DURHAM IRRIGATION DISTRICT
SERVING OUR COMMUNITY SINCE 1948

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

Durham Irrigation District
Board of Directors
Meeting Agenda

November 19, 2019 - 5:30 PM
District Office - 9418-C Midway, Durham, California 95938

Board of Directors:	District Staff:
Matt Doyle, Chair	Kamie Loeser, Contract General Manager
Raymond Cooper	Mark Adams, Contract District Engineer
Kevin Phillips	Jeff Carter, District Counsel
	Drew Huneycutt, Contract Water Operator

COPIES OF THIS AGENDA AVAILABLE FROM:
Durham Irrigation District Office

Posted: November 15, 2019
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. 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.

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4.1 Minutes for Regular Meeting held on October 15, 2019 - *Action Requested - that the Board of Directors approve the minutes as submitted*

4.2 Payment of monthly bills and approve the refund register from October 15, 2019 through November 19, 2019 - *Action Requested - that the Board of Directors authorize payment of the monthly bills and approve the refund register*

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

5. REGULAR AGENDA

5.1. Items Removed from Consent Agenda

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

6.1 Daily Log for October 2019

7. UNFINISHED BUSINESS

7.1 Annexation Update
7.2 Emergency Repair and Mutual Aid Agreements/Contracts
7.3 Draft Policies & Procedures
- Late Account/Payment Plan and Water Leak Notification Letters

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

8.1 Resolution of the Board of Directors of the Durham Irrigation District Adopting the Butte County Local Hazard Mitigation Plan - *Action Requested - that the Board of Directors adopt Resolution 19-04 which adopts the Butte County Local Hazard Mitigation Plan.*

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

9.1 Development Projects' Billing

10. GENERAL MANAGER'S COMMENTS

10.1 General Manager Update

11. BOARD OF DIRECTOR'S REPORTS/SPECIAL ASSIGNMENTS

11.1 VINA GSA *(All items Information/Possible Action)*
a. Vina GSA Management Committee Meeting Report
- Website/Communications Plan

b. Vina GSA Board of Directors Meeting Report
- Next Vina GSA Board Meeting December 12, 2019

12. DIRECTORS' COMMENTS

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

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13. CLOSED SESSION

14.1 Pursuant to Government Code §54957 - Public Employee - General Manager

OPEN SESSION

15. ADJOURNMENT

Next meeting of the Board is scheduled for December 10, 2019 at 5:30 p.m. at the District Office.

- *The Board of Directors is committed to making its meetings accessible to all citizens. Any persons requiring a special accommodation to participate, is requested to contact the District Office at 530-343-1594 at least 3 working days in advance of the meeting. Office Hours Thursday 8:30 a.m.-12:00 p.m.*
- *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.*

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Durham Irrigation District
Board of Directors
DRAFT Meeting Minutes

Regular Meeting October 15, 2019 - 5:30 PM
District Office - 9418-C Midway, Durham, California 95938

Board of Directors Present:	**District Staff Present:**
Matt Doyle, Chair	Kamie Loeser, Contract General Manager
Raymond Cooper	Jeff Carter, District Counsel
Kevin Phillips	

AGENDA ITEMS:

1. CALL TO ORDER

1.1 Roll Call - The meeting was called to order at 5:30 p.m. by Chair Doyle. Roll Call was taken as noted above.

1.2 Guests Present - Mr. Pat Button

2. APPROVAL OF AGENDA

2.1. Agenda approved with no adjustments.

3. PUBLIC COMMENT

Mr. Button presented information for fire flow fees and mitigation fees for new development. Documents included two articles: 1) *"California Supreme Court Rules that Water Connection Fees for New Connections not Subject to Prop 218's Voter Approval Requirement"* by Abbott & Kindermann on May 1, 2004 and 2) *"Impact Fees: Breaking New Ground Doesn't Need to Break the Bank"* by Russell Powell.

4. CONSENT AGENDA

4.1 Minutes for Regular Meeting held on September 10, 2019.

4.2 Payment for Warrants from September 11, 2019 through October 15, 2019.

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

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5. ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from consent agenda.

6. GENERAL ADMINISTRATION BUSINESS *(All items Information/Possible Action)*

6.1 Approval of Financial Statements

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

6.2 Review of Revenue, Expenses and Net Profit from 2002 through 2019

Informational Purposes/No Action Taken. The revenue, expenses and net profit documentation was provided for informational purposes for the Board's review and discussion.

6.3 Draft Chapter 1 Policy Document

Informational Purposes/No Action Taken. Discussed the draft Chapter 1 Policy Document. The direction of the Board was to review and provide comments back to staff for future review.

