

## MEMORANDUM

**To:** Honorable Board of Directors, Sierra Lakes County Water District  
**From:** Patrick Baird, Utilities Operation Manager  
**Subject:** April 2023 Operations Report  
**Date:** May 4, 2023

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

There were no permit violations during April 2023, and the wastewater treatment plant was operating as designed. There was no update from the DSPUD operations staff when writing this report.

### **Regulatory Issues:**

**Sanitary Sewer Overflows:** The District reported no Sanitary Sewer Overflows (SSOs) to the Regional Water Quality Control Board for April 2023.

**Water Treatment Reporting:** The District met all the drinking water requirements. The monthly SAFER (Drought & Conservation Reporting) reports were completed and updated.

### **Operations Report:**

#### **Monthly Water and Sewer flows:**

	April		March 2023	
	Water	Sewer	Water	Sewer
<b>Daily Water Usage</b>	<b>59,350</b>	<b>116,744</b>	<b>57,705</b>	<b>80,076</b>
<b>5-Year Average</b>	<b>59,161</b>	<b>79,522</b>	<b>62,740</b>	<b>65,310</b>
<b>Percent Difference</b>	<b>0%</b>	<b>32%</b>	<b>-8%</b>	<b>22%</b>

- The District treated 1,816,723 gallons of water in April 2023.
- The backwash total contributed to 28% of the month's water usage.
- The daily water usage in April 2023 was even with the five-year average.
- Sewer flows have increased 32% over the 5-year average due to the I&I from the winter storms.
- In April 2023, the average daily water and sewer flow was 59,350 GPD and 116,744 GPD, respectively. This represents an increase from the previous month, where the average daily water and sewer flows were 57,705 GPD and 80,076 GPD, respectively.
- The District's share of the flow through the DSPUD wastewater treatment plant for April 2023 was not available at the time of this report.

### **Water Treatment System:**

The raw water temperature of the lake dropped to 0°C, and the pH also decreased to below 6.4. Consequently, the operators had to decrease the flow rate from 150 GPM (gallons per minute) to 100 GPM. The extreme, cold temperature made it challenging to maintain a consistent coagulation/flocculation process, which resulted in the filtering system requiring more frequent backwashing. However, towards the end of the month, the temperature of the lake increased enough to stabilize the flocculation process, and the operators were able to fill the water tanks completely.

### **Sewer Collection System:**

All the sewer lift stations are operating as designed. As the snow run-off recedes and the roads dry up, the operations staff has initiated an inspection of manholes to identify any issues related to inflow and infiltration (I&I) as well as any damage caused during the winter season.

**Beacon Leak Report:** In April, there were four significant water leaks were found (480-1,440 gallons/day), all of them have been repaired and/or corrected. Approximately 19 ongoing water leaks are averaging less than 240 gallons/day. Currently, 21 customers have activated the Eye on Water application.

### **Attachments:**

- April 2023 Daily Water/Sewer Flows
- 2018-2022 Average Daily Sewer/Water Flows Comparison through April. 2023

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

Month: April Year: 2023

DATE	DAY	SEWER TOTALS	TREATED WATER TOTALS			REMARKS	
		SEWER FLOW	GALLONS WATER PUMPED	GALLONS WATER USED	BACKWASH GALLONS		*COMBINED TANK TOTAL GALS.
1	S	92,386	60,569	75,384	20,900	526,330	
2	S	84,124	63,810	78,724	17,586	511,515	
3	M	82,822	69,996	65,631	16,542	496,601	
4	T	77,876	71,235	69,178	14,562	500,967	
5	W	80,442	81,430	56,369	19,820	503,023	
6	T	86,512	76,862	75,399	20,194	528,084	
7	F	97,350	61,629	74,841	27,021	529,547	
8	S	93,168	70,194	61,009	12,396	516,335	
9	S	107,428	69,854	70,731	19,141	525,521	
10	M	141,088	26,850	81,560	28,634	524,643	
11	T	188,240	81,333	87,971	48,651	469,934	
12	W	164,704	84,343	82,166	37,398	463,296	
13	T	138,484	89,248	77,363	34,486	465,473	
14	F	116,534	62,806	63,947	19,846	477,358	
15	S	131,412	75,042	75,828	26,618	476,216	
16	S	125,488	61,494	59,429	9,742	475,430	
17	M	82,794	79,854	53,169	16,580	477,495	
18	T	136,496	77,344	54,632	22,488	504,180	
19	W	89,576	101,682	41,542	18,741	526,892	
20	T	95,194	81,143	45,425	10,582	587,033	
21	F	101,750	33,772	50,515	7,029	622,750	
22	S	119,814	18,868	51,174	7,142	606,008	
23	S	128,908	36,579	54,964	7,007	573,702	
24	M	125,470	63,558	33,715	12,020	555,317	
25	T	127,602	80,079	40,102	12,153	585,160	
26	W	137,194	65,397	36,199	7,945	625,137	
27	T	127,936	71,752	47,315	13,645	654,335	
28	F	132,932	0	36,709	0	678,773	
29	S	143,382	0	43,643	0	642,064	
30	S	145,217	0	35,868	0	598,421	
<b>Total</b>		<b>3,502,323</b>	<b>1,816,723</b>	<b>1,780,500</b>	<b>508,869</b>		
<b>Average</b>		<b>116,744</b>	<b>60,557</b>	<b>59,350</b>	<b>16,962</b>	<b>540,918</b>	
<b>Max</b>		<b>188,240</b>	<b>101,682</b>	<b>87,971</b>	<b>48,651</b>	<b>678,773</b>	

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

1st of the  
Month Data 11531877

**Sierra Lakes County Water District**  
**Water- Daily Flow and 5-Year Average**

	Jan. 5-Year Average	Jan. 2022	Feb. 5-Year Average	Feb. 2023	Mar. 5-Year Average	Mar. 2023	Apr. 5-Year Average	Apr. 2023	May 5-Year Average	May 2022	Jun. 5-Year Average	Jun. 2022	Jul. 5-Year Average	Jul. 2022	Aug. 5-Year Average	Aug. 2022	Sept. 5-Year Average	Sept. 2022	Oct. 5-Year Average	Oct. 2022	Nov. 5-Year Average	Nov. 2022	Dec. 5-Year Average	Dec. 2022	
120,000																									
115,000																									
110,000																									
105,000																									
100,000													119,340												
95,000															97,661										
90,000																									
85,000														85,901											
80,000																81,681									
75,000																	76,753								
70,000	73,700		72,487															73,488							
65,000												68,874													65,740
60,000				61,880	62,740															61,832					
55,000						57,705	59,161	59,350	59,253																
50,000		52,598																							54,121
45,000										46,871															
40,000																									
35,000																									
30,000																									
25,000																									
20,000																									
15,000																									
10,000																									
5,000																									

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

**Date:** Thursday April 13, 2023 / **Time:** 6:00 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

The meeting was held in person at the District Office and was teleconferenced to allow public participation.

**I. Open Meeting:**

Roll Call:

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

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

Director in attendance by Zoom:

Director Karen Heald

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

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

Staff in attendance by Zoom:

Jeffrey Mitchell, District Counsel

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

None

Guests in attendance by Zoom:

Vickie Day	Sandy
Tim Kustic	Scott White
Steven Shray	David Niemeyer
Joe Peltier	

Minutes Recorder:

Anna Nickerson, Financial Consultant

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

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

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

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

Director Stockton announced that the Board would be going into closed session. It was estimated that closed session would last an hour and a half to two hours. He said members of the public were invited to rejoin the meeting at the end of closed session. Director Jackson said members of the public would be left in the waiting room until the end of closed session.

**V. Closed Session:** The Board held a Closed Session under Public Employment (GOVT CODE § 54957) Title: General Manager

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

Jeff Mitchell, District Counsel, reported out of closed session. He said the Board met in closed session and there was no reportable action taken.

**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:

- DSPUD reported budget overruns of which Sierra Lakes County Water District's (SLCWD) share was about \$116,000.00. Also, an invoice for \$19,000 to replace UV disinfection lights was received and SLCWD would be responsible for 30%. This invoice would be included in the 2023/2024 budget year.
- A reassignment of duties to Mr. Baird included several annual regulatory reports. All annual reports were reviewed and completed.

B. Patrick Baird, Utilities Operations Manager, presented his report to the Board for consideration and possible action. He reported the following:

- DSPUD had no permit violations in March.
- There were no sanitary sewer overflows in the month of March.
- All water treatment requirements were met.
- Water use was down about 8% from the five year average.
- Sewer flows were down about 22% from the five year average.
- SLCWD's sewer flows through the treatment plant were at 27%
- The raw water temperature was currently at -2°, causing a decrease in water production. Staff would be switching to the well to help increase production. Director Jackson asked about extending the intake pipe. Mr. Schultz said the

problem with extending the intake pipe was the environmental certification due to frogs and other creatures in the area. He anticipated that the cost of the environmental certification would be more than the design and construction costs.

- There were some significant leaks found. Some leaks were due to pipes bursting.
- Staff was working with PG&E to remove snow from around telephone poles. The poles were close to some of the hydrants that were also dug out.
- Staff was able to fix the back hoe earlier than expected. The parts were received within three weeks instead of the estimated six weeks.
- Staff had been conducting daily inspections of the snow load on District infrastructure and digging out buried antennas.

**VII. Consent Items Calendar:** The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the March 23, 2023, Special Meeting; March 2023 Check Register; financial reports for the month ending March 31, 2023; Disbursements for Board Approval. Director Jackson said there was a correction to the minutes. On page 12 of the board packet, Item E. Fire Hydrant Snow Removal, the last sentence should read “The Board agreed that the cost was not feasible” to have a contractor dig out the fire hydrants.

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

**VIII. Old Business:**

A. General Manager Recruitment: Mr. Schultz said this was an open item and even though it was his last day, he would make himself available to help with the transition. He said the Board previously discussed a requirement of a five year tail on his contract but that he would comply with Mr. Mitchell’s recommendation. Mr. Mitchell said an insurance broker said a five year tail was very hard to get but that a full three year policy with a two year tail could meet the Board’s requirement. He also said the difference between a three and five year tail was \$5,000.00. Mr. Mitchell then said the purpose of the tail was to cover the District if something surfaced after Mr. Schultz’s departure. He said the services Mr. Schultz provided to the District didn’t include a lot of engineering and that the risk of defects was minimal. Mr. Schutz said his insurance was willing to write a three year tail and Director Heald said she was comfortable with that. The consensus of the Board was to accept a three year tail.

Mr. Mitchell said he would work with Mr. Schultz on an amendment to his contract, updating the duties.

Director Harvey said the Search Committee, with the help of the recruiter, identified multiple qualified candidates, the Board interviewed those candidates and the process would continue with background and reference checks. The Board anticipated that an offer would be extended in the next few weeks.

B. Novel Constituents or contaminants in raw and/or treated water not otherwise required or recommended by any regulatory authority: SLCWD's standing agenda item, presented by Director Jackson, was discussed by the Board. Director Jackson said she had nothing new to report, Mr. Baird said he was working towards getting a sampling plan together and Mr. Schultz said he received an example of a sampling plan from the University of Nevada Reno that needed to be tweaked to meet the District's needs.

C. 2023/2024 Draft Budget: Mrs. Nickerson said a random check was received in the amount of \$77,000 that referenced a 1993 Water Bond and that she was unable to find any documentation in the files regarding the Bond. However, with the Bond payment along with the recognition of budget surpluses on Operating Projects, the District was very close to breaking even for the 2022/2023 fiscal year. However, she said another invoice in the amount of \$19,000 was received from Donner Summit PUD. Mr. Schultz said that since Mr. Palmer was hired as DSPUD's General Manager, SLCWD went from having a surplus every year to having to pay a significant deficit. Mr. Schultz also said DSPUD's books were audited every year and felt the billings were legitimate, Mrs. Nickerson would be looking closely at all billings. Director Jackson asked if DSPUD had deferred capital improvements that were now catching up with them. Mr. Schultz said that was some of it.

Mrs. Nickerson said, also included with the draft budget, was a schedule showing what service rates might have been if an annual Cost of Living Adjustment (COLA) was applied. She said the schedule was not a proposal, just a visual of what the rates might have looked like. She also said she requested DSPUD's 2023/2024 Draft Budget and hoped to have it before the May draft budget presentation.

Mrs. Nickerson said, based on the current 2023/2024 Budget, the District would need to increase both water and sewer rates. However, because a Proposition 218 process would be required, the rate increase could not happen before sending out annual invoices in June. She also said a supplemental bill for a rate increase could be sent separately. Mr. Mitchell said a rate increase letter would need to include a number that could be supported.

Mr. Mitchell said there were many different COLA Rates available. Mr. Schultz said Dowl could probably make a recommendation for a CPI rate. Mrs. Nickerson would contact Dowl.

D. "Truckee Fire Protection District Annexation of Donner Summit Public Utility District fire Service Area Plan for Services" was presented by Director Heald. She said the plan included all the services the Truckee Fire District proposed to provide upon taking over Donner Summit Fire.

Director Heald said, although the entire agreement was presented, she wanted to discuss Section 6.4 Vehicles/Equipment Snow Removal that read "the TFPD personnel assigned at Station 97 will use the DSPUD loader as per DSPUD guidelines to clear hydrants in the DSPUD and Serene lakes area, and the grounds assigned to Station 97 until a loader can be supplied by the TFPD. TFPD will cost share in maintenance of the loader." She said she presumed that TFPD agreed to this contractually with the adoption of the agreement. She also said the District determined that they could not afford to clear hydrants and TFPD had taken the position that they



lost their person and loader and would not clear hydrants. With that, she said she thought TFPD had an affirmative responsibility to clear hydrants and suggested a letter be drafted by Mr. Mitchell to TFPD.

Director Jackson said under Item 2 The level and Range of Services, the agreement stated that “No change to the level or the range of services will result from the change of organization...” Director Heald said she wasn’t sure if the fire department was clearing hydrants prior to the agreement but clearly the services were considered in the document that TFPD would take over the responsibility.

Steve Shray, resident of Serene Lakes, said he could attest those hydrants in Serene Lakes had been cleared for the 24 years he had been in the District and that there had been no lapse or interruption in the service until this year. He also said SLPOA would be happy to provide support and file a complaint if necessary.

