
ALPINE SPRINGS COUNTY WATER DISTRICT

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

PUBLIC NOTICE

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

Date: Friday, June 11th, 2021
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.

The district is moving to hybrid meetings, the meetings will still be available by ZOOM for the general public. The board Members and Staff will meet in person in the board room at 270 Alpine Meadows Rd. Pursuant to the Governor's Executive Order N-29-20, issued March 17, 2020, the Alpine Springs County Water District Board Room will not be accessible to the public for this meeting, but it will be accessible to board members. Public comments will be accepted by the board and should be submitted to the Board Secretary at info@alpinesprings.org; by mail or in person (drop box) 270 Alpine Meadows Rd., Alpine Meadows, by Monday June 7th, 2021 at 9:30 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: 957 8900 8815; passcode: 642216. Please mute yourself unless you are speaking. Times listed are approximate.

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

B. PUBLIC COMMENT

It is the policy of the Alpine Springs County Water District to give the public the opportunity to address any item of interest, which is relevant to the district's activities. The public may speak on any agenda item at this time or after the Board has discussed the item, but prior to a vote. No

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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 MINUTES

The Board shall review and vote to approve the minutes of the Regular Board meeting of May 14th, 2021.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

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

D2) FIRE DEPARTMENT REPORT

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 2021 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 2021.

D4) OPERATION & MAINTENANCE DEPARTMENT REPORT

The Operations Staff shall report on issues regarding water, sewer, parks, garbage, and other services provided by the district. Staff shall comment on and answer questions regarding the May 2021 Water/Sewer Report.

D5) TTSA REPORT

Representative David Smelser, shall report on TTSA activities that impact Alpine Meadows, including the TTSA Board meetings. Meeting held on May 19th, 2021.

E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION

E1) ADOPT RESOLUTION 6-2021 ESTABLISHING FISCAL YEAR 2021/22 BUDGET

Consider for approval resolution 6-2021 establishing the Districts Fiscal Year 21/22 Operations and CIP Budget.

E2) ADOPT RESOLUTION 4-2021 ESTABLISHING APPROPRIATION LIMITS FOR FISCAL YEAR 2021/2022

Consider for approval resolution 4-2021, establishing appropriation limits for FY21/22.

E3) PLACER LAFCO SPECIAL DISTRICT REPRESENTATIVE & ALTERNATE

Board vote for the Placer LAFCO Special District Representative and Alternate

ALPINE SPRINGS COUNTY WATER DISTRICT

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General Manager: Joe Mueller

E4) FISCAL YEAR 2020/21 GOALS AND OBJECTIVES

Review the Board Directors evaluation of the FY20/21 Goals and Objectives. Consideration of amending the FY21/22 goals and objectives to a different format to provide additional matrices to measure performance objectives.

E5) POLICY NUMBER:1.0.0 THROUGH 1.4.0

Review of Policy Number 1.0.0 Board of Directors Policy of Operations, 1.2.0 Water Conservation, 1.3.0 Emergency Response Plan, 1.4.0 Water Treatment Policy.

F. COMMITTEE REPORTS

F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met June 10th, 2021.

- Discuss, if necessary, non-standard transactions
- Discuss monthly financial reports, status of investments/cash and vote to approve, if necessary, new investments.
- Discuss the treasurers report.
- Review of the Draft FY21/22 Operations
- Review of the Draft FY21/22 CIP Budget.
- Discuss the district's annual budgeted CERBT contribution.
- Discussed current and future staff retirement plan options.

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

No Meeting

F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)

No Meeting

F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)

No Meeting

G. OPEN ITEMS

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

H. CORRESPONDENCE TO THE BOARD

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

I. CLOSED SESSION

GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
General Manager performance evaluation for fiscal year 2020/2021

ALPINE SPRINGS COUNTY WATER DISTRICT

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J. DIRECTORS' COMMENTS

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

K. ADJOURNMENT

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

Next regularly scheduled Board meeting – Friday July 9th, 2021, at 9:00 a.m.

I certify that on or before Tuesday, June 8th, 2021, at 9:00 a.m., I personally posted and forwarded agendas as requested.

Pam Zinn

Pam Zinn, Office Manager.

Exhibit C1

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ALPINE SPRINGS COUNTY WATER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
May 14, 2021

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

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

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

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

Directors Absent: None

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

Guests attending via teleconference included Liz Zang, John Mecklenburg, Michele Prestow, Dawn Grass, Pippin Mader, and from NTFPD, Chief Steve McNamara. There may have been others on the call who did not identify themselves.

B. PUBLIC COMMENT

Pippin Mader addressed the Board in opposition of the TTSA contract with its General Manager and Director Smelser's approval.

John Mecklenburg asked that the Juniper Mountain Association Board be advised regarding fire flow issues. Mecklenburg noted the recent bagging of fire hydrants and asked that JMA be notified of any actions.

Dawn Grass asked that notification to residents about the dumpsters provided over Memorial Day specify whether it is a general clean up or just green waste. Mueller said the intent is for green waste and outdoor garbage uncovered by snow. He will send out another notice to owners and make sure it is more clear next year.

