

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

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 at the rate of one-half percent (1/2%) of said charges per month beginning on the first day of each month following. If the District disconnects service for nonpayment of any charge, rate or fee, a reconnection charge of the actual costs incurred by the District, it shall require payment as provided in Section 5.11 to a maximum of \$500.00, may be imposed. reconnect service. District bills for service shall inform the customer of such penalties, interest, and reconnection fees.

Where a customer demonstrates his 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 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 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.

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Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

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 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

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

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: Division IV changed to comply with Senate Bill No. 998 (2018-2019 Reg. Sess.) regarding payment and waiver of interest charges.

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 ~~any~~ residential water service 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) ~~On~~ Where, on the certification of a licensed physician or surgeon, that to do so will be life threatening to the customer and the customer ~~provides proof of inability~~ is financially unable to pay for service within the normal payment period and is willing to enter into ~~an~~ an amortization agreement with the District ~~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~~ with respect to all charges that the customer is unable to pay ~~within prior to delinquency.~~
- (d) Where the customer provides documentation of the following:
 1. Certification of a 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 ~~normal payment period.~~ health and safety of, a resident of the premises where service is provided; and
 2. Proof 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
 3. The customer is willing and requests to enter into a deferred or reduced payment or amortization agreement with the District pursuant to this Section.

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 by a customer has been delinquent for at least 60 days.
At least thirty (30) days before any proposed discontinuance of

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

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, ~~except that whenever~~ Where telephone ~~or personal~~ contact cannot be accomplished and notice provided in Section 5.03(a) is returned as undeliverable, the District shall ~~give, by mail or by posting in a conspicuous location~~ also make a good faith effort to visit the premises, a notice of discontinuance of service, residence at least forty-eight (48) hours 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.

(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 ~~of agreement to reconcile~~ 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 of the District without being required to pay the amount due on the delinquent

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

- 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 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.

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

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 by a customer that is made, or request for reduced or deferred payment or amortization agreement within ten (10) days of receiving the disputed bill ~~and every request by a customer that is made or~~ within ~~ten (10)~~ thirteen (13) days of the District mailing ~~of the notice required by pursuant to~~ Section 5.03 ~~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~~ (a). Each such request 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 ~~amortize~~ 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 requests to do so under Government Code ~~Section~~ 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 a 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 Reduced or Deferred Payment or Amortization Agreement. If

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

~~an~~ a deferred or reduced payment or amortization agreement is authorized entered into between the customer and the District, no discontinuance of service shall be effected ~~for any~~ so long as the customer complying complies with ~~such the~~ agreement, ~~if the customer also keeps the account current as charges accrue and pays each charge that accrues~~ in each subsequent billing period ~~during the length of the agreement.~~ If a customer fails to comply with ~~an a deferred or reduced payment or amortization agreement or if the customer fails to pay a subsequent charge during the agreement,~~ the District ~~shall not~~ may discontinue service ~~without~~ after giving at least five (5) business days' notice to the customer ~~at least forty eight (48) hours prior to discontinuance of the conditions the customer is of intent to disconnect.~~ Such notice shall be posted in a prominent and conspicuous location on the property receiving water services and list required steps to meet take 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~~ residential 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 residential customer demonstrates his 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

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

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.

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.

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

ORDINANCE NO. 2020-01

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SIERRA LAKES COUNTY WATER DISTRICT
AMENDING THE DISTRICT CODE CONCERNING DISCONTINUATION
OF WATER SERVICE FOR NON-PAYMENT**

BE IT ORDAINED by the Board of Directors of the Sierra Lakes County Water District, Placer County, California as follows:

SECTION ONE

The Board of Directors of the Sierra Lakes County Water District ("District") hereby amends District Code Chapter 1, Division IV - Billing and Collection, and Chapter 1, Division V – Discontinuance of Water and Sewer Service to read as attached hereto as Exhibit A and incorporated herein by this reference, containing revisions necessary to conform the District Code to the requirements established by SB 998 (2018) concerning the process for discontinuation of residential water service by the District due to non-payment.

SECTION TWO

To the extent that the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms and conditions of any prior District ordinances, resolutions, rules, or regulations governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof and such inconsistent or conflicting provisions of prior ordinances, resolutions, rules, or regulations are hereby repealed.

SECTION THREE

If any provisions of this Ordinance or application thereof to any person or circumstance is held invalid, no other provisions of this Ordinance shall be affected thereby.

SECTION FOUR

This Ordinance shall be in full force and effect immediately upon adoption.

SECTION FIVE

This Ordinance shall be published and posted in accordance with the California County Water District Act, Water Code section 30000 et seq. Within ten (10) days of adoption, this Ordinance, including the vote of each Director, shall be posted in three public places within the District.

PASSED AND ADOPTED by a majority vote of the Board of Directors of the Sierra Lakes Counter Water District, Placer County, State of California, on this 8th day of May, 2020 at a regular meeting of the Board by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

SIERRA LAKES COUNTY WATER DISTRICT

Michael Lindquist, President

ATTEST:

Anna Nickerson, Secretary

EXHIBIT A

DRAFT

**Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General**

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.

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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.

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Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

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Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

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Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

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- (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. Certification of a 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. Proof 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
 3. The customer is willing and requests to enter into a deferred or reduced payment or amortization agreement with the District pursuant to this Section.

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 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 notice provided for in Section 5.03(a), the District shall make a

**Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General**

reasonable, good faith effort to contact an adult person residing at the premises by telephone or in person at least 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.

- (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;
 5. The procedure by which the customer may request a reduced or deferred payment or amortization agreement to reconcile 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 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

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

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 discontinuance by reason of account delinquency shall only be carried out during 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. A customer must submit a complaint, request for investigation, or request for reduced or deferred payment or amortization agreement within ten (10) days of receiving the disputed bill or within thirteen (13) days of the District mailing the notice pursuant to Section 5.03(a). Each such request 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

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

entitled to amortize his unpaid balance if he 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 a 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 Reduced or Deferred Payment or Amortization Agreement. If a deferred or reduced payment or amortization agreement is 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 charge that accrues in each subsequent billing period during the length of the agreement. If a customer fails to comply with a deferred or reduced payment or amortization agreement or if the customer fails to pay a subsequent charge during the agreement, the District may discontinue service 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 water services and list required steps to take 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

Sierra Lakes County Water District
Code of Ordinances
Chapter 1 General

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 a residential 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 residential customer demonstrates his 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.

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.

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

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 during the month of April 2020 and the wastewater plant is operating as designed. In response to the Governor's Covid-19 Emergency Declaration, DSPUD is continuing the implementation of a reduced staffing model. Operations staff are currently working separately and on staggered shifts. Most operations staff are now on-site 8 hours/day, 3 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 Administrative and Operations Offices remain closed to the public. 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, capital improvements, USA Locates and on-call services. Operations staff are working separately and on a modified schedule with reduced/staggered hours.

We received comments from two of the three outside reviewers on the Fertilizer BMP memorandum. The comments from one reviewer, Mr. Cobourn, suggest that erosion and micro-fines washing into the lake may be contributing more to the accelerated eutrophication than the contribution of nitrogen and phosphorus from fertilizers. The General Manager and Mr. Cobourn will continue to confer and will employ the expertise of the Tahoe Environmental Research Center to discuss better/more accurate ways to measure total and dissolved nitrogen and phosphorus in the lake, whether the lake is nitrogen or phosphorus limited, or limited by neither and whether there is an easy/convenient way to determine if erosion and micro-fines are the limiting constituent. The Fertilizer Use memorandum will be modified and retitled as appropriate.

Regulatory Issues:

The General Manager continues to advance the planning, design and regulatory components of the Well 01 improvements project. A student from UC Santa Barbara, Sam Stuert, is interested in assisting the District in any way he can on the project for the opportunity to turn it into a paper for one of his core classes in water science. The General Manager will be meeting with Mr. Stuert during the week of May 4 to discuss a workplan to create value for both the District and Mr. Stuert. The April meeting with Gary Scott from Applied Process Equipment to visit Well 01 has been rescheduled for mid-May due to access and mutual scheduling issues.

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 District reported no Sanitary Sewer Overflows (SSOs) in the month of April 2020.

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 has come by to pick up the new hardware and software licenses documentation and taken them back to his lab to begin the configuration. The new system is being installed during installation of the new filter vessels and will run in parallel with the old SCADA system during troubleshooting. The improvements should be in place and functional by mid-May 2020.

Installation of the new Parshall Flume RTU is complete and working properly. There were additional issues with telemetry radio communications that have since been remedied. A new ultra-sonic sensor will be installed in the flume itself once the snow covering access has melted. The new installation is very heavy-duty and will provide reliable operations during power outages of up to 10 days without operator intervention. We will be adding an emergency generator receptacle at this location to provide power for outages extending beyond 10 days.

The Loprest Filter installation began as planned on April 20, 2020 and should be complete by May 10, 2020. The District used Well 01 to supplement water stored in our Hill and Office Tanks for a total of 9 days in April. It is expected that the well will be used an additional 2 days while the installation and startup are completed. The filter plant should back in full operation by May 7, 2020 with only painting and housekeeping left to be completed.

Average daily water and sewer flows (gallons/day) for April 2020 were 73,847 and 37,486 respectively as compared to 59,198 and 49,998 in March 2020, and 76,026 and 109,987 in April 2019. Water use was 4,669 gallons/day more than the five-year (2015-2019) average and sewer flow was 36,361 gallons/day less than the (2015-2019) five-year average. The District's share of the flow through the DSPUD wastewater treatment plant in April 2020 was unavailable at the time of this writing. The District's share in March 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: April 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	W	0		76,514	54,706	3,464	612,796	
2	T	0		81,664	55,489	4,378	634,603	
3	F	0		66,394	61,984	3,723	660,778	
4	S	0		0	65,700	0	665,188	
5	S	0		0	65,759	0	599,488	
6	M	0		81,108	52,903	3,689	533,729	
7	T	0		83,638	53,396	4,647	561,934	
8	W	0		102,988	55,259	5,253	592,176	
9	T	0		92,304	49,767	3,674	639,905	
10	F	0		63,724	59,688	3,606	682,442	
11	S	0		0	62,056	0	686,478	
12	S	0		0	60,377	0	624,422	
13	M	0		79,154	55,909	7,992	564,045	
14	T	0		104,092	49,712	7,050	587,291	
15	W	0		108,732	50,040	7,486	641,670	
16	T	0		62,122	64,680	3,565	700,362	
17	F	159,400		66,598	57,153	4,128	697,805	
18	S	141,400		53,784	61,618	3,543	707,250	
19	S	151,200		0	63,495	0	699,416	
20	M	0		0	56,733	0	635,920	
21	T	0		93,600	80,639	0	579,188	
22	W	0		0	24,438	0	592,148	
23	T	82,600		139,122	109,231	0	567,711	
24	F	93,000		136,056	107,427	0	597,602	
25	S	93,000		150,482	127,879	0	626,232	
26	S	93,000		152,320	131,280	0	648,834	
27	M	95,400		0	48,630	0	669,875	
28	T	97,000		137,116	125,289	0	621,245	
29	W	0		137,646	118,043	0	633,073	
30	T	118,586		146,256	125,983	0	652,676	
Total		1,124,586		2,215,414	2,155,261	66,198		
Average		37,486		73,847	71,842	2,207		
Max		159,400		152,320	131,280	7,992		

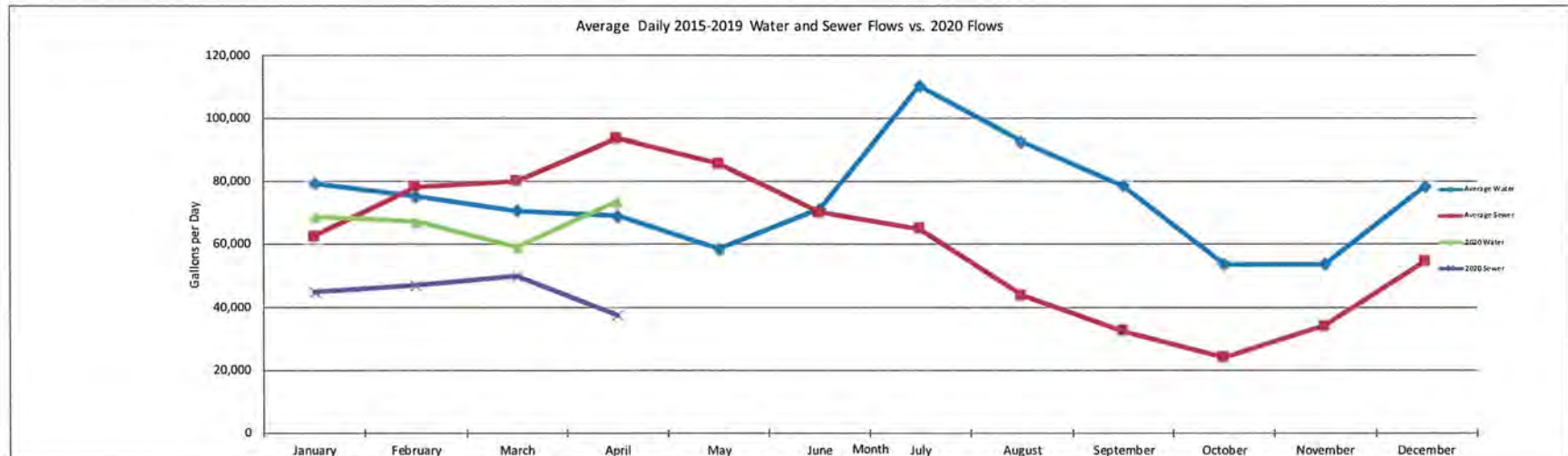
* Max. combined capacity of both tanks is 744,380 gals.

1st of the
Month Data

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	73,847	37,486
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		Average Difference	2020 Water	2020 Sewer	2020 Difference
	Average Water	Average Sewer				
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	73,847	37,486	36,361	
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				



24



Heavy-Duty Rollers on each foot support nearly 3-Tons x 4



New Vessels in -Place with Manifold Piping Being Installed

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

Date: Friday April 10, 2020 / **Time:** 6:00 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

The meeting was teleconferenced 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 that suspended certain Brown Act requirements.

