

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: Paul A. Schultz, PE, General Manager
Subject: February 2020 Operations and Maintenance Report
Date: March 4, 2020

DSPUD Wastewater Treatment Plant

No violations in the month of February 2020 and the plant is operating as designed. Specifics in regards to DSPUD operations were not available at the time of the writing of this report.

Lake, Land and Facilities Management:

All forms and supporting documentation including a map showing the specific work locations have been submitted to CalFire for next year's defensible space work. The General Manager will be contacting CalFire on May 19, 2020 to set up the specific dates for the work. The General Manager also toured the planned work areas with Director Simpson and additional areas were identified to be worked in 2021 or late in 2020 if all other defensible space work is complete.

SLPOA has requested that the District allow the addition of two new pet waste bins at/on District structures to help alleviate the problem with the existing overflowing bins. The request was granted. The specific locations of the new bins are yet to be determined.

The General Manager completed preparation of the "Fertilizer USE BMP" memo for inclusion in the next mailing and on the District's website. Final review of the document will be provided by an outside party sometime in March.

Regulatory Issues:

The General Manager has met multiple times with our area engineer at California Water Boards, Division of Drinking Water to determine the steps necessary to move Well 01 from its current standby status to active status. An arsenic removal unit process must be added to the well for it to become "active". Additional steps include submission of a permit amendment application for the arsenic treatment unit and reclassification of the well from standby to active. The Division of Drinking Water will approve the well reclassification once 90% plans for the installation are complete.

The General Manager continues to work on preparation of the District annual Hazardous Material Business Plan and expects to submit it to Placer County Department of Environmental Health on or before March 26, 2020.

The General Manager completed the required 5-year update to the Sanitary Sewer Management Plan (SSMP) and submitted the document electronically to the California Water Boards on February 14th. This update included an in-depth review of the original SSMP and appropriate revisions as necessary. A complete revision was not required. The next SSMP update is due in February of 2025.

The General Manager has begun preparation of Electronic Annual Report (EAR) to the State Division of Drinking Water. This report, due annually in April, includes source water chemical monitoring of the well and lake supplies, water use, water releases and bypasses, and in-depth reporting of user demographics. The EAR is due on or before April 1, 2020.

The General Manager has notified ACWA JPIA of the District's desire to purchase Dam Failure Liability insurance for the Ice Lakes Dam. The ACWA JPIA will send an invoice for the prorated premium for the balance of our current insured period and will include it annually in our package of policies/coverage. ACWA JPIA was also notified of the District's desire to hold off on the purchase of the Environmental Impairment Liability insurance for the raw sewage storage tank at SPS#3 until the exclusions can be explained in more/better detail.

The General Manager has begun the process of upgrading the District's SCADA system to Windows 10 as Windows 7 is no longer supported by Microsoft. Improvements will include new Dell OptiPlex computer with more RAM and a larger hard drive, new monitors, new HMI, new Raid backup, new Wonderware software and new Win 911 notification and alarm software/hardware. Improvements will be provided turnkey by Great Basin Controls. The improvements should be in place and functional by the beginning of May 2020.

Once again, the District had no Sanitary Sewer Overflows (SSOs) in the month of February.

Operations Issues:

The improvements (repair/replacement) of the Parshall Flume RTU are progressing well. The only item outstanding to complete fabrication of the new RTU is installation of a new SCADAPAC 350 programmable logic controller (PLC). The PLC is expected to arrive to the fabricator during the week of March 9 and the new installation should be complete by March 20, 2020.

The Loprest Filter installation is scheduled to begin on April 20, 2020 and should be complete by May 10, 2020. The District may need to use Well 01 to supplement water stored in our Hill and Office Tanks. If Well 01 water is used, it will be blended with Serena Lake water prior to distribution. Notification of users may be necessary because of the actionable arsenic levels in the well water, if the well is used beyond a total of 15 days.

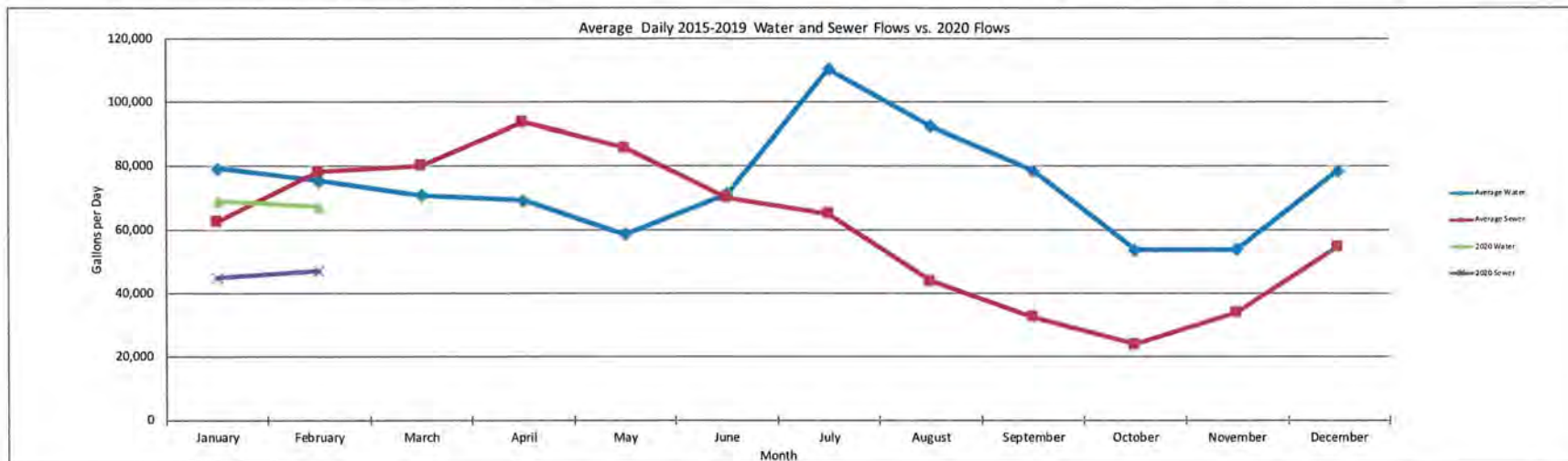
Average daily water and sewer flows (gallons/day) for February 2020 were 67,323 and 47,084 respectively as compared to 68,997 and 44,891 in January 2020, and 78,934 and 63,383 in February 2019. Water use was 8,029 gallons/day less than the five-year (2015-2019) average and sewer flow was 31,245 gallons/day less than the (2015-2019) five-year average. The District's share of the flow through the DSPUD wastewater treatment plant in February 2020 was 18.0%.

Attachments: February 2020 Daily Water/Sewer Flows
2015-2019 Sewer/Water Flows Comparison through February 2020

Sierra Lakes County Water District
Daily Average Water and Sewer Flows

Month	2015		2016		2017		2018		2019		2020	
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer
January	95,897	66,382	72,428	67,169	82,724	78,915	57,934	56,074	87,880	44,329	68,997	44,891
February	80,774	85,824	69,691	86,523	84,728	102,596	62,633	53,318	78,934	63,383	67,323	47,084
March	73,647	62,222	64,613	100,429	80,671	89,737	64,510	83,232	70,562	65,446		
April	61,764	79,719	52,789	97,536	104,155	95,125	54,942	86,645	72,242	109,987		
May	52,297	70,946	50,414	83,506	82,594	103,648	41,219	61,763	66,385	109,177		
June	68,224	56,587	74,707	62,327	85,112	81,067	67,307	50,652	60,743	99,969		
July	96,315	61,393	116,675	64,330	127,908	72,376	116,880	55,680	93,686	71,372		
August	92,046	48,765	98,230	36,878	90,608	48,019	100,235	42,146	81,780	43,117		
September	79,588	38,769	89,459	30,429	69,713	33,765	96,910	30,430	57,667	28,795		
October	55,541	25,955	59,326	30,750	44,687	20,983	66,956	22,980	42,107	19,533		
November	53,636	25,628	63,787	47,484	43,994	44,725	57,518	28,357	50,036	23,536		
December	79,820	49,035	106,789	85,423	57,662	46,212	82,744	44,796	66,010	47,714		

Average Water	2015-2019		2020 Water	2020 Sewer	2020 Difference
	Average Sewer	Average Difference			
79,373	62,574	16,799	68,997	44,891	24,106
75,352	78,329	-2,977	67,323	47,084	20,239
70,801	80,213	-9,413			
69,178	93,802	-24,624			
58,582	85,808	-27,226			
71,219	70,120	1,098			
110,293	65,030	45,263			
92,580	43,785	48,795			
78,667	32,438	46,230			
53,723	24,040	29,683			
53,794	33,946	19,848			
78,605	54,636	23,969			



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

Date: Friday February 14, 2020 / **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 Bob 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 Stockton 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. Election of Officers and Ad Hoc Committee Assignments:

Director Simpson's nomination of Director Lindquist for President was seconded by Director Heald. Director Lindquist accepted the nomination. There were no other nominations.

