
ALPINE SPRINGS COUNTY WATER DISTRICT

Directors: Janet S. Grant, Janice Ganong, Evan Salke, Dave Smelser, Christine York

General Manager: Joe Mueller

PUBLIC NOTICE

Regular Meeting of the Board of Directors Alpine Springs County Water District

Date: Friday March 10th, 2023
Location: District Office, Board Room
270 Alpine Meadows Road
Alpine Meadows, CA 96146
Time: 9:00 a.m.

AGENDA

NOTE: THE DISTRICT BOARD OF DIRECTORS MAY TAKE FORMAL ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW. AGENDA ITEMS MAY OR MAY NOT BE TAKEN IN THE SEQUENCE PRESENTED BELOW.

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.

Meetings are held in person in the ASCWD board room at 270 Alpine Meadows Rd. and are open to the general public. Public comment is accepted by the board only in the following ways, in person at 270 Alpine Meadows Rd., Alpine Meadows, CA, in writing submitted to the Board Secretary by email to info@alpinesprings.org, or by mail before Tuesday March 7th at 9:00 a.m.

A ZOOM broadcast is provided when available through the following link. No public participation or comment is provided through ZOOM.

ZOOM: At the specified time, 9:00 a.m., connect to ZOOM. Mtg. ID: 848 4420 3690; passcode: 191765; Please mute yourself unless you are speaking. Times listed are approximate.

Zoom Link: <https://us06web.zoom.us/j/84844203690?pwd=RHVlaGpCQzIvemZPc2RTWGRlL1dFZz09>

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

B. 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 which is relevant to the district's activities. The public may speak on any agenda item at this time or after the Board has discussed the item, but prior to a vote. 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.

C. APPROVAL OF MINUTES

C1) FEBRUARY REGULAR BOARD MEETING

The Board shall review and vote to approve the minutes of the Regular Board meeting of February 16th, 2023.

ALPINE SPRINGS COUNTY WATER DISTRICT

Directors: Janet S. Grant, Janice Ganong, Evan Salke, Dave Smelser, Christine York

General Manager: Joe Mueller

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

Mike Dobrowski, CPA, shall discuss the February 2023 monthly financial statements highlighting outstanding issues. The Chair of the Budget & Finance Committee shall comment on the Committee's review of the statements. The Board shall vote to accept the financial statements and to approve the month's expenditures.

D2) FIRE DEPARTMENT REPORT

Chief Leighton, or his designee, shall report on the activities of North Tahoe Fire Protection District, with special regard to those which impact Alpine Meadows, including February 2023 dispatch report and the staffing of the Alpine Meadows Fire Station 56.

D3) GENERAL MANAGER'S REPORT

Joe Mueller, the General Manager, shall report on his activities during the month of February 2023.

D4) OPERATION & MAINTENANCE DEPARTMENT REPORT

The Operations Staff shall report on issues regarding water, sewer, parks, garbage, and other services provided by the district. Staff shall comment on and answer questions regarding the February 2023 Water/Sewer Report.

D5) TTSA REPORT

The Regular Meeting for February 15th, 2023, report was handed out at the January meeting. The next meeting is March 15th and the report will be submitted with the April agenda.

E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION

E1) REVIEW PRELIMINARY RECOMMENDATIONS FOR THE UTILITY RATES. APPROVE PROPOSITION 218 NOTICE, AND SET MAY 12TH, 2023, AS THE DATE FOR A PUBLIC HEARING, AND TO ESTABLISH THE NEW UTILITY RATES.
HDR Engineering will give an overview, followed by discussion on the 2023 utility rates and the proposition 218 notice.

E2) LOCAL AGENCY FORMATION COMMISSION (LAFCO)
Call for Applications for recruitment for a Public Member and Alternate. for the term of May 2023 through May 2027.

F. COMMITTEE REPORTS

F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)
Met March 9th, the previous month February 16th, 2023, B&F report is attached.

F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)
No Meeting

F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)
No Meeting

F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)
No Meeting

G. FUTURE AND OPEN AGENDA ITEMS

- Collection of annual customer billing on the County Tax Roll
- TTSD Contract for Board Approval

ALPINE SPRINGS COUNTY WATER DISTRICT

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

H. CORRESPONDENCE TO THE BOARD

All correspondence to the Board received at the District Office more than 72 hours before the scheduled Board meeting shall be discussed at the meeting. The Board may dispense with any item immediately, direct investigation of any item to a Board or ad-hoc Committee and/or table any item until the next regularly scheduled Board meeting.

I. CLOSED SESSION

ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case

J. DIRECTORS' COMMENTS

In accordance with Government Code Section 54954.2(a), Directors 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.

K. ADJOURNMENT

The Board of Directors of Alpine Springs County Water District, as a general rule, would like to complete its regular meetings within four hours. If it appears that the meeting will extend beyond four hours, the Board President shall poll the Directors as to their wishes on finishing Board business. A majority of the Directors shall decide whether to complete all items on the agenda at this meeting, postpone the meeting or move remaining agenda items to the next regularly scheduled meeting.

Next regularly scheduled Board meeting – Friday April 14th, 2023, at 9:00 a.m.

I certify that on or before Tuesday March 7th, 2023, at 9:00 a.m., I personally posted and forwarded agendas as requested.

Pam Zinn

Pam Zinn, Office Manager.

EXHIBIT C1

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

3 **February 17, 2023**

4 **NOTE: Due to continued COVID restrictions, this meeting was a "hybrid" of an in-person meeting for Board and staff**
5 **and Zoom for additional attendees**

6
7 **A. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

8 President Grant called the meeting to order at 9:00 AM.

9
10 Directors Present: President Janet S. Grant, Vice-President Janice Ganong, Dave Smelser, Evan Salke and
11 Christine York.

12 Directors Absent: None

13 Staff Present: General Manager Joseph Mueller, O&M Supervisor Miguel Ramirez, and District CPA
14 Mike Dobrowski.

15
16 Guests included Jen Faber, Liz Zang, NTFPD Fire Chief Steve Leighton and Division Chief Alan
17 Whisler, and Josiah Close from HDR

18
19 **B. PUBLIC COMMENT**

20 There were no comments on items not on today's agenda.

21
22 **C. APPROVAL OF MINUTES**

23 **C1) JANUARY REGULAR BOARD MEETING**

24 Mueller will confirm what portions of the January meeting Director York attended.

25 **It was moved by Smelser and seconded by Ganong to approve the minutes of the January 19, 2023**
26 **Regular Board meeting as presented. Motion carried unanimously.**

27
28 **D. DEPARTMENT REPORTS**

29 **D1) FINANCIAL REPORT**

30 District CPA Mike Dobrowski presented the January 2023 financial statements. The cash position is less
31 than the prior year and prior month, but Dobrowski is anticipating a property tax payment of
32 approximately \$500,000. He noted payments to NTFPD and TTSD.

33
34 **It was moved by Smelser and seconded by York to approve the January 2023 financial reports as**
35 **presented. Motion carried unanimously.**

36
37 **It was moved by Ganong and seconded by York to approve payment of checks #32835 through**
38 **32878, minus #32854, plus payroll and electronic fund transfers. Motion carried unanimously.**

39
40 **D2) FIRE DEPARTMENT REPORT**

41 Whisler reported on the number of calls responded to during the past month. He noted upcoming World
42 Cup. The District is staffing accordingly for that event.

43
44 Whisler reported on staffing, noting Defensible Space inspectors are being hired.

45
46 Leighton said NTFPD is hosting the Snowfest Pancake Breakfast in Tahoe City and will be assisting with
47 the fireworks show at the Winter Sports Park on March 3.

48
49 Applications are being submitted to the Assistance to Firefighters Grant (AFG) for equipment. Leighton
50 described the equipment requested.

51
52 Leighton listened to the Long Range Planning Committee meeting and learned a lot about the needs.

1
2 Leighton read reports regarding a recent structure fire that was discovered by an alarm going off and a
3 medical response transport.
4

5 **D3) GENERAL MANAGER'S REPORT**

6 General Manager Mueller presented his activities report for January 2023. He is working with Carollo to
7 finalize the Master Plan, which should be presented to the Board in March or April.
8

9 The TTSD contract will come to the Board before the end of the fiscal year.
10

11 Chris Nelson from Alpenglow has reached out to see how the Master Plan may impact his development.
12

13 White Wolf is still going through the environmental review process. The water plan includes the
14 development in the ASCWD service area. The developer will reimburse ASCWD for the engineering
15 review, which has not been done yet.
16

17 Mueller continues to work with the Truckee River Watershed Council. They are working on some
18 drainage projects on ASCWD property but in the County right-of-way.
19

20 Rob passed the state certification so he can be on-call and work on the system independently. Rob
21 received a merit increase effective January 1, 2023.
22

23 Mueller was asked by a customer if the Board would consider adopting a bear box ordinance.
24

25 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

26 Miguel Ramirez presented the January 2023 Operations Report, including wastewater flows and water
27 production, as well as maintenance addressed during the month.
28

29 Ramirez described an issue with the Juniper Mountain pump which has been addressed for now.
30 Groundwater is coming into the vault and shorting out the electrical system. A Capital Improvement
31 Project will be scheduled for fall to bring it up to code at a cost of \$5,000 - \$8,000.
32