6.4 Late Account/Payment Plan and Water Leak Notification Letters

Informational Purposes/No Action Taken. Contract General Manager provided update on account where the meter had been blocked for several months and that meter readers were able to collect a current reading.

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

7.1 Daily Log for September 2019
7.2 Work Order Updates

Informational Purposes/No Action Taken. Contract General Manager Loeser provided the Water Operator's Daily Log for the month and updates on individual work orders.

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

8.1 Development Projects' Billing

Informational Purposes/No Action Taken. Carter indicated that he was waiting for necessary billings from NorthStar to prepare the combined bills for outstanding development fees. Contract General Manager Loeser indicated that she would provide the documentation prior to the next Board meeting.

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8.2 New/Pending Legislation

No new information was provided.

9. MANAGER REPORT

9.1 Unfinished Business

a. Annexation Update
b. USBR Grant Status
c. Emergency Repair and Mutual Aid Agreements/Contracts

9.2 Local Hazard Mitigation Plan Submittal

Contract General Manager Loeser provided an update on the above listed items: a) the Black Diamond Annexation Application still needs to be processed through LAFCo and has been in communication with LAFCo Director Steve Lucas, b) a quarterly report will be filed for the USBR Grant for the Water System Infrastructure Efficiency Project, c) agreements/contracts need to be put in place. Loeser provided an overview of the District's Draft Annex submittal for the Local Hazard Mitigation Plan, including the two Mitigation Action Worksheets.

10. BOARD OF DIRECTOR'S REPORTS/SPECIAL ASSIGNMENTS

10.1 VINA GSA *(All items Information/Possible Action)*

Informational Purposes/No Action Taken. Contract General Manager noted that the next Vina GSA Board Meeting would be November 14, 2019

11. DIRECTOR COMMENTS

None

12. ADJOURNMENT

The meeting was adjourned at 7:30 p.m. The next regularly scheduled meeting was postponed to November 19, 2019 at 5:30 p.m. at the District Office, due to schedule conflicts of the Board.

Durham Irrigation District
Balance Sheet
As of October 31, 2019

	Oct 31, 19
ASSETS	
Current Assets	
Checking/Savings	
ASSETS	
Current Assets	
Cash	103,679.05
Development Fees	9,687.00
Savings	14,375.49
Cash on Hand	100.00
Total Current Assets	127,841.54
Total ASSETS	127,841.54
Total Checking/Savings	127,841.54
Total Current Assets	127,841.54
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	**696,403.68**
LIABILITIES & EQUITY	
Equity	
NET POSITION	
Net Investment in Capital Asset	566,549.00
Total NET POSITION	566,549.00
Unrestricted Net Assets	144,606.59
Net Income	-14,751.91
Total Equity	696,403.68
TOTAL LIABILITIES & EQUITY	**696,403.68**

