

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

**Date:** Thursday January 12, 2023 / **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.”.

**I. Open Meeting:**

Roll Call:

Directors in attendance at the Sierra Lakes County Water District Boardroom:

Director Dan Stockton  
Director David Keatley

Directors in attendance by Zoom:

Director Jon Harvey  
Director Jennifer Jackson

Director Karen Heald was Absent

Staff in attendance at the Sierra Lakes County Water District Boardroom:

Anna Nickerson, Financial Consultant

Staff in attendance by Zoom:

Paul Schultz P.E. Inc., General Manager  
Patrick Baird, Utility Operator  
Jeffrey Mitchell, District Counsel

Guests in attendance at the Sierra Lakes County Water District Boardroom:

None

Guests in attendance by Zoom:

David Niemeyer, CPS HR Consulting Recruiter  
Vickie Day  
Apple Newton  
Greg Coleman  
Joe Peltier  
Dick Simpson  
Steven Shray

Minutes Recorder:

Anna Nickerson, Financial Consultant

**II. Decision to Meet Telephonically:**

The Board considered the continuation of conducting hybrid meetings; attendance in person or telephonically.

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

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

**VI. Operations:**

- A. Paul Schultz P.E. Inc., General Manager, presented his report to the Board for consideration and possible action. He reported the following:
- Work started on the intertie project with Donner Summit PUD and Western Hydrologics. He said he provided information regarding the District's water supply, water delivery and system operations.
  - An item should be added to allow Farr West to Interface with Donner Summit PUD and Western Hydrologics in Mr. Schultz's absence. The item would be discussed later in the meeting.
  - There was no change in the status of the Ice Lakes Dam and channel acquisition survey due to snow. The survey was anticipated to be completed in the spring, after the snow melt.
  - Dowl started work on the District's Utility Financial Strategy and Water/Sewer Management Plan. Due to a scheduling conflict, the December Kick Off meeting was postponed to January. However, flow meters were installed around the District to start collecting data.
  - There was no update on the Contemporary Water Quality Study, it was anticipated an update would be available for the February meeting.
  - An update on all the Task Orders with Farr West will be presented at the February meeting.

- The Sexual Harassment Training was made available On Demand. Director Jackson said she received the email this time and Mr. Schultz said to contact him if someone had not received the information.

Director Harvey asked what the timing was for an update on the Contemporary Water Quality Report. Mr. Schultz said he would contact UNR and get an update for the February meeting.

Director Jackson asked who would be attending the Master Plan Kick Off meeting. Mr. Schultz said the initial meeting would be with staff and Dowl. He said information was being provided to Dowl about the District's system. He also said he met with Matt Van Dyne regarding the GIS data base, that will interface with the Master Plan, and the leak detection grant to be received from the California Rural Water Association.

- B. Patrick Baird, Utilities Operations Manager, presented his report to the Board for consideration and possible action. He reported the following:
- Donner Summit PUD's had no permit violations in December. December was a very wet month but the plant was able to handle the high flows.
  - The District had no sewer overflows in the month of December, even when the pumps at Lift Station 3 switched on at the same time.
  - All water treatment reporting and sampling requirements were met.
  - 25" of precipitation was received in the month of December.
  - There was a flooding issue at Van Norden.
  - Water demand increased over the holidays.
  - Sewer flows increased due to I&I but the District's flows through the plant were still only 26%.
  - The raw water temperature was dropping to about 2°C and pH dropped to 6.5, making water treatment more difficult. Chemical adjustments were being made to keep the pH level at 7.6 and the Palomar level at a correct level.
  - Water operators were moved to indoor projects; re-coordinating the shop and garage; recalibrating the lab equipment; maintenance on small machinery.
  - A filter inspection was done on all filters in the filter plant. No issues were found.
  - On December 30, 2022, sewer flows peaked at about 280,000 gallons/day with no issues. This was the second highest since 2017 when flows peaks at 430,000 gallons/day.
  - The four sewer flow monitoring meters were installed at Bales Road, Serene Road, and Hemlock Drive.
  - Staff was working on uncovering hydrants and fixing snow stakes.
  - With the help of the installed meters, there were a lot of leaks discovered in the month of December. One leak was approximately 380 gallons/hour.
  - 15 customers have signed up for EyeOnWater.

Director Harvey asked what causes the lake to go acidic. Mr. Baird said the cold and ice. Mr. Schultz said the natural minerals in the lake get diluted with snow and rain water depleting the buffering normally provided to water processing.

