

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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SIERRA LAKES COUNTY WATER DISTRICT
AD HOC COMMITTEE ASSIGNMENTS

December 2021

The following is a current list of Committee Assignments:

- **Lake Management Plan Review Committee** – *Directors Harvey and McCormick*

P L M R E R

MEMORANDUM

To: Honorable Board of Directors, Sierra Lakes County Water District
From: Paul A. Schultz, PE, General Manager
Subject: February 2022 General Manager's Report
Date: March 5, 2022

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

There were no permit violations during the month of February 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.

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 the Statements of Qualifications due back to the District no later than February 25, 2022. The District received a total of three responses to the solicitation. The District's ad-hoc review committee, consisting of the General Manager and Dirs. Heald and Harvey reviewed the statements of qualifications based on the evaluation parameters set forth in the solicitation individually, then met as a group and arrived at a unanimous recommendation of Farr-West Engineering to serve as the Sierra Lake's District Engineer. This item will be further discussed, and possible action taken under Old Business Item IX.A.

Policies and Procedures: The review and update of the District's Policies and Procedures Manual and Employee Handbook is nearly complete. The individual policies & procedures and employee handbook have been edited and consolidated based on the feedback received from Directors and the public thus far. The draft policies & procedures were disseminated to the District Board for final review following the January 2022 Board of Directors' meeting and no additional comments were received. The draft policies & procedures were made available for public review on the District's website and additional comments were received from the public and from several members of the District Board. Those comments have been incorporated into the draft policies & procedures document circulated for this meeting. This item will be further discussed, and possible action taken under Old Business Item IX.B.

Sewer Infrastructure Improvements (Construction): The construction contract documents for the District's 2022 Sewer Infrastructure Improvements Project were sent out to prospective bidders on February 4, 2022, and a pre-bid conference and a project site visit/tour to help the prospective bidders better understand and visualize the scope of work was conducted on February 18, 2022. Bids were due on March 4, 2022, and unfortunately, only one bidder submitted a bid, and it was for nearly twice the Engineer's Estimate of Probable Cost. This item will be further discussed, and possible action taken under Old Business Item IX.C.

Capital Improvement/Replacement Program and Revenue Requirements: The General Manager has continued to meet with Matt Van Dyne and Matt Schultz from Farr-West Engineering to develop 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 scheduled for March 30, 2022, at 1:00 PM with a possible follow-up workshop tentatively scheduled for April 6, 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 also 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. 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) at a subsequent meeting of the Board.

Water Treatment Plant Improvements: Work is 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 occurred in February. The project, was successfully executed by Great Basin Controls, was delivered on schedule and within the project budget.

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) has completed 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 served as a graduate advisor for the candidate and reviewed the candidate's abstract and literature research and provided comments back to the candidate and University. The study paper is complete and was submitted to her graduate advisor in February 2022. Once the paper has been accepted by the university, the District will publish it on our website for general dissemination. 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 February 2022.

Newsworthy Information and Announcements:

California Special Districts Association Membership: The District is now an Associate (non-voting) Member of the California Special Districts Association (CSDA). The CSDA is a 501c (6), not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts. CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special district's management and operational effectiveness.

Bear Aware Signage: The General Manager has met with a representative from SLPOA regarding the installation of informational signage at 3, or possibly 4 locations throughout the District reminding residents and visitors of bear activity in the community. SLPOA is providing the signage and the District will direct the locating and mounting of the signs.

Operations Issues:

Monthly Water and Sewer Demand: Water demand in February 2022 was up slightly over January 2022 but was still 4,686 gallons per day (gpd) less the 5-year average for February. Sewer flows were also up slightly as compared to January 2022 flows and 4,034 gpd more than the 5-year average for the month. Average daily water and sewer flows for February 2022 were 67,801 gpd and 67,649 gpd respectively as compared to 64,329 gpd and 64,060 gpd in January 2022. The District's share of the flow through the DSPUD wastewater treatment plant for February 2022 was not available at the time of this writing. The District's share for January 2022 was 25.5%.

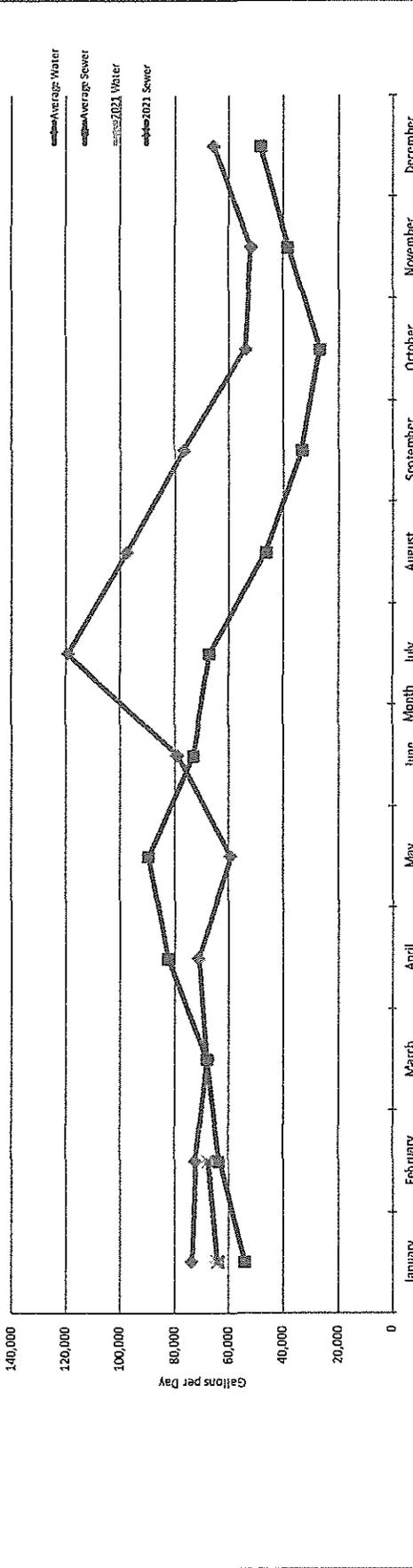
Attachments:

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

Sierra Lakes County Water District
Daily Average Water and Sewer Flows

Month	2017		2018		2019		2020		2021		2022		2022 Difference
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	
January	82,724	78,915	57,934	56,074	87,880	44,329	68,997	44,891	70,966	46,080	64,329	64,060	269
February	84,728	102,596	62,633	53,318	78,934	65,383	67,323	47,084	68,819	51,694	67,801	67,649	152
March	80,671	89,737	64,510	83,232	70,562	65,446	59,198	49,998	64,655	50,953			0
April	104,155	95,125	54,942	86,645	72,242	109,987	73,847	37,486	50,388	82,334			0
May	82,594	103,648	41,219	61,763	66,385	109,177	62,032	92,887	44,034	79,840			0
June	85,112	81,067	67,307	50,652	60,743	95,969	95,511	75,912	86,730	58,057			0
July	127,908	72,376	116,880	55,680	93,686	7,372	151,255	75,810	106,969	60,912			0
August	90,608	48,019	100,235	42,146	81,780	45,117	138,639	61,675	77,045	37,662			0
September	69,713	33,765	96,910	30,430	57,667	28,795	104,835	45,396	54,640	28,414			0
October	49,687	20,983	66,956	22,980	42,107	19,533	77,783	35,611	38,860	36,251			0
November	43,994	44,725	57,518	28,357	50,036	23,336	64,354	34,626	43,977	59,604			0
December	57,662	46,212	82,744	44,796	66,010	47,714	65,759	44,139	56,526	59,973			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: Thursday February 10, 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
Andreas Booher
Dick Simpson
Alice Mansell

Minute Recorder: Anna Nickerson, Financial Consultant

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

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

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

IV. Public Comments: An opportunity for the Board to consider comments received from the public after the agenda was posted, regarding items on the agenda. Mrs. Nickerson said she

received comments from Dick Simpson regarding the District's draft Policies and Procedures. Mr. Simpson said he would talk about his comments during the Policies and Procedures discussion scheduled for later in the meeting.

V. Decision to Meet Telephonically:

Mr. Schultz said the new Starlink internet was up and running, he was able to attend a zoom meeting from the office earlier in the day. He said hybrid meetings could start as soon as next month; the Directors could meet in the conference room and the public could attend by zoom.

Director Harvey said he would like to meet in person and maybe have the equipment installed by the April meeting.

Director Keatley said meeting on Thursday nights was difficult, Friday night meetings would be better for him to meet in person.

Director Jackson said her meeting in person depended on work; she would be commuting back and forth from the bay area. However, with hybrid meetings she would be able to meet on Thursday's.

Director Stockton said he preferred to meet in person as long as the spacing in the boardroom was adequate.

Mr. Schultz said he might be able to have the equipment installed by the March meeting but definitely by April.

Director Harvey said he was suggesting that the Directors could meet in the boardroom using their own computers.

Mr. Mitchell said, if the Board took action to meet telephonically, it would not prohibit Directors from meeting in person. The action would relax the Brown Act teleconferencing rules.

Mr. Mitchell said the resolutions that was adopted at the last meeting, changed the date and time to the second Thursday of the month at 6:30pm. A new resolution would be required to change the day and time.

Director Heald said her preference would be for the Board to meet in the boardroom once the equipment was installed and the public could attend telephonically.

Director Stockton said he agreed and confirmed that the Board would meet in April telephonically.

A motion was made by Director Harvey and seconded by Director Heald to hold the next meeting telephonically as the state of emergency continues to directly impact the ability to meet safely in person and State officials continue to recommend measures to promote social distancing. The motion passed by a unanimous rollcall vote: Directors Stockton, Heald, Harvey, Jackson and Keatley.

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's wastewater treatment plant and sampling of the river resumed with the clearing of frozen water.
- The District Engineer solicitation would be discussed under Item VIII. A.
- The District's Policies & Procedures would be discussed under Item VIII. B.
- Sewer infrastructure improvements would be discussed under Item VIII. C.
- Mr. Schultz was working with Farr West on the Capital Improvement & Replacement program and development of the Workshop and more information would be provided under Action Item 1.E.
- The Soda Springs bridge replacement project was complete. One of the District's manholes had to be relocated as part of the project. The cost to the District was \$11,192.58.
- Water treatment plant improvements were almost complete; an old control panel was removed. The plant improvements were running well but there were a few programming adjustments needed.
- The Starlink satellite installation was complete. The wireless capabilities were running well but a little slower after transferring to an ethernet connection. He anticipated the speed would increase once the new ethernet switch was installed.
- There were no updates on the Contemporary Water Quality Assessment.
- The Oregon State University candidate's Wild Fire paper was reviewed and comments sent to her and her advisor. He hoped to have something back by the April meeting.
- There were no sewer overflows in the month of January.
- Sewer demand was up and water demand was down slightly over the five-year average. He said the ground was so frozen that there was very little I&I.

Director Harvey said, on the topic of Contemporary Quality Study, Mr. Oudegeest asked if the District would provide an update on the issue of weeds in the lake for the SLPOA newsletter. Mr. Schultz said he would work with Director Harvey to provide an update to the previous letter by March 1, 2022.

VII. Consent Items Calendar: The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the January 14, 2022, Regular Meeting; January 2022 Check Register; financial reports for the month ending January 31, 2021; and Disbursements for Board Approval.

Director Keatley asked, in regard to the Five-Year Cash Flow report, if the numbers reflected under 2022/2023 through 2025/2026 for Capital Projects could be considered placeholders. Mr. Schultz said they were placeholders based on the previous General Manager's projections. New revenue requirements would result from the upcoming workshop.

Director Keatley said, looking at Placer County Treasurer's Fund, funds dropped off significantly in 2024/2025. Mrs. Nickerson said the District had about \$3,000,000 in the treasury fund that would be transferred as needed to cover current expenditures.

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 memorandum regarding the District Engineer Request for Qualifications (RFQ) was presented to the Board for consideration and possible action. Mr. Schultz said he, Director Heald and Director Harvey completed the RFQ and sent it out to two firms on January 24, 2022, and advertised it on the District's website. Applications were due back by February 25, 2022. He anticipated the committee would present recommendations at the March 2022 meeting. He also said the award would be based on qualifications and then rates. He said a couple of the projects on the list of anticipated projects would be started by Farr West as part of the Revenue Workshop and further developed by the selected District Engineer. He anticipated a recommendation would be made to the Board at the April meeting.

Director Harvey asked if Mr. Schultz received any feedback or questions. Mr. Schultz said the award would be based first on qualification and second rates. Director Harvey asked if the subcommittee would have an opportunity to negotiate rates after the submissions were received. Mr. Schultz said it might be possible to further negotiate after the award but it would be unfair to negotiate during the solicitation process.

Director Jackson said the Board would eventually get a list of applicants and their resumes. Mr. Schultz said the Board would receive a copy of the Statement of Qualifications, individual resumes, examples of projects completed and letters of recommendations.

Director Heald said it seemed odd to try to negotiate fees after the award. Mr. Schultz said applicants were asked for qualifications and rates sheets and that the choice would be based primarily on qualifications, since it was a professional services contract, but rates would also be considered. He said, because the applicants knew they would be competing against other firms, they would provide their best rates. However, if there was a problem with a particular rate, there could be a discussion after the fact.

Mr. Mitchell said there were two general situations for contracting. For construction projects, a formal bid process would be used and a bid would be accepted or rejected based on the bid. For services the process was a little different. He said, although there was no legal reason that it couldn't be done, it just wouldn't be fair to ask a firm to modify their rates to get the award. Mr. Schultz said he didn't like having his rate shopped around after getting the rate down as low as he could. He said it happens but he didn't like it.

