

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: Paul A. Schultz, PE, General Manager
Subject: November 2019 Operations and Maintenance Report
Date: December 5, 2019

DSPUD Wastewater Treatment Plant:

DSPUD has hired a consultant to begin work on the 5-year update to their NPDES Discharge Permit. The consultant will begin work in January 2020.

DSPUD successfully renegotiated their contract with Suburban Propane in September 2019. The renegotiated terms and price resulted in a savings to DSPUD of nearly 50% in October 2020. SLCWD benefits from the renegotiated terms and price and so, should also see similar savings in future billings

Lake, Land and Facilities Management:

The General Manager met with John Russel, Administrative Fire Capitan for CalFire to discuss nuisance tree removal and defensible space work using Placer County jail Trustees in 2020. All 2020 forms have since been completed, including a new Interagency Agreement, for submission and execution in December 2019. All work performed by trustees for SLCWD in 2019 through a previous agreement with CalFire was satisfactory.

The Lake Intake Study being performed by Woodard & Curran progressed significantly in November and the draft document will be submitted to SLCWD for review and comment sometime in late December. Three alternatives for the new lake intake are being evaluated for operational practicality, ease of construction, cost of construction and ease of environmental documentation.

The total volume of water released through Ice Lakes Dam since water ceased flowing naturally over the crest July was 22.29 acre-feet. This, along with other water rights and diversion accounting, will be submitted to the State Water Board in April 2020.

The General Manager met several times in November with representatives of Loprest to fully develop and refine the methods for installation, logistics, work force housing requirements, value engineering savings, scheduling and timing to arrive at a firm fixed price for the project. The vessels have been fully fabricated and are currently receiving their internal coatings and shop-coat exterior coatings. Installation was originally scheduled for late October 2019 and then rescheduled due to fabrication issues to January 2020. After reviewing anticipated winter water demands with the operations staff, the General Manager has decided to postpone installation of the new filter vessels until summer 2020. The vessels will be shipped to the District and stored on-site until that time to avoid storage charges at the fabricator's shop. Media will not be shipped until ready to install. The quote for installation including anticipated value engineering savings is \$172,544. Installation will take approximately 3 weeks from move-in to move-out. The District will be providing one crew member dedicated to the project for its duration.

The General Manager has met with representatives of Placer County Road Maintenance Division and Placer County Department of Real Estate to advance an agreement for a temporary extension of their lease of a part of our facilities until arrangements can be made for a permanent facility to house their operations. The draft agreement, as prepared by Placer County, should be made available in January. The General Manager will forward the draft agreement to District counsel for review and approval as-is-to-form and will include it in the February Board Packet for Board of Directors' review and potential approval.

The General Manager has verified the District's ownership of the Ice Lakes Dam, has discussed liability insurance with ACWA-JPIA, provided all background information required by the potential carrier and completed all applications for dam failure liability insurance. JPIA notified the District that the underwriter is still reviewing the application and background materials and will be providing a quote for \$5MM and \$10MM in coverage for the Board to consider in January 2020. Insurance applications for the Emergency Storage Facilities at SPS#3 have also been submitted and a quote for coverage for JPIA will also be available for Board consideration in January 2020.

The new VFDs for the intake pumps at the Bales Intake Station were delivered in early November. Initial programming was performed in mid-November and the units were installed and proof tested by Steve Bartnik (Custom Electric), one at a time, during the last week of November. Both units are functioning perfectly. The Operators will be installing additional cooling fans in the VFD cabinets to help keep the units cooler during the summer months, thereby increasing the life and reliability.

The General Manager has negotiated with Truckee Fire for the use of one of the fire station bays for winter storage of District mobile equipment. The station is not currently being used by Truckee Fire. The District is currently housing the John Deere backhoe, a generator, and sometimes a pickup truck in the bay. Storing the equipment in the fire station bay allows us quicker access to the equipment in an emergency and facilitates easier daily operations. Also discussed and approved by TFD is use of the station dormitory by the District for work force housing during installation of the new filter vessels (mentioned earlier in this report) to significantly reduce the per-diem cost of the project.

The main base John Deere diesel generator required repair of its water pump in November. During that repair call all normal periodic maintenance was also performed. All of the District's standby and emergency generators have been serviced and are ready for winter operations. This piece of equipment was also erroneously registered with the California Air Resources Board and a "Duty" generator rather than an "Emergency" generator. The General Manager has taken the necessary step to have the equipment properly designated. This will allow us to use this Tier 1 equipment for a longer period of time (was set to be phased out in December 2019) and will greatly reduce our cost to register the unit.

All sanitary sewer wetwells have been thoroughly cleaned along with problem mainlines and are ready for winter operations.

Regulatory Issues:

The General Manager certified no sanitary sewer overflows for our system for the months of October and November 2019.

The District received notice from the State Water Board that we are past due to recertify our Sanitary Sewer Management Plan (was due in 2017). The General Manager has secured all of the necessary documentation requiring updates and will complete and submit updated documents for recertification in January or February 2020, depending on workload.

Operations Issues:

Average daily water and sewer flows (gallons/day) for November 2019 were 50,036 and 23,536 respectively as compared to 57,518 and 28,357 in November 2018. Water use was 9,449 gallons/day less than the five-year (2014-2018) average and sewer flow was 12,466 gallons/day less than the five-year average. The District's share of the flow through the wastewater plant in October was 11.7 % of the plant total. The percentage in November 2018 was 17.6% of the total.

Attachments: SLCWD November 2019 Daily Water/Sewer Flows
 2014-2019 Sewer/Water Flows Comparison through November 2019
 DSPUD Water/Sewer Flows for November 2019

SIERRA LAKES COUNTY WATER DISTRICT SEWER & TREATED WATER TOTALS

Month: November Year: 2019

DATE	DAY	SEWER TOTALS		TREATED WATER TOTALS				REMARKS
		SEWER FLOW	FLOW METER	GALLONS WATER PUMPED	GALLONS WATER USED	BACKWASH GALLONS	*COMBINED TANK TOTAL GALS.	
1	F	22,427	15143344	35,818	44,938	3,744	640,034	
2	S	22,427		0	50,811	0	630,914	
3	S	22,427		0	46,920	0	580,103	
4	M	20,350		61,608	47,599	3,859	533,184	
5	T	21,800		81,792	42,354	4,031	547,193	
6	W	14,880		68,788	45,826	4,146	586,631	
7	T	24,538		53,299	47,904	4,256	609,593	
8	F	24,538		39,706	47,416	2,583	614,988	
9	S	24,538		0	53,211	0	607,279	
10	S	24,538		0	55,665	0	554,068	
11	M	24,538		0	48,501	0	498,403	
12	T	19,480		77,660	44,022	3,645	449,902	
13	W	15,160		81,511	69,172	3,542	483,540	
14	T	21,940		76,463	46,170	3,815	495,878	
15	F	22,297		90,505	43,810	3,875	526,171	
16	S	22,297		0	54,950	0	572,867	
17	S	22,297		0	56,058	0	517,916	
18	M	20,070		79,442	47,971	4,214	461,858	
19	T	23,020		104,930	36,321	3,614	493,329	
20	W	30,390		103,328	44,593	14,679	561,938	Backwash ABC
21	T	21,773		0	44,013	0	620,672	
22	F	21,773		77,794	39,352	3,846	576,659	
23	S	21,773		107,430	50,503	3,985	615,102	
24	S	21,773		0	54,006	0	672,029	
25	M	31,880		93,176	40,359	3,710	618,023	
26	T	28,631		61,670	50,715	3,567	670,841	
27	W	28,631		60,470	60,992	3,856	681,796	
28	T	28,631		0	66,892	0	681,273	
29	F	28,631		70,608	61,956	3,562	614,381	
30	S	28,631		0	58,891	0	623,033	
TOTAL		706,079	706,080	1,425,998	1,501,891	82,529		
Average		23,536	23,536	47,533	50,063	2,751	577,987	
Max		31,880		107,430	69,172	14,679	681,796	

* Max. combined capacity of both tanks is 744,380 gals.

1st of the

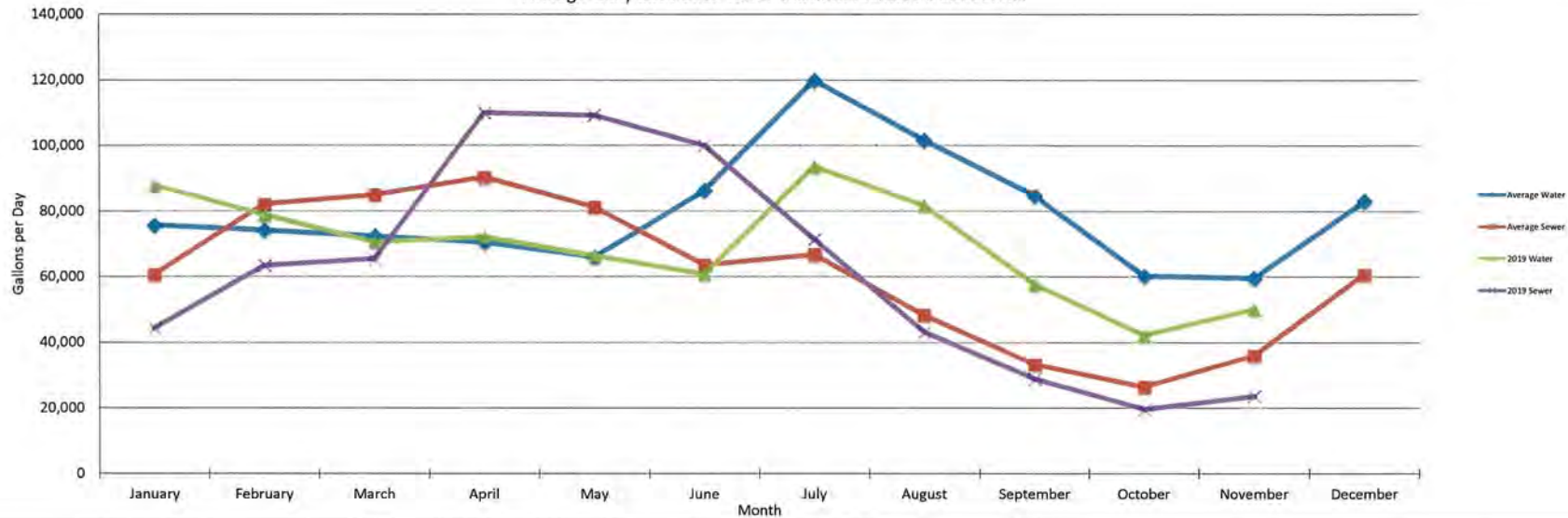
Month Data **15213952**

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	42,107	19,533
November	78,490	33,816	53,636	25,628	63,787	47,484	43,994	44,725	57,518	28,357	50,036	23,536
December	88,052	78,230	79,820	49,035	106,789	85,423	57,662	46,212	82,744	44,796		

2014-2018			2019	2019	2019
Average Water	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	42,107	19,533	22,574
59,485	36,002	23,483	50,036	23,536	26,500
83,013	60,739	22,274			0

