

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
SIERRA LAKES COUNTY WATER DISTRICT**

Date: Friday November 8, 2019 / **Time:** 6:00 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

I. Open Meeting:

Roll Call: Directors in attendance at the Sierra Lakes Boardroom were:

Director Michael Lindquist
Director Dan Stockton
Director Karen Heald
Director Richard Simpson
Director Robert McCormick

Staff members present: Paul Schultz, General Manager
Anna Nickerson, Financial Consultant

Staff present by phone: Jeffrey Mitchell, District Counsel

Guests present: None

Minute Recorder: Anna Nickerson, Financial Consultant

II. Public Forum: An opportunity for members of the public to address the Board on items that were not on the agenda. There were no members of the public in attendance.

III. Approve Agenda: The agenda was presented to the Board for approval.

A motion was made by Director Heald and seconded by Director Simpson to approve the agenda. The motion passed by a unanimous vote.

IV. Public Comments: An opportunity for the Board to consider comments received from the public after the agenda was posted, regarding items on the agenda. Mrs. Nickerson reported that there were no comments received after the agenda was posted.

V. Operations: Mr. Schultz's operations report was presented to the Board for consideration and possible action. Mr. Schultz reported:

- Donner Summit PUD started adding Micro C to the aerobic process to improve processing during cold weather.
- Significant progress was made on the filter acquisition. The manufacturer and contractors worked out a 15 day schedule for the installation. However, because the District is only allowed to operate the standby well 15 days per year, the installation may be postponed a month or so to maximize the number of days the well can be used.
- He was waiting for a return call from the Department of Water Resources to find out what needed to be done to convert the well from "standby" use. He said he would find

out what additional steps would be needed in addition to installing an arsenic filtration system.

- Staff completed all seasonal tree and brush removal and addressed all complaints.
- Mr. Bartnik procured the VFD's for the Bales pump station and would be back out to do the final programming once the pre-programming was complete; preprogramming was expected to be complete within the next week. Also, the project costs were expected to come within the budget
- During trouble shooting problems at the District's pump stations, staff identified a coil in the #3 stand-by pump at the export pump station that had been installed 30 years ago but that had never been used while the #2 pump had been running constantly for 30 years. Staff moved the unused coil from the #3 pump to the #2 pump.
- Due to PG&E power outages, the District was on generator power for a total of nine days over the last month.
- Staff determined that the problems with the filter plant that happened with the first power outage was the result of an interruption in the backup power supply causing the logic ladder to collapse. Staff planned to test the system over the Thanksgiving holiday.
- Staff finished installing all the composite lids for the new meters.
- Asphalt patching around the District was complete and, in an effort to save money, Placer County agreed that certification of the asphalt patching could wait until the end of next season after all the additional patching was complete.
- A sink hole in front of the District's water tank was repaired by the County.
- The perchlorate and nitrate sampling continued to be non-detect, water use was consistent with last year and water flows through the plant were lower.
- A reconditioned Honda 6500 EX generator was purchased from Truckee Rents. The generator is portable and could be used to run heaters and ancillary devices at the Hill Tank.

Director Simpson said he continued to be curious about the difference between water pumped and the exported sewer flows. He said it looked like the differential was constant and showed a possible leak. About 20,000 gallons per day is lost; the loss rate in 2019 is lower than the five year average; but at this time of year half of the water pumped never reaches the sewer system. Mr. Schultz said he thought it could be a number of leaks and that staff was thinking about installing zone meters to help locate the leaks.

Director Simpson noted that the District's sewer flow into the treatment plant was down to 12% from 28% the previous month. Director Simpson asked if Donner's increased flows were from the same source as the previous year. Mr. Shultz said the source of the flow was unknown but that Donner had a lot of problems with their system. He also said Donner had an even bigger problem with the Big Bend water system that was dilapidated and possibly unrepairable.

Director Lindquist said, in regard to the public safety power shut-offs, he asked Mr. Schultz to draft a report outlining potential issues for the District and how potential problems would be handled. He asked that an initial report, highlighting potential issues for the District, be brought back to the Board for review and further direction. He said he would like to know if the District was equipped to handle week long shutoffs several times a year. Questions include whether the District's "backup" generators are sufficient for regular "duty" operation and whether the standby well source can be used for more than 15 days per calendar year.

VI. The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the October 11, 2019 Regular Meeting; October 2019 Check Register; Disbursements for Board Approval; and financial reports for the month ending October 31, 2019. Director Simpson noted that Director McCormick's first name was missing in the minutes. Mrs. Nickerson said she would make that correction before posting the minutes.

A motion was made by Director Simpson and seconded by Director McCormick to approve the consent items calendar. The motion passed by a unanimous vote.

