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# ALPINE SPRINGS COUNTY WATER DISTRICT

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**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 12th, 2021  
Location: District Office, Board Room  
270 Alpine Meadows Road  
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.

Pursuant to the Governor's Executive Order N-29-20, issued March 17, 2020, the Alpine Springs County Water District Board Room will not be accessible to the public for this meeting. The meeting will be accessible via ZOOM only. Public comments will be accepted by the board and should be submitted to the Board Secretary at [info@alpinesprings.org](mailto:info@alpinesprings.org); by mail or in person (drop box) 270 Alpine Meadows Rd., Alpine Meadows, by Monday, February 8th, 2021 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: 948 2512 9619; passcode: 453409. Please mute yourself unless you are speaking. Times listed are approximate.

#### **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.

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# ALPINE SPRINGS COUNTY WATER DISTRICT

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

**General Manager:** Joe Mueller

## **C. APPROVAL OF MINUTES**

### **C1) JANUARY MINUTES**

The Board shall review and vote to approve the minutes of the Regular Board meeting of January 8, 2021.

## **D. DEPARTMENT REPORTS**

### **D1) FINANCIAL REPORT**

Mike Dobrowski, CPA, shall discuss the January 31, 2021 monthly financial statements highlighting outstanding issues. The Chair of the Budget & Finance Committee shall comment on the Committee's review of the month-end statements. The Board shall vote to accept the month-end financial statements and to approve the month's expenditures.

### **D2) FIRE DEPARTMENT REPORT**

- a) 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 2021 dispatch report and the staffing of the Alpine Meadows Fire Station 56.
- b) Information only presentation by Ramon Manzano, NTFPD Inspector for short term rentals in Placer County

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

Joe Mueller, the General Manager, shall report on his activities during the month of January 2021.

### **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 2021 Water/Sewer Report.

### **D5) TTSA REPORT**

Representative David Smelser, shall report on TTSA activities that impact Alpine Meadows, including the TTSA Board meetings. Meeting held on January 20th, 2021.

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

### **E1) FINANCIAL AUDIT FOR THE FISCAL YEAR 2019/2020**

Vera Kis from Damore Hamric & Schneider shall present the final Audit report for the fiscal year 2020 and 2019 and respond to questions.

### **E2) ADOPT THE APLINE SPRINGS COUNTY WATER DISTRICT EMPLOYEE SALARY SCHEDULE**

Review and vote weather to approve the public pay schedule.

### **E3) DISCUSS PARK, RECREATION AND GREENBELT COMMITTEE**

- a) Discuss for approval the committees selected community members from interested applicants.
- b) Discuss expanding the Park, Recreation, and Greenbelt Committee's focus to include defensible space on district owned properties.

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# ALPINE SPRINGS COUNTY WATER DISTRICT

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

**General Manager:** Joe Mueller

## **E4) SDRMA 2021 NOMINATION PACKET CHECKLIST AND GUIDELINES**

The Board shall review the 2021 nomination packet from SDRMA and see if any Directors are interested in running for a seat.

## **E5) CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT A**

The Board shall review the call for nominations and see if any Directors are interested in running for Seat A.

## **E6) PCLAFCO CALL FOR NOMINIATIONS FOR SPECIAL DISTRICT REP**

The Board shall review the call for nominations and see if any Directors are interested in running for a seat.

## **F. COMMITTEE REPORTS**

### **F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met February 11<sup>th</sup>, 2021.**

- Discuss, if necessary, non-standard transactions
- Discuss monthly financial reports, status of investments/cash and vote to approve, if necessary, new investments.
- Review discuss and vote to approve, where necessary, requests from customers for adjustments to their bills.
- Review discuss and vote to approve, where necessary, requests for unbudgeted expenses.
- Reviewed final 2019/2020 Audit with Damore Hamric & Schneider, Inc.

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

Met February 11<sup>th</sup>, 2021 to review the list of interested community members to serve on the committee.

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

No meeting

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

No meeting

## **G. OPEN ITEMS**

The Board shall review the status of outstanding action items from prior Board meetings.

## **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

# **ALPINE SPRINGS COUNTY WATER DISTRICT**

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

**General Manager:** Joe Mueller

## **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 12th, 2021, at 9:00 a.m.

I certify that on or before Tuesday, February 9th, 2021 at 9:00 a.m., I personally posted and forwarded agendas as requested.

Pam Zinn

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Pam Zinn, Office Manager.

# Exhibit C1

**ALPINE SPRINGS COUNTY WATER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
January 8, 2021**

Pursuant to the Governor’s Executive Order N-29-20, issued March 17, 2020, the Alpine Springs County Water District Board Room was not accessible to the public for this Board meeting. The meeting was accessible via Zoom. Public comments were accepted by the Board on the call or via mail.

**I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

President Grant called the meeting to order at 9:08 AM via Zoom.

Directors Present: Janet S. Grant, President; Dave Smelser, Evan Salke, Christine York and Jan Ganong

Directors Absent: None

Staff Present: Joseph Mueller, General Manager; Miguel Ramirez, Facility System Supervisor (Operations Manager), John Collins, District CPA Mike Dobrowski and Recording Secretary Judy Friedman

Guests attending via teleconference included Pippin Mader, Liz Zang, Jane Davis, and from NTFPD Chief Mike Schwartz, Steve Leighton, and Steve McNamara. There may have been others on the call who did not identify themselves.

**II. PUBLIC COMMENT**

Pippin Mader read a statement about concerns of operations at TTSA.

Jane Davis addressed the Board regarding TTSA

**III. ITEMS FOR BOARD DISCUSSION & ACTION**

**A. ORDINANCE 1-2021 ASCWD SETTING FEES FOR COST RECOVERY OF FIRE & LIFE SAFETY ACTIVITIES.....A**

The Board voted to waive the full reading of the Ordinance at its December 11, 2020 meeting. Grant opened the public hearing at 9:15 AM. There were no comments and the public hearing was closed.

**It was moved by Smelser and seconded by Salke to adopt ASCWD Ordinance 1-2021 setting fees for cost recovery of fire and life safety activities.**

**ROLL CALL VOTE**

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

**NOES: None**

**Motion carried unanimously.**

**B. COMMITTEE ASSIGNMENTS.....B**

The Committee Assignment report was reviewed. The report was approved, except Grant was designated as Chair of the Budget and Finance Committee.

**C. FINANCIAL REPORT.....C**

District CPA Mike Dobrowski presented the monthly and quarterly financial statements as of December 31, 2020. He answered questions clarifying specific line items and variances.

**It was moved by Ganong and seconded by York to approve the monthly financial reports as of December 31, 2020. Motion carried unanimously.**

1 **It was moved by York and seconded by Ganong to approve the quarterly financial reports as of**  
2 **December 31, 2020. Motion carried unanimously.**

3  
4 **It was moved by York and seconded by Smelser to approve payment of checks #31667 - #31718,**  
5 **electronic fund transfers, and payroll. Motion carried unanimously.**

6  
7 **D. APPROVAL OF MINUTES.....D**

8 **It was moved by York and seconded by Smelser to approve the minutes of the December 11, 2020**  
9 **Regular Board Meeting as presented. Motion carried unanimously.**

10  
11 **E. FIRE DEPARTMENT REPORT.....E**

12 NTFPD Chief Schwartz reported:

- 13 • Calls in general were down in the early days of the stay-at-home order, but have steadily increased.  
14 That said, calls in December were down from the previous year. There were 17 calls from the Alpine  
15 Meadows ski area, which indicates a lot of activity.
- 16 • The District responded to two structure fires in the basin during the past month.
- 17 • The Fire & Life Safety and Forest Fuels divisions have been recognized for accomplishments over the  
18 past year.
- 19 • A staff member tested positive for COVID, but has been addressed to prevent further spread. 85% of  
20 front-line staff has received the first round of vaccines.
- 21 • Schwartz will be taking a 3-month leave toward his retirement and Steve Leighton, a possible  
22 permanent replacement, will be filling in. Schwartz thanked this Board and staff for their friendship and  
23 commitment to safety.

24  
25 McNamara reported 625 Plan Reviews were completed last year. He anticipates higher than normal numbers  
26 going into 2021.

27  
28 **1. Review, discuss and possibly approve the Fire Contract for fire services with NTFPD.**

29 Grant noted the revisions made to the Agreement for Fire Protection, Emergency Medical, and Related  
30 Services by the North Tahoe Fire Protection District to the Alpine Springs County Water District made since  
31 last month's discussion. Details of how fees are calculated were clarified.

32  
33 **It was moved by Smelser and seconded by York to approve the Agreement for Fire Protection,**  
34 **Emergency Medical, and Related Services by the North Tahoe Fire Protection District to the Alpine**  
35 **Springs County Water District as presented. Motion carried unanimously.**

36  
37 **F. GENERAL MANAGER'S REPORT.....F**

38 John Collins presented the December 2020 Manager's Report, highlighting his activities during the month.  
39 Stantec expects to have a rough draft of its analysis of two options to increase fire flows on Juniper Mountain  
40 soon. Collins and Joe Muller have been working together on the General Manager transition.

41  
42 The Board thanked Collins for his work with the District and wished him well in retirement.

43  
44 **G. OPERATION & MAINTENANCE DEPARTMENT REPORT.....G**

45 Operations Manager Miguel Ramirez presented the Water/Waste Water Report for December 2020, noting  
46 flows and gallons of water produced. Maintenance during the month included a major hydrant repair and  
47 addressing a sewer backup into a home. Forty-two homeowner leaks have been identified and one owner's  
48 water was shut off due to major usage.

1 **H. TTSA REPORT.....H**

2 Smelser presented a report of the December 16, 2020 TTSA Board meeting, including direction given to the  
3 General Manager regarding staffing issues. He answered questions clarifying his report and TTSA  
4 operations.

5  
6 The topic was open to public comment. Pippin Mader feels there have been violations over the years, with a  
7 spike in 2020, and spoke to his concerns about operations and responses to questions. Public comment was  
8 closed.

9  
10 **I. COMMITTEE REPORTS.....I**

11 **1. BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met 1/7/21**

12 Grant presented the Treasurer’s Report and report of the January 7, 2021 Budget and Finance Committee  
13 meeting. Mueller received direction on responding to a letter regarding late fees.

14  
15 The Committee recommends approving two unbudgeted expenses.

16  
17 **It was moved by Smelser and seconded by Ganong to approve payment of the unbudgeted expense of**  
18 **\$762 to reimburse Janet Grant. Motion carried unanimously.**

19  
20 **It was moved by Salke and seconded by Smelser to approve payment of the unbudgeted expense of**  
21 **\$91.85 to reimburse Jan Ganong for the General Manager background check. Motion carried**  
22 **unanimously.**

23  
24 **2. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

25 This Committee did not meet.

26  
27 **3. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

28 This Committee did not meet. A meeting will be convened when the Stantec report has been received.

29  
30 **4. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**

31 This Committee did not meet. Ganong suggested the Committee draft an announcement regarding John  
32 Collins’ retirement and that Joe Mueller has been hired to replace him that can be emailed to customers as  
33 soon as possible. Grant suggested the announcement be included in the Spring newsletter. Ganong will work  
34 with Mueller to use both methods.

35  
36 **J. OPEN ITEMS.....K**

37 York reported she, Smelser, and other community members met with NTFPD Forest Fuels Manager Eric  
38 Horntveldt regarding the Fire Safe Council and to address a letter from John Moise. Moise asked that the  
39 Park, Recreation & Greenbelt Committee focus more on land use and greenbelt management.

40  
41 Smelser is also on the Fire Safe Council and agreed that adding at least one more community member would  
42 be a good idea. The Long-Range Planning Committee is also watching the forest fuels and land use issues.  
43 Grant noted that the Fire Safe Council is a community organization and ASCWD needs to consider the level  
44 of its involvement.

45  
46 There will be an item on next month’s agenda for a more in-depth discussion about the District’s role in the  
47 Fire Safe Council and consideration of expanding the Park, Recreation & Greenbelt Committee both in  
48 numbers and scope of work.



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Ganong asked that approval of the salary schedule for PERS be on the February agenda.