I. Open Meeting:

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

Director Michael Lindquist

Directors in attendance by teleconference:

Director Dick Simpson
Director Karen Heald
Director Dan Stockton
Director Bob McCormick

Staff members present: Anna Nickerson, Financial Consultant

Staff present by phone: Paul Schultz, General Manager
Jeffrey Mitchell, District Counsel

Guests present: None

Minute Recorder: Anna Nickerson, Financial Consultant

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

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

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

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

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

- There were no violations at Donner Summit PUD's plant in March 2020.
- Like the District, Donner Summit PUD was also on limited staff and remote managerial duties. They were also down one operator so Mr. Schultz would be offering the services of the District's operator that holds the required certification, to help on the weeks that the District's operator was scheduled for remote on-call duties.
- The District's offices are temporarily closed to the public, except for emergencies.
- Final comments on the Fertilizer Best Management Practices information was expected by the end of the month.
- Work continued with both the State and vendor for the well #1 improvements but the work was delayed due to snow. Mr. Schultz anticipated the work would continue later in the spring after the snow melts.
- The District's Hazardous Material Plan was completed. There was one violation; the cover of a 55 gallon drum was not secured, but that has been corrected. There were also a couple administration deficiencies that were being corrected.
- Work was started on the State Electronic Annual Report for the Division of Drinking Water but completion of the report had been set aside for now due to an extension of the due date to August 1, 2020. However, the report was expected to be completed before the extended due date.
- The Water Use Information Report was completed and submitted to the State and the District Generator Use Reports were completed and submitted to Placer County Air Pollution Control.
- There were no sanitary sewer overflows for the month of March 2020.
- Improvements to the District's SCADA system continued. Ken Morgan from Great Basin Controls would begin configuration in April and the new system would be installed during the filter vessel improvement project.
- Ken Morgan, who was also working on the Parshall Flume RTU, found that the radio wasn't working and the electronic eye that measures the flows going to Donner Summit PUD, needed to be realigned. Mr. Schutz anticipated that Mr. Morgan would be able to complete the work on the RTU after the SCADA system was installed.
- Mr. Krebill did a great job on the drywall & paint repairs done at SPS #3.
- Loprest was scheduled to start on April 20, 2020. An adequate social distancing plan was formulated and personal protective equipment was verified.
- Water consumption was down significantly, averaging about 60,000 gallons/day in March.

Director Heald asked who was reviewing the Fertilizer Best Practices Management plan. Mr. Schultz said the two original authors from UNR, John Cobourn and Heidi Kratsch, along with William Thauvette. He was still waiting for Ms. Kratsch's comments.

Director Simpson asked when Mr. Schultz expected to complete the Electronic Annual Report, even though the due date was extended to August 1, 2020. Mr. Schultz said May at the latest.

Director Simpson asked what the expected completion date was for the RTU. Mr. Schultz said the radio needed to be repaired and the ultrasonic eye needed to be recalibrated. Currently the manhole was under ten feet of snow. If after a week to ten days the snow wasn't melted enough, staff would use the backhoe to remove the snow.

Director Simpson asked about the repairs at SPS #3. He said he didn't remember hearing about the needed repairs. Mr. Schultz said the repairs were needed due to snow damage and a leaky roof. He said there was also a sink that needed to be moved so the work was done all at once. He said it was a good snowy day project and supported the need to work separately.

Director Simpson said the difference between water usage and sewer flows were running about 9,000 gallons/day and that numbers didn't reflect water usage being "way down". Mr. Schultz said significantly decreased water usage started at the beginning of April.

VI. The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the March 13, 2020 Regular Meeting; March 2020 Check Register; financial reports for the month ending March 31, 2020; and Disbursements for Board Approval. Director Simpson said he had a number of questions about the financial reports. His questions were actually preparatory to developing next year's budget.

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

Director Simpson asked:

- Page 12: A check on the check register from Mr. Krebill. Mrs. Nickerson explained that it was an entry for the water/sewer fees deducted from Mr. Krebill's paychecks.
- Page 15: Account 8020 – said he thought it was a couple thousand dollars a month but the account was showing \$60,000. Mrs. Nickerson said that was the interest the District was earning on the Placer County Treasurer's fund and the LAIF investments.
- Page 15: Account 9028 – Telephone expense was already at 98%. Mrs. Nickerson said, after the budget was approved last year, AT&T doubled the rate. Although she had made attempts to get the rate reduced, she was unable. Mr. Simpson said we would need to raise telephone expenses in the budget for next year.
- Page 15: 9044-03 – Merchant Fees: He asked if those fees were for automatic billing and related expenses and that it was at 106%. Mrs. Nickerson referred to a spreadsheet she provided to Director Simpson in March showing that the bank fees for accepting online payments were going to be more than anticipated. The increased cost was due to more customers taking advantage of credit card payments.
- Page 15: 9700-01 – Waste Water Export Service: He asked if that was the kick-back from Donner Summit PUD because the District was using less sewer processing than anticipated. Mrs. Nickerson said that was correct.
- Project expenses were only at 15% and asked if that was because other things were being done. Mr. Schultz said as soon as the filter replacement project was complete, the costs will be increasing.

Director Simpson said he knew staff was working on the budget but asked if a remote meeting should be scheduled. Mr. Schultz said he was working on the project schedule and anticipated a meeting would be scheduled soon. Mrs. Nickerson would schedule a Budget Committee conference call when the materials were ready.

VII. New Business:

A. The Board discussed the process for collecting delinquent accounts in consideration of the shut-off requirement changes due to the COVID-19 pandemic. Mrs. Nickerson said she was at the point where the consistently late accounts were assessed late fees and should be given a 30 Day Notice of Disconnection. However, she knew she couldn't disconnect service due to Governor Newsome's order so she asked for direction from the Board as to how to proceed with those accounts. Mr. Mitchell said he could look at the Governor's letter to see if there were requirements for homeowner's to prove non-payment was due to COVID19 and language could be added to the notice. Mrs. Nickerson then said she had received two payments without the late fees and asked if she should accept the payments and collect the late fees at a later date or follow the ordinance that required that she reject the payments because they don't include the late fee. Director Lindquist asked if the District was required by statute to charge late fees or could the late fees be waived on a temporary basis. Mr. Mitchell said the District was required by ordinance to charge late fees. He also said the Governor's order only pertained to shut-offs and not late fees. Director Simpson said the Board had received previous requests for late fee waivers that were denied and didn't think the Governor had taken action until after the end of the grace period that ended March 15th. Director Simpson recommended that the checks be returned for the late fees. The Directors agreed that the checks should be returned but would revisit the issue of late fees when the fourth quarterly payments become due. Mr. Mitchell would send language to be added to the 30 Day Notice stating that service would not be discontinued until the Governor's order was lifted.

B. The Board discussed a plan for holding a Public Hearing for Revisions to Ordinance 18.01 Chapter 1 as prescribed by California State Senate Bill 998. Mrs. Nickerson said the need for the public hearing was the result of the new legislation requiring translation of shut-off procedures including required posts on the District's website. Mr. Mitchell said the District would be required to translate the shut-off procedures into four or five different languages. He also said the update to the ordinance would bring the District into alignment with the new legislation. Mr. Mitchell said he didn't think the statute was referenced in the ordinance in answer to Director McCormick's question. Mr. Mitchell said, based on his records, an Ordinance amending 18.01 would be drafted referencing the sections of the District's Code that were being updated and would include reference to the statute. The public hearing would be noticed to be held in conjunction with the May Board Meeting.

C. A request to increase additional costs for website programming of the District's "Auto Pay" feature was presented to the Board for consideration and possible action. Mrs. Nickerson said Robert Bousquet of New Leaders was very good about splitting the \$4,000.00 of excess cost for programming the autopay feature. Director Simpson said he understood the issue related to folding in late fees with autopay and that there shouldn't be a problem with late fees associated with accounts on autopay. Mrs. Nickerson said automatically adding late fees to quarterly payments was a separate issue from the autopay feature. Prior to the change, a customer would have to schedule separate payments for the quarterly payment and the late fee. For the most part, customers were not scheduling the separate payment for the late fee causing a collection issue. Director Heald said she

felt Mrs. Nickerson had done everything she could to help with the costs and felt the fees should be approved.

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

VIII. Old Business:

A. SLPOA's Lot 1 additional storage was on the agenda for consideration and possible action. Director Simpson said SLPOA discussed the items identified at their March meeting but no action had been taken. The item was postponed until SLPOA resubmits a proposal.

B. Mr. Jenkins' revised proposal for a Dock Permit at 5947 Hemlock Dr. was presented to the Board for consideration and possible action. Mr. Schultz said Mr. Jenkins' architect sent drawings memorializing and clarifying his understanding of ordinance requirements for docks and decided to install a Pier D'Nort. Mr. Schultz recommended that the Board approve the proposed dock. Director Heald confirmed that a Hold Harmless Agreement was received from the owner. She also asked what the final size of the dock was. Mr. Schultz said the proposed dock would be 4 x 24 with a six foot approach. He said he had inspected the property and felt the six foot approach was reasonable because of the shallow shoreline. Director McCormick referenced a walkway that was denied for a property with a similar shoreline issue. Director Heald said she would be happy to take a six foot approach out of the square footage of the dock and wondered if the combined dock and approach really needed to be 24 feet long. She felt it would be an excessive variance. Director Stockton, who lives nearby the property, said he agreed that the dock should not be extended. Director McCormick said he thought there could be some accommodation but that it shouldn't be excessive. Mr. Schultz said he would discuss the Board's concerns with the property owner and report back to the Board in May.

C. An insurance proposal from Alliant for Site Pollution Incident Liability Select Insurance was presented to the Board for consideration and possible action. Mr. Mitchell said responses have been received but he had not had time to review them. Director Heald said she would like to see the answers to his questions A and C before making a decision. Mr. Mitchell said he would send Director Heald ACWA-JPIA's responses. The concern was whether existing infrastructure was covered for when a new event was triggered. The items was carried over to May.

IX. Administration:

A. A list of Follow-up Items from the March 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 said contact with Placer County was needed to understand their concerns.
- 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 had two pending issues. One was the installation of two receptacles

and the other was to see if Sugar Bowl would allow the District to store diesel fuel in their tank during the summer. The storage would save a lot of time getting fuel.

B. The Status of Action Items remaining as of the April 10, 2020 meeting was presented to the Board for consideration and possible action:

- Item 1: Fertilizer Application: Best Management Practices – Mr. Schultz said he was waiting on final comments. If comments were not received soon, he would finalize the document.
- Item 2: AMR Data Collection and Analysis – Mr. Schultz said the item was scheduled for this summer. The 2020/2021 budget will include installation of all the remaining meters. It would be a good project to support social distancing and would allow collection of zone data that would help with the District's I&I issue.
- Item 3: Policies & Procedures Review – Approximately 50% complete – due August 2020.
- Item 4: Insurance Coverage Review – Mr. Shultz said the item was 99% complete but anticipated it would be completed at the May meeting once Mr. Mitchell had time to review ACWA/JPIA's response.
- Item 5: Ownership of the Dam – Mr. Schultz said it was determined that the Land Trust owned the dam and he was looking at carving out the dam site and making it District property by a boundary adjustment. 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 he would use Microsoft Project; both he and the District had a copy of the program.

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)).

It was noted that Director Simpson would recuse himself from Closed Session and would not return.

A motion was made by Director Stockton seconded by Director McCormick to move the meeting into closed session. The motion passed by a unanimous rollcall vote: Directors McCormick, Stockton, Heald, Simpson and Lindquist.

Director Simpson stated he was leaving and was removed from the teleconferenced meeting. Members remaining were Directors McCormick, Heald, Stockton and Lindquist. Also remaining were Jeffrey Mitchell and Paul Schultz.

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

Mr. Mitchell reported out of closed session. He said the Board met in closed session with legal counsel concerning anticipated litigation — specifically litigation by George Carmen in his email from December 2, 2019. No action was taken.

XI. Adjournment

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 _____ vote.

Sierra Lakes County Water District
Check Registers
 March 2020

1002 · DEMAND Account		
<i>RECONCILIATION:</i>		
4/1/2020	Beginning Cash Balance	295,248.53
	Deposits	29,937.81
	Assessments received	-
	Deposit - Interest	1.85
	DSPUD Annual MOU	-
	USDA Revenue Bond Payment	-
	<i>DEMAND ACCOUNT DISBURSEMENTS:</i>	<u>(134,002.72)</u>
4/30/2020	Ending Cash Balance	<u><u>191,185.47</u></u>
1031 · GASB 45-OPEB Account		
<i>RECONCILIATION:</i>		
4/1/2020	Beginning Cash Balance	163.13
	Deposit - Interest	-
	Funds Transferred To/From Investment Account	-
4/30/2020	Ending Cash Balance	<u><u>163.13</u></u>
Placer County Treasurer's Fund		
<i>RECONCILIATION:</i>		
4/1/2020	Beginning Cash Balance	2,977,214.09
	Deposit - Interest	-
	Funds Transferred To/From Investment Account	<u>3,882.50</u>
4/30/2020	Ending Cash Balance	<u><u>2,981,096.59</u></u>
Local Area Investment Fund (LAIF)		
<i>RECONCILIATION:</i>		
4/1/2020	Beginning Cash Balance	684,443.51
	Deposit - Interest	-
	Funds Transferred To/From Investment Account - Annual OPEB Funding	<u>3,444.70</u>
4/30/2020	Ending Cash Balance	<u><u>687,888.21</u></u>
Assessment District 2011-01		
<i>RECONCILIATION:</i>		
4/1/2020	Beginning Cash Balance	413,356.67
	Assessments Received	-
	Deposit - Interest	3.38
	Disbursements - USDA	-
4/30/2020	Ending Cash Balance	<u><u>413,360.05</u></u>

