

DRAFT Alpine Springs County Water District FY 21/22 Budget

DRAFT

	DRAFT BUDGET		Approved BUDGET	Percent Change	Actual				
	2021/22	2020/21			2019/20	2018/19	2017/18	2016/17	2015/16
Revenue									
4010 Water Revenue	\$724,055	\$699,862	3.5	\$700,311	\$686,383	\$663,953	\$658,675	\$627,101	
4050 Connection Fees	\$25,214	\$12,607	100.0	\$12,607	\$0	\$12,607	\$12,607	\$627,101	
4100 Sewer Revenue	\$310,909	\$291,778	6.6	\$279,831	\$284,549	\$251,241	\$248,967	\$242,186	
4150 Garbage Revenue	\$255,033	\$249,686	2.1	\$240,752	\$230,386	\$219,274	\$218,584	\$207,811	
4175 Park Revenue	\$26,830	\$30,520	-12.1	\$35,840	\$28,863	\$32,502	\$25,372	\$25,902	
4200 Fire Mitigation Fees	\$9,500	\$9,500	0.0	\$5,951	\$4,674	\$10,110	\$5,687	\$9,765	
4300 Fire Fuel Management Fees	\$24,827	\$23,798	4.3	\$23,421	\$22,707	\$10,110	\$5,687	\$9,765	
4510 Property Tax Revenue	\$788,229	\$737,045	4.2	\$743,696	\$722,527	\$653,272	\$634,785	\$622,382	
4999 Other Revenue	\$46,418	\$28,350	63.7	\$21,850	\$30,538	\$18,133	\$28,244	\$90,639	
4850 Interest Revenue	\$5,000	\$21,800	-77.1	\$21,800	23,290	\$18,224	\$9,894	\$10,776	
	\$2,186,015	\$2,104,948	4.3	\$2,086,059	\$2,013,917	\$1,879,318	\$1,841,625	\$1,826,554	
Expense									
5020 Salaries and Wages - Admin	\$173,522	\$56,698	206.0	\$52,248	\$51,334	\$48,741	\$47,819	\$47,679	
5032 Salaries and Wages - O&M	\$224,903	\$215,599	4.3	\$210,703	\$221,331	\$192,756	\$202,232	\$198,095	
5103 Benefits - Admin	\$57,507	\$18,985	202.9	\$16,107	\$15,805	\$14,668	\$14,802	\$12,568	
5104 Benefits - O&M	\$82,902	\$83,767	-1.0	\$70,035	\$71,019	\$69,491	\$78,750	\$75,283	
5106 Health Plan Co-Insurance	\$11,000	\$7,000	57.1	\$3,369	\$4,809	\$3,815	\$5,153	\$4,836	
5110 Directors' Fees	\$8,650	\$8,650	0.0	\$8,075	\$7,900	\$7,925	\$7,250	\$7,550	
5120 Insurance - Administration	\$43,862	\$47,870	-8.4	\$39,699	\$35,332	\$30,168	\$16,452	\$16,265	
5145 Park Expenditures	\$29,465	\$20,795	41.7	\$8,542	\$4,637	\$13,087	\$5,382	\$4,867	
5151 Parts/Tools/Misc. Equip	\$21,220	\$21,020	1.0	\$19,374	\$11,151	\$26,530	\$9,143	\$11,157	
5162 Postage and Delivery	\$7,485	\$7,115	5.2	\$5,331	\$4,480	\$4,205	\$4,878	\$4,300	
5165 Cleaning	\$5,000	\$5,000	0.0	\$5,331	\$3,305	\$2,860	\$3,350	\$3,396	
5166 Newsletter and Printing	\$3,000	\$3,720	-19.4	\$5,342	\$2,412	\$2,432	\$1,875	\$2,286	
5167 Office Expense	\$26,195	\$16,795	56.0	\$17,163	\$18,590	\$11,126	\$11,562	\$18,933	
5168 Dues and Subscriptions	\$9,295	\$9,101	2.1	\$8,549	\$5,126	\$7,063	\$6,652	\$6,214	
5169 Bank and Collection Fees	\$3,847	\$1,150	234.5	\$1,787	\$1,841	\$1,523	\$1,618	\$1,238	
5170 Analytical Testing	\$3,325	\$3,525	-5.7	\$4,124	\$4,214	\$3,910	\$1,455	\$5,746	
5180 Accounting Fees	\$63,860	\$62,482	2.2	\$81,910	\$58,986	\$57,074	\$55,850	\$54,868	
5181 Audit	\$19,250	\$18,800	2.4	\$20,896	\$18,350	\$17,600	\$17,625	\$16,800	
5190 Legal Fees	\$15,000	\$10,000	50.0	\$1,800	\$4,929	\$4,230	\$5,622	\$4,970	
5195 Consultants-Management	\$0	\$141,458	-100.0	\$136,872	\$132,120	\$127,380	\$123,792	\$121,911	
5196 Consultants-Misc.	\$15,500	\$4,435	249.5	\$4,082	\$37,855	\$29,419	\$6,092	\$5,984	
5220 NTFD Contract	\$614,583	\$589,636	4.2	\$594,853	\$580,635	\$536,223	\$508,504	\$472,077	
5221 Fire Fuels Management Fee	\$24,827	\$23,798	4.3	\$11,438	\$15,414	\$12,769	\$9,540	\$11,872	
5225 OPEB Trust - Annual Funding	\$30,000	\$30,000	0.0	\$9,187	\$22,040	\$0,346	\$7,211	\$5,739	
5231 Building Maintenance	\$28,640	\$20,150	42.1	\$9,679	\$19,081	\$0,107	\$4,835	\$19,680	
5232 Equipment Maintenance - Admin	\$8,910	\$6,780	31.4	\$3,745	\$8,157	\$6,055	\$4,835	\$19,680	
5239 Vehicle Maintenance and Rep.	\$5,650	\$5,600	0.9	\$9,219	\$5,828	\$6,443	\$96,121	\$54,936	
5240 Maintenance Water and Sewer	\$162,150	\$147,050	10.3	\$163,600	\$132,947	\$86,443	\$96,121	\$54,936	
5311 Gas and Electric - Utilities	\$49,400	\$52,400	-5.7	\$30,441	\$33,774	\$36,869	\$26,707	\$26,700	
5312 SCADA System	\$19,930	\$22,050	-9.6	\$25,529	\$16,268	\$8,839	\$11,316	\$14,268	
5320 Travel	\$3,000	\$300	0.0	\$210	\$265	\$509	\$67	\$325	
5323 Education Staff/Board	\$3,500	\$3,500	0.0	\$300	\$640	\$905	\$1,159	\$2,180	
5324 Uniforms	\$5,300	\$3,800	39.5	\$3,125	\$2,999	\$2,593	\$2,809	\$1,940	
5342 ASCWD Fuel	\$5,300	\$5,300	0.0	\$4,784	\$4,561	\$3,690	\$3,555	\$4,907	
5371 Telephone - Administration	\$10,350	\$9,750	6.2	\$11,082	\$6,504	\$5,508	\$5,482	\$5,063	
5394 Government Mandates	\$22,792	\$21,015	8.5	\$16,946	\$14,808	\$15,284	\$12,108	\$12,712	
5404 Garbage Contract	\$147,755	\$141,597	4.3	\$137,485	\$129,615	\$125,889	\$124,306	\$123,201	
5513 Depreciation Expense	\$213,345	\$213,345	0.0	\$213,123	\$213,345	\$105,913	\$138,158	\$96,374	
5602 Miscellaneous - O&M	\$4,700	\$4,700	0.0	\$2,087	\$973	\$1,941	\$2,885	\$3,550	
	\$2,187,220	\$2,084,735	5.7	\$1,946,176	\$1,823,380	\$1,638,845	\$1,588,718	\$1,479,408	
Net Operating Surplus	\$13,795	\$40,211	-65.7	\$139,883	\$90,557	\$236,471	\$272,107	\$347,146	

