. Roll Call was taken as noted IN ATTENDANCE **above**.
- 1.2. Introduction of Guests – Identified those in attendance via Zoom. Guests included: Supervisor Debra Lucero, Water Commissioner Richard Harriman (Mr. Harriman noted that he was participating as a member of the Water Commission), David Gaskill, Brady Doyle, and two additional guests represented by their phone numbers.

2. ADJUSTMENTS AND APPROVAL OF AGENDA

3. PUBLIC COMMENT

None.

4. PRESENTATIONS

None.

5. CONSENT AGENDA

5.1. Board Minutes

5.1.1. Minutes for Regular Meeting held on February 11, 2020

5.1.2. Minutes for Special Board Meeting held on March 17, 2020

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved Items 5.1.1 and 5.1.2 as submitted.

Roll Call Vote / Motion carries as follows:

Ayes: Director Phillips, Director Cooper, Chair Doyle
Noes: None

Abstain: None
Absent: None

- 5.2. Payment of monthly bills and approve the warrant sheet and refund register February 11, 2020 through March 10, 2020 - *Action Requested - that the Board of Directors authorize payment of the monthly bills and approve the refund register*

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved Item 5.2 and authorized the payment of the monthly bills and approve the refund register.

Roll Call Vote / Motion carries as follows:

Ayes: Director Phillips, Director Cooper, Chair Doyle

Noes: None

Abstain: None

Absent: None

- 5.3. Correspondence: None

6. REGULAR AGENDA

- 6.1. Items Removed from Consent Agenda
6.2. Monthly Financial Report - *Action Requested - that the Board of Directors review and approve the Monthly Financial Report*

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved Item 6.2 and approved the Monthly Financial Report.

Roll Call Vote / Motion carries as follows:

Ayes: Director Phillips, Director Cooper, Chair Doyle

Noes: None

Abstain: None

Absent: None

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

- 7.1. Daily Log for March 2020
7.2. Work Orders
7.2.1. 2493 Marsh Court
7.2.2. 2334 Via Calle Court

General Manager Loeser provided summary of daily log activities conducted by both NorthStar and Kevin O'Shea for the month of March and discussed the water leak fixes as identified in items 7.2.1 and 7.2.2.

8. OLD BUSINESS

- 8.1. Water Operations and Maintenance Services Agreement - *Action Requested* - that the Board of Directors consider and approve a 1-year services agreement for Operations and Maintenance Services as described in Exhibit A, with option for a 1-year extension, at a monthly rate of \$2,500 per month.

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved Item 8.1 and approved a 1-year services agreement for Operations and Maintenance Services with Culligan of Chico.

Roll Call Vote / Motion carries as follows:

Ayes: Director Phillips, Director Cooper, Chair Doyle

Noes: None

Abstain: None

Absent: None

9. NEW BUSINESS

- 9.1. Letter to LAFCO regarding the Tuscan Water District - Letter to Mr. Steve Lucas, Executive Officer of the Butte County Local Agency Formation Commission regarding the conceptual support for the formation of the Tuscan Water District. *Action Requested* – authorize the Board Chairperson to sign the letter to LAFCO regarding conceptual support for the formation of the Tuscan Water District.

Ms. Lucero made comments regarding the formation of the District, in summary 1) concerned about the purpose of the District, 2) the TWD would overlay the Rock Creek Reclamation District, 3) not sure where TWD got its overdraft estimates, and 3) Paradise Irrigation District is closely tied to this because the surface water.

Director Phillips commented on his role as a DID Board Director and that of the PID General Manager.

Discussion and suggestion of the replacement of the word “inchoate” with “incomplete” in fourth paragraph.

On a motion made by Director Phillips, seconded by Director Cooper, the Board of Directors approved Item 9.1 with the requested change.

Roll Call Vote / Motion carries as follows:

Ayes: Director Phillips, Director Cooper, Chair Doyle

Noes: None

Abstain: None

Absent: None

10. ATTORNEY REPORT (All items Information/Possible Action)

- 10.1. Revised Billing Policy

Carter discussed the revisions made to the Billing Policy pursuant to SB 998 in order for the District to continue its policy of disconnecting water service to residential property for non-payment. In preparing such, he had reviewed other districts revised policies, including South Feather Water and Power District in Oroville. He offered his opinion that the new legal requirements made compliance therewith complicated and costly and required the District to post the revised policy on its website with translations in five different languages, including Spanish, the cost of which would be approximately \$0.10 to \$0.20 per word per language. He also shared with the Board the policy of Paradise Irrigation District, which, because of the complexity and cost of implementation and administration of the policy, resolved not to discontinue residential water service for non-payment, but instead to continue the service but levy assessments on all properties for which water service bills remain outstanding as of June 30 each year, as permitted under the Water Code.

On a motion made by Chair Doyle, seconded by Director Cooper, the Board of Directors approved Item 10.1 to change its Billing Policy to remove therefrom provision for discontinuation of residential water service due to non-payment of service fees and charges and replace it with provision for the District to levy and assessment on any property, residential or otherwise, for which there are any outstanding and unpaid water fees and charges as of June 30 of each year. Carter advised he would so amend the policy and present at the next Board meeting.

Roll Call Vote / Motion carries as follows:

Ayes: Director Phillips, Director Cooper, Chair Doyle

Noes: None

Abstain: None

Absent: None

10.2. Project Billings

Informational purposes, no action taken. Carter advised he had recently received revised billings from NorthStar requiring him to revise the amounts of engineering and attorney fees owing and unpaid for each project for purposes of billing to the projects. He stated he would discuss these with NorthStar and present update total at the next Board meeting.

11. GENERAL MANAGER REPORT (All items Information/Possible Action)

11.1. Water Bills, Aging Report, Revenue Summary

Informational purposes, no action taken.

12. BOARD OF DIRECTOR'S REPORTS/SPECIAL ASSIGNMENTS

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

Informational purposes, no action taken.

