

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: Paul A. Schultz, PE, General Manager
Subject: October 2019 Operations and Maintenance Report
Date: November 1, 2019

DSPUD Wastewater Treatment Plant

On October 8, 2019 Donner Summit PUD ceased disposal of treated effluent by spray irrigation on the Soda Springs ski hill and began direct discharge to the South Yuba River. The spray irrigation heads have been removed and provisions have been made for snow making on the ski hill as the weather cools and the ski season approaches.

The DSPUD Operations staff continue to add ammonia and Micro C (a non-hazardous carbohydrate-based carbon source to aid in denitrification) to the aerobic process to increase the biomass for better operations in colder temperatures. Both the ammonia feed and Micro C fee are automatic and will gradually increase as average daily temperatures drop.

DSPUD has begun work on their new discharge permit. The permit must be renewed every 5 years.

Lake, Land and Facilities Management:

Significant progress was made towards the procurement of the two new filter vessels for the water plant. The General Manager and crew met with the installation contractors and heavy-lift subcontractor to develop a plan to remove the old vessels and install the new vessels in their place. Timing is still under consideration with a tentative plan to do the installation in January 2020 depending on water demands. If demands are high or anticipated to be high, the installation work will be delayed.

The crew continues to limb or remove hazard trees on District property threatening either District property or adjacent private property. Several larger trees or trees in particularly precarious positions have been removed by professional tree removal personnel.

Mr. Bartnik continues to assist the District in the procurement, installation, programming and migration of the old lake intake VFDs to newer, more energy efficient VFDs. The old VFDs are no longer supported by the manufacturer and have been overheating and causing the operators to spend more time managing the system. These improvements will be completed in November. Rebates from PG&E are not available for the capital purchase portion of this project. Other rebates may be available for other energy saving improvements. The General Manager is investigating.

Mr. Bartnik also assisted the District in troubleshooting and making repairs to the pump control module for Pump # 2 at SPS #1. The controller transformer was shorted after 30+ years of continuous service.

The P, G & E power outages, beginning on October 9th, have had a significant impact on October operations. The crew is forced to spend a significant portion of their workday shuttling diesel fuel from either Donner Summit, Cisco Grove or Truckee to keep the generator day tanks topped off. The Districts generators are primarily designated for emergency service, but due to the frequency and duration of the P, G & E power outages the generators are performing more like duty generators with no backups. Some maintenance activities have had to occur with quick turnarounds to get equipment back up and running. On October 31 the District received notification from P, G & E that no new significant wind events are anticipated for the next seven days. Operations staff will utilize that period to service all of the generators in anticipation of further power outages. Cashman Equipment will service the main base generator.

Emergency Generator Operations Training will not be needed this year. The crew had on-the-job training this year thanks to P, G & E.

Composite lids for the new 105 Badger Meters have arrived and the crew is making the installations as time permits. Snow stakes have arrived from the County and the crew is installing them at fire hydrants and other critical locations in early November.

Patching and paving of all areas damaged during District operations in 2019 have been made.

The County has repaired the sinkhole and culvert near the office tank to help mitigate and seasonal flooding (very important).

Regulatory Issues:

The results of the monthly Perchlorate and Nitrate (as Nitrogen) sampling of the treated lake water were, once again, non-detect.

Operations Issues:

Average daily water and sewer flows (gallons/day) for October 2019 were 42,932 and 19,533 respectively as compared to 66,956 and 22,980 in October 2018. Water use was 17,230 gallons/day less than the five-year (2014-2018) average and sewer flow was 6,608 gallons/day less than the five-year average. The District's share of the flow through the wastewater plant in October was 12% of the plant total. The percentage in October 2018 was 12% of the total.

In August, staff continued to perform wet well and line cleaning and inspections, and repairs at historically problem locations and will continue those operations during the month of September. All significant sources of I&I identified in July were repaired in August of 2019.

A used and reconditioned Honda 6500 EX generator was purchased for the District in October for general use during power outages and to power the heaters and other ancillary devices at the Hill Tank.

Donner Summit Public Utility District Waste Water Flow Data

MONTH OF October 2019		DSPUD Influent	SLCWD Influent	Total Plant Influent	Total Plant Influent	Total Plant EFF River	Total Plant EFF Irr	DSPUD Fresh Water Treated	SLCWD Fresh Water Treated	Emergency Storage Return	Weather Temp		Comments
DATE	DAY	MGD	MGD	MGD	Totalizer	MGD	MGD	MGD	MGD	MGD	Cond	H/L	
10/01/19	TUE	0.11047	0.03054	0.14100	4.80610	0.0000	0.100	0.164	0.076389	0.0000	Clear	44/30	
10/02/19	WED	0.05133	0.01767	0.06900		0.0000	0.194	0.187	0.050503	0.0000	Clear	50/34	
10/03/19	THU	0.08392	0.01708	0.10100		0.0000	0.233	0.210	0.077611	0.0000	Clear	52/42	
10/04/19	FRI	0.09272	0.02328	0.11600		0.0000	0.186	0.077	0.034731	0.0000	Clear	50/36	
10/05/19	SAT	0.06783	0.02717	0.09500		0.0000	0.000	0.189	0.000000	0.0000	Clear	48/42	
10/06/19	SUN	0.09460	0.02840	0.12300		0.0000	0.026	0.147	0.000000	0.0000	Clear	60/36	
10/07/19	MON	0.11130	0.02270	0.13400		0.0000	0.194	0.148	0.072828	0.0000	Clear	60/34	
10/08/19	TUE	0.04465	0.04435	0.08900		0.0860		0.101	0.056245	0.0000	Clear	60/38	
10/09/19	WED	0.12039	0.01161	0.13200		0.1420		0.194	0.000000	0.0000	Clear	52/32	
10/10/19	THU	0.17874	0.00926	0.18800		0.2010		0.083	0.000000	0.0000	Clear	44/32	
10/11/19	FRI	0.08124	0.00776	0.08900		0.1820		0.140	0.060562	0.0000	Clear	60/34	
10/12/19	SAT	0.10618	0.01882	0.12500		0.1880		0.167	0.000000	0.0000	Clear	56/36	
10/13/19	SUN	0.12094	0.02006	0.14100		0.2100		0.142	0.000000	0.0000	Clear	56/30	
10/14/19	MON	0.13941	0.01759	0.15700		0.1870		0.102	0.075355	0.0000	Clear	56/30	
10/15/19	TUE	0.11424	0.01876	0.13300		0.1700		0.127	0.072862	0.0000	Clear	56/32	
10/16/19	WED	0.08313	0.01887	0.10200		0.1130		0.177	0.077623	0.0000	Clear	54/40	
10/17/19	THU	0.06750	0.01851	0.08600		0.0480		0.059	0.107593	0.0000	Lt Rain	48/44	
10/18/19	FRI	0.16239	0.02461	0.18700		0.1260		0.183	0.082963	0.0000	Clear	48/34	
10/19/19	SAT	0.17966	0.02334	0.20300		0.1370		0.176	0.000000	0.0000	Clear	44/32	
10/20/19	SUN	0.18148	0.02152	0.20300		0.1730		0.107	0.000000	0.0000	Clear	52/32	
10/21/19	MON	0.16622	0.01779	0.18400		0.1690		0.147	0.101338	0.0000	Clear	56/36	
10/22/19	TUE	0.20162	0.01338	0.21500		0.1860		0.158	0.000000	0.0000	Clear	60/38	
10/23/19	WED	0.19446	0.01855	0.21300		0.2010		0.120	0.076183	0.0000	Clear	56/44	
10/24/19	THU	0.20300	0.01800	0.22100		0.1620		0.157	0.069263	0.0000	Clear	58/40	
10/25/19	FRI	0.20166	0.02034	0.22200		0.2030		0.092	0.068455	0.0000	Clear	60/36	
10/26/19	SAT	0.11136	0.01964	0.13100		0.2170		0.147	0.000000	0.0000	Clear	58/32	
10/27/19	SUN	0.18482	0.01518	0.20000		0.2160		0.156	0.000000	0.0000	Clear	56/28	
10/28/19	MON	0.16382	0.01518	0.17900		0.1960		0.102	0.000000	0.0000	Clear	52/38	
10/29/19	TUE	0.12682	0.01518	0.14200		0.1470		0.121	0.075550	0.0000	Clear	48/26	
10/30/19	WED	0.13182	0.01518	0.14700		0.1560		0.130	0.094841	0.0000	Clear	50/38	
10/31/19	THU	0.21382	0.01518	0.22900		0.2600		0.159	0.000000	0.0000	Clear	50/36	
					4.81100								
10/2019 Daily Totals		4.09148	0.60552	4.69700	N/A	4.0760	0.9330	4.3690	1.3309	0.0000	Total		
10/2019 Totalizer Total		4.29448	0.60552	4.90000	4.900	4.0700	0.9330	4.3690	1.3053	0.0000	2018	0.0" Snow	
Difference		0.20300	0.00000	0.20300	N/A	-0.0060	0.0000	0.0000	-0.0256	0.0000			
Percentage Difference		4.73%	0.000%	4.143%	N/A	-0.147%	0.000%	0.000%	-1.959%	0.000%			
10/2018 AVG/DAY		138,532	19,533	158,065	158,065	131,290	46,850	140,935	42,107	0			
10/2018 Totalizer Total		4.41800	0.71200	5.13000	5.130	4.6980	0.000	4.3600	2.075000	0.0000			
10/2018 AVG/DAY		142,516	22,968	165,484	165,484	151,548	0.000	140,645	66,935	0			

