

ASSEMBLY BILL 361 IMMEDIATELY AMENDS OPEN MEETING LAWS TO EXPAND TELECONFERENCE MEETING OPTIONS DURING PROCLAIMED STATE OF EMERGENCIES

The Governor has signed Assembly Bill 361 ("AB 361") into law, which relates to electronic/virtual access to Brown Act meetings. AB 361, effective immediately, amends open meeting requirements to permit the legislative body of a local public agency to hold virtual meetings during certain emergencies proclaimed by the Governor.

Background

The Brown Act, which is codified at Government Code section 54950 et seq., requires meetings of legislative bodies of local public agencies be noticed, open, and public. Prior to the COVID-19 pandemic, teleconferencing was only permitted if the majority of the body was within the territorial jurisdiction of the body, each teleconference location was identified and open to the public, and all votes were via rollcall.

During the COVID-19 pandemic, the Governor passed Executive Order N-29-20 which suspended the Brown Act teleconference requirements (other than roll call voting) as long as members of the public were permitted to participate at least electronically, and certain notice and electronic accessibility requirements were met. Unless otherwise amended, that Order is set to expire on September 30, 2021.

California's Amended Law

Assembly Bill 361 takes effect immediately because it is an urgency statute and it will expire on January 1, 2024, unless extended. The bill amends the Brown Act to provide the following:

- **Authorization.** A legislative body may meet via teleconference during a proclaimed state of emergency by the Governor at a local, state, or national level in any of the following situations:
 - State or local officials have imposed or recommended measures to promote social distancing.
 - The legislative body holds a meeting for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
 - The legislative body holds a meeting and has already determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- **Renewal Every 30 Days.** The decision to meet telephonically must be renewed at least every 30 days with the legislative body adopting findings that it has reconsidered the circumstances of the state of emergency and (1) the emergency continues to directly impact the ability of the members to meet safely in person or (2) state or local officials continue to impose or recommend measures to promote social distancing.
- **Meeting Requirements.** An AB 361 teleconference meeting must comply with the following procedures:
 - Give notice and post agendas as otherwise required by the Brown Act;
 - List on the agenda how the public can electronically attend and comment at the meeting. Note that a public agency is not required to offer an in-person option for the public to attend and comment at such a meeting;
 - Provide an opportunity to comment in advance of and during the meeting;
 - Allow a reasonable amount of time to register, if required, and comment on each agenda item or at least the amount of time allowed per agency meeting protocols, whichever is longer;
 - No action may be taken during a disruption that inhibits the broadcast of the meeting or the public's ability to comment;
 - All votes must be via rollcall;
 - Comply with state and federal civil rights and non-discrimination laws; and
 - Take all precautions to protect the statutory and constitutional rights of the public.

While it only applies in situations where the Governor has proclaimed a state of emergency, and not, for instance, when only a local health officer has declared an emergency, this new law provides an explicit avenue for local public agencies to meet telephonically in the case of a public health, or other, emergency that inhibits the opportunity to meet in person. It is also a recognition of how technological advancements may promote public access to public meetings. AB 361 expires on December 31, 2023, unless extended.

Note that this Legal Alert is limited to changes to the Brown Act. However, AB 361 also adds teleconference options to the Bagley-Keene Open Meeting Act, Government Code section 11120 et seq., applicable to state agencies and to the Gloria Romero Open Meetings Act, Education Code section 89305 et seq., applicable to student bodies of California State Universities. In brief, this new law provides that meetings of such legislative bodies may be virtually held as long as specified notice and accessibility requirements are met. These provisions expire on January 31, 2022.

Questions

If you have any questions regarding this Legal Alert, please contact the following attorneys from our office or the attorney with whom you typically consult.

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- Legal Alerts

MEMORANDUM

To: Honorable Board of Directors, Sierra Lakes County Water District
From: Paul A. Schultz, PE, General Manager
Subject: January 2022 General Manager's Report
Date: February 3, 2022

Donner Summit Public Utility District (DSPUD) Wastewater Treatment Plant

There were no permit violations during the month of January 2022 and the wastewater treatment plant is operating as designed. A portion of the treated tertiary effluent is currently being used for snow making on the Soda Springs ski hill and the balance is being disposed of by direct discharge to the South Fork of the Yuba River. Physical access to the river has been restored, so sampling of the river upstream and downstream of the discharge point has resumed.

Lake, Land and Facilities Management:

District Engineer Solicitation: A Request for Qualifications for District Engineering Services was sent out to prospective engineering consultants and posted on the District's website on January 24, 2022, with responses due back to the District no later than February 25, 2022. The solicitation allows for the retention of more than one consultant if it is in the benefit of the District. A copy of the solicitation is included in the February 2022 Board Packet under Old Business Item VIII.A. No action is necessary at this time.

Policies and Procedures: The review and update of the District's Policies and Procedures Manual and Employee Handbook is complete. The individual policies and procedures and handbook components were combined into two single books and finalized based on feedback received in November and December 2021. The final draft documents were disseminated to the District Board for final review following the January 2022 Board of Directors' meeting and no additional comments have been received. The final draft documents are being made available for public review on the District's website and are included in the month's Board Packet under Old Business Item VIII.B

Sewer Infrastructure Improvements: The design and final reviews for the District's 2022 Sewer Infrastructure Improvements project are complete and the construction contract documents were sent out to prospective bidders on February 4, 2022 with bids due no later than March 4, 2022. A pre-bid conference and project site visit/tour to help the prospective bidders better understand and visualize the scope of work is scheduled for February 18, 2022. Addendums to the bid package, if required, are scheduled to be issued at least 7 calendar days prior to the bid opening. Farr-West Engineering will provide their recommendation to award by March 8, and it is expected that the construction contract will be awarded at the Board's regularly scheduled March 10, 2022, meeting or at a special Board of Directors' meeting scheduled for shortly thereafter. The District will be pre-purchasing the new Flygt sewage effluent pumps for SPS#4 and the new Siemens flow meters for several locations to avoid paying a contractor markup on these relatively expensive components and to help relieve some of the potential supply chain and/or availability issues currently being experienced for mechanical equipment purchase and delivery.

The bidding schedule and the engineer's estimates of probable construction costs are included in the month's Board Packet under Old Business Item VIII.C. All of the Farr-West's Sewer Infrastructure Improvements design projects for the District are currently on schedule and within budget.

Capital Improvement/Replacement Program and Revenue Requirements: The General Manager met with Matt Van Dyne and Matt Schultz from Farr-West Engineering on January 20, 2022, to begin developing the framework and plan for a Board workshop (open to the public) to discuss the District's Capital Improvement/Replacement Program, the potential revenue requirements necessary to accomplish the work, and the range of funding mechanisms available to the District to finance those requirements. The workshop is tentatively scheduled for March 24, 2022, with a possible follow-up workshop tentatively scheduled for March 31, 2022. Farr-West Engineering will provide an overview of the major capital improvement/replacement projects anticipated over the next 5 to 10 years as identified by the General Manager and the planning level cost estimates to further scope, design, and construct those improvements. Farr-West will make a presentation and lead a discussion regarding good general financial practices for public utilities including the establishment of reserves, the setting of rates, and the value of regularly scheduled incremental rate increases. A municipal finance specialist, Jon Cristy, from KMTG will make a presentation on the various funding mechanisms available to the District along with a discussion of the benefits and potential drawbacks of each mechanism. A representative from Bartle-Wells Associates (Independent Public Finance Advisors) and a representative from one or more public sector financing corporations may also be in attendance, if appropriate. The goals of the workshop(s) are to have the Board and community better understand the major components of the District's Capital Improvement/Replacement Program, the potential costs of those improvements, and the funding mechanisms available for financing. There will be considerations and possible action based on the results and findings of the workshop(s).

Soda Springs Road Bridge Replacement and Manhole Relocation: The District has made a single and final payment to Nevada County for the relocation of one of our force main manholes that was in conflict with the relocation of the Soda Springs Road bridge over the South Fork of the Yuba River. The District occupied the County's right-of-way and by franchise agreement was responsible for the total cost of relocation. The estimated cost for the work was \$16,000. The final cost of the manhole relocation was \$11,192.58.

Water Treatment Plant Improvements: Work is nearly complete on the new filter plant PLC/HMI design and fabrication project with the final switch over from the old system to the new system completed in January. The disposition of the old equipment will occur in February. The project, being executed by Great Basin Controls, is currently on schedule and within budget.

Information Technology Improvements: Installation of the new Information Technology (IT) improvements (network service, internet service and VoIP telephone service) continues. The District has installed the equipment from SpaceX for the Starlink satellite internet and has been using the connection via Wi-Fi during the latter part of January. Our IT consultants, Logically, made the wired ethernet connection on February 3, 2022, and the District's network is now running much faster and with less downtime. This improvement will greatly increase the District's internet and telephone connectivity and improve overall reliability.

Contemporary Water Quality Assessment: Field and research activities associated with the Contemporary Water Quality Assessment of Serene Lakes project are complete for 2021. Samples taken during the summer and fall and then frozen will be thawed and analyzed and the field data gathered will be compiled and reduced between now and early spring. Some results and preliminary findings should be available to present to the Board at the April 2022 Board of Directors' meeting.

Potential Impacts of Wildfire on the Serene Lakes Water Supply and Habitats: A graduate student (candidate) in Fisheries Biology and Management from Oregon State University (Jodi Gunning) is completing a literature study on the potential impacts of wildfire on the long-term viability of the Ice Lakes as a water supply for the Serene Lakes community and as habitat for native aquatic species. The General Manager is serving as a graduate advisor for the candidate and has reviewed the candidate's abstract and literature research and has provided comments back to the candidate and University. The study paper should be completed and submitted to her graduate advisor sometime in February 2022. The District will ultimately be able use the information generated to better inform decisions regarding lake and surrounding environmental and vegetation management.

Regulatory Issues:

Sanitary Sewer Overflows: The District reported no Sanitary Sewer Overflows (SSOs) to the Regional Water Quality Control Board for the month of January 2022.

Operations Issues:

Monthly Water and Sewer Demand: Water demand in January 2022 was up over December 2021 but was still 9,371 gallons per day (gpd) less the 5-year average for December. Sewer flows were also up as compared to December 2021 flows and 10,002 gpd more than the 5-year average for the month. Average daily water and sewer flows for January 2022 were 64,329 gpd and 64,060 gpd respectively as compared to 56,526 gpd and 59,973 gpd in December 2021. The District's share of the flow through the DSPUD wastewater treatment plant for January 2022 was 25.5%. The District's share for January 2021 was 27.9%.

Attachments:

- January 2022 Daily Water/Sewer Flows
- 2017-2021 Sewer/Water Flows Comparison through January 2022

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

Month: January Year: 2022

DATE	DAY	SEWER TOTALS		TREATED WATER TOTALS				REMARKS
		SEWER FLOW	FLOW METER	GALLONS WATER PUMPED	GALLONS WATER USED	BACKWASH GALLONS	*COMBINED TANK TOTAL GALS.	
1	S	108,824	78694424	118,904	119,792	8,262	590,785	
2	S	90,832		44,144	96,046	4,150	589,897	
3	M	73,856		106,116	75,998	19,539	537,995	Backwash Filters ABC
4	T	60,408		121,912	57,677	8,292	568,112	
5	W	61,944		92,388	61,110	8,280	632,348	
6	T	63,648		104,640	62,997	8,201	663,626	
7	F	68,576		34,344	63,961	4,087	705,269	
8	S	79,024		0	80,853	0	675,652	
9	S	78,880		61,288	74,741	8,211	594,799	
10	M	62,896		119,072	64,798	8,232	581,346	
11	T	60,832		127,688	56,830	8,265	635,620	
12	W	52,104		32,848	48,360	4,116	706,478	
13	T	55,552		62,104	51,940	4,095	690,966	
14	F	67,288		42,648	67,134	4,012	701,130	
15	S	80,064		0	82,557	0	676,644	
16	S	89,648		67,304	94,101	4,020	594,087	
17	M	75,680		49,112	77,515	4,100	567,290	
18	T	52,016		143,052	52,189	4,083	538,887	
19	W	50,848		82,952	48,877	8,196	629,750	
20	T	56,272		90,446	58,669	4,121	663,825	
21	F	56,752		43,144	57,299	4,106	695,602	
22	S	61,184		0	63,147	0	681,447	
23	S	55,584		0	53,386	0	618,300	
24	M	49,120		110,116	46,667	8,154	564,914	
25	T	44,880		72,168	38,662	4,102	628,363	
26	W	58,488		65,288	44,816	10,971	661,869	Backwash Filters ABC
27	T	37,728		0	38,512	0	682,341	
28	F	53,144		68,051	37,889	3,390	643,829	
29	S	66,608		0	65,730	0	673,991	
30	S	63,328		58,511	57,845	3,392	608,261	
31	M	49,840		75,955	44,973	3,411	608,927	
TOTAL		1,985,848		1,994,195	1,945,071	159,788		
Average		64,060		64,329	62,744	5,154	632,656	
Max		108,824		143,052	119,792	19,539	706,478	

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

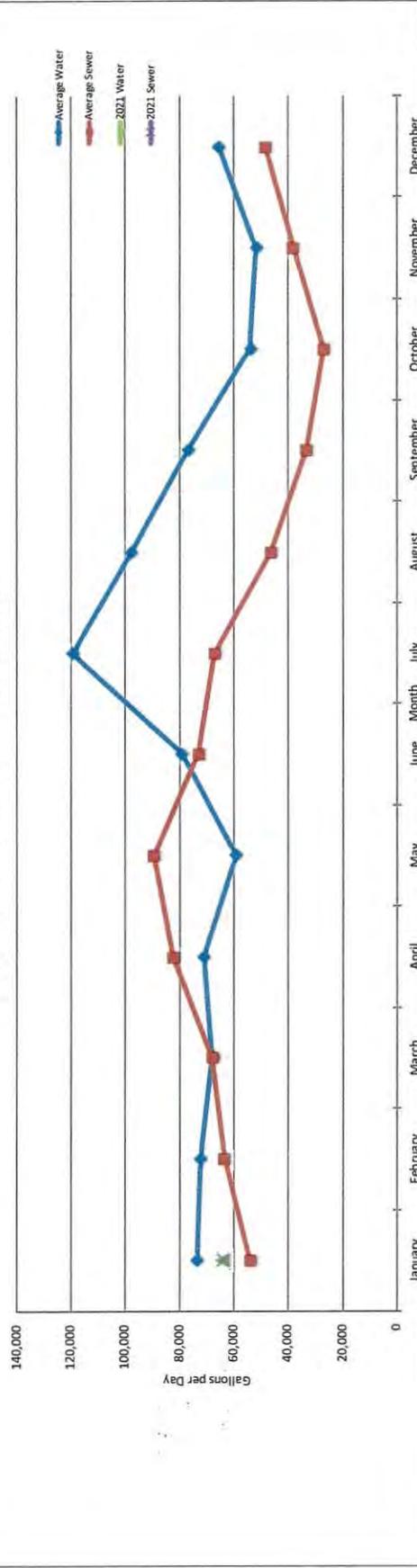
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Month Data

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Sierra Lakes County Water District
Daily Average Water and Sewer Flows

Month	2017		2018		2019		2020		2021		2022		2017-2021		2022 Difference	
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Average Water	Average Sewer		Average Difference
January	82,724	78,315	57,934	56,074	87,880	44,329	68,997	44,891	70,966	46,080	64,329	64,060	73,700	54,058	19,642	269
February	84,728	102,596	62,633	53,318	78,934	63,383	67,323	47,084	68,819	51,694			72,487	63,615	8,872	0
March	80,671	89,737	64,510	83,232	70,562	65,446	59,198	49,998	64,655	50,953			67,919	67,873	46	0
April	104,155	95,125	54,942	86,645	72,242	109,987	73,847	37,486	50,388	82,334			71,115	82,315	-11,201	0
May	82,594	103,648	41,219	61,763	66,385	109,177	62,032	92,887	44,034	79,840			59,253	89,463	-30,210	0
June	85,112	81,067	67,307	50,652	60,743	99,969	95,511	75,912	86,730	58,057			79,081	73,131	5,949	0
July	127,908	72,376	116,880	55,680	93,686	71,372	151,255	75,810	106,969	60,912			119,340	67,230	52,110	0
August	90,608	48,019	100,235	42,146	81,780	43,117	138,639	61,675	77,045	37,662			97,661	46,524	51,138	0
September	69,713	33,765	96,910	30,430	57,667	28,795	104,835	45,396	54,640	28,414			76,753	33,360	43,393	0
October	44,687	20,983	66,956	22,980	42,107	19,533	77,783	35,611	38,860	36,251			54,079	27,072	27,007	0
November	43,994	44,725	57,518	28,357	50,036	23,536	64,354	34,626	43,977	59,604			51,976	38,170	13,806	0
December	57,662	46,212	82,744	44,796	66,010	47,714	65,759	44,139	56,526	59,973			65,740	48,567	17,173	0

Average Daily 2017-2021 Water and Sewer Flows vs. 2022 Flows



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

Date: Wednesday January 14, 2022 / **Time:** 6:00 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

The meeting was teleconferenced as provided by Government Code Section 54953(e), which modified the Brown Act teleconference rules during “State-declared emergencies.”. In-person attendance by the public at the District Office was not be permitted.

I. Open Meeting:

Roll Call: No Directors were in attendance at the Sierra Lakes Boardroom

Directors in attendance by teleconference:

Director Dan Stockton
Director Karen Heald
Director Jon Harvey
Director Jennifer Jackson
Director David Keatley

Staff members present: Anna Nickerson, Financial Consultant

Staff present by phone: Paul Schultz P.E. Inc., General Manager
Jeffrey Mitchell, District Counsel
Patrick Baird, Utility Operator

Guests present by Zoom: Tim Kustic
Grewal Family
Susan Cooper
Andreas Booher
Dick Simpson

Minute Recorder: Anna Nickerson, Financial Consultant

II. Oath of Office: Mr. Keatley took an Oath of Office as the newly appointed Director. He said he was looking forward to working with everyone.

III. 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.

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

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

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

VI. Operations: Paul Schultz P.E. Inc., General Manager, presented his operations report to the Board for consideration and possible action. Mr. Schultz reported the following:

- Everything was going well at Donner Summit PUD. However, their access to the river was currently a little limited.
- He met with Directors Stockton and Jackson on December 3, 2021, to discuss the upcoming capital improvement projects and the need to develop the revenue requirements for the capital projects. He also said the Community Workshop was in development and that he would be meeting with Farr West to refine the revenue requirements and possible financing alternatives that could be presented at the Workshop.
- Sewer project design was going well and was reported to be 90% complete. He anticipated that the final design package, including estimated costs, would be complete and ready to go out for bid by the beginning of February. He anticipated the estimated cost would be less than the original \$1,670,000 because they were able to trim some of the work. Farr West was working on a schedule for completing the projects that would be provided to the Board for discussion at the February meeting. He also said he hoped that contracts could be ready to go out for bid by the end of February with a bid return date in March. He said a Special Meeting might be needed to award the contracts in order to begin construction by June and finish by October.
- The upgrades to the Water Treatment Plant were almost complete and working well.
- The new Starlink internet was installed and working well with download speeds of 250 mbps and upload speeds of over 100 mbps. Starlink still needed to be integrated to the system.
- He finished reviewing Ms. Gunning's paper on Wild Fire Impacts on Serene Lakes and anticipated hearing back from her in the spring.
- The District's policies and procedures would be discussed later in the meeting.
- He said there was a three-gallon sanitary sewer overflow at the end of November as mentioned at the last board meeting. The incident was reported to the State Board.
- The State adopted new Drought Conservation Emergency Regulations at the beginning of the year. He said the District was already in compliance with the regulations due to the waiver of the curtailment that was received.
- Last summer the District removed a lot of hazardous trees from around the lake. One of the residents, Barbara Pelletreau, appreciated the work so much that she sent the District a \$2,500.00 donation towards the Contemporary Water Quality Study.
- He said the utility crew work diligently during the month of December; the power was off more than it was on and there was 16 feet of snow. The guys worked very hard keeping up with snow removal and making water.
- Water/Sewer demand for December was unremarked.

- There were some personnel shortages due to COVID; one person was currently out, with no symptoms, and another was back from being out.

Director Stockton said, under Information Technology Improvements, the report stated that the equipment was “tested uninstalled” during December and wondered if it should be “tested installed”. Mr. Schultz said the report was correct, the equipment was setup in the parking lot and tested. He said a lift truck was needed to install the equipment and didn’t want to get it installed only to find out it wasn’t going to work.

Director Stockton said that, under Water/Sewer Demand, even though the numbers went down, the percentage of the flow through the plant was slightly higher. Mr. Schultz said that was correct based on the amount of flow put through the plant by Donner Summit PUD.

Director Harvey asked if Mr. Schultz could talk more about the Capital Improvement Workshop, tentatively scheduled for February. He wanted to know what the purpose and objective of the Workshop was. Mr. Schultz said the purpose and objective was to illustrate the capital improvement needs of the District over the next five to ten years and to provide various methods that could be considered to fund the needed improvements. Director Harvey said he thought the Board would want to review the draft list before the Workshop. Mr. Schultz said he would make sure a list of the projects was made available before the next Board Meeting.

Mr. Simpson said he was impressed with the mbps up and down and asked if the telephone connections would be going through the satellite as well because the delay going up and down from the satellite could make it awkward to communicate by telephone. Mr. Schultz said he had looked at the latency and found it to be surprisingly low for the satellite link. He said it wasn’t a single satellite, it was a field of satellites. He also said, ultimately the District would have two feeds for redundancy.

VII. Consent Items Calendar: The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the December 15, 2021, Special Meeting; December 2021 Check Register; financial reports for the month ending December 31, 2021; December 31, 2021 Balance Sheet; and Disbursements for Board Approval.

A motion was made by Director Keatley and seconded by Director Jackson to approve the Consent Items Calendar. The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald, Harvey, Jackson and Keatley.

VIII. Old Business:

A. A Proposal to modify the day and time for the monthly Regular Board Meetings was presented to the Board for consideration and possible action. Also presented was a draft Ordinance, number 2021-03, to Amend the District Code Concerning Regular Meetings and a draft Resolution, number 2021-08, Amending the Schedule of Regular Meetings. Mr. Mitchell said the Ordinance would change the District Code by replacing the existing provision that identifies the date and time of regular meetings with a requirement that the Board set the meeting date and time by resolution. He also said the Resolution presented would change the date and time of the regular board meeting to the second Thursday of the month at 6:00 pm.

In response to Director Keatley's question, Mr. Mitchell said by adopting the resolution the day and time of the meeting would be set. If the Board wanted to make another change, then a new resolution would have to be adopted.

Director Stockton said the proposed ordinance and resolution would make future changes easier. Mr. Mitchell said changing an ordinance for a county water district was not as complicated as it was for a city; a city would have to have two readings of the ordinance, five days apart. A county water district still had to post the ordinance by putting it up on the website to notify the public.

Director Jackson said she appreciated the mention of notifying the public. Like former Director Lindquist, she too was very interested in transparency. She also said one of the reasons for the change was to hopefully encourage more people to attend the meetings. Director Harvey said there was a SLPOA meeting the next day and an announcement could be made at that meeting by Tim Kustic, SLPOA's liaison to the Water District.

Mr. Simpson said he was in favor of changing the ordinance.

Director Keatley said he was in favor of a change that could increase participation.

A motion was made by Director Harvey and seconded by Director Keatley to adopt Ordinance 2021-03 allowing meetings to be defined by resolution. The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald, Harvey, Jackson and Keatley.

Director Heald said she had no preference as to the day of the week and that Thursdays would be fine while meetings were still being held by Zoom. But she thought the topic should be revisited when meetings return to in-person.

Mr. Simpson said he had two concerns. First, he agreed with Director Heald about Thursdays while the meetings were Zoomed, but Friday was originally selected because people were expected to come up to the mountains for the weekends and could come a little earlier to attend the board meeting. By moving the meeting to Thursdays, people would have to come up a day earlier. However, if the Board was to hold hybrid meetings, then it wouldn't matter if meetings were on Fridays or Thursdays. He said if the Board decided to move the meetings to Thursdays without a Zoom alternative, participation would probably decrease. His second issue was that he had a conflict with Thursdays. He was the secretary for the Donner Summit Association (DSA) and Tim Kustic was SLPOA's liaison to the DSA and DSA meetings were the second Thursday of the month at 5:00pm. He said it would be hard to get from a DSA meeting scheduled for 5:00 to 6:00 pm to a 6:00 pm Water Board meeting. He also said he preferred Thursdays for DSA and Fridays for the Water Board.

Director Jackson said she was supportive of hybrid meetings and thought the District should always offer that option. She said some members of the public may not be comfortable going into the office and would enable Board Members, like her who do not live in the District fulltime, to attend. She also said she worked for a large company that struggled with getting hybrid meetings to work properly and encouraged Mr. Schultz and Mrs. Nickerson to look into how to make hybrid meetings work.

Mr. Schultz said he would have to look at the link to see what the lag time might be for hybrid meetings, as mentioned by Mr. Simpson earlier in the meeting. He said there would be enough bandwidth to make it work, it just depended on the lag time.

Director Heald said, in the past, the Board has met at 6:00 pm and at 5:00 pm. When the meetings were at 5:00 pm, people had trouble getting up to the District for in-person meetings. She said as long as the meetings were being Zoomed, she had no problem with starting the meetings at 6:30 pm to accommodate people who have been participating in the meeting all along.

Director Harvey said he has only been on the Board for about a year and during that time, there has been very minimal participation by the public. Mr. Simpson said he was on the Board for four years and there was at most five people who attended meetings.