Durham Irrigation District
Profit & Loss
January through October 2019

	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	TOTAL
Ordinary Income/Expense											
Income											
OPERATING REVENUES											
Development Fees	0.00	10,000.00	0.00	0.00	0.00	0.00	9,617.00	0.00	0.00	0.00	19,617.00
Meter Installations	0.00	0.00	0.00	0.00	650.00	1,300.00	0.00	0.00	0.00	0.00	1,950.00
Water Sales	4,661.90	16,389.83	19,631.72	21,842.47	22,501.72	24,635.50	22,148.87	35,785.78	30,833.05	30,826.47	229,257.31
Total OPERATING REVENUES	4,661.90	26,389.83	19,631.72	21,842.47	23,151.72	25,935.50	31,765.87	35,785.78	30,833.05	30,826.47	250,824.31
Total Income	4,661.90	26,389.83	19,631.72	21,842.47	23,151.72	25,935.50	31,765.87	35,785.78	30,833.05	30,826.47	250,824.31
Expense											
OPERATING EXPENSES											
Administration											
Bank Service Charges	0.00	10.00	0.00	0.00	0.00	20.00	10.00	0.00	0.00	30.00	70.00
Board Stipends	200.00	400.00	300.00	200.00	200.00	200.00	300.00	500.00	300.00	300.00	2,900.00
Contract Services											
Accounting Fees	0.00	0.00	5,650.00	3,605.50	568.50	718.50	706.50	437.25	512.25	693.00	12,891.50
Engineering	10,128.38	0.00	571.73	0.00	46,882.12	0.00	24,847.35	23,864.53	11,243.60	9,960.00	127,497.71
Management/Administration										6960	
Water Operations										2500	
Meter Reading										500	
Legal Fees	2,970.00	5,400.00	5,867.40	4,998.00	3,667.50	2,407.50	0.00	4,882.50	5,332.50	1,777.00	37,302.40
Payroll Service Fees	0.00	0.00	0.00	223.00	206.00	103.00	115.00	103.00	103.00	115.00	968.00
Pest Control Service	0.00	0.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	780.00
Software Fees	100.00	100.00	220.00	100.00	100.00	100.00	0.00	200.00	100.00	100.00	1,120.00
System Maintenance & Repair	2,855.26	3,000.00	5,330.27	4,171.06	467.92	337.02	0.00	2,908.92	917.69	2,453.50	22,441.64
System Operations	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Water Testing	3,123.00	206.40	67.20	67.20	252.80	122.20	0.00	372.60	340.20	407.40	4,959.00
Weed Management	660.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	2,260.00
Total Contract Services	19,836.64	10,206.40	18,486.60	13,164.76	52,144.84	3,788.22	25,668.85	32,768.80	18,549.24	17,105.90	211,720.25
Dues & Memberships	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Insurance											
Liability	0.00	0.00	0.00	0.00	0.00	4,560.85	0.00	4,560.85	-4,560.85	0.00	4,560.85
Workers Compensation	404.73	0.00	0.00	435.27	0.00	0.00	0.00	0.00	0.00	0.00	840.00
Total Insurance	404.73	0.00	0.00	435.27	0.00	4,560.85	0.00	4,560.85	-4,560.85	0.00	5,400.85
Office Expense	229.63	0.00	0.00	400.00	225.00	390.45	223.43	501.63	375.00	449.40	2,794.54
Payroll Tax Expense	98.01	-20.34	-751.06	-556.90	99.97	41.25	266.00	41.25	41.25	98.93	-641.64
Penalties	60.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.75
Permits & Fees	2,932.00	50.00	5,289.76	423.25	0.00	0.00	0.00	292.05	0.00	0.00	8,987.06
Rent	450.00	0.00	900.00	0.00	0.00	900.00	450.00	450.00	900.00	450.00	4,500.00
Supplies	0.00	0.00	6.41	43.49	4.28	9.64	24.91	0.00	26.54	10.49	125.76
Telephone Expense	199.26	205.86	213.33	203.33	367.19	66.89	177.13	202.06	211.55	212.73	2,059.33
Utilities	2,834.13	2,764.60	2,904.58	3,141.64	3,175.69	4,066.03	4,746.63	5,717.93	6,287.72	5,356.16	40,995.11
Vina GSA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
Wages	1,402.00	500.00	2,020.45	0.00	1,000.00	500.00	500.00	500.00	500.00	500.00	7,422.45
Total Administration	28,647.15	14,116.52	29,395.07	17,454.84	57,216.97	14,543.33	32,366.95	46,534.57	23,630.45	24,513.61	288,419.46
Repairs & Maintenance	0.00	0.00	206.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	206.90
Total OPERATING EXPENSES	28,647.15	14,116.52	29,601.97	17,454.84	57,216.97	14,543.33	32,366.95	46,534.57	23,630.45	24,513.61	288,626.36
Total Expense	28,647.15	14,116.52	29,601.97	17,454.84	57,216.97	14,543.33	32,366.95	46,534.57	23,630.45	24,513.61	288,626.36
Net Ordinary Income	-23,985.25	12,273.31	-9,970.25	4,387.63	-34,065.25	11,392.17	-601.08	-10,748.79	7,202.60	6,312.86	-37,802.05
Other Income/Expense											
Other Income											
NON-OPERATING REVENUE											
Interest Income	0.00	0.24	0.46	0.24	0.24	0.24	0.24	0.24	0.24	0.24	2.38
Total NON-OPERATING REVENUE	0.00	0.24	0.46	0.24	0.24	0.24	0.24	0.24	0.24	0.24	2.38
Total Other Income	0.00	0.24	0.46	0.24	0.24	0.24	0.24	0.24	0.24	0.24	2.38
Net Other Income	0.00	0.24	0.46	0.24	0.24	0.24	0.24	0.24	0.24	0.24	2.38
	-23,985.25	**12,273.55**	**-9,969.79**	**4,387.87**	**-34,065.01**	**11,392.41**	**-600.84**	**-10,748.55**	**7,202.84**	**6,313.10**	**-37,799.67**

Durham Irrigation District
Profit & Loss Prev Year Comparison
January through October 2019

