

# MEMORANDUM

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TO: Board of Directors

FROM: Shauna Lorance, General Manager

SUBJECT: General Manager Report

DATE: September 7, 2023

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## **Water Line Break**

A water main at 7111 Soda Springs Road was ruptured during the grading for the driveway of a new home. The District did not have an accurate location of the existing pipe, and it was not expected to be a distance inside the homeowner property. Staff has identified a construction solution that will likely cost around \$50,000, depending on what amount and type of rock is encountered. Moving the pipeline to the street and tying in to the pipeline south of Cascade would likely increase the costs to over a couple hundred thousand dollars. Staff will coordinate with the Water Master Plan recommended improvements once the Plan is completed. The \$50,000 cost is unbudgeted but do to the need to fix the water supply in the area to retain adequate fire flows, I have authorized proceeding on a time and material basis. The funding will be from the District reserves.

## **Sewer Infiltration and Inflow**

Staff has identified that there is a significant increase in the amount of sewer flows in the southern portion of the collection system. This area will be televised the week of September 11. There may be the need for unbudgeted improvements in this area due to the large increase in sewer flows likely a symptom of a large break of some type. I will provide a verbal update at the Board meeting.

## **Snow Removal from Hydrants**

A meeting was held on August 16, 2023, at SLCWD. Steve Shray, SLPOA; Chief Kevin McKechnie, TFD and I attended the meeting. There was a good discussion on attempting to resolve the issue without needing to resolve the issue of the operational requirements in the LAFCO agreement. All felt a solution was possible. At the end of the meeting all parties agreed on the following points to be used at each of the respective Board Meetings to confirm there was not any opposition in continuing this discussion.

### TALKING POINTS

1. TFD used to clear snow from high priority (10) hydrants, but experienced staff able to operate heavy equipment are not available anymore.
2. To adjust to change in staff availability, TFD has changed operations to now send out multiple fire engines which each hold at least 500 gallons of water, along with

a water tender that holds 2000 gallons of water. The fire truck stored on Short Road is a 4 wheel drive and holds 750 gallons. This facilitates a water shuttle and is adequate water to control a single house fire.

3. Ten high priority hydrants were identified in the past that would meet the TFD operational needs of shuttling water to a fire in Serene Lakes should the fire be more severe than a single house.
4. SLCWD could commit to testing the usability of ten fire hydrants a year.
5. The TFD has a loader that could be available for clearing hydrants.
6. SLCWD needs to clear 3 to 4 hydrants for flushing purposes. This job would be easier using a loader.
7. SLCWD is considering also clearing out the remaining high priority hydrants (about 6) if SLCWD can borrow TFD loader for snow removal.
8. All agencies are resource constrained and working together to find a solution could benefit both agencies and the public involved.
9. Staff still has to discuss with Placer County regarding avoiding piling snow in front of the ten high priority hydrants (avoiding all hydrants would likely be infeasible for the county as every 500 feet)
10. These are staff discussions, and all involved need to discuss with Boards for confirmation.

### **Snow Removal from District Property**

The District's neighboring property owner, Mr. Carman, has voiced concern regarding the approach to snow removal by Placer County from the District's property. Placer County has notified Jeff Mitchel that they are not going to clear the snow from the District Property in the area that requires blowing snow onto Mr. Carman's property until the dispute has been resolved. The District is considering removing that snow with District staff.

### **New Dock**

The District received a request for approval for a new dock at 4417 Hemlock Drive. The submittal meets all the requirements of Exhibits A and B of Chapter 4 of the District Ordinances regarding new docks. The General Manager will approve the new dock as soon as the Indemnity and Hold Harmless Agreement has been signed.

### **Utilities Master Plan**

DOWL provided an updated schedule for the Master Plan, however due to additional work necessary on the District water demands, the Water Master Plan has been delayed. The Sewer Master Plan is still on schedule to be completed by the end of the year.

### **Testing for PFOS and PFOA**

The District collected treated water quality samples from the treatment plant and sent the tests to the Laboratory the last week of August. The results for the Perfluorooctanesulfonic acid (PFOS) and Perfluorooctanoic acid (PFOA) both came back non-detect.

**Verbal Updates as Needed**

**MEMORANDUM**

**To:** Honorable Board of Directors, Sierra Lakes County Water District  
**From:** Patrick Baird, Utilities Operation Manager  
**Subject:** August 2023 Operations Report  
**Date:** September 7, 2023

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

There were no permit violations during August 2023, and the wastewater treatment plant was operating as designed.

**Regulatory Issues:**

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

	August 2023		July 2023	
	Water	Sewer	Water	Sewer
Daily Average Usage	66,073	43,510	82,345	86,229
5-Year Average	97,661	46,524	110,938	65,452
Percent Difference	-33%	-6%	-25%	18%

- The District treated 2,150,103 gallons of water in August 2023.
- The Backwash total contributed to 7.3% of the month's water usage.
- The daily water usage in August 2023 was down -33% to the five-year average.
- Sewer flows have decreased -6% over the 5-year average.
- The District's share of the flow through the DSPUD wastewater treatment plant for August 2023 was not available at the time of this report.

**Water Treatment System:**

The water temperature of the lake has been 16°C throughout the month of August.

**Sewer Collection System:**

All the sewer lift stations are operating as designed. The operation crew has cleaned all the wetwells in preparation for winter.

**Attachments:**

- August 2023 Daily Water/Sewer Flows
- 2018-2022 Average Daily Sewer/Water Flows Comparison through August, 2023

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

Month: August Year: 2023

		SEWER TOTALS	TREATED WATER TOTALS				REMARKS
DATE	DAY	SEWER FLOW	WATER TREATED	WATER USAGE	BACKWASH USAGE	*COMBINED TANK TOTAL GALS.	
1	T	55,266	90,800	64,388	7,740	563,513	
2	W	64,794	139,327	86,459	16,912	589,925	
3	T	52,246	126,889	63,421	7,680	642,793	
4	F	54,428	0	83,777	0	706,261	
5	S	61,718	70,019	81,462	3,889	622,484	
6	S	59,926	76,544	91,519	3,871	611,041	
7	M	50,748	111,279	68,773	7,728	596,066	
8	T	39,224	59,799	63,949	3,824	638,571	
9	W	43,550	118,276	58,973	7,754	634,421	
10	T	45,602	97,405	107,095	7,786	693,725	
11	F	45,428	0	80,855	0	684,034	
12	S	56,152	61,637	82,965	3,852	603,179	
13	S	49,382	61,623	75,837	3,685	581,851	
14	M	46,970	91,462	89,456	7,352	567,637	
15	T	39,214	129,878	63,015	7,298	569,643	
16	W	33,986	108,006	56,074	7,244	636,506	
17	T	34,588	60,935	60,102	3,854	688,438	
18	F	34,860	0	65,286	0	689,271	
19	S	41,088	0	62,125	0	623,985	
20	S	40,168	0	55,187	0	561,859	
21	M	41,484	96,994	45,028	7,780	506,672	
22	T	34,756	131,140	28,448	3,884	558,638	
23	W	33,690	63,530	44,502	3,890	661,330	
24	T	49,040	74,325	105,227	16,896	680,358	
25	F	37,960	61,654	52,676	3,915	649,456	
26	S	38,328	0	57,020	0	658,434	
27	S	40,614	59,708	62,752	3,897	601,414	
28	M	30,524	62,536	44,737	3,886	598,370	
29	T	31,302	62,210	42,730	3,891	616,169	
30	W	29,352	49,958	59,412	3,882	635,650	
31	T	32,428	84,169	45,006	3,845	626,196	
<b>Total</b>		<b>1,348,816</b>	<b>2,150,103</b>	<b>2,048,256</b>	<b>156,235</b>		
<b>Average</b>		<b>43,510</b>	<b>69,358</b>	<b>66,073</b>	<b>5,040</b>	<b>622,512</b>	
<b>Max</b>		<b>64,794</b>	<b>139,327</b>	<b>107,095</b>	<b>16,912</b>	<b>706,261</b>	

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

1st of the  
Month Data



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

	Jan. 5-Year Average	Jan. 2023	Feb. 5-Year Average	Feb. 2023	Mar. 5-Year Average	Mar. 2023	Apr. 5-Year Average	Apr. 2023	May 5-Year Average	May 2023	Jun. 5-Year Average	Jun. 2023	Jul. 5-Year Average	Jul. 2023	Aug. 5-Year Average	Aug. 2023	Sept. 5-Year Average	Sept. 2023	Oct. 5-Year Average	Oct. 2022	Nov. 5-Year Average	Nov. 2022	Dec. 5-Year Average	Dec. 2022	
120,000																									
115,000																									
110,000		110,938																							
105,000																									
100,000																									
95,000															97,661										
90,000																									
85,000																									
80,000															82,345										
75,000											75,833						76,753								
70,000	73,700		72,487														73,488								
65,000																									65,740
60,000				61,880	62,740																61,832				
55,000								57,705	59,161	59,350															
50,000		52,598							52,108			52,682									54,079				54,121
45,000																									
40,000																									
35,000										39,851															
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# STAFF REPORT

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TO: Board of Directors  
FROM: Shauna Lorance, General Manager  
SUBJECT: Consent Calendar Summary  
DATE: August, 2023

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## **STAFF RECOMMENDATION**

Staff recommend adoption of the Consent Items Calendar.

## **ITEMS OF INTEREST**

- A. Minutes for both the August 10, 2023, Regular Board Meeting and August 17, Special Meetings transcribed and included.
- B. August 2023 Check Register, with Director's Payroll Detail  
The check register includes the following items that are out of the ordinary:
  - None
- C. Financial reports for month ending August 31, 2023:  
The Budget to Actual report for the month ending August 31, 2023, is presented with the proposed rate increase. We are now proceeding with a balanced budget.
- D. Disbursements Requiring Board Approval  
The disbursements that require the Board approval includes the following items that are out of the ordinary:
  - None



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

**Date:** Thursday August 10, 2023 / **Time:** 5:30 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 Boardroom:

Director Dan Stockton  
Director Jennifer Jackson  
Director David Keatley

Present by teleconference:

Director Karen Heald

Absent:

Director Jon Harvey

Staff members in attendance at the Sierra Lakes Boardroom:

Shauna Lorance, General Manager  
Patrick Baird Utility Operations Manager  
Anna Nickerson, Financial Consultant

Staff present by teleconference:

Jeffrey Mitchell, District Counsel

Guests present at the Sierra Lakes Boardroom:

Peter Wiley  
Ed Bubnis

Guests present by teleconference:

Gowri Grewal  
Alexander  
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, Jackson and Keatley. Director Heald joined the meeting after the vote. Director Harvey was absent.

**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 none.

**VI. Operations:**

A. Shauna Lorance, General Manager, presented her report to the Board for consideration and possible action. She reported the following:

- She spoke with the Fire Chief and would be scheduling a meeting discuss options. The meeting would include Fire Chief McKechnie, a SLPOA representative, Mr. Baird and the Director of Transportation for Placer County. She also said the area of disagreement was that the LAFCO agreement stated Truckee Fire would continue to provide the same service that was currently being provided. However, the Fire Department considers snow removal around fire hydrants a departmental decision and not part of the fire code.
- Staff was still working on snow removal from District property. She said a tolling agreement was met with Mr. Carman; placing any deadlines for claims on hold. She also said she received notice from Placer County's attorney to District counsel stating Placer County would not be removing snow between the District's building and Mr. Carmen's property. However, Placer County's agreement stated they would remove snow from around the building. Staff was still working through the issues.
- Technical Memo #1 for the Utility Master Plan was received from Dowl. A very draft Technical Memo #2 was also received. Based on the information received, the schedule to be discussed later in the meeting was no longer valid and a new schedule was requested from Dowl.
- A purchase order in the amount of \$15,000 was issued for the Valve Box contract.
- She felt very strongly that if someone took the time to write a letter to the District, she should respond. She said several similar letters, in response to the proposed rate increase, were received so she placed a draft letter in the packet for approval. If the Board approved of the talking points, she would send letters.

Director Heald asked what Mr. Mitchell was implying about the enforceability of the LAFCO contract? Ms. Lorance said Mr. Mitchell hadn't responded yet but was looking into it. She also said she felt they may be able to resolve it issues.

Mr. Bubnis, resident of Serene Lakes, said, although he was not an attorney, it was his opinion that it was the sole responsibility of Truckee Fire to clean the hydrants per the agreement between DSPUD and Truckee Fire. He didn't understand why the Water Board was involved.

He also said DSPUD's legal people were talking to Truckee Fire legal people about clearing the hydrants. Mr. Bubnis said, in 1981, a tax was passed to create the Fire Service for the summit that included clearing of the hydrants and that Truckee fire had been providing that service for 20 years. He felt it was an issue between DSPUD and Truckee Fire and that Truckee Fire should be clearing the hydrants. Ms. Lorance said from what she had heard in the past, agreements within LAFCO were enforceable through the parties of the agreement and that there was a difference between operational and non-operational issues; if requirements change, processing must change to meet the new requirements.

- B. Patrick Baird, Utility Operations Manager, presented his report to the Board for consideration and possible action. He reported the following:
- DSPUD's wastewater treatment plant was operating properly with no violations.
  - Water usage was down 25% over the last five years.
  - Sewer flows were up almost 20% over normal. He said five manholes were prepared and coated for leaks. He also said he received sewer flow number from DSPUD earlier in the week that showed Sierra Lakes flows through the plant increased to almost 45%. More work was being done to identify leaks.
  - Water treatment system was running great. Water temperature in the lake warmed up, making it easier to process water.

Director Keatley wanted to know if the flows were slowly creeping up or if it was a big jump. Mr. Baird said there was an expected jump in April with the run off but, trending wise, it never dropped off. Mr. Baird said with continued cleaning and preventive maintenance, the situation should improve.

**VII. Consent Items Calendar:** The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the June 22, 2023 Special Meeting; Minutes from the July 13, 2023 Regular Meeting; July 2023 Check Register; financial reports for the month ending July 31, 2023; and Disbursements for Board Approval.