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



Donner Summit Public Utility District Waste Water Flow Data

MONTH OF November 2019		DSPUD Influent	SLCWD Influent	Total Plant Influent	Total Plant Influent	Total Plant EFF River	Total Plant EFF Snow Storage	Total Plant EFF Snow Delivery	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	MGD	Cond	H/L	
11/01/19	FRI	0.18157	0.02243	0.20400	0.1023	0.2440	0.0000	0.0000	0.260	0.0358	0.0000	Clear	54/36	22 " Snow 6" Snow 4" Snow 5" Snow
11/02/19	SAT	0.18957	0.02243	0.21200		0.2360	0.0000	0.0000	0.128	0.0000	0.0000	Clear	54/34	
11/03/19	SUN	0.18957	0.02243	0.21200		0.1640	0.0000	0.0000	0.144	0.0000	0.0000	Clear	58/40	
11/04/19	MON	0.16265	0.02035	0.18300		0.1230	0.0000	0.0000	0.146	0.0616	0.0000	Clear	62/42	
11/05/19	TUE	0.17420	0.02180	0.19600		0.1420	0.0000	0.0000	0.116	0.0818	0.0000	Clear	60/36	
11/06/19	WED	0.19812	0.01488	0.21300		0.1470	0.0000	0.0000	0.122	0.0688	0.0000	Clear	56/38	
11/07/19	THU	0.20546	0.02454	0.23000		0.1680	0.0000	0.0000	0.167	0.0533	0.0000	Clear	56/34	
11/08/19	FRI	0.20646	0.02454	0.23100		0.1820	0.0000	0.0000	0.141	0.0397	0.0000	Clear	56/32	
11/09/19	SAT	0.21546	0.02454	0.24000		0.1860	0.0000	0.0000	0.066	0.0000	0.0000	Clear	54/30	
11/10/19	SUN	0.19146	0.02454	0.21600		0.1690	0.0000	0.0000	0.121	0.0000	0.0000	Clear	58/34	
11/11/19	MON	0.15046	0.02454	0.17500		0.1360	0.0000	0.0000	0.158	0.0000	0.0000	Clear	54/34	
11/12/19	TUE	0.20952	0.01948	0.22900		0.1600	0.0000	0.0000	0.076	0.0777	0.0000	Clear	56/34	
11/13/19	WED	0.14084	0.01516	0.15600		0.1100	0.0000	0.0000	0.166	0.0815	0.0000	Clear	54/40	
11/14/19	THU	0.18406	0.02194	0.20600		0.1280	0.0000	0.0000	0.058	0.0765	0.0000	Clear	50/40	
11/15/19	FRI	0.20470	0.02230	0.22700		0.0000	0.0884	0.0000	0.189	0.0905	0.0000	PT Cloudy	48/40	
11/16/19	SAT	0.17370	0.02230	0.19600		0.0000	0.1450	0.0000	0.128	0.0000	0.0000	Clear	54/42	
11/17/19	SUN	0.17770	0.02230	0.20000		0.0000	0.1350	0.0000	0.105	0.0000	0.0000	Clear	60/34	
11/18/19	MON	0.12593	0.02007	0.14600		0.0000	0.1350	0.0000	0.187	0.0794	0.0000	Clear	58/34	
11/19/19	TUE	0.14298	0.02302	0.16600		0.0000	0.1040	0.1300	0.128	0.1049	0.0000	Clear	54/32	
11/20/19	WED	0.20961	0.03039	0.24000		0.0000	0.0980	0.0000	0.114	0.1033	0.0000	Clear	48/28	
11/21/19	THU	0.19623	0.02177	0.21800		0.0000	0.0980	0.0330	0.134	0.0000	0.0000	Clear	40/32	
11/22/19	FRI	0.16723	0.02177	0.18900		0.1170	0.1970	0.0210	0.180	0.0778	0.0000	Clear	40/30	
11/23/19	SAT	0.17123	0.02177	0.19300		0.1560	0.0000	0.0340	0.191	0.1074	0.0000	Clear	42/28	
11/24/19	SUN	0.12223	0.02177	0.14400		0.1150	0.0000	0.0730	0.172	0.0000	0.0000	Clear	50/28	
11/25/19	MON	0.15312	0.03188	0.18500		0.1450	0.0000	0.1910	0.175	0.0932	0.0000	Clear	32/24	
11/26/19	TUE	0.18237	0.02863	0.21100		0.1770	0.0000	0.1710	0.185	0.0617	0.0000	Snow	28/24	
11/27/19	WED	0.19037	0.02863	0.21900		0.1790	0.0000	0.0090	0.189	0.0605	0.0000	Snow	28/24	
11/28/19	THU	0.16737	0.02863	0.19600		0.1910	0.0000	0.0000	0.176	0.0000	0.0000	Snow	28/24	
11/29/19	FRI	0.25337	0.02863	0.28200		0.1880	0.0000	0.0000	0.159	0.0706	0.0000	Snow	26/16	
11/30/19	SAT	0.14437	0.02863	0.17300		0.1660	0.0000	0.0000	0.188	0.0000	0.0000	Cloudy	36/26	
					0.1628									
												Total		37" Snow
11/2019 Daily Totals		5.38192	0.70608	6.08800	N/A	3.7290	1.0004	0.662	4.4690	1.4260	0.0000		2018	26" Snow
11/2019 Totalizer Total		5.34192	0.70608	6.04800	6.0480	3.7290	1.0004	0.662	4.4600	1.5019	NA			
Difference		-0.04000	0.00000	-0.04000	N/A	0.0000	0.0000	N/A	-0.0090	0.0759	0.0000			
Percentage Difference		-0.75%	0.000%	-0.661%	N/A	0.000%	0.000%	N/A	-0.202%	5.053%	0.000%			
11/2019 AVG/DAY		178,064	23,536	201,600	201,600	124,300	33,347	22,067	148,667	50,063	0			
11/2018 Totalizer Total		3.98200	0.85100	4.83300	4.833	2.7000	1.215	1.288	4.1600	1.725535	NA			
11/2018 AVG/DAY		132,733	28,367	161,100	161,100	90,000	40,500	42,933	138,667	57,518	0			

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 _____, 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
November 2019

1002 - DEMAND Account

RECONCILIATION:

11/1/2019	Beginning Cash Balance	392,942.17
	Deposits	124,138.88
	Assessments received	-
	Deposit - Interest	2.95
	DSPUD Annual MOU	-
	Transfers: To Placer Co. Treasury Investment Acct	-
	DEMAND ACCOUNT DISBURSEMENTS:	(181,347.56)
11/30/2019	Ending Cash Balance	<u>335,736.44</u>

1031 - GASB 45-OPEB Account

RECONCILIATION:

11/1/2019	Beginning Cash Balance	163.13
	Deposit - Interest	-
	Funds Transferred To/From Investment Account	-
11/30/2019	Ending Cash Balance	<u>163.13</u>

Placer County Treasurer's Fund

RECONCILIATION:

11/1/2019	Beginning Cash Balance	2,954,884.38
	Deposit - Interest	4,613.82
	Funds Transferred To/From Investment Account	-
11/30/2019	Ending Cash Balance	<u>2,959,498.20</u>

Local Area Investment Fund (LAIF)

RECONCILIATION:

11/1/2019	Beginning Cash Balance	676,367.80
	Deposit - Interest	4,166.23
	Funds Transferred To/From Investment Account - Annual OPEB Funding	-
11/30/2019	Ending Cash Balance	<u>680,534.03</u>

Assessment District 2011-01

RECONCILIATION:

11/1/2019	Beginning Cash Balance	304,231.97
	Assessments Received	-
	Deposit - Interest	2.50
	Disbursements - USDA	-
11/30/2019	Ending Cash Balance	<u>304,234.47</u>

Type	Date	Num	Name	Memo	Amount
1002 - US Bank - Demand					
Bill Pmt -Check	11/04/2019	6963	Donner Summit Public Utility District	Nov 2019 Wastewater Treatment Fees	(30,806.00)
Bill Pmt -Check	11/04/2019	21565	Schultz, Paul A.	Oct 2019 Professional Fees	(21,125.00)
Bill Pmt -Check	11/04/2019	21564	S.Miller Paving Inc.	Prep & Pave 3 area	(15,500.00)
Bill Pmt -Check	11/08/2019	21566	Custom Electric	Bales VFD Replacement Project, Pump Stations 1 & 2	(14,714.46)
Liability Check	11/01/2019		QuickBooks Payroll Service	Created by Payroll Service on 10/31/2019	(10,152.14)

Sierra Lakes County Water District
Check Registers
November 2019

Type	Date	Num	Name	Memo	Amount
Liability Check	11/18/2019		QuickBooks Payroll Service	Created by Payroll Service on 11/15/2019	(9,147.81)
Bill Pmt -Check	11/05/2019	MED112019	Public Employees' Retirement System (Med)	Medical - 1347	(7,447.40)
Bill Pmt -Check	11/08/2019	21567	Woodard & Curran	Lake Intake Project	(6,049.00)
Bill Pmt -Check	11/04/2019	6975	Western Nevada Supply Co.	Water Meter Pit Lids	(5,497.00)
Bill Pmt -Check	11/04/2019	6974	U.S. Bank (CC)	Membership, Uniform, Fees, Maint, Safety & Autos (Gas/Diesel \$1,835.36)	(5,330.07)
Bill Pmt -Check	11/04/2019	6971	Telstar Instruments, Inc.	Flow Back Issue	(5,268.00)
Liability Check	11/01/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -942764366	(4,563.72)
Bill Pmt -Check	11/06/2019	110419	Anna M. Nickerson	Professional Fees 10/16/19 to 10/31/19	(4,400.00)
Liability Check	11/15/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 655278734	(4,014.64)
Bill Pmt -Check	11/20/2019	112019	Anna M. Nickerson	Professional Fees 11/1/19 to 11/15/19	(3,872.00)
Liability Check	11/27/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 924377734	(3,350.76)
Liability Check	11/01/2019	103119RET	Public Employees' Retirement System (Ret)	Retirement - 1347	(3,099.11)
Bill Pmt -Check	11/04/2019	6973	Truckee Rents, Inc.	New Generator	(3,055.90)
Bill Pmt -Check	11/20/2019	6995	State Water Resource Control Board	Annual Permit Fees	(2,625.00)
Bill Pmt -Check	11/20/2019	6985-6990	Pacific Gas & Electric	Electricity	(2,318.64)
Bill Pmt -Check	11/20/2019	6980	Flyers Energy, LLC	Gasoline/Diesel	(2,068.28)
Bill Pmt -Check	11/20/2019	6981	Helix Laboratories, Inc.	6 mos. supply Enzymenes	(2,027.03)
Bill Pmt -Check	11/20/2019	6982	Kronick Moskowitz Tiedemann & Girard	Oct 2019 Legal Fees	(1,549.25)
Bill Pmt -Check	11/04/2019	6972	Thatcher Company, Inc.	Filter Plant Chemicals	(1,357.20)
Liability Check	11/13/2019		QuickBooks Payroll Service	Created by Payroll Service on 11/08/2019	(1,270.74)
Liability Check	11/04/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 141989734	(1,087.82)
Liability Check	11/15/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 655245734	(929.62)
Bill Pmt -Check	11/20/2019	6976	AT&T	Telephone	(841.83)
Liability Check	11/27/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 924367734	(772.81)
Bill Pmt -Check	11/04/2019	6970	Suburban Propane	Propane	(569.92)
Bill Pmt -Check	11/04/2019	6964	Jorgensen Company	Fire Extinguisher Reconditioning	(565.36)
Bill Pmt -Check	11/04/2019	6969	Sierra Trench Protection Rentals & Sales	Trench Plate Rental w/ pickup	(525.00)
Bill Pmt -Check	11/20/2019	6984	New Leaders	Website Design & Upgrades	(525.00)
Bill Pmt -Check	11/20/2019	6992	Sierra Trench Protection Rentals & Sales	Trench Plate Rental w/ pickup	(509.50)
Check	11/04/2019	110419	BluePay	Merchant Fees	(490.00)
Bill Pmt -Check	11/20/2019	6993	Suburban Propane	Propane - 1003 Serene Rd	(436.64)
Bill Pmt -Check	11/04/2019	6967	Pacific Gas & Electric	Electricity	(415.50)
Bill Pmt -Check	11/20/2019	6977	CDTFA	2019/120 Water Rights - WR STF 094-007469	(399.20)
Bill Pmt -Check	11/20/2019	6996	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(295.87)
Bill Pmt -Check	11/04/2019	6968	Placer County Human Resources	Nov 2019 Dental/Vision Premium	(282.80)
Check	11/04/2019	21563	SCHWARTZ, JACK	23650 - 2 ea. Toilet Rebates at \$125.00 ea.	(250.00)
General Journal	11/30/2019	113019-JK		J Krebill P/R Ded - Water/Sewer Fees	(207.66)
Bill Pmt -Check	11/04/2019	6962	Cranmer Engineering, Inc.	Filter Plant Testing	(200.00)
Bill Pmt -Check	11/20/2019	6978	Cranmer Engineering, Inc.	Filter Plant Testing	(200.00)
Bill Pmt -Check	11/20/2019	6979	Donner Summit Tree Tech	Tree removal at District water tank	(200.00)
Bill Pmt -Check	11/20/2019	6994	Summit Home Care	Office Cleaning	(200.00)
Liability Check	11/08/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 393001734	(198.70)
Bill Pmt -Check	11/04/2019	6961	Badger Meter	Nov 2019 Cellular Fee - Meter Test Program	(154.86)
Bill Pmt -Check	11/04/2019	6965	Mountain Hardware	Drill bit & screwdrivers, Muriatic Acid, Heater Filters, Laundry Soap, Vinegar & Pliers 10" Pu	(122.20)
Bill Pmt -Check	11/04/2019	6966	Napa Sierra	Radiator Hose for generator	(74.18)
Bill Pmt -Check	11/20/2019	6997	Verizon Wireless	Cell Phone & On-Call iPad	(71.40)
Bill Pmt -Check	11/05/2019	11GASBUFL	Public Employees' Retirement System (Ret)	Retirement - 1347	(65.85)
Bill Pmt -Check	11/20/2019	6991	Real Graphic	Truck decals	(64.95)
Liability Check	11/08/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 392998734	(61.00)

Sierra Lakes County Water District
Check Registers
November 2019

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/20/2019	6983	Napa Sierra	Belt for Bales Generator	(15.14)
Check	11/08/2019	110819	BluePay	Merchant Fees	(2.10)
Check	11/05/2019		QuickBooks Payroll Service	Created by Direct Deposit Service on 11/04/2019	(1.75)
Check	11/19/2019		QuickBooks Payroll Service	Created by Direct Deposit Service on 11/18/2019	(1.75)
Paycheck	11/04/2019	DD630	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 10/31/19	-
Paycheck	11/04/2019	DD631	Matthew M Marriner	Direct Deposit: Pay Period Ending 10/31/19	-
Paycheck	11/04/2019	DD632	Patrick J Baird	Direct Deposit: Pay Period Ending 10/31/19	-
Paycheck	11/04/2019	DD629	Brian Lundgren	Direct Deposit: Pay Period Ending 10/31/19	-
Paycheck	11/14/2019	DD635	Michael E Lindquist {Salary}	Direct Deposit: 11/8/19 Board Meeting	-
Paycheck	11/14/2019	DD633	Dan L Stockton {Salary}	Direct Deposit: 11/8/19 Board Meeting	-
Paycheck	11/14/2019	DD634	Karen Heald {Salary}	Direct Deposit: 11/8/19 Board Meeting	-
Paycheck	11/14/2019	DD636	Richard A Simpson {Salary}	Direct Deposit: 11/8/19 Board Meeting	-
Paycheck	11/14/2019	DD637	Robert M McCornick {Salary}	Direct Deposit: 11/8/19 Board Meeting	-
Paycheck	11/19/2019	DD638	Brian Lundgren	Direct Deposit: Pay Period Ending 11/15/19	-
Paycheck	11/19/2019	DD639	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 11/15/19	-
Paycheck	11/19/2019	DD640	Matthew M Marriner	Direct Deposit: Pay Period Ending 11/15/19	-
Paycheck	11/19/2019	DD641	Patrick J Baird	Direct Deposit: Pay Period Ending 11/15/19	-
Total 1002 - US Bank - Demand					(181,347.56)
TOTAL					(181,347.56)