13. DIRECTORS' COMMENTS

Recommendation that the following items be placed on the May 12, 2020 Regular Meeting

Agenda:

- Declaration of Local Emergency in Response to COVID-19
- Waiver for Online Transaction Fee for Billing Payments

14. ADJOURNMENT

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

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Durham Irrigation District
Profit & Loss
January through April 2020

ITEM 5.2

	Jan 20	Feb 20	Mar 20	Apr 20	TOTAL
Ordinary Income/Expense					
Income					
Water Sales Income			*\$4109, applies to Feb. revenue		
OPERATING REVENUES					
Water Sales	25,785.27	18,335.59	30,977.08	26,817.86	101,915.80
Total OPERATING REVENUES	25,785.27	18,335.59	30,977.08	26,817.86	101,915.80
Total Water Sales Income	25,785.27	18,335.59	30,977.08	26,817.86	101,915.80
Total Income	25,785.27	18,335.59	30,977.08	26,817.86	101,915.80
Expense					
Contract Services					
Accounting Fees	606.00	693.75	431.25	393.75	2,124.75
Engineering Support	0.00	0.00	0.00	1,065.00	1,065.00
Legal Fees	2,925.00	2,700.00	2,700.00	4,199.65	12,524.65
Management & Administration	7,125.00	4,407.50	4,135.00	5,073.75	20,741.25
Water Operations Mgmt.	2,500.00	6,012.50	5,437.50	4,762.50	18,712.50
Total Contract Services	13,156.00	13,813.75	12,703.75	15,494.65	55,168.15
OPERATING EXPENSES					
Administration					
Board Stipends	300.00	300.00	300.00	600.00	1,500.00
District Wages, Taxes, Insur.					
Insurance	503.72	0.00	0.00	0.00	503.72
Payroll Service Fees	0.00	185.25	58.00	58.00	301.25
Payroll Tax Expense	0.00	-44.53	0.00	0.00	-44.53
Total District Wages, Taxes, Insur.	503.72	140.72	58.00	58.00	760.44
Fees, Dues, Memberships	4,051.20	1,015.00	1,828.00	431.95	7,326.15
Office Expense					
Postage	300.00	150.00	150.00	150.00	750.00
Supplies	147.96	0.00	0.00	186.04	334.00
Website Hosting	75.00	75.00	75.00	150.00	375.00
Total Office Expense	522.96	225.00	225.00	486.04	1,459.00
Rent	556.02	450.00	450.00	450.00	1,906.02
Software Fees	100.00	100.00	220.00	100.00	520.00
Supplies	17.25	0.00	0.00	0.00	17.25
Utilities					
Garbage	105.56	108.43	108.43	108.43	430.85
Gas & Electric	3,230.13	2,902.08	3,327.49	3,591.78	13,051.48
Telephone/Internet	227.57	226.66	236.92	226.92	918.07
Total Utilities	3,563.26	3,237.17	3,672.84	3,927.13	14,400.40
Water System Maint,Repair,Repl					
Regular Operations & Maint					
O & M Supplies	223.07	218.51	282.33	375.62	1,099.53
Water Testing Fees	1,510.80	206.40	67.20	67.20	1,851.60
Total Regular Operations & Maint	1,733.87	424.91	349.53	442.82	2,951.13
Water System Repair & Repl.+					
Repairs	1,194.78	0.00	0.00	93.31	1,288.09

Durham Irrigation District
Profit & Loss
January through April 2020

	Jan 20	Feb 20	Mar 20	Apr 20	TOTAL
Contractor	2,061.00	0.00	0.00	0.00	2,061.00
Total Water System Repair & Repl.+	3,255.78	0.00	0.00	93.31	3,349.09
Total Water System Maint,Repair,Repl	4,989.65	424.91	349.53	536.13	6,300.22
Total Administration	14,604.06	5,892.80	7,103.37	6,589.25	34,189.48
Bank Service Charges	0.00	10.00	118.00	0.00	128.00
Total OPERATING EXPENSES	14,604.06	5,902.80	7,221.37	6,589.25	34,317.48
Total Expense	27,760.06	19,716.55	19,925.12	22,083.90	89,485.63
Net Ordinary Income	-1,974.79	-1,380.96	11,051.96	4,733.96	12,430.17
Other Income/Expense					
Other Income					
NON-OPERATING REVENUE					
Interest Income	0.18	0.11	0.12	0.12	0.53
Total NON-OPERATING REVENUE	0.18	0.11	0.12	0.12	0.53
Total Other Income	0.18	0.11	0.12	0.12	0.53
Other Expense					
Special District Projects					
Expenses					
Agency Fees	3,109.06	0.00	0.00	0.00	3,109.06
Development Project Fees	1,560.17	340.00	0.00	0.00	1,900.17
Total Expenses	4,669.23	340.00	0.00	0.00	5,009.23
Total Special District Projects	4,669.23	340.00	0.00	0.00	5,009.23
Total Other Expense	4,669.23	340.00	0.00	0.00	5,009.23
Net Other Income	-4,669.05	-339.89	0.12	0.12	-5,008.70
Net Income	-6,643.84	-1,720.85	11,052.08	4,734.08	7,421.47