**K. CORRESPONDENCE TO THE BOARD.....L**

There was no correspondence for review.

**IV. CLOSED SESSION**

**V. DIRECTORS' COMMENTS**

**VI. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:44 AM. The next regularly scheduled Board meeting is Friday February 12, 2021 at 9:00 AM.

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

# Exhibit D1

**Subject:** *January 2021 Month End Review*

**For:** *Alpine Springs County Water District*

**To:** *The Board of Directors*

**Prepared by:** *Michael J. Dobrowski, CPA 02/05/21*

On a year to date basis our net income was \$121,083 more than the prior fiscal year. Current month total expenses were \$431,925 which was over budget by \$11,623. Our year to date net income was \$164,759 favorable to budget.

Our cash position has decreased by \$66,178 from the prior fiscal year and has decreased by \$95,331 from the prior month. Accounts receivable are \$18,199 higher than the prior year.

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

**Procedures Performed:** Made monthly depreciation entry.  
Reconciled Bank Accounts to last available statement.  
Payroll entries completed.  
Prepaid account adjusted to actual.  
Leave accrual adjusted on statements.  
Made Wells Fargo Investment entry.  
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 + \$143,305= \$143,305

Prior Year + (10% of annual revenues (\$1,678,989-245,942) less Garbage)

**Cash available for operations –** \$490,399

(Remaining balance \$633,704-143,305)

<b>Work in Progress Accounts</b>	<b>Current Year</b>	<b>Total</b>
Tank 4 & 4a Replacement	80,551	1,669,695
Forest Service Use Permit	0	5,118
AME Well Design	0	19,067
Updating Hydraulic Model / Fire Flow	9,078	9,078
Sewer Easement	<u>0</u>	<u>11,300</u>
Total	\$ 89,629	\$1,714,258

### Accounts Payable

NTFPD Contract	\$ 336,701.76
Total	\$ 336,701.76

### Sick and General Leave

COVID Sick leave	0.00 Hrs.	
Sick leave Hours	220.77 Hrs.	
General leave Hours and Dollars	551.95 Hrs.	\$ 19,731.61

### Prepays

Sun Life Dental (5103&04) (68.77+212.89) 1 month	\$ 281.66
Garbage Contract (5404.02) 2 Mo. @ \$11,674.72	\$ 23,349.44
Healthplan Services (51031&41) (134.78+108.79) 0 month	\$ 0.00
SDRMA Insurance (5120.00) 5 months @ 3,057.77	\$ 15,288.80
CALPERS (51031&41) (800.74+3,202.94) 0 month	\$ 0.00
Security Lock & Alarm (5231.00) 0 months @ 32.50	\$ 0.00
Sierra Office Solutions (5232.00) 0 month @ 156.72	\$ 0.00
Principal Life (5103&04) (25.80+51.60) 0 month	\$ 0.00
SDRMA (5120.00) Worker's Comp 5 months @ 664.85	<u>\$ 3,324.20</u>
Total	\$ 42,244.10

### Stale-Dated Checks

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

### Last disbursement issued from prior month

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
01/04/21	EFT010421	159.91	CalPERS

### Benefits Breakdown (YTD)

Health & Life Ins. (Active)	\$29,497.81	
Health & Life Ins. (Retired)	9,862.58	
Pension (Employee 6.75%)	8,712.19	(Employer 7.732% Effective 07/01/20)
Payroll Taxes	4,732.50	
Health plan co-ins.	<u>4,222.61</u>	
Total	\$ 57,027.69	

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

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Water Revenue	611,069	588,056	23,013
Connection Fees	27,166	12,607	14,559
Sewer Revenue	296,261	279,831	16,430
Garbage Revenue	245,942	240,752	5,190
Park Revenue	13,862	9,504	4,358
Fire Mitigation Fees	8,401	5,951	2,450
Fire Fuel Management Fees	24,124	23,421	703
Property Tax Revenue	420,874	397,256	23,618
Other Revenue	31,291	21,699	9,591
<b>Total Income</b>	<b>1,678,989</b>	<b>1,579,078</b>	<b>99,912</b>
<b>Gross Profit</b>	<b>1,678,989</b>	<b>1,579,078</b>	<b>99,912</b>
<b>Expense</b>			
Salaries and Wages - Admin	37,072	30,143	6,929
Salaries and Wages - O&M	126,118	131,155	(5,037)
Benefits - Office	10,589	9,355	1,234
Benefits - O&M	42,216	43,448	(1,232)
Health Plan Co-Insurance	4,223	2,900	1,323
Directors' Fees	5,475	4,675	800
Insurance - Administration	26,655	23,943	2,712
Park Expenditures	14,034	5,381	8,652
Parts/Tools/Misc. Equip	8,430	13,578	(5,148)
Postage and Delivery	2,475	3,603	(1,128)
Cleaning	1,545	2,475	(930)
Newsletter and Printing	1,318	3,534	(2,216)
Office Expense	10,658	8,734	1,924
Dues and Subscriptions	8,231	7,645	586
Bank and Collection Fees	1,778	1,691	87
Analytical Testing	1,094	1,808	(714)
Accounting Fees	36,380	35,211	1,169
Audit	0	2,546	(2,546)
Legal Fees	2,004	1,305	699
Consultants-Management	69,870	79,842	(9,972)
Consultants-Misc.	2,518	2,819	(301)

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

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change
NTFD Contract	352,145	326,382	25,763
Fire Fuel Management Fee	9,554	10,778	(1,224)
Building Maintenance	11,080	6,279	4,801
Equipment Maintenance - Admin	3,933	4,733	(800)
Vehicle Maintenance and Rep.	7,541	1,848	5,693
Maintenance Water and Sewer	59,688	155,351	(95,663)
Gas and Electric - Admin	24,634	13,246	11,388
SCADA System	16,147	22,519	(6,372)
Travel and Entertainment	337	101	235
Education Staff/Board	0	300	(300)
Uniforms	2,913	2,113	800
ASCWD Fuel	1,820	3,823	(2,002)
Telephone - Administration	10,514	5,328	5,187
Government Mandates	14,363	12,664	1,700
Garbage Services	81,723	80,828	895
Depreciation Expense	124,453	109,935	14,518
Miscellaneous - O&M	1,594	1,020	574
<b>Total Expense</b>	<b>1,135,122</b>	<b>1,173,037</b>	<b>(37,916)</b>
<b>Net Ordinary Income</b>	<b>543,868</b>	<b>406,041</b>	<b>137,827</b>
<b>Other Income/Expense</b>			
Other Income			
Interest Revenue	1,538	18,282	(16,744)
<b>Total Other Income</b>	<b>1,538</b>	<b>18,282</b>	<b>(16,744)</b>
<b>Net Other Income</b>	<b>1,538</b>	<b>18,282</b>	<b>(16,744)</b>
<b>Net Income</b>	<b>545,406</b>	<b>424,323</b>	<b>121,083</b>

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

January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Water Revenue	0	0	611,069	601,337	699,862
Connection Fees	0	1,051	27,166	7,354	12,607
Sewer Revenue	0	0	296,261	291,778	291,778
Garbage Revenue	0	0	245,942	249,686	249,686
Park Revenue	0	0	13,862	15,260	30,520
Fire Mitigation Fees	0	792	8,401	5,544	9,500
Fire Fuel Management Fees	0	0	24,124	23,798	23,798
Property Tax Revenue	0	0	420,874	442,227	737,045
Other Revenue	0	2,362	31,291	16,540	28,350
<b>Total Income</b>	<b>0</b>	<b>4,205</b>	<b>1,678,989</b>	<b>1,653,524</b>	<b>2,083,146</b>
<b>Gross Profit</b>	<b>0</b>	<b>4,205</b>	<b>1,678,989</b>	<b>1,653,524</b>	<b>2,083,146</b>
<b>Expense</b>					
Salaries and Wages - Admin	11,190	4,361	37,072	32,706	56,698
Salaries and Wages - O&M	16,109	15,321	126,118	125,543	215,599
Benefits - Office	1,835	1,460	10,589	10,951	18,985
Benefits - O&M	6,276	6,444	42,216	48,329	83,767
Health Plan Co-Insurance	297	583	4,223	4,081	7,000
Directors' Fees	700	720	5,475	5,040	8,650
Insurance - Administration	3,723	3,988	26,655	27,914	47,870
Park Expenditures	0	0	14,034	14,830	20,795
Parts/Tools/Misc. Equip	710	0	8,430	13,975	21,020
Postage and Delivery	238	287	2,475	3,768	7,115
Cleaning	480	251	1,545	2,921	5,000
Newsletter and Printing	0	0	1,318	2,360	3,720
Office Expense	861	2,196	10,658	9,371	16,795
Dues and Subscriptions	0	119	8,231	7,599	9,101
Bank and Collection Fees	74	75	1,778	525	1,150
Analytical Testing	210	192	1,094	2,569	3,525
Accounting Fees	5,242	5,205	36,380	36,437	62,482
Audit	0	0	0	18,800	18,800
Legal Fees	0	834	2,004	5,838	10,000
Consultants-Management	0	11,788	69,870	82,515	141,458
Consultants-Misc.	245	271	2,518	3,095	4,435
NTFD Contract	339,965	324,300	352,145	353,782	589,636
Fire Fuel Management Fee	0	0	9,554	14,280	23,798
OPEB Trust - Annual Funding	0	0	0	0	30,000
Building Maintenance	574	1,008	11,080	16,217	20,150
Equipment Maintenance - Admin	421	833	3,933	4,221	6,780
Vehicle Maintenance and Rep.	1,399	376	7,541	3,456	5,600
Maintenance Water and Sewer	0	1,668	59,688	141,066	147,050
Gas and Electric - Admin	7,945	5,282	24,634	31,469	52,400

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

January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
SCADA System	1,893	200	16,147	21,050	22,050
Travel and Entertainment	0	25	337	175	300
Education Staff/Board	0	292	0	2,044	3,500
Uniforms	406	292	2,913	2,344	3,800
ASCWD Fuel	0	0	1,820	2,916	5,300
Telephone - Administration	989	813	10,514	5,690	9,750
Government Mandates	589	1,539	14,363	15,952	21,015
Garbage Services	11,675	11,800	81,723	82,600	141,597
Depreciation Expense	17,779	17,779	124,453	124,453	213,345
Miscellaneous - O&M	102	0	1,594	4,700	4,700
<b>Total Expense</b>	<b>431,925</b>	<b>420,302</b>	<b>1,135,122</b>	<b>1,285,582</b>	<b>2,064,736</b>
<b>Net Ordinary Income</b>	<b>-431,925</b>	<b>-416,097</b>	<b>543,868</b>	<b>367,942</b>	<b>18,410</b>
<b>Other Income/Expense</b>					
Other Income					
Interest Revenue	578	1,815	1,538	12,705	21,800
<b>Total Other Income</b>	<b>578</b>	<b>1,815</b>	<b>1,538</b>	<b>12,705</b>	<b>21,800</b>
<b>Net Other Income</b>	<b>578</b>	<b>1,815</b>	<b>1,538</b>	<b>12,705</b>	<b>21,800</b>
<b>Net Income</b>	<b>-431,348</b>	<b>-414,282</b>	<b>545,406</b>	<b>380,647</b>	<b>40,210</b>



