

MEMORANDUM

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

Sewer Infrastructure Improvements (update): The 2022 Sewer Infrastructure Improvements project is substantially complete. There were two additional change orders aside from the addition of the water main replacement project on Soda Springs Road. The first, in the amount of \$10,676.50 for extra time in locating utilities on lower Lake Drive., and the second, a credit in the amount of \$59,590.00 for unused quantities on several work items. Project closeout is not complete, but it is expected that the total price for all of the sewer and water infrastructure work performed by Rados, including the watermain replacement on Soda Springs Road and the 8-inch gate valve replacement on Serene Road will be \$2,118,845. 84.

Utility Financial Strategy, and Water & Sewer Master Plan: The General Manger has asked Farr-West to prepare a proposal for preparation of a Utility Financial Strategy and Water & Sewer Master Plan to help guide the District fiscally and physically for the next 3 to 5 years including recommendations for out years. At the October Board of Directors' meeting Matt VanDyne from Farr-West Engineering gave an overview presentation regarding some of the Financial Strategies commonly used to manage Utility Enterprise Funds for Board consideration. At this month's meeting Matt VanDyne and Alex Stodtmeister from Farr-West Engineering will present their complete proposal for preparation of the Utility Financial Strategy, and Water & Sewer Master Plan for Board consideration. A copy of the proposal is included in this month's Board Packet.

District Engineer (update): The two-year master services agreement with Farr-West Engineering in the amount of \$200,000.00 for District Engineering Services has been executed and eleven task orders have been issued against the master services agreement:

- Review, comment and accept or reject contractor submittal for Automatic Transfer Switch and Receptacle for Main Base Generator.
- Design and Construction Management Services for Installation of new Isolation Valve for the District's Hill Water Storage Tank. (complete)
- Design and Construction Management Services for Installation of Overpressure Correction Improvements to the Arsenic Filtration System for Well No. 1.
- Design and Construction Management Services for provisions to detect water levels in Well No.1
- Update of the Districts Emergency Operations Plans for Water and Sewer
- An analysis and possible follow-up study to Woodard and Curan's AC Pipe Corrosion report. (complete)
- Support for the System-wide Leak Detection Plan grant from CRWA
- Support for the District-wide GIS Survey Plan grant from RCAC (complete)
- Engineering and Construction Management Services for installation of improvements to correct the Sanitary Sewer Overflows at the terminal manhole for Force Main No. 3.

- Professional Services necessary to complete the acquisition of Serena Creek between Lake Dulzura and Ice Lakes Dam, and the Ice Lakes Dam from the Truckee Donner Land Trust.

Work is proceeding on schedule and within budgets for all Farr-West Task Orders.

Two new task orders were issued to Farr West Engineering in October. The first for a preliminary investigation into the necessary repairs to the low-level outlet works to Ice Lakes Dam (\$7,720.00), and the second to perform hydrant fire flow testing at six locations throughout the District to support preparation of a hydraulic model of the District's water system (\$3,800.00). The hydrant fire flow testing was completed on October 26.

Ice Lakes Dam and Serena Creek Channel Acquisition (update): The physical surveys necessary for the preparation of the Minor Boundary Line Adjustment and Minor Land Division Map are complete and the maps and supporting documentation are currently in production. It is expected that draft versions of the Minor Boundary Line Adjustment and Minor Land Division Map will be available for review sometime in December 2022.

California Air Resources Board - Advanced Clean Fleets Requirements (No change): The California Air Resources Board has adopted new Advanced Clean Fleets requirements for public agencies (excepting Fire and Law Enforcement) that require that 50% of all new fleet purchases be zero emission (electric, hydrogen or nuclear) vehicles by 2024 and that 100% of all new fleet purchases be zero emission vehicles by 2027. This will be very difficult for any agency to accomplish given the lack of zero emission specialty vehicles available now and in the foreseeable future. Steven Poncelet, General Manager of Truckee Donner PUD, assembled a small task force and prepared a joint agency letter in August 2022 with supporting documentation from over twenty Tahoe-Truckee public agencies to try to obtain some measure of relief or relaxation to the rules.

System-wide Watermain Leak Detection (No change): We have received confirmation from the California Rural Water Association that Sierra Lakes County Water District was successful in obtaining a grant to perform system-wide leak detection on our water system, along with approximately 150 other rural water agencies. Because of the large number of agencies receiving the grant assistance it is expected that the services will be rendered until late spring or early summer 2023.

Newsworthy Items: Biannual Sexual Harassment Prevention Training for Board, Management and Staff is due in December. The General Manager will forward background information and the links provided by our insurance carrier (ACWA Joint Powers Insurance Agency) to complete the training for all Board members.



MEMORANDUM

To: Honorable Board of Directors, Sierra Lakes County Water District
From: Patrick Baird, Utilities Operation Manager
Subject: October 2022 Operations Report
Date: November 4, 2022

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

There were no permit violations during October 2022, and the wastewater treatment plant was operating as designed. DSPUD has discontinued spraying the treated effluent as irrigation at the Soda Springs Ski Hill. They have tested the equipment that will use the treated effluent water for snowmaking.

Regulatory Issues:

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

Water Treatment Reporting: Two routine bacteriological samples were taken, and both came back absent. The District met all the drinking water requirements.

Operations Report:

Monthly Water and Sewer flows:

- Water demand in October 2022 has decreased from September 2022.
- Water demand was 7,744 gallons per day (GPD), more than the 5-year average for October, from water leaks and construction usage.
- Sewer flows have decreased from September 2022 flows.
- The sewer flows 5-year average has increased by 11,493 GPD for October, mostly from the capital improvement projects on the sewer system.
- Average daily water and sewer flows for October 2022 were 61,823 GPD and 38,520 GPD compared to 73,488 GPD and 50,851 GPD in September 2022, respectively.
- The difference in water and sewer flows for October 2022 was 27,007 GPD.
- The District's share of the flow through the DSPUD wastewater treatment plant for October 2022 was **25%**.

Water Treatment System: Staff has been working on improving the operations of the arsenic filter system at the well. We have replaced the water main from the wellhead to the well building. It was determined that the connection at the wellhead was leaking significantly. Farr West and staff have been working together to develop an operational procedure plan for the arsenic filter system. Next month, we plan to continue maintenance at the well and arsenic filter system.

Sewer Collection System:

Pump stations #1, #2, #3, and #4 wetwells were cleaned. We also cleaned the sewer mains from pump station #4 to pump station #3 and from upper Serene Road to pump station #1.

A Xylem technician replaced the damaged impeller at pump station #3.

Meter Report: As of November 3, 2022, the District has 540 meters installed and activated. We met with the representatives from Badger regarding coverage issues. Badger and the District are working on a short-term solution to complete the metering project by summer of 2023. Badger has recommended that the District remove all the AT&T endpoints and replace them with Verizon endpoints. Verizon's endpoints have a stronger and more reliable service in the community.

Beacon Leak Report: In October, two significant water leaks were found (480-1,440 gallons/day), and they were both fixed. Approximately 14 ongoing water leaks are averaging less than 240 gallons/day. Currently, 14 customers have activated the Eye on Water application.

Capital Improvement Project: Rados has completed the construction of the new wetwell at pump station #4. The new wetwell went into service on October 19th, and construction was completed shortly after. There have been no issues with the new wetwell.

On October 17th, the leaking gate valve at Serene Road and Kilborn Drive intersection was replaced. Currently, all the leaks identified this summer have been fixed.

Lake Management: Preparing for winter, the beach sand has been pulled up near the water's edge at Lot #1. We have been removing construction debris and soil stockpiles from the District properties before winter.

Inspections: One escrow inspection in the month of October.

Attachments:

- October 2022 Daily Water/Sewer Flows
- 2017-2021 Average Daily Sewer/Water Flows Comparison through October 2022

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

Month: October Year: 2022

DATE	DAY	SEWER TOTALS		TREATED WATER TOTALS				REMARKS
		SEWER FLOW	FLOW METER	GALLONS WATER PUMPED	GALLONS WATER USED	BACKWASH GALLONS	*COMBINED TANK TOTAL GALS.	
1	S	46,280	97603024	84,254	73,452	4,515	583,249	
2	S	43,464		0	78,318	0	594,051	
3	M	54,528		129,974	76,582	9,867	515,733	
4	T	38,208		85,247	57,366	4,376	569,125	
5	W	44,560		110,912	58,515	8,055	597,006	
6	T	42,648		95,097	69,459	8,088	649,403	
7	F	45,256		71,093	92,114	11,431	675,041	Backwash Filters A B C
8	S	61,936		43,794	64,319	4,021	654,020	
9	S	43,640		58,079	51,414	4,039	633,496	
10	M	46,588		114,247	60,244	8,054	640,161	
11	T	33,756		62,779	65,688	4,023	694,164	
12	W	37,368		48,736	71,662	4,041	691,255	
13	T	38,992		87,569	57,371	4,035	668,329	
14	F	37,720		0	67,596	0	698,528	
15	S	48,456		134,215	48,379	4,021	630,931	
16	S	47,624		0	73,215	0	716,767	
17	M	49,344		90,546	69,199	14,166	643,552	
18	T	51,920		52,813	59,512	4,065	664,899	
19	W	27,720		89,600	67,126	8,123	658,199	
20	T	31,144		102,697	86,677	8,125	680,673	
21	F	27,712		0	63,415	0	696,693	
22	S	32,976		0	46,668	0	633,278	
23	S	34,454		69,643	46,897	4,063	586,610	
24	M	28,258		63,837	35,876	4,080	609,356	
25	T	27,944		76,743	53,191	4,046	637,318	
26	W	26,656		62,480	45,025	4,083	660,869	
27	T	27,824		52,836	46,023	4,074	678,324	
28	F	23,920		61,878	39,541	4,716	685,138	
29	S	32,864		0	44,100	0	707,495	
30	S	24,472		0	37,783	0	663,396	
31	M	35,896		67,712	42,456	14,950	625,612	Backwash Filters A B C
TOTAL		1,194,128		1,916,781	1,849,182	153,057		
Average		38,520		61,832	59,651	4,937	646,538	
Max		61,936		134,215	92,114	14,950	716,767	

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

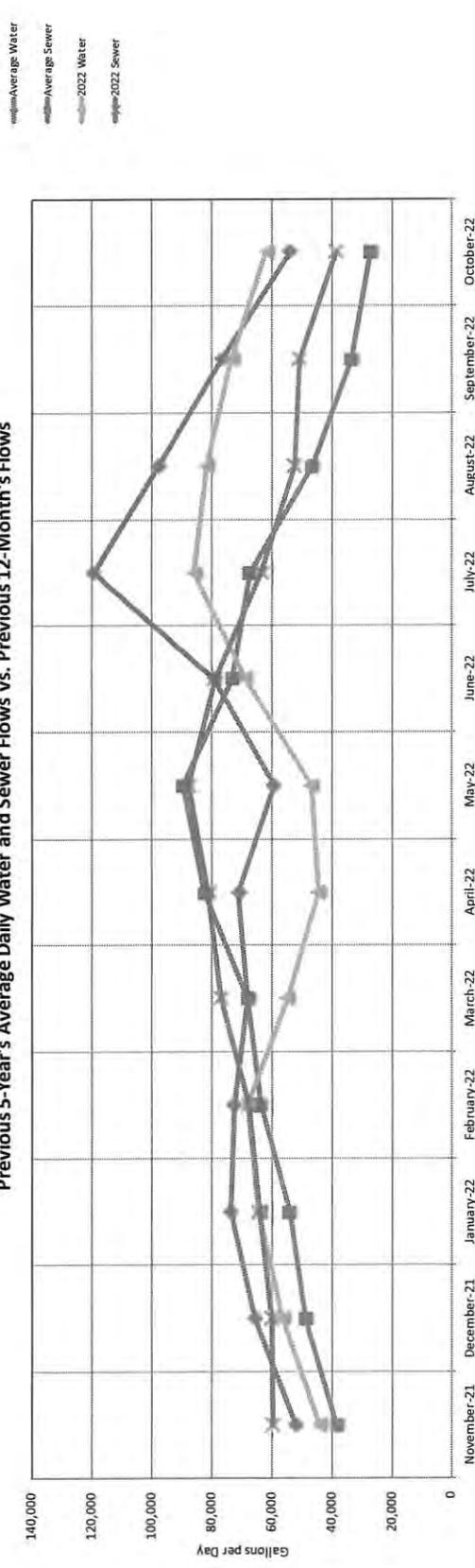
1st of the

Month Data **98797152**

Sierra Lakes County Water District
Daily Average Water and Sewer Flows

Month	2017		2018		2019		2020		2021		2022		2017-2021		2022			
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Average Water	Average Sewer	Average Difference	2022 Water	2022 Sewer	2022 Difference
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	73,700	54,058	19,642	64,329	64,060	269
February	84,728	102,596	62,633	53,318	78,934	63,383	67,323	47,084	68,819	51,694	67,801	67,649	72,487	63,615	8,872	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	54,773	76,921	67,919	67,873	46	54,773	76,921	-22,148
April	104,155	95,125	54,942	86,645	72,242	109,987	73,847	37,486	50,388	82,334	44,388	81,157	71,115	82,315	-11,201	44,388	81,157	-36,769
May	82,594	103,648	41,219	61,763	66,385	109,177	62,032	92,887	44,034	79,840	46,871	87,675	59,253	89,463	-30,210	46,871	87,675	-40,804
June	85,112	81,067	67,307	50,652	60,743	99,969	95,511	75,912	86,730	58,057	68,874	78,825	79,081	73,131	5,949	68,874	78,825	-9,951
July	127,908	72,376	116,880	55,680	93,686	71,372	151,255	75,810	106,969	60,912	85,901	63,484	119,340	67,230	52,110	85,901	63,484	22,417
August	90,608	48,019	100,235	42,146	81,780	43,117	138,639	61,675	77,045	37,662	81,681	52,412	97,661	46,524	51,138	81,681	52,412	21,076
September	69,713	33,765	96,910	30,430	57,667	28,795	104,835	45,396	54,640	28,414	73,488	50,851	76,753	33,360	43,393	73,488	50,851	22,637
October-21	44,687	20,983	66,956	22,980	42,107	19,533	77,783	35,611	38,860	36,251	61,823	38,520	54,079	27,072	27,007	61,832	38,520	23,312
November-21	43,994	44,725	57,518	28,357	50,036	23,536	64,354	34,626	43,977	59,604			51,976	38,170	13,806			0
December-21	57,662	46,212	82,744	44,796	66,010	47,714	65,759	44,139	56,526	59,973			65,740	48,567	17,173			0

Previous 5-Year's Average Daily Water and Sewer Flows vs. Previous 12-Month's Flows



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

Date: Thursday October 13, 2022 / **Time:** 6:30 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:

Directors in attendance at the Sierra Lakes Boardroom:

Director Dan Stockton
Director Jon Harvey
Director David Keatley

Directors in attendance by Zoom:

Director Karen Heald

Directors absent:

Director Jennifer Jackson

Staff in attendance at the Sierra Lakes Boardroom:

Paul Schultz P.E. Inc., General Manager
Anna Nickerson, Financial Consultant
Patrick Baird, Utility Operator

Staff present by teleconference:

Jeffrey Mitchell, District Counsel

Guests present at the Sierra Lakes Boardroom:

None

Guests present by teleconference:

Matt VanDyne, Farr West Engineering
Eric Hornvelt, Truckee Fire
Roger Drosd
Getty Gudz
Dick Simpson
Scott Whites
Regine

Minutes Recorder:

Anna Nickerson, Financial Consultant

II. Decision to Meet Telephonically:

The Board considered the continuation of meeting telephonically.

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

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

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

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

V. Public Comments: An opportunity for the Board to consider comments received from the public after the agenda was posted, regarding items on the agenda. There were none.

VI. Operations: Due to the scheduled presentation by Matt Van Dyne from Farr West Engineering, Patrick Baird, Utility Operation Manager, presented his report before Paul Schultz, General Manager.

- A. Patrick Baird, Utility Operations Manager, presented his report to the Board for consideration and possible action. He reported the following:
- DSPUD's wastewater treatment plant had no violations in the month of September, they were preparing for winter and continued to spray treated effluent on the Soda Springs ski hill.
 - The District had no sewer overflows in the month of September.
 - The treatment plant was running well and all requirements were met.
 - Water demand in the month of September decreased slightly. There was still one leak in the system that was scheduled for repair in the next week.
 - Water demand was down almost 4,000 gallons/day less than the five year average and sewer flows were down from August 2022 flows.
 - Hot spot cleaning of the sewer collection system continued. All wet well were scheduled to be cleaned in October and the District's flows through the wastewater treatment plant in September were 32%.
 - The contractor was almost done installing meter pits.
 - There was one major water leak in September that was identified and fixed. There were still 10 ongoing leaks, averaging 240 gallons/day.
 - There were currently 13 customers signed up for Eye on Water
 - Staff continued to work with the contractor on the emergency water main project that was completed the previous week. The leak on Serene Road was scheduled to be fixed on October 17, 2022.
 - Staff repaired a leaking saddle on Bluff. Staff found that the contractor used Teflon parts, that were now failing, instead of brass fittings. Director Harvey

asked if Mr. Baird knew where all the Teflon fittings were. Mr. Baird said there were still plenty in the system and would be working with Farr West over the next few years to replace them all.

- Vegetation and hazardous trees were being removed from around the lake and improving the defensible space around District buildings.
- Three escrow testings were completed in September.

Director Harvey asked how homeowners would go about contacting the District to remove trees on District property. Mr. Baird said a homeowner could contact the office and setup a time to meet at the property for an assessment of the proposed tree removal.

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

- The sewer infrastructure project was scheduled to be completed on October 19th or 20th. There were less than 1% in change orders for the project.
- The emergency repairs were nearly complete.
- The new LED lighting was installed; new lights were installed at the main building, all pump stations and the Bales pumping plant.
- He and Mr. Baird met with Eric Horntvedt from Truckee Fire about balancing defensible space requirements with managing water quality. Mr. Horntvedt would be making a presentation later in the meeting.
- Farr West Engineering's work on the acquisition Ice Lakes Dam and Serene Channel continued. Letters were sent to adjacent property owners and surveys were underway. It was anticipated that maps would be available in November.
- Information regarding vessel storage on District property was posted on the website. He said he would incorporate Director Jackson's comments into the posting.
- Placer County Flood Control contacted the District about a grant from FEMA to update the flood plain mapping of the community. He said he would be providing hydrological data for the District's watershed. He anticipated that homeowners would see a reduction in the cost of flood insurance once the maps were complete.
- There was not change on car clean fleets project. Representative from the Air Resources Control Board were coming to Truckee Donner PUD to look at equipment with conversion issues. It was anticipated that revised legislation would be presented to Legislature in March or April 2023.
- No change in leak detection.
- After the September meeting, a notification was received that the District's Water Rights Curtailment was lifted. However, the curtailment was reinstated before he Mr. Schultz had a chance to report the issue to the Board; the curtailment was 50 gallons/capita/day. Mr. Schultz said the District could not meet that requirement and could not accurately measure it because of the transient nature of the community.
- A change order for a slight increase in unit costs to Matt Weid's contract for the installation of 28 meter pits was approved. The increase was due to inflation costs.
- Truckee Donner Land Trust received a \$1.6 million dollar Wildfire Recovery Forest Resiliency grant for 305 acres just north of the subdivision. The District would be benefiting from the project because the District's hill water tank was located on property that was included in the 305 acres.

- Mr. Van Dyne and the Farr West team would be up on the 20th to perform flow testing of the District's fire hydrants as part of the development of the District's water model and master plan proposal.

Director Harvey said he was unfamiliar with the consultant installing meter pits and thought the work was being done inhouse. Mr. Schultz said he was a contractor who installed 25 meter pits last year with 28 remaining. The contractor was delayed due to supply chain issues. Mr. Baird said there were just over 50 houses in the District that needed meter pits before staff could install meters.

Director Harvey asked about the lake study. Mr. Schultz said there was no change but anticipated an update from UNR in December. Director Harvey confirmed that the data collection season was over and Mr. Schultz said the UNR student would be up in the next couple of weeks to retrieve the data monitors from the lake, process the information and provide preliminary data in December or January.

Director Heald asked for more information about the Land Trust grant; she said she wasn't aware of the Land Trust buying any property. Mr. Schultz said they didn't buy any property; they received a grant to clear dead and down wood to make the area more fire safe. The work would be taking place north of the District, towards Kidd Lake, between the Soda Springs ski hill and the northern boundary of the District's subdivision.

IX. New Business, C.

Mr. Van Dyne's "Potential Consideration of Financial Strategy for Utility Enterprise Funds" was presented to the Board for consideration and possible action. He said the intent of his presentation titled "Utility Financial Strategy Review" was to provide a high level overview to further the discussion of where the District was heading with capital improvement projects. He said he would be looking at general approach strategies for the financial status of public utilities, reserves, depreciation of debt, utility planning, rate setting and other considerations.

(A copy of the power point presentation and his memorandum titled "Potential Consideration of Financial Strategy for Utility Enterprise Funds" have been attached to the minutes).

Director Stockton asked where the capital reserve level of "1.10 times the total annual debt service" came from? Mr. Van Dyne said the reserve levels presented were typical baseline recommendations from the American Water Works Association and the Manual of Water Supply Practices M1 Manual (Standard Practice Manual for Rate and Policy Setting for Public Utilities).

Director Harvey asked if "Capital Reserve" should really be called "Capital Reserve of Debt Serve"? He said "what does a Capital Reserve have to do with Debt Service if the Debt Service doesn't have anything to do with Debt Capital"? Mr. Van Dyne said the Capital Reserve was based on the future capital improvements plan and the Debt Reserve would be 1.10 times the amount of forecasted debt; Capital Reserve would be setting aside funds to replace any capital asset with cash where Debt Reserve would be encumbering debt to replace the capital assets. He said the recent water main break was a good example for having funds available in Capital Reserves; the replacement of assets that reached the end of the useful life. He also said his presentation was to show the types of reserves used and their purposes. The District may not elect to use all of them and there were some utilities that have chosen not to use any reserves.

Mr. Van Dyne said, once the necessary reserves were identified, the Board would need to adopt policy goals through ordinances, bylaws etc. He said it would be important to set policy and not ebb and flow from the policies by using the funds for other purposes. He also said a free cash minimum balance, equal to the Enterprise fund balance less the sum of all reserves, might be a good idea.

Mr. Van Dyne said, in November, he would be providing an overview insight into utility master planning; a document that would be required for obtaining financing. He said an assessment of the District's assets would be needed to develop the master planning document. The assessment would determine what would be needed to keep the system operating at a high level. He said the Master Plan would be a thorough analysis and projection of the entire system.

Mr. Van Dyne said setting rates would follow the development of the master plan and setting of reserve policies. He said setting rates would include estimating CPI and inflation, determining revenues, adhering to fiscal policies while keeping the structure simple for ease of management and customer understanding. He also said the EPA's "rule of thumb" for determining the affordability of water and sewer service was 2.0 to 2.5%, per service connection, of MHI (median household income); based on Truckee, California's 2021 MHI, Sierra Lakes County Water District was at the low end of the MHI.

Director Stockton said he understood why Truckee's MHI was used, it was available. He asked if it would be possible to get the MHI for Serene Lakes. Mr. Van Dyne said current census data would be accepted if available. He also said sometimes supplemental data could be used if available. However, if the data was not available, a nearby location would be used. Mr. Van Dyne said if it was determined that the available data was not representative of the community, an income survey could be conducted.

Director Heald said she appreciated the information provided although overwhelming. She asked Mr. Van Dyne if he had previous experience with a community like Serene Lakes; a community consisting of second homes. Mr. Van Dyne said yes, he has had previous experience with communities like Serene Lakes. One in the Namaqua Lake area and another with the Kingsbury General Improvement District on the Nevada side of Lake Tahoe. There were a lot of second homes and a lot of low income homes. He said they were able to identify the second homes as outliers and not let them increase the MHI for the community. Director Heald said she liked that there was flexibility. Director Keatley said that could require a lot of work and may not reflect this community. He said the reality was that there was a cost to providing services and he was looking for bench marks that were more applicable.

Director Harvey asked if getting customers familiar with meter rates were covered. Mr. Van Dyne said there would be a process for providing customers with usage data and how it would calculate to fees to give them time to fix leaks before switching over to metered rates.

Before moving on to approval of the Consent Items Calendar, Director Heald asked for clarification regarding the inventory of docks and piers. She said on page 9 of the board packet, there was a dock that needed to be painted and a location where the homeowners imported sand along the shoreline. She also said she had heard people ask what "the penalty would be if they did it anyway." Mr. Schultz said he had sent a letter and made a couple phone calls but there had been no response. He said he would be reaching out to the homeowner again. He also said he

needed to consider what the environmental damage would be if they tried to remove the sand. Director Heald asked Mr. Schultz to talk to Mr. Baird to determine if the homeowner talked to him prior to dumping the sand. Mr. Schultz said he did not think the homeowner talked to Mr. Baird and he thought the sand had been dumped a couple years ago.

VII. Old Business: George Carman's proposal to Lease of property or other consideration for seasonal snow storage at 7607 Yuba Drive was not discussed. Mr. Carmen was unable to attend the meeting.

VIII. Consent Items Calendar: The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the September 8, 2022 Regular Meeting; September 2022 Check Register; financial reports for the month ending September 30, 2022; September 30, 2022 Balance Sheet; and Disbursements for Board Approval.