VII. New Business:

A. A letter regarding "5542 Hemlock Dr., Serene Lakes, request for waiver of future Water Sewer Service fees" from Mr. Al Cooney dated October 16, 2019 was presented to the Board for consideration and possible action. Mrs. Nickerson asked for direction from the Board regarding a waiver for water and sewer fees while maintaining a connection. Director Simpson said the practice of returning connection fees pertained to new applications when someone was unable to build. Mr. Mitchell agreed with Director Simpson and referred to the section of District 18-001 regarding the relief of water and sewer charges in the event of catastrophic property loss. Director Simpson said he thought Section 4.13a covered the situation and would allow for an indefinite waiver but that an indefinite waiver did not coincide with District policy in connection with new construction. Director Simpson said he felt the Board could give an "indefinite" waiver but not a permanent waiver. Mr. Mitchell said the homeowner would also have to disconnect. Director Lindquist's concern was if the District would be notified when the new construction was to begin in order to reinstate service fees. Mr. Schultz felt the County would consider the rebuild "new construction" requiring that the District be contracted before issuance of a permit. Director Lindquist said he felt the sewer should be capped off to avoid inflow.

Mr. Mitchell said Section 4.13 delegated the authority to issue a waiver to the General Manager and that "during the period the premises is considered uninhabitable and service charges have been waived, the owner shall disconnect the water and sewer services at the property line." Mr. Schultz was asked to draft a letter to Mr. Cooney regarding an indefinite waiver and disconnection from the system.

B. Mr. Mitchell's Urgent Matter Protocol policy was presented to the Board for consideration and possible action. Director Simpson said the policy was prompted by a request from the Truckee Donner Land Trust (which was not a Government entity) for an endorsement. He wondered if the policy applied to the Land Trust since the policy was written for Local, State and Federal Government. Mr. Mitchell asked if the Board wanted to identify specific agencies or add something like "public agencies" or "non-profit". Director Heald felt adding "non-profit" would cover most entities in the area and that anything else could be put on the agenda. Mr. Mitchell suggested that, in the event of an urgent matter, the President could send an email stating his/her intention and as long as there were no objections, the President could proceed. Director Simpson asked that the item be put on the next agenda to report what had been done.

The Board agreed that in the event of an urgent matter:

1. The President would send a blind email prior to taking action
2. If any member of the Board objected, no action would be taken
3. The item would be placed on the next agenda for a report to the Board

VIII. Old Business: There was none.

IX. Administration:

A. A list of Follow-up Items from the October 11, 2019, Board meeting was presented to the Board for consideration and possible action.

- Item 1: Pictures/Bios for website – ongoing.
- Item 2: Update District Election process before 2020 election - ongoing.
- Item 3: Well Usage Restrictions: Mr. Schultz reported that the District was allowed to use well for a maximum of 15 days per year. He was going to check into what it would take to lift the restriction on the well use to provide the District with another water source.
- Item 4: Insurance Presentation: Mr. Schultz said he would make his presentation at the December meeting. He also said he found evidence that the District does own the dam so he will be discussing insurance requirements with ACWA/JPIA.
- Item 5: Volunteer Resolution: Mrs. Schultz reported that the District had already passed Volunteer Resolution. Director Simpson wondered if the resolution was still adequate since a lot had changed in the volunteer world since 1985 when the resolution was passed. Mr. Schultz said the issue was pretty basic and that the resolution allowed volunteers to be covered by the District's workers compensation insurance.

B. The Status of Action Items remaining as of the November 2019 meeting was presented to the Board for consideration and possible action:

- Item 1: Best Management Practices – due date changed to March 2020.
- Item 2: AMR Data Collection and Analysis – Director Lindquist proposed a due date of next summer. He thought that would be a good time to start looking at the collected data.
- Item 3: Policies & Procedures Review – Mrs. Nickerson would begin compiling information and would update Due Date after initial review
- Item 4: Insurance Coverage Review – Mr. Shultz would make a presentation at the December 2019 meeting.
- Item 5: Urgent Matter Protocol – Would be removed from the list after the presentation/discussion earlier in the meeting.
- Item 6: Do We Own the Dam? – Mr. Schultz said he was able to determine that the Dam is located on a parcel which is owned by the District and he would be following up with ACWA/JPIA regarding proper insurance coverage. Should be complete by December 2019.
- Item 7: Discussion with Truckee Fire – Mr. Schultz said he received a message from the person at Truckee Fire responsible for hydro testing fire hydrants and would be setting up a meeting to discuss the process and responsibilities of the two agencies.

X. Adjournment

A motion was made by Director Simpson and seconded by Director Stockton to adjourn the meeting. The motion passed by a unanimous vote.

The minutes were approved at the Regular Meeting held on December 13, 2019, as part of the Consent Items Calendar. A motion was made by Director Simpson and seconded by Director Stockton to approve the Consent Items Calendar. The motion passed by a roll call vote: Ayes: Director's Lindquist, Stockton, Simpson and McCormick; Noes: None; Abstentions: None; Absent: Director Heald.