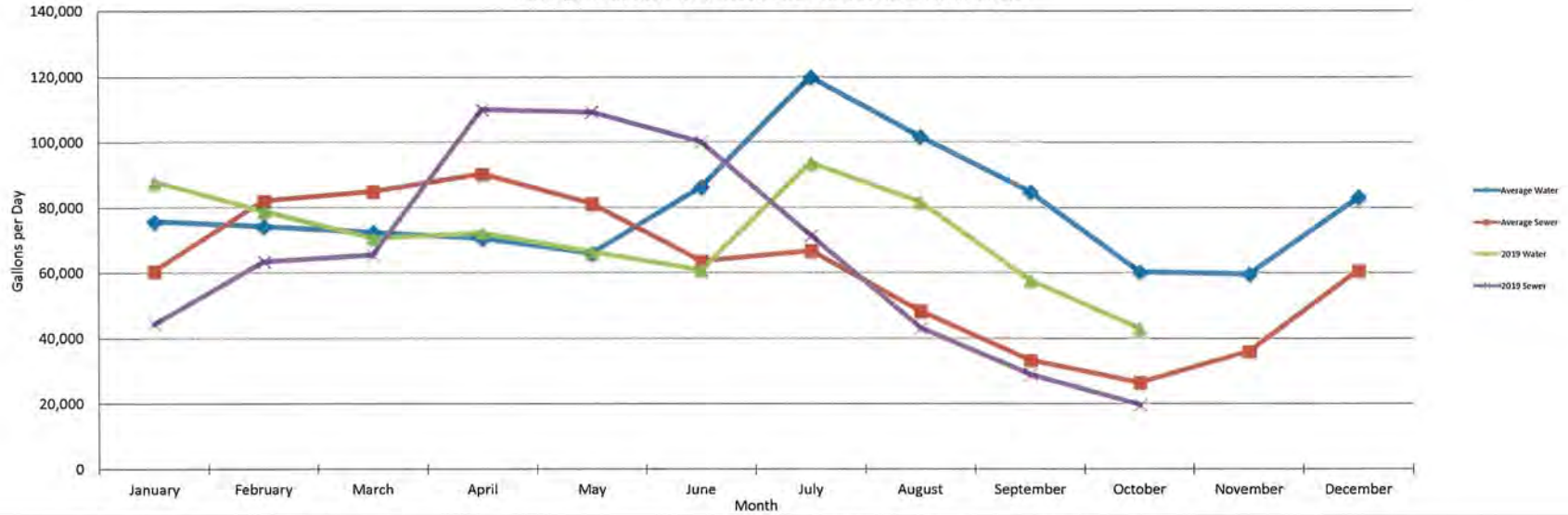
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Sierra Lakes County Water District
Daily Average Water and Sewer Flows

Month	2014		2015		2016		2017		2018		2019	
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer
January	69,606	34,410	95,897	66,382	72,428	67,169	82,724	78,915	57,934	56,074	87,880	44,329
February	73,191	82,460	80,774	85,824	69,691	86,523	84,728	102,596	62,633	53,318	78,934	63,383
March	78,570	89,570	73,647	62,222	64,613	100,429	80,671	89,737	64,510	83,232	70,562	65,446
April	78,717	92,660	61,764	79,719	52,789	97,536	104,155	95,125	54,942	86,645	72,242	109,987
May	103,240	86,350	52,297	70,946	50,414	83,506	82,594	103,648	41,219	61,763	66,385	109,177
June	135,958	67,105	68,224	56,587	74,707	62,327	85,112	81,067	67,307	50,652	60,743	99,969
July	141,906	79,832	96,315	61,393	116,675	64,330	127,908	72,376	116,880	55,680	93,686	71,372
August	126,807	65,753	92,046	48,765	98,230	36,878	90,608	48,019	100,235	42,146	81,780	43,117
September	87,863	33,080	79,588	38,769	89,459	30,429	69,713	33,765	96,910	30,430	57,667	28,795
October	74,301	31,039	55,541	25,955	59,326	30,750	44,687	20,983	66,956	22,980	42,932	19,533
November	78,490	33,816	53,636	25,628	63,787	47,484	43,994	44,725	57,518	28,357		
December	88,052	78,230	79,820	49,035	106,789	85,423	57,662	46,212	82,744	44,796		

Average Water	2014-2018		2019 Water	2019 Sewer	2019 Difference
	Average Sewer	Average Difference			
75,718	60,590	15,128	87,880	44,329	43,551
74,203	82,144	-7,941	78,934	63,383	15,551
72,402	85,038	-12,636	70,562	65,446	5,116
70,473	90,337	-19,864	72,242	109,987	-37,745
65,953	81,243	-15,290	66,385	109,177	-42,792
86,262	63,548	22,714	60,743	99,969	-39,226
119,937	66,722	53,215	93,686	71,372	22,314
101,585	48,312	53,273	81,780	43,117	38,663
84,707	33,295	51,412	57,667	28,795	28,872
60,162	26,341	33,821	42,932	19,533	23,399
59,485	36,002	23,483			0
83,013	60,739	22,274			0

Average Daily 2014-2018 Water and Sewer Flows vs. 2019 Flows



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

Date: Friday October 11, 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 Dan Stockton
Director Karen Heald
Director Richard Simpson
Director McCormick

The meeting was teleconferenced pursuant to Government Code Section 54953 to allow attendance by Director Michael Lindquist, from 6332 Clark Road, Paradise, CA 95969.

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 comments.

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

A motion was made by Director Simpson and seconded by Director Heald to approve the agenda. The motion passed by a roll call vote. Ayes: Directors Stockton, Heald, Simpson, McCormick and Lindquist. Noes: none. Abstentions: none. Absent: none.

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 would be switching from spray irrigation to snow making on October 8, 2019.
- Donner Summit PUD began adding ammonia to their treatment plant aerobic process to increase the biomass in anticipation of the cold weather.
- Staff continued to remove hazard trees around the District. There were three more trees at the end of Lake Dr. that needed to be removed, finalizing the tree removal project for the year.

- Steve Bartnik has been helping staff prepare for the VFD (variable speed drives) switch over and would help install the new VFDs that were expected to be delivered within the next few weeks. Mr. Schultz anticipated that the project would be complete by the end of October. He also reported that by using a programmer for the PLC (programmable logic controller) the VFD warranty would increase the warranty to two years from the date of purchase; the manufacturer's warranty was only one year.
- 100 new ¾" meters and five 1" meters were purchased. All but three of the 1" meters had been installed. Two of the 1" meters were placed in stock to be used in the future.
- Staff used an interrogator, which was provided by National Meter, to identify several broken meters. Staff fixed three of the broken meters and sent five back to National Meter for repair.
- A purchase order was issued in August for the new filter vessels for the water treatment plant. Due to the weight of the filter vessels, a crane operator has been contacted to help with the heavy lifting; an empty filter vessels weigh about 17,000 lbs. each and 50,000 lbs. each when filled with media. The vessels were scheduled to be delivered at the end of December or first week of January.
- Due to the recent power outage, something happened to the water system causing a valve to open and the hill tank to drain back into the filter plant. Water was flowing through the filter vessels at about 350 psi; the vessels were only rated to 125 psi. Although staff was still working on getting everything under control, no damage was caused. Telstar was able to simulate the issue but was not able to provide a satisfactory answer as to why the system failure happened. Mr. Schultz believed the solenoid controllers were old and needed to be replaced. He would be continuing his investigation. Director Heald asked if there was a manual valve that could be closed. Mr. Schultz confirmed there was a manual valve but the failure happened in the middle of the night.
- The system was currently on the well and would remain on the well until Monday. Director Stockton asked about the District's limits for using well water. Director Simpson said he thought the District could only be on well water for five consecutive days and no more than 15 or 20 days a year. Mr. Schultz said he would confirm the District's well water use restrictions.
- In response to Director Lindquist's question about the operation of the District's lift stations, Mr. Schultz reported that all the lifts stations were operating properly and that staff was able to use the situation for hands-on generator training instead of the classroom training that had been scheduled.
- Water was being discharged in accordance with the District's agreement and Perchlorate and Nitrate samples were non-detect. Disinfection byproduct MCLs were below action level but were creeping up. Mr. Schultz said he believed the increase was due to the corrosion control chemicals being used. He would continue to monitor the situation.
- There were no sewer spills in September and the report was certified on CIWQS (California Integrated Water Quality System). Mr. Schultz said he was contacted by CIWQS regarding reports dating back to 2003 that were never certified. He was working with Mr. Quesnel to have him certify his reports and then he would meet with the State to see what could be done about certifying the remaining reports.
- The amount of water being pumped through the filter plant was still twice the amount going through the sewer system. Staff would continue to look for water leaks in the spring.

