

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: April 3, 2020

DSPUD Wastewater Treatment Plant

There were no permit violations in the month of March 2020 and the wastewater plant is operating as designed. In response to the Governor's Covid-19 Emergency Declaration, DSPUD has implemented a reduced staffing model. Operations staff are currently working separately and on staggered shifts. Most operations staff are on-site 5 hours/day, 7 days/week every other week. Supervisory and managerial staff are working remotely to the greatest extent possible. Similar schedules have been implemented at many, if not all, area public utilities.

Lake, Land and Facilities Management:

In response to the Governor's Covid-19 Emergency Declaration the District has closed our Administrative and Operations Offices to the public. The offices will remain closed for the duration of the Governor's Emergency Declaration. We are still available on-line and by telephone and are fulfilling our essential functions for the community including all administrative functions, operations, required maintenance, USA Locates and on-call services. Operations staff are working separately and on a modified schedule with reduced/staggered hours.

The "Fertilizer Use" BMP memo is complete and out for external review. The General Manager has requested that the reviewers submit their comment to the General Manager no later than the April 30, 2020. Two have promised to submit their comments significantly sooner. The final document will be included in the next mailing and on the District's website.

Regulatory Issues:

The General Manager continues to advance the planning, design and regulatory components of the Well 01 improvements project. Gary Scott from Applied Process Equipment is planning a visit to Well 01 in early April to help the General Manager layout the configuration of the arsenic removal equipment inside the Well 01 pumphouse. The General Manager also met with Mike Burgess at the State of California, Division of Drinking Water to discuss the reporting and notifications required to use Well 01 while still in "Standby" status and its limitations on annual use.

The General Manager has corrected all physical and administrative Hazardous Materials Business Plan (HMBP) deficiencies identified by Placer County Environmental Health Department during the HMBP site inspection in February 2020, completed preparation of the District's annual Hazardous Material Business Plan and submitted the plan to Placer County Department of Environmental Health on March 16, 2020. The General Manager will be reviewing the new plan with the operations staff in April.

The General Manager is continuing preparation of Electronic Annual Report (EAR) to the State Division of Drinking Water. This report 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 typically due on or before April 1, 2020, but due to the extraordinary circumstances caused by the Covid-19 pandemic, that due date has been pushed to August 1, 2020.

The General Manager has completed the annual Water Use Information Report to the State of California and submitted same on April 2, 2020.

The annual Placer County Air Pollution Control District Generator Use Reports were completed submitted on March 13, 2020.

The District reported no Sanitary Sewer Overflows (SSOs) in the month of March.

Operations Issues:

The General Manager is continuing the process of upgrading the District's SCADA system to Windows 10 as Windows 7 is no longer supported by Microsoft. The new computer and monitors have arrived along with the software licenses. Ken Morgan from Great Basin Controls will be stopping by to pick up the hardware and software licenses in early April and will take them back to his lab to begin the configuration. The new system will be installed during installation of the new filter vessels and will run in parallel with the old system during troubleshooting. The improvements should be in place and functional by the beginning of May 2020.

In addition to the SCADA computer, two office computers are also being replaced in order to be able to run the Windows 10 Operating System. A new Dell 7220 Tough Tablet is also being purchased for the Mobile Badger Meter Reading software and operations.

The fabrication of the Parshall Flume RTU is complete. Weather has hindered installation. The revised date for final installation is now April 7, 2020.

The damaged and broken walls and framing at SPS#3 were repaired and repainted by our forces. The work looks excellent.

The Loprest Filter installation is scheduled to begin on April 20, 2020 and should be complete by May 10, 2020. The District will 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.

Average daily water and sewer flows (gallons/day) for March 2020 were 59,198 and 49,998 respectively as compared to 68,997 and 47,084 in February 2020, and 70,740 and 65,446 in March 2019. Water use was 11,603 gallons/day less than the five-year (2015-2019) average and sewer flow was 30,215 gallons/day less than the (2015-2019) five-year average. The District's share of the flow through the DSPUD wastewater treatment plant in March 2020 was unavailable at the time of this writing. The District's share in February 2020 was 18%.

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

SIERRA LAKES COUNTY WATER DISTRICT SEWER & TREATED WATER TOTALS

Month: March Year: 2020

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	S		15637544	0	61,438	0	618,347	
2	M			60,636	47,403	4,236	556,908	
3	T			62,306	50,362	3,752	570,142	
4	W			162,728	38,260	3,745	582,086	
5	T			0	38,066	0	706,554	
6	F			95,528	86,011	4,629	668,488	
7	S			0	94,158	0	678,005	
8	S			0	92,323	0	583,847	
9	M			65,620	59,921	3,367	491,523	
10	T			58,456	47,307	3,963	497,223	
11	W			54,590	52,362	3,655	508,372	
12	T			117,250	45,443	7,502	510,600	
13	F			109,604	63,450	17,523	582,407	Backwash ABC
14	S			0	72,896	0	628,561	
15	S			0	69,047	0	555,666	
16	M			108,644	57,640	7,510	486,619	
17	T			117,624	58,139	7,950	537,623	
18	W			99,710	51,505	4,301	597,108	
19	T			71,514	58,039	3,374	645,313	
20	F			83,270	58,353	3,769	658,787	
21	S			0	62,685	0	683,704	
22	S			0	60,468	0	621,019	
23	M			76,010	52,640	3,608	560,551	
24	T			91,626	51,824	3,587	583,921	
25	W			62,876	54,450	3,610	623,723	
26	T			83,558	54,411	3,672	632,149	
27	F			64,870	36,712	3,458	661,296	
28	S			69,670	80,403	3,951	689,454	
29	S			0	64,664	0	678,722	
30	M			57,956	64,843	14,782	614,058	Backwash ABC
31	T			61,106	55,481	3,178	607,170	
Total		1,549,930	1,549,930	1,835,152	1,840,704	119,122		
Average		49,998	49,998	59,198	59,378	3,843	600,643	
Max		0		162,728	94,158	17,523	706,554	

* Max. combined capacity of both tanks is 760,000 gals.

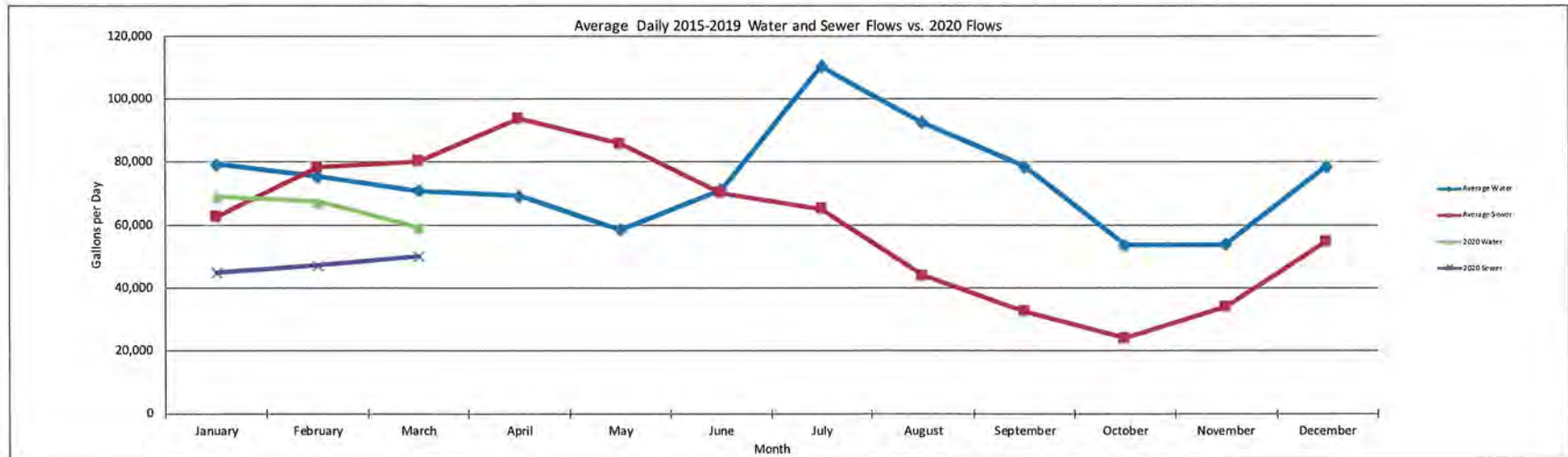
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Month Data

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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	59,198	49,998
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	59,198	49,998	9,200
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			



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

Date: Friday March 13, 2020 / **Time:** 6:00 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

I. Open Meeting:

In the physical absence of President Lindquist, Vice President Simpson called the meeting to order at 6 PM local time.

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

Director Richard Simpson
Director Dan Stockton

The meeting was teleconferenced pursuant to Government Code Section 54953 to allow attendance by Director Karen Heald from 1520 E. Covell Blvd, 5B #262, Davis, CA 95616.

In addition to Director Heald's teleconference location, Directors Michael Lindquist (from 716 K St., Davis, CA) and Bob McCormick (from Davis, CA) also joined the meeting by teleconference as provided by Governor Newsom's Executive Order N-25-20 ("Executive Order"), declared on March 12, 2020. The Executive Order temporarily granted state and local agencies certain powers to aid in the implementation of social distancing measures recommended by state and local public health officials. Mr. Mitchell stated that with the Governor's suspension of a number of provisions of the Brown Act, it was not a requirement to identify where the Directors were calling in from.

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

Staff present by phone: Jeffrey Mitchell, District Counsel

Guests present: Roger Drosd, Serene Lakes Property Owners Association

Minute Recorder: Anna Nickerson, Financial Consultant

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

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

A motion was made by Director Stockton and seconded by Director McCormick to approve the agenda.

Director Stockton asked to move item VIII. A – SLPOA Lot 1 Storage presentation to the front of the agenda to accommodate Mr. Drosd.

The motion was amended as proposed. The motion passed by a unanimous rollcall vote: Directors Simpson, Stockton, Lindquist, Heald and McCormick.

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.

Item V111 A. – SLPOA Lot 1 Storage Presentation. Roger Drosd said SLPOA was seeking to install a storage shed at Lot 1 for both winter and garbage storage. He presented a proposal that included a drawing showing the approximate location of the structure. He said the proposal was to place, on a concrete slab, an 8' x 20' x 8.5' (shipping) container. He also said SLPOA had previously discussed building a shed but the height of the constructed shed would be taller than the proposed storage container. He felt the storage container would be simpler and it would be removable. His proposal also included camouflaging the container with either the help of local artists, vegetation, or other possible methods depending on whether the container was purchased or rented.

