

# MEMORANDUM

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TO: Board of Directors

FROM: Shauna Lorance, General Manager

SUBJECT: General Manager Report

DATE: July 31, 2023

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## **Snow Removal from Hydrants**

I met with Fire Chief Kevin McKechnie to discuss how to move forward on snow removal from hydrants. The meeting was productive, with us both agreeing a solution should be possible. I will be setting up a meeting with the Chief, myself, a representative from SLPOA, and the Director of Transportation at Placer County.

## **Snow Removal from District Property**

The District's neighboring property owner, Mr. Carman, has voiced concern regarding the approach to snow removal by Placer County from the District's property. Placer County stores snow removal equipment on the District's property to allow easy and quick access to the area during snowstorms.

The District has signed a tolling agreement with Mr. Carman (puts a hold on any deadlines for filing a claim or lawsuit while the parties work on a solution). Staff will be working on possible solutions. Updates to follow.

## **Utilities Master Plan**

The District has received the first technical memorandum (Chapter 1) of the water master plan and provided comments to DOWL. The second technical memorandum (Chapter 2) was received, and DOWL is working on a second draft that incorporates staff comments. The third and fourth technical memorandums (Chapters 3 and 4) were not received and DOWL will be providing an updated schedule.

## **Valve Box Contract**

Staff has issued a PO for a project involves the replacement of 16 G5 water valve and sewer cleanout boxes, along with the installation of three manhole collars. The estimated total cost is \$25,000. To start the project, the PO was issued for a not to exceed amount of \$15,000. This is a time and material contract. As this is a maintenance project and not a new CIP project, these projects have been approved by the GM in the past. Please let me know if these types of maintenance projects require Board approval in the future, otherwise I will continue to approve as appropriate.

## **Letter from Mr. Melcher**

Mr. Melcher sent a letter to the Board of Directors. I have attached a draft response letter that will be sent out to Mr. Melcher if I do not hear any concerns from the Board members.

**Any Verbal Updates as Needed**

7/11/2023

Sierra Lakes County Board of Directors;

My name is Todd Melcher and along with my wife, since 1996, we have owned property at 2107 Donner Dr. In the past I have written to you about how unfair the rates are here for those of us who are seasonal residents, and I would like to propose a solution. As with most metered water systems, there is a flat rate for just having a connection to the water system and then a rate per gallon is added to that bill. If we have meters, this is nothing more than a billing program adjustment. My wife and I use approx. 1000 gallons a year (not a month) so it turns out we are currently paying about 1 dollar per gallon of water used. Full time residents consume much more water than ourselves. You can see how truly unfair the current rate structure is. Additionally, without using meters, there is no way to ascertain if someone has a leaking pipe which would waste possibly thousands of gallons of water annually. There is also no incentive to conserve water if it is just a flat rate as we could just leave it running in our cabin and the costs would be the same. I am sure all of you remember the drought years when the water supply was scarce. Most municipalities as you are probably aware use this or some hybrid of this system for billing and lost water control.

Respectfully:

Todd and Stacey Melcher

# SIERRA LAKES COUNTY WATER DISTRICT

## Operations & Maintenance Office

P.O. Box 826  
7305 Short Road  
Soda Springs, CA 95728-826  
(530) 426-7802  
Facsimile (530) 426-1120

## Administrative & Billing Office

P.O. Box 1039  
7305 Short Road  
Soda Springs, CA 95728 - 1039  
(530) 426-7800  
Facsimile (530) 426-1120

July 31, 2023

Mr. and Mrs. Melcher  
2107 Donner Drive  
Soda Springs, CA 95728

Subject: Response to Letter

Dear Mr. and Mrs. Melcher:

Thank you for taking the time to send a letter to the District. I would like to let you know the District is in the process of installing meters with the intent to transition to metered water billing at the end of 2025.

The District will be discussing a schedule for the completion of the installation of water meters and the transition to metered water billing at our Board of Directors meeting, currently scheduled for Thursday August 10, 2023.

The Master Plan for both the water and sewer system is scheduled to be completed by the end of this year. After the MP is completed, the Board will be evaluating various metered water rate policies and rate options.

As you are aware, many of the homes in the District are second homes, and the owners are not in residence most of the time. This results in a relatively low water demand with higher water demand during holidays. The fixed costs associated with running the District are significantly higher than the variable costs of water production. The Board of Directors will evaluate rate structures to determine the most equitable policies for setting metered water rates. As always your comments are welcome during this process. Our agendas are posted online on our website the Monday evening prior to the monthly Board meeting.

BOARD OF DIRECTORS: ~ Dan Stockton, President ~ Jon Harvey, Vice President ~  
Karen Heald, Director ~ Jen Jackson, Director ~ David Keatley, Director

Again, thank you for communicating your concerns about the existing rate structure. I am happy you will be supporting our transition to metered water rates! If you have any additional questions or concerns, you can contact me at [slorance@gmail.com](mailto:slorance@gmail.com) or my cell phone at 916-813-8301.

Sincerely,

Shauna Lorance  
General Manager

BOARD OF DIRECTORS: ~ Dan Stockton, President ~ Jon Harvey, Vice President ~  
Karen Heald, Director ~ Jen Jackson, Director ~ David Keatley, Director

**MEMORANDUM**

**To:** Honorable Board of Directors, Sierra Lakes County Water District  
**From:** Patrick Baird, Utilities Operation Manager  
**Subject:** July 2023 Operations Report  
**Date:** August 7, 2023

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**Donner Summit Public Utility District (DSPUD) Wastewater Treatment Plant:**

There were no permit violations during July 2023, and the wastewater treatment plant was operating as designed.

**Regulatory Issues:**

**Sanitary Sewer Overflows:** The District reported no Sanitary Sewer Overflows (SSOs) to the Regional Water Quality Control Board for July 2023.

**Water Treatment Reporting:** The District met all the drinking water requirements. The monthly SAFER (Drought & Conservation Reporting) reports were completed and updated.

**Operations Report:**

**Monthly Water and Sewer flows:**

	July 2023		June 2023	
	Water	Sewer	Water	Sewer
<b>Daily Average Usage</b>	<b>82,345</b>	<b>86,229</b>	<b>52,282</b>	<b>124,829</b>
<b>5-Year Average</b>	<b>110,938</b>	<b>65,452</b>	<b>75,833</b>	<b>72,683</b>
<b>Percent Difference</b>	<b>-25%</b>	<b>18%</b>	<b>-31%</b>	<b>42%</b>

- The District treated 2,482,5881 gallons of water in July 2023.
- The Backwash total contributed to 5.3% of the month’s water usage.
- The daily water usage in July 2023 was down 25% to the five-year average.
- Sewer flows have increased 18% over the 5-year average due to the I&I.
- The District’s share of the flow through the DSPUD wastewater treatment plant for July 2023 was not available at the time of this report.

**Water Treatment System:**

The water temperature of the lake has risen to 18°C.

**Sewer Collection System:**

All the sewer lift stations are operating as designed. Five manholes were identified during the CCTV inspections that had significant I&I leaks. All five manholes have been repaired.

**Attachments:**

- July 2023 Daily Water/Sewer Flows
- 2018-2022 Average Daily Sewer/Water Flows Comparison through July. 2023

**SIERRA LAKES COUNTY WATER DISTRICT  
SEWER & TREATED WATER TOTALS**

Month: July Year: 2023

		<b>SEWER TOTALS</b>	<b>TREATED WATER TOTALS</b>				
<b>DATE</b>	<b>DAY</b>	<b>SEWER FLOW</b>	<b>WATER TREATED</b>	<b>WATER USAGE</b>	<b>BACKWASH USAGE</b>	<b>*COMBINED TANK TOTAL GALS.</b>	<b>REMARKS</b>
1	S	136,250	62,476	90,727	3,562	633,614	
2	S	149,450	79,876	101,986	3,956	605,363	
3	M	150,152	152,897	106,593	7,841	583,253	
4	T	139,726	66,349	97,050	3,923	629,557	
5	W	139,550	80,604	98,142	21,586	598,856	
6	T	108,576	146,134	83,195	8,425	581,319	
7	F	99,636	0	86,785	0	644,258	
8	S	107,392	96,767	82,392	8,523	557,473	
9	S	100,998	85,066	82,339	3,895	571,848	
10	M	87,176	96,023	74,239	8,853	574,575	
11	T	76,784	109,762	52,780	8,964	596,360	
12	W	69,522	56,422	62,519	3,882	653,342	
13	T	62,664	87,319	54,806	3,882	647,245	
14	F	68,812	0	79,325	0	679,758	
15	S	85,008	108,918	80,386	3,894	600,433	
16	S	79,634	0	87,229	0	628,965	
17	M	68,686	134,190	73,046	7,727	541,737	
18	T	65,338	85,217	68,698	11,646	602,881	
19	W	62,880	135,559	61,663	8,012	619,400	
20	T	65,922	57,616	76,600	3,755	693,296	
21	F	71,084	0	97,414	0	674,312	
22	S	82,456	85,944	99,082	3,825	576,898	
23	S	77,160	98,123	89,737	3,785	563,760	
24	M	65,120	112,208	101,818	3,896	572,146	
25	T	58,542	86,240	72,457	3,896	582,536	
26	W	62,750	126,256	71,730	7,690	596,319	
27	T	61,666	108,228	72,157	7,756	650,845	
28	F	77,899	0	82,557	0	686,916	
29	S	60,815	0	95,243	0	604,359	
30	S	74,970	85,228	93,701	3,878	509,116	
31	M	56,466	139,159	76,290	7,737	500,643	
<b>Total</b>		<b>2,673,084</b>	<b>2,482,581</b>	<b>2,552,682</b>	<b>164,789</b>		
<b>Average</b>		<b>86,229</b>	<b>80,083</b>	<b>82,345</b>	<b>5,316</b>	<b>605,206</b>	
<b>Max</b>		<b>150,152</b>	<b>152,897</b>	<b>106,593</b>	<b>21,586</b>	<b>693,296</b>	

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

1st of the

Month Data 21763034

Sierra Lakes County Water District

Sewer- Daily Flow and 5-Year Average

	Jan. 2023	Jan. 5-Year Average	Feb. 2023	Feb. 5-Year Average	Mar. 2023	Mar. 5-Year Average	Apr. 2023	Apr. 5-Year Average	May 2023	May 5-Year Average	Jun. 2023	Jun. 5-Year Average	Jul. 2023	Jul. 5-Year Average	Aug. 2022	Aug. 5-Year Average	Sept. 2022	Sept. 5-Year Average	Oct. 2022	Oct. 5-Year Average	Nov. 2022	Nov. 5-Year Average	Dec. 2022	Dec. 5-Year Average
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**Sierra Lakes County Water District**  
**Water- Daily Flow and 5-Year Average**

	Jan. 5-Year Average	Jan. 2023	Feb. 5-Year Average	Feb. 2023	Mar. 5-Year Average	Mar. 2023	Apr. 5-Year Average	Apr. 2023	May 5-Year Average	May 2023	Jun. 5-Year Average	Jun. 2023	Jul. 5-Year Average	Jul. 2023	Aug. 5-Year Average	Aug. 2023	Sept. 5-Year Average	Sept. 2023	Oct. 5-Year Average	Oct. 2023	Nov. 5-Year Average	Nov. 2023	Dec. 5-Year Average	Dec. 2023	
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70,000	73,700		72,487														73,488								
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# STAFF REPORT

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TO: Board of Directors  
FROM: Shauna Lorance, General Manager  
SUBJECT: Consent Calendar Summary  
DATE: August, 2023

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**STAFF RECOMMENDATION**

Staff recommend adoption of the Consent Items Calendar.

**ITEMS OF INTEREST**

A. Minutes for both the June 22, 2023, Special Board Meeting and July 13, Regular Meetings transcribed and included.

B. July 2023 Check Register, with Director’s Payroll Detail  
The check register includes the following items that are out of the ordinary:

- None

C. Financial reports for month ending July 31, 2023:  
The Budget to Actual report for the month ending July 31, 2023, is presented without the proposed rate increase. The August 31, 2023 Budget to Actual report will be updated based on the outcome of the Public Hearing to be held on August 17, 2023.

However, The Cash Forecast reports includes the Proposed Rate increase to show that the proposed rate increase, if passed, would cover the adopted budgeted costs.

D. Disbursements Requiring Board Approval  
The disbursements that require the Board approval includes the following items that are out of the ordinary:

- None

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

**Date:** Thursday June 22, 2023 / **Time:** 6:30 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

The meeting was held in person at the District Office and was teleconferenced to allow public participation.

**I. Open Meeting:**

Roll Call:

Directors in attendance at the Sierra Lakes County Water District Boardroom:

Director Dan Stockton  
Director Jon Harvey  
Director Jennifer Jackson

Director in attendance by Zoom:

Director Karen Heald  
Director David Keatley

Staff in attendance at the Sierra Lakes County Water District Boardroom:

Shauna Lorance, General Manager  
Patrick Baird, Utility Operations Manager  
Anna Nickerson, Financial Consultant

Staff in attendance by Zoom:

Jeffrey Mitchell, District Counsel

Guests in attendance at the Sierra Lakes County Water District Boardroom:

Noel Charonnat

Guests in attendance by Zoom:

Scott White	Gowri G (Island Way)
Sara Jones	Bill Travers
Roger Drosd	Steven Shray
Johanna Brandt	George Carman

Minutes Recorder:

Anna Nickerson, Financial Consultant

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

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

**A motion was made by Director Jackson and seconded by Director Harvey to approve the agenda.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

IV. **Public Comments:** An opportunity for the Board to consider comments received from the public after the agenda was posted, regarding items on the agenda. Ms. Lorance said comments were received from Mr. Simpson and would be presented with the appropriate discussions.

