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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: Tuesday June 14th, 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 Thursday June 9<sup>th</sup>, 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: **844 3312 4813**; passcode: **774983**; Please mute yourself unless you are speaking. Times listed are approximate.

Join Zoom meeting:

<https://us06web.zoom.us/j/84433124813?pwd=R1dvcnpRZmtQcGw5SXBBeljNVZjErQT09>

#### **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**

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

**General Manager:** Joe Mueller

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) MAY REGULAR BOARD MEETING**

The Board shall review and vote to approve the minutes of the Regular Board meeting of May 13<sup>th</sup>, 2022.

### **D. DEPARTMENT REPORTS**

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

Mike Dobrowski, CPA, shall discuss the May 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 May 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 May 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 May 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 May 18<sup>th</sup>, 2022.

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

#### **E1) FY 2022/2023 OPERATING AND CAPITAL BUDGET**

Consideration of Resolution 8-2022 Alpine Springs County Water District Operating and Capital Improvement Plan Budget for Fiscal Year July 1, 2022, thru June 30, 2023.

#### **E2) BOARD PAY**

Consideration for approval changes to the Board Pay Policy Number 2.2.0 Directors' Pay

#### **E3) GOALS & OBJECTIVES 2022/ 2023**

Consider for approval updates to the District Goals and Objectives for 2022/23

#### **E4) UNBUDGETED EXPENSE 2018 TANK 4 REPLACEMENT PROJECT**

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# ALPINE SPRINGS COUNTY WATER DISTRICT

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

**General Manager:** Joe Mueller

Consider for approval final payment plus retainage payout to Resources Development Company for the Tank 4 Replacement project in the amount of \$140,446.05

## **F. COMMITTEE REPORTS**

- F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)  
Met May 13th, 2022, the previous months April 7<sup>th</sup>, 2022, B&F report is attached.
- F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)  
Met on April 28<sup>th</sup>, 2022, report attached.
- F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)  
No Meeting.
- F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)  
Met on May 17<sup>th</sup>, 2022, report attached.

## **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**

- II) GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
General Manager performance evaluation for fiscal year 2021/2022

## **J. DIRECTORS' COMMENTS**

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

## **K. ADJOURNMENT**

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

## **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

Next regularly scheduled Board meeting – Friday July 8<sup>th</sup>, 2022, at 9:00 a.m.

I certify that on or before Thursday June 9<sup>th</sup>, 2022, at 9:00 a.m., I personally posted and forwarded agendas as requested.

*Pam Zinn*

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Pam Zinn, Office Manager.

C1)

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

3 **May 13, 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, Andrew Pitcairn, NTFPD Fire Marshall Brent Armstrong and NTFPD Facilities  
17 Coordinator Bjorn Beckman

18  
19 **B. PUBLIC COMMENT**

20 Andrew Pitcairn noted his request to hold the AMEA picnic on July 3 at the park around 5 or 6 PM. It was  
21 scheduled for Labor Day weekend last year, but cancelled due to smoke. If successful, AMEA may ask to do  
22 it over 4<sup>th</sup> of July weekend every year. Mueller noted that although this could be considered to be within the  
23 General Manager's discretion, the specifics of HOA requests are not clear in the policy. Discussion followed  
24 and there was agreement that the holiday request would be approved for this year, but ultimately, this is  
25 within the GM approval scope.  
26

27 **C. APPROVAL OF MINUTES**

28 **C1) APRIL REGULAR BOARD MEETING**

29 **It was moved by Ganong and seconded by Smelser to approve the minutes of the April 8, 2022 Board**  
30 **meeting as presented. Motion carried unanimously.**  
31

32 **D. DEPARTMENT REPORTS**

33 **D1) FINANCIAL REPORT**

34 District CPA Mike Dobrowski presented the April financial reports.  
35

36 **It was moved by Ganong and seconded by Smelser to approve the April 2022 financial reports as**  
37 **presented. Motion carried unanimously.**  
38

39 **It was moved by York and seconded by Ganong to approve payment of checks #32443 - #32478,**  
40 **payroll, and electronic fund transfers. Motion carried unanimously.**  
41

42 **D2) FIRE DEPARTMENT REPORT**

43 NTFPD Fire Marshall Armstrong introduced new Facilities Coordinator Bjorn Beckman. Beckman described  
44 his background and his responsibilities at the District.  
45

46 Armstrong reported:

- 47 • Crews are transitioning from winter to summer, including wildland training and preparing equipment
- 48 • The forecast models predict a similar, if not worse, fire season as last year
- 49 • Staffing and training
- 50 • Prevention has been busy with plan reviews
- 51 • April Shackelford is the new Forest Fuels Manager



- 1 • There is no update on the Calfire grant application  
2

3 Smelser said the Fire Wise Council's green waste cleanup day is June 27 and asked to be on the chipping  
4 schedule for that date.  
5

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

7 Mueller presented his report of April activities.  
8

9 Mueller has done a cursory review of the TTSD contract and will have BBK review it. It should come to this  
10 Board in June. The contract was last updated in 1991. The new rates are included in the ASCWD budget.  
11

12 Mueller continues to work with Stantec to clarify the invoices for the tank replacement project.  
13

14 Ganong heard the Alpenglow property was for sale and that Bear Creek Association was considering buying  
15 it. She asked if ASCWD should consider it. Mueller has only heard that the project could be downsized.  
16

17 Mueller reported that when Zinn was out in April, a lot of cross-training was done to cover some of her  
18 tasks. He found that cross-training actually provided opportunities for efficiencies so some duties have been  
19 re-designated.  
20

21 Sheid renegotiated the District's phone and internet contracts for a savings of approximately \$1300 a month.  
22

23 Mueller described the plan to log and track park passes so better data on use can be collected and analyzed.  
24

25 There will be seven green waste dumpsters available over Memorial Day weekend. Ken Gracey was thanked  
26 for the banners that will go on the trash bins. Mueller will look into options for general clean-up days.  
27

28 Mueller has spoken with BBK about the Fire Wise Council's workday. There will be a waiver and release  
29 that includes the District. BBK said the District can accept donations to fund fuels reduction on District's  
30 greenbelt sites as long as the appropriate paperwork is done.  
31

32 Mueller made a presentation about using recycled water at the California Water Environment Association  
33 annual conference.  
34

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

36 Miguel Ramirez presented the April Water/Wastewater Operations report, noting water production, flows,  
37 and maintenance performed during the month.  
38

39 There were photos of a sewer lateral backup that was determined to be on the owner's side. It may have been  
40 caused by accidental drilling through the pipe during a remodel project. Ramirez will investigate the cause  
41 later this summer. A brief conversation followed regarding how the District can ensure people have the  
42 proper permits.  
43

44 Ramirez reported the park is being cleaned and readied for summer. There were some trees damaged this  
45 winter that have been removed. It was suggested Betty Fulda weigh in on the options to replace them.  
46

47 The water production report was reviewed. In response to a question, Ramirez feels that Inflow and  
48 Infiltration is declining and explained how it is monitored. The manholes will be checked in the spring rather  
49 than fall to get a better reading.  
50

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

1 Smelser presented a report of the April 20, 2022 Board meeting. A rate study is being conducted to consider  
2 service charges and connection fees. A decision regarding a staffing issue is being appealed to PERBS.  
3

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

5 **E1) PLACER LAFCO SPECIAL DISTRICT REPRESENTATIVE**

6 **It was moved by Ganong and seconded by Smelser to cast the ASCWD vote for Rick Stevens for the**  
7 **for Special District Representative seat on LAFCO. Motion carried unanimously.**  
8

9 **E2) CONSIDERATION OF RESOLUTION #4-2022 APPROPRIATION LIMITS FOR**  
10 **FISCAL YEAR 2022/2023**

11 **It was moved by Smelser and seconded by York to adopt Resolution #4-2022 establishing**  
12 **appropriations limits for FY22/23.**

13 **Roll call vote: AYES: Smelser, York, Ganong, Salke, and Grant**

14 **NAYS: None**

15 **Motion carried unanimously.**  
16

17 **E3) CONSIDERATION OF RESOLUTION #5-2022 REQUESTING COLLECTION BY**  
18 **PLACER COUNTY FOR UNPAID ACCOUNTS ON TAX ROLL**

19 **Mueller said one parcel has paid and the amount to be collected will change.**  
20

21 **It was moved by Salke and seconded by Ganong to adopt Resolution #5-2022 requesting Placer**  
22 **County collect on the County tax rolls ASCWD delinquent charges, fees, and assessments.**

23 **Roll call vote: AYES: Smelser, York, Ganong, Salke, and Grant**

24 **NAYS: None**

25 **Motion carried unanimously.**  
26

27 **E4) CONSIDERATION OF RESOLUTION # 6-2022 ELECTIONS**

28 **It was moved by Smelser and seconded by Ganong to adopt Resolution #6-2022 Notice of Governing**  
29 **Board Member Election to a vote of the voters.**

30 **Roll call vote: AYES: Smelser, York, Ganong, Salke, and Grant**

31 **NAYS: None**

32 **Motion carried unanimously.**  
33

34 **E4b) Adopt Resolution 7-2022 Investment**

35 **It was moved by Smelser and seconded by Ganong to adopt Resolution 7-2022.**

36 **Roll call vote: AYES: Smelser, York, Ganong, Salke, and Grant**

37 **NAYS: None**

38 **Motion carried unanimously.**  
39

40 **E5) POLICY NUMBER 2.20.0 INVESTMENT POLICY OF THE ASCWD #7-2022**

41 **It was moved by York and seconded by Smelser to approve Investment Policy 2.20.0 for FY 22/23 and**  
42 **rescind the Resolution #5-2021 adopted for FY 21/22.**

43 **Roll call vote: AYES: Smelser, York, Ganong, Salke, and Grant**

44 **NAYS: None**

45 **Motion carried unanimously.**  
46

47 **E6) BOARD PAY**

48 **Grant reported the Budget and Finance Committee discussed this issue. There was agreement not to make a**  
49 **recommendation, but to bring it to the full Board for consideration. Mueller presented the current policy and**  
50 **a spreadsheet indicating the pay and benefits offered to Board members of neighboring special districts. He**



1 will have legal review the current ASCWD to make sure it complies with Section 16002 of the Public  
2 Utilities Code.

3  
4 Discussion followed regarding the pay currently offered ASCWD Board members and the pros and cons of  
5 revising the policy.

6  
7 There was agreement to ask Muller to review the following proposal with Counsel: for Board meetings, the  
8 Chair receives \$175 per meeting, Directors receive \$150 per meeting with caps. For Committee meetings,  
9 the Chair receives \$100 and the second director receives \$50, with a cap of \$300 per month. Mueller will  
10 also ask about an annual cap.

11  
12 **E7) DRAFT FY 2022/2023 OPERATING AND CAPITAL BUDGET**

13 Grant said the Budget and Finance Committee has reviewed the proposed budget. Mueller described the  
14 revisions based on updated information. The April CPI number should be known shortly.

15  
16 The Board reviewed the proposed budget and specific line items. There was discussion regarding ADA  
17 accessibility in the park, particularly what is mandatory and what is not. The current report should be  
18 updated. It was suggested that Don Fulda be consulted for some guidance regarding updates.

19  
20 Discussion continued as the proposed Operating and Capital Improvement budgets were clarified. The final  
21 budget will be presented next month for action.

22  
23 **F. COMMITTEE REPORTS**

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

25 Grant noted the report of yesterday's Committee meeting.

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

28 York presented the report of the April 28, 2022 Committee meeting. During the meeting, it was suggested  
29 the greenbelt is a non-performing asset that should be given to Placer County who may be able to take better  
30 care of the areas. Grant explained how the District came to own the properties and a brief discussion  
31 followed.

32  
33 The group discussed ways to get District properties treated more quickly. Lisa Peck said her neighborhood is  
34 willing to clean the area along the creek. That led to a conversation about the District accepting donations to  
35 treat its properties. Mueller reported on his discussion with BBK, who said the District can accept donations  
36 for a specific project. If a non-profit is formed, the District can accept donations for non-specific purposes  
37 within its purview.

38  
39 The Committee suggested the District host a community workshop to educate the public on efforts to address  
40 its greenbelt areas. Many are unaware of the work done and grants requested. The Committee also suggested  
41 the District consider putting a parcel tax initiative on a voter ballot, for example, \$200 per parcel for 10  
42 years, as an alternative funding stream.

43  
44 Discussion followed regarding the Committee's suggestions. The details of a ballot initiative were  
45 considered. Ganong asked for more information on the feasibility of a ballot measure and the timing.  
46 Another funding option is for the District to receive cash-deductible donations for a specific project, in this  
47 instance, defensible space. It was noted that Ms. Peck offered to head up a fundraising effort and the District  
48 would receive the funds.

49  
50 During discussion, Mueller described the process in place for individuals to take action on greenbelt adjacent  
51 to their properties with approval from the General Manager. The policy be promoted on the website.

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There was agreement that a community informational workshop would be a good idea, but it needs to happen fairly soon, given the approaching summer season.

York said the Flower Walk is scheduled for July 2 at 9:00 AM. Five families participated in the Easter Egg Hunt, in spite of the rain.

Smelser reminded the group of the June 25 Fire Wise clean up. Any private property that has not granted permission to be treated by the group will be roped off.

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

This Committee did not meet.

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

The next meeting is scheduled for May 17, 2022 There was a brief discussion about the process and timeframe for the General Manager evaluation and Board goals and objectives.

**G. FUTURE AND OPEN AGENDA ITEMS**

- Contract update and renewal with TTSD
- FY 2022/2023 Budgets

**H. CORRESPONDENCE TO THE BOARD**

The Board reviewed the letter from Ken Gracey regarding use of a track chipper owned by NTFPD. Gracey received a \$10,000 grant from TTCF for defensible space. The request was considered by the Board and Fire Marshall Armstrong. Armstrong noted the very technical aspects of using the chipper. He, Muller, and Gracey will have a conversation about the options.