A motion was made by Director Harvey and seconded by Director Jackson to adopt Resolution 2021-08 with the change to hold regular board meetings on the second Thursday of the month at 6:30 pm. The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Heald, Harvey, Jackson and Keatley.

B. Mr. Schultz presented an update to the Board regarding the Scope of Work and Solicitation for a District Engineer for consideration and possible action. He said the Committee considered benefits of formal proposals or Statement of Qualifications (SOQ) and decided on a SOQ. He also said requesting proposals would take more time because he would have to develop a scope of work. Based on the identified projects, the SOQ would include a description of the projects already identified, an estimate of 900 to 1,000 hours over the next two years and an estimated cost of \$90,000.00 to \$125,000.00. He asked for Board consensus to prepare a Request for Qualifications (RFQ).

Director Harvey said it would be a two-step process. The Committee would identify which of the two firms that they communicated with, and who fit the needed qualifications, and lock in a fee schedule.

Director Heald said going with a consultant would give the District the most flexibility to make changes and update as opposed to hiring an employee. She also said the SOQ was the simplest way to proceed.

Director Jackson said, she was guessing that the RFQ would include some of the kinds of work we would likely be doing and the tasks that would be needed. Director Harvey confirmed that the RFQ would include that information. Director Jackson also asked if there was a goal in mind for what it would ultimately make the General Manager position look like; what percentage of time Mr. Schultz would be at. Mr. Schultz said he hoped to be able to reduce his hours down to what he originally contracted for.

Director Heald said the District originally contracted with Mr. Schultz for 75% and hoped to get him back down to that. She also said with the tasks he might be able to offload, his time may go down below 75%.

Director Jackson said, in conversations with Mr. Schultz, she was told that Mrs. Nickerson's role was a lynch pin role and if something were to happen to her the District would be lost. She asked if the RFQ could include some redundancy to have a backup plan. Mr. Schultz said it was a good idea to consider in the future after the District Engineer functions were established.

Director Heald said the issue regarding Mrs. Nickerson had been reviewed many times in the past. She said a couple of steps had been taken to create redundancy with the accounting firm that audits the District's financial statements and a detailed Office Procedures Manual detailing everything that needed to be done and how to do it. Mrs. Nickerson said the District had a written agreement with Robert Johnson Accounting where Mary Cummins would come in until a replacement could be found. She also said the Office Procedures Manual was extensive with step-by-step instructions on how to do everything and it included examples and diagrams.

The consensus of the Board was to proceed.

C. The Board discussed the status of the District's Policies and Procedures. Andreas Booher, from Kronick, Moskovitz, Tiedemann & Girard, said he had taken a comprehensive look at all of the District's Policies and Procedures. The policies were checked to ensure compliance with State laws. A majority of the review was complete with the exception of a few policies that would be completed by the spring. He asked if there were any comments.

Mr. Mitchell asked if Directors Heald, who was very involved with the review and providing comments, and Director Jackson, who also provided some comments, would like to lead the discussion. He said they could go down the list, policy by policy, to allow members of the Board to ask questions. Mr. Booher asked that any written comments from the Directors be submitted at the end of the meeting to be inserted into the policies for consideration at a future meeting.

Director Heald said she had no comments on the policies. She said she had been over them so many times that she didn't look at them again and really wanted to hear what the other Directors had to say about the final project, excluding the four policies that were not finalized.

Director Harvey said he was not prepared to go through the policies one by one; he had not read them all. He had, however, tested one regarding Director's Compensation and Expense reimbursement.

Director Jackson said she discussed her changes with Mr. Booher and was comfortable with those. What she had ready to discuss were substantive changes to the four pending policies.

Director Heald suggested a two-week limit for written comments from every Director. She also suggested that the policies be brought back to the February meeting and give the public access to the completed policies for review.

Director Harvey said he wanted to have time to ask questions about the Director payment and reimbursement policy.

Director Jackson asked about the timing of the policies that were being deferred. Mr. Booher said those policies would be reviewed after the current policies were adopted. Director Heald said those policies had a tremendous number of problems that needed further review from other people at Mr. Mitchell's office. It was agreed that the bulk of the policies would be completed and adopted before returning to those policies. Mr. Booher said he was close to having an updated version of the deferred policies but felt it was better to adopt the bulk of the policies before sending out the others to avoid confusion. Mr. Mitchell said the deferred policies could be sent to Directors Heald and Jackson if they were willing to be the informal committee.

Mr. Simpson said he was on the committee that started the review of the policies and has not seen anything other than the list that was presented in the board packet. As a member of the public, he would need to know what the documents looked like in order to provide input.

Mr. Mitchell said the process was to ask for Director comments, incorporate any comments received and present the policies before the February meeting when the public would have an opportunity to comment. Mr. Simpson said that didn't work for him it would take more than two or three days to review the documents. Director Jackson said since the Board was given the packet in December it should also be released to the public.

Mr. Simpson said there was going to be a Sexual Harassment Policy as of August 2020, but he didn't see it on the list. He said there was going to be something on customer access to water use data and asked if there was a status report on that. Mr. Booher said the information access piece would be part of the policy regarding public records. Mr. Mitchell said he didn't think access to an individual's water usage needed to be a policy because a member of the public could call the office to request their personal information. Director Jackson said it was an item on the Action Items list to determine the recommended method for providing personal water data.

Mr. Mitchell confirmed with Mr. Booher that the Sexual Harassment Policy would be part of the Employee Manual.

Mr. Mitchell said Director Harvey had a question regarding Policy #13 Compensation. Director Harvey said he looked at the policy that said the policy would be reviewed every December to decide the new compensation. He said Mr. Mitchell told him there was an overarching State Code that guided what Special Districts could do and that he didn't think the District was compliant. He also said he wanted to know what needed to be done to be compliant and that for him, he didn't like the idea of being compensated.

Mr. Mitchell said, even though they had been referred to as the old policies, those policies were still in effect and that the current policy was similar to the proposed policy. He said the current policy provided compensation of \$180.00 per meeting. He said the statute provided that compensation started at \$100.00 per meeting and could be adjusted by as much as 5% per year for every year after adoption and required a public hearing to increase the per meeting compensation.

Director Heald said from what she remembered, the rate had not changed since she joined the Board in 2012, but the details of additional compensation for days worked and meetings attended changed significantly.

Mr. Mitchell said Section 2.18 Compensation of the Board Members provided details for additional days of compensation but did not state the rate. Mrs. Nickerson was asked to track down the Ordinance or Resolution that set the current rate.

Director Jackson said she wasn't sure how many hours would constitute a day's work. Director Heald said, back when Ulrich Luscher was President, the Board had a lengthy discussion regarding the number of hours that would be considered a day's work and was supported with the current policy as a guideline. Mr. Mitchell said he would not recommend setting a specific number of hours to constitute a day's work. Mr. Booher said that policy update was not proposing any specific change to what was already in place. Mr. Mitchell said the Board was not adopting the policy by ordinance and compensation could not be set by a policy; compensation had to be adopted by a change to the Ordinance.

Mr. Mitchell asked Mrs. Nickerson to provide him with a list of ordinances that could be crossed referenced to Ordinance 18.01 to make sure no other updates were needed.

Director Harvey said he would like the compensation item to be brought back to the Board for discussion before updating the current code. Mr. Mitchell said an Ordinance would be brought back to the Board to correct the compensation items at which time the Board could discuss any desired changes.

Mr. Booher asked the Directors to provide written comments within the next two weeks.

IX. New Business:

A. Mr. Mitchell presented a summary of the Key Components of the Brown Act to the Board. He said Directors were required to complete a two-hour Ethics Training course, per AB 1234, every two years.

Mr. Mitchell said the Ralph M Brown Act (Brown Act), also known as the California's Sunshine Law, was to ensure the decision-making process of the bodies was conducted in public. He said the public had a right to know what was happening and to participate in the process (see the copy of his power point presentation, attached to the minutes, for more details).

- **Legislative Body** would include the Board of Directors and any other body created by the formal action of the Legislative Body. Meetings of the Legislative Body would require a fixed meeting schedule. Advisory Committees, Ad Hoc committees or any other committee with less than a quorum would not be considered a Legislative Body and would not require a fixed meeting schedule.
- **Meeting** a congregation of a majority of the members of a legislative body to hear discuss or deliberate upon items within the subject matter jurisdiction of a board. Examples of gatherings attended by all directors that would not be considered a meeting would be conferences, public meetings of other legislative bodies or social and ceremonial events. Directors needed to self-police their conversation to avoid discussing matters that were within the jurisdiction of the District.
- **Serial Meeting** would be to use a series of communication, directly or through intermediaries, to accomplish what couldn't be accomplished in a meeting;

consensus building through intermediaries for example telephone or email exchanges. Allowable communication would be to gather all the information and provide it to everyone in the context of attending a meeting so that all comments could be seen. He also cautioned the Board about using "Reply All" and Directors commenting on social media regarding subject matter jurisdiction of the District.

- **Teleconferencing** would require that the voting be conducted by a rollcall vote, agendas posted at each teleconference location, each location must be identified in the notice of the agenda, each location must be accessible to the public and the public must be allowed to address the legislative body from each teleconference location. However, a majority of the board must participate from a location within the boundaries of the district. Currently teleconferencing requirements were temporarily suspended under AB 361. Mrs. Nickerson said she remembered the District's ordinance requiring that a majority of the Board had to attend from the conference room, not just from within the District's boundaries. Mr. Mitchell said he would review the requirement before the District returned to in-person meetings.
- **Agenda Requirements** For regular meetings, the agenda had to be posted within 72 hours of the scheduled meeting on the District's website. Also, an emergency or the need for immediate action would have to exist to add an item to an agenda after posting. A need for action, that came to the attention of the agency, not the board, after the agenda was posted, could be added to the agenda. Adding an item to the agenda would require a 2/3 vote of the legislative body present at the meeting. The agenda for a special meeting, held to discuss items within the jurisdiction of the legislative body, would need to be posted within 24 hours of the scheduled meeting. No items could be added to the agenda and no decisions of executive/staff compensation could be made. Public Comments could be on the agenda but was not required.
- **Conduct of Meetings** For purposes of the Brown Act, there were two distinctions of circumstances; discussion of something on the agenda and something not on the agenda. Something on the agenda meant the item was literally typed on the agenda. For something referenced on the agenda as received late, the item was considered, per the Brown Act, to be on the agenda and open for discussion. Comments made by the public under Public Comments were not considered as being on the agenda and could not be discussed; members of staff could be directed to follow up with the person or the item could be placed on a future agenda but not discussed. The posting of an agenda was to provide the public with prior notification of what would be discussed at the meeting. He also said the way things were described on the agenda was important. If an item was listed on the agenda as for "Discussion", no action could be taken. The item would have to be described as for Consideration, Deliberation or Action in order for the legislative body to take action. Also, members of the public could be asked to provide their name and address but they were not required to provide the information. Finally, rollcall votes were only required if the meeting was teleconferenced.
- **Closed Session** Ground rules for holding a Closed Session pertaining to personnel issues, labor negotiations, litigations or exposure to litigations and real estate negotiations required them to be construed narrowly and agenzized properly and members of the public had to be given an opportunity to comment on the item before going into Closed Session. Only those who had a reason to be in the Closed

Session could be in the room. If an action was taken in Closed Session, and it was the last party's action, then a report out was required. If no action was taken in the Closed Action, a report out was not required.

Mr. Mitchell said the bi-annual Ethics Training course included more information about the Brown Act and conflict of interest rules. He encouraged the new Directors to complete the training. Information on Ethics Training sessions could be found on the Attorney General's or the FPPC website.

Director Harvey said he wanted to confirm that all Directors could logon to a SLPOA meeting to listen. Mr. Mitchell said there was an exception to meeting the requirements for community organizations. Directors may participate if it was a publicly noticed meeting provided all members of the public were allowed to attend. He said if only SLPOA members were allowed to attend the meeting than it would not be considered a public meeting and the Directors should be careful about participating. Director Stockton asked if he was at the SLPOA meeting and was asked a question, could he respond? Mr. Mitchell said it would first depend on if a majority of the Directors were in attendance. As long as a majority was not in attendance then he could respond.

X. Administration:

A. There were no Follow-up Items from the December 15, 2021, Regular Meeting. Mr. Schultz said the Follow-up and Actions Items were different by distinction but most of the items on the Follow-up list had ended up on the Action Items list. He proposed that there should only be an Action Items list. Director Jackson said if something was not considered an action item it should be on the Follow-up list. However, should it be moved to the Action Item list it should be renamed. Mr. Mitchell said, if it was a follow-up then it would require an action. No change to the agenda item was made.

B. A Status of Action Items list was presented to the Board for consideration and possible action.

1. AMR and Metered Rate:

- a. AMR Data Collection: No advancement made since the last meeting. There were several large leaks identified and stopped. The reasons for the leaks were stop and drain valve issues or water left on.
- b. Develop recommended method for providing customer access to their personal water use data: – Mr. Schultz said he did not meet with Director Jackson in December but was likely to meet in February and March. He hoped to have information for the Board by April.
- c. Develop Metered Rate Structure: Mr. Schultz said the schedule was included with in the December board packet. He said he wanted to simplify and update the schedule for February. Director Jackson noted that the Gantt Chart that was presented at a previous meeting was included in the current board packet immediately following the Action Items list.

- d. Rate Study Communication: Mr. Schultz said he and Director Jackson would continue to work on the item.
 - e. Community Rate Workshop: Mr. Schultz said it was 20% complete and would be meeting with Farr West regarding the revenue requirements and funding alternative for the capital project cost estimates.
2. District's Policies and Procedures: The Policies and Procedures remained at 95%.
 3. District's ownership of the Dam: – Mr. Schultz said did not work on the item since the last board meeting. He said he would be working with Anderegg to get a proposal for the lot line adjustments for the acquisition.
 4. Retool General Manager Position – Mr. Schultz said he met with Directors Heald and Harvey. The item was increased to 60% complete.
 5. Index of Ordinance: Mrs. Nickerson was asked to provide Mr. Mitchell with an Index of Ordinances as discussed earlier in the meeting.

XI. The Board discussed the new “Monthly Decision to Meet Telephonically”. A monthly decision, based on current Governor orders and health and safety considerations and in accordance to the information provided by Mr. Mitchell’s office that was included in the board packet.

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

Mr. Mitchell said, because it could be more than 30 days between meetings, he suggested making this item the first item on the agenda because to decision to meet telephonically had to be in place before the meeting could be held telephonically under the Governor’s rules. It was agreed to move the item to the beginning of the meeting.

XII. Adjournment

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

The minutes were approved at the Regular Meeting held on February 10, 2022, as part of the Consent Items Calendar. A motion was made by Director _____ and seconded by Director _____ to approve the Consent Items Calendar. The motion passed by a unanimous rollcall vote.

Three Purposes Of The Brown Act

1. To ensure that the decision-making process of legislative bodies is conducted in public
 - Exceptions: no quorum or meeting in closed session
2. To provide notice of the items to be discussed or the action to be taken by the legislative body by posting agendas in advance of the scheduled meeting
3. To guarantee the right of the public to address legislative bodies on matters within the jurisdiction of those bodies
 - Allow comments before deliberations - no requirement to answer questions

What Are “Legislative Bodies”?

- Board of Directors
- Other bodies created by “formal action” of a legislative body
 - Standing Committees with continuing jurisdiction
 - Any body created by the Board that includes both Board members and members of the public
 - Board governing private business entity if:
 - Entity is created by Board to exercise authority lawfully delegated to it by Board; or
 - Entity receives funding from District and member of Board is a voting member appointed by Board

What Are Not “Legislative Bodies”?

- Examples of bodies not considered legislative bodies under the Brown Act:
 - Advisory committee made up **solely** of **less than a quorum** of the legislative body with no continuing jurisdiction or fixed meeting schedule
 - E.g., a committee of two Board members who are tasked with interviewing potential special counsel
 - Committees that are not formed by formal action of a legislative body, e.g.:
 - Appointed by General Manager
 - Appointed by the Board President
 - Appointed by the chair of a committee without approval by the full committee

What Is A "Meeting?"

- Defined in Gov. Code § 54952.2
- Any congregation of a *majority* of the members of a legislative body at the same time and place to *hear, discuss or deliberate upon any item* within its subject matter jurisdiction.
 - *Serial Meetings*. Consensus building through intermediaries or multiple conversations.
 - *On-on-One Discussions*. Individual contacts between Directors are okay so long as they do not result in a serial meeting.

“Meeting” Does Not Include

- Individual contacts between legislative bodies and any other person. (*Gov. Code* § 54952.2(c)(1).)
- Attendance by a quorum of a legislative body at:
 - Conferences
 - Small break out sessions discussing specific business of the agency should not be attended by a quorum (e.g., discussion of specific water storage project at a conference)
 - Public meetings of other legislative bodies discussing some topic of local concern
 - Social & Ceremonial Events (e.g., ground breaking ceremony, retirement party, etc.)
 - Committee meetings with non-committee members present as observers
 - Non-committee members may observe so long as they do not participate in committee business in any fashion (i.e., verbal, written, other input)
- Conversations at conferences, social & ceremonial events, and public meetings of other legislative bodies may not include discussion of the agency’s business—members of the legislative body should diligently self-police conversations they have with their colleagues in these settings

Serial Meeting Is A "Meeting"

- *A majority of the members of a legislative body shall not, outside an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body. (Gov. Code § 54952.2.) (Gov. Code § 6252.7.)*
 - These are not meetings in the traditional sense but consensus building through intermediaries or multiple conversations among people who are familiar with the thoughts and opinion of others.

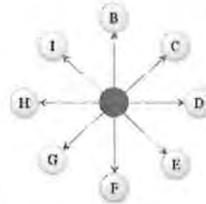


Types Of Serial Meetings:

- Chain: Message is transferred from one person to the next.

$A \rightarrow B \rightarrow C \rightarrow D \dots$

- Hub and Spoke: One person communicates the message to others.



- Messages going through intermediaries does not negate meeting.
- This type of intermediary communication could be through staff, other directors, or anyone else
- Be especially mindful: emails, text messages, social media, etc.

(Gov. Code § 54952.2(b).)

Teleconferencing

- Teleconferencing is a meeting of individuals in different locations connected by audio and/or video electronic means.
 - Votes during teleconferencing must be taken by roll call.
 - Agendas must be posted at all teleconference locations.*
 - Each teleconference location must be identified in the notice and agenda at the time of posting*
 - Each teleconference location must be accessible to the public and the public must be allowed to address the legislative body at each teleconference location*
 - Teleconferencing must be conducted “in a manner that protects the statutory and constitutional rights” of the public
- * Suspended during COVID pandemic (AB 361)

Agenda Requirements (Regular Meetings)

- An agenda must be posted at least 72 hours prior to a regular meeting.
 - Agenda must also be posted on the Authority’s website.
- **Items may be added to the agenda *for a regular meeting* as follows:**
 - When a majority determines that an “emergency” exists. (*Gov. Code § 54954.2(b)(1).*)
 - By a 2/3 vote of the legislative body present at the meeting (unanimous if less than 2/3 of members present), determination that:
 - There is a need to take immediate action, and
 - the need for action came to the attention of the agency after the agenda was posted. (*Gov. Code § 54954.2(b)(2).*)

027

Agenda Requirements (Special)

- A notice (agenda), including the time, place and business to be transacted at the meeting, must be posted and distributed to each member of the legislative body and requesting members of the media 24 hours in advance of the meeting (*Gov. Code § 54956*)
- Items may *not* be added to the agenda
- Cannot make decisions on executive staff compensation, including fringe benefits
- Not required to allow public comments on items not on the agenda

Conduct of Meetings

- Public comment on items not on the agenda
 - Legislative body can not discuss, except limited question or direction to staff or seek clarification from commenter.
- Public comment on items on the agenda
 - May place reasonable time limits on public speakers, but all speakers must be treated the same
 - May **ask** speakers to identify themselves by name, but can not **require** they provide their name
 - Providing address can similarly not be required
- Roll call vote not required, except when teleconferencing
 - Roll call vote may nevertheless be desirable under certain circumstances

Closed Sessions

- Procedural requirements are found in Gov. Code § 54957.7:
 - The item must be described in the agenda unless “added on” at a regular meeting.
 - Prior to going into closed session, the legislative body must disclose in open session the items to be discussed in closed session and public comment allowed.
 - Several grounds for closed session, i.e.: personnel, labor and negotiation, pending litigation/significant exposure to litigation, real estate negotiations.
 - Depending on the grounds for closed session, different individuals may attend (e.g., legal counsel, labor negotiator, etc.).
 - Staff participation is always limited to essential personnel.
 - Alternate Directors may only attend when primary absent.
 - Action taken in closed session must be publicly “reported out” after the action is final. The vote of each member of the legislative body who attended the closed session also must be reported out.

Sierra Lakes County Water District
Check Registers
January 2022

1002 - DEMAND Account			
<u>RECONCILIATION:</u>			
1/1/2022	Beginning Cash Balance		628,290.96
	Deposits		51,068.54
	Property Taxes Received		279,399.07
	Assessments Received from Placer County		205,622.37
	Deposit - Interest		3.05
	Assessments transferred to Assessment District		(205,623.37)
<u>DEMAND ACCOUNT DISBURSEMENTS:</u>			<u>(165,861.89)</u>
1/31/2022	Ending Cash Balance		<u><u>792,898.73</u></u>
1031 - GASB 45-OPEB Account - <i>Flow through account to LAIF</i>			
<u>RECONCILIATION:</u>			
1/1/2022	Beginning Cash Balance		163.13
	Deposit - Interest		-
	Funds Transferred To/From Investment Account		-
1/31/2022	Ending Cash Balance		<u><u>163.13</u></u>
Placer County Treasurer's Fund - for <i>Capital Projects</i>			
<u>RECONCILIATION:</u>			
1/1/2022	Beginning Cash Balance		3,004,712.00
	Deposit - Interest		525.13
	Funds Transferred To/From Investment Account		-
1/31/2022	Ending Cash Balance		<u><u>3,005,237.13</u></u>
Local Area Investment Fund (LAIF) - for <i>Unfunded OPEB Liabilities</i>			
<u>RECONCILIATION:</u>			
1/1/2022	Beginning Cash Balance		803,082.59
	Deposit - Interest		462.33
	Funds Transferred To/From Investment Account - Annual OPEB Funding		-
1/31/2022	Ending Cash Balance		<u><u>803,544.92</u></u>
Assessment District 2011-01			
<u>RECONCILIATION:</u>			
1/1/2022	Beginning Cash Balance		376,924.40
	Assessments Received		205,622.37
	Deposit - Interest		1.91
	Disbursements - USDA		-
1/31/2022	Ending Cash Balance		<u><u>582,548.68</u></u>

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Sierra Lakes County Water District
Check Registers
January 2022