	Oct 19	Oct 18	$ Change	% Change	TOTAL Jan - Oct 19	TOTAL Jan - Oct 18	TOTAL $ Change	TOTAL % Change
Ordinary Income/Expense								
Income								
OPERATING REVENUES								
Development Fees	0.00	0.00	0.00	0.0%	19,617.00	0.00	19,617.00	100.0%
Meter Installations	0.00	0.00	0.00	0.0%	1,950.00	33,730.00	-31,780.00	-94.22%
Water Sales	30,826.47	26,533.61	4,292.86	16.18%	229,257.31	197,097.94	32,159.37	16.32%
Total OPERATING REVENUES	30,826.47	26,533.61	4,292.86	16.18%	250,824.31	230,827.94	19,996.37	8.66%
Total Income	30,826.47	26,533.61	4,292.86	16.18%	250,824.31	230,827.94	19,996.37	8.66%
Expense								
OPERATING EXPENSES								
Administration								
Bank Service Charges	30.00	0.00	30.00	100.0%	70.00	0.00	70.00	100.0%
Board Stipends	300.00	300.00	0.00	0.0%	2,900.00	3,000.00	-100.00	-3.33%
Contract Services								
Accounting Fees	693.00	0.00	693.00	100.0%	12,891.50	300.00	12,591.50	4,197.17%
Engineering	9,960.00	6,982.05	2,977.95	42.65%	117,369.33	86,126.49	31,242.84	36.28%
Management	6960							
Water Operations	2500							
Meter Reading	500							
Legal Fees	1,777.00	7,492.50	-5,715.50	-76.28%	34,332.40	47,030.49	-12,698.09	-27.0%
Payroll Service Fees	115.00	0.00	115.00	100.0%	968.00	0.00	968.00	100.0%
Pest Control Service	0.00	0.00	0.00	0.0%	780.00	0.00	780.00	100.0%
Software Fees	100.00	100.00	0.00	0.0%	1,020.00	1,000.00	20.00	2.0%
System Maintenance & Repair	2,453.50	3,102.25	-648.75	-20.91%	19,586.38	57,777.70	-38,191.32	-66.1%
System Operations	0.00	0.00	0.00	0.0%	1,500.00	0.00	1,500.00	100.0%
Water Testing	407.40	343.00	64.40	18.78%	4,895.00	2,513.00	2,382.00	94.79%
Weed Management	1,600.00	0.00	1,600.00	100.0%	1,600.00	3,365.00	-1,765.00	-52.45%
Total Contract Services	17,105.90	18,019.80	-913.90	-5.07%	194,942.61	198,112.68	-3,170.07	-1.6%
Dues & Memberships	0.00	622.00	-622.00	-100.0%	25.00	1,209.00	-1,184.00	-97.93%
Insurance								
Liability	0.00	0.00	0.00	0.0%	4,560.85	3,154.09	1,406.76	44.6%
Workers Compensation	0.00	0.00	0.00	0.0%	435.27	214.82	220.45	102.62%
Total Insurance	0.00	0.00	0.00	0.0%	4,996.12	3,368.91	1,627.21	48.3%
Office Expense	449.40	862.14	-412.74	-47.87%	2,794.54	3,208.23	-413.69	-12.9%
Payroll Tax Expense	98.93	423.89	-324.96	-76.66%	-641.64	1,758.55	-2,400.19	-136.49%
Penalties	0.00	0.00	0.00	0.0%	60.75	0.00	60.75	100.0%
Permits & Fees	0.00	0.00	0.00	0.0%	6,155.06	8,510.56	-2,355.50	-27.68%
Rent	450.00	450.00	0.00	0.0%	4,500.00	4,500.00	0.00	0.0%
Supplies	10.49	0.00	10.49	100.0%	125.76	224.55	-98.79	-44.0%
Telephone Expense	212.73	198.78	13.95	7.02%	1,860.07	2,002.67	-142.60	-7.12%
Utilities	5,356.16	6,315.47	-959.31	-15.19%	38,160.98	43,298.17	-5,137.19	-11.87%
Vina GSA	0.00	0.00	0.00	0.0%	2,000.00	0.00	2,000.00	100.0%
Wages	500.00	1,265.75	-765.75	-60.5%	7,422.45	12,102.25	-4,679.80	-38.67%
Total Administration	24,513.61	28,457.83	-3,944.22	-13.86%	265,371.70	281,295.57	-15,923.87	-5.66%
Repairs & Maintenance	0.00	0.00	0.00	0.0%	206.90	0.00	206.90	100.0%
Total OPERATING EXPENSES	24,513.61	28,457.83	-3,944.22	-13.86%	265,578.60	281,295.57	-15,716.97	-5.59%
Total Expense	24,513.61	28,457.83	-3,944.22	-13.86%	265,578.60	281,295.57	-15,716.97	-5.59%
Net Ordinary Income	6,312.86	-1,924.22	8,237.08	428.07%	-14,754.29	-50,467.63	35,713.34	70.77%
Other Income/Expense								
Other Income								
NON-OPERATING REVENUE								
Interest Income	0.24	0.24	0.00	0.0%	2.38	2.14	0.24	11.22%
Total NON-OPERATING REVENUE	0.24	0.24	0.00	0.0%	2.38	2.14	0.24	11.22%
Total Other Income	0.24	0.24	0.00	0.0%	2.38	2.14	0.24	11.22%
Net Other Income	0.24	0.24	0.00	0.0%	2.38	2.14	0.24	11.22%
	6,313.10	**-1,923.98**	**8,237.08**	**428.13%**	**-14,751.91**	**-50,465.49**	**35,713.58**	**70.77%**

