


DURHAM IRRIGATION DISTRICT
Regular Board Meeting
Board of Directors:

Matt Doyle, Chair; Kevin Phillips, Treasurer; Derek Sohnrey

Wednesday, May 20, 2026
District Office
5:30 PM
9341 Midway, Unit B, Durham CA 95938
COPY OF AGENDA and AGENDA PACKET AVAILABLE FROM:

 Durham Irrigation District Office or [District Website Link](#)
ADDRESSING THE BOARD

- Any person desiring to address the Board shall first secure permission of the presiding officer.
- Matters under the jurisdiction of the Board and not on the Agenda may be addressed by the Public at the time provided in the Agenda under Public Comment. The Board limits testimony on those items to three minutes per person and no more than three individuals shall address the same subject.
- As required by Govt. Code Section 54957.5, any public record distributed to the Board of Directors less than 72 hours prior to this meeting in connection with any agenda item shall be made available for public inspection at the Durham Irrigation District office, 9341 Midway, Unit B, Durham, CA 95938.
- Public records distributed during the meeting will be available for public inspection at the meeting if prepared by the District.
- If the public record is prepared by any other party and distributed at the meeting, it will be made available for public inspection following the meeting at the District.
- Parties with a disability as provided by the Americans with Disabilities Act who require special accommodations or aides to participate in the public meeting should make the request to the District office three full business days prior to the meeting at (530) 343-1594.

1 CALL TO ORDER – 5:30 PM
2 ROLL CALL / OPENING BUSINESS

2.1 AGENDA APPROVAL, ADDITIONS, AND/OR DELETIONS

2.2 PUBLIC COMMENT

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

The Durham Irrigation District Board of Directors may take official action only on items included in the posted agenda for a specific scheduled meeting.

Items addressed during the Public Comment section are generally matters not included on the agenda and therefore, the Board will not take action at this scheduled meeting. However, such items may be put on the agenda for a future meeting. The public shall have the opportunity to address items that are on the posted agenda.

Speakers shall be limited to three minutes each.

3 REPORTS/ANNOUNCEMENTS FROM DIRECTORS

- 3.1 VINA GSA REPORT ([Vina GSA Calendar Link](#))
SUBJECT: Status report on Vina GSA.
FISCAL IMPACT: NONE
ACTION REQUESTED: Receive information, discuss and provide direction.

4 INFORMATION/CONSENT CALENDAR

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.

- 4.1 Warrant Sheet from April 12, 2026 to May 12, 2026, including payments, deposits, and transaction adjustments.
SUBJECT: Approve payments, deposits, and transaction adjustments.
FISCAL IMPACT: See attachments.
ACTION REQUESTED: APPROVE
ATTACHMENTS:
4.1.1 2026-05 WARRANT SHEET DRAFT
4.1.2 FINANCIALS (04.2026)
4.1.3 BOARD RECAP, WATER SALES, AND ACCOUNTS RECEIVABLE AGING REPORT
- 4.2 Board of Directors Meeting Minutes for April 15, 2026.
SUBJECT: Approve draft minutes.
FISCAL IMPACT: NONE.
ACTION REQUESTED: APPROVE
ATTACHMENT:
4.2 REGULAR BOARD MEETING APRIL 15, 2026 – MINUTES
- 4.3 Approve resolution opening new bank account for Customer Assistance Program.
SUBJECT: Approve Resolution 2026-01
FISCAL IMPACT: NONE.
ACTION REQUESTED: APPROVE
ATTACHMENT:
4.3 RESOLUTION 2026-01 AUTHORIZING OPENING OF BANK ACCOUNT FOR CUSTOMER ASSISTANCE PROGRAM
- 4.4 Approve resolution honoring CSU Chico Student team.
SUBJECT: Approve Resolution 2026-02
FISCAL IMPACT: NONE.
ACTION REQUESTED: APPROVE
ATTACHMENT:
4.4 RESOLUTION 2026-02 HONORING CSU CHICO STUDENT TEAM

- 4.5 Approve resolution honoring former Durham Irrigation District Director Raymond Cooper.

SUBJECT: Approve Resolution 2026-03

FISCAL IMPACT: NONE.

ACTION REQUESTED: APPROVE

ATTACHMENT:

4.5 RESOLUTION 2026-03 HONORING RAYMOND COOPER

- 4.6 Approve resolution honoring Congressman Doug LaMalfa.

SUBJECT: Approve Resolution 2026-04

FISCAL IMPACT: NONE.

ACTION REQUESTED: APPROVE

ATTACHMENT:

4.6 RESOLUTION 2026-04 RESOLUTION OF APPRECIATION FOR DOUG LAMALFA

5 DISTRICT ENGINEER REPORT

- 5.1 USDA Community Project Funding – Water Storage Tank

SUBJECT: The District has received federal funding approval for construction of a water storage tank. This grant requires a 25% local cost share of \$500,000 and preparation of a Preliminary Engineering Report.

FISCAL IMPACT: \$500,000 District share / \$2,000,000 overall project

ACTION REQUESTED: Receive information, discuss and provide direction.

6 WATER OPERATOR REPORT (NON-ACTION ITEMS)

- 6.1 Monthly Water Operator Report

SUBJECT: Report by water operator on previous month's activities.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

ATTACHMENTS:

6.1A WATER OPERATOR LOG FOR APRIL 2026

6.1B WORK ORDER STATUS REPORT FOR MAY 2026

- 6.2 Cross-Connection Hazard Assessment

SUBJECT: Report by water operator on the results of the first annual cross-connection hazard assessment for the District.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

ATTACHMENTS:

6.2 CROSS CONNECTION HAZARD ASSESSMENT REPORT – TO COME

7 DISTRICT COUNSEL REPORT (NON-ACTION ITEMS)

- 7.1 District Counsel Report

SUBJECT: Verbal report by counsel on district-related activities. *See also regular agenda.*

8 REGULAR AGENDA

- 8.1 USBR Grant-Funded Meter Replacement and Lead Service Laterals Assessment Project
SUBJECT: USBR Grant reimbursement update. This project was completed in late 2023 and consisted of two items, lead service line assessments and installation of forty-two water meters on unmetered connections. Since that time, the District has attempted to clear up issues that prevented approximately \$70,000 in grant monies from being paid out to the District.

In late April 2026, the federal contracting agency retracted grant funding from this grant. Note: This amount was recorded as a receivable item on the District's books.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

- 8.2 Mass Notification Policy
SUBJECT: Establish policy for use of mass notification system to the community.
FISCAL IMPACT: Unknown
ACTION REQUESTED: Adopt Mass Notification Policy.

ATTACHMENTS:

8.2 MASS NOTIFICATION POLICY (05.2026) DRAFT

- 8.3 Remote Appearance Policy
SUBJECT: Establish policy for as-needed remote attendance by directors in accordance with SB 707 requirements.

FISCAL IMPACT: Unknown

ACTION REQUESTED: Adopt Remote Appearance Policy.

ATTACHMENTS:

8.3 REMOTE APPEARANCE POLICY (05.2026) DRAFT

- 8.4 Site Improvements at Holland Well Site
SUBJECT: Holland Site cannot accommodate delivery of chlorine for operational purposes.
FISCAL IMPACT: \$5,200
ACTION REQUESTED: The District Water Operator obtained an estimate for the needed changes. The board is asked to review the estimate and give direction for further investigation.

ATTACHMENTS:

8.4 HOLLAND SITE IMPROVEMENTS ESTIMATE (01.28.2026)

- 8.5 Pump Service at Alley Site – Well 3
SUBJECT: Review and approve needed work ensure safe and reliable performance of pump at Alley Site.

FISCAL IMPACT: Up to \$8,300

ACTION REQUESTED: Review estimates and approve to proceed.

ATTACHMENTS:

8.5 PUMP SERVICE AT ALLEY SITE ESTIMATES (2026)

- 8.6 Generator Service at Holland and Library Sites, and Radiator Replacement and Cooling System Service at Library Well Site
SUBJECT: Review and approve needed repairs at the Library Well Site.
FISCAL IMPACT: Generator Maintenance - \$3,055 / Radiator Replacement - \$8,566
ACTION REQUESTED: 1. Review and approve annual generator servicing and additional repairs on (or replacement of) the radiator at the Library Well Site.
2. Direct staff to either open a credit account at Peterson/CAT of Redding or to accept billing of their services through Sierra Water Utility with a 3% fee.
ATTACHMENTS:
8.6A GENERATOR MAINTENANCE AND SERVICE - LIBRARY AND HOLLAND SITES ESTIMATE (2026)
8.6 B RADIATOR REPLACEMENT AND COOLING SYSTEM ESTIMATE - LIBRARY SITE (2026)
- 8.7 Part-time Administrative Assistant
SUBJECT: Discuss District workload needs and ways to ensure it gets completed, including hiring additional part-time staff.
FISCAL IMPACT: Unknown
ACTION REQUESTED: Discuss and provide direction.
ATTACHMENTS:
8.7 PART-TIME ADMIN ASSISTANT JOB DESCRIPTION (05.2026) DRAFT

9 ADJOURN TO CLOSED SESSION

- 9.1 Conference with Legal Counsel – Existing Litigation pursuant to Government Code §54956.9(d)(1).

Name of case:

Patrick Button v. Durham Irrigation District, a public agency, Butte County Case No. 25 AP00007

10 REPORT IN OPEN SESSION

Report action taken during the closed session.

11 FUTURE AGENDA ITEM DISCUSSION

Opportunity for Board to request items for future board consideration.

12 DIRECTORS' COMMENTS

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

13 ADJOURNMENT

Upcoming meetings of the Durham Irrigation District Board of Directors:

- Regular Board Meeting at 5:30 p.m. on June 17, 2026.
- The July 2026 board meeting is cancelled and not rescheduled.

All meetings held at the District office at 9341 Midway, Unit B, unless otherwise noted.

Check Issue Date: 5/20/2026

Cash Balance Date
4/30/2026

Check No.	Stmnt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category	\$	69,128.59
EXPENSES									
Administration									
<i>Bank Service Charges</i>									
NONE					\$ -			\$	69,128.59
<i>Board Stipends</i>									
10621	Stipend Form	-	Matt Doyle	\$ 100.00	5/20 - BOD			\$	69,028.59
10622	Stipend Form	-	Kevin Phillips	\$ 100.00	5/20 - BOD			\$	68,928.59
10623	Stipend Form	-	Derek Sohnrey	\$ 100.00	5/20 - BOD			\$	68,828.59
<i>Fees, Dues, Memberships</i>									
ACH		-	PaySafe/PayStation Fee	\$ 403.44	"mtot" on bank statement - Mar 26 credit card processing			\$	68,425.15
SUBTOTAL Administration				\$ 703.44			SUBTOTAL Balance	\$	68,425.15
Contract Services									
<i>Accounting</i>									
10624	5/1/2026	8880	Sheryl Bosman	\$ 675.00	04-2026 bookkeeping			\$	67,750.15
<i>Engineering</i>									
10625	5/11/2026	85591	NorthStar	\$ 5,287.50		Meetings - \$ 705.00 Operational Support - \$ 185.00 CIP and Budget Update - \$370.00 USDA Grant - Water Tank - \$ 4027.50		\$	62,462.65
<i>Legal</i>									
10626	5/1/2026	2468	Sophia R. Meyer Law, P.C.	\$ 2,416.00		Apr 26 Services - General Counsel - \$1216.00 Apr 26 Services - litigation - \$1200.00		\$	60,046.65
<i>Management and Administration</i>									
NONE				\$ -				\$	60,046.65
SUBTOTAL Contract Services				\$ 8,378.50			SUBTOTAL Balance	\$	60,046.65

DURHAM IRRIGATION DISTRICT

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
District Wages, Taxes, Insurance							
<i>Insurance</i>							
NONE							\$ 60,046.65
Payroll Service Fees							\$ 60,046.65
ACH	4/17/2026	2026041001	Paychex		\$ 106.28	payroll preparation + quarterly reports	\$ 59,940.37
ACH	5/1/2026	2026042301	Paychex		\$ 82.28	payroll preparation	\$ 59,858.09
ACH	5/15/2026	2026050701	Paychex		\$ 82.28	payroll preparation	\$ 59,775.81
Payroll Tax Expense							\$ 59,775.81
ACH	4/17/2026	-	Paychex		\$ 91.09	employer withholdings	\$ 59,684.72
ACH	5/1/2026	-	Paychex		\$ 75.91	employer withholdings	\$ 59,608.81
ACH	5/15/2026	-	Paychex		\$ 79.84	employer withholdings	\$ 59,528.97
Property Taxes							\$ 59,528.97
NONE					\$ -		\$ 59,528.97
Wages							\$ 59,528.97
ACH	4/17/2026	-	Paychex		\$ 1,190.70	employee gross wages	\$ 58,338.27
ACH	5/1/2026	-	Paychex		\$ 992.25	employee gross wages	\$ 57,346.02
ACH	5/15/2026	-	Paychex		\$ 1,043.70	employee gross wages	\$ 56,302.32
SUBTOTAL District Wages, Taxes, Insurance					\$ 3,744.33	SUBTOTAL Balance	\$ 56,302.32
Office Expenses							
<i>Meals</i>							
NONE					\$ -		\$ 56,302.32
Office Expenses - Other							\$ 56,302.32
10627	4/13/2026	DI-110	Arrow Construction Clean-Up		\$ 175.00	Apr 2026 office cleaning	\$ 56,127.32
Postage							\$ 56,127.32
ACH	4/22/2026	-	FP Postal		\$ 300.00	postage download	\$ 55,827.32
ACH	5/6/2026	-	FP Postal		\$ 200.00	postage download	\$ 55,627.32
VISA	4/27/2026	-	USPS		\$ 224.96	LIEN26 certified mailing	\$ 55,402.36
Rent							\$ 55,402.36
10628	5/1/2026	-	Richard Billson		\$ 950.00	May 2026 rent	\$ 54,452.36
Software Fees and Website Hosting							\$ 54,452.36
10629	3/31/2026		Sequoyah Software and Consulting	\$ 130.00	\$ 260.00	Mar 2026 billing software and annual backup fee	\$ 54,192.36
	4/30/2026			\$ 130.00		Apr 2026 billing software	\$ 54,192.36
10630	5/1/2026	460814 F9-0071	Streamline	\$ 198.80	\$ 598.80	May 2026 website hosting	\$ 53,593.56
	4/30/2026	460814 F9-0070		\$ 400.00		May 2026 PDF DocAccess	\$ 53,593.56
10631	5/4/2026	31492	VistaNet	\$ 89.40	\$ 89.40	May 2026 - Sophos monthly scan	\$ 53,504.16
Supplies							\$ 53,504.16
10632	4/30/2026	31415	VistaNet		\$ 2,526.27	New Workstation purchase and installation	\$ 50,977.89
SUBTOTAL Office Expenses					\$ 5,324.43	SUBTOTAL Balance	\$ 50,977.89

DURHAM IRRIGATION DISTRICT

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
Utilities							
<i>Garbage</i>							
NONE							\$ 50,977.89
<i>Gas and Electric</i>							
							\$ 50,977.89
ACH	4/29/2026				\$ 73.52	Acct 1506 000 899-0 Office	\$ 50,904.37
ACH	4/24/2026				\$ 3,307.49	Acct 5773 099 695-6 Library	\$ 47,596.88
ACH	4/27/2026		PGE		\$ -	Acct 6812 590 736-7 Holland Ave - no pmt due	\$ 47,596.88
ACH	4/28/2026				\$ -	Acct 7938 916 943-8 Holland Ave - no pmt due	\$ 47,596.88
ACH	4/28/2026				\$ 169.45	Acct 9856 464 057-5 Goodspeed	\$ 47,427.43
<i>Telephone and Internet</i>							
							\$ 47,427.43
VISA	4/18/2026	-	Comcast Internet		\$ 175.20	Internet - 4/23/2026-5/22/2026	\$ 47,252.23
VISA	4/15/2026	2688 888 72	Comcast Phone		\$ 89.96	Phone - 3/15/2026-4/14/2026	\$ 47,162.27
					\$ 3,815.62	SUBTOTAL Utilities	SUBTOTAL Balance \$ 47,162.27
Water System Regular Operations and Maintenance							
<i>O&M Supplies and Parts</i>							
10633	5/2/2026	6405-2511	Sierra Water Utility		\$ 255.75	chlorine	\$ 46,906.52
<i>SCADA Software (Xio)</i>							
							\$ 46,906.52
NONE					\$ -		\$ 46,906.52
<i>Water Operator</i>							
							\$ 46,906.52
10634	5/1/2026	6405-2506	Sierra Water Utility		\$ 3,836.00	May 2026 Water Operator Service	\$ 43,070.52
<i>Water Testing</i>							
							\$ 43,070.52
10635	4/13/2026	672911A	FGL Environmental	\$ 39.00	\$ 39.00	water quality testing - N	\$ 43,031.52
<i>Weed Management</i>							
							\$ 43,031.52
10636	4/1/2026	16565	J.C. Hernandez Maintenance	\$ 800.00	\$ 1,600.00	Mar 2026 alley cleanup	\$ 41,431.52
	5/1/2026	16615		Apr 2026 alley cleanup		\$ 41,431.52	
					\$ 5,730.75	SUBTOTAL Water System Regular O&M	SUBTOTAL Balance \$ 41,431.52
Water System Repairs and Replacement							
<i>Repairs - Outside Contractor</i>							
							\$ 41,431.52
NONE					\$ -		\$ 41,431.52
<i>Repairs - Water Operator</i>							
							\$ 41,431.52
NONE					\$ -		\$ 41,431.52
					\$ -	SUBTOTAL Water System Repairs and Replacement	SUBTOTAL Balance \$ 41,431.52

DURHAM IRRIGATION DISTRICT

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
Capital Improvement Projects							
<i>CIP Project XXX</i>							
NONE					\$ -		\$ 41,431.52
SUBTOTAL CIP Projects					\$ -		SUBTOTAL Balance \$ 41,431.52
Other Expenses							
<i>Development Project Fees</i>							
10637	5/11/2026	85590	NorthStar		\$ 130.00	Creekside Estates	\$ 41,301.52
<i>Miscellaneous Other Expenses</i>							
NONE					\$ -		\$ 41,301.52
SUBTOTAL Other Expenses					\$ 130.00		SUBTOTAL Balance \$ 41,301.52

SUBTOTAL PAYMENTS					\$ 27,827.07		
							SUBTOTAL Remaining Balance \$ 41,301.52
							CREDIT CARD BALANCE PAYMENT \$ 462.55
							Check Refund/Cancelled Register Total \$ -
							TOTAL REMAINING BALANCE \$ 41,764.07

Petty Cash			
5/14/2026		Cash on Hand	\$ 101.01
		Balance Remaining On Hand	\$ 101.01

Credit Card Payments / Cashback / Adjustments

Date	CK/Pmt Refund	Status	Paid to	Check Amount	Notes
5/4/2026	ACH	CREDIT CARD PMT	TriCounties Bank Visa Acct -1530	\$ 462.55	Payment of 4/30/2026 billing cycle credit card statement. \$254.26 Apr 2026 "VISA" items \$224.96 May 2026 "VISA" items
4/16/2026	ACH		TriCounties Bank Visa Acct -1530	\$ 16.67	Cashback credit applied to credit card balance
TOTAL Credit Card Payment				\$ 479.22	

Durham Irrigation District
Profit & Loss Budget vs. Actual
 April 2026

4.1.2

	Apr 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Water Sales Income				
OPERATING REVENUES				
Water Sales	31,873.43	43,346.34	-11,472.91	73.53%
Total OPERATING REVENUES	31,873.43	43,346.34	-11,472.91	73.53%
Total Water Sales Income	31,873.43	43,346.34	-11,472.91	73.53%
Total Income	31,873.43	43,346.34	-11,472.91	73.53%
Expense				
Contract Services				
Accounting Fees	675.00	1,581.25	-906.25	42.69%
Engineering Support	4,295.00	5,833.34	-1,538.34	73.63%
Legal Fees	2,176.00	2,083.34	92.66	104.45%
Management & Administration	175.00	1,000.00	-825.00	17.5%
Total Contract Services	7,321.00	10,497.93	-3,176.93	69.74%
OPERATING EXPENSES				
Administration				
Bank Service Charges	372.29	479.17	-106.88	77.7%
Board Stipends	800.00	475.00	325.00	168.42%
District Wages, Taxes, Insur.				
Insurance	0.00	895.50	-895.50	0.0%
Payroll Service Fees	270.84	206.25	64.59	131.32%
Payroll Tax Expense	26.68	298.59	-271.91	8.94%
Wages	3,322.20	2,985.50	336.70	111.28%
Total District Wages, Taxes, Insur.	3,619.72	4,385.84	-766.12	82.53%
Fees, Dues, Memberships	919.15	1,265.34	-346.19	72.64%
Office Expense				
Postage	300.00	345.41	-45.41	86.85%
Software/Website Hosting	864.52	1,150.75	-286.23	75.13%
Supplies	0.00	208.34	-208.34	0.0%
Total Office Expense	1,164.52	1,704.50	-539.98	68.32%
Rent	1,062.37	950.00	112.37	111.83%
Utilities				
Garbage	0.00	151.00	-151.00	0.0%
Gas & Electric	3,958.59	11,517.59	-7,559.00	34.37%
Telephone/Internet	254.26	347.17	-92.91	73.24%
Total Utilities	4,212.85	12,015.76	-7,802.91	35.06%
Water System Maint,Repair,Repl				
Regular Operations & Maint				
XIO Software	0.00	517.41	-517.41	0.0%
O & M Supplies	1,050.55	1,312.50	-261.95	80.04%
Water Testing Fees	70.00	468.09	-398.09	14.95%
Weed Management	0.00	933.34	-933.34	0.0%
Total Regular Operations & Maint	1,120.55	3,231.34	-2,110.79	34.68%