Type	Date	Num	Name	Memo	Amount
1002 - US Bank - Demand					
Check	01/21/2022		Sierra Lakes County Water District - Inte	Assessments Received from Placer County	(205,622.37)
Bill Pmt -Check	01/12/2022	7839	Donner Summit Public Utility District	Jan 2022 Wastewater Treatment Fees	(30,612.00)
Bill Pmt -Check	01/25/2022	7864	Farr West Engineering	Sewer Project Engineering Fees	(27,498.25)
Bill Pmt -Check	01/19/2022		Paul A. Schultz, P.E. (Corp)	Dec 2022 Professional Fees & Reimbursement	(19,127.57)
Bill Pmt -Check	01/10/2022	21674	Great Basin Control Systems	SCADA System Upgrade/Replacement	(18,326.25)
Liability Check	01/18/2022		QuickBooks Payroll Service	Created by Payroll Service on 01/14/2022	(7,593.41)
Bill Pmt -Check	01/12/2022	MED012022	Public Employees' Retirement System (Med)	Medical - 1347	(6,545.41)
Bill Pmt -Check	01/12/2022	7845-7851	Pacific Gas & Electric	Electricity	(5,251.17)
Bill Pmt -Check	01/10/2022	21673	ACWA/Joint Powers Insurance Authority	Worker's Compensation Premium Qtr ending 10/31/21	(4,560.54)
Bill Pmt -Check	01/25/2022		Anna M. Nickerson	Professional Fees 1/1/22 to 1/15/22	(4,532.00)
Liability Check	01/14/2022	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1093737562	(4,300.38)
Bill Pmt -Check	01/12/2022	7857	U.S. Bank (CC)	Office, Memberships, Uniform, Safety & Gas \$676.96	(3,977.25)
Bill Pmt -Check	01/12/2022	7841	Logically	Server Rack, LogicCare, and Managed Backups & Monthly Fees	(3,316.63)
Bill Pmt -Check	01/12/2022	011222	Anna M. Nickerson	Professional Fees 12/16/21 to 12/31/21	(3,212.00)
Bill Pmt -Check	01/10/2022	21675	University of Nevada, Reno	Contemporary Water Quality Project	(3,116.30)
Liability Check	01/12/2022	RET122021	Public Employees' Retirement System (Ret)	Retirement - 1347	(3,053.02)
Bill Pmt -Check	01/25/2022	7866	Kronick Moskovitz Tiedemann & Girard	Dec 2021 Legal Fees	(2,601.00)
Bill Pmt -Check	01/12/2022	7856	Truckee Overhead Door, Inc.	Door and Door Opener repairs	(1,975.51)
Bill Pmt -Check	01/12/2022	7842	NTU Technologies, Inc.	Filter Plant Chemicals	(1,808.35)
Bill Pmt -Check	01/12/2022	7854	Suburban Propane	Propane - 7305 Short Rd	(1,600.10)
Check	01/03/2022		BluePay	Merchant Fees	(1,306.56)
Bill Pmt -Check	01/12/2022	7837	Badger Meter	Monthly Service Fees	(1,054.65)
Liability Check	01/14/2022	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1093730562	(898.94)
Bill Pmt -Check	01/25/2022	7872	USA Blue Book	Sensors & IPS Premium Hanger	(785.53)
Liability Check	01/19/2022		QuickBooks Payroll Service	Adjusted for voided paycheck(s)	(767.17)
Bill Pmt -Check	01/12/2022	7853	Robert W. Johnson	Annual State Controller's Report	(750.00)
Bill Pmt -Check	01/25/2022	7873	Western Nevada Supply Co.	Misc pipes & fittings, Starlink installation parts.	(639.46)
Bill Pmt -Check	01/25/2022	7863	E and M Electric & Machinery, Inc.	WIN-911 Annual Subscription	(600.00)
Bill Pmt -Check	01/12/2022	7858	USA Blue Book	Lab & Safety Supplies	(588.86)
Bill Pmt -Check	01/12/2022	7844	O'Reilly	Generator Maint Supplies	(518.27)
Bill Pmt -Check	01/25/2022	7862	Cal Fire	Fire Safe Lot Clearing	(453.56)
Bill Pmt -Check	01/12/2022	7840	Industrial Scientific Corp	iNet Monthly Usage Fee	(394.34)
Bill Pmt -Check	01/25/2022	7865	Industrial Scientific Corp	iNet Monthly Usage Fee	(394.34)
Bill Pmt -Check	01/25/2022	7869	Serene Lakes Enterprises	Circuit extension for bay door motor	(375.00)
Bill Pmt -Check	01/25/2022	7867	Mountain Hardware	Poly Scoops, Drill Bit, Nuts, Bolts, Screws & Washers, Safety	(369.16)
Bill Pmt -Check	01/25/2022	7870	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(313.25)
Bill Pmt -Check	01/12/2022	7843	One Ring Networks	Telephone & Internet	(312.00)
Bill Pmt -Check	01/25/2022	7868	Office I	NOMSL07	(286.85)
Bill Pmt -Check	01/12/2022	7852	Placer County Human Resources	Jan 2022 Dental/Vision Premium	(285.11)
Liability Check	01/14/2022	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1093751562	(278.46)
Check	01/13/2022		CDTFA	2021 Use Tax Return	(246.00)
Bill Pmt -Check	01/12/2022	7838	Broadvoice	Telephone	(220.54)
Bill Pmt -Check	01/12/2022	7855	Summit Home Care	Office Cleaning	(200.00)
Paycheck	01/20/2022	21676	David M Keatley {Salary}	Direct Deposit: 1/14/22 Board Meeting plus 1 days work	(164.25)
Bill Pmt -Check	01/12/2022	7859	Verizon Wireless	Cell phone, iPad & landline	(134.76)
Bill Pmt -Check	01/12/2022	7860	Western Environmental Testing Laboratory	Filter Plant Testing	(122.50)
Bill Pmt -Check	01/25/2022	7861	AT&T	SCADA telephone line	(118.89)
Bill Pmt -Check	01/25/2022	7871	The Office Boss	Copy Paper and misc office supplies	(112.17)
Check	02/02/2237		Bank Charges	Dec 2021 Bank Fee	(81.79)

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Sierra Lakes County Water District
Check Registers
January 2022

Type	Date	Num	Name	Memo	Amount
Check	01/31/2021		Bank Charges	Jan 2022 Bank Fee	(76.79)
Check	01/11/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 01/10/2022	(1.75)
Check	01/18/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 01/14/2022	(1.75)
Check	01/24/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 01/21/2022	(1.75)
Check	01/06/2022		BluePay	Merchant Fees	(1.30)
Paycheck	01/19/2022	DD946	Brian Lundgren	Direct Deposit: Pay Period Ending 1/15/22	-
Paycheck	01/19/2022	DD947	Matthew M Marriner	Direct Deposit: Pay Period Ending 1/15/22	-
Paycheck	01/19/2022	DD948	Patrick J Baird	Direct Deposit: Pay Period Ending 1/15/22	-
Paycheck	01/20/2022	DD949	Cynthia J Jackson {Salary}	Direct Deposit: 1/14/22 Board Meeting plus 1 days work	-
Paycheck	01/20/2022	DD950	Dan L Stockton {Salary}	Direct Deposit: 1/14/22 Board Meeting plus 1 days work	-
Paycheck	01/20/2022	DD952	Jon Harvey {Salary}	Direct Deposit: 1/14/22 Board Meeting	-
Paycheck	01/20/2022	DD953	Karen Heald {Salary}	Direct Deposit: 1/14/22 Board Meeting	-
Total 1002 · US Bank - Demand					(371,485.26)
TOTAL					(371,485.26)

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02/04/22

**Sierra Lakes County Water District
Payroll Summary**

January 2022

	<u>Cynthia J Jackson {Sala...</u>	<u>Dan L Stockton {Salary}</u>	<u>David M Keatley {Salary}</u>	<u>Jon Harvey {Salary}</u>	<u>Karen Heald {Salary}</u>	<u>TOTAL</u>
Employee Wages, Taxes and Adjust...						
Gross Pay						
Salary Director	360.00	360.00	180.00	180.00	180.00	1,260.00
Total Gross Pay	360.00	360.00	180.00	180.00	180.00	1,260.00
Adjusted Gross Pay	360.00	360.00	180.00	180.00	180.00	1,260.00
Taxes Withheld						
Federal Withholding	-310.14	-36.00	0.00	0.00	0.00	-346.14
Medicare (Employee)	-5.22	-5.22	-2.61	-2.61	-2.61	-18.27
Social Security (Employee)	-44.64	-22.32	-11.16	-11.16	-11.16	-100.44
State Withholding	0.00	-36.00	0.00	0.00	0.00	-36.00
SDI (Employee)	0.00	0.00	-1.98	0.00	0.00	-1.98
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00	0.00
Total Taxes Withheld	-360.00	-99.54	-15.75	-13.77	-13.77	-502.83
Additions to Net Pay						
Director Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
Total Additions to Net Pay	0.00	0.00	0.00	0.00	0.00	0.00
Net Pay	0.00	260.46	164.25	166.23	166.23	757.17
Employer Taxes and Contributions						
Medicare (District)	5.22	5.22	2.61	2.61	2.61	18.27
Social Security (District)	22.32	22.32	11.16	11.16	11.16	78.12
SUI (District)	0.00	0.00	3.96	0.00	0.00	3.96
Total Employer Taxes and Contribu...	27.54	27.54	17.73	13.77	13.77	100.35

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Sierra Lakes County Water District
Operating Budget-to-Actual
Preliminary Year End
Fiscal Year July 1, 2021 to June 30, 2022

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 12/31/21	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 21-22 Budget	% of Budget
<u>Water Sewer Revenues</u>										
8000-01 · Annual Water Fees	71,601	71,601	-	100%	501,207	501,207	-	100%	859,212	58%
8000-02 · Annual Sewer Fees	99,308	99,308	-	100%	695,161	695,161	-	100%	1,191,704	58%
8030 · Property Taxes	279,360	250,000	29,360	112%	315,156	280,000	35,156	113%	450,000	70%
8050 · Customer Late Fees	-	-	-	0%	3,405	6,000	(2,595)	57%	10,000	34%
8005 · Primary Facilities Fees - Sewer	-	-	-	0%	33,833	23,400	10,433	145%	23,400	145%
8006 · Primary Facilities Fees - Water	-	-	-	0%	7,300	5,475	1,825	133%	5,475	133%
8052 · GAPVAX Services	-	-	-	0%	-	-	-	0%	-	0%
8020 · Other Income	1,028	1,250	(222)	82%	7,176	8,750	(1,574)	82%	15,000	0%
Total Revenues Received:	451,297	422,159	29,138	107%	1,563,239	1,519,993	43,246	103%	2,554,791	61%
<u>Controllable Expenses:</u>										
<u>Salaries:</u>										
9001 · Director Salaries	1,260	1,800	540	70%	6,480	12,600	6,120	51%	21,600	30%
9003 · Maintenance Salaries	-	-	-	0%	-	-	-	0%	-	-
9003-01 - Maint Hourly Regular	19,685	25,517	5,832	77%	170,314	178,617	8,303	95%	306,200	56%
9003-02 - Maint Overtime	2,131	1,250	(881)	170%	8,940	8,750	(190)	102%	15,000	60%
9003-03 - Maint Standby	2,300	2,330	30	99%	15,660	15,600	(60)	100%	26,360	59%
9003-00 - Maint Salaries - Other	-	-	-	0%	-	-	-	0%	-	0%
9003-04 - Labor Allocated to Projects	-	-	-	0%	(3,211)	-	3,211	100%	-	-
Total 9000 · Salaries	25,375	30,897	5,522	82%	198,183	215,567	17,384	92%	369,160	54%
<u>Payroll Expense</u>										
9005 · Payroll Expense - SS & Medicare	1,927	2,354	426	82%	15,393	16,476	1,083	93%	28,245	54%
9007 · Payroll Expense - SUI & ETT	426	330	(96)	129%	426	2,300	1,874	19%	3,950	11%
9008 · Payroll Expense - Retirement	1,494	1,756	262	85%	17,636	17,534	(102)	101%	26,314	67%
9009 · Payroll Expense - Medical & D/V	11,347	10,404	(943)	109%	59,215	72,828	13,613	81%	124,848	47%
9010 · Payroll Expense - Workers' Comp	-	-	-	0%	8,986	8,875	(111)	101%	17,750	51%
Total 9004 · Payroll Expense	15,194	14,844	(350)	102%	101,655	118,013	16,358	86%	201,107	51%
<u>Indirect & G&A</u>										
9012 · Legal Expense:	2,601	3,000	399	87%	30,174	21,000	(9,174)	144%	36,000	84%
9013 · Audit Expense	750	-	(750)	100%	17,400	16,650	(750)	105%	16,650	105%
9014 · Fees & Penalties	32	153	121	21%	816	1,068	251	76%	1,830	45%
9016 · Directors' Expense	-	835	835	0%	284	5,835	5,551	5%	10,000	3%
9017 · Professional Fees - Operations	20,150	24,500	4,350	82%	147,306	171,500	24,194	86%	294,000	50%
9018 · Professional Fees - Office	8,668	11,440	2,772	76%	62,568	80,080	17,512	78%	137,280	46%
9019 · Staff Travel/Training	74	750	676	10%	1,925	5,250	3,325	37%	9,000	
9022 · Election Expense	-	-	-	0%	-	-	-	0%	-	#DIV/0!
9023 · Insurance Expense	-	-	-	0%	22,588	18,000	(4,588)	125%	19,000	119%
9024 · Membership Expense	192	3,115	2,923	6%	10,804	9,815	(989)	110%	13,400	81%
9026 · Outside Services	250	285	35	88%	1,450	1,985	535	73%	3,400	43%
9028 · Telephone Expense	646	965	319	67%	8,030	6,755	(1,275)	119%	11,575	69%
9029 · Garbage/Hazmat Expense	313	460	147	68%	3,461	3,210	(251)	108%	5,500	63%
9030 · Uniform Expense	-	205	205	0%	1,612	1,455	(157)	111%	2,500	64%
9034 · Propane Expense	1,817	1,600	(217)	114%	4,541	3,679	(862)	123%	9,679	47%

Sierra Lakes County Water District
Operating Budget-to-Actual
Preliminary Year End
Fiscal Year July 1, 2021 to June 30, 2022

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 12/31/21	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 21-22 Budget	% of Budget
9036 · SCADA System Expense	600	500	(100)	120%	2,235	5,000	2,765	45%	9,000	25%
9037 · M&O Asset Mgmt Sys (Lucity)	-	-	-	0%	3,750	4,500	750	83%	4,500	83%
9040 · Office Expense	62	250	188	25%	2,622	1,750	(872)	150%	3,000	87%
9041 · Postage Expense	-	-	-	0%	635	1,000	365	63%	2,000	32%
9042 · Postage Meter Expense	(174)	-	174	100%	524	650	126	81%	1,300	40%
9043 · Copier & Fax Expense	337	238	(100)	142%	1,257	713	(545)	176%	950	132%
9044 · Computer Equipment & Service										
9044-01 · General Expense	105	290	185	36%	4,221	2,040	(2,181)	207%	3,500	121%
9044-02 · Website Design	443	-	(443)	100%	1,230	2,000	770	62%	3,000	41%
9044-03 · Merchant Fees	1,308	2,000	692	65%	22,037	23,584	1,547	93%	36,584	60%
Total 9011 · Indirect & G&A	38,174	50,585	12,411	75%	351,471	387,518	36,047	91%	633,648	55%
<u>MAINTENANCE & OPERATIONS</u>										
<u>Water Treatment & Filter Plant</u>										
9101 · Filter Plant Operations & Maint	755	625	(130)	121%	5,359	4,375	(984)	122%	7,500	71%
9102 · Filter Plant-Chems, Lab & Equip	2,422	2,085	(337)	116%	12,117	14,585	2,468	83%	25,000	48%
9103 · Filter -Water Pumping Plant M&O	-	85	85	0%	7	585	578	1%	1,000	1%
9104 · Well Pump Station Expense	-	85	85	0%	-	585	585	0%	1,000	0%
Total 9100 · Water Treatment & Filter Plant	3,177	2,880	(297)	110%	17,483	20,130	2,647	87%	34,500	51%
<u>Water Distribution</u>										
9201 · Water Dist - General Maint	-	835	835	0%	5,551	5,835	284	95%	10,000	56%
9202 · Water Dist - Pipes & Fittings	303	165	(138)	183%	1,252	1,165	(87)	107%	2,000	63%
9203 · Water Dist - Hydrant Maint	-	-	-	0%	9,019	2,000	(7,019)	451%	2,000	451%
9204 · Fees - Water	-	-	-	0%	1,962	8,400	6,438	23%	13,785	14%
9205 · Water Dist - Electricity	4,131	2,800	(1,331)	148%	18,409	19,600	1,191	94%	33,600	55%
9600 · Water Dist - Meters/Parts	-	85	85	0%	1,629	585	(1,044)	279%	1,000	163%
9601 · Water Conservation	-	250	250	0%	500	750	250	67%	1,000	50%
Total 9200 · Water Distribution	4,433	4,135	(298)	107%	38,322	38,335	13	100%	63,385	60%
<u>Wastewater Collection System</u>										
9301 · Wastewater - General Maint	-	750	750	0%	3,626	5,250	1,624	69%	9,000	40%
9302 · Wastewater - Pipes/Fittings	-	250	250	0%	259	1,750	1,491	15%	3,000	9%
9303 · Wastewater- Enzymes/Lab Testing	-	2,500	2,500	0%	2,432	5,000	2,568	49%	5,000	49%
9304 · Wastewater - Manholes	-	-	-	0%	-	500	500	0%	500	0%
9305 · Fees - Sewer	-	-	-	0%	4,788	4,350	(438)	110%	7,350	65%
9306 · Wastewater - Electricity	1,573	1,500	(73)	105%	7,584	10,500	2,916	72%	18,000	42%
9700-01 · Wastewater Export Service Refund	-	-	-	0%	-	-	-	0%	-	-
9700 · Wastewater- Export Service Exp	30,612	33,821	3,209	91%	214,284	236,744	22,460	91%	405,846	53%
Total 9300 · Wastewater Collection System	32,185	38,821	6,635	83%	232,974	264,094	31,119	88%	448,696	52%
<u>Vehicle Expense</u>										
9501 · Gasoline/Diesel	2,213	1,250	(963)	177%	9,349	8,750	(599)	107%	15,000	62%
9502 · Pickups	472	210	(262)	225%	1,992	1,460	(532)	136%	2,500	80%
9503 · Gapvac	-	290	290	0%	943	2,040	1,097	46%	3,500	27%
9504 · Backhoe	-	335	335	0%	-	2,335	2,335	0%	4,000	0%

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Sierra Lakes County Water District
Operating Budget-to-Actual
Preliminary Year End
Fiscal Year July 1, 2021 to June 30, 2022

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 12/31/21	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 21-22 Budget	% of Budget
9505 · Vehicle Maint Supplies	653	125	(528)	523%	1,432	875	(557)	164%	1,500	95%
Total 9500 · Vehicle Expense	3,339	2,210	(1,129)	151%	13,717	15,460	1,743	89%	26,500	52%
Project Expenses										
9812 · Spot Repairs of Sewer Mainline & Laterals	-	4,650	4,650	0%	719	32,650	31,931	2%	56,000	1%
9813 · Repair of Sewer Manholes at Various Locations	11,193	250	(10,943)	4,477%	11,193	1,750	(9,443)	640%	3,000	373%
9814 · Adj Sewer Manholes to Grade	-	-	-	0%	-	-	-	0%	-	#DIV/0!
9815 · Misc Sewer Pump Station Upgrade	-	-	-	0%	15	-	(15)	100%	-	#DIV/0!
9818 · Misc Water System Improvements	-	1,650	1,650	0%	190	11,650	11,460	2%	20,000	1%
9819 · Adj Water Valve Boxes to Street Grade	-	-	-	0%	-	-	-	0%	-	#DIV/0!
9820 · Misc Upgrades Water Pump Stations	-	835	835	0%	9,813	5,835	(3,978)	168%	10,000	98%
9821 · Automatic Meter Read System	527	780	253	68%	7,147	5,455	(1,692)	131%	9,350	76%
9822 · Misc Jobs - Safety Tools Bldgs	3,819	6,500	2,681	59%	36,048	45,000	8,952	80%	77,000	47%
9824 · Lake Management	-	-	-	0%	31,070	-	(31,070)	100%	-	#DIV/0!
9825 · HOTFaP	-	-	-	0%	-	-	-	0%	-	#DIV/0!
9826 · Contemporary Water Quality	3,476	6,135	-	-	69,692	85,325	-	-	116,000	-
9915 · Misc. Projects	454	-	(454)	100%	853	-	(853)	100%	-	-
Total 9800 · Project Expenses	19,468	20,800	1,332	94%	166,739	187,665	20,926	89%	291,350	57%
Total Controllable Expenses	141,344	165,171	23,827	86%	1,120,544	1,246,782	126,238	90%	2,068,346	54%
Non-Controllable Expenses:										
9900 · Debt - Interest										
9904 · Interest on SRF Loan	-	-	-	0%	3,225	3,972	747	81%	7,469	43%
9906 · USDA Revenue Bonds	-	-	-	0%	58,600	58,601	1	100%	117,202	50%
9908 · Int on Assessment-7207 Palisade	-	-	-	0%	-	-	-	0%	247	0%
Total 9900 · Debt - Interest	-	-	-	0%	61,825	62,573	748	99%	124,918	49%
9920 · Depreciation										
9921 · Depreciation - Water	11,716	11,500	(216)	102%	82,015	80,500	(1,515)	102%	138,000	59%
9922 · Depreciation - Sewer	9,495	10,000	505	95%	66,464	70,000	3,536	95%	120,000	55%
Total 9920 · Depreciation	21,211	21,500	289	99%	148,479	150,500	2,021	99%	258,000	58%
9950 · SLCWD Share - DSPUD Capital Costs										
		-	-	-	34,308	35,000	692	98%	60,000	57%
Total Non-Controllable Expenses	21,211	21,500	289	99%	244,612	248,073	3,461	99%	442,918	55%
TOTAL DISTRICT EXPENSES:	162,556	186,671	24,116	87%	1,365,156	1,494,855	129,699	91%	2,511,264	54%
EARNED REVENUE LESS EXPENSES	288,741	235,488	53,253		198,083	25,138	172,945		43,527	

037

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SIERRA LAKES COUNTY WATER DISTRICT
CAPITAL PROJECTS SUMMARY
FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022

	PROPOSED BUDGET	Previously Incurred Costs	Costs Incurred Current Month	Total Costs to Date	VARIANCE Favorable (Unfavorable)
CAPITAL PROJECTS IN PROGRESS:					
3101 - Spot Repairs of Sewer Mainline and Laterals	\$ 456,900	\$ 39,797	\$ 10,112	49,909	\$ 406,991
3103 - Repair/Replace Sewer Manholes at Various Locations	202,020	14,154	2,982	17,136	184,884
3104 - Miscellaneous Sewer Pump Station Upgrades	257,550	87,669	14,405	102,074	155,477
3105 - Fire Hydrant Replacement (2022 Budgeted Project)	-	2,616		2,616	(2,616)
Miscellaneous Water Distribution System Improvements	20,000	424		424	19,576
3106 - Miscellaneous Water Pump Station/Storage Improvements	147,500	17,438		17,438	130,062
3114 - Automatic Meter Read System	280,000	82,561		82,561	197,439
3118 - Purchase Tools/Equipment and Building Improvements	60,000	2,225		2,225	57,775
Total Capital Projects	\$ 1,423,970	\$ 246,885	\$ 27,498	274,383	\$ 1,149,587

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

	ACTUAL Jan-22	Forecast Jan-22	Forecast Feb-22	Forecast Mar-22	Forecast Apr-22	Forecast May-22	Forecast Jun-22	Forecast Jul-22	Forecast Aug-22	Forecast Sep-22	Forecast Oct-22	Forecast Nov-22	Forecast Dec-22
Beginning Operating Cash Balance:	628	628	793	516	1,286	949	913	672	694	815	636	461	411
Cash Provided/(Used) by Operations:													
Revenues:													
Sewer & Water Service Fees	51	125	150	150	85	165	111	300	400	125	75	200	150
Misc Other Income		-	-	3	-	-	3			5	-		3
Placer County Taxes	279	244	-	-	-	171	-	-	-	-	-	-	-
Expenses:													
Operating Expenses	(134)	(177)	(177)	(172)	(172)	(172)	(172)	(172)	(172)	(150)	(150)	(150)	(150)
Sierra Plant - Capital Projects	(31)	(50)	(250)	(250)	(250)	(200)	(129)	(106)	(107)	(100)	(100)	(100)	(100)
Net Cash Provided/(Used) by Operations:	165	142	(277)	(269)	(337)	(36)	(187)	22	121	(120)	(175)	(50)	(97)
Cash Provided/(Used) for Financing Activities													
CA Bank & Trust - Qrtly Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-
USDA \$5.2 million Revenue Bond	-	-	-	(211)	-	-	-	-	-	(59)	-	-	-
DSPUD Plant Upgrades & Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Provided/(Used) by Financing Activities:	-	-	-	(211)	-	-	-	-	-	(59)	-	-	-
Cash Provided(Used) by Investment Activities													
Moved to Placer Co. Treasurer's Fund		-	-	1,250	-	-	-	-	-	-	-	-	-
GASB 45 - OPEB Annual Funding		-	-	-	-	-	(54)	-	-	-	-	-	-
Total Cash Provided(Used) by Investment Activities:	-	-	-	1,250	-	-	(54)	-	-	-	-	-	-
Ending OPERATING ACCOUNT Cash Balance:	793	770	516	1,286	949	913	672	694	815	636	461	411	314

039

SIERRA LAKES COUNTY WATER DISTRICT - FIVE YEAR CASH FLOW PROJECTION
2020/2021 - 2024/2025
in \$000's

	ACTUAL 2020/2021	FORECAST 2021/2022	Forecast 2022/2023	Forecast 2023/2024	Forecast 2024/2025
Beginning OPERATING Cash Balance:	168	752	672	211	44
Cash Provided/(Used) by Operations:					
Revenues:					
Water/Sewer Service Fees	2,077	2,051	2,051	2,053	2,053
PrePaid W/S Service Fees:	286	-	-		
Placer County Tax	482	450	450	400	400
Primary Facilities Fees	67	-	29	29	29
Misc Other Income	-	10	10	10	10
Expenses:					
Operating Expenses	(1,624)	(2,068)	(2,130)	(2,194)	(2,260)
Sierra Plant - Capital Projects	(296)	(1,424)	(1,486)	(952)	(687)
Net Cash Provided/(Used) by Operations:	992	(981)	(1,076)	(654)	(455)
Cash Provided/(Used) for Financing Activities					
CA Bank & Trust Loan Principal & Interest	(100)	(58)	-	-	-
USDA Revenue Bond Loan	(269)	(270)	(270)	(270)	(270)
Refunded WWTP Costs	69	67	-	-	-
DSPUD Cost Sharing		(34)			
Total Cash Provided/(Used) by Financing Activities:	(300)	(295)	(270)	(270)	(270)
Cash Provided(Used) by Investment Activities					
Total Cash Provided(Used) by Investment Activities:	-				
Moved to Placer Co. Treasurer's Fund		1,250	939	811	-
Annual GASB 45 Funding - OPEB - Moved to LAIF	(108)	(54)	(54)	(54)	(54)
Total Cash Provided(Used) by Investment Activities:	(108)	1,196	885	757	(54)
Ending OPERATING Cash Balance:	752	672	211	44	(735)