Sierra Lakes County Water District
Payroll Summary
November 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	121.80	0.00	126.44	549.84
Total Additions to Net Pay	174.00	127.60	121.80	0.00	126.44	549.84
Net Pay	<u>268.23</u>	<u>293.83</u>	<u>288.03</u>	<u>116.23</u>	<u>292.67</u>	<u>1,258.99</u>
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...	<u>13.77</u>	<u>13.77</u>	<u>13.77</u>	<u>13.77</u>	<u>13.77</u>	<u>68.85</u>

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 11/30/19	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%	357,135	357,135	-	100%	857,124	42%
8000-02 - Annual Sewer Fees	99,067	99,067	(0)	100%	495,337	495,337	-	100%	1,188,808	42%
8030 - Property Taxes	-	-	-	0%	33,361	30,000	3,361	111%	390,000	9%
8050 - Customer Late Fees	-	-	-	0%	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	4,634	-	4,634	100%	31,625	-	31,625	100%	-	-100%
Total Revenues Received:	175,128	170,494	4,634	103%	929,345	904,222	25,124	103%	2,474,807	38%
<u>Controllable Expenses:</u>										
<u>Salaries:</u>										
9001 - Director Salaries	900	1,800	900	50%	4,140	9,000	4,860	46%	21,600	19%
9003 - Maintenance Salaries								0%		
9003-01 - Maint Hourly Regular	22,636	22,959	323	99%	123,467	114,793	(8,675)	108%	275,502	45%
9003-02 - Maint Overtime	422	918	496	46%	3,550	4,592	1,042	77%	11,020	32%
9003-03 - Maint Standby	2,200	2,197	(3)	100%	11,020	10,984	(36)	100%	26,360	42%
9003-00 - Maint Salaries - Other	-	-	-	0%	-	-	-	0%	1,500	0%
9003-04 - Labor Allocated to Projects	-	-	-	0%	-	-	-	-	-	-
Total 9000 - Salaries	26,158	27,874	1,716	94%	142,178	139,369	(2,809)	102%	335,982	42%
<u>Payroll Expense</u>										
9005 - Payroll Expense - SS & Medicare	2,001	2,004	3	100%	10,877	10,020	(857)	109%	24,050	45%
9007 - Payroll Expense- SUI & ETT	80	219	139	37%	84	1,095	1,011	8%	3,950	2%
9008 - Payroll Expense - Retirement	1,542	1,444	(98)	107%	7,933	7,219	(714)	110%	17,325	46%
9009 - Payroll Expense - Medical & D/V	7,730	12,250	4,520	63%	47,623	61,250	13,627	78%	147,000	32%
9010 - Payroll Expense - Workers' Comp	-	-	-	0%	2,595	3,475	880	75%	13,900	19%
Total 9004 - Payroll Expense	11,354	15,917	4,563	71%	69,111	83,059	13,948	83%	206,225	34%
<u>Indirect & G&A</u>										
9012 - Legal Expense:	1,549	3,000	1,451		13,001	15,000	1,999	87%	36,000	36%
9013 - Audit Expense	12,500	13,050	550	96%	13,300	13,050	(250)	102%	13,050	102%
9014 - Fees & Penalties	35	125	90	28%	233	625	392	37%	1,500	16%
9016 - Directors' Expense	550	833	283	66%	2,079	4,166	2,087	50%	10,000	21%
9017 - Professional Fees - Operations	18,038	24,500	6,463	74%	107,028	122,500	15,472	87%	294,000	36%
9018 - Professional Fees - Office	6,996	11,440	4,444	61%	43,296	57,200	13,904	76%	137,280	32%
9019 - Staff Travel/Training	517	617	101	84%	1,565	3,084	1,519	51%	7,400	21%
9022 - Election Expense	-	-	-	0%	-	-	-	0%	-	0%
9023 - Insurance Expense	-	-	-	0%	11,379	12,000	621	95%	20,000	57%
9024 - Membership Expense	1,945	500	(1,445)	389%	11,096	10,900	(196)	102%	12,000	92%
9026 - Outside Services	350	274	(76)	128%	1,150	1,370	220	84%	3,286	35%
9028 - Telephone Expense	999	625	(374)	160%	4,108	3,125	(983)	131%	7,500	55%
9029 - Garbage/Hazmat Expense	296	375	79	79%	1,470	1,875	405	78%	4,500	33%
9030 - Uniform Expense	364	169	(195)	215%	1,179	844	(335)	140%	2,025	58%
9034 - Propane Expense	922	892	(30)	103%	1,734	4,459	2,725	39%	10,700	16%

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 11/30/19	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 19-20 Budget	% of Budget
9036 · SCADA System Expense	-	1,000	1,000	0%	11,033	2,000	(9,033)	552%	4,500	245%
9037 · M&O Asset Mgmt Sys (Lucity)	-	1,000	1,000	0%	3,750	2,000	(1,750)	188%	4,500	83%
9040 · Office Expense	48	250	202	19%	720	1,250	530	58%	3,000	24%
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	400	254	37%	950	15%
9044 · Computer Equipment & Service										
9044-01 · General Expense	53	292		18%	784	1,459	675	54%	3,500	
9044-02 · Website Design	525	675		78%	2,579	3,350	771	77%	8,000	
9044-03 · Merchant Fees	645	1,500		43%	15,026	10,500	(4,526)	143%	20,000	
Total 9011 · Indirect & G&A	46,331	61,197	14,866	76%	247,062	271,482	24,420	91%	606,991	41%
<u>MAINTENANCE & OPERATIONS</u>										
<u>Water Treatment & Filter Plant</u>										
9101 · Filter Plant Operations & Maint	485	583	98	83%	4,065	2,916	(1,149)	139%	7,000	58%
9102 · Filter Plant-Chems, Lab & Equip	581	1,250	669	46%	6,145	6,250	105	98%	15,000	41%
9103 · Filter -Water Pumping Plant M&O	-	85	85	0%	906	420	(486)	216%	1,000	91%
9104 · Well Pump Station Expense	-	85	85	0%	205	420	215	49%	1,000	-100%
Total 9100 · Water Treatment & Filter Plant	1,066	2,003	937	53%	11,321	10,006	(1,315)	113%	24,000	47%
<u>Water Distribution</u>										
9201 · Water Dist - General Maint	571	625	55	91%	4,614	3,125	(1,489)	148%	7,500	62%
9202 · Water Dist - Pipes & Fittings	-	165	165	0%	270	830	560	32%	2,000	13%
9203 · Water Dist - Hydrant Maint	29	-	(29)	100%	261	500	239	52%	500	52%
9204 · Fees - Water	599	550	(49)	109%	2,193	2,200	7	100%	13,125	17%
9205 · Water Dist - Electricity	(153)	2,800	2,953	(5%)	8,539	14,000	5,461	61%	33,600	25%
9600 · Water Dist - Meters/Parts	-	-	-	0%	26	500	474	5%	1,000	3%
9601 · Water Conservation	250	165	(85)	152%	500	830	330	60%	2,000	25%
Total 9200 · Water Distribution	1,296	4,305	3,009	30%	16,403	21,985	5,582	75%	59,725	27%
<u>Wastewater Collection System</u>										
9301 · Wastewater - General Maint	562	750	188	75%	4,225	3,750	(475)	113%	9,000	47%
9302 · Wastewater - Pipes/Fittings	-	125	125	0%	1,246	625	(621)	199%	1,500	83%
9303 · Wastewater- Enzymes/Lab Testing	2,027	-	(2,027)	100%	2,310	2,500	190	92%	5,000	46%
9304 · Wastewater - Manholes	67	-	(67)	100%	67	500	433	13%	500	0%
9305 · Fees - Sewer	2,625	3,000	375	88%	4,218	4,700	482	90%	7,350	57%
9306 · Wastewater - Electricity	416	1,355	939	31%	3,818	6,780	2,962	56%	16,275	23%
9700-01 · Wastewater Export Service Refund	-	-	-	0%	-	-	-	0%	-	0%
9700 · Wastewater- Export Service Exp	30,806	32,210	1,404	96%	154,030	161,050	7,020	96%	386,520	40%
Total 9300 · Wastewater Collection System	36,502	37,440	938	97%	169,914	179,905	9,991	94%	426,145	40%
<u>Vehicle Expense</u>										
9501 · Gasoline/Diesel	3,646	708	(2,938)	515%	7,961	3,541	(4,420)	225%	8,500	94%
9502 · Pickups	144	-	(144)	100%	5,188	2,500	(2,688)	208%	2,500	208%
9503 · Gapvac	-	-	-	0%	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 11/30/19	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	3,791	708	(3,083)	535%	13,809	9,391	(4,418)	147%	19,500	71%
Project Expenses										
9812 · Spot Repairs of Sewer Mainline & Laterals	8,988	4,650	(4,338)	193%	8,988	23,300	14,312	39%	56,000	16%
9813 · Repair of Sewer Manholes at Various Locations	-	2,685	2,685	0%	-	13,435	13,435	0%	32,250	0%
9815 · Misc Sewer Pump Station Upgrades	2,882	3,875	993	74%	4,184	19,375	15,191	22%	46,500	9%
9816 · Replace Pumps/Controls at #1SPS	-	-	-	0%	333	-	(333)	100%	-	0%
9818 · Misc Water System Improvements	7,750	3,125	(4,625)	248%	18,629	15,625	(3,004)	119%	37,500	50%
9819 · Adj Water Valve Boxes to Street Grade	-	250	250	0%	-	1,250	1,250	0%	3,000	0%
9820 · Misc Upgrades Water Pump Stations	810	3,540	2,730	0%	3,047	17,705	14,658	17%	42,500	7%
9821 · Automatic Meter Read System	348	187	(161)	186%	769	935	166	82%	2,243	34%
9822 · Misc Jobs - Safety Tools Bldgs	125	8,835	8,710	1%	6,590	44,170	37,580	15%	106,000	6%
9824 · Lake Management	-	200	200	0%	200	1,025	825	20%	2,500	8%
9825 · HOTFaP	-	-	-	0%	-	7,500	7,500	0%	10,000	0%
9915 · Misc. Projects	-	-	-	0%	-	-	-	0%	-	
Total 9800 · Project Expenses	20,903	27,347	6,444	76%	42,739	144,320	101,581	30%	338,493	13%
Total Controllable Expenses	147,400	176,791	29,391	83%	712,537	859,517	146,979	83%	2,017,061	35%
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%	49,838	53,510	3,672	93%	128,425	39%
9922 · Depreciation - Sewer	7,816	8,841	1,025	88%	39,082	44,204	5,122	88%	106,089	37%
Total 9920 · Depreciation	17,784	19,543	1,759	91%	88,920	97,714	8,794	91%	234,514	38%
9950 · SLCWD Share - DSPUD Capital Costs							-	0%	18,000	
Total Non-Controllable Expenses	17,784	19,543	1,759	91%	151,853	161,214	-	0%	18,000	844%
TOTAL DISTRICT EXPENSES:	165,184	196,334	31,150	84%	864,390	1,020,731	156,340	85%	2,407,089	36%
EARNED REVENUE LESS EXPENSES	9,945	(25,839)	35,784		64,955	(116,509)	181,464		67,718	

AMN
12/5/2019
8:43 AM

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

CAPITAL PROJECTS IN PROGRESS:

	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)
			11/30/2019		
Miscellaneous Sewer Pump Station Upgrades	\$ 7,500	\$ -	\$ -	\$ -	\$ 7,500
Miscellaneous Water Distribution System Improvements	24,000	-	27,128	27,128.32	(3,128)
Miscellaneous Water Pump Station/Storage Improvements	310,000	4,709	6,049	10,758.29	299,242
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 Plant	18,000	-	-	-	18,000
Total Capital Projects	\$ 511,940	\$ 42,232.10	\$ 38,674	\$ 80,906	\$ 431,034

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

Beginning Operating Cash Balance:

ACTUAL Nov-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	Forecast Oct-20
397	397	340	253	77	217	317	662	110	104	84	151	685

Cash Provided/(Used) by Operations:

Revenues:

Sewer & Water Service Fees
Placer County Taxes
Misc Other Income

124	97	97	50	50	50	625	20	45	80	500	700	80
-	-	-	-	-	210	-	-	151	-	-	-	-
-	-	-	5	-	-	5	-	8	4	4	4	4
-	-	-	-	-	-	-	-	-	-	-	-	-
(170)	(160)	(160)	(160)	(160)	(160)	(160)	(160)	(160)	(167)	(167)	(170)	(170)
(11)	(26)	(24)	(46)	-	-	(100)	(150)	(150)	(62)	(62)	-	-
(57)	(89)	(87)	(151)	(110)	100	370	(290)	(106)	(145)	275	534	(86)

Net Cash Provided/(Used) by Operations:

Cash Provided/(Used) for Financing Activities

CA Bank & Trust - Qrtly Transfers
USDA \$5.2 million Revenue Bond
DSPUD Excess Capacity Refund (\$655,000)
Total Cash Provided/(Used) by Financing Activities:

-	-	-	(25)	-	-	(25)	-	-	(25)	-	-	-
-	-	-	-	-	-	-	(208)	-	-	(208)	-	-
-	-	-	(25)	-	-	(25)	(208)	-	(25)	(208)	-	-

Cash Provided/(Used) by Investment Activities

Moved to/from Placer Co. Treasurer's Fund
GASB 45 - OPEB Annual Funding
Total Cash Provided/(Used) by Investment Activities:

-	-	-	-	250	-	-	-	100	150	-	-	-
-	-	-	-	-	-	-	(54)	-	-	-	-	-
-	-	-	-	250	-	-	(54)	100	150	-	-	-

Ending OPERATING ACCOUNT Cash Balance:

340	308	253	77	217	317	662	110	104	84	151	685	599
-----	-----	-----	----	-----	-----	-----	-----	-----	----	-----	-----	-----