DRAFT		Alpine Springs County Water District FY 21/22 Budget		DRAFT		DRAFT		Details	
Expense	Description	DRAFT FY21/22	Approved Budget FY2021	Percent Change					
5020	Salaries & Wages - Admin								
	Salary (Office Mgr.)	\$57,854	\$56,698	2.0					Estimated April COLA increase of 2 % based last two posted COLA % of 1.8% in Dec 2020 and 2.1 % in Feb 2021
	Salary (General Mgr.)	\$115,668	\$0	XXXXX					General Manager previously covered under 5195 Consultants Management at \$141,458
	TOTAL	\$173,522	\$56,698	206.0					
5032	Salaries & Wages - O&M								
	Salaries	\$147,154	\$160,674	-8.4					Retirement of high tenured staff
	Overtime	\$23,725	\$23,725	0.0					
	Seasonal (1 person)	\$21,624	\$21,000	3.0					
	Standby/On-Call	\$32,400	\$31,200	3.8					Increase in standby rate
	TOTAL	\$224,903	\$236,599	-4.9					
5103	Benefits - Admin								
	Benefits Admin	\$57,507	\$18,985	202.9					General Manager previously covered under 5195 Consultants Management at \$141,458 / Update CalPERS %
	TOTAL	\$57,507	\$18,985	202.9					
5104	Benefits - O&M								
	Benefits - O&M	\$82,902	\$83,767	-1.0					Retirement of high tenured staff / updated CalPERS %
	TOTAL	\$82,902	\$83,767	-1.0					
5106	Health, Vision & Dental Plan Co-Insurance (Reimbursement from ASCWD)								
	Co-Insurance (Office Mgr.)	\$3,500	\$3,500	0.0					
	Co-Insurance (O&M)	\$7,500	\$9,507	-21.1					Retirement of high tenured staff
	TOTAL	\$11,000	\$13,007	-15.4					
5110	Directors' Fees								
	Directors' Pay	\$8,650	\$8,650	0.0					
	TOTAL	\$8,650	\$8,650	0.0					
5120	Insurance - Administration								
	Insurance - SDRMA (Property & Liability)	\$32,291	\$36,030	-10.4					Reflects estimated 2021/2022 SDRMA rates from March 25, 2021 SDRMA Estimated Contribution letter
	Insurance - SDRMA (Workman's Compensation)	\$11,571	\$11,190	3.4					Reflects estimated 2021/2022 SDRMA rates from March 25, 2021 SDRMA Estimated Contribution letter
	TOTAL	\$43,862	\$47,220	-7.1					
5145	Park Expenditures								
	Bathroom Plumbing Fixtures	\$300	\$300	0.0					
	Sprinkler System Parts & Repair	\$400	\$400	0.0					
	Extra Park Cards (50)	\$350	\$200	75.0					Increase in materials needed to maintain sprinkler system
	BBQ Propane	\$65	\$65	0.0					
	BBQ Maintenance and Replacement	\$1,200	\$1,200	0.0					
	Chemicals (Chlorine, Fertilizer)	\$3,100	\$3,100	0.0					
	Miscellaneous Supplies	\$200	\$200	0.0					
	Flower Walk	\$200	\$200	0.0					
	Bird Walk	\$0	\$0	0.0					
	Landscape Maintenance and Replacement	\$300	\$300	0.0					
	Easter Egg Hunt	\$200	\$200	0.0					
	Park Mailings (with Spring Newsletter) (2x)	\$450	\$450	0.0					
	Tennis Court Repairs	\$2,400	\$2,400	0.0					
	Fence repair	\$2,000	\$2,000	0.0					
	Crack seal, seal, stripe parking lot	\$2,000	\$2,000	0.0					
	Pathway and lawn maintenance	\$2,000	\$2,000	0.0					
	Beach sand / Pathway sand	\$3,000	\$3,000	0.0					
	Metal signs for park information	\$1,000	\$300	233.3					Park / District information center
	Misc. Card Reader repairs	\$500	\$500	0.0					
	ADA Compliance - Mobi Chair	\$0	\$1,680	-100.0					Previously purchased
	ADA Compliant Portable Beach Path	\$2,000	\$0	XXXXX					Recommendation from ADA Compliance inspection
	ADA Compliant Hand Rails	\$1,500	\$0	XXXXX					Recommendation from ADA Compliance inspection
	ADA Compliant Drinking Fountain	\$5,000	\$0	XXXXX					Recommendation from ADA Compliance inspection
	ADA Compliant Table(s) \$2400	\$0	\$0	XXXXX					Recommendation from ADA Compliance inspection on hold to FY22/23

5151	Parts/Tools/Misc. Equip	ADA Compliant Signs	\$1,000	\$0	XXXXX	Recommendation from ADA Compliance inspection
		ADA Compliant Path for Bocce Ball Court \$8500	\$0	\$0	XXXXX	Recommendation from ADA Compliance inspection on hold to FY22/23
		5 yards top soil	\$150	\$150	0.0	
		Bocce	\$150	\$150	0.0	
		TOTAL	\$28,465	\$20,795	41.7	
		BMP's	\$500	\$500	0.0	
		Chloring Pump Parts	\$500	\$500	0.0	
		B-24 Lids -4	\$160	\$160	0.0	
		Water Meters	\$360	\$360	0.0	
		B-9 Water Boxes -4	\$130	\$130	0.0	
B-9 Lids -4	\$120	\$120	0.0			
B-9 Extensions -4	\$130	\$130	0.0			
G-5 Valve Boxes -4	\$130	\$130	0.0			
G-5 Lids-4	\$130	\$130	0.0			
Meter Setters 12" -2	\$0	\$0	0.0			
Meter Re-Setters 18" -2	\$0	\$0	0.0			
Meter Re-Setters 12" -2	\$0	\$0	0.0			
Tools	\$1,800	\$1,800	0.0			
Misc. Plumbing & Fittings Water	\$1,500	\$1,500	0.0			
Manhole Frames & Covers	\$700	\$700	0.0			
Paving Risers	\$250	\$250	0.0			
Sierra Blue Chlorine	\$7,000	\$7,000	0.0			
Misc. Plumbing Parts Sewer	\$225	\$225	0.0			
Gas Detector	\$400	\$400	0.0			
Generator	\$500	\$300	66.7	Increased cost for required preventative maintenance		
Unscheduled Rental	\$1,200	\$1,200	0.0			
Paint and Supplies	\$350	\$350	0.0			
Hydrant Misc. Parts	\$350	\$350	0.0			
Dresser 18 inch extension	\$800	\$800	0.0			
Control Valves - Tank 1 Alt. Valve 3" Watt	\$1,700	\$1,700	0.0			
Control Valves - Tank 2 PRV 3" Clay	\$100	\$100	0.0			
Control Valves - Tank 2 Alt. Valve 2" Clay	\$110	\$110	0.0			
Control Valves - Tank 3 Soln. Valve 2" Clay	\$175	\$175	0.0			
Control Valves - Tank 3 (R-3) PRV Clay	\$175	\$175	0.0			
Control Valves - Tank 4-A 2" Clay	\$175	\$175	0.0			
Control Valves - Tank 4-A Sol valve 6" Clay	\$150	\$150	0.0			
Control Valves - Tank 5 2" Clay sol.	\$175	\$175	0.0			
Control Valves - Tank 5 PRV 6" Clay (R-5)	\$175	\$175	0.0			
Control Valves - Tank 5 PRV 6" Watt (R-4)	\$175	\$175	0.0			
Control Valves - Tank 5 PRV 2" Mus. (R-4)	\$175	\$175	0.0			
Control Valves - Snow making 2" Clay solenoid valve	\$175	\$175	0.0			
Control Valves - Well R-1 to Tank 5 Clay solenoid valve	\$175	\$175	0.0			
Control Valves - Chalet Road Easement 2" Clay Valve	\$175	\$175	0.0			
Control Valves - Chalet Road Easement 6" Clay Valve	\$175	\$175	0.0			
TOTAL	\$21,220	\$21,020	1.0			
5162	Postage & Delivery(Shipping)	Meter (Actual Postage here & from Print Art)	\$1,570	\$3,550	-55.8	Reflects actual cost
		Postage for bill mailings	\$1,950	\$1,900	2.6	Reflects actual cost
		Pitney Bowes Lease	\$615	\$1,845	-66.7	Reflects actual cost
		CCR Newsletter (Printing & Postage)	\$750	\$750	0.0	
		UPS/Fed Ex	\$2,600	\$1,600	62.5	Reflects actual cost
		TOTAL	\$7,485	\$9,645	-22.4	
5165	Cleaning	Semi-Monthly	\$3,000	\$3,000	0.0	
		Carpets	\$1,000	\$1,000	0.0	