Director Simpson said he could see removing the container but there would still be a slab. He asked if SLPOA would be willing to remove the slab if the container was removed. Mr. Drosd said he felt removing the slab was a reasonable request. He also said he thought he would inquire about placing the container on a bed of gravel. However, placement on the container on gravel vs. concrete could have some limitations that would have to be considered.

Director Simpson also asked about the extension of the paddle board racks. He said it wasn't clear where the rack extension would be added. Mr. Drosd said the extension would be added to the current racks in the direction towards the snack shack. He also said he had considered adding the additional racks to the side of the shipping container but that would depend on whether the storage container was rented or purchased.

Director McCormick asked if a building permit would be required. Mr. Drosd said he did not think a shipping container would need a building permit. Mr. Schultz was able to confirm that the container would not need a building permit. Director McCormick also asked if the container could handle the snow load. Mr. Drosd said the proposed container that would be provided by the local waste management company specifically stated that it was fortified for snow loads.

Director Lindquist said he was concerned that the appearance of the shipping container was not similar to other structures around the lake and that it could be an eyesore. For example, the container would need to be maintained to keep from getting rusty. The agreement would need to contain a formal acknowledgement that the container would be maintained.

Director Lindquist asked if the shipping container had been discussed with SLPOA and if it was the preferred alternative to a constructed shed. Mr. Drosd said there had only been an informal discussion but that the topic would be discussed at the next SLPOA meeting. Mr. Drosd said he would let the Board know at the next meeting what SLPOA's intention was.

Director Heald said her preference was for a permanent structure. She felt the storage container would be a real eyesore. Director McCormick also preferred a permanent structure but he was not against the storage container. However, before he would approve it, he would need to see a visual of how it would be camouflaged.

Mr. Drosd said he would take and discuss the following list with the SLPOA Board:

- maintenance and camouflage of the container
- gravel vs. concrete base
- attaching the paddle board racks to the side of the container or extending the current racks
- the type of camouflage that would be used on the container

Director Heald said, as a reminder, the Board had been very diligent in its analysis of docks and piers to make sure the structures blended into the environment. Mr. Drosd said he understood about the aesthetics and that the reason he thought of the storage container option was that it was less expensive and temporary. Director Lindquist suggested that SLPOA get community input because, if the container was not supported by the community, the community would be looking to the Water Board to make a decision based on the community input.

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

- Things were going well at Donner Summit PUD
- He contacted CalFire about the District's defensible space maps and restoration work. He toured the chosen sites with Director Simpson and identified several additional sites that would be added to the 2020 season, if there was time. Otherwise, the additional sites would be added to the 2021 season.
- SLPOA had requested two more dog waste bins with the locations to be determined. He believed one would be located at the pump station on Serene Rd. and another across the lake to cover all four sides of the lake.
- The Fertilizer Use BMP memo was completed and sent to the original authors for review and a member of the community would also be reviewing the memo. The memo would be included in the annual billing.
- He said he met several times with the State Water Board representative over the past month in regard to bringing the well into production. He said the process would require the submission of plans before the purchase of improvements. But that the process did not appear to be onerous. He also said the well would probably be used during the installation of the new filters but didn't think the use would exceed the District's current 15 day limit. The public would only need to be notified if the 15 day limit was exceeded.
- He completed the District's Hazardous Materials Business Plan and submitted it to Placer County Environmental Health earlier that day.
- He completed and submitted the District's five year update of the Sanitary Sewer Management Plan. The update included updates to contact information and a few other minor items. In all, the plan had been well maintained by Mr. Quesnel so only minor updates were needed.

- He began the District's annual electronic reports to the State Department of Water Resources for Chemical Use and Chemical Monitoring of the wells and lake supplies, reports on release and bypass and expanded demographics.
- ACWA/JPIA was notified of the District's desire to purchase Dam Liability Insurance. Mr. Mitchell's comments resulting from his review of the proposal for Environmental Impairment Insurance were submitted to ACWA/JPIA and a response had been received earlier in the day. ACWA/JPIA's response was sent to Mr. Mitchell for review.
- Upgrades to the District's data system had been started. Most of the upgrade, buying the computer, getting the software and licenses installed, would be done in house and Ken Morgan from Great Basin Controls would perform the physical migration from Windows 7 to Windows 10.
- There were no sanitary spills in February.
- The RTU for the Parshall Flume was virtually complete. The last component to be installed was a battery. A new battery was being sent because the original battery was too small. The new battery was received too late in the day to be installed so it would be installed the following Wednesday.
- The Loprest Filter replacement was scheduled to begin on April 20, 2020, with a completion date of May 10, 2020.
- The District's water use was continuing to go down. Credit was given to the previous year's control of I&I; it had been very productive in reducing the District's water flows.

Director Simpson asked if water was going over the dam. Mr. Schultz said water had been going over the dam for about two weeks; typically water didn't start flowing over the dam until late April or May.

VI. The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the February 14, 2020 Regular Meeting; February 2020 Check Register; financial reports for the month ending February 29, 2020; and Disbursements for Board Approval. Director Simpson asked for clarification regarding the cost of the District website design/maintenance. Mrs. Nickerson said New Leaders, the District's website designer, had been working on the new autopay feature, the feature went live with Director Stockton being the first to sign-up. The remaining costs pertained to maintenance. She also said an issue with the software used to update the website caused a conflict resulting in multiple accounts being setup for each property. The website designers were able to identify the problem and programmed safeguards to stop the problem. In response to Director Simpson's comment regarding the spreadsheet, Mrs. Nickerson said there were a few cells that had formula problems but that the formulas had been corrected. Director Simpson also noted that an additional invoice for legal fees had been added to the list of Disbursements for Board approval.

A motion was made by Director Stockton and seconded by Director Lindquist to approve the consent items calendar. The motion passed by a unanimous rollcall vote: Directors Simpson, Stockton, Lindquist, Heald and McCormick.

VII. New Business:

A. A request from James Jenkins for a dock permit at 5947 Hemlock Drive was presented to the Board for consideration and possible action. Mr. Schultz said the original proposal was for a 160 square foot "T" shaped dock with ladders. The original proposal had been rejected

but the revised proposal still contained an “L” shape at the end. Mr. Jenkins was told the dock could not be “L” shaped, “T” shaped or have ladders. Mr. Schultz also said he sent a copy of the District’s ordinance to Mr. Jenkins that stated docks could not have permanent footings in the lake and that shiny surfaces had to be coated. Mr. Schultz asked if the Board had any further requirements. A revised proposal from Mr. Jenkins would be brought back to the Board for approval.

VIII. Old Business:

A. SLPOA’s Lot 1 storage presentation was discussed at the beginning of the meeting.

B. Mr. Schultz’s Insurance Proposal Presentation was discussed as part of his Operations Report and approval had been postponed to the April Meeting. Director Heald asked Mr. Mitchell to send her copies of his comments. She had her own comments and wanted to compare them to Mr. Mitchell’s

IX. Administration:

A. A list of Follow-up Items from the February 14, 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. Mr. Mitchell said he was waiting until after the March election before setting up a meeting.
- Item 3: Contact Placer County Election to determine a point of contact. Mrs. Nickerson reported that she had sent two separate emails to people previously involved with no response.
- Item 4: 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. Mr. Schultz said he expected to have a draft to the Board by the April meeting.

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 90% complete.
- Item 2: AMR Data Collection and Analysis – Mr. Schultz said the item was scheduled for this summer.
- Item 3: Policies & Procedures Review – ongoing – due August 2020
- Item 4: Insurance Coverage Review – Mr. Shultz said the item was 99% complete but anticipated it would be completed at the April meeting once Mr. Mitchell had time to review ACWA/JPIA’s response.
- Item 5: Ownership of the Dam – Director McCormick was conducting a title search. He received a copy of the title policy that the Truckee Donner Land Trust received. He said there were a couple of documents that might include a right but that there were no easements. His thought was that the District did not have a written agreement, license, grant or easement from the prior owner of the property that would establish the District’s right. Director McCormick would continue his research.
- Item 6: Upcoming Meter Rates –Mr. Schultz said he anticipated having a draft of a plan to discuss new rates by the May meeting. Director Lindquist asked about using

Microsoft Project for tracking the progress of establishing metered rates. Mr. Schultz said both he and the District had a copy of Microsoft Project.

X. CLOSED SESSION: A Closed Session was scheduled 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)).

Mr. Schultz proposed removing Closed Session from the agenda. He said he received some verbal communication from the County Road Department but nothing in writing. The item was tabled until April. Mr. Mitchell said he contacted the Deputy County Counsel but had not received a response.

XI. Adjournment

A motion was made by Director Stockton seconded by Director Lindquist to adjourn the meeting. The motion passed by a unanimous rollcall vote: Directors Simpson, Stockton, Lindquist, Heald and McCormick. The meeting was adjourned at 6:45 PM local time.

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
March 2020

<u>1002 - DEMAND Account</u>		
<u>RECONCILIATION:</u>		
3/1/2020	Beginning Cash Balance	430,574.86
	Deposits	156,822.12
	Assessments received	-
	Deposit - Interest	4.00
	DSPUD Annual MOU	-
	USDA Revenue Bond Payment	(207,231.25)
<u>DEMAND ACCOUNT DISBURSEMENTS:</u>		<u>(84,921.20)</u>
3/31/2020	Ending Cash Balance	<u><u>295,248.53</u></u>
<u>1031 - GASB 45-OPEB Account</u>		
<u>RECONCILIATION:</u>		
3/1/2020	Beginning Cash Balance	163.13
	Deposit - Interest	-
	Funds Transferred To/From Investment Account	-
3/31/2020	Ending Cash Balance	<u><u>163.13</u></u>
<u>Placer County Treasurer's Fund</u>		
<u>RECONCILIATION:</u>		
3/1/2020	Beginning Cash Balance	2,972,956.29
	Deposit - Interest	4,257.80
	Funds Transferred To/From Investment Account	-
3/31/2020	Ending Cash Balance	<u><u>2,977,214.09</u></u>
<u>Local Area Investment Fund (LAIF)</u>		
<u>RECONCILIATION:</u>		
3/1/2020	Beginning Cash Balance	684,443.51
	Deposit - Interest	-
	Funds Transferred To/From Investment Account - Annual OPEB Funding	-
3/31/2020	Ending Cash Balance	<u><u>684,443.51</u></u>
<u>Assessment District 2011-01</u>		
<u>RECONCILIATION:</u>		
3/1/2020	Beginning Cash Balance	513,680.73
	Assessments Received	-
	Deposit - Interest	3.52
	Disbursements - USDA	(100,327.58)
3/31/2020	Ending Cash Balance	<u><u>413,356.67</u></u>