C. APPROVAL OF MINUTES

C1) APRIL MINUTES

It was moved by and Ganong seconded by York to approve the minutes of the Regular Board Meeting of April 9, 2021 as amended. Motion carried unanimously.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

District CPA Mike Dobrowski presented the April 2021 financial statements. He answered questions clarifying the cash position and Capital Reserve budget, which is lower than the target of \$1 million because of the Tank 4 and 4A replacements. Discussion followed regarding building the fund back up. A question was asked about utility costs. Salke described his investigation into alternatives.

It was moved by Smelser and seconded by Ganong to approve the April 2021 financial reports as presented. Motion carried unanimously.

1 **It was moved by York and seconded by Smelser to approve payment of checks 31845 – 31896,**
2 **payroll, and electronic fund transfers. Motion carried unanimously.**
3

4 **D2) FIRE DEPARTMENT REPORT**

5 Chief McNamara announced Steve Leighton has been named as NTFPD Fire Chief. Mike Schwartz will be
6 named Fire Chief Emeritus upon his retirement.
7

8 McNamara reported:

- 9 • March was the busiest March in the past five years. There is no shoulder season anymore.
- 10 • There are many indications that this could be a long and dangerous fire season. There have
11 already been fire watch days. Crews are training for wildland scenarios.
- 12 • The COVID protocols are still in place. The Governor is expected to issue an update on
13 restrictions on June 15.
- 14 • Staffing and training

15
16 On behalf of Forest Fuels Coordinator Eric Horntvedt. McNamara reported the Forest Practice Act Report
17 informs many forest fuels reduction projects and should streamline the process.
18

19 California Insurance Commissioner Lura is taking steps to help the property insurance issues. There is a bill
20 in Assembly that would require insurance companies to allow at least one renewal before cancelling. Other
21 legislature being considered is SB 450 which will allocate funds to wildland fire districts. If approved,
22 approximately \$536 million could be available. McNamara will apply for funds for Alpine Meadows,
23 North Tahoe, and Meeks Bay. Another bill going through the Assembly would mandate defensible space
24 inspections upon transfer of property.
25

26 McNamara thanked Mueller and Ramirez for their help in addressing the challenges with the fire house in
27 Alpine. A plan to remodel the station will be presented during the NTFPD budget process. There is a
28 strategy to address phone lines and internet that he will discuss with Mueller.
29

30 McNamara described the app-based system that is making plan checks and approvals more efficient.
31

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

33 General Manager Joe Mueller presented his April 2021 Activities Report, noting his work with proposed
34 development in Alpine and investigation of a leak. Mueller reported three fire hydrants in Juniper Mountain
35 were taken out of service in coordination with NTFPD. He is confident all the hydrants in Juniper
36 Mountain will be tested by the end of June. The Budget and Finance Committee reviewed the draft budget
37 at yesterday's meeting.
38

39 Building Reserves is a priority. If an emergency were to occur, Mueller said outside funding sources
40 including a bond, private financing, or even creating a Mello-Roos District could be considered. There are
41 also grants ASCWD may be eligible for including American Rescue Funds Act dollars from Placer County.
42

43 Ganong acknowledged other projects are being addressed, but voiced concern that three hydrants were
44 tagged presumably because of an extreme lack of fire flow. This is important to twenty-four homes in
45 upper Juniper Mountain and could impact those owners from getting building permits, real estate transfers,
46 and insurance. As risk managers, it is important ASCWD fulfills its mission statement. Ganong asked if the
47 District has a liability.
48

1 A discussion followed regarding how this issue fits in with the priority of identifying a major leak, which
2 Mueller feels is an emergency situation. He wants appropriate manpower to test hydrants properly and
3 efficiently. He noted NTFPD's confidence that any fire on Juniper Mountain can be addressed.
4

5 Ganong stated that if it is not a manpower issue, she wants to be on record stating she believes it is the
6 District's responsibility as Directors and risk managers to move forward without delay to test the three
7 hydrants on Juniper Mountain to access if there is a risk to the fire flow issue.
8

9 The topic was open to public comment. John Mecklenburg supported Ganong's message of making sure
10 the fire flow issue remains top of mind. The tags are a clear indication of infrastructure failure and that is
11 how property owners look at this. There is a potential cost to owners trying to get permits or insurance and
12 non-working hydrants could have direct economic ramifications.
13

14 Zang reiterated Mueller's comment that Chief Leighton and Chief McNamara are confident that Juniper
15 Mountain is protected by an NTPFD plan. Mueller said that is the sentiment he has received by
16 conversations with both of them.
17

18 Public comment was closed.
19

20 Mueller clarified the Will-Serve letter for White Wolf. He said testing hydrants will be a priority as soon as
21 possible. He anticipates it will be done by the end of June and said staff is as committed to resolving the
22 issue as much as the community is.
23