A motion was made by Director Simpson and seconded by Director Heald to close nominations for President. The motion passed by a unanimous vote.

Director Lindquist was elected President by a unanimous vote.

Director Simpson nominated Director Stockton for Vice President. Director Stockton declined. Director Heald's nomination of Director Simpson for Vice President was seconded by Director Stockton. Director Simpson accepted the nomination for Vice President. There were no other nominations.

A motion was made by Director Simpson and seconded by Director Stockton to close the nominations for Vice President. The motion passed by a unanimous vote.

Director Simpson was elected Vice President by unanimous vote.

A motion was made by Director Simpson and seconded by Director Heald to reappoint the current Ad Hoc committees with the substitution of Paul Schultz for Bill Quesnel. The motion passed by a unanimous vote.

VI. Operations: Mr. Schultz's operations report was presented to the Board for consideration and possible action. Mr. Schultz asked if there were any questions. He then summarized the following:

- The document describing proper fertilizer use within District jurisdiction was finished and forwarded to Director Simpson for comment. Mr. Schultz said Director Simpson's technical expert was the author of the original paper that was used as a model for his document. He also said the one page draft would be shared with some interested community members. Director Lindquist asked that comments regarding the document be reported back to the Board and that the document be sent to SLPOA for posting.
- The two filters had been received from Loprest.
- All forms and questionnaires were completed to obtain insurance quotes for dam liability insurance.
- An insurance quote was received for environmental liability insurance for the storage tank at Sewer Pump Station 3.
- The Sanitary Master Plan was completed and uploaded to the CIWQS website.
- The District's Hazardous Materials Business plan was being updated with the help of Ray Otero from Placer County Environmental Health who would also be conducting an annual inspection.
- A conversation was initiated with the Water Board to convert the District's standby well to operational. Mr. Schultz said the well would provide the District with operational flexibility during the filter replacement; a project that should take about three weeks. Although the cost of the well filters were budgeted for last year, he looks to purchase the arsenic filters this spring to have the well operational in time for the project. Director Lindquist said he was in favor of the well improvements but wanted more information on the sustainability of the well with greater use. He was also concerned about customer satisfaction with the water quality of the well water versus the lake water. Mr. Schultz said, because the well was only able to pump 60 to 80 gallons a minute, he anticipated the well water would be blended with the lake water so customers would not notice any change in water quality.
- There were no spills or sanitary sewer overflows in December or January.
- The operations issues were abbreviated for the month with the remodel of the RTU for the flume. The remodel should be completed in about three weeks at a total cost of

\$14,200.00. To reduce costs, a smaller box will be installed inside the current box with all new components rather than rewiring the original box.

VII. The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the January 10, 2020 Regular Meeting; January 2020 Check Register; financial reports for the month ending January 31, 2020; and Disbursements for Board Approval.

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

VIII. New Business:

A. A "Consent to Assignment of Professional Services Agreement with Paul A. Schultz, P.E." was presented to the Board for consideration and possible action. Mr. Schultz said he was longer a sole proprietor, he was now an S Corporation. The documents would transfer his original employment agreement to the Corporation.

A motion was made by Director McCormick and seconded by Director Heald to approve the assignment of professional services. The motion passed by a unanimous vote.

IX. Old Business:

A. Two insurance quotes were presented to the Board for consideration and possible action, one for Dam Failure Coverage and one for Site Pollution Incident Legal Liability.

Mr. Schultz said Dam Failure Coverage would protect the District against two major risks; injuries to hikers or miners downstream or damage to a homeowner's foundation due to close proximity to the lake after a sudden release of water from the lakes. He said he recommended \$5,000,000 in coverage since the District's exposure was considered very low since there were no hiking trails, campsites or mines downstream from the dam and there should be no effect on a foundation as long as the foundation was properly designed. Director Simpson confirmed that the self-contained limit of \$50,000 was the same as a deductible. In response to Director McCormick's questions, Mr. Schultz said he did not ask about naming the Truckee Donner Land Trust (TDLT) as an additionally insured. Director McCormick said the reason he asked was that during a property search of the area, it was found that lot 67 might be owned by the TDLT. He suggested that the TDLT might be willing to record a lot line adjustment depending on the outcome of the property search.

A motion was made by Director Heald and seconded by Director Simpson to purchase Dam Failure Coverage insurance in the amount of \$5,000,000. The motion passed by a unanimous vote.

A quote for Site Pollution Incident Legal Liability insurance was presented to the Board for consideration and possible action. Mr. Schultz said although the District was already covered for sudden and catastrophic failures of the tank, the proposed insurance would provide additional insurance if, for example, there was a slow yearlong leak that made it to the water supply. He recommended additional coverage in the amount of \$4,000,000. Director Heald said she wanted more time to review the proposal due to the number of exclusions. Director Simpson said he was

concerned about the wording that said “the insurance covered problems that commenced during the policy period” and whether a slow leak that had been going on for years would be covered. Director Simpson also noted that the quote was only good until February 8, 2020, to which Mr. Schultz said the quote was extended to April 9, 2020. The insurance quote would be placed on the March 2020 agenda.

X. Administration:

A. A list of Follow-up Items from the January 10, 2020, 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. Mrs. Nickerson said she had a discussion with Paul Schultz and Mr. Mitchell and she would be contacting Placer County Elections to schedule a meeting to discuss a solution.
- Item 3: Mr. Schultz said he had collected all the information to propose an outline of potential issues for the District in the event of a weeklong power outage. The item was ongoing. Director Lindquist said he would like to have the information before September when the power outages were expected to begin due to high winds.

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

- Item 1: Best Management Practices – Mr. Schultz said he was currently 80% complete and would be 100% complete by the March meeting.
- Item 2: AMR Data Collection and Analysis – Mr. Schultz said he would probably start at the end of April.
- Item 3: Policies & Procedures Review – ongoing – due August 2020
- Item 4: Insurance Coverage Review – Mr. Shultz said the item was 99% complete.
- Item 5: Ownership of the Dam – Director McCormick was conducting a title search.
- Item 6: Upcoming Meter Rates – Director Lindquist suggested using Microsoft Project for tracking the progress of establishing metered rates

X. CLOSED SESSION: A Closed Session was held pursuant to Government Code Section 54956.9(d)(2). Conference with Legal Counsel to discuss the anticipated litigation, significant exposure to litigation pursuant to paragraph (2) of subdivision (d) Section 54956.9: one potential case – Threat of litigation by George Carmen’s email dated 12/2/19 (Section 54956.9(e)(5)).

A motion was made by Director Simpson and seconded by Director McCormick to move the meeting into closed session. The motion passed by a unanimous vote.

Director Simpson recused himself from the discussion, left the meeting and did not return after closed session.

A motion was made by Director Heald and seconded by Director McCormick to move the meeting out of closed session. The motion passed by a unanimous vote of the remaining Directors; Directors Lindquist, Stockton, Heald and McCormick.

Mr. Mitchell reported out of closed session. He said, the Board met in closed session with legal counsel to consider the matter of possible litigation identified on the agenda. No action was taken.

XI. Adjournment

A motion was made by Director Heald seconded by Director Stockton to adjourn the meeting. The motion passed by a unanimous vote of the remaining Directors; Directors Lindquist, Stockton, Heald and McCormick.

The minutes were approved at the Regular Meeting held on _____, 2020, 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 unanimous vote.

