

MEMORANDUM

TO: Board of Directors

FROM: Shauna Lorance, General Manager

SUBJECT: General Manager Report

DATE: October 2, 2023

Surveying at Dam

The District has hired DOWL Engineering to survey the property from Serene Road along the narrow area (creek) to the Dam. The District does not currently own this property and needs to have access in the future to maintain the dam and water area. DOWL is drawing a plat showing the property description for the desired parcel. The current property lines of the Tahoe Donner Land Trust property are along the creek on the west side, but the east side of the property is within the creek area. The property to the east of the creek is owned by Mr. Roland Au. DOWL will develop two descriptions of property; one for the property owned by TDLT and the other for the property owned by Mr. Au.

Well Treatment

Staff has been working with the suppliers of our filtration system at our Well #1. At the last Board meeting, I reported that pre-filters were not installed as part of the initial installation.

The two prefilter tanks and 5-micron pre-filters have now been shipped via FedEx.

Otters

The District received an email from Mr. Matthew Leffers regarding an otter attack. It was directed to all Board members and me. I have attached the email to this report for your convenience.

The email states that Mr. Leffers has reached out to the State Department of Fish and Wildlife and says he will continue to explore other venues to make people aware of the hazard these otters present to our community. He would also appreciate the District's participation in solving this matter before someone else is injured or worse.

The District owns the land under the lake but does not own the water (has rights to use the water), nor does the District have authority over any wildlife in the area. The river otter is a protected species in California, which comes with specific regulations. Fish and Wildlife is the appropriate public entity to work contact regarding the otters.

There have been social media discussions related to refraining from stocking the lake, as the reduction in food for the otters may encourage the otters to move on to another location. Some are commenting that they are concerned it will negatively affect the fishing in the lake. I would suggest the lake is well stocked, and the existing fish would likely continue to reproduce so fishing will still be available at some level. I have discussed not stocking the lake next year with SLPOA and there is support for the concept.

TDLT application for Grant

The TDLT has requested a letter of support from the District for an application for a grant to fund thinning of the forest for fire protection at Royal Gorge. Staff will write a letter of support for TDLT.

Verbal Updates as Needed



Shauna Lorange <slorange@slcwd.org>

Death by Otters

Matt Leffers <Matt@mleffers.com>

Wed, Sep 27, 2023 at 5:44 PM

To: "dstockton@slcwd.org" <dstockton@slcwd.org>

Cc: "jharvey@slcwd.org" <jharvey@slcwd.org>, "kjhealdesq@yahoo.com" <kjhealdesq@yahoo.com>, "jjackson@slcwd.org" <jjackson@slcwd.org>, "dkeatley@slcwd.org" <dkeatley@slcwd.org>, "slorange@slcwd.org" <slorange@slcwd.org>, "megan.OConner@wildlife.ca.gov" <megan.OConner@wildlife.ca.gov>, "Laurelmc@aol.com" <Laurelmc@aol.com>

Dan Stockton

President and Board Member

Sierra Lakes County Water District

7305 Short Road
PO Box 1039
Soda Springs, CA 95728

Dear Mr. Stockton:

While the Water District might have heard through the rumor mill or even the scattering of recent news reports, as the property owner of the Serene Lakes Lake bottom, I wanted to apprise you of a recent incident involving myself and two otters. Unfortunately, as I presume you are also aware, this is not the first incident in which someone has been injured by these otters.

On September 3rd, 2023 at about noon, I went for a swim in Lake Serene (the "swimming lake" of Serene Lakes). Like many in our family, I have been swimming in Lake Serene for decades. I'm a relatively strong swimmer, a member of the Dolphin Club in San Francisco and have completed many swims from Alcatraz and regularly swim at Aquatic Park. At Lake Serene,

I usually swim around the perimeter of the lake which will give me about a mile.

Like many others among the lake community, I had heard that a woman was recently attacked by otters while swimming in Lake Serene in the vicinity of the dog park beach. Thinking it was simply an anomaly, perhaps the area was a den she stumbled upon accidentally, I consciously stayed away from that area. Instead, I swam about a quarter mile out from our family property at the end of Hemlock (the opposite side of the lake from the dog park beach) and then turned around to get in a half mile swim. Upon my return leg of the swim, about a hundred and twenty feet from shore, I felt a strong bite on my right leg. I turned around and saw nothing above the water and was bitten again almost immediately on the other leg. I tried to keep swimming, but an otter appeared right in front of me blocking my escape route. At this point I started feeling bites all over my body, so I yelled at the top of my lungs for help. There were two otters, and they would poke their heads above the water, then disappear beneath to bite me again. I attempted at one point to be aggressive by yelling at and splashing water at them but continued to be bitten. I then tried to make myself less interesting and slowly started to back float hoping to make it to a spot where I could stand up and make it to shore but was again attacked and bitten on the backside. At one point an otter bit my left forearm and ripped it open leaving a large wound rather than the puncture wounds and scratches I was otherwise getting all over my body.

It looked hopeless for me. Even with my above average swimming skills, I was unable to escape these otters. It was apparent, these otters were not biting me defensively, perhaps startled at my approaching them unexpectedly. I was being attacked and despite my efforts to retreat, they kept up their pursuit. By this time I had been bitten at least a dozen times and the otters kept popping out of the water in the direction I wanted to escape, cutting me off. It appeared that it

was only a matter of time before they punctured an artery and dispatched me. I am not exaggerating in saying I feared my life was in imminent danger.

As I mentioned, I had yelled for help after it was clear that the two otters were not going to let me escape easily. Unfortunately, it was a very cold Labor Day weekend and there was no one out on the lake as would normally be the case. The water temperature was 65 degrees, great for swimming, but the air temperature was around 45 degrees. Fortunately, my wife Kristy heard me yelling and jumped on a paddleboard and got out to me using it as a surfboard. She seemed to come out of nowhere and positioned the board between me and one of the otters that had again positioned itself to cut off my escape. I was able to jump on the board laying on top of her and she paddled to shore. I am convinced that Kristy saved my life!

Kristy drove me to the Truckee Tahoe Emergency room where I received treatment, coincidentally by the same Doctor that had treated the women attacked at Lake Serene in July as well as the otter attack at Feather River. I received eight stitches in my left forearm and the first of a series of rabies shots and oral antibiotics. The puncture bites were not stitched.

I am reaching out to the Water District in hopes that as the property owner you will participate in finding a solution to this life-threatening problem. I am deeply concerned at what might have happened if one of the many children that regularly swim in Lake Serene had been attacked. We all love the wildlife in and around the Serene Lakes community, but when that wildlife becomes a threat to human life, like bears or these otters, we have an obligation to do something to avoid the potential loss of life or severe bodily injury.

A quick internet search will come up with the following on several sites:

"Otter attacks with injuries or fatalities are so rare that biologists have tracked a very specific number: There have only been 59 documented attacks by otters of all species since 1875. Aug 15, 2023"

I'm not a statistician, but it's easy to surmise that two attacks in the same small lake during the same summer season is a massive statistical anomaly. For whatever reason, these two otters have become a danger to our community, and it is imperative that a solution be found, now, not later. Many folks rent short term at Serene Lakes and I am certain that not all the renters are getting notified of the very serious hazard of swimming in Lake Serene.

I have reached out to the State Department of Fish and Wildlife and will continue to explore other venues to make people aware of the hazard these otters present to our community. I would appreciate the District's participation in solving this matter before someone else is injured or worse.

Very Truly Yours,

Matthew Leffers

601 Buena Vista West

San Francisco, CA 94117

415-706-0955

matt@mleffers.com

MEMORANDUM

To: Honorable Board of Directors, Sierra Lakes County Water District
From: Patrick Baird, Utilities Operation Manager
Subject: September 2023 Operations Report
Date: October 3, 2023

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

There were no permit violations during September 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 September 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:

	September 2023		August 2023	
	Water	Sewer	Water	Sewer
Daily Average Usage	44,735	31,482	66,073	43,510
2-Year Average	64,064	39,633	79,363	45,037
5-Year Average	77,508	36,777	95,876	46,524
Percent Difference	-30% / -43%	-21% / -14%	-16% / -33%	-4% / -6%

- The District treated 1,220,253 gallons of water in September 2023.
- The Backwash total contributed to 6.0% of the month’s water usage.
- The daily water usage in September 2023 was down 30% and 43% over the two-year average and five-year average, respectively.
- Sewer flows have decreased 21% and 14% over the two-year average and five-year average, respectively.
- The District’s share of the flow through the DSPUD wastewater treatment plant for September 2023 was 22%.

Water Treatment System:

The water temperature of the lake has been 12°C throughout the month of September.

Sewer Collection System:

All the sewer lift stations are operating as designed.