Durham Irrigation District
Profit & Loss Budget vs. Actual
October 2019

	Oct 19	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
OPERATING REVENUES				
Water Sales	30,826.47	26,500.00	4,326.47	116.33%
Total OPERATING REVENUES	30,826.47	26,500.00	4,326.47	116.33%
Total Income	30,826.47	26,500.00	4,326.47	116.33%
Expense				
OPERATING EXPENSES				
Administration				
Bank Service Charges	30.00	10.00	20.00	300.0%
Board Stipends	300.00	300.00	0.00	100.0%
Contract Services				
Accounting Fees	693.00	550.00	143.00	126.0%
Engineering	9,960.00	20,000.00	-10,040.00	49.8%
Legal Fees	1,777.00	3,400.00	-1,623.00	52.27%
Payroll Service Fees	115.00	103.00	12.00	111.65%
Software Fees	100.00	100.00	0.00	100.0%
System Maintenance & Repair	2,453.50	3,000.00	-546.50	81.78%
Water Testing	407.40	340.00	67.40	119.82%
Weed Management	1,600.00			
Total Contract Services	17,105.90	27,493.00	-10,387.10	62.22%
Office Expense	449.40	300.00	149.40	149.8%
Payroll Tax Expense	98.93	41.00	57.93	241.29%
Rent	450.00	450.00	0.00	100.0%
Supplies	10.49			
Telephone Expense	212.73	190.00	22.73	111.96%
Utilities	5,356.16	6,300.00	-943.84	85.02%
Wages	500.00	500.00	0.00	100.0%
Total Administration	24,513.61	35,584.00	-11,070.39	68.89%
Total OPERATING EXPENSES	24,513.61	35,584.00	-11,070.39	68.89%
Total Expense	24,513.61	35,584.00	-11,070.39	68.89%
Net Ordinary Income	6,312.86	-9,084.00	15,396.86	-69.49%
Other Income/Expense				
Other Income				
NON-OPERATING REVENUE				
Interest Income	0.24			
Total NON-OPERATING REVENUE	0.24			
Total Other Income	0.24			
Net Other Income	0.24			
Net Income	**6,313.10**	**-9,084.00**	**15,397.10**	**-69.5%**

