



**DURHAM IRRIGATION DISTRICT**  
**Meeting Agenda**  
**Regular Board Meeting**  
**Board of Directors:**

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

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**Tuesday, February 18, 2025**  
**5:30 PM**

**District Office**  
**9418-C Midway**  
**Durham CA 95938**

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**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, 9418-C Midway, 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 CORRESPONDENCE -- NONE****4 PRESENTATIONS – NONE****5 REPORTS/ANNOUNCEMENTS FROM DIRECTORS**5.1 VINA GSA REPORT ([Vina GSA Calendar Link](#))

SUBJECT: Status report on Vina GSA.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

**6 PUBLIC HEARINGS - NONE**

These matters are scheduled at the time stated and will be heard by the Board as close to the time stated as possible.

**7 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.

## 7.1 Warrant Sheet from January 15, 2025 to February 12, 2025, including payments, deposits, and transaction adjustments.

SUBJECT: Approve payments, deposits, and transaction adjustments.

FISCAL IMPACT: See attachments.

ACTION REQUESTED: APPROVE

ATTACHMENTS:

7.1.1 WARRANT SHEET

7.1.2 FINANCIALS

7.1.3 BOARD RECAP, WATER SALES AND AR AGING REPORT

## 7.2 Board of Directors Meeting Minutes for December 17, 2024 and January 22, 2025.

SUBJECT: Approve draft minutes.

FISCAL IMPACT: NONE.

ACTION REQUESTED: APPROVE

ATTACHMENTS:

7.2A DECEMBER 17, 2024 BOARD MINUTES

7.2B JANUARY 22, 2025 BOARD MINUTES

**8 DISTRICT ENGINEER REPORT****8.1 Cost of Service and Capacity Fee Study**

SUBJECT: As directed, the District Engineer prepared a draft cost of service and capacity study for the District. This study is used as the basis for rate changes for District customers. The District Engineer has compiled the financial data from 2022, 2023 & 2024 and has prepared a draft of the projected operational expenses for the next five years.

FISCAL IMPACT: NONE

ACTION REQUESTED: Review of the Draft Projected Operational Expenses and Direction from the Board.

ATTACHMENTS:

8.1 – IN PROGRESS

**8.2 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.

**9 DISTRICT OUTREACH REPORT (NON-ACTION ITEMS)**

SUBJECT: Report by Nicole Johansson on the following areas:

(a) funding opportunities / legislative outreach

(b) Regroup Nass notification system

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

**10 WATER OPERATOR REPORT (NON-ACTION ITEMS)**

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

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

ATTACHMENTS:

10A WATER OPERATOR LOG FOR JANUARY 2025

10B WORK ORDER STATUS REPORT FOR JANUARY 2025

**11 DISTRICT COUNSEL REPORT (NON-ACTION ITEMS)**

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

**12 REGULAR AGENDA**

- 12.1 Change meeting date for regular district board meetings.  
SUBJECT: The board wishes to move its regular board meetings from the third Tuesday of the month to the second Wednesday of the month to better accommodate staff and consultant attendance. As required by Water Code Section 21378, notice of the proposed meeting change was published for two weeks in the local paper of record.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Adopt Resolution 2025-01 - A Resolution Of The Durham Irrigation District Establishing Time And Place Of Regular Meetings to the second Wednesday of the month at 5:30 p.m.  
ATTACHMENTS:  
12.1 Resolution 2025-01 with affidavit of publication
- 12.2 Strategic Planning – Director Doyle  
SUBJECT: Consider holding a strategy meeting with the Board and staff to develop a 3- to 5-year strategic plan.  
FISCAL IMPACT: Unknown  
ACTION REQUESTED: Receive information, discuss, and provide direction to staff.
- 12.3 New District Office Location Consideration – Director Sohnrey  
SUBJECT: Consideration of relocating District office.  
FISCAL IMPACT: Unknown  
ACTION REQUESTED: Receive information, discuss, and provide direction to staff.
- 12.4 Payment Processing  
SUBJECT: Report on district costs for customers statement delivery (mail versus paperless) and costs of credit card processing fees for self-service credit card payments that the District bears.  
FISCAL IMPACT: \$4,651 annually in 2024.  
ACTION REQUESTED: Receive information, discuss, and provide direction to staff.  
ATTACHMENTS:  
12.4 STAFF REPORT (02.01.2025) ONLINE PAYMENT ANALYSIS
- 12.5 Butte LAFCO Nominations  
SUBJECT: The Butte Local Agency Formation Commission is calling for nominations to serve on the Commission for one Special District Regular Non-Enterprise Member and one alternate member. Written nominations are due back to LAFCO by March 14, 2025.  
IMPACT: None.  
ACTION REQUESTED: Receive information, discuss, and authorize nominees (if any) to Butte LAFCO for submittal.  
ATTACHMENTS:  
12.5 Ltr. from LAFCO (2025.02.07) Call for Nominations

**12.6 California Special Districts Association Nominations**

SUBJECT: The California Special Districts Association calling for nominations for directors to help lead the CSDA for the 2026-2028 term. Written nominations are due back to CSDA by April 21, 2025. The current director for the Northern Network is Kim Seney, Director, Gold Mountain CSD in Clio, CA.

IMPACT: None.

ACTION REQUESTED: Receive information, discuss, and authorize nominees (if any) to CSDA for submittal.

ATTACHMENTS:

12.6 Ltr. from CSDA (02.10.2025) Call for Nominations

**12.7 Operations and Maintenance (O&M) Services Agreement, Sierra Water Utility LLC**

SUBJECT: Review and approve the Operations and Maintenance Services Agreement with Sierra Water Utility. The current agreement terminates in April 2025.

FISCAL IMPACT: \$43,000 annually in 2024.

ACTION REQUESTED: Discussion only. Receive information, discuss, and provide direction.

ATTACHMENTS:

12.7 – IN PROGRESS

**13 CLOSED SESSION**

13.1 Public Employee Performance Evaluation (Government Code 54957(b)(1)) – District Water Operator

13.2 Public Employee Performance Evaluation (Government Code 54957(b)(1)) – District Counsel

13.3 Public Employee Performance Evaluation (Government Code 54957(b)(1)) – District Engineer

**14 FUTURE AGENDA ITEM DISCUSSION**

Opportunity for Board to discuss specific items for future board meetings.

**15 DIRECTORS' COMMENTS**

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

**16 ADJOURNMENT**

Adjourn to the next Regular Board Meeting on Wednesday March 12, 2025.

DURHAM IRRIGATION DISTRICT

7.1.1 2025-02 Warrant Sheet  
DRAFT

Check Issue Date: 2/18/2025

Cash Balance Date

1/31/2025

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category	\$	104,037.65
<b>Stipends</b>									
	Stipend Form	-	Matt Doyle		\$ 100.00	(1) 2/18 DID BOD		\$	103,937.65
	Stipend Form	-	Kevin Phillips		\$ 100.00	(1) 2/18 DID BOD		\$	103,837.65
	Stipend Form	-	Derek Sohnrey		\$ 100.00	(1) 2/18 DID BOD		\$	103,737.65
	<b>Subtotal Stipend</b>				<b>\$ 300.00</b>		<b>Subtotal Balance</b>	<b>\$</b>	<b>103,737.65</b>
<b>Regular Water System Maintenance and Operations</b>									
10319	1/30/2025	512	Advanced Pipe and Leak Detection		\$ 290.00	Leak survey of entire system		\$	103,447.65
10320	1/15/2025	615085	Hunt Oil of California		\$ 337.73	hydraulic oil		\$	103,109.92
10321	2/1/2025	15695	J.C. Hernandez		\$ 800.00	January 2025 alley cleanup		\$	102,309.92
10322	1/29/2025	252800710	Pace Analytical Services LLC		\$ 329.56	water quality testing - coliform		\$	101,980.36
10323	2/1/2025	6405-1105	Sierra Water Utility		\$ 549.25	January 2025 chlorine		\$	101,980.36
	<b>Subtotal Water Operations</b>				<b>\$2,306.54</b>		<b>Subtotal Balance</b>	<b>\$</b>	<b>101,431.11</b>
<b>Water System Emergency Repair/Replacement</b>									
10324	1/23/2025	2501	Joseph Corron Electric		\$ 1,644.60	Alley Site - electrical repairs		\$	99,786.51
10326	1/7/2025	9245	Walberg Inc	\$ 50,028.32	\$ 51,426.32	Brown Faber Pipeline Replacement		\$	48,360.19
	1/10/2025	9256	Walberg Inc	\$ 1,398.00		Replace district meter stop WO#321		\$	48,360.19
	<b>Subtotal Water System Repair</b>				<b>\$53,070.92</b>		<b>Subtotal Balance</b>	<b>\$</b>	<b>48,360.19</b>

7.1.1 2025-02 Warrant  
Sheet DRAFT

**DURHAM IRRIGATION DISTRICT**

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
<b>Utility &amp; Supplies</b>							
VISA	2/10/2025	-	Comcast Internet		\$ 181.70	2/15/2025 - 3/14/2025 Internet only	\$ 48,178.49
-	2/1/2025	232943011	Comcast Phone		\$ -	no payment due; credit remaining from inadvertent duplicate payment of phone bill.	\$ 48,178.49
online debit	1/27/2025	-	FP Mailing Solutions		\$ 300.00	postage (online download)	\$ 47,878.49
online debit	1/24/2025	2025011501	Paychex		\$ 75.10	payroll fees + PTO accrual fee	\$ 47,803.39
online debit	2/7/2025	2025013001	Paychex		\$ 75.10	payroll fees + PTO accrual fee	\$ 47,728.29
10327	2/13/2025	-	Camp & McLaughlin		\$ 650.00	February 2025 rent	\$ 47,078.29
10328	1/27/2025	-		\$ 88.63	\$ 6,717.37	9418 Midway #C (Office)(0596196710-5)	\$ 40,360.92
	1/26/2025	-		\$ 2,244.68		Durham Dayton Rd 20'W (5773099695-6)	\$ 40,360.92
	1/24/2025	-	PGE	\$ 1,706.17		Holland Ave E/S & 500S Serviss (6812590736-7)	\$ 40,360.92
	1/26/2025	-		\$ 34.39		Holland Ave S 300' (7938916943-8)	\$ 40,360.92
	1/27/2025	-		\$ 2,643.50		9389 Goodspeed St (9856464057-5)	\$ 40,360.92
10329	1/31/2025	855 1003 1084 12	Recology		\$ 140.97	garbage service (Well 5)	\$ 40,219.95
10330	1/31/2025	-	Sequoyah Software		\$ 130.00	billing software; email bill service	\$ 40,089.95
visa	1/30/2025	9927990580	Staples		\$ 174.17	office supplies	\$ 39,915.78
10331	2/1/2025	460814F9-0052	Streamline		\$ 190.00	website host; ADA compliance	\$ 39,725.78
10332	1/16/2025	27023		\$ 190.00	\$ 551.25	Quarterly external network scan	\$ 39,174.53
	1/16/2025	27024		\$ 195.00		Set up domain access for PINS	\$ 39,174.53
	1/16/2025	27025	Vista Net, Inc.	\$ 32.50		Install Adobe Acrobat ADA plug-in	\$ 39,174.53
	2/3/2025	27168		\$ 73.75		Sophos monthly scan - Feb 2025	\$ 39,174.53
	2/3/2025	27169		\$ 60.00		Quarterly perimeter scan	\$ 39,174.53
<b>Subtotal Utility</b>					<b>\$9,185.66</b>		
<b>Subtotal Balance</b>							<b>\$ 39,174.53</b>