SIERRA LAKES COUNTY WATER DISTRICT - FIVE YEAR CASH FLOW PROJECTION

2018/2019 - 2022/2023

in \$000's

Beginning OPERATING Cash Balance:

Cash Provided/(Used) by Operations:

Revenues:

Water/Sewer Service Fees
PrePaid W/S Service Fees:
Placer County Tax
Primary Facilities Fees
Misc Other Income

Expenses:

Operating Expenses
Sierra Plant - Capital Projects

Net Cash Provided/(Used) by Operations:

Cash Provided/(Used) for Financing Activities

CA Bank & Trust Loan Principal & Interest
USDA Revenue Bond Loan
Refunded WWTP Costs

Total Cash Provided/(Used) by Financing Activities:

Cash Provided(Used) by Investment Activities

Total Cash Provided(Used) by Investment Activities:
Moved to Placer Co. Treasurer's Fund
Annual GASB 45 Funding - OPEB - Moved to LAIF

Total Cash Provided(Used) by Investment Activities:

Ending OPERATING Cash Balance:

ACTUAL 2018/2019	FORECAST 2019/2020	Forecast 2020/2021	Forecast 2021/2020	Forecast 2022/2023
2,271	519	104	(75)	(25)
2,072	2,046	2,046	2,046	2,046
229		-		
436	390	390	390	390
25	9	29	29	29
-	10	10	10	10
(1,535)	(1,855)	(2,035)	(1,804)	(1,920)
(228)	(512)	(512)	(1,514)	(285)
999	88	(72)	(843)	270
-	-	-	-	-
(100)	(100)	(100)	(100)	(25)
(270)	(270)	(270)	(270)	(270)
73	71	67	67	67
(297)	(299)	(303)	(303)	(228)
-				
(2,400)	(150)	250	1,250	-
(54)	(54)	(54)	(54)	(54)
(2,454)	(204)	196	1,196	(54)
519	104	(75)	(25)	(37)

amn
12/6/2019
8:42 AM

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

Vendor	Inv # / Inv Date		Invoice Amount
<u>Paul Schultz</u>	Invoice #	194901	18,037.50
	Date	12/1/2019	
	For: <u>November 2019 Professional Fees</u>		
<u>Anna Nickerson</u>	Inv#	111519	3,872.00
	Date	11/15/2019	
	For: <u>Professional Fees 11/1 to 11/15/19</u>		
	Inv#	113019	3,124.00
	Date	11/30/2019	
	For: <u>Professional Fees 11/16 to 11/30/19</u>		
TOTAL ANNA NICKERSON			6,996.00
<u>Custom Electric</u>	Inv#	7484	11,022.50
	Date	11/24/2019	
	Inv#	7485	5,083.32
	Date	11/13/2019	
	For: <u>Bales VFD Replacement Project</u>		
TOTAL CUSTOM ELECTRIC			16,105.82
<u>Robert W. Johnson, CPA</u>	Invoice #	5835	12,500.00
	Date	11/13/2019	
	For: <u>Annual Audit & GASB 68 Unfunded Pension Calculation</u>		
TOTAL INVOICES FOR APPROVAL			53,639.32

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. 194901

DECEMBER 1, 2019

BILL TO	DUE DATE	TERMS
Sierra Lakes County Water District PO Box 1039 Soda Springs, CA 95728	01/15/2019	Net 45

HOURS	DESCRIPTION	UNIT PRICE	TOTAL
111	Professional Services for November 2019 (see detail) (111.0 hours overall, 73.0 hours on-site)	\$162.50/hour	\$18,037.50

ACCOUNT NO. 9017 \$ 18,037.50
CHECK NO.
CK DATE

APPROVED

Average since July 1, 2019:

On- Site: 535 hrs. / 22.0 weeks = 24.3 hrs./week

Overall: 645 hrs. / 22.0 weeks = 29.3 hrs./week

TOTAL DUE	\$18,037.50
-----------	-------------

Thank you for your business!

22

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

Date	Description	Hours
11/01/2019	Prepare November workplan. Begin preparing November Board Report. Certify no SSOs in October w/ CIWQS. Review and approve invoices. Review and approve timesheets. Meet w/ crew to discuss short-fuse repairs for John Deere generator. Call Cashman Equipment and arrange for service for JD generator. Review duty calendar and make necessary changes for November. Discuss Emergency Storage Tank insurance w/ JPIA. (6.5 hrs. overall, 4.5 hrs. on-site)	6.5
11/04/2019	Finish November Board Report. Verify that all nuisance trees have been removed or trimmed on District Property. Determine limits of District property at end of Lake Dr. and convey information to homeowner. Schedule final wet well cleaning before winter and communicate to crew. (6.0 hrs. overall, 4.0 hrs. on-site)	6.0
11/05/2019	Review Board Packet. Weekly meeting w/ crew. Perform sewer/water/fixture tests at 2 locations. Discuss dock permit and potential variance with one resident and architect. Answer Loprest Filter questions regarding prevailing wages and certified payroll. Review and approve invoices. Reschedule Cashman Equipment for JD generator repair. Call Shepherds Auto Body to get them out to finish GapVac body repair. (6.5 hrs. overall, 4.5 hrs. on-site)	6.5
11/06/2019	Update calendar for month. Email contractor regarding missing water service lateral test. Complete Form 22 for California Air Resources Board. Prepare documentation and renew operating permit for JD generator. Review Emergency Storage Operations drawing prepared by outside source. Further discussions with resident and architect regarding dock variance. Discuss building lease extension with Placer County Real Estate Department. (8.0 hrs. overall, 0 hrs. on-site)	8.0
11/07/2019	Discuss monthly operations and flows w/ DSPUD. Discuss potential Value Engineering (VE) items w/ Loprest. Get remaining Board items to AN for inclusion in Board Packet. Perform sewer/water/fixture tests at two locations. Meet w/ Helix (polymer and chemical supplier) to discuss changes	6.0

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

1

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

	to orders for next year. (6.0 hrs. overall, 4.0 hrs. on-site)	
11/08/2019	Check on large leak at home on Hillside. Verify conditions, communicate with homeowner, shut off water at this location. Check on second leak on Yuba. Verify and notify homeowner. Meet w/ Steve Bartnik regarding installation and programming of new VFDs for Bales Intake Station. Prepare for Board Meeting. Board Meeting. (8.0 hrs. overall, 8.0 hrs. on-site)	8.0
11/11/2019	Further develop VE savings for Filter Replacement Project. (4.0 hrs. overall, 0 hrs. on-site)	4.0
11/12/2019	Further develop VE savings for Filter Replacement Project. Communicate to Loprest. (4.0 hrs. overall, 0 hrs. on-site)	4.0
11/13/2019	Further discuss dock permit and potential variance with architect. Make final determination of ownership of Ice Lakes Dam. Get liability insurance application for Ice Lakes Dam from JPIA. Begin completion of JPIA form for Ice Lakes Dam liability insurance. (4.0 hrs. overall, 0hrs. on-site)	4.0
11/14/2019	Meet with real estate representative regarding assessment district, service connection fees and monthly use fees. Review and approve invoices. Review and approve timesheets. Meet with two contractors to perform sewer/water/fixture tests at two separate locations. Discuss UST testing requirements with one resident. Send changes to drafter for Emergency Storage Operations diagram. (7.0 hrs. overall, 7.0 hrs. on-site)	7.0
11/15/2019	Discuss Lake Intake Improvements Project and answer consultant's (Woodard & Curran) questions regarding same. Prepare Backflow testing requirements letter for resident. Complete Loprest shop drawing submittal review and review purchase order. Complete Ice Lakes Dam liability insurance application. Discuss interagency agreement with NTPUD for Gap Vac service. (6.0 hrs. overall, 6.0 hrs. on-site)	6.0
11/18/2019	Participate in Placer County's Public Safety Power Shutoff (PSPS) conference call. Email Jeff Mitchell	6.0
Paul A. Schultz, PE PO Box 269 Tahoma, CA (530) 525-9347		2

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

regarding limits of liability for Ice Lakes Dam policy. Cashman Equipment here to service JD generator. Discuss Lake Intake improvements Project w/ Bill Quesnel. Further discussions w/ NTPUD regarding interagency agreement for GapVac service. Discuss building access for Placer County crew w/ Matt Lewis. Answer additional questions from Woodard & Curran on Lake intake Improvements. Send Form FC32 to CalFire for next year's defensible space work. (6.0 hrs. overall, 6.0 hrs. on-site)

11/19/2019	Review and approve invoices. Long telephone discussion w/ Loprest regarding installation of filters, timing, VE items. Advance completion of EIL application for Emergency Storage Facilities. (7.0 hrs. overall, 7.0 hrs. on-site)	7.0
11/20/2019	Discuss Lucity training w/ NTUPD Operations and Engineering Managers. Discuss hydrant testing w/ Truckee Fire Department. Discuss ordinance section XXX, fire flow testing requirements and SLPOA agreement for management of access + appendices w/ Bill Quesnel. Discuss fire flow testing requirements w/ Bill Quesnel. Discuss Water Rights report w/ Bill Quesnel for inclusion in Woodard & Curran report. Discuss new leak detection technology w/ utilis.com. (7.0 hrs. overall, 6.0 hrs. on-site)	7.0
11/22/2019	Review and approve timesheets. Review and approve invoices. Discuss hydrant testing 6.0 on w/ Truckee Fire Department. Discuss other required CalFire forms w/ John Russel at CalFire for next year's defensible space work. (6.0 hrs. overall, 4.0 hrs. on-site)	6.0
11/25/2019	Check on weather for the next 10 days. Communicate special needs work w/ crew. Close loop on interagency agreement w/ NTPUD (dead for now). Discuss limits of liability for Ice Lakes Dam policy. Review invoice from Shepherds Auto Body (GapVac). Prep for Loprest site visit on Tuesday 11/26. Prep for staff meeting on 11/26. Discuss missing reports w/ CIWQS. Check to see if we have any easements uphill and behind Hillside Dr. Review and approve invoices. (7.0 hrs. overall, 5.0 hrs. on-site)	7.0
11/26/2019	Get crew signatures on interagency agreement w/ CalFire. Staff meeting w/ crew. Long live discussion w/ Loprest regarding installation of filters, timing, VE items, etc. Discuss installation	7.0

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

3

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

of Bales VFDs w/ Primex and Steve Bartnik. Installations will occur on 11/28, 11/29 and 11/30.
(7.0 hrs. overall, 7.0 hrs. on-site)

11/27/2019	Discuss moving JD generator from normal use to emergency standby w/ California Air Quality Management Department. Unit is being phased out unless in emergency standby status. Discuss using Short Road Fire Station for Loprest dorm during construction w/ Truckee Fire. Discuss parking equipment in unused TFD bay. (5.0 hrs. overall, 0 hrs. on-site)	5.0
------------	--	-----

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

**ANNA NICKERSON
FINANCIAL CONSULTANT**

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

anickerson@sonic.net

INVOICE

INVOICE NO: 111519
DATE: November 15, 2019

ACCOUNT NO: 9018 \$ 3,872.00
CHECK NO: 112019
CHECK DATE: 11-20-19
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
11/1/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on month end reports and prepared board packets	6.5	\$88.00	\$ 572.00			3.5			0.5	0.5	0.5		1.5	6.5
11/4/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on month end reports and filed.	7.0	\$88.00	\$ 616.00	1		3			1	1.5	0.5			7
11/5/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened/Closed escrows and started entering newly installed AMR customer information	4.0	\$88.00	\$ 352.00		1			1.5	0.5	0.5	0.5			4
11/6/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Filed, updated customer information and updated website.	4.0	\$88.00	\$ 352.00	0.5				1	0.5	0.5	0.5	1		4
11/7/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Entered AMR customer account information	4.0	\$88.00	\$ 352.00					2	0.5	1	0.5			4
11/8/2019	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
11/8/2019	Board Meeting	1.5	\$88.00	\$ 132.00									1.5		1.5
11/11/2019	Holiday	0.0	\$88.00	\$ -											0
11/12/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	4.0	\$88.00	\$ 352.00						1	1	0.5		1.5	4
11/13/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	4.0	\$88.00	\$ 352.00						1	0.5	0.5	1	1	4
11/14/2019	off	0.0	\$88.00	\$ -											0
11/15/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated Crossconnection tests writing letters to those with testing due. Updated escrows, processed payroll and filed.	7.5	\$88.00	\$ 660.00	1	0.5	2		2	1	0.5	0.5			7.5
		44.0	TOTALS	\$ 3,872.00	2.5	1.5	8.5	0.0	6.5	6.5	6.5	4.5	3.5	4.0	44.0
					6%	3%	19%	0%	15%	15%	15%	10%	8%	9%	

10:27

ANNA NICKERSON
FINANCIAL CONSULTANT

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

anickerson@sonic.net

INVOICE

INVOICE NO: 113019
 DATE: November 30, 2019

ACCOUNT NO: 9018 \$ 3,124.00
 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
11/18/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on minutes, entered meter information and filed.	7.0	\$88.00	\$ 616.00	1				1	1.5	1.5	0.5		1.5	7
11/19/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished minutes and entered meter information.	4.0	\$88.00	\$ 352.00					1.5	0.5	1	0.5		0.5	4
11/20/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened escrows and entered meter info.	3.0	\$88.00	\$ 264.00		1			0.5	0.5	0.5	0.5			3
11/21/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Filed and finished provisioning meters.	4.0	\$88.00	\$ 352.00	0.5				2	0.5	0.5	0.5			4
11/22/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Reconciled installed meters, updated website and filed.	7.0	\$88.00	\$ 616.00	0.5				4	0.5	0.5	0.5	1		7
11/25/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Policies & Procedures Update	4.5	\$88.00	\$ 396.00	0.5		2.5			0.5	0.5	0.5			4.5
11/26/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Policies & Procedures Update	4.0	\$88.00	\$ 352.00			2.5			0.5	0.5	0.5			4
11/27/2019	Picked up and processed mail, processed accounts receivables and Payroll.	2.0	\$88.00	\$ 176.00			1.5			0.5					2
11/28/2019	Holiday	0.0	\$88.00	\$ -											0
11/29/2019	Off	0.0	\$88.00	\$ -											0
		35.5		TOTALS \$ 3,124.00	2.5	1.0	6.5	0.0	9.0	5.0	5.0	3.5	1.0	2.0	35.5
					7%	3%	18%	0%	25%	14%	14%	10%	3%	6%	

11/30/2019 2:28

Residential ■ Commercial ■ Industrial
Cal. Lic. #503641 Nev. Lic. #26354
30 LA POSADA COURT
SPARKS, NV 89441

JOB INVOICE

7484

CALL #	DATE OF ORDER 9/25/19
VENDOR #	STARTING DATE 11/24/19
ORDER TAKEN BY Steven R. Bartnik	CUSTOMER W.O. #
<input type="checkbox"/> DAY WORK	<input checked="" type="checkbox"/> CONTRACT
	<input type="checkbox"/> EXTRA
JOB NAME/NUMBER Clarifier Pump VFD's Replacement	
JOB LOCATION Bates Pump House	
JOB PHONE # (530) 525-9347	OTHER PHONE # (530) 426-7800

TERMS: Payment Upon Receipt.

