

## MEMORANDUM

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

---

### **DSPUD Wastewater Treatment Plant**

The plant's discharge exceeded the allowable limit for manganese in April (124 mg/l vs. 120 mg/l) which will result in a mandatory fine of \$3,000; the cause is not known although the same exceedance occurred last spring. Donner Staff is working on DSPUD's 2019-2020 Budget and believe they'll be able to reduce the chemical and energy costs by modifying the treatment process. The Plant's operating permit is renewed every five years, and the Donner Operators have started collecting data for preparation of an updated Report of Waste Discharge due in 2020.

### **Lake and Land Management:**

I met with Kevin Taber, Engineering Manager of the Placer County Road Maintenance Division, and Matt Lewis, Assistant Road Superintendent, to discuss the April 2020 end of the 40-year lease that allows the County to use a portion of the District building. Kevin and Matt agree that both the District and County facility requirements have changed since 1980 and committed to meeting with County Management to develop a plan for relocation of their operations. Options ranged from an addition to the existing building, construction of a free standing structure along the northern property line of the District parcel (i.e. where construction materials are stored in the summer) to development of the County five-acre parcel east of Soda Springs Road. We collectively recognize that construction of any new facility will require a multi-year timeframe for planning, budgeting, environmental review and construction so it seems likely that a short – term (3-5 year) extension of the lease will be necessary for the interim. Once Kevin and Matt have some guidance from the Director of Public Works, I envision Jeff Mitchell's office working with County Counsel to prepare an extension.

The District received an inquiry from a property owner re: the use of an "electric prop foil surf board with a maximum speed of less than 15 mph" on the lakes. Staff provided the relevant sections of Ordinance 18.01 that limits the maximum speed of motorized vessels on Lakes Serena and Dulzura to five miles per hour and only allows boats with electric trolling type motors.

### **Regulatory Issues:**

The lake level as of May 1<sup>st</sup> was approximately seven-inches above the spillway crest and rising. In 2018, the maximum spillway depth was 6.3-inches in early April and on May 1, 2018 the level was 4.2-inches.

Samples for Perchlorate and Nitrate (as Nitrogen) were taken in mid-April. The second quarter Disinfection By-Product samples will be collected in mid-May.

Staff has not received any comments from the Division of Drinking Water re: the 2018 *Consumer Confidence Report* (CCR); we're planning to print that document along with

information on the operation of stop&drain valves and the 2019 utility service billing in late May for mailing in mid-June. As in previous years, the mailing will also include wildland fire safety information from the Truckee Fire Protection District.

Forty-five day reminder letters were sent to two homeowners re: the requirement for annual backflow device testing. Three devices were tested in April including two that received service discontinuance letters. A total of 22 backflow devices have been tested this calendar year with 13 still to be done including two on irrigation systems and three installed on the District's water treatment system.

The operation of the District's emergency generators is regulated by the Placer County Air Quality Management District. Staff is working on preparation of the annual report that provides information on the number of hours each unit operated (by month) and whether the operation was required by a power failure or normal maintenance activity.

I attended the Placer County Public Works semi-annual utility coordination meeting. As reported last fall, the County is not planning any pavement maintenance work in Serene Lakes in 2019. Public Works staff is working on a 7-10 year pavement maintenance program now that road funding is more certain with the 2017 passage of SB-1. Given the amount of utility infrastructure replacement identified through 2026 in the District's 2019-2020 budget, it will be very important to coordinate with the County to minimize impacts to newly maintained streets.

#### **Operations Issues:**

Average daily water and sewer flows (gallons/day) in April 2019 were 72,242 and 109,987 respectively as compared to 70,562 and 65,446 in March 2019, and 54,942 and 86,645 in April 2018. Water use was 1,769 gallons/day more than the five-year (2014-2018) average and sewer flow was 19,650 gallons/day more than the five-year average. The District's share of the flow through the wastewater plant in April 2019 was 30.6% of the total as compared to 34.8% in April 2018 and the five-year April average of 40.5%.

During the month of April two Automated Meter Read (AMR) equipped homes reported significant leak rates (600-850 gallons/day). Staff was able to make contact with the owner of one house and the short-term renters in the other and investigate the leaks; in both cases the stop&drain valve was not fully turned on. While there is information on the website and previous mailings have included instructions on the correct operation of the valves, the District continues to experience water loss caused by valves not completely turned on/off. Based on past experience Staff believes the vast majority of homeowners understand how to turn the stop&drain valve on/off, but the same cannot be said when the house is being used by family members or renters (seasonal or short-term) that are not familiar with the need to firmly rotate the valve and listen for leaks. In lieu of a video, Staff has prepared the attached informational handout and "how-to" card to be included with the utility service billing. The handout asks the property owner to post the card near the valve's operating handle in the hopes that infrequent users will better understand the importance of the correct operation of the valve. The card would be a smaller size and printed in color on card stock for durability. Staff welcomes input from the Board on the language and layout of both the handout and card.

Inflow and Infiltration season is in full swing as evidenced by the much higher than average sanitary sewer flows. I have scheduled the Operators to spend between 20 and 24 man-hours per week walking the system looking for changes in flows between connected manholes that would be indicative of a compromised pipe (main or lateral), missing cleanout cap or leaking manhole joint/base. So far they have not found any "low-hanging fruit" but are identifying the areas with the highest "clear" flows and I have scheduled a day of camera inspection for later this month.

On the first day of May there was one reported leak (2.5 gallons/hour), 22 meters did not report on the 1<sup>st</sup> and 21 meters sent a temperature (i.e. cold water) message. On April 10<sup>th</sup> the Badger Meter representative came up to the District with a drive-by interrogator and was able to communicate with all but six meters (four of which had recently stopped responding to the cellular system). I followed up with an email to the Representative asking if it's likely the five-percent "failure rate" could be attributed to dead batteries or failed radios (end points) but did not receive a response. I am working on contacting other agencies that utilize AMR systems to get an idea of how their systems operated during the past winter (heavy snow) and the amount of equipment malfunction they have experienced.

The lake raw water temperature has increased to 0.75°C; while a one-half degree may not seem significant, the amount of soda ash required for pH adjustment is reduced and the backwash interval extended. Every six months the filters and clarifier are taken off-line for inspection of the top-wash system (pipes and spray heads) and backwash pipe followed by cleaning of the media by soaking the anthracite and sand in water with a high concentration of sodium hypochlorite. The Operators found the inside of the pressure vessels were much cleaner than in previous years (due to the static mixer improvements?) but observed the pitting of the backwash pipe in Filters #1 and #2 continues to increase which confirms the need to replace those two pieces of equipment sooner than later.



top wash (small with heads) and backwash (pitted) piping in Filter #1



On April 18<sup>th</sup>, and again on April 30<sup>th</sup>, the Operators sampled the lake water at one foot depth intervals through four holes cored through the ice; near the existing intake, 50-feet beyond, 100-feet beyond and 150-feet beyond the end of the pipe. Consistent with the March findings, the water's chemical and physical properties at a depth of 12-feet (three-feet above the lake bottom) were very favorable with respect to temperature (1.7°-2.7°C), pH (5.8-5.9), turbidity (0.5-1.2 ntu) and dissolved oxygen (3.1-7.29 ppm). The ice was six-feet thick on the 30<sup>th</sup> (although the adjacent creek discharge area was open) and barring a significant increase in the melt rate (currently about 18"/week) we're planning to sample once more in mid-May.



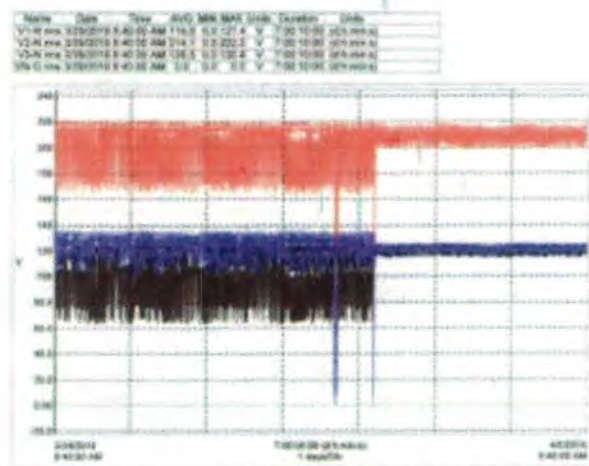
sampling near Lake Serena intake

As mentioned in last month's report, I have been in contact with the Bay Area office of Woodward & Curran, a highly recommended nationwide Civil and Environmental Engineering firm, concerning possible assistance with development of a conceptual level design and cost estimate for an extension of the pipe and a new intake structure. Attached is a draft of their proposed Scope-of-Work for those services; the estimated fee is somewhat higher than I anticipated and will be revised before a contract award for Professional Services is brought to the Board for approval. Staff and I welcome any input/comments from the Board.

The week-long power monitoring (voltage, amperage, frequency, phase, harmonics, etc.) at SPS-2 using both the emergency connection to the generator at SPS-3 (first half of test) and PGE (second half of the test) has been completed. The graph shows a distinct change in the voltage fluctuation between the two sources; a wide range of voltages occurred when using the SPS-3 intertie while the PGE source voltage is within acceptable limits. I am working with a Truckee based Electrical Engineer to understand if the poor quality of the intertie power is acceptable (i.e. doesn't cause damage to the motors due to overheating) the few days/year the intertie is used or requires replacement to ensure long-term reliability of the pumps.



April 2019  
Operations Report



power monitoring results at SPS-2

Staff is working on finishing “inside” type projects such as: updating maps, entering data into Lucity, organizing the library, updating the water treatment process documentation, replacement of actuators/valves on two of the water filters, replacement of check valves at SPS-1 and servicing powered construction equipment that was put away for the winter.



SPS-1 check valves

Attachments: April 2019 Daily Water/Sewer Flows  
2014-2019 Sewer/Water Flows Comparison through April 2019  
2014-2019 DSPUD Treatment Plant Flows through April 2019  
Stop & Drain Handout and How-To Card  
Woodward & Curran Draft Proposal for Conceptual Design of Intake Extension

# SIERRA LAKES COUNTY WATER DISTRICT SEWER & TREATED WATER TOTALS

Month: April 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	M	84,338	13673172	126,605	72280	7,243	467,581	
2	T	76,215		128,336	64915	7,052	521,906	
3	W	97,603		99,699	80959	19,464	585,327	Backwash ABC
4	T	79,692		92,822	69719	7,660	604,067	
5	F	78,360		84,151	75207	6,850	627,171	
6	S	82,600		45,471	80343	3,856	636,115	
7	S	89,316		55,615	73529	4,736	601,243	
8	M	111,031		84,599	63757	7,122	583,329	
9	T	131,329		106,337	71693	19,949	604,171	Backwash ABC
10	W	87,338		0	61808	0	638,814	
11	T	84,110		113,637	64762	8,451	577,006	
12	F	84,184		104,577	70077	7,499	625,881	
13	S	96,711		0	75642	0	660,381	
14	S	91,268		91,137	73217	3,597	584,739	
15	M	102,961		77,068	75381	14,272	602,659	Backwash ABC
16	T	88,552		98,392	70014	7,756	604,346	
17	W	99,931		0	84043	15,434	632,724	Backwash ABC & Superchlorinate
18	T	120,006		78,114	76139	13,697	548,681	Backwash ABC
19	F	111,071		133,158	74665	7,792	550,656	
20	S	118,108		0	86024	0	609,149	
21	S	107,616		468	84272	4,200	523,125	
22	M	114,216		93,066	71254	13,695	439,321	Backwash ABC
23	T	111,223		100,398	67777	8,015	461,133	
24	W	121,254		97,310	65964	8,632	493,754	
25	T	121,511		82,193	67634	6,918	525,100	
26	F	134,172		89,105	72284	7,097	539,658	
27	S	132,704		52,358	69207	3,099	556,480	
28	S	99,700		58,575	68591	3,154	539,631	
29	M	112,998		88,046	64894	7,183	529,615	
30	T	118,586		99,531	71202	14,550	552,767	Backwash ABC
Total		3,088,704	3,299,620	2,280,768	2,167,253	238,973		
Average		102,957	109,987	76,026	72,242	7,966	567,551	
Max		134,172		133,158	86,024	19,949	660,381	

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

1st of the  
Month Data

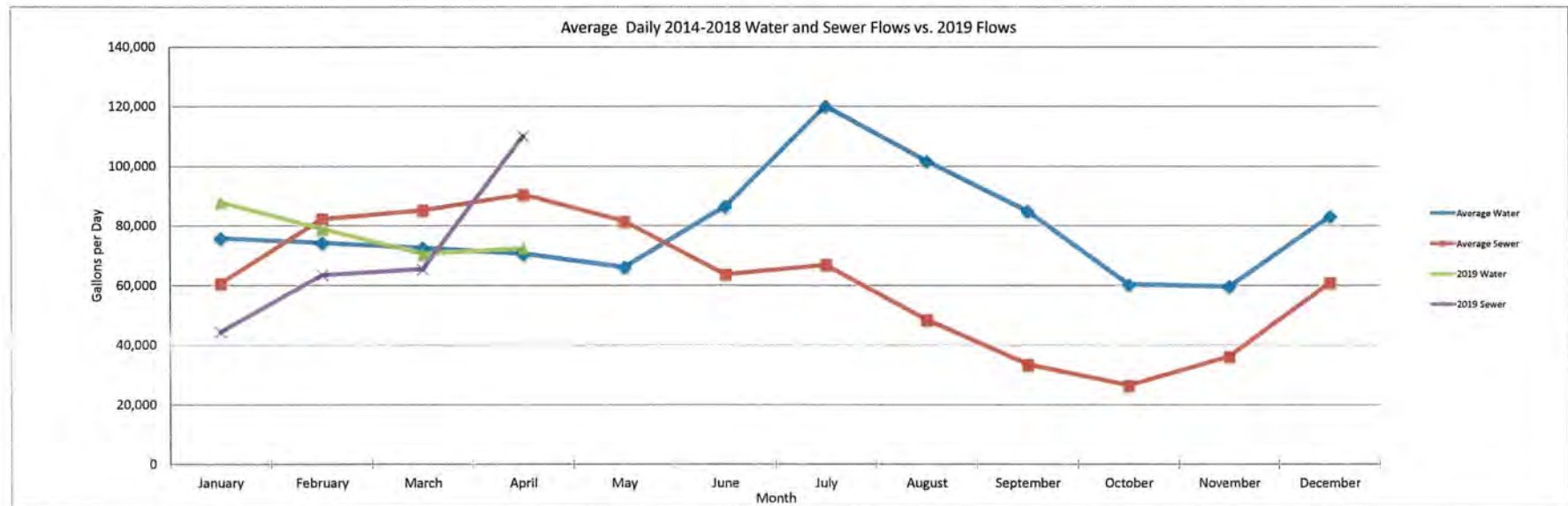
14003134



**Sierra Lakes County Water District**  
Daily Average Water and Sewer Flows

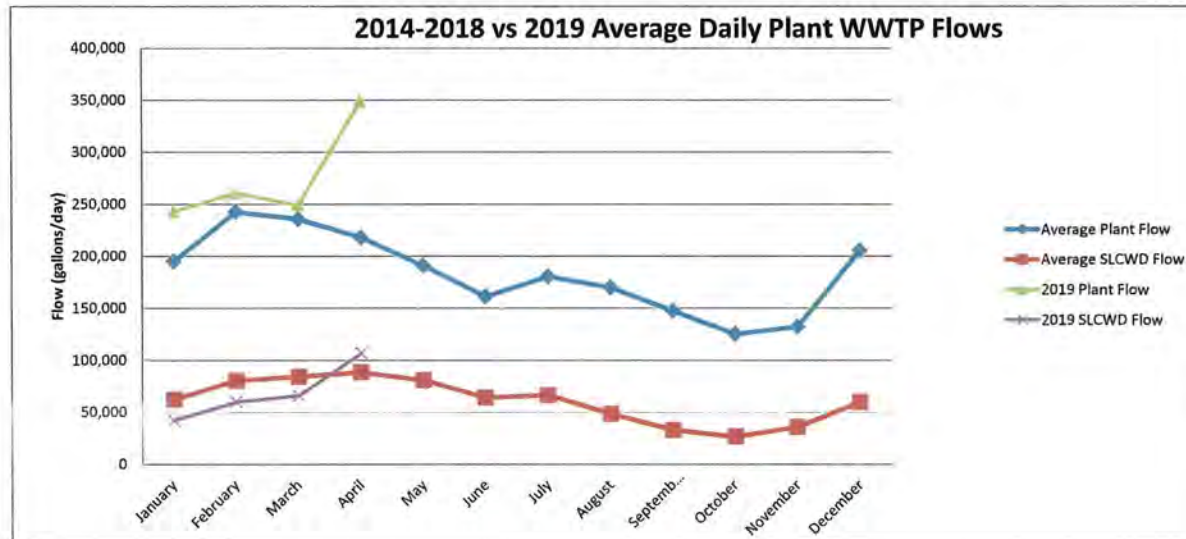
Month	2014		2015		2016		2017		2018		2019	
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer
January	69,606	34,410	95,897	66,382	72,428	67,169	82,724	78,915	57,934	56,074	87,880	44,329
February	73,191	82,460	80,774	85,824	69,691	86,523	84,728	102,596	62,633	53,318	78,934	63,383
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	72,242	109,987
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	72,242	109,987	-37,745
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%	348,129	106,452	30.6%
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!





# SIERRA LAKES COUNTY WATER DISTRICT

## Stop&Drain Valve

Some residents leave water faucets "cracked" to keep pipes from freezing when the house is empty and the heat is turned down or off. In addition to being wasteful, this practice increases the district's operating expenses (and, ultimately your bill) in four ways: the cost of treating the lake water to make it potable, additional power is required to pump water from the lake to the distribution system, the power used to pump what is now wastewater to the Donner Summit Public Utility District wastewater plant and the payment to DSPUD for treating that water.

A much better method of preventing frozen pipes is the use of a stop&drain valve, which is required on the incoming pipe of every water service. The valve is typically located in the crawlspace and operated with a "T" handle accessible through the floor of a closet or cabinet. In some instances the valve may be located in the garage and accessed directly with a wrench or similar tool. When the valve is in the off position, water is stopped from coming into the house; more importantly, the valve's drain port empties the pipes in the house so there is nothing to freeze. If the valve is not completely turned off it will allow water from the service pipe to run continuously through the drain port and your home's plumbing system will remain full of water.



"T" handle used to operate stop&drain valve



stop & drain valve

**IMPORTANT:** This is the drain port. If the valve is not fully open or closed, as much as 1,000 gallons of water per day can/will be discharged from the port.

The District has found the majority of residential water leaks are caused by valves not being completely turned on or completely turned off. The best way to determine if the valve is leaking is to put your ear near, or on, the handle; if you hear the sound of running water, it's very likely because the valve is not fully opened or closed. If that's the case, rotate the handle in the other direction (clockwise to close and counter-clockwise to open) and then back to the desired position. In some instances the shaft connecting the handle to the valve will have some "play" and while it may seem like you've rotated the handle 90° that may not be the case and you'll find that with a bit more effort the valve can be rotated to the completely open or closed position.

While many homeowners understand how to properly turn the water on and off, it is quite common for infrequent users (family friends or renters) to not be aware of the need to turn the valve completely on or off. The District requests you post the enclosed "How To" card near your stop&drain valve handle, additional copies of the card are available at the District office.

If you or users of your home have any questions about the stop&drain valve please don't hesitate to call the office at 530-426-7800 during regular business hours and one of the Operators will come by to review the operation of the valve. More information about winterizing your home's plumbing system is available on the District's website <https://slcwd.org>

**BOARD OF DIRECTORS:** ~ Michael Lindquist, President ~ Dan Stockton, Vice-President  
~ Karen Heald, Director ~ Bill Oudegeest, Director ~ Richard Simpson, Director



## **Turning the Water On and Off**



### ***Water On:***

1. Rotate the handle counter-clockwise 90° to turn the valve on and fill/pressurize the home's plumbing system.
2. With all of the faucets and appliances turned off, listen for the sound of running water by putting your ear near, or on, the handle.
3. If you hear running water, the valve may not be fully turned on; check by trying to rotate the handle farther counter-clockwise.
4. If the handle cannot be rotated any farther, turn the valve completely off (clockwise) and then back on (counter-clockwise).

### ***Water Off:***

1. Rotate the handle 90° to turn the valve off.
2. Listen for the sound of running water by putting your ear near, or on, the handle.
3. If you hear running water, the valve may not be fully turned off, turn the valve all the way on and then all the way off again. Repeat if necessary until the valve is fully closed and no noise is heard.
4. Open all of the faucets to drain the home's plumbing system, once the system is drained you should not hear any running water if the valve is off.

A valve that is not completely turned on or off can discharge as much as 1,000 gallons/day of water into the crawlspace or under the garage slab. If you need assistance, Water District staff is available during regular working hours Monday through Friday by calling 530-426-7800. Information is also available on the District's website <https://slcwd.org>



Via Electronic Mail

May 1, 2019



Mr. Bill Quesnel  
General Manager  
Sierra Lakes County Water District  
7305 Short Road  
PO Box 1039  
Soda Springs, CA 95728

Re: DRAFT Proposed Agreement for Engineering Services  
Serene Lakes Intake Improvements and Conceptual Design

Dear Mr. Quesnel:

This proposed Engineering Services Agreement between Woodard & Curran and the Sierra Lakes County Water District (SLCWD; District) shall be completed in accordance with the Scope of Work, Compensation, Schedule, and Standard Terms and Conditions as described herein.

We understand that the District wishes to evaluate options to rehabilitate and/or replace the existing Serene Lakes intake pipe to alleviate water quality issues in the raw water supply. The primary deliverable for this project will be a Conceptual Level Design Memorandum presenting the findings and recommendations associated with our investigations, as well as budgetary level cost information on the various feasible alternatives.