040

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2/4/2022
11:12 AM

SIERRA LAKES COUNTY WATER DISTRICT
LIST OF DISBURSEMENTS REQUIRING BOARD APPROVAL
February 2022

Vendor	Inv # / Inv Date	Invoice Amount
<u>Paul A. Schultz, P.E. A CA Prof Corp</u>	Invoice # 220201 Date 2/1/2022 For: <u>Jan 2022 Professional Fees & Reimbursements</u>	20,223.71
<u>Anna Nickerson</u>	Inv# 11522 Date 1/15/2022 For: <u>Professional Fees 1/1 to 1/15/22</u>	4,532.00
	Inv# 11522 Date 1/31/2022 For: <u>Professional Fees 1/16 to 1/31/2022</u>	4,136.00
TOTAL ANNA NICKERSON		8,668.00
<u>Kronick Moskovitz Tiedemann & Girard</u>	Inv# 302960 Date 1/10/2022 For: <u>Dec 2021 Legal Fees</u>	2,601.00
<u>County of Nevada - Community Development</u>	Inv# 1-FINAL Date 1/24/2022 For: <u>Manhole at Soda Springs Bridge</u>	11,192.58
<u>University of Nevada, Reno</u>	Inv# CI-01-00027442 Date 1/26/2022 For: <u>Contemporary Water Quality</u>	3,476.30
<u>Farr West Engineering</u>	Inv# 16855 Date 1/7/2022 For: <u>Sewer Pump Station #4 - Wet Well Replacement</u>	11,493.95
	Inv# 16858 Date 1/7/2022 For: <u>Sewer Forcemain Replacement</u>	3,285.50
	Inv# 16859 Date 1/7/2022 For: <u>Sewer Manhole Replacement & Repair</u>	2,982.00
	Inv# 16860 Date 1/7/2022 For: <u>Sewer Infrastructure Rehab</u>	2,910.55
	Inv# 16856 Date 1/7/2022 <u>Sewer Gravity Main Replacement</u>	6,826.25
TOTAL Farr West Engineering		27,498.25
TOTAL INVOICES FOR APPROVAL		73,659.84

041

Sierra Lakes County Water District
Paul A. Schultz, PE
January 2022 Invoice Detail

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>
01/03/2022	Work to resolve Badger Meter endpoints communication issues (general). Management and planning items for January 2022. Complete Annual form 700 for Placer County. (3.0 hrs. overall, 0.0 hrs. on-site)	3.0
01/04/2022	Telephone call with Dir. Jackson re: personnel issue. Discuss capital financing alternatives with Lane Holeman (Holeman Capital). Ask M. Marriner to obtain usage data on JD Backhoe for annual report to ARB. Schedule installation of 24-port network switch. Review policy changes spreadsheet from Kronick. Have Kronick forward same to the Board. Meet with Pat Baird re: internet and connectivity issues during the past two storms. (6.5 hrs. overall, 5.0 hrs. on-site)	6.5
01/05/2022	Personnel issue managed. Cashman here to service Main Base Generator. Meet w/ Ken Morgan (GBC) re: connectivity and project status. Coordination meeting (telephone) w/ Farr-West Engineering re: CRP cost estimates, funding, and funding alternatives. Begin preparation of monthly Board Report and memos. (6.0 hrs. overall, 4.0 hrs. on-site)	6.0
01/06/2022	Continue preparation of monthly Board Report and memos. (2.0 hrs. overall, 0.0 hrs. on-site)	2.0
01/07/2022	Complete preparation of monthly Board Report and memos. Coordination meeting (telephone) w/ Farr-West Engineering re: CRP cost estimates, funding, and funding alternatives. (8.0 hrs. overall, 3.5 hrs. on-site)	8.0
01/10/2022	Sewer Infrastructure Project Design Review. Respond to Nevada County re: manhole relocation costs associated with the Soda Springs Bridge Replacement. Answer Logically's questions re: 24-port switch installation. Answer Steve Palmers question re: Encroachments at SSR Bridge. Printout State Drought Regulations for the Board. Respond to Matt Schultz re: project Schedule and reviews left to be completed. Prepare a list of items to complete for Farr-West. Prep. for meeting w/ Dirs. Heald and Harvey re: District Engineer on 1/11. Respond to Pat Perkins (Nev. Co.) re: Utility Reimbursements for manhole at bridge. Respond to Colin @ Logically re: reschedule of 24-port switch installation. Respond to Gary Scott re: Replacement out-of-spec adsorption media at Arsenic Trmt. Unit. Meet w/ P. Baird re: Starlink install on 1/11 and 12. Ram Safety Recall information to P. Baird. (8.0 hrs. overall, 6.0 hrs. on-site)	8.0

043

Sierra Lakes County Water District
Paul A. Schultz, PE
January 2022 Invoice Detail

DATE	DESCRIPTION	HOURS
01/11/2022	Begin preparation of Utility Operations Manager job description. Sewer Infrastructure Project Design Review. Respond to Matt Schultz's (FW) questions re: Prepurchase of pumps and flowmeters. Respond to Jeff Bell (Logically) re: Phishing Campaign. Meet w/ Dirs. Heald and Harvey re: District Engineer Scope of Work (7 PM). (8.5 hrs. overall, 7.0 hrs. on-site)	8.5
01/12/2022	Prepare notes from last night's meeting w/ Dirs. Heald and Harvey re: Dist. Engr. Send Farr-West specs to Kronick for contract review. Send Farr-West Div. 17 to Ken Morgan (GBC) for review. Sewer Infrastructure Project Design Review. Got the Starlink installed and going on Wi-Fi!). (6.0 hrs. overall, 6.0 hrs. on-site)	6.0
01/13/2022	Sewer Infrastructure Project Design Review. Attempt to get Starlink onto network. Call Logically for help getting Starlink onto network. Respond to Matt Schultz (FW) re: Design Review questions. (3.5 hrs. overall, 3.5 hrs. on-site)	3.5
01/14/2022	Sewer Infrastructure Project Design Review. Sewer Infrastructure Project Design comments on plans, specs, and design questions back to FW. Take a Covid Test (one member of crew tested positive). Address potential flooding issue on Serene Rd. at ephemeral creek (call County). Prep for Board Meeting. Board Meeting. (8.5 hrs. overall, 3.5 hrs. on-site)	8.5
01/17/2022	Sewer Infrastructure Project Design Review. (4.0 hrs. overall, 0.0 hrs. on-site)	4.0
01/18/2022	Sewer Infrastructure Project Design Review. Sewer Infrastructure Project Design comments on plans, specs, and design questions back to FW. Logically here for 24-port switch installation. Begin preparation of draft RFQ for District Engineer. Resolve Water Boards fee issue. Get service credit from One-Ring (invoice). Get comments from GBC back to Farr-West. Begin Metering General Information Notice for Customers – Communicate process for rate study to community. (7.0 hrs. overall, 6.0 hrs. on-site)	7.0
01/19/2022	Meet w/ Dave Mann re: Island Way home. FW Design Review comments on plans, specs, and design questions back to FW. Logically Barracuda deployment. Prep for Farr-West meeting tomorrow re: CRP	6.0

044

Sierra Lakes County Water District
Paul A. Schultz, PE
January 2022 Invoice Detail

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>
	and Revenue Requirements Workshop (s). Submit air quality and diesel equipment usage data to AQMB. Review 2021 eAR report to Waterboards for response about annual fees (6.0 hrs. overall, 5.0 hrs. on-site)	
01/20/2022	Prep for Farr-West meeting re: CRP and Revenue Requirements Workshop(s). Meeting re: CRP and Revenue Requirements Workshop(s) in Reno. (6.0 hrs. overall including travel, 0.0 hrs. on-site)	6.0
01/21/2022	Complete draft RFQ for District Engineer. Add Dirs. Heald and Harvey's comments to District Engineer RFQ. Add District Counsel's comments to District Engineer RFQ. Continue Metering General Information Notice for Customers – Communicate process for rate study to community. FW Design Review comments on plans, specs, and design questions back to FW. Resolve Water Boards fee issue. Get service credit from One-Ring (invoice). (6.5 hrs. overall, 5.5 hrs. on-site)	6.5
01/24/2022	Complete RFQ for District Engineer. Send out District Engineer RFQ for District Engineer to potential candidate firms. Contact Logically to get Starlink onto network. FW Design Review comments on plans, specs, and design questions back to FW (SPS flows and check valve sizes). (6.5 hrs. overall, 5.5 hrs. on-site)	6.5
01/25/2022	Meet with Logically regarding getting the Starlink onto the District's network. Begin monthly Board report and memos. FW Design Review comments on plans, specs, and design questions back to Farr-West. (4.5 hrs. overall, 3.5 hrs. on-site)	4.5
01/26/2022	Continue working on monthly Board Report and memos. Call Placer County re: Encroachments during sewer infrastructure construction. Metering General Information Notice for Customers – Communicate process for rate study to community. Update/Simplify Metering by 2025 Schedule. (6.0 hrs. overall, 6.0 hrs. on-site)	6.0

045

Sierra Lakes County Water District
Paul A. Schultz, PE
January 2022 Invoice Detail

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>
01/27/2022	Advance acquisition of Dam and Channel, call Andregg Geomatics. Prepare Utility Operations Manager job description. Install Starlink onto ethernet network. Check on PCWA Grant Compliance. (6.0 hrs. overall, 4.0 hrs. on-site)	6.0
01/28/2022	Talk to Placer County Building Department about better interfacing between District and County on residential improvements that affect District infrastructure. Review 2022 Bacteriological Sampling requirements and plan. (5.5 hrs. overall, 2.0 hrs. on-site)	5.5
01/31/2022	Trade flows information w/ DSPUD. Get DSPUD operations and administration updates. Continue working on monthly Board Report and memos. Begin scoping the cutting-in of new gate valves to isolate the Hill Tank. (6.0 hrs. overall, 4.0 hrs. on-site)	6.0

046

**ANNA NICKERSON
FINANCIAL CONSULTANT**

INVOICE

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

INVOICE NO: 011522
DATE: January 15, 2022

ACCOUNT NO: 9018 \$ 4,532.00
CHECK NO: _____
CHECK DATE: _____
APPROVAL: _____

anickerson@sonic.net

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

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmnt District	M&O Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg Min / Packets	Total
1/1/2021	Holiday	0.0	\$88.00	\$ -											0
1/3/2022	Sick	0.0	\$88.00	\$ -											0
1/4/2022	Sick	0.0	\$88.00	\$ -											0
1/5/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Started month end.	4.0	\$88.00	\$ 352.00			2.5			0.5	0.5	0.5			4
1/6/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website and worked on month end and board meeting reports	7.0	\$88.00	\$ 616.00			3.5			0.5	1.5	0.5		1	7
1/7/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Month end and board reports, update website and reconciled website open balances.	7.0	\$88.00	\$ 616.00			2.5			0.5	0.5	0.5	1	2	7
1/10/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Year end payroll reports and W2s	4.0	\$88.00	\$ 352.00			2.5			0.5	0.5	0.5			4
1/11/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finalized and posted agenda and board packet. Prepared Placer County annual reports	4.0	\$88.00	\$ 352.00			1			0.5	1	0.5		1	4
1/12/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Cross Connection reminder letters and update to property files.	4.0	\$88.00	\$ 352.00					2.5	0.5	0.5	0.5			4
1/13/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on year end reports (Use Tax, 1099s etc.) filed	8.0	\$88.00	\$ 704.00	1		5.5			0.5	0.5	0.5			8
1/14/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed payrolls, worked on getting W9s, prepared for meeting and filed	11.0	\$88.00	\$ 968.00	2.5		6			0.5	0.5	0.5		1	11
1/14/2022	Board Meeting	2.5	\$88.00	\$ 220.00										2.5	2.5
		51.5	TOTALS	\$ 4,532.00	3.5	0.0	23.5	0.0	2.5	4.0	5.5	4.0	1.0	7.5	51.5
					7%	0%	46%	0%	5%	8%	11%	8%	2%	15%	

047

**ANNA NICKERSON
FINANCIAL CONSULTANT**

INVOICE

ACCOUNT NO: 9018 \$ 4,136.00
 CHECK NO: _____
 CHECK DATE: _____
 APPROVAL: _____

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

INVOICE NO: 013122
 DATE: January 31, 2022

anickerson@sonic.net

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

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmnt District	MGO Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg Min / Packets	Total
1/17/2022	Holiday	0.0	\$88.00	\$ -											0
1/18/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed paperwork from Board President	4.0	\$88.00	\$ 352.00	1.5					1	1	0.5			4
1/19/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website & reconciled to QB	4.0	\$88.00	\$ 352.00						0.5	1	0.5	2		4
1/20/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Allocated Placer County Tax/Assessment payment and began recording assessments received.	8.0	\$88.00	\$ 704.00				5.5		1.5	0.5	0.5			8
1/21/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Record assessments	6.5	\$88.00	\$ 572.00				4		0.5	1.5	0.5			6.5
1/24/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finalized Placer County notifications of new Director,	4.0	\$88.00	\$ 352.00			1			1.5	1	0.5			4
1/25/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Closed escrows and opened new accounts.	4.0	\$88.00	\$ 352.00		1		0.5	0.5	1	0.5	0.5			4
1/26/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Reviewed 1099s and requested missing W9s.	4.0	\$88.00	\$ 352.00			2.5			0.5	0.5	0.5			4
1/27/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Started minutes, processed Backflow tests and updated records,	7.0	\$88.00	\$ 616.00					1	1	1.5	0.5		3	7
1/28/2022	Off	0.0	\$88.00	\$ -											0
1/31/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	4.0	\$88.00	\$ 352.00			1			0.5	0.5	0.5		1.5	4
	TOTALS	47.0		\$ 4,136.00	1.5	1.0	4.5	10.0	1.5	8.5	8.5	5.0	2.0	4.5	47.0
					3%	2%	10%	21%	3%	18%	18%	11%	4%	10%	

048



1331 Garden Highway, 2nd Floor
 Sacramento, CA 95833
 T| 916.321.4500
 F| 916.321.4555

PRIVILEGED AND CONFIDENTIAL
 ATTORNEY-CLIENT COMMUNICATION

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

January 10, 2022
 Invoice 302960

General

01-12-2EA05:13 RCVD

Reference # 4210-001

For Professional Services Through 12/25/2021

Previous Balance		4,998.01
Payments		-4,998.01
Balance Forward		0.00
Current Fees	2,601.00	
Total Current Charges		2,601.00
Total Due		\$2,601.00

*** DUE UPON RECEIPT ***

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

Aged Accounts Receivable					
	0-30	31-60	61-90	91+	Total Due
Totals	2,601.00	0.00	0.00	0.00	2,601.00

ACCOUNT NO 9012 \$ 2,601.00
 CHECK NO.
 CK DATE
 APPROVED *Paine*



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY**

**DEPARTMENT OF PUBLIC WORKS
950 MAIDU AVENUE, SUITE 170
NEVADA CITY, CA 95959-8617
(530) 265-1411 FAX (530) 265-9849**

<http://new.mynevadacounty.com>

Trisha Tillotson
Community Development Agency Director

Panos Kokkas
Director of Public Works

01-27-22A05:27 RCVD

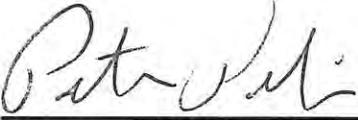
Invoice Date: January 24, 2022
Billing No.: 1-FINAL
Invoice No.: 224023-PUD

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

Attn: Paul Schultz

Per our previous discussion, Nevada County is hereby requesting payment in the amount of **\$11,192.58** for the repair and replacement of a manhole per CCO#4 on the Soda Springs Bridge Project #224023 during the summer of 2021. Attached for your reference is a map of the Utility breakdown. If you have any further questions, please let us know.

I certify that the amounts shown in this invoice are true and correct; and that the amount claimed is due and payable in accordance with terms of the Agreement.

Signature: 
Patrick Perkins, Principle Civil Engineer

Date: 1/25/22

Make Payment To:

Nevada County Public Works
Attn: CDA Fiscal – Roads Division
P.O. Box 599002
950 Maidu Ave, Suite 170
Nevada City, CA 95959

ACCOUNT NO 9813 \$11,192.58
CHECK NO.
CK DATE
APPROVED 

Printed on Recycled Paper



University of Nevada, Reno

TO: SIERRA LAKES COUNTY WATER DISTRICT ATTN: ANNA NICKERSON P O BOX 1039 SODA APRINGS CA 95728		INVOICE NO : CI-01-00027442 AGREEMENT NO : 2100694 UNR ACCOUNT NO : AWD-01-00003044 AWARD AMOUNT : \$180,786.00 EMPLOYER ID NO : 88-6000024 FINAL INVOICE : <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	
PRINCIPAL INVESTIGATOR: S. CHANDRA		UNR Worktag GR12779	
PROJECT TITLE:		Water Quality Assessment Of Serene Lakes And Determination Of Best Management Practices For Improving Lake Health	
REMARKS:			

COSTS	CURRENT BUDGET	CUMULATIVE PERIOD	CURRENT PERIOD
	04/01/21 06/01/23	04/01/21 12/31/21	12/01/21 12/31/21
SALARIES and WAGES	56,402.00	16,250.00	1,900.00
FRINGE BENEFITS	8,061.75	1,423.37	264.10
TRAVEL	1,848.00	84.73	0.00
MATERIALS & SUPPLIES	25,111.25	14,908.20	0.00
SERVICES	375.00	375.00	250.00
SUBAWARDS <\$25k	25,000.00	0.00	0.00
TOTAL DIRECT COSTS	116,798.00	33,041.30	2,414.10
SUBAWARDS >\$25k	5,000.00	0.00	0.00
TUITION & FEES	7,597.00	1,952.15	0.00
FACILITIES/ADMIN COSTS 44.0%	51,391.00	14,538.17	1,062.20
TOTAL COSTS	180,786.00	49,531.62	3,476.30

AMOUNT DUE \$ **3,476.30**

MAKE CHECK PAYABLE TO: BOARD OF REGENTS REMITTANCE ADDRESS NSHE, obo UNIVERSITY OF NEVADA, RENO 1664 N. VIRGINIA STREET CONTROLLER'S OFFICE/124 RENO, NV 89557-0025	By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).
	Digitally signed by Wendy J. Horton Date: 2022.01.26 18:39:19 -08'00'
	Wendy J. Horton WENDY HORTON, ASST POST AWARD MGR SPONSORED PROJECTS
	26-Jan-22 DATE
	Email: chavez@unr.edu
PLEASE RETURN ONE COPY WITH CHECK	ANY QUESTIONS PLEASE CONTACT Ella Chavez-Harbrecht (775) 784-4158

01-31-22A05:24-ARNV

ACCOUNT NO
CHECK NO.
CK DATE

9826 \$3,476.30

APPROVED

Sponsored Projects
 Ross Hall, Room 204
 University of Nevada, Reno/MS325
 Reno, Nevada 89557-0001
 (775) 784-4040 office
 (775) 784-6680 fax
 www.unr.edu/sponsored-projects

Grant	Accounting Date	Ledger Account	Budget Ledger Account Summary	Debit	Operational Transaction	Line Memo	Spend Category as Worktag	Worker for Billable Transaction
GR12779 Serene Lakes	12/31/2021	5400:Graduate Assistant Base Pay	Parent Account Set: Graduate Salary	1,900.00	2021 12 31 - Regular - Complete		SC0635 - Base Pay	Sam Steuart
			Parent Account Set: Graduate Salary Total	1,900.00				
GR12779 Serene Lakes	12/31/2021	5900:Fringe Rate Calculated Expense	Parent Account Set: Fringe Benefit Expense	264.10	Fringe Benefit Actual - (P0171805 Graduate Research Assistant)			Sam Steuart
			Parent Account Set: Fringe Benefit Expense Total	264.10				
GR12779 Serene Lakes	12/6/2021	6004:Purchased Services	Parent Account Set: Services	250.00		CAL-2914831 - Core Analytical Laboratory (CAL)	SC0502 - Lab Testing and Analysis Services (Non Medical)	
			Parent Account Set: Services Total	250.00				
GR12779 Serene Lakes	12/6/2021	6620:Facilities & Administration Expense	Parent Account Set: Facilities and Administration Expense	110.00	Facilities And Administration: University of Nevada, Reno on 12/06/2021		SC0844 - Facilities and Administration	
GR12779 Serene Lakes	12/31/2021	6620:Facilities & Administration Expense	Parent Account Set: Facilities and Administration Expense	116.20	Facilities And Administration: University of Nevada, Reno on 12/31/2021		SC0844 - Facilities and Administration	
GR12779 Serene Lakes	12/31/2021	6620:Facilities & Administration Expense	Parent Account Set: Facilities and Administration Expense	836.00	Facilities And Administration: University of Nevada, Reno on 12/31/2021		SC0844 - Facilities and Administration	
			Parent Account Set: Facilities and Administration Expense Total	1,062.20				
			Grand Total	3,476.30				

FARR WEST ENGINEERING

5510 LONGLEY LANE
RENO, NEVADA 89511
PHONE: (775) 851-4788
billing@farrwestengineering.com

01-11-22A07:05 RCVD

SIERRA LAKES COUNTY WATER DISTRICT
PAUL SCHULTZ
PO BOX 1039
SODA SPRINGS, CA 95728-1039

Invoice number 16855
Date 01/07/2022
Project R4653-2036 SLCWD - SEWER PUMP
STATION #4 WET WELL REPLACEMENT

Period 11/27/21 to 12/31/21

Sewer Pump Station #4 Wet Well Replacement

Description of Services: Completion and submittal of 60% design documents; Preparation of 60% cost estimate; Design, preparation of drawings, preparation of specifications for 90% submittal.

Professional Services

	Hours	Rate	Billed Amount
David Oto	0.13	165.00	21.45
Deidre Blanton	0.50	80.00	40.00
Larissa Vallarino	15.75	110.00	1,732.50
Matthew Bodge	4.50	130.00	585.00
Matthew Schultz	62.25	140.00	8,715.00
Nicholas Schaffer	4.00	100.00	400.00
Professional Services subtotal	87.13		11,493.95

Invoice total **11,493.95**

Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	9,576.00	40.00	5,207.00	5,247.00	4,329.00
Task 2.0 - Survey and Mapping	6,200.00	0.00	3,685.00	3,685.00	2,515.00
Task 3.0 - Design	33,286.00	11,453.95	8,724.00	20,177.95	13,108.05
Task 4.0 - Bidding Assistance	6,579.00	0.00	0.00	0.00	6,579.00
Task 5.0 - Construction Administration	18,825.00	0.00	0.00	0.00	18,825.00
Task 6.0 - Construction Observation	31,050.00	0.00	0.00	0.00	31,050.00
Task 7.0 - Owner Directed Services	10,552.00	0.00	710.00	710.00	9,842.00
Total	116,068.00	11,493.95	18,326.00	29,819.95	86,248.05

PO 2021-103

ACCOUNT NO 3104 \$ 11,493.95
CHECK NO.
CK DATE

APPROVED

Paul

053

FARR WEST ENGINEERING

5510 LONGLEY LANE
RENO, NEVADA 89511
PHONE: (775) 851-4788
billing@farrwestengineering.com

01-11-22A07:05 RCVD

SIERRA LAKES COUNTY WATER DISTRICT
PAUL SCHULTZ
PO BOX 1039
SODA SPRINGS, CA 95728-1039

Invoice number 16858
Date 01/07/2022

Project R4653-2091 SLCWD - SEWER FORCE
MAIN REPLACEMENT

Period 11/27/21 to 12/31/21

Sewer Force Main Replacement

Description of Services: Completion and submittal of 60% design documents; Preparation of 60% cost estimate; Design, preparation of drawings, preparation of specifications for 90% submittal.

Professional Services

	Hours	Rate	Billed Amount
Deidre Blanton	0.50	80.00	40.00
Emily McKenzie	7.00	93.00	651.00
Gregory Lyman	2.00	172.00	344.00
Larissa Vallarino	16.25	110.00	1,787.50
Thomas Garate	4.63	100.00	463.00
Professional Services subtotal	30.38		3,285.50

Invoice total **3,285.50**

Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	9,576.00	40.00	5,579.75	5,619.75	3,956.25
Task 2.0 - Survey and Mapping	7,800.00	0.00	7,375.00	7,375.00	425.00
Task 3.0 - Design	28,012.00	3,245.50	7,913.25	11,158.75	16,853.25
Task 4.0 - Bidding Assistance	4,791.00	0.00	0.00	0.00	4,791.00
Task 5.0 - Construction Administration	19,329.00	0.00	0.00	0.00	19,329.00
Task 6.0 - Construction Observation	41,400.00	0.00	0.00	0.00	41,400.00
Task 7.0 - Owner Directed Services	11,091.00	0.00	0.00	0.00	11,091.00
Total	121,999.00	3,285.50	20,868.00	24,153.50	97,845.50

PO 2021-106

ACCOUNT NO 3101 +3285.50
CHECK NO.
CK DATE

APPROVED *Pance*

054

FARR WEST ENGINEERING

5510 LONGLEY LANE
RENO, NEVADA 89511
PHONE: (775) 851-4788
billing@farrwestengineering.com

01-11-22A07:05 RCVD

SIERRA LAKES COUNTY WATER DISTRICT
PAUL SCHULTZ
PO BOX 1039
SODA SPRINGS, CA 95728-1039

Invoice number 16859
Date 01/07/2022

Project R4653-2092 SLCWD - SEWER MANHOLE
REPLACEMENT AND REPAIR

Period 11/27/21 to 12/31/21

Sewer Manhole Replacement and Repair

Description of Services: Completion and submittal of 60% design documents; Preparation of 60% cost estimate; Design, preparation of drawings, preparation of specifications for 90% submittal.