**I. CLOSED SESSION**

Closed Session was not convened.

**J. DIRECTORS' COMMENTS**

Because Grant is not available for the June 10 meeting, it was changed to June 14, 2022.

Mueller is hosting Coffee and Conversation on May 27 from 8:00 AM – 10:00 AM.

**K. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:27 PM. The next regularly scheduled Board meeting is **Tuesday June 14, 2022 at 9:00 AM.**

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

D1)

**Subject:** *May 2022 Month End Review*

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

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

**Prepared by:** *Michael J. Dobrowski, CPA 06/08/22*

On a year to date basis our net income was \$375,384 higher than the prior fiscal year. This is mainly due to the timing of property tax revenue receipts. Current month total expenses were \$94,629 which were under budget by \$114,335. (Mainly due to the NTFD contract timing). Our year-to-date net income was \$594,442 favorable to budget.

Our cash position has increased by \$299,188 from May 2021 and has decreased by \$41,939 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 + \$189,237= \$189,237**

Prior Year + (10% of annual revenues (\$2,149,375-257,010) less Garbage)

**Cash available for operations –** **\$882,023**

(Remaining balance \$1,071,260-189,237)

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

Sewer Easement

Total

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

**Accounts Payable**

Garbage Contract

Total

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

**Sick and General Leave**

COVID Sick leave 0.00 Hrs.

Sick leave Hours 222.27 Hrs.

General leave Hours and Dollars 450.71 Hrs.

\$ 18,220.86

**Prepays**

Sun Life Dental (5103&amp;04) (68.77+212.89) 0 month

\$ 0.00

Garbage Contract (5404.02) 2 Mo. @ \$12,353.26

\$ 12,353.26

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

\$ 0.00

SDRMA Insurance (5120.00) 2 months @ 2,537.05

\$ 2,537.05

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 2 months @ 928.96

\$ 928.96

Total

\$ 15,819.27

**Stale-Dated Checks**

<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Vendor</u>
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**Last disbursement issued from prior financial reports.**

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
05/04/22	EFT050422	173.83	CalPERS ()

**Benefits Breakdown (YTD)**

Health &amp; Life Ins. (Active) \$43,873.14

Health &amp; Life Ins. (Retired) 15,308.33

Pension (Employee 6.75%) 20,545.11 (Employer 7.59% Effective 07/01/21)

Payroll Taxes 7,723.98

Health plan co-ins. 6,536.03

Total \$ 93,986.59

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

	Jul '21 - May 22	Jul '20 - May 21	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Water Revenue	635,095	640,194	(5,099)
Connection Fees	47,609	27,166	20,443
Sewer Revenue	312,653	296,261	16,392
Garbage Revenue	257,010	245,942	11,068
Park Revenue	16,723	32,449	(15,726)
Fire Mitigation Fees	41,119	14,223	26,897
Fire Fuel Management Fees	24,827	24,124	703
STR Fire Collection	(5,260)	2,249	(7,509)
Property Tax Revenue	797,359	736,199	61,160
Other Revenue	22,241	31,602	(9,361)
<b>Total Income</b>	<b>2,149,375</b>	<b>2,050,409</b>	<b>98,966</b>
<b>Gross Profit</b>	<b>2,149,375</b>	<b>2,050,409</b>	<b>98,966</b>
<b>Expense</b>			
Salaries and Wages - Admin	160,605	98,123	62,482
Salaries and Wages - O&M	171,673	191,552	(19,880)
Benefits - Office	23,160	19,396	3,764
Benefits - O&M	64,261	66,945	(2,684)
Health Plan Co-Insurance	6,536	4,368	2,168
Directors' Fees	7,550	8,475	(925)
Insurance - Administration	38,545	41,546	(3,000)
Park Expenditures	4,143	15,873	(11,730)
Parts/Tools/Misc. Equip	10,635	11,683	(1,048)
Postage and Delivery	3,975	4,320	(345)
Cleaning	2,310	1,785	525
Newsletter and Printing	1,021	3,306	(2,284)
Office Expense	12,715	14,241	(1,526)
Dues and Subscriptions	9,074	8,514	560
Bank and Collection Fees	1,924	1,882	43
Analytical Testing	1,865	2,044	(180)
Accounting Fees	58,785	57,346	1,438
Audit	19,250	18,450	800
Legal Fees	8,874	5,687	3,187
Consultants-Management	0	69,870	(69,870)



1:41 PM  
06/08/22  
Accrual Basis

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

	<u>Jul '21 - May 22</u>	<u>Jul '20 - May 21</u>	<u>\$ Change</u>
Consultants-Misc.	4,593	7,972	(3,380)
NTFD Contract	371,273	597,369	(226,096)
Fire Fuel Management Fee	15,701	14,365	1,336
Building Maintenance	17,248	13,742	3,506
Equipment Maintenance - Ad...	8,041	6,549	1,493
Vehicle Maintenance and Rep.	5,207	8,730	(3,523)
Maintenance Water and Sewer	54,407	63,406	(8,999)
Gas and Electric - Admin	35,217	38,954	(3,737)
SCADA System	15,519	16,884	(1,365)
Travel and Entertainment	276	516	(240)
Education Staff/Board	231	0	231
Uniforms	4,027	4,416	(389)
ASCWD Fuel	2,178	3,578	(1,399)
Telephone - Administration	10,216	14,922	(4,706)
Government Mandates	18,882	16,522	2,360
Garbage Services	135,815	128,422	7,393
Depreciation Expense	195,569	195,569	0
Miscellaneous - O&M	1,025	1,931	(906)
<b>Total Expense</b>	<u>1,502,325</u>	<u>1,779,251</u>	<u>(276,926)</u>
<b>Net Ordinary Income</b>	647,050	271,158	375,892
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Revenue	1,936	2,444	(508)
<b>Total Other Income</b>	<u>1,936</u>	<u>2,444</u>	<u>(508)</u>
<b>Net Other Income</b>	<u>1,936</u>	<u>2,444</u>	<u>(508)</u>
<b>Net Income</b>	<u><u>648,986</u></u>	<u><u>273,602</u></u>	<u><u>375,384</u></u>

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

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Water Revenue	0	0	635,095	617,169	753,837
Connection Fees	0	2,101	47,609	23,113	25,214
Sewer Revenue	0	0	312,653	310,909	310,909
Garbage Revenue	0	0	257,010	255,033	255,033
Park Revenue	8,930	6,708	16,723	20,124	26,830
Fire Mitigation Fees	0	792	41,119	8,712	9,500
Fire Fuel Management Fees	0	0	24,827	24,827	24,827
STR Fire Collection	0	0	-5,260	0	0
Property Tax Revenue	0	307,292	797,359	768,229	768,229
Other Revenue	100	1,386	22,241	15,249	16,636
<b>Total Income</b>	<b>9,030</b>	<b>318,279</b>	<b>2,149,375</b>	<b>2,043,365</b>	<b>2,191,015</b>
<b>Gross Profit</b>	<b>9,030</b>	<b>318,279</b>	<b>2,149,375</b>	<b>2,043,365</b>	<b>2,191,015</b>
<b>Expense</b>					
Salaries and Wages - Admin	14,150	15,443	160,605	169,873	185,322
Salaries and Wages - O&M	16,896	18,299	171,673	201,289	219,573
Benefits - Office	1,757	3,703	23,160	40,733	44,441
Benefits - O&M	5,414	6,921	64,261	76,131	83,052
Health Plan Co-Insurance	1,754	917	6,536	10,087	11,000
Directors' Fees	750	720	7,550	7,920	8,650
Insurance - Administration	3,466	3,656	38,545	40,216	43,862
Park Expenditures	804	4,578	4,143	22,890	27,465
Parts/Tools/Misc. Equip	2,520	1,770	10,635	19,470	21,220
Postage and Delivery	642	624	3,975	6,864	7,485
Cleaning	270	417	2,310	4,587	5,000
Newsletter and Printing	275	0	1,021	3,000	3,000
Office Expense	985	2,183	12,715	24,013	26,196
Dues and Subscriptions	0	776	9,074	8,536	9,295
Bank and Collection Fees	15	192	1,924	2,112	2,300
Analytical Testing	0	277	1,865	3,047	3,325
Accounting Fees	5,467	5,320	58,785	58,520	63,860
Audit	0	0	19,250	19,250	19,250
Legal Fees	0	1,252	8,874	13,772	15,000
Consultants-Misc.	490	1,292	4,593	14,212	15,500
NTFD Contract	0	51,215	371,273	563,365	614,583
Fire Fuel Management Fee	0	2,069	15,701	22,759	24,827
OPEB Trust - Annual Funding	0	30,000	0	30,000	30,000
Building Maintenance	428	2,387	17,248	26,257	28,640
Equipment Maintenance - Adm...	648	743	8,041	8,173	8,910

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

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
Vehicle Maintenance and Rep.	769	471	5,207	5,181	5,650
Maintenance Water and Sewer	810	13,514	54,407	148,654	162,150
Gas and Electric - Admin	2,008	4,118	35,217	45,298	49,400
SCADA System	435	1,662	15,519	18,282	19,930
Travel and Entertainment	0	25	276	275	300
Education Staff/Board	0	292	231	3,212	3,500
Uniforms	621	441	4,027	4,851	5,300
ASCWD Fuel	0	441	2,178	4,851	5,300
Telephone - Administration	93	863	10,216	9,493	10,351
Government Mandates	3,030	1,899	18,882	20,889	22,792
Garbage Services	12,353	12,313	135,815	135,443	147,755
Depreciation Expense	17,779	17,779	195,569	195,569	213,345
Miscellaneous - O&M	0	392	1,025	4,312	4,700
<b>Total Expense</b>	<b>94,629</b>	<b>208,964</b>	<b>1,502,325</b>	<b>1,993,386</b>	<b>2,172,229</b>
<b>Net Ordinary Income</b>	<b>-85,599</b>	<b>109,315</b>	<b>647,050</b>	<b>49,979</b>	<b>18,786</b>
<b>Other Income/Expense</b>					
Other Income					
Interest Revenue	0	415	1,936	4,565	5,000
<b>Total Other Income</b>	<b>0</b>	<b>415</b>	<b>1,936</b>	<b>4,565</b>	<b>5,000</b>
<b>Net Other Income</b>	<b>0</b>	<b>415</b>	<b>1,936</b>	<b>4,565</b>	<b>5,000</b>
<b>Net Income</b>	<b>-85,599</b>	<b>109,730</b>	<b>648,986</b>	<b>54,544</b>	<b>23,786</b>

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06/08/22  
Accrual Basis

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

	May 31, 22	Apr 30, 22	\$ Change	May 31, 21	\$ Change
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
Petty Cash	336	336	0	169	168
Bank of the West	91,566	133,242	(41,677)	325,937	(234,372)
Placer County - Interest App.	354,792	354,792	0	354,180	613
Wells Fargo Advisors	0	0	0	18,599	(18,599)
LAIF Accounts	624,565	624,565	0	73,187	551,378
<b>Total Checking/Savings</b>	<b>1,071,260</b>	<b>1,112,936</b>	<b>(41,677)</b>	<b>772,072</b>	<b>299,188</b>
<b>Accounts Receivable</b>					
Accounts Receivable	(7,779)	34,160	(41,939)	17,464	(25,243)
<b>Total Accounts Receivable</b>	<b>(7,779)</b>	<b>34,160</b>	<b>(41,939)</b>	<b>17,464</b>	<b>(25,243)</b>
<b>Other Current Assets</b>					
Placer - Agency Taxes 390-770	352,142	352,142	0	805	351,338
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	15,819	31,639	(15,819)	15,397	422
County Collection Accounts	34,347	0	34,347	36,481	(2,134)
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>472,785</b>	<b>454,258</b>	<b>18,527</b>	<b>91,029</b>	<b>381,756</b>
<b>Total Current Assets</b>	<b>1,536,266</b>	<b>1,601,355</b>	<b>(65,088)</b>	<b>880,564</b>	<b>655,702</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 May 31, 2022

	May 31, 22	Apr 30, 22	\$ Change	May 31, 21	\$ Change
Work in Progress	11,300	11,300	0	1,620,995	(1,609,695)
Accumulated Depreciation	(5,169,841)	(5,152,062)	(17,779)	(4,904,511)	(265,330)
<b>Total Fixed Assets</b>	<b>5,142,723</b>	<b>5,160,502</b>	<b>(17,779)</b>	<b>5,372,988</b>	<b>(230,265)</b>
Other Assets					
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>6,696,425</b>	<b>6,779,292</b>	<b>(82,867)</b>	<b>6,265,870</b>	<b>430,555</b>
<b>LIABILITIES &amp; EQUITY</b>					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	0	0	0	253,079	(253,079)
<b>Total Accounts Payable</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>253,079</b>	<b>(253,079)</b>
Other Current Liabilities					
Accounts Payable - 05	38,129	38,129	0	0	38,129
Retention Payable	0	0	0	41	(41)
OPEB Liability	398,216	398,216	0	389,109	9,107
Accrued Payroll & Payroll Tax	0	0	0	858	(858)
Accrued Vacation Payable	18,221	17,097	1,124	21,017	(2,796)
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
HRA Plan Payable	1,608	0	1,608	0	1,608
<b>Total Other Current Liabilities</b>	<b>542,334</b>	<b>539,602</b>	<b>2,732</b>	<b>490,706</b>	<b>51,628</b>
<b>Total Current Liabilities</b>	<b>542,334</b>	<b>539,602</b>	<b>2,732</b>	<b>743,785</b>	<b>(201,451)</b>
<b>Total Liabilities</b>	<b>542,334</b>	<b>539,602</b>	<b>2,732</b>	<b>743,785</b>	<b>(201,451)</b>
Equity					
Retained Earnings	256,622	256,622	0	0	256,622
Retained Earnings - Garbage	426,769	426,769	0	417,253	9,516
Retained Earnings - Park	(210,878)	(210,878)	0	(213,774)	2,896
Retained Earnings - Sewer	1,260,449	1,260,449	0	1,240,707	19,742
Retained Earnings - Water	(1,974,150)	(1,974,150)	0	(2,116,941)	142,791
Fund balance Undesignated	369,898	369,898	0	350,248	19,650
Investment in plant & equip	5,376,395	5,376,395	0	5,570,990	(194,595)
Net Income	648,986	734,585	(85,599)	273,602	375,384
<b>Total Equity</b>	<b>6,154,091</b>	<b>6,239,690</b>	<b>(85,599)</b>	<b>5,522,085</b>	<b>632,006</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,696,425</b>	<b>6,779,292</b>	<b>(82,867)</b>	<b>6,265,870</b>	<b>430,555</b>