Durham Irrigation District
Profit & Loss Budget vs. Actual
 April 2026

	Apr 26	Budget	\$ Over Budget	% of Budget
Water System Repair & Repl.+				
Repairs by Water Operator	0.00	437.50	-437.50	0.0%
Contractor	0.00	4,375.00	-4,375.00	0.0%
Water Operator Fees	3,836.00	3,906.00	-70.00	98.21%
Total Water System Repair & Repl.+	3,836.00	8,718.50	-4,882.50	44.0%
Total Water System Maint,Repair,Repl	4,956.55	11,949.84	-6,993.29	41.48%
Total Administration	17,107.45	33,225.45	-16,118.00	51.49%
Total OPERATING EXPENSES	17,107.45	33,225.45	-16,118.00	51.49%
Total Expense	24,428.45	43,723.38	-19,294.93	55.87%
Net Ordinary Income	7,444.98	-377.04	7,822.02	-1,974.59%
Other Income/Expense				
Other Income				
NON-OPERATING REVENUE				
Interest Income	736.07	500.00	236.07	147.21%
Total NON-OPERATING REVENUE	736.07	500.00	236.07	147.21%
Total Other Income	736.07	500.00	236.07	147.21%
Other Expense				
Special District Projects				
Expenses				
Development Project Fees	0.00			
Total Expenses	0.00			
Total Special District Projects	0.00			
Total Other Expense	0.00			
Net Other Income	736.07	500.00	236.07	147.21%
Net Income	8,181.05	122.96	8,058.09	6,653.42%

Durham Irrigation District

Balance Sheet

As of April 30, 2026

Apr 30, 26

ASSETS

Current Assets

Checking/Savings

Current Assets

Cash	69,128.59
Cash on Hand	101.01
Development Fees	2,000.24
Savings	1,384.45
Development CLASS	35,813.71
DID CLASS	120,735.40
Main CLASS	86,755.33

Total Current Assets 315,918.73

Total Checking/Savings 315,918.73

Other Current Assets

Grant Receivable	70,293.00
Taxes Receivable	13,390.22
A/R	-13,390.22

Total Other Current Assets 70,293.00

Total Current Assets 386,211.73

Fixed Assets

CAPITAL ASSETS

Depreciable Assets

Equipment	152,825.43
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 658,054.43

Total CAPITAL ASSETS 658,054.43

Non-Depreciable Assets

Land	20,331.00
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Total Non-Depreciable Assets 20,331.00

Total Fixed Assets 678,385.43

Other Assets

Deposits	950.00
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Total Other Assets 950.00

TOTAL ASSETS 1,065,547.16

LIABILITIES & EQUITY

Equity

NET POSITION

Net Investment in Capital Asset	566,549.00
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Total NET POSITION 566,549.00

Unrestricted Net Assets 472,242.75

Net Income 26,755.41

Durham Irrigation District

Balance Sheet

As of April 30, 2026

Apr 30, 26

1,065,547.16

1,065,547.16

Total Equity

TOTAL LIABILITIES & EQUITY

Durham Irrigation District
Profit & Loss
 January through April 2026

	Jan 26	Feb 26	Mar 26	Apr 26	TOTAL
Ordinary Income/Expense					
Income					
Water Sales Income					
OPERATING REVENUES					
Demand Fees	0.00	0.00	30.00	0.00	30.00
Water Sales	32,125.23	31,856.62	35,087.87	31,873.43	130,943.15
Total OPERATING REVENUES	32,125.23	31,856.62	35,117.87	31,873.43	130,973.15
Total Water Sales Income	32,125.23	31,856.62	35,117.87	31,873.43	130,973.15
Credit Card Fee Income	276.67	274.41	311.32	0.00	862.40
Total Income	32,401.90	32,131.03	35,429.19	31,873.43	131,835.55
Expense					
Contract Services					
Accounting Fees	775.00	775.00	1,400.00	675.00	3,625.00
Engineering Support	3,820.00	1,343.75	1,578.75	4,295.00	11,037.50
Legal Fees	0.00	532.00	3,868.00	2,176.00	6,576.00
Management & Administration	175.00	175.00	175.00	175.00	700.00
Total Contract Services	4,770.00	2,825.75	7,021.75	7,321.00	21,938.50
OPERATING EXPENSES					
Administration					
Bank Service Charges	436.17	364.36	356.03	372.29	1,528.85
Board Stipends	300.00	300.00	300.00	800.00	1,700.00
District Wages, Taxes, Insur.					
Insurance	1,020.36	18.27	0.00	0.00	1,038.63
Payroll Service Fees	445.30	155.80	555.80	270.84	1,427.74
Payroll Tax Expense	657.15	319.38	200.38	26.68	1,203.59
Wages	2,396.10	2,741.55	1,719.90	3,322.20	10,179.75
Total District Wages, Taxes, Insur.	4,518.91	3,235.00	2,476.08	3,619.72	13,849.71
Fees, Dues, Memberships	5,422.28	0.00	0.00	919.15	6,341.43
Office Expense					
Postage	0.00	200.00	200.00	300.00	700.00
Software/Website Hosting	462.55	994.31	1,020.05	864.52	3,341.43
Supplies	0.00	0.00	215.94	0.00	215.94
Total Office Expense	462.55	1,194.31	1,435.99	1,164.52	4,257.37
Rent	1,262.36	950.00	950.00	1,062.37	4,224.73
Utilities					
Garbage	140.97	104.03	0.00	0.00	245.00
Gas & Electric	5,656.50	5,316.10	8,465.29	3,958.59	23,396.48
Telephone/Internet	19.66	254.24	253.97	254.26	782.13
Total Utilities	5,817.13	5,674.37	8,719.26	4,212.85	24,423.61
Water System Maint, Repair, Repl					
Regular Operations & Maint					
O & M Supplies	933.66	492.48	340.88	1,050.55	2,817.57
Water Testing Fees	264.00	235.00	70.00	70.00	639.00
Weed Management	800.00	800.00	800.00	0.00	2,400.00
Total Regular Operations & Maint	1,997.66	1,527.48	1,210.88	1,120.55	5,856.57

Durham Irrigation District
Profit & Loss
 January through April 2026

	Jan 26	Feb 26	Mar 26	Apr 26	TOTAL
Water System Repair & Repl.+					
Repairs by Water Operator	0.00	320.79	2,859.66	0.00	3,180.45
Repair Supplies	0.00	0.00	784.35	0.00	784.35
Contractor	0.00	2,592.00	0.00	0.00	2,592.00
Water Operator Fees	3,720.00	3,836.00	3,836.00	3,836.00	15,228.00
Total Water System Repair & Repl.+	3,720.00	6,748.79	7,480.01	3,836.00	21,784.80
Total Water System Maint,Repair,Repl	5,717.66	8,276.27	8,690.89	4,956.55	27,641.37
Total Administration	23,937.06	19,994.31	22,928.25	17,107.45	83,967.07
Total OPERATING EXPENSES	23,937.06	19,994.31	22,928.25	17,107.45	83,967.07
Total Expense	28,707.06	22,820.06	29,950.00	24,428.45	105,905.57
Net Ordinary Income	3,694.84	9,310.97	5,479.19	7,444.98	25,929.98
Other Income/Expense					
Other Income					
NON-OPERATING REVENUE					
Cash Rewards	0.00	23.84	0.00	0.00	23.84
Interest Income	658.53	673.98	948.01	736.07	3,016.59
Total NON-OPERATING REVENUE	658.53	697.82	948.01	736.07	3,040.43
Total Other Income	658.53	697.82	948.01	736.07	3,040.43
Other Expense					
Special District Projects					
Expenses					
Development Project Fees	1,277.50	320.00	617.50	0.00	2,215.00
Total Expenses	1,277.50	320.00	617.50	0.00	2,215.00
Total Special District Projects	1,277.50	320.00	617.50	0.00	2,215.00
Total Other Expense	1,277.50	320.00	617.50	0.00	2,215.00
Net Other Income	-618.97	377.82	330.51	736.07	825.43
Net Income	3,075.87	9,688.79	5,809.70	8,181.05	26,755.41

Durham Irrigation District
Profit & Loss
January through April 2026

	TOTAL			
	Jan - Apr 26	Jan - Apr 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
Water Sales Income				
OPERATING REVENUES				
Demand Fees	30.00	0.00	30.00	100.0%
Water Sales	130,943.15	125,611.72	5,331.43	4.24%
Total OPERATING REVENUES	130,973.15	125,611.72	5,361.43	4.27%
Total Water Sales Income	130,973.15	125,611.72	5,361.43	4.27%
Credit Card Fee Income	862.40	493.27	369.13	74.83%
Total Income	131,835.55	126,104.99	5,730.56	4.54%
Expense				
Contract Services				
Accounting Fees	3,625.00	13,035.00	-9,410.00	-72.19%
Engineering Support	11,037.50	21,917.57	-10,880.07	-49.64%
Legal Fees	6,576.00	4,643.50	1,932.50	41.62%
Management & Administration	700.00	1,255.00	-555.00	-44.22%
Total Contract Services	21,938.50	40,851.07	-18,912.57	-46.3%
OPERATING EXPENSES				
Administration				
Bank Service Charges	1,528.85	1,472.76	56.09	3.81%
Board Stipends	1,700.00	1,700.00	0.00	0.0%
District Wages, Taxes, Insur.				
Insurance	1,038.63	1,018.86	19.77	1.94%
Payroll Service Fees	1,427.74	846.80	580.94	68.6%
Payroll Tax Expense	1,203.59	1,516.58	-312.99	-20.64%
Wages	10,179.75	11,223.45	-1,043.70	-9.3%
Total District Wages, Taxes, Insur.	13,849.71	14,605.69	-755.98	-5.18%
Fees, Dues, Memberships	6,341.43	8,323.35	-1,981.92	-23.81%
Office Expense				
Moving Expense	0.00	406.00	-406.00	-100.0%
Postage	700.00	917.62	-217.62	-23.72%
Software/Website Hosting	3,341.43	2,258.92	1,082.51	47.92%
Supplies	215.94	224.88	-8.94	-3.98%
Total Office Expense	4,257.37	3,807.42	449.95	11.82%
Rent	4,224.73	4,716.13	-491.40	-10.42%
Utilities				
Garbage	245.00	560.20	-315.20	-56.27%
Gas & Electric	23,396.48	29,146.99	-5,750.51	-19.73%
Telephone/Internet	782.13	1,034.16	-252.03	-24.37%
Total Utilities	24,423.61	30,741.35	-6,317.74	-20.55%
Water System Maint,Repair,Repl				
Regular Operations & Maint				
O & M Supplies	2,817.57	3,885.37	-1,067.80	-27.48%
Water Testing Fees	639.00	1,226.96	-587.96	-47.92%

Durham Irrigation District
Profit & Loss
January through April 2026

	TOTAL			
	Jan - Apr 26	Jan - Apr 25	\$ Change	% Change
Weed Management	2,400.00	3,200.00	-800.00	-25.0%
Total Regular Operations & Maint	5,856.57	8,312.33	-2,455.76	-29.54%
Water System Repair & Repl.+				
Repairs By Outside Contractor	0.00	7,716.52	-7,716.52	-100.0%
Repairs by Water Operator	3,180.45	0.00	3,180.45	100.0%
Repair Supplies	784.35	61.18	723.17	1,182.04%
Contractor	2,592.00	0.00	2,592.00	100.0%
Water Operator Fees	15,228.00	14,234.84	993.16	6.98%
Total Water System Repair & Repl.+	21,784.80	22,012.54	-227.74	-1.04%
Total Water System Maint,Repair,Repl	27,641.37	30,324.87	-2,683.50	-8.85%
Total Administration	83,967.07	95,691.57	-11,724.50	-12.25%
Total OPERATING EXPENSES	83,967.07	95,691.57	-11,724.50	-12.25%
Total Expense	105,905.57	136,542.64	-30,637.07	-22.44%
Net Ordinary Income	25,929.98	-10,437.65	36,367.63	348.43%
Other Income/Expense				
Other Income				
NON-OPERATING REVENUE				
Cash Rewards	23.84	122.30	-98.46	-80.51%
Interest Income	3,016.59	1,972.15	1,044.44	52.96%
Total NON-OPERATING REVENUE	3,040.43	2,094.45	945.98	45.17%
Total Other Income	3,040.43	2,094.45	945.98	45.17%
Other Expense				
Special District Projects				
Expenses				
Development Project Fees	2,215.00	0.00	2,215.00	100.0%
Total Expenses	2,215.00	0.00	2,215.00	100.0%
Total Special District Projects	2,215.00	0.00	2,215.00	100.0%
Total Other Expense	2,215.00	0.00	2,215.00	100.0%
Net Other Income	825.43	2,094.45	-1,269.02	-60.59%
Net Income	26,755.41	-8,343.20	35,098.61	420.69%

Durham Irrigation District
General Ledger
As of April 30, 2026

Date	Num	Name	Memo	Paid Amount	Balance
Current Assets					307,737.68
Cash					61,683.61
04/02/2026		Bank Charge		-372.29	61,311.32
04/02/2026		Wages		-620.62	60,690.70
04/03/2026		Payroll Taxes		-611.47	60,079.23
04/03/2026		Deposit	Deposit	1,065.47	61,144.70
04/03/2026		Paychex		-82.28	61,062.42
04/06/2026		Deposit	Deposit	531.56	61,593.98
04/06/2026		Deposit	Deposit	509.88	62,103.86
04/06/2026		Deposit	Deposit	287.90	62,391.76
04/07/2026		Deposit	Deposit	574.74	62,966.50
04/08/2026		Visa		-386.23	62,580.27
04/08/2026		Deposit	Deposit	5,661.32	68,241.59
04/08/2026		Deposit	Deposit	5,299.62	73,541.21
04/08/2026		Deposit	Deposit	200.00	73,741.21
04/08/2026		Deposit	Deposit	337.19	74,078.40
04/08/2026		PG & E		-30.65	74,047.75
04/08/2026		PG & E		-113.19	73,934.56
04/08/2026		PG & E		-1,457.64	72,476.92
04/08/2026		PG & E		-2,357.11	70,119.81
04/09/2026		Deposit	Deposit	126.24	70,246.05
04/13/2026		Deposit	Deposit	1,354.52	71,600.57
04/13/2026		Deposit	Deposit	59.93	71,660.50
04/14/2026		Deposit	Deposit	112.98	71,773.48
04/15/2026	10603	James M. Doyle	Apr 2026	-200.00	71,573.48
04/15/2026	10604	Kevin Phillips	Apr 2026	-300.00	71,273.48
04/15/2026	10605	Derek Sohnrey	Apr 2026	-300.00	70,973.48
04/15/2026	10606	Butte County Air Quality Mg...	backup generator permits 2026-27	-919.15	70,054.33
04/15/2026	10607	Sheryl Bosman		-675.00	69,379.33
04/15/2026	10608	Northstar Engineering		-4,295.00	65,084.33
04/15/2026	10610	Sophia R Meyer Law, P.C.	March 2026	-2,176.00	62,908.33
04/15/2026	10611	Arrow Contruction Clean-up	Mar 2026 office cleaning	-175.00	62,733.33
04/15/2026	10612	Postalia	Q2 equipment rent	-112.37	62,620.96
04/15/2026	10613	Richard Billson	Apr 2026 rent	-950.00	61,670.96
04/15/2026	10614	Streamline	website	-598.80	61,072.16
04/15/2026	10615	Vista Net Inc.	monthly scan/Q2 perimeter scan	-133.75	60,938.41
04/15/2026	10616	Ferguson Waterworks	supplies	-31.15	60,907.26
04/15/2026	10617	Sierra Water Utility	chlorine	-1,007.50	59,899.76
04/15/2026	10618	Tozier's True Value Hardware	parts	-11.90	59,887.86
04/15/2026	10619	Sierra Water Utility		-3,836.00	56,051.86
04/15/2026	10620	FGL Environmental		-70.00	55,981.86
04/15/2026		Deposit	Deposit	4,241.91	60,223.77
04/15/2026		Deposit	Deposit	380.68	60,604.45
04/15/2026		Deposit	Deposit	2,945.77	63,550.22
04/15/2026		Deposit	Deposit	838.32	64,388.54
04/16/2026		Deposit	Deposit	373.33	64,761.87
04/16/2026		Wages		-650.53	64,111.34
04/17/2026		Deposit	Deposit	1,067.92	65,179.26
04/17/2026		Paychex		-106.28	65,072.98
04/17/2026		Payroll Taxes		-631.26	64,441.72
04/20/2026		Deposit	payroll tax refund	233.16	64,674.88
04/20/2026		Deposit	Deposit	56.85	64,731.73
04/20/2026		Deposit	Deposit	52.74	64,784.47
04/20/2026		Deposit	Deposit	51.71	64,836.18
04/22/2026		Deposit	Deposit	5,063.67	69,899.85
04/22/2026		Deposit	Deposit	401.68	70,301.53
04/22/2026		Deposit	Deposit	148.52	70,450.05
04/24/2026		Postalia		-300.00	70,150.05
04/27/2026		Deposit	Deposit	128.98	70,279.03
04/30/2026		Wages		-535.15	69,743.88
04/30/2026		Payroll Taxes		-533.01	69,210.87
04/30/2026		Paychex		-82.28	69,128.59
Total Cash				7,444.98	69,128.59
Cash on Hand					101.01
Total Cash on Hand					101.01
Development Fees					2,000.24

Durham Irrigation District
General Ledger
As of April 30, 2026

Date	Num	Name	Memo	Paid Amount	Balance
Total Development Fees					2,000.24
Savings					1,384.44
04/30/2026		Deposit	Deposit	0.01	1,384.45
Total Savings				0.01	1,384.45
Development CLASS					35,705.36
04/30/2026		Deposit	Deposit	108.35	35,813.71
Total Development CLASS				108.35	35,813.71
DID CLASS					120,370.15
04/30/2026		Deposit	Deposit	365.25	120,735.40
Total DID CLASS				365.25	120,735.40
Main CLASS					86,492.87
04/30/2026		Deposit	Deposit	262.46	86,755.33
Total Main CLASS				262.46	86,755.33
Total Current Assets				8,181.05	315,918.73
Grant Receivable					70,293.00
Total Grant Receivable					70,293.00
Taxes Receivable					13,390.22
Total Taxes Receivable					13,390.22
A/R					-13,390.22
Total A/R					-13,390.22
CAPITAL ASSETS					658,054.43
Depreciable Assets					658,054.43
Equipment					152,825.43
Total Equipment					152,825.43
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					658,054.43
Total CAPITAL ASSETS					658,054.43
Non-Depreciable Assets					20,331.00
Land					20,331.00
Total Land					20,331.00
Total Non-Depreciable Assets					20,331.00
Deposits					950.00
Total Deposits					950.00
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					-472,242.75

Durham Irrigation District
General Ledger
As of April 30, 2026

Date	Num	Name	Memo	Paid Amount	Balance
Total Unrestricted Net Assets					-472,242.75
Water Sales Income					-99,099.72
OPERATING REVENUES					-99,099.72
Demand Fees					-30.00
Total Demand Fees					-30.00
Water Sales					-99,069.72
04/03/2026		Deposit	Deposit	-1,065.47	-100,135.19
04/06/2026		Deposit	Deposit	-531.56	-100,666.75
04/06/2026		Deposit	Deposit	-509.88	-101,176.63
04/06/2026		Deposit	Deposit	-287.90	-101,464.53
04/07/2026		Deposit	Deposit	-574.74	-102,039.27
04/08/2026		Deposit	Deposit	-5,661.32	-107,700.59
04/08/2026		Deposit	Deposit	-5,299.62	-113,000.21
04/08/2026		Deposit	Deposit	-200.00	-113,200.21
04/08/2026		Deposit	Deposit	-337.19	-113,537.40
04/09/2026		Deposit	Deposit	-126.24	-113,663.64
04/13/2026		Deposit	Deposit	-1,354.52	-115,018.16
04/13/2026		Deposit	Deposit	-59.93	-115,078.09
04/14/2026		Deposit	Deposit	-112.98	-115,191.07
04/15/2026		Deposit	Deposit	-4,241.91	-119,432.98
04/15/2026		Deposit	Deposit	-380.68	-119,813.66
04/15/2026		Deposit	Deposit	-2,945.77	-122,759.43
04/15/2026		Deposit	Deposit	-838.32	-123,597.75
04/16/2026		Deposit	Deposit	-373.33	-123,971.08
04/17/2026		Deposit	Deposit	-1,067.92	-125,039.00
04/20/2026		Deposit	Deposit	-56.85	-125,095.85
04/20/2026		Deposit	Deposit	-52.74	-125,148.59
04/20/2026		Deposit	Deposit	-51.71	-125,200.30
04/22/2026		Deposit	Deposit	-5,063.67	-130,263.97
04/22/2026		Deposit	Deposit	-401.68	-130,665.65
04/22/2026		Deposit	Deposit	-148.52	-130,814.17
04/27/2026		Deposit	Deposit	-128.98	-130,943.15
Total Water Sales				-31,873.43	-130,943.15
Total OPERATING REVENUES				-31,873.43	-130,973.15
Total Water Sales Income				-31,873.43	-130,973.15
Credit Card Fee Income					-862.40
Total Credit Card Fee Income					-862.40
Contract Services					14,617.50
Accounting Fees					2,950.00
04/15/2026	10607	Sheryl Bosman		675.00	3,625.00
Total Accounting Fees				675.00	3,625.00
Engineering Support					6,742.50
04/15/2026	10608	Northstar Engineering	CIP budget/rate study	1,295.00	8,037.50
04/15/2026	10608	Northstar Engineering	USBR engineering		8,037.50
04/15/2026	10608	Northstar Engineering	grant application support		8,037.50
04/15/2026	10608	Northstar Engineering	operational support	843.75	8,881.25
04/15/2026	10608	Northstar Engineering	meetings	508.75	9,390.00
04/15/2026	10608	Northstar Engineering	USDA grant - water tank	1,647.50	11,037.50
Total Engineering Support				4,295.00	11,037.50
Legal Fees					4,400.00
04/15/2026	10610	Sophia R Meyer Law, P.C.	March 2026	2,176.00	6,576.00
Total Legal Fees				2,176.00	6,576.00
Management & Administration					525.00
04/15/2026	10611	Arrow Contruction Clean-up	Mar 2026 office cleaning	175.00	700.00
Total Management & Administration				175.00	700.00