Professional Services

	Hours	Rate	Billed Amount
Deidre Blanton	0.50	80.00	40.00
Larissa Vallarino	15.00	110.00	1,650.00
Nicholas Schaffer	3.70	100.00	370.00
Silas Callahan	4.50	130.00	585.00
Thomas Garate	3.37	100.00	337.00
Professional Services subtotal	27.07		2,982.00

Invoice total **2,982.00**

Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	4,090.00	2,060.00	2,030.00	4,090.00	0.00
Task 2.0 - Survey and Mapping	6,140.00	0.00	5,072.75	5,072.75	1,067.25
Task 3.0 - Design	9,512.00	922.00	8,589.50	9,511.50	0.50
Task 4.0 - Bidding Assistance	2,940.00	0.00	0.00	0.00	2,940.00
Task 5.0 - Construction Administration	8,809.00	0.00	0.00	0.00	8,809.00
Task 6.0 - Construction Observation	7,920.00	0.00	0.00	0.00	7,920.00
Task 7.0 - Owner Directed Services	3,941.00	0.00	0.00	0.00	3,941.00
Total	43,352.00	2,982.00	15,692.25	18,674.25	24,677.75

PO 2021-105

ACCOUNT NO 3103 \$2982.00
CHECK NO.
CK DATE

APPROVED *Paul*

055

FARR WEST ENGINEERING

5510 LONGLEY LANE
RENO, NEVADA 89511
PHONE: (775) 851-4788
billing@farrwestengineering.com

01-11-22A07:05 RCYD

SIERRA LAKES COUNTY WATER DISTRICT
PAUL SCHULTZ
PO BOX 1039
SODA SPRINGS, CA 95728-1039

Invoice number 16860
Date 01/07/2022

Project R4653-2089 SLCWD - SEWER
INFRASTRUCTURE REHAB

Period 11/27/21 to 12/31/21

Sewer Infrastructure Rehab

Description of Services: Completion and submittal of 60% design documents; Preparation of 60% cost estimate; Design, preparation of drawings, preparation of specifications for 90% submittal.

Professional Services

	Hours	Rate	Billed Amount
David Oto	0.87	165.00	143.55
Deidre Blanton	0.50	80.00	40.00
Larissa Vallarino	16.50	110.00	1,815.00
Matthew Bodge	5.50	130.00	715.00
Thomas Garate	1.97	100.00	197.00
Professional Services subtotal	25.34		2,910.55

Invoice total **2,910.55**

Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	4,090.00	2,052.00	2,038.00	4,090.00	0.00
Task 2.0 - Design	10,032.00	858.55	9,173.25	10,031.80	0.20
Task 3.0 - Bidding Assistance	2,940.00	0.00	0.00	0.00	2,940.00
Task 4.0 - Construction Administration	9,077.00	0.00	0.00	0.00	9,077.00
Task 5.0 - Construction Observation	5,280.00	0.00	0.00	0.00	5,280.00
Task 6.0 - Owner Directed Services	3,142.00	0.00	0.00	0.00	3,142.00
Total	34,561.00	2,910.55	11,211.25	14,121.80	20,439.20

PO 2021-104

ACCOUNT NO 3104 + 2,910.55
CHECK NO.
CK DATE

APPROVED

Paul

056

FARR WEST ENGINEERING

5510 LONGLEY LANE
RENO, NEVADA 89511
PHONE: (775) 851-4788
billing@farrwestengineering.com

01-11-22A07:05 RCVD

SIERRA LAKES COUNTY WATER DISTRICT
PAUL SCHULTZ
PO BOX 1039
SODA SPRINGS, CA 95728-1039

Invoice number 16856
Date 01/07/2022

Project R4653-2090 SLCWD - SEWER GRAVITY
MAIN REPLACEMENT

Period 11/27/21 to 12/31/21

Sewer Gravity Main Replacement

Description of Services: Completion and submittal of 60% design documents; Preparation of 60% cost estimate; Design, preparation of drawings, preparation of specifications for 90% submittal.

Professional Services

	Hours	Rate	Billed Amount
Carly Wantulok	3.75	93.00	348.75
Dakota Dreyer	2.50	120.00	300.00
David Oto	0.50	165.00	82.50
Deidre Blanton	0.50	80.00	40.00
Emily McKenzie	4.00	93.00	372.00
Larissa Vallarino	15.50	110.00	1,705.00
Matthew Bodge	16.50	130.00	2,145.00
Nicholas Schaffer	1.80	100.00	180.00
Thomas Garate	16.53	100.00	1,653.00
Professional Services subtotal	61.58		6,826.25

Invoice total **6,826.25**

Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	3,196.00	1,649.00	1,547.00	3,196.00	0.00
Task 2.0 - Survey and Mapping	6,530.00	0.00	4,615.25	4,615.25	1,914.75
Task 3.0 - Design	17,944.00	5,177.25	12,766.75	17,944.00	0.00
Task 4.0 - Bidding Assistance	4,564.00	0.00	0.00	0.00	4,564.00
Task 5.0 - Construction Administration	11,158.00	0.00	0.00	0.00	11,158.00
Task 6.0 - Construction Observation	19,800.00	0.00	0.00	0.00	19,800.00
Task 7.0 - Owner Directed Services	6,319.00	0.00	0.00	0.00	6,319.00
Total	69,511.00	6,826.25	18,929.00	25,755.25	43,755.75 ✓

PO 2021-107

ACCOUNT NO 3101 \$ 6,826.25
CHECK NO.
CK DATE

APPROVED

Paul

057

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: General Manager Schultz
Subject: District Engineer Request for Qualifications
Board Agenda Item VIII.A.
Date: February 4, 2022

Introduction

A Request for Qualifications for District Engineering Services was sent out to prospective engineering consultants and posted on the District's website on January 24, 2022, with responses due back to the District no later than February 25, 2022. The solicitation allows for the retention of more than one consultant if it is in the benefit of the District. A copy of the solicitation is follows this memorandum. No action is necessary at this time.

Attachments:

- I. Request for Qualifications – District Engineering Services (District Engineer) dated January 24, 2022. The example consultant services agreement is not included in the memorandum attachment.

REQUEST FOR QUALIFICATIONS

**District Engineering Services
(District Engineer)**



Sierra Lakes County Water District

7305 Short Road – P.O. Box 1039

Soda Springs, CA 95728

January 24, 2022

Responses due: February 25, 2022, 12:00 noon

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I. PURPOSE

The Sierra Lakes County Water District (District) seeks experienced and qualified firms to provide District Engineering Services (civil engineering, environmental engineering, and related professional services, including the disciplines listed herein). The services may be required for planned activities or for actions needed on an emergency basis. Responders may be an individual, a firm, or a team with a primary responder and identified sub-consultants. The District intends to enter into a Master Services Agreement (contract) with a two-year term and multi-year optional extensions.

II. BACKGROUND

The District was formed in 1961 to provide water and sewer services to Serene Lakes, Placer County, CA. Today the District operates water and wastewater systems built over 60 years' time, and it is working to improve the quality and reliability of its infrastructure while providing essential services and working within the financial capacity of the community. The District's need for engineering services varies in intensity, and maintains a small engineering, operations and administrative staff. In order to provide for more timely and efficient design and construction of District projects, District staff must be augmented periodically.

III. SERVICES

The types of engineering services that may be required by the District include, but are not limited to:

- Civil
- Structural
- Geological/Geotechnical
- Surveying and Mapping
- CAD and GIS
- Water Treatment and Distribution
- Wastewater Collection and Pumping
- Streets and Roadways
- Site Planning, Permitting, and Plan Review
- Construction Plans and Specifications
- Construction Management
- Inspection
- Estimating
- Environmental Review
- Internal Processes Development & Documentation
- Data Analysis
- Emergency Services

Responders may choose to demonstrate qualifications only in certain disciplines, but responders must include personnel licensed to practice civil engineering in the state of California. Consultants will work under the direction of the District's General Manager and will work from their own offices unless presence at the District's offices is required.

Projects anticipated during the first year of the contract may include:

- Assist with cost estimates for new Capital Improvement (Replacement) Program
- Implementation/Training for Lucity Asset Management System Plan
- Update water treatment process documentation
- Update water treatment process documentation for cold water (Bales and Short Road)
- Document Well 01 Operations
- Update Emergency Disaster Response Plan
- Update water and sewer system mapping and map books for trucks
- Update Sewer System Management Plan
- Update Water System Management Plan
- Cost estimate for future Plant Expansion
- Cost estimate for new well(s)
- Cost estimate to replace all ACP waterlines over some time period
- Cost estimate to create zone metering program
- Create a Zone Metering Program

IV. RESPONSES

Responders shall submit statements of qualifications for themselves and any sub-consultants identifying the disciplines for which they wish to be found qualified. Statements shall be concise and shall not include unnecessary promotional material. The statements shall not exceed 15 pages, excluding resumes. Statements shall include the following components:

1. Cover letter signed by a person authorized to negotiate a contract with District.
2. Staffing and team experience.
3. Resumes.
4. Rate Schedule of most current rates for personnel identified in staffing and team experience (#2) (see below). Rate Schedules must be provided in a separate, sealed envelope.
5. References.
6. Acceptance of standard service agreement.

The Rate Schedule called for above is required to reflect the most current rates for all personnel identified in the Staffing and Team Experience portion of the response. The rate schedule will be contractually binding and will be used in comparative evaluation of responses among those firms determined to be qualified to perform services.

Responses shall be submitted as a pdf file by email to anickerson@SLCWD.org before 12:00 noon on February 25, 2022. Late responses will not be considered.

Any changes the District makes to the requirements of this RFQ, or answers to any questions, will be made by written addenda and posted on the District's website.

The District reserves the right to revise or withdraw this RFQ for any reason. The District reserves the right to reject all responses, to request additional information concerning any response for purposes of clarification, to accept or negotiate any modification to any

response following the deadline for responses, and to waive any irregularities if it would serve the best interests of the District.

Any questions or request for information about this RFQ should be addressed as follows:

Paul A. Schultz, PE
Sierra Lakes County Water
District PO BOX 1039
Soda Springs, CA 95728

Telephone: (530) 426-7800
Email: pschultz@slcwd.org

A copy of SLCWD's Standard Professional Services Agreement is included in Appendix A.

All costs incurred by a responder during response preparation or in any way associated with the preparation, submission, presentation, or interview if held, shall be the sole responsibility of the responder.

By submitting a statement of qualifications, the responder represents that it has examined and is familiar with this RFQ and any addenda, that the qualifications information submitted is correct, and that responder understands and can agree to the provisions of this RFQ and the appended services agreement.

V. EVALUATION, SELECTION, AND ASSIGNMENTS

Statements of qualification will be evaluated by a committee of individuals selected by the District and will be scored and ranked. Qualifications will be verified, and references checked. In the event of close scoring, a shortlist interview may be performed remotely. Interviews, if needed, are tentatively scheduled for March 2, 2022.

In reviewing statements of qualification, the District will consider the following, and award scoring points up to the possible amount shown:

1. Experience in performing work in the relevant disciplines. (10)
2. Experience providing services in an on-call, extension-of-staff role. (10)
3. Experience in providing services to water and wastewater districts. (10)
4. Ability to be timely responsive to the District's service area. (10)
5. Familiarity with the rules, procedures, and practices of the Placer County and other agencies in the District's service area. (5)
6. Overall value as indicated by the rates submitted in the response. (5) Rates will be reviewed for all firms determined by the District to be qualified to perform the services.

Prior to execution of any agreement, consultants will be required to provide District evidence of all required business and professional licenses, current Department of Industrial Relations registration, and all required certificates of insurance.

The District intends to award the District Engineering Services contract to a single entity, but may elect to retain more than one firm. The contract creates no obligation for the District to task the consultant with any work. When work is required, the District will issue a

task order to the consultant with specific scope, schedule, and compensation provisions. Task orders must be executed by the consultant and operate as amendments to the master services agreement. The District and consultant may negotiate compensation for each task on a time and materials, not to exceed, or fixed price basis.

The District may negotiate price and scope for any fixed cost task order prior to issuance.

The consultant is not guaranteed work. All task order awards are entirely at the District's discretion.

VI. DISPUTES RELATING TO RFQ PROCESS

Any dispute arising from the RFQ process prior to the award of a contract must be submitted in writing to the General Manager within ten calendar days of the date of the recommendation award or denial letter. The only grounds for an appeal that will be considered are that the District failed to follow the selection procedures specified in this RFQ or that there has been a violation of conflict of interest as provided by California Government Code section 87100 et seq; or violation of Federal or State law. The District will consider only those specific issues addressed in the written appeal. The District will make its determination within thirty (30) days of receipt and their decision shall be final with respect to the matters of fact.

VII. APPENDIX

A. CONSULTANT SERVICES AGREEMENT

An example copy of the District's standard Professional Services Agreement follows this page.

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: General Manager Schultz
Subject: Policies and Procedures
Board Agenda Item VIII.B.
Date: February 4, 2022

Introduction

Policies and Procedures: The review and update of the District's Policies and Procedures Manual and Employee Handbook is complete. The individual policies and procedures and handbook components were combined into two single books and finalized based on feedback received in November and December 2021. The final draft documents were disseminated to the District Board for final review following the January 2022 Board of Directors' meeting and no additional comments have been received. The final draft documents have been made available for public review on the District's website and are included in the month's Board Packet following this memorandum.

Attachments:

1. District Policies and Procedures – Final Draft

SIERRA LAKES COUNTY WATER DISTRICT

Policies and Procedures

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I. Board Meeting Agenda Policy

A. Agenda Preparation.

- The Secretary to the Board, in cooperation with the Board President and/or the General Manager, shall prepare an agenda for each regular and special meeting of the Board.
- Any Director may contact the Secretary to the Board and request an item to be placed on the agenda.
- Requests to place items on the agenda should be made no later than 5:00 p.m. on Thursday one week prior to the regular meeting date.

B. Public Participation.

1. Public Request for Agenda Item.

- Any member of the public may request that the District consider that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board, subject to the following conditions:
 - The request must be in writing and be submitted to the Secretary to the Board together with any supporting documents and information.
 - The General Manager shall, in consultation with the Board President, be responsible for determining whether the public request is a matter directly related to District business and therefore qualifies for consideration by the Board at a future meeting. The public member requesting the agenda item may appeal the Board President's decision at the next regular meeting of the Board. The Board may, by a 60% majority vote (or a unanimous vote of those remaining if 40% of the Board is not present) add the item to that meeting's agenda if the Board determines that there is need to resolve the issue immediately and that it could not reasonably wait until the Board's next regular meeting. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.
 - No matter that is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

2. Public Comment.

- This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters not on the agenda that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.
- The Board President may impose a reasonable time limit on comments made by members of the public during meetings of the Board.

C. Agenda Changes.

1. Regular meetings.

- Government Code Section 54954 requires that agendas for regular meetings are posted no less than seventy-two (72) hours prior to the time of the meeting. Therefore, no changes may be made to a regular meeting agenda less than seventy-two (72) hours prior to the meeting.

2. Special meetings.

- Government Code Section 54656 requires that agendas for regular meetings are posted no less than twenty-four (24) hours prior to the time of the meeting. Therefore, no changes may be made to a regular meeting agenda less than twenty-four (24) hours prior to the meeting.
-

D. Posting of Meeting Agendas and Materials.

- All meeting agendas shall be posted in compliance in compliance with Government Code Section 54954.2 and with the timing requirements described in Section 3, above.

II. Capitalization of Fixed Assets

All fixed assets will be subject to this capitalization policy and will be capitalized if they meet the required criteria as defined per the procedural guidelines established by this policy.

A. Procedure for capitalization of fixed assets.

- In order for an asset to be eligible for capitalization it must meet the following requirements.
 - It must cost \$10,000 or more.
 - It must have a useful life of at least five (5) years.
- The cost will be calculated as follows:
 - For purchases the allowable cost will consist of invoice cost, tax and shipping.
 - Project cost will consist of contractor billings, labor, material and an appropriate overhead rate. Only direct costs will be assigned to the project. All other costs of an administrative nature, sometimes referred to as soft costs, will be charged to operating expense. In no instance will an administrative project be capitalized; nor will administrative costs be charged to a project, except as a component of overhead calculation.
- The categories of cost to be capitalized will be as follows:
 - Only fixed assets classified as plant and equipment will be capitalized.
 - There will be no capitalization of good will.
 - There will be no capitalization of leased assets.
 - There will be no capitalization of projects that do not result in the acquisition of a tangible physical asset.
 - There will be no capitalization of assets held in ownership by another District, regardless of the language in any auxiliary contract between the two Districts.

B. Depreciation.

- All assets will be depreciated based on useful life, which will be determined at the time of purchase or completion of a project.

- All depreciation will be calculated on a straight-line basis. The method for this application is division of the purchase price/project cost by the number of years of useful life assigned to the asset. The resulting number will be recorded as depreciation for each year of life of the asset.
- If the life of the asset is reduced for any reason (i.e., it wears out sooner than expected, or is broken or destroyed, or declared to be obsolete) then the asset will be removed from District records and all of the remaining depreciation will be recorded immediately.

C. Capitalization.

- All assets acquired during the year will be capitalized (i.e., recorded as an asset and added to the depreciation schedule) at the end of each fiscal year. Projects that are in progress more than one year will be capitalized in the year in which they are completed.

III. Code of Ethics

1. The Board of Sierra Lakes County Water District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents. In order to assist in the governance of the behavior between and among members of the Board, the following rules shall be observed.

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board.

2. The primary responsibility of the Board is the formulation and evaluation of policy and budget. Routine matters concerning the operational aspects of the District are to be delegated to staff members of the District.

3. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided.

5. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

6. Directors should practice the following procedures:

- In seeking clarification on informational items, Directors may directly approach staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- In presenting items for discussion at Board meetings, see Agenda Policy.
- In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Board President or General Manager.
- When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

7. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

8. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible personnel.

9. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

10. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

11. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

12. Directors are responsible for notifying the General Manager and General Counsel of any potential conflicts of interest they may have with respect to any business coming before the Board so that the General Manager and General Counsel may review the issue for potential conflicts of interest under the Political Reform Act (Government Code § 81000 et seq.), Government Code § 1090, and the common law conflicts of interest doctrine.

IV. Disposal Policy

This is the policy of the Sierra Lakes County Water District for disposal of supplies, materials and equipment.

When used in this policy, the term "disposal" shall include disposal, sale, or barter of supplies, materials, or equipment which are no longer useful to the District.

No disposal, the estimated or actual value of which is greater than \$2,500.00, shall be made without the prior authorization of the Board. The General Manager is authorized to approve disposals with an estimated or actual value of \$2,500.00 or less.

The General Manager or his or her designee shall act as the District's Disposal Agent, who shall make all District disposals in accordance with this policy.

In case of emergency, where a disposal has not been authorized by the Board, and the Disposal Agent has determined that the best interest of the District requires that such disposal be made before the Board can meet to authorize such disposal, the Disposal Agent is authorized to make such disposal after first obtaining the verbal consent of the President or Vice President of the Board. The Disposal Agent shall thereafter promptly report in writing to the Board the nature of the disposal and the emergency circumstances justifying the disposal. Such action shall be subject to ratification at the next Board Meeting.

V. Employee Uniforms

1. The cost of employee uniforms will be borne by the district. Each employee will receive a specified annual amount as a combined clothing/boot allowance. The employee is free to purchase the clothing/boots at the store of his/her choosing following established guidelines of: blue denim pants, earth tone work shirts (long/short sleeve and material of personal preference) and overalls in a brown color. All of the shirts will be embroidered with the District logo at District expense.

2. The District will provide each employee with a heavy canvas-type coat with removable liner, and a safety vest, that can be worn over all clothing. Each of these items will be embroidered with the District logo, be replaced on an as-required basis and must be turned in when the employee no longer works for the District.

3. The District will provide each employee with six high visibility (orange/lime) t-shirts each season. These shirts will be screened with the District logo.

4. Each employee must wear clothing bearing the SLCWD logo (shirt, coat, vest) while at work. Each employee is responsible for laundering his/her work clothing (assigned and purchased) and laundering facilities are provided for employee use.

VI. Fraud in the Workplace – Guidelines and Procedures

A. Purpose and Scope.

To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries.

B. General.

The Sierra Lakes County Water District is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the District to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the District and, when appropriate, to pursue legal remedies available under the law.

C. Definitions.

1. Fraud.

- Claims for reimbursement of expenses that are not job-related or authorized by the District.
- Forgery, falsification, or unauthorized alteration of documents or records (including but not limited to checks, promissory notes, time sheets, independent contractor agreements, purchase orders, and budgets).
- Misappropriation of District assets (including but not limited to funds, securities, supplies, furniture, and equipment).
- Inappropriate use of District resources (including but not limited to labor, time, equipment and materials).
- Improprieties in the handling or reporting of money or financial transactions.
- Authorizing or receiving payment for goods not received or services not performed.
- Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation or misappropriation of District-owned or licensed data or software.
- Misrepresentation of information on documents.
- Theft of equipment or goods.
- Any apparent violation of federal, state, or local laws related to dishonest activities or fraud.
- Seeking or accepting anything of material value from those doing business with the District including vendors, consultants, contractors,

lessees, applicants, and grantees. Materiality is determined by the Fair Political Practices Commission's regulations.

- Any other conduct, actions or activities treated as fraud or misappropriation under any federal or state law, rule or regulation.

2. Employee.

In this context, "employee" refers to any individual or group of individuals who receive compensation, either full- or part-time, including the Board, from the District. The term also includes any volunteer who provides services to the District through an official arrangement with the District or a District organization.

3. Management.

In this context, "management" refers to any manager, supervisor, or other designated individual who manages or supervises the District's employees, resources, and assets.

4. Internal Audit Committee.

- (a) In this context, if the claim of fraud involves anyone other than the General Manager, the Internal Audit Committee shall consist of the General Manager, the General Counsel and one other person appointed by the Board President.
- (b) If the claim of fraud involves the General Manager, the Internal Audit Committee shall consist of the Board President, the General Counsel and one other person appointed by the Board President.
- (c) In the event the Board President is implicated or otherwise involved in the claim of fraud, the Board President shall recuse him or herself from all aspects of the investigation, and the Internal Audit Committee shall consist of the General Manager, General Counsel, and one other person appointed by the Board.
- (d) In the event more than one member of the Board are implicated or otherwise involved in a claim of fraud, the matter will be reviewed by an external auditor. Nothing contained in this policy shall be construed as requiring the Board President to appoint other persons to the Internal Audit Committee. Individuals appointed to the Internal Audit Committee by the Board President, other than the District's Legal Counsel, shall serve at the pleasure of the Board President.

5. External Auditor.

In this context, External Auditor refers to independent audit professionals who perform annual audits of the District's financial statements and are appointed by the District's Board.

It is the District's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the District of any party who might be involved in, or becomes, the subject of such investigation.

Each department of the District is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within departmental areas of responsibility and be alert for any indications of such conduct.

For all claims of fraud, the Internal Audit Committee, as appointed by the Board President, shall have primary responsibility for the investigation of the activity covered by this policy. The District's General Counsel shall advise the Committee, or the Board President, on all such investigations.

Throughout the investigation, the Internal Audit Committee will inform the Board President of pertinent investigative findings.

Employees will be granted whistle-blower protection pursuant to Labor Code section 1102.5 when reporting suspected or actual misconduct. Neither the District nor any person acting on behalf of the District shall retaliate against the employee for disclosing information, or because the employer believes that the employee disclosed or may disclose information. Prohibited acts of retaliation include:

- Dismissing or threatening to dismiss the whistle-blowing employee;
- Disciplining, suspending, or threatening to discipline or suspend the employee;
- Imposing any penalty upon the employee; or
- Intimidating or coercing the employee.

Violations of the whistle-blower protection will result in discipline up to and including dismissal.

Upon conclusion of the investigation, the results will be reported to the General Manager (or in the event the investigation involves the General Manager, to the Board President) who shall receive the report and advise the Board.

The General Manager or the Board President, as the case may be, following review of the investigation results, will take appropriate action regarding the misconduct. Disciplinary action can include termination and referral of the case to the District Attorney's Office for possible prosecution.

The General Manager (or the Board President) will pursue every reasonable effort, including court ordered restitution, to obtain recovery of District losses from the offender, or other appropriate sources.

6. Procedures.

(a) Board Responsibilities.

If a Board Member has reason to suspect that a fraud has occurred, he or she shall immediately contact the Board President and the District's Legal Counsel.

The Board Member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the Board President and the District's Legal Counsel.

The alleged fraud or audit investigation shall not be discussed with the media by any person other than the Board President after consultation with the District's Legal Counsel and the Internal Audit Committee, if any Committee is appointed.

(b) Management Responsibilities.

Management is responsible for being alert to, and reporting, fraudulent or related dishonest activities in its areas of responsibility.

Each manager shall be familiar with the types of improprieties that might occur in his or her areas and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence those areas.

When an improper activity is detected or suspected, management shall determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.

If anyone in a management position determines that a suspected activity may involve fraud or related dishonest activity, he or she shall contact his or her immediate supervisor or the District's General Manager. If the activity involves the General Manager, the report shall be made to the Board President or the District's Legal Counsel.

Management personnel shall not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure that adequate controls exist to prevent recurrence of improper actions.

Management shall support the District's responsibilities and cooperate fully with the Internal Audit Committee, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.

Management must give full and unrestricted access to all necessary records and personnel to the Internal Audit Committee. All District assets, including furniture, desks, and computers, are open to inspection at any time. There is no assumption of privacy.

In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should take reasonable care to avoid the following:

- Making incorrect accusations.

- Alerting suspected individuals that an investigation is underway.
- Treating employees unfairly.
- Making statements that could lead to claims of false accusations or other offenses.

In handling dishonest or fraudulent activities, management has the responsibility to:

- Refrain from contacting (unless requested) the suspected individual to determine facts or demand restitution. Under no circumstances shall there be any reference to “what you did,” “the crime,” “the fraud,” “the misappropriation,” etc.
- Avoid discussing the case, facts, suspicions, or allegations with anyone outside the District, unless specifically directed to do so by the General Manager.
- Avoid discussing the case with anyone inside the District other than employees who have a need to know such as the General Manager, the Internal Audit Committee, the District’s Legal Counsel, or law enforcement personnel.
- Direct all inquiries from the suspected individual, or his or her representative, to the District’s Legal Counsel. All inquiries by an attorney of the suspected individual should be directed to the District’s Legal Counsel. All inquiries from the media should be directed to the Board President.
- Take appropriate corrective disciplinary action, up to and including dismissal, after consulting with the District and Legal Counsel.