B. Sierra Lakes County Water District's – Policies and Procedures (P&Ps) was presented to the Board for consideration and possible action. Mr. Schultz said the P&Ps were finalized in November and was hoping to get more feedback or comments from the Board in January. The P&Ps were put out to the public for comments and Mr. Simpson provided extensive comments. Mr. Schultz said Mr. Baird, the Operations Supervisor, pointed out a few things in the Uniform Policy that was already agreed upon but the changes had not been included. He also said, at the end of the Workplace Safety Inspection, the preparation of the Injury Prevention Manual, that was deferred, was nearly complete.

Mr. Mitchell said the Board could allow Mr. Simpson to present his comments and take questions. Or, Mr. Booher could incorporate the comments into P&Ps, allow the semi-formal committee of Directors Heald and Jackson to review the changes with a final draft for approval at the March 2022 meeting.

Director Heald said she was willing to meet with Mr. Booher and Mr. Mitchell to review Mr. Simpson's comments. She said she looked at some of them and found them to be appropriate.

Director Harvey asked that the committee provide a summary of the changes and a recommendation for each policy.

In response to Director Jackson's question, Mr. Booher said the Reserve Policy, Drug and Alcohol Policy and Workplace Safety Policy were still pending. Director Jackson said most of her comments were on the policies that were still pending. Director Heald said, due to the amount of work needed to be done on the pending policies, the Board had agreed to complete the bulk of the policies before returning to the pending policies.

Mr. Schultz said the Reserves Policy would be discussed as part of the Workshop.

Mr. Simpson's comments would be incorporated into the draft P&Ps, reviewed by the Director's Heald and Jackson with a new version presented at the March meeting.

C. A Schedule of Infrastructure Projects Bidding Process, Engineer's Estimate of Probable Costs, and Release to Bid was presented to the Board for consideration and possible action. Mr. Schultz said the Sewer Infrastructure Improvements project, scheduled for the summer, included the demolition and construction of a new sewer pump station (SPS) #4 on Serene Rd, rehabilitation of portions of two other pump stations, 650 feet of new force main from SPS #3 to SPS#2, 285 horizontal feet of directionally drilled pipe under the creek bed, 500 feet of 8" line between SPS #2 and lower Lake Drive and replace or repair three manholes and five sewer laterals on lower Lake Drive. The project included two alternatives one includes replacing three manholes and the other was to rehabilitate the three manholes.

Mr. Schultz said the plans were sent out on February 4, 2022, to nine perspective bidders and posted on the Time for Bids portal. Bids were due on March 4, 2022, and a non-mandatory pre-bid conference was scheduled for February 18, 2022, at 10:00 am. He also said Farr West expected to make their recommendation by March 8, 2022. If prices align with the engineer's estimate, an award could be made at the March meeting. If prices come in high, a Special Meeting may be necessary to give the Board time to review the proposal before making an award.

Mr. Schultz said the original estimate was \$1,722,435.00 and the engineer estimate came in at \$1,644,637.50 with contingencies with the actual cost between \$1,400,000.00 and \$1,500,000.00. He also said, if prices come in high, the bid package was constructed to allow portions of the project to be broken out.

Director Keatley asked if the project was captured on the Annual Capital Projects summary. Mr. Schultz said none of the capital projects were done last year because we ran out of

time and due to the unfavorable bidding environment. It was noted that the most of the cost would be incurred next fiscal year. No action was taken.

IX. New Business:

A. Information regarding current Board Member Compensation was presented to the Board for consideration and possible action. Mr. Mitchell said a discussion regarding Director Compensation came up at the January meeting and that he spent some time looking at the District's old ordinances, Mrs. Nickerson did some additional work on the history and a short memo was provided on the status, statutes and locally adopted ordinances that govern compensation.

Mr. Mitchell said there were State laws that govern all water districts and each water district had it's own enabling statutes and many enabling statutes have provisions on compensation but were by and large superseded by legislation that was adopted to apply to all water districts. He said the legislation started by setting compensation at \$100.00/meeting and identifying that Directors could be compensated for no more than 10 meetings/month. The statute then allowed districts to increase compensation by a maximum of 5% per year and the increase would run off of the last time any action was taken to increase compensation. He also said directors could be reimbursed for actual direct expenses with mileage not to exceed the IRS limit.

Director Harvey said, when he joined the Board, he was not aware that he would be compensated for board meeting. Later he discovered that Directors could also be compensated for subcommittee meetings. He said he didn't feel right about it and that he wasn't sure the rate payers knew that Directors were being compensated. He said it seemed to him that it would be way too tempting for someone in the future to extract thousands of dollars a month from the District. He said he would like to see the current Board put a cap on it. He also said he would be happy with zero compensation but wanted to know what the Board thought.

Director Keatley said he wasn't sure where to start but was in support of returning to the pre-increase period of \$100.00 per/meeting and defining what a meeting was. Mr. Mitchell said, based on the way the statutes were setup, he would not recommend setting an hourly rate; the statutes provided for "a day" of service. He said he thought the purpose of the statute was for Boards to define meetings, determine which meetings would be covered and the total number of meetings to be covered. He also said, by statute, meetings would include board meetings, standing committee meetings and board committee meetings that were not legislative bodies. Also, making a determination of what would constitute providing service to the District.

Mr. Simpson said, as a former board member, prior to joining the Board he didn't know it was a paid position and that it wasn't his motivation for serving. He also said having some level of compensation would be appropriate and that it would promote a level of professionalism.

Director Heald said she got on the Board in 2012 shortly before the purchase of the lake bottom that resulted in a lot of conflict and resolution that needed to happen. She said when she became President in her second year and was on the Legal Committee, there was all day meeting over the ongoing litigation. She also said, the time spent was not just the meetings, it included the time preparing for a meeting and follow up after the meeting. Director Heald said

she didn't want to get into trying to define "how much time is a meeting" and that she agreed with Mr. Simpson that there was some value in being compensated and that she was happy to get something for all the time she was spending on District work; she too did not come on the Board for the compensation. She also said she was instrumental in reducing the number of days to four per month and that anything over that was excessive. She said had never seen abuse but if someone was concerned guidelines could be set.

Mr. Mitchell said, to increase compensation specific steps were needed but that they may not have to go through the full process to decrease the rate. However, if the Board wanted to make a change to the number of days, it would be a change to the District's Code. Director Harvey said he was fine with Directors being automatically paid for the monthly meetings but had a problem with getting paid for other meetings only if you file a form. He said it should be automatic, only be paid for board meetings but leave room to approve additional compensation, by Board action, for situations like when Director Heald was putting in so much time with the lake bottom litigation. He said he was afraid that someone in the future could take advantage and that the Board should be very transparent.

Director Jackson said compensation for meetings was a little surprising to her as well. She said there should be an agreement for Directors to be compensated, by some degree, for public meetings; meetings that were more than ad hoc committees. She said it was a small amount and that it didn't matter to her either way.

Director Stockton asked if Director Harvey was suggesting a two-meeting limit and that any additional meetings would require Board action. Director Harvey asked Mr. Mitchell if compensation could be automatic for a number of meetings and anything above that would have to come to the Board. Mr. Mitchell said that was what the District had except it was four meetings. Director Harvey said it wasn't, he could meet with Mr. Schultz the next day, submit a form and the Board wouldn't know about it. Mr. Mitchell said if it was not a regular agenda meeting, Mrs. Nickerson wouldn't know about it unless she was notified. He suggested having a structure requiring affirmative action by the Board to authorize additional compensation.

Director Heald said she disagreed with limiting compensation to only public meetings but agreed to have a total limitation. However, subcommittees could entail a fair amount of work and there should be value to that work. She said she understood Director Harvey's concern about potential abuse but Director's compensation was included on the Consent Items Calendar every month. She also didn't think the Board needed to decide the nuances for what qualifies as a meeting. Director Heald said she supported the current guidelines of four meetings a month.

Mr. Mitchell said the Code read "board meetings and up to four additional days" for a total of five days per month. Director Heald said she agreed with Director Harvey that five days was extravagant. She also said, when the ordinance was discussed, the goal was to reduce the number of days but to reach consensus, accommodations were made. She said she supported reducing the number of meetings per month, that it shouldn't be limited to public meetings and that it shouldn't be one meeting.

Mr. Mitchell said there were three variables; dollars per day, how many days and what constituted a day. Director Heald said she would be fine with a limit of three days without Board

action. Director Keatley said he supported the suggestion. Director Harvey said he wanted everyone in the meeting to be compensated, not just the person who turned in a form.

Mr. Mitchell said, the statute for a meeting, as in reference to the Brown Act, was a meeting of a majority of the Board; any agenda meeting. Another meeting could be any committee meeting where the committee was established or recognized by the Board. Director Jackson said she liked the distinction and if the Board knew two Directors were working on something they wouldn't be surprised to see additional compensation.

Director Jackson said the conversation was uncomfortable for her. She said she was able to volunteer not knowing about the compensation and that that spoke to their privilege. She also said there could be people that could serve because of the compensation otherwise, without the compensation, they would have to spend their time making money somewhere else. She said she was uncomfortable saying people shouldn't be compensated for their time.

Mr. Mitchell said other meetings that could be considered were meetings at other districts, conferences and training. Director Stockton said he wasn't interested in being compensated for attending training like ethics training.

Director Heald said Mr. Mitchell's recommendations of a meeting were great because they were very specific and clear and Mrs. Nickerson would know about them. Mr. Mitchell said it would be incumbent that Mrs. Nickerson be told about the meetings.

Director Keatley said a discussion about compensation should be included in the discussion about rates.

Mr. Mitchell said the District had a Section 2.18, that generally discusses compensation, and a separate Ordinance that set the dollar amount of compensation. He said the structure made sense especially in a year when compensation was increased; in the event the dollar amount was challenged, it would protect against a challenge of the District's Code as a whole. He recommended that the District continue the practice of having the District Code not having a dollar number and have a separate ordinance to set the dollar number.

Mr. Mitchell said he would draft an ordinance to amend Section 2.18. Mr. Booher said it would make sense to handle compensation through the ordinance and take it out of the District's Policies and Procedure. Mr. Mitchell agreed.

X. Administration:

- A. There were no Follow-up Items from the January 14, 2022, Regular Meeting.
- 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: Mr. Schultz said staff continued to collect data and it was estimated that all meters would be installed by September.
 - b. Develop recommended method for providing customer access to their personal water use data: – Mr. Schultz said no advancement was made in January. He anticipated he would get back to the item in March.
 - c. Develop Metered Rate Structure: Mr. Schultz said he started to update the Meter Rate schedule but it was too involved to be completed for the current meeting. He would provide an update at the March meeting.
 - d. Rate Study Communication: No update provided.
2. Community Rate Workshop: Mr. Schultz said he met with Farr West to work out a plan for the capital improvement/replacement program, revenue requirements and funding options. He said they discussed having the first workshop on March 24, 2022 and a subsequent workshop on March 31, 2022. Farr West would provide an overview of the projects and planning level cost estimates. The presentation would include financial practices for public utilities, including establishment of reserves, and setting rates. Jon Christy from Moskowitz, Tiedeman and Girard, who worked on the District's USDA loans, would make a presentation on the various funding mechanism available including benefits and drawbacks. Although no actions would be taken at the workshops, the workshops would form consideration actions for the following board meetings. The item was increased to 75% complete. Mr. Schultz would send an email to Board members to determine availability. He also said Farr West's costs for the workshop would be covered under the Owner Director Contingencies on the current contracts.
 3. District's Policies and Procedures: The Policies and Procedures were advancing but remained at 95%.
 4. District's ownership of the Dam: – Mr. Schultz said Anderegg was working on the proposal for the lot line adjustments needed for the acquisition and that they could be ready by March.
 5. Retool General Manager Position – Mr. Schultz said he met with Directors Heald and Harvey as reported earlier in the meeting
 6. Index of Ordinance: Mrs. Nickerson was asked to provide Mr. Mitchell with a Index of Ordinances as discussed earlier in the meeting.

Director Harvey said he anticipated that a notice would go out to all rate payors with information about the workshop. He said Tim Kustic from SLPOA could also help in getting the word out. He said it was important for public participation and asked if the new technology could be in place by the end of March. Mr. Schultz said he would make sure everything was in place prior to the workshop.

Director Keatley asked if the Board would be provided all the information prior to workshop. Mr. Schultz said he would prepare the Board by providing as much meaningful information as possible prior to the workshop. Director Keatley said he wanted to go into the

meeting knowing whether there would be time to schedule a rate increase if needed. Mr. Schultz said he and Director Stockton were trying to avoid any large rate increases until after the new metered rate structure was implemented; they wanted to avoid confusion between metered rate structure and capital improvement costs. He said the District currently had enough revenue stream to cover all the planning and front-end work for the projects for the next couple of years. He anticipated the need for substantial rate increases was in the future.

