

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: Bill Quesnel PE, General Manager
Subject: March 2019 Operations and Maintenance Report
Date: April 1, 2019

DSPUD Wastewater Treatment Plant

Tom Skjelstad reports the plant is running well and meeting all discharge requirements.

Lake and Land Management:

As a separate agenda item for the Board's consideration is the *First Amendment to License Agreement* with the Serene Lakes Property Owners Association that would codify an increase in the amount of allowable boat storage at the Bales and Serene/Swiss access sites.

The District has leased garage space to the Placer County Department of Public Works (DPW) since 1980. The agreement expires in April 2020 and Staff is requesting direction from the Board on how to proceed. I had a very brief email exchange with Kevin Taber, the Engineering Manager of the Road Maintenance Division, and his initial comment was: "I don't see any reason why the County would not want to negotiate and extend the existing agreement." Staff has discussed having more space to store and maintain equipment and believes it would be beneficial if the District could utilize the entire building on a year-round basis. The DPW clearly provides a very important service to the Community and requires a facility to park and maintain its snow removal and street maintenance equipment. That said, the majority of the machines do not fit in the garage and it may be appropriate to have a discussion with the County about a short-term (2-3 year) extension of the lease to provide DPW a reasonable amount of time to budget, plan and construct a new facility (the County owns 5-acres east of Soda Springs Road) or add on to the District building by the fall of 2023. If the Board believes the lease should be extended for a longer period of time (i.e. five or more years), Staff would recommend the installation of separate utility (especially propane) metering equipment to determine the County's actual share of those expenses while keeping its contribution toward property insurance and environmental permits at 20% of the building total; the County paid the District \$5,538.32 (all inclusive) in fiscal year 2017/18.

The District received a Rate Stabilization Fund refund (attached) in the amount of \$3,675.23 from the Joint Powers Insurance Authority (JPIA), the District's property, workers compensation and liability insurance provider. Staff reviewed the District's 2019 property schedule and updated the description(s) of some of the fixed equipment (water treatment) and values of the mobile equipment and sewer cleaning truck.

Regulatory Issues:

The lake level was approximately two-inches above the spillway crest as of April 1st. The March 1st issue of the *Water Conditions in California* report prepared by the Department of Water Resources reported 56.1-inches of water equivalent (167% of average) at the Central Sierra Snowlab.

The State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) has approved a reduced sampling interval for 1,2,3-TriChloropropane of every three years but has not acted on the District's request to sample Perchlorate at nine-year intervals. Sampling in April will include Nitrate (as Nitrogen) and the aforementioned Perchlorate unless a waiver is received in the next three weeks.

The final draft of the 2018 *Consumer Confidence Report* (CCR) is complete and we're waiting for final approval by DDW before it is printed; the document will be included with the 2019 Utility Billing which will be mailed in mid-June.

The *Electronic Annual Report (EAR) to the Drinking Water Program* was completed and submitted to the Division of Drinking Water. As mentioned last month the EAR is a comprehensive document that includes information on every aspect of the operation of the water treatment and distribution systems including Operator qualifications, chemicals used to treat the water, rate structure, customer complaints, system improvements and potential climate change impacts to water supplies.

The *2018 Progress Report by Permittee* describing the District's compliance with its water rights permit was completed and submitted to the State Water Resources Control Board. The Report requires information, by month, on the amount of water directly diverted (i.e. by the intake pumps at Bales) and diverted to storage (i.e. as indicated by changes in the lake surface elevation) along with the equipment and methodology used to make those measurements. In 2018 the District produced 81.33 acre-feet of drinking water, the maximum day was July 7, 2018 when 208,208 gallons was pumped, the amount directly diverted was 51.748 acre-feet, the amount diverted to storage was 88.6 acre-feet and 19.02 acre-feet was released through the low-flow outlet of the dam between July 1st and September 30th as required by the permit. At its lowest point in 2018, the lake surface was 27-inches below the spillway.

Forty-five day reminder letters were sent to two homeowners re: the requirement for annual backflow device testing. Seven devices were tested in March including three that received service discontinuance letters when the devices were not tested by their due dates.

The Placer County Director of Community Development Resource Agency and the Deputy Director of Building Services cancelled, and have not rescheduled, a meeting with local Utility Providers to "discuss potential paths forward" concerning permitting and inspection of private water and sewer service lines.

Operations Issues:

Average daily water and sewer flows (gallons/day) in March 2019 were 70,562 and 65,446 respectively as compared to 78,934 and 63,383 in February 2019, and 64,510 and 83,232 in March 2018. Water use was 1,840 gallons/day less than the five-year (2014-2018) average and sewer flow was 19,592 gallons/day less than the five-year average. The District's share of the flow through the wastewater plant in February 2019 was 22.8% of the total as compared to the five-year (2014-2018) February average of 33.1%. The District's share in March 2019 was 26.3% vs. the five year average of 35.7%.

On the first day of April there were two leaks (2.0 and 2.4 gallons/hour), 14 meters did not report on the 1st and four meters sent a temperature (i.e. cold water) message. Staff met with the Badger Meter representative in March to discuss equipment improvements and drive-by interrogation. Badger has started shipping new and improved endpoints (radios) that reportedly improve connectivity in fringe areas and has introduced a meter with a built-in motorized valve that can be operated wirelessly by the utility provider. The cost of a meter/valve combination is \$447 vs. \$170 for standard meter, but given the amount of effort (snow removal) required to turn off water in the winter, the option of installing these units on homes with a history of late or non-payment may be worth exploring. Staff and the Badger representative also discussed the use of a drive-by interrogator system for areas with poor to non-existent cellular coverage. All Badger end-points, including the 110 units now installed in the District, are dual frequency (cell and drive-by) and I have arranged to borrow one of the drive-by interrogator units for a couple of days next week to determine how it works in the snow before spending the \$7,500 or so to purchase that component of an AMR system.

The lake raw water temperature has decreased to 0.25°C, but with the installation of the new variable speed mixers in the Soda Ash and Polymer barrels the first week of March, the treatment system is working as good as any other time this winter as evidenced by the filter backwash intervals shown on the daily water/sewer flow spreadsheet. The replacement raw water pH probe was installed and programmed at the intake pump station and having that real time data also helps the Operators determine the required soda ash dosage for pH adjustment before the injection of the polymer.

The Operators cored four holes through the ice (~ 9 feet thick of varying density) near the existing intake, 50-feet beyond, 100-feet beyond and 150-feet beyond the end of the pipe and sampled the water for seven constituents (temperature, dissolved oxygen, pH, resistivity, specific conductance, turbidity and oxidation reduction potential) at one-foot depth intervals using a rented handheld multi-parameter sampling device.

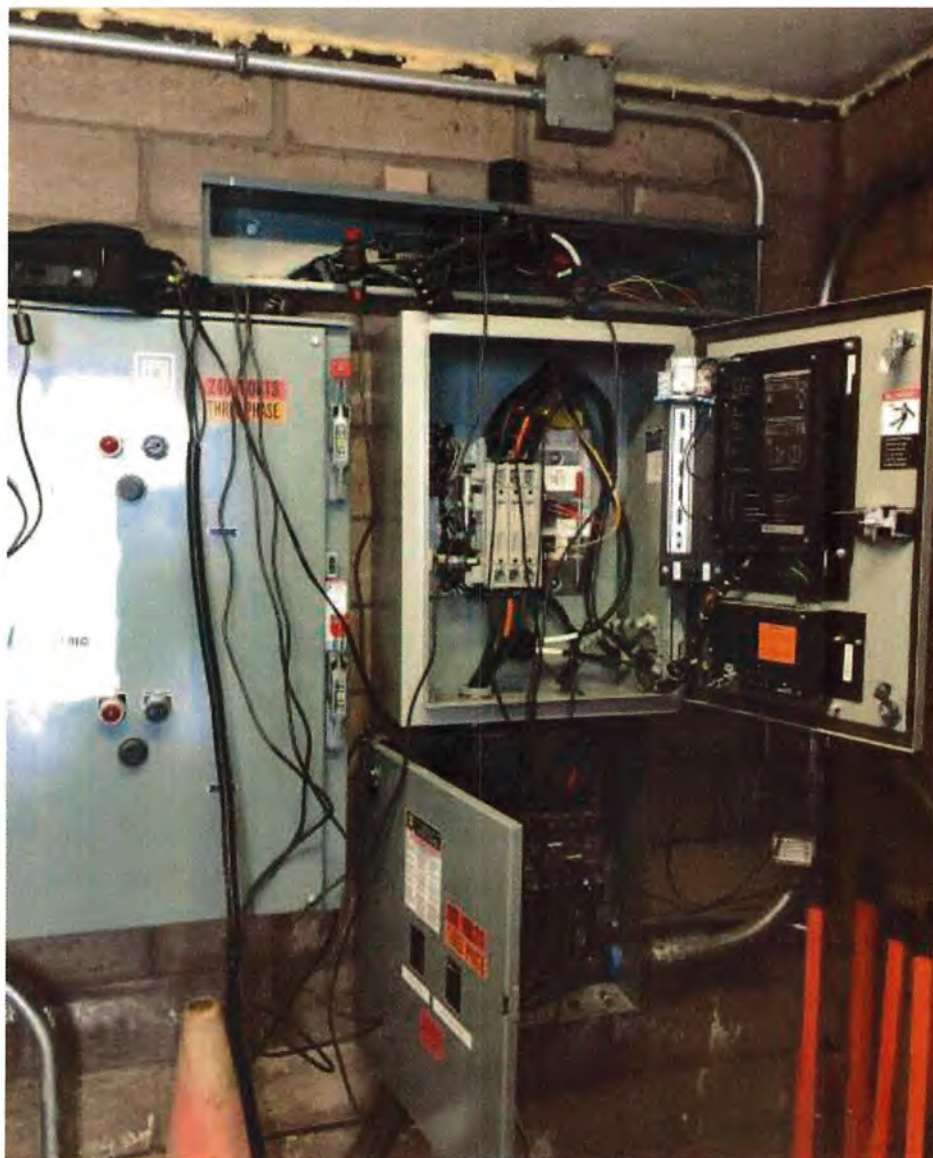


YSI Pro DSS Sampler

The results have not yet been studied in detail but were very consistent with the findings in research papers described in last month's Report; the water temperature increased and dissolved oxygen level decreased as the distance below the bottom of the ice layer increased. There seems to be a "sweet spot" at about three feet below the bottom of the ice (12-feet deep) and at least three feet above the lake bottom where all of the water's chemical and physical parameters are at acceptable levels. Staff plans to sample again in mid-April and early May (three week intervals)

or more frequently if there is a significant temperature change. I am in contact with the bay area office of Woodward & Curran, a highly recommended nationwide Civil and Environmental Engineering firm, concerning possible assistance with interpretation of the sampling results and development of a preliminary design of an extension and new intake structure.

Staff experienced pump control issues at SPS-3 (across from Lot 1) over a one week during the month of March wherein the pumps started/stopped at other than established water level set points, tripped the motor starter circuitry and operated under the control of the backup wetwell level measuring system rather than the primary bubbler system. We were able to trace the problem to a faulty splice on a float wire that had become wet due to high groundwater. Staff remade the splices, checked the operation of the motor starting circuitry and pulled the pump to verify the gap between the wear-ring and impeller, the station is now operating normally.




power monitoring equipment at SPS-2

As described last month, sensitive power monitoring equipment (voltage, amperage, frequency, phase, harmonics, etc.) has been installed at SPS-2 to verify the quality of the PGE service and the backup power from SPS-3 to determine if the pump problems experienced in February were power related or caused by impeller binding.

Attachments: JPIA Rate Stabilization Memo and Calculation February 7, 2019
March 2019 Daily Water/Sewer Flows
2014-2019 Sewer/Water Flows Comparison through March 2019
DSPUD WWTP Flows through March 2019

TO: SIERRA LAKES COUNTY WATER DISTRICT

FROM: David deBernardi, Director of Finance 

DATE: February 7, 2019

RE: RPA Stabilization Fund Report

Enclosed is the RPA Stabilization Fund Report for your agency including backup documentation. For those agencies that have a balance that exceeds the attachment point, a check for the amount over the attachment point is also enclosed. Approximately 193 members are receiving a check with this report. Total refunds approximate \$4.5 million.

The RPA Stabilization Fund was established in 1999 to help stabilize the fluctuating cycle of refunds and billings for prior policy years. In 2001, the Executive Committee authorized expanding the Fund to include all pooled programs.

The report has several parts. It starts with the beginning balance, the amount on the books for each member before adjustments. The first adjustment is the Liability Program's 10/1/16-17 policy year Deposit Premium for actual payroll vs. estimated payroll. Afterwards, there are adjustments for the Liability, Property and Workers' Compensation programs. These program adjustments are Retrospective Premium Adjustments for prior policy years that still have open claims. Finally, if the resulting balance is negative by more than 40% (or positive by more than 50%) of the attachment point, the district is billed (refunded) for the difference.

Also enclosed is your agency Catastrophic Fund (CAT Fund) statement. This reports discloses the activity in the CAT Fund for the both the liability and workers' compensation programs.

It should be noted that each agency's balance is maintained separately for both RPA Stabilization Fund and CAT Fund and not all agencies' balances change at the same rate.

If you have any questions regarding the RPA Stabilization Fund or any of the adjustments, please call (800) 231-5742 or e-mail me at ddebernardi@acwaipia.com.

CONGRATULATIONS!

**ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY
PO BOX 619082
ROSEVILLE, CA 95661-9082
RPA STABILIZATION FUND REPORT
AS OF 09/30/2018**

FOR: SIERRA LAKES COUNTY WATER DISTRICT

BEGINNING BALANCE	\$6,836.50
LIABILITY PREMIUM ADJ. - ACTUAL VS ESTIMATED PAYROLL - PY 10/1/2016-2017	\$450.00
LIABILITY PREMIUM ADJ. - PY 10/1/1999-2000, 2009-2010 to 2014-2015	\$1,415.00
PROPERTY RETROSPECTIVE PREMIUM ADJ. - PY 4/1//2009-2010, 2013-2014 to 2014-2015	\$509.05
W/C RETROSPECTIVE PREMIUM ADJ. - PY 7/1/1988-1989, 1993-1994, 1998-1999 to 2014-2015	\$881.17
FUND BALANCE	\$10,091.73
CURRENT ATTACHMENT POINT (50% OF BASIC LIABILITY PREMIUM)	\$6,416.50
AMOUNT OF REFUND DUE TO THE MEMBER DISTRICT	\$3,675.23

SIERRA LAKES COUNTY WATER DISTRICT SEWER & TREATED WATER TOTALS

Month: March Year: 2019

DATE	DAY	SEWER TOTALS		TREATED WATER TOTALS				REMARKS
		SEWER FLOW	FLOW METER	GALLONS WATER PUMPED	GALLONS WATER USED	BACKWASH GALLONS	*COMBINED TANK TOTAL GALS.	
1	F	90,280	13470289	92,248	90,160	20,512	462,053	Backwash ABC
2	S	64,264		105,432	92,078	8,381	464,141	
3	S	70,230		32,384	71,543	8,201	477,495	
4	M	65,355		81,608	38,876	18,532	438,336	Backwash ABC
5	T	45,405		107,400	28,293	7,757	481,068	
6	W	43,036		82,861	50,887	7,253	560,175	
7	T	58,834		86,455	57,663	17,636	592,148	Backwash ABC
8	F	55,582		101,343	65,429	7,938	620,941	
9	S	65,022		0	71,941	0	656,855	
10	S	60,296		57,411	65,822	4,043	584,914	
11	M	48,049		99,377	48,515	6,884	576,503	
12	T	43,154		86,722	44,138	7,185	627,365	
13	W	44,520		77,675	47,098	7,486	669,949	
14	T	42,099		52,737	46,465	3,619	700,526	
15	F	63,746		51,745	76,250	14,502	706,798	Backwash ABC
16	S	65,184		0	90,911	0	682,292	
17	S	61,721		0	85,356	0	591,381	
18	M	57,302		86,413	74,966	7,330	506,025	
19	T	55,180		60,041	71,290	7,039	517,472	
20	W	58,409		112,018	69,140	6,451	506,224	
21	T	54,525		127,424	70,446	6,736	549,102	
22	F	75,215		57,130	94,556	15,338	606,079	Backwash ABC
23	S	73,580		67,981	94,175	3,273	568,654	
24	S	67,672		48,114	88,322	3,814	542,459	
25	M	56,532		98,785	69,314	7,285	502,252	
26	T	58,476		98,565	64,712	7,765	531,723	
27	W	60,500		98,335	69,826	9,193	565,576	
28	T	57,569		83,326	66,801	3,825	594,085	
29	F	82,123		100,052	93,799	16,947	610,610	Backwash ABC
30	S	79,976		39,365	97,664	4,282	616,863	
31	S	74,744		0	90,983	0	558,564	
Total		1,898,580	2,028,830	2,192,947	2,187,419	239,207		
Average		61,245	65,446	70,740	70,562	7,716	569,956	
Max		90,280		127,424	97,664	20,512	706,798	

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

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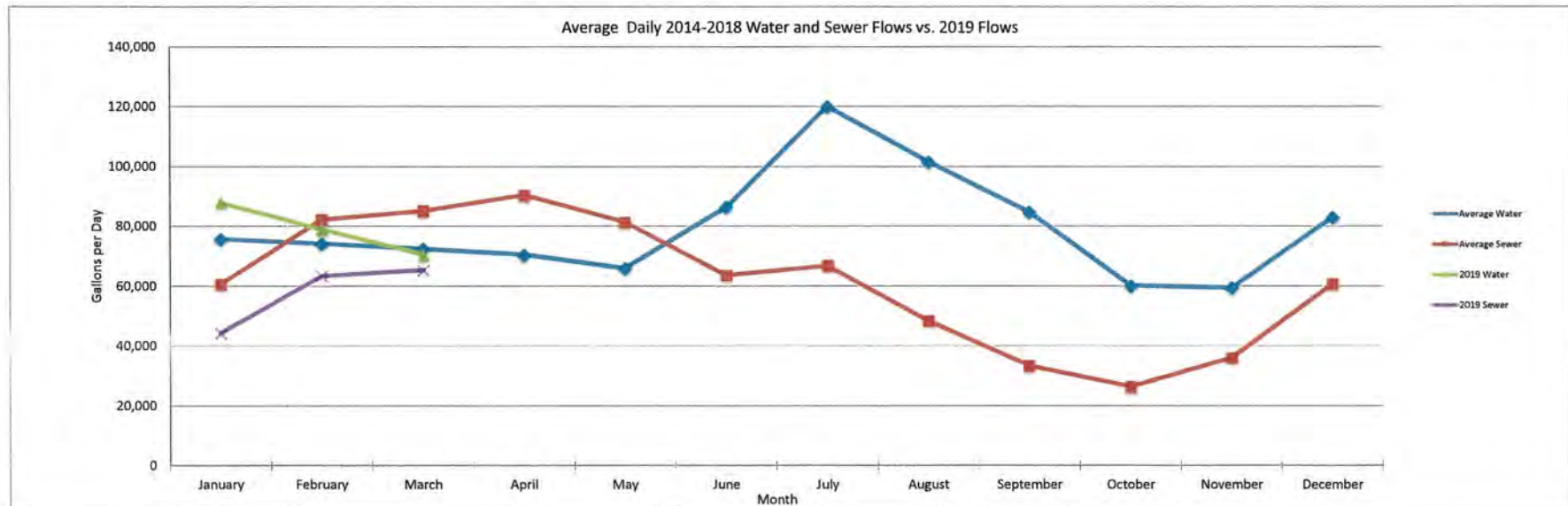
Month Data

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Sierra Lakes County Water District
Daily Average Water and Sewer Flows

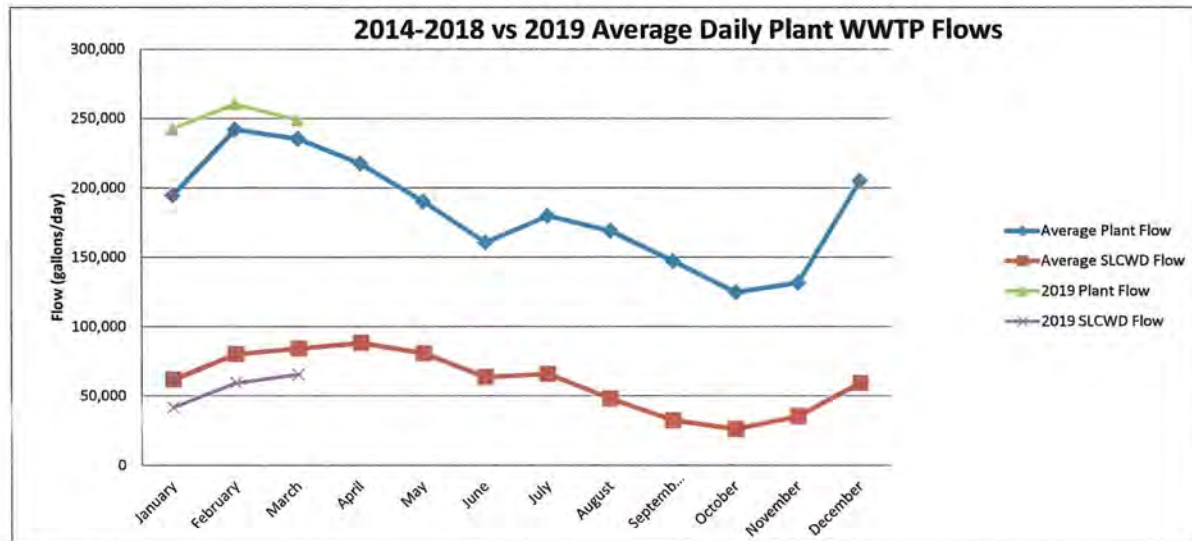
Month	2014		2015		2016		2017		2018		2019	
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer
January	69,606	34,410	95,897	66,382	72,428	67,169	82,724	78,915	57,934	56,074	87,880	44,329
February	73,191	82,460	80,774	85,824	69,691	86,523	84,728	102,596	62,633	53,318	78,934	63,383
March	78,570	89,570	73,647	62,222	64,613	100,429	80,671	89,737	64,510	83,232	70,562	65,446
April	78,717	92,660	61,764	79,719	52,789	97,536	104,155	95,125	54,942	86,645		
May	103,240	86,350	52,297	70,946	50,414	83,506	82,594	103,648	41,219	61,763		
June	135,958	67,105	68,224	56,587	74,707	62,327	85,112	81,067	67,307	50,652		
July	141,906	79,832	96,315	61,393	116,675	64,330	127,908	72,376	116,880	55,680		
August	126,807	65,753	92,046	48,765	98,230	36,878	90,608	48,019	100,235	42,146		
September	87,863	33,080	79,588	38,769	89,459	30,429	69,713	33,765	96,910	30,430		
October	74,301	31,039	55,541	25,955	59,326	30,750	44,687	20,983	66,956	22,980		
November	78,490	33,816	53,636	25,628	63,787	47,484	43,994	44,725	57,518	28,357		
December	88,052	78,230	79,820	49,035	106,789	85,423	57,662	46,212	82,744	44,796		

2014-2018			2019	2019	2019
Average Water	Average Sewer	Average Difference			
75,718	60,590	15,128	87,880	44,329	43,551
74,203	82,144	-7,941	78,934	63,383	15,551
72,402	85,038	-12,636	70,562	65,446	5,116
70,473	90,337	-19,864			0
65,953	81,243	-15,290			0
86,262	63,548	22,714			0
119,937	66,722	53,215			0
101,585	48,312	53,273			0
84,707	33,295	51,412			0
60,162	26,341	33,821			0
59,485	36,002	23,483			0
83,013	60,739	22,274			0



Sierra Lakes County Water District
Average Daily Sewer Flows at WWTP

Month	2014		2015		2016		2017		2018		Five Year Average			2019		
	Total	SLCWD	Total	SLCWD	Total	SLCWD	Total	SLCWD	Total	SLCWD	Total	SLCWD	Percent	Total	SLCWD	Percent
January	159,936	34,415	214,581	78,226	175,071	67,161	211,474	77,000	211,452	51,548	194,503	61,670	31.7%	242,258	41,548	17.2%
February	247,393	82,462	282,071	85,821	202,900	80,935	257,360	102,571	220,243	48,825	241,993	80,123	33.1%	260,357	59,429	22.8%
March	257,891	89,573	177,528	63,950	244,282	100,419	226,620	89,742	269,839	76,129	235,232	83,963	35.7%	248,710	65,419	26.3%
April	260,333	92,660	139,262	79,733	219,832	91,904	227,684	92,056	240,587	83,839	217,540	88,038	40.5%			#DIV/0!
May	204,581	86,351	131,157	70,935	209,293	83,484	252,484	99,968	153,919	61,774	190,287	80,502	42.3%			#DIV/0!
June	175,133	67,105	122,800	56,600	151,047	62,333	202,727	81,067	151,333	50,652	160,608	63,551	39.6%			#DIV/0!
July	221,710	79,832	154,806	61,387	163,496	64,323	163,496	68,258	194,516	55,677	179,605	65,895	36.7%			#DIV/0!
August	216,258	65,742	136,742	48,710	129,710	36,871	144,871	43,839	217,290	43,894	168,974	47,811	28.3%			#DIV/0!
September	177,100	33,067	120,000	38,767	123,833	30,433	139,767	31,000	173,333	28,333	146,807	32,320	22.0%			#DIV/0!
October	131,065	31,039	92,677	25,968	114,419	30,742	119,355	19,322	165,484	22,968	124,600	26,008	20.9%			#DIV/0!
November	124,001	33,800	81,567	25,633	140,367	47,500	150,367	40,867	161,100	28,367	131,480	35,233	26.8%			#DIV/0!
December	242,521	78,226	145,484	49,032	229,577	85,419	194,581	41,710	212,258	41,452	204,884	59,168	28.9%			#DIV/0!



4/1/2019

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

Date: Friday March 8, 2019 / **Time:** 6:00 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

I. Open Meeting:

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

Director Michael Lindquist
Director Dan Stockton
Director McCormick
Director Richard Simpson
Director Karen Heald

Staff members present: Bill Quesnel, General Manager
Anna Nickerson, Financial Consultant

Staff present by phone: Andreas Booher, for Jeffrey Mitchell District Counsel

Guests present: Dennis Fisco, Resident of Serene Lakes and representative for
the Serene Lakes Property Owners Association (SLPOA)
Jeff Krebill, Utility Operator and Resident of Serene Lakes

Minute Recorder: Anna Nickerson, Financial Consultant

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

III. Approve Agenda: The agenda was presented to the Board for approval. Director Heald suggested that Item VII. New Business be moved up the agenda and discussed prior to the Operations Report to accommodate Mr. Fisco, who was in attendance representing SLPOA's request for an increase in boat storage at Bales and Serene/Swiss access points.

A motion was made by Director Heald and seconded by Director Stockton to approve the agenda as amended, moving item VII up the agenda to be discussed prior to the Operations Report. The motion passed by a unanimous vote.

IV. Public Comments: An opportunity for the Board to consider comments received from the public after the agenda was posted, regarding items on the agenda. Mrs. Nickerson said a set of documents, pertaining to the proposed increase in boat storage, was received Thursday and a copy was provided to each board member and placed in the board packet as part of the record.

Item VII. New Business

A. A memorandum titled "SLPOA Proposal for Increased Boat Storage", dated February 27, 2019, was presented to the Board by Mr. Quesnel, General Manager, for consideration and possible action. Prior to the discussion, Director McCormick recused himself and left the boardroom.

Mr. Quesnel said staff recommended a modest increase in the number of boats stored at the Bales and Serene/Swiss access points in response to demand. Mr. Quesnel's memorandum included historical information from Board discussion during the development of the Lake Management Plan, specifically those pertaining to boat storage limits. He said staff's recommendation was less than the increase requested but more than what was already approved. He suggested that before any further increases were approved, the Board should revisit the Lake Management Plan giving consideration to the protection against E.coli and other potential contaminants resulting from bodily contact. He also said, if the Board accepted staff's proposed modest increase then the next step would be for SLPOA to agree to an amendment of the license agreement.

Mr. Fisco said, in order to make the process easier, SLPOA would agree to the modest increase but asked that the matter be revisited in the fall. He said a lot of the boats stored at the access points weren't being used; people were paying for storage just to get the boats out of their cabins. He also said one of the issues at Bales was that mostly bigger canoes were being stored there and they were harder to lift onto the upper racks. Therefore, most of the top racks remained empty. Having another rack, as proposed by staff, would help with storing the bigger boats.

Director Heald asked if Lot 1 was still restricted to two boats per cabin. Mr. Fisco said, as far as he knew, it was still two boats per cabin. Director Heald then asked if there was a general restriction of two boats per cabin. Mr. Fisco said he believed it was two boats per cabin at any location. He also said this year, SLPOA would be holding back about 25 stickers to accommodate late requests.

Director Lindquist asked why SLPOA didn't just dramatically increase boat storage at Lot 1 to meet the needs, instead of proposing the increase. Mr. Fisco said, Lot 1 was out of capacity and it could be a long hike for people who lived on Hillside or Serene. Director Lindquist asked if SLPOA discussed what they would do if the Board didn't approve an increase in boat storage. Mr. Fisco said it was not discussed and that if the increase was not approved then the program would stay the same and more people would be dissatisfied. He added that even though there were a lot of boats stored at Bales, a lot of them never move all season.

Director Heald asked if Mr. Bubnis was still monitoring the short term storage to make sure boats were being properly removed. Mr. Fisco said there were six or seven boats confiscated last year for violating the short term time limit and that Mr. Bubnis would continue monitoring.

Director Simpson asked if Mr. Fisco knew the breakdown between SLPOA members and non-SLPOA members who use the boat racks. He said he thought there was a provision that you don't have to be a member to participate in the boat storage program. Mr. Fisco said he thought George Lamson would have that information.