### **SCOPE OF WORK**

Woodard & Curran will provide the following services under this Agreement with the SLCWD related to the evaluation and conceptual level design of upgrades to the Serene Lakes intake pipe and pumping station structure.

#### **Phase 1 – Project Management and Coordination**

The project management phase will include the following tasks:

- A. **General project management.** Woodard & Curran will monitor the project status, scope, and budget and work to ensure that deliverables are met and satisfy client expectations.
- B. **Kick-off meeting.** Woodard & Curran will conduct an on-site kickoff meeting with District staff to learn about their concerns, operation protocols, challenges and previously considered improvements. The project scope, approach, and schedule will also be discussed as part of the kickoff meeting.
- C. **Progress Meetings.** In addition to frequent contact via email and telephone, Woodard & Curran will participate in periodic progress meetings to discuss progress to date, findings, outstanding issues, and next steps. These meetings will be held via teleconference, as needed.
- D. **Conceptual Level Design Workshop.** Woodard & Curran will hold an in-person workshop with District staff to discuss the results of our preliminary evaluations and the draft Conceptual



Level Design Memorandum. Comments from the District during this workshop will be incorporated into the final memorandum.

- E. **SLCWD Board Meeting.** Once the final Conceptual Level Design Memorandum is completed, and if requested by SLCWD, Woodard & Curran will present the findings in-person and recommendations to the SLCWD Board.

## **Phase 2 - Background Data and Information Review**

- A. Woodard & Curran will review the information provided by the District to develop an understanding of the intake pipe, structure and operations. A list of data and information to be provided by the District to aid Woodard & Curran in preparing the Conceptual Level Design Memorandum includes but is not limited to:

- Plant record drawings
- Intake structure record drawings
- Lake bathymetry, contours, and general limnetic information related to Serene Lakes
- Operation and maintenance records
- District standard design requirements
- Lake water quality data at various locations based on SLCWD sampling

Note that during preliminary discussions regarding this Agreement, the district forwarded some select information to Woodard & Curran, including a small number of plant record drawings, lake bathymetric contours, and rough intake pump station and pipe drawings.

## **Phase 3 – Alternatives Assessment and Opinions of Probable Costs**

Woodard & Curran will complete an alternatives assessment to determine the feasibility, constructability, ease of maintenance, reliability and cost of various rehabilitation options as well as each alternative's effectiveness at addressing raw water quality concerns. The alternatives assessment will quantitatively score the below alternatives and identify the best alternative the District should pursue. Alternatives to be evaluated may include the following:

- Extend the existing intake pipe, plug the existing intake pipe perforations, add an engineered intake screen
- Plug the existing intake pipe perforations, install tee/wye at the terminus of the existing intake, extend two intake pipes and screens from the tee with associated valving
- Continue operating the existing intake pipe, construct a new, second intake pipe from the existing pump station into deeper portions of the lake, provide isolation valves on the existing intake pipe and new intake pipe at the pump station

Woodard & Curran will provide a qualitative ranking of the costs (i.e. "most expensive, least expensive, etc.") associated to implement each alternative. Note that this ranking will be done qualitatively and will be based on engineering judgement and past experience from similar projects.

Additionally, Woodard & Curran will develop a conceptual level opinion of probable construction cost (Class 5 AACE estimate) for the best scoring alternative.

Woodard & Curran will prepare a Conceptual Level Design Memorandum that summarizes our methodology, the work performed, and the findings and recommendations identified during the analysis





discussed herein. The Design Memorandum will, at a minimum, include the following discussions/report sections:

- Problem understanding
- Project location and site constraints
- Alternatives assessment methodology, results, and discussion
- General constructability considerations for each alternative
- Opinions of probable cost for the best scoring alternative
- Next steps for design, bidding, and construction
- List of suggested drawings required for final design. The memorandum may include sketches, if necessary, to describe the various feasible alternatives
- List of technical specifications (CSI MasterFormat or SLCWD preferred spec format) required for final design
- Required permits for each alternative

Woodard & Curran will submit a DRAFT Conceptual Level Design Memorandum to the District for review prior to the Design Workshop. We anticipate receiving comments from the District on the Draft memo. Woodard & Curran will begin work on the Final memorandum after the workshop and receiving comments from the District.

#### **Phase 4 – Water Quality and Limnology – OPTIONAL**

This optional task may be activated, upon approval by the District, for Woodard & Curran to review water quality and the limnology of the lake.

The tasks in this phase of work include:

- A. Water Quality Analysis.** Woodard & Curran will review provided water quality data and provide discussion and analysis as to how the water quality may impact the plant performance or intake alternatives.
- B. Limnology Analysis.** Woodard & Curran will review provided limnetic information on Serene Lakes and determine the most logical location/depth to place the terminus of the intake structure.

#### **ASSUMPTIONS**

1. Up to three in-person, 9-hour visits to the project site will be required for two people including the Kick-off meeting, design workshop, and SLCWD Board meeting presentation. Additionally, it is assumed that the Principal-In-Charge will teleconference into the kick-off meeting and SLCWD Board meeting. It is assumed that that two hours of pre-meeting preparation and post-meeting summarizing at the Project Engineer level will be required for kick off and workshop meeting, and that four hours of pre-meeting preparation and post-meeting summarizing at the Project Engineer level will be required for the Board Meeting.
2. It is assumed that as many as four one-hour progress project-meetings may be needed via teleconference. It is assumed that one half of an hour of pre-meeting preparation and post-meeting summarizing at the Project Engineer level may be required.
3. Woodard & Curran will be able to view inside the existing intake structure pump station during the kickoff meeting. Woodard & Curran will not enter the intake structure or any areas requiring Confined Space Entry.



4. Drawings provided as part of the Conceptual Level Design Memorandum will not be of sufficient detail to construct the work and will not be signed and stamped by a Professional Engineer.
5. Data and information requested by Woodard & Curran will be compiled and provided by the District in electronic format (pdf or source files, e.g. AutoCAD). If record drawing or other engineered drawings are not available, hand and general sketches will be provided as necessary. The District will provide all requested information available on the facilities at, or prior to, the kickoff meeting.
6. The budget for this Agreement is based on evaluation of the three alternatives presented above.
7. Unless specified by SLCWD or Phase 4 is activated, the opinions of probable cost and alternatives assessment will assume a general location and depth for the termination of intake pipe(s).
8. Woodard & Curran will not perform water quality sampling. We may recommend additional water quality analysis be performed by the District prior to finalizing recommendations.
9. Woodard & Curran will not perform a site survey.
10. The services of a limnology specialist or consulting firm will not be retained and no computational fluid dynamic modeling (CFD) will be performed.

#### COMPENSATION

The Scope of Work will be completed for a lump sum fee of \$38,913, to be broken down as follows:

Phases 1 – 3	\$34,251
Phase 4	\$4,662
<b>Total</b>	<b>\$38,913</b>

Invoices will be submitted monthly.

#### SCHEDULE

The Scope of Work specified herein will begin immediately upon written authorization to proceed. The Engineer will complete the work described herein within three months of Notice to Proceed.





## TERMS AND CONDITIONS

Woodard & Curran's Standard Terms & Conditions, attached, are made part of this Agreement.

Please examine this Agreement and indicate your approval and acceptance to proceed by signing in the space provided in the Terms and Conditions. Please return one copy of the signed agreement to me via email at [rlittle@woodardcurran.com](mailto:rlittle@woodardcurran.com).

Sincerely,

WOODARD & CURRAN

Robert S. Little, PE  
Vice President / Practice Leader

cc: Ryker Brown; Woodard & Curran

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

**Date:** Friday April 12, 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 Richard Simpson

Directors absent from the meeting:

Director Heald  
Director McCormick

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

Staff present by phone: Jeffrey Mitchell District Counsel

Guests present: None

Minute Recorder: Anna Nickerson, Financial Consultant

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

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

**A motion was made by Director Simpson and seconded by Director Stockton to approve the agenda.** The motion passed by a unanimous vote.

Director Lindquist asked if all three of the Board Members present had to vote yes in order for a motion to pass. Jeffrey Mitchell, District Counsel, said typically a majority of a quorum was required but felt it would be better if a vote was unanimous. Later in the meeting he said a unanimous vote would be required.

Director Simpson said he had a possible conflict of interest issue with the sewer capacity discussion because of his association with the Land Trust. He said he makes donations to the Land Trust, is a docent for the Land Trust and is a member of the Land Trust's Advisory Council. For those reasons, he asked if he should recuse himself from discussions and decisions regarding Land



Trust items. Jeffrey Mitchell said it would most likely fall into the category of a government code section 1090; potential conflict. However, section 1090 provided for non-interest exceptions for non-profits, particularly non-profits that were recognized as tax exempt; he assumed that the Land Trust was a tax exempt non-profit. After Director Simpson confirmed that the Land Trust was a 501(c)(3) organization and that he was not compensated, Mr. Mitchell felt it would be a non-interest so Director Simpson could participate. Director Lindquist added that recusing one's self from a discussion was considered a personal decision and, regardless of what the law might say, it was upon the individual to decide; if the individual felt there was a conflict of interest they could recuse themselves. Director Simpson chose to participate.

**IV. Public Comments:** An opportunity for the Board to consider comments received from the public after the agenda was posted, regarding items on the agenda. There were no comments received after the agenda was posted.

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

Mr. Quesnel asked for direction from the Board regarding Placer County's lease that is due to expire in 2020. He asked if the Board intended to renew the lease, extend the lease (allowing the County additional time to make other arrangements), or let them know the District would prefer to have the space. He felt it was appropriate to begin discussions sooner rather than later. Director Simpson asked what types of equipment the District needed to store in the space currently occupied by Placer County. Mr. Quesnel said one of the District's trucks had to be parked outside all winter and, depending on what's going on, the backhoe has to be parked outside. Although the District purchased a storage container to store the emergency generator for the winter, access can be difficult due to snow. He said it would be nice to have a place to work on and store equipment during the winter months.

Director Simpson said he thought a discussion with Placer County should be started sooner rather than later. Director Lindquist asked about land owned by Placer County and the possibility of allowing them to make other arrangements. Mr. Quesnel said Placer County owned a piece of property east of Soda Springs Road, opposite Donner, that was off the road. He doubted Placer County had the money to build. Mr. Quesnel also suggested that Placer County be allowed to build their own garage structure, near the property line on the District's property, that the District might use in the summer months. It was agreed that Mr. Quesnel would start a discussion with Placer County.

Mr. Quesnel also reported that a representative from Badger Meter brought up a drive-by interrogator system and although it talked to some of the older meters, there were still seven meters that would not communicate. He said he believed the issue had to do with snow consolidation; as snow melts the snow gets denser blocking the signal. He said some of the meters that had signal two weeks before were no longer sending data.

**VI. Consent Items Calendar:**

The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the March 8, 2019 Regular Meetings; the March 2019 Check Register; Disbursements for Board Approval; and financial reports for the month ending March 31, 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 Simpson to approve the Consent Items Calendar.** The motion passed by a unanimous vote.

**VII. New Business:** Mr. Quesnel's memorandum titled "Sewer Capacity Transfer, dated April 3, 2019, was presented to the Board for consideration and possible action. In addition to the memorandum, Mr. Quesnel presented the following documents:

1. Resolution 2019-849: A 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.
2. Resolution 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.
3. Agreement to Purchase Unused Sewer Capacity from Property Owner

Mr. Quesnel said a property owner on Serene Road at Island Way was proposing to build a new home that would include a free standing garage with living space and, according to District Code, that the free standing garage would require a separate connection permit. Since the property was only allocated one assessment for sewer capacity at the time of the Assessment District formation, the property owner would need to obtain a second assessment for sewer capacity before purchasing a connection permit for the garage with living space. Mr. Quesnel said District Code included a provision for transferring sewer assessments, provided there were assessments for sewer capacity available for purchase. He also said, in 2013, the Truckee Donner Land Trust (Land Trust) notified the District that they wanted to sell the seven assessments they had acquired through the purchase of the Royal Gorge properties. In order to facilitate the transfer, three documents were presented. The first document was a resolution that would allow the District to receive the seven assessments from the Land Trust. The second document was resolution that would allow the District to transfer the assessment(s) to another property owner. The final document was a purchase agreement where the Land Trust would relinquish their seven assessments to the District with the understanding that the District was not obligated to pay the Land Trust for the assessment until the assessments were sold. The Board reviewed and approved all three documents as stated above.

**A motion was made by Director Simpson and seconded by Director Stockton to approve Resolution 2019-849.** The motion passed by a roll call vote: Yes: Directors Lindquist, Stockton and Simpson. Noes: None. Abstentions: None. Absent: Directors Heald and McCormick

**A motion was made by Director Simpson and seconded by Director Stockton to approve Resolution 2019-850.** The motion passed by a roll call vote: Yes: Directors Lindquist, Stockton and Simpson. Noes: None. Abstentions: None. Absent: Directors Heald and McCormick

**A motion was made by Director Simpson and seconded by Director Stockton to approve the Agreement to Purchase Unused Sewer Capacity form Property**



**Owner. The motion was amended by Director Simpson and seconded by Director Stockton to provide the authority to make non-substantive changes.** The motion passed by a roll call vote: Yes: Directors Lindquist, Stockton and Simpson. Noes: None. Abstentions: None. Absent: Directors Heald and McCormick.

#### **VIII. Old Business:**

Mr. Quesnel's memorandum titled "SLPOA License Agreement First Amendment", dated April 3, 2019, was presented to the Board for consideration and possible action. Based on the Board's previous discussion, an Amendment to SLPOA's license agreement was drafted and signed by SLPOA's President. Mr. Quesnel asked that the Board authorize the President to sign the amendment ratifying the change to SLPOA's license agreement.

**A motion was made by Director Simpson and seconded by Director Stockton authorizing signature of the Amendment by the Board President.** The motion passed by a unanimous vote.

#### **IX. CLOSED SESSION:**

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

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

Mr. Mitchell said no reportable action was taken by the Board.

#### **X. Administration:**

A. A list of Follow-up Items from the March 2019, board meeting was presented to the Board for consideration and possible action. Director Simpson asked if Mr. Quesnel was able to get any information from the Central Snow Lab on Facebook. Mr. Quesnel said he had not because he was not a Facebook subscriber. He said he had received a link to the Central Snow Lab from former Director Oudegeest but the link did not work. Director Simpson then asked if the concerns that were presented by Mr. Krebill at a previous meeting were ever submitted in writing. He also asked if the concerns that were included in the minutes should be added to the list of follow-up items so they won't be forgotten. Director Lindquist said he was relying on Mr. Quesnel's judgement since he was at the meeting and had contact with Mr. Krebill. He was leaving it up to Mr. Quesnel to make an initial determination if there were items that needed to come back to the Board for consideration. Director Lindquist suggested that Director Simpson contact Mr. Quesnel regarding any items that he felt were important and had not been addressed. Mr. Quesnel said there were a number of things Mr. Krebill mentioned. One had to do with increasing the treatment capacity of the lake well. Mr. Quesnel said he was researching the cost and functionality of reducing the arsenic level of the well water and that the draft budget, that would be discussed by the Budget Committee prior to the next board meeting, included a line item pending receipt of the cost information. Director Simpson said Mr. Krebill also mention the infilling of the lake and some other good ideas that deserved attention. Mr. Quesnel said the only item he hadn't pursued was the

issue of dredging because of the consequences, State rules and cost. Mr. Quesnel then said he had a long conversation with water treatment engineers about low dissolved oxygen (DO) and the engineers unanimously agreed that low DO was not a problem. He also said there would be additional testing.

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

- Staff was working on a draft card that could be posted next to any T-handle of a stop&drain valve, similar to the water conservation card that had previously been sent to homeowner, and would be inserted with the annual billing.
- Progress was being made on the Office Procedures Manual.
- Currently no work had been done with the information received regarding BMPs.
- A draft of the updated Policies and Procedures was anticipated for discussion at the May meeting but could be delayed until the June meeting.
- Jeff Mitchell had not had time to review the insurance coverage information from Mr. Quesnel but that he had it on his list of things to do.

#### **X. Adjournment**

**A motion was made by Director Simpson 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 May 10, 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  
April 2019

<b>1002 - DEMAND Account</b>			
<b>RECONCILIATION:</b>			
4/1/2019	Beginning Cash Balance		157,024.91
	Deposits		41,736.93
	Deposit - Interest		2.60
	Funds Transferred To/From OPEB Investment Account		
	<b>DEMAND ACCOUNT DISBURSEMENTS:</b>		(147,095.89)
4/30/2019	Ending Cash Balance		<u><u>51,668.55</u></u>

<b>1031 - GASB 45-OPEB Account</b>			
<b>RECONCILIATION:</b>			
4/1/2019	Beginning Cash Balance		163.13
	Deposit - Interest		-
	Funds Transferred To/From Investment Account		-
4/30/2019	Ending Cash Balance		<u><u>163.13</u></u>

<b>Placer County Treasurer's Fund</b>			
<b>RECONCILIATION:</b>			
4/1/2019	Beginning Cash Balance		2,525,057.24
	Deposit - Interest (Dec 2018, Jan 2019 & Feb 2019)		4,210.68
	Funds Transferred To/From Investment Account		-
4/30/2019	Ending Cash Balance		<u><u>2,529,267.92</u></u>

<b>Local Area Investment Fund (LAIF)</b>			
<b>RECONCILIATION:</b>			
4/1/2019	Beginning Cash Balance		668,205.01
	Deposit - Interest		3,867.87
	Funds Transferred To/From Investment Account - Annual OPEB Funding		-
4/30/2019	Ending Cash Balance		<u><u>672,072.88</u></u>

<b>Assessment District 2011-01</b>			
<b>RECONCILIATION:</b>			
4/1/2019	Beginning Cash Balance		375,523.84
	Assessments Received		-
	Deposit - Interest		7.71
	Disbursements - USDA Assessment Loan Payment		-
4/30/2019	Ending Cash Balance		<u><u>375,531.55</u></u>

Type	Date	Num	Name	Memo	Amount
<b>1002 - US Bank - Demand</b>					
Bill Pmt -Check	04/09/2019	6730	Donner Summit Public Utility District	Apr 2019 Wastewater Treatment Fees	38,600.00
Bill Pmt -Check	04/09/2019	6728	CA Bank & Trust (Deposit)	Qtrly Transfer - SRF Loan Impound Account	25,000.00
Bill Pmt -Check	04/12/2019	21519	Acumen Engineering Company	Mar 2019 Professional Fees	12,905.00
Bill Pmt -Check	04/09/2019	MED042019	Public Employees' Retirement System (Med)	Medical - 1347	7,951.45
Liability Check	04/17/2019		QuickBooks Payroll Service	Created by Payroll Service on 04/16/2019	7,639.25
Bill Pmt -Check	04/12/2019	21521	Kronick Moskovitz Tiedemann & Girard	March 2019 Legal Fees	6,027.38
Bill Pmt -Check	04/26/2019	042619	Anna M. Nickerson	Professional Fees 4/1/19 to 4/15/19	4,600.00
Bill Pmt -Check	04/09/2019	6743-6746	Placer Co. Environmental Health	2019 Hazmat & State Service Fee	4,446.00
Bill Pmt -Check	04/11/2019	041119	Anna M. Nickerson	Professional Fees 3/16/19 to 3/31/19	3,880.00
Bill Pmt -Check	04/09/2019	6737-6742	Pacific Gas & Electric	Electricity	3,878.15
Liability Check	04/16/2019	032019RET	Public Employees' Retirement System (Ret)	Retirement - 1347	3,559.95
Liability Check	04/16/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1243549226	3,557.36
Bill Pmt -Check	04/12/2019	21520	ACWA/Joint Powers Insurance Authority	3rd Qtr 2018-2019 Worker's Compensation	2,978.26
Bill Pmt -Check	04/09/2019	6753	Thatcher Company, Inc.	Filter Plant Chemicals	2,125.93