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

25 O&M Supervisor Miguel Ramirez presented Water/Waste Water Report for April 2021 including water
26 production, waste water flows, and overall maintenance performed for the month. He did locate a 7 gallon
27 per minute leak in a residence.
28

29 There is a 30-45 gallon per minute leak in Zone 3. Ramirez described efforts to identify the source,
30 including use of listening equipment and working with identification companies. Some valves were shut
31 down and potholing will begin next week since the general area has been identified.
32

33 The park is scheduled to open Memorial Day weekend.
34

35 **D5) TTSA REPORT**

36 Smelser presented the report of the April meeting, which was included in the meeting packets. The new
37 Lab Director began May 3. The General Manger contract is year-to-year and must be renewed annually.
38

39 Smelser stated TTSA is doing a good job of upgrading and replacing infrastructure. There is talk of
40 conducting multi-district drills to make sure everyone is on the same page in the event of an emergency.
41

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

43 **E1) PRESENTATION ON THE SNOW CREST TRIBUTARY RESTORATION**

44 Michele Prestowitz from the Truckee River Watershed Council updated the group on the Snow Crest
45 Tributary Restoration project. She showed a site map of the project, most of which is on land owned by
46 ASCWD, but US Forest Service and some private parties are also land owners. The goals include restoring
47 two acres of meadow, improve water quality and habitat, and address storm water conditions. Assuming the

1 design work and CEQA are on schedule, permitting could be completed by the end of this year. The
2 funding will then be put in place and construction could be done in fall 2022.

3
4 Discussion followed as details of the project were considered. Prestowitz agreed with some comments
5 about how the meadow looked after recent restoration projects, saying that in a normal water year, water
6 would spill into the meadow from the north end. That is not the situation this year.

7
8 Discussion continued. Ganong noted a previous concern about mosquitos in standing water and encouraged
9 saving the many willows and pines the area. Prestowitz will check the situation with any standing water.
10 She described the areas of vegetation removal necessary to improve riparian growth.

11
12 Prestowitz continued to answer questions about this and other Watershed Council projects. She will work
13 with Ramirez to locate the pressure valve and water main in the work area.

14
15 **E2) ADOPT RESOLUTION 5-2021 ANNUAL ADOPTION OF THE DISTRICTS**
16 **INVESTMENT POLICY**

17 A grammatical error was noted and will be corrected.

18
19 **It was moved by York and seconded by Grant to adopt Resolution 5-2021, Annual Adoption of the**
20 **District's Investment Policy as amended and rescind Resolution 5-2014.**

21 **Roll call vote:**

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

23 **NOES: None**

24 **Motion carried unanimously.**

25
26 **E3) ADOPT RESOLUTION 4-2021 ESTABLISHING APPROPRIATION LIMITS FOR**
27 **FISCAL YEAR 2021/2022**

28 Because this item was not posted within the required time frame, action was tabled to the next meeting.

29
30 **F. COMMITTEE REPORTS**

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

32 Grant presented the report of the May 13, 2021 Committee meeting. The funds in the Money Market CD
33 will be transferred to Operating. The Committee reviewed the proposed 2021 budget, which will be
34 presented to the Board in June.

35
36 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

37 York announced the Wild Flower Walk is tentatively scheduled for Saturday July 3 at 9:00 AM.

38
39 Ganong asked the status of submitting a proposed policy regarding the greenbelt. Mueller is still planning
40 to meet with Eric Horntvedt to develop a recommendation. York is hearing from the community that such a
41 policy will help foster good will. In the meantime, if people have questions about defensible space work,
42 they should contact Mueller.

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

45 Smelser said that until there is more data available, the Committee will not meet.

46
47 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

1 Grant explained that before the end of the fiscal year, the Committee sends the Manager and Board
2 members agreed upon goals and objectives for comment. The information is compiled into a report to be
3 presented at the June meeting
4

5 **G. OPEN ITEMS**

6 Ganong asked the status of the Employee Salary Steps. Mueller is preparing the Salary Steps, as well as
7 goals and objectives for each step. This item will be on an upcoming agenda.
8

9 Ganong asked what action is taken if owners do not respond to leaks. Mueller described the process for
10 notifying owners and follow up. If the leak is causing damage to roadways, the District can turn off the
11 water.
12

13 **H. CORRESPONDENCE TO THE BOARD**

14 An email from Judy Czarnecki requesting 2020 park fee be deferred to the current year. However, the pass
15 was used on July 4, 2020 and July 20, 2020. Following discussion, there was consensus to deny the request
16 based on policy and that the pass was used twice last year.
17

18 **I. CLOSED SESSION**

19 Closed Session was not convened.
20

21 **J. DIRECTORS' COMMENTS**

22 Smelser asked about meeting in person. Mueller will continue to watch guidelines. He hopes the Board can
23 meet in person in June and general public may be able to attend in July.
24

25 Ganong asked about voting for a LAFCO representative. The voting deadline was extended and this will be
26 on next month's agenda.
27

28 **K. ADJOURNMENT**

29 There being no further business to come before the Board, the meeting was adjourned at 12 Noon. The next
30 regularly scheduled Board meeting is Friday June 11, 2021 at 9:00 AM.
31

32 Respectfully Submitted,

33 Judy Friedman

34 Recording Secretary

35 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
36

Exhibit D1

Subject: *May 2021 Month End Review*

For: *Alpine Springs County Water District*

To: *The Board of Directors*

Prepared by: *Michael J. Dobrowski, CPA 06/07/21*

On a year to date basis our net income was \$146,312 more than the prior fiscal year. This is mainly due to an increase in revenues spread out between several accounts. Current month total expenses were \$347,024 which was under budget by \$37,323. Our year to date net income was \$232,063 favorable to budget.