Sierra Lakes County Water District
Check Registers
February 2020

1002 - DEMAND Account				
<i>RECONCILIATION:</i>				
2/1/2020	Beginning Cash Balance			487,040.59
	Deposits			147,510.37
	Assessments received			-
	Deposit - Interest			3.84
	DSPUD Annual MOU			-
	Assessments Trasferred			-
<i>DEMAND ACCOUNT DISBURSEMENTS:</i>				(204,475.50)
2/29/2020	Ending Cash Balance			<u>430,079.30</u>
1031 - GASB 45-OPEB Account				
<i>RECONCILIATION:</i>				
2/1/2020	Beginning Cash Balance			163.13
	Deposit - Interest			-
	Funds Transferred To/From Investment Account			-
2/29/2020	Ending Cash Balance			<u>163.13</u>
Placer County Treasurer's Fund				
<i>RECONCILIATION:</i>				
2/1/2020	Beginning Cash Balance			2,968,482.00
	Deposit - Interest			4,474.29
	Funds Transferred To/From Investment Account			-
2/29/2020	Ending Cash Balance			<u>2,972,956.29</u>
Local Area Investment Fund (LAIF)				
<i>RECONCILIATION:</i>				
2/1/2020	Beginning Cash Balance			684,443.51
	Deposit - Interest			-
	Funds Transferred To/From Investment Account - Annual OPEB Funding			-
2/29/2020	Ending Cash Balance			<u>684,443.51</u>
Assessment District 2011-01				
<i>RECONCILIATION:</i>				
2/1/2020	Beginning Cash Balance			513,676.66
	Assessments Received			-
	Deposit - Interest			4.07
	Disbursements - USDA			-
2/29/2020	Ending Cash Balance			<u>513,680.73</u>

Type	Date	Num	Name	Memo	Amount
1002			US Bank - Demand		

Sierra Lakes County Water District
Check Registers
February 2020

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/14/2020	21579	Loprest	Replacement Filter Vessels	(80,223.00)
Bill Pmt -Check	02/03/2020	7061	Donner Summit Public Utility District	Feb 2020 Wastewater Treatment Fees	(30,806.00)
Bill Pmt -Check	02/14/2020	21580	Schultz, Paul A.	Jan 2020 Professional Fees	(24,456.25)
Liability Check	02/03/2020		QuickBooks Payroll Service	Created by Payroll Service on 01/31/2020	(8,061.20)
Bill Pmt -Check	02/03/2020	022020MED	Public Employees' Retirement System (Med)	Medical - 1347	(6,998.90)
Liability Check	02/18/2020		QuickBooks Payroll Service	Created by Payroll Service on 02/14/2020	(6,916.67)
Bill Pmt -Check	02/25/2020	021520	Anna M. Nickerson	Professional Fees 2/1/20 to 2/15/20	(4,840.00)
Bill Pmt -Check	02/21/2020	7082-7086	Pacific Gas & Electric	Electricity	(4,271.48)
Bill Pmt -Check	02/05/2020	020520	Anna M. Nickerson	Professional Fees 1/16/20 to 1/31/20	(4,004.00)
Liability Check	02/14/2020	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -1673004858	(3,363.56)
Bill Pmt -Check	02/21/2020	7081	New Leaders	Website Design & Maintenance	(3,237.50)
Liability Check	02/28/2020	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -1125369858	(3,204.24)
Liability Check	02/03/2020	012020RET	Public Employees' Retirement System (Ret)	Retirement - 1347	(3,079.14)
Bill Pmt -Check	02/21/2020	7087	Suburban Propane	Propane - Short Rd	(1,690.36)
Check	02/28/2020	022820	BluePay	Merchant Fees	(1,464.92)
Bill Pmt -Check	02/21/2020	7090	Telstar Instruments, Inc.	Troubleshoot SCADA	(1,460.00)
Bill Pmt -Check	02/03/2020	7076	U.S. Bank (CC)	Office, Boardroom, Computer, Water/Sewer and Gasoline (\$396.46)	(1,305.26)
Bill Pmt -Check	02/03/2020	7070	Suburban Propane	Propane - Short Rd	(1,295.04)
Liability Check	02/19/2020		QuickBooks Payroll Service	Created by Payroll Service on 02/14/2020	(1,266.00)
Bill Pmt -Check	02/03/2020	7074	Thatcher Company, Inc.	Filter Plant Chemicals	(1,180.88)
Bill Pmt -Check	02/03/2020	7077	United Rentals, Inc.	Forklift Rental	(1,172.50)
Bill Pmt -Check	02/03/2020	7065	New Leaders	Website Design & Upgrades	(918.75)
Bill Pmt -Check	02/03/2020	7066	Pacific Gas & Electric	Electricity	(888.12)
Bill Pmt -Check	02/21/2020	7079	AT&T	Telephone	(836.16)
Check	02/03/2020		BluePay	Merchant Fees	(828.41)
Liability Check	02/14/2020	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -1673007858	(799.59)
Liability Check	02/28/2020	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -1125386858	(749.86)
Bill Pmt -Check	02/03/2020	7078	USA Blue Book	Filter Plant Chem, Lab & Equipment	(683.48)
Bill Pmt -Check	02/03/2020	7064	Mountain Hardware	Paint brushes/Trays, misc parts and supplies, Small Tools & M&O Supplies	(623.00)
Check	02/29/2020		Intuit, Inc.	Annual P/R Service	(495.56)
Bill Pmt -Check	02/03/2020	7063	Industrial Scientific	Monthly Subscription Fee	(394.34)
Bill Pmt -Check	02/03/2020	7073	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(295.87)
Bill Pmt -Check	02/21/2020	7089	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(295.87)
Bill Pmt -Check	02/03/2020	7067	Placer County Human Resources	Feb 2020 Dental/Vision Premium	(282.80)
Bill Pmt -Check	02/03/2020	7069	Sierra Mountain Pipe & Supply	Eye wash station rebuild	(273.15)
Bill Pmt -Check	02/21/2020	7091	The House Whisperer	Annual Backflow Testing	(240.00)
Bill Pmt -Check	02/21/2020	7092	Truckee Overhead Door, Inc.	Dual Pane Tempered Glass	(220.00)
General Journal	02/28/2020	022820-JK		J Krebill P/R Ded - Water/Sewer Fees	(207.66)
Bill Pmt -Check	02/03/2020	7071	Summit Home Care	Office Cleaning	(200.00)
Bill Pmt -Check	02/03/2020	7060	Badger Meter	Feb 2020 Cellular Fee - Meter Test Program	(197.58)
Bill Pmt -Check	02/21/2020	7080	Cranmer Engineering, Inc.	Filter Plant Testing	(175.00)
Bill Pmt -Check	02/21/2020	7093	Truckee Rents, Inc.	Floor polishing machine	(151.55)
Bill Pmt -Check	02/03/2020	7068	Safety-Kleen Systems, Inc.	Used Oil Disposal	(139.00)
Bill Pmt -Check	02/21/2020	7094	Verizon Wireless	Cell phone & iPad	(71.74)
Bill Pmt -Check	02/03/2020	7062	Grainger	Sewer Maintenance	(69.82)
Bill Pmt -Check	02/03/2020	0220GASBUFL	Public Employees' Retirement System (Ret)	Retirement - 1347	(65.85)

Sierra Lakes County Water District
Check Registers
February 2020

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/21/2020	7088	Tahoe Forest Health System	Random Drug Test	(34.00)
Bill Pmt -Check	02/03/2020	7075	Truckee Tahoe Lumber Co.	Backerboard	(25.76)
Bill Pmt -Check	02/03/2020	7072	Tahoe Supply Company	Mop	(10.28)
Check	02/07/2020		BluePay	Merchant Fees	(1.90)
Check	02/04/2020		QuickBooks Payroll Service	Created by Direct Deposit Service on 02/03/2020	(1.75)
Check	02/24/2020		QuickBooks Payroll Service	Created by Direct Deposit Service on 02/21/2020	(1.75)
Paycheck	02/04/2020	DD663	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 1/31/20	-
Paycheck	02/04/2020	DD664	Matthew M Marriner	Direct Deposit: Pay Period Ending 1/31/20	-
Paycheck	02/04/2020	DD665	Patrick J Baird	Direct Deposit: Pay Period Ending 1/31/20	-
Paycheck	02/19/2020	DD666	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 2/15/20	-
Paycheck	02/19/2020	DD667	Matthew M Marriner	Direct Deposit: Pay Period Ending 2/15/20	-
Paycheck	02/19/2020	DD668	Patrick J Baird	Direct Deposit: Pay Period Ending 2/15/20	-
Paycheck	02/20/2020	DD669	Dan L Stockton {Salary}	Direct Deposit: 2/14/20 Board Meeting	-
Paycheck	02/20/2020	DD670	Karen Heald {Salary}	Direct Deposit: 2/14/20 Board Meeting	-
Paycheck	02/20/2020	DD671	Michael E Lindquist {Salary}	Direct Deposit: 2/14/20 Board Meeting	-
Paycheck	02/20/2020	DD672	Richard A Simpson {Salary}	Direct Deposit: 2/14/20 Board Meeting	-
Paycheck	02/20/2020	DD673	Robert M McCormick {Salary}	Direct Deposit: 2/14/20 Board Meeting	-
Total 1002 - US Bank - Demand					(204,475.50)
TOTAL					(204,475.50)

Sierra Lakes County Water District
Payroll Summary
February 2020

	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...	172.50	126.50	120.75	0.00	125.35	545.10
Total Additions to Net Pay	172.50	126.50	120.75	0.00	125.35	545.10
Net Pay	266.73	292.73	286.98	116.23	291.58	1,254.25
Employer Taxes and Contributions						
Medicare (District)	2.61	2.61	2.61	2.61	2.61	13.05
Social Security (District)	11.16	11.16	11.16	11.16	11.16	55.80
Total Employer Taxes and Contr...	13.77	13.77	13.77	13.77	13.77	68.85