**DURHAM IRRIGATION DISTRICT**

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
<b>District Administration, Operations &amp; Management</b>							
<b>Payroll &amp; Insurance</b>							
online debit	1/24/2025	-	Withholdings - Trizzino		\$ 466.84		\$ 38,707.69
online debit	2/7/2025	-	Withholdings - Trizzino		\$ 400.27		\$ 38,307.42
online debit	1/24/2025	-	Employee - Trizzino		\$ 993.87	Administrative Support	\$ 37,313.55
online debit	2/7/2025	-	Employee - Trizzino		\$ 838.27	Administrative Support	\$ 36,475.28
<b>Contractors</b>							
10333	2/1/2025	8607	Sheryl Bosman		\$ 685.00	Bookkeeping Services	\$ 35,790.28
10334	2/12/2025	25-12697	Horton McNulty & Saeteurn, LLP		\$ 725.00	FTR submittal - 2023	\$ 35,065.28
10335	1/20/2025	42426	Luhdorff & Scalmanini Consulting Engineers		\$ 483.75	Condition Assessment - wells	\$ 35,065.28
10336	2/10/2025	83619	NorthStar		\$ 5,063.50	Brown-Faber Pipeline Replacement - \$ 0 CIP Budget/Rate Study - \$ 4458.50 DUSD Easement - \$ 0 USBR Engineering - \$ 0 USBR Cultural Compliance - \$ 0 Meetings - \$ 605 Operational Support - \$ 0 Grant Application Support - \$ 0 Litigation - Meetings - \$ 0 Litigation - Cost of Service Study - \$ 0	\$ 30,001.78
10337	2/1/2025	7282	Prentice Long, PC		\$ 2,479.00	Legal Services	\$ 27,522.78
<b>Water Operations</b>							
10338	2/1/2025	6405-1102	Sierra Water Utility		\$ 3,558.71	Water Operator Services	\$ 23,964.07
<b>Subtotal Admin. Ops. &amp; Mgmt.</b>					<b>\$15,694.21</b>		<b>Subtotal Balance \$ 23,480.32</b>



**DURHAM IRRIGATION DISTRICT**

Check No.	Stmt Date	Invoice Number	Payee	Invoice Amount	Check Amount	Notes	Financial Category
<b>Agency Fees, Association Dues &amp; Reimbursables</b>							
<b>Fees &amp; Dues</b>							
online debit	2/3/2025	-	PaySafe/PayStation Fee		\$ 331.49	"mtot" on bank statement	\$ 23,632.58
<b>Reimbursable Payments</b>							
NONE							\$ 23,632.58
<b>Subtotal Fees &amp; Reimbursables</b>					<b>\$331.49</b>	<b>Subtotal Balance \$ 23,148.83</b>	
<b>Other Expenses</b>							
NONE							\$ 23,632.58
<b>Other Expenses</b>					<b>\$0.00</b>	<b>Subtotal Balance \$ 23,148.83</b>	
<b>Development Projects</b>							
<b>Contractor</b>				<b>Project</b>			
NONE							\$ 23,632.58
<b>Subtotal Development Projects</b>					<b>\$ -</b>	<b>Subtotal Balance \$ 23,148.83</b>	
<b>SUBTOTAL PAYMENTS</b>					<b>\$80,888.82</b>		
							<b>Subtotal Remaining Balance \$ 23,148.83</b>
							<b>CREDIT CARD PAYMENT \$ 551.23</b>
							<b>Check Refund/Cancelled Register Total \$ 542.47</b>
							<b>TOTAL REMAINING BALANCE \$ 24,242.53</b>

**DURHAM IRRIGATION DISTRICT**

**Petty Cash**

2/1/2025	Comcast Gift Card	\$	19.66
2/13/2025	Cash on Hand	\$	100.01
<b>Balance Remaining On Hand</b>		<b>\$</b>	<b>119.67</b>

**Check / Payment Refund / Cancel or Void Check Register**

<b>Date</b>	<b>CK/Pmt Refund</b>	<b>Status</b>	<b>Paid to</b>	<b>Check Amount</b>	<b>Notes</b>
2/11/2025	ACH	CREDIT CARD PMT	TriCounties Bank Visa Acct -1530	\$ 551.23	Payment of 01/31/2025 credit card statement. These charges were previously reported as line items "VISA" on 01/2025 warrant.
1/31/2025	Cashback	CREDIT CARD PMT	TriCounties Bank Visa Acct -1530	\$ (8.76)	Cashback credit applied to credit card balance
2/18/2025	10325	VOID	--	\$ -	Check spoiled.

<p><b>Director Signature</b> _____</p> <p><b>Date</b> _____</p>	<p><b>Director Signature</b> _____</p> <p><b>Date</b> _____</p>
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**DURHAM IRRIGATION DISTRICT**

**Deposit Register**

<b>Date</b>	<b>Deposit</b>	<b>Deposit Amount</b>	<b>Other Notes</b>
1/13/2025	Cash/Check Deposit	\$ 4,848.49	
1/13/2025	Cash/Check Deposit	\$ 2,347.39	
1/13/2025	Cash/Check Deposit	\$ 6,019.59	
1/13/2025	Cash/Check Deposit	\$ 4,175.16	
1/22/2025	Cash/Check Deposit	\$ 2,024.85	
1/22/2025	Cash/Check Deposit	\$ 3,499.03	
1/29/2025	Cash/Check Deposit	\$ 330.04	
01/01/2025-01/31/2025	<b>Paystation Payments</b>	\$ 7,885.85	
	<b>Subtotal Water Sales Deposits</b>	<b>\$ 31,130.40</b>	<i>No USBR Meter fees collected.</i>

<b>Water Meter Sales</b>	<b>Location</b>
SEE ABOVE	
<b>Bank Adjustments &amp; Other</b>	<b>Notes</b>
22-Jan-25	Advice of Difference \$ 4.00 <i>Credit - cash missing from one deposit.</i>
22-Jan-25	Advice of Difference \$ (4.00) <i>Debit - deposit correction.</i>
22-Jan-25	Advice of Difference \$ (0.50) <i>Debit - scanning discrepancy on bank side.</i>
	<b>Other \$ (0.50)</b>
	<b>Total Deposits \$ 31,129.90</b>

**Deposit Register for Development Projects Account**

NONE	
<b>Total Development Project Deposits</b>	<b>\$ -</b>

Director Signature \_\_\_\_\_

Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Durham Irrigation District**  
**Balance Sheet**  
As of January 31, 2025

7.1.2 Financials  
(01.2025)  
Balance Sheet

Jan 31, 25

**ASSETS**

**Current Assets**

**Checking/Savings**

**Current Assets**

Cash	104,037.65
Cash on Hand	119.67
Development Fees	36,660.24
Savings	14,383.30
California CLASS	164,587.73

**Total Current Assets** 319,788.59

**Total Checking/Savings** 319,788.59

**Other Current Assets**

Taxes Receivable	751.54
A/R	-751.54

**Total Other Current Assets** 0.00

**Total Current Assets** 319,788.59

**Fixed Assets**

**CAPITAL ASSETS**

**Depreciable Assets**

Equipment	102,797.11
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** 608,026.11

**Total CAPITAL ASSETS** 608,026.11

**Non-Depreciable Assets**

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

**Total Fixed Assets** 628,357.11

**TOTAL ASSETS** 948,145.70

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

Tri Co. Visa	559.99
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**Total Other Current Liabilities** 559.99

**Total Current Liabilities** 559.99

**Total Liabilities** 559.99

**Equity**

**NET POSITION**

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

**Unrestricted Net Assets** 386,892.71

**Durham Irrigation District**

**Balance Sheet**

As of January 31, 2025

	<u>Jan 31, 25</u>
Net Income	-5,856.00
Total Equity	<u>947,585.71</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>948,145.70</u></u></b>

**Durham Irrigation District**  
**Profit & Loss**  
**January 2025**

7.1.2 Financials  
(01.2025)  
Profit and Loss

	Jan 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Water Sales Income	
<b>OPERATING REVENUES</b>	
Water Sales	31,129.85
<b>Total OPERATING REVENUES</b>	31,129.85
<b>Total Water Sales Income</b>	31,129.85
<b>Total Income</b>	31,129.85
<b>Expense</b>	
<b>Contract Services</b>	
Accounting Fees	725.00
Engineering Support	4,052.32
<b>Total Contract Services</b>	4,777.32
<b>OPERATING EXPENSES</b>	
<b>Administration</b>	
Board Stipends	400.00
District Wages, Taxes, Insur.	
Insurance	1,018.86
Payroll Service Fees	396.20
Payroll Tax Expense	792.42
Wages	3,557.40
<b>Total District Wages, Taxes, Insur.</b>	5,764.88
Fees, Dues, Memberships	6,991.56
<b>Office Expense</b>	
Postage	300.00
Software	73.75
Website Hosting	190.00
<b>Total Office Expense</b>	563.75
Rent	650.00
Software Fees	130.00
<b>Utilities</b>	
Garbage	137.29
Gas & Electric	10,193.92
Telephone/Internet	181.70
<b>Total Utilities</b>	10,512.91
<b>Water System Maint, Repair, Repl</b>	
<b>Regular Operations &amp; Maint</b>	
O & M Supplies	2,292.93
Water Testing Fees	131.40
Weed Management	800.00
<b>Total Regular Operations &amp; Maint</b>	3,224.33
<b>Water System Repair &amp; Repl.+</b>	
Repairs & Maint.	620.02
Water Operator	3,558.71
<b>Total Water System Repair &amp; Repl.+</b>	4,178.73

**Durham Irrigation District**  
**Profit & Loss**  
**January 2025**

	<u>Jan 25</u>
Total Water System Maint,Repair,Repl	7,403.06
Total Administration	32,416.16
Bank Service Charges	408.59
Total OPERATING EXPENSES	<u>32,824.75</u>
Total Expense	<u>37,602.07</u>
Net Ordinary Income	-6,472.22
Other Income/Expense	
Other Income	
NON-OPERATING REVENUE	
Interest Income	616.22
Total NON-OPERATING REVENUE	<u>616.22</u>
Total Other Income	<u>616.22</u>
Net Other Income	616.22
Net Income	<u><u>-5,856.00</u></u>

**Durham Irrigation District**  
**Profit & Loss**  
**January 2025**

7.1.2 Financials (01.2025)  
Profit and Loss Previous Year  
Comparison

	Jan 25	Jan 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Water Sales Income</b>				
<b>OPERATING REVENUES</b>				
Demand Fees	0.00	30.00	-30.00	-100.0%
Meter Sales	0.00	224.00	-224.00	-100.0%
Water Sales	31,129.85	35,358.10	-4,228.25	-11.96%
<b>Total OPERATING REVENUES</b>	<b>31,129.85</b>	<b>35,612.10</b>	<b>-4,482.25</b>	<b>-12.59%</b>
<b>Total Water Sales Income</b>	<b>31,129.85</b>	<b>35,612.10</b>	<b>-4,482.25</b>	<b>-12.59%</b>
<b>Total Income</b>	<b>31,129.85</b>	<b>35,612.10</b>	<b>-4,482.25</b>	<b>-12.59%</b>
<b>Expense</b>				
<b>Contract Services</b>				
Accounting Fees	725.00	775.00	-50.00	-6.45%
Engineering Support	4,052.32	1,010.00	3,042.32	301.22%
Legal Fees	0.00	3,163.50	-3,163.50	-100.0%
Management & Administration	0.00	1,125.00	-1,125.00	-100.0%
<b>Total Contract Services</b>	<b>4,777.32</b>	<b>6,073.50</b>	<b>-1,296.18</b>	<b>-21.34%</b>
<b>OPERATING EXPENSES</b>				
<b>Administration</b>				
Board Stipends	400.00	300.00	100.00	33.33%
District Wages, Taxes, Insur.				
Insurance	1,018.86	1,283.20	-264.34	-20.6%
Payroll Service Fees	396.20	393.30	2.90	0.74%
Payroll Tax Expense	792.42	676.48	115.94	17.14%
Wages	3,557.40	2,562.00	995.40	38.85%
<b>Total District Wages, Taxes, Insur.</b>	<b>5,764.88</b>	<b>4,914.98</b>	<b>849.90</b>	<b>17.29%</b>
Fees, Dues, Memberships	6,991.56	4,809.16	2,182.40	45.38%
<b>Office Expense</b>				
Postage	300.00	500.00	-200.00	-40.0%
Software	73.75	0.00	73.75	100.0%
Supplies	0.00	44.90	-44.90	-100.0%
Website Hosting	190.00	84.00	106.00	126.19%
<b>Total Office Expense</b>	<b>563.75</b>	<b>628.90</b>	<b>-65.15</b>	<b>-10.36%</b>
Rent	650.00	760.31	-110.31	-14.51%
Software Fees	130.00	130.00	0.00	0.0%
<b>Utilities</b>				
Garbage	137.29	0.00	137.29	100.0%
Gas & Electric	10,193.92	4,423.37	5,770.55	130.46%
Telephone/Internet	181.70	218.80	-37.10	-16.96%
<b>Total Utilities</b>	<b>10,512.91</b>	<b>4,642.17</b>	<b>5,870.74</b>	<b>126.47%</b>
<b>Water System Maint,Repair,Repl</b>				
<b>Regular Operations &amp; Maint</b>				
O & M Supplies	2,292.93	195.84	2,097.09	1,070.82%
Water Testing Fees	131.40	0.00	131.40	100.0%