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

	<u>Jul '21 - May 22</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	648,986
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	143,296
1550.00 · Prepaid Expenses	50,479
1550.00 · Prepaid Expenses:1550.02 · Prepaid Expe...	(15,950)
1550.00 · Prepaid Expenses:1550.03 · Prepaid Expe...	(2,919)
1550.00 · Prepaid Expenses:1550.04 · Prepaid Expe...	(2,919)
1550.00 · Prepaid Expenses:1550.05 · Prepaid Expe...	(2,919)
1600.05 · County Collection Accts	2,134
1041.00 Placer Co - Taxes 770	(309,895)
1850.00 · Accumulate Depreciation:1850.02 · Accum...	8,118
1850.00 · Accumulate Depreciation:1850.03 · Accum...	8,118
1850.00 · Accumulate Depreciation:1850.04 · Accum...	24,409
1850.00 · Accumulate Depreciation:1850.05 · Accum...	142,373
2010.00 · Accounts Payable - 06 Fund	(17,934)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Acc...	(293,332)
2070.00 · Accrued Payroll & Taxes - 05 Fu	(4,656)
2075.00 · Accrued Vacation Pay - 05 Fund	(2,816)
2091.05 · HRA Plan Payable	1,608
<b>Net cash provided by Operating Activities</b>	<u>376,182</u>
<b>INVESTING ACTIVITIES</b>	
1850.00 · Accumulate Depreciation:1850.06 · Accumu...	12,551
<b>Net cash provided by Investing Activities</b>	<u>12,551</u>
<b>Net cash increase for period</b>	388,733
<b>Cash at beginning of period</b>	<u>682,527</u>
<b>Cash at end of period</b>	<u><u>1,071,260</u></u>



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**Alpine Springs County Water District**  
**Check Register for Current Month**  
May 5 - 31, 2022

Date	Num	Name	Memo	Amount	Balance
05/05/2022	32479	REGAN, JACK & LORAINE	Overpayment - Sept 2021	-177.90	-177.90
05/13/2022	32480 ✖	Aramark	Customer #6728877	-462.83	-640.73
05/13/2022	32481 YCD	AT&T	VOID: Account #530 583 2320 ...	0.00	-640.73
*** Missing numbers here ***					
05/13/2022	032482	AT&T	VOID: Account #530 583 2342 ...	0.00	-640.73
*** Missing numbers here ***					
05/13/2022	32482	Atomic Printing	Account No. 682	-275.26	-915.99
05/13/2022	32483 ✖	Badger Meter	Invoice 80097100Services for A...	-39.78	-955.77
05/13/2022	32484 ✖	Christine York	Easter Egg Hunt Reimbursement	-153.88	-1,109.65
05/13/2022	32485 ✖	Diamond Maps	Account #6022 Invoice 4019	-228.00	-1,337.65
05/13/2022	32486 ✖	FedEx	Acct #1834-0409-1	-28.83	-1,366.48
05/13/2022	32487 ✖	Grainger	Acct #887100167	-161.48	-1,527.96
05/13/2022	32488	Hunt Propane	Ticket #43025 Sales #3722	-3,523.78	-5,051.74
05/13/2022	32489 ✖	Longo Inc.	Invoice 9634	-266.52	-5,318.26
05/13/2022	32490	Mountain Hardware and Sports	Customer #39	-234.81	-5,553.07
05/13/2022	32491 ✖	Mountain High Home Services, LLC	Invoice 1246	-270.00	-5,823.07
05/13/2022	32492 ✖	Swigard's True Value Hardware, Inc.	Account #11050	-203.87	-6,026.94
05/13/2022	32493 ✖	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 000355	-104.00	-6,130.94
05/13/2022	32494 ✖	Thatcher Company Of Nevada, Inc.	Customer C1081 ASCWD	-483.59	-6,614.53
05/31/2022	32495	ACC Business	Account #00001194781 04/11/...	-469.80	-7,084.33
05/31/2022	32496	Aramark	Customer #6728877	-158.25	-7,242.58
05/31/2022	32497	Avaya Financial Services	Contract No. 753-0021553-000 ...	-158.91	-7,401.49
05/31/2022	32498	Big Bear Automotive Repair Inc.	Cust ID 5381	-45.00	-7,446.49
05/31/2022	32499	Blacktop Sealing and Striping, Inc.	Invoice 13221	-810.00	-8,256.49
05/31/2022	32500	Cashman Equipment Company	Customer #001306	-724.21	-8,980.70
05/31/2022	32501	FedEx	Acct #1834-0409-1	-183.90	-9,164.60
05/31/2022	32502	Liberty Utilities	Account 88550011-88105912 (...)	-2,418.32	-11,582.92
05/31/2022	32503	Mountain Hardware and Sports	Customer #39	-58.42	-11,641.34
05/31/2022	32504	Pam Zinn	Reimbursement	-145.96	-11,787.30
05/31/2022	32505	Printart	Invoice 20730	-370.96	-12,158.26
05/31/2022	32506	Rock & Rose Nursery	Acct #10112	-99.00	-12,257.26
05/31/2022	32507	Sierra Controls, LLC	Invoice 123023	-435.00	-12,692.26
05/31/2022	32508	Sierra Office Solutions	Customer #AS32:900020 (05/2...	-328.80	-13,021.06
05/31/2022	32509	Swigard's True Value Hardware, Inc.	Account #11050	-53.95	-13,075.01

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Alpine Springs County Water District  
Check Register for Current Month  
May 5 - 31, 2022

Date	Num	Name	Memo	Amount	Balance
05/31/2022	32510	The Paper Trail	Invoice 5077	-490.00	-13,565.01
05/31/2022	32511	Total Compensation Systems, Inc.	Invoice 10585	-1,440.00	-15,005.01
05/31/2022	32512	USA BlueBook	Customer #814589	-1,974.12	-16,979.13
05/31/2022	32513	Verizon Wireless	Account #271135177-00001 (0...	-159.83	-17,138.96
05/31/2022	32514	Western Nevada Supply Company	Account #14905	-61.99	-17,200.95
05/31/2022	32515	Janet Grant	May Budget & Finance and Boa...	-175.00	-17,375.95
05/31/2022	32516	Janice Ganong	May Board of Directors & Admi...	-150.00	-17,525.95
05/31/2022	32517	Evan Salke {1}	May Budget & Finance; Board ...	-175.00	-17,700.95
05/31/2022	32518	David Smelser {1}	May Board of Directors Mtg	-125.00	-17,825.95
05/31/2022	32519	Christine York	May Board of Directors Mtg	-125.00	-17,950.95

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Alpine Springs County Water District  
Subsequent Payments Listing  
June 1 - 8, 2022

Date	Num	Name	Memo	Amount	Balance
06/01/2022	32520	Healthplan Services, Inc.	Case #230511	-285.42	-285.42
06/01/2022	32521	Sun Life Financial	Policy #906384 Dental	-281.66	-567.08
06/01/2022	32522	SDRMA	Member # 7084 Invoice 71510	-8,777.42	-9,344.50
06/01/2022	32523	Michael J. Dobrowski, CPA, LLC	Inv#22374	-5,467.01	-14,811.51
06/03/2022	32524	Christina Campbell	Returned Park Card	-25.00	-14,836.51
06/06/2022	32525	AT&T {319907901}	Acct #319907901	-616.78	-15,453.29
*** Missing numbers here ***					
06/01/2022	EFT06012...	CalPERS (Active)	Customer ID: 2668620501 Health Insurance...	-2,962.84	-18,416.13
*** Duplicate document numbers ***					
06/01/2022	EFT06012...	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance...	-765.79	-19,181.92
*** Missing numbers here ***					
06/07/2022	EFT06072...	Bank of the West	Acct #9637 Confirmation Code 220607363...	-588.46	-19,770.38

D2)

NTFFD-ASCWD  
May 2022 Response Calls

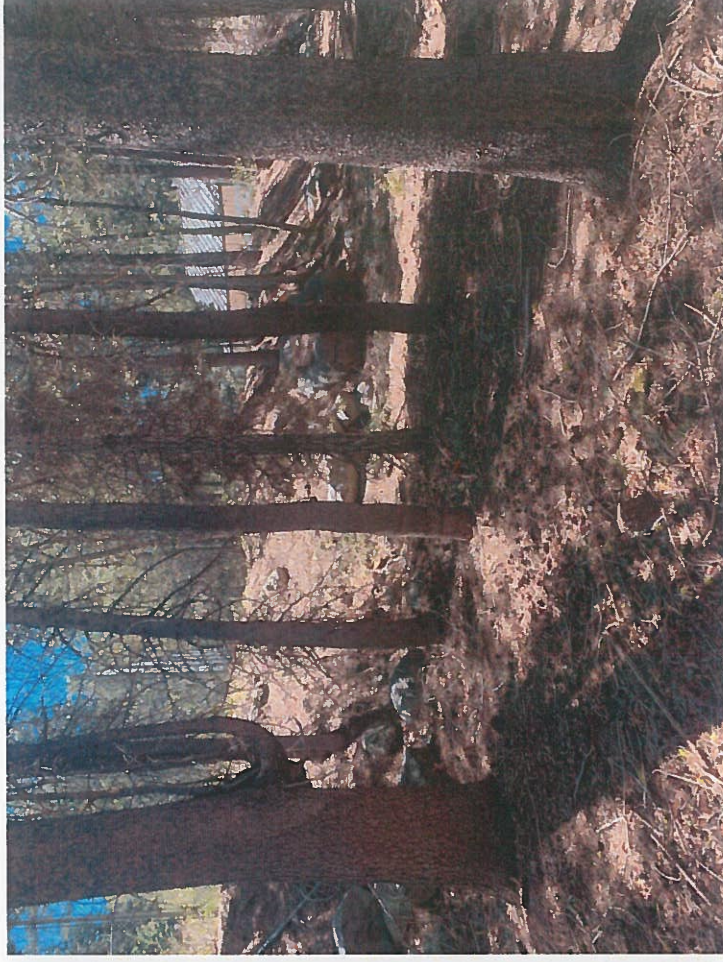
Basic Incident Number (FD1)	Basic Incident Date Time	Basic Incident Full Address	Basic Incident Postal Code (FD1.19)	Basic Incident Type (FD1.21)	Basic Apparatus Call Sign List	Basic Primary Action Taken (FD1.48)	Basic Additional Actions Taken 2 (FD1.66)
2022012257	5/9/2022 18:22	1258 MINERAL SPRINGS Trail	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2022013860	5/26/2022 21:08	2261 BEAR FALLS Lane	96146	Carbon monoxide incident	B5, E56, M51	Restore CO alarm system	
2022014224	5/30/2022 16:18	1500 DEER PARK Drive	96146	Arcing, shorted electrical equipment	M51, OES 4611	Investigate	
Calls = 3							