Durham Irrigation District
General Ledger
As of April 30, 2026

Date	Num	Name	Memo	Paid Amount	Balance
Total Contract Services				7,321.00	21,938.50
OPERATING EXPENSES					66,859.62
Administration					66,859.62
Bank Service Charges					1,156.56
04/02/2026		Bank Charge		372.29	1,528.85
Total Bank Service Charges				372.29	1,528.85
Board Stipends					900.00
04/15/2026	10603	James M. Doyle	Apr 2026	200.00	1,100.00
04/15/2026	10604	Kevin Phillips	Apr 2026	300.00	1,400.00
04/15/2026	10605	Derek Sohnrey	Apr 2026	300.00	1,700.00
Total Board Stipends				800.00	1,700.00
District Wages, Taxes, Insur.					10,229.99
Insurance					1,038.63
Total Insurance					1,038.63
Payroll Service Fees					1,156.90
04/03/2026		Paychex		82.28	1,239.18
04/17/2026		Paychex		106.28	1,345.46
04/30/2026		Paychex		82.28	1,427.74
Total Payroll Service Fees				270.84	1,427.74
Payroll Tax Expense					1,176.91
04/02/2026		Wages		-518.63	658.28
04/03/2026		Payroll Taxes		611.47	1,269.75
04/16/2026		Wages		-540.17	729.58
04/17/2026		Payroll Taxes		631.26	1,360.84
04/20/2026		Deposit	payroll tax refund	-233.16	1,127.68
04/30/2026		Wages		-457.10	670.58
04/30/2026		Payroll Taxes		533.01	1,203.59
Total Payroll Tax Expense				26.68	1,203.59
Wages					6,857.55
04/02/2026		Wages		1,139.25	7,996.80
04/16/2026		Wages		1,190.70	9,187.50
04/30/2026		Wages		992.25	10,179.75
Total Wages				3,322.20	10,179.75
Total District Wages, Taxes, Insur.				3,619.72	13,849.71
Fees, Dues, Memberships					5,422.28
04/15/2026	10606	Butte County Air Quality Mg...	backup generator permits 2026-27	919.15	6,341.43
Total Fees, Dues, Memberships				919.15	6,341.43
Office Expense					3,092.85
Postage					400.00
04/24/2026		Postalia		300.00	700.00
Total Postage				300.00	700.00
Software/Website Hosting					2,476.91
04/08/2026		Visa	Zoom.com	131.97	2,608.88
04/15/2026	10614	Streamline	website	598.80	3,207.68
04/15/2026	10615	Vista Net Inc.	monthly scan/Q2 perimeter scan	133.75	3,341.43
Total Software/Website Hosting				864.52	3,341.43
Supplies					215.94
Total Supplies					215.94
Total Office Expense				1,164.52	4,257.37
Rent					3,162.36
04/15/2026	10612	Postalia	Q2 equipment rent	112.37	3,274.73

Durham Irrigation District
General Ledger
As of April 30, 2026

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
04/15/2026	10613	Richard Billson	Apr 2026 rent	950.00	4,224.73
		Total Rent		1,062.37	4,224.73
		Utilities			20,210.76
		Garbage			245.00
		Total Garbage			245.00
		Gas & Electric			19,437.89
04/08/2026		PG & E		30.65	19,468.54
04/08/2026		PG & E		113.19	19,581.73
04/08/2026		PG & E		1,457.64	21,039.37
04/08/2026		PG & E		2,357.11	23,396.48
		Total Gas & Electric		3,958.59	23,396.48
		Telephone/Internet			527.87
04/08/2026		Visa	Comcast	254.26	782.13
		Total Telephone/Internet		254.26	782.13
		Total Utilities		4,212.85	24,423.61
		Water System Maint,Repair,Repl			22,684.82
		Regular Operations & Maint			4,736.02
		O & M Supplies			1,767.02
04/15/2026	10616	Ferguson Waterworks	supplies	31.15	1,798.17
04/15/2026	10617	Sierra Water Utility	chlorine	1,007.50	2,805.67
04/15/2026	10618	Tozier's True Value Hardware	parts	11.90	2,817.57
		Total O & M Supplies		1,050.55	2,817.57
		Water Testing Fees			569.00
04/15/2026	10620	FGL Environmental		70.00	639.00
		Total Water Testing Fees		70.00	639.00
		Weed Management			2,400.00
		Total Weed Management			2,400.00
		Total Regular Operations & Maint		1,120.55	5,856.57
		Water System Repair & Repl.+			17,948.80
		Repairs by Water Operator			3,180.45
		Total Repairs by Water Operator			3,180.45
		Repair Supplies			784.35
		Total Repair Supplies			784.35
		Contractor			2,592.00
		Total Contractor			2,592.00
		Water Operator Fees			11,392.00
04/15/2026	10619	Sierra Water Utility		3,836.00	15,228.00
		Total Water Operator Fees		3,836.00	15,228.00
		Total Water System Repair & Repl.+		3,836.00	21,784.80
		Total Water System Maint,Repair,Repl		4,956.55	27,641.37
		Total Administration		17,107.45	83,967.07
		Total OPERATING EXPENSES		17,107.45	83,967.07
		NON-OPERATING REVENUE			-2,304.36
		Cash Rewards			-23.84
		Total Cash Rewards			-23.84
		Interest Income			-2,280.52
04/30/2026		Deposit	Deposit	-0.01	-2,280.53
04/30/2026		Deposit	Deposit	-108.35	-2,388.88

Durham Irrigation District
General Ledger
As of April 30, 2026

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
04/30/2026		Deposit	Deposit	-365.25	-2,754.13
04/30/2026		Deposit	Deposit	-262.46	-3,016.59
		Total Interest Income		-736.07	-3,016.59
		Total NON-OPERATING REVENUE		-736.07	-3,040.43
		Special District Projects			2,215.00
		Expenses			2,215.00
		Development Project Fees			2,215.00
04/15/2026	10608	Northstar Engineering	Symmes TPM 21-0009 plan review		2,215.00
		Total Development Project Fees		0.00	2,215.00
		Total Expenses		0.00	2,215.00
		Total Special District Projects		0.00	2,215.00
TOTAL				0.00	0.00

5/14/2026

**Durham Irrigation District
Monthly Billing Recap 4/1/2026 thru 4/30/2026**

1

	<u>Amount</u>	<u>Count</u>
Water Purchased or Produced this month	0	
Water Sold this month	7,485	
Water System used or accountable loss	0	
Water Loss	0.00 %	7,485
<hr/>		
Total Water Sales this month	36,552.62	474
Total Penalties this month	307.23	97
Total Adjustments this month	0.00	29
Total of other charges this month	129.00	3
Total Current Charges	36,988.85	
<hr/>		
Current Balance	-237.70	200
30 Days Past Due	3,172.49	18
60 Days Past Due	3,038.48	11
90 Days Past Due	7,637.48	46
Total Accounts Receivable	13,610.74	
<hr/>		
Total Payments Received	33,960.96	376
<hr/>		
New Memberships	0.00	0
<hr/>		
Active Accounts	13,720.76	475
InActive Accounts	-110.03	105
Forfeiture Accounts	0.00	0
<hr/>		
Average Water Usage	15	
Average Water Charge	77.11	

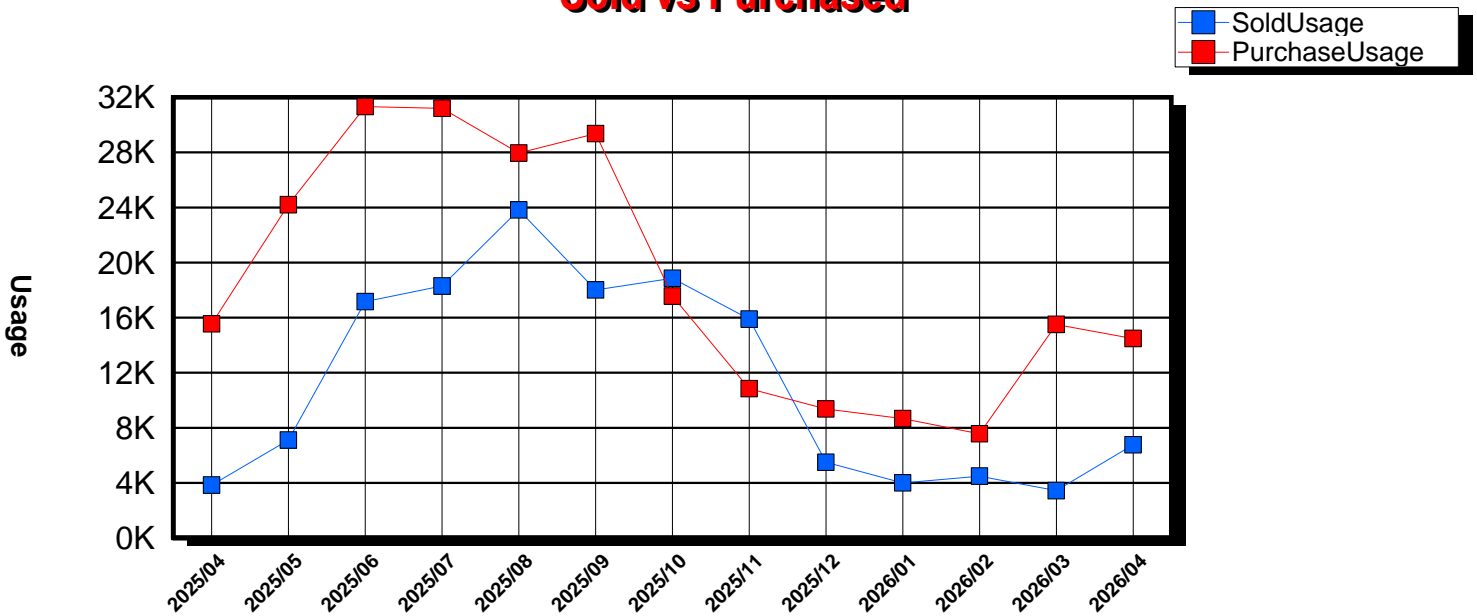
<u>Low Range</u>	<u>High Range</u>	<u>Usage</u>	<u>Count</u>	<u>Sales</u>	<u>% Usage</u>	<u>% Sales</u>
0	0	0	0	0.00	0.00	0.00
0	0	0	117	9,144.74	0.00	25.02
1	2,000	7,485	357	27,407.88	100.00	74.98
2,001	4,000	0	0	0.00	0.00	0.00
4,001	6,000	0	0	0.00	0.00	0.00
6,001	8,000	0	0	0.00	0.00	0.00
8,001	10,000	0	0	0.00	0.00	0.00
10,001	20,000	0	0	0.00	0.00	0.00
20,001	30,000	0	0	0.00	0.00	0.00
30,001	40,000	0	0	0.00	0.00	0.00
40,001	50,000	0	0	0.00	0.00	0.00
50,001	999,999,999	0	0	0.00	0.00	0.00
		7,485	474	36,552.62		

Accounts Receivable Last Month Ending	10,582.85	
Sales/Charges this Month	36,988.85	
Adjustments this Month	0.00	
Less: Payments this Month	33,960.96	
Accounts Receivable Total	13,610.74	13,610.74

Pump Total

<u>Year/Month</u>	<u>Purchased</u>	<u>Sold</u>	<u>Loss</u>	<u>Pct</u>
2025/04	15,546	3,838	-11,708	-75.3
2025/05	24,200	7,112	-17,088	-70.6
2025/06	31,328	17,164	-14,164	-45.2
2025/07	31,205	18,297	-12,908	-41.4
2025/08	27,955	23,821	-4,134	-14.8
2025/09	29,366	18,009	-11,357	-38.7
2025/10	17,567	18,858	1,291	7.3
2025/11	10,842	15,893	5,051	46.6
2025/12	9,369	5,493	-3,876	-41.4
2026/01	8,670	3,995	-4,675	-53.9
2026/02	7,566	4,487	-3,079	-40.7
2026/03	15,505	3,433	-12,072	-77.9
2026/04	14,482	6,763	-7,719	-53.3

Sold vs Purchased



<u>Acct</u>	<u>Name</u>		<u>Balance</u>	<u>5/1/2026</u> <u>Current</u>	<u>30 Days</u>	<u>60-Days</u>	<u>90-Days</u>
291	Guerra, Diego & Marissa	9665 Teal Ln	3,678.58	133.04	141.77	217.39	3,186.38
258	Christofferson, Jason	2539 Burdick Rd	845.53	75.84	72.51	68.58	628.60
616	Durham Green Home Owners	Durham Grn HOA - 9500 Va	798.60	443.13	223.32	132.15	
114	Grigsby, Daniel	2410 Brown St	707.76	79.73	88.58	87.38	452.07
69	Hilliard, Linda	2420 Serviss St	707.75	79.73	88.58	87.38	452.06
130	Pack, April	9353 Holland Ave	546.13	60.84	70.76	153.80	260.73
245	Durham Grange,	2393 Durham-Dayton Hwy	534.72	79.73	86.19	85.00	283.80
22	Hait, Jed	2393 Brown St	489.17	58.84	64.89	55.01	310.43
80	Day, David	9389 Midway	468.53	43.84	49.80	49.14	325.75
659	Marrs, Michael	09434 Van Ness Way	462.07	154.04	162.53	145.50	0.00
57	Dolz, Christine	9386 Goodspeed St	458.86	46.84	52.64	58.93	300.45
916	Bresson, Christopher & Kimb	9416 Goodspeed St	442.29	48.84	54.38	52.65	286.42
622	Gilmore, James	9462 Van Ness Way	430.43	144.04	104.21	85.71	96.47
174	Cole, Leslie Ray and Kevin G	9415 Putney Dr	419.05	46.84	52.08	50.38	269.75
316	Lugenbeel, Paul	2390 Durham St	411.08	44.84	48.99	48.33	268.92
183	Ownby, Karen Koehly	2455 Durham-Dayton Hwy	383.86	47.84	51.60	50.90	233.52
672	Rhodes, Gabriel	2314 Via Calle Ct	369.57	77.04	72.86	68.46	151.21
204	Fultz, Francis	2414 Serviss St	369.53	54.84	57.34	56.55	200.80
108	Sierra Christian Services,	9260 Goodspeed St	326.10	79.73	83.32	82.12	80.93
54	Cipolla, Jennifer	9180 Goodspeed St	325.07	56.84	51.63	54.91	161.69
128	Horn, Howard	2370 Serviss St	262.57	58.84	66.25	61.35	76.13
220	Andersen, Victoria	2409 Campbell St	210.20	48.84	48.14	48.92	64.30
22		Total	\$13,647.45	\$1,964.13	\$1,792.37	\$1,800.54	\$8,090.41



DURHAM IRRIGATION DISTRICT

Regular Board Meeting

Board of Directors:

Matt Doyle, Chair; Kevin Phillips, Treasurer; Derek Sohnrey

Wednesday, April 15, 2026

5:30 PM

District Office

9341 Midway, Unit B, Durham CA 95938

1 CALL TO ORDER – 5:30 PM

Present: Directors Doyle, Phillips, and Sohnrey
 Absent: none
 Also present: District Engineer Robin Kampmann, District Counsel Sophia Meyer, Water Operator Mike Butler and Adam Daigle, and Admin. Assistant Jeannie Trizzino.

2 ROLL CALL / OPENING BUSINESS

2.1 AGENDA APPROVAL, ADDITIONS, AND/OR DELETIONS

2.2 PUBLIC COMMENT

Owner Clay Carter requested assistance from District Engineer regarding extending service to his recently purchased parcels on Midway.

3 REPORTS/ANNOUNCEMENTS FROM DIRECTORS

3.1 VINA GSA REPORT ([Vina GSA Calendar Link](#))

SUBJECT: Status report on Vina GSA.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

Director Sohnrey reported that the Vina GSA board meeting was primarily in closed session to discuss matters with counsel. He reported that Vina GSA is looking at options for aquifer recharge and matters of GSA oversight.

4 PRESENTATIONS/GUESTS

4.1 Financial Assistance Program Presentation – CSUC business students

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

CSUC team presented handouts representing their concept and design of the Customer Assistance Program (CAP) and the next steps to create an active site to receive customer donations.

5 INFORMATION/CONSENT CALENDAR

5.1 Warrant Sheet from March 12, 2026 to April 11, 2026, including payments, deposits, and transaction adjustments.

SUBJECT: Approve payments, deposits, and transaction adjustments.

FISCAL IMPACT: See attachments.

ACTION REQUESTED: APPROVE

- 5.2 Board of Directors Meeting Minutes for March 18, 2026 and Special Board Meeting on March 30, 2026.

SUBJECT: Approve draft minutes.

FISCAL IMPACT: NONE.

ACTION REQUESTED: APPROVE

A motion was made by Director Phillips and seconded by Director Sohnrey to approve Items 5.1 and 5.2 of the Consent Agenda.

Aye: 3 – Doyle, Phillips, Sohnrey

Nay: 0

Absent: 0

6 DISTRICT ENGINEER REPORT

- 6.1 USBR Grant-Funded Meter Replacement and Lead Service Laterals Assessment Project

SUBJECT: USBR Grant reimbursement update.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

District Engineer reports that no initial meeting has been set by the contracting officer.

Additionally, District Engineer reports that the developer of Creekside Estates project has reached out to NorthStar. Director Doyle indicated interest in attending any meetings on this project with District Engineer.

7 DISTRICT OUTREACH REPORT (NON-ACTION ITEMS)

- 7.1 District Outreach Report

SUBJECT: Report by Nicole Johansson.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

No report.

8 WATER OPERATOR REPORT (NON-ACTION ITEMS)

- 8.1 Monthly Water Operator Report

SUBJECT: Report by water operator on previous month's activities.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

- 8.2 Cross-Connection Hazard Assessment

SUBJECT: Report by water operator on the results of the first annual cross-connection hazard assessment for the District.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

In addition to a summary of the March 2026 daily report, the Water Operator provided an update on improving chlorine delivery options for the District. Director Phillips requested Water Operator to obtain three estimates for the needed work at the Holland site.

On Item 8.2 – Cross Connection regulatory reporting, the Water Operator provided a summary of a proposed pass-through of all costs related to the inspection, reporting, and recommendations. Sierra Water Utility has submitted the Cross Connection Hazard Report to the SWRCB for approval. Director Phillips will send state guidance on leaks to Water Operator, Counsel, and District Engineer.

Water Operator reports that there are maintenance issues relating to the pump at the Alley site, which is not performing optimally due to an imbalance in the shaft. The ballpark range for repair/replacement is \$6K. As a result, Water Operator has reduced pumping volume from the Alley site.

Water Operator was directed to obtain three bids for the repair for review and approval at the next board meeting.

9 DISTRICT COUNSEL REPORT (NON-ACTION ITEMS)

- 9.1 District Counsel Report
SUBJECT: Verbal report by counsel on district-related activities. *See also regular agenda.*

District Counsel provided guidance on remote attendance by board members and will draft a remote appearance policy for board members that is in compliance with the Brown Act and SB 707 enhancements.

The board directed counsel to suspend work on a form letter to advise alleyway-adjacent property owners.

10 REGULAR AGENDA

- 10.1 District Accounts Receivable Update
SUBJECT: Update on current overdue accounts receivable and county lien process for 2026 and an update on the amount remaining on the liens submitted in 2025.
FISCAL IMPACT: \$15,435.00
ACTION REQUESTED: Receive information, discuss and provide direction.
- 10.2 USDA Community Project Funding – Water Storage Tank
SUBJECT: The District has received federal funding approval for construction of a water storage tank. This grant requires a 25% local cost share of \$500,000.
FISCAL IMPACT: \$500,000 District share / \$2,000,000 overall project
ACTION REQUESTED: Receive information, discuss and provide direction.

District Engineer reported that the required Preliminary Engineering Report is 75% complete and will be brought to the board for review and approval at the next board meeting.

- 10.3 Mass Notification Policy
SUBJECT: Establish policy for use of mass notification system to the community.
FISCAL IMPACT: Unknown
ACTION REQUESTED: Adopt Mass Notification Policy.

Director Phillips gave direction to counsel to revise the policy to specifically require staff and water operators to issue notifications using the mass notification system. The revised policy is expected to be adopted at the next board meeting.

11 ADJOURN TO CLOSED SESSION – 6:25 pm

- 11.1 Conference with Legal Counsel – Existing Litigation pursuant to Government Code §54956.9(d)(1).

Name of case:

Patrick Button v. Durham Irrigation District, a public agency, Butte County Case No. 25 AP00007

12 REPORT IN OPEN SESSION – 6:32 pm

Direction was given to counsel; no reportable action taken.

13 FUTURE AGENDA ITEM DISCUSSION

Opportunity for Board to request items for future board consideration.

14 DIRECTORS' COMMENTS

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

15 ADJOURNMENT

There being no further business, the meeting adjourned at 6:37 pm.

Adjourned to the next Regular Board Meeting at 5:30 p.m. on May 20, 2026.