V. **Operations:**

A. Shauna Lorance, General Manager, presented her report to the Board for discussion and possible action. She reported the following:

- She met with Mr. Palmer, General Manager of DSPUD, to introduce herself. They discussed the ability to dump Gapvac dirt on DSPUD property but the request was declined because DSPUD did not have room.
- She met with CSDA for an update on lobbying efforts and information regarding other available benefits. She also said CSDA was lobbying for remote meeting but the California Legislature was not in favor of that idea. CSDA was still working towards approval of remote meetings on an emergency basis.
- She met with Dowl on May 31, 2023, for an activity's status update.
  - She said the sewer pump station and gravity main were reaching the end of their one year warranty and staff was working on a punch list of items that needed to be completed before the completion of the project.
  - Property survey of the dam was anticipated to continue once the snow melts.
  - Flow monitoring of the sewer system would continue through June to gather more information on the infiltration and inflow.
  - The first Tech Memo for the Water Master Plan was due June 23, 2023
  - She was working through the other GM projects to determine need before proceeding.
- She was working on a monthly calendar to be presented at future meetings. The calendar would identify projects started, projects still in progress and projects scheduled for completion within the month. The calendar would include key dates for the metering program and Master Plan.
- She said there were two elections coming up. CSDA required a vote by July 14, 2023 and ACWA by July 17, 2023. Director Stockton said the Board typically abstained from voting.
- She met with PCWA regarding FAP Funding; funding provided for setting up reservoirs. She said she would have more information in August or September to determine if the District wanted to apply for funding.

- She reminded the Board that she would be on a preplanned vacation for two weeks in July and would be remote for the July meeting.

B. Patrick Baird, Utilities Operations Manager, presented his report to the Board for consideration and possible action. He reported the following:

- DSPUD had no permit violations in May.
- All drinking water requirements were met.
- Water usage was down 24% but sewer flows increased due to increased I&I.
- SLCWD's Sewer flows through the wastewater treatment plant in May were 37%.
- Lake water temperature was improving and the water plant was back to normal flow of 150 gallons/minute.
- Staff exercised all the water distribution valves, identifying the valves in need of maintenance.
- All collection system lift stations were operating as designed and staff began the summer cleaning program.

Director Harvey said, in regard to the infiltration, staff had done a lot of work last year on manhole covers and other projects and was surprised to see the flows were so high. He asked if staff had any thoughts on the issue. Mr. Baird said earlier in the day, while cleaning the system, staff found one of the biggest leaks into a manhole they had seen. He said this was the third or fourth leak they had identified while cleaning the system. He also said the big winter and high ground water levels was assisting staff in identify more leaks.

Director Heald said when comparing flows, water flows were consistently below the five year average but sewer flows were consistently above. She asked if Mr. Baird contributed the above average flows to the winter and he said yes.

VI. **Consent Items Calendar:** The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the May 11, 2023, Regular Meeting; May 2023 Check Register with Director's payroll summary; financial reports for the month ending May 31, 2023; Disbursements for Board Approval.

Director Heald said, in the minutes it was noted that there would be a presentation on sampling in June. Director Jackson said there would not be a presentation.

Director Harvey asked about a summary on the Consent Items to identify any important items or changes. Ms. Lorance said she would make sure there was an item on the front of the consent calendar identifying any changes from the previous month or items the Board might want to take note of.

**A motion was made by Director Jackson and seconded by Director Keatley to approve the Consent Items Calendar.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

## **VII. Old Business:**

A. Adoption of the 2023/2024 Operating Budget: The final draft of the 2023/2024 Operating Budget was presented to the Board for discussion and possible action. Ms. Lorance said the key element of the final draft Operating Budget was the deficit of approximately \$200.00 for water and about \$70.00 for sewer fees for a total of \$273.00 per customer. She said she believed there were no further areas where cuts could be made without paying for it somewhere else and used the three leaks that were found that day as an example. She said, by not repairing sewer leaks, the cost of wastewater treatment would continue to increase. Ms. Lorance recommended that the Board adopt the unbalanced budget with the following discussion of a possible rate increase.

Director Keatley said the wastewater treatment fees showed a significant decrease from the current year and asked if staff was comfortable with that budgeted amount. Ms. Lorance said the Board could increase the budget for wastewater treatment fees but there was no way of knowing the actual numbers. She also said staff was trying to be extremely conservative and cautious. She also said she talked to Mr. Palmer at DSPUD and was told the District was given the numbers they currently had but there were no guarantees that projects would come in at the estimated cost. Mrs. Nickerson said, part of the reason the costs for wastewater treatment was so high was because there were two years of prior adjustments for actual costs based on flows and because the budget provided for monthly processing fees was incorrect. Director Keatley said based on that information, he was comfortable with the budgeted amounts.

Director Harvey said there seemed to be a few items that seemed to be padded for reserves. For example, the Director's salaries budget was \$21,000 requiring 100% attendance for two meetings a month. He said last years estimated costs was around \$13,000 and asked if the budget should be \$15,000. Ms. Lorance said it could be adjusted but said it was considered a best budget approach with directors according to CSDA and AQWA.

Director Harvey then asked about the Maintenance Salaries – Other Employee Relations item of \$15,000 that wasn't used. Mr. Baird said that amount was put in by Mr. Schultz based staff going above and beyond for instance, the prior Christmas Mr. Marriner, who wasn't on call, missed Christmas with his family and the other operator incurred about 40 hours of overtime due to a generator issue. He said this would provide an opportunity to compensate an employee in extraordinary circumstances. Ms. Lorance said being so new, she thought it was odd given the proposed rate increase but didn't want to take it out completely.

Director Harvey said the budget for propane expense was \$10,000 more than the previous year. Mrs. Nickerson said something wasn't right with the actual costs based on previous years. She anticipated another invoice would be received.

Director Harvey said the budget for Filter Plant Operations & Maint budget seen to be significantly more than last year's costs. Mr. Baird said there was work that needed to be done that didn't get done in the prior year. Ms. Lorance said due to all the issues last year, staff wasn't able to get the scheduled maintenance done. She did not recommend reducing that budget.

Director Harvey asked what the difference was between 9304 Wastewater – Manholes and 9813 Repair Sewer Manholes. Ms. Lorance said 9304 was routine maintenance and 9813 was a project to repair the manholes that were discussed earlier.

**A motion was made by Director Harvey and seconded by Director Jackson to adopt the 2023/2024 Operating Budget as presented.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

B. Sierra Lakes County Water District Community discussion regarding Novel Constituents or contaminants in raw and/or treated water not otherwise required or recommended by any regulating authority was presented by Director Jackson for discussion and possible action. She said it was previously discussed that the District would use the University of New Hampshire (UNH) for sampling the lakes for three specific cyanotoxins. Director Jackson said, after a discussion with Mr. Baird and the activist who started the project, the activist found the project was more than anticipated and suggested that the District work directly with UNH. Director Jackson said she was waiting for a response from UNH and didn't think this year was going to be a great example for testing since the lake was still very cold and would probably stay colder through the summer due to all the snow. She suggested waiting until next summer for sampling, anticipating there would be less snow based on historical data. The item would be taken off as a standing item for now. Mr. Baird said a UNR grad student would be deploying the mini dots to start collected data.

Director Jackson confirmed with Mr. Baird that the PFAS testing would be done in August. Mr. Baird said, per the sampling plan, he would be testing one location twice a year.

#### **VIII. New Business:**

A. A request to discuss trees on riparian strip adjacent to 1122 Island Way was presented to the Board for discussion and possible action. Ms. Lorance said the District's Ordinance states that a tree cannot be removed without approval from the General Manager. She said she would like direction from the Board. She also said she heard that the process had been, unless the tree was severely diseased or damaged, the District would not want to remove trees from District property.

Regarding 1122 Island Way, the homeowners want to install a deck but the deck would be too close to an overhang of a tree. The homeowners requested permission to remove the tree, located on District property, that was close to the property owner's property line. Ms. Lorance read the following comment from Mr. Simpson:

"I am not a forester; but I have visited the site and agree with staff that the tree in question does not appear to be in poor health. Ms. Jones' memo seems to focus on 'lack of vigor', which is different. The conclusion that Trees 1 and 2 are 'good and safe candidates for removal' seems to address the efficacy of the removal process rather than any risk associated with leaving them in place. That thinning is desirable is probably true, but no more so at this location than anywhere else in Serene Lakes."

Ms. Lorance said, the homeowners have worked very well with the District so far. Upon request, the homeowners promptly had their contractor remove some temporary decking that had been nailed to the tree.

Director Heald said she read the letter from the property owners about the trees that were removed. She wanted to know how many trees were removed that were less than 4". She said she was curious about how many trees were removed without District permission. Ms. Lorance said there were two issues. There was one homeowner who had not removed any tree and was requesting to remove one tree. There was another homeowner who removed about four trees and it appears that the trees were on their property. She said she would be updating the Board based on new maps that were obtained.

Gowri Grewal, owner of 1122 Island Way, said she was a very longtime ski leaser in Serene Lakes. She said she purchased a vacant lot and based on the approved building permit, excavated, and poured the foundation. After the foundation was poured, it was discovered that there was a tree that was problematic. Ms. Grewal said she then contacted Sara Taddo Jones, a forester, to examine all the trees on the lot. She said Ms. Jones' examination identified a second problematic tree they would also like to remove.

Ms. Jones said she was a registered professional forester and, under her license, her tasks included the condition and health of individual trees, including the surrounding environmental conditions, all the way through watershed and up to the landscapes. She said she was currently working with Truckee Donner Land Trust on a comprehensive fuel break further west of Serene Lakes.

Ms. Jones said, in visiting the site, she found that the first tree not only showed a lack of vigor but real distress. She said the second tree was clearly within water course and lake protection zone but the tree was dying. Her conclusion was that the first tree, the tree closest to the footprint of the home, had similar symptoms to the second tree that was closer to the lake. She said she believed both trees suffered from pine bark beetle infestation and could be a hazard to the surrounding area.

In response to Director Stockton's question about what would happen if nothing was done, Ms. Jones said, if the second tree was infested with pine bark beetle and the tree died, the beetles would fly to the next available resources. If the tree was cut down and removed as wood product or wood base and the remaining debris treated, the infestation would be killed.

Director Jackson said she visited the site and said tree number 1 didn't seem diseased, but she didn't check the bark and she wasn't a forester. She said she thought it would be good to have another opinion because if the tree was diseased and it fell on the house, the District would be liable.

Ms. Lorance said the District could not afford to check and take care of all the trees in the area as requested. However, because it was a public property, the District would not be liable if trees fell. Mr. Mitchell said, there was always a potential for liability if the District was put on notice of a hazard. He said since the trees were brought to the District's attention, he would agree



that the District should have someone take a look at the trees. Ms. Lorance asked for Board direction.

Director Jackson said if the tree was found to be free of disease, she would feel bad but would not want to cut it down. She said to her, it looked like a beautiful tree. She also said, regarding authorizing the General Manager to make decisions about tree removal, over crowding could be added to the criteria. Ms. Lorance said staff was currently making the assessments/decisions but would welcome a professional's assessment.

Director Heald said a forester says tree are diseased and would be remiss not to remove the trees absent a forester that says the trees are not diseased. She felt the next step was to get a second opinion. Ms. Jones said the trees in questions were not 4" trees, they were close to 30" trees and typically the trees that succumb to infestation. She also said she could provide some names of arborists in the area.

Director Harvey said, as a matter of policy, if the Board receives a recommendation to remove a tree on District property, and there was an obvious problem with the tree, the General Manager proceeds. If there were no obvious problems, then the District should hire an expert opinion. Then the question would be who would pay for the removal.

Mr. Baird said the previous General Manager took the approach that if a tree was dead, not dying, hazardous or falling in the lake, the tree would not be removed.

Ms. Jones said the risk was that tree 2 was expected to die within one calendar year and lodge pole pines, like tree 1, had shallow roots systems and tend to fall over.

Director Heald said she liked the former General Manager's approach but thought the District should be doing more. She said there had been such an infestation of pests and drought conditions for the last several years that there was a forestry problem and diseased trees should be taken down. Director Jackson said she had heard that it was better to remove the tree and not chip it on site to avoid spreading the disease. Ms. Jones said it had been proven that once the beetle's infrastructure was damaged the beetles die. However, if there was an infestation, the infestation probably already spread.

Mr. Drosd, resident of Serene Lakes, said he was perplexed with looking at an individual tree's health instead of the forest. He said it didn't make sense to bring in an expert to evaluate an individual tree. He said he was in favor of removing trees especially a 30" tree, it was time for that tree to go. He said it could come down in a favorable way by cutting it down or an unfavorable way coming down during a storm and falling on a house or into the lake.

Mr. Charonnat, resident of Serene Lakes, asked if tree 2 was a lodge pole or a western white pine. Ms. Jones said it was a lodge pole. He said the community needed good trees with a good canopy to keep the snow from melting away too quickly. He also said his neighbor removed three large trees around his home, with a crane, for \$7,500.00, chipped and removed.

Ms. Jones said it was her professional opinion that tree 1 was not actually on District property and way beyond the 50' high water mark; it was on the homeowner's property. She also

said tree 2 was within the water course protection zone and therefore within the District's property. Mr. Baird said he spoke to the developer who had the property staked and it was the developer who identified that the tree was on District property. Ms. Jones said she was stating that there could possibly be a discrepancy in the survey.

Direction to staff was to get someone to look at the trees and bring the response back to the board.

B. Proposed Administrative Citation for Major Violation – Unauthorized Removal of Trees on District property was presented by Ms. Lorance for discussion and possible action. Ms. Lorance said she had learned a lot during the process and that staff would be making a recommendation that errored on the side of the landowner.

Ms. Lorance said, with the help of Mr. Schultz, she located a map that showed the area around the lake and found that there were a lot of areas on the west side of the lake that didn't have a buffer zone. She also said that two of the removed trees were in the water and assumed to be on District property; that was not the case. Research showed that some properties extended into the water, it was determined that this property was one of those properties.

Ms. Lorance said, it was not recommended that the District issue a citation in this case based on the available information because she could not say with 100% certainty that the trees were on District property. The question then was, does the District give the benefit of doubt to the property owner if it cannot be determined that the tree was on District property or does the District pay to have the property surveyed? Her recommendation was to give the homeowner the benefit of the doubt in these cases.

Director Jackson asked if the District had done any outreach to lake side property owners on the issue. Director Harvey said he and former Director Bob McCormick worked on the updates to the Lake Management Plan. He also said he believed a letter went out to all the lake front property owners. He said it might be time for another outreach. Director Jackson agreed that another round of education would be a good idea and to include the realtors.