Our cash position has increased by \$451,396 from July 1st, 2020 and has increased by \$247,070 from the prior month. Billing statements are being reviewed and prepared for mailing.

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

Procedures Performed: Made monthly depreciation entry.
Reconciled Bank Accounts to last available statement.
Payroll entries completed.
Prepaid account adjusted to actual.
Leave accrual adjusted on statements.
Made Wells Fargo entry. (Transferred remaining balance 06/21)
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 + \$180,264= \$180,264**

Prior Year + (10% of annual revenues (\$2,048,579-245,942) less Garbage)

Cash available for operations – **\$590,725**

(Remaining balance \$770,989-180,264)

Work in Progress Accounts	Current Year	Total
Tank 4 & 4a Replacement	80,551	1,669,695
Forest Service Use Permit	0	5,118
AME Well Design	0	19,067
Updating Hydraulic Model / Fire Flow	16,997	16,997
Sewer Easement	<u>0</u>	<u>11,300</u>
Total	\$ 97,548	\$1,722,177

Accounts Payable

Garbage Contract	\$ 253,079.00
Total	\$ 253,079.00

Sick and General Leave

COVID Sick leave	0.00 Hrs.	
Sick leave Hours	187.52 Hrs.	
General leave Hours and Dollars	585.80 Hrs.	\$ 21,016.88

Prepays

Sun Life Dental (5103&04) (68.77+212.89) 0 month	\$ 0.00
Garbage Contract (5404.02) 1 Mo. @ \$11,674.72	\$ 11,674.72
Healthplan Services (51031&41) (134.78+108.79) 0 month	\$ 0.00
SDRMA Insurance (5120.00) 1 months @ 3,057.77	\$ 3,057.72
CALPERS (51031&41) (800.74+3,202.94) 0 month	\$ 0.00
Sierra Office Solutions (5232.00) 0 month @ 156.72	\$ 0.00
Principal Life (5103&04) (25.80+51.60) 0 month	\$ 0.00
SDRMA (5120.00) Worker's Comp 1 months @ 664.85	<u>\$ 664.80</u>
Total	\$ 15,397.24

Stale-Dated Checks

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

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
05/05/21	EFT050521	159.91	CalPERS

Benefits Breakdown (YTD)

Health & Life Ins. (Active)	\$47,589.48	
Health & Life Ins. (Retired)	15,435.64	
Pension (Employee 6.75%)	15,687.45	(Employer 7.732% Effective 07/01/20)
Payroll Taxes	7,628.68	
Health plan co-ins.	<u>4,367.55</u>	
Total	\$ 90,708.80	

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

	Jul '20 - May 21	Jul '19 - May 20	\$ Change
Ordinary Income/Expense			
Income			
Water Revenue	640,194	588,056	52,138
Connection Fees	27,166	12,607	14,559
Sewer Revenue	296,261	279,831	16,430
Garbage Revenue	245,942	240,752	5,190
Park Revenue	32,424	11,717	20,707
Fire Mitigation Fees	13,223	5,951	7,272
Fire Fuel Management Fees	24,124	23,421	703
Property Tax Revenue	735,395	703,720	31,675
Other Revenue	33,851	21,850	12,001
Total Income	2,048,579	1,887,904	160,675
Gross Profit	2,048,579	1,887,904	160,675
Expense			
Salaries and Wages - Admin	98,123	48,228	49,895
Salaries and Wages - O&M	191,552	194,277	(2,725)
Benefits - Office	19,396	15,462	3,934
Benefits - O&M	66,945	65,766	1,180
Health Plan Co-Insurance	4,368	3,357	1,011
Directors' Fees	8,475	7,250	1,225
Insurance - Administration	41,546	36,672	4,874
Park Expenditures	15,873	6,186	9,687
Parts/Tools/Misc. Equip	11,683	17,785	(6,101)
Postage and Delivery	4,320	4,569	(249)
Cleaning	1,785	2,955	(1,170)
Newsletter and Printing	3,306	4,023	(717)
Office Expense	14,241	13,914	327
Dues and Subscriptions	8,514	8,549	(35)
Bank and Collection Fees	1,867	1,755	112
Analytical Testing	2,044	3,672	(1,628)
Accounting Fees	57,346	55,970	1,376
Audit	18,450	20,996	(2,546)
Legal Fees	5,687	1,575	4,112
Consultants-Management	69,870	125,466	(55,596)
Consultants-Misc.	7,972	3,762	4,210