Attachments:

- September 2023 Daily Water/Sewer Flows
- 2018-2022 Average Daily Sewer/Water Flows Comparison through September 2023
- 2021-2022 Average Daily Sewer/Water Flows Comparison through September 2023

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

Month: September Year: 2023

		SEWER TOTALS	TREATED WATER TOTALS				
DATE	DAY	SEWER FLOW	WATER TREATED	WATER USAGE	BACKWASH USAGE	*COMBINED TANK TOTAL GALS.	REMARKS
1	F	48,786	0	64,210	0	665,359	
2	S	73,772	0	82,834	0	601,150	
3	S	82,082	77,473	78,949	3,856	518,316	
4	M	57,740	86,874	61,162	3,895	516,840	
5	T	37,488	76,953	47,556	3,788	542,553	
6	W	26,430	62,098	33,344	3,925	571,949	
7	T	26,480	62,264	32,225	3,943	600,704	
8	F	22,406		41,375	0	630,743	
9	S	28,250		44,184	0	589,369	
10	S	28,982		45,063	0	545,184	
11	M	22,362	60,281	46,071	3,927	500,121	
12	T	25,986	58,523	33,126	3,945	514,331	
13	W	21,418	74,268	33,401	3,888	539,728	
14	T	24,804	61,933	28,777	3,917	580,596	
15	F	23,004		46,237	0	613,751	
16	S	33,126	72,291	42,412	3,937	567,514	
17	S	31,100	46,293	46,498	3,919	597,393	
18	M	24,418	66,297	39,930	3,919	597,188	
19	T	22,598	76,157	56,528	3,889	623,556	
20	W	17,594	0	38,586	0	643,180	
21	T	24,182	55,342	30,112	3,952	604,593	
22	F	27,076	0	49,410	0	629,824	
23	S	30,518	0	49,926	0	580,414	
24	S	33,324	43,521	55,025	3,945	530,488	
25	M	25,150	67,736	32,164	3,952	518,984	
26	T	25,160	71,933	29,034	3,895	554,556	
27	W	19,818	56,478	37,370	3,963	597,454	
28	T	25,372	43,538	37,298	3,845	616,563	
29	F	33,968	0	48,820	0	622,803	
30	S	21,054	0	30,422	0	573,983	
TOTAL		944,448	1,220,253	1,342,046	74,300		
Average		31,482	46,933	44,735	2,477	579,639	
Max		82,082	86,874	82,834	3,963	665,359	

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



Sierra Lakes County Water District

Sewer- 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. 2023	Nov. 5-Year Average	Nov. 2023	Dec. 5-Year Average	Dec. 2023	
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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. 2023	Nov. 5-Year Average	Nov. 2023	Dec. 5-Year Average	Dec. 2023	
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60,000				61,880	62,740															61,832					65,032
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50,000		54,085							52,108			52,682										50,706			54,121
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STAFF REPORT

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

STAFF RECOMMENDATION

Staff recommends adoption of the Consent Items Calendar.

ITEMS OF INTEREST

- A. Minutes for the September 14, 2023 Regular Board Meeting
These are the standard meeting minutes that reflect the September 2023 Board meeting.
- B. September 2023 Check Register, with Director's Payroll Detail
The check register includes the following items that are out of the ordinary:
 - The first payment consisting of Interest Only was issued to USDA for the District's Revenue Bond and a transfer was made to LAIF for OPEB (Other Post Employment Benefits) funding
- C. Financial reports for month ending September 3, 2023
The financial reports for the month ending September 30 include a copy of the quarterly Balance Sheet, presentation of this statement fulfills an audit requirement. Staff anticipates that the June 30, 2023 audit report will be received by the November 2023 Meeting.
- 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, September 14, 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 Karen Heald
Director Jennifer Jackson

Director David Keatley attended by Zoom

Director Jon Harvey was absent

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:

Steve Carle

Guests in attendance by Zoom:

Dick Simpson

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, Heald, Jackson; Director Keatley had not joined the meeting yet. Noes; None; Abstentions: None; Absent: Director Harvey.

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. Ms. Nickerson said she received comments regarding the Fire Hydrant issue; one from Mr. Bubnis, that was forwarded to the Board, and a second from Mr. Shray. The item would be discussed under the General Manager's report.

VI. Operations:

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

- A couple items, that were not included in the capital improvements plan, were identified. She said they were working to keep costs within the budget but there was always the possibility of going over budget. She said one was a water main replacement at 7111 Soda Springs Road that was ruptured while grading the driveway. She said she didn't think it was the homeowner's fault because there were no drawings for the area, the water main was not in the street as expected and it was very shallow and on top of a lot of rock. The temporary fix was to end that main and connect across the street. A permanent fix would be included in the Master Plan. Another issue discovered by staff was there were square taps into the sewer mains with round laterals inserted, resulting in sewer infiltration inflow. These were found in an area where there was a significant amount of inflow between pump stations. She said staff was working to fix the problem areas.
- Ms. Lorance spoke with the Fire Chief and they agreed to arrange a meeting to include SLOPA, Sierra Lakes and Truckee Fire to have a conversation, while not making any decision of the legality or enforceability of the LAFCO agreement. She also talked to Donner Summit PUD who said they did not have any plans to take legal action at this time. She then said Truckee Fire had a strong disagreement relative to fire hydrant snow removal being a fire department requirement. Truckee Fire felt operations plan were subject to change. The parties discussed a one-year trial process for hydrant snow removal. Currently, Sierra Lakes clears four hydrants to perform flushing for water quality issues. She also said the District would work with Truckee Fire to determine the 10 high priority hydrants that would be cleared during the winter. Mr. Baird said the District had two hydrants that were consistently cleared and two others that were cleared depending on need. He said staff was willing the help keep ten hydrants cleared for the community's benefit if the necessary tools and personnel were made available. Ms. Lorance said the other benefit was the use of Truckee Fire's loader that would help staff move snow from the side of the building adjacent to the District office to allow storage of the loader. This would help the District since Place County has notified the District and Mr. Carman's attorney that they

would not be removing snow from that side of the District's building. Director Heald said if Donner Summit PUD wasn't going to be party to pursuing legal issues, the District still had some issues that could be pursued but it would be costly. She also said she found it offensive that the Fire Department was bailing based on liability; every entity had a level of liability. And finally, she said because she wasn't sure the District would be able to enforce the agreement, she felt it was a reasonable plan for a year trial. The cleared fire hydrants, combined with the amount of water the Fire Department was willing to bring, was a reasonable plan.

- She reported, based on the General Manager's ability to approve new docks, that she had approved a new dock that met the District's requirements.
- She reported that the sewer portion of the Utility Master Plan was on schedule to be completed by the end of the year and the water portion was still pending.
- She reported that staff tested for PFOS and PFOA and both were negative. Mr. Baird said there would be one more test this fall and possibly a three-to-five-year testing plan.
- She reported staff was working with the manufacturer of the arsenic removal for Well 1 that wasn't working properly. The Head of Marketing from the company that sold the District the arsenic removal equipment, came out and determined that the system did not have the required prefilter. The manufacturer was providing the required prefilters and the prefilters would be installed at no cost to the District.
- She said she talked with Trish, the woman who was big on the cyanobacteria. In the end, the agreement was that anyone could sample the lake for cyanobacteria. She also said she followed up with Placer County Water Agency regarding the issue, their testing before and after treatment and regarding their procedures for clearing algae from creeks etc. Staff was researching the information and processes and would report back if they decided to implement a plan.

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 had no violations.
- SLCWD has no violation and were meeting all drinking water compliance standards
- Water usage continued to drop down almost 33% over the five year average.
- Sewer flows were now below 6% the five year average due to repairs of manhole leaks. He anticipated another drop in the next month and flows through the plant were back down to about 30%.
- Water Treatment was running great and the temperature of the lake was about 16 °C but the temperature was getting chillier every day.
- Sewer collection was working great and all generators have been exercised and operated.

Director Heald ask Mr. Baird if he could provide a two year comparison to show water use not so tied to fixing the leaks but to actual water use in the community. Mr. Baird said he would provide a graph showing an average of the last two years.

VII. Consent Items Calendar: The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the August 10, 2023 Regular Meeting; August 17, 2023, Special Meeting; August 2023 Check Register; financial reports for the month ending August 31, 2023; and Disbursements for Board Approval.

Director Keatley asked about the Dowl invoice. He said he had lost track of the schedule and wanted to know what the District’s financial commitments were. Ms. Lorange said the \$50,000.000 invoice included payment to the subcontractor that conducted sewer flow monitoring. She also said Dowl had used about a third of their budget without a lot of deliverables. The topic would be discussed in more detail later in the meeting.

Mr. Simpson said the minutes mentioned that the automatic meter readers were grouped into Group A and Group B but the groups were not defined. Ms. Lorange said she had just divided the map in half. A copy of the map would be attached to the minutes.

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

VIII. Old Business:

A. Staff recommendations regarding the remaining scheduled engineering projects was presented to the Board for consideration and possible action. Ms. Lorange said a summary of the projects, showing what was complete and what was remaining, was prepared. She said she determined that the Board had authorized \$295,000 for the Master Plan, of which \$100,000 was used, and up to \$300,000 was authorized on a separate Master Services agreement bringing the total to almost \$600,000 for which the funds were to be taken out of reserves. She said the level of authorization against the approximately \$900,000 in reserves made her extremely nervous in case something happened with the treatment plant or something else. Ms. Lorange then said she identified the projects that were complete and that the two projects remaining were the Master Plan and the Surveying. Based on this information, she said it seem appropriate to put the projects on pause with a request that no billings be billed to the projects without written authorization from the General Manager.

Director Jackson said the fact that there were two budgets, operational and capital improvements, she didn’t think it was all coming from reserves, she thought the Master Services agreement pertained to operational projects.

The following projects were not included in amounts previously discussed but were complete:

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

The following Master Services Task Orders that were paused included:

- Work Order No. 1: Automatic Transfer switch and Receptacle for Main Base Generator – being conducted by staff.
- 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 – being conducted by staff.
- 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 – this was paused. This may be able to be done inhouse by checking with some of the bigger agencies to develop a plan.
- Work Order No. 7: California Water Partnerships and Regionalization Workplan and Interface with DSPUD
- Work Order No. 8: District Wide GIS Implementation Plan – postponed
- Work Order No. 9: 2023 Water Conservation Messaging – can be handled in house
- Work Order No. 10: Cellular Communications Connectivity Improvement Plan (To Support District AMI) research was in progress
- Task Order No. 6: Ice Lakes Dam Release Gate Repair Investigation – does not open or close fully. Will need a capital improvement project to repair or replace.

Ms. Lorance said of the authorized \$300,000, of which about \$73,000 was spent, just under \$200,000 would be put on pause leaving about \$35,000. She said for the Master Plan, she was reviewing the items included to determine if any of it could be removed.

Director Keatley agreed with Ms. Lorance’s summary and with pausing the items that were no longer necessary at this time.

Mr. Simpson said, regarding the cell service improvement task, he thought the District had an alternative approach to read meters. Ms. Lorance said the AMR meters were all setup to go on cellular. If a meter does not provide information, it would take a lot of time with the alternative approach to get the necessary information.

VI. New Business

A. Ms. Lorance presented information regarding Board Policies for converting to metered rates for the Board’s consideration and possible action. She said the information was presented to have a discussion not to make decisions. The purpose was to get everyone thinking about things. She also said she would present a summary of recommendations at the next meeting.