XI. 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 March 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.

Sierra Lakes County Water District
Check Registers
February 2022

019

1002 - DEMAND Account		
<u>RECONCILIATION:</u>		
2/1/2022	Beginning Cash Balance	792,898.73
	Deposits	207,644.59
	Property Taxes Received	-
	Assessments Received from Placer County	-
	Deposit - Interest	3.19
	Assessments transferred to Assessment District	-
<u>DEMAND ACCOUNT DISBURSEMENTS:</u>		
2/28/2022	Ending Cash Balance	<u>827,800.85</u>
1031 - GASB 45-OPEB Account - Flow through account to LAIF		
<u>RECONCILIATION:</u>		
2/1/2022	Beginning Cash Balance	163.13
	Deposit - Interest	-
	Funds Transferred To/From Investment Account	-
2/28/2022	Ending Cash Balance	<u>163.13</u>
Placer County Treasurer's Fund - for Capital Projects		
<u>RECONCILIATION:</u>		
2/1/2022	Beginning Cash Balance	3,005,237.13
	Deposit - Interest	634.33
	Funds Transferred To/From Investment Account	-
2/28/2022	Ending Cash Balance	<u>3,005,871.46</u>
Local Area Investment Fund (LAIF) - for Unfunded OPEB Liabilities		
<u>RECONCILIATION:</u>		
2/1/2022	Beginning Cash Balance	803,544.92
	Deposit - Interest	-
	Funds Transferred To/From Investment Account - Annual OPEB Funding	-
2/28/2022	Ending Cash Balance	<u>803,544.92</u>
Assessment District 2011-01		
<u>RECONCILIATION:</u>		
2/1/2022	Beginning Cash Balance	582,548.68
	Assessments Received	-
	Deposit - Interest	2.23
	Disbursements - USDA	-
2/28/2022	Ending Cash Balance	<u>582,550.91</u>

Sierra Lakes County Water District
Check Registers
February 2022

Type	Date	Num	Name	Memo	Amount
1002 - US Bank - Demand					
Bill Pmt -Check	02/08/2022	7876	Donner Summit Public Utility District	Feb 2022 Wastewater Treatment Fees	(30,612.00)
Bill Pmt -Check	02/18/2022	7891	Farr West Engineering	Sewer Project Engineering Fees	(28,851.75)
Bill Pmt -Check	02/11/2022		Paul A. Schultz, P.E. (Corp)	Jan 2022 Professional Fees & Mileage	(20,223.71)
Bill Pmt -Check	02/18/2022	7894	Nevada County Public Works	Manhole repair & replacement Soda Springs Bridge	(11,192.58)
Bill Pmt -Check	02/08/2022	MED022022	Public Employees' Retirement System (Med)	Feb 2022 Medical Premium	(9,602.89)
Liability Check	02/02/2022		QuickBooks Payroll Service	Created by Payroll Service on 02/01/2022	(7,714.00)
Liability Check	02/17/2022		QuickBooks Payroll Service	Created by Payroll Service on 02/16/2022	(7,489.15)
Bill Pmt -Check	02/08/2022	7885	SWRCB Accounting Office	Small Water System Annual Fee	(6,880.50)
Bill Pmt -Check	02/18/2022	7895-7900	Pacific Gas & Electric	Electricity	(5,966.63)
Bill Pmt -Check	02/18/2022		Anna M. Nickerson	Professional Fees 2/1/22 to 2/15/22	(5,368.00)
Bill Pmt -Check	02/08/2022	7886	U.S. Bank (CC)	Membership, internet/website, gas/generators (\$1,811.92) & safety	(4,148.25)
Bill Pmt -Check	02/08/2022		Anna M. Nickerson	Professional Fees 1/1/22 to 1/15/22	(4,136.00)
Liability Check	02/02/2022	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1986883070	(3,804.94)
Liability Check	02/16/2022	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1583986266	(3,690.08)
Bill Pmt -Check	02/08/2022	7888	University of Nevada, Reno	Contemporary Water Quality Report	(3,476.30)
Liability Check	02/08/2022	RET012022	Public Employees' Retirement System (Ret)	Jan 2022 Retirement Contributions	(2,822.78)
Bill Pmt -Check	02/18/2022	7893	Kronick Moskovitz Tiedemann & Girard	Jan 2022 Legal Fees	(2,289.50)
Bill Pmt -Check	02/08/2022	7883	Suburban Propane	Propane - 7305 Short Rd	(1,816.94)
Bill Pmt -Check	02/08/2022	7887	United Rentals	Telescopic Boom Rental	(1,703.60)
Bill Pmt -Check	02/18/2022	7892	Hach Company	Digital pH Sensor	(1,679.62)
Bill Pmt -Check	02/08/2022	7881	Pacific Gas & Electric	Electricity	(1,322.45)
Bill Pmt -Check	02/08/2022	7889	Western Environmental Testing Laboratory	Filter Plant Testing	(1,274.85)
Liability Check	02/02/2022	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1986204070	(891.25)
Liability Check	02/16/2022	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1583866266	(849.81)
Bill Pmt -Check	02/08/2022	7874	Badger Meter	Monthly Service fee	(526.88)
Bill Pmt -Check	02/08/2022	7878	Mountain Hardware	Nuts, Bolts, Screws & Washers, plaster & paint and misc parts	(477.55)
Liability Check	02/14/2022		QuickBooks Payroll Service	Created by Payroll Service on 02/11/2022	(434.94)
Bill Pmt -Check	02/08/2022	7877	Flyers Energy, LLC	Gasoline/Diesel	(400.91)
Liability Check	02/11/2022	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1292979266	(339.93)
Check	02/02/2022		BluePay	Merchant Fees	(323.57)
Bill Pmt -Check	02/18/2022	7901	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(313.25)
Bill Pmt -Check	02/08/2022	7880	One Ring Networks	Telephone & Internet	(312.00)
Bill Pmt -Check	02/08/2022	7882	Placer County Human Resources	Jan 2022 Dental/Vision Premium	(285.11)
Bill Pmt -Check	02/08/2022	7879	New Leaders	Website updates	(262.50)
Bill Pmt -Check	02/08/2022	7884	Summit Home Care	Office Cleaning	(250.00)
Bill Pmt -Check	02/08/2022	7875	Broadvoice	Telephone	(215.77)
Paycheck	02/15/2022	21677	David M Keatley (Sary)	Direct Deposit: 2/10/22 Board Meeting	(164.25)
Liability Check	02/02/2022	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1986241070	(163.17)
Bill Pmt -Check	02/18/2022	7902	The Office Boss	Misc Office Supplies	(124.99)
Bill Pmt -Check	02/18/2022	7890	AT&T	Telephone	(98.89)
Check	02/15/2022			Service Charge	(96.75)
Bill Pmt -Check	02/18/2022	7903	Verizon Wireless	Cell phone & iPad	(94.23)
Liability Check	02/11/2022	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1292952266	(37.98)
Check	02/08/2022		BluePay	Merchant Fees	(6.20)
Liability Check	02/14/2022	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1387574266	(3.96)
Check	02/07/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 02/04/2022	(1.75)
Check	02/10/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 02/09/2022	(1.75)
Check	02/17/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 02/16/2022	(1.75)
Paycheck	02/03/2022	DD955	Matthew M Marriner	Direct Deposit: Pay Period ending 1/31/22	-

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Sierra Lakes County Water District
Check Registers
February 2022

Type	Date	Num	Name	Memo	Amount
Paycheck	02/03/2022	DD956	Patrick J Baird	Direct Deposit: Pay Period ending 1/31/22	-
Paycheck	02/03/2022	DD954	Brian Lundgren	Direct Deposit: Pay Period ending 1/31/22	-
Liability Check	02/02/2022	E-pay	Internal Revenue Service	VOID: 94-1619513 QB Tracking # 1986228070	-
Paycheck	02/15/2022	DD957	Cynthia J Jackson {Salary}	Direct Deposit: 2/10/22 Board Meeting	-
Paycheck	02/15/2022	DD958	Dan L Stockton {Salary}	Direct Deposit: 2/10/22 Board Meeting	-
Paycheck	02/15/2022	DD959	Jon Harvey {Salary}	Direct Deposit: 2/10/22 Board Meeting	-
Paycheck	02/15/2022	DD960	Karen Heald {Salary}	Direct Deposit: 2/10/22 Board Meeting	-
Paycheck	02/18/2022	DD961	Brian Lundgren	Direct Deposit: Pay Period ending 2/15/22	-
Paycheck	02/18/2022	DD963	Patrick J Baird	Direct Deposit: Pay Period ending 2/15/22	-
Paycheck	02/18/2022	DD962	Matthew M Marriner	Direct Deposit: Pay Period ending 2/15/22	-
Total 1002 - US Bank - Demand					<u>(172,745.66)</u>

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

February 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	180.00	180.00	180.00	180.00	180.00	900.00
Total Gross Pay	180.00	180.00	180.00	180.00	180.00	900.00
Adjusted Gross Pay	180.00	180.00	180.00	180.00	180.00	900.00
Taxes Withheld						
Federal Withholding	-177.39	-36.00	0.00	0.00	0.00	-213.39
Medicare (Employee)	-2.61	-2.61	-2.61	-2.61	-2.61	-13.05
Social Security (Employee)	0.00	-11.16	-11.16	-11.16	-11.16	-44.64
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	-180.00	-85.77	-15.75	-13.77	-13.77	-309.06
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	<u>0.00</u>	<u>94.23</u>	<u>164.25</u>	<u>166.23</u>	<u>166.23</u>	<u>590.94</u>
Employer Taxes and Contributions						
Medicare (District)	2.61	2.61	2.61	2.61	2.61	13.05
Social Security (District)	11.16	11.16	11.16	11.16	11.16	55.80
SUI (District)	0.00	0.00	3.96	0.00	0.00	3.96
Total Employer Taxes and Contribu...	<u>13.77</u>	<u>13.77</u>	<u>17.73</u>	<u>13.77</u>	<u>13.77</u>	<u>72.81</u>

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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

	<i>MONTH TO DATE</i>				<i>YEAR TO DATE</i>				<i>ANNUAL BUDGET</i>	
	Month End 2/28/22	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%	572,808	572,808	-	100%	859,212	67%
8000-02 · Annual Sewer Fees	99,309	99,309	-	100%	794,470	794,470	-	100%	1,191,704	67%
8030 · Property Taxes	1,127	-	1,127	100%	316,283	280,000	36,283	113%	450,000	70%
8050 · Customer Late Fees	26	-	26	100%	3,520	6,000	(2,480)	59%	10,000	35%
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	700	1,250	(550)	56%	7,880	10,000	(2,120)	79%	15,000	0%
Total Revenues Received:	172,764	172,160	604	100%	1,736,094	1,692,153	43,941	103%	2,554,791	68%
<u>Controllable Expenses:</u>										
<u>Salaries:</u>										
9001 · Director Salaries	900	1,800	900	50%	7,380	14,400	7,020	51%	21,600	34%
9003 · Maintenance Salaries				0%				0%		
9003-01 - Maint Hourly Regular	19,156	25,517	6,361	75%	189,470	204,134	14,664	93%	306,200	62%
9003-02 - Maint Overtime	251	1,250	999	20%	9,191	10,000	809	92%	15,000	61%
9003-03 - Maint Standby	2,040	2,040	-	100%	17,700	17,640	(60)	100%	26,360	67%
9003-00 - Maint Salaries - Other	-	-	-	0%	-	-	-	0%	-	0%
9003-04 - Labor Allocated to Projects	-	-	-	0%	(3,211)	-	3,211	100%	-	0%
Total 9000 · Salaries	22,347	30,607	8,260	73%	220,530	246,174	25,644	90%	369,160	60%
<u>Payroll Expense</u>										
9005 · Payroll Expense - SS & Medicare	1,710	2,354	644	73%	17,102	18,830	1,728	91%	28,245	61%
9007 · Payroll Expense- SUI & ETT	45	330	285	14%	471	2,630	2,159	18%	3,950	12%
9008 · Payroll Expense - Retirement	1,454	1,756	302	83%	19,092	19,290	198	99%	26,314	73%
9009 · Payroll Expense - Medical & D/V	8,828	10,404	1,576	85%	64,587	83,232	18,645	78%	124,848	52%
9010 · Payroll Expense - Workers' Comp	-	-	-	0%	8,986	8,875	(111)	101%	17,750	51%
Total 9004 · Payroll Expense	12,037	14,844	2,807	81%	110,239	132,857	22,618	83%	201,107	55%
<u>Indirect & G&A</u>										
9012 · Legal Expense:	2,290	3,000	711	76%	32,464	24,000	(8,464)	135%	36,000	90%
9013 · Audit Expense	-	-	-	0%	17,400	16,650	(750)	105%	16,650	105%
9014 · Fees & Penalties	122	153	31	80%	1,015	1,220	205	83%	1,830	55%
9016 · Directors' Expense	-	835	835	0%	284	6,670	6,386	4%	10,000	3%
9017 · Professional Fees - Operations	20,150	24,500	4,350	82%	167,456	196,000	28,544	85%	294,000	57%
9018 · Professional Fees - Office	9,416	11,440	2,024	82%	71,984	91,520	19,536	79%	137,280	52%
9019 · Staff Travel/Training	32	750	718	4%	1,957	6,000	4,043	33%	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	96	235	139	41%	10,900	10,050	(850)	108%	13,400	81%
9026 · Outside Services	170	285	115	60%	1,620	2,270	650	71%	3,400	48%
9028 · Telephone Expense	721	965	244	75%	8,751	7,720	(1,031)	113%	11,575	76%
9029 · Garbage/Hazmat Expense	321	460	139	70%	3,782	3,670	(112)	103%	5,500	69%
9030 · Uniform Expense	215	205	(10)	105%	1,827	1,660	(167)	110%	2,500	73%
9034 · Propane Expense	2,663	1,600	(1,063)	166%	7,204	5,279	(1,925)	136%	9,679	74%