Director Heald said there was a lot of outreach to the community when the Lake Management Plan was initially passed. She said she agreed that additional communication was warranted since there had been a lot of turnovers in the last couple of years.

Bill Travers, the homeowner, made a statement to the Board. However, due to technical difficulties, Ms. Lorance said she would contact him and relay his comments to the Board.

The consensus of the Board was to give the benefit of the doubt to the customer.

C. A Draft Public Hearing Notice for a fiscal year 2023/2024 Water/Sewer Fee Rate Increase was presented to the Board for discussion and possible action. Ms. Lorance said the Board was provided information for the proposed rate increase. Staff requested Board approval to issue the Notice of Public Hearing on a potential maximum water and wastewater rate increase in the amounts recommended.

Director Keatley said, for the benefit of the public, does the Board want to make the Public Hearing part of a regular meeting or hold a special meeting. Director Jackson suggested that the Board be polled to confirm a quorum would be available. Director Heald said she agreed with Director Keatley that it would be better to hold a special meeting for the public hearing. She suggested that the public hearing be held on August 17, 2023. It was determined that a quorum would be available for a Special Meeting on August 17, 2023. The Public Hearing was set for August 17, 2023 at 5:30 pm.

Director Jackson said she would like to add a sentence to the second page stating the District had not included small rate increases over the last ten years repeating the statement from the first page.

**A motion was made by Director Harvey and seconded by Director Keatley to authorize the Notice of Public Hearing to go out and accept the hearing date to consider the rate increase on August 17, 2023 at 5:30 pm.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

D. A Draft Resolution, Amending the Schedule of Regular Meetings; setting date and time, was presented to the Board for discussion and possible action. Mrs. Nickerson said she put the draft resolution on the agenda based on the discussion at a prior meeting for a possible change to the meeting times. Director Jackson said this was the result of needing a quorum in the boardroom. She said if the reason for not having a quorum was that the meeting was not on a weekend night, she thought the board should have a discussion. Director Heald said board meeting were previously held on Fridays to get more participation from the public. She also said she would like to make it earlier; 6:30 pm was way too late. Director Stockton suggested moving the meeting time to 5:30 pm.

**A motion was made by Director Harvey and seconded by Director Keatley to adopt the proposed Resolution 2023-TBD amending the Regular Meeting time to 5:30 pm.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

E. A proposal to Calculate Proportionate Share of CalPERS Pooled Plan Report for Fiscal Years Ending 2023 and 2024 was presented to the Board for discussion and possible action. Mrs. Nickerson said the District was in a pooled plan with CalPERS for retirement. Previously the calculation was done by the auditors but they have now stepped away as it was not appropriate for them to make a calculation for our financial statements. It was suggested that MacLeod Watts could do the calculation; they were already calculating the District's OPEB liability.

**A motion was made by Director Jackson and seconded by Director Harvey to approve the proposal from the vendor to determine the District's share of the CalPERS Pooled Plan.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

F. Resolution 2023-15 A Resolution of the Board of Directors of the Sierra Lakes County Water District Establishing Appropriations Limitation for the 2023/2024 fiscal year was presented to the Board for discussion and possible action.

**A motion was made by Director Jackson and seconded by Director Keatley to adopt the Resolution 2023-15 Establishing the Appropriations Limitation for the 2023/2024 Fiscal Year.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

G. The 2022/2023 Audit Engagement Letter from Robert Johnson Accountancy was presented to the Board for discussion and possible action. Director Harvey suggested that we look at switching auditors in the future.

**A motion was made by Director Jackson and seconded by Director Harvey to authorize the President to sign the engagement letter.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

H. A request from Noel Charonnat, a resident of Serene Lakes, to install a cell tower on District property was presented to the Board for discussion and possible action. Ms. Lorance said she had a request to add the item to the agenda. She said the Board would probably want to move forward with getting a cell tower for the meter program. She also said there may be other alternatives that she was working through. Ms. Lorance recommended that the Board listen to Mr. Charonnat and place the item on a future closed session for negotiation.

Mr. Charonnat said he has had very bad internet coverage with AT&T. He said T-Mobile just upgraded to 5G and most carriers would be following. He also said 5G does not carry as far. Mr. Charonnat then said, as cellphone traffic increases, service decreases and if there was an emergency, everyone would be on cellphones and calls would drop. He said a cell tower would help with emergencies and internet. He also said the issues that were previously identified included sound from the tower fans, aesthetics, and fear of radiation. Mr. Baird said current technology was becoming obsolete and the need for cellular service was becoming necessary. Director Harvey asked if it was determined that the meters communicate through cellular. Ms. Lorance said staff was currently working through that issue. Director Harvey then asked if it was the intent to get 100% cellular for the meter. Ms. Lorance said yes, that was the intent.

Mr. Charonnat said Placer County was looking to get everyone on broadband and that they could help the District get a tower.

Ms. Lorance said the topic would be brought back to the Board in September.

## **IX. Administration:**

A. The Follow Up/Action items from the May, 2023 Special Meeting was presented to the Board. Information regarding how homeowner leaks were identified using Badger meter

readings was presented.

B. Quorum for the next Board Meeting: At the request of Director Jackson, the Board was polled to determine would attend the July 13, 2023, meeting in person. It was determined that Directors Stockton, Harvey and Keatley would attend in person and Directors Heald and Jackson would attend by Zoom.

X. **Adjournment**

**A motion was made by Director Jackson and seconded by Director Keatley to adjourn the meeting.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

The minutes were approved at the Regular Meeting held on August 10, 2023, as part of the Consent Items Calendar. A motion was made by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the minutes of the June 22, 2023, Special Meeting as presented; The motion passed by a rollcall vote: Ayes: Directors \_\_\_\_\_.

DRAFT

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

**Date:** Thursday July 13, 2023 / **Time:** 5:30 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

The meeting was held in person at the District Office and was teleconferenced to allow public participation.

**I. Open Meeting:**

Roll Call:

**Directors in attendance at the Sierra Lakes Boardroom:**

Director Dan Stockton  
Director Jon Harvey  
Director David Keatley

**Directors present by teleconference:**

Director Karen Heald  
Director Jennifer Jackson

**Staff members in attendance at the Sierra Lakes Boardroom:**

Anna Nickerson, Financial Consultant  
Patrick Baird, Utility Operator

**Staff present by teleconference:**

Shauna Lorange, General Manager  
Jeffrey Mitchell, District Counsel

**Guests present at the Sierra Lakes Boardroom:**

Tim Kustic

**Guests present by teleconference:**

Roger Drosd  
Joe Peltier  
Tim Kustic  
Ed Bubnis

**Minutes Recorder:**

Anna Nickerson, Financial Consultant

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

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

**A motion was made by Director Keatley and seconded by Director Harvey to approve the agenda.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Jackson and Keatley. Director Heald has not joined the meeting yet.

**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. There were none.

**VI. Operations:**

- A. Shauna Lorance, General Manager, presented her operations report to the Board for consideration and possible action. She reported the following:
- She would be meeting with the Fire Chief on July 31, 2023, to discuss snow removal from Hydrants. She would report back in August.
  - She was still looking for ways to deal with snow removal and how it currently effect's Mr. Carman's property. She said she attended a virtual meeting with Placer County to discuss alternatives. So far, all the alternatives discussed would require labor and recourses. She would report back in August.
  - An updated schedule for the Utility Master Plan was received. She also said a draft of Technical Memo #1 was received; staff reviewed and provided comments. She anticipated a draft version would be presented in August. She also said a draft version of Technical Memo #2 was received. She would review an provide comments when she returns from vacation.
  - She would be providing a new Master Schedule presentation on District projects, including the Master Plan, at the August board meeting.

Director Harvey asked if the same staff members were working on the Master Utility Plan that were originally assigned to the project before Dowl took over Farr West Engineering. Mr. Baird said yes, Matt Van Dyne was the District's Client Manager and Alex (Stodtmeister) was the Project Manager on the Utility Master Plan.

Director Jackson said she was curious if the memos that were coming would be pieces of the Utility Master Plan? Ms. Lorance said the way it was setup was that technical memos would be issued, like chapters in a book. The memos would be reviewed by staff and ultimately combined into full, individual, reports for water and sewer.

- B. Patrick Baird, Utility Operations Manager, presented his report to the Board for consideration and possible action. He reported the following:
- DSPUD's wastewater treatment plant was operating properly with no violations.
  - There were no sewer overflows in June and all compliance regulations for drinking water were met.
  - The District's water flows were way down. He attributed the decrease to the water leaks that had been identified over the last year. Sewer flows were still at about 40% and the District's share through the treatment plant were about 38%. However, staff just completed the annual cleaning of 14,000 linear feet of sewer line and found several leaks in manholes. With the repairs completed so far, sewer flows were down 25-30%.

- Water treatment was back to normal operation of 150 gallons/minute. Lake temperature was rising quickly.
- Meter installations restarted the previous week.

Director Harvey asked Mr. Baird to clarify what he meant by “leaks”. Mr. Baird said sewer infiltration leaks were found at manholes where the concrete was corroding. A contractor was hired to make repairs. Ms. Lorance said the corrosion was effectively due to all the rain water and high ground water. The repairs would keep the rainwater from being sent to the wastewater treatment plant for treatment. Director Harvey asked if the repairs would have a significant fiscal savings by reducing the sewer flows. Mr. Baird said he thought it would be a good amount of savings over time. He said District flows were historically running 20-30%, he hoped the repairs would reduce that amount.

**VII. Consent Items Calendar:** The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the June 2023 Check Register; financial reports for the month ending June 30, 2023; and Disbursements for Board Approval. Minutes for the June 22, 2023 Special Meeting would be presented at the August 2023, Regular Meeting.

Director Harvey asked about the appraisal of the donated lot was an appraised amount and if the District would have to pay property tax on the lot? Mrs. Nickerson said she spoke to the auditor’s earlier that day and it was agreed that since it was an appraisal amount, that amount should be the amount recorded. She also said the District was exempt from paying property taxes.

**A motion was made by Director Keatley and seconded by Director Harvey to approve the Consent Items Calendar as presented.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Jackson and Keatley. Director Heald has not joined the meeting yet.

**VIII. Old Business:**

A. A follow-up to a homeowner’s request to remove trees from District property was presented to the Board for discussion and possible action. Ms. Lorance said she was asked to have an arborist provide information as to whether the trees should be removed or not. However, due to the arborist’s being extremely busy and just over two weeks between the two meetings, staff was not able to get an arborist. She said the fire department provided the homeowner with a summary that said, in order to build on the property, the trees would have to be removed. Ms. Lorance said this decision would set a precedent for homeowners wanting to build structures bordering District land. She said the District would either be accommodating future structures bordering District land and removing trees or declining to remove trees thus requiring homeowners to design structures to avoid the trees.

Director Keatley said, thinking of Placer County Building Codes, he thought general building requirements required a setback from neighboring lots. He said looking at the plans presented at the last meeting, it appeared that the plans went right up to the property line. He wondered if Placer County viewed public land differently than private property. Mrs. Nickerson said the District receives notices when a homeowner requests a waiver and would have sent it on to the General Manager. Ms. Lorance said she understood from Mr. Schultz that the requirement was either five feet from the property line, in a situation around the lake, or 30’ from the water



line, which ever was farther away. She said, regarding the plans, the frustration was that Placer County no longer involved the District unless it was new construction. Mr. Mitchell said he understood, based on his work with other District's and the County, that the District would have been asked to comment on connections not building.

Director Keatley said, if the homeowner had a set of plans, approved by Placer County, the District would be asking the homeowner to undergo a costly change of plans. He also said it wouldn't set a precedent if removal of the trees was approved providing Placer County didn't properly notify the District. If Placer County properly notified the District in the future, the District would have the opportunity to weigh in before the plans were approved. Ms. Lorance said, when the plans were submitted there was no request to remove trees.

Director Jackson asked staff to look and report back with any information relating to the project. She said she thought decks had different setback rules. She also agreed that a year ago the District wouldn't have been asked about removing trees. Director Jackson said there were a lot of questions and more information was needed to make a decision that could result in a policy precedent. Mr. Baird said the homeowner would be setting the footing to start the foundation and that the cost of removing the tree would go up if it had to be done after. He said it was a question of defensible space and whether the deck needed to be moved.

Director Heald said she was willing to remove trees that were diseased and willing to clear trees because they were small but wasn't willing to remove a large healthy tree. She said she was remis to remove a tree because a homeowner wanted to build so close to a property line. She said she still wanted an expert to verify the health of the tree.

Director Harvey said, he understood that the information needed included the setback requirements and a report from an arborist on the health of the tree. Mr. Mitchell said the ultimate question was whether or not the District wanted to remove the tree even if the County allowed a setback, it doesn't compel an adjacent property owner to remove a tree from their property to make way for a deck.

Director Jackson said the person who reported at the previous meeting was a forest ecologist and that was different from an arborist; a forest ecologist looks an ecosystem wide and an arborist assesses individual trees. She said an arborist was the correct professional to assess the health of a tree.

Director Harvey said, because there were so many trees behind the house providing erosion control, he was leaning towards removing the tree. He said he didn't consider it a present setting decision. Directors Keatley and Stockton agreed.

Director Jackson said she needed more information. It was a question of whether the tree was on District property. Ms. Lorance said that information was not available and would probably require a surveyor to determine the high-water mark. Mr. Baird said it could be that District property and the owner's lot may overlap. He also said the homeowners wanted to work with the District not against the District. Director Heald agreed more information was needed and what she wanted to know if the forester was correct. She said it felt like the homeowner was doing what they wanted to do and ask for forgiveness later. She also said getting a defensible space report to remove trees from your neighbor's property was more of the same. Director

Heald said she wanted to postpone for more information. She also said modifying a deck wasn't as detrimental to their plan as altering a home.

The Board agreed to postpone the decision until the August meeting. Ms. Lorance said she would work on getting an arborist to assess the health of the trees.

**IX. New Business: NONE**

**X. Administration:**

A. There were no Follow-up Items from the June 22, 2023, Special Meeting.

B. The Board was polled to determine availability to meet in person at the August 10, 2023 Regular Meeting and the August 17, 2023, Public Hearing:

July 10, 2023: Directors Stockton, Jackson and Keatley would attend in person. Directors Heald and Harvey would join by Zoom; Director Harvey said he may not be available for the meeting

July 17, 2023: Directors Stockton, Harvey and Jackson would attend in person. Directors Heald and Keatley would attend by Zoom.