**Alpine Springs County Water District**  
**Balance Sheet Previous Year & Month Comparison**  
As of January 31, 2021

	Jan 31, 21	Dec 31, 20	\$ Change	Jan 31, 20	\$ Change
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
Petty Cash	185	185	0	178	6
Bank of the West	88,400	34,309	54,091	85,888	2,512
Placer County - Interest App.	353,550	353,550	0	32,835	320,715
Wells Fargo Advisors	18,593	18,593	(1)	469,210	(450,617)
LAIF Accounts	172,976	322,398	(149,422)	81,369	91,607
OPEB (CERBT) Prefunding	0	0	0	30,402	(30,402)
<b>Total Checking/Savings</b>	<b>633,704</b>	<b>729,036</b>	<b>(95,331)</b>	<b>699,883</b>	<b>(66,178)</b>
<b>Accounts Receivable</b>					
Accounts Receivable	33,650	32,194	1,456	15,450	18,199
<b>Total Accounts Receivable</b>	<b>33,650</b>	<b>32,194</b>	<b>1,456</b>	<b>15,450</b>	<b>18,199</b>
<b>Other Current Assets</b>					
Placer - Agency Taxes 390-770	420,877	420,877	0	0	420,877
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	42,244	22,617	19,627	37,834	4,410
County Collection Accounts	1,828	1,828	0	0	1,828
Deferred Pension Outflows	35,652	35,652	0	33,411	2,241
Deferred OPEB Outflows	2,694	2,694	0	0	2,694
<b>Total Other Current Assets</b>	<b>503,296</b>	<b>483,669</b>	<b>19,627</b>	<b>71,245</b>	<b>432,051</b>
<b>Total Current Assets</b>	<b>1,170,650</b>	<b>1,244,898</b>	<b>(74,248)</b>	<b>786,578</b>	<b>384,072</b>
<b>Fixed Assets</b>					
Land	360,436	360,436	0	360,436	0
Firehouse	376,338	376,338	0	376,338	0
Firehouse Vehicles & Equipment	343,336	343,336	0	343,336	0
Park	403,391	403,391	0	407,334	(3,943)
Park Improvements Depreciable	19,633	19,633	0	15,690	3,943
Land Improvements	129,444	129,444	0	129,444	0
Alpine Springs Interceptor	58,095	58,095	0	58,095	0
Water System	4,678,719	4,678,719	0	4,678,719	0
SCADA System	146,548	146,548	0	146,548	0
Sewer System	1,022,026	1,022,026	0	1,022,026	0
Building Improvements	357,090	357,090	0	357,090	0
Office Equipment	81,011	81,011	0	81,011	0
Vehicles	128,749	128,749	0	128,749	0
Maintenance Equipment	131,068	131,068	0	131,068	0
Truckee River Interceptor	358,524	358,524	0	358,524	0

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Accrual Basis

**Alpine Springs County Water District**  
**Balance Sheet Previous Year & Month Comparison**

As of January 31, 2021

	Jan 31, 21	Dec 31, 20	\$ Change	Jan 31, 20	\$ Change
Inflow and Infiltration	26,031	26,031	0	26,031	0
Work in Progress	1,714,258	1,714,258	0	1,537,355	176,902
Accumulated Depreciation	(4,833,395)	(4,815,616)	(17,779)	(4,605,754)	(227,641)
<b>Total Fixed Assets</b>	<b>5,501,303</b>	<b>5,519,082</b>	<b>(17,779)</b>	<b>5,552,041</b>	<b>(50,738)</b>
<b>Other Assets</b>					
Land Usage and Easement Right	12,318	12,318	0	12,318	0
<b>Total Other Assets</b>	<b>12,318</b>	<b>12,318</b>	<b>0</b>	<b>12,318</b>	<b>0</b>
<b>TOTAL ASSETS</b>	<b><u>6,684,270</u></b>	<b><u>6,776,298</u></b>	<b><u>(92,027)</u></b>	<b><u>6,350,937</u></b>	<b><u>333,333</u></b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
<b>Accounts Payable</b>					
Accounts Payable	336,702	0	336,702	326,382	10,320
<b>Total Accounts Payable</b>	<b>336,702</b>	<b>0</b>	<b>336,702</b>	<b>326,382</b>	<b>10,320</b>
<b>Other Current Liabilities</b>					
Retention Payable	65,159	65,159	0	0	65,159
OPEB Liability	389,109	389,109	0	374,512	14,597
Accrued vacation payable	19,732	17,113	2,618	10,268	9,464
Deferred Pension Inflows	1,234	1,234	0	2,684	(1,450)
Deferred OPEB Inflows	69,965	69,965	0	103,969	(34,004)
Net Pension Liabilities	8,482	8,482	0	2,372	6,110
<b>Total Other Current Liabilities</b>	<b>553,680</b>	<b>551,062</b>	<b>2,618</b>	<b>493,805</b>	<b>59,875</b>
<b>Total Current Liabilities</b>	<b>890,382</b>	<b>551,062</b>	<b>339,320</b>	<b>820,187</b>	<b>70,195</b>
<b>Total Liabilities</b>	<b>890,382</b>	<b>551,062</b>	<b>339,320</b>	<b>820,187</b>	<b>70,195</b>
<b>Equity</b>					
Retained Earnings	142,060	142,060	0	0	142,060
Retained Earnings - Garbage	378,687	378,687	0	390,340	(11,653)
Retained Earnings - Park	(213,774)	(213,774)	0	(196,650)	(17,124)
Retained Earnings - Sewer	1,129,309	1,129,309	0	1,122,262	7,047
Retained Earnings - Water	(2,258,798)	(2,258,798)	0	(1,150,543)	(1,108,255)
Fund balance Undesignated	352,739	352,739	0	343,325	9,414
Investment in plant & equip	5,570,990	5,570,990	0	4,450,424	1,120,566
Design. for Cap. Outlay	147,269	147,269	0	147,269	0
Net Income	545,406	976,753	(431,348)	424,323	121,083
<b>Total Equity</b>	<b>5,793,888</b>	<b>6,225,236</b>	<b>(431,348)</b>	<b>5,530,750</b>	<b>263,138</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>6,684,270</u></b>	<b><u>6,776,298</u></b>	<b><u>(92,027)</u></b>	<b><u>6,350,937</u></b>	<b><u>333,333</u></b>

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

	Jul '20 - Jan ...
<b>OPERATING ACTIVITIES</b>	
Net Income	545,406
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	61,733
1240.00 · Interfund Receivable:1240.03 · Due from (to) Interfund - 03	5,858
1240.00 · Interfund Receivable:1240.06 · Due from (to) Interfund - 06	(5,858)
1550.00 · Prepaid Expenses	3,181
1600.05 · County Collection Accts	16,097
1041.00 Placer Co - Taxes 770	(420,877)
1041.00 Placer Co - Taxes 770:1041.06 Placer Co-Agency Taxes	39,055
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	(36,688)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Accounts Payable...	84,061
2075.00 · Accrued Vacation Pay - 05 Fund	6,387
2010.05 · Accounts Payable - 05	(19,067)
<b>Net cash provided by Operating Activities</b>	<b>395,753</b>
<b>INVESTING ACTIVITIES</b>	
1725.00 · Park:1725.03 · Park Assets	3,943
1726.03 · Park Improvements Depreciable	(3,943)
1830.05 · Work in Progress:1835.05 · Tank 4 & 4A Replacement - 05	(80,551)
1830.05 · Work in Progress:1840.05 · Updating Hydraulic Model	(9,078)
1850.00 · Accumulate Depreciation:1850.06 · Accumulated Deprec. ...	7,987
<b>Net cash provided by Investing Activities</b>	<b>(81,642)</b>
<b>Net cash increase for period</b>	<b>314,111</b>
<b>Cash at beginning of period</b>	<b>319,593</b>
<b>Cash at end of period</b>	<b>633,704</b>

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Alpine Springs County Water District  
Check Register for Current Month

January 5 - 31, 2021

Date	Num	Name	Memo	Amount	Balance
01/15/2021	31719	AT&T	Account #530 583 2320 189 1	-208.57	-208.57
01/15/2021	31720	AT&T	Account #530 583 2342 637 3	-698.28	-906.85
01/15/2021	31721	Aramark	Customer #6728877	-163.02	-1,069.87
01/15/2021	31722	Cashman Equipment Company	Customer #001306	-1,398.56	-2,468.43
01/15/2021	31723	FedEx	Acct #1834-0409-1	-90.39	-2,558.82
01/15/2021	31724	Hunt Propane	Acct #5385	-1,890.38	-4,449.20
01/15/2021	31725	Intrado Enterprise Collaboration, Inc.	Account #330049 Invoice #1744801215	-82.45	-4,531.65
01/15/2021	31726	Liberty Utilities	Account 88509407-88105912 (Dec 2020)	-328.30	-4,859.95
01/15/2021	31727	Longo Inc.	Invoice 9462	-476.85	-5,336.80
01/15/2021	31728	Mountain High Home Services, LLC	Invoices 13941 & 13978	-480.00	-5,816.80
01/15/2021	31729	Office Depot	Acct # 60641324	-99.26	-5,916.06
01/15/2021	31730	Pam Zinn	Reimbursement	-14.99	-5,931.05
01/15/2021	31731	Placer County Clerk-Elections Division	Invoice #C108920	-250.00	-6,181.05
01/15/2021	31732	Principal Life	Account #1113469-10001	-77.40	-6,258.45
01/15/2021	31733	Professional Communications Messaging	Invoice #19307201012021	-42.40	-6,300.85
01/15/2021	31734	Security Lock and Alarm Inc.	Invoice 320512	-97.50	-6,398.35
01/15/2021	31735	Sierra Controls, LLC	Invoice 122080	-1,893.01	-8,291.36
01/15/2021	31736	Silver State Analytical Laboratories	Water Tests	-90.00	-8,381.36
01/15/2021	31737	Sun Life Financial	Policy #906384 Dental	-281.66	-8,663.02
01/15/2021	31738	Tahoe Truckee Sanitation Agency	Acct #17339.01	-549.36	-9,212.38
01/15/2021	31739	Tahoe Truckee Sanitation Agency	Acct #17348.01	-427.68	-9,640.06
01/15/2021	31740	Tahoe Truckee Sierra Disposal Co., Inc.	Customer #000355	-99.70	-9,739.76
01/15/2021	31741	Tahoe Truckee Sierra Disposal Co., Inc.	Customer #028540	-35,024.16	-44,763.92
01/15/2021	31742	The Paper Trail	Invoice 4559	-245.00	-45,008.92
01/15/2021	31743	Truckee Rents, Inc.	Cust #40252	-709.56	-45,718.48
01/15/2021	31744	The Union	Acct #10043406 North Tahoe Protectio...	-179.12	-45,897.60
01/15/2021	31745	ACC Business	Account #00001194781 12/11/20 - 01/1...	-476.60	-46,374.20
01/31/2021	31746	Aramark	Customer #6728877	-242.83	-46,617.03
01/31/2021	31747	Avaya Financial Services	Contract No. 753-0021553-000 Custom...	-158.91	-46,775.94
01/31/2021	31748	FedEx	Acct #1834-0409-1	-147.71	-46,923.65
01/31/2021	31749	Liberty Utilities	Account 88550011-88105912 (Dec 2020)	-5,812.79	-52,736.44
01/31/2021	31750	North Tahoe FPD	Residential Chipping & Forestry Progra...	-3,263.22	-55,999.66
01/31/2021	31751	Office Depot	Acct # 60641324	-18.51	-56,018.17
01/31/2021	31752	Pam Zinn	Reimbursement	-297.04	-56,315.21
01/31/2021	31753	Silver State Analytical Laboratories	Water Tests	-120.00	-56,435.21
01/31/2021	31754	USA BlueBook	Customer #814589	-102.18	-56,537.39
01/31/2021	31755	Verizon Wireless	Account #271135177-00001 (01/16/202...	-219.31	-56,756.70
01/31/2021	31756	Janet Grant	January Budget & Finance and Board	-175.00	-56,931.70
01/31/2021	31757	Janice Ganong	January Board of Directors	-125.00	-57,056.70
01/31/2021	31758	Evan Salke {1}	January Budget & Finance and Board	-150.00	-57,206.70
01/31/2021	31759	David Smelser {1}	January Board	-125.00	-57,331.70
01/31/2021	31760	Christine York	January Board	-125.00	-57,456.70

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Alpine Springs County Water District  
Subsequent Payments Listing

February 1 - 5, 2021

Date	Num	Name	Memo	Amount	Balance
02/02/2021	31761	CWEA	ID: 000314052  Customer #: 314052	-192.00	-192.00
02/02/2021	31762	Healthplan Services, Inc.	Case #230511	-243.57	-435.57
02/02/2021	31763	Michael J. Dobrowski, CPA, LLC	Inv#21029	-5,241.62	-5,677.19
*** Missing numbers here ***					
02/03/2021	EFT02032021	CalPERS	CalPERS ID: 2668620501 (February 2021)	-159.91	-5,837.10
*** Duplicate document numbers ***					
02/03/2021	EFT02032021	CalPERS (Active)	Customer ID: 2668620501 Health Insurance Feb 2021 (...)	-4,453.96	-10,291.06
*** Duplicate document numbers ***					
02/03/2021	EFT02032021	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance Feb 2021 (...)	-701.62	-10,992.68

# Exhibit D2

Hi, Chiefs.