Director Keatley said it made sense to have one point of contact and if the Board agreed, the District should be the point of contact. He also said he agreed to wait a few months and then prepare for next year. Director Heald agreed that the District should be the point of contract until it was determined that community help was needed.

The Board agreed to wait a few months then have Mr. Mitchell send a letter to the Fire Marshall. Director Jackson said she didn’t see a reason to wait since the discussion was going on. Director Heald said she thought it was better to wait until the new General Manager was in place. The Board agreed.

## **IX. New Business:**

A. Two resolutions were presented to the Board for consideration and possible action. Mrs. Nickerson said the two resolutions were required to allow the District to place annual assessments and unpaid water/sewer service fees on the Placer County tax roll.

1. Resolution2023-13 – A Resolution Authorizing the Placing of Unpaid Service Fees for Sierra Lakes County Water District on the 2023-2024 Placer County Tax Roll:

**A motion was made by Director Harvey and seconded by Director Jackson to approve Resolution 2023-13.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley.

2. Resolution2023-14 – A Resolution Authorizing the Placing of Special Assessment for Sierra Lakes County Water District on the 2023-2024 Placer County Tax Roll:

**A motion was made by Director Harvey and seconded by Director Jackson to approve Resolution 2023-14.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley.

**X. Administration:**

A. The Follow Up items from the March 23, 2023 meeting were presented to the Board. Mr. Schultz said he sent the fish stocking letter to SLPOA and had received an acknowledgement back. SLPOA said, because of all the snow, they would only be stocking 500lbs of fish this year. He also said he received the preliminary sampling plan to check raw and treated water for PFAS's. The plan would be adjusted and sampling would begin in the next couple of months. Mr. Mitchell said he investigated the Board's question regarding the fire cameras and his conclusion was that, as a matter of law, the District could contribute to the cost of fire cameras. He said under the constitutional provision of the law there was an exception that allowed the District to contribute to the fire camera program. He said an early warning system would enable the District to ensure that there was an adequate supply of water for fire protection and would provide the District time to protect its equipment.

Director Jackson said we would need to revisit SLPOA's request and discuss the Board's participation at the next meeting.

Mr. Schultz said the last two items were the LAFCO agreement that pertained to the fire hydrant discussion held earlier in the meeting and the other was the sampling plan that was also discussed earlier in the meeting.

Mr. Schultz said he would pass on the sampling plan information to Mr. Baird and that he would be happy to remain as a consultant until the new General Manager was in place. Director Jackson said his current contract was for General Manager and that there was not a contract for temporary help. Mr. Schultz said they would leave his current contract active until the new General Manager was in place.

Director Jackson said she was reminded by Mr. Baird that the General Manager was the responsible party in the event of a sanitary sewer overflow for example. She asked if that responsibility shifted to Director Stockton in the interim. Mr. Schultz said he would step in and handle the situation until the new General Manager was onboard.

B. There were no changes made to the Status of Action Items list.

Mr. Schulz said, as a matter of interest, his community, Tahoe Cedars, was recently taken over by Tahoe City PUD who found that Tahoe Cedars water system was in deplorable shape. The estimated cost to fix the system was \$40,000,000 with only 700 homes. He said their first public hearing was scheduled for April 21, 2023, in Tahoe City, and invited anyone interested to attend to see what their early discussions regarding rate increases and potential funding options were. Mr. Schultz said he would send the announcement to the Board.

**XI. 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, Heald, Jackson and Keatley.

The minutes were approved at the Regular Meeting held on May 11, 2023, as part of the Consent Items Calendar. A motion was made by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the minutes of the April 13, 2023, Regular Meeting as presented. The motion passed by a rollcall vote: Ayes: Directors \_\_\_\_\_.

Sierra Lakes County Water District  
 Check Registers  
 April 2023

<b><u>1002 - DEMAND Account</u></b>		
<b><u>RECONCILIATION:</u></b>		
4/1/2023	Beginning Cash Balance	325,706.50
	Deposits	41,178.33
	Property Taxes Received	-
	Deposit - Interest	33.36
	Assessments transferred to Assessment District	
	Transfer From Placer County Treasurer's Investment Account	100,000.00
	<b><u>DEMAND ACCOUNT DISBURSEMENTS:</u></b>	<u>(295,248.69)</u>
4/30/2023	Ending Cash Balance	<u><u>171,669.50</u></u>
<b><u>1031 - GASB 45-OPEB Account - Flow through account to LAIF</u></b>		
<b><u>RECONCILIATION:</u></b>		
4/1/2023	Beginning Cash Balance	163.16
	Deposit - Interest	0.02
	Funds Transferred To/From Investment Account	-
4/30/2023	Ending Cash Balance	<u><u>163.18</u></u>
<b><u>Placer County Treasurer's Fund - for Capital Projects</u></b>		
<b><u>RECONCILIATION:</u></b>		
4/1/2023	Beginning Cash Balance	1,024,917.31
	Deposit - Interest	2,106.03
	Funds Transferred To/From Investment Account	<u>(100,000.00)</u>
4/30/2023	Ending Cash Balance	<u><u>927,023.34</u></u>
<b><u>Local Area Investment Fund (LAIF) - for Unfunded OPEB Liabilities</u></b>		
<b><u>RECONCILIATION:</u></b>		
4/1/2023	Beginning Cash Balance	867,081.09
	Deposit - Interest	5,843.99
	Funds Transferred To/From Investment Account - Annual OPEB Funding	
4/30/2023	Ending Cash Balance	<u><u>872,925.08</u></u>
<b><u>Assessment District 2011-01</u></b>		
<b><u>RECONCILIATION:</u></b>		
4/1/2023	Beginning Cash Balance	532,849.13
	Assessments Received	-
	Deposit - Interest	63.77
	Disbursements - USDA	-
4/30/2023	Ending Cash Balance	<u><u>532,912.90</u></u>

Sierra Lakes County Water District  
Check Registers  
April 2023

Type	Date	Num	Name	Memo	Amount
<b>1002 - US Bank - Demand</b>					
Bill Pmt -Check	04/13/2023	21741	Donner Summit Public Utility District	6/30/22 Adjusted Cost Allocation	(116,604.63)
Bill Pmt -Check	04/06/2023	8346	Donner Summit Public Utility District	Apr 2023 WWT fees	(42,191.00)
Bill Pmt -Check	04/13/2023		Paul A. Schultz, P.E. (Corp)	March 2023 Professional Fees	(11,900.00)
Bill Pmt -Check	04/06/2023	8344	Board of Regents - UNR	Contemporary Water Quality	(10,252.87)
Liability Check	04/03/2023		QuickBooks Payroll Service	Created by Payroll Service on 03/31/2023	(10,190.57)
Liability Check	04/17/2023		QuickBooks Payroll Service	Created by Payroll Service on 04/14/2023	(9,546.68)
Check	04/13/2023		Sierra Lakes County Water District	To correct 1/20/23 Overpayment of Placer Co. Administration Fees	(9,511.33)
Bill Pmt -Check	04/06/2023	MED042023	Public Employees' Retirement System (Med)	Medical - 1347	(8,970.24)
Bill Pmt -Check	04/06/2023	8351-8355	Pacific Gas & Electric	Electricity	(5,999.78)
Bill Pmt -Check	04/25/2023	8364	Board of Regents - UNR	Contemporary Water Quality Report	(5,331.86)
Bill Pmt -Check	04/25/2023	8371-8374	Placer Co. Environmental Health	2023 Hazmat & State Service Fee	(5,249.00)
Bill Pmt -Check	04/25/2023	8365	Dowl	Utility Master Plan, border survey & General Services	(5,236.25)
Bill Pmt -Check	04/25/2023	042523	Anna M Nickerson LLC	Professional Fees 4/1/23 to 4/15/23	(4,992.00)
Liability Check	04/14/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -2058074410	(4,892.24)
Bill Pmt -Check	04/06/2023	040623	Anna M Nickerson LLC	Professional Fees 3/16/23 to 3/31/23	(4,608.00)
Bill Pmt -Check	04/06/2023	8361	United Rentals	Backhoe Rental	(4,158.75)
Bill Pmt -Check	04/06/2023	8358	Thatcher Company, Inc.	Filter Plant Chemicals	(3,945.96)
Bill Pmt -Check	04/06/2023	8345	Department of Water Resources	1324-0 Ice Lakes Dam 2023 Fees	(3,829.00)
Liability Check	04/06/2023	RET032023	Public Employees' Retirement System (Ret)	Retirement - 1347	(3,715.57)
Liability Check	04/18/2023		QuickBooks Payroll Service	Created by Payroll Service on 04/17/2023	(2,274.68)
Bill Pmt -Check	04/25/2023	8377	WECO Industries	Gapvax parts	(2,015.50)
Bill Pmt -Check	04/06/2023	8360	U.S. Bank (CC)	QB Annual Subscription, tools & Gasoline \$799.50	(1,965.02)
Bill Pmt -Check	04/25/2023	8366	Hauff Excavation Inc	Snow Removal at Well House	(1,920.00)
Bill Pmt -Check	04/06/2023	8348	Hach Company	pH Sensor & Reagent	(1,840.44)
Bill Pmt -Check	04/25/2023	8370	Patterson Fire Protection Systems Inc.	Backflow Test & Repairs	(1,614.00)
Bill Pmt -Check	04/06/2023	8347	Great Basin Control Systems	SCADA Cell System	(1,610.00)
Bill Pmt -Check	04/25/2023	8367	Kronick Moskovitz Tiedemann & Girard	March 2023 Legal & Lake Mgt Plan fees	(1,561.75)
Bill Pmt -Check	04/25/2023	8369	Pacific Gas & Electric	Electricity	(1,519.30)
Check	04/03/2023		BluePay	Merchant Fees	(1,332.51)
Liability Check	04/14/2023	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -2058096410	(1,154.97)
Bill Pmt -Check	04/06/2023	8342	Pacific Gas & Electric	Electricity	(929.10)
Bill Pmt -Check	04/06/2023	8350	Inmotion Mechanical	Furnace Maintenance	(520.00)
Bill Pmt -Check	04/12/2023	21739	Quinn Cleaning Services	Feb & Mar Office Cleaning	(480.00)
Check	04/11/2023		Sierra Lakes County Water District - AD	Adjustment for 2020 Assessments missed by Placer Co.	(441.50)
Bill Pmt -Check	04/06/2023	8349	Industrial Scientific Corp	iNet Monthly Usage Fee	(394.34)
Liability Check	04/17/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -1917405410	(373.51)
Bill Pmt -Check	04/25/2023	8375	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(331.24)
Bill Pmt -Check	04/06/2023	8356	Placer County Human Resources	Apr 2023 Dental/Vision Premium	(285.11)
Bill Pmt -Check	04/06/2023	8357	Syndeo LLC Broadvoice	Telephone	(243.85)
Check	04/13/2023	21740	ANTTILA-SUAREZ, CARINA	15725 - Overpayment Refund	(208.00)
Bill Pmt -Check	04/25/2023	8378	Western Environmental Testing Laboratory	Filter Plant Testing	(204.35)
Bill Pmt -Check	04/06/2023	8362	Western Environmental Testing Laboratory	Filter Plant Testing	(154.35)
Bill Pmt -Check	04/06/2023	8359	The Office Boss	Office & Copier Supplies	(134.99)
Bill Pmt -Check	04/06/2023	8343	AT&T	Telephone	(124.05)
Bill Pmt -Check	04/25/2023	8363	AT&T	Telephone	(116.20)

Sierra Lakes County Water District

Check Registers

April 2023

1002 - US Bank - Demand

Bill Pmt -Check	04/25/2023	8376	Verizon Wireless	Cell phone & iPad	(94.65)
Check	04/15/2023			Service Charge	(86.60)
Check	04/05/2023	21738	Ouchi, Tricia D	21625-01 - Overpayment Refund	(70.07)
Liability Check	04/17/2023	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -1917436410	(67.50)
Bill Pmt -Check	04/25/2023	8368	Office 1	Qtrly Copier Maint Fee	(48.43)
Check	04/05/2023		QuickBooks Payroll Service	Created by Direct Deposit Service on 04/04/2023	(1.75)
Check	04/12/2023		QuickBooks Payroll Service	Created by Direct Deposit Service on 04/11/2023	(1.75)
Check	04/24/2023		QuickBooks Payroll Service	Created by Direct Deposit Service on 04/21/2023	(1.75)
Check	04/07/2023		BluePay	Merchant Fees	(1.70)
Paycheck	04/04/2023	DD1100	Brian Lundgren	Direct Deposit - Pay Period Ending 3/31/23	-
Paycheck	04/04/2023	DD1101	Matthew M Marriner	Direct Deposit - Pay Period Ending 3/31/23	-
Paycheck	04/04/2023	DD1102	Patrick J Baird	Direct Deposit - Pay Period Ending 3/31/23	-
Paycheck	04/18/2023	DD1103	Brian Lundgren	Direct Deposit - Pay Period Ending 4/15/23	-
Paycheck	04/18/2023	DD1104	Matthew M Marriner	Direct Deposit - Pay Period Ending 4/15/23	-
Paycheck	04/18/2023	DD1105	Patrick J Baird	Direct Deposit - Pay Period Ending 4/15/23	-
Paycheck	04/19/2023	DD1106	Cynthia J Jackson {Salary}	Direct Deposit: 4/13/23 Special meeting, 2 days Committee work	-
Paycheck	04/19/2023	DD1108	David M Keatley {Salary}	Direct Deposit 4/13/23 Special meeting	-
Paycheck	04/19/2023	DD1110	Karen Heald {Salary}	Direct Deposit 4/13/23 Special meeting	-
Paycheck	04/19/2023	DD1107	Dan L Stockton {Salary}	Direct Deposit 4/13/23 Special meeting	-
Paycheck	04/19/2023	DD1109	Jon Harvey {Salary}	Direct Deposit 4/13/23 Special meeting	-

Total 1002 - US Bank - Demand

(295,248.69)

