

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, February 11, 2022
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.

This will be a hybrid meeting held in person and available by ZOOM for the general public. The board room at 270 Alpine Meadows Rd. is open to the public with Members and Staff present. Current masking requirements will be enforced. Public comments will be accepted by the board and should be submitted to the Board Secretary by sending an email to info@alpinesprings.org; by mail or in person at 270 Alpine Meadows Rd., Alpine Meadows, CA by Tuesday February 8, 2022 at 9:00 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, 9:00 a.m., connect to the ZOOM Mtg. ID: **832 7913 3106**; **passcode: 321854**; Please mute yourself unless you are speaking. Times listed are approximate.

Join Zoom Meeting at this link:

<https://us06web.zoom.us/j/83279133106?pwd=d3F0VXVXNDF1aDM2cUFQcE04WmkyUT09>

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

B. PUBLIC COMMENT

ALPINE SPRINGS COUNTY WATER DISTRICT

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

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) JANUARY REGULAR BOARD MEETING

The Board shall review and vote to approve the minutes of the Regular Board meeting of January 14, 2022.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

Mike Dobrowski, CPA, shall discuss the January 2022 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 January 2022 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 January 2022.

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 January 2022 Water/Sewer Report.

D5) TTSA REPORT

Representative David Smelser, shall report on TTSA activities that impact Alpine Meadows, including the TTSA Board meetings. Regular Meeting held on January 19, 2022

E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION

- E1)** ASCWD Greenbelt land area identification for possible Firesafe Council Community Cleanup Day.
- E2)** Establishment of accounting controls to limit vacation accruals in accordance with the ASCWD Employee Handbook.

F. COMMITTEE REPORTS

ALPINE SPRINGS COUNTY WATER DISTRICT

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

F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met February 10, 2022.

- Discuss monthly financial reports, status of investments/cash.
- Discuss the treasurers report.
- Discuss unbudgeted expenses.
- Attached January 13, 2022, B&F report that was discussed at the January 14th, 2022 Board Meeting.

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

- Contact update and renewal with TTSD
- Current employee's future retirement health benefits
- Salary step schedule for current staff job descriptions

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

None.

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 March 11, 2022, at 9:00 a.m.

ALPINE SPRINGS COUNTY WATER DISTRICT

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

I certify that on or before Tuesday February 8, 2022, at 9:00 a.m., I personally posted and forwarded agendas as requested.

Pam Zinn

Pam Zinn, Office Manager.

Exhibit B

From: David Stepner <dstepner@gmail.com>
Sent: Monday, February 7, 2022 11:48 AM
To: info@alpinesprings.org
Subject: Message to be Read at Friday's meeting under Public Comment

This item is NOT related to any agenda item.

First let me apologize for not making this statement in person, but I had a conflict for this Friday morning.

My name is David Stepner, and, as of one month ago, I am the president of the Squaw Valley Mutual Water Company, a cooperative water company serving 280 customers. For the past six years, our operations and maintenance services were provided under a contract with the Olympic Valley Public Service District. Two weeks ago they gave notice that they will be terminating this contract on July 1 due to staffing issues. As you can imagine, that puts us in a bind, and we are researching which organizations we might possibly be able to turn to.

First a few words about our system. We have two vertical wells and one horizontal well. We have two tanks. Under a rural water district loan from USDA in 2012, we replaced about 60% of our infrastructure (including putting all main pipes into the street, and away from back lots). In 2020 we started on a second USDA loan, under which we will replace almost all the remainder of our infrastructure. All of our homes are metered and the

laterals to the mains are new. As a result, while issues do occur, most of our O&M requirements are routine.

Alpine Springs, due to its proximity and very similar customer demographic, of course came to mind. So the question is whether Alpine Springs would entertain discussing this subject, or not. I can send you the statement of work from our PSD contract, a history of one year of O&M reports from PSD, and a document we submitted to the USDA for loan #2 that gives the history and current layout our system.

Get back to me if interested (408-221-7543)

Thanks for listening.

David Stepner

Exhibit C1

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **January 14, 2022**

4
5 **NOTE: Due to continued COVID restrictions, this meeting was a "hybrid" of an in-person meeting for Board and staff**
6 **and Zoom for additional attendees**
7
8

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

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

11
12 Directors Present: President Janet S. Grant, Vice-President Janice Ganong, Dave Smelser, and Evan Salke

13 Directors Absent: Christine York

14 Staff Present: General Manager Joseph Mueller, O&M Supervisor Miguel Ramirez, District CPA Mike
15 Dobrowski, and Recording Secretary Judy Friedman
16

17 Guests included Andrew Pitcairn, John Mecklenberg, from NTFPD Chief Steve Leighton, Fire Marshall
18 Brent Armstrong, and Forest Fuels Coordinator Eric Horntvedt, and auditors Ron Ley and Vera Kis
19

20 **B. PUBLIC COMMENT**

21 There were no comments on items not on today's agenda.
22

23 **C. APPROVAL OF MINUTES**

24 **C1) DECEMBER REGULAR BOARD MEETING**

25 **It was moved by Smelser and seconded by Ganong to approve the minutes of the December 10, 2021**
26 **Board meeting as corrected. Motion carried unanimously.**
27

28 **D. DEPARTMENT REPORTS**

29 **D1) FINANCIAL REPORT**

30 Grant reported the Finance Committee has reviewed the December financial reports and recommends
31 approval. A modification on allocations may be made when the 2022 budget is being prepared.
32

33 **It was moved by Smelser and seconded by Ganong to approve the December 2021 financial reports as**
34 **presented. Motion carried unanimously.**
35

36 **It was moved by Ganong and seconded by Smelser to approve payment of checks #32268 - #32323,**
37 **payroll, and electronic fund transfers. Motion carried unanimously.**
38

39 **It was moved by Ganong and seconded by Smelser to approve the quarterly financial reports as**
40 **presented. Motion carried unanimously.**
41

42 **D2) FIRE DEPARTMENT REPORT**

43 NTFPD Chief Leighton reported:

- 44 • In spite of precautions, the Omicron variant has hit staff harder than other COVID variants
- 45 • NTFPD responded to 2,725 calls in 2021, which is record-breaking. December 2021 was the busiest
46 month in the history of the District.
- 47 • The contract with ASCWD calls for Station 56 to be staffed 150 days a year. That said, the station has
48 been staffed 365 days a year. Leighton hopes to be able to continue that level of staffing with appropriate
49 apparatus and keeping the station in good working order.
- 50 • NTFPD has an operating contract with Meeks Bay Fire. However, both boards have passed resolutions
51 to begin the LAFCO process to merge the two districts. The process should take about a year.

1 Fire Marshall Armstrong reported improvements to Station 56 have included updated security and alarm
2 systems.

3
4 Ganong asked if the ski area contributes dollars to the NTFPD contract, given a majority of calls in the
5 winter are for their issues. Mueller explained the ambulance calls are within the NTFPD service area and are
6 different than our fire contract.. Palisades Tahoe does reimburse Squaw Valley Fire for serves they request
7 directly.

8
9 In response to a question last month, Forest Fuels Coordinator Horntvedt reported ASCWD paid NLTFD
10 \$3,895 for chipping from July to September and \$2,000 in equipment use. During that period, the crew
11 chipped 65 piles in eight days for approximately \$99 per pile.

12
13 Smelser asked if the track-chipper used in the Carson Valley can be used up here next summer. Horntvedt
14 described the apparatus purchased by Meeks Bay, which is similar, and will be used in the basin next
15 summer. To use it in Alpine, a use-agreement needs to be signed specifying the crew and how it would be
16 used and appropriate permits need to be secured. There could be grants available to cover the cost. It is not
17 advisable to have community volunteers operate the equipment or to rent it to private land owners.

18
19 Mecklenberg said some private land owners in Juniper Mountain funded a defensible space initiative and
20 hired Jesse Shirley to do some clearing with a track chipper.

21
22 Later in the meeting, Chief Leighton announced Horntvedt is leaving NTFPD. He will be working at the
23 Truckee Fire Department. Horntvedt was thanked for all he has done for the area. He's very professional and
24 great to work with.

25 26 **D3) GENERAL MANAGER'S REPORT**

27 General Manager Mueller presented his written report noting activities addressed in December 2021. A brief
28 discussion followed as details were clarified.

29
30 Mueller described the changes to the CalPERS billing system.

31
32 Mueller is updating the TTSD contract and firming up policies. The District fielded several calls when there
33 were interruptions in TTSD service during the storms. TTSD drivers can refuse to pick up trash if they feel
34 there is a safety issue.