Sierra Lakes County Water District  
Check Registers  
April 2019

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/26/2019	6764	T&T Valve and Instrument, Inc.	4 ea. Bray Pneumatic Actuator	1,934.83
Bill Pmt -Check	04/09/2019	6749	Suburban Propane	Propane	1,923.39
Check	04/02/2019	040219	BluePay	Merchant Fees	1,755.69
Bill Pmt -Check	04/09/2019	6752	Telstar Instruments, Inc.	Set up pH probe, Fix SCADA screens & Fixed effluent totalizer	1,568.25
Bill Pmt -Check	04/26/2019	6767	U.S. Bank (CC)	P/R Taxes: 4798 5312 1522 5303	1,379.75
Bill Pmt -Check	04/26/2019	6765	Thatcher Company, Inc.	Filter Plant Chemicals	1,276.10
Liability Check	04/16/2019		QuickBooks Payroll Service	Created by Payroll Service on 04/15/2019	1,004.20
Liability Check	04/16/2019	E-pay	Employment Development Department	Intuit P/R Service, Office Chairs, Boardroom Supplies Gas (\$403.89)	867.08
Bill Pmt -Check	04/09/2019	6747	Robert W. Johnson	December Flash Audit Fee	800.00
Bill Pmt -Check	04/26/2019	6762	Pacific Gas & Electric	Electricity	789.26
Bill Pmt -Check	04/26/2019	6763	Suburban Propane	Propane	728.55
Check	04/08/2019	21517	PUCCINELLI, MICHAEL P	24025: Over payment refund	623.00
Bill Pmt -Check	04/09/2019	6726	AT&T	Telephone	611.76
Bill Pmt -Check	04/09/2019	6733	Mountain Hardware	Sump Pump, Torch, Gloves, Propane, Nuts & Bolts	473.52
General Journal	04/30/2019	043019-JK		J Krebill P/R Ded - Water/Sewer Fees	394.50
Bill Pmt -Check	04/30/2019	043019	State Board of Equalization	2018 Use Tax on NTU purchases	374.88
Bill Pmt -Check	04/26/2019	6761	Mountain Hardware	Misc plumbing parts & Uniform Jacket, Respirators, basket strainer, Tide, Cut Wheel, Knee Pad, D...	300.50
Bill Pmt -Check	04/26/2019	6768	USA Blue Book	pH Sensor	288.25
Bill Pmt -Check	04/09/2019	6751	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	286.29
Bill Pmt -Check	04/01/2019	6718	Placer County Human Resources	Apr 2019 Dental/Vision Premium	282.80
Bill Pmt -Check	04/09/2019	6729	Cranmer Engineering, Inc.	Filter Plant Testing	258.00
Bill Pmt -Check	04/09/2019	6731	Eco-Rental Solutions	Bales Intake Project	257.76
Bill Pmt -Check	04/09/2019	6732	Flyers Energy, LLC	Gasoline/Diesel	225.89
Bill Pmt -Check	04/09/2019	6736	New Leaders	Fixed Website Upload Errors	218.75
Bill Pmt -Check	04/09/2019	6750	Summit Home Care	Office Cleaning	200.00
Liability Check	04/15/2019	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 2049102326	198.70
Bill Pmt -Check	04/26/2019	6760	Eco-Rental Solutions	Bales Intake Project	151.55
Bill Pmt -Check	04/09/2019	6748	Sierra Mountain Pipe & Supply	PVC, plumbers tape & solvent	146.15
Bill Pmt -Check	04/09/2019	6735	Nevada Office Machines	Okidata Copier Quarterly Maintenance Agreement	135.04
Bill Pmt -Check	04/09/2019	6727	Badger Meter	Apr 2019 Cellular Fee - Meter Test Program	104.13
Bill Pmt -Check	04/12/2019	21522	Placer County Clerk	Election Fees	100.00
Bill Pmt -Check	04/09/2019	6755	Verizon Wireless	Cell Phone & On-Call iPad	81.89
Liability Check	04/15/2019	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 2049035326	70.00
Bill Pmt -Check	04/26/2019	6766	The Office Boss	Shipping Fee	45.47
Bill Pmt -Check	04/09/2019	6754	The Office Boss	Shipping Fee	40.39
Check	04/07/2019	040719	BluePay	Merchant Fees	37.15
Bill Pmt -Check	04/09/2019	6734	Napa Sierra	Oil Filter	9.19
Check	04/10/2019		QuickBooks Payroll Service	Created by Direct Deposit Service on 04/09/2019	1.75
Check	04/29/2019		QuickBooks Payroll Service	Created by Direct Deposit Service on 04/26/2019	1.75
Check	04/08/2019	21518	ALESSI, PAULINE	18300: Over Payment refund	1.00
Paycheck	04/01/2019	DD539	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 3/31/19	0.00
Paycheck	04/01/2019	DD540	Matthew M Marriner	Direct Deposit: Pay Period Ending 3/31/19	0.00
Paycheck	04/01/2019	DD541	Patrick J Baird	Direct Deposit: Pay Period Ending 3/31/19	0.00
Paycheck	04/17/2019	DD542	Dan L Stockton {Salary}	Direct Deposit: 4/12/19 Board Meeting	0.00
Paycheck	04/17/2019	DD543	Michael E Lindquist {Salary}	Direct Deposit: 4/12/19 Board Meeting	0.00
Paycheck	04/17/2019	DD544	Richard A Simpson {Salary}	Direct Deposit: 4/12/19 Board Meeting	0.00
Paycheck	04/18/2019	DD545	Jeffery D. Krebill	Direct Deposit: Pay Period Ending 4/15/19	0.00
Paycheck	04/18/2019	DD546	Matthew M Marriner	Direct Deposit: Pay Period Ending 4/15/19	0.00
Paycheck	04/18/2019	DD547	Patrick J Baird	Direct Deposit: Pay Period Ending 4/15/19	0.00
Total 1002 - US Bank - Demand					147,095.89
TOTAL					147,095.89



**Sierra Lakes County Water District**  
**Director's Payroll Summary**  
April 2019

	<u>Dan L Stockton {Salary}</u>	<u>Michael E Lindquist {Sa...</u>	<u>Richard A Simpson {Sal...</u>	<u>TOTAL</u>
<b>Employee Wages, Taxes and Adjus...</b>				
<b>Gross Pay</b>				
Salary Director	180.00	540.00	180.00	900.00
<b>Total Gross Pay</b>	180.00	540.00	180.00	900.00
<b>Adjusted Gross Pay</b>	180.00	540.00	180.00	900.00
<b>Taxes Withheld</b>				
Federal Withholding	-36.00	0.00	-25.00	-61.00
Medicare (Employee)	-2.61	-7.83	-2.61	-13.05
Social Security (Employee)	-11.16	-33.48	-11.16	-55.80
State Withholding	-36.00	0.00	-25.00	-61.00
SDI (Employee)	-1.80	-5.40	-1.80	-9.00
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00
<b>Total Taxes Withheld</b>	-87.57	-46.71	-65.57	-199.85
<b>Additions to Net Pay</b>				
Director Mileage Reimbursen...	174.00	121.80	0.00	295.80
<b>Total Additions to Net Pay</b>	174.00	121.80	0.00	295.80
<b>Net Pay</b>	<b>266.43</b>	<b>615.09</b>	<b>114.43</b>	<b>995.95</b>
<b>Employer Taxes and Contributions</b>				
Medicare (District)	2.61	7.83	2.61	13.05
Social Security (District)	11.16	33.48	11.16	55.80
SUI (District)	8.82	26.46	8.82	44.10
ETT (District)	0.18	0.54	0.18	0.90
<b>Total Employer Taxes and Contrib...</b>	<b>22.77</b>	<b>68.31</b>	<b>22.77</b>	<b>113.85</b>

Sierra Lakes County Water District  
Operating Budget-to-Actual  
Fiscal Year July 1, 2018 to June 30, 2019

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 4/30/19	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 18-19 Budget	% of Budget
<b><u>Water Sewer Revenues</u></b>										
8000-01 - Annual Water Fees	71,079	71,079	-	100%	709,541	710,790	(1,249)	100%	852,948	83%
8000-02 - Annual Sewer Fees	98,585	98,585	(0)	100%	984,113	985,847	(1,734)	100%	1,183,016	83%
8030 - Property Taxes	-	-	-	0%	259,879	250,000	9,879	104%	390,000	67%
8050 - Customer Late Fees	65	-	65	100%	7,293	7,500	(207)	97%	10,000	73%
8005 - Primary Facilities Fees - Sewer	-	7,800	(7,800)	0%	780	15,600	(14,820)	5%	23,400	3%
8006 - Primary Facilities Fees - Water	-	1,825	(1,825)	0%	183	3,650	(3,468)	5%	5,475	3%
8052 - GAPVAX Services	-	-	-	0%	-	-	-	0%	-	0%
8020 - Other Income	7,996	-	7,996	100%	47,379	-	47,379	100%	-	-100%
Total Revenues Received:	177,725	179,289	(1,564)	99%	2,009,167	1,973,387	35,780	102%	2,464,839	82%
<b><u>Controllable Expenses:</u></b>										
<b><u>Salaries:</u></b>										
9001 - Director Salaries	900	1,800	900	50%	9,540	18,000	8,460	53%	21,600	44%
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	20,540	21,350	810	96%	213,306	213,500	194	100%	257,387	83%
9003-02 - Maint Overtime	1,376	536	(840)	257%	11,824	5,363	(6,462)	221%	6,435	184%
9003-03 - Maint Standby	2,120	2,167	47	98%	21,820	21,667	(153)	101%	26,000	84%
9003-00 - Maint Salaries - Other	(528)	-	528	100%	(528)	-	528	100%	1,500	-35%
9003-04 - Labor Allocated to Projects	-	-	-	0%	-	-	-	-	-	-
Total 9000 - Salaries	24,408	25,853	1,444	94%	255,962	258,529	2,567	99%	312,922	82%
<b><u>Payroll Expense</u></b>										
9005 - Payroll Expense - SS & Medicare	1,908	1,857	(50)	103%	19,622	18,572	(1,050)	106%	22,286	88%
9007 - Payroll Expense- SUI & ETT	45	329	284	14%	2,350	3,292	941	71%	3,950	60%
9008 - Payroll Expense - Retirement	1,465	3,827	2,362	38%	13,621	38,268	24,646	36%	45,921	30%
9009 - Payroll Expense - Medical & D/V	9,055	12,250	3,195	74%	83,194	122,500	39,306	68%	147,000	57%
9010 - Payroll Expense - Workers' Comp	(3,675)	-	3,675	100%	4,700	10,425	5,725	45%	13,900	34%
Total 9004 - Payroll Expense	8,797	18,263	9,466	48%	123,487	193,056	69,569	64%	233,057	53%
<b><u>Indirect &amp; G&amp;A</u></b>										
9012 - Legal Expense:	3,639	3,000	(639)		25,630	30,000	4,371	85%	36,000	71%
9013 - Audit Expense	-	-	-	0%	13,050	12,250	(800)	107%	12,250	107%
9014 - Fees & Penalties	64	125	61	51%	557	1,250	693	45%	1,500	37%
9016 - Directors' Expense	296	833	538	35%	4,150	8,333	4,183	50%	10,000	42%
9017 - Professional Fees - Operations	11,600	12,083	483	96%	114,730	120,833	6,103	95%	145,000	79%
9018 - Professional Fees - Office	8,800	10,400	1,600	85%	85,000	104,000	19,000	82%	124,800	68%
9019 - Staff Travel/Training	443	167	(277)	266%	8,010	1,667	(6,343)	481%	2,000	400%
9022 - Election Expense	100	-	(100)	100%	100	2,500	2,400	4%	2,500	0%
9023 - Insurance Expense	-	-	-	0%	11,452	17,000	5,548	67%	20,000	57%
9024 - Membership Expense	250	-	(250)	100%	9,741	9,450	(291)	103%	12,000	81%
9026 - Outside Services	200	240	40	83%	2,673	2,400	(273)	111%	2,880	93%
9028 - Telephone Expense	612	625	13	98%	5,800	6,250	450	93%	7,500	77%
9029 - Garbage/Hazmat Expense	286	375	89	76%	3,475	3,750	275	93%	4,500	77%

Sierra Lakes County Water District  
Operating Budget-to-Actual  
Fiscal Year July 1, 2018 to June 30, 2019

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 4/30/19	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 18-19 Budget	% of Budget
9030 · Uniform Expense	105	169	64	62%	821	1,688	867	49%	2,025	41%
9034 · Propane Expense	729	800	71	91%	10,298	9,100	(1,198)	113%	10,700	96%
9036 · SCADA System Expense	1,568	290	(1,278)	541%	5,124	2,915	(2,209)	176%	3,500	146%
9037 · M&O Asset Mgmt Sys (Lucity)	-	375	375	0%	3,750	3,750	-	100%	4,500	83%
9040 · Office Expense	413	250	(163)	165%	1,842	2,500	658	74%	3,000	61%
9041 · Postage Expense	82	225	143	36%	651	2,250	1,599	29%	2,700	24%
9042 · Postage Meter Expense	-	-	-	0%	862	975	113	88%	1,300	66%
9043 · Copier & Fax Expense	44	79	35	56%	515	792	277	65%	950	54%
9044 · Computer Equipment & Service		-	(3,324)	0%		7,000	(18,277)	361%	7,000	0%
9044-01 · General Expense	1,174			100%	2,402					
9044-02 · Website Design	219				6,243					
9044-03 · Merchant Fees	1,931				16,632					
<b>Total 9011 · Indirect &amp; G&amp;A</b>	<b>32,555</b>	<b>30,036</b>	<b>(2,519)</b>	<b>108%</b>	<b>333,506</b>	<b>350,652</b>	<b>17,146</b>	<b>95%</b>	<b>416,605</b>	<b>80%</b>
<b><u>MAINTENANCE &amp; OPERATIONS</u></b>										
<b><u>Water Treatment &amp; Filter Plant</u></b>										
9101 · Filter Plant Operations & Maint	50	375	325	13%	6,570	3,750	(2,820)	175%	4,500	146%
9102 · Filter Plant-Chems, Lab & Equip	4,687	1,250	(3,437)	375%	15,999	12,500	(3,499)	128%	15,000	107%
9103 · Filter -Water Pumping Plant M&O	-	83	83	0%	430	833	403	52%	1,000	43%
9104 · Well Pump Station Expense	-	-	-	0%	220	-	(220)	100%	-	-100%
<b>Total 9100 · Water Treatment &amp; Filter Plant</b>	<b>4,737</b>	<b>1,708</b>	<b>(3,028)</b>	<b>277%</b>	<b>23,218</b>	<b>17,083</b>	<b>(6,135)</b>	<b>136%</b>	<b>20,500</b>	<b>113%</b>
<b><u>Water Distribution</u></b>										
9201 · Water Dist - General Maint	699	500	(199)	140%	7,971	5,000	(2,971)	159%	6,000	133%
9202 · Water Dist - Pipes & Fittings	-	208	208	0%	1,190	2,083	894	57%	2,500	48%
9203 · Water Dist - Hydrant Maint	-	63	63	0%	28	625	597	4%	750	4%
9204 · Fees - Water	-	1,042	1,042	0%	8,860	10,417	1,557	85%	12,500	71%
9205 · Water Dist - Electricity	3,068	2,667	(402)	115%	27,624	26,667	(958)	104%	32,000	86%
9600 · Water Dist - Meters/Parts	-	83	83	0%	442	833	391	53%	1,000	44%
9601 · Water Conservation	-	208	208	0%	875	2,083	1,208	42%	2,500	35%
<b>Total 9200 · Water Distribution</b>	<b>3,767</b>	<b>4,771</b>	<b>1,003</b>	<b>79%</b>	<b>46,990</b>	<b>47,708</b>	<b>718</b>	<b>98%</b>	<b>57,250</b>	<b>82%</b>
<b><u>Wastewater Collection System</u></b>										
9301 · Wastewater - General Maint	608	708	100	86%	7,692	7,083	(608)	109%	8,000	96%
9302 · Wastewater - Pipes/Fittings	-	83	83	0%	823	833	11	99%	1,000	82%
9303 · Wastewater- Enzymes/Lab Testing	-	417	417	0%	2,304	4,167	1,863	55%	5,000	46%
9304 · Wastewater - Manholes	-	-	-	0%	-	500	500	0%	500	0%
9305 · Fees - Sewer	-	583	583	0%	6,221	5,833	(387)	107%	7,000	89%
9306 · Wastewater - Electricity	1,599	1,292	(307)	124%	12,262	12,917	655	95%	15,500	79%
9700-01 · Wastewater Export Service Refund	-	-	-	0%	(68,123)	-	68,123	100%	-	0%
9700 · Wastewater- Export Service Exp	38,600	38,600	-	100%	386,000	386,000	-	100%	463,200	83%
<b>Total 9300 · Wastewater Collection System</b>	<b>40,807</b>	<b>41,683</b>	<b>876</b>	<b>98%</b>	<b>347,178</b>	<b>417,333</b>	<b>70,155</b>	<b>83%</b>	<b>500,200</b>	<b>69%</b>
<b><u>Vehicle Expense</u></b>										
9501 · Gasoline/Diesel	821	708	(112)	116%	7,040	7,083	43	99%	8,500	83%
9502 · Pickups	-	167	167	0%	934	1,667	732	56%	2,000	47%



Sierra Lakes County Water District  
Operating Budget-to-Actual  
Fiscal Year July 1, 2018 to June 30, 2019

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 4/30/19	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 18-19 Budget	% of Budget
9503 • Gapvac	276	292	16	95%	3,132	2,917	(215)	107%	3,500	89%
9504 • Backhoe	-	167	167	0%	956	1,667	711	57%	2,000	48%
9505 • Vehicle Maint Supplies	10	83	74	12%	687	833	146	82%	1,000	69%
Total 9500 • Vehicle Expense	1,106	1,417	311	78%	12,749	14,167	1,418	90%	17,000	75%
<b>Project Expenses</b>										
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	115	-	(115)	100%	14,281	13,500	(781)	106%	13,500	106%
9818 • Misc Water System Improvements	452	-	(452)	100%	47,302	33,400	(13,902)	142%	33,400	142%
9819 • Adj Water Valve Boxes to Street Grade	-	-	-	0%	459	3,000	2,541	15%	3,000	15%
9820 • Misc Upgrades Water Pump Stations	2,465	-	(2,465)	0%	12,994	21,400	8,406	61%	21,400	61%
9821 • Automatic Meter Read System	76	248	172	31%	968	2,479	1,511	39%	2,975	33%
9822 • Misc Jobs - Safety Tools Bldgs	1,287	-	(1,287)	100%	29,126	33,600	4,474	87%	33,600	87%
9824 • Lake Management	-	208	208	0%	538	2,083	1,545	26%	2,500	22%
9825 • HOTFaP	-	-	-	0%	5,338	30,000	24,663	18%	30,000	18%
9915 • Misc. Projects	227	-	(227)	100%	227	-	(227)	100%	-	-
Total 9800 • Project Expenses	4,621	456	(4,165)	1,013%	200,144	225,463	25,318	89%	226,375	88%
<b>Total Controllable Expenses</b>	<b>120,799</b>	<b>124,188</b>	<b>3,388</b>	<b>97%</b>	<b>1,343,234</b>	<b>1,523,992</b>	<b>180,757</b>	<b>88%</b>	<b>1,783,909</b>	<b>75%</b>
<b>Non-Controllable Expenses:</b>										
9900 • Debt - Interest										
9904 • Interest on SRF Loan	-	-	-	0%	6,260	6,261	1	100%	12,075	52%
9906 • USDA Revenue Bonds	-	-	-	0%	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	-	-	-	0%	135,639	137,026	1,387	99%	142,840	95%
9920 • Depreciation										
9921 • Depreciation - Water	10,018	10,390	373	96%	100,177	103,903	3,727	96%	124,684	80%
9922 • Depreciation - Sewer	8,035	8,583	548	94%	80,089	85,833	5,743	93%	102,999	78%
Total 9920 • Depreciation	18,052	18,974	921	95%	180,266	189,736	9,470	95%	227,683	79%
9950 • SLCWD Share - DSPUD Capital Costs					38,753	-	(38,753)	0%		
Total Non-Controllable Expenses	18,052	18,974	921	95%	38,753	-	(38,753)	0%	370,523	10%
<b>TOTAL DISTRICT EXPENSES:</b>	<b>138,852</b>	<b>143,161</b>	<b>4,309</b>	<b>97%</b>	<b>1,697,892</b>	<b>1,850,753</b>	<b>152,861</b>	<b>92%</b>	<b>2,154,432</b>	<b>79%</b>
<b>EARNED REVENUE LESS EXPENSES</b>	<b>38,873</b>	<b>36,128</b>	<b>2,745</b>		<b>311,275</b>	<b>122,633</b>	<b>188,641</b>		<b>310,407</b>	

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

**CAPITAL PROJECTS IN PROGRESS:**

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)
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	38,753	-	\$ 38,753	11,247
Total Capital Projects	\$ 141,500	\$ 121,743.00	\$ -	\$ 121,743	\$ 19,757

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

**Beginning Operating Cash Balance:**

ACTUAL Apr-19	Forecast Apr-19
157	158

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	Forecast Mar-20
52	136	100	241	428	409	299	281	232	314	372

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

**Revenues:**

Sewer & Water Service Fees  
Misc Other Income  
Placer County Taxes

17	62
25	-
	-
(122)	(115)
	-
(80)	(53)

100	72	233	351	211	80	147	116	74	223	176
8	7									
91	-		26					198		
(115)	(115)	(135)	(135)	(135)	(135)	(135)	(135)	(135)	(135)	(135)
-	-	(30)	(30)	(30)	(30)	(30)	(30)	(30)	(30)	(30)
84	(36)	68	212	46	(85)	(18)	(49)	107	58	11

**Expenses:**

Operating Expenses  
Sierra Plant - Capital Projects

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

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

CA Bank & Trust - Qrtly Transfers

USDA \$5.2 million Revenue Bond

DSPUD Excess Capacity Refund (\$655,000)

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

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

-	-	-	(25)	-	(25)	-	-	(25)	-	-
-	-	-	-	(65)	-	-	-	-	-	-
-	-	73	-	-	-	-	-	-	-	-
-	-	73	(25)	(65)	(25)	-	-	(25)	-	-

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

Lump Sum Prepayment: Pensions

GASB 45 - OPEB Annual Funding

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

-	-
-	-
52	80

-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
136	100	241	428	409	299	281	232	314	372	383

**Ending OPERATING ACCOUNT Cash Balance:**



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	100	47	67
2,112	2,034	2,046	2,046	2,046
406	350	390	390	390
	40	9	9	9
10	-	10	10	10
(1,460)	(1,516)	(1,949)	(2,007)	(2,067)
(260)	(228)	(702)	(1,321)	(306)
808	680	(196)	(873)	82
-	-	-	-	-
(100)	(100)	(100)	(100)	(25)
(269)	(270)	(270)	(270)	(270)
75	73	67	67	67
(294)	(297)	(303)	(303)	(228)
(488)	(2,500)	500	1,250	300
(54)	(54)	(54)	(54)	(54)
(542)	(2,554)	446	1,196	246
2,271	100	47	67	167

amn  
5/3/2019  
11:10 AM

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

Vendor	Inv # / Inv Date		Invoice Amount
<u>Acumen Engineering</u>	Invoice #	151	11,600.00
	Date	5/1/2019	
	For: <u>Apr 2019 Professional Fees</u>		
<u>Anna Nickerson</u>	Inv#	41519	4,600.00
	Date	4/15/2019	
	For: <u>Professional Fees 4/1 to 4/15/19</u>		
	Inv#	43019	4,200.00
	Date	4/30/2019	
	For: <u>Professional Fees 4/16 to 4/30/19</u>		
<b>TOTAL ANNA NICKERSON</b>			8,800.00
<u>Kronick Moskovitz Tiedemann &amp; Girard</u>	Inv#	PENDING	
	Inv#	PENDING	
	Date	PENDING	
	For: <u>Mar 2019 Legal Fees</u>		
<b>TOTAL Kronick Moskovitz Tiedemann &amp; Girard</b>			-
<b>TOTAL INVOICES FOR APPROVAL</b>			20,400.00

