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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, March 11, 2022  
**Location:** District Office, Board Room  
270 Alpine Meadows Road  
Alpine Meadows, CA 96146  
**Time:** 9:00 a.m.

### AGENDA

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

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

**This will be a hybrid meeting held in person and available by ZOOM for the general public. The board room at 270 Alpine Meadows Rd. is open to the public with Members and Staff present. Current masking requirements will be enforced. Public comments will be accepted by the board and should be submitted to the Board Secretary by sending an email to [info@alpinesprings.org](mailto:info@alpinesprings.org); by mail or in person at 270 Alpine Meadows Rd., Alpine Meadows, CA by Tuesday February 8, 2022 at 9:00 a.m. and via ZOOM on any item on the agenda until the close of public comment on the item.**

**ZOOM LINK:** At the specified time, 9:00 a.m., connect to the ZOOM Mtg. **ID:851 3464 5713;** **passcode: 847842;** Please mute yourself unless you are speaking. Times listed are approximate.

Join Zoom Meeting at this link:

<https://us06web.zoom.us/j/85134645713?pwd=VGt5UUE0UDA2dFFVZy9SeEpHK2l5UT09>

**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

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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

any agenda item at this time or after the Board has discussed the item, but prior to a vote. No action can be taken on items addressed under Public Comment that are not on the agenda. Individual public participation will be limited to five minutes in duration.

### **C. APPROVAL OF MINUTES**

#### **C1) FEBRUARY REGULAR BOARD MEETING**

The Board shall review and vote to approve the minutes of the Regular Board meeting of February 11, 2022.

### **D. DEPARTMENT REPORTS**

#### **D1) FINANCIAL REPORT**

Mike Dobrowski, CPA, shall discuss the February 2022 monthly financial statements highlighting outstanding issues. The Chair of the Budget & Finance Committee shall comment on the Committee's review of the statements. The Board shall vote to accept the financial statements and to approve the month's expenditures.

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

Chief Leighton, or his designee, shall report on the activities of North Tahoe Fire Protection District, with special regard to those which impact Alpine Meadows, including February 2022 dispatch report and the staffing of the Alpine Meadows Fire Station 56.

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

Joe Mueller, the General Manager, shall report on his activities during the month of February 2022.

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

The Operations Staff shall report on issues regarding water, sewer, parks, garbage, and other services provided by the district. Staff shall comment on and answer questions regarding the February 2022 Water/Sewer Report.

#### **D5) TTSA REPORT**

Representative David Smelser, shall report on TTSA activities that impact Alpine Meadows, including the TTSA Board meetings. Regular Meeting held on February 16, 2022

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

#### **E1) SQUAW VALLEY MUTUAL WATER COMPANY**

Discuss if the board wishes to explore the option of providing contract operations services to the Squaw Valley Mutual Water Company.

#### **E2) DISTRICT PARK POLICY AND PARK USE FEES**

Consider for approval updates to the District Park Policy and Park Use and Fees as discussed and recommended by the Park, Recreation, and Greenbelt Committee at their February 17<sup>th</sup> meeting.

#### **E3) RETIREMENT HEALTH BENEFITS**

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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

Discuss changes and clarifications to the ASCWD retirement health benefits eligibility requirements for current and future employees.

**E4) EMPLOYEE ANNUAL MERIT OR STEP SALARY INCREASE**

Discuss the implementation of a merit or step salary system for ASCWD employees.

**E5) PARK FUND BUDGETING FOR THE FISCAL YEAR 22/23**

Discuss the Auditors suggestion, elimination of the Park Fund in the FY 22/23 Budget and account for all Park revenues and expenses under the General Fund.

**F. COMMITTEE REPORTS**

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

- Discuss monthly financial reports, status of investments/cash.
- Discuss the treasurers report.
- Discuss unbudgeted expenses.
- Attached February 10, 2022 B&F report that was discussed at the February 11<sup>th</sup>, 2022 Board Meeting.

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

Meet on February 17, 2022, report attached. Brief the meeting discussion not previously addressed under Business Items on today's agenda.

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

No Meeting.

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

Meet on March 2, 2022, report attached. Brief the meeting discussion not previously addressed under Business Items on today's agenda.

**G. FUTURE AND OPEN AGENDA ITEMS**

- Contract update and renewal with TTSD

**H. CORRESPONDENCE TO THE BOARD**

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

**I. CLOSED SESSION**

None.

**J. DIRECTORS' COMMENTS**

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

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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

### **K. ADJOURNMENT**

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

Next regularly scheduled Board meeting – Friday April 8th, 2022, at 9:00 a.m.

I certify that on or before Tuesday March 8, 2022, 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

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

3 **February 11, 2022**

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

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

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

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

12 Directors Absent: None

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

15  
16 Guests included Liz Zang and NTFPD Chief Steve Leighton and Fire Marshall Brent Armstrong,  
17

18 **B. PUBLIC COMMENT**

19 Grant read a letter from David Stepner, President of the Board of the Squaw Valley Mutual Water Company  
20 (SVMWC). Stepner reported Olympic Valley PSD will no longer provide operations and maintenance  
21 services to SVMWC because of staffing issues. He asked if ASCWD would consider taking over the  
22 contract. This will be on next month’s ASCWD agenda for discussion.  
23

24 **C. APPROVAL OF MINUTES**

25 **C1) JANUARY REGULAR BOARD MEETING**

26 **It was moved by Smelser and seconded by Ganong to approve the minutes of the January 14, 2022**  
27 **Board meeting as amended. Motion carried unanimously.**  
28

29 **D. DEPARTMENT REPORTS**

30 **D1) FINANCIAL REPORT**

31 District CPA Mike Dobrowski presented the January 2022 financial statements, clarifying specific line items.  
32

33 **It was moved by York and seconded by Smelser to approve the January 2022 financial reports as**  
34 **presented. Motion carried unanimously.**  
35

36 **It was moved by Ganong and seconded by Smelser to approve payment of checks #32324 – 32360,**  
37 **payroll, and electronic fund transfers. Motion carried unanimously.**  
38

39 **D2) FIRE DEPARTMENT REPORT**

40 North Tahoe Fire Protection District Chief Leighton reported:

- 41 • The District responded to 280 calls for service in January, including 30 in Alpine Meadows
  - 42 • Updates on staffing and recruitment
  - 43 • Grant applications submitted
- 44

45 Smelser asked if the “controlled burn” diamond-shaped signs can be used in Alpine for property owners  
46 burning slash. A brief discussion followed regarding the pros and cons of the signs being used for private  
47 burns. In response to a question about when chipping may begin, Fire Marshall Armstrong said June.  
48

49 **D3) GENERAL MANAGER’S REPORT**

50 General Manager Mueller presented his report for the month of January 2022, which was included in the  
51 meeting packets. He reported on a good meeting with Carollo to get the Master Plan process started. It

1 should be completed within the October time frame identified. Mueller was impressed by how prepared  
2 Carollo was.

3  
4 Mueller described the property tax data he has requested from Placer County to help with revenue  
5 projections for the Park.

6  
7 Mueller is working with Best, Best, & Krieger (BB&K) to develop the new contract with TTSD. The last  
8 update was done in 1991. A draft should be available for Board review and possible action at the April  
9 meeting.

10  
11 Ganong asked if the auditors made recommendations on presenting a summary of the information to  
12 customers. Mueller noted the Park revenues are a bit different given they come from property tax. There was  
13 a strategy suggested to present it at the Park, Recreation, and Greenbelt Committee. Information about the  
14 audit could be included in the spring newsletter.

15  
16 Mueller announced the ASCWD office will be closed February 24 and 25, 2022.

17  
18 Zang asked about communicating information regarding use of general tax dollars. Muller explained there  
19 are restrictions on how tax dollars and enterprise funds can be allocated. Typically, the entire 20% received  
20 in property tax, which are general funds, is allocated to the Park.

21  
22 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

23 Operations & Maintenance Supervisor Miguel Ramirez presented the January 2022 Operations Report,  
24 which included water and wastewater flows. He noted the leak at the Clocktower Condominiums that was  
25 addressed and another under the foundation of a River Run unit.

26  
27 There was a brief discussion about water used for snow making and cost recovery strategies.

28  
29 Scheid has been working on detailed maps showing where hydrants, lines, and valves are located. Ramirez  
30 showed an aerial with the detail included and described how the information is useful in leak detection. As  
31 more leaks are addressed, there is less non-revenue water produced.

32  
33 **D5) TTSA REPORT**

34 Smelser presented his written report of the January 19, 2022 TTSA Board meeting. At next week's meeting,  
35 the Board will consider the five issues identified during a recent OSHA inspection. Mueller added that TTSA  
36 General Manager Griffin reported on the inspection at the Area Manager's Meeting. Some of those  
37 violations have to do with changing requirements and how the inspector interprets the regulations.

38  
39 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

40 **E1) ASCWD Greenbelt land area identification for possible Firesafe Council Community**  
41 **Cleanup Day.**

42 Mueller presented the staff report regarding the annual Firesafe Council Community Cleanup Day. The  
43 ASCWD-owned land around Bear Creek has been identified as an area that could benefit from the efforts,  
44 but a CEQA exemption, permission from Lahontan, and permission to access the property from private  
45 property owners is needed. Mueller felt it is worth pursuing, but not sure all permitting can be done by the  
46 June date identified. It is anticipated grants are available to address much of this work.

47  
48 Discussion followed regarding the accessibility of the area, optional sites that could be considered, and how  
49 this location was selected. It was noted all USFS accessible lands have been treated. Mueller reported BB&K  
50 advised that ASCWD agree to address the CEQA and Lahontan issues, but the Firesafe Council should

1 accept liability and responsibility for its volunteers and the Council should address the private property  
2 issues so it does not become a District activity.

3  
4 The Board continued to consider logistics and who would be responsible for what. Mueller agreed ASCWD  
5 staff will work with Lahontan and get the CEQA exemption. If there is not time for areas along the creek to  
6 be treated this year, there could be other areas to be addressed. Mueller will work with BB&K to get any  
7 additional paperwork required.

8  
9 Zang asked the District's long term plan to address its property if grants are not available. Mueller said  
10 \$24,000 for such work has been identified, but chipping and related issues are eating into that. York noted  
11 the recent fire tax initiative approved in Truckee. Ganong added that the rate study may identify several  
12 pressing District needs, in addition to fuel reduction efforts.

13  
14 **E2) Establishment of accounting controls to limit vacation accruals in accordance with the**  
15 **ASCWD Employee Handbook.**

16 Mueller reported the audit indicated the District is not in compliance with the current vacation accrual policy.  
17 He presented his written report and recommendation on tracking and using vacation accruals. There was  
18 consensus to enforce the current policy in the ASCWD Employee Handbook.

19  
20 **F. COMMITTEE REPORTS**

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

22 Grant presented the report of the February 10, 2022 Budget & Finance Committee, which included the  
23 January 2022 Treasurer's Report. Information on changing banks will be shared with the Board when more  
24 information is available.

25  
26 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

27 York announced the Committee is meeting in person on February 17, 2022. The focus of the meeting is the  
28 Park. Lisa Peck has been added to the Committee. A meeting will be scheduled in April to consider forestry  
29 issues.

30  
31 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

32 This Committee did not meet.

33  
34 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

35 Ganong will call a Committee meeting when Mueller has information prepared on salary steps and future  
36 retirement benefits. It will be convened prior to the March Board meeting.