Sierra Lakes County Water District
Check Registers
March 2020

1002 - US Bank - Demand

Bill Pmt -Check	04/02/2020	7124	CA Bank & Trust (Deposit)	Qtrly Transfer - SRF Loan Impound Account	(25,000.00)
Bill Pmt -Check	04/09/2020	21584	Paul A. Schultz, P.E. (Corp)	March 2020 Professional Fees	(22,262.50)
Bill Pmt -Check	04/09/2020	21585	Woodard & Curran	Lake Intake Project	(11,262.25)
Liability Check	04/02/2020		QuickBooks Payroll Service	Created by Payroll Service on 04/01/2020	(8,005.42)
Liability Check	04/17/2020		QuickBooks Payroll Service	Created by Payroll Service on 04/16/2020	(7,575.98)
Bill Pmt -Check	04/02/2020	042020MED	Public Employees' Retirement System (Med)	Medical - 1347	(6,998.90)
Bill Pmt -Check	04/20/2020	042020	Anna M. Nickerson	Professional Fees 4/1/20 to 4/15/20	(5,324.00)
Bill Pmt -Check	04/06/2020		Anna M. Nickerson	Professional Fees 3/16/20 to 3/31/20	(4,620.00)
Liability Check	04/30/2020	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1441385142	(3,857.82)
Bill Pmt -Check	04/16/2020	7137-7141	Pacific Gas & Electric	Electricity	(3,823.08)
Liability Check	04/01/2020	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 765093338	(3,807.40)
Liability Check	04/16/2020	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 639997142	(3,505.54)
Bill Pmt -Check	04/02/2020	7126	Department of Water Resources	1324-0 Ice Lakes Dam 2020 Fees	(3,377.00)
Liability Check	04/02/2020	032020RET	Public Employees' Retirement System (Ret)	Retirement - 1347	(2,980.17)
Bill Pmt -Check	04/16/2020	7144	Thatcher Company, Inc.	Filter Plant Chemicals	(2,597.97)
Bill Pmt -Check	04/09/2020	21583	ACWA/Joint Powers Insurance Authority	1/1/20 to 3/31/20 WC Premium	(2,264.19)
Bill Pmt -Check	04/02/2020	7131	U.S. Bank (CC)	Intuit P/R, Internet & Website Fees, Boardroom Supplies, Tools, Gas \$292.99	(1,976.65)
Check	04/02/2020		BluePay	Merchant Fees	(1,956.44)
Bill Pmt -Check	04/09/2020	21586	New Leaders	Website Auto-Pay Upgrade	(1,806.25)
Bill Pmt -Check	04/16/2020	7135	Kronick Moskovitz Tiedemann & Girard	Mar 2020 Legal Fees	(1,754.00)
Liability Check	04/14/2020		QuickBooks Payroll Service	Created by Payroll Service on 04/10/2020	(1,007.88)
Bill Pmt -Check	04/02/2020	7128	Pacific Gas & Electric	Electricity	(977.56)
Liability Check	04/30/2020	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1441350142	(944.80)
Liability Check	04/01/2020	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 764990338	(929.07)
Bill Pmt -Check	04/02/2020	7132	USA Blue Book	Gapvac Fire Hose & Misc Filter Plant Parts, Gloves and Misc. Part, Leather Drivin	(910.90)
Bill Pmt -Check	04/16/2020	7133	AT&T	Telephone	(848.14)
Liability Check	04/16/2020	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 639982142	(840.39)
Bill Pmt -Check	04/02/2020	7129	Placer County Human Resources	Apr 2020 Dental/Vision Premium	(355.60)
Bill Pmt -Check	04/16/2020	7143	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(295.87)
Bill Pmt -Check	04/02/2020	7122	Alpine Lock and Key Inc.	Lock Repair & Re-key	(271.67)
Liability Check	04/10/2020	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 300053142	(226.24)
General Journal	04/30/2020	0420-JK		J Krebill P/R Ded - Water/Sewer Fees	(207.66)
Bill Pmt -Check	04/02/2020	7125	Cranmer Engineering, Inc.	Filter Plant Testing	(200.00)
Bill Pmt -Check	04/02/2020	7130	Summit Home Care	Office Cleaning	(200.00)
Bill Pmt -Check	04/02/2020	7123	Badger Meter	Apr 2020 Cellular Fee - Meter Test Program	(197.58)
Bill Pmt -Check	04/02/2020	7127	Mountain Hardware	Bales Pump Station & Tools, Misc Supplies for Filter Plant & Safety	(176.72)
Bill Pmt -Check	04/16/2020	7142	Tahoe Supply Company	Paper towels, cleaners & hand soap	(165.44)
Bill Pmt -Check	04/16/2020	7134	Cranmer Engineering, Inc.	Filter Plant Testing	(150.00)
Bill Pmt -Check	04/16/2020	7146	Verizon Wireless	Cell phone & iPad	(70.96)
Bill Pmt -Check	04/02/2020	0420GASBUFL	Public Employees' Retirement System (Ret)	Retirement - 1347	(65.85)
Bill Pmt -Check	04/16/2020	7136	Office 1	Monthly Copier Maintenance Contract	(64.69)
Liability Check	04/10/2020	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 300049142	(61.00)
Check	04/30/2020			Service Charge	(47.74)
Bill Pmt -Check	04/16/2020	7145	USA Blue Book	Driving Gloves	(25.90)

34

Sierra Lakes County Water District
Check Registers
 March 2020

Check	04/09/2020	BluePay	Merchant Fees	(2.00)
Check	04/03/2020	QuickBooks Payroll Service	Created by Direct Deposit Service on 04/02/2020	(1.75)
Check	04/17/2020	QuickBooks Payroll Service	Created by Direct Deposit Service on 04/16/2020	(1.75)
Paycheck	04/03/2020 DD685	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 3/31/20	-
Paycheck	04/03/2020 DD686	Matthew M Marriner	Direct Deposit: Pay Period Ending 3/31/20	-
Paycheck	04/03/2020 DD687	Patrick J Baird	Direct Deposit: Pay Period Ending 3/31/20	-
Paycheck	04/15/2020 DD688	Dan L Stockton {Salary}	Direct Deposit: 4/10/20 Board Meeting	-
Paycheck	04/15/2020 DD690	Michael E Lindquist {Salary}	Direct Deposit: 4/10/20 Board Meeting + 1 days District work	-
Paycheck	04/15/2020 DD689	Karen Heald {Salary}	Direct Deposit: 4/10/20 Board Meeting	-
Paycheck	04/15/2020 DD691	Richard A Simpson {Salary}	Direct Deposit: 4/10/20 Board Meeting	-
Paycheck	04/15/2020 DD692	Robert M McCormick {Salary}	Direct Deposit: 4/10/20 Board Meeting	-
Paycheck	04/20/2020 DD694	Matthew M Marriner	Direct Deposit: Pay Period Ending 4/15/20	-
Paycheck	04/20/2020 DD693	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 4/15/20	-
Paycheck	04/20/2020 DD695	Patrick J Baird	Direct Deposit: Pay Period Ending 4/15/20	-
Total 1002 - US Bank - Demand				(134,002.72)
TOTAL				(134,002.72)

Sierra Lakes County Water District
Payroll Summary
April 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	360.00	180.00	180.00	1,080.00
Total Gross Pay	180.00	180.00	360.00	180.00	180.00	1,080.00
Adjusted Gross Pay	180.00	180.00	360.00	180.00	180.00	1,080.00
Taxes Withheld						
Federal Withholding	-36.00	0.00	0.00	-25.00	0.00	-61.00
Medicare (Employee)	-2.61	-2.61	-5.22	-2.61	-2.61	-15.66
Social Security (Employee)	-11.16	-11.16	-22.32	-11.16	-11.16	-66.96
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	-27.54	-63.77	-13.77	-204.62
Additions to Net Pay						
Director Mileage Reimburse...	0.00	0.00	120.75	0.00	0.00	120.75
Total Additions to Net Pay	0.00	0.00	120.75	0.00	0.00	120.75
Net Pay	94.23	166.23	453.21	116.23	166.23	996.13
Employer Taxes and Contributions						
Medicare (District)	2.61	2.61	5.22	2.61	2.61	15.66
Social Security (District)	11.16	11.16	22.32	11.16	11.16	66.96
Total Employer Taxes and Contr...	13.77	13.77	27.54	13.77	13.77	82.62

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 4/30/20	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%	714,270	714,270	-	100%	857,124	83%
8000-02 · Annual Sewer Fees	99,067	99,067	(0)	100%	990,673	990,673	-	100%	1,188,808	83%
8030 · Property Taxes	-	-	-	0%	276,893	230,000	46,893	120%	390,000	71%
8050 · Customer Late Fees	(62)	-	(62)	100%	6,066	7,500	(1,434)	81%	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	7,356	-	7,356	100%	68,063	-	68,063	100%	-	#DIV/0!
Total Revenues Received:	177,788	170,494	7,293	104%	2,065,590	1,961,693	103,897	105%	2,474,807	83%
<u>Controllable Expenses:</u>										
<u>Salaries:</u>										
9001 · Director Salaries	1,080	1,800	720	60%	8,460	18,000	9,540	47%	21,600	39%
9003 · Maintenance Salaries	-	-	-	0%	-	-	-	0%	-	-
9003-01 - Maint Hourly Regular	21,160	22,959	1,798	92%	227,958	229,585	1,627	99%	275,502	83%
9003-02 - Maint Overtime	1,082	919	(163)	118%	7,798	9,184	1,386	85%	11,020	71%
9003-03 - Maint Standby	2,120	2,197	77	96%	22,060	21,967	(93)	100%	26,360	84%
9003-00 - Maint Salaries - Other	-	-	-	0%	-	1,500	1,500	0%	1,500	0%
9003-04 - Labor Allocated to Projects	-	-	-	0%	(178)	-	178	100%	-	-
Total 9000 · Salaries	25,442	27,875	2,432	91%	266,098	280,236	14,138	95%	335,982	79%
<u>Payroll Expense</u>										
9005 · Payroll Expense - SS & Medicare	1,946	2,004	58	97%	20,379	20,041	(338)	102%	24,050	85%
9007 · Payroll Expense- SUI & ETT	-	220	220	0%	827	3,512	2,685	24%	3,950	21%
9008 · Payroll Expense - Retirement	1,628	1,444	(184)	113%	15,866	14,438	(1,428)	110%	17,325	92%
9009 · Payroll Expense - Medical & D/V	7,391	12,250	4,859	60%	83,866	122,500	38,634	68%	147,000	57%
9010 · Payroll Expense - Workers' Comp	-	-	-	0%	7,431	10,425	2,994	71%	13,900	53%
Total 9004 · Payroll Expense	10,965	15,918	4,953	69%	128,369	170,916	42,547	75%	206,225	62%
<u>Indirect & G&A</u>										
9012 · Legal Expense:	1,754	3,000	1,246	58%	28,809	30,000	1,191	96%	36,000	80%
9013 · Audit Expense	-	-	-	0%	13,300	13,050	(250)	102%	13,050	102%
9014 · Fees & Penalties	124	125	1	100%	1,024	1,250	226	82%	1,500	68%
9016 · Directors' Expense	121	833	712	14%	3,635	8,333	4,698	44%	10,000	36%
9017 · Professional Fees - Operations	21,450	24,500	3,050	88%	216,553	245,000	28,447	88%	294,000	74%
9018 · Professional Fees - Office	9,812	11,440	1,628	86%	88,396	114,400	26,004	77%	137,280	64%
9019 · Staff Travel/Training	168	617	449	27%	3,078	6,167	3,089	50%	7,400	42%
9022 · Election Expense	-	-	-	0%	-	-	-	0%	-	#DIV/0!
9023 · Insurance Expense	-	-	-	0%	13,068	12,250	(818)	107%	20,000	65%
9024 · Membership Expense	744	-	(744)	100%	12,077	12,000	(77)	101%	12,000	101%
9026 · Outside Services	200	274	74	73%	2,150	2,739	589	78%	3,286	65%
9028 · Telephone Expense	919	625	(294)	147%	8,679	6,250	(2,429)	139%	7,500	116%
9029 · Garbage/Hazmat Expense	847	375	(472)	226%	4,067	3,750	(317)	108%	4,500	90%
9030 · Uniform Expense	121	169	48	72%	1,527	1,688	161	90%	2,025	75%
9034 · Propane Expense	1,266	892	(374)	142%	7,890	8,917	1,027	88%	10,700	74%