# ACUMEN ENGINEERING

C O M P A N Y

PO Box 3497  
Truckee, California 96160

## Invoice

DATE	INVOICE #
5/1/2019	151

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

TERMS	DUE DATE	PROJECT
Net 30	5/31/2019	

DESCRIPTION	QTY	RATE	AMOUNT
Principal Engineer in April 2019 per detail sheet	80	145.00	11,600.00
<div> <div>ACCOUNT NO</div> <div>CHECK NO.</div> <div>CK DATE</div> <div>APPROVED</div> </div> <div>9017 \$ 11,600-</div>			
Total			\$11,600.00



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

<b>Date</b>	<b>Engineering Task Description</b>	<b>Hours</b>
4/1/2019	Board Memos; salary survey data collection; telephone Truckee Donner Land Trust re: sewer capacity transfer; schedule meetings with General Manager candidates; letter to property owner re: backflow testing requirements. O&M hours: 5.0	5.0
4/2/2019	Drive to District; staff meeting; telephone with General Manager candidate and meet with second candidate; review invoices; Board Memos. O&M hours: 6.0	6.0
4/3/2019	Letter to property owner re: reoccurring leak; information to website developer re: updates; 2019-2020 budget preparation; correspondence with electrician re: power monitoring at SPS-2, Board Memos; telephone President Lindquist re: General Manager applicants and meetings. O&M hours: 5.0	5.0
4/4/2019	Drive to District; meet with Operators re: Draft 2019-2020 Capital Project list and Operations Budget; General Manager applications to President Lindquist and Director Stockton; telephone Truckee Fire re: information letter included in utility billing; complete Board Memos and sewer capacity transfer documentation. O&M hours: 7.0	7.0
4/5/2019	Capital Project budget research; coordinate sewer transfer documentation with KMTG; telephone DSPUD re: Donner Pass Road and Soda Springs Road Bridge replacement projects. O&M hours: 1.5	1.5
4/6/2019	On-call schedule for July - December; 2019-2020 Budget. O&M hours: 3.5	3.5
4/9/2019	Draft 2019-2020 budget and send to Directors Stockton and Simpson; finalize sewer transfer documents; drive to District; meet with Badger Meter representative re: drive-by interrogation; on-call schedule July - December. O&M hours: 5.0	5.0
4/10/2019	Correspondence re: Soda Springs Road flooding and District access; schedule Budget Committee meeting; stop&drain valve handout draft; contact TSD re: Lucity training. O&M hours: 2.0	2.0
4/11/2019	Telephone vendor re: SCADA software upgrade options; conference call Engineer re: cold water treatment and lake intake extension technical memo; correspondence with Truckee Fire, Placer County and DSPUD re: flooding and access. O&M hours: 3.5	3.5
4/12/2019	Drive to District; meet with property owners re: tree removal on District property; update project lists and assignments; email Badger Meter representative re: drive by and handheld interrogator use; coordinate installation of power monitoring equipment with electrician; April Board Meeting. O&M hours: 4.0	4.0
4/15/2019	Documentation for sewer capacity transfer and contact buyer's representative; correspondence with property owner re: reoccurring leak and water service discontinuance; lake sampling equipment rental. O&M hours: 1.5	1.5
4/16/2019	Drive to District; Staff meeting to review draft 2019-2020 budget and project list; correspondence with property owner re: reoccurring leak. O&M hours: 4.0	4.0

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

<b>Date</b>	<b>Engineering Task Description</b>	<b>Hours</b>
4/17/2019	Filter and Clarifier maintenance photos; update project list; correspondence with Engineer re: lake sampling results; backflow test reminder letter. O&M hours: 2.5	2.5
4/18/2019	Lake sampling; research filter media replacement; meet with Contractor re: erosion control and snow removal; telephone property owner re: propane leak and snow layout area availability. O&M hours: 3.5	3.5
4/19/2019	Drive to District; Budget committee meeting; General Manager draft Professional Services Agreement. O&M hours: 3.0	3.0
4/21/2019	General Manager draft Professional Service Agreement; stop&drain valve handout; project list and assignments. O&M hours: 2.5	2.5
4/22/2019	Letter to property owner re: leak; backflow testing discontinue letter; telephone SCADA vendor re: software and computer upgrade options. O&M hours: 1.5	1.5
4/23/2019	Drive to District; staff meeting; work schedule and projects; review General Manager Professional Services Agreement from KMTG; backflow testing discontinue letter; 2019-2020 draft Budget; schedule lake sampling equipment. O&M hours: 3.5	3.5
4/24/2019	Drive to Tahoe City for Placer County / Utility Coordination meeting; review SPS-2 power monitoring report with Electrical Engineer; telephone Architect re: development of vacant parcel. O&M hours: 4.5	4.5
4/25/2019	SPS-2 power monitoring report; telephone Engineer re: lake intake extension technical memo proposal; correspondence with Corrosion Engineer re: groundwater sampling. O&M hours: 1.5	1.5
4/26/2019	Stop&drain handout and flyer; correspondence with Corrosion Engineer re: groundwater sampling protocols and SCADA vendor re: software upgrade. O&M hours: 2.0	2.0
4/29/2019	Correspondence with Truckee Fire use of Station 98 for meeting; 2019-2020 Budget and Operations and Maintenance Memos. O&M hours: 2.0	2.0
4/30/2019	Drive to District; lake sampling; meet with Placer DPW re: lease of building space; staff meeting; review Board Agenda with Anna; invoices and time cards; correspondence with DDW re: 2018 CCR review; Placer County AQMD annual reports; USA excavation notice responses; stop&drain handout. O&M hours: 5.5	5.5
<b>Total O&amp;M: 80.0 hours</b>		<b>80.0</b>

**ANNA NICKERSON**  
**FINANCIAL CONSULTANT**

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

anickerson@sonic.net

**INVOICE**

INVOICE NO: 041519  
 DATE: April 15, 2019

ACCOUNT NO: 9018 \$ 4,600.00  
 CHECK NO: 042619  
 CHECK DATE: 4/26/19  
 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
4/1/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on month end, updated escrows, filed and updated M&O info including meter reading/leak status.	7.0	\$80.00	\$ 560.00	0.5	0.5	4		0.5	0.5	0.5	0.5			7
4/2/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed and escrow and worked on Office Procedures manual	7.0	\$80.00	\$ 560.00		0.5	5			0.5	0.5	0.5			7
4/3/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on Office Procedures manual.	3.5	\$80.00	\$ 280.00			2			0.5	0.5	0.5			3.5
4/4/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on Office Procedures manual	3.5	\$80.00	\$ 280.00			2			0.5	0.5	0.5			3.5
4/5/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed closed escrow, finished Month End reports and prepared board packets	6.0	\$80.00	\$ 480.00		0.5	2			0.5	0.5	0.5		2	6
4/8/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Filed, worked on budget information and updated escrow info.	6.0	\$80.00	\$ 480.00	0.5	0.5	2			1	1.5	0.5			6
4/9/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Revised and finished agenda and board packet materials, prepared retro pay report in CalPERS and filed.	6.0	\$80.00	\$ 480.00	1		1			0.5	1.5	0.5		1.5	6
4/10/2019	Road Closed	0.0	\$80.00	\$ -											0
4/11/2019	Off	0.0	\$80.00	\$ -											0
4/12/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Prepared for Board Meeting, updated website databases, processed payroll and filed.	9.5	\$80.00	\$ 760.00	1					1.5	1.5	0.5	3	2	9.5
4/12/2019	Board Meeting	2.0	\$80.00	\$ 160.00										2	2
4/15/2019	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Filed, processed Director's payroll, processed paperwork from Board Meeting, started minutes.	7.0	\$80.00	\$ 560.00	1		1			1	1	0.5		2.5	7
	<b>57.5 TOTALS</b>			<b>\$ 4,600.00</b>	<b>4.0</b>	<b>2.0</b>	<b>19.0</b>	<b>0.0</b>	<b>0.5</b>	<b>6.5</b>	<b>8.0</b>	<b>4.5</b>	<b>3.0</b>	<b>10.0</b>	<b>57.5</b>
					7%	3%	33%	0%	1%	11%	14%	8%	5%	17%	



**ANNA NICKERSON**  
**FINANCIAL CONSULTANT**

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

anickerson@sonic.net

**INVOICE**

INVOICE NO: 043019  
 DATE: April 30, 2019

ACCOUNT NO: 9018 \$ 4,200.00  
 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

	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
00	0.5		3		1	1.5	0.5	0.5			7
00	0.5				0.5	1	0.5	0.5		0.5	3.5
00						0.5	0.5	0.5		2	3.5
00			3.5		1	0.5	1.5	0.5			7
00			1.5		0.5	0.5	0.5	0.5			3.5
00		0.5	1		0.5	0.5	0.5	0.5			3.5
00											0
00	0.5		3.5		0.5	0.5	1.5	0.5			7
00	0.5		4			1.5	0.5	0.5			7
00			1.5		0.5	3	1.5	0.5			7
00	0.5	0.5			0.5	1	0.5	0.5			3.5
00	2.5	1.0	18.0	0.0	5.0	10.5	8.0	5.0	0.0	2.5	52.5
	5%	2%	34%	0%	10%	20%	15%	10%	0%	5%	

35

**SIERRA LAKES COUNTY WATER DISTRICT**  
**P.O. Box 1039**  
**Soda Springs, CA 95728**  
**(530) 426-7800**  
**Fax: (530) 426-1120**

**MEMORANDUM**

TO: Board of Directors

FROM: Anna Nickerson

RE: Placing Annual Assessments and Unpaid Water/Sewer Service Fees on Placer County's 2019/2020 tax roll

DATE: May 3, 2019

---

The following resolutions, required by Placer County, are presented to the Board for consideration and possible approval:

1. Resolution 2019-851: A Resolution of the Board of Directors of Sierra Lakes county water district authorizing the placing of special assessments for sierra lakes county water district assessment district no. 2011-1 on the 2019-2020 Placer County Tax Roll
2. Resolution 2019-852: A Resolution of the Board of Directors of Sierra Lakes County Water District authorizing the placing of unpaid service fees for Sierra Lakes County Water District on the 2019-2020 Placer County Tax Roll.

**RESOLUTION NO. 2019-851**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF SIERRA LAKES COUNTY  
WATER DISTRICT AUTHORIZING THE PLACING OF SPECIAL ASSESSMENTS FOR  
SIERRA LAKES COUNTY WATER DISTRICT ASSESSMENT DISTRICT NO. 2011-1  
ON THE 2019-2020 PLACER COUNTY TAX ROLL**

WHEREAS, the Sierra Lakes County Water District (the "District") requests the County of Placer (the "County") collect on the County tax rolls certain charges that have been levied by the District in its Assessment District No. 2011-1; and

WHEREAS, the County has required as a condition of the collection of these charges that the District warrant the legality of these charges and defend and indemnify the County from any challenge to the legality for them.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Sierra Lakes County Water District (the "Board") as follows:

1. The Board hereby determines, authorizes and requests that the special benefit assessment installments for 2019-2020 in the District's Assessment District No. 2011-1, as set forth in the list delivered by District staff to the County Auditor, be placed on the 2019-2020 Placer County Tax Roll.
2. The District warrants and represents that the assessments imposed by the District and being requested to be collected by the County comply with all requirements of state law.
3. The District releases and discharges the County and its officers, agents and employees (the "Indemnified Parties"), from any and all claims, demands, liabilities, costs and expenses, damages, causes of action and judgments in any manner arising out of the collection by the County of these assessments on behalf of the District.
4. The District agrees to and shall defend, indemnify and hold harmless the Indemnified Parties from any and all claims, demands, liabilities, costs and expenses, damages, causes of action and judgments, in any manner arising out of the collection by the County of these District assessments, requested to be collected by the County for the District, or in any manner arising out of the District's establishment and imposition of these assessments. The District agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of these District assessments, the County may offset the amount of the judgment from any other monies collected by the County on behalf of the District, including property taxes.
5. This resolution shall take effect from and after the date of its passage.



PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sierra Lakes County Water District on May 10, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

---

Michael Lindquist, Board President

ATTEST:

---

Anna Nickerson, Secretary to the Board

**RESOLUTION NO. 2019-852**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF SIERRA LAKES COUNTY  
WATER DISTRICT AUTHORIZING THE PLACING OF UNPAID SERVICE FEES FOR  
SIERRA LAKES COUNTY WATER DISTRICT ON THE  
2019-2020 PLACER COUNTY TAX ROLL**

WHEREAS, the Sierra Lakes County Water District (the "District") requests the County of Placer (the "County") collect on the County tax rolls certain charges that have been levied by the District; and

WHEREAS, the County has required as a condition of the collection of these charges that the District warrant the legality of these charges and defend and indemnify the County from any challenge to the legality for them.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Sierra Lakes County Water District (the "Board") as follows:

1. The Board hereby determines, authorizes and requests that the unpaid service fees for 2018-2019, as set forth in the list delivered by District staff to the County Auditor, be placed on the 2019-2020 Placer County Tax Roll.
2. The District warrants and represents that the fees imposed by the District and being requested to be collected by the County comply with all requirements of state law.
3. The District releases and discharges the County and its officers, agents and employees (the "Indemnified Parties"), from any and all claims, demands, liabilities, costs and expenses, damages, causes of action and judgments in any manner arising out of the collection by the County of these service fees on behalf of the District.
4. The District agrees to and shall defend, indemnify and hold harmless the Indemnified Parties from any and all claims, demands, liabilities, costs and expenses, damages, causes of action and judgments, in any manner arising out of the collection by the County of these District service fees, requested to be collected by the County for the District, or in any manner arising out of the District's establishment and imposition of these service fees. The District agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of these service fees, the County may offset the amount of the judgment from any other monies collected by the County on behalf of the District, including property taxes.
5. This resolution shall take effect from and after the date of its passage.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sierra Lakes County Water District on May 10, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

---

Michael Lindquist, Board President

ATTEST:

---

Anna Nickerson, Secretary to the Board



## MEMORANDUM

**To:** Board of Directors, Sierra Lakes County Water District  
**From:** Bill Quesnel PE, General Manager  
**Subject:** Draft 2019-2020 Budget  
**Date:** May 2, 2019

---

Attached is the initial draft of the 2019-2020 Budget. The document was developed by staff using estimated actual amounts (pro-rated through April 30, 2019) and the actual amounts from previous years for day-to-day type expenses and infrastructure maintenance and construction projects identified by the Operators. Staff met with the Budget Sub-Committee (Directors Simpson and Stockton) on April 19<sup>th</sup>. Explanation of some noteworthy line item increases/decreases, in comparison to the 2018-2019 budget, and major projects is provided below:

### Operating Income:

- Connection (8005/8006) and utility service fees (8000-01/8000-02) for three new connections is assumed.

### Operating Expenses:

- Operator wages (9003-01) increase by approximately seven percent overall assuming annual hourly rate increases based on a combination of CPI, individual performance and increased levels of certification. An informal salary survey indicates that an adjustment of the District's salary grid is necessary to meet the District's goal of being at the 60<sup>th</sup> percentile of area utility provider wages. No parity adjustment of any individual Operator's pay rate is necessary now as all of them are within the proposed grid;
- The overtime budget (9003-02) was increased from 2.5% of wages to 4.0% to reflect increased travel time as not all Operators live in the District and weekend operation of the water treatment plant;
- The budget for the General Manager (9017) increased based on a 30-hour/week presence (currently 1,000 hours/year) and an allowance of 200 hours of my time during the transition to the new General Manager;
- The budget for Staff travel and training (9019) increased recognizing additional mileage for on-call travel and a desire/need for specialized off-site mechanical and electrical system training;
- The budget for expenses related to the website (9044) including the cost of credit card processing was increased; and
- The fee paid to DSPUD for wastewater treatment (9700) is expected to decrease based on Sierra's reduced share (25%) of the plant flow as compared to 34% used for the 2018-2019 budget.

### Projects:

- 2019:
  - Replacement of the sanitary sewer forcemain and waterline that cross under the lake outlet culverts. These are the pipes that failed in early summer 2018;
  - Replacement of water treatment filters #1 and #2 that were originally installed in 1984 and have reached the end of their life due to corrosion;

- Installation of 100 AMR water meters and purchase of a drive-by interrogator system; and
  - Replacement of the roofs on the sewer pump stations and well building.
- 2020:
  - Replacement of Sewage Pump Station #4 equipment and wetwell due to age (1970's vintage) and very difficult maintenance access;
  - Watermain replacement in locations to be determined based on the Asbestos Cement pipe condition study planned for 2019;
  - Extension of the lake intake pipe including the addition of a second intake structure;
  - Installation of another 100 AMR meters;
  - Installation of water meter pits to allow the future installation of AMR meters; and
  - Replacement of 2003 Chevrolet pickup.
- 2021:
  - First year of increased rate (~200) of AMR meter installation.
- 2022:
  - Second planned watermain replacement in locations to be determined based on the AC pipe condition study planned for 2019; and
  - Second year of increased rate of AMR meter installation.
- 2023:
  - First year of three year program to replace ~300 failing service saddles on west side of community; and
  - Final year of increased rate of AMR meter installation.
- 2024:
  - Second year of three year program to replace failing service saddles on west side of community; and
  - Replacement of 2010 Ford service truck.
- 2025:
  - Final year of three year program to replace failing service saddles on west side of community; and
  - Replacement of 2007 backhoe.

Anna prepared the cash-flow forecast for the period 2018/19 through 2026/27 based on the following assumptions:

- no increase in utility service charges;
- operational expenses increase three percent per year;
- the project list is implemented as proposed (cost and schedule); and
- use of the \$2.5 million invested with the Placer County Treasurer fund.

As you can see, the model projects a negative cash flow beginning in 2022/23 if all of the assumptions are correct over the next four-years.

Staff welcomes any comments, questions and suggestions. The budget must be adopted before July 1, 2019 which means approval at the June 14<sup>th</sup> meeting.

Attachments:      Draft 2019-20 Operating Budget (May 2, 2019)  
                         Draft 2019-20 Operations and Maintenance Budget (May 2, 2019)  
                         Draft Project Summary of 2019-2026 Projects (May 2, 2019)  
                         Draft 2019-20 Project Detail (May 2, 2019)  
                         2019-2026 Cash Flow Projection (May 2, 2019)  
                         Draft 2019 Salary Grid (May 2, 2019)  
                         2019 Salary Survey (May 2, 2019)

- Installation of 100 AMR water meters and purchase of a drive-by interrogator system; and
- Replacement of the roofs on the sewer pump stations and well building.
- 2020:
  - Replacement of Sewage Pump Station #4 equipment and wetwell due to age (1970's vintage) and very difficult maintenance access;
  - Watermain replacement in locations to be determined based on the Asbestos Cement pipe condition study planned for 2019;
  - Extension of the lake intake pipe including the addition of a second intake structure;
  - Installation of another 100 AMR meters;
  - Installation of water meter pits to allow the future installation of AMR meters; and
  - Replacement of 2003 Chevrolet pickup.
- 2021:
  - First year of increased rate (~200) of AMR meter installation.
- 2022:
  - Second planned watermain replacement in locations to be determined based on the AC pipe condition study planned for 2019; and
  - Second year of increased rate of AMR meter installation.
- 2023:
  - First year of three year program to replace ~300 failing service saddles on west side of community; and
  - Final year of increased rate of AMR meter installation.
- 2024:
  - Second year of three year program to replace failing service saddles on west side of community; and
  - Replacement of 2010 Ford service truck.
- 2025:
  - Final year of three year program to replace failing service saddles on west side of community; and
  - Replacement of 2007 backhoe.

Anna prepared the cash-flow forecast for the period 2018/19 through 2026/27 based on the following assumptions:

- no increase in utility service charges;
- operational expenses increase three percent per year;
- the project list is implemented as proposed (cost and schedule); and
- use of the \$2.5 million invested with the Placer County Treasurer fund.

As you can see, the model projects a negative cash flow beginning in 2022/23 if all of the assumptions are correct over the next four-years.

Staff welcomes any comments, questions and suggestions. The budget must be adopted before July 1, 2019 which means approval at the June 14<sup>th</sup> meeting.