**TOTAL**

**(295,248.69)**

Sierra Lakes County Water District

Payroll Summary

April 2023

	Cynthia J Jackson {Sala...	Dan L Stockton {Salary}	David M Keatley {Salary}	Jon Harvey {Salary}	Karen Heald {Salary}	TOTAL
<b>Employee Wages, Taxes and Adjust...</b>						
<b>Gross Pay</b>						
Salary Director	540.00	180.00	180.00	180.00	180.00	1,260.00
<b>Total Gross Pay</b>	540.00	180.00	180.00	180.00	180.00	1,260.00
Adjusted Gross Pay	540.00	180.00	180.00	180.00	180.00	1,260.00
<b>Taxes Withheld</b>						
Federal Withholding	-10.00	-36.00	0.00	0.00	-134.73	-180.73
Medicare (Employee)	-7.83	-2.61	-2.61	-2.61	-2.61	-18.27
Social Security (Employee)	-33.48	-11.16	-11.16	-11.16	-11.16	-78.12
State Withholding	0.00	-36.00	0.00	0.00	-31.50	-67.50
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Taxes Withheld</b>	-51.31	-85.77	-13.77	-13.77	-180.00	-344.62
<b>Additions to Net Pay</b>						
Director Mileage Reimbursement	0.00	196.50	0.00	0.00	0.00	196.50
Mileage Reimbursement	0.00	0.00	1,152.80	0.00	0.00	1,152.80
<b>Total Additions to Net Pay</b>	0.00	196.50	1,152.80	0.00	0.00	1,349.30
<b>Net Pay</b>	<b>488.69</b>	<b>290.73</b>	<b>1,319.03</b>	<b>166.23</b>	<b>0.00</b>	<b>2,264.68</b>
<b>Employer Taxes and Contributions</b>						
Medicare (District)	7.83	2.61	2.61	2.61	2.61	18.27
Social Security (District)	33.48	11.16	11.16	11.16	11.16	78.12
<b>Total Employer Taxes and Contribu...</b>	<b>41.31</b>	<b>13.77</b>	<b>13.77</b>	<b>13.77</b>	<b>13.77</b>	<b>96.39</b>

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 4/3/23	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-23 Budget	% of Budget
<b><u>Water Sewer Revenues</u></b>										
8000-01 · Annual Water Fees	72,558	72,558	-	100%	729,104	725,580	3,524	100%	870,696	84%
8000-02 · Annual Sewer Fees	100,636	100,636	-	100%	1,011,247	1,006,360	4,887	100%	1,207,632	84%
8030 · Property Taxes	(9,953)	-	(9,953)	100%	342,005	275,000	67,005	124%	450,000	76%
8050 · Customer Late Fees	31	-	31	100%	6,501	4,875	1,626	133%	6,500	100%
8005 · Primary Facilities Fees - Sewer	7,800	-	7,800	100%	31,200	23,400	7,800	133%	23,400	133%
8006 · Primary Facilities Fees - Water	1,825	-	1,825	100%	7,300	5,475	1,825	133%	5,475	133%
8052 · GAPVAX Services	-	-	-	0%	-	-	-	0%	-	0%
8020 · Other Income	7,983	833	7,150	958%	46,974	8,333	38,641	564%	10,000	0%
8032 · Other - CSCDA Water Rev Bonds 1993B	-	-	-	-	77,536	-	-	-	-	-
<b>Total Revenues Received:</b>	<b>180,881</b>	<b>174,027</b>	<b>6,854</b>	<b>104%</b>	<b>2,251,868</b>	<b>2,049,023</b>	<b>125,309</b>	<b>110%</b>	<b>2,573,703</b>	<b>87%</b>
<b><u>Controllable Expenses:</u></b>										
<b><u>Salaries:</u></b>										
9001 · Director Salaries	1,260	1,800	540	70%	11,880	18,000	6,120	66%	21,600	55%
9003 · Maintenance Salaries	-	-	-	0%	-	-	-	0%	-	-
9003-01 - Maint Hourly Regular	24,545	27,085	2,540	91%	255,838	270,835	14,997	94%	325,000	79%
9003-02 - Maint Overtime	2,452	1,250	(1,202)	196%	10,887	12,500	1,613	87%	15,000	73%
9003-03 - Maint Standby	2,200	2,160	(40)	102%	22,080	22,040	(40)	100%	26,360	84%
9003-00 - Maint Salaries - Other	-	-	-	0%	-	-	-	0%	15,000	0%
9003-04 - Labor Allocated to Projects	-	-	-	0%	(3,473)	-	3,473	100%	-	-
<b>Total 9000 · Salaries</b>	<b>30,457</b>	<b>32,295</b>	<b>1,838</b>	<b>94%</b>	<b>297,212</b>	<b>323,375</b>	<b>26,163</b>	<b>92%</b>	<b>402,960</b>	<b>74%</b>
<b><u>Payroll Expense</u></b>										
9005 · Payroll Expense - SS & Medicare	2,330	2,474	144	94%	23,002	24,738	1,735	93%	29,685	77%
9007 · Payroll Expense- SUI & ETT	-	685	685	0%	354	2,580	2,226	14%	3,950	9%
9008 · Payroll Expense - Retirement	1,834	2,279	445	80%	25,145	22,793	(2,352)	110%	27,352	92%
9009 · Payroll Expense - Medical & D/V	9,255	8,349	(906)	111%	87,235	83,493	(3,743)	104%	100,191	87%
9010 · Payroll Expense - Workers' Comp	-	-	-	0%	12,376	15,375	2,999	80%	20,500	60%
<b>Total 9004 · Payroll Expense</b>	<b>13,419</b>	<b>13,787</b>	<b>368</b>	<b>97%</b>	<b>148,113</b>	<b>148,978</b>	<b>865</b>	<b>99%</b>	<b>181,678</b>	<b>82%</b>
<b><u>Indirect &amp; G&amp;A</u></b>										
9012 · Legal Expense:	1,418	3,750	2,332	38%	18,822	37,500	18,678	50%	45,000	42%
9013 · Audit Expense	-	-	-	0%	17,850	17,850	-	100%	17,850	100%
9014 · Fees & Penalties	118	150	32	79%	1,162	1,500	338	77%	1,800	65%
9016 · Directors' Expense	197	833	637	24%	2,432	8,333	5,901	29%	10,000	24%
9017 · Professional Fees - Operations	7,525	22,083	14,558	34%	165,463	220,833	55,371	75%	265,000	62%
9018 · Professional Fees - Office	9,552	11,440	1,888	83%	96,632	114,400	17,768	84%	137,280	70%
9019 · Staff Travel/Training	1,246	417	(829)	299%	3,894	4,167	273	93%	5,000	78%
9022 · Election Expense	-	-	-	0%	100	2,000	(100)	5%	2,000	0%
9023 · Insurance Expense	-	-	-	0%	27,026	24,495	(2,531)	110%	25,395	106%
9024 · Membership Expense	-	-	-	0%	16,919	20,390	3,471	83%	20,390	83%
9026 · Outside Services	7,480	283	(7,197)	2,643%	15,720	2,833	(12,887)	555%	3,400	462%
9028 · Telephone Expense	576	1,087	511	53%	7,583	10,870	3,287	70%	13,044	58%
9029 · Garbage/Hazmat Expense	331	458	127	72%	4,104	4,583	479	90%	5,500	75%
9030 · Uniform Expense	-	200	200	0%	950	2,300	1,350	41%	3,000	32%



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 4/3/23	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-23 Budget	% of Budget
9034 · Propane Expense	-	1,183	1,183	0%	3,785	11,831	8,046	32%	14,198	27%
9036 · SCADA System Expense	-	-	-	0%	4,320	2,500	(1,820)	173%	5,000	86%
9037 · M&O Asset Mgmt Sys (Lucity)	-	-	-	0%	3,750	4,000	250	94%	4,000	94%
9040 · Office Expense	24	250	226	9%	737	2,500	1,763	29%	3,000	25%
9041 · Postage Expense	-	-	-	0%	185	1,000	815	19%	2,000	9%
9042 · Postage Meter Expense	-	-	-	0%	786	975	189	81%	1,300	60%
9043 · Copier & Fax Expense	48	79	31	61%	412	791	379	52%	950	43%
9044 · Computer Equipment & Service										
9044-01 · General Expense	760	1,919	1,159	40%	3,475	19,191	15,716	18%	23,029	15%
9044-02 · Website Design	-	-	-	0%	-	2,250	2,250	0%	3,000	0%
9044-03 · Merchant Fees	1,449	1,500	51	97%	29,658	29,550	(108)	100%	33,296	89%
<b>Total 9011 · Indirect &amp; G&amp;A</b>	<b>30,725</b>	<b>45,632</b>	<b>14,907</b>	<b>67%</b>	<b>425,763</b>	<b>546,642</b>	<b>120,879</b>	<b>78%</b>	<b>644,432</b>	<b>66%</b>
<b><u>MAINTENANCE &amp; OPERATIONS</u></b>										
<b><u>Water Treatment &amp; Filter Plant</u></b>										
9101 · Filter Plant Operations & Maint	-	667	667	0%	971	6,667	5,696	15%	8,000	12%
9102 · Filter Plant-Chems, Lab & Equip	2,885	2,500	(385)	115%	33,589	25,000	(8,589)	134%	30,000	112%
9103 · Filter -Water Pumping Plant M&O	5,125	83	(5,042)	6,175%	5,125	833	(4,292)	615%	1,000	513%
9104 · Well Pump Station Expense	-	833	833	0%	-	8,333	8,333	0%	10,000	0%
<b>Total 9100 · Water Treatment &amp; Filter Plant</b>	<b>8,010</b>	<b>4,083</b>	<b>(3,927)</b>	<b>196%</b>	<b>39,685</b>	<b>40,833</b>	<b>1,148</b>	<b>97%</b>	<b>49,000</b>	<b>81%</b>
<b><u>Water Distribution</u></b>										
9201 · Water Dist - General Maint	-	833	833	0%	12,212	8,333	(3,879)	147%	10,000	122%
9202 · Water Dist - Pipes & Fittings	-	167	167	0%	-	1,667	1,667	0%	2,000	0%
9203 · Water Dist - Hydrant Maint	-	167	167	0%	3,194	1,667	(1,527)	192%	2,000	160%
9204 · Fees - Water	2,349	2,000	(349)	117%	16,875	15,330	(1,545)	110%	15,330	110%
9205 · Water Dist - Electricity	5,196	3,333	(1,863)	156%	37,107	33,333	(3,774)	111%	40,000	93%
9600 · Water Dist - Meters/Parts	-	167	167	0%	5,946	1,667	(4,279)	357%	2,000	297%
9601 · Water Conservation	-	83	83	0%	-	833	833	0%	1,000	0%
<b>Total 9200 · Water Distribution</b>	<b>7,545</b>	<b>6,750</b>	<b>(795)</b>	<b>112%</b>	<b>75,333</b>	<b>62,830</b>	<b>(12,503)</b>	<b>120%</b>	<b>72,330</b>	<b>104%</b>
<b><u>Wastewater Collection System</u></b>										
9301 · Wastewater - General Maint	-	417	417	0%	7,879	4,167	(3,712)	189%	5,000	158%
9302 · Wastewater - Pipes/Fittings	-	83	83	0%	-	833	833	0%	1,000	0%
9303 · Wastewater- Enzymes/Lab Testing	-	333	333	0%	-	3,333	3,333	0%	4,000	0%
9304 · Wastewater - Manholes	-	-	-	0%	-	500	500	0%	500	0%
9305 · Fees - Sewer	2,900	2,712	(188)	107%	8,686	7,500	(1,186)	116%	7,500	116%
9306 · Wastewater - Electricity	3,324	2,083	(1,241)	160%	21,198	20,833	(365)	102%	25,000	85%
9700-01 · Wastewater Export Service Exp/(Refund)	-	-	-	0%	166,856	-	(166,856)	100%	-	-
9700 · Wastewater- Export Service Exp	42,191	33,393	(8,798)	126%	421,910	333,930	(87,980)	126%	400,715	105%
<b>Total 9300 · Wastewater Collection System</b>	<b>48,415</b>	<b>39,021</b>	<b>(9,394)</b>	<b>124%</b>	<b>626,528</b>	<b>371,096</b>	<b>(255,432)</b>	<b>169%</b>	<b>443,715</b>	<b>141%</b>
<b><u>Vehicle Expense</u></b>										
9501 · Gasoline/Diesel	812	1,500	688	54%	16,051	15,000	(1,051)	107%	18,000	89%
9502 · Pickups	360	-	(360)	100%	5,752	3,000	(2,752)	192%	3,000	192%
9503 · Gapvac	2,016	292	(1,724)	690%	10,693	2,917	(7,776)	367%	3,500	306%