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

	<u>Jul '20 - May 21</u>	<u>Jul '19 - May 20</u>	<u>\$ Change</u>
NTFD Contract	602,180	563,609	38,572
Fire Fuel Management Fee	9,554	11,015	(1,461)
Building Maintenance	13,742	9,580	4,162
Equipment Maintenance - Admin	6,549	8,264	(1,716)
Vehicle Maintenance and Rep.	8,730	3,590	5,139
Maintenance Water and Sewer	63,406	163,399	(99,993)
Gas and Electric - Admin	38,954	24,716	14,237
SCADA System	16,884	25,410	(8,527)
Travel and Entertainment	516	144	372
Education Staff/Board	0	300	(300)
Uniforms	4,416	2,719	1,697
ASCWD Fuel	3,578	4,784	(1,207)
Telephone - Administration	14,922	8,375	6,547
Government Mandates	16,522	16,170	352
Garbage Services	128,422	126,204	2,218
Depreciation Expense	195,569	172,755	22,814
Miscellaneous - O&M	1,931	2,092	(161)
Total Expense	<u>1,779,236</u>	<u>1,785,315</u>	<u>(6,080)</u>
Net Ordinary Income	269,344	102,589	166,755
Other Income/Expense			
Other Income			
Interest Revenue	2,371	22,814	(20,443)
Total Other Income	<u>2,371</u>	<u>22,814</u>	<u>(20,443)</u>
Net Other Income	<u>2,371</u>	<u>22,814</u>	<u>(20,443)</u>
Net Income	<u><u>271,715</u></u>	<u><u>125,403</u></u>	<u><u>146,312</u></u>

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

May 2021

	May 21	Budget	Jul '20 - May 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Water Revenue	0	0	640,194	601,337	699,862
Connection Fees	0	1,051	27,166	11,556	12,607
Sewer Revenue	0	0	296,261	291,778	291,778
Garbage Revenue	0	0	245,942	249,686	249,686
Park Revenue	17,222	7,630	32,424	22,890	30,520
Fire Mitigation Fees	4,822	792	13,223	8,712	9,500
Fire Fuel Management Fees	0	0	24,124	23,798	23,798
Property Tax Revenue	0	294,818	735,395	737,045	737,045
Other Revenue	1,852	2,362	33,851	25,988	28,350
Total Income	23,896	306,653	2,048,579	1,972,790	2,083,146
Gross Profit	23,896	306,653	2,048,579	1,972,790	2,083,146
Expense					
Salaries and Wages - Admin	13,567	6,541	98,123	52,330	56,698
Salaries and Wages - O&M	17,896	25,539	191,552	197,045	215,599
Benefits - Office	2,239	2,191	19,396	17,522	18,985
Benefits - O&M	6,518	9,665	66,945	77,326	83,767
Health Plan Co-Insurance	74	583	4,368	6,413	7,000
Directors' Fees	700	720	8,475	7,920	8,650
Insurance - Administration	3,723	3,988	41,546	43,866	47,870
Park Expenditures	1,680	2,175	15,873	17,955	20,795
Parts/Tools/Misc. Equip	654	1,695	11,683	19,335	21,020
Postage and Delivery	690	133	4,320	5,342	7,115
Cleaning	0	251	1,785	4,257	5,000
Newsletter and Printing	0	0	3,306	3,720	3,720
Office Expense	1,183	2,036	14,241	14,995	16,795
Dues and Subscriptions	91	600	8,514	8,986	9,101
Bank and Collection Fees	18	325	1,867	1,075	1,150
Analytical Testing	60	192	2,044	3,337	3,525
Accounting Fees	5,242	5,205	57,346	57,257	62,482
Audit	0	0	18,450	18,800	18,800
Legal Fees	0	834	5,687	9,174	10,000
Consultants-Management	0	11,794	69,870	129,673	141,458
Consultants-Misc.	425	271	7,972	4,179	4,435
NTFD Contract	253,079	235,854	602,180	589,636	589,636
Fire Fuel Management Fee	0	4,760	9,554	19,040	23,798
OPEB Trust - Annual Funding	0	30,000	0	30,000	30,000
Building Maintenance	739	659	13,742	19,900	20,150
Equipment Maintenance - Admin	596	651	6,549	6,566	6,780
Vehicle Maintenance and Rep.	139	376	8,730	5,235	5,600
Maintenance Water and Sewer	1,018	1,914	63,406	144,516	147,050
Gas and Electric - Admin	4,045	4,181	38,954	48,193	52,400
SCADA System	152	200	16,884	21,850	22,050