Sierra Lakes County Water District
Check Registers
March 2020

1002 - US Bank - Demand

Bill Pmt -Check	03/30/2020	033020	USDA Rural Development	Semi Annual Interest Payment \$5.2 mil Rev Bond	(207,231.25)
Bill Pmt -Check	03/13/2020	21582	Paul A. Schultz, P.E. (Corp)	Feb 2020 Professional Fees	(21,612.50)
Bill Pmt -Check	03/13/2020	21581	Kronick Moskovitz Tiedemann & Girard	Jan and Feb 2020 Legal Fees	(9,015.41)
Liability Check	03/03/2020		QuickBooks Payroll Service	Created by Payroll Service on 02/28/2020	(7,352.63)
Liability Check	03/17/2020		QuickBooks Payroll Service	Created by Payroll Service on 03/16/2020	(7,203.37)
Bill Pmt -Check	03/10/2020	032020MED	Public Employees' Retirement System (Med)	Medical - 1347	(6,998.90)
Bill Pmt -Check	03/20/2020	7111 - 7115	Pacific Gas & Electric	Electricity	(4,403.24)
Bill Pmt -Check	03/20/2020	032020	Anna M. Nickerson	Professional Fees 3/1/20 to 3/15/20	(4,312.00)
Bill Pmt -Check	03/09/2020	022920	Anna M. Nickerson	Professional Fees /16/20 to 2/29/20	(3,564.00)
Liability Check	03/16/2020	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 332812338	(3,486.96)
Liability Check	03/06/2020	022020RET	Public Employees' Retirement System (Ret)	Retirement - 1347	(2,709.73)
Bill Pmt -Check	03/20/2020	7106	ACWA/Joint Powers Insurance Authority	Dam Failure Insurance	(1,689.00)
Bill Pmt -Check	03/10/2020	7102	Thatcher Company, Inc.	Filter Plant Chemicals	(1,617.09)
Bill Pmt -Check	03/10/2020	7098	Pacific Gas & Electric	Electricity	(1,085.01)
Bill Pmt -Check	03/10/2020	7105	U.S. Bank (CC)	Internet & Website Fees, Boardroom Supplies, Tools, Auto, Gas \$249.20	(1,057.20)
Bill Pmt -Check	03/20/2020	7118	Suburban Propane	Propane - Short Rd	(1,053.46)
Liability Check	03/17/2020		QuickBooks Payroll Service	Created by Payroll Service on 03/16/2020	(893.40)
Bill Pmt -Check	03/20/2020	7107	AT&T	Telephone	(847.29)
Liability Check	03/16/2020	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 332798338	(836.52)
Bill Pmt -Check	03/10/2020	7096	Cranmer Engineering, Inc.	Filter Plant Testing	(825.00)
Bill Pmt -Check	03/20/2020	7120	Thatcher Company, Inc.	Filter Plant Chemicals	(756.85)
Bill Pmt -Check	03/20/2020	7110	Napa Sierra	General Auto Maintenance	(410.06)
Bill Pmt -Check	03/20/2020	7109	Industrial Scientific	Mar 2020 iNet Gas Monitoring	(394.34)
Bill Pmt -Check	03/20/2020	032020	State Board of Equalization	2019 Use Tax	(356.00)
Bill Pmt -Check	03/20/2020	7119	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(295.87)
Bill Pmt -Check	03/10/2020	7100	Placer County Human Resources	Mar 2020 Dental/Vision Premium	(282.80)
Bill Pmt -Check	03/20/2020	7116	Pitney Bowes	Qtrly Postage Meter Lease	(276.59)
Bill Pmt -Check	03/20/2020	7108	Flyers Energy, LLC	Gasoline/Diesel	(253.19)
Bill Pmt -Check	03/10/2020	7097	O'Reilly	Chevy 2500 Battery	(227.00)
General Journal	03/31/2020	0320-JK		J Krebill P/R Ded - Water/Sewer Fees	(207.66)
Bill Pmt -Check	03/10/2020	7101	Summit Home Care	Office Cleaning	(200.00)
Bill Pmt -Check	03/10/2020	7095	Badger Meter	Mar 2020 Cellular Fee - Meter Test Program	(197.58)
Liability Check	03/16/2020	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 332825338	(130.56)
Bill Pmt -Check	03/10/2020	7103	The Office Boss	Office Supplies & copy paper	(102.67)
Bill Pmt -Check	03/10/2020	7099	Patrick Baird (Reimbursement)	boots	(78.12)
Bill Pmt -Check	03/20/2020	7121	Verizon Wireless	Cell phone & iPad	(71.38)
Bill Pmt -Check	03/10/2020	0320GASBUFL	Public Employees' Retirement System (Ret)	Retirement - 1347	(65.85)
Bill Pmt -Check	03/20/2020	7117	Real Graphics	Wastewater Emergency	(28.16)
Bill Pmt -Check	03/10/2020	7104	Truckee Tahoe Lumber Co.	SPS #3	(18.51)
Check	03/06/2020		BluePay	Merchant Fees	(1.80)
Check	03/06/2020		QuickBooks Payroll Service	Created by Direct Deposit Service on 03/05/2020	(1.75)
Check	03/19/2020		QuickBooks Payroll Service	Created by Direct Deposit Service on 03/18/2020	(1.75)
Paycheck	03/04/2020	DD674	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 2/29/20	-
Paycheck	03/04/2020	DD675	Matthew M Marriner	Direct Deposit: Pay Period Ending 2/29/20	-

Sierra Lakes County Water District
Check Registers
 March 2020

Paycheck	03/04/2020 DD676	Patrick J Baird	Direct Deposit: Pay Period Ending 2/29/20	-
Paycheck	03/18/2020 DD678	Karen Heald {Salary}	Direct Deposit: 3/13/20 Board Meeting	-
Paycheck	03/18/2020 DD679	Michael E Lindquist {Salary}	Direct Deposit: 3/13/20 Board Meeting	-
Paycheck	03/18/2020 DD681	Robert M McCormick {Salary}	Direct Deposit: 3/13/20 Board Meeting	-
Paycheck	03/18/2020 DD677	Dan L Stockton {Salary}	Direct Deposit: 3/13/20 Board Meeting	-
Paycheck	03/18/2020 DD680	Richard A Simpson {Salary}	Direct Deposit: 3/13/20 Board Meeting	-
Paycheck	03/18/2020 DD682	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 3/15/20	-
Paycheck	03/18/2020 DD684	Patrick J Baird	Direct Deposit: Pay Period Ending 3/15/20	-
Paycheck	03/18/2020 DD683	Matthew M Marriner	Direct Deposit: Pay Period Ending 3/15/20	-
Total 1002 - US Bank - Demand				(292,152.45)
TOTAL				<u>(292,152.45)</u>

Sierra Lakes County Water District
Payroll Summary
March 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	0.00	0.00	0.00	0.00	172.50
Total Additions to Net Pay	172.50	0.00	0.00	0.00	0.00	172.50
Net Pay	266.73	166.23	166.23	116.23	166.23	881.65
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 3/31/20	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%	642,843	642,843	-	100%	857,124	75%
8000-02 · Annual Sewer Fees	99,067	99,067	-	100%	891,606	891,606	-	100%	1,188,808	75%
8030 · Property Taxes	-	-	-	0%	276,893	230,000	46,893	120%	390,000	71%
8050 · Customer Late Fees	1,619	2,500	(881)	65%	6,128	7,500	(1,372)	82%	10,000	61%
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%	-	#DIV/0!
8020 · Other Income	10,973	-	10,973	100%	60,707	-	60,707	100%	-	#DIV/0!
Total Revenues Received:	183,086	172,994	10,092	106%	1,887,802	1,791,199	96,603	105%	2,474,807	76%
<u>Controllable Expenses:</u>										
<u>Salaries:</u>										
9001 · Director Salaries	900	1,800	900	50%	7,380	16,200	8,820	46%	21,600	34%
9003 · Maintenance Salaries	-	-	-	0%	-	-	-	0%	-	-
9003-01 - Maint Hourly Regular	20,886	22,959	2,072	91%	206,797	206,627	(171)	100%	275,502	75%
9003-02 - Maint Overtime	420	918	498	46%	6,716	8,265	1,549	81%	11,020	61%
9003-03 - Maint Standby	2,220	2,196	(24)	101%	19,940	19,770	(170)	101%	26,360	76%
9003-00 - Maint Salaries - Other	-	-	-	0%	-	1,500	1,500	0%	1,500	0%
9003-04 - Labor Allocated to Projects	(178)	-	178	100%	(178)	-	178	100%	-	-
Total 9000 · Salaries	24,249	27,873	3,623	87%	240,656	252,362	11,706	95%	335,982	72%
<u>Payroll Expense</u>										
9005 · Payroll Expense - SS & Medicare	1,878	2,004	126	94%	18,433	18,037	(396)	102%	24,050	77%
9007 · Payroll Expense- SUI & ETT	-	659	659	0%	827	3,292	2,465	25%	3,950	21%
9008 · Payroll Expense - Retirement	1,618	1,444	(174)	112%	14,238	12,994	(1,244)	110%	17,325	82%
9009 · Payroll Expense - Medical & D/V	7,282	12,250	4,968	59%	76,475	110,250	33,775	69%	147,000	52%
9010 · Payroll Expense - Workers' Comp	2,264	3,475	1,211	65%	7,431	10,425	2,994	71%	13,900	53%
Total 9004 · Payroll Expense	13,042	19,832	6,790	66%	117,403	154,998	37,595	76%	206,225	57%
<u>Indirect & G&A</u>										
9012 · Legal Expense:	2,852	3,000	148	95%	27,055	27,000	(55)	100%	36,000	75%
9013 · Audit Expense	-	-	-	0%	13,300	13,050	(250)	102%	13,050	102%
9014 · Fees & Penalties	527	125	(402)	422%	899	1,125	226	80%	1,500	60%
9016 · Directors' Expense	173	834	662	21%	3,514	7,500	3,986	47%	10,000	35%
9017 · Professional Fees - Operations	22,263	24,500	2,238	91%	195,103	220,500	25,397	88%	294,000	66%
9018 · Professional Fees - Office	8,932	11,440	2,508	78%	78,584	102,960	24,376	76%	137,280	57%
9019 · Staff Travel/Training	498	616	118	81%	2,910	5,550	2,640	52%	7,400	39%
9022 · Election Expense	-	-	-	0%	-	-	-	0%	-	#DIV/0!
9023 · Insurance Expense	1,689	250	(1,439)	676%	13,068	12,250	(818)	107%	20,000	65%
9024 · Membership Expense	-	-	-	0%	11,333	12,000	667	94%	12,000	94%
9026 · Outside Services	200	274	74	73%	1,950	2,465	515	79%	3,286	59%
9028 · Telephone Expense	919	625	(294)	147%	7,760	5,625	(2,135)	138%	7,500	103%
9029 · Garbage/Hazmat Expense	296	375	79	79%	3,220	3,375	155	95%	4,500	72%
9030 · Uniform Expense	26	169	143	15%	1,406	1,519	113	93%	2,025	69%
9034 · Propane Expense	1,053	891	(162)	118%	6,624	8,025	1,401	83%	10,700	62%