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 4/30/20	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 19-20 Budget	% of Budget
9036 · SCADA System Expense	-	1,000	1,000	0%	12,595	3,000	(9,595)	420%	4,500	280%
9037 · M&O Asset Mgmt Sys (Lucity)	-	1,000	1,000	0%	3,750	3,000	(750)	125%	4,500	83%
9040 · Office Expense	(44)	250	294	(18%)	1,084	2,500	1,416	43%	3,000	36%
9041 · Postage Expense	-	-	-	0%	629	1,500	871	42%	2,000	31%
9042 · Postage Meter Expense	-	-	-	0%	830	975	145	85%	1,300	64%
9043 · Copier & Fax Expense	65	80	15	81%	303	795	492	38%	950	32%
9044 · Computer Equipment & Service										
9044-01 · General Expense	53	292	239	18%	1,335	2,917	1,582	46%	3,500	38%
9044-02 · Website Design	1,806	750	(1,056)	241%	8,804	8,000	(804)	110%	8,000	110%
9044-03 · Merchant Fees	2,121	2,000	(121)	106%	23,236	18,000	(5,236)	129%	20,000	116%
Total 9011 · Indirect & G&A	41,528	48,222	6,694	86%	456,817	506,481	49,664	90%	606,991	75%
<u>MAINTENANCE & OPERATIONS</u>										
<u>Water Treatment & Filter Plant</u>										
9101 · Filter Plant Operations & Maint	-	583	583	0%	7,096	5,833	(1,263)	122%	7,000	101%
9102 · Filter Plant-Chems, Lab & Equip	2,748	1,250	(1,498)	220%	19,684	12,500	(7,184)	157%	15,000	131%
9103 · Filter -Water Pumping Plant M&O	-	85	85	0%	940	835	(105)	113%	1,000	94%
9104 · Well Pump Station Expense	-	85	85	0%	205	835	630	25%	1,000	21%
Total 9100 · Water Treatment & Filter Plant	2,748	2,003	(745)	137%	27,925	20,003	(7,922)	140%	24,000	116%
<u>Water Distribution</u>										
9201 · Water Dist - General Maint	385	625	240	62%	8,568	6,250	(2,318)	137%	7,500	114%
9202 · Water Dist - Pipes & Fittings	-	165	165	0%	270	1,665	1,395	16%	2,000	13%
9203 · Water Dist - Hydrant Maint	-	-	-	0%	261	500	239	52%	500	52%
9204 · Fees - Water	5,422	4,000	(1,422)	136%	13,455	13,125	(330)	103%	13,125	103%
9205 · Water Dist - Electricity	1,571	2,800	1,229	56%	24,668	28,000	3,332	88%	33,600	73%
9600 · Water Dist - Meters/Parts	-	-	-	0%	26	500	474	5%	1,000	3%
9601 · Water Conservation	-	165	165	0%	500	1,665	1,165	30%	2,000	25%
Total 9200 · Water Distribution	7,377	7,755	378	95%	47,748	51,705	3,957	92%	59,725	80%
<u>Wastewater Collection System</u>										
9301 · Wastewater - General Maint	197	750	553	26%	9,135	7,500	(1,635)	122%	9,000	102%
9302 · Wastewater - Pipes/Fittings	-	125	125	0%	1,246	1,250	4	100%	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	2,684	-	(2,684)	100%	7,357	7,350	(7)	100%	7,350	100%
9306 · Wastewater - Electricity	1,091	1,355	264	81%	11,592	13,560	1,968	85%	16,275	71%
9700-01 · Wastewater Export Service Refund	-	-	-	0%	(97,311)	-	97,311	100%	-	#DIV/0!
9700 · Wastewater- Export Service Exp	30,806	32,210	1,404	96%	308,060	322,100	14,040	96%	386,520	80%
Total 9300 · Wastewater Collection System	34,778	34,440	(338)	101%	242,761	354,760	111,999	68%	426,145	57%
<u>Vehicle Expense</u>										
9501 · Gasoline/Diesel	449	708	259	63%	10,485	7,083	(3,402)	148%	8,500	123%
9502 · Pickups	-	-	-	0%	5,415	2,500	(2,915)	217%	2,500	217%
9503 · Gapvac	-	-	-	0%	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 4/30/20	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 19-20 Budget	% of Budget
9505 · Vehicle Maint Supplies	24	-	(24)	100%	1,436	700	(736)	205%	1,000	144%
Total 9500 · Vehicle Expense	472	708	236	67%	17,929	16,283	(1,646)	110%	19,500	92%
Project Expenses										
9812 · Spot Repairs of Sewer Mainline & Laterals	-	4,650	4,650	0%	8,988	46,650	37,662	19%	56,000	16%
9813 · Repair of Sewer Manholes at Various Locations	-	2,690	2,690	0%	-	26,875	26,875	0%	32,250	0%
9815 · Misc Sewer Pump Station Upgrades	15,470	3,875	(11,595)	399%	19,705	38,750	19,045	51%	46,500	42%
9816 · Replace Pumps/Controls at #1SPS	-	-	-	0%	333	-	(333)	100%	-	#DIV/0!
9818 · Misc Water System Improvements	-	3,125	3,125	0%	18,684	31,250	12,566	60%	37,500	50%
9819 · Adj Water Valve Boxes to Street Grade	-	250	250	0%	-	2,500	2,500	0%	3,000	0%
9820 · Misc Upgrades Water Pump Stations	-	3,540	3,540	0%	4,220	35,415	31,195	12%	42,500	10%
9821 · Automatic Meter Read System	198	187	(11)	106%	1,555	1,870	315	83%	2,243	69%
9822 · Misc Jobs - Safety Tools Bldgs	266	8,835	8,569	3%	9,452	88,335	78,883	11%	106,000	9%
9824 · Lake Management	-	200	200	0%	200	2,075	1,875	10%	2,500	8%
9825 · HOTFaP	-	-	-	0%	-	7,500	7,500	0%	10,000	0%
9915 · Misc. Projects	-	-	-	0%	-	-	-	0%	-	-
Total 9800 · Project Expenses	15,933	27,352	11,419	58%	63,137	281,220	218,083	22%	338,493	19%
Total Controllable Expenses	139,244	164,273	25,029	85%	1,250,783	1,681,604	430,821	74%	2,017,061	62%
Non-Controllable Expenses:										
9900 · Debt - Interest										
9904 · Interest on SRF Loan	-	-	-	0%	5,362	5,362	(0)	100%	10,267	52%
9906 · USDA Revenue Bonds	-	-	-	0%	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	-	-	-	0%	130,927	132,609	1,682	99%	137,514	95%
9920 · Depreciation										
9921 · Depreciation - Water	13,010	10,702	(2,308)	122%	102,719	107,020	4,301	96%	128,425	80%
9922 · Depreciation - Sewer	7,983	8,841	858	90%	78,330	88,407	10,077	89%	106,089	74%
Total 9920 · Depreciation	20,994	19,543	(1,451)	107%	181,049	195,427	14,378	93%	234,514	77%
9950 · SLCWD Share - DSPUD Capital Costs						18,000	18,000	0%	18,000	0%
Total Non-Controllable Expenses	20,994	19,543	(1,451)	107%	311,976	346,036	34,060	90%	390,028	80%
TOTAL DISTRICT EXPENSES:	160,237	183,816	23,578	87%	1,562,759	2,027,640	464,881	77%	2,407,089	65%
EARNED REVENUE LESS EXPENSES	17,551	(13,321)	30,872		502,832	(65,947)	568,778		67,718	

SIERRA LAKES COUNTY WATER DISTRICT
 CAPITAL PROJECTS SUMMARY
 FISCAL YEAR JULY 1, 2020 TO JUNE 30, 2021

	PROPOSED BUDGET	Previously Incurred Costs	Costs Incurrec Current Month	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	202,324	293,304.83	16,695
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
Total Capital Projects	\$ 493,940	\$ 161,129	\$ 202,324	\$ 363,452	\$ 130,488

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

	ACTUAL Apr-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	Forecast Mar-21
Beginning Operating Cash Balance:	295	295	191	131	179	194	425	523	578	503	478	443	433
Cash Provided/(Used) by Operations:													
Revenues:													
Sewer & Water Service Fees	25	100	160	145	250	350	340	220	75	125	130	130	130
Placer County Taxes	-	-	-	177	-	20	-	-	-	-	-	-	-
Misc Other Income	-	-	-	-	-	-	-	10	-	-	10	10	10
Expenses:													
Operating Expenses	(93)	(125)	(125)	(125)	(150)	(150)	(150)	(150)	(150)	(150)	(150)	(150)	(150)
Sierra Plant - Capital Projects	(11)	(98)	(95)	(95)	(60)	(60)	(30)	-	-	-	-	-	-
Net Cash Provided/(Used) by Operations:	(79)	(123)	(60)	102	40	160	160	80	(75)	(25)	(10)	(10)	(10)
Cash Provided/(Used) for Financing Activities													
CA Bank & Trust - Qrtly Transfers	(25)	(25)	-	-	(25)	-	-	(25)	-	-	(25)	-	-
USDA \$5.2 million Revenue Bond		-		-	-		(62)		-	-	-	-	-
DSPUD Excess Capacity Refund (\$655,000)	-					71							
Total Cash Provided/(Used) by Financing Activities:	(25)	(25)	-	-	(25)	71	(62)	(25)	-	-	(25)	-	-
Cash Provided/(Used) by Investment Activities													
Moved to/from Placer Co. Treasurer's Fund		-											
GASB 45 - OPEB Annual Funding				(54)									
Total Cash Provided(Used) by Investment Activities:	-	-		(54)									
Ending OPERATING ACCOUNT Cash Balance:	191	147	131	179	194	425	523	578	503	478	443	433	423

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	179	101	152
<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	449	390	390	390
Primary Facilities Fees	25	-	29	29	29
Misc Other Income	-	1	10	10	10
Expenses:					
Operating Expenses	(1,535)	(1,549)	(2,035)	(1,804)	(1,920)
Sierra Plant - Capital Projects	(228)	(339)	(512)	(1,514)	(285)
Net Cash Provided/(Used) by Operations:	999	512	(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)	(500)	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)	(554)	296	1,196	(54)
Ending <u>OPERATING</u> Cash Balance:	519	179	101	152	141

amn
 5/1/2020
 10:36 AM

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

Vendor	Inv # / Inv Date	Invoice Amount
<u>Paul A. Schultz, P.E. A CA Prof Corp</u>	Invoice # 200501 Date 5/1/2020	# 21,450.00
	For: <u>April 2020 Professional Fees</u>	
<u>Anna Nickerson</u>	Inv# 41520 Date 4/15/2020	5,324.00
	For: <u>Professional Fees 4/1 to 4/15/20</u>	
	Inv# 43020 Date 4/30/2020	4,488.00
	For: <u>Professional Fees 4/16 to 4/30/20</u>	
TOTAL ANNA NICKERSON		9,812.00
<u>Kronick Moskovitz Tiedemann & Girard</u>	Inv# PENDING Date	
	For: <u>APR 2020 Legal Fees</u>	
<u>Loprest Division of WRT</u>	Inv# 0420-05 Date 4/21/2020	14,157.00
	For: <u>Filter Replacement Project</u>	
	Inv# 33639R Date 4/30/2020	172,872.44
	For: <u>Filter Replacement Project</u>	
TOTAL Loprest Division of WRT		187,029.44
<u>Great Basin Controls System</u>	Inv# 20014 Date 4/24/2020	13,810.70
	For: <u>Export Flume Repairs: Hydroranger; Transducer, Battery</u>	
	Inv# 20031 Date 4/24/2020	1,658.99
	For: <u>Export Flume Repairs - New Radio</u>	
TOTAL Great Basin Controls System		15,469.69
TOTAL INVOICES FOR APPROVAL		233,761.13

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. 200501 MAY 1, 2020

BILL TO	DUE DATE	TERMS
Sierra Lakes County Water District PO Box 1039 Soda Springs, CA 95728	06/15/2020	Net 45

HOURS	DESCRIPTION	UNIT PRICE	TOTAL
132.0	Professional Services for April 2020 (see detail) (132.0 hours overall, 96 hours on-site*)	\$162.50/hour	\$21,450.00

Average since July 1, 2019:

On- Site: 1034.0 hrs. / 43.8 weeks = 23.6 hrs./week*

Overall: 1319.0 hrs. / 43.8 weeks = 30.1 hrs./week

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

ACCOUNT NO. 9017 \$ 21,450.00
CHECK NO.
CK DATE
APPROVED

TOTAL DUE \$21,450.00

Thank you for your business!

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

<u>Date</u>	<u>Description</u>	<u>Hours</u>
04/01/2020	Certify no SSOs in CIWQS for the month of March 2020. Review and approve invoices. Review and approve timesheets. Finish Water Use Information Report to State. Prepare Board Report and attachments. Placer County Covid-19 Conference Call. (6.0 hrs. overall, 5.0 hrs. on-site)	6.0
04/02/2020	Begin Source Water Chemical Monitoring Waiver Request. Placer County Covid-19 Conference Call. Discuss layout and configuration of Isolux filter with factory rep. (6.0 hrs. overall, 5.0 hrs. on-site)	6.0
04/03/2020	Placer County Covid-19 Conference Call. Get monthly water and sewer flows and transmit to DSPUD. Meet with full crew re: upcoming Filter Replacement Project. (6.0 hrs. overall, 5.0 hrs. on-site)	6.0
04/06/2020	Make modifications to monthly Board Report. Placer County Covid-19 Conference Call. Review and reduce email backlog. Continue discussion of layout and configuration of Isolux filter with factory rep. (4.0 hrs. overall, 5.0 hrs. on-site).	4.0
04/07/2020	Review 2019-20 Capital Projects Budget. (6.0 hrs. overall, 5.0 hrs. on-site).	6.0
04/08/2020	Make final revisions to monthly Board Report and send to A.N. Continue work on Source Water Chemical Monitoring Waiver Request. Review Board Meeting "Zoom" instructions. Placer County Covid-19 Conference Call. (6.0 hrs. overall, 4.0 hrs. on-site)	6.0

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

04/09/2020	Placer County Covid-19 Conference Call. Meet w/ P.B. re his responsibilities during filter installation. Also meet w/ P.B. re; preparation of Water Board letter to accompany Source Water Chemical Monitoring Waiver Request. (6.0 hrs. overall, 5.0 hrs. on-site)	6.0
04/10/2020	Placer County Covid-19 Conference Call. Discuss an SOP w/ Brad Davidson at Loprest for Loprest/Clearwater workers in proximity of SLCWD workers. Try to locate some N95 masks from other nearby water/sewer districts. Meet w/ P.B. re: what the County Road Dept. needs to remove or relocate so the Loprest/Clearwater worker can have access and safe workspace. Call Tim Pitz at County re: moving same in a timely manner. Call Ken Morgan at Great Basin Controls re: how the Flume RTU installation went. Board Meeting (by Zoom). (7.0 hrs. overall, 5.0 hrs. on-site)	7.0
04/13/2020	Meet w/ P.B. re: the number of hours he needs for his next certification. Prepare list of docks not required to provide the District w/ indemnification and send to A.N. Placer County Covid-19 Conference Call. Call Jim King at DSPUD re: performance of new Flume RTU. Give sewn mask to A.N. Continue to look for N95 masks. Prepare note to Director Lindquist re: Hemlock dock. (4.5 hrs. overall, 4.5 hrs. on-site)	4.5
04/14/2020	Begin work on Capital Projects Budget. Call Property Owner on Hemlock re: Board decision on dock. Placer County Covid-19 Conference Call. Pick up 2 boxed of N95 masks form NTPUD. (6.0 hrs. overall, 0.0 hrs. on-site)	6.0
04/15/2020	Continue work on Capital Projects Budget. Begin work on Operations Budget. Prepare notice to property owners re: Filter Installation Project. (6.0 hrs. overall, 5.0 hrs. on-site)	6.0

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

04/16/2020	Distribute sewn cloth masks to crew. Ken Morgan (Great Basin Controls) here to complete flume RTU install and troubleshoot. Covid-19 Conference Call. Continue work on Capital Projects Budget. Continue work on Operations Budget. (4.0 hrs. overall, 4.0 hrs. on-site)	4.0
04/17/2020	Placer County Covid-19 Conference Call. Continue work on Capital Projects Budget. Continue work on Operations Budget. Prepare additional notice to property owners re: Filter Installation Project. (6.0 hrs. overall, 4.0 hrs. on-site)	6.0
04/19/2020	Supervise and assist in removal of media from filters and clarifier before Loprest/Clearwater arrive on 4/20. (5.0 hrs. overall, 5.0 hrs. on-site)	5.0
04/20/2020	Continue work on Capital Projects Budget. Continue work on Operations Budget. Begin supervision of our forces and responsibilities during filter installation. Placer County Covid-19 Conference Call. (5.0 hrs. overall, 4.0 hrs. on-site)	5.0
04/21/2020	Continue work on Capital Projects Budget. Continue work on Operations Budget. Begin supervision of our forces and responsibilities during filter installation. Placer County Covid-19 Conference Call. (6.0 hrs. overall, 4.0 hrs. on-site)	6.0
04/22/2020	Continue work on Capital Projects Budget. Continue work on Operations Budget. Continue supervision of our forces and responsibilities during filter installation. Placer County Covid-19 Conference Call. (6.5 hrs. overall, 4.5 hrs. on-site)	6.5
04/23/2020	Continue work on Capital Projects Budget. Continue work on Operations Budget. Placer County Covid-19 Conference Call. (6.0 hrs. overall, 0.0 hrs. on-site)	6.0
04/24/2020	Meet w/ A.N. + Directors Simpson and Stockton re: 2020-2021 Capital and Operating Budgets. (4.0 hrs. overall, 4.0 hrs. on-site)	4.0