- Fall protection was installed on the water tank. The original tank included fall protection but it had never been installed.
- Cleaning of the wet well was on the schedule.
- Mr. Mitchell, District Counsel, and Mr. Schultz met with ACWA/JPIA representatives in Sacramento. They identified a couple items that needed to be looked at. Mr. Schultz said that because the District does not own the stream between the lower lake; it was not clear whether or not the District actually owned the dam. If the District does own the dam, then dam failure insurance would be recommended. Mr. Schultz said he would look into ownership of the dam and report back to the Board in November.
- ACWA/JPIA suggested that the District add pollution liability insurance for the wastewater emergency storage at SPS-3. Current insurance covers a sudden and catastrophic release for the storage tank but a small leak would not be covered. He also said the additional cost of the insurance was very minimal, He would present a complete package of the District's insurance at the November meeting.
- No claim had been received from the lady who damaged her Corvette while driving in the District. She claimed the damage was caused by a depressed manhole. ACWA/JPIA instructed Mr. Schultz that they would handle the claim and to have the Board deny the claim if one was received.
- A Resolution allowing the District to use volunteers would be presented at the November meeting. Volunteers could be covered by the District's insurance with Board approval of the resolution.
- A flyer regarding upcoming training for Directors was handed out. Mr. Schultz also said Directors were required to attend both Ethics and Sexual Harassment Avoidance training and ACWA/JPIA offers winter and summer classes in Roseville. Director Lindquist asked that the information be compiled and issued to all Directors.
- In response to Director Simpson's comment, Mr. Schultz said the lake intake project was going well, Woodward and Curran were in the early stages of gathering preliminary findings and he would have more in the next monthly report.

VI. The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the September 13, 2019 Regular Meeting; September 2019 Check Register; Disbursements for Board Approval; and financial reports for the month ending September 30, 2019.

A motion was made by Director Heald and seconded by Director McCormick to approve the consent items calendar. The motion passed by a roll call vote. Ayes: Directors Stockton, Heald, Simpson, McCormick and Lindquist. Noes: none. Abstentions: none. Absent: none.

VII. **New Business:** There was none.

VIII. **Old Business:** There was none.

IX. **Administration:**

A. A list of Follow-up Items from the September 13, 2019, Board meeting was presented to the Board for consideration and possible action. No action was taken.

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

- Mr. Schultz assumed the Best Management Practices and Fertilization information task that had previously been assigned to Mr. Quesnel.
- AMR Data Collection and Analysis had not been started
- No progress was made on the District's Policies & Procedures.
- Insurance Coverage Review was almost complete with the recent meeting Mr. Mitchell and Mr. Schultz had with ACWA/JPIA. Mr. Shultz would be presenting information at the November meeting.
- Mr. Mitchell was asked to provide a draft Urgent Matter Protocol. He said he probably had something that could easily be modified to fit the District's need.
- Mr. Schultz would be adding "Do we own the dam" to the list.
- Mr. Schultz would be adding an item regarding the discussion he intended to have with Truckee Fire regarding hydro testing of fire hydrants. His intent was to determine whether or not the District's insurance was adequate.

X. Adjournment

A motion was made by Director Heald and seconded by Director McCormick to adjourn the meeting. The motion passed by a roll call vote. Ayes: Directors Stockton, Heald, Simpson, McCormick and Lindquist. Noes: none. Abstentions: none. Absent: none.

The minutes were approved at the Regular Meeting held on _____, as part of the Consent Items Calendar. A motion was made by Director _____ and seconded by Director _____ to approve the Consent Items Calendar. The motion passed by a _____ vote.

Sierra Lakes County Water District
Check Registers
 October 2019

1002 · DEMAND Account		
<i>RECONCILIATION:</i>		
10/1/2019	Beginning Cash Balance	479,841.29
	Deposits	88,477.01
	Assessments received	-
	Deposit - Interest	3.71
	DSPUD Annual MOU	-
	Transfers: To Placer Co. Treasury Investment Acct	-
<i>DEMAND ACCOUNT DISBURSEMENTS:</i>		(175,379.84)
10/31/2019	Ending Cash Balance	<u>392,942.17</u>
1031 · GASB 45-OPEB Account		
<i>RECONCILIATION:</i>		
10/1/2019	Beginning Cash Balance	163.13
	Deposit - Interest	-
	Funds Transferred To/From Investment Account	-
10/31/2019	Ending Cash Balance	<u>163.13</u>
Placer County Treasurer's Fund		
<i>RECONCILIATION:</i>		
10/1/2019	Beginning Cash Balance	2,950,569.27
	Deposit - Interest	4,315.11
	Funds Transferred To/From Investment Account	-
10/31/2019	Ending Cash Balance	<u>2,954,884.38</u>
Local Area Investment Fund (LAIF)		
<i>RECONCILIATION:</i>		
10/1/2019	Beginning Cash Balance	676,367.80
	Deposit - Interest	-
	Funds Transferred To/From Investment Account - Annual OPEB Funding	-
10/31/2019	Ending Cash Balance	<u>676,367.80</u>
Assessment District 2011-01		
<i>RECONCILIATION:</i>		
10/1/2019	Beginning Cash Balance	304,229.39
	Assessments Received	-
	Deposit - Interest	2.58
	Disbursements - USDA	-
10/31/2019	Ending Cash Balance	<u>304,231.97</u>

Type	Date	Num	Name	Memo	Amount
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Sierra Lakes County Water District
Check Registers
October 2019