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

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	MONTH TO DATE				YEAR TO DATE				ANNUAL BUDGET	
	Month End 4/3/23	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-23 Budget	% of Budget
9504 · Backhoe	-	167	167	0%	3,912	1,667	(2,245)	235%	2,000	196%
9505 · Vehicle Maint Supplies	-	292	292	0%	1,731	2,917	1,186	59%	3,500	49%
<b>Total 9500 · Vehicle Expense</b>	<b>3,187</b>	<b>2,251</b>	<b>(936)</b>	<b>142%</b>	<b>38,140</b>	<b>25,501</b>	<b>(12,639)</b>	<b>150%</b>	<b>30,000</b>	<b>127%</b>
<b>Project Expenses</b>										
9811 · Replace Sewer Mainline	-	-	-	0%	1,274	-	(1,274)	100%	-	0%
9812 · Spot Repairs of Sewer Mainline & Laterals	-	-	-	0%	6,654	-	(6,654)	100%	-	#DIV/0!
9813 · Repair of Sewer Manholes at Various Locations	-	-	-	0%	264	-	(264)	100%	-	#DIV/0!
9814 · Adj Sewer Manholes to Grade	-	-	-	0%	-	-	-	0%	-	0%
9815 · Misc Sewer Pump Station Upgrade	-	-	-	0%	5,442	10,000	4,558	54%	10,000	0%
9817 · TV Gravity Sewer System	-	-	-	0%	-	-	-	0%	15,000	0%
9818 · Misc Water System Improvements	-	-	-	0%	64,679	3,000	(61,679)	2,156%	5,000	1294%
9819 · Adj Water Valve Boxes to Street Grade	-	-	-	0%	-	3,000	3,000	0%	5,000	0%
9820 · Misc Upgrades Water Pump Stations	-	-	-	0%	2,394	-	(2,394)	100%	-	#DIV/0!
9821 · Automatic Meter Read System	659	833	174	79%	11,790	8,333	(3,457)	141%	10,000	118%
9822 · Misc Jobs - Safety Tools Bldgs	6,467	5,292	(1,175)	122%	23,228	52,917	29,689	44%	63,500	37%
9824 · Lake Management	144	-	(144)	100%	5,903	-	(5,903)	100%	-	0%
9825 · HOTFaP	-	-	-	0%	7,500	2,500	(5,000)	300%	2,500	0%
9826 · Contemporary Water Quality	5,332	5,398	66	99%	9,918	53,987	44,069	18%	64,785	
9827 · District Engineer Services	4,664	12,500	7,836	37%	81,325	125,000	43,675	65%	150,000	
9915 · Misc. Projects	-	833	833	0%	227	8,333	8,106	3%	10,000	
<b>Total 9800 · Project Expenses</b>	<b>17,265</b>	<b>24,856</b>	<b>7,591</b>	<b>69%</b>	<b>220,597</b>	<b>267,070</b>	<b>46,473</b>	<b>83%</b>	<b>335,785</b>	<b>66%</b>
<b>Total Controllable Expenses</b>	<b>159,024</b>	<b>168,675</b>	<b>9,651</b>	<b>94%</b>	<b>1,871,372</b>	<b>1,786,325</b>	<b>(85,047)</b>	<b>105%</b>	<b>2,159,900</b>	<b>87%</b>
<b>Non-Controllable Expenses:</b>										
9900 · Debt - Interest										
9906 · USDA Revenue Bonds	-	-	-	0%	113,000	113,000	(0)	100%	113,000	100%
9908 · Int on Assessment-7207 Palisade	-	-	-	0%	-	-	-	0%	245	0%
<b>Total 9900 · Debt - Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>113,000</b>	<b>113,000</b>	<b>(0)</b>	<b>100%</b>	<b>113,245</b>	<b>100%</b>
9920 · Depreciation										
9921 · Depreciation - Water	12,070	12,500	430	97%	120,699	125,000	4,302	97%	150,000	80%
9922 · Depreciation - Sewer	9,419	10,000	581	94%	94,190	100,000	5,810	94%	120,000	78%
<b>Total 9920 · Depreciation</b>	<b>21,489</b>	<b>22,500</b>	<b>1,011</b>	<b>96%</b>	<b>214,888</b>	<b>225,000</b>	<b>10,112</b>	<b>96%</b>	<b>270,000</b>	<b>80%</b>
9950 · SLCWD Share - DSPUD Capital Costs	19,790	12,000	(7,790)		37,845	30,000	(7,845)		30,000	126%
9999 · Clearing Account	(1,246)	-	1,246		-	-	-	0%	-	
<b>Total Non-Controllable Expenses</b>	<b>40,033</b>	<b>34,500</b>	<b>(5,533)</b>	<b>116%</b>	<b>365,733</b>	<b>368,000</b>	<b>2,267</b>	<b>99%</b>	<b>413,245</b>	<b>89%</b>
<b>TOTAL DISTRICT EXPENSES:</b>	<b>199,057</b>	<b>203,175</b>	<b>4,118</b>	<b>98%</b>	<b>2,237,105</b>	<b>2,154,325</b>	<b>(82,780)</b>	<b>104%</b>	<b>2,573,145</b>	<b>87%</b>
<b>EARNED REVENUE LESS EXPENSES</b>	<b>(18,176)</b>	<b>(29,148)</b>	<b>10,972</b>		<b>14,762</b>	<b>(105,302)</b>	<b>120,064</b>		<b>558</b>	

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)
<b>CAPITAL PROJECTS IN PROGRESS:</b>					
3101 - Spot Repairs of Sewer Mainline and Laterals	\$ 50,000	\$ 53,224	\$ -	53,224	\$ (3,224)
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	1,201,031		1,201,031	(201,031)
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)	-	980,684		980,684	(980,684)
3114 - Automatic Meter Read System	280,000	185,741		185,741	94,259
3118 - Purchase Tools/Equipment and Building Improvements	116,500	-		-	116,500
3119 - Dam Parcel & Serene Creek Acquisition		10,500	-	10,500	(10,500)
<b>Total Capital Projects</b>	<b>\$ 1,774,000</b>	<b>\$ 2,441,672</b>	<b>\$ -</b>	<b>2,441,672</b>	<b>\$ (667,672)</b>
2022/2023 Budget Adjustments: \$1,259,760	3,033,760	2,441,672	-	2,441,672	592,088

<b>Placer County Treasury Fund</b>		
4/1/2023	Beginning Balance	\$ 1,024,917.31
	Interest	2,106.03
	<b>Transfers to Operating Account:</b>	<u>(100,000.00)</u>
4/30/2023	Available Funds	<u>\$ 927,023.34</u>

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

**Beginning Operating Cash Balance:**

ACTUAL Apr-23	Forecast Apr-23	Forecast May-23	Forecast Jun-23	Forecast Jul-23	Forecast Aug-23	Forecast Sep-23	Forecast Oct-23	Forecast Nov-23	Forecast Dec-23	Forecast Jan-24	Forecast Mar-24	Forecast Mar-24
326	326	172	346	301	397	503	326	171	206	141	387	252

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

**Revenues:**

Sewer & Water Service Fees  
Misc Other Income  
Placer County Taxes

41	73	140	100	350	350	100	60	200	100	100	100	100
-	-	167	-	-	-	-	-	-	-	-	-	-
-	-	10	10	-	25	-	-	-	-	311	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
(179)	(271)	(143)	(143)	(170)	(165)	(165)	(165)	(165)	(165)	(165)	(165)	(165)
-	-	-	-	(50)	(50)	(50)	(50)	-	-	-	(50)	(50)
(138)	(198)	174	(33)	130	160	(115)	(155)	35	(65)	246	(115)	(115)

**Expenses:**

Operating Expenses  
Sierra Plant - Capital Projects

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

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

USDA \$5.2 million Revenue Bond

DSPUD Shared Capital Costs

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

-	-	-	-	-	-	(62)	-	-	-	-	(270)	-
(116)	-	-	(12)	(34)	-	-	-	-	-	-	-	-
(116)	-	-	(12)	(34)	-	(62)	-	-	-	-	(270)	-

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

Moved to Placer Co. Treasurer's Fund

GASB 45 - OPEB Annual Funding

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

100	-	-	-	-	-	-	-	-	-	-	250	-
-	-	-	-	-	(54)	-	-	-	-	-	-	-
100	-	-	-	-	(54)	-	-	-	-	-	250	-

**Ending OPERATING ACCOUNT Cash Balance:**

172	128	346	301	397	503	326	171	206	141	387	252	137
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

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

	ACTUAL 2021/2022	FORECAST 2022/2023	Forecast 2023/2024	Forecast 2024/2025	Forecast 2025/2026
<b>Beginning <u>OPERATING</u> Cash Balance:</b>	752	629	301	(20)	(703)
<b>Cash Provided/(Used) by Operations:</b>					
<b>Revenues:</b>					
Water/Sewer Service Fees	2,016	2,094	2,103	2,103	2,103
Placer County Tax	517	510	510	510	510
Primary Facilities Fees	-	30	29	15	15
Misc Other Income: Int & Fees	-	77	26		
<b>Expenses:</b>					
Operating Expenses	(1,848)	(2,160)	(2,757)	(2,895)	(3,040)
Sierra Plant - Capital Projects	(513)	(2,510)	(378)	(438)	(378)
<b>Net Cash Provided/(Used) by Operations:</b>	172	(1,959)	(467)	(705)	(790)
<b>Cash Provided/(Used) for Financing Activities</b>					
CA Bank & Trust Loan Principal & Interest	(58)	-	-	-	-
USDA Revenue Bond Loan	(270)	(269)	(270)	(269)	(269)
Refunded WWTP Costs	67	(116)	-	-	-
DSPUD Cost Sharing	(34)	(30)	(30)	(30)	(30)
<b>Total Cash Provided/(Used) by Financing Activities:</b>	(295)	(415)	(300)	(299)	(299)
<b>Cash Provided(Used) by Investment Activities</b>					
Total Cash Provided(Used) by Investment Activities:	-				
Moved to Placer Co. Treasurer's Fund	-	2,100	500	375	-
Annual GASB 45 Funding - OPEB - Moved to LAIF	-	(54)	(54)	(54)	(53)
<b>Total Cash Provided(Used) by Investment Activities:</b>	-	2,046	446	321	(53)
<b>Ending <u>OPERATING</u> Cash Balance:</b>	629	301	(20)	(703)	(1,844)

amn  
5/5/2023  
6:51 AM

SIERRA LAKES COUNTY WATER DISTRICT  
LIST OF DISBURSEMENTS REQUIRING BOARD APPROVAL  
May 2023

Vendor	Inv # / Inv Date	Invoice Amount
<u>Paul A. Schultz, P.E. A CA Prof Corp</u>	Invoice # 230501 Date 5/1/2023 For: <u>Apr 2023 Professional Fees &amp; Reimbursements</u>	7,525.00
<u>Anna M Nickerson LLC</u>	Inv# 41523 Date 4/15/2023 For: <u>Professional Fees 4/1 to 4/15/23</u>	4,992.00
	Inv# 43023 Date 4/30/2023 For: <u>Professional Fees 4/16 to 4/30/2023</u>	4,560.00
<b>TOTAL ANNA NICKERSON LLC</b>		<b>9,552.00</b>
<u>Kronick Moskovitz Tiedemann &amp; Girard</u>	Inv# 307422 Date 4/7/2023 For: <u>Mar 2023 Legal Fees</u>	1,417.75
	Inv# 307423 Date 4/7/2023 <u>Mar 2022 Lake Management</u>	144.00
	Inv# 301895 Date 9/13/2021 <u>Feb 2021 Legal Fees</u>	
<b>TOTAL Kronick Moskovitz Tiedemann &amp; Girard</b>		<b>1,561.75</b>
<u>Dowl (Farr West Engineering)</u>	Inv# 3 Date 4/7/2023 For: <u>Sewer Pump Station #4 Wet Well Repair</u>	572.50
	Inv# R4653.2502-4 Date 4/7/2023 For: <u>Utility Master Plan</u>	3,561.25
	Inv# R4653.2315-3 Date 4/7/2023 For: <u>Serene Lakes and Dam Property Acquisition</u>	245.00
	Inv# R4653.2307-4 Date 4/7/2023 For: <u>General Services</u>	857.50
<b>TOTAL Dowl (Farr West Engineering)</b>		<b>5,236.25</b>
<u>CPS HR Consulting</u>	Inv# 9461 Date 4/28/2023 For: <u>GM Recruitment</u>	7,000.00
<u>Steve R Rados, Inc</u>	Inv# Pay App #5 Date 10/21/2022 For: <u>Capital Projects: Sewer Infrastructure &amp; Water Lateral Repair</u>	
<u>Xylem Water Solutions USA, Inc</u>	Inv# 3556C24708 Date 5/19/2022 For: <u>Hart Comm Module</u>	
<b>TOTAL INVOICES FOR APPROVAL</b>		<b>30,875.00</b>

**Paul A. Schultz, PE.**  
**Civil and Environmental Engineering**



A CALIFORNIA PROFESSIONAL CORPORATION

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

CA RCE #042917

INVOICE NO. 230501 MAY 1, 2023

BILL TO	DUE DATE	TERMS
Sierra Lakes County Water District PO Box 1039 Soda Springs, CA 95728	06/15/2023	Net 45

HOURS	DESCRIPTION	UNIT PRICE	TOTAL
43.0	Professional Services for April 2023 (see detail). 43.0 hrs. overall, 33.0 hrs. on-site	\$175.00/hour	\$7,525.00
	<b>RECEIVED MAY - 2 2023</b>		
	ACCOUNT NO 9017 \$ 7,525.00 CHECK NO. CK DATE		
	APPROVED		
	Thank you for your continued trust and confidence	TOTAL DUE	\$7,525.00

**Sierra Lakes County Water District**  
**Paul A. Schultz, PE**  
**April 2023 Invoice Detail**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>
04/03/2023	Continue developing 2023/24 Operations and Capital Budgets, Begin development of Wage Scale for Utility Ops. Mgr. and others. Field call from property owner regarding holdbacks. (4.5 hrs. overall, 4.5 hrs. on-site)	4.5
04/04/2023	Prepare succession planning items and schedule. Compile list of items to be comp new GM. Gather supporting documents for same. (4.0 hrs. overall, 4.0 hrs. on-site)	4.0
04/05/2023	Continue preparation of succession planning items and schedule. Continue compilation of list of items to be completed by new GM. Gather supporting documents for same. (4.0 hrs. overall, 0.0 hrs. on-site)	4.0
04/06/2023	Prepare monthly General Manager's report to the Board. Review Board agenda for 4/13/2023 including follow-up items. Budget backup for capital projects. Review Utility Ops. Mgr.'s monthly report. (4.5 hrs. overall, 4.5 hrs. on-site)	4.5
04/07/2023	Complete monthly General Manager's report to send to A. Nickerson along with Utility Ops. Mgr.'s report and changes to agenda, follow up items, etc. (3.0 hrs. overall, 0.0 hrs. on-site)	3.0
04/10/2023	Make final changes to monthly General Manager's report. Review revised Operations budget. Review resumes' of short-listed GM candidates. (2.0 hrs. overall, 0.0 hrs. on-site)	2.0
04/11/2023	Web ADA. Review CCR and share comments w/ Utility Ops. Mgr. Review EAR and share comments w/ Utility Ops. Mgr. Letter and follow up telephone call to M. Jaborski regarding not using District property for snow storage or staging. (4.0 hrs. overall, 4.0 hrs. on-site)	4.0



**Sierra Lakes County Water District**  
**Paul A. Schultz, PE**  
**April 2023 Invoice Detail**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>
04/12/2023	Execute Amendment No. 1 to the WQA agreement w/ UNR. Send email to SLPOA regarding reducing the pounds of fish planted in the lakes annually. Review sampling Plan for PFASs. Call MVD @ Dowl regarding filter plant operation with the extremely cold (-2C) raw water temperatures. Call Weinhoff regarding current random drug testing list. (4.0 hrs. overall, 4.0 hrs. on-site)	4.0
04/13/2023	Continue preparation of succession planning items and schedule. Continue compilation of list of items to be completed by new GM. Gather supporting documents for same. Meet w/ Utility Ops. Mgr. regarding succession plan and interim. Prep for Board meeting. Board meeting. (11.0 hrs. overall, 10.0 hrs. on-site)	11.0
04/17/2023	Meet w/ preferred GM candidate, answer questions, offer insights. Tour of District base facilities with preferred GM candidate, Board members, and Utility Ops. Mgr. (2.0 hrs. overall, 2.0 hrs. on-site)	2.0