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

IX. New Business:

A. Eric Horntvedt, Wildfire Prevention Manager, Truckee Fire District presented information about defensible space requirements on riparian parcels surrounding the lakes and defensible space requirements in general. Mr. Schultz said he invited Mr. Horntvedt to talk about defensible space after there was an issue with a homeowner about the amount of defensible space provided on one of the District owned properties.

Mr. Horntvedt said he was hired in February to manage all things related to Measure T; the Fire District's Wildfire Prevention Fund. Items covered by Measure T included defensible space, community investments, fuel reduction around the community, evacuation, and early fire detection. He said the focus for this year was to ramp up the defensible space program, curbside chipping and green waste program, to start doing some planning for the community wildfire protection plan and to get some early investment into the community for fuel reduction programs.

Mr. Horntvedt said he and his team would be inspecting every property, not just those with homes, on a three year cycle. He said they had completed 70 defensible space inspections in Serene Lakes by request or complaint and serviced 260 piles through the free chipping and pickup program with another 20 to 40 piles to be processed in October and November. He also said anyone could schedule a free defensible space inspection on their website at www.truckeefire.org.

Mr. Horntvedt said the goal was to have fire resilience in the community, structure hardening to protect against embers, defensible space of 100 feet of structure, proper evacuation routes, information on emergency preparedness and fuel reduction around the community to lower the intensity of fire danger in the community. He also said there were water quality issues associated with defensible space work near and around the lake that required input from the District.

Director Stockton said he asked for a defensible space inspection at his property and was amazed with the recommendations. He thanked Mr. Horntvedt and his team for all their hard work at keeping his home safe.

Director Harvey said he wanted more information about structure hardening and if there were recommendations for protecting water lines from contamination should a wildfire come through the District. Mr. Horntvedt said the Paradise fire provided a lot of information about post wildfire recovery and Measure T included investments for protecting critical infrastructure. He said there would not be enough funds to solve every pre or post wildfire issue but wanted to do as much as possible. There would also be some grant funding opportunities.

Mr. Simpson said Redfern trees were dying all over the place and asked if there was anything that could be done over the next five or ten years to be prepared for the consequences. Mr. Horntvedt said it was a big issue effecting the whole state. There was a big change in the forest density, fungal and other infections. He said there would be a dead tree fund for property owners to start working on the issue.

Director Harvey asked if the District had the same issues as Paradise. Mr. Schultz and Mr. Baird both said the Paradise pipes were very shallow where the District's pipes were much deeper.

B. A \$40.00 per month stipend for Operation Personnel's use of personal cellular telephones for District business was presented to the Board for consideration and possible action.

A motion was made by Director Stockton and seconded by Director Keatley to approve a \$40.00 per month stipend for the Operations Staff for the use of their personal phones. The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald and Keatley.

C. Mr. Van Dyne's presentation on Utility Financial Strategy for Utility Enterprise Funds was presented earlier in the meeting just after the General Manager's Report.

X. Administration:

A. Mr. Mitchell said a question came up in the last revision to Mr. Schultz and Mrs. Nickerson's contracts. There was a discussion about the appropriate level insurance needed on Mr. Schultz's liability insurance to cover claims made after he no longer worked for the District for an incident that occurred while working for the District. Mr. Schultz said he could get a three year tail on him policy for about 200% of his annual premium. Mr. Mitchell said Mr. Schultz was currently required to provide a five year tail but found that three years was more or less industry standard for professional liability tails; five years was unusual. Mr. Mitchell said the other consideration would be if the District would pay for the tail or if Mr. Schultz would be required to pay. The decision did not need to be made until Mr. Schultz left the District.

Mr. Schultz prepared and posted Boat Storage information on the website.

B. A Status of Action Items was presented to the Board for consideration and possible action. Mr. Schultz reported that:

1. AMR and Metered Rate:
 - a. AMR Data Collection: The item was ongoing and progress remained at 15% complete. Meters were being installed and flow information was being collected.
 - b. Develop recommended method for providing customer access to their personal water use data: – The item was ongoing and progress remained at 50% complete.
 - c. Develop Metered Rate Structure: The item remained at 85% complete. Mr. Van Dyne provided an updated Gantt Chart and the chart would be updated as needed.
 - d. Rate Study Communication: The item remained at 50%. Mr. Schultz said more information would be coming in November or December.
 - e. Board and Community Workshop: Progress remained at 75% complete. Community Workshops would be built into the Mater Plan being developed by Farr West Engineering.
2. District's ownership of the Dam: – The item was discussed earlier in the meeting.
3. Retool General Manager Position – A meeting was scheduled for October 25, 2022.
4. Gantt Chart – An updated chart was presented with Farr West Engineering's Utility Financial Strategy Memorandum and would be presented with the Action Items starting in November 2022,

Mr. Simpson said he was confused about the workshops. Mr. Schultz said the plan was to have workshops early on but it made more sense to hold the workshops after there was a developed plan.

Mr. Simpson said the Water Quality Study should be done by the time the workshops were scheduled and thought the report could be folded into the workshops. Mr. Schultz said UNR should be presenting an update within the next couple of months.

Mr. Simpson said he experienced surveyors up near his property and had a hard time believing they were surveying for the dam and creek acquisition. Mr. Schultz said a survey of the properties, above the property the District was looking at acquiring, had to be done. All corners had to be established and all structures on the properties had to be surveyed. He also said some of the properties were owned by the Land Trust and were huge making it possible to be near Mr. Simpson's property. Mr. Schultz said maps should be available soon.

Director Keatley asked about the property that was donated to the District. Mrs. Nickerson said she would follow up on the grant deed.

B. **CLOSED SESSION:** Conference with Real Property Negotiator (GOVT CODE §54956.8):

Negotiating Parties: Paul Schultz, George Carman
Property: 7607 Yuba Drive
Under Negotiation: Lease terms

A Closed Session was held and there were no actions taken.

C. **Adjournment**

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

The minutes were approved at the Regular Meeting held on November 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 as presented. The motion passed by a unanimous rollcall vote.



SIERRA LAKES
COUNTY WATER DISTRICT

Utility Financial Strategy Review

Matt Van Dyne, P.E.
Principal Engineer
Farr West Engineering

Tonight's Presentation

- Review of standard public utility financial strategies:
 - Reserves
 - Depreciation and Debt
 - Utility Planning
 - Utility Rate Setting
 - Other Considerations

Goal of tonight's meeting is to review financial practices for the District to consider for the future.

Reserves

- Operating
 - 90-days of Operating Expenses
- Capital
 - 1.10 times the total annual debt service
- 8) • Debt
 - 10% of debt service payments
- Emergency
 - Equal to Operating Reserve

Reserves

- Utility to identify policy goals
 - What reserves to adopt within ordinances
 - Free cash minimum balance
- Free Cash
 - Enterprise fund balance, less reserves

19

Depreciation & Debt

- Depreciation: AWWA defines as “the loss in value of facilities...the annual depreciation expense component of revenue requirements allows the utility to recover its capital investment over the anticipated useful life of the depreciable asset.”
- 20 • Debt: A utility’s obligation to make payment for monies obtained from an outside source.
 - Debt Coverage Ratio: 1.10x total annual debt service
 - Maximum Debt Limit: $\leq 20\%$ total assessed valuation of taxable property

Utility Planning

- Wholistic documentation of the utility including:
 - Population and Growth
 - Permissible Items
 - Existing Infrastructure Condition
 - Hydraulic Modeling
 - Identification of Deficiencies
 - Alternative Project Recommendations
 - Financial Review
 - Capital Replacement/Improvement Plan

21

Utility Planning

- Funding agencies will require planning documentation to support project funding.
- Powerful tool to operations and management.
- System Mapping
- Securing knowledge
- Proactive management
- Sound financial planning

22

Rate Setting – Why?

- Aging water and sewer systems which need improvements.
- Capital Improvements will be expensive and may require financing.
- The study will recommend rates to provide sufficient revenue for O&M, debt service and capital reserves.

23

Rate Setting – Primary Goals

Goal 1
Determine
Revenue

- Determine the revenue required to operate & maintain water and sewer systems into perpetuity

Goal 2
Adhere to Fiscal
Policies

- Clearly define fiscal policy
- Create financial performance target levels

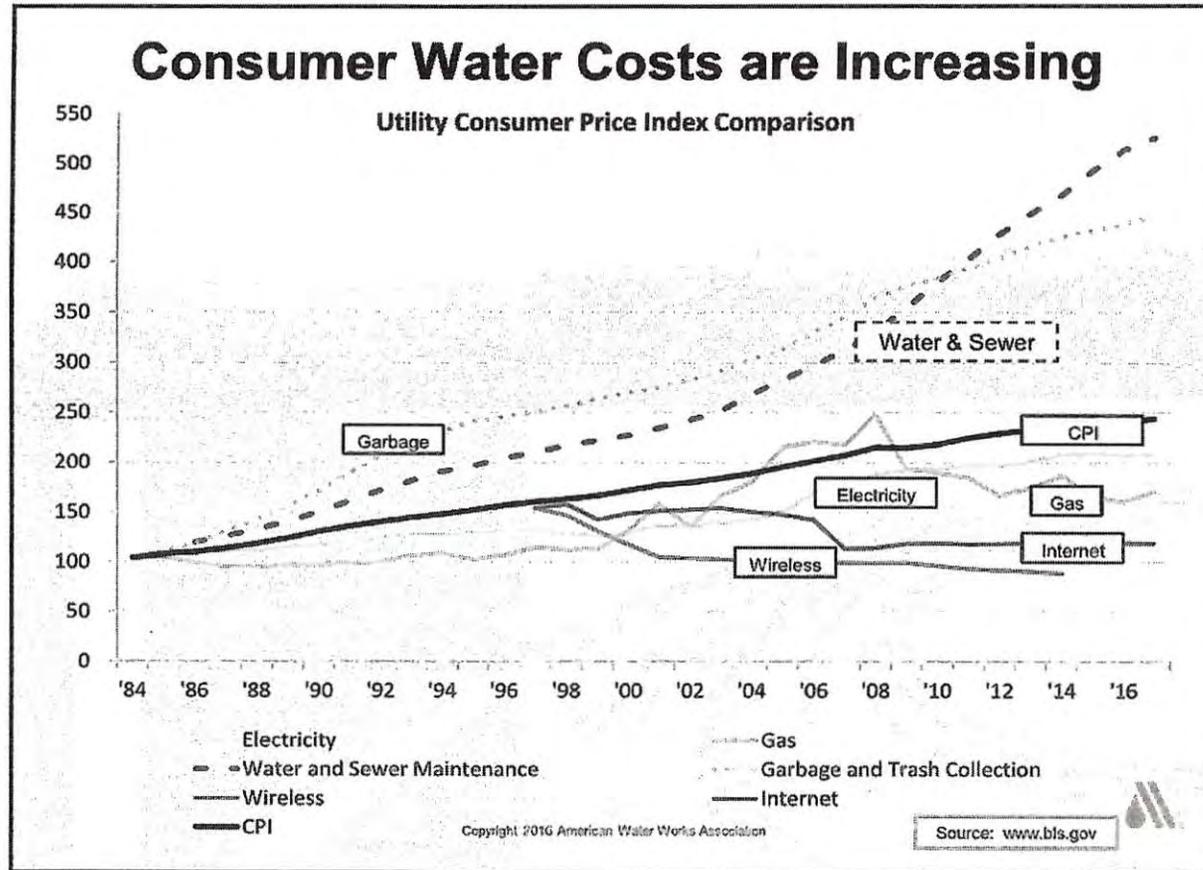
Goal 3
Simplicity

- Simple to understand by ratepayers
- Simple to manage by staff

Other Considerations

- CPI and Inflation

25



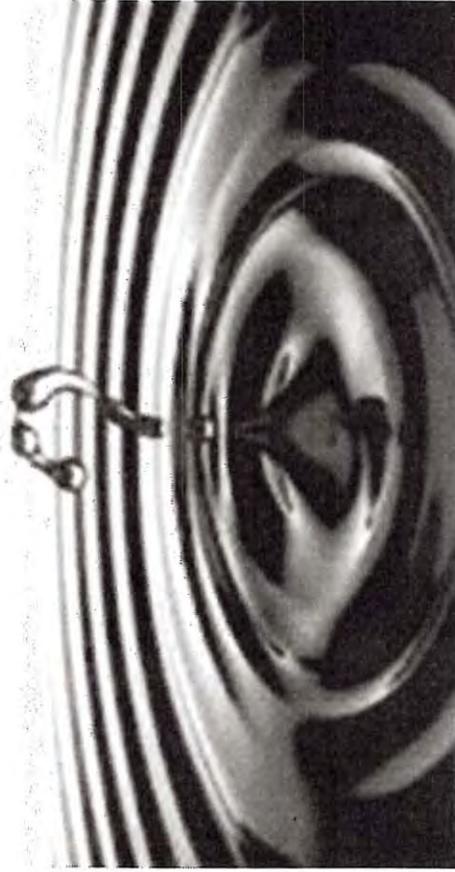
- Annual Increases

Other Considerations

- Utility comparison of rates
- Affordability Index
 - EPA “rule of thumb” for affordability of water and sewer service is 2.0 – 2.5% (per service) of MHI
 - Truckee, CA MHI per 2021 Census Bureau = \$98,587
 - \$164.31/month (2.0%) – \$205.39/month (2.5%)
 - Current Rates
 - Water \$1,044/year (\$87.00/month)
 - Sewer \$1,448/year (\$120.67/month)

26

Questions



THANK YOU!

TECHNICAL MEMORANDUM
SIERRA LAKES COUNTY WATER DISTRICT
UTILITY FINANCIAL STRATEGY

Prepared For: Paul Schultz, P.E., General Manager
Prepared By: Matt Van Dyne, P.E.
Date: 10/4/2022
Subject: Potential Consideration of Financial Strategy for Utility Enterprise Funds

1.0 INTRODUCTION

The Sierra Lakes County Water District (District) is interested in reviewing its approach to financial planning for its water and sewer enterprise funds and has requested Farr West Engineering to prepare a brief introduction and summary of various financial aspects generally identified by public utilities to be considered for future implementation. Currently, the District collects its revenue through user fees that are a single, flat rate fee paid annually. The expenditures for each fund are allocated as a single account without the preservation of reserves, nor depreciation. As the District is considering alterations to its financial approach, a series of workshops and projects are being identified, and currently taking place, to allow the District to be in a proactive position rather than a reactive position.

A first step to this effort was completed in April 2022 with a Board meeting presentation given by Farr West titled “Capital Replacement Program and Revenue Requirements Workshop.” The presentation provided the District an overview of the system, recommended planning studies to understand the system, and an approach to move forward with increased proactive efforts related to the management of the infrastructure. The workshop outlined the following:

- Existing system condition and challenges
- Need for capital planning
- Identified priority projects
- Current construction market and project cost estimating strategy
- Preliminary 5-year capital planning project cost summary
- Funding sources
- Next steps

The workshop also provided an outline of the District’s infrastructure reality and the need to initiate a proactive approach rather than remaining in a reactive position. This was the first step of several to prepare supporting materials and direction to the District for consideration.

Now that the District has a high-level overview of the path moving forward, the next step is to go into further detail pertaining to the identification and understanding of the financial position, health, and strategy moving forward. This memo will provide an outline for a variety of financial strategies for Board consideration, including:

- Account Reserves
- Depreciation and Debt
- Utility Planning
- Rate Setting
- Other Considerations

To note, considerations within this memo have been prepared based on Farr West Engineering's extensive utility planning and rate setting experience. The foundational approach to utility financial planning utilizes the American Water Works Association (AWWA) in the *Manual of Water Supply Practices M1 – Principles of Water Rate, Fees and Charges* and *Financing and Charges for Wastewater Systems – Manual of Practice No. 27* published by the Water Environment Federation. The AWWA M1 Manual is widely used throughout the public utility world as a standard approach to rate setting.

2.0 ACCOUNT RESERVES

A public utility operates based on the collected revenue received from its ratepayers to fund the expenditures required to manage and operate the utility. While the utility prepares annual budgets forecasting all expenditures the utility is to expect, unforeseen occurrences may present themselves at unexpected times. The ability to be prepared for these unforeseen occurrences positions the utility to properly manage and not experience hardships to the utility funds and ratepayers. Much like one would strive to do with personal finances, reserve accounts, in general, are the rainy-day funds that provide the ability to weather the storm.

Reviewing a utility's account balance for a given enterprise fund does not provide a clear picture of reserved cash versus free cash. A utility must adopt and have in its ordinances policy goals to set reserve fund requirements. Once identified, a bank account balance can then be dissected to determine the amount set aside in reserves that cannot be accessed for expenditure use beyond what it is classified for.

It should be noted that reserves should be sized appropriately for a given utility. Reserve funds provide a fallback with funds utilized to improve the utility's financial position, as to not utilize cash funds or augmenting fiscal year budgets, when unforeseen events occur. Oversized, or excessive, reserves are a misuse of the public's money and are not a means of generating funds.

The following breakdowns are of standard reserves a public utility may consider for each enterprise fund to provide additional financial stability.

Operating Reserve

The Operating Reserve is intended to cover operation and maintenance activities for the utility. The recommended reserve shall maintain a minimum balance of at least 90 days of Operating Expenses¹.

Debt Reserve

The Debt Reserve is intended to cover excess expenditures related to debt service the utility has undertaken. The recommended reserve shall maintain a minimum balance equal to 10% of debt service payments for debts incurred by the Operating Fund. Debt service reserve accrues at the rate of one-tenth of the annual average loan installment for a period of 10-years until a full year of debt service payments are accumulated.

Capital Reserve

The Capital Reserve is intended to cover expenditures related to capital rehabilitation or replacement projects that the utility may require that is not budgeted for. The recommended reserve shall consider the

¹ Daily Operating Expenses are defined as: (Annual O&M Expenses + Annual Non-Operating Expenses) / 365

Net Operating Income² of the utility and shall meet or exceed a relationship of 1.10 times the total annual debt service paid by the utilities.

Emergency Reserve

The Emergency Reserve is a reserve account that is established to provide additional layering to the aforementioned reserves. The recommended reserve shall consider an equal amount to the Operating Reserve (90-days).

Free Cash

After a utility has defined and funded reserve accounts, the remaining cash balance within an enterprise account is identified as free cash. Free cash is accessible to be utilized for budgeted items and other items the utility, and its elected officials, deem appropriate. Maintaining a cash balance that allows for variability in revenues and expenses on an annual basis can be accomplished through funding or using reserves to offset annual shortfalls. During rate setting, utilities may consider establishing a minimum amount of free cash to maintain and identify budgets to be set as such or account for debt service to maintain cash balances as another form of reserve.

3.0 DEPRECIATION AND DEBT

As defined in the AWWA M1 Manual, depreciation is “the loss in value of facilities, not restored by current maintenance, that occurs because of wear and tear, decay, inadequacy, and obsolescence. The annual depreciation expense component of revenue requirements allows the utility to recover its capital investment over the anticipated useful life of the depreciable asset.”

Depreciable assets are typically identified within a utility’s annual financial audits performed by accountants. The audited information is based on industry averaging of an asset’s cost to its identified useful life. A utility should consider this information and review with its professional engineer as the valuation and useful life may be re-evaluated based on regional economic and local operational maintenance factors.

Depreciation is a factor that should be accounted for by every utility. At which amount depreciation can be accounted for is a further discussion. While accruing enough set-aside cash to replace an asset at the end of its useful life is ideal, it is typically not a reality. Doing so could significantly elevate rates to customers and is generally unreasonable considering alternative funding opportunities, such as grant and loan programs. Like personal financial planning, it is not typical to make large life purchases with all cash, such as a vehicle or home, but is typically done so utilizing outside funding sources to incur a modest level of debt.

Typically, utilities and their constituents are not readily willing to incur debt. Whether it is because of the interest that will be paid increasing the bottom line, the optics of having to outsource, or the challenges that come with managing administrative requirements associated to the debt, many utilities attempt to avoid debt. However, incurring debt is not a negative engagement when considering good debt. Good debt can be identified as debt incurred for appropriate capital projects, obtaining low interest loans, keeping cash in hand or using it for other needs, and maintaining good financial standing to creditors.

While incurring debt can provide a utility with increased opportunity when maintaining its systems, parameters must be set to properly manage said debt. A Debt Coverage Ratio should be considered and the Net Operating Income³ of the water and sewer utilities should meet or exceed a relationship of 1.10 times

² Net Operating Income is defined as:

Connection Fee Revenue + Total Annual Revenues – (Annual O&M Expenses + Annual Non-Operating Expenses)

³ Net Operating Income is defined as:

Connection Fee Revenue + Total Annual Revenues – (Annual O&M Expenses + Annual Non-Operating Expenses)

the total annual debt service paid by the utilities. Further, the Maximum Debt Limit is recommended to be established so a utility does not incur debt in excess of 20 percent of the total assessed valuation of the taxable property within the boundaries of the utility.

4.0 UTILITY PLANNING

Utility planning is an imperative component to properly managing and operating any public utility. Without the documentation and study of the existing system, a true understanding of the system, its condition, and forecasting improvement projects, a utility is managing based on feel and reaction to events occurring. This strategy results in reactive management, typically a reliance on outside funding sources, and higher costs.

The completion of a utility master plan will identify each detail of the system including elements provided in the general listing below:

- Utility background
- Permissible items (water rights, permits, easements, etc.)
- Existing system condition
- System hydraulic modeling
- Identification of deficiencies
- Alternative project recommendations
- Financial review
- Capital Plan

A completed master plan becomes a living document that provides operations, management, and leadership the ability to fully understand and properly manage the utility. The existing system and deficiency identification allow for operations staff to utilize mapping tools and hydraulic modeling results to better understand the system. For example, if a water main break occurs, operations staff can utilize maps and modeling output to know exactly where to isolate the break, which customers are out of service, what system pressures and flows are, which fire hydrants have reduced fire flows, and so many more tools to improve and increase efficiencies. Management utilizes the master plan to make critical infrastructure decisions, prepare annual budgets and present future capital projects, and understand cost impacts to utilize for rate setting.

Additionally, if a utility looks to outside funding resources, many funding agencies (all state and federal) require a planning document that has analyzed the existing system, explored alternative measures, and has provided sound recommendations.

Many times, utilities have a long-standing employee that holds more information of the system than anyone and becomes the staple for the utility's information. Unfortunately, these individuals do not remain with the utility forever and take all the information with them when they leave. The ability to have all information assembled in a master planning document is powerful when properly utilized. Further, the ability to get system information collected within the document, and within mapping programs, allows for anyone to understand the details of the system.

5.0 RATE SETTING

Once a utility has established sound financial strategies, goals, and identified a capital improvement plan, the next step is to determine how to fund it all. Utility rate setting is a critical effort that considers the future of the utility while considering the impacts to the ratepayers. The effort is taxing, can bring contention, and can yield a retraction of the recommended actions which results in an established utility rate that does not cover expenditures and capital planning. In preparation for utility rate setting, all parties involved must have a clear understanding of the financial policies set for the utility, change is difficult, and provide full transparency of process to develop trust.

The following goals and objectives are used as examples of guiding principles in the preparation of a utility rate analysis:

- Rate study recommendations typically provide increases over a 3 to 5-year period. Projections beyond that do not account for internal and external changes that cannot be understood nor captured during the study and must be adjusted when realized.
- Meet all financial policies throughout the study period(s). These policies include, but are not limited to:
 - Recurring expenses should be paid by recurring revenues.
 - The maximum debt shall not exceed 20 percent of the total utility asset value for the water and sewer utilities.
 - The Operating Fund shall maintain a minimum Operating Reserve equal to 90 days of utility operating expenses.
 - The Operating Fund shall maintain a Debt Reserve equal to one year of debt payments for all loans. This balance can be accrued over the first 10 years of any loan at a rate of 10 percent or greater, annually.
 - It is preferred that the utility collect funds equal to one year of depreciation for all assets with a service life greater than 20 years on an annual basis so that adequate reserves can be built to replace aging infrastructure in the future.
 - Each utility should also collect adequate revenues to replace any Short-lived Assets which reach the end of their service life in any given year. A Short-lived Asset is defined as any asset with a service life of 15 years or less, include vehicles, and other specified assets.
- Multiple rate adjustment alternatives should be developed and assessed as part of the rate setting process. A financial model will be developed for each alternative that allows for a proper debt to revenues position, does not significantly deplete cash reserves, and minimizes future increases to user rates.

5.1 RATE STUDY APPROACH

To preface this section, it is understood that the Board has requested the District have all water meters installed and in use prior to considering a rate adjustment. The following is a discussion of the process to be had at the appropriate time.

The successful and sustainable operation of any utility is contingent on sound financial policy and proper utility planning. A utility rate study should be conducted based on methodologies and principles established by the AWWA M1 Manual. The rate study process uses three interrelated analyses to address the adequacy and equity of the utility's rates. These three analyses are summarized in Figure 1.