Type	Date	Num	Name	Memo	Amount
1002 · US Bank - Demand					
Bill Pmt -Check	10/08/2019	6935	Donner Summit Public Utility District	Oct 2019 Wastewater Treatment Fees	(30,806.00)
Bill Pmt -Check	10/08/2019	6932	CA Bank & Trust (Deposit)	Qtrly Transfer - SRF Loan Impound Account	(25,000.00)
Bill Pmt -Check	10/11/2019	21557	Schultz, Paul A.	Sept 2019 Professional Fees	(20,588.12)
Bill Pmt -Check	10/11/2019	21554	ACWA/Joint Powers Insurance Authority	Auto & Liab Ins. 10/1/19-9/30/20	(11,379.00)
Liability Check	10/02/2019		QuickBooks Payroll Service	Created by Payroll Service on 10/01/2019	(9,309.53)
Liability Check	10/17/2019		QuickBooks Payroll Service	Created by Payroll Service on 10/16/2019	(9,263.24)
Bill Pmt -Check	10/11/2019	21552	ACWA	2020 Agency Dues	(8,075.00)
Bill Pmt -Check	10/08/2019	MED102019	Public Employees' Retirement System (Med)	Medical - 1347	(7,447.40)
Bill Pmt -Check	10/22/2019	6955	Anna M. Nickerson	Professional Fees 10/1/19 to 10/15/19	(4,796.00)
Bill Pmt -Check	10/11/2019	21560	Woodard & Curran	Lake Intake Project	(4,709.29)
Bill Pmt -Check	10/11/2019	21556	JDH Corrosion Consultants, Inc.	Pipe Corrosion Project	(4,265.00)
Liability Check	10/16/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -1374322366	(4,227.24)
Liability Check	10/01/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1673101930	(4,139.56)
Liability Check	10/08/2019	093019RET	Public Employees' Retirement System (Ret)	Retirement - 1347	(3,087.45)
Bill Pmt -Check	10/08/2019	6938-6944	Pacific Gas & Electric	Electricity	(2,715.28)
Bill Pmt -Check	10/11/2019	21553	ACWA/Joint Powers Insurance Authority	1st Qtr 2019-2020 Worker's Compensation	(2,594.61)
Bill Pmt -Check	10/08/2019	6951	United Rentals	Trench Box	(2,502.80)
Bill Pmt -Check	10/11/2019	21561	E and M Electric & Machinery, Inc.	WIN-911 Software - Annual Service Contract	(1,850.00)
Bill Pmt -Check	10/08/2019	6929	Anna M. Nickerson	Professional Fees 9/16/19 to 9/30/19	(1,760.00)
Bill Pmt -Check	10/08/2019	6934	Custom Electric	Bales Pump Station	(1,760.00)
Check	10/02/2019		BluePay	Merchant Fees	(1,751.46)
Bill Pmt -Check	10/22/2019	6960	Western Nevada Supply Co.	Water Meter Pit Lids for AMR Project	(1,390.85)
Bill Pmt -Check	10/08/2019	6950	U.S. Bank (CC)	Boardroom Supplies, Internet, Merchant Fees, Uniforms, Gasoline (\$669.31)	(1,380.64)
Liability Check	10/16/2019		QuickBooks Payroll Service	Created by Payroll Service on 10/14/2019	(1,148.94)
Bill Pmt -Check	10/08/2019	6952	USA Blue Book	Tank Ladder	(1,142.67)
Liability Check	10/16/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -1374620366	(992.38)
Bill Pmt -Check	10/22/2019	6956	Kronick Moskovitz Tiedemann & Girard	Sept 2019 Legal Fees	(988.45)
Liability Check	10/01/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1673031930	(964.00)
Bill Pmt -Check	10/11/2019	21555	AT&T	Telephone	(840.33)
Bill Pmt -Check	10/08/2019	6947	Sierra Trench Protection Rentals & Sales	Trench Plate Rental w/ pickup	(525.00)
Bill Pmt -Check	10/22/2019	6954	Flyers Energy, LLC	Gasoline/Diesel	(431.72)
Bill Pmt -Check	10/08/2019	6933	Cranmer Engineering, Inc.	Filter Plant Testing	(375.00)
Bill Pmt -Check	10/08/2019	6949	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(295.87)
Bill Pmt -Check	10/08/2019	6945	Placer County Human Resources	Oct 2019 Dental/Vision Premium	(282.80)
Bill Pmt -Check	10/11/2019	21559	Western Nevada Supply Co.	Full Circle Clamp for Force Main	(282.65)
Check	10/11/2019	21562	SARNQUIST, FRANK H	02125 2 ea. Low Flow Toilet Rebates	(250.00)
General Journal	10/31/2019	103119-JK		J Krebill P/R Ded - Water/Sewer Fees	(207.66)
Bill Pmt -Check	10/08/2019	6948	Summit Home Care	Office Cleaning	(200.00)
Liability Check	10/14/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -1642769366	(198.70)
Bill Pmt -Check	10/22/2019	6958	The Office Boss	Backup battery and office supplies	(189.94)
Liability Check	10/10/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -1363940266	(181.54)
Bill Pmt -Check	10/08/2019	6936	Mountain Hardware	Zone mark, paint & paintbrush. Rule Tapes, Spay Bottle, Hand Gel, Ant & Roach Killer	(158.80)
Bill Pmt -Check	10/08/2019	6930	Aramark	Employee Uniforms	(140.79)
Bill Pmt -Check	10/22/2019	6957	Suburban Propane	Propane	(110.29)
Bill Pmt -Check	10/08/2019	6931	Badger Meter	Oct 2019 Cellular Fee - Meter Test Program	(108.58)
Liability Check	10/10/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -1356790266	(92.35)
Bill Pmt -Check	10/08/2019	6937	Nevada Office Machines	Okidata Copier Quarterly Maintenance Agreement	(92.12)
Bill Pmt -Check	10/11/2019	21558	SWRCB-DWOCF	J. Krebill Certification Renewal	(90.00)

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Sierra Lakes County Water District
Check Registers
 October 2019

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/08/2019	6953	Verizon Wireless	Cell Phone & On-Call iPad	(71.16)
Bill Pmt -Check	10/08/2019	10GASB UFL	Public Employees' Retirement System (Ret)	Retirement - 1347	(65.85)
Liability Check	10/14/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -1642800366	(61.00)
Bill Pmt -Check	10/08/2019	6946	Sierra Mountain Pipe & Supply	Maint. Parts Hydrant Maint	(58.58)
Bill Pmt -Check	10/22/2019	6959	USA Blue Book	Blow off valve	(29.35)
Check	10/07/2019	100719	BluePay	Merchant Fees	(3.10)
Check	10/21/2019		QuickBooks Payroll Service	Created by Direct Deposit Service on 10/18/2019	(1.75)
Paycheck	10/03/2019	DD616	Brian Lundgren	Direct Deposit: Pay Period Ending 9/30/19	-
Paycheck	10/03/2019	DD617	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 9/30/19	-
Paycheck	10/03/2019	DD618	Matthew M Marriner	Direct Deposit: Pay Period Ending 9/30/19	-
Paycheck	10/03/2019	DD619	Patrick J Baird	Direct Deposit: Pay Period Ending 9/30/19	-
Paycheck	10/17/2019	DD622	Michael E Lindquist {Salary}	Direct Deposit: 10/11/19 Board Meeting	-
Paycheck	10/17/2019	DD624	Robert M McCormick {Salary}	Direct Deposit: 10/11/19 Board Meeting	-
Paycheck	10/17/2019	DD620	Dan L Stockton {Salary}	Direct Deposit: 10/11/19 Board Meeting	-
Paycheck	10/17/2019	DD621	Karen Heald {Salary}	Direct Deposit: 10/11/19 Board Meeting	-
Paycheck	10/17/2019	DD623	Richard A Simpson {Salary}	Direct Deposit: 10/11/19 Board Meeting	-
Paycheck	10/18/2019	DD625	Brian Lundgren	Direct Deposit: Pay Period Ending 10/15/19	-
Paycheck	10/18/2019	DD626	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 10/15/19	-
Paycheck	10/18/2019	DD628	Patrick J Baird	Direct Deposit: Pay Period Ending 10/15/19	-
Paycheck	10/18/2019	DD627	Matthew M Marriner	Direct Deposit: Pay Period Ending 10/15/19	-
Total 1002 - US Bank - Demand					(175,379.84)
TOTAL					(175,379.84)

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Sierra Lakes County Water District
Payroll Summary
October 2019

	Dan L Stockton {Salary}	Karen Heald {Salary}	Michael E Lindquist {Sa...	Richard A Simpson {Sal...	Robert M McCormick {...	TOTAL
Employee Wages, Taxes and Adj...						
Gross Pay						
Salary Director	180.00	180.00	180.00	180.00	180.00	900.00
Total Gross Pay	180.00	180.00	180.00	180.00	180.00	900.00
Adjusted Gross Pay	180.00	180.00	180.00	180.00	180.00	900.00
Taxes Withheld						
Federal Withholding	-36.00	0.00	0.00	-25.00	0.00	-61.00
Medicare (Employee)	-2.61	-2.61	-2.61	-2.61	-2.61	-13.05
Social Security (Employee)	-11.16	-11.16	-11.16	-11.16	-11.16	-55.80
State Withholding	-36.00	0.00	0.00	-25.00	0.00	-61.00
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00	0.00
Total Taxes Withheld	-85.77	-13.77	-13.77	-63.77	-13.77	-190.85
Additions to Net Pay						
Director Mileage Reimburse...	174.00	127.60	0.00	0.00	126.44	428.04
Total Additions to Net Pay	174.00	127.60	0.00	0.00	126.44	428.04
Net Pay	268.23	293.83	166.23	116.23	292.67	1,137.19
Employer Taxes and Contributions						
Medicare (District)	2.61	2.61	2.61	2.61	2.61	13.05
Social Security (District)	11.16	11.16	11.16	11.16	11.16	55.80
Total Employer Taxes and Contr...	13.77	13.77	13.77	13.77	13.77	68.85

Sierra Lakes County Water District
Operating Budget-to-Actual
Fiscal Year July 1, 2019 to June 30, 2020