37  
38 **G. FUTURE AND OPEN AGENDA ITEMS**

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

42  
43 **H. CORRESPONDENCE TO THE BOARD**

44 No additional correspondence was presented.

45  
46 **I. CLOSED SESSION**

47 Closed Session was not convened.

48  
49 **J. DIRECTORS' COMMENTS**

50 There were no additional comments.

51



1       **K. ADJOURNMENT**

2       There being no further business to come before the Board, the meeting was adjourned at 11:12 AM. The  
3       next regularly scheduled Board meeting is Friday March 11, 2022 at 9:00 a.m.

4  
5       Respectfully Submitted,

6       Judy Friedman

7       Recording Secretary

8       THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

# EXHIBIT D1

**Subject:** February 2022 Month End Review

**For:** Alpine Springs County Water District

**To:** The Board of Directors

**Prepared by:** Michael J. Dobrowski, CPA 03/07/22

On a year to date basis our net income was \$109,796 more than the prior fiscal year. This is mainly due to additional revenue spread across multiple areas. Current month total expenses were \$102,601 which were under budget by \$71,785. (Due to the NTFD contract accrual). Our year-to-date net income was \$260,315 favorable to budget.

Our cash position has increased by \$605,606 from February 2021 and has decreased by \$473,367 from the prior month.

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

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

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

**Cash reserved for Capital –** \$0 + \$153,820= \$152,861

Prior Year + (10% of annual revenues (\$1,795,212-257,010) less Garbage)

**Cash available for operations –** \$1,097,517

(Remaining balance \$1,251,337-153,820)

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

Sewer Easement

Total

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

**Accounts Payable**

Garbage Contract

Total

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

**Sick and General Leave**

COVID Sick leave

0.00 Hrs.

Sick leave Hours

275.27 Hrs.

General leave Hours and Dollars

501.02 Hrs.

\$ 19,686.04

**Prepays**

Sun Life Dental (5103&amp;04) (68.77+212.89) 1 month

\$ 281.66

Garbage Contract (5404.02) 1 Mo. @ \$12,282.40

\$ 12,282.40

Healthplan Services (51031&amp;41) (171.45+208.05) 0 month

\$ 0.00

SDRMA Insurance (5120.00) 4 months @ 2,537.05

\$ 10,148.21

CALPERS (51031&amp;41) (800.74+3,202.94) 0 month

\$ 0.00

Sierra Office Solutions (5232.00) 0 month @ 156.72

\$ 0.00

Principal Life (5103&amp;04) (25.80+51.60) 0 month

\$ 0.00

SDRMA (5120.00) Worker's Comp 4 months @ 928.97

\$ 3,715.86

Total

\$ 26,428.13

**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>
02/01/22	EFT020122	765.79	CalPERS (Retired Health Insurance)

**Benefits Breakdown (YTD)**

Health &amp; Life Ins. (Active) \$35,382.85

Health &amp; Life Ins. (Retired) 11,163.50

Pension (Employee 6.75%) 15,066.11 (Employer 7.59% Effective 07/01/21)

Payroll Taxes 6,168.75

Health plan co-ins. 4,712.41

Total \$ 72,493.62

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

	<u>Jul '21 - Feb 22</u>	<u>Jul '20 - Feb 21</u>	<u>\$ Change</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Water Revenue</b>	635,095	611,069	24,026
<b>Connection Fees</b>	47,609	27,166	20,443
<b>Sewer Revenue</b>	312,653	296,261	16,392
<b>Garbage Revenue</b>	257,010	245,942	11,068
<b>Park Revenue</b>	7,793	13,862	(6,069)
<b>Fire Mitigation Fees</b>	41,119	8,401	32,719
<b>Fire Fuel Management Fees</b>	24,827	24,124	703
<b>Property Tax Revenue</b>	445,217	419,046	26,171
<b>Other Revenue</b>	23,890	31,167	(7,277)
<b>Total Income</b>	<u>1,795,212</u>	<u>1,677,037</u>	<u>118,175</u>
<b>Gross Profit</b>	1,795,212	1,677,037	118,175
<b>Expense</b>			
<b>Salaries and Wages - Admin</b>	118,154	50,639	67,515
<b>Salaries and Wages - O&amp;M</b>	131,094	140,310	(9,216)
<b>Benefits - Office</b>	17,509	12,719	4,791
<b>Benefits - O&amp;M</b>	50,272	48,268	2,003
<b>Health Plan Co-Insurance</b>	4,712	4,223	490
<b>Directors' Fees</b>	5,675	6,225	(550)
<b>Insurance - Administration</b>	28,147	30,378	(2,231)
<b>Park Expenditures</b>	3,339	14,034	(10,695)
<b>Parts/Tools/Misc. Equip</b>	7,052	9,480	(2,428)
<b>Postage and Delivery</b>	2,806	2,738	68
<b>Cleaning</b>	1,500	1,545	(45)
<b>Newsletter and Printing</b>	746	1,318	(571)
<b>Office Expense</b>	10,315	11,349	(1,034)
<b>Dues and Subscriptions</b>	9,074	8,423	651
<b>Bank and Collection Fees</b>	1,881	1,792	89
<b>Analytical Testing</b>	1,415	1,154	261
<b>Accounting Fees</b>	42,384	41,622	762
<b>Audit</b>	19,250	18,450	800
<b>Legal Fees</b>	8,874	5,489	3,385
<b>Consultants-Management</b>	0	69,870	(69,870)
<b>Consultants-Misc.</b>	3,530	6,827	(3,297)

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

	<u>Jul '21 - Feb 22</u>	<u>Jul '20 - Feb 21</u>	<u>\$ Change</u>
NTFD Contract	371,273	344,290	26,983
Fire Fuel Management Fee	15,701	12,817	2,885
Building Maintenance	15,631	11,709	3,923
Equipment Maintenance - Ad...	5,857	4,868	989
Vehicle Maintenance and Rep.	4,437	7,965	(3,528)
Maintenance Water and Sewer	53,303	59,688	(6,385)
Gas and Electric - Admin	25,682	25,082	600
SCADA System	15,084	16,052	(969)
Travel and Entertainment	276	422	(146)
Education Staff/Board	231	0	231
Uniforms	2,946	3,239	(293)
ASCWD Fuel	2,178	1,820	358
Telephone - Administration	7,807	11,490	(3,683)
Government Mandates	15,379	14,673	705
Garbage Services	98,826	93,398	5,428
Depreciation Expense	142,232	142,232	0
Miscellaneous - O&M	794	1,665	(871)
<b>Total Expense</b>	<u>1,245,366</u>	<u>1,238,261</u>	<u>7,105</u>
<b>Net Ordinary Income</b>	549,846	438,776	111,070
<b>Other Income/Expense</b>			
Other Income			
Interest Revenue	743	2,017	(1,274)
<b>Total Other Income</b>	<u>743</u>	<u>2,017</u>	<u>(1,274)</u>
<b>Net Other Income</b>	<u>743</u>	<u>2,017</u>	<u>(1,274)</u>
<b>Net Income</b>	<u><u>550,589</u></u>	<u><u>440,793</u></u>	<u><u>109,796</u></u>

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

	Feb 22	Budget	Jul '21 - Feb...	YTD Budget	Annual Bud...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Water Revenue	7,820	0	635,095	617,169	753,837
Connection Fees	0	2,101	47,609	16,809	25,214
Sewer Revenue	0	0	312,653	310,909	310,909
Garbage Revenue	0	0	257,010	255,033	255,033
Park Revenue	-25	0	7,793	13,416	26,830
Fire Mitigation Fees	0	792	41,119	6,336	9,500
Fire Fuel Management Fees	0	0	24,827	24,827	24,827
Property Tax Revenue	0	0	445,217	460,937	768,229
Other Revenue	12	1,386	23,890	11,090	16,636
<b>Total Income</b>	<b>7,806</b>	<b>4,279</b>	<b>1,795,212</b>	<b>1,716,526</b>	<b>2,191,015</b>
<b>Gross Profit</b>	<b>7,806</b>	<b>4,279</b>	<b>1,795,212</b>	<b>1,716,526</b>	<b>2,191,015</b>
<b>Expense</b>					
Salaries and Wages - Admin	14,150	15,443	118,154	123,544	185,322
Salaries and Wages - O&M	13,667	18,299	131,094	146,392	219,573
Benefits - Office	1,984	3,703	17,509	29,624	44,441
Benefits - O&M	6,030	6,921	50,272	55,368	83,052
Health Plan Co-Insurance	0	917	4,712	7,336	11,000
Directors' Fees	750	720	5,675	5,760	8,650
Insurance - Administration	3,466	3,656	28,147	29,248	43,862
Park Expenditures	0	0	3,339	13,734	27,465
Parts/Tools/Misc. Equip	947	1,770	7,052	14,160	21,220
Postage and Delivery	196	624	2,806	4,992	7,485
Cleaning	135	417	1,500	3,336	5,000
Newsletter and Printing	0	0	746	1,500	3,000
Office Expense	756	2,183	10,315	17,464	26,196
Dues and Subscriptions	0	776	9,074	6,208	9,295
Bank and Collection Fees	32	192	1,881	1,536	2,300
Analytical Testing	180	277	1,415	2,216	3,325
Accounting Fees	5,467	5,320	42,384	42,560	63,860
Audit	19,250	0	19,250	19,250	19,250
Legal Fees	1,940	1,252	8,874	10,016	15,000
Consultants-Misc.	328	1,292	3,530	10,336	15,500
NTFD Contract	-12,869	51,215	371,273	409,720	614,583
Fire Fuel Management Fee	0	2,069	15,701	16,552	24,827

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

	Feb 22	Budget	Jul '21 - Feb...	YTD Budget	Annual Bud...
OPEB Trust - Annual Funding	0	0	0	0	30,000
Building Maintenance	412	2,387	15,631	19,096	28,640
Equipment Maintenance - A...	839	743	5,857	5,944	8,910
Vehicle Maintenance and R...	65	471	4,437	3,768	5,650
Maintenance Water and Se...	3,120	13,514	53,303	108,112	162,150
Gas and Electric - Admin	9,301	4,118	25,682	32,944	49,400
SCADA System	0	1,662	15,084	13,296	19,930
Travel and Entertainment	0	25	276	200	300
Education Staff/Board	0	292	231	2,336	3,500
Uniforms	452	441	2,946	3,528	5,300
ASCWD Fuel	0	441	2,178	3,528	5,300
Telephone - Administration	1,769	863	7,807	6,904	10,351
Government Mandates	174	1,899	15,379	15,192	22,792
Garbage Services	12,282	12,313	98,826	98,504	147,755
Depreciation Expense	17,779	17,779	142,232	142,232	213,345
Miscellaneous - O&M	0	392	794	3,136	4,700
<b>Total Expense</b>	<b>102,601</b>	<b>174,386</b>	<b>1,245,366</b>	<b>1,429,572</b>	<b>2,172,229</b>
<b>Net Ordinary Income</b>	<b>-94,795</b>	<b>-170,107</b>	<b>549,846</b>	<b>286,954</b>	<b>18,786</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
Interest Revenue	0	415	743	3,320	5,000
<b>Total Other Income</b>	<b>0</b>	<b>415</b>	<b>743</b>	<b>3,320</b>	<b>5,000</b>
<b>Net Other Income</b>	<b>0</b>	<b>415</b>	<b>743</b>	<b>3,320</b>	<b>5,000</b>
<b>Net Income</b>	<b>-94,795</b>	<b>-169,692</b>	<b>550,589</b>	<b>290,274</b>	<b>23,786</b>