33 **D5) TTSA REPORT**

34 Smelser noted the increase in rates. The disinfectant system is being upgraded. The lab is evaluating using
35 sodium hydrochloride instead of chlorine as it is less costly and safer.
36

37 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

38 **E1) DISTRICT RATE STUDY**

39 Josiah Close from HDR presented details of the Rate Study and the Prop 218 process to set rates. He
40 discussed the assumptions made as the Study was conducted, recommendations, and next steps. Close
41 explained how components of the Master Plan were considered.
42

43 Discussion followed as the presentation and next steps were clarified. It was agreed the community needs
44 to understand how the proposed rates relate to the aging infrastructure and upcoming Capital
45 Improvement Projects.
46

47 The Board discussed the recommendation to address debt service by including it in the earlier years of the
48 Study. Mueller will consider options and make a recommendation.
49

50 **E2) DISTRICT MASTER PLAN**

51 Mueller reported on the recent Master Plan Workshop where Carollo presented proposed projects, costs,
2

1 and timelines. Mueller explained how the infrastructure was analyzed and the variables considered.
2 Carollo considered rehabbing versus replacing the tanks. Because they were not able to really investigate
3 the condition of the tank by draining it, engineers often err on the conservative side.
4

5 Mueller said this Plan is a road map, a living document that may be adjusted as needed. It is to be used for
6 planning and budgeting purposes. The Long Range Planning Committee will review the Plan annually.
7

8 Discussion followed as the Board and public clarified the presentation, the data considered, and next
9 steps. Mueller said Carollo will finalize the Plan based on comments from the Workshop and the Board
10 and present it for Board adoption.
11

12 **E3) FIRE FUEL MANAGEMENT FEE**

13 Grant reported the Budget and Finance Committee recommends reallocating account 5221.06 Fire Fuel
14 Management Fees revenues that were placed into the General Fund by error and credit back the Sewer
15 and Water Funds. Mueller explained the previous year financials have been closed out and the auditor
16 recommends this action. This has to do with the General Fund and does not impact the Park Fund.
17 Dobrowski said it will show as a Journal Entry, a reclassification of the revenue.
18

19 **It was moved by Smelser and seconded by York to reallocate account 5221.06 Fire Fuel**
20 **Management Fees revenues that were placed into the General Fund by error and credit back the**
21 **Sewer and Water Funds. Motion carried unanimously.**
22

23 **E4) CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA), AND SPECIAL**
24 **DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) CALL FOR**
25 **NOMINATIONS**

26 CSDA and SDRMA are asking for Board candidates from member agencies. Mueller said Placer County
27 LAFCO is also looking for a Board member, who does not have to be on the Board of a membership
28 agency. This item will be on next month's agenda in case a member of the public is interested in applying
29 for the LAFCO seat.
30

31 **F. COMMITTEE REPORTS**

32 **F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)**

33 Grant presented the report of the February 16, 2023 Budget & Finance Committee meeting. She noted the
34 Treasurer's Report.
35

36 It has been determined that Wells Fargo offers the best option for t-bills, that will be automatically
37 renewed unless they need to be cashed out for any reason.
38

39 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

40 York will schedule a future meeting at a date to be determined since there are some funding and Master
41 Plan components that may impact the Committee.
42

43 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

44 This Committee was part of a February 14, 2023 workshop to consider the District Master Plan. See Item
45 E.2.
46

47 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

48 This Committee will meet before April's Board meeting. Ganong will send out some proposed dates.
49

50 **G. FUTURE AND OPEN AGENDA ITEMS**

- 51
 - Collection of annual customer billing on the County Tax Roll

- 1 • TTSD Contract for Board Approval
2

3 **H. CORRESPONDENCE TO THE BOARD**

4 A customer submitted a letter regarding them shutting off their water as soon as a leak was discovered.
5

6 **I. CLOSED SESSION**

7 **ANTICIPATED LITIGATION**

8 **Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case**
9

10 The Board went into Closed Session at 11:19 AM. Open Session was reconvened at 12:27 AM. The
11 action reported is that the Board has appointed Grant and Ganong to an Ad-Hoc Subcommittee to pursue
12 the matter and report back to the Board.
13

14 **J. DIRECTORS' COMMENTS**

15 Mueller explained the new meeting requirements for Brown Act agencies, given the Governor's
16 emergency order is being lifted. Board and Committee meetings must be held in person. The meetings
17 will be broadcasted via Zoom, but public comment can only be taken in person. There are onerous
18 requirements for Board members to attend remotely.
19

20 Smelser reported the Firewise Committee heard the funding for the environmental component of Alpine
21 Meadows/Olympic Valley forest fuels project has been secured. The work will start in 2024.
22

23 Firewise is hosting a community work day this spring and asked if ASCWD wants to participate in doing
24 work around the condominiums and at the water tank.
25

26 **K. ADJOURNMENT**

27 There being no further business to come before the Board, the meeting was adjourned at 12:30 PM. The
28 next regularly scheduled Board meeting is Friday March 10, 2023 at 9:00 AM.
29

30 Respectfully Submitted,

31 Judy Friedman

32 Recording Secretary

33 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
34

EXHIBIT D1

Subject: *February 2023 Month End Review*

For: *Alpine Springs County Water District*

To: *The Board of Directors*

Prepared by: *Michael J. Dobrowski, CPA 03/07/23*

On a year-to-date basis our net income was \$12,031 higher than the prior fiscal year. Current month total expenses were \$448,761 which were over budget by \$264,758.

Our cash position has increased by \$679,053 from February 2022 and has decreased by \$73,748 from the prior month.

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.
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 + \$158,225 = \$158,225**

Prior Year + (10% of annual revenues (\$1,849,635-267,381) less Garbage)

Cash available for operations – **\$1,775,566**

(Remaining balance \$1,933,791-158,225)

In Transit Timing Differences

The Bank of the West account increased by \$507,624 due to the late receipt of the statement showing the transfer of property tax revenues.

Work in Progress Accounts**Current Year****Total**

Master Plan	130,664	146,017
Zone 3 Water Testing Site	12,100	12,100
Sewer Line – Pine Trail	12,875	12,875
Rate Study	11,438	11,438
Sewer Easement	<u>0</u>	<u>11,300</u>
Total	\$132,674	\$ 193,729

Accounts Payable

NTFPD Contract	\$ 408,398
Total	\$ 408,398

Sick and General Leave

COVID Sick leave	0.00 Hrs.	
Sick leave Hours	278.00 Hrs.	
General leave Hours and Dollars	260.88 Hrs.	\$ 14,496.60

Prepays

Sun Life Dental (5103&04) (68.77+212.89) 1 month	\$ 281.66
Garbage Contract (5404.02) 1 Mo. @ \$13,196.16	\$ 13,196.16
Healthplan Services (51031&41) (171.45+208.05) 0 month	\$ 0.00
SDRMA Insurance (5120.00) 4 months @ 2,962.64	\$ 11,850.56
CALPERS (51031&41) (800.74+3,202.94) 0 month	\$ 0.00
Principal Life (5103&04) (25.80+51.60) 0 month	\$ 0.00
SDRMA (5120.00) Worker's Comp 4 months @ 731.46	\$ 2,925.74
Total	\$ 28,254.12

Stale-Dated Checks

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

Last disbursement issued from prior financial reports.

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
02/07/23	EFT020723	3,467.11	CalPers Health Insurance

Benefits Breakdown (YTD)

Health & Life Ins. (Active)	\$31,654.60
Health & Life Ins. (Retired)	11,247.86
Pension (Employee 6.75%)	16,862.55 (Employer 7.47% Effective 07/01/22)
Payroll Taxes	6,514.06
Health plan co-ins.	<u>5,510.49</u>
Total	\$ 71,789.56

10:11 AM
03/07/23
Accrual Basis

Alpine Springs County Water District
Profit & Loss Budget Performance 2022/2023
February 2023

	Feb 23	Budget	Jul '22 - Feb...	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
Water Revenue	30	0	639,574	633,540	783,437
Connection Fees	0	2,101	27,166	16,809	25,214
Sewer Revenue	0	0	329,675	326,446	326,446
Garbage Revenue	0	0	267,381	264,553	264,553
Park Revenue	0	0	16,720	17,500	35,000
Fire Mitigation Fees	0	1,000	14,857	8,000	12,000
Fire Fuel Management Fees	0	0	25,604	25,604	25,604
Property Tax Revenue	0	0	508,381	498,935	831,558
Other Revenue	0	1,782	20,277	14,256	21,400
Total Income	30	4,883	1,849,635	1,805,643	2,325,212
Gross Profit	30	4,883	1,849,635	1,805,643	2,325,212
Expense					
Salaries and Wages - Admin	17,144	18,336	141,763	146,688	220,025
Salaries and Wages - O&M	12,705	20,359	130,050	162,872	244,305
Benefits - Office	2,355	3,583	17,815	28,664	42,998
Benefits - O&M	6,120	7,861	48,464	62,888	94,338
Health Plan Co-Insurance	375	281	5,510	2,248	3,381
Directors' Fees	0	990	5,875	7,920	11,850
Insurance - Administration	5,025	3,716	27,835	29,728	44,596
Park Expenditures	0	0	4,379	10,800	21,600
Parts/Tools/Misc. Equip	1,322	2,000	10,077	16,000	24,000
Postage and Delivery	353	624	2,796	4,992	7,485
Cleaning	0	438	1,575	3,504	5,250
Newsletter and Printing	0	0	294	1,251	2,500
Office Expense	410	1,823	11,056	14,584	21,875
Dues and Subscriptions	689	919	9,882	7,352	11,023
Bank and Collection Fees	51	208	2,546	1,664	2,501
Analytical Testing	352	583	1,619	4,664	7,000
Accounting Fees	5,798	5,630	44,398	45,040	67,570
Audit	0	0	20,500	19,250	19,250
Legal Fees	936	1,252	4,862	10,016	15,000
Consultants-Misc.	235	1,292	2,727	10,336	15,500
NTFD Contract	356,341	55,437	421,166	443,496	665,246
Fire Fuel Management Fee	0	2,134	-20,102	17,072	25,604