[illegible]

ACCOUNT NO	3116	Bales	VFD Replacement
CHECK NO.			
CK DATE			

~~APPROVED~~

OTHER CHARGES

Service Call

Inc.

TOTAL OTHER

329.

LABOR

HRS.	RATE
------	------

AMOUNT

1 Master Electrician

Inc.

TOTAL LABOR

工へ

TOTAL MATERIALS

Inc.

TOTAL OTHER

Inc.

DATE COMPLETED _____

11/27/19

TOTAL MATERIALS

Past due accounts are subject to a service charge of 1 1/2% per month which is an annual rate of 18% (maximum service charge is \$ 20.00.)

Work ordered by _____

Paul Schultz

Signature _____

I hereby acknowledge the satisfactory completion of the above described work and agree to the terms listed below.

Thank You

TAX	INCLUDED
-----	----------

TOTAL	11022.50
-------	----------

CUSTOM ELECTRIC

Residential ■ Commercial ■ Industrial
 Cal. Lic. #503641 Nev. Lic. #26354
 30 LA POSADA COURT
 SPARKS, NV 89441

PHONE: (775) 843-5710 FAX: (775) 424-2077

JOB INVOICE

7485

CALL #	DATE OF ORDER 9/25/19
VENDOR #	STARTING DATE 11/13/19
ORDER TAKEN BY Steven R. Bartnik	CUSTOMER A/C #
<input checked="" type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA	
JOB NAME/NUMBER Clarification Pump VFD Replacement	
JOB LOCATION Bales Station	
JOB PHONE # (530) 525-9347	OTHER PHONE # (530) 426-7800

To Sienna Lakes County Water District
7305 Short Rd.
Soda Springs, CA. 95728

TERMS: Payment Upon Receipt.

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK
2	Brady Tag Wrenches	10.75	21.50	1.) Removal and installation
3	NTE 2port Conn.	14.79	44.37	at VFD Drives Key Pad's,
4	#6 green cop. wire	68	272	etc for Pump #1 & #2.
1	1/4 x 20 Tap	7.98	7.98	Start up and completion of
1	#9 Drill Bit	6.75	6.75	Both installations with
1	Misc. elect. & Hawn	10.00	10.00	Primex.

ACCOUNT NO 3116 Bales VFD Replacement
 CHECK NO.
 CK DATE

APPROVED *Paul*

OTHER CHARGES

Service Call 50.00

TOTAL OTHER 50.00

LABOR HRS. RATE AMOUNT

1 Master Electrician 52 95 4940.00

TOTAL LABOR 4940.00

TOTAL MATERIALS 93.32

TOTAL OTHER 50.00

DATE COMPLETED 11/27/19

TOTAL MATERIALS 93.32

Past due accounts are subject to a service charge of 1% per month which is an annual rate of 12% (minimum service charge is \$5.00)

Work ordered by Paul Schultz

Signature

I hereby acknowledge the satisfactory completion of the above described work and agree to the terms listed below.

Thank You

TAX INCLUDED

TOTAL 5083.32

100 30

**ROBERT
W.
JOHNSON**
An Accountancy Corporation
Certified Public Accountant

Invoice

Invoice # 5835
11/13/19

6234 BIRDCAGE STREET • CITRUS HEIGHTS, CA 95610-5949 • (916) 723-2555

Sierra Lakes County Water District
P.O. Box 1039
Soda Springs, CA 95728

For Professional Services Rendered

To perform year ended June 30, 2019 financial audit:	11,000.00
Add, annual fee for calculation of CALPERS GASB-68 unfunded pension:	1,500.00

9013 \$12,500.00

Total Invoice	12,500.00
Payment/Credit	
TOTAL	<u>12,500.00</u>

006-31

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, Financial Consultant
RE: Fiscal Year 2018/2019 Annual Audit Report
DATE: December 5, 2019

The following is a copy of the annual audit for fiscal year July 2018 to June 2019.

Staff requests the Board's review and approval of the Annual Audit Report.



Robert W. Johnson
an accountancy corporation

6234 Birdcage Street, Citrus Heights, California 95610 | robertwjohncpagroup@gmail.com | 916.723.2555
www.bob-johnson-cpa.com

August 30, 2019

To the Board of Directors
Sierra Lakes County Water District
P.O. Box 1039
Soda Springs, CA 95728

We have audited the financial statements of Sierra Lakes County Water District for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 2, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Sierra Lakes County Water District are described in Note 2 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2019. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates

affecting the financial statements were:

- Accrual and disclosure of compensated absences: Management's estimate is based on information collected by the District using current pay rates and District's policy on employee use of compensating time-off. Our audit agreed balances reported in the financial statements to those in the District calculated spreadsheets.
- Capital asset lives and the related depreciation expense: Management's estimate is based on the District's policy of depreciating assets. We scanned asset listings for reasonable compliance to this approach.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 30, 2019.

Management Consultations with Other Independent Accountants

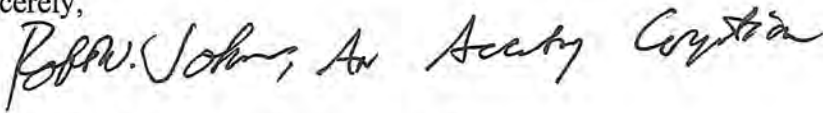
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the management and Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink that reads "Robert W. Johnson, An Accountancy Corporation". The signature is written in a cursive, flowing style.

Robert W. Johnson, An Accountancy Corporation

**SIERRA LAKES
COUNTY WATER DISTRICT**

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT
for the year ended June 30, 2019**

ROBERT W. JOHNSON
Certified Public Accountant

TABLE OF CONTENTS

Independent Auditor's Report	<u>Pages</u> 1-3
Basic Financial Statements:	
Statement of Net Position	4
Statement of Revenues, Expenses and Changes in Net Position	5-6
Statement of Cash Flows	7-8
Notes to Financial Statements	9-29
Required Supplementary Information:	
Schedule of the District's Proportionate Share of the Total Pension Liability and Related Ratios as of the Measurement Date	31
Schedule of Contributions for Pensions	32
Schedule of Changes in Total OPEB Liability and Related Ratios	33
Supplemental Information:	
Principal Officials	35
Bond Fund – Statement of Net Position	36
– Bond Debt	37
– Net Position	38
Report on Internal Controls and Compliance:	
Report on Internal Control Over Financial Reporting And on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	40-41



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Sierra Lakes County Water District
Soda Springs, California

Report on the Financial Statements

We have audited the accompanying financial statements of Sierra Lakes County Water District, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Sierra Lakes County Water District as of June 30, 2019, and the changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America, as well as the accounting systems prescribed by the State Controller's Office and State Regulations governing Special Districts.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, and other required supplementary information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. Management has omitted the Management's Discussion and Analysis. Our opinion on the basic financial statements is not affected by this missing information. We have applied certain limited procedures to the other required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole. The supplemental information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements.

The information has been subjected to the auditing procedures applied in the audit of the financial statements and in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 30, 2019 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Robert W. Johnson, An Accountancy Corporation

Citrus Heights, California
August 30, 2019

LIABILITIES, DEFERRED INFLOWS AND NET POSITION

Current liabilities:

Current portion of long-term debt (Note 5)	\$ 218,092
Accounts payable and accrued charges	62,814
Prepaid water/sewer service fees	228,579
Accrued interest	31,316
Compensated absences	<u>3,608</u>

Total current liabilities	<u>544,409</u>
---------------------------	----------------

Non-current liabilities:

Notes payable, net of current portion (Note 5)	4,772,252
Total OPEB liability (Note 8)	<u>1,085,627</u>

Total non-current liabilities	<u>5,857,879</u>
-------------------------------	------------------

Total liabilities	<u>6,402,288</u>
-------------------	------------------

Deferred inflows related to pension (Note 7)	<u>69,323</u>
--	---------------

Net position:

Net investment in capital assets	\$ 4,454,460	
Restricted (Note 6)	191,925	
Unrestricted	<u>(2,039,968)</u>	
		<u>2,606,417</u>
		<u>\$9,078,028</u>

SIERRA LAKES COUNTY WATER DISTRICT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
for the year ended June 30, 2019

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Operating revenues:			
Water sales	\$ 851,449	\$ -	\$ 851,449
Sewer service	-	1,180,936	1,180,936
Connection fees	182	780	962
Penalties and costs	4,082	4,082	8,164
Other	<u>3,024</u>	<u>3,024</u>	<u>6,048</u>
Total revenues	<u>858,737</u>	<u>1,188,822</u>	<u>2,047,559</u>
Operating expenses:			
Pumping	49,571	-	49,571
Treatment	345,921	-	345,921
Transmission and distribution	422,593	-	422,593
Administrative and general	176,183	142,563	318,746
Depreciation	122,842	96,639	219,481
Collection	-	838,370	838,370
Disposal	<u>-</u>	<u>14,281</u>	<u>14,281</u>
Total operating expenses	<u>1,117,110</u>	<u>1,091,853</u>	<u>2,208,963</u>
Operating income (loss)	<u>(258,373)</u>	<u>96,969</u>	<u>(161,404)</u>
Non-operating revenues (expenses):			
Property taxes	220,522	220,522	441,044
Interest income	32,855	32,853	65,708
Interest expense	<u>(12,075)</u>	<u>(129,320)</u>	<u>(141,395)</u>
	<u>241,302</u>	<u>124,055</u>	<u>365,357</u>
Income before contributions (carried forward)	<u>(17,071)</u>	221,024	203,953

See notes to financial statements

SIERRA LAKES COUNTY WATER DISTRICT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION, continued
for the year ended June 30, 2019

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Income before contributions (brought forward)	\$(17,071)	\$ 221,024	\$ 203,953
Capital contributions	<u>-</u>	<u>-</u>	<u>-</u>
Changes in net position	<u>\$(17,071)</u>	<u>\$ 221,024</u>	203,953
Total net position:			
Beginning of year			<u>2,402,464</u>
End of year			<u>\$2,606,417</u>

See notes to financial statements

SIERRA LAKES COUNTY WATER DISTRICT
STATEMENT OF CASH FLOWS
for the year ended June 30, 2019

Cash flows from operating activities:		
Receipts from customers		\$ 2,067,407
Payments to suppliers		(1,037,049)
Payments to employees		<u>(308,528)</u>
Net cash provided by operating activities		721,830
Cash flows from noncapital financing activities:		
Receipts from property taxes and other operating income	\$ <u>441,044</u>	441,044
Cash flows from capital and related financing activities:		
Property additions, including work in progress	(104,582)	
Payment of long-term debt	(212,380)	
Interest expense	<u>(141,395)</u>	
		(458,357)
Cash flows from investing activities:		
Interest income		<u>65,708</u>
Net increase/(decrease) in cash and cash equivalents		770,225
Cash and cash equivalents:		
Beginning of year		<u>3,054,735</u>
End of year		<u>\$ 3,824,960</u>
Reconciliation of cash and cash equivalents to statement of net position:		
Cash and cash equivalents		\$ 2,960,962
Restricted - cash and cash equivalents		<u>863,998</u>
		<u>\$ 3,824,960</u>

See notes to financial statements

SIERRA LAKES COUNTY WATER DISTRICT
STATEMENT OF CASH FLOWS, continued
for the year ended June 30, 2019

Reconciliation of operating income to net cash provided by operating activities:		
Operating income (loss)		\$(161,404)
Adjustments to reconcile operating income (loss) to net cash provided to operating activities:		
Depreciation	\$ 219,481	
Changes in operating assets, liabilities, deferred inflows and deferred outflows:		
Receivables	81,128	
Prepays	248	
Payables	9,988	
Prepaid water and sewer service fees	228,579	
Compensated absences	(5,319)	
Net pension liability	(47,028)	
Total OPEB liability	367,510	
Deferred outflows of resources - pension	42,510	
Deferred outflows of resources - OPEB	(16,680)	
Deferred inflows of resources - pension	<u>2,817</u>	
		<u>883,234</u>
Net cash provided by operating activities		\$ <u>721,830</u>
Supplemental information:		
Cash paid for interest		\$ <u>141,454</u>

See notes to financial statements

SIERRA LAKES COUNTY WATER DISTRICT NOTES TO FINANCIAL STATEMENTS

1. Organization:

Sierra Lakes County Water District (the "District") was formed in 1961 and provides water service/distribution and sewer collection to residents of the District. The District's financial and administrative functions are governed by a five member Board of Directors elected by the landowners and residents of the District. The District's mission statement is to provide quality water treatment/distribution and sewer collection services at the lowest possible cost.