Ms. Lorance said she would present information at the Public Hearing about the need for the rate increase. She may make a preliminary presentation at the August 10, 2023, Regular Meeting.

**XI. Adjournment**

**A motion was made by Director Harvey and seconded by Director Keatley to adjourn the meeting.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley.

The minutes were approved at the Regular Meeting held on August 10, 2023, as part of the Consent Items Calendar. A motion was made by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the Consent Items Calendar as presented. The motion passed by a unanimous rollcall vote.

Sierra Lakes County Water District  
Check Registers  
July 2023

9:04 AM  
07/08/22  
Accrual Basis

<b><u>1002 - DEMAND Account</u></b>		
<i>RECONCILIATION:</i>		
7/11/2023	Beginning Cash Balance	516,996.74
	Deposits	254,139.32
	Property Taxes Received	-
	Deposit - Interest	75.42
	Assessments transferred to Assessment District	-
	Transfer Assessments Received to Assessment District	-
	<b>DEMAND ACCOUNT DISBURSEMENTS:</b>	
7/31/2023	Ending Cash Balance	(182,186.17)
		<u><u>589,025.31</u></u>
<b><u>1031 - GASB 45-OPEB Account - Flow through account to LAIF</u></b>		
<i>RECONCILIATION:</i>		
7/11/2023	Beginning Cash Balance	163.22
	Deposit - Interest	0.02
	Funds Transferred To/From Investment Account	-
7/31/2023	Ending Cash Balance	<u><u>163.24</u></u>
<b><u>Placer County Treasurer's Fund - for Capital Projects</u></b>		
<i>RECONCILIATION:</i>		
7/11/2023	Beginning Cash Balance	931,347.68
	Deposit - Interest	2,072.27
	Funds Transferred To/From Investment Account	-
7/31/2023	Ending Cash Balance	<u><u>933,419.95</u></u>
<b><u>Local Area Investment Fund (LAIF) - for Unfunded OPEB Liabilities</u></b>		
<i>RECONCILIATION:</i>		
7/11/2023	Beginning Cash Balance	872,925.08
	Deposit - Interest	6,853.68
	Funds Transferred To/From Investment Account - Annual OPEB Funding	-
7/31/2023	Ending Cash Balance	<u><u>879,778.76</u></u>
<b><u>Assessment District 2011-01</u></b>		
<i>RECONCILIATION:</i>		
7/11/2023	Beginning Cash Balance	678,566.60
	Assessments Received	-
	Deposit - Interest	86.45
	Disbursements - USDA	-
7/31/2023	Ending Cash Balance	<u><u>678,653.05</u></u>

Sierra Lakes County Water District  
 Check Registers  
 July 2023

9:04 AM  
 07/08/22  
 Accrual Basis

Type	Date	Num	Name	Memo	Amount
1002 - US Bank - Demand					
Bill Pmt -Check	07/11/2023	8446	Donner Summit Public Utility District	July 2023 WWT Fees	(43,725.25)
Bill Pmt -Check	07/11/2023	8442	Badger Meter	AMR's and monthly fee	(27,624.19)
Bill Pmt -Check	07/21/2023		Shauna Loran	June 2023 Professional Fees	(14,000.00)
Liability Check	07/31/2023		QuickBooks Payroll Service	Created by Payroll Service on 07/26/2023	(9,557.47)
Liability Check	07/14/2023		QuickBooks Payroll Service	Created by Payroll Service on 07/13/2023	(9,162.92)
Bill Pmt -Check	07/11/2023	MED072023	Public Employees' Retirement System (Med)	Medical - 1347	(8,970.24)
Bill Pmt -Check	07/11/2023	8448	Kronick Moskovitz Tiedemann & Girard	June 2023 Lake Management	(6,180.25)
Bill Pmt -Check	07/11/2023	8454-8459	Pacific Gas & Electric	Electricity	(5,942.34)
Bill Pmt -Check	07/11/2023		Anna M Nickerson LLC	Professional Fees 6/16/23 to 6/30/23	(5,568.00)
Bill Pmt -Check	07/11/2023	8443	Board of Regents - UNR	Contemporary Water Quality Report	(5,476.89)
Liability Check	07/26/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -1616046706	(5,099.16)
Liability Check	07/13/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1756011590	(4,728.64)
Bill Pmt -Check	07/07/2023	21750	ACWA/Joint Powers Insurance Authority	2nd QTR 2023 Workers Comp Premium	(4,277.45)
Bill Pmt -Check	07/11/2023	8444	CPS HR Consulting	GM Recruiting	(4,000.00)
Check	07/03/2023		BluePay	Merchant Fees	(3,915.96)
Bill Pmt -Check	07/11/2023	8451	Mountain Pipeline	TV Sewer Mains	(3,900.00)
Liability Check	07/11/2023	RET052024	Public Employees' Retirement System (Ret)	Retirement - 1347	(3,602.97)
Bill Pmt -Check	07/11/2023	8464	U.S. Bank (CC)	Membership, internet, filter plant, uniform tools & gas \$1,140.71	(3,129.11)
Bill Pmt -Check	07/11/2023	8449	Local Agency Formation Commission (LAFCO)	2023/2024 Annual LAFCO Fees	(2,626.75)
Bill Pmt -Check	07/11/2023	8462	Thatcher Company, Inc.	Filter Plant Chemicals	(1,817.93)
Bill Pmt -Check	07/11/2023	8450	Logically	Cyber monitoring service	(1,347.59)
Liability Check	07/26/2023	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -1616131706	(1,209.47)
Liability Check	07/13/2023	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1755931590	(1,103.22)
Liability Check	07/18/2023		QuickBooks Payroll Service	Created by Payroll Service on 07/13/2023	(1,029.98)
Bill Pmt -Check	07/07/2023	21749	ACWA/Joint Powers Insurance Authority	Excess Crime Policy	(782.00)
Bill Pmt -Check	07/11/2023	8445	Deluxe	Demand Acct Checks	(420.38)
Bill Pmt -Check	07/11/2023	8447	Industrial Scientific Corp	iNet Monthly Usage Fee w/AutoReplenish Plus	(394.34)
Bill Pmt -Check	07/21/2023		Paul A. Schultz, P.E. (Corp)	June 2023 Professional Fees	(350.00)
Liability Check	07/13/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1765134590	(308.43)
Bill Pmt -Check	07/11/2023	8463	The Office Boss	Office & Copier Supplies	(295.52)
Bill Pmt -Check	07/11/2023	8460	Placer County Human Resources	July 2023 Dental/Vision Premium	(285.11)
Bill Pmt -Check	07/11/2023	8453	Office 1	Qtrly Copier Maint Fee	(277.25)
Bill Pmt -Check	07/11/2023	8461	Syndeo LLC Broadvoice	Telephone	(244.68)
Bill Pmt -Check	07/11/2023	8452	New Leaders	Website updates	(218.75)
Bill Pmt -Check	07/11/2023	8466	Western Environmental Testing Laboratory	Filter Plant Testing	(154.35)
Bill Pmt -Check	07/11/2023	8441	Aramark	Uniform Expense	(134.29)
Bill Pmt -Check	07/11/2023	8440	Anna Nickerson (Expense)	Office Supplies & Auditor Lunch	(134.27)
Bill Pmt -Check	07/11/2023	8465	Verizon Wireless	Cell phone & iPad	(95.46)
Liability Check	07/13/2023	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1765124590	(67.50)
Check	07/15/2023			Service Charge	(21.01)
Check	07/20/2023		QuickBooks Payroll Service	Created by Direct Deposit Service on 07/19/2023	(3.50)
Check	07/03/2023		BluePay	Merchant Fees	(1.80)
Check	07/10/2023		QuickBooks Payroll Service	Created by Direct Deposit Service on 07/07/2023	(1.75)
Paycheck	07/03/2023	DD1133	Brian Lundgren	Direct Deposit: Pay Period Ending 6/30/23	-
Paycheck	07/03/2023	DD1134	Matthew M Marriner	Direct Deposit: Pay Period Ending 6/30/23	-

Sierra Lakes County Water District  
 Check Registers  
 July 2023

1002 - US Bank - Demand						
Paycheck	07/03/2023	DD1135	Patrick J Baird	Direct Deposit: Pay Period Ending 6/30/23	-	
Paycheck	07/17/2023	DD1136	Brian Lundgren	Direct Deposit: Pay Period Ending 7/15/23	-	
Paycheck	07/17/2023	DD1137	Matthew M Marriner	Direct Deposit: Pay Period Ending 7/15/23	-	
Paycheck	07/17/2023	DD1138	Patrick J Baird	Direct Deposit: Pay Period Ending 7/15/23	-	
Paycheck	07/19/2023	DD1141	David M Keatley {Salary}	Direct Deposit: 7/13/23 Board Meeting	-	
Paycheck	07/19/2023	DD1139	Cynthia J Jackson {Salary}	Direct Deposit: 7/13/23 Board Meeting	-	
Paycheck	07/19/2023	DD1140	Dan L Stockton {Salary}	Direct Deposit: 7/13/23 Board Meeting	-	
Paycheck	07/19/2023	DD1142	Jon Harvey {Salary}	Direct Deposit: 7/13/23 Board Meeting	-	
Paycheck	07/19/2023	DD1143	Karen Heald {Salary}	Direct Deposit: 7/13/23 Board Meeting	-	
Total 1002 - US Bank - Demand					(182,186.17)	

Sierra Lakes County Water District  
Payroll Summary

July 2023

Employee Wages, Taxes and Adjust...	Cynthia J Jackson {Sala...	Dan L Stockton {Salary}	David M Keatley {Salary}	Jon Harvey {Salary}	Karen Heald {Salary}	TOTAL
Gross Pay						
Salary Director	180.00	180.00	180.00	180.00	180.00	900.00
Total Gross Pay	180.00	180.00	180.00	180.00	180.00	900.00
Adjusted Gross Pay	180.00	180.00	180.00	180.00	180.00	900.00
Taxes Withheld						
Federal Withholding	0.00	-36.00	0.00	0.00	-134.73	-170.73
Medicare (Employee)	-2.61	-2.61	-2.61	-2.61	-2.61	-13.05
Social Security (Employee)	-11.16	-11.16	-11.16	-11.16	-11.16	-55.80
State Withholding	0.00	-36.00	0.00	0.00	-31.50	-67.50
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00	0.00
Total Taxes Withheld	-13.77	-85.77	-13.77	-13.77	-180.00	-307.08
Additions to Net Pay						
Director Mileage Reimbursement	0.00	196.50	230.56	0.00	0.00	427.06
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
Total Additions to Net Pay	0.00	196.50	230.56	0.00	0.00	427.06
Net Pay	166.23	290.73	396.79	166.23	0.00	1,019.98
Employer Taxes and Contributions						
Medicare (District)	2.61	2.61	2.61	2.61	2.61	13.05
Social Security (District)	11.16	11.16	11.16	11.16	11.16	55.80
Total Employer Taxes and Contribu...	13.77	13.77	13.77	13.77	13.77	68.85

Sierra Lakes County Water District  
 Operating Budget-to-Actual  
 Fiscal Year July 1, 2022 to June 30, 2023

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 8/4/2023  
 Accrual Basis

	MONTH TO DATE			YEAR TO DATE			ANNUAL BUDGET			
	Month End 7/31/23	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-24 Budget	% of Budget
<b>Water Sewer Revenues</b>										
8000-01 - Annual Water Fees	73,428	73,428	-	100%	73,428	73,428	-	100%	881,136	8%
8000-02 - Annual Sewer Fees	101,843	101,843	-	100%	101,843	101,843	-	100%	1,222,112	8%
8030 - Property Taxes	-	-	-	0%	-	-	-	0%	550,000	0%
8050 - Customer Late Fees	(21)	-	(21)	100%	(21)	-	(21)	100%	6,500	0%
8005 - Primary Facilities Fees - Sewer	-	-	-	0%	-	-	-	0%	23,400	0%
8006 - Primary Facilities Fees - Water	-	-	-	0%	-	-	-	0%	5,475	0%
8052 - GAPVAX Services	-	-	-	0%	-	-	-	0%	-	0%
8020 - Other Income	2,148	1,667	481	129%	2,148	1,667	481	129%	20,000	11%
<b>Total Revenues Received:</b>	<b>177,397</b>	<b>176,938</b>	<b>460</b>	<b>100%</b>	<b>177,397</b>	<b>176,938</b>	<b>460</b>	<b>100%</b>	<b>2,708,623</b>	<b>7%</b>
<b>Controllable Expenses:</b>										
<b>Salaries:</b>										
9001 - Director Salaries	900	1,800	900	50%	900	1,800	900	50%	21,600	4%
9003 - Maintenance Salaries				0%				0%		
9003-01 - Maint Hourly Regular	27,046	29,440	2,394	92%	27,046	29,440	2,394	92%	353,275	8%
9003-02 - Maint Overtime	973	1,250	277	78%	973	1,250	277	78%	15,000	6%
9003-03 - Maint Standby	2,300	2,197	(103)	105%	2,300	2,197	(103)	105%	26,360	9%
9003-00 - Maint Salaries - Other	-	-	-	0%	-	-	-	0%	5,000	0%
9003-04 - Labor Allocated to Projects	(804)	-	804	100%	(804)	-	804	100%	-	0%
<b>Total 9000 - Salaries</b>	<b>30,415</b>	<b>34,687</b>	<b>4,272</b>	<b>88%</b>	<b>30,415</b>	<b>34,687</b>	<b>4,272</b>	<b>88%</b>	<b>421,235</b>	<b>7%</b>
<b>Payroll Expense</b>										
9005 - Payroll Expense - SS & Medicare	2,388	2,654	266	90%	2,388	2,654	266	90%	31,848	7%
9007 - Payroll Expense-SUI & ETT	(147)	329	476	(45%)	(147)	329	476	(45%)	3,950	-4%
9008 - Payroll Expense - Retirement	2,077	2,613	536	79%	2,077	2,613	536	79%	31,345	7%
9009 - Payroll Expense - Medical & D/V	9,255	9,708	453	95%	9,255	9,708	453	95%	116,500	8%
9010 - Payroll Expense - Workers' Comp	-	-	-	0%	-	-	-	0%	20,500	0%
<b>Total 9004 - Payroll Expense</b>	<b>13,574</b>	<b>15,304</b>	<b>1,730</b>	<b>89%</b>	<b>13,574</b>	<b>15,304</b>	<b>1,730</b>	<b>89%</b>	<b>204,143</b>	<b>7%</b>
<b>Indirect &amp; G&amp;A</b>										
9012 - Legal Expense:	-	2,500	2,500	0%	-	2,500	2,500	0%	30,000	0%
9013 - Audit Expense	-	-	-	0%	-	-	-	0%	18,400	0%
9014 - Fees & Penalties	53	165	112	32%	53	165	112	32%	1,980	3%
9016 - Directors' Expense	197	417	221	47%	197	417	221	47%	5,000	4%
9017 - Professional Fees - Operations	8,663	22,083	13,421	39%	8,663	22,083	13,421	39%	265,000	3%
9018 - Professional Fees - Office	9,024	11,440	2,416	79%	9,024	11,440	2,416	79%	137,280	7%
9019 - Staff Travel/Training	303	750	447	40%	303	750	447	40%	9,000	3%
9022 - Election Expense	-	-	-	0%	-	-	-	0%	-	0%
9023 - Insurance Expense	11,827	12,000	173	99%	11,827	12,000	173	99%	30,277	39%
9024 - Membership Expense	410	500	90	82%	410	500	90	82%	19,162	2%
9026 - Outside Services	-	283	283	0%	-	283	283	0%	3,400	0%
9028 - Telephone Expense	577	845	268	68%	577	845	268	68%	10,144	6%
9029 - Garbage/Hazmat Expense	-	458	458	0%	-	458	458	0%	5,500	0%
9030 - Uniform Expense	-	250	250	0%	-	250	250	0%	3,000	0%
9034 - Propane Expense	-	1,292	1,292	0%	-	1,292	1,292	0%	15,500	0%
9036 - SCADA System Expense	-	-	-	0%	-	-	-	0%	4,000	0%