10:11 AM
 03/07/23
 Accrual Basis

Alpine Springs County Water District
 Profit & Loss Budget Performance 2022/2023
 February 2023

	Feb 23	Budget	Jul '22 - Feb...	YTD Budget	Annual Bud...
OPEB Trust - Annual Funding	0	0	0	0	30,000
Building Maintenance	0	1,206	3,128	9,648	14,465
Equipment Maintenance - A...	491	801	5,642	6,408	9,611
Vehicle Maintenance and R...	25	676	8,788	5,408	8,100
Maintenance Water and Se...	690	9,516	35,244	76,128	114,200
Gas and Electric - Admin	1,358	4,534	31,242	36,272	54,400
SCADA System	0	818	8,593	6,544	9,806
Travel and Entertainment	0	25	0	200	300
Education Staff/Board	0	292	522	2,336	3,500
Uniforms	0	283	0	2,264	3,400
ASCWD Fuel	0	792	4,975	6,336	9,500
Telephone - Administration	269	117	2,151	936	1,400
Government Mandates	250	2,143	19,487	17,144	25,723
Garbage Services	13,196	13,169	105,266	105,352	158,034
Depreciation Expense	21,899	21,899	175,192	175,192	262,774
Miscellaneous - O&M	373	266	1,486	2,128	3,200
Total Expense	448,761	184,003	1,296,804	1,503,325	2,281,310
Net Ordinary Income	-448,731	-179,120	552,831	302,318	43,902
Other Income/Expense					
Other Income					
Interest Revenue	0	210	11,319	1,680	2,500
Total Other Income	0	210	11,319	1,680	2,500
Net Other Income	0	210	11,319	1,680	2,500
Net Income	-448,731	-178,910	564,150	303,998	46,402

Alpine Springs County Water District
Profit & Loss Prev Year Comparison
July 2022 through February 2023

	<u>Jul '22 - Feb 23</u>	<u>Jul '21 - Feb 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
Water Revenue	639,574	635,095	4,479
Connection Fees	27,166	47,609	(20,443)
Sewer Revenue	329,675	312,653	17,022
Garbage Revenue	267,381	257,010	10,371
Park Revenue	16,720	7,793	8,927
Fire Mitigation Fees	14,857	41,119	(26,262)
Fire Fuel Management Fees	25,604	24,827	777
STR Fire Collection	0	2,977	(2,977)
Property Tax Revenue	508,381	445,217	63,164
Other Revenue	20,277	20,913	(636)
Total Income	<u>1,849,635</u>	<u>1,795,212</u>	<u>54,423</u>
Gross Profit	1,849,635	1,795,212	54,423
Expense			
Salaries and Wages - Admin	141,763	118,154	23,609
Salaries and Wages - O&M	130,050	131,094	(1,044)
Benefits - Office	17,815	17,509	305
Benefits - O&M	48,464	50,272	(1,807)
Health Plan Co-Insurance	5,510	4,712	798
Directors' Fees	5,875	5,675	200
Insurance - Administration	27,835	28,147	(313)
Park Expenditures	4,379	3,339	1,041
Parts/Tools/Misc. Equip	10,077	6,675	3,402
Postage and Delivery	2,796	2,806	(9)
Cleaning	1,575	1,500	75
Newsletter and Printing	294	746	(452)
Office Expense	11,056	10,315	741
Dues and Subscriptions	9,882	9,074	808
Bank and Collection Fees	2,546	1,881	665
Analytical Testing	1,619	1,415	205
Accounting Fees	44,398	42,384	2,014
Audit	20,500	19,250	1,250
Legal Fees	4,862	8,874	(4,012)
Consultants-Misc.	2,727	3,530	(803)

Alpine Springs County Water District
Profit & Loss Prev Year Comparison
 July 2022 through February 2023

	<u>Jul '22 - Feb 23</u>	<u>Jul '21 - Feb 22</u>	<u>\$ Change</u>
NTFD Contract	421,166	371,273	49,893
Fire Fuel Management Fee	(20,102)	15,701	(35,803)
Building Maintenance	3,128	15,631	(12,503)
Equipment Maintenance - Ad...	5,642	5,857	(215)
Vehicle Maintenance and Rep.	8,788	4,437	4,351
Maintenance Water and Sewer	35,244	53,303	(18,059)
Gas and Electric - Admin	31,242	25,682	5,560
SCADA System	8,593	15,084	(6,490)
Travel and Entertainment	0	276	(276)
Education Staff/Board	522	231	291
Uniforms	0	2,946	(2,946)
ASCWD Fuel	4,975	2,178	2,797
Telephone - Administration	2,151	7,217	(5,067)
Government Mandates	19,487	15,385	4,102
Garbage Services	105,266	98,826	6,440
Depreciation Expense	175,192	142,232	32,960
Miscellaneous - O&M	1,486	794	692
Total Expense	<u>1,296,804</u>	<u>1,244,405</u>	<u>52,399</u>
Net Ordinary Income	552,831	550,807	2,024
Other Income/Expense			
Other Income			
Interest Revenue	11,319	1,312	10,007
Total Other Income	<u>11,319</u>	<u>1,312</u>	<u>10,007</u>
Net Other Income	<u>11,319</u>	<u>1,312</u>	<u>10,007</u>
Net Income	<u><u>564,150</u></u>	<u><u>552,119</u></u>	<u><u>12,031</u></u>

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
As of February 28, 2023

	Feb 28, 23	Jan 31, 23	\$ Change	Feb 28, 22	\$ Change
ASSETS					
Current Assets					
Checking/Savings					
Petty Cash	117	238	(121)	336	(219)
Bank of the West	292,695	716,322	(423,627)	275,668	17,027
Placer County - Interest App.	357,931	357,931	0	354,694	3,237
Wells Fargo Advisors	350,000	0	350,000	0	350,000
LAIF Accounts	933,047	933,047	0	624,039	309,008
Total Checking/Savings	1,933,791	2,007,538	(73,748)	1,254,738	679,053
Accounts Receivable					
Accounts Receivable	27,943	28,301	(358)	34,276	(6,334)
Total Accounts Receivable	27,943	28,301	(358)	34,276	(6,334)
Other Current Assets					
Placer - Agency Taxes 390-770	0	2,601	(2,601)	0	(0)
Other Accounts Receivable	24,071	24,071	0	0	24,071
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	28,254	45,144	(16,890)	26,428	1,826
County Collection Accounts	15,456	15,456	0	0	15,456
Deferred Pension Outflows	43,042	43,042	0	41,103	1,939
Deferred OPEB Outflows	6,572	6,572	0	29,374	(22,802)
Total Other Current Assets	117,395	136,887	(19,492)	96,905	20,490
Total Current Assets	2,079,129	2,172,726	(93,598)	1,385,920	693,209
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	403,391	0
Park Improvements Depreciable	21,728	21,728	0	21,728	0
Land Improvements	129,444	129,444	0	129,444	0
Alpine Springs Interceptor	58,095	58,095	0	58,095	0
Water System	6,459,766	6,459,766	0	6,357,449	102,318
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	140,099	135,583	4,516	131,068	9,031
Truckee River Interceptor	358,524	358,524	0	358,524	0
Inflow and Infiltration	26,031	26,031	0	26,031	0
Work in Progress	193,729	176,839	16,890	11,300	182,429
Accumulated Depreciation	(5,433,911)	(5,412,012)	(21,899)	(5,116,504)	(317,407)
Total Fixed Assets	5,172,431	5,172,925	(493)	5,196,060	(23,629)