Director Simpson then asked if Mr. Quesnel was concerned that an increase in the number of boats would cause and increase in contamination. He asked if there was any data showing a correlation between E.coli concentrations and the number of boats that were allowed at the various sites. Mr. Quesnel said staff had been sampling but his previous attempt at graphing the information was not definitive. He also said there seemed to be a little increase but he wasn't sure if it was due to bodily contact, dogs or weather. He thought maybe a more aggressive program for monitoring raw water bacteria levels would provide better information. Director Simpson said, if a more obvious correlation could not be determined, he would be supportive of a full rack instead of the modest increase proposed. Mr. Quesnel said, should a threshold be reached, it would be easier to control the impact with incremental increases. He also said, especially at Bales, while The Strip did not technically extend across the District's property, the effort had been to keep the area clear and unencumbered. Mr. Quesnel said, extending the existing rack would provide more of the low level storage people desired and would allow time to monitor the effects on the environment.

Staff was directed to bring back an amended license agreement, possibly by the April meeting, for an increase in boat storage at Bales and Serene/Swiss as recommended by staff and after approval and signature by the SLPOA Board.

Director McCormick returned to the meeting.

V. Operations: Mr. Quesnel's operations report was presented to the Board for consideration and possible action. Mr. Quesnel reported that an acknowledgement letter, in regard to water activities at Lot 1, had been sent to SLPOA. He also said a new insurance certificate, that includes mention of the dive platform, has been received. He also reported that staff have been working on several annual reports, that the water temperature was down to 0.25 degrees and the operators have been working to keep the plant operating. Due to the cold water, the plant was currently running at 100/gallons per minute; normal was 150 gallons/minute. Director McCormick asked if Mr. Quesnel didn't want to operate the well because of the cost. Mr. Quesnel said there were a couple reasons. The well could not keep up with demand and it was licensed as a standby water source so it could not be operated more than 15 days a year or five days in a row. The well was classified as a standby source because of the arsenic level. In order to use the well all the time, an arsenic removal system would have to be installed. He also said it was hard to access the well in the winter because of the snow.

Director Heald said there were some high levels of water usages on odd days in the Sewer and Treated Water table; Monday, Tuesday and Wednesday. Mr. Quesnel said it was partly due to ski & skate week and possibly President's Day weekend.

Mr. Quesnel said he and the operators would probably go out the next week to drills holes in the ice and start looking at what the dissolved oxygen, temperature, turbidity and pH levels were at different depths of the lake. The information would then be graphed and analyzed. He said before the District was to spend a lot of money to extend the intake pipe he wanted to make sure there was nothing unexpected. Director Simpson said although the deeper water was warmer it had higher turbidity but his overall impression was that there were more advantages to drawing from deeper water. He said the only disadvantage he saw was that there was more pipe subject to possible damage. Mr. Quesnel said drawing from deeper water seemed very positive and staff could find that the intake pipe may only need to be extended by 50 feet instead of 100 feet. He also said he wasn't too concerned about damage to the pipe laying on the bottom of the lake but the new structure

would probably be something more in line with a manhole or concrete drainage type structure. He also said he needed to figure out the design of the valve so if something happened the operators could switch back and forth between the deep and shallow water.

Director Simpson asked if the dissolved oxygen was really just an odor issues. Mr. Quesnel said low dissolved oxygen could cause both a taste and odor problem. Nothing serious but taste and odor was important.

Director Simpson asked about the analysis of the corroded pipes and if there was any possibility that the pipes were switched. He said he was trying to figure out if there was a pattern but couldn't find anything. He also said he talked to people that lived on the lakefront, down from Donner and was told there was some seepage, water coming through the soil, that was keeping the lake from freezing in that area. He wonder if maybe there was some underground flow carrying the pipe material away faster than the pipe sitting in stagnant water down by the bottom of the lake. Mr. Quesnel said, no the pipes were not switched and that there could be some truth in Director Simpson's statement. He also said he was thinking that groundwater was leaching the cement and that pipe on Soda Springs Road might be more exposed to groundwater running off the hillside into the lake. Mr. Quesnel also mentioned that there were two types of asbestos cement pipe; rough barrel and smooth barrel. He believed the pipe on lower Lake was rough barrel and the pipe on Donner was smooth barrel which may contribute to the difference in corrosion between the two areas. He said the pipe replacement project would take into consideration the drainage coming off the hillside.

Director Simpson said the 22,000 gallon differential between sewer flow now and the five year average was impressive. Mr. Quesnel said they were collectively proud of the progress that has been made in controlling I&I. He also said, as of the other day, Sierra Lakes' flows into the DSPUD treatment plant for the month of February were down to 22% from 36% last year.

Director Heald said she noticed what looked like streams coming up through the pavement on the roads at the south end of the lakes. She said it was in the same place where the road disintegrated two or three years ago. Mr. Quesnel agreed that there were a couple places along Serene Road where there was standing water but no leak could be found. Leakage through the pavement may be natural drainage from higher elevations away from the road.

VI. Consent Items Calendar:

The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the February 8, 2019 Regular Meetings; the February 2019 Check Register; Disbursements for Board Approval; and financial reports for the month ending February 28, 2019. Director Lindquist asked if anyone wanted to pull anything off the consent calendar.

A motion was made by Director Stockton and seconded by Director McCormick to approve the Consent Items Calendar. The motion passed by a unanimous vote.

VII. New Business: "SLPOA Proposal for Increased Boat Storage". The item was discussed earlier in the meeting, prior to the Operations Report.

VIII. Old Business:

A. Director Lindquist began the discussion regarding the recruitment of a new General Manager by referencing a letter from Blake Tresan, General Manager of Truckee Sanitary District and longtime property owner in Serene Lakes, that stated it should be a part-time position. Director Heald confirmed with Mr. Quesnel that Mr. Quesnel felt it would be more of a 75% time position. Director Simpson said he understood that the operators would like to have someone onsite fulltime. He also said he didn't see an advantage in trying to hire someone that was already a contractor if it was going to be a full-time position. Director Lindquist said he felt having a General Manager on site fulltime would be overkill since the District already had a set of fully qualified operators to run the plant. He just didn't see a need for a fulltime General Manager, there wasn't enough work. However, he did agree it would need to be more than halftime.

Director Lindquist's proposal was to try and hire a contract employee first. If a qualified candidate could not be found, then post the position for a permanent employee. He proposed to get a request for qualifications out within a week with a deadline prior to the April board meeting. The committee could review the submissions and give the Board a "red light, yellow light" response; a yellow light would signify a good response and red light would signify a bad response and the need to try to recruit a permanent employee. Director Simpson was concerned about the time constraint. Director Heald said, based on her review of prior consent items calendars, she concluded that a halftime position would not work; she felt summer might require fulltime where winter could be at 75%. She also thought the Board needed to figure out what was needed before pursuing either a contract or permanent employee. Director Lindquist said another option would be to have a part-time project manager during the summer construction months. He said he saw the General Manager working more with the staff.

Director Heald said her preference was to offer the opportunity for either a contract or permanent employee. She wanted to let the applicant pool know that the District was open to both. Mr. Quesnel said there were also firms available that could provide Utility Manager Services on a contract basis. Director Lindquist said the problem was that a permanent fulltime employee was a very different position from a contract employee. He said one of the things that concerned him with soliciting for both at the same time was that it looked like the District didn't know what it wanted. Director Heald said it would seem that a solicitation for a contract employee would be made in a different place than a solicitation for a permanent employee. She suggested that the District give it a month for the contract employee, soliciting for a firm, with a variable percentage of 75% to 80%, about 1,500 hours. The Board agreed.

Director Lindquist then referred to Mr. Tresan's suggestion of a consolidation of Sierra Lakes County Water District (SLCWD) with Donner Summit Public Utility District. He said he didn't think it had a bearing on the decision the Board was currently making because a consolidation would take a couple years. Director Simpson said he felt SLCWD was the smaller of the two fish but that SLCWD's operation might be better. He didn't want to go into any discussion thinking SLCWD was the smaller partner. Director Heald said the other major hurdle was SLCWD's landowner vote. Director Lindquist said it would be incredibly complicated but that this was an appropriate time to have the discussion. He said it could be a future agenda item once more information was available.

IX. Administration:

A. A list of Follow-up Items from the February 2019, board meeting was presented to the Board for consideration and possible action. Director Simpson said there was some information in SLPOA's March newsletter that would suggest Central Sierra Snow Lab information was now available on a Facebook page. He said maybe the District doesn't need a weather station and that the information was just no longer available on a website.

B. The Status of Action Items remaining as of the March 2019 board meeting was presented to the Board for consideration and possible action. Mr. Quesnel reported:

- Stop&drain valve program – was in process and that he was working on a script.
- Best Management Practices – was in process and that he talked to John Cobourn and was able to get some information that was very helpful. He would review the information and prepare an article.
- AMR Data Collection – was in process he said he hadn't done anything with the meter reads yet but that there were 10 no reads that day in which six or seven were long term no reads. He also said there was one group of about five meters down on Kilborn that just don't read. He also said he heard about Micro Cells being used in Aspen and they might be something that could be put on each pump station. He said he would research the possibilities.
- Policies & Procedures review – was in process.
- Insurance Policies review – was in process and that he received a list of questions from Mr. Mitchell that he was working on.

X. Adjournment

A motion was made by Director Heald and seconded by Director Stockton to adjourn the meeting. The motion passed by a unanimous vote.

The minutes were approved at the Regular Meeting held on April 12, 2019, as part of the Consent Items Calendar. A motion was made by Director _____ and seconded by Director _____ to approve the Consent Items Calendar. The motion passed by a _____ vote:

Sierra Lakes County Water District
Check Registers
March 2019

1002 - DEMAND Account			
RECONCILIATION:			
3/1/2019	Beginning Cash Balance		377,248.64
	Deposits		173,707.53
	Deposit - Interest		8.38
	Funds Transferred To/From OPEB Investment Account		(54,000.00)
DEMAND ACCOUNT DISBURSEMENTS:			(339,316.64)
3/31/2019	Ending Cash Balance		<u>157,647.91</u>

1031 - GASB 45-OPEB Account			
RECONCILIATION:			
3/1/2019	Beginning Cash Balance		163.13
	Deposit - Interest		-
	Funds Transferred To/From Investment Account		-
3/31/2019	Ending Cash Balance		<u>163.13</u>

Placer County Treasurer's Fund			
RECONCILIATION:			
3/1/2019	Beginning Cash Balance		2,512,540.46
	Deposit - Interest (Dec 2018, Jan 2019 & Feb 2019)		12,516.78
	Funds Transferred To/From Investment Account		-
3/31/2019	Ending Cash Balance		<u>2,525,057.24</u>

Local Area Investment Fund (LAIF)			
RECONCILIATION:			
3/1/2019	Beginning Cash Balance		614,205.01
	Deposit - Interest		-
	Funds Transferred To/From Investment Account - Annual OPEB Funding		54,000.00
3/31/2019	Ending Cash Balance		<u>668,205.01</u>

Assessment District 2011-01			
RECONCILIATION:			
3/1/2019	Beginning Cash Balance		477,712.77
	Assessments Received		-
	Deposit - Interest		8.18
	Disbursements - USDA Assessment Loan Payment		(102,197.11)
3/31/2019	Ending Cash Balance		<u>375,523.84</u>

Type	Date	Num	Name	Memo	Amount
1002 - US Bank - Demand					
Bill Pmt -Check	03/28/2019	032819	USDA Rural Development	Semi Annual Interest Payment \$5.2 mil Rev Bond	(205,265.87)
Check	03/28/2019	032819	Sierra Lakes County Water District	Transfer to GASB 45 Account to be transferred to LAIF	(54,000.00)
Bill Pmt -Check	03/08/2019	6698	Donner Summit Public Utility District	Mar 2019 Wastewater Treatment Fees	(38,600.00)
Bill Pmt -Check	03/08/2019	21510	Acumen Engineering Company	Feb 2019 Professional Fees	(12,470.00)
Liability Check	03/18/2019	031519PR	QuickBooks Payroll Service	Created by Payroll Service on 03/15/2019	(11,074.30)
Bill Pmt -Check	03/08/2019	MED032019	Public Employees' Retirement System (Med)	Medical - 1347	(7,951.45)
Liability Check	03/29/2019	033119PR	QuickBooks Payroll Service	Created by Payroll Service on 03/28/2019	(7,326.33)
Liability Check	03/15/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 296598226	(6,563.36)
Liability Check	03/04/2019	022819PR	QuickBooks Payroll Service	Created by Payroll Service on 03/01/2019	(6,334.68)
Bill Pmt -Check	03/25/2019	6719	Anna M. Nickerson	Professional Fees 3/1/19 to 3/15/19	(5,440.00)