All meetings held at the District office at 9341 Midway, Unit B, unless otherwise noted.

RESOLUTION 2026-01**RESOLUTION NO. 2026-01****RESOLUTION AUTHORIZING OPENING OF BANK ACCOUNT FOR
CUSTOMER ASSISTANCE PROGRAM****A Resolution of the Board of Directors of Durham Irrigation District Authorizing the
Opening and Maintenance of a Separate Bank Account for Public Funds Dedicated to the
District's Customer Assistance Program****Recitals**

WHEREAS, Durham Irrigation District (the District) is a California irrigation district organized and operating under applicable law, including Division 11 of the California Water Code; and

WHEREAS, the District's Board of Directors (the Board) is the governing body of the District and is authorized to take actions necessary and appropriate to carry out the District's purposes, including the general authority of an irrigation district to perform acts necessary to carry out the provisions of Division 11 of the California Water Code, as reflected in California Water Code section 22225; and

WHEREAS, the District has established a customer assistance program (the Customer Assistance Program) to provide financial assistance or account support to eligible District customers in accordance with program guidelines adopted or approved by the District; and

WHEREAS, the Board desires to segregate, account for, and administer public funds allocated, received, or otherwise made available for the Customer Assistance Program in a separate deposit account maintained in the name of the District; and

WHEREAS, California law provides a statutory framework for local agency deposits, including definitions applicable to the deposit of local agency funds under California Government Code section 53630, recognition of eligible depositories for local agency money under California Government Code section 53635.2, contracts with depositories under California Government Code section 53649, and requirements for securing active or inactive deposits under California Government Code section 53652; and

WHEREAS, the Board finds that opening and maintaining a separate bank account for the Customer Assistance Program will promote transparency, fiscal accountability, and efficient administration of the program and the District's public funds.

Resolution

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Durham Irrigation District as follows:

RESOLUTION 2026-01

FIRST.- Authorization to Open Account. The Board hereby authorizes and directs the opening of a separate bank account with Tri Counties Bank in the name of Durham Irrigation District for the purpose of depositing, holding, accounting for, and disbursing public funds dedicated to or otherwise received for the Customer Assistance Program. The account may be titled “Durham Irrigation District Customer Assistance Program Account” or such substantially similar title as the District's authorized officers determine to be acceptable to the selected financial institution.

SECOND.- Purpose and Use of Funds. Funds deposited into the Customer Assistance Program account shall be used solely for lawful District purposes associated with the Customer Assistance Program, including providing authorized assistance to eligible District customers, paying program-related administrative expenses if approved by the Board or otherwise permitted by applicable program guidelines, and returning or reallocating funds as required by applicable law, funding conditions, or Board direction.

THIRD.- Selection of Depository. The Board recognizes that Tri Counties Bank is a state or national bank, public bank, savings association, federal association, credit union, federally insured industrial loan company, or other eligible depository legally authorized to receive local agency deposits, provided that the depository satisfies all requirements applicable to the deposit and securing of District funds under California law, including the local agency deposit provisions of the California Government Code.

FOURTH.- Compliance With Public Funds Requirements. The District's Treasurer, Finance Officer, or other officer designated by the Board (each, an Authorized Officer) shall ensure that the Customer Assistance Program account is opened, maintained, collateralized or otherwise secured, reconciled, and administered in accordance with applicable law, including applicable depository contract and security requirements, District policies, any Board-approved investment or cash management policy, any applicable grant or funding requirements, and all requirements imposed by the selected depository for public agency accounts.

FIFTH.- Authorized Signers and Account Documents. The following District officers and employees are hereby authorized to execute account opening documents, signature cards, certifications, depository agreements, online banking authorizations, funds transfer agreements, and other documents reasonably required to establish and maintain the Customer Assistance Program account, subject to District policies and internal controls:

- (a) **Board President:** Matt Doyle
- (b) **Treasurer / Finance Officer:** Kevin Phillips;
- (c) **Director:** Derek Sohnrey; and
- (d) Such other officer or employee as may be designated by subsequent action of the Board.

RESOLUTION 2026-01

SIXTH.- Disbursement Controls. Unless otherwise required by District policy or separately approved by the Board, withdrawals, checks, electronic funds transfers, ACH transactions, wire transfers, or other disbursements from the Customer Assistance Program account shall be made only for authorized Customer Assistance Program purposes and shall require approval in accordance with the District's then-current financial controls. The Board may require two authorized approvals or signatures for disbursements above a threshold established by District policy or administrative procedure.

SEVENTH.- Accounting and Reporting. The District shall maintain separate accounting records for the Customer Assistance Program account. The Authorized Officers shall cause account activity to be reconciled on a regular basis and reported to the Board in the ordinary course of District financial reporting or as otherwise directed by the Board. The account shall be subject to the District's audit, record retention, and public records requirements to the same extent as other District accounts and financial records.

EIGHTH.- Program Administration. The opening of the Customer Assistance Program account does not, by itself, amend the eligibility criteria, assistance amounts, application process, or other substantive requirements of the Customer Assistance Program. Those matters shall be governed by the program guidelines, policies, funding conditions, and Board actions applicable to the Customer Assistance Program.

NINTH.- Ratification of Prior Acts. Any actions taken before the adoption of this Resolution by District officers, employees, agents, or representatives that are consistent with the intent and purpose of this Resolution are hereby ratified, confirmed, and approved.

TENTH.- Further Authority. The Authorized Officers are hereby authorized and directed to take all actions, execute all documents, make all certifications, and perform all acts that they determine to be necessary or advisable to carry out the intent of this Resolution, provided that such actions are consistent with applicable law, District policies, and any direction of the Board.

ELEVENTH.- Severability. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is held invalid or unenforceable, the remaining provisions shall remain in full force and effect, and the Board declares that it would have adopted this Resolution and each provision hereof irrespective of the invalidity or unenforceability of any other provision.

TWELFTH.- Effective Date. This Resolution shall take effect immediately upon its adoption.

RESOLUTION 2026-01

Adoption

PASSED, APPROVED, AND ADOPTED by the Board of Directors of Durham Irrigation District at a duly noticed regular or special meeting held on May20, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Matt Doyle, Chair
Board of Directors
Durham Irrigation District

ATTEST

I, Jeannie Trizzino, Clerk of the Board of Durham Irrigation District, do hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the District at a duly noticed regular or special meeting held on the date set forth above and that the same remains in full force and effect.

Dated: May __, 2026

Jeannie Trizzino, Clerk of the Board
Durham Irrigation District

RESOLUTION 2026-02**RESOLUTION NO. 2026-02****RESOLUTION OF THE BOARD OF DIRECTORS OF
DURHAM IRRIGATION DISTRICT****Honoring California State University, Chico Student Team for the Durham Irrigation
District Consumer Assistance Program Website**

WHEREAS, the Durham Irrigation District Board of Directors recognizes the importance of accessible, useful, and well-organized public information for District customers and the community; and

WHEREAS, the District has undertaken efforts to support its customers through the Durham Irrigation District Customer Assistance Program (“CAP”); and

WHEREAS, a student team from California State University, Chico selected the Durham Irrigation District CAP website as its capstone project for BSIS 496W – Strategic Issues for Information Systems Professionals, under the instruction and guidance of Professor David J. Rowe, PhD; and

WHEREAS, the student team devoted its time, skills, and professional effort to developing and improving the CAP website in support of the District’s customer assistance objectives; and

WHEREAS, the Board of Directors wishes to recognize the following California State University, Chico students for their contributions to the project:

- Jonathan Medina, '26;
- Prapul Gottipati, '26; and
- Kavwin Ravikumar, '26; and

WHEREAS, the students’ work reflects favorably on California State University, Chico and demonstrates the value of applied learning, public service, and collaboration between higher education and local public agencies; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Durham Irrigation District hereby expresses its sincere appreciation and gratitude to Jonathan Medina, Prapul Gottipati, and Kavwin Ravikumar for their work on the Durham Irrigation District Consumer Assistance Program website.

BE IT FURTHER RESOLVED that the Board recognizes and thanks Professor David J. Rowe, PhD, and California State University, Chico, for supporting educational opportunities that provide meaningful public benefit to local agencies and communities.

RESOLUTION 2026-02

BE IT FURTHER RESOLVED that the Board commends the student team for its professionalism, initiative, and contribution to improving customer assistance resources for the District.

PASSED AND ADOPTED by the Board of Directors of Durham Irrigation District at a duly noticed meeting held on May 20, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Matt Doyle. Chair
Board of Directors
Durham Irrigation District

ATTEST:

Jeannie Trizzino
Clerk, Board of Directors
Durham Irrigation District

RESOLUTION 2026-03**RESOLUTION NO. 2026-03****RESOLUTION OF THE BOARD OF DIRECTORS OF
DURHAM IRRIGATION DISTRICT****Honoring Raymond Cooper for His Service and Contributions to Durham Irrigation
District and the Durham Community**

WHEREAS, Raymond Cooper has lived in the Durham community for 24 years and has devoted himself to the betterment of Durham through sustained public service, civic involvement, and support for local institutions; and

WHEREAS, Raymond Cooper has provided 20 years of service on the Durham Irrigation District Board of Directors, contributing his time, judgment, professional experience, and commitment to the responsible stewardship of the District; and

WHEREAS, Raymond Cooper first took the oath of office as a Durham Irrigation District Director on December 17, 2002, to complete the term of then-Director Lyle Bennett; and

WHEREAS, Raymond Cooper was subsequently appointed to his first full term on the Board of Directors on November 2, 2004, further demonstrating his commitment to the District and the Durham community; and

WHEREAS, Raymond Cooper's service to the District began through a memorable example of neighborly friendship and community connection, when his neighbor, Lyle Bennett, offered to care for Raymond and Jenny Cooper's cat, Sadie, if Raymond would agree to take his place on the Durham Irrigation District Board, an agreement sealed by a handshake and remembered as a story of service, trust, and Durham neighborliness; and

WHEREAS, Raymond Cooper's professional experience as an engineer for Butte County, together with his practical understanding of water systems, has provided significant benefit to the District and has helped guide sound decisions for the District's operations and finances; and

WHEREAS, Raymond Cooper's hands-on approach, institutional knowledge, and dedication to understanding the Durham Irrigation District system have been invaluable to the Board of Directors, District staff, consultants, and the community served by the District; and

WHEREAS, Raymond Cooper has exemplified the values of camaraderie, service, unity, and public-spirited commitment that define the Durham community; and

WHEREAS, beyond his service to the District, Raymond Cooper has been a dedicated supporter of the Durham Trojans and an active parent in the Durham Boy Scouts, encouraging his son,

RESOLUTION 2026-03

Ben, in his Scouting journey culminating in Ben receiving his Eagle Scout badge on December 23, 2023; and

WHEREAS, the Durham Irrigation District staff, consultants, and Board of Directors have nominated Raymond Cooper for the honor of Durham Community Parade Marshal in recognition of his many years of service and his enduring contributions to Durham; and

WHEREAS, as Raymond Cooper is recognized for 20 years of service on the Durham Irrigation District Board of Directors, the Board finds it fitting to honor his dedication, leadership, good humor, practical wisdom, and lasting contributions to the District and the Durham community.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Durham Irrigation District hereby honors and commends Raymond Cooper for his 20 years of faithful and distinguished service on the Durham Irrigation District Board of Directors.

BE IT FURTHER RESOLVED that the Board expresses its sincere appreciation for Raymond Cooper’s leadership, technical knowledge, hands-on service, and commitment to the responsible operation and stewardship of the District.

BE IT FURTHER RESOLVED that the Board joins District staff, consultants, and community members in recognizing Raymond Cooper as an outstanding representative of Durham’s tradition of service, neighborliness, and civic pride.

PASSED AND ADOPTED by the Board of Directors of Durham Irrigation District at a duly noticed meeting held on May 20, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Matt Doyle
Chair, Board of Directors
Durham Irrigation District

ATTEST:

Jeannie Trizzino
Clerk, Board of Directors
Durham Irrigation District

RESOLUTION 2026-04**RESOLUTION NO. 2026-04****RESOLUTION OF THE BOARD OF DIRECTORS OF
DURHAM IRRIGATION DISTRICT****Resolution of Appreciation Honoring the Life and Public Service of
Douglas Lee LaMalfa**

WHEREAS, Douglas Lee LaMalfa, a dedicated public servant, fourth-generation rice farmer, and longtime advocate for California's rural North State, passed away on January 6, 2026, at the age of 65; and

WHEREAS, Representative LaMalfa was born on July 2, 1960, in Oroville, California, and his life and work were deeply rooted in the agricultural communities, water needs, natural resources, and rural values of Northern California; and

WHEREAS, Representative LaMalfa graduated from Biggs High School in 1978 and earned a bachelor's degree in agricultural business from California Polytechnic State University, San Luis Obispo, in 1982; and

WHEREAS, as a fourth-generation rice farmer from Richvale, California, Representative LaMalfa brought firsthand knowledge of farming, irrigation, water supply, land stewardship, and rural community needs to his many years of public service; and

WHEREAS, Representative LaMalfa began his elected public service in the California State Assembly, representing the 2nd Assembly District from 2002 to 2008, where he worked on matters important to rural communities and authored California's Forest Fire Protection Act of 2004; and

WHEREAS, Representative LaMalfa later served in the California State Senate, representing the 4th Senate District from 2010 to 2012, continuing his work as a strong voice for agriculture, natural resources, rural communities, and responsible stewardship of California's land and water; and

WHEREAS, in 2012, Representative LaMalfa was elected to the United States House of Representatives, taking office on January 3, 2013, to represent California's 1st Congressional District; and

WHEREAS, during his service in Congress, Representative LaMalfa became known for his steadfast advocacy for water access, forest management, wildfire recovery, tax relief for wildfire victims, agriculture, infrastructure, and the practical needs of the people and communities of Northern California; and

RESOLUTION 2026-04

WHEREAS, in 2025, Representative LaMalfa was unanimously elected by his colleagues to serve as Chairman of the Congressional Western Caucus, reflecting the respect he earned for his leadership on issues affecting the West, rural America, agriculture, water, and natural resources; and

WHEREAS, the Durham Irrigation District recognizes that Representative LaMalfa's background as a farmer and his deep understanding of Northern California's water and agricultural systems gave him a practical and enduring appreciation for the challenges faced by irrigation districts, farmers, and rural communities; and

WHEREAS, Representative LaMalfa was widely respected for his pragmatic approach to complex issues, his principled public service, and his tireless efforts on behalf of the people, land, water, and economy of California's rural North State; and

WHEREAS, Representative LaMalfa was a devoted husband, father, and grandfather, survived by his wife, Jill, their four children, and one grandchild; and

WHEREAS, his passing has been met with bipartisan expressions of grief and respect from public officials, community leaders, constituents, and citizens who recognized his dedication to public service and his lasting contributions to Northern California; and

WHEREAS, the Board of Directors of Durham Irrigation District wishes to honor Representative LaMalfa's memory and express its appreciation for his decades of service to the communities, agricultural families, and rural interests of Northern California.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Durham Irrigation District hereby honors the life, service, and legacy of Douglas Lee LaMalfa and expresses its sincere appreciation for his distinguished public service to Northern California, its agricultural communities, and its rural residents.

BE IT FURTHER RESOLVED that the Board recognizes Representative LaMalfa's lifelong connection to agriculture, his understanding of water and land stewardship, and his advocacy for the interests of farmers, irrigation districts, and rural communities throughout the North State.

BE IT FURTHER RESOLVED that the Board extends its deepest condolences to Representative LaMalfa's wife, Jill, their children and grandchild, and all members of his family, friends, colleagues, staff, and constituents.

BE IT FURTHER RESOLVED that the Board directs that a copy of this Resolution be transmitted to the family of Representative LaMalfa as an expression of the District's respect, gratitude, and sympathy.

RESOLUTION 2026-04

PASSED AND ADOPTED by the Board of Directors of Durham Irrigation District at a duly noticed meeting held on May 20, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Matt Doyle
Chair, Board of Directors
Durham Irrigation District

ATTEST:

Jeannie Trizzino
Clerk, Board of Directors
Durham Irrigation District



Month:	April 2026		
Date	Task Description/Notes	Operator Hrs (M-F)	Plumbing Hrs / After Hrs
04/01/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/02/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/03/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/06/2026	Performed daily checks, checked lubrication of all pumps. 1 USA (1hr)	2.75	
04/07/2026	Performed daily checks, checked lubrication of all pumps. 1 USA (1hr)	2.75	
04/08/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/09/2026	Performed daily checks, checked lubrication of all pumps. 1 USA (1hr)	2.75	
04/10/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/13/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/14/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/15/2026	Performed daily checks, checked lubrication of all pumps. 1 USA (1hr)	2.75	
04/16/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/17/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/20/2026	Performed daily checks, checked lubrication of all pumps. 1 USA (1hr)	2.75	
04/21/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/22/2026	Performed daily checks, checked lubrication of all pumps. Chlorine Delivered to Library Site 33 gallons.	1.75	
04/23/2026	Performed daily checks, checked lubrication of all pumps. 1 USA (1hr)	2.75	
04/24/2026	Performed daily checks, checked lubrication of all pumps. Meet w/ Durham Pump to go over scope of work for well 3 repairs 1hr	2.75	
04/27/2026	Performed daily checks, checked lubrication of all pumps. Meet w/ CPM to go over scope of work for well 3 repairs 1hr	2.75	
04/28/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/29/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
04/30/2026	Performed daily checks, checked lubrication of all pumps.	1.75	
Monthly Production			
CCF's	14,482.95		
Total Regular Hours		46.50	
Total Plumbing Hrs One Man			
Total Plumbing Hrs Two Man			
Total After Hours			
Signature:	<i>Michael Butler</i>		
Title:	Chief Operator		

5/14/2026 **Work Order Statistics** 01/01/2021 thru 04/30/2026 2

<u>Year</u>	<u>Month</u>	<u>Issued</u>	<u>Complete</u>	<u>Open</u>	<u>Avg Comp Days</u>	<u>Avg Open Days</u>
		233	213	20		

53 Items

Work Order Statistics
01/01/2021 thru 04/30/2026

<u>Year</u>	<u>Month</u>	<u>Issued</u>	<u>Complete</u>	<u>Open</u>	<u>Avg Comp Days</u>	<u>Avg Open Days</u>
2021	09	6	6		98	0
2021	10	24	22	2	268	1652
2021	11	2	2		69	0
2021	12	12	12		186	0
2022	01	7	7		47	0
2022	02	12	12		242	0
2022	03	6	6		181	0
2022	04	3	3		24	0
2022	05	5	5		21	0
2022	06	6	6		89	0
2022	07	2	2		10	0
2022	08	8	7	1	207	1366
2022	09	7	7		69	0
2022	10	5	5		5	0
2022	11	1	1		13	0
2022	12	1	1		154	0
2023	01	8	8		299	0
2023	02	2	2		628	0
2023	03	7	6	1	406	1134
2023	04	9	8	1	407	1100
2023	05	3	2	1	609	1081
2023	07	7	6	1	348	1007
2023	08	6	6		55	0
2023	09	8	7	1	75	953
2023	10	2	2		4	0
2023	11	1	1		0	0
2023	12	3	3		142	0
2024	01	4	4		99	0
2024	02	2	2		197	0
2024	03	3	3		395	0
2024	04	2	2		352	0
2024	05	7	6	1	87	706
2024	06	1	1		2	0
2024	07	8	7	1	-94920	644
2024	08	2	2		108	0
2024	09	5	4	1	73	583
2024	10	1	1		1	0
2024	11	3	3		3	0
2024	12	2	2		48	0
2025	01	5	5		62	0
2025	02	2	2		53	0
2025	03	2	1	1	344	400
2025	04	1	1		8	0
2025	06	2	2		11	0
2025	07	1		1	0	274
2025	08	5	4	1	24	259
2025	09	1		1	0	216
2025	10	1	1		21	0
2025	11	2	1	1	109	157
2025	12	2	2		0	0
2026	01	3		3	0	101
2026	02	2	1	1	0	66
2026	03	1	1		22	0

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
112	920	10/13/21	R	Ilukowicz & Leach	Meter Install	2542 Durham-Dayton
	039-450014					
119	201	10/28/21	R	Henry Mattei	Meter Install	2425 Durham St
	040-221-001					
194	955	8/3/22	R	Caitlin and Michael Crete	Meter Install	2514 Durham-Dayton
	039-450-005					
231	18	3/23/23	R	Rosemary Bennett	Meter Install	2404 Serviss St
	040-240-006					
243	285	4/26/23	R	Bonnie Caskey	Meter Install	2554 Durham-Dayton
	039-450-018					
247	88	5/15/23	R	Brian Moffitt	Meter Install	2395 Serviss St
	040-240-033					
254	279	7/28/23	R	James Patterson	Meter Install	2534 Durham-Dayton
	039-450-011					
267	975	9/20/23	R	Thomas and Valerie Boe	Meter Install	9304 Holland Ave
	040-223-021					
293	217	5/24/24	R	Randy Samuelson	Meter Install	9353 Goodspeed St
	040-221-014					
304	315	7/25/24	R	Kenneth and Jennifer Bryant	Meter Install	2514 Burdick Rd
	039-540-010					
309	129	9/24/24	R	Robert Hindman	Meter Install	2404 Campbell St
	040-221-018					
328	133	3/26/25	R	Wes Lybbert	Meter Install	2370 Campbell St
	040-222-006					
334	108	7/30/25	R	Teresa Spohr	Water Operator	9260 Goodspeed St
	040-250-001					
336	1006	8/14/25	R	Daniel Carlson	Meter Install	2368 Brown St
	040-231-025					

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
340	85	9/26/25	R	Kevin Spafford	Meter Install	9639 Duckling Dr
						039-520-030
343	182	11/24/25	R	Richard Funkhouser	Meter Install	2388 Serviss St
						040-240-052
345	45	1/13/26	R	Camp & McLaughlin	Staff	9418 Midway
						040-210-006
346	925	1/16/26	R	Michael Mandry	Water Operator	9359 Midway
						040-222-004
348	1011	1/27/26	R	Rose Skytte	Water Operator	2399 Serviss St
						040-240-032
350	1009	2/23/26	R	Jamie Payne	Meter Install	2415 Florida Ln
						040-240-002

Mass Emergency Notification System Policy

Durham Irrigation District Mass Emergency Notification System Policy Adopted by the Board of Directors of Durham Irrigation District on: [Insert Date]

1. Purpose and Authority

1.1. The purpose of this Mass Emergency Notification System Policy is to establish guidelines for the appropriate, timely, accurate, secure, and authorized use of Durham Irrigation District's mass emergency notification system, currently operated through Regroup or any successor platform approved for District use.