**ANNA M NICKERSON, LLC  
FINANCIAL CONSULTANT**

1880 Morgan Pointe Ct.  
Reno, NV 89523  
530-330-2724  
nickerson.annam@gmail.com

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

**INVOICE**

INVOICE NO: 041523  
DATE: April 15, 2023

ACCOUNT NO: 9018 \$ 4,992.00  
CHECK NO: 042523  
CHECK DATE: 4-25-23  
APPROVAL: *Don. Beckton*

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Asmnt District	MEO Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg / Min / Packets	Total
4/3/2023	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			0.5	1.5	0.5			5
4/4/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Rate calculation and delinquent accounts	5.0	\$96.00	\$ 480.00			2			2	0.5	0.5			5
4/5/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Issued connection permit and worked on month end reports	5.0	\$96.00	\$ 480.00			3		0.5	0.5	0.5	0.5			5
4/6/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished month end and prepared draft agenda and board packet	5.0	\$96.00	\$ 480.00			2.5			1	0.5	0.5		0.5	5
4/7/2023	Finalized reports and board packet.	2.5	\$96.00	\$ 240.00			1.5							1	2.5
4/10/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated minutes & agenda binders, finalized agenda and posted.	4.0	\$96.00	\$ 384.00	2					0.5	0.5	0.5		0.5	4
4/11/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished assessment calculations and prepared annual Resolutions. Updated website.	5.0	\$96.00	\$ 480.00				2.5		0.5	0.5	0.5	1		5
4/12/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished reconciling assessments to QB and Placer County.	4.0	\$96.00	\$ 384.00				2.5		0.5	0.5	0.5			4
4/13/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Reviewed DSPUD billings and history, prepared Backflow Test letter, trouble shoot Zoom setup	9.0	\$96.00	\$ 864.00			2.5		2	1	0.5	0.5	2	0.5	9
4/13/2023	Board Meeting	3.5	\$96.00	\$ 336.00										3.5	3.5
4/14/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed payroll and paperwork from meeting.	4.0	\$96.00	\$ 384.00	0.5		2			0.5	0.5	0.5			4
	<b>TOTALS</b>	<b>52.0</b>		<b>\$ 4,992.00</b>	<b>2.5</b>	<b>0.0</b>	<b>16.0</b>	<b>5.0</b>	<b>2.5</b>	<b>7.0</b>	<b>5.5</b>	<b>4.5</b>	<b>3.0</b>	<b>6.0</b>	<b>52.0</b>

**ANNA M NICKERSON, LLC  
FINANCIAL CONSULTANT**

1880 Morgan Pointe Ct.  
Reno, NV 89523  
530-330-2724  
nickerson.annam@gmail.com

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

**INVOICE**

ACCOUNT NO: 9018 \$ 4,560.00  
CHECK NO: \_\_\_\_\_  
CHECK DATE: \_\_\_\_\_  
APPROVAL: \_\_\_\_\_

INVOICE NO: 043023  
DATE: April 30, 2023

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmt District	MEO Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mgt Min / Packets	Total
4/17/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Reconciled DSPUD Annual Cost Allocation, finalized payroll. Tour/meet with GM candidate	5.0	\$96.00	\$ 480.00	2.5	1				0.5	0.5	0.5			5
4/18/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Started minutes, updated website and reconciled open balances, discussed Placer Co. Treasurer requirements with Jeff Mitchell	5.0	\$96.00	\$ 480.00	0.5	0.5				1	0.5	0.5	1	1	5
4/19/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Researched Secretary/Treasurer appointment, assessment foreclosure requirements, inquired about CPI rates and worked on budget schedules.	5.0	\$96.00	\$ 480.00			1.5	1.5		0.5	1	0.5			5
4/20/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished minutes processed escrow request.	5.0	\$96.00	\$ 480.00		0.5				1	0.5	0.5		2.5	5
4/21/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated labor reports, backflow tests results and incorporated into budget.	4.0	\$96.00	\$ 384.00			1		0.5	1	1	0.5			4
4/24/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finalized connection permit, started annual invoice process and filed.	5.0	\$96.00	\$ 480.00	1				0.5	2.5	0.5	0.5			5
4/25/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Budget schedules & assessments	4.5	\$96.00	\$ 432.00			2	1		0.5	0.5	0.5			4.5
4/26/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated Placer County Permit spreadsheet	5.0	\$96.00	\$ 480.00					3.5	0.5	0.5	0.5			5
4/27/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Started recording annual assessments	5.0	\$96.00	\$ 480.00				3.5		0.5	0.5	0.5			5
4/28/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Issued finance charges and updated website	4.0	\$96.00	\$ 384.00						1.5	0.5	0.5	1.5		4
<b>47.5</b>	<b>TOTALS</b>		<b>\$</b>	<b>4,560.00</b>	<b>4.0</b>	<b>1.0</b>	<b>5.5</b>	<b>6.0</b>	<b>4.5</b>	<b>9.5</b>	<b>6.0</b>	<b>5.0</b>	<b>2.5</b>	<b>3.5</b>	<b>47.5</b>

8% 2% 12% 13% 9% 20% 13% 11% 5% 7%



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 APR 10 2023

April 7, 2023  
 Invoice 307422

General

Reference # 4210-001

For Professional Services Through 3/31/2023

Previous Balance		4,451.38
Payments		-4,451.38
Balance Forward		0.00
Current Fees	1,417.75	
Total Current Charges		1,417.75
<b>Total Due</b>		<b>\$1,417.75</b>

\*\*\* DUE UPON RECEIPT \*\*\*

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

Aged Accounts Receivable					
	0-30	31-60	61-90	91+	Total Due
Totals	1,417.75	0.00	0.00	0.00	1,417.75

ACCOUNT NO 9012 \$ 1,417.75  
 CHECK NO. 8367  
 CK DATE 4/25/23  
 APPROVED *Paul*



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

April 7, 2023  
 Invoice 307423

RECEIVED APR 10 2023

Lake Management

Reference # 4210-009

For Professional Services Through 3/31/2023

Previous Balance		90.00
Payments		-90.00
Balance Forward		0.00
Current Fees	144.00	
Total Current Charges		144.00
<b>Total Due</b>		<b>\$144.00</b>

\*\*\* DUE UPON RECEIPT \*\*\*

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

Aged Accounts Receivable					
	0-30	31-60	61-90	91+	Total Due
Totals	144.00	0.00	0.00	0.00	144.00

ACCOUNT NO 9824 \$144.00  
 CHECK NO. 8367  
 CK DATE 4/25/23  
 APPROVED *Paul*

# Invoice Summary DOWL, LLC

**RECEIVED APR 12 2023**

SIERRA LAKES COUNTY WATER DISTRICT  
7305 SHORT ROAD  
SODA SPRINGS CA 95728

Invoice Date: 4/7/2023  
Invoice: 000000000003  
Project: R4653.2036.PW  
Project Name: SLCWD - Sewer Pump Station #4 Wet Well R

Description	Contract Amount	Prior Billed	Current Billed	Total Billed	Remaining
Phase 001 - Task 1.0 - Project Management	9,576.00	9,452.00	0.00	9,452.00	124.00
Phase 002 - Task 2.0 - Survey and Mapping	6,200.00	6,185.00	0.00	6,185.00	15.00
Phase 003 - Task 3.0 - Design	33,286.00	35,056.55	0.00	35,056.55	-1,770.55
Phase 004 - Task 4.0 - Bidding Assistance	6,579.00	4,328.85	0.00	4,328.85	2,250.15
Phase 005 - Task 5.0 - Construction Administration	18,825.00	18,411.20	572.50	18,983.70	-158.70
Phase 006 - Task 6.0 - Construction Observation	31,050.00	20,882.50	0.00	20,882.50	10,167.50
Phase 007 - Task 7.0 - Owner Directed Services	10,552.00	710.00	0.00	710.00	9,842.00
<b>Grand Total</b>	<b>116,068.00</b>	<b>95,026.10</b>	<b>572.50</b>	<b>95,598.60</b>	<b>20,469.40</b>

PO 2021-103

ACCOUNT NO  
CHECK NO.  
CK DATE

3104

8365

4/25/23

APPROVED

*[Signature]*

\$572.50



PAUL SCHULTZ  
 SIERRA LAKES COUNTY WATER DISTRICT  
 7305 SHORT ROAD  
 SODA SPRINGS, CA 95728

April 7, 2023  
 Invoice No: R4653.2036.PW - 3

**Invoice Total \$572.50**

Project R4653.2036.PW SLCWD - Sewer Pump Station #4 Wet Well Replacement  
 FINAL INVOICE

Description of Services: Coordination with Contractor for final Certified Payroll Reports; Final Payment Application; and Project Closeout.

Period February 26, 2023 to April 8, 2023

Phase	005	Task 5.0 - Construction Administration		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Engineer IV				
Schultz, Matthew		3.00	170.00	510.00
Engineer I				
Vallarino, Larissa		.50	125.00	62.50
Totals		3.50		572.50
<b>Total Labor</b>				<b>572.50</b>
			<b>INVOICE TOTAL</b>	<b>\$572.50</b>



RECEIVED APR 11 2023

PAUL SCHULTZ  
 SIERRA LAKES COUNTY WATER DISTRICT  
 7305 SHORT ROAD  
 SODA SPRINGS, CA 95728

April 7, 2023  
 Invoice No: R4653.2502 - 4

**Invoice Total \$3,561.25**

Project R4653.2502 SLCWD - Utility Master Plan

Task Order 5

Description of Services: Work completed this billing period includes project management related tasks, work on the condition assessment of the water and sewer systems, work on the sewer system model, and drafting the water system master plan tech memos.

Period February 26, 2023 to April 1, 2023

Phase 002 Condition Assessment

**Professional Personnel**

	Hours	Rate	Amount
Engineer in Training I Thompson, Kristi	4.75	105.00	498.75
Totals	4.75		498.75
<b>Total Labor</b>			<b>498.75</b>

Phase 004 Hydraulic Model Development

**Professional Personnel**

	Hours	Rate	Amount
Engineer I Cluff, Chelsea	18.00	125.00	2,250.00
Totals	18.00		2,250.00
<b>Total Labor</b>			<b>2,250.00</b>

Phase 005 Water System Master Plan

**Professional Personnel**

	Hours	Rate	Amount
Engineer I Jones, Dallas	6.50	125.00	812.50
Totals	6.50		812.50
<b>Total Labor</b>			<b>812.50</b>

PO 2022-123

**INVOICE TOTAL \$3,561.25**

ACCOUNT NO 9827 \$ 3,561.25  
 CHECK NO. 8365  
 CK DATE 4/25/23  
 APPROVED *[Signature]*





RECEIVED APR 11 2023

PAUL SCHULTZ  
 SIERRA LAKES COUNTY WATER DISTRICT  
 7305 SHORT ROAD  
 SODA SPRINGS, CA 95728

April 7, 2023  
 Invoice No: R4653.2315 - 3

**Invoice Total \$245.00**

Project R4653.2315 SLCWD - Serene Lake and Dam Property Acquisition  
 Task Order Number: 03

Per the General Manager's email to Farr West Engineering on April 12, 2022, all directed work is approved to begin work prior to compilation and approval of individual task orders under the Master Services Agreement and Farr West is not working at risk.

Description of Services: Project management and Boundary Survey  
Period February 26, 2023 to April 1, 2023

Phase 001 Task 1.0 - Minor Boundary Line Adjustmen  
**Professional Personnel**

	Hours	Rate	Amount	
Senior Manager II				
Van Dyne, Matthew	1.00	245.00	245.00	
Totals	1.00		245.00	
<b>Total Labor</b>				<b>245.00</b>
		<b>INVOICE TOTAL</b>		<b>\$245.00</b>

PO 2022-123

ACCOUNT NO 9827 \$ 245.00  
 CHECK NO. 7365  
 CK DATE 4/25/23  
 APPROVED *Paul*

# Invoice Summary

## DOWL, LLC

SIERRA LAKES COUNTY WATER DISTRICT  
 7305 SHORT ROAD  
 SODA SPRINGS CA 95728

Invoice Date: 4/7/2023  
 Invoice: 000000000003  
 Project: R4653.2315  
 Project Name: SLCWD - Serene Lake  
 and Dam Property  
 Acq

Description	Contract Amount	Prior Billed	Current Billed	Total Billed	Remaining
Phase 001 - Task 1.0 - Minor Boundary Line Adjustmen	30,490.00	17,936.50	245.00	18,181.50	12,308.50
Phase 002 - Task 2.0 - Minor Land Division Parcel Ma	10,230.00	0.00	0.00	0.00	10,230.00
Phase 003 - Task 3.0 (contingent) - Owner Directed S	4,072.00	0.00	0.00	0.00	4,072.00
<b>Grand Total</b>	<b>44,792.00</b>	<b>17,936.50</b>	<b>245.00</b>	<b>18,181.50</b>	<b>26,610.50</b>



RECEIVED APR 11 2023

PAUL SCHULTZ  
 SIERRA LAKES COUNTY WATER DISTRICT  
 7305 SHORT ROAD  
 SODA SPRINGS, CA 95728

April 7, 2023  
 Invoice No: R4653.2307 - 4

**Invoice Total \$857.50**

Project R4653.2307 SLCWD - General Services

General Services - Per the General Manager's email to Farr West Engineering on April 12, 2022, all directed work is approved to begin work prior to compilation and approval of individual task orders under the Master Services Agreement and Farr West is not working at risk.

Description of Services: Correspondence with GM and Board for GM support; Amendment coordination.