35 36 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

37 Operations Manager Miguel Ramirez presented the Water/Wastewater operations report for the month of
38 December 2021, including flows, water production, and maintenance addressed during the month. A leak
39 was identified at the Clock Tower condominiums and staff assisted an home owner with a frozen pipe issue.

40 41 **D5) TTSA REPORT**

42 Smelser presented the written report of the December 15, 2021 TTSA Board meeting. He noted the
43 preliminary Carollo Master Plan report.

44 45 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

46 **E1) TRUCKEE RIVER WATERSHED COUNCIL (TRWC) SNOW CREST** 47 **TRIBUTARIES RESTORATION**

48 TRWC Program Manager Michele Prestowitz reviewed details of the Restoration project, including goals
49 and the project area, much of which is on ASCWD property. Mueller reported that per Board direction,
50 twenty-seven property owners near the project area were notified and only one requested more information.
51 There were no additional questions or comments.

1
2 Andrew Pitcairn, President of AMEA, did receive some comments about ensuring the project area is cleaned
3 up appropriately.
4

5 **It was moved by Ganong and seconded by Salke to support the Snow Crest Tributaries Restoration**
6 **project as presented. Motion carried unanimously.**
7

8 **E2) RESOLUTION 1-2022 INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO**
9 **PERFORM ANNUAL INSPECTIONS PURSUANT TO SECTION 13146.2 AND**
10 **13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.**

11 **It was moved by Smelser and seconded by Salke to adopt Resolution 1-2022.**

12 **ROLL CALL VOTE**

13 **AYES: Smelser, Salke, Ganong, Grant**

14 **NAYS: None**

15 **Motion carried unanimously.**
16

17 **E3) RESOLUTION 2-2022 APPLICATION FOR THE STATE OF CALIFORNIA**
18 **CLIMATE INVESTMENT FIRE PREVENTION GRANT**

19 **It was moved by Smelser and seconded by Salke to adopt Resolution 2-2022.**

20 **ROLL CALL VOTE**

21 **AYES: Smelser, Salke, Ganong, Grant**

22 **NAYS: None**

23 **Motion carried unanimously.**
24

25 **E4) RESOLUTION 3-2022 ADOPTION OF THE PLACER COUNTY LOCAL HAZARD**
26 **MITIGATION PLAN UPDATE**

27 **It was moved by Salke and seconded by Smelser to adopt Resolution 3-2022.**

28 **ROLL CALL VOTE**

29 **AYES: Smelser, Salke, Ganong, Grant**

30 **NAYS: None**

31 **Motion carried unanimously.**
32

33 **E5) FINANCIAL AUDIT FOR THE FISCAL YEAR 2020/2021**

34 Ron Ley and Vera Kis from Damore Hamric & Schneider presented the final audit report for FY 2020 and
35 2021. District CPA Mike Dobrowski joined via Zoom at this point. The auditors issued a clean opinion and
36 there were no exceptions noted. Discussion followed as the reports were clarified.
37

38 **It was moved by Smelser and seconded by Ganong to approve auditors report for FY ended June 30,**
39 **2021 and 2020. Motion carried unanimously.**
40

41 **It was moved by Smelser and seconded by Ganong to approve the independent accountant's report on**
42 **Agreed Upon Procedures Applied to Appropriations Limit Schedules for FY ended June 30, 2021.**

43 **Motion carried unanimously.**
44

45 **It was moved by Salke and seconded by Smelser to approve the Governance Letter from Damore**
46 **Hamric & Schneider as presented. Motion carried unanimously.**
47

48 Salke said this audit illustrates the good financial procedures and controls in place and that the District is
49 acting in the public's best interest. He has every confidence in Mueller as issues such as outlays for OPEB
50 and employee benefits are considered.
51

1 **E6) 2nd QUARTER REVIEW OF THE DISTRICTS GOALS AND OBJECTIVES.**

2 Mueller presented the Q2 Review and Update spreadsheet identifying the status of the District's goals and
3 objectives. Most notably, the contract with Carollo for the Master Plan has been executed.
4

5 Ganong suggested more detail be included to gauge how far the items have progressed. She noted a
6 discussion agreeing that Committees would be listed in the newsletter to solicit community volunteers and
7 that wording should be on the spreadsheet. Ganong asked about putting dates for the anticipated completion
8 of the Master Plan.
9

10 Grant noted the goals and objectives are outlined at the beginning of the year. The spreadsheet is meant to be
11 a guideline. Timelines can only be estimated and items may be pushed into the following year depending on
12 other issues that may come up.
13

14 **E7) ASCWD TREASURER AND SECRETARY TO THE BOARD OF DIRECTORS.**

15 There was agreement to assign Joe Mueller as Secretary and Treasurer to the Board of Directors for 2022.
16

17 **E8) ASCWD COMMITTEE ASSIGNMENTS**

18 There was agreement to continue with current committee assignments for Budget and Finance,
19 Administration and Personnel, Long Range Planning, Park, Recreation, and Greenbelt, and TTSA for
20 calendar year 2022.
21

22 **F. COMMITTEE REPORTS**

23 **F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met January 13, 2022.**

24 Grant presented the report of the January 13, 2022 Committee meeting. The group continues to work on
25 identifying a new bank for the checking account. The Treasurer's Report was included.
26

27 During a meeting with the auditors, the Committee asked for suggested ways to present the report to the
28 public clearly and transparently, particularly the areas regarding fire suppression and the park. They also
29 discussed strategies to address future obligations for employee benefits.
30

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

32 This Committee did not meet.
33

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

35 This Committee did not meet.
36

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

38 This Committee did not meet. Mueller will convene a meeting by the end of February as there are big
39 projects to begin this year, including future retirement health benefits and salary steps.
40

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

- 42 • Contact update and renewal with TTSD
- 43 • Current employee's future retirement health benefits
- 44 • Establishment of controls to enforce vacation hour limits carried on the books
- 45 • Salary step schedule for current staff job descriptions
46

47 **H. CORRESPONDENCE TO THE BOARD**

48 No correspondence was presented.
49

50 **I. CLOSED SESSION**

51 Closed Session was not convened.

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J. DIRECTORS' COMMENTS

Salke appreciated staff's efforts during the recent storms.

Smelser asked to put Fire Wise Clean-Up Day on next month's agenda for possible action to ask Mueller to apply for a CEQA exemption and to notify neighbors along the creek because that greenbelt area will be the focus.

Grant reminded Board members to file the required Form 700 by April 1.

K. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11:35 AM. The next regularly scheduled Board meeting is Friday February 11, 2022 at 9:00 a.m.

Respectfully Submitted,
Judy Friedman
Recording Secretary
THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

Exhibit D1

Subject: *January 2022 Month End Review*

For: *Alpine Springs County Water District*

To: *The Board of Directors*

Prepared by: *Michael J. Dobrowski, CPA 02/04/22*

On a year to date basis our net income was \$99,006 more than the prior fiscal year. This is mainly due to additional revenue spread across multiple areas. Current month total expenses were \$477,485 which were over budget by \$293,474. (Due to the NTFD contract accrual). Our year-to-date net income was \$183,615 favorable to budget.

Our cash position has increased by \$205,030 from December 31, 2020 and has decreased by \$65,984 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 + \$152,861= \$152,861**

Prior Year + (10% of annual revenues (\$1,785,622-257,010) less Garbage)

Cash available for operations – **\$1,217,400**

(Remaining balance \$1,259,984-152,861)

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

Sewer Easement

Total

	<u>0</u>		<u>11,300</u>
\$	0	\$	11,300

Accounts Payable

Garbage Contract

Total

<u>\$ 0</u>
\$ 0

Sick and General Leave

COVID Sick leave 0.00 Hrs.

Sick leave Hours 278.27 Hrs.

General leave Hours and Dollars 485.71 Hrs.