# Alpine Springs Water District – Tourism Cares Fuels Reduction Project 05/19/2022



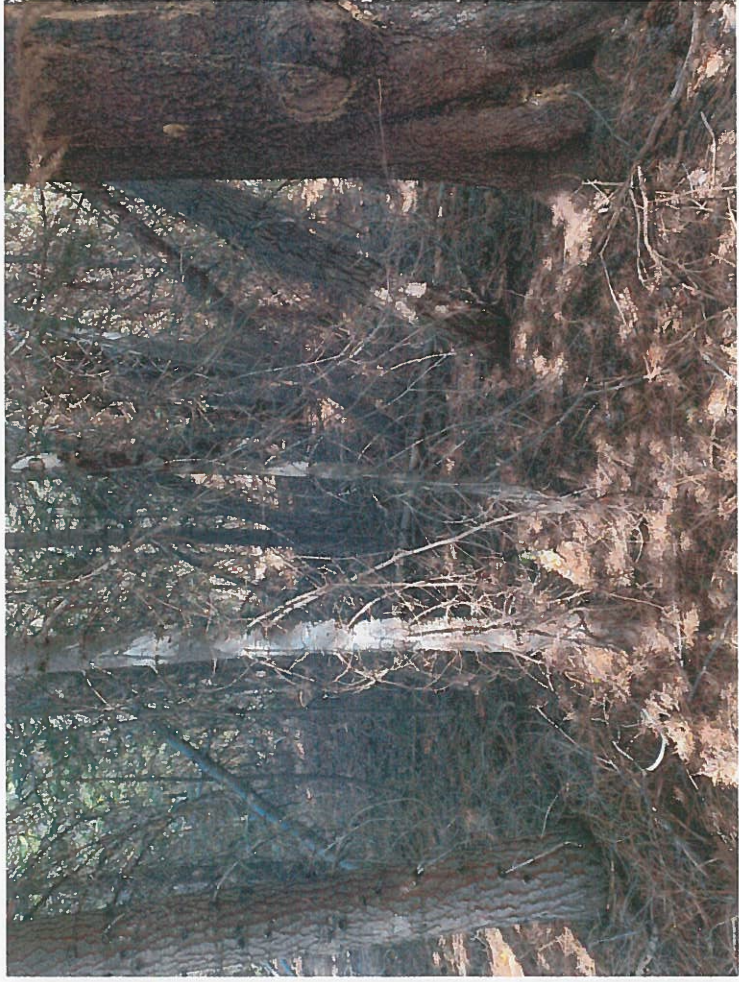
Before



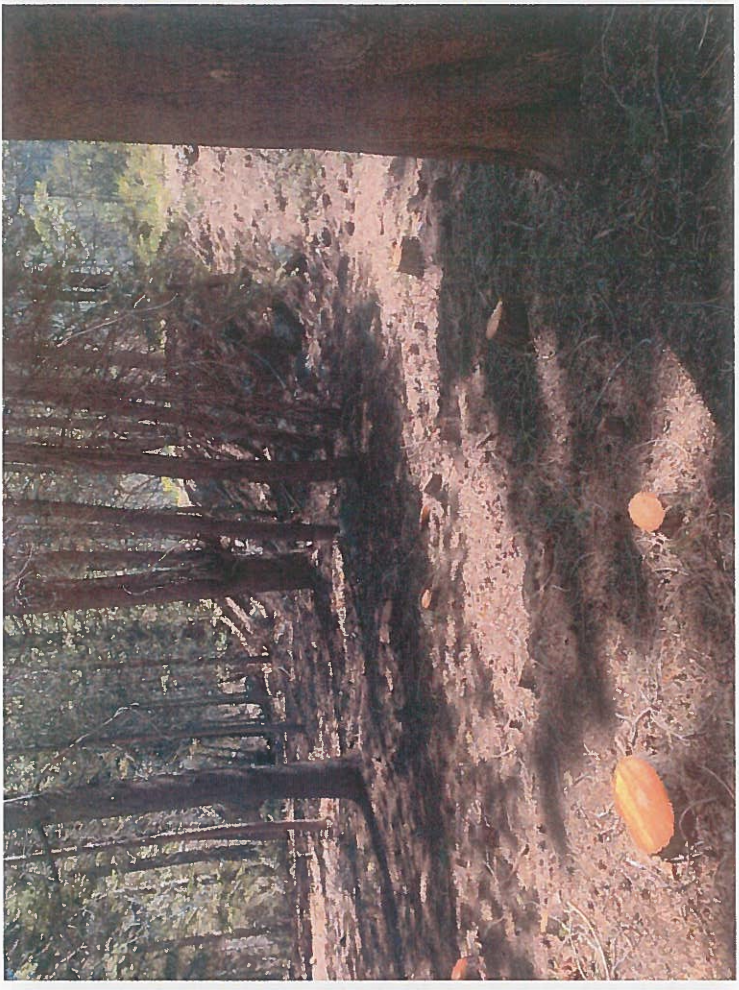
After



Biomass Pile Generated = 197 cubic yards



Before



After

D3)



AGENDA NO: D3

MEETING DATE: 06/14/2022

## General Managers Report

**TO:** ASCWD Board of Directors Date: June 6, 2022  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** General Manager and Office Activities for the Month of May 2022

### Projects

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

Carollo conducted an onsite Workshop with staff. The workshop covered the assumptions of the water and sewer models. Worked conjunctively to resolve ASCWD data discrepancies and outliers.

##### Upcoming project activity

Anticipating additional data collection and transmittal.

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

Reviewed the TTSD proposed contract for the Alpine Springs service area, commented and requested additional information on curbside green waste solutions for possible inclusion into the contract.

##### Upcoming project activity

Continue to refine contract terms and rates for future adoption.

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

No activity this month.

##### Upcoming project activity

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

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

Reviewed the "Well Siting for White Wolf Subdivision Water Supply" report prepared by McGinley and Associates for the White Wolf Subdivision, this report was submitted directly to Placer County and forwarded to the District. The report reads as the project applicant is continuing to pursue an independent water system within our service area. Responded to Placer County stating the Districts objection to this approach.

##### Upcoming project activity

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



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

Reviewed the Weekly Construction Update Emails for anything that may impact the Districts activities or our infrastructure.

#### 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**

The Truckee River Watershed Council received notification that the Snow Crest Tributary Restoration Project has been approved for funding by the State Water Resources Control Board. This funding will cover construction in the Fall 2023, pre- and post-project monitoring, coordinating with stakeholders and outreach to the community.

#### Upcoming project activity

Continued project participation as needed.

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

This item will be covered in detail under agenda item E4.

#### Upcoming project activity

Process the final payment and release retainage.

## **General Business**

- Was able to take advantage of an opportunity presented by NTFPD through the Tourism Cares Program, for volunteer labor to perform fuels reduction and defensible space cleanup activities on District property behind the tennis courts.
- Executed contracts with Total Compensation Systems, Inc. (TCS) for GASB 74/75 actuarial Valuation services and GASB 68 pension plan disclosure reporting services.
- Prepared and submitted the application to the Tahoe Truckee Community Foundation for the 10-acre Ken Gracey Defensible Space Grant opportunity
- Began the conversation with the Tahoe Truckee Community Foundation on Grant opportunities for curbside green waste carts
- Hosted a Coffee & Conversation Day at the District that was well attended for a first event.
- Interviewed IT companies for needed system security upgrades, system conductivity challenges, and general IT support. Anticipating three companies will be submitting proposals.
- Responded to LAFCO on verifying the accuracy of our current service area maps for the District.
- Worked with staff and Placer County learning their web-based permitting system.
- Oversaw the placement and coordination of green waste dumpsters for Memorial Day Weekend.
- Worked with TTSD to secure a special district resident rate on 6-yard green waste dumpsters of \$136.67 per week.

- Continued to work with staff on cross training and area needs assessments.
- Participated in the monthly area General Managers meeting.
- Continued to refine the Draft FY22/23 Operations and Capital Budgets.
- Continue to work with the Fire Safe Council on preparations for the Community Workday
- 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**

- Processed three change of account ownerships, updated six addresses for an existing customers, responded to two inquiries from title companies, and received four completed service applications.
- Performed back up of office computers.
- Sent bills to CPA for mid-month and month end processing.
- Sent CORE data to the Cloud for annual billing and monthly water meter readings. Worked with staff and CORE to identify problems with a few readings.
- Sent out the Collections Resolution to Placer County for Tax collections on unpaid accounts.
- Sent out the Elections Resolution to Placer County.
- Signed Robert Pascarella up for benefits provided by the district.
- Investigated excessive water use readings identified by Carollo in the Master Plan workshop.
- Issued park passes and booked three events.
- Sent out three new owner service applications.
- Trained Scheid and Miguel how to set up CORE so to read meters.
- Worked with CPA to id some meter readings before billing.
- Processed the water Consumer Confidence Report (CCR) postcard for mailing.
- Scheduled the green waste dumpsters for Memorial Day weekend.

D4)



**ASCWD OPERATIONS REPORT  
WATER / WASTEWATER  
FOR 5-1-22 THRU 5-31-22**

TO: Board of Directors  
DATE: June 7th, 2022  
FROM: Miguel Ramirez, Operations & Maintenance

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**Wastewater Flows:** 31 Days / May 2022 normal operation throughout the month.

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
35,000 GPD	187,000 GPD	107,000 GPD

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**Operations / Maintenance / Repairs:**

- All routine water zone samples came back absent from Coliform and E-coli.
- Assisted Longo Inc with a water leak repair at the River Run condos. (This leak has been going on for years, the management company/homeowner moved forward with the repair.)
- Readied the park to ensure an on time opening for the Memorial weekend. (Draining, cleaning, and filling the pond. Extensive lawn and path repair etc.)
- Jesse Shirley removed the agreed upon hazardous trees located on Bear Creek in between Alpine Meadows Rd and Mineral Springs Trail.
- We have welcomed back a familiar face with the rehiring of our team member. (Rob Pascarella.) He is very excited and enthusiastic to be part of the team and lives in the area.

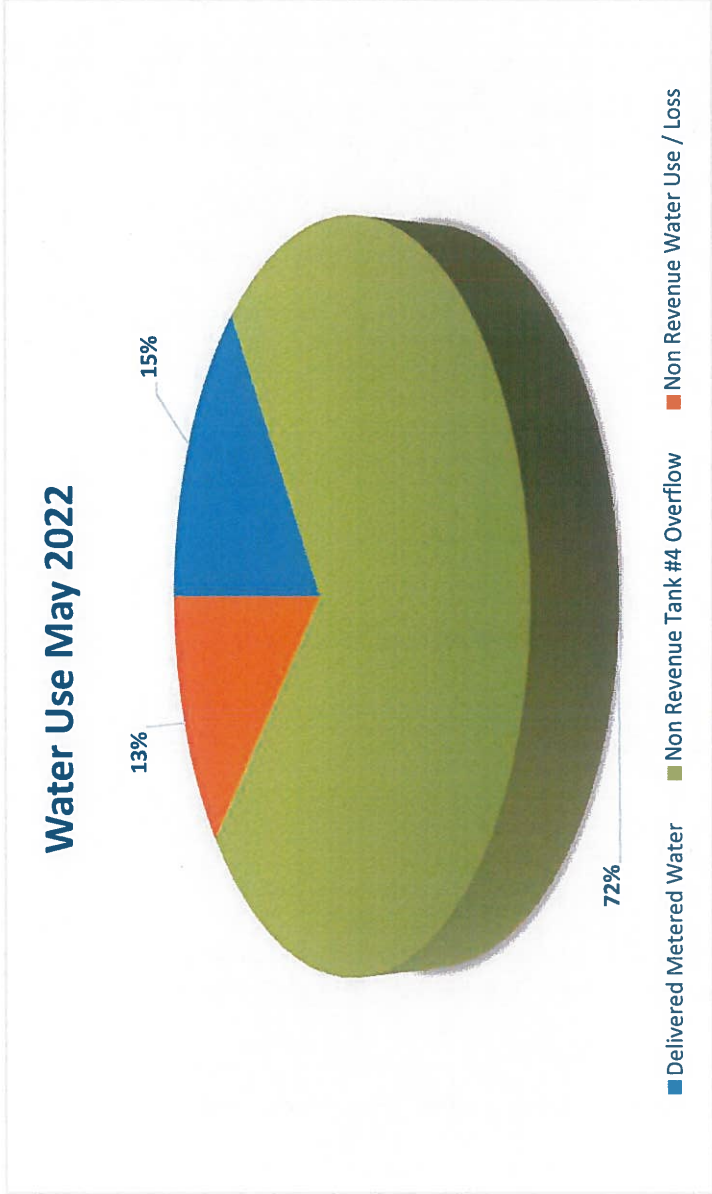


ASCWD park 2022, alpine  
defensible space and the  
River Run Condo leak.

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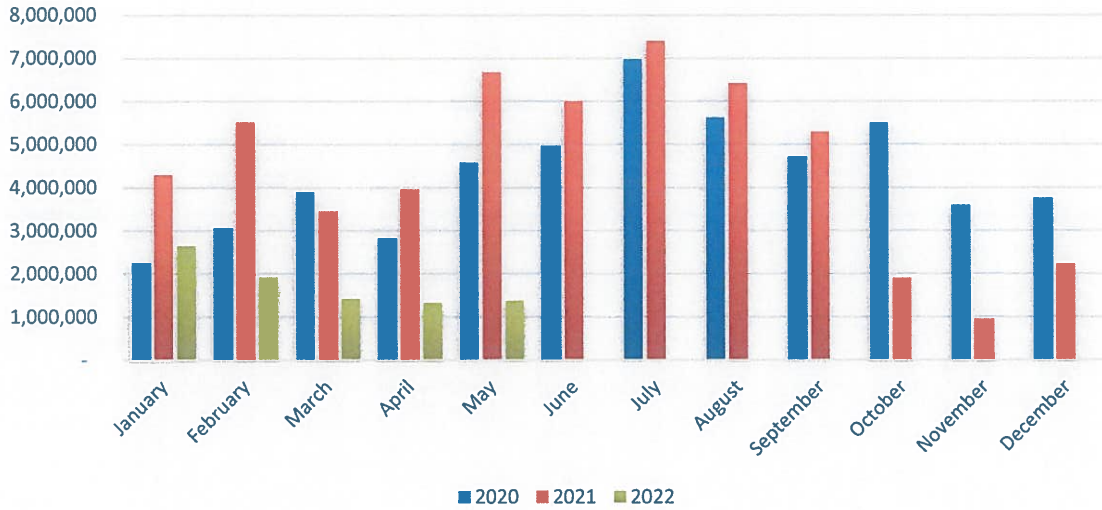
# ALPINE SPRINGS COUNTY WATER DISTRICT May 2022 WATER REPORT

<b>Total Potable Water Production</b>	8,895,023	Gallons
<b>Delivered Metered Water</b>	1,373,499	Gallons
<b>Non Revenue Tank #4 Overflow</b>	6,373,118	Gallons
<b>Non Revenue Water Use / Loss</b>	1,148,406	Gallons