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
As of February 28, 2023

	Feb 28, 23	Jan 31, 23	\$ Change	Feb 28, 22	\$ Change
Other Assets					
1885.00 · Net Pension Asset	28,378	28,378	0	0	28,378
Land Usage and Easement Right	17,436	17,436	0	17,436	0
Total Other Assets	<u>45,814</u>	<u>45,814</u>	<u>0</u>	<u>17,436</u>	<u>28,378</u>
TOTAL ASSETS	<u>7,297,373</u>	<u>7,391,464</u>	<u>(94,091)</u>	<u>6,599,416</u>	<u>697,958</u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	408,398	52,057	356,341	0	408,398
Total Accounts Payable	<u>408,398</u>	<u>52,057</u>	<u>356,341</u>	<u>0</u>	<u>408,398</u>
Other Current Liabilities					
Accounts Payable - 05	0	0	0	38,129	(38,129)
OPEB Liability	374,816	374,816	0	398,216	(23,400)
Accrued Payroll & Payroll Tax	0	0	0	0	0
Accrued Vacation Payable	14,497	16,197	(1,701)	19,686	(5,189)
Deferred Pension Inflows	31,598	31,598	0	184	31,414
Deferred OPEB Inflows	47,787	47,787	0	72,115	(24,328)
Net Pension Liabilities	0	0	0	13,862	(13,862)
HRA Plan Payable	3,148	3,148	0	0	3,148
Total Other Current Liabilities	<u>471,845</u>	<u>473,546</u>	<u>(1,701)</u>	<u>542,192</u>	<u>(70,346)</u>
Total Current Liabilities	<u>880,244</u>	<u>525,603</u>	<u>354,640</u>	<u>542,192</u>	<u>338,052</u>
Total Liabilities	<u>880,244</u>	<u>525,603</u>	<u>354,640</u>	<u>542,192</u>	<u>338,052</u>
Equity					
Retained Earnings	358,176	358,176	0	0	358,176
Retained Earnings - Garbage	467,468	467,468	0	467,468	0
Retained Earnings - Park	(214,040)	(214,040)	0	(214,422)	382
Retained Earnings - Sewer	1,403,264	1,403,264	0	1,403,264	0
Retained Earnings - Water	(1,799,376)	(1,799,376)	0	(1,897,500)	98,124
Fund balance Undesignated	390,185	390,185	0	369,900	20,285
Investment in plant & equip	5,247,303	5,247,303	0	5,376,395	(129,092)
Net Income	<u>564,150</u>	<u>1,012,882</u>	<u>(448,731)</u>	<u>552,119</u>	<u>12,031</u>
Total Equity	<u>6,417,130</u>	<u>6,865,861</u>	<u>(448,731)</u>	<u>6,057,224</u>	<u>359,906</u>
TOTAL LIABILITIES & EQUITY	<u>7,297,373</u>	<u>7,391,464</u>	<u>(94,091)</u>	<u>6,599,416</u>	<u>697,958</u>

Alpine Springs County Water District
Statement of Cash Flows
July 2022 through February 2023

Jul '22 - Feb 23

OPERATING ACTIVITIES

Net Income	564,150
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	84,764
1550.00 · Prepaid Expenses	42,366
1550.00 · Prepaid Expenses:1550.02 · Prepaid Expenses - 02	(26,291)
1600.05 · County Collection Accts	18,891
1041.00 Placer Co - Taxes 770	49,111
1160.06 · Other Accounts Receivable	(24,071)
1850.00 · Accumulate Depreciation:1850.02 · Accumulated Deprec. - 02	7,272
1850.00 · Accumulate Depreciation:1850.03 · Accumulated Deprec. - 03	7,272
1850.00 · Accumulate Depreciation:1850.04 · Accumulated Deprec. - 04	21,864
1850.00 · Accumulate Depreciation:1850.05 · Accumulated Deprec. - 05	127,536
2010.00 · Accounts Payable - 06 Fund	415,166
2010.00 · Accounts Payable - 06 Fund:2010.06 · Accounts Payable - 06	(45,546)
2070.00 · Accrued Payroll & Taxes - 05 Fu	(100)
2070.00 · Accrued Payroll & Taxes - 05 Fu:2070.02 · Accrued Payroll & Taxes - ...	(374)
2070.00 · Accrued Payroll & Taxes - 05 Fu:2070.03 · Accrued Payroll & Taxes - ...	(1,495)
2070.00 · Accrued Payroll & Taxes - 05 Fu:2070.04 · Accrued Payroll & Taxes - ...	(747)
2070.00 · Accrued Payroll & Taxes - 05 Fu:2070.05 · Accrued Payroll & Taxes - ...	(4,858)
2075.00 · Accrued Vacation Pay - 05 Fund	(3,487)
2010.05 · Accounts Payable - 05	(17,201)
2091.05 · HRA Plan Payable	1,986

Net cash provided by Operating Activities 1,216,209

INVESTING ACTIVITIES

1800.00 · Maintenance Equipment	(9,031)
1830.05 · Work in Progress:1834.04 · Pine Trail Sewer Line - 04	(12,875)
1830.05 · Work in Progress:1842.05 · Water & Wastewater Master Plan	(96,262)
1830.05 · Work in Progress:1845.05 · Zone 3 Water Testing Site	(12,100)
1830.05 · Work in Progress:1846.05 · Rate Study	(11,438)
1850.00 · Accumulate Depreciation:1850.06 · Accumulated Deprec. - 06	11,248

Net cash provided by Investing Activities (130,458)

Net cash increase for period 1,085,752

Cash at beginning of period 848,039

Cash at end of period 1,933,791

10:16 AM
03/07/23

Alpine Springs County Water District
Check Register for Current Month
February 2023

Date	Num	Name	Memo	Amount	Balance
02/07/2023	EFT020723	CalPERS (Retired)	CalPERS ID: 2668620501 Heal...	-842.81	-842.81
*** Duplicate document numbers ***					
02/08/2023	EFT020723	CalPERS (Active)	Customer ID: 2668620501 Heal...	-3,467.11	-4,309.92
*** Missing numbers here ***					
02/15/2023	EFT021523	Bank of the West	Acct #9637 Confirmation Code...	-97.32	-4,407.24
*** Missing numbers here ***					
02/21/2023	AUTO022...	Caterpillar Financial Services Corp	Contract #001-70093002 Cust. ...	-4,515.56	-8,922.80
*** Missing numbers here ***					
02/06/2023	32863	Badger Meter	Invoice 80117950 Services for ...	-39.90	-8,962.70
02/06/2023	32864	Boston Mutual Life Ins. Co. - G	Group #0050300 Division #00060	-599.30	-9,562.00
02/06/2023	32865	Carollo Engineers	Invoice FB29273 Water and W...	-10,409.50	-19,971.50
02/06/2023	32866	FedEx	Acct #1834-0409-1	-243.01	-20,214.51
02/06/2023	32867	Liberty Utilities	Account 88509407 (12/27/2022...	-530.65	-20,745.16
02/06/2023	32868	Principal Life	Account #1113469-10001 02/1...	-77.40	-20,822.56
02/06/2023	32869	Professional Communications Messaging	Invoice #19307202012023 (02/...	-53.00	-20,875.56
02/06/2023	32870	Sierra Office Solutions	Customer #AS32:900020-B (01 ...	-237.40	-21,112.96
02/06/2023	32871	Silver State Analytical Laboratories	Water Tests	-352.00	-21,464.96
02/06/2023	32872	SDRMA	Member # 7084 Invoice 73058	-1,330.71	-22,795.67
02/06/2023	32873	Swigard's True Value Hardware, Inc.	Account #11050	-252.50	-23,048.17
02/06/2023	32874	Tahoe City Electric Inc	Invoice 3738	-690.00	-23,738.17
02/06/2023	32875	Thatcher Company Of Nevada, Inc.	Customer C1081 ASCWD	-520.37	-24,258.54
02/06/2023	32876	The Paper Trail	Invoice 5380	-234.50	-24,493.04
02/06/2023	32877	USA BlueBook	Customer #814589	-372.80	-24,865.84
02/07/2023	32878	Michael J. Dobrowski, CPA, LLC	February 2023 Invoice #230	-5,797.76	-30,663.60
02/15/2023	32879	American Water Works Association	00067057 Membership Renewal	-487.00	-31,150.60
02/15/2023	32880	AmeriGen Power Solutions	Invoice #01-12311	-358.32	-31,508.92
02/15/2023	32881	Best Best & Krieger LLP	Invoice #957159 Prof. Serv. thr...	-936.00	-32,444.92
02/15/2023	32882	Carollo Engineers	Invoice FB32407 Services thru ...	-2,740.00	-35,184.92
02/15/2023	32883	Cashman Equipment Company	Customer #001306 Invoice INP...	-25.44	-35,210.36
02/15/2023	32884	CWEA	Customer #: 314052	-202.00	-35,412.36
02/15/2023	32885	FedEx	Acct #1834-0409-1	-109.76	-35,522.12
02/15/2023	32886	HDR Engineering, Inc.	Invoice 1200500661 Consulting...	-3,740.49	-39,262.61
02/15/2023	32887	Hunt Propane	Invoice #48838	-3,269.75	-42,532.36
02/15/2023	32888	Miguel G. Ramirez	Employee Uniform Reimburse...	-115.29	-42,647.65

10:16 AM
03/07/23

Alpine Springs County Water District
Check Register for Current Month
February 2023

Date	Num	Name	Memo	Amount	Balance
02/15/2023	32889 ✖	ODP Business Solutions, LLC	Acct #60641324	-12.41	-42,660.06
02/15/2023	32890 ✖	Placer County Clerk-Elections Division	Invoice #CI21841	-250.00	-42,910.06
02/15/2023	32891 ✖	Robert Pascarella	Expense Reimbursement	-259.78	-43,169.84
02/15/2023	32892 ✖	Sun Life Financial	Policy #906384-0001 Dental	-281.66	-43,451.50
02/15/2023	32893 ✖	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 000355	-342.18	-43,793.68
02/15/2023	32894 ✖	USA BlueBook	Customer #814589	-190.44	-43,984.12