2. Summary of Significant Accounting Policies:

The basic financial statements of Sierra Lakes County Water District have been prepared in conformity with generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

Basis of Presentation

The District is an enterprise fund. All operations are accounted for as an enterprise fund.

Enterprise Fund – The enterprise fund is used to account for water and sewer operations that are financed and operated in a manner similar to private business enterprises. The intent of the District is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

The financial transactions of Sierra Lakes County Water District Assessment District No. 2011-1 (Assessment District No. 2011-1) are included in this report as supplemental information since this Assessment District is a separate legal entity from Sierra Lakes County Water District.

Basis of Accounting

The basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

2. Summary of Significant Accounting Policies, continued:

Basis of Accounting, continued

The District's books and accounts are based upon the Uniform System of Accounts for Public Utilities as prescribed by the Division of Local Government Fiscal Affairs of the State of California. The records are maintained and the accompanying financial statements are presented on the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Operating revenues and expenses, such as water sales along with water expenses, result from exchange transactions associated with the principal activity of the District. Exchange transactions are those in which each party receives and gives up essentially equal values. Management, administration and depreciation expenses are also considered operating expenses. Other revenues and expenses not included in the above categories are reported as non-operating revenues and expenses. Non-operating revenues and expenses, such as grant funding, investment income and interest expense, result from non-exchange transactions, in which, the District gives (receives) value without directly receiving (giving) value in exchange.

Property tax revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Depreciation

Property, plant and equipment is recorded on the basis of purchase cost. Assets acquired by contributions are recorded at estimated cost or fair market value at the date of acquisition.

Depreciation is calculated by the straight-line method over the estimated useful lives of the respective assets.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

2. Summary of Significant Accounting Policies, continued:

Cash and Cash Equivalents

For purposes of the statement of cash flows, the District considers all highly liquid debt instruments purchased with an initial maturity of three months or less to be cash equivalents, including restricted assets. Cash in banks, deposits in the State of California Local Agency Investment Fund (LAIF), Placer County Treasurer's Pooled Investment and deposits with fiscal agents are considered to be cash and cash equivalents.

Compensated Absences

Vested or accumulated vacation and comp. time (non-exempt employees) that is expected to be liquidated with expendable available financial resources is reported as an expense and as a current liability. Sick pay is not vested.

Sewage Processing-Accounting

Contract costs of the service agreement with Donner Summit Public Utility District for processing sewage generated by the District are expensed as incurred; also expensed are the improvement project costs for the wastewater treatment plant. Regular processing costs including prior year adjustments received are recorded as operating expenses; capital processing costs are recorded as non-operating expense.

Budget and Budgetary Accounting

The Board of Directors annually adopts an operating budget. The operating budgets are prepared on the accrual basis.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

2. Summary of Significant Accounting Policies, continued:

Investments

Investments consist of LAIF (State of California pooled investment fund) and Placer County Treasurer's Investment Pool. Investments are stated at fair value. Such investments are within the State statutes and the District's investment policy.

Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense) until that future time.

Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net position that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

2. Summary of Significant Accounting Policies, continued:

Net Position

Net position is classified in the following categories:

Net Investment in capital assets – groups all capital assets, including infrastructure, into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of these assets reduce this category.

Restricted – presents external restrictions imposed by creditors, grantors, contributors or laws and regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted – represents the net position of the District, which are not restricted or invested in capital assets net of related debt.

3. Cash and Cash Equivalents:

Cash and cash equivalents as of June 30, 2019 consisted of the following:

Cash on hand	\$ 50
Deposits with financial institutions	518,728
Held by fiscal agent:	
Money Market checking	<u>191,925</u>
Total cash	<u>710,703</u>
Investments in Local Agency	
Investment Fund (LAIF) –	
OPEB funds	\$ 672,073
Placer County Treasurer's	
Pooled Investment	<u>2,442,184</u>
Total investments	<u>3,114,257</u>
Total cash and investments	<u>\$3,824,960</u>

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

3. Cash and Cash Equivalents, continued:

Cash and cash equivalents are classified in the accompanying financial statements as follows:

Cash and investments	\$2,960,962
Restricted cash and investments	<u>863,998</u>
	<u>\$3,824,960</u>

At June 30, 2019, the carrying amount of the District's deposits was \$710,653 and the balance in financial institutions was \$720,593. Of the balance in the financial institutions, \$442,088 was covered by federal depository insurance and \$278,505 was collateralized as required by State Law (Government Code Section 53630), by the pledging financial institution with assets held in a common pool for the District and other agencies, but not in the name of the District.

Investments:

California statutes authorize the District to invest in a variety of credit instruments as provided for in the California Government Code Section 53600, Chapter 4 – Financial Affairs. The Government Code allows investments in obligations of the U.S. Treasury, agencies, and instrumentalities, commercial paper rated A-1 by Standard & Poor's or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, medium-term corporate notes, mutual funds and the State Treasurer's Local Agency Investment Fund (LAIF). The investments at June 30, 2019 consist of:

	<u>Carrying Amount</u>	<u>Maturity - 12 Months or Less</u>
Local Agency Investment Fund (LAIF)	\$ 672,073	\$ 672,073
Placer County Treasurer's Pooled Investment	<u>2,442,184</u>	<u>2,442,184</u>
	<u>\$3,114,257</u>	<u>\$3,114,257</u>

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

3. Cash and Cash Equivalents, continued:

Pursuant to Government Accounting Standards Board Statement 3, the investment in LAIF and Placer County Treasury are not classified in categories of credit risk. The District's funds in LAIF and Placer County Treasurer's Pooled Investment are invested in a diversified portfolio (of underlying investments e.g. U.S. Treasury obligations) such that it considers the risk of material loss to be minimal. The funds held in LAIF and Placer County Treasurer's Pooled Investment can be withdrawn on demand. The District reports its investments in LAIF and Placer County Treasurer's investment pool at fair value.

Restricted Cash:

The District had \$191,925 in cash as of June 30, 2019, held by a fiscal agent pledged for the payment or security of a loan contract. The California Government Code provides that these monies, in the absence of specific statutory provisions governing the issuance of bonds, certificates, or leases, may be invested in accordance with the ordinance, resolutions, policies or indentures specifying the types of investments its fiscal agents may make.

The District had \$672,073 in cash at June 30, 2019 established for OPEB (Post Employment Benefits) funding. The funds are held in LAIF.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

4. Capital Assets:

At June 30, 2019 changes in capital assets are as follows:

	<u>Balance</u> <u>6-30-18</u>	<u>Additions</u>	<u>Disposals/ Transfers</u>	<u>Balance</u> <u>6-30-19</u>
Water:				
Source of supply	\$ 49,687	\$ -	\$ -	\$ 49,687
Pumping plant	142,950	-	-	142,950
Water treatment	683,796	-	-	683,796
Transmission and distribution	4,138,458	103,131	-	4,241,589
General plant	241,304	-	-	241,304
FMHA project	904,122	-	-	904,122
DWR project	628,830	-	-	628,830
Filter plant modification	<u>85,929</u>	<u>2,090</u>	<u>-</u>	<u>88,019</u>
	<u>6,875,076</u>	<u>105,221</u>	<u>-</u>	<u>6,980,297</u>
Sewer:				
Camera	10,427	-	-	10,427
Vehicles	292,127	-	-	292,127
Collection system	1,136,830	15,537	-	1,152,367
Filter plant modification	85,929	2,090	-	88,019
SWRQCB – sewer project	1,772,116	-	-	1,772,116
Waste disposal utility plant	779,194	17,106	-	796,300
Parallel sewer force main	217,842	-	-	217,842
Sewage export project	<u>206,448</u>	<u>-</u>	<u>-</u>	<u>206,448</u>
	<u>4,500,913</u>	<u>34,733</u>	<u>-</u>	<u>4,535,646</u>
Construction in progress	35,796	1,875	37,247	424
Land	<u>157,035</u>	<u>-</u>	<u>-</u>	<u>157,035</u>
Totals	<u>\$11,568,820</u>	<u>\$ 141,829</u>	<u>\$ 37,247</u>	<u>\$11,673,402</u>

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

5. Long-term Debt:

The following is a summary of the long-term debt activities for the year ended June 30, 2019:

	<u>2018</u>	<u>New Debt Issued</u>	<u>Debt Retired</u>	<u>2019</u>	<u>Current Portion</u>
DHS loan	\$ 498,207	\$ -	\$ 71,483	\$ 426,724	\$ 73,291
USDA/Revenue					
Bond	4,695,700	-	140,700	4,555,000	144,600
Bond Fund	<u>8,817</u>	<u>-</u>	<u>197</u>	<u>8,620</u>	<u>201</u>
	<u>\$ 5,202,724</u>	<u>\$ -</u>	<u>\$ 212,380</u>	<u>\$4,990,344</u>	<u>\$ 218,092</u>

DHS Loan

The District entered into a Safe Drinking Water State Revolving Fund loan with the State of California, Department of Health Services for \$1,307,195 at 2.5132% interest. The purpose of the loan is to assist in financing construction of a project to enable the District to meet safe drinking water standards.

The \$1,307,195 loan will be payable in semi-annual payments of \$41,779 commencing January 1, 2005 through January 1, 2025.

At June 30, 2019 the District maintained a required loan reserve of \$191,925.

Major transactions in 2018-19 consisted of 4 quarterly deposits of \$25,000 each and total disbursements of \$83,558 for debt service.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

5. Long-term Debt (continued):

USDA/Revenue Bond

On March 28, 2014 the District issued revenue bonds in the amount of \$5,222,000 for purposes of improving the sewer facility. The bonds bear interest at 2.75% and mature on March 28, 2042. Interest is payable March 28 and September 28 (principal is payable annually commencing March 28, 2015). No debt service reserve is required for the revenue bond.

Bond Fund

The District purchased a vacant lot which carried a liability to the Assessment District of \$9,384. This liability is payable through 2053 in annual payments of \$444 through 2024 and \$403 through 2053 respectively, including 2.75% interest.

The future annual maturities of all long-term borrowings as of June 30, 2019 are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 218,092	\$ 135,772	\$ 353,864
2021	223,950	129,937	353,887
2022	229,955	123,946	353,901
2023	236,108	117,794	353,902
2024	242,411	111,479	353,890
2025-2029	917,032	476,014	1,393,046
2030-2034	1,003,010	348,269	1,351,279
2035-2039	1,148,671	202,564	1,351,235
2040-2044	768,356	43,115	811,471
2045-2049	1,667	348	2,015
2050-2053	<u>1,092</u>	<u>102</u>	<u>1,194</u>
	<u>\$4,990,344</u>	<u>\$1,689,340</u>	<u>\$6,679,684</u>

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

6. Restricted Net Position:

At June 30, 2019 District equity reserves consist of:

Reserve for debt service	\$ <u>191,925</u>
--------------------------	-------------------

7. Defined Benefit Retirement Plan:

Plan Description

The District contributes to the California Public Employees Retirement System (CalPERS), a cost sharing multiple-employer defined benefit pension plan. The District participates in the miscellaneous 2% at 60 risk pool. CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS acts as a common investment and administrative agent for participating public employers within the State of California. CalPERS require agencies with less than 100 active members in the plan to participate in the risk pool. All District permanent employees are eligible to participate in the System. Benefits vest after five years of service. District employees who retire at age 50 to 63 and with over 5 years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1.426 to 2.418 percent of their average salary during their last 36 months of employment. A menu of benefits provision as well as other requirements is established by State Statutes within the Public Employees Retirement Law. The plan selects optional benefit provisions from the benefit menu by contract with CalPERS and adopts those benefits through District resolution. CalPERS issues a separate comprehensive annual financial report. Copies of the CalPERS' annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, California, 95814.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

7. Defined Benefit Retirement Plan, continued:

Funding Policy

Covered employees are required by statute to contribute 7.0 percent of their salary to the plan after a formula to coordinate with Social Security. The District is required by the same statute to contribute the remaining amounts necessary to pay benefits when due. The District is required to contribute at an actuarially determined rate.

The Plans' provisions and benefits in effect at June 30, 2019, are summarized as follows:

	<u>Classic</u>	<u>PEPRA</u>
Benefit formula	2% at 60	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life
Retirement age	55+	55+
Required employee contribution rates	7%	6.25%
Required employer contribution rates	7.63%	6.84%

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

7. Defined Benefit Retirement Plan, continued:

Contributions - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2019, the District's contributions to the Plan were as follows:

Contributions	\$ <u>16,436</u>
---------------	------------------

A. ***Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions:***

As of June 30, 2019, the District reported net pension liability as follows:

Net pension asset	\$ <u>17,915</u>
-------------------	------------------

The District's net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2018, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 rolled forward to June 30, 2018 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of June 30, 2018 was as follows:

	Miscellaneous <u>Plan</u>
Proportion June 30, 2017	0.0131169%
Proportion June 30, 2018	<u>-0.0001900%</u>
Change – Increase/(Decrease)	<u>-0.01330 %</u>

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

7. Defined Benefit Retirement Plan, continued:

For the year ended June 30, 2019, the District recognized pension expense of \$14,735. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Adjustments due to differences in proportions	\$ 1,712	\$ 69,323
Differences between projected and actual earnings on pension plan investments	2,234	-
Difference between expected and actual experience	11,438	-
Changes in assumptions	38,889	-
Pension contributions subsequent to measurement date	<u>16,436</u>	<u>-</u>
	<u>\$ 70,709</u>	<u>\$ 69,323</u>

\$16,436 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended June 30</u>	
2020	\$ 11,682
2021	202
2022	(22,870)
2023	(4,064)
2024	-
Thereafter	-

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

7. Defined Benefit Retirement Plan, continued:

Actuarial Assumptions – The total pension liabilities in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions:

	<u>Miscellaneous</u>
Valuation date	June 30, 2017
Measurement date	June 30, 2018
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount rate	7.15%
Inflation	2.75%
Payroll Growth	3.0%
Projected Salary Increase	3.3%-14.2%
Investment Rate of Return	7.15%

Discount Rate – The discount rate used to measure the total pension liability was 7.15% for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

7. Defined Benefit Retirement Plan, continued:

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1-10(a)</u>	<u>Real Return Years 11+(b)</u>
Global Equity	47.0%	5.25%	5.71%
Global Fixed Income	19.0%	0.99%	2.43%
Inflation Sensitive	6.0%	0.45%	3.36%
Private Equity	12.0%	6.83%	6.95%
Real Estate	11.0%	4.50%	5.13%
Infrastructure and Forestland	3.0%	4.50%	5.09%
Liquidity	<u>2.0%</u>	-0.55%	-1.05%
Total	<u>100%</u>		

(a) An expected inflation of 2.5% used for this period.