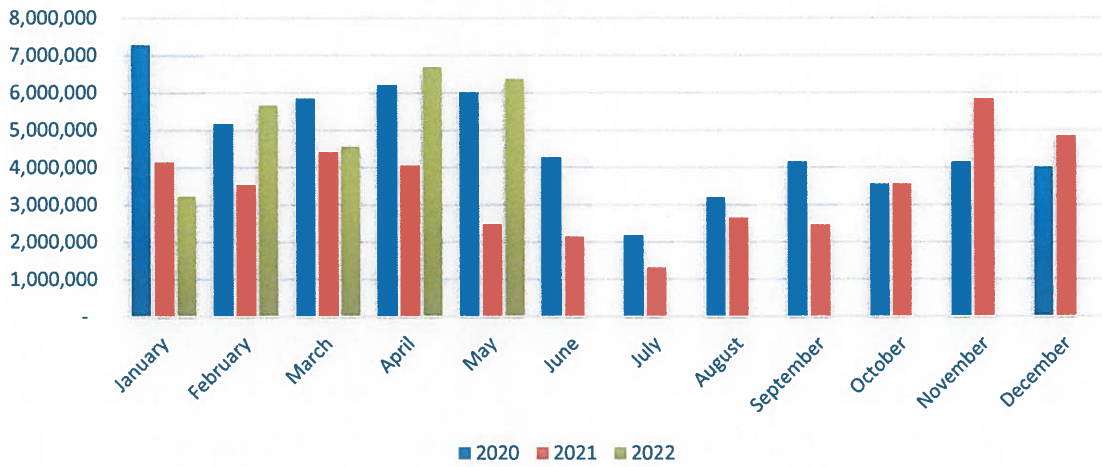




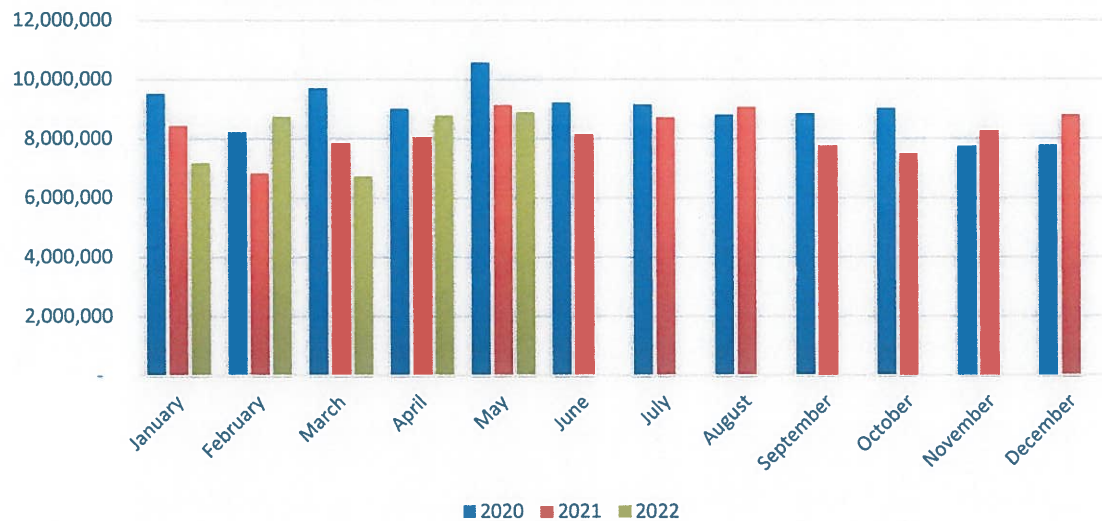
### Delivered Metered Water per Month (gallons)



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



### Total Water Production per Month (gallons)



D5)

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## ALPINE SPRINGS COUNTY WATER DISTRICT

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

General Manager: Joe Mueller

# T-TSA BOARD MEETING REPORT

May, 18, 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. A Zoom meeting is again scheduled for June.
4. The board approved a cost-of-living adjustment and salary schedule for fiscal year 2022-2023.
5. The board rejected Plant Improvement bids that came in at \$405,192 and \$537,000 which were significantly higher than the engineer's estimate of \$225,000. The Agency will perform this work with its own forces.
6. This year's bids for chemicals came in nearly 40% higher than last year's.

Respectfully submitted,

Dave Smelser

E1)



AGENDA NO: E1

MEETING DATE: 06/14/2022

## Staff Report

**TO:** ASCWD Board of Directors

Date: June 6, 2022

**FROM:** Joe Mueller, General Manager

**SUBJECT:** FY 2022/2023 Operating and Capital Budget, Consideration of Resolution 8-2022 Alpine Springs County Water District Operating and Capital Improvement Plan Budget for Fiscal Year July 1, 2022, thru June 30, 2023.

### DISCUSSION:

Attached for Council's consideration is the proposed Fiscal Year (FY) 2022-2023 Alpine Springs County Water District Annual Operating and Capital budgets. The proposed budget maintains operations at levels similar to prior years while including funding for numerous capital projects.

Attached for Board Review is the proposed FY 2022-2023 Alpine Springs County Water District Annual Operating Budget and Capital Improvement Budget.

The Draft Budgets have been reviewed by the B&F Committee on May 12<sup>th</sup>, Board of Directors on May 13<sup>th</sup>, and again by the B&F Committee on June 13<sup>th</sup>.

Budget adjustments since the May review are as follows:

- Return of administration equipment expense on phone system rental to previous years budget of \$2000 due to an in-place contract that will not expire until January 2024
- Increase expense line item - Directors Pay \$8650 to \$11,850, an increase of \$3200
- Decreased expense line-item Government Mandates \$26,723 to \$25,723 due to a decrease in training cost of \$1000
- Corrected a Depreciation expense entry error on the Budget Breakdown sheet to match the Operations Budget
- Removed the Tank 4 replacement project closeout \$75,648 from the CIP Budget
- Increase the FY 2021/2022 CIP carryover amount of the Long-Range Water and Sewer Master Plan to \$100,000
- Reprioritized Park CIP Projects removing the path upgrades to the bocce ball court in exchange for handrails and signage upgrades at a reduction of \$2500, \$8500 to \$6000

Things of note for the FY22/23 Budgets:

- Operations Budget projected revenues minus projected expenses net a positive variance of \$65,869
- Operations Budget is carrying a depreciation expense of \$262,775



- Total CIP Budget for FY22/23 \$278,548
- FY22/23 CIP is carrying forward \$100,000 for the update to the water and sewer master plan previously approved in the FY21/22 budget
- FY22/23 CIP is carrying \$54,548 for a replacement loader and snowblower which would need to be approved for the full three years of payments concluding in FY24/25
- Operations budget positive variance plus depreciation expense cover the requested CIP projects, however if all CIP projects and expense are completed and realized in FY22/23 our reserves will not increase
- FY21/22 has seen a larger than anticipated increase in reserves due to CIP projects carrying forward to FY22/23 and operations budget expenses not fully recognized in FY21/22

**FISCAL IMPACT:**

The proposed FY 2022/2023 Operating Budget totals \$2,261,844 and Capital Budget totals \$278,548. Budgeted revenues are expected to meet operating and capital needs with no budgeted use of reserves included in the proposed budget. For detailed information, refer to Attachments 2 and 3.

**RECOMMENDATION:**

That the Board approve Resolution 8-2022 to: Adopt the Alpine Springs County Water District Operating FY 2022/2023 Annual Operating and Capital Budget.

**ATTACHMENTS:**

- 1- Resolution NO. 8-2022
- 2- Alpine Springs County Water District Annual Operating Budget for FY 2022-2023
- 3- Alpine Springs County Water District Annual Capital Improvement Budget for FY 2022-2023



## **RESOLUTION NO. 8-2022**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALPINE SPRINGS COUNTY WATER DISTRICT FOR ADOPTING A BUDGET FOR FISCAL YEAR 2022-2023**

**WHEREAS**, the General Manager of Alpine Springs County Water District (District) has prepared and submitted to the Board of Directors (Board) of Alpine Springs County Water District a proposed budget for Fiscal Year 2022 – 2023 (Proposed Budget).

**WHEREAS**, the Board has received on June 14<sup>th</sup>, 2022 and reviewed the Proposed Budget; and

**WHEREAS**, the Board has considered approval of the Proposed Budget at the June 14, 2022, Board meeting, where all interested persons were heard; and

**WHEREAS**, the Board has considered the Proposed Budget and comments thereon and has determined it is necessary for the efficient management of the district that certain sums of revenue be appropriated to the activities as set forth in said budget; and

**WHEREAS**, the Alpine Springs County Water District (District) is a fiscally responsible public entity and is required to adopt an annual operating and capital budget.

### **NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ALPINE SPRINGS COUNTY WATER DISTRICT HEREBY FIND, DETERMINE, ORDER AND RESOLVE AS FOLLOWS:**

Section 1: The Board adopts the Annual Operating and Capital Budget for fiscal year 2022-2023, a copy of which is attached and made part of this Resolution.

Section 2: The District's General manager is authorized to take all necessary actions to implement the provisions of the Budget as adopted by Resolution.

Adopted this 14<sup>th</sup> day of June 2021.

ALPINE SPRINGS COUNTY WATER DISTRICT

By: \_\_\_\_\_

JANET S. GRANT, PRESIDENT BOARD OF DIRECTORS

ATTEST: I Joe Mueller, Secretary to the Board of Directors of the ALPINE SPRINGS COUNTY WATER DISTRICT, hereby certify that the forgoing Resolution was duly and regularly introduced and adopted by the Board of Directors of the ALPINE SPRINGS COUNTY WATER DISTRICT at it's meeting of June 14, 2022 by the following vote:

AYES: \_\_\_\_\_

Nay: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

In witness whereof, I have executed by statement and affix the official seal of the ALPINE SPRINGS COUNTY WATER DISTRICT this 14<sup>th</sup> day of June 2022.

ALPINESPRINGS COUNTY WATER DISTRICT

\_\_\_\_\_  
Joe Mueller, Board Secretary

(SEAL)

**DRAFT Alpine Springs County Water District FY 22/23 Budget DRAFT**

	BUDGET	Approved BUDGET	Percent Change	Actual	Actual	Actual
	2022/23	2021/22		2020/21	2019/20	2018/19
<b>Revenue</b>						
4010 Water Revenue	\$783,437	\$753,837	3.9	\$761,645	\$700,311	\$686,383
4050 Connection Fees	\$25,214	\$25,214	0.0	\$27,166	\$12,607	\$0
4100 Sewer Revenue	\$326,446	\$310,909	5.0	\$296,261	\$279,831	\$264,549
4150 Garbage Revenue	\$264,553	\$255,033	3.7	\$245,942	\$240,752	\$230,386
4175 Park Revenue	\$35,000	\$26,830	30.5	\$54,581	\$35,840	\$28,863
4200 Fire Mitigation Fees	\$12,000	\$9,500	26.3	\$17,258	\$5,951	\$4,674
4300 Fire Fuel Management Fees	\$25,604	\$24,827	3.1	\$24,124	\$23,421	\$22,707
4510 Property Tax Revenue	\$831,558	\$768,229	8.2	\$777,642	\$743,696	\$722,527
4999 Other Revenue	\$21,400	\$16,636	28.6	\$37,666	\$21,850	\$30,538
4850 Interest Revenue	\$2,500	\$5,000	-50.0	\$2,500	\$21,800	23,290
<b>Total Revenue</b>	<b>\$2,327,712</b>	<b>\$2,196,015</b>	<b>6.0</b>	<b>\$2,244,786</b>	<b>\$2,086,059</b>	<b>\$2,013,917</b>
<b>Expense</b>						
5020 Salaries and Wages - Admin	\$201,226	\$185,322	8.6	\$111,690	\$52,248	\$51,334
5032 Salaries and Wages - O&M	\$244,305	\$219,573	11.3	\$208,652	\$210,703	\$221,331
5103 Benefits - Admin	\$42,330	\$44,441	-4.7	\$22,048	\$16,107	\$15,805
5104 Benefits - O&M	\$94,338	\$83,052	13.6	\$73,574	\$70,035	\$71,019
5106 Health Plan Co-Insurance	\$3,381	\$11,000	-69.3	\$4,747	\$3,369	\$4,809
5110 Directors' Fees	\$11,850	\$8,650	37.0	\$9,200	\$8,075	\$7,900
5120 Insurance - Administration	\$44,596	\$43,862	1.7	\$45,268	\$39,699	\$35,332
5145 Park Expenditures	\$21,600	\$27,465	-21.4	\$18,443	\$8,542	\$4,637
5151 Parts/Tools/Misc. Equip	\$24,000	\$21,220	13.1	\$14,795	\$19,374	\$11,151
5162 Postage and Delivery	\$7,485	\$7,485	0.0	\$4,981	\$5,331	\$4,480
5165 Cleaning	\$5,250	\$5,000	5.0	\$2,145	\$3,235	\$3,305
5166 Newsletter and Printing	\$2,500	\$3,000	-16.7	\$3,306	\$5,342	\$2,412
5167 Office Expense	\$21,875	\$26,195	-16.5	\$15,543	\$17,163	\$18,590
5168 Dues and Subscriptions	\$11,023	\$9,295	18.6	\$8,564	\$8,549	\$5,126
5169 Bank and Collection Fees	\$2,500	\$2,300	8.7	\$1,925	\$1,797	\$1,841
5170 Analytical Testing	\$7,000	\$3,325	110.5	\$2,375	\$4,124	\$4,214
5180 Accounting Fees	\$67,572	\$63,860	5.8	\$62,588	\$61,910	\$58,966
5181 Audit	\$19,250	\$19,250	0.0	\$18,450	\$20,996	\$18,350
5190 Legal Fees	\$15,000	\$15,000	0.0	\$7,436	\$1,800	\$4,929
5195 Consultants-Management	\$0	\$0	0.0	\$69,870	\$136,872	\$132,120
5196 Consultants-Misc.	\$15,500	\$15,500	0.0	\$8,497	\$4,092	\$37,855
5220 NTFD Contract	\$665,246	\$614,583	8.2	\$596,796	\$594,853	\$580,635
5221 Fire Fuels Management Fee	\$25,604	\$24,827	3.1	\$12,469	\$11,438	\$15,414
5225 OPEB Trust - Annual Funding	\$30,000	\$30,000	0.0	\$20,000	\$9,197	\$22,040
5231 Building Maintenance	\$14,465	\$28,640	-49.5	\$14,271	\$9,679	\$19,081
5232 Equipment Maintenance - Admin	\$9,610	\$8,910	7.9	\$6,751	\$9,219	\$8,157
5239 Vehicle Maintenance and Rep.	\$8,100	\$5,650	43.4	\$8,730	\$3,745	\$5,828
5240 Maintenance Water and Sewer	\$114,200	\$162,150	-29.6	\$77,061	\$163,600	\$132,947
5311 Gas and Electric - Utilities	\$54,400	\$49,400	10.1	\$45,283	\$30,441	\$33,774
5312 SCADA System	\$9,805	\$19,930	-50.8	\$20,400	\$25,529	\$16,268
5320 Travel	\$300	\$300	0.0	\$516	\$210	\$265
5323 Education Staff/Board	\$3,500	\$3,500	0.0	\$270	\$300	\$640
5324 Uniforms	\$3,400	\$5,300	-35.8	\$4,807	\$3,125	\$2,999
5342 ASCWD Fuel	\$9,500	\$5,300	79.2	\$4,951	\$4,784	\$4,561
5371 Telephone - Administration	\$1,400	\$10,350	-86.5	\$15,163	\$11,052	\$6,504
5394 Government Mandates	\$25,723	\$22,792	12.9	\$17,141	\$16,946	\$14,808
5404 Garbage Contract	\$158,034	\$147,755	7.0	\$140,097	\$137,485	\$129,615
5513 Depreciation Expense	\$262,775	\$213,345	23.2	\$213,348	\$213,123	\$213,345
5602 Miscellaneous - O&M	\$3,200	\$4,700	-31.9	\$2,196	\$2,087	\$973
<b>Total Expense</b>	<b>\$2,261,844</b>	<b>\$2,172,227</b>	<b>4.1</b>	<b>\$1,914,343</b>	<b>\$1,946,176</b>	<b>\$1,923,360</b>
<b>Net Operating Surplus</b>	<b>\$65,869</b>	<b>\$23,787</b>		<b>\$330,442</b>	<b>\$139,883</b>	<b>\$90,557</b>