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

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 2/29/20	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%	571,416	571,416	-	100%	857,124	67%
8000-02 · Annual Sewer Fees	99,067	99,067	-	100%	792,539	792,539	-	100%	1,188,808	67%
8030 · Property Taxes	-	-	-	0%	276,893	230,000	46,893	120%	390,000	71%
8050 · Customer Late Fees	-	-	-	0%	4,509	5,000	(491)	90%	10,000	45%
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	4,828	-	4,828	100%	49,734	-	49,734	100%	-	-100%
Total Revenues Received:	175,322	170,494	4,828	103%	1,704,716	1,618,205	86,511	105%	2,474,807	69%
<u>Controllable Expenses:</u>										
<u>Salaries:</u>										
9001 · Director Salaries	900	1,800	900	50%	6,480	14,400	7,920	45%	21,600	30%
9003 · Maintenance Salaries								0%		
9003-01 - Maint Hourly Regular	19,117	22,959	3,842	83%	185,911	183,668	(2,243)	101%	275,502	67%
9003-02 - Maint Overtime	463	918	455	50%	6,296	7,347	1,051	86%	11,020	57%
9003-03 - Maint Standby	2,140	2,197	57	97%	17,720	17,574	(146)	101%	26,360	67%
9003-00 - Maint Salaries - Other	-	-	-	0%	-	1,500	1,500	0%	1,500	0%
9003-04 - Labor Allocated to Projects	-	-	-	0%	-	-	-	-	-	-
Total 9000 · Salaries	22,620	27,874	5,254	81%	216,407	224,489	8,082	96%	335,982	64%
<u>Payroll Expense</u>										
9005 · Payroll Expense - SS & Medicare	1,730	2,004	274	86%	16,555	16,033	(522)	103%	24,050	69%
9007 · Payroll Expense- SUI & ETT	-	659	659	0%	827	2,633	1,806	31%	3,950	21%
9008 · Payroll Expense - Retirement	1,477	1,443	(34)	102%	12,690	11,550	(1,140)	110%	17,325	73%
9009 · Payroll Expense - Medical & D/V	7,211	12,250	5,039	59%	69,123	98,000	28,877	71%	147,000	47%
9010 · Payroll Expense - Workers' Comp	-	-	-	0%	5,166	6,950	1,784	74%	13,900	37%
Total 9004 · Payroll Expense	10,419	16,356	5,937	64%	104,362	135,166	30,804	77%	206,225	51%
<u>Indirect & G&A</u>										
9012 · Legal Expense:	6,164	3,000	(3,164)		24,203	24,000	(203)	101%	36,000	67%
9013 · Audit Expense	-	-	-	0%	13,300	13,050	(250)	102%	13,050	102%
9014 · Fees & Penalties	32	125	93	25%	372	1,000	628	37%	1,500	25%
9016 · Directors' Expense	545	833	288	65%	3,342	6,666	3,324	50%	10,000	33%
9017 · Professional Fees - Operations	21,613	24,500	2,888	88%	172,841	196,000	23,159	88%	294,000	59%
9018 · Professional Fees - Office	8,404	11,440	3,036	73%	69,652	91,520	21,868	76%	137,280	51%
9019 · Staff Travel/Training	339	617	278	55%	2,412	4,934	2,522	49%	7,400	33%
9022 · Election Expense	-	-	-	0%	-	-	-	0%	-	0%
9023 · Insurance Expense	-	-	-	0%	11,379	12,000	621	95%	20,000	57%
9024 · Membership Expense	496	600	104	83%	11,829	12,000	171	99%	12,000	99%
9026 · Outside Services	200	274	74	73%	1,750	2,191	441	80%	3,286	53%
9028 · Telephone Expense	911	625	(286)	146%	6,842	5,000	(1,842)	137%	7,500	91%
9029 · Garbage/Hazmat Expense	296	375	79	79%	2,924	3,000	76	97%	4,500	65%
9030 · Uniform Expense	78	168	90	47%	1,380	1,350	(30)	102%	2,025	68%
9034 · Propane Expense	1,690	892	(798)	190%	5,571	7,134	1,563	78%	10,700	52%

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 2/29/20	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 19-20 Budget	% of Budget
9036 · SCADA System Expense	1,460	-	(1,460)	100%	12,493	2,000	(10,493)	625%	4,500	278%
9037 · M&O Asset Mgmt Sys (Lucity)	-	-	-	0%	3,750	2,000	(1,750)	188%	4,500	83%
9040 · Office Expense	59	250	191	24%	1,129	2,000	872	56%	3,000	38%
9041 · Postage Expense	-	-	-	0%	629	1,000	371	63%	2,000	31%
9042 · Postage Meter Expense	-	-	-	0%	553	650	97	85%	1,300	43%
9043 · Copier & Fax Expense	-	80	80	0%	238	635	397	37%	950	25%
9044 · Computer Equipment & Service										
9044-01 · General Expense	103	292	189	35%	1,229	2,334	1,105	53%	3,500	35%
9044-02 · Website Design	3,238	2,325	(913)	139%	6,998	7,000	2	100%	8,000	87%
9044-03 · Merchant Fees	2,458	1,500	(958)	164%	20,948	15,000	(5,948)	140%	20,000	105%
Total 9011 · Indirect & G&A	48,084	47,896	(188)	100%	375,762	412,464	36,702	91%	606,991	62%
<u>MAINTENANCE & OPERATIONS</u>										
<u>Water Treatment & Filter Plant</u>										
9101 · Filter Plant Operations & Maint	531	583	52	91%	5,901	4,666	(1,235)	126%	7,000	84%
9102 · Filter Plant-Chems, Lab & Equip	2,617	1,250	(1,367)	209%	15,725	10,000	(5,725)	157%	15,000	105%
9103 · Filter -Water Pumping Plant M&O	-	85	85	0%	940	670	(270)	140%	1,000	94%
9104 · Well Pump Station Expense	-	85	85	0%	205	670	465	31%	1,000	-100%
Total 9100 · Water Treatment & Filter Plant	3,148	2,003	(1,145)	157%	22,771	16,006	(6,765)	142%	24,000	95%
<u>Water Distribution</u>										
9201 · Water Dist - General Maint	43	625	582	7%	8,134	5,000	(3,134)	163%	7,500	108%
9202 · Water Dist - Pipes & Fittings	-	165	165	0%	270	1,330	1,060	20%	2,000	13%
9203 · Water Dist - Hydrant Maint	-	-	-	0%	261	500	239	52%	500	52%
9204 · Fees - Water	-	-	-	0%	8,033	7,000	(1,033)	115%	13,125	61%
9205 · Water Dist - Electricity	2,585	2,800	215	92%	19,626	22,400	2,774	88%	33,600	58%
9600 · Water Dist - Meters/Parts	-	-	-	0%	26	500	474	5%	1,000	3%
9601 · Water Conservation	-	165	165	0%	500	1,330	830	38%	2,000	25%
Total 9200 · Water Distribution	2,628	3,755	1,127	70%	36,851	38,060	1,209	97%	59,725	62%
<u>Wastewater Collection System</u>										
9301 · Wastewater - General Maint	19	750	731	3%	8,826	6,000	(2,826)	147%	9,000	98%
9302 · Wastewater - Pipes/Fittings	-	125	125	0%	1,246	1,000	(246)	125%	1,500	83%
9303 · Wastewater- Enzymes/Lab Testing	-	-	-	0%	2,310	2,500	190	92%	5,000	46%
9304 · Wastewater - Manholes	-	-	-	0%	371	500	129	74%	500	0%
9305 · Fees - Sewer	-	-	-	0%	4,673	4,700	27	99%	7,350	64%
9306 · Wastewater - Electricity	605	1,355	750	45%	8,559	10,845	2,286	79%	16,275	53%
9700-01 · Wastewater Export Service Refund	-	-	-	0%	-	-	-	0%	-	0%
9700 · Wastewater- Export Service Exp	30,806	32,210	1,404	96%	246,448	257,680	11,232	96%	386,520	64%
Total 9300 · Wastewater Collection System	31,430	34,440	3,010	91%	272,434	283,225	10,791	96%	426,145	64%
<u>Vehicle Expense</u>										
9501 · Gasoline/Diesel	249	708	459	35%	9,490	5,666	(3,824)	167%	8,500	112%
9502 · Pickups	-	-	-	0%	5,188	2,500	(2,688)	208%	2,500	208%
9503 · Gapvac	-	-	-	0%	166	3,000	2,834	6%	3,500	5%
9504 · Backhoe	-	-	-	0%	-	3,000	3,000	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 2/29/20	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 19-20 Budget	% of Budget
9505 · Vehicle Maint Supplies	7	-	(7)	100%	1,002	700	(302)	143%	1,000	100%
Total 9500 · Vehicle Expense	256	708	452	36%	15,845	14,866	(979)	107%	19,500	81%
Project Expenses										
9812 · Spot Repairs of Sewer Mainline & Laterals	-	4,650	4,650	0%	8,988	37,300	28,312	24%	56,000	16%
9813 · Repair of Sewer Manholes at Various Locations	-	2,685	2,685	0%	-	21,495	21,495	0%	32,250	0%
9815 · Misc Sewer Pump Station Upgrades	-	3,875	3,875	0%	4,236	31,000	26,764	14%	46,500	9%
9816 · Replace Pumps/Controls at #1SPS	-	-	-	0%	333	-	(333)	100%	-	0%
9818 · Misc Water System Improvements	-	3,125	3,125	0%	18,684	25,000	6,316	75%	37,500	50%
9819 · Adj Water Valve Boxes to Street Grade	-	250	250	0%	-	2,000	2,000	0%	3,000	0%
9820 · Misc Upgrades Water Pump Stations	-	3,540	3,540	0%	4,220	28,330	24,110	15%	42,500	10%
9821 · Automatic Meter Read System	395	187	(208)	211%	1,357	1,496	139	91%	2,243	61%
9822 · Misc Jobs - Safety Tools Bldgs	519	8,835	8,316	6%	8,487	70,670	62,183	12%	106,000	8%
9824 · Lake Management	-	200	200	0%	200	1,650	1,450	12%	2,500	8%
9825 · HOTFaP	-	-	-	0%	-	7,500	7,500	0%	10,000	0%
9915 · Misc. Projects	-	-	-	0%	-	-	-	0%	-	-
Total 9800 · Project Expenses	914	27,347	26,433	3%	46,505	226,441	179,936	21%	338,493	14%
Total Controllable Expenses	119,499	160,379	40,879	75%	1,090,936	1,350,717	259,781	81%	2,017,061	54%
Non-Controllable Expenses:										
9900 · Debt - Interest										
9904 · Interest on SRF Loan	-	-	-	0%	5,362	5,362	(0)	100%	10,267	52%
9906 · USDA Revenue Bonds	-	-	-	0%	62,690	63,500	810	99%	127,000	49%
9908 · Int on Assessment-7207 Palisade	-	247	247	0%	243	247	4	98%	247	0%
Total 9900 · Debt - Interest	-	247	247	0%	68,295	69,109	814	99%	137,514	50%
9920 · Depreciation										
9921 · Depreciation - Water	9,968	10,702	734	93%	79,741	85,616	5,875	93%	128,425	62%
9922 · Depreciation - Sewer	7,816	8,841	1,025	88%	62,531	70,726	8,195	88%	106,089	59%
Total 9920 · Depreciation	17,784	19,543	1,759	91%	142,272	156,342	14,070	91%	234,514	61%
9950 · SLCWD Share - DSPUD Capital Costs							-	0%	18,000	
Total Non-Controllable Expenses	17,784	19,790	2,006	90%	210,567	225,451	-	0%	18,000	1170%
TOTAL DISTRICT EXPENSES:	137,283	180,169	42,885	76%	1,301,503	1,576,168	274,665	83%	2,407,089	54%
EARNED REVENUE LESS EXPENSES	38,039	(9,675)	47,714		403,213	42,037	361,176		67,718	