Director Jackson asked about Mr. Baird's comment that the work done on the lift stations worked well even when both pumps switched on. Mr. Baird said the new wet well and adjustments to volume at sewer pump station 3 worked well and no overflows at the manhole were noted.

**VIII. Consent Items Calendar:** The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the December 8, 2022, Regular Meeting; December 2022 Check Register; financial reports for the month ending December 31, 2022; Disbursements for Board Approval; and December 31, 2022 Balance Sheet.

**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, Jackson and Keatley.

**IX. Old Business:**

A. General Manager Recruitment Committee report was presented to the Board for consideration and possible action. Director Jackson said at the last meeting CPS HR Consulting was selected as the recruiter for the General Manager position.

David Niemeyer, Recruiter from CPS HR Consulting, made a presentation to the Board regarding the recruitment of a new General Manager. He said the company was a national firm based in Sacramento, California. He also said the firm had done a lot of recruiting in the industry and anticipated the process would take 12 to 14 weeks with the first couple weeks spent developing a recruitment brochure.

The Board was asked to provide feedback regarding a list of questions:

- What are the top priorities for the manager
- What are the conditions and challenges
- What specific experience was preferred
- What personal attributes are desired (teamwork, communication etc.)

1. Priorities:

Director Keatley said a top priority for him was the 10 year Capital Improvement Plan and project management skills to implement the relatively large capital upgrade plan.

Director Harvey said completing the master plan and working well with staff and managers. He said customer service, PR and working with Mrs. Nickerson on the transition from a flat rate billing to a usage billing. He also said the District had a small highly effective and efficient staff and would like to find someone that could work in that environment as opposed to someone who was used to having more resources to work with.

Director Jackson said she concurred with the priorities noted with emphasis on the community outreach.

Director Stockton said, with all the upcoming challenges, he wanted the new general manager to be super communicative with good explanations and strong budgetary skills with the upcoming capital improvements and metered rates.

2. Specific Comprehension, Experience and Personal Attributes:

Director Keatley said he wanted someone with project management, communication. He said he would like to ask what experience the candidate had with communicating with customers and how our District could handle more social media outreach without being taxing to the staff. Director Keatley added someone with grant and funding opportunity experience.

Director Harvey said someone with prior general manager experience with a small district or someone who had worked in a larger organization in a second line manager position with capital project experience. Someone who was flexible but decisive.

Director Jackson said someone who was a generalist that could tackle a multitude of tasks like financial statements, engineering documents etc. Someone who had worked for a small district or had hands on experience.

Director Stockton said someone who had run a small district of some kind. Someone who had gotten their hands dirty. He would like someone who was exciting and charismatic. He later added that he would like the candidate to have rate setting experience.

3. What type of working relationship should the Board of Directors have with the General Manager:

Director Keatley said a charismatic person would be helpful and referred back to the need for communication skills. He said he felt the current relationship with the General Manager was a healthy one. He said the relationship needed to be collaborative but not involved in the operations.

Director Harvey said the relationship should be low touch between meetings and respecting that the general manager had a work plan and priorities.

Mr. Schultz said the communication with the current Board had been great. He said they had always been inquisitive and collaborative. The Board had been very supportive.

Director Jackson said someone willing to ask questions.

Director Stockton said he agreed with Director Harvey that the Board should stay out of the weeds and allow the general manager to do the job. He said he also wanted the general manager to be able to come to the Board when needed.

4. What other stakeholders should the Board be talking to for developing the ideal candidate profile:

Director Keatley said the other District team members especially Mr. Baird.

Director Harvey said Sandy James, SLPOA President, Roger Drosd, Lot 1 Manager, Donner Summit PUD, Truckee Donner Land Trust and Steve Shray.

Director Jackson said she would add Jeff Mitchell, District Counsel, to the list.

Director Stockton said he would like to add Mrs. Nickerson, Financial Consultant, to the list.

Mr. Shray said he really did not know the extent that the general manager needed to collaborate with other agencies like Donner Summit PUD, Truckee Fire and Placer County but thought that would be important.

Mr. Niemeyer said he would follow-up on the contract and get in touch with the stakeholders identified. He asked how the Board wanted to receive updates. The consensus was to receive monthly updates directly to the committee for review before sending out to the rest of the Board.