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06/07/21

Accrual Basis

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

May 2021

	May 21	Budget	Jul '20 - May 21	YTD Budget	Annual Budget
Travel and Entertainment	0	25	516	275	300
Education Staff/Board	0	292	0	3,212	3,500
Uniforms	405	292	4,416	3,512	3,800
ASCWD Fuel	0	0	3,578	5,300	5,300
Telephone - Administration	1,118	813	14,922	8,942	9,750
Government Mandates	1,523	13	16,522	16,350	21,015
Garbage Services	11,675	11,800	128,422	129,800	141,597
Depreciation Expense	17,779	17,779	195,569	195,569	213,345
Miscellaneous - O&M	0	0	1,931	4,700	4,700
Total Expense	347,024	384,347	1,779,236	1,953,103	2,064,736
Net Ordinary Income	-323,128	-77,694	269,344	19,687	18,410
Other Income/Expense					
Other Income					
Interest Revenue	0	1,815	2,371	19,965	21,800
Total Other Income	0	1,815	2,371	19,965	21,800
Net Other Income	0	1,815	2,371	19,965	21,800
Net Income	-323,128	-75,879	271,715	39,652	40,210

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

	May 31, 21	Apr 30, 21	\$ Change	May 31, 20	\$ Change
ASSETS					
Current Assets					
Checking/Savings					
Petty Cash	169	169	0	178	(10)
Bank of the West	324,927	77,858	247,070	276,379	48,549
Placer County - Interest App.	354,107	354,107	0	32,991	321,116
Wells Fargo Advisors	18,599	18,599	0	18,555	45
LAIF Accounts	73,187	73,187	0	2,036	71,151
OPEB (CERBT) Prefunding	0	0	0	30,138	(30,138)
Total Checking/Savings	770,989	523,919	247,070	360,277	410,711
Accounts Receivable					
Accounts Receivable	17,043	19,070	(2,027)	(10,613)	27,656
Total Accounts Receivable	17,043	19,070	(2,027)	(10,613)	27,656
Other Current Assets					
Placer - Agency Taxes 390-770	0	316,349	(316,349)	35	(35)
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	15,397	7,445	7,952	59,597	(44,200)
County Collection Accounts	36,902	36,902	0	17,926	18,976
Deferred Pension Outflows	35,652	35,652	0	33,411	2,241
Deferred OPEB Outflows	2,694	2,694	0	0	2,694
Total Other Current Assets	90,645	399,042	(308,397)	110,969	(20,324)
Total Current Assets	878,677	942,031	(63,354)	460,633	418,043
Fixed Assets					
Land	360,436	360,436	0	360,436	0
Firehouse	376,338	376,338	0	376,338	0
Firehouse Vehicles & Equipment	343,336	343,336	0	343,336	0
Park	403,391	403,391	0	407,334	(3,943)
Park Improvements Depreciable	19,633	19,633	0	15,690	3,943
Land Improvements	129,444	129,444	0	129,444	0
Alpine Springs Interceptor	58,095	58,095	0	58,095	0
Water System	4,678,719	4,678,719	0	4,678,719	0
SCADA System	146,548	146,548	0	146,548	0
Sewer System	1,022,026	1,022,026	0	1,022,026	0
Building Improvements	357,090	357,090	0	357,090	0
Office Equipment	81,011	81,011	0	81,011	0
Vehicles	128,749	128,749	0	128,749	0
Maintenance Equipment	131,068	131,068	0	131,068	0
Truckee River Interceptor	358,524	358,524	0	358,524	0

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

	May 31, 21	Apr 30, 21	\$ Change	May 31, 20	\$ Change
Inflow and Infiltration	26,031	26,031	0	26,031	0
Work in Progress	1,722,177	1,722,177	0	1,540,403	181,774
Accumulated Depreciation	(4,904,511)	(4,886,732)	(17,779)	(4,668,574)	(235,937)
Total Fixed Assets	5,438,106	5,455,885	(17,779)	5,492,269	(54,163)
Other Assets					
Land Usage and Easement Right	12,318	12,318	0	12,318	0
Total Other Assets	12,318	12,318	0	12,318	0
TOTAL ASSETS	<u>6,329,101</u>	<u>6,410,234</u>	<u>(81,133)</u>	<u>5,965,220</u>	<u>363,880</u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	253,079	11,675	241,405	237,227	15,852
Total Accounts Payable	253,079	11,675	241,405	237,227	15,852
Other Current Liabilities					
Retention Payable	65,159	65,159	0	0	65,159
OPEB Liability	389,109	389,109	0	374,512	14,597
Accrued Payroll & Payroll Tax	858	861	(2)	165	693
Accrued Vacation Payable	21,017	20,425	592	12,461	8,556
Deferred Pension Inflows	1,234	1,234	0	2,684	(1,450)
Deferred OPEB Inflows	69,965	69,965	0	103,969	(34,004)
Net Pension Liabilities	8,482	8,482	0	2,372	6,110
Total Other Current Liabilities	555,824	555,234	590	496,163	59,661
Total Current Liabilities	808,903	566,909	241,994	733,390	75,513
Total Liabilities	808,903	566,909	241,994	733,390	75,513
Equity					
Retained Earnings	142,060	142,060	0	0	142,060
Retained Earnings - Garbage	378,687	378,687	0	390,340	(11,653)
Retained Earnings - Park	(213,774)	(213,774)	0	(196,650)	(17,124)
Retained Earnings - Sewer	1,129,309	1,129,309	0	1,122,262	7,047
Retained Earnings - Water	(2,258,798)	(2,258,798)	0	(1,150,543)	(1,108,255)
Fund balance Undesignated	352,739	352,739	0	343,325	9,414
Investment in plant & equip	5,570,990	5,570,990	0	4,450,424	1,120,566
Design. for Cap. Outlay	147,269	147,269	0	147,269	0
Net Income	271,715	594,843	(323,128)	125,403	146,312
Total Equity	5,520,198	5,843,326	(323,128)	5,231,830	288,367
TOTAL LIABILITIES & EQUITY	<u>6,329,101</u>	<u>6,410,234</u>	<u>(81,133)</u>	<u>5,965,220</u>	<u>363,880</u>