Durham Irrigation District
General Ledger
As of October 31, 2019

Date	Num	Source Name	Memo	Paid Amount	Balance
ASSETS					121,528.44
Current Assets					121,528.44
Cash					97,366.19
10/01/2019		Deposit	Deposit	97.64	97,463.83
10/03/2019		Deposit	Deposit	3,224.41	100,688.24
10/03/2019		Deposit	Deposit	1,936.28	102,624.52
10/04/2019		Deposit	Deposit	51.38	102,675.90
10/07/2019		Deposit	Deposit	36.55	102,712.45
10/08/2019		Deposit	Deposit	223.30	102,935.75
10/09/2019		Deposit	Deposit	328.75	103,264.50
10/10/2019		Deposit	Deposit	10,974.31	114,238.81
10/10/2019		Deposit	Deposit	1,710.57	115,949.38
10/10/2019		Deposit	Deposit	0.01	115,949.39
10/10/2019		Deposit	Deposit	36.89	115,986.28
10/15/2019	8957	Kevin Phillips		-100.00	115,886.28
10/15/2019	8958	Matt Doyle		-100.00	115,786.28
10/15/2019	8959	Raymond Cooper		-100.00	115,686.28
10/15/2019	8947	Basic Laboratory		-407.40	115,278.88
10/15/2019	8946	JC Hernandez	weed mgmt.	-1,600.00	113,678.88
10/15/2019	8953	Culligan		-482.89	113,195.99
10/15/2019	8943	Toziers Hardware		-10.49	113,185.50
10/15/2019	8949	Moore's Printing Co.		-374.40	112,811.10
10/15/2019	8950	Ferguson Enterprise...		-647.15	112,163.95
10/15/2019	8954	Camp & McLaughlin		-450.00	111,713.95
10/15/2019	8956	PG & E		-5,250.60	106,463.35
10/15/2019	8955	AT & T		-212.73	106,250.62
10/15/2019	8960	Recology Butte Colu...		-105.56	106,145.06
10/15/2019	8944	Sheryl Bosman		-693.00	105,452.06
10/15/2019	8945	Carter Law Office		-1,777.00	103,675.06
10/15/2019	8962	North Star Engineeri...		-9,960.00	93,715.06
10/15/2019	8952	Sequoyeh Software ...		-100.00	93,615.06
10/15/2019	8951	EDD		-60.68	93,554.38
10/15/2019	8948	Streamline	website	-75.00	93,479.38
10/15/2019		Deposit	Deposit	50.00	93,529.38
10/15/2019	8963	Ferguson Enterprise...		-1,323.46	92,205.92
10/16/2019		Deposit	Deposit	105.00	92,310.92
10/17/2019		Deposit	Deposit	3,815.60	96,126.52
10/17/2019		Deposit	Deposit	2,546.40	98,672.92
10/17/2019		Deposit	Deposit	0.42	98,673.34
10/17/2019		Deposit	Deposit	26.35	98,699.69
10/18/2019		Deposit	Deposit	49.62	98,749.31
10/21/2019		Deposit	Deposit	121.05	98,870.36
10/21/2019		Deposit	Deposit	3.00	98,873.36
10/23/2019		Deposit	Deposit	139.53	99,012.89
10/24/2019		Deposit	Deposit	3,014.91	102,027.80
10/24/2019		Deposit	Deposit	922.93	102,950.73
10/24/2019		Deposit	Deposit	1.52	102,952.25
10/28/2019		Deposit	Deposit	80.00	103,032.25
10/28/2019		Chargeback item		-47.92	102,984.33
10/28/2019		Chargeback item		-91.43	102,892.90
10/28/2019		Chargeback item		-89.18	102,803.72
10/28/2019		Bank Charge		-30.00	102,773.72
10/29/2019		Wages		-461.75	102,311.97
10/30/2019		Payroll Taxes		-79.50	102,232.47
10/30/2019		Paychex		-115.00	102,117.47
10/31/2019		Deposit	Deposit	46.15	102,163.62
10/31/2019		Deposit	Deposit	1,515.43	103,679.05
Total Cash				6,312.86	103,679.05
Development Fees					9,687.00
Total Development Fees					9,687.00
Savings					14,375.25
10/31/2019		Deposit	interest income	0.24	14,375.49
Total Savings				0.24	14,375.49

Durham Irrigation District
General Ledger
As of October 31, 2019

Date	Num	Source Name	Memo	Paid Amount	Balance
Cash on Hand					100.00
Total Cash on Hand					100.00
Total Current Assets				6,313.10	127,841.54
Total ASSETS				6,313.10	127,841.54
CAPITAL ASSETS					548,231.14
Depreciable Assets					548,231.14
Equipment					43,002.14
Total Equipment					43,002.14
Mains					623,540.00
Total Mains					623,540.00
Pumps					172,575.00
Total Pumps					172,575.00
Structures					16,084.00
Total Structures					16,084.00
Wells					127,486.00
Total Wells					127,486.00
Less Accum. Dep'n					-434,456.00
Total Less Accum. Dep'n					-434,456.00
Total Depreciable Assets					548,231.14
Total CAPITAL ASSETS					548,231.14
Non-Depreciable Assets					20,331.00
Land					20,331.00
Total Land					20,331.00
Total Non-Depreciable Assets					20,331.00
Accounts Payable					-23,047.76
Total Accounts Payable					-23,047.76
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					-144,606.59
Total Unrestricted Net Assets					-144,606.59
OPERATING REVENUES					-219,997.84
Development Fees					-19,617.00
Total Development Fees					-19,617.00
Meter Installations					-1,950.00
Total Meter Installations					-1,950.00