Ms. Lorance said the first item was billing periods. She said in most situations, a shorter billing period was preferred. In the event of a customer leak, a long billing period could result in

a very high bill. However, with the online notification, staff would be notified of a leak and could work with the homeowner. She also said depending on how the rates were set would determine how big the bill could get; if volumetric was going to just cover the variable, it might not make much difference to bill monthly or quarterly. She also said, the shorter the billing period the more work for the District but more information for the customer where a longer billing period would be less cost to the District. In response to Director Stockton's question, Ms. Lorance said she had not been able to find any information regarding billing period requirements other than for apartments or submetering that required that customers deserved to get their information within 90 days and believed that would pertain to residential as well. Mr. Mitchell said he believed that was correct.

Ms. Lorance said the next topic was fixed and volumetric rates. She said in a perfect world, an accountant would want all fixed costs covered in fixed charges and variable charges only in the volumetric. She also said, in areas like Serene Lakes, there were very little variable costs. However, if fixed costs were put in with variable costs, and there was a mandatory reduction in water use, it could put the District in a difficult position at the end of the year. She also said the Board could not set rates based on conservation requirements. Director Heald asked if use could be considered as a tiered rate and what justification was required for establishing the fixed rate? Ms. Lorance said the Board could have inclining rates if there were inclining water costs. She said, for example, if the District had to buy water from an outside source and had a well, the first tier could be the water from the well, allocated equally to everyone, and the second tier would be the more expensive purchased water. Director Heald asked if the water provided in the winter, that required more extensive processes to make the water flow, could be considered a second tier. Ms. Lorance said rates could be on a seasonal basis. Mr. Mitchell said the District could have a two-season rate but could not use conservation as a basis for having a tiered rate system; water cannot be more expensive the more water used just to encourage people to consume less water. Ms. Lorance said many water agencies/cities set up their first rate based on a certain capacity and charged an inclining rate for capacity in the water system; justifying it due to having to build pumps bigger due to the people who use a lot more water. However, cities are being sued on this approach.

Director Jackson said having more of the costs allocated to the fixed portion of the rate could cause those who don't live here full time to pay more than those who live here full time and use more water. Director Keatley said he it was going to be a process and that his bias was to move more heavily to a higher percentage of fixed costs in the beginning. The percentages could always be adjusted in the future. He said it was hard to make the decision without data but the goal was to move toward fairness and equity. Director Heald asked about the allocation of fix rate charges. She said the proposed allocation would be based on meters and the size of the meters and that almost all the meters were ¾" except for a couple 1". Director Heald said, when Ice Lakes Lodge sold and was being converted, the number of connections were based on the number of bathrooms, kitchens etc. She asked if that methodology could be used to establish the fix rate thinking it would result in those using the most water paying more. Mr. Baird said Aspen used the number of bathrooms, kitchens etc. as a multiplier so houses with multiple kitchens and bathrooms would be allocated more water resulting in a higher bill. He also said the multiplier caused people to remodel and take out extra bathrooms and kitchens to reduce their water bills. It also caused a deficit at the end of the year. Director Heald said she was looking for a way to

target water use without going to volumetric. Ms. Lorance said the rate structure could not be setup to anticipate more revenue than cost.

The next topic was the timing of rates. She said the metered rate structure would need to be known by early 2025 in order to send out six months of comparison data. She also said the fixed rate set for 2024-2025 would then be the rate until the conversion to metered rates; the 2024/2025 fix rate would cover approximately 18 months. Ms. Lorance said the Board would potentially be setting a rate for 2024/2025, 2025/2026 and a metered rate at the same time. Director Heald asked if the customer would be getting the feedback that was important to allow them to compare the fix and volumetric rates? Ms. Lorance said she thought it would be best to set a two-year fixed rate because trying to change the rate while trying to show a comparison would cause confusion. However, if the volumetric rate was low, there wouldn't be much difference.

The next topic was establishing a leak policy. Upon transition to metered rates, with a quarterly billing, and a small three month leak, would a customer get a one time waiver? Mr. Simpson asked if the waiver would be one time or one time per year? Ms. Lorance said it depended on the policy. She also said the District would need a very specific Shut-Off policy on the website. The current policy required a 30-day notice after 60 day late, followed by a 48 hour notice, posted at the residence, before service would be shut off. Mrs. Nickerson said delinquent accounts were not currently a huge problem.

The next topic was meter testing. Ms. Lorance said she guaranteed that comments regarding meters running fast would be received if the volumetric rate was large enough to matter. She said testing benches and keeping someone certified to operate the testing was probably not reasonable for a small district. She also said it may be more cost effective to replace the meter.

The final topic was the incorporation of items from the Master Plan. However, the discussion would have to wait until the Master Plan was received.

Director Jackson asked about the fixed portion of the water bill. Ms. Lorance said the topic referred to requests to shut-off water service and not pay the fixed portion of the water bill if the homeowner would not be in residence for several months. Director Jackson said there was a house that was being demolished and the property owner asked for a waiver for the fees while it was being rebuilt. She said the Board decided that in order to not pay water fees they would have to turn in their connection permit.

Ms. Lorance said she would be presenting a set of draft policy recommendations at the October 2023 meeting.

Mr. Simpson asked if it was possible to convert to metered rates by January 2025 or was December 2025 necessary. Ms. Lorance said it would depend on what she could do about the cell service.

B. Director Keatley's request to discussion possible changes to the Board Regular Meeting Schedule was presented to the Board for consideration and possible action. The Board decided not to make any changes at this time.

VII. Administration

A. The Follow-Up/Action Items list from the August 2023 Board Meetings consisted of a report back on Mr. Wiley’s question regarding algae growing in Serene Creek. Ms. Lorance said Mr. Baird went out and looked at the creek and found there was algae in the creek. However, Placer County came and cleared the creek. She also said she met with the Land Trust to discuss who held responsibility for the creeks and canal and she believed responsibility belonged to Placer County. Director Jackson said she would like to hear more about the chemical used to treat algae when Ms. Lorance had time. Ms. Lorance said she had an email she could share with Director Jackson.

B. The Board was polled to determine availability to meet in person at the October 12, 2023, Regular Meeting:

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

VIII. Adjournment

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

The minutes were approved at the Regular Meeting held on October 12, 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.

Sierra Lakes County Water District
 Check Registers
 September 2023

9:04 AM
 07/08/22
 Accrual Basis

1002 - DEMAND Account		
<i>RECONCILIATION:</i>		
9/1/2023	Beginning Cash Balance	873,288.00
	Deposits	116,274.89
	Property Taxes Received	420.81
	Deposit - Interest	102.19
	Assessments transferred to Assessment District	
	Transfer to OPEB LAIF Account	(54,000.00)
	DEMAND ACCOUNT DISBURSEMENTS:	(273,055.08)
9/30/2023	Ending Cash Balance	<u><u>663,030.81</u></u>
1031 - GASB 45-OPEB Account - Flow through account to LAIF		
<i>RECONCILIATION:</i>		
9/1/2023	Beginning Cash Balance	163.26
	Deposit - Interest	0.02
	Funds Transferred To/From Investment Account	
9/30/2023	Ending Cash Balance	<u><u>163.28</u></u>
Placer County Treasurer's Fund - for Capital Projects		
<i>RECONCILIATION:</i>		
9/1/2023	Beginning Cash Balance	935,643.38
	Deposit - Interest	2,342.89
	Funds Transferred To/From Investment Account	
9/30/2023	Ending Cash Balance	<u><u>937,986.27</u></u>
Local Area Investment Fund (LAIF) - for Unfunded OPEB Liabilities		
<i>RECONCILIATION:</i>		
9/1/2023	Beginning Cash Balance	879,778.76
	Deposit - Interest	54,000.00
	Funds Transferred To/From Investment Account - Annual OPEB Funding	
9/30/2023	Ending Cash Balance	<u><u>933,778.76</u></u>
Assessment District 2011-01		
<i>RECONCILIATION:</i>		
9/1/2023	Beginning Cash Balance	689,615.19
	Assessments Received	1,365.00
	Deposit - Interest	59.74
	Disbursements - USDA	(237,451.14)
9/30/2023	Ending Cash Balance	<u><u>453,588.79</u></u>