10:17 AM
03/07/23

Alpine Springs County Water District
Subsequent Payments Listing

March 1 - 7, 2023

Date	Num	Name	Memo	Amount	Balance
03/03/2023	ach030323	CalPERS (Active)	Customer ID: 2668620501 Health Insurance...	-3,467.11	-3,467.11
*** Missing numbers here ***					
03/03/2023	ach030323B	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance...	-842.81	-4,309.92
*** Missing numbers here ***					
03/02/2023	32895	AmeriGen Power Solutions	Invoice #01-12429	-327.07	-4,636.99
03/02/2023	32896	Avaya Financial Services	Contract No. 753-0021553-000 Customer N...	-166.32	-4,803.31
03/02/2023	32897	FedEx	Acct #1834-0409-1	-82.09	-4,885.40
03/02/2023	32898	Liberty Utilities	Account 88550011-88105912	-1,206.05	-6,091.45
03/02/2023	32899	Miguel G. Ramirez	Health Reimbursement	-91.28	-6,182.73
03/02/2023	32900	Sierra Office Solutions	Customer #AS32:900020-B	-591.16	-6,773.89
03/02/2023	32901	Swigard's True Value Hardware, ...	Account #111050	-45.66	-6,819.55
03/02/2023	32902	The Paper Trail	Invoice 5420	-319.50	-7,139.05
03/02/2023	32903	Janet Grant	Feb Master Plan WS, Budget & Finance an...	-450.00	-7,589.05
03/02/2023	32904	Janice Ganong	Feb Master Plan WS and Board Mtgs	-300.00	-7,889.05
03/02/2023	32905	SALKE, EVAN	Feb Budget & Finance Mtng	-200.00	-8,089.05
03/02/2023	32906	SMELSER, DAVID	Feb Master Plan WS and Board Mtgs	-300.00	-8,389.05
03/02/2023	32907	Christine York	Feb Master Plan WS and Board Mtgs	-300.00	-8,689.05
03/02/2023	32908	Michael J. Dobrowski, CPA, LLC	March 2023 Invoice #23082	-5,797.76	-14,486.81

EXHIBIT D2

NTPFD-ASCWD Response Calls
February 2023

Basic Incident Number (FD1)	Basic Incident Date Time	Basic Incident Full Address	Basic Incident Postal Code (FD1.19)	Basic Incident Type (FD1.21)	Basic Apparatus Call Sign List	Basic Primary Action Taken (FD1.48)	Basic Additional Actions Taken 2 (FD1.66)
2023003337	2/2/2023 9:25	1434 JUNIPER MOUNTAIN Road	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	Basic Additional Actions Taken 2 (FD1.66)
2023003502	2/3/2023 23:49	1533 ALPINE MEADOWS Road	96146	Gas leak (natural gas or LPG)	B5, E56, M	Investigate	
2023003539	2/4/2023 11:09	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Refusal of EMS care	
2023003550	2/4/2023 13:14	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	B5, M53	Provide advanced life support (ALS)	Transport person
2023003611	2/5/2023 4:29	2600 ALPINE MEADOWS Road	96146	Building fire	B5, E51, E5	Information, investigation & enforcement, other	
2023003631	2/5/2023 10:38	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Emergency medical services, other	
2023003814	2/7/2023 9:40	2600 ALPINE MEADOWS Road	96146	Gas leak (natural gas or LPG)	B5, E51, M	Investigate	
2023003845	2/7/2023 14:22	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2023003850	2/7/2023 14:53	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	
2023004069	2/10/2023 9:28	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Cancelled en route	
2023004097	2/10/2023 13:40	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56, D502	Action taken, other	
2023004213	2/11/2023 12:43	1370 PINE Trail	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	
2023004231	2/11/2023 15:38	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	
2023004663	2/16/2023 14:03	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2023004776	2/17/2023 15:01	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M67	Provide advanced life support (ALS)	Transport person
2023005013	2/19/2023 12:00	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2023005015	2/19/2023 12:21	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	Provide advanced life support (ALS)
2023005042	2/19/2023 14:43	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	Provide advanced life support (ALS)
2023005086	2/19/2023 22:52	1540 UPPER BENCH Road	96146	Flood assessment	E56, M51	Assistance, other	
2023005140	2/20/2023 12:18	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M53	Provide advanced life support (ALS)	Transport person
2023005257	2/21/2023 11:43	2600 ALPINE MEADOWS Road	96146	Emergency medical service, other	M56	Provide advanced life support (ALS)	
2023005615	2/24/2023 15:48	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Emergency medical services, other	
2023005687	2/25/2023 11:48	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M53	Provide advanced life support (ALS)	Transport person
2023005936	2/27/2023 16:24	1765 DEER PARK Drive	96146	Combustible/flammable gas/liquid condition, other	B5, E56, M	Assistance, other	
Total Calls= 25							

EXHIBIT D3



AGENDA NO: D3

MEETING DATE: 03/10/2023

General Managers Report

TO: ASCWD Board of Directors Date: March 03, 2023
FROM: Joe Mueller, General Manager
SUBJECT: General Manager and Office Activities for the Month of February 2023

Projects

1) District Master Plan

Held a Joint Board Directors and Long-Range Planning Committee Workshop on February 14th, 2023, to review progress on the district master Plan.

Upcoming project activity

Finalize the Master Plan for Board Approval.

2) District Rate Study

Prepared for and worked with HDR Engineering on the presentation of the utility rates and the proposition 218 notice to the Board Agenda item E1.

Upcoming project activity

Approve proposition 218 notice and set April 14, 2023, as the date for the public hearing to establish the new utility rates.

3) TTSD Contract

Reviewed TTSD contract changes.

Upcoming project activity

The TTSD contract terms and rates for possible adoption is being targeted for the April board Meeting.

4) Alpenglow (Previously Alpine Sierra) Subdivision

No Activity this month.

Upcoming project activity

The District's team anticipates the need to continue to work with the current or new development team to assist in project development.

5) White Wolf Subdivision

No Activity this month.

Upcoming project activity

The District's team anticipates the need to continue to work with Placer County and the development team to assist in project development.

6) Snow Crest Tributary Restoration

No Activity this month.

Upcoming project activity

Continued project participation as needed.

General Business

- Continued to work towards a resolution with NTFPD on conflicts between the adopted contract language and NTFPDs fee expectations.
- Assisted with snow removal and placement strategies.
- Began initial 2023/24 Budget planning.
- Assisted Operations with the evaluation of numerous water losses and / or leak identification.
- Worked with HDR Engineering on data interpretation for the Water, Sewer, Garbage, and Parks Utility Rate Studies.
- Worked with customers on billing questions, clarifications, and requests.
- In anticipation of the spring building season reinitiated discussions with a homeowner, their engineer, and designer on ways to address utility conflicts for a proposed construction project.
- Attended the monthly area General Managers meeting.

Office Activities Performed by Office Manager

- Worked with our webmaster making updates and posting agendas and packets.
- Processed change of account ownerships, updated address for existing customers and responded to inquiries from title companies.
- Sent bills to CPA for mid-month and month end processing.
- Sent CORE data to the Cloud for monthly water meter readings.
- Responded to calls from customers asking about garbage pick-up.
- Received quotes for Long Term Disability, the provider is the same as our dental insurance.
- Set up zoom meetings for March and posted agendas and packets.
- Worked with SDRMA to file a claim on the Ford Ranger from the accident in January 2023 and met adjuster at the office.
- Spoke to a new customer who had set up a new account with the trash company, so I contacted TTSD and solved the issue by closing that account and got back with the customer.
- Helped a customer with a non-scheduled trash pickup and its associated cost.
- Provided a customer with meter data at a home that had a leak.
- General questions from customers asking who the best internet service.
- Went to Bank of the West to pick up January and February 2023 bank statements that were mailed but not received.
- Billed Station 56 for Q2 and Q3 utilities.

- Prepared a report for GM on the number of residential customers vs. commercial customers.
 - Updated Julie at TTSD with a list of current customers who should be receiving curbside pick-up.
 - Worked with CPA's new staff on coding checks for invoices.
 - Completed the SDRMA Renewal questionnaire in time to receive the \$75 credit incentive.
-
- Posted the labor law poster for 2023.
 - Forward the registry of public agencies with SDRMA and the State.
 - Received the annual payroll processing dates for 2023 and copied staff.
 - Set up a remote meter reading app from Xerox so supplies, and number of copies for billing can be performed remotely.

EXHIBIT D4

**ASCWD OPERATIONS REPORT
WATER / WASTEWATER
FOR 2-1-23 THRU 2-28 -23**

TO: Board of Directors
DATE: March 10th, 2023
FROM: Miguel Ramirez, Operations & Maintenance

Wastewater Flows: 28 Days / February 2023 normal operation throughout the month.