Durham Irrigation District

Balance Sheet

As of April 30, 2020

Apr 30, 20

ASSETS

Current Assets

Checking/Savings

Current Assets

Cash 118,510.90

Cash on Hand 100.00

Development Fees 9,687.00

Savings 14,376.50

Total Current Assets 142,674.40

Total Checking/Savings 142,674.40

Total Current Assets 142,674.40

Fixed Assets

CAPITAL ASSETS

Depreciable Assets

Equipment 43,002.14

Mains 623,540.00

Pumps 172,575.00

Structures 16,084.00

Wells 127,486.00

Less Accum. Dep'n -434,456.00

Total Depreciable Assets 548,231.14

Total CAPITAL ASSETS 548,231.14

Non-Depreciable Assets

Land 20,331.00

Total Non-Depreciable Assets 20,331.00

Total Fixed Assets 568,562.14

TOTAL ASSETS 711,236.54

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Uncleared Checks 100.00

Total Other Current Liabilities 100.00

Total Current Liabilities 100.00

Total Liabilities 100.00

Equity

NET POSITION

Net Investment in Capital Asset 566,549.00

Total NET POSITION 566,549.00

Unrestricted Net Assets 137,166.07

Net Income 7,421.47

Total Equity 711,136.54

TOTAL LIABILITIES & EQUITY 711,236.54

Durham Irrigation District
General Ledger
As of April 30, 2020

Date	Num	Name	Memo	Paid Amount	Balance
Current Assets					137,940.32
Cash					113,776.94
04/02/2020		Postalia		-150.00	113,626.94
04/08/2020		Deposit	Deposit	158.00	113,784.94
04/09/2020		Deposit	Deposit	666.09	114,451.03
04/09/2020		Deposit	Deposit	200.83	114,651.86
04/10/2020		Deposit	Deposit	140.05	114,791.91
04/10/2020		Paychex		-58.00	114,733.91
04/13/2020		Deposit	Deposit	44.86	114,778.77
04/14/2020	9058	Kevin Phillips	Apr 2020	-200.00	114,578.77
04/14/2020	9059	Matt Doyle	Apr 2020	-200.00	114,378.77
04/14/2020	9060	Raymond Cooper	Apr 2020	-200.00	114,178.77
04/14/2020	9061	Basic Laboratory		-67.20	114,111.57
04/14/2020	9062	Sierra Water Utility	chlorine	-34.31	114,077.26
04/14/2020	9063	Ferguson Waterworks		-93.31	113,983.95
04/14/2020	9064	Camp & McLaughlin	Apr 2020	-450.00	113,533.95
04/14/2020	9065	AT & T		-226.92	113,307.03
04/14/2020	9066	PG & E		-3,591.78	109,715.25
04/14/2020	9067	Recology		-108.43	109,606.82
04/14/2020	9068	Sequoyah		-100.00	109,506.82
04/14/2020	9069	Streamline		-150.00	109,356.82
04/14/2020	9070	Sheryl Bosman	bookkeeping	-393.75	108,963.07
04/14/2020	9071	Carter Law Office	legal fees	-4,199.65	104,763.42
04/14/2020	9073	Kamie Loeser Consulting	clerical/mgmt services	-5,073.75	99,689.67
04/14/2020	9072	Northstar Engineering		-5,827.50	93,862.17
04/14/2020	9074	Butte County Air Quality...		-431.95	93,430.22
04/14/2020	9075	Kamie Loeser Consulting	reimb.	-186.04	93,244.18
04/14/2020		Deposit	Deposit	257.07	93,501.25
04/15/2020		Deposit	Deposit	80.00	93,581.25
04/16/2020		Deposit	Deposit	14,693.78	108,275.03
04/16/2020		Deposit	Deposit	4,425.37	112,700.40
04/16/2020		Deposit	Deposit	277.83	112,978.23
04/17/2020		Deposit	Deposit	106.21	113,084.44
04/21/2020		Deposit	Deposit	193.62	113,278.06
04/21/2020	9076	Sierra Water Utility	chlorine services	-341.31	112,936.75
04/22/2020		Deposit	Deposit	70.00	113,006.75
04/23/2020		Deposit	Deposit	3,535.80	116,542.55
04/24/2020		Deposit	Deposit	30.17	116,572.72
04/29/2020		Deposit	Deposit	1,618.29	118,191.01
04/29/2020		Deposit	Deposit	169.89	118,360.90
04/30/2020		Deposit	Deposit	150.00	118,510.90
Total Cash				4,733.96	118,510.90
Cash on Hand					100.00
Total Cash on Hand					100.00
Development Fees					9,687.00
Total Development Fees					9,687.00
Savings					14,376.38
04/30/2020		Deposit	Deposit	0.12	14,376.50
Total Savings				0.12	14,376.50
Total Current Assets				4,734.08	142,674.40
CAPITAL ASSETS					548,231.14
Depreciable Assets					548,231.14
Equipment					43,002.14
Total Equipment					43,002.14
Mains					623,540.00
Total Mains					623,540.00
Pumps					172,575.00
Total Pumps					172,575.00

Durham Irrigation District
General Ledger
As of April 30, 2020

Date	Num	Name	Memo	Paid Amount	Balance
Structures					16,084.00
Total Structures					16,084.00
Wells					127,486.00
Total Wells					127,486.00
Less Accum. Dep'n					-434,456.00
Total Less Accum. Dep'n					-434,456.00
Total Depreciable Assets					548,231.14
Total CAPITAL ASSETS					548,231.14
Non-Depreciable Assets					20,331.00
Land					20,331.00
Total Land					20,331.00
Total Non-Depreciable Assets					20,331.00
Uncleared Checks					-100.00
Total Uncleared Checks					-100.00
NET POSITION					-566,549.00
Net Investment in Capital Asset					-566,549.00
Total Net Investment in Capital Asset					-566,549.00
Total NET POSITION					-566,549.00
Unrestricted Net Assets					-137,166.07
Total Unrestricted Net Assets					-137,166.07
Water Sales Income					-75,097.94
OPERATING REVENUES					-75,097.94
Water Sales					-75,097.94
04/08/2020		Deposit	Deposit	-158.00	-75,255.94
04/09/2020		Deposit	Deposit	-666.09	-75,922.03
04/09/2020		Deposit	Deposit	-200.83	-76,122.86
04/10/2020		Deposit	Deposit	-140.05	-76,262.91
04/13/2020		Deposit	Deposit	-44.86	-76,307.77
04/14/2020		Deposit	Deposit	-257.07	-76,564.84
04/15/2020		Deposit	Deposit	-80.00	-76,644.84
04/16/2020		Deposit	Deposit	-14,693.78	-91,338.62
04/16/2020		Deposit	Deposit	-4,425.37	-95,763.99
04/16/2020		Deposit	Deposit	-277.83	-96,041.82
04/17/2020		Deposit	Deposit	-106.21	-96,148.03
04/21/2020		Deposit	Deposit	-193.62	-96,341.65
04/22/2020		Deposit	Deposit	-70.00	-96,411.65
04/23/2020		Deposit	Deposit	-3,535.80	-99,947.45
04/24/2020		Deposit	Deposit	-30.17	-99,977.62
04/29/2020		Deposit	Deposit	-1,618.29	-101,595.91
04/29/2020		Deposit	Deposit	-169.89	-101,765.80
04/30/2020		Deposit	Deposit	-150.00	-101,915.80
Total Water Sales					-26,817.86
Total OPERATING REVENUES					-26,817.86
Total Water Sales Income					-26,817.86
Contract Services					39,673.50
Accounting Fees					1,731.00
04/14/2020	9070	Sheryl Bosman	bookkeeping	393.75	2,124.75
Total Accounting Fees					393.75
Engineering Support					0.00
04/14/2020	9072	Northstar Engineering	engineering/operato...	1,065.00	1,065.00
Total Engineering Support					1,065.00

Durham Irrigation District
General Ledger
As of April 30, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
Legal Fees					8,325.00
04/14/2020	9071	Carter Law Office	legal fees	4,199.65	12,524.65
Total Legal Fees				4,199.65	12,524.65
Management & Administration					15,667.50
04/14/2020	9073	Kamie Loeser Consulting	clerical/mgmt services	5,073.75	20,741.25
Total Management & Administration				5,073.75	20,741.25
Water Operations Mgmt.					13,950.00
04/14/2020	9072	Northstar Engineering	meter reading	1,050.00	15,000.00
04/14/2020	9072	Northstar Engineering	water operations	3,712.50	18,712.50
Total Water Operations Mgmt.				4,762.50	18,712.50
Total Contract Services				15,494.65	55,168.15
OPERATING EXPENSES					27,728.23
Administration					27,600.23
Board Stipends					900.00
04/14/2020	9058	Kevin Phillips	Apr 2020	200.00	1,100.00
04/14/2020	9059	Matt Doyle	Apr 2020	200.00	1,300.00
04/14/2020	9060	Raymond Cooper	Apr 2020	200.00	1,500.00
Total Board Stipends				600.00	1,500.00
District Wages, Taxes, Insur.					702.44
Insurance					503.72
Total Insurance					503.72
Payroll Service Fees					243.25
04/10/2020		Paychex		58.00	301.25
Total Payroll Service Fees				58.00	301.25
Payroll Tax Expense					-44.53
Total Payroll Tax Expense					-44.53
Total District Wages, Taxes, Insur.				58.00	760.44
Fees, Dues, Memberships					6,894.20
04/14/2020	9074	Butte County Air Quality...		431.95	7,326.15
Total Fees, Dues, Memberships				431.95	7,326.15
Office Expense					972.96
Postage					600.00
04/02/2020		Postalia		150.00	750.00
Total Postage				150.00	750.00
Supplies					147.96
04/14/2020	9075	Kamie Loeser Consulting	reimb.	186.04	334.00
Total Supplies				186.04	334.00
Website Hosting					225.00
04/14/2020	9069	Streamline		150.00	375.00
Total Website Hosting				150.00	375.00
Total Office Expense				486.04	1,459.00
Rent					1,456.02
04/14/2020	9064	Camp & McLaughlin	Apr 2020	450.00	1,906.02
Total Rent				450.00	1,906.02