Director Heald noted that the June 22, 2023, Special Meeting minutes, page 7, fourth paragraph, Mr. Baird's comment about Mr. Schultz's approach to removing trees should read the trees "would be removed".

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

**VIII. Old Business:**

A. A follow-up to a customer's request to remove trees was presented to the Board for discussion and possible action. Ms. Lorance said after the snow melted, it was determined that the trees were within Placer County's 50-foot requirement and were not on District property. She said the District did not have jurisdiction in the matter. Director Stockton said the Fire District was recommending that the trees be cut into small pieces and removed, not chipped. He suggested that the homeowner check with Truckee Fire for more information.

B. Ms. Lorance presented draft Power Point presentation titled “Public Hearing - Potential Rate Increase”. The Public Hearing was scheduled for August 17, 2023, at 5:30 pm. (a copy of the presentation has been attached to the minutes).

1. Why is the Rate Increase Needed: She said the District had done a great job of holding the rates over the last few years, but like everyone, the District has had increasing costs for capital projects and wastewater treatment fees. Although CPI (Cost Price Index) continued to increase, decreasing the District’s buying power, the District was only proposing an 11% increase compared to the 29% increase in CPI since the last rate increase.

2. What to Expect in the Future: She said the District wanted to have a plan for future increases to avoid hitting customers with a big jump in rates. The District was currently working on a Master Plan that would include a planned approach based on the cost of capital projects and improvements. From there the cost would fold into a Five Year Financial Plan; a ten year plan with the expectation that it would only be valid for five. The Five Year Plan would include a projection of future rate increases needed over the next five years.

3. Overview of Current Budget: She said operating revenues were about \$2,100,000 and the operating expenses were about \$2,700,000. The result was a proposed increase of \$273.00 per connection.

4. Historical Rate History: An overview of the historical rate increases, dating back to 1970, was presented.

5. Proposed Water and Sewer Rate Increases: The rate increase was broken down between water and sewer, as required by Proposition 218, resulting in an increase in sewer fees of \$71.00/year and water fees of \$202.00/year for the total increase of \$273.00/year.

6. Questions: Director Jackson suggested that the slide titled “What’s Next” be moved to the end. That would allow Ms. Lorance to talk about future increases. Director Jackson also suggested adding arrows to point out specific items. Director Keatley suggested noting the items that helped avoid a rate increase in the previous year.

Mr. Wiley asked what the Water Department was doing about the algae growing in Serene Creek? Mr. Baird said it may be nutrients running off the hill. It was agreed that there would be a report back at the September meeting.

C. The Meter Implementation Plan was presented to the Board by Shauna Lorance, General Manager, for discussion and possible action (a copy of the presentation has been attached to the minutes).

1. Introduction: She said California State Law required meter billing by 2025. Meters were currently being installed at all water service connections and to date, about 700 of the 840 meters had been installed. The process will require adopting metered rates, installing billing software and converting to the new metered rates. Director Jackson noted that over the winter, heavy snow load caused issues with the transmission of water usage data. Mr. Baird said even with the big now load last winter, approximately 70% of the meters read.

2. Meter Installation: Staff had been installing about 60 meters per week. There was currently inadequate cellular reception in some areas but staff was working with cellular data providers to improve the reception.

3. Development of Metered Water Rates: Ms. Lorance believed developing the metered water rates was going to be the hardest part of the process. She said metered rates would need to be adopted six months before implementation to provide customers with a six month comparison based on the new rates. The Board would need to make policy decisions about fixed and volumetric rates, billing periods, water leaks, whether or not shut-off service

would still need to pay a fixed rate and determine the timing for funding the Capital Improvement Projects from Master Plan.

4. Meter Billing Software: QuickBooks, the District's current software, was not capable of generating metered water bills and was not compatible with Badger meters data. Staff would work with Badger meter on software suggestions.

5. Conversion to Metered Rates: The final step would be to provide six-months of comparison billing. Depending on the number of billing periods, comparison billings may need to be extended to 2026.

6. Implementation Schedule: Ms. Lorance presented an initial schedule for the process of implementing metered rates.

Director Heald said it looked like Group A was the area with the worst cellular coverage and thought it would be a while before there was cell service to support Group A. Ms. Lorance said she agreed and was going to switch the two groups. Director Heald said there was a policy in place regarding fees on discontinued service that should be reviewed before implementing that portion of the metered rate policy.

Director Jackson asked to what degree Group A was already installed compared to Group B? Mr. Baird said staff was starting to move towards the areas where they were having trouble locating meter pits. He said staff had to jump around due to meters in driveways that required drilling of holes and special lids. Mr. Baird also said he hoped by next summer all meters would be installed and working.

C. A Master Project Schedule was presented to the Board by Shauna Lorance, General Manager. Ms. Lorance said she was working on having a plan to show what was being starting, work that was continuing and work that was to be completed each month. She said the schedule may not be updated every month but as things changed, she would provide an updated schedule.

## **IX. New Business:**

A. A request for waiver of a late fee from Alice Phillips was presented to the Board for discussion and possible action. Directors Stockton and Heald both said waivers have not been approved in the past. The consensus of the Board was to deny the request for waiver.

## **X. Administration:**

A. There were no Follow-up Items from the July 2023, Regular Meeting.

B. The Board was polled to determine availability to meet in person at the September 14, 2023, Regular Meeting:

In Person:	Directors Stockton, Heald and Jackson
Possibly By Zoom:	Director Keatley
To Be Determined:	Director Harvey

Director Keatley asked that and item be placed on the next agenda to discuss a possible change to the meeting day.

**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, Heald, Jackson and Keatley. Director Harvey was absent.

The minutes were approved at the Regular Meeting held on September 14, 2023, as part of the Consent Items Calendar. A motion was made by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the Consent Items Calendar as presented. The motion passed by a \_\_\_\_\_ rollcall vote.

DRAFT



# PUBLIC HEARING

# Potential Rate Increase

August 17, 2023

# AGENDA

- ▲ Why is a Rate Increase Needed
- ▲ What to Expect in the Future
- ▲ Overview of Current Budget
- ▲ Historical Rate History
- ▲ Proposed Water and Sewer Rate Increases
- ▲ Questions

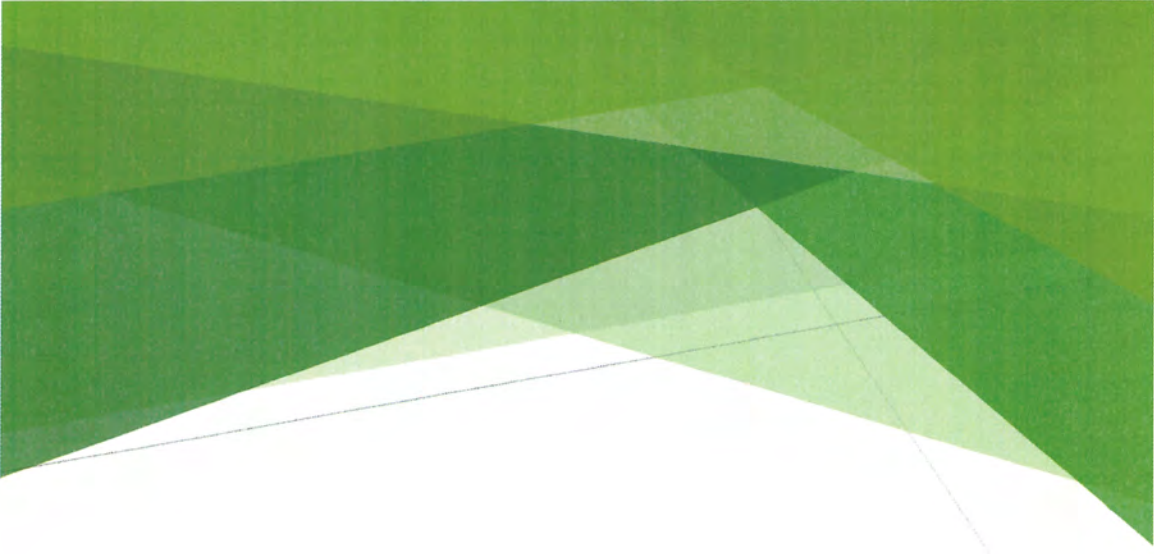


## WHY IS A RATE INCREASE NEEDED

- ▶ Succeeded in holding water and sewer rates constant since 2014
- ▶ Large increase in costs for water treatment chemicals
- ▶ Cost of living (Consumer Price Index, CPI) has increased by 29% since last increase
- ▶ There have not been smaller CPI based increases since 2014
- ▶ Increased cost for capital projects
- ▶ DSPUD costs have gone up, increasing our costs for wastewater treatment

## WHAT TO EXPECT IN THE FUTURE

- ▶ Utility Water and Wastewater Master Plan
- ▶ Capital Improvement Plan for water and wastewater
- ▶ Five-Year Financial Plan
  - ▶ Schedule projects over extended period
  - ▶ Assumption on CPI increases
- ▶ Public Information



# OVERVIEW OF CURRENT BUDGET

## Operating Revenues and Expenses

	Water	Sewer	Total
<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
<b>Total operating revenues:</b>	<b>889,861</b>	<b>1,248,762</b>	<b>2,138,623</b>
<b>Operating Expenses:</b>			
Pumping	46,150		46,150
Treatment	522,730		522,730
Transmission and distribution	394,443		394,443
Administrative and general	231,815	231,815	463,630
Depreciation	150,000	120,000	270,000
Collection	-	508,286	508,286
Disposal	-	557,000	557,000
<b>Total operating expenses:</b>	<b>1,345,138</b>	<b>1,417,101</b>	<b>2,762,239</b>

# OVERVIEW OF CURRENT BUDGET

	Water	Sewer	Total
<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
<b>Total operating revenues:</b>	<b>889,861</b>	<b>1,248,762</b>	<b>2,138,623</b>
<b>Operating Expenses:</b>			
Pumping	46,150		46,150
Treatment	522,730		522,730
Transmission and distribution	394,443		394,443
Administrative and general	231,815	231,815	463,630
Depreciation	150,000	120,000	270,000
Collection	-	508,286	508,286
Disposal	-	557,000	557,000
<b>Total operating expenses:</b>	<b>1,345,138</b>	<b>1,417,101</b>	<b>2,762,239</b>
<b>Operating income (loss):</b>	<b>(455,277)</b>	<b>(168,339)</b>	<b>(623,616)</b>
<b>Non-operating revenues (expenses):</b>			
Property Taxes	275,000	275,000	550,000
Interest income	10,000	10,000	20,000
Interest expense		(109,500)	(109,500)
Capital processing costs		(40,000)	(40,000)
<b>Total Non-OP revenues (expenses):</b>	<b>285,000</b>	<b>135,500</b>	<b>420,500</b>
<b>Fiscal Year BUDGET 2023/2024 Surplus/(Deficit)</b>	<b>(170,277)</b>	<b>(32,839)</b>	<b>(203,116)</b>
<b>Debt: 10% Covenant - USDA Revenue Bond</b>			
	(170,277)	(27,000)	(27,000)
		(59,839)	(59,839)
<b>Deficit Per Connection at 844 connections</b>	<b>\$ (202)</b>	<b>\$ (71)</b>	<b>\$ (273)</b>

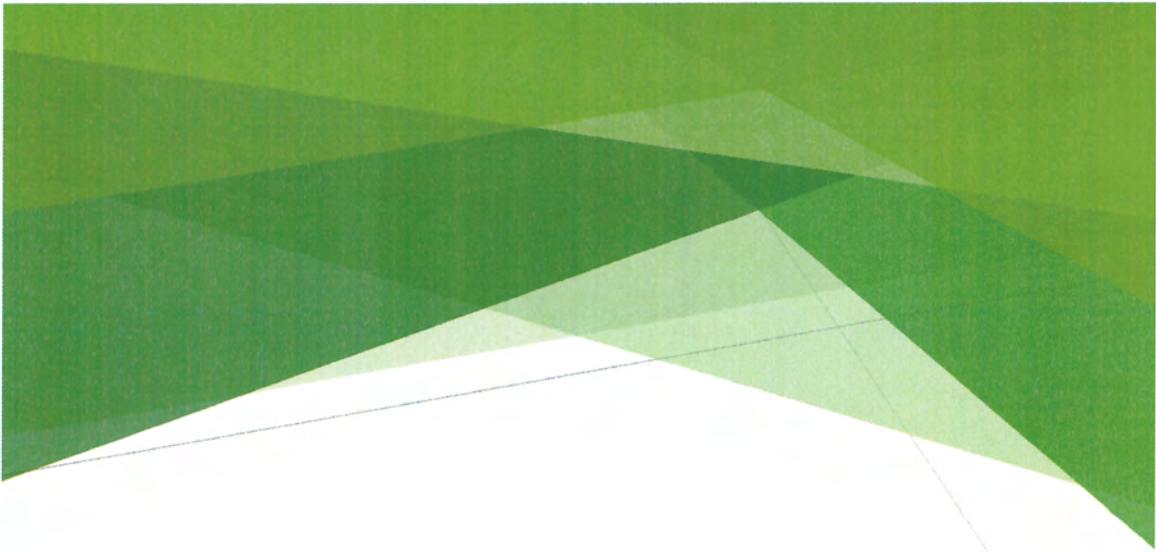
# HISTORIC RATE HISTORY

ORDINANCE NO.	ANNUAL WATER/SEWER SERVICE FEES				Total
	DATE	WATER	SEWER	Total	
17	4/30/1970	35.00	20.00	55.00	
23	4/10/1978	70.00	40.00	110.00	
29	4/26/1982	165.00	55.00	220.00	
34	5/1/1984	165.00	165.00	330.00	
36	5/1/1985	220.00	275.00	495.00	
40	5/29/1987	-	-	-	
43	1/5/1991	-	-	-	
0	1990/1991	260.00	390.00	650.00	
0	1991/1992	270.00	405.00	675.00	
0	1992/1993	280.00	420.00	700.00	
54	5/27/1995	336.00	-	336.00	
55	7/15/1995	-	-	-	
58	7/1/1997	336.00	420.00	756.00	
63	8/20/2000	400.00	-	400.00	
67	5/25/2002	595.00	-	595.00	
75	5/12/2006	701.00	629.00	1,330.00	
80	9/14/1987	828.00	742.00	1,570.00	
83	6/13/2008	-	-	-	
87	8/14/2009	964.00	863.00	1,827.00	
Resolution No.					
2011-799	7/8/2011	1,044.00	983.00	2,027.00	
2012-808	8/4/2012	1,044.00	1,448.00	2,492.00	