Period February 26, 2023 to April 1, 2023

Phase 002 Task 2.0 - District Engineering Planning

**Professional Personnel**

	Hours	Rate	Amount	
Senior Manager II				
Van Dyne, Matthew	3.50	245.00	857.50	
Totals	3.50		857.50	
<b>Total Labor</b>				<b>857.50</b>
		<b>INVOICE TOTAL</b>		<b>\$857.50</b>

PO 2022-123

ACCOUNT NO 9827 \$ 857.50  
 CHECK NO. 8365  
 CK DATE 4/25/23  
 APPROVED *Paul*

CPS HR CONSULTING

CPS HR Consulting  
Lockbox#0134327  
PO Box 884327  
Los Angeles, CA 90088-4327  
Tax ID: 68-0067209

# Invoice

**Date** 04/28/23 **No.** 0009461

Billing Period 02/26/23 to 04/01/23

**Bill To**  
Sierra Lakes County Water District  
Attn: Jennifer Jackson  
7300 Short Road  
Soda Springs, CA 85728

<b>Prime Cont. No.</b>	<b>Other Contract</b>	<b>Funded Amount</b> 25,000	<b>Fund. Rem.</b> 11,000.00	<b>Project No.</b> E5917	<b>Due Date</b> 05/28/23
------------------------	-----------------------	--------------------------------	--------------------------------	-----------------------------	-----------------------------

Description	Current		
	Rate	Hrs	Billing

<b>Fee</b>			
23-01 Sierra Lakes County Water District-General Manager			
Professional Fee			\$7,000.00
	<b>Fee Subtotal</b>		<b>\$7,000.00</b>
	<b>Withholding</b>		<b>\$0.00</b>
	<b>Total</b>		<b>\$7,000.00</b>
	<b>Invoice Total</b>		<b>\$7,000.00</b>

RECEIVED MAY - 2 2023

ACCOUNT NO 9026 \$7,000 -  
CHECK NO.  
CK DATE

APPROVED

**PROFESSIONAL SERVICES AGREEMENT**  
**Between**  
**SIERRA LAKES COUNTY WATER DISTRICT**  
**and**  
**SHAUNA LORANCE, P.E.**

This Agreement is made as of \_\_\_\_\_, 2023, between **Sierra Lakes County Water District**, hereinafter referred to as "District," and **Shauna Lorance, P.E.**, hereinafter referred to as "Consultant."

**1.0 BASIC SERVICES**

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

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

**1.1 Consultant's Status**

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

**1.1.2** Consultant is not required to work exclusively for District, but Consultant will devote sufficient time and attention to the duties set forth herein to properly discharge all responsibilities under this Agreement.

**1.1.3** Consultant shall not have any claim under this Agreement or otherwise against District for vacation, sick leave, retirement benefits, social security or workers' compesant benefits. Consultant shall be solely responsible for federal and state payroll taxes such as a social security and unemployment. District will issue a Form 1099 at year-end for fees earned.

## **2.0 PERIODS OF SERVICE**

**2.1 General.** The provisions of Section 2.0 and the various rates of compensation for Consultant's services provided for elsewhere in this Agreement have been agreed to in anticipation of Consultant's orderly and continuous provision of services as described in Section 1.0. Consultant's obligation to render services hereunder will be reviewed annually by District. District and Consultant agree that Consultant's time commitment shall not exceed an average of approximately 30 hours/week subject to paragraph 3.1.2 below.

## **3.0 PAYMENT TO CONSULTANT**

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

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

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

**3.1.1.2** "Reimbursable Expenses" shall mean the actual expenses incurred directly or indirectly in connection with completing assigned tasks, including, but not limited to approved Subconsultant or Subcontractor costs, transportation (excluding routine travel to and from District office) and subsistence incidental thereto. Reimbursable Expenses will be billed to District at no markup.

**3.1.2 Basis and Amount of Compensation for Basic Services.** Compensation shall be on a Time and Materials basis. Travel time to and from the District's Offices shall not be compensable. Consultant's billing rate to be \$175/hour. Maximum amount of compensation per year is \$265,000 without prior approval of the Board of Directors.

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

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

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

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

## **4.0 GENERAL CONSIDERATIONS**

### **4.1 Termination**

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

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

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

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

### **4.2 Ownership of Documents**

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

### **4.3 Insurance**

Consultant shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Agreement, the policies of insurance specified in this Section. Such insurance shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for

Worker's Compensation insurance written with the State Compensation Insurance Fund of California). Consultant shall furnish District with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Agreement.

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

The commercial general liability insurance shall also include the following:

4.3.1.1 Endorsement at least as broad as ISO CG 10 10 01 naming District, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to District, its officers, officials, employees or volunteers.

4.3.1.2 Endorsement at least as broad as ISO CG 20 01 04 13 stating that insurance provided to District shall be primary with respect to the District, its officers, officials, and employees, and that any insurance or self-insurance maintained by District, its officers, officials, employees or volunteers shall be in excess of Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.

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

4.3.1.4 Provision or endorsement stating that coverage shall not be canceled, except with notice to the District thirty (30) days' in advance of a Notice of Cancellation of Insurance Coverage, with ten (10) days' in advance of Notice for Non-Payment.

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



### **4.3.3 Commercial Automobile Insurance.**

4.3.3.1 Consultant represents that she will only be using her private passenger vehicle for District business and that Consultant has no employees or agents. Provide the other requirements set forth in Sections 4.3.3.2 and 4.3.3.3 are satisfied (i.e. the amount of coverage and an endorsement naming the District as an additional insured), the District will not require that Consultant provide a Commercial Automobile policy. Prior to Consultant using non-owned or hired automobiles, or hiring an employee or making use of an agent, Consultant will provide District with the Commercial Automobile Policy as described in Section 4.3.3.2.

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

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

**4.3.4 Professional Liability Insurance.** Consultant and its contractors and subcontractors shall secure and maintain in full force, during the term of this Agreement and for three (3) years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Agreement. The limits of such professional liability insurance coverage shall not be less than \$1,000,000 per claim, and \$2,000,000 policy aggregate. The Professional Liability Policy shall include the endorsement described in Section 4.3.1.4.

### **4.3.5 Additional Requirements.**

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

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

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

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

4.3.5.5 If the policy at issue is a claims made policy:

4.3.5.5.1 The Retroactive Date must be shown and must be before the date of this Agreement;

4.3.5.5.2 Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after termination of this Agreement.

4.3.5.5.3 If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the effective date of this Agreement, Consultant must purchase "extended reporting" coverage for a minimum of three (3) years after termination of this Agreement.

4.3.5.6 If Consultant maintains broader coverage and/or higher limits than the minimums shown above, District requires and shall be entitled to the broader coverage and/or higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to District.

#### **4.4 Professional Liability of Consultant**

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

#### **4.5 Indemnification; Liability Limits**

##### **4.5.1 Indemnification.**

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

**4.5.2 Limitations on Liability and Indemnification.** District agrees that Consultant's liability and indemnification to District, its officers, officials, agents, employees, contractors, subcontractors, successors and assigns shall be subject to the following limitations:

4.5.2.1 For claims that are of a type that would be covered by Consultant's required insurance, liability shall be limited to the policy limits set forth in Section 4.3, irrespective of actual damages.

4.5.2.2 Notwithstanding Sections 4.5.2.1 and 4.5.2.2, liability shall not be limited for:

4.5.2.2.1 Claims covered by Consultant's Workers' Compensation Insurance;  
and

4.5.2.2.2 Claims arising from Consultant's gross negligence or willful  
misconduct.

#### **4.6 Conflict of Interest**

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

#### **4.7 Controlling Law and Venue**

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

#### **4.8 Successors and Assigns**

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

**4.8.2** Neither Consultant nor District shall assign, sublet, or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the prior written consent of the other, which consent may be withheld for any reason, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law.

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

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

#### **4.9 Dispute Resolution**

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

#### **4.10 Changes and Modifications**

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

#### **4.11 Licenses**

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

#### **4.12 Severability**

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

#### **4.13 Waiver**

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

#### **4.14 Extent of Agreement**

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

#### **4.15 Construction**

The Parties acknowledge that they have had an adequate opportunity to review each and every provision contained in this Agreement and to submit the same to legal counsel for review and comment. Based on the foregoing, the rule of construction that a contract be construed against the drafter, if any, will not be applied in the interpretation and construction of this Agreement.

#### **4.16 Counterparts, Electronic Signatures**

This Agreement may be signed in counterparts, and may be signed electronically. By signing this document in electronic form, the parties agree that this Agreement may be transmitted and signed electronically by all Parties, and that such signatures shall have the same force and effect as original signatures, in accordance with California law and regulations, including but not limited to Civil Code section 1633.7.

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

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

**Consultant:**  
**Shauna Lorange, P.E.**

**Agreed to:**

**Agreed to:**

By: \_\_\_\_\_  
Dan Stockton, President

By: \_\_\_\_\_  
Shauna Lorange

Date: \_\_\_\_\_, 2023

Date: \_\_\_\_\_, 2023

Address for Giving Notice:

Address for Giving Notice:

Sierra Lakes County Water District  
7305 Short Road  
P.O. Box 1039  
Soda Springs, CA 95728

Shauna Lorange, P.E., Lic. No. 47304  
\_\_\_\_\_, CA

**SECOND AMENDED AND RESTATED  
PROFESSIONAL SERVICES AGREEMENT  
Between  
SIERRA LAKES COUNTY WATER DISTRICT  
and  
PAUL SCHULTZ, P.E – a Professional Corporation.**

This Agreement is made as of \_\_\_\_\_, 2023, between **Sierra Lakes County Water District**, hereinafter referred to as "District," and **Paul Schultz, P.E. – a California Professional Corporation**, hereinafter referred to as "Consultant."

**1.0 BASIC SERVICES**

Consultant enters into this Agreement as an independent contractor, for the purpose of providing professional services to District to provide General Manager support during the transition to the District's new General Manager, as well as other duties as may be assigned by the District's General Manager or the Board of Directors.

**1.1 Consultant's Status**

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

**1.1.2** Consultant shall not have any claim under this Agreement or otherwise against District for vacation, sick leave, retirement benefits, social security or workers' compesant benefits. Consultant shall be solely responsible for federal and state payroll taxes such as a social security and unemployment. District will issue a Form 1099 at year-end for fees earned.

**2.0 TERM OF AGREEMENT**

**2.1.** The services of Consultant are to commence upon execution of this Agreement by the District. Unless extended as permitted by Section 2.2, or by written instrument approved by the Board, this Agreement shall terminate on September 30, 2023.

**2.2.** The General Manager or his or her designee may, by written instrument signed by the Parties, extend the duration of this Agreement for a period of six months by written amendment signed by the Consultant and General Manager, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section 3.1.2.

**3.0 PAYMENT TO CONSULTANT**

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

**3.1.1 Compensation Terms Defined**

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

**3.1.1.2** "Reimbursable Expenses" shall mean the actual expenses incurred directly or indirectly in connection with completing assigned tasks, including, but not limited to approved Subconsultant or Subcontractor costs, transportation (excluding routine travel to and from District office) and subsistence incidental thereto. The District further agrees to reimburse Consultant for the cost of the three year extended coverage policy of professional liability insurance required by Section 4.3.5.5.3 of this Agreement, in an amount not to exceed \$4,000. Reimbursable Expenses will be billed to District at no markup.

**3.1.2 Basis and Amount of Compensation for Basic Services.** Compensation shall be on a Time and Materials basis. Travel time to and from the District's Offices shall not be compensable. Consultant's billing rate to be \$175/hour. Maximum amount of compensation under this Agreement is fourteen thousand dollars (\$14,000.)

### **3.2 Intervals of Payments**

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

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

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

## **4.0 GENERAL CONSIDERATIONS**

### **4.1 Termination**

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

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

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

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

## **4.2 Ownership of Documents**

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

## **4.3 Insurance**

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

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

The commercial general liability insurance shall also include the following:

4.3.1.1 Endorsement at least as broad as ISO CG 10 10 01 naming District, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to District, its officers, officials, employees or volunteers.

4.3.1.2 Endorsement at least as broad as ISO CG 20 01 04 13 stating that insurance provided to District shall be primary with respect to the District, its officers, officials,



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

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

4.3.1.4 Provision or endorsement stating that coverage shall not be canceled, except with notice to the District thirty (30) days' in advance of a Notice of Cancellation of Insurance Coverage, with ten (10) days' in advance of Notice for Non-Payment.

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

**4.3.3 Commercial Automobile Insurance.**

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

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

**4.3.4 Professional Liability Insurance.** Consultant and its contractors and subcontractors shall secure and maintain in full force, during the term of this Agreement and for three (3) years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Agreement. The limits of such professional liability insurance coverage shall not be less than \$1,000,000 per claim, and \$2,000,000 policy aggregate. The Professional Liability Policy shall include the endorsement described in Section 4.3.1.4.

**4.3.5 Additional Requirements.**

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

4.3.5.2 No policy required by this Agreement shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Consultant has

provided thirty (30) days prior written notice by certified mail, return receipt requested, to District.

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

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

4.3.5.5 If the policy at issue is a claims made policy:

4.3.5.5.1 The Retroactive Date must be shown and must be before the date of this Agreement;

4.3.5.5.2 Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after termination of this Agreement.

4.3.5.5.3 If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the effective date of this Agreement, Consultant must purchase "extended reporting" coverage for a minimum of three (3) years after termination of this Agreement.

4.3.5.6 If Consultant maintains broader coverage and/or higher limits than the minimums shown above, District requires and shall be entitled to the broader coverage and/or higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to District.

#### **4.4 Professional Liability of Consultant**

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

#### **4.5 Indemnification; Liability Limits**

##### **4.5.1 Indemnification.**

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

**4.5.2 Limitations on Liability and Indemnification.** District agrees that Consultant's liability and indemnification to District, its officers, officials, agents, employees, contractors, subcontractors, successors and assigns shall be subject to the following limitations:

4.5.2.1 For claims that are of a type that would be covered by Consultant's required insurance, liability shall be limited to the policy limits set forth in Section 4.3, irrespective of actual damages.

4.5.2.2 Notwithstanding Sections 4.5.2.1 and 4.5.2.2, liability shall not be limited for:

4.5.2.2.1 Claims covered by Consultant's Workers' Compensation Insurance; and

4.5.2.2.2 Claims arising from Consultant's gross negligence or willful misconduct.

**4.6 Conflict of Interest**

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

**4.7 Controlling Law and Venue**

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

**4.8 Successors and Assigns**

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

**4.8.2** Neither Consultant nor District shall assign, sublet, or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the prior written consent of the other, which consent may be withheld for any reason, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law.

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

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

#### **4.9 Dispute Resolution**

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

#### **4.10 Changes and Modifications**

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

#### **4.11 Licenses**

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

#### **4.12 Severability**

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

#### **4.13 Waiver**

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

#### **4.14 Extent of Agreement**

This Agreement and any and all amendments, modifications, and supplements duly executed by the parties in accordance with this Agreement, govern and supersede any and all inconsistent or contradictory terms, prior oral or written representations or understandings, conditions, or provisions set forth in any purchase orders, requisition, request for proposal, authorization of services, notice to proceed, or other form or document issued by District with respect to the Project or Consultant's services. This includes, without limitation, that certain "Amended and Restated Professional Services Agreement" by and between the Parties dated August 22, 2022 and any amendments thereto.