\$ 19,049.85

Prepays

Sun Life Dental (5103&04) (68.77+212.89) 1 month \$ 281.66

Garbage Contract (5404.02) 0 Mo. @ \$11,674.72 \$ 0.00

Healthplan Services (51031&41) (171.45+208.05) 0 month \$ 0.00

SDRMA Insurance (5120.00) 5 months @ 2,537.05 \$ 12,685.26

CALPERS (51031&41) (800.74+3,202.94) 0 month \$ 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 5 months @ 928.97 \$ 4,644.83

Total \$ 17,611.75

Stale-Dated Checks

<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Vendor</u>
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Last disbursement issued from prior month

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
01/07/22	EFT010722	173.83	CalPERS (Unfunded Liability)

Benefits Breakdown (YTD)

Health & Life Ins. (Active)	\$39,408.94	
Health & Life Ins. (Retired)	9,791.89	
Pension (Employee 6.75%)	13,336.81	(Employer 7.59% Effective 07/01/21)
Payroll Taxes	5,650.08	
Health plan co-ins.	<u>4,712.41</u>	
Total	\$ 72,900.13	

Alpine Springs County Water District
Profit & Loss Prev Year Comparison
 July 2021 through January 2022

	<u>Jul '21 - Jan 22</u>	<u>Jul '20 - Jan 21</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
Water Revenue	627,275	611,069	16,206
Connection Fees	47,609	27,166	20,443
Sewer Revenue	312,653	296,261	16,392
Garbage Revenue	257,010	245,942	11,068
Park Revenue	7,818	13,887	(6,069)
Fire Mitigation Fees	41,119	8,401	32,719
Fire Fuel Management Fees	24,827	24,124	703
Property Tax Revenue	443,346	419,046	24,300
Other Revenue	23,966	31,167	(7,200)
Total Income	<u>1,785,622</u>	<u>1,677,062</u>	<u>108,560</u>
Gross Profit	1,785,622	1,677,062	108,560
Expense			
Salaries and Wages - Admin	104,004	37,072	66,932
Salaries and Wages - O&M	117,427	126,118	(8,692)
Benefits - Office	15,526	10,589	4,937
Benefits - O&M	44,242	42,216	2,025
Health Plan Co-Insurance	4,712	4,223	490
Directors' Fees	4,925	5,475	(550)
Insurance - Administration	24,681	26,655	(1,974)
Park Expenditures	3,339	14,034	(10,695)
Parts/Tools/Misc. Equip	6,105	8,430	(2,325)
Postage and Delivery	2,609	2,475	134
Cleaning	1,365	1,545	(180)
Newsletter and Printing	746	1,318	(571)
Office Expense	9,504	10,658	(1,154)
Dues and Subscriptions	9,074	8,176	898
Bank and Collection Fees	1,849	1,778	71
Analytical Testing	1,235	1,094	141
Accounting Fees	36,917	36,380	537
Legal Fees	6,934	2,004	4,930
Consultants-Management	0	69,870	(69,870)
Consultants-Misc.	3,203	6,420	(3,217)
NTFD Contract	384,142	344,290	39,852
Fire Fuel Management Fee	15,701	12,817	2,885

Alpine Springs County Water District
Profit & Loss Prev Year Comparison
 July 2021 through January 2022

	<u>Jul '21 - Jan 22</u>	<u>Jul '20 - Jan 21</u>	<u>\$ Change</u>
Building Maintenance	15,219	11,080	4,139
Equipment Maintenance - Ad...	5,019	3,933	1,085
Vehicle Maintenance and Rep.	4,372	7,541	(3,169)
Maintenance Water and Sewer	50,183	59,688	(9,505)
Gas and Electric - Admin	16,381	24,634	(8,253)
SCADA System	15,084	16,052	(969)
Travel and Entertainment	276	337	(60)
Education Staff/Board	231	0	231
Uniforms	2,494	2,913	(419)
ASCWD Fuel	2,178	1,820	358
Telephone - Administration	6,038	10,514	(4,476)
Government Mandates	15,205	14,513	691
Garbage Services	86,544	81,723	4,821
Depreciation Expense	124,453	124,453	0
Miscellaneous - O&M	794	1,594	(800)
Total Expense	<u>1,142,709</u>	<u>1,134,432</u>	<u>8,278</u>
Net Ordinary Income	642,913	542,631	100,282
Other Income/Expense			
Other Income			
Interest Revenue	668	1,945	(1,277)
Total Other Income	<u>668</u>	<u>1,945</u>	<u>(1,277)</u>
Net Other Income	<u>668</u>	<u>1,945</u>	<u>(1,277)</u>
Net Income	<u><u>643,581</u></u>	<u><u>544,576</u></u>	<u><u>99,006</u></u>

Alpine Springs County Water District
Profit & Loss Budget Performance 2021/2022
January 2022

	Jan 22	Budget	Jul '21 - Jan ...	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
Water Revenue	0	0	627,275	617,169	753,837
Connection Fees	0	2,101	47,609	14,708	25,214
Sewer Revenue	0	0	312,653	310,909	310,909
Garbage Revenue	0	0	257,010	255,033	255,033
Park Revenue	0	0	7,818	13,416	26,830
Fire Mitigation Fees	0	792	41,119	5,544	9,500
Fire Fuel Management Fees	0	0	24,827	24,827	24,827
Property Tax Revenue	0	422,526	443,346	460,937	768,229
Other Revenue	626	1,386	23,966	9,704	16,636
Total Income	626	426,805	1,785,622	1,712,247	2,191,015
Gross Profit	626	426,805	1,785,622	1,712,247	2,191,015
Expense					
Salaries and Wages - Admin	14,150	15,443	104,004	108,101	185,322
Salaries and Wages - O&M	13,986	18,299	117,427	128,093	219,573
Benefits - Office	2,133	3,703	15,526	25,921	44,441
Benefits - O&M	6,679	6,921	44,242	48,447	83,052
Health Plan Co-Insurance	1,429	917	4,712	6,419	11,000
Directors' Fees	575	720	4,925	5,040	8,650
Insurance - Administration	3,466	3,656	24,681	25,592	43,862
Park Expenditures	0	0	3,339	13,734	27,465
Parts/Tools/Misc. Equip	411	1,770	6,105	12,390	21,220
Postage and Delivery	200	624	2,609	4,368	7,485
Cleaning	225	417	1,365	2,919	5,000
Newsletter and Printing	0	0	746	1,500	3,000
Office Expense	1,947	2,183	9,504	15,281	26,196
Dues and Subscriptions	0	776	9,074	5,432	9,295
Bank and Collection Fees	195	192	1,849	1,344	2,300
Analytical Testing	150	277	1,235	1,939	3,325
Accounting Fees	5,467	5,320	36,917	37,240	63,860
Audit	0	9,625	0	19,250	19,250
Legal Fees	2,000	1,252	6,934	8,764	15,000
Consultants-Misc.	360	1,292	3,203	9,044	15,500
NTFD Contract	371,760	51,215	384,142	358,505	614,583
Fire Fuel Management Fee	4,160	2,069	15,701	14,483	24,827

Alpine Springs County Water District
 Profit & Loss Budget Performance 2021/2022
 January 2022

	Jan 22	Budget	Jul '21 - Jan ...	YTD Budget	Annual Bud...
OPEB Trust - Annual Funding	0	0	0	0	30,000
Building Maintenance	3,550	2,387	15,219	16,709	28,640
Equipment Maintenance - A...	568	743	5,019	5,201	8,910
Vehicle Maintenance and Re...	106	471	4,372	3,297	5,650
Maintenance Water and Se...	850	13,514	50,183	94,598	162,150
Gas and Electric - Admin	712	4,118	16,381	28,826	49,400
SCADA System	5,040	1,662	15,084	11,634	19,930
Travel and Entertainment	0	25	276	175	300
Education Staff/Board	0	292	231	2,044	3,500
Uniforms	360	441	2,494	3,087	5,300
ASCWD Fuel	0	441	2,178	3,087	5,300
Telephone - Administration	251	863	6,038	6,041	10,351
Government Mandates	6,403	1,899	15,205	13,293	22,792
Garbage Services	12,282	12,313	86,544	86,191	147,755
Depreciation Expense	17,779	17,779	124,453	124,453	213,345
Miscellaneous - O&M	291	392	794	2,744	4,700
Total Expense	477,485	184,011	1,142,709	1,255,186	2,172,229
Net Ordinary Income	-476,859	242,794	642,913	457,061	18,786
Other Income/Expense					
Other Income					
Interest Revenue	0	415	668	2,905	5,000
Total Other Income	0	415	668	2,905	5,000
Net Other Income	0	415	668	2,905	5,000
Net Income	-476,859	243,209	643,581	459,966	23,786