(c) Employee Responsibilities.

A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee’s supervisor for reporting to the proper management official. An employee will not be exempted from discipline up to and including termination by reporting his or her own misconduct, although self-reporting may be taken into account in determining the appropriate course of action and/or discipline in response to the employee’s misconduct.

When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management and/or the General Manager. If the activity involves the General Manager, it shall be reported to the Board President or the District’s Legal Counsel.

The reporting employee shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the General Manager, Internal Audit Committee, the District’s Legal Counsel, or law enforcement personnel.

(d) Internal Audit Committee Responsibilities.

Upon assignment by the Board President, the Internal Audit Committee shall promptly investigate the fraud.

In all circumstances where there appears to be reasonable grounds for suspecting that criminal fraud has taken place, the Internal Audit Committee, in consultation with the District General Manager or the Board President and District's Legal Counsel, shall contact the Placer County Sheriff's Office.

The Internal Audit Committee shall be available and receptive to receiving relevant, confidential information to the extent allowed by law after consultation with the District's Legal Counsel.

If evidence is uncovered showing possible dishonest or fraudulent activities, the Internal Audit Committee shall proceed as follows:

- Discuss the findings with the General Manager and the Board President.
- Advise management, if the case involves District staff members, to meet with the Board President to determine if disciplinary actions should be taken.
- Report to the External Auditor such activities in order to assess the effect of the illegal activity on the District's financial statements.
- Coordinate with the District's General Manager and Office Manager regarding notification to insurers and filing of insurance claims.
- Take immediate action, after consultation with the District's Legal Counsel, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
 - Removing the records and placing them in a secure location or limiting access to the location where the records currently exist.
 - Preventing the individual suspected of committing the fraud from having access to the records.

In consultation with the District's Legal Counsel and the Placer County Sheriff Department, the Internal Audit Committee may disclose particulars of the investigation to potential witnesses if such disclosure would further the investigation.

If the Internal Audit Committee is contacted by the media regarding an alleged fraud or audit investigation, the Internal Audit Committee will refer the media to the Board President.

At the conclusion of the investigation, the Internal Audit Committee will document the results in a confidential memorandum report to the Board President for action. If the report concludes that

the allegations are accurately founded and the District's Legal Counsel has determined that a crime has occurred, the report will be forwarded to the Placer County Sheriff Department.

The Internal Audit Committee will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.

Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Internal Audit Committee to that department.

(e) Exceptions.

There will be no exceptions to this policy unless provided for and approved by the Board President and the District's Legal Counsel. The Board reserves the right to amend, delete, or revise this policy at any time by formal action of the Board.

(f) Authority.

This policy was duly enacted by the Board of the District by formal action taken on August 9, 2013.

VII. Guidelines for Accessing Public Records

This policy outlines how requests for access to the records of the Sierra Lakes County Water District should be made in accordance with the California Public Records Act (“CPRA”) (Gov. Code § 6250 et seq.).

A. Making a Request for Public Records.

Any interested party may request access to or copies of District records orally or in writing. The District encourages, but does not require, that requests for records be made in writing. Written requests will help the District in correctly identifying the records requested. Written requests should be sent care of the District Secretary at P.O. Box 1039, Soda Springs, CA 95728, or may be made by email addressed to Anna Nickerson at anickerson@slcwd.org.

B. Identifying Records.

In order to help the District provide records promptly, requesters should provide specific information about the records they seek. When a record cannot be identified by name, the requester should attempt to be as specific as possible in describing the record, based on its content. When a request is not sufficiently specific, District staff may request additional information from the requester in order to identify the information being sought.

C. Inspection of Physical Records.

Public records maintained by the District are available for inspection during the District's regular business hours. Members of the public are not required to give notice in order to inspect public records at the District office during normal working hours. However, reviewing records requires District staff to locate the requested records and review them to determine whether they are to be withheld from disclosure or redacted in accordance with the CPRA. Therefore, members of the public are encouraged to arrange a mutually agreeable time to inspect records. In order to prevent records from being lost, damaged, or destroyed during an inspection, District staff will determine where original documents may be inspected and will supervise such review.

D. Processing Requests for Copies of Records.

When a copy of a record is requested, and the record cannot be produced immediately, the District will provide a response within ten (10) days. Depending on the complexity of the request and available staff resources, the time necessary to provide records may need to be extended. In that event, District staff will inform the requester of the need for an extension and with an estimated date on which the records will be available and will provide the records within a reasonable period of time.

E. Duplication Fee and Additional Costs.

The District charges a \$0.10 per page duplication fee for physical copies of records. This duplication fee represents the District's direct copying costs and does not include staff time associated with providing records. Oversized records may be subject to additional costs equal to the District's copying costs. To the extent the CPRA allows for the District to recover any

additional costs associated with responding to a request, the District will provide the requestor with an estimate of such additional costs prior to commencing the review of the requested records. All duplication fees and additional costs must be paid prior to the release of any records. No duplication fees are charged for electronic records.

F. Exemptions.

The District will provide access to all public records in accordance with the CPRA. Under the CPRA, some categories of records or portions of records are exempt from disclosure. Examples of such exempt records under the CPRA include, but are not limited to: certain personnel records, investigative records, drafts, confidential legal advice, records prepared in connection with litigation, and information that may be kept confidential pursuant to other state or federal statutes.

G. Privacy and Customer Usage Data.

The Sierra Lakes County Water District is committed to protecting the privacy of its customers. The District does not intentionally disclose any personal information about its customers, including name, credit history, utility usage data, home address, telephone number, or email addresses to any third party, except in the following circumstances:

- When disclosure is necessary in the ordinary course of District operations.
- When disclosure is required pursuant to Gov. Code § 6254.16(a) [to an authorized agent or family member of the customer]
- When disclosure is required pursuant to Gov. Code § 6254.16(b) [to a government official in the course of their performing their official duties].
- When disclosure is compelled by a court order or law enforcement request pursuant to Gov. Code § 6254.16(c) [court order or law enforcement request].
- When disclosure is allowed pursuant to Gov. Code § 6254.16(e) [information pertains to elected or appointed official with authority to influence usage policies], subject to the restrictions described therein.
- When disclosure is permitted pursuant to Gov. Code § 6254.16(d), (f) [customer is found to have used services in a manner that is contrary to adopted policies; public interest served by disclosure outweighs public interest served by nondisclosure] and Board has approved the disclosure.
- When disclosure is required pursuant to any other law or regulation.

VIII. Incident Report Procedure

This policy defines the procedure for reporting extraordinary operational events (incidents) to the appropriate managerial personnel. Reporting is required for incidents which include but are not be limited to:

- Major power outages;
- Unacceptable levels of contaminants in the water supply system;
- Flooding that affects any District facility;
- Sewer spills or pipeline breaks;
- Major water line breaks;
- Breakdown of any major equipment component that is essential to operation of the water; supply or sewer collection system;
- A significant injury to any member of the District Staff; or injury to a third party or third-party property by the District Staff or any District Facility;
- Trespass or damage to District property by a third party;
- Any chemical spill that might endanger persons, property or the District water supply; and
- Any other event that might affect the normal operation of the District.

Any employee who discovers an existing or potential incident must report it to his or her supervisor as soon as possible, after taking the actions necessary to remedy the situation on a temporary basis if it is safe for the employee to do so. If the employee's immediate supervisor cannot be contacted, the employee should to the next higher level of authority until a report can be made. Supervisors should make a personal visit to the site, if appropriate, and take any additional measures necessary to stabilize the situation. Responding Management shall contact the General Manager or Board President once the situation is stable.

This policy shall be supplemented with departmental internal procedures that include notification of other organizations (i.e., County Health Department, DSPUD, State Water Resources Control Board, etc.) and the District's planned response to specific types of incidents.

IX. Operator Certification Requirements

SLCWD SYSTEM NO: 3110017

CWEA System Maintenance 1 Collection No:
090321042

	Minimum Certification of Chief Operator	Minimum Certification of Shift Operator
<u>Water Treatment</u>		
Facility Classification - T3	T3	T2
<u>Water Distribution</u>		
System Classification - D2	D2	D1

	<u>Treatment</u>			<u>Distribution</u>		
	<u>Operator Number</u>	<u>Certification</u>	<u>Renewal/Expiration Date</u>	<u>Operator Number</u>	<u>Certification</u>	<u>Renewal/Expiration Date</u>
Jeff Krebill	24394	T3	9/1/2022	20912	D3	11/1/2022
Matthew Marriner	38264	T2	10/1/2021	47884	D2	1/1/2021
Patrick Baird	40299	T3	1/1/2021	50974	D3	4/1/2022

Renewals: Any person wishing to maintain a valid operator certificate shall submit an application for renewal at least 120 days, but no more than 180 days, prior to expiration of the certification. To be eligible for certificate renewal, certified operators shall have completed continuing education contact hours since the previous renewal or issuance of the certificate. For specific instructions for certification renewal, refer to the attached document from the Division of Drinking Water and Environmental Management, "Operator Certification Regulations", Section 63840, Page 17.

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Examinations: An Applicant who has had a certificate revoked, and not reinstated, for any reason other than failure to meet renewal requirements pursuant to Section 63840 shall not be eligible for water treatment operator or distribution operator examinations at any grade level. Operators must submit a completed application for examination by the final filing date established by the Department of Health Services, and must meet various eligibility requirements based on the grade level for which they make application (see Eligibility Criteria below). Along with the completed application form, the test applicant must submit documentation of completion of specialized training courses, as provided by the educational institution, claimed to meet the requirements.

Certifications: Upon passing an examination, the operator must meet specific experience requirements before submitting an application for certification. For information regarding eligibility criteria for water treatment operator certification and distribution operator certification, refer to the attached document from Division of Drinking Water and Environmental Management, "Operator Certification Regulations", pages 10-13.

Eligibility Criteria for Taking a Water Treatment Examination:

- T1 An applicant shall have a high school diploma or GED.

- T2 A high school diploma or GED and successful completion of at least one course of specialized training covering the fundamentals of drinking water treatment.

- T3 A high school diploma or GED and successful completion of at least two courses of specialized training that includes at least one course covering the fundamentals of drinking water treatment.

- T4 A valid Grade T3 operator certificate, successful completion of at least three courses of specialized training that includes at least two courses in drinking water treatment.

- T5 A valid Grade T4 operator certificate and successful completion of at least four courses of specialized training that includes at least two courses in drinking water treatment.

Specialized training courses may be used to fulfill the eligibility requirements for water treatment operator and /or distribution operator examinations.

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Eligibility Criteria for Taking a Distribution Operator Examination:

- D1 An applicant shall have a high school diploma or GED.
- D2 A high school diploma or GED and successful completion of at least one course of specialized training in water supply.
- D3 A valid Grade D2 or interim Grade D3 or higher operator certificate and successful completion of at least two courses of specialized training that includes at least one course in water supply principles.
- D4 A valid Grade D3 or interim Grade D4 or higher operator certificate and successful completion of at least three courses of specialized training that includes at least two courses in water supply principles
- D5 A valid Grade D4 or interim Grade D5 operator certificate and successful completion of at least four courses of specialized training that includes at least two courses in water supply principles.

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X. Procurement Policy

[Deferred for Separate Consideration]

XI. Retention and Disposal of District Records

A. Purpose.

The purposes of this policy are:

- To provide guidelines regarding the retention and disposal of District Records
- To provide for the identification, maintenance, safeguarding, and disposal of District Records in the normal course of business
- To assist staff with the prompt and accurate retrieval of District Records to comply with legal and regulatory requirements, in response to requests under the California Public Records Act, or in the ordinary conduct of District business

B. District Records.

District Records are those records kept by the District in the ordinary course of business, regardless of their format.

C. Authority.

The District is authorized to maintain and identify for destruction District Records pursuant to Government Code Sections 60200 thru 60203, Water Code Section 21403, and the guidelines prepared by the State of California Controller's Office and the Controller's Advisory Committee for Special Districts.

D. Procedure for Destruction of District Records.

Staff shall at least annually review District Records and identify District Records that may be destroyed pursuant to this policy. The steps for destroying District Records shall be as follows:

- Staff shall complete a "Request for Destruction of Obsolete Records" ("RDOR") form, listing the date and description of each document to be destroyed.
- Staff shall verify the documents listed on the submitted RDOR form are not required to be permanently retained have been retained for the legally required period and have satisfied any applicable reproduction requirements.
- Staff shall submit the RDOR form to the General Manager for review and signature.
- The General Manager shall submit the RDOR form to the General Counsel for review and signature.
- The fully reviewed RDOR form shall be submitted to the Board for approval for destruction.

- The General Manager shall oversee the destruction of District Records approved for destruction by the Board.
- The General Manager shall retain all original, signed RDOR forms for a minimum of two (2) years and permanently retain a record of District Record destruction through either a log or certificates of destruction.

E. General Guidelines.

The following general guidelines apply to all district records.

Pursuant to Government Code Section 60201, except where a record is expressly required to be preserved according to state law, the district may destroy any original obsolete document without retaining a copy of the document as long as the retention and destruction of the document complies with the retention schedule as set forth in this policy.

In addition to the retention periods required under this policy, the district shall retain original administrative, legal, fiscal and/or historical records with continued value (i.e., records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved or the time for appeals has expired. (Government Code Sections [14755\(a\)](#) and [34090](#).)

Pursuant to Government Code Section 14755(b) and 34090, the district shall not destroy any record subject to audit until it has been determined that the audit has been performed.

Pursuant to Government Code Section [60201](#), the district shall not destroy any of the following records:

- Records relating to the formation, change of organization, or reorganization of the district;
- Ordinances and resolutions, unless they have been repealed or have become invalid or otherwise unenforceable for five years;
- Minutes of any meeting of the district;
- Records relating to any pending claim, litigation, any settlement or other disposition of litigation within the past two years;
- Records that are the subject of any pending request for records under the California Public Records Act, whether or not the record is exempt from disclosure, until the request has been granted or two years after the request has been denied by the district;
- Records relating to any pending construction that the district has not accepted or for which a stop notice claim may be legally presented;
- Records relating to any non-discharged debt of the district;
- Records relating to the title to real property in which the district has an interest;
- Records relating to any nondischarged contract to which the district is a party;
- Records that have not fulfilled the administrative, fiscal, or legal purpose for which they were created or received;

- Unaccepted bids or proposals, which are less than two years old, for the construction or installation of any building, structure or other public work;
- Records less than seven years old that specify the amount of compensation or expense reimbursement paid to district employees, officers, or independent contractors.

F. Record Retention Schedule.

District Records shall be retained for the periods described in the following Record Retention Schedule, in accordance with state laws and regulations.

XII. Record Retention Schedule

Type of Record	Category	Notes	Authority
Accident/Illness Reports	Administration	For employee medical records and employee exposure records regarding exposure to toxic substances or harmful physical agents – includes material safety data sheets (MSDS)	8 CCR 32 (B)
		Does not include: records of health insurance claims maintained separate from employer's records; first aid records of one-time treatments for minor injuries; records of employees who worked less than one year if records are given to employee upon termination	
Accidents/Damage to District Property	Administration	Risk management administration	GC 34090
			CCP 337.
Accounts Payable	Finance	Journals, statements, asset inventories, account postings with supporting documents, vouchers, investments, invoices and back-up documents, purchase orders, petty cash, postage, PERS reports, check requests, etc.	CCP 337
			26 CFR 3
			Sec. of Sta Gov't. Re Guideline:
Expense reimbursements to employees and officers, travel expense reimbursements or travel	GC 60201(d)(12)	7 years after date of payment	

Type of Record	Category	Notes	Authority
compensation			
Accounts Receivable	Finance	Receipts for deposited checks, coins, currency; checks received, reports, investments, receipt books, receipts, cash register tapes, payments for fees, permits, etc.	CCP 337
			26 CFR 3
			Sec. of St: Gov't. Re: Guideline:
Affidavits of Publication/Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	GC 34090
Agency Report of Public Official Appointments (FPPC Form 806)	Administration	Report of additional compensation received by district officials when appointing themselves to committees, boards or commissions of other public agencies, special districts, joint powers agencies or joint powers authorities. Current report must be posted on the district's website	FPPC Reg 18702.5(b)
			GC 34090
Agenda/Agenda Packets	Administration	Original agendas/special meeting notices/certificates of posting, etc. – Board' meetings	GC 34090
			Sec. of St: Gov't. Re: Guideline:

Type of Record	Category	Notes	Authority
Agenda Reports (Staff Reports)	Administration	Documentation received, created and/or submitted to Board	GC 34090
			Sec. of Sta Gov't. Re Guideline:
Agreements (see also Contracts)	Administration	Original contracts and agreements and back-up materials, including leases, license agreements, service/maintenance contracts, etc.	CCP 337,
Original contracts/agreements regarding the development of real property, design specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.	CCP 337.15	10 years after termination/completion	
Annexations/Reorganizations	Development	Notices, resolutions, certificates of completion	GC 34090
Annual Financial Report	Finance	May include independent auditor analysis	GC 34090
			Sec. of Sta Gov't. Re Guideline:
Appraisals	Development	For real property owned by district – Not a public record until real estate transaction is complete	GC 6254(

Type of Record	Category	Notes	Authority
Articles of Incorporation	Administration		GC 34090
Audit Reports	Finance	Financial services, internal and/or external reports, independent auditor analysis	GC 34090
			Sec. of Sta Gov't. Re Retention
Audit Hearing or Review	Finance	Documentation created and/or received in connection with an audit hearing or review	GC 34090
Backflow Test Reports	Public Works	Reports of testing and maintenance – water supply	17 CCR 7
Bank Account Reconciliations	Finance	Bank statements, receipts, certificates of deposit, etc.	26 CFR 3
Bids, Successful	Development	Includes plan and specifications, notices/affidavits	GC 34090
			CCP 337,
Bids, Unsuccessful	Development	Unsuccessful bid packages only	GC 34090
Billing records	Finance	Utility bill stubs – submitted with payment	GC 34090

Type of Record	Category	Notes	Authority
Bonds	Finance	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements	CCP 337.:
Bonds – Employee (Fidelity Bonds)	Finance	Form of insurance that covers employer (district) for losses resulting from fraudulent acts of specified employees	CCP 3409
Bonds – Paid/Cancelled	Finance	Paid or cancelled bonds, warrant certificates, interest coupons	CCP 337.:
Bonds – Unsold	Finance	Unsold bonds	GC 34090
Bonds – Final	Finance	Final bond documentation, monthly statement of transactions, supporting documents	CCP 337.:
Bonds, Development	Finance	Housing, industrial development	CCP 337.:
Bonds, Surety	Finance	Documentation created and/or received in connection with the performance of work/services for the district	CCP 337
Brochures/Publications	Administration	Retain selected documents only for historic value	GC 34090
Budget, Annual	Finance	Annual operating budget approved by the Board	GC 34090

Type of Record	Category	Notes	Authority
			Sec. of Sta Gov't. Re Guideline:
California – OSHA	Administration	Personnel – logs, supplementary record, annual summary (federal and state – California OSHA)	LC 6410
			8 CCR 14
California State Tax Records	Finance	Forms filed annually, quarterly and year-end reports	R&TC 19
Campaign Statements and Other Campaign Reports (Originals) – Board	Administration	Original statements of candidates and supporting committees; other original reports and statements	GC 81009
Campaign Statements and Other Campaign Reports (Copies)	Administration	Copies of reports/statements (if filing officer is not required to keep more than copy)	GC 81009
Capital Improvements, Construction	Public Works	Records on planning, design, construction, conversion or modification of local government-owned facilities, structures and systems	GC 34090
			H&S 1985
			Sec. of Sta Gov't. Re Guideline:
Checks – District-Issued	Finance	District checks paid – expense reimbursements to employees, payments to independent contractors, etc. Includes check copies, canceled or voided checks, electronic versions of checks	GC 60201
			CCP 337

Type of Record	Category	Notes	Authority
District checks paid to vendors; other district payments. Includes check copies, canceled or voided checks, electronic versions of checks	Sec. of State Local Gov't. Records Mgmt. Guidelines	Until audited + 4 years	
	CCP 337	Sec. of State Guidelines recommends until audited + 5 years	
	26 CFR 31.6001-1(e)(2)		
Citizen Feedback	Administration	General correspondence	GC 34090
Claims Against the District	Administration	Paid/denied	GC 25105
Clean Water State Revolving Fund – State Water Resources Control Board	Administration	Clean water state revolving fund records include, but are not limited to, the following:	GC 60200

Type of Record	Category	Notes	Authority
		(a) Signed contracts and/or agreements;	
		(b) Bid documents;	
		(c) Design plans of the collection system and wastewater reclamation facility;	
		(d) Timecards;	
		(e) Environmental documents;	
		(f) EADOC correspondence;	
		(g) Invoices;	
		(h) Disbursement requests.	
Collective Bargaining Agreements	Administration		29 CFR 5

Type of Record	Category	Notes	Authority
Complaints – Customer Complaints – Water Quality, Water Outages	Administration	Customer complaints regarding water quality – odor, taste, appearance; or water outages	40 CFR 1: 22 CCR 6
Complaints – Miscellaneous	Administration	Miscellaneous complaints, not related to specific lawsuits involving the district and not otherwise specifically covered by the retention schedule	GC 34090
Comprehensive Annual Financial Reports (CAFR)	Finance	Finance	GC 34090
			CCP 337
Conflict of Interest Code	Administration	Conflict of Interest Code – required under Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary	GC 87300
Contracts (see also Agreements)	Administration	Original contracts and agreements and back-up materials, including leases, service/maintenance contracts, etc.	CCP 337,
Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.	CCP 337.15	10 years after termination/completion	

Type of Record	Category	Notes	Authority
Correspondence	Administration	General correspondence, including letters and email; various files, not otherwise specifically covered by the retention schedule	GC 34090
Credit Cards, District-Owned	Finance	Credit card bills or statements, and other records related to the use of district-paid credit cards	GC 60201
Deeds, Real Property	Development	File with recorded documents; originals may not be destroyed	GC 34090
Deferred Compensation Reports	Finance	Finance – pension/retirement funds	29 CFR 5
Demographic Statistical Data	Administration		GC 34090
DMV Driver's Records Reports (DMV Pull-Notice System)	Administration	Motor vehicle pulls – personnel record – not a public record	GC 36254
			VC 1808.
			Sec. of Sta Gov't. Re Guideline:
Easements, Real Property	Development	File with recorded documents; originals may not be destroyed	GC 34090
EEOC Records (Equal Employment Opportunity Commission)	Human Resources	Records, reports showing compliance with federal equal employment requirements (EEO-4 reports, etc.)	29 CFR 16

Type of Record	Category	Notes	Authority
Election – Administrative Documents	Administration	Not ballot cards or absentee voter lists/applications	GC 34090
Election – Affidavit Index	Administration	Voter registration index	EC 17001
Election – Ballots and Related Documents	Administration	State and local elections: All ballot cards (voted, spoiled, canceled) arranged by precinct, unused absentee ballots, ballot receipts, absent voter identification envelopes, absentee voter applications. May be destroyed subject to any pending contest	EC 17302
Election – Ballots and Identification Envelope – Federal Offices	Administration	For elections to federal office (President, Vice-President, U.S. Senator, U.S. Representative)	EC 17301
Election – Ballots – Prop. 218 (Assessment Districts)	Administration	Ballots – property related fees (assessment ballot proceeding)	GC 53755
Election – Canvass	Administration	Notifications and publication of election records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results, special election results	EC 17304
Election – Certificate of Election	Administration	Certificates of elections; original reports and statements	GC 81009
Election – Election Official’s Package of Documents	Administration	Package of two tally sheets, copy of index, challenge lists, assisted voters list	EC 17304
		Public record – all voters may inspect after commencement of official canvass of voters	
Election – Nomination Documents – Successful	Administration	All nomination documents and signatures in lieu of filing petitions	EC 17100
Election – Nomination Documents – Unsuccessful	Administration		GC 81009

Type of Record	Category	Notes	Authority
Election Petitions – Initiative/Recall/Referendum, Charter Amendments	Administration	Not a public record – documents resulting in an election – retention is from election certification	EC 17200
			GC 6253.1
			GC 34458
Election Petitions – No Election	Administration	Not a public record. Not resulting in an election. Retention is from final examination	EC 17200
			GC 6253.1
Election – Precinct Records	Administration	From date of election: precinct official material, declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places includes notice of appointment of office and record of service	EC 17503
Election – Roster of Voters	Administration	From date of election, initiative, referendum recall, general municipal election, Charter amendments	EC 17300
Election – Voter Affidavits	Administration	Affidavits of registration (including cancelled affidavits); voter registration index	EC 17000
Election – Voter Registration Signature Copy	Administration	Special district	EC 17000
Email	Administration		GC 34090
Emergency Response and Recovery – FEMA, CalWARN, etc.	Administration	Emergency response and recovery records include, but are not limited to,	GC 60200

Type of Record	Category	Notes	Authority
		the following:	
		(a) Timecards;	
		(b) Photos;	
		(c) Public notifications;	
		(d) Mutual aid documentation;	
		(e) Contracts and purchases;	

Type of Record	Category	Notes	Authority
		(f) Water testing reports;	
		(g) Incident reports.	
Employee Benefits	Human Resources	Benefit plans (include “cafeteria” and other plans), health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health, vision, dental, deferred compensation, etc.)	29 USC 10
			11 CCR 5
			28 CCR 1
			29 CFR 10
Employee Bonds (Fidelity Bonds)	Administration	Form of insurance that covers the district for losses resulting from fraudulent acts of specified employees	GC 34090
Employee Files	Administration	Personnel – not a public record	GC 62540
Employee Information, General	Administration	Name, address, date of birth, occupation	GC 12946
			29 CFR 10
			LC 1174
Employee Information, Payment	Administration	Rate of pay and weekly compensation earned	GC 60201
Employee Information – CEIR	Administration	Personnel – California employer information report (for employers of 100 or more employees)	2 CCR 727287.0(a),
			GC 12946