1.2. The mass emergency notification system is intended to provide timely and accurate communications to District customers, staff, outside consultants, contractors, public agencies, and other stakeholders during emergencies, service disruptions, operational incidents, and other critical events affecting the District or its customers.

1.3. This Policy is intended to support the District's mission to obtain and manage affordable water in a manner that ensures the long-term viability of the District, and to promote effective public safety, customer communication, operational coordination, and emergency response.

1.4. This Policy shall be implemented consistently with applicable federal, state, and local laws and regulations, including laws governing public records, privacy, accessibility, emergency communications, water service, and public agency operations.

1.5. Nothing in this Policy limits the authority of District staff to take immediate action necessary to protect life, safety, property, water quality, District facilities, or continuity of District operations when time-sensitive circumstances require immediate response.

2. Scope

2.1. This Policy applies to all District employees, officers, contractors, consultants, and other authorized personnel who are responsible for sending, approving, managing, maintaining, or responding to notifications issued through the District's mass emergency notification system.

2.2. This Policy applies to notifications sent to any of the following groups, as applicable:

- District customers;
- District Board members;
- District employees and on-call personnel;
- District contractors and consultants, including engineering, communications, operations, and emergency-response consultants;
- Partner agencies and public officials;
- Other stakeholders who have opted in, been designated, or otherwise been lawfully included in the District's notification database.

Mass Emergency Notification System Policy

2.3. This Policy governs mass emergency notifications and critical District communications. It does not replace day-to-day operational communications, public meeting notices, agenda posting requirements, customer service communications, or other communications required by law or Board policy.

3. Definitions

3.1. **Board** means the Board of Directors of Durham Irrigation District.

3.2. **District** means Durham Irrigation District, a California irrigation district.

3.3. **Emergency Notification System** means the District-approved mass notification platform used to send urgent or critical messages by text message, telephone call, voicemail, email, or other available communication channels. The District's current system is operated through Regroup.

3.4. **Authorized User** means a District employee, officer, contractor, consultant, or other individual who has been approved by the Board President or designee to access, manage, or issue notifications through the Emergency Notification System.

3.5. **Critical District Information** means urgent information that the Board President or designee determines should be communicated promptly to customers, staff, consultants, partner agencies, or other stakeholders because the information affects public safety, water service, water quality, District facilities, emergency response, or continuity of District operations.

3.6. **Designated Board Member** means the Board President or another Board member designated by the Board or Board President to provide policy-level review of message content when time permits.

3.7. **Incident** means an emergency, service disruption, operational emergency, or other critical event for which the Emergency Notification System may be used under this Policy.

4. Authorized Use

4.1. The Emergency Notification System may be used for the following purposes:

4.1.1. Public Safety Emergencies

Natural disasters, wildfire, flood, earthquake, hazardous material incidents, evacuation-related information, public safety threats, or other conditions that may threaten life, health, safety, property, District facilities, or continuity of essential water service.

4.1.2. Service Disruptions

Water outages, planned or unplanned water shutoffs requiring urgent notice, boil water notices, water quality advisories, pressure issues, emergency repairs, major system repairs, or other service conditions materially affecting customers.

Mass Emergency Notification System Policy

4.1.3. Operational Emergencies

Infrastructure failure, facility damage, canal or pipeline failure, pump or treatment system failure, cybersecurity or security incidents, unsafe access conditions, staffing emergencies, or other situations requiring immediate attention from District staff, contractors, consultants, or partner agencies.

4.1.4. Critical District Information

Urgent announcements authorized by the Board President or designee that are necessary to protect public safety, District operations, District facilities, water service, water quality, or customer welfare.

4.1.5. System Enrollment and Contact Information Reminders

Periodic reminders to customers regarding how to sign up for emergency alerts, update contact information, or confirm notification preferences, provided such reminders are limited, practical, and related to maintaining the effectiveness of the Emergency Notification System.

4.2. The Emergency Notification System shall not be used for routine operational updates, general announcements, political messages, campaign-related communications, personal messages, routine public relations, non-urgent customer outreach, or other non-emergency communications unrelated to the purposes described in this Policy.

4.3. The District should use targeted messaging when practicable. When GIS mapping tools or customer-group functions are available within the Emergency Notification System, notifications should be directed only to the geographic area, customer group, staff group, or stakeholder group affected by the Incident, unless broader notice is necessary or appropriate.

5. Authority to Activate and Issue Notifications

5.1. The District Engineer, District Administrative Assistant or such other manager designated by the Board is the primary authority to approve and issue notifications through the Emergency Notification System.

5.2. In the absence or unavailability of the District Engineer or District Administrative Assistant, the District Operations Supervisor, designated on-call supervisor, or other Authorized User designated by the Board may initiate notifications when action is necessary to respond to an Incident.

5.3. The Board President may designate additional Authorized Users and may assign access levels based on job function, operational need, training, and emergency-response responsibilities.

5.4. Whenever time permits, message content shall be reviewed by the Board President or designee and a Designated Board Member before distribution.

Mass Emergency Notification System Policy

5.5. In urgent, time-sensitive, life-safety, water-quality, service-disruption, or operational-emergency situations where delay could pose risk to persons, property, water service, water quality, District facilities, or effective emergency response, authorized staff may issue notifications immediately without prior Board review. In such circumstances, staff shall inform the Board members as soon as reasonably practicable.

5.6. Board members provide policy oversight and may review message content when time permits, but Board review shall not delay necessary emergency notifications. Staff have authority to take immediate action under this Policy when circumstances are time-sensitive.

5.7. The Board may designate specific roles for individual Board members, the Board President, operations staff, consultants, or other personnel through separate resolution, administrative procedure, or incident-response protocol, provided such designation is consistent with this Policy.

6. Message Content and Format

6.1. Notifications shall be clear, concise, factual, professional, and appropriate to the circumstances. Messages shall avoid speculation, unsupported conclusions, unnecessary detail, inflammatory language, and statements outside the District's knowledge or authority.

6.2. When applicable, notifications should include:

- The nature of the emergency, service disruption, operational emergency, or critical event;
- The date and approximate time of the Incident or notice;
- The geographic area, service area, facility, customer group, staff group, or stakeholder group affected;
- Specific instructions for customers, staff, contractors, consultants, or stakeholders, such as boil water, conserve water, avoid an area, expect service interruption, check equipment, report conditions, or await further instructions;
- The source of the information, when appropriate;
- The expected duration, if known;
- Whether additional updates will follow;
- Contact information, website information, or other follow-up information as appropriate.

6.3. Where the Emergency Notification System permits multiple channels, the District may send notifications by text message, voice call, voicemail, email, or other available methods depending on urgency, audience, system functionality, and the nature of the Incident.

6.4. For events affecting only a portion of the District, Authorized Users should use GIS mapping, customer-group lists, location-based messaging, or other targeting tools when available and practicable.

Mass Emergency Notification System Policy

6.5. Updates shall be issued as new material information becomes available. When an Incident has concluded and it is appropriate to do so, the District should issue a final update or “all clear” message to the affected recipients.

6.6. Message templates may be developed and maintained for recurring situations, including water shutoffs, boil water notices, water quality advisories, evacuation-related coordination, system tests, and customer enrollment reminders. Templates shall be reviewed periodically and updated as needed.

7. Accessibility and Equity

7.1. The District will strive to make emergency notifications accessible to all customers and stakeholders, including persons with disabilities, persons with limited English proficiency, and persons who may not have access to a particular communication channel.

7.2. When available and practicable, the District may use voice messages, text messages, email, language translation, alternative formats, or other communication channels to improve accessibility.

7.3. The District may use voicemail or recorded-message capabilities to support accessibility for recipients who cannot receive or read written alerts.

7.4. Nothing in this Policy requires use of a communication method that is unavailable, impracticable, unreliable, or inappropriate under the emergency circumstances, but Authorized Users should consider accessibility and equity when selecting message content and communication channels.

8. Privacy and Data Protection

8.1. Customer contact information used in the Emergency Notification System shall be safeguarded and used only for District purposes authorized by this Policy, applicable law, or other lawful District business.

8.2. Customer contact information shall not be sold, shared for non-District purposes, or disclosed outside the District except as required by law, necessary to operate or maintain the Emergency Notification System, necessary to respond to an Incident, or authorized by the customer.

8.3. The District shall use reasonable administrative, technical, and physical safeguards to protect Emergency Notification System data from unauthorized access, use, disclosure, alteration, or destruction.

8.4. Authorized Users shall access only the information reasonably necessary to perform their assigned responsibilities.

Mass Emergency Notification System Policy

9. System Redundancy and Backup Communications

9.1. If the Emergency Notification System is unavailable, unreliable, insufficient, or inappropriate under the circumstances, the District may use backup communication methods, including:

- Door hangers;
- Website updates;
- Social media posts;
- Direct telephone calls;
- Email;
- Physical postings at District facilities or affected locations;
- Coordination with local public agencies;
- Radio or other media communications;
- Door-to-door notifications in extreme cases;
- Any other lawful and practical method appropriate to the Incident.

9.2. The Board President or designee may determine which backup communication methods are appropriate based on urgency, affected audience, available personnel, safety conditions, and available technology.

9.3. Use of backup communication methods should be documented when practicable, particularly for significant Incidents affecting public safety, water quality, or water service.

10. Security and Access Control

10.1. Access to the Emergency Notification System shall be limited to Authorized Users approved by the Board President or designee.

10.2. User accounts shall be password-protected and shall not be shared.

10.3. Authorized Users shall comply with District cybersecurity, password, confidentiality, and data-protection requirements.

10.4. The Board President or designee shall periodically review user access and may add, modify, suspend, or revoke access when appropriate.

10.5. Access shall be removed or modified when an Authorized User no longer requires system access due to a change in job duties, separation from District service, termination of a contract, completion of a consulting assignment, or other change in authorization.

10.6. The District may maintain different access levels for users, including administrative access, message-drafting access, approval access, contact-list management access, or read-only access, as appropriate.

Mass Emergency Notification System Policy

11. Training

11.1. Training shall be provided at least annually to all Authorized Users on proper use of the Emergency Notification System.

11.2. Training should include, as applicable:

- Authorized and prohibited uses;
- Message approval and activation procedures;
- Message drafting standards;
- Use of GIS mapping or targeted-recipient tools;
- Privacy and data-protection obligations;
- Accessibility considerations;
- Recordkeeping requirements;
- Testing procedures;
- Backup communication methods;
- Procedures for urgent notifications when prior approval is not practicable.

11.3. The District may provide additional training after system upgrades, staffing changes, significant Incidents, after-action reviews, or changes in law, technology, or District procedures.

12. Testing

12.1. The Emergency Notification System shall be tested at least twice per calendar year to confirm functionality, user readiness, contact-data reliability, message-delivery capability, and internal response procedures.

12.2. Tests may be internal-only or may include public messaging, depending on the purpose of the test.

12.3. Customers shall be notified in advance of any scheduled test that includes public messaging, unless advance notice is impracticable or inconsistent with the test objective.

12.4. Test messages shall clearly identify themselves as tests and shall not create unnecessary alarm.

12.5. Test results should be reviewed by the Board President or designee, and any significant issues should be corrected as reasonably practicable.

13. Recordkeeping

13.1. All notifications issued through the Emergency Notification System shall be logged and archived for compliance, review, customer-service, and after-action reporting purposes.

13.2. Records should include, when available:

- Date and time the notification was issued;

Mass Emergency Notification System Policy

- Authorized User who issued or approved the notification;
- Message content;
- Recipient group or geographic area;
- Communication channels used;
- Delivery reports;
- Failure reports;
- Customer response data or reply information, if collected;
- Related Incident or operational reference information.

13.3. Reports of message delivery and customer response shall be retained for at least three years, unless a longer retention period is required by law, litigation hold, District records-retention schedule, grant requirement, regulatory requirement, or Board direction.

13.4. Records created under this Policy may be subject to applicable public records laws, privacy protections, exemptions, privileges, and retention requirements.

14. False, Unauthorized, or Inappropriate Use

14.1. False, unauthorized, negligent, reckless, or inappropriate use of the Emergency Notification System is prohibited.

14.2. Prohibited conduct includes, but is not limited to:

- Issuing a notification without authorization, except where immediate action is authorized under this Policy;
- Sending knowingly false, misleading, speculative, or unsupported information;
- Using the system for political, personal, commercial, or non-District purposes;
- Sharing login credentials;
- Accessing or using customer contact information for unauthorized purposes;
- Sending non-emergency messages except as authorized by this Policy;
- Failing to follow material security or privacy requirements;
- Interfering with system operation or message delivery.

14.3. Violations of this Policy may result in revocation of system access, corrective action, contract remedies, disciplinary action (up to and including termination of employment), referral to appropriate authorities, or other action available to the District under applicable law, contract, or District policy.

15. Roles and Responsibilities

15.1. **Board of Directors.** The Board provides policy oversight, adopts and amends this Policy, reviews the effectiveness of the Emergency Notification System as appropriate, and may designate a Board member to review message content when time permits.

Mass Emergency Notification System Policy

15.2. **Designated Board Member.** The Designated Board Member may review message content when time permits and may provide policy-level input, but shall not delay immediate notifications when staff determine that time-sensitive circumstances require prompt action.

15.3. **Board President or District Engineer.** The Board President or District Engineer has primary responsibility for implementation of this Policy, designation of Authorized Users, approval and issuance of notifications, training, testing, records, and coordination with the Board and staff.

15.4. **Operations Supervisor or On-Call Supervisor.** The Operations Supervisor or designated on-call supervisor may initiate notifications in the Board President's or District Engineer's absence, or when immediate action is necessary to respond to an Incident.

15.5. **Authorized Users.** Authorized Users are responsible for using the Emergency Notification System only as authorized, maintaining account security, issuing accurate and professional messages, complying with this Policy, and documenting notifications as required.

15.6. **Consultants and Contractors.** Consultants and contractors may assist with technical, engineering, communications, operations, or emergency-response functions when authorized by the Board President or designee. Consultants and contractors shall not issue notifications unless expressly authorized to do so.

15.7. **District Counsel.** District Counsel may provide legal guidance regarding message content, regulatory requirements, public records, privacy, accessibility, and policy interpretation when time permits or when requested.

15.8. The District may develop administrative procedures or incident-specific protocols assigning responsibilities to specific personnel, including responsibilities for individuals serving in operations, communications, engineering, or emergency-response roles.

16. Compliance with Legal and Regulatory Requirements

16.1. Notifications issued under this Policy shall comply with applicable federal, state, and local laws and regulations, including requirements relating to water quality, public health, emergency response, public records, privacy, accessibility, and public agency communications.

16.2. If a regulatory agency requires specific content, timing, delivery method, or follow-up for a notice, the District shall comply with the applicable regulatory requirement.

16.3. If this Policy conflicts with applicable law or a mandatory regulatory requirement, the law or regulatory requirement shall control.

17. Review and Updates

17.1. This Policy shall be reviewed annually by the Board of Directors.

Mass Emergency Notification System Policy

17.2. The Policy may be updated as necessary to reflect changes in technology, vendors, staffing, emergency-response practices, legal or regulatory requirements, District operations, or lessons learned from testing or actual Incidents.

17.3. The Board may amend, suspend, or rescind this Policy by subsequent Board action, subject to applicable law.

18.- Effective Date

18.1. This Policy shall become effective immediately upon adoption by the Board of Directors of Durham Irrigation District, unless the Board specifies a different effective date.

19. Adoption

19.1. This Policy was adopted by the Board of Directors of Durham Irrigation District at a duly noticed public meeting held on [**Insert Date**].

Name/Title	Signature	Date
Matt Doyle, Board Chair		
Kevin Phillips, Board Secretary		

RESOLUTION NO. 2026-xx

RESOLUTION OF THE BOARD OF DIRECTORS OF
DURHAM IRRIGATION DISTRICT

**A Resolution of the Board of Directors of Durham Irrigation District Adopting a Mass
Emergency Notification System Policy**

Adopted _____, 2026

Recitals

WHEREAS, Durham Irrigation District is a California irrigation district governed by a Board of Directors; and

WHEREAS, the District uses a mass emergency notification system to provide timely communications to customers, staff, consultants, contractors, public agencies, and other stakeholders during emergencies, service disruptions, operational incidents, and other critical events; and

WHEREAS, the Board of Directors desires to establish written procedures governing the authorized use, activation, message content, security, access, testing, training, recordkeeping, privacy, accessibility, and backup communication procedures for the District's mass emergency notification system; and

WHEREAS, the Board of Directors has reviewed the proposed Mass Emergency Notification System Policy and finds that adoption of the policy will promote public safety, operational readiness, customer communication, accountability, and orderly administration of District communications during emergencies and other critical events.

Resolution

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Durham Irrigation District as follows:

1.- **Adoption of Policy.** The Board of Directors hereby adopts the Durham Irrigation District Mass Emergency Notification System Policy, in substantially the form presented to the Board and incorporated by this reference.

2.- **Implementation.** The Board President, Board Secretary, District staff, and District Counsel are authorized and directed to take all actions reasonably necessary to implement the Policy, including preparing administrative procedures, message templates, user access procedures, training materials, testing procedures, and recordkeeping protocols consistent with the Policy and applicable law.

RESOLUTION 2026-xx

3.- **Effective Date.** This Resolution and the Policy shall become effective immediately upon adoption.

4.- **Future Amendments.** The Board of Directors may amend, suspend, or rescind the Policy by subsequent Board action, subject to applicable law.

Adoption

PASSED AND ADOPTED by the Board of Directors of Durham Irrigation District at a duly noticed public meeting held on _____, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Matt Doyle
Chair, Board of Directors
Durham Irrigation District

ATTEST:

Jeannie Trizzino
Clerk, Board of Directors
Durham Irrigation District

Remote Appearance and Public Participation Policy

Durham Irrigation District Remote Appearance and Public Participation Policy Adopted by the Board of Directors of Durham Irrigation District on: [Insert Date]

1. Purpose and Authority

1.1. The purpose of this Remote Appearance and Public Participation Policy is to establish procedures for remote participation by members of the Board of Directors of Durham Irrigation District and for remote attendance and public participation by members of the public at meetings of the Board and other Brown Act legislative bodies of the District.

1.2. This Policy is intended to comply with the Ralph M. Brown Act, including California Government Code sections 54950 et seq., including but not limited to sections 54953, 54953.8, 54953.8.2, 54953.8.3, 54954.2, 54954.3, and 54957.95, as amended from time to time.

1.3. This Policy is intended to facilitate public access, transparency, and orderly conduct of District meetings while preserving all rights of the public to attend, observe, and provide public comment as required by law.

1.4. Nothing in this Policy shall be interpreted to limit the District's ability to provide greater public access to its meetings than the minimum access required by the Brown Act.

2. Definitions

2.1. **Board** means the Board of Directors of Durham Irrigation District.

2.2. **District** means Durham Irrigation District, a California special district.

2.3. **Legislative Body** means the Board and any other District body subject to the Ralph M. Brown Act, including any standing committee or other body that qualifies as a legislative body under Government Code section 54952.

2.4. **Remote Application** means any District-approved internet-based, telephonic, audiovisual, or other electronic platform used to allow members of the Board, other Legislative Body members, District staff, and members of the public to hear, observe, attend, or participate in a meeting remotely. Examples may include Zoom, Microsoft Teams, or another platform approved by the Board.

2.5. **Remote Participation** means participation in a meeting by a Board member or other Legislative Body member from a location other than a physical meeting location designated in the meeting notice or agenda.

2.6. **Teleconference** means a meeting of a Legislative Body, the members of which are in different locations and connected by electronic means, through audio, video, or both.

Remote Appearance and Public Participation Policy

2.7. **Two-Way Audiovisual Platform** means an online platform that allows participants to participate through interactive video conference and two-way telephonic service, as provided by applicable law.

2.8. **Two-Way Telephonic Service** means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

2.9. **Remote Location** means a location from which a Board member or other Legislative Body member participates remotely, other than a physical meeting location designated in the notice or agenda. Unless required by traditional Brown Act teleconference procedures, a Remote Location need not be open or accessible to the public when remote participation is authorized under an applicable statutory exception.

3. General Policy

3.1. District meetings shall be conducted in a manner that protects the statutory and constitutional rights of the public appearing before the District.

3.2. All meetings of the Board and any other District Legislative Body shall be open and public, except as otherwise permitted by the Brown Act.

3.3. The District may use remote meeting technology for the benefit of the public, the Board, District staff, and the orderly administration of District business, subject to compliance with this Policy and applicable law.

3.4. Unless otherwise authorized by law, the District shall maintain a physical meeting location that is identified on the meeting agenda, open to the public, accessible to the public, and located within the boundaries of the territory over which the District exercises jurisdiction.

3.5. When required by law, at least a quorum of the Board or other Legislative Body shall participate in person from a single physical location that is clearly identified on the agenda, open to the public, and located within the District's jurisdiction.