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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 2/28/22	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 21-22 Budget	% of Budget
9036 · SCADA System Expense	-	4,000	4,000	0%	2,235	9,000	6,765	25%	9,000	25%
9037 · M&O Asset Mgmt Sys (Lucity)	-	-	-	0%	3,750	4,500	750	83%	4,500	83%
9040 · Office Expense	179	250	71	71%	2,801	2,000	(801)	140%	3,000	93%
9041 · Postage Expense	-	-	-	0%	635	1,000	365	63%	2,000	32%
9042 · Postage Meter Expense	262	-	(262)	100%	786	650	(136)	121%	1,300	60%
9043 · Copier & Fax Expense	-	-	-	0%	1,257	713	(545)	176%	950	132%
9044 · Computer Equipment & Service										
9044-01 · General Expense	199	290	91	69%	4,421	2,330	(2,091)	190%	3,500	126%
9044-02 · Website Design	831	-	(831)	100%	2,061	2,000	(61)	103%	3,000	69%
9044-03 · Merchant Fees	330	2,000	1,670	16%	22,367	25,584	3,217	87%	36,584	61%
Total 9011 · Indirect & G&A	37,997	50,968	12,971	75%	389,545	438,486	48,941	89%	633,648	61%
<u>MAINTENANCE & OPERATIONS</u>										
<u>Water Treatment & Filter Plant</u>										
9101 · Filter Plant Operations & Maint	60	625	565	10%	5,419	5,000	(419)	108%	7,500	72%
9102 · Filter Plant-Chems, Lab & Equip	2,221	2,085	(136)	107%	14,338	16,670	2,332	86%	25,000	57%
9103 · Filter -Water Pumping Plant M&O	-	85	85	0%	7	670	663	1%	1,000	1%
9104 · Well Pump Station Expense	-	85	85	0%	-	670	670	0%	1,000	0%
Total 9100 · Water Treatment & Filter Plant	2,281	2,880	599	79%	19,764	23,010	3,246	86%	34,500	57%
<u>Water Distribution</u>										
9201 · Water Dist - General Maint	-	835	835	0%	5,551	6,670	1,119	83%	10,000	56%
9202 · Water Dist - Pipes & Fittings	-	165	165	0%	1,252	1,330	78	94%	2,000	63%
9203 · Water Dist - Hydrant Maint	-	-	-	0%	9,019	2,000	(7,019)	451%	2,000	451%
9204 · Fees - Water	6,881	-	(6,881)	100%	8,842	8,400	(442)	105%	13,785	64%
9205 · Water Dist - Electricity	4,501	2,800	(1,701)	161%	22,910	22,400	(510)	102%	33,600	68%
9600 · Water Dist - Meters/Parts	-	85	85	0%	1,629	670	(959)	243%	1,000	163%
9601 · Water Conservation	-	-	-	0%	500	750	250	67%	1,000	50%
Total 9200 · Water Distribution	11,381	3,885	(7,496)	293%	49,703	42,220	(7,483)	118%	63,385	78%
<u>Wastewater Collection System</u>										
9301 · Wastewater - General Maint	-	750	750	0%	3,626	6,000	2,374	60%	9,000	40%
9302 · Wastewater - Pipes/Fittings	-	250	250	0%	259	2,000	1,741	13%	3,000	9%
9303 · Wastewater- Enzymes/Lab Testing	-	-	-	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	2,859	1,500	(1,359)	191%	10,443	12,000	1,557	87%	18,000	58%
9700-01 · Wastewater Export Service Refund	-	-	-	0%	-	-	-	0%	-	-
9700 · Wastewater- Export Service Exp	30,612	33,821	3,209	91%	244,896	270,564	25,668	91%	405,846	60%
Total 9300 · Wastewater Collection System	33,471	36,321	2,850	92%	266,445	300,414	33,969	89%	448,696	59%
<u>Vehicle Expense</u>										
9501 · Gasoline/Diesel	653	1,250	597	52%	10,002	10,000	(2)	100%	15,000	67%
9502 · Pickups	-	210	210	0%	1,992	1,670	(322)	119%	2,500	80%
9503 · Gapvac	-	295	295	0%	943	2,335	1,392	40%	3,500	27%
9504 · Backhoe	-	335	335	0%	-	2,670	2,670	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

	<i>MONTH TO DATE</i>				<i>YEAR TO DATE</i>				<i>ANNUAL BUDGET</i>	
	Month End 2/28/22	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 21-22 Budget	% of Budget
9505 · Vehicle Maint Supplies	1,118	125	(993)	895%	2,551	1,000	(1,551)	255%	1,500	170%
Total 9500 · Vehicle Expense	1,771	2,215	444	80%	15,488	17,675	2,187	88%	26,500	58%
<u>Project Expenses</u>										
9812 · Spot Repairs of Sewer Mainline & Laterals	-	4,650	4,650	0%	719	37,300	36,581	2%	56,000	1%
9813 · Repair of Sewer Manholes at Various Locations	-	250	250	0%	11,193	2,000	(9,193)	560%	3,000	373%
9814 · Adj Sewer Manholes to Grade	-	-	-	0%	-	-	-	0%	-	#DIV/0!
9815 · Misc Sewer Pump Station Upgrade	-	-	-	0%	15	-	(15)	100%	-	-
9818 · Misc Water System Improvements	-	1,650	1,650	0%	190	13,300	13,110	1%	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	6,670	(3,143)	147%	10,000	98%
9821 · Automatic Meter Read System	-	780	780	0%	7,147	6,235	(912)	115%	9,350	76%
9822 · Misc Jobs - Safety Tools Bldgs	3,104	6,500	3,396	48%	39,152	51,500	12,348	76%	77,000	51%
9824 · Lake Management	-	-	-	0%	31,070	-	(31,070)	100%	-	#DIV/0!
9825 · HOTFaP	-	-	-	0%	-	-	-	0%	-	#DIV/0!
9826 · Contemporary Water Quality	12,423	6,135	-	-	82,114	91,460	-	-	116,000	-
9915 · Misc. Projects	-	-	-	0%	853	-	(853)	100%	-	-
Total 9800 · Project Expenses	15,527	20,800	5,273	75%	182,266	208,465	26,199	87%	291,350	63%
Total Controllable Expenses	136,813	162,519	25,706	84%	1,253,980	1,409,301	155,321	89%	2,068,346	61%
<u>Non-Controllable Expenses:</u>										
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	12,351	11,500	(851)	107%	94,366	92,000	(2,366)	103%	138,000	68%
9922 · Depreciation - Sewer	9,559	10,000	441	96%	76,024	80,000	3,976	95%	120,000	63%
Total 9920 · Depreciation	21,910	21,500	(410)	102%	170,390	172,000	1,610	99%	258,000	66%
9950 · SLCWD Share - DSPUD Capital Costs	-	-	-	-	34,308	35,000	692	98%	60,000	57%
Total Non-Controllable Expenses	21,910	21,500	(410)	102%	266,522	269,573	3,051	99%	442,918	60%
TOTAL DISTRICT EXPENSES:	158,723	184,019	25,296	86%	1,520,502	1,678,874	158,372	91%	2,511,264	61%
EARNED REVENUE LESS EXPENSES	14,041	(11,859)	25,899		215,592	13,280	202,313		43,527	

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	\$ 49,909	\$ 14,293	64,202	\$ 392,698
3103 - Repair/Replace Sewer Manholes at Various Locations	202,020	18,703	-	18,703	183,317
3104 - Miscellaneous Sewer Pump Station Upgrades	257,550	102,074	14,589	116,663	140,887
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	\$ 275,951	\$ 28,882	304,833	\$ 1,119,137

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

	ACTUAL Feb-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	Forecast Jan-23
Beginning Operating Cash Balance:	793	793	828	545	306	257	456	434	562	333	208	208	361
Cash Provided/(Used) by Operations:													
Revenues:													
Sewer & Water Service Fees	208	150	125	61	115	50	300	450	125	75	200	100	50
Misc Other Income	-	-	3	-	-	3	-	-	5	-	-	3	3
Placer County Taxes	-	-	-	-	136	-	-	-	-	-	-	-	-
Expenses:													
Operating Expenses	(144)	(177)	(150)	(150)	(150)	(150)	(172)	(172)	(150)	(150)	(150)	(150)	(150)
Sierra Plant - Capital Projects	(29)	(250)	(50)	(150)	(150)	(150)	(150)	(150)	(150)	(50)	(50)	(50)	(50)
Net Cash Provided/(Used) by Operations:	35	(277)	(72)	(239)	(49)	(247)	(22)	128	(170)	(125)	-	(97)	(147)
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	-	-	-	-	-	500	-	-	-	-	-	250	-
GASB 45 - OPEB Annual Funding	-	-	-	-	-	(54)	-	-	-	-	-	-	-
Total Cash Provided(Used) by Investment Activities:	-	-	-	-	-	446	-	-	-	-	-	250	-
Ending OPERATING ACCOUNT Cash Balance:	828	516	545	306	257	456	434	562	333	208	208	361	214

SIERRA LAKES COUNTY WATER DISTRICT - FIVE YEAR CASH FLOW PROJECTION

2020/2021 - 2024/2025

in \$000's

Beginning OPERATING Cash Balance:

ACTUAL 2020/2021	FORECAST 2021/2022	Forecast 2022/2023	Forecast 2023/2024	Forecast 2024/2025
168	752	456	164	171

Cash Provided/(Used) by Operations:

Revenues:

Water/Sewer Service Fees
PrePaid W/S Service Fees:
Placer County Tax
Primary Facilities Fees
Misc Other Income

2,077	1,859	2,051	2,053	2,053
286	-	-	-	-
482	456	450	400	400
67	-	29	29	29
-	-	10	10	10
(1,624)	(1,904)	(1,961)	(2,020)	(2,081)
(296)	(858)	(1,486)	(952)	(687)
992	(447)	(907)	(480)	(276)

Net Cash Provided/(Used) by Operations:

Cash Provided/(Used) for Financing Activities

CA Bank & Trust Loan Principal & Interest
USDA Revenue Bond Loan
Refunded WWTP Costs
DSPUD Cost Sharing

-	-	-	-	-
(100)	(58)	-	-	-
(269)	(270)	(270)	(270)	(270)
69	67	-	-	-
-	(34)	-	-	-
(300)	(295)	(270)	(270)	(270)

Total Cash Provided/(Used) by Financing Activities:

Cash Provided(Used) by Investment Activities

Total Cash Provided(Used) by Investment Activities:
Moved to Placer Co. Treasurer's Fund
Annual GASB 45 Funding - OPEB - Moved to LAIF

-	500	939	811	-
(108)	(54)	(54)	(54)	(54)
(108)	446	885	757	(54)

Total Cash Provided(Used) by Investment Activities:

Ending OPERATING Cash Balance:

752	456	164	171	(429)
-----	-----	-----	-----	-------

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amn
 3/4/2022
 11:41 AM

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

Vendor	Inv # / Inv Date	Invoice Amount
<u>Paul A. Schultz, P.E. A CA Prof Corp</u>	Invoice # 220302 Date 3/1/2022 For: <u>Feb 2022 Professional Fees & Reimbursements</u>	20,182.46
<u>Anna Nickerson</u>	Inv# 21522 Date 2/15/2022 For: <u>Professional Fees 2/1 to 2/15/22</u>	5,368.00
	Inv# 21522 Date 2/28/2022 For: <u>Professional Fees 2/16 to 2/28/2022</u>	4,048.00
TOTAL ANNA NICKERSON		9,416.00
<u>Kronick Moskovitz Tiedemann & Girard</u>	Inv# 303184 Date 2/8/2022 For: <u>Jan 2022 Legal Fees</u>	2,289.50
<u>University of Nevada, Reno</u>	Inv# CI-01-00027964 Date 2/15/2022 For: <u>Contemporary Water Quality</u>	12,422.71
<u>Farr West Engineering</u>	Inv# 17053 Date 2/4/2022 For: <u>Sewer Pump Station #4 - Wet Well Replacement</u>	14,558.50
	Inv# 17054 Date 2/4/2022 For: <u>Sewer Forcemain Replacement</u>	14,293.25
TOTAL Farr West Engineering		28,851.75
TOTAL INVOICES FOR APPROVAL		73,162.42

Paul A. Schultz, PE.
Civil and Environmental Engineering



A CALIFORNIA PROFESSIONAL CORPORATION

7299 3rd Avenue
 PO Box 269
 Tahoma, CA 96142
 (530) 525-9347
 paschultz@me.com

CA RCE #042917

INVOICE NO. 220302 **MARCH 1, 2022**

BILL TO	DUE DATE	TERMS
Sierra Lakes County Water District PO Box 1039 Soda Springs, CA 95728	04/15/2022	Net 45

HOURS	DESCRIPTION	UNIT PRICE	TOTAL
124.0.0	Professional Services for February 2022 (see detail). 124.0 hours overall, 74.0 hours on-site	\$162.50/hour	\$20,150.00
	50x Surgical Masks for contractors' pre-bid meeting and future	32.46	32.46
	\$ 20,150.00 9017 9822	\$32.46 - 9822	
	ACCOUNT NO CHECK NO. CK DATE APPROVED		
	Thank you for your continued trust and confidence	TOTAL DUE	\$20,182.46

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

DATE	DESCRIPTION	HOURS
02/01/2022	Add bidding of sewer infrastructure project to Agenda and Board Report. Logically here to adapt network for Starlink. Begin Board Report and memos. (7.0 hrs. overall, 6.0 hrs. on-site)	7.0
02/02/2022	Logically here for Barracuda deployment. Logically here to finalize Starlink on ethernet. Get final Engineer's Estimate of Probable Cost and Bidding/Const. Schedule from Matt Schultz (FW). Trade flows information w/ DSPUD. Call Jim King and Steve Palmer for DSPUD updates. Continue Board Report and Memos. (7.5 hrs. overall, 5.5 hrs. on-site)	7.5
02/03/2022	Continue Board Report and memos. Other various items (7.5 hrs. overall, 5.5 hrs. on-site)	7.5
02/04/2022	Complete Board Report and memos. Send Board Report and memos to A. Nickerson. Other various items. (8.0 hrs. overall, 0.0 hrs. on-site)	8.0
02/07/2022	Retool of Utility Operations Supervisor/Manager Position. Check on Brian's compliance. Develop workshop scope and fee with Matt Van Dyne (FW). Respond to Michael Burgess re: missing TTHM and HAA5 data. (7.0 hrs. overall, 5.0 hrs. on-site)	7.0
02/08/2022	Retool of Utility Operations Supervisor/Manager Position. Complete first draft of Metering General Information Notice for Customers. (7.0 hrs. overall, 5.0 hrs. on-site)	7.0
02/09/2022	Prep for Board Meeting. Personnel development meetings with crew. (6.5 hrs. overall, 4.5 hrs. on-site)	6.5
02/10/2022	Navigating Hard Cybersecurity Markets webinar w/ JPIA. Prep for Board Meeting. Board Meeting. (7.0 hrs. overall, 4.0 hrs. on-site)	7.0
02/11/2022	Prep hardware to receive Microsoft Project Plan software. Move Parallels and Windows from Mac Mini to MBP. (4.0 hrs. overall, 0.0 hrs. on-site)	4.0