		Windows	\$1,000	\$1,000	0.0	
		TOTAL	\$5,000	\$5,000	0.0	
5166	Newsletter & Printing	Semi-Annual newsletter (2 printings \$1820 + postage \$1000)	\$1,500	\$2,720	-44.9	Reduced mailing from full newsletter to an announcement
		Envelopes - Printing	\$1,500	\$1,000	50.0	
		TOTAL	\$3,000	\$3,720	-19.4	
5167	Office Expense					
		Paper Supplies - Copier	\$1,000	\$1,000	0.0	
		Software - QuickBooks	\$600	\$0	XXXXX	Software upgrade
		General	\$4,000	\$4,000	0.0	
		UPS/Fed Ex(moved to 5162)	\$0	\$0	0.0	
		Newspaper Legal Notices (Moved to Government Mandates 2017)	\$0	\$0	0.0	
		Misc. Office Equipment	\$2,090	\$1,500	33.3	Materials cost increase
		Office Internet	\$5,720	\$5,720	0.0	
		Vacuum cleaner for office	\$0	\$0	0.0	
		Software Read Center Route Management Software - National Meter	\$840	\$840	0.0	
		ACE Payroll use to be Paychex	\$1,700	\$0	XXXXX	Not shown as budgeted in FY20/21
		Notary Services (\$45 per recording)	\$135	\$135	0.0	
		IT Services to optimize office computers and email system	\$8,000	\$2,000	300.0	Needed IT support to optimize office computer setups and fix conductivity and Email problems
		National Meter - Purchase new system "Beacon"	\$0	\$0	0.0	
		Core Support	\$800	\$600	0.0	
		Safety Lunch / Christmas Dinner	\$1,600	\$1,000	60.0	Safety lunches not previously broken out
		TOTAL	\$26,195	\$16,795	56.0	
5168	Dues & Subscriptions					
		AWWA (billed 3-1 to 2-28)	\$459	\$450	2.0	Captures actual cost
		Website Hosting & Management(May) - includes redesign max amt.	\$760	\$600	26.7	Captures actual cost
		CRWA (August)	\$650	\$650	0.0	
		CSDA (Calendar year invoice Dec)	\$6,400	\$6,200	3.2	Captures actual cost
		CWEA membership Scheid, Miguel, Joe	\$276	\$475	-41.9	Captures actual cost
		Business Radio Licensing for SCADA communications	\$310	\$215	44.2	Captures actual cost
		Dept. of Public Health - Drinking Water Program Op. Cert.(D2)	\$80	\$87	-8.0	Captures actual cost
		Dept. of Public Health - Drinking Water Program Op. Cert.(T1)	\$70	\$60	16.7	Captures actual cost
		Dept. of Public Health - Drinking Water Program Op. Cert.(D2)	\$80	\$87	-8.0	Captures actual cost
		CWEA Certifications-Scheid and Miguel Collections Grade1	\$140	\$0	XXXXX	Captures actual cost
		TOTAL	\$9,285	\$8,884	4.6	
5169	Bank Service Charges/Tax Collection Fees					
		Late Fees/Interest	\$1,797	\$500	259.4	Bill late fees paid by District
		Tax Collection fees (1% of total sent to County)	\$250	\$250	0.0	
		Credit Card fees - merchant services	\$1,800	\$400	350.0	Increase use by customers / recovered under other revenue
		TOTAL	\$3,847	\$1,150	234.5	
5170	Analytical Testing					
		Bacteriological	\$2,300	\$2,300	0.0	
		Nitrates	\$270	\$270	0.0	
		Lead Copper	\$400	\$150	166.7	Testing required this budget cycle
		123TCP	\$0	\$100	-100.0	Testing not required this budget cycle
		VOC's	\$0	\$100	-100.0	Testing not required this budget cycle
		Gross Alpha	\$100	\$100	0.0	
		Nitrates/2019 every 3 years	\$155	\$155	0.0	
		Perchlorates	\$100	\$100	0.0	
		Inorganic compounds - 2023	\$0	\$100	-100.0	Testing not required this budget cycle
		Asbestos - 2020	\$0	\$150	-100.0	Reduced permit testing requirement this budget cycle
		TOTAL	\$3,325	\$3,525	-5.7	
5180	Accounting Fees					
		Mike Dobrowski (\$5243 Jul-Dec 2021 ,then \$5400 which is 2.0%)	\$63,860	\$62,482	2.2	Represents a 2.0%COLA and underbudgeted FY20/21
		TOTAL	\$63,860	\$62,482	2.2	

5181	Audit		Audit Fees	\$18,450	\$18,000	2.5	Captures actual cost
			Appropriations Limit	\$800	\$800	0.0	
			TOTAL	\$19,250	\$18,800	2.4	
5190	Legal Fees		Legal Fees	\$15,000	\$15,000	0.0	
			TOTAL	\$15,000	\$15,000	0.0	
5195	Consultants - Management		General Manager	\$0	\$141,458	-100.0	General Manager salary captured under 5020 & 5103
			TOTAL	\$0	\$141,458	-100.0	
5196	Consultants - Miscellaneous		Consultant to review rates (FY 22/23)	\$0	\$0	0.0	
			On Call Engineering services	\$10,000	\$0	XXXXX	Not shown as budgeted in FY20/21
			Temporary summer stand in for Parr's vacation (60 hrs.@ \$20/hr.)	\$1,200	\$1,200	0.0	
			Board Secretary	\$4,300	\$3,235	32.9	Reflects actual cost
			TOTAL	\$15,500	\$4,435	249.5	
5220	NTFD Contract		NTFD Contract 1st Payment (55%)*(80%)	\$338,021	\$324,300	4.2	Increase in property tax revenues
			NTFD Contract 2nd Payment (40%)*(80%)	\$245,833	\$235,854	4.2	Increase in property tax revenues
			NTFD Contract 3rd Payment (5%)*(80%)	\$30,729	\$29,482	4.2	Increase in property tax revenues
			TOTAL (80% of Property Taxes)	\$614,583	\$589,636	4.2	
5221	Fire Fuel Management Fee		Management Fee / Chipping	\$24,827	\$23,798	4.3	Increase in fee collection built into rates
			Total Fire Fuel Management Fee	\$24,827	\$23,798	4.3	
5225	OPEB Trust - Annual Funding		OPEB Funding	\$30,000	\$30,000	0.0	
			TOTAL	\$30,000	\$30,000	0.0	
5231	Building Maintenance		Repairs/Supplies	\$1,500	\$1,500	0.0	
			Paving	\$10,000	\$0	XXXXX	Needed pavement repairs at ASCWD yard
			Crack Seal	\$3,000	\$3,000	0.0	
			Yard Maintenance	\$2,500	\$2,500	0.0	
			Snow Removal	\$4,500	\$4,500	0.0	Needed additional high flow fire extinguishers
			Fire Extinguishers	\$600	\$360	66.7	
			Backflow Testing	\$400	\$400	0.0	
			Office electrical repairs	\$400	\$400	0.0	
			Paint Office Building	\$2,750	\$2,750	0.0	
			Tools	\$1,200	\$1,200	0.0	
			Road Base	\$500	\$500	0.0	
			Cleanup, trucking for debris piles	\$500	\$500	0.0	
			New entrance and building signs	\$0	\$750	-100.0	Project completed
			VSB Fire/Smoke Alarm System	\$390	\$390	0.0	
			Pest Control	\$400	\$400	0.0	
			TOTAL	\$28,840	\$19,150	49.6	
5232	Equipment Maintenance - Administration		Copier (Sierra Office Solutions)includes color copies & ink	\$2,500	\$2,500	0.0	
			Phone System /AVAYA	\$2,000	\$1,780	12.4	Increased service provider cost
			Professional Communications Messaging - Answering Service	\$550	\$750	-26.7	Reflects actual cost
			3 Cell Phones	\$2,300	\$1,750	31.4	Increase is provider charges
			Badger Meter Service Agreement (billed every 6 months)	\$1,560	\$0	XXXXX	Reflects actual cost not budgeted previous years
			TOTAL	\$8,910	\$6,780	31.4	
5239	Vehicle Maintenance		Chevy Service Truck	\$250	\$250	0.0	
			Ford Ranger	\$150	\$150	0.0	
			Ford F550 Dump Truck	\$200	\$150	33.3	Increase cost of required maintenance
			Chevy Sewer 71	\$150	\$150	0.0	