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

	For Period 7/1/2019 to 6/30/2020				
	PROPOSED BUDGET	Previously Incurred Costs	Costs Incurrec Current Month	Total Costs to Date	VARIANCE Favorable (Unfavorable)
			1/31/2020		
CAPITAL PROJECTS IN PROGRESS:					
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	90,981	-	90,981.29	219,019
Automatic Meter Read System	52,500	37,100	-	37,100.10	15,400
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	\$ 161,129	\$ -	\$ 161,129	\$ 350,811

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

	ACTUAL Feb-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	Forecast Nov-20	Forecast Dec-20	Forecast Jan-21
Beginning Operating Cash Balance:	487	487	430	255	362	324	104	129	217	237	137	(96)	(106)
Cash Provided/(Used) by Operations:													
Revenues:													
Sewer & Water Service Fees	147	50	50	500	20	13	350	340	220	75	125	130	130
Placer County Taxes	-	-	-	-	-	118	-	20	-	-	-	-	-
Misc Other Income	-	-	-	-	-	18	-	-	10	-	-	10	10
Expenses:													
Operating Expenses	(124)	(195)	(225)	(224)	(220)	(215)	(150)	(150)	(150)	(150)	(150)	(150)	(150)
Sierra Plant - Capital Projects	(80)	(50)	-	(144)	(130)	(100)	(150)	(60)	(60)	-	-	-	-
Net Cash Provided/(Used) by Operations:	(57)	(195)	(175)	132	(330)	(166)	50	150	20	(75)	(25)	(10)	(10)
Cash Provided/(Used) for Financing Activities													
CA Bank & Trust - Qrtly Transfers	-	-	-	(25)	-	-	(25)	-	-	(25)	-	-	-
USDA \$5.2 million Revenue Bond	-	-	-	-	(208)	-	-	(62)	-	-	(208)	-	-
DSPUD Excess Capacity Refund (\$655,000)	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Provided/(Used) by Financing Activities:	-	-	-	(25)	(208)	-	(25)	(62)	-	(25)	(208)	-	-
Cash Provided/(Used) by Investment Activities													
Moved to/from Placer Co. Treasurer's Fund	-	-	-	-	500	-	-	-	-	-	-	-	-
GASB 45 - OPEB Annual Funding	-	-	-	-	-	(54)	-	-	-	-	-	-	-
Total Cash Provided/(Used) by Investment Activities:	-	-	-	-	500	(54)	-	-	-	-	-	-	-
Ending OPERATING ACCOUNT Cash Balance:	430	292	255	362	324	104	129	217	237	137	(96)	(106)	(116)

SIERRA LAKES COUNTY WATER DISTRICT - FIVE YEAR CASH FLOW PROJECTION

2018/2019 - 2022/2023

in \$000's

	ACTUAL 2018/2019	FORECAST 2019/2020	Forecast 2020/2021	Forecast 2021/2020	Forecast 2022/2023
Beginning <u>OPERATING</u> Cash Balance:	2,271	519	104	25	75
Cash Provided/(Used) by Operations:					
Revenues:					
Water/Sewer Service Fees	2,072	2,046	2,046	2,046	2,046
PrePaid W/S Service Fees:	229	-	-	-	-
Placer County Tax	436	390	390	390	390
Primary Facilities Fees	25	9	29	29	29
Misc Other Income	-	10	10	10	10
Expenses:					
Operating Expenses	(1,535)	(1,855)	(2,035)	(1,804)	(1,920)
Sierra Plant - Capital Projects	(228)	(512)	(512)	(1,514)	(285)
Net Cash Provided/(Used) by Operations:	999	88	(72)	(843)	270
Cash Provided/(Used) for Financing Activities					
CA Bank & Trust Loan Principal & Interest	(100)	(100)	(100)	(100)	(25)
USDA Revenue Bond Loan	(270)	(270)	(270)	(270)	(270)
Refunded WWTP Costs	73	71	67	67	67
Total Cash Provided/(Used) by Financing Activities:	(297)	(299)	(303)	(303)	(228)
Cash Provided(Used) by Investment Activities					
Total Cash Provided(Used) by Investment Activities:	-	-	-	-	-
Moved to Placer Co. Treasurer's Fund	(2,400)	(150)	350	1,250	-
Annual GASB 45 Funding - OPEB - Moved to LAIF	(54)	(54)	(54)	(54)	(54)
Total Cash Provided(Used) by Investment Activities:	(2,454)	(204)	296	1,196	(54)
Ending <u>OPERATING</u> Cash Balance:	519	104	25	75	63

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SIERRA LAKES COUNTY WATER DISTRICT
LIST OF DISBURSEMENTS REQUIRING BOARD APPROVAL
March 2020

<u>Vendor</u>	<u>Inv # / Inv Date</u>		<u>Invoice Amount</u>
<u>Paul A. Schultz, P.E. A CA Prof Corp</u>	Invoice #	200301	21,612.50
	Date	3/2/2020	
	For: <u>February 2020 Professional Fees</u>		
<u>Anna Nickerson</u>	Inv#	21520	4,840.00
	Date	2/15/2020	
	For: <u>Professional Fees 2/1 to 2/15/20</u>		
	Inv#	22920	3,564.00
	Date	2/29/2020	
	For: <u>Professional Fees 2/16 to 1/29/20</u>		
TOTAL ANNA NICKERSON			8,404.00
<u>Kronick Moskovitz Tiedemann & Girard</u>	Inv#	296755	6,163.51
	Date	2/11/2020	
	TOTAL INVOICES FOR APPROVAL		36,180.01

Paul A. Schultz, PE.
Civil and Environmental Engineering



A CALIFORNIA PROFESSIONAL CORPORATION

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

INVOICE NO. 200301

MARCH 2, 2020

BILL TO	DUE DATE	TERMS
Sierra Lakes County Water District PO Box 1039 Soda Springs, CA 95728	04/15/2020	Net 45

HOURS	DESCRIPTION	UNIT PRICE	TOTAL
133.0	Professional Services for February 2020 (see detail) (133.0 hours overall, 111.0 hours on-site)	\$162.50/hour	\$21,612.50

ACCOUNT NO 9017 \$21,612.50
CHECK NO.
CK DATE

APPROVED

Average since July 1, 2019:

On- Site: 840.0 hrs. / 35.0 weeks = 24.0 hrs./week

Overall: 1050.0 hrs. / 35.0 weeks = 30.0 hrs./week

TOTAL DUE \$21,612.50

Thank you for your business!