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

DATE	DESCRIPTION	HOURS
02/14/2022	Reply to Dir. Jackson regarding Action Items 1B, C and D. Reply to Dir. Heald's question regarding Policies and Procedures development. (3.0 hrs. overall, 0.0 hrs. on-site)	3.0
02/15/2022	Call Lance Holman (Holman Capital) re: Revenue Workshop. Send P&P changes to Kronick. Make arrangements for pre-bid meeting. Send P&P mods. (less IIPP) to Kronick. Send scanned tank drwgs. to Austral Engineering. Check sewer construction drawings against rubberized chip seal schedule. Advance the planning for Workshop. Set a meeting time/date w/ Dir. Jackson re: Action Items 1 B, C and D. Set a meeting date/time to discuss District Engineer results Dirs. Harvey and Heald. (8.0 hrs. overall, 5.0 hrs. on-site)	8.0
02/16/2022	Check on prepurchase of sewer mechanical equipment. Continue rework of Utility Operations Supervisor/Manager Position. Incorporate Cps. Supervisor's comments. Meet w/ Jeff Mitchell re: various items. (6.0 hrs. overall, 4.5 hrs. on-site)	6.0
02/17/2022	SNEW Energy Projects conf. call. Send IIPP changes to Kronick. Date/Time Poll for workshop. Get new dates for workshop from Matt Van Dyne. Add additional items P&Ps. (7.0 hrs. overall, 5.0 hrs. on-site)	7.0
02/18/2022	Pre-Bid Job Walk for Sewer Infrastructure Project. Make sure M. Burgess (Water Boards) has the missing TTHM and HAA5 data. (7.0 hrs. overall, 5.0 hrs. on-site)	5.0
02/21/2022	Holiday	
02/22/2022	Prioritize balance of week/month. Answer Farr-West questions re dewatering. And other items for potential addendum (5.5 hrs. overall, 0.0 hrs. on-site)	5.5

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

DATE	DESCRIPTION	HOURS
02/23/2022	Call S. Cooper-Gates (SLPOA) re: Bear Aware signs. Call Van Dyne re: New Workshop dates. Call Matt Van Dyne re: Lance Holman contributions to Workshop. Call Lance Holman. Send out regular and Zoom invitations for Revenue Workshop. Respond to Matt Randle (Placer County) re: Sewer Infrastructure Construction Schedule. Install MPP. Begin Update and simplification of Metering by 2025 schedule. (7.0 hrs. overall, 4.5 hrs. on-site)	7.0
02/24/2022	Encroachment Permit for Sewer Infrastructure Project. Call Dir. Harvey re: Eutrophication Article for Bill Oudegeest (SLPOA). Prep for meeting w/ Kronick. Update Eutrophication article for Bill Oudegeest. Call Bill Seline re: Project Approval and Conex Container. Set up meeting to go over Jon's comments on Ps&Ps. Set up meeting to go over Ps&Ps, IIPP, Ops. Mgr. position, etc. w/ Kronick. (7.0 hrs. overall, 4.5 hrs. on-site)	7.0
02/25/2022	Breakfast with the crew. SOQs for District Engineer due. Review SOQs. Live meeting w/ Kronick + Dirs. Heald and Jackson re: Ps&Ps. Discuss Board Training and CSDA w/ Dir. Heald. (6.0 hrs. overall, 4.5 hrs. on-site)	6.0
02/28/2022	Finish review of DE SOQs. Zoom Meeting w/ Dirs. Harvey and Heald to choose District Engineer. Conf. call to discuss Dir. Harvey's comments on the Ps&Ps. Begin prep of Board Report, Board Memos. (7.0 hrs. overall, 4.5 hrs. on-site)	7.0

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550 NORTH LAKE BLVD, SUITE 100
TAHOE CITY, CA 96145
530.584.0250

REG#01 TRN#3404 CSHR#1706261 STR#9976

Helped by: VIVIAN

ExtraCare Card #: *****8404

1 CVS SURGICAL MASK 50CT 29.99T

SUBTOTAL 29.99
CA 7.25% TAX 2.17
CA 1% NLT .30
TOTAL 32.46
CHARGE 32.46

*****2398 CH
REGISTERED *****2398
APPROVED# 00834G REF# 014048
TRAN TYPE: SALE AID: A000000041010
ID: 076B276634604E23 TERMINAL# 84751148
NO SIGNATURE REQUIRED CVM: 1E0300
TRR 99: 8000008000 TSI(9B): 6800

CHANGE .00

SAVE 10% OFF TOTAL PU 7273276616030005 NOT USED



3509 9762 0473 4040 18
Returns with receipt, subject to
CVS Return Policy, thru 04/17/2022
Refund amount is based on price
after all coupons and discounts.

FEBRUARY 16, 2022 11:29 AM



THANK YOU SHOP 24 HOURS AT CVS.COM

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Year to Date Savings 52.89

Pharmacy & Health Rewards Enrollment Status

Active Members 2

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View and track your 2% back in
ExtraBucks Rewards in the CVS
Pharmacy app and on CVS.com!

XXXXXXXXXXXX XXXXX

**ANNA NICKERSON
FINANCIAL CONSULTANT**

INVOICE

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

INVOICE NO: 021522
DATE: February 15, 2022

ACCOUNT NO: 9018 \$ 5,368.00
CHECK NO: 021872
CHECK DATE: 2/18/22
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
2/11/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed payroll and worked on minutes	4.0	\$88.00	\$ 352.00			1.5			0.5	0.5	0.5		1	4
2/2/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	1.5	\$88.00	\$ 132.00						0.5	0.5	0.5			1.5
2/3/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished minutes started month end and board reports.	8.0	\$88.00	\$ 704.00			4.5			0.5	0.5	0.5		2	8
2/4/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Website update, board reports and board packet.	8.0	\$88.00	\$ 704.00			3			0.5	1	0.5	1	2	8
2/7/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	4.0	\$88.00	\$ 352.00		1				1	0.5	0.5		1	4
2/8/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	4.0	\$88.00	\$ 352.00		0.5			1	1	1	0.5			4
2/9/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website and filed	4.0	\$88.00	\$ 352.00	1					0.5	0.5	0.5	1.5		4
2/10/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Prepared Board Member Compensation Ordinance History and rate changes, finished recording and reconciling Assessment payments, updated website and prepared for board meeting.	10.5	\$88.00	\$ 924.00	0.5		1		5	1	0.5	0.5	1	1	10.5
2/10/2022	Board Meeting	2.0	\$88.00	\$ 176.00										2	2
2/11/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed paperwork from board meeting, processed director's payroll and started minutes.	7.0	\$88.00	\$ 616.00		0.5	1			1	1	0.5		3	7
2/14/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Started minutes and processed an escrow request.	4.0	\$88.00	\$ 352.00		0.5				0.5	0.5	0.5		2	4
2/15/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Quarterly autopayments and SAM registration renewal	4.0	\$88.00	\$ 352.00			0.5			2.5	0.5	0.5			4
	61.0 TOTALS			\$ 5,368.00	1.5	2.5	11.5	0.0	6.0	9.5	7.0	5.5	3.5	14.0	61.0
					2%	4%	19%	0%	10%	16%	11%	9%	6%	23%	

CS

**ANNA NICKERSON
FINANCIAL CONSULTANT**

INVOICE

ACCOUNT NO: 9018 \$ 4,048.00

CHECK NO: _____

CHECK DATE: _____

APPROVAL: _____

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

INVOICE NO: 022822
DATE: February 28, 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	M&O Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg Min / Packets	Total
2/16/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	4.0	\$88.00	\$ 352.00			1			2	0.5	0.5			4
2/17/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished minutes, updated cross connecton test information in databases, updated customer and picked up supplied from Costco.	7.0	\$88.00	\$ 616.00	1				2	0.5	0.5	0.5		2.5	7
2/18/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Filing, Cross Connection updates, budget and account reconciliations. Met with new office cleaning crew.	7.0	\$88.00	\$ 616.00	1		2		2	1	0.5	0.5			7
2/21/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on Budget estimates and filed	7.0	\$88.00	\$ 616.00	2		3			1	0.5	0.5			7
2/22/2022	Weather	0.0	\$88.00	\$ -											0
2/23/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Followed up on autopay issues and reconciled website balances to A/R balances.	4.0	\$88.00	\$ 352.00						3	0.5	0.5			4
2/24/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Reconciled EDU's for budget estimates, setup 2022/23 Budget spreadsheet and calculated estimated actuals.	7.0	\$88.00	\$ 616.00			3.5			2.5	0.5	0.5			7
2/25/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Setup Autopay status on customer accounts in preparation for upcoming annual billing and prepared capitalization summary for SLCWD P&P.	6.0	\$88.00	\$ 528.00			0.5			0.5	0.5	0.5	4		6
2/28/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website payments & invoice balances, reviewed past due accounts. Reconciled open payables and PO balances.	4.0	\$88.00	\$ 352.00						1	1.5	0.5	1		4
		46.0	TOTALS	\$ 4,048.00	4.0	0.0	10.0	0.0	4.0	11.5	5.0	4.0	5.0	2.5	46.0
					9%	0%	22%	0%	9%	25%	11%	9%	11%	5%	

28



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

February 8, 2022
 Invoice 303184

General

Reference # 4210-001

For Professional Services Through 1/25/2022

Previous Balance		2,601.00
Payments		-2,601.00
Balance Forward		0.00
Current Fees	2,289.50	
Total Current Charges		2,289.50
Total Due		\$2,289.50

*** DUE UPON RECEIPT ***

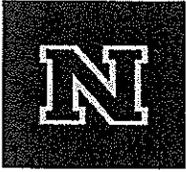
** PLEASE USE INVOICE NUMBER ABOVE WHEN REMITTING PAYMENT **

Aged Accounts Receivable					Total Due
	0-30	31-60	61-90	91+	
Totals	2,289.50	0.00	0.00	0.00	2,289.50

ACCOUNT NO 9012 \$ 2,289.50
 CHECK NO.
 CK DATE

APPROVED *[Signature]*

Rec'd 2/10/22 *[Signature]*



University of Nevada, Reno

02-21-22A07:29 RCVD

TO: SIERRA LAKES COUNTY WATER DISTRICT ATTN: ANNA NICKERSON P O BOX 1039 SODA APRINGS CA 95728		INVOICE NO : CI-01-00027964 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 01/31/22	01/01/22 01/31/22
SALARIES and WAGES	56,402.00	18,150.00	1,900.00
FRINGE BENEFITS	8,061.75	1,687.47	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	0.00
SUBAWARDS <\$25k	25,000.00	6,462.78	6,462.78
TOTAL DIRECT COSTS	116,798.00	41,668.18	8,626.88
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	18,334.00	3,795.83
TOTAL COSTS	180,786.00	61,954.33	12,422.71

AMOUNT DUE \$ 12,422.71

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: 2022.02.15 11:39:11 -08'00'
PLEASE RETURN ONE COPY WITH CHECK	ANY QUESTIONS PLEASE CONTACT Kalyn Denning (775) 784-4054

Wendy J. Horton
 WENDY HORTON, ASST POST AWARD MGR
 SPONSORED PROJECTS
 DATE 15-Feb-22
 Email: kalynd@unr.edu

ACCOUNT NO 9826 \$ 12,422.71
 CHECK NO.
 CK DATE
 APPROVED *[Signature]*

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	Credit	Operational Transaction	Line Memo	Supplier as Worktag	Spend Category as Worktag	Worker for Billable Transaction
GR12779 Serene Lakes	1/31/2022	5400:Graduate Assistant Base Pay	Parent Account Set: GradLate Salary	1,900.00	0.00	2022 01 31 - Regular - Complete			SC0635 - Base Pay	Sam Steuart
			Parent Account Set:	1,900.00	0.00					
GR12779 Serene Lakes	1/31/2022	5900:Fringe Rate Calculated Expense	Parent Account Set: Fringe Benefit Expense	264.10	0.00	Fringe Benefit Actual - (P0171805 Graduate Research Assistant)				Sam Steuart
			Parent Account Set: Fringe	264.10	0.00					
GR13806 Water quality assessment of Serene Lakes and determination of best management practices for improving lake health_UNR-22-19	1/1/2022	6604:Sub-Award to NSHE	Parent Account Set: Sub-Awards	3,414.58	0.00	Supplier Invoice: SI-01-00129785	UNR-22-19 DRI Inv CI-06-00006141 Jul-Nov2021 GR13806 SCON562	BOR - Desert Research Institute	SC0691 - Sub-Award to NSHE	
GR13806 Water quality assessment of Serene Lakes and determination of best management practices for improving lake health_UNR-22-19	1/25/2022	6604:Sub-Award to NSHE	Parent Account Set: Sub-Awards	3,048.20	0.00	Supplier Invoice: SI-01-00131005	UNR-22-19 InvCI-06-00006358 Dec2021 GR13806 SCON562	BOR - Desert Research Institute	SC0691 - Sub-Award to NSHE	
			Parent Account Set: Sub-	6,462.78	0.00					
GR13806 Water quality assessment of Serene Lakes and determination of best management practices for improving lake health_UNR-22-19	1/31/2022	6620:Facilities & Administration Expense	Parent Account Set: Facilities and Administration Expense	5,298.25	1,502.42	Facilities And Administration: University of Nevada, Reno			SC0844 - Facilities and Administration	
			Parent Account Set:	5,298.25	1,502.42					
			Total	13,925.13	1,502.42					
			Grant Total	12,422.71						

FARR WEST ENGINEERING

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

02-09-22A06:35 RCVD

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

Invoice number 17053
Date 02/04/2022
Project R4653-2036 SLCWD - SEWER PUMP
STATION #4 WET WELL REPLACEMENT

Period 01/01/22 to 01/28/22

Sewer Pump Station #4 Wet Well Replacement

Description of Services: Completion of design documents; Coordination and submittal of Placer County Encroachment Permit Application; Preparation for Bid Advertisement.