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 3/31/20	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 19-20 Budget	% of Budget
9036 · SCADA System Expense	101	-	(101)	100%	12,595	2,000	(10,595)	630%	4,500	280%
9037 · M&O Asset Mgmt Sys (Lucity)	-	-	-	0%	3,750	2,000	(1,750)	188%	4,500	83%
9040 · Office Expense	(0)	250	250	(0%)	1,128	2,250	1,122	50%	3,000	38%
9041 · Postage Expense	-	500	500	0%	629	1,500	871	42%	2,000	31%
9042 · Postage Meter Expense	277	325	48	85%	830	975	145	85%	1,300	64%
9043 · Copier & Fax Expense	-	80	80	0%	238	715	477	33%	950	25%
9044 · Computer Equipment & Service										
9044-01 · General Expense	53	291	238	18%	1,282	2,625	1,343	49%	3,500	37%
9044-02 · Website Design	-	250	250	0%	6,998	7,250	252	97%	8,000	87%
9044-03 · Merchant Fees	166	1,000	834	17%	21,114	16,000	(5,114)	132%	20,000	106%
Total 9011 · Indirect & G&A	40,024	45,795	5,771	87%	415,290	458,259	42,969	91%	606,991	68%
<u>MAINTENANCE & OPERATIONS</u>										
<u>Water Treatment & Filter Plant</u>										
9101 · Filter Plant Operations & Maint	1,195	584	(611)	205%	7,096	5,250	(1,846)	135%	7,000	101%
9102 · Filter Plant-Chems, Lab & Equip	1,211	1,250	39	97%	16,936	11,250	(5,686)	151%	15,000	113%
9103 · Filter -Water Pumping Plant M&O	-	80	80	0%	940	750	(190)	125%	1,000	94%
9104 · Well Pump Station Expense	-	80	80	0%	205	750	545	27%	1,000	21%
Total 9100 · Water Treatment & Filter Plant	2,406	1,994	(412)	121%	25,177	18,000	(7,177)	140%	24,000	105%
<u>Water Distribution</u>										
9201 · Water Dist - General Maint	49	625	576	8%	8,183	5,625	(2,558)	145%	7,500	109%
9202 · Water Dist - Pipes & Fittings	-	170	170	0%	270	1,500	1,230	18%	2,000	13%
9203 · Water Dist - Hydrant Maint	-	-	-	0%	261	500	239	52%	500	52%
9204 · Fees - Water	-	2,125	2,125	0%	8,033	9,125	1,092	88%	13,125	61%
9205 · Water Dist - Electricity	3,471	2,800	(671)	124%	23,097	25,200	2,103	92%	33,600	69%
9600 · Water Dist - Meters/Parts	-	-	-	0%	26	500	474	5%	1,000	3%
9601 · Water Conservation	-	170	170	0%	500	1,500	1,000	33%	2,000	25%
Total 9200 · Water Distribution	3,520	5,890	2,370	60%	40,371	43,950	3,579	92%	59,725	68%
<u>Wastewater Collection System</u>										
9301 · Wastewater - General Maint	112	750	638	15%	8,939	6,750	(2,189)	132%	9,000	99%
9302 · Wastewater - Pipes/Fittings	-	125	125	0%	1,246	1,125	(121)	111%	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	74%
9305 · Fees - Sewer	-	2,650	2,650	0%	4,673	7,350	2,677	64%	7,500	64%
9306 · Wastewater - Electricity	1,942	1,360	(582)	143%	10,500	12,205	1,705	86%	16,275	65%
9700-01 · Wastewater Export Service Refund	(97,311)	-	97,311	100%	(97,311)	-	97,311	100%	-	#DIV/0!
9700 · Wastewater- Export Service Exp	30,806	32,210	1,404	96%	277,254	289,890	12,636	96%	386,520	72%
Total 9300 · Wastewater Collection System	(64,451)	37,095	101,546	(174%)	207,983	320,320	112,337	65%	426,145	49%
<u>Vehicle Expense</u>										
9501 · Gasoline/Diesel	546	709	163	77%	10,036	6,375	(3,661)	157%	8,500	118%
9502 · Pickups	227	-	(227)	100%	5,415	2,500	(2,915)	217%	2,500	217%
9503 · Gapvac	427	-	(427)	100%	593	3,000	2,407	20%	3,500	17%
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 3/31/20	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 19-20 Budget	% of Budget
9505 · Vehicle Maint Supplies	410	-	(410)	100%	1,412	700	(712)	202%	1,000	141%
Total 9500 · Vehicle Expense	1,611	709	(902)	227%	17,456	15,575	(1,881)	112%	19,500	90%
Project Expenses										
9812 · Spot Repairs of Sewer Mainline & Laterals	-	4,700	4,700	0%	8,988	42,000	33,012	21%	56,000	16%
9813 · Repair of Sewer Manholes at Various Locations	-	2,690	2,690	0%	-	24,185	24,185	0%	32,250	0%
9815 · Misc Sewer Pump Station Upgrades	-	3,875	3,875	0%	4,236	34,875	30,639	12%	46,500	9%
9816 · Replace Pumps/Controls at #1SPS	-	-	-	0%	333	-	(333)	100%	-	#DIV/0!
9818 · Misc Water System Improvements	-	3,125	3,125	0%	18,684	28,125	9,441	66%	37,500	50%
9819 · Adj Water Valve Boxes to Street Grade	-	250	250	0%	-	2,250	2,250	0%	3,000	0%
9820 · Misc Upgrades Water Pump Stations	-	3,545	3,545	0%	4,220	31,875	27,655	13%	42,500	10%
9821 · Automatic Meter Read System	-	187	187	0%	1,357	1,683	326	81%	2,243	61%
9822 · Misc Jobs - Safety Tools Bldgs	699	8,830	8,131	8%	9,186	79,500	70,314	12%	106,000	9%
9824 · Lake Management	-	225	225	0%	200	1,875	1,675	11%	2,500	8%
9825 · HOTFaP	-	-	-	0%	-	7,500	7,500	0%	10,000	0%
9915 · Misc. Projects	-	-	-	0%	-	-	-	0%	-	-
Total 9800 · Project Expenses	699	27,427	26,728	3%	47,203	253,868	206,665	19%	338,493	14%
Total Controllable Expenses	21,099	166,615	145,516	13%	1,111,539	1,517,332	405,792	73%	2,017,061	55%
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	62,631	63,500	869	99%	125,321	127,000	1,679	99%	127,000	99%
9908 · Int on Assessment-7207 Palisade	-	-	-	0%	243	247	4	98%	247	98%
Total 9900 · Debt - Interest	62,631	63,500	869	99%	130,927	132,609	1,682	99%	137,514	95%
9920 · Depreciation										
9921 · Depreciation - Water	9,968	10,702	734	93%	89,708	96,318	6,610	93%	128,425	70%
9922 · Depreciation - Sewer	7,816	8,840	1,024	88%	70,347	79,566	9,219	88%	106,089	66%
Total 9920 · Depreciation	17,784	19,542	1,758	91%	160,055	175,884	15,829	91%	234,514	68%
9950 · SLCWD Share - DSPUD Capital Costs		18,000				18,000	18,000	0%	18,000	0%
Total Non-Controllable Expenses	80,415	101,042	2,627	80%	290,982	326,493	35,511	89%	390,028	75%
TOTAL DISTRICT EXPENSES:	101,514	267,657	148,142	38%	1,402,521	1,843,825	441,303	76%	2,407,089	58%
EARNED REVENUE LESS EXPENSES	81,572	(94,663)	176,234		485,281	(52,625)	537,906		67,718	

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

	For Period 7/1/2019 to 6/30/2020				
	PROPOSED BUDGET	Previously Incurred Costs	Costs Incurred Current Month 3/31/2020	Total Costs to Date	VARIANCE Favorable (Unfavorable)
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 Mar-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	Forecast Feb-21
Beginning Operating Cash Balance:	430	430	295	147	157	155	180	330	288	188	163	153	118
Cash Provided/(Used) by Operations:													
Revenues:													
Sewer & Water Service Fees	157	50	100	130	100	350	340	220	75	125	130	130	130
Placer County Taxes	-	-	-	-	177	-	20	-	-	-	-	-	-
Misc Other Income	-	-	-	-	-	-	-	10	-	-	10	10	10
Expenses:													
Operating Expenses	(85)	(225)	(125)	(125)	(125)	(150)	(150)	(150)	(150)	(150)	(150)	(150)	(150)
Sierra Plant - Capital Projects	-	-	(98)	(95)	(100)	(150)	(60)	(60)	-	-	-	-	-
Net Cash Provided/(Used) by Operations:	72	(175)	(123)	(90)	52	50	150	20	(75)	(25)	(10)	(10)	(10)
Cash Provided/(Used) for Financing Activities													
CA Bank & Trust - Qrtly Transfers	-	-	(25)	-	-	(25)	-	-	(25)	-	-	(25)	-
USDA \$5.2 million Revenue Bond	(207)	-	-	-	-	-	-	(62)	-	-	-	-	-
DSPUD Excess Capapcity Refund (\$655,000)	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Provided/(Used) by Financing Activities:	(207)	-	(25)	-	-	(25)	-	(62)	(25)	-	-	(25)	-
Cash Provided/(Used) by Investment Activities													
Moved to/from Placer Co. Treasurer's Fund	-	-	-	100	-	-	-	-	-	-	-	-	-
GASB 45 - OPEB Annual Funding	-	-	-	-	(54)	-	-	-	-	-	-	-	-
Total Cash Provided(Used) by Investment Activities:	-	-	-	100	(54)	-	-	-	-	-	-	-	-
Ending OPERATING ACCOUNT Cash Balance:	295	255	147	157	155	180	330	288	188	163	153	118	108