Attached are the lists of response calls in January 2021 for NTFPD overall (237), MBF specific (12), and ASCWD specific (26). I've copied Shawn and Pam so they can include in their Board reports.

I've also attached the updated comparison graph.

Thank you.

*-Kelly*

Kelly McElravey  
Administrative Assistant I  
North Tahoe Fire Protection District  
222 Fairway Drive  
P.O. Box 5879  
Tahoe City, CA 96145  
Direct: 530.584.2303  
Fax: 530.583.6909



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Our offices are currently closed to the public due to the Coronavirus, but we are available by telephone (530) 583-2342 x3 or email.

If you have a WATER or SEWER emergency and it is during our normal business hours, please contact Miguel Ramirez, Operations Supervisor at (530)902-3190.

If it is after our regular hours you can contact the 24/7 emergency number at (866)696-9608 and someone will be paged.

Thank you and have a nice day and be safe :)

Pam Zinn  
Office Manager  
Alpine Springs CWD  
270 Alpine Meadows Road  
Alpine Meadows, CA 96146  
Office Hours 9am -3pm M-F (currently closed to the public)

NTPFD-ASCWD Response Calls  
January 2021

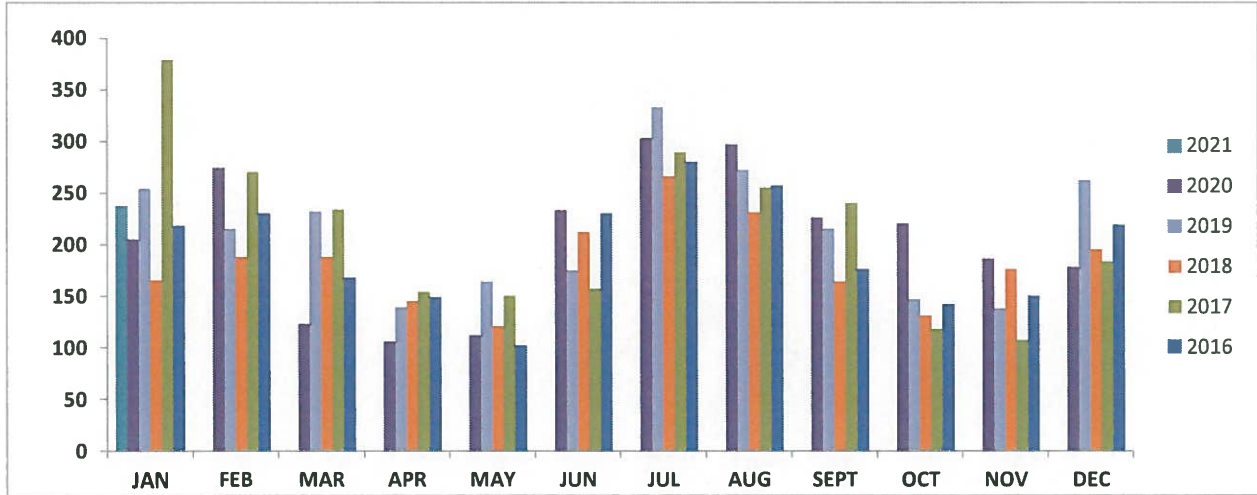
Basic Incident Number (FD1)	Basic Incident Date Time	Basic Incident Full Address	Basic Incident Postal Code (FD1.19)	Basic Incident Type (FD1.21)	Basic Apparatus Call Sign List	Basic Primary Action Taken (FD1.48)	Basic Additional Actions Taken 2 (FD1.66)
2021000047	1/1/2021 12:40	1540 UPPER BENCH Road	96146	Gas leak (natural gas or LPG)	B5, E56, M51	Investigate	
2021000051	1/1/2021 13:23	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Transport person	
2021000135	1/2/2021 12:53	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	Transport person
2021000219	1/3/2021 10:43	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	B5, M56	Provide advanced life support (ALS)	
2021000233	1/3/2021 12:28	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	Transport person
2021000375	1/4/2021 18:53	2190 BEAR CREEK Drive	96146	Chimney or flue fire, confined to chimney or flue	B5, E51, E56, M51	Investigate fire out on arrival	
2021000421	1/5/2021 10:35	1536 JUNIPER MOUNTAIN Road	96146	Dispatched and cancelled en route	M56	Cancelled en route	
2021000435	1/5/2021 11:56	2600 ALPINE MEADOWS Road	96146	Emergency medical service, other	M56	Emergency medical services, other	
2021000788	1/9/2021 11:44	2600 ALPINE MEADOWS Road	96146	Emergency medical service, other	M56	Transport person	
2021000803	1/9/2021 13:25	2600 ALPINE MEADOWS Road	96146	Emergency medical service, other	B5, M56	Transport person	
2021000889	1/10/2021 12:10	2600 ALPINE MEADOWS Road	96146	Emergency medical service, other	M56	Transport person	
2021001006	1/11/2021 17:09	1728 TRAPPER Place	96146	Emergency medical service, other	M56	Transport person	
2021001222	1/14/2021 10:49	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	
2021001252	1/14/2021 14:29	2430 RIVER RD / 2 ALPINE MEADOWS Road	96146	Motor vehicle accident with injuries	B5, M56, E51, M53, U51	Provide first aid & check for injuries	
2021001323	1/15/2021 13:07	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	
2021001423	1/16/2021 14:28	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	
2021001430	1/16/2021 15:31	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2021001495	1/17/2021 11:57	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Refusal of EMS care	
2021001574	1/18/2021 9:27	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Transport person	
2021001975	1/22/2021 13:14	2170 ALPINE MEADOWS Road	96146	Motor vehicle accident with injuries	B5, E51, E67, M56	Provide advanced life support (ALS)	
2021001984	1/22/2021 14:37	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51, M56	Transport person	
2021002081	1/23/2021 17:28	2090 CHALET Road	96146	Dumpster or other outside trash receptacle fire	B5, E56	Extinguishment by fire service personnel	
2021002137	1/24/2021 10:23	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Emergency medical services, other	
2021002348	1/26/2021 14:26	2600 ALPINE MEADOWS Road	96146	Emergency medical service, other	M51	Provide advanced life support (ALS)	
2021002687	1/29/2021 15:16	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M56	Transport person	
2021002899	1/31/2021 15:08	2600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	Provide advanced life support (ALS)

Calls = 26



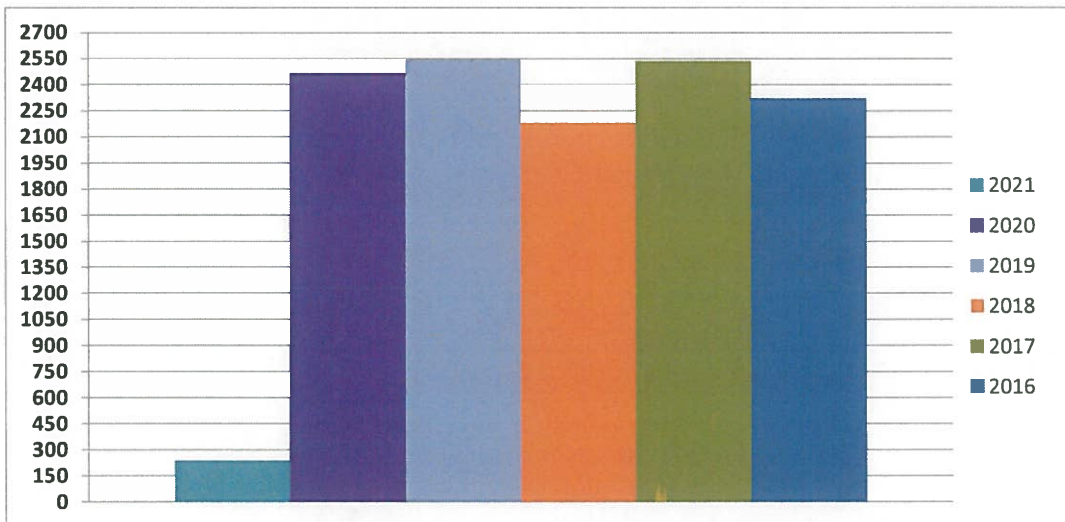
**NTFPD RESPONSE CALLS - MONTHLY COMPARISON**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<b>2021</b>	237											
<b>2020</b>	205	274	123	106	112	233	303	297	226	220	186	178
<b>2019</b>	254	215	232	139	164	175	333	272	215	147	138	262
<b>2018</b>	165	188	188	145	121	212	266	231	164	131	176	195
<b>2017</b>	379	270	234	154	150	157	289	255	240	118	107	183
<b>2016</b>	218	230	168	149	102	230	280	257	176	142	150	219



**YEAR TO DATE COMPARISON**

<b>2021</b>	237
<b>2020</b>	2463
<b>2019</b>	2546
<b>2018</b>	2182
<b>2017</b>	2536
<b>2016</b>	2321



Parcel Number	Unit	Permit Holder	Contact Email	Permit Number	Registered Street Address	Date(s) Inspected	Cleared
0953360004000	4	TAHOE RENTAL COMPANY CINDY DAVIS	INFO@TAHOERENTALCOMPANY.COM	STR20-11386	205 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA	10/1/2020 No	
0955400300000	32	TAHOE VACATION RENTALS	TVR@GPEAK.COM	STR20-11965	135 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0955400030000	3	Hauserman Rental Group	rentals@enjoytahoe.com	STR20-3532	135 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0955400060000	6	Tahoe Vacation Rentals	reservations@tahoevacationrentals.com	STR20-3551	135 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0955400240000	24	Kenneth Ostrow	easyko4@me.com	STR20-4147	135 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0955400310000	33	Tahoe Luxury Properties	info@tluxp.com	STR20-6400	135 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0955400160000	16	Hauserman Rental Group	rentals@enjoytahoe.com	STR20-6644	135 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0955400190000	19	James and Cynthia Lewis	ivyhillproperties@yahoo.com	STR20-70332	135 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0955400020000	2	TAHOE VACATION RENTALS	TVR@GPEAK.COM	STR20-70888	135 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0955400130000	13	TAHOE VACATION RENTALS	TVR@GPEAK.COM	STR20-8753	135 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0955400220000	22	TAHOE VACATION RENTALS	TVR@GPEAK.COM	STR20-8830	135 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0955400040000	4	TAHOE VACATION RENTALS	TVR@GPEAK.COM	STR20-8977	135 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0830850260000	N/A	Brian Payne	bpayne61@gmail.com	STR20-70632	1460 Pine Ave, Alpine Meadows, CA 96146, USA		
0830850270000	N/A	Dwane Platt	dbp@mac.com	STR20-9823	1470 Pine Ave, Alpine Meadows, CA 96146, USA		
0830850280000	N/A	Turnkey Vacation Rentals	ariana.capellini@turnkeyvr.com	STR20-12192	1498 Pine Ave, Alpine Meadows, CA 96146, USA		
0954200060000	28	Mark Bell	markrentstahoe@gmail.com	STR20-10005	205 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0953360004000	4	TAHOE RENTAL COMPANY CINDY DAVIS	INFO@TAHOERENTALCOMPANY.COM	STR20-11386	205 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0954200110000	23	CRITERION PROPERTIES, INC	DAVE@CRITERIONPROPS.COM	STR20-13610	205 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0953360007000	7	Anette Steinkopff	anettestein@hotmail.com	STR20-15074	205 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		
0954200080000	26	Mark Bell	markrentstahoe@gmail.com	STR20-2843	205 Alpine Meadows Rd, Alpine Meadows, CA 96146, USA		

# Exhibit D3



AGENDA NO: D3

MEETING DATE: 02/12/2021

## General Managers Report

**TO:** ASCWD Board of Directors **Date:** February 02 ,2021  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** General Manager and Office Activities for the Month of January 2021

### Projects

#### 1) White Wolf Subdivision

Participated in discussions with Placer County Planning Department, first with just Placer County staff to get up to speed on the project and secondly with the Placer County team, the Development team, and Stantec Engineering (representing the District).