Attachments:      Draft 2019-20 Operating Budget (May 2, 2019)  
                         Draft 2019-20 Operations and Maintenance Budget (May 2, 2019)  
                         Draft Project Summary of 2019-2026 Projects (May 2, 2019)  
                         Draft 2019-20 Project Detail (May 2, 2019)  
                         2019-2026 Cash Flow Projection (May 2, 2019)  
                         Draft 2019 Salary Grid (May 2, 2019)  
                         2019 Salary Survey (May 2, 2019)



Sierra Lakes County Water District  
2019/2020 DRAFT OPERATIONS BUDGET  
As of 5/2/2019

	7/1/17 to 6/30/18 Audited Actuals	ACTUALS 7/1/18 to 4/30/19	2018/2019 Budget	2018/2019 Estimated YE Actual Costs	2019/2020 Proposed Budget	NOTES
<b>Ordinary Income/Expense</b>						
Income						
8000 · Water/Sewer Service						
8000-01 · Annual Water Fees	850,793.21	851,449.09	852,948.00	851,449.09	857,124.00	821 Billable Connections
8000-02 · Annual Sewer Fees	1,180,030.96	1,180,935.52	1,183,016.00	1,180,935.52	1,188,808.00	821 Billable Connections
Total 8000 · Water/Sewer Service	2,030,824.17	2,032,384.61	2,035,964.00	2,032,384.61	2,045,932.00	
8050 · Customer Late Fees	10,353.70	7,292.53	10,000.00	9,723.00	10,000.00	No increase proposed
8061 · Other Income						
8005 · Prim Fac Fees - Sewer	46,800.00	780.00	23,400.00	8,580.00	23,400.00	3 Sewer connection permits
8006 · Prim Fac Fees - Water	10,950.00	182.50	5,475.00	2,008.00	5,475.00	3 Water connection permits
8030 · Placer County Tax	414,240.47	259,879.00	390,000.00	390,000.00	390,000.00	Based on 2017/2018 Estimated Actuals
8052 · GAPVAC Services	1,008.73	-	-	-	-	
8062 · Discounts	-	-	-	-	-	
8061 · Other Income - Other	5,645.55	4.12	-	10.00	-	
Total 8061 · Other Income	478,644.75	260,845.62	418,875.00	400,598.00	418,875.00	
Total Income	2,519,822.62	2,300,522.76	2,464,839.00	2,442,705.61	2,474,807.00	
Gross Profit	2,519,822.62	2,300,522.76	2,464,839.00	2,442,705.61	2,474,807.00	
Expense						
9000 · Salaries						
9001 · Director Salaries	10,980.00	9,540.00	21,600.00	11,448.00	21,600.00	Based on 2 mtgs per month per Director at \$180/mtg.
9003 · Maintenance Salaries						
9003-01 · Hourly Regular (Maint)	250,253.30	213,306.29	257,387.00	257,387.00	275,502.00	Per Bill Q.
9003-02 · Overtime (Maintenance)	7,251.68	11,824.31	6,435.00	14,189.00	11,020.00	Per Bill Q.
9003-03 · Standby (Maintenance)	23,475.00	21,820.00	26,000.00	26,000.00	26,360.00	\$500/week for 52 weeks + \$100 Holidays
9003-04 · Labor Allocated to Projects	(160.60)	(528.26)	-	(528.26)	-	
9003 · Maint Sal - Other Employee Relations	2,601.90	-	1,500.00	-	1,500.00	Per Bill Q.
Total 9003 · Maintenance Salaries	283,421.28	246,422.34	291,322.00	297,047.74	314,382.00	
Total 9000 · Salaries	294,401.28	255,962.34	312,922.00	308,495.74	335,982.00	
9004 · Payroll Expense						
9005 · Payroll Expense - SS & Medicare	22,435.11	19,621.52	22,286.00	19,690.00	24,050.00	Calculated Based on Budgeted Wages
9007 · Payroll Expense- SUI & ETT	2,424.32	2,350.34	3,950.00	2,820.00	3,950.00	Calculated Based on Budgeted Wages
9008 · Payroll Expense - Retirement	71,984.79	13,621.42	45,921.00	16,346.00	45,921.00	Estimated Actual + 5% (Includes AUL Payment)
9009 · Payroll Expense - Medical & D/V	101,538.73	83,193.97	147,000.00	110,925.00	147,000.00	No increase proposed
9009.01 · OPED Expense	(37,096.37)	-	-	-	-	Based on accrual prescribed by OPEB report
9010 · Payroll Expense - Workers' Comp	10,781.22	4,699.67	13,900.00	7,679.67	13,900.00	No increase proposed
Total 9004 · Payroll Expense	172,067.80	123,486.92	233,057.00	157,460.67	234,821.00	
9011 · Indirect & G&A						
9012 · Legal Expense	18,563.48	25,629.50	36,000.00	34,173.00	36,000.00	No increase proposed
9013 · Audit Expense	12,000.00	13,050.00	12,250.00	13,050.00	14,200.00	Per Auditor Proposal
9014 · Fees & Penalties	672.09	557.09	1,500.00	669.00	1,500.00	Direct Deposit, Recording & Bank Service Fees
9016 · Directors' Expense	4,153.62	4,150.37	10,000.00	4,980.00	10,000.00	No increase proposed
9017 · Professional Fees - Operations	138,215.92	114,729.94	145,000.00	137,676.00	255,200.00	Per Bill Q.
9018 · Professional Fees - Office	113,920.00	85,000.00	124,800.00	102,000.00	124,800.00	Based on 30 hrs/wk (1,560 hrs.)
9019 · Staff Travel/Training	223.35	8,009.72	2,000.00	9,612.00	7,400.00	Per Bill Q.
9022 · Election Expense	-	100.00	2,500.00	100.00	-	No Election
9023 · Insurance Expense	11,349.55	11,452.00	20,000.00	13,742.00	20,000.00	No increase proposed
9024 · Membership Expense	9,018.60	9,741.00	12,000.00	10,741.00	12,000.00	No increase proposed
9026 · Outside Services	2,720.00	2,672.50	2,880.00	3,207.00	3,362.00	Estimated Actual + 5%
9028 · Telephone Expense	7,091.73	5,800.09	7,500.00	6,960.00	7,500.00	No increase proposed

Sierra Lakes County Water District  
2019/2020 DRAFT OPERATIONS BUDGET  
As of 5/2/2019

	7/1/17 to 6/30/18 Audited Actuals	ACTUALS 7/1/18 to 4/30/19	2018/2019 Budget	2018/2019 Estimated YE Actual Costs	2019/2020 Proposed Budget	NOTES
9029 · Garbage/Hazmat Expense	3,423.92	3,475.15	4,500.00	4,170.00	4,500.00	No increase proposed
9030 · Uniform Expense	793.95	820.71	2,025.00	2,025.00	2,025.00	Per Bill Q.
9034 · Propane Expense	11,409.47	10,298.37	10,700.00	10,700.00	10,700.00	No increase proposed
9036 · SCADA System Expense	1,319.61	5,123.50	3,500.00	5,124.00	4,500.00	Per Bill Q.
9037 · Lucity Asset Management System	-	3,750.00	4,500.00	3,750.00	4,500.00	Per Bill Q.
9040 · Office Expense	3,099.63	1,841.64	3,000.00	2,210.00	3,000.00	No increase proposed
9041 · Postage Expense	1,619.96	650.84	2,700.00	1,976.00	2,000.00	15% increase over Estimated Actual
9042 · Postage Meter Expense	1,106.36	861.77	1,300.00	1,149.00	1,300.00	No increase proposed
9043 · Copier & Fax Expense	921.14	514.64	950.00	686.00	950.00	No increase proposed
9044 · Computer Equipment, Service & Website						
9044-01 General Expenses	2,082.09	2,402.00		2,882.00	2,000.00	DSL, IT, Supplies, P/R Service & Website fees
9044-02 Website Design	-	6,243.22	7,000.00	7,000.00	8,000.00	Website Update & Maintenance
9044-03 Merchant Fees	-	16,632.06		17,682.00	17,000.00	Credit Card Payment Fees
Total 9011 · Indirect & G&A	343,704.47	333,506.11	416,605.00	396,264.00	552,437.00	
9100 · Water Treatment & Filter Plant						
9101 · Filter Plant Operations & Maint	3,355.18	6,569.57	4,500.00	7,883.00	7,000.00	Per Bill Q.
9102 · Filter Plant-Chems, Lab & Equip	12,128.56	15,661.01	15,000.00	20,881.00	15,500.00	Per Bill Q.
9103 · Filter -Water Pumping Plant M&O	482.35	430.31	-	574.00	1,000.00	Per Bill Q.
9104 · Filter -Well Pump Station Exp	-	220.02	1,000.00	330.00	1,000.00	Per Bill Q.
Total 9100 · Water Treatment & Filter Plant	15,966.09	22,880.91	20,500.00	29,668.00	24,500.00	
9200 · Water Distribution						
9201 · Water Dist - General Maint	7,146.89	7,905.02	6,000.00	9,486.00	7,500.00	Per Bill Q.
9202 · Water Dist - Pipes & Fittings	2,456.43	1,189.64	2,500.00	1,428.00	2,000.00	Per Bill Q.
9203 · Water Dist - Hydrant Maint	924.85	28.12	750.00	34.00	500.00	Per Bill Q.
9204 · Fees - Water	11,726.55	8,860.15	12,500.00	11,860.00	13,125.00	Per Bill Q.
9205 · Water Dist - Electricity	30,221.40	27,624.36	32,000.00	33,149.00	33,600.00	Per Bill Q.
9600 · Water Dist - Meters/Parts	979.13	442.05	1,000.00	530.00	1,000.00	Per Bill Q.
9601 · Water Conservation	2,125.00	875.00	2,500.00	1,050.00	2,000.00	Per Bill Q.
Total 9200 · Water Distribution	55,580.25	46,924.34	57,250.00	57,537.00	59,725.00	
9300 · Wastewater Collection System						
9301 · Wastewater - General Maint	9,447.64	7,626.12	8,000.00	9,151.00	9,000.00	Per Bill Q.
9302 · Wastewater - Pipes/Fittings	1,851.65	822.83	1,000.00	987.00	1,500.00	Per Bill Q.
9303 · Wastewater- Enzymes/Lab Testing	4,497.97	2,303.52	5,000.00	2,764.00	5,000.00	Per Bill Q.
9304 · Wastewater - Manholes	-	-	500.00	-	500.00	Per Bill Q.
9305 · Fees - Sewer	5,778.94	6,220.69	7,000.00	8,594.00	7,350.00	Per Bill Q.
9306 · Wastewater - Electricity	15,498.13	12,262.02	15,500.00	14,714.00	16,275.00	Per Bill Q.
9700 · Wastewater- Export Service Exp						
9700-01 · Wastewater Export Srvc Adjustment	(30,238.49)	(68,122.95)	-	(68,122.95)	-	
9700 · Wastewater- Export Service Exp - Other	454,122.00	386,000.00	463,200.00	463,200.00	386,520.00	Pet DSPUD's DRAFT Budget
Total 9700 · Wastewater- Export Service Exp	423,883.51	317,877.05	463,200.00	395,077.05	386,520.00	
Total 9300 · Wastewater Collection System	460,957.84	347,112.23	500,200.00	431,287.05	426,145.00	
9500 · Vehicle Expense						
9501 · Gasoline/Diesel	7,365.64	7,040.01	8,500.00	8,448.00	8,500.00	Per Bill Q.
9502 · Pickups	294.18	934.22	2,000.00	1,121.00	2,500.00	Per Bill Q.
9503 · Gapvac	4,282.06	3,131.55	3,500.00	3,758.00	3,500.00	Per Bill Q.
9504 · Backhoe	3,333.69	955.52	2,000.00	1,147.00	4,000.00	Per Bill Q.
9505 · Vehicle Maint Supplies	216.32	687.40	1,000.00	825.00	1,000.00	Per Bill Q.
Total 9500 · Vehicle Expense	15,491.89	12,748.70	17,000.00	15,299.00	19,500.00	
9800 · Project Expenses						
9812 · Spot Repairs of Sewer Mainline	35,801.68	52,001.60	44,500.00	52,001.60	56,000.00	Per Bill Q.
9813 · Repair Sewer Manholes	30,288.79	36,909.99	41,500.00	36,909.99	54,250.00	Per Bill Q.



Sierra Lakes County Water District  
2019/2020 DRAFT OPERATIONS BUDGET  
As of 5/2/2019

	7/1/17 to 6/30/18 Audited Actuals	ACTUALS 7/1/18 to 4/30/19	2018/2019 Budget	2018/2019 Estimated YE Actual Costs	2019/2020 Proposed Budget	NOTES
9814 · Adjust Sewer Manholes to Grade	-	-	-	-	-	Per Bill Q.
9815 · Misc Sewer Pump Station Upgrade	6,020.37	14,281.04	13,500.00	14,281.04	31,500.00	Per Bill Q.
9817 · TV Inspection of Gravity Sewer System	-	-	-	-	-	Per Bill Q.
9818 · Misc Water System Improvements	16,736.03	47,302.44	33,400.00	47,302.44	37,500.00	Per Bill Q.
9819 · Adj Water Valve Boxes to Grade	554.76	458.75	3,000.00	551.00	3,000.00	Per Bill Q.
9820 · Misc Upgrades Water Pump Station	12,105.06	12,993.57	21,400.00	15,592.00	25,300.00	Per Bill Q.
9821 · Automatic Meter Reading System	489.50	968.08	2,975.00	1,162.00	2,243.00	Per Bill Q.
9822 · Misc Jobs - Safety, Tools, Bldg	11,260.51	29,125.88	33,600.00	33,600.00	74,500.00	Per Bill Q.
9824 · Lake & Land Management	267.53	538.22	2,500.00	646.00	2,500.00	Per Bill Q.
9825 · HOTFaP	16,119.74	5,337.50	30,000.00	6,405.00	10,000.00	Per Bill Q.
9915 · Misc Projects	18,774.53	226.94	-	226.94	-	Per Bill Q.
Total 9800 · Project Expenses	148,418.50	200,144.01	226,375.00	208,678.01	296,793.00	
Total Expense	1,506,588.12	1,342,765.56	1,783,909.00	1,604,689.47	1,949,903.00	
Net Ordinary Income	1,013,234.50	957,757.20	680,930.00	838,016.14	524,904.00	
Other Income/Expense						
Other Income						
8020 · Interest Revenues						
8021 · Interest Revenue - Other	2,173.70	47,100.73	-	56,521.00	-	
8029 · CA Bank & Trust - Interest Reve	247.25	274.18	-	329.00	-	
Total 8020 · Interest Revenues	2,420.95	47,374.91	-	56,850.00	-	
Total Other Income	2,420.95	47,374.91	-	56,850.00	-	
Other Expense						
9900 · Debt - Interest						
9904 · Interest on SRF Loan	13,837.83	6,260.47	12,075.00	12,075.00	10,266.83	Per loan amortization schedules
9906 · Interest on USDA Revenue Bond	131,049.23	129,131.74	130,000.00	129,131.74	127,000.00	Per loan amortization schedules
9908 · Int on Assessment - 7207 Palisade	765.00	247.00	765.00	247.00	247.00	
Total 9900 · Debt - Interest	145,652.06	135,639.21	142,840.00	141,453.74	137,513.83	
9920 · Depreciation						
9921 · Depreciation - Water	122,235.85	100,176.59	124,684.00	120,212.00	128,425.00	Per Depreciation Schedule
9922 · Depreciation - Sewer	106,503.15	80,089.10	102,999.00	96,107.00	106,089.00	Per Depreciation Schedule
Total 9920 · Depreciation	228,739.00	180,265.69	227,683.00	216,319.00	234,514.00	
9950 · SLCWD's Share DSPUD Capital Costs	-	38,753.19	-	38,753.19	18,000.00	
Total Other Expense	374,391.06	354,658.09	370,523.00	396,525.93	390,027.83	
Net Other Income	(371,970.11)	(307,283.18)	(370,523.00)	(339,675.93)	(390,027.83)	
Net Income	641,264.39	650,474.02	310,407.00	498,340.21	134,876.17	



**Sierra Lakes County Water District**  
**Draft 2019-20 Operations and Maintenance Budget**

Account	Expenses	2019-2020 Assumptions	Actual 2014/2015	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	YTD 2018/2019 (through 04/30/19)	Estimated Actual 2018/2019 (through April)	Approved Budget 2018/2019	Proposed Budget 2019/2020	Percent Change from 2018 Budget
9003	Maintenance Salaries		210,533	230,079	266,714	280,980	246,951	296,341	289,822	314,382	8.47%
9003-01	Hourly Regular	3 full-time operators, one seasonal operator @ 850 hours for projects	184,541	203,404	232,991	250,253	213,306	255,968	257,387	275,502	7.04%
9003-02	Overtime (regular and standby)	4% of hourly wages (previously 2.5%)	3,050	3,669	10,263	7,252	11,824	14,189	6,435	11,020	71.25%
9003-03	Standby	\$500/week (\$100/weekend day and Holiday and \$60/week day)	22,942	23,006	23,460	23,475	21,820	26,184	26,000	26,360	1.38%
	Employee Relations								1,500	1,500	
9017	Professional Services	GM to 75% time plus 200 hour transition @ \$145/hour	99,143	109,635	133,680	138,216	114,730	137,676	145,000	255,200	76.00%
9019	Staff Travel/Training	On and Off-site training (\$5,000) plus on-call mileage (\$200/month)	1,304	580	2,003	223	6,010	9,612	3,500	7,400	111.43%
9030	Uniforms	\$375/employee and \$150 for seasonal + \$750 for outerwear and cleaning	1,271	511	1,558	794	821	985	2,025	2,025	0.00%
9036	SCADA System	\$1,500 annual software fee and Integrator assistance with equipment (2 trips/year)	1,338	3,176	5,588	1,320	5,124	6,148	3,500	4,500	28.57%
9037	Lucity Asset Management System	\$3,750 annual software maintenance and support fee					3,750	4,500	4,500	4,500	0.00%
9100	Water Treatment Costs & Filtration Plant										
9101	Filter Plant Operations and Maint	Increased cost due to cold water treatment	6,053	4,790	8,321	3,355	6,570	7,883	4,500	7,000	55.56%
9102	Filter Plant- Chems, Lab and Equip	5% increase in chemical costs	16,999	13,434	16,002	12,129	15,661	18,793	15,000	15,500	3.33%
9103	Treatment Pumping Plant Op and Maint.				269	482	430	516	1,000	1,000	0.00%
9104	Well Pumping Station						220	264	1,000	1,000	
9200	Water Transmission & Distribution										
9201	Water Distribution--General Maint		6,582	4,109	9,693	7,147	7,905	9,486	6,000	7,500	25.00%
9202	Water Distribution--Pipes and Fittings		2,949	795	1,184	2,456	1,190	1,428	2,500	2,000	-20.00%
9203	Water Distribution--Hydrant Maint				530	925	28	34	750	500	-33.33%
9204	Fees- Water	5% increases from Placer County , DDW and Dam Safety	10,302	9,850	11,254	11,727	8,860	10,632	12,500	13,125	5.00%
9205	Water Distribution--Electricity	5% PGE increase	28,512	29,315	37,271	30,221	27,264	32,717	32,000	33,600	5.00%
9600	Water Meters		2,320			979	442	530	1,000	1,000	0.00%
9601	Water Conservation		3,158	3,521	906	2,125	875	1,050	2,500	2,000	-20.00%
9300	Wastewater Maintenance and Operation										
9301	Wastewater--General Maint		5,526	3,659	8,453	9,448	7,626	9,151	8,000	9,000	12.50%
9302	Wastewater--Pipes/Fittings	inventory replenishment	74	155	2,850	1,852	823	987	1,000	1,500	50.00%
9303	Wastewater--FOG Control		4,984	4,475	4,879	4,498	2,304	2,764	5,000	5,000	0.00%
9304	Wastewater--Manholes		0	0	0	0	0	500	500	500	0.00%
9305	Fees- Sewer	5% increase Placer County Environmental Health and Air Quality Mgmt Dist.	5,528	4,847	6,130	5,779	6,221	7,465	7,000	7,350	5.00%
9306	Wastewater--Electricity	5% PGE increase	13,136	16,953	18,382	15,498	12,262	14,714	15,500	16,275	5.00%
9500	Vehicle Expense										
9501	Gasoline/Diesel		9,834	8,188	7,873	7,366	7,040	8,448	8,500	8,500	0.00%
9502	Pickups	F350 Tires	2,929	5,968	2,069	294	934	1,121	2,000	2,500	25.00%
9503	GapVax		549	7,211	3,942	4,282	3,132	3,758	3,500	3,500	0.00%
9504	Backhoe	Replace exhaust, hydraulic hoses/hardlines and install thumb	2,079	1,223	204	3,334	956	1,147	2,000	4,000	100.00%
9505	Vehicle Maint Supplies		629	417	783	216	687	825	1,000	1,000	0.00%
	Operating Expense Sub-Total						0	582,597	731,357		25.53%

DRAFT

DRAFT

**Sierra Lakes County Water District  
Draft Summary of Infrastructure Projects**

Proj Num	Project Title	FY 2019-2020		FY 2020-2021		FY2021	FY 2022	FY 2023	FY 2024	FY 2025	FY2026
		Operating	Capital	Operating	Capital	Projects	Projects	Projects	Projects	Projects	Projects
9812	Spot Repairs of Sewer Mainline and Laterals	\$56,000	\$100,000	\$55,000	\$60,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
9813	Repair/Replace Sewer Manholes at Various Locations	\$54,250		\$9,250		\$37,500	\$7,500	\$37,500	\$7,500	\$37,500	\$7,500
9815	Miscellaneous Sewer Pump Station Upgrades	\$31,500	\$7,500	\$0	\$100,000						
9818	Miscellaneous Water Distribution System Improvements	\$37,500	\$124,000	\$0	\$530,000		\$648,000	\$361,666	\$361,666	\$361,666	
9819	Adjust Water Valve Boxes to Street Grade	\$3,000		\$3,000		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
9820	Miscellaneous Water Pump Station/Storage Improvements	\$25,300	\$300,000	\$800	\$270,000	\$10,800	\$18,800	\$800	\$168,100	\$150,000	
9821	Automatic Meter Read System	\$2,243	\$52,500	\$3,311	\$256,250	\$296,250	\$100,000	\$85,000			
9822	Purchase Tools/Equipment and Building Improvements	\$74,500	\$99,940	\$0	\$45,000				\$60,000	\$100,000	
XXXX	DSPUD Wastewater Plant		\$18,000		\$60,000						
TOTAL		\$284,293	\$701,940	\$71,361	\$1,321,250	\$402,550	\$832,300	\$542,966	\$655,266	\$707,166	\$65,500

48

**Sierra Lakes County Water District  
Draft FY 2019-2020 and 2020-2021 Project List**

**Sanitary Sewer System**

**Spot Repairs of Sewer Mainline and Laterals – Project 9812**

Item of Work	Unit	Quantity	Unit Price	FY 2019-2020		FY 2020-2021		2021-2026
				Operating	Capital	Operating	Capital	
Sanitary sewer lateral repairs	each	3	\$7,500	\$22,500		\$25,000		\$25,000 yearly
Sanitary sewer mainline repairs	each	3	\$9,500	\$28,500		\$30,000		\$30,000 yearly
Replace portion of SPS-3 force/gravity main at SPS-2	lineal feet	250	\$150				\$37,500	
Lower Lake Drive gravity sewer replacement	lineal feet	150	\$150				\$22,500	
Replace SPS-3 forcemain	lineal feet	250	\$400		\$100,000			
TV Inspection of Mainline	days	2	\$2,500	\$5,000				
<b>Project Total</b>				<b>\$56,000</b>	<b>\$100,000</b>	<b>\$55,000</b>	<b>\$60,000</b>	

Justification: Lateral and mainline repairs to be identified by camera inspection during I&I season in 2019 and future years. Replacement of portion of SPS-3 forcemain (pump station to Soda Springs Road) due to poor pipe condition, alignment and installation methodology (directional boring or open cut under lake outlet culverts) to be determined. Gravity portion of SPS-3 forcemain west of SPS-2 has a significant sag and condition of pipe will be determined with camera inspection. Lower Lake Drive gravity sewer in poor condition based on TV inspection and will be replaced in conjunction with failing AC watermain. All work to be done by contractor(s) due to depth of pipe and District staffing and equipment limitations.