Sierra Lakes County Water District
Check Registers
September 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/28/2023	092823	USDA Rural Development	Semi Annual Interest Payment \$5.2 mil Rev Bond	(54,342.75)
Transfer	09/14/2023			Funds Transferred to OPEB LAIF Account	(54,000.00)
Bill Pmt -Check	09/11/2023	8509	Donner Summit Public Utility District	Sept 2023 WWT Fees	(43,725.25)
Bill Pmt -Check	09/27/2023	8538	Dowl	Utility Master Plan	(23,347.50)
Bill Pmt -Check	09/18/2023		Shauna Lorraine	August 2023 Professional Fees	(14,000.00)
Bill Pmt -Check	09/27/2023	8548	Western Nevada Supply Co.	Soda Springs Water Main Replacement	(10,338.59)
Liability Check	09/01/2023		QuickBooks Payroll Service	Created by Payroll Service on 08/31/2023	(9,774.46)
Bill Pmt -Check	09/11/2023	MED092023	Public Employees' Retirement System (Med)	Medical - 1347	(8,969.35)
Liability Check	09/29/2023		QuickBooks Payroll Service	Created by Payroll Service on 09/28/2023	(8,909.12)
Liability Check	09/15/2023		QuickBooks Payroll Service	Created by Payroll Service on 09/14/2023	(8,717.16)
Check	09/05/2023		BluePay	Merchant Fees	(8,102.81)
Bill Pmt -Check	09/11/2023		Anna M Nickerson LLC	Professional Fees 8/16/23 to 8/31/23	(6,192.00)
Bill Pmt -Check	09/11/2023	8513	Mountain Pipeline	Sewer Main Repair	(6,137.50)
Bill Pmt -Check	09/27/2023	092723	Anna M Nickerson LLC	Professional Fees 9/1/23 to 9/15/23	(5,904.00)
Bill Pmt -Check	09/11/2023	8527	Sierra Mountain Pipe & Supply	Utility Box Repair	(5,352.26)
Bill Pmt -Check	09/27/2023	8539	Inmotion Mechanical	Service Bay invoice	(5,214.45)
Bill Pmt -Check	09/11/2023	8512	Inmotion Mechanical	New Furnace Deposit	(5,046.50)
Liability Check	09/28/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 1674699194	(4,623.90)
Liability Check	09/14/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 171420294	(4,481.68)
Bill Pmt -Check	09/11/2023	8531	U.S. Bank (CC)	P/R Taxes: 4798-5312 1522 5303	(4,403.17)
Liability Check	09/11/2023	RET082023	Public Employees' Retirement System (Ret)	Retirement - 1347	(4,366.44)
Bill Pmt -Check	09/27/2023	8546	United Rentals	Backhoe Loader Soda Springs Repair	(3,976.25)
Bill Pmt -Check	09/11/2023	8515-8520	Pacific Gas & Electric	Electricity	(3,680.58)
Bill Pmt -Check	09/27/2023	8543	NTU Technologies, Inc.	Filter Plant Chemicals	(2,956.80)
Bill Pmt -Check	09/11/2023	8522-8525	Placer County Air Pollution Control Dist.	Annual Generator Permits	(2,049.00)
Bill Pmt -Check	09/27/2023	8540	Kronick Moskovitz Tiedemann & Girard	Aug 2023 Legal Fees	(1,834.60)
Bill Pmt -Check	09/11/2023	8514	NTU Technologies, Inc.	Filter Plant Chemicals	(1,792.00)
Bill Pmt -Check	09/27/2023	8547	Western Environmental Testing Laboratory	Filter Plant Testing	(1,398.85)
Bill Pmt -Check	09/14/2023	091423	Sierra Lakes County Water District	Transfer Funds to AD - Lot s 7207 Palisade & 2062 Serene Rd	(1,365.00)
Bill Pmt -Check	09/27/2023	8541	Logically	Cyber monitoring service	(1,281.53)
Bill Pmt -Check	09/18/2023		Paul A. Schultz, P. E. (Corp)	Aug 2023 Professional Fees	(1,225.00)
Liability Check	09/28/2023	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 1674678194	(1,074.01)
Liability Check	09/14/2023	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 171409294	(1,034.11)
Bill Pmt -Check	09/11/2023	2023GASB	Public Employees' Retirement System (Ret)	Retirement - 1347	(700.00)
Bill Pmt -Check	09/27/2023	8544	Pacific Gas & Electric	Electricity	(674.12)
Bill Pmt -Check	09/27/2023	8545	Sierra Mountain Pipe & Supply	Parts for stock & utility box repair	(636.26)
Liability Check	09/19/2023		QuickBooks Payroll Service	Created by Payroll Service on 09/18/2023	(631.44)
General Journal	09/29/2023	081523	Sawyer, Stephen R.	Bounced Check# 200402865383	(623.00)
Bill Pmt -Check	09/11/2023	8510	Great Basin Control Systems	Tank level repair	(540.00)
Bill Pmt -Check	09/11/2023	8508	ACWA/Joint Powers Insurance Authority	7/1/23 to 6/30/24 Cyber Liability Insurance	(444.00)
Bill Pmt -Check	09/11/2023	8511	Industrial Scientific Corp	iNet Monthly Usage Fee w/AutoReplish Plus	(394.34)
Liability Check	09/18/2023	E-pay	Internal Revenue Service	P/R Taxes: 94-1619513 QB Tracking # 229151294	(376.95)
Bill Pmt -Check	09/11/2023	8530	Tahoe Truckee Sierra Disposal Co., Inc.	Garbage	(346.48)
Bill Pmt -Check	09/11/2023	8532	USA Blue Book	Pump, Tubing Check Valve	(320.67)
Bill Pmt -Check	09/11/2023	8526	Placer County Human Resources	Sept 2023 Dental/Vision Premium	(285.11)

Sierra Lakes County Water District
Check Registers
September 2023

1002 - US Bank - Demand

Bill Pmt -Check	09/11/2023	8521	Pitney Bowes	Qtrly Postage Meter Lease	(261.85)
Bill Pmt -Check	09/11/2023	8529	Syndeo LLC Broadvoice	Telephone	(245.06)
Bill Pmt -Check	09/11/2023	8534	Western Environmental Testing Laboratory	Filter Plant Testing	(204.35)
Bill Pmt -Check	09/27/2023	8542	Mountain Hardware	Misc tools & supplies	(170.30)
Bill Pmt -Check	09/27/2023	8536	Al Pombo, Inc.	Well Projects	(145.44)
Bill Pmt -Check	09/27/2023	8537	AT&T	Telephone	(116.66)
Liability Check	09/18/2023	E-pay	Employment Development Department	P/R Taxes: 499-0546-6 QB Tracking # 229099294	(115.54)
Bill Pmt -Check	09/11/2023	8533	Verizon Wireless	Cell phone & iPad	(95.51)
Bill Pmt -Check	09/11/2023	8528	Suburban Propane	Propane - 7305 Short Rd	(39.10)
Bill Pmt -Check	09/01/2023	21758	Placer County Clerk-Recorder	Lien Recording Fee	(17.00)
Check	09/08/2023		BluePay	Merchant Fees	(17.00)
Bill Pmt -Check	09/11/2023	8535	Western Nevada Supply Co.	Well Parts	(16.28)
Bill Pmt -Check	09/14/2023	21764	Shauna Lorance	Nortary fee	(15.00)
Check	09/15/2023		QuickBooks Payroll Service	Created by Direct Deposit Service on 09/14/2023	(3.50)
Check	09/08/2023		QuickBooks Payroll Service	Created by Direct Deposit Service on 09/07/2023	(1.75)
Check	09/26/2023		QuickBooks Payroll Service	Created by Direct Deposit Service on 09/25/2023	(1.75)
Paycheck	09/05/2023	DD1156	Brian Lundgren	Direct Deposit: Pay Period Ending 8/31/23	-
Paycheck	09/05/2023	DD1157	Matthew M Marriner	Direct Deposit: Pay Period Ending 8/31/23	-
Paycheck	09/05/2023	DD1158	Patrick J Baird	Direct Deposit: Pay Period Ending 8/31/23	-
Paycheck	09/18/2023	DD1159	Brian Lundgren	Direct Deposit: Pay Period Ending 9/15/23	-
Paycheck	09/18/2023	DD1160	Matthew M Marriner	Direct Deposit: Pay Period Ending 9/15/23	-
Paycheck	09/18/2023	DD1161	Patrick J Baird	Direct Deposit: Pay Period Ending 9/15/23	-
Paycheck	09/20/2023	DD1163	Dan L Stockton {Salary}	Direct Deposit: 9/14/23 Board Meeting	-
Paycheck	09/20/2023	DD1164	David M Keatley {Salary}	Direct Deposit: 9/14/23 Board Meeting	-
Paycheck	09/20/2023	DD1165	Karen Heald {Salary}	Direct Deposit: 9/14/23 Board Meeting	-
Paycheck	09/20/2023	DD1162	Cynthia J Jackson {Salary}	Direct Deposit: 9/14/23 Board Meeting	-

Total 1002 - US Bank - Demand

TOTAL

(327,055.08)
(327,055.08)

**Sierra Lakes County Water District
Payroll Summary
September 2023**

	Cynthia J Jackson {Sa...	Dan L Stockton {Sala...	David M Keatley {Sal...	Karen Heald {Salary}	TOTAL
Employee Wages, Taxes and Adju... Gross Pay					
Salary Director	180.00	180.00	180.00	180.00	720.00
Total Gross Pay	180.00	180.00	180.00	180.00	720.00
Adjusted Gross Pay	180.00	180.00	180.00	180.00	720.00
Taxes Withheld					
Federal Withholding	0.00	-36.00	0.00	-230.79	-266.79
Medicare (Employee)	-2.61	-2.61	-2.61	-2.61	-10.44
Social Security (Employee)	-11.16	-11.16	-11.16	-11.16	-44.64
State Withholding	0.00	-36.00	0.00	-79.54	-115.54
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00
Total Taxes Withheld	-13.77	-85.77	-13.77	-324.10	-437.41
Additions to Net Pay					
Director Mileage Reimburse...	0.00	196.50	0.00	144.10	340.60
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00
Total Additions to Net Pay	0.00	196.50	0.00	144.10	340.60
Net Pay	166.23	290.73	166.23	0.00	623.19
Employer Taxes and Contributions					
Medicare (District)	2.61	2.61	2.61	2.61	10.44
Social Security (District)	11.16	11.16	11.16	11.16	44.64
Total Employer Taxes and Contri...	13.77	13.77	13.77	13.77	55.08