# PROPOSED WATER AND SEWER RATE INCREASE

	<u>Current Annual Rate</u>	<u>Proposed Annual Increase</u>	<u>Proposed Annual Rate</u>
Sewer	\$1448	\$71	\$1519
Water	\$1044	\$202	\$1246
Total	\$2492	\$273	\$2765

Proposed total increase = 11%  
 Consumer price index increase since 2012 = 29%



# QUESTIONS?



# METER RATES IMPLEMENTATION PLAN

August 10, 2023



# AGENDA

- Introduction
- Meter Installation
- Develop Metered Rate
- Metered Billing Software
- Conversion to Metered Rates
- Schedule

# INTRODUCTION

- California State law – metered billing by 2025
- Meters being installed at all water service connections
- Heavy snow load – AMI with Cellular Network
- The process will require:
  - installation of meters on 100% of the connections
  - adoption of metered rates,
  - installation of billing software
  - actual conversion to metered rates

# METER INSTALLATION

- Badger AMI meters using District staff
- 60 meters per week in locations with existing meter boxes
- Cellular data for AMI reads
- inadequate cellular reception to connect to all meters
- Working with cellular data provider to provide adequate cellular service

# DEVELOP METERED WATER RATES

- Board of Directors to adopt metered rates
- Metered water rates adopted prior to June of 2025
  - six months comparison bills
  - customer to fix any potential leaks or adjust water usage if necessary

# DEVELOP METERED WATER RATES

## Necessary Policy Decisions:

- Revenue obtained from fixed vs. volumetric revenue
- Billing periods
- Timing of adoption of metered rates
- Policy on water leaks
- Shut-off policy for non-payment of water bills
- Meter testing when requested by customer
- Shut-off services still pay fixed rate?
- Timing for funding CIP from Master Plan

## METERED BILLING SOFTWARE

- Currently use QuickBooks – not capable of generating metered water bills
- Billing software must be compatible with Badger meters data
- System for field checking errors
- Three-month internal billing prior to “going live”
- Enough staff?

# CONVERSION TO METERED RATES

- Final step
- Six-months of comparison billing
- Depending on the number of billing periods per year may need to extend comparison billing in to 2026

# IMPLEMENTATION SCHEDULE



ACTION	START DATE	COMPLETION DATE	KEY MILESTONE
<b>METER INSTALLATION</b>			
Install AMI meters		October 2023	
Research AMI connectivity options	July 2023	December 2023	
Group A 100% connectivity with meters	December 2023	August 2024	
Group B 100% connectivity with meters	August 2024	January 2025	January 2025

ACTION	START DATE	COMPLETION DATE	KEY MILESTONE
<b>DEVELOP METERED RATES</b> Develop rate policies for metered billing (such as fixed vs. volumetric, billing periods, # years adopted, etc.)	July 2023	November 2023	
Master Plan capital improvement plan complete		January 2024	
Determine when rate increases needed for MIP CIP	January 2024	February 2024	
Identify impacts to rates from MP CIP (current and future metered rates)	January 2024	February 2024	
District revisions to MP CIP schedule to address District affordability	January 2024	February 2024	
Develop rate options	January 2024	March 2024	
Board select 2024/25 fixed rate and 2025/26 metered rate to include on Prop 218 notice		March 2024	
Prop 218 Hearing		June 2024	
Board adopts 2024/25 fixed rate and at least 2025/26 metered rate		July 2024	November 2024

ACTION	START DATE	COMPLETION DATE	KEY MILESTONE
<b>METERED BILLING SOFTWARE</b>			
Budget for billing software		April 2024	
Research billing software	September 2024	October 2024	
Select billing software		October 2024	
Install and set up new software	September 2024	December 2024	
Internal practice billing	January 2025	March 2025	
Contingency time period	March 2025	June 2025	
Ready for 6-month comparison billing	June 2025		June 2025

ACTION	START DATE	COMPLETION DATE	KEY MILESTONE
<b>CONVERSION TO METERED RATES</b>			
Group A & B 6-month comparison	June 2025	December 2025	
Group A & B on metered rate 100% metered rates		December 2025 December 2025	December 2025

# QUESTIONS?

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

**Date:** Thursday August 17, 2023 / **Time:** 5:30 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

The meeting was held in person at the District Office and 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 Karen Heald  
Director Jennifer Jackson

Director in attendance by Zoom:

Director David Keatley

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

Shauna Lorance, 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:

Kristin Paul  
Roland Au

Guests in attendance by Zoom:

Tom Burns  
Laurel Tuggey

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 Heald and seconded by Director Jackson to approve the agenda. The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

**IV. Public Comments:** An opportunity for the Board to consider comments received from the public after the agenda was posted, regarding items on the agenda. Mrs. Nickerson said she received three additional protests after the agenda was posted. She said there were no letters but two protested just the water rate and one protested both.

**V. Public Hearing:**

1. A list of Protests received were presented to the Board.
2. Copies of protest forms received were presented to the Board

Ms. Lorance presented information regarding the proposed rate increase (a copy of the presentation has been attached to the minutes). She said the Public Hearing was to meet the requirements of Proposition 218 for a Potential Rate Increase.

1. Why is the Rate Increase Needed: She said the District and Board had done a very good job of holding the rates steady since 2014. However, there had been some large increases in costs in the processing and treatment water. She also said the cost of living had gone up 29% since the last rate increase and the District had not passed any smaller or CPI (Consumer Price Index) increases since 2014. Ms. Lorance said the District was able to defer a lot of capital cost and received help through a one-time payment of funds that allowed the rate increase to be postponed to now.

2. Overview of Current Budget: Ms. Lorance said Water Revenues were expected to be around \$900,000, with expenses around \$1,345,000, and Sewer revenues were expected to be around \$1,250,000 and expenses of \$1,400,000, resulting in a deficit of \$170,000 for water and \$33,000 for sewer. These shortages calculated into annual rate increases for water of \$202/connection and sewer of \$71/connection for a total rate increase of \$273.00/connection. Ms. Lorance noted that the rate increases did not include funding for capital projects.

3. Historical Rate History: An overview of the historical rate increases, dating back to 1970, was presented. She noted that there were rate increases in 2009, 2011 and 2012 but it was now 2023, and it had been over 10 years since the last rate increase. She also said if the District had adopted smaller CPI increases, the current increase wouldn't be so much.

4. Proposed Water and Sewer Rate Increases: Ms. Lorance said the proposal was to increase sewer fees from \$1,448 to \$1,519/year and water fees from \$1,044 to \$1,246/year for a total increase from \$2,492/year to \$2,765/year. She noted that the CPI increase since the last increase was 29% but the Board was only proposing an 11% increase.

5. What to expect in the Future: One of the big issues coming up was the Utility Water and Wastewater Master Plan. The plan would lay out the facilities needing to be fixed, upgraded or replaced and it would include transitioning to metered water rates. There would

be a Capital Improvement plan with a schedule showing what needed to be done when. From there a five year financial plan would be developed and would include CPI increases. The Board would then be able to determine what could be done based on available financing.

6. Questions: Director Harvey asked how much of the Sewer increase was to pay back the bond on the sewer plant? Mrs. Nickerson said none, the sewer bond payment was placed on the property tax bill each year. She said these fees were to pay operating expenses that included DSPUD wastewater treatment fees.

Tom Burns said, the current rate increase was to cover past increases in costs and did not project into the future. He said in the past, they tried to look ahead to avoid annual increases. He said he wondered if it wouldn't be better to have a slightly larger increase to cover future increases. Mr. Burns also asked if there was any lobbying being done to avoid the wasteful metering being imposed on the District. Ms. Lorange said there were many suggestions for increases but Proposition 218 only allowed increases to cover actual costs unless there was an engineered report with explanations for future costs. She also said when she was General Manager for San Juan Water District she was everywhere from D.C to Sacramento and was not able to deter metered rates.

Kristin Price, resident of Serene Lakes, asked why metering was considered bad. Ms. Lorange said in general she didn't think metering was bad. However, for Serene Lakes almost all the costs were fixed so the cost of installing and reading meters may not make a big difference in customer rates. Ms. Price then asked if the property tax revenues received by the District changed with property values? Ms. Nickerson said yes, the property tax revenues changed based on property values and confirmed that revenues could go down if someone exercised their right for a one time appeal of their assessed property value under Proposition 8.

Director Jackson asked if the increase in property tax revenues received help postpone rate increases? Mrs. Nickerson said yes.

Mrs. Nickerson reported that three additional protests were received after posting of the agenda and board packet. **The final protests received: 25 opposed the water rate increase and 21 opposed the sewer rate increase.**

Director Stockton asked closed the Public Hearing:

**A motion was made by Director Heald and seconded by Director Jackson to close the Public Hearing.** The motion passed by a unanimous rollcall vote: Ayes: Director Stockton, Havey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

Director Heald said, before the 2008 rate increase, it has been a long time between rate increases. She said at the time she protested the rate increase because she had a small cabin and didn't think she should be paying the same rate as someone with 10 bathroom and 20 bedrooms. She said, in retrospect, this District was not a good place for meters like the cities where costs could be spread out more. She also said she understood the reasons for the protests because she made the exact same protest. However, she saw no alternative but to increase the rates, in the proposed amounts, to balance the budget.



**A motion was made by Director Heald and seconded by Director Harvey to increase the rates by \$273.00 (\$202.00 for water and \$71.00 for sewer).** The motion passed by a unanimous rollcall vote: Ayes: Director Stockton, Havey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

#### **VI. Adjournment**

**A motion was made by Director Harvey and seconded by Director Heald to adjourn the meeting.** The motion passed by a unanimous rollcall vote: Ayes: Directors Stockton, Harvey, Heald, Jackson and Keatley. Noes; None; Abstentions: None; Absent: None.

The minutes were approved at the Regular Meeting held on September 14, 2023, as part of the Consent Items Calendar. A motion was made by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the Consent Items Calendar as presented. The motion passed by a \_\_\_\_\_ rollcall vote.



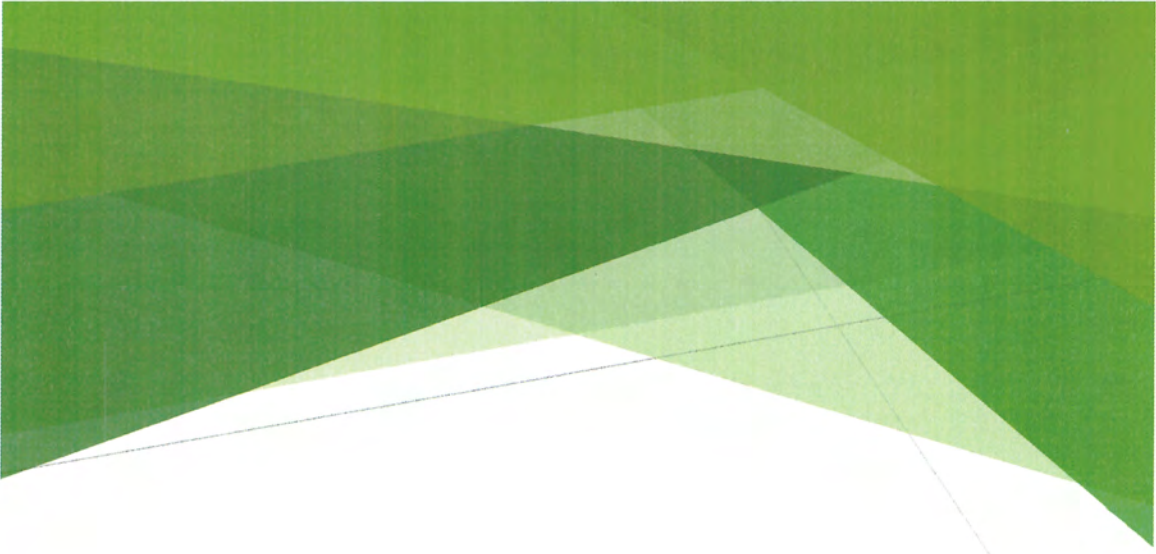
# PUBLIC HEARING

## Potential Rate Increase

August 17, 2023

# AGENDA

- ▲ Why is a Rate Increase Needed
- ▲ Overview of Current Budget
- ▲ Historical Rate History
- ▲ Proposed Water and Sewer Rate Increases
- ▲ What to Expect in the Future
- ▲ Questions



## WHY IS A RATE INCREASE NEEDED

- ▶ Succeeded in holding water and sewer rates constant since 2014
- ▶ Large increase in costs for water treatment chemicals
- ▶ Cost of living (Consumer Price Index, CPI) has increased by 29% since last increase
- ▶ There have not been smaller CPI based increases since 2014
- ▶ Increased cost for capital projects
- ▶ DSPUD costs have gone up, increasing our costs for wastewater treatment
- ▶ Last year deferred costs and received 1-yr payment