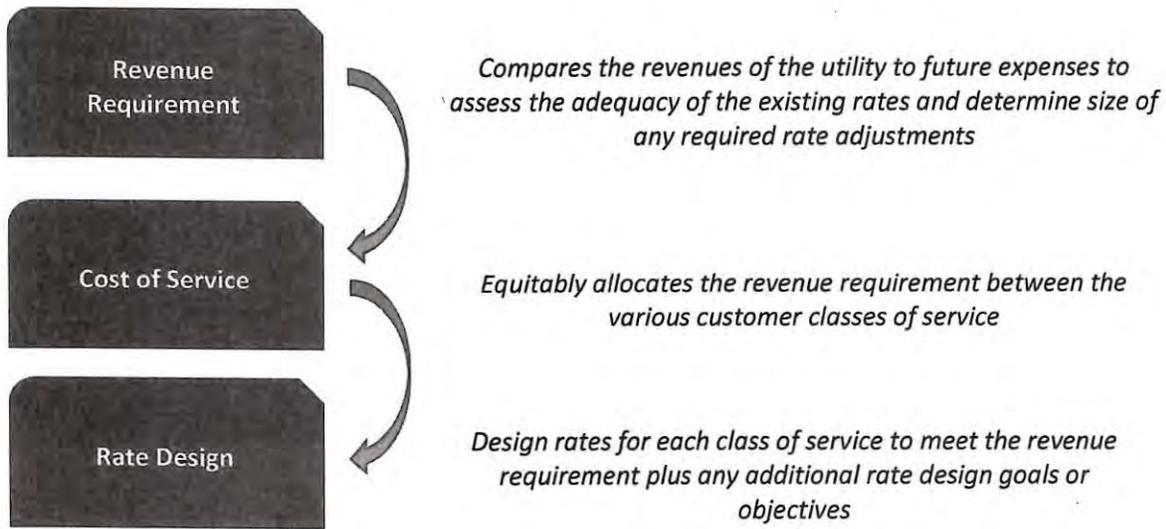


Figure 1: Process of Rate Making

Revenue Requirement

There are two industry standard methods used to project the revenue required on an annual basis. These methods are the Cash Basis approach and the Utility Basis approach. The primary difference between the two methods is that the duty of the Cash Basis approach is to recover annual costs, while the Utility Basis approach sets out to earn a fair return on its investment. It would be recommended the District utilize a Cash Basis approach which is most common for public utilities. Figure 2 displays a comparison of the two approaches.

Cash Basis	Utility Basis
+ O&M expenses	+ O&M expenses
+ Taxes, transfer payments	+ Taxes, transfer payments
+ Debt service	+ Depreciation Expense
+ Capital projects	+ Return on rate base
= Total Revenue Requirement	= Total Revenue Requirement
<u>Typical “Cash Basis” Situations</u>	<u>Typical “Utility Basis” Situations</u>
<ul style="list-style-type: none"> • Commonly used by municipal/governmental utilities. • Conforms to most cash budgets. • Revenue in = Costs out. • Duty to recover costs. 	<ul style="list-style-type: none"> • Commonly used by privately owned utilities. • Earn “fair” return on investment (Duty to investors). • Revenue in = Operating costs (loss of investment).

Figure 2: Revenue Requirement Methods

Cost of Service

Establishing the cost of service is the second step for the rate study. The basic premise in establishing adequate rate schedules that are equitable to different customers is that rates should reflect the cost of providing service, and the costs should be allocated among the customers commensurate with their service requirements. For example, a customer requiring a larger water service and meter putting a larger demand on the water distribution system is not the same as one that has a smaller demand or one that does not have a peak demand. It is understood that there are up to three 1-inch water services within the District's service boundary that would be considered. The rate study will investigate and understand these factors when considering the rate design.

Rate Design

A primary purpose of a rate study is to analyze the sufficiency of a utility's current rates. To develop a sufficient rate structure, a study should assess the financial impacts to the Operating Fund when rates are set according to a standard cost of service approach. The cost of service approach can then compute recommended rates based on the preferred capital improvement plan to be adopted and funded.

It is common for multiple criteria to influence the setting of user rates. The design criteria that may be accounted for in a study should consider and include:

- Rates that are simple, certain, and feasible
- Minimizing unexpected changes to customer bills
- Financial policy considerations
- The utility's financial history or position
- Equitable and non-discriminatory

In addition to the rates recommended, it is highly recommended the rates and fees be revisited yearly. Although a 3 to 5-year rate plan might be in place, an annual review is critical to assess how the rates have impacted usage behaviors and what true revenues and expenditures are.

6.0 OTHER CONSIDERATIONS

Throughout the utility rate study process, the District Engineer will consider, discuss, and present other elements to the District that may shape and alter portions of the rate design. Additionally, these other considerations will be beneficial to the overall discussion and presentation of the rates to the ratepayers.

Inflation

The workshop presentation to the District in April 2022 included a review of the current construction industry market, material shortages, labor shortages, and the high inflation seen over the past few years, specifically as of recent months. To prepare the 5-year financial plan, inflation factors will be applied to future revenue and expense projections over the study period. The inflation factors used, shown in Table 1, were developed in coordination with a third-party estimator which considered every factor impacting construction pricing as of April 2022. These factors will be revisited during the study.

Table 1: Inflation Factor Assumptions

Fiscal Year	Inflation Rate per Year
FY 23-24	7.7%
FY 24-25	6.1%
FY 25-26	3.8%
FY 26-27	3.8%
FY 27-28	3.8%

Standard Increases

Beyond rate adjustment recommendations, every utility should consider annual increases even if a scheduled increase is not identified. Each year the cost of services, goods, and doing business in general are increasing. It is recommended that utilities establish an ordinance that rates should increase equal to the consumer price index to cover standard increase of services. This will allow for small, annual increases to be implemented without the need for additional rate studies. These are easily understood and planned for by ratepayers.

Comparison to Other Utilities

To better understand how the District's water and sewer utility rates compare, a summary of nearby and like systems are typically assembled to compare and contrast. While this can provide a better understanding of each system's utility rates, it is done so with caution as each utility is different. Some utilities require treatment of its water, others do not; some have taken on debt service for capital projects, others do not; some require a more complicated system of facilities, others do not. While comparisons should be taken with caution, the effort assists with educating the District's customers how each utility compares to its own.

Table 2: Sewer Rate Comparison with Other Utilities

Sewer Utility Rate Comparison	
Utility	Monthly Base Rate
Sierra Lakes CWD	\$120.67 (\$1,448/year)
Olympic Valley PSD	\$62.44
Northstar CSD	\$96.44
Tahoe City PUD	\$51.83

Table 3: Water Utility Comparison with Other Utilities

Water Utility Rate Comparison		
Utility	Monthly Base Rate	Commodity (\$/1,000 gal)
Sierra Lakes CWD	\$87.00 (\$1,044/year)	N/A
Olympic Valley PSD	\$84.44	\$5.49 (Tier 1)
Truckee Donner PUD	\$89.16	\$1.16 (Tier 1)
Northstar CSD	\$198.45	\$4.26 (Tier 1)
Tahoe City PUD	\$87.43	\$3.28 (Tier 1)

Affordability Index

Another consideration to the recommended rates is to the affordability index. According to the Environmental Protection Agency, a “rule of thumb” calculation for the affordability of a water and sewer service is 2-2.5% (per service) of the Median Household Income, or 5% total. When seeking federal funding opportunities, one of the first reviews performed is the affordability of rates. If there is room to increase rates while maintaining an affordable level, rates should be increased prior to a funding agency providing assistance beyond the newly established rate.

7.0 TIMELINE

Changing from a flat fee system to a monthly cost of service fee system will be challenging. It is recommended that the District implement a transition plan to expose and educate its customers as the rate study process is being considered. A brief outlook to the steps to establish and implement utility rates to the customer base is as follows:

- Complete installation of water meters
- Stop billing ratepayers on a single, annual basis.
- Education
 - Start billing on a monthly basis. Maintain existing total annual rate, but get ratepayers used to monthly billings.
 - Start showing water usage when meters are installed.
 - No change in fee.
 - Present comparisons of their usage to other utilities. A high user may be equal to a restaurant in Truckee.
 - Present a comparison of their usage to another system’s rate schedule. What would their bill be if they lived in Truckee or another comparable system?
 - Promote investigating leaks on customer’s side of meter.
 - Promote conservation.
- Complete Rate Study
- Adopt rates
- Implement rates

A further detailed outline of events is presented in Attachment A to this memo. This schedule should be considered as a reference that will be updated as events are better realized and become clear.

8.0 CONCLUSION

The intent of this memo is to provide a high-level review of the next steps the District should take considering its financial strategy. Many elements presented do not provide a full narrative to the complexities that are involved; however, each process will be thoroughly performed, presented, and reviewed with the District at each phase. The District is strongly recommended to begin an approach to a financial strategy that implements the standard practices outlined in this memo.

Sierra Lakes County Water District
Check Registers
October 2022

1002 · DEMAND Account

RECONCILIATION:		
10/1/2022	Beginning Cash Balance	552,470.43
	Deposits	60,825.46
	Property Taxes Received	-
	Assessments Received from Placer County	-
	Deposit - Interest	3.61
	Assessments transferred to Assessment District	-
	Transfer From Placer County Treasurer's Investment Account	1,000,000.00
	DEMAND ACCOUNT DISBURSEMENTS:	<u>(1,020,251.76)</u>
10/31/2022	Ending Cash Balance	<u><u>593,047.74</u></u>

1031 · GASB 45-OPEB Account - Flow through account to LAIF

RECONCILIATION:		
10/1/2022	Beginning Cash Balance	163.13
	Deposit - Interest	-
	Funds Transferred To/From Investment Account	-
10/31/2022	Ending Cash Balance	<u><u>163.13</u></u>

Placer County Treasurer's Fund - for Capital Projects

RECONCILIATION:		
10/1/2022	Beginning Cash Balance	2,514,197.41
	Deposit - Interest	1,924.33
	Funds Transferred To/From Investment Account	<u>(1,000,000.00)</u>
10/31/2022	Ending Cash Balance	<u><u>1,516,121.74</u></u>

Local Area Investment Fund (LAIF) - for Unfunded OPEB Liabilities

RECONCILIATION:		
10/1/2022	Beginning Cash Balance	859,683.72
	Deposit - Interest	2,891.28
	Funds Transferred To/From Investment Account - Annual OPEB Funding	-
10/31/2022	Ending Cash Balance	<u><u>862,575.00</u></u>

Assessment District 2011-01

RECONCILIATION:		
10/1/2022	Beginning Cash Balance	414,854.04
	Assessments Received	-
	Deposit - Interest	1.76
	Disbursements - USDA	-
10/31/2022	Ending Cash Balance	<u><u>414,855.80</u></u>

38

Sierra Lakes County Water District
Check Registers
October 2022

Type	Date	Num	Name	Memo	Amount
1002 - US Bank - Demand					
Bill Pmt -Check	10/14/2022	21725	Steve P Rados, Inc.	Sewer Pump Station Upgrade, Water Main Repair, Manhole modification	-706,910.52
Bill Pmt -Check	10/04/2022	8159	Sierra Mountain Pipe & Supply	Water Main Repair materials	-94,020.51
Bill Pmt -Check	10/04/2022	8145	Donner Summit Public Utility District	Oct 2022 WWT fees	-42,191.00
Bill Pmt -Check	10/04/2022	8146	Farr West Engineering	Misc Sewer Pump Stations upgrades & task orders	-32,341.50
Bill Pmt -Check	10/17/2022		Paul A. Schultz, P.E. (Corp)	Sept 2022 Professional Fees	-21,000.00
Bill Pmt -Check	10/14/2022	21723	ACWA	2023 Agency Dues	-10,325.00
Liability Check	10/03/2022		QuickBooks Payroll Service	Created by Payroll Service on 09/30/2022	-8,732.56
Liability Check	10/17/2022		QuickBooks Payroll Service	Created by Payroll Service on 10/14/2022	-8,603.01
Bill Pmt -Check	10/04/2022	8142	Board of Regents - UNR	Contemporary Water Quality Study	-8,527.05
Bill Pmt -Check	10/14/2022	21724	ACWA/Joint Powers Insurance Authority	Qtrly Worker's Comp and Dam insurance	-7,943.15
Bill Pmt -Check	10/04/2022	100422	Anna M Nickerson LLC	September 2022 Professional Fees	-7,488.00
Bill Pmt -Check	10/21/2022	102122	Anna M Nickerson LLC	Professional Fees 10/1/22 to 10/15/22	-5,712.00
Bill Pmt -Check	10/21/2022	8169	Board of Regents - UNR	Contemporary Water Quality Report	-5,473.57
Bill Pmt -Check	10/04/2022	8141	Badger Meter	7 mos. Monthly Service Fees	-5,079.23
Bill Pmt -Check	10/04/2022	8167	Western Nevada Supply Co.	Hydrant Replacement Parts & Meter pit	-4,771.33
Liability Check	10/14/2022	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -2012813918	-4,450.80
Bill Pmt -Check	10/04/2022	8151-8157	Pacific Gas & Electric	Electricity	-4,450.12
Liability Check	10/04/2022	0922RET	Public Employees' Retirement System (Ret)	Retirement - 1347	-3,580.44
Bill Pmt -Check	10/14/2022	21727	United Rentals	Mini Excavator & Rammer rental	-3,559.05
Bill Pmt -Check	10/04/2022	8164	U.S. Bank (CC)	Garbage, Website, Gas \$1,483.81 & Truck tires & supplies	-3,302.62
Bill Pmt -Check	10/04/2022	8160	Sierra Trench Protection Rentals & Sales	Trench Plate rental	-2,829.00
Bill Pmt -Check	10/04/2022	8147	Kronick Moskovitz Tiedemann & Girard	Aug 2022 Legal Fees	-2,737.94
Bill Pmt -Check	10/21/2022	8180	Sierra Trench Protection Rentals & Sales	Trench Plate Rental	-2,587.00
Bill Pmt -Check	10/04/2022	8138	AI Pombo, Inc.	Aggregate & Base	-2,405.71
Bill Pmt -Check	10/04/2022	8163	Thatcher Company, Inc.	Filter Plant Chemicals	-1,999.15
Bill Pmt -Check	10/04/2022	8148	MacLeod Watts Inc	GASB 75 Actuarial Report	-1,950.00
Bill Pmt -Check	10/21/2022	8183	Western Nevada Supply Co.	Well project & meter pits	-1,749.38
Bill Pmt -Check	10/21/2022	8179	Ponton Industries, Inc	Cable Kit	-1,649.29
Check	10/03/2022		BluePay	Merchant Fees	-1,498.46
Bill Pmt -Check	10/21/2022	8174	Logically	Cyber monitoring service	-1,212.10
Bill Pmt -Check	10/21/2022	8181	USA Blue Book	Brass connectors & bushings, Meter pits	-1,172.27
Liability Check	10/14/2022	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -2012831918	-1,071.73
Bill Pmt -Check	10/04/2022	8165	United Rentals	Rammer rental	-870.33
Bill Pmt -Check	10/21/2022	8170	Flyers Energy, LLC	Gasoline/Diesel	-782.36
Bill Pmt -Check	10/21/2022	8178	Pacific Gas & Electric	Electricity	-678.82
Check	10/04/2022	21722	COLOSI, JANET B	19075 - Overpayment Refund	-623.00
Liability Check	10/18/2022		QuickBooks Payroll Service	Created by Payroll Service on 10/14/2022.	-622.44
Bill Pmt -Check	10/21/2022	8171	Great Basin Control Systems	Pump Station #3	-540.00
Bill Pmt -Check	10/04/2022	8166	Western Environmental Testing Laboratory	Filter Plant Testing	-535.95
Bill Pmt -Check	10/21/2022	8175	NV5, Inc	Lake Drive Sewer Repair	-489.50
Bill Pmt -Check	10/21/2022	8173	Kronick Moskovitz Tiedemann & Girard	Sept 2022 Legal Fees	-402.76
Bill Pmt -Check	10/21/2022	8172	Industrial Scientific Corp	iNet Monthly Usage Fee w/AutoReplenish Plus	-394.34
Bill Pmt -Check	10/04/2022	8149	One Ring Networks	Telephone & Internet	-331.94
Bill Pmt -Check	10/14/2022	21726	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	-331.24

39

Sierra Lakes County Water District
Check Registers
October 2022

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/04/2022	8158	Placer County Human Resources	Oct 2022 Dental/Vision Premium	-285.11
Bill Pmt -Check	10/04/2022	8139	Quinn Cleaning Services	Aug/Sept Cleaning Services	-280.00
Bill Pmt -Check	10/04/2022	8161	Syndeo LLC Broadvoice	Telephone	-231.72
Bill Pmt -Check	10/04/2022	8143	Cal Fire	Fire Safe Lot Clearing	-226.94
Bill Pmt -Check	10/04/2022	8144	County of Placer Engineering & Surveying	Inspection & Plan Check Fees for Sewer Projects	-204.20
Paycheck	10/19/2022	21728	David M Keatley {Salary}	10/12/22 Board Meeting	-166.23
Liability Check	10/14/2022	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -2012472918	-146.16
Bill Pmt -Check	10/21/2022	8177	Office 1	Qtrly Copier Maintenance	-116.08
Bill Pmt -Check	10/04/2022	8140	AT&T	Telephone	-101.75
Bill Pmt -Check	10/21/2022	8168	AT&T	Telephone	-101.08
Bill Pmt -Check	10/21/2022	8182	Verizon Wireless	Cell Phone & iPad	-94.68
Bill Pmt -Check	10/04/2022	8150	O'Reilly	Wiper Blades & BlueDef	-79.21
Bill Pmt -Check	10/04/2022	8162	Tahoe Forest Health System	M Marriner Random Testing	-69.50
Check	10/03/2022		U.S. Dept of Transportation	US DOT Query Plan	-62.50
Check	10/15/2022			Service Charge	-61.40
Bill Pmt -Check	10/21/2022	8176	O'Reilly	Wiper Blades & BlueDef	-56.48
Liability Check	10/14/2022	E-pay	Employment Development Department	499-0546-6 QB Tracking # -2012796918	-36.00
Check	10/05/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 10/04/2022	-1.75
Check	10/14/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 10/13/2022	-1.75
Check	10/20/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 10/19/2022	-1.75
Check	10/06/2022		BluePay	Merchant Fees	-1.30
Paycheck	10/04/2022	DD1034	Brian Lundgren	Direct Deposit: Pay Period Ending 9/30/22	0.00
Paycheck	10/04/2022	DD1035	Matthew M Marriner	Direct Deposit: Pay Period Ending 9/30/22	0.00
Paycheck	10/04/2022	DD1036	Patrick J Baird	Direct Deposit: Pay Period Ending 9/30/22	0.00
Paycheck	10/18/2022	DD1037	Brian Lundgren	Direct Deposit: Pay Period Ending 10/15/22	0.00
Paycheck	10/18/2022	DD1038	Matthew M Marriner	Direct Deposit: Pay Period Ending 10/15/22	0.00
Paycheck	10/18/2022	DD1039	Patrick J Baird	Direct Deposit: Pay Period Ending 10/15/22	0.00
Paycheck	10/19/2022	DD1042	Karen Heald {Salary}	Direct Deposit: 10/12/22 Board Meeting	0.00
Paycheck	10/19/2022	DD1040	Dan L Stockton {Salary}	Direct Deposit: 10/12/22 Board Meeting	0.00
Paycheck	10/19/2022	DD1041	Jon Harvey {Salary}	Direct Deposit: 10/12/22 Board Meeting	0.00
Total 1002 · US Bank - Demand					-1,020,251.76
TOTAL					-1,020,251.76

OH

1:53 PM
11/03/22

Sierra Lakes County Water District
Payroll Summary
October 2022

	<u>Dan L Stockton {Sal...</u>	<u>David M Keatley {Sa...</u>	<u>Jon Harvey {Salary}</u>	<u>Karen Heald {Salary}</u>	<u>TOTAL</u>
Employee Wages, Taxes and Adjus...					
Gross Pay					
Salary Director	180.00	180.00	180.00	180.00	720.00
Total Gross Pay	180.00	180.00	180.00	180.00	720.00
Adjusted Gross Pay	180.00	180.00	180.00	180.00	720.00
Taxes Withheld					
Federal Withholding	-36.00	0.00	0.00	0.00	-36.00
Medicare (Employee)	-2.61	-2.61	-2.61	-2.61	-10.44
Social Security (Employee)	-11.16	-11.16	-11.16	-11.16	-44.64
State Withholding	-36.00	0.00	0.00	0.00	-36.00
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00
Total Taxes Withheld	-85.77	-13.77	-13.77	-13.77	-127.08
Additions to Net Pay					
Director Mileage Reimburse...	187.50	0.00	0.00	0.00	187.50
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00
Total Additions to Net Pay	187.50	0.00	0.00	0.00	187.50
Net Pay	281.73	166.23	166.23	166.23	780.42
Employer Taxes and Contributions					
Medicare (District)	2.61	2.61	2.61	2.61	10.44
Social Security (District)	11.16	11.16	11.16	11.16	44.64
Total Employer Taxes and Contrib...	13.77	13.77	13.77	13.77	55.08

14

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

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 10/31/22	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-23 Budget	% of Budget
<u>Water Sewer Revenues</u>										
8000-01 · Annual Water Fees	72,558	72,558	-	100%	290,232	290,232	-	100%	870,696	33%
8000-02 · Annual Sewer Fees	100,636	100,636	-	100%	402,544	402,544	-	100%	1,207,632	33%
8030 · Property Taxes	10,204	-	10,204	100%	39,596	25,000	14,596	158%	450,000	9%
8050 · Customer Late Fees	(62)	-	(62)	100%	2,009	1,625	384	124%	6,500	31%
8005 · Primary Facilities Fees - Sewer	7,800	-	7,800	100%	23,400	7,800	15,600	300%	23,400	100%
8006 · Primary Facilities Fees - Water	1,825	-	1,825	100%	5,475	1,825	3,650	300%	5,475	100%
8052 · GAPVAX Services	-	-	-	0%	-	-	-	0%	-	0%
8020 · Other Income	6,614	833	5,781	794%	19,430	3,333	16,097	583%	10,000	0%
Total Revenues Received:	199,575	174,027	25,548	115%	782,686	732,359	50,327	107%	2,573,703	30%
<u>Controllable Expenses:</u>										
<u>Salaries:</u>										
9001 · Director Salaries	720	1,800	1,080	40%	3,240	7,200	3,960	45%	21,600	15%
9003 · Maintenance Salaries				0%				0%		
9003-01 - Maint Hourly Regular	27,658	27,085	(573)	102%	104,097	108,335	4,238	96%	325,000	32%
9003-02 - Maint Overtime	898	1,250	352	72%	3,664	5,000	1,336	73%	15,000	24%
9003-03 - Maint Standby	2,260	2,260	-	100%	8,900	8,900	-	100%	26,360	34%
9003-00 - Maint Salaries - Other				0%				0%	15,000	0%
9003-04 - Labor Allocated to Projects	(485)	-	485	100%	(485)	-	485	100%		
Total 9000 · Salaries	31,051	32,395	1,344	96%	119,416	129,435	10,019	92%	402,960	30%
<u>Payroll Expense</u>										
9005 · Payroll Expense - SS & Medicare	2,413	2,474	61	98%	9,172	9,895	723	93%	29,685	31%
9007 · Payroll Expense - SUI & ETT	-	-	-	0%	(129)	-	129	100%	3,950	-3%
9008 · Payroll Expense - Retirement	1,887	2,279	392	83%	13,810	9,117	(4,693)	151%	27,352	50%
9009 · Payroll Expense - Medical & D/V	9,185	8,349	(836)	110%	32,486	33,397	911	97%	100,191	32%
9010 · Payroll Expense - Workers' Comp	-	-	-	0%	4,119	5,125	1,006	80%	20,500	20%
Total 9004 · Payroll Expense	13,485	13,102	(383)	103%	59,459	57,534	(1,925)	103%	181,678	33%
<u>Indirect & G&A</u>										
9012 · Legal Expense:	403	3,750	3,347	11%	8,957	15,000	6,043	60%	45,000	20%
9013 · Audit Expense	-	-	-	0%	-	-	-	0%	17,850	0%
9014 · Fees & Penalties	154	150	(4)	103%	551	600	49	92%	1,800	31%
9016 · Directors' Expense	188	833	646	23%	1,042	3,333	2,291	31%	10,000	10%
9017 · Professional Fees - Operations	20,300	22,083	1,783	92%	84,613	88,333	3,721	96%	265,000	32%
9018 · Professional Fees - Office	10,992	11,440	448	96%	42,048	45,760	3,712	92%	137,280	31%
9019 · Staff Travel/Training	76	417	341	18%	1,141	1,667	526	68%	5,000	23%
9022 · Election Expense	-	-	-	0%	-	-	-	0%	2,000	0%
9023 · Insurance Expense	3,824	17,495	13,671	22%	13,222	24,495	11,273	54%	25,395	52%
9024 · Membership Expense	10,325	10,000	(325)	103%	16,717	19,390	2,673	86%	20,390	82%
9026 · Outside Services	240	283	43	85%	520	1,133	613	46%	3,400	15%
9028 · Telephone Expense	878	1,087	209	81%	3,318	4,348	1,030	76%	13,044	25%
9029 · Garbage/Hazmat Expense	785	458	(327)	171%	2,031	1,833	(198)	111%	5,500	37%
9030 · Uniform Expense	166	200	34	83%	198	1,100	902	18%	3,000	7%
9034 · Propane Expense	136	1,183	1,047	12%	1,189	4,732	3,543	25%	14,198	8%