3.6. All votes taken during a teleconference or remote-participation meeting shall be by roll call.

3.7. No action shall be taken by secret ballot, whether preliminary or final.

3.8. The Board shall publicly report any action taken and the vote or abstention of each member present for the action.

4. Public Remote Attendance and Public Comment

4.1. When the District provides remote access to a meeting through a Remote Application, the agenda shall identify the means by which members of the public may access the meeting and offer public comment.

Remote Appearance and Public Participation Policy

4.2. The District may provide remote public access through any legally permissible method, including:

- a two-way audiovisual platform;
- a two-way telephonic service and live webcasting;
- a call-in option;
- an internet-based service option; or
- any other method authorized by applicable law.

4.3. Members of the public attending remotely shall be provided an opportunity to address the Board or other Legislative Body directly, consistent with Government Code section 54954.3 and the District's rules for public comment.

4.4. The District shall not require public comments to be submitted in advance of the meeting as the only means of providing public comment. The District shall provide an opportunity for the public to address the Board or other Legislative Body and offer comment in real time when required by law.

4.5. If the District provides both in-person and remote public comment, remote commenters shall be provided an opportunity to comment with the same time allotment as members of the public attending in person, unless a different procedure is expressly authorized by law.

4.6. If the District uses a third-party Remote Application that requires registration to participate, a member of the public may be required to register as required by that third-party platform. The District shall not impose unnecessary registration requirements that are inconsistent with the Brown Act.

4.7. The Board may adopt and enforce reasonable regulations on the total amount of time allocated for public testimony on particular issues and for each individual speaker, provided those regulations are applied consistently and in compliance with the Brown Act.

4.8. If the Board provides a timed public comment period for an agenda item, the Board shall not close the public comment period for that item, or the opportunity to register to provide public comment, until the timed public comment period has elapsed.

4.9. If the Board takes public comment separately on each agenda item but does not use a timed public comment period, the Board shall allow a reasonable amount of time per agenda item for members of the public to register or otherwise be recognized for the purpose of providing public comment.

4.10. If the Board provides a timed general public comment period, the Board shall not close the general public comment period, or the opportunity to register to provide general public comment, until the timed general public comment period has elapsed.

Remote Appearance and Public Participation Policy

5. Agenda and Notice Requirements

5.1. For regular meetings, the District shall post an agenda at least 72 hours before the meeting in the manner required by the Brown Act.

5.2. Each agenda shall specify the time and location of the meeting and shall include a brief general description of each item of business to be transacted or discussed, including items to be discussed in closed session.

5.3. If the District provides remote access or remote public comment, the agenda shall include instructions for accessing the meeting through the Remote Application, including any call-in number, internet link, meeting identification number, passcode, registration instruction, or other access information required to attend or comment.

5.4. If the District uses traditional teleconferencing under Government Code section 54953 without relying on an exception to the teleconference-location requirements, the agenda shall identify each teleconference location, the agenda shall be posted at each teleconference location, each teleconference location shall be accessible to the public, and members of the public shall be allowed to address the Legislative Body from each teleconference location.

5.5. If a Board member or other Legislative Body member participates remotely under an exception that does not require the Remote Location to be identified or open to the public, the agenda shall identify the physical meeting location and the means by which the public may attend and comment, but need not identify the member's Remote Location unless required by applicable law.

5.6. Each agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

5.7. If the District maintains an internet website, the District shall post agendas online in the manner required by Government Code section 54954.2 and any other applicable law.

6. Board Member Remote Participation Under Traditional Teleconference Rules

6.1. A Board member may participate remotely through traditional teleconferencing when all Brown Act requirements for traditional teleconferencing are satisfied.

6.2. Unless an exception applies, the following requirements shall apply to traditional teleconferencing:

- each teleconference location shall be identified in the notice and agenda;
- the agenda shall be posted at each teleconference location;
- each teleconference location shall be accessible to the public;

Remote Appearance and Public Participation Policy

- members of the public shall be permitted to address the Board from each teleconference location;
- at least a quorum of the Board shall participate from locations within the boundaries of the territory over which the District exercises jurisdiction, unless otherwise authorized by law; and
- all votes shall be taken by roll call.

6.3. A Board member using traditional teleconferencing should notify the Board Secretary or Administrative Staff sufficiently in advance of the meeting to allow the District to prepare and post the agenda in compliance with the Brown Act.

7. Board Member Remote Participation for Just Cause or Emergency Circumstances

7.1. A Board member may participate remotely for just cause or emergency circumstances when permitted by the Brown Act and when the District satisfies all procedural requirements applicable to that form of remote participation.

7.2. Remote participation under this section may be used only if, during the meeting, at least a quorum of the Board participates in person from a single physical location that is:

- clearly identified on the agenda;
- open to the public; and
- located within the boundaries of the territory over which the District exercises jurisdiction.

7.3. A Board member seeking to participate remotely for just cause shall notify the Board at the earliest opportunity possible, including at the start of a regular meeting, of the need to participate remotely and shall provide a general description of the circumstances relating to the need to appear remotely.

7.4. A Board member seeking to participate remotely due to emergency circumstances shall make the request as soon as possible and shall make a separate request for each meeting in which remote participation is sought.

7.5. If a request to participate remotely due to emergency circumstances does not allow sufficient time to place the proposed action on the posted agenda, the Board may consider and act on the request at the beginning of the meeting to the extent authorized by Government Code section 54954.2 and other applicable law.

7.6. A general description of just cause or emergency circumstances should be brief and shall not require the Board member to disclose a medical diagnosis, disability, confidential medical information, or other information protected from disclosure by law.

Remote Appearance and Public Participation Policy

7.7. A Board member participating remotely under this section shall participate through both audio and visual technology, unless a different procedure is expressly authorized by law as a reasonable accommodation for disability.

7.8. Before any action is taken, a Board member participating remotely under this section shall publicly disclose whether any other individuals 18 years of age or older are present in the room at the Remote Location with the member and the general nature of the member's relationship with any such individuals.

7.9. The minutes of the meeting shall identify each Board member participating remotely and the specific statutory basis or category relied upon for that remote participation.

7.10. For purposes of this Policy, just cause may include any ground authorized by the Brown Act, including but not limited to:

- childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner;
- contagious illness preventing in-person attendance;
- a physical or mental condition not otherwise addressed as a disability accommodation;
- travel while on official business of the District or another state or local agency;
- need related to an immunocompromised qualifying family member;
- physical or family medical emergency preventing in-person attendance; or
- military service obligations to the extent authorized by applicable law.

7.11. Remote participation under this section shall not be used by any Board member more frequently than permitted by applicable law. Unless the law is amended to provide otherwise, the maximum number of remote meetings per Board member per calendar year shall be:

Board Meeting Frequency	Maximum Remote Meetings Per Board Member Per Year
The Board regularly meets once per month or less	2 meetings
The Board regularly meets twice per month	5 meetings
The Board regularly meets three or more times per month	7 meetings

7.12. For purposes of counting remote meetings under section 7.11, any number of meetings of the Board that begin on the same calendar day shall count as one meeting, unless applicable law provides otherwise.

Remote Appearance and Public Participation Policy

7.13. The Board Secretary or other person designated by the Board shall maintain a record of each Board member's remote participation under this section for purposes of monitoring compliance with applicable limits.

8. Remote Participation as a Disability Accommodation

8.1. Nothing in this Policy shall prohibit a Board member or other Legislative Body member with a disability from participating remotely as a reasonable accommodation pursuant to applicable law.

8.2. A request for remote participation as a disability accommodation shall be processed in accordance with the District's procedures for reasonable accommodation and applicable federal and state disability law.

8.3.- A member participating remotely as a disability accommodation shall participate through both audio and visual technology, except that a member with a disability may participate through audio technology only if a physical condition related to the disability results in a need to participate off camera and such participation is permitted by applicable law.

8.4. Before any action is taken, a member participating remotely as a disability accommodation shall disclose whether any other individuals 18 years of age or older are present in the room at the Remote Location with the member and the general nature of the member's relationship with any such individuals, unless a different procedure is required by law.

8.5. Remote participation as a disability accommodation shall be treated as in-person attendance for quorum and location purposes to the extent required by applicable law.

9. Emergency Teleconference Meetings

9.1. The Board may conduct a teleconference meeting under emergency procedures when authorized by the Brown Act during a proclaimed state of emergency or local emergency.

9.2. Emergency teleconference procedures may be used when the Board is meeting for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

9.3. Emergency teleconference procedures may also be used after the Board has determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

9.4. If the state of emergency or local emergency remains active, the Board shall make any findings required by law at the intervals required by law in order to continue using emergency teleconference procedures.

9.5. Unless otherwise required by law, emergency teleconference procedures shall not require the District to provide a physical location from which the public may attend or comment.

Remote Appearance and Public Participation Policy

9.6. The District shall provide notice of the means by which members of the public may access the meeting and offer public comment, including a call-in option or internet-based service option, as required by law.

9.7. During an emergency teleconference meeting, the District shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the Board and offer comment in real time, unless a different procedure is authorized by law.

10. Disruption of Remote Access

10.1. If the District provides remote public access or remote public comment, the District shall make reasonable efforts to ensure that the Remote Application is operational during the meeting.

10.2. If a disruption prevents the District from broadcasting the meeting to members of the public using the call-in option, internet-based service option, or other Remote Application, the Board shall take no further action on agenda items until public access is restored, to the extent required by law.

10.3. If a disruption within the District's control prevents members of the public from offering public comment using the call-in option, internet-based service option, or other Remote Application, the Board shall take no further action on agenda items until the ability to provide public comment is restored, to the extent required by law.

10.4. The Board may not continue to receive staff reports, ask questions, or conduct other activities during a disruption of remote access.

10.5. If remote access cannot be restored after reasonable efforts, the Board shall follow any procedures required by the Brown Act, including recessing, continuing, or adjourning the meeting when required or appropriate.

10.6. The Board President, or Board Secretary may temporarily recess a meeting to address technical issues affecting remote public access or remote public comment.

11. Meeting Decorum and Disruptive Conduct

11.1. The Board may adopt and enforce reasonable rules of decorum for in-person and remote participation, including rules governing speaker time limits, identification of speakers, muting of remote participants when not recognized to speak, and removal of disruptive participants to the extent permitted by law.

11.2. Members of the public participating remotely shall be subject to the same generally applicable rules of order and decorum that apply to members of the public attending in person.

Remote Appearance and Public Participation Policy

11.3. The District may mute remote participants when they are not recognized to speak in order to prevent background noise, preserve meeting order, and ensure that the public can hear the proceedings.

11.4. The Board President or presiding officer may warn a participant whose conduct disrupts the meeting and may direct staff to take reasonable steps to address the disruption, including muting or removing a participant from the Remote Application, only to the extent permitted by Government Code section 54957.95 and other applicable law.

11.5. Nothing in this Policy authorizes the District to restrict public criticism of the policies, procedures, programs, services, acts, or omissions of the District, the Board, or District officers or employees, except as permitted by the Brown Act.

12. Roles and Responsibilities

12.1. The **Board President** or other presiding officer shall conduct meetings in accordance with the Brown Act, this Policy, and any applicable Board rules of procedure.

12.2. The **Board President** or designee shall be responsible for implementing this Policy, selecting or approving the Remote Application, coordinating technical support, and ensuring that meeting procedures are reasonably designed to comply with the Brown Act.

12.3. The **Board Secretary** or designee shall be responsible for agenda posting, public notice, meeting minutes, roll-call vote recording, and tracking remote participation when required by this Policy.

12.4. District staff may provide instructions to members of the public regarding how to access the meeting, provide public comment, request accommodations, and report technical difficulties.

12.5. Board members seeking to participate remotely shall provide notice as early as possible and shall cooperate with District staff to ensure that all legal requirements for remote participation are satisfied.

13. Minutes and Records

13.1. Meeting minutes shall record all actions taken by the Board and the vote or abstention of each member present for the action.

13.2. When a Board member participates remotely under a statutory exception, the minutes shall identify the member and the provision or category of law relied upon for remote participation, to the extent required by law.

13.3. Any recording of an open and public meeting made by or at the direction of the District shall be maintained and made available in accordance with the Brown Act, the California Public Records Act, and the District's records retention policies.

Remote Appearance and Public Participation Policy

13.4. The District is not required to prepare a verbatim transcript of meetings unless required by law or directed by the Board.

14. Disability Access and Reasonable Accommodation

14.1. The District shall have and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act, the Brown Act, and other applicable law.

14.2. Each meeting agenda shall provide notice of the procedure for requesting disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting.

14.3. The District shall resolve any doubt in favor of accessibility when processing requests for accommodation.

14.4. The District shall conduct meetings subject to the Brown Act consistent with applicable civil rights and nondiscrimination laws.

15.- Use of Remote Application

15.1. The District may designate one or more Remote Applications for meetings, including different platforms for different types of meetings, provided the selected platform allows the District to comply with applicable public access and public comment requirements.

15.2. The District may establish administrative procedures for use of the Remote Application, including procedures for:

- joining the meeting;
- speaker identification;
- requesting to provide public comment;
- muting and unmuting participants;
- submitting written comments;
- requesting technical assistance;
- requesting interpretation assistance if offered or required; and
- requesting disability-related accommodations.

15.3. Technical failure of a member of the public's personal device, internet connection, telephone service, software, or other equipment shall not require the District to stop, recess, or continue a meeting unless required by law.

15.4. Technical failure of the District's Remote Application, equipment, or service shall be handled in accordance with Section 10 of this Policy and applicable law.

15.5. The District may change the Remote Application used for meetings when necessary or appropriate, provided the agenda contains current access information for the meeting.

Remote Appearance and Public Participation Policy

16. Written Public Comments

16.1. The District may allow members of the public to submit written comments before or during a meeting by email, mail, webform, or other method designated by the District.

16.2. Written comments are supplementary to, and shall not replace, the public's opportunity to provide real-time oral public comment when real-time oral public comment is required by law.

16.3. Written comments received within the time specified on the agenda may be distributed to the Board or included in the administrative record in accordance with District procedures.

16.4. The District may establish reasonable deadlines for submission of written comments to allow timely distribution to the Board, provided those deadlines do not eliminate any public-comment opportunity required by law.

17. Additional Public Access Requirements for Covered Large Special Districts

17.1. This Section applies only **if and when** the District qualifies as an "eligible legislative body" under applicable Brown Act provisions governing additional remote access, translation, agenda, and public participation requirements for certain local agencies and special districts.

17.2. If this Section becomes applicable, the District shall comply with all additional requirements by the operative date required by law, including any requirements to:

- provide remote attendance at open and public meetings through a two-way telephonic service or two-way audiovisual platform, unless adequate telephonic or internet service is not operational at the meeting location;
- provide remote public comment with the same time allotment as in-person public comment;
- adopt a disruption policy at a noticed public meeting in open session and not on the consent calendar;
- reasonably assist members of the public who wish to translate a public meeting or receive interpretation provided by another member of the public, to the extent required by law;
- maintain an electronic system for accepting and fulfilling requests for agendas and meeting documents;
- maintain an accessible internet webpage dedicated to public meetings;
- conduct reasonable outreach to encourage public participation by residents, including underrepresented communities and non-English-speaking communities; and
- translate agendas and public meeting webpages into applicable languages when required by law.

Remote Appearance and Public Participation Policy

17.3. If the District determines that this Section applies, the Board shall direct the Board President or designee to prepare administrative procedures to implement the additional requirements.

17.4. If applicable law permits the Board to determine applicable languages based on the population of either the county with the greatest population within the District boundaries or the service area of the District, the Board may make that determination by motion, resolution, or other action taken at a noticed public meeting.

18. Conflicts With Law

18.1. This Policy is intended to be interpreted consistently with the Brown Act and all other applicable laws.

18.2. If any provision of this Policy conflicts with state or federal law, the law shall control, and the remaining provisions of this Policy shall remain in effect to the fullest extent permitted by law.

18.3. If the Brown Act is amended after adoption of this Policy, this Policy shall be deemed automatically modified to the minimum extent necessary to comply with the amended law, pending formal Board review and amendment.

19. Implementation and Review

19.1. The Board President, Board Secretary, and District Counsel are authorized to develop administrative procedures, agenda language, meeting instructions, and forms necessary to implement this Policy.

19.2. District staff shall periodically review this Policy and recommend updates to the Board as needed to maintain compliance with the Brown Act and other applicable law.

19.3. The Board may amend, suspend, or rescind this Policy by Board action, subject to the Brown Act and other applicable law.

19.4. This Policy shall take effect immediately upon adoption unless the Board specifies a later effective date.

20. Adoption

20.1. This Policy was adopted by the Board of Directors of Durham Irrigation District at a duly noticed public meeting held on **[Insert Date]**.

Name/Title	Signature	Date
Matt Doyle, Board Chair		
Kevin Phillips, Board Secretary		

RESOLUTION NO. 2026-xx

RESOLUTION OF THE BOARD OF DIRECTORS OF
DURHAM IRRIGATION DISTRICT

Resolution of the Board of Directors of Durham Irrigation District Adopting a Remote
Appearance and Public Participation Policy
Adopted _____, 2026

Recitals

WHEREAS, Durham Irrigation District is a California special district governed by a Board of Directors; and

WHEREAS, meetings of the Board of Directors are subject to the Ralph M. Brown Act, Government Code section 54950 et seq.; and

WHEREAS, the Board of Directors desires to adopt procedures governing remote appearances by Board members and remote attendance and participation by members of the public, consistent with the Brown Act and applicable law; and

WHEREAS, the Board of Directors has reviewed the proposed Remote Appearance and Public Participation Policy and finds that adoption of the policy will promote public access, transparency, orderly meeting administration, and compliance with applicable open meeting requirements.

Resolution

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Durham Irrigation District as follows:

- 1.- **Adoption of Policy.** The Board of Directors hereby adopts the Durham Irrigation District Remote Appearance and Public Participation Policy, in substantially the form presented to the Board and incorporated by this reference.
- 2.- **Implementation.** The Board President, Board Secretary, and District Counsel are authorized and directed to take all actions reasonably necessary to implement the Policy, including preparing agenda language, meeting instructions, forms, and administrative procedures consistent with the Policy and applicable law.
- 3.- **Effective Date.** This Resolution and the Policy shall become effective immediately upon adoption.
- 4.- **Future Amendments.** The Board of Directors may amend, suspend, or rescind the Policy by subsequent Board action, subject to the Brown Act and other applicable laws.

RESOLUTION 2026-xx

Adoption

PASSED AND ADOPTED by the Board of Directors of Durham Irrigation District at a duly noticed public meeting held on _____, **2026**, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Matt Doyle
Chair, Board of Directors
Durham Irrigation District

ATTEST:

Jeannie Trizzino
Clerk, Board of Directors
Durham Irrigation District

Brown General Engineering, Inc
 9156 HOLLAND AVE
 DURHAM, CA 95938
 +15302282660
 nancy@browngeneralengineering.com



ESTIMATE

ADDRESS

Mike Butler
 Durham Irrigation Dist.
 9418-C, Midway
 Durham, CA 95938

SHIP TO

Mike Butler
 Durham Irrigation Dist.
 2346 Brown St.
 Durham, CA 95938

ESTIMATE # 1426

DATE 01/28/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Rock&Grading	3,500 sf. -Excavate native dirt down 4" compact and spread excess spoils in open dirt area. -Scarify and compact native prior to rock placement. -Buy, haul, Place and compact new 6" base rock section. -Clean up and recompact existing base off haul old broken concrete and asphalt piles.	1	5,200.00	5,200.00

SUBTOTAL	5,200.00
TAX	0.00
TOTAL	\$5,200.00

Accepted By

Accepted Date



COMMERCIAL
PUMP & MECHANICAL INC.

11254 Midway | 530.899.1583v
Chico CA 95928 | 530.899.7225f

May 6, 2026

Adam Daigle
Sierra Water Utility
1380 East Ave, Ste 124 PMB 313
Chico, CA 95926

RE: Estimate for Top End Work Alley Well #3

Option #1: Replace Stub Shaft, Mechanical Seal, Shim

1 – 1-1/4” John Crane 5610 Mechanical Seal with Flush Port	\$ 3,025.00
1 – 1-1/4” Stainless Steel Sub Shaft (5’)	\$ 269.00
1 – SS Shims	\$ 100.00
1 – Electrical Fittings and Tapes	\$ 75.00
Sales Tax (9.25%)	\$ 320.88
Travel to and from Site, Remove Roof, Remove Motor, Pull Head, Inspect, Replace 5’ Stub Shaft, Reassemble, Shim Head, Install New Mechanical Seal, Replace Motor, Install Head Shaft with Customer’s Steady Bushing, Wire Motor and Start-Up, Replace Roof, 2 Man Crew with 17 Ton Crane and Service Truck, Estimated 8 Hours @ \$420/Hour	\$ 3,360.00

Total Option #1 \$ 7,149.88

Option #2: Add Anchors, Special Length Line Shaft, Mechanical Seal, Shim

1 – 1-1/4” John Crane 5610 Mechanical Seal with Flush Port	\$ 3,025.00
1 – 1-1/4” x Special Length Stainless Steel Line Shaft	\$ 409.00
1 – SS Shims	\$ 100.00
4 – Anchors	\$ 100.00
1 – Electrical Fittings and Tapes	\$ 75.00
Sales Tax (9.25%)	\$ 343.08
Travel to and from Site, Remove Roof, Remove Motor, Pull Head, Inspect, Remove Stub Shaft, and 10’ Line Shaft, Replace with Special Length Line Shaft, Install Anchors, Reassemble, Shim Head, Install New Mechanical Seal, Replace Motor, Install Head Shaft with Customer’s Steady Bushing, Wire Motor and Start-Up, Replace Roof, 2 Man Crew with 17 Ton Crane and Service Truck, Estimated 10 Hours @ \$420/Hour	\$ 4,200.00

Total Option #2 \$ 8,252.08

- Continued -

RE: Estimate for Alley Well #3, Continued

Note: Field Labor is Estimated, Actual Time will be Billed at the Rates Shown Portal to Portal.