**Alpine Springs County Water District**  
**Balance Sheet Previous Year & Month Comparison**  
As of February 28, 2022

	Feb 28, 22	Jan 31, 22	\$ Change	Feb 28, 21	\$ Change
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
Petty Cash	336	336	0	185	152
Bank of the West	272,836	746,203	(473,367)	100,008	172,828
Placer County - Interest App.	354,657	354,657	0	353,970	687
Wells Fargo Advisors	0	0	0	18,592	(18,592)
LAIF Accounts	623,507	623,507	0	172,976	450,531
<b>Total Checking/Savings</b>	<b>1,251,337</b>	<b>1,724,704</b>	<b>(473,367)</b>	<b>645,731</b>	<b>605,606</b>
<b>Accounts Receivable</b>					
Accounts Receivable	34,276	30,148	4,128	29,038	5,238
<b>Total Accounts Receivable</b>	<b>34,276</b>	<b>30,148</b>	<b>4,128</b>	<b>29,038</b>	<b>5,238</b>
<b>Other Current Assets</b>					
Placer - Agency Taxes 390-770	1,871	1,871	0	0	1,871
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	26,428	17,612	8,816	26,847	(419)
Deferred Pension Outflows	41,103	41,103	0	35,652	5,451
Deferred OPEB Outflows	29,374	29,374	0	2,694	26,680
<b>Total Other Current Assets</b>	<b>98,776</b>	<b>89,960</b>	<b>8,816</b>	<b>65,193</b>	<b>33,583</b>
<b>Total Current Assets</b>	<b>1,384,390</b>	<b>1,844,812</b>	<b>(460,422)</b>	<b>739,963</b>	<b>644,427</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	403,391	0
Park Improvements Depreciable	21,728	21,728	0	19,633	2,095
Land Improvements	129,444	129,444	0	129,444	0
Alpine Springs Interceptor	58,095	58,095	0	58,095	0
Water System	6,357,449	6,357,449	0	4,714,783	1,642,665
SCADA System	146,548	146,548	0	146,548	0
Sewer System	1,022,026	1,022,026	0	1,022,026	0
Building Improvements	357,090	357,090	0	357,090	0
Office Equipment	81,011	81,011	0	81,011	0
Vehicles	128,749	128,749	0	128,749	0
Maintenance Equipment	131,068	131,068	0	131,068	0
Truckee River Interceptor	358,524	358,524	0	358,524	0
Inflow and Infiltration	26,031	26,031	0	26,031	0

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Accrual Basis

**Alpine Springs County Water District**  
**Balance Sheet Previous Year & Month Comparison**  
As of February 28, 2022

	Feb 28, 22	Jan 31, 22	\$ Change	Feb 28, 21	\$ Change
Work in Progress	11,300	11,300	0	1,620,995	(1,609,695)
Accumulated Depreciation	(5,116,504)	(5,098,725)	(17,779)	(4,851,174)	(265,330)
<b>Total Fixed Assets</b>	<b>5,196,060</b>	<b>5,213,839</b>	<b>(17,779)</b>	<b>5,426,325</b>	<b>(230,265)</b>
<b>Other Assets</b>					
Land Usage and Easement Right	17,436	17,436	0	12,318	5,118
<b>Total Other Assets</b>	<b>17,436</b>	<b>17,436</b>	<b>0</b>	<b>12,318</b>	<b>5,118</b>
<b>TOTAL ASSETS</b>	<b>6,597,886</b>	<b>7,076,087</b>	<b>(478,201)</b>	<b>6,178,606</b>	<b>419,280</b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
<b>Accounts Payable</b>					
Accounts Payable	0	384,043	(384,043)	0	0
<b>Total Accounts Payable</b>	<b>0</b>	<b>384,043</b>	<b>(384,043)</b>	<b>0</b>	<b>0</b>
<b>Other Current Liabilities</b>					
Accounts Payable - 05	38,129	38,129	0	0	38,129
Retention Payable	0	0	0	41	(41)
OPEB Liability	398,216	398,216	0	389,109	9,107
Accrued Payroll & Payroll Tax	0	0	0	0	0
Accrued Vacation Payable	19,686	19,050	636	20,500	(814)
Deferred Pension Inflows	184	184	0	1,234	(1,050)
Deferred OPEB Inflows	72,115	72,115	0	69,965	2,150
Net Pension Liabilities	13,862	13,862	0	8,482	5,380
<b>Total Other Current Liabilities</b>	<b>542,192</b>	<b>541,555</b>	<b>636</b>	<b>489,330</b>	<b>52,861</b>
<b>Total Current Liabilities</b>	<b>542,192</b>	<b>925,598</b>	<b>(383,406)</b>	<b>489,330</b>	<b>52,861</b>
<b>Total Liabilities</b>	<b>542,192</b>	<b>925,598</b>	<b>(383,406)</b>	<b>489,330</b>	<b>52,861</b>
<b>Equity</b>					
Retained Earnings	256,622	256,622	0	0	256,622
Retained Earnings - Garbage	426,769	426,769	0	417,253	9,516
Retained Earnings - Park	(210,878)	(210,878)	0	(213,774)	2,896
Retained Earnings - Sewer	1,260,449	1,260,449	0	1,240,707	19,742
Retained Earnings - Water	(1,974,150)	(1,974,150)	0	(2,116,941)	142,791
Fund balance Undesignated	369,898	369,898	0	350,248	19,650
Investment in plant & equip	5,376,395	5,376,395	0	5,570,990	(194,595)
Net Income	550,589	645,384	(94,795)	440,793	109,796
<b>Total Equity</b>	<b>6,055,694</b>	<b>6,150,489</b>	<b>(94,795)</b>	<b>5,689,275</b>	<b>366,419</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,597,886</b>	<b>7,076,087</b>	<b>(478,201)</b>	<b>6,178,606</b>	<b>419,280</b>

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

	<u>Jul '21 - Feb 22</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	550,589
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	101,241
1550.00 · Prepaid Expenses	15,164
1550.00 · Prepaid Expenses:1550.02 · Prepaid Expenses - 02	8,756
1550.00 · Prepaid Expenses:1550.03 · Prepaid Expenses - 03	(2,919)
1550.00 · Prepaid Expenses:1550.04 · Prepaid Expenses - 04	(2,919)
1550.00 · Prepaid Expenses:1550.05 · Prepaid Expenses - 05	(2,919)
1600.05 · County Collection Accts	36,481
1041.00 Placer Co - Taxes 770	40,376
1850.00 · Accumulate Depreciation:1850.02 · Accumulated D...	5,904
1850.00 · Accumulate Depreciation:1850.03 · Accumulated D...	5,904
1850.00 · Accumulate Depreciation:1850.04 · Accumulated D...	17,752
1850.00 · Accumulate Depreciation:1850.05 · Accumulated D...	103,544
2010.00 · Accounts Payable - 06 Fund	(17,934)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Accounts Pa...	(293,332)
2070.00 · Accrued Payroll & Taxes - 05 Fu	(4,656)
2075.00 · Accrued Vacation Pay - 05 Fund	(1,350)
<b>Net cash provided by Operating Activities</b>	<b>559,683</b>
<b>INVESTING ACTIVITIES</b>	
1850.00 · Accumulate Depreciation:1850.06 · Accumulated De...	9,128
<b>Net cash provided by Investing Activities</b>	<b>9,128</b>
<b>Net cash increase for period</b>	<b>568,811</b>
<b>Cash at beginning of period</b>	<b>682,527</b>
<b>Cash at end of period</b>	<b>1,251,337</b>

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**Alpine Springs County Water District**  
**Check Register for Current Month**  
February 5 - 28, 2022

Date	Num	Name	Memo	Amount	Balance
02/08/2022	32361	✘ Heather DeQuincy	Returned Park Card	-25.00	-25.00
02/14/2022	32362	✘ AmeriGen Power Solutions	Invoice #01-10792	-441.70	-466.70
02/14/2022	32363	✘ Aramark	Customer #6728877	-179.94	-646.64
02/14/2022	32364	✘ Badger Meter	Invoice 80090637 Services for ...	-39.78	-686.42
02/14/2022	32365	✘ Best Best & Krieger LLP	Invoice #926447	-1,940.00	-2,626.42
02/14/2022	32366	Damore, Hamric & Schneider, Inc.	Client ID: 0501203 001 (FY En...	-16,058.00	-18,684.42
02/14/2022	32367	✘ FedEx	Acct #1834-0409-1	-97.96	-18,782.38
02/14/2022	32368	✘ Grainger	Acct #887100167	-433.24	-19,215.62
02/14/2022	32369	✘ Liberty Utilities	Account 88509407-88105912 (...)	-636.19	-19,851.81
02/14/2022	32370	✘ Longo Inc.	Invoices 9591 & 9594	-3,045.62	-22,897.43
02/14/2022	32371	✘ Mountain High Home Services, LLC	Invoice 1135	-135.00	-23,032.43
02/14/2022	32372	✘ Office Depot	Billing ID 3756812	-95.32	-23,127.75
02/14/2022	32373	✘ Principal Life	Account #1113469-10001	-77.40	-23,205.15
02/14/2022	32374	✘ Professional Communications Messaging	Invoice #19307202012022	-42.40	-23,247.55
02/14/2022	32375	✘ Silver State Analytical Laboratories	Water Tests	-60.00	-23,307.55
02/14/2022	32376	✘ Swigard's True Value Hardware, Inc.	Account #11050	-16.40	-23,323.95
02/14/2022	32377	Tahoe City Chevron, Inc.	Account #147	-65.00	-23,388.95
02/14/2022	32378	✘ Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 000355	-104.00	-23,492.95
02/14/2022	32379	✘ Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 028540	-36,847.20	-60,340.15
02/14/2022	32380	Truckee Rents, Inc.	Cust #40252	-55.81	-60,395.96
02/28/2022	32381	ACC Business	Account #00001194781 01/11/...	-469.80	-60,865.76
02/28/2022	32382	Aramark	Customer #6728877	-271.93	-61,137.69
02/28/2022	32383	AT&T 831-001-1367 617	Invoice 2910728607	-589.65	-61,727.34
02/28/2022	32384	AT&T	Account #530 583 2342 637 3	-1,196.30	-62,923.64
02/28/2022	32385	Avaya Financial Services	Contract No. 753-0021553-000 ...	-158.91	-63,082.55
02/28/2022	32386	Badger Meter	Invoice 80090676 Services for ...	-39.78	-63,122.33
02/28/2022	32387	Damore, Hamric & Schneider, Inc.	Client ID: 0501203 001 (FY En...	-3,192.00	-66,314.33
02/28/2022	32388	✘ FedEx	Acct #1834-0409-1	-98.39	-66,412.72
02/28/2022	32389	Healthplan Services, Inc.	Case #230511	-291.90	-66,704.62
02/28/2022	32390	Hoffman Plumbing Inc.	Invoice 220104	-486.24	-67,190.86
02/28/2022	32391	Hunt Propane	Acct #5385 Tag #41591	-3,368.04	-70,558.90
02/28/2022	32392	Liberty Utilities	Account 88550011-88105912 (...)	-5,192.81	-75,751.71
02/28/2022	32393	NTFPD	FY2022 Jan Statement	-358,891.51	-434,643.22
02/28/2022	32394	Principal Life	Account #1113469-10001	-77.40	-434,720.62

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Alpine Springs County Water District  
Check Register for Current Month  
February 5 - 28, 2022