42

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

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 10/31/22	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-23 Budget	% of Budget
9036 · SCADA System Expense	-	-	-	0%	-	-	-	0%	5,000	0%
9037 · M&O Asset Mgmt Sys (Lucity)	-	-	-	0%	3,750	4,000	250	94%	4,000	94%
9040 · Office Expense	58	250	192	23%	625	1,000	375	63%	3,000	21%
9041 · Postage Expense	185	-	(185)	100%	185	-	(185)	100%	2,000	9%
9042 · Postage Meter Expense	-	-	-	0%	262	325	63	81%	1,300	20%
9043 · Copier & Fax Expense	-	79	79	0%	243	316	73	77%	950	26%
9044 · Computer Equipment & Service										
9044-01 · General Expense	213	1,919	1,706	11%	867	7,677	6,810	11%	23,029	4%
9044-02 · Website Design	-	-	-	0%	-	750	750	0%	3,000	0%
9044-03 · Merchant Fees	1,500	2,000	500	75%	16,108	16,050	(58)	100%	33,296	48%
Total 9011 · Indirect & G&A	50,422	73,627	23,205	68%	197,586	241,842	44,256	82%	644,432	31%
<u>MAINTENANCE & OPERATIONS</u>										
<u>Water Treatment & Filter Plant</u>										
9101 · Filter Plant Operations & Maint	33	667	634	5%	425	2,667	2,242	16%	8,000	5%
9102 · Filter Plant-Chems, Lab & Equip	842	2,500	1,658	34%	5,678	10,000	4,322	57%	30,000	19%
9103 · Filter -Water Pumping Plant M&O	-	83	83	0%	-	333	333	0%	1,000	0%
9104 · Well Pump Station Expense	-	833	833	0%	-	3,333	3,333	0%	10,000	0%
Total 9100 · Water Treatment & Filter Plant	875	4,083	3,208	21%	6,104	16,333	10,229	37%	49,000	12%
<u>Water Distribution</u>										
9201 · Water Dist - General Maint	4,460	833	(3,627)	535%	11,534	3,333	(8,201)	346%	10,000	115%
9202 · Water Dist - Pipes & Fittings	-	167	167	0%	-	667	667	0%	2,000	0%
9203 · Water Dist - Hydrant Maint	(789)	167	956	(472%)	3,194	667	(2,527)	479%	2,000	160%
9204 · Fees - Water	377	-	(377)	100%	2,333	2,600	267	90%	15,330	15%
9205 · Water Dist - Electricity	2,295	3,333	1,038	69%	11,240	13,333	2,093	84%	40,000	28%
9600 · Water Dist - Meters/Parts	4,003	167	(3,836)	2,397%	4,003	667	(3,336)	600%	2,000	200%
9601 · Water Conservation	-	83	83	0%	-	333	333	0%	1,000	0%
Total 9200 · Water Distribution	10,345	4,750	(5,595)	218%	32,304	21,600	(10,704)	150%	72,330	45%
<u>Wastewater Collection System</u>										
9301 · Wastewater - General Maint	2,127	417	(1,710)	510%	7,218	1,667	(5,551)	433%	5,000	144%
9302 · Wastewater - Pipes/Fittings	-	83	83	0%	-	333	333	0%	1,000	0%
9303 · Wastewater- Enzymes/Lab Testing	-	333	333	0%	-	1,333	1,333	0%	4,000	0%
9304 · Wastewater - Manholes	-	-	-	0%	-	500	500	0%	500	0%
9305 · Fees - Sewer	377	-	(377)	100%	2,333	1,462	(871)	160%	7,500	31%
9306 · Wastewater - Electricity	775	2,083	1,308	37%	4,513	8,333	3,820	54%	25,000	18%
9700-01 · Wastewater Export Service Exp/(Refund)	-	-	-	0%	50,251	-	(50,251)	100%	-	-
9700 · Wastewater- Export Service Exp	42,191	33,393	(8,798)	126%	168,764	133,572	(35,192)	126%	400,715	42%
Total 9300 · Wastewater Collection System	45,470	36,309	(9,161)	125%	233,080	147,200	(85,880)	158%	443,715	53%
<u>Vehicle Expense</u>										
9501 · Gasoline/Diesel	1,550	1,500	(50)	103%	7,275	6,000	(1,275)	121%	18,000	40%
9502 · Pickups	979	250	(729)	391%	2,038	1,000	(1,038)	204%	3,000	68%
9503 · Gapvac	-	292	292	0%	-	1,167	1,167	0%	3,500	0%
9504 · Backhoe	-	167	167	0%	-	667	667	0%	2,000	0%

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

	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 10/31/22	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-23 Budget	% of Budget
9505 · Vehicle Maint Supplies	-	292	292	0%	89	1,167	1,078	8%	3,500	3%
Total 9500 · Vehicle Expense	2,529	2,501	(28)	101%	9,401	10,001	600	94%	30,000	31%
Project Expenses										
9811 · Replace Sewer Mainline	428	-	(428)	100%	632	-	(632)	100%	-	0%
9812 · Spot Repairs of Sewer Mainline & Laterals	-	-	-	0%	6,390	-	(6,390)	100%	-	#DIV/0!
9813 · Repair of Sewer Manholes at Various Locations	159	-	(159)	100%	159	-	(159)	100%	-	#DIV/0!
9814 · Adj Sewer Manholes to Grade	-	-	-	0%	-	-	-	0%	-	0%
9815 · Misc Sewer Pump Station Upgrade	3,283	2,000	(1,283)	164%	4,471	8,000	3,529	56%	10,000	0%
9817 · TV Gravity Sewer System	-	-	-	0%	-	-	-	0%	15,000	0%
9818 · Misc Water System Improvements	8,620	-	(8,620)	100%	47,691	3,000	(44,691)	1,590%	5,000	954%
9819 · Adj Water Valve Boxes to Street Grade	-	-	-	0%	-	3,000	3,000	0%	5,000	0%
9820 · Misc Upgrades Water Pump Stations	-	-	-	0%	1,798	-	(1,798)	100%	-	#DIV/0!
9821 · Automatic Meter Read System	167	833	666	20%	5,247	3,333	(1,914)	157%	10,000	52%
9822 · Misc Jobs - Safety Tools Bldgs	1,606	5,292	3,686	30%	6,312	21,167	14,855	30%	63,500	10%
9824 · Lake Management	334	-	(334)	100%	4,559	-	(4,559)	100%	-	0%
9825 · HOTFaP	-	500	500	0%	-	2,000	2,000	0%	2,500	0%
9826 · Contemporary Water Quality	5,474	5,398	(76)	101%	21,960	21,595	(365)	101%	64,785	
9827 · District Engineer Services	-	12,500	12,500	0%	37,333	50,000	12,667	75%	150,000	
9915 · Misc. Projects	-	833	833	0%	227	3,333	3,106	7%	10,000	
Total 9800 · Project Expenses	20,072	27,356	7,284	73%	136,779	115,428	(21,351)	118%	335,785	41%
Total Controllable Expenses	174,247	194,123	19,876	90%	794,128	739,373	(54,755)	107%	2,159,900	37%
Non-Controllable Expenses:										
9900 · Debt - Interest										
9906 · USDA Revenue Bonds	-	-	-	0%	56,500	55,000	(1,500)	103%	113,000	50%
9908 · Int on Assessment-7207 Palisade	-	-	-	0%	-	-	-	0%	245	0%
Total 9900 · Debt - Interest	-	-	-	0%	56,500	55,000	(1,500)	103%	113,245	50%
9920 · Depreciation										
9921 · Depreciation - Water	12,070	12,500	430	97%	48,279	50,000	1,721	97%	150,000	32%
9922 · Depreciation - Sewer	9,419	10,000	581	94%	37,676	40,000	2,324	94%	120,000	31%
Total 9920 · Depreciation	21,489	22,500	1,011	96%	85,955	90,000	4,045	96%	270,000	32%
9950 · SLCWD Share - DSPUD Capital Costs	-	-	-		18,054	18,000	(54)			
9999 · Clearing Account	-	-	-		-	-	-	0%	30,000	0%
Total Non-Controllable Expenses	21,489	22,500	1,011	96%	160,510	163,000	2,490	98%	413,245	39%
TOTAL DISTRICT EXPENSES:	195,736	216,623	20,887	90%	954,638	902,373	(52,265)	106%	2,573,145	37%
EARNED REVENUE LESS EXPENSES	3,839	(42,596)	46,435		(171,952)	(170,014)	(1,938)		558	

AMN
11/3/2022
1:49 PM

SIERRA LAKES COUNTY WATER DISTRICT
CAPITAL PROJECTS SUMMARY
FISCAL YEAR JULY 1, 2022 TO JUNE 30, 2023

	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	\$ 50,000	\$ 33,228		33,228	\$ 16,772
3103 - Repair/Replace Sewer Manholes at Various Locations	240,000	10,492		10,492	229,508
3104 - Miscellaneous Sewer Pump Station Upgrades (Rados 2022/2023 Contract \$1,164,830,000.00, Ponton Ind \$7,007.72 Farr-West \$72,280.85) Revised Estimate: \$1,244,118.57	1,000,000	1,039,228	145,837	1,185,065	(185,065)
3105 - Fire Hydrant Replacement (2022 Budgeted Project)	-			-	-
Miscellaneous Water Distribution System Improvements	-			-	-
3106 - Miscellaneous Water Pump Station/Storage Improvements	87,500	-		-	87,500
ADDED: 3107 - EMERGENCY Water Mainline & Laterals Replacement \$1,915,641.34 (Rados \$915,641.34 plus Materials \$100,000.00)	-	551,521	437,308	988,829	(988,829)
3114 - Automatic Meter Read System	280,000	38,556		38,556	241,444
3118 - Purchase Tools/Equipment and Building Improvements	116,500	-		-	116,500
3119 - Dam Parcel & Serene Creek Acquisition		10,500	-	10,500	(10,500)
Total Capital Projects	\$ 1,774,000	\$ 1,683,526	\$ 583,146	2,266,671	\$ (492,671)
2022/2023 Budget Adjustments: \$1,259,760	3,033,760	1,683,526	583,146	2,266,671	767,089

45

Placer County Treasury Fund		
9/1/2022	Beginning Balance	\$ 2,514,197.41
9/1/2022	Interest	1,924.33
9/15/2022	Transfers to Operating Account:	<u>(1,000,000.00)</u>
9/30/2022	Available Funds	<u>\$ 1,516,121.74</u>

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

Beginning Operating Cash Balance:

ACTUAL Oct-22	Forecast Oct-22	Forecast Nov-22	Forecast Dec-22	Forecast Jan-23	Forecast Feb-23	Forecast Mar-23	Forecast Apr-23	Forecast May-23	Forecast Jun-23	Forecast Jul-23	Forecast Aug-23	Forecast Sep-23
552	552	603	587	457	732	792	568	463	543	483	668	703

Cash Provided/(Used) by Operations:

	ACTUAL Oct-22	Forecast Oct-22	Forecast Nov-22	Forecast Dec-22	Forecast Jan-23	Forecast Feb-23	Forecast Mar-23	Forecast Apr-23	Forecast May-23	Forecast Jun-23	Forecast Jul-23	Forecast Aug-23	Forecast Sep-23
Revenues:													
Sewer & Water Service Fees	61	125	125	135	150	220	155	50	100	97	350	250	150
Misc Other Income			-	-	-	-	-	-	10	10	5	-	-
Placer County Taxes	10	10	-	-	285	-	-	-	125	-	-	-	-
Expenses:													
Operating Expenses	(173)	(191)	(191)	(191)	(160)	(160)	(165)	(155)	(155)	(155)	(170)	(165)	(165)
Sierra Plant - Capital Projects	(847)	(624)	(450)	(74)	-	-	-	-	-	-	-	(50)	(50)
District Share DSPUD Costs										(12)			
Net Cash Provided/(Used) by Operations:	(949)	(680)	(516)	(130)	275	60	(10)	(105)	80	(60)	185	35	(65)

Cash Provided/(Used) for Financing Activities

	ACTUAL Oct-22	Forecast Oct-22	Forecast Nov-22	Forecast Dec-22	Forecast Jan-23	Forecast Feb-23	Forecast Mar-23	Forecast Apr-23	Forecast May-23	Forecast Jun-23	Forecast Jul-23	Forecast Aug-23	Forecast Sep-23
CA Bank & Trust - Qrtly Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-
USDA \$5.2 million Revenue Bond			-	-	-	-	(214)	-	-	-	-	-	-
Total Cash Provided/(Used) by Financing Activities:	-	-	-	-	-	-	(214)	-	-	-	-	-	-

Cash Provided/(Used) by Investment Activities

	ACTUAL Oct-22	Forecast Oct-22	Forecast Nov-22	Forecast Dec-22	Forecast Jan-23	Forecast Feb-23	Forecast Mar-23	Forecast Apr-23	Forecast May-23	Forecast Jun-23	Forecast Jul-23	Forecast Aug-23	Forecast Sep-23
Moved to Placer Co. Treasurer's Fund	1,000	1,000	500	-	-	-	-	-	-	-	-	-	-
GASB 45 - OPEB Annual Funding	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Provided/(Used) by Investment Activities:	1,000	1,000	500	-									

Ending OPERATING ACCOUNT Cash Balance:

	603	872	587	457	732	792	568	463	543	483	668	703	638
--	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Placer County Treasurer Account

9/30/22 Balance:	\$	2,514,197.00
Scheduled Transfers & Interest Received:		
Oct-22		(1,000,000.00)
Interest		1,924.33
Nov-22		(500,000.00)
Ending Balance	\$	<u>1,016,121.33</u>

SIERRA LAKES COUNTY WATER DISTRICT - FIVE YEAR CASH FLOW PROJECTION
2021/2022 - 2025/2026
in \$000's

Beginning OPERATING Cash Balance:

ACTUAL 2021/2022	FORECAST 2022/2023	Forecast 2023/2024	Forecast 2024/2025	Forecast 2025/2026
752	629	483	542	403

Cash Provided/(Used) by Operations:

Revenues:

Water/Sewer Service Fees	2,016	2,078	2,078	2,053	2,053
Placer County Tax	517	450	450	450	450
Primary Facilities Fees	-	30	15	15	15
Misc Other Income: Int & Fees	-	16	16	16	16

Expenses:

Operating Expenses	(1,848)	(2,160)	(2,268)	(2,381)	(2,500)
Sierra Plant - Capital Projects	(513)	(2,206)	(378)	(438)	(378)

Net Cash Provided/(Used) by Operations:

172	(1,792)	(87)	(285)	(344)
-----	---------	------	-------	-------

Cash Provided/(Used) for Financing Activities

CA Bank & Trust Loan Principal & Interest	(58)	-	-	-	-
USDA Revenue Bond Loan	(270)	(270)	(270)	(270)	(270)
Refunded WWTP Costs	67	-	-	-	-
DSPUD Cost Sharing	(34)	(30)	(30)	(30)	(30)

Total Cash Provided/(Used) by Financing Activities:

(295)	(300)	(300)	(300)	(300)
-------	-------	-------	-------	-------

Cash Provided(Used) by Investment Activities

Total Cash Provided(Used) by Investment Activities:	-	-	-	-	-
Moved to Placer Co. Treasurer's Fund	-	2,000	500	500	500
Annual GASB 45 Funding - OPEB - Moved to LAIF	-	(54)	(54)	(54)	(53)

Total Cash Provided(Used) by Investment Activities:

-	1,946	446	446	447
---	-------	-----	-----	-----

Ending OPERATING Cash Balance:

629	483	542	403	205
-----	-----	-----	-----	-----

Lh

amn
11/4/2022
8:53 AM

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

<u>Vendor</u>	<u>Inv # / Inv Date</u>		<u>Invoice Amount</u>
<u>Paul A. Schultz, P.E. A CA Prof Corp</u>	Invoice #	221101	20,300.00
	Date	11/1/2022	
	For: <u>Oct 2022 Professional Fees & Reimbursements</u>		
<u>Anna M Nickerson LLC</u>	Inv#	101522	5,712.00
	Date	10/15/2022	
	For: <u>Professional Fees 10/1 to 10/15/22</u>		
	Inv#	93022	5,280.00
	Date	10/31/2022	
	For: <u>Professional Fees 10/16 to 10/31/2022</u>		
TOTAL ANNA NICKERSON			10,992.00
<u>Kronick Moskovitz Tiedemann & Girard</u>	Inv#	35495	3,140.70
	Date	10/13/2022	
	For: <u>Sept 2022 Legal Fees</u>		
<u>Steve R Rados, Inc</u>	Inv#	Pay App #5	580,074.50
	Date	10/21/2022	
	For: <u>Capital Projects: Sewer Infrastructure & Water Lateral Repair</u>		
	TOTAL INVOICES FOR APPROVAL		614,507.20

48

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

DATE	DESCRIPTION	HOURS
10/03/2022	Begin monthly General Manager's Report. Connect Dir. Harvey w/ G. Carman. Determine reporting requirements for District after curtailment lifted. Prepare Average Daily Flows graphic. Send invoice and backup to A. Nickerson. Get answers to Util. Ops. Mgr. re: Cell phone stipend, sick leave accrual, uniform policy. Review District Financial Strategy memo from MVD (FW). (6.0 hrs. overall, 5.0 hrs. on-site)	6.0
10/04/2022	Continue review of District Financial Strategy memo from MVD. Discuss floodplain mapping of Serene Lakes w/ Placer County (4.0 hrs. overall, 0.0 hrs. on-site)	4.0
10/05/2022	Complete monthly General Manager's Report and memos. Discuss Closed session item w/ J. Mitchell (KMTG). Review plans for 5770 Soda Springs Road. Review and modify Board Agenda. (6.5 hrs. overall, 5.5 hrs. on-site)	6.5
10/06/2022	Review of updated District Financial Strategy memo from MVD Get draft monthly pay request from Rados. Send monthly General Manager's report to A. Nickerson. Respond to M. Wied re: Installation of additional meter pits. Begin review of Farr-West's Master Plan Scope & Fee. Get photographs of dam outlet showing condition of components. (5.0 hrs. overall, 4.0 hrs. on-site)	5.0
10/07/2022	Review Utility Ops. Mgr.'s monthly report. SPS#4 Startup today. Forward copy of Ice Lakes Lodge Tentative Parcel Map to J. Olsen @FW. 2021 FAP response and request for reimbursement to PCWA. (5.0 hrs. overall, 4.0 hrs. on-site)	5.0
10/10/2022	Review comments from Dir. Jackson re: Draft Agenda for Board meeting. Review, Financial Strategy memo from FW for presentation to the Board on 10/13. Review District Master Planning Proposal for presentation to the Board on 11/09. (6.5 hrs. overall, 6.0 hrs. on-site)	6.5

50

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

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>
10/11/2022	Continue review, discuss, and have MVD (FW) make necessary revisions to Financial Strategy memo for presentation to the Board on 10/13. Continue review, discuss, and have A. Stodtmeister (FW) make necessary revisions to District Master Planning Proposal for presentation to the Board on 11/09. (6.0 hrs. overall, 0.0 hrs. on-site)	6.0
10/12/2022	Meet w/ Kathy Richards and Preston form Badger Meter re; Coverage Issues. Answer E. Horntvedt (TFD) question re: Board Meeting. Discuss 2021 FAP reimbursement from PCWA. Discuss Siemens cable return w/Utility Ops. Mgr. Call G. Carman re: his presentation to the Board and Closed session. Call (Texas) architect re: construction permitting. Sign and return TO5 for Hydrant Flow Testing to FW, copy to A. Nickerson. Call w/ J. Olsen (FW) re: status of dam and channel survey and Au Tentative Parcel Map. Return ISO (Insurance Service Office) questionnaire to S. Kessmann (TFD). (6.0 hrs. overall, 4.5 hrs. on-site)	6.0
10/13/2022	Send invitation for District Mgt. Framework mtg. w/ Dirs. Harvey and Heald. Sewer infrastructure project progress meeting. Answer question from engineer re: 3338 Hillside. Respond to CARB letter from TDPUD. Coordinate presentation to Board w/ MVD. Prepare draft Addendum for A1-Testing and Maintenance. Prep for Board Meeting. Board Meeting. Meet w/ Utility Ops. Mgr. re: various items. Copy of Placer County Lease Agreement to Utility Ops. Mgr. (9.0 hrs. overall, 7.0 hrs. on-site)	9.0
10/14/2022	Prepare Addendum #1 for A1 Testing and Maintenance for additional Meter Pits. (5.0 hrs. overall, 0.0 hrs. on-site)	5.0
10/17/2022	Get additional pictures for AEP and Sierra Business Council for Energy Audit. Review plans for 5770 Soda Springs Road. Check on operability of hydrant of Soda Springs Road. (5.0 hrs. overall, 4.0 hrs. on-site)	5.0

51

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

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>
10/18/2022	Review Dam Release Gate Repair TO from FW. (5.0 hrs. overall, 0.0 hrs. on-site)	5.0
10/19/2022	Investigate existing conditions at Dam Release Gate. Cancel meeting w/ Dirs. Heald and Harvey re: District Management Framework. Reschedule same. Discuss methods of notifying residents of shut offs, etc. (email blast, Next-door, Facebook?). Additional coordination of hydrant testing. (6.5 hrs. overall, 6.5 hrs. on-site)	6.5
10/20/2022	Convert USA North to USA Pelican. Put together a package of general Lake Management letters for Utility Ops. Mgr. Call MVD (FW) regarding Master Planning proposal. Farr-West here today to perform Hydrant Testing to support water model and Master Plan. Prep. Ask Util. Ops. Mgr. to address pressure issues question from one resident. (6.5 hrs. overall, 5.5 hrs. on-site)	6.5
10/21/2022	Arrange to have extra Siemens flow meters returned for credit. Review 2022 CARD DOORS requirements. (5.0 hrs. overall, 0.0 hrs. on-site)	5.0
10/24/2022	Respond to S. Palmer (DSPUD) regarding extra work and costs at DSPUD WWTP. Preliminary response to R. Benson re: HotFAP program, then assign to A. Nickerson to complete. Finalize addendum #1 for A1 Testing and Maintenance. (6.5 hrs. overall, 5.0 hrs. on-site)	6.5
10/25/2022	Begin preparation of response to M. Burgess and S. Watson (Division of Drinking Water) regarding Sanitary Survey Inspection Report and Wetlab turnover issue. (6.0hrs. overall, 4.0 hrs. on-site)	6.0
10/26/2022	Meet w/ M. Marriner and Utility Ops. Mgr. regarding yard piping and valves for WTP. Continue preparation of response to M. Burgess and S. Watson (Division of Drinking Water) regarding Sanitary Survey Inspection Report and Wetlab turnover issue. Respond to Aveva regarding	6.0

52

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

DATE	DESCRIPTION	HOURS
	renewal of Wonderware software for 2023. Get Utility Ops. Mgr. access to CSDA Training materials. (6.0 hrs. overall, 4.0 hrs. on-site)	
10/27/2022	Continue preparation of response to M. Burgess and S. Watson (Division of Drinking Water) regarding Sanitary Survey Inspection Report and Wetlab turnover issue. Check on Sexual Harassment Training interval for staff, management, and Board. Talk to S. Chandra (UNR) about next presentation, next steps, project status, and closeout. (5.0 hrs. overall, 4.0 hrs. on-site)	5.0
10/28/2022	Begin monthly General Manager's report. Call S. Palmer re: DSPUD admin. Activities in October. (5.0 hrs. overall, 0.5 hrs. on-site)	5.5
10/31/2022	OFF	

53

**ANNA M NICKERSON, LLC
FINANCIAL CONSULTANT**

1880 Morgan Pointe Ct.
Reno, NV 89523
530-330-2724

INVOICE

INVOICE NO: 101522
DATE: October 15, 2022

ACCOUNT NO: 9018 \$ 5,712.00
CHECK NO: _____
CHECK DATE: _____
APPROVAL: _____

nickerson.annam@gmail.com

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
10/3/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	6.0	\$96.00	\$ 576.00		0.5	2.5			1	1.5	0.5			6
10/4/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	5.0	\$96.00	\$ 480.00			2.5		0.5	0.5	1	0.5			5
10/5/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Quarterly returns.	5.0	\$96.00	\$ 480.00			3			0.5	1	0.5			5
10/6/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Month end, escrows, connection permit, public information request and board reports	5.0	\$96.00	\$ 480.00		1.5	2			0.5	0.5	0.5			5
10/7/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished month end and prepared board packets	5.0	\$96.00	\$ 480.00			1.5			0.5	0.5	0.5		2	5
10/10/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened an escrow and started meter audit	5.0	\$96.00	\$ 480.00		0.5			3	0.5	0.5	0.5			5
10/11/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on meter audit	5.0	\$96.00	\$ 480.00					3.5	0.5	0.5	0.5			5
10/12/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on meter audit	5.0	\$96.00	\$ 480.00					3.5	0.5	0.5	0.5			5
10/13/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website processed escrow requests, filed and worked on meter audit.	11.0	\$96.00	\$ 1,056.00	1	1			5	0.5	0.5	0.5	1.5	1	11
10/13/2022	Board Meeting	2.5	\$96.00	\$ 240.00										2.5	2.5
10/14/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Payroll & meter setups & audit	5.0	\$96.00	\$ 480.00			2		1.5	0.5	0.5	0.5			5
	59.5 TOTALS			\$ 5,712.00	1.0	3.5	13.5	0.0	17.0	5.5	7.0	5.0	1.5	5.5	59.5
					2%	6%	23%	0%	29%	9%	12%	8%	3%	9%	