Professional Services

PO 2021-103

	Hours	Rate	Billed Amount
Damon McAlister	8.00	189.00	1,512.00
David Oto	1.00	170.00	170.00
Deidre Blanton	0.50	95.00	47.50
Emily McKenzie	2.00	100.00	200.00
Jared Trowbridge	5.00	150.00	750.00
Larissa Vailarino	47.00	120.00	5,640.00
Matthew Schultz	32.00	150.00	4,800.00
Matthew Van Dyne	6.00	189.00	1,134.00
Robert Q. Lovelady	2.50	108.00	270.00
Steffi Gavin	0.25	140.00	35.00
Professional Services subtotal	104.25		14,558.50

ACCOUNT NO 3104 14,558.50
CHECK NO. 7891
CK DATE 2-18-22
APPROVED *[Signature]*

Invoice total **14,558.50**

Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	9,576.00	992.50	5,247.00	6,239.50	3,336.50
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	13,107.00	20,177.95	33,284.95	1.05
Task 4.0 - Bidding Assistance	6,579.00	459.00	0.00	459.00	6,120.00
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	14,558.50	29,819.95	44,378.45	71,689.55

FARR WEST

ENGINEERING

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

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

Invoice number 17054
Date 02/04/2022

Project R4653-2091 SLCWD - SEWER FORCE
MAIN REPLACEMENT

Period 01/01/22 to 01/28/22

Sewer Force Main Replacement

Description of Services: Completion of design documents; Coordination and submittal of Placer County Encroachment Permit Application; Preparation for Bid Advertisement; Owner Directed Services work to plan and prepare for Board of Director's Workshop.

Professional Services

PO 2021-106

	Hours	Rate	Billed Amount
Carly Wantulok	2.00	105.00	210.00
Deidre Blanton	0.75	95.00	71.25
Elizabeth Agee	0.50	80.00	40.00
Emily McKenzie	14.00	100.00	1,400.00
Jordan Boothe	1.00	100.00	100.00
Larissa Vallarino	59.00	120.00	7,080.00
Matthew Bodge	1.75	130.00	227.50
Matthew Schultz	4.00	150.00	600.00
	7.00	150.00	1,050.00
Matthew Van Dyne	2.00	189.00	378.00
	6.00	189.00	1,134.00
Nicholas Schaffer	1.00	125.00	125.00
Steffi Gavin	0.25	140.00	35.00
Thomas Garate	16.75	110.00	1,842.50
Professional Services subtotal	116.00		14,293.25

ACCOUNT NO 3101 \$ 14,293.25

CHECK NO. 7891

CK DATE 2-18-22

APPROVED *P*

Invoice total **14,293.25**

Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	9,576.00	1,006.25	5,619.75	6,626.00	2,950.00
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	11,678.75	11,158.75	22,837.50	5,174.50
Task 4.0 - Bidding Assistance	4,791.00	630.25	0.00	630.25	4,160.75
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					
Task 7.0 - Owner Directed Services - UNUSED	6,091.00	0.00	0.00	0.00	6,091.00

Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 7.0 - Owner Directed Services					
Task 7.1 - Master Planning, CIP, and Funding	5,000.00	978.00	0.00	978.00	4,022.00
Subtotal	11,091.00	978.00	0.00	978.00	10,113.00
Total	121,999.00	14,293.25	24,153.50	38,446.75	83,552.25

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: Paul A. Schultz, PE, General Manager
Subject: District Engineer Solicitation:
Old Business Item IX.A.
Date: March 5, 2022

Discussion

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 the Statements of Qualifications due back to the District no later than February 25, 2022. The District received a total of three responses to the solicitation:

- Farr-West Engineering, Reno , NV
- Ben-En Engineering, Auburn, CA
- Coastland Engineering, Auburn, CA

The District's ad-hoc review committee, consisting of the General Manager and Dirs. Heald and Harvey reviewed the statements of qualifications individually based on the evaluation parameters set forth in the solicitation including:

- Experience in performing work in the relevant disciplines.
- Experience in performing work in mountain communities similar to Sierra Lakes.
- Experience providing services in an on-call, extension-of-staff role.
- Experience in providing services to water and wastewater districts.
- Ability to be timely responsive to the District's service area.
- Familiarity with the rules, procedures, and practices of the Placer County and other agencies in the District's service area.
- Overall value as indicated by the rates submitted in the response.

The Committee then met as a group and arrived at a unanimous recommendation of Farr-West Engineering to serve as the Sierra Lake's District Engineer.

Recommended Actions:

1. Direct the General Manager and District Counsel to prepare a Master Services Agreement with Farr-West Engineering to serve as District Engineer for a contract period of two years with optional extensions by mutual agreement, and
2. Fund the Master Services Agreement in the amount of \$50,000 to cover potential tasks assigned during the balance of Fiscal Year 2021-2022, and an initial amount of \$150,000 to cover potential tasks to be assigned during Fiscal Year 2022-2023.
3. Direct the General Manager to execute that agreement on behalf of the District.

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: Paul A. Schultz, PE, General Manager
Subject: Update to District Policies and Procedures
Old Business Item IX.B.
Date: March 11, 2022

Discussion

The District's Policies and Procedures were previously adopted as standalone documents that have been individually updated over the years. To make the policies easier to reference and to update them to comply with changes in state law as well as District practices, the Board directed staff to work with Jeff Mitchell on a comprehensive update.

The January 2022 Agenda Packet contained an overview of changes to the District's policies and the revised policies were shared publicly in this February. Since then, additional refinements have been made to the policies based on comments from Directors as well as the public. Those changes are reflected in the version of the Policies and Procedures included in tonight's Agenda Packet and posted on the District's website. A redline/strikeout version showing the recent changes is not included in tonight's Board Packet, but is available on the District's website. Based on Jeff Mitchell's advice, the following policies have been moved from the Policies and Procedures to the Employee Handbook:

- Employee Uniforms
- Return to Work Program
- Workplace Safety (including the Injury and Illness Prevention Program)

The Employee Handbook along with the Drug and Alcohol Policy, the Procurement Policy, the Reserve Policy will be brought forward to the Board for consideration at a future meeting. Additionally, based on the discussion at the February Board meeting, changes to the Director Compensation portion of the Remuneration Policy will be brought forward for consideration in the form of an Ordinance amending Section 2.18 of the District Code at the April Board meeting.

SIERRA LAKES COUNTY WATER DISTRICT

Policies and Procedures

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I. **Board Meeting Agenda**

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. 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:

1. The request must be in writing and be submitted to the Secretary to the Board together with any supporting documents and information.
2. 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. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

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 special 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 special 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 with Government Code Section 54954.2 and with the timing requirements described in Section 3, above.

II.

Fixed Asset Capitalization

A. Capitalization

1. 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 for more than one year will be capitalized in the year in which they are completed.
2. For Capital Assets, the acquisition cost includes all costs necessary to place the asset into service for its intended use. In general, this should include, but is not necessarily limited to:
 1. The net invoice price of the asset including the cost of any attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it was acquired.
 2. Also included in the acquisition cost are invoice cost (in any), taxes, freight, transit insurance and installation charges.
3. For improvements to existing Fixed Assets, actual costs are used to determine the cost of the asset. In general, this should include, but is not necessarily limited to: project costs consisting of contractor billings, labor, material, and appropriate overhead rate. Only direct costs will be assigned to the project.
4. Categories that will not be capitalized include, but are not necessarily limited to:
 1. Soft Costs: All other project costs of an administrative nature, sometimes referred to as soft costs, will not be capitalized, but will be charged to operating expenses.
 2. Shared Assets: There will be no capitalization of shared assets owned by other entities, regardless of the language in any auxiliary agreements regarding those shared assets.
 3. Good Will: There will be no capitalization of good will.
 4. Leased Assets: There will be no capitalization of leased assets.
 5. Projects without Physical Assets: There will be no capitalization of projects that do not result in the acquisition of a tangible physical asset.
 6. Administrative Projects and Costs: 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.

B. Depreciation

1. All depreciable assets will be depreciated using the straight-line method, with half-year convention (i.e. a half years depreciation in the year the asset is placed in service). The straight-line method allocates an equal amount of the net cost of the asset to each accounting period in the asset's useful life; matching the expense to the life of the asset.
2. All assets will be depreciated based on useful life, which will be determined at the time of purchase or completion of a project.
3. 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.

III.

Code of Conduct

- A. The Board is committed to providing excellence in 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.
- A. 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 of the District.
- B. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- C. 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.
- D. 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 creating barriers to the implementation of said action.
- E. 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.
- F. 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.
- G. 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.
- H. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- I. 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.
- J. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- K. Directors are responsible for ensuring they conduct themselves in compliance with the State of California's open meeting law, the Ralph M. Brown Act (Government Code § 54950 et seq.)
- L. 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
- M. As summarized in Section I.B of the District's Employee Handbook:

"The District does not tolerate harassment of job applicants, contractors, volunteers, interns, employees, or any other professional contact by another employee, vendor, customer, or any third party based on any of the protected bases identified above. The District has zero tolerance for harassment and is committed to a workplace free of any harassment."

While Board Members are not subject to the Employee Handbook, Board Members are responsible for conducting themselves in a manner consistent with the requirements set forth in Section I.B. of the Employee Handbook.

IV.

Disposal

- A. This is the policy of the District for disposal of supplies, materials and equipment.
- B. the term “disposal” shall include disposal, sale, or barter of supplies, materials, or equipment which are no longer useful to the District.
- C. 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.
- D. In case of emergency, where a disposal has not been authorized by the Board, and the General Manager 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 General Manager is authorized to make such disposal after first obtaining the verbal consent of the President or Vice President of the Board. The General Manager 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. 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 District is required and 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.

As used in this policy, "employee" refers to any individual or group of individuals who receive compensation, either full- or part-time, including the Board and independent contractors functioning as Staff, 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/or 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, or if the General Manager and any Board member are implicated, 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. Where investigations of possible fraud is undertaken by an External Auditor, references to the Internal Audit Committee shall be read to refer to the External Auditor.

D. Process and Procedures. 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, unless the Board President is a subject of the investigation.

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. If the investigation involves allegations against the Board President, the External Auditor shall report directly to the Board.

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

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

1. 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, Staff must be reported to the employee's supervisor for reporting to the proper management official. Employees (other than elected officials) 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, 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.

VI. **Guidelines for Accessing Public Records**

Records of the District may be accessed 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 info@slcwg.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, 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 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, 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, 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 actual third-party 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 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.

VII. Incident Report Procedure

The procedure for reporting extraordinary operational events (incidents) to the appropriate managerial personnel is described below. Reporting is required for incidents which include but are not 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 Staff 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 Staff to do so. If the employee's immediate supervisor cannot be contacted, the Staff should notify 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. The supervisor 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.

The General Manager shall ensure that emergency contact information is easily available to the public from the home page of the District's web site.

VIII. Operator Certification Requirements

CWEA System Maintenance 1 Collection No:
090321042

SLCWD SYSTEM NO: 3110017

	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

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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.

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.

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

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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IX.

Procurement

[Deferred for Separate Consideration]

X. **Retention and Disposal of District Records**

A. Purpose.

The purposes of this policy are:

- To provide guidelines regarding the identification, maintenance, safeguarding, retention and disposal of District Records
- 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. 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.

C. 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 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.

D. 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 Staff, officers, or independent contractors.

E. 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.

XI. **Record Retention Schedule**

Type of Record	Category	Notes	Author
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 3204(d)
		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 340
			CCP 33
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 33
			26 CFR 1(e)(2)
			Sec. of Gov't. Mgmt.
Expense reimbursements to employees and officers, travel expense	GC 60201(d)(1 2)	7 years after date of payment	

Type of Record	Category	Notes	Author
reimbursements or travel 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 33
			26 CFR 1(e)(2)
			Sec. of Gov't. Mgmt.
Affidavits of Publication/Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	GC 340
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 F 18702.1
			GC 340
Agenda/Agenda Packets	Administration	Original agendas/special meeting notices/certificates of posting, etc. – Board' meetings	GC 340
			Sec. of Gov't. Mgmt.
Agenda Reports (Staff Reports)	Administration	Documentation received, created and/or submitted to Board	GC 340

Type of Record	Category	Notes	Author
			Sec. of Gov't. Mgmt.
Agreements (see also Contracts)	Administration	Original contracts and agreements and back-up materials, including leases, license agreements, service/maintenance contracts, etc.	CCP 333
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 340(1)
Annual Financial Report	Finance	May include independent auditor analysis	GC 340
			Sec. of Gov't. Mgmt.
Appraisals	Development	For real property owned by District – Not a public record until real estate transaction is complete	GC 625

Type of Record	Category	Notes	Author
Articles of Incorporation	Administration		GC 340
Audit Reports	Finance	Financial services, internal and/or external reports, independent auditor analysis	GC 340
			Sec. of Gov't. Retention Guideli
Audit Hearing or Review	Finance	Documentation created and/or received in connection with an audit hearing or review	GC 340
Backflow Test Reports	Public Works	Reports of testing and maintenance – water supply	17 CCF
Bank Account Reconciliations	Finance	Bank statements, receipts, certificates of deposit, etc.	26 CFR 1(e)(2)
Bids, Successful	Development	Includes plan and specifications, notices/affidavits	GC 340
			CCP 33
Bids, Unsuccessful	Development	Unsuccessful bid packages only	GC 340
Billing records	Finance	Utility bill stubs – submitted with payment	GC 340
Bonds	Finance	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements	CCP 33
Bonds – Employee (Fidelity Bonds)	Finance	Form of insurance that covers employer (District) for losses resulting from fraudulent acts of specified Staff	CCP 34