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

	<u>Jul '20 - May ...</u>
OPERATING ACTIVITIES	
Net Income	271,715
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	78,339
1240.00 · Interfund Receivable:1240.03 · Due from (to) In...	5,858
1240.00 · Interfund Receivable:1240.06 · Due from (to) In...	(5,858)
1550.00 · Prepaid Expenses	41,702
1550.00 · Prepaid Expenses:1550.02 · Prepaid Expenses...	(11,675)
1600.05 · County Collection Accts	(18,976)
1041.00 Placer Co - Taxes 770:1041.06 Placer Co-Agenc...	39,055
1850.00 · Accumulate Depreciation:1850.02 · Accumulat...	8,118
1850.00 · Accumulate Depreciation:1850.03 · Accumulat...	8,118
1850.00 · Accumulate Depreciation:1850.04 · Accumulat...	24,409
1850.00 · Accumulate Depreciation:1850.05 · Accumulat...	142,373
2010.00 · Accounts Payable - 06 Fund	(36,688)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Account...	438
2070.00 · Accrued Payroll & Taxes - 05 Fu	858
2075.00 · Accrued Vacation Pay - 05 Fund	7,673
2010.05 · Accounts Payable - 05	(19,067)
Net cash provided by Operating Activities	536,393
INVESTING ACTIVITIES	
1725.00 · Park:1725.03 · Park Assets	3,943
1726.03 · Park Improvements Depreciable	(3,943)
1830.05 · Work in Progress:1835.05 · Tank 4 & 4A Replace...	(80,551)
1830.05 · Work in Progress:1840.05 · Fire Flow Improvem...	(16,997)
1850.00 · Accumulate Depreciation:1850.06 · Accumulate...	12,551
Net cash provided by Investing Activities	(84,997)
Net cash increase for period	451,396
Cash at beginning of period	319,593
Cash at end of period	<u>770,989</u>

Alpine Springs County Water District
Check Register for Current Month

May 9 - 31, 2021

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06/07/21

Date	Num	Name	Memo	Amount	Balance
05/17/2021	31897	Aramark	Customer #6728877	-79.81	-79.81
05/17/2021	31898	Bank of the West	Acct #9637	-14.99	-94.80
05/17/2021	31899	Diamond Maps	Account #6022 Invoice 3022	-228.00	-322.80
05/17/2021	31900	Eastern Regional Landfill	Acct # 0000-0200-0	-72.25	-395.05
05/17/2021	31901	FedEx	Acct #1834-0409-1	-88.61	-483.66
05/17/2021	31902	Liberty Utilities	Account 88509407-88105912	-186.51	-670.17
05/17/2021	31903	Mountain Hardware and Sports	Customer #39	-357.21	-1,027.38
05/17/2021	31904	Mountain Pipeline TV Inspection & Sealing	Invoice 1271	-1,017.96	-2,045.34
05/17/2021	31905	Office Depot	Acct # 60641324	-450.19	-2,495.53
05/17/2021	31906	Pam Zinn	Reimbursement	-73.74	-2,569.27
05/17/2021	31907	Printart	Invoice 20552	-512.45	-3,081.72
05/17/2021	31908	Silver State Analytical Laboratories	Water Tests	-60.00	-3,141.72
05/17/2021	31909	Sun Life Financial	Policy #906384 Dental	-281.66	-3,423.38
05/17/2021	31910	Tahoe City Chevron, Inc.	Account #147	-80.00	-3,503.38
05/17/2021	31911	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 000355	-104.00	-3,607.38
05/17/2021	31912	Thatcher Company Of Nevada, Inc.	Customer #3000421	-297.09	-3,904.47
05/18/2021	31913	Liberty Utilities	Account 88550011-88105912 (3/26/21 -...	-1,442.67	-5,347.14
05/31/2021	31914	ACC Business	Account #00001194781 04/1/21 - 05/1...	-476.60	-5,823.74
05/31/2021	31915	Aramark	Customer #6728877	-325.08	-6,148.82
05/31/2021	31916	AT&T	Account #530 583 2342 637 3	-618.37	-6,767.19
05/31/2021	31917	Avaya Financial Services	Contract No. 753-0021553-000 Custom...	-158.91	-6,926.10
05/31/2021	31918	Big Bear Automotive Repair Inc.	Cust ID 5381	-58.86	-6,984.96
05/31/2021	31919	F.W. Carson Company	Invoices 80483 & 80508	-1,373.74	-8,358.70
05/31/2021	31920	FedEx	Acct #1834-0409-1	-88.76	-8,447.46
05/31/2021	31921	Healthplan Services, Inc.	Case #230511	-291.90	-8,739.36
05/31/2021	31922	AT&T	Account #530 583 2320 189 1	-234.18	-8,973.54
05/31/2021	31923	Office Depot	Acct # 60641324	-196.17	-9,169.71
05/31/2021	31924	Pitney Bowes Inc.	Acct #0010016164	-58.62	-9,228.33
05/31/2021	31925	Professional Communications Messaging	Invoice #19307206012021	-42.40	-9,270.73
05/31/2021	31926	Sierra Office Solutions	Customer #AS32:900020 (05/28/21-06/...	-232.88	-9,503.61
05/31/2021	31927	Swigard's True Value Hardware, Inc.	Account #11050	-233.97	-9,737.58
05/31/2021	31928	Tahoe City Electric Inc	Invoice 3547	-739.06	-10,476.64
05/31/2021	31929	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 028540	-35,024.16	-45,500.80
05/31/2021	31930	The Paper Trail	Invoice 4672	-425.00	-45,925.80
05/31/2021	31931	Verizon Wireless	Account #271135177-00001 (05/16/202...	-161.73	-46,087.53
05/31/2021	31932	Janet Grant	May Budget & Finance and Board Mtgs	-175.00	-46,262.53
05/31/2021	31933	Janice Ganong	May Board of Directors Mtg	-125.00	-46,387.53
05/31/2021	31934	Evan Salke {1}	May Budget & Finance and Board Mtgs	-150.00	-46,537.53
05/31/2021	31935	David Smelser {1}	May Board of Directors Mtg	-125.00	-46,662.53
05/31/2021	31936	Christine York	May Board of Directors Mtg	-125.00	-46,787.53