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 10/31/19	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 19-20 Budget	% of Budget
<u>Water Sewer Revenues</u>										
8000-01 · Annual Water Fees	71,427	71,427	-	100%	285,708	285,708	-	100%	857,124	33%
8000-02 · Annual Sewer Fees	99,067	99,067	(0)	100%	396,269	396,269	-	100%	1,188,808	33%
8030 · Property Taxes	8,976	10,000	(1,024)	90%	33,361	30,000	3,361	111%	390,000	9%
8050 · Customer Late Fees	73	-	73	100%	2,263	2,500	(237)	91%	10,000	23%
8005 · Primary Facilities Fees - Sewer	-	-	-	0%	7,800	15,600	(7,800)	50%	23,400	33%
8006 · Primary Facilities Fees - Water	-	-	-	0%	1,825	3,650	(1,825)	50%	5,475	33%
8052 · GAPVAX Services	-	-	-	0%	-	-	-	0%	-	0%
8020 · Other Income	4,430	-	4,430	100%	22,824	-	22,824	100%	-	-100%
Total Revenues Received:	183,974	180,494	3,480	102%	750,050	733,727	16,323	102%	2,474,807	30%
<u>Controllable Expenses:</u>										
<u>Salaries:</u>										
9001 · Director Salaries	900	1,800	900	50%	3,240	7,200	3,960	45%	21,600	15%
9003 · Maintenance Salaries	-	-	-	0%	-	-	-	0%	-	-
9003-01 - Maint Hourly Regular	26,155	22,959	(3,197)	114%	100,238	91,834	(8,404)	109%	275,502	36%
9003-02 - Maint Overtime	1,031	919	(112)	112%	2,697	3,674	977	73%	11,020	24%
9003-03 - Maint Standby	2,180	2,197	17	99%	8,760	8,787	27	100%	26,360	33%
9003-00 - Maint Salaries - Other	-	-	-	0%	-	-	-	0%	1,500	0%
9003-04 - Labor Allocated to Projects	-	-	-	0%	-	-	-	-	-	-
Total 9000 · Salaries	30,266	27,875	(2,391)	109%	114,934	111,495	(3,439)	103%	335,982	34%
<u>Payroll Expense</u>										
9005 · Payroll Expense - SS & Medicare	2,315	2,004	(311)	116%	8,792	8,016	(776)	110%	24,050	37%
9007 · Payroll Expense- SUI & ETT	(17)	219	236	(8%)	4	876	872	0%	3,950	0%
9008 · Payroll Expense - Retirement	1,680	1,443	(237)	116%	6,391	5,775	(616)	111%	17,325	37%
9009 · Payroll Expense - Medical & D/V	7,730	12,250	4,520	63%	39,893	49,000	9,107	81%	147,000	27%
9010 · Payroll Expense - Workers' Comp	-	-	-	0%	2,595	3,475	880	75%	13,900	19%
Total 9004 · Payroll Expense	11,709	15,916	4,207	74%	57,675	67,142	9,468	86%	206,225	28%
<u>Indirect & G&A</u>										
9012 · Legal Expense:	988	3,000	2,012	-	11,452	12,000	548	95%	36,000	32%
9013 · Audit Expense	-	-	-	0%	800	-	(800)	100%	13,050	6%
9014 · Fees & Penalties	79	125	47	63%	198	500	302	40%	1,500	13%
9016 · Directors' Expense	428	833	405	51%	1,529	3,333	1,804	46%	10,000	15%
9017 · Professional Fees - Operations	21,125	24,500	3,375	86%	88,991	98,000	9,009	91%	294,000	30%
9018 · Professional Fees - Office	9,196	11,440	2,244	80%	36,300	45,760	9,460	79%	137,280	26%
9019 · Staff Travel/Training	195	617	422	32%	1,048	2,467	1,419	42%	7,400	14%
9022 · Election Expense	-	-	-	0%	-	-	-	0%	-	0%
9023 · Insurance Expense	11,379	12,000	621	95%	11,379	12,000	621	95%	20,000	57%
9024 · Membership Expense	588	200	(388)	294%	9,151	10,400	1,249	88%	12,000	76%
9026 · Outside Services	200	274	74	73%	800	1,096	296	73%	3,286	24%
9028 · Telephone Expense	911	625	(286)	146%	3,110	2,500	(610)	124%	7,500	41%
9029 · Garbage/Hazmat Expense	296	375	79	79%	1,174	1,500	326	78%	4,500	26%
9030 · Uniform Expense	70	168	98	42%	815	675	(140)	121%	2,025	40%
9034 · Propane Expense	680	892	212	76%	812	3,567	2,755	23%	10,700	8%

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Sierra Lakes County Water District
Operating Budget-to-Actual
Fiscal Year July 1, 2019 to June 30, 2020

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 10/31/19	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 19-20 Budget	% of Budget
9036 · SCADA System Expense	7,268	-	(7,268)	100%	11,033	1,000	(10,033)	1,103%	4,500	245%
9037 · M&O Asset Mgmt Sys (Lucity)	-	-	-	0%	3,750	1,000	(2,750)	375%	4,500	83%
9040 · Office Expense	74	250	176	29%	672	1,000	328	67%	3,000	22%
9041 · Postage Expense	-	-	-	0%	129	-	(129)	100%	2,000	6%
9042 · Postage Meter Expense	-	-	-	0%	277	325	48	85%	1,300	21%
9043 · Copier & Fax Expense	-	80	80	0%	146	320	174	46%	950	15%
9044 · Computer Equipment & Service										
9044-01 · General Expense	223	292		76%	731	1,167		63%	3,500	
9044-02 · Website Design	-	675		0%	2,054	2,675		77%	8,000	
9044-03 · Merchant Fees	1,913	2,000		96%	14,381	9,000		160%	20,000	
Total 9011 · Indirect & G&A	55,613	58,346	2,733	95%	200,731	210,285	9,554	95%	606,991	33%
<u>MAINTENANCE & OPERATIONS</u>										
<u>Water Treatment & Filter Plant</u>										
9101 · Filter Plant Operations & Maint	217	583	366	37%	3,579	2,333	(1,246)	153%	7,000	51%
9102 · Filter Plant-Chems, Lab & Equip	1,238	1,250	12	99%	5,564	5,000	(564)	111%	15,000	37%
9103 · Filter -Water Pumping Plant M&O	-	85	85	0%	906	335	(571)	270%	1,000	91%
9104 · Well Pump Station Expense	-	85	85	0%	205	335	130	61%	1,000	-100%
Total 9100 · Water Treatment & Filter Plant	1,456	2,003	547	73%	10,255	8,003	(2,252)	128%	24,000	43%
<u>Water Distribution</u>										
9201 · Water Dist - General Maint	696	625	(71)	111%	3,843	2,500	(1,343)	154%	7,500	51%
9202 · Water Dist - Pipes & Fittings	-	165	165	0%	270	665	395	41%	2,000	13%
9203 · Water Dist - Hydrant Maint	-	500	500	0%	232	500	268	46%	500	46%
9204 · Fees - Water	-	850	850	0%	1,593	1,650	57	97%	13,125	12%
9205 · Water Dist - Electricity	1,916	2,800	885	68%	8,692	11,200	2,508	78%	33,600	26%
9600 · Water Dist - Meters/Parts	26	-	(26)	100%	26	500	474	5%	1,000	3%
9601 · Water Conservation	250	165	(85)	152%	250	665	415	38%	2,000	13%
Total 9200 · Water Distribution	2,887	5,105	2,218	57%	14,907	17,680	2,773	84%	59,725	25%
<u>Wastewater Collection System</u>										
9301 · Wastewater - General Maint	715	750	35	95%	3,663	3,000	(663)	122%	9,000	41%
9302 · Wastewater - Pipes/Fittings	-	125	125	0%	1,246	500	(746)	249%	1,500	83%
9303 · Wastewater- Enzymes/Lab Testing	283	-	(283)	100%	283	2,500	2,217	11%	5,000	6%
9304 · Wastewater - Manholes	-	-	-	0%	-	500	500	0%	500	0%
9305 · Fees - Sewer	-	850	850	0%	1,593	1,700	107	94%	7,350	22%
9306 · Wastewater - Electricity	605	1,355	750	45%	3,403	5,425	2,022	63%	16,275	21%
9700-01 · Wastewater Export Service Refund	-	-	-	0%	-	-	-	0%	-	0%
9700 · Wastewater- Export Service Exp	30,806	32,210	1,404	96%	123,224	128,840	5,616	96%	386,520	32%
Total 9300 · Wastewater Collection System	32,409	35,290	2,881	92%	133,412	142,465	9,053	94%	426,145	31%
<u>Vehicle Expense</u>										
9501 · Gasoline/Diesel	2,267	708	(1,559)	320%	4,314	2,833	(1,481)	152%	8,500	51%
9502 · Pickups	1,655	-	(1,655)	100%	5,043	2,500	(2,543)	202%	2,500	202%
9503 · Gapvac	150	-	(150)	100%	166	1,500	1,334	11%	3,500	5%
9504 · Backhoe	-	-	-	0%	-	1,500	1,500	0%	4,000	0%

Sierra Lakes County Water District
Operating Budget-to-Actual
Fiscal Year July 1, 2019 to June 30, 2020