Type of Record	Category	Notes	Author
Bonds – Paid/Cancelled	Finance	Paid or cancelled bonds, warrant certificates, interest coupons	CCP 33
Bonds – Unsold	Finance	Unsold bonds	GC 340 t seq.
Bonds – Final	Finance	Final bond documentation, monthly statement of transactions, supporting documents	CCP 33
Bonds, Development	Finance	Housing, industrial development	CCP 33
Bonds, Surety	Finance	Documentation created and/or received in connection with the performance of work/services for the District	CCP 33
Brochures/Publications	Administration	Retain selected documents only for historic value	GC 340
Budget, Annual	Finance	Annual operating budget approved by the Board	GC 340
			Sec. of Gov't. Mgmt.
California – OSHA	Administration	Personnel – logs, supplementary record, annual summary (federal and state – California OSHA)	LC 641
			8 CCR
California State Tax Records	Finance	Forms filed annually, quarterly and year-end reports	R&TC 19704
Campaign Statements and Other Campaign Reports (Originals) – Board	Administration	Original statements of candidates and supporting committees; other original reports and statements	GC 810 (g)

Type of Record	Category	Notes	Author
Campaign Statements and Other Campaign Reports (Copies)	Administration	Copies of reports/statements (if filing officer is not required to keep more than copy)	GC 810
Capital Improvements, Construction	Public Works	Records on planning, design, construction, conversion or modification of local government-owned facilities, structures and systems	GC 340
			H&S 19
			Sec. of Gov't. Mgmt.
Checks – District-Issued	Finance	District checks paid – expense reimbursements to Staff, payments to independent contractors, etc. Includes check copies, canceled or voided checks, electronic versions of checks	GC 602
			CCP 33
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 31.600 1-1(e)(2)		
Citizen Feedback	Administration	General correspondence	GC 340
Claims Against the District	Administration	Paid/denied	GC 251 (d)(4)

Type of Record	Category	Notes	Author
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 602
		(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;	

Type of Record	Category	Notes	Author
		(g) Invoices;	
		(h) Disbursement requests.	
Collective Bargaining Agreements	Administration		29 CFR
Complaints – Customer Complaints – Water Quality, Water Outages	Administration	Customer complaints regarding water quality – odor, taste, appearance; or water outages	40 CFR)
			22 CCF
Complaints – Miscellaneous	Administration	Miscellaneous complaints, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule	GC 340
Comprehensive Annual Financial Reports (CAFR)	Finance	Finance	GC 340
			CCP 33
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 873
Contracts (see also Agreements)	Administration	Original contracts and agreements and back-up materials, including leases, service/maintenance contracts, etc.	CCP 33 3
Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or	CCP 337.15	10 years after termination/completion	

Type of Record	Category	Notes	Author
observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.			
Correspondence	Administration	General correspondence, including letters and email; various files, not otherwise specifically covered by the retention schedule	GC 340
Credit Cards, District-Owned	Finance	Credit card bills or statements, and other records related to the use of District-paid credit cards	GC 602
Deeds, Real Property	Development	File with recorded documents; originals may not be destroyed	GC 340)
Deferred Compensation Reports	Finance	Finance – pension/retirement funds	29 CFR 7.3
Demographic Statistical Data	Administration		GC 340
DMV Driver's Records Reports (DMV Pull-Notice System)	Administration	Motor vehicle pulls – personnel record – not a public record	GC 362
			VC 180
			Sec. of Gov't. Mgmt.
Easements, Real Property	Development	File with recorded documents; originals may not be destroyed	GC 340

Type of Record	Category	Notes	Author
EEOC Records (Equal Employment Opportunity Commission)	Human Resources	Records, reports showing compliance with federal equal employment requirements (EEO-4 reports, etc.)	29 CFR
Election – Administrative Documents	Administration	Not ballot cards or absentee voter lists/applications	GC 340
Election – Affidavit Index	Administration	Voter registration index	EC 170
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 173 7505
Election – Ballots and Identification Envelope – Federal Offices	Administration	For elections to federal office (President, Vice-President, U.S. Senator, U.S. Representative)	EC 173
Election – Ballots – Prop. 218 (Assessment Districts)	Administration	Ballots – property related fees (assessment ballot proceeding)	GC 537
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 173
Election – Certificate of Election	Administration	Certificates of elections; original reports and statements	GC 810
Election – Election Official’s Package of Documents	Administration	Package of two tally sheets, copy of index, challenge lists, assisted voters list	EC 173
		Public record – all voters may inspect after commencement of official canvass of voters	

Type of Record	Category	Notes	Author
Election – Nomination Documents – Successful	Administration	All nomination documents and signatures in lieu of filing petitions	EC 171
Election – Nomination Documents – Unsuccessful	Administration		GC 810
Election Petitions – Initiative/Recall/Referendum, Charter Amendments	Administration	Not a public record – documents resulting in an election – retention is from election certification	EC 172
			GC 625
			GC 344
Election Petitions – No Election	Administration	Not a public record. Not resulting in an election. Retention is from final examination	EC 172
			GC 625
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 175
Election – Roster of Voters	Administration	From date of election, initiative, referendum recall, general municipal election, Charter amendments	EC 173
Election – Voter Affidavits	Administration	Affidavits of registration (including cancelled affidavits); voter registration index	EC 170
Election – Voter Registration Signature Copy	Administration	Special district	EC 170
Email	Administration		GC 340

Type of Record	Category	Notes	Author
Emergency Response and Recovery – FEMA, CalWARN, etc.	Administration	Emergency response and recovery records include, but are not limited to,	GC 602
		the following:	
		(a) Timecards;	
		(b) Photos;	
		(c) Public notifications;	
		(d) Mutual aid documentation;	
		(e) Contracts and purchases;	
		(f) Water testing reports;	
		(g) Incident reports.	

Type of Record	Category	Notes	Author
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
			11 CCF
			28 CCF
			29 CFR 2)
Employee Bonds (Fidelity Bonds)	Administration	Form of insurance that covers the District for losses resulting from fraudulent acts of specified Staff	GC 340
Employee Files	Administration	Personnel – not a public record	GC 625
Employee Information, General	Administration	Name, address, date of birth, occupation	GC 129
			29 CFR
			LC 117
Employee Information, Payment	Administration	Rate of pay and weekly compensation earned	GC 602
Employee Information – CEIR	Administration	Personnel – California employer information report (for employers of 100 or more employees)	2 CCR 7287.00
			GC 129
Employee Information – And Non-Hired Applicant Identification Records	Administration	Personnel – data regarding race, sex, national origin of non-hired applicants and employees	2 CCR (c)(2), (

Type of Record	Category	Notes	Author
Employee, Medical and Exposure Records (Toxic Substances or Harmful Physical Agents)	Administration	Medical records are part of personnel file – not a public record	GC 625
		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
		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 (d)(1)(4)
		(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
			GC 129
Employee Programs	Administration	Includes EAP and recognition	GC 129
Employee, Recruitment	Administration	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 129

Type of Record	Category	Notes	Author
			29 CFR seq.
			29 CFR
Employee, Reports	Administration	Employee statistics, benefit activity, liability loss	GC 340
Employee Rights – General	Administration		GC 129
			29 CFR
Employment Agreements – At-Will Employees; Temporary Employees	Human Resources	Original agreements/contracts for at-will Staff or temporary Staff	CCP 33
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 129
			29 CFR 1)(i)
Employment Eligibility Verification (I-9 Forms)	Administration	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC
			Pub. La
Employment – Surveys and Studies	Administration	Includes classification, wage rates	GC 129
			29 CFR
Employment – Training Records, Nonsafety	Administration	Paperwork documenting internal and external training for nonsafety employees, includes any volunteer program training – class training materials, internships	GC 129

Type of Record	Category	Notes	Author
Employment – Vehicle Mileage Reimbursement Rates	Administration	Annual mileage reimbursement rates set by the Internal Revenue Service	GC 340
Environmental Quality – Air Quality (AQMD)	Development	Participants/voucher logs, total daily mileage survey (TDM), various local authorities, commute alternative	CCP 33
			GC 340
Environmental Quality – Asbestos	Development	Documents, abatement projects, public buildings	GC 340
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 340
			CEQA
Environmental Quality – Congestion Management	Development	Ride sharing, trip management	GC 340
Environmental Quality – Environmental Review	Development	Correspondence, consultants, issues, conservation	GC 340
Environmental Quality – Pest Control	Development	Pesticide applications, inspections and sampling documents	GC 340
Environmental Quality – Soil	Development	Analysis, construction recommendations	GC 340

Type of Record	Category	Notes	Author
Environmental Quality – Soil Reports	Development	Final reports	GC 340
ERISA Records (Employee Retirement Income Security Act)	Human Resources	Employee Retirement Income Security Act of 1974 – plan reports, certified information filed	29 USC
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 532
Family and Medical Leave Act (Federal)	Administration	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	29 CFR
			GC 129
Federal Tax Records	Finance	May include Forms 1096, 1099, W-4 and W-2	29 USC
			26 CFR 4
			26 CFR 1(e)
			29 CFR 6.6
Fixed Assets – Inventory	Finance	Reflects purchase date, cost, account number	GC 340
Fixed Assets – Surplus Property	Finance	Auction; disposal – listing of property; sealed bid sales of equipment	GC 340
			CCP 33

Type of Record	Category	Notes	Author
Fixed Assets – Vehicle Ownership and Title	Finance	Title transfers when vehicle is sold	VC 990
Forms	Administration	Administrative – blank	
Fund Transfers	Finance	Internal; bank transfers and wires	GC 340
General Ledgers	Finance	All annual financial summaries – all agencies	GC 340 (10)
			CCP 33
			Sec. of Gov't. Retention Guideli
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 F 18944(G); FP Sheet: Agency
Gifts/Bequests	Finance	Receipts or other documentation	GC 340
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 docket, environmental review, grant documents, inventory, consolidated plan, etc.	GC 340
			24 CFR

Type of Record	Category	Notes	Author
			24 CFR
Grants – Unsuccessful	Development	Applications not entitled	GC 340
Hazardous Materials – Hazardous Waste Disposal	Public Safety	Documents regarding handling and disposal of hazardous waste	CAL O
		(Permanent retention of environmentally sensitive materials is recommended)	Sec. of Gov't. Mgmt.
Hazardous Materials – Permits, Hazardous Materials Storage	Public Safety	(Permanent retention of environmentally sensitive materials is recommended)	GC 340
			Sec. of Gov't. Mgmt.
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 3204(d)
Hazardous Materials – Underground Storage Tank	Public Safety	Compliance: documents regarding: storage, location, installation, removal, remediation, maintenance and repair	GC 340
Improvements (Lighting, Underground Utility) – Supporting Documents	Public Works	Supporting documents – bonds, taxes, construction	GC 340
			Sec. of Govern Record Manage Guideli

Type of Record	Category	Notes	Author
Insurance, Joint Powers Agreement	Finance	Accreditation, MOU, agreements and agendas	GC 340
Insurance Certificates	Finance	Liability, performance bonds, Staff bonds, property	GC 340
		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 340
Insurance, Risk Management Reports	Finance	Federal OSHA forms, loss analysis report, safety reports, actuarial studies	29 CFR
			GC 340
Investment Reports, Transactions	Finance	Summary of transactions, inventory and earnings report	GC 340
			CCP 33
			Sec. of Govern Record Guideli
Invoices	Finance	Copies sent for fees owed, billing, related documents	GC 340
Job Descriptions	Human Resources	Descriptions of duties, qualifications, responsibilities for each position/classification/job title	29 CFR
Lease Agreement	Administration	Property or equipment	CCP 33 3
Legal Notices/Affidavits of Publication	Administration	Notices of public hearings, proof of publication of notices	GC 340

Type of Record	Category	Notes	Author
Legal Opinions	Administration	Confidential – not for public disclosure (attorney-client privilege)	GC 340
Litigation	Administration	Case files	GC 340
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 F 18615(
Maintenance Manuals	Administration	Equipment service/maintenance	GC 340
Maintenance/Repair Records	Administration	Equipment	GC 340
Marketing, Promotional	Administration	Brochures, announcements, etc.	GC 340
Meter Operations	Public Works	Reader reports, orders, tests, maintenance reports	GC 340
Meter Reading	Public Works	Reports and rebate reports	GC 340
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 340) (3)
Newsletter, District	Administration	May wish to retain permanently for historic reference	GC 340
Notices – Public Meetings	Administration	Special meetings	GC 340
Oaths of Office	Administration	Elected and public officials – board members	GC 340
			29 USC
			Sec. of Gov't. Mgmt.