Date	Num	Name	Memo	Amount	Balance
02/28/2022	32395	Professional Communications Messaging	Invoice #19307203032022	-42.40	-434,763.02
02/28/2022	32396	Sierra Office Solutions	Customer #AS32:900020 (02/2...	-355.30	-435,118.32
02/28/2022	32397	Silver State Analytical Laboratories	Water Tests	-120.00	-435,238.32
02/28/2022	32398	Sun Life Financial	Policy #906384 Dental	-281.66	-435,519.98
02/28/2022	32399	The Paper Trail	Invoice 4977	-327.50	-435,847.48
02/28/2022	32400	Verizon Wireless	Account #271135177-00001 (0...	-160.03	-436,007.51
02/28/2022	32401	Janet Grant	Feb Budget & Finance and Boa...	-175.00	-436,182.51
02/28/2022	32402	Janice Ganong	Feb Board of Directors & Park, ...	-150.00	-436,332.51
02/28/2022	32403	Evan Salke {1}	Feb Budget & Finance and Boa...	-150.00	-436,482.51
02/28/2022	32404	David Smelser {1}	Feb Board of Directors Mtg	-125.00	-436,607.51
02/28/2022	32405	Christine York	Feb Board of Directors and Par...	-150.00	-436,757.51
*** Missing numbers here ***					
02/22/2022	EFT02222...	CalPERS	CalPERS ID: 2668620501 Inv#...	-173.83	-436,931.34

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Alpine Springs County Water District  
Subsequent Payments Listing  
March 1 - 7, 2022

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Date	Num	Name	Memo	Amount	Balance
03/01/2022	32406	Michael J. Dobrowski, CPA, LLC	Inv#220105	-5,467.01	-5,467.01
*** Missing numbers here ***					
03/07/2022	EFT03072...	CalPERS (Active)	Customer ID: 2668620501 Health Insurance...	-988.79	-6,455.80
*** Duplicate document numbers ***					
03/07/2022	EFT03072...	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance...	-765.79	-7,221.59
*** Duplicate document numbers ***					
03/07/2022	EFT03072...	CalPERS	CalPERS ID: 2668620501	-173.83	-7,395.42

# EXHIBIT D2

NTPFD-ASCWD Response Calls  
February 2022

Basic Incident ID	Basic Incident Date	Basic Incident Full Address	Basic Incident Type (FD1.21)	Basic Apparatus Call Sign List	Basic Primary Action Taken (FD1.48)	Basic Additional Actions Taken 2 (FD1.66)
2022003498	2/2/2022 15:53	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M56	Refusal of EMS care	
2022003641	2/4/2022 10:23	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M52	Transport person	
2022003656	2/4/2022 11:55	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M52	Transport person	
2022003671	2/4/2022 13:34	2600 ALPINE MEADOWS Road	96146 Emergency medical service, other	M51	Provide advanced life support (ALS)	Transport person
2022003755	2/5/2022 10:56	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	Transport person
2022003767	2/5/2022 12:51	2600 ALPINE MEADOWS Road	96146 Emergency medical service, other	M51	Provide advanced life support (ALS)	
2022003768	2/5/2022 13:06	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M53	Refusal of EMS care	
2022003785	2/5/2022 14:40	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M56	Refusal of EMS care	
2022004135	2/9/2022 10:38	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M251	Transport person	
2022004433	2/12/2022 11:44	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M56, E51	Transport person	
2022004436	2/12/2022 12:07	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	E51, M56	Transport person	
2022004437	2/12/2022 12:32	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	E51, M53	Transport person	
2022004448	2/12/2022 14:12	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M53	Provide advanced life support (ALS)	
2022004559	2/13/2022 13:48	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M51, M56	Transport person	
2022004562	2/13/2022 13:55	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	B5, M56	Provide advanced life support (ALS)	
2022004572	2/13/2022 14:41	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M51	Transport person	
2022004652	2/14/2022 12:16	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	Transport person
2022004829	2/16/2022 10:57	1751 JOHN SCOTT Trail	96146 Dispatched and cancelled en route	B5, E51, E56, M51	Cancelled en route	
2022004847	2/16/2022 14:33	2027 BEAR CREEK Drive	96146 EMS call, excluding vehicle accident with injury	M51	Transport person	Provide advanced life support (ALS)
2022004932	2/17/2022 11:31	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M56	Transport person	
2022005048	2/18/2022 14:08	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	Transport person
2022005057	2/18/2022 16:11	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	Transport person
2022005251	2/20/2022 12:25	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	Transport person
2022005258	2/20/2022 13:33	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	Transport person
2022005271	2/20/2022 15:31	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	Transport person
2022005375	2/21/2022 13:24	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	E51, M51, B5, E51,	Provide advanced life support (ALS)	Transport person
2022005711	2/24/2022 11:39	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	Provide basic life support (BLS)
2022005806	2/25/2022 9:50	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	Transport person
2022005840	2/25/2022 14:38	2600 ALPINE MEADOWS Road	96146 Emergency medical service, other	E51	Provide basic life support (BLS)	
2022005844	2/25/2022 15:01	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	E51	Refusal of EMS care	
2022006098	2/28/2022 11:48	2600 ALPINE MEADOWS Road	96146 EMS call, excluding vehicle accident with injury	M51, B5, E51,	Transport person	
2022006113	2/28/2022 14:21	2362 JOHN SCOTT Trail	96146 Gas leak (natural gas or LPG)	M51	HazMat detection, monitoring, sampling, & analysis	

Calls = 32



# EXHIBIT D3



AGENDA NO: D3

MEETING DATE: 03/11/2022

## General Managers Report

**TO:** ASCWD Board of Directors **Date:** March 7, 2022  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** General Manager and Office Activities for the Month of February 2022

### Projects

#### **1) District Master Plan**

Provided additional data to Carollo throughout the month.

##### Upcoming project activity

Anticipating additional data collection and transmittal.

#### **2) TTSD Contract**

Working with Jeff Collins from TTSD on the format of a new trash contract for the Alpine Springs service area. TTSD will send for district review and comment a few examples of recently executed contracts with other local districts.

##### Upcoming project activity

Review and comment on contracts upon receipt from TTSD.

#### **3) Alpenglow (Previously Alpine Sierra) Subdivision**

No activity in the month of February.

##### Upcoming project activity

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

#### **4) White Wolf Subdivision**

No activity in the month of February.

##### Upcoming project activity

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

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

No activity in the month of February.

##### Upcoming project activity

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

#### **6) Snow Crest Tributary Restoration**

No activity in the month of February.

##### Upcoming project activity

Continued project participation as needed.

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

No activity in the month of February.

Received a revised final invoice on March 2<sup>nd</sup>, the last three were rejected due to being incomplete and inaccurate. (currently under review)

##### Upcoming project activity

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

### **General Business**

- District Offices open to the public.
- Continue to monitor COVID-19 recommendations and mandates.
- Participated in monthly area General Managers meeting.
- Prepared documents and participated in the February 17<sup>th</sup> Park, Recreation and Greenbelt Committee Meeting.
- Prepared documents and participated in the March 2<sup>nd</sup> Administration and Personnel Committee Meeting.
- Prepared a cost impact spreadsheet comparing options of future district liabilities for retiree health benefits.
- Continued work on a new TTSD contract that places all customers within the Districts service area under the District billing system.
- Continued to work with a property owner on the relocation of a common sewer line that serves two customers that runs through the property owners desired construction area.

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

- Worked with our outside webmaster making minor updates.
- Processed zero change of account ownership, updated zero address for an existing customer and responded to three inquiries from title companies.
- Processed no new construction permit and no remodel permits.
- Performed back up of office computers.
- Sent bills to CPA for mid-month and month end processing.

- Sent CORE data to the Cloud for monthly water meter reads and worked with staff and CORE to identify problems with a few readings.
- 19 payments on annual invoices from customers are past due totaling \$43,243.58; final collection notices and penalties went out 11/14/21.
- Responded to customer billing questions regarding collections and billing methodology on invoices.
- Worked with AT&T to finalize the upgrade of phone lines that are scheduled to no longer be supported by AT&T (with exception for SCADA line and 800#). This no cost upgrade that should have a positive effect on our internet speeds. Currently upgrade is scheduled for 3/2/2022. \*\*this was cancelled (fake notice by another company, not AT&T). All lines are staying as is.
- Office Manager was out on vacation 2/22/22 to 3/3/22.

# EXHIBIT D4

**ASCWD OPERATIONS REPORT  
WATER / WASTEWATER  
FOR 2-1-22 THRU 2-28-22**

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

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**Wastewater Flows:** 28 Days / February 2022 normal operation throughout the month

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
34,000 GPD	203,000 GPD	78,000 GPD

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**Operations / Maintenance / Repairs:**

- All routine water zone samples came back absent from Coliform and E-coli.
- Our monthly tank inspections were completed. (hiking, snowshoeing, skiing by all tanks and noting any issues from snow/ice, trees and vandalism).
- We started inspecting any accessible manholes in our Collection System to identify any future problems from infiltration and inflow, frost heave and general deterioration.
- We did snow removal on our well houses, fire hydrants and office building.
- We were able to get our first glimpse of the park and the damage from the early season storms.
- Scheid found four errors in our old Collection System map during the transfer over to Diamond Maps program.



Park damage, manhole debris, sunken manhole and frost heave.

# EXHIBIT D5



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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

# T-TSA BOARD MEETING REPORT FEBRUARY 16, 2022

TIME: 9:00 AM

Meeting via ZOOM teleconference.

Members Present:

Blake Tresan, Truckee Sanitary District

Lane Lewis, NTPUD

Dale Cox, SVPUD

Dave Smelser, ASCWD

Dan Wilkins, TCPUD, President

LaRue Griffin, T-TSA General Manager

T-TSA Staff

1. The flow from Alpine Meadows is unrestricted and in compliance.
2. All wasted discharge requirements for the month are being met.
3. Staff email addresses have been updated to [ttsa.ca.gov](http://ttsa.ca.gov).
4. The staff and directors are pleased with Corolla's Master Plan. We are thankful for a 25 year roadmap.
5. Now the sticker shock...\$144.6 million in today's dollars over the next 25 years, \$40 million in the first 5 years, some of that is due to new code requirements (\$10 million). It is only a plan and there are work-arounds that can reduce costs, but still a sobering number.
6. The last T-TSA OSHA inspection was in late 2019 where no problems were found. No new regulations have been put in place by OSHA since then. I think it has more to do with the inspectors than any major problems.

Respectfully submitted,

Dave Smelser

# EXHIBIT E1



AGENDA NO: E1

MEETING DATE: 03/11/2022

## Staff Report

**TO:** ASCWD Board of Directors

Date: March 7<sup>th</sup>, 2022

**FROM:** Joe Mueller, General Manager

**SUBJECT:** SQUAW VALLEY MUTUAL WATER COMPANY

### **DISCUSSION:**

Discuss if the board wishes to explore the option of providing contract operations services to the Squaw Valley Mutual Water Company or consolidate Squaw Valley Mutual Water Company under ASCWD.

At the February 11<sup>th</sup>, 2022 ASCWD Regular Meeting of the Board of Directors, David Stepner, President of the Squaw Valley Mutual Water Company provided an Email that was read under public comment asking if the ASCWD would be interested in providing operations services to the Squaw Valley Mutual Water Company. The Board expressed an interest in discussing and directed staff to bring it back as an Agenda Business Item.

Currently services are being provide by Olympic Valley Public Service District, however due to staffing shortages that arrangement is coming to an end on July 1<sup>st</sup>. Based on conversations with Olympic Valley Public Service District they increased their staff by one additional FTE to properly service Squaw Valley Mutual Water Company, however they are currently understaffed by two positions.

To pursues this opportunity ASCWD would need to hire additional staff.

### **FISCAL IMPACT:**

Fiscal impact to the District would be additional expenses and liabilities offset by any negotiated revenues.