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

8:45 AM
 10/6/2023
 Accrual Basis

	MONTH TO DATE			YEAR TO DATE			ANNUAL BUDGET			
	Month End 9/30/23	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-24 Budget	% of Budget
Water Sewer Revenues										
8000-01 - Annual Water Fees	73,428	73,428	-	100%	220,284	220,284	-	100%	881,136	25%
Approved Water Fees Increase									170,286	
8000-02 - Annual Sewer Fees	101,843	101,843	-	100%	305,528	305,528	-	100%	1,222,112	25%
Approved Sewer Fees Increase									59,853	
8030 - Property Taxes	343	-	343	100%	32,571	30,000	2,571	109%	550,000	6%
8050 - Customer Late Fees	2,866	1,625	1,241	176%	2,585	1,625	960	159%	6,500	40%
8055 - Primary Facilities Fees - Sewer	7,800	7,800	-	100%	7,800	7,800	-	100%	23,400	33%
8006 - Primary Facilities Fees - Water	1,825	1,825	-	100%	1,825	1,825	-	100%	5,475	33%
8052 - GAPVAX Services	-	-	-	0%	-	-	-	0%	-	0%
8020 - Other Income	2,594	1,666	928	156%	7,063	5,000	2,063	141%	20,000	35%
Total Revenues Received:	190,699	188,187	2,512	101%	577,656	572,062	5,594	101%	2,938,762	20%
Controllable Expenses:										
Salaries:										
9001 - Director Salaries	720	1,800	1,080	40%	3,240	5,400	2,160	60%	21,600	15%
9003 - Maintenance Salaries				0%				0%		
9003-01 - Maint Hourly Regular	25,992	29,439	3,447	88%	81,845	88,319	6,474	93%	353,275	23%
9003-02 - Maint Overtime	276	1,250	974	22%	1,901	3,750	1,849	51%	15,000	13%
9003-03 - Maint Standby	2,200	2,196	(4)	100%	6,680	6,590	(90)	101%	26,360	25%
9003-00 - Maint Salaries - Other	(1,686)	-	1,686	100%	(8,551)	-	8,551	100%	5,000	0%
9003-04 - Labor Allocated to Projects	27,502	34,685	7,183	79%	85,114	104,059	18,945	82%	421,235	20%
Total 9000 - Salaries	2,233	2,654	421	84%	7,165	7,962	797	90%	31,848	22%
Payroll Expense										
9005 - Payroll Expense - SS & Medicare	-	329	329	0%	(147)	987	1,134	(15%)	3,950	-4%
9007 - Payroll Expense - SUI & ETT	1,996	2,612	616	76%	6,947	7,837	890	89%	31,345	22%
9008 - Payroll Expense - Retirement	9,254	9,709	455	95%	27,764	29,125	1,361	95%	116,500	24%
9009 - Payroll Expense - Medical & D/V	2,529	5,125	2,596	49%	2,529	5,125	2,596	49%	20,500	12%
9010 - Payroll Expense - Workers' Comp	16,013	20,429	4,416	78%	44,259	51,036	6,777	87%	204,143	22%
Total 9004 - Payroll Expense	7,345	2,500	(4,845)	294%	9,959	7,500	(2,459)	133%	30,000	33%
Indirect & G&A										
9012 - Legal Expense:	-	-	-	0%	-	-	-	0%	18,400	0%
9013 - Audit Expense	96	165	69	58%	179	495	316	36%	1,980	9%
9014 - Fees & Penalties	341	416	75	82%	1,535	1,250	(285)	123%	5,000	31%
9016 - Directors' Expense	13,213	22,084	8,872	60%	37,100	66,250	29,150	56%	265,000	14%
9017 - Professional Fees - Operations	10,416	11,440	1,024	91%	31,104	34,320	3,216	91%	137,280	23%
9018 - Professional Fees - Office	72	750	678	10%	2,195	2,250	55	98%	9,000	24%
9022 - Election Expense	-	-	-	0%	-	-	-	0%	-	0%
9023 - Insurance Expense	-	-	-	0%	12,271	12,000	(271)	102%	30,277	41%
9024 - Membership Expense	-	-	-	0%	410	7,000	6,590	6%	19,162	2%
9026 - Outside Services	577	846	269	68%	480	850	370	56%	3,400	14%
9028 - Telephone Expense	346	459	113	75%	1,732	2,536	804	68%	10,144	17%
9029 - Garbage/Hazmat Expense	(141)	500	641	(28%)	693	1,375	682	50%	5,500	13%
9030 - Uniform Expense					600	1,250	650	48%	3,000	20%

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

8:45 AM
 10/6/2023
 Accrual Basis

	MONTH TO DATE			YEAR TO DATE			ANNUAL BUDGET			
	Month End 9/30/23	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-24 Budget	% of Budget
9034 · Propane Expense	-	500	500	0%	39	2,292	2,253	2%	15,500	0%
9036 · SCADA System Expense	-	2,000	2,000	0%	-	2,000	2,000	0%	4,000	0%
9037 · M&O Asset Mgmt Sys (Lucy)	-	-	-	0%	3,843	3,000	(843)	128%	3,000	128%
9040 · Office Expense	111	250	139	44%	212	750	538	28%	3,000	7%
9041 · Postage Expense	-	-	-	0%	100	-	(100)	100%	2,000	5%
9042 · Postage Meter Expense	-	-	-	0%	262	325	63	81%	1,300	20%
9043 · Copier & Fax Expense	161	79	(82)	204%	161	237	76	68%	950	17%
9044 · Computer Equipment & Service										
9044-01 · General Expense	1,402	2,176	774	64%	4,374	6,530	2,156	67%	26,120	17%
9044-02 · Website Design	-	750	750	0%	-	750	750	0%	3,000	0%
9044-03 · Merchant Fees	8,225	3,003	(5,222)	274%	15,447	9,011	(6,436)	171%	36,043	43%
Total 9011 · Indirect & G&A	42,163	48,202	6,039	87%	122,695	161,971	39,276	76%	633,056	19%
<u>MAINTENANCE & OPERATIONS</u>										
<u>Water Treatment & Filter Plant</u>										
9101 · Filter Plant Operations & Maint	-	667	667	0%	1,475	2,001	526	74%	8,000	18%
9102 · Filter Plant-Chem, Lab & Equip	4,794	3,750	(1,044)	128%	8,664	11,250	2,586	77%	45,000	19%
9103 · Filter - Water Pumping Plant M&O	-	166	166	0%	-	500	500	0%	2,000	0%
9104 · Well Pump Station Expense	-	3,750	3,750	0%	-	3,750	3,750	0%	15,000	0%
Total 9100 · Water Treatment & Filter Plant	4,794	8,333	3,539	58%	10,139	17,501	7,362	58%	70,000	14%
<u>Water Distribution</u>										
9201 · Water Dist - General Maint	-	834	834	0%	274	2,500	2,226	11%	10,000	3%
9202 · Water Dist - Pipes & Fittings	1,370	209	(1,161)	656%	1,370	625	(745)	219%	2,500	55%
9203 · Water Dist - Hydrant Maint	-	209	209	0%	-	625	625	0%	2,500	0%
9204 · Fees - Water	1,025	-	(1,025)	100%	2,338	2,000	(338)	117%	17,870	13%
9205 · Water Dist - Electricity	2,864	3,846	982	74%	9,224	11,538	2,314	80%	46,150	20%
9600 · Water Dist - Meters/Parts	500	166	(334)	301%	500	500	-	100%	2,000	25%
9601 · Water Conservation	-	-	-	0%	-	-	-	0%	1,000	0%
Total 9200 · Water Distribution	5,759	5,264	(495)	109%	13,706	17,788	4,082	77%	82,020	17%
<u>Wastewater Collection System</u>										
9301 · Wastewater - General Maint	1,427	1,166	(261)	122%	3,432	3,500	68	98%	14,000	25%
9302 · Wastewater - Pipes/Fittings	-	84	84	0%	-	250	250	0%	1,000	0%
9303 · Wastewater-Enzymes/Lab Testing	4,284	3,334	(950)	129%	4,284	4,000	(284)	107%	4,000	107%
9304 · Wastewater - Manholes	-	-	-	0%	-	500	500	0%	500	0%
9305 · Fees - Sewer	1,025	834	(191)	123%	2,338	2,500	162	94%	10,000	23%
9306 · Wastewater - Electricity	1,911	2,084	173	92%	5,287	6,250	963	85%	25,000	21%
9700-01 · Wastewater Export Service Exp(Refund)	-	-	-	0%	-	-	-	0%	32,000	0%
9700 · Wastewater- Export Service Exp	43,725	43,750	25	100%	131,176	131,250	74	100%	525,000	25%
Total 9300 · Wastewater Collection System	52,371	51,252	(1,119)	102%	146,517	148,250	1,733	99%	611,500	24%
<u>Vehicle Expense</u>										
9501 · Gasoline/Diesel	-	-	-	-	-	-	-	-	-	-
9502 · Pickups	1,627	2,084	457	78%	3,971	6,250	2,279	64%	25,000	16%
9503 · Gapvac	-	-	-	0%	-	1,000	1,000	0%	4,000	0%
9504 · Backhoe	-	-	-	0%	-	1,000	1,000	0%	5,000	0%
Total	9,422	-	(9,422)	100%	9,422	500	(8,922)	1,884%	3,000	314%