Discussion was focused on the County's current need to get a letter from ASCWD to confirm whether the district has adequate water volumes to serve the new development along with all of the Districts current commitments. Without such a letter the county environmental process cannot be completed. At the Placer County team meeting, District staff requested that the developer's engineer, (Sauers Engineering of Nevada City), provide an engineering report that details the full water demands the development will place on the District's water supply. This report is needed before the District can provide any reasonable assurance as to adequate water supply.

#### Upcoming project activity

Sauers Engineering will prepare a Scope of work which outlines what will be included in the Engineering report to be submitted to the District. The District has agreed to review said scope of work to insure from the start the needed elements will be included for District's review and determination as to available water supply.

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

A review of the Districts Long Range Water Master Plan (prepared by Lumos and Associates in 2006) pertaining to the current and future known water supply commitments is needed to identify completeness and areas in need of updating.

#### 2) Alpine Sierra Subdivision

No activity this month.

### **3) Tank 4 and 4A Replacement**

No activity this month, to date RDC has not resubmitted for their final payment after their request for payment of \$41,470 had been rejected in December.

#### Upcoming project activity

Review of invoice for accuracy, completeness, and possible approval.

### **4) Fire Flow Analysis Juniper Mountain**

Anticipating a draft report from Stantec Engineering the week of February 8<sup>th</sup>.

#### Upcoming project activity

Review the draft report prepared by Stantec Engineering and provide comments.

### **5) B2B Gondola Project**

Met with Psomas Engineering to discuss the water and sewer line relocation project in respect to the building of a new gondola at the Alpine Meadows Ski Resort. Psomas is reviewing options for the routing of both the water and sewer lines to accommodate the gondola infrastructure. Psomas requested additional as build data and we were able to fulfill that request the same day.

#### Upcoming project activity

Psomas to provide a preliminary design for District review and comment.

## **General Business**

- Reviewed and prepared comment on the Districts FY 19/20 audit prepared by Damore Hamric Schneider, Inc. (DHSCPA) which included the Financial Statements and Independent Auditor's report, the Independent Accountant's Report on Agreed-Upon Procedures Applied to Appropriations Limit Schedules, and the Management Letter dated January 25, 2021. Submitted the required State Controllers Office (SCO) report cover sheet and the Census form (SCO Supplement) directly to the Census Bureau by the February 1, 2021 deadline.
- Attended the NTFPD monthly board meeting held via Go To Meeting on January 26. The contract for Fire services between the two districts was discussed and approved by the NTFPD Board. Due to technical difficulties my introduction comments were hard to understand however both Chief Leighton and President Baffone expressed that they look forward to an in-person meeting in the near future.
- Meet with Placer County Water Agency (PCWA) regarding the PCWA 2021 Financial Assistance Program and discussed what types of projects qualify and at what levels.
- Continued implementation of COVID-19 responses for the office. No general public access, observing social distancing, conducting most meetings and business through virtual meetings. Monitoring the rollout of the COVID-19 vaccine as to when District staff will be eligible to sign-up for an appointment.
- Received comments regarding the draft Management Discussion & Analysis (MD&A) from auditors. Revised the MD&A and submitted to auditors.
- Responded to one customer regarding the District Policy on the charging of late fees.
- Participated in monthly area General Managers meeting via virtual meeting.

## **Office Activities Performed by Office Manager**

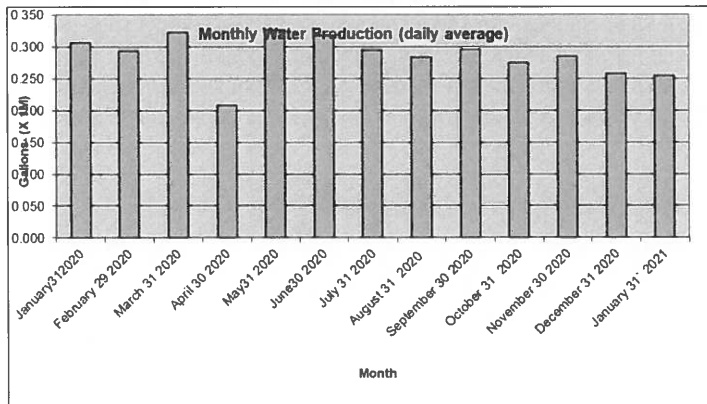
- Contacted the district financial institutes to update the General Manager/Treasurer's name on the accounts.
- Prepared the request and application for a District credit Card through Bank of the West in the amount of \$2000 dollars.
- Worked on finding a workable solution to provide remote Email and calendar conductivity. Currently the district utilizes Go Daddy as an email provider which is proving challenging to integrate to Microsoft office and calendars outside the Districts offices - not providing working meeting links or scheduling abilities.
- Worked with the Park Recreation and Greenbelt committee to post for community members interested in serving on the committee.
- Answered questions from community members about the gasex avalanche guns on the hill and how residents can get pre-notified before there use or testing.
- Worked with our outside webmaster making updates and changes to the District website.
- Started initial work on budget items.
- Worked with TTSD regarding curb side pick-up problems and answered questions regarding billing for a special pickup at a customer's home.
- Processed five change of account ownership.
- Sent out an Email announcement of the hiring of our new General Manager.
- Fulfilled a PRR request for a copy of the January 8<sup>th</sup>, 2021 Board meeting recording.
- Fielded calls regarding Christmas tree pick up in Alpine Meadows.

# Exhibit D4

## WATER/WASTE WATER REPORT FOR 1-1-21 THRU 1-31-21

TO: Board of Directors  
 DATE: February 12th, 2021  
 FROM: Miguel Ramirez, Operations & Maintenance

### January 2021



Well#	GPM	Production
H1	60	2,849,699
H2 & H4	105	5,002,798
H3	12	581,920
AMEW	220	0
R-1 Well	240	0
<b>TOTAL GALLONS PRODUCED</b>		<b>8,434,417</b>

### II. Waste Water SYSTEM: Normal Waste Water Flows for: 31 Day Report January 2021

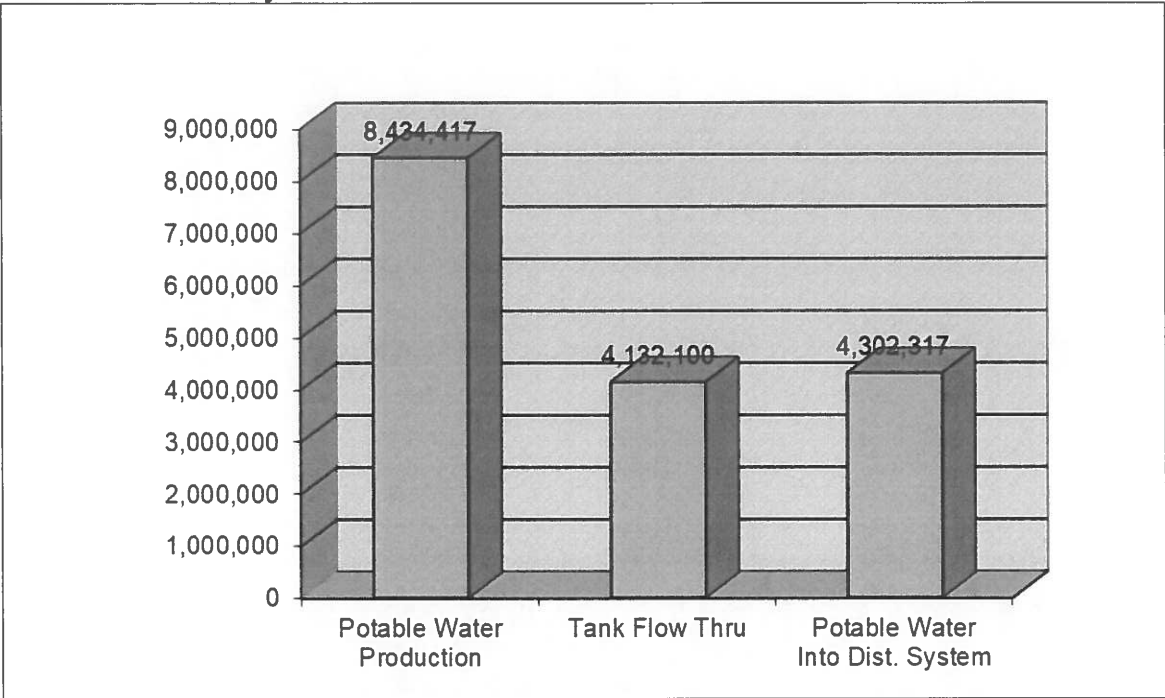
<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
.011 MGD	.176 MGD	.054 MGD

#### Maintenance performed:

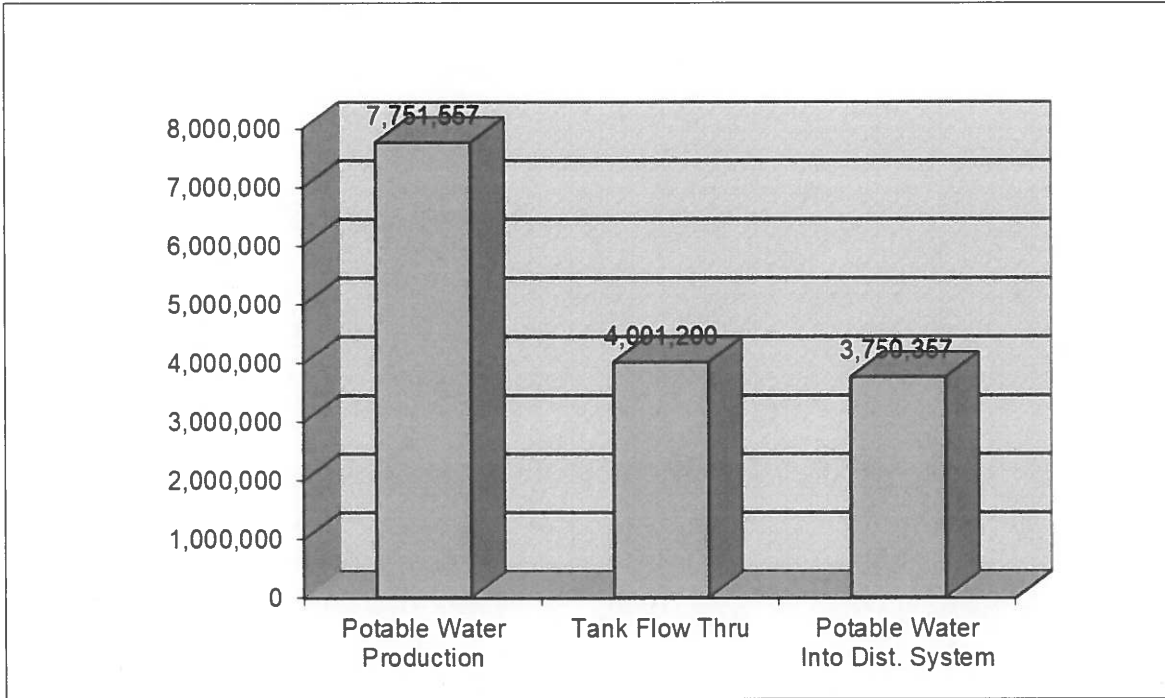
All routine zone samples came back absent from Coliform and E-coli.  
 Tank inspections were completed twice due to major wind events.  
 Snowmaking is completed for the season with 21.5 million gallons used.  
 We assisted Longo INC on a small leak in BC that slowly ended up being a bigger leak due to procrastination. (410k gallons).  
 Our Generac generator for our building had repair as did our backhoe.  
 We also did a bunch of snow removal on our Hydrants, buildings etc.  
 We currently have 41 homeowner leaks in the valley.