B. A Contract Addendum with Farr West Engineering (Dowl) to provide General Management support was presented to the Board for discussion and possible action. Mr. Schultz said the item was carried over from the previous month. He said he was asked to get a cost estimate for providing general manager support during the transition. It was decided that the contract addendum would identify the scope of the additional work on a time and material basis with a not to exceed limit. Director Keatley said he saw that the new not to exceed amount was \$300,000 and asked how much was added to the scope of work. Mr. Schultz said the contract was increased by \$100,000 with a portion budgeted for the 2023/2024 fiscal year.

**A motion was made by Director Keatley and seconded by Director Harvey to approve the broadening scope of work with Farr West.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Jackson and Keatley.

**X. New Business:**

A. The Board was presented with an issue regarding the responsibility of Fire Hydrant Access in Serene Lakes. Director Harvey said he asked that the topic be put on the agenda for discussion because there had been some communication in the community about buried fire hydrants. He said he wanted to discuss the topic to get an understanding of who was responsible to dig out hydrant, how the community could help in either on an ongoing or emergency basis and to gain an understanding on how the Fire Department utilized fire hydrants in the winter.

Mr. Baird said since 2006 when Truckee Fire took over Donner Summit Fire District, Truckee Fire had been clearing fire hydrants for both Sierra Lakes and Donner Summit PUD. The work was done on an overtime basis by specific heavy equipment operators who had now retired. He said he was told after the Fire Marshall reviewed historical data that the Fire District was not responsible for removing snow from around fire hydrants and would no longer be providing that service. The community was asked to “adopt a hydrant” and keep the fire hydrants near their homes clear of snow. Mr. Baird said, currently the Fire Department responded to fires with 500 gallons of water until access to a hydrant or other water source could be established. He said staff would help out as much as possible but there were 87 hydrants in the community. Staff currently kept three hydrants clear for flushing the system. Director Harvey asked who marked they hydrants? Mr. Baird said the District marked the hydrants with stakes and maintained them. Mr. Schultz said the District does not have the staff to keep they hydrants cleared and would need to hire a contractor to provide that service.

Director Harvey said it was good to know that it was not the responsibility of a specific agency to keep the fire hydrants cleared. He said it was like digging out a propane tank; if you keep on top of it, it wasn’t such a big deal.

Mr. Schultz said in the winter the Fire Department anticipates buried fire hydrants and responds with multiple trucks and if a hydrant was available they will hook up to it. He said Mr. Baird’s comment that the District’s On-Call operator could be sent out to assist would not be too expensive and would be great for public relations.

Mr. Shray said there were 87 hydrants in the District that have been cleared every year for a reason. He said he would like to see a solution and suggested that the District have a discussion with the Fire District.

Mr. Mitchell said, as a legal matter, he did not agree that it was the District’s responsibility to clear fire hydrants; the District was not in the business of fighting fires. He did say that a conversation with the Fire District could be encouraged. Director Stockton said it was the District’s responsibility to get water to the hydrants. He said Mr. Shray’s comments were well taken and that the conversation would be continued with the Fire District to see what could be done to alleviate the situation.

Mr. Schultz was asked to contact the Fire District.

B. The 2021/2022 Annual Audit Report was presented to the Board for consideration and possible action.

**A motion was made by Director Harvey and seconded by Director Jackson to accept the audit report as presented.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Jackson and Keatley

## **XI. Administration:**

A. The Follow Up items from the December 2022 meeting were presented to the

Board. All items were complete. Mrs. Nickerson provided the Ethics Training information to those Board members needing to recertify. Mr. Schultz provided the information to all Board members to complete the Sexual Harassment Prevention training. Mr. Schultz said he would have an update on the Contemporary Water Quality study at the February meeting.

B. A Status of Action Items was presented to the Board for consideration and possible action. Mr. Schultz said all the items in section one and the Gantt Chart have been moved to the Master Planning Schedule and an updated schedule will be provided after the Kick Off Meeting. He said the Ice Lakes Dam acquisition will recommence in the spring.

A. **CLOSED SESSION:** Public Employment (GOVT CODE §54957):

1. Appointment – General Manager
2. Evaluation of General Manager

Mr. Mitchell said the Board met in closed session and no reportable action was taken.

B. **Adjournment**

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

The minutes were approved at the Regular Meeting held on February 9, 2023, as part of the Consent Items Calendar. A motion was made by Director Harvey and seconded by Director Jackson to approve the minutes of the January 12, 2023; Regular Meeting as presented. The motion passed by a rollcall vote: Ayes: Directors Stockton, Harvey, Jackson and Keatley. Abstention: Director Heald.