Sierra Lakes County Water District  
 Operating Budget-to-Actual  
 Fiscal Year July 1, 2022 to June 30, 2023

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 8/4/2023  
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	MONTH TO DATE			YEAR TO DATE			ANNUAL BUDGET				
	Month End	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-24	Budget	% of Budget
	7/31/23		(750)	125%	DATE		(750)	125%			
9037 · M&O Asset Mgmt Sys (Lucyty)	3,750	3,000	(750)	125%	3,750	3,000	(750)	125%	3,000	3,000	125%
9040 · Office Expense	131	250	119	52%	131	250	119	52%	3,000	3,000	4%
9041 · Postage Expense	100	-	(100)	100%	100	-	(100)	100%	2,000	2,000	5%
9042 · Postage Meter Expense	-	-	-	0%	-	-	-	0%	1,300	1,300	0%
9043 · Copier & Fax Expense	-	79	79	0%	-	79	79	0%	950	950	0%
9044 · Computer Equipment & Service											
9044-01 · General Expense	1,571	2,177	606	72%	1,571	2,177	606	72%	26,120	26,120	6%
9044-02 · Website Design	-	-	-	0%	-	-	-	0%	3,000	3,000	0%
9044-03 · Merchant Fees	3,918	3,004	(914)	130%	3,918	3,004	(914)	130%	36,043	36,043	11%
Total 9011 · Indirect & G&A	40,522	61,493	20,971	66%	40,522	61,493	20,971	66%	633,056	633,056	6%
<b>MAINTENANCE &amp; OPERATIONS</b>											
<u>Water Treatment &amp; Filter Plant</u>											
9101 · Filter Plant Operations & Maint	1,106	667	(439)	166%	1,106	667	(439)	166%	8,000	8,000	14%
9102 · Filter Plant-Chems, Lab & Equip	1,874	3,750	1,876	50%	1,874	3,750	1,876	50%	45,000	45,000	4%
9103 · Filter -Water Pumping Plant M&O	-	167	167	0%	-	167	167	0%	2,000	2,000	0%
9104 · Well Pump Station Expense	-	-	-	0%	-	-	-	0%	15,000	15,000	0%
Total 9100 · Water Treatment & Filter Plant	2,980	4,584	1,604	65%	2,980	4,584	1,604	65%	70,000	70,000	4%
<u>Water Distribution</u>											
9201 · Water Dist - General Maint	274	833	559	33%	274	833	559	33%	10,000	10,000	3%
9202 · Water Dist - Pipes & Fittings	-	208	208	0%	-	208	208	0%	2,500	2,500	0%
9203 · Water Dist - Hydrant Maint	-	208	208	0%	-	208	208	0%	2,500	2,500	0%
9204 · Fees - Water	1,313	1,000	(313)	131%	1,313	1,000	(313)	131%	17,870	17,870	7%
9205 · Water Dist - Electricity	3,286	3,846	561	85%	3,286	3,846	561	85%	46,150	46,150	7%
9600 · Water Dist - Meters/Parts	-	167	167	0%	-	167	167	0%	2,000	2,000	0%
9601 · Water Conservation	-	-	-	0%	-	-	-	0%	1,000	1,000	0%
Total 9200 · Water Distribution	4,873	6,262	1,389	78%	4,873	6,262	1,389	78%	82,020	82,020	6%
<u>Wastewater Collection System</u>											
9301 · Wastewater - General Maint	-	1,167	1,167	0%	-	1,167	1,167	0%	14,000	14,000	0%
9302 · Wastewater - Pipes/Fittings	-	83	83	0%	-	83	83	0%	1,000	1,000	0%
9303 · Wastewater-Enzymes/Lab Testing	-	333	333	0%	-	333	333	0%	4,000	4,000	0%
9304 · Wastewater - Manholes	-	-	-	0%	-	-	-	0%	500	500	0%
9305 · Fees - Sewer	1,313	833	(480)	158%	1,313	833	(480)	158%	10,000	10,000	13%
9306 · Wastewater - Electricity	2,667	2,083	(584)	128%	2,667	2,083	(584)	128%	25,000	25,000	11%
9700-01 · Wastewater Export Service Exp/(Refund)	-	-	-	0%	-	-	-	0%	32,000	32,000	0%
9700 · Wastewater- Export Service Exp	43,725	43,750	25	100%	43,725	43,750	25	100%	525,000	525,000	8%
Total 9300 · Wastewater Collection System	47,705	48,249	544	99%	47,705	48,249	544	99%	611,500	611,500	8%
<u>Vehicle Expense</u>											
9501 · Gasoline/Diesel	1,095	2,083	988	53%	1,095	2,083	988	53%	25,000	25,000	4%
9502 · Pickups	-	-	-	0%	-	-	-	0%	4,000	4,000	0%
9503 · Gapvac	-	-	-	0%	-	-	-	0%	5,000	5,000	0%
9504 · Backhoe	-	-	-	0%	-	-	-	0%	3,000	3,000	0%
9505 · Vehicle Maint Supplies	489	292	(197)	168%	489	292	(197)	168%	3,500	3,500	14%
Total 9500 · Vehicle Expense	1,584	2,375	791	67%	1,584	2,375	791	67%	40,500	40,500	4%



Sierra Lakes County Water District  
 Operating Budget-to-Actual  
 Fiscal Year July 1, 2022 to June 30, 2023

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 8/4/2023  
 Accrual Basis

	MONTH TO DATE			YEAR TO DATE			ANNUAL BUDGET			
	Month End 7/31/23	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-24 Budget	% of Budget
<b>Project Expenses</b>										
9811 · Replace Sewer Mainline	-	-	-	0%	-	-	-	0%	-	0%
9812 · Spot Repairs of Sewer Mainline & Laterals	-	-	-	0%	-	-	-	0%	10,000	0%
9813 · Repair of Sewer Manholes at Various Locations	-	-	-	0%	-	-	-	0%	50,000	0%
9814 · Adj Sewer Manholes to Grade	-	-	-	0%	-	-	-	0%	3,000	0%
9815 · Misc Sewer Pump Station Upgrade	-	-	-	0%	-	-	-	0%	5,000	0%
9817 · TV Gravity Sewer System	10,408	10,000	(408)	104%	10,408	10,000	(408)	104%	20,000	52%
9818 · Misc Water System Improvements	8,277	5,000	(3,277)	166%	8,277	5,000	(3,277)	166%	5,000	166%
9819 · Adj Water Valve Boxes to Street Grade	-	-	-	0%	-	-	-	0%	5,000	0%
9820 · Misc Upgrades Water Pump Stations	-	-	-	0%	-	-	-	0%	-	0%
9821 · Automatic Meter Read System	1,472	1,667	195	88%	1,472	1,667	195	88%	20,000	7%
9822 · Misc Jobs - Safety Tools Bldgs	711	5,292	4,581	13%	711	5,292	4,581	13%	63,500	1%
9824 · Lake Management	-	1,300	1,300	0%	-	1,300	1,300	0%	16,000	0%
9825 · HOTFaP	-	-	-	0%	-	-	-	0%	2,500	0%
9826 · Contemporary Water Quality	-	10,800	10,800	0%	-	10,800	10,800	0%	64,785	0%
9827 · Disctrict Engineer Services	-	12,500	12,500	0%	-	12,500	12,500	0%	150,000	0%
9915 · Misc. Projects	-	1,250	1,250	0%	-	1,250	1,250	0%	15,000	0%
Total 9800 · Project Expenses	20,868	47,809	26,941	44%	20,868	47,809	26,941	44%	429,785	5%
<b>Total Controllable Expenses</b>	<b>162,520</b>	<b>220,763</b>	<b>58,243</b>	<b>74%</b>	<b>162,519</b>	<b>220,763</b>	<b>58,244</b>	<b>74%</b>	<b>2,492,239</b>	<b>7%</b>
<b>Non-Controllable Income/Expenses:</b>										
<b>Other Expenses</b>										
9900 · Debt - Interest	-	-	-	0%	-	-	-	0%	109,000	0%
9906 · USDA Revenue Bonds	-	-	-	0%	-	-	-	0%	500	0%
9908 · Int on Assessment-7207 Palisade	-	-	-	0%	-	-	-	0%	109,500	0%
Total 9900 · Debt - Interest	-	-	-	0%	-	-	-	0%	-	-
9920 · Depreciation										
9921 · Depreciation - Water	14,883	12,500	(2,383)	119%	14,883	12,500	(2,383)	119%	150,000	10%
9922 · Depreciation - Sewer	13,120	10,000	(3,120)	131%	13,120	10,000	(3,120)	131%	120,000	11%
Total 9920 · Depreciation	28,002	22,500	(5,502)	124%	28,002	22,500	(5,502)	124%	270,000	10%
9950 · SLCWD Share - DSPUD Capital Costs	-	-	-	0%	-	-	-	0%	40,000	0%
9999 · Clearing Account	-	-	-	-	-	-	-	-	-	-
Total Non-Controllable Expenses	28,002	22,500	(5,502)	124%	28,002	22,500	(5,502)	124%	419,500	7%
<b>TOTAL DISTRICT EXPENSES:</b>	<b>190,522</b>	<b>243,263</b>	<b>52,741</b>	<b>78%</b>	<b>190,522</b>	<b>243,263</b>	<b>52,741</b>	<b>78%</b>	<b>2,911,739</b>	<b>7%</b>
<b>EARNED OPERATING REVENUE LESS EXPENSE:</b>	<b>(13,124)</b>	<b>(66,325)</b>	<b>53,201</b>		<b>(13,124)</b>	<b>(66,325)</b>	<b>53,201</b>		<b>(203,116)</b>	

**Fiscal Year 2023-24 Capital Expenditures:**

	<u>Budget:</u>	<u>Incurred:</u>
3002 - New SCADA Computer/Programming	\$ 21,500.00	-
3004 - Bales Generator Replacement	\$ 55,000.00	
3028 - Vehicles: Truck Replacement	\$ 100,000.00	-
3105 - Fire Hydrant Replacement (2 ea.)	\$ 24,000.00	-
3027/3011 Filter Plant Modification - Service Bay Furnace Replacement	\$ 15,000.00	-
3027/3011 Filter Plant Modification - Emergency Generator Wiring	\$ 20,000.00	-
Filter Room Grating and Tank Railing	\$ 30,000.00	-
<b>Total Capital Projects</b>	<b>\$ 265,500.00</b>	<b>\$ -</b>

**Placer County Treasury Fund**

7/1/2023	Beginning Balance	\$ 931,347.68
	Interest	\$ 2,072.27

***Transfers to Operating Account:***

7/31/2023	Available Funds	<u>\$ 933,419.95</u>
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Sierra Lakes County Water District  
Cash Source and Application of Funds  
Operating Budget  
in \$000's

ACTUAL Jul-23	Forecast Jul-23	Forecast Aug-23	Forecast Sep-23	Forecast Oct-23	Forecast Nov-23	Forecast Dec-23	Forecast Jan-24	Forecast Feb-24	Forecast Mar-24	Forecast Apr-24	Forecast May-24	Forecast Jun-24
517	517	589	676	596	422	438	356	522	488	246	175	366

**Beginning Operating Cash Balance:**

**Cash Provided/(Used) by Operations:**

Revenues:

Sewer & Water Service Fees  
Placer County Taxes  
Primary Facilities Fees  
Misc Other Income

Expenses:

Operating Expenses  
Sierra Plant - Capital Projects

254	200	350	200	100	250	150	150	200	200	200	200	200
-	-	25	-	10	-	-	300	-	-	-	-	215
-	-	-	10	-	-	-	-	-	-	9	10	-
-	212	1	4	1	1	3	1	1	3	1	1	3
(182)	(200)	(235)	(235)	(235)	(235)	(235)	(235)	(235)	(235)	(235)	(235)	(230)
-	-	141	(21)	(174)	16	(82)	166	(34)	(32)	(71)	191	(175)

**Net Cash Provided/(Used) by Operations:**

**Cash Provided/(Used) for Financing Activities**

USDA \$5.2 million Revenue Bond  
DSPUD Cost Sharing  
**Total Cash Provided/(Used) by Financing Activities:**