Durham Irrigation District
General Ledger
As of April 30, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
Software Fees					420.00
04/14/2020	9068	Sequoyah		100.00	520.00
Total Software Fees				100.00	520.00
Supplies					17.25
Total Supplies					17.25
Utilities					10,473.27
Garbage					322.42
04/14/2020	9067	Recology		108.43	430.85
Total Garbage				108.43	430.85
Gas & Electric					9,459.70
04/14/2020	9066	PG & E		3,591.78	13,051.48
Total Gas & Electric				3,591.78	13,051.48
Telephone/Internet					691.15
04/14/2020	9065	AT & T		226.92	918.07
Total Telephone/Internet				226.92	918.07
Total Utilities				3,927.13	14,400.40
Water System Maint,Repair,Repl					5,764.09
Regular Operations & Maint					2,508.31
O & M Supplies					723.91
04/14/2020	9062	Sierra Water Utility	chlorine	34.31	758.22
04/21/2020	9076	Sierra Water Utility	chlorine services	341.31	1,099.53
Total O & M Supplies				375.62	1,099.53
Water Testing Fees					1,784.40
04/14/2020	9061	Basic Laboratory		67.20	1,851.60
Total Water Testing Fees				67.20	1,851.60
Total Regular Operations & Maint				442.82	2,951.13
Water System Repair & Repl.+					3,255.78
Repairs					1,194.78
04/14/2020	9063	Ferguson Waterworks		93.31	1,288.09
Total Repairs				93.31	1,288.09
Contractor					2,061.00
Total Contractor					2,061.00
Total Water System Repair & Repl.+				93.31	3,349.09
Total Water System Maint,Repair,Repl				536.13	6,300.22
Total Administration				6,589.25	34,189.48
Bank Service Charges					128.00
Total Bank Service Charges					128.00
Total OPERATING EXPENSES				6,589.25	34,317.48
NON-OPERATING REVENUE					-0.41
Interest Income					-0.41
04/30/2020		Deposit	Deposit	-0.12	-0.53
Total Interest Income				-0.12	-0.53
Total NON-OPERATING REVENUE				-0.12	-0.53

Durham Irrigation District
General Ledger
As of April 30, 2020

Date	Num	Name	Memo	Paid Amount	Balance
Special District Projects					5,009.23
Expenses					5,009.23
Agency Fees					3,109.06
Total Agency Fees					3,109.06
Development Project Fees					1,900.17
Total Development Project Fees					1,900.17
Total Expenses					5,009.23
Total Special District Projects					5,009.23
TOTAL				0.00	0.00

**RESOLUTION
OF THE
BOARD OF DIRECTORS OF
DURHAM IRRIGATION DISTRICT
DECLARING A LOCAL EMERGENCY**

WHEREAS, international, national, state, and local health and governmental authorities are responding to an outbreak of respiratory disease caused by the novel coronavirus named “SARS-CoV-2” and the disease it causes has been named the “coronavirus disease 2019”, abbreviated “COVID-19”; and

WHEREAS, the Centers for Disease Control and Prevention has stated that certain populations face elevated risk and widespread transmission of COVID-19 would translate into large numbers of people needing medical care at the same time, resulting in the potential for critical infrastructure to be affected; and

WHEREAS, on January 31, 2020 the U.S. Department of Health and Human Services declared a public health emergency to aid the nation’s healthcare community in responding to COVID-19; and

WHEREAS, on March 4, 2020 the Governor of the State of California declared a state of emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19; and

WHEREAS, on March 13, 2020 the President of the United States of America declared a national emergency and that the federal government would make \$50 billion in emergency funding to assist state and local governments in preventing the spread of and addressing the effects of COVID-19; and

WHEREAS, on March 20, 2020 the Governor of the State of California adopted Executive Order N-33-20 that, among other things, “order[ed] all individuals in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors, as outlined at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>”; and

WHEREAS, Durham Irrigation District (the “District”) operates and maintains critical infrastructure to provide essential public water services to the residents, businesses, and property owners of the unincorporated town of Durham, CA and area adjacent thereto, all being a portion of the unincorporated area of west-central Butte County. The District serves over 450 customers which corresponds to approximately 1,300 people. The District’s water supply is groundwater pumped from three wells, the maximum pumping capacity of which is approximately 4,176 million gallons per day; and

WHEREAS, the District and its directors and employees are exempt from the limitations imposed by Executive Order N-33-20 because the Agency must maintain continuity of operations of federal infrastructure sectors, including government facilities sector, water and wastewater systems sector, food and agriculture sector, energy sector, dams sector, and emergency services sector as outlined in <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>; and

WHEREAS, the emergency conditions prevailing because of the COVID-19 pandemic can potentially exceed the services, personnel, equipment and facilities of the Agency and, in the absence of emergency response and action, could potentially lead to the interruption of essential public water services and/or affect critical water and energy infrastructure.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the District as follows:

1. All recitals set forth above are true, correct and valid and are adopted herein as findings by the Board of Directors.
2. That a local emergency now exists throughout the District and such period of local emergency shall continue for so long as conditions so warrant that designation, in the discretion of the Board of Directors.
3. As a result of the condition of local emergency, the General Manager is authorized and directed to:
 - a. Enter into contracts with neighboring agencies for the purpose of establishing mutual aid;
 - b. Implement the recommendations and directives of federal, state and local health officials regarding COVID-19;
 - c. Temporarily modify the terms and conditions of employment of District employees, as necessary or appropriate to implement the recommendations and directives of health officials regarding COVID-19, while also ensuring continuity of operations of the District's federal critical infrastructure sectors, including government facilities sector, water and wastewater systems sector, food and agriculture sector, energy sector, dams sector, and emergency services sector; and
 - d. Pursuant to California Public Contract Code sections 1102 and 22050, and upon the finding by the Board of Directors by a four-fifths vote of its members present that the emergency will not permit a delay resulting from a competitive solicitation for bids and that the action is necessary to respond to such emergency, to repair or replace a public facility, take any directly related and emergency action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and,
 - e. Take such further reasonable and necessary actions to locally respond to the COVID-19 pandemic and to avoid and/or mitigate interruption of essential public services to the Agency's customers.