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Sierra Lakes County Water District
Paul A. Schultz, PE
February 2020 Invoice Detail

Date	Description	Hours
02/03/2020	Certify no SSOs in CIWQS for the month of January 2020. Discuss prior updates to the Sanitary Sewer Management Plan (SSMP) with B. Quesnel. Get thumb drive or other media with all CAD and historical files from B. Quesnel. Complete Draft Fertilizer BMP insert. (8.0 hrs. overall, 6.0 hrs. on-site)	8.0
02/04/2020	Conference call w/ District Counsel and Financial Consultant re: Compliance w/ AB998. Meet and further discuss CAD files, historical files, SSMP, and SSMP O&M Plan w/ B. Quesnel. Begin preparation of monthly report to Board. (8.0 hrs. overall, 6.0 hrs. on-site)	8.0
02/05/2020	Discuss PAS' new entity w/ District Counsel. Discuss ownership of Ice Lakes Dam w/ Director McCormick. Meet and further discuss CAD files, historical files, SSMP, and SSMP O&M Plan w/ B. Quesnel. Call ACWA JPIA re: Environmental Impairment Liability insurance and Dam Failure Liability insurance. Prep for meeting w/ crew. Discuss moving Well 01 from Standby to Operational w/ Mike Burgess at California Water Board. Meet w/ crew. (8.0 hrs. overall, 8.0 hrs. on-site)	8.0
02/06/2020	Answer additional questions from ACWA JIPA re: Environmental Impairment Liability insurance and Dam Failure Liability insurance. Complete additional forms for same. Further discuss moving Well 01 from Standby to Operational w/ Mike Burgess at California Water Board. Research effectiveness of Isolux filter installations elsewhere, discuss w/ M. Burgess. (8.0 hrs. overall, 8.0 hrs. on-site).	8.0

Sierra Lakes County Water District
Paul A. Schultz, PE
February 2020 Invoice Detail

02/07/2020	Complete monthly Board Report. (2.0 hrs. overall, 0.0 hrs. on-site)	2.0
02/10/2020	Review and approve invoices. Review and then add Environmental Impairment Liability and Dam Failure Liability proposals to monthly Board package. Call SA Engineering for update on Flume RTU design/fabrication. (8.0 hrs. overall, 6.5 hrs. on-site)	8.0
02/11/2020	Further discussions w/ Mike Burgess, CA Water Boards, re: Well 01 improvements. Complete Excess Crime Insurance application and return to A.N. Complete additional Ironshore EIL application. Fix Daily Water & Sewer Flows spreadsheet and graph. Pull together CalFire information for Director McCormick. Prepare map of District parcels where CalFire is to work in 2020. Convert SPS#3 figures from Autocad to pdf. Convert other files as necessary. Review SSMP and send comments to A.N. Review and sign Backflow Testing Report letters. (8.0 hrs. overall, 6.5 hrs. on-site)	8.0
02/12/2020	Send Ironshore application to B. Quesnel for review of hazardous materials generated on an annual basis. Make changes to SSMP figures. Review and approve invoices. Answer architect's questions about new dock at 5497 Hemlock. Review of SSMP for submittal to CIWQS Friday 2/14. (8.0 hrs. overall, 7.0 hrs. on-site)	8.0
02/13/2020	Get Ironshore application information from B. Quesnel re: review of hazardous materials generated on an annual basis. Call R. Otero at Placer County Environmental Health re: Hazardous Materials Business Plan (HMBP) and upcoming inspections. Call ACWA JPIA re: EIL insurance submittal (complete?). Final review of SSMP for submittal to State on Friday. Begin review of annual training requirements. (8.0 hrs. overall, 7.0 hrs. on-site)	8.0

Sierra Lakes County Water District
 Paul A. Schultz, PE
 February 2020 Invoice Detail

02/14/2020	Upload Final SSMP (by section) to CIWQS. Print new SSMP for crew's office. Prep for Board Meeting. Board Meeting. (8.0 hrs. overall, 8.0 hrs. on-site)	8.0
02/17/2020	Holiday. Review 2019-2020 budget status, capital projects budget status and project schedules for balance of fiscal year. (5.0 hrs. overall, 0.0 hrs. on-site)	5.0
02/18/2020	Review new SSMP w/ crew. Call Placer County Environmental Health Department regarding questions on the HMBP. Get County Counsel contact info to J. Mitchell. Send J. Mitchell's Snow Removal/Snow Storage memo to Directors Heald and McCormick. Set up appointment for site review w/ R. Otero, Placer County Environmental Health. (8.0 hrs. overall, 7.0 hrs. on-site)	8.0
02/19/2020	Conference call w/ M. Burgess at CA. Water Boards re: required approvals and H2O testing before Well 01 can be brought into production. Discuss fabrication and delivery of Isolux filters w/ Applied Process Equipment representative. (5.0 hrs. overall, 0.0 hrs. on-site)	5.0
02/20/2020	Complete Campos questionnaire for Loprest. Receive and affix CARB registration stickers onto main base generator. Review and approve invoices. Discuss upcoming inspections by Placer County Env. Health with crew. Make necessary preparations. Respond supplemental information and areas to be worked. Respond to claimant re: sewer backup on Pahatsi. Call SLPOA rep. re: use of District Conference room for SLPOA meeting. Discuss additional dog waste bins w/ SLPOA President. (7.0 hrs. overall, 7.0 hrs. on-site)	7.0
02/21/2020	Notify ACWA JPIA of coverage and self-retention amounts for EIL insurance and effective date of 02/24/2020. Begin Electronic Annual Report (EAR) to State for water plant and system. (6.0 hrs. overall, 6.0 hrs. on-site)	6.0

Sierra Lakes County Water District
Paul A. Schultz, PE
February 2020 Invoice Detail

02/24/2020	Continue preparation of Electronic Annual Report (EAR) to State for water plant and system. Prep for meeting w/ R. Otero (Placer County Env. Health) for HMBP and small quantity generator inspections on 2/23. (5.0 hrs. overall, 5.0 hrs. on-site)	5.0
02/25/2020	Meet w/ R. Otero (Placer County Env. Health) for HMBP and small quantity generator inspections (all day). (8.0 hrs. overall, 8.0 hrs. on-site)	8.0
02/26/2020	Continue preparation of Electronic Annual Report (EAR) to State for water plant and system. (3.0 hrs. overall, 0.0 hrs. on-site)	3.0
02/27/2020	Continue preparation of Electronic Annual Report (EAR) to State for water plant and system. HMBP and Small Quantity Generator inspections follow-up w/ crew. Discuss further details of Loprest Filter installation w/ rep. Discuss start date for same (04/20/2020). Plan Test Run of Well 01. (6.0 hrs. overall, 6.0 hrs. on-site)	6.0
02/28/2020	Meet w/ Director Simpson to review areas being worked this year by CalFire. Perform 1 fixture inspection. Continue preparation of Electronic Annual Report (EAR) to State for water plant and system. (6.0 hrs. overall, 6.0 hrs. on-site)	6.0