-	-	-	(59)	-	-	-	-	-	(210)	-	-	(40)
-	-	-	(59)	-	-	-	-	-	(210)	-	-	(40)

**Cash Provided/(Used) by Investment Activities**

Moved/From Placer Co. Treasurer's Fund  
GASB 45 - OPEB Annual Funding

-	(54)	-	-	-	-	-	-	-	-	-	-	-
-	(54)	-	-	-	-	-	-	-	-	-	-	-

**Total Cash Provided/(Used) by Investment Activities:**

**Ending OPERATING ACCOUNT Cash Balance:**

589	675	676	596	422	438	356	522	488	246	175	366	151
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SIERRA LAKES COUNTY WATER DISTRICT - FIVE YEAR CASH FLOW PROJECTION  
2021/2022 - 2025/2026  
in \$000's

**Beginning OPERATING Cash Balance:**

ACTUAL 2022/2023	FORECAST 2023/2024	Forecast 2024/2025	Forecast 2025/2026	Forecast 2026/2027
629	517	151	153	(89)

**Cash Provided/(Used) by Operations:**

	2023/2024	2024/2025	2025/2026	2026/2027
<b>Revenues:</b>				
Water/Sewer Service Fees	2,103	2,306	2,306	2,306
Proposed Rate Increase	203			
Placer County Tax	550	550	550	550
Primary Facilities Fees	29	29	29	29
Misc Other Income: Int & Fees	20	20	20	20
<b>Expenses:</b>				
Operating Expenses	(2,762)	(2,900)	(3,045)	(3,197)
Sierra Plant - Capital Projects	(146)	(150)	(150)	(150)
	(3)	(145)	(290)	(442)

**Net Cash Provided/(Used) by Operations:**

**Cash Provided/(Used) for Financing Activities**

CA Bank & Trust Loan Principal & Interest	-	-	-	-
USDA Revenue Bond Loan	(269)	(269)	(269)	(269)
Additional WWTP Costs - Prior Years	(134)	-	-	-
DSPUD Cost Sharing	(40)	(30)	(30)	(30)
	(309)	(299)	(299)	(299)

**Total Cash Provided/(Used) by Financing Activities:**

**Cash Provided/(Used) by Investment Activities**

Total Cash Provided/(Used) by Investment Activities:				
Moved to Placer Co. Treasurer's Fund		500	400	-
Annual GASB 45 Funding - OPEB - Moved to LAIF	(54)	(54)	(53)	-
	(54)	446	347	-
	151	153	(89)	(831)

**Ending OPERATING Cash Balance:**

amn  
8/4/2023  
8:43 AM

SIERRA LAKES COUNTY WATER DISTRICT  
LIST OF DISBURSEMENTS REQUIRING BOARD APPROVAL  
August 2023

Vendor	Inv # / Inv Date	Invoice Amount
<u>Shuana Lorange, P.E</u>	Invoice # 230731 Date 7/31/2023 For: <u>July 2023 Professional Fees &amp; Reimbursements</u>	8,050.00
<u>Paul A. Schultz, P.E. A CA Prof Corp</u>	Invoice # 230803 Date 7/31/2023 For: <u>July 2023 Professional Fees &amp; Reimbursements</u>	612.50
<u>Anna M Nickerson LLC</u>	Inv# 71523 Date 7/15/2023 For: <u>Professional Fees 7/1 to 7/15/23</u>	4,992.00
	Inv# 73123 Date 7/31/2023 For: <u>Professional Fees 7/16 to 7/31/2023</u>	4,032.00
<b>TOTAL ANNA NICKERSON LLC</b>		<b>9,024.00</b>
<u>Dowl (Farr West Engineering)</u>	Inv# R4653.2502-7 Date 6/30/2023 For: <u>Utility Master Plan</u>	9,831.25
	Inv# R4653.2307-7 Date 6/30/2023 For: <u>General Services</u>	723.75
<b>TOTAL Dowl (Farr West Engineering)</b>		<b>10,555.00</b>
<b>TOTAL INVOICES FOR APPROVAL</b>		<b>28,241.50</b>

**SHAUNA LORANCE, P.E.**  
**Civil Engineering and Management**

RECEIVED AUG -2 2023

July 31, 2023

---

INVOICE No. 230731

---

Bill To:  
Sierra Lakes County Water District  
PO Box 1039  
Soda Springs, CA 95728

Hours	Description	Rate	Total
46	Professional Services June 1-30, 2023	\$175	\$8050

Payment due within 45 days after receipt

Shauna Lorance  
10200 Hillview Road  
Newcastle, CA 95658

ACCOUNT NO 9017 \$ 8,050.00  
CHECK NO.  
CK DATE

APPROVED







**Sierra Lakes County Water District  
 Paul A. Schultz, PE  
 July 2023 Invoice Detail**

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>
07/21/2023	Review plan set for conformance with District Standards for Wensley (BLD22-02472 - 8539 Acorn Rd). Water and pumped system sewer. (2.5 hrs. off-site)	2.5
07/22/2023	Review and comment on Utility Master Plan TM #2. (1.0 hrs. off-site)	1.0

Paul A. Schultz, PE – Civil & Environmental Engineering – 7299 3<sup>rd</sup> Avenue, PO Box 269, Tahoma, CA 96142 – (530) 525-9347 – paschultz@me.com

**ANNA M NICKERSON, LLC  
FINANCIAL CONSULTANT**

1880 Morgan Pointe Ct.  
Reno, NV 89523  
530-330-2724  
nickerson.annam@gmail.com

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

**INVOICE**

INVOICE NO: 071523  
DATE: July 15, 2023

ACCOUNT NO: 9018 \$ 4,992.00  
CHECK NO: \_\_\_\_\_  
CHECK DATE: \_\_\_\_\_  
APPROVAL: \_\_\_\_\_

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmt District	MEO Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda/ Mtg Min /Packets	Total
7/3/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Bank reconciliations, assessment updates	6.0	\$96.00	\$ 576.00			0.5	2.5		1.5	1	0.5			6
7/4/2023	Holiday	0.0	\$96.00	\$ -											0
7/5/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	5.0	\$96.00	\$ 480.00			3.5			0.5	0.5	0.5			5
7/6/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	5.0	\$96.00	\$ 480.00			3.5			0.5	0.5	0.5			5
7/7/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	10.0	\$96.00	\$ 960.00	1	1	6			1	0.5	0.5			10
7/10/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	5.5	\$96.00	\$ 528.00			3			0.5	0.5	0.5		1	5.5
7/11/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed information request, updated Assessments	3.5	\$96.00	\$ 336.00	0.5			1.5		0.5	0.5	0.5			3.5
7/12/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on 2023/2024 Schedules and processed escrows	5.0	\$96.00	\$ 480.00		1	2.5			0.5	0.5	0.5			5
7/13/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Setup 2023/2024 schedules, processed payroll, processed escrow requests, worked on files.	11.0	\$96.00	\$ 1,056.00	1	1	5			1	1	0.5	1.5		11
7/13/2023	Board Meeting	1.0	\$96.00	\$ 96.00										1	1
7/14/2023	Off	0.0	\$96.00	\$ -											0
	<b>TOTALS</b>	<b>52.0</b>	<b>\$</b>	<b>4,992.00</b>	<b>2.5</b>	<b>3.0</b>	<b>24.0</b>	<b>4.0</b>	<b>0.0</b>	<b>6.0</b>	<b>5.0</b>	<b>4.0</b>	<b>1.5</b>	<b>2.0</b>	<b>52.0</b>

5% 6% 8% 10% 12% 15% 18% 20% 25% 30% 35% 40% 45% 50%

**ANNA M NICKERSON, LLC**  
**FINANCIAL CONSULTANT**

**INVOICE**

1880 Morgan Pointe Ct.  
 Reno, NV 89523  
 530-330-2724  
 nickerson.annam@gmail.com

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

INVOICE NO: 073123  
 DATE: July 31, 2023

ACCOUNT NO: 9018 \$ 4,032.00  
 CHECK NO: \_\_\_\_\_  
 CHECK DATE: \_\_\_\_\_  
 APPROVAL: \_\_\_\_\_

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmt District	MEO Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda/ Mtg Min /Packets	Total
7/17/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	4.0	\$96.00	\$ 384.00	0.5	1.5				1	0.5	0.5			4
7/18/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Start Minutes	5.0	\$96.00	\$ 480.00		0.5				1.5	1.5	0.5		1	5
7/19/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	5.0	\$96.00	\$ 480.00	3.5					0.5	0.5	0.5			5
7/20/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	5.0	\$96.00	\$ 480.00	2.5					0.5	0.5	0.5	1		5
7/21/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed escrow and worked on minutes	8.0	\$96.00	\$ 768.00		1				0.5	1	0.5		5	8
7/24/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished minutes	5.0	\$96.00	\$ 480.00						0.5	0.5	0.5		3.5	5
7/25/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed escrow & set up 2023/24 Board packet reports	5.0	\$96.00	\$ 480.00	1	1.5	1			0.5	0.5	0.5			5
7/26/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Prepared 2023/2024 Depr schedule and started month end.	5.0	\$96.00	\$ 480.00			3.5			0.5	0.5	0.5			5
7/27/2023	Off	0.0	\$96.00	\$ -											0
7/28/2023	Off	0.0	\$96.00	\$ -											0
7/31/2023	Off	0.0	\$96.00	\$ -											0
	<b>TOTALS</b>	<b>42.0</b>	<b>\$</b>	<b>\$ 4,032.00</b>	<b>7.5</b>	<b>4.5</b>	<b>4.5</b>	<b>0.0</b>	<b>0.0</b>	<b>5.5</b>	<b>5.5</b>	<b>4.0</b>	<b>1.0</b>	<b>9.5</b>	<b>42.0</b>
					18%	11%	11%	0%	0%	13%	13%	10%	2%	23%	

RECEIVED JUL 11 2023



PAUL SCHULTZ  
SIERRA LAKES COUNTY WATER DISTRICT  
7305 SHORT ROAD  
SODA SPRINGS, CA 95728

June 30, 2023  
Invoice No: R4653.2502 - 7

**Invoice Total \$9,831.25**

Project R4653.2502 SLCWD - Utility Master Plan  
Task Order 5

Description of Services: Work completed this billing period includes project management related tasks, work on the water master plan, coordination with ADS, submittal of drafts of the water master plan, site visit with SLCWD staff, and analysis on the system water treatment.

Period May 28, 2023 to June 30, 2023

Phase 001 Project Management

**Professional Personnel**

	Hours	Rate	Amount
Engineer III			
Stodtmeister, Alex	6.25	155.00	968.75
Totals	6.25		968.75
<b>Total Labor</b>			<b>968.75</b>

Phase 002 Condition Assessment

**Professional Personnel**

	Hours	Rate	Amount
Senior Manager II			
Van Dyne, Matthew	.50	245.00	122.50
Totals	.50		122.50
<b>Total Labor</b>			<b>122.50</b>

Phase 003 Sewer Flow Monitoring

**Professional Personnel**

	Hours	Rate	Amount
Engineer III			
Stodtmeister, Alex	8.50	155.00	1,317.50
Totals	8.50		1,317.50
<b>Total Labor</b>			<b>1,317.50</b>

Phase 004 Hydraulic Model Development

**Professional Personnel**

	Hours	Rate	Amount
Engineer III			
Stodtmeister, Alex	13.50	155.00	2,092.50

ACCOUNT NO 9827 + 9,831.25  
CHECK NO.  
CK DATE

PO 2022-123

PLEASE REMIT PAYMENT TO: 775-851-4788 ■ FAX 775-851-0789 ■ 5510 Longley Lane ■ Reno, NV 89511 ■ www.dowl.com

Project	R4653.2502	SLCWD - Utility Master Plan	Invoice	7
Engineer I	Jones, Dallas	5.25	125.00	656.25
	Totals	18.75		2,748.75
	<b>Total Labor</b>			<b>2,748.75</b>

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Phase	005	Water System Master Plan		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Water Resource Specialist	Christman, Laine	.50	180.00	90.00
Engineer III	Stodtmeister, Alex	4.50	155.00	697.50
Engineer I	Jones, Dallas	14.75	125.00	1,843.75
Water Rights Specialist III	Cozens, Reed	10.75	190.00	2,042.50
	Totals	30.50		4,673.75
	<b>Total Labor</b>			<b>4,673.75</b>
			<b>INVOICE TOTAL</b>	<b>\$9,831.25</b>



RECEIVED JUL 11 2023

PAUL SCHULTZ  
 SIERRA LAKES COUNTY WATER DISTRICT  
 7305 SHORT ROAD  
 SODA SPRINGS, CA 95728

June 30, 2023  
 Invoice No: R4653.2307 - 7

**Invoice Total \$723.75**

Project R4653.2307 SLCWD - General Services  
 General Services - Per the General Manager's email to Farr West Engineering on April 12, 2022, all directed work is approved to begin work prior to compilation and approval of individual task orders under the Master Services Agreement and Farr West is not working at risk.

Description of Services: Printing system maps; Planning overview meeting with new GM  
Period May 28, 2023 to June 30, 2023

Phase 001 Task 1.0 - General Services

**Professional Personnel**

	Hours	Rate	Amount
Engineer III			
Gavin, Steffi	1.00	155.00	155.00
Project Coordinator			
Lacko, Alexandria	1.75	115.00	201.25
Totals	2.75		356.25
<b>Total Labor</b>			<b>356.25</b>

Phase 002 Task 2.0 - District Engineering Planning

**Professional Personnel**

	Hours	Rate	Amount
Senior Manager II			
Van Dyne, Matthew	1.50	245.00	367.50
Totals	1.50		367.50
<b>Total Labor</b>			<b>367.50</b>

**INVOICE TOTAL \$723.75**

*PO 2022-123*

ACCOUNT NO 9822 \$ 723.75  
 CHECK NO.  
 CK DATE

APPROVED

# STAFF REPORT

---

TO: Board of Directors  
FROM: Shauna Lorance, General Manager  
SUBJECT: Tree Removal  
DATE: July 31, 2023

---

## **STAFF RECOMMENDATION**

Board does not need to take any action as the trees in question are within Placer County's 50-foot watercourse set back not on District property.