Sierra Lakes County Water District
Check Registers
March 2019

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	03/08/2019	6702-6707	Pacific Gas & Electric	Electricity	(4,277.03)
Bill Pmt -Check	03/08/2019	6710	Suburban Propane	Propane	(4,162.87)
Liability Check	03/28/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1005240326	(3,249.76)
Liability Check	03/01/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -320064774	(2,759.00)
Liability Check	03/08/2019	RET0219	Public Employees' Retirement System (Ret)	Retirement - 1347	(2,334.45)
Bill Pmt -Check	03/08/2019	21512	Anna M. Nickerson	Professional Fees 2/16/19 to 2/28/19	(2,000.00)
Bill Pmt -Check	03/08/2019	6700	National Meter & Automation, Inc.	Engagement Fee	(1,875.00)
Liability Check	03/15/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 296578226	(1,684.03)
Bill Pmt -Check	03/25/2019	6724	Thatcher Company, Inc.	Filter Plant Chemicals	(1,512.60)
Bill Pmt -Check	03/08/2019	6715	USA Blue Book	pH Sensor	(1,261.72)
Liability Check	03/26/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 902029326	(1,237.20)
Liability Check	03/12/2019	DR030819PR	QuickBooks Payroll Service	Created by Payroll Service on 03/08/2019	(1,205.19)
Check	03/04/2019	030419	BluePay	Merchant Fees	(1,027.17)
Bill Pmt -Check	03/08/2019	6714	U.S. Bank (CC)	Boardroom Supplies, Training, membership Gas \$192.94	(981.85)
Bill Pmt -Check	03/25/2019	6723	Pacific Gas & Electric	Electricity	(890.00)
Bill Pmt -Check	03/08/2019	6701	NTU Technologies, Inc.	Pro Pac	(875.20)
Liability Check	03/28/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1005215326	(774.13)
Bill Pmt -Check	03/25/2019	6722	Flyers Energy, LLC	Gasoline/Diesel	(648.75)
Liability Check	03/01/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -320087774	(626.80)
Bill Pmt -Check	03/25/2019	6720	AT&T	Telephone	(611.96)
General Journal	03/31/2019	033119-JK		J Krebill P/R Ded - Water/Sewer Fees	(394.50)
Bill Pmt -Check	03/25/2019	6725	Western Environmental Testing Laboratory	Filter Plant Testing	(305.00)
Bill Pmt -Check	03/08/2019	21515	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(286.29)
Bill Pmt -Check	03/08/2019	6709	Placer County Human Resources	Mar 2019 Dental/Vision Premium	(282.80)
Liability Check	03/11/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 50826226	(281.32)
Bill Pmt -Check	03/08/2019	6708	Pitney Bowes	Qtrly Postage Meter Lease	(276.59)
Bill Pmt -Check	03/08/2019	21514	Patrick Baird (Reimbursement)	Mileage Reconciliation & Feb 2019 On-Call Mileage & Grade 3 Application	(270.63)
Bill Pmt -Check	03/08/2019	21511	ACWA/Joint Powers Insurance Authority	Crime Coverage 4/1/19 to 7/1/19 - Period Extension	(236.00)
Bill Pmt -Check	03/08/2019	6712	Thatcher Company, Inc.	Filter Plant Chemicals	(228.61)
Bill Pmt -Check	03/25/2019	6721	Big State Industrial Supply	Hand wipes, Safety Glasses & Electrical Tape	(219.99)
Bill Pmt -Check	03/13/2019	DD537	Lindquist, Michael (Director)	Mileage to 3/8/19 Board Meeting & Additional Meeting	(206.48)
Bill Pmt -Check	03/08/2019	6711	Summit Home Care	Office Cleaning	(200.00)
Bill Pmt -Check	03/13/2019	DD535	Dan L. Stockton (Director)	Mileage to 3/8/19 Board Meeting	(174.00)
Bill Pmt -Check	03/13/2019	DD536	Heald, Karen (Director)	Mileage to 3/8/19 Board Meeting	(127.60)
Bill Pmt -Check	03/13/2019	DD538	McCormick, Bob (Director)	Mileage to 3/8/19 Board Meeting	(126.44)
Bill Pmt -Check	03/08/2019	6699	Mountain Hardware	Misc Nuts, bolts & piping and distilled water; Fire Hydrant Stake Paint; Nozzle, Cleanser & Brush	(103.17)
Bill Pmt -Check	03/08/2019	6696	Badger Meter	Mar 2019 Cellular Fee - Meter Test Program	(98.79)
Bill Pmt -Check	03/08/2019	6697	Cranmer Engineering, Inc.	Filter Plant Testing	(86.00)
Check	03/18/2019	21516	EKEDAH, SHARON	01075: W/S Fees Overpayment Refund	(77.00)
Liability Check	03/11/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 50790226	(75.40)
Bill Pmt -Check	03/08/2019	6716	Verizon Wireless	Cell Phone & On-Call iPad	(74.82)
Bill Pmt -Check	03/08/2019	6717	Wienhoff Drug Testing	2019 Consortium Fee - P Baird	(70.00)
Bill Pmt -Check	03/08/2019	21513	Matthew Marriner	On-Call Mileage	(45.82)
Check	03/07/2019	12482185	BluePay	Merchant Fees	(31.95)
Bill Pmt -Check	03/08/2019	6713	The Office Boss	Small White Board	(9.74)
Check	03/12/2019		QuickBooks Payroll Service	Created by Direct Deposit Service on 03/08/2019	(7.00)
Paycheck	03/05/2019	DD524	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 2/28/19	-
Paycheck	03/05/2019	DD525	Matthew M Marriner	Direct Deposit: Pay Period Ending 2/28/19	-
Paycheck	03/05/2019	DD526	Patrick J Baird	Direct Deposit: Pay Period Ending 2/28/19	-
Paycheck	03/13/2019	DD529	Michael E Lindquist (Salary)	Direct Deposit: 3/8/19 Board Meeting & 3 Additional Work Days	-
Paycheck	03/13/2019	DD531	Robert M McCormick (Salary)	Direct Deposit: 3/8/19 Board Meeting	-

Sierra Lakes County Water District
Check Registers
March 2019

Type	Date	Num	Name	Memo	Amount
Paycheck	03/13/2019	DD527	Dan L Stockton {Salary}	Direct Deposit: 3/8/19 Board Meeting	-
Paycheck	03/13/2019	DD528	Karen Heald {Salary}	Direct Deposit: 3/8/19 Board Meeting	-
Paycheck	03/13/2019	DD530	Richard A Simpson {Salary}	Direct Deposit: 3/8/19 Board Meeting	-
Paycheck	03/19/2019	DD532	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 3/15/19	-
Paycheck	03/19/2019	DD533	Matthew M Marriner	Direct Deposit: Pay Period Ending 3/15/19	-
Paycheck	03/19/2019	DD534	Patrick J Baird	Direct Deposit: Pay Period Ending 3/15/19	-
Deposit	03/26/2019			Deposit: Redeposit	-
Total 1002 - US Bank - Demand					(393,316.64)
TOTAL					(393,316.64)

Sierra Lakes County Water District
Payroll Summary
March 2019

	Dan L Stockton {Salary}	Karen Heald {Salary}	Michael E Lindquist {Sa...	Richard A Simpson {Sal...	Robert M McCormick {...	TOTAL
Employee Wages, Taxes and Adj...						
Gross Pay						
Salary Director	180.00	180.00	720.00	180.00	180.00	1,440.00
Total Gross Pay	180.00	180.00	720.00	180.00	180.00	1,440.00
Adjusted Gross Pay	180.00	180.00	720.00	180.00	180.00	1,440.00
Taxes Withheld						
Federal Withholding	-36.00	0.00	0.00	-25.00	0.00	-61.00
Medicare (Employee)	-2.61	-2.61	-10.44	-2.61	-2.61	-20.88
Social Security (Employee)	-11.16	-11.16	-44.64	-11.16	-11.16	-89.28
State Withholding	-36.00	0.00	0.00	-25.00	0.00	-61.00
SDI (Employee)	-1.80	-1.80	-7.20	-1.80	-1.80	-14.40
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00	0.00
Total Taxes Withheld	-87.57	-15.57	-62.28	-65.57	-15.57	-246.56
Deductions from Net Pay						
Medical Insurance (Employee)	0.00	0.00	0.00	0.00	0.00	0.00
Total Deductions from Net Pay	0.00	0.00	0.00	0.00	0.00	0.00
Net Pay	92.43	164.43	657.72	114.43	164.43	1,193.44
Employer Taxes and Contributions						
Medicare (District)	2.61	2.61	10.44	2.61	2.61	20.88
Social Security (District)	11.16	11.16	44.64	11.16	11.16	89.28
SUI (District)	8.82	8.82	35.28	8.82	8.82	70.56
ETT (District)	0.18	0.18	0.72	0.18	0.18	1.44
Total Employer Taxes and Contr...	22.77	22.77	91.08	22.77	22.77	182.16

Sierra Lakes County Water District
Operating Budget-to-Actual
Fiscal Year July 1, 2017 to June 30, 2018

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 3/31/19	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 18-19 Budget	% of Budget
<u>Water Sewer Revenues</u>										
8000-01 - Annual Water Fees	71,079	71,079	-	100%	639,711	639,711	-	100%	852,948	75%
8000-02 - Annual Sewer Fees	98,585	98,585	(0)	100%	887,262	887,262	-	100%	1,183,016	75%
8030 - Property Taxes	-	-	-	0%	259,879	250,000	9,879	104%	390,000	67%
8050 - Customer Late Fees	2,055	2,500	(445)	82%	7,228	7,500	(272)	96%	10,000	72%
8005 - Primary Facilities Fees - Sewer	-	7,800	(7,800)	0%	780	7,800	(7,020)	10%	23,400	3%
8006 - Primary Facilities Fees - Water	-	1,825	(1,825)	0%	183	1,825	(1,643)	10%	5,475	3%
8052 - GAPVAX Services	-	-	-	0%	-	-	-	0%	-	0%
8020 - Other Income	12,539	-	12,539	100%	39,383	-	39,383	100%	-	-100%
Total Revenues Received:	184,258	181,789	2,470	101%	1,834,425	1,794,098	40,327	102%	2,464,839	74%
<u>Controllable Expenses:</u>										
<u>Salaries:</u>										
9001 - Director Salaries	1,440	1,800	360	80%	8,640	16,200	7,560	53%	21,600	40%
9002 - Office Salaries	-	-	-	0%	-	-	-	0%	-	0%
9002-01 Office Hourly Regular	-	-	-	0%	-	-	-	0%	-	0%
9003 - Maintenance Salaries	-	-	-	0%	-	-	-	0%	-	0%
9003-01 - Maint Hourly Regular	26,176	21,350	(4,826)	123%	192,766	192,150	(616)	100%	257,387	75%
9003-02 - Maint Overtime	1,663	536	(1,127)	310%	10,448	4,826	(5,622)	216%	6,435	162%
9003-03 - Maint Standby	2,260	2,167	(93)	104%	19,700	19,500	(200)	101%	26,000	76%
9003-00 - Maint Salaries - Other	-	-	-	0%	-	-	-	0%	1,500	0%
9003-04 - Labor Allocated to Projects	-	-	-	0%	-	-	-	0%	-	0%
Total 9000 - Salaries	31,539	25,853	(5,686)	122%	231,554	232,676	1,122	100%	312,922	74%
<u>Payroll Expense</u>										
9005 - Payroll Expense - SS & Medicare	2,413	1,857	(556)	130%	17,714	16,715	(999)	106%	22,286	79%
9007 - Payroll Expense- SUI & ETT	72	329	257	22%	2,305	2,963	657	78%	3,950	58%
9008 - Payroll Expense - Retirement	1,864	3,827	1,963	49%	12,157	34,441	22,284	35%	45,921	26%
9009 - Payroll Expense - Medical & D/V	9,055	12,250	3,195	74%	74,139	110,250	36,111	67%	147,000	50%
9010 - Payroll Expense - Workers' Comp	2,978	3,475	497	86%	8,375	10,425	2,050	80%	13,900	60%
Total 9004 - Payroll Expense	16,382	21,738	5,356	75%	114,690	174,793	60,103	66%	233,057	49%
<u>Indirect & G&A</u>										
9012 - Legal Expense:	2,388	3,000	612		21,990	27,000	5,010	81%	36,000	61%
9013 - Audit Expense	800	-	(800)	100%	13,050	12,250	(800)	107%	12,250	107%
9014 - Fees & Penalties	44	125	82	35%	493	1,125	632	44%	1,500	33%
9016 - Directors' Expense	635	833	199	76%	3,855	7,500	3,645	51%	10,000	39%
9017 - Professional Fees - Operations	12,905	12,083	(822)	107%	103,130	108,750	5,620	95%	145,000	71%
9018 - Professional Fees - Office	9,320	10,400	1,080	90%	76,200	93,600	17,400	81%	124,800	61%
9019 - Staff Travel/Training	515	167	(348)	309%	7,566	1,500	(6,066)	504%	2,000	378%
9022 - Election Expense	-	-	-	0%	-	2,500	2,500	0%	2,500	0%
9023 - Insurance Expense	236	2,000	1,764	12%	11,452	17,000	5,548	67%	20,000	57%
9024 - Membership Expense	100	-	(100)	100%	9,491	9,450	(41)	100%	12,000	79%
9026 - Outside Services	200	240	40	83%	2,473	2,160	(313)	114%	2,880	86%
9028 - Telephone Expense	681	625	(56)	109%	5,188	5,625	437	92%	7,500	69%
9029 - Garbage/Hazmat Expense	286	375	89	76%	3,189	3,375	186	94%	4,500	71%

Sierra Lakes County Water District
Operating Budget-to-Actual
Fiscal Year July 1, 2017 to June 30, 2018

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 3/31/19	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 18-19 Budget	% of Budget
9030 • Uniform Expense	-	169	169	0%	716	1,519	803	47%	2,025	35%
9034 • Propane Expense	1,923	800	(1,123)	240%	9,570	8,300	(1,270)	115%	10,700	89%
9036 • SCADA System Expense	-	295	295	0%	3,555	2,625	(930)	135%	3,500	102%
9037 • M&O Asset Mgmt Sys (Lucity)	-	375	375	0%	3,750	3,375	(375)	111%	4,500	83%
9040 • Office Expense	-	250	250	0%	1,428	2,250	822	63%	3,000	48%
9041 • Postage Expense	40	225	185	18%	569	2,025	1,456	28%	2,700	21%
9042 • Postage Meter Expense	-	-	-	0%	862	975	113	88%	1,300	66%
9043 • Copier & Fax Expense	135	79	(56)	171%	470	713	242	66%	950	50%
9044 • Computer Equipment & Service	-	-	(1,059)	0%	-	7,000	(14,954)	314%	7,000	0%
9044-01 • General Expense	32	-	-	100%	1,228	-	-	-	-	-
9044-02 • Website Design	-	-	-	-	6,024	-	-	-	-	-
9044-03 • Merchant Fees	1,027	-	-	-	14,701	-	-	-	-	-
Total 9011 • Indirect & G&A	31,268	32,041	773	98%	300,951	320,616	19,665	94%	416,605	72%
<u>MAINTENANCE & OPERATIONS</u>										
<u>Water Treatment & Filter Plant</u>										
9101 • Filter Plant Operations & Maint	459	375	(84)	122%	6,778	3,375	(3,403)	201%	4,500	151%
9102 • Filter Plant-Chems, Lab & Equip	2,162	1,250	(912)	173%	11,312	11,250	(62)	101%	15,000	75%
9103 • Filter -Water Pumping Plant M&O	146	83	(63)	175%	430	750	320	57%	1,000	43%
9104 • Well Pump Station Expense	-	-	-	0%	220	-	(220)	100%	-	-100%
Total 9100 • Water Treatment & Filter Plant	2,767	1,708	(1,058)	162%	18,740	15,375	(3,365)	122%	20,500	91%
<u>Water Distribution</u>										
9201 • Water Dist - General Maint	246	500	254	49%	7,271	4,500	(2,771)	162%	6,000	121%
9202 • Water Dist - Pipes & Fittings	-	208	208	0%	1,190	1,875	685	63%	2,500	48%
9203 • Water Dist - Hydrant Maint	-	63	63	0%	28	563	534	5%	750	4%
9204 • Fees - Water	1,991	1,042	(949)	191%	8,860	9,375	515	95%	12,500	71%
9205 • Water Dist - Electricity	3,472	2,667	(805)	130%	24,556	24,000	(556)	102%	32,000	77%
9600 • Water Dist - Meters/Parts	-	83	83	0%	442	750	308	59%	1,000	44%
9601 • Water Conservation	-	208	208	0%	875	1,875	1,000	47%	2,500	35%
Total 9200 • Water Distribution	5,709	4,771	(938)	120%	43,223	42,938	(285)	101%	57,250	75%
<u>Wastewater Collection System</u>										
9301 • Wastewater - General Maint	246	708	462	35%	7,083	6,375	(708)	111%	8,000	89%
9302 • Wastewater - Pipes/Fittings	-	83	83	0%	823	750	(73)	110%	1,000	82%
9303 • Wastewater- Enzymes/Lab Testing	-	417	417	0%	2,304	3,750	1,446	61%	5,000	46%
9304 • Wastewater - Manholes	-	-	-	0%	-	500	500	0%	500	0%
9305 • Fees - Sewer	2,419	583	(1,836)	415%	6,185	5,250	(935)	118%	7,000	88%
9306 • Wastewater - Electricity	1,695	1,292	(403)	131%	10,663	11,625	962	92%	15,500	69%
9700-01 • Wastewater Export Service Refund	-	-	-	0%	(68,123)	-	68,123	100%	-	0%
9700 • Wastewater- Export Service Exp	38,600	38,600	-	100%	347,400	347,400	-	100%	463,200	75%
Total 9300 • Wastewater Collection System	42,960	41,683	(1,277)	103%	306,334	375,650	69,316	82%	500,200	61%
<u>Vehicle Expense</u>										
9501 • Gasoline/Diesel	649	708	60	92%	6,219	6,375	156	98%	8,500	73%
9502 • Pickups	-	167	167	0%	934	1,500	566	62%	2,000	47%