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
As of January 31, 2022

	<u>Jan 31, 22</u>	<u>Dec 31, 21</u>	<u>\$ Change</u>	<u>Jan 31, 21</u>	<u>\$ Change</u>
ASSETS					
Current Assets					
Checking/Savings					
Petty Cash	336	275	62	185	152
Bank of the West	281,558	47,603	233,955	509,303	(227,745)
Placer County - Interest App.	354,582	354,582	0	353,898	685
Wells Fargo Advisors	0	0	0	18,593	(18,593)
LAIF Accounts	623,507	923,507	(300,000)	172,976	450,531
Total Checking/Savings	1,259,984	1,325,968	(65,983)	1,054,954	205,030
Accounts Receivable					
Accounts Receivable	30,236	36,689	(6,453)	33,526	(3,290)
Total Accounts Receivable	30,236	36,689	(6,453)	33,526	(3,290)
Other Current Assets					
Placer - Agency Taxes 390-770	464,700	464,700	0	60	464,641
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	17,612	20,796	(3,184)	42,244	(24,632)
Deferred Pension Outflows	41,103	41,103	0	35,652	5,451
Deferred OPEB Outflows	29,374	29,374	0	2,694	26,680
Total Other Current Assets	552,789	555,973	(3,184)	80,650	472,139
Total Current Assets	1,843,009	1,918,630	(75,621)	1,169,130	673,879
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	19,633	2,095
Land Improvements	129,444	129,444	0	129,444	0
Alpine Springs Interceptor	58,095	58,095	0	58,095	0
Water System	6,357,449	6,357,449	0	4,697,786	1,659,663
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
Inflow and Infiltration	26,031	26,031	0	26,031	0

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02/04/22
Accrual Basis

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
As of January 31, 2022

	Jan 31, 22	Dec 31, 21	\$ Change	Jan 31, 21	\$ Change
Work in Progress	11,300	11,300	0	1,626,171	(1,614,871)
Accumulated Depreciation	(5,098,725)	(5,080,946)	(17,779)	(4,833,395)	(265,330)
Total Fixed Assets	5,213,839	5,231,618	(17,779)	5,432,283	(218,443)
Other Assets					
Land Usage and Easement Right	17,436	17,436	0	12,318	5,118
Total Other Assets	17,436	17,436	0	12,318	5,118
TOTAL ASSETS	<u>7,074,284</u>	<u>7,167,684</u>	<u>(93,400)</u>	<u>6,613,731</u>	<u>460,554</u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	384,043	0	384,043	332,110	51,933
Total Accounts Payable	384,043	0	384,043	332,110	51,933
Other Current Liabilities					
Accounts Payable - 05	38,129	38,129	0	0	38,129
Retention Payable	0	0	0	41	(41)
OPEB Liability	398,216	398,216	0	389,109	9,107
Accrued Payroll & Payroll Tax	0	0	0	0	0
Accrued Vacation Payable	19,050	19,633	(583)	19,732	(682)
Deferred Pension Inflows	184	184	0	1,234	(1,050)
Deferred OPEB Inflows	72,115	72,115	0	69,965	2,150
Net Pension Liabilities	13,862	13,862	0	8,482	5,380
Total Other Current Liabilities	541,555	542,138	(583)	488,562	52,993
Total Current Liabilities	925,598	542,138	383,460	820,672	104,926
Total Liabilities	925,598	542,138	383,460	820,672	104,926
Equity					
Retained Earnings	256,622	256,622	0	0	256,622
Retained Earnings - Garbage	426,769	426,769	0	417,253	9,516
Retained Earnings - Park	(210,878)	(210,878)	0	(213,774)	2,896
Retained Earnings - Sewer	1,260,449	1,260,449	0	1,240,707	19,742
Retained Earnings - Water	(1,974,150)	(1,974,150)	0	(2,116,941)	142,791
Fund balance Undesignated	369,898	369,898	0	350,248	19,650
Investment in plant & equip	5,376,395	5,376,395	0	5,570,990	(194,595)
Net Income	643,581	1,120,441	(476,859)	544,576	99,006
Total Equity	6,148,686	6,625,546	(476,859)	5,793,059	355,628
TOTAL LIABILITIES & EQUITY	<u>7,074,284</u>	<u>7,167,684</u>	<u>(93,400)</u>	<u>6,613,731</u>	<u>460,554</u>

Alpine Springs County Water District
Statement of Cash Flows
July 2021 through January 2022

Jul '21 - Jan 22

	<u>Jul '21 - Jan 22</u>
OPERATING ACTIVITIES	
Net Income	643,581
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	105,281
1550.00 · Prepaid Expenses	23,980
1550.00 · Prepaid Expenses:1550.02 · Prepaid Expenses - 02	8,756
1550.00 · Prepaid Expenses:1550.03 · Prepaid Expenses - 03	(2,919)
1550.00 · Prepaid Expenses:1550.04 · Prepaid Expenses - 04	(2,919)
1550.00 · Prepaid Expenses:1550.05 · Prepaid Expenses - 05	(2,919)
1600.05 · County Collection Accts	36,481
1041.00 Placer Co - Taxes 770	(422,453)
1850.00 · Accumulate Depreciation:1850.02 · Accumulated Deprec...	5,166
1850.00 · Accumulate Depreciation:1850.03 · Accumulated Deprec...	5,166
1850.00 · Accumulate Depreciation:1850.04 · Accumulated Deprec...	15,533
1850.00 · Accumulate Depreciation:1850.05 · Accumulated Deprec...	90,601
2010.00 · Accounts Payable - 06 Fund	366,109
2010.00 · Accounts Payable - 06 Fund:2010.06 · Accounts Payable...	(293,332)
2070.00 · Accrued Payroll & Taxes - 05 Fu	(4,656)
2075.00 · Accrued Vacation Pay - 05 Fund	(1,987)
	<hr/>
Net cash provided by Operating Activities	569,471
INVESTING ACTIVITIES	
1850.00 · Accumulate Depreciation:1850.06 · Accumulated Deprec. ...	7,987
	<hr/>
Net cash provided by Investing Activities	7,987
	<hr/>
Net cash increase for period	577,458
Cash at beginning of period	682,527
	<hr/>
Cash at end of period	<u><u>1,259,984</u></u>

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**Alpine Springs County Water District
Check Register for Current Month
January 8 - 31, 2022**

Date	Num	Name	Memo	Amount	Balance
01/17/2022	32324	Aramark	Customer #6728877	-179.94	-179.94
01/17/2022	32325	Best Best & Krieger LLP	Invoice #924615	-2,000.00	-2,179.94
01/17/2022	32326	Big Bear Automotive Repair Inc.	Cust ID 5381	-105.67	-2,285.61
01/17/2022	32327	FedEx	Acct #1834-0409-1	-103.44	-2,389.05
01/17/2022	32328	Liberty Utilities	Account 88509407-88105912 (...)	-126.65	-2,515.70
01/17/2022	32329	Longo Inc.	Invoices 9575	-2,590.99	-5,106.69
01/17/2022	32330	Mountain High Home Services, LLC	Invoice 1023	-225.00	-5,331.69
01/17/2022	32331	Pam Zinn	Reimbursement	-1,395.95	-6,727.64
01/17/2022	32332	Sierra Controls, LLC	Invoice 122778	-4,935.00	-11,662.64
01/17/2022	32333	Silver State Analytical Laboratories	Water Tests	-150.00	-11,812.64
01/17/2022	32334	Sun Life Financial	Policy #906384 Dental	-281.66	-12,094.30
01/17/2022	32335	Tahoe Truckee Sanitation Agency	Acct #17339.01	-549.36	-12,643.66
01/17/2022	32336	Tahoe Truckee Sanitation Agency	Acct #17348.01	-427.68	-13,071.34
01/17/2022	32337	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 000355	-104.00	-13,175.34
01/17/2022	32338	TNT Pest Control Co.	Location 111393	-109.00	-13,284.34
01/17/2022	32339	USA BlueBook	Customer #814589	-291.40	-13,575.74
01/31/2022	32340	ACC Business	Account #00001194781 12/11/...	-476.60	-14,052.34
01/31/2022	32341	Aramark	Customer #6728877	-179.94	-14,232.28
01/31/2022	32342	Avaya Financial Services	Contract No. 753-0021553-000 ...	-158.91	-14,391.19
01/31/2022	32343	Eduardo Klenk	Invoice 21093	-850.00	-15,241.19
01/31/2022	32344	FedEx	Acct #1834-0409-1	-100.93	-15,342.12
01/31/2022	32345	Healthplan Services, Inc.	Case #230511	-291.90	-15,634.02
01/31/2022	32346	L.A. Perks Plumbing & Heating	Invoice 873960	-735.00	-16,369.02
01/31/2022	32347	Liberty Utilities	Account 88550011-88105912 (...)	-1,264.20	-17,633.22
01/31/2022	32348	Miguel G. Ramirez	Reimbursement	-32.93	-17,666.15
01/31/2022	32349	NTFPD	Invoice #2-2021-2022 Oct 1 - D...	-4,159.78	-21,825.93
01/31/2022	32350	Sierra Office Solutions	Customer #AS32:900020 (01/2...	-206.67	-22,032.60
01/31/2022	32351	Thatcher Company Of Nevada, Inc.	Customer #3000421	-377.39	-22,409.99
01/31/2022	32352	The Paper Trail	Invoice 4942	-360.00	-22,769.99
01/31/2022	32353	USA BlueBook	Customer #814589	-33.19	-22,803.18
01/31/2022	32354	Verizon Wireless	Account #271135177-00001 (0...	-159.86	-22,963.04
01/31/2022	32355	Janet Grant	January Budget & Finance and ...	-175.00	-23,138.04
01/31/2022	32356	Janice Ganong	January Board of Directors Mtg	-125.00	-23,263.04
01/31/2022	32357	Evan Salke {1}	January Budget & Finance and ...	-150.00	-23,413.04