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 10/31/19	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 19-20 Budget	% of Budget
9505 · Vehicle Maint Supplies	-	-	-	0%	495	350	(145)	141%	1,000	49%
Total 9500 · Vehicle Expense	4,072	708	(3,364)	575%	10,018	8,683	(1,335)	115%	19,500	51%
Project Expenses										
9812 · Spot Repairs of Sewer Mainline & Laterals	-	4,650	4,650	0%	-	18,650	18,650	0%	56,000	0%
9813 · Repair of Sewer Manholes at Various Locations	-	2,690	2,690	0%	-	10,750	10,750	0%	32,250	0%
9815 · Misc Sewer Pump Station Upgrades	-	3,875	3,875	0%	1,302	15,500	14,198	8%	46,500	3%
9816 · Replace Pumps/Controls at #1SPS	-	-	-	0%	333	-	(333)	100%	-	0%
9818 · Misc Water System Improvements	1,420	3,125	1,705	45%	10,879	12,500	1,621	87%	37,500	29%
9819 · Adj Water Valve Boxes to Street Grade	-	250	250	0%	-	1,000	1,000	0%	3,000	0%
9820 · Misc Upgrades Water Pump Stations	-	3,540	3,540	0%	2,237	14,165	11,928	16%	42,500	5%
9821 · Automatic Meter Read System	109	187	78	58%	421	748	327	56%	2,243	19%
9822 · Misc Jobs - Safety Tools Bldgs	3,514	8,835	5,321	40%	6,465	35,335	28,870	18%	106,000	6%
9824 · Lake Management	-	200	200	0%	200	825	625	24%	2,500	8%
9825 · HOTFaP	-	-	-	0%	-	7,500	7,500	0%	10,000	0%
9915 · Misc. Projects	-	-	-	0%	-	-	-	0%	-	-
Total 9800 · Project Expenses	5,043	27,352	22,309	18%	21,837	116,973	95,136	19%	338,493	6%
Total Controllable Expenses	143,454	172,595	29,141	83%	563,769	682,726	118,957	83%	2,017,061	28%
Non-Controllable Expenses:										
9900 · Debt - Interest										
9904 · Interest on SRF Loan	-	-	-	0%	-	-	-	0%	10,267	0%
9906 · USDA Revenue Bonds	-	-	-	0%	62,690	63,500	810	99%	127,000	49%
9908 · Int on Assessment-7207 Palisade	-	-	-	0%	243	-	(243)	100%	247	0%
Total 9900 · Debt - Interest	-	-	-	0%	62,933	63,500	567	99%	137,514	46%
9920 · Depreciation										
9921 · Depreciation - Water	9,968	10,702	734	93%	39,870	42,808	2,938	93%	128,425	31%
9922 · Depreciation - Sewer	7,816	8,841	1,025	88%	31,265	35,363	4,098	88%	106,089	29%
Total 9920 · Depreciation	17,784	19,543	1,759	91%	71,136	78,171	7,035	91%	234,514	30%
9950 · SLCWD Share - DSPUD Capital Costs							-	0%	18,000	
Total Non-Controllable Expenses	17,784	19,543	1,759	91%	134,069	141,671	-	0%	18,000	745%
TOTAL DISTRICT EXPENSES:	161,238	192,138	30,900	84%	697,837	824,397	126,560	85%	2,407,089	29%
EARNED REVENUE LESS EXPENSES	22,736	(11,643)	34,380		52,213	(90,670)	142,882		67,718	

SIERRA LAKES COUNTY WATER DISTRICT
 CAPITAL PROJECTS SUMMARY
 FISCAL YEAR JULY 1, 2018 TO JUNE 30, 2019

	For Period 7/1/2019 to 6/30/2020				
	PROPOSED BUDGET	Previously Incurred Costs	Costs Incurred Current Month	Total Costs to Date	VARIANCE Favorable (Unfavorable)
			10/31/2019		
CAPITAL PROJECTS IN PROGRESS:					
Miscellaneous Sewer Pump Station Upgrades	\$ 7,500	\$ -	\$ -	\$ -	\$ 7,500
Miscellaneous Water Distribution System Improvements	24,000	-	-	-	24,000
Miscellaneous Water Pump Station/Storage Improvements	310,000	4,709	-	4,709.29	305,291
Automatic Meter Read System	52,500	31,604	5,497	37,100.81	15,399
Purchase Tools/Equipment and Building Improvements	99,940	5,919	-	5,919.00	94,021
DSPUD Wastewater Plang	18,000	-	-	-	18,000
Total Capital Projects	\$ 511,940	\$ 42,232.10	\$ 5,497	\$ 47,729	\$ 464,211

Sierra Lakes County Water District
Cash Source and Application of Funds
Operating Budget
in \$000's

	ACTUAL Oct-19	Forecast Oct-19	Forecast Nov-19	Forecast Dec-19	Forecast Jan-20	Forecast Feb-20	Forecast Mar-20	Forecast Apr-20	Forecast May-20	Forecast Jun-20	Forecast Jul-20	Forecast Aug-20	Forecast Sep-20
Beginning Operating Cash Balance:	480	480	393	304	199	114	214	684	425	142	97	127	461
Cash Provided/(Used) by Operations:													
Revenues:													
Sewer & Water Service Fees	78	125	97	50	50	50	625	20	89	80	80	500	700
Placer County Taxes	9	10	-	-	-	210	-	-	150	-	-	-	-
Misc Other Income	1	5	-	5	-	-	5	-	-	4	4	4	4
Expenses:													
Operating Expenses	(150)	(160)	(160)	(160)	(160)	(160)	(160)	(160)	(160)	(167)	(167)	(170)	(170)
Sierra Plant - Capital Projects	-	(75)	(26)	-	-	-	-	(144)	(100)	(62)	(62)	-	-
Net Cash Provided/(Used) by Operations:	(62)	(95)	(89)	(105)	(110)	100	470	(284)	(21)	(145)	(145)	334	534
Cash Provided/(Used) for Financing Activities													
CA Bank & Trust - Qrtly Transfers	(25)	(25)	-	-	25	-	-	25	-	-	25	-	-
USDA \$5.2 million Revenue Bond	-	-	-	-	-	-	-	-	(208)	-	-	-	-
DSPUD Excess Capacity Refund (\$655,000)	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Provided/(Used) by Financing Activities:	(25)	(25)	-	-	25	-	-	25	(208)	-	25	-	-
Cash Provided/(Used) by Investment Activities													
Moved to/from Placer Co. Treasurer's Fund	-	-	-	-	-	-	-	-	-	100	150	-	100
GASB 45 - OPEB Annual Funding	-	-	-	-	-	-	-	-	(54)	-	-	-	-
Total Cash Provided/(Used) by Investment Activities:	-	-	-	-	-	-	-	-	(54)	100	150	-	100
Ending OPERATING ACCOUNT Cash Balance:	393	360	304	199	114	214	684	425	142	97	127	461	1,095

SIERRA LAKES COUNTY WATER DISTRICT - FIVE YEAR CASH FLOW PROJECTION
2018/2019 - 2022/2023
in \$000's

	ACTUAL 2018/2019	FORECAST 2019/2020	Forecast 2020/2021	Forecast 2021/2020	Forecast 2022/2023
Beginning <u>OPERATING</u> Cash Balance:	2,271	519	97	(82)	(32)
<u>Cash Provided/(Used) by Operations:</u>					
Revenues:					
Water/Sewer Service Fees	2,072	2,046	2,046	2,046	2,046
PrePaid W/S Service Fees:	229	-	-	-	-
Placer County Tax	436	390	390	390	390
Primary Facilities Fees	25	9	29	29	29
Misc Other Income	-	10	10	10	10
Expenses:					
Operating Expenses	(1,535)	(2,012)	(2,035)	(1,804)	(1,920)
Sierra Plant - Capital Projects	(228)	(512)	(512)	(1,514)	(285)
Net Cash Provided/(Used) by Operations:	999	(69)	(72)	(843)	270
<u>Cash Provided/(Used) for Financing Activities</u>					
CA Bank & Trust Loan Principal & Interest	(100)	(100)	(100)	(100)	(25)
USDA Revenue Bond Loan	(270)	(270)	(270)	(270)	(270)
Refunded WWTP Costs	73	71	67	67	67
Total Cash Provided/(Used) by Financing Activities:	(297)	(299)	(303)	(303)	(228)
<u>Cash Provided(Used) by Investment Activities</u>					
Total Cash Provided(Used) by Investment Activities:	-	-	-	-	-
Moved to Placer Co. Treasurer's Fund	(2,400)	-	250	1,250	-
Annual GASB 45 Funding - OPEB - Moved to LAIF	(54)	(54)	(54)	(54)	(54)
Total Cash Provided(Used) by Investment Activities:	(2,454)	(54)	196	1,196	(54)
Ending <u>OPERATING</u> Cash Balance:	519	97	(82)	(32)	(44)

amn
11/1/2019
9:55 AM

SIERRA LAKES COUNTY WATER DISTRICT
LIST OF DISBURSEMENTS REQUIRING BOARD APPROVAL
November 2019

Vendor	Inv # / Inv Date		Invoice Amount
<u>Paul Schultz</u>	Invoice #	194505	21,125.00
	Date	11/1/2019	
	For: <u>October 2019 Professional Fees</u>		
<u>Anna Nickerson</u>	Inv#	101519	4,796.00
	Date	10/15/2019	
	For: <u>Professional Fees 10/1 to 10/15/19</u>		
	Inv#	103119	4,400.00
	Date	10/31/2019	
	For: <u>Professional Fees 10/16 to 10/31/19</u>		
TOTAL ANNA NICKERSON			9,196.00
		TOTAL INVOICES FOR APPROVAL	30,321.00

Paul A. Schultz, PE
Civil and Environmental Engineering



7299 3rd Avenue
 PO Box 269
 Tahoma, CA 96142
 (530) 525-9347
 paschultz@me.com

INVOICE NO. 194505 NOVEMBER 1, 2019

BILL TO	DUE DATE	TERMS
Sierra Lakes County Water District PO Box 1039 Soda Springs, CA 95728	12/15/2019	Net 45

HOURS	DESCRIPTION	UNIT PRICE	TOTAL
130.0	Professional Services for October 2019 (see detail) (109 hours on-site, 21 hours off-site)	\$162.50/hour	\$21,125.00

ACCOUNT NO 9017 \$ 21,125.00
 CHECK NO.
 CK DATE

APPROVED

Average since July 1, 2019:
 On- Site: 462 hrs. / 17.8 weeks = 26.0 hrs./week
 Overall: 534 hrs. / 17.8 weeks = 30.0 hrs./week

TOTAL DUE	\$21,125.00
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Thank you for your business!