54

**ANNA M NICKERSON, LLC
FINANCIAL CONSULTANT**

1880 Morgan Pointe Ct.
Reno, NV 89523
530-330-2724

nickerson.annam@gmail.com

INVOICE

INVOICE NO: 103122
DATE: October 31, 2022

ACCOUNT NO: 9018 \$ 5,280.00
CHECK NO: _____
CHECK DATE: _____
APPROVAL: _____

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

55

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
10/17/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Recorded audit adjusting entries, prepared new signature card for Directors.	5.0	\$96.00	\$ 480.00			2			1	1.5	0.5			5
10/18/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated customer testing information and responded to customer information request.	5.0	\$96.00	\$ 480.00		1			2	1	0.5	0.5			5
10/19/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Check run, filed and updated/reconciled website AR balances.	5.0	\$96.00	\$ 480.00	0.5					0.5	2	0.5	1.5		5
10/20/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on meter audit/reconciliation.	5.0	\$96.00	\$ 480.00					3.5	0.5	0.5	0.5			5
10/21/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished meter audit/reconciliation	5.0	\$96.00	\$ 480.00					3.5	0.5	0.5	0.5			5
10/24/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated labor reports, depr schedules and filed.	5.0	\$96.00	\$ 480.00	1		2.5			0.5	0.5	0.5			5
10/25/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated and issued prorated billings on new construction	5.0	\$96.00	\$ 480.00					1.5	2.5	0.5	0.5			5
10/26/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website and started minutes.	5.0	\$96.00	\$ 480.00						1	0.5	0.5	1.5	1.5	5
10/27/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. PCWA grant reimbursement request and minutes.	5.0	\$96.00	\$ 480.00		1				0.5	0.5	0.5		2.5	5
10/28/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails.	5.0	\$96.00	\$ 480.00						1	0.5	0.5		3	5
10/31/2022	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Start month end	5.0	\$96.00	\$ 480.00			2.5			1	1	0.5			5
	TOTALS	55.0		\$ 5,280.00	1.5	2.0	7.0	0.0	10.5	10.0	8.5	5.5	3.0	7.0	55.0
					3%	4%	13%	0%	19%	18%	15%	10%	5%	13%	



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
 ATTN: Paul A. Schultz, General Manager
 7305 Short Road
 P.O. Box 1039
 Soda Springs, CA 95728

RECEIVED OCT 17 2022

October 13, 2022
 Invoice 305495

General

Reference # 4210-001

For Professional Services Through 9/30/2022

Balance Forward		2,419.59
Current Fees	660.75	
Current Disbursements	60.36	
Total Current Charges		721.11
Total Due		\$3,140.70

*** DUE UPON RECEIPT ***

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

Balance Forward Open Invoices				
Invoice Date	Invoice Number	Original Amount	Payments and Credits	Balance
09/20/22	305213	2,419.59	0.00	2,419.59
				2,419.59

Aged Accounts Receivable					
	0-30	31-60	61-90	91+	Total Due
Totals	3,140.70	0.00	0.00	0.00	3,140.70

ACCOUNT NO 9012 \$ 721.11
 CHECK NO. 8173
 CK DATE 10-21-22
 APPROVED *Paul*

RECEIVED NOV - 3 2022

SLCWD- Sewer Infrastructure Replacement and Repair Project

CONTRACTOR:

Steve P. Rados, Inc.
2002 E. McFadden Avenue, Suite 200
Santa Ana, CA 92705

ESTIMATE NO.05

Period: 9-27-22 to 10-21-22

PROJECT MANAGER: Matt Schultz

57

Item No.	Description	Unit	Bid Quantity	Unit Price	Contract Value	Previous Quantity	Previous \$S amount	Quantity This Period	\$S Amount This Period	Quantity to Date	% complete to Date	Total \$S Amount to Date
1A	Mobilization	LS	1	\$75,000.00	\$75,000.00	1.00	\$ 75,000.00		\$ -	1.00	100%	\$ 75,000.00
1B	Demobilization	LS	1	\$48,700.00	\$48,700.00	0.00	\$ -	1.00	\$ 48,700.00	1.00	100%	\$ 48,700.00
2	Temporary Traffic Control	LS	1	\$25,000.00	\$25,000.00	0.95	\$ 23,750.00	0.05	\$ 1,250.00	1.00	100%	\$ 25,000.00
3	Temporary Erosion Control	LS	1	\$70,000.00	\$70,000.00	0.95	\$ 66,500.00	0.05	\$ 3,500.00	1.00	100%	\$ 70,000.00
4	4-inch SDR 35 PVC Sewer Lateral	EA	5	\$5,000.00	\$25,000.00	4.00	\$ 20,000.00		\$ -	4.00	80%	\$ 20,000.00
6	Sewer Manhole Replacement	EA	3	\$20,000.00	\$60,000.00	3.00	\$ 60,000.00		\$ -	3.00	100%	\$ 60,000.00
7	Chimney Seal Installation	EA	12	\$900.00	\$10,800.00	11.00	\$ 9,900.00		\$ -	11.00	92%	\$ 9,900.00
8	Sewer Manhole Grade Adjustment	EA	1	\$1,800.00	\$1,800.00	1.00	\$ 1,800.00		\$ -	1.00	100%	\$ 1,800.00
15A	Sewer Pump Station 4 Improvements - Furnish Materials	LS	1	\$300,000.00	\$300,000.00	1.00	\$ 300,000.00		\$ -	1.00	100%	\$ 300,000.00
15B	Sewer Pump Station 4 Improvements - Repair and Dewatering	LS	1	\$65,000.00	\$65,000.00	1.00	\$ 65,000.00		\$ -	1.00	100%	\$ 65,000.00
15C	Sewer Pump Station 4 Improvements - Excavate and Shore	LS	1	\$140,000.00	\$140,000.00	1.00	\$ 140,000.00		\$ -	1.00	100%	\$ 140,000.00
15D	Sewer Pump Station 4 Improvements - Install Precast and Mechanical Piping - Wet Well	LS	1	\$100,000.00	\$100,000.00	0.90	\$ 90,000.00	0.10	\$ 10,000.00	1.00	100%	\$ 100,000.00
15E	Sewer Pump Station 4 Improvements - Install Precast and Mechanical Piping - Check Valve Vault	LS	1	\$100,000.00	\$100,000.00	0.90	\$ 90,000.00	0.10	\$ 10,000.00	1.00	100%	\$ 100,000.00
15F	Sewer Pump Station 4 Improvements - Electrical Work	LS	1	\$50,000.00	\$50,000.00	0.50	\$ 25,000.00	0.50	\$ 25,000.00	1.00	100%	\$ 50,000.00
15G	Sewer Pump Station 4 Improvements - Painting Work	LS	1	\$50,000.00	\$50,000.00	0.50	\$ 25,000.00	0.50	\$ 25,000.00	1.00	100%	\$ 50,000.00
17	Remove & Dispose Existing ACP	LF	30	\$140.00	\$4,200.00	28.50	\$ 4,000.00		\$ -	28.50	95%	\$ 4,000.00
18	Non-Fixonvatable Rock	CY	50	\$3.50	\$17,500.00	4.00	\$ 1,520.00		\$ -	4.00	8%	\$ 1,520.00
19	Asphalt Patching	SF	2,000	\$16.00	\$32,000.00	995.00	\$ 15,900.00	1,005.00	\$ 16,100.00	2,000.00	100%	\$ 32,000.00
A1	Mobilization	LS	1	\$500.00	\$500.00	1.00	\$ 500.00		\$ -	1.00	100%	\$ 500.00
A2	Temporary Traffic Control	LS	1	\$1,700.00	\$1,700.00	1.00	\$ 1,700.00		\$ -	1.00	100%	\$ 1,700.00
A3	Temporary Erosion Control	LS	1	\$500.00	\$500.00	1.00	\$ 500.00		\$ -	1.00	100%	\$ 500.00
A6	Sewer Manhole Replacement	EA	3	\$20,000.00	\$60,000.00	3.00	\$ 60,000.00		\$ -	3.00	100%	\$ 60,000.00
A17	Remove & Dispose Existing ACP	LF	45	\$30.00	\$1,350.00	13.50	\$ 405.00		\$ -	13.50	30%	\$ 405.00
A19	Asphalt Patching	SF	675	\$4.00	\$2,700.00	270.00	\$ 1,080.00		\$ -	270.00	40%	\$ 1,080.00
Totals					\$1,250,000.00		\$ 1,083,475.00		\$ 143,066.00			\$ 1,226,541.00

ACCOUNT NO 3104 \$ 143,066.00 3107 \$437,008.50
 CHECK NO.
 CK DATE
 APPROVED

Item No.	Description	Unit	Bid Quantity	Unit Price	Contract Value	Previous Quantity	Previous \$\$ amount	Quantity This Period	\$\$ Amount This Period	Quantity to Date	% complete to Date	Total \$\$ Amount to Date
Change Orders												
Item No.	Description	Unit	Bid Quantity	Unit Price	Contract Value	Previous Quantity	Previous \$\$ amount	Quantity This Period	\$\$ Amount This Period	Quantity to Date	% complete to Date	Total \$\$ Amount to Date
1B	Manhole Modifications	LS	1	\$7,641.34	\$7,641.34	1.00	\$ 7,641.34		\$	1.00	100%	\$ 7,641.34
1C	Mineralization and Demineralization	LS	1	\$15,000.00	\$15,000.00	0.50	\$ 7,500.00	0.50	\$ 7,500.00	1.00	100%	\$ 15,000.00
2C	Temporary Traffic Control	LS	1	\$20,000.00	\$20,000.00	0.60	\$ 24,000.00	0.40	\$ 8,000.00	1.00	100%	\$ 40,000.00
3C	Temporary Erosion Control	LS	1	\$20,000.00	\$20,000.00	0.60	\$ 20,000.00	0.40	\$ 20,000.00	1.00	100%	\$ 40,000.00
4C	4" CSST PVC Water Main (includes fitting)	LF	25	\$4,572.00	\$114,300.00	0.00	\$	25.00	\$ 114,300.00	25.00	100%	\$ 114,300.00
5C	8" CSST PVC Water Main (includes fitting)	LF	1,380	\$325.00	\$448,500.00	1028.00	\$ 344,300.00	352.00	\$ 113,200.00	1480.00	100%	\$ 457,500.00
6C	2" Water Service (service only, connection to ex meter assembly)	EA	1	\$6,000.00	\$6,000.00	0.00	\$	1.00	\$ 6,000.00	1.00	100%	\$ 6,000.00
7C	1.5" Water Service and Meter Assembly	EA	1	\$13,000.00	\$13,000.00	0.00	\$	1.00	\$ 13,000.00	1.00	100%	\$ 13,000.00
8C	Fire Hydrant Assembly (Gate Valve not included)	EA	1	\$13,000.00	\$13,000.00	0.00	\$	1.00	\$ 13,000.00	1.00	100%	\$ 13,000.00
9C	Combination A/BV Assembly	EA	1	\$15,000.00	\$15,000.00	0.00	\$	1.00	\$ 15,000.00	1.00	100%	\$ 15,000.00
10C	6-inch Gate Valve (FLG AD)	EA	2	\$1,000.00	\$2,000.00	0.00	\$	2.00	\$ 2,000.00	2.00	100%	\$ 2,000.00
11C	8-inch Gate Valve (FLG AD)	EA	2	\$1,000.00	\$2,000.00	0.00	\$	2.00	\$ 2,000.00	2.00	100%	\$ 4,000.00
12C	3-inch Gate Valve (BD)	EA	1	\$1,400.00	\$1,400.00	0.00	\$	1.00	\$ 1,400.00	1.00	100%	\$ 1,400.00
13C	Connection to Existing Water Main (includes transition equipment)	EA	5	\$11,000.00	\$55,000.00	0.00	\$	5.00	\$ 55,000.00	5.00	100%	\$ 55,000.00
14C	Remove and Dispose Existing AC P. Pipes (Contingent Item)	LF	417	\$30.00	\$12,510.00	78.50	\$ 2,355.00	338.50	\$ 10,155.00	417.00	83%	\$ 12,510.00
15C	Remove and Abandon Existing Fire Hydrant Assembly	EA	1	\$5,000.00	\$5,000.00	0.00	\$	1.00	\$ 5,000.00	1.00	100%	\$ 5,000.00
16C	Remove and Abandon Existing Water Valve	EA	3	\$1,000.00	\$3,000.00	0.00	\$	3.00	\$ 3,000.00	3.00	100%	\$ 3,000.00
17C	Non-Erosionable Rock Removal (Contingent Item)	CY	30	\$1,500.00	\$45,000.00	18.00	\$ 27,000.00	12.00	\$ 18,000.00	30.00	60%	\$ 45,000.00
18C	Permanent Pavement Patching 18" AC 8" AD	SF	7,500	\$10.00	\$75,000.00	1242.00	\$ 12,420.00	6258.00	\$ 62,580.00	7500.00	98%	\$ 75,000.00
19C	Type II Slurry Road Rehabilitation	SF	10,500	\$7.75	\$81,375.00	0.00	\$	10,500.00	\$ 81,375.00	10,500.00	115%	\$ 81,375.00
20C	8" Gate Valve Replacement	EA	1	\$16,000.00	\$16,000.00	0.00	\$	1.00	\$ 16,000.00	1.00	100%	\$ 16,000.00
Totals					\$915,641.34		\$ 455,296.34		\$437,008.50			\$892,304.84

PROGRESS PAYMENT SUMMARY

TOTAL COMPLETED AND STORED TO DATE	\$ 2,118,845.64
AMOUNT RETAINED (5%)	\$ (105,942.29)
OTHER DEDUCTIONS	\$ -
TOTAL EARNED LESS AMOUNT RETAINED AND OTHER DEDUCTIONS	\$ 2,012,903.35
TOTAL COMPLETED AND STORED FROM PREVIOUS APPLICATIONS	\$ 1,461,832.77
AMOUNT EARNED THIS ESTIMATE (LESS 5% RETENTION)	\$ 551,070.78

CONTRACTOR'S REPRESENTATIVE SIGNATURE/DATE	Russell Bonnifield <i>Russell Bonnifield</i>
CITY'S REPRESENTATIVE SIGNATURE/DATE	<i>Gen'l Mgr.</i> 11/2/22

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner:	Sierra Lakes County Water District	Owner's Contract No.:	
Contractor:	Steve P Rados, Inc.	Contractor's Project No.:	
Engineer:	Farr West Engineering	Engineer's Project No.:	2090
Project:	Sewer Infrastructure Replacement and Repair Project	Contract Name:	

This Certificate of Substantial Completion applies to:

All Work

October 28, 2022
Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows:

Amendments to Owner's responsibilities: None

Amendments to Contractor's responsibilities: None

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

EXECUTED BY ENGINEER:		RECEIVED:	RECEIVED:
By: <u>[Signature]</u>	By: <u>[Signature]</u>	By: _____	By: _____
(Authorized signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)	
Title: <u>Project Manager</u>	Title: <u>General Mgr.</u>	Title: _____	Title: _____
Date: <u>10/28/2022</u>	Date: <u>11/2/22</u>	Date: _____	Date: _____

From: Rich Benson <rshbenson@att.net>
Sent: Wednesday, November 2, 2022 3:02 PM
To: Anna M. Nickerson
Subject: RBenson Propane Grant Request 110222
Attachments: SLCWD Propane Grant Request RBenson 110222.pdf

Hi Anna,

My thanks to you and Paul for your assistance in submitting my grant request for a propane change out of my previous heating oil tank and furnace.

I have attached to this e-mail my scanned documentation and cover letter for my SLCWD grant request.

As I believe the SLCWD Board has a meeting scheduled for next Thursday, November 10, 2022 (6:30 pm), I wanted to get this attachment to you ASAP in the event it can go before the Board at the earliest date.

Additionally, I expect to be listening/viewing the meeting in case my request goes before the Board on the November 10 date. In the event the Board wishes to hear any comments, or answers to questions, I expect to be available by telephone at 415-497-8118 during the meeting.

Please feel free to contact me if you have any questions or need any additional information.

Also, if you have time, could you please send me a return e-mail confirmation that you received this e-mail and the 30 page attachment.

Sincerely,

Rich Benson
415-497-8118

Home/Mailing address: 105 Trish Drive, Novato, CA 94947, rshbenson@att.net

Serene Lakes address: 9255 Pahatsi Road, Soda Springs, CA 95728

SIERRA LAKES COUNTY WATER DISTRICT

Operations & Maintenance Office

P.O. Box 120
7305 Short Road
Norden, CA 95724
(530) 426-7802
Facsimile (530) 426-1120

Administrative & Billing Office

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

Heating Oil Tank Financial Assistance Program

The District has implemented the Heating Oil Tank Financial Assistance Program (HOTFAP) to encourage property owners within the District's boundaries to remove, replace or upgrade heating oil storage tanks in order to prevent the contamination of Lake Serena, the Community's drinking water supply. The Program includes grants and interest-free loans to property owners to assist in reducing the risk of a heating oil spill. All heating oil storage tanks located within the District's boundary are subject to the following requirements:

- Existing underground storage tanks (USTs) and related supply and vent piping must be removed in accordance with Placer County requirements or upgraded to meet Title 23, Division 3, Chapter 16, Article 4, Section 2662 of the California Code of Regulations to remain in service. The installation of new USTs is prohibited.
 - All upgraded USTs and related supply and vent piping must be tested annually for leakage in accordance with Title 23, Division 3, Chapter 16, Section 2643 of the California Code of Regulations. Owners are required to submit the results of the annual integrity testing to the District.
- Existing and new above-ground storage tanks (ASTs) and related supply and vent piping must be upgraded to incorporate secondary containment features as required by California Fire Code Section 5704.2.9.7.

Funding is available in the form of a grant and/or interest-free loan for the following actions:

- remove, replace, upgrade or make other specified improvements to heating oil storage tanks:
 - removal of an existing UST or AST and installation of a non-fuel oil storage tank (propane), supply piping and home heating system (i.e. new furnace);
 - removal of a previously abandoned UST or AST;
 - removal and replacement of a UST with an AST that incorporates secondary containment features including piping as required by California Fire Code Section 5704.2.9.7;

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

This institution is an equal opportunity provider / Esta institución es un proveedor de servicios con igualdad de oportunidades

May 3, 2017

Heating Oil Tank Financial Assistance Program

- upgrade of an existing UST to meet Title 23, Division 3, Chapter 16, Article 4, Section 2662 of the California Code of Regulations; and
- upgrade of an existing AST and piping to meet the secondary containment requirements required by California Fire Code Section 5704.2.9.7;
- initial integrity testing of an existing UST in accordance with Title 23, Division 3, Chapter 16, Section 2643 of the California Code of Regulations. Subsequent annual testing is not eligible for funding;
- Placer County permit fees (Environmental Health and Building Department) for the following tasks:
 - tank removal (UST closure);
 - tank modification (UST modification); and
 - tank and heating system installation (propane) in conjunction with the removal of a UST or AST.
- professional services related to removal/modification/installation of a UST or AST and design of a replacement heating system; and
- soil sampling and analysis during tank removal to confirm no past spills or leakage. Funding may not be used for spill remediation. If contamination is found after the tank is removed, the property owner will be required to enroll in the State's UST Cleanup Fund or otherwise pay for that portion of the project.

The grant amount is based on a sliding scale with the maximum percentage/amount for projects that remove an existing (in-use or abandoned) heating oil storage tank:

- 75% of the cost to remove an existing UST or AST and install a non-fuel oil heating system, up to a maximum of \$7,500;
- 75% of the cost to remove a previously abandoned UST or AST, up to a maximum of \$5,000;
- 50% of the cost to remove a UST and install an AST and piping, up to a maximum of \$5,000;
- 25% of the cost to upgrade an existing AST or UST and piping, up to a maximum of \$2,500; and
- 75% of the cost of the initial integrity (tank and piping) testing to determine the condition of an in-use or abandoned UST, up to a maximum of \$750.

In addition to the grant, property owners that choose to remove an existing UST or AST and install a non-fuel oil heating system are eligible for a five-year, interest-free loan up to a maximum amount of \$5,000. The loan must be paid in full if the house is sold during the payback period.

The following information and steps must be completed to be considered for a receipt of a grant or loan funds:

- submittal of a letter of intent to the Board of Directors that includes:
 - the name of the property owner and contact information, address of the property and known information concerning the tank;

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

This institution is an equal opportunity provider / Esta institución es un proveedor de servicios con igualdad de oportunidades

May 3, 2017

Heating Oil Tank Financial Assistance Program

62

- a cost estimate prepared by licensed contractor(s) and/or an individual with relevant experience. The estimate should be based on two bids for each major component of the project; and
- the proposed scope of work including the time frame for each step of the project. The property owner and/or representative must initiate and oversee the removal/construction process.
- execution of an *Agreement to Provide Grant Funds* and/or *Unsecured Promissory Note* between the District and property owner;
- issuance of Placer County permits for removal (closeout) or modification of a UST and related appurtenances; and
- issuance of a Truckee Fire Protection District permit for modification or installation of an AST and related appurtenances.

Upon completion of the project and submittal of copies of all paid invoices, construction lien release(s), final Permits and Certificates of Tank Closure or Modification approved by Placer County or Truckee Fire as applicable, the District will release the funds. Amendment of the grant and/or loan amounts (down or up to the maximum) may be required based on the final project accounting.

Any grant or loan funds paid to the applicant as a result of material misrepresentation in the application or any submitted document or to which the applicant is not entitled must be repaid to the District within 30 days of written notice from the District.

Please contact Bill Quesnel, the District's General Manager, at 530-426-7800 if you have any questions or need additional information concerning the Program requirements or heating oil tanks in general.

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

This institution is an equal opportunity provider / Esta institución es un proveedor de servicios con igualdad de oportunidades

May 3, 2017

Heating Oil Tank Financial Assistance Program

63

November 2, 2022

Sierra Lakes County Water District
Board of Directors, Attn.: Paul Schultz P.E. Inc., General Manager
(c/o Anna Nickerson, Board Secretary, anickerson@slcwd.org, e-mail delivery)
P.O. Box 1039
7305 Short Road
Soda Springs, CA 95728-1039

Re: Grant Request for Propane Change Out of Heating Oil Tank & Furnace

Dear SLCWD Board of Directors:

I am writing to you because I am seeking the \$7,500 in grant funds pursuant to the "Heating Oil Tank Financial Assistance Program" instituted by Sierra Lakes County Water District (SLCWD). First, I wish to thank you in advance for the program opportunity and your patience in my grant application/request. Additionally, I wish to explain below how and why my request varies ever so slightly from your original program specifications, yet remains faithful to the full spirit and intent of your specifications and regulations.

Briefly, by way of history, my first correspondence to you was in July 2018, as attached. After I retired at the end of 2018 at age 67, I began actively pursuing and upgrading an existing above ground oil tank (AST)/heating system. And, in that pursuit I did request, and received time extensions from SLCWD, for a possible AST upgrade. After contacting at least 6-8 potential conventional contractors did I learn that absolutely no one was interested in accepting a residential oil tank replacement at any cost. If they did have the expertise, the job was too small, not the kind of large commercial work they were accustomed to, and far beyond the affordability of a home owner (i.e.: greater than \$100K). That said, it was clear to me that it would be impossible to obtain, let alone provide to SLCWD, two bids for each major component of the project, time frames, advance permits, etc., to meet the highly specific requirements of obtaining a grant, or financial assistance, in advance of the project.

Knowing that it would now be unrealistic to feasibly replace the AST, I turned my attention to abandoning the AST (with an excellent indoor oil heater) and convert everything to a propane system change out. After using all the heating oil in the existing tank and forgoing any heat for two winter seasons, I scoured the earth for a contractor to do the job. Again, I realized that there were simply no project general contractors interested in a change out project, they all were building new homes where there was

much more money to be had. Likewise, the prospect of obtaining two bids and the accompanying specific details set forth by SLCWD was equally not possible.

Faced with either giving up winter use of the home, or pursuing the propane change out on my own, with or without knowing the possible prospect of an advance grant, I decided to undertake the project on my own.

Throughout the project, every tradesman/technician/person who contributed work to the finished project was never the first person I sought help from. It was typical that I needed to make at least three different contacts before I found one who actually came through to do the work.

My first payment step on the project began on August 24, 2020 with an \$80 heater inspection visit from the person who ultimately installed a new inside propane heater. Subsequently, I engaged services and/or costs with three jurisdictions (SLCWD, Truckee Fire, and Placer County), two permits, eight inspections, and eleven tradesman/technicians/persons/suppliers. Ultimately, I received my final inspection from Placer County on October 5, 2022. While incomplete for some incidental costs, I have attached a chronological cost summary of the project which well exceeds the available grant amount. Likewise, as best as possible I have attached copies of permits/finals, contracts, invoices/bills, cancelled checks. All work provided was by licensed contractors where applicable.

And finally, I contributed hundreds of hours of time researching the details of the project, investigating the true legal requirements, providing plans and applications, building plans and models of steel fabrications, securing and installing components of the propane drain system, and providing hands on assistance with all the workers when and where I could.

Had I been told in advance that this amount of time, effort, energy, and cost would have been ahead of me I would not have believed it. The information that such an effort laid ahead was far from available before I started. To the extent that my project secures the grant I seek, I hope my experience also provides SLCWD some information to help SLCWD fully understand the scope, and reality, of these projects, and to help guide others should they be so inclined.

Please note that while an academic ideal change out might suggest County permits for AST removal, there is no residential permit requirement applicable. Also, County Fire visited the property at least three times, for new propane tank site approval, inspection of open propane line-in trench placement, and final verbal operational outside approval

(with riser valves, and snow protection, covered line and tank installation complete).

Paul Schultz, PE, of SLCWD had also visited the property after the fuel tank removal. No mechanics liens were filed on the project.

The Benson family has enjoyed our home at Serene Lakes since my dad, mom (both deceased), brother, and I built it with our own hands in 1969. We are now enjoying the home into our fourth generation.