8:59 AM
02/04/22

Alpine Springs County Water District
Check Register for Current Month
January 8 - 31, 2022

Date	Num	Name	Memo	Amount	Balance
01/31/2022	32358	David Smelser {1}	January Board of Directors Mtg	-125.00	-23,538.04
01/31/2022	32359	AT&T	Account #530 583 2320 189 1	-250.86	-23,788.90
*** Missing numbers here ***					
01/28/2022	✘ EFT01282...	Bank of the West	Acct #9637 Confirmation Code...	-787.91	-24,576.81

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02/04/22

Alpine Springs County Water District
Subsequent Payments Listing
February 1 - 4, 2022

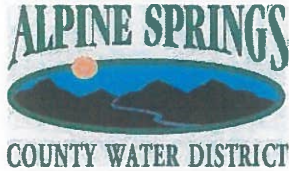
Date	Num	Name	Memo	Amount	Balance
02/01/2022	32360	Michael J. Dobrowski, CPA, LLC	Inv#220025	-5,467.01	-5,467.01
*** Missing numbers here ***					
02/01/2022	EFT02012...	CalPERS (Active)	Customer ID: 2668620501 Health Insurance...	-3,665.83	-9,132.84
*** Duplicate document numbers ***					
02/01/2022	EFT02012...	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance...	-765.79	-9,898.63

Exhibit D2

NTFPD-ASCWD Response Calls
January 2022

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	Basic Primary Action Taken (FD1.48)	Basic Additional Actions Taken 2 (FD1.66)
2022000076	1/1/2022 13:18	2600 alpine meadows Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	Transport person
2022000089	1/1/2022 14:57	2600 alpine meadows Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	Transport person
2022000591	1/5/2022 14:00	2600 Alpine Meadows Rd	96146	EMS call, excluding vehicle accident with injury	M56	Transport person	
2022000715	1/6/2022 14:36	2600 Alpine Meadows Rd	96146	EMS call, excluding vehicle accident with injury	M53	Transport person	
2022000784	1/7/2022 9:31	2600 Alpine Meadows Rd	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2022000792	1/7/2022 10:55	2600 Alpine Meadows Road	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	Provide advanced life support (ALS)
2022000798	1/7/2022 11:28	2600 Alpine Meadows Rd	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2022000936	1/8/2022 13:54	2600 Alpine Meadows Rd	96146	Emergency medical service, other	M56	Provide advanced life support (ALS)	
2022001089	1/10/2022 10:06	2600 Alpine Meadows Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2022001139	1/10/2022 15:06	2600 Alpine Meadows Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2022001194	1/11/2022 10:32	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Transport person	
2022001267	1/12/2022 9:49	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Transport person	
2022001586	1/15/2022 11:49	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M53	Provide advanced life support (ALS)	Transport person
2022001695	1/16/2022 11:56	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2022001941	1/18/2022 15:56	2118 BEAR CREEK Drive	96146	Smoke or odor problem	E51, M51	Investigate	
2022002184	1/21/2022 10:47	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2022002204	1/21/2022 14:00	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	E56, M51	Provide advanced life support (ALS)	
2022002213	1/21/2022 15:50	2600 ALPINE MEADOWS Road	96146	Public service	E56	Assist animal	
2022002320	1/22/2022 15:48	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M53	Transport person	
2022002408	1/23/2022 13:32	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Transport person	
2022002919	1/28/2022 10:00	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	
2022002989	1/28/2022 17:35	1392 MINERAL SPRINGS Trail	96146	EMS call, excluding vehicle accident with injury	M53	Provide advanced life support (ALS)	Transport person
2022003041	1/29/2022 11:05	1700 TRAPPER Place	96146	Dispatched and cancelled en route	B5, E51, M51	Cancelled en route	
2022003044	1/29/2022 12:06	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	
2022003050	1/29/2022 12:29	2600 ALPINE MEADOWS Road	96146	Emergency medical service, other	M51	Provide advanced life support (ALS)	
2022003090	1/29/2022 16:05	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Emergency medical services, other	
2022003154	1/30/2022 10:14	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Emergency medical services, other	
2022003155	1/30/2022 10:21	2600 ALPINE MEADOWS Road	96146	Dispatched and cancelled en route	M51	Cancelled en route	
2022003159	1/30/2022 10:55	2600 ALPINE MEADOWS Road	96146	Emergency medical service, other	M53	Fill-in or moveup	
2022003173	1/30/2022 12:56	2600 ALPINE MEADOWS Road	96146	Emergency medical service, other	E51, M51	Emergency medical services, other	
	Calls = 30						

EXHIBIT D3



AGENDA NO: D3

MEETING DATE: 02/11/2022

General Managers Report

TO: ASCWD Board of Directors **Date:** February 4, 2022
FROM: Joe Mueller, General Manager
SUBJECT: General Manager and Office Activities for the Month of January 2022

Projects

1) District Master Plan

Project kickoff meeting with Carollo along with the handoff of data collection items.

Upcoming project activity

Anticipating additional data collection and transmittal.

2) Annual Fiscal Audit

Certified the audits financial transaction report and supplement to the State Controllers' Office

Upcoming project activity

Execute engagement letters for next year around July.

3) Alpenglow (Previously Alpine Sierra) Subdivision

No activity in the month of January.

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.

4) White Wolf Subdivision

No activity in the month of January.

Upcoming project activity

The District's team anticipates the need to continue to research and provide documents and studies to Sauers Engineering to allow them to complete their work effort.

5) B2B Gondola Project

No activity in the month of January.

Upcoming project activity

A line dedication agreement detailing District line ownership and Private line ownership needs to be drafted for execution. Construction coordination will take place throughout the project as it pertains to district utilities.

6) Snow Crest Tributary Restoration

Provided a letter of support for the project to the California State Water Board 2022 Nonpoint Source Grant Program.

Upcoming project activity

Continued project participation as needed.

7) Tank 4 and 4A Replacement

No activity in the month of January.

Upcoming project activity

Review of any invoices for accuracy, completeness, and possible approval.

General Business

- District Offices open to the public, abiding by current COVID-19 Policies.
- Continue to monitor COVID-19 recommendations and mandates.
- Participated in monthly area General Managers meeting.
- Looked into alternative Banking and Credit Card options.
- Working on Park revenue projections under differing fee setups for consideration by the Park, Recreation, and Greenbelt Committee.
- Continue to work on options to present to the Board for future retiree health benefits.
- Continued work on a new TTSD contract that places all customers within the Districts service area under the District billing system.
- Continued to work with a property owner on the relocation of a common sewer line that serves two customers that runs through the property owners desired construction area.

Office Activities Performed by Office Manager

- Worked with our outside webmaster making minor updates and added the Audit to the website.
- Processed one change of account ownership, updated one address for an existing customer and responded to no inquiries from title companies.
- Processed no new construction permit and no remodel permits.
- Performed back up of office computers.
- Sent bills to CPA for mid-month and month end processing.
- Sent CORE data to the Cloud for monthly water meter reads and worked with staff and CORE to identify problems with a few readings.

- 22 payments on annual invoices from customers are past due totaling \$36,565.12; final collection notices and penalties went out 11/14/21.
- Responded to customer billing questions regarding collections and billing methodology on invoices.
- Worked with AT&T to finalize the upgrade of phone lines that are scheduled to no longer be supported by AT&T (with exception for SCADA line and 800#). This no cost upgrade that should have a positive effect on our internet speeds. Currently upgrade is scheduled for 3/2/2022.
- Worked with CPA to acquire W-9 forms from Vendors.
- Pulled meter usage for the last three years for Carollo.
- Updated ZOOM so that all meetings are saved in the CLOUD.