PASSED AND ADOPTED at a duly held meeting of the Board of Directors of Durham Irrigation District on May 12, 2020 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Matt Doyle
Chair of the Board of Directors
Durham Irrigation District

ATTEST:

Raymond Cooper
Secretary of the Board of Directors
Durham Irrigation District



Durham Irrigation District Policy and Procedures Manual

PO Box 98

Durham, Ca 95938

Adopted:

Amended:

Durham Irrigation District

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CHAPTER 7 - WATER RATES, OPERATING FEES, AND BILLING PROCEDURE

7.1 WATER RATES

A current schedule of prevailing water rates, service charges, and operating fees shall be determined and approved by the Board and shall be available upon request at the District office. A current schedule of these rates, charges, and fees shall be included in [Appendix A.1 of this manual](#).

7.2 PUBLIC NOTIFICATION OF WATER RATE CHANGES

Revisions to water rates, service charges, and operating fees shall normally be established as required through the public hearing process. To the extent possible, water rate changes will become effective with the next billing date which will be at least thirty (30) days following the date on which the Board approved the rate change. The District will endeavor to make public notification of the rate changes through the news media and on customer water bills, space permitting. Emergency rate changes may become effective at the discretion of the Board.

7.3 SERVICE CALL CHARGE

A charge may occur for each service call where it is done for the convenience of the user or made necessary through non-payment of charges or to enforce the rules of the District. A current schedule of these rates, charges, and fees shall be included in Appendix A.1 of this manual.

7.4 DUPLICATE BILLING CHARGE

At landowner's request, the District will send a duplicate billing to a second address (this does not change the landowner's responsibility for meter charges). A charge for this service will be added to the bill. A current schedule of these rates, charges, and fees shall be included in Appendix A.1 of this manual.

7.5 SPECIAL METER READING CHARGE

A charge shall be made for any special reading requested by the owner. A current schedule of these rates, charges, and fees shall be included in Appendix A.1 of this manual.

7.4 EXAMINATION OF METERS CHARGE

Upon executing an application and depositing an inspection fee, any customer may request that his meter be examined and tested to determine its accuracy. The inspection fee shall be fixed from time to time by the Board and be available upon request at the District office.

If such examination and test shows the meter to register over five percent (5%) more water than actually passed through it, the inspection fee will be returned to the customer and the bill for the preceding billing period and current billing period will be adjusted. If a water meter is not registering in excess of five percent (5%), the inspection fee will be retained by the District.

At the customer's request, arrangements will be made for the customer to be present while the test is being made.

7.5 SEALED METER CHARGE

A. Authorization

Proper authorization shall be required to seal or unseal a water meter. A service call charge shall apply to each activity required. During the period a meter is sealed, one-half the monthly water service charge shall apply. That same charge will also apply to sealed meters converted from the discontinued category of "temporarily removed meter."

B. Tampering Charge / Meter Reinstallation Fees

Should the Owner or Occupant, or their tenant, of any Property for which water service has been discontinued by the District tamper or remove any locking device placed on the water service connection by the District, the District shall (i) assess a lock tampering fee (the "Tampering Charge") as determined by the District's board of directors from time to time to cover its damages resulting therefrom and, in addition, immediately upon its discovery of such tampering or removal of any such locking device, (ii) remove the water meter to the Property. Upon removal of the water meter by the District, a meter removal fee (the "Meter Removal Fee") as determined by the District's board of directors from time to time also shall be assessed to cover the District's costs in removing the meter. In order to restore water service to the Property following the removal of the water meter to the Property, the Owner must pay in full the entire Delinquent Balance, accrued late fees thereon, and all Default Fees including a meter reinstallation fee (the "Meter Reinstallation Fee") as determined by the District's board of directors from time to time,

together with any security deposit that may be required on the Account pursuant to subsection k. below.

If meters are tampered with in any way or if a customer refuses to pay a delinquent water bill, the Manager may at his discretion have the meter removed and the fee for removing the meter shall be as fixed from time to time by the Board and be available upon request at the District office.

C. Discontinued Service

If a property owner chooses to discontinue service and not pay the sealed meter rate (Discontinued Service), they will be required to pay a meter removal charge. If service is later reactivated, the property owner may then be responsible for the cost of LEMO (Labor, Equipment, Materials, and Overhead) for the installation of a new service line from the District Main to the property line (Service Line). Situations in which a service line may need to be replaced include, but are not limited to:

1. If leak occurs on the Service Line to a property with Discontinued Service, the line will not be replaced, but turned off at the District Main.
2. If the District is replacing a mainline that serves a property with Discontinue Service, the Service Line will not be replaced.

D. Reactivating Service

A property owner reactivating service on a parcel with a Service Line that is still pressurized will be charged the same rate as a ¾" Meter Installation on a Developer Financed Service Line or LEMO, whichever is applicable.

7.6 BILLING PROCEDURES

A. Monthly Billing Statements

Because unpaid water charges may be assessed and levied upon the parcel of real property (the "Property") to which such services are provided under California Water Code sections 22284 and 25806, an account (the "Account") for water service provided to a parcel of real property (the "Property") in the District is generally established in the name of the owner (the "Owner") of the Property only. In such event the District's monthly billing statement for the Account (the "Bill") will be sent to the Owner at the Owner's address. The Owner may request in writing that the District send the Bill to the address of the Property, if different than the Owner's address (i.e., Tenant, Occupant, Property Manager, Agent, etc.). In such event, the District will send the Bill and any and all notices described below (each, a "Default Notice" and collectively, the "Default

Commented [KL1]: Do we want to say something that when a tenant requests to have the bill sent to them, that the owner is notified? Do we want to add (i.e., Tenant)

Notices”) to the address of the Property, but also will send a copy of the Bill and any Default Notice to the Owner at the Owner’s address.

Property owners shall be responsible for and receive all water statements regardless of whether or not the property or premises is being rented or leased by others. Only property owners shall be allowed to make application for water service. A property owner may request duplicate bills be sent to the tenant for a fee. The property owner will remain responsible for unpaid charges. The Duplicate Billing Fee shall be established in the Fees and Charges approved by the Board of Directors.