5240 Maintenance - Water & Sewer Dept						
		Cat. 416 Backhoe	\$4,500	\$4,500	0.0	
		Miscellaneous Vehicle Parts	\$400	\$400	0.0	
		TOTAL	\$5,650	\$5,600	0.9	
		Pres. Grt. Leaks	\$5,000	\$5,000	0.0	
		Sewer Pipe Liners (4)	\$4,000	\$4,000	0.0	
		Annual Cleaning	\$16,000	\$16,000	0.0	
		Clean & TV Project	\$15,000	\$15,000	0.0	
		Line Repairs	\$7,500	\$7,500	0.0	
		Manhole repairs	\$17,000	\$17,000	0.0	
		Sewer Service Repairs/Replacements	\$2,500	\$2,500	0.0	
		Repair 1 service box	\$1,500	\$1,500	0.0	
		TV Services	\$800	\$800	0.0	
		Paving	\$7,500	\$7,500	0.0	
		Leak Repairs	\$12,000	\$12,000	0.0	
		Repair/Replace 1 Manholes	\$4,500	\$4,500	0.0	
		Tank 1	\$4,500	\$4,500	0.0	
		Tank 2	\$200	\$200	0.0	
		Tank 3	\$200	\$200	0.0	
		Tank 4	\$0	\$0	0.0	
		Tank 5	\$0	\$0	0.0	
		Tank inspection and clean if necessary	\$11,500	\$11,500	-100.0	Completed in FY20/21 (reoccurring ever 3 to 5 years)
		Remove snow water tanks	\$750	\$750	1900.0	Coating top of tank #5
		Spring 3	\$4,000	\$4,000	0.0	
		Tree Removal	\$1,500	\$1,500	0.0	
		Well # R- 1	\$100	\$100	0.0	
		Spring 1 Rehab	\$30,000	\$0	XXXXX	Correct / Fix piping leaks
		Springs 2 & 4 Vault Rehab	\$100	\$100	0.0	
		AMEW VFD Replacement	\$5,000	\$5,000	0.0	
		AMEW artesian repair	\$20,000	\$20,000	-100.0	Improvements to draining of well overflow to protect the pavement and well house
		Well # R-2	\$300	\$300	0.0	
		Reproduce water & sewer plans	\$200	\$200	0.0	
		Water meter testing and calibration R-1 R-2	\$3,000	\$3,000	-100.0	Completed in FY20/21
		Cla-Val Inspection, repairs and rebuild service	\$4,000	\$4,000	0.0	
		Ladder for Spring 3 Vault	\$1,500	\$1,500	0.0	
		Alpine Meadows Condos water meter box improvements third phase	\$7,500	\$7,500	0.0	
		TOTAL	\$162,150	\$158,050	2.6	
	5311 Gas & Electric - Utilities	Electrical (incl. Snowmaking Power, ASCWD Office & O&M)	\$31,000	\$26,000	19.2	Increased use of power during high demand times
		Propane (inc. O&M)	\$12,000	\$20,000	-40.0	Reflects actual cost
		Sewer (TTSA) Office	\$1,100	\$1,100	0.0	
		Sewer (TTSA) Park	\$1,100	\$1,100	0.0	
		Garbage Service Office	\$1,200	\$1,200	0.0	
		Garbage (\$1,500 for Memorial Day Cleanup Dumpsters)	\$3,000	\$3,000	0.0	
		TOTAL	\$49,400	\$52,400	-5.7	
	5312 Telemetry System (SCADA)	Annual RTU Field Maintenance	\$2,800	\$2,800	0.0	
		SCADA Support & upgrade SCADA computer and software	\$3,480	\$8,000	-56.5	Upgrade was completed in FY20/21 support is \$3480 per year
		Three (3) Service Trips	\$1,850	\$1,850	0.0	
		radio or transducer repair and maintenance	\$2,400	\$2,400	0.0	
		Scada Repairs & Improvements	\$9,000	\$6,600	36.4	Tank 5 Site update to equipment and telemetry
		Net streaming remote access to SCADA computer	\$400	\$400	0.0	
		TOTAL	\$19,930	\$22,050	-9.6	
	5320 Travel	Travel - All Staff	\$300	\$300	0.0	

ALPINE SPRINGS COUNTY WATER DISTRICT

Directors: Janet S. Grant, Janice Ganong, Evan Salke, Dave Smelser, Christine York
General Manager: Joe Mueller

PUBLIC NOTICE

Budget & Finance Committee Alpine Springs County Water District

Date: Thursday, May 13th, 2021
Location: District Office, Board Room
270 Alpine Meadows Road
Time: 9:30 a.m.
Members: Janet Grant, District President, Chair
Evan Salke, District Director
Advisors: Mike Dobrowski, CPA, District Accountant
Joe Mueller, General Manager, Treasurer

AGENDA

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED BELOW PRIOR TO THE MEETING.

Pursuant to the Governor's Executive Order N-29-20, issued March 17, 2020, the Alpine Springs County Water District Board Room will not be accessible to the public for this meeting. The meeting will be accessible via teleconference only. Public comments will be accepted by the committee and should be submitted to the Board Secretary at info@alpinesprings.org; by mail or in person (drop box) 270 Alpine Meadows Rd., Alpine Meadows, by Monday May 10th, 2021 at 9:30 a.m. and via ZOOM on any item on the agenda until the close of public comment on the item.

ZOOM LINK: At the specified time, 9:30 a.m., connect to the ZOOM Mtg. ID: 944 2838 8634; Passcode: 900765. Please mute yourself unless you are speaking. Times listed are approximate.

1. CALL TO ORDER
2. PUBLIC COMMENT

It is the policy of the Alpine Springs County Water District to give the public the opportunity to address any item of interest, related to the Committee's activities, at this time. No action can be taken on items addressed under Public Comment that are not on the agenda. Individual public participation will be limited to five minutes in duration. If a member of the public wishes to address the Committee on an agenda item after consideration by the Committee, but prior to a vote, the individual should raise his/her hand to be recognized by the Chair of the Committee.

ALPINE SPRINGS COUNTY WATER DISTRICT

Directors: Janet S. Grant, Janice Ganong, Evan Salke, Dave Smelser, Christine York
General Manager: Joe Mueller

3. ITEMS FOR COMMITTEE DISCUSSION & ACTION

- a. NON-STANDARD TRANSACTIONS
Review and discuss method of accounting for non-standard transactions.
- b. APRIL 2021 MONTHLY FINANCIAL REPORTS
Review and discuss the month-end financial reports.
- c. TREASURER'S REPORT
Review and discuss Treasurer's report regarding cash reserves and return on investments. Review and discuss 2020-2021 cash forecast.
- d. REVIEW THE DRAFT OPERATIONS BUDGETS FOR 2021/2022
The committee will review staffs second draft of the budget & make comments and ask questions.
- e. REVIEW THE DISTRICTS INVESTMENT POLICY 5-2014
The committee will review the current investment policy and advise if changes need to be made.

4. MEMBERS' COMMENTS

In accordance with Government Code Section 54954.2(a), Committee members may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

5. CORRESPONDENCE

NONE

6. ADJOURNMENT

Agenda items may or may not be taken in the order sequence presented above.

Next regularly scheduled Budget & Finance Committee meeting – June 10th, 2021 at 9:30 am

I certify that on or before Monday, May 10th, 2021 at 9:30 a.m., I personally posted and forwarded agendas as requested.