# OVERVIEW OF CURRENT BUDGET

	Water	Sewer	Total
<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
<b>Total operating revenues:</b>	<u>889,861</u>	<u>1,248,762</u>	<u>2,138,623</u>
<b>Operating Expenses:</b>			
Pumping	46,150		46,150
Treatment	522,730		522,730
Transmission and distribution	394,443		394,443
Administrative and general	231,815	231,815	463,630
Depreciation	150,000	120,000	270,000
Collection	-	508,286	508,286
Disposal	-	557,000	557,000
<b>Total operating expenses:</b>	<u>1,345,138</u>	<u>1,417,101</u>	<u>2,762,239</u>
<b>Operating income (loss):</b>	<u>(455,277)</u>	<u>(168,339)</u>	<u>(623,616)</u>
<b>Non-operating revenues (expenses):</b>			
Property Taxes	275,000	275,000	550,000
Interest income	10,000	10,000	20,000
Interest expense		(109,500)	(109,500)
Capital processing costs		(40,000)	(40,000)
<b>Total Non-OP revenues (expenses):</b>	<u>285,000</u>	<u>135,500</u>	<u>420,500</u>
<b>Fiscal Year BUDGET 2023/2024 Surplus/(Deficit)</b>	<u>(170,277)</u>	<u>(32,839)</u>	<u>(203,116)</u>
<b>Debt: 10% Covenant - USDA Revenue Bond</b>	<u>(170,277)</u>	<u>(27,000)</u>	<u>(27,000)</u>
		<u>(59,839)</u>	<u>(230,116)</u>
<b>Deficit Per Connection at 844 connections</b>	<u>\$ (202)</u>	<u>\$ (71)</u>	<u>\$ (273)</u>

# HISTORIC RATE HISTORY

ORDINANCE NO.	DATE	ANNUAL WATER/SEWER SERVICE FEES			Total
		WATER	SEWER		
17	4/30/1970	35.00	20.00		55.00
23	4/10/1978	70.00	40.00		110.00
29	4/26/1982	165.00	55.00		220.00
34	5/1/1984	165.00	165.00		330.00
36	5/1/1985	220.00	275.00		495.00
40	5/29/1987	-	-		-
43	1/5/1991	-	-		-
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0	1991/1992	270.00	405.00		675.00
0	1992/1993	280.00	420.00		700.00
54	5/27/1995	336.00	-		336.00
55	7/15/1995	-	-		-
58	7/1/1997	336.00	420.00		756.00
63	8/20/2000	400.00	-		400.00
67	5/25/2002	595.00	-		595.00
75	5/12/2006	701.00	629.00		1,330.00
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83	6/13/2008	-	-		-
87	8/14/2009	964.00	863.00		1,827.00
Resolution No.					
2011-799	7/8/2011	1,044.00	983.00		2,027.00
2012-808	8/4/2012	1,044.00	1,448.00		2,492.00

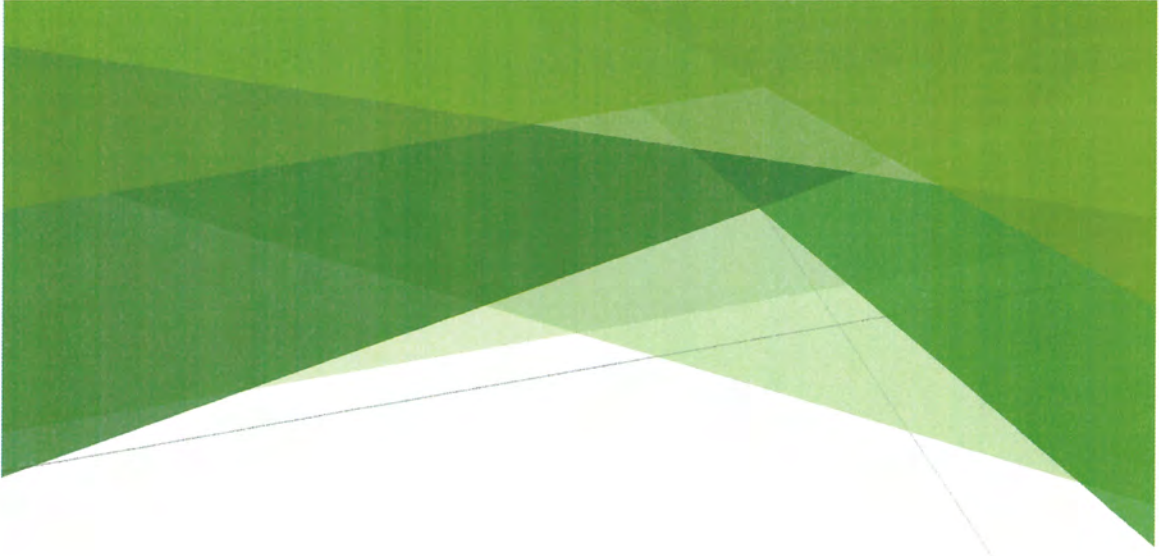
# PROPOSED WATER AND SEWER RATE INCREASE

	<u>Current Annual Rate</u>	<u>Proposed Annual Increase</u>	<u>Proposed Annual Rate</u>
Sewer	\$1448	\$71	\$1519
Water	\$1044	\$202	\$1246
Total	\$2492	\$273	\$2765

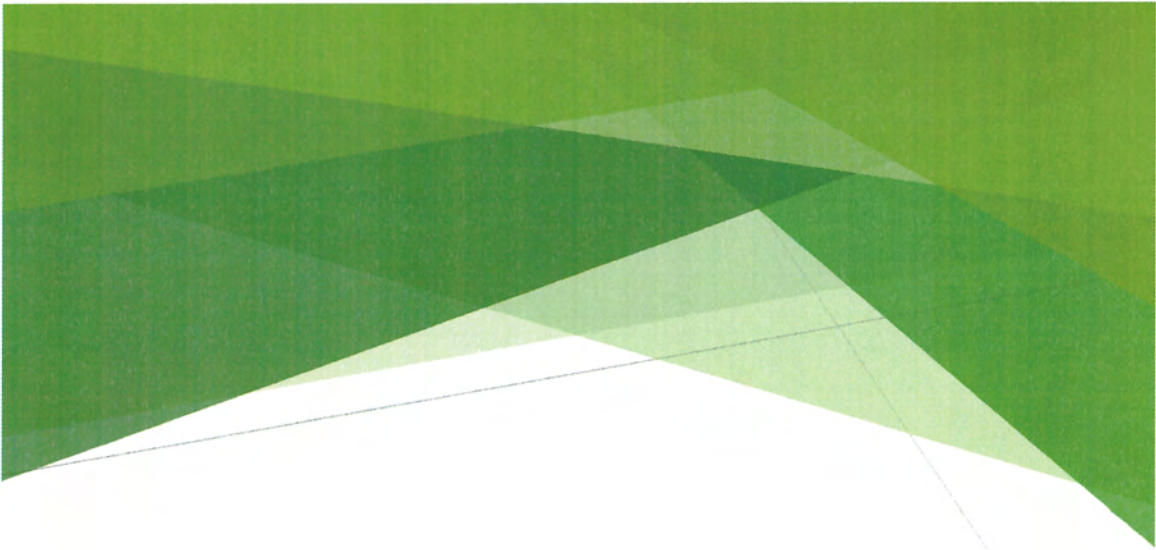
Consumer price index increase since 2012 = 29%  
Proposed total increase = 11%

## WHAT TO EXPECT IN THE FUTURE

- ▶ Utility Water and Wastewater Master Plan
- ▶ Capital Improvement Plan for water and wastewater
- ▶ Five-Year Financial Plan
  - ▶ Schedule projects over extended period
  - ▶ Assumption on CPI increases
- ▶ Public Information







# QUESTIONS?



Sierra Lakes County Water District  
 Check Registers  
 August 2023

9:04 AM  
 07/08/22  
 Accrual Basis

<b>1002 - DEMAND Account</b>			
<b>RECONCILIATION:</b>			
8/1/2023	Beginning Cash Balance		589,025.31
	Deposits		534,256.55
	Property Taxes Received	96.57	
	Deposit - Interest	10,875.50	
	Assessments transferred to Assessment District	(10,875.50)	
	Transfer Assessments Received to Assessment District	(250,090.43)	
	<b>DEMAND ACCOUNT DISBURSEMENTS:</b>		
8/31/2023	Ending Cash Balance		<u>873,288.00</u>
<b>1031 - GASB 45--OPEB Account - Flow through account to LAIF</b>			
<b>RECONCILIATION:</b>			
8/1/2023	Beginning Cash Balance	163.24	
	Deposit - Interest	0.02	
	Funds Transferred To/From Investment Account	-	
8/31/2023	Ending Cash Balance	<u>163.26</u>	
<b>Placer County Treasurer's Fund - for Capital Projects</b>			
<b>RECONCILIATION:</b>			
8/1/2023	Beginning Cash Balance	933,419.95	
	Deposit - Interest	2,223.43	
	Funds Transferred To/From Investment Account		
8/31/2023	Ending Cash Balance	<u>935,643.38</u>	
<b>Local Area Investment Fund (LAIF) - for Unfunded OPEB Liabilities</b>			
<b>RECONCILIATION:</b>			
8/1/2023	Beginning Cash Balance	879,778.76	
	Deposit - Interest	-	
	Funds Transferred To/From Investment Account - Annual OPEB Funding		
8/31/2023	Ending Cash Balance	<u>879,778.76</u>	
<b>Assessment District 2011-01</b>			
<b>RECONCILIATION:</b>			
8/1/2023	Beginning Cash Balance	678,653.05	
	Assessments Received	10,875.50	
	Deposit - Interest	86.64	
	Disbursements - USDA	-	
8/31/2023	Ending Cash Balance	<u>689,615.19</u>	

Sierra Lakes County Water District  
Check Registers  
August 2023

Type	Date	Num	Name	Memo	Amount
1002 - US Bank - Demand					
Bill Pmt -Check	08/23/2023	8499	Dowl	General Services & Utility Master Plan	(60,700.75)
Bill Pmt -Check	08/08/2023	8473	Donner Summit Public Utility District	Aug 2023 WWTF Fees	(43,725.25)
Bill Pmt -Check	08/08/2023	8467	ACWA/Joint Powers Insurance Authority	7/1/23 to 6/30/24 Property Program Ins	(11,827.04)
Check	08/28/2023		Sierra Lakes County Water District	To transfer Assessments received from Placer County	(10,875.50)
Bill Pmt -Check	08/08/2023	8474	Dowl	Master Utility Plan & General Services	(10,535.00)
Bill Pmt -Check	08/08/2023	8478	Mountain Pipeline	TV Sewer Mains	(10,407.50)
Liability Check	08/17/2023		QuickBooks Payroll Service	Created by Payroll Service on 08/16/2023	(9,397.90)
Bill Pmt -Check	08/08/2023		Anna M Nickerson LLC	Direct Deposit	(9,024.00)
Bill Pmt -Check	08/08/2023	MED082023	Public Employees' Retirement System (Med)	Medical - 1347	(8,969.35)
Bill Pmt -Check	08/10/2023		Shauna Loranee	July 2023 Professional Fees	(8,050.00)
Bill Pmt -Check	08/08/2023	8489	Suburban Propane	Propane - 7305 Short Rd	(5,912.04)
Bill Pmt -Check	08/23/2023	082323	Anna M Nickerson LLC	Professional Fees 8/1/23 to 8/15/23	(5,472.00)
Liability Check	08/31/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1075455194	(5,345.00)
Liability Check	08/16/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -377529706	(4,861.10)
Bill Pmt -Check	08/17/2023	21755	Alpine Power Equipment	Snow Blower	(4,181.68)
Liability Check	08/08/2023	RET072023	Public Employees' Retirement System (Ret)	Retirement - 1347	(4,173.18)
Bill Pmt -Check	08/08/2023	8481-8486	Pacific Gas & Electric	Electricity	(3,902.03)
Bill Pmt -Check	08/08/2023	8472	Central Square	Annual Lucity Lic Fee	(3,842.75)
Bill Pmt -Check	08/08/2023	8492	U.S. Bank (CC)	Uniform, Office, Postage, Filter Plant & gas \$1,094.55	(3,595.16)
Bill Pmt -Check	08/08/2023	8496	Western Nevada Supply Co.	Well Parts	(3,123.16)
Bill Pmt -Check	08/08/2023	8469	Applied Process Equipment	Flow Meter	(3,110.25)
Check	08/02/2023		BluePay	Merchant Fees	(3,047.52)
Bill Pmt -Check	08/23/2023	8500	Kronick Moskovitz Tiedemann & Girard	July 2023 Legal Fees	(2,479.89)
Bill Pmt -Check	08/23/2023	8503-8504	Pacific Gas & Electric	Electricity	(2,153.31)
Bill Pmt -Check	08/17/2023	21757	Heavy Equip Inc.	1161 Lake Dr sewer excavation	(2,005.00)
Bill Pmt -Check	08/10/2023	21754	Tahoe Prosperity Center	Donation for Serene Lakes ALERTWildlife Camera	(2,000.00)
Liability Check	08/22/2023		QuickBooks Payroll Service	Created by Payroll Service on 08/18/2023	(1,725.17)
Bill Pmt -Check	08/08/2023	8488	Sierra Mountain Pipe & Supply	PVC for well & backflow device	(1,577.57)
Bill Pmt -Check	08/08/2023	8476	Logically	Cyber monitoring service	(1,347.59)
Liability Check	08/31/2023	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1075433194	(1,282.09)
Bill Pmt -Check	08/23/2023	8501	Logically	Cyber monitoring service	(1,281.53)
Liability Check	08/16/2023	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -377543706	(1,141.76)
Bill Pmt -Check	08/17/2023	21756	Austral Engineering, Inc.	Water Tank Railing & Filter Plant Grating	(1,000.00)
Bill Pmt -Check	08/08/2023	8491	Thatcher Company, Inc.	Filter Plant Chemicals	(988.41)
Bill Pmt -Check	08/08/2023	8495	Western Environmental Testing Laboratory	Filter Plant Testing	(885.75)
Bill Pmt -Check	08/08/2023	8471	Badger Meter	Monthly Service Fees	(668.39)
Bill Pmt -Check	08/08/2023	8497	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(662.48)
Liability Check	08/18/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 544261194	(649.42)
Bill Pmt -Check	08/10/2023		Paul A. Schultz, P.E. (Corp)	July 2023 Professional Fees	(612.50)
Bill Pmt -Check	08/08/2023	8468	Quinn Cleaning Services	Office Cleaning	(480.00)
Bill Pmt -Check	08/08/2023	8477	Mountain Hardware	Misc tools & well parts	(432.84)
Bill Pmt -Check	08/23/2023	8507	YFR Tree & Land Management, Inc.	1122 Island Arborist Report	(414.00)
Bill Pmt -Check	08/08/2023	8475	Industrial Scientific Corp	iNet Monthly Usage Fee	(394.34)
Bill Pmt -Check	08/23/2023	8502	Mountain Hardware	Well Project Parts	(358.03)
Bill Pmt -Check	08/08/2023	8493	Underground Service Alert	Annual Membership	(300.00)