**ANNA NICKERSON
FINANCIAL CONSULTANT**

INVOICE

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

INVOICE NO: 021520
DATE: February 15, 2020

ACCOUNT NO: 9018 \$ 4,840.00
CHECK NO: 622570
CHECK DATE: 2-21-20
APPROVAL: _____

anickerson@sonic.net

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

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmnt District	M&O Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg Min / Packets	Total
2/3/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Start month end	7.0	\$88.00	\$ 616.00			3			1	1	0.5	1.5		7
2/4/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Started SSMP Report	4.0	\$88.00	\$ 352.00					1	0.5	0.5	0.5	1.5		4
2/5/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on SSMP Report and filed.	4.0	\$88.00	\$ 352.00	0.5				2	0.5	0.5	0.5			4
2/6/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on SSMP Report	4.0	\$88.00	\$ 352.00					2.5	0.5	0.5	0.5			4
2/7/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Prepared board packet financial reports, opened escrows and worked on SSMP Report	5.5	\$88.00	\$ 484.00		1	2		0.5	0.5	0.5	0.5		0.5	5.5
2/10/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on SSMP Report, add'l board packet materials, fixed & updated Lucy, processed Crossconnection letters, & filed	7.5	\$88.00	\$ 660.00	1				3.5	1	0.5	0.5		1	7.5
2/11/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened escrow finalized & posted for board meeting	4.0	\$88.00	\$ 352.00		1				1	0.5	0.5		1	4
2/12/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	4.0	\$88.00	\$ 352.00	0.5					1	0.5	0.5	1.5		4
2/13/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	4.0	\$88.00	\$ 352.00	1				1	1	0.5	0.5			4
2/14/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finalized SMO report, fixed program issues, setup for meeting and processed payroll	9.5	\$88.00	\$ 836.00			2		3	1	0.5	0.5	1.5	1	9.5
2/14/2020	Board Meeting	1.5	\$88.00	\$ 132.00										1.5	1.5
	TOTALS	55.0		\$ 4,840.00	3.0	2.0	7.0	0.0	13.5	8.0	5.5	5.0	6.0	5.0	55.0
					5%	4%	13%	0%	25%	15%	10%	9%	11%	9%	

**ANNA NICKERSON
FINANCIAL CONSULTANT**

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

anickerson@sonic.net

INVOICE

INVOICE NO: 022920
DATE: 2/29/2019

ACCOUNT NO: 9018 \$ 3,564.00
CHECK NO: 629720
CHECK DATE: 3/9/20
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
2/17/2020	Holiday	0.0	\$88.00	\$ -											0
2/18/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	3.5	\$88.00	\$ 308.00						1.5	1	0.5		0.5	3.5
2/19/2020	Son's Doctor Appt.	0.0	\$88.00	\$ -											0
2/20/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened and escrow and worked on budget	6.0	\$88.00	\$ 528.00	1	0.5	2			1	1	0.5			6
2/21/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website and worked on budget	6.5	\$88.00	\$ 572.00			3			0.5	1	0.5	1.5		6.5
2/24/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Transcribed minutes	6.0	\$88.00	\$ 528.00						1	0.5	0.5		4	6
2/25/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened escrow, worked on budget and finalized minutes.	4.0	\$88.00	\$ 352.00		0.5	1.5			0.5	0.5	0.5		0.5	4
2/26/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened a new escrow and worked on budget	4.0	\$88.00	\$ 352.00		0.5	2			0.5	0.5	0.5			4
2/27/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on budget	4.0	\$88.00	\$ 352.00			2.5			0.5	0.5	0.5			4
2/28/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website, filed and worked on budget	6.5	\$88.00	\$ 572.00	0.5		3			0.5	0.5	0.5	1.5		6.5
	TOTALS	40.5		\$ 3,564.00	1.5	1.5	14.0	0.0	0.0	6.0	5.5	4.0	3.0	5.0	40.5
					4%	4%	35%	0%	0%	15%	14%	10%	7%	12%	



400 Capitol Mall, 27th Floor
 Sacramento, CA 95814
 T | 916.321.4500
 F | 916.321.4555

PRIVILEGED AND CONFIDENTIAL
 ATTORNEY-CLIENT COMMUNICATION

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

February 11, 2020
 Invoice 296755

General

Reference # 4210-001

For Professional Services Through 1/25/2020

Previous Balance		5,038.45
Payments		-5,038.45
Balance Forward		0.00
Current Fees	6,053.25	
Current Disbursements	110.26	
Total Current Charges		6,163.51
Total Due		\$6,163.51

*pt 1/22/20
 1/7/20
 ac 1033
 4517.00
 521.25*

*** DUE UPON RECEIPT ***

** PLEASE USE INVOICE NUMBER ABOVE WHEN REMITTING PAYMENT **

Aged Accounts Receivable					
	0-30	31-60	61-90	91+	Total Due
Totals	6,163.51	0.00	0.00	0.00	6,163.51

ACCOUNT NO 9012 \$ 6,163.51
 CHECK NO.
 CK DATE

APPROVED

Paul J...

Kronick Moskovitz Tiedemann & Girard

Sierra Lakes County Water District
Reference # 4210-001 - JAM

February 11, 2020
Invoice 296755
Page 2

General

Current Fees	6,053.25	
Current Disbursements	110.26	
Total Current Charges		6,163.51

Total Due		\$6,163.51
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For Professional Services Through 1/25/2020

		Fees		
Date	Attorney / Description	Rate	Hours	Amount
12/26/2019	Mitchell, Jeffrey A Review draft memo analyzing prescriptive easement rights to snow storage and follow-up.	225.00	0.20	45.00
12/27/2019	Flautt, Kevin A Research Labor Code 2750.3 (1.5) document review regarding independent contractor v. employee issue for District Manager, including employment contract, state filings (1.6)	225.00	3.10	697.50
12/27/2019	Mitchell, Jeffrey A Work on review of new legislation as it may apply to GM contract.	225.00	0.50	112.50
12/31/2019	Barker, Lauren E. Research follow up questions regarding ownership of a prescriptive easement for snow storage.	215.00	2.20	473.00
01/02/2020	Barker, Lauren E. Research ownership of easements acquired through prescription (2.7 hr.); research easements in gross, appurtenant easements (4.4 hr.).	215.00	7.10	1,526.50
01/03/2020	Barker, Lauren E. Revise memorandum to add information about appurtenant easements, easements in gross, and ownership of a prescriptive easement.	215.00	2.70	580.50
01/03/2020	Flautt, Kevin A Draft research memorandum regarding effects of AB-5 on Consultant Contract (1.8).	225.00	1.80	405.00
01/06/2020	Mitchell, Jeffrey A Review and final revisions to memo for Board on snow storage prescriptive rights, email and call to Paul Schultz.	225.00	0.80	180.00
01/06/2020	Mitchell, Jeffrey A Review memo to Board on status of GM post-AB 5; discussion with Kevin Flautt re: possible additional analysis.	225.00	0.30	67.50

Kronick Moskovitz Tiedemann & Girard

Sierra Lakes County Water District

February 11, 2020

Reference # 4210-001 - JAM

Invoice 296755

Page 3

General

Date	Attorney / Description	Rate	Hours	Amount
01/06/2020	Flautt, Kevin A Further research regarding mixed engineering and non-engineering business license requirements, effect upon independent contractor status.	225.00	1.90	427.50
01/10/2020	Mitchell, Jeffrey A Review agenda packet; prepare for and participate in January Board meeting.	112.50	1.70	191.25
01/13/2020	Mitchell, Jeffrey A Review 2018 materials concerning election process dispute with County.	225.00	0.40	90.00
01/17/2020	Mitchell, Jeffrey A Email to and from Anna Nickerson concerning SB 998; review statutory requirements concerning shut off of Residential Water Service.	225.00	0.70	157.50
01/21/2020	Clark, Olivia R Research SB 998 requirements regarding notice of delinquency policies and procedures	215.00	3.50	752.50
01/21/2020	Mitchell, Jeffrey A Work on analysis of changes that may be needed to District's policies on shut-off of residential water service in light of SB 998 requirements.	225.00	0.30	67.50
01/24/2020	Clark, Olivia R Review District policy regarding notice of delinquency policies and procedures for compliance with SB 998 related to same	215.00	1.30	279.50

Total Fees For Professional Services	28.50	\$6,053.25
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Reimbursable Costs

Date	Description	Units	Amount
	Westlaw Research		110.26

Total Costs	\$110.26
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Total Current Charges This Invoice 4210-001	\$6,163.51
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INDEMNITY AND HOLD HARMLESS AGREEMENT

This Indemnity and Hold Harmless Agreement (the "Agreement"), dated as of the FEB. 20, 2020 day of 2020, is entered by and between JAMES JENKINS ("Indemnitor"), and the Sierra Lakes County Water District, a California Special District ("Indemnatee"). This Agreement is entered into with respect to and in consideration for the recitals set forth below and constitutes an agreement for indemnity and hold harmless between the parties.