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	155	77	128
<u>Cash Provided/(Used) by Operations:</u>					
Revenues:					
Water/Sewer Service Fees	2,072	1,950	2,046	2,046	2,046
PrePaid W/S Service Fees:	229		-		
Placer County Tax	436	440	390	390	390
Primary Facilities Fees	25	9	29	29	29
Misc Other Income	-	1	10	10	10
Expenses:					
Operating Expenses	(1,535)	(1,581)	(2,035)	(1,804)	(1,920)
Sierra Plant - Capital Projects	(228)	(431)	(512)	(1,514)	(285)
Net Cash Provided/(Used) by Operations:	999	388	(72)	(843)	270
<u>Cash Provided/(Used) for Financing Activities</u>					
CA Bank & Trust Loan Principal & Interest	(100)	(100)	(100)	(100)	(25)
USDA Revenue Bond Loan	(270)	(269)	(269)	(269)	(269)
Refunded WWTP Costs	73	71	67	67	67
Total Cash Provided/(Used) by Financing Activities:	(297)	(298)	(302)	(302)	(227)
<u>Cash Provided(Used) by Investment Activities</u>					
Total Cash Provided(Used) by Investment Activities:	-				
Moved to Placer Co. Treasurer's Fund	(2,400)	(400)	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)	(454)	296	1,196	(54)
Ending <u>OPERATING</u> Cash Balance:	519	155	77	128	117

amn
4/7/2020
8:22 AM

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

Vendor	Inv # / Inv Date		Invoice Amount
<u>Paul A. Schultz, P.E. A CA Prof Corp</u>	Invoice #	200401	22,262.50
	Date	4/1/2020	
	For: <u>March 2020 Professional Fees</u>		
<u>Anna Nickerson</u>	Inv#	31520	4,312.00
	Date	3/15/2020	
	For: <u>Professional Fees 3/1 to 3/15/20</u>		
	Inv#	33130	4,620.00
	Date	3/31/2020	
	For: <u>Professional Fees 3/16 to 3/31/20</u>		
TOTAL ANNA NICKERSON			8,932.00
<u>Kronick Moskovitz Tiedemann & Girard</u>	Inv#	297197	1,754.00
	Date	4/3/2020	
	For: <u>Mar 2020 Legal Fees</u>		
TOTAL INVOICES FOR APPROVAL			32,948.50

Revised page: 21

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. 200401 APRIL 1, 2020

BILL TO	DUE DATE	TERMS
Sierra Lakes County Water District PO Box 1039 Soda Springs, CA 95728	05/15/2020	Net 45

HOURS	DESCRIPTION	UNIT PRICE	TOTAL
137.0	Professional Services for March 2020 (see detail) (137.0 hours overall, 98.0 hours on-site*)	\$162.50/hour	\$22,262.50

ACCOUNT NO 9017 \$22,262.50
 CHECK NO.
 CK DATE

APPROVED

Average since July 1, 2019:
 On- Site: 938.0 hrs. / 39.4 weeks = 23.8 hrs./week*
 Overall: 1187.0 hrs. / 39.4 weeks = 30.1 hrs./week

- On-Site Hours reduced due to Covid-19 Emergency Declaration

TOTAL DUE \$22,262.50

Thank you for your business!

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

Date	Description	Hours
03/02/2020	Certify no SSOs in CIWQS for the month of February 2020. Review and approve invoices. Review and approve timesheets. Call District Counsel and discuss County Counsel and Snow Storage and Removal issues. Update contact information, user information and password in CWIQS. (4.0 hrs. overall, 4.0 hrs. on-site)	4.0
03/03/2020	Call Loprest and finalize dates for new filter installation. Get copies of Safety-Kleen manifests and transmit to R. Otero at Placer County Health Dept. Call John Russell with minor changes to our planned defensible space and channel maintenance projects. Get Ken Morgan (Great Basin Controls) started on new SCADA computer and Wonderware, etc. upgrades. Begin preparation of monthly report to Board. (6.0 hrs. overall, 6.0 hrs. on-site)	6.0
03/04/2020	Complete monthly Board Report. Get monthly water and sewer flows and transmit to DSPUD. Review Safety-Kleen manifest w/ R. Otero at Placer County Health Dept. (3.0 hrs. overall, 0.0 hrs. on-site)	3.0
03/05/2020	Make modifications to monthly Board Report. Crew Meeting. Contact Gary Scott at Applied Process Equipment re: Getting started on the Isolux Filters purchase and installation. (7.0 hrs. overall, 7.0 hrs. on-site).	7.0
03/06/2020	Meet w/ Loprest and Clearwater installation contractors regarding logistics and details of the new filters installation. (6.0 hrs. overall, 6.0 hrs. on-site).	6.0

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

03/16/2020	Make all corrections and additions to the HMBPs identified and discussed w/ R. Otero at Placer County Health Dept. on 03/12 and transmit final copy to County. (6.0 hrs. overall, 0.0 hrs. on-site)	6.0
03/17/2020	Discuss Board's Action on Hemlock dock with architect and owner. Identify furniture rental companies and get quotes for workforce furniture. (4.0 hrs. overall, 4.0 hrs. on-site)	4.0
03/18/2020	Order SCADA computer (1) and monitors (2). Order office computers (2) and monitors (3). Continue getting quotes for workforce furniture. Contact Truckee Fire District and get an indemnification from Loprest/Clearwater. (6.0 hrs. overall, 6.0 hrs. on-site)	6.0
03/19/2020	Call Dell to verify computer order. Inspect repair of walls and plumbing at SPS#3 performed by our forces. (6.0 hrs. overall, 6.0 hrs. on-site)	6.0
03/20/2020	Listen to and read information from the State of California, State Water Resources Control Board and the Federal government regarding preserving and protecting essential workforce. Create new work schedule. Discuss w/ Board President. (6.0 hrs. overall, 0.0 hrs. on-site)	6.0
03/23/2020	Placer County informs us that we cannot use the fire station for workforce housing due to a potential Covid-19 need. Contact Loprest and Clearwater regarding loss of workforce housing. Begin making alternate arrangements for workforce housing. Add sales tax on filter media and revise Pos accordingly. Make changes to Loprest/Clearwater contract based on comments from District Counsel. Review and approve invoices. Make and post signs regarding Office Closures. Complete CalFire questionnaire. (5.0 hrs. overall, 5.0 hrs. on-site)	5.0

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

03/31/2020

Placer County Covid-19 conference call. Continue work on Source Chemical Monitoring waivers. Continue work of Water Use Information report. Continue with Water Board EAR report. Review and approve invoices. Keep Great Basin Controls moving on SCADA and RTU projects. Ask if reviewers have completed their work on "Proper Fertilizer Use" memo. (6.0 hrs. overall, 6.0 hrs. on-site)

6.0

**ANNA NICKERSON
FINANCIAL CONSULTANT**

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

anickerson@sonic.net

INVOICE

INVOICE NO: 031520
DATE: March 15, 2020

ACCOUNT NO: 9018 \$ 4,312.00
CHECK NO: 032020
CHECK DATE: 3/20/20
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
3/2/2020	Road Closed	0.0	\$88.00	\$ -											0
3/3/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	4.0	\$88.00	\$ 352.00	0.5		1			1.5	0.5	0.5			4
3/4/2020	Dentist Appt in Reno	0.0	\$88.00	\$ -											0
3/5/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	7.5	\$88.00	\$ 660.00		0.5	1.5			1.5	1	0.5	2.5		7.5
3/6/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	6.5	\$88.00	\$ 572.00			2.5			0.5	1	0.5		2	6.5
3/9/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated escrows, fulfilled a information request, filed, updated Lucity and updated agenda.	7.0	\$88.00	\$ 616.00	0.5	1.5			1.5	1.5	1	0.5		0.5	7
3/10/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finalized agenda, updated board packets and posted. Opened new escrow & filed.	4.0	\$88.00	\$ 352.00	0.5	0.5				1	0.5	0.5		1	4
3/11/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. prepared cash flow statements finalizing month end statements.	4.0	\$88.00	\$ 352.00			2.5			0.5	0.5	0.5			4
3/12/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finalized check run, filed and closed escrows updating QuickBooks & Lucity	4.0	\$88.00	\$ 352.00	0.5	1				0.5	1.5	0.5			4
3/13/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated Badger Meter alarms, director's payroll, setup for board meeting, updated website and prepared payment analysis and merchant fee expense.	10.5	\$88.00	\$ 924.00	0.5		3.5		1.5	1	1	0.5	1.5	1	10.5
3/13/2020	Board Meeting	1.5	\$88.00	\$ 132.00										1.5	1.5
	TOTALS	49.0		\$ 4,312.00	2.5	3.5	11.0	0.0	3.0	8.0	7.0	4.0	4.0	6.0	49.0
					5%	7%	22%	0%	6%	16%	14%	8%	8%	12%	

**ANNA NICKERSON
FINANCIAL CONSULTANT**

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

anickerson@sonic.net

INVOICE

INVOICE NO: 033120
DATE: March 31, 2020

ACCOUNT NO: 9018 \$ 4,620.00
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
3/16/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed payroll and opened new escrow.	6.0	\$88.00	\$ 528.00		0.5	3			1	1	0.5			6
3/17/2020	Road closed	0.0	\$88.00	\$ -											0
3/18/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated customer accounts on Lucity & SLCWD	4.0	\$88.00	\$ 352.00					0.5	1	1.5	0.5	0.5		4
3/19/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Filing, Lucity, QuickBooks and website updates.	4.5	\$88.00	\$ 396.00	1		0.5		0.5	0.5	0.5	0.5	1		4.5
3/20/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Annual Govt Compensation Report and Use Tax Return.	6.5	\$88.00	\$ 572.00			5			0.5	0.5	0.5			6.5
3/23/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Transcribed minutes.	6.0	\$88.00	\$ 528.00						0.5	0.5	0.5		4.5	6
3/24/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Followup on closed escrows, provided p/r info to Brian L. and issued Backflow test lesters	4.0	\$88.00	\$ 352.00		0.5	0.5		1.5	0.5	0.5	0.5			4
3/25/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Prepared PR info for Brian for unemployment and worked on Policies & Procedures updates.	4.0	\$88.00	\$ 352.00	1.5	0.5				0.5	1	0.5			4
3/26/2020	Off	0.0	\$88.00	\$ -											0
3/27/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Policies & Procedures	6.0	\$88.00	\$ 528.00	4.5					0.5	0.5	0.5			6
3/30/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked with CalPERS adding dependant to medical and worked on Policies & Procedures	7.0	\$88.00	\$ 616.00	4	0.5	0.5		0.5	0.5	0.5	0.5			7
3/31/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Started month end and updated backflow tests received.	4.5	\$88.00	\$ 396.00			2.5		0.5	0.5	0.5	0.5			4.5
		52.5	TOTALS	\$ 4,620.00	11.0	2.0	12.0	0.0	3.5	6.0	7.0	5.0	1.5	4.5	52.5
					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	



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

April 3, 2020
 Invoice 297197

General

Reference # 4210-001

For Professional Services Through 3/25/2020

Previous Balance		9,015.41
Payments		-9,015.41
Balance Forward		0.00
Current Fees	1,754.00	
Total Current Charges		1,754.00
Total Due		\$1,754.00