Sierra Lakes County Water District  
Check Registers  
August 2023

1002 - US Bank - Demand						
Bill Pmt -Check	08/23/2023	8506	Western Nevada Supply Co.	Well Project Parts	(292.75)	
Bill Pmt -Check	08/08/2023	8487	Placer County Human Resources	Aug 2023 Dental/Vision Premium	(285.11)	
Liability Check	08/17/2023		QuickBooks Payroll Service	Created by Payroll Service on 08/16/2023	(277.24)	
Bill Pmt -Check	08/08/2023	8490	Syndeo LLC Broadvoice	Telephone	(244.76)	
Bill Pmt -Check	08/08/2023	8479	New Leaders	Website updates	(218.75)	
Liability Check	08/18/2023	E-pay	Employment Development Department	499-0546-6 QB Tracking # 544252194	(147.00)	
Bill Pmt -Check	08/23/2023	8498	AT&T	Telephone	(116.96)	
Bill Pmt -Check	08/08/2023	8470	AT&T	Telephone	(116.45)	
Bill Pmt -Check	08/08/2023	8494	Verizon Wireless	Cell Phone & iPad	(95.51)	
Bill Pmt -Check	08/23/2023	8505	Sierra Mountain Pipe & Supply	Well Project Parts	(83.30)	
Bill Pmt -Check	08/08/2023	8480	O'Reilly	Gapvac/Truck Parts	(78.47)	
Liability Check	08/16/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # -371851706	(45.58)	
Bill Pmt -Check	08/10/2023	21753	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(15.24)	
Check	08/09/2023		QuickBooks Payroll Service	Created by Direct Deposit Service on 08/07/2023	(3.50)	
Liability Check	08/16/2023	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # -371886706	(2.68)	
Check	08/07/2023		QuickBooks Payroll Service	Created by Direct Deposit Service on 08/04/2023	(1.75)	
Check	08/22/2023		QuickBooks Payroll Service	Created by Direct Deposit Service on 08/21/2023	(1.75)	
Check	08/05/2023		BluePay	Merchant Fees	(0.90)	
Paycheck	08/01/2023	DD1144	Brian Lundgren	Direct Deposit: Pay Period Ending 7/31/23	-	
Paycheck	08/01/2023	DD1145	Matthew M Marriner	Direct Deposit: Pay Period Ending 7/31/23	-	
Paycheck	08/01/2023	DD1146	Patrick J Baird	Direct Deposit: Pay Period Ending 7/31/23	-	
Paycheck	08/18/2023	DD1147	Brian Lundgren	Direct Deposit: Pay Period Ending 8/15/23	-	
Paycheck	08/18/2023	DD1148	Matthew M Marriner	Direct Deposit: Pay Period Ending 8/15/23	-	
Paycheck	08/18/2023	DD1149	Patrick J Baird	Direct Deposit: Pay Period Ending 8/15/23	-	
Paycheck	08/18/2023	DD1150	Brian Lundgren	Direct Deposit: Pay Period Ending 8/15/23	-	
Paycheck	08/23/2023	DD1151	Cynthia J Jackson {Salary}	Direct Deposit: 8/10/23 Regular Meeting & 8/17/23 Special Meeting	-	
Paycheck	08/23/2023	DD1152	Dan L Stockton {Salary}	Direct Deposit: 8/10/23 Regular Meeting & 8/17/23 Special Meeting	-	
Paycheck	08/23/2023	DD1153	David M Keatley {Salary}	Direct Deposit: 8/10/23 Regular Meeting & 8/17/23 Special Meeting	-	
Paycheck	08/23/2023	DD1155	Karen Heald {Salary}	Direct Deposit: 8/10/23 Regular Meeting & 8/17/23 Special Meeting	-	
Paycheck	08/23/2023	DD1154	Jon Harvey {Salary}	Direct Deposit: 8/17/23 Special Meeting	-	
Total 1002 - US Bank - Demand					(260,965.93)	
<b>TOTAL</b>					<b>(260,965.93)</b>	

Sierra Lakes County Water District  
Director's Payroll Summary

August 2023

	Cynthia J Jackson {Sala...	Dan L Stockton {Salary}	David M Keatley {Salary}	Jon Harvey {Salary}	Karen Heald {Salary}	TOTAL
Employee Wages, Taxes and Adjust...						
Gross Pay						
Salary Director	360.00	360.00	360.00	180.00	360.00	1,620.00
Total Gross Pay	360.00	360.00	360.00	180.00	360.00	1,620.00
Adjusted Gross Pay	360.00	360.00	360.00	180.00	360.00	1,620.00
Taxes Withheld						
Federal Withholding	0.00	-36.00	0.00	0.00	-365.56	-401.56
Medicare (Employee)	-5.22	-5.22	-5.22	-2.61	-5.22	-23.49
Social Security (Employee)	-22.32	-22.32	-22.32	-11.16	-22.32	-100.44
State Withholding	0.00	-36.00	0.00	0.00	-111.00	-147.00
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00	0.00
Total Taxes Withheld	-27.54	-99.54	-27.54	-13.77	-504.10	-672.49
Additions to Net Pay						
Director Mileage Reimbursement	0.00	393.00	230.56	0.00	144.10	767.66
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
Total Additions to Net Pay	0.00	393.00	230.56	0.00	144.10	767.66
Net Pay	332.46	653.46	563.02	166.23	0.00	1,715.17
Employer Taxes and Contributions						
Medicare (District)	5.22	5.22	5.22	2.61	5.22	23.49
Social Security (District)	22.32	22.32	22.32	11.16	22.32	100.44
Total Employer Taxes and Contribu...	27.54	27.54	27.54	13.77	27.54	123.93

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 8/31/23	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget
<b>Water Sewer Revenues</b>								
8000-01 - Annual Water Fees	73,428	73,428	-	100%	146,856	146,856	-	100%
Approved Water Fees Increase								
8000-02 - Annual Sewer Fees	101,843	101,843	-	100%	203,685	203,685	-	100%
Approved Sewer Fees Increase								
8030 - Property Taxes	32,228	30,000	2,228	107%	32,228	30,000	2,228	107%
8050 - Customer Late Fees	(260)	-	(260)	100%	(281)	-	(281)	100%
8005 - Primary Facilities Fees - Sewer	-	-	-	0%	-	-	-	0%
8006 - Primary Facilities Fees - Water	-	-	-	0%	-	-	-	0%
8052 - GAPVAX Services	-	-	-	0%	-	-	-	0%
8020 - Other Income	2,322	1,667	655	139%	4,469	3,334	1,135	134%
Total Revenues Received:	209,560	206,938	2,622	101%	386,958	383,875	3,082	101%
<b>Controllable Expenses:</b>								
<u>Salaries:</u>								
9001 - Director Salaries	1,620	1,800	180	90%	2,520	3,600	1,080	70%
9003 - Maintenance Salaries				0%				0%
9003-01 - Maint Hourly Regular	28,807	29,440	633	98%	55,853	58,880	3,027	95%
9003-02 - Maint Overtime	652	1,250	599	52%	1,625	2,500	875	65%
9003-03 - Maint Standby	2,180	2,197	17	99%	4,480	4,394	(86)	102%
9003-00 - Maint Salaries - Other	-	-	-	0%	-	-	-	0%
9003-04 - Labor Allocated to Projects	(6,061)	-	6,061	100%	(6,865)	-	6,865	100%
Total 9000 - Salaries	27,197	34,687	7,490	78%	57,612	69,374	11,762	83%
<u>Payroll Expense</u>								
9005 - Payroll Expense - SS & Medicare	2,544	2,654	110	96%	4,933	5,308	375	93%
9007 - Payroll Expense - SUI & ETT	-	329	329	0%	(147)	658	805	(22%)
9008 - Payroll Expense - Retirement	2,871	2,612	(259)	110%	4,948	5,225	277	95%
9009 - Payroll Expense - Medical & D/V	9,254	9,708	454	95%	18,510	19,416	906	95%
9010 - Payroll Expense - Workers' Comp	-	-	-	0%	-	-	-	0%
Total 9004 - Payroll Expense	14,670	15,303	633	96%	28,244	30,607	2,363	92%
<u>Indirect &amp; G&amp;A</u>								
9012 - Legal Expense:	2,614	2,500	(114)	105%	2,614	5,000	2,386	52%
9013 - Audit Expense	-	-	-	0%	-	-	-	0%
9014 - Fees & Penalties	30	165	135	18%	83	330	247	25%
9016 - Directors' Expense	768	417	(351)	184%	1,195	834	(361)	143%
9017 - Professional Fees - Operations	15,225	22,083	6,858	69%	23,888	44,166	20,279	54%
9018 - Professional Fees - Office	11,664	11,440	(224)	102%	20,688	22,880	2,192	90%
9019 - Staff Travel/Training	2,050	750	(1,300)	273%	2,123	1,500	(623)	142%
9022 - Election Expense	-	-	-	0%	-	-	-	0%
9023 - Insurance Expense	444	-	(444)	100%	12,271	12,000	(271)	102%
9024 - Membership Expense	-	6,500	6,500	0%	410	7,000	6,590	6%
9026 - Outside Services	480	283	(197)	170%	480	566	86	85%
9028 - Telephone Expense	578	845	267	68%	1,154	1,690	536	68%
9029 - Garbage/Hazmat Expense	346	458	112	76%	346	916	570	38%
9030 - Uniform Expense	806	500	(306)	161%	806	750	(56)	107%
Total 9004 - Payroll Expense	204,143	204,143	-	100%	421,235	421,235	-	100%
Total 9004 - Payroll Expense	204,143	204,143	-	100%	421,235	421,235	-	100%
Total 9004 - Payroll Expense	204,143	204,143	-	100%	421,235	421,235	-	100%

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

10:43 AM  
 9/7/2023  
 Accrual Basis

	MONTH TO DATE			YEAR TO DATE			ANNUAL BUDGET			
	Month End 8/31/23	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-24 Budget	% of Budget
9034 · Propane Expense	39	500	461	8%	39	1,792	1,753	2%	15,500	0%
9036 · SCADA System Expense	-	-	-	0%	-	-	-	0%	4,000	0%
9037 · M&O Asset Mgmt Sys (Lucy)	-	-	-	0%	3,843	3,000	(843)	128%	3,000	128%
9040 · Office Expense	(30)	250	280	(12%)	101	500	399	20%	3,000	3%
9041 · Postage Expense	-	-	-	0%	100	-	(100)	100%	2,000	5%
9042 · Postage Meter Expense	262	325	63	81%	262	325	63	81%	1,300	20%
9043 · Copier & Fax Expense	-	79	79	0%	-	158	158	0%	950	0%
9044 · Computer Equipment & Service										
9044-01 · General Expense	1,402	2,177	775	64%	2,972	4,354	1,382	68%	26,120	11%
9044-02 · Website Design	-	-	-	0%	-	-	-	0%	3,000	0%
9044-03 · Merchant Fees	3,305	3,004	(301)	110%	7,222	6,008	(1,214)	120%	36,043	20%
Total 9011 · Indirect & G&A	39,982	52,276	12,294	76%	80,596	113,769	33,173	71%	633,056	13%
<b>MAINTENANCE &amp; OPERATIONS</b>										
<u>Water Treatment &amp; Filter Plant</u>										
9101 · Filter Plant Operations & Maint	369	667	298	55%	1,475	1,334	(141)	111%	8,000	18%
9102 · Filter Plant-Chems, Lab & Equip	1,996	3,750	1,754	53%	3,871	7,500	3,629	52%	45,000	9%
9103 · Filter - Water Pumping Plant M&O	-	167	167	0%	-	334	334	0%	2,000	0%
9104 · Well Pump Station Expense	-	-	-	0%	-	-	-	0%	15,000	0%
Total 9100 · Water Treatment & Filter Plant	2,365	4,584	2,219	52%	5,345	9,168	3,823	58%	70,000	8%
<u>Water Distribution</u>										
9201 · Water Dist - General Maint	-	833	833	0%	274	1,666	1,392	16%	10,000	3%
9202 · Water Dist - Pipes & Fittings	-	208	208	0%	-	416	416	0%	2,500	0%
9203 · Water Dist - Hydrant Maint	-	208	208	0%	-	416	416	0%	2,500	0%
9204 · Fees - Water	-	1,000	1,000	0%	1,313	2,000	687	66%	17,870	7%
9205 · Water Dist - Electricity	3,074	3,846	772	80%	6,360	7,692	1,332	83%	46,150	14%
9600 · Water Dist - Meters/Parts	-	167	167	0%	-	334	334	0%	2,000	0%
9601 · Water Conservation	-	-	-	0%	-	-	-	0%	1,000	0%
Total 9200 · Water Distribution	3,074	6,262	3,188	49%	7,947	12,524	4,577	63%	82,020	10%
<u>Wastewater Collection System</u>										
9301 · Wastewater - General Maint	2,005	1,167	(838)	172%	2,005	2,334	329	86%	14,000	14%
9302 · Wastewater - Pipes/Fittings	-	83	83	0%	-	166	166	0%	1,000	0%
9303 · Wastewater- Enzymes/Lab Testing	-	333	333	0%	-	666	666	0%	4,000	0%
9304 · Wastewater - Manholes	-	500	500	0%	-	500	500	0%	500	0%
9305 · Fees - Sewer	-	833	833	0%	1,313	1,666	353	79%	10,000	13%
9306 · Wastewater - Electricity	710	2,083	1,373	34%	3,376	4,166	790	81%	25,000	14%
9700-01 · Wastewater Export Service Exp(Refund)	-	-	-	0%	-	-	-	0%	32,000	0%
9700 · Wastewater- Export Service Exp	43,725	43,750	25	100%	87,450	87,500	50	100%	525,000	17%
Total 9300 · Wastewater Collection System	46,440	48,749	2,309	95%	94,145	96,998	2,853	97%	611,500	15%
<u>Vehicle Expense</u>										
9501 · Gasoline/Diesel	1,250	2,083	833	60%	2,344	4,166	1,822	56%	25,000	9%
9502 · Pickups	-	1,000	1,000	0%	-	1,000	1,000	0%	4,000	0%
9503 · Gapvac	-	1,000	1,000	0%	-	1,000	1,000	0%	5,000	0%
9504 · Backhoe	-	500	500	0%	-	500	500	0%	3,000	0%