Thank you again for your consideration to my request.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Benson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Richard Benson

Home Address:

105 Trish Drive

Novato, CA 94947 // 415-497-8118 // rshbenson@att.net

Serene Lakes Address:

9255 Pahatsi Road, Soda Springs, CA 95728

Rich Benson, Propane Furnace Change-Out Project

Serene Lakes Address: 9255 Pahatsi Road, Soda Springs, CA 95728

Home Address: 105 Trish Drive, Novato, CA 94947

(prepared 11/02/22)

Check No	Chronological	Costs	
2014	08/24/20	Carlson Heating inspection	80.00
2146	05/09/21	Steve Sitton, Silver State Solutions, fuel tank removal	1,500.00
2157	06/07/21	e-Minus, Mech. Eng., PE propane drain pmt	1,250.00
2169	07/06/21	Truckee Fire Protection District permit	118.49
receipt(credit card pmt)	07/06/21	Placer County permit	156.17
receipt(credit card pmt)	07/06/21	Van Bebber propane drain pan fabrication	512.09
2179	07/22/21	Norm Saylor excivating	175.00
receipt(credit card pmt)	08/02/21	Van Bebber propane riser cover fabrication	837.46
2190	08/13/21	On-Spot Welding propan pan	145.00
receipt(credit card pmt)	08/20/21	Al Pombo, Inc. gas line sand	268.08
2206	09/20/21	Timberwolfe Tree removal tank site prep	300.00
receipt(credit card pmt)	09/21/21	Sierra Mountain Pipe installation parts	86.98
2207	09/21/21	Carlson Heating payment	4,125.00
receipt(credit card pmt)	09/22/21	Sierra Mountain Pipe installation parts	20.16
2208	09/30/21	e-Minus, Mech. Eng., PE propane drain pmt	1,500.00
2209	09/30/21	Carlson Heating payment	3,300.00
receipt(credit card pmt)	10/04/22	Sierra Mountain Pipe propane drain pipe	106.49
receipt(credit card pmt)	10/04/22	Sierra Mountain Pipe propane drain pipe 193.95-61.43 credit	132.52
2214	10/07/21	B & B Plumbing, interior propane piping	910.48
2217	10/09/21	e-Minus, Mech. Eng., PE propane drain pmt	750.00
n/a	various	Est'd Misc. Hardware costs, Mtn. H., H. Depot, smoke/CO etc.	250.00
sum of direct payment costs =			16,523.92

July 2, 2018

Sierra Lakes County Water District
Board of Directors, Attn.: Bill Quesnel PE
P.O. Box 1039
7305 Short Road
Soda Springs, CA 95728-1039

Re: Heating Oil Tank Upgrade; Extension Request

Dear SLCWD Board of Directors:

Thank you for your letter of May 2, 2018 regarding requirements for my above ground heating oil tank upgrade. This letter follows my recent telephone conversation with Mr. Quesnel on this subject and request.

After several contacts with potential contractors it is clear to me that the best approach to upgrading my tank at 9255 Pahatsi deserves my on-site attention and that is a hardship for me at this time. My current occupation is extremely time consuming and does not provide me the ability to get away to be on-site for the job. I have learned that there are, at best, a few contractors familiar with these residential installations. Expectedly, some are willing to accept the job with no experience or track record. That is risky in my opinion and not in the best interest of SLCWD or myself. My being able to be on-site ensures during the process ensures a level of quality control that could otherwise not be achieved.

I will be retiring at the end of this calendar year and have ample opportunity in the spring of 2019 to properly pursue the upgrade. That further allows me the opportunity to manage the volume of heating oil remaining in the tank for the upgrade. At this time, it is my intent to upgrade to a new double wall tank with a concrete slab platform.

As I have previously mentioned, I am fully supportive of the District's proactive measures as the Benson family has enjoyed our home at Serene Lakes since my brother and I built it with our dad and mom (both deceased) in 1969. We are now into fourth generation members.

Sincerely,

Richard Benson
105 Trish Drive
Novato, CA 94947 // 415-497-8118 // rshbenson@att.net

68

sent 6/14/21



Truckee Fire Protection District Residential Propane Permit

Installation Address 9255 Pahatsi Road
 Property Owner Name Rich Benson
 Phone Number 415-497-8118 Email rshbenson@att.net
 Vendor Hunt & Sons Propane, Reno, NV
 Contractor owner builder
 Tank Size (Gallons) 500

What Is The Scope Of This Project?

- New Construction (Must Submit Full Plans)
- New Propane Service To Property
- Burying Tank In Current Location
- Tank Relocation
- Secondary Regulator Relocation

Tank Information

- Above Ground Install
- Underground Install
- Distance to Buildable Line (Greater than 10ft) Yes
- Distance to Building (greater Than 10ft) Yes
- Distance to Driveway/Roadway Approx. 10+ ft. to driveway, 40 ft. to roadway.
- Distance to Power Lines Approx. 35+ ft.

Secondary Regulator Information

- On Gable End, Clear of Ice Shed
- 5ft From Appliance Intake
- Shut Off Valve Upstream of Regulator
- 3ft From Opening
- Protective Cover

Underground Tank Requirements

- Backfill free of rocks and abrasives
- Anchor Installed (for Tanks Subject to Groundwater Flooding)
- Ground Sloped Away From Dome

Anode Bags Installed:

- 2 at 17lb for 1,000gal Tank
- 1 at 17lb for 500gal Tank

Pipe Material

- SCH 80
- Depth of Bury 18" (NFPA 58-6.11.4.2)
- Flex

Signature

I have filled this form truthfully, & have read and acknowledge article 15.12, of the Placer County Building and Development Code, attached. Additionally, I attest that my project is in compliance with The Truckee Fire Protection District Propane Installation Inspection Check Sheet

Signature *Rich Benson* Date 06/14/21

and 6/14/21

**TRUCKEE FIRE PROTECTION DISTRICT
PROPANE INSTALLATION INSPECTION CHECK SHEET**

Property Owner: Rich Benson
Address: 9255 Pahatsi Road **Date:** 06/14/21
Gas Vendor: Hunt & Sons, Reno **New System**
Inspected by: _____ **Existing System**
 Nevada County **Placer County** **Town of Truckee**

ABOVE GROUND TANK:

- | | Yes | No | |
|----|-------------------------------------|--------------------------|--|
| 1. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Appropriate clearance from property lines and buildings. |
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Appropriate clearance from snow shed off of roof. |
| 3. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Appropriate clearance from roadside snow removal. <i>(Not in setback)</i> |
| 4. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Tank supported by reinforced concrete pads or engineered saddles. |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | If saddles are used there are at least 3 layers of tarpaper, or rubberized underlayment separating the tank. |
| 6. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data plate is clearly visible with minimum working pressure of 250 psi. |
| 7. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Propane Vendor is identified under the bonnet. |
| 8. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Appropriate snow stake installed identifying the LP vendor. |
| 9. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | In areas where vehicle traffic is expected container is protected. |

UNDERGROUND TANK:

- | | Yes | No | |
|-----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Appropriate clearance from property lines and buildings. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Appropriate clearance from snow shed off of roof. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Appropriate clearance from roadside snow removal. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Tank is bedded and level on 6" of sand. |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Backfill is free of rocks. |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Data plate is clearly visible with minimum working pressure of 250 psi. |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Propane Vendor is identified under the bonnet. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Appropriate snow stake installed identifying the LP vendor. |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Top of the tank is at least 6" below grade. |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | In areas where vehicle traffic is expected the dome is protected. |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Regulator vent is above grade or a vent extension is above grade. |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Dome extends above finished grade and water will drain away from the dome. |

**TRUCKEE FIRE PROTECTION DISTRICT
PROPANE INSTALLATION INSPECTION CHECK SHEET**

1st STAGE REGULATOR AND PIPING:

- Yes No
1. Riser pipe is schedule 80 pipe or approved flex line
 2. Riser pipe is not encased in concrete
 3. Tinned copper pigtail connects the regulator to the tank.
 4. Swing joints are installed at the base and top of the riser pipe.
 5. Where the tank is on saddles the riser pipe is appropriately supported.
 6. Swing joints are used to take any stress off of horizontal runs of pipe to the regulator.
 7. Pressure Test _____ Pounds/Inches for _____ Minutes/Hours (Circle one)

2nd STAGE REGULATOR AND PIPING:

- Yes No
1. Gas line enters the structure on the gable end of the structure.
 2. Riser pipe surfaces at the gable end of the structure.
 3. Riser pipe is schedule 80 with swing joints at its base or schedule 40 if protected.
 4. Riser is not encased in concrete.
 5. An approved regulator cover has been securely installed to framing members of the wall.
 6. Regulator and piping is protected from migrating snow coming off of the roof and traveling horizontally.
 7. Approved gas shut-off is installed upstream of the 2nd stage regulator.
 8. Identifier is installed on the house directly above the shut-off above the anticipated snow depth.
 9. 3' clearance horizontally from any opening into the structure below the regulator vent.
 10. 5' clearance from any ignition source or appliance intake in any direction from the regulator vent.



Truckee Fire Protection District
 PO Box 2768
 Truckee, CA 96160
 530.582.7850

paid 7/6/21

INVOICE

Invoice Number: 21-189
 Invoice Date: Jul 5, 2021
 Page: 1

Bill To:
PLAN REVIEW DONE BY TRUCKEE FIRE SEE DESCRIPTION

Invoice Description:
Invoice represents plan review fees for the property noted below.

Customer ID	Customer PO	Payment Terms	
PLAREV		Net 45 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		8/19/21

Quantity	Item	Description	Unit Price	Amount
1.00	PL	Property Address: Rich Benson9255 Pahatsi Road, Soda Springs (Serene Lakes), CA 95728, 105 Trish Drive, Novato, CA 94947 Placer (project), Marin (home)	118.49	118.49
1.00	CC	3.5% Online Payment Convenience Fee - Please subtract if paying by check!	4.15	4.15

Subtotal	122.64
Sales Tax	
Total Invoice Amount	122.64
Payment/Credit Applied	
TOTAL	122.64

Check/Credit Memo No:

Placer County Building Services - Permit Application Received (BLD21-03844)

From: Placer County No Reply (noreply@placer.ca.gov)

To: rshbenson@att.net

Date: Tuesday, July 6, 2021, 12:36 PM PDT

Greetings,

We have received your permit application. We will begin reviewing your application in our Tahoe office and will contact you with any questions. Please allow up to two business days in order for us to review and begin processing your permit.

PERMIT NUMBER: BLD21-03844
PROJECT NAME: Benson Propane Heat Installation
SCOPE OF WORK: Mechanical
PROJECT ADDRESS: 9255 PAHATSI RD, SODA SPRINGS, CA 95728

If you have any questions regarding your submission, or feel that you have received this email in error, or please contact us at OnlineBLDPermits@placer.ca.gov.

Thank you,

Placer County Building Services

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a safer and more useful place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

73

Permit Number

BUILDING PERMIT

BLD21-03844

APN: 069-332-016-000

9255 PAHATSI RD, SODA SPRINGS, CA 95728

LOT 16 BLK B ICE LAKES NO 2

Inspection Number (PID): 2103844

Issue Date: 08/02/2021
Expire Date: 8/2/2023
Issued By: Debra Erickson
Status: Issued

Owner: BENSON RICHARD N 105 TRISH DR NOVATO CA, 94947
Contractor:
Architect:
Engineer:

DESCRIPTION OF WORK

Install new propane heating. (This replaces the previous oil based heating and uses existing ductwork etc.) No change in approx. existing 2,300 s.f

NEW / REPLACEMENT: New Installation

OF SYSTEMS: 1

DUCT AFFECTED: 0

SYSTEM TYPE: Package Unit

SMOKE AND C/O DETECTORS REQUIRED.

PROJECT QUANTITY AND VALUE

Description:
N/A

FEES PAID: \$155.42

	Area (SqFt)	Value (\$)
CONTRACT PRICE	0	\$15,000.00
Total Valuation:		\$15,000.00

PERMIT NOT VALID UNLESS SIGNED

I certify that I have read this permit and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above mentioned property for inspection purposes. I also agree to save, indemnify and hold harmless the County of Placer against all liabilities, judgment, costs and expenses which may in any way accrue against said county in consequence of granting this permit.

Date: August 02, 2021

Signature of applicant/agent: _____

E-SIGNED by Rich Benson
on 2021-08-02 18:53:42 GMT

74

This is a "printer friendly" page. Please use the "print" option in your browser to print this screen.

ACI PAYMENTS, INC.



Placer County, CA

Land Use Permits

Confirmation Number: 150305507
Payment Date: Tuesday, July 6, 2021
Payment Time: 12:36PM PT

Successful completion of the payment transaction is conditioned upon accurate and complete information being entered by you and is subject to financial institution and biller acceptance, approval and authorization of the payment. Electronic check payments may take up to seven business days to be returned by your Financial Institution if incorrect information is entered when a payment is submitted.

Payer Information

Name: Rich Benson
Street Address: 105 Trish Drive
 Novato, CA 94947
 United States
Daytime Phone Number: (415) 497 - 8118
E-mail Address: rshbenson@atl.net
Unique ID: 27631
NotiNumber: New

Check Information

Account Type: Personal Checking Account
Routing Number:
Account Number:

Payment Information

Payment Type: Land Use Permits
Payment Amount: \$155.42
Transaction Fee: \$0.75
Total Payment: \$156.17

RIGHT TO REFUND

You, the customer, are entitled to a refund of the money to be transmitted as the result of this agreement if ACI Payments, Inc. does not forward the money received from you within 10 days of the date of its receipt, or does not give instructions committing an equivalent amount of money to the person designated by you within 10 days of the date of the receipt of the funds from you unless otherwise instructed by you.

If your instructions as to when the moneys shall be forwarded or transmitted are not complied with and the money has not yet been forwarded or transmitted, you have a right to a refund of your money.

If you want a refund, you must mail or deliver your written request to ACI Payments, Inc. at 6060 Coventry Drive, Elkhorn, NE 68022. If you do not receive your refund, you may be entitled to your money back plus a penalty of up to \$1,000 and attorney's fees pursuant to section 2102 of the California Financial Code.

Thank you for using ACI Payments, Inc. If you have a question regarding your payment, please call us toll free at 1-800-487-4567. To make payments in the future, please visit our website at acipayonline.com/echeck.



Copyright © 2021 ACI Payments, Inc. All Rights Reserved.

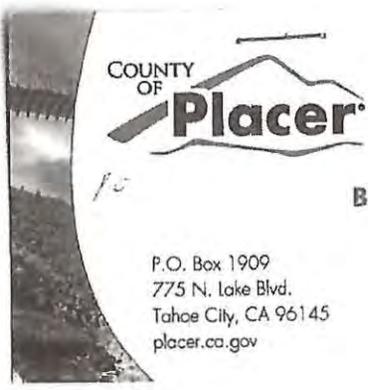
ACI Payments, Inc. is licensed as a money transmitter by the New York State Department of Financial Services, the Georgia Department of Banking and Finance, and by all other states and territories, where required. NMLS #936777. 6060 Coventry Dr, Elkhorn NE 68022. 1-800-487-4567

Review of [unclear]

Permit # BLD21-03844

*Final Schematic 10/4/21 10:14 Kelly Gillis
(530) 581-6211*

*10/18/21 10:14 Kelly Gillis
(530) 581-6211*



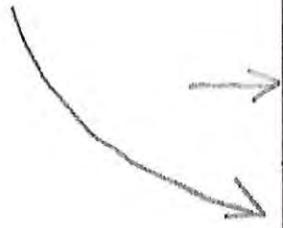
P.O. Box 1909
775 N. Lake Blvd.
Tahoe City, CA 96145
placer.ca.gov

Community Development
Resource Agency
Building Services

BRADEN JOHNSTON
BUILDING INSPECTOR

Phone (530) 581-6213
Fax (530) 581-6205
Cell (530) 581-6204
bjohnsto@placer.ca.gov

Braden 10/6/21



PLACER COUNTY
BUILDING DIVISION

Name BENSON

Address 9255
PARATSI RD

Permit No. 21-03844

OK FOR SERVICE

Electric

Gas SERVICE

Inspector BRADEN J

Date 10.6.21

AUBURN (530) 745-3010
OR FOR
TAHOE (530) 581-6200

BUILDING PERMIT INSPECTION CARD

BLD21-03844

APN: 069-332-016-000

9255 PAHATSI RD, SODA SPRINGS, CA 95728

PLEASE READ ALL INFORMATION IN THIS DOCUMENT

To schedule an inspection you will need to use the Building Inspection website at <https://permits.placer.ca.gov/CitizenAccess/> or the Inspection Request Phone System (IVR) at, call (530) 745-3020 for our Auburn Office or (530) 581-6205 for our Tahoe Office and follow the simple instructions. Inspection scheduling is available 24 hours a day, 7 days a week. All inspections must be scheduled at least on day in advance. To use the IVR you will need: A touch tone phone, your permit specific PID number, and the inspection code related to your project.

Stay on the phone until you have received your confirmation number for your inspection.

NOTICE AND WARNING!!!: This permit will expire on the date indicated on the affixed permit. To avoid additional fees and/or interruption of your project, your permit must be extended or renewed prior to the expiration date. All extension requests should be made in writing. Applications for permit extensions are available upon request. Do not cover any work until it has been inspected and approved. This field inspection report must be posted in a highly visible location. The job address must be clearly posted and visible from the street and/or on the front of the building. This field inspection report must be available for each inspection or the inspection will not be made. Inspections may be scheduled via internet or by phone 24 hours a day. Visit the daily inspection sequence list at: <http://www.placer.ca.gov/departments/communitydevelopment/building/inspection-info>. Permit fees are set to provide for a limited number of inspections. A re-inspection fee will be charged when a return trip is necessary due to, but not limited to the following; 1) Work is not completely ready for the called inspection. 2) Deficiencies found on the previous inspection not corrected, or new deficiencies were created. 3) Lack of access to the work to be inspected. 4) The previous correction notices, or this field inspection report are not on the job site. 5) Job address is not posted visibly from the street at the job site.

INSPECTION RECORD - Mechanical

INSP CODE	ITEM	INSP / DATE
404	Rough Mechanical	10-6-21
536	HVAC Changeout	10-6-21
604	Final Mechanical	Kelly 10-7-22

Please retain for your records.



To whom it may concern:

On August 27th, 2020 Mr. Bensen contacted 3S L.L.C. requesting a proposal for an above ground heating oil tank to be taken off his property located at 9255 Pahatsi Road, Serene Lakes, CA.

On August 28th, 2020 3S L.L.C. went to assess the tank and walk the project. Ms. Pine with the local county was contacted to discuss any regulations/permits required in that county for removing a residential above ground storage tank. The county rep told 3S L.L.C. no certification or permits would be required to remove the residential heating oil tank.

On April 23rd, 2021 Mr. Bensen called 3S L.L.C. and requested the service proceed as originally discussed.

On May 8th, 2021 3S L.L.C. arrived at the residential address listed above and evacuated the ~20 gallons of heating oil to be repurposed for off road equipment thus eliminating a waste stream. All fuel lines leading from the above ground tank were flushed and removed along with the 500-gallon tank. The abandoned lines were filled and capped to protect any water running into them outside the property and the lines inside the garaged were removed to the concrete floor thus eliminating the heating oil system entirely.

Please reference the pictures below detailing the work completed. If you have any questions or concerns, please contact 3S L.L.C.

Steve Sitton

Stephen Sitton

Silver State Solutions L.L.C.

775-225-4559

steve@silverstatesolutionsllc.com



Carlson Heating & Air

P.O. Box 1202

Truckee, CA 96160

phone: 530-562-9090 email: pcarlsonheating@gmail.com

Proposal and Contract

Date: April 19, 2021

To: Rich Benson, rshbenson@att.net

RE: 9255 Pahatsi, Serene Lakes

Carlson Heating & Air proposes to furnish all material and labor necessary to replace the existing furnace as follows:

- Remove and dispose of the existing oil furnace. Replace with a Lennox EL296UH090XV36 which is a 2-speed 90,000BTU 96% AFUE efficient Energy-Star rated furnace, properly de-rated for operation on propane gas at 7,000 feet of elevation.
- Seal the furnace to the existing return air using and a new sheet metal plenum and ducting.
- Seal the furnace to the existing warm air supply duct system using a new sheet metal plenum and filter rack.
- Insulate the exposed steel ducting in the furnace area using foil bubble insulation.
- Utilize the existing grilles and registers in the building. Provide a new disposable air filter.
- Attach the furnace to a new existing PVC exhaust and intake system.
- Connect the furnace to the existing gas supply system using a new flex connector, gas shut-off and particle trap.
- Attach the furnace to a new PVC condensation drain system terminating outside the building.
- Install a new digital programmable thermostat.
- Utilize the existing electrical circuit.
- Clean up and dispose of all refuse generated by furnace installation.

Payment: All of the above work to be completed for the total of \$8,250.00, payable as follows: 10% (\$825.00) upon acceptance of contract, 40% (\$3,300.00) upon delivery of materials, 40% system startup, and the balance (including any options or change orders) due upon final inspection.

Work to be scheduled to commence in April 2021 or as otherwise agreed upon.

Permits: Homeowner will obtain the necessary building permits and inspection. Owner will provide clear access to all areas of the proposed work, including snow removal. Any code compliance work required by Placer County not specifically mentioned above will require a change order.

Time: All work will be performed in a timely, workmanlike manner. Carlson Heating agrees to deliver materials specified and start work as described in this contract within 20 days of the date of the acceptance by owner and complete it within 30 days of starting work, unless otherwise agreed upon by Carlson Heating and Owner. Failure by Carlson Heating without lawful excuse to substantially commence work within 20 days of the approximate date specified in the contract when work will begin is a violation of contractor license law. Substantial commencement of work shall be defined as the delivery of material and installation of duct system. It is hereby agreed, where specified, that payment is a condition precedent to Carlson Heating's continuation and completion of the work.

Change Orders and Prices: Any alterations or deviations whether verbal or written, from the above specifications involving extra cost of materials or labor, will become an extra cost over the sum mentioned in this contract and will require extra time to complete. This proposal will be valid for 30 days from the above date. However, after such time prices are subject to change.

Independent Contractor: It is understood and agreed by Owner and Carlson Heating that they bear to the other the relationship of independent contractor. Owner shall have no right of control over any employee of Carlson Heating in the performance of improvements to be constructed under the Owner.

Entire Agreement: This contract represents the entire integrated agreement of the parties and supersedes all prior negotiations, representations or agreements, with the exception of subsequent change orders.

Severance: If any portion of the contract shall be held invalid or inoperative, then, insofar as reasonable, effect shall be given to the portions of the contract which are valid.

Notice to Owner: Carlson Heating, subcontractors, suppliers and others who help in a home improvement project have the right to place a lien on the property where the work is performed and to sue to obtain payment. (*Business and Professions Code Section 7018.5*). Upon satisfactory payment for any portion of the work performed the contractor shall furnish to the owner a full and unconditional release for any claims or mechanics lien for that portion of the work for which payment has been made before any additional payments shall be made.

Respectfully submitted,



Peter Carlson, Owner
Carlson Heating & Air
CSLB License #1059687

Acceptance

Authorization: You are hereby authorized to furnish all materials and labor required to complete the work set forth in the above contract (specify Option Number if any: #_____) for which Owner agrees to pay the amount specified therein and according to the terms thereof.

Billing Terms: If amounts billed are not paid within 20 days from the due date, interest will be charged at 18% per annum from the date thereof. An additional \$10.00 per month rebilling charge will be due on overdue accounts. However, in no event shall the rate of interest charged hereto exceed the maximum amount allowable by applicable law.

Disputes: In the event of a dispute between the parties herein, the prevailing party in said dispute shall be entitled to collect from the other party all necessary attorneys' fees and costs incurred in order to enforce the terms of this contract.

Right to Cancel: The Owner has the right to cancel this contract within three business days of signing it.

Date

Owner

The California Contractor's License Board requires the following statement per Business and Professions Code, Section 7030: Contractors are required by the Law to be licensed and regulated by the Contractors' State License Board, which has jurisdiction to investigate complaints against contractors if a complaint is filed within 4 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar of Contractor's State License Board: P.O. Box 26000, Sacramento, CA 95826.

Proposal-Propane Evacuation System

05.04.21
Customer:
Ruth Benson
Attention: Ruth Benson
rbenson@e-minus
9255 Pahatsi Road,
Serenite Lakes (Soda Springs), CA
95728
415-437-3118 c



FC # Proposal
Quote Confirmed By
e-minus LLC
Attention: Chris Curtis
P.O. Box 6452
Gardenville, NY 89490
chris@e-minus.us
775.235.6892 p
530.305.3371 c

PURCHASE ORDER # ORDER DATE 05.04.21 SHIPPING TBD FOB NET 15 TERMS E-MINUS LLC
Proposal

ITEM EQUIPMENT ID PART NUMBER DESCRIPTION REVISION LIST MULTIPLIER PRICE QTY EXTENDED

Job Site Address:
9255 Pahatsi Road,
Serenite Lakes (Soda Springs), CA 95728

1 Scope of Work: 1. Design a fail safe propane mechanical room with propane sensors. This will be a monitored sensor system to meet requirements of all applicable building codes. The system will have a propane sensor interlocked with a gas valve and propane drains. If the LEL raises above the designed set point of 10% an audible alarm will sound (this alarm can send an external signal to a chosen source if required, ie alarm co, etc). If the LEL raises above a second set point of 20% the system will shut off the service gas valve. 2. Mechanical plans to include: equipment sizing, control and wiring schematics, and full equipment bill of materials. 3. The proposed mechanical systems will be designed, drawn and stamped. The systems will meet the current applicable requirements of the IBC, UBC, IMC, IPC, UMC, LIPC, and all other State, local and fire codes. The plans will be detailed drawings, which will include all applicable calculations, designs, code compliance and equipment bills of materials.

A 2500.00 1 2500.00 1 2500.00

2 Equipment Cost for Controls Excludes installation labor for gas lines, duct work, electrical, and all other non related labor. Up to 2x Gas sensors, 1x gas valve, relays and all miscellaneous supplies for the evacuation control system.