Sierra Lakes County Water District
Paul A. Schultz, PE
October 2019 Invoice Detail

Date	Description	Hours
10/01/2019	Prepare October workplan. Review Loprest Shop Drawings. Discuss District Claim Form w/ ACWA JPIA. Arrange for Snow Stakes from Placer County Road Department. Discuss tree removal w/ one Resident. Forward manhole strike claim and backup documentation to ACWA JPIA. Prepare Sept. Board Report. Certify no SSOs in September w/ CIWQS.	7.0
10/02/2019	Perform Final Inspection for home on Baxter. Perform Toilet Rebate Inspection on Pahatsi. Discuss manhole strike claim w/ ACWA JPIA. Complete Board Report. Review and approve invoices. Discuss Emergency Storage Operations figures w/ drafter.	7.0
10/03/2019	Perform one sewer lateral test. Meet w/ SLPOA Board President regarding sand relocation and green waste removal. Get water and sewer flows from crew. Request water and sewer flows from DSPUD. Call Jeff Mitchell regarding Volunteer Resolution and Pollution Liability Coverage. Perform water lateral test at one home.	7.0
10/04/2019	Update documentation and notes for week. Send Dock and Pier Ordinance to one resident.	4.0
10/07/2019	Discuss monthly operations at DSPUD w/ DSPUD General Manager. Discuss monthly flows w/ DSPUD Operations Manager. Complete Board Report and two attachments.	7.0
10/08/2019	Review and approve invoices. Recall DSPUD General Manager regarding monthly operations. Discuss additional tree removal w/ one resident. Discuss Emergency Storage Operations figures w/ Drafter. Discuss impending power outage w/ crew.	7.0
10/09/2019	Review and approve invoices. P, G & E Power out. Severe Filter Plant issue. Troubleshooting.	8.0

Paul A. Schultz, PE
PO Box 269 Tahoma, CA
(530) 525-9347

Sierra Lakes County Water District
 Paul A. Schultz, PE
 October 2019 Invoice Detail

10/24/2019	Troubleshoot Filter Plant PLC w/ crew. Meet fire extinguisher repairman and guide him around facilities. Stop & Drain inspection at one location. Placer County Situational Call. Call Shepherd's Auto Body regarding finishing their work on GapVac. Calibrate new gas monitors. Discuss BL's winter hours w/ crew.	7.0
10/25/2019	Call NTPUD to piggyback on their Lucy Training. Review Wonderware upgrade requirements.	3.0
10/28/2019	Review and approve invoices. Discuss Pollution Liability Insurance and application w/ ACWA JPIA. Check that all nuisance trees have been removed from District property. Send rejection letter to Manhole strike claimant.	5.0
10/29/2019	Review and approve invoices. Meet w/ Clearwater Services and Badger Daylighting re: Filter installation and logistics. Begin Board Report.	6.0
10/30/2019	Observe/supervise wetwell cleaning. Discuss November work plan with crew. Personnel issues. Discuss base generator emergency maintenance needs with crew. Call Cashman Caterpillar to arrange for service for base generator. Review and approve invoices. Review and approve timesheets.	6.0
10/31/2019	Send water and sewer flow information to DSPUD. Receive water and sewer flow information from DSPUD. Complete draft Board Report. Begin duty calendar for 2020. Begin work plan for November. Certify no SSOs in October w/ CIWQS.	6.0

Paul A. Schultz, PE
 PO Box 269 Tahoma, CA
 (530) 525-9347

**ANNA NICKERSON
FINANCIAL CONSULTANT**

INVOICE

ACCOUNT NO: 9018 \$ 4,796.00
 CHECK NO: _____
 CHECK DATE: _____
 APPROVAL: _____

16615 Glenshire Dr
 Truckee, CA 96161
 530-330-2724

INVOICE NO: 101519
 DATE: October 15, 2019

anickerson@sonic.net

TO Sierra Lakes County Water District
 P.O. Box 1039
 Soda Springs, CA 95728
 530-426-7800

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmnt District	M&O Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg Min / Packets	Total
10/1/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed payroll and filed	7.0	\$88.00	\$ 616.00	1		3			1	1	1			7
10/2/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened a new escrow.	4.0	\$88.00	\$ 352.00		0.5				1.5	1.5	0.5			4
10/3/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated escrows	4.0	\$88.00	\$ 352.00		2.5				0.5	0.5	0.5			4
10/4/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on month end and prepared board packets	8.0	\$88.00	\$ 704.00			6			0.5	0.5	0.5		0.5	8
10/7/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on month end reports, updated escrow information and entered in data bases.	7.0	\$88.00	\$ 616.00		1	3		0.5	0.5	1.5	0.5			7
10/8/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed a check run and finalized and posted board meeting information.	3.0	\$88.00	\$ 264.00						0.5	1.5	0.5		0.5	3
10/9/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated customer website information.	3.0	\$88.00	\$ 264.00						0.5	0.5	0.5	1.5		3
10/10/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Prepared and filed quarterly payroll reports and filed.	4.0	\$88.00	\$ 352.00	0.5		1.5			0.5	1	0.5			4
10/11/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	1.5	\$88.00	\$ 132.00						0.5	0.5	0.5			1.5
10/11/2019	Board Meeting	1.5	\$88.00	\$ 132.00										1.5	1.5
10/14/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed payroll, filed, escrows, worked on minutes.	7.5	\$88.00	\$ 660.00	0.5	0.5	1			1	1	0.5		3	7.5
10/15/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated Agenda & Minutes files and finalized minutes.	4.0	\$88.00	\$ 352.00	2					0.5	0.5	0.5		0.5	4
	54.5 TOTALS			\$ 4,796.00	4.0	4.5	14.5	0.0	0.5	7.5	10.0	6.0	1.5	6.0	54.5
					7%	8%	27%	0%	1%	14%	18%	11%	3%	11%	

**ANNA NICKERSON
FINANCIAL CONSULTANT**

16615 Glenshire Dr
Truckee, CA 96161
530-330-2724

anickerson@sonic.net

INVOICE

INVOICE NO: 103119
DATE: October 31, 2019

ACCOUNT NO: 9018 \$ 4,400.00
CHECK NO: _____
CHECK DATE: _____
APPROVAL: _____

TO Sierra Lakes County Water District
P.O. Box 1039
Soda Springs, CA 95728
530-426-7800

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmnt District	M&O Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg Min / Packets	Total
10/16/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Payroll	4.0	\$88.00	\$ 352.00			2		0.5	0.5	0.5	0.5			4
10/17/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Setup customer & locations in Badger Meter	4.0	\$88.00	\$ 352.00					2.5	0.5	0.5	0.5			4
10/18/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	7.0	\$88.00	\$ 616.00					2.5	1.5	1.5	0.5	1		7
10/21/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Setup customer & locations in Badger Meter	7.0	\$88.00	\$ 616.00					5.5	0.5	0.5	0.5			7
10/22/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Unsuccessfully worked with Badger to resolve issues with online software.	4.0	\$88.00	\$ 352.00					2.5	0.5	0.5	0.5			4
10/23/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Escrow updates, tried entering information into Badger software again and bank reconciliation.	5.0	\$88.00	\$ 440.00			2		1.5	0.5	0.5	0.5			5
10/24/2019	off	0.0	\$88.00	\$ -											0
10/25/2019	off	0.0	\$88.00	\$ -											0
10/28/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website and updated escrows (open, close, issue certifications)	7.0	\$88.00	\$ 616.00		2			1	1	1	0.5	1.5		7
10/29/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Started month end and followed up with Badger Meter trying to provision newly installed meters.	4.0	\$88.00	\$ 352.00			1		1	0.5	1	0.5			4
10/30/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on Month End and filed.	4.0	\$88.00	\$ 352.00	0.5		2			0.5	0.5	0.5			4
10/31/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened new escrow & worked on month end.	4.0	\$88.00	\$ 352.00		0.5	2			0.5	0.5	0.5			4
		50.0	TOTALS	\$ 4,400.00	0.5	2.5	9.0	0.0	17.0	6.5	7.0	5.0	2.5	0.0	50.0
					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

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SIERRA LAKES COUNTY WATER DISTRICT

P.O. Box 1039

Soda Springs, CA 95728

(530) 426-7800

Fax: (530) 426-1120

MEMORANDUM

TO: Board of Directors
FROM: Anna Nickerson
RE: Request for permanent waiver of water billing
DATE: November 1, 2019

Letter dated: 10/16/19
From: Al Cooney
Property: 5542 Hemlock Dr., Serene Lakes

Date of Connection: 7/1/1981
Connection Fees Paid:
Water \$1,625.00
Sewer 875.00
Total: \$2,500.00

Mr. Cooney requested his first Water/Sewer Service fee waiver after the winter of 2017/2018 after his home sustained substantial damage. A waiver of the 2018/2019 annual Water/Sewer Service fee was granted by the Board. Mr. Cooney then asked for a second waiver and the Board approved a waiver of the 2019/2020 annual Water/Sewer Service fees. Mr. Cooney is now requesting a “permanent waive of water billing”.