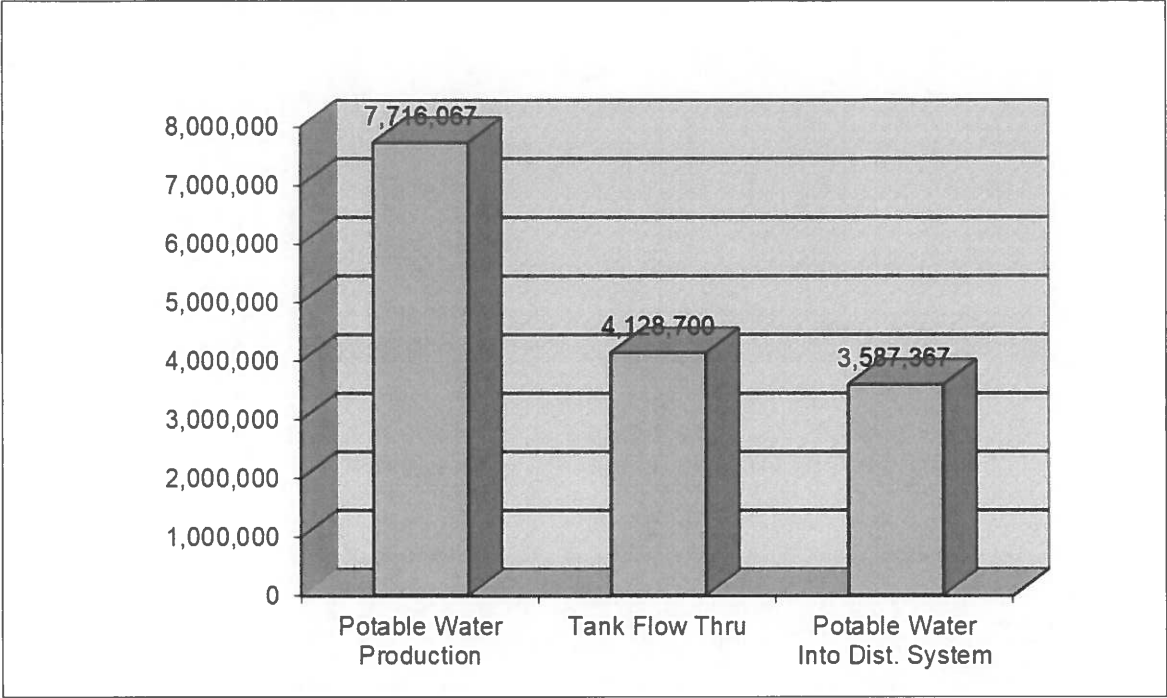
**III. MASS BALANCE: January 2021**



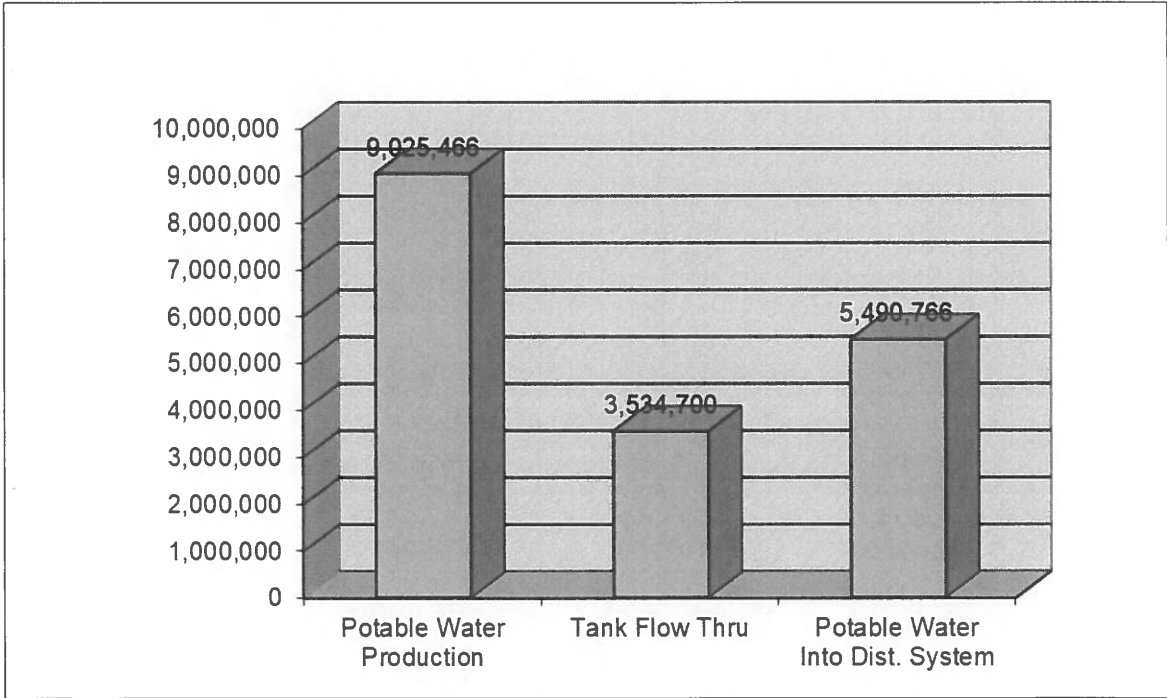
**III. MASS BALANCE: December 2020**



**III. MASS BALANCE: November 2020**



**III. MASS BALANCE: October 2020**



# Exhibit D5

## ALPINE SPRINGS COUNTY WATER DISTRICT

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

# TAHOE-TRUCKEE SANITATION AGENCY BOARD MEETING REPORT FOR JANUARY 20, 2021

Date: Wednesday, January 20, 2021

Location: Via Teleconference (Zoom)

Time: 9:00 AM

Members: Blake Tresan/Truckee Sanitary District  
Dale Cox/SVPSD, President  
Lane Lewis/NTPUD  
Dave Smelser/ASCWD  
LaRue Griffin, General Manager, TTS-A

Staff: All Management members were also online via Zoom

1. The flow from Alpine Meadows is unrestricted and in compliance.
2. All wastewater discharge requirements are being met.
3. It was reported by the General Manager that the Lab process and S.O.P.'s were updated and corrected as directed by Lahontan and ELAP by the due date required.
4. The hiring search for a Lab Director is proceeding with some good candidates.
5. There was a presentation by a green waste company to rent some land in the TTSA buffer zone to create a treatment and storage facility. The board pretty much voiced a no to the idea.
6. There was a presentation from California Special Districts Association about money for Covid Relief, i.e time off/sick leave, P.P.E. costs, etc. We could look into this for ASCWD if we have not done so.

Respectfully submitted,

David Smelser

# Exhibit E1



AGENDA NO: E1

MEETING DATE: 02/12/2021

## Staff Report

**TO:** ASCWD Board of Directors **Date:** January 26,2021  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** Presentation and Discussion of the Fiscal Year 2019/20 Financial Statements and Independent Auditor's Report

### **RECOMMENDATION**

**Receive and approve the FY 2019/20 Financial Statements and Independent Auditor's Report for the period July 1, 2019 through June 30, 2020.**

### **BACKGROUND**

Damore Hamric Schneider, Inc. (DHSCPA) a professional accounting firm out of Sacramento has been completing the Alpine Springs County Water District (ASCWD) annual financial audit since completion of fiscal year 2002/03. The auditors were onsite from September 14, 2020 through September 18, 2020 to review expenditures, revenues, contracts and general accounting processes for both accuracy and internal controls (fraud prevention). After the audit team collected its information, the issues discovered, if any, are presented as audit findings in the attached Independent Auditor's Report. The management letter memorandum (included with Attachment 3) outlines two audit recommendations, both of which management concurs with.

### **DISCUSSION**

DHSCPA issued the Financial Statements and Independent Auditor's report (Attachment 1), the Independent Accountant's Report on Agreed-Upon Procedures Applied to Appropriations Limit Schedules (Attachment 2) and the Management Letter dated January 25, 2021 (Attachment 3).

Highlights of the Financial Statement results include:

#### **Independent Auditor's Report (pages 3 through 4)**

The auditors have expressed reasonable assurance that the financial statements, for the year ended June 30, 2020, are presented "fairly, in all material respects..."

#### **Management's Discussion and Analysis (MD&A) (pages 5 through 12)**

Page 5 of the annual audit report begins the MD&A section of the report wherein summaries are presented for ASCWD on an entity-wide basis. Information is provided in this section with a year-to-year view, explaining how fund balances have changed between fiscal years ending June 30, 2019 and June 30, 2020. The MD&A section closes by highlighting economic factors and future budget considerations.

#### **Statement of Net Position (page 13)**

The Statement of Net Position serves as a useful indicator of a government's financial position.

ASCWD's government activities net position is \$1.207 million at fiscal year-end as compared to \$1.209 million the prior year, an overall decrease of 2,494 over the prior fiscal year.

ASCWD's business-type activities increased from \$3.9 million to \$4.04 million, an increase of \$144,551. The increase is largely attributable to an increase in capital assets, primarily the completion of the new 870,000-gallon water storage tank.

In total, combined government activities and business-type activities, the District's net position increased by \$142,057, from \$5.1 million as of June 30, 2019 to \$5.24 million as of June 30, 2020.

#### Basic Financial Statements (pages 14 through 55, including footnotes)

This section contains basic financial statements, including the Statement of Activities, financial statements for the fund types including Governmental Funds and Proprietary Funds.

The footnotes section provides details on significant items such as the ASCWD's cash and investments (note 3 beginning on page 31), its Plant and Equipment listings (note 6 page 36), information on the Defined Benefit Pension Plan (note 8 on page 38), and a discussion of the ASCWD's long-term commitments (note 13 on page 55).

#### Required Supplementary Information (pages 57 through 60)

The schedules of OPEB Contributions and Net Pension Liability are provided in this section.

#### General Fund Year-End Revenues Over Expenditures

With receipt of higher than expected property tax revenue and interest earnings, ASCWD's General Fund closed FY 2019/20 with \$17,159 in revenues over expenditures. These funds will increase the General Fund balance for fiscal year end to \$369,898.

#### Management Letter Memorandum

Included in the Auditor's Management Letter (Attachment 3) are the following two recommendations noted by the auditor's as a result of their field work:

##### *Retention Payable:*

First, the auditors noted that retention payables were not always recorded (for one project). As a result, the auditors recommended that "management monitor and review the recording of all fixed asset acquisitions to ensure proper recording of retention payables."

Management Response: Management concurs with this recommendation and staff will work together to identify and record fixed assets and retention portion. The General Manager and District Accountant will review transactions quarterly to identify outstanding projects that may require retention payable balances.

##### *Unrecorded Liabilities:*

The auditor's noted one invoice that pertained to fiscal year end June 30, 2020 that was not included in the year-end accounts payable balance. As a result, the auditors "recommend that management accrue for all expenses that were incurred during the fiscal year."

Management Response: Management concurs with this recommendation and the District Accountant and support staff will continue to review all invoice details to ensure all expenses are recorded in the proper period.

## **CONCLUSION**

Vera Kis from DHSCPA will present the FY 2019/20 audit reports to the Board on February 12, 2021. There are three reports in total as follows:

- ASCWD's 2019/20 Financial Statements and Independent Auditor's Report
- Independent Accountant's Report on Agreed-Upon Procedures Applied to Appropriations Limit Schedules
- Management Letter

## **Attachments**

1. ASCWD's 2019/20 Financial Statements and Independent Auditor's Report
2. Independent Accountant's Report on Agreed-Upon Procedures Applied to Appropriations Limit Schedules
3. Management Letter



# Exhibit E2



AGENDA NO: E2

MEETING DATE: 02/12/2021

## Staff Report

**TO:** ASCWD Board of Directors

**Date:** January 26,2021

**FROM:** Joe Mueller, General Manager

**SUBJECT:** ASCWD Pay Schedules

### **RECOMMENDATION**

Staff recommends the Board adopt the attached "Alpine Springs County Water District Hourly Salary Schedule" and have the pay schedule publicly available.

### **ALTERNATIVES**

The Board could choose to not adopt the attached pay schedule, direct staff to make modifications, or provide other direction.

### **FISCAL IMPACT**

There is no fiscal impact related to the recommendation.