**4.15 Construction**

The Parties acknowledge that they have had an adequate opportunity to review each and every provision contained in this Agreement and to submit the same to legal counsel for review and comment. Based on the foregoing, the rule of construction that a contract be construed against the drafter, if any, will not be applied in the interpretation and construction of this Agreement.

**4.16 Counterparts, Electronic Signatures**

This Agreement may be signed in counterparts, and may be signed electronically. By signing this document in electronic form, the parties agree that this Agreement may be transmitted and signed electronically by all Parties, and that such signatures shall have the same force and effect as original signatures, in accordance with California law and regulations, including but not limited to Civil Code section 1633.7.

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

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

**Consultant:**  
**Paul Schultz, P.E. - a California Professional Corporation**

**Agreed to:**

**Agreed to:**

By: \_\_\_\_\_  
Dan Stockton, President

By: \_\_\_\_\_  
Paul Schultz, Consultant

Date: \_\_\_\_\_, 2023

Date: \_\_\_\_\_, 2023

Address for Giving Notice:

Address for Giving Notice:

Sierra Lakes County Water District  
7305 Short Road  
P.O. Box 1039  
Soda Springs, CA 95728

Paul Schultz  
7299 3<sup>rd</sup> Avenue  
P.O. Box 269  
Tahoma, CA 96142

# MEMORANDUM

TO: **Honorable Board of Directors, Sierra Lakes County Water District**  
FROM: Anna Nickerson  
RE: April 2023, Financial Reports Summary  
DATE: May 5, 2023

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Estimated Actuals for Fiscal Year 2022/2023 continue to reflect slight Water and Sewer Enterprise surpluses with two months remaining in the fiscal year.

The 2023/2024 budget was updated based on revised estimated actuals and projected costs for next year. The calculated deficits for Water and Sewer rates dropped slightly due to an anticipated increase in Property Taxes. However, the combined Water and Sewer Service Fee rate deficit remains at about \$300.00 per connection.

Based on discussions at the May 11, 2023, Board Meeting, the only anticipated adjustment to the 2023/2024 estimated costs would be for the District's participation in the Fire Camera Program. Any require adjustment will be reflected in the final version of the 2023/2024 Operating Budget that will be presented at the June 8, 2023 Board Meeting for adoption.

Sierra Lakes County Water District  
2023/2024 **DRIFT** OPERATIONS BUDGET  
As of 5/5/2023

Ordinary Income/Expense	Actuals 7/1/22 to 4/30/23	2022/2023 Budget	2022/2023 Estimated YE Actual Costs	2023/2024 Proposed Budget	NOTES
<b>Income</b>					
8000 - Water/Sewer Service					
8000-01 - Annual Water Fees	874,219.86	870,696.00	874,220.00	881,136.00	844 Billable Connections
8000-02 - Annual Sewer Fees	1,212,519.48	1,207,632.00	1,212,520.00	1,222,112.00	844 Billable Connections
<b>Total 8000 - Water/Sewer Service</b>	<b>2,086,739.34</b>	<b>2,078,328.00</b>	<b>2,086,740.00</b>	<b>2,103,248.00</b>	
8050 - Customer Late Fees					
8061 - Other Income	6,501.24	6,500.00	6,500.00	6,500.00	No change
8005 - Prim Fac Fees - Sewer	31,200.00	23,400.00	31,200.00	23,400.00	3 Sewer connection permits
8006 - Prim Fac Fees - Water	7,300.00	5,475.00	7,300.00	5,475.00	3 Water connection permits
8030 - Placer County Tax	342,005.37	450,000.00	510,000.00	510,000.00	Average 2 prior yrs (\$60,000 increase)
8032 - CSCDA Water Rev Ref Bonds 1993B	77,535.98				
8061 - Other Income - Other	46,973.66	10,000.00	49,973.36	20,000.00	Investment Fund Earnings (LAIF & Placer Co. Treasurer's Fund)
<b>Total 8061 - Other Income</b>	<b>505,015.01</b>	<b>488,875.00</b>	<b>676,009.36</b>	<b>565,375.00</b>	
<b>Total Income</b>	<b>2,598,255.59</b>	<b>2,573,703.00</b>	<b>2,769,249.36</b>	<b>2,668,623.00</b>	
<b>Gross Profit</b>	<b>2,598,255.59</b>	<b>2,573,703.00</b>	<b>2,769,249.36</b>	<b>2,668,623.00</b>	
<b>Expense--</b>					
9000 - Salaries					
9001 - Director Salaries	11,880.00	21,600.00	14,256.00	21,600.00	Based on 2 mtgs per month per Director at \$180/mtg.
9003 - Maintenance Salaries					
9003-01 - Hourly Regular (Maint)	255,838.25	325,000.00	310,582.00	353,275.00	Per GM 2023-2024 Budget Project Schedule - 8.7% increase
9003-02 - Overtime (Maintenance)	10,886.61	15,000.00	13,064.00	15,000.00	Per GM 2023-2024 Budget Project Schedule
9003-03 - Standby (Maintenance)	22,080.00	26,360.00	26,360.00	26,360.00	\$500/week for 52 weeks + \$100 Holidays
9003-04 - Labor Allocated to Projects	(3,472.56)		(3,473.00)		
9003 - Maint Sal - Other Employee Relations					
9003 - Maint Sal - Other Employee Relations					
<b>Total 9003 - Maintenance Salaries</b>	<b>285,332.30</b>	<b>381,360.00</b>	<b>346,533.00</b>	<b>409,635.00</b>	Discretionally Bonuses
<b>Total 9000 - Salaries</b>	<b>297,212.30</b>	<b>402,960.00</b>	<b>360,789.00</b>	<b>431,235.00</b>	
9004 - Payroll Expense					
9005 - Payroll Expense - SS & Medicare	23,002.38	29,685.00	27,866.00	31,848.00	Calculated Based on Budgeted Wages
9007 - Payroll Expense- SUI & ETT	354.29	3,950.00	3,950.00	3,950.00	Calculated Based on Budgeted Wages
9008 - Payroll Expense - Retirement	25,145.05	27,352.00	30,174.00	31,682.00	Estimated Actual + 5% (Includes AUL Payment)
9009 - Payroll Expense - Medical & D/V	87,235.21	100,191.00	104,682.00	116,500.00	Estimated Actual + 10%
9009-01 - OPED Expense					
9010 - Payroll Expense - Workers' Comp	12,376.18	20,500.00	16,502.00	20,500.00	Calculated based on estimated wages
<b>Total 9004 - Payroll Expense</b>	<b>148,113.11</b>	<b>181,678.00</b>	<b>183,174.00</b>	<b>204,480.00</b>	
9011 - Indirect & G&A					
9012 - Legal Expense	18,821.68	45,000.00	30,000.00	30,000.00	Per GM 2023-2024 Budget Project Schedule
9013 - Audit Expense	17,850.00	17,850.00	17,850.00	18,400.00	Per Auditor Proposal
9014 - Fees & Penalties	1,161.58	1,800.00	1,800.00	1,980.00	Estimated Actual + 10% Direct Deposit, Recording & Bank Service Fees
9016 - Directors' Expense	2,432.08	10,000.00	2,918.00	5,000.00	No increase proposed
9017 - Professional Fees - Operations	165,462.50	265,000.00	231,000.00	265,000.00	NO CHANGE: Board approved maximum
9018 - Professional Fees - Office	96,632.00	137,280.00	115,950.00	137,280.00	NO CHANGE: Board approved maximum (30 hrs/wk - 1,560 hrs)
9019 - Staff Travel/Training	3,893.58	5,000.00	5,000.00	9,000.00	Per GM 2023-2024 Budget Project Schedule & Truck School
9022 - Election Expense	100.00	2,000.00	100.00		No Election Fees
9023 - Insurance Expense	27,025.52	25,395.00	27,525.00	30,276.00	Estimated Actual + 10%
9024 - Membership Expense	16,919.00	20,390.00	20,390.00	22,429.00	Estimated Actual + 10%
9026 - Outside Services	15,720.00	3,400.00	24,627.00	3,400.00	No increase proposed - 2023 Overage due to CPR HR Recruiting Fees
9028 - Telephone Expense	7,582.52	13,044.00	9,099.00	10,096.00	Estimated Actual + 5% (Telephone, Cells phones & iPad)

Sierra Lakes County Water District  
2023/2024 **DRAFT** OPERATIONS BUDGET  
As of 5/5/2023

	Actuals 7/1/22 to 4/30/23	2022/2023 Budget	2022/2023 Estimated YE Actual Costs	2023/2024 Proposed Budget	NOTES
9029 · Garbage/Hazmat Expense	4,104.29	5,500.00	5,500.00	5,500.00	(weekly pickup, annual Hazardous Disposal & Community Clean-up)
9030 · Uniform Expense	950.33	3,000.00	3,000.00	3,000.00	Per GM 2023-2024 Budget Project Schedule
9034 · Propane Expense	3,785.34	14,198.00	10,000.00	11,000.00	Estimated Actual + 10%
9036 · SCADA System Expense	4,320.00	5,000.00	5,000.00	21,500.00	Per GM 2023-2024 Budget Project Schedule
9037 · Lucity Asset Management System	3,750.00	4,000.00	4,000.00	3,000.00	Per GM 2023-2024 Budget Project Schedule
9040 · Office Expense	736.85	3,000.00	3,000.00	3,000.00	No increase proposed
9041 · Postage Expense	185.24	2,000.00	2,000.00	2,000.00	No increase/decrease proposed - Probable Prop 218 for new rate structure
9042 · Postage Meter Expense	785.55	1,300.00	1,050.00	1,300.00	No increase proposed
9043 · Copier & Fax Expense	412.38	950.00	500.00	950.00	No increase proposed
9044 · Computer Equipment, Service & Website					
9044-01 General Expenses	3,474.66	23,029.00	4,550.00	5,005.00	DSL, IT, Supplies, P/R Service & Website fees, Logically/Cyber
9044-02 Website Design	-	3,000.00	3,000.00	3,000.00	Per New Leaders Web Designer
9044-03 Merchant Fees	29,658.16	33,296.00	35,590.00	39,153.00	Estimated Actual + 10%
<b>Total 9011 · Indirect &amp; G&amp;A</b>	<b>425,763.26</b>	<b>644,432.00</b>	<b>563,449.00</b>	<b>631,269.00</b>	
<b>9100 · Water Treatment &amp; Filter Plant</b>					
9101 · Filter Plant Operations & Maint	971.30	8,000.00	1,457.00	8,000.00	Per GM 2023-2024 Budget Project Schedule
9102 · Filter Plant-Chems, Lab & Equip	33,588.94	30,000.00	40,339.00	45,000.00	Per GM 2023-2024 Budget Project Schedule
9103 · Filter -Water Pumping Plant M&O	5,125.00	1,000.00	5,125.00	2,000.00	Per GM 2023-2024 Budget Project Schedule
9104 · Filter -Well Pump Station Exp	-	10,000.00	-	15,000.00	Per GM 2023-2024 Budget Project Schedule
<b>Total 9100 · Water Treatment &amp; Filter Plant</b>	<b>39,685.24</b>	<b>49,000.00</b>	<b>46,921.00</b>	<b>70,000.00</b>	
<b>9200 · Water Distribution</b>					
9201 · Water Dist - General Maint	12,212.08	10,000.00	14,654.00	10,000.00	Per GM 2023-2024 Budget Project Schedule
9202 · Water Dist - Pipes & Fittings	-	2,000.00	-	2,500.00	Per GM 2023-2024 Budget Project Schedule
9203 · Water Dist - Hydrant Maint	3,193.91	2,000.00	3,833.00	2,500.00	Per GM 2023-2024 Budget Project Schedule
9204 · Fees - Water	16,874.83	15,330.00	16,874.83	17,868.00	Estimated Actual + 5%
9205 · Water Dist - Electricity	37,106.82	40,000.00	49,476.00	54,371.00	Estimated Actual + 10%
9600 · Water Dist - Meters/Parts	5,945.64	2,000.00	6,446.00	2,000.00	Per GM 2023-2024 Budget Project Schedule
9601 · Water Conservation	-	1,000.00	500.00	1,000.00	Per GM 2023-2024 Budget Project Schedule
<b>Total 9200 · Water Distribution</b>	<b>75,333.28</b>	<b>72,330.00</b>	<b>91,783.83</b>	<b>90,239.00</b>	
<b>9300 · Wastewater Collection System</b>					
9301 · Wastewater - General Maint	7,878.74	5,000.00	9,454.00	14,000.00	Per GM 2023-2024 Budget Project Schedule
9302 · Wastewater - Pipes/Fittings	-	1,000.00	-	1,000.00	Per GM 2023-2024 Budget Project Schedule
9303 · Wastewater- Enzymes/Lab Testing	-	4,000.00	-	4,000.00	Per GM 2023-2024 Budget Project Schedule
9304 · Wastewater - Manholes	-	500.00	-	500.00	Per GM 2023-2024 Budget Project Schedule
9305 · Fees - Sewer	8,685.59	7,500.00	8,685.59	10,000.00	Per GM 2023-2024 Budget Project Schedule
9306 · Wastewater - Electricity	21,197.91	25,000.00	28,264.00	25,000.00	Per GM 2023-2024 Budget Project Schedule
9700 · Wastewater- Export Service Exp					
9700-01 · Wastewater Export Srvc Adjustment	166,855.67	-	166,856.00	-	
9700 · Wastewater- Export Service Exp - Other	421,910.00	400,715.00	506,292.00	556,921.00	Estimated 10% increase over actual
<b>Total 9700 · Wastewater- Export Service Exp</b>	<b>588,765.67</b>	<b>400,715.00</b>	<b>673,148.00</b>	<b>556,921.00</b>	
<b>Total 9300 · Wastewater Collection System</b>	<b>626,527.91</b>	<b>443,715.00</b>	<b>719,551.59</b>	<b>611,421.00</b>	
<b>9500 · Vehicle Expense</b>					
9501 · Gasoline/Diesel	16,050.94	18,000.00	19,261.00	25,000.00	Per GM 2023-2024 Budget Project Schedule
9502 · Pickups	5,751.74	3,000.00	6,902.00	5,000.00	Per GM 2023-2024 Budget Project Schedule
9503 · Gapvac	10,693.42	3,500.00	12,832.00	5,000.00	Per GM 2023-2024 Budget Project Schedule
9504 · Backhoe	3,912.42	2,000.00	19,600.00	2,000.00	Per GM 2023-2024 Budget Project Schedule
9505 · Vehicle Maint Supplies	1,731.39	3,500.00	2,078.00	3,500.00	Per GM 2023-2024 Budget Project Schedule
<b>Total 9500 · Vehicle Expense</b>	<b>38,139.91</b>	<b>30,000.00</b>	<b>60,673.00</b>	<b>40,500.00</b>	
<b>9800 · Project Expenses</b>					
9811 · Replace Sewer Mainline	1,274.26	-	1,275.00	-	Per GM 2023-2024 Budget Project Schedule