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

10:43 AM  
 9/7/2023  
 Accrual Basis

	MONTH TO DATE			YEAR TO DATE			ANNUAL BUDGET			
	Month End 8/31/23	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-24 Budget	% of Budget
9505 · Vehicle Maint Supplies	-	292	292	0%	489	584	95	84%	3,500	14%
Total 9500 · Vehicle Expense	1,250	4,875	3,625	26%	2,834	7,250	4,416	39%	40,500	7%
<b>Project Expenses</b>										
9811 · Replace Sewer Mainline	-	-	-	0%	-	-	-	0%	-	0%
9812 · Spot Repairs of Sewer Mainline & Laterals	6,138	2,000	(4,138)	307%	6,138	2,000	(4,138)	307%	10,000	0%
9813 · Repair of Sewer Manholes at Various Locations	-	9,000	9,000	0%	-	9,000	9,000	0%	50,000	0%
9814 · Adj Sewer Manholes to Grade	-	1,500	1,500	0%	-	1,500	1,500	0%	3,000	0%
9815 · Misc Sewer Pump Station Upgrade	-	1,000	1,000	0%	-	1,000	1,000	0%	5,000	0%
9817 · TV Gravity Sewer System	-	10,000	10,000	0%	10,408	20,000	9,593	52%	20,000	52%
9818 · Misc Water System Improvements	654	-	(654)	100%	8,931	5,000	(3,931)	179%	5,000	179%
9819 · Adj Water Valve Boxes to Street Grade	-	1,000	1,000	0%	-	1,000	1,000	0%	5,000	0%
9820 · Misc Upgrades Water Pump Stations	-	-	-	0%	-	-	-	0%	-	0%
9821 · Automatic Meter Read System	6,766	1,667	(5,099)	406%	8,238	3,334	(4,904)	247%	20,000	41%
9822 · Misc Jobs - Safety Tools Bldgs	7,168	5,292	(1,876)	135%	7,879	10,584	2,705	74%	63,500	12%
9824 · Lake Management	414	1,300	886	32%	414	2,600	2,186	16%	16,000	0%
9825 · HOTFaP	-	-	-	0%	-	-	-	0%	2,500	0%
9826 · Contemporary Water Quality	-	10,800	10,800	0%	-	21,600	21,600	0%	64,785	0%
9827 · District Engineer Services	863	12,500	11,638	7%	863	25,000	24,138	3%	150,000	1%
9915 · Misc. Projects	2,000	1,250	(750)	160%	2,000	2,500	500	80%	15,000	13%
Total 9800 · Project Expenses	24,002	57,309	33,307	42%	44,870	105,118	60,248	43%	429,785	10%
<b>Total Controllable Expenses</b>	<b>158,981</b>	<b>224,045</b>	<b>65,064</b>	<b>71%</b>	<b>321,593</b>	<b>444,808</b>	<b>123,215</b>	<b>72%</b>	<b>2,492,239</b>	<b>13%</b>
<b>Non-Controllable Income/Expenses:</b>										
<b>Other Expenses</b>										
9900 · Debt - Interest	-	-	-	0%	-	-	-	0%	109,000	0%
9906 · USDA Revenue Bonds	-	-	-	0%	-	-	-	0%	500	0%
9908 · Int on Assessment-7207 Palisade	-	-	-	0%	-	-	-	0%	109,500	0%
Total 9900 · Debt - Interest	-	-	-	0%	-	-	-	0%	-	-
9920 · Depreciation	-	-	-	0%	-	-	-	0%	-	-
9921 · Depreciation - Water	14,883	12,500	(2,383)	119%	29,765	25,000	(4,765)	119%	150,000	20%
9922 · Depreciation - Sewer	13,120	10,000	(3,120)	131%	26,239	20,000	(6,239)	131%	120,000	22%
Total 9920 · Depreciation	28,002	22,500	(5,502)	124%	56,005	45,000	(11,005)	124%	270,000	21%
9950 · SLCWD Share - DSPUD Capital Costs	-	-	-	0%	-	-	-	0%	40,000	0%
9999 · Clearing Account	-	-	-	0%	-	-	-	0%	-	-
Total Non-Controllable Expenses	28,002	22,500	(5,502)	124%	56,005	45,000	(11,005)	124%	419,500	13%
<b>TOTAL DISTRICT EXPENSES:</b>	<b>186,983</b>	<b>246,545</b>	<b>59,562</b>	<b>76%</b>	<b>377,597</b>	<b>489,808</b>	<b>112,211</b>	<b>77%</b>	<b>2,911,739</b>	<b>13%</b>
<b>EARNED OPERATING REVENUE LESS EXPENSES:</b>	<b>22,577</b>	<b>(39,607)</b>	<b>62,184</b>		<b>9,360</b>	<b>(105,933)</b>	<b>115,293</b>		<b>27,023</b>	



**Fiscal Year 2023-24 Capital Expenditures:**

	<u>Budget:</u>	<u>Incurred:</u>
3002 - New SCADA Computer/Programming	\$ 21,500.00	-
3004 - Bales Generator Replacement	\$ 55,000.00	-
3028 - Vehicles: Truck Replacement	\$ 100,000.00	-
3105 - Fire Hydrant Replacement (2 ea.)	\$ 24,000.00	-
3027/3011 Filter Plant Modification - Service Bay Furnace Replacement	\$ 15,000.00	-
3027/3011 Filter Plant Modification - Emergency Generator Wiring	\$ 20,000.00	-
Filter Room Grating and Tank Railing	\$ 30,000.00	-
Utility Master Plan	\$ 195,477.25	58,838.25
<b>Total Capital Projects</b>	<b>\$ 460,977.25</b>	<b>\$ 58,838.25</b>

**Placer County Treasury Fund**

8/1/2023	Beginning Balance	\$ 933,419.95
	Interest	\$ 2,223.43

***Transfers to Operating Account:***

8/31/2023	Available Funds	<u>\$ 935,643.38</u>
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Sierra Lakes County Water District  
Cash Source and Application of Funds  
Operating Budget  
in \$000's

ACTUAL Aug-23	Forecast Aug-23	Forecast Sep-23	Forecast Oct-23	Forecast Nov-23	Forecast Dec-23	Forecast Jan-24	Forecast Feb-24	Forecast Mar-24	Forecast Apr-24	Forecast May-24	Forecast Jun-24	Forecast Jul-24
589	589	873	625	401	417	335	451	417	175	94	285	80

**Beginning Operating Cash Balance:**

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

**Revenues:**

- Sewer & Water Service Fees
- Placer County Taxes
- Primary Facilities Fees
- Misc Other Income

**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 Cost Sharing

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

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

- Moved/From Placer Co. Treasurer's Fund
- GASB 45 - OPEB Annual Funding

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

**Ending OPERATING ACCOUNT Cash Balance:**

502	350	200	100	250	150	150	200	200	200	200	200	200
32	25	-	10	-	-	300	-	-	-	215	-	-
		4	-	-	-	-	-	-	9	10	10	-
	1		1	1	3	1	1	3	1	1	3	-
(184)	(235)	(235)	(235)	(235)	(235)	(235)	(235)	(235)	(235)	(235)	(230)	(180)
(66)	(100)	(50)	(100)	(100)	(100)	(100)	(34)	(32)	(56)	-	(40)	(40)
284	141	(81)	(224)	16	(82)	116	(81)	(165)	191	170		

(59)	-	-	-	-	-	-	-	(210)	-	-	-	-
(59)	-	-	-	-	-	-	-	(210)	-	-	(40)	(40)

-	-	-	-	-	-	-	-	-	-	-	-	-
(108)	(54)	-	-	-	-	-	-	-	-	-	-	-
(108)	(54)	-	-	-	-	-	-	-	-	-	-	-

873	676	625	401	417	335	451	417	175	94	285	80	250
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SIERRA LAKES COUNTY WATER DISTRICT - FIVE YEAR CASH FLOW PROJECTION  
2021/2022 - 2025/2026  
in \$000's

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**Beginning OPERATING Cash Balance:**

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

<b>Revenues:</b>	
Water/Sewer Service Fees	2,092
Proposed Rate Increase	230
Placer County Tax	571
Primary Facilities Fees	39
Misc Other Income: Int & Fees	289
<b>Expenses:</b>	
Operating Expenses	(2,236)
Sierra Plant - Capital Projects	(2,510)

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

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

CA Bank & Trust Loan Principal & Interest	-
USDA Revenue Bond Loan	(269)
Additional WWTP Costs - Prior Years	(134)
DSPUD Cost Sharing	(40)

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

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

Total Cash Provided/(Used) by Investment Activities:	
Moved to Placer Co. Treasurer's Fund	2,100
Annual GASB 45 Funding - OPEB - Moved to LAIF	(54)

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

**Ending OPERATING Cash Balance:**

ACTUAL 2022/2023	FORECAST 2023/2024	Forecast 2024/2025	Forecast 2025/2026	Forecast 2026/2027
629	517	80	365	419
2,092	2,103	2,306	2,306	2,306
-	230			
571	550	550	550	550
39	30	29	29	29
289	20	20	20	20
(2,236)	(2,492)	(2,617)	(2,748)	(2,885)
(2,510)	(460)	(150)	(150)	(150)
(1,755)	(19)	138	7	(130)
-	-	-	-	-
(269)	(270)	(269)	(270)	(270)
(134)	-	-	-	-
	(40)	(30)	(30)	(30)
(403)	(310)	(299)	(300)	(300)
-				
2,100	(108)	500	400	-
(54)		(54)	(53)	-
2,046	(108)	446	347	-
517	80	365	419	(12)

amn  
 9/7/2023  
 11:49 AM

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

Vendor	Inv # / Inv Date	Invoice Amount
<u>Shuana Lorange, P.E</u>	Invoice # 230831 Date 8/31/2023 For: <u>Aug 2023 Professional Fees &amp; Reimbursements</u>	14,000.00
<u>Paul A. Schultz, P.E. A CA Prof Corp</u>	Invoice # 230903 Date 8/31/2023 For: <u>Aug 2023 Professional Fees &amp; Reimbursements</u>	1,225.00
<u>Anna M Nickerson LLC</u>	Inv# 81523 Date 8/15/2023 For: <u>Professional Fees 8/1 to 8/15/23</u>	5,472.00
	Inv# 83123 Date 8/31/2023 For: <u>Professional Fees 8/16 to 8/31/2023</u>	6,192.00
<b>TOTAL ANNA NICKERSON LLC</b>		<b>11,664.00</b>
<u>Dowl (Farr West Engineering)</u>	Inv# R4653.2502-8 Date 8/4/2023 For: <u>Utility Master Plan</u>	59,838.25
	Inv# R4653.2502-9 Date 9/1/2023 For: <u>Utility Master Plan</u>	23,347.50
	Inv# R4653.2307-8 Date 8/4/2023 For: <u>General Services</u>	862.50
<b>TOTAL Dowl (Farr West Engineering)</b>		<b>84,048.25</b>
<b>TOTAL INVOICES FOR APPROVAL</b>		<b>110,937.25</b>

**SHAUNA LORANCE, P.E.**  
**Civil Engineering and Management**

RECEIVED AUG 8 1 2023

August 31, 2023

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INVOICE No. 230831

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Bill To:  
Sierra Lakes County Water District  
PO Box 1039  
Soda Springs, CA 95728

Hours	Description	Rate	Total
80	Professional Services August 1-30, 2023	\$175	\$14,000

Payment due within 45 days after receipt

Shauna Lorance  
10200 Hillview Road  
Newcastle, CA 95658

ACCOUNT NO 9017 + 14,000 -  
CHECK NO.  
CK DATE

APPROVED

SIERRA LAKES COUNTY WATER DISTRICT  
 Shauna Lorance, PE  
 August 2023 Invoice Detail

DATE	DESCRIPTION	HOURS
8/1	Research and meeting on Water and Sewer will serve for ice lodge; work on board packet and presentations (3 hours; 0 hours onsite)	3
8/2	Board packet; emails and misc admin tasks; presentations; (3 hours; 0 hours onsite)	3
8/3	Meeting with Arborist; administrative work onsite (3 hours onsite)	3
8/4	Board packet review; researching lodge will serve requirements; (3 hours onsite)	3
8/7	Update w/staff after his vacation; call w legal; board packet; emails (4 hours onsite)	4
8/8	Emails, etc. (1 hour; 0 hours onsite)	1
8/10	Research on ice lakes lodge and metering; research easement docs; site visits; Board Meeting; (9 hours onsite)	9
8/11	Research contracts; calls with staff; call with Mr. Au; repair of easement to tank; (4 hours; 0 hours onsite)	4
8/14	Coordination with staff; response letters to customers; engineering contracts; rate hearing presentation; (5 hours; 0 hours onsite)	5
8/15	Administrative tasks (1 hour; 0 hours onsite)	1
8/16	Hydrant snow clearing prep and mtg; rate hearing comments; Contracts; meeting with SLPOA and TFD on hydrants (6 hours, 5 hours on site)	6
8/17	Admin; board prep; Verizon phone number research; customer responses; Board policies (7 hours; 6 hours onsite)	7
8/21	Customer letters; board policies (2 hours; 0 hours onsite)	2
8/22	Engineering Contracts; meeting with PCWA and region 5; administrative work (6 hours onsite)	7
8/23	Call with SLPOA.; engineering contracts; phone calls w/staff (4 hours; 0 hours onsite)	4
8/25	Administrative tasks; discussion on pipeline break; claim rejection letter; (3 hours; 0 hours onsite)	3
8/28	New customer letter; admin tasks; maps for cellular; Board agenda; (4 hours; 0 hours onsite)	4
8/29	Administrative and coordination with staff; site visit on well filter; meeting with DOWL on water and sewer MP; site meeting on water line relocation; (8 hours onsite)	8
8/30	Administration and Coordination (1 hour; 0 hours onsite)	1
8/31	Review polices, procurement summary; prep for SLPOA labor day wknd; (2 hour; 0 hours onsite)	2
	TOTAL	80