B. Duplicate Billing Fee

To cover its costs in providing such copies, the District shall add an administrative fee (“Duplicate Bill Fee”) as determined by the District’s board of directors from time to time to its monthly Bills for the Account. While the Owner of the Property may make arrangements with a tenant on or occupant of the Property (each, an “Occupant”) to pay the District’s Bill for such Property, the Owner ultimately is responsible for payment of all charges on the Account, including any unpaid Account balance, late fees, Duplicate Bill Fee, Delinquency Fee, Lock-Off Fee, Disconnection Fee, Reconnection Fee, Tampering Charge, Meter Removal Fee, Meter Reinstallation Fee, and Processing Fee as described below each individually a “Default Fee” and collectively the “Default Fees”).

C. Owner’s Mailing Address

The District shall presume that the Owner’s address for all purposes related to this policy is the address of the Property unless the Owner notifies it otherwise in writing providing it with the correct mailing address, including street address, and e-mail address and fax number, if any. The Owner is responsible for notifying the District immediately in writing of any change in the Owner’s mailing address, street address, e-mail address or fax number.

D. Owner Designated Agent

An Owner who has appointed an agent (the “Agent”) to manage the Owner’s Property and wishes the District to deal only with the Agent with respect to the Property shall complete, sign and file with the District a written request directing and authorizing the District to deal with the Agent and not the Owner on all matters relating to the District’s provision of water service to the Property and the billing therefor. Upon the Owner’s submitting such request to the District, and until the Owner notifies the District in writing of the Owner’s termination and rescission of such appointment, the District shall deal with the Agent as if the Agent were the Owner and will no longer deal with the Owner. For purposes of this Policy, any Agent so appointed by an Owner of a Property shall be deemed the Owner.

E. Billing Period –

The District bills each Account monthly. The Bill shows any unpaid balance from the previous Bill, water usage since the previous billing, current charges for monthly water service, and the total amount due. The Bill is due and payable on the date it is received and is late if unpaid in full by 5:00 p.m. on the fifteenth fifth-day of the following-month. Payments on a Bill shall be applied first to the unpaid previous balance due, including late fees and Default Fees, if any, and the balance, if any, shall be applied to current charges. Any balance of a previous Bill for water usage or water service charges, but not for a Default Fee, unpaid in full by 5:00 p.m. on the fifteenth fifth-day of the month immediately following for which the Bill was dated shall be late and shall be assessed a late fee of one and one-half percent the amount thereof.

Customer accounts are billed on a monthly basis. The District will endeavor to read meters on the same working date every month. Variations to this practice will be in accordance with industry-accepted practices. Customers may make advance payments to maintain water service during their absence. The billing will reflect the current credit balance until expended. Monies placed on deposit will not bear interest.

7.7 DELINQUENT ACCOUNTS

A. Service

The District reserves the right to refuse or discontinue service to any customer who is delinquent in payment of water charges, in accordance with District policy, unless and until such payments have been paid in full. This rule shall be effective notwithstanding the fact that the customer may not be the same person who owned the property when the delinquent charges were incurred.

Where service is at risk of being discontinued, payment may be accepted from a tenant. When this occurs, the District will have no reimbursement responsibilities to any party.

B. Payment Due Date

All charges shall become delinquent if not paid within fifteen (15) days after the billing date, and if not paid prior to the next billing, there shall be added thereto and become a part of such charges, and be collected by the District, a penalty of one and one-half percent per month on delinquent balances. Application of such penalty shall continue until the account is current, or to the time when the unpaid and delinquent charges are added to the annual assessment of the District as provided in the Water Code.

Commented [KL2]: Do we want to mention for "for metered accounts"?

Commented [KL3]: Bills go out on the 1st and are due on the 15th)

Commented [KL4]: Do we want to clarify the difference between late and default fees?

Commented [KL5]: I need to verify this

Commented [KL6]: verify

C. Insufficient Funds / Processing Fee

Any and all fees, charges, or costs incurred by the District as a result of a check or credit/debit card payment submitted in payment on an Account being returned or not accepted for insufficient funds or due to the account upon which it was drawn being closed, together with an administrative fee to cover the District's costs in processing such (the "Processing Fee") as determined by the District's board of directors from time to time, shall be assessed to the Account.

D. Security Deposit

In the event three payments on an Account are returned or not accepted within any 12 consecutive month period, then (i) payments on the Account made for the 12 months immediately following the third such returned payment must be by cash, money order or certified check only and (ii) the District may charge a security deposit on the Account pursuant to [subsection M](#), below. Payments on such Account in any other form shall not be accepted. Any and all convenience charges imposed on an electronic check or credit/debit card payment transaction by the person or persons providing such services to the District shall be the sole responsibility of the Owner or Occupant.

E. Delinquency Fees and Notices

Any previous balance of a Bill unpaid for at least [45 days](#) shall be delinquent. To cover its administrative costs in providing notice of the delinquency as provided below, the District then shall assess the Account a delinquency fee (the "Delinquency Fee") as determined by the District's board of directors from time to time. On the first business day thereafter the District shall send a written notice (the "Delinquency Notice") to the Owner or Occupant informing the Owner or Occupant of the Account's delinquency, the imposition of the Delinquency Fee thereon, and the Account balance as of that date (the "Delinquent Balance"), including any previous balance due, late fees thereon, the Delinquency Fee, and current charges.

Commented [KL7]: Sequoyah allows us to look at accounts 30, 60, and 90 days

F. Discontinuation of Water Service: Lock-Off Notices and Fees - Non-residential Property

1. The District may refuse service to any non-residential Property if there is a Delinquent Balance, including accrued late fees and Default Fees due, on the account for such Property which have not been paid within a reasonable time pursuant to Water Code section 22282.1.
2. For non-residential property, if the Delinquent Balance is not paid in full by the first working day of the month immediately following the month in which the Delinquency Notice was sent, then the District may discontinue water service to the Property. At least 48 hours prior to the date the District intends to discontinue water service to the Property, the District shall post a lock-off notice (the "1st Lock-Off Notice") conspicuously on the Property notifying the Owner or

Occupant that unless the Account is paid in full by the date and time posted on the 1st Lock-Off Notice, water service to the Property shall be discontinued. A Lock Off Notice fee as determined from time to time by the Board of Directors of the District shall be assessed the account upon posting of the 1st Lock Off Notice. The 1st Lock-Off Notice also shall notify the Owner or Occupant that in the event water service is disconnected, in order for water service to be reinstated, then, in addition to payment of the Delinquent Balance in full, the Owner shall have to pay an additional lock-off fee (the "Disconnection Fee") and a reconnection fee (the "Reconnection Fee") as both shall be determined by the District's Board of Directors from time to time. These fees cover the District's costs in installing and removing lock-off devices on the Property's water service connection. The 1st Lock-Off Notice, as well as the 2nd Lock-Off Notice discussed in subsection i. below, also shall notify the Owner or Occupant that should water service to the Property be discontinued, any fire sprinkler system on the Property connected to the District's water service will not operate and the improvements protected by such fire sprinkler system shall be at risk.