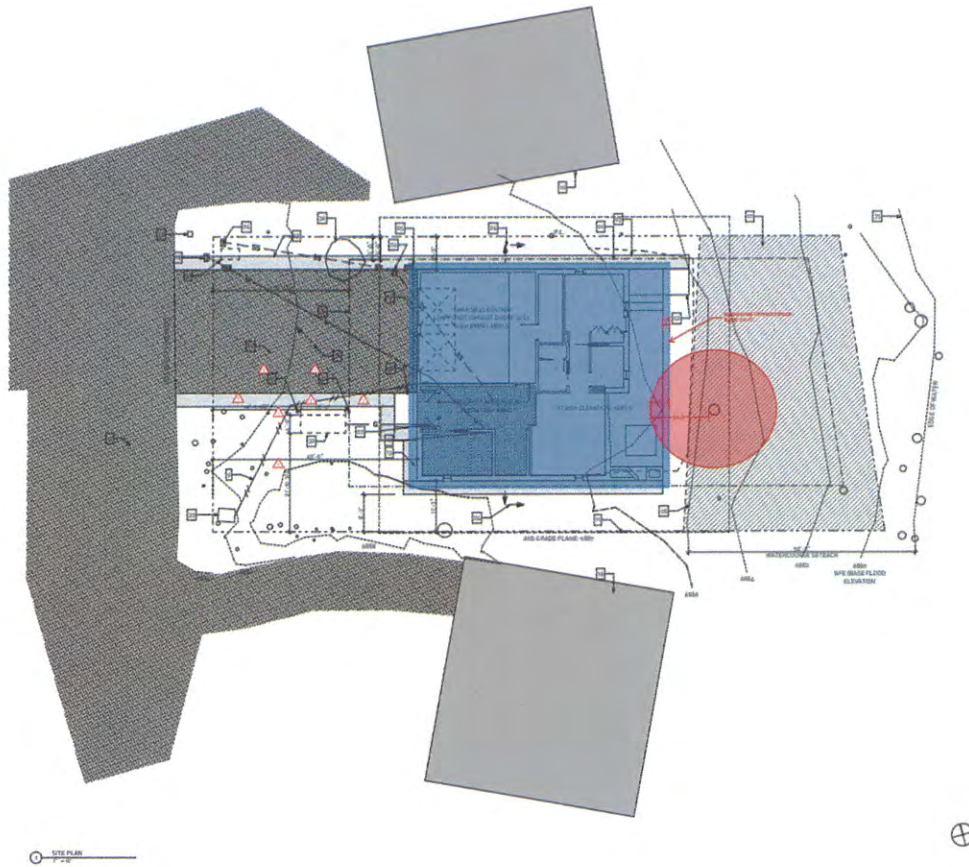
## **BACKGROUND**

The owners of 1122 Island Way requested permission to remove a couple of trees. Staff reported that the trees were in good condition and did not believe they needed to be removed. The homeowner retained the services of a forester to evaluate the trees. The forester determined that the trees had early signs of infestation. The Board requested staff to obtain the services of an arborist to further evaluate the trees.

## **CURRENT STATUS**

The snow has now melted, and the property corners are visible. The trees in question are within Placer County's 50-foot water course set back from the lake (shown in hatching on attached figure) and are also located within the property owner's property lines. The District does not own this land. Based on the new information regarding property lines, the District does not have any authority over the trees in question.

Staff will provide the property owner with the information obtained from the arborist when received.





# STAFF REPORT

---

TO: Board of Directors  
FROM: Shauna Lorance, General Manager  
SUBJECT: Draft Rate Increase Presentation for Public Hearing  
DATE: July 31, 2023

---

## **STAFF RECOMMENDATION**

Staff requests the Board of Directors provide feedback on any revisions to the draft presentation prior to the public hearing on August 17, 2023 at 5 pm.

## **BACKGROUND**

Staff provided information to the Board that it is not feasible to adopt a balanced budget without compromising water and sewer reliability. The District is already operating on a tight budget that has not been increased since 2012.

## **CURRENT STATUS**

A public meeting to provide information to the public has been scheduled for August 17, 2023. Staff has developed a draft presentation for the meeting to provide further information on why a water and sewer rate increase is necessary. A preview of the presentation will be provided at the August 10 meeting for the Board of Directors.

# STAFF REPORT

---

TO: Board of Directors  
FROM: Shauna Lorance, General Manager  
SUBJECT: Metered Rates Implementation Plan  
DATE: July 31, 2023

---

## STAFF RECOMMENDATION

Staff recommends the Board consider the Metered Rates Implementation Plan (Plan) as presented by staff and provide any recommended revisions.

## OVERVIEW OF PLAN

### Introduction

The District is required by State of California law to be fully metered and charging a metered rate to all customers by 2025.

### Meter Installation

The District is installing Badger AMI meters using District staff on all services. Cellular data will be used to read the meters. The District has areas that do not have adequate cellular reception. Staff will work with the cellular data provider to provide adequate service.

### Develop Metered Rates

The Board will need to adopt metered rates prior to the start date of metered billing to allow customers to compare flat rate to future metered rate. This will involve the adoption of multiple policies.

### Metered Billing Software

The existing Quickbook software does not provide an interface to allow downloading of meter reads. Quickbook also does not calculate metered bills. A billing software will need to be selected and implemented.

### Conversion to Metered Rates

The final step is the actual conversion to metered rates. This will include a six-month comparison phase prior to actual billing based on meter reads.

## SCHEDULE

A draft schedule has been developed and is included in the attached Plan.

# **SIERRA LAKES COUNTY WATER DISTRICT**

## **METERED RATES IMPLEMENTATION PLAN**

## **INTRODUCTION**

California State law requires water agencies to be fully metered and charging a metered water rate by 2025. Sierra Lakes County Water District (District) is in the process of installing meters at all water service connections. Due to the heavy snow load, the District elected to utilize Advanced Metering Infrastructure (AMI) with a cellular network. This will allow meter reads to be available to the District and customers on a web based platform, thereby limiting labor hours and increasing customer access to usage information. The process will require installation of meters on 100% of the connections, adoption of metered rates, installation of billing software, and actual conversion to metered rates. This document provides a brief description of each of these items, followed by the planned schedule for completion.

## **METER INSTALLATION**

The District has been installing Badger AMI meters using District staff. District staff has historically been able to install up to 60 meters per week in locations with existing meter boxes. The District has hired a contractor to install meter boxes where needed.

The process for installing meters on 100% of the services within the District includes the ability to connect the AMI meters to the software that stores the meter. Due to the snow load, it is not feasible to manually read the meters as they can be under many feet of snow during the winter. The District has selected cellular data as the means for collecting the meter readings from each of the AMI meters. Unfortunately, there is a large portion of the District that does not have adequate cellular reception to connect to all the meters. The District will be working with the cellular data provider to identify the best way to provide adequate cellular service to 100% of the District meters.

## **DEVELOP METERED RATES**

The Board of Directors needs to adopt metered rates to be used for the conversion to metered water rates. At the same time, the Board needs to identify the necessary funding for the Water Master Plan and the schedule for funding the Master Plan in relationship to the conversion to metered rates.

The metered water rates need to be identified prior to June of 2025 to allow six months for customers to compare their existing flat rate water bills to what their water bills would be under metered rates. This will provide time for the customer to fix any potential leaks or adjust their water usage should the metered rate be significantly higher than their fixed rate.

The first step of developing metered water rates is to identify the necessary policy decisions. Policy decisions are the basis for the implementation and many customer questions during the conversion process will be related to the policies. These policy decisions include the following:

1. The percentage of revenue obtained from fixed vs. volumetric revenue. Ideally all fixed costs would be recovered through fixed revenue as this ensures funding for costs that occur regardless of water usage. The variable costs that would be

associated with the volumetric revenue in this scenario at most water agencies are relatively small, resulting in low variable charges.

2. Billing periods generally consist of monthly or every other month billing periods or could possibly be extended to quarterly billings. Calculating and billing metered rates is more labor intensive than fixed rate billing. Depending on the amount of revenue that is assigned to the volumetric portion of the water rates, longer billing periods can surprise customers with higher water bills than anticipated.
3. During the transition to metered water rates, it is necessary to know the metered billing rates in advance of the actual billing to allow staff to input the information into the software to provide for comparison billing. This will likely require setting the 2024/2025 fixed rates and the 2025/2026 metered rates at the same time.
4. What, if any, leeway to pay water bills or remove a portion of the water bill will be provided to customers if they have a leak on their side of the meter?
5. What, if any, will be the shut-off policy for non-payment of water bills? Depending on billing period, evaluation of the adequacy of a 60-day shut off period.
6. What is the process for meter testing if requested by customer?
7. Are customers still responsible for fixed portion of water bill if the customer requests water shut off during extended period not in residence?
8. When should the District start implementing the Water Master Plan and the associated increases in water rates necessary for the funding of the Capital Improvement Plan included in the Master Plan?

Changing a water rate structure requires following Proposition 218 noticing requirements prior to adopting the new rate structure. The Board will be adopting water rates for the fiscal year 2024/2025, which if change from 2023/2024 will also required Proposition 218 noticing requirements, in June 2024. With internal practice billing beginning in January 2025, it would be helpful to have the metered billing rate structure available at that time.

### **METERED BILLING SOFTWARE**

The District currently uses QuickBooks to coordinate billing our customers. This software is not capable of calculating metered water bills. Transition to a new billing system will take a significant amount of time to set up and input the information necessary to correctly bill customers.

The chosen billing software will need to be compatible with the digital interface provided with the Badger meters. As with any software/hardware systems, there will be problems that arise. A system for checking potential errors in the field will be developed. A system for alerting customers to a potential water leak signaled in the badger software analysis program will also be developed once the system is working as designed.

An internal practice period of three months will allow staff to ensure the billing system is operating correctly prior to going live with the system. This is a relatively short period of time, especially for implementation of computer software, so a three-month contingency has been added to allow for

delays throughout the process. Depending on the number of billing periods per year adopted in the metered rates policy, the amount of staff time will be evaluated to determine if existing staff can complete this additional work.

### **CONVERSION TO METERED RATES**

The final step is conversion to metered rates. To allow our customers the benefit of identifying any significant leaks or water usage patterns that could increase their water bill, the District will provide six months of comparison billing that shows the existing flat rate compared to what their bill would have been if they were on metered rates.

Depending on the number of billing periods per year adopted in the metered rates policy, and the number of customers with significantly higher comparison bills, the District may need to extend this comparison billing into 2026.

ACTION	START DATE	COMPLETION DATE	KEY MILESTONE
<b>METER INSTALLATION</b>			
Install AMI meters		October 2023	
Research AMI connectivity options	July 2023	December 2023	
Group A 100% connectivity with meters	December 2023	August 2024	
Group B 100% connectivity with meters	August 2024	January 2025	January 2025
<b>DEVELOP METERED RATES</b>			
Develop rate policies for metered billing (such as fixed vs. volumetric, billing periods, # years adopted, etc.)	July 2023	November 2023	
Master Plan capital improvement plan complete		January 2024	
Determine when rate increases needed for MP CIP	January 2024	February 2024	
Identify impacts to rates from MP CIP (current and future metered rates)	January 2024	February 2024	
District revisions to MP CIP schedule to address District affordability	January 2024	February 2024	
Develop rate options	January 2024	March 2024	
Board select 2024/25 fixed rate and 2025/26 metered rate to include on Prop 218 notice		March 2024	
Prop 218 Hearing		June 2024	
Board adopts 2024/25 fixed rate and at least 2025/26 metered rate		July 2024	November 2024
<b>METERED BILLING SOFTWARE</b>			
Budget for billing software		April 2024	
Research billing software	September 2024	October 2024	
Select billing software		October 2024	
Install and set up new software	September 2024	December 2024	
Internal practice billing	January 2025	March 2025	
Contingency time period	March 2025	June 2025	
Ready for 6-month comparison billing	June 2025		June 2025

ACTION	START DATE	COMPLETION DATE	KEY MILESTONE
<b>CONVERSION TO METERED RATES</b>			
Group A & B 6-month comparison	June 2025	December 2025	
Group A & B on metered rate		December 2025	
100% metered rates		December 2025	December 2025





# STAFF REPORT

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TO: Board of Directors  
FROM: Shauna Lorance, General Manager  
SUBJECT: Master Project Schedule  
DATE: July 31, 2023

---

## **STAFF RECOMMENDATION**

There is no staff recommendation as this item is for information only.

## **OVERVIEW**

The District has multiple projects that are being implemented over the next few years, many of which are needed to implement metered billing. To remain focused on project completion and schedules, a three-year schedule has been started. The schedule will be updated as necessary, and revisions will be noted.

The schedule is monthly, noting what projects/activities will be started, what will be continuing, and what are expected to be completed each month. Comments and updates will be added each month and an update will be provided to the Board periodically.

The first draft is attached for your review and information.