Sierra Lakes County Water District  
2023/2024 **DRAFT** OPERATIONS BUDGET  
As of 5/5/2023

	7/1/22 to 4/30/23	2022/2023 Budget	2022/2023 Estimated YE Actual Costs	2023/2024 Proposed Budget	NOTES
9812 · Spot Repairs of Sewer Mainline	6,654.23	-	6,655.00	10,000.00	Per GM 2023-2024 Budget Project Schedule
9813 · Repair Sewer Manholes	263.88	-	264.00	50,000.00	Per GM 2023-2024 Budget Project Schedule
9814 · Adjust Sewer Manholes to Grade	-	-	-	3,000.00	Per GM 2023-2024 Budget Project Schedule
9815 · Misc Sewer Pump Station Upgrade	5,442.23	10,000.00	6,531.00	5,000.00	Per GM 2023-2024 Budget Project Schedule
9817 · TV Gravity Sewer System	-	15,000.00	7,500.00	20,000.00	Per GM 2023-2024 Budget Project Schedule
9818 · Misc Water System Improvements	64,679.32	5,000.00	70,000.00	5,000.00	Per GM 2023-2024 Budget Project Schedule
9819 · Adj Water Valve Boxes to Grade	-	5,000.00	-	5,000.00	Per GM 2023-2024 Budget Project Schedule
9820 · Misc Upgrades Water Pump Station	2,393.60	-	3,590.00	-	Per GM 2023-2024 Budget Project Schedule
9821 · Automatic Meter Reading System	11,789.78	10,000.00	15,709.00	10,000.00	Per GM 2023-2024 Budget Project Schedule
9822 · Misc Jobs - Safety, Tools, Bldg	23,227.58	63,500.00	36,000.00	63,500.00	Per GM 2023-2024 Budget Project Schedule
9824 · Lake & Land Management	5,902.85	-	16,083.00	6,000.00	Per GM 2023-2024 Budget Project Schedule
9825 · HOTFaP	7,500.00	2,500.00	7,500.00	2,500.00	Per GM 2023-2024 Budget Project Schedule
9826 · Contemporary Water Quality Assessment	9,917.66	64,785.00	16,901.00	64,785.00	Per Purchase Order Balance
9827 · District Engineer	81,324.75	150,000.00	137,590.00	150,000.00	Per Purchase Order Balance
9915 · Misc Projects (Placeholder misc imprvments)	226.94	10,000.00	1,250.00	10,000.00	Per GM 2023-2024 Budget Project Schedule
Total 9800 · Project Expenses	220,597.08	335,785.00	326,848.00	404,785.00	
Total Expense	1,871,372.09	2,159,900.00	2,353,189.42	2,483,929.00	
Net Ordinary Income	726,883.50	413,803.00	416,059.94	184,694.00	
Other Income/Expense					
9900 · Debt - Interest					
9906 · Interest on USDA Revenue Bond	113,000.24	113,000.00	113,000.00	109,000.00	Per loan amortization schedules
9908 · Int on Assessment - 7207 Palisade	-	245.00	245.00	500.00	Doubled - Acquisition of donated property
Total 9900 · Debt - Interest	113,000.24	113,245.00	113,245.00	109,500.00	
9920 · Depreciation					
9921 · Depreciation - Water	120,698.50	150,000.00	144,838.00	150,000.00	Per Depreciation Schedule plus estimated new assets
9922 · Depreciation - Sewer	94,189.60	120,000.00	113,028.00	120,000.00	Per Depreciation Schedule plus estimated new assets
Total 9920 · Depreciation	214,888.10	270,000.00	257,866.00	270,000.00	
9999 · Clearing Account					
9950 · SLCWD's Share DSPUD Capital Costs	37,844.89	30,000.00	37,844.89	30,000.00	Per GM 2023-2024 Budget Project Schedule
Total Other Expense	365,733.23	413,245.00	408,955.89	409,500.00	
Net Other Income	(365,733.23)	(413,245.00)	(408,955.89)	(409,500.00)	
Net Income	361,150.27	558.00	7,104.05	(224,806.00)	

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
<b>Operating Revenues:</b>			
Water Sales	874,220		874,220
Sewer Service		1,212,520	1,212,520
Prim Fac Fees - Sewer		31,200	31,200
Prim Fac Fees - Water	7,300		7,300
Customer Late Fees	3,250	3,250	6,500
<b>Total operating revenues:</b>	<u>884,770</u>	<u>1,246,970</u>	<u>2,131,740</u>
<b>Operating Expenses:</b>			
Pumping	53,066		53,066
Treatment	404,311		404,311
Transmission and distribution	446,748		446,748
Administrative and general	191,506	191,506	383,012
Depreciation	144,838	113,028	257,866
Collection	-	392,904	392,904
Disposal	-	673,148	673,148
<b>Total operating expenses:</b>	<u>1,240,469</u>	<u>1,370,586</u>	<u>2,611,055</u>
<b>Operating income (loss):</b>	<u>(355,699)</u>	<u>(123,616)</u>	<u>(479,315)</u>
<b>Non-operating revenues (expenses):</b>			
Property Taxes	255,000	255,000	510,000
Interest income	24,987	24,987	49,974
Other Income: CSCDA Water Rev Bond	77,536		77,536
Interest expense		(113,245)	(113,245)
Capital processing costs		(37,845)	(37,845)
<b>Total Non-OP revenues (expenses):</b>	<u>357,523</u>	<u>128,897</u>	<u>486,419</u>
<b>Fiscal Year 2022/2023 Surplus/(Deficit)</b>	<u>1,824</u>	<u>5,280</u>	<u>7,104</u>
Per Connection at 844 connections	<u>2</u>	<u>6</u>	<u>8</u>

SIERRA LAKES COUNTY WATER DISTRICT  
**DRAFT 2023/2024 OPERATING BUDGET BY ENTERPRISE**  
AS OF 5/5/2023

**DRAFT**

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
<b>Operating Revenues:</b>			
Water Sales	881,136		881,136
Sewer Service		1,222,112	1,222,112
Prim Fac Fees - Sewer		23,400	23,400
Prim Fac Fees - Water	5,475		5,475
Customer Late Fees	3,250	3,250	6,500
	<u>889,861</u>	<u>1,248,762</u>	<u>2,138,623</u>
<b>Total operating revenues:</b>			
<b>Operating Expenses:</b>			
Pumping	54,371		54,371
Treatment	523,074		523,074
Transmission and distribution	415,162		415,162
Administrative and general	216,922	216,922	433,843
Depreciation	150,000	120,000	270,000
Collection	-	500,558	500,558
Disposal	-	556,921	556,921
	<u>1,359,529</u>	<u>1,394,400</u>	<u>2,753,929</u>
<b>Total operating expenses:</b>			
<b>Operating income (loss):</b>	<u><b>(469,668)</b></u>	<u><b>(145,638)</b></u>	<u><b>(615,306)</b></u>
<b>Non-operating revenues (expenses):</b>			
Property Taxes	255,000	255,000	510,000
Interest income	10,000	10,000	20,000
Interest expense		(109,500)	(109,500)
Capital processing costs		(30,000)	(30,000)
<b>Total Non-OP revenues (expenses):</b>	<u>265,000</u>	<u>125,500</u>	<u>390,500</u>
<b>Fiscal Year BUDGET 2023/2024 Surplus/(Deficit)</b>	<u><b>(204,668)</b></u>	<u><b>(20,138)</b></u>	<u><b>(224,806)</b></u>
<b>Debt: 10% Covenant - USDA Revenue Bond</b>		<u>(27,000)</u>	<u>(27,000)</u>
	<u>(204,668)</u>	<u>(192,777)</u>	<u>(251,806)</u>
<b>Deficit Per Connection at 844 connections</b>	<u><b>(242)</b></u>	<u><b>(228)</b></u>	<u><b>(298)</b></u>

DRAFT

Sierra Lakes County Water District  
 2023-2024 Employee Budget  
 Current Salary Scale and Proposed Parity Increase for FY 2023-2024

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Increase	
<b>Utility System Operator-in-Training</b>							
2022-2023	2022-2023 monthly range	\$4,061	\$4,293	\$4,524	\$4,764	\$4,990	
	2022-2023 hourly rate	\$23.43	\$24.77	\$26.10	\$27.43	\$28.79	
	2022-2023 annual rate	\$48,732.00	\$51,516.00	\$54,288.00	\$57,048.00	\$59,880.00	
2023-2024	2023-2024 monthly range	\$4,305	\$4,551	\$4,795	\$5,039	\$5,289	6.0%
	2023-2024 hourly rate	\$24.83	\$26.25	\$27.67	\$29.07	\$30.52	
	2023-2024 annual rate	\$51,656.00	\$54,607.00	\$57,545.00	\$60,471.00	\$63,473.00	
<b>Utility System Operator I</b>							
2022-2023	2022-2023 monthly range	\$5,155	\$5,375	\$5,594	\$5,813	\$6,032	
	2022-2023 hourly rate	\$29.74	\$31.01	\$32.27	\$33.54	\$34.80	
	2022-2023 annual rate	\$61,860.00	\$64,500.00	\$67,128.00	\$69,756.00	\$72,384.00	
2023-2024	2023-2024 monthly range	\$5,484	\$5,698	\$5,930	\$6,162	\$6,394	6.0%
	2023-2024 hourly rate	\$31.52	\$32.87	\$34.21	\$35.55	\$36.89	
	2023-2024 annual rate	\$65,572.00	\$68,370.00	\$71,156.00	\$73,941.00	\$76,727.00	
<b>Utility System Operator II</b>							
2022-2023	2022-2023 monthly range	\$5,648	\$5,969	\$6,291	\$6,613	\$6,934	
	2022-2023 hourly rate	\$32.58	\$34.44	\$36.29	\$38.15	\$40.00	
	2022-2023 annual rate	\$67,776.00	\$71,628.00	\$75,492.00	\$79,356.00	\$83,208.00	
2023-2024	2023-2024 monthly range	\$5,987	\$6,327	\$6,668	\$7,010	\$7,350	6.0%
	2023-2024 hourly rate	\$34.54	\$36.50	\$38.47	\$40.44	\$42.40	
	2023-2024 annual rate	\$71,843.00	\$75,926.00	\$80,022.00	\$84,117.00	\$88,200.00	
<b>Utility System Operator III</b>							
2022-2023	2022-2023 monthly range	\$6,503	\$6,874	\$7,243	\$7,613	\$7,983	
	2022-2023 hourly rate	\$37.52	\$39.66	\$41.79	\$43.92	\$46.06	
	2022-2023 annual rate	\$76,036.00	\$82,488.00	\$86,916.00	\$91,356.00	\$95,796.00	
2023-2024	2023-2024 monthly range	\$6,893	\$7,286	\$7,678	\$8,070	\$8,462	6.0%
	2023-2024 hourly rate	\$39.77	\$42.04	\$44.29	\$46.56	\$48.82	
	2023-2024 annual rate	\$82,718.00	\$87,437.00	\$92,131.00	\$96,837.00	\$101,544.00	
<b>Utility Operations Manager</b>							
2022-2023	2022-2023 monthly range	\$11,326	\$11,697	\$12,066	\$12,436	\$12,806	
	2022-2023 hourly rate	\$65.34	\$67.48	\$69.61	\$71.75	\$73.88	
	2022-2023 annual rate	\$135,912.00	\$140,364.00	\$144,792.00	\$149,232.00	\$153,672.00	
2023-2024	2023-2024 monthly range	\$12,006	\$12,399	\$12,790	\$13,182	\$13,574	6.0%
	2023-2024 hourly rate	\$69.26	\$71.53	\$73.79	\$76.05	\$78.31	
	2023-2024 annual rate	\$144,067.00	\$148,786.00	\$153,480.00	\$158,186.00	\$162,892.00	

**Additional Pay for Certification**

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

# SIERRA LAKES COUNTY WATER DISTRICT

## Follow-up from April 13, 2023, Special Board Meeting

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1	X	Anna	Request CPI Rate information from Dow
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**Sierra Lakes County Water District**  
**Action Items**  
*As of May 2023*

<b>1. AMR and Metered Rates:</b>				
	<b>TASK</b>	<b>STATUS</b>	<b>DUE DATE</b>	<b>Assigned</b>
	A. Water Use Data Collection & Analysis	Moved to Master Planning Schedule	See Master Plan Schedule	Dowl, Paul & Operations Staff
	B. Develop a recommended method for providing customer access to personal water usage data	Moved to Master Planning Schedule	See Master Plan Schedule	Dowl, Jen & Paul
	C. Develop Metered Rate Schedule	Moved to Master Planning Schedule	See Master Plan Schedule	Dowl & Paul
	D. Rate Study Communication (Web Page)	Moved to Master Planning Schedule	See Master Plan Schedule	Dowl & Paul
	E. Board and Community Workshops	Moved to Master Planning Schedule	See Master Plan Schedule	Dowl & Paul

<b>Other Items:</b>					
	<b>TASK</b>	<b>STATUS</b>	<b>DUE DATE</b>	<b>PROGRESS</b>	<b>ASSIGNED</b>
2.	Acquisition of Ice Lakes Dam & channel	Research continued. Dowl is working on surveyor report. Assigned to District Engineer.		75%	Dowl & Paul
3.	Gantt Chart for Master Planning Schedule	A. Stodtmeister to provide update - See Note:	Informational	N/A	Dowl & Paul

**NOTE:** The metered system schedule is being combined with the Master Planning Schedule and was unavailable at the time of printing of the packet. The combined schedule will be presented at the December 8, 2022