Pam Zinn

Pam Zinn, Office Manager

Subject: *April 2021 Month End Review*

For: *Alpine Springs County Water District*

To: *The Board of Directors*

Prepared by: *Michael J. Dobrowski, CPA 05/08/21*

On a year to date basis our net income was \$181,704 less than the prior fiscal year. This is mainly due to the timing of property tax deposits. Current month total expenses were \$106,170 which was over budget by \$10,833. Our year to date net income was \$162,677 favorable to budget.

Our cash position has increased by \$204,041 for the current fiscal year and has decreased by \$71,277 from the prior month. Accounts receivable of \$36,902 was transferred to the county for collection.

Reports Included: Profit and Loss Previous Year Comparison (Condensed)
Profit and Loss Budget Performance
Balance Sheet Previous Year and Month Comparison
Cash Flow Year to Date
Check Register for Current Month
Subsequent Payments Listing
Quarterly Balanced Fund and P&L Reports (Sept, Dec, Mar, June)

Procedures Performed: Made monthly depreciation entry.
Reconciled Bank Accounts to last available statement.
Payroll entries completed.
Prepaid account adjusted to actual.
Leave accrual adjusted on statements.
Made Wells Fargo Investment entry. (Missing password)
County A/R adjustment.
Accrued items to budget.

Outstanding Information: Placer County & Bank of the West Account – Prior Month statement.

Cash reserved for Capital – **\$0 + \$146,239= \$146,239**

Prior Year + (10% of annual revenues (\$1,708,334-245,942) less Garbage)

Cash available for operations – **\$377,395**

(Remaining balance \$523,634-146,239)

Work in Progress Accounts	Current Year	Total
Tank 4 & 4a Replacement	80,551	1,669,695
Forest Service Use Permit	0	5,118
AME Well Design	0	19,067
Updating Hydraulic Model / Fire Flow	16,997	16,997
Sewer Easement	<u>0</u>	<u>11,300</u>
Total	\$ 97,548	\$1,722,177

Accounts Payable

Garbage Contract	\$ 11,674.72
Total	\$ 11,674.72

Sick and General Leave

COVID Sick leave	0.00 Hrs.	
Sick leave Hours	194.02 Hrs.	
General leave Hours and Dollars	568.64 Hrs.	\$ 20,424.79

Prepays

Sun Life Dental (5103&04) (68.77+212.89) 0 month	\$ 0.00
Garbage Contract (5404.02) 0 Mo. @ \$11,674.72	\$ 0.00
Healthplan Services (51031&41) (134.78+108.79) 0 month	\$ 0.00
SDRMA Insurance (5120.00) 2 months @ 3,057.77	\$ 6,115.49
CALPERS (51031&41) (800.74+3,202.94) 0 month	\$ 0.00
Security Lock & Alarm (5231.00) 0 months @ 32.50	\$ 0.00
Sierra Office Solutions (5232.00) 0 month @ 156.72	\$ 0.00
Principal Life (5103&04) (25.80+51.60) 0 month	\$ 0.00
SDRMA (5120.00) Worker's Comp 2 months @ 664.85	<u>\$ 1,329.65</u>
Total	\$ 7,445.14

Stale-Dated Checks

<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Vendor</u>
-------------	----------------	---------------	---------------

Last disbursement issued from prior month

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
03/04/21	EFT030421	701.62	CalPERS

Benefits Breakdown (YTD)

Health & Life Ins. (Active)	\$42,904.52	
Health & Life Ins. (Retired)	14,032.40	
Pension (Employee 6.75%)	13,931.89	(Employer 7.732% Effective 07/01/20)
Payroll Taxes	6,715.69	
Health plan co-ins.	<u>4,293.81</u>	
Total	\$ 81,878.31	

Alpine Springs County Water District
Profit & Loss Prev Year Comparison
 July 2020 through April 2021

	<u>Jul '20 - Apr 21</u>	<u>Jul '19 - Apr 20</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
Water Revenue	640,194	588,056	52,138
Connection Fees	27,166	12,607	14,559
Sewer Revenue	296,261	279,831	16,430
Garbage Revenue	245,942	240,752	5,190
Park Revenue	15,202	9,504	5,697
Fire Mitigation Fees	8,401	5,951	2,450
Fire Fuel Management Fees	24,124	23,421	703
Property Tax Revenue	419,046	703,720	(284,674)
Other Revenue	31,999	21,850	10,150
Total Income	<u>1,708,334</u>	<u>1,885,692</u>	<u>(177,357)</u>
Gross Profit	1,708,334	1,885,692	(177,357)
Expense			
Salaries and Wages - Admin	84,556	42,200	42,356
Salaries and Wages - O&M	173,656	172,001	1,656
Benefits - Office	17,157	14,147	3,010
Benefits - O&M	60,427	61,223	(796)
Health Plan Co-Insurance	4,294	3,310	984
Directors' Fees	7,775	6,550	1,225
Insurance - Administration	37,823	33,645	4,178
Park Expenditures	14,193	5,487	8,705
Parts/Tools/Misc. Equip	11,029	17,307	(6,278)
Postage and Delivery	3,630	4,399	(769)
Cleaning	1,785	2,955	(1,170)
Newsletter and Printing	3,306	3,534	(228)
Office Expense	13,058	10,465	2,593
Dues and Subscriptions	8,423	8,460	(37)
Bank and Collection Fees	1,849	1,741	108
Analytical Testing	1,984	2,908	(924)
Accounting Fees	52,105	50,780	1,324
Audit	18,450	20,996	(2,546)
Legal Fees	5,687	1,485	4,202
Consultants-Management	69,870	114,060	(44,190)
Consultants-Misc.	7,547	3,540	4,007

Alpine Springs County Water District
Profit & Loss Prev Year Comparison
 July 2020 through April 2021

	<u>Jul '20 - Apr 21</u>	<u>Jul '19 - Apr 20</u>	<u>\$ Change</u>
NTFD Contract	349,101	326,382	22,719
Fire Fuel Management Fee	9,554	11,015	(1,461)
Building Maintenance	13,003	8,984	4,019
Equipment Maintenance - Admin	5,953	7,451	(1,498)
Vehicle Maintenance and Rep.	8,591	2,877	5,714
Maintenance Water and Sewer	62,388	162,851	(100,463)
Gas and Electric - Admin	34,909	21,693	13,216
SCADA System	16,732	22,519	(5,787)
Travel and Entertainment	516	144	372
Education Staff/Board	0	650	(650)
Uniforms	4,011	2,719	1,292
ASCWD Fuel	3,578	4,784	(1,207)
Telephone - Administration	13,804	6,913	6,892
Government Mandates	14,999	14,699	300
Garbage Services	116,747	114,923	1,824
Depreciation Expense	177,790	157,050	20,740
Miscellaneous - O&M	1,931	1,715	216
Total Expense	<u>1,432,212</u>	<u>1,448,562</u>	<u>(16,351)</u>
Net Ordinary Income	276,123	437,129	(161,007)
Other Income/Expense			
Other Income			
Interest Revenue	2,086	22,784	(20,697)
Total Other Income	<u>2,086</u>	<u>22,784</u>	<u>(20,697)</u>
Net Other Income	<u>2,086</u>	<u>22,784</u>	<u>(20,697)</u>
Net Income	<u><u>278,209</u></u>	<u><u>459,913</u></u>	<u><u>(181,704)</u></u>

Alpine Springs County Water District
Profit & Loss Budget Performance 2020/2021
 April 2021

	Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Water Revenue	29,125	0	640,194	601,337	699,862
Connection Fees	0	1,051	27,166	10,506	12,607
Sewer Revenue	0	0	296,261	291,778	291,778
Garbage Revenue	0	0	245,942	249,686	249,686
Park Revenue	1,340	0	15,202	15,260	30,520
Fire Mitigation Fees	0	792	8,401	7,920	9,500
Fire Fuel Management Fees	0	0	24,124	23,798	23,798
Property Tax Revenue	0	0	419,046	442,227	737,045
Other Revenue	733	2,362	31,999	23,626	28,350
Total Income	31,197	4,205	1,708,334	1,666,138	2,083,146
Gross Profit	31,197	4,205	1,708,334	1,666,138	2,083,146
Expense					
Salaries and Wages - Admin	20,350	4,361	84,556	45,789	56,698
Salaries and Wages - O&M	19,003	15,321	173,656	171,506	215,599
Benefits - Office	2,173	1,460	17,157	15,331	18,985
Benefits - O&M	6,133	6,444	60,427	67,661	83,767
Health Plan Co-Insurance	0	583	4,294	5,830	7,000
Directors' Fees	700	720	7,775	7,200	8,650
Insurance - Administration	3,723	3,988	37,823	39,878	47,870
Park Expenditures	159	950	14,193	15,780	20,795
Parts/Tools/Misc. Equip	456	2,000	11,029	17,640	21,020
Postage and Delivery	563	287	3,630	5,209	7,115
Cleaning	120	251	1,785	4,006	5,000
Newsletter and Printing	1,988	1,360	3,306	3,720	3,720
Office Expense	880	1,196	13,058	12,959	16,795
Dues and Subscriptions	0	119	8,423	8,386	9,101
Bank and Collection Fees	44	75	1,849	750	1,150
Analytical Testing	590	192	1,984	3,145	3,525
Accounting Fees	5,242	5,205	52,105	52,052	62,482
Audit	0	0	18,450	18,800	18,800
Legal Fees	198	834	5,687	8,340	10,000
Consultants-Management	0	11,788	69,870	117,879	141,458
Consultants-Misc.	328	271	7,547	3,908	4,435
NTFD Contract	1,548	0	349,101	353,782	589,636
Fire Fuel Management Fee	0	0	9,554	14,280	23,798
OPEB Trust - Annual Funding	0	0	0	0	30,000
Building Maintenance	795	1,008	13,003	19,241	20,150
Equipment Maintenance - Admin	585	833	5,953	5,915	6,780
Vehicle Maintenance and Rep.	626	576	8,591	4,859	5,600
Maintenance Water and Sewer	0	0	62,388	142,602	147,050
Gas and Electric - Admin	7,268	4,181	34,909	44,012	52,400

Alpine Springs County Water District
Profit & Loss Budget Performance 2020/2021
 April 2021

	Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
SCADA System	680	200	16,732	21,650	22,050
Travel and Entertainment	78	25	516	250	300
Education Staff/Board	0	292	0	2,920	3,500
Uniforms	363	292	4,011	3,220	3,800
ASCWD Fuel	0	0	3,578	5,300	5,300
Telephone - Administration	1,698	813	13,804	8,129	9,750
Government Mandates	160	133	14,999	16,337	21,015
Garbage Services	11,675	11,800	116,747	118,000	141,597
Depreciation Expense	17,779	17,779	177,790	177,790	213,345
Miscellaneous - O&M	266	0	1,931	4,700	4,700
Total Expense	106,170	95,337	1,432,212	1,568,756	2,064,736
Net Ordinary Income	-74,973	-91,132	276,123	97,382	18,410
Other Income/Expense					
Other Income					
Interest Revenue	0	1,815	2,086	18,150	21,800
Total Other Income	0	1,815	2,086	18,150	21,800
Net Other Income	0	1,815	2,086	18,150	21,800
Net Income	-74,973	-89,317	278,209	115,532	40,210

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Mar 31, 21</u>	<u>\$ Change</u>	<u>Apr 30, 20</u>	<u>\$ Change</u>
ASSETS					
Current Assets					
Checking/Savings					
Petty Cash	169	169	0	178	(10)
Bank of the West	77,858	49,134	28,723	76,255	1,602
Placer County - Interest App.	354,041	354,041	0	32,958	321,083
Wells Fargo Advisors	18,591	18,591	0	18,558	33
LAIF Accounts	72,976	172,976	(100,000)	2,036	70,940
OPEB (CERBT) Prefunding	0	0	0	30,138	(30,138)
Total Checking/Savings	523,634	594,911	(71,277)	160,124	363,511
Accounts Receivable					
Accounts Receivable	19,070	26,435	(7,365)	(5,354)	24,424
Total Accounts Receivable	19,070	26,435	(7,365)	(5,354)	24,424
Other Current Assets					
Placer - Agency Taxes 390-770	0	0	0	306,167	(306,167)
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	7,445	11,168	(3,723)	28,824	(21,378)
County Collection Accounts	36,902	0	36,902	17,926	18,976
Deferred Pension Outflows	35,652	35,652	0	33,411	2,241
Deferred OPEB Outflows	2,694	2,694	0	0	2,694
Total Other Current Assets	82,693	49,514	33,179	386,327	(303,635)
Total Current Assets	625,397	670,860	(45,462)	541,097	84,301
Fixed Assets					
Land	360,436	360,436	0	360,436	0
Firehouse	376,338	376,338	0	376,338	0
Firehouse Vehicles & Equipment	343,336	343,336	0	343,336	0
Park	403,391	403,391	0	407,334	(3,943)
Park Improvements Depreciable	19,633	19,633	0	15,690	3,943
Land Improvements	129,444	129,444	0	129,444	0
Alpine Springs Interceptor	58,095	58,095	0	58,095	0
Water System	4,678,719	4,678,719	0	4,678,719	0
SCADA System	146,548	146,548	0	146,548	0
Sewer System	1,022,026	1,022,026	0	1,022,026	0
Building Improvements	357,090	357,090	0	357,090	0
Office Equipment	81,011	81,011	0	81,011	0
Vehicles	128,749	128,749	0	128,749	0
Maintenance Equipment	131,068	131,068	0	131,068	0
Truckee River Interceptor	358,524	358,524	0	358,524	0

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Mar 31, 21</u>	<u>\$ Change</u>	<u>Apr 30, 20</u>	<u>\$ Change</u>
Inflow and Infiltration	26,031	26,031	0	26,031	0
Work in Progress	1,722,177	1,722,177	0	1,540,403	181,774
Accumulated Depreciation	(4,886,732)	(4,868,953)	(17,779)	(4,652,869)	(233,863)
Total Fixed Assets	5,455,885	5,473,664	(17,779)	5,507,974	(52,089)
Other Assets					
Land Usage and Easement Right	12,318	12,318	0	12,318	0
Total Other Assets	12,318	12,318	0	12,318	0
TOTAL ASSETS	<u>6,093,600</u>	<u>6,156,842</u>	<u>(63,241)</u>	<u>6,061,389</u>	<u>32,212</u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	11,675	0	11,675	0	11,675
Total Accounts Payable	11,675	0	11,675	0	11,675
Other Current Liabilities					
Retention Payable	65,159	65,159	0	0	65,159
OPEB Liability	389,109	389,109	0	374,512	14,597
Accrued Payroll & Payroll Tax	861	0	861	0	861
Accrued vacation payable	20,425	21,228	(803)	11,511	8,914
Deferred Pension Inflows	1,234	1,234	0	2,684	(1,450)
Deferred OPEB Inflows	69,965	69,965	0	103,969	(34,004)
Net Pension Liabilities	8,482	8,482	0	2,372	6,110
Total Other Current Liabilities	555,234	555,177	57	495,048	60,186
Total Current Liabilities	566,909	555,177	11,732	495,048	71,861
Total Liabilities	566,909	555,177	11,732	495,048	71,861
Equity					
Retained Earnings	142,060	142,060	0	0	142,060
Retained Earnings - Garbage	378,687	378,687	0	390,340	(11,653)
Retained Earnings - Park	(213,774)	(213,774)	0	(196,650)	(17,124)
Retained Earnings - Sewer	1,129,309	1,129,309	0	1,122,262	7,047
Retained Earnings - Water	(2,258,798)	(2,258,798)	0	(1,150,543)	(1,108,255)
Fund balance Undesignated	352,739	352,739	0	343,325	9,414
Investment in plant & equip	5,570,990	5,570,990	0	4,450,424	1,120,566
Design. for Cap. Outlay	147,269	147,269	0	147,269	0
Net Income	278,209	353,182	(74,973)	459,913	(181,704)
Total Equity	5,526,692	5,601,665	(74,973)	5,566,341	(39,649)
TOTAL LIABILITIES & EQUITY	<u>6,093,600</u>	<u>6,156,842</u>	<u>(63,241)</u>	<u>6,061,389</u>	<u>32,212</u>