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

04/27/2020	Continue remote supervision of our forces during filter installation. Answer contractor questions. Make Budget modifications. (6.0 hrs. overall, 0.0 hrs. on-site)	6.0
04/28/2020	Continue supervision of our forces during filter installation. Answer contractor questions. (6.0 hrs. overall, 6.0 hrs. on-site)	6.0
04/29/2020	Continue supervision of our forces during filter installation. Answer contractor questions. (6.0 hrs. overall, 6.0 hrs. on-site)	6.0
04/30/2020	Continue supervision of our forces during filter installation. Answer contractor questions. (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: 041520
DATE: April 15, 2020

ACCOUNT NO: 9018 \$ 5,324.00
CHECK NO: 042020
CHECK DATE: 4-20-20
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
4/1/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Month End and Agenda/Board Packet Reports	4.5	\$88.00	\$ 396.00			3			0.5	0.5	0.5			4.5
4/2/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Month End and Agenda/Board Packet Reports	6.0	\$88.00	\$ 528.00			3			0.5	0.5	0.5		1.5	6
4/3/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Month End and Agenda/Board Packet Reports	6.0	\$88.00	\$ 528.00			2			0.5	0.5	0.5		2.5	6
4/6/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Closed Escrow, updated QuickBooks & Lucity, processed Qtrly P/R reports and filed.	5.5	\$88.00	\$ 484.00	1	0.5	1.5		0.5	0.5	1	0.5			5.5
4/7/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated budget numbers and finalized board meeting agenda and board packet.	4.0	\$88.00	\$ 352.00			1.5			0.5	0.5	0.5		1	4
4/8/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Compiled docks/piers binder and started insurance review.	4.0	\$88.00	\$ 352.00					2.5	0.5	0.5	0.5			4
4/9/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated labor reports & filed.	4.0	\$88.00	\$ 352.00	1		0.5			0.5	1.5	0.5			4
4/10/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finish ME Cash Flow Statement, reviewed escrows followed up on old escrows, updated QB & Lucity info, filed and prepared for meeting.	9.0	\$88.00	\$ 792.00	2	2	2		1	0.5	0.5	0.5		0.5	9
4/10/2020	Board Meeting	2.0	\$88.00	\$ 176.00										2	2
4/13/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Prepared delinquent notices, processed paperwork from board meeting, reconciled bank accounts and worked on purging files. Fulfilled customer label request	7.5	\$88.00	\$ 660.00	2	0.5	1			2	0.5	0.5		1	7.5
4/14/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Purged files	4.0	\$88.00	\$ 352.00	2.5					0.5	0.5	0.5			4
4/15/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Purged files	4.0	\$88.00	\$ 352.00	2.5					0.5	0.5	0.5			4
	60.5 TOTALS			\$ 5,324.00	11.0	3.0	14.5	0.0	4.0	7.0	7.0	5.5	0.0	8.5	60.5
					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

**ANNA NICKERSON
FINANCIAL CONSULTANT**

INVOICE

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

INVOICE NO: 043020
DATE: April 30, 2020

ACCOUNT NO: 9018 \$ 4,488.00
CHECK NO: _____
CHECK DATE: _____
APPROVAL: _____

anickerson@sonic.net

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

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmnt District	M&O Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg Min / Packets	Total
4/16/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed payroll and prepared list for email blast.	4.0	\$88.00	\$ 352.00			1.5			0.5	0.5	1.5			4
4/17/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished payroll reports & acct reconciliations. Prepared updated email list for returned emails and sent new email blast.	6.0	\$88.00	\$ 528.00	2.5		0.5			0.5	1	1.5			6
4/20/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated customer info on website, updated budget and started minutes	7.0	\$88.00	\$ 616.00	1		1			0.5	1	0.5	2	1	7
4/21/2020	Off	0.0	\$88.00	\$ -											0
4/22/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked with Placer Co on election resolution and filed.	4.0	\$88.00	\$ 352.00	1		1			1	0.5	0.5			4
4/23/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated budget schedules and started minutes	4.0	\$88.00	\$ 352.00			1.5			0.5	0.5	0.5		1	4
4/24/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Prepared & attended budget meeting and worked on minutes	7.0	\$88.00	\$ 616.00			2			0.5	0.5	0.5		3.5	7
4/27/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finalized minutes, began month end	7.0	\$88.00	\$ 616.00	1		2.5			-0.5	1.5	0.5		1	7
4/28/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated draft budget for board packet and worked on month end.	4.0	\$88.00	\$ 352.00			2.5			0.5	0.5	0.5			4
4/29/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on month end and board packet reports.	4.0	\$88.00	\$ 352.00			2.5			0.5	0.5	0.5			4
4/30/2020	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed payroll and worked on board packet reports.	4.0	\$88.00	\$ 352.00			2.5			0.5	0.5	0.5			4
	TOTALS	51.0		\$ 4,488.00	5.5	0.0	17.5	0.0	0.0	5.5	7.0	7.0	2.0	6.5	51.0
					11%	0%	34%	0%	0%	11%	14%	14%	4%	13%	

Loprest Division of WRT

2825 Franklin Canyon Road
 Rodeo, CA 94572
 Ph 888/228-5982 Fax 510/799-7433

INVOICE

DATE	JOB #	INVOICE #
4/21/2020	33633	0420-05

BILL TO
Sierra Lakes County Water District PO Box 1039 Soda Springs, CA 95728

SHIP TO
Sierra Lakes County Water District 7305 Short Road PO Box 1039 Soda Springs, CA 95728

P.O. NUMBER	SHIP VIA	SHIP DATE	F.O.B.
19-160	Truck	4/21/2020	Factory

TERMS: Net 30 Days	PHONE
	530/426-7800

QTY	UNIT	DESCRIPTION	PRICE EACH	AMOUNT
0.15	Lot	Replacement Filter Vessels, to include: 2 - Filters, 84"D x 54" SS, Rated ASME 125, Interior coat - Tnemec 140 3 coats @ 3-5 mils each, Exterior Prime Coat - Tnemec 140 1 coat @ 3-5 mils, Exterior Finish Coat - Tnemec 1074 1 coat @ 2-3 mils 2 Sets - Underdrain Laterals, 1-1/2" wedge wire slotted, 304 SS, 14 per set 2 Sets - Surface Wash Laterals, 304 SS, w/ Brass Spray Nozzles, 10 per Set 2 Each - Surface Wash Header Assemblies, 304 SS 2 Lots - Filter Sand and Anthracite w/ Support Gravel, approx. 116 CF per Lot *** Second and Final Invoice - Internals and Media *** Freight Included Sales Tax 7.25% Placer County	88,000.00	13,200.00T
			0.00	0.00
			7.25%	957.00
ACCOUNT NO 3116 \$14,157.00 CHECK NO. CK DATE APPROVED <i>Randy Richey</i> - Thank you!				

Pay to the order of: LOPREST DIVISION of WRT	Total
	\$14,157.00

ORIGINAL
 Please Pay Promptly

Loprest Division of WRT

2825 Franklin Canyon Road
 Rodeo, CA 94572
 Ph 888/228-5982 Fax 510/799-7433

JOB

DATE	JOB NO.
12/16/2019	33639R

5/1/20

SOLD TO
Sierra Lakes County Water District PO Box 1039 Soda Springs, CA 95728

SHIP TO
Soda Springs, CA

P.O. NUMBER	SALES REP	REQ'D SHIP DATE	FOB
19-160 CO1	Brad	4/30/2020	Jobsite

TERMS: Net 30 Days	PHONE	916/426-7802
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QTY	UNIT	DESCRIPTION	UNIT PRICE	EXT PRICE
1	Lot	New Filter Media for existing filter and clarifiers	6,244.00	6,244.00T
1	Set	Cathodic Protection Rod	300.00	300.00T
1	Lot	Labor for installation of new filters, R&R old filter media, repaint pipe as required	166,000.00	166,000.00
1	Lot	Change Order 2 - Add lodging, deduct old filter disposal	-146.00	-146.00
		*** Job Revised 04/28/20 *** Sales Tax 7.25% Placer County	7.25%	474.44

ACCOUNT NO.
 CHECK NO.
 CK DATE
 APPROVED

2825 Franklin Canyon Rd., Rodeo, CA. 94572 Phone 510-799-3101 - Fax 510-799-7433	Total	\$172,872.44
---	--------------	--------------

Ken Morgan

Great Basin Control Systems

325 Neilson Road
 Reno, NV 89521
 Phone (775) 741-1408 Fax (775) 849-3360

DATE: April 24, 2020
INVOICE # 20014

FOR: Donner/Serene Lakes

Bill To:
 Sierra Lakes County Water District
 7300 Short Road
 Soda Springs, CA 95728

REQUESTED BY: Paul

DESCRIPTION	AMOUNT
Original Contract: \$14,707	
RTU; Hydroranger; Transducer \$10,937.00	Labor 2,809.00
	Parts 6,628.00
Battery Backup (100 hours) \$3,770.00	Labor 2,071.00
<u>\$14,707.00</u>	Parts 1,699.00
Note: The new transducer will be installed when the vault is accessible.	<u>Remaining</u> \$1,500.00
ACCOUNT NO 9815 \$13,810.70 CHECK NO. CK DATE APPROVED <i>Paul</i>	Sales Tax (Placer County - 7.25%) 603.70
Net: 30 days	
TOTAL	\$ 13,810.70

Please make all checks payable to Ken Morgan

If you have any questions concerning this invoice, contact Ken Morgan, (775) 741-1408, kmorgan325@sbcglobal.net

THANK YOU FOR YOUR BUSINESS!

Ken Morgan

Great Basin Control Systems

325 Neilson Road
 Reno, NV 89521
 Phone (775) 741-1408 Fax (775) 849-3360

DATE: April 24, 2020
INVOICE # 20031

FOR: Meter Site Radio

Bill To:
 Sierra Lakes County Water District
 7300 Short Road
 Soda Springs, CA 95728

REQUESTED BY: Paul

DESCRIPTION	AMOUNT
Labor:	
Install a Guardian radio at the Meter site.	
2 hrs. @ \$145	290.00
Travel Time:	
With Other Project	
hrs. @ \$100	-
Parts:	
CalAmp Guardian Radio	1,276.45
ACCOUNT NO 9815 \$1,658.99 CHECK NO. CK DATE APPROVED <i>Paul Jy</i>	Sales Tax (Placer County - 7.25%) 92.54
Net: 30 days	
TOTAL	\$ 1,658.99

Please make all checks payable to Ken Morgan

If you have any questions concerning this invoice, contact Ken Morgan, (775) 741-1408, kmorgan325@sbcglobal.net

THANK YOU FOR YOUR BUSINESS!

SIERRA LAKES COUNTY WATER DISTRICT

P.O. Box 1039

Soda Springs, CA 95728

(530) 426-7800

Fax: (530) 426-1120

MEMORANDUM

TO: Board of Directors

FROM: Anna Nickerson

RE: Request for waiver

DATE: May 1, 2020

Attached is the email conversation with Mr. Yee in regards to a request for waiver of the 10% late fee for the 3rd quarterly payment.

Staff requests direction from the Board.

From: jeffrey yee [mailto:bassproperties@gmail.com]
Sent: Wednesday, April 22, 2020 11:40 AM
To: Anna M Nickerson <anickerson@slc wd.org>
Subject: Re: Upgrade to Water Treatment Plant

Do I need to put a request to the Board in place or is this email considered my request?

On Apr 22, 2020, at 5:51 AM, Anna M Nickerson <anickerson@slc wd.org> wrote:

Good morning Mr. Yee,

Late fees were part of the discussion at the April Board meeting. It was determined that although we are not shutting off residential service, we are still required to incur fees in accordance with the District's Code.

You always have the option of asking the Board for a waiver, but I do not have the authority to waive any fees.

Have a great day,
Anna Nickerson
Financial Consultant
530-426-7800

NOTICE: The information contained in this message is proprietary and/or confidential and may be privileged. If you are not the intended recipient of this communication, you are hereby notified to: (i) delete the message and all copies; (ii) do not disclose, distribute or use the message in any manner; and (iii) notify the sender immediately.

This institution is an equal opportunity provider / Esta institución es un proveedor de servicios con igualdad de oportunidades

From: jeffrey yee [mailto:bassproperties@gmail.com]
Sent: Tuesday, April 21, 2020 9:18 PM
To: Anna Nickerson <anickerson@slc wd.org>
Subject: Re: Upgrade to Water Treatment Plant

Anna,

I received your notification about a late fee for 4015 Serene Rd. I am hoping that you can waive the late fee associated with the account.

I appreciate the understanding during these times

Best,

Jeffrey Yee

RESOLUTION NO. 2020-~~01XXX~~

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SIERRA LAKES COUNTY WATER DISTRICT

DECLARING AN ELECTION BE HELD IN ITS JURISDICTION;
REQUESTING THE PLACER COUNTY BOARD OF SUPERVISORS TO
CONSOLIDATE THIS ELECTION WITH ANY OTHER ELECTION
CONDUCTED ON SAID DATE;
~~TO CONDUCT SAID ELECTION BY ALL-MAILED BALLOT;~~
AND REQUESTING ELECTION SERVICES BY THE COUNTY CLERK ~~FOR~~
~~ALL-MAILED BALLOT ELECTION~~

WHEREAS, it is the determination of the Board of Directors of the Sierra Lakes County Water District that an election be held on November 3, 2020; at which election the issue to be presented to the voters will be:

Nomination of Candidates for the Board of Directors

WHEREAS, said election will be to fill vacancies for the following Board Members whose terms will expire on the first Friday of December, 2020.