**Alpine Springs County Water District**  
**DRAFT Water and Sewer Capital Improvement Budget**  
**Fiscal Year 2022/23**

Project Description	Fiscal Year 2022/23	Future Budget Years 2023/24	Future Budget Years 2024/25	Future Budget Years 2025/26	Future Budget Years 2026/27
Update the Long Range Water and Sewer Master Plan	\$100,000				
Cat 907M Tractor and snow blower	\$54,548	\$54,548	\$54,548		
SCADA computer replacement and software upgrade	\$30,000				
Water Zone #3 valve controls upgrade to operate during power outage	\$8,000				
Install a new permit required Water Zone #3 Bacteriological Sample Site	\$9,000				
Pine trail sewer mainline repair of I&I	\$10,000				
AME well drainage upgrade	\$5,000				
Upgrade backup batteries at Tank sites 2 and 5	\$6,000				
Park ADA Compliance Activities (Signs and Handrails)	\$6,000				
Consultant to review rates (FY 22/23)	\$50,000				
Replace failing asphalt at District office and maintenance areas		\$30,000			
Spring #1 rebuild and replace wellhead piping		\$30,000			
Manhole addition Cub Lane		\$25,000			
Sewer Line Replacement - Chalet Road to Ski Resort		\$150,000			
Liner MH to MH 8" Deer Park Bridge		\$35,660			
New Service Vehicle			\$60,000		
Blow Off & Check Valve Replacement Well R-2			\$25,000		
Resurface Tennis courts			\$30,000		
Booster Pump Station & PRV Zone 3 to 2 - Upper Bench Construction				\$1,000,000	
Construction Management & Inspection				\$200,000	
Booster Pump Station & PRV Zone 3 to 2 - Cub Lane Construction				\$1,000,000	
Construction Management & Inspection				\$200,000	
Booster Pump Station & PRV Zone 2 to 1 Construction					\$1,000,000
Construction Management & Inspection					\$200,000
<b>Totals</b>	<b>\$278,548</b>	<b>\$325,208</b>	<b>\$169,548</b>	<b>\$2,400,000</b>	<b>\$1,200,000</b>

E2)



AGENDA NO: E2

MEETING DATE: 06/14/2022

## Staff Report

**TO:** ASCWD Board of Directors Date: May 26,2022  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** Board Pay Policy Number 2.2.0 Directors' Pay  
Consideration for approval changes to the Board Pay Policy Number 2.2.0  
Directors' Pay

### DISCUSSION:

A review and discussion of Policy 2.2.0 Directors' Pay was performed at the Regular Meeting of the Board of Directors on May 13,2022. The following changes to Policy 2.2.0 have been recommended for consideration for approval.

1. Compensation per Board Meeting increasing to \$150 per meeting from \$125 per Director
2. Compensation per Board Meeting increasing to \$175 per meeting from \$150 for Board President
3. Compensation per Committee Meeting increasing to \$50 per meeting from \$25 per Director
4. Compensation per Committee Meeting increasing to \$100 per meeting from \$25 for Committee Chair
5. Remove the monthly compensation cap of \$175
6. Increase the fiscal year compensation cap to \$4,800 from \$2,100

As a comparison the six other member agencies: Tahoe City Public Utility District, Tahoe-Truckee Sanitation Agency, North Tahoe Public Utility District, Olympic Valley Public Utilities District, Truckee Sanitary District, and Northstar Community Services District.

Tahoe City Public Utility District - \$400 per month per not to exceed \$4,800 annually pursuant to Section 16002 of the Public Utilities Code of the State of California. They can elect to receive health insurance coverage for themselves and their family up to \$29,198 per year (includes health, dental and vision).

Tahoe-Truckee Sanitation Agency - Compensation: \$100 for each day's attendance at regular, special, and committee meetings of the Agency Board; not to exceed six days in any calendar month. Health Benefit: Directors may participate in the Agency health plan. Agency pays for the premium. Dental Benefit, Directors may participate in the Agency dental plan. Agency pays for the premium. Other Expenses, Directors are reimbursed at cost for Director duties required or authorized by the Board (e.g. conferences, trainings, etc.).

North Tahoe Public Utility District - \$400 per month as well as medical, vision, and dental benefits for themselves and their dependents (as though they were a staff member).

Olympic Valley Public Utilities District - Each Board member receives \$600 / month (they must attend at least one meeting as a representative of the District). Also, health care reimbursements equal to \$6,000 / year.

Truckee Sanitary District - \$270 per day of service (increased \$5 per year), \$20 per month towards a 457 plan, and 100% of their health insurance premiums for the same program provided to employee (currently PERS Gold) for them and their dependents.

Northstar Community Services District - \$100 per official meeting attended and health care reimbursement up to the married employee premium offered to employees.

Section 16002 of the Public Utilities Code of the State of California States

(a) Each member of the board may receive the compensation that the board by ordinance provides, not exceeding four thousand eight hundred dollars (\$4,800) a year.

(b)(1) As an alternative to subdivision (a), the board may provide, by ordinance or resolution, that each of its members receive compensation in an amount not to exceed one hundred dollars (\$100) for each day of service. A member of the board shall not receive compensation for more than 10 days of service in a month.

**FISCAL IMPACT:**

Adoption of the proposed changes to Policy 2.2.0 would increase the Budget line item 5110 Directors' Fees from \$8650 to \$11,850, which would represent an increase of \$3,200. The budget amounts are based on 12 Regular Board Meetings per year and 17 Committee Meetings per year.

**ATTACHMENTS:**

- 1- Redlined Version of Policy Number 2.2.0 Directors' Pay
- 2- Proposed updated Policy Number 2.2.0 Directors' Pay



## ALPINE SPRINGS COUNTY WATER DISTRICT

**Policy Number:** 2.2.0

**Title:** DIRECTORS' PAY

**Introduction:**

This policy has been developed to establish a basis for payment of the Board of Directors.

**Ends:**

Members of the Board of Directors shall be compensated for their contributions as follows:

1. Board Meetings:

- a. \$175 per meeting for Board President
- b. \$150 per meeting for Directors

2. Committee Meetings:

- a. \$100 per meeting for Committee Chair
- b. \$ 50 per meeting for Directors

3. No Director shall be paid more than \$4,800.00 during any fiscal year. A Director who serves on the Board for less than the full fiscal year shall average, in total, no more than \$400.00 per month for each month the Director serves on the Board. That is, the Director's annual maximum pay shall be prorated by the number of months the Director actually serves on the Board.

- ~~1. Each Director shall earn \$125.00 for attending the regularly scheduled monthly Board meeting. If a Director does not attend the regularly scheduled Board meeting, or if no meeting takes place, the Director shall not be paid.~~
- ~~2. The Board President shall earn \$25.00 per day for one additional day of District work during the month.~~
- ~~3. Each Director shall earn \$25.00 for each day on which the Director attends one or more meetings of a Committee on which he/she is a member or a special meeting of the Board or Directors or any combination thereof.~~
- ~~4. No Director shall be paid more than \$175.00 during any one month.~~
- ~~5. No Director shall be paid more than \$2,100.00 during any fiscal year.~~
- ~~6. A Director who serves on the Board for less than the full fiscal year shall average, in total, no more than \$175.00 per month for each month the Director serves on the Board. That is, the Director's annual maximum pay shall be prorated by the number of months the Director actually serves on the Board.~~

**Responsibility:**

The General Manager will track each Director's attendance at monthly Board and Committee meetings and will submit payments for approval by the Board.

Adopted 7/9/04  
C:\Users\John\Documents\Staff Reports\June 2022\2.2.0 Board Pay amended 6-1-22 Edited.docx\Documents and Settings\John\My Documents\Policies & Procedures\2.2.0 Board Pay amended 6-1-22, approved by BOD 10-14-21 mlg-466  
Edited per changes made at the August 12, 2011 BOD meeting effective 9/9/11

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**Policy Number:** 2.2.0

**Title:** DIRECTORS' PAY

**Introduction:**

This policy has been developed to establish a basis for payment of the Board of Directors.

**Ends:**

Members of the Board of Directors shall be compensated for their contributions as follows:

1. Board Meetings:
  - a. \$175 per meeting for Board President
  - b. \$150 per meeting for Directors
2. Committee Meetings:
  - a. \$100 per meeting for Committee Chair
  - b. \$ 50 per meeting for Directors
3. No Director shall be paid more than \$4,800.00 during any fiscal year. A Director who serves on the Board for less than the full fiscal year shall average, in total, no more than \$400.00 per month for each month the Director serves on the Board. That is, the Director's annual maximum pay shall be prorated by the number of months the Director actually serves on the Board.

**Responsibility:**

The General Manager will track each Director's attendance at monthly Board and Committee meetings and will submit payments for approval by the Board.

E3)



AGENDA NO: E3

MEETING DATE: 06/14/2022

## Staff Report

**TO:** ASCWD Board of Directors

Date: May 30, 2022

**FROM:** Joe Mueller, General Manager

**SUBJECT:** Fiscal Year 2022/2023 Goals and Objectives.

### **BACKGROUND:**

Per Policy 4.6.0, the Board of Directors and the General Manager are to develop annually a list of goals and objectives for the fiscal year. These goals and objectives can be directed towards staff, the General Manager and/or the Board itself and will be used to measure the overall performance of each. This list, per the policy, is to be completed prior to the start of the fiscal year. Annually each Director of the ASCWD Board performs a self-evaluation on the ASCWD Goals and Objectives reviewing those Goals and Objectives appropriate to their role and provides a written evaluation of specific progress in each area.

The Administration and Personnel Committee met on Tuesday, March 17, 2022, to review, discuss and suggest updates to the Goals and Objectives for Fiscal Year (FY) 2022/2023. During this discussion, the Committee suggested modifications to the District's FY 2021-2022 Goals and Objectives. In general, the Committee recommended slight modifications and additions to better clarify the District Goals and Objectives. Two documents are used for this purpose, a Goals and objectives Statement and a Goals and Objectives Matrix. The committee is also recommending changing from a Quarterly review to a Semi-Annual review, along with continuing to show the past review comments on the Matrix.

Subsequent the Administration and Personnel Committee meeting the most recent (Q3) Review and Update to FY 2021/2022 District Goals and Objectives and the Draft 2022/2023 District Goals and Objectives was Emailed out to all Directors. This was to solicit the Directors self-evaluation input in their committee areas and general District wide. Any additional input received will be reviewed during discussion.

### **DISCUSSION:**

- Review the Board Directors evaluation of the FY 2021/2022 Goals and Objectives.
- Discuss the FY 2022/2023 Goals and Objectives proposed by the Administration and Personnel Committee.

### **FISCAL IMPACT:**

Funds are allocated annually in the District's budget for Goals and Objectives.

### **Attachments:**

1. Redlined Version of 2022- 2023 Goals and Objectives Statement
2. Proposed ASCWD 2022-2023 Goals and Objectives Statement Clean

3. 2021-2022 Q3 Review and Update Goals and Objectives
4. Proposed 2022-2023 Goals and Objectives Matrix

## ASCWD 2022/2023 GOALS AND OBJECTIVES STATEMENT

Per Policy 4.6.0, the Board of Directors and the General Manager are to develop annually a list of goals and objectives for the fiscal year. These goals and objectives can be directed towards staff, the General Manager and/or the Board itself and will be used to measure the overall performance of each. This list, per the policy, is to be completed prior to June 1 so that it will coincide with the fiscal year.

Also, per the policy, ambiguous and subjective goals or objectives are excluded since the objective of the policy is to provide measurable criteria.

The following list has been created as a collaborative effort between the Administration & Personnel Committee, the General Manager, and the Board of Directors.

### Board Goals and Objectives

1. Review the District's Mission Statement and the Goals and Objectives in May of each year.
2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District at a committee and board level.
3. Budget resources to ensure that money, staff, and facilities are available for the District to operate within all of the policies of the Board.
4. Provide the public with information about the District's activities, goals, and objectives through the District website, semi-annual newsletter, annual valley-wide meeting, Board meetings and on-the-street communications.
5. Always communicate with each other, the General Manager and the public in a polite and respectful manner.