Alpine Springs County Water District
Statement of Cash Flows
July 2020 through April 2021

	<u>Jul '20 - Apr ...</u>
OPERATING ACTIVITIES	
Net Income	278,209
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	76,312
1240.00 · Interfund Receivable:1240.03 · Due from (to) In...	5,858
1240.00 · Interfund Receivable:1240.06 · Due from (to) In...	(5,858)
1550.00 · Prepaid Expenses	37,980
1600.05 · County Collection Accts	(18,976)
1041.00 Placer Co - Taxes 770	(0)
1041.00 Placer Co - Taxes 770:1041.06 Placer Co-Agenc...	39,055
1850.00 · Accumulate Depreciation:1850.02 · Accumulat...	7,380
1850.00 · Accumulate Depreciation:1850.03 · Accumulat...	7,380
1850.00 · Accumulate Depreciation:1850.04 · Accumulat...	22,190
1850.00 · Accumulate Depreciation:1850.05 · Accumulat...	129,430
2010.00 · Accounts Payable - 06 Fund	(25,013)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Account...	(252,641)
2070.00 · Accrued Payroll & Taxes - 05 Fu	861
2075.00 · Accrued Vacation Pay - 05 Fund	7,081
2010.05 · Accounts Payable - 05	(19,067)
Net cash provided by Operating Activities	<u>290,179</u>
INVESTING ACTIVITIES	
1725.00 · Park:1725.03 · Park Assets	3,943
1726.03 · Park Improvements Depreciable	(3,943)
1830.05 · Work in Progress:1835.05 · Tank 4 & 4A Replace...	(80,551)
1830.05 · Work in Progress:1840.05 · Fire Flow Improvem...	(16,997)
1850.00 · Accumulate Depreciation:1850.06 · Accumulate...	11,410
Net cash provided by Investing Activities	<u>(86,138)</u>
Net cash increase for period	204,041
Cash at beginning of period	<u>319,593</u>
Cash at end of period	<u><u>523,634</u></u>

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Alpine Springs County Water District
Check Register for Current Month

April 2 - 30, 2021

Date	Num	Name	Memo	Amount	Balance
04/15/2021	31845	Aramark	Customer #6728877	-116.64	-116.64
04/15/2021	31846	AT&T	Account #530 583 2342 637 3	-616.70	-733.34
04/15/2021	31847	AT&T	Account #530 583 2320 189 1	-229.70	-963.04
04/15/2021	31848	Best Best & Krieger LLP	Invoice 902653	-197.50	-1,160.54
04/15/2021	31849	Cashman Equipment Company	Customer #001306	-625.63	-1,786.17
04/15/2021	31850	FedEx	Acct # 1834-0409-1	-88.61	-1,874.78
04/15/2021	31851	Healthplan Services, Inc.	Case #230511	-301.90	-2,176.68
04/15/2021	31852	Hunt Propane	Acct #5385 Ticket 37667	-1,991.68	-4,168.36
04/15/2021	31853	Kelsie Fire Extinguisher Service, LLC	Invoice #1261	-297.88	-4,466.24
04/15/2021	31854	Liberty Utilities	Account 88509407-88105912 (Mar 2021)	-290.12	-4,756.36
04/15/2021	31855	Longo Inc.	Invoice 9504	-400.00	-5,156.36
04/15/2021	31856	Mallory Safety & Supply LLC	Customer ID: 88275	-266.27	-5,422.63
04/15/2021	31857	Principal Life	Account #1113469-10001	-77.40	-5,500.03
04/15/2021	31858	Professional Communications Messaging	Invoice #19307204022021	-42.40	-5,542.43
04/15/2021	31859	Sierra Controls, LLC	Invoice 122239	-680.00	-6,222.43
04/15/2021	31860	Silver State Analytical Laboratories	Water Testis	-470.00	-6,692.43
04/15/2021	31861	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 000355	-104.00	-6,796.43
04/15/2021	31862	Thatcher Company Of Nevada, Inc.	Customer #3000421	-455.50	-7,251.93
04/15/2021	31863	Pitney Bowes Purchase Power	Purchase Power Account Number (800...	-300.00	-7,551.93
04/30/2021	31864	ACC Business	Account #00001194781 03/11/21 - 04/1...	-476.60	-8,028.53
04/30/2021	31865	Aramark	Customer #6728877	-246.23	-8,274.76
04/30/2021	31866	AT&T	Account #530 583 2320 189 1	-232.19	-8,506.95
04/30/2021	31867	AT&T	Account #530 583 2342 637 3	-649.02	-9,155.97
04/30/2021	31868	Atomic Printing	Account No. 682	-2,199.61	-11,355.58
04/30/2021	31869	Avaya Financial Services	Contract No. 753-0021553-000 Custom...	-158.91	-11,514.49
04/30/2021	31870	FedEx	Acct # 1834-0409-1	-88.20	-11,602.69
04/30/2021	31871	Liberty Utilities	Account 88550011-88105912 (Jan 2021)	-3,921.71	-15,524.40
04/30/2021	31872	Liberty Utilities	Account 88550011-88105912 (Feb 2021)	-1,478.71	-17,003.11
04/30/2021	31873	Liberty Utilities	Account 88506065-88105912 (Mar 2021)	-551.51	-17,554.62
04/30/2021	31874	Liberty Utilities	Account 88509407-88105912	-186.51	-17,741.13
04/30/2021	31875	Mountain Hardware and Sports	Customer #39	-159.16	-17,900.29
04/30/2021	31876	Mountain High Home Services, LLC	Invoice 14178	-120.00	-18,020.29
04/30/2021	31877	North Tahoe FPD	Invoice #3 2020-2021	-1,548.15	-19,568.44
04/30/2021	31878	Pam Zinn	Reimbursement	-77.78	-19,646.22
04/30/2021	31879	Pitney Bowes Inc.	Acct #0010016164	-86.59	-19,732.81
04/30/2021	31880	Professional Communications Messaging	Invoice #19307205022021	-42.40	-19,775.21
04/30/2021	31881	Sierra Office Solutions	Customer #AS32:900020 (04/28/21-05/...	-179.95	-19,955.16
04/30/2021	31882	Silver State Analytical Laboratories	Water Tests	-120.00	-20,075.16
04/30/2021	31883	The Paper Trail	Invoice 4643	-327.50	-20,402.66
04/30/2021	31884	Verizon Wireless	Account #271135177-00001 (04/16/202...	-161.65	-20,564.31
04/30/2021	31885	Janet Grant	Apr Budget & Finance and Board Mtgs	-175.00	-20,739.31
04/30/2021	31886	Janice Ganong	Apr Board of Directors Mtg	-125.00	-20,864.31
04/30/2021	31887	Evan Salke (1)	Apr Budget & Finance and Board Mtgs	-150.00	-21,014.31

Alpine Springs County Water District
 Check Register for Current Month
 April 2 - 30, 2021

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 05/10/21

Date	Num	Name	Memo	Amount	Balance
04/30/2021	31888	David Smelser {1}	Apr Board of Directors Mtg	-125.00	-21,139.31
04/30/2021	31889	Christine York	Apr Board of Directors Mtg	-125.00	-21,264.31

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Alpine Springs County Water District
Subsequent Payments Listing

May 1 - 10, 2021

Date	Num	Name	Memo	Amount	Balance
05/03/2021	31890	CWEA	ID: 000314052 Customer #: 314052	-91.00	-91.00
05/03/2021	31891	Joseph Mueller	Technology Reimbursement (Jan - May 2021)	-250.00	-341.00
05/03/2021	31892	Placer County Environmental Health	Invoice ID IN0130685	-1,135.00	-1,476.00
05/03/2021	31893	Principal Life	Account #1113469-10001	-77.40	-1,553.40
05/03/2021	31894	Sun Life Financial	Policy #906384 Dental	-281.66	-1,835.06
05/04/2021	31895	Michael J. Dobrowski, CPA, LLC	Inv#21311	-5,241.62	-7,076.68
05/08/2021	31896	Liberty Utilities	Account 88509407-88105912	-2,311.42	-9,388.10
*** Missing numbers here ***					
05/05/2021	EFT05052021	CalPERS (Active)	Customer ID: 2668620501 Health Insurance May 2021 (...)	-4,453.96	-13,842.06
*** Duplicate document numbers ***					
05/05/2021	EFT05052021	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance May 2021 (...)	-701.62	-14,543.68
*** Duplicate document numbers ***					
05/05/2021	EFT05052021	CalPERS	CalPERS ID: 2668620501 (May 2021)	-159.91	-14,703.59