Durham Irrigation District
General Ledger
As of October 31, 2019

Date	Num	Source Name	Memo	Paid Amount	Balance
Water Sales					-198,430.84
10/01/2019		Deposit	Deposit	-97.64	-198,528.48
10/03/2019		Deposit	Deposit	-3,224.41	-201,752.89
10/03/2019		Deposit	Deposit	-1,936.28	-203,689.17
10/04/2019		Deposit	Deposit	-51.38	-203,740.55
10/07/2019		Deposit	Deposit	-36.55	-203,777.10
10/08/2019		Deposit	Deposit	-223.30	-204,000.40
10/09/2019		Deposit	Deposit	-328.75	-204,329.15
10/10/2019		Deposit	Deposit	-10,974.31	-215,303.46
10/10/2019		Deposit	Deposit	-1,710.57	-217,014.03
10/10/2019		Deposit	Deposit	-0.01	-217,014.04
10/10/2019		Deposit	Deposit	-36.89	-217,050.93
10/15/2019		Deposit	Deposit	-50.00	-217,100.93
10/16/2019		Deposit	Deposit	-105.00	-217,205.93
10/17/2019		Deposit	Deposit	-3,815.60	-221,021.53
10/17/2019		Deposit	Deposit	-2,546.40	-223,567.93
10/17/2019		Deposit	Deposit	-0.42	-223,568.35
10/17/2019		Deposit	Deposit	-26.35	-223,594.70
10/18/2019		Deposit	Deposit	-49.62	-223,644.32
10/21/2019		Deposit	Deposit	-121.05	-223,765.37
10/23/2019		Deposit	Deposit	-139.53	-223,904.90
10/24/2019		Deposit	Deposit	-3,014.91	-226,919.81
10/24/2019		Deposit	Deposit	-922.93	-227,842.74
10/24/2019		Deposit	Deposit	-1.52	-227,844.26
10/28/2019		Deposit	Deposit	-80.00	-227,924.26
10/28/2019		Chargeback item		47.92	-227,876.34
10/28/2019		Chargeback item		91.43	-227,784.91
10/28/2019		Chargeback item		89.18	-227,695.73
10/31/2019		Deposit	Deposit	-46.15	-227,741.88
10/31/2019		Deposit	Deposit	-1,515.43	-229,257.31
Total Water Sales				-30,826.47	-229,257.31
Total OPERATING REVENUES				-30,826.47	-250,824.31
OPERATING EXPENSES					264,112.75
Administration					263,905.85
Bank Service Charges					40.00
10/28/2019		Bank Charge		30.00	70.00
Total Bank Service Charges				30.00	70.00
Board Stipends					2,600.00
10/15/2019	8957	Kevin Phillips		100.00	2,700.00
10/15/2019	8958	Matt Doyle		100.00	2,800.00
10/15/2019	8959	Raymond Cooper		100.00	2,900.00
Total Board Stipends				300.00	2,900.00
Contract Services					194,614.35
Accounting Fees					12,198.50
10/15/2019	8944	Sheryl Bosman		693.00	12,891.50
Total Accounting Fees				693.00	12,891.50
Engineering					117,537.71
10/15/2019	8962	North Star Engineeri...		9,960.00	127,497.71
Total Engineering				9,960.00	127,497.71
Legal Fees					35,525.40
10/15/2019	8945	Carter Law Office			35,525.40
10/15/2019	8945	Carter Law Office			35,525.40
10/15/2019	8945	Carter Law Office		1,777.00	37,302.40
Total Legal Fees				1,777.00	37,302.40

Date	Num	Source Name	Memo	Paid Amount	Balance
	Payroll Service Fees				853.00
10/30/2019		Paychex		115.00	968.00
	Total Payroll Service Fees			115.00	968.00
	Pest Control Service				780.00
	Total Pest Control Service				780.00
	Software Fees				1,020.00
10/15/2019	8952	Sequoyeh Software ...		100.00	1,120.00
	Total Software Fees			100.00	1,120.00
	System Maintenance & Repair				19,988.14
10/15/2019	8953	Culligan		482.89	20,471.03
10/15/2019	8950	Ferguson Enterprise...		647.15	21,118.18
10/15/2019	8963	Ferguson Enterprise...		1,323.46	22,441.64
	Total System Maintenance & Repair			2,453.50	22,441.64
	System Operations				1,500.00
	Total System Operations				1,500.00
	Water Testing				4,551.60
10/15/2019	8947	Basic Laboratory		407.40	4,959.00
	Total Water Testing			407.40	4,959.00
	Weed Management				660.00
10/15/2019	8946	JC Hernandez	weed mgmt.	1,600.00	2,260.00
	Total Weed Management			1,600.00	2,260.00
	Total Contract Services			17,105.90	211,720.25
	Dues & Memberships				25.00
	Total Dues & Memberships				25.00
	Insurance				5,400.85
	Liability				4,560.85
	Total Liability				4,560.85
	Workers Compensation				840.00
	Total Workers Compensation				840.00
	Total Insurance				5,400.85
	Office Expense				2,345.14
10/15/2019	8949	Moore's Printing Co.		374.40	2,719.54
10/15/2019	8948	Streamline	website	75.00	2,794.54
	Total Office Expense			449.40	2,794.54
	Payroll Tax Expense				-740.57
10/15/2019	8951	EDD		60.68	-679.89
10/21/2019		Deposit	Deposit	-3.00	-682.89
10/29/2019		Wages		-38.25	-721.14
10/30/2019		Payroll Taxes		79.50	-641.64
	Total Payroll Tax Expense			98.93	-641.64
	Penalties				60.75
	Total Penalties				60.75
	Permits & Fees				8,987.06
	Total Permits & Fees				8,987.06
	Rent				4,050.00
10/15/2019	8954	Camp & McLaughlin		450.00	4,500.00
	Total Rent			450.00	4,500.00