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
36,000 GPD	228,000 GPD	97,000 GPD

Operations / Maintenance / Repairs:

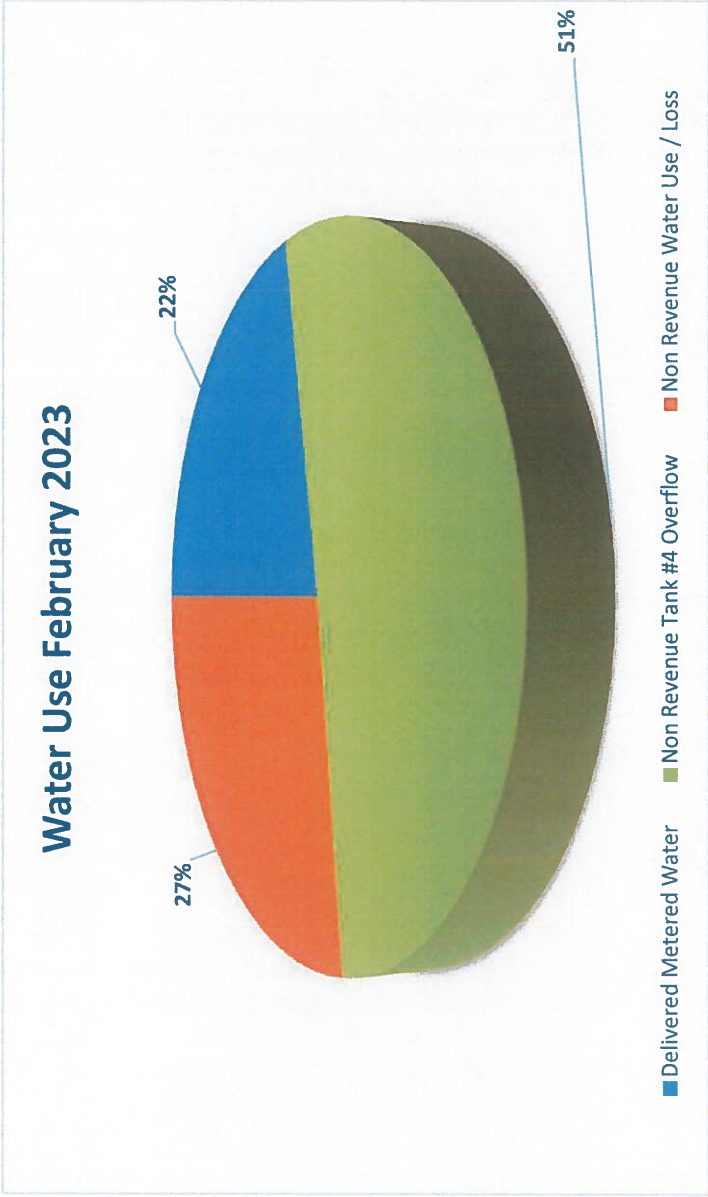
- All routine water zone samples came back absent from Coliform and E-coli.
- We are actively investigating a problem that has transpired from a homeowner getting into one of our water boxes.(broken infrastructure has occurred from people shutting down other homeowners water).
- We are constantly doing snow removal in our base area and throughout the Valley.
- The State Water Resources Board has implemented a new drought reporting system. (Every four months it will be updated and uploaded to them).
- I already have been working with multiple contractors on upcoming remodels and additions throughout the Valley.



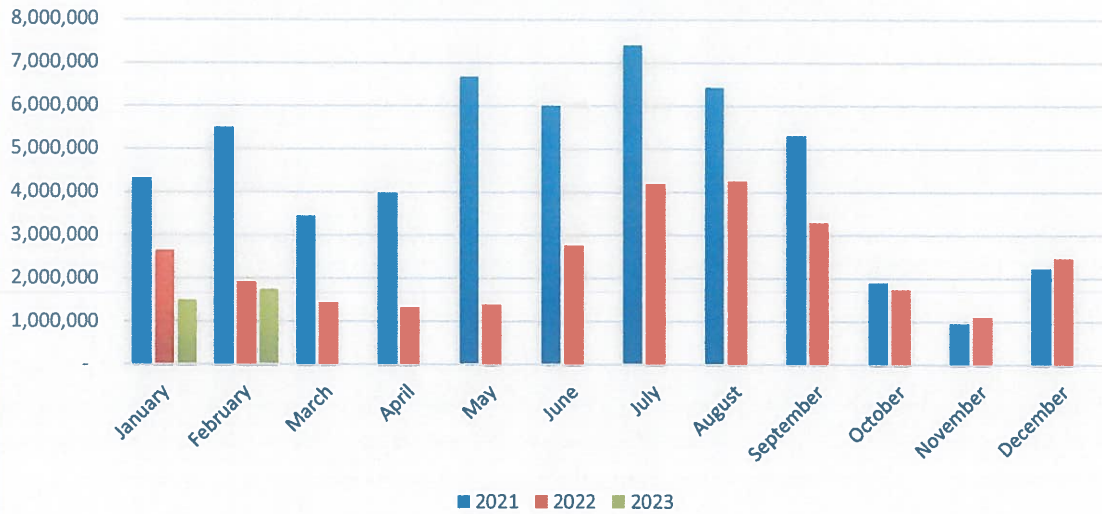
Frozen service from low
usage and snow removal.

ALPINE SPRINGS COUNTY WATER DISTRICT FEBRUARY 2023 WATER REPORT

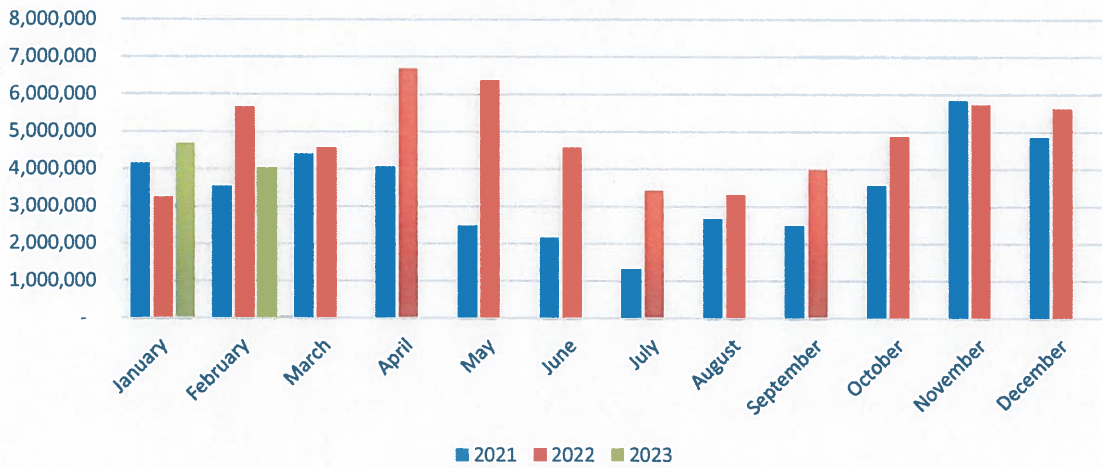
Total Potable Water Production	7,922,817	Gallons
Delivered Metered Water	1,737,557	Gallons
Non Revenue Tank #4 Overflow	4,023,752	Gallons
Non Revenue Water Use / Loss	2,161,508	Gallons



Delivered Metered Water per Month (gallons)



Non Revenue Tank #4 Overflow to Bear Creek per Month (gallons)



Total Water Production per Month (gallons)

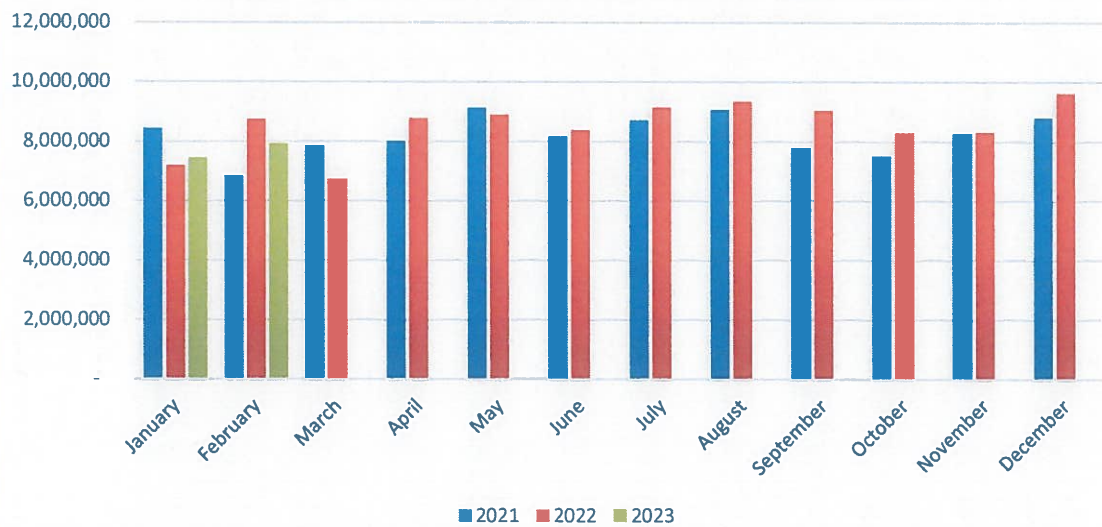


EXHIBIT D5

ALPINE SPRINGS COUNTY WATER DISTRICT

Directors: Janet S. Grant, Janice Ganong, Evan Salke, Dave Smelser, Christine York

General Manager: Joe Mueller

T-TSA BOARD MEETING REPORT FEBRUARY 15, 2023

TIME: 9:00 AM

Meeting in person

Members Present:

Blake Tresan, Truckee Sanitary District

Scott Wilson, NTPUD

Dale Cox, SVPUD via Zoom

Dave Smelser, ASCWD

Dan Wilkins, TCPUD, President

Richard Pallante, T-TSA General Manager

T-TSA Staff

1. The flow from Alpine Meadows is unrestricted and in compliance.
2. All wasted discharge requirements for the month are being met.
3. Discussed T-TSA land use. There are more entities looking for sites in and around the T-TSA area. Asked legal to look at our options and advise the board.
4. Discussed and decided on our rate schedule which will be voted on at the March meeting.
5. I was pleased to see all departments work well together installing a Sodium Hypochlorite Disinfection System in place of our Chlorine System, which is being serviced. More about that when the lab provides data.