**Repair/Replace Sewer Manholes at Various Locations – Project 9813**

Item of Work	Unit	Quantity	Unit Price	FY 2019-2020		FY 2020-2021		2021-2026
				Operating	Capital	Operating	Capital	
Installation of Chimney Seals (locations to be determined)	each	15	\$450	\$6,750		\$6,750		\$5,000 yearly
Cementitious Coating of manhole channels, bases and barrels	vertical foot	25	\$600	\$15,000				
Replace manholes	each	3	\$10,000	\$30,000				\$30,000 every other year
Adjust manholes to grade (locations to be determined)	each	5	\$500	\$2,500		\$2,500		\$2,500 yearly
<b>Project Total</b>				<b>\$54,250</b>		<b>\$9,250</b>		

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

**Miscellaneous Sewer Pump Station Upgrades – Project 9815**

Item of Work	Unit	Quantity	Unit Price	FY 2019-2020		FY 2020-2021		2021-2026
				Operating	Capital	Operating	Capital	
Replace Level Sensor and Mount at Export Flume	each	1	\$7,500		\$7,500			
Install backup float control system at SPS-4	each	1	\$10,000	\$10,000				
Install replacement pumps, rail system and wetwell at SPS-4	lump sum	1	\$100,000				\$100,000	
Cementitious Coating of walls and floors at SPS-2	vertical foot	20	\$750	\$15,000				
Repair wetwell wall at SPS-2	each	1	\$6,500	\$6,500				
<b>Project Total</b>				<b>\$31,500</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$100,000</b>	

Justification: Ultrasonic transducer at export flume is no longer serviced by vendor and mount is unstable due to corrosion and temperature changes which affects depth reading and calculation of flow quantity sent to DSPUD. Backup float system at SPS-4 will supplement bubbler level control system, all other stations have backup system except SPS-4. SPS-4 pumps and piping has reached end of service life (installed in 1970's) and are permanently mounted in wetwell, removal for maintenance or repair requires confined space entry and unbolting of mounting and pipe connections. Installation of new pumps, rail system and wetwell will allow Operators to lift pumps in/out with truck mounted crane. Application of coating to walls and floor of SPS-2 wetwell to restore integrity of concrete due to disintegration caused by sewer off-gassing. Wetwell wall at SPS-2 has area of failure (boil) which will require excavation on exterior and installation of concrete patch. All work with exception of level sensor replacement at export flume to be done by contractor(s) due to magnitude of project and/or requirement for specialty equipment.

**Sierra Lakes County Water District  
Draft FY 2019-2020 and 2020-2021 Project List  
Domestic Water System**

Water Distribution System Improvements – Project 9818				FY 2019-2020		FY 2020-2021		2021-2026
Item of Work	Unit	Quantity	Unit Price	Operating	Capital	Operating	Capital	
AC Pipe corrosion study follow-up	each	1	\$20,000		\$20,000			
System-wide leak detection	each	1		\$6,000				
Replace Hill Tank distribution gate valve	each	1	\$4,000	\$4,000				
Mainline replacement in areas of high groundwater	lineal feet	2000	\$250				\$500,000	\$500,000 placeholder in 2022
Mainline replacement near SPS-3 creek crossing	lineal feet	250	\$400		\$100,000			
Install distribution gate valves at various intersections	each	8	\$5,000					\$40,000 in 2022
Replacement of lower Lake Drive mainline	each	150	\$200	\$7,500			\$30,000	
Replace fire hydrants at Hillside/Baxter and Bales/Hemlock	each	2	\$12,000		\$24,000			
Replace remaining Dresser Fire Hydrants	each	9	\$12,000					\$108,000 in 2022
Replace service saddles in Serene Subdivisions	each	310	\$3,500					\$1,085,000 split between 2023/2024/2025
<b>Project Total</b>				<b>\$37,500</b>	<b>\$124,000</b>		<b>\$530,000</b>	

Justification: Condition of AC pipe studied in 2007 and found weakening of exterior of pipe due to corrosive ground water. Analysis of 2018 failure of AC pipe at Donner Drive and Lake Drive also showed loss of cement binder due groundwater corrosion. 2019 Study will include sampling of groundwater at various locations to determine corrosivity and then analysis of pipe in areas of aggressive groundwater to compare current pipe wall condition with previous study, cost estimate includes laboratory and field work (removal of pipe sections and pavement patching). System wide leak detection of distribution system in Fall of 2019, last survey was in spring of 2017. Budget assumes mainline replacement will be required in some areas due to pipe condition. Replacement of portion of mainline near SPS-3 due to poor pipe condition, alignment and installation methodology (directional boring or open cut) to be determined and project done in conjunction with forcemain replacement. Gate valve on Hill Tank distribution line on Pahatsi is difficult to operate for complete shut-off, top of valve will be removed to determine if repair is possible otherwise valve will be replaced. Dresser brand fire hydrants are original 1960's and 70's installation and repair parts are no longer available, hydrants at Hillside/Baxter and Bales/Hemlock are very difficult to operate. There are a number of intersections where the configuration of the distribution valving is not sufficient to isolate small sections of system during repairs, project will add valves to industry standard of three per intersection prior to replacement of failing service saddles. Replacement of existing mainline on lower Lake Drive due to previous failures, work in 2019 to eliminate portion under creek and improve ability to isolate the pipe in the event of another failure prior to replacement in 2020. Service saddles in Serene Subdivisions have reached the end of their useful life and require replacement due to corrosion and failure of straps.

Adjust Water Valve Boxes to Street Grade—Project 9819				FY 2019-2020		FY 2020-2021		2021-2026
Item of Work	Unit	Quantity	Unit Price	Operating	Capital	Operating	Capital	
Adjust water valve boxes to grade	each	10	\$300	\$3,000		\$3,000		\$3,000 yearly
<b>Project Total</b>				<b>\$3,000</b>		<b>\$3,000</b>		

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

Miscellaneous Water Pump Station/Storage Improvements – Project 9820				FY 2019-2020		FY 2020-2021		2021-2026
Item of Work	Unit	Quantity	Unit Price	Operating	Capital	Operating	Capital	
Recoat interior of Office Tank (original construction in 2001)	square feet	9700	\$15					\$145,000 in 2024
Recoat exterior of Office Tank (original construction in 2001)	square feet	7700	\$3					\$23,100 in 2024
Hill and Office Tank Inspections (5 year intervals, last inspected in 2016)	each	1	\$10,000					\$10,000 in 2021
Replace Bales Emergency Generator (50kw and propane) and ATS	each	1	\$50,000		\$50,000			
Install cathodic protection in Plant Filter #3, Clarifier and Office Tank	lump sum	1	\$6,500	\$6,500				
Cementitious Coating of treatment plant bilge	square feet	1200	\$15	\$18,000				
Replace Treatment Plant Filters #1 and #2	each	2	\$75,000		\$150,000			
Insert pH probe upstream of static mixer	each	1	\$10,000		\$10,000			
Replace Hach 1720E Turbidimeters	each	6	\$3,000					\$18,000 in 2022
Replace Chemical Feed Pumps	each	5	\$800	\$800		\$800		\$800 each year through 2023
Replace Variable Frequency Drives at Bales	each	2	\$10,000		\$20,000			
Extend Lake Intake and new structure	lineal feet	100	\$3,000		\$45,000		\$270,000	
Arsenic Treatment System at Well	lump sum		\$150,000					\$150,000 in 2025
Install Emergency Power to Well	each	1	\$25,000		\$25,000			
<b>Project Total</b>				<b>\$25,300</b>	<b>\$300,000</b>	<b>\$800</b>	<b>\$270,000</b>	

Justification: Welded steel water storage tanks require recoating at 25-30 year intervals. State requires inspection of water storage tanks at maximum of five-year intervals. Emergency generator at Bales is 55+ years old, replacement would be powered by propane rather than diesel fuel due to proximity to Lake Serene. Filters #1 and #2 have interior piping and seam corrosion due to age (35+ years old) and have reached the end of their useful life. Based on discussions with supplier and contractors, rehabilitation of the existing filters is not practical due to limited access (16" x12" hatch) and need to recertify the pressure vessel after the work is complete. Filters to be ordered in July 2019 due to long lead time for installation in fall of 2019. Filter media in Filter #3 and clarifier will be replaced at same time so all three filters and clarifier operate at optimum efficiency. Installation of cathodic protection on the Clarifier and Filter #3 (installed in 2002) and Office Tank (erected in 2001) will help extend life of pressure vessel/interior piping and interior coating. Installation of pH probe at static mixer with connection to SCADA system will provide real time data and assist in cold water treatment process. Coating of treatment plant bilge will extend life of concrete structure (80' x 4' diameter). Support for turbidimeters will end in 2022 according to manufacturer. Chemical feed pumps are 10 years old with an expected life of 10-15 years, program will replace one which will then be rebuilt by manufacturer as a spare. Variable frequency drives that operate intake pumps are no longer serviced by manufacturer and have reached end of useful life (cooling fan in one unit no longer operational). Extension of the lake intake by +/- 100' to reduce water temperature fluctuations is being studied with design in 2019 and construction in 2020. Backup well source does not have emergency power connection, installation of manual transfer switch and connection at dead-end of Tamarack would provide redundancy in event of mechanical problem at Bales or contamination of lake water. Well water arsenic level above allowable limit so considered backup source limited to 15 days/year, installation of arsenic removal system would allow continuous use in event lake source is unavailable due to contamination or mechanical/power malfunction, however well capacity (~80,000 gallons/day) does not meet average day demand during high occupancy periods.



**Sierra Lakes County Water District  
Draft FY 2019-2020 and 2020-2021 Project List  
Domestic Water System**

**Automatic Meter Read System – Project 9821**

Item of Work	Unit	Quantity	Unit Price	FY 2019-2020		FY 2020-2021		2021-2026
				Operating	Capital	Operating	Capital	Capital
Install meters and endpoints	each	750	\$450		\$45,000		\$45,000	\$85,000 each in 2021, 2022 and 2023
Purchase drive-by meter reading system	each	1	\$7,500		\$7,500			
Reset Property Corners	each	50	\$450				\$11,250	\$11,250 in 2021
Purchase and Implement Billing Software	each	1	\$15,000					\$15,000 in 2022
Monthly Data Fee	each	210	\$0.89	\$2,242.80		\$3,310.80		increased starting in 2019
Install meter pits at homes w/o meters	each	100	\$4,000				\$200,000	\$200,000 in 2021
<b>Project Total</b>				<b>\$2,243</b>	<b>\$52,500</b>	<b>\$3,311</b>	<b>\$256,250</b>	

Justification: District will likely use both "drive-by" and cellular interrogation to read meters due to poor cellular coverage. Budget assumes installation of 100 meters each in 2019 and 2020 and remaining 550 in 2021, 2022 and 2023 and purchase of replacement of steel pit/lid boxes with composite material. Installation of meters to determine usage and consumption patterns by 2023 will provide information for development of consumption based rate system in advance of January 1, 2025 State Mandate. Installation of 50 pits/boxes per year at homes that do not have meter equipment due to date of original construction (prior to 1992). Reset of front property corners required at some locations after installation of meter pits.

**Tools / Equipment and Other****Purchase Tools/Operations Equipment and Building Improvements – Project 9822**

Item of Work	Unit	Quantity	Unit Price	FY 2019-2020		FY 2020-2021		2021-2026
				Operating	Capital	Operating	Capital	Capital
Purchase Emergency By-Pass Equipment (pump, hose and fittings)	feet	500	\$10		\$5,000			
Purchase hand tools and equipment for each vehicle	lump sum	1	\$2,000	\$2,000				
Purchase replacement air monitoring equipment for confined space entr	each	2	\$750	\$1,500				
Replace 2007 backhoe	each	1	\$100,000					\$100,000 in 2025
Paint/Stain exterior of Administration Building	lump sum	1	\$10,000	\$10,000				
Recarpet Administration Building	square yards	220	\$75		\$16,500			
Replace 2003 Chevrolet Pickup	each	1	\$45,000				\$45,000	
Replace 2010 F350 Service Truck	each	1						\$60,000 in 2024
Purchase summer maintenance vehicle	each	1	\$7,500	\$7,500				
Replace roofs at Sewer Pump Stations and Well Building	square feet	2980	\$28		\$83,440			
Pavement Patching and Crackfilling for Placer County Permits	square foot	3500	\$10	\$35,000				
Purchase Replacement SCADA computer	each	1	\$7,500	\$7,500				
Purchase Replacement Office and SCADA Computers	each	3	\$2,000	\$6,000				
<b>Project Total</b>				<b>\$74,500</b>	<b>\$99,940</b>	<b>\$0</b>	<b>\$45,000</b>	

Justification: By-Pass equipment will allow routing of sewage to next downstream manhole when necessary due to pump station or pipeline failures. Backhoe is 2007 model and is assumed to require replacement when it is 18-20 years old. Exterior of Administration Building last painted/stained in 2012 and should be done at 5-6 year intervals. Carpet in Administration Building has reached end of useful life. The 2003 Chevrolet pickup has >90,000 miles and is only used in District due to reliability concerns. The District does not have enough vehicles during the summer to allow each Operator and the summer laborer to work independently. The F350 service truck is assumed to require replacement when it is 15 years old. The sewer pump station roofs were installed in the 1980's and have reached the end of their useful life. Pavement repair in areas of pipeline repairs that were temporarily patched due to weather. Replacement of District computers (two upstairs and two downstairs) due to age and compatibility with various software programs budget includes tech support for transfer of files and software. SCADA computer upgrade includes software upgrades and improvements to user interface

**DSPUD Wastewater Plant – Capital Project XXXX**

Item of Work	Unit	Quantity	Unit Price	FY 2019-2020		FY 2020-2021		2021-2026
				Operating	Capital	Operating	Capital	Capital
Repair Dewatering Equipment in Solids Handling Storage Tank	lump sum	30%	\$60,000		\$18,000			
Recoating of Reactor Basin #1	lump sum	40%	\$150,000				\$60,000	
<b>Project Total</b>				<b>\$0</b>	<b>\$18,000</b>	<b>\$0</b>	<b>\$60,000</b>	

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

SIERRA LAKES COUNTY WATER DISTRICT - FIVE YEAR CASH FLOW PROJECTION  
2017/2018 - 2026/2027  
in \$000's

	ACTUAL 2017/2018	FORECAST 2018/2019	Forecast 2019/2020	Forecast 2020/2021	Forecast 2021/2022	Forecast 2022/2023	Forecast 2023/2024	Forecast 2024/2025	Forecast 2025/2026	Forecast 2026/2027
<b>Beginning <u>OPERATING</u> Cash Balance:</b>	2,299	2,271	102	51	73	175	(113)	(621)	(1,336)	(2,140)
<b><u>Cash Provided/(Used) by Operations:</u></b>										
<b>Revenues:</b>										
Water/Sewer Service Fees	2,112	2,034	2,046	2,046	2,046	2,046	2,046	2,046	2,046	2,046
Placer County Tax	406	350	390	390	390	390	390	390	390	390
Primary Facilities Fees		40	9	9	9	9	9	9	9	9
Misc Other Income	10		10	10	10	10	10	10	10	10
<b>Expenses:</b>										
Operating Expenses	(1,460)	(1,307)	(1,665)	(1,935)	(1,972)	(2,064)	(2,098)	(2,193)	(2,231)	(2,331)
Operating Projects		(209)	(284)	(71)	(96)	(66)	(96)	(66)	(96)	(66)
<b>Net Cash Provided/(Used) by Operations:</b>	1,068	908	506	448	387	325	261	196	128	58
Sierra Plant - Capital Projects	(260)	(228)	(702)	(1,321)	(306)	(766)	(447)	(589)	(611)	-
<b>Cash Net of Capital Projects:</b>	808	680	(196)	(873)	81	(441)	(186)	(393)	(483)	58
<b><u>Cash Provided/(Used) for Financing Activities</u></b>										
CA Bank & Trust Loan Principal & Interest	(100)	(100)	(100)	(100)	(25)	-	-	-	-	-
USDA Revenue Bond Loan	(269)	(268)	(268)	(268)	(268)	(268)	(268)	(268)	(268)	(268)
Refunded WWTP Costs	75	73	67	67	67					
<b>Total Cash Provided/(Used) by Financing Activities:</b>	(294)	(295)	(301)	(301)	(226)	(268)	(268)	(268)	(268)	(268)
<b><u>Cash Provided/(Used) by Investment Activities</u></b>										
Total Cash Provided/(Used) by Investment Activities:	(488)									
Moved to Placer Co. Treasurer's Fund		(2,500)	500	1,250	300	475				
Annual GASB 45 Funding - OPEB - Moved to LAIF	(54)	(54)	(54)	(54)	(54)	(54)	(54)	(54)	(53)	
<b>Total Cash Provided/(Used) by Investment Activities:</b>	(542)	(2,554)	446	1,196	246	421	(54)	(54)	(53)	-
<b>Ending <u>OPERATING</u> Cash Balance:</b>	2,271	102	51	73	175	(113)	(621)	(1,336)	(2,140)	(2,350)

Placer County Treasury Fund	2,525,057.24
2019-20	(500,000.00)
	2,025,057.24
2020-21	(1,250,000.00)
	775,057.24
2021-22	(300,000.00)
	475,057.24
2022-23	(475,000.00)
	57.24

**Sierra Lakes County Water District  
2019-2020 Employee Budget**

Approved FY 2018-2019 Salary Scale and Proposed Parity increase for FY 2019-2020							Parity Increase
Grade		Step 1	Step 2	Step 3	Step 4	Step 5	60th percentile
Utility System Operator-in-Training	2018-2019 monthly range	\$4,061	\$4,293	\$4,524	\$4,754	\$4,990	
	2018-2019 hourly rate	\$23.43	\$24.77	\$26.10	\$27.43	\$28.79	
	2019-2020 monthly range	<b>\$4,305</b>	<b>\$4,551</b>	<b>\$4,795</b>	<b>\$5,039</b>	<b>\$5,289</b>	6.0%
	2019-2020 hourly rate	<b>\$24.83</b>	<b>\$26.25</b>	<b>\$27.67</b>	<b>\$29.07</b>	<b>\$30.52</b>	
Utility System Operator I	2018-2019 monthly range	\$5,155	\$5,375	\$5,594	\$5,813	\$6,032	
	2018-2019 hourly rate	\$29.74	\$31.01	\$32.27	\$33.54	\$34.80	
	2019-2020 monthly range	<b>\$5,361</b>	<b>\$5,590</b>	<b>\$5,818</b>	<b>\$6,046</b>	<b>\$6,273</b>	4.0%
	2019-2020 hourly rate	<b>\$30.93</b>	<b>\$32.25</b>	<b>\$33.56</b>	<b>\$34.88</b>	<b>\$36.19</b>	
Utility System Operator II	2018-2019 monthly range	\$5,648	\$5,969	\$6,291	\$6,613	\$6,934	
	2018-2019 hourly rate	\$32.58	\$34.44	\$36.29	\$38.15	\$40.00	
	2019-2020 monthly range	<b>\$5,987</b>	<b>\$6,327</b>	<b>\$6,668</b>	<b>\$7,010</b>	<b>\$7,350</b>	6.0%
	2019-2020 hourly rate	<b>\$34.54</b>	<b>\$36.50</b>	<b>\$38.47</b>	<b>\$40.44</b>	<b>\$42.40</b>	
Utility System Operator III	2018-2019 monthly range	\$6,503	\$6,874	\$7,243	\$7,613	\$7,983	
	2018-2019 hourly rate	\$37.52	\$39.66	\$41.79	\$43.92	\$46.06	
	2019-2020 monthly range	<b>\$6,763</b>	<b>\$7,149</b>	<b>\$7,533</b>	<b>\$7,918</b>	<b>\$8,302</b>	4.0%
	2019-2020 hourly rate	<b>\$39.02</b>	<b>\$41.24</b>	<b>\$43.46</b>	<b>\$45.68</b>	<b>\$47.90</b>	