*** DUE UPON RECEIPT ***

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

Aged Accounts Receivable					
	0-30	31-60	61-90	91+	Total Due
Totals	1,754.00	0.00	0.00	0.00	1,754.00

ACCOUNT NO 9012 \$ 1,754.00
 CHECK NO.
 CK DATE
 APPROVED

Kronick Moskowitz Tiedemann & Girard

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

April 3, 2020
Invoice 297197
Page 2

General

Current Fees	1,754.00	
Total Current Charges		1,754.00

Total Due	\$1,754.00
------------------	-------------------

For Professional Services Through 3/25/2020

Fees

Date	Attorney / Description	Rate	Hours	Amount
03/05/2020	Mitchell, Jeffrey A Call and email to and from Deputy County Counsels Brett Holt, Maggie Tides re: snow storage easement issue.	225.00	0.40	90.00
03/06/2020	Mitchell, Jeffrey A Review insurance coverage proposed (dam, pollution liability); email to Paul Schultz.	225.00	0.70	157.50
03/09/2020	Mitchell, Jeffrey A Email to Paul Schultz regarding ACWA JPIA dam policy and Alliant insurance.	225.00	0.40	90.00
03/10/2020	Clark, Olivia R Review, revise and finalize suggested edits to Div. IV and V to comply with SB 998 and comments from J. Mitchell.	215.00	0.60	129.00
03/10/2020	Mitchell, Jeffrey A Email to Deputy County Counsel Maggie Tides re: snow storage issue.	225.00	0.20	45.00
03/10/2020	Mitchell, Jeffrey A Prepare final draft of revisions to District ordinances to implement SB 998; email to/fm Micheal Lindquist, Paul Schultz.	225.00	0.50	112.50
03/13/2020	Mitchell, Jeffrey A Review Board agenda packet; prepare for and participate in March Board meeting (Billed at Half Rate).	112.50	1.20	135.00
03/13/2020	Mitchell, Jeffrey A Review responses from ACWA JPIA and Alliant on insurance issues.	225.00	0.20	45.00
03/17/2020	Clark, Olivia R Review and comment on contract with Loprest for specialty filters to be installed.	215.00	2.10	451.50
03/22/2020	Mitchell, Jeffrey A Email to Dick Simpson, Michael Lindquist, Paul Schultz re: district operations and Brown Act.	225.00	0.20	45.00

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Kronick Moskowitz Tiedemann & Girard

Sierra Lakes County Water District

April 3, 2020

Reference # 4210-001 - JAM

Invoice 297197

Page 3

General

Date	Attorney / Description	Rate	Hours	Amount
03/24/2020	Barker, Lauren E. Review and analyze Placer County Counsel legal analysis of snow storage easement arguments (0.6 hr.); analyze and compare Sierra Lakes County Water Districts' legal analysis of snow storage easement arguments (0.7 hr.).	215.00	1.30	279.50
03/24/2020	Mitchell, Jeffrey A Email exchange with Deputy County Counsel Maggie Tides re: snow storage easement.	225.00	0.20	45.00
03/25/2020	Barker, Lauren E. Draft transmittal email to Placer County Counsel suggesting additional legal research areas related to snow storage easement acquisition and maintenance obligations.	215.00	0.60	129.00

Total Fees For Professional Services 8.60 \$1,754.00

Reimbursable Costs

Total Costs 0.00 \$0.00

Total Current Charges This Invoice 4210-001 \$1,754.00

27a-3

Sierra Lakes County Water District
Balance Sheet
 As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1002 · US Bank - Demand	295,248.53
1030 · CA Bank & Trust(Fiscal Agt-SRF)	225,175.95
1031 · GASB 45 - OPEB ACCOUNT	163.13
1040 · Petty Cash	50.00
1061 · Placer County Tres. Fund	2,977,214.09
1062 · LAIF - OPEB Funds	684,443.51
Total Checking/Savings	4,182,295.21
Accounts Receivable	
2000 · Current Service Receivable	247,100.84
Total Accounts Receivable	247,100.84
Other Current Assets	
2018 · Interest Receivable	4,294.92
2100 · Prepaid Insurance	7,460.48
2102 · DSPUD - MOU Receivable	131,149.80
Total Other Current Assets	142,905.20
Total Current Assets	4,572,301.25
Fixed Assets	
3000 · Water Utility Plant in Service	
3001 · Water Source of Supply (Lakes)	49,686.95
3002 · Water Pumping Plant	142,950.01
3003 · Water Filtration Plant	683,796.29
3004 · Water Distribution System	4,241,589.33
3005 · General Plant	241,303.96
3010 · Filter Plant Construction-FmHA	904,122.09
3011 · Filter Plant Mod Adm 1/2 Water	88,018.96
3012 · Wells/Post Chlorination-DWR	628,829.55
Total 3000 · Water Utility Plant in Service	6,980,297.14
30000 · Wastewater System Assets	
3020 · Wastewater Collection Sys	1,152,366.63
3022 · Wastewa Export Line-SWRCB Gr...	1,772,116.35
3024 · Wastewater Export Project	206,448.44
3025 · Wastewater Disposal Plant	796,300.33
3026 · Parallel Sewer Force Main	217,842.37
3027 · Filter Plant Mod Adm 1/2 Sewer	88,018.96
3028 · Vehicles	292,127.98
3029 · Sewer Inspection Camera	10,427.50
Total 30000 · Wastewater System Assets	4,535,648.56
3030 · Land	
3031 · Lot K-9-1	4,538.37
3032 · Lot 117-S1	2,992.57
3033 · Lot 16-S5/6	1,638.67
3034 · Part 069-020-047	500.00

Sierra Lakes County Water District

04/03/20

Balance Sheet

Accrual Basis

As of March 31, 2020

	<u>Mar 31, 20</u>
3035 · 5 Acres Section 35	1,187.16
3036 · Lake Parcel	101,100.50
3037 · 7207 Palisade Drive	33,700.19
3030 · Land - Other	<u>11,378.00</u>
Total 3030 · Land	157,035.46
30400 · Accumulated Depreciation	
3042 · Depreciation Allowance - Sewer	-3,176,766.43
3043 · Depreciation Allowance - Water	<u>-3,775,506.59</u>
Total 30400 · Accumulated Depreciation	-6,952,273.02
Total Fixed Assets	4,720,708.14
Other Assets	
3100 · Projects in Progress	
3106 · Misc Upgrades Water Pump Stat	10,758.29
3107 · Replace Water Mainline & Latls	423.50
3114 · Badger Meters & Endpoints	37,100.81
3115 · Electrical Upgrades - Plant	5,918.86
3116 · Bales VFD Replacement	<u>107,351.32</u>
Total 3100 · Projects in Progress	161,552.78
3200 · Deferred Outflows/Contributions	16,436.00
3201 · Deferred Outflows/Actuarial	54,273.00
3205 · Deferred Outflows (OPEB Contrib	55,362.00
6101 · Net Pension Liability - GASB 68	<u>17,915.00</u>
Total Other Assets	305,538.78
TOTAL ASSETS	<u>9,598,548.17</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4000 · Accounts Payable	<u>-32,760.13</u>
Total Accounts Payable	-32,760.13
Other Current Liabilities	
4100 · Accounts Payable - Other	4,292.80
5000 · Direct Deposit Liabilities	7,997.17
5001 · Accrued Taxes	
5002 · Federal - Accrued Taxes	1,894.00
5003 · Soc. Sec. - Accrued Taxes	1,550.74
5004 · Medicare - Accrued Taxes	362.66
5005 · Retirement - Accrued Taxes	2,980.17
5006 · State - Accrued Taxes	865.53
5007 · SDI - Accrued Taxes	125.06
5010 · Health Ins. Deductions	<u>2.99</u>

Balance Sheet

As of March 31, 2020

	<u>Mar 31, 20</u>
Total 5001 · Accrued Taxes	7,781.15
5013 · Accrued Vacation	3,608.09
5019 · Loan Interest Payable - Accrued	31,374.81
Total Other Current Liabilities	<u>55,054.02</u>
Total Current Liabilities	22,293.89
Long Term Liabilities	
6000 · Debt - Principal	
6004 · Loan Payable Principal - SRF	390,307.60
6007 · USDA \$5,222,000 Revenue Bond	4,410,400.00
6008 · Assessment - 7207 Palisade	8,418.64
Total 6000 · Debt - Principal	<u>4,809,126.24</u>
6100 · Accrued OPEB - GASB 45	1,094,598.90
6102 · Deferred Inflows	69,323.00
Total Long Term Liabilities	<u>5,973,048.14</u>
Total Liabilities	5,995,342.03
Equity	
7000 · Reserve for Debt Service	191,924.72
7005 · Retained Earnings	2,414,517.93
Net Income	996,763.49
Total Equity	<u>3,603,206.14</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,598,548.17</u></u>

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

DIVISION V DISCONTINUANCE OF WATER AND SEWER SERVICE

Section 5.01 Discontinuance of Service - General. Generally, in the event of a violation of any portion of the Code or of a failure to timely (more than sixty (60) days past due) pay applicable charges, rates or fees, the District shall notify the person or persons causing, allowing, or committing such violation, in writing, specifying the violation and that upon the failure of such person or persons to cease or prevent further violation within the time specified in the notice, the District will disconnect service to the premises in question.

Section 5.02 Discontinuance of Residential Service. Residential service shall not be discontinued for nonpayment of a residential water servicenay bill in any of the following situations:

- (a) During the pendency of any investigation by the District of a customer dispute or complaint;
- (b) When a customer has been granted an extension of the period for payment of a bill by the Manager and entered into a reduced or deferred payment or amortization agreement;
- (c) Where, on the certification of a licensed physician or surgeon, that to do so will be life threatening to the customer and the customer is financially unable to pay for service within the normal payment period and is willing to enter into an amortization agreement with the District, not to exceed twelve (12) months, with respect to all charges that the customer is unable to pay prior to delinquency.
- (d) Where the customer provides documentation of the following:

- 1. On the Certification of a licensed physician or surgeon primary care provider, as defined in Welfare and Institutions Code section 14088(b)(1)(A), that to do so will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where service is provided; and
- 2. customer and the customer provides Pproof of an annual household income less than 200% of the federal poverty level and an inability to pay for service within the normal payment period; and
- (e) 3. and The customer is willing and requests to enter into a deferred or reduced payment or amortization agreement with the District pursuant to this Section, and requests permission to amortize, over a period not to exceed twelve (12) months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal payment period.

Residential customers who are 65 years of age or older, or who are dependent adults as defined in Section 15610.23 of the Welfare and Institutions Code shall be notified that they may request the District notify a designated third person when the customer's account is past due and subject to discontinuance of water and sewer service.

Section 5.03 Notice Prior to Discontinuance of Residential Service for Nonpayment.