Type of Record	Category	Notes	Authority
Employee Information – And Non-Hired Applicant Identification Records	Administration	Personnel – data regarding race, sex, national origin of non-hired applicants and employees	2 CCR 72 (c)(3)
Employee, Medical and Exposure Records (Toxic Substances or Harmful Physical Agents)	Administration	Medical records are part of personnel file – not a public record	GC 62546
		Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents	29 CFR 19
		Does not include first aid records of one-time treatment made on site by a non-physician or observation of minor scratches, cuts, burns, splinters, etc., which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job	8 CCR 32 (d)(1)(A)(
		(For employees of less than one year, no need to retain medical records regarding exposure to toxic substances/harmful physical agents if they are returned to employee upon termination)	
Employee, Nonsafety	Administration	Nonsafety employee records may include: release authorizations, certifications, reassignments, outside employment, commendations, disciplinary actions, terminations, oaths of office, evaluations, pre-employee medicals, fingerprints, identification cards (IDs)	29 CFR 19
			GC 12946

Type of Record	Category	Notes	Authority
Employee Programs	Administration	Includes EAP and recognition	GC 12946
Employee, Recruitment	Administration	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946
			29 CFR 10
			29 CFR 10
Employee, Reports	Administration	Employee statistics, benefit activity, liability loss	GC 34090
Employee Rights – General	Administration		GC 12946
			29 CFR 10
Employment Agreements – At-Will Employees; Temporary Employees	Human Resources	Original agreements/contracts for at-will employees or temporary employees	CCP 337,
Employment Applications – Not Hired	Administration	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 12946
			29 CFR 10
Employment Eligibility Verification (I-9 Forms)	Administration	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC 133
			Pub. Law

Type of Record	Category	Notes	Authority
Employment – Surveys and Studies	Administration	Includes classification, wage rates	GC 12946
			29 CFR 5
Employment – Training Records, Nonsafety	Administration	Paperwork documenting internal and external training for nonsafety employees, includes any volunteer program training – class training materials, internships	GC 12946
Employment – Vehicle Mileage Reimbursement Rates	Administration	Annual mileage reimbursement rates set by the Internal Revenue Service	GC 34090
Environmental Quality – Air Quality (AQMD)	Development	Participants/voucher logs, total daily mileage survey (TDM), various local authorities, commute alternative	CCP 3380
			GC 34090
Environmental Quality – Asbestos	Development	Documents, abatement projects, public buildings	GC 34090
Environmental Quality – California Environmental Quality Act (CEQA)	Development	When the district is the lead or responsible agency – notice of exemptions, environmental impact report, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	GC 34090
			CEQA gu

Type of Record	Category	Notes	Authority
Environmental Quality – Congestion Management	Development	Ride sharing, trip management	GC 34090
Environmental Quality – Environmental Review	Development	Correspondence, consultants, issues, conservation	GC 34090
Environmental Quality – Pest Control	Development	Pesticide applications, inspections and sampling documents	GC 34090
Environmental Quality – Soil	Development	Analysis, construction recommendations	GC 34090
Environmental Quality – Soil Reports	Development	Final reports	GC 34090
ERISA Records (Employee Retirement Income Security Act)	Human Resources	Employee Retirement Income Security Act of 1974 – plan reports, certified information filed	29 USC 10
Ethics Training Records	Administration	Records required to be kept under Gov't Code § 53235.2. Records must show dates that district officials satisfied the training requirements and the entity that provided the training	GC 53235
Family and Medical Leave Act (Federal)	Administration	Records of leave taken, district policies relating to leave, notices, communications relating to taking leave	29 CFR 801
			GC 12946
Federal Tax Records	Finance	May include Forms 1096, 1099, W-4 and W-2	29 USC 4001

Type of Record	Category	Notes	Authority
			26 CFR 3
			26 CFR 3
			29 CFR 5
Fixed Assets – Inventory	Finance	Reflects purchase date, cost, account number	GC 34090
Fixed Assets – Surplus Property	Finance	Auction; disposal – listing of property; sealed bid sales of equipment	GC 34090
			CCP 337
Fixed Assets – Vehicle Ownership and Title	Finance	Title transfers when vehicle is sold	VC 9900
Forms	Administration	Administrative – blank	
Fund Transfers	Finance	Internal; bank transfers and wires	GC 34090
General Ledgers	Finance	All annual financial summaries – all agencies	GC 34090
			CCP 337
			Sec. of State Gov't. Records Retention

Type of Record	Category	Notes	Authority
Gift to Agency Report (FPPC Form 801)	Administration	FPPC form showing payment or donation made to the district or to a district official and which can be accepted as being made to the district	FPPC Reg 18944(c)(FPPC Fac to an Age
Gifts/Bequests	Finance	Receipts or other documentation	GC 34090
Grants – Successful Community Development Block Grant (CDBG); Urban Development; Other Federal and State Grants	Development	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, subrecipient dockets, environmental review, grant documents, inventory, consolidated plan, etc.	GC 34090
			24 CFR 8:
			24 CFR 5'
Grants – Unsuccessful	Development	Applications not entitled	GC 34090
Hazardous Materials – Hazardous Waste Disposal	Public Safety	Documents regarding handling and disposal of hazardous waste	CAL OSE
		(Permanent retention of environmentally sensitive materials is recommended)	Sec. of St: Gov't. Re: Guideline:
Hazardous Materials – Permits, Hazardous Materials Storage	Public Safety	(Permanent retention of environmentally sensitive materials is recommended)	GC 34090

Type of Record	Category	Notes	Authority
			Sec. of State Gov't. Records Guidelines
Hazardous Materials – Exposure Records, Etc.	Public Safety	Employee exposure records, name/identity of chemical substance used, when and where chemical substance was used	8 CCR 32
Hazardous Materials – Underground Storage Tank	Public Safety	Compliance: documents regarding: storage, location, installation, removal, remediation, maintenance and repair	GC 34090
Improvements (Lighting, Underground Utility) – Supporting Documents	Public Works	Supporting documents – bonds, taxes, construction	GC 34090
			Sec. of State Government Management
Insurance, Joint Powers Agreement	Finance	Accreditation, MOU, agreements and agendas	GC 34090
Insurance Certificates	Finance	Liability, performance bonds, employee bonds, property	GC 34090
		Insurance certificates filed separately from contracts, includes insurance filed by licensees	
Insurance, Liability/Property	Finance	May include liability, property, certificates of participation, deferred, use of facilities	GC 34090
Insurance, Risk Management Reports	Finance	Federal OSHA forms, loss analysis report, safety reports, actuarial studies	29 CFR 19
			GC 34090
Investment Reports, Transactions	Finance	Summary of transactions, inventory and earnings report	GC 34090

Type of Record	Category	Notes	Authority
			CCP 337
			Sec. of Sta Governme Retention
Invoices	Finance	Copies sent for fees owed, billing, related documents	GC 34090
Job Descriptions	Human Resources	Descriptions of duties, qualifications, responsibilities for each position/classification/job title	29 CFR 16
Lease Agreement	Administration	Property or equipment	CCP 337,
Legal Notices/Affidavits of Publication	Administration	Notices of public hearings, proof of publication of notices	GC 34090
Legal Opinions	Administration	Confidential – not for public disclosure (attorney-client privilege)	GC 34090
Litigation	Administration	Case files	GC 34090
Lobbying or Lobbyist Forms (FPPC forms)	Administration	FPPC Form 602 – Lobbying Firm Activity Authorization; FPPC Form 635 – Report of Lobbyist Employer and Reports of Lobbying Coalition – forms used when employing or contracting with a lobbying firm	FPPC Reg
Maintenance Manuals	Administration	Equipment service/maintenance	GC 34090

Type of Record	Category	Notes	Authority
Maintenance/Repair Records	Administration	Equipment	GC 34090
Marketing, Promotional	Administration	Brochures, announcements, etc.	GC 34090
Meter Operations	Public Works	Reader reports, orders, tests, maintenance reports	GC 34090
Meter Reading	Public Works	Reports and rebate reports	GC 34090
Minutes – Board Meetings	Administration	Minutes of Board meetings. Documents are to be imaged immediately. Paper records are to be maintained permanently by the board	GC 34090
Newsletter, District	Administration	May wish to retain permanently for historic reference	GC 34090
Notices – Public Meetings	Administration	Special meetings	GC 34090
Oaths of Office	Administration	Elected and public officials – board members	GC 34090
			29 USC 1
			Sec. of State Gov't. Records Guidelines
OSHA	Administration	OSHA Log 200, supplementary record, annual summary (federal and state – California – OSHA); OSHA 300 Log, privacy case list, annual summary, OSHA 301 incident report forms	LC 6410
			8 CCR 14
			29 CFR 19

Type of Record	Category	Notes	Authority
OSHA (Accident/Illness Reports)	Administration	Personnel – employee exposure records and employee medical records	LC 6410
		Not a public record	8 CCR 32
			8 CCR 14
			GC 62540
Payroll – Federal/State Reports	Finance	Annual W-2s, W-4s, Form 1099s, etc.; quarterly and year-end reports	GC 60201
Payroll Deduction/Authorizations	Finance	Finance	29 CFR 5
			GC 60201
Payroll Records	Finance	Records that specify compensation paid to employees, officers	GC 60201
Payroll Records, Terminated Employees	Finance	Finance files	29 CFR 5
			GC 60201
Payroll, Registers	Finance	Payroll registers, payroll reports	29 CFR 5
			LC 11740
			GC 60201
Payroll, Time Cards/Sheets	Finance	Employee	29 CFR P:
			8 CCR 11

Type of Record	Category	Notes	Authority
			LC 1174
			Sec. of State Governance Mgmt. Gu
Payroll – Wage Rates/Job Classifications	Finance	Employee records	GC 60201
PERS – Employee Benefits	Administration	Retirement plan – annual reports required to be filed under ERISA	29 USC 10
PERS Employee Benefit Plan – original document or copies	29 CFR 1627.3(b)(2)	Current + 2 years	
Personnel Records	Administration	Other records (not payroll) containing name, address, date of birth, occupation, etc., including records relating to promotion, demotion, transfer, lay-off, termination	29 CFR 10
Personnel Rules and Regulations	Administration	Including employee handbooks, employee manuals, and other policies/procedures	CFR 516.0
			CFR 1627
Petitions	Administration	Submitted to legislative bodies	GC 34090
Policies, Administrative	Administration	All policies and procedures, directives rendered by the district not assigned a resolution number	GC 34090
Policies, Board	Administration	Original policies adopted by the Board	GC 34090
Political Support/Opposition, Requests and Responses	Administration	Related to legislation	GC 34090

Type of Record	Category	Notes	Authority
Press Releases	Administration	Related to district actions/activities	GC 34090
Procedure Manuals	Administration	Administrative	GC 34090
Property, Abandonment	Development	Buildings, condemnation, demolition	GC 34090
Property Acquisition/Disposition	Development	District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by district	CCP 337.
Public Records Act Requests	Administration	Requests from the public to inspect or copy public documents	GC 34090
			GC 60201
Purchasing RFQs, RFPs	Finance	Requests for qualifications; requests for proposals regarding goods and services	GC 34090
Purchasing, Requisitions, Purchase Orders	Finance	Original documents	GC 34090
			CCP 337
Recordings – Audio (e.g., for preparation of meeting minutes)	Administration	Audio recordings of board meetings “made for whatever purpose by or at the direction of the local agency”	GC 34090

Type of Record	Category	Notes	Authority
Recordings – Routine Video Monitoring, Telephone, and Radio Communications	Administration	Routine daily recording of telephone communications and radio communications; recordings of routine video monitoring, monitoring systems, or building security systems	GC 53160
Recordings, Video Recordings – Meetings of Legislative Bodies	Administration	Recordings of public meetings made by or at the direction of the district (e.g., board meetings)	GC 54953

Type of Record	Category	Notes	Authority
Recordings, Video – Other Events	Administration	Other than video recordings of public meetings; considered duplicate records if another record of the same event is kept (i.e., written minutes or audio recording)	GC 53161
Records Management Disposition/Destruction Certification	Administration	Documentation of final disposition/destruction of records	GC 34090
Records Retention Schedules	Administration		GC 34090
Recruitments and Selection	Administration	Records relating to hiring, promotion, selection for training	29 CFR 14
Resolutions	Administration	Vital records	GC 34090
Returned Checks	Finance	Adjustments – NSF, etc. (not district checks)	GC 34090
			CCP 337,
Salary/Compensation Studies, Surveys	Finance	Surveys of other agencies regarding wages, salaries and other compensation benefits	GC 34090
State Controller	Finance	Annual reports	GC 34090
State Tax Records	Finance	Filed annually; quarterly	Refer to file records
Statement of Economic Interest (SEI) – Form 700 (Copies)	Administration	Copies of original statements of elected officials forwarded to Fair Political Practices Commission (FPPC)	GC 81009
Statement of Economic Interest (SEI) – Form 700	Administration	Originals of statements of designated	GC 81009

Type of Record	Category	Notes	Authority
(Originals) (Non-Elected)		employees	
Stop Payments	Finance	Finance – bank statements	GC 34090
Taxes, Special	Finance	Special tax levied by a local agency on a per-parcel basis	CCP 3386
Underground Utility – Supporting Documents	Public Works	Supporting documents for improvements, lighting – bonds, taxes, construction	GC 34090
			Sec. of State Gov't. Records Guideline:
Unemployment Insurance Records	Finance	Records relating to unemployment insurance – claims, payments, correspondence, etc.	26 USC 3102
			Calif. Unemployment Insurance
			CCP 343
Utility Services – Applications	Public Works	Applications for utility connections, disconnects, registers, service	GC 34090
			Sec. of State Gov't. Records Guideline:
Utility Services – Billing Records	Public Works	Customer name, service address, meter reading, usage, payments, applications/cancellations, monthly activity	GC 34090
			Sec. of State Gov't. Records Guideline:
Utility Services – Connection Records	Public Works	Maps, water line connections	GC 34090

Type of Record	Category	Notes	Authority
			Sec. of Sta Gov't. Re Guideline:
Utility Services – Meter Reading, Reports	Public Works		GC 34090
Utility Services – Utility Rebates, Reports	Public Works		GC 34090
Vouchers – Payments	Finance	Account postings with supporting documents	GC 34090
			CCP 337
Wage Garnishment	Finance	Wage or salary garnishment	CCP 337
Warrant Register/Check Register	Finance	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	GC 34090
Workers' Compensation Files	Finance	Work injury claims (including denied claims), claim files, reports, etc.	8 CCR 10
			8 CCR 15

XIII. Remuneration and Expenditure Reimbursement

A. Purpose and Authority.

The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business, and how directors may be compensated for their service, as permitted under Government Code Sections 53232 through 53232.4.

B. Scope.

This policy applies to the District's General Manager, Staff, and Directors. The provisions of this policy are intended to result in no personal gain or loss to the General Manager, Staff, or Directors.

C. Reimbursement Requests.

Whenever requests for reimbursement for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business are submitted, they shall be submitted on a reimbursement form provided by the District and approved by the Board. Included on the reimbursement form shall be an explanation of the District-related purpose for the expenditure(s), and, except for mileage expense reimbursement, receipts evidencing each expense.

- The Board will review and approve Director reimbursement requests.
- The General Manager will review and approve Staff reimbursement requests.
- The Board will review and approve reimbursement requests made by the General Manager.

D. Cell Phone Reimbursement.

Certain district employees' job duties include the frequent need for a cell phone. Employees who choose to use their personal cell phone for such duties may receive reimbursement for the reasonable and necessary business expenses incurred as a result of using their personal device at a flat rate of \$50.00 per month. This will be paid as part of the employees' paycheck and will be subject to all applicable payroll taxes. This reimbursement does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay for salary increases, promotions, etc.

E. Director Compensation.

Members of the Board shall receive compensation on a per meeting or per occurrence basis. The amount Directors receive for attending meetings shall be established by the Board and reviewed annually at its regular meeting in December.

Subject to the restrictions imposed by Water Code Section 30507, Directors are compensated for attending the following:

- Board Meetings and meetings of any advisory committee of the District
- Public meetings of other jurisdictions where the Director's presence is requested by the Board
- A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234.
- Any meeting or work session in which a Board member is performing District Business. This includes, but is not limited to, meetings with consultants, contractors or professional staff; meetings with other Districts to review joint venture progress or negotiate contractual specifications; work directly with District Staff on operational or administrative matters; or any other activity that is in support of District operations.

F. Expense Reimbursement.

District employees and directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses for attending the above occurrences on behalf of the District. Reimbursement rates shall coincide with rates set by Internal Revenue Service Publication 463 or its successor publication(s).

- Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, directors shall be reimbursed for comparable lodging at government or IRS rates.
- Government or group rates offered by the provider of transportation or lodging shall be used when available.
- Directors attending functions on behalf of the shall submit a report to the District summarizing their actions during the meeting or event on behalf of the District.

Any and all expenses that do not fall within the adopted reimbursement policy or the IRS reimbursement rates are required to be approved by the Board of Sierra Lakes County Water District in a public meeting prior to the expenses(s) being incurred.

Sierra Lakes County Water District shall provide expense reimbursement report forms to employees and directors who incur reimbursable expenses on behalf of the District to document that their expenses adhere to this policy.

Expenses that do not adhere to the adopted reimbursement policy or the IRS reimbursement rates, and that do not receive prior approval from the Board in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

Receipts are required to be submitted in conjunction with all items listed on the expense report form. Expenses without receipts will not be reimbursed.

Expense reports shall be submitted within a reasonable time of the expense being incurred.

XIV. Reserve Policy

[Deferred for Separate Consideration]

XV. Return to Work Program

**WORK-RELATED INJURY/ILLNESS
RETURN TO WORK POLICY**

In an effort to minimize serious disability due to on-the-job injuries and illnesses and to reduce workers' compensation costs, Sierra Lakes County Water District has developed a return to work policy and a program based on that policy.

This policy is consistent with the District's responsibilities under the Fair Employment & Housing Act (FEHA) to make reasonable accommodations for the injured or ill worker, taking all abilities of that individual into account.

The program will consist of a team effort with participation by supervisors, the District's workers' compensation insurance representative, the medical provider, the injured employee, and District management. All team members will be asked to take an active role in returning the injured/ill employee to a productive status.

Supervisors will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining a positive and constant flow of communication with the injured worker. They will also assist in arranging work which meets "light duty" restrictions, as needed, to reduce lost time. The supervisor will work with the workers' compensation insurance representative to assist with the assessment of the employee's ability to return to work. Together they will actively encourage the treating physician to release the injured worker to work as soon as possible with due regard for the worker's continued recovery.

By this joint effort, the District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employee's wage loss, and reduce workers' compensation costs.

Procedures for Implementing the Return to Work Program (RTWP)

Action should be taken *the day of the accident or illness* to initiate the RTWP process and continue until the employee is fully recovered as provided below:

- **Contact injured or ill employee and medical facility**
 - o Contact the injured or ill employee as soon as practical to ensure him or her of the District's support.
 - Express concern for employee's health and recovery and encourage a speedy return.
 - Inform the employee of the District's interest in tailoring and offering a modified duty job during his/her recovery period.
 - Review the employee's responsibilities for returning to work (page 7, Injured Worker's Responsibilities.)
 - o Contact the medical facility treating the employee and inform the treating physician:
 - The District has a RTWP.
 - The District's interest in offering a modified duty position, when appropriate.
 - The need to know the employee's exact job restrictions.
 - o Provide the physician with:
 - A follow-up letter indicating the desire to offer the injured employee modified duty if possible. (page 8, Sample Letter - Medical Provider Return to Work)
 - A copy of the employee's regular job description.
 - A form the physician can use to clearly identify the employee's work restrictions. (pages 9-10, Attending Physician's Return To Work Recommendations Record)
- **Obtain employee's medical restrictions**
 - o Be sure to get a clear indication of the employee's exact work restrictions.
 - o The Attending Physician's Return to Work Recommendations Record (pages 9-10) can help the supervisor identify work options.
 - o If the employee cannot return to work, maintain frequent contact with the employee (not less than weekly) for progress reports. This regular contact should be made with the injured or ill worker to return him/her to work as soon as possible.
- **Identify modified duty job**
 - o Once the employee's restrictions are known, have management and supervisors review the work restrictions.
 - o Have management and supervisors identify the modified duty jobs the employee can possibly perform.
- **Coordinate the modified duty job with JPIA Claims Management**
 - o Contact JPIA Claims Management, (800) 231-5742, to discuss the possibility of offering the employee a modified duty position during his/her recovery period.
 - o Coordinate RTWP follow-up actions.

- Maintain good communication with JPIA regarding the status of the injured worker.
 - Notify the claims representative if the worker refuses the modified work or fails to report to work on the start date.
 - Send a copy of the physician's release and written job offer to the claims representative, along with certified receipts (as applicable).
- **Offer employee modified duty position**
 - Contact the injured employee and inform him/her that a temporary modified duty position is being offered.
 - Review the modified job description (page 11, Temporary Modified Work Assignment form) with the employee in person and have him/her sign it.
 - If the worker has cannot be contacted by telephone, text, or e-mail, send a written job offer via certified return receipt mail. (page 12, Sample Letter – Temporary Modified Duty Job Offer)
- **Ensure supervisor and employee understand modified duty job restrictions**
 - Make sure the limitations are clear and understood by all necessary levels of supervision.
 - The Temporary Modified Work Assignment form (page 11) can be used to ensure the modified duty assignment is understood.
- **Initiate follow-up of employee's medical progress**
 - Follow-up with the employee, as necessary, to review information and forms he or she is required to return.
 - Continue monitoring the employee's medical condition while working modified or light-duty, and make sure the employee does not exceed the physician's limitations.
 - Obtain the latest medical restrictions following each doctor visit.
 - Updated Attending Physician's Return to Work Recommendations Record forms (pages 9-10) can be used throughout the healing process to get a clear indication of new work restrictions.
- **Re-evaluate duty restrictions and change modified duty job**
 - On a regular basis (recommended at least every two weeks, but not less than monthly), assess the worker's progress and ability to increase work activity or return to regular work duties.
 - Update the modified duty job description each time the employee's restrictions change.
 - Make sure new job limitations are clear and understood by all necessary levels of supervision.
- **Monitor employee until he or she has returned to full duty**
 - Continue monitoring the employee's medical condition and work restrictions until returned to full duty.
 - Make any necessary adjustments to ensure a positive and successful return to work for the employee.
 - Maintain continuous communication with all levels of management.

- Notify the JPIA Claims Management representative when the worker returns to work, and update the JPIA Claims Management representative when the worker returns to full duty.

Employee Acknowledgement of Return to Work Program

It is the District's policy to provide modified or alternative work for all employees with a work-related injury or illness. Should you become injured or ill due to your work activities, you will be encouraged to return to work as soon as medically appropriate.

Your supervisor, the District's workers' compensation insurance carrier representative, and District management will assist in this effort. In the event of a work-related injury or illness, you will be directed to the appropriate medical facility and a strong attempt will be made to provide work for you within your medical restrictions.

I HAVE READ AND UNDERSTAND THE SIERRA LAKES COUNTY WATER DISTRICT RETURN TO WORK POLICY.

Date: _____ Signed: _____

Worker's Responsibilities in Case of On-the-Job Injury or Illness

After your first appointment with a physician, bring the Return to Work Recommendations Record completed by the doctor (or any other slip provided by the physician) to your supervisor. Work will be provided to you within your restrictions, if any, whenever possible.

If you are not able to work at all after the first appointment, advise your supervisor. Once you are released to light duty, report to work immediately.

Once you are back at work, you are responsible for:

- working within the physical limitations set by the physician at all times and performing only those temporary duties assigned to you by your supervisor;
- informing your supervisor if you are having any difficulties performing your assigned tasks;
- informing your supervisor in advance if you must miss work for a medical appointment - please make every effort to schedule your medical appointments outside your work schedule; and
- ensuring that your supervisor knows of any changes in your work restrictions you learn from your doctor.

Please note that if you do not report to work (light duty or regular work) when you are released, you may not be eligible for temporary disability payments or wages.

All District rules and policies apply to employees who are performing light duty work.

Sample Letter - Medical Provider Return to Work

(Letterhead)

Date

Medical Provider
Address
CSZ

Dear Doctor:

The Sierra Lakes County Water District is committed to the return to work of its industrially injured/ill employees and has developed a Return to Work Program to facilitate resumption of work within the constraints of the medical recovery. We will provide restricted and alternative job opportunities to allow for healing on the job, in line with your medical restrictions.

Our injured/ill employees will be returned to temporary assignments which will not aggravate or stress the injured body part(s). This should prevent long term temporary disability with absences from work and lessen the loss of productivity for both the employer and employee.

You are authorized to treat our employees and fill out the attached Return-to-Work Recommendations Record. A few sample job descriptions are attached for your review, and individual job descriptions and a Return to Work Recommendations Record will be provided as workers are referred to you for treatment. The descriptions should help to clarify the physical requirements of positions within the District, allowing employees to return to regular duties more quickly.

This program has been created as a benefit to the injured worker from a financial and employment standpoint. If you have any questions regarding aspects of the program or tasks on the list, please contact us or the claims administrator immediately. We would welcome your personal visit to the District to help illustrate our commitment to the program.

Thank you in advance for your support and cooperation.