### **BACKGROUND**

The background information is copied out of an Email provided by District Counsel, Laura Fowler of BB&K. "Because the District participates in CalPERS retirement for all CalPERS-eligible positions, the District is required to adopt a publicly available pay schedule. Failure to comply with this requirement could mean that none of the base salary paid to employees is PERSable. In order to comply with CalPERS requirements, this pay schedule must be adopted by the Board at a public meeting. While commonly referred to as a "salary" schedule, all positions that participate in CalPERS must be listed whether paid on an hourly or salaried basis (and whether exempt or non-exempt). It's a requirement imposed by CalPERS regulations, and the District is required to abide by it as a CalPERS member agency. Here's an excerpt from the California regulations (2 CCR 570.5) imposing the requirement:

(a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;

- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- (6) Indicates an effective date and date of any revisions;
- (7) Is retained by the employer and available for public inspection for not less than five years; and
- (8) Does not reference another document in lieu of disclosing the payrate.

We discovered the absence of a salary schedule when preparing the District's new General Manager agreement (in connection with the recommendation that the salary schedule be updated to reflect the General Manager position, as the position was previously classified as a contractor)."

#### **DISCUSSION**

Based on recommendations from BB&K, Staff recommends the Board adopt the attached "Alpine Springs County Water District Hourly Salary Schedule" and have the pay schedule publicly available.

#### **ATTACHMENTS**

1. CalPERS Payroll Circular Letter Dated January 8, 2020
2. Alpine Springs County Water District Hourly Salary Schedule

**Alpine Springs County Water District  
Hourly Salary Schedule**

Effective Date	General Manager		Officer Manager		O&M Supervisor		O&M Trainee	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
July 1, 2016	N/A	N/A	\$28.84	\$39.47	\$25.24	\$34.53	N/A	N/A
July 1, 2017	N/A	N/A	\$29.68	\$40.62	\$25.97	\$35.54	N/A	N/A
July 1, 2018	N/A	N/A	\$30.79	\$42.13	\$26.93	\$36.86	N/A	N/A
July 1, 2019	N/A	N/A	\$31.82	\$43.54	\$27.84	\$38.09	\$22.33	\$30.55
July 1, 2020	\$98.65	\$135.00	\$32.13	\$43.97	\$28.12	\$38.47	\$22.55	\$30.86

Revised: January 8, 2021

# Exhibit E3



AGENDA NO: E3

MEETING DATE: 02/12/2021

## Staff Report

**TO:** ASCWD Board of Directors

**Date:** February 02 ,2021

**FROM:** Joe Mueller, General Manager

**SUBJECT:** For the District's Park, Recreation, and Greenbelt Committee discuss, for approval, the committees selected community members from interested applicants and discuss expanding the Park, Recreation, and Greenbelt Committee's focus to include fire safety (defensible space) on district owned properties.

### BACKGROUND

- a) Currently there are three members of the public that serve on the Park, Recreation, and Greenbelt Committee. By policy number 6.0.0 Park, Recreation and Greenbelt Committee, the Committee can have up to six members of the public serve.
- b) On November 1, 2020, the Alpine Meadows Fire Safe Council (AMFSC) sent a letter to ASCWD Board of Directors that was included and discussed at the Regular board meeting on 11/12/2020. Subsequently on 12/22/2020 a meeting was arranged to discuss the intent of the letter and desired outcomes listed in this letter, representatives from AMFSC, ASCWD, and NTFPD attended. The four requests from AMFSC discussed were 1) Fire reduction plan for ASCWD properties 2) Establish a committee of the Board to focus on fire safety 3) Adequate water pressure for fire suppression and 4) Include fire safety information in existing ASCWD communications to property owners.

At the January 8<sup>th</sup>, 2021 Board of Directors meeting, Director Ganong requested that the board, as a whole, discuss next steps, which was suggested could include the Park, Recreation, and Greenbelt Committee involvement in the AMFSC request for a committee to focus on fire safety. Any change in focus of the committee would require a change to the Park, Recreation, and Greenbelt Committee Policy.

### DISCUSSION

- a) Discuss for approval the committees selected community members from interested applicants. Twelve applications were received from community members expressing interest to serve on the Park, Recreation, and Greenbelt Committee. The Park, Recreation and Greenbelt Committee will meet on February 11, 2021 to review and discuss the applications and recommend that

the board appoint two to three new committee members to the Park, Recreation and Greenbelt Committee (given the timing of the Committee's discussion on February 11, recommended applicant materials will be discussed at the ASCWD Board meeting on February 12, 2021).

- b) Discuss expanding the Park, Recreation, and Greenbelt Committee's focus to include defensible space on district owned properties.

### **ALTERNATIVES**

- a) The Board could choose not to appoint the selected community members to the Park, Recreation and Greenbelt Committee

### **FISCAL IMPACT**

There is minimal fiscal impact, should the Park, Recreation, and Greenbelt Committee's focus be expanded, the Committee would likely require additional meetings to discuss this potential new role. District appointed Director representation on the Committee includes a small stipend for each meeting.

# Exhibit E4



# Exhibit E5

# Exhibit E6



AGENDA NO: E4, E5, E6

MEETING DATE: 02/12/2021

## Staff Report

**TO:** ASCWD Board of Directors

**Date:** February 02 ,2021

**FROM:** Joe Mueller, General Manager

**SUBJECT:** Discuss and provide direction on Alpine Springs County Water District Board of Director Appointments

### **BACKGROUND**

District staff have received notice of three opportunities for District Board of Director inclusion on discretionary boards. The notification for opportunities came from the following agencies:

1. Special District Risk Management Authority (SDRMA) for the January 1, 2022 through December 31, 2025 term
2. California Special Districts Association (CSDA) for the 2022-24 term.
3. Placer County Local Agency Formation Commission (PLAFCO) for a four-year term expiring in May 2024

### **DISCUSSION**

Representation on the above boards is discretionary and could serve as an opportunity for District representation and inclusion. All three of the opportunities brought forward are to be nominated for a vacant Board position after which a voting process of board membership will take place. Detailed information for each Board and expectations for Board participation are included in the Attachments to this staff report. A summary of Board expectations follows:

**SDRMA:** (Special District Risk Management Authority)

SDRMA is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies. Seven-member Board with four seats up for election this year. These are four-year terms beginning January 1, 2022 and ending on December 31, 2025.

SDRMA provides a stipend of \$220 per meeting day or day of service rendered as well as reasonable travel and lodging. The Board meets seven to ten times annually, with an average of eight board meetings per year, typically the first Wednesday and Thursday of the month. This requires an average commitment per month of 15 to 20 hours.

**CSDA:** (California Special Districts Association)

CSDA governing body is responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. Representation on this Board requires

a commitment to attend all Board meetings, average of four to five meetings annually. Meetings are held at CSDA offices in Sacramento. The Board members must commit to participate in at least one CSDA committee, an additional three to four meetings per year, and attend CSDA annual events such as the Special Districts Legislative Days and CSDA Annual Conference. The representatives must also complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.

*PLAFCO: (Placer Local Agency Formation Committee)*

*This opportunity is for nomination for one regular and one alternative Special District representative seat on Placer Local Agency Formation Committee. While detailed information on meeting requirements and frequency was not clearly provided it is noted that the new terms will expire in May 2024.*

### **FISCAL IMPACT**

There could be some minimal fiscal impacts, depending on travel and meeting commitments.

# 2021 Nomination Packet Checklist



## SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 20, 2021, marks the official commencement of the election process for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in 2021.

**For your convenience we have enclosed the necessary nomination documents and election process schedule.** Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our website [www.sdrma.org](http://www.sdrma.org) and/or by calling SDRMA Member Services at 800.537.7790.

- \_\_\_ **Attachment One:**     **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.
  
- \_\_\_ **Attachment Two:**     **SDRMA Board of Directors 2021 Nomination/Election Schedule:** Please review this document for important deadlines.
  
- \_\_\_ **Attachment Three:**   **SDRMA Election Policy No. 2021-02:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.
  
- \_\_\_ **Attachment Four:**     **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.
  
- \_\_\_ **Attachment Five:**     **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

**Please complete and return all required nomination and election documents to:**

SDRMA Election Committee  
C/O Paul Frydendal, COO  
Special District Risk Management Authority  
1112 "I" Street, Suite 300  
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS  
FACT SHEET

## SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	SDRMA Board of Directors consists of <b>seven Board Members</b> , who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Four Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. <b>Four seats are up for election this year.</b>
Term of Directors	Directors are elected for <b>four-year terms</b> . Terms for directors elected this election begin January 1, 2022 and end on December 31, 2025.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Ordinance No. 2020-01 and applicable laws and are allowed to claim a stipend of \$220 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from <b>seven to ten times annually</b> with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held <b>1:00 to 5:30 p.m. Wednesday</b> and <b>8:00 to 10:00 a.m. Thursday.</b>
Meeting Length	Meetings are <b>four to six hours</b> on average.
Average Time Commitment	Commitment per month ranges from <b>15 to 20 hours.</b>

*"The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner."*

**SDRMA BOARD OF DIRECTORS  
2021 NOMINATION/ELECTION SCHEDULE**



# 2021 Nomination/Election Schedule



TASK TIMELINE
1/6 Board approves Election Schedule
1/20 Email Notification of Election and Nomination Procedure to Members in January at least 90 days prior to mailing Ballots (117 actual days)
5/3 Deadline to return Nominations
5/5 Tentative Election Comm. Reviews Nominations
5/18 Ballots available in MemberPlus at least 60 days prior to ballot receipt deadline (89 actual days)
8/16 Deadline to Receive Ballots
8/18 Tentative Election Comm. Counts Ballots
8/19 Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
11/3-4 Directors' Elect Invited to SDRMA Board Meeting
1/2022 Newly Elected Directors Seated and Election of SDRMA Board Officers

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**SDRMA BOARD OF DIRECTORS  
ELECTION POLICY NO. 2021-02**

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**A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE**

WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and

WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and

WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and

WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and

WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in ensuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

**1.0. Election Schedule**

1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

**2.0. Election Committee**

2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two (2) presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots

of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

### 3.0. Member Notification of Election

- 3.1. Authority staff shall provide emailed notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include (1) where to locate election documents in MemberPlus; (2) the number of Director seats to be filled by election; and (3) a summary of nomination/election deadline dates.

### 4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original wet signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by (1) personal delivery; (2) U.S. mail; or (3) courier. To assure the Statement of Qualifications has affixed the candidate's original wet signature, the Statement of Qualifications may not be delivered by electronic mail. When ballots are provided to the membership, each candidate's "Statement of Qualifications" form will be available to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be provided by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the

candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are made available to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

#### 5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail or emailed to SDRMA. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be provided to the membership for election via MemberPlus as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will email acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for posting the ballots. After that date, all qualified nominees names shall appear on the ballot provided to the membership.

#### 6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

#### 7.0. Campaigning

- 7.1. SDRMA staff will publish via MemberPlus each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been published and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election documents for the membership, including ballots and candidates' "Statement of Qualifications", shall be made available via MemberPlus upon sending out an e-blast announcement via email.

## 8.0. Limitations on Campaigning

### 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be made available to each SDRMA member agency via MemberPlus, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the distribution of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency at a public meeting and the ballot MUST be signed by an authorized agency official.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.
- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original wet signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.



9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

**10.0. Election Results**

10.1. All ballots will be tabulated at SDRMA's office only after the deadline for receiving ballots. Ballots will be tabulated by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).

10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

10.3. Excluding tie votes, within five (5) days after the ballots tabulated Authority staff shall advise the candidates and their respective agency via email of the final election results. Copies of the results shall also be emailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.

10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.

10.5. Staff shall invite newly elected director(s) to attend the last Board meeting of the year after confirmation of election results. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).