**Durham Irrigation District**  
**Profit & Loss**  
**January 2025**

	Jan 25	Jan 24	\$ Change	% Change
Weed Management	800.00	0.00	800.00	100.0%
<b>Total Regular Operations &amp; Maint</b>	<b>3,224.33</b>	<b>195.84</b>	<b>3,028.49</b>	<b>1,546.41%</b>
Water System Repair & Repl.+				
Repairs & Maint.	620.02	0.00	620.02	100.0%
Water Operator	3,558.71	3,558.71	0.00	0.0%
<b>Total Water System Repair &amp; Repl.+</b>	<b>4,178.73</b>	<b>3,558.71</b>	<b>620.02</b>	<b>17.42%</b>
<b>Total Water System Maint,Repair,Repl</b>	<b>7,403.06</b>	<b>3,754.55</b>	<b>3,648.51</b>	<b>97.18%</b>
<b>Total Administration</b>	<b>32,416.16</b>	<b>19,940.07</b>	<b>12,476.09</b>	<b>62.57%</b>
<b>Bank Service Charges</b>	<b>408.59</b>	<b>356.01</b>	<b>52.58</b>	<b>14.77%</b>
<b>Total OPERATING EXPENSES</b>	<b>32,824.75</b>	<b>20,296.08</b>	<b>12,528.67</b>	<b>61.73%</b>
<b>Total Expense</b>	<b>37,602.07</b>	<b>26,369.58</b>	<b>11,232.49</b>	<b>42.6%</b>
Net Ordinary Income	-6,472.22	9,242.52	-15,714.74	-170.03%
Other Income/Expense				
Other Income				
<b>NON-OPERATING REVENUE</b>				
Interest Income	616.22	468.93	147.29	31.41%
<b>Total NON-OPERATING REVENUE</b>	<b>616.22</b>	<b>468.93</b>	<b>147.29</b>	<b>31.41%</b>
<b>Total Other Income</b>	<b>616.22</b>	<b>468.93</b>	<b>147.29</b>	<b>31.41%</b>
<b>Net Other Income</b>	<b>616.22</b>	<b>468.93</b>	<b>147.29</b>	<b>31.41%</b>
<b>Net Income</b>	<b>-5,856.00</b>	<b>9,711.45</b>	<b>-15,567.45</b>	<b>-160.3%</b>

**Durham Irrigation District  
General Ledger  
As of January 31, 2025**

7.1.2 Financials  
(01.2025)  
General Ledger

Date	Num	Name	Memo	Paid Amount	Balance
<b>Current Assets</b>					326,615.47
<b>Cash</b>					111,480.75
01/02/2025		Deposit	Deposit	765.11	112,245.86
01/02/2025		Bank Charge		-408.59	111,837.27
01/02/2025		Deposit	Deposit	256.17	112,093.44
01/03/2025		Deposit	Deposit	749.85	112,843.29
01/06/2025		Deposit	Deposit	420.18	113,263.47
01/06/2025		Deposit	Deposit	264.78	113,528.25
01/06/2025		Deposit	Deposit	76.14	113,604.39
01/07/2025		Deposit	Deposit	565.22	114,169.61
01/08/2025		Deposit	Deposit	47.07	114,216.68
01/09/2025		Deposit	Deposit	212.83	114,429.51
01/09/2025		Wages		-1,700.92	112,728.59
01/10/2025		Deposit	Deposit	374.83	113,103.42
01/10/2025		Paychex		-321.10	112,782.32
01/10/2025		Payroll Taxes		-810.19	111,972.13
01/13/2025		Deposit	Deposit	6,019.59	117,991.72
01/13/2025		Deposit	Deposit	4,848.49	122,840.21
01/13/2025		Deposit	Deposit	4,175.16	127,015.37
01/13/2025		Deposit	Deposit	2,347.39	129,362.76
01/13/2025		Deposit	Deposit	302.46	129,665.22
01/13/2025		Deposit	Deposit	215.21	129,880.43
01/13/2025		Visa		-174.56	129,705.87
01/14/2025		Deposit	Deposit	749.74	130,455.61
01/14/2025		Deposit	Deposit	153.67	130,609.28
01/15/2025		Deposit	Deposit	289.73	130,899.01
01/16/2025		Deposit	Deposit	123.92	131,022.93
01/16/2025		State Compensation...		-1,018.86	130,004.07
01/17/2025		Deposit	Deposit	998.17	131,002.24
01/21/2025	10298	James M. Doyle	Jan 2025	-200.00	130,802.24
01/21/2025	10299	Kevin Phillips	Jan 2025	-100.00	130,702.24
01/21/2025	10300	Derek Sohnrey	Jan 2025	-100.00	130,602.24
01/21/2025	10301	JC Hernandez Maint...	Dec 2024 alley cleanup	-800.00	129,802.24
01/21/2025	10302	Pace Analytical Serv...	water quality testing	-131.40	129,670.84
01/21/2025	10303	Sierra Water Utility	chlorine/safety equipment	-2,292.93	127,377.91
01/21/2025	10304	Ferguson Waterworks	Brown Faber parts	-620.02	126,757.89
01/21/2025	10305	Camp & McLaughlin	Jan 2025 rent	-650.00	126,107.89
01/21/2025	10306	PG & E		-10,193.92	115,913.97
01/21/2025	10307	Recology	garbate service - well 5	-137.29	115,776.68
01/21/2025	10308	Sequoyah		-130.00	115,646.68
01/21/2025	10309	Streamline		-190.00	115,456.68
01/21/2025	10310	Vista Net Inc.	email protection/onboardi...	-1,430.06	114,026.62
01/21/2025	10311	Sheryl Bosman	Bookkeeping Dec 2024	-725.00	113,301.62
01/21/2025	10312	Northstar Engineering		-4,052.32	109,249.30
01/21/2025	10313	Sierra Water Utility	water operator services	-3,558.71	105,690.59
01/21/2025	10314	Butte County Electio...	Nov 2024 election servic ...	-1,190.99	104,499.60
01/21/2025	10315	State Water Resour...	water system annual fees	-5,422.28	99,077.32
01/21/2025		Deposit	Deposit	183.95	99,261.27
01/21/2025		Deposit	Deposit	126.21	99,387.48
01/22/2025		Deposit	Deposit	3,499.03	102,886.51
01/22/2025		Deposit	Deposit	2,024.85	104,911.36
01/22/2025		Deposit	deposit adj.	4.00	104,915.36
01/22/2025		Adj. to deposit		-0.55	104,914.81
01/22/2025		Adj. to deposit		-4.00	104,910.81
01/23/2025		Deposit	Deposit	37.07	104,947.88
01/23/2025		Wages		-993.87	103,954.01
01/24/2025		Deposit	Deposit	161.66	104,115.67
01/24/2025		Paychex		-75.10	104,040.57
01/24/2025		Payroll Taxes		-466.84	103,573.73
01/29/2025		Deposit	Deposit	330.04	103,903.77
01/29/2025		Postalia		-300.00	103,603.77
01/29/2025		Payroll Taxes		-378.00	103,225.77
01/30/2025		Deposit	Deposit	54.23	103,280.00
01/31/2025		Deposit	Deposit	757.65	104,037.65
<b>Total Cash</b>				-7,443.10	104,037.65
<b>Cash on Hand</b>					119.67

**Durham Irrigation District**  
**General Ledger**  
As of January 31, 2025

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
		Total Cash on Hand			119.67
		<b>Development Fees</b>			36,660.24
		Total Development Fees			36,660.24
		<b>Savings</b>			14,383.18
01/31/2025		Deposit	Deposit	0.12	14,383.30
		Total Savings		0.12	14,383.30
		<b>California CLASS</b>			163,971.63
01/31/2025		Deposit	Deposit	616.10	164,587.73
		Total California CLASS		616.10	164,587.73
		Total Current Assets		-6,826.88	319,788.59
		<b>Taxes Receivable</b>			751.54
		Total Taxes Receivable			751.54
		<b>A/R</b>			-751.54
		Total A/R			-751.54
		<b>CAPITAL ASSETS</b>			606,669.80
		<b>Depreciable Assets</b>			606,669.80
		<b>Equipment</b>			101,440.80
01/21/2025	10310	Vista Net Inc.	Firewall and set up	1,356.31	102,797.11
		Total Equipment		1,356.31	102,797.11
		<b>Mains</b>			623,540.00
		Total Mains			623,540.00
		<b>Pumps</b>			172,575.00
		Total Pumps			172,575.00
		<b>Structures</b>			16,084.00
		Total Structures			16,084.00
		<b>Wells</b>			127,486.00
		Total Wells			127,486.00
		<b>Less Accum. Dep'n</b>			-434,456.00
		Total Less Accum. Dep'n			-434,456.00
		Total Depreciable Assets		1,356.31	608,026.11
		Total CAPITAL ASSETS		1,356.31	608,026.11
		<b>Non-Depreciable Assets</b>			20,331.00
		<b>Land</b>			20,331.00
		Total Land			20,331.00
		Total Non-Depreciable Assets			20,331.00
		<b>Tri Co. Visa</b>			-174.56
01/10/2025	135		Chico ER - public notice ...	-559.99	-734.55
01/13/2025		Visa		174.56	-559.99
		Total Tri Co. Visa		-385.43	-559.99
		<b>NET POSITION</b>			-566,549.00
		<b>Net Investment in Capital Asset</b>			-566,549.00
		Total Net Investment in Capital Asset			-566,549.00
		Total NET POSITION			-566,549.00
		<b>Unrestricted Net Assets</b>			-386,892.71
		Total Unrestricted Net Assets			-386,892.71
		<b>Water Sales Income</b>			0.00
		<b>OPERATING REVENUES</b>			0.00

**Durham Irrigation District**  
**General Ledger**  
As of January 31, 2025

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
<b>Water Sales</b>					0.00
01/02/2025		Deposit	Deposit	-765.11	-765.11
01/02/2025		Deposit	Deposit	-256.17	-1,021.28
01/03/2025		Deposit	Deposit	-749.85	-1,771.13
01/06/2025		Deposit	Deposit	-420.18	-2,191.31
01/06/2025		Deposit	Deposit	-264.78	-2,456.09
01/06/2025		Deposit	Deposit	-76.14	-2,532.23
01/07/2025		Deposit	Deposit	-565.22	-3,097.45
01/08/2025		Deposit	Deposit	-47.07	-3,144.52
01/09/2025		Deposit	Deposit	-212.83	-3,357.35
01/10/2025		Deposit	Deposit	-374.83	-3,732.18
01/13/2025		Deposit	Deposit	-6,019.59	-9,751.77
01/13/2025		Deposit	Deposit	-4,848.49	-14,600.26
01/13/2025		Deposit	Deposit	-4,175.16	-18,775.42
01/13/2025		Deposit	Deposit	-2,347.39	-21,122.81
01/13/2025		Deposit	Deposit	-302.46	-21,425.27
01/13/2025		Deposit	Deposit	-215.21	-21,640.48
01/14/2025		Deposit	Deposit	-749.74	-22,390.22
01/14/2025		Deposit	Deposit	-153.67	-22,543.89
01/15/2025		Deposit	Deposit	-289.73	-22,833.62
01/16/2025		Deposit	Deposit	-123.92	-22,957.54
01/17/2025		Deposit	Deposit	-998.17	-23,955.71
01/21/2025		Deposit	Deposit	-183.95	-24,139.66
01/21/2025		Deposit	Deposit	-126.21	-24,265.87
01/22/2025		Deposit	Deposit	-3,499.03	-27,764.90
01/22/2025		Deposit	Deposit	-2,024.85	-29,789.75
01/22/2025		Deposit	deposit adj.	-4.00	-29,793.75
01/22/2025		Adj. to deposit		0.55	-29,793.20
01/22/2025		Adj. to deposit		4.00	-29,789.20
01/23/2025		Deposit	Deposit	-37.07	-29,826.27
01/24/2025		Deposit	Deposit	-161.66	-29,987.93
01/29/2025		Deposit	Deposit	-330.04	-30,317.97
01/30/2025		Deposit	Deposit	-54.23	-30,372.20
01/31/2025		Deposit	Deposit	-757.65	-31,129.85
Total Water Sales				-31,129.85	-31,129.85
Total OPERATING REVENUES				-31,129.85	-31,129.85
Total Water Sales Income				-31,129.85	-31,129.85
<b>Contract Services</b>					0.00
<b>Accounting Fees</b>					0.00
01/21/2025	10311	Sheryl Bosman	Bookkeeping Dec 2024	725.00	725.00
Total Accounting Fees				725.00	725.00
<b>Engineering Support</b>					0.00
01/21/2025	10312	Northstar Engineering	Brown-Faber pipeline repl.		0.00
01/21/2025	10312	Northstar Engineering	CIP budget/rate study	3,320.82	3,320.82
01/21/2025	10312	Northstar Engineering	USBR engineering		3,320.82
01/21/2025	10312	Northstar Engineering	meetings	606.50	3,927.32
01/21/2025	10312	Northstar Engineering	operational support	125.00	4,052.32
Total Engineering Support				4,052.32	4,052.32
Total Contract Services				4,777.32	4,777.32
<b>OPERATING EXPENSES</b>					0.00
<b>Administration</b>					0.00
<b>Board Stipends</b>					0.00
01/21/2025	10298	James M. Doyle	Jan 2025	200.00	200.00
01/21/2025	10299	Kevin Phillips	Jan 2025	100.00	300.00
01/21/2025	10300	Derek Sohnrey	Jan 2025	100.00	400.00
Total Board Stipends				400.00	400.00
<b>District Wages, Taxes, Insur.</b>					0.00
<b>Insurance</b>					0.00