### General Manager Goals and Objectives

1. Personnel:
  - a. Provide a work environment for staff that promotes employee retention.
  - b. Provide guidance to the Board regarding the resources necessary for adequate training and continuing education of staff.
2. Budget & Finance:
  - a. Provide guidance to the Board regarding the budgetary needs of the District, both in annual operations and future capital expenditures.
  - b. Provide guidance to the Board regarding the financial condition of the District and manage the District's financial resources in a fiscally efficient way.
  - ~~c. Continue to update the capital asset 30-year study.~~
3. Planning and Implementation:
  - a. Prepare and carry out the necessary plans and actions to implement the approved operating and capital improvement budgets.
  - b. Carry out the following tasks not specified in the operating or capital budgets.



- i. Implement the recommendations in the water and sewer Master Plan and continue to refine and update the plan to keep relevant.
- ii. Continue to ~~work on~~ retroactively obtaining easements for installed water and sewer facilities, including consultation with Legal regarding lot transfers.
- ~~i.iii.~~ Take an active role with development actives within the valley to protect district infrastructure and insure adequate services.
- ~~ii.~~ Complete at least 30 service application updates annually.
- ~~iii.~~iv. Continue to work on capital asset 30-year replacement schedule.
- iv.v. Move forward a plan to address valley wide fire riskflows and defensible space activities. ~~on district properties,~~

#### 4. Communications:

- a. Communicate with the Board regarding: Operation and management of the District.
  - i. Follow-up items from Board meetings.
  - ii. Legal, financial and operational impacts of projects
- b. Communicate to the public District activities including:
  - i. Newsletters
  - ii. Web page
  - iii. If possible, attendance at the annual All-Valley Meeting
  - iv. Other outreach to improve public information.

#### Evaluation Summary:

Prior to the evaluation, the General Manager will provide the Board with a written summary of ongoing project areas and progress to date on each.

Effective: 7/1/22

## **ASCWD 2022/2023 GOALS AND OBJECTIVES STATEMENT**

Per Policy 4.6.0, the Board of Directors and the General Manager are to develop annually a list of goals and objectives for the fiscal year. These goals and objectives can be directed towards staff, the General Manager and/or the Board itself and will be used to measure the overall performance of each. This list, per the policy, is to be completed prior to June 1 so that it will coincide with the fiscal year.

Also, per the policy, ambiguous and subjective goals or objectives are excluded since the objective of the policy is to provide measurable criteria.

The following list has been created as a collaborative effort between the Administration & Personnel Committee, the General Manager, and the Board of Directors.

### **Board Goals and Objectives**

1. Review the District's Mission Statement and the Goals and Objectives in May of each year.
2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District at a committee and board level.
3. Budget resources to ensure that money, staff, and facilities are available for the District to operate within all of the policies of the Board.
4. Provide the public with information about the District's activities, goals, and objectives through the District website, semi-annual newsletter, annual valley-wide meeting, Board meetings and on-the-street communications.
5. Always communicate with each other, the General Manager and the public in a polite and respectful manner.

### **General Manager Goals and Objectives**

1. Personnel:
  - a. Provide a work environment for staff that promotes employee retention.
  - b. Provide guidance to the Board regarding the resources necessary for adequate training and continuing education of staff.
2. Budget & Finance:
  - a. Provide guidance to the Board regarding the budgetary needs of the District, both in annual operations and future capital expenditures.
  - b. Provide guidance to the Board regarding the financial condition of the District and manage the District's financial resources in a fiscally efficient way.
3. Planning and Implementation:
  - a. Prepare and carry out the necessary plans and actions to implement the approved operating and capital improvement budgets.
  - b. Carry out the following tasks not specified in the operating or capital budgets.
    - i. Implement the recommendations in the water and sewer Master Plan and continue to refine and update the plan to keep relevant.



- ii. Continue to retroactively obtain easements for installed water and sewer facilities, including consultation with Legal regarding lot transfers.
- iii. Take an active role with development activities within the valley to protect district infrastructure and insure adequate services.
- iv. Move forward a plan to address valley wide fire risk and defensible space activities.

4. Communications:

- a. Communicate with the Board regarding: Operation and management of the District.
  - i. Follow-up items from Board meetings.
  - ii. Legal, financial and operational impacts of projects
- b. Communicate to the public District activities including:
  - i. Newsletters
  - ii. Web page
  - iii. If possible, attendance at the annual All-Valley Meeting
  - iv. Other outreach to improve public information.

**Evaluation Summary:**

Prior to the evaluation, the General Manager will provide the Board with a written summary of ongoing project areas and progress to date on each.

Effective: 7/1/22

**Alpine Springs County Water District  
Board Goals/Objectives 2021/22  
Q3 Review and Update**

GOAL	OBJECTIVE (ACTION PLAN)	WHO	WHEN/ % COMPLETE	Q1 Review	Q2 Review	Q3 Review
1. Review District's Mission Statement and Goals and Objectives annually by May.	1.1 Review and revise as needed the District's Mission Statement	Administration and Personnel Committee, GM, Board	May 2022/100%	Goal on schedule  No work this quarter	Goal on schedule  No work this quarter	Goal on schedule  No work this quarter
	1.2 Review and revise as needed the Board's Goals and Objectives (Policy 4.6.0)	Administration and Personnel Committee, GM, Board	May 2022/100%	Goal on schedule  1st Quarter review performed	Goal on schedule  2nd Quarter review performed	Goal on schedule  3rd Quarter review performed
2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District.	2.1 Maintain a long term strategic plan and update it every 3-5 years. (Policy 1.0.0)	Board, GM	June 2022/80%	Goal on schedule  No work this quarter Information from water and sewer masterplans will play a role in shaping the update	Goal on schedule  No work this quarter Information from water and sewer masterplans will play a role in shaping the update	Goal on schedule  No work this quarter Information from water and sewer masterplans will play a role in shaping the update

	<p>2.2. Inform valley residents via a park bulletin board and the newsletter about the District's voluntary water conservation program. <i>(Policy 1.2.0)</i></p>	<p>Board, GM</p>	<p>June 2022/ 100%</p>	<p>Goal Completed summer 2021, will continue to provide customer informational materials</p>	<p>Goal Completed summer 2021, will continue to provide customer informational materials</p>	<p>Goal Completed summer 2021, will continue to provide customer informational materials</p>
	<p>2.3. Review and update if needed Board pay. <i>(Policy 2.2.0)</i></p>	<p>Budget and Finance Committee, Board, GM</p>	<p>April 2022/ 100%</p>	<p>Goal on schedule No work this quarter</p>	<p>Goal on schedule No work this quarter</p>	<p>Goal behind schedule Anticipated completion date June 2022</p>
	<p>2.4. Determine if one or more residents of the community have appropriate qualification to serve on the Budget and Finance Committee. <i>(Policy 2.0.0)</i></p>	<p>Budget and Finance Committee, Board,</p>	<p>Nov. 2021/ 100%</p>	<p>Goal on schedule Item has been agenzized for the Nov B&amp;F committee meeting and the Nov Board meeting</p>	<p>Goal Completed Item was discussed at the Nov B&amp;F committee meeting and the Nov Board meeting, District will list all committee opportunities the public could volunteer for in the Spring Newsletter,</p>	<p>Goal Completed Item was discussed at the Nov B&amp;F committee meeting and the Nov Board meeting, District will list all committee opportunities the public could volunteer for in the Spring Newsletter,</p>



	<p>2.6. Review and update District goals and objectives for the next fiscal year. (Policy 4.6.0)</p>	<p>Administration and Personnel Committee, Board</p>	<p>June 2022/ 100%</p>	<p>Goal on schedule Quarterly review performed</p>	<p>Goal on schedule 2<sup>nd</sup> Quarterly review performed</p>	<p>Goal on schedule 3<sup>rd</sup> Quarterly review performed</p>
	<p>2.7. Discuss and possible update park user fees for Alpine Meadows residents/non-residents. (Policy 6.1.0)</p>	<p>Park, Recreation, Greenbelt Committee, Board, GM</p>	<p>March 2022/ 100%</p>	<p>Goal on schedule Park Survey posted to district website to obtain community input</p>	<p>Goal on schedule Park Survey posted to district website to obtain community input</p>	<p>Goal Completed March 2022 with the adoption of park fees for the 2022/2023 season with a tiered system.</p>
	<p>2.8. Provide location for defensible space work on selected District owned greenbelt lands for the community workday. (Policy 6.6.0)</p>	<p>Park, Recreation, Greenbelt Committee, Board, GM</p>	<p>Oct. 2021/100%</p>	<p>Goal Completed July 2021</p>	<p>Goal Completed July 2021</p>	<p>Goal Completed July 2021</p>
	<p>2.9. Develop a multi-phase plan for stewardship of District owned greenbelt lands. (Policy 6.6.0)</p>	<p>Park, Recreation, Greenbelt Committee, Board GM</p>	<p>March 2022/ 75%</p>	<p>Goal on Schedule District own lands have been</p>	<p>Goal on Schedule District own lands have been</p>	<p>Goal Completed District own lands have been</p>

					assessed and ranked in order of priority	assessed and ranked in order of priority	assessed and ranked in order of priority
	2.10. Review, revise, and update the Strategic Long Range Plan. (Policy 8.0.0)	Long Range Planning Committee, Board, GM	April 2022/ 50%	Goal on Schedule Reviewing proposals from consultants for the preparation of Water and Sewer Masterplans	Goal on Schedule Contract has been executed with Carollo Engineers for the preparation of Water and Sewer Masterplans.	Goal on Schedule Completed to the 50% level. Contract has been executed with Carollo Engineers for the preparation of Water and Sewer Masterplans.	Goal on Schedule Completed to the 50% level. Contract has been executed with Carollo Engineers for the preparation of Water and Sewer Masterplans.
	2.11. Study and create document showing water quantity for potable uses, emergency uses, and future development. (Policy 8.1.0)	Long Range Planning Committee, Board, GM	April 2022/ 50%	Goal on Schedule This is part of the Water and Sewer Masterplans	Goal on Schedule This is part of the Water and Sewer Masterplans	Goal on Schedule This is part of the Water and Sewer Masterplans	Goal on Schedule This is part of the Water and Sewer Masterplans
	2.12. Study condition of existing infrastructure in order to create a long range asset	Long Range Planning Committee, Board, GM	Nov. 2021/ 50%	Goal behind Schedule due to extended time required to obtain	Goal behind Schedule due to extended time required to obtain	Goal behind Schedule due to extended time required to obtain	Goal behind Schedule due to extended time required to obtain

<p>3. Budget resources to ensure that money, staff, and facilities are available for the District to operate within all the policies of the Board.</p>	<p>3.1 Approve fiscal budget each year. <i>Policy 2.6.0)</i></p>	<p>Budget and Finance Committee, Board, GM</p>	<p>June 2022/ 100%</p>	<p>Master plan proposals This is part of the Water and Sewer Masterplans</p>	<p>Master plan proposals, New anticipated date is June 2022 at 50% This is part of the Water and Sewer Masterplans</p>	<p>Master plan proposals, New anticipated date is June 2022 at 50% This is part of the Water and Sewer Masterplans</p>
<p>4. Provide the public with Information about the District's activities, goals, and objectives through the web site, semi-annual newsletter, annual valley-wide meeting, Board meetings and on the street communications.</p>	<p>4.1 Provide information to the public via a new bulletin board in the park.</p>	<p>Board, GM</p>	<p>Aug. 2021/ 100%</p>	<p>Goal on Schedule Budget reviews take place monthly with the B&amp;F committee</p>	<p>Goal on Schedule Budget reviews take place monthly with the B&amp;F committee</p>	<p>Goal on Schedule Budget reviews take place monthly with the B&amp;F committee</p>
				<p>Goal completed July 2021</p>	<p>Goal completed July 2021</p>	<p>Goal completed July 2021</p>



<p>5. Always communicate with each other, the General Manager and the public in a polite and respectful manner.</p>	<p>5.1 Provide opportunity for residents to enter and attend Board meetings in person at the District office as soon as Covid regulations allow.</p>	<p>Board, GM</p>	<p>Aug. 2021/ 100%</p>		<p>Goal completed Board meetings back open to in person public attendance July 2021</p>	<p>Goal completed Board meetings back open to in person public attendance July 2021</p>
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# DRAFT Alpine Springs County Water District DRAFT

## Board Goals/Objectives 2022/23 Matrix

*Reviewed Semi Annually; November 2022 and May 2023*

GOAL	OBJECTIVE (ACTION PLAN)	WHO	WHEN/ % COMPLETE	November 2022 Review	May 2023 Review
1. Review District's Mission Statement and Goals and Objectives annually	1.1 Review and revise as needed the District's Mission Statement and Board Goals and Objectives (Policy 4.6.0)	Administration and Personnel Committee, GM, Board	May 2023/100%		
	1.2 Review of General Manager	Administration and Personnel Committee, GM, Board	May 2023/ 100%		
2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District.	2.1 Maintain a long term strategic plan and update it every 3-5 years. (Policy 1.0.0)	Board, GM	June 2023/ 100%		
	2.2. Inform valley residents via a park bulletin board and the	Board, GM	August 2022/ 100%		

	newsletter about the District's voluntary water conservation program. <i>(Policy 1.2.0)</i>				
	2.3. Maintain volunteer membership on Board Committees through continued communications via the District Newsletters and Park message board. <i>(Policy 2.0.0)</i>	Budget and Finance Committee, Board, GM	June 2023/ 100%		
	2.4. Discuss and update park user fees for Alpine Meadows residents/non-residents for the next park season. <i>(Policy 6.1.0)</i>	Park, Recreation, Greenbelt Committee, Board, GM	April 2023/ 100%		
	2.5. Provide possible locations for defensible space work on selected District owned greenbelt lands for the community workday. <i>(Policy 6.6.0)</i>	Park, Recreation, Greenbelt Committee, Board, GM	February 2022/100%		
	2.6. Continue to develop, update, and keep current the multi-phase plan for stewardship of District owned greenbelt lands. Through Community events, workshops, and the evaluation of a parcel	Park, Recreation, Greenbelt Committee, Board GM	March 2023/ 75%		

	tax for defensible space. <i>(Policy 6.6.0)</i>				
	2.7. Review, revise, and update the Strategic Long Range Plan to include documents showing water quantity for potable uses, emergency uses , and future development. Review the condition of existing infrastructure with respect to long range repair and replacement. <i>(Policy 8.0.0) (Policy 8.1.0) (Policy 8.3.0)</i>	Long Range Planning Committee, Board, GM	February 2023/ 80%		
3. Budget resources to ensure that money, staff, and facilities are available for the District to operate within all the policies of the Board.	3.1 Approve fiscal budget each year. <i>Policy 2.6.0)</i>	Budget and Finance Committee, Board, GM	June 2023/ 100%		
	3.2 Review a list of all active District Contracts which will include: service provided, amount, inception date, and expiration date, 4.1 Provide information to the public via the park bulletin board, the	Budget and Finance Committee, Board, GM	February 2023/ 100%		
4. Provide the public with Information about the		Board, GM	Continuous 100%		