<u>Incumbent's Name</u>	<u>Regular/Short Term</u>
Karen Heald	Regular Term
Richard Simpson	Regular Term

WHEREAS, the Directors of this District are elected at large; and

WHEREAS, the Board of Directors has determined the following election particulars:

1. Said election will be conducted pursuant to Section 30700.6 of the California Water Code;
- ~~2.~~ ~~Said election will be conducted by all-mailed ballot;~~
- ~~2~~3. The length of the Candidate's Statement must not exceed 200 words;
- ~~4.~~3. The cost of the Candidate's Statement must be paid by the candidate;
- ~~4~~5. In the case of a tie vote, the election will be determined by lot.

56. The District hereby certifies that there have been no District boundary changes since our last election.

6. Said District does not request that a measure will be decided at this election.

BE IT RESOLVED by the Board of Directors of the Sierra Lakes County Water District that the Board of Supervisors of the County of Placer is hereby requested to:

1. Consolidate said District election with any other applicable election conducted on November ~~6, 2018~~, 2020;
2. Authorize and direct the County Clerk, at the expense of Sierra Lakes County Water District, to provide all necessary election services, ~~which will include:~~

~~Publish Notice of Election;~~

~~Issue nomination papers;~~

~~Print and mail sample ballots;~~

~~Print, process, and mail official all-mailed ballots;~~

~~Canvas the results of said election;~~

PASSED AND ADOPTED at a regular meeting of the Board of Directors on May ~~11, 2018~~, 2020, by the following vote:

AYES: ~~Directors Lindquist, Stockton, Simpson and Oudegeest~~

NOES: ~~None~~

ABSENT: ~~Director Heald~~

ABSTENTIONS: ~~None~~

President, Board of Directors
Sierra Lakes County Water District

ATTEST:

Secretary to the Board
Sierra Lakes County Water District

SECRETARY'S CERTIFICATE

State of California)
)
) ss.
)
County of Placer)

I, Anna Nickerson, Secretary to the Board of Directors of the Sierra Lakes County Water District, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 20~~1820-841~~_____ of said Board and that the same has not been amended or repealed.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said District this ~~11~~8th day of May, 20~~18~~20.

Secretary to the Board
Sierra Lakes County Water District

RESOLUTION NO. 2020-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SIERRA LAKES COUNTY WATER DISTRICT**

**DECLARING AN ELECTION BE HELD IN ITS JURISDICTION;
REQUESTING THE PLACER COUNTY BOARD OF SUPERVISORS TO
CONSOLIDATE THIS ELECTION WITH ANY OTHER ELECTION
CONDUCTED ON SAID DATE;
AND REQUESTING ELECTION SERVICES BY THE COUNTY CLERK**

WHEREAS, it is the determination of the Board of Directors of the Sierra Lakes County Water District that an election be held on November 3, 2020; at which election the issue to be presented to the voters will be:

Nomination of Candidates for the Board of Directors

WHEREAS, said election will be to fill vacancies for the following Board Members whose terms will expire on the first Friday of December, 2020.

<u>Incumbent's Name</u>	<u>Regular/Short Term</u>
Karen Heald	Regular Term
Richard Simpson	Regular Term

WHEREAS, the Directors of this District are elected at large; and

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1. Said election will be conducted pursuant to Section 30700.6 of the California Water Code;
2. The length of the Candidate's Statement must not exceed 200 words;
3. The cost of the Candidate's Statement must be paid by the candidate;
4. In the case of a tie vote, the election will be determined by lot.
5. The District hereby certifies that there have been no District boundary changes since our last election.
6. Said District does not request that a measure will be decided at this election.

BE IT RESOLVED by the Board of Directors of the Sierra Lakes County Water District that the Board of Supervisors of the County of Placer is hereby requested to:

1. Consolidate said District election with any other applicable election conducted on November 3, 2020;
2. Authorize and direct the County Clerk, at the expense of Sierra Lakes County Water District, to provide all necessary election services.

PASSED AND ADOPTED at a regular meeting of the Board of Directors on May 8, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

President, Board of Directors
Sierra Lakes County Water District

ATTEST:

Secretary to the Board
Sierra Lakes County Water District

SECRETARY'S CERTIFICATE

State of California)
)
) ss.
)
County of Placer)

I, Anna Nickerson, Secretary to the Board of Directors of the Sierra Lakes County Water District, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 2020-01 of said Board and that the same has not been amended or repealed.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said District this 8th day of May, 2020.

Secretary to the Board
Sierra Lakes County Water District

Sierra Lakes County Water District
2020/2021 **DRAFT** OPERATIONS BUDGET
As of 5/1/2020

	Actuals 7/1/19 to 4/30/20	2019/2020 Budget	2019/2020 Estimated YE Actual Costs	2020/2021 Proposed Budget	NOTES
Ordinary Income/Expense					
Income					
8000 · Water/Sewer Service					
8000-01 · Annual Water Fees	857,124.00	857,124.00	857,124.00	857,124.00	821 Billable Connections
8000-02 · Annual Sewer Fees	1,188,808.00	1,188,808.00	1,188,808.00	1,188,808.00	821 Billable Connections
Total 8000 · Water/Sewer Service	2,045,932.00	2,045,932.00	2,045,932.00	2,045,932.00	
8050 · Customer Late Fees	6,065.74	10,000.00	8,088.00	10,000.00	No increase proposed
8061 · Other Income					
8005 · Prim Fac Fees - Sewer	7,800.00	23,400.00	7,800.00	23,400.00	3 Sewer connection permits
8006 · Prim Fac Fees - Water	1,825.00	5,478.00	1,825.00	5,475.00	3 Water connection permits
8030 · Placer County Tax	276,892.77	390,000.00	401,892.77	400,000.00	Based on 2018/19 Actual and 2019/20 Estimate
8052 · GAPVAC Services	-	-	-	-	
8062 · Discounts	-	-	-	-	
8061 · Other Income - Other	67,809.72	-	67,810.00	40,000.00	Investment Fund Earnings (LAIF & Placer Co. Treasurer's Fund)
8061A · DSPUD WWTP Excess Capacity	-	-	-	-	
Total 8061 · Other Income	354,327.49	428,878.00	479,327.77	468,875.00	
Total Income	2,406,325.23	2,484,810.00	2,533,347.77	2,524,807.00	
Gross Profit	2,406,325.23	2,484,810.00	2,533,347.77	2,524,807.00	
Expense					
9000 · Salaries					
9001 · Director Salaries	8,460.00	21,600.00	10,152.00	21,600.00	Based on 2 mtgs per month per Director at \$180/mtg.
9003 · Maintenance Salaries					
9003-01 · Hourly Regular (Maint)	227,957.87	275,502.00	275,502.00	283,775.00	Per GM 2020-2021 Operations Budget (proposed 3% increase)
9003-02 · Overtime (Maintenance)	7,797.55	11,020.00	11,020.00	11,020.00	Per GM 2020-2021 Operations Budget (no proposed increase)
9003-03 · Standby (Maintenance)	22,060.00	26,360.00	26,360.00	26,360.00	\$500/week for 52 weeks + \$100 Holidays
9003-04 · Labor Allocated to Projects	(177.50)	-	(177.50)	-	
9003 · Maint Sal - Other Employee Relations	-	1,500.00	-	-	
Total 9003 · Maintenance Salaries	257,637.92	314,382.00	312,704.50	321,155.00	
Total 9000 · Salaries	266,097.92	335,982.00	322,856.50	342,755.00	
9004 · Payroll Expense					
9005 · Payroll Expense - SS & Medicare	20,379.07	24,050.00	24,712.00	26,221.00	Calculated Based on Budgeted Wages
9007 · Payroll Expense- SU1 & ETT	826.57	3,950.00	3,950.00	3,950.00	Calculated Based on Budgeted Wages
9008 · Payroll Expense - Retirement	15,866.17	17,325.00	19,039.00	20,007.00	Estimated Actual + 5% (Includes AUL Payment)
9009 · Payroll Expense - Medical & D/V	83,866.34	147,000.00	104,240.00	125,048.00	Estimated Actual + 10%
9009.01 · OPED Expense	-	-	-	-	
9010 · Payroll Expense - Workers' Comp	7,430.56	13,900.00	9,907.00	13,900.00	No increase proposed
Total 9004 · Payroll Expense	128,368.71	206,225.00	161,848.00	189,126.00	
9011 · Indirect & G&A					
9012 · Legal Expense	28,809.01	36,000.00	36,000.00	36,000.00	No increase proposed
9013 · Audit Expense	13,300.00	13,050.00	13,300.00	13,650.00	Per Auditor Proposal
9014 · Fees & Penalties	1,023.58	1,500.00	1,228.00	1,500.00	Direct Deposit, Recording & Bank Service Fees
9016 · Directors' Expense	3,635.11	10,000.00	4,362.00	10,000.00	No increase proposed
9017 · Professional Fees - Operations	216,553.12	294,000.00	259,864.00	294,000.00	Board approved maximum
9018 · Professional Fees - Office	88,396.00	137,280.00	106,075.00	137,280.00	Board Approved Maximum (30 hrs/wk (1,560 hrs.))
9019 · Staff Travel/Training	3,078.01	7,400.00	3,694.00	7,400.00	Per GM 2020-2021 Operations Budget
9022 · Election Expense	-	-	-	2,000.00	Term Ending for 2 Directors
9023 · Insurance Expense	13,068.00	20,000.00	21,068.00	22,000.00	Estimated Actual + 5%
9024 · Membership Expense	12,077.00	12,000.00	12,077.00	12,000.00	No increase proposed

63

Sierra Lakes County Water District
2020/2021 **DRAFT** OPERATIONS BUDGET
As of 5/1/2020

	Actuals 7/1/19 to 4/30/20	2019/2020 Budget	2019/2020 Estimated YE Actual Costs	2020/2021 Proposed Budget	NOTES
9026 · Outside Services	2,150.00	3,286.00	2,580.00	2,709.00	Estimated Actual + 5%
9028 · Telephone Expense	8,679.44	7,500.00	10,415.00	10,947.00	Estimated Actual + 5%
9029 · Garbage/Hazmat Expense	4,066.54	4,500.00	4,880.00	4,500.00	No increase proposed
9030 · Uniform Expense	1,526.96	2,025.00	2,025.00	2,025.00	Per GM 2020-2021 Operations Budget
9034 · Propane Expense	7,889.69	10,700.00	9,468.00	10,700.00	No increase proposed
9036 · SCADA System Expense	12,594.59	4,500.00	12,595.00	6,000.00	Per GM 2020-2021 Operations Budget
9037 · Lucy Asset Management System	3,750.00	4,500.00	3,750.00	4,500.00	Per GM 2020-2021 Operations Budget
9040 · Office Expense	1,083.87	3,000.00	1,301.00	3,000.00	No increase proposed
9041 · Postage Expense	628.79	2,000.00	1,700.00	2,000.00	No increase proposed
9042 · Postage Meter Expense	829.77	1,300.00	1,106.00	1,300.00	No increase proposed
9043 · Copier & Fax Expense	302.61	950.00	950.00	950.00	No increase proposed
9044 · Computer Equipment, Service & Website					
9044-01 General Expenses	1,335.27	3,500.00	3,500.00	3,500.00	DSL, IT, Supplies, P/R Service & Website fees
9044-02 Website Design	8,804.14	8,000.00	9,000.00	2,000.00	Website Update & Maintenance
9044-03 Merchant Fees	23,235.69	20,000.00	27,883.00	29,277.00	Estimated Actual + 5%
Total 9011 · Indirect & G&A	456,817.19	606,991.00	548,821.00	619,238.00	
9100 · Water Treatment & Filter Plant					
9101 · Filter Plant Operations & Maint	7,095.98	7,000.00	8,515.00	7,000.00	Per GM 2020-2021 Operations Budget
9102 · Filter Plant-Chems, Lab & Equip	19,683.90	15,000.00	23,621.00	15,000.00	Per GM 2020-2021 Operations Budget
9103 · Filter -Water Pumping Plant M&O	939.52	1,000.00	1,127.00	1,000.00	Per GM 2020-2021 Operations Budget
9104 · Filter -Well Pump Station Exp	205.48	1,000.00	247.00	1,000.00	Per GM 2020-2021 Operations Budget
Total 9100 · Water Treatment & Filter Plant	27,924.88	24,000.00	33,510.00	24,000.00	
9200 · Water Distribution					
9201 · Water Dist - General Maint	8,568.23	7,500.00	10,282.00	7,500.00	Per GM 2020-2021 Operations Budget
9202 · Water Dist - Pipes & Fittings	269.66	2,000.00	324.00	2,000.00	Per GM 2020-2021 Operations Budget
9203 · Water Dist - Hydrant Maint	261.44	500.00	314.00	500.00	Per GM 2020-2021 Operations Budget
9204 · Fees - Water	13,454.65	13,125.00	13,933.15	13,125.00	Per GM 2020-2021 Operations Budget
9205 · Water Dist - Electricity	24,667.98	33,600.00	29,602.00	33,600.00	Per GM 2020-2021 Operations Budget
9600 · Water Dist - Meters/Parts	25.96	1,000.00	31.00	1,000.00	Per GM 2020-2021 Operations Budget
9601 · Water Conservation	500.00	2,000.00	625.00	1,000.00	Per GM 2020-2021 Operations Budget
Total 9200 · Water Distribution	47,747.92	59,725.00	55,111.15	58,725.00	
9300 · Wastewater Collection System					
9301 · Wastewater - General Maint	9,135.31	9,000.00	10,962.00	9,000.00	Per GM 2020-2021 Operations Budget
9302 · Wastewater - Pipes/Fittings	1,246.09	1,500.00	1,495.00	1,500.00	Per GM 2020-2021 Operations Budget
9303 · Wastewater- Enzymes/Lab Testing	2,309.68	5,000.00	2,772.00	5,000.00	Per GM 2020-2021 Operations Budget
9304 · Wastewater - Manholes	371.45	500.00	446.00	500.00	Per GM 2020-2021 Operations Budget
9305 · Fees - Sewer	7,357.35	7,350.00	8,829.00	7,350.00	Per GM 2020-2021 Operations Budget
9306 · Wastewater - Electricity	11,591.87	16,275.00	13,910.00	16,275.00	Per GM 2020-2021 Operations Budget
9700 · Wastewater- Export Service Exp					
9700-01 · Wastewater Export Srvc Adjustment	(97,310.59)	-	(97,310.59)	-	
9700 · Wastewater- Export Service Exp - Other	308,060.00	386,520.00	386,520.00	386,520.00	Pending DSPUD's budget & allocation rate modification
Total 9300 · Wastewater Collection System	242,761.16	426,145.00	327,623.41	426,145.00	
9500 · Vehicle Expense					
9501 · Gasoline/Diesel	10,484.51	8,500.00	12,581.00	15,000.00	Per GM: Excess due to excessive power outages
9502 · Pickups	5,414.64	2,500.00	6,498.00	2,500.00	Per GM 2020-2021 Operations Budget
9503 · Gapvac	593.22	3,500.00	712.00	3,500.00	Per GM 2020-2021 Operations Budget
9504 · Backhoe	-	4,000.00	-	4,000.00	Per GM 2020-2021 Operations Budget
9505 · Vehicle Maint Supplies	1,436.17	1,000.00	1,723.00	1,500.00	Per GM 2020-2021 Operations Budget
Total 9500 · Vehicle Expense	17,928.54	19,500.00	21,514.00	26,500.00	