**Durham Irrigation District**  
**General Ledger**  
As of January 31, 2025

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
01/16/2025		State Compensation...		1,018.86	1,018.86
		Total Insurance		1,018.86	1,018.86
		<b>Payroll Service Fees</b>			0.00
01/10/2025		Paychex		321.10	321.10
01/24/2025		Paychex		75.10	396.20
		Total Payroll Service Fees		396.20	396.20
		<b>Payroll Tax Expense</b>			0.00
01/09/2025		Wages		-548.18	-548.18
01/10/2025		Payroll Taxes		810.19	262.01
01/23/2025		Wages		-314.43	-52.42
01/24/2025		Payroll Taxes		466.84	414.42
01/29/2025		Payroll Taxes		378.00	792.42
		Total Payroll Tax Expense		792.42	792.42
		<b>Wages</b>			0.00
01/09/2025		Wages		2,249.10	2,249.10
01/23/2025		Wages		1,308.30	3,557.40
		Total Wages		3,557.40	3,557.40
		Total District Wages, Taxes, Insur.		5,764.88	5,764.88
		<b>Fees, Dues, Memberships</b>			0.00
01/10/2025	135		Chico ER - public notice ...	378.29	378.29
01/21/2025	10314	Butte County Electio...	Nov 2024 election servic ...	1,190.99	1,569.28
01/21/2025	10315	State Water Resour...	water system annual fees	5,422.28	6,991.56
		Total Fees, Dues, Memberships		6,991.56	6,991.56
		<b>Office Expense</b>			0.00
		<b>Postage</b>			0.00
01/29/2025		Postalia		300.00	300.00
		Total Postage		300.00	300.00
		<b>Software</b>			0.00
01/21/2025	10310	Vista Net Inc.	email protection	73.75	73.75
		Total Software		73.75	73.75
		<b>Website Hosting</b>			0.00
01/21/2025	10309	Streamline		190.00	190.00
		Total Website Hosting		190.00	190.00
		Total Office Expense		563.75	563.75
		<b>Rent</b>			0.00
01/21/2025	10305	Camp & McLaughlin	Jan 2025 rent	650.00	650.00
		Total Rent		650.00	650.00
		<b>Software Fees</b>			0.00
01/21/2025	10308	Sequoyah		130.00	130.00
		Total Software Fees		130.00	130.00
		<b>Utilities</b>			0.00
		<b>Garbage</b>			0.00
01/21/2025	10307	Recology	garbate service - well 5	137.29	137.29
		Total Garbage		137.29	137.29
		<b>Gas &amp; Electric</b>			0.00
01/21/2025	10306	PG & E		10,193.92	10,193.92
		Total Gas & Electric		10,193.92	10,193.92

**Durham Irrigation District**  
**General Ledger**  
As of January 31, 2025

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
		<b>Telephone/Internet</b>			0.00
01/10/2025	135		Comcast	181.70	181.70
		Total Telephone/Internet		181.70	181.70
		Total Utilities		10,512.91	10,512.91
		<b>Water System Maint,Repair,Repl</b>			0.00
		<b>Regular Operations &amp; Maint</b>			0.00
		<b>O &amp; M Supplies</b>			0.00
01/21/2025	10303	Sierra Water Utility	chlorine/safety equipment	2,292.93	2,292.93
		Total O & M Supplies		2,292.93	2,292.93
		<b>Water Testing Fees</b>			0.00
01/21/2025	10302	Pace Analytical Serv...	water quality testing	131.40	131.40
		Total Water Testing Fees		131.40	131.40
		<b>Weed Management</b>			0.00
01/21/2025	10301	JC Hernandez Maint...	Dec 2024 alley cleanup	800.00	800.00
		Total Weed Management		800.00	800.00
		Total Regular Operations & Maint		3,224.33	3,224.33
		<b>Water System Repair &amp; Repl.+</b>			0.00
		<b>Repairs &amp; Maint.</b>			0.00
01/21/2025	10304	Ferguson Waterworks	Brown Faber parts	620.02	620.02
		Total Repairs & Maint.		620.02	620.02
		<b>Water Operator</b>			0.00
01/21/2025	10313	Sierra Water Utility	water operator services	3,558.71	3,558.71
		Total Water Operator		3,558.71	3,558.71
		Total Water System Repair & Repl.+		4,178.73	4,178.73
		Total Water System Maint,Repair,Repl		7,403.06	7,403.06
		Total Administration		32,416.16	32,416.16
		<b>Bank Service Charges</b>			0.00
01/02/2025		Bank Charge		408.59	408.59
		Total Bank Service Charges		408.59	408.59
		Total OPERATING EXPENSES		32,824.75	32,824.75
		<b>NON-OPERATING REVENUE</b>			0.00
		<b>Interest Income</b>			0.00
01/31/2025		Deposit	Deposit	-616.10	-616.10
01/31/2025		Deposit	Deposit	-0.12	-616.22
		Total Interest Income		-616.22	-616.22
		Total NON-OPERATING REVENUE		-616.22	-616.22
<b>TOTAL</b>				<b>0.00</b>	<b>0.00</b>

2/14/2025

**Durham Irrigation District**  
**Monthly Billing Recap 1/1/2025 thru 1/31/2025**

I

	<u>Amount</u>	<u>Count</u>
Water Purchased or Produced this month	0	
Water Sold this month	4,437	
Water System used or accountable loss	0	
<b>Water Loss</b>	<b>0.00 %</b>	<b>4,437</b>
<hr/>		
Total Water Sales this month	27,719.19	474
Total Penalties this month	453.80	97
Total Adjustments this month	-36.00	31
Total of other charges this month	92.00	4
<b>Total Current Charges</b>	<b>28,228.99</b>	
<hr/>		
Current Balance	-2,143.18	194
30 Days Past Due	3,769.54	17
60 Days Past Due	3,797.04	6
90 Days Past Due	19,826.70	51
<b>Total Accounts Receivable</b>	<b>25,250.10</b>	
<hr/>		
<b>Total Payments Received</b>	<b>32,591.63</b>	416
<hr/>		
New Memberships	0.00	0
<hr/>		
Active Accounts	25,354.24	475
InActive Accounts	-104.14	82
Forfeiture Accounts	0.00	0
<hr/>		
Average Water Usage	9	
Average Water Charge	58.47	

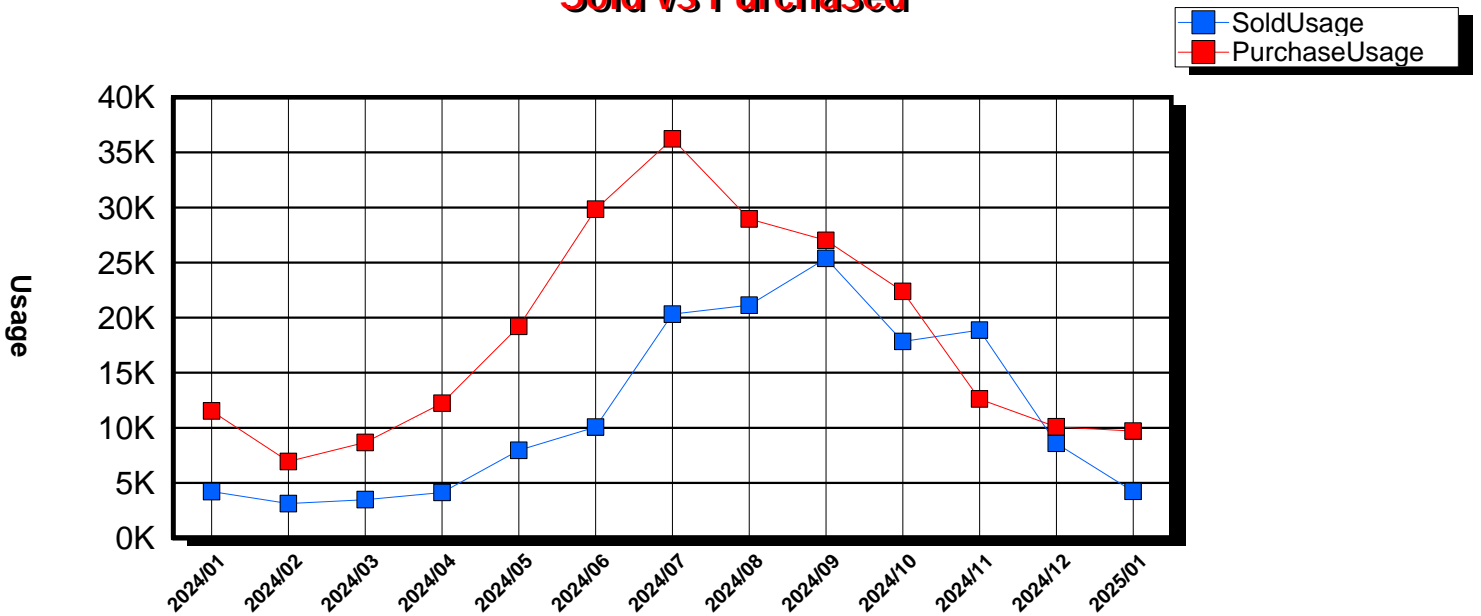
Low Range	High Range	Usage	Count	Sales	% Usage	% Sales
0	0	0	0	0.00	0.00	0.00
0	0	0	123	7,614.73	0.00	27.47
1	2,000	4,437	351	20,104.46	100.00	72.53
2,001	4,000	0	0	0.00	0.00	0.00
4,001	6,000	0	0	0.00	0.00	0.00
6,001	8,000	0	0	0.00	0.00	0.00
8,001	10,000	0	0	0.00	0.00	0.00
10,001	20,000	0	0	0.00	0.00	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
		4,437	474	27,719.19		

Accounts Receivable Last Month Ending	29,612.74	
Sales/Charges this Month	28,264.99	
Adjustments this Month	-36.00	
Less: Payments this Month	32,591.63	
<b>Accounts Receivable Total</b>	<b>25,250.10</b>	25,250.10

# Pump Total

<u>Year/Month</u>	<u>Purchased</u>	<u>Sold</u>	<u>Loss</u>	<u>Pct</u>
2024/01	11,522	4,208	-7,314	-63.5
2024/02	6,936	3,118	-3,818	-55.0
2024/03	8,666	3,477	-5,189	-59.9
2024/04	12,233	4,127	-8,106	-66.3
2024/05	19,204	7,954	-11,250	-58.6
2024/06	29,843	10,066	-19,777	-66.3
2024/07	36,230	20,317	-15,913	-43.9
2024/08	28,958	21,131	-7,827	-27.0
2024/09	27,021	25,378	-1,643	-6.1
2024/10	22,385	17,836	-4,549	-20.3
2024/11	12,614	18,866	6,252	49.6
2024/12	10,084	8,584	-1,500	-14.9
2025/01	9,705	4,225	-5,480	-56.5