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

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>
08/29/2023	Site visit to scope out repair of damaged 6-inch ACP water main near 7111 Soda Springs Road. (1.5 hrs. travel, 0.5 hrs. on-site)	2.0
08/31/2023	Design of repair for damaged 6-inch ACP water main near 7111 Soda Springs Road. (5.0 hrs. off-site)	5.0



**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: 081523  
 DATE: August 15, 2023

ACCOUNT NO: 9018 \$ 5,472.00  
 CHECK NO: 082323  
 CHECK DATE: 8/23/23  
 APPROVAL: \_\_\_\_\_

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmt District	M&O Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda/ Mtg Min /Packets	Total
8/1/2023	Off	0.0	\$96.00	\$ -											0
8/2/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Entered budget information and started month end.	5.0	\$96.00	\$ 480.00			2.5		1		1	0.5			5
8/3/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on month end.	5.0	\$96.00	\$ 480.00			3		1		0.5	0.5			5
8/4/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Board reports and board packets	6.5	\$96.00	\$ 624.00					0.5		1.5	1.5		3	6.5
8/7/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened & closes escrow and prepared summary of Rate Increase Protest letters.	5.0	\$96.00	\$ 480.00		1.5			1		0.5	0.5		1.5	5
8/8/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened & updated escrows	5.0	\$96.00	\$ 480.00		2			0.5		0.5	0.5	1.5		5
8/9/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened escrows, issued purchase orders and processed new vendor information.	5.0	\$96.00	\$ 480.00		1			1.5		2	0.5			5
8/10/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Backflow test updates, 1111 Soda Springs Rd escrow and status for S. Lorraine. Updated website pages	10.0	\$96.00	\$ 960.00		1	2		2		1	0.5	1.5		10
8/10/2023	Board Meeting	1.5	\$96.00	\$ 144.00										1.5	1.5
8/11/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed paperwork from board meeting.	4.0	\$96.00	\$ 384.00	2				1		0.5	0.5			4
8/14/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website and started Dowl contract reconciliation	5.0	\$96.00	\$ 480.00			2		0.5		0.5	0.5	1.5		5
8/15/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Closed escrows and updated databases. Finished Dowl contract reconciliation.	5.0	\$96.00	\$ 480.00		2	1.5		0.5		0.5	0.5			5
	<b>TOTALS</b>	<b>57.0</b>	<b>\$</b>	<b>\$ 5,472.00</b>	<b>4%</b>	<b>9%</b>	<b>11.0</b>	<b>0%</b>	<b>4%</b>	<b>17%</b>	<b>8.5</b>	<b>6.0</b>	<b>4.5</b>	<b>6.0</b>	<b>57.0</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**

INVOICE NO: 083123  
DATE: August 31, 2023

ACCOUNT NO: 9018 \$ 6,192.00  
CHECK NO: \_\_\_\_\_  
CHECK DATE: \_\_\_\_\_  
APPROVAL: \_\_\_\_\_

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Asmnt District	MGO Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg / Min / Packets	Total
8/16/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed payroll & quarterly payments.	5.0	\$96.00	\$ 480.00			1.5			2.5	0.5	0.5			5
8/17/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website, processed quarterly payments and processed escrows	10.5	\$96.00	\$ 1,008.00		2				5	1.5	0.5	1.5		10.5
8/17/2023	Public Hearing	1.0	\$96.00	\$ 96.00										1	1
8/18/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Process paperwork from board meeting and followed up on rejected and duplicate payments	4.0	\$96.00	\$ 384.00	0.5					2	1	0.5			4
8/21/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Filed and processed escrows	5.0	\$96.00	\$ 480.00	0.5	1.5				1	1.5	0.5			5
8/22/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Information requests & escrow updates/followups	5.0	\$96.00	\$ 480.00	1	1.5				1.5	0.5	0.5			5
8/23/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Filing	5.0	\$96.00	\$ 480.00	1					2	1.5	0.5			5
8/24/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Escrow updates/followups and website updates	5.0	\$96.00	\$ 480.00		1				1.5	0.5	0.5	1.5		5
8/25/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Escrow updates/followups and minutes.	4.0	\$96.00	\$ 384.00		0.5				0.5	0.5	0.5		2	4
8/28/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Worked on minutes	5.0	\$96.00	\$ 480.00		1				0.5	0.5	0.5		2.5	5
8/29/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed escrows and updated data bases	5.0	\$96.00	\$ 480.00		1				2	0.5	0.5		1	5
8/30/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website, processed payroll and update escrows	5.0	\$96.00	\$ 480.00		0.5	1			1	0.5	0.5	1.5		5
8/31/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Started Month End	5.0	\$96.00	\$ 480.00			3.5			0.5	0.5	0.5			5
	<b>TOTALS</b>	<b>64.5</b>	<b>\$</b>	<b>6,192.00</b>	<b>3.0</b>	<b>9.0</b>	<b>6.0</b>	<b>0.0</b>	<b>0.0</b>	<b>20.0</b>	<b>9.5</b>	<b>6.0</b>	<b>4.5</b>	<b>6.5</b>	<b>64.5</b>



RECEIVED AUG - 8 2023

ACCOUNT NO 9827 + 862.50  
 CHECK NO. 8499  
 CK DATE 8-23-23

APPROVED

August 4, 2023

Invoice No: R4653.2307 - 8

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

**Invoice Total \$862.50**

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: Sewer lateral coordination with P. Baird; Preparation of system maps; General correspondence.

Period July 1, 2023 to July 29, 2023

Phase 001 Task 1.0 - General Services

**Professional Personnel**

	Hours	Rate	Amount
Hoffman, Marshal Senior Manager II	2.25	140.00	315.00
Van Dyne, Matthew Project Assistant I	1.50	265.00	397.50
Lacko, Alexandria Engineer V	.50	110.00	55.00
Schultz, Matthew	.50	190.00	95.00
Totals	4.75		862.50
<b>Total Labor</b>			<b>862.50</b>

**INVOICE TOTAL \$862.50**

**Outstanding Invoices**

Number	Date	Balance
7	6/30/2023	723.75
<b>Total</b>		<b>723.75</b>



ACCOUNT NO <sup>3021</sup> ~~9827~~ \$59,838.25  
 CHECK NO. 8499  
 CK DATE 8-23-23  
 APPROVED

August 4, 2023  
 Invoice No: R4653.2502 - 8

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

**Invoice Total \$59,838.25**

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 water master plan, coordination with ADS, work on the hydraulic models, submittal of Chapter 2 of the water master plan, and work on water Chapters 3 and 4. This invoice also includes the ADS invoice for sewer flow monitoring.

Period July 1, 2023 to July 29, 2023

Phase 003 Sewer Flow Monitoring

**Consultants**

Subconsultants

7/22/2023	ADS LLC.	Professional Services	52,043.25	
<b>Total Consultants</b>			<b>52,043.25</b>	<b>52,043.25</b>

Phase 004 Hydraulic Model Development

**Professional Personnel**

	Hours	Rate	Amount	
Engineer III				
Stodtmeister, Alex	14.50	155.00	2,247.50	
Engineer I				
Jones, Dallas	21.50	125.00	2,687.50	
Totals	36.00		4,935.00	
<b>Total Labor</b>				<b>4,935.00</b>

Phase 005 Water System Master Plan

**Professional Personnel**

	Hours	Rate	Amount	
Engineer III				
Stodtmeister, Alex	1.00	155.00	155.00	
Engineer I				
Jones, Dallas	20.50	125.00	2,562.50	
Water Rights Specialist III				
Cozens, Reed	.75	190.00	142.50	
Totals	22.25		2,860.00	
<b>Total Labor</b>				<b>2,860.00</b>

**INVOICE TOTAL \$59,838.25**

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Project	R4653.2502	SLCWD - Utility Master Plan	Invoice	8
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**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
7	6/30/2023	9,831.25
<b>Total</b>		<b>9,831.25</b>

**INVOICE**

22874.0523

Project Name: SLCWD Sewer Flow Monitoring  
 Agreement Number: Dated 11/30/2022  
 Project Number: Task 5 - Flow Monitoring  
 Invoice Number: 22874.0523  
 Date of Invoice: May 20, 2023  
 Invoice Period: Dec 2022 - April 2022  
 ADS Project Name: SodaSprings.FW.TFIM.CA22  
 ADS Project Number: 22874  
 ADS Customer No. 10915

Attention: Farr West Engineering  
 Attn: Alex Stodtmeter  
 5510 Longley Ln  
 Reno, NV 89511  
 775-551-4788

REMIT TO: ADS LLC  
 PO BOX 74008582  
 CHICAGO, IL 60674-5582  
 Please submit remit to in all CAP's

Please direct all questions concerning this invoice to Sean Winder  
 Cell: 206-423-3453

Item	Description	Contract Amount		Current Months Billings		Total to Date Billings	
		Units	Cost	Units	Cost	Units	Cost
1	Mobilization: Equipment Prep, Mobilization of Crews & Equipment, Site Investigations, Installation and Activation of Monitors.	1	\$10,767.00	1	\$10,767.00	1	\$10,767.00
2	Monitoring: Flow Monitoring, Data Collection, Data Review to Create Work Orders, As-Needed Monitor Maintenance, PRISM Set Up	4	\$8,622.00	4	\$34,488.00	1	\$34,488.00
3	Finalization: Data Review/Editing/Finalization, Creation of Final Report.	1	\$4,586.00	0	\$0.00	1	\$0.00
		Contract Amount \$49,975.00					
		Remaining Contract Amount \$4,586.00					
						Total to Date Billings \$45,255.00	
						Total to Date Billings \$45,255.00	

Signed and Certified By:   
 Sean Winder  
 Project Manager

Amount Due this Invoice: \$45,255.00

Due Date: June 19, 2023

ADS WILL NOT REQUEST CHANGES TO ADS BANK ACCOUNT INFORMATION VIA EMAIL



ACCOUNT NO 3021 23,347.50  
 CHECK NO.  
 CK DATE

APPROVED

September 1, 2023  
 Invoice No: R4653.2502 - 9

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

**Invoice Total \$23,347.50**

Project R4653.2502 SLCWD - Utility Master Plan  
 Task Order 5

Description of Services: Work completed this billing period includes project management related tasks, communication with SLCWD staff on project budget, review of ADS flow monitoring data, analysis of water SCADA data, updates to water master plan, and start of sewer master plan draft.

Period July 30, 2023 to August 26, 2023

Phase	001	Project Management	Hours	Rate	Amount
<b>Professional Personnel</b>					
Engineer III					
Stodtmeister, Alex			5.50	155.00	852.50
Totals			5.50		852.50
<b>Total Labor</b>					<b>852.50</b>

Phase	003	Sewer Flow Monitoring	Hours	Rate	Amount
<b>Professional Personnel</b>					
Engineer III					
Stodtmeister, Alex			2.25	155.00	348.75
Intern I					
Tung, Nura			53.50	85.00	4,547.50
Totals			55.75		4,896.25
<b>Total Labor</b>					<b>4,896.25</b>

Phase	004	Hydraulic Model Development	Hours	Rate	Amount
<b>Professional Personnel</b>					
Senior Manager II					
Tipton, Lucas			.75	245.00	183.75
Engineer I					
Jones, Dallas			20.50	125.00	2,562.50
Intern I					
Tung, Nura			19.50	85.00	1,657.50
Totals			40.75		4,403.75
<b>Total Labor</b>					<b>4,403.75</b>

Phase	005	Water System Master Plan
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PLEASE REMIT PAYMENT TO: 775-851-4788 ■ FAX 775-851-0766 ■ 5510 Longley Lane ■ Reno, NV 89511 ■ www.dowl.com

Project	R4653.2502	SLCWD - Utility Master Plan	Invoice	9
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**Professional Personnel**

	Hours	Rate	Amount	
Engineer III Stodtmeister, Alex	51.00	155.00	7,905.00	
Engineer I Jones, Dallas	22.25	125.00	2,781.25	
Totals	73.25		10,686.25	
<b>Total Labor</b>				<b>10,686.25</b>

Phase	006	Sewer System Master Plan
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**Professional Personnel**

	Hours	Rate	Amount	
Engineer III Stodtmeister, Alex	5.50	155.00	852.50	
Engineer I Jones, Dallas	13.25	125.00	1,656.25	
Totals	18.75		2,508.75	
<b>Total Labor</b>				<b>2,508.75</b>

**INVOICE TOTAL \$23,347.50**

**Outstanding Invoices**

Number	Date	Balance
8	8/4/2023	59,838.25
<b>Total</b>		<b>59,838.25</b>



# STAFF REPORT

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TO: Board of Directors  
FROM: Shauna Lorance, General Manager  
SUBJECT: Engineering Projects  
DATE: September 6, 2023

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## **STAFF RECOMMENDATION**

Staff requests the Board to provide any comments, concerns, or directions to staff they may have regarding the limitation of engineering work.

## **OVERVIEW**

With the small staffing at the District, there was a need to enter into contract with an engineering firm for a few key projects the District needed to complete (such as the Utility Master Plan) as well as miscellaneous engineering items where assistance was needed.

The amounts authorized for these projects are significant. The budget for the Utility Master Plan is \$295,000 with \$195,000 remaining in the budget to date. The master services contract authorization increased to \$300,000 in December 2022 and approximately \$73,000 has been expended, with a budget of \$227,000 remaining.

The 2023/24 operating budget includes \$150,000 for all District engineering services needed over the fiscal year. The Utility Master Plan and Master Services tasks were intended to be funded from reserves.