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 9/30/23	Budget	Favorable / (Unfavorable)	% of Budget	YEAR TO DATE	Budget	Favorable / (Unfavorable)	% of Budget	FY 22-24 Budget	% of Budget
9505 · Vehicle Maint Supplies	-	291	291	0%	489	875	386	56%	3,500	14%
Total 9500 · Vehicle Expense	11,049	2,375	(8,674)	465%	13,882	9,625	(4,257)	144%	40,500	34%
Project Expenses										
9811 · Replace Sewer Mainline	-	-	-	0%	-	-	-	0%	-	0%
9812 · Spot Repairs of Sewer Mainline & Laterals	-	2,000	2,000	0%	6,138	4,000	(2,138)	153%	10,000	0%
9813 · Repair of Sewer Manholes at Various Locations	8,613	9,000	388	96%	8,613	18,000	9,388	48%	50,000	0%
9814 · Adj Sewer Manholes to Grade	823	1,500	677	55%	823	3,000	2,177	27%	3,000	0%
9815 · Misc Sewer Pump Station Upgrade	-	1,000	1,000	0%	-	2,000	2,000	0%	5,000	0%
9817 · TV Gravity Sewer System	15,466	-	(15,466)	100%	10,408	20,000	9,593	52%	20,000	52%
9818 · Misc Water System Improvements	-	1,000	1,000	0%	24,397	5,000	(19,397)	488%	5,000	488%
9819 · Adj Water Valve Boxes to Street Grade	-	1,000	1,000	0%	-	2,000	2,000	0%	5,000	0%
9820 · Misc Upgrades Water Pump Stations	-	-	-	0%	-	-	-	0%	-	0%
9821 · Automatic Meter Read System	1,343	1,666	323	81%	9,582	5,000	(4,582)	192%	20,000	48%
9822 · Misc Jobs - Safety Tools Bldgs	4,050	5,291	1,241	77%	11,929	15,875	3,946	75%	63,500	19%
9824 · Lake Management	-	1,400	1,400	0%	414	4,000	3,586	10%	16,000	0%
9825 · HOTFaP	-	-	-	0%	-	-	-	0%	2,500	0%
9826 · Contemporary Water Quality	-	-	-	0%	-	21,600	21,600	0%	64,785	0%
9827 · District Engineer Services	-	12,500	12,500	0%	863	37,500	36,638	2%	150,000	1%
9915 · Misc. Projects	-	1,250	1,250	0%	2,000	3,750	1,750	53%	15,000	13%
Total 9800 · Project Expenses	30,295	36,607	6,312	83%	75,165	141,725	66,560	53%	429,785	17%
Total Controllable Expenses	189,947	207,147	17,200	92%	511,477	651,955	140,478	78%	2,492,239	21%
Non-Controllable Income/Expenses:										
Other Expenses										
9900 · Debt - Interest	-	-	-	0%	-	-	-	0%	-	0%
9906 · USDA Revenue Bonds	54,343	54,500	157	100%	54,343	54,500	157	100%	109,000	50%
9908 · Assmnt Int - Palisade/Serene	677	500	(177)	135%	677	500	(177)	135%	500	135%
Total 9900 · Debt - Interest	55,020	55,000	(20)	100%	55,020	55,000	(20)	100%	109,500	50%
9920 · Depreciation	-	-	-	0%	-	-	-	0%	-	0%
9921 · Depreciation - Water	14,883	12,500	(2,383)	119%	44,648	37,500	(7,148)	119%	150,000	30%
9922 · Depreciation - Sewer	13,120	10,000	(3,120)	131%	39,359	30,000	(9,359)	131%	120,000	33%
Total 9920 · Depreciation	28,002	22,500	(5,502)	124%	84,007	67,500	(16,507)	124%	270,000	31%
9950 · SLCWD Share - DSPUD Capital Costs	-	-	-	0%	-	-	-	0%	40,000	0%
9999 · Clearing Account	-	-	-	0%	-	-	-	0%	-	-
Total Non-Controllable Expenses	83,022	77,500	(5,522)	107%	139,027	122,500	(16,527)	113%	419,500	33%
TOTAL DISTRICT EXPENSES:	272,969	284,647	11,678	96%	650,504	774,455	123,951	84%	2,911,739	22%
EARNED OPERATING REVENUE LESS EXPENSE:	(82,270)	(96,460)	14,190		(72,848)	(202,393)	129,545		27,023	

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	10,260.95
3027/3011 Filter Plant Modification - Emergency Generator Wiring	\$ 20,000.00	-
Filter Room Grating and Tank Railing	\$ 30,000.00	1,000.00
Utility Master Plan	\$ 195,477.25	83,185.75
Total Capital Projects	\$ 460,977.25	\$ 94,446.70

Placer County Treasury Fund

9/1/2023	Beginning Balance	\$ 935,643.38
	Interest	\$ 2,342.89

Transfers to Operating Account:

9/30/2023	Available Funds	<u>\$ 937,986.27</u>
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Sierra Lakes County Water District
Cash Source and Application of Funds
Operating Budget
in \$000's

ACTUAL Sep-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	Forecast Aug-24
873	873	666	462	487	419	536	521	297	182	334	80	250

Beginning Operating Cash Balance:

Cash Provided/(Used) by Operations:

	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	Forecast Aug-24
Revenues:												
Sewer & Water Service Fees	200	100	240	140	131	200	200	200	200	50	350	150
Placer County Taxes	-	10	-	-	300	-	-	-	207	-	-	-
Primary Facilities Fees	4	-	-	-	-	-	-	10	10	10	-	-
Misc Other Income				6	-	-	6	-	-	5	-	-
Expenses:												
Operating Expenses	(235)	(214)	(215)	(214)	(214)	(215)	(214)	(214)	(215)	(215)	(180)	(175)
Sierra Plant - Capital Projects	(50)	(100)	-	-	(100)	-	(71)	(50)	(50)	(50)	-	-
Net Cash Provided/(Used) by Operations:	(81)	(204)	25	(68)	117	(15)	(8)	(75)	152	(200)	170	(25)

Cash Provided/(Used) for Financing Activities

	(54)	-	-	-	-	-	(216)	-	-	-	-	-
USDA \$5.2 million Revenue Bond	(59)	-	-	-	-	-	-	-	-	-	-	-
DSPUD Cost Sharing	-	-	-	-	-	-	(40)	(40)	-	-	-	-
Total Cash Provided/(Used) by Financing Activities:	(54)	-	-	-	-	-	(216)	(40)	(40)	-	-	-

Cash Provided/(Used) by Investment Activities

	(54)	-	-	-	-	-	-	-	-	(54)	-	-
Moved to Placer Co. Treasurer's Fund	(108)	-	-	-	-	-	-	-	-	-	-	-
GASB 45 - OPEB Annual Funding	(108)	-	-	-	-	-	-	-	-	(54)	-	-
Total Cash Provided/(Used) by Investment Activities:	(54)	-	-	-	-	-	-	-	-	(54)	-	-

Ending OPERATING ACCOUNT Cash Balance:

	666	462	487	419	536	521	297	182	334	80	250	225
Ending OPERATING ACCOUNT Cash Balance:	625											

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

Beginning OPERATING Cash Balance:

ACTUAL 2022/2023	FORECAST 2023/2024	Forecast 2024/2025	Forecast 2025/2026	Forecast 2026/2027
629	517	80	365	419

Cash Provided/(Used) by Operations:

Revenues:				
Water/Sewer Service Fees	2,103	2,306	2,306	2,306
Proposed Rate Increase	230			
Placer County Tax	550	550	550	550
Primary Facilities Fees	30	29	29	29
Misc Other Income: Int & Fees	20	20	20	20
Expenses:				
Operating Expenses	(2,492)	(2,617)	(2,748)	(2,885)
Sierra Plant - Capital Projects	(460)	(150)	(150)	(150)
Net Cash Provided/(Used) by Operations:	(19)	138	7	(130)

Cash Provided/(Used) for Financing Activities

CA Bank & Trust Loan Principal & Interest	-	-	-	-
USDA Revenue Bond Loan	(269)	(269)	(270)	(270)
Additional WWTP Costs - Prior Years	(134)	-	-	-
DSPUD Cost Sharing	(40)	(30)	(30)	(30)
Total Cash Provided/(Used) by Financing Activities:	(403)	(299)	(300)	(300)

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	500	400	-
Annual GASB 45 Funding - OPEB - Moved to LAIF	(54)	(54)	(53)	-
Total Cash Provided(Used) by Investment Activities:	2,046	446	347	-
Ending OPERATING Cash Balance:	517	365	419	(12)

Balance Sheet

As of September 30, 2023

Sep 30, 23

ASSETS

Current Assets

Checking/Savings

1002 · US Bank - Demand	663,030.81
1031 · GASB 45 - OPEB ACCOUNT	163.26
1040 · Petty Cash	50.00
1061 · Placer County Tres. Fund	937,986.27
1062 · LAIF - OPEB Funds	933,778.76

Total Checking/Savings	2,535,009.10
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Accounts Receivable

2000 · Current Service Receivable	1,071,186.74
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Total Accounts Receivable	1,071,186.74
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Other Current Assets

12000 · Undeposited Funds	2,554.30
2018 · Interest Receivable	8,925.95
2100 · Prepaid Insurance	5,189.00

Total Other Current Assets	16,669.25
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Total Current Assets	3,622,865.09
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Fixed Assets

3000 · Water Utility Plant in Service

3001 · Water Source of Supply (Lakes)	49,686.95
3002 · Water Pumping Plant	174,278.16
3003 · Water Filtration Plant	683,796.29
3004 · Water Distribution System	6,009,942.34
3005 · General Plant	232,794.63
3010 · Filter Plant Construction-FmHA	904,122.09
3011 · Filter Plant Mod Adm 1/2 Water	88,018.96
3012 · Wells/Post Chlorination-DWR	628,829.55
3013 · Aresnic Filter Installation	95,188.76

Total 3000 · Water Utility Plant in Service	8,866,657.73
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30000 · Wastewater System Assets

3020 · Wastewater Collection Sys	2,632,267.07
3022 · Wastewa Export Line-SWRCB G...	1,772,116.35
3024 · Wastewater Export Project	206,448.44
3025 · Wastewater Disposal Plant	796,300.33
3026 · Parallel Sewer Force Main	217,842.37
3027 · Filter Plant Mod Adm 1/2 Sewer	88,018.96
3028 · Vehicles	358,123.54
3029 · Sewer Inspection Camera	10,427.50

Total 30000 · Wastewater System Assets	6,081,544.56
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3030 · Land

3031 · Lot K-9-1	4,538.37
3032 · Lot 117-S1	2,992.57
3033 · Lot 16-S5/6	1,638.67
3034 · Part 069-020-047	500.00

Balance Sheet

As of September 30, 2023

	<u>Sep 30, 23</u>
3035 · 5 Acres Section 35	1,187.16
3036 · Lake Parcel	101,100.50
3037 · 7207 Palisade Drive	33,700.19
3038 · 2062 Serene Rd	1,208,735.44
3030 · Land - Other	11,378.00
Total 3030 · Land	1,365,770.90
30400 · Accumulated Depreciation	
3042 · Depreciation Allowance - Sewer	-3,589,796.76
3043 · Depreciation Allowance - Water	-4,290,449.73
Total 30400 · Accumulated Depreciation	-7,880,246.49
Total Fixed Assets	8,433,726.70
Other Assets	
3100 · Projects in Progress	
3101 · Replace Sewer Mainline	
3101-09 · Replace Sewer Mainline FY...	154,166.10
Total 3101 · Replace Sewer Mainline	154,166.10
3103 · Repair Sewer Manholes Various	
3103-11 · Repair Sewer Manholes FY...	39,379.72
Total 3103 · Repair Sewer Manholes Va...	39,379.72
3105 · Fire Hydrant Replacement	2,616.25
3106 · Misc Upgrades Water Pump Stat	77,329.34
3114 · Badger Meters & Endpoints	-4,758.68
3118 · Telephone & Internet Upgrade	1,531.08
3119 · Dam Parcel & Serena Creek Acq	10,500.00
3120 · Tank Railing & Plant Grading	1,000.00
3121 · Utility Master Plan	126,166.25
3122 · Filter Plant Repairs/Upgrades	10,260.95
Total 3100 · Projects in Progress	418,191.01
3200 · Deferred Outflows/Contributions	49,407.00
3201 · Deferred Outflows/Actuarial	280,827.00
3205 · Deferred Outflows (OPEB Contrib	150,466.00
6101 · Net Pension Liability - GASB 68	-141,590.00
Total Other Assets	757,301.01
TOTAL ASSETS	12,813,892.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4000 · Accounts Payable	56,114.93