District’s Connection Permit Application requires the following:

In order to receive a Connection Permit, you must provide SLCWD with a copy of the completed and approved building permit within ninety (90) days after the date a connection permit number is assigned. Connections to the SLCWD water and sewer systems shall not be made until a Connection Permit is issued. If a copy of the building permit is not submitted to SLCWD within ninety (90) days, the reserved connection permit number will be withdrawn and the primary facility fees will be refunded, less 10% for administrative costs. If your connection permit number has been withdrawn, you must then begin the process anew.

Mr. Cooney has stated that the home will be demolished with no intention of rebuilding in the foreseeable future. Staff request’s Board direction as to whether or not the connection permit fees should be refunded.

October 16, 2019

Subject: Property 5542 Hemlock, Serene Lakes.

Dear Board Members,

My home incurred severe snow damage the year before last. I engaged a contractor for repairs.

The contractor attempted to stabilize my home in order to complete the repairs this year. However, the past winter's storms and snow completely demolished my home.

I have now engaged a demolition contractor to remove the remaining building carcass.

I doubt I will be able to rebuild in the foreseeable future.

Consequently, I'm requesting a permanent waiver of water billing.

Thank you for your consideration.

Sincerely,



Al Cooney

1979 Somerdale Circle

Roseville, CA 95661

916-847-2560

Date of Connection:

7/1/81

Connection Fees:

Water 1625.00

Sewer 875.00

2500.00

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1. You must submit building plans for plan check review to the Placer County Building Department. Upon submitting building plans, the County will provide you with a Confirmation of Water and Sewer Services/Intent to Serve form (“Intent to Serve”) which then must be presented to SLCWD.

2. You must simultaneously submit the Intent to Serve, a set of plans including fire sprinkler system information, a completed “Application for Connection” (“Application”), and payment of the sewer and water primary facility fees as listed below. SLCWD will not accept any of the above items separately.

Sewer Primary Facility Fees	\$7,800.00
Water Primary Facility Fees	<u>1,825.00</u>
Total Charge	\$9,625.00

3. Upon SLCWD receipt of a completed Application, set of plans, and payment of fees, SLCWD will assign a connection permit number and sign off on the “Intent to Serve” confirmation. The connection permit number is specific to the lot for which application is made and cannot be transferred to any other parcel.

4. In order to receive a Connection Permit, you must provide SLCWD with a copy of the completed and approved building permit within ninety (90) days after the date a connection permit number is assigned. Connections to the SLCWD water and sewer systems shall not be made until a Connection Permit is issued. If a copy of the building permit is not submitted to SLCWD within ninety (90) days, the reserved connection permit number will be withdrawn and the primary facility fees will be refunded, less 10% for administrative costs. If your connection permit number has been withdrawn, you must then begin the process anew.

5. Connections to the SLCWD water and sewer systems shall not be made until a Connection Permit is issued. The Connection Permit is valid for the effective period of the building permit, as such may be extended.

6. It is the responsibility of the landowner to design and construct on-site facilities in such a way as to provide adequate slope to the connection point with the District’s existing sewer facilities and adequate depth of cover for water lines.

7. Water and sewer service charges will commence on the date of issuance of the County Certificate of Occupancy but not more than one hundred eight (180) days after the issuance of the District Water and Sewer Connection Permit and be prorated based on a three hundred sixty five (365) day year.

8. Parcels participating in SLCWD Assessment District 2011-001 were previously assessed a fee for the construction of the new Wastewater Treatment plant at Donner Summit Public Utility District (“DSPUD”). By participating in the Assessment District, capacity for service was reserved, making the parcel eligible for a sewer connection permit. If a parcel did not participate in the Assessment District, the property owner will be required to purchase capacity in the plant before a connection permit is issued. This will result in an additional fee of \$9,564.64 to fund previously completed improvements and the expansion of the DSPUD wastewater treatment plant facility. Please contact the SLCWD Administrative Office to determine if sewer capacity is available.

By signing this Application, the undersigned agrees to comply with SLCWD’s Instructions to the Applicant for Water and Sewer Connection, the above requirements and all SLCWD ordinances, rules and regulations relating to water and/or sewer service,

Property Owner Signature Required

Urgent Matter Protocol

PURPOSE

The purpose of this document is to establish a clear policy and process for determining District positions on the legislative or policy actions of other jurisdictions so that the District can represent its interests in a clear and time-effective manner.

POLICY

It is the policy of the Board of Directors to have a clearly defined process for efficiently and effectively communicating the District's position on the relevant legislation or policy actions of other jurisdictions at the local, state and federal levels. This policy solely applies to actions pending before legislative or administrative bodies, not to matters that are directly before the voters.

PROCEDURE

There will be two procedures for establishing official District positions on the legislative or policy actions of other jurisdictions:

A. Standard Procedure

1. Under all circumstances except those described in subsection (B) of this policy, staff will present the District Board with an agenda report and recommendation for the taking of any official District position on the legislative or policy actions of other jurisdictions, including but not limited to, the federal, state and other local governments.

2. These agenda reports should summarize the relevant issues, providing appropriate background information and alternatives for the District Board to base their decision upon.

3. If the staff recommendation is approved, the Board will authorize the Board President or the President's designee to advocate for or against that legislation or policy action, and to take related actions to advance the relevant District interests.

C. Urgency Procedure

1. With prior notice to the General Manager, the Board President or the President's designee is delegated authority to establish official District positions on the legislative or policy actions of other jurisdictions, or to engage in communications with other government officials regarding potential legislation or policy actions without District Board action, if all of the following conditions are met:

a. The proposed legislation or policy action has a clear positive or negative nexus to District activities;

b. The proposed District position or comment is consistent with existing Board policies or policy direction; and,

c. Using a reasonable person standard:

(1) There is insufficient time to bring this matter before the full Board; and

(2) The proposed District position appears unlikely to generate public controversy or create other unintended consequences.

EITHER

[2. If the Board President's proposed position or comment is consistent with these criteria, the Board President or the President's designee is authorized to advocate for the proposed position, and to take related actions to advance the relevant District interests.

3. After taking any action, the Board President or the President's designee shall provide written (e-mail) notice to all members of the Board with a summary of the position being taken and other relevant information.]

OR

[2. In advance of any action taken under this authority, the Board President or the President's designee shall provide written (e-mail) notice to all members of the Board with a summary of the position being taken and other relevant information.

3. If any member of the Board objects to the proposed position within 24 hours of written notice, the District will not take an official position until such a recommendation can be brought before the entire Board.]

SIERRA LAKES COUNTY WATER DISTRICT

Follow-up from October 11, 2019, Board Meeting

1	Interested Directors	Provide picture and bio for website
2	Mr. Mitchell	Update on the District election status through Placer County (Before next scheduled election in 2020)
3	Paul	Well usage restrictions
4	Paul	Insurance Presentation
5	Paul	Volunteer Resolution

Future discussion topics or agenda items:

Sierra Lakes County Water District
Action Items
As of November 8, 2019

	TASK	STATUS	DUE DATE	PROGRESS	ASSIGNED
1	Develop information about best management practices and fertilization for inclusion with billing	Research BMPs and macrophyte plant management options	July 2019	40%	Paul
2	AMR Data Collection & Analysis	Collect use data by type of occupancy, project assigned to Operator	Summer 2019	0%	Paul
3	Policies & Procedures Review/Update	Review current policies and procedures for revisions and possible additions.	August 2019	20%	Paul/Bill Q./ Anna/Dick/Bob
4	Insurance Coverage Review	JPIA Liability, Property and Workers Comp policies and information concerning District operations and exposure submitted to KMTG for review	August 2019	90%	Paul/Jeff M
5	Urgent Matter Protocol	Review current policies and procedures for revisions and possible additions to agenda.	August 2019	0%	Jeff M
6	Do We Own the Dam?	Determine ownership of dam and the insurance requirements based on the outcome	Pending	0%	Paul
7	Discussio with Truckee Fire	Hydro testing of fire hydrants to determine whether or not the District's insurance is adequate.	Pending	0%	Paul