2. Should the District discontinue water service to the non-residential Property, a second lock-off notice (the "2nd Lock-Off Notice") shall be posted conspicuously on the Property following such discontinuance of service and mailed to the Owner, informing the Owner and Occupant that water service to the Property has been discontinued by the District and that such shall be reinstated only upon payment in full by the Owner of the entire outstanding, due and owing Delinquent Balance, late fees thereon, and any and all Default Fees then assessed.

The District reserves the right to refuse or discontinue service to any customer who is delinquent in payment of water charges unless and until such payments have been paid in full. This rule shall be effective notwithstanding the fact that the applicant may not be the same person who owned the land when the delinquent charges were incurred.

If delinquent charges are not paid fifty (50) days from original billing date, a fifteen (15) day notice shall be mailed to the customer and a Fifteen Day Notice fee shall be applied to the account. The Fifteen Day Notice fee shall be established in the Fees and Charges approved by the Board of Directors.

If delinquent charges, including the Fifteen Day Notice fee, are not paid thirteen (13) days from the issuance of the Fifteen Day Notice, a Forty Eight Hour Notice shall be delivered to the service location and a Forty Eight Hour Notice fee shall be applied to the account. The Forty Eight Hour Notice fee shall be established in the Fees and Charges approved by the Board of Directors.

If all delinquent charges are not paid within the forty eight hours of the Forty Eight Hour Notice, service will be terminated and a Meter Seal Fee shall be applied. The Meter Seal Fee shall be established in the Fees and Charges approved by the Board of Directors.

All delinquent amounts and previously billed charges shall be paid before service will be reinstated.

G. Delinquent Balance - Residential Property

The District shall not disconnect water service to any residential property due to non-payment therefor. With respect to any Property, residential or non-residential, to which the District provides water service, any Delinquent Balance due and owing thereon as of June 30 of any year may be assessed and levied upon the Property pursuant to California Water Code sections 22284 and 25806.

H. Delinquent Balance - Assessment Lien

Any Delinquent Balance and Default Fees owed the District on an Account as of June 30 of any year shall be reported to the Butte County Tax Collector and shall be added to and become an assessment levied and shall constitute a lien on the Property pursuant to Water Code sections 22284 and 25806.

All delinquent water bills and charges for service remaining unpaid at the time of setting the annual tax rate may be added to and become part of the annual assessment levied by the District as provided for in the Water Code of the State of California.

The District Billing Clerk with approval of the District Manager may file a lien against the property for delinquent water bills and charges for service. The District Billing Clerk, with the approval of the District Manager, may require a deposit, up to the equivalent of the charge for 150 days maximum use, in the event of a bankruptcy after the date of order for relief. The deposit may be applied to 20 percent of each bill until the deposit is reduced to the equivalent of 30 days (1 billing period) maximum use. This reduced deposit shall remain for one year at which time it may be credited to succeeding bills until depleted.

I. Foreclosures

Should the District have actual knowledge that a Property is in pending foreclosure proceedings or has been sold at foreclosure sale and the Owner or Occupant is not residing on the Property, the District may, but shall not be obligated to, place the Account for the Property on standby status and toll the lapse of any of the time periods provided above for a period not to exceed 90 days to facilitate transfer of ownership of the Property and payment by the new Owner of any and all amounts then due on the Account for the Property and resumption of water service to the Property. During the period of time that the Account is on standby status, it shall be assessed only the standby, and not the standard monthly fees for water service as determined by the District's board of directors from time to time, which fees shall be added to the balance of the Account immediately preceding the Account being placed on standby status, including the

Delinquent Balance, accrued late fees, and any Default Fees. Should the District have actual knowledge of the name and address of a Trustee under a deed of trust on a property in foreclosure or of a new Owner of a Property following its sale on foreclosure, it shall give written notice to such person of the total amounts then due on the Account for the Property. Such amounts shall be fully due and payable within 30 days from the date of such notice and if not paid in full, the District shall remove the Account from standby status and restore it to active status, at which time the time periods provided above shall resume running.

J. Delinquent Accounts - Economic Hardship

p. The Board of Directors of the District, in its sole and absolute discretion, may extend the date on which payment on an Account is due and toll the lapse of any time periods provided above for a period not to exceed 90 days from the date on which the Account becomes delinquent when it deems it necessary to prevent economic dislocation or hardship to the Owner. The Board also may extend the date on which payment on an Account is due and toll the lapse of any time period provided above for a period not to exceed 90 days from the date the Account becomes delinquent in the case where the Property is owned by a federal or state agency and the financial or budgetary condition of the federal or state government prevents timely payment on the Account for the Property by the agency. Any such extension shall be on such terms and conditions as the Owner or resident of the Property and the Board agree and shall be formalized in writing signed by them.

K. Charge and Fee Disputes

An Owner who disputes any charge or Default Fee on a Bill for the Owner's Account shall meet with the manager of the District in good faith in an attempt to resolve his or her complaint. If such meeting does not resolve the dispute, the Owner may appeal to District's Board of Directors. Any such appeal must be in writing and must set forth in detail each fact upon which the Owner believes the charge or Default Fee is not proper. Such appeal must be received by the District within ten days of the date of the meeting between the Owner and the District's manager. Any appeal received by the District more than 10 days after the date of such meeting shall be null and void and have no force or effect. The District's Board of Directors shall consider and act upon the appeal at its next regular meeting that is more than six calendar days after the District's receipt of the appeal. Upon timely receipt by the District of and pending action by the Board of Directors on the appeal, the District shall not impose any additional Default Fee or discontinue water service to the Owner's Property if such have not then already been discontinued. The Owner shall pay in full any amount determined by the Board of Directors to be due and owing on the Account following its hearing on the appeal by 5:00 p.m. on the Friday immediately following the hearing. Should the Owner fail to do so, the Account shall be deemed delinquent pursuant to subsection f above.

Commented [KL8]: Thoughts on what to call this?

L. Security Deposit for Reinstatement of Water

The District may charge a security deposit (the "Security Deposit") on any Account for a Property to which it has discontinued water service as a condition to reinstatement of water service to the Property. The Security Deposit shall be an amount equal to twice the amount of the highest monthly Bill billed the Account during the 12 months immediately preceding the discontinuance of water service to the Property. For a period of one year from and after the date of reinstatement of water service to the Property, provided there is no delinquency on the Account during such period, the District shall keep and maintain the Security Deposit as security for payment of any and all Delinquent Balances owed to it on the Account. The District may use the Security Deposit to the extent available to pay any Delinquent Balance on the account upon its discontinuance of water service to the Property pursuant to subsections h. and i. above. In such event, in order to reinstate water service to the Property, the Owner, in addition to all other amounts owed pursuant to subsections h. and i. above, will have to pay such additional amount as necessary to replenish the Security Deposit to its original amount. Upon replenishment of the Security Deposit to its original amount, the District shall continue to hold the Security Deposit for one year thereafter. At the end of one year without delinquency of the Account, the Security Deposit shall be refunded to the Owner by application on future Bills for water service provided to the Property until so refunded in full. No interest shall accrue on the Security Deposit.