Sincerely,

Sierra Lakes County Water District

Enclosures

(Physicians RTW Recommendations Record and Job Descriptions)

Attending Physician's Return to Work Recommendations Record

PATIENT'S NAME

DATE OF INJURY/ILLNESS

DIAGNOSIS

TO BE COMPLETED BY ATTENDING PHYSICIAN

I saw and treated this patient on _____ and:
(date)

1. ___ Recommend his/her return to work with no limitations on:
(date)

2. ___ He/She may return to work capable of performing the degree of work checked below, with the noted limitations.

DEGREE

LIMITATIONS

___ Sedentary Work. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

___ Light Work. Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

___ Medium Work. Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

___ Heavy Work. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

___ Very Heavy Work. Lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more.

In an 8-hour work day patient may:

a. Stand/Walk

___ None ___ 1-4 Hrs
___ 4-6 Hrs ___ 6-8 Hrs

b. Sit

___ 1-3 Hrs ___ 3-5 Hrs ___ 5-8 Hrs

c. Drive

___ 1-3 Hrs ___ 3-5 Hrs ___ 5-8 Hrs

Patient may use hands for repetitive:

___ Single Grasping ___ Pushing & Pulling
___ Fine Manipulation

Patient may use feet for repetitive movement as in operating foot control: ___ Yes ___ No

Patient is able to:

Frequently Occasionally Not at All

a. Bend _____
b. Squat _____
c. Climb _____
d. Twist Body _____

OTHER INSTRUCTIONS AND/OR LIMITATIONS:

3. These restrictions are in effect until _____ or until patient is reevaluated on _____.

4. He/She is totally incapacitated at this time. Patient will be reevaluated on _____.

**PHYSICIAN'S
DATE**

SIGNATURE

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize my attending physician and/or hospital to release the above information or copies thereof acquired in the course of my examination of treatment for the injury identified above to my employer or his representative.

**PATIENT'S
DATE**

SIGNATURE

SIERRA LAKES COUNTY WATER DISTRICT

Temporary Modified Work Assignment

Employee Name: _____ Date: _____

Job Title: _____

I understand that I am temporarily assigned to modified duty. My duties will include:

My pay for this work will be: _____ per _____

I also understand that the following limitations have been prescribed by the physician and I will not exceed these limitations:

Expected date of return to regular employment or re-evaluation of my physical capabilities is: _____

I understand that all District rules and policies apply to employees working in a modified or alternative position.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Sample Letter – Temporary Modified Duty Job Offer

(Letterhead)

Date

Certified Mail No.
Return Receipt Requested

Claimant Name
Address
CSZ

Dear :

We have received information from your physician that you have been released to perform light duty work with the following restrictions:

Given your skills, aptitudes, and abilities, I would like to offer you a position as _____. [Note agreed upon or offered accommodations.] The wage for this position is \$_____ per _____. Your work week will be Monday through Friday, _____ a.m. to _____ p.m. We can start you at _____ days per week, if necessary, and gradually build up to a full work week. We will work to ensure that any medical appointments are accommodated within your work schedule.

I would appreciate hearing from you within five days or by _____ to let me know when you will be coming to work, since the job will be available as of _____. Failure to return by the date the job is available could result in the reduction or loss of your time loss benefits and/or loss of your re-instatement rights with us.

We look forward to hearing from you soon.

Sincerely,

Sierra Lakes County Water District

cc: JPIA

Wage Loss Calculation

If an injured worker is brought back to a temporary job consistent with the medical restrictions but at a lower pay rate, the JPIA will pay 2/3 of the difference between the employee's current income in the temporary job and the earnings at the time of injury or \$735/week, whichever is lower (the temporary job earnings must be less than \$735/week to qualify for wage loss payments.)

Example 1

Date of Injury Earnings: \$600/wk
Temporary Work Earnings: \$400/wk
Wage Loss Formula: $600 - 400 = 200$
 $200 \times 2/3 = \$133.34/\text{wk}$ due to the worker from JPIA

Example 2

Date of Injury Earnings: \$672/wk
Temporary Work Earnings: \$550/wk
Wage Loss Formula: $672 - 550 = 122$
 $122 \times 2/3 = \$81.34/\text{wk}$ due to the worker from JPIA

Example 3

Date of Injury Earnings: \$1000/wk
Temporary Work Earnings: \$735/wk
Wage Loss Due: \$0 from JPIA

Example 4

Date of Injury Earnings: \$550/wk
Temporary Work Earnings: \$550/wk
Wage Loss Due: \$0 from JPIA

XVI. Workplace Safety

A. Use of Personal Protective Equipment.

Hard hats must be worn:

- By all personnel on the ground within 50 feet and by the operator of a backhoe.
- In and around any construction area.
- In and around any area where overhead work is being conducted.

Hard hats with attached ear and eye protection must be worn:

- By all personnel within 50 feet of an operational jackhammer.
- By the operator or anyone assisting in the operation of electric or gas-powered pieces of equipment such as a weed eater or saw.

B. Illness and Injury Prevention Manual

[Deferred for Separate Consideration]

XVII. Statement of Investment Policy

A. Background and Purpose.

Government Code section 53646 requires the District to prepare and adopt a written statement of investment policy annually.

Government Code sections 53600 et seq. and 53630 et seq. and other laws authorize the District to deposit and invest its money and funds in various institutions and types of investments, subject to limitations.

The purpose of this policy is to provide guidelines with regard to the deposit and investment of District monies and funds in accordance with, and subject to the limitations of, applicable laws.

B. Scope.

This investment policy applies to all monies, funds, and financial assets of the Sierra Lakes County Water District, including its general fund, all enterprise funds, all developer and impact fee funds, and any and all capital project funds.

C. Standard of Care and Objectives.

Deposits and investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. District management and employees handling deposits and investments of District funds shall act pursuant to a "prudent investor" standard applied in the context of managing the entire portfolio. (See Govt. Code, § 53600.3.)

When depositing, investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing District funds, the District's primary goals and objectives, in priority order, shall be:

1. Safety.

To safeguard the principal of the District funds. Deposits and investments of District funds, monies, and financial assets shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

2. Liquidity.

To meet the liquidity needs of the District. The District's investment portfolio must remain sufficiently liquid to enable the District to meet all operating expenses and requirements which might be reasonably anticipated.

3. Return on Investment.

To achieve a return on the investment of District funds. As a final priority, the District's investment portfolio shall be designed with the objective of obtaining a fair market rate of return throughout budgetary and economical cycles and consistent with the first two priorities.

D. Duty of the Board.

The Board of the Sierra Lakes County Water District is responsible for the deposit and investment of District monies, funds, and financial assets pursuant to this statement of investment policy.

E. Authorized Investments.

District funds and monies may be deposited and invested in various institutions and investment types as provided by law under Government Code sections 53600 et seq.

No investment shall be made in any security that at the time of the investment has a term remaining to maturity in excess of five years, unless the Board has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board no less than three months prior to the investment.

F. Safekeeping and Custody.

All District deposits and investments shall have the District named as depositor and registered owner. All securities purchased or acquired shall be delivered to the District by Book entry, by physical delivery, or by third party custodial agreement as required by Government Code section 53601.

G. Annual Review and Quarterly Reporting.

The District Secretary on a monthly basis shall submit to the Board copies of the most recent account statements received by the District from the institutions holding District funds and financial assets. (Govt. Code, § 53646(e).) The District Secretary shall annually review this statement of investment policy and request the Board either to make appropriate changes or to reaffirm the current policy. (Govt. Code, § 53646(a).)

H. Amendments.

This statement of investment policy shall take effect only upon adoption by resolution of the Board. Any subsequent amendments or modifications shall not take effect unless expressly approved by resolution of the Board.

XVIII. Board Decision Making.

A. Purpose.

The purpose of this policy is to establish a clear process for determining and expressing District positions on the legislative or policy actions of other jurisdictions so that the District can represent its interests in a clear and time-effective manner. As used in this policy, the term “jurisdiction” includes non-profit organizations.

B. Policy

It is the policy of the Board to have a clearly defined process for efficiently and effectively communicating the District's position on relevant legislation or policy actions of other jurisdictions at the local, state and federal levels. This policy applies solely to actions pending before legislative or administrative bodies, not to matters that are directly before the voters.

C. Procedure.

There will be two procedures for establishing official District positions on the legislative or policy actions of other jurisdictions:

1. Standard Procedure.

Under all circumstances except those described in subsection (B) of this policy, staff will present the Board with an agenda report and recommendation for taking an official District position on the legislative or policy actions of other jurisdictions, including but not limited to, the federal, state and other local governments.

These agenda reports will summarize the relevant issues, providing appropriate background information and alternatives for the Board to base a decision.

If the staff recommendation is approved, the Board will authorize the Board President or the President’s designee to advocate for or against that legislation or policy action, and to take related actions to advance the relevant District interests.

2. Urgency Procedure.

With prior notice to the General Manager, the Board President or the President's designee is delegated authority to establish official District positions on the legislative or policy actions of other jurisdictions, or to engage in communications with other government officials regarding potential legislation or policy actions without Board action, if all of the following conditions are met:

- The proposed legislation or policy action has a clear positive or negative connection to District activities;
- The proposed District position or comment is consistent with existing Board policies or policy direction; and
- Using a reasonable person standard:
 - There is insufficient time to bring this matter before the full Board; and

- The proposed District position appears unlikely to generate public controversy or create other unintended consequences.

In advance of any action taken under this authority, the Board President or the President's designee shall provide written (e-mail) notice to all members of the Board by blind copy (bcc) with a summary of the position being taken and other relevant information.

If any member of the Board objects to the proposed position within 24 hours of written notice, the District will not take an official position until such a recommendation can be brought before the entire Board.

Actions taken by the Board President or the President's designee pursuant to this policy shall be agendaized for discussion at the next regular Board meeting, and the agenda packet shall include a summary of the position taken and a copy of any written communications of that position provided to other jurisdictions.

XIX. Vehicle Use

A. Use of District Vehicles.

District vehicles shall be operated only by authorized District employees.

The use of District vehicles shall be limited to commuting to and from work by the on-call Operator or conducting official District business.

Family members are not authorized to drive/ride in a District vehicle nor shall family members be taken to a District job site or facility. Employees may occasionally have non-family passengers in the vehicle that are a necessary part of the District's operations.

The District will provide a vehicle for transportation to and from business meetings, work-related conferences, seminars, training or other similar events District employees are invited to attend whenever operational needs permit. Whenever District vehicles are not available for such official District business and an employee uses a personal vehicle for such District business, the District will reimburse the current rate for mileage as set from time to time by the Internal Revenue Service.

Personal use, or other improper or unauthorized use of District vehicles will result in disciplinary action up to and including termination.

B. General Manager Authorization to Use District Vehicles.

The General Manager may authorize the use of a District vehicle by the Operator assigned on-call duty to commute to and from their residence and to respond to after-hours calls for the period the Operator is on such duty.

The vehicle shall not be used for personal purposes once the vehicle is at the residence other than de minimis personal use, such as a stop for a personal errand on the way to and from home and during the work day when his/her personal vehicle is not available. The vehicle may not be used after hours for personal travel in anticipation of, or being prepared for, call-out. If the on-call Operator chooses to use a District vehicle to commute between his/her home, a second Operator may shuttle the on-call Operator and his/her personal vehicle to the on-call Operator's home so that the personal vehicle is available for non-District related travel. In lieu of using a District vehicle, the Operator assigned on-call duties may elect to use his/her personal vehicle and will be reimbursed the current rate for mileage to/from his/her residence and the District during the period the Operator is on-call and for after-hours calls.

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: General Manager Schultz
Subject: Sewer Infrastructure Improvements:
Board Agenda Item VIII.C.
Date: February 4, 2022

Introduction

The design and final reviews for the District’s 2022 Sewer Infrastructure Improvements project are complete and the construction contract documents were sent out to prospective bidders on February 4, 2022, with bids due no later than March 4, 2022. A pre-bid conference and project site visit/tour to help the prospective bidders better understand and visualize the scope of work is scheduled for February 18, 2022. Addendums to the bid package, if required, are scheduled to be issued at least 7 calendar days prior to the bid opening. Farr-West Engineering will provide their recommendation to award by March 8, and it is expected that the construction contract will be awarded at the Board’s regularly scheduled March 10, 2022, meeting or at a special Board of Directors’ meeting scheduled for shortly thereafter.

The District will be pre-purchasing the new Flygt sewage effluent pumps for SPS#4 and the new Siemens flow meters for several locations to avoid paying a contractor markup on these relatively expensive components and to help relieve some of the potential supply chain and/or availability issues currently being experienced for mechanical equipment purchase and delivery.

The engineer’s estimate of probable cost for the Sewer Replacement and Repair Project follows this page. Notice that it includes Base Bid, Bid Alt A, and Bid Alt B and still includes a 10% contingency. The grand totals including the contingency and Bid Alternatives are below.

Grand Total Base & Alt A	\$1,722,435.00
Grand Total Base & Alt B	\$1,644,637.50

The bid language is set up to award based on the Base Bid total which is \$1,644,637.50 including the contingency.

Attachments:

1. Engineer’s (Farr-West Engineering) Estimate of Probable Cost

**Sierra Lakes County Water District
Sewer Infrastructure Replacement and Repair Project - 100% Submittal
Engineer's Opinion of Probable Construction Costs**

Estimate by: MS
Project No. 2090
Date: 01/24/22
QC Check by: MVD
Date: 02/02/22

BID SCHEDULE - BASE BID

Bid Item	Description	Quantity	Unit	Unit Cost	Total Cost
1	Mobilization and Demobilization	1	LS	\$69,000.00	\$69,000.00
2	Temporary Traffic Control	1	LS	\$21,000.00	\$21,000.00
3	Temporary Erosion Control	1	LS	\$34,000.00	\$34,000.00
4	4-inch SDR 35 PVC Sewer Lateral	5	EA	\$8,000.00	\$40,000.00
5	Fire Hydrant Service Adjustment	2	EA	\$5,000.00	\$10,000.00
6	48-Inch SSMH	3	EA	\$15,000.00	\$45,000.00
7	Chimney Seal Installation	12	EA	\$750.00	\$9,000.00
8	SSMH Grade Adjustment	1	EA	\$3,000.00	\$3,000.00
9	6-Inch Sewer Forcemain (C900 PVC)	405	LF	\$300.00	\$121,500.00
10	8-Inch Forcemain (C900 PVC)	245	LF	\$325.00	\$79,625.00
11	Sewer Pump Station 2 Alignment Creek Crossing (Horizontal Directional Drill)	1	LS	\$90,000.00	\$90,000.00
12	Sewer Pump Station 3 Alignment Creek Crossing (Horizontal Directional Drill)	1	LS	\$70,000.00	\$70,000.00
13	Sewer Pump Station 2 Improvements	1	LS	\$200,000.00	\$200,000.00
14	Sewer Pump Station 3 Improvements	1	LS	\$200,000.00	\$200,000.00
15	Sewer Pump Station 4 Improvements	1	LS	\$350,000.00	\$350,000.00
16	Sewer Infrastructure Abandonment	1	LS	\$10,000.00	\$10,000.00
17	Remove and Dispose Existing ACP Piping (Contingent Item)	320	LF	\$50.00	\$16,000.00
18	Non-Excavatable Rock Removal (Contingent Item)	50	CY	\$500.00	\$25,000.00
19	Asphalt Patching (3-Inch AC / 8-Inch AB)	6000	SF	\$17.00	\$102,000.00
Construction Subtotal:					\$1,495,125.00
10% Contingency:					\$149,512.50
Base Bid Total:					\$1,644,637.50

BID SCHEDULE - BID ALTERNATE A

Bid Item	Description	Quantity	Unit	Unit Cost	Total Cost
1A	Mobilization and Demobilization	1	LS	\$3,000.00	\$3,000.00
2A	Temporary Traffic Control	1	LS	\$2,000.00	\$2,000.00
3A	Temporary Erosion Control	1	LS	\$1,000.00	\$1,000.00
6A	48-inch SSMH	3	EA	\$17,000.00	\$51,000.00
17A	Remove and Dispose Existing ACP Piping (Contingent Item)	45	LF	\$50.00	\$2,250.00
19A	Asphalt Patching (3" AC / 8" AB)	675	SF	\$17.00	\$11,475.00
Construction Subtotal:					\$70,725.00
10% Contingency:					\$7,072.50
Bid Alternate A Total:					\$77,797.50

BID SCHEDULE - BID ALTERNATE B

Bid Item	Description	Quantity	Unit	Unit Cost	Total Cost
1B	Mobilization and Demobilization	1	LS	\$2,000.00	\$2,000.00
2B	Temporary Traffic Control	1	LS	\$1,000.00	\$1,000.00
3B	Temporary Erosion Control	1	LS	\$1,000.00	\$1,000.00
20B	48 Inch Sewer Manhole Polyurethane Coating (MH 28, MH 64, and MH 227)	24	VF	\$2,000.00	\$48,000.00
Construction Subtotal:					\$52,000.00
10% Contingency:					\$5,200.00
Bid Alternate B Total:					\$57,200.00
Grand Total Base & Alt A					\$1,722,435.00
Grand Total Base & Alt B					\$1,644,637.50

NOTES:

- Construction cost estimate is a planning level opinion of probable cost - referred to as a "Level 2" estimate. Further refinement and confidence will be achieved during detailed design and again prior to bidding.
- Opinion of probable cost was developed utilizing surrounding municipality construction bid tabs and planning level projects containing cost estimating performed by a third party construction cost estimator.
- Unit Price adjustments attempt to account for accelerated schedule to design, bid, and construct all within the summer months of 2022. Contractor schedules prove to be booked and pricing can increase.



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Sacramento, CA 95814

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MEMORANDUM

TO: Board of Directors, Sierra Lakes CWD

FROM: Jeffrey Mitchell

DATE: February 4, 2022

RE: Background on the Law Governing Board Member Compensation and Prior Board Actions

As requested at the Board's January 2022 regular meeting, the following background information and materials is provided for the Board's discussion of Director compensation.

Water Code Sections 20200 *et seq.* (attached) allow the District to set Director compensation at an amount not to exceed (initially) \$100 per day for each day's attendance at Board meetings or services rendered to the District (WC §20201.) This initial amount can be increased by up to 5% per year by following the procedures set out in the statutes (WC §§20202-20207.) The maximum number of days for which a Director can receive compensation is 10 (WC §20202.) These actions must to taken by ordinance (WC §20201.)

Based on my review of the District's past ordinances, it appears that the first action by the Board to increase Director compensation may have occurred in 2002, when the District adopted Ordinance 65. Ordinance 65 set Director compensation at \$110/day. Subsequently, Director compensation was increased 9 times, with the last increase occurring in 2015 (Ordinance 98). Ordinance 98 set compensation at \$180/day.

Separately, but closely related, is Section 2.18 of the District Code (attached). Section 2.18 does not identify the compensation rate, but sets the maximum number of days a Director can receive compensation at four. Section 2.18 allows the Board to approve additional days of compensation, not to exceed a maximum of 10, consistent with state law.

WATER CODE - WAT

DIVISION 10. FINANCIAL SUPERVISION OF DISTRICTS [20200 - 20220] (Division 10 added by Stats. 1943, Ch. 371.)

CHAPTER 2. Compensation of Water District Directors [20200 - 20207] (Chapter 2 added by Stats. 1984, Ch. 186, Sec. 1.)

20200. As used in this chapter, "water district" means any district or other political subdivision, other than a city or county, a primary function of which is the irrigation, reclamation, or drainage of land or the diversion, storage, management, or distribution of water primarily for domestic, municipal, agricultural, industrial, recreation, fish and wildlife enhancement, flood control, or power production purposes. "Water districts" include, but are not limited to, irrigation districts, county water districts, California water districts, water storage districts, reclamation districts, county waterworks districts, drainage districts, water replenishment districts, levee districts, municipal water districts, water conservation districts, community services districts, water management districts, flood control districts, flood control and floodwater conservation districts, flood control and water conservation districts, water management agencies, water agencies, and public utility districts formed pursuant to Division 7 (commencing with Section 15501) of the Public Utilities Code.

20201. Notwithstanding any other provision of law, the governing board of any water district may, by ordinance adopted pursuant to this chapter, provide compensation to members of the governing board, unless any compensation is prohibited by its principal act, in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board, or for each day's service rendered as a member of the board by request of the board, and may, by ordinance adopted pursuant to this chapter, in accordance with Section 20202, increase the compensation received by members of the governing board above the amount of one hundred dollars (\$100) per day.

It is the intent of the Legislature that any future increase in compensation received by members of the governing board of a water district be authorized by an ordinance adopted pursuant to this chapter and not by an act of the Legislature.

For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

20201.5. Reimbursement for expenses of members of a governing board of a water district is subject to Sections 53232.2 and 53232.3 of the Government Code.



20202. In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of a water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.

No ordinance adopted pursuant to this chapter shall authorize compensation for more than a total of 10 days in any calendar month.

20203. Any water district described in Section 20201 is authorized to adopt ordinances pursuant to this chapter. No ordinance shall be adopted pursuant to this chapter except following a public hearing. Notice of the hearing shall be published in a newspaper of general circulation pursuant to Section 6066 of the Government Code.

20204. An ordinance adopted pursuant to this chapter shall become effective 60 days from the date of its final passage. The voters of any water district shall have the right, as provided in this chapter, to petition for referendum on any ordinance adopted pursuant to this chapter.

20205. If a petition protesting against the adoption of the ordinance is presented to the governing board of the water district prior to the effective date of the ordinance, the ordinance shall be suspended and the governing board shall reconsider the ordinance.

If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district exceeds 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 5 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election. If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district is less than 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 10 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election.

20206. If the governing board does not entirely repeal the ordinance against which a petition is filed, the governing board shall submit the ordinance to the voters either at a regular election or a special election called for the purpose. The ordinance shall not become effective unless and until a majority of the votes cast at the election are cast in favor of it. If the ordinance is not approved by the voters, no new ordinance may be adopted by the governing board pursuant to this chapter for at least one year following the date of the election.



20207. Except as otherwise provided in this chapter, the provisions of the Elections Code applicable to the right of referendum on legislative acts of districts shall govern the procedure on ordinances against which a petition is filed.

District Code, Section 2.18:

2.18 Compensation of the Board Members. Pursuant to the provisions of California Water Code Section 20200 et. seq, a Director's compensation for each day's attendance at Board meetings and for each day's service rendered as a Director at the Board's request (including attendance at other meetings), shall be set by ordinance following a public hearing per CWC Section 20203:

(a) In any calendar month, a Director shall be compensated for any Board meeting attended and up to four (4) additional days. Compensation per day shall be at the rate established by the Board, together with any expenses incurred in the performance of the Director's duties required or authorized by the Board. Expenses shall be reported on the form provided by the District. Expenses will be reimbursed at actual cost and mileage will be paid at the IRS approved travel rate.

(b) Notwithstanding the foregoing, the Board may authorize payment for additional service rendered by a Director as directed by the Board not to exceed a total in any month of ten (10) days. Any such service and additional compensation shall require the express direction of the Board describing the Sierra Lakes County Water District Code of Ordinances Chapter 1 General Ordinance 18.01 Page 5 of 5 February 9, 2018 Division II service to be provided. To minimize the number of days of meetings attended and services performed, it is recommended that Directors concentrate such activities into a full day of service.

Compensation for a day's service is authorized for all of the following activities:

- (a) attendance at meetings of Board committees;
- (b) attendance at other meetings requiring participation of representatives of the District and/or in meetings with professionals providing services to the District; and
- (c) performance of work on behalf of the District.

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(b) Notwithstanding the foregoing, the Board may authorize payment for additional service rendered by a Director as directed by the Board not to exceed a total in any month of ten (10) days. Any such service and additional compensation shall require the express direction of the Board describing the service to be provided. To minimize the number of days of meetings attended and services performed, it is recommended that Directors concentrate such activities into a full day of service.

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AMN
2/7/2022
8:30 AM

SIERRA LAKES COUNTY WATER DISTRICT

Follow-up from January 14, 2022, Special Board Meeting

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None

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Sierra Lakes County Water District
Action Items
As of February 2022

	TASK	STATUS	DUE DATE	PROGRESS	ASSIGNED
1	AMR and Metered Rates:				
	A. Water Use Data Collection & Analysis	Collect data usage by customer type of occupancy - Installing new endpoints due to low cell service in certain areas	Ongoing	10%	Paul/Utility Staff
	B. Develop a recommended method for providing customer access to personal water usage data	Research available vendors and services	Apr-22	20%	Jen/Paul
	C. Develop Metered Rate Structure	Develop Plan/Schedule to reach Metered Rates by January 2025 (Microsoft Project)	Ongoing	85%	Paul/Jon/Jen
	D. Rate Study Communication	Communicate process for rate study to the community. Develop Plan/Schedule to reach metered rates by January 2025	Ongoing	0%	Paul/Jon/Jen
	E. Community Rate Workshop	Develop Plan/Schedule to reach Metered Rates by January 2025 (Microsoft Project)	Ongoing	20%	Paul/Jon/Jen
	Other Items:				
2	Policies & Procedures Review/Update including a new Policy regarding the Release/Access of water usage data including District Privacy Policy	Completed Policies & Procedures sent to Board Members for review and comment. To be discussed at Jan 2022 Board Meeting	Mar-22	95%	Paul
3	District's Ownership of Dam	Research continued. Anderegg working on surveyor report. Proposal estimated Mar 2022	Mar-22	90%	Paul
4	Retool General Manager Position	Review current responsibilities and determine issues.	Mar-22	50%	Karen/Jon/Paul
5	Prepare Index of Ordinance	Complete. Provided to Mr. Mitchell on 1/19/22	Jan-22	100%	Anna/Jeff

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