Thank you for the opportunity to quote and for your confidence in Commercial Pump and Mechanical.



Grant Stanley
Commercial Pump & Mechanical, Inc.



Date: 4/20/2026

Proposal# DKG260445N
 Prevailing Wage Y/N N

Customer Value Agreement (CVA)
 Prepared for:

Durham Irrigation

Acct # 2060500
 Name: Adam Daigle
 Phone: 530 680 1342
 E-mail: adamgdswu@gmail.com
 Billing Address: PO Box 1355 Chico CA 95926

Prepared By: Dennis Gordon
 Title: Product Support Sales Representative
 Phone: 530 227 2923
 E-mail: dkgordon@petersonpower.com

Peterson Power Systems, Inc. agrees to perform the services listed below for
Durham Irrigation

The agreement will be for a period of: One Year
 Commencing on: Acceptance Date
 These services will be performed on the units listed below at the stated price:
 The units are located at: two sites Durham

The services have been designed around the Manufacturer's Recommended Standards, will be performed on a flat fee basis and include labor, travel and service parts as indicated below. Taxes, if applicable, are not reflected, unless otherwise noted. Following is a summary of charges for the agreement.

The services listed below include, but are not limited to, the following. For a complete listing of service options available through Peterson Power please see Attachment B.

An **Inspection** includes an individual inspection of each unit. The technician will verify the fluid levels (oil, coolant and fuel), service the batteries, ensure proper operation of battery charging system, perform an operational check of the engine and generator (as applicable), and provide a completed service report detailing the service and any potential problems that should be addressed.

An **Annual Service** includes a full inspection (see description above) of each unit and a full service which includes; the replacement of engine oil, oil filters and fuel filters. Air filters are replaced on an as needed basis for an additional charge. Please contact your PSSR if you would like your air filters replaced.

Load Bank Testing is recommended annually for any generator that is not run "under load" (maintaining a load of at least 30% of its kilowatt (kW) rating) regularly, to ensure the proper operation of your generator. A Load Bank Test will include the connection of a portable resistive Load Bank. Load test duration is specified below in the pricing Spreadsheet.

Every three years, engine manufacturers recommend replacement of cooling system belts, cooling system hoses and coolant. In addition, the (PM-3) includes upgrading block heater hoses to high temperature silicone hoses. Block heater isolation ball valves will be installed on any engine not already (if applicable) equipped. Engine thermostat and radiator cap are also replaced.

Batteries are recommended for replacement on a three year cycle and will be replaced with Maintenance Free batteries unless otherwise specified by the customer.

SUMMARY OF SERVICE PRICING FROM ABOVE GRID	
Year 1	\$3,055.00
Total	\$3,055.00

customer. The Purchaser will be charged for travel time and mileage associated with any service cancelled on the same date it was scheduled. For further terms and conditions please see Peterson Power Systems, Inc. Customer Value Agreement Terms and Conditions please see Attachment A..

Attachment A

1. Terms and Conditions. These Terms and Conditions ("Terms") govern the purchase of the goods (including, but not limited to, new and used equipment, trucks, attachments, components, technology and parts (collectively, "Goods") and services ("Services") from Peterson Power Systems, Inc., a California corporation ("Company") by the individual or entity identified on the Customer Value agreement on the reverse side hereof as Customer (the "Customer"), together with any Change Orders, exhibits, schedules, attachments and appendices making up a part of such Customer Value agreement (collectively, the "CVA"). Company and Customer are sometimes referred to herein individually as a "Party" and collectively as the "Parties". Unless otherwise agreed to in a writing signed by an authorized signatory of Company, Company hereby expressly rejects the terms of any purchase order or any other document submitted by Customer to Company, unless such purchase order or document is signed by Company's authorized representative. The placing of an order with Company or the receipt or acceptance of Services by Customer constitutes Customer's acceptance of these Terms as set forth herein. For purposes of the CVA, the term "authorized signatory of Company" means any one of the corporate or executive officers of the Company (i.e., CEO, President, Vice President, Secretary, CFO, or Treasurer) or Branch Manager.

2. Term and Termination. The CVA shall commence as of the date of the last signature on the reverse side hereof and shall continue until the delivery of the Goods and/or completion of the Services, as applicable, unless sooner terminated in accordance with these Terms. Company may terminate this CVA upon written notice if Customer (a) fails to pay any amount due under this CVA when due, in which event this CVA will terminate upon the termination date set forth in such letter or if no such date is included, then three (3) business days of delivery by Company of such notice; (b) becomes insolvent, enters into voluntary or involuntary bankruptcy, commences or has commenced against it proceedings relating to bankruptcy, receivership, reorganization or assignment for the benefit of creditors (or assigns its interest to a third party creditor), or ceases to conduct business, in which event this CVA will terminate immediately; or (c) otherwise breaches this CVA and such breach remains uncured (either as a result of the failure or refusal of Customer to cure such breach or because such breach is incapable of cure) for thirty (30) days of delivery of such notice. Additionally, Company may terminate this CVA at any time upon sixty (60) days written notice to Customer. Customer may terminate this CVA upon written notice if Company materially breaches any provision of the CVA and such breach remains uncured through no fault of Customer, within sixty (60) days of written notice by Customer to Company. In the event of termination of this CVA, Customer will remain obligated for payment for any Goods delivered and any Services performed by Company prior to the effective date of termination and for any cancellations charges for work in progress as of and prior to such effective date of termination.

3. Order and Delivery of Goods or Performance of Services. All orders for Goods and Services are subject to credit approval, which is subject to final acceptance by Company in its sole discretion. Customer shall have no right to cancel orders for Goods once a purchase order is issued to Company; provided, however, some parts may be returnable to Company in accordance with Company's then current parts return policy. Company will exercise commercially reasonable efforts to meet any performance dates set forth in the CVA, which such dates are estimates only. Company will have no liability for any loss associated with the delay in the delivery of Goods or performance of Services under the CVA. Additionally, Company will not be deemed in breach of its obligations under this CVA or otherwise liable for any costs, charges, losses sustained or incurred by Customer for any delay in the delivery or Goods or performance of Services arising out of, caused by or in any way related or connected with any circumstances beyond its reasonable control, including, but not limited to delays caused by acts or omissions to acts by Customer or its Agents, acts of God, acts of war or terrorism, fire or other casualty, storms or adverse weather, strikes, labor shortages or disturbances, shortages of materials, manufacturer delays, theft or vandalism, transport and handling accidents, or revisions to laws, regulations or governmental requirements. As used herein, the term "Agents" means principals, employees, contractors, subcontractors, consultants, agents, representatives and any persons within the direction or control of Customer or acting on behalf of or for the benefit of Customer in connection with the Goods and Services hereunder.

Customer understands and acknowledges that the CVA or Proposal made by Company to Customer has been made by Company in reliance on representations made by Customer regarding, among other things, the cleanliness, functionality, operational status, condition, prior use, contents and nature of the equipment or machinery that will be subject to the Services. Should any of the representations on which Company relied in preparing the Services be for any reason false or incomplete, or if Company shall reasonably determine in the course of performing the Services that additional repair, maintenance or improvement services are necessary to satisfy its obligations hereunder, Company will promptly provide to Customer an estimated cost of the additional work necessary to satisfy its obligations hereunder ("Additional Work"). If Customer either declines or fails to agree to modify the Proposal and scope of Services to include the Additional Work within thirty (30) days, Company will be entitled to terminate without penalty this CVA in accordance with these Terms. Additional Work approved or accepted by Customer shall be deemed part of the Services hereunder and subject to these Terms (except as otherwise provided in such Additional Work - i.e., estimated costs). Company reserves the right to charge for any cancellation by Customer of any scheduled Services. Customer will pay for any partially completed work based on time and materials at Company's prevailing rates. Additional handling and storage fees may apply to partially completed work.

4. Customer's Obligations. Customer shall comply with Applicable Law in connection with its use, handling, maintenance, storage and operation of the machinery and equipment and shall cause its Agents (defined below) to comply with all such Applicable Law. As used herein "Applicable Law" means all applicable federal, state and local laws pertaining to its covenants and obligations under the CVA and its performance of the same, together with these Terms and all rules, regulations, standards, procedures and protocols pertaining or related to the machinery or equipment subject to the CVA, as stated or endorsed by Company or the manufacturer of such machinery or equipment. Customer shall cooperate with Company in all matters relating to the Goods and Services described subject to the CVA and to the extent Services are required, will make available to Company the machinery or equipment on which the Services are to be performed or provide such access to Customer's premises and facilities as may reasonably be requested by Company for the purposes of performing such Services. Customer shall provide directions, information, approvals, authorizations, decisions or materials that are reasonably necessary for Company to perform the Services. Customer shall maintain the premises on and around which the Services will be performed in a reasonably safe condition and shall notify Company in advance of any hazards, dangerous conditions and defects that cannot be abated. Customer warrants that the invoiced Goods or Services will be used for business or agricultural purposes and not for personal, family or household purposes. The representations and warranties of Customer under this CVA shall survive any expiration or termination of this CVA.

5. Pricing. Unless otherwise set forth in the CVA or a written proposal issued by Company ("Proposal"), the price for Goods shall be Company's list price for such Goods on the date such Goods are delivered to Customer. Unless otherwise set forth on a Proposal, the labor rates for Services shall be Company's standard labor rates for the applicable type of Service (including, but not limited to, field rates, shop rates, specialty rates or other rates, as applicable) in effect at the time the Services are performed. Unless expressly provided for on a Proposal, pricing and labor rates for future orders is subject to change without notice. Pricing and risk of loss for purchased Goods is FOB Company's site, unless purchased Goods are shipped to Customer directly from the manufacturer, in which case pricing and risk of loss is FOB factory. Any claims for shortages, damages, or delays must be made by Customer direct to the carrier.

6. Taxes. Customer will promptly pay to Company any taxes that Company is required to collect with respect to the purchase of Goods and Services, any tariff(s) Company is required to pay for the Goods, and any amounts payable by Customer under the CVA, including, but not limited to, value added, personal property, sales, use, excise and similar taxes, duties and charges of any kind imposed by any federal, state or local governmental entity (collectively, "Taxes"). For any Taxes from which Customer claims exemption, Customer shall provide Company with properly completed exemption certificates and any documentation needed to validate the exemption. If Customer fails to provide an appropriate exemption certificate and supporting documentation, as determined by Company, Customer will remain liable for all such Taxes and will indemnify Company for any liability related to the same.

7. Change Orders. Subject to Section 3, above, if either Party wishes to change the scope or performance of the Services, it shall submit details of the requested change to the other Party in writing. Company shall, within a reasonable time after such request, provide a written proposal to Customer of (i) the likely time required to implement the change and (ii) any necessary variations to the fees and other charges for the Services arising from the change. Within thirty (30) days after receipt of the written estimate, the Parties shall negotiate and agree in writing on the terms of such change (a New Quote 4 of 8

"Change Order"). Neither Party shall be bound by any Change Order unless mutually agreed upon in writing. Notwithstanding the above, Company may from time to time change the Services without the consent of Customer provided that such changes do not materially affect the nature or scope of the

Services, or the fees or any performance dates set forth in the CVA or relevant Proposal or Change Order.

8. Payment. For Customers with an open credit account with Company, machine sales payments are due Net 10, and all other payments are due Net 30. For Customers who do not have an open credit account with Company, payment is due upon delivery of Goods or completion of Services. Company may, in its sole discretion, at any time: (a) revoke credit; (b) modify terms and conditions of credit; (c) require payment in advance; and/or (d) withhold Goods, completed Services or scheduled Services until receipt of full payment then owing by Customer to Company. If Customer fails to pay for Goods and Services as and when due, Customer shall pay a late charge of 1.5% of the invoice balance each month until charges are paid in full, and Customer shall pay Company all reasonable attorneys' fees and collection costs incurred by Company.

In addition to any other right of set-off or recoupment Company has under applicable law, Customer agrees that, with respect to any amounts due from Customer or Customer's affiliates to Company or Company's affiliates, Company and its affiliates may set-off such amounts against any amounts owing to Customer or Customer's affiliates. If Customer requests customization of machinery or equipment, Customer agrees to pay all parts and labor costs Company incurs in customizing the machinery or equipment, regardless of whether or not Customer completes the purchase of the customized machinery or equipment. Customer, at its sole expense, must pick up its machinery or equipment from Company's facility within two (2) business days after notification from Company of completion of Services. If Customer's equipment is not picked up within two (2) business days after such notification, Customer will be liable for storage charges of \$50.00 per day from the date of completion of Services until Customer's equipment is picked up.

9. Late Payments. Any amounts not paid by Customer when and as due will bear interest at the lesser of the rate of 1.5% per month (18% per annum) and the highest rate permitted under applicable law, calculated daily and compounded monthly, from the date such payment was due until the date paid in full. In addition to all other remedies available under this CVA or at law (which Company does not waive by the exercise of any rights hereunder), Company will be entitled to suspend the provision of any Services if the Customer fails to pay any amounts when due hereunder.

10. Invoice; Fees and Expenses. Customer will (i) reimburse Company for all reasonable costs and expenses (including, but not limited to, Company's collection costs and reasonable attorneys' fees) incurred in connection with the Services or in collecting any late payments and (ii) pay all other amounts due under this CVA, in each case within thirty (30) days of receipt by the Customer of an invoice from Company. Failure to notify Company in writing of any dispute regarding an invoice within sixty (60) days of receipt thereof waives Customer's right to dispute such invoice. Customer's obligation to pay amounts invoiced is and will be absolute and unconditional and shall not be subject to any delay, reduction, set-off, defense or counter-claim.

11. Warranties. All warranties described herein, including any Extended Protection Plan that may be purchased by Customer are subject the provisions of Section 11(d) and Section 12.

(a) Goods. For new Goods purchased by Customer from Company, Customer acknowledges that (i) Company is not the manufacturer of the Goods; (ii) Company will pass through to Customer the manufacturer's warranty to the extent permitted by the terms of such warranty; and (iii) any manufacturer's warranty is and will be subject to all terms, conditions and exclusions contained in these Terms. Notwithstanding anything contained to the contrary in this CVA, including this Section 11(a), Company makes no representation or warranty as to the Goods or any manufacturer's warranty of or for such Goods.

(b) Services. For Services purchased by Customer from Company, Company warrants that its Services will be performed and completed in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services, with such service warranty extending for a period of time expressly set forth in the service warranty (as the same may be extended by an applicable Extended Protection Plan), commencing from completion of the original Services. For example, if the service warranty is for a period of six months from completion of the original Services, then if Company performs a repair pursuant to its service warranty, the warranty period remains six months from completion of the original Services; the six month service warranty period does not start over with the repair. If replacement parts used by Company in connection with the provision of Services include a manufacturer's warranty, Company will pass such warranty through to Customer to the extent permitted by the terms of the manufacturer's warranty. Company's service warranty will be voided in the event of any of the following: misuse or abuse of Goods by Customer, subsequent repairs performed by Customer or vendors other than Company, use beyond ordinary wear and tear, failure to maintain and operate Goods in accordance with the maintenance and operations manual of the manufacturer (including, but not limited to, use of fluids that do not meet the manufacturer's standards or failure to maintain fluid levels recommended by the manufacturer) or damage due to theft, vandalism or casualty. In the event of a conflict between the terms and conditions set forth in any applicable service warranty and these Terms, the provisions of the applicable service warranty shall control.

(c) Extended Protection or Coverage. Customer acknowledges that Customer may have the option of purchasing an equipment protection plan or extended services coverage (each, an "Extended Protection Plan") and Customer agrees that if an Extended Protection Plan is available and purchased by Customer at the time of sale, the Extended Protection Plan will be subject to the terms, conditions and exclusions contained in such applicable Extended Protection Plan.

(d) Disclaimer of Warranties. EXCEPT AS MAY BE EXPRESSLY DESCRIBED ABOVE, COMPANY MAKES NO WARRANTY WHATSOEVER HEREUNDER. COMPANY DISCLAIMS ANY WARRANTY, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY (i) WARRANTY OF MERCHANTABILITY; (ii) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; (iii) WARRANTY OF TITLE; OR (iv) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE. COMPANY IS NEITHER A MANUFACTURER OF ANY PARTS USED IN THE SERVICES NOR AN AGENT THEREOF. ALTHOUGH COMPANY MAY ADMINISTER WARRANTIES ISSUED BY A MANUFACTURER, CUSTOMER ACKNOWLEDGES AND AGREES THAT: (1) ANY EXPRESS WARRANTIES BY SUCH MANUFACTURER ARE NOT THE RESPONSIBILITY OF COMPANY; (2) SUCH MANUFACTURER'S WARRANTY MAY CONTAIN LIMITATIONS; AND (3) CUSTOMER MAY INCUR CERTAIN REPAIR, TRANSPORTATION OR OTHER CHARGES BY COMPANY WHICH ARE NOT COVERED BY SUCH MANUFACTURER'S WARRANTY. Any warranty by Company shall be null and void and have no legal effect if Customer has failed to pay for the Services at issue. Except for any express warranties contained hereunder, no other representation or warranty of any kind or nature will be binding on or obligate Company.

12. Limitation of Liability.

(a) IN NO EVENT SHALL COMPANY, ANY COMPANY ENTITIES OR ITS PRINCIPALS, OFFICERS, DIRECTORS, EMPLOYEES, CONTRACTORS, REPRESENTATIVES OR AGENTS BE LIABLE TO CUSTOMER, ITS AGENTS OR ANY THIRD PARTY FOR ANY LOST PROFITS, LOST REVENUE, LOST BUSINESS, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES, HOWEVER ARISING WHETHER OR NOT THAT PARTY WAS AWARE OF THE POSSIBILITY OF THOSE DAMAGES AND DESPITE THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY STATED IN THIS CVA.

(b) EXCEPT FOR DAMAGES FOR PERSONAL INJURY, INCLUDING DEATH AND PROPERTY DAMAGE RESULTING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY EMPLOYEES, CONTRACTORS, REPRESENTATIVES OR AGENTS OF COMPANY OR ANY COMPANY ENTITY OR THE PRINCIPALS, OFFICERS, DIRECTORS, EMPLOYEES, CONTRACTORS, REPRESENTATIVES OR AGENTS OF COMPANY OR ANY COMPANY ENTITIES, IN NO EVENT WILL THE AGGREGATE LIABILITY OF COMPANY OR ANY COMPANY ENTITIES ARISING OUT OF THIS CVA EXCEED THE LESSER OF THE AMOUNT CUSTOMER HAS ACTUALLY PAID TO COMPANY UNDER THIS AGREEMENT FOR THE PREVIOUS TWELVE (12) MONTHS IMMEDIATELY PRIOR TO THE SUBJECT CLAIM OR ONE MILLION DOLLARS \$1,000,000.

(c) EXCEPT FOR THE BREACH OF OBLIGATIONS OF CUSTOMER OR ITS AGENTS UNDER SECTION 8 (PAYMENT), CUSTOMER'S INDEMNIFICATION OBLIGATIONS UNDER THIS CVA AND DAMAGES FOR PERSONAL INJURY, INCLUDING DEATH AND PROPERTY DAMAGE RESULTING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY EMPLOYEES, CONTRACTORS, REPRESENTATIVES OR AGENTS OF CUSTOMER OR ANY OF ITS AGENTS, IN NO EVENT SHALL THE AGGREGATE LIABILITY OF CUSTOMER OR CUSTOMER'S AGENTS ARISING OUT OF THIS CVA EXCEED THE GREATER OF THE AMOUNT CUSTOMER HAS ACTUALLY PAID TO COMPANY UNDER THIS AGREEMENT FOR

New Quote 5 of 8

THE PREVIOUS TWELVE (12) MONTHS IMMEDIATELY PRIOR TO THE SUBJECT CLAIM.

(d) THE PARTIES AGREE THAT THIS SECTION 12 REPRESENTS A REASONABLE ALLOCATION OF RISK.

(e) THE PROVISIONS OF THIS SECTION 12 SHALL SURVIVE ANY TERMINATION OR EXPIRATION OF THIS CVA.

13. Indemnification. Each Party agrees to indemnify, defend and hold harmless the other Party for, from and against any third party claims related to

the Goods or Services to the extent and only to the extent such third party claims (including, but not limited to, claims related to the death or injury of any person(s) or damage to property) are caused by the indemnifying party's negligent acts or omissions, subject to the limitations set forth in Section 14 below. The foregoing indemnity shall not apply to claims asserted by employees of either party. To the fullest extent permitted by Applicable Law, except to the extent of the gross negligence or willful misconduct of Company, Customer agrees to indemnify, defend and hold harmless Company, its affiliates, parent company and subsidiaries, and all of their respective owners, directors, officers, managers, employees, agents or representatives for, from and against any and claims, losses, deficiencies, judgments, settlements, interest, awards, fines, causes of action, damages (including, but not limited to, damages for personal injury, including death, and real and personal property damage), liabilities, costs, penalties, taxes, assessments, charges, punitive damages and expenses (including, but not limited to, reasonable attorneys' fees, expert witness fees, costs and expenses) of whatever kind (collectively, the "Claims") that are caused by, arising from or related in any way to (a) any breach or failure to comply with any representation, warranty, covenant or obligation hereunder by Customer or its Agents; (b) any act or omission to act of Customer or its Agents with respect to the Goods or Services purchased by Customer, including, but not limited to, the acts or omissions of Customer or its Agents with respect to such person's use, handling or maintenance of the any machinery or equipment purchased by Customer or serviced at the request of or for the benefit of Customer hereunder that conflicts with or does not conform to the usage for such machinery or equipment as specified by Company, the manufacturer of such machinery or equipment.