7.7 LEAK POLICY, ADJUSTMENTS, AND APPEALS

A. The customer is responsible for all water going through the meter. Leaks caused by frozen or broken pipes, damage, or other leaks on the customer's side of the meter shall be the responsibility of the customer. The District may, upon request of the customer, provide for a payment plan of up to one year, with no penalties, to assist customers in paying amounts billed that are attributed to a leak.

B. An identified leak will not result in a customer moving to a higher service charge classification so long as the leak is repaired in a timely manner. Upon request of the customer, the District will determine if a leak will result in a change in classification, based upon the circumstances, magnitude, and duration of the leak.

C. Online customer usage data and leak notification is available to customers. The customers are expected to respond to leak detection notifications from the District and repair leaks promptly.

D. The District may, upon written request of a customer supported by repair bills or other appropriate documentation, adjust such customer's bill in the case of loss of water due to circumstances beyond the reasonable control of such customer, such as a

mechanical malfunction, blind leak, theft of water, vandalism, unexplained water loss or other unusual or emergency conditions. Adjustments shall not be made for faucet or toilet leaks.

E. The District will use its billing system to determine the amount of water usage attributable to the leak. Customers that fix leaks within seven days of the District's leak notification, may, upon the customer's request, and if the District determines that an adjustment is appropriate and reasonable under the circumstances, receive a credit for leak usage of up to seven days from the District's notification.

F. The District Manager, or his or her designee, may, in his or her sole discretion, grant an adjustment for usage attributed to the leak that occurred after the above-described seven-day period. In making such a determination, the District Manager, or his or her designee, may take into account the cause of water loss, any negligence or fault of the customer in connection therewith, and the difficulty of repair.

G. Any customer seeking relief under this policy must make a written request to the District as soon as possible and in no event later than ninety days after the closing date of the billing cycle in which the leakage occurred.

H. The District's determinations under this policy will be made by District staff in writing and mailed to the owner at the billing address on the District's records. Any person aggrieved by a staff determination may file a written appeal to the Board of Directors, no later than sixty days after the date of staff's determination. The Board will consider the appeal and make its decision at a noticed public meeting.

Appendix A



2019 RATES

4 biggest operating costs for Durham Irrigation District:

1. **System Operation** – Costs that cover everything associated with getting your water delivered to you.
2. **Capital Improvements** – Costs associated with replacement of aging system infrastructure.
3. **Increasing Energy Costs** – Energy costs associated with running the well pumps are significant.
4. **Regulatory Compliance** – Costs for testing, reporting and participating in groundwater management to ensure our customers have adequate quality water.

SERVICE FEES

SERVICE SIZE	PREVIOUS RATES	RATE SCHEDULE			
		JAN 2019	JAN 2020	JAN 2021	JAN 2022
FLAT RATE SERVICES					
3/4" Service	\$39.93	\$47.92	\$52.71	\$57.98	\$63.78
1" Service	\$49.91	\$60.91	\$67.94	\$75.66	\$84.16
1-1/2" Service	\$74.87	\$93.32	\$105.83	\$119.60	\$134.74
2" Service	\$99.83	\$127.76	\$147.84	\$169.92	\$194.21
Development	\$678.81	\$814.57	\$896.03	\$985.63	\$1,084.20
METERED RATE SERVICES - BASE FEE					
3/4" Service	\$21.96	\$26.35	\$28.99	\$31.89	\$35.07
1" Service	\$27.95	\$33.95	\$37.72	\$41.87	\$46.43
1-1/2" Service	\$33.94	\$44.81	\$53.03	\$62.07	\$72.02
2" Service	\$39.93	\$56.79	\$70.60	\$85.79	\$102.50
3" Service	---	\$144.94	\$159.43	\$175.37	\$192.91
4" Service	---	\$232.82	\$256.10	\$281.71	\$309.88
6" Service	---	\$452.33	\$497.57	\$547.32	\$602.05
Misc. Service	\$415.27	\$527.04	\$579.74	\$637.72	\$701.49
METERED RATE SERVICES - QUANTITY FEE					
PER CCF	\$0.50	\$0.60	\$0.72	\$0.86	\$1.00

CONNECTION FEES

3 components your fees for connecting to Durham Irrigation District cover:

1. **Reimbursable expenses** - Cost for installation of a new meter during new construction or property transfer.
2. **System Assets Buy-In** - Cost of buying your proportional share of the system
3. **System Capacity Buy-In** – the cost of expanding system capacity to ensure adequate service to all

METER SIZE	PREVIOUS FEE	CURRENT FEE
3/4"	\$6,723	\$5,810
1"	\$8,840	\$9,617
1-1/2"	\$13,857	\$19,181
2"	\$32,720	\$30,800
3"	---	\$53,846
4"	---	\$90,011
6"	---	\$179,469
Meter installation during sale of a home:		\$650

Meter Removal / Reinstallation

Meter Removal Fee: XXX

Reinstallation may be possible, pending District review before meter removal.

Reinstallation Fees: Same as Meter Installation Fee

Miscellaneous Utility Billing / Customer Fees

Service	Fee
Special Meter Reading	\$
Service Trip Charge	\$
Returned Check/Insufficient Funds	\$
Duplicate Bill	\$
Delinquency Fee	
Fifteen Day Notice (non-residential property)	\$
Delivery of 48-hour Notice (non-residential property)	
Meter Inspection / Testing (refundable if accuracy differs +/- 5%)	\$
Transfer of Ownership (responding to demand requests, processing, meter reading, etc.)	\$
Credit Card Transaction Fees	
Online	No Charge
Meter Seal Fees:	
Customer Request Seal	
Non-payment Seal (non-residential property)	
After Hours Unseal	
Meter Tampering Fee	
First Incident (Meter removal or reinstall)	\$XX + repair costs
Second and Subsequent	\$XX + repair costs
Wasteful Use Fee (non-compliance related)	
Work Orders	Estimated LEMO Deposit
Backflow Fees:	
Annual Testing	
Re-Testing	

Administrative & Engineering Fees

Service	Fee
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Legal Document Preparation (plus recording fees)	\$
Duplication Fees	\$
Document Prints/Copies	\$
Mapping Prints/Copies	\$
District Equipment Charges	\$ Separate Schedule
District Overhead Charges	\$
Labor	Actual
General	100% of Labor Charges
Engineering Fees	
Planning Review Fee, Parcel Maps & Other	\$
Planning Review Fee, Subdivision Maps	\$

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