## Sold vs Purchased





<u>Acct</u>	<u>Name</u>	<u>Balance</u>	<u>2/1/2025</u>				
			<u>Current</u>	<u>30 Days</u>	<u>60-Days</u>	<u>90-Days</u>	
212	Kellogg, Deanna	2415 Florida Ln	2,547.35	57.07	340.96	435.36	1,713.96
291	Guerra, Diego & Marissa	9665 Teal Ln	2,277.13	112.43	136.53	144.92	1,883.25
616	Durham Green Home Owners	Durham Grn HOA - 9500 Va	1,856.14	102.50	153.67	318.74	1,281.23
683	Seegert, James	9369 La Rose Ct	1,839.28	62.43	89.36	148.39	1,539.10
80	Day, David	9389 Midway	1,733.57	43.07	63.32	64.68	1,562.50
108	Sierra Christian Services,	9260 Goodspeed St	1,477.67	88.07	93.06	97.95	1,198.59
57	Dotson, Kevin Dolz and Dan	9386 Goodspeed St	1,409.05	39.07	55.41	53.84	1,260.73
331	Sonsteng, Chimene	9642 Duckling Dr	1,408.31	47.43	65.25	64.55	1,231.08
128	Horn, Howard	2370 Serviss St	1,171.38	53.07	63.24	64.52	990.55
237	Rosemarie Taylor Revocable '	2399 Serviss St	1,107.25	49.07	57.21	61.56	939.41
174	Cole, Leslie Ray and Kevin G	9415 Putney Dr	1,000.30	39.07	49.90	51.34	859.99
114	Grigsby, Daniel	2410 Brown St	979.98	63.78	76.22	75.26	764.72
945	Schell, Daniel and Korena	2553 Durham-Dayton Hwy	943.41	53.07	47.56	89.03	753.75
245	Durham Grange,	2393 Durham-Dayton Hwy	916.04	63.78	75.25	74.29	702.72
936	Fosdick, Devin	2390 Brown St	893.06	35.07	46.12	45.59	766.28
943	LaChappelle, Michael	9216 Goodspeed St	854.01	35.07	45.68	45.15	728.11
916	Bresson, Christopher & Kimb	9416 Goodspeed St	830.25	44.07	50.46	51.86	683.86
30	Casper, J. Payan and C.	2375 Serviss St	765.71	35.07	44.95	44.43	641.26
606	Harris, James	9424 Putney Dr	762.44	35.07	44.59	44.07	638.71
919	Sanchez, Jose	9259 Midway	544.01	69.07	90.80	48.54	335.60
630	Parker, Bryan and Holly	2484 Marsh Ct	482.47	69.43	70.41	99.44	243.19
219	Sims, Jeffrey	2370 Brown St	445.22	63.78	69.23	68.27	243.94
49	Compton, Craig	9231 Goodspeed St	401.18	55.07	44.95	44.35	256.81
931	Day, Kelvin Scott	2385 Florida Ln	395.64	41.07	42.94	43.37	268.26
941	Brannan, Ryan and Patricia	9340 La Rose Ct	393.41	65.43	65.02	82.15	180.81
152	Wurm, Anita	2409 Florida Ln	335.80	37.07	42.29	41.72	214.72
659	Marrs, Michael	9434 Van Ness Way	330.08	124.43	97.41	108.24	0.00
13	Catherine Bailey, Doug Sutto	9200 Holland Ave	325.84	39.07	57.13	55.68	173.96
672	Rhodes, Gabriel	2314 Via Calle Ct	307.14	54.43	55.05	59.59	138.07
53	Horn, Nathan	2379 Serviss St	296.84	68.43	85.75	56.52	86.14
54	Cipolla, Jennifer	9180 Goodspeed St	257.69	49.07	52.08	51.35	105.19
209	Vercruyssen, Rene	9420 Goodspeed St	237.86	38.07	39.91	40.08	119.80
335	Patch, Ed	9335 Midway	234.97	37.07	39.91	39.35	118.64
211	Tejeda, Alicia	9261 Midway	230.62	39.07	42.85	44.24	104.46
183	Ownby, Karen Koehly	2455 Durham-Dayton Hwy	228.41	41.07	43.44	43.52	100.38
208	Jones, Emily	9364 Holland Ave	214.62	43.07	44.55	41.92	85.08
<b>36</b>		<b>Total</b>	<b>\$30,434.16</b>	<b>\$1,992.96</b>	<b>\$2,582.46</b>	<b>\$2,943.86</b>	<b>\$22,914.88</b>



**DURHAM IRRIGATION DISTRICT**  
**Meeting Minutes**  
**Board of Directors:**

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

**Tuesday, December 17, 2024**  
**5:30 PM**

**District Office**  
**9418-C Midway**  
**Durham CA 95938**

**1 CALL TO ORDER – 5:30 PM**

Present: Directors Doyle, Phillips and Sohnrey.

Absent: NONE

Also present: District Engineer Robin Kampmann (via telephone); Water Operator Mike Butler; Public Outreach Nicole Johansson, and Administrative Assistant Jeannie Trizzino.

**2 ROLL CALL / OPENING BUSINESS**

2.1 AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS – NO CHANGES

2.2 PUBLIC COMMENT

Mr. Patrick Button commented that he has attended District board meeting for eleven years on behalf of his community neighbors. He referenced letters to the District that recalled past positions of the Board that promised to make new construction pay for itself. He also noted that he has spent approximately \$2,000 to defend water rates on behalf of his neighbors.

**3 CORRESPONDENCE – NONE**

**4 PRESENTATIONS - NONE**

**5 REPORTS/ANNOUNCEMENTS FROM DIRECTORS**

5.1 VINA GSA REPORT (Vina GSA Calendar here: <https://www.vinagsa.org/calendar> )

SUBJECT: Status report on Vina GSA.

FISCAL IMPACT: NONE

Director Kevin Phillips noted that he attended as an alternate in the absence of Director Matt Doyle. Director Phillips noted that the Vina GSA Rate Workshop discussed fee structures based on either parcels or on acreage. Director Phillips favored a per-acre fee, which would be fairer for Durham Irrigation District property owners because of the small parcel size, along with a different rate for property owners with unirrigated and/or undeveloped parcels. He reported that his motion died for lack of a second. After Director Phillips's motion failed, the fee study was tabled to the next Vina GSA board meeting.

*PUBLIC COMMENT*

Mr. Patrick Button asked about Vina GSA and Sierra Nevada Brewery and whether SNB was subject to a usage charge from Vina GSA. He also asked about Lake Marysville, a private lake for water skiing.

**6 PUBLIC HEARINGS - NONE****7 INFORMATION/CONSENT CALENDAR**

- 7.1 Warrant Sheet from November 6, 2024 to December 12, 2024, including payments, deposits, and transaction adjustments.

SUBJECT: Approve payments, deposits, and transaction adjustments.

FISCAL IMPACT: See attachments.

ACTION REQUESTED: APPROVE

- 7.2 Board of Directors Meeting Minutes for October 15, 2024 and November 12, 2024.

SUBJECT: Approve draft minutes.

FISCAL IMPACT: NONE.

ACTION REQUESTED: APPROVE

*PUBLIC COMMENT*

Mr. Button commented that the minutes are incomplete.

**A motion was made by Director Sohnrey and seconded by Director Phillips to approve the entire Consent Agenda (Items 7.1 and 7.2).**

**Aye: 3 – Doyle, Phillips, Sohnrey**

**Nay: 0**

**Absent: 0**

**8 DISTRICT ENGINEER REPORT**

- 8.1 Brown-Faber Pipeline Replacement

SUBJECT: Segments of the Brown-Faber Pipeline are in poor condition and need to be replaced as emergency repair work.

FISCAL IMPACT: \$52,000

ACTION REQUESTED: Status report on project.

District Engineer reported that the project crew encountered a storm drain in the location of the planned tie-in and had to adjust the project to accommodate this line. Otherwise, the project is expected to be completed in the next two weeks. The alley remains closed to the public and to traffic until the work is completed.

- 8.2 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 she has submitted all requested documents to USBR and awaits response from them.

- 8.3 Connection Fees

SUBJECT: As directed, the District Engineer has reviewed the existing connection fees and has provided an assessment on proposed connection fee updates.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive information, discuss and provide direction.

District Engineer presented draft connection fee memorandum for review by the Board. NorthStar reviewed system assets based on the District's approved 2022 financial audit, which is the most recent completed audit. Since the 2022 audit, the District has added improvements totaling approximately \$1.23 million and used a calculation to determine the equivalent customers based on ¾" connection to DID, which resulted in a system buy-in to District assets of approximately \$1,436 per ¾" connection. However, determining system capacity buy-in is more complex, since that calculation relates to sphere of influence. District Engineer asked for Board guidance on whether to use some other amount than the system capacity buy-in from 2018.

Director Phillips commented that he agrees with the District Engineer's calculations.

Director Doyle asked if an escalator can be built into the fees to compensate for changes in the Consumer Price Index (CPI) and related inflation.

District Engineer comments that counsel would need to review whether and how escalators could be built into any planned District capacity fee structure.

Director Phillips directs that the engineering estimate/construction cost escalation index be incorporated into the rates and to agendaize the matter for adoption at the January 2025 board meeting.

District Engineer commented that the District's proposed connection fees are comparable to others in the area.

Director Phillips clarifies that the rates are to buy into what is now an aged infrastructure system. Once the system is upgraded and is worth more, the connection fee will increase in relation to the increase in the asset value of the entire system. Therefore, connection fees should be revised every three years to align with the changing asset value. He mentioned the example of well installation, which twenty years ago would cost less than \$100,000 but would now cost \$10,000,000.

*PUBLIC COMMENT*

Mr. Button commented that connection fee increases do not require the Prop 218 process. He mentioned that the 1976 requirement for flow for new construction and that the District has been charging fees to accommodate this flow.

- 8.4 Discussion of testing results and mitigation options. Water Quality Testing Results – PFAS  
SUBJECT: After review of the water quality testing results for PFAS constituents Water Operator to report on mitigation options.  
FISCAL IMPACT: Unknown  
ACTION REQUESTED: Discussion of testing results and mitigation options.

District Engineer reported that the state has not issued any additional guidance to the District on PFAS. She noted that all test results go to the state database automatically

and that she expects guidance from the state in terms of frequency and type of water quality testing.

District Water Operator asked whether the District should have the testing lab conduct the testing. District Engineer responded that the lab that runs the PFAS testing is based in Los Angeles and is a subcontractor to the District's main water quality testing company.

## 9 DISTRICT OUTREACH REPORT (NON-ACTION ITEMS)

SUBJECT: Report by Nicole Johansson on the following areas: (a) community outreach, (b) funding opportunities, (c) legislative outreach, and (d) management responsibilities, including mass notification system.

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

## 10 WATER OPERATOR REPORT (NON-ACTION ITEMS)

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

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

Water Operator reported that the previous month was routine. The County mandated California Environmental Reporting System (CERS) safety training was completed. He met with North State Electric and Pump to plan a replacement of a seal on a pump at the alley well site (Well 3). He will be reviewing open work orders and will update admin with work order numbers that can be closed.

## 11 DISTRICT COUNSEL REPORT (NON-ACTION ITEMS)

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

No report; severe weather prevented counsel from attending the meeting.

## 12 REGULAR AGENDA

### 12.1 Board Expansion

SUBJECT: Discuss options and procedures for expansion of board of directors from three to five according to District bylaws.

FISCAL IMPACT: \$3,000 annually - \$2,400 for added stipends, ~\$500 annually for room rental.

ACTION REQUESTED: Receive information, discuss, and provide direction to staff.

This item was rescheduled to January 2025 board meeting.

### 12.2 Staff Time-off

SUBJECT: Discuss options and procedures for expansion of board of directors from three to five according to District bylaws.

FISCAL IMPACT: NONE.

ACTION REQUESTED: Receive information, discuss, and provide direction to staff.

This item was rescheduled to January 2025 board meeting.

### **13 DIRECTORS' COMMENTS**

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

Director Phillips commented that he attended the ACWA conference this month and noted that under AB 2257, which will go into effect in 2025, if special districts meet strict AB 2257 administrative requirements, Prop 218 protestors may only bring litigation after timely submission of written objection (120-day statute of limitations) and only to the administrative record of the proceedings.

Director Sohnrey wished everyone Merry Christmas.

Director Doyle commented that the connection fee is a great start for 2025 and was happy that contractors seem available to do the work the District anticipates.

### **14 ADJOURNMENT**

There being no further business, the meeting adjourned at 6:32 pm. The next Regular Board Meeting is scheduled for January 21, 2025.