Exhibit D4

**ASCWD OPERATIONS REPORT
WATER / WASTEWATER
FOR 1-1-22 THRU 1-31-22**

TO: Board of Directors
DATE: February 11th, 2022
FROM: Miguel Ramirez, Operations & Maintenance

Wastewater Flows: 31 Days / January 2022 normal operation throughout the month

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
38,000 GPD	259,000 GPD	93,000 GPD

Operations / Maintenance / Repairs:

- All routine water zone samples came back absent from Coliform and E-coli.
- ASCWD and Longo Inc. worked together to repair a major leak in the system located at the clocktower condos.
- We are currently working with Granite Peak management and GPI plumbing on a leak underneath a condo foundation at the address of 135 Alpine Meadows Rd (River Run condos).
- The Alpine Meadows Ski Area consumed 5.2 million gallons of snowmaking water for the calendar year of 2021
- Scheid has been working diligently upgrading our maps on our Diamond maps program. (This program is the transfer of old paper As-Builts to a digital format).



Lines 6 inch



Lines 8 inch



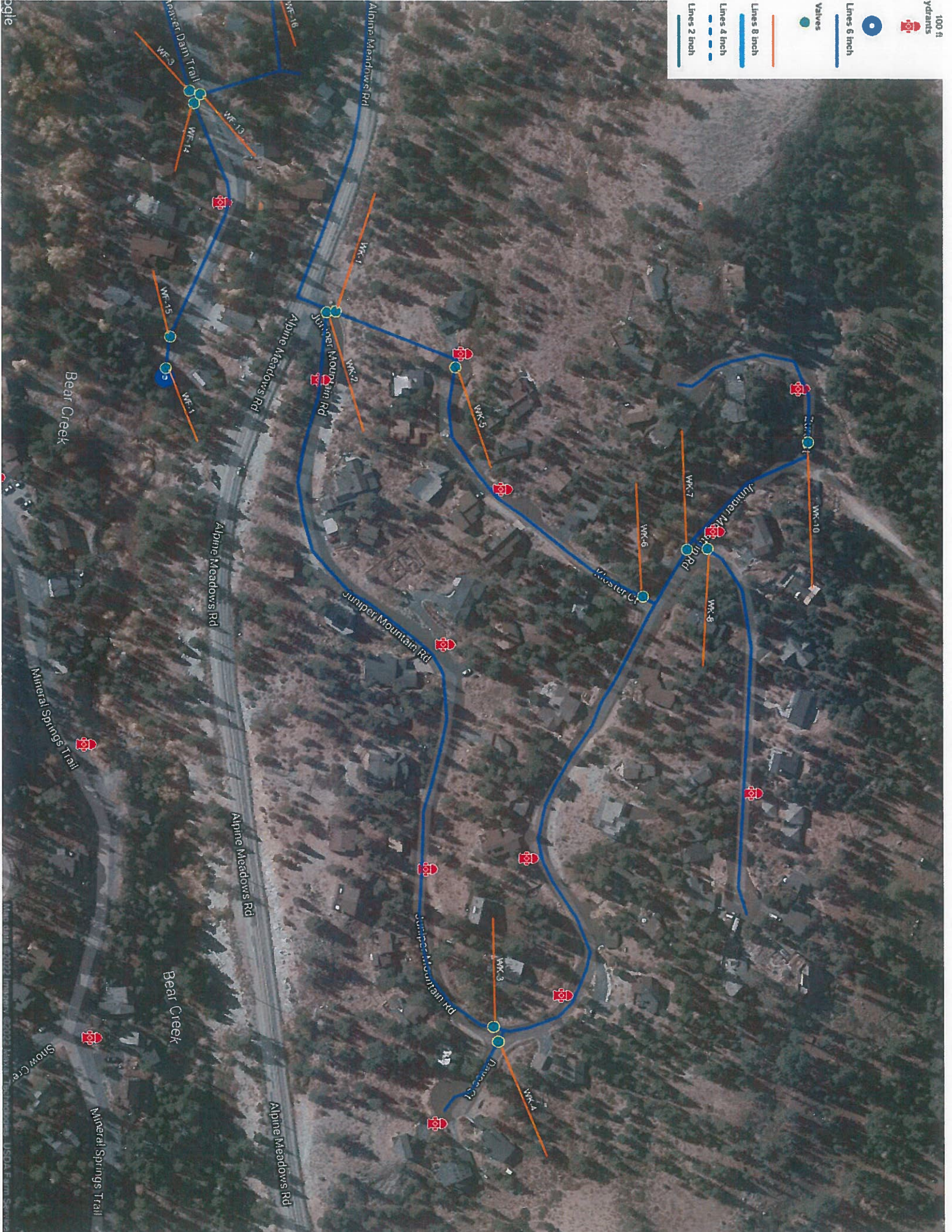
Lines 4 inch

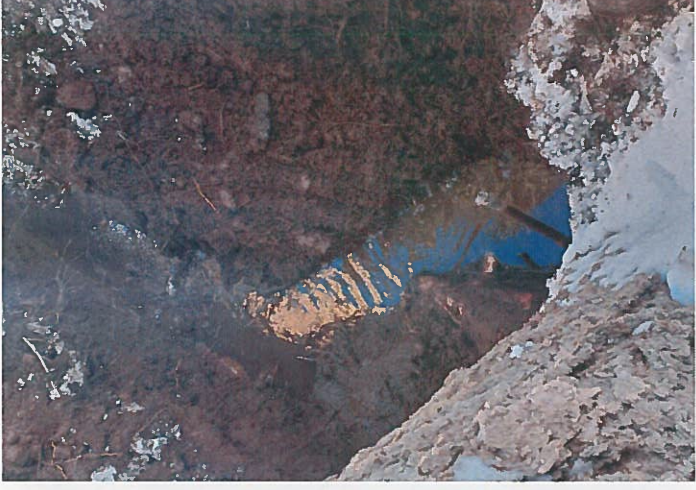


Lines 2 inch



Valves

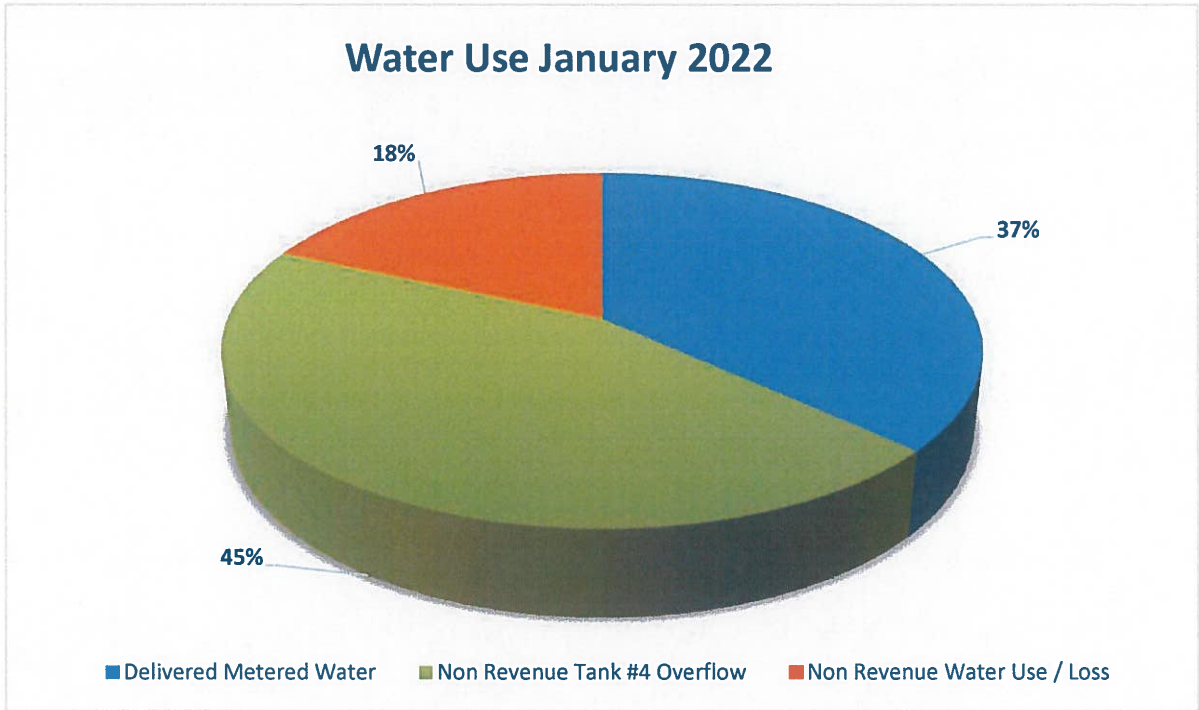




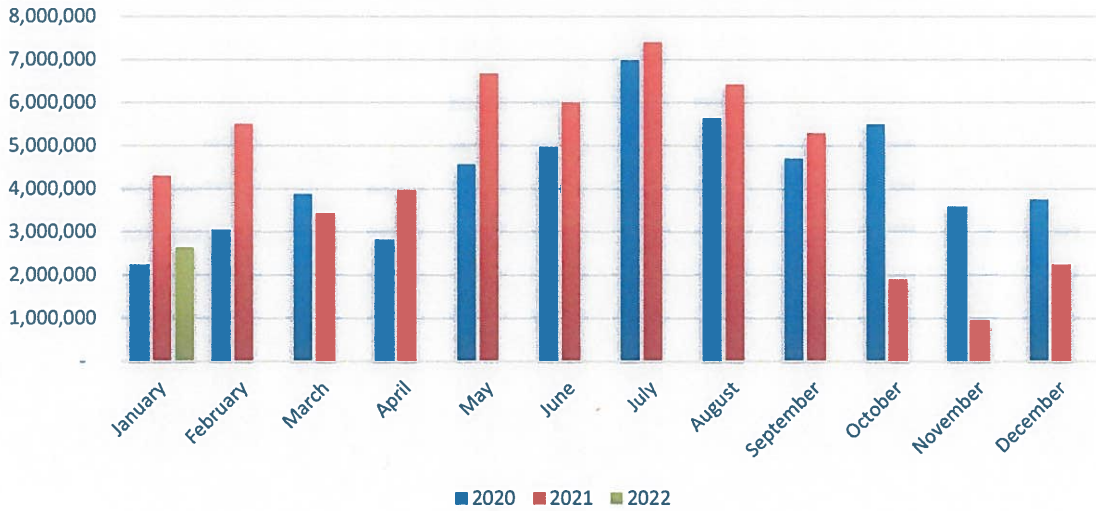
Clock Tower leak trench ,River run condo leak ,
abandoned hose bib, the leak itself.

ALPINE SPRINGS COUNTY WATER DISTRICT JANUARY 2022 WATER REPORT

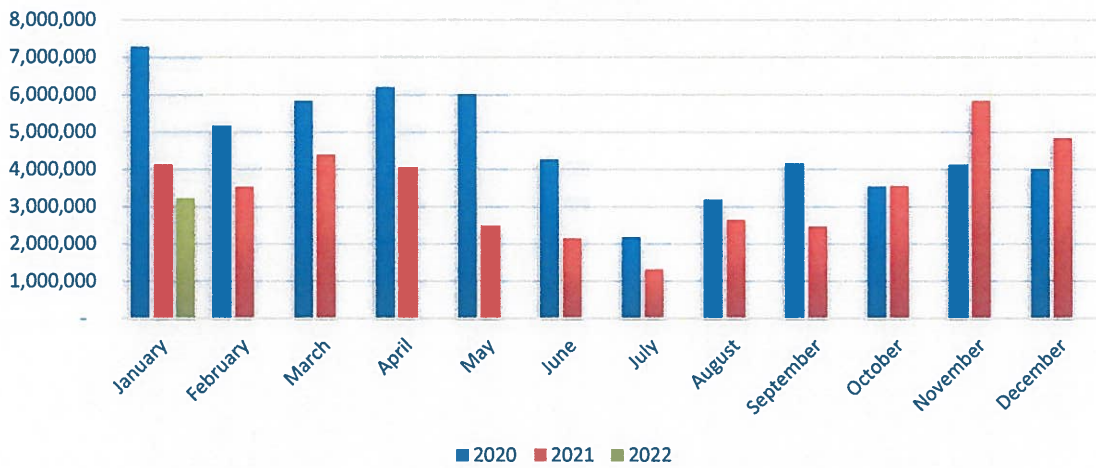
Total Potable Water Production	7,182,047 Gallons
Delivered Metered Water	2,643,488 Gallons
Non Revenue Tank #4 Overflow	3,221,535 Gallons
Non Revenue Water Use / Loss	1,317,024 Gallons



Delivered Metered Water per Month (gallons)



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



Total Water Production per Month (gallons)

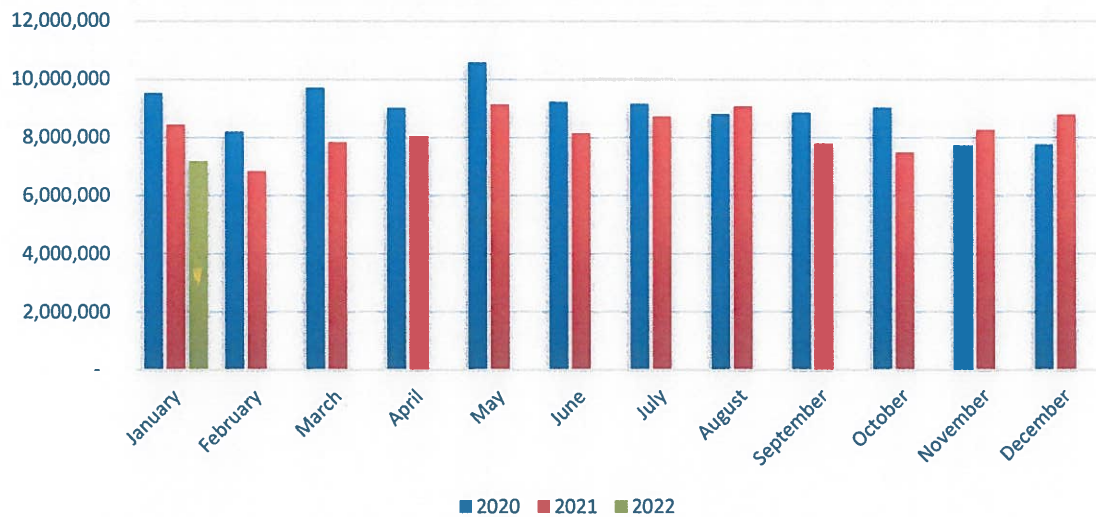


Exhibit D5

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 JANUARY 19, 2022

TIME: 9:00 AM

Meeting via ZOOM teleconference.

Members Present:

Blake Tresan, Truckee Sanitary District
Lane Lewis, NTPUD
Dale Cox, SVPUD
Dave Smelser, ASCWD