### **RECOMMENDATION:**

The Board provide direction to staff on the desire to further explore the option of providing serves to the Squaw Valley Mutual Water Company.

### **Attachments:**

1. Email from David Stepner, President of the Squaw Valley Mutual Water Company dated February 7, 2022.

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

This item is NOT related to any agenda item.

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

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

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

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

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

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

Thanks for listening.

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David Stepner

# EXHIBIT E2



AGENDA NO: E2

MEETING DATE: 03/11/2022

## Staff Report

**TO:** ASCWD Board of Directors

Date: March 8, 2022

**FROM:** Joe Mueller, General Manager

**SUBJECT:** DISTRICT PARK POLICY AND PARK USE FEES

### **DISCUSSION:**

The Parks, Recreation and Greenbelt Committee met on Thursday, February 17<sup>th</sup> to discuss the District's Park Policy and Park Use and Fees. During this discussion the Committee suggested the District's Park Policy and Park Use and Fees be updated as provided in the Attachments. Redlined Versions have been provided for the Board to review and to easily identify Committee recommended changes.

In general, the Committee is recommending modifications to the Introduction section of the Park Policy, to reflect the move from a past unrestricted general public use to a more restricted resident use park. In addition, the Committee recommends the following:

- Elimination of the Single User Day Pass and Family Day Pass for all but property owners listed on the property tax records along with a slight increase in fees.
- Complete elimination of the Family Week Pass.
- A slight increase in group fees for 1 to 10 persons and 11 to 25 persons.
- Creation of a Guest User Fee for pass holder guest that use the park while accompanied by the pass holder.
- Allowing the District General Manger, the discretion to make exceptions to the large group limitations on a case-by-case basis for Alpine Meadows Property owners groups or associations.

### **FISCAL IMPACT:**

The Committee is recommending moving to restricted use which could have an adverse impact on the amount of collected Park Use Fees. The Park however is primary funded through property tax, so any loss of a portion of Park Use Fees would have a marginal budgetary impact.

### **RECOMMENDATION:**

Staff recommends that the Board review the recommended changes proposed by the Parks, Recreation and Greenbelt Committee and provide direction to staff. Staff concurs with the Committee's recommendations and feel they are reasonable and appropriate.

### **Attachments:**

1. Redlined Version of Park Policy Number 6.1.0
2. Redlined Version of Park Use and Fees Policy Number 6.2.0
3. Redlined Version of 2022 Season Park Fee Schedule

**Policy Number:** 6.1.0

**Title:**  
**PARK POLICY**

**Introduction:**

An element of the Alpine Springs County Water District's mission statement is the "protection, preservation and enhancement of the urban forest setting with consideration for the property owner's continued use and enjoyment".

The District acquired the parcel of land upon which the Park is located from the United States Forest Service in 1992. Alpine Meadows property owners were assessed an annual fee of \$63.00 per parcel for 13 years for payment for the land in the exchange. Later the District accepted \$104,142.00 from Placer County in Park Dedication fees to complete the Park. As a condition of accepting the Placer County Park Dedication fees, the District ~~wasis~~ required to make the Park available to the general public on the same terms and conditions as it is to District customers for a period of 20 years, that term expired in 2016. The District annually establishes charges user fees for those (park users)~~to the residents of the District and the general public~~ who wish to use the Park.

**Ends:**

In setting Park user fees annually, the District balances its need for revenues with expenditures ~~its desire to open the Park to all members of the public who wish to use it~~. Initially, the District believed that these user fees would cover the cost of Park operations. Over time, it has become clear that the user fees which the District collects are not now and will probably never be sufficient to cover the full cost of Park operations. As a result, approximately 15 to 20 percent of the property taxes paid by Alpine Meadows property owners have subsidized the cost of Park operations. The District plans to continue subsidizing the Park by using property taxes for as long as property tax revenues are available for this purpose.

~~The District does not plan to actively pursue a plan to increase the number of Park users, and thus increase Park revenues, by advertising the Park outside the Alpine Meadows community. This does not preclude the possibly of advertising the Park inside the District. Although the Park is not for the exclusive use of the Alpine Meadows community,~~ the District's primary responsibility is to preserve this precious resource for the benefit of the Alpine Meadows residents and property owners who subsidize the Park's operations.

**Responsibility:**

It is the responsibility of the Board of Directors, with counsel from the Park, Recreation and Greenbelt Committee to set user fees, annually, on the bases set forth above.



**Policy Number 6.2.0**

**Title:**

**PARK USE AND FEES**

**Introduction:**

This policy has been developed to establish a use and fee policy for the park.

**Ends:**

1. General Use:

- a. The park shall be restricted to Alpine Meadows residents and members of the open to the public who held an active season pass the preceding year on a pay-to-use basis.
- b. There shall be no exclusive use of the park.
- c. The park shall be open during daylight hours.
- d. All users shall adhere to the Park Rules.
- e. Use of the park is at the user's own risk. Each park user, individual, family, group, or organization, is required to sign a waiver and release form for all claims for damages, death, personal injury, or property damages against ASCWD.
- f. No music or amplifiers louder than 60 dB metered at the front gate shall be allowed.

2. Guest Use:

- a. Household guests who are staying at the home of a season pass holder may use the park at no extra cost when accompanied by a pass holder.
- a.b. Household guests who are NOT staying at the home of a season pass holder may use the park when accompanied by a pass holder subject to the payment of the established guest fee.
- b.c. Only household members may share a Season Pass. Adults from different households must purchase their own pass.
- e.d. Renters are not considered household guests ~~and must purchase their own passes.~~

3. Fees (see Annual Fee Schedule):

- a. The Fee Schedule will be reviewed annually by the Park Committee and approved by the ASCWD Board of Directors.
- b. The fees will be determined based on the cost of maintaining the park.
- c. Group fees will be determined based on the size of the group.
- d. The Fee Schedule will be posted at the District Office by April of each year, announced in the spring newsletter, on the District website [www.alpinesprings.org](http://www.alpinesprings.org) and included with the Park Use contract.

4. Group Use:

- a. ~~Prior to~~ Reservations are required for group use and can only be made by a season pass holder.
- b. No more than two groups of 25 or fewer persons or one group of 26 or more persons shall be scheduled during any one day.
- c. A damage deposit will be required and shall be used to reimburse the District for the following work tasks, if required:
  - i. Clean up and disposal of trash.
  - ii. BBQ cleaning or repair.

## ALPINE SPRINGS COUNTY WATER DISTRICT

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- iii. Amenity repairs including, but not limited to, tables, volleyball facility, bocce ball court, grass, walkways, fencing, bathroom facilities, etc.
- d. Unused monies from the damage deposit will be refunded.
- e. No music or amplifiers louder than 60 dB metered at the front gate shall be allowed.
- f. If a reservation is cancelled less than seven days before the event, 10% of the damage deposit will be forfeited.

### 5. Large Group Use:

"Large Groups" consist of parties of 76 to 100 persons.

- a. Prior to June 15 and after August 1, one Large Group may be scheduled per weekend. (Saturdays or Sundays) after 3 pm.
- b. From June 15 to August 1, no Large Groups will be allowed to use the Park on weekends (Saturdays and Sundays).
- c. Large Groups may be scheduled Monday through Friday after 3:00 p.m.
- d. No Large Group shall be allowed to use the Park during the three-day weekends of Memorial Day, Labor Day or 4<sup>th</sup> of July.

d.e. The District General Manger has the discretion to make exceptions to the above limitations on a case-by-case basis for Alpine Meadows Property owners groups or associations.

e.f. No music or amplifiers louder than 60 Db metered at the front gate shall be allowed.

- i. Music or amplifiers must be set up on lower lawn in the vicinity of the Bocce Ball Court.

f.g. See the annual Fee Schedule for charges.

g-h. In addition, a damage deposit shall be required and shall be used to reimburse the District for the following work tasks, if required:

- i. Clean up and disposal of trash.
- ii. BBQ cleaning or repair.
- iii. Amenity repair including but not limited to tables, volleyball facility, bocce ball court, grass, walkways, fencing, bathroom facilities, etc.

h-i. Unused monies from the damage deposit will be refunded.

i-j. If a reservation is cancelled less than seven days before the event, 10% of the damage deposit will be forfeited.

### 6. Passes:

- a. See the Annual Fee Schedule for a list of fees.
- b. The park passes that will be made available ~~to the general public~~ are as follows:
  - i. Single User Day Pass (Only Available to Property Owners)
  - ii. Family Day Pass (Only Available to Property Owners)  
~~Family Week Pass~~
  - iv-iii. Family Season Pass (one pass card)
- c. A refundable deposit per card will be charged for all passes and returned upon receipt of the pass card.

### Responsibility:

It is the responsibility of the General Manager to implement this policy.

**PARK, RECREATION & GREENBELT COMMITTEE**  
**FEE SCHEDULE**  
**For the 2022+ Season**

**Pass Fees:**

- **Single User Day Pass - \$240.00 (Only available to Alpine Meadows Property Owners)**
- **Family Day Pass – \$420.00(Only available to Alpine Meadows Property Owners)**
- **Daily Guest Fee - \$5.00 per Child -\$10 per Adult (Guests who are NOT staying at the home of the pass holder when accompanied by the pass holder)**
- ~~**Family Week Pass—\$75.00**~~
- **Resident Family Season Pass – \$180.00 (Property Owners and Long-term Renters)**
- **Nonresident Family Season Pass – \$280.00 (Nonresident Passes restricted to those that held a season pass the previous year)**

**Resident requirements will be verified by one of the following acceptable methods with an accompanying photo ID:**

- **Name on ASCWD account**
- **Name on property tax bill**
- **Name on utility bill for an Alpine Meadows address**
- **Name on a lease of 30 days or more**

**A refundable deposit of \$25.00 per each pass card will be charged and returned upon receipt of the pass card. Limit of one card for each Family Season Pass.**

**Group Fees:**

- **01 to -10 persons – \$50.0025**
- **11 to 25 persons – \$750.00**
- **26 to 50 persons – \$100.00**
- **51 to 75 persons – \$200.00**
- **76 to 100 persons - \$400.00**

**For groups 1 persons to 50 persons, \$250.00 damage deposit will be charged for clean-up/breakage/repairs.**

**For groups 51-100 persons, \$500.00 damage deposit will be charged for clean-up/breakage/repairs.**

**Unused monies from the damage deposit will be refunded.**

**Additional fees may apply depending on group activity.**

**If a reservation is cancelled less than seven days before the event, 10% of the damage deposit will be forfeited.**

**BBQ use fee – extra \$10.00 per BBQ**

# EXHIBIT E3



AGENDA NO: E3

MEETING DATE: 03/11/2022

## Staff Report

**TO:** ASCWD Board of Directors

Date: March 07, 2022

**FROM:** Joe Mueller, General Manager

**SUBJECT:** DISTRICT RETIREMENT HEALTH BENEFITS

### **BACKGROUND:**

Per District Resolution 9-2021 adopted at the September 2021 Board of Directors meeting, Alpine Springs County Water District (ASCWD) provides its employees and annuitants with health insurance benefits provided through CalPERS at no cost to the employee or annuitant at the current PERS Gold Plan. Also, at that meeting Amendment #1 to the Employee Handbook of the ASCWD clarified that, District employees that retired prior to January 1, 2022, and qualify as annuitants shall be eligible for a retiree health benefit equal to the premium for the PERS Gold plan to be used towards the payment of the premium of any CalPERS medical insurance plan in which the Retiree enrolls. And that future retiree benefits will be addressed in a separate Board discussion and clarified in the Employee Handbook of the ASCWD.