TREASURER REPORT APRIL 2021

			Period Ending	Interest
			30-Apr-21	Rate
1. Wells Fargo Advisors				
A. Money Market			\$18,599	0.01%
B. CD's				
Amount	Rate	Maturity date April 29, 2021		
\$17,000	0.10%	Transferred to Money Market Account		
<u>\$17,000</u>	0.10%			
Total			<u>\$18,599</u>	0.01%
2. Bank of the West				
A. Checking			\$89,264	0.00%
Total			<u>\$89,264</u>	0.00%
3. LAIF				
Total - Monthly yield listed for April 2021			<u>\$73,187</u>	0.339%
4. Placer County Treasurer				
March 2021 data				
Total			<u>\$354,041</u>	0.24%
5. CERBT Account interest is calculated as rate of return				
Total			<u>\$34,922</u>	3.69%
Total			<u>\$570,012</u>	0.42%

RESOLUTION 5-2014

**INVESTMENT POLICY OF THE
ALPINE SPRINGS COUNTY WATER DISTRICT**

WHEREAS; the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; California Government Code 53600.6 and California Government Code 53630.1, and

WHEREAS; the legislative body of a local agency may invest surplus moneys not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 59222 and 53601; and

WHEREAS; the treasurer or fiscal officer of the Alpine Springs County Water District shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the legislative body at a public meeting per California Government Codes 53646 (a); now

THEREFORE; it shall be the policy of the Alpine Springs County Water District invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all statues governing the investment of the Alpine Springs County Water District funds.

BE IT FURTHER RESOLVED that the attached Alpine Springs County Water District Investment Policy shall satisfy the requirement of local agency deposit and investment of public funds.

PASSED AND ADOPTED this 13th day of June, 2014, at a regular meeting of the Board of Directors of Alpine Springs County Water District, by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: _____

ALPINE SPRINGS COUNTY WATER DISTRICT

Janet Grant, President Board of Directors

ATTEST:

Joe Mueller, General Manager
Secretary to the Board of Directors

Policy Number: 2.20.0

Title: INVESTMENT POLICY OF THE ALPINE SPRINGS COUNTY WATER DISTRICT

1.1 POLICY

WHEREAS; The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; (CGC53600.6 and CGC53630.1) and

WHEREAS; the legislative body of a local agency may invest surplus moneys not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Section 53601; and

WHEREAS; the treasurer or fiscal officer of the Alpine Springs County Water District shall invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all statutes governing the investment of the Alpine Springs County Water District funds.

1.2 SCOPE

This investment policy applies to all financial assets of the Alpine Springs County Water District. These funds (as accounted for in the General Purpose Financial Statements and Independent Auditor's Report) include, but are not limited to: Governmental, General Fund, Capital Projects Fund, and Enterprise Fund.

1.3 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable incomes to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard (CGC53600.3) and shall be applied in the context of managing an overall portfolio.

1.4 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment programs.

Investments of the Alpine Springs County Water District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on

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Investment policy of ASCWD adopted on 4/11/97 at the regular meeting of the board of directors by resolution 15-96; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 4/13/01 by resolution 17-2001; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/10/05 by resolution 6-2005; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/13/14 by resolution 5-2014. This policy was reviewed at the 4/8/16 regular board of directors meeting and no changes were made. Reviewed at the 5/7/20 B&F meeting and was decided at the 5/8/20 Board meeting to add CBERT to page 5 as an investment source. Reviewed at the May 14th, 2021 BOD Mtg.

individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the Alpine Springs County Water District to meet all operating requirements which might be reasonably anticipated.
3. Return on Investments: The investments portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.
(CGC53600.5)

1.5 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code Section 53601, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of the policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Treasurer is a trustee and a fiduciary subject to the prudent investor standard. (CGC53600.3)

1.6 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

1.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

When applicable, the Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization, which are authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only brokers/dealers who are licensed and in good

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standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Alpine Springs County Water District's account with that firm has reviewed the Alpine Springs County Water District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Alpine Springs County Water District that are appropriate under the terms and conditions of the Investment Policy.

1.8 AUTHORIZED AND SUITABLE INVESTMENTS

The Alpine Springs County Water District may make any investments permitted by California Government Code Section 53601, as hereafter amended.

1.9 COLLATERALIZATION

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party and valued on a monthly basis.

1.10 SAFEKEEPING AND CUSTODY

All security transactions entered into by the Alpine Springs County Water District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the Alpine Springs County Water District by book entry, physical delivery or by third party custodial agreement. (CGC53601).

1.11 DIVERSIFICATION

It is the policy of the Alpine Springs County Water District to diversify its investment portfolio. The Alpine Springs County Water District will diversify its investment by security type and, within each type, by institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, specific issuers or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following guidelines shall apply:

- (a) Portfolio Maturities shall be matched against projected liabilities to avoid an over concentration in a specific series of Maturities.
- (b) Maturities selected shall provide for stability and liquidity.
- (c) Disbursement and payroll dates shall be covered by the scheduled maturity of specific investments, marketable U.S. Treasury Bills or Notes or other cash equivalent instruments, such as money market mutual funds.

1.12 REPORTING

The Treasurer shall submit to each member of the governing body a monthly investment report. The report shall include a complete description of the portfolio, the type of the investments, the issuers, maturity dates, par and dollar amount invested on all securities, investments and moneys held by the District, and shall additionally include a description of any of the District's funds, investments, or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the District, and under management of any outside party that is not also a local agency or the State of California Local Agency Investment Fund (LAIF), the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation. The report will also include the source of the portfolio valuation. In the case of funds invested in the LAIF, FDIC Insured accounts or county investment pools, current statements from those institutions will satisfy the above reporting requirement. The report will also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the Alpine Springs County Water District will meet its expenditure obligations for the next six months, per California Government Code 53646 (b). The Treasurer shall maintain a complete and timely record of all investment transactions.

13.0 INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the Alpine Springs County Water District Board of Directors. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Alpine Springs County Water District Board of Directors.

ALPINE SPRINGS COUNTY WATER DISTRICT PROCEDURES FOR THE INVESTMENT OF DISTRICT SURPLUS FUNDS, ENTERPRISE, GOVERNMENTAL AND OTHER OPERATING FUNDS

As outlined in the Investment Policy of Alpine Springs County Water District, Section 5.0 Delegation of Authority, the procedure for investing surplus funds and operating funds shall be as follows:

As provided for in the Investment Policy, the Treasurer of the District is authorized to initiate investment transactions after approval by the Budget & Finance Committee. The Treasurer may invest with the following approved brokers/dealers and financial institutions:

- California State Local Agency Investment Fund
- Placer County Pooled Treasury
- Bank of the West
- US Bank
- Wells Fargo Advisors
- CBERT

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The District's Accountant shall keep bookkeeping and accounting entries of all investment transactions and wire transfers. The Accountant shall keep these records on file and only dispose of them as provided for by the California Government Code.

The Accountant shall be responsible to verify that the amount requested to transfer is the amount shown on the record of transfer. The record of transfer will also be kept in a file and not disposed of until such time as allowed by the California Government Code.

The Accountant shall provide the Board of Directors monthly with a written investment report. The report shall identify the financial institution, the amount invested by the District, the time period, and the interest rate for that month.

Cash Withdrawal from Placer County

When cash is required the General Manager shall initiate a transfer of the cash and direct it to the Bank of the West account.

Claims are received via wire transfer , which in turn is deposited into the Bank of the West checking account.

Responsibility:

It is the responsibility of the General Manager with oversight from the Budget & Finance Committee to ensure compliance with this policy.

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