RECITALS

- 1.1 On 2/20/2020 Indemnitor requested a permit from Indemnatee for the construction and/or use of a pier/dock located at Lake Serena or Dulzura, the underlying property being owned by the Indemnatee. A true and correct copy of that application is attached hereto as Exhibit A and incorporated by reference herein as if fully set forth.
- 1.2 In consideration of being permitted to enter and use the Indemnatee's property for the purpose of constructing, maintaining and using a pier or dock in any way, the undersigned hereby agrees to the following:

INDEMNITY

- 2.1 The Indemnitor hereby releases, waives, discharges and covenants not to sue Indemnatee, its directors, officers, employees, or authorized volunteers for all liability for any loss or damage, and any claim or demands therefor on account of injury to any person or property or resulting death, related to the Indemnitor's use of the property for the construction, maintenance and use of a pier/dock.
- 2.2 The Indemnitor hereby agrees to indemnify, defend and hold harmless the Indemnatee and each of them from any loss, liability, damage or cost they may incur due to the presence of the Indemnitor or general public in, upon or about the property or in any way using the pier/dock. The Indemnatee shall have the right to accept or reject any legal representation that Indemnitor proposes to defend the indemnified parties.
- 2.3 The Indemnitor hereby assumes full responsibility for any risk of bodily injury, death or property damage they may incur due to the presence of the Indemnitor or general public upon or about the property or in any way using the pier/dock.
- 2.4 The Indemnitor shall provide proof of liability insurance in the form of a certificate delivered to the Indemnatee. Certificates and insurance policies shall include an endorsement stating that the Indemnatee and its Board of Directors, agents, representatives, employees, consultants, and volunteers are named as additional insured. The Indemnatee retains the right to review said liability insurance policy with respect to the terms of coverage.

GENERAL PROVISIONS

- 3.1 This Agreement contains the entire agreement between the parties relating to the indemnity of Indemnatee by Indemnitor and all prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged herein.

- 3.2 No modification, waiver, amendment, discharge or change of this Agreement shall be valid unless the same is in writing and signed by the party against whom the enforcement of such modification, waiver, amendment, discharge or change is or may be sought.
- 3.3 All of the terms of this Agreement shall be binding upon, inure to the benefit of, and be enforceable by, the parties hereto and their respective legal representatives, successors and assigns. This agreement shall be recorded in the official records of Placer County.
- 3.4 This Agreement shall be construed and enforced in accordance with the laws of the State of California. Venue for any action shall be the Placer County Superior Court. The Indemnitor further expressly agrees that the foregoing Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
- 3.5 Each individual executing this Agreement represents, warrants, and covenants that he or she is authorized to execute this agreement on behalf of himself or herself. The undersigned has read and voluntarily signs this Agreement, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.
- 3.6 This Agreement may be signed in counterparts.

This agreement is to set forth the terms and conditions concerning the required indemnification.

Dated: 2/20/2020

Indemnitor: JAMES JENKINS

By: [Signature]

Its: OWNER 5497 HENLOCK DRIVE
SODA SPRINGS, CA 95725

Sierra Lakes County Water District, Indemnitee:

Dated: _____

By: _____

Its: Board President

From: SLPOA

2/14/2020

To: SLCWD

Proposal for Storage Container at Lot 1

The Lease between SLPOA and the Water District requires that we get written permission to make certain improvements at Lot 1. We are proposing to place a storage container in the location adjacent to the trees at the north end of the lot near the existing paddleboard storage rack. The reasons we need this additional storage capacity are as follows:

1. We currently store the BBQ trailer beneath the snack shack awning, where it has been damaged by heavy snowfall.
2. Trash from the snack shack is being stored in one of the bathrooms until collection day, making that bathroom unavailable. We would like to secure the trash inside a bear-proof facility until collection day.

We are proposing to use a steel shipping container, which will rest upon a concrete slab. The container size is 8-feet by 20-feet, and approximately 8-½ feet tall. (See drawing) We will ensure that it is painted to blend into the surroundings, and we may plant some appropriate foliage alongside it as well. Since the container would be placed on a concrete slab, it would not be a permanent structure. If at some time it became unnecessary, it could be removed.

In addition, with the increasing popularity of stand-up paddleboards, we are in need of increased storage capacity. We would like to extend the existing storage rack for the paddleboards by 10-feet, which would be a 30% increase in capacity. (See drawing)

Roger Drosd

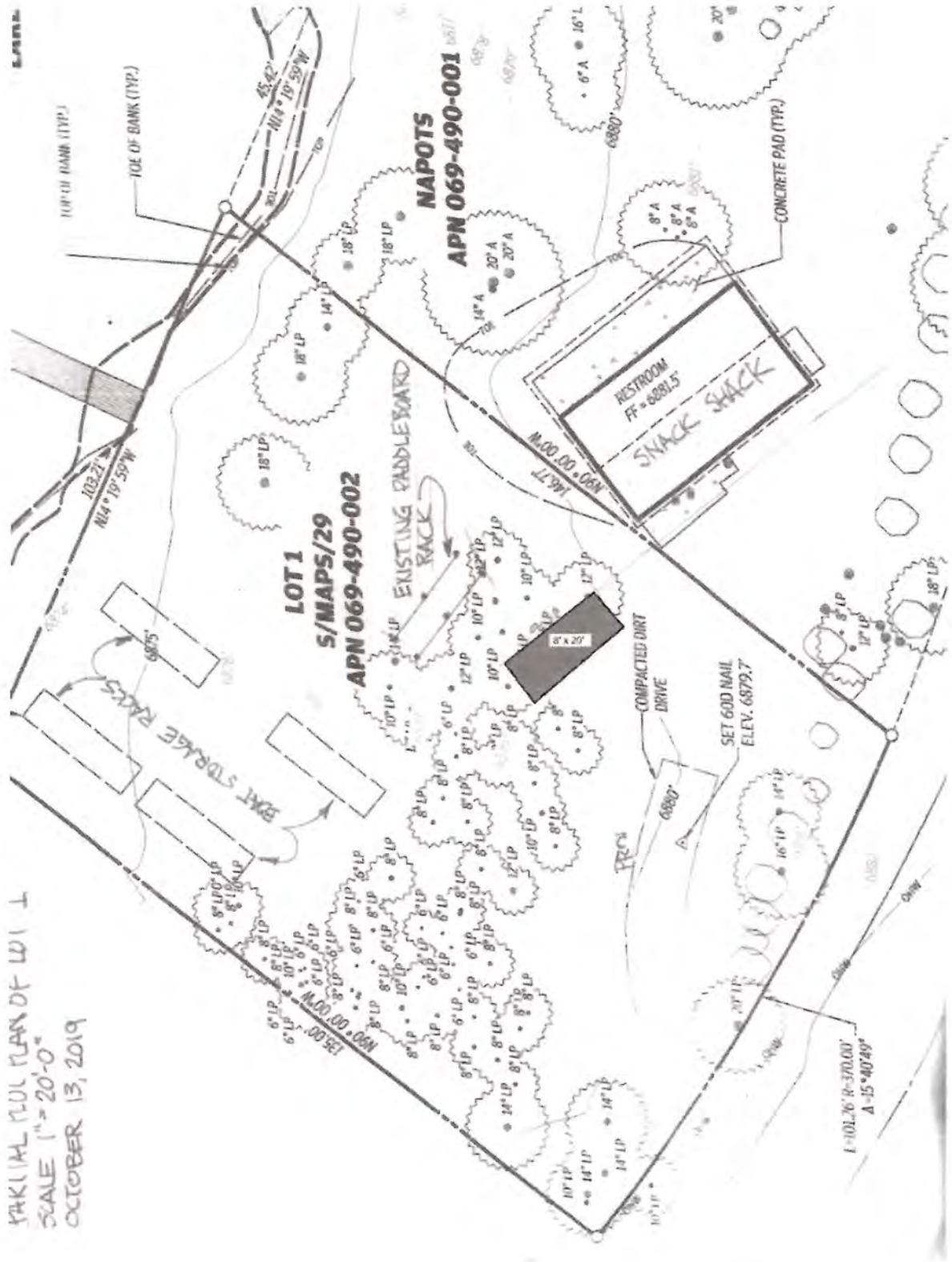
Lot1 Manager for SLPOA

rdrosd@gmail.com

C: 415-810-1493

32a-1

PARTIAL PLAN OF LOT 1
 SCALE 1" = 20'-0"
 OCTOBER 13, 2019



SIERRA LAKES COUNTY WATER DISTRICT

Follow-up from February 15, 2020, 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	Anna	Contact Placer County Election office to determine who will be the point of contact for the changes to District Election paperwork. - Contacted Philip Chantri & Tina Belding - No response yet.
4	Paul	Outline of potential issues for the District and the ability to handle week long power outages several times a year.

Future discussion topics or agenda items:

Sierra Lakes County Water District
Action Items
As of March 13, 2020

	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	5/1/2020	80%	Paul
2	AMR Data Collection & Analysis	Collect use data by type of occupancy, project assigned to Operator	Summer 2020	0%	Paul
3	Policies & Procedures Review/Update	Review current policies and procedures for revisions and possible additions.	August 2020	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-20	99%	Paul/Jeff M
5	District's Ownership of Dam	Determine who owns the dam and if additional insurance is needed	Dec-20	0%	Paul
6	Upcoming Metered Rates	Develop Plan/Schedule to reach Metered Rates by January 2025	Pending	0%	Paul