**DURHAM IRRIGATION DISTRICT**  
**Meeting Minutes**  
**Special Board Meeting**  
**Board of Directors:**

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

**Wednesday, January 22, 2025 (rescheduled from January 21, 2025)**  
**5:30 PM**

**District Office**  
**9418-C Midway**  
**Durham CA 95938**

**1 CALL TO ORDER – 5:30 PM**

Present: Directors Doyle, Phillips and Sohnrey.

Absent: NONE

Also present: District Engineer Mark Adams; Water Operator Adam Daigle; Public Outreach Nicole Johansson; General Counsel Sean Cameron, and Administrative Assistant Jeannie Trizzino.

**2 ROLL CALL / OPENING BUSINESS**

2.1 AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS – NO CHANGES

2.2 PUBLIC COMMENT

Mr. Patrick Button commented on the inadequate quality of the minutes. He requests that the Board consider recording and transcribing board meeting and feels that this would more ethically reflect the board meetings.

**3 CORRESPONDENCE – NONE**

**4 PRESENTATIONS – NONE**

**5 REPORTS/ANNOUNCEMENTS FROM DIRECTORS**

5.1 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 Mat Doyle reported on the parcel assessment fees and referred directors and attendees to review the posted minutes of the Vina GSA Board meeting. Vina GSA is now proceeding with its fee assessment study. Johansson commented that parcels <1 acre will not be assessed. Director Doyle clarified that the fee is a per-parcel fee and not a per-acre fee, and that the fee is less than \$10 per acre. Vina GSA will finalize the allocation.

**6 PUBLIC HEARINGS - NONE**

**7 INFORMATION/CONSENT CALENDAR**

- 7.1 Warrant Sheet from December 13, 2024 to January 14, 2025, including payments, deposits, and transaction adjustments.

SUBJECT: Approve payments, deposits, and transaction adjustments.

FISCAL IMPACT: See attachments.

ACTION REQUESTED: APPROVE

**A motion was made by Director Phillips and seconded by Director Sohnrey to approve the Consent Agenda.**

**Aye: 3 – Doyle, Phillips, Sohnrey**

**Nay: 0**

**Absent: 0**

Director Sohnrey commented on the accounts receivable aging report which shows approximately \$28,000 in arrears. Director Phillips directs staff to place liens on overdue accounts with the county this year.

**8 DISTRICT ENGINEER REPORT**

- 8.1 Connection Fees

SUBJECT: As directed, the District Engineer has reviewed the existing connection fees and has provided an assessment on proposed connection fee updates.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt proposed revised connection fees.

District Engineer Mark Adams reported that he used the 2022 District audit as the basis for the system value.

Director Sohnrey asked for clarification on what happens when the District is at near capacity, i.e., what happens if everyone turns on their faucets and sprinklers at the same time. The District Engineer answered that we can look at the current Maximum Peak Daily Demand plus fireflow. The District is required to guarantee flow, either by storage in the form of a big storage tank or by guaranteeing that supply can be maintained if one well is out of service. The District Engineer referred the Directors to the West Yost system study that performed this analysis and the more recent well study conducted by Luhdorff Scalmanini Consulting Engineers. District Engineer confirms that with the current ~470 customers, the District has plenty of capacity. New developments are reviewed for their impact on the entire system and are required to make certain improvements to ensure District capacity. Examples of developer-required improvements include installing new wells and service lines, or changes to the intended project. District Engineer Adams commented that the DID Water Model that was developed for the Keeney Development Project resulted in changes to that project.

Director Phillips comments that capacity fees must be related to capacity-related projects, such as the Brown-Faber Pipeline Replacement project, which included a change from a 4" to a 6" pipeline and as such is a capacity increase.



Director Doyle asks about the risk of wildfire damaging District infrastructure, such as wooden pumphouse structures. District Engineer remarks that infrastructure destruction impairs the system's ability to perform, citing the destruction of pump stations in the catastrophic Palisades Fire in Southern California in early January. Director Phillips reminded the directors that fire protection efforts are concerned first about saving life, not saving property, referring to fire sprinkler system that are designed to allow for safe exit from a property, not to extinguish a fire. Director Doyle continues to be concerned about preparing for catastrophic destruction.

**A motion was made by Director Phillips and seconded by Director Sohnrey to approve Connection Fees.**

**Aye: 3 – Doyle, Phillips, Sohnrey**

**Nay: 0**

**Absent: 0**

*PUBLIC COMMENT*

Mr. Button comments that property-related fees cannot be used to pay for capacity increases. Fees can only be used for existing operations and repair of the current system.

District Engineer commented that even with no new construction, the District is still required to provide necessary fire protection for the entire community.

8.2 Cost of Service and Capacity Fee Study

SUBJECT: As directed, the District Engineer prepared a draft cost of service and capacity study for the District. This study is used as the basis for rate changes for District customers. The District Engineer has compiled the financial data from 2022, 2023 & 2024 and has prepared a draft of the projected operational expenses for the next five years.

FISCAL IMPACT: NONE

ACTION REQUESTED: Review of the Draft Projected Operational Expenses and Direction from the Board.

District Engineer comments that the Fee Committee (which consists of Director Phillips) and he reviewed the District operating costs through 2024 to produce a trend line of future operating costs. From that, the District Engineer prepared a draft report that has items that need Board input and guidance.

Director Phillips suggests setting an additional capital reserve of \$75,000 -- \$25,000 for repairs and \$50,000 for contractors. Phillips directed District Engineer to revise the draft report and bring several scenarios to the Board for consideration.

Director Phillips directed staff to prepare a summary of paperless billing and autopay participation for board consideration at its February board meeting as a separate agenda item.

**8.3 Brown-Faber Pipeline Replacement**

SUBJECT: Segments of the Brown-Faber Pipeline are in poor condition and need to be replaced as emergency repair work.

FISCAL IMPACT: \$52,000

ACTION REQUESTED: Status report on project.

District Engineer Mark Adams explained that the contractor submitted a change order for the change in alignment for the pipeline after the contractor encountered an unexpected storm drain conduit in the original project footprint. The change order amount did not cause the cost of the project to exceed the original board-approved amount. Water Operator commented that the new segment of the pipeline no longer leaked, which would result in increased water efficiency for the District.

Directors Phillips and Doyle gave direction to Outreach Coordinator Johansson to prepare a social media post on the pipeline replacement project.

*PUBLIC COMMENT*

Mr. Button asked again about the change in the pipeline diameter from 4" to 6".

**8.4 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.

No update.

**9 DISTRICT OUTREACH REPORT (NON-ACTION ITEMS)**

SUBJECT: Report by Nicole Johansson on the following areas:

(a) funding opportunities / legislative outreach

(b) Regroup Nass notification system

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

*PUBLIC COMMENT*

Guest Jamie Johansson announced that he will be running for State Assembly in 2026. He commented that he supports local control of water and supports projects that promote the use of surface water to replenish groundwater. *[Mr. Johansson is the spouse of District Outreach coordinator Nicole Johansson.]*

Outreach Coordinator Nicole Johansson reported that Congressman La Malfa's office asked whether the District would be reapplying for House Community Project Funding for the District Water Storage Tank Project. Johansson provided an update on the Regroup Mass Notification onboarding process.

**10 WATER OPERATOR REPORT (NON-ACTION ITEMS)**

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

FISCAL IMPACT: NONE

ACTION REQUESTED: Receive information, discuss and provide direction.

Water Operator Adam Daigle noted some issues that cropped up relating to the Brown Faber Pipeline Replacement project, notably a leak on the customer side of the meter that was quickly repaired. He also reported on an electrical issue at the Alley Site (Well 3) that took the generator their offline briefly. Finally, he commented that the Walberg Inc construction team did an excellent job on the Brown Faber Pipeline replacement project, notably being willing and able to work on the project in the rain.

**11 DISTRICT COUNSEL REPORT (NON-ACTION ITEMS)**

SUBJECT: Verbal report by counsel on district-related activities. *See also regular agenda.*  
No report.

**12 REGULAR AGENDA****12.1 Board Expansion**

SUBJECT: Discuss options and procedures for expansion of board of directors from three to five according to District bylaws.

FISCAL IMPACT: \$3,000 annually - \$2,400 for added stipends, ~\$500 annually for room rental.

ACTION REQUESTED: Receive information, discuss, and provide direction to staff.

Under the California Water Code, irrigation districts can only expand their boards by holding a general or special election. It cannot simply approve board expansion by agendizing and posting a change to the number of seats.

The Board directed staff to report on what the county would require holding such an election at its next board meeting.

**PUBLIC COMMENT**

Mr. Button commented that if the board expands to five directors the District would need to hold its board meetings in a larger meeting room. Administrative Assistant noted that the District would look for a meeting space with Durham Recreation and Park District facilities.

**12.2 Operations and Maintenance (O&M) Services Agreement, Sierra Water Utility LLC**

SUBJECT: Review and approve the Operations and Maintenance Services Agreement with Sierra Water Utility. The current agreement terminates in April 2025.

FISCAL IMPACT: \$43,000 annually in 2024.

ACTION REQUESTED: Receive information, discuss, and provide direction.

Director Phillips asked for counsel to assist in reviewing and drafting the updated Water Operator agreement for its February board meeting.

12.3 Reschedule May 2025 board meeting.

SUBJECT: The District administrative assistant will be out of the office at the time of the scheduled May 2025 board meeting, so the Board will need to decide whether to reschedule or cancel this meeting. Her period of absence is May 6 through May 26, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive information, discuss, and provide direction to staff.

After brief discussion, the board agreed to cancel the May board meeting and to authorize payment of certain bills at its April meeting.

**13 DIRECTORS' COMMENTS**

Director Phillips commented that he would be attending ACWA Conferences in Spring and Fall 2025.

Director Sohnrey commented that he would attend the CSDA Conference in Fall 2025.

Director Sohnrey thanked everyone for attending.

Director Phillips directed staff to add an agenda item for the board to discuss future agenda items.

**14 ADJOURNMENT**

There being no further business, the meeting adjourned at 6:32 pm. The next Regular Board Meeting is scheduled for February 18, 2025.

# Durham Irrigation Operator Log

Sierra Water Utility, LLC.



Month:	January 2025		
Date	Task Description/Notes	One Man Hrs and Duties (M-F)	Additional Man Hrs and Duties (M-F)
1/1/2025	Performed daily checks, checked lubrication of all pumps.	1.75	
1/2/2025	Performed daily checks, checked lubrication of all pumps.	1.75	
1/3/2025	Performed daily checks, checked lubrication of all pumps. Alley Site - Delivered 40 gallons of chlorine. Holland Site - Delivered 22 gallons of chlorine.	1.75	
1/4/2025	Hand out notices for upcoming service interruption to finish Brown/Faber pipeline replacement. (after hours 1hr)		1.00
1/6/2025	Performed daily checks, checked lubrication of all pumps. Facilitate water shut off and tie in at Brown/Faber pipeline replacement. Monitor and facilitate remaining work done. Collect final meter reading for two services and source materials for service line installation. (6 hrs)	7.75	
1/7/2025	Performed daily checks, checked lubrication of all pumps.	1.75	
1/8/2025	Performed daily checks, checked lubrication of all pumps. Hand out service interruption notices for service line repair on Friday 1/10/25. (1 hr)	2.75	
1/9/2025	Performed daily checks, checked lubrication of all pumps.	1.75	
1/10/2025	Performed daily checks, checked lubrication of all pumps. Facilitate shut off for walberg to fix service line at 2373 Florida. W/0# 321 (3 hrs) USA Request (.5 hr)	5.25	
1/13/2025	Performed daily checks, checked lubrication of all pumps. W/0# 114 Locate and expose and install service box (from inventory) at 2390 Brown, need to return to install meter (2hr) *NOT COMPLETE*	3.75	
1/14/2025	Performed daily checks, checked lubrication of all pumps. 2 USA request (1.5 hr) W/0# Replace 3/4" meter at 2379 Florida Ln (2hr)	5.25	
1/15/2025	Performed daily checks, checked lubrication of all pumps. W/0# 251 Replace 1" Meter at 9156 Holland (1hr) W/0# 224 Replace 3/4" Meter at 9263 Midway (1hr) W/0# 308 Confirmed Meter no longer registers flow replaced 3/4" meter (1hr)	4.75	
1/16/2025	Performed daily checks, checked lubrication of all pumps. Alley Site - Fix leak in 1/4" water feed line for turbine cooling. (1hr) Meet with North State Electric and Pump to facilitate replacement of mechanical seal at Alley site (2.5hrs)	5.25	
1/17/2025	Performed daily checks, checked lubrication of all pumps. 2 USA request (2hr)	3.75	