(b) An expected inflation of 3.0% used for this period.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

7. Defined Benefit Retirement Plan, continued:

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the District's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Miscellaneous</u>
1% Decrease	6.15%
Net Pension Liability (Asset)	\$(28,776)
Current Discount Rate	7.15%
Net Pension Liability (Asset)	\$(17,915)
1% Increase	8.15%
Net Pension Liability (Asset)	\$(8,949)

Pension Plan Fiduciary Net Position – Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

8. Other Postemployment Benefits "OPEB":

Plan Description

In addition to pension benefits, the District provides certain healthcare benefits through CalPERS for retired employees and their survivor dependents, subject to certain conditions. The District's employees become eligible for benefits "after retirement in accordance with regulations prescribed by CalPERS." At June 30, 2018, seven retired employees/survivor dependents met those eligibility requirements. Covered employees are not required to make contributions to receive the benefits.

Total OPEB Liability

The District's net OPEB liability was measured as of June 30, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2018.

Actuarial Assumptions

The total OPEB liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions:

Discount rate	3.87%
Inflation	2.75%
Payroll Increase	3.25%
Healthcare Trend	7% in 2019 grading

Discount Rate

The discount rate used to measure the total OPEB liability was 3.87%. The discount rate is based on an index of 20 year General Obligation municipal bonds.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

8. Other Postemployment Benefits "OPEB", continued:

Change in Total OPEB Liability as of June 30, 2018

	<u>Total OPEB Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Total OPEB Liability</u>
Rollback balance at June 30, 2017	\$ <u>718,117</u>	\$ <u>-</u>	\$ <u>718,117</u>
Changes recognized for the measurement period:			
Service cost	24,702	-	24,702
Interest on total OPEB liability	25,539	-	25,539
Differences between expected and actual experience	214,739	-	214,739
Changes of assumptions	141,212	-	141,212
Benefit payments	<u>(38,682)</u>	<u>-</u>	<u>(38,682)</u>
Net changes during July 1, 2017 to June 30, 2018	<u>367,510</u>	<u>-</u>	<u>367,510</u>
Balance at June 30, 2018 (Measurement Date)	<u>\$1,085,627</u>	<u>\$ -</u>	<u>\$1,085,627</u>

Sensitivity of the Total OPEB liability to changes in the discount rate

The following presents the total OPEB liability with a discount rate 1% higher and 1% lower than assumed in the valuation:

	<u>Discount Rate 1% Lower</u>	<u>Valuation Discount Rate 3.87%</u>	<u>Discount Rate 1% Higher</u>
Total OPEB liability	<u>\$1,241,645</u>	<u>\$1,085,627</u>	<u>\$ 958,372</u>

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

8. Other Postemployment Benefits "OPEB", continued:

Sensitivity of the Total OPEB liability to changes in healthcare cost trend rates

The following presents the total OPEB liability with a healthcare cost trend rate 1% higher and 1% lower than assumed in the valuation:

	Trend <u>1% Lower</u>	Valuation Trend <u>7%</u>	Trend <u>1% Higher</u>
Total OPEB liability	\$ <u>948,913</u>	\$ <u>1,085,627</u>	\$ <u>1,266,299</u>

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2019 the District recognized OPEB expense of \$349,950. Under GASB 74 and 75, OPEB expense includes service cost, interest cost, change in total OPEB liability due to plan changes; all adjusted for deferred inflows and outflows. The District determined that it was not reasonable to rerun prior valuations under GASB 75. The transition approach provided by GASB 75, Paragraph 244 was used. Therefore, there are no deferred inflows/outflows in the first year (with the possible exception of contributions after the measurement date). As such, \$55,362 in contributions made after the measurement date are reflected as deferred outflows at June 30, 2019.

Funding Policy

The District has no plan assets in a CERBT trust fund. The District did, however, establish a cash reserve fund (requiring board action and two board signatures to access funds). In 2018-19 fiscal year the District funded \$54,000 to the OPEB (LAIF) bank account. At June 30, 2019 cash held in OPEB bank account (LAIF) is \$672,073.

SIERRA LAKES COUNTY WATER DISTRICT
NOTES TO FINANCIAL STATEMENTS, continued

9. Risk of Loss:

Sierra Lakes County Water District is exposed to various risks of loss related to theft of, damage to, and destruction of assets; and injuries to employees. During the 2019 fiscal year, the District purchased certain commercial insurance coverages to provide for these risks.

10. Capital Improvement Reserves:

The District currently has 212 vacant lots resulting in potential connection permit fees, as follows:

Sewer connection fees 212 x \$7,800	\$1,653,600
Water connection fees 212 x 1,825	<u>386,900</u>
	<u>\$2,040,500</u>

These fees were established to refund the District's General Fund for expenditures already made during infrastructure construction that included hook ups to the District's water distribution and wastewater export systems. Given that the expenditures were paid by the General Fund, during the infrastructure construction, a reserve would not be appropriate.

11. Subsequent Events:

Management has evaluated subsequent events through August 30, 2019, the date these June 30, 2019 financial statements were available to be issued.

12. Receivable – Project Reimbursement:

At June 30, 2019 the District has a receivable from DSPUD for reimbursement of project costs (excess capacity credit). The \$196,725 is receivable in annual principal payments of \$65,575 plus 2.75% interest through 2021.

REQUIRED SUPPLEMENTARY INFORMATION

SIERRA LAKES COUNTY WATER DISTRICT
SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE TOTAL
PENSION LIABILITY AND RELATED RATIOS

As of June 30, 2019

Last 10 years (1)

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Proportion of the net pension liability	-0.00019%	.013117%	.01301%	0.01255%	0.00625%
Proportionate share of the net pension liability (asset)	\$(17,915)	\$ 517,076 (2)	\$ 452,044	\$ 344,382	\$ 388,716
Covered – employee payroll	\$ 211,176	\$ 214,138	\$ 204,488	\$ 209,197	\$ 199,147
Proportionate Share of the net pension liability as percentage of covered-employee payroll	-8.483%	241.47%	221.06%	164.620%	195.19%
Plan's fiduciary net position	\$2,043,164	\$1,529,839	\$1,475,762	\$1,535,687	\$1,476,608
Plan fiduciary net position as a percentage of the total pension liability	100.88%	74.74%	76.55%	81.68%	79.16%

Changes in assumptions: None

(1) Fiscal year 2015 was the 1st year of implementation, therefore only five years are shown.

(2) In August 2017 the District paid \$487,963 to CalPERS to reduce unfunded net pension liability for both classic and PEPRA plans.

SIERRA LAKES COUNTY WATER DISTRICT
SCHEDULE OF CONTRIBUTIONS FOR PENSIONS

As of June 30, 2019

Last 10 years (1)

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution (actuarially determined)	\$ 16,436	\$ 15,002	\$ 40,812	\$ 43,307	\$ 26,862
Contributions in relation to the actuarially determined contributions	<u>16,436</u>	<u>15,002</u>	<u>40,812</u>	<u>53,204</u>	<u>(26,862)</u>
Contribution deficiency (excess)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>(9,897)</u>	\$ <u>-</u>
Covered – employee payroll	\$211,176	\$ 214,138	\$ 204,488	\$ 209,197	\$199,147
Contributions as a percentage of covered employee payroll	7.78%	7.01%	19.96%	25.43%	13.49%

Notes to Schedule:

Valuation date:	6/30/18	6/30/17	6/30/16	6/30/15	6/30/14
-----------------	---------	---------	---------	---------	---------

Methods and assumptions used to determine contribution rates:

Amortization method	Entry Age Normal Cost Method
Remaining amortization period	15 years
Asset valuation method	Market Value
Inflation	2.75%
Salary increases	Varies by Entry Age and Service
Discount rate	7.15% Net of Pension Plan Investment and Admin. Expenses

(1) Fiscal year 2015 was the 1st year of implementation, therefore only five years are shown.

SIERRA LAKES COUNTY WATER DISTRICT
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
As of June 30, 2019

	<u>2019</u>	<u>2018</u>
Total OPEB liability:		
Service cost	\$ 24,702	\$ 24,041
Interest on total OPEB liability	25,539	24,494
Differences between expected and actual experience	214,739	-
Changes of assumptions	141,212	-
Benefit payments	<u>(38,682)</u>	<u>(37,096)</u>
Net change in total OPEB liability	367,510	11,439
Total OPEB liability, beginning	<u>718,117</u>	<u>706,678</u>
Total OPEB liability, ending	1,085,627	718,117
OPEB Fiduciary net position, beginning and ending	<u>-</u>	<u>-</u>
Net OPEB liability	<u>\$1,085,627</u>	<u>\$ 718,117</u>
Covered-employee payroll	\$ 252,812	\$ 214,138
Plan net OPEB liability as a percentage of covered-employee payroll	429.42%	335.35%

Notes to Schedule:

Changes in assumptions: none

Historical information is required only for measurement periods for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available.

SUPPLEMENTAL DATA

SIERRA LAKES COUNTY WATER DISTRICT
PRINCIPAL OFFICIALS

Board of Directors:

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

Management:

Paul Schultz	General Manager
Anna Nickerson	Financial Consultant/ Secretary of the Board

ASSESSMENT DISTRICT NO. 2011-1
STATEMENT OF NET POSITION – BOND FUND
June 30, 2019

ASSETS

Cash – checking	\$ 525,100
Future assessments receivable	<u>7,108,564</u>
	<u>\$7,633,664</u>

LIABILITIES AND NET POSITION

Assessment bond payable	\$7,424,456
Payable to District	3,759
Net Position	<u>205,449</u>
	<u>\$7,633,664</u>

ASSESSMENT DISTRICT NO. 2011-1
BOND DEBT
June 30, 2019

On October 14, 2011 the Board of Directors approved Resolution No. 2011-801 which established Assessment District No. 2011-1, pursuant to the Municipal Improvement Act of 1913. The Board's purpose was to finance a portion of the District's share of the cost of upgrades to the wastewater treatment plant that serves the District by issuance of improvement bonds.

On January 14, 2012 the property owners of the District approved a total assessment levy of \$9,574,174 that will be represented by bonds to be issued by the Assessment District.

On July 17, 2014 the Assessment District issued \$7,973,975 in bonds under the Improvement Bond Act of 1915.

The bonds are payable to the United States of America, through the Rural Utilities Service of the United States Department of Agriculture, Rural Development in varying annual amounts through 2053. Assessments have been pledged to secure the issuance of these bonds.

The interest rate is 2 ¾%, payable on March 2, 2015 and thereafter semiannually on March 2 and September 2 in each year.

The following is a summary of bond debt activities for the year ended June 30, 2019:

	<u>2018</u>	<u>New Debt Issued</u>	<u>Debt Retired</u>	<u>2019</u>	<u>Current Portion</u>
Bonds	<u>\$7,556,922</u>	<u>\$ -</u>	<u>\$132,466</u>	<u>\$7,424,456</u>	<u>\$ 130,000</u>

ASSESSMENT DISTRICT NO. 2011-1
ANALYSIS OF NET POSITION – BOND FUND
for the year ended June 30, 2019

Net Position – Bond Fund:

Activities for the year consist of:

Balance, June 30, 2018	\$ 200,654
------------------------	------------

Add, Admin. fees	\$ 10,619	
Interest income	203,902	
Other	<u>154</u>	
		214,675

Deduct,		
Interest expense	206,105	
County administration fees	<u>3,775</u>	
		(209,880)
		<u>\$ 205,449</u>

INDEPENDENT AUDITOR'S
REPORT ON INTERNAL CONTROL
AND COMPLIANCE



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT
AUDITING STANDARDS***

To the Board of Directors
Sierra Lakes County Water District
Soda Springs, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the State Controller's Minimum Audit Requirements for California Special Districts, the financial statements of Sierra Lakes County Water District as of and for the year ended June 30, 2019, and the related notes to the financial statements, and have issued our report thereon dated August 30, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Sierra Lakes County Water District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Sierra Lakes County Water District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other minor matters that we reported to management of the Sierra Lakes County Water District in a separate letter dated August 30, 2019.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Robert W. Johnson, An Accountancy Corporation

Citrus Heights, California
August 30, 2019

Board Item

Request by Serene Lakes Property Owners' Association to allow construction of various improvements on Lot 1.

- Request by Serene Lake Property Owners' Association (SLPOA) for approval to construct a n 11' x 17' storage shed at Lot 1 for storage of various items. _____
- Request by SLPOA to extend the existing Paddleboard storage rack at Lot 1 by 10 feet to accommodate additional paddleboards during the boating season. _____

The General Manager has reviewed the aforementioned request(s) and recommends approval by the Board.