Respectfully submitted,

Dave Smelser

EXHIBIT E1



AGENDA NO: E1

MEETING DATE: 03/10/2023

Staff Report

TO: ASCWD Board of Directors **Date:** March 3 ,2023

FROM: Joe Mueller, General Manager

SUBJECT: DISTRICT RATE STUDY, REVIEW PRELIMINARY RECOMMENDATIONS FOR THE UTILITY RATES. APPROVE PROPOSITION 218 NOTICE, AND SET MAY 12, 2023, AS THE DATE FOR A PUBLIC HEARING, AND TO ESTABLISH THE NEW UTILITY RATES.

BACKGROUND

On September 19th, 2022, the District entered into a Professional Services Agreement with HDR Engineering (HDR) to develop the ASCWD 2023 Utilities Rate Study, and the ancillary services associated with setting the District Utilities Rates for the next five years. HDR has performed previous rate studies for ASCWD along with numerous other Districts in the Tahoe and surrounding areas. Early in the process, District staff, District Accounting team, along with input on Capital projects from Carollo Engineers provided HDR with up-to-date data for them to begin their analysis. HDR and District staff have had numerous in-person and zoom type meetings over the following months to refine the report.

HDR presented the draft preliminary report to the Budget and Finance Committee and the Board of Directors at the February meetings. HDR has taken the input received from Directors and staff and has refined the final proposed rate adjustments and has prepared the proposition 218 notice.

DISCUSSION

Josiah Close, Senior Financial Analyst with HDR will be presenting the final Draft Proposed 2023 ASCWD Water, Sewer, Garbage and Parks Utilities Rate Studies highlighting the proposed suggested adjustments from the February meetings, along with the proposition 218 notice.

Discuss and provide any additional direction to staff on the utility rates as presented and approve the proposition 218 notice.

Set May 12, 2023, for the public hearing to consider and establish new utility rates.

FISCAL IMPACT

The District Utilities Rate Studies prepared by HDR has identified utility rate increases across all funds are needed to keep pace with the unprecedented cost increases through the entire spectrum of expenses needed to provide basic services. Presented rates are also taking into account the capital improvement projects identified by Carollo Engineers in the District Master Plan.

The direct costs for printing and mailing out the Proposition 218 Notices is approximately \$1,000 and will be split between the utility funds.

ATTACHMENTS

1. Draft Notice of Public Hearing Proposition 218

ALPINE SPRINGS COUNTY WATER DISTRICT

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

DRAFT NOTICE OF PUBLIC HEARING DRAFT CONCERNING PROPOSED RATE INCREASES TO WATER, SEWER, AND GARBAGE SERVICE FEES

The District Board of the Alpine Springs Community Water District (the "District") invites the public to attend a Public Hearing to be held on **May 12, 2023, at 9:00 a.m., at the District Offices, located at 270 Alpine Meadows Road, Alpine Meadows, California 96146**, or as soon thereafter as the matter may be heard. The purpose of the public hearing is for the District Board to consider adopting updated water, sewer, and garbage service rates.

REASONS FOR THE PROPOSED RATE INCREASES

The District is committed to providing the highest quality utility services at the lowest possible rates for our residents. This includes prudent management of the utility infrastructure. The District is in the process of completing a comprehensive water and sewer master plan study which is identifying system deficiencies as well as recommending preventative maintenance schedules. These capital costs have been included in the 2023 rate study and are a major component of maintaining operationally sound and fiscally responsible water, sewer, and garbage programs. Additionally, the rate study will position the water, sewer, and garbage utilities to keep pace with inflation and other cost increases. To meet this commitment, the Board engaged an independent consultant to evaluate the operations and maintenance, capital improvement, and financial policy costs of its water, sewer, and garbage utilities. This review assessed the adequacy of the revenues to operate and maintain the utilities and comply with all State and Federal regulations. Based on this evaluation, it has been determined that rate increases are necessary to enable the District to: (1) recover current and projected increases in the costs of operating and maintaining the water, sewer, and garbage systems; (2) construct capital infrastructure improvements needed to repair, replace, and maintain the District's aging water and sewer infrastructure which are at or approaching their useful life; (3) maintain the operational and financial stability of the utilities; (4) avoid operational deficits and the depletion of reserves; (5) comply with State and Federal regulatory requirements; and (6) meet and comply with annual debt service requirements. The District's water, sewer, and garbage fees are all billed on an annual basis. Detailed descriptions of the proposed rate increases for each of the utilities are provided below.

PROPOSED WATER SERVICE FEES

The proposed rate structure for the District's water service fees has a single customer class which means the rates are the same for all customers. The fee is comprised of two components: the base charge and the usage charge. The base charge is determined based on the water meter size which relates to the capacity allocation or potential water demand. The usage charge is on a per 1,000 gallon basis and the three-tiered structure was developed based on the cost of service results which distribute costs to each of the tiers based on usage characteristics. The water service fees to be imposed is calculated to proportionately allocate the cost of providing water services to each parcel based on the service meter size and amount of water used. If adopted, the proposed rates will be in effect beginning July 1, 2023, and will be increased each July 1 thereafter through, and including, July 1, 2027. The current and proposed rates and the annual increases in the rates resulting from the proposed rates for the water service fees are as set forth in the table below.

CURRENT AND PROPOSED ANNUAL RATES FOR WATER SERVICE FEES

	Current	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027
Base Charge						
3/4"	\$884.00	\$1,235.00	\$1,426.00	\$1,648.00	\$1,904.00	\$2,029.00
1"	1,474.00	2,062.00	2,382.00	2,752.00	3,180.00	3,388.00
1 1/2"	2,936.00	4,113.00	4,751.00	5,488.00	6,340.00	6,753.00
2"	4,698.00	6,583.00	7,603.00	8,782.00	10,144.00	10,804.00
3"	8,810.00	12,350.00	14,264.00	16,476.00	19,031.00	20,269.00
Usage Charge (\$ / 1,000 gallons)						
0 – 100,000 gal	\$3.45	\$3.96	\$4.58	\$5.35	\$6.24	\$6.71
100,000 – 200,000 gal	4.71	5.02	5.80	6.77	7.89	8.47
200,000 + gal	8.85	8.50	9.82	11.42	13.27	14.21
Snowmaking Rate						
Base Charge	\$884.00	\$1,235.19	\$1,427.00	\$1,649.00	\$1,906.00	\$2,031.00
Usage Charge	\$1.35	\$1.64	\$1.89	\$2.18	\$2.52	\$2.68

PROPOSED SEWER SERVICE FEE

Just as with water, the District’s sewer service fee has single customer class. Customers are currently charged on a per fixture unit basis. The amount of the fee to be imposed is determined by how many units the District charges each account. The District is proposing a change in the residential rate to a fixed charge per account. This approach is more administratively efficient, in line with how charges by the regional treatment service provider are calculated (TTSA) and reflects current wastewater utility industry standards method of charging residential customers. The rate structure for commercial customers is not changed and will continue to be charged on a rate per fixture unit. If adopted, the proposed rates will be in effect beginning July 1, 2023, and will be increased each July 1 thereafter through, and including, July 1, 2027. The current and proposed rates for the sewer service fees are as set forth in the table below.

CURRENT AND PROPOSED ANNUAL RATES FOR SEWER SERVICE FEE

	Current	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027
Base Charge						
Per Fixture Unit	\$99.80	--	--	--	--	--
Commercial (per fixture unit)	--	\$117.27	\$133.10	\$145.70	\$159.50	\$164.30
Residential (per customer)	--	545.60	619.30	678.10	742.50	764.80

PROPOSED GARBAGE SERVICE FEES

The District also provides garbage collection services through an outside contractor. As with the other utilities, there is a single garbage rate schedule for all customers. The proposed rate structure for the District’s garbage service fees consists of the District’s administration fee and a fee based on the garbage contractor for collection. Each parcel with service is charged one fee. If adopted, the proposed rates will be in effect beginning July 1, 2023, and will be increased each July 1 thereafter through, and including, July 1, 2027. The current and proposed rates are as set forth in the table below.

CURRENT AND PROPOSED ANNUAL RATES FOR GARBAGE SERVICE FEES						
	Current	7/1/2018	7/1/2019	7/1/2020	7/1/2021	7/1/2022
Garbage Rate	\$322.90	\$322.70	\$342.06	\$362.59	\$384.34	\$407.40
Administration Fee	<u>189.80</u>	<u>242.40</u>	<u>256.94</u>	<u>272.36</u>	<u>288.70</u>	<u>306.02</u>
Total per Customer	\$512.70	\$565.10	\$599.01	\$634.95	\$673.04	\$713.43

PUBLIC HEARING AND PROTESTS

Any property owner may submit a written protest to the proposed rate increases to the District's water, sewer, and garbage service fees; provided, however, only one protest will be counted per identified parcel. Any written protest must: (1) state that the identified property owner is in opposition to the proposed rate increases to the water, sewer, and/or garbage service fees; (2) provide the location of the identified parcel (by street address, customer account number, or assessor's parcel number); and (3) include the name and signature of the property owner submitting the protest. Written protests may be submitted by mail or in person to the District at 270 Alpine Meadows Road, Alpine Meadows, California 96146, or at the Public Hearing (date and time noted above). To be counted, written protests must be received by the District prior to the conclusion of the public comment portion of the Public Hearing. Any protest submitted via e-mail, facsimile, or other electronic means will not be accepted. Please identify on the front of the envelope for any protest, whether mailed or submitted in person to the Office Manager, Attn: Public Hearing on Rate Increases.