A 1500.00 1 1500.00 1 1500.00

3 System Start Up Labor Start up and commissioning-programming, testing, final hook ups and set up

A 750.00 1 750.00 1 750.00

4 Project Completion Date 1. Engineering portion of project to be completed in approximately 10 business days after receipt of contract. Project can only be completed in stated time frame with full access to the project area without time delays. 2. Commissioning TBD

5 Terms and Conditions \$1250 deposit for engineering. Remaining Balance (Net15) upon completion of contract. Equipment to be paid for at time of purchase.

Acceptance of Proposal

Name: *Ruth Benson* Date: *06/04/2021*

FC# Proposal AUTHORIZED BY: Chris Curtis PE 05.04.21

SUBTOTAL 4750.00
SALES TAX 0.00
FREIGHT

TOTAL ORDER 4750.00



**STRUCTURALS
PLATE
SHEET
BAR
PIPE & TUBE
PROCESSING**

Van Bebber Bros., Inc.

729 Petaluma Blvd., South
Petaluma, CA 94952
Phone: 707-762-4528 Fax: 707-762-2772
www.vanbebbesteel.com

June 30, 2021
10:24:20AM
Page 1 of 1

REPRINT

Sales Order No 213775

Bill To CASH CUSTOMER
CA

Ship To: RICH BENSON
CA

ATTN: RICH BENSON 415-497-8118

Customer P.O.#: RICH BENSON
Ordered By: RICH BENSON
Salesman 1: Randy B
Terms: COD

Quotation No: 156064
F.O.B.: Will Call
Salesman 2:

Due Date: 07/14/2021
Order Date: 06/30/2021
Ship Via: WILL CALL

Pcs	Description	Width	Length	Weight	Price	UM	Extension	Tax
1	16 GA HR SHEET ASTM-A1011 LASER CUT & FORM PER DWG & SAMPLE SEND DROP	48"	96"	80.00	\$ 956.00	C	\$764.80	T

Total Weight 80.00

Subtotal Non taxable \$0.00
Subtotal taxable \$764.80
SN - CITY OF PETALUMA: 9.5000% \$72.66
Total \$837.46

Unloading Instructions:

Messages:

PAID

CK. NO. _____
DATE _____

CUSTOMER COPY

Discover Credit
AID: A0000001623010
TVR: 00 00 00 80 00
TSL: E8 00

APPROVED

AMOUNT \$837.46

M/D: 0750 Store: 0750 Term: 0003
REF#: 000000018
Batch #: 008 RRN: 121523501821
06/03/21
Trans ID: 81185596454597 16:27:24
APPR CODE: 00396P
DISCOVER
*****4174
Chip
/

SALE

VAN BEBBER BROS
729 PETALUMA BLVD S
PETALUMA, CA 94952
707-762-4528

82

Quality Service Since 1901

THANK YOU FOR YOUR BUSINESS



**STRUCTURALS
PLATE
SHEET
BAR
PIPE & TUBE
PROCESSING**

Van Bebber Bros., Inc.

729 Petaluma Blvd., South
Petaluma, CA 94952
Phone: 707-762-4528 Fax: 707-762-2772
www.vanbebbbersteel.com

July 06, 2021
1:57:15PM
Page 1 of 1

REPRINT

Sales Order No 213954

Bill To CASH CUSTOMER

, CA

Ship To: RICH BENSON

, CA

ATTN: RICH BENSON 415-497-8118

Customer P.O.#: RICH BENSON
Ordered By: RICH BENSON
Salesman 1: Randy B
Terms: COD

Quotation No: 156308
F.O.B.: Will Call
Salesman 2:

Due Date: 07/20/2021
Order Date: 07/06/2021
Ship Via: WILL CALL

Pcs	Description	Width	Length	Weight	Price	UM	Extension	Tax
1	20 GA CR SHEET ASTMA1008 LASER CUT (4) CATCH EARS PER DWG. LASER CUT 1 @ (PROPANE CATCH PAN) & FORM PER DWG. SEND DROP	48"	120"	60.00	\$ 779.43	C	\$467.66	T

Total Weight **60.00**

Subtotal Non taxable \$0.00
Subtotal taxable \$467.66
SN - CITY OF PETALUMA: 9.5000% \$44.43

Total **\$512.09**

Unloading Instructions:

Messages:

VAN BEBBER BROS
729 PETALUMA BLVD S
PETALUMA, CA 94952
707-762-4528

SALE

MID: 0750 Store: 0750 Term: 0003
REF#: 00000018
Batch #: 009 RRN: 118721602107
07/06/21 14:05:24 C/C: H
Trans ID: 75116319245650
APPR CODE: 00662P
DISCOVER *****4174 Manual CP

AMOUNT \$512.09

APPROVED

CUSTOMER COPY

PAID

CK. NO.

83

Quality Service Since 1901

THANK YOU FOR YOUR BUSINESS

Onspot Welding & Design, Inc.

INVOICE

32 Galli Drive, Suite 6
 Novato, CA 94949

BILL TO
Rich Benson

DATE	INVOICE #
8/11/2021	WO6550

TERMS	PROJECT NAME
Due on receipt	WO - Rich Benson

DESCRIPTION	HOURS	RATE	AMOUNT
Weld seam per Rich	1	145.00	145.00

Full payment of all charges is due upon receipt. Please reference our Invoice Number.
 Thank you!

E-mail	Phone #
info@onspotwelding.com	(415) 382-1091

Total	\$145.00
Payments/Credits	\$0.00
Balance Due	\$145.00

84

Al Pombo Inc.

PO Box 1102, Truckee CA 96160 (530) 587-4112

Hobart Mills

14825 Old Hwy 89, Truckee, CA 96161

Ticket #**53436**

Date : 8/19/2021 Time: 8:53:14AM

Customer : CC CREDIT CARD

Vehicle : 88 10 WHEEL

Carrier : API API

Product : 3003 LP GAS SAND

3.54 Ton

Job : RICH.B RICH BENSON****4174

Scale : 1

Driver Remarks :

	<u>Pounds</u>	<u>Tons</u>	<u>Metric</u>
Gross	31380	15.69	14.23
Tare	24300 *	12.15 *	11.02 *
Net	7080	3.54	3.21

* Manual P. T.

Price	24.00	84.96
Freight	0.00	0.00
Tax	NVCNTY 0.00	6.37
Total:		91.33
Today:	3.54	Loads: 1

Received : _____

Weighmaster : MARIANA VENEGAS

THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

85

SIERRA MOUNTAIN

PIPE & SUPPLY

10745 West River Street, Bldg. 1 #C - Truckee, CA 96161
Phone (530)587-7755 FAX (530)-587-7741

INVOICE



Page 1/1

Sold To

CARLSON HEATING & AIR
ATT: PETER CARLSON
P.O. BOX 1202
TRUCKEE CA 96160
US

Ship To

CARLSON HEATING & AIR
P.O. BOX 1202
TRUCKEE CA 96160
US

Customer # 0004213	Order Date 09/21/2021	Sales Order # T083983	Buyer PETER CARLSON	Customer P/O # BENSON	Ship Via	Salesman LS
Invoice # PT16956	Invoice Date 09/21/2021	Ship Date	Freight Terms PREPAID	Job Number	Terms 2% 10th net 25th	

LN	QNTY ORD	QNTY SHIP	QNTY B/O	QNTY PICK	PRODUCT NUMBER	DESCRIPTION	UOM	NET PRICE	EXTENSION
1	10	10			B22SH120GLV	B-LINE 15/8X15/8X10' 12GA DEEP CHANNEL	Ft	4.891	\$48.91
2	1	1			M48005182	MIL SUPER S/ALL 14T 6" LONG	Ea	15.00	\$15.00
3	1	1			P4208	PASCO 6 in 1 screwdriver	Ea	16.4389	\$16.44
.....Payment Received.....									
Discover							86.98		

SIERRA MOUNTAIN PIPE & SUPPLY
10745 W RIVER ST
TRUCKEE CA 96161
530-587-7755

Terminal ID: ****913
9/21/21 11:23 AM

Discover Credit - INSERT
AID: A000001523010
ACCT #: *****4174

CREDIT SALE
UID: 126449498356 REF #: 5662
BATCH #: 474 AUTH #: 02102P

AMOUNT \$86.98

APPROVED
ARQC - B2B10A7FAD34953A
CUSTOMER COPY

ALL CHARGES ARE DUE AT TIME OF DELIVERY UNLESS OTHERWISE AGREED UPON. A FINANCE CHARGE OF 1 1/2% PER MONTH (18% PER YEAR) WILL BE CHARGED ON ALL OVERDUE ACCOUNTS.

Terms & Conditions
RETURNED ITEMS SHALL BE SUBJECT TO A 20% HANDLING AND RESTOCKING CHARGE.
WE APPRECIATE YOUR BUSINESS
HAVE A GREAT DAY

Merchandise	80.35
Freight	0.00
Misc Charges	0.00
Sub Total	80.35
Taxable	80.35
Tax (41)	6.63
TOTAL	\$86.98

X: _____
Customer Signature:

POS Copy

Printed by: DS 11:23:54 21 SEP 2021 Batch Number: 01-1 Writer: CA

86

SIERRA MOUNTAIN

PIPE & SUPPLY

INVOICE

10745 West River Street, Bldg. 1 #C - Truckee, CA 96161
Phone (530)587-7755 FAX (530)-587-7741



Page 1/1

Sold To
Cash Sales - Truckee

Ship To
Cash Sales - Truckee

Customer # 0003722	Order Date 09/22/2021	Sales Order # T084065	Buyer	Customer P/O #	Ship Via Will Call	Salesman H
Invoice # PT16980	Invoice Date 09/22/2021	Ship Date	Freight Terms PREPAID	Job Number	Terms Cash	

LN	QNTY ORD	QNTY SHIP	QNTY B/O	QNTY PICK	PRODUCT NUMBER	DESCRIPTION	UOM	NET PRICE	EXTENSION
1	1	1			S29020185	7" LONG POLY DISPOSAL ELBOW	Ea	3.984	\$3.98
2	6	6			P2214	PASCO 1-1/2" poly sj washer	Ea	1.2195	\$7.32
3	6	6			P2204	PASCO slip joint washers #2204	Ea	1.2195	\$7.32
.....Payment Received.....									
Discover								20.16	

CUSTOMER COPY

SIERRA MOUNTAIN PIPE & SUPPLY
10745 W RIVER ST
TRUCKEE CA 96161
530-587-7755

Terminal ID: ****913 ***2
9/22/21 12:08 PM

Discover Credit - INSERT
AID: A000001523010
ACCT #: *****4174

CREDIT SALE
UID: 126531734005 REF #: 5688
BATCH #: 475 AUTH #: 02289P
ARJL - B49VUJ3R4R-3C7C7L8

X: _____
Customer Signature:

ALL CHARGES ARE DUE AT TIME OF DELIVERY UNLESS OTHERWISE AGREED UPON. A FINANCE CHARGE OF 1 1/2% PER MONTH (18% PER YEAR) WILL BE CHARGED ON ALL OVERDUE ACCOUNTS.

Terms & Conditions
RETURNED ITEMS SHALL BE SUBJECT TO A 20% HANDLING AND RESTOCKING CHARGE.
WE APPRECIATE YOUR BUSINESS
HAVE A GREAT DAY

Merchandise	18.62
Freight	0.00
Misc Charges	0.00
Sub Total	18.62
Taxable	18.62
Tax (41)	1.54
TOTAL	\$20.16

87

SIERRA MOUNTAIN

PIPE & SUPPLY

INVOICE

10745 West River Street, Bldg. 1 #C - Truckee, CA 96161
Phone (530)587-7755 FAX (530)-587-7741



Page 1/1

Sold To
Cash Sales - Truckee

Ship To
Cash Sales - Truckee

Customer # 0003722	Order Date 10/04/2021	Sales Order # T084697	Buyer	Customer P/O #	Ship Via Will Call	Salesman H
Invoice # PT17133	Invoice Date 10/04/2021	Ship Date	Freight Terms PREPAID	Job Number	Terms Cash	

LN	QNTY ORD	QNTY SHIP	QNTY B/O	QNTY PICK	PRODUCT NUMBER	DESCRIPTION	UOM	NET PRICE	EXTENSION
1	4	4			PVC93	3" PVC SCH 40 SXS 90	Ea	12.605	\$50.42
2	1	1			WVS2	2" PVG PIPE VENT SCREEN	Ea	12.25	\$12.25
3	2	2			WVS3	3" PVC PIPE VENT SCREEN	Ea	11.04	\$22.08
4	2	2			PVCCOUP3	3" PVC SCH 40 SXS COUPLING	Ea	6.8113	\$13.62
.....Payment Received.....									
Discover								106.49	

SIERRA MOUNTAIN PIPE & SUPPLY
10745 W RIVER ST
TRUCKEE CA 96161
530-587-7755

Terminal ID: *****913 *****2
10/4/21 4:04 PM
Discover Credit - INSERT
AID: A0000001523010
ACCT #: *****4174

CREDIT SALE
UID: 127720121978 REF #: 5828
BATCH #: 483 AUTH #: 00453P

AMOUNT \$106.49

APPROVED

ARQC - E96076C2A93BC810

CUSTOMER COPY

X: _____
Customer Signature:

ALL CHARGES ARE DUE AT TIME OF DELIVERY UNLESS OTHERWISE AGREED UPON. A FINANCE CHARGE OF 1 1/2% PER MONTH (18% PER YEAR) WILL BE CHARGED ON ALL OVERDUE ACCOUNTS.

Terms & Conditions

RETURNED ITEMS SHALL BE SUBJECT TO A 20% HANDLING AND RESTOCKING CHARGE.

WE APPRECIATE YOUR BUSINESS
HAVE A GREAT DAY

Merchandise	98.37
Freight	0.00
Misc Charges	0.00
Sub Total	98.37
Taxable	98.37
Tax (41)	8.12
TOTAL	\$106.49

88

SIERRA MOUNTAIN

PIPE & SUPPLY

10745 West River Street, Bldg. 1 #C - Truckee, CA 96161
 Phone (530)587-7755 FAX (530)-587-7741

INVOICE



Page 1/1

Sold To
 Cash Sales - Truckee
 ATT: RICHARD BENSON

Ship To
 Cash Sales - Truckee

Customer # 0003722	Order Date 10/04/2021	Sales Order # T084690	Buyer RICHARD	Customer P/O # RICHARD BENSON	Ship Via Will Call	Salesman H
Invoice # PT17132	Invoice Date 10/04/2021	Ship Date	Freight Terms PREPAID	Job Number RICHARD BENSON	Terms Cash	

LN	QNTY ORD	QNTY SHIP	QNTY B/O	QNTY PICK	PRODUCT NUMBER	DESCRIPTION	UOM	NET PRICE	EXTENSION
1	20	20			PVC403	3" PVC SCH 40 PIPE BE	Ft	5.6751	\$113.50
2	4	4			PVC93	3" PVC SCH 40 SXS 90	Ea	12.605	\$50.42
3	1	1			REDHOTHP	RED HOT BLUE GLUE-1/2 PT (8OZ)	Ea	13.6001	\$13.60
4	1	1			GALVPTAPE	3/4" X 10' GALV PLUMBERS TAPE	Ea	1.652	\$1.65
.....Payment Received.....									
Discover								193.95	

SIERRA MOUNTAIN PIPE & SUPPLY
 10745 W RIVER ST
 TRUCKEE CA 96161
 530-587-7755

Terminal ID: *****913 ***2
 10/4/21 2:56 PM

Discover Credit - INSERT
 AID: A0000001523010
 ACCT #: *****4174

CREDIT SALE
 UID: 127740821388 REF #: 5826
 BATCH #: 483 AUTH #: 00422P

AMOUNT \$193.95

APPROVED

ARQC - 4614D8AE536608F5

CUSTOMER COPY

X: _____
 Customer Signature:

ALL CHARGES ARE DUE AT TIME OF DELIVERY UNLESS OTHERWISE AGREED UPON. A FINANCE CHARGE OF 1 1/2% PER MONTH (18% PER YEAR) WILL BE CHARGED ON ALL OVERDUE ACCOUNTS.

Terms & Conditions

RETURNED ITEMS SHALL BE SUBJECT TO A 20% HANDLING AND RESTOCKING CHARGE.

WE APPRECIATE YOUR BUSINESS
 HAVE A GREAT DAY

Merchandise	179.17
Freight	0.00
Misc Charges	0.00
Sub Total	179.17
Taxable	179.17
Tax (41)	14.78
TOTAL	\$193.95

89

SIERRA MOUNTAIN PIPE & SUPPLY

CREDIT

10745 West River Street, Bldg. 1 #C - Truckee, CA 96161
Phone (530)587-7755 FAX (530)-587-7741



Page 1/1

Sold To
Cash Sales - Truckee

Ship To
Cash Sales - Truckee

Customer # 0003722	Order Date 02/02/2022	Sales Order # T089773	Buyer	Customer P/O # RICHARD BENSON	Ship Via Will Call	Salesman H
Invoice # PT18322	Invoice Date 02/02/2022	Ship Date	Freight Terms PREPAID	Job Number	Terms Cash	

LN	QNTY ORD	QNTY SHIP	QNTY B/O	QNTY PICK	PRODUCT NUMBER	DESCRIPTION	UOM	NET PRICE	EXTENSION
1	-10	-10			PVC403	3" PVC SCH 40 PIPE BE Return from Invoice # PT17132 Return To: Stock Payment Received..... Discover -61.43	Ft	5.6751	\$-56.75

SIERRA MOUNTAIN PIPE & SUPPLY
10745 W RIVER ST
TRUCKEE CA 96161
530-587-7755

Terminal ID: ****913 ***2
2/2/22 8:25 AM

Discover Credit - INSERT
AID: A0000001523010
ACCT #: *****4174

CREDIT REFUND
UID: 203347192885 REF #: 6979
BATCH #: 566 AUTH #: 192886

AMOUNT \$ 61.43

ACCEPTED

AAC - 19E94E00D25361F6

CUSTOMER COPY

X: _____
Customer Signature:

ALL CHARGES ARE DUE AT TIME OF DELIVERY UNLESS OTHERWISE AGREED UPON. A FINANCE CHARGE OF 1 1/2% PER MONTH (18% PER YEAR) WILL BE CHARGED ON ALL OVERDUE ACCOUNTS.

Terms & Conditions
RETURNED ITEMS SHALL BE SUBJECT TO A 20% HANDLING AND RESTOCKING CHARGE.
WE APPRECIATE YOUR BUSINESS
HAVE A GREAT DAY

Merchandise	-56.75
Freight	0.00
Misc Charges	0.00
Sub Total	-56.75
Taxable	-56.75
Tax (41)	-4.68
TOTAL	\$-61.43

90

Transaction Receipt from HUNT & SONS, INC. for \$851.25 (USD)

From: Auto-Receipt (noreply@mail.authorize.net)

To: rshbenson@att.net

Date: Wednesday, October 13, 2021, 04:02 PM PDT

Hunt & Sons, Inc Credit Card Receipt.

Order Information

Description: 41406 RENO PROPANE
Invoice Number 845189 PO Number BENSON
Customer ID 50213

Billing Information

rshbenson@att.net

Shipping Information

Total: \$851.25 (USD)

Payment Information

Date/Time: 13-Oct-2021 16:02:33 PDT
Transaction ID: 42990952212
Payment Method: Discover
Transaction Type: Purchase
Auth Code: 01345P

Merchant Contact Information

HUNT & SONS, INC.
SACRAMENTO, CA 95829
US
etrevino@huntnsions.com
Thank you for your payment.

91

Note: check number 2104, dated 08/24/20, from Richard Benson, to Carlson Heating, in the amount of \$80.00, for heating system replacement inspection, exceeds the 24 month date of on-line electronic recovery by Chase Bank customers. If absolutely necessary a paper copy could be obtained after an approximate 10 day special request waiting period.

22

90-7162/3222 2146

RICHARD N. BENSON 02-12
105 TRISH DR.
NOVATO, CA 94947-1925

DATE 5/8/21

4689269-405

Steve Sifton \$1500.00

PAY TO THE ORDER OF
One thousand five hundred and 00/100 DOLLARS

CHASE
JPMorgan Chase Bank, N.A.
www.Chase.com

MEMO 415-497-8118 *Richard N. Benson*

90-7162/3222 2157

RICHARD N. BENSON 02-12
105 TRISH DR.
NOVATO, CA 94947-1925

DATE 6/7/21

E-Minus \$1250.00

PAY TO THE ORDER OF
One thousand two hundred fifty and 00/100 DOLLARS

CHASE
JPMorgan Chase Bank, N.A.
www.Chase.com

MEMO Ben soon engineering *Richard N. Benson*

90-7162/3222 2179

RICHARD N. BENSON 02-12
105 TRISH DRIVE
NOVATO, CA 94947

DATE 7/22/21

Norm Saylor \$175.00

PAY TO THE ORDER OF
One hundred seventy five and 00/100 DOLLARS

CHASE
JPMorgan Chase Bank, N.A.
www.Chase.com

MEMO 9255 Palms; Thanks Norm ditch *Richard N. Benson*

90-7162/3222 2190

RICHARD N. BENSON 02-12
105 TRISH DRIVE
NOVATO, CA 94947

DATE 8/13/21

Onspot Welding & Design Inc. \$145.00

PAY TO THE ORDER OF
One hundred forty five and 00/100 DOLLARS

CHASE
JPMorgan Chase Bank, N.A.
www.Chase.com

MEMO Invoice W06550 *Richard N. Benson*

90-7162/3222 2206

RICHARD N. BENSON 02-12
105 TRISH DRIVE
NOVATO, CA 94947

DATE 9/20/21

Timberwolf Tree Service \$300.00

PAY TO THE ORDER OF
Three hundred and 00/100 DOLLARS

CHASE
JPMorgan Chase Bank, N.A.
www.Chase.com

MEMO 9255 Palms; Pal. *Richard N. Benson*

Deposit & Exp. No's
 RICHARD N. BENSON 02-12
 105 TRISH DRIVE
 NOVATO, CA 94947
 90-7162/3222 2207
 DATE 9/21/21
 Carlson Heating & Air \$4125.00/100
 PAY TO THE ORDER OF
 Four thousand one hundred twenty five DOLLARS
 CHASE 9255 Parkers Rd
 JPMorgan Chase Bank, N.A. Jerome Lakes
 www.Chase.com
 MEMO 825 + 3300 = 1125 *Richard N. Benson*

RICHARD N. BENSON 02-12
 105 TRISH DRIVE
 NOVATO, CA 94947
 90-7162/3222 2208
 DATE 9/30/21
 C-Minus \$1500.00/100
 PAY TO THE ORDER OF
 One thousand five hundred and 00/100 DOLLARS
 CHASE 9255 Parkers Rd
 JPMorgan Chase Bank, N.A. Jerome Lakes
 www.Chase.com
 MEMO Pyrene project *Richard N. Benson*

RICHARD N. BENSON 02-12
 105 TRISH DRIVE
 NOVATO, CA 94947
 90-7162/3222 2209
 DATE 9/30/21
 Carlson Heating & Air \$3300.00/100
 PAY TO THE ORDER OF
 Three thousand three hundred 00/100 DOLLARS
 CHASE 9255 Parkers Rd
 JPMorgan Chase Bank, N.A. Jerome Lakes
 www.Chase.com
 MEMO Part #3 *Richard N. Benson*

RICHARD N. BENSON 02-12
 105 TRISH DRIVE
 NOVATO, CA 94947
 90-7162/3222 2214
 DATE 10/7/21
 B & B Plumbing \$2710.48/100
 PAY TO THE ORDER OF
 Nine hundred and 48/100 DOLLARS
 CHASE 9255 Parkers Rd
 JPMorgan Chase Bank, N.A. Jerome Lakes
 www.Chase.com
 MEMO 9255 Parkers Rd *Richard N. Benson*

RICHARD N. BENSON 02-12
 105 TRISH DRIVE
 NOVATO, CA 94947
 90-7162/3222 2217
 DATE 10/9/21
 C-Minus \$750.00/100
 PAY TO THE ORDER OF
 Seven hundred fifty dollars and 00/100 DOLLARS
 CHASE 9255 Parkers Rd
 JPMorgan Chase Bank, N.A. Jerome Lakes
 www.Chase.com
 MEMO Service at 9255 Parkers Rd. *Richard N. Benson*

93

This is **EXHIBIT A**, consisting of **10** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **July 7, 2022**.

Task Order

Task Order Number: 5

Date: October 5, 2022

Title: Utility Master Plans

Project Description: The Sierra Lakes County Water District (District) has requested that Farr West Engineering (Farr West) prepare this Task Order to provide services for the creation of two Utility Master Plans (Plans), one for the District water system (Water Plan) and the other for the sewer system (Sewer Plan). The Plans will provide a comprehensive analysis of the state of the existing water and sewer utilities for the District. Project tasks will include condition assessments of the existing utilities, flow monitoring and an inflow and infiltration study of the sewer system, leak detection of the water system, hydrant flow testing, the development of hydraulic models for both utilities, system demand and loading analysis, the development of Capital Improvement Plans (CIPs) for the individual utilities, and an analysis of the financial impact of the CIPs on the District. The Plans will be presented as two separate documents and with each one be comprised of four or five technical memoranda (TM).