Durham Irrigation District
General Ledger
As of October 31, 2019

Date	Num	Source Name	Memo	Paid Amount	Balance
Supplies					115.27
10/15/2019	8943	Toziers Hardware		10.49	125.76
Total Supplies				10.49	125.76
Telephone Expense					1,846.60
10/15/2019	8955	AT & T		212.73	2,059.33
Total Telephone Expense				212.73	2,059.33
Utilities					35,638.95
10/15/2019	8956	PG & E		5,250.60	40,889.55
10/15/2019	8960	Recology Butte Colu...		105.56	40,995.11
Total Utilities				5,356.16	40,995.11
Vina GSA					2,000.00
Total Vina GSA					2,000.00
Wages					6,922.45
10/29/2019		Wages		500.00	7,422.45
Total Wages				500.00	7,422.45
Total Administration				24,513.61	288,419.46
Repairs & Maintenance					206.90
Total Repairs & Maintenance					206.90
Total OPERATING EXPENSES				24,513.61	288,626.36
NON-OPERATING REVENUE					-2.14
Interest Income					-2.14
10/31/2019		Deposit	interest income	-0.24	-2.38
Total Interest Income				-0.24	-2.38
Total NON-OPERATING REVENUE				-0.24	-2.38
TOTAL				**0.00**	**0.00**

DURHAM IRRIGATION DISTRICT
SERVING OUR COMMUNITY SINCE 1948

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

STAFF REPORT

DATE: November 19, 2019

TO: Board of Directors

FROM: Kamie Loeser, Contract General Manager

SUBJECT: Staff Report

7.0 Unfinished Business

7.1 Annexation Update

This is in reference to the Black Diamond Annexation Application with LAFCo. We are obtaining signatures from each of the individual property owners. We have sent 3 of the 4 "consent to annex" forms to LAFCo (still waiting on one property owner). The project is tentatively scheduled to go before the Commission on December 5, 2019 for approval.

7.2 Emergency Repair and Mutual Aid Agreements/Contracts

Staff is working with Counsel to draft and obtain agreements with R&R Horn and a Mutual Aid Agreement with TWSD.

7.3 Draft Policies & Procedures

Staff is reviewing the Draft Policies & Procedures document previously compiled by Kristen McKillop and building on Chapter 1, which was submitted for review and comment by the Board at the October 15, 2019. Given current issues pertaining to late accounts and water leaks, staff will provide a draft policy for review by the Board at the December 10, 2019 regular meeting.

By_____
Kamie Loeser, Contract General Manager

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STAFF REPORT

DATE: November 19, 2019

TO: Board of Directors

FROM: Kamie Loeser, Contract General Manager

SUBJECT: Staff Report

10.0 Manager Report

The following is for informational purposes.

10.1 Tri-Counties Bank

Change in terms as of August 1, 2019.

- currency processed without charge will increase to $20,000 per monthly statement cycle
- the fee for additional currency processing will be $0.25 per $100
- the first 400 transactions are included without additional charge; the fee for additional transactions will be $0.35 each

10.2 SWRCB Letter Regarding Service Line Inventory

A letter was received from the SWRCB regarding the replacement of services lines and/or fittings of lead or unknown materials. A timeline for the replacements are to be submitted to the SWRCB by July 1, 2020.

10.3 Butte County Special Districts Association

Update on the Butte County Special Districts Association. Request direction for nominations.

DURHAM
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10.4 SDRMA Special Acknowledgement Award

Letter from SDRMA formally acknowledging the District's efforts toward proactive risk management and loss prevention. The Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Property/Liability Program.

10.5 Culligan

Sierra Water Utility will be spinning off from Culligan for operator services and Quality Water Specialists (Culligan) will continue to provide chlorine and parts.

By_____
Kamie Loeser, Contract General Manager