The District's Board will consider all written protests and public comments to the proposed rate increases at the Public Hearing. Oral comments at the Public Hearing will not qualify as formal protests unless accompanied by a written protest. Upon the conclusion of the Public Hearing, the District's Board will consider adoption of a resolution authorizing rate increases to the District's water, sewer, and garbage service rates as described in this notice. If written protests against the proposed rate increases to (1) the water service fees, (2) the sewer service fees, and/or (3) the garbage service fees as outlined above are not presented by a majority of property owners of the identified parcels upon which the fees are proposed to be imposed, the District's Board will be authorized to impose the respective rate rates and fees as identified in this notices. If adopted, the proposed rate increases for the water, sewer, and garbage service fees will be as set forth in the tables in this notice.

Pursuant to California Government Code section 53759 there is a 120-day statute of limitations for challenging any new, increased, or extended fee or charge.

For further details regarding the proposed rate increases or for any questions you may have regarding the proposed fees to be imposed on your parcel, please contact Joe Mueller, District General Manager at (530) 583-2342 ext. 1. or by cell phone at (916) 826-3912

EXHIBIT E2



AGENDA NO: E2

MEETING DATE: 03/10/2023

Staff Report

TO: ASCWD Board of Directors

Date: March 02 ,2023

FROM: Joe Mueller, General Manager

SUBJECT: LOCAL AGENCY FORMATION COMMISSION (LAFCO) RECRUITMENT

BACKGROUND:

District staff have received notice of an opportunity for Public Member and Alternate Public Member recruitment for Placer County Local Agency Formation Commission (LAFCO) for a four-year term expiring in May 2027.

DISCUSSION:

Representation on the above boards is discretionary and could serve as an opportunity for better District representation and inclusion. To be eligible to serve as a Public Member or Alternate Public Member, a person must be a resident of Placer County, a city in Placer County, or a special District with territory in Placer County.

The Deadline to submit an application is Friday March 31, 2023.

FISCAL IMPACT:

No Fiscal Impact

ATTACHMENTS:

1. Placer County Local Agency Formation Commission Announcement of Recruitment

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

COMMISSIONERS:

February 15, 2023

Trinity Buruss
Chair (City)

Cindy Gustafson
Vice Chair (County)

Joshua Alpine
(Special District)

Shanti Landon
(County)

Tracy Mendonsa
(City)

Susan Rohan
(Public)

Rick Stephens
(Special District)

Announcement of Recruitment for Public Member and Alternate Public Member

The Local Agency Formation Commission (LAFCO) of Placer County is recruiting for a Public Member and Alternate Public Member to serve on the LAFCO Commission.

To be eligible to serve as a Public Member or Alternate Public Member, a person must be a resident of Placer County. They may not be an officer or employee of the County, a city in Placer County, or a special district with territory in Placer County.

ALTERNATE COMMISSIONERS:

The term of office for the Public Member and Alternate Public Member begins May 2023 and expires May 2027.

Jim Holmes
(County)

William Kahr
(Special District)

Jenny Krisley
(City)

Jeffrey Starsky
(Public)

The Commission meets the second Wednesday at 4:00 PM every month in the County Board of Supervisors' Chambers.

The deadline to submit an application is **Friday, March 31, 2023.**

Please contact Michelle McIntyre, LAFCO Executive Officer, at (530) 889-4014 or mmcintyre@placer.ca.gov for more information.

COUNSEL:

Michael Walker
General Counsel

Please see attached About Placer LAFCO and application.

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

110 Maple Street Auburn, CA 95603
(530) 889-4097
<https://www.placer.ca.gov/lafco>

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in

About Placer County Local Agency Formation Commission

Local Agency Formation Commissions (LAFCOs) were established in 1963 and are political subdivisions of the State of California responsible for providing regional growth management services in all 58 counties. LAFCOs are comprised of locally elected and appointed officials with regulatory and planning powers delegated by the Legislature to coordinate and oversee the establishment, expansion, and organization of cities, towns, special districts, and their municipal service areas. Among the purposes of LAFCOs are discouraging urban sprawl, preserving open space and prime agricultural lands, efficiently providing governmental services, and encouraging the orderly formation and development of local agencies based upon local conditions.

LAFCOs' authority is codified under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH") with principal oversight provided by the Assembly Committee on Local Government. LAFCO decisions are legislative in nature and therefore are not subject to an outside appeal process. LAFCOs also have broad powers concerning conditioning regulatory and planning approvals without establishing any terms that directly control land uses.

CKH sets out the appointment of the seven members on LAFCO. The Board of Supervisors appoints two representatives and an alternate from its own membership. The Independent Special District Selection committee appoints two representatives and an alternate from among the presiding officers or members of the legislative bodies of the independent special districts in the County. The City Selection Committee appoints two representatives and an alternate from among the mayors or council members of the cities in the County. The other members of the Commission select one representative and an alternate representing the general public.

CKH specifies all commission members shall exercise independent judgment on behalf of the interests of residents, property owners, and the public. Members represent the interests of the public as a whole and not solely the interest of the appointing authority.

Placer LAFCO meets the second Wednesday of every month at 4 p.m. in the County Board of Supervisors' Chambers. Commissioners and alternates are paid a \$150/meeting stipend plus expenses and may attend in person or remotely. Commissioners and alternates are encouraged to attend a 3 day annual conference in the fall (September or October) hosted by the California Association of LAFCOs, CALAFCO. Current Placer LAFCO members are listed below:

Commissioners	Member Type
Trinity Burruss, Chair	City
Cindy Gustafson, Vice-Chair	County
Joshua Alpine	Special District
Shanti Landon	County
Tracy Mendonsa	City
Susan Rohan	Public
Rick Stephens	Special District
Alternate Commissioners	
Jim Holmes	County
William Kahrl	Special District
Jenny Knisley	City
Jeffrey Starsky	Public

EXHIBIT F1

Alpine Springs County Water
Budget and Finance Committee Report
Thursday, February 16, 2022 9:30 a.m.

Members: Janet Grant, District Director, Chair
Evan Salke, District Director
Joe Mueller, General Manager
Advisors: Mike Dobrowski, CPA, District Accountant
Staff: None
Guests: Josiah Close, HDR Engineering

Items discussed and recommendations to board:

1. PUBLIC COMMENT
 - a. No public comment.

2. ITEMS FOR COMMITTEE DISCUSSION AND RECOMMENDED ACTION
 - a. Monthly Financial Reports
 - i. The committee recommends approving the January 2023 financials.
 - b. Treasurer's Report.
 - i. After research on other agencies the committee recommends investing in 3 month t-bills that roll over automatically through Wells Fargo.
 - c. District Rate Study
 - i. Josiah Close of HDR Engineering presented the rate study he has been preparing for us. A number of questions were asked and several minor adjustments were made for the presentation to the full board tomorrow. Assumptions made in preparing the report are:
 - (1) One million reserve account
 - (2) Alpenglow pump station cost
 - (3) water bills be collected on the County Tax rol
 - (4) Master plan five year projections
 - (5) Sewer lateral repairs
 - d. District Investment Opportunities
 - i. Joe researched two other possibilities for t-bill investment. The conclusion is that we return to Wells Fargo.
 - e. Fire Fuel Management Fee
 - i. This is an accounting correction that the committee recommends approving.
 - f. Unbudgeted Expenses.
 - i. No unbudgeted expenses are reported for this month.

3. MEMBERS' COMMENTS
 - a. No members comments to report for this month.

4. CORRESPONDENCE
 - a. Homeowner reported on a leak within their home that was stopped as soon as discovered by turning off the water.

5. ADJOURNMENT
 - a. The committee adjourned at 11:15 a.m.

6. NEXT MEETING
 - a. Next B&F meeting: Thursday, March 9, 2023 9:30 a.m.

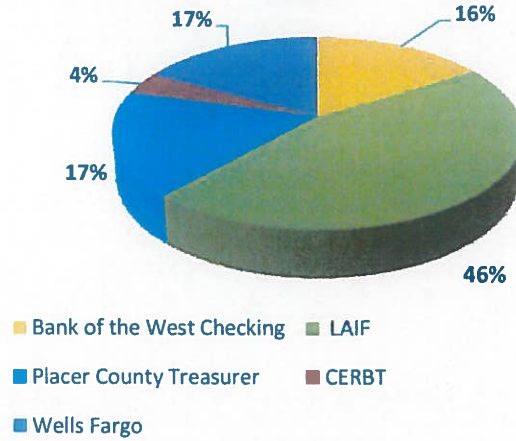
ALPINE SPRINGS COUNTY WATER DISTRICT

February 2023 TREASURERS REPORT

FY 22/23

	Account Balance	Report Date	Interest
Bank of the West Checking	\$ 326,030	3/2/2023	0.00%
LAIF	\$ 933,047	3/2/2023	2.425%
Placer County Treasurer	\$ 357,931	1/31/2023	2.270%
CERBT	\$ 78,383	3/1/2023	-4.330%
Wells Fargo	\$ 350,000	2/27/2023	4.840%
	<u>\$2,045,392</u>		

Cash and Investments as a Percentage of Total



Total Cash and Investments By Month