After a detailed review of the various engineering contracts and tasks, it became apparent that a significant amount of the District reserves were slated to fund engineering services. The District reserves have approximately \$930,000. If \$595,000 was utilized for engineering services, there would be inadequate reserves to handle emergency pipeline or treatment repairs.

Working with the District engineers, I identified the various tasks that have been authorized, determine which ones were completed, and which ones could be paused until specifically authorized by the District. The attached letter was sent to the Engineers to formally request pausing uncompleted projects except for the two described below:

The Utility Master Plan is underway and needs to be completed. The only other task that is currently critical to the district is the Serene Lake and Dam Property Acquisition. The surveying for this project is anticipated to be conducted this month (September).

The authorization for this project is \$44,792 with \$26,610 remaining in the budget. This will result in expenditure of approximately \$220,000 out of District reserves.

Attachment: Letter to DOWL

# SIERRA LAKES COUNTY WATER DISTRICT

**Operations & Maintenance Office**

P.O. Box 826  
 7305 Short Road  
 Soda Springs, CA 95728-826  
 (530) 426-7802  
 Facsimile (530) 426-1120

**Administrative & Billing Office**

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

August 22, 2023

Dear Mr. Van Dyne:

Thank you for your assistance in understanding all of the various contracts that Sierra Lakes County Water District (SLCWD) has open with DOWL. As we discussed, SLWCD has a very tight budget this year. To simplify our accounting, I am going to formally close out the completed contracts to take them off our finances. I am also going to put a pause on the on-call services, except for Work Order 5 as discussed below. Please let me know if you see any discrepancy in comparison to your records as it has been a job to identify and tied back to agreements each of these items.

Our records show the following projects have been completed. We will close out the contracts to future billings: Pat to do inspection on #4

PURCHASE ORDER #	DESCRIPTION	CONTRACT		
		AMOUNT	BILLED	BALANCED
2021-103	Sewer Pump Station #4 Replacement Project	116,068.00	95,598.40	20,469.60
2021-104	Sewer Infrastructure Rehabilitation Project	34,561.00	31,718.95	2,842.05
2021-105	Sewer Manhole Replacement and Repair Project	43,352.00	39,350.50	4,001.50
2021-106	Sewer Force Main Replacement Project	121,999.00	90,125.27	31,873.73
2021-107	Sewer Gravity Main Replacement	69,511.00	63,433.72	6,077.28

Master Services Agreement Task Orders and Work Orders to pause until further authorization:

- Work Order No. 1: Automatic Transfer switch and Receptacle for Main Base Generator
- Work Order No. 2: Design and Construction Management Services for Installation of new Isolation Valve for the District’s Hill Water Storage Tank This project is completed
- Work Order No. 3: Design and Construction Management Services for Installation of Overpressure Correction Improvements to the Arsenic Filtration System for Well No. 1
- Task Order 2: (Work Order No. 4 of Master Services Agreement) Sanitary Sewer Overflow Project – This project is completed.
- Work Order No. 6: California Lead and Copper Rule Improvements Workplan

- Work Order No. 7: California Water Partnerships and Regionalization Workplan and Interface with DSPUD
- Work Order No. 8: District Wide GIS Implementation Plan
- Work Order No. 9: 2023 Water Conservation Messaging
- Work Order No. 10: Cellular Communications Connectivity Improvement Plan (To Support District AMI)
- Task Order No. 6: Ice Lakes Dam Release Gate Repair Investigation

Master Services Agreement and Task Orders that are still in progress and open for billing:

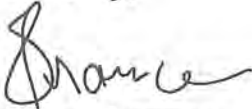
- Task Order 3 (Work Order 5 of Master Services Agreement) – Serene Lake and Dam Property Acquisition

This project was to be completed by December 2022, however the large amount of snow this past winter delayed the surveying. This project is being held open for completion of the scope of work. Our records show a total contract amount of \$44,792, with \$18,181.50 expended and \$26,610.50 remaining to complete the project.

- Task Order No. 5: Utility Master Plan
- Additional Work Orders as Assigned by the GM (by written or email direction)

Again, I really appreciate your patience and assistance as I gain an understanding of the all the assistance you have been and are providing.

Sincerely,



Shauna Lorance  
 General Manager  
 Sierra Lakes County Water District  
 Office: 530-426-7800  
 Cell: 916-813-8301

# STAFF REPORT

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TO: Board of Directors

FROM: Shauna Lorance, General Manager

SUBJECT: Board Policies Regarding Conversion to Metered Rates

DATE: September 7, 2023

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## **STAFF RECOMMENDATION**

This item is for discussion purposes at this Board Meeting. Decisions will be requested at the October Board Meeting.

## **OVERVIEW**

The attached document is to initiate thought and discussion on the various Board Policies that will need to be decided prior to converting to metered water rates. The policies included for discussion include:

- Billing periods
- Fixed and volumetric rates
- Allocating fixed charges
- Timing of adoption of rates
- Leak policy
- Shut-off for non-payment
- Meter testing
- Payment requirements for fixed portion of the water bill
- Implementation of the Water Master Plan recommendations and associated rate impacts

It is likely additional policies will be identified and will be added to the list as the process proceeds.

Attachment: Metered Water Rate Policies Document

## Metered Water Rate Policies

### Billing Periods

Staff Recommendation: Not decided

Calculating water bills is more complicated with a metered rate. There is a tradeoff between workload and customer information. The more often the bills are sent out, the more work for the accounting and field staff. The bills have to be created, unpaid accounts have to be turned off, customers have questions regarding their usage and the accuracy of their bills, meters have to be tested. The longer time between bills the harder it is for the customer to identify high water uses and make corrections and the potential for unexpected larger bills.

The policy decision is what billing period should be set once billing based on meter reads?

Billing Period	Workload	Customer Information
Monthly	Highest workload	Most customer friendly
Bi-monthly		
Quarterly		
Annually	Lowest workload	Least customer friendly

### Fixed and Volumetric rates

Staff Recommendation: Staff recommends Option 1; fixed charges covering fixed costs.

The policy decision is how fixed and volumetric costs are calculated. The options for discussions are:

1. All fixed costs would be recovered via a fixed charge based on the number of days/weeks/months in a billing cycle. Variable costs would be covered through the volumetric (water usage) charge.
  - a. Pros - Revenue from fixed charge would cover fixed costs. Amount of water use will not impact ability to pay expenses,
  - b. Cons – Would result in high fixed charge and relatively low volumetric charge. Would not have large impact on distribution of charges between customers.
2. A percentage of total expenses would be assigned to the fixed and volumetric portions of the rates. For example, 70% of costs assigned to fixed charge and 30% of expenses assigned to volumetric charge. Requires adequately estimating amount of total water use billed to cover District costs.

- a. Pro/Con - Would result in larger variance with customers who use more water paying more for their water bill than those who use less water.
- b. Con – In cases such as drought or lower than expected water use, District may not receive adequate revenue to cover fixed expenses.

### **Allocating Fixed Charges**

Staff Recommendation: Staff recommends allocating fixed charges based on the capacity of the meter.

The fixed portion of the water rates can be determined in a couple ways:

1. Each connection to the water system can be charged the exact same fixed charge.
  - a. Pros – simple approach
  - b. Cons – not as equitable as does not take into consideration the potential flow rate that could draw on the system.
2. Fixed Charge based on capacity of service (meter)
  - a. Pros – equitable
  - b. Cons – possible that customers have larger connection than needed based on their water usage resulting in higher charge. Customer could fund the downsizing of their water meter to reduce fixed charge.

### **Timing of Adoption of Rates**

Staff Recommendation: Not decided

During the transition to metered water rates, it is necessary to know the metered billing rates in advance of the actual billing to allow staff to input the information into the software to provide for comparison billing.

1. Setting the 2024/2025 (staying the same for first part of 2025) fixed rates and the 2025/2026 metered rates at the same time
  - a. Pros – Will allow for the comparison period for flat vs metered rates for customers prior to implementing metered billing in December 2025
  - b. Cons – Requires setting rates a year ahead of time without any increases until after enacting a metered rate.
2. Setting the 2024/2025 fixed rates, the 2025/2026 fixed rates and the 2025/2026 metered rates (to go into effect end of December 2025) at the same time
  - a. Pros – Provides ability to have a cpi increase for the 2025/2026 fiscal year on both the fixed and metered billing. These rates would be used for the comparison billing for the first six months of the fiscal year and the metered billing for the second half of the fiscal year. Avoids potential of a rate increase during the middle of the year at the same time as transitioning to metered rates.
  - b. Cons – Could be confusing to increase the fixed rate at the same time comparing to metered billing

## **Leak Policy**

Staff Recommendation: The staff recommendation will depend on the policy decisions related to the fixed vs. variable portions of the rates and the length of the billing period.

Under fixed rates, the customer does not receive any additional charges for water that has leaked out from their system. Under a metered rate, the customer will be charged for the water that is leaked from their system. Some agencies provide a one-time credit for the water usage from the leak. Others do not.

1. Provide a one-time credit for the estimated amount of water leaked, covering a single billing period.
  - a. Pros – Customer will feel positive towards the District that they are not paying for the water used in a situation they may not have realized was occurring.
  - b. Cons – Administrative time to provide credit to the system. The credit may be relatively small for short billing period, but if longer billing period chosen (such as quarterly) could be more costly.
2. Do not provide a credit for one-time water leak.
  - a. Pros – reinforces value of water and customers responsibility to review their data online.
  - b. Cons – May frustrate customers.

## **Shut-off Policy for Non-payment**

Staff Recommendation: Not decided

As we move to metered water rates, bill payment will be more cumbersome for many customers who have previously paid on an annual basis. The number of customers paying late may be higher, at least at first. California Law has strict requirements related to shut-offs for non-payment. In general, water cannot be shut off for non-payment for at least 60 days, adhering to specified procedures.

1. No shut off for non-payment
  - a. Pros: no staff labor for actual shut offs and turn on.
  - b. Cons: no incentive to pay the water bill.
2. Shut off after minimum of 60 days.
  - a. Pros: incentive to pay water bills
  - b. Cons: staff time related to notices and shutoffs, need to provide payment schedules in cases of hardships
3. Conduct all shutoffs once a year at the same time.
  - a. Pros: limits activity to one time a year.
  - b. Cons: allows bills to go unpaid for up to a year.

## **Meter Testing**

Staff Recommendation: Initially do not test meters. If a customer has a concern, replace meter.



If a water bill is higher than expected, customers may request to have the meter tested to confirm the meter is operating correctly.

1. Send meters into lab to be tested.
  - a. Pros: doesn't use staff time to test and agency doesn't have to purchase expensive testing bench.
  - b. Cons: Possible higher individual testing cost per meter.
2. Purchase testing equipment
  - a. Pros: can conduct testing on site so quicker response time to customers
  - b. Cons: takes additional staff time, high initial (capital) cost
3. Policy not to test individual meters when requested
  - a. Pros: removes all costs and labor of testing.
  - b. Cons: unable to determine if customer was billed for actual water usage, judgement call on when to replace meter.

### **Fixed Portion of Water Bill Payment**

Staff Recommendation: Customers are required to pay the fixed portion of the water bill regardless of water usage.

Customers may request to turn off water service if they are not going to be in residence for multiple months to avoid paying the fixed portion of the water bill. The District will be paying for all fixed costs regardless of water usage.

1. Require payment of fixed portion of water bill at all times, once water has been requested to a residence.
  - a. Pros: Fixed costs will be paid by all customers as the water is available for everyone at any time.
  - b. Cons: Customers may be frustrated they cannot avoid water bill when not in residence.
2. Allow avoidance of paying fixed cost when customer has water turned off.
  - a. Pros: customer will be happy
  - b. Cons: District will have to spread fixed costs out over customers that are paying their water bill.
3. If request for water to be turned off for period of time, reconnect cost should be the equivalent of the total of the fixed charges while water was turned off.
  - a. Pros: Not sure. Would be easier to just have charges paid while water was off.
  - b. Cons: could be difficult to collect what could become a large dollar amount.

### **When should the District start implementing the Water Master Plan and the associated increases in water rates necessary for the funding of the Capital Improvement Plan included in the Master Plan?**

This item is on hold until a revised schedule has been identified for the completion of the Master Plans.

**SIERRA LAKES COUNTY WATER DISTRICT**

**RESOLUTION NO. 2023-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SIERRA LAKES COUNTY WATER DISTRICT AMENDING THE SCHEDULE OF REGULAR MEETINGS**

WHEREAS, the Sierra Lakes County Water District (“District”) is a county water district formed pursuant to Water Code section 34000, et seq.; and

WHEREAS, on September 14, 2023, the District amended Chapter 1, Division II, section 2.01 of the District's Code to authorize the Board of Directors to set the date and time of Regular Meetings by resolution; and

WHEREAS, currently Regular Meetings are on the second Thursday of each and every calendar month at 5:30pm; and

WHEREAS, the Board of Directors desires to change those Regular Meetings to the \_\_\_\_\_ of every month at \_\_\_\_\_ pm.

NOW THEREFORE, by the Board of Directors of the Sierra Lakes County Water District does hereby resolve, determine and order as follows:

1. The above recitals are true and correct.
2. The Board hereby amends the schedule of Regular Meetings such that all Regular Meetings shall be held hereafter on the \_\_\_\_\_ of every calendar month at \_\_\_\_\_ pm.
3. The Board hereby directs the General Manager and District staff to update the District's website and any published materials that include the Regular Meeting schedule to reflect the changes herein.
4. The Board hereby further authorizes and directs the General Manager and District staff, to do any and all things to effectuate the schedule change approved by this resolution. All actions heretofore taken by such officers and agents that are in conformity with the purposes and intent of this resolution are hereby ratified, confirmed and approved in all respects.

APPROVED, PASSED AND ADOPTED this 14 day of September, 2023 by the following vote:

AYES: Directors \_\_\_\_\_

NOES:

ABSTAIN:

ABSENT: None

\_\_\_\_\_  
Dan Stockton, President of the Board

ATTEST:

\_\_\_\_\_  
Anna Nickerson, Board Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Jeffrey A. Mitchell, General Counsel

DRAFT