From: Ed Bubnis edbubnis@att.net
Subject: Proposed Lot 1 Improvements
Date: October 13, 2019 at 9:03 AM
To: Paul Schultz



The Lease between SLPOA and the Water Board requires SLPOA to get written permission when improvements are proposed for Lot 1. In the past when SLPOA wanted to make some improvements to I always informed and gave sketches and descriptions of our proposals to Bill Quesnel who got the Water Boards approval. I'm not sure how you would like to proceed.

SLPOA is looking for approval to build an 11' x 17' storage shed similar to the one shown in the attached photo. It would be a wood structure with metal roof to match the existing Lot 1 siding and roofing. It would be located as shown on the attached plot plan. Additional storage is require to store the large bbq which was damaged by snow while being stored under the overhand and storage is also needed for garbage during the summer weeks until garbage can be picked up on Monday. Currently garbage is stored in one of the bathrooms making it unusable for patrons.

In addition with the popularity of stand up paddle boards increasing SLPOA would also like to extend the existing paddle board storage rack by 10' (30%) to accommodate more paddle boards during the boat storage season.

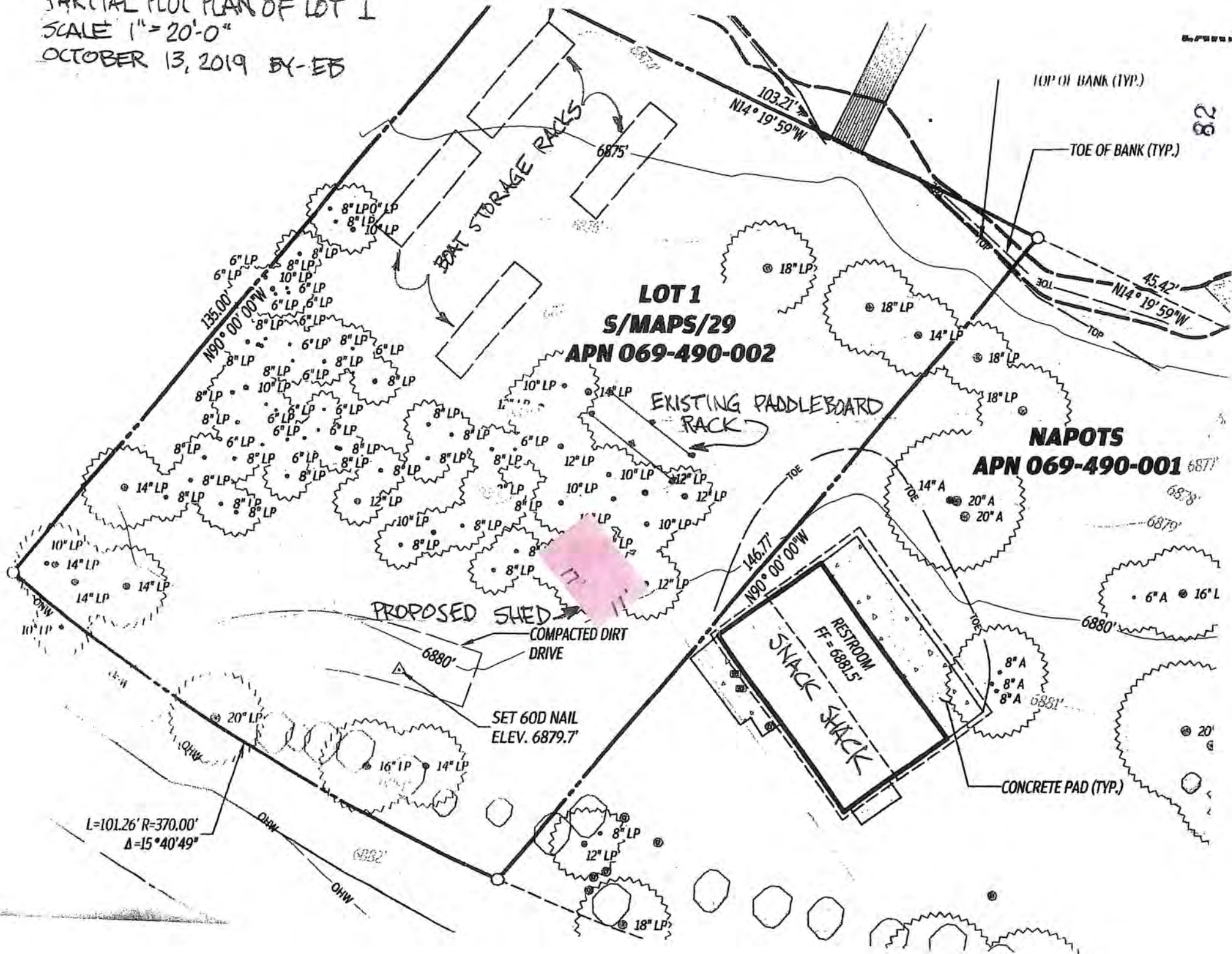
Please let me know if there is any other information that is required.

Thanks, Ed

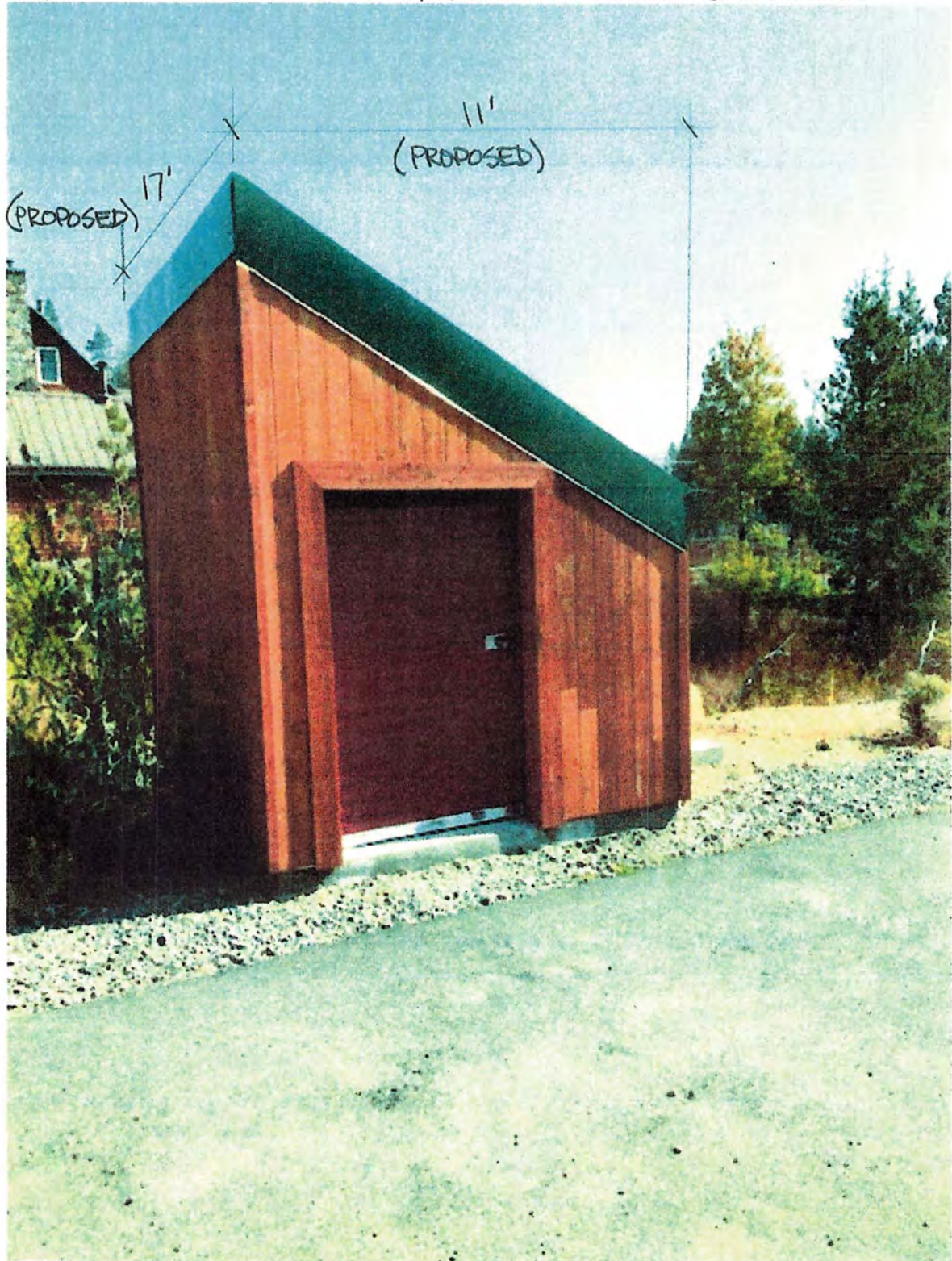
PARTIAL PLOT PLAN OF LOT 1

SCALE 1"=20'-0"

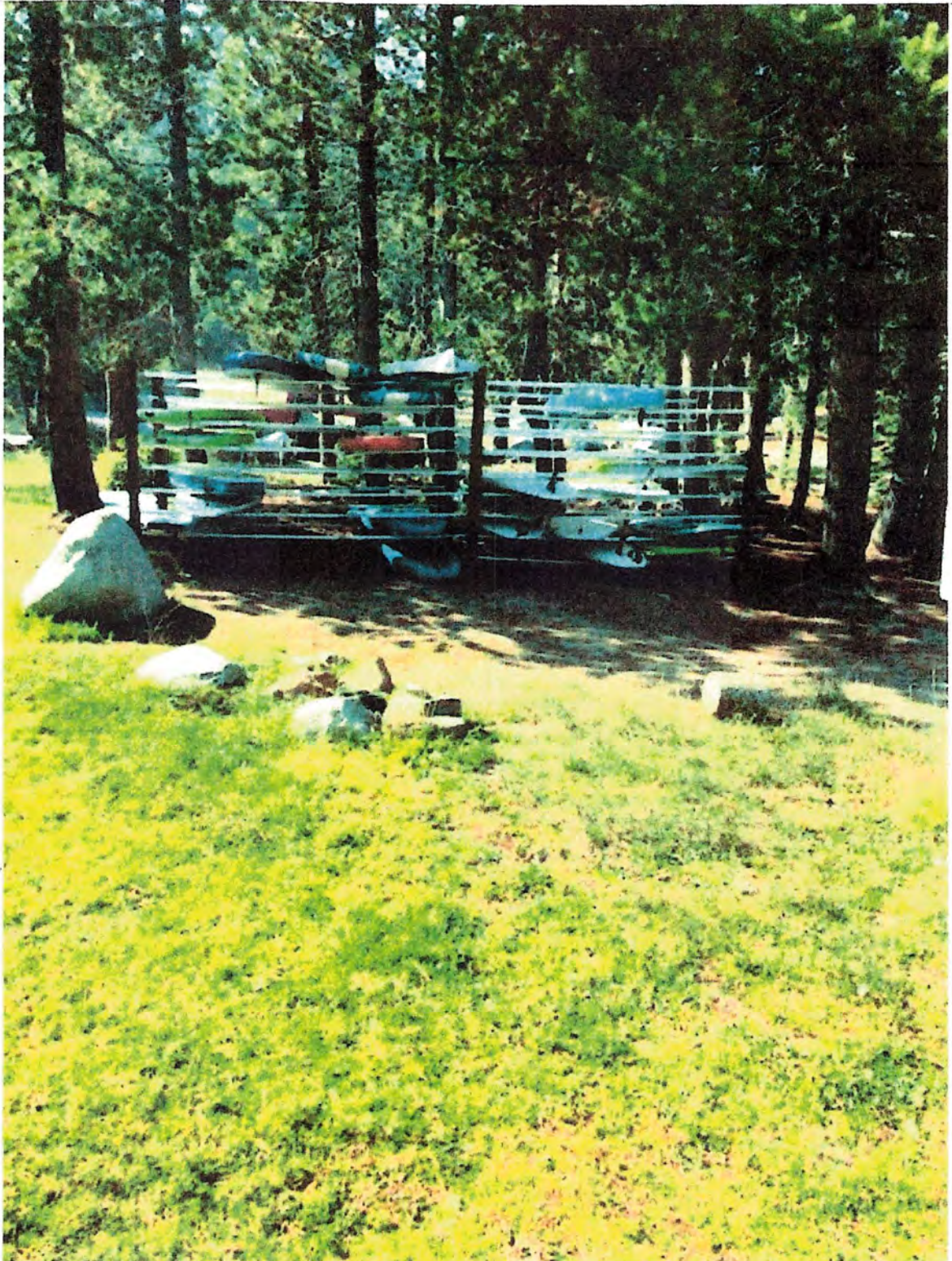
OCTOBER 13, 2019 BY-EB



PROPOSED STORAGE SHED SIMILAR TO PHOTO BELOW



Sent from my iPhone



EXISTING PADDLE BOARD RACK

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. As used in this policy, the term "jurisdiction" includes non-profit organizations.

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.

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 by blind copy (bcc) 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.

4. Actions taken by the Board President or the President's designee pursuant to this policy shall be agendaized for discussion at the next regular Board meeting, and the agenda packet shall include a summary of the position taken and a copy of any written communications of that position provided to other jurisdictions.

SIERRA LAKES COUNTY WATER DISTRICT

Follow-up from November 8, 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	Insurance Presentation
4	Paul	Outline of potential issues for the District and the ability to handle week long power outages several times a year.
5	Paul	Draft letter to Mr. Cooney regarding an "indefinite waiver" and disconnection from the system.

Future discussion topics or agenda items:

Sierra Lakes County Water District
Action Items
As of December 13, 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	3/1/2020	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	Dec-19	90%	Paul/Jeff M
5	District's Ownership of Dam	Determine who owns the dam and if additional insurance is needed	Dec-19	0%	Paul
6	Fire Hydrants	Meet with Truckee Fire regarding fire hydrant flushing	Pending	0%	Paul