1/20/2025	Performed daily checks, checked lubrication of all pumps. Troubleshoot alley site no power at lights and outlets. Breakers for 3kva 120v transformer tripping. Took Alley site offline and scheduled an electrician. (.5hrs)	2.25	
1/21/2025	Performed daily checks, checked lubrication of all pumps. Met with Joe Corron Elec. to diagnose alley site. Found 3kva transformer needs to be replaced and meyer hub to electrical panel is broken. (1hr)	2.75	
1/22/2025	Performed daily checks, checked lubrication of all pumps.	1.75	
1/23/2025	Performed daily checks, checked lubrication of all pumps. Meet with Joe Corron Electric to repair transformer and replace meyers hub at service panel (2hr)	3.75	
1/24/2025	Performed daily checks, checked lubrication of all pumps.	1.75	
1/27/2025	Performed daily checks, checked lubrication of all pumps.	1.75	
1/28/2025	Performed daily checks, checked lubrication of all pumps.	1.75	
1/29/2025	Performed daily checks, checked lubrication of all pumps.	1.75	
1/30/2025	Performed daily checks, checked lubrication of all pumps. Courtesy call to 2313 Turntree Ct. Met with new owner to discuss/identify concerns about DID infrastructure on or near her property (fire hydrant and isolation valve on midway) Located service box and customer shut off. (.5hr)	2.25	
1/31/2025	Performed daily checks, checked lubrication of all pumps. Renewed Air Permits with Butte County AQMD for Well 4 and Well 5.	2.50	
<b>Monthly Production</b>			
<b>9,705.98 ccf</b>			
<b>Total Regular Hours</b>		<b>69.50</b>	
Total Extra 1 Man Hours over 48 hrs/month, excluding meter reading		<b>21.50</b>	
Total Additional Man Hours			
<b>Total After Hours</b>		<b>1</b>	
<b>Signature:</b>	<i>Michael Butler</i>		
<b>Title:</b>	<b>Chief Operator</b>		

2/14/2025

**Work Order Statistics**  
01/01/2021 thru 02/28/2025

1

<u>Year</u>	<u>Month</u>	<u>Issued</u>	<u>Complete</u>	<u>Open</u>	<u>Avg Comp Days</u>	<u>Avg Open Days</u>
2021	09	6	6		98	0
2021	10	24	21	3	222	1224
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	6	2	55	940
2022	09	7	7		69	0
2022	10	5	5		5	0
2022	11	1	1		13	0
2022	12	1		1	0	792
2023	01	8	6	2	188	766
2023	02	2	1	1	178	732
2023	03	7	4	3	199	706
2023	04	9	5	4	148	678
2023	05	3	1	2	384	661
2023	07	7	4	3	142	581
2023	08	6	6		55	0
2023	09	8	7	1	75	527
2023	10	2	2		4	0
2023	11	1		1	0	457
2023	12	3	3		142	0
2024	01	4	4		132	0
2024	02	2	1	1	1	367
2024	03	3	1	2	75	346
2024	04	2	1	1	61	311
2024	05	7	5	2	33	278
2024	06	1	1		2	0
2024	07	8	6	2	-110785	229
2024	08	2	1	1	6	184
2024	09	5	3	2	38	154
2024	10	1	1		1	0
2024	11	3	3		3	0
2024	12	2	1	1	2	67
2025	01	5	2	3	7	34
2025	02	1		1	0	24
		<b>209</b>	<b>170</b>	<b>39</b>		

41 Items

<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	Water Operator	2542 Durham-Dayton
039-450014 Install meter. 10/26/2021 - blank; no meter. Need to install meter. 9/26/2021 - water operator reports no access.						
114	936	10/27/21		R Devin Fosdick	Water Operator	2390 Brown St
040-231-020 Install meter. 1/13/2025 jlt: Water Operator located and exposed service box. Meter installation will be scheduled. 10/27/2021 jlt: Install meter.						
119	201	10/28/21		R Henry Mattei	Water Operator	2425 Durham St
040-221-001 Replace meter. 10/27/2022 - water operator contacted owner; cannot locate meter box. Will have Advanced Leak Detection search for meter box. 10/28/2021 - meter not working; estimated readings since 5/26/2020.						
192	806	8/2/22		R Durham CUMC Parson	Water Operator / Admir	2404 Durham-Dayton
040-212-004 11/1/2023 jlt: Note - USBR Project 9/13/2022 jlt: Advanced Pipeline verified water service line "coming from future meter supply hookup on Midway." - \$200 9/8/2022 wo: Water Operator reports "This location is hardly ever occupied. There is extensive landscaping . It wouldn't be too difficult to install a meter. Will have Advanced Leak detection look at this location to locate service connection on 9/9/2022. This is a flat rate account being charged a non-standard fixed amount. (should be \$63,78; is charged \$39.93).  Please look into two issues: 1. service line and how difficult (expensive) would it be to install meter 2. what kind of water usage does this account have? Is there a lot of landscaping or amenities that use water?  We are considering offering the customer two options - A. encourage meter install now - \$650 meter fee, and update to metered rate \$35.07/mo + usage; meter is required in any case by 2025.  B. charge standard fixed rate amount of \$63.78/month.						
194	955	8/3/22		R Caitlin and Michael Crete	Water Operator	2514 Durham-Dayton
039-450-005 Install meter. 8/3/2022 - Please install new meter for a previously unmetered account (new connection or conversion from flat rate). Also update meter book - need to add new page. Please advise if I need to make billing address changes. New meter fee has been paid.						
218	931	12/29/22		R David Day	Water Operator	2385 Florida Ln
APN 040-240-075 12/9/2022: Replace meter.						



<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
221	961	1/24/23	R	Albert Amator	Water Operator	2397 Campbell St
040-223-006 Install meter. Please install new meter for a previously unmetered accounts (conversion and consolidation from flat rate account). See 12/2022 BOD discussion. Also update meter book - need to add new page. New meter fee has been charged to account.						
223	962	1/24/23	R	Geraldine Gillham	Water Operator	9348 Midway
040-200-095 Install meter. 1/4/2023 jlt: Install new meter for a previously unmetered account (conversion from flat rate). Also update meter book - need to add new page. New meter fee has been charged to Acct 72. New Acct 962						
228	964	2/27/23	R	Carol Wagner	Water Operator	2393 Durham St
040-221-008 Install meter. 2/27/2023: Please install new meter for a previously unmetered account (conversion from flat rate). Owner identified by APN lookup. Also update meter book - need to add new page. New meter fee has been paid (old acct 123). *2/27/2023 - old acct 123; new acct 964						
231	183	3/23/23	R	Rosemary Bennett	Water Operator	2404 Serviss St
040-240-006 Install meter. 03/21/2023 jlt: Please install new meter for a previously unmetered account (new connection or conversion from flat rate). Please also install a customer shut-off valve on their side of the meter. Also update meter book - need to add new page. New meter fee has been billed (03/2023).						
232	33	3/23/23	R	Rosemary Bennett	Water Operator	2396 Campbell St
040-221-016 Install meter. 03/23/2023 jlt: Please install new meter for a previously unmetered account (new connection or conversion from flat rate). Please also install a customer shut-off valve on their side of the meter. Also update meter book - need to add new page. New meter fee has been billed (03/2023).						
235	965	3/27/23	R	Gerardo Perez	Water Operator	2382 Brown St
040-231-018 Install meter. 3/27/2023 jlt: Please install new meter for a previously unmetered account (conversion from flat rate). Also update meter book - need to add new page. New meter fee charged to Acct 72.						

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
239	141	4/26/23		R Billy Woodward	Water Operator	2403 Brown St
040-233-015 5/3/2023 jlt: per water operator - accessibility issue that he will look into. Repeated estimated readings - does this location have a meter? If not, please arrange for installation.						
241	173	4/26/23		R John Staples	Water Operator	2381 Durham St
040-221-011 Replace meter. 4/26/2023 - replace meter						
243	285	4/26/23		R Bonnie Caskey	Water Operator	2554 Durham-Dayton
039-450-018 Replace meter. 4/26/2023 jlt: water operator reports meter is broken.						
244	968	5/2/23		R Kanon Taylor	Water Operator	2368 Brown St
040-231-025 Install meter. 5/2/2023 jlt: Iinstall new meter for a previously unmetered account (new connection or conversion from flat rate). Also update meter book - need to add new page. Please advise if I need to make billing address changes. New meter fee has been paid.						
245	806	4/7/23		R Durham CUMC Parson	Water Operator	2404 Durham-Dayton
040-212-004 11/1/2023 jlt: Note - USBR Project 5/11/2023: Per water operator: There are three possible service connectins, two of which have been identified. There may be a cross connection between residence; the parking lot could have its own service line. Brown Engineering to continue to work to locate last service line.  4/24/2023: Brown Engineering unable to locate service line. 4/14/2023: unable to detect line with metal detector. 4/11/2023: Installed repair band to patch customer's pipe; still attempting to locate District service line. 4/7/2023: Water operator invesitgating leak; difficultly locating shut-off and service line.						
247	88	5/15/23		R Brian Moffitt	Water Operator	2395 Serviss St
040-240-033 Install meter. 5/15/2023 jlt: Please install new meter for a previously unmetered account (conversion from flat rate). Also update meter book - need to add new page. New meter fee has been posted to account. See: Ltr. to Owner - Acct 88 (05.09.2023) meter conversion - executed						
252	4	7/27/23		R Albert Amator	Water Operator	2399 Campbell St
040-223-005 Replace meter. 7/27/2023: Water Operator reports meter is broken. Sight glass is scratched.						

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
253	693	7/28/23		R Richard Gilliam	Water Operator	9504 Dillon Ct
039-540-001 Replace meter. 7/27/2023: Water operator reports meter is broken.						
254	279	7/28/23		R James Patterson	Water Operator	2534 Durham-Dayton
039-450-011 Replace meter. 7/28/2023: Water Operator reports scratched sight glass.						
267	975	9/20/23		R Thomas and Valerie Boe	Water Operator	9304 Holland Ave
040-223-021 Install meter. 9/20/2023 - Please install new meter for a previously unmetered account (new connection or conversion from flat rate). Also update meter book - need to add new page. New meter fee has been paid under Acct 97.						
274	119	11/29/23		R Jeannie Slinkard	Water Operator	2410 Serviss St
040-240-026  Meter was installed under USBR Grant?? Install meter. 11/29/2023 jlt: Please install new meter for a previously unmetered account (new connection or conversion from flat rate). Also update meter book - need to add new page. New meter fee has been paid.						
278	693	1/4/24	9/4/24	R Richard Gilliam and Mary M	Water Operator	9504 Dillon Ct
039-540-001 CLOSED 9/4/2024 jlt: no further action. 1/4/2023jlt: Owner reports that the lock that they placed on their backflow prevention device was cut off and replaced with a bar lock. Please contact the owner to discuss.						
284	980	3/11/24		R Cindy and Thomas Steffen	Water Operator	9339 Goodspeed St.
040-223-009 Install meter. 03/11/2024 jlt: Install new meter for a previously unmetered account (new connection or conversion from flat rate). Also update meter book - need to add new page. Please advise if I need to make billing address changes. New meter fee has been paid.						
286	684	3/27/24		R Kyle Brock	Water Operator	2469 Tracy Ranch Rd
039-460-066 3/27/2024 jlt: Sight scratched and unreadable. Replace meter.						