Sierra Lakes County Water District
2020/2021 **DRAFT** OPERATIONS BUDGET
As of 5/1/2020

	Actuals 7/1/19 to 4/30/20	2019/2020 Budget	2019/2020 Estimated YE Actual Costs	2020/2021 Proposed Budget	NOTES
9800 · Project Expenses					
9812 · Spot Repairs of Sewer Mainline	8,988.00	56,000.00	56,000.00	56,000.00	Per GM 2020-2021 Budget Project Schedule
9813 · Repair Sewer Manholes	-	32,250.00	32,250.00	53,250.00	Per GM 2020-2021 Budget Project Schedule
9815 · Misc Sewer Pump Station Upgrade	19,705.47	46,500.00	46,500.00	31,500.00	Per GM 2020-2021 Budget Project Schedule
9816 · Replace Pumps/Controls @#1 SPS	332.80	-	-	-	Per GM 2020-2021 Budget Project Schedule
9818 · Misc Water System Improvements	18,683.93	37,500.00	37,500.00	24,000.00	Per GM 2020-2021 Budget Project Schedule
9819 · Adj Water Valve Boxes to Grade	-	3,000.00	3,000.00	3,000.00	Per GM 2020-2021 Budget Project Schedule
9820 · Misc Upgrades Water Pump Station	4,219.59	42,500.00	42,500.00	17,300.00	Per GM 2020-2021 Budget Project Schedule
9821 · Automatic Meter Reading System	1,554.83	2,243.00	2,243.00	9,078.00	Per GM 2020-2021 Budget Project Schedule
9822 · Misc Jobs - Safety, Tools, Bldg	9,451.96	106,000.00	106,000.00	48,500.00	Per GM 2020-2021 Budget Project Schedule
9824 · Lake & Land Management	200.00	2,500.00	2,500.00	-	Per GM 2020-2021 Budget Project Schedule
9825 · HOTFaP	-	10,000.00	-	-	Per GM 2020-2021 Budget Project Schedule
9915 · Misc Projects (includes Website Development)	-	-	-	-	Per GM 2020-2021 Budget Project Schedule
Total 9800 · Project Expenses	63,136.58	338,493.00	328,493.00	242,628.00	
Total Expense	1,250,782.90	2,017,061.00	1,799,777.06	1,929,117.00	
Net Ordinary Income	1,155,542.33	467,749.00	733,570.71	595,690.00	
Other Income/Expense					
Other Income					
8020 · Interest Revenues					
8021 · Interest Revenue - Other	106.45	-	128.00	-	
8029 · CA Bank & Trust - Interest Reve	147.09	-	177.00	-	
Total 8020 · Interest Revenues	253.54	-	305.00	-	
Total Other Income	253.54	-	305.00	-	
Other Expense					
9900 · Debt - Interest					
9904 · Interest on SRF Loan	5,362.22	10,267.00	10,267.00	8,415.00	Per loan amortization schedules
9906 · Interest on USDA Revenue Bond	125,321.40	127,000.00	125,321.40	121,286.00	Per loan amortization schedules
9908 · Int on Assessment - 7207 Palisade	243.00	247.00	243.00	247.00	
Total 9900 · Debt - Interest	130,926.62	137,514.00	135,831.40	129,948.00	
9920 · Depreciation					
9921 · Depreciation - Water	102,718.79	128,425.00	128,740.00	135,000.00	Per Depreciation Schedule
9922 · Depreciation - Sewer	78,330.21	106,089.00	94,300.00	95,000.00	Per Depreciation Schedule
Total 9920 · Depreciation	181,049.00	234,514.00	223,040.00	230,000.00	
9950 · SLCWD's Share DSPUD Capital Costs	-	18,000.00	18,000.00	60,000.00	
Total Other Expense	311,975.62	390,028.00	376,871.40	419,948.00	
Net Other Income	(311,722.08)	(390,028.00)	(376,566.40)	(419,948.00)	
Net Income	843,820.25	77,721.00	357,004.31	175,742.00	

Sanitary Sewer System

Spot Repairs of Sewer Mainline and Laterals -- Project 9812

Item of Work	Unit	Quantity	Unit Price	FY 2020-2021		FY 2021-2022		FYs 2022-2026
				Operating	Capital	Operating	Capital	
Sanitary sewer lateral repairs	each	3	\$7,500	\$22,500		\$25,000		\$25,000 yearly
Sanitary sewer mainline repairs	each	3	\$9,500	\$28,500		\$30,000		\$30,000 yearly
Replace portion of SPS-3 force/gravity main at SPS-2	lineal feet	250	\$150				\$37,500	
Lower Lake Drive gravity sewer replacement	lineal feet	150	\$150				\$22,500	
Replace SPS-3 force main	lineal feet	250	\$400				\$100,000	
TV Inspection of Mainline	days	2	\$2,500	\$5,000				
Project Total				\$56,000	\$0	\$55,000	\$160,000	

Justification: Lateral and mainline repairs to be identified by camera inspection. Replacement of portion of SPS-3 force main (pump station to Soda Springs Road) due to poor pipe condition, alignment and installation methodology (directional boring or open cut under lake outlet culverts) to be determined. Lower Lake Drive gravity sewer in poor condition based on TV inspection. All work to be done by contractor(s) due to depth of pipe and District staffing and equipment limitations. Yearly TV inspection of portion of mainlines to resume in FY 2021/2022 to locate sources of I&I and verify pipe condition.

Repair/Replace Sewer Manholes at Various Locations -- Project 9813

Item of Work	Unit	Quantity	Unit Price	FY 2020-2021		FY 2021-2022		FYs 2022-2026
				Operating	Capital	Operating	Capital	
Installation of Chimney Seals (locations to be determined)	each	15	\$450	\$6,750		\$6,750		\$5,000 yearly
Cementitious Coating of manhole channels, bases and barrels	vertical foot	25	\$600	\$15,000				
Replace manholes	each	3	\$10,000	\$30,000				\$30,000 every other year
Adjust manholes to grade (locations to be determined)	each	3	\$500	\$1,500		\$1,500		\$2,500 yearly
Project Total				\$53,250		\$8,250		

Justification: Installation of chimney seals to control I&I at frame/cone interface at street level. Degradation of manhole concrete due to sewer offgasing, work will apply cementious coating to surfaces. Replace manholes that have reached end of useful life and are source of Inflow and Infiltration, assumes three every other year. Adjust manholes to grade as part of annual program. Chimney seals and grade adjustment done by SLCWD Staff, coating and reconstruction done by contractors.

Miscellaneous Sewer Pump Station Upgrades -- Project 9815

Item of Work	Unit	Quantity	Unit Price	FY 2020-2021		FY 2021-2022		FYs 2022-2026
				Operating	Capital	Operating	Capital	
Install backup float control system at SPS-4	each	1	\$10,000	\$10,000				
Install replacement pumps, rail system and wetwell at SPS-4	lump sum	1	\$125,000		\$125,000			
Cementitious Coating of walls & floors at SPS-2 and ceiling & walls at SP	vertical foot	20	\$750	\$15,000				
Repair wetwell wall at SPS-2	each	1	\$6,500	\$6,500				
Project Total				\$31,500	\$125,000	\$0	\$0	

Justification: Backup float system at SPS-4 will supplement bubbler level control system, all other stations have backup system except SPS-4. SPS-4 pumps and piping have reached end of service life (installed in 1970's) and are permanently mounted in wetwell, removal for maintenance or repair requires confined space entry and unbolting of mounting and pipe connections. Installation of new pumps, rail system and wetwell will allow Operators to lift pumps in/out with truck mounted crane. Application of coating to walls and floor of SPS-2 wetwell and ceiling and walls of SPS-3 to restore integrity of concrete due to disintegration caused by sewer off-gassing. Wetwell wall at SPS-2 has area of failure (boil) which will require excavation on exterior and installation of concrete patch. All work to be done by contractor(s) due to magnitude of project and/or requirement for specialty equipment.

Domestic Water System

Water Distribution System Improvements -- Project 9818

Item of Work	Unit	Quantity	Unit Price	FY 2020-2021		FY 2021-2022		FYs 2022-2026
				Operating	Capital	Operating	Capital	
AC Pipe corrosion study follow-up	each	1	\$20,000	\$20,000				
System-wide leak detection	each	1				\$6,000		
Replace Hill Tank distribution gate valve	each	1	\$4,000	\$4,000				
Mainline replacement in areas of high groundwater	lineal feet	2000	\$250			\$500,000		\$500,000 placeholder in 2022
Mainline replacement near SPS-3 creek crossing	lineal feet	250	\$400			\$100,000		
Install distribution gate valves at various intersections	each	8	\$5,000					\$40,000 in 2022
Replacement of lower Lake Drive mainline	each	150	\$200			\$7,500	\$30,000	
Replace fire hydrants at Hillside/Baxter and Bales/Hemlock	each	2	\$12,000		\$24,000			
Replace remaining Dresser Fire Hydrants	each	9	\$12,000					\$108,000 in 2022
Replace service saddles in Serene Subdivisions	each	310	\$3,500					\$1,085,000 split between 2023/2024/2025
Project Total				\$24,000	\$24,000		\$630,000	

Justification: Condition of AC pipe studied in 2007 and found weakening of exterior of pipe due to corrosive ground water. Analysis of 2018 failure of AC pipe at Donner Drive and Lake Drive also showed loss of cement binder due groundwater corrosion. System wide leak detection of distribution system in Fall of 2021 and every other year going forward, last survey was in spring of 2019. Repair of damaged pavement on Donner Drive and Lower Lake Drive due to December 2018 pipeline failures. Budget assumes mainline replacement will be required in some areas due to pipe condition. Replacement of portion of mainline near SPS-3 due to poor pipe condition, alignment and installation methodology (directional boring or open cut) to be determined and project done in conjunction with force main replacement. Gate valve on Hill Tank distribution line on Pahatsi is difficult to operate for complete shut-off, top of valve will be removed to determine if repair is possible otherwise valve will be replaced. Dresser brand fire hydrants are original 1960's and '70's installation and repair parts are no longer available, hydrants at Hillside/Baxter and Bales/Hemlock are very difficult to operate. There are a number of intersections where the configuration of the distribution valving is not sufficient to isolate small sections of system during repairs, project will add valves to industry standard of three per intersection prior to replacement of failing service saddles. Replacement of existing mainline on lower Lake Drive due to previous failures, work in 2021 to eliminate portion under creek and improve ability to isolate the pipe in the event of another failure prior to replacement in 2022. Service saddles in Serene Subdivisions have reached the end of their useful life and require replacement due to corrosion and failure of straps.

Adjust Water Valve Boxes to Street Grade--Project 9819

Item of Work	Unit	Quantity	Unit Price	FY 2020-2021		FY 2021-2022		FYs 2022-2026
				Operating	Capital	Operating	Capital	
Adjust water valve boxes to grade	each	10	\$300	\$3,000		\$3,000		\$3,000 yearly
Project Total				\$3,000		\$3,000		

Justification: Project will continue program to adjust water valve boxes to within 3/8-inch of surrounding asphalt grade to reduce damage to valve boxes from wheel impact loads. Estimate assumes 10 done each year. Project to be completed by SLCWD Staff with exception of paving by outside contractor.

Sierra Lakes County Water District Sierra Lakes County Water District
Draft FY 2020-2021 and 2021-2022 Project List

Miscellaneous Water Pump Station/Storage Improvements – Project 9820				FY 2020-2021		FY 2021-2022		FYs 2022-2026
Item of Work	Unit	Quantity	Unit Price	Operating	Capital	Operating	Capital	
Recoat interior of Office Tank (original construction in 2001)	square feet	9700	\$15					\$145,00 in 2024
Recoat exterior of Office Tank (original construction in 2001)	square feet	7700	\$3					\$23,100 in 2024
Hill and Office Tank Inspections (5 year intervals, last inspected in 2016)	each	1	\$10,000	\$10,000				
Install cathodic protection in Plant Filter #3, Clarifier and Office Tank	lump sum	1	\$6,500	\$6,500				
Insert pH probe upstream of static mixer	each	1	\$10,000		\$10,000			
Replace Hach 1720E Turbidimeters	each	6	\$3,000		\$18,000			
Replace Hach Controllers	each	5	\$2,500		\$12,500			
Replace Chemical Feed Pumps	each	4	\$800	\$800		\$800		\$1000 in 2022 and 2023
Extend Lake Intake and new structure	lineal feet	100	\$3,000		\$45,000		\$270,000	
Arsenic Treatment System at Well	lump sum		\$125,000		\$125,000			
Install Emergency Power to receptacle Well	lump sum		\$7,500		\$75,000			
Install Emergency Power receptacle to Base	lump sum		\$7,500		\$75,000			
Install Emergency Power receptacle to Flume RTU	lump sum		\$7,500		\$75,000			
Project Total				\$17,300	\$435,500	\$800	\$270,000	

Justification: Welded steel water storage tanks require recoating at 25-30 year intervals. State requires inspection of water storage tanks at maximum of five-year intervals. Existing Bales generator fuel tank is double-walled and supply piping will be replaced with double-walled piping along with sealing all existing floor drains to contain any spilled fuel. Office Tank access ladder does not have fall protection device to ensure Operator safety during tank inspection. Installation of cathodic protection on the Clarifier and Filter #3 (installed in 2002) and Office Tank (erected in 2001) will help extend life of pressure vessel/interior piping and interior coating. Installation of pH probe at static mixer with connection to SCADA system will provide real time data and assist in cold water treatment process. Support for turbidimeters will end in 2022 according to manufacturer. Diaphragm style chemical feed pumps are 10 years old with an expected life of 10-15 years and will be replaced with peristaltic style pumps (total of 5 in use) and spare. Extension of the lake intake by +/- 100' to reduce water temperature fluctuations was studied with initial study in 2020 and construction in 2021 or 2022 depending upon environmental review process. Backup well source does not have emergency power connection, installation of manual transfer switch and reverse receptacle on dedicated pole at dead-end of Tamarack would provide redundancy in event of mechanical problem at Bales or contamination of lake water. Manual transfer switches are also planned for the Flume RTU and for the Base generator. Well water arsenic level above allowable limit so considered backup source limited to 15 days/year, installation of arsenic removal system would allow continuous use in event lake source is unavailable due to contamination or mechanical/power malfunction, however well capacity (~80,000 gallons/day) does not meet average day demand during high occupancy periods.