Balance Sheet

As of September 30, 2023

	<u>Sep 30, 23</u>
Total Accounts Payable	56,114.93
Other Current Liabilities	
4100 · Accounts Payable - Other	8.25
5001 · Accrued Taxes	
5005 · Retirement - Accrued Taxes	4,010.55
5010 · Health Ins. Deductions	0.01
Total 5001 · Accrued Taxes	4,010.56
5013 · Accrued Vacation	7,241.74
5019 · Loan Interest Payable - Accrued	27,990.00
Total Other Current Liabilities	39,250.55
Total Current Liabilities	95,365.48
Long Term Liabilities	
6000 · Debt - Principal	
6007 · USDA \$5,222,000 Revenue Bond	3,952,200.00
6008 · Assessment - 7207 Palisade	7,572.64
6009 · Assessment - 2062 Serene Rd	7,574.64
Total 6000 · Debt - Principal	3,967,347.28
6100 · Accrued OPEB - GASB 45	867,335.00
6102 · Deferred Inflows (Pensions)	102,568.00
6103 · Deferred Inflows (OPEB)	638,444.00
Total Long Term Liabilities	5,575,694.28
Total Liabilities	5,671,059.76
Equity	
7005 · Retained Earnings	5,639,192.12
Net Income	1,503,640.92
Total Equity	7,142,833.04
TOTAL LIABILITIES & EQUITY	12,813,892.80

amn
 10/6/2023
 9:11 AM

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

Vendor	Inv # / Inv Date	Invoice Amount
<u>Shuana Lorance, P.E</u>	Invoice # 230930 Date 9/30/2023 For: <u>Sept 2023 Professional Fees & Reimbursements</u>	12,775.00
<u>Paul A. Schultz, P.E. A CA Prof Corp</u>	Invoice # 231003 Date 9/30/2023 For: <u>Sept 2023 Professional Fees & Reimbursements</u>	437.50
<u>Anna M Nickerson LLC</u>	Inv# 91523 Date 9/15/2023 For: <u>Professional Fees 9/1 to 9/15/23</u>	5,904.00
	Inv# 93023 Date 9/30/2023 For: <u>Professional Fees 9/16 to 9/30/2023</u>	4,512.00
TOTAL ANNA NICKERSON LLC		10,416.00
<u>Dowl (Farr West Engineering)</u>	Inv# R4653.2315-4 Date 10/6/2023 For: <u>Serene Lakes and Dam Property Acquisition</u> <u>For: General Services, Master Plan, Dam Acquisition, Dam Gate Repair, Fire Flow Testing</u>	22,373.75
TOTAL Dowl (Farr West Engineering)		22,373.75
TOTAL INVOICES FOR APPROVAL		46,002.25

RECEIVED OCT - 1 2023

SHAUNA LORANCE, P.E.
Civil Engineering and Management

September 30, 2023

INVOICE No. 230930

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

Hours	Description	Rate	Total
73	Professional Services August 1-30, 2023	\$175	\$12,775

Payment due within 45 days after receipt

Shauna Lorance
10200 Hillview Road
Newcastle, CA 95658

ACCOUNT NO 9017 \$ 12,775.00
CHECK NO.
CK DATE

APPROVED

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

DATE	DESCRIPTION	HOURS
9/3	Two meetings with customers and SLPOA talk (1 hour onsite; 1 hour offsite)	2
9/4	Phone calls from SLPOA, review pipeline plans (1 hour offsite)	1
9/5	Update calls with staff; developer call; (2 hours offsite)	2
9/6	Cell tower consultant; emails and admin; Board agenda (4 hours offsite)	4
9/7	Update meeting on water and sewer issues; staff reports; emails and admin tasks (1 hour offsite; 5 hours onsite)	6
9/8	Review of construction plans; background work for meetings; (2 hours offsite)	3
9/11	Admin; research on cyano; (4 hours offsite)	4
9/12	Review of recently released grants; Long call with Trish on cyano; plan review; TF MOU; (5 hours offsite)	5
9/13	General office work (3 hour offsite)	3
9/14	Met w/staff; meeting with Tahoe Donner Land Trust; prep for Board Mtg; bd mtg; review of construction plans (8 hours onsite)	8
9/15	Conv on joining mtg; other admin (1 hour offsite)	1
9/19	Phone call with DOWL; MP and rate study files; site visits (1.5 hour offsite; 5.5 hours onsite)	7
9/20	Admin; snow removal; new construction (4 hours offsite)	4
9/21	General work (3 hours offsite)	3
9/25	Construction plans; emails; customer mtg; phone calls on hydrants and water supply; sewer MP review (6 hours onsite; 1 hour offsite)	7
9/26	Review sewer MP; general admin (4 hours offsite)	4
9/27	Sewer plans, calls with DSPUD and consultants, (3 hours offsite)	3
9/28	Coordination with staff	1
9/29	SLPOA article; EPA Toxic registration; TDPUD interconnection study; hydrants/city of Truckee; Water rights research; (5 hours offsite)	5
	TOTAL	73

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

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>
09/12/2023	Meet w/ Utility Ops. Mgr. re: modifications to repair of damaged 6-inch ACP water main in the vicinity of 7111 Soda Springs Road. (0.5 hrs. overall, 0.0 hrs. on-site)	0.5
09/14/2023	Meet w/ Utility Ops. Mgr. re: modifications to repair of damaged 6-inch ACP water main in the vicinity of 7111 Soda Springs Road. (1.0 hrs. overall, 0.0 hrs. on-site)	1.0
09/29/2023	Review and comment on revised Utility Master Plan Task Memo #1, by Dowl. (1.0 hrs. overall, 0.0 hrs. on-site)	1.0

INVOICE

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

ACCOUNT NO: 9018 \$ 5,904.00
 CHECK NO: 092723
 CHECK DATE: 9-27-23
 APPROVAL: _____

INVOICE NO: 091522
 DATE: September 15, 2022

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	F5 / Recs / PR / HR / Tax / Budget / Audit	Assmnt District	MEO Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg Min / Packets	Total
9/1/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Closed escrows and opened new accounts, answered questions regarding docks. Filed	4.0	\$96.00	\$ 384.00	1	1				1	0.5	0.5			4
9/4/2023	Holiday	0.0	\$96.00	\$ -											0
9/5/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Answered information requests, updated website and worked on month end.	5.0	\$96.00	\$ 480.00	1.5		1			1	1	0.5			5
9/6/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Answered information requests, updated website and worked on month end.	5.0	\$96.00	\$ 480.00	1		1			0.5	0.5	0.5	1.5		5
9/7/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Finished minutes, month end, prepared board packets and processed escrows and issued certifications.	11.5	\$96.00	\$ 1,104.00		1	5			1	1.5	0.5		2.5	11.5
9/8/2023	Off	0.0	\$96.00	\$ -											0
9/11/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed escrows and audit prep	5.0	\$96.00	\$ 480.00		1	2			1	0.5	0.5			5
9/12/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Audit prep	5.0	\$96.00	\$ 480.00			2			1	1.5	0.5			5
9/13/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Audit	11.5	\$96.00	\$ 1,104.00		1.5	6.5			2	1	0.5			11.5
9/14/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Audit, website updater, meter updates.	12.0	\$96.00	\$ 1,152.00			7		1	1.5	0.5	0.5	1.5		12
9/14/2023	Board Meeting	2.5	\$96.00	\$ 240.00										2.5	2.5
9/15/2023	Off	0.0	\$96.00	\$ -											0
	TOTALS	61.5	\$	5,904.00	3.5	4.5	24.5	0.0	1.0	9.0	7.0	4.0	3.0	5.0	61.5

**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: 093023
DATE: September 30, 2023

ACCOUNT NO: 9018 \$ 4,512.00
CHECK NO: 101023
CHECK DATE: 10/10/23
APPROVAL:

DATE	DESCRIPTION	HOURS	UNIT PRICE	TOTAL	Admin	Escrow & Public Requests	FS / Recs / PR / HR / Tax / Budget / Audit	Assmnt District	M&O Support	A/R - Banking	A/P	Mail / email	IT	Board Agenda / Mtg Min / Packets	Total
9/18/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Issued late fees and updated website	5.0	\$96.00	\$ 480.00	0.5					2	0.5	0.5	1.5		5
9/19/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Processed escrows and entered new meter information	5.0	\$96.00	\$ 480.00		2			1	1	0.5	0.5			5
9/20/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened an escrow and entered new meter information.	5.0	\$96.00	\$ 480.00		0.5			3	0.5	0.5	0.5			5
9/21/2023	Off	0.0	\$96.00	\$ -											0
9/22/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Closed escrows, updated website, processed information requests and entered new meters	8.0	\$96.00	\$ 768.00	1	1			3	0.5	0.5	0.5	1.5		8
9/25/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated an escrow, filed and entered meter information	5.0	\$96.00	\$ 480.00	1	0.5			2	0.5	0.5	0.5			5
9/26/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Opened an escrow, addressed auditor follow-up questions and entered meter information	5.0	\$96.00	\$ 480.00		0.5	1		2	0.5	0.5	0.5			5
9/27/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Backflow testing letters and opened/closed escrows, opening accounts and sending new owner info and copier issues.	5.0	\$96.00	\$ 480.00		0.5			1	1	1	0.5	1		5
9/28/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Updated website and processed payroll.	5.0	\$96.00	\$ 480.00			1			1	1	0.5	1.5		5
9/29/2023	Picked up and processed mail, processed accounts receivables & accounts payables, read and answered emails. Filed worked on backflow letters/updating Lucy	4.0	\$96.00	\$ 384.00	1				1.5	0.5	0.5	0.5			4
	TOTALS	47.0	\$	4,512.00	3.5	5.0	2.0	0.0	13.5	7.5	5.5	4.5	5.5	0.0	47.0