Sierra Lakes County Water District
Operating Budget-to-Actual
Fiscal Year July 1, 2017 to June 30, 2018

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 3/31/19	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 18-19 Budget	% of Budget
9503 • Gapvac	-	292	292	0%	2,856	2,625	(231)	109%	3,500	82%
9504 • Backhoe	-	167	167	0%	956	1,500	544	64%	2,000	48%
9505 • Vehicle Maint Supplies	9	83	74	11%	678	750	72	90%	1,000	68%
Total 9500 • Vehicle Expense	658	1,417	759	46%	11,643	12,750	1,107	91%	17,000	68%
Project Expenses										
9812 • Spot Repairs of Sewer Mainline & Laterals	-	-	-	0%	52,002	44,500	(7,502)	117%	44,500	117%
9813 • Repair of Sewer Manholes at Various Locations	-	-	-	0%	36,910	41,500	4,590	89%	41,500	89%
9815 • Misc Sewer Pump Station Upgrades	-	-	-	0%	14,166	13,500	(666)	105%	13,500	105%
9818 • Misc Water System Improvements	-	-	-	0%	46,850	33,400	(13,450)	140%	33,400	140%
9819 • Adj Water Valve Boxes to Street Grade	-	-	-	0%	459	3,000	2,541	15%	3,000	15%
9820 • Misc Upgrades Water Pump Stations	(859)	-	859	0%	10,271	21,400	11,129	48%	21,400	48%
9821 • Automatic Meter Read System	203	248	45	82%	892	2,231	1,339	40%	2,975	30%
9822 • Misc Jobs - Safety Tools Bldgs	-	-	-	0%	27,839	33,600	5,761	83%	33,600	83%
9824 • Lake Management	-	208	208	0%	538	1,875	1,337	29%	2,500	22%
9825 • HOTFaP	-	-	-	0%	5,338	30,000	24,663	18%	30,000	18%
9915 • Misc. Projects	-	-	-	0%	-	-	-	0%	-	-
Total 9800 • Project Expenses	(656)	456	1,112	(144%)	195,265	225,006	29,741	87%	226,375	86%
Total Controllable Expenses	130,627	129,668	(960)	101%	1,222,399	1,399,804	177,405	87%	1,783,909	69%
Non-Controllable Expenses:										
9900 • Debt - Interest										
9904 • Interest on SRF Loan	-	-	-	0%	6,260	6,261	1	100%	12,075	52%
9906 • USDA Revenue Bonds	64,566	65,000	434	99%	129,132	130,000	868	99%	130,000	99%
9908 • Int on Assessment-7207 Palisade	-	-	-	0%	247	765	518	32%	765	0%
Total 9900 • Debt - Interest	64,566	65,000	434	99%	135,639	137,026	1,387	99%	142,840	95%
9920 • Depreciation										
9921 • Depreciation - Water	10,018	10,390	373	96%	90,159	93,513	3,354	96%	124,684	72%
9922 • Depreciation - Sewer	8,035	8,583	548	94%	72,054	77,249	5,195	93%	102,999	70%
Total 9920 • Depreciation	18,052	18,974	921	95%	162,213	170,762	8,549	95%	227,683	71%
9950 • SLCWD Share - DSPUD Capital Costs					38,753	-	(38,753)	0%		
Total Non-Controllable Expenses	82,618	83,974	1,355	98%	38,753	-	(38,753)	0%	370,523	10%
TOTAL DISTRICT EXPENSES:	213,245	213,641	396	100%	1,559,005	1,707,592	148,588	91%	2,154,432	72%
EARNED REVENUE LESS EXPENSES	(28,987)	(31,852)	2,865		275,421	86,506	188,915		310,407	

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

	For Period 7/1/2018 to 6/30/2019				
	PROPOSED BUDGET	Previously Incurred Costs	Costs Incurrec Current Month	Total Costs to Date	VARIANCE Favorable (Unfavorable)
CAPITAL PROJECTS IN PROGRESS:					
Miscellaneous Sewer Pump Station Upgrades	\$ 16,500	\$ 17,106		\$ 17,106	\$ (606)
Miscellaneous Water Pump Station/Storage Improvements	75,000	65,884		\$ 65,884	9,116
DSPUD Water Plant	50,000	-	-	\$ -	50,000
Total Capital Projects	\$ 141,500	\$ 82,990.00	\$ -	\$ 82,990	\$ 58,510

Sierra Lakes County Water District
Cash Flow Projection
in \$000's

Beginning Operating Cash Balance:

ACTUAL Mar-19	Forecast Mar-19
377	377

Forecast Apr-19	Forecast May-19	Forecast Jun-19	Forecast Jul-19	Forecast Aug-19	Forecast Sep-19	Forecast Oct-19	Forecast Nov-19	Forecast Dec-19	Forecast Jan-20	Forecast Feb-20
158	80	106	102	476	731	736	641	661	631	576

Cash Provided/(Used) by Operations:

Revenues:

Sewer & Water Service Fees

174 170

Misc Other Income

- 6

Placer County Taxes

- -

Expenses:

Operating Expenses

(134) (125)

Sierra Plant - Capital Projects

- -

Net Cash Provided/(Used) by Operations:

40 51

62	50	76	500	400	200	60	150	100	100	200
-	-	40	-	-	-	-	-	-	-	-
-	91	-	-	-	-	-	-	-	-	-
(115)	(115)	(120)	(126)	(120)	(130)	(130)	(130)	(130)	(130)	(111)
-	-	-	-	-	-	-	-	-	-	-
(53)	26	(4)	374	280	70	(70)	20	(30)	(30)	89

Cash Provided/(Used) for Financing Activities

CA Bank & Trust - Qrtly Transfers

- -

USDA \$5.2 million Revenue Bond

(205) (200)

DSPUD Excess Capacity Refund (\$655,000)

- -

Total Cash Provided/(Used) by Financing Activities:

(205) (200)

(25)	-	-	-	(25)	-	(25)	-	-	(25)	-
-	-	-	-	-	(65)	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
(25)	-	-	-	(25)	(65)	(25)	-	-	(25)	-

Cash Provided/(Used) by Investment Activities

Lump Sum Prepayment: Pensions

(54) (54)

GASB 45 - OPEB Annual Funding

(54) (54)

Total Cash Provided/(Used) by Investment Activities:

(54) (54)

Ending OPERATING ACCOUNT Cash Balance:

158 174

-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
80	106	102	476	731	736	641	661	631	576	665

SIERRA LAKES COUNTY WATER DISTRICT - FIVE YEAR CASH FLOW PROJECTION
2017/2018 - 2021/2022
in \$000's

Beginning OPERATING Cash Balance:

Cash Provided/(Used) by Operations:

Revenues:

Water/Sewer Service Fees

Placer County Tax

Primary Facilities Fees

Misc Other Income

Expenses:

Operating Expenses

Sierra Plant - Capital Projects

Net Cash Provided/(Used) by Operations:

Cash Provided/(Used) for Financing Activities

CA Bank & Trust Loan Principal & Interest

USDA Revenue Bond Loan

Refunded WWTP Costs

Total Cash Provided/(Used) by Financing Activities:

Cash Provided(Used) by Investment Activities

Total Cash Provided(Used) by Investment Activities:

Moved to Placer Co. Treasurer's Fund

Annual GASB 45 Funding - OPEB - Moved to LAIF

Total Cash Provided(Used) by Investment Activities:

Ending OPERATING Cash Balance:

ACTUAL 2017/2018	FORECAST 2018/2019	Forecast 2019/2020	Forecast 2020/2021	Forecast 2021/2022
2,299	2,271	102	301	418
2,112	2,034	2,036	2,036	2,036
406	350	390	390	390
	40	29	29	29
10	-	40	40	40
(1,460)	(1,516)	(1,561)	(1,608)	(1,657)
(260)	(228)	(380)	(664)	(453)
808	680	554	223	385
-	-	-	-	-
(100)	(100)	(100)	(100)	(100)
(269)	(268)	(268)	(268)	(268)
75	73	67	67	67
(294)	(295)	(301)	(301)	(301)
(488)	(2,500)		250	
(54)	(54)	(54)	(54)	(54)
(542)	(2,554)	(54)	196	(54)
2,271	102	301	418	449

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

Vendor	Inv # / Inv Date		Invoice Amount
<u>Acumen Engineering</u>	Invoice #	150	12,905.00
	Date	4/1/2019	
	For: <u>Mar 2019 Professional Fees</u>		
<u>Anna Nickerson</u>	Inv#	31519	5,440.00
	Date	3/15/2019	
	For: <u>Professional Fees 3/1 to 3/15/19</u>		
	Inv#	33119	3,880.00
	Date	3/31/2019	
	For: <u>Professional Fees 3/16 to 3/31/19</u>		
TOTAL ANNA NICKERSON			9,320.00
<u>Kronick Moskowitz Tiedemann & Girard</u>	Inv#	293426	2,185.75
	Inv#	293427	202.50
	Date	3/8/2019	
	For: <u>Feb 2019 Legal Fees</u>		
TOTAL Kronick Moskowitz Tiedemann & Girard			2,388.25
TOTAL INVOICES FOR APPROVAL			24,613.25

ACUMEN ENGINEERING

C O M P A N Y

PO Box 3497
Truckee, California 96160

Invoice

DATE	INVOICE #
4/1/2019	150

BILL TO

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

TERMS	DUE DATE	PROJECT
Net 30	5/1/2019	

DESCRIPTION	QTY	RATE	AMOUNT
Principal Engineer in March 2019 per attached detail	89	145.00	12,905.00
<p>ACCOUNT NO 9017 \$ 12,905.00</p> <p>CHECK NO.</p> <p>CK DATE</p> <p>APPROVED</p>			
Total			\$12,905.00

Sierra Lakes County Water District
Acumen Engineering Monthly Invoice Detail
March 2019

Date	Engineering Task Description	Hours
3/1/2019	Finish Board Memos; drive to District; review agenda with Anna; backflow testing letters; telephone property owner re: frozen water service; 1st quarter disinfection by-products results to DDW; GM job information to President Lindquist. O&M hours: 4.5	4.5
3/4/2019	Drive to District; review operation of Filter Plant with Operators; telephone property owners re: stop&drain valve operation, frozen water service; correspondence with property owner re: backflow testing requirements; review JPIA Property Schedule; update Emergency Equipment list for Superintendent's meeting; coordinate with Telstar for site visit and SCADA updates; start annual Water Rights Report; correspondence with Placer County re: Building Department meeting and inspections; research lake sampling equipment rental; review Dam Inspection Report. O&M hours: 5.5	5.5
3/5/2019	Drive to District; staff meeting; Superintendent's meeting at North Tahoe PUD; review JPIA property schedule; telephone Jeff Mitchell re: Boat Storage; telephone President Lindquist re: GM job description and advertisement; coordinate training with DSPUD and Truckee Fire; review February water and sewer flows; data for annual Water Rights Report. O&M hours: 6.0	6.0
3/6/2019	Telephone SLPOA re: boat storage and insurance certificate; telephone property owner re: frozen service line; telephone DSPUD re: GM recruitment; letter to property owner re: leak; telephone Jon Christy (KMTG) re: Assessment District subordination for home owner refinance. O&M hours: 3.0	3.0
3/7/2019	Research Assessment subordination and correspondence with property owner; drive to District; soda ash and polymer mixer installation; telephone vendor re: sewer system FOG reduction; annual Water Rights report. O&M hours: 2.5	2.5
3/8/2019	Insurance exposure questionnaire to KMTG for review; review Placer County and Truckee Fire lease agreements; complete annual Water Rights report and supporting documentation; Board Meeting. O&M hours: 4.5	4.5
3/11/2019	Drive to District 2x; SPS-3 electrical and control issue research with electrical engineer, order materials, coordinate pump pull and equipment troubleshooting; meet with Badger Meter representative re: read options (drive-by and cellular) and equipment improvements. O&M hours: 6.0	6.0
3/12/2019	Drive to District; pull pumps, repair control splices and verify electrical equipment operation at SPS-3; GM job description and solicitation documents to President Lindquist and Director Stockton; SLPOA License Agreement amendment with KMTG; coordinate First Aid class with Truckee Fire; coordinate GapVax assistance to DSPUD for leak repair. O&M hours: 6.5	6.5
3/13/2019	Finalize GM job description and advertisement language and distribute to area contacts; water service discontinuance letters for no backflow tests; drive to District; SCADA upgrades. O&M hours: 4.5	4.5
3/18/2019	Drive to District; time card and invoice review; order probe equipment for lake sampling; research documentation and phone with KMTG for sewer capacity/assessment transfer; coordinate asbestos, etc. training with DSPUD and instructor; backflow testing correspondence with property owner; correspondence with surveyor re: utility easement requirements; GM recruitment information to area Utility providers. O&M hours: 5.5	5.5