Domestic Water System

Automatic Meter Read System -- Project 9821				FY 2020-2021		FY 2021-2022		FYs 2022-2026
Item of Work	Unit	Quantity	Unit Price	Operating	Capital	Operating	Capital	
Install meters and endpoints	each	750	\$450		\$337,500			
Reset Property Corners	each	50	\$450				\$11,250	
Purchase and Implement Billing Software	each	1	\$15,000				\$15,000	
Monthly Data Fee	each	850	\$0.89	\$9,078		\$9,078		
Install meter pits at homes w/o meters	each	100	\$4,000				\$200,000	
Project Total				\$9,078	\$337,500	\$9,078	\$226,250	

Justification: District will use both "drive-by" and cellular interrogation to read meters due to poor cellular coverage. Budget assumes installation of complete installation of meters in 2020-2021 and purchase of replacement steel pit/lid boxes with composite material. Installation of meters to determine usage and consumption patterns by 2023 will provide information for development of consumption based rate system in advance of January 1, 2025 State Mandate. Installation of pits/boxes at homes that do not have meter equipment due to date of original construction (prior to 1992). Reset of front property corners required at some locations after installation of meter pits.

Tools / Equipment and Other

Purchase Tools/Operations Equipment and Building Improvements -- Project 9822				FY 2020-2021		FY 2021-2022		FYs 2022-2026
Item of Work	Unit	Quantity	Unit Price	Operating	Capital	Operating	Capital	Capital
Purchase Emergency By-Pass Equipment (pump, hose and fittings)	feet	500	\$10	\$5,000				
Purchase hand tools and equipment for each vehicle	lump sum	1	\$2,000	\$2,000				
Replace 2007 backhoe	each	1	\$100,000					\$100,000 in 2025
Paint/Stain exterior of Administration Building	lump sum	1	\$10,000			\$10,000		
Recarpet Administration Building	square yards	220	\$75				\$16,500	
Replace 2003 Chevrolet Pickup	each	1	\$70,000		\$70,000			
Replace 2010 F350 Service Truck	each	1	\$70,000					\$70,000 in 2024
Replace roofs at Sewer Pump Stations and Well Building	square feet	2980	\$28				\$83,440	
Pavement Patching and Crackfilling for Placer County Permits	square feet	3500	\$10	\$35,000				
Pipe/Metal locator	each	1	\$2,500	\$2,500				
Utility Locator	each	1	\$4,000	\$4,000				
Project Total				\$48,500	\$70,000	\$10,000	\$99,940	

Justification: By-Pass equipment will allow routing of sewage to next downstream manhole when necessary due to pump station or pipeline failures. Backhoe is 2007 model and is assumed to require replacement when it is 18-20 years old. Exterior of Administration Building last painted/stained in 2012 and should be done at 5-6 year intervals. Carpet in Administration Building has reached end of useful life. The 2003 Chevrolet pickup has >90,000 miles and is only used in District due to reliability concerns. The replacement vehicle should be 3/4-ton or 1-ton diesel for heavy towing of base generator in the event of a power outage and failure of the base generator. The District does not have enough vehicles during the summer to allow each Operator and the summer laborer to work independently. The F350 service truck is assumed to require replacement when it is 15 years old. The sewer pump station roofs were installed in the 1980's and have reached the end of their useful life. Pavement repair in areas of pipeline repairs that were temporarily patched due to weather.

DSPUD Wastewater Plant -- Capital Project XXXXX				FY 2020-2021		FY 2021-2022		FYs 2022-2026
Item of Work	Unit	Quantity	Unit Price	Operating	Capital	Operating	Capital	
Recoating of Reactor Basin #1	lump sum	40%	\$150,000		\$60,000			
Project Total				\$60,000	\$0	\$0	\$0	

Justification: During WWTP expansion, Inspectors found that coating on interior walls of reactor basins had reached the end of its useful life. There was insufficient time during the project for General Contractor's painting subcontractor to recoat the basins and bring the plant back on line in the fall of 2015. First basin and exteriors completed in 2016 second basin will be done in 2020. During the winter of 2018-2019 decanting system in solids handling tank failed, cost and scope of repair unknown. District's share of cost based on flow percentage.

69

	PROPOSED BUDGET
CAPITAL PROJECTS IN PROGRESS:	
Miscellaneous Sewer Pump Station Upgrades	\$ 125,000
Miscellaneous Water Distribution System Improvements	24,000
Miscellaneous Water Pump Station/Storage Improvements	435,500
Automatic Meter Read System	337,500
Purchase Tools/Equipment and Building Improvements	70,000
Total Capital Projects	\$ 992,000

You may file in person, or mail the form to:

Secretary of the Board
Sierra Lakes County Water District
7305 Short Road
PO Box 1039
Soda Springs, CA 95728

Please keep one (1) copy for your records – Print/Type Only

CLAIM AGAINST THE SIERRA LAKES COUNTY WATER DISTRICT

1. Claimant's Name Harz, Erik W Last, First M.I.

2. Date of Claimant's Birth 04/08/1981 MM/DD/YYYY

3. Claimant's Address

PO Box 942 Soda Springs CA 95728

Street (or P.O. Box), City, State Zip Code

4. Address Where Correspondence Should Be Sent (if different from above)

Name: _____

Street (or P.O. Box), City, State Zip Code _____

5. Phone Numbers: (831) 566 3083 Home, (530) 444 0042 Work,

() Other

6. Amount of Claim (include supporting documentation) \$ 590.00

Describe basis for computation of amount claimed: Plumbing charges incurred during plumbing investigation. \$590 onsite time & 75 meter fee

7. Date of Accident / Incident / Loss: 2/16/2020

Home address: 9205 Pahatsi Road, Soda Springs CA 95728

8. Location of Accident / Incident / Loss: Downstairs bathroom

9. Provide your description of how the Accident / Incident / Loss Occurred: on 2/16/20

the downstairs toilet overflowed with sewer water at the wax seal located in the floor. I contacted a plumber on 2/17/20. I removed toilet, plumber snaked toilet to sewer cleanout in front yard but was not able to locate blockage. Upon opening sewer cleanout in front yard adjacent to foundation, it overflowed with sewer water. Plumber contacted SLCWD. SLCWD determined that the blockage was within SLCWD's sewer main on Pahatsi Road. This blockage caused sewer water up stream to flow down to 9205 Pahatsi Road. SLCWD cleared the line with a jetting and vacuum tool and sewer flow from 9205 Pahatsi Rd to sewer main was restored.

10. Describe Damage / Injury / Losses being claimed (including prospective Damage / Injury / Losses to the extent it is known at the time of claim filing): _____

prospective Damage → Damage includes; damaged closet Plunge at toilet seal, RTR Toilet water damage to flooring and under house, water damage to foundation. Prospective damage is unknown due to snow load.

11. Name(s) of Public Employee(s) involved, if known: SLCWD: Jeff Krebill

and Matt Marriner supported this incident.

Warning: It is unlawful to knowingly present or cause to be presented any false or fraudulent claim for payment of a loss or injury (P.C. Section 550(a)). Every person who violates this paragraph is guilty of a felony punishable by imprisonment in state prison for two, three, or five years and by a fine not exceeding fifty thousand dollars (\$50,000) (P.C. Section 550(c)(1)).

In addition, Section 72 of the Penal Code states: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city, or district board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is punishable either by imprisonment in the county jail for a period of not more than one year, by a fine of not exceeding one thousand dollars (\$1,000), or by both such imprisonment and fine, or by imprisonment in the state prison, or by a fine not exceeding ten thousand dollars (\$10,000), or by both such imprisonment and fine."

12. Signature of Claimant/Representative: _____

Date 4/17/2020

You must present your claim within the time prescribed by Govt. Code Section 911.2

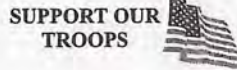


Reno Sparks775.322.3232
 Carson City775.882.3535
 Stateline NV775.588.7070
 Incline Village.....775.833.4242
 Accounting Office Email:
 rooterman04@ltol.com

Truckee/No. Lake..530.582.1213
 & Tahoe City
 South Lake Tahoe..530.542.9090
 Donner Summit.....530.426.3131
 & Soda Springs
 Fax.....530.583.2448

INVOICE
DATE:
SERVICE REP:

License # CA 833040
 License # NV 58045A
 Nevada Monetary Limit \$300,000



A WATER DAMAGE SPECIALIST
 License # NV 0074388
 Nevada Monetary Limit \$250,000

J O B S I T E	NAME: Erik Hartz	B I L L I N G	NAME:
	ADDRESS: 9205 Palmdale Rd		ADDRESS:
	CITY: Soda Springs CA STATE: CA ZIP: 96157		CITY: Soda Springs CA STATE: CA ZIP: 96157
	PHONE # 831-526-3033		Alt PHONE OR FAX #

WORK DESCRIPTION: Run cable from 150' to 1st floor. Install water meter. Backflow preventer. Water leak. Possible city issue as line has no water meter.

Deposit Non-Refundable

Initial

PO #:

CONTRACTOR WAIVER OR RIGHT TO CANCEL

I have initiated a contract with emergency repairs or service. For the immediate protection of persons or real and personal property with Rooter-man. Waiting three days to have repairs or service would place an undue, unwanted burden upon myself. I hereby state that the following emergency situation exists, requiring immediate attention. I acknowledge and hereby waiver all rights to cancel this transaction with three business days, I understand that regardless of whether work has started or not after I waiver all rights to cancel this transaction I may not subsequently exercise this waived right.

(Signature) _____ (Date) _____

WORK ORDER AUTHORIZATION

I authorize Rooter-man to perform the above described services and I agree to pay the amount indicated. I understand that Rooterman is not responsible for broken settled, rusted, or lead pipes, fixtures, or clean outs and any damage resulting from cleaning or repairing such lines.

(Signature) _____ (Date) _____

WARRANTY ON LABOR PERFORMED: 30 Days 90 Days
 6 Mo.s 1Yr.

REASON FOR NO WARRANTY:

Cash \$ _____ Ck # _____ Net 30 _____



Card No. _____ Exp. Date 07/14

Authorized Cardholder's Signature _____ Date _____

COLLECTION FEES

FINANCIAL CONTRACT/AGREEMENT VERBIAGE

1. I understand that if I do not pay my account with A Rooter Man Plumbing/A Water Damage Specialist in full that my account may be assigned to a collection agency for collection.
2. I understand that if my account is assigned to a collection agency, that the collection agency will charge a commission or fee that may be as much as 35% of the account I owe to A Rooter Man Plumbing/A Water Damage Specialist, and I agree to pay that additional amount.
3. I understand that the addition of a collection agency's fee or commission to my unpaid balance may well result in my owing a sum substantially in excess of the amount owed for the rendition of services provided. I understand, for example, that if the unpaid balance that I owe to A Rooter Man Plumbing/A Water Damage Specialist is \$1,000, that A Rooter Man Plumbing/A Water Damage Specialist may add up to \$350 to my account, and I agree to pay the sum of \$1,350 in such event.
4. I understand and agree that in the event legal action is commenced to enforce my obligations hereunder, that I will pay court costs and reasonable attorney's

Signature of guarantor _____

Date _____

Ask About Our Membership Warranty Program

Labor \$ _____
 Material \$ _____
 Sales Tax \$ _____
 Total \$ 515.00

Find us on:



Google yelp

If you leave us a review, send a copy to us at rooterman94@gmail.com and we can give you a 10% discount on labor with your next service call.

How Satisfied Are You?

Not at All. 0 1 2 3 4 5 Very!

Comments _____

This is to acknowledge completion of the above described work which has been done to my complete satisfaction

DATE

CUSTOMER SIGNATURE

"We charge by the job, not the hour"



A-ROOTER-MAN PLUMBING SEWER & DRAIN SERVICE

Rooterman94@gmail.com

Phone (530)582-1213/(775)322-3232

CA Lic # 883040

NV Lic # 58045A

FAX (530)583-2448

Credit Card Authorization: show up fee

Amount: \$75.00

Job site address: 9205 pahatsi rd soda springs, ca 95728

_____.19 X07/2024X795
Credit card number exp date security code

XPo box924
Billing address for card used

DocuSigned by:
X  X02/17/2020
Signature of card holder from above date

XErik Harz
Printed name from above


SIERRA LAKES COUNTY WATER DISTRICT

Follow-up from April 10, 2020, Board Meeting

1		Interested Directors	Provide picture and bio for website
2	X	Mr. Mitchell	Update on the District election status through Placer County (Before next scheduled election in 2020)
3	X	Anna	Contact Placer County Election office to determine who will be the point of contact for the changes to District Election paperwork. Spoke with both Tina Belding and Philip Chantri at Placer County. Approved resolution on the agenda for approval.
4		Paul	Outline of potential issues for the District and the ability to handle week long power outages several times a year.
5	X	Anna	Send Director Simpson a word verion of District Code Revisions
6	X	Jeff	Send Director Heald ACWA-JPIA's responses to Mr. Mitchell's insurance questions.

Future discussion topics or agenda items:

Sierra Lakes County Water District
Action Items
As of May 8, 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	75%	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	75%	Paul
6	Upcoming Metered Rates	Develop Plan/Schedule to reach Metered Rates by January 2025 (Microsoft Project)	Pending	0%	Paul