Type of Record	Category	Notes	Author
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 641
			8 CCR
			29 CFR 904.6
OSHA (Accident/Illness Reports)	Administration	Personnel – employee exposure records and employee medical records	LC 641
		Not a public record	8 CCR
			8 CCR
			GC 625
Payroll – Federal/State Reports	Finance	Annual W-2s, W-4s, Form 1099s, etc.; quarterly and year-end reports	GC 602
Payroll Deduction/Authorizations	Finance	Finance	29 CFR
			GC 602
Payroll Records	Finance	Records that specify compensation paid to Staff, officers	GC 602
Payroll Records, Terminated Employees	Finance	Finance files	29 CFR
			GC 602
Payroll, Registers	Finance	Payroll registers, payroll reports	29 CFR

Type of Record	Category	Notes	Author
			LC 117
			GC 602
Payroll, Time Cards/Sheets	Finance	Employee	29 CFR
			8 CCR 11150
			LC 117
			Sec. of Govern Record Guideli
Payroll – Wage Rates/Job Classifications	Finance	Employee records	GC 602
PERS – Employee Benefits	Administration	Retirement plan – annual reports required to be filed under ERISA	29 USC
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
Personnel Rules and Regulations	Administration	Including employee handbooks, employee manuals, and other policies/procedures	CFR 51
			CFR 16
Petitions	Administration	Submitted to legislative bodies	GC 340

Type of Record	Category	Notes	Author
Policies, Administrative	Administration	All policies and procedures, directives rendered by the District not assigned a resolution number	GC 340
Policies, Board	Administration	Original policies adopted by the Board	GC 340
Political Support/Opposition, Requests and Responses	Administration	Related to legislation	GC 340
Press Releases	Administration	Related to District actions/activities	GC 340
Procedure Manuals	Administration	Administrative	GC 340
Property, Abandonment	Development	Buildings, condemnation, demolition	GC 340
Property Acquisition/Disposition	Development	District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by District	CCP 33
Public Records Act Requests	Administration	Requests from the public to inspect or copy public documents	GC 340
			GC 602
Purchasing RFQs, RFPs	Finance	Requests for qualifications; requests for proposals regarding goods and services	GC 340
Purchasing, Requisitions, Purchase Orders	Finance	Original documents	GC 340
			CCP 33
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 340 (b)

Type of Record	Category	Notes	Author
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 531
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 549
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 531
Records Management Disposition/Destruction Certification	Administration	Documentation of final disposition/destruction of records	GC 340(10)
Records Retention Schedules	Administration		GC 340

Type of Record	Category	Notes	Author
Recruitments and Selection	Administration	Records relating to hiring, promotion, selection for training	29 CFR
Resolutions	Administration	Vital records	GC 340
Returned Checks	Finance	Adjustments – NSF, etc. (not District checks)	GC 340
			CCP 33
Salary/Compensation Studies, Surveys	Finance	Surveys of other agencies regarding wages, salaries and other compensation benefits	GC 340
State Controller	Finance	Annual reports	GC 340
State Tax Records	Finance	Filed annually; quarterly	Refer to 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 810
Statement of Economic Interest (SEI) – Form 700 (Originals) (Non-Elected)	Administration	Originals of statements of designated Staff	GC 810
Stop Payments	Finance	Finance – bank statements	GC 340
Taxes, Special	Finance	Special tax levied by a local agency on a per-parcel basis	CCP 33
Underground Utility – Supporting Documents	Public Works	Supporting documents for improvements, lighting – bonds, taxes, construction	GC 340
			Sec. of Gov't. Mgmt.
Unemployment Insurance Records	Finance	Records relating to unemployment insurance – claims, payments, correspondence, etc.	26 USC 1

Type of Record	Category	Notes	Author
			Calif. Unemp Insuran
			CCP 34
Utility Services – Applications	Public Works	Applications for utility connections, disconnects, registers, service	GC 340
			Sec. of Gov't. Mgmt.
Utility Services – Billing Records	Public Works	Customer name, service address, meter reading, usage, payments, applications/cancellations, monthly activity	GC 340
			Sec. of Gov't. Mgmt.
Utility Services – Connection Records	Public Works	Maps, water line connections	GC 340
			Sec. of Gov't. Mgmt.
Utility Services – Meter Reading, Reports	Public Works		GC 340
Utility Services – Utility Rebates, Reports	Public Works		GC 340
Vouchers – Payments	Finance	Account postings with supporting documents	GC 340
			CCP 33
Wage Garnishment	Finance	Wage or salary garnishment	CCP 33

Type of Record	Category	Notes	Author
Warrant Register/Check Register	Finance	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	GC 340
Workers' Compensation Files	Finance	Work injury claims (including denied claims), claim files, reports, etc.	8 CCR
			8 CCR

XII. **Expenditure Reimbursement**

A. Purpose and Authority.

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

B. Scope.

This policy applies to the District's Staff and Directors. The provisions of this policy are intended to result in no personal gain or loss to the 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 Board will review and approve reimbursement requests made by the General Manager.
- The General Manager will review and approve other Staff reimbursement requests.

D. Cell Phone Reimbursement.

Certain District Staff's 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 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. Expense Reimbursement.

District Staff and directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses for performing services on behalf of the District and approved or authorized by 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 District 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 in a public meeting prior to the expenses(s) being incurred.

District shall provide expense reimbursement report forms to Staff 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 prior to the end of the fiscal year in which the expense was incurred.

XIII.

Reserve

[Deferred for Separate Consideration]

Illness and Injury Prevention Manual

[Deferred for Separate Consideration]

XIV. Statement of Investment

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 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 Staff 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 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.

XV. **Board Positions on Third Party Legislative and Policy Matters.**

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.

XVI. Vehicle Use

A. Use of District Vehicles.

District vehicles shall be operated only by authorized District Staff.

The use of District vehicles shall be limited to commuting to and from work by the on-call Operator and Utility Operations Manager for 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 Staff are invited to attend whenever operational needs permit. Whenever District vehicles are not available for such official District business and Staff 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.

APPENDIX A: DEFINITIONS

- A. "Board" means the Board of Directors of the District.
- B. "Capital Expenditure" means an expenditure for the acquisition cost of Fixed Assets (land, buildings, equipment), or expenditures to make improvements to existing Fixed Assets that materially increase the asset's value or useful life.
- C. "District" means Sierra Lakes County Water District.
- D. "District Records" are those records kept by the District in the ordinary course of business, regardless of their format.
- E. "Fixed assets" means items of tangible property, both real and personal, having a value of \$10,000 or more and an estimated useful life of five years or more.
- F. "General Manager" means the District's General Manager or designee.
- G. "Staff" means an individual (or individuals) directly employed by the District or an independent contractor who functions as an employee of the District.

MEMORANDUM

To: Board of Directors, Sierra Lakes County Water District
From: Paul A. Schultz, PE, General Manager
Subject: Sewer Infrastructure Improvements (Construction)
Old Business Item IX.C.
Date: March 5, 2022

Discussion

The construction contract documents for the District's 2022 Sewer Infrastructure Improvements Project were sent out to prospective bidders on February 4, 2022, and a pre-bid conference and a project site visit/tour to help the prospective bidders better understand and visualize the scope of work was conducted on February 18, 2022. Bids were due on March 4, 2022, and unfortunately, only one bidder submitted a bid, and it was for nearly twice the Engineer's Estimate of Probable Cost.

The bid tabulation for this project is attached to this memorandum and as you will see nearly all of the higher costs are for the boring for the force mains and the pump station rehabilitation/replacement bid items.

In order to advance this item, the General Manger met individually with the Project Manager, Matt Schultz from Farr-West Engineering, and with District Counsel, Jeff Mitchell, of KTMG immediately following the bid opening to discuss the bid results and to briefly explore the options available to continue to advance this important project despite the ongoing adverse bidding environment. Several viable options were identified and the General Manger will meet again jointly with Mr. Schultz and Mr. Mitchell prior to the March 10, 2022, Board of Directors' meeting to begin to further develop these options.

Bid Opening Location: Farr West Engineering
 Date: Friday, March 4, 2022
 Time: 2:00 PM
 Owner: Paul Schulte; Sierra Lakes County Water District
 Engineer: Matt Schultz; Farr West Engineering

Bid Item	Description	Quantity	Units	ENGINEER'S OPINION OF PROBABLE COST		STEVE F. RADOS, INC.		DIFFERENCE		PERCENTAGE DIFFERENCE
				Unit Price	Total	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	TOTAL
1	Mobilization and Demobilization		LS	\$69,000.00	\$69,000.00	\$300,000.00	\$300,000.00	\$231,000.00	\$231,000.00	454.8%
2	Temporary Traffic Control		LS	\$21,000.00	\$21,000.00	\$32,000.00	\$32,000.00	\$11,000.00	\$11,000.00	152.4%
3	Temporary Erosion Control		LS	\$34,000.00	\$34,000.00	\$100,000.00	\$100,000.00	\$66,000.00	\$66,000.00	294.1%
4	4-inch SDR 35 PVC Sewer Lateral	5	EA	\$8,000.00	\$40,000.00	\$4,300.00	\$21,500.00	(\$3,700.00)	(\$18,500.00)	53.8%
5	Fire Hydrant Service Adjustment	2	EA	\$5,000.00	\$10,000.00	\$9,000.00	\$18,000.00	\$4,000.00	\$8,000.00	180.0%
6	48-inch SS4H	3	PA	\$15,000.00	\$45,000.00	\$20,000.00	\$60,000.00	\$5,000.00	\$15,000.00	133.3%
7	Chimney Seal Installation	12	EA	\$750.00	\$9,000.00	\$900.00	\$10,800.00	\$150.00	\$1,800.00	120.0%
8	SS4H Grade Adjustment		EA	\$3,000.00	\$3,000.00	\$1,800.00	\$1,800.00	(\$1,200.00)	(\$1,200.00)	60.0%
9	6-inch Sewer Forcemain (C900 PVC)	405	LF	\$300.00	\$121,500.00	\$350.00	\$141,750.00	\$50.00	\$20,250.00	116.7%
10	8-inch Forcemain (C900 PVC)	245	LF	\$325.00	\$79,625.00	\$400.00	\$98,000.00	\$75.00	\$18,375.00	123.1%
11	Sewer Pump Station 2 Alignment Creek Crossing (Horizontal Directional Drill)		LS	\$90,000.00	\$90,000.00	\$485,000.00	\$485,000.00	\$395,000.00	\$395,000.00	538.9%
12	Sewer Pump Station 3 Alignment Creek Crossing (Horizontal Directional Drill)		LS	\$70,000.00	\$70,000.00	\$450,000.00	\$450,000.00	\$380,000.00	\$380,000.00	642.9%
13	Sewer Pump Station 2 Improvements		LS	\$200,000.00	\$200,000.00	\$350,000.00	\$350,000.00	\$150,000.00	\$150,000.00	175.0%
14	Sewer Pump Station 3 Improvements		LS	\$200,000.00	\$200,000.00	\$318,000.00	\$318,000.00	\$118,000.00	\$118,000.00	159.0%
15	Sewer Pump Station 4 Improvements		LS	\$350,000.00	\$350,000.00	\$500,000.00	\$500,000.00	\$150,000.00	\$150,000.00	142.9%
16	Sewer Infrastructure Abandonment		LS	\$10,000.00	\$10,000.00	\$12,000.00	\$12,000.00	\$2,000.00	\$2,000.00	120.0%
17	Remove and Dispose Existing ACP Piping (Contingent Item)	320	LF	\$50.00	\$16,000.00	\$62.00	\$19,840.00	\$12.00	\$3,840.00	124.0%
18	Non-Excavatable Rock Removal (Contingent Item)	50	CY	\$500.00	\$25,000.00	\$380.00	\$19,000.00	(\$1,200.00)	(\$6,000.00)	76.0%
19	Asphalt Patching (3-inch AC / 8-inch AB)	6,000	SF	\$17.00	\$102,000.00	\$11.00	\$66,000.00	(\$5.00)	(\$36,000.00)	64.7%
Base Bid Total:					\$1,644,637.50		\$3,003,690.00		\$1,508,565.00	
SUBTOTAL					\$1,495,125.00					
10% CONTINGENCY					\$149,512.50					

Bid Item	Description	Quantity	Units	ENGINEER'S OPINION OF PROBABLE COST		STEVE F. RADOS, INC.		DIFFERENCE		PERCENTAGE DIFFERENCE
				Unit Price	Total	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	TOTAL
1A	Mobilization and Demobilization		LS	\$3,000.00	\$3,000.00	\$500.00	\$500.00	(\$2,500.00)	(\$2,500.00)	16.7%
2A	Temporary Traffic Control		LS	\$2,000.00	\$2,000.00	\$1,700.00	\$1,700.00	(\$300.00)	(\$300.00)	85.0%
3A	Temporary Erosion Control		LS	\$1,000.00	\$1,000.00	\$500.00	\$500.00	(\$500.00)	(\$500.00)	50.0%
6A	48-inch SS4H	3	EA	\$17,000.00	\$51,000.00	\$17,000.00	\$51,000.00	\$0.00	\$0.00	100.0%
17A	Remove and Dispose Existing ACP Piping (Contingent Item)	45	LF	\$50.00	\$2,250.00	\$90.00	\$4,050.00	\$40.00	\$1,800.00	180.0%
19A	Asphalt Patching (3" AC / 8" AB)	675	SF	\$17.00	\$11,475.00	\$9.00	\$6,075.00	(\$8.00)	(\$5,400.00)	52.9%
Bid Alternate A Total:					\$77,797.50		\$63,825.00		(\$6,900.00)	
SUBTOTAL					\$70,725.00					
10% CONTINGENCY					\$7,072.50					

Bid Item	Description	Quantity	Units	ENGINEER'S OPINION OF PROBABLE COST		STEVE F. RADOS, INC.		DIFFERENCE		PERCENTAGE DIFFERENCE
				Unit Price	Total	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	TOTAL
1B	Mobilization and Demobilization		LS	\$2,000.00	\$2,000.00	\$500.00	\$500.00	(\$1,500.00)	(\$1,500.00)	25.0%
2B	Temporary Traffic Control		LS	\$1,000.00	\$1,000.00	\$1,700.00	\$1,700.00	\$700.00	\$700.00	170.0%
3B	Temporary Erosion Control		LS	\$1,000.00	\$1,000.00	\$500.00	\$500.00	(\$500.00)	(\$500.00)	50.0%
20B	48-inch SS4H	24	VF	\$2,000.00	\$48,000.00	\$2,400.00	\$57,600.00	\$400.00	\$9,600.00	120.0%
Bid Alternate B Total:					\$57,200.00		\$60,300.00		\$8,300.00	
SUBTOTAL					\$52,000.00					
10% CONTINGENCY					\$5,200.00					

RANK
 PERCENTAGE OF ENGINEER'S ESTIMATE

3
 183%

4
 92%

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SIERRA LAKES COUNTY WATER DISTRICT

Follow-up from February 10, 2022, Regular Board Meeting

1	Paul	Work with Director Harvey and Mr. Oudegeest to provide an update on the issue of weeds in the lake to be published in SLPOA's newsletter.
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Sierra Lakes County Water District
Action Items
As of March 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	75%	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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