**Sierra Lakes County Water District
Acumen Engineering Monthly Invoice Detail
March 2019**

Date	Engineering Task Description	Hours
3/19/2019	Letter to Placer County re: utility easement; coordination with KMTG re: sewer capacity transfer documentation; correspondence with Placer County re: lease expiration; start 2019 budget. O&M hours: 3.5	3.5
3/20/2019	Drive to District; Staff meeting and review of 2019 draft budget; review backflow survey letters; telephone architect re: utility connection requirements; TDLT parcel ownership mapping to KMTG for sewer transfer. O&M hours: 5.0	5.0
3/21/2019	Salary Survey data collection; letter to property owner re: backflow device installation and testing requirements; drive to District. O&M hours: 3.5	3.5
3/24/2019	Contact SWRCB DDW re: monitoring schedule and waiver request; coordinate with Placer Electric for power monitoring at SPS-2; correspondence with President Lindquist and Jeff Mitchell re: GM contractor vs. employee information. O&M hours: 1.5	1.5
3/25/2019	Drive to District; review project status and water treatment operations; letters to property owners re: leaks; telephone TDLT re: forest management grant; update District website re: boat storage application; contact engineer re: lake water quality and extension of intake; contact Badger Meter re: use of drive-by interrogator system; finalize training dates with DSPUD. O&M hours: 6.0	6.0
3/26/2019	Drive to District; lake sampling from surface; sewer capacity transfer documentation from KMTG; correspondence with DDW re: 2018 Consumer Confidence Report data; finish and submit annual Water Rights Permittee Report; complete draft 2018 CCR and submit to DDW for review; annual Water System Operation Report. O&M hours: 6.5	6.5
3/27/2019	Finish and submit annual Water System Operation Report; JPIA Insurance property schedule and questionnaire and research vehicle and equipment values; GM information to potential applicant; letter to property owner re: leak; correspondence with property owners re: tree removal on District property. O&M hours: 4.5	4.5
3/28/2019	Review correspondence from JPIA re: insurance premium refund; backflow test reminder letters; drive to District; meet with Operators re: projects and water treatment; telephone mechanical engineer re: propane use and metering; telephone with KMTG and correspondence with President Lindquist re: sewer transfer documents; meet with Tom Skjelstad re: 2019 budget preparation. O&M hours: 3.5	3.5
3/29/2019	Telephone with electrician re: power circuits; update District website re: boat storage; telephone GM applicant re: meeting and facility tour; sewer capacity transfer forms to buyer and TDLT; information to engineer re: water treatment facilities and process for assistance with intake extension evaluation; update 2019 JPIA property schedules and submit to agency; update project list/assignments. O&M hours: 5.0	5.0
3/30/2019	Draft 2019 Operations and Project Budget. O&M hours: 1.5	1.5
Total O&M: 89.0 hours		89.0

**ANNA NICKERSON
FINANCIAL CONSULTANT**

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

anickerson@sonic.net

INVOICE

INVOICE NO: 031519
DATE: March 15, 2019

ACCOUNT NO: 9018 \$ 5,440.00
CHECK NO: 6719
CHECK DATE: 3-25-19
APPROVAL: _____

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

Billing Rate: \$80.00

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmnt District	M&O Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg Min / Packets	Total
3/1/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Prepared board packet financial, agenda and assembled board packets	8.5	\$80.00	\$ 680.00			3.5			1.5	1	1		1.5	8.5
3/4/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened and escrow, updated backflow testing and customer info and finished minutes.	7.0	\$80.00	\$ 560.00		0.5			1.5	1.5	1	0.5		2	7
3/5/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened and updated escrows, updated website, finalized board packet & agenda and reconciled employee vacation accounts	7.0	\$80.00	\$ 560.00		1	0.5			2.5	0.5	0.5	1	1	7
3/6/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Reconciled mileage reimbursements and reviewed meter readings	3.0	\$80.00	\$ 240.00			1		0.5	0.5	0.5	0.5			3
3/7/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Prepared boardroom started employee pay review.	3.0	\$80.00	\$ 240.00			0.5			1	0.5	0.5		0.5	3
3/8/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Prepared for the board meeting, processed website updates, filed, payroll and processed and escrow request.	10.5	\$80.00	\$ 840.00	1	0.5	1.5			2	1.5	0.5	1.5	2	10.5
3/8/2019	Board Meeting	2.0	\$80.00	\$ 160.00										2	2
3/11/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Stated minutes and processed paperwork from Friday's meeting	7.0	\$80.00	\$ 560.00	2					1	0.5	0.5		3	7
3/12/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished minutes and filed.	7.0	\$80.00	\$ 560.00	0.5					1.5	0.5	0.5		4	7
3/13/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Started connection reconciliation	3.0	\$80.00	\$ 240.00			1			1	0.5	0.5			3
3/14/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished connection reconciliation, finished check run and worked on budget.	4.5	\$80.00	\$ 360.00			2			1	1	0.5			4.5
3/15/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Payroll with retro active pay/PERS calculations and website updates.	5.5	\$80.00	\$ 440.00			3			0.5	0.5	0.5	1		5.5
		0.0	\$80.00	\$ -											0
		68.0	TOTALS	\$ 5,440.00	3.5	2.0	13.0	0.0	2.0	14.0	8.0	6.0	3.5	16.0	68.0
					5%	3%	19%	0%	3%	21%	12%	9%	5%	24%	

ANNA NICKERSON
FINANCIAL CONSULTANT

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

anickerson@sonic.net

INVOICE

INVOICE NO: 033119
 DATE: March 31, 2019

ACCOUNT NO: 9018 \$ 3,880.00

CHECK NO: _____

CHECK DATE: _____

APPROVAL: _____

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

Billing Rate: \$80.00

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmnt District	M&O Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg Min / Packets	Total
3/18/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Website updates, escrows, filing.	7.5	\$80.00	\$ 600.00	0.5	1			0.5	1.5	1	0.5	2.5		7.5
3/19/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Research Land Trust assessments, prepared late fees and notices, budget and website updates.	7.5	\$80.00	\$ 600.00			2	1		2.5	0.5	0.5	1		7.5
3/20/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Employee reconciliation, filed, researched backflow device	4.0	\$80.00	\$ 320.00	0.5		1.5		0.5	0.5	0.5	0.5			4
3/21/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	4.0	\$80.00	\$ 320.00					2.5	0.5	0.5	0.5			4
3/22/2019	Off	0.0	\$80.00	\$ -											0
3/25/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Quarter end reconciliations and filing	7.5	\$80.00	\$ 600.00	0.5		3.5		0.5	1.5	1	0.5			7.5
3/26/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Quarter end reconciliations, Lucity updates and filing	7.0	\$80.00	\$ 560.00	1		3.5		1	0.5	0.5	0.5			7
3/27/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Began month end.	4.0	\$80.00	\$ 320.00			2.5			0.5	0.5	0.5			4
3/28/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on month end and processed payroll.	7.0	\$80.00	\$ 560.00	0.5		4.5		0.5	0.5	0.5	0.5			7
3/29/2019	Off	0.0	\$80.00	\$ -											0
		48.5	TOTALS	\$ 3,880.00	3.0	1.0	17.5	1.0	5.5	8.0	5.0	4.0	3.5	0.0	48.5
					6%	2%	36%	2%	11%	16%	10%	8%	7%	0%	



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

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

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

March 8, 2019
Invoice 293426

General

Reference # 4210-001

For Professional Services Through 2/25/2019

Previous Balance		1,645.40
Payments		-1,645.40
Balance Forward		0.00
Current Fees	2,164.75	
Current Disbursements	21.00	
Total Current Charges		2,185.75
Total Due		\$2,185.75

*** DUE UPON RECEIPT ***

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

Aged Accounts Receivable					
	0-30	31-60	61-90	91+	Total Due
Totals	2,185.75	0.00	0.00	0.00	2,185.75

COUNT NO
CHECK NO.
CK DATE
APPROVED

9012 \$ 2,185.75

Kronick Moskowitz Tiedemann & Girard

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

March 8, 2019
Invoice 293426
Page 2

General

Current Fees 2,164.75
Current Disbursements 21.00

Total Current Charges 2,185.75

Total Due \$2,185.75

For Professional Services Through 2/25/2019

Fees

Date	Attorney / Description	Rate	Hours	Amount
02/03/2019	Mitchell, Jeffrey A Email to/from Michael Lindquist re: personnel matter.	225.00	0.20	45.00
02/04/2019	Mitchell, Jeffrey A Call/email to/from Bill Quesnel, Michael Lindquist re: personnel matter.	225.00	1.20	270.00
02/04/2019	Booher, Andreas L Discuss new matter re sewage cleanup complaints with J. Mitchell.	215.00	0.30	64.50
02/05/2019	Mitchell, Jeffrey A Email to/from Bill Quesnel re: revisions to February agenda to permit teleconferencing and related follow-up.	225.00	0.30	67.50
02/05/2019	Booher, Andreas L Begin review of email exchanges re sewage cleanup complaints.	215.00	0.50	107.50
02/07/2019	Wright, Philip A. Review emails from Michael Lindquist and Bill Quesnel regarding Personnel issue.	225.00	0.50	112.50
02/08/2019	Mitchell, Jeffrey A Reviewing agenda packet and participating in Board February meeting (Billed at Half Rate).	112.50 ✓	2.10	236.25
02/12/2019	Booher, Andreas L Finish reviewing correspondence related to sewer break response.	215.00	1.10	236.50
02/14/2019	Booher, Andreas L Prepare email memo summarizing findings of review of correspondence re sewer cleanup liability and discuss strategy with J. Mitchell.	215.00	1.00	215.00
02/14/2019	Mitchell, Jeffrey A Reviewing Jeff Krebil complaint concerning handling of sewer spill and follow-up discussion with Andreas Booher; call to	225.00	1.40	315.00

Kronick Moskowitz Tiedemann & Girard

Sierra Lakes County Water District

March 8, 2019

Reference # 4210-001 - JAM

Invoice 293426

Page 3

General

Date	Attorney / Description	Rate	Hours	Amount
	Michael Lindquist.			
02/15/2019	Mitchell, Jeffrey A Call to Bill Quesnel re: personnel matter and related follow-up.	225.00	0.30	67.50
02/18/2019	Wright, Philip A. Review email from Bill Quesnel and attached documents; email proposed edits to documents.	225.00	1.00	225.00
02/19/2019	Mitchell, Jeffrey A Outlining insurance topics for discussion with Bill Quesnel and ACWAS JPIA.	225.00	0.70	157.50
02/19/2019	Mitchell, Jeffrey A Reviewing report filed with state concerning sewer spill incident.	225.00	0.20	45.00
Total Fees For Professional Services			10.80	\$2,164.75

Reimbursable Costs

Date	Description	Units	Amount
	Photocopy/Printing Charges	90	13.50
	Lexis Computer Research; ** MITCHELL, JEFF		7.50
Total Costs			\$21.00

Total Current Charges This Invoice 4210-001 **\$2,185.75**



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PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

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

March 8, 2019
Invoice 293427

Lake Management

Reference # 4210-009

For Professional Services Through 2/25/2019

Previous Balance	2,753.50
Payments	-2,753.50
Balance Forward	0.00
Current Fees	202.50
Total Current Charges	202.50
Total Due \$202.50	

*** DUE UPON RECEIPT ***

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

Aged Accounts Receivable					
	0-30	31-60	61-90	91+	Total Due
Totals	202.50	0.00	0.00	0.00	202.50

ACCOUNT NO 9012 \$202.50
CHECK NO.
CK DATE
APPROVED *[Signature]*

Kronick Moskovitz Tiedemann & Girard

Sierra Lakes County Water District
Reference # 4210-009 - JAM

March 8, 2019
Invoice 293427
Page 2

Lake Management

Current Fees 202.50

Total Current Charges 202.50

Total Due \$202.50

For Professional Services Through 2/25/2019

Fees

Date	Attorney / Description	Rate	Hours	Amount
02/14/2019	Mitchell, Jeffrey A Reviewing SLOPA insurance endorsement re: Lot 1 facilities, email to Bill Quesnel.	225.00	0.50	112.50
02/21/2019	Mitchell, Jeffrey A Email to/from Bill Quesnel, Karen Heald re: insurance coverage for SLOPA diving platform, review of District insurance policies and coverage.	225.00	0.40	90.00

Total Fees For Professional Services 0.90 \$202.50

Reimbursable Costs

0.00

Total Costs \$0.00

Total Current Charges This Invoice 4210-009 \$202.50

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: Bill Quesnel PE, General Manager
Subject: Sewer Capacity Transfer
Date: April 3, 2019

When the Donner Summit PUD Wastewater Treatment Plant was upgraded, the owners of vacant parcels were allowed to "opt-in" and reserve sewer capacity for a future connection. Recognizing that the subsequent owner of a vacant parcel may change his/her mind on the original opt-in or -out decision, Division XXIV (attached) of Ordinance 18.01 was written to provide a mechanism for the relinquishment and transfer of unused sewer capacity.

Mr. David Groechel, the owner of 1019 Serene Road (APN 069-490-004-000) submitted an application for the construction of a new home and detached garage. The garage includes a kitchen and living space and meets the definition of a Secondary Residential Dwelling in Section 1.29 of the Ordinance:

Secondary Residential Dwelling means a second permanent dwelling that is accessory to a primary dwelling on a parcel. A secondary residential dwelling may be either a detached or attached dwelling unit which provides complete, independent living facilities for one family. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the primary dwelling.

The parcel currently has one reserved sewer connection but requires a second because the garage is considered a dwelling. Government Code Section 65852.2(f)(2)(B) specifically addresses this circumstance:

For an accessory dwelling unit that is not described in subdivision (e) [accessory dwelling units contained within the existing space of the primary residence], a local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its size or the number of its plumbing fixtures, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service."

Mr. Groechel submitted the attached *Application for Unused Sewer Capacity* to document his desire to purchase a sewer allocation for the second dwelling. The transfer of capacity must be completed before the District will acknowledge the Placer County *Intent to Serve* and a Building Permit can be issued.

The Developers of the Royal Gorge project chose to opt-in for the seven parcels within the District's boundary; when the Truckee Donner Land Trust (TDLT) purchased the property from the Receiver, the TDLT assumed the financial obligation (assessment) that came with the previous owner's decision to reserve sewer capacity. The TDLT chose to pay off the entire \$66,952.487 assessment (7 parcels @ \$9,564.64 each) and notified the District in April, 2013 of its desire to relinquish the capacity to the District as the parcels will not be developed in the future (correspondence attached). The Truckee Donner Land Trust has verbally stated its intent

to formally transfer the sewer allocation for all seven parcels and will submit a completed *Offer to Relinquish Unused Sewer Capacity* prior to the Board Meeting on April 12th.

Attached for the Board's consideration are Resolutions of Intention to proceed with:

- the *Purchase of Excess Sewer Capacity Units* (from the TDLT); and
- the *Sale of an Excess Sewer Capacity Unit* (to Mr. Groechel).

Also for the Board's consideration is approval of an *Agreement for the Purchase of Unused Sewer Capacity from Property Owner* (TDLT) in the amount of \$9,564.64 for each unit of capacity as the units are sold.

The final versions of the Resolutions and Agreement will be provided prior to the Board Meeting.