14. Insurance. During the term of this CVA, each Party shall, at its own expense, maintain and carry insurance in full force and effect which includes, but is not limited to, (a) commercial general liability in occurrence form with a minimum limit of \$1,000,000 per occurrence, plus a minimum \$2,000,000 general aggregate limit; (b) workers' compensation in an amount no less than the minimum required by law and employers' liability in a sum no less than \$1,000,000; and (c) any additional insurance Company may reasonably require, in each case with financially sound and reputable insurers. Upon either Party's request, the other Party shall provide the requesting Party with a certificate of insurance from such Party's insurer evidencing the insurance coverage required under these Terms. The certificate of insurance shall name the requesting party as an additional insured. The insured Party shall provide the requesting Party with thirty (30) days' advance written notice in the event of a cancellation or material change in the insured Party's insurance policy. Customer acknowledges that additional insurance required by Company under subsection (c) shall be deemed reasonable where the Goods or Services under the CVA are, or have or may become, in the commercially reasonable discretion of Company of such nature, scope, or volume to warrant such additional insurance. A certificate of insurance from Customer's insurer evidencing such additional insurance shall be delivered to Company upon Company's request.

15. Force Majeure. Company shall not be liable, nor be deemed to have defaulted or breached this CVA, for any failure or delay in fulfilling or performing any term of this CVA to the extent such failure or delay is caused by or results from acts or circumstances beyond Company's reasonable control including, without limitation, acts of God, flood, fire, earthquake, explosion, governmental actions, war, invasion or hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest, national emergency, revolution, insurrection, epidemic, lock-outs, strikes or other labor disputes (whether or not relating to either Party's workforce), restraints or delays affecting carriers, and inability or delay in obtaining supplies of adequate or suitable materials, telecommunication breakdown or power outage.

16. Privacy Statement. Customer consents to the collection, use, retention and disclosure of information by Company and/or the Company Entities in accordance with Company's Privacy Statement, which is posted on Company's website (as such statement may be revised from time to time), and agrees that such information may be accessed by the Company Entities and their partners and manufacturers with a legitimate business reason to access it, as well as third parties who may process such information on their behalf.

17. Entire Agreement. This CVA and the exhibits and attachments hereto, represent and constitute the entire agreement between the parties, may only be amended in writing signed by both parties, and supersede all prior agreements and understandings with respect to the matters covered by this CVA.

18. Binding Effect. This CVA shall be binding upon and inure to the benefit of the successors and permitted assigns of the Parties hereto.

19. Severability. If any provision of this CVA is found unenforceable or invalid, the remainder of the CVA will remain in full force and effect and it and any related provisions will be interpreted to best accomplish the unenforceable provision's essential purpose.

20. Counterparts. This CVA may be executed in any number of counterparts, including facsimile, PDF and other electronic copy, each of which when taken together shall constitute one instrument. No counterpart shall be effective until each Party has executed at least one counterpart.

21. Assignment. Neither Party may assign, convey or transfer this CVA, or any portion thereof, without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned or delayed, except that Company may assign this CVA or any portion thereof without the prior consent of Purchaser to a person or entity controlling, controlled by or affiliated with Company or its parent company.

22. No Waiver. A waiver of any term, right or condition of this CVA by a party must be in writing to be effective and will in no way be construed as a waiver of any later breach of that provision. No express waiver of any term, right or condition of this CVA shall operate as a waiver of any other term, right or condition.

23. Relationship of the Parties. No employment, agency, joint venture, or similar arrangement is created or intended between Customer and Company.

24. Construction. Words used herein, regardless of the number or gender specifically used, shall be deemed and construed to include any other number, singular or plural, and any other gender, masculine, feminine, or neuter, as the context requires. The provisions of this CVA and the documents and instruments referred to herein, have been examined by the parties and no implication shall be drawn nor made against any party hereto by virtue of drafting this CVA. The term "including" used herein shall mean "including, but not limited to". The subject headings of the sections and subsections of this CVA are included for purposes of convenience only and shall not affect the construction or interpretation of any of the provisions herein. Each Party acknowledges that they have read this CVA, have had an opportunity to review with an attorney of their respective choice, and have agreed to all of its terms, including these Terms. Each Party agrees that the rule of construction that a contract be construed against the drafter shall not be applied in interpreting this CVA and that in the event of any ambiguity in any provisions of this CVA, including any Exhibits or attachments or agreed upon Change Orders hereto and whether or not placed of record, such ambiguity shall not be construed for or against any Party hereto on the basis of such Party did or did not author the same.

25. No Third Party Beneficiaries. Unless otherwise expressly provided, no provisions of this CVA are intended or will be construed to confer upon or give to any person or entity other than Customer and Company any rights, remedies or other benefits under or by reason of this CVA.

26. Attorneys' Fees; Enforcement Costs and Expenses. If any claim or action is brought by either party hereunder against the other party regarding the subject matter hereof, the prevailing party shall be entitled to recover from the non-prevailing party, in addition to any other relief granted, reasonable attorneys' fees and the expense of litigation.

27. Governing Law; Venue. (a) This CVA and any attachments or documents related thereto shall be governed, construed and enforced in accordance with (i) the laws of the State of California, excluding conflict of law rules, for all sales made or accepted by Company at its offices within such state, (ii) with the laws of the State of Oregon, excluding conflict of law rules, for all sales made or accepted by Company at its office within such state, and (iii) with the laws of the State of Washington, excluding conflict of law rules, for all sales made or accepted by Company at its office within such state. For agreements made or accepted by Company in the State of California, each party hereby irrevocably submits to the personal and exclusive jurisdiction of the state courts of Alameda County, California and the United States District Court for the Northern District of California, for the purposes of any action, proceeding, suit or claim arising out of this CVA. For agreements made or accepted by Company in the State of Oregon, each party hereby irrevocably submits to the personal and exclusive jurisdiction of the state courts of Multnomah County, Oregon and the United States District Court for the District of Portland in Portland, Oregon. For agreements made or accepted by Company in the State of Washington, each party hereby irrevocably submits to the personal and exclusive jurisdiction of the state courts of Cowlitz County, Oregon and the United States District Court for the Western District of Washington in Seattle, Washington. (b) Each party irrevocably and unconditionally waives any objection to the laying of venue as described herein.

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28. Survival. Notwithstanding anything contained herein to the contrary, Sections 6, 11(d), 12, 13, 14, 15, 16, 24, 26, 27, and 28 will survive any termination or expiration of this CVA.

**Peterson Power Systems
Detail of Services Offered
Attachment B**

Inspection Service

Before Starting Engine:

- Check engine oil and coolant levels
- Check block heater (should maintain a coolant temperature of 90° F in the block)
- Check fuel level in storage tank
- Check battery water level and top as necessary
- Check battery terminals for corrosion and connections for tightness (lead acid)

With Engine Running:

- Check oil pressure
- Check fuel pressure
- Check oil level and add oil as required
- Check RPM (frequency)
- Check generated voltage
- Check for leaks or unusual noises

After Stopping Engine:

- Check/verify all switches are in proper positions for automatic start.
- Check fuel level in tank
- Record battery charger volts, check for proper operation
- Remove, clean and reinstall all battery connections (lead acid)
- Inspect generator for cleanliness

Reporting:

- Provide written service report for each visit
- Advise customer of any/all unusual situations or potential problems which will require further attention
- Advise when main fuel tank is below $\frac{3}{4}$ full

Annual Service

Includes all Inspection Services and the following:

- Drain crankcase oil and replace with new oil
- Remove and replace oil and fuel filters
- Inspect air filter(s)
- Check generator output
- Take oil sample for analysis

Load Test

Start engine and load with contractor supplied resistive load bank. As per NFPA 110 (2013 Edition)
Code 8.4.2.3

Three Year Service (PM-3)

- Replace all rubber coolant hoses
- Replace drive belts
- Replace block heater hoses
- Replace coolant regulators (Thermostat) - Thermostats are not included on the Cat C175 Engines
- Replace rad cap
- Standard antifreeze will be replaced every three years

Extended life coolants will be upgraded after the first three years and replaced after six years
Additional services upon request

Thermal Image Inspections:

Thermo Images reveal temperature variations that signal electrical and mechanical problems before they become failures.

Fuel Conditioning/Polishing:

Extend life of stored diesel fuel by adding CAT Diesel Fuel Conditioner and polishing with high efficiency kidney loop filtration system.

Building Load Transfer with Visual inspection:

Inspect enclosure, anchorage, door seal, connections for thermal variance, loose or damaged wires, overheating or mechanical malfunction, and indicator lamps. Transfer load up to 30 minutes (as permitted).

Level 1 ATS Energized Preventative Maintenance (conforms NFPA 110 2018)

- Clean interior of ATS if safe to do so.
- Record utility voltage and amperage.
- Measure and record voltage drop across contacts (Utility Power)
- Perform functional test (Transfer load from utility to emergency power if permitted by customer)
- Record emergency voltage, frequency, and amperage
- Measure and record voltage drop across contacts (Emergency Power)
- Check for excessive heat build-up with infrared thermometer or camera.
- Verify time delays and voltage set points.
- Provide customer with a report of findings and recommendations for additional services.

Level 2 ATS De-energized Preventative Maintenance

- Work with customer to de-energize and isolate ATS.
- Perform contact resistance test with Digital Low Resistance Ohmmeter (DLRO)
- Inspect clean and polish contacts if required by DLRO testing.
- Inspect arc chutes, insulation, control wiring, switches, and relays.
- Check torque on all cables and wires.
- Check mounting hardware and function of mechanical components.
- Lubricate all mechanical components as needed.
- Perform Level 1 service after **re-energized work to confirm proper operation.**
- Provide customer with written documentation of service procedures, any findings and recommendations for additional services.

Level 3- Bypass 'Energized' Service

Bypass Isolation switches keep your facility powered 24/7, for maintenance purposes these transfer switches also have an additional circuit which allows the Automatic Transfer Switch to be isolated for an inspection with minimal arc concerns/PPE needs. Level 4 Bypass ATS Service is available as an energized service. Bypass ATS will be connected to source of facility's choice, either Utility or Emergency Generator for duration of inspection** to allow for safe isolated inspection of ATS contactor. ATS will be racked out and then inspected/cleaned before being racked back into the Bypass ATS.

***If outage was to occur during inspection, switch may need to be manually racked to alternate source. Depending on switch manufacturer, Time to bring the EPSS fully back online may range between 10 to 25 minutes. Please contact your*

Product Support Rep for details or to develop more detailed plan based on site and equipment specifics; full job site walk with lead technician may be necessary based on facility concerns and equipment onsite.

Level 4- Bypass 'De-Energized' Service

Level 4 service requires full de-energization of the Bypass Transfer Switch (Utility and E-Gen Shutdown). Level 4 service includes our Level 3 Scope of work, plus the addition of checking the mechanical torque of connections and lubrication of micro switches. Service is suggested to be combined with major shutdowns or based on manufacturer's specifications.

Megger Testing: (Insulation resistance testing)

Vibration, general usage or moisture can break down generator insulation and cause electrical shorts. Megohmmeter testing identifies decreasing generator insulation before it becomes a major repair or replacement. CAT recommends annual testing.

Emergency Servicing: Provide 24-hour emergency repair coverage **800.963.6446**

PETERSON

Peterson Power Systems, Inc.
 5100 CATERPILLAR ROAD
 REDDING, CA 96003
 530-243-5410

Quote #2156633 - 1

DURHAM IRRIGATION DISTRICT
 P O BOX 98
 DURHAM 95938

CUSTOMER NO.	CONTACT	PHONE NO.	FAX NO.	WORK ORDER NO.
2060500	ADAM DAIGLE	530 680 1342		
Quote NO.	P.O. NO.	DATE	EMAIL	
2156633		4/20/2026	adamgdswu@gmail.com	
MAKE	MODEL	SERIAL NO.	UNIT NO.	SMU
AA	3114	05JG00691	DURHAMDAY	
DESCRIPTION:				
REP RADIATOR, COOLING SYSTEM SERVICE, FLUSH				

SEGMENT: 01 TRAVEL TO/FROM MACHINE (056 7000)

Labor

Total Labor: 957.50

Misc

Description

Ext Price

FUEL	145.00
ENVIRONMENTAL CHARGE	28.73
CONSUMABLE SUPPLIES	33.08

Total Misc: 206.80

Segment 01 Total: 1,164.30

SEGMENT: 02 REMOVE & INSTALL RADIATOR (010 1353)

AT TIME OF DIAGNOSIS IT WAS FOUND THAT RADIATOR IS
 PRETTY SEVERLY PLUGGED - RECOMMEND REPLACEMENT
 WITH THE OBSERVED CONDITION OF THE RADIATOR
 OVERALL
 -

REPAIR OF THE OLD RADIATOR WOULD NOT BE THE MOST EFFICIENT USE OF FUNDS WITH THE OBSERVED CONDITION AND THE LIKLIHOOD OF NEEDING TO REPLACE THE CORE AND OR TANKS AND THE ADDITIONAL SECOND TRIP TO SITE TO COMPLETE REPAIR

ONCE RADIATOR AND HOSES ARE REPLACED, FLUSH COOLING SYSTEM WITH FRESH WATER AND SUPERCLEAN, THEN DRAIN A SECOND TIME AND FILL WITH NEW COOLANT

DO NOTE THAT RADIATOR IS PRICED ASSUMING STILL AVAILABLE - IF NOT AVAILABLE WE MAY HAVE TO GO A DIFFERENT ROUTE FOR SOURCING AND PRICE MAY CHANGE.

Parts

Part Number	Description	Qty	Ext Price
7C7961	RADIATOR AS	1	2,051.19
MISC	ESTIMATED FREIGHT TO PETERSON	1	450.00
101723	SUPER CLEAN	1	32.46
3079919	ABSORBENT PA	1	124.90
8T4200	BOLT	4	1.40
8T4224	WASHER	4	1.96
5P7833	VALVE	1	40.29
Total Parts:			2,702.20

Labor

Total Labor: 1,272.00

Misc

Description	Ext Price
COOLANT DISPOSAL/RECYCLING ENVIRONMENTAL CHARGE	100.00
CONSUMABLE SUPPLIES	38.16
	122.23
Total Misc:	260.39

Segment 02 Total: 4,234.59

SEGMENT: 03 PERFORM MAINTENANCE ON ENGINE COOLING SYSTEM (041 1350)

Parts

Part Number	Description	Qty	Ext Price
0364022	CAP A	1	13.69
7C6390	HOSE	1	22.49
7C9646	HOSE	1	14.03
9M-0164	CLAMP	4	22.20

1265869	REGULATOR	1	25.95
2W7212	GASKET	1	1.63
4W0549	GASKET	1	2.15
371-8119	CM HOSE BULK	61	46.97
9M-2904	CLAMP	2	9.10
4M6291	VEE BELT	2	47.76
2W3172	HOSE	1	18.16
5D-1026	CLAMP	2	4.94
6V3940	BOLT	2	0.76
9M1974	WASHER	2	0.78
MISC	ESTIMATED ADDITIONAL CLAMPS AND GASKET MATERIAL	1	300.00
22C609	SIMPLE GREEN	1	26.08
6078033	WIPER	3	48.30
PEN4920	BRAKE CLEAN	3	10.17
MISC	ESTIMATED FREIGHT TO PETERSON	1	200.00
4378200	COOLANT-ELC	3	294.27
5426490	COOLANT-ELC	5	100.45
	Total Parts:		1,209.88

Labor

Total Labor: 1,812.50

Misc

Description

Ext Price

CONSUMABLE SUPPLIES	90.68
ENVIRONMENTAL CHARGE	54.38
Total Misc:	145.05

Segment 03 Total: 3,167.43

PART DISCOUNT 0.00

Total Segments: 8,566.32

SUB TOTAL (BEFORE TAXES) 8,566.32

- Quoted price valid for 21 days.
- Price excludes Freight Charges, Operating Supplies/EPA Fees and Overtime.
- Terms: Net 30 on open accounts. All others COD.
- Sales Taxes where applicable are not included with the above prices.

ESTIMATED REPAIR TIME.: from start date

"The Signature is an authorization to proceed with the required repair work as described within the quote".

Issued PO# _____, Authorized Name _____ Please Print.

Date _____ / _____ / _____.

Signature

Any Questions? Please Call Dennis Gordon at +1 530-227-2923.

Terms and Conditions

The purchases of goods and/or services sold by Peterson Power Systems, Inc. (PPSI) are subject to the PPSI terms and conditions available at Seller's website (<http://www.petersonpower.com/about/terms/peterson-power-systems-inc-customer-service-agreement-terms-and-conditions>) PPSI reserves the right to modify their terms and conditions at any time without prior notice and the current version shall supersede all prior versions upon posting to Seller's website.

Administrative Assistant Backup

Administrative Assistant Backup

JOB DESCRIPTION

DESCRIPTION

The Administrative Assistant backup performs a variety of technical, administrative, and clerical duties, including front line customer service, reception, operating telephone systems, distributing mail, filing documents, pulling customer records, and maintaining and buying supplies when the primary Administrative Assistant is away or busy with other tasks.

Under the supervision of the Administrative Assistant, the Administrative Assistant Backup performs the following tasks, which are the same as the tasks of the primary Administrative Assistant:

Administrative Assistant Backup Tasks

- Performs reception and administrative support activities which include:
- Greet visitors and callers, route and resolve information requests:
 - Assisting customers to gain access to services; responding to customer inquiries (most customers call or send email)
 - Answers telephones, screens and directs call and refers to appropriate individuals for handling
 - Answers questions from the public and inquiries relating to District policies and procedures
- Performs data entry functions to maintain an automated (computerized) billing system (Sequoyah Software) including
 - Learning the Sequoyah Software for inputting payments, running reports (i.e., deposit reports, aging reports)
 - Data entry including: entry of water bill payments, meter reading entries, updating customer contact information, entering new account information
 - Preparing payment deposits, generating monthly water billing, verifying, and posting entries to customer accounts, making adjusting entries when necessary, and recording of sales and transfers of real property
 - Preparation and mailing water bills using Sequoyah software
- Prepare, review, track, and maintain records and databases
 - Maintaining meter installation tracking log, backflow testing tracking log, development and special projects, etc.
- Maintain office organization
 - Purchase and manage supplies and equipment
 - Coordinate office and/or departmental operations
 - Draft and update office procedures manual; maintain filing system per office procedures manual
 - Maintain document storage and purging.
- Assist the District Manager (when serving as Secretary/Clerk for the Board of Directors):
 - Posting agendas and compiling agenda packets
 - Maintain Board minutes, as prepared by others.
 - Maintaining Board records

Administrative Assistant Backup

- Posting documents, including agendas (in a timely manner) and other regulatory information to website (use Streamline website software)
- Posting of legal notices and public meetings
- Responding to requests for information from the District Manager
- Participate in regular and special Board meetings as deemed necessary (3rd Wednesday of the month at 5:30 p.m., special Board meetings as scheduled); attend occasional Board Committee meetings, as scheduled
- Preparation of financial information for bookkeeper and compilation for Board
 - Preparation of monthly invoice and billing payments/checks and associated warrant sheet for signature by the Board
 - Transmittal of warrant sheet to bookkeeper
 - Track and mail invoice and billing payments
- In coordination with the District Manager, notify Water Operator of customer inquiries
 - Notify water operator of leaks, repairs, new meter installations, and other requests as identified and assigned
 - Prepare and assist with notifications for scheduled and emergency water shutoffs and emergency repairs; prepare shutoff doorhangers, mailers, post shutoff notices on Facebook, Next Door, Website, and notify Fire Department
- DID documents and correspondence (prepare, review, and/or edit as assigned):
 - Under the direction of the District Manager, draft and revise various District documents for review and approval by the Board. Documents may include: Policies and Procedures Manual (different than office procedures manual), resolutions, agendas, grant applications, requests for proposals, and will-serve letters, etc.
 - Prepare letters, correspondence, and memoranda; provide secretarial and clerical support to the District Manager.
 - Assists in maintaining a variety of records, journals, ledgers, reports, and files.
 - Assists in compiling and summarizing statistics and records used in the preparation of reports and audits.
 - Maintain a calendar for reporting; ensure that quarterly, bi-annual, and annual reporting for grants, Water Board, State Controller, and other regulatory agencies, as applicable, is submitted in timely manner.
- Performs other duties, as assigned.

REQUIREMENTS

Knowledge of: Methods, practices and terminology used in public or governmental financial accounting, clerical and secretarial work; correct English usage, spelling, grammar, and punctuation; and office procedures, practices, and equipment.

Ability to: Advanced computer & MS Excel skills required. Make arithmetical calculations with speed and accuracy; type and operate automated office equipment including electronic copier, calculator (10 key), personal computer, and other modern office equipment; work under pressure; sustain close visual and mental attention in the performance of routine work; follow oral and written instructions; speak and write clearly, concisely and effectively; establish and maintain effective working relationships; and maintain good customer relations.

Administrative Assistant Backup

Other Skills: Strong communication and multi-tasking skills required. Detail-oriented with a high level of accuracy required. Ability to manage confidential information. Exceptional organizational skills. Customer-focused and results-oriented; self-motivated to meet personal and district priorities.

MINIMUM QUALIFICATIONS

Must be high school graduate or possess a G.E.D. certificate. Associates and/or Bachelor's degree preferred with 3-5 years of administrative support in public or private sector planning, engineering, consulting, or similar field.

For 2022 and years beyond not less than \$28.00 per hour depending on experience, plus holidays, sick leave, and paid time off.

DRAFT