<p>District's activities including goals and objectives.</p>	<p>District website, semi-annual newsletter, annual valley-wide meeting, and on the street communications.</p>				
<p>5. Always communicate with each other, the General Manager, and the public in a polite and respectful manner.</p>	<p>5.1 Provide opportunity for residents to enter and attend Board meetings in person at the District office as soon as Covid regulations allow.</p>	<p>Board, GM</p>	<p>Continuous 100%</p>		

E4)



AGENDA NO: E4

MEETING DATE: 06/14/2022

## Staff Report

**TO:** ASCWD Board of Directors Date: June 06,2022  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** Unbudgeted Expense 2018 Tank 4 Replacement Project

### **DISCUSSION:**

On September 4<sup>th</sup>,2018 the District entered into a Contract with Farr Construction dba Resource Development Company (RDC) for the "2018 Tank 4 Replacement Project".

Total Project cost at the date of contract signing was \$1,365,450.

A Project Change Order was included in the October 26, 2019, progress payment in the amount of \$78,096 increasing the Total Project amount to \$1,443,546

From March 25, 2019, to August 30, 2020, the District approved a total of seven progress payments from RDC totaling \$1,371,716. The District withheld retainage on these seven payments at 5 percent totaling \$68,585.80. The total received by RDC through progress payments totaled \$1,303,099.95 The District did not account for this retained amount as an occurred liability for services already performed.

On October 2,2020, the District formally accepted the project, stated the work was performed satisfactorily and there are no unsatisfied claims or liens.

On November 30, 2020, RDC submitted a Final pay request which was rejected due to being incomplete and inaccurate.

On November 19,2021, RDC resubmitted a Final pay request which was subsequently rejected due to being incomplete and inaccurate.

On April 2,2022, RDC resubmitted a Final pay request which was subsequently rejected due to being incomplete and inaccurate.

Through discussions with the President of RDC, Jeff Farr, RDC has produced a Final Pay request including a retainage release request on June 6,2022 that is consistent with the previous seven approved pay request.

The June 6, 2022, pay request is for the outstanding contract balance of \$71,861.05 and the release of the 5 percent retainage on the prior seven pay request of \$68,585 for a total of \$140,446.05



While it is no longer possible to positively verify construction quantities and activities to a statement of values on a completed project. One can however assume the District was satisfied with the project based on the District's formal acceptance and the previous seven pay request. The final pay request and release of retainage appears to be consistent with past practice.

**FISCAL IMPACT:**

The total amount of \$140,446.05, - \$71,861.05 contract balance, and \$68,585 retainage would be paid out of reserves.

**RECOMMENDATION:**

Authorize the unbudgeted expense payment of \$140,446.05 from reserves to RDC for the 2018 Tank 4 Replacement Project final contract payment and release of retainage.

F1)

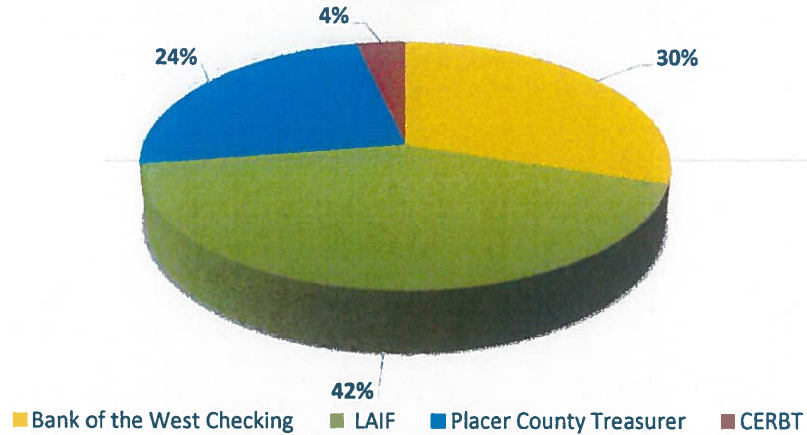
# ALPINE SPRINGS COUNTY WATER DISTRICT

## May 2022 TREASURERS REPORT

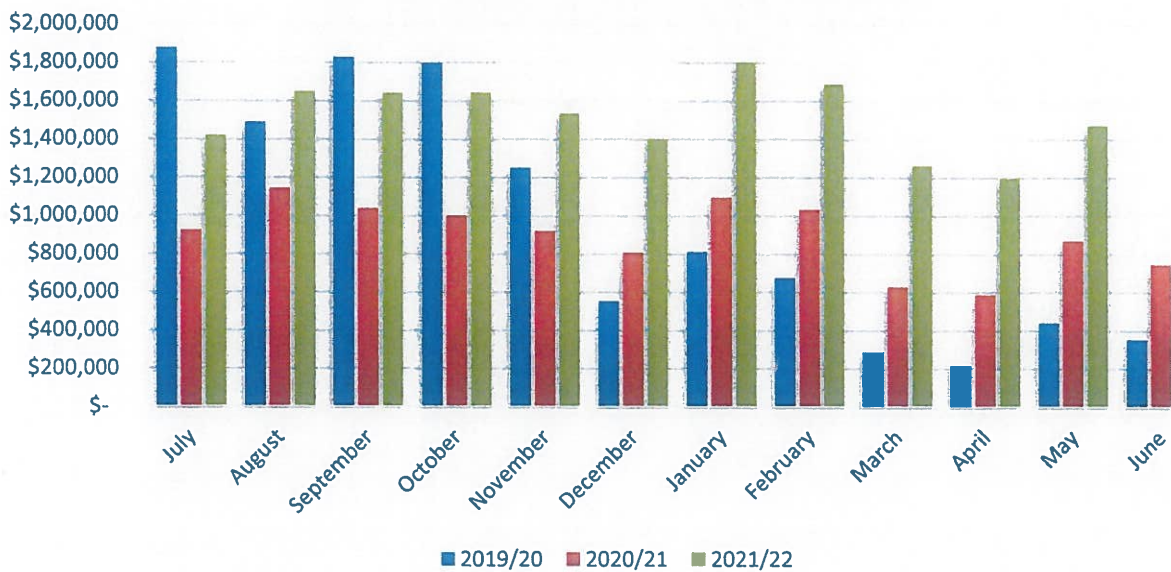
### FY 21/22

	Account Balance	Report Date	Interest
Bank of the West Checking	\$ 441,252	6/2/2022	0.00%
LAIF	\$ 624,565	6/2/2022	0.523%
Placer County Treasurer	\$ 354,911	4/30/2022	0.406%
CERBT	\$ 51,711	5/6/2022	1.470%
	<u>\$ 1,472,439</u>		

### Cash and Investments as a Percentage of Total



### Total Cash and Investments By Month



Alpine Springs County Water  
Budget and Finance Committee Report  
Thursday, May 13, 2021 9:30 a.m.  
The meeting was held using ZOOM

Members: Janet Grant, District Director, Chair  
Evan Salke, District Director  
Joe Mueller, General Manager  
Advisors: Mike Dobrowski, CPA, District Accountant  
Staff: Pam Zinn, Office Manager, Miguel Ramirez, Operations and Maintenance  
Guests: None

Items discussed and recommendations to board:

Public Comment: none.

1. NON-STANDARD TRANSACTIONS
  - a. There were no non-standard transaction
2. APRIL 30, 2021 MONTHLY FINANCIAL REPORTS
  - a. The Committee recommends approving the April monthly financials.
3. TREASURER'S REPORT
  - a. The report was reviewed. The monies from the CD due at the end of the month are presently in the Money Market fund to be transferred to our operations account at Wells Fargo.
4. REVIEW THE DRAFT OPERATIONS BUDGET FOR 2021/2022
  - a. The Committee discussed the proposed 21/22 draft budget in detail with staff and Mike Dobrowski. With minor adjustments the budget will be ready for board review and approval at the June meeting along with the capital budget. Revised detail information will be provided to directors by the manager as resource information.
5. REVIEW THE DISTRICTS INVESTMENT POLICY 2.20.0
  - a. The committee recommends no change to the investment policy.
  - b. The committee recommends at the suggestion of the manager that we rescind Resolution 5-2014 and adopt Resolution 5-2021.
6. MEMBER'S COMMENTS
  - a. There were no members comments this month
7. ADJOURNMENT
  - a. The committee meeting adjourned at 11:20.
8. NEXT MEETING
  - a. Next B&F meeting: Thursday, June 10, 2021, 9:30 a.m.

F2)

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

Date: Thursday, April 28, 2022  
Location: District Office, Board Room  
270 Alpine Meadows Road  
Time: 3:30 pm  
Members: Christine York, District Director, Chair  
Jan Ganong, District Director  
Joe Mueller, General Manager  
Ingrid Bourke, Member  
Felicia Cole, Member (on zoom)  
Michael Cadra, Member (on zoom)  
Ursula Hirsbrunner, Member  
Lisa Peck, Member  
Absent: Don Fulda, Member  
Guests: none

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**Meeting was called to order at 3:37 pm.**

**1. PARK POLICIES**

- a. Joe updated the committee on the recommended changes that the board had approved

**2. GREENBELT POLICIES**

- a. Evaluated and discussed existing policies
  - i. Still developing the new policy to allow homeowners adjacent to greenbelt lands can apply for permission to perform defensible space on these lands
    - 1. Joe will resume work on this with the new NTFD forester
- b. Update on ASCWD progress to treat and manage its greenbelt lands
  - i. Memorial Day weekend dumpsters are being provided for GREEN WASTE ONLY
    - 1. Firesafe council has agreed to help monitor the use of these to prevent abuse
    - 2. HOA presidents should be asked to email out that it's green waste only
  - ii. a Firesafe Council workday will be held on June 25
    - 1. Plan is to address greenbelt land along Bear Creek behind homes along Beaver Dam and possibly stretching up to John Scott bridge
  - iii. Michael Cadra asked that the committee consider a plan that he and a few other unspecified area business owners endorse to ask Placer County to take ownership and responsibility of the district's greenbelt lands since the district is struggling to find the funds to treat and manage its lands
    - 1. Most of the committee did not consider this to be an appropriate solution to the challenges the district is having with finding funds to treat its land
    - 2. One committee member thought this idea had been briefly explored about 10 years ago and that Placer County hadn't been interested in taking this land

**3. IDEAS TO CONSIDER**

- i. Michael's proposal led to a brainstorming session on possible solutions to fund the defensible space work that needs to be done and increase community awareness of these issues
  - 1. We discussed how to improve community perception of the district's current and future efforts in this area

F4)



# **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

## **Administration and Personnel Committee Meeting**

Date: Tuesday, May 17, 2022  
Location: District Office, Board Room  
270 Alpine Meadows Road  
Time: 8:30 a.m.  
Members: Janice Ganong, Chair  
Evan Salke, Director  
Joe Mueller, General Manager

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### **AGENDA**

1. **CALL TO ORDER**

2. **PUBLIC COMMENT:**

**There was no public present.**

3. **ITEMS FOR COMMITTEE DISCUSSION & ACTION**

- a. Review and discuss any changes to recommend to the Board for the Goals and Objectives and Mission Statement for 2022/23.

**The Committee recommends the following changes:**

1. **Goals and Objectives Statement and Goals and Objectives Matrix be linked on the website.**
2. **Change names to include the words Statement and Matrix.**
3. **Change the review period to semi-annually in November and May and show review comments for both review periods in same column.**
4. **Changes to content areas are too numerous to report here. All changes have been sent to Directors along with a copy of the previous matrix for comparison.**

- b. Review and discuss any recommendations to the Board for Retirement Health Benefits for future employees.

**The Committee recommends the following changes:**

1. **Cover future employees until age 65**
2. **Cover retiree only, not dependents**

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## ALPINE SPRINGS COUNTY WATER DISTRICT

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

**General Manager:** Joe Mueller

- c. Discuss our staffing structure in regard to current and future ability to hire and retain staff.

**The Committee recommends :**

- 1. Offer a Prepaid Gas Card to employees for travel to work: in excess of 10 miles at \$100 per month, in excess of 20 miles at \$200 per month, in excess of 30 miles at \$300 per month.**
- 2. In the future, when our financial obligation are more clear, consider the idea of a Housing Stipend for those employees renting in the Tahoe Basin**

- d. Discuss the timeline for and any changes to the GM review process.

**The Committee recommends following procedures as in previous years.**

4. **MEMBERS' COMMENTS**

**The Committee members commended Joe for his diligence in regard to staffing issues.**

5. **ADJOURNMENT**

**The meeting was adjourned at 9:45**

Submitted by Jan Ganong

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