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
288	688 4/23/24			R Midway Mini-Storage	Water Operator	9318 Midway
	040-200-088					replace 1" meter with 3/4" meterr.
293	217 5/24/24			R Randy Samuelson	Water Operator	9353 Goodspeed St
	040-221-014					5/24/2024 jlt: Please install new meter for a previously unmetered account (new connection or conversion from flat rate). Also update meter book - need to add new page. New meter fee has been billed.
295	513 5/28/24			R Jennifer Cooper	Water Operator	9156 Goodspeed St
	040-280-086					5/28/2024 jlt: Sight scratched and unreadable. Replace meter.
297	909 7/2/24			R Kirsten Schwab	Water Operator	9641 Teal Ln
	039-520-033					6/22/2024 jlt: Water operator reports meter is broken. Replace meter.
304	315 7/25/24			R Kenneth and Jennifer Bryant	Water Operator	2514 Burdick Rd
	039-540-010					7/25/2024 jlt: Water Operator reports - Sight scratched and unreadable.
307	6 8/28/24			R Aaron Button	Water Operator	2481 Durham-Dayton
	039-460-012					8/28/2024 jlt: Check meter; no usage but lawn is green and irrigated.
309	129 9/24/24			R Robert Hindman	Water Operator	2404 Campbell St
	040-221-018					Repeated identical readings. Does meter need to be replaced?
310	261 9/30/24			R Dickalyn Porter	Water Operator	9339 Goodspeed St
	040-223-009					9/30/2024jlt: Please install new meter for a previously unmetered account (conversion from flat rate). Also update meter book - need to add new page. New Meter fee received.
314	31 2/27/24			R Colleen Coutts		9498 Dillon Ct
	039-540-002					2/27/2024 jlt: Water Operatore reports repeated estimated readings and possible broken meter.
320	30 12/23/24			R Joseph Payan		2375 Serviss St

<u>Order No</u>	<u>Tap</u>	<u>Issued</u>	<u>Completed</u>	<u>Name</u>	<u>Assigned to</u>	<u>Location</u>
		040-240-037 12/23/2024 jlt: Repeated estimated readings. Does meter need to be replaced?				
323	01/21/25			R ALL WELLS Durham Irrigation	Water Operator	ALL WELLS
		CLOSED 1/25/2025 jlt: repairs completed 1/21/2025 jlt: Water Operator reported that the Alley Well had to be taken offline. The well was experiencing some electrical issues that affected the lights and plugs at the site so that the chlorine pump could not be reliably operated. An electrician was called out to diagnose the pump and found that the small step-down transformer* was bad. The electrician will repair the transformer by the end of the week (1/24/2025). At this time the Library pump is in lead and Holland pump is backup. No service interruptions for District customers is anticipated, but there may be some fluctuations during period of high demand. No major changes to operations is expected.				
		*The step-down transformer steps down the voltage for the plugs and outlets for the pump.				
324	956 1/27/25			R David Fossan	Water Operator	9251 Midway
		040-250-005 1/25/2025 jlt: Repeated estimated readings since 8/25/2024. Does meter need to be replaced?				
325	221 1/27/25			R Jim Young	Water Operator	2475 Durham-Dayton
		039-460-013 1/27/2025 jlt: Repeated estimated readings. Does meter need to be replaced?				
326	99 2/4/25			R Susan and Peter Jensen	Water Operator	2365 Durham St
		040-222-012 2/4/2025 jlt: Customer concerned about a meter misread with her high water bill this month. Please doublecheck reading.				
		11/23/24 - 87 12/20/24 - 95 1/25/25 - 169				



**RESOLUTION NO. 2025-01**

**A RESOLUTION OF THE DURHAM IRRIGATION DISTRICT  
ESTABLISHING TIME AND PLACE OF REGULAR MEETINGS,**

**WHEREAS**, the Durham Irrigation District (District) Board of Directors finds that it is in the best interest of the District to change its regular meeting date from the third Tuesday of each month at 5:30 p.m. to the second Wednesday of each month at 5:30 p.m.; and

**WHEREAS**, pursuant to Water Code Section 21378, there was published in the Chico Enterprise Record, a newspaper published in Butte County, California on January 13, 2025 and January 20, 2025, a copy of this Resolution proposing this change of meeting date, a copy of which is attached hereto;

**NOW THEREFORE, BE IT RESOLVED** that commencing with the Board of Directors regular meeting for February 18, 2025.

**ADOPTED** this 18th day of February 2025 by the following vote of the Board of Directors:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

\_\_\_\_\_  
Chair of the Board of Directors

**Attest:**

\_\_\_\_\_  
Secretary to the Board of Directors

**Chico Enterprise-Record**

P.O. Box 9  
Chico, CA 95927  
530-896-7714  
erlegal@chicoer.com

3756705

DURHAM IRRIGATION  
PO BOX 98  
DURHAM, CA 95938

**IN THE SUPERIOR COURT OF THE  
STATE OF CALIFORNIA,  
IN AND FOR THE COUNTY OF BUTTE**

In The Matter Of  
**2025 Proposed Resolution to Change Regular  
Meeting Date**

**AFFIDAVIT OF PUBLICATION**

STATE OF CALIFORNIA }  
COUNTY OF BUTTE } **SS.**

The undersigned resident of the county of Butte, State of California, says:

That I am, and at all times herein mentioned was a citizen of the United States and not a party to nor interested in the above entitled matter; that I am the principal clerk of the printer and publisher of

**The Chico Enterprise-Record  
The Oroville Mercury-Register**

That said newspaper is one of general circulation as defined by Section 6000 Government Code of the State of California, Case No. 26796 by the Superior Court of the State of California, in and for the County of Butte; that said newspaper at all times herein mentioned was printed and published daily in the City of Chico and County of Butte; that the notice of which the annexed is a true printed copy, was published in said newspaper on the following days:

**01/13/2025, 01/20/2025**

Dated January 20, 2025 at Chico, California



(Signature)

Legal No. **0006873430**

**NOTICE OF PROPOSED RESOLUTION  
OF BOARD OF DIRECTORS OF DURHAM  
IRRIGATION DISTRICT CHANGING  
THE MEETING DATE OF REGULAR  
MEETINGS OF THE BOARD**

Pursuant to California Water Code Section 21378, notice is hereby given that at its regular board meeting on February 18, 2025 at 5:30 p.m. at its offices located at 9418-C Midway, Durham CA 95938, the Board of Directors of Durham Irrigation District will consider and act upon a resolution proposing that the regular meeting of the Board of Directors, now conducted at the District offices on the third Tuesday of each month at 5:30 p.m., be changed to the second Wednesday of each month at 5:30 p.m. The resolution proposing such change is as follows:

**(PROPOSED) RESOLUTION CHANGING  
MEETING DATE FOR THE REGULAR  
MEETING OF THE BOARD OF  
DIRECTORS OF DURHAM IRRIGATION  
DISTRICT**

WHEREAS, the Durham Irrigation District Board of Directors finds that it is in the best interest of the District to change its regular meeting date from the third Tuesday of each month at 5:30 p.m. to the second Wednesday of each month at 5:30 p.m.,  
NOW THEREFORE BE IT RESOLVED that, commencing with the Board of Directors regular meeting for March 2025, the regular meetings of the Board will be changed from the third Tuesday of each month at 5:30 p.m. to the second Wednesday of each month at 5:30 p.m.

Any and all persons wishing to be heard on this proposed resolution should communicate by letter or email to the District sent no later than February 10, 2025 addressed to P.O. Box 98, Durham CA 95938 OR to info@didwater.org OR by attending the February 18, 2025 board meeting at 5:30 p.m.

Questions concerning the foregoing can be directed to Durham Irrigation District at the locations listed above.

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**STAFF REPORT**

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<b>TO:</b>	BOARD OF DIRECTORS
<b>FROM:</b>	JEANNIE TRIZZINO
<b>SUBJECT:</b>	ONLINE PAYMENT ANALYSIS
<b>DATE:</b>	FEBRUARY 1, 2025
<b>CC:</b>	

At its January 22, 2025 regular board meeting staff was asked to provide a summary of customer payment mailing and online payments.

Through Sequoyah Software, the company that the District uses for its billing system, District customers can do the following:

1. Pay their bills online with a credit card through RLS Paystation / Paysafe without a login and password.
2. Customers who choose to set up a up a login and password on Paystation can log in and both review a digital version of their billing statement as well as pay by credit card. They can also opt in for automatic payment on their selected day of the month.
3. Customers with a login and password on Paystation can additionally opt for paperless billing – customers can opt in and opt out of this at their convenience.

The District bears the cost of processing for all credit card payments, and the charge for this is taken out in a single transaction by Paystation at the beginning of the month.

Additionally, there is a \$30 monthly fee from Sequoyah to manage the data transfer between our billing system and the Paystation system. This is in addition to the \$100 monthly software fee for Sequoyah’s basic program. These fees are independent of the number of customers. The total monthly fee for Sequoyah is \$130.

A total of 100 accounts have set up logins and passwords to view and pay their bills online. Of these 59 accounts have opted in for paperless billing, which saves staff time and postage in preparing and mailing the postcard statements. Staff currently mails out approximately 420 postcards every month. The postage to mail these 420 postcards at \$0.56 each is \$236 every month. A few accounts receive special handling – bundling multiple statements to one address in one envelope saves postage, but costs time.

Additionally, because not all customers receive a physical statement, the District is no longer able to send important customer information on the back of the bill. All important customer notices must now be mailed via USPS as standalone documents.

Many customers choose to pay their bills with credit or debit cards, and it is current District policy to bear the processing costs. In January, the District accepted \$7,500 in credit card payments for 100 transactions. The credit card processing fee in January 2025 was \$331.49, which is about a 4.4% fee. Credit card payments save considerable staff time since staff must enter check payments manually (usually once a week) and then prepare the bank deposit. The total credit card processing fees in 2024 was \$4,651. Fewer than five customers pay with cash.





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## BUTTE LOCAL AGENCY FORMATION COMMISSION

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1453 Downer Street, Suite C • Oroville, California 95965-4950  
(530)538-7784 • Fax (530)538-2847 • [www.buttelafo.org](http://www.buttelafo.org)

12.5 Ltr. from LAFCO  
(2025.02.07)  
Call for Nominations

TO: Butte County Special Districts  
Butte County Special District Association

FROM: Krystal Bradford, Office Manager

SUBJECT: **Election of a Special District *Regular* "Non-Enterprise" Member and a *Alternate* "Enterprise/Non-Enterprise" Member**

DATE: February 7, 2025

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The Butte Local Agency Formation Commission is calling for nominations to serve on the Commission for:

- One (1) Special District *Regular* "**Non-Enterprise**" Member. The term for this seat is four years and will begin June 1, 2025 and expire May 31, 2029; and
- One (1) Special District *Alternate* "**Enterprise/Non-Enterprise**" Member. The term for this seat is four years and will begin June 1, 2025 and expire in May 31, 2029.

At this time, a formal ballot is not required. A written nomination letter will be sufficient if it provides the name of your nominee and the District Board on which he or she serves. The nomination must be made by an **official action of your Board of Directors and signed by the appropriate Officer of the Board.**

Nomination letters must be returned to Shannon Costa, Deputy Executive Officer, Butte Local Agency Formation Commission, 1453 Downer Street, Suite C, Oroville, California 95965 by Friday, March 14, 2025, either by U.S. Mail, e-mail or hand delivered. Postmarks of March 14, 2025 will be accepted. Nomination letters received by LAFCO, or postmarked after the closing date, will not be accepted.

If you do not have a District Board meeting scheduled within this time frame and would like to make a nomination, you will have to schedule a special Board meeting.

Should you have any questions or if I can be of any assistance, please feel free to contact me at your convenience.



**California Special  
Districts Association**  
*Districts Stronger Together*

**DATE:** February 10, 2025  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT:** CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT B

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2026 - 2028 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.  
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

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**Nomination Procedures:** Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
Fax: 916.442.7889  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

**Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.**

CSDA will begin electronic voting on June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025. The successful candidates will be notified no later than July 29, 2025. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2025.

#### Expiring Terms

(See enclosed map for Network breakdown)

<b>Northern Network</b>	Seat B – Kim Seney, Director, Gold Mountain Community Services District
<b>Sierra Network</b>	Seat B – Jerry Gilmore, Director, Truckee Sanitary District*
<b>Bay Area Network</b>	Seat B – Ryan Clausnitzer, General Manager, Alameda County Mosquito Abatement District*
<b>Central Network</b>	Seat B – Lorenzo Rios, CEO, Clovis Veterans Memorial District*
<b>Coastal Network</b>	Seat B – Scott Duffield, General Manager, Heritage Ranch Community Services District*
<b>Southern Network</b>	Seat B – Don Bartz, General Manager, Phelan Pinon Hills Community Services District*

(\* = Incumbent is running for re-election)

**CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district June 10, 2025.* All votes must be received through the system no later than 5:00 p.m. July 25, 2025.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [amberp@csda.net](mailto:amberp@csda.net) by **April 25, 2025** in order to ensure that you will receive a paper ballot on time.*

**CSDA will mail paper ballots on June 10, 2025 per district request only.**

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).