Attachments: Division XXIV of Ordinance 18.01
 Application for Unused Sewer Capacity 1019 Serene Road
 Truckee Donner Land Trust April 2013 Sewer Capacity Relinquishment
 Offer to Relinquish Unused Sewer Capacity (blank)
 Resolution of Intention of the Board of Directors of the Sierra Lakes County Water District
 Directing Staff to Proceed with the Purchase of Excess Sewer Capacity Units
 Resolution of Intention of the Board of Directors of the Sierra Lakes County Water District
 Directing Staff to Proceed with the Sale of an Excess Sewer Capacity Unit
 Agreement for Purchase of Unused Sewer Capacity from Property Owner

Sierra Lakes County Water District
Code of Ordinances
Chapter 3 Sewer Service

**DIVISION XXIV ESTABLISHING PROCEDURES FOR RELINQUISHING AND
ACQUIRING UNUSED SEWER CAPACITY**

Section 24.01 Procedures for Relinquishment or Acquisition of Unused Sewer Capacity:

- a. Notification: Any owner who has unused sewer capacity rights may submit a written notification to the District offering to surrender such rights back to the District. Sewer capacity shall be calculated and measured in terms of use by a single family residential dwelling as established in the Service Agreement between the District and the Donner Summit Public Utility District dated January 17, 2017. Any lenders having a secured interest in the property surrendering sewer capacity shall be required to consent to the surrender in writing as a condition of making any such surrender or transfer. The notice offering to surrender sewer capacity shall be on a form provided by the District and shall require the signature of any lender having a secured interest in the property. All signatures on the notice shall be notarized. Subject to the provisions of this ordinance and such requirements as may from time to time be established by the Board, the relinquishment of unused sewer capacity shall, if accepted, be based on a priority established by the date of the filing of the respective notices offering to surrender sewer capacity. The District reserves the right to establish a fee for filing and processing of any such notices offering to surrender sewer capacity, and no notice shall be valid without payment of the fees (if established by the District). The Board may, in its discretion, allow the surrender of sewer capacity on property if a deed restriction, in a form approved by the District, is recorded as to the property creating an environmental restriction that eliminates the ability to develop and use the property in a manner that creates a need for connection to and service by the wastewater treatment plant. Nothing herein shall be construed as obligating the District to acquire any unused sewer capacity and the District may elect to defer consideration of any acquisition of unused sewer capacity to such times when other properties have submitted an application for acquisition of sewer capacity.
- b. Revocation: Once filed, the notice may only be revoked by giving written notice to the District. Any such revocation notice shall not be effective until the day after it is received by the District at the District's office. A revocation notice shall not be effective if the District has previously authorized transfer of the subject sewer capacity to another owner prior to the effective date of the attempted revocation (the day following the actual receipt of the notice by the District) and there is no additional sewer capacity available to transfer to the property requesting sewer capacity.
- c. Assessments: Unused sewer capacity may not be surrendered/relinquished if there is an outstanding sewer assessment lien against the property that is seeking to surrender the sewer capacity. Sewer assessment liens shall be identified and addressed as follows:

Sierra Lakes County Water District
Code of Ordinances
Chapter 3 Sewer Service

1. Upon receipt of a request to surrender unused sewer capacity, the Manager shall determine the present status of any sewer assessment liens against and secured by the relinquishing property.
 2. No surrender of sewer capacity shall be permitted if there are any unpaid assessment liens on the relinquishing property offering to surrender capacity. The owner requesting the surrender shall as a condition to effectuating a surrender, prepay the assessment with respect to the amount of capacity being relinquished and remove the assessment lien as to the relinquished capacity by complying with the relevant provisions of Streets and Highways Code sections 8766 and 8766.5. In the event that the Board agrees to immediately reimburse the owner for sewer capacity being surrendered, such funds shall be used to prepay the assessment unless the owner has previously prepaid the assessment and extinguished the assessment lien.
 3. Relinquishing owners will be liable for all assessment payments and sewer service fees imposed by the District, including without limitation, fees for ongoing sewer service, operations and maintenance charges or supplemental assessment, until surrender is completed and the District agrees to and acquires the sewer capacity. At the time of the surrender, any fees for the current year shall be prorated through the month of delivery with the entirety of the month favoring the relinquishing property.
- d. Payment to owner: At the time of accepting the relinquishment of the unused sewer capacity the Board may elect to reimburse the owner of the relinquishing property at that time or may elect to defer reimbursement until such time as the unused sewer capacity is reallocated to and paid for by another owner. The reimbursement to the relinquishing owner shall be equal to the amount of the sewer assessment as originally assessed against the relinquishing property for the sewer capacity that is relinquished.

Section 24.02 Acquisition Procedures Any owner who desires to acquire sewer capacity rights may submit a written application to the District offering to acquire such rights. Such application shall be on a form provided by the District and shall be notarized. An application fee which is established by resolution by the Board shall accompany the application. If no capacity is available for a requesting party, the District shall hold the application requesting capacity for two (2) years. As capacity become available, it may be assigned on a first come, first served basis to applicants with valid applications on file. To remain in effect, an application must be renewed every two (2) years. If an application is renewed prior to the expiration date, the applicant will maintain his/her place in line for a future acquisition. The application is transferable if requested in writing to the District by a subsequent purchaser of the acquiring property without losing the original applicant's place in line. Before an owner can acquire capacity, the acquiring property must be zoned by the County to reflect the development which would be consistent with the requested capacity for that property after acquisition.

Sierra Lakes County Water District
Code of Ordinances
Chapter 3 Sewer Service

Section 24.03 General Procedures All applications to relinquish and/or acquire sewer capacity must be approved by the Board. The District reserves the sole discretion to determine if the surrender of capacity will leave a property without adequate sewer capacity based on the intensity of development permitted for the property under the applicable zoning regulations. All relinquishments and/or acquisitions shall be in compliance with District ordinances, policies and procedures. Relinquishments and acquisitions shall be evidenced by the adoption of a Board resolution identifying the properties relinquishing and/or acquiring capacity and the capacity being relinquished or acquired, which resolution shall be recorded in the official records of the County as a document affecting an interest in real property and to provide constructive notice of the sewer capacity allocated to the involved properties.

Section 24.04 Costs In order to acquire any sewer capacity the acquiring owner shall pay to the District the actual and direct costs of the capacity as originally assessed to the relinquishing owner together with such interest as would have accrued thereon from the date of the original assessment, plus any administrative fees set by the Board, and such additional payment as required to fully reimburse the District for all expenses incurred by the District.

Section 24.05 Connection Costs and Easements An owner acquiring sewer capacity shall be fully liable for all Facility Fees established for connection to the District's sewer collection system and for pipeline installation costs and any other expenses or costs incurred to connect the property to the sewer system. The District reserves the sole discretion to determine if a property can feasibly be connected to the sewer system. If any easements are required in order to connect the acquiring property to the sewer system, the owner acquiring the capacity shall be responsible for obtaining the necessary easements and shall pay whatever costs are required for those easements, including, but not limited to, surveying costs, District staff costs and any attorneys' fees associated with obtaining the easements. The District reserves the right to require that any such easements be granted to and in the name of the District. The legal description of the easements shall be reviewed and approved by the Engineer and shall be on an Easement Deed in a form approved by District's Counsel.

Section 24.06 Service Outside of District Boundaries If an owner desires sewer service for property located outside District boundaries, the owner shall be required to annex that property to the District through procedures of the Placer County Local Agency Formation Commission (LAFCo) prior to being granted sewer capacity for the property. The applicant shall be responsible for the processing and payment of all fees charged by LAFCo. District charges for its participation in the annexation process are separate from and in addition to the LAFCo charges and shall be paid in full to the District prior to the time that any such annexation is finalized.

SIERRA LAKES COUNTY WATER DISTRICT

Operations & Maintenance Office

P.O. Box 120
7305 Short Road
Norden, CA 95724
(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

APPLICATION FOR UNUSED SEWER CAPACITY

Pursuant to Chapter 3, Division XXIV of the Sierra Lakes County Water District ("District") Code of Ordinances ("Code"), the undersigned property owner hereby seeks to acquire unused sewer capacity unit(s) from the District for the parcel(s) listed below.

PART 1. TERMS. The undersigned property owner acknowledges that such application is subject to the following terms:

- a. Allocation of the sewer capacity unit(s) from the District requires approval by the District Board of Directors ("District Board"), but the District is not obligated to allocate such sewer capacity unit(s). (Section 24.02.)
- b. Allocation of the sewer capacity unit(s) is not perfected until the District Board takes formal action at a public meeting.
- c. If no sewer capacity is available, the District will hold this Application for two years from the date of receipt, and to remain in effect, this Application must be renewed every two years. (Section 24.02.)
- d. Sewer capacity will be allotted in order of priority based on when the District received applications from various property owners seeking to acquire sewer capacity unit(s). (Section 24.01(a), Section 24.02.)
- e. The acceptance and surrender of the sewer capacity unit(s) are subject to all other requirements and conditions detailed in Division XXIV of the Code.

PART 2. OWNER INFORMATION

Name	David Groechel		
Signature		Date	4-1-19
Telephone Number	(510) 299-1584		
Email Address	david.groechel@gmail.com		
Mailing Address	1678 Manitoba Drive, Sunnyvale, CA 94087		

PART 3. PROPERTY INFORMATION

Property Address	Assessor's Parcel Number (APN)
1019 Serene Road, Soda Springs, CA 95728	069-490-004-000

SIERRA LAKES COUNTY WATER DISTRICT

Operations & Maintenance Office

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Facsimile (530) 426-1120

This form will only be accepted by the District with a notarized signature of the Property Owner.

DAVID W GORCHAL
Property Owner

4-1-19
Date

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Placer)

On 0-01-201, before me, Mas, a Notary Public, personally appeared David W Gorchal, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

(Seal)





P.O. Box 8816, Truckee, CA 96162
10069 West River St. #C1, Truckee, CA 96161
Tel. 530.582.4711 ▲ Fax 530.582.5528
info@tdlandtrust.org ▲ www.tdlandtrust.org

RECEIVED

APR 15 2013

April 3, 2013

President
William Thauvette

Board of Directors
Gina Biondi
David Brown
Jeff Brown
Chris Fellows
Bill Goerke
Geoff Griffin
J. Thomas Van Berkem
Janet Zipser Zipkin

Advisory Council
Martin Bern
Gene Bowles
Anne Chadwick
John Cobourn
Lance Conn
Kathleen Eagan
Greg Faulkner
Bob Fink
Penny Fink
Ralph Hunt
Judy Mayorga
William McGlashan
Stefanie Olivieri
Jim Porter
Craig Ritchey

Executive Director
Perry Norris

Development Director
Kellie Wright

Stewardship Director
John Svahn

**Communications &
Administration**
K.V. Van Lom

Contributions to the
Truckee Donner Land
Trust are tax-deductible
under section 501(c)(3)
of the Internal Revenue
Service Code.

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

Re: Sewer Assessments on acquired Royal Gorge Properties

Dear Members of the Board:

This is to confirm discussions that I have had with Wade Freedle in regard to the disposition of the following assessments:

TYPE	LOCATION	APN#	#
<u>Assessments</u>			
Vacant Lot	EAST 1/2 SECTION 28	069-010-018-000	1
Vacant Lot	10 ACRES SECTION 35	069-020-027-000	1
Vacant Lot	86 ACRES SECTION 27	069-020-055-000	1
Vacant Lot	569.9 ACRES SECTION 35	069-020-056-000	1
Vacant Lot	277.7 ACRES SECTION 27	069-020-058-000	1
Vacant Lot	152.5 ACRES SECTION 34	069-020-067-000	1
Vacant Lot	630.32 ACRES SECTION 3	069-210-001-000	1

These were acquired by the Receiver prior to purchase of the properties by Truckee Donner Land Trust. Since we do not contemplate any development that would utilize these facilities we would like to transfer the subject assessments to ownership of Sierra Lakes County Water District for further disposition.

Thank you for your consideration.

Sincerely,

Perry Norris
Executive Director

SIERRA LAKES COUNTY WATER DISTRICT

Operations & Maintenance Office

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Administrative & Billing Office

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OFFER TO RELINQUISH UNUSED SEWER CAPACITY

Pursuant to Chapter 3, Division XXIV, Section 24.01(a) of the Sierra Lakes County Water District ("District") Code of Ordinances ("Code"), the undersigned property owner hereby offers to relinquish the unused sewer capacity unit(s) associated with the parcel(s) listed below to the District.

PART 1. TERMS. The undersigned property owner acknowledges that such surrender is subject to the following terms:

- a. Acceptance of the sewer capacity unit(s) offered to the District requires approval by the District Board of Directors ("District Board"), but the District is not obligated to acquire the offered sewer capacity unit(s). (*Section 24.01(a).*)
- b. Acceptance of the sewer capacity unit(s) is not perfected until the District Board takes formal action at a public meeting.
- c. The District Board may but is not obligated to take action in considering this request until a request to acquire the unused sewer capacity unit(s) is made by another property owner. (*Section 24.01(a).*)
- d. The District may but is not obligated to reimburse the undersigned property owner until such time as the relinquished sewer capacity unit is allocated to another property owner, and such reimbursement is done in order of priority based on when the District received notice from various property owners seeking to the relinquish sewer capacity unit. (*Section 24.01(a), Section 24.01(d).*)
- e. The District will not reimburse the undersigned property owner more than the amount of the original assessment that was imposed on and paid for the sewer capacity unit(s). (*Section 24.01(d).*)
- f. The District may require a deed restriction to be recorded as part of its acceptance of the sewer capacity unit(s) to impose an environmental restriction that eliminates the ability to develop and use the property in a manner that creates a need for the sewer capacity unit in the future. (*Section 24.01(a).*)
- g. This offer to relinquish the sewer capacity unit(s) may only be revoked pursuant to Section 24.01(b) of the Code.
- h. The District will not accept any sewer capacity unit(s) until any assessment lien on the sewer capacity unit(s) is fully paid. (*Section 24.01(c).*)
- i. The District will not accept any sewer capacity unit(s) associated with a property over which any lender holds a secured interest unless an authorized agent of the lender approves of the surrender by completing and signing PART 4 of this form.
- j. The acceptance and surrender of the sewer capacity unit(s) are subject to all other requirements and conditions detailed in Division XXIV of the Code.

SIERRA LAKES COUNTY WATER DISTRICT

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Administrative & Billing Office
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Soda Springs, CA 95728 - 1039
(530) 426-7800
Facsimile (530) 426-1120

PART 2. OWNER INFORMATION

Name	Perry Norris		
Signature		Date	4/1/2019
Telephone Number	(530) 582-4711		
Email Address	perry@tdlandtrust.org		
Mailing Address	Po Box 8816 Truckee CA 96162		

PART 3. PROPERTY INFORMATION

Property Address	Assessor's Parcel Number (APN)
East 1/2 of Section 28	069-010-018-000
10 Acres Section 35	069-020-027-000
86 Acres Section 27	069-020-055-000
569.9 Acres Section 35	069-020-056-000
277.7 Acres Section 27	069-020-058-000
152.5 Acres Section 34	069-020-067-000
630.32 Acres Section 3	069-216-001-000

PART 4. LENDER INFORMATION (if applicable)

Lending Institution			
Name of Authorized Agent			
Signature		Date	
Telephone Number			
Email Address			
Mailing Address			

SIERRA LAKES COUNTY WATER DISTRICT

Operations & Maintenance Office

P.O. Box 120
7305 Short Road
Norden, CA 95724
(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

This form will only be accepted by the District with a notarized signature of the Property Owner.