- (a) The District shall not discontinue residential service for nonpayment until payment

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

by a customer has been delinquent for at least 60 days. At least thirty (30) days before any proposed discontinuance of residential service for nonpayment of a delinquent account, the District shall mail a written notice of the proposed discontinuance, postage pre-paid, to the customer to whom the service is billed. Such notice shall be mailed to the customer's billing address and, if different, the residential address where the customer receives services from the District, addressed to "Occupant." Such notice shall be given at least thirty (30) days after the due date of the District's bill for such service

- (b) In addition to the ~~thirty (30) day~~ notice provided for in Section 5.03(a), the District shall make a reasonable, good faith effort to contact an adult person residing at the premises by telephone or in person at least ~~forty-eight (48) hours~~ seven (7) business days prior to any discontinuance of such service. Where telephone contact cannot be accomplished and notice provided in Section 5.03(a) is returned as undeliverable, the District shall also make a good faith effort to visit the residence at least seven (7) business days prior to discontinuance and leave, or make other arrangement for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the District's policy for discontinuation; except that whenever telephone or personal contact cannot be accomplished, the District shall give, by mail or by posting in a conspicuous location at the premises, a notice of discontinuance of service, at least forty-eight (48) hours prior to discontinuance.
- (c) Every notice required by this section shall include all of the following information:
1. The name and address of the customer whose account is delinquent;
 2. The amount of the delinquency;
 3. The date by which payment or arrangements for payment is required in order to avoid discontinuance;
 4. The procedure by which the customer may initiate a complaint or request an investigation concerning service or charges, ~~unless the District's bill for service contains a description of that procedure;~~
 5. The procedure by which the customer may request a reduced or deferred payment or amortization agreement to reconcile of the unpaid charges;
 6. The procedure for the customer to obtain information on the availability of financial assistance, including private, local, state or federal sources, if applicable; and
 7. The telephone number and name of a representative of the District who can provide additional information or institute arrangements for payment, including deferred or reduced payment or amortization of delinquent bills.
- (d) Notice to Residential Tenants of Customer:
1. If there is a landlord-tenant relationship between the residential occupants (tenants) and the customer to whom the service is billed for a dwelling, the District shall make every good faith effort to inform the tenants, by means of written notice, when the account is in arrears, that service will be terminated in ten (10) days. The written notice shall further inform the tenants that they have the right to become customers

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of the District without being required to pay the amount due on the delinquent account. The notice shall be in English and in the languages listed in Section 1632 of the Civil Code.

2. Where there are multiple tenant units in a dwelling, the District is not required to make service available to the tenants unless each tenant agrees to the terms and conditions of service, and meets the requirements of law and the District's rules. However, if one or more of the tenants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those tenants who have not met the requirements of the District's rules, the District shall make service available to the tenants who have met those requirements. If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent or other obligation acceptable to the District for that period of time shall be a satisfactory equivalent.
3. In the case of a detached single-family dwelling, the District may, in order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

Section 5.04 Notice Prior to a Discontinuance Other than a Discontinuance of Residential Service for Nonpayment. Except as otherwise specifically provided in the Code, at least ten (10) days before discontinuing service, other than the discontinuance of residential service for nonpayment of a delinquent account, which is provided in Section 5.03, the District shall provide a written notice of discontinuance which shall specify the reason for the proposed discontinuance and inform the customer of the procedure for and the availability of the opportunity to discuss the reason for the proposed discontinuance with the Manager who is empowered to review disputes and rectify errors and settle disagreements pertaining to such proposed discontinuance of service. The name and phone number of the Manager shall be included in any such notice of proposed discontinuance given to the customer. Any request by the customer to have the proposed discontinuance reviewed by the Manager must be in writing and received by the District prior to the date set for discontinuance. Service shall not be discontinued if a request is timely made and while the Manager's decision is pending. If the customer is dissatisfied with the Manager's determination, the customer may appeal the determination to the Board. Such appeal must be made in writing and received by the District within five (5) days of the date of the Manager's determination. Service shall not be discontinued pending the Board's decision on a timely filed appeal.

Section 5.05 Discontinuance of Service on Weekends, Holidays or After Hours. Service

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discontinuance by reason of account delinquency shall only be carried out during the business hours when the District's offices are open to the public.

Section 5.06 Complaint, Request for Investigation, or Request for Reduced or Deferred Payment or Amortization of Delinquent Bill for Residential Service. ~~Every~~ A customer must submit a complaint, or request for investigation, or request for reduced or deferred payment or amortization agreement by a customer that is made within ten (10) days of receiving the disputed bill and every request by a customer that is made or within ~~thirteen~~ (13) days of the District mailing of the notice pursuant to required by Section 5.03(a). Each such request for an extension of the payment period of a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment shall be reviewed by the Manager. The Manager's review shall include, but not be limited to, consideration of whether the customer submitted proof of an annual household income less than 200% of the federal poverty level or other hardship contributing to an inability to pay for service within the normal payment period. The Manager shall be permitted to enter, on behalf of the District, a reduced or deferred payment or amortization agreement for the unpaid balance of the account over a reasonable period of time, not to exceed twelve (12) months.

A customer meeting the requirements detailed in Government Code Section 60372(b)(3) shall be entitled to amortize his unpaid balance if he or she requests to do so under Government Code Section 60372(e).

Any customer whose complaint or request for an investigation has resulted in an adverse determination by the Manager may appeal the determination to the Board. Such appeal must be made in writing and received by the District within ten (10) days of the date of the Manager's determination. Service shall not be discontinued pending the Board's decision on a timely filed appeal.

Section 5.07 Authority to Settle Controversies Relating to Discontinuance and to Permit Deferred or Reduced Payment or Amortization of Delinquent Bills. The Manager is hereby authorized to investigate complaints and review disputes pertaining to any matters for which service may be discontinued and to rectify errors and settle disagreements pertaining to such matters. The Manager is also authorized upon a proper showing by a customer of the customer's inability to pay a delinquent bill during the normal period, to grant permission to defer, reduce, or amortize the unpaid balance over a reasonable period of time, not to exceed twelve (12) months. At his discretion, the Manager may bring such controversies to the Board for settlement by the Board prior to the discontinuance of any such service.

To request a deferred or reduced payment or amortization of an delinquent bill, a customer may contact the Manager via phone toll free at 1-800-390-7800 or otherwise at 1-530-426-7800 to discuss options to avoid discontinuation of service. A customer may also contact the Manager in person at 7300 Short Rd., Soda Springs, CA 95728 during normal business hours to discuss the same.

Section 5.08 Notice Required Prior to Discontinuance of Service for Failure to Comply with

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Reduced or Deferred Payment or Amortization Agreement. If an deferred or reduced payment or amortization agreement is authorized entered into between the customer and the District, no discontinuance of service shall be effected so long as the customer complies with the agreement and pays each for any customer complying with such agreement, if the customer also keeps the account current as charge that accrues in each subsequent billing period during the length of the agreement. If a customer fails to comply with an deferred or reduced payment or amortization agreement or if the customer fails to pay the subsequent charge during the agreement, the District may shall not discontinue service without after giving at least five (5) business days' notice to the customer of intent to disconnect. Such notice shall be posted in a prominent and conspicuous location on the property receiving residential services and list at least forty-eight (48) hours five (5) days' notice prior to discontinuance of the conditions the customer is required steps to take meet to avoid discontinuance, but the notice does not entitle the customer to further investigation by the District. If the property is tenant occupied, the District shall comply with notice provisions described in Section 5.03(d) above.

Section 5.09 Procedure on Appeal to Board. If a customer timely files an appeal of a decision of the Manager on discontinuance of service, the Board shall set a hearing not sooner than ten (10) nor more than forty (40) days after receipt of such appeal. Upon setting of such hearing the District shall forthwith give written notice of the time and place thereof to the customer by either first-class mail or personal delivery.

The appeal hearing shall be held before the Board. The customer shall be permitted to present witnesses, documents or other evidence to show good cause why service should not be discontinued. The Board also may examine District records, documents, witnesses or other evidence tending to show that service should be discontinued for one or more of the grounds stated in the notice of disconnection.

Section 5.10 Means of Enforcement Only. The District hereby declares that the foregoing procedures are established as a means of enforcement of the terms and conditions of its ordinances, rules and regulations, and not as a penalty.

Section 5.11 Reconnection. When service has been discontinued, the customer shall pay any unpaid account balance in full plus a reconnection fee based on the actual costs incurred by the District, not to exceed five hundred dollars (\$500.00), before any discontinued service will be reconnected. Reconnection fees and unpaid account balances shall not be assessed when the customer for whom the reconnection is being made is not part of the same household as the customer who incurred the unpaid account balance that led to the discontinuance of service.

Notwithstanding the above, where a customer demonstrates their household income is less than two hundred (200%) of the federal poverty line, the customer shall pay any unpaid account balance in full plus a reconnection fee based on the actual costs incurred by the District, not to exceed fifty dollars (\$50.00), during regular business hours and not to exceed one hundred and twenty dollars (\$150.00) during non-business hours, before any discontinued service will be reconnected. The District shall also waive any interest charges on the customer's bill, but not more than once every twelve (12) months.

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Section 5.12 Unsafe Apparatus. District services may be refused or discontinued without prior notice to any premises where apparatus or appliances are in use which might endanger or disturb service to other customers.

Section 5.13 Cross-Connections. Water service may be refused or discontinued without prior notice to any premises where there exists a cross-connection in violation of local, State or federal laws.

Section 5.14 Fraud or Abuse. Service may be discontinued if necessary to protect the District against fraud or abuse.

Section 5.15 Annual Reporting. Once per year, the District shall prepare and report the number of annual discontinuations of residential service for inability to pay on the District's website and to the Board.

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DIVISION IV BILLING AND COLLECTION

Section 4.01 Billing Period and Payment of Bills Annual water and sewer charges are billed on or about July 1st to coincide with the start of the District's fiscal year. Payment is due in four (4) equal quarterly installments, due and payable August 15th, November 15th, February 15th and May 15th.

If any charges or fees are not paid by the 15th day of the month following the due date or dates (grace period), a penalty of ten percent (10%) will be added to said charges plus a further ~~penalty-interest fee~~ of one-half percent (1/2%) of the outstanding water and sewer charge per month on the first day of each month following. If the District disconnects service for nonpayment of any charge, rate or fee, the District shall require payment as provided in Section 5.11 to reconnect service ~~reconnection charge of the actual costs incurred by the District, up to a maximum of \$500.00, may be imposed.~~ District bills for service shall inform the customer of such penalties, interest, and reconnection fees.

Where a customer demonstrates their household income is less than two hundred percent (200%) of the federal poverty line, the District shall waive any interest fee, but not more than once per twelve (12) months.