The Administration and Personnel Committee meet on March 2<sup>nd</sup> to discuss and provide a recommendation to the Board on current and future retiree health benefits.

### **DISCUSSION:**

Reference the attached Administration and Personnel Committee Report.

### **FISCAL IMPACT:**

Implementing a tiered system of cost sharing for health insurance premiums for retirees that retire before age 62 would have a negative budgetary effect, however a manageable one due to the districts size and the likelihood of multiple staff utilizing this option.

### **RECOMMENDATION:**

Accept the Administration and Personnel Committee recommendations and direct staff to work with BBK to prepare an amendment to the Employee Handbook of the ASCWD to reflect these changes.

### **Attachments:**

1. Administration and Personnel Committee Report from the March 2<sup>nd</sup>,2022 meeting.
2. Page 39 of the Employee Handbook of the ASCWD

# ALPINE SPRINGS COUNTY WATER DISTRICT

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

## Administration and Personnel Committee Report

Date: Wednesday, March 2, 2022  
Location: District Office, Board Room  
270 Alpine Meadows Road  
Time: 9:00 a.m.  
Members: Janice Ganong, Chair  
Evan Salke, Director  
Joe Mueller, General Manager  
Staff: Miguel Rodriguez – Supervisor  
Schied Limbad - Operator

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MEETING WAS CALLED TO ORDER AT 9:00 A.M.

THERE WAS NO PUBLIC COMMENT.

ITEMS FOR COMMITTEE DISCUSSION AND ACTION.

**1. Retirement health benefits for current and future employees.**

- a. After a lengthy discussion with committee and staff, the Administration and Personnel Committee recommends no change to the minimum requirement of 20 years of work and age 62 to qualify for retirement with full health benefits for employees and their dependents.
- b. It is also recommended that if an employee has reached 20 years of work before reaching age 62, they may choose to retire earlier than age 62 with the provision that they will have to pay a percentage of their health premium, along with the District, in order to keep their PERS policy active until they reach age 62, when full benefits will begin.
- c. It is recommended that a tiered payment system be developed depending on the number of years an employee retires earlier than age 62. In effect, the District and employee would split the cost of self payment required for the employee to remain on PERS but in a tiered manner. For example, if an employee retired at age 58, which is 4 years early, the tiered payment system might look like this.

Four Years until age 62	Employee contribution	ASCWD contribution
First Year	80%	20%
Second Year	60%	40%
Third Year	40%	60%
Fourth Year	20%	80%
Age 62	0%	100%

- d. It is recommended that language in the Employee Handbook be revised to reflect the changes.

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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

### ITEMS FOR COMMITTEE DISCUSSION AND ACTION CONTINUED:

#### 2. **Salary pay step system to conform with ASCWD Salary Schedule.**

- a. The A & P Committee recommends using an annual Defined Performance Evaluation rather than a Step System as a way to determine the employee's percentage salary increase each year. This increase is in addition to annual COLA increases as well as Certification increases which are 5% per Certification.
- b. As an example only, using a Defined Performance Evaluation an employee who Meets Expectations could annually generate a 2% salary increase, an employee who Exceeds Expectations could receive a 3.5% increase, and an employee who Did Not Meet Expectations could receive no salary increase. Several local agencies, TTSA and the Town of Truckee, use this merit based system as a way to provide a clear salary schedule as well as motivating performance.
- c. It is recommended that the General Manager develop a merit based salary schedule to present to the Board for approval.

#### 3. **Member's Comments.**

- a. Director Ganong asked if there was any more information about the Municipal Water System in Olympic Valley. Joe explained that David Stepner would attend our Board meeting via Zoom and that they were also talking to independent contractors to meet their needs.
- b. Director Ganong asked if anyone had information about the proposed Addendum To The Final EIR and EIS for the Base to Base Gondola that Palisades Tahoe is requesting at the Placer County Planning Commission Meeting on March 10, 2022 in Auburn. No one had any information. Heather Beckman is the contact for this project and can be reached at 530 388-6484 or [hbeckman@placer.ca.gov](mailto:hbeckman@placer.ca.gov).

The next A & P meeting to review Goals and Objectives for the Board and General Manager will be scheduled in late April or early May to align with the fourth quarter review of Goals and Objectives.

The meeting was adjourned at 11:05 a.m.

By: \_\_\_\_\_  
Janice Ganong, Committee Chair

March 2, 2022



employee is eligible for retirement. The retirement benefit will be in accordance with CalPERS calculations. In general the yearly retirement benefit will be determined by taking the number of years, or portion of a year, multiplied by 2%, multiplied by the average of the three highest year's salary.

Post Retirement Medical Insurance Plan (California Public Employees' Retirement System Health Insurance) Pers Choice The District adopted Resolution 27-88 which provides that the District will pay the full cost of the Pers Choice health plan available thru the CalPERS health plan. The District will pay the cost for the eligible retiree and his/her dependents, if any subject to CalPERS health plan rules. Retirement age for this post retirement benefit is age 62 and an employee must have completed 20 years of employment with the District.

If, however, the retiree leaves the CalPERS health plan entirely and becomes covered under a different plan (e.g., through a spouse, Medicare or a health insurance exchange) the District will not continue to pay for the benefit and the benefit will be considered canceled.

### **Holidays**

The following holidays are observed by the District, and all regular employees normally scheduled to work more than twenty (20) hours per workweek will be given these days off with pay.

New Year's Day

Presidents' Birthday

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Friday following Thanksgiving

Christmas Eve

Christmas Day

Employee's Birthday

When a District-observed holiday falls on Sunday, the following Monday will be observed as the holiday. Any holiday falling on Saturday will be observed on the preceding Friday.

# EXHIBIT E4



AGENDA NO: E4

MEETING DATE: 03/11/2022

## Staff Report

**TO:** ASCWD Board of Directors

Date: March 07, 2022

**FROM:** Joe Mueller, General Manager

**SUBJECT:** EMPLOYEE ANNUAL MERIT OR STEP SALARY INCREASE

### **BACKGROUND:**

The ASCWD is required to keep, approve, and make available upon request an up-to-date Employee Salary Schedule. This schedule is updated and approved by the board annually as part of the District COLA increases that take effect July 1<sup>st</sup> of each year. BBK has suggest that the district may also want to look at developing defined salary steps for each position and/or better define advance through the range.

### **DISCUSSION:**

Reference the attached Administration and Personnel Committee Report.

### **FISCAL IMPACT:**

No Fiscal Impact, Salary and Benefits are currently established by budget. Action only helps to clarify procedures.

### **RECOMMENDATION:**

Accept the Administration and Personnel Committee recommendations and direct staff to work with BBK to prepare an amendment to the Employee Handbook of the ASCWD to reflect these changes.

### **Attachments:**

1. Administration and Personnel Committee Report from the March 2<sup>nd</sup>, 2022 meeting.
2. Page 51 and 52 of the Employee Handbook of the ASCWD

# ALPINE SPRINGS COUNTY WATER DISTRICT

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

## Administration and Personnel Committee Report

Date: Wednesday, March 2, 2022  
Location: District Office, Board Room  
270 Alpine Meadows Road  
Time: 9:00 a.m.  
Members: Janice Ganong, Chair  
Evan Salke, Director  
Joe Mueller, General Manager  
Staff: Miguel Rodriguez – Supervisor  
Schied Limbad - Operator

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MEETING WAS CALLED TO ORDER AT 9:00 A.M.

THERE WAS NO PUBLIC COMMENT.

ITEMS FOR COMMITTEE DISCUSSION AND ACTION.

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- a. After a lengthy discussion with committee and staff, the Administration and Personnel Committee recommends no change to the minimum requirement of 20 years of work and age 62 to qualify for retirement with full health benefits for employees and their dependents.
- b. It is also recommended that if an employee has reached 20 years of work before reaching age 62, they may choose to retire earlier than age 62 with the provision that they will have to pay a percentage of their health premium, along with the District, in order to keep their PERS policy active until they reach age 62, when full benefits will begin.
- c. It is recommended that a tiered payment system be developed depending on the number of years an employee retires earlier than age 62. In effect, the District and employee would split the cost of self payment required for the employee to remain on PERS but in a tiered manner. For example, if an employee retired at age 58, which is 4 years early, the tiered payment system might look like this.

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Third Year	40%	60%
Fourth Year	20%	80%
Age 62	0%	100%

- d. It is recommended that language in the Employee Handbook be revised to reflect the changes.

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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

### ITEMS FOR COMMITTEE DISCUSSION AND ACTION CONTINUED:

#### 2. Salary pay step system to conform with ASCWD Salary Schedule.

- a. The A & P Committee recommends using an annual Defined Performance Evaluation rather than a Step System as a way to determine the employee's percentage salary increase each year. This increase is in addition to annual COLA increases as well as Certification increases which are 5% per Certification.
- b. As an example only, using a Defined Performance Evaluation an employee who Meets Expectations could annually generate a 2% salary increase, an employee who Exceeds Expectations could receive a 3.5% increase, and an employee who Did Not Meet Expectations could receive no salary increase. Several local agencies, TTSA and the Town of Truckee, use this merit based system as a way to provide a clear salary schedule as well as motivating performance.
- c. It is recommended that the General Manager develop a merit based salary schedule to present to the Board for approval.

#### 3. Member's Comments.

- a. Director Ganong asked if there was any more information about the Municipal Water System in Olympic Valley. Joe explained that David Stegner would attend our Board meeting via Zoom and that they were also talking to independent contractors to meet their needs.
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The next A & P meeting to review Goals and Objectives for the Board and General Manager will be scheduled in late April or early May to align with the fourth quarter review of Goals and Objectives.

The meeting was adjourned at 11:05 a.m.

By: \_\_\_\_\_  
Janice Ganong, Committee Chair

March 2, 2022

## CHAPTER 7: PERFORMANCE EVALUATION AND PROMOTION

### Performance Policy and Standards

Alpine Springs County Water District maintains a policy of evaluating the job performance of its employees as a means of measuring the efficiency and effectiveness of its operations, providing employees with meaningful information about their work, and to aid the District in making personnel decisions related to such areas as training, merit pay increases, promotion, job assignments, retention and long range planning of our operations. The process of evaluating employees is intended to be participatory in nature, involving the employee's input as much as the rating supervisor, thereby helping employees to develop and contribute ideas to the betterment of the District.

Among the factors evaluated during formal performance reviews are the employee's quality and quantity of work, work habits, interpersonal relations, adaptability to job conditions and results achieved. Each employee is to be given an opportunity to meet with the evaluating supervisor to openly and candidly discuss the evaluation before it is finalized, whereupon the employee will be given a copy of the completed form.

### Performance Evaluation Guidelines and Procedures

#### Frequency and Distribution of Reports

Written employee performance evaluation reports shall be prepared by the appropriate supervisor for introductory employees at the end of the introductory period. For regular full-time and regular part-time employees, a written report shall be submitted within ten (10) calendar days prior to the salary anniversary date each year. In addition, an evaluation report may be prepared at any time at the discretion of the employee's supervisor when it is deemed to be necessary and appropriate. The failure to timely complete an annual performance evaluation shall not entitle an employee to any increase in pay for meritorious service.

Reports shall be prepared with a copy given to the employee and the original forwarded to the General Manager for review, comment and retention in the employee's personnel file.

#### Review with Employee

Each performance evaluation shall be thoroughly discussed with the employee to point out areas of successful performance and areas that need improvement or are unacceptable. Employees shall also be encouraged to comment about their work performance, either in a written statement attached to the report or verbally. The

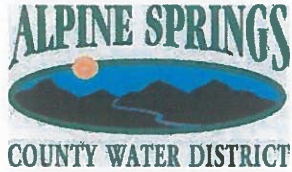
employee shall sign the performance report to acknowledge awareness of its contents and discussion of the report with the evaluator. The employee's signature does not necessarily mean that the employee fully agrees with the contents of the reports and the employee may so state before signing.