**Additional Pay for Certification**

SWRCB Division of Drinking Water Treatment Operator	2.5% one time increase for certification outside grade not to exceed one level beyond required by Job Description
SWRCB Division of Drinking Water Distribution Operator	2.0% one time increase for certification outside grade not to exceed one level beyond required by Job Description
California Water Environment Association Collection Maintenance	1.5% one time increase for certification outside grade not to exceed one level beyond required by Job Description
California Commercial Drivers License	1.5% one time increase for Class A or B license
CWEA Elec or Mech Tech (or equivalent) Certification	1.5% one time increase each certification

## 2019 Salary Comparison

Agency	Operator Classification			Operator Classification			Operator Classification			Operator Classification		
Northstar CSD (2014/18)	Util Serv Worker Trainee			Util Serv Worker			Senior Util Serv Worker			Utility Field Ops Supvr		
monthly range	\$3,026	to	\$3,675	\$4,899	to	\$5,954	\$5,388	to	\$6,550	\$5,927	to	\$7,204
mid-point	\$3,351			\$5,427			\$5,969			\$6,566		
NTPUD (2017)				Maint Worker I			Maint Worker II					
monthly range				\$4,056	to	\$4,930	\$4,664	to	\$5,669			
mid-point				\$4,493			\$5,166					
NTPUD (2017)				Maint Tech I			Maint Tech II			Maint Tech Crew Chief		
monthly range				\$4,897	to	\$5,952	\$5,632	to	\$6,845	\$6,204	to	\$7,541
mid-point				\$5,425			\$6,239			\$6,872		
TDPUD (2019)	Helper II			Water Service Tech in Training			Water Service Tech			Water Ops/Distribution Lead		
monthly range	\$5,061	to	\$6,152	\$5,718	to	\$6,951						
mid-point	\$5,606			\$6,334			\$7,663			\$8,249		
TSD (2018)	Collection Sys Maint Labor I			Collection Sys Maint Work I			Collection Sys Maint Work II			Collection Sys Maint Work III		
monthly range	\$4,370	to	\$5,204	\$4,970	to	\$5,918	\$5,667	to	\$6,748	\$6,463	to	\$7,696
mid-point	\$4,787			\$5,444			\$6,208			\$7,080		
TSD (2018)				Lift Station Maint Work I			Lift Station Maint Work II					
monthly range				\$5,785	to	\$6,889	\$6,463	to	\$7,696			
mid-point				\$6,337			\$7,080					
DSPUD (2019)	Operator			Operator II			Operator III			Field Supervisor		
monthly range	\$3,959	to	\$4,900	\$5,011	to	\$6,150	\$5,843	to	\$7,173	\$6,367	to	\$7,816
mid-point	\$4,430			\$5,581			\$6,508			\$7,092		
TCPUD (2019)				Operations Spec I			Operations Spec II			Operations Spec III		
monthly range				\$4,782	to	\$6,216	\$5,388	to	\$7,005	\$6,072	to	\$7,893
mid-point				\$5,499			\$6,197			\$6,983		
TCPUD (2019)										Operations Tech/Elec		
monthly range										\$6,510	to	\$8,463
mid-point										\$7,487		
TCPUD (2019)										Operations Tech/Mech		
monthly range										\$6,072	to	\$7,893
mid-point										\$6,983		
Average Ranges and Midpoint of Agencies	\$4,104	\$4,543	\$4,983	\$5,015	\$5,567	\$6,120	\$5,578	\$6,379	\$6,812	\$6,231	\$7,164	\$7,787

<b>SLCWD (Proposed 2019)</b>	<b>Utility System Operator in Training</b>			<b>Utility System Operator I</b>			<b>Utility System Operator II</b>			<b>Utility System Operator III</b>		
monthly range	\$4,305	to	\$5,289	\$5,361	to	\$6,273	\$5,987	to	\$7,350	\$6,763	to	\$8,302
mid-point	\$4,797			\$5,817			\$6,669			\$7,533		
	105.6%			104.5%			104.5%			105.1%		



## MEMORANDUM

**To:** Board of Directors, Sierra Lakes County Water District  
**From:** Bill Quesnel PE, General Manager  
**Subject:** General Manager Recruitment/Agreement  
**Date:** May 3, 2019

---

The District prepared the attached Solicitation for Statements of Qualification to fill the General Manager position as an independent contractor. The Solicitation was posted on the District's website and sent to:

- all of the area utility districts;
- Engineers/Firms with utility experience in Reno, Colfax and Sacramento;
- two consulting utility system operators that provide services in the Truckee/North Lake Tahoe area; and
- a utility safety training consultant located in Eldorado County.

The District received two responses; President Lindquist and Vice-President Stockton reviewed the written Statements of Qualification and interviewed both candidates. At the April 12, 2019 Board Meeting Director Simpson discussed the qualifications of both candidates with President Lindquist and Vice-President Stockton and the three agreed/directed President Lindquist to contact references and negotiate the terms of a Professional Services Agreement for General Manager Services with Mr. Paul Schultz.

The Agreement is being finalized by Jeff Mitchell's office and will be distributed to the Directors not later than May 7<sup>th</sup> for discussion and consideration of approval at the May 10, 2019 Meeting.

Attachments: General Manager Solicitation  
Paul Schultz Statement of Qualifications

# 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

### GENERAL MANAGER

The Sierra Lakes County Water District (District) invites qualified firms to submit a Statement of Qualifications to provide General Manager services on a contract basis for a multi-year period.

The District serves approximately 800 residential properties with potable water and wastewater collection services in the Serene Lakes community in Soda Springs, California. The District's domestic water system includes a lake intake station, standby well, 0.5MGD surface water treatment plant, 460,000 gallon and 300,000 gallon storage reservoirs, booster pump station, and 12 miles of distribution mainline. The wastewater collection system includes approximately 10 miles of gravity mains, two miles of sewer forcemain and four lift stations. The wastewater is treated at the Donner Summit Public Utility District Wastewater Plant.

The General Manager reports to a five-member elected Board of Directors and is responsible for overseeing the operation and maintenance of the water treatment and distribution system and wastewater collection system, management of District owned property, budgeting, public works contracting, public relations, regulatory compliance and infrastructure repair and replacement.

The General Manager position requires an average 30 hours/ week (1,600 hours/year) commitment and presence at the District office. A 40-hour workweek or nighttime/weekend work, as necessitated by projects or operations, may occasionally be required.

### Job Summary

The General Manager has overall responsibility for managing the day to day operations of the District. These duties (and approximate time required) include:

1. Oversight of the operation of the potable water treatment (25%)/distribution (15%) and sanitary sewer collection (10%) systems:
  - a. Process review, troubleshooting, modifications and improvements; and
  - b. Supervision of three full-time and one seasonal Utility System Operators including all personal related duties such scheduling and work assignments, training and certifications, safety programs and performance reviews.
2. Regulatory permitting (15%):
  - a. Interface with State Department of Water Resources Control Board (SWRCB) Division of Drinking Water re: compliance with regulatory requirements, preparation and submittal of documentation and monthly/quarterly/annual reporting;
  - b. Interface with State Department of Water Resources re: water rights permitting including diversion compliance and annual reporting; and
  - c. Interface with Placer County re: operations in County right-of-way and compliance with Environmental Health Department regulations.

BOARD OF DIRECTORS: ~Michael Lindquist, President ~ Dan Stockton, Vice-President  
~ Karen Heald, Director ~ Bob McCormick, Director ~ Richard Simpson, Director

# 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

3. Review, permitting and inspection of residential (new and remodel) construction projects for compliance with District Utility Ordinances (5%);
4. Preparation of annual operating and capital project budgets. Review and approval of invoices and tracking of monthly operational and capital project expenses. Coordination with Financial Consultant who performs administrative office functions (5%);
5. Project Manager for all District construction projects including managing consultants providing design, construction administration and inspection services in accordance with District, County and State requirements (10%);
6. Preparation of written monthly reports to Board of Directors and attendance at regular monthly and special Meetings (10%); and
7. Administration of District Ordinances re: use of District property and watershed protection (5%).

The Board desires a General Manager with knowledge of local, state, and federal regulations and laws governing the management, construction, operation, safety, and maintenance of a water and/or sewer district. The successful candidate will be articulate, credible, and trustworthy, with a strong commitment to public service and the community, and have the ability to develop strong, positive relationships with District staff as well as its customers. This position requires well-developed skills in strategic and financial planning, people management and regulatory affairs. The General Manager will be a jack-of-all-trades with strong analytical skills and the ability to master a wide variety of tasks. This position will be a working manager who possesses the demonstrated ability to both mentor and empower employees while holding them accountable.

### Minimum Qualifications

#### *Experience*

1. Ten (10) years of experience with water and wastewater utilities and possession of current SWRCB Treatment -2 and Distribution -2 Operator certificates and California Water Environment Association (CWEA) Collection System -2 certificate;  
or  
Five (5) years of experience working with water and wastewater utilities, plus a Bachelor's Degree with a major in Engineering or related field.
2. Five (5) years of progressively responsible management experience in the operations of water and wastewater utilities, including supervising system operators and other field staff, scheduling and job assignments, personnel management and hiring/firing/disciplinary actions;
3. Five (5) years of experience managing maintenance and capital improvement projects completed in-house or by consultants/contractors, including budgeting, permitting, bidding public works projects, construction administration and inspection;
4. Two (2) years of Regulatory Permitting/Compliance experience including preparation of technical reports and studies and submission of permit required regulatory documentation; and
5. Two (2) years of experience preparing Operating and Capital Project Budgets, including monthly/annual expenditures and five (5) year projections.

# 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

### Preferred Qualifications

1. California Licensed Civil Engineer
2. Experience preparing utility rate studies and analysis of cost of service
3. Experience with Advanced Metering Infrastructure (AMI)
4. Experience with Lucity or other Computerized Maintenance Management System software
5. Experience with California Environmental Quality Act and National Environmental Policy Act regulations
6. Experience reporting to elected Board of Directors, including preparation of written reports, oral presentations to Board and Citizens groups, conducting special projects as assigned, and working collaboratively with District Counsel.
7. Reside within 60 minutes (driving time) of the District office in Soda Springs, California.

### Submission of Statement of Qualifications

The Statement of Qualifications should be limited to not more than 10 double-sided pages and contain, at a minimum, sufficient information to demonstrate the person proposed to provide day-to-day General Manager services meets the minimum required experience and qualifications. Other items that may be provided, as the Firm considers appropriate include:

1. Introduction and brief statement of the Firm's understanding of the scope of work;
2. Other agencies that contract with the Firm for management level support;
3. Tenure of proposed General Manager with the Firm and designation of a backup should the primary person not be able to complete the assignment;
4. Other personnel available to support the General Manager with infrastructure related tasks.

Five (5) printed copies and one (1) electronic copy (PDF format) of the Statement of Qualifications must be received not later than 3:00 p.m. on April 5, 2019 at the District Office:

Sierra Lakes County Water District  
PO Box 1039 (mail)  
7305 Short Road (UPS or FedEx or Person)  
Soda Springs, California 95728

For information concerning the General Manager position including the expected duties and responsibilities or required experience and qualifications please contact Michael Lindquist, Board President, via email [mlindquist@slcwg.org](mailto:mlindquist@slcwg.org)



---

**Paul A. Schultz, P.E.**  
Civil and Environmental Engineering  
7299 3<sup>rd</sup> Avenue – P.O. Box 269  
Tahoma, CA 96142  
(530) 525-9347

April 3, 2019

Honorable Board of Directors  
Sierra Lakes County Water District  
7305 Short Road  
Soda Springs, CA 95728

Subject: General Manager's Position

Dear Board of Directors:

Thank you for the opportunity to introduce myself and to present my qualifications for the position of General Manager for the Sierra Lakes County Water District (SLCWD). That vacancy being created by the retirement of your current and long-time General Manager, Bill Quesnel.

I am a results oriented professional with over 30 years of progressively responsible experience in civil engineering and public administration management for both government and private industry and am a former General Manager of the North Tahoe Public Utility District (NTPUD).

By way of comparison NTPUD's infrastructure, although larger, is not dissimilar to that of SLCWD and includes 75 miles of gravity sewer line, 6.6 miles of sewer force main, 4 main sewer pump stations 14 satellite sewer pump stations, 1720 manholes, 5,524 sewer connections and 3,828 metered water connections, multiple wells, lake intakes, and a state of the art UV Water Treatment Plant which treats over 350 million gallons of lake water per year.

I also have extensive experience providing engineering and management services to public and private clients, both large and small, through my work at several nationally and internationally recognized architectural and engineering firms as well as my own firm located on the west shore of Lake Tahoe in Tahoma, CA.

I believe in sustainability in all aspects of my personal and professional life, am a strong team player, highly skilled in personnel management and possessing a proven ability to lead, guide, mentor, and develop staff.

I have met with your current General Manager, Bill Quesnel and fully understand the role of General Manager for SLCWD and the overall commitment expected by the Board of Directors. Attached you will find my current resume and past projects summary for your perusal.

I believe I am an excellent match for the District and that we will have a long and mutually beneficial relationship providing management services and stewardship to beautiful Serene Lakes. I look forward to further presenting my qualifications to you in person our next mutual convenience.

---

If you have any questions or need clarifications, please don't hesitate to call me at (530) 525-9347.

Sincerely,

**Paul A. Schultz, P.E.**

Civil and Environmental Engineering  
7299 3<sup>rd</sup> Avenue – P.O. Box 269  
Tahoma, CA 96142  
(530) 525-9347

**Paul A. Schultz, PE**  
**7299 3<sup>rd</sup> Avenue**  
**P.O. BOX 269**  
**Tahoma, CA 96142**  
**(530) 525-9347**  
**paschultz@me.com**

#### **AREAS OF EXPERTISE**

- Municipal Management and Leadership
- Program and Project Management
- Strategic Planning
- Budgeting
- Negotiations, Conflict Resolution
- Civil Infrastructure Design, Operations & Maintenance

#### **EDUCATION**

- M.S., Civil Engineering, California State University, Sacramento
- B.S., Civil Engineering, California State University, Sacramento

#### **REGISTRATION**

- California Professional Civil Engineer, #42917, Exp. 3/31/2020
- Nevada Professional Civil Engineer, #9322, Exp. 6/30/2020

#### **EMPLOYMENT HISTORY**

- Paul A. Schultz, PE
- CDM Smith
- North Tahoe PUD
- URS Corporation
- Brown & Caldwell
- HDR Engineering
- Nevada County, CA

#### **INTRODUCTION:**

I am honored to be considered for the position of General Manager of the Sierra Lakes County Water District created by the retirement of your current General Manager, Bill Quesnel.

Throughout my over 30 years of responsible experience in management, public administration and civil engineering for both government and private industry I have developed and refined the skills which are necessary to successfully carry out the duties of General Manager of the Sierra Lakes County Water District.

These skills include:

- Interacting with public agencies with jurisdiction over the region including the Tahoe Regional Planning Agency, the Lahontan and Central Valley Regional Water Quality Control Boards, and agencies with planning authority such as City Councils and County Boards of Supervisors.
- Being results oriented with a demonstrated proficiency in coordinating complicated programs and interfacing with elected and appointed officials and professionals at all levels, coupled with a strong ability to assess and develop available resources.
- Assuring that projects are well considered, well designed, properly carried out and completed on-time and within budget.
- Working with the public in a comprehensive and open manner.
- Being a team player in the area of personnel management and recognizing that a proven ability to lead, guide, mentor, and develop staff is critical to a healthy organization.

#### **APPLICABLE MANAGEMENT EXPERIENCE:**

##### **Owner and Principal - Paul A. Schultz, PE**

Currently, I am owner and principal at Paul A. Schultz, PE, a civil and environmental engineering consulting firm that has provided management and engineering planning and design services to private clients and governmental entities since 2006.

**Past General Manager/CEO - North Tahoe Public Utility District:**

From 2010 until 2015 I served as General Manager/CEO at the North Tahoe Public Utility District (District). The NTPUD provides water & sewer service for nearly 5,500 customers and recreational facilities for visitors and residents of North Lake Tahoe with an annual capital and operating budget of approximately \$15 Million and a full-time equivalent staff of approximately 50 persons. Duties and accomplishments included:

- Planned, organized and evaluated the work of all District departments (Water, Sewer, Parks and Facilities) to ensure that operations and services comply with the policies and direction set by the District Board of Directors.
- Directed the development of the capital improvement plan and budgets for approval by the Board and monitored the implementation of adopted budgets
- Facilitated internal and external communication throughout all levels of the organization and conducted meetings with department heads and key management staff.
- Performed financial and managerial analyses for the Board of Directors pertaining to current District operations and new programs under consideration.
- Represented the Board of Directors at various meetings, functions, and events and served as a liaison to various civic and governmental organizations and committees, taskforces, boards, and commissions.
- Reorganized the District management structure, reassigned duties and responsibilities to professional staff and implemented stronger accountabilities.
- Supervised the fiscal services of the District including accounting, collections, budgeting, purchasing, financial reporting, and auditing.
- Assisted the District CFO with the District wide effort to begin planning and strategy for developing long and short-term financial and administrative goals.
- Assisted the District CFO with successfully developing and implementing four fiscal year District budgets.
- Successfully negotiated two separate collective bargaining agreements maintaining employee relations, while simultaneously holding the line on District costs.
- In addition, I coordinated special projects for the District, including the planning, design, implementation, and evaluation of construction/renovation projects, as well as the introduction of new programs. Special projects delivered included:
  - New Secline Main Sewer Pump Station,
  - Improved Carnelian Bay Main Sewer Pump Station,
  - Improved Dollar Main Sewer Pump Station,
  - New 3.1 MG Water Storage Tank and Pumping Station,
  - Electrical and SCADA Improvements to the National Avenue UV Water Treatment Plant,
  - New "Lucity" based Asset Management Program for Water, Sewer, Parks and



- Facilities,
- New 12,000 square foot Administrative Base Facilities,
- New 3,000 square foot Parks Maintenance Building,
- New 2.5-acre "Tahoe Unleashed" Dog Park,
- New 10-acre Treetop Challenge Ropes Course, and Zip Lines.

**OTHER EXPERIENCE AND PROJECTS:**

I recently served as Client Services Manager at a major international engineering consulting firm assisting non-Federal governmental clients in realizing their infrastructure needs from concept through completion. I also previously served as principal engineer, designer, manager, leader and mentor at several other nationally recognized Architecture/Engineering firms.

Attached to this is a list of some of my other varied project experience which has contributed to the management skills and the ability to carry out the duties of General Manager. As can be said, "you can't manage a kitchen if you don't know how to cook".

**Paul A. Schultz, PE**  
**7299 3<sup>rd</sup> Avenue**  
**P.O. BOX 269**  
**Tahoma, CA 96142**  
**(530) 525-9347**  
**paschultz@me.com**

#### **AREAS OF EXPERTISE**

- Program and Project Management
- Environmental and Civil Infrastructure Planning, Design, Construction, Operations & Maintenance
- Strategic Planning
- Budgeting
- Personnel Management and Leadership

#### **EDUCATION**

- M.S., Civil Engineering, California State University, Sacramento
- B.S., Civil Engineering, California State University, Sacramento

#### **REGISTRATION**

- California Professional Civil Engineer, #42917, Exp. 3/31/2020
- Nevada Professional Civil Engineer, #9322, Exp. 6/30/2020

#### **EMPLOYMENT HISTORY**

- Paul A. Schultz, PE
- CDM Smith
- North Tahoe PUD
- URS Corporation
- Brown & Caldwell
- HDR Engineering
- Nevada County, CA

#### **PROJECTS SUMMARY:**

I have over 30 years of experience in a broad range of engineering projects including:

- Project management, planning, design, construction and startup of civil, environmental, and stormwater engineering projects, including the planning and design of stormwater improvements and management systems.
- Planning and design of municipal water and wastewater treatment and conveyance systems.
- Development of stormwater policy.
- Drainage and irrigation system design.
- Detailed civil design, construction supervision, and management.
- Subcontractor management.
- Special design services during construction.
- Systems startup.
- Environmental compliance and process sampling.
- Operations and maintenance of conveyance, treatment, distribution and disposal systems including troubleshooting and optimization.

The attached list is included to detail representative individual projects which have provided my requisite experience.

#### **REPRESENTATIVE PROJECT EXPERIENCE:**

##### **Water Project Experience**

- **Water Transfer and Groundwater Banking Analysis El Dorado, Placer and Sacramento Counties, CA.** Mr. Schultz was the Principal-in-Charge for an on-going economic analysis to help determine the efficacy of various physical and paper water transfers among several agencies and purveyors for the El Dorado County Water Agency.
- **Alder Creek Dam and Reservoir Plan of Study (POS), El Dorado County, CA.** Mr. Schultz was the Principal-in-Charge for preparation of the US Bureau of Reclamation mandated Plan of Study for the proposed Alder Creek Dam and Reservoir project located adjacent to the south fork of the American River for the El Dorado County Water Agency.

- **Water Quality Certification and Environmental Permitting, Klamath Dams Removal Project, Klamath River, CA & OR.** Mr. Schultz helped to form the project team, provided marketing services and strategy, and served as Principal-in-Charge for the early phases of the Water Quality Certification and Environmental Permitting portions of the Klamath Dams Removal Project, the largest environmental restoration undertaking in the USA. Additional services provided by Mr. Schultz included planning for extensive utility relocation and reconfiguration of the water supply, treatment facilities, and transmission pipeline for the city of Yreka, CA.
- **Water Reclamation Plant Backup Well and Pipeline, Sacramento Regional Wastewater Treatment Plant, Sacramento, CA.** Mr. Schultz provided civil and mechanical engineering planning and design services for the SRWTP Water Reclamation Plant Backup Well and Pipeline including recommendations for in-well and wellhead mechanical components, design of approximately 3,700 feet of 16-inch raw water transmission pipeline, and provisions for irrigation turnout. This project included preparation of pre-purchase specifications, construction plans, specifications and project cost estimates.
- **Water System Improvements and Water Storage Reservoir, City of Ceres, Ceres, CA.** As Project Design Engineer, assisted in the design and construction inspection of 1.5 mg potable water storage reservoir, 4,500 gpm pumping station and approximately 9,000 feet of 24-inch diameter transmission main in Ceres, California. The project included siting, route selection, and existing utility mapping and pipe jacking beneath U.S. Highway 99.
- **Water Well Design, Clear Creek Community Services District, Cottonwood, CA.** As Project Manager/Engineer, provided engineering predesign and design services for the siting and construction of a new 3,500 gpm municipal water well and pumping station to accommodate additional summertime demand to an existing distribution system.