Property Owner

Date

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Placer

On 04/09/2019, before me R.L. Conness, a Notary Public, personally appeared Sheridan P. Morris ^{AKA Perry Morris RC}, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

(Seal)



SIERRA LAKES COUNTY WATER DISTRICT

RESOLUTION NO. 2019-849

**A RESOLUTION OF INTENTION OF THE BOARD OF DIRECTORS OF THE SIERRA LAKES
COUNTY WATER DISTRICT DIRECTING STAFF TO PROCEED WITH PURCHASE OF
EXCESS SEWER CAPACITY UNITS**

WHEREAS, the Sierra Lakes County Water District ("District") is a county water district formed pursuant to Water Code section 34000, et seq.; and

WHEREAS, the District is authorized to allocate sewer capacity units for sewer capacity in the Donner Summit Public Utility District's ("Donner Summit") wastewater treatment system pursuant to the Service Agreement executed by the District and Donner Summit on January 17, 2017; and

WHEREAS, Chapter 3, Division XXIV of the District's Code of Ordinances provides that the District may acquire unused sewer capacity units from property owners; and

WHEREAS, the District owns a number of unused sewer capacity units through the Service Agreements as well as from real property the District purchased in the past ("District Units"); and

WHEREAS, the Truckee Donner Land Trust ("Trust") is the owner of various parcels of real property within the District; and

WHEREAS, seven of the parcels owned by the Trust each have fully paid, unused sewer capacity units associated with them ("Trust Units"); and

WHEREAS, the Trust has submitted an application to the District to indicate its desire to relinquish its seven unused Trust Units to the District for resale to other property owners within the District who require excess capacity units; and

NOW THEREFORE, by the Board of Directors of the Sierra Lakes County Water District does hereby resolve, determine and order as follows:

1. The above recitals are true and correct.
2. The Board hereby directs the General Manager to enter into the agreement with the Trust for the transfer of seven Trust Units currently owned by the Trust and associated with the following Placer County Assessor's Parcel Numbers:
069-010-018-000, 069-020-027-000, 069-020-055-000, 069-020-056-000,
069-020-058-000, 069-020-067-000, 069-210-001-000
3. The purchase of the Trust Units is subject to the following conditions:
 - a. The District shall not be required to make any payment to the Trust at the time of the transfer of the Trust Units but shall instead make payment as the Trust Units are re-sold to other Property owners.

- b. The District shall not be obligated to pay more than \$9,564.64 per capacity unit, which is the same amount originally paid for each Trust Unit.
 - c. The District may exercise its discretion in choosing the order in which to sell District Units and the Trust Units, but shall not sell capacity units acquired from any other property owner after the date of this Resolution before all Trust Units acquired from the Trust have been sold, regardless of the price associated with such after-acquired units.
4. The Board hereby authorizes and directs the General Manager and District staff, for and in the name of and on behalf of the District, to do any and all things and to execute and deliver any and all documents that they may deem necessary or advisable in order to complete the transaction contemplated herein and to comply with the terms and intent of this resolution. All actions heretofore taken by such officers and agents that are in conformity with the purposes and intent of this resolution are hereby ratified, confirmed and approved in all respects.

APPROVED, PASSED AND ADOPTED this 12th day of April 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Michael Lindquist, President of the Board

ATTEST:

Anna Nickerson, Board Secretary

APPROVED AS TO FORM:

Jeffrey A. Mitchell, General Counsel

SIERRA LAKES COUNTY WATER DISTRICT

RESOLUTION NO. 2019-850

**A RESOLUTION OF INTENTION OF THE BOARD OF DIRECTORS OF THE SIERRA LAKES
COUNTY WATER DISTRICT DIRECTING STAFF TO PROCEED WITH SALE OF AN
EXCESS SEWER CAPACITY UNIT**

WHEREAS, the Sierra Lakes County Water District ("District") is a county water district formed pursuant to Water Code section 34000, et seq.; and

WHEREAS, the District is authorized to allocate sewer capacity units for sewer capacity in the Donner Summit Public Utility District's ("Donner Summit") wastewater treatment system pursuant to the Service Agreement executed by the District and Donner Summit on January 17, 2017; and

WHEREAS, Chapter 3, Divisions XXIII and XXIV of the District's Code of Ordinances provides that the District may sell a sewer capacity unit ("Unit") acquired from property owners that were not using such sewer capacity at the same price at which the Unit was originally sold to the original property owner plus the District's cost of administering the purchase and sale of the Unit; and

WHEREAS, David Groechel ("Property Owner") is the owner of real property within the District, located at 1019 Serene Road (Placer County APN 069-490-004-000) ("Subject Property"); and

WHEREAS, the Property Owner desires to purchase a Unit to serve a new dwelling unit the Property Owner intends to construct at the Subject Property; and

WHEREAS, the District presently holds Units available for purchase by the Property Owner; and

NOW THEREFORE, by the Board of Directors of the Sierra Lakes County Water District does hereby resolve, determine and order as follows:

1. The above recitals are true and correct.
2. The Board hereby directs the General Manager to transfer a Unit to the Property Owner to serve the new dwelling unit the Property Owner intends to construct at the Subject Property.
3. The sale of the Unit is subject to the Property Owner paying the District \$9,564.64 plus the District's administrative costs associated with District's acquisition of the Unit. This price represents the amount paid by the original property owner of the Unit.
4. The Board hereby authorizes and directs the General Manager and District staff, for and in the name of and on behalf of the District, to do any and all things and to execute and deliver any and all documents that they may deem necessary or advisable in order to complete the transaction contemplated herein and to comply with the terms and intent of this resolution. All actions heretofore taken by such officers and agents that are in

conformity with the purposes and intent of this resolution are hereby ratified, confirmed and approved in all respects.

APPROVED, PASSED AND ADOPTED this 12th day of April 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Michael Lindquist, President of the Board

ATTEST:

Anna Nickerson, Board Secretary

APPROVED AS TO FORM:

Jeffrey A. Mitchell, General Counsel

AGREEMENT FOR PURCHASE OF UNUSED SEWER CAPACITY FROM PROPERTY OWNER

This Agreement is made on _____, 2019 ("Effective Date"), by the Sierra Lakes County Water District ("District") a county water district formed pursuant to Water Code section 34000, et seq. and the Truckee Donner Land Trust ("Owner") a property owner within the District. The District and the Owner are hereafter referred to individually as a "Party," or collectively, as the "Parties."

Recitals

- a. Pursuant to Chapter 3, Division XXIV, Section 24.01(a) of the Sierra Lakes County Water District ("District") Code of Ordinances ("Code"), the undersigned property owner hereby offers to relinquish the unused sewer capacity unit(s) associated with the parcel(s) listed below to the District; and
- b. The District is authorized to allocate sewer capacity units for sewer capacity in the Donner Summit Public Utility District's ("Donner Summit") wastewater treatment system pursuant to the Service Agreement ("Donner Summit Service Agreement") executed by the District and Donner Summit on January 17, 2017; and
- c. Chapter 3, Division XXIV, Section 24.01(a) of the District's Code of Ordinances provides that the District may acquire unused sewer capacity units from property owners; and
- d. The Owner holds titled to seven (7) parcels of real property that each have fully paid, unused sewer capacity units ("Trust Units") associated with them; and
- e. The Placer County Assessor's Parcel Numbers of these seven (7) parcels of real property are: 069-010-018-000, 069-020-027-000, 069-020-055-000, 069-020-056-000, 069-020-058-000, 069-020-067-000, 069-210-001-000; and
- f. The Owner has submitted an application to the District to indicate its desire to relinquish its seven (7) unused Trust Units to the District for resale to other property owners within the District who require excess capacity units; and
- g. The District desires to acquire the Owner's seven (7) unused Trust Units for resale to other property owners within the District, as required.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, and for good and valuable consideration the Parties agree as follows:

Terms

1. Transfer of Units. The transfer of the Trust Units shall be deemed to occur on the Effective Date described above.
2. Priority of Sale. The District shall resell the Trust Units acquired from the Owner prior to reselling any sewer capacity units acquired from other property owners after the Effective Date. Notwithstanding this provision, the District may sell any sewer capacity units held by the District by virtue of the Donner Summit Service Agreement or any other agreement executed before the Effective Date.
3. Payment Amount. The District shall pay the Owner \$9,564.64 per Unit. This amount reflects the amount originally paid for each Trust Unit associated with the subject parcels.
4. Timing of Payment. The payment amount described in Section 3 shall be made as soon as the District resells each unit to another property owner. Under no circumstances shall

the District obligated to make any payment to the Owner for any Trust Unit before the District receives payment from another property owner for that re-sold Trust Unit.

The Parties hereto have executed this Agreement as of the Effective Date.

DISTRICT:

Sierra Lakes County Water District,
a county water district

By: _____
William Quesnel, General Manager

OWNER:

Truckee Donner Land Trust,
a non-profit public benefit corporation

By: _____

Name: _____

Title: _____

ATTEST:

By: _____
Anna Nickerson, Board Secretary

APPROVED AS TO FORM:

By: _____
Jeffrey A. Mitchell, General Counsel

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: Bill Quesnel PE, General Manager
Subject: SLPOA License Agreement, First Amendment
Date: April 3, 2019

At the March, 2019 meeting the Board discussed the Serene Lakes Property Owners Association's (SLPOA) request to increase the amount of boat storage at the Bales and Serene/Swiss lake access locations. The Directors tentatively agreed with staff's recommendation of a total of 95 (seasonal) spaces at Bales and 40 (combination of seasonal and short-term) spaces at Serene/Swiss.

The Association's Board accepted those increases and authorized its President to sign the attached First Amendment to License Agreement prepared by Jeff Mitchell's office. Weather and ground conditions (snow) permitting, SLPOA intends to add those spaces in time for the 2019 boat storage season.

Staff recommends the Directors authorize the Board President to sign the First Amendment to License Agreement increasing the amount of storage at the Bales and Serene/Swiss lake access and boat storage sites.

Attachment: SLPOA executed First Amendment to License Agreement dated March 17, 2019

FIRST AMENDMENT TO LICENSE AGREEMENT

THIS FIRST AMENDMENT ("**First Amendment**") to the LICENSE AGREEMENT ("**Agreement**") is made by and between SIERRA LAKES COUNTY WATER DISTRICT, a county water district ("**SLCWD**" or "**Licensors**"), and SERENE LAKES PROPERTY OWNERS ASSOCIATION, INC., a California non-profit mutual benefit corporation ("**SLPOA**" or "**Licensee**"); SLCWD and SLPOA shall sometimes hereinafter be referred to as the "Parties."

RECITALS

A. Licensors is a county water district and owner of certain real property situated in an unincorporated area of Placer County, California ("**SLCWD Property**") and more particularly described in Exhibit A of the Agreement.

B. Licensee is a volunteer non-profit organization of property owners in the SLCWD service area that provides various services and amenities to its members.

C. The Parties entered into the Agreement to provide SLPOA access to, and limited use of, certain specified portions of the SLCWD Property for purposes of constructing, maintaining, and operating seasonal and short-term boat storage facilities, piers and docks for use by property owners in the SLCWD service area in compliance with the SLCWD's lake management plan now set forth as Division XXX of the Sierra Lakes District Code, as it may be amended from time-to-time.

D. To further the purposes of the Agreement, the Parties have found it to be desirable to modify the terms related to boat storage facilities under the terms and conditions set forth in this First Amendment.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, and for other good and valuable consideration moving between the Parties, SLCWD and SLPOA agree as follows:

AGREEMENT

1. Effective Date. This First Amendment shall be effective as of execution by all Parties.
2. Remaining Terms Unaffected. Except as expressly provided herein, nothing in this First Amendment shall be deemed to waive or modify any of the other provisions of the Agreement. In the event of any conflict between this First Amendment and the Agreement, the terms of this First Amendment shall control.
3. Exhibit B Revision. The Parties hereby agree to replace Exhibit B of the Agreement in its entirety with the revised Exhibit B, below:

EXHIBIT B

SCHEDULE OF SITE-SPECIFIC BOAT STORAGE FACILITIES AND DOCKS

1. Serene Road @ Swiss Court: Seasonal storage of sailboats and paddleboats and short-term storage of kayaks and canoes. Maximum number of stored boats is 40, all boats shall be stored at ground level and screened from the adjacent residences to the extent practical. Installation of 4'x10' dock
2. Bales Road: Racks for seasonal storage of kayaks and canoes, logs for day use storage of kayaks and canoes. Maximum number of seasonally stored boats is 95; the existing rack shall be expanded to accommodate the increased storage capacity. Installation of 4' x10' dock.
3. Allen Drive: Seasonal and short-term storage of kayaks and canoes. Maximum number of stored boats is 14. Installation of 4'x10' dock.
4. Castle Road: Short-term storage of kayaks and canoes. Maximum number of stored boats is six. Installation of 4'x10' dock.
5. Beacon Road: Short-term storage of kayaks and canoes. Maximum number of stored boats is six. Installation of 4'x10' dock.
6. Sierra Road Installation of an up to 245 square foot pier for day use.
7. Dulzura Road: Seasonal and short-term storage of kayaks and canoes. Maximum number of stored boats is eight.
8. Soda Springs Road: signage for designated dog access to Lake Dulzura.

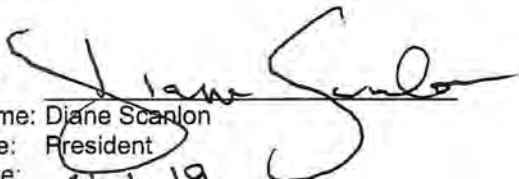
LICENSOR:

Sierra Lakes County Water District,
a California county water district

By: _____
Name: Michael Lindquist
Title: President
Date:

LICENSEE:

Serene Lakes Property Owners Association,
Inc., a California non-profit mutual benefit
corporation

By: 
Name: Diane Scanlon
Title: President
Date: 4.1.19

Approved as to form:

By: _____
Name: Jeffrey Mitchell
Title: District General Counsel

SIERRA LAKES COUNTY WATER DISTRICT

Follow-up from March 8, 2019, Board Meeting

- | | | |
|-------|-------------------------|---|
| 1 | Bill Q | Look into options for a District weather station |
| <hr/> | | |
| 2 | Interested
Directors | Provide picture and bio for website |
| <hr/> | | |
| 3 | Mr. Mitchell | Update on the District election status through Placer County (Before next scheduled election in 2020) |
| 4 | Bill Q. | Amend license agreement for an increase in boat storage at Bales and Serene/Swiss |
| <hr/> | | |

Future discussion topics or agenda items:

1)

Sierra Lakes County Water District
Action Items
As of April 2019

	TASK	STATUS	DUE DATE	PROGRESS	ASSIGNED
1	Office Procedures Manual	3 sections left to complete	In Process	90%	Anna
2	Proper Operation of Stop & Drain Valves Program	equipment modified, coordinating production of video	In Process	60%	Bill Q.
3	Develop information about best management practices and fertilization for inclusion with billing	Research BMPs and macrophyte plant management options	Spring 2019	10%	Bill Q.
4	AMR Data Collection & Analysis	Collect use data by type of occupancy	Summer 2019	0%	Bill Q.
5	Policies & Procedures Review/Update	Review current policies and procedures for revisions and possible additions.	Spring 2019	10%	Bill Q./ Anna/Dick/Bob
6	Insurance Coverage Review	JPIA Liability, Property and Workers Comp policies submitted to KMTG for review	Spring 2019	90%	Bill Q./Jeff M
7	Urgent Matter Protocol	Review current policies and procedures for revisions and possible additions to agenda.	Spring 2019	Started	Bill Q.

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