### **Promotion Policy**

The District makes all employment decisions (including initial hire, promotion, and job assignments) based on merit, suitability for position, and the operational needs of the District. The District will promote to vacant or new higher level positions from within the District organization only when qualified employees are available, deemed suitable in all respects, and where it is determined to be in the best interests of the District to do so.

# EXHIBIT E5





AGENDA NO: E5

MEETING DATE: 03/11/2022

## Staff Report

**TO:** ASCWD Board of Directors

Date: March 07, 2022

**FROM:** Joe Mueller, General Manager

**SUBJECT:** PARK FUND BUDGETING FOR FISCAL YEAR 22/23

**DISCUSSION:**

Discuss the Auditors suggestion, elimination of the Park Fund in the FY 22/23 Budget and account for all Park revenues and expenses under the General Fund. This suggestion was made with the idea it could help with the occasional confusion of the Park Fund showing in the red and the question of where the makeup funds are coming from. It would however make a per park expenditure evaluation a little more complicated.

**FISCAL IMPACT:**

No Fiscal Impact, the action would only entail a procedural change.

**RECOMMENDATION:**

Agendized on the Budget and Finance Committee Meeting scheduled to take place on March 10, 2022, any recommendation from that meeting will be discussed.

# EXHIBIT F1

Alpine Springs County Water  
Budget and Finance Committee Report  
Thursday, February 10, 2022 9:30 a.m.

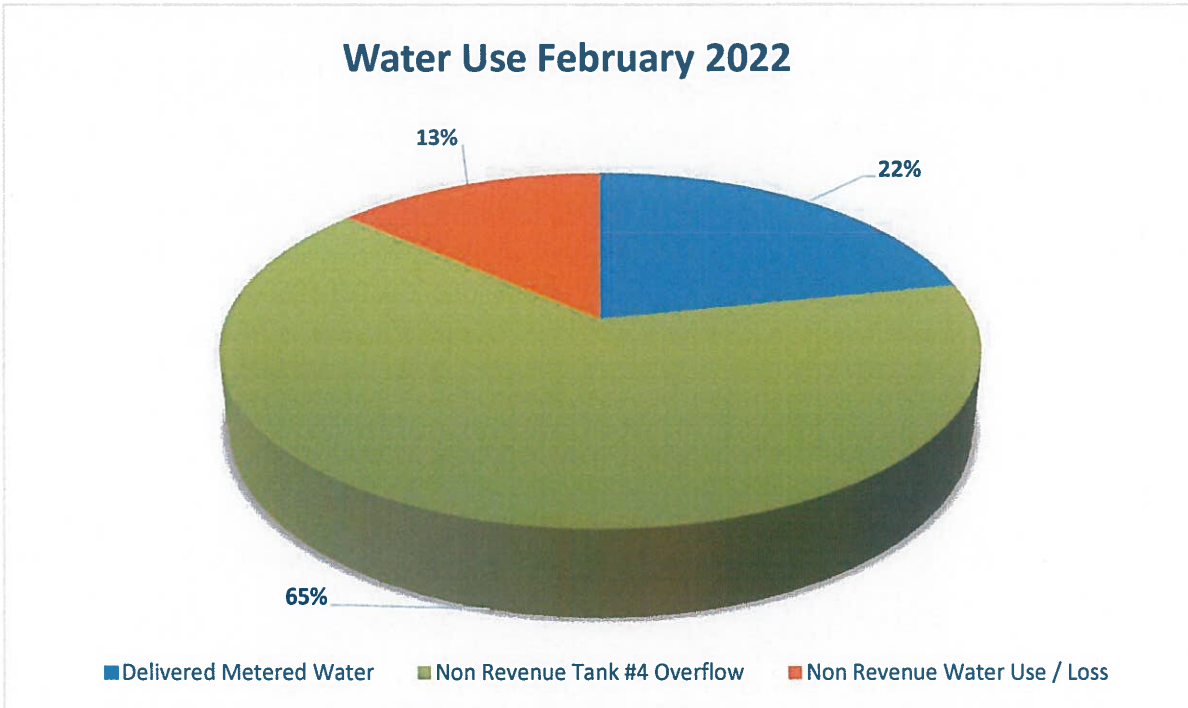
Members: Janet Grant, District Director, Chair  
Evan Salke, District Director  
Joe Mueller, General Manager  
Advisors: Mike Dobrowski, CPA, District Accountant  
Staff: None  
Guests: None

Items discussed and recommendations to board:

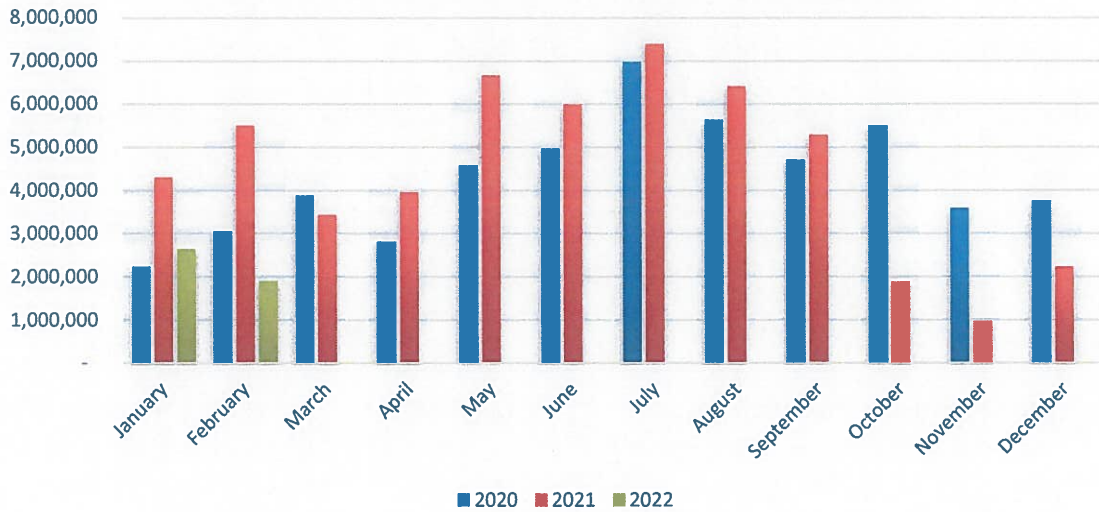
1. PUBLIC COMMENT
  - a. No public comment.
2. ITEMS FOR COMMITTEE DISCUSSION AND RECOMMENDED ACTION
  - a. January 2022 Monthly Financial Reports
    - i. The committee recommends approving January 2022 financials.
  - b. Treasurer's Report
    - i. The committee reviewed the treasurer's report and noted much of the improving cash position is from property tax receipts.
  - c. Unbudgeted Expenses
    - i. There were no unbudgeted expenses
3. MEMBERS' COMMENTS
  - a. There were no member's comments.
4. CORRESPONDENCE
  - a. There was no correspondence.
5. Adjournment
  - a. The committee adjourned at 10:02 a.m.
6. NEXT MEETING
  - a. Next B&F meeting: Thursday, March 10, 2022 9:30 a.m.

# ALPINE SPRINGS COUNTY WATER DISTRICT FEBRUARY 2022 WATER REPORT

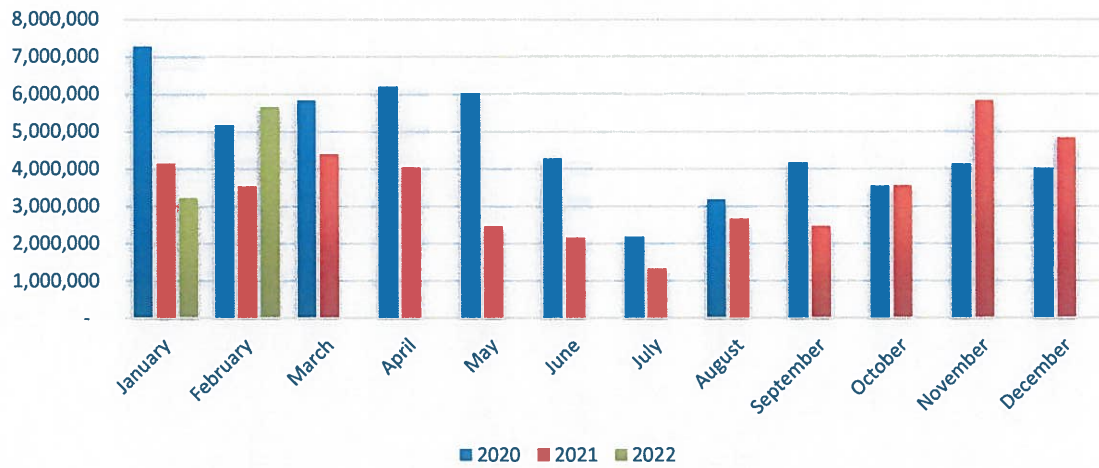
<b>Total Potable Water Production</b>	8,747,167 Gallons
<b>Delivered Metered Water</b>	1,902,157 Gallons
<b>Non Revenue Tank #4 Overflow</b>	5,660,572 Gallons
<b>Non Revenue Water Use / Loss</b>	1,184,438 Gallons



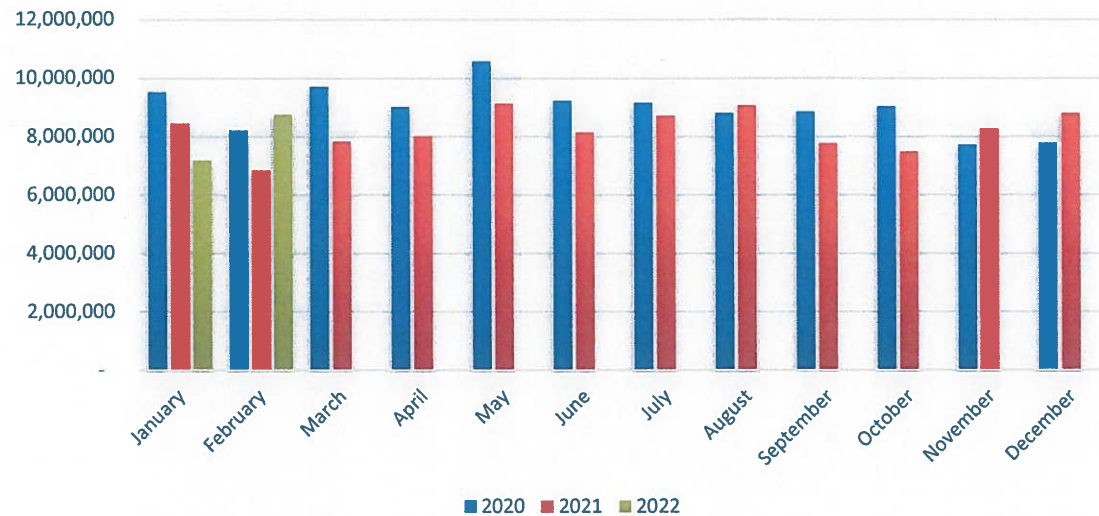
### Delivered Metered Water per Month (gallons)