#### **Wastewater Engineering Experience**

- **Franklin/Johnson Sewer Lift Station, Elk Grove Unified School District and County Sanitation District-1, Elk Grove, CA.** Mr. Schultz served as project manager and lead designer for expansion of an existing 1.4 MGD sewage lift station to a 10.2 MGD sewage lift station. This very large increase in station capacity on a constricted site required the use of an existing, standby wetwell for wet weather storage of wastewater. Even with the additional volume provided by the second wetwell, peak wet weather storage requirements necessitated the use of a portion of the existing collection system for horizontal storage. Mr. Schultz also arranged other improvements on the site such as the generator and control building to minimize physical interferences and maximize the available safe working area around electrical and mechanical equipment.
- **Irrigation System Design, South Tahoe Public Utility District, Alpine County, CA.** Project Design Engineer assisting in a land development reclamation project for the South Lake Tahoe Public Utility District, California. The project work included hydrology, hydraulics, water rights review and application preparation, extensive erosion control design and irrigation system design for over 11 million gallons per day of stored, treated wastewater effluent. Total project area was approximately 5,000 acres and included extensive channel networks adjacent to the West Fork of the Carson River.
- **Treatment Plant Design, South Tahoe Public Utility District, South Lake Tahoe, CA.** Mr. Schultz participated in the design of various secondary processes and site

improvements to the South Tahoe wastewater treatment plant for the South Tahoe Public Utility District, California.

- **Lower Northwest Interceptor-Sacramento Force Main, Sacramento, CA.** As lead design engineer for hydraulic structures, Mr. Schultz prepared civil and structural drawings and specifications for the gravity Transition Structure, 66" Diameter Knife Gate Valve Vaults, Pre-Chlorination Vault, and structural modifications to the existing Influent Junction Structure to accommodate improvements associated with the SRCSD's LNWI – Sacramento Force Main project. Services included design of a force main-to-gravity ogee weir system to maintain upstream head while allowing influent to flow to the SRWTP by gravity, evaluation and recommendation of specialized chemical and mechanical coating systems to protect the weir face and surface, and Transition Structure walls and ceiling from the highly corrosive atmospheres occurring in the force main and Transition Structure.
- **Interceptor Design Manual and Standard Specifications, Sacramento Regional County Sanitation District 1, Sacramento, CA.** As project engineer, Mr. Schultz provided detailed input, prepared manuals subsections and performed peer review of subsections of the SRCSD Interceptor Design Manual and Standard Specifications pertaining to interceptor design including guidance to engineers on the design of horizontally curved sewers, manhole structures, junction and diversion structures and provisions for cleaning and access.
- **Sanitary Trunk Sewer Design Manual, County Sanitation District 1, Sacramento, CA.** As project engineer, Mr. Schultz provided detailed input, prepared manuals subsections and performed peer review of subsections of the CSD-1 Sanitary Trunk Sewer Design Manual pertaining to trunk sewer design including detailed guidance to engineers on trunk sewer manholes and special appurtenances such as inverted siphons, junctions, diversions and pipeline materials.
- **Sewer System Evaluation Study, El Portal, CA.** As Project Manager, Mr. Schultz planned and supervised all field activities associated with the evaluation of the existing wastewater collection system including evaluation of pump stations and force mains at the Yosemite National Park employee housing community for the United States Department of the Interior. Services included a detailed system survey, televising of mains and laterals, modeling, field verification of model and real-event inflow and infiltration analyses.
- **Wastewater Treatment Alternatives Analysis and 30% Design Report, Lake Camanche, CA.** For the Amador Water Agency's Wastewater Improvement District No. 11, Mr. Schultz performed an evaluation of potential wastewater treatment alternatives at a small California foothill community facing a building moratorium and the resulting plummeting real estate prices following failure of numerous individual septic systems. The evaluation included an analysis of the capital improvement and ongoing operation and maintenance costs associated with each alternative and examination of the various funding mechanisms available to assist the community in a resolution.
- **Folsom Boulevard – Routier Road Sewer Realignment, County Sanitation District 1, Sacramento, CA.** As project Manager, Mr. Schultz was responsible for the overall direction and quality of work products associated with CSD-1's realignment of an existing 25-foot deep, 18-inch VCP sanitary trunk sewer along Routier Road and beneath the Regional Transit light rail tracks and Folsom Boulevard in Rancho Cordova, CA. The project involved detailed topographic survey, geotechnical investigations, tunnel pre-design, design and construction management services.



- **Pumping Station Redesign, Nevada County Sanitation District No. 1, Nevada County, CA.** As project engineer, Mr. Schultz designed and analyzed 20 pumping stations, including development of anticipated peak flow rates and required storage volumes for small- and medium-volume installations. The project included analysis and recommendations for modifications to improve performance and efficiency.
- **Wastewater Collection System, Nevada County Sanitation District No. 1, Nevada County, CA.** Mr. Schultz served as the project engineer for the planning, design and construction management of approximately 20,000 feet of 6-inch, 10 inch and 12 inch diameter gravity sanitary sewer at an existing, partially sewer community adjacent to a recreational lake in the Sierra Nevada foothills. The project also included I&I investigation and rehabilitation, upgrades to 5 existing wastewater pumping stations and approximately 800 feet of new 8-inch force main.

#### **Stormwater Engineering Experience**

- **Storm Water Management Plan (SWMP) and Integrated Drainage Master Plan (DMP), City of South Lake Tahoe, CA.** Mr. Schultz co-authored the 2006 Storm Water Management Plan and Annual Report to the Lahontan Regional Water Quality Control Board and integrated the City's DMP to assure future compliance with the SWMP.
- **Lake Tahoe Storm Water Treatment Small Scale Pilot Project, Lake Tahoe, CA.** Mr. Schultz was the Project Manager for a variety of innovative studies at Lake Tahoe to evaluate the effectiveness of treatment BMPs. Caltrans won a Best Basin Project award from the Tahoe Regional Planning Agency for the project. The project evaluated chemical/physical processes for removing pollutants from stormwater runoff in the Lake Tahoe Basin. The project required coordination with multiple subcontractors and extensive sample analysis and data quality assurance.

#### **Specialized Projects Experience**

- **Tahoe City Transit Center, Tahoe City, CA.** Mr. Schultz provided design guidance and performed all plan review and civil product quality assurance associated with the design of the Tahoe City Transit Center for the Placer County Department of Public Works. The project included detailed design of site improvements for a bus and multi-mode transportation center including office space on a 64-acre parcel adjacent to the Truckee River and State Highway 89 near the outlet of Lake Tahoe. Final design involved extensive stormwater and site runoff impacts mitigation including the use of pervious pavements and on-site detention and infiltration, coordination with Caltrans improvements along Highway 89, recreational improvements including bicycle and pedestrian trails, and recreational access to the Truckee River.
- **Lakeside Trail Phase V-VII, Tahoe City, CA.** For the Tahoe City Public Utility District, Mr. Schultz provided design guidance and performed all plan review and quality assurance for the design of the final phases of the Lakeside (Bicycle and Pedestrian) Trail along the north shore of Lake Tahoe in Tahoe City, CA. The project included design of approximately 3000 feet of lighted, hard-scaped recreational trail and raised boardwalk entirely within a recognized sensitive environment zone; extensive landscaping and revegetation; dock, pier and marina improvements; coordination with existing property owners and lake front operations; and extensive local, state and federal regulatory oversight.

## PROFESSIONAL SERVICES AGREEMENT ☐

Between  
**SIERRA LAKES COUNTY WATER DISTRICT**  
and  
**PAUL A. SCHULTZ, P.E.**

This Agreement is made as of \_\_\_\_\_, 2019, between **Sierra Lakes County Water District**, hereinafter referred to as "District," and **Paul A. Schultz, P.E.**, hereinafter referred to as "Consultant."

### 1.0 BASIC SERVICES

Consultant enters into this Agreement as an independent contractor, for the purpose of providing professional services to District as the District's General Manager and Agent to perform the following tasks and additional services as may be requested by the District:

- Oversight of the operation of the potable water treatment/distribution and sanitary sewer collection systems:
  - Process review, troubleshooting, modifications and improvements; and
  - Supervision of three full-time and one seasonal Utility System Operators including all personal related duties such scheduling and work assignments, training and certifications, safety programs and performance reviews.
- Regulatory permitting:
  - Interface with State Department of Water Resources Control Board (SWRCB) Division of Drinking Water re: compliance with regulatory requirements, preparation and submittal of documentation and monthly/quarterly/annual reporting;
  - Interface with State Department of Water Resources re: water rights permitting including diversion compliance and annual reporting; and
  - Interface with Placer County re: operations in County right-of-way and compliance with Environmental Health Department regulations.
- Review, permitting and inspection of residential (new and remodel) construction projects for compliance with District Ordinances;
- Preparation of annual operating and capital project budgets;
- Review and approval of invoices and tracking of monthly operational and capital project expenses;
- Coordination with Financial Consultant who performs administrative office functions;
- Function as Project Manager for all District construction projects including managing consultants providing design, construction administration and inspection services in accordance with District, County and State requirements;
- Preparation of written monthly reports to Board of Directors and attendance at regular monthly and special Meetings;
- Administration of District Ordinances re: use of District property and watershed protection; and
- Other duties as assigned by the Board of Directors.

The District shall have no right of control over the manner in which the work is to be done but only as to its outcome and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

67a-1

## **2.0 PERIODS OF SERVICE**

- 2.1 General.** The provisions of Section 2.0 and the various rates of compensation for Consultant's services provided for elsewhere in this Agreement have been agreed to in anticipation of the Consultant's orderly and continuous provision of services as described in Section 1.0. Consultant's obligation to render services hereunder will be reviewed annually by the District. District and Consultant agree that Consultant's time commitment shall average 30 hours/week overall with an average of 24 hours/week on-site and not exceed 1,560 hours per year unless specifically directed by the Board of Directors.

## **3.0 PAYMENT TO CONSULTANT**

### **3.1 Methods of Payment for Services and Expenses of Consultant**

#### **3.1.1 Compensation Terms Defined**

**3.1.1.1** "Time and Materials" shall mean an hourly rate(s) paid to Consultant as total compensation for each hour(s) of Consultant work(s) under this Agreement, plus Reimbursable Expenses.

**3.1.1.2** "Reimbursable Expenses" shall mean the actual expenses incurred directly or indirectly in connection with completing assigned tasks, including, but not limited to approved Subconsultant or Subcontractor costs, transportation and subsistence incidental thereto.

- 3.1.2 Basis and Amount of Compensation for Basic Services.** Compensation shall be on a Time and Materials basis. Consultant's billing rate to be \$162.50/hour. Reimbursable Expenses will include a ten percent (10%) markup over Consultant's cost. Maximum amount of compensation per year is \$ 250,000 without prior approval of the Board of Directors.

#### **3.2 Intervals of Payments**

Payments to Consultant for services rendered and reimbursable expenses incurred shall be made once every month by District. Consultant's invoices will be submitted once every month and will be based upon total services completed at the time of billing. District shall make payments in response to Consultant's invoices within 45 days after receipt of Consultant's invoice.

#### **3.3 Other Provisions Concerning Payments**

- 3.3.1** If any items in any invoices submitted by Consultant are disputed by District for any reason, including the lack of supporting documentation, District may temporarily delete the disputed item and pay the remaining amount of the invoice. District shall promptly notify Consultant of the dispute and request clarification and/or remedial action. After any dispute has been settled, Consultant shall include the agreed-upon item on a subsequent regularly scheduled invoice or on a special invoice.

67a-2



## **4.0 GENERAL CONSIDERATIONS**

### **4.1 Termination**

**4.1.1** This Agreement may be terminated in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party. However, no termination for default may be initiated unless the other party is given a ten (10) calendar day cure period after written notice (delivery by certified mail, return receipt requested) of intent to terminate.

**4.1.2** District may terminate this Agreement for its convenience by providing 30 days written notice (delivered by certified mail, return receipt requested) to Consultant.

Consultant may terminate this Agreement for its convenience by providing 60 days written notice (delivered by certified mail, return receipt requested) to District.

**4.1.3** Upon any termination, Consultant shall (1) promptly discontinue all Services affected (unless a termination notice from District directs otherwise); and (2) deliver or otherwise make available to District all documents, data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by Consultant in performing this Agreement, whether such materials are completed or in process. All payments due Consultant at termination shall be made by District.

### **4.2 Ownership of Documents**

The original documents, studies or reports prepared under this Agreement, for which the District pays compensation to the Consultant, except working notes and internal documents, shall become and remain the property of the District, and upon payment of said compensation shall be surrendered to the District upon the completion of the Work under this Agreement or on the completion of specific phases of the Work, if requested by the District. The Consultant may retain copies of said Work in their files, but such Work shall not be released to any other party or reused by the Consultant without the express written consent of the District. Reuse of any work products of the Consultant by the District for other than the specific project covered in this Agreement without the written permission of the Consultant shall be at the District's risk; provided that the Consultant shall not be liable for any claims or damages arising out of such unauthorized reuse by the District or by other's actions through the District.

### **4.3 Insurance**

Consultant shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California). Consultant shall furnish the District with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract.

67a-3



- 4.3.1 Commercial General Liability Insurance.** The insurance shall be provided on form CG0001, or its equivalent, and shall include coverage for claims for bodily injury or property damage arising out of premises/operations, products/completed operations, contractual liability, and subconsultant's work and personal and advertising injury resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than \$1,000,000.00 per occurrence and \$2,000,000 general and products/completed operations aggregates.

The commercial general liability insurance shall also include the following:

4.3.1.1 Endorsement equivalent to CG 2010 1185 naming the District, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees or volunteers.

4.3.1.2 Endorsement stating insurance provided to the District shall be primary as respects the District, its officers, officials, employees and any insurance or self-insurance maintained by the District, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.

4.3.1.3 Provision or endorsement stating that the Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

- 4.3.2 Worker's Compensation.** Insurance to protect the Consultant, its contractors and subcontractors from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremen's and Harbor Worker's Act ("Acts"), if applicable. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable state and Federal statutes and regulations. The Consultant shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in the Contract Documents. Consultant shall provide a Waiver of Subrogation endorsement in favor of the District, its officers, officials, employees, agents and volunteers for losses arising from work performed by the Consultant.

**4.3.3 Commercial Automobile Insurance.**

4.3.3.1 The insurance shall include, but shall not be limited to, coverage for claims for bodily injury or property damage for owned, non-owned, and hired automobiles resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than \$1,000,000.00 per accident.

4.3.3.2 The commercial automobile insurance shall include the same endorsements required for the commercial general liability policy.

67a-4

**4.3.4 Professional Liability Insurance.** The Consultant and its contractors and subcontractors shall secure and maintain in full force, during the term of this Contract and for five years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Contract. The limits of such professional liability insurance coverage shall not be less than \$1,000,000 per claim.

**4.3.5 Additional Requirements.**

4.3.5.1 In addition to any other remedy the District may have, if Consultant fails to maintain the insurance coverage as required in this Section, the District may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the District may deduct the cost of such insurance from any amounts due or which may become due Consultant under this Contract.

4.3.5.2 No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Consultant has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the District.

4.3.5.3 Any deductibles or self-insured retentions in excess of \$10,000 must be declared to, and approved by, the District.

4.3.5.4 The requirement as to types, limits, and the District's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

**4.4 Professional Liability of Consultant**

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. Consultant makes no warranty, either express or implied, as to its findings, recommendations or professional advice except that the service was performed pursuant to generally accepted standards of practice in effect at the time of performance.

**4.5 Indemnification; Liability Limits**

**4.5.1 Indemnification.**

Subject to the limitations set forth in Paragraph 4.5.2 herein, Consultant shall indemnify, defend, and hold harmless the District, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including court costs and reasonable attorneys' fees, arising from Consultant's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract, except such loss or damage caused by the negligence or willful misconduct of the District. The provisions of this paragraph shall survive termination or suspension of this Contract.



**4.5.2 Limitations on Liability and Indemnification.** District agrees that Consultant's liability and indemnification to the District, its officers, officials, agents, employees, contractors, subcontractors, successors and assigns shall be limited to the amount of claims, damages, demands, liability, costs, losses and expenses, including court costs and reasonable attorney's fees, which are actually covered by the policies of insurance set forth in Paragraph 4.3 and it's subparagraph and are subject to the following limits:

4.5.2.1 For professional negligence, acts, errors or omissions of Consultant, liability shall limited to \$1,000,000 per claim.

4.5.2.2 For claims arising from the operation of automobiles and covered by CONSULTANT's Commercial Automobile Insurance, liability shall be limited to \$1,000,000 per claim except for claims arising from willful misconduct (for which no limit shall apply).

4.5.2.2 For claims covered by CONSULTANT's Commercial General Liability Insurance, liability shall be limited to \$1,000,000 per claim (\$2,000,000 general and products/completed operations aggregates) except for claims arising from willful misconduct (for which no limit shall apply).

**4.6 Conflict of Interest**

Consultant shall make all disclosures required by the Political Reform Act (Government Code Sections 87000 *et seq.*) and the District's conflict of interest code in accordance with the category designated by the District.

**4.7 Controlling Law and Venue**

This Agreement is to be governed by and construed in accordance with the Laws of the State of California. Venue for all matters shall be Placer County or the Eastern District of California.

**4.8 Successors and Assigns**

4.8.1 The parties hereby bind their respective partners, successors, executors, administrators, legal representatives, and, to the extent permitted by Paragraph 4.8.2, their assigns, to the terms, conditions, and covenants of this Agreement.

4.8.2 Neither Consultant or District shall assign, sublet, or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the prior written consent of the other, which consent may be withheld for any reason, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law.

Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

67a-b

- 4.8.3** Except as may be expressly stated otherwise in this Agreement, nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than District and Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of District and Consultant and not for the benefit of any other party.

**4.9 Dispute Resolution**

In the event of a dispute arising out of or relating to the Agreement or services rendered, District and Consultant agree to resolve such disputes in the following order of precedence: first through direct negotiation between the principals of the two parties, secondly through formal non-binding mediation conducted in accordance with rules and procedures agreed upon by the parties and lastly through binding arbitration conducted in accordance with the procedures set forth in the California Code of Civil Procedures Section 1280 *et seq.*

**4.10 Changes and Modifications**

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made a part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement.

**4.11 Licenses**

Consultant shall have all appropriate licenses and certifications for the services to be performed.

**4.12 Severability**

In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.

**4.13 Waiver**

One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

**4.14 Extent of Agreement**

This Agreement and any and all amendments, modifications, and supplements duly executed by the parties in accordance with this Agreement, govern and supersede any and all inconsistent or contradictory terms, prior oral or written representations or understandings, conditions, or provisions set forth in any purchase orders, requisition, request for proposal, authorization of services, notice to proceed, or other form or document issued by District with respect to the Project or Consultant's services.

67a-7



IN WITNESS WHEREOF, the parties hereto have set their hands the day and date of the year first set forth above.

**District:**  
**Sierra Lakes County Water District**

**Consultant:**  
**Paul A. Schultz, P.E.**

**Agreed to:**

**Agreed to:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Michael Lindquist, President      Date

Paul A. Schultz      Date

Address for Giving Notice:

Sierra Lakes County Water District

7305 Short Road  
PO Box 1039

Soda Springs, California 95728

Address for Giving Notice:

Paul A. Schultz, P.E.

7299 3<sup>rd</sup> Avenue  
PO Box 269

Tahoma, CA 96142

License No. C42917

## SIERRA LAKES COUNTY WATER DISTRICT

### Follow-up from April 12, 2019, Board Meeting

- |         |   |                         |   |
|---------|---|-------------------------|---|
| _____   | 2 | Interested<br>Directors | Provide picture and bio for website   |
| _____   | 3 | Mr. Mitchell            | Update on the District election status through Placer County (Before next scheduled election in 2020) |
| X _____ | 4 | Bill Q.                 | Start Discussions with Placer County regarding expiring lease agreement.                              |

Future discussion topics or agenda items:

63

**Sierra Lakes County Water District**  
**Action Items**  
*As of May 1, 2019*

	<b>TASK</b>	<b>STATUS</b>	<b>DUE DATE</b>	<b>PROGRESS</b>	<b>ASSIGNED</b>
1	Office Procedures Manual	3 sections left to complete	In Process	95%	Anna
2	Proper Operation of Stop & Drain Valves Program	Preparation of handout and "how-to" card completed for inclusion with 2019 Utility Bills	6/1/2019	95%	Bill Q.
3	Develop information about best management practices and fertilization for inclusion with billing	Research BMPs and macrophyte plant management options	July 2019	40%	Bill Q.
4	AMR Data Collection & Analysis	Collect use data by type of occupancy, project assigned to Operator	Summer 2019	0%	Bill Q.
5	Policies & Procedures Review/Update	Review current policies and procedures for revisions and possible additions.	August 2019	20%	Bill Q./ Anna/Dick/Bob
6	Insurance Coverage Review	JPIA Liability, Property and Workers Comp policies and information concerning District operations and exposure submitted to KMTG for review	August 2019	75%	Bill Q./Jeff M
7	Urgent Matter Protocol	Review current policies and procedures for revisions and possible additions to agenda.	August 2019	0%	Bill Q.