Dan Wilkins, TCPUD, President
LaRue Griffin, 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 with the following exception: The single 12/09/21 final effluents sample to be tested for turbidity, nitrate and TKN was not analyzed as required due to a malfunction. The violation was reported to Lahontan. Corrective actions were taken to avoid this in the future.
3. Staff email addresses have been updated to ttsa.ca.gov.
4. The Lab is looking better and better. There were no corrective actions needed and none are pending.

Respectfully submitted,

Dave Smelser

EXHIBIT E1



AGENDA NO: E1

MEETING DATE: 02/11/2022

Staff Report

TO: ASCWD Board of Directors

Date: February 4th, 2022

FROM: Joe Mueller, General Manager

SUBJECT: ASCWD Greenbelt land area identification for possible Firesafe Council
Community Cleanup Day

BACKGROUND:

Yearly the District looks to identify areas of ASCWD Greenbelt lands to submit for consideration to the Fire Safe Council for the annual community workday. The District pays for the cutting of the area and the chipping of the piles, and the community provides the labor to haul and pile. Last year the community workday was conducted around the entrance to the District Park.

Areas around and in Bear Creek have been identified as areas that could be considered for a community workday. However, there are obstacles making the location challenging, such as good access points into the areas are limited and many are across private property, the Lahontan Regional Water Quality Control Board has jurisdiction for the creek area and CEQA requirements must be completed prior to any work being carried out.

DISCUSSION:

Discuss the desire to pursue an ASCWD greenbelt area along Bear Creek for the Fire Safe Council Community Cleanup Day.

FISCAL IMPACT:

A negligible fiscal impact for staff time required to obtain permission for access, CEQA compliance, and Lahontan Regional Water Quality Control Board compliance.

RECOMMENDATION:

Provide direction to the General Manager on desired areas to consider for the Community Cleanup Day.