10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of

the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

#### 11.0. Director Vacancy

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

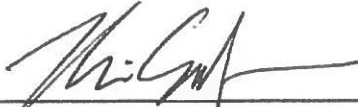
- a) notify all then member entities via email that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) candidates shall submit the following, by the date specified in the notice:
  - i) a letter of interest; and
  - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
  - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) upon verification or rejection of each application by the Election Committee, staff will email acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone or via Zoom at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

Revised and adopted this 6<sup>th</sup> day of January 2021, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

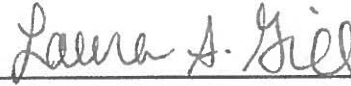
This Policy No. 2021-02 supersedes Policy No. 2019-08 and all other policies inconsistent herewith.

APPROVED:



Michael Scheafer, President  
Board of Directors

ATTEST:



Laura S. Gill, ICMA-CM, ARM, ARM-P, CSDM  
Chief Executive Officer

**SAMPLE  
RESOLUTION FOR  
CANDIDATE NOMINATION**

**Downloadable Resolution (MS Word Version) is provided in the  
"2021 Election Information" link on the SDRMA Website**

**[AGENCY NAME]**  
**RESOLUTION NO.**

**A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING [CANDIDATE'S NAME]  
AS A  
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF  
DIRECTORS**

**WHEREAS**, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

**WHEREAS**, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

**WHEREAS**, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

**WHEREAS**, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2021-02, Section 4.1 and be an active member agency of **both** SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 3, 2021 filing deadline in order for the candidate's name to be placed on the official ballot.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. **[ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY:** The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2021-02, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 3, 2021 filing deadline.

**ADOPTED** this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES:	<u>[LIST NAMES of GOVERNING BOARD VOTES]</u>
NAYES:	"
ABSTAIN:	"
ABSENT:	"

APPROVED:

ATTEST:

\_\_\_\_\_  
President – Governing Body

\_\_\_\_\_  
Secretary

## CANDIDATE'S STATEMENT OF QUALIFICATIONS

Provided are 2 sets of the **Candidate's Statement of Qualifications** Form and can be completed one of two ways as follows:

- 1 set is downloadable to be completed by hand, or
- 1 set is an online fillable PDF Form.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate\* \_\_\_\_\_  
District/Agency \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)**

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**What is your overall vision for SDRMA? (Response Required)**

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**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Candidate\*

District/Agency

Work Address

Work Phone

Home Phone

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

**What is your overall vision for SDRMA? (Response Required)**

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

RECEIVED

FEB 2 2021



**California Special  
Districts Association**  
*Districts Stronger Together*

Alpine Springs County  
Water District

**DATE:** January 28, 2021  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT:** **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT A**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2024 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 29, 2021. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
Fax: 916.442.7889  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021. The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

**Northern Network** Seat A – Ralph Emerson, GM, Garberville Sanitary District\*  
**Sierra Network** Seat A – Noelle Mattock, Director, El Dorado Hills Community Services District\*  
**Bay Area Network** Seat A – Chad Davisson, GM, Ironhouse Sanitary District\*  
**Central Network** Seat A – Vacant  
**Coastal Network** Seat A – Elaine Magner, Director, Pleasant Valley Recreation and Park District\*  
**Southern Network** Seat A – Jo MacKenzie, Director, Vista Irrigation District\*

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [Amberp@csda.net](mailto:Amberp@csda.net) by March 29, 2021 in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 28, 2021 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 16, 2021.

The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

(\* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

**Return this form and a Board resolution/minute action supporting the candidate  
and Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

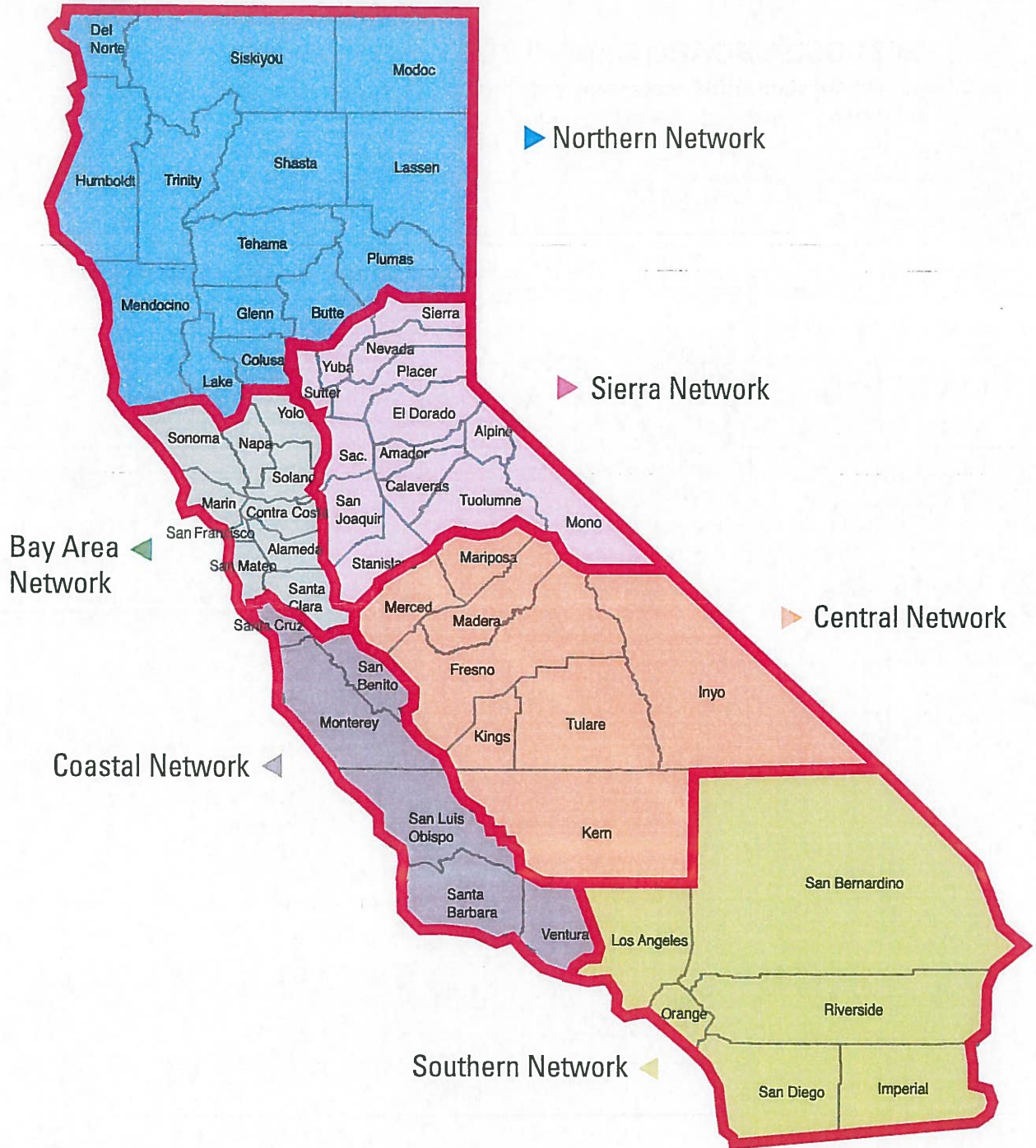
amberp@csla.net

**DEADLINE FOR RECEIVING NOMINATIONS – March 29, 2021**



California Special Districts Association

# DISTRICT NETWORKS





# PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

110 Maple Street, Auburn, California 95603 - 530-889-4097  
lafco@placer.ca.gov/2704/Local-Agency-Formation-Commission-LAFCO

**COMMISSIONERS:**

February 2, 2021

Robert Weygandt  
Chair (County)

Joshua Alpine  
Vice Chair (Special Districts)

Bonnie Gore  
(County)

Paul Joiner  
(City)

William Kahrl  
(Special Districts)

Joe Patterson  
(City)

Susan Rohan  
(Public)

**ALTERNATE  
COMMISSIONERS:**

Scott Alvord  
(City)

Jim Holmes  
(County)

Mike Lynch  
(Special Districts)

Jeffrey Starsky  
(Public)

**STAFF:**

Kristina Berry, AICP  
Executive Officer

Vacant  
Clerk to the  
Commission

William Wright  
LAFCO Counsel

Presiding Officer/Chair  
Placer County Special District

From: Kris Berry, Executive Officer

Re: Call for Nomination--Special District Representative

Dear Presiding Officer/Chair:

This letter is the official call to open the nomination period for one regular and one alternate Special District representative seat on the Placer Local Agency Formation Commission.

The current Special District representatives are regular member Joshua Alpine, Placer County Water Agency (term expired May, 2020), and alternate member Mike Lynch, Auburn Recreation and Park District (term expired May, 2020). These Commissioners will serve the LAFCO Commission until new appointments are made. It is necessary to select a Special District representative and alternate representative for a four-year term. The new terms will expire in May, 2024.

Under Section 56332 of the Cortese-Knox-Hertzberg Act, the Executive Officer calls meetings of the Special District selection committee. The committee consists of the Presiding Officers of each independent Special District within the County (or members appointed by the legislative bodies to attend in the Presiding Officer's place). There are thirty-eight (38) such independent Special Districts in the County. A quorum would consist of one more than half of this number, twenty (20).

In the past, it has proven difficult given the busy schedules of most board members, to select a time when a sufficient number of Presiding Officers could be assembled to achieve a quorum.



Recognizing that it may be infeasible to hold a meeting at a time that is convenient for a quorum to attend, Section 56332(f)(3) allows for the Executive Officer to conduct the election for Special District representatives in writing. Under this new procedure, the Executive Officer call for nominations may be sent and submitted to by electronic mail within thirty (30) working days, allowing sufficient time for directors of the districts to take formal action on nominations. At the end of the nominating period, the Executive Officer prepares a ballot with voting instructions and sends the ballot to each district, allowing thirty (30) days for balloting. The Executive Officer then tallies the ballots and announces the results.

A nominee must be the Presiding Officer or a member of the legislative body of an independent Special District. The Cortese-Knox-Hertzberg Act encourages the selection of Special District representatives to represent the diversity of the districts with respect to population and geography.

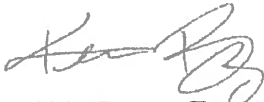
The nomination period shall close at 4:30 p.m. on Tuesday, March 16, 2021. Nominations must be submitted by that time to:

Placer LAFCO  
110 Maple Street  
Auburn, CA 95603

Upon the closing of the nomination period, staff will prepare and mail a ballot to each Special District with voting instructions. Ballots will be due thirty (30) days after mailing.

If you have any questions about this procedure, please feel free to contact this office.

Sincerely,



Kris Berry, Executive Officer  
Placer LAFCO

# Exhibit F1

**EXHIBIT WILL  
BE ISSUED AT  
THE BOARD  
MEETING**

TREASURER REPORT JANUARY 2020

				Period Ending	Interest
				31-Jan-21	Rate
<b>1. Wells Fargo Advisors</b>					
A. Money Market				\$1,590	0.01%
B. CD's					
Amount	Rate	Maturity Date			
\$17,000	0.10%	April 29, 2021			
<u>\$17,000</u>	0.10%			\$17,000	0.10%
Total				<u>\$18,590</u>	0.09%
<b>2. Bank of the West</b>					
A. Checking				\$513,736	0.00%
Total				<u>\$513,736</u>	0.00%
<b>3. LAIF</b>					
Total				<u>\$172,976</u>	0.46%
<b>4. Placer County Treasurer</b>					
December 2020 data / As of 02/09/21 data not available for January 2021					
Total				<u>\$353,715</u>	0.49%
<b>5. CERBT Account interest is calculated as rate of return</b>					
Total				<u>\$34,218</u>	0.27%
<b>Total</b>				<u>\$1,093,235</u>	0.24%

# Exhibit H

12-29-20

DEAR ASCWD BOARD,

THANK YOU FOR THE OPPORTUNITY TO APPLY FOR THE POSITION OF GENERAL MANAGER WITH YOUR DISTRICT. IT WAS A PLEASURE MEETING & SPEAKING WITH YOU ALL.

I WISH YOU THE BEST WITH YOUR NEW G.M. PLEASE DON'T HESITATE TO REACH OUT TO ME ~~IF I~~ IF I COULD BE OF SERVICE TO THE DISTRICT OR YOUR GENERAL MANAGER IN THE FUTURE.

BEST REGARDS,  
PAUL ROSE