In the event that any fee or charge for service provided by the District is unpaid by the 15th day of the second month following the due date, the District shall notify the owner that the unpaid fee or charge, as well as the ~~interest-penalty and interest~~ thereon, is delinquent and will become a lien on the property if it remains unpaid. (Reference to California Water Code § 31701.6)

In the event that any fee or charge for service provided by the District is unpaid by the 15th day of the third month following the notice of delinquency (as per above), the District Secretary, or in his absence, the President of the Board, shall cause to be recorded a certificate specifying the amount of such charges and the name and address of the person liable therefore. This certificate shall be recorded with the County Clerk-Recorder.

In the event that any certificate has not been released or discharged within such length of time that it currently shall cease to have the effect of a lien within ten (10) years under California Water Code § 31701.7 or any other law currently or hereafter exacted, the District shall promptly record a new certificate or take other appropriate action to extend the effect of any said certificate.

Any certificate of unpaid charges shall be released and a notice thereof filed in the County Clerk-Recorder's office upon payment in full of the amount of the delinquent payment, together with any accrued penalty and interest and a release processing fee in the amount of \$50.00.

Section 4.02 Commencement of Service Charges and Prorated Bills. The annual water and sewer service charges will commence on the date of issuance of the County Certificate of

Sierra Lakes County Water District
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Occupancy but not more than one hundred eighty (180) days after issuance of the District Water and Sewer Connection Permit and be prorated based on a three hundred sixty five (365) day year.

Section 4.03 Discontinuance of Service. In the event of a violation of any portion of the Code or of its rules and regulations, or of failure to pay applicable service charges when due, the District may disconnect water and sewer service to the premises, in compliance with the procedures contained in Division V of the Code.

Section 4.04 Public Nuisance During Disconnection. During the period of such disconnection, inhabitation of such premises by human beings shall constitute a public nuisance, whereupon the Board may notify the County Environmental Health Department and cause proceedings to be brought for the abatement of the occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of restoration, the owner shall pay any attorney's fees, costs or expenses incurred by the District to bring such action or proceeding.

Section 4.05 Action at Law. In addition to the right to discontinue any service, the District shall have the right to collect delinquent charges and fees, penalties and interest from the owner at its discretion by an action at law, arbitration or other proceeding.

Section 4.06 Contract. All customers shall be deemed to have contracted with the District for water and sewer service and to have agreed to comply with the Code, rules and regulations of the District in regard thereto, as such may be amended from time to time.

Section 4.07 Investigation Powers. The officers, inspectors, managers and any duly authorized employees of the District shall carry evidence establishing their positions as authorized representatives of the District and upon exhibiting such identification and to the extent permitted by law, shall be reasonably permitted to enter in and upon any and all buildings, industrial facilities and properties for the purposes of inspection, re-inspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of the ordinances, rules and regulations of the District.

Section 4.08 Attorney's Fees and Costs. In the event that the District is required to bring an action or other proceeding to collect delinquent charges and fees, penalties and interest, or otherwise enforce any ordinance, rule or regulation, the defendant(s) shall pay any attorney's fees, costs or expenses incurred by the District to bring such action or proceeding.

Section 4.09 Lien Recordation. The District shall include a statement on its bill to each owner, or shall provide such statement to each owner by any other means, that any water and/or sewer service charges remaining delinquent for a period of ninety (90) days may become a lien against the property.

Section 4.10 Collection of Delinquent Water and Sewer Service Charges Pursuant to the County Tax Roll. All rates, charges, penalties and interest which remain delinquent as of

Sierra Lakes County Water District
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June 30th of each year and have been delinquent for sixty (60) or more days may be collected in the same manner as the property taxes for the District for the forthcoming fiscal year

provided that the District shall have given prior notice to the owner.

Section 4.11 Returned Check Charge. Any check which has been received by the District for payment of rates, charges, fees, penalties, interest, or other costs of the District as set forth in District ordinances, rules and regulations, and which has been deposited twice and returned to the District unpaid by the bank upon which it is drawn, shall be subject to a charge of the actual costs incurred by the District for the returned check which shall be imposed upon the account to which the payment was originally applied.

Section 4.12 Cumulative Remedies. All remedies set forth by the District for the collection and enforcement of charges, rates, fees, penalties and interest are cumulative and may be pursued alternatively or consecutively.

Section 4.13 Relief from Water and Sewer Service Charges Upon Catastrophic Property Loss.

- (a) When a premises connected to the District's sewer/water systems has been rendered uninhabitable due to a disaster such as fire, flood, explosion, or structural collapse, the owner shall provide the District with written notice thereof and request relief from water and sewer service charges. After receipt of such notice and upon District confirmation that the premises is uninhabitable, the Manager shall waive service charges on such premises for the period of time the premises remains uninhabitable. 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. A premises shall become habitable on the date the County issues a Certificate of Occupancy for the premises or on the date the District determines the premises is habitable. On the date the premises is deemed habitable the owner shall reconnect the water and sewer services at the property line and service charges shall resume based on a prorated amount for the remainder of the fiscal year.

Amended October 12, 2018: Section 4.01 changed determination of date(s) from calendar days to 15th day of the month.

Amended _____, 2020: Section 4.01 changed to comply with Senate Bill No. 998 (2018-2019 Reg. Sess.) regarding payment and waiver of interest charges/

SIERRA LAKES COUNTY WATER DISTRICT

P.O. Box 1039

Soda Springs, CA 95728

(530) 426-7800

Fax: (530) 426-1120

MEMORANDUM

TO: Board of Directors
FROM: Anna Nickerson
RE: Approval of Additional Website Design Fees
DATE: April 3, 2020

After reviewing New Leaders' final bill (Attachment 1) for the design and implementation of website Auto Pay feature, I contacted Robert Bousquet because the costs exceeded their \$4,200.00 estimate by \$3,806.25. Mr. Bousquet responded to my request to review the charges and has offered a cost reduction of \$2,000.00, leaving a balance of \$1,806.25 (Attachment 2). Part of these costs included programming changes to include outstanding late fees to the current payments. Prior to this change, customers had the ability to pay the quarterly payment excluding the late fees. This change brought the website in line with the District's ordinance that requires "Payments with late U.S. Post Office postmarks will be returned if penalties are not included". In addition, updates to Microsoft Excel caused an issue with the formatting of account numbers resulting in multiple accounts being generated for each service address. Due to the significance of these two issues, staff recommends approval of the additional fees of \$1,806.25.

Attachment 1: New Leaders 3/15/20 Invoice
Attachment 2: Robert Bousquet's April 2, 2020, email



12277 SOARING WAY #203
TRUCKEE CA 96161-3373

Invoice / Statement

SUMMARY

Total Due **\$3,806.25**

Late If Received After March 14, 2020

ACCOUNT

ANNA NICKERSON
SIERRA LAKES COUNTY WATER DISTRICT
PO BOX 1039
SODA SPRINGS CA 95728

anickerson@slcwg.org

BREAKDOWN

Statement Date	March 01, 2020
Previous Balance	-\$3,237.50
+ Payments	\$3,237.50
+ Credits	\$0.00
- Charges	\$3,806.25
- Interest Charges	\$0.00
Statement Balance	-\$3,806.25

Thank you for your business!

For questions regarding your account, charges or payments:
accounts@newleaders.com • 888-844-6256

EIN: 26-0834429

PAYMENT OPTIONS

- Online** <https://newleaders.com/payments>
- Check** 12277 Soaring Way #203, Truckee, CA 96161
- Wire** ABA Routing: 121000248 Account: 7709347277

DATE	TYPE	DESCRIPTION	AMOUNT	BALANCE
02/15/2020		Previous Balance		-\$3,237.50
02/18/2020	Service	Autopay Feature - 5.75 hours - CM Start service to handle payment capture and notifications for Auto Pay.	-\$1,006.25	-\$4,243.75
02/19/2020	Service	Autopay Feature - 3.5 hours - CM Finish service to handle payment capture and notifications for Auto Pay.	-\$612.50	-\$4,856.25
02/19/2020	Service	Autopay Feature - 2.0 hours - CM Add testing for autopay feature. Deploy to staging and run test payments for overdue invoices.	-\$350.00	-\$5,206.25
02/21/2020	Service	Autopay Feature - 3.0 hours - CM Make late fees due now. Fix bug when applying payments to invoices.	-\$525.00	-\$5,731.25
02/25/2020	Service	Autopay Feature - 1.25 hours - CM Final review of autopay. Deploy to production.	-\$218.75	-\$5,950.00
02/26/2020	Service	Incidentals - 0.25 hours - CL Review SLWCD design and autopay layout. Review blog layout. 2020 link broken review. Suggest date change.	-\$43.75	-\$5,993.75
02/26/2020	Service	Incidentals - 0.25 hours - CM Fix broken news archive year links	-\$43.75	-\$6,037.50
02/28/2020	Service	Incidentals - 4.75 hours - CM Investigate cause of import error w/ R Bousquet. Manually review and fix duplicated property objects. Plan for new validations and improvements to account to property assignment.	-\$831.25	-\$6,868.75
02/29/2020	Service	Incidentals - 1.0 hours - CM Fix non-zero padded account numbers. Add uniqueness validation to properties.	-\$175.00	-\$7,043.75
02/29/2020	Payment	Payment Received - Check #7081	\$3,237.50	-\$3,806.25
02/29/2020		Statement Balance		-\$3,806.25

Anna M Nickerson

From: Robert Bousquet <rbousquet@newleaders.com>
Sent: Thursday, April 2, 2020 3:32 PM
To: Anna Nickerson
Subject: Auto pay costs and compromise

Anna,

I hope I reach you before the board mtg. The total cost for Autopay was \$7,875 which was an 87.5% increase from the \$4200 estimate. While we had to adjust a number of times to accomodate some of the new scenarios we discovered in relation to late fees, the project was also drawn out over a long period of time.

I am willing to offer a discount on these unexpected costs in fairness and good faith because it was not communicated to you clearly as we spent the extra effort to complete this feature. If the board agrees to retroactively approve the overages, we are offering a \$2000 (54% of the overage) reduction in cost from the current amount due of \$3806.25. Please let me know if this is an acceptable solution.

While we strive to provide the best estimates we can, new information we learn while working on the project can sometimes change the effort required to reach our original goal and absorb the new challenges. We will continue to look forward to working with the Sierra Lakes Water District and we hope the new feature has helped automate and streamline the process for homeowners and your staff.

Sincerely,

Robert Bousquet | New Leaders | 888-844-6256

SIERRA LAKES COUNTY WATER DISTRICT

Follow-up from March 13, 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. No further contact was attempted
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 April 10, 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	90%	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	50%	Paul/ 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