EXHIBIT E2



AGENDA NO: E2

MEETING DATE: 02/11/2022

Staff Report

TO: ASCWD Board of Directors Date: February 4th,2022
FROM: Joe Mueller, General Manager
SUBJECT: Establishment of accounting controls to limit vacation accruals in accordance with the ASCWD Employee Handbook

BACKGROUND:

During the Fiscal Year 2020/2021 Audit conducted by Damore Hamric & Schneider it was noted that the District was not in compliance with our vacation accrual policy as outlined in the ASCWD Employee Handbook.

The employee handbook states on page 41 "The maximum amount of vacation an employee with less than fifteen (15) years of service can accrue is 160 hours. Employees who have more than fifteen (15) years of service may accrue no more than 300 hours of vacation. Employees who accrue the maximum amount of vacation will not be eligible to earn any additional vacation until their accrued vacation amount is reduced to below that maximum accrual amount."

The audit found that one employee was accruing over 300 hours. It was suggested that accounting controls be put in place to prevent future occurrences.

DISCUSSION:

As written no additional accrual of hours shall be given over the maximum.

Additional discussion, The Board could consider other options such as use or loss by year end or an employee payout for unused vacation at year end.

FISCAL IMPACT:

A minor fiscal impact to the employee benefits budget would occur if the Board wished to consider an annual vacation payout for hours more than the maximum.

RECOMMENDATION:

The Board review the vacation accrual policy as outlined in the ASCWD Handbook and direct the General Manager to place accounting controls in place.

Attachments:

1. Pages 40,41, and 42 of the ASCWD Handbook / Paid Vacations

To be eligible to receive holiday pay, an employee must have completed the introductory period and have worked his/her regularly scheduled work day before and after the holiday, unless the absence is excused based on prior notice to supervisory personnel and satisfactory proof that the employee was medically unable to work.

Regular full-time employees shall be paid eight (8) hours pay for the holiday. Regular part-time employees will receive holiday pay based on a proration of their regularly scheduled workweek hours to a forty-hour week. Temporary employees, introductory employees, interim part-time employees, and employees on a personal or disability leave of absence are not eligible for holiday pay. If a paid holiday occurs during an employee's vacation, the employee will receive the holiday (if eligible) and will not be charged that day as vacation.

Non-exempt employees required to work on a scheduled holiday will be paid their regular overtime rate for hours worked in addition to their regular holiday pay. A paid holiday not worked will not be credited as a workday for computation of overtime.

Paid Vacations

Vacation Accrual

The District provides paid vacations to regular full-time and regular part-time employees in accordance with the following schedule and subject to the following conditions. Each regular full-time or regular part-time employee begins accruing vacation days at the beginning of the month following completion of the introductory period. Vacation time shall accrue to the employee on the first working day following the pay period in which it is earned. Vacation time shall accrue to eligible employees on the following basis, the only exception to which shall be if the employee has received, in writing, a commitment from the General Manager or the Board of Directors that the employee is eligible to accrue vacation days at a greater rate than specified below.

1. Eligible regular full-time employees who have less than or equal to five (5) years of service shall accrue vacation time on the basis of 6.67 hours for each full month of service. A minimum of five (5) days shall be taken as vacation leave annually.

2. Eligible regular full-time employees who have more than five (5) but less than or equal to ten (10) years of service shall accrue vacation time on the basis of ten (10) hours for each full month of service. A minimum of eighty (80) hours shall be taken as vacation leave annually.

3. Eligible regular full-time employees who have more than ten (10) years of service but less than or equal to fifteen (15) years of service shall accrue vacation time on the basis on 13.33 hours for each full month of service. A minimum of one hundred twenty (120) hours shall be taken as vacation leave annually.

4. Eligible regular full-time employees who have more than fifteen (15) years of service shall accrue vacation time on the basis on 17.33 hours for each full month of service. A minimum of one hundred sixty (160) hours shall be taken as vacation leave annually.

Temporary employees, intermittent part-time employees, and introductory employees are not eligible to accrue vacation time.

All regular part-time employees will earn and be paid vacation at the same rate as set forth above except that vacation earned and paid is based on a proration of their regularly scheduled hours to a forty (40) hour workweek.

The maximum amount of vacation an employee with less than fifteen (15) years of service can accrue is 160 hours. Employees who have more than fifteen (15) years of service may accrue no more than 300 hours of vacation. Employees who accrue the maximum amount of vacation will not be eligible to earn any additional vacation until their accrued vacation amount is reduced to below that maximum accrual amount.

Vacation Pay

Vacation pay will be at the employee's normal salary or pay rate on the first day of the vacation and will be paid on the normal pay day.

Vacation Usage

Because vacation is provided to employees to enable them to enjoy time away from work and to rest, recuperate, and be more productive during working hours, employees are encouraged to use their accrued vacation during the fiscal year it is earned or the following fiscal year. Employees cannot take vacation before it is earned, i.e., on "credit" without approval from the General Manager.

Vacation requests should be submitted to the General Manager at least two (2) weeks prior to the planned vacation date. Every effort will be made to schedule vacations to meet the employee's request as long as it does not unreasonably interfere with the operational needs of the District. However, vacations normally cannot be scheduled in increments of greater than two (2) weeks for employees with less than five (5) years of service and three (3) weeks for employees with more than five (5) years of service.

If vacation requests are in conflict between two or more employees within a department and all cannot be away at the same time, the priority will be based on seniority so long as the senior employee's request was timely received. Otherwise, the earliest request will normally be honored.

Pay at Termination

An employee whose employment is terminated for any reason will receive all earned but unused vacation as of the time of termination.

Sick Leave

CALIFORNIA PAID SICK LEAVE

All full time, part time and seasonal District employees may be entitled to California Paid Sick Leave pursuant to California law. To be eligible for California Paid Sick Leave, returning part time and seasonal District employees accrue paid sick leave on the first day of employment, but must work in California for 30 or more days within a year of their hire date. New part time and seasonal employees accrue Paid Sick Leave on the first day of employment, but do not become eligible to use accrued Paid Sick Leave until the 90th day of employment.

Lump Sum of Leave:

Eligible regular full-time employees are provided with 48 hours, or six days, whichever is greater, of California Paid Sick Leave at the beginning of each calendar year on January 1st. Those employees hired after January 1st will received a pro-rated lump sum amount of California Paid Sick Leave upon hire. California Paid Sick Leave is paid at the employee's regular wage rate.

Eligible regular part-time employees are provided with 32 hours, or four days, whichever is greater, of California Paid Sick Leave at the beginning of each calendar year on January 1st. Those employees hired after

Exhibit F1

Alpine Springs County Water
Budget and Finance Committee Report
Thursday, January 13, 2022 9:35 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: Vera Kiss, Ron Ley auditors

Items discussed and recommendations to board:

1. PUBLIC COMMENT
 - a. No public comment.

2. ITEMS FOR COMMITTEE DISCUSSION AND RECOMMENDED ACTION
 - a. November 2021 Monthly Financial Reports
 - i. The committee recommends approving December 2021 financials as well as quarterlies.
 - ii. Joe is working on identifying another bank for our checking account.
 - b. Treasurer's Report
 - i. The committee reviewed the treasurer's report and noted improving cash position. We also discussed moving monies to Bank of the West to cover operating expenses for the next three months
 - c. Unbudgeted Expenses
 - i. There were 2 unbudgeted expenses on our agenda which we discussed and which will be discussed with the full board in the future for possible action. The tank 4 replacement bill is being further reviewed by Manager Mueller.
 - d. Financial Audit for Fiscal Year 2020-2021
 - i. Vera Kiss and Ron Ley reviewed the audit with the committee answering questions from committee members mostly relating to transparency in the general fund (fire, park). The auditors will send some examples which could be used as a template for a potential change in our reporting practice. There was talk about the challenge of projecting future obligation for our employees (health benefits)

3. MEMBERS' COMMENTS
 - a. There were no member's comments.

4. CORRESPONDENCE
 - a. There was no correspondence.

5. Adjournment
 - a. The committee adjourned at 11:55 a.m.

6. NEXT MEETING
 - a. Next B&F meeting: Thursday, February 10, 2022 9:30 a.m.

ALPINE SPRINGS COUNTY WATER DISTRICT

January 2022 TREASURERS REPORT

FY 21/22

	Account Balance	Report Date	Interest
Bank of the West Checking	\$ 766,882	2/1/2022	0.00%
LAIF	\$ 624,039	2/1/2022	0.212%
Placer County Treasurer	\$ 354,582	12/31/2021	0.206%
CERBT	<u>\$ 55,743</u>	1/31/2022	-2.210%
	<u>\$ 1,801,247</u>		