7% 11% 4% 0% 29% 16% 12% 10% 12% 0%

RECEIVED OCT - 6 2023

ACCOUNT NO 9827 \$ 22,373.75
CHECK NO.
CK DATE



APPROVED

October 6, 2023

Invoice No: R4653.2315 - 4

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

Invoice Total \$22,373.75

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

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

Description of Services: Coordination with client; BLA; Field work; Monument ties; Traversing and control processing; Mapping

Period August 27, 2023 to September 30, 2023

Phase 001 Task 1.0 - Minor Boundary Line Adjustmen

Professional Personnel

	Hours	Rate	Amount
Professional Land Surveyor VIII Constantine, Kaitlin	23.50	180.00	4,230.00
Survey Crew Member Lessenger, Ashley	20.50		0.00
Survey Technician I Lessenger, Ashley	1.50	85.00	127.50
Survey Technician VIII Haukaas, Andrew	5.00	155.00	775.00
One-Person Survey Crew GPS/Robotics Collins, Christopher	9.00	175.00	1,575.00
Two-Person Survey Crew GPS/Robotics Haukaas, Andrew	20.50	230.00	4,715.00
Totals	80.00		11,422.50
Total Labor			11,422.50

Phase 002 Task 2.0 - Minor Land Division Parcel Ma

Professional Personnel

	Hours	Rate	Amount
Professional Land Surveyor VIII Constantine, Kaitlin	3.50	180.00	630.00
Survey Crew Member Lessenger, Ashley	40.00		0.00
Survey Technician I Lessenger, Ashley	2.25	85.00	191.25
Survey Technician VIII Haukaas, Andrew	6.00	155.00	930.00

PLEASE REMIT PAYMENT TO: 775-851-4788 ■ FAX 775-851-0766 ■ 5510 Longley Lane ■ Reno, NV 89511 ■ www.dowl.com

Project	R4653.2315	SLCWD - Serene Lake and Dam Property Acq		Invoice	4
Two-Person Survey Crew GPS/Robotics					
	Haukaas, Andrew	40.00	230.00	9,200.00	
	Totals	91.75		10,951.25	
	Total Labor				10,951.25
			INVOICE TOTAL		\$22,373.75

PLEASE REMIT PAYMENT TO: 775-851-4788 ■ FAX 775-851-0766 ■ 5510 Longley Lane ■ Reno, NV 89511 ■ www.dowl.com

Invoice Summary

DOWL, LLC

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

Invoice Date: 10/6/2023
 Invoice: 000000000004
 Project: R4653.2315
 Project Name: SLCWD - Serene Lake
 and Dam Property
 Acq

Description	Contract Amount	Prior Billed	Current Billed	Total Billed	Remaining
Phase 001 - Task 1.0 - Minor Boundary Line Adjustmen	30,490.00	18,181.50	11,422.50	29,604.00	886.00
Phase 002 - Task 2.0 - Minor Land Division Parcel Ma	10,230.00	0.00	10,951.25	10,951.25	-721.25
Phase 003 - Task 3.0 (contingent) - Owner Directed S	4,072.00	0.00	0.00	0.00	4,072.00
Grand Total	44,792.00	18,181.50	22,373.75	40,555.25	4,236.75

✓


STAFF REPORT

TO: Board of Directors
FROM: Shauna Lorance, General Manager
SUBJECT: Board Policies Regarding Conversion to Metered Rates
DATE: October 4, 2023

STAFF RECOMMENDATION

Staff recommendations for metered water rates Board Policies are:

1. Billing periods – Bi-monthly
2. Fixed and volumetric rates – Fixed based on fixed costs and volumetric based on variable costs. However, staff will provide a couple real life options with sample billing impacts prior to decision.
3. Allocating fixed charges – based on capacity of meter
4. Timing of adoption of rates – adopt at the same time: two year budget and flat rates for sewer and water; water metered rates to begin in January 2026 (all rates adopted in June 2024)
5. Leak policy – hold off on decision until after #2 above is determined
6. Shut-off for non-payment – Shut-off for non-payment during months when access to meter box is not covered in snow (June – November?)
7. Meter testing – Do not test meters
8. Payment requirements for fixed portion of the water bill - Customers are required to pay the fixed portion of the water bill regardless of water usage

Current Status

The Board of Directors was provided with a summary of Board Policies related to metered rates at the September Board meeting. Initial decisions should be made now to facilitate upcoming activities, but it is expected that some of the policies could change as the process continues.

Attachment: Metered Water Rate Policies Document (same as September Board Meeting)



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.

From: Jim Squires <jsquires@gmail.com>
Sent: Monday, October 2, 2023 8:51 AM
To: anickerson@slcwd.org
Subject: Request to refund late fee - 8334 Bluff

Hi Anna: I'd like to please request a late fee refund. We have auto-pay set up and didn't know that a payment was due. We've now updated the credit card info and made the payment that was due so our account is up to date.

Thank you in advance,
James Squires
8334 Bluff Drive
Soda Springs, CA 95728
415-613-4380

anickerson@slcwd.org

From: anickerson@slcwd.org
Sent: Thursday, August 24, 2023 9:35 AM
To: jsquires@gmail.com
Subject: Account 26250-01 FW: [Action Required] SLCWD: 2nd Payment Attempt Failed
Importance: High

Good morning James & Susan,

I'm letting you know that your autopay did not go through due to an issue with your credit card (see below). It's typically due to an expired card. Please logon to your account at slcwd.org and update your payment method and process the payment. If you need assistance, I would be happy to help, just give me a call before 10:00am; I get in around 5:15am so you can't call too early.

Have a great day,
Anna Nickerson
Financial Consultant
Sierra Lakes County Water District
530-426-7800

NOTICE: The information contained in this message is proprietary and/or confidential and may be privileged. If you are not the intended recipient of this communication, you are hereby notified to: (i) delete the message and all copies; (ii) do not disclose, distribute or use the message in any manner; and (iii) notify the sender immediately.

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

From: Sierra Lakes County Water District <info@slcwd.org>
Sent: Friday, August 18, 2023 6:01 AM
To: jsquires@gmail.com
Subject: [Action Required] SLCWD: 2nd Payment Attempt Failed



Payment Failed (2nd Attempt)

Account #26250-01

8334 BLUFF DR

Invoice # A2023-714

Amount \$623.00

Due Date August 15, 2023

Overdue Date September 15, 2023

Payment Method VISA ending in 6254

*This was our second attempt to process this payment. **Auto Pay has been disabled** for your account and payment for your water/sewer services fees will **no longer** be paid automatically.*

Please visit your Account Dashboard to update your payment method and submit this payment manually.

[Account Dashboard](#)

In order to continue using Auto Pay it will need to be re-enabled in your [Account Settings](#).

If you have any questions about this account,
please contact support@slcwa.org

*Customer Confirmed email went to
junk mail*

STAFF REPORT

TO: Board of Directors

FROM: Shauna Lorance, General Manager

SUBJECT: Study of Water Intertie with DSPUD

DATE: October 2, 2023

STAFF RECOMMENDATION

Staff recommends supporting the study of a feasibility study and conceptual plan to connect the DSPUD and SLCWD water systems for use in emergency situations.

BACKGROUND

DSPUD is in the process of conducting a Water Resiliency and Intertie Feasibility Study. DSPUD initiated the study after receiving comments from the State during their annual inspection. The State is concerned that DSPUD has only one source of supply and has experienced significant algal blooms in their one source in the past. The State has directed DSPUD to develop a contingency plan that addresses the loss or significant impact to their raw water source (Lake Angela). The State indicated this needs to include identification and discussion of potential secondary sources of supply.

The Water Resiliency Study is nearing completion and one of the secondary supply options identified is a water system intertie between SLCWD and DSPUD. A conceptual design hasn't been prepared, but it appears this could be accomplished by constructing ~3,700 feet of water main and a metering station from the DSPUD system to the SLCWD system. A pump/booster station may be needed depending on the hydraulic grade lines of each of the systems.

The Rural Community Assistance Corporation (RCAC) reached out to DSPUD to see if DSPUD was interested in using their Technical Assistance (TA) to apply for State funding to improve our water supply resiliency. The assistance would be at no cost to DSPUD. DSPUD discussed with RCAC the possibility of applying for a State grant to fund a feasibility study and conceptual plan to connect the DSPUD and SLCWD water systems. This intertie would provide a way to move treated water back and forth between the agencies, thereby providing both districts with an emergency backup supply and some flexibility in case of drought. Right now, RCAC has requested letters of support from DSPUD and SLCWD so they can obtain approval to proceed with the grant application.

CURRENT STATUS

7/31/2023

Page 1 of 3

SLCWD has a small secondary source of water supply with our groundwater well. However, the groundwater well would not meet the peak water demands that are seen during holiday periods. If SLCWD ever did have an issue with our surface water supply, an intertie could be beneficial in an emergency.

DSPUD has provided a draft letter of support for SLCWD to consider signing, which is attached to this staff report.

Enclosure: draft letter

09/28/2023

Ms. Zoe Wu, P.E.
Senior Water Resource Control Engineer
State Water Resources Control Board
Division of Financial Assistance
1001 I Street, Sacramento, CA 95814

Subject: Letter of Support to Evaluate Interconnection

Dear Recipient,

On September 27, 2023, the Donner Summit Public Utility District reached out to the Sierra Lakes County Water District to inquire about interconnection. The Sierra Lakes County Water District has 820 service connections and Donner Summit Public Utility District has 350 service connections. Neither agency is a disadvantaged community or under compliance orders. Interconnection would benefit both agencies as it would provide a way to move treated water to either agency in the event of an emergency or severe drought.

Sierra Lakes County Water District supports the evaluation of an interconnection with Donner Summit Public Utility District.

Sincerely,

Community Name 1

Community Name 2

Signors Name/Title

Signors Name/Title

Authorized Signature

Authorized Signature

7/31/2023

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