# SLCWD Master Project Schedule

2023

---

## JUNE

### Initiate

- Meter Implementation Plan
- DOWL site visit and workshop with SLCWD staff (week of 6/26)

### Continue

- Review of District documents and policies

### Complete

- DOWL Draft TM1 Water Master Plan (6/23)

## JULY

### Initiate

- Research AMI connectivity
- Develop Rate policies
- District Comments on Draft TM3 and TM4 Water Master Plan

### Continue

- Meter installations
- Meter Implementation Plan

### Complete

- District comments on Draft TM1 Water Master Plan (comments provided)
- DOWL Draft TM2 Water Master Plan (7/7) (received)
- District comments on Draft TM2 Water Master Plan (requested DOWL for revisions)
- DOWL Draft TM3 and TM4 Draft Water Master Plan (7/21) (not received, requested revised schedule)

## AUGUST

### Initiate

- 

### Continue

- Meter installations
- Research AMI connectivity
- Develop Rate policies

### Complete

- District comments on Draft TM3 and TM4 Water Master Plan
- DOWL TM5 Draft Water Master Plan (8/11)
- District comments on Draft TM5 Water Master Plan
- Meter Implementation Plan

# SLCWD Master Project Schedule

## SEPTEMBER

### Initiate

- 

### Continue

- Meter installations
- Research AMI connectivity
- Develop Rate policies

### Complete

- DOWL Final Water Master Plan
- DOWL Draft TM1 Sewer System Master Plan (9/15)
- District comments on Draft TM1 Sewer System Master Plan

## OCTOBER

### Initiate

- 

### Continue

- Meter installations
- Research AMI connectivity
- Develop Rate policies
- DOWL Draft TM2 and TM3 and TM4 Sewer System Master Plan (10/27)

### Complete

- Meter installations

## NOVEMBER

### Initiate

- 

### Continue

- Research AMI connectivity

### Complete

- Develop Rate policies
- District comments on Draft TM2 and TM3 and TM4 Sewer System Master Plan

## DECEMBER

### Initiate

- Group A connectivity

### Continue

- 

### Complete

- Research AMI connectivity
- DOWL Final Sewer System Master Plan

# SLCWD Master Project Schedule 2024

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## JANUARY

### Initiate

- Determine when rate increases needed for MP CIP
- Identify impacts to rates from MP CIP (current and future)
- Revise MP CIP to address District affordability
- Develop rate options

### Continue

- Group A connectivity

### Complete

- Water Master Plan Complete

## FEBRUARY

### Initiate

### Continue

- Group A connectivity
- Develop rate options

### Complete

- Determine when rate increases needed for MP CIP
- Identify impacts to rates from MP CIP (current and future)
- Revise MP CIP to address District affordability

## MARCH

### Initiate

- 

### Continue

- Group A connectivity

### Complete

- Develop rate options
- Board selects proposed 2024/25 fixed and 2025/26 metered rate for Prop 218 notice

## APRIL

### Initiate

- 

### Continue

- Group A connectivity

### Complete

- Identify budget for metered billing software

## SLCWD Master Project Schedule

### MAY

#### Initiate

- 

#### Continue

- Group A connectivity

#### Complete

- 

### JUNE

#### Initiate

- 

#### Continue

- Group A connectivity

#### Complete

- Prop 218 hearing for 2024/25 fixed and 2025/26 metered rates

### JULY

#### Initiate

- 

#### Continue

- Group A connectivity

#### Complete

- Board adopts 2024/25 fixed and 2025/26 metered rates

### AUGUST

#### Initiate

- Group B connectivity

#### Continue

- 

#### Complete

- Group A connectivity

### SEPTEMBER

#### Initiate

- Install and set up new billing software

#### Continue

- Group B connectivity

#### Complete

-

## SLCWD Master Project Schedule

### OCTOBER

#### Initiate

- 

#### Continue

- Group B connectivity
- Install and set up new billing software

#### Complete

- 

### NOVEMBER

#### Initiate

- 

#### Continue

- Group B connectivity
- Install and set up new billing software

#### Complete

- 

### DECEMBER

#### Initiate

- 

#### Continue

- Group B connectivity

#### Complete

- Install and set up new billing software

# SLCWD Master Project Schedule

2025

---

## JANUARY

### Initiate

- Internal practice meter billing

### Continue

- 

### Complete

- Group B connectivity

## FEBRUARY

### Initiate

- 

### Continue

- Internal practice meter billing

### Complete

- 

## MARCH

### Initiate

- 

### Continue

- 

### Complete

- Internal practice meter billing

## APRIL

### Initiate

- 

### Continue

- 

### Complete

-



## SLCWD Master Project Schedule

### MAY

#### Initiate

- 

#### Continue

- 

#### Complete

- 

### JUNE

#### Initiate

- Initiate 6-month comparison billing

#### Continue

- 

#### Complete

- Billing software ready for 6-month comparison billing

### JULY

#### Initiate

- 

#### Continue

- 6-month comparison billing

#### Complete

- 

### AUGUST

#### Initiate

- 

#### Continue

- 6-month comparison billing

#### Complete

- 

### SEPTEMBER

#### Initiate

- 

#### Continue

- 6-month comparison billing

#### Complete

-

## SLCWD Master Project Schedule

### OCTOBER

#### Initiate

- 

#### Continue

- 6-month comparison billing

#### Complete

- 

### NOVEMBER

#### Initiate

- 

#### Continue

- 6-month comparison billing

#### Complete

- 

### DECEMBER

#### Initiate

- All customers on metered billing (May begin January 2026)

#### Continue

- 

#### Complete

- 6-month comparison billing

# STAFF REPORT

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TO: Board of Directors  
FROM: Anna Nickerson, Financial Consultant  
SUBJECT: Request for Waiver  
DATE: August 4, 2023

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On June 22, 2023, a request for a waiver of the 2022/2023 3<sup>rd</sup> quarterly payment late fee for was received from Alice Phillips.

Staff requests direction from the Board.

To: Serene Lake Water District

June 20, 2023

From: Alice Phillips

6206 Alpine Way, Serene Lakes

**RECEIVED JUN 22 2023**

I am writing to ask for foregiveness for a late payment occuring earlier this year.

My husband died 2/15/2023. Leading up to this time and for several weeks following , my daughters and I were in emotinal distress. I was not able to keep up with usual activities, ie. timely bill payments

I hope you can take this unfortuanate circumstance into consideration

Sincerely,



Alice Phillips

\* see enclosed copy of death certificate

**STATE OF CALIFORNIA**  
**CERTIFICATION OF VITAL RECORD**

**EL DORADO COUNTY**  
 PLACERVILLE, CALIFORNIA

**CERTIFICATE OF DEATH**

3202309000211

STATE OF CALIFORNIA  
 USE BLACK INK ONLY / NO ERASURES, WETTEDOUTS OR ALTERATIONS  
 VS-11 (REV 3/08)

LOCAL REGISTRATION NUMBER

1. NAME OF DECEDENT - FIRST (Given) <b>ANTHONY</b>		2. MIDDLE <b>MARTIN</b>		3. LAST (Family) <b>PEREZ, JR</b>	
4A. ALSO KNOWN AS - Include full AKA (FIRST, MIDDLE, LAST) <b>TONY PEREZ JR.</b>				4. DATE OF BIRTH mm/dd/yyyy <b>09/07/1953</b>	
5. BIRTH STATE/FOREIGN COUNTRY <b>CA</b>		6. AGE Yrs. <input type="checkbox"/> Under One Year <input type="checkbox"/> Under 24 Hours <b>69</b>		8. SEX <b>M</b>	
9. SOCIAL SECURITY NUMBER <b>4458</b>		11. EVER IN U.S. ARMED FORCES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNK		12. MARITAL STATUS/SROP (at Time of Death) <b>DIVORCED</b>	
13. EDUCATION - Highest Level/Degree <b>DOCTORATE</b>		14/15. WAS DECEDENT HISPANIC/LATINO(A)/SPANISH? (If yes, see worksheet on back) <input checked="" type="checkbox"/> YES <input type="checkbox"/> OTHER HISPANIC <input type="checkbox"/> NO		18. DECEDENT'S RACE - Up to 3 races may be listed (see worksheet on back) <b>OTHER HISPANIC</b>	
17. USUAL OCCUPATION - Type of work for most of life. DO NOT USE RETIRED <b>ATTORNEY</b>				18. KIND OF BUSINESS OR INDUSTRY (e.g., grocery store, road construction, employment agency, etc.) <b>LAW</b>	
19. YEARS IN OCCUPATION <b>40</b>					
20. DECEDENT'S RESIDENCE (Street and number, or location) <b>2213 CARDIFF CIRCLE</b>					
21. CITY <b>EL DORADO HILLS</b>		22. COUNTY/PROVINCE <b>EL DORADO</b>		23. ZIP CODE <b>95762</b>	
24. YEARS IN COUNTY <b>40</b>		25. STATE/FOREIGN COUNTRY <b>CA</b>			
26. INFORMANT'S NAME, RELATIONSHIP <b>ELIZABETH FRATARCANGELI, DAUGHTER</b>				27. INFORMANT'S MAILING ADDRESS (Street and number, or rural route number, city or town, state and zip) <b>3050 PINNACLE COURT, SHINGLE SPRINGS, CA 95682</b>	
28. NAME OF SURVIVING SPOUSE/SRDP - FIRST <b>-</b>		29. MIDDLE <b>-</b>		30. LAST (BIRTH NAME) <b>-</b>	
31. NAME OF FATHER/PARENT - FIRST <b>ANTHONY</b>		32. MIDDLE <b>MARTIN</b>		33. LAST <b>PEREZ, SR</b>	
34. BIRTH STATE <b>CA</b>		35. NAME OF MOTHER/PARENT - FIRST <b>ALICE</b>		36. MIDDLE <b>MERCEDES</b>	
37. LAST (BIRTH NAME) <b>ROQUE</b>		38. BIRTH STATE <b>CA</b>		39. DISPOSITION DATE mm/dd/yyyy <b>02/22/2023</b>	
40. PLACE OF FINAL DISPOSITION - RESIDENCE OF DAUGHTER, ELIZABETH FRATARCANGELI <b>3050 PINNACLE COURT, SHINGLE SPRINGS, CA 95682</b>					
41. TYPE OF DISPOSITION(S) <b>CREMATE/RESIDENCE</b>				42. SIGNATURE OF EMBALMER <b>[Signature]</b>	
43. LICENSE NUMBER <b>[Redacted]</b>				44. NAME OF FUNERAL ESTABLISHMENT <b>GREEN VALLEY MORTUARY &amp; CEMETERY</b>	
45. LICENSE NUMBER <b>FD1551</b>		46. SIGNATURE OF LOCAL REGISTRAR <b>[Signature]</b>		47. DATE mm/dd/yyyy <b>02/21/2023</b>	
101. PLACE OF DEATH <b>RESIDENCE-HOSPICE</b>		102. IF OTHER THAN HOSPITAL, SPECIFY ONE <input type="checkbox"/> JP <input type="checkbox"/> EHVOP <input type="checkbox"/> DOA <input type="checkbox"/> Hospice <input type="checkbox"/> Nursing Home/LTC: <input checked="" type="checkbox"/> Decedent's home <input type="checkbox"/> Other		103. IF OTHER THAN HOSPITAL, SPECIFY ONE <input type="checkbox"/> Domiciliary <input type="checkbox"/> Hospice <input type="checkbox"/> Nursing Home/LTC: <input checked="" type="checkbox"/> Decedent's home <input type="checkbox"/> Other	
104. COUNTY <b>EL DORADO</b>		105. FACILITY ADDRESS OR LOCATION WHERE FOUND (Street and number, or location) <b>2213 CARDIFF CIRCLE</b>		106. CITY <b>EL DORADO HILLS</b>	
107. CAUSE OF DEATH Enter the chain of events - diseases, injuries, or complications - that directly caused death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. IMMEDIATE CAUSE (Final disease or condition resulting in death): <input checked="" type="checkbox"/> (A) <b>DIFFUSE GLIOMA</b> <input type="checkbox"/> (B) _____ <input type="checkbox"/> (C) _____ <input type="checkbox"/> (D) _____ Sequentially list conditions, if any, leading to cause on Line A. Enter UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST <input type="checkbox"/> (A) _____ <input type="checkbox"/> (B) _____ <input type="checkbox"/> (C) _____ <input type="checkbox"/> (D) _____ 108. DEATH REPORTED TO CORONER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 109. BIOPSY PERFORMED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 110. AUTOPSY PERFORMED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 111. USED IN DETERMINING CAUSE? <input type="checkbox"/> YES <input type="checkbox"/> NO 112. OTHER SIGNIFICANT CONDITIONS CONTRIBUTING TO DEATH BUT NOT RESULTING IN THE UNDERLYING CAUSE GIVEN IN 107 <b>NONE</b> 113. WAS OPERATION PERFORMED FOR ANY CONDITION IN ITEM 107 OR 112? (If yes, list type of operation and date.) <b>NO</b> 113A. DECEDENT FRODOAN IN LAST YEAR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNK 114. I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE DEATH OCCURRED AT THE HOUR, DATE, AND PLACE STATED FROM THE CAUSES STATED. Decedent Attended Since: _____ Decedent Last Seen Alive: _____ (A) mm/dd/yyyy: <b>01/24/2023</b> (B) mm/dd/yyyy: <b>02/15/2023</b> 115. SIGNATURE AND TITLE OF CERTIFIER <b>[Signature]</b> 116. LICENSE NUMBER <b>20A9731</b> 117. DATE mm/dd/yyyy <b>02/17/2023</b> 118. TYPE ATTENDING PHYSICIAN'S NAME, MAILING ADDRESS, ZIP CODE <b>TRACY MARLA SKOLNICK, DO 3001 LAVA RIDGE COURT #330B, ROSEVILLE, CA 95661</b> 119. I CERTIFY THAT IN MY OPINION DEATH OCCURRED AT THE HOUR, DATE, AND PLACE STATED FROM THE CAUSES STATED. MANNER OF DEATH <input type="checkbox"/> Natural <input type="checkbox"/> Accident <input type="checkbox"/> Homicide <input type="checkbox"/> Suicide <input type="checkbox"/> Pending investigation <input type="checkbox"/> Could not be determined 120. INJURED AT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK 121. INJURY DATE mm/dd/yyyy: _____ 122. HOUR (24 Hour) _____ 123. PLACE OF INJURY (e.g., home, construction site, wooded area, etc.) _____ 124. DESCRIBE HOW INJURY OCCURRED (Events which resulted in injury) _____ 125. LOCATION OF INJURY (Street and number, or location, and city, and zip) _____ 126. SIGNATURE OF CORONER / DEPUTY CORONER <b>[Signature]</b> 127. DATE mm/dd/yyyy: _____ 128. TYPE NAME, TITLE OF CORONER / DEPUTY CORONER _____					
STATE REGISTRAR		FAX AUTH.#		CENSUS TRACT	

INFORMATIONAL USE ONLY  
 NOT A VALID DOCUMENT TO ESTABLISH IDENTITY

CERTIFIED COPY OF VITAL RECORDS

STATE OF CALIFORNIA } SS DATE ISSUED **04/11/2023**  
 COUNTY OF EL DORADO



This is a true and exact reproduction of the document officially registered and placed on file in the office of the EL DORADO COUNTY RECORDER-CLERK.

*[Signature]*  
 EL DORADO COUNTY RECORDER-CLERK

THIS COPY NOT VALID UNLESS PREPARED ON ENGRAVED BORDER DISPLAYING SEAL AND SIGNATURE OF COUNTY RECORDER-CLERK.  
 PBCO (REV) 11/21