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



### Total Water Production per Month (gallons)

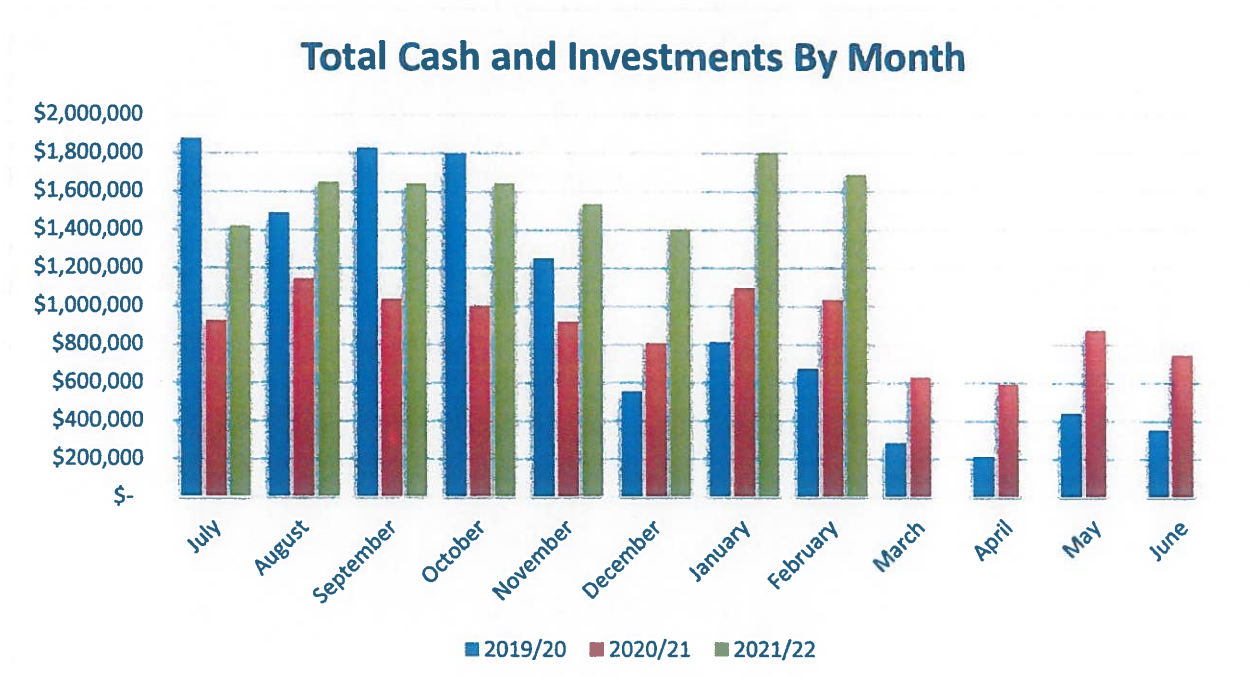
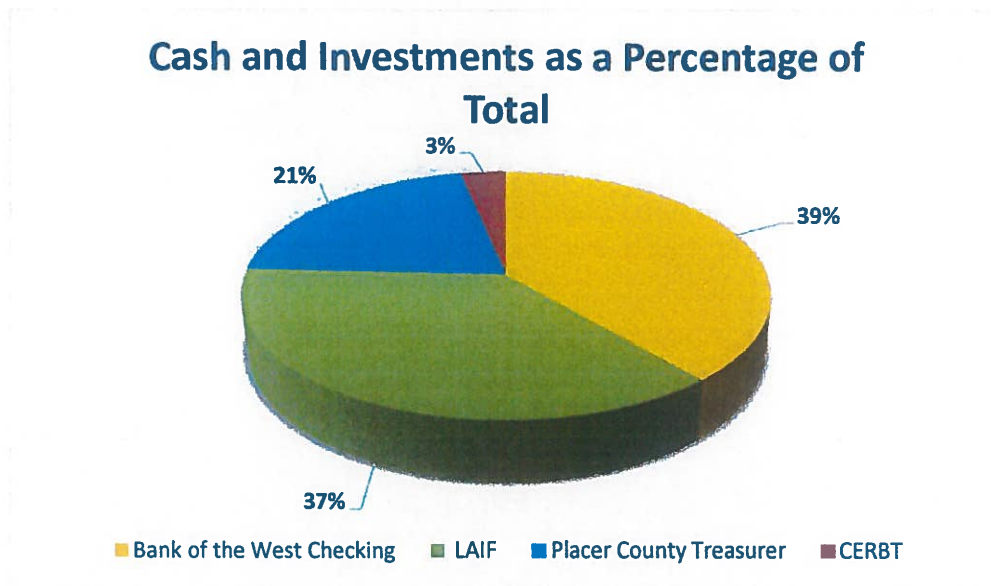


# ALPINE SPRINGS COUNTY WATER DISTRICT

## February 2022 TREASURERS REPORT

### FY 21/22

	Account Balance	Report Date	Interest
<b>Bank of the West Checking</b>	\$ 653,762	3/2/2022	0.00%
<b>LAIF</b>	\$ 624,039	3/2/2022	0.234%
<b>Placer County Treasurer</b>	\$ 354,657	1/31/2022	0.249%
<b>CERBT</b>	\$ 55,323	3/2/2022	-0.750%
	<u>\$ 1,687,782</u>		



# EXHIBIT F2

**ALPINE SPRINGS COUNTY WATER DISTRICT  
PARK RECREATION AND GREENBELT COMMITTEE REPORT**

Date: Thursday, February 17, 2022  
Location: District Office, Board Room  
270 Alpine Meadows Road  
Time: 3:00 pm  
Members: Christine York, District Director, Chair                      Don Fulda, Member  
Jan Ganong, District Director    Ursula Hirsbrunner, Member  
Joe Mueller, General Manager    Lisa Peck, Member  
  
Absent: Ingrid Bourke, Michael Cadra  
  
Guests: Felicia Cole (on Zoom), Andrew Pitcairn, Miguel Ramirez, Scheid Limbird

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**Meeting was called to order at 3:05 pm.**

**1. PARK POLICIES**

- a. modify 6.2.0 5 as reflected on revised policy
  - i. keeps large group policies in place but gives GM discretion to approve special events like an HOA picnic

**2. PARK RATES FOR 2022**

- a. Recommend changes to Pass Fee Structure, please see updated rates
- b. After an extensive discussion, we recommend limiting the park to AM residents
  - i. we recommend allowing previous non-resident pass holders to still be allowed to buy a pass at a non-resident rate for this summer and see how it goes
    - 1. there was considerable discussion on this issue with about half the committee in favor of limiting it to just residents and the other half wanting to allow non-residents to buy season passes at a higher rate
    - 2. we discussed how to define residents and we settled upon property tax payers and long-term renters as defined by 31 days or more
    - 3. part of the challenge is we have no data on how many non-resident passes we sold last year so this would be a chance to better understand who's using the park and when
      - a. staff will try and get more complete applications with a local address
      - b. we recommend some headcounts throughout the summer as well
- c. Recommend eliminating day and week passes for non-residents and adding a daily guest of pass holder fee instead
- d. Recommend limiting group events to just pass holders and modifying rates as indicated

**3. PARK APPLICATION**

- a. recommend to edit in line with agreed upon changes

**4. PARK AMENITIES**

- a. Landscaping
  - i. Don and Betty Fulda will assess the current state of the vegetation to see what is growing and what should be added or supplemented
  - ii. the \$250 budgeted for landscaping is adequate



- b. Beach Sand
  - c. Tennis Courts
    - i. routine maintenance will be done in the spring
  - d. Other
    - i. drinking fountain needs to be updated
  - e. taking steps to achieve ADA compliance
5. **EASTER EGG HUNT** —Saturday April 16, 10 am sharp
- a. Committee liked the idea of bringing this popular event back for residents
  - b. Christine will look into ordering toys for the hunt
  - c. we need someone to dress as the bunny
6. **FLOWER WALK**— Date TBD, 9 am in ASCWD parking lot
- a. this was well attended last year
  - b. Michael Graf will lead this event. Location TBD
  - c. an email blast will be sent out prior to the event to generate more publicity
  - d. a sign will be placed on the main road on the Friday before to inform the community
7. **GEOLOGY AND/OR NATURE PRESENTATION**
- a. will revisit next year
8. **MEMBERS' COMMENTS**
- a. There were no comments at this time
9. **CORRESPONDENCE TO THE COMMITTEE**
- a. none

The Committee will schedule its next meeting to discuss the greenbelt for some time in April.

**The meeting was adjourned at 5:45 pm.**

By: Christine York, Committee Chair

Date: March 9, 2022

# EXHIBIT F4

# ALPINE SPRINGS COUNTY WATER DISTRICT

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

## Administration and Personnel Committee Report

Date: Wednesday, March 2, 2022  
Location: District Office, Board Room  
270 Alpine Meadows Road  
Time: 9:00 a.m.  
Members: Janice Ganong, Chair  
Evan Salke, Director  
Joe Mueller, General Manager  
Staff: Miguel Rodriguez – Supervisor  
Schied Limbad - Operator

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MEETING WAS CALLED TO ORDER AT 9:00 A.M.

THERE WAS NO PUBLIC COMMENT.

ITEMS FOR COMMITTEE DISCUSSION AND ACTION.

**1. Retirement health benefits for current and future employees.**

- a. After a lengthy discussion with committee and staff, the Administration and Personnel Committee recommends no change to the minimum requirement of 20 years of work and age 62 to qualify for retirement with full health benefits for employees and their dependents.
- b. It is also recommended that if an employee has reached 20 years of work before reaching age 62, they may choose to retire earlier than age 62 with the provision that they will have to pay a percentage of their health premium, along with the District, in order to keep their PERS policy active until they reach age 62, when full benefits will begin.
- c. It is recommended that a tiered payment system be developed depending on the number of years an employee retires earlier than age 62. In effect, the District and employee would split the cost of self payment required for the employee to remain on PERS but in a tiered manner. For example, if an employee retired at age 58, which is 4 years early, the tiered payment system might look like this.

Four Years until age 62	Employee contribution	ASCWD contribution
First Year	80%	20%
Second Year	60%	40%
Third Year	40%	60%
Fourth Year	20%	80%
Age 62	0%	100%

- d. It is recommended that language in the Employee Handbook be revised to reflect the changes.

# ALPINE SPRINGS COUNTY WATER DISTRICT

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

## ITEMS FOR COMMITTEE DISCUSSION AND ACTION CONTINUED:

### 2. Salary pay step system to conform with ASCWD Salary Schedule.

- a. The A & P Committee recommends using an annual Defined Performance Evaluation rather than a Step System as a way to determine the employee's percentage salary increase each year. This increase is in addition to annual COLA increases as well as Certification increases which are 5% per Certification.
- b. As an example only, using a Defined Performance Evaluation an employee who Meets Expectations could annually generate a 2% salary increase, an employee who Exceeds Expectations could receive a 3.5% increase, and an employee who Did Not Meet Expectations could receive no salary increase. Several local agencies, TTSA and the Town of Truckee, use this merit based system as a way to provide a clear salary schedule as well as motivating performance.
- c. It is recommended that the General Manager develop a merit based salary schedule to present to the Board for approval.

### 3. Member's Comments.

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- b. Director Ganong asked if anyone had information about the proposed Addendum To The Final EIR and EIS for the Base to Base Gondola that Palisades Tahoe is requesting at the Placer County Planning Commission Meeting on March 10, 2022 in Auburn. No one had any information. Heather Beckman is the contact for this project and can be reached at 530 388-6484 or [hbeckman@placer.ca.gov](mailto:hbeckman@placer.ca.gov).

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The meeting was adjourned at 11:05 a.m.

By: \_\_\_\_\_  
Janice Ganong, Committee Chair

March 2, 2022