Design Services

- Task 1 – Project Management
- Task 2 – Condition Assessment
- Task 3 – Sewer Flow Monitoring
- Task 4 – Hydraulic Model Development
- Task 5 – Water System Master Plan
- Task 6 – Sewer System Master Plan
- Task 7 – Final Master Plans
- Task 99 (Contingent) – Owner Directed Services

The Master Services Agreement is amended and supplemented to include the following agreement of the parties.

PART 1 – SERVICES

Task 1 – Project Management

Objective

To plan, organize, direct, control, and communicate all relevant activities set forth in this Scope of Work within the approved budget and schedule.

Approach

Farr West will routinely review project progress and communicate project status on a regular basis. Communication will be through email and telephone, and at project coordination meetings with District staff. This task will include the following activities:

- Project administration includes scheduling maintenance, cost control, monthly invoicing, filing, resource allocation, subconsultant management, and routine communications.
- Develop a Project Schedule with major milestones listed.
- Team coordination, including conference calls and internal meetings.
- Monitoring changes to the scope, budget, or schedule and developing change management strategies with District.

Deliverables

The following will be delivered under this task:

- Project schedule.
- Meeting agendas and notes from meetings, conference calls, and internal meetings.
- Monthly invoices.

Assumptions

The following assumptions apply:

- Project-related issues will be identified, communicated, and resolved.

Task 2 – Condition and Risk Assessment

Objective

Develop a comprehensive condition and risk assessment outlining the water and sewer infrastructure to supplement the capital replacement planning and budget forecasting.

Approach

This task will include the following activities:

- Collection/Distribution Systems Condition Assessment
 - Collect and perform a quality control review of the PACP scoring of the existing sewer main CCTV provided by the District. Collect operator input on pipe and manhole conditions based on resource allocation to assets.
 - Collect operation and maintenance, and financial obligation data from the District regarding its efforts allocated to the water infrastructure. Utilize existing ACP report provided by the District.
 - Utilize the provided PACP pipe segment scoring for sewer, received water utility input, and infrastructure age/diameter/material to develop GIS mapping. Mapping will consist of multiple figures to present project area, structural and O&M scoring (as available and provided by the District).
 - Prepare condition scoring parameters specifically to the findings.

- Collection/Distribution System Risk Assessment
 - Develop consequence and likelihood categories and weighting factors based on Farr West recommendations and District input.
 - Assemble consequence and likelihood scoring.
 - Utilize the final risk scoring to develop GIS mapping to support the risk assessment.
 - Prepare a draft technical memorandum and deliver to the District for review and comment.
 - Incorporate draft technical memorandum comments and prepare a final technical memorandum.
- Water Treatment / Disinfection Facility (WTP): Condition assessment of this facility will include the following:
 - Review of Last Three Years of Flows, Raw Water Quality and Treated Water Quality Data
 - Based on actual data available from SCADA, Excel or other tabular format data provided by the District, develop summary tables and charts for influent average daily flow, peak daily flow, pH, turbidity, and other influent testing parameters.
 - Facility Capacity Review: Compare recent historical flows to rated plant flow/treatment capacity.
 - Updated Process Flow Diagram: Review and update the facility process flow diagram to reflect the current unit processes and flow regime.
 - Inventory of Unit Processes (structures and equipment): Inventory each unit process to capture the equipment description, manufacturer, model, horsepower, voltage, rated flows and capacity, etc., and document condition, noted performance and operational issues, and structural conditions, as applicable.
 - Identification of Notable Deficiencies and Needed Improvements: As compared to established functional description and design criteria, observation of physical conditions and reported history of operation, identify the noted current or pending deficiencies and/or needs for improvements for each unit process as identified by the District.

Deliverables

The following deliverables will be submitted under this task:

- Water Distribution, Sewer Collection System, and WTP Condition Assessment Technical Memorandums – Draft (.pdf copy)
- Water Distribution, Sewer System, and WTP Condition Assessment Technical Memorandums – Final (.pdf copy)

Assumptions

The following assumptions apply:

- The District to provide:
 - NASSCO PACP scoring information of sewer linear infrastructure.
 - Condition perspectives from operations and maintenance for sewer and water infrastructure.
- Technical memorandum shall include
 - Condition assessment of water and sewer system.

- Risk assessment of water and sewer system.
- Recommendations for further data collection and subsequent phased efforts.
- Summary of rehabilitation technologies.
- Identify cost estimating for the various technologies.
- Proposed rehabilitation methods for sewer infrastructure assessed within this scope of work.
- Exclusions
 - Field inspections/testing nor condition scoring of water or sewer infrastructure.
 - Assessments of non-linear infrastructure.
 - Assessments of each segment of pipe, structure, nor asset. Condition and Risk assessments will include a higher-level generalization of data and District provided information to consolidate focus of system.
- A risk analysis (including asset risk scoring) will not be provided for the Water Treatment/Disinfection Facility.

Task 3 – Sewer Flow Monitoring

Objective

Determine existing sewer flow loads and patterns based on a sewer flow monitoring study performed by ADS Environmental Services.

Approach

This task will include the following activities:

- Flow monitoring at four (4) locations for a duration of four (4) months performed by ADS Environmental Services.
- Coordinate with District staff and ADS staff during the four-month period of data collection.
- Review of the final report prepared by ADS.
- Development of an Average Dry Weather Flow (ADWF) daily volume and diurnal curve pattern to be applied to all connections across the entire system, based on gathered flow data.
- Develop an Average Wet Weather Flow (AWWF) daily volume and diurnal curve pattern to be applied to the system to simulate storm events. The development of this curve is dependent on the quality of storm data collected.
- Coordination meetings with District staff prior to and after the flow monitoring and calculations are complete.

Deliverables

The following will be delivered under this task:

- Flow metering location exhibit.
- Final flow monitoring report (from ADS)

Assumptions

The following assumptions apply:

- (2) Two meetings will be held with District staff at the Farr West Reno office or virtually.
- Assessment of inflow and infiltration (I/I) contributions to sewer flows will be dependent on a significant storm event occurring during the flow monitoring period.
- Separate ADWF volume and diurnal curve patterns for residential, industrial, and commercial use areas will not be prepared; however, these flow patterns may be estimated if suitable data is present in the flow monitoring report.
- Existing wastewater flows will be considered Year 2023 sewer flows.

Task 4 – Hydraulic Modeling

Objective

Build a representative hydraulic model for the water distribution and sewer collection systems so that estimates of system capacity and/or system deficiencies can be made.

Approach

This task will include the following activities:

- Review all system data provided by the District.
- Perform up to one (1) week of field data collection. This field time will include survey and dips of up to 100 manholes.
- Construct a sewer collection system hydraulic model using InfoSWMM® by Innovyze® from the District’s existing utility information.
- Construct a water distribution system hydraulic model using InfoWater PRO® by Innovyze® from the District’s existing utility information.
- Configure water demand scenarios (i.e. ADD, MDD, MDD+Fire, PHD) within the model. Farr West will create extended period simulations (EPS) for the ADD and MDD scenarios. Steady state simulations will be built for all scenarios.
- Calculate and allocate a 24-hour estimate of system-wide sewer flows.
- Calibrate water model to available SCADA and system monitoring data provided by the District. Farr West will review operational and monitoring data, identify discrete time steps for calibration, compare modeled pressures and fire flows with field pressures and fire flows, identify portions of the model that do not represent existing field conditions, and adjust model parameters (e.g. C values for pipes).
- Calibrate sewer model to the flows, depths, and velocities determined from the ADS flow monitoring report.
- Perform a capacity assessment on the sewer interceptors modeled. Remaining capacity shall be expressed in number of equivalent dwelling units (EDU) remaining.

Deliverables

The following deliverables will be submitted under this task:

- Water System Hydraulic Model (.aprx and .iwdb)
- Sewer System Hydraulic Model (.mxd and .isdb)

Assumptions

The following assumptions apply:

- Current customer database including APN, address and connection type (i.e. commercial, industrial) will be provided by the District.
- Farr West will allocate water demands and sewer loads based on the distance from asset (i.e. manhole, pipe) to the centroid of the customers parcel. Actual point of connection may vary from the hydraulic model.
- Farr West will evaluate remaining capacity against District criteria of 0.75 d/D. Farr West will use Manning's formula to determine the flow capacity at 0.75 d/D and evaluate against hydraulic model results for each flow scenario. Conversion of the difference between these two values into a number of EDUs will be the convention for presenting remaining capacity.
- In order to determine pipe invert elevations, Farr West will utilize the following data in order of priority: survey data provided as part of this SOW, existing utility data, previous project survey data, field manhole dip information, and record drawings provided by the District.
- Pipe material and pipe age data is accurately presented in the existing utility information.

Task 5 – Water Master Plan

Objective

To prepare a Master Plan for the District's water utility. This Task will include both draft and final versions of TMs.

Approach

This task will include the following activities:

- Prepare a draft master plan through the issuance of five (5) TMs.
- The first TM will document the flow monitoring efforts and describe the District's existing water system demands, water losses, and a description of demands for average day, maximum day, and peak hour.
- The second TM will discuss the water resources used by and available to the District.
- The third TM will discuss the existing water treatment facility and provide an analysis on its condition and capacity.
- The fourth TM will discuss the state of the water distribution system and include recommended projects resulting from the condition assessment and the hydraulic model analysis.
- The fifth TM will give a summary of all recommended system improvements and give cost estimates for the projects. A high level financial analysis will also be provided to show possible effects on rates.

Deliverables

The following will be delivered under this task:

- Draft of individual TMs (Electronic copy of draft in PDF format)
- Final draft of TMs (Two hard copies and one electronic copy in PDF format)

Assumptions

The following assumptions apply:

- The proposed table of contents for the Water System Master Plan is:
 - Executive Summary
 - Introduction
 - TM 1: Water System Usage and Demands
 - TM 2: Water Resource Analysis
 - TM 3: Water Treatment Plant Analysis
 - TM 4: Water System Distribution System
 - TM 5: Capital Improvement Plan
- One (1) meeting will be held with District staff at the Farr West Reno office to discuss availability of data and review sewer system operations.
- All data provided by the District will be in digital format (e.g. xls, csv, etc.). Extensive data entry from scanned documents will not be required as part of this SOW.
- The CIP will contain Class 5 opinions of probable cost according to AACE international methodology.
- The District will provide comments on drafts of the tech memos within two (2) weeks of receipt.

Task 6 – Sewer Master Plan

Objective

To prepare a Master Plan for the District's sewer utility. This Task will include both draft and final versions of TMs.

Approach

This task will include the following activities:

- Prepare a draft master plan through the issuance of four (4) TMs.
- The first TM will document the flow monitoring efforts and describe the District's sewer flows, diurnal curve, ADWF, and AWWF. It will also contain a discussion of I&I locations determined from the condition assessment.
- The second TM will discuss the collection system and recommend improvements based on the results of the hydraulic model and condition assessment.
- The third TM will discuss the capacity of the system lift station and give recommended improvement projects.
- The fourth TM will give a summary of all recommended system improvements and give cost estimates for the projects. A high level financial analysis will also be provided to show possible effects on rates.

Deliverables

The following will be delivered under this task:

- Draft of individual TMs (Electronic copy of draft in PDF format)

- Final draft of TMs (Two hard copies and one electronic copy in PDF format)

Assumptions

The following assumptions apply:

- The proposed table of contents for the Sewer System Master Plan is:
 - Executive Summary
 - Introduction
 - TM 1: System Sewer Flows and I&I
 - TM 2: Sewer Collection System Analysis
 - TM 3: Sewer Lift Station Analysis
 - TM 4: Capital Improvement Plan
- One (1) meeting will be held with District staff at the Farr West Reno office to discuss availability of data and review sewer system operations.
- All data provided by the District will be in digital format (e.g. xls, csv, etc.). Extensive data entry from scanned documents will not be required as part of this SOW.
- The CIP will contain Class 5 opinions of probable cost according to AACE international methodology.
- The District will provide comments on drafts of the tech memos within two (2) weeks of receipt.

Task 7 – Final Master Plan

Objective

To deliver complete utility Master Plans which will combine all of the technical memorandums into two documents.

Approach

This task will include the following activities:

- Draft introductions including a brief description of the service area including a map and a description of need and the key priorities of the plans.
- An abstract or executive summary detailing key findings of each chapter.
- Compilation of previously completed final memorandums into sections of the final document.

Deliverables

The following will be delivered under this task:

- Draft of executive summary and introduction (Electronic copy of draft in PDF format)
- Final draft of Master Plans (Two hard copies and one electronic copy in PDF format)

Task 99 (Contingent) – Owner Directed Services

District directed Farr West to include an Owner Directed Service task totaling ten percent (10%) of the engineering budget. Owner directed services are reserved for tasks that are currently unaccounted for in the Project Scope of Work (if any). Labor effort will not be charged to this task unless authorized by the

District.

PART 2 – COMPENSATION

The District shall pay Farr West on a time and material basis, including travel, not to exceed **Two Hundred Ninety Eight Thousand Three Hundred Dollars (\$298,300)**. Contingent Task 99, “Owner Directed Services” will be paid, only with the approval for use by the Owner, on a time and materials basis. Hourly rates and other expenses shall be in accordance with Exhibit C of the Master Services Agreement (Standard Hourly Rates). A breakdown of the individual task budgets is as follows:

Task 1	Project Management	\$11,550
Task 2	Condition and Risk Assessment	\$40,860
Task 3	Sewer Flow Monitoring	\$70,400
Task 4	Hydraulic Modeling	\$63,430
Task 5	Water Master Plan	\$53,540
Task 6	Sewer Master Plan	\$44,690
Task 7	Final Master Plans	\$13,830
Task 99 (Contingent)	Owner Directed Services	
TOTAL:		\$298,300

PART 3 – SCHEDULE

The following is a proposed schedule to be used as a general guideline only.

- Project Begin: November 2022
- Flow Monitoring: December 2022 – April 2023
- Completion of Hydraulic Models: January 2023
- Draft Water and Sewer TM 1: February 2023
- Draft Water and Sewer TM 2: April 2023
- Draft Water and Sewer TM 3: June 2023
- Draft Water TM 4: August 2023
- Draft Water TM 5 and Sewer TM 4: September 2023
- Final Master Plans: October 2023

Owner: Sierra Lakes County Water District

Engineer: Farr West Engineering

By: _____

Print Name: _____

Title: _____

Date
Signed: _____

By: _____

Print Name: Matt Van Dyne, P.E.

Title: Principal / VP of Operations

Date
Signed: _____

**Sierra Lakes County Water District
Water and Sewer Utility Master Plan
Engineering Fee Estimate**

TASKS	Rate (\$/hr)	Principal Civil Engineer - License 10348	Principal Civil Engineer - MHI 1st Year Over	Engineer III - Adv. Supervision	Engineer I - Onsite Staff	Engineer II - Dist. Jobs	Engineer III Training / Support	Water Resources Specialist/ Labor Chemist	Asst. Chemist - III - Dyeing Station	2 Min. Survey Crew	Truck Labor	Expenses TV	Water Condition Assessment	ADS	Water Leak Detection	TOTAL
		\$169	\$189	\$140	\$120	\$120	\$100	\$150	\$95	\$270	Hours	(\$)	(\$)	(\$)	(\$)	(\$)
1.0 Project Management																
Project Coordination and Management		6	8	20							36	\$5,624				\$5,624
Project Management Plan		1	1	4							6	\$938				\$938
Meetings (Kickoff + Monthly PM Check-ins)		6	6	12							24	\$3,948				\$3,948
Monthly Reports/Progress Billings				6							6	\$940				\$940
Subtotal		15	15	42							72	\$11,550				\$11,550
2.0 Condition & Risk Assessments																
2.1 Sewer Condition Assessment																
Collect, QC, and Process Condition Data			6				20				26	\$3,134				\$3,134
Mapping							30				30	\$3,000				\$3,000
Condition and Risk Scoring			16				40				56	\$7,024				\$7,024
Draft Report			10				40		2		52	\$6,080				\$6,080
Final Report			4				20		2		26	\$2,946				\$2,946
2.2 Water Condition Assessment																
Collect, QC, and Process Condition Data			6				20				26	\$3,134				\$3,134
Mapping							30				30	\$3,000				\$3,000
Condition and Risk Scoring			8				20				28	\$3,512				\$3,512
Draft Report			10				40		2		52	\$6,080				\$6,080
Final Report			4				20		2		26	\$2,946				\$2,946
Subtotal			64				280		8		352	\$40,856				\$40,856
3.0 Sewer Flow Monitoring																
3.1 Sewer Flow Monitoring																
ADS														\$60,000		\$60,000
Data Review/Coordination				40	40						80	\$10,400				\$10,400
Subtotal				40	40						80	\$10,400		\$60,000		\$70,400
4.0 Hydraulic Model Development																
4.1 Sewer System Model																
Data Collection and Organization				8	20						28	\$3,520				\$3,520
Field Survey										40	40	\$10,800				\$10,800
Collection System/Lift Station Geometry				4	40						44	\$5,360				\$5,360
Sewer Flow Analysis and Allocation				8	40						48	\$5,920				\$5,920
Model Scenario Setup				4	20						24	\$2,960				\$2,960
Model Calibration			8	16	40						64	\$8,552				\$8,552
4.2 Water System Model																
Data Collection and Organization				8	20						28	\$3,520				\$3,520
Model Geometry and Elevations				4	40						44	\$5,360				\$5,360
Demand Analysis and Allocation				8	40						48	\$5,920				\$5,920
Model Scenario Setup				4	20						24	\$2,960				\$2,960
Model Calibration			8	16	40						64	\$8,552				\$8,552
Subtotal			16	80	160	160				40	456	\$83,424				\$83,424
5.0 Water System Master Plan																
5.1 Data Collection and Organization		4		10		10					24	\$3,356				\$3,356
5.2 TM 1 - System Demands		4	2	20		40					66	\$8,734				\$8,734
5.3 TM 2 - Water Resources		4	2			8		40			54	\$8,094				\$8,094
5.4 TM 3 - Water Treatment		8	2	20	60						90	\$11,890				\$11,890
5.5 TM 4 - Distribution System		4	2	20		60					86	\$11,134				\$11,134
5.6 TM 5 - Capital Improvement Plan		4	2	20		20	40				86	\$10,334				\$10,334
Subtotal		28	10	80	60	138	40	40			406	\$53,542				\$53,542
6.0 Sewer System Master Plan																
6.1 Data Collection and Organization		4		10		10					24	\$3,356				\$3,356
6.2 TM 1 - Sewer Flows and ISI		4	2	20		40					66	\$8,734				\$8,734
6.3 TM 2 - Collection System		4	2	20	60						86	\$11,134				\$11,134
6.4 TM 3 - Lift Stations		4	2	20	60						86	\$11,134				\$11,134
6.5 TM 4 - Capital Improvement Plan		4	2	20		20	40				86	\$10,334				\$10,334
Subtotal		20	8	80	180	10	40				348	\$44,692				\$44,692
7.0 Final Master Plans																
7.1 Sewer Final Plan																
Plan Introduction		2		8							10	\$1,498				\$1,498
Executive Summary		2		8	12						22	\$2,938				\$2,938
Plan Production				4	16						20	\$2,480				\$2,480
7.2 Water Final Plan																
Plan Introduction				8							8	\$1,120				\$1,120
Executive Summary				8	12						22	\$2,938				\$2,938
Plan Production				4	16						22	\$2,858				\$2,858
Subtotal		8		40	58						104	\$13,832				\$13,832
9.0 Owner Directed Services																
Owner Directed Services																
Subtotal																
TOTAL		87	87	382	498	308	360	40	8	40	1,818	\$238,296		\$60,000		\$298,296

104

SIERRA LAKES COUNTY WATER DISTRICT

Follow-up from October 13, Regular Board Meeting

-
- | | | |
|---|--------------|--|
| 1 | Paul Schultz | Survey maps for Ice Lakes Dam & Serena Channel |
|---|--------------|--|
-
- | | | |
|---|--------------|---|
| 2 | Paul Schultz | Incorporate Director Jackson's comments into the Vessel Storage on District Property information on the website |
|---|--------------|---|
-
- | | | |
|---|--------------|---|
| 3 | Paul Schultz | Check with Mr. Baird regarding possible prior conversation with property owner regarding sand on the shoreline. |
|---|--------------|---|
-
- | | | |
|---|------------------|---|
| 4 | X Anna Nickerson | Mrs. Nickerson was asked to follow-up on the Grant Deed for the donated parcel from Mr. Flanagan. A copy of the grant deed was received on Friday October 14, 2022. |
|---|------------------|---|
-

Sierra Lakes County Water District
Action Items
As of November

	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. Meter installation to restart	Ongoing	15%	Paul/Utility Staff
	B. Develop a recommended method for providing customer access to personal water usage data	To research available vendors and services; Identify 15-20 volunteers to test EyeOnWater services - All Directors and several homeowners have enrolled.	Oct-22	50%	Jen/Paul
	C. Develop Metered Rate Schedule	Develop Plan/Schedule to reach Metered Rates by January 2025 (Microsoft Project)	Ongoing	85%	Dan/Jen/Paul
	D. Rate Study Communication (Web Page)	Communicate process for rate study to the community. Mr. Schultz to share information/examples with Directors Stockton & Jackson.	Ongoing	50%	Dan/Jen/Paul
	E. Board and Community Workshops	Board & Community Workshops regarding capital improvement projects, funding requirements and future rates; built to schedule 1.C	Ongoing	75%	Paul/Jon/Jen

106

	Other Items:				
2.	Acquisition of Ice Lakes Dam & channel	Research continued. Anderegg working on surveyor report. Assigned to District Engineer.	Sep-22	75%	Paul/Farr West
3.	Retool General Manager Position	Review current responsibilities and determine issues.	Aug-22	50%	Karen/Jon/Paul
4.	Gantt Chart	No Change from October	Informational	N/A	Paul/Farr West

Sierra Lakes County Water District
Metered System Schedule

ID	Task Name	Start	Finish	Duration	Quarter											
					1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Meters	Sun 5/1/22	Thu 4/25/24	26 mons												
2	Install Meters	Sun 5/1/22	Thu 4/25/24	26 mons												
3	Water Use Data Collection	Sun 5/1/22	Thu 4/25/24	26 mons												
4	Meter Ordinances	Tue 11/1/22	Mon 5/15/23	7 mons												
5	Meter Read Exception Procedures	Tue 11/1/22	Mon 4/17/23	6 mons												
6	Opt out of AMI	Tue 11/1/22	Mon 4/17/23	6 mons												
7	Adopt New Procedures & Ordinances	Thu 5/11/23	Thu 5/11/23	0 mons												
8	Web Based Customer Portal	Tue 11/1/22	Mon 9/4/23	11 mons												
9	Investigation	Tue 11/1/22	Mon 11/28/22	1 mon												
10	Functionality Preferences	Thu 12/1/22	Wed 2/22/23	3 mons												
11	Procurement	Sat 4/1/23	Thu 7/20/23	4 mons												
12	Implementation	Tue 8/1/23	Mon 8/28/23	1 mon												
13	Water and Sewer Utility Master Plan	Sun 1/1/23	Thu 11/30/23	12 mons												
14	Data Collection	Sun 1/1/23	Thu 1/26/23	1 mon												
15	Kickoff Workshop	Mon 1/16/23	Mon 1/16/23	0 mons												
16	Field Survey Activities	Mon 1/16/23	Fri 2/10/23	1 mon												
17	Risk and Condition Assessment	Wed 2/1/23	Tue 3/28/23	2 mons												
18	Hydraulic Modeling	Wed 3/1/23	Tue 4/25/23	2 mons												
19	Draft Master Plan	Mon 5/1/23	Fri 7/21/23	3 mons												
20	Workshop	Fri 9/1/23	Fri 9/1/23	0 mons												
21	Final Master Plan	Fri 9/1/23	Thu 9/28/23	1 mon												
22	Presentation to Board	Thu 11/9/23	Thu 11/9/23	0 mons												
23	Utility Rate Study	Fri 9/1/23	Thu 6/6/24	10 mons												
24	Data Collection	Fri 9/1/23	Thu 9/28/23	1 mon												
25	Revenue Requirement	Sun 10/1/23	Thu 11/23/23	2 mons												
26	Rate Design	Fri 12/1/23	Thu 12/28/23	1 mon												
27	Draft Report	Mon 1/1/24	Fri 2/23/24	2 mons												
28	Final Report	Fri 3/1/24	Thu 4/25/24	2 mons												
29	Public Workshops	Mon 4/1/24	Fri 5/24/24	2 mons												
30	Proposition 218 Process	Mon 6/3/24	Fri 11/15/24	6 mons												
31	Prepare Mailer	Mon 6/3/24	Fri 6/14/24	0.5 mons												
32	Board Resolution Approving Notice	Thu 7/11/24	Thu 7/11/24	0 mons												
33	Mail Notice	Thu 8/1/24	Wed 8/28/24	1 mon												
34	Public Review Process (Hearings)	Sun 9/1/24	Thu 10/24/24	2 mons												
35	Board Adopts Resolution	Tue 11/12/24	Tue 11/12/24	0 mons												
36	Metered Rate Education Program	Sun 1/1/23	Thu 10/31/24	24 mons												
37	Provide Monthly "Bills" for Reference	Sun 1/1/23	Thu 10/31/24	24 mons												
38	Education Presentation to Customers	Thu 1/12/23	Thu 1/12/23	0 mons												
39	Education Presentation to Customers	Thu 1/11/24	Thu 1/11/24	0 mons												
40	Metered Rates	Wed 11/13/24	Tue 1/7/25	2 mons												
41	Implementation of New Rates	Wed 11/13/24	Wed 11/13/24	0 mons												
42	Fully Metered Deadline	Wed 1/1/25	Wed 1/1/25	0 mons												

107