Alpine Springs County Water District
Subsequent Payments Listing

June 1 - 7, 2021

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06/07/21

Date	Num	Name	Memo	Amount	Balance
06/02/2021	31937	Principal Life	Account #1113469-10001	-77.40	-77.40
06/02/2021	31938	SDRMA	Member # 7084 Invoice 69744	-11,147.62	-11,225.02
06/02/2021	31939	The Sign Shop	Invoice #38647	-250.00	-11,475.02
06/02/2021	31940	Cash	For Cash Box Per Pam's Request	-400.00	-11,875.02
06/02/2021	31941	Michael J. Dobrowski, CPA, LLC	Inv#21388	-5,241.62	-17,116.64
*** Missing numbers here ***					
06/02/2021	↘ EFT06022021	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance June 2021 ...	-701.62	-17,818.26
*** Duplicate document numbers ***					
06/02/2021	↘ EFT06022021	CalPERS (Active)	Customer ID: 2668620501 Health Insurance June 2021 ...	-4,453.96	-22,272.22
*** Duplicate document numbers ***					
06/02/2021	↘ EFT06022021	CalPERS	CalPERS ID: 2668620501 (June 2021)	-159.91	-22,432.13

Exhibit D2

NTFPD-ASCWD Response Calls
May 2021

Basic Incident Number (FD1)	Basic Incident Date Time	Basic Incident Full Address	Basic Incident Postal Code (FD1.19)	Basic Incident Type (FD1.21)	Basic Apparatus Call Sign List	Basic Primary Action Taken (FD1.48)	Basic Additional Actions Taken 2 (FD1.66)
2021011577	5/8/2021 22:07	265 OLD BARN ROAD	96146	False alarm or false call, other	B5, E56, M51	Investigate	

Calls = 1

Exhibit D3



AGENDA NO: D3

MEETING DATE: 06/11/2021

General Managers Report

TO: ASCWD Board of Directors **Date:** June 7, 2021
FROM: Joe Mueller, General Manager
SUBJECT: General Manager and Office Activities for the Month of May 2021

Projects

1) White Wolf Subdivision

No Activity this month.

Upcoming project activity

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

2) Alpenglow (Previously Alpine Sierra) Subdivision

No Activity this month.

Upcoming project activity

The District's team anticipates the need to continue to provide documents and information to assist in project development.

3) Tank 4 and 4A Replacement

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

Upcoming project activity

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

4) Fire Flow Analysis Juniper Mountain

Alpine Springs County Water District and North Tahoe Fire District (NTFD) staff performed field hydrant flow testing in the upper Juniper Mountain area. Three hydrants were tested, #FH-81 located on Cortina Ct, #FH-82 located on Juniper Mountain Road, and #FH-83 located on Zurs Court. Field testing revealed that all three hydrants performed as designed, with test flows in line with past NTFD testing records and noted anticipated water system flows in line with the computer modeling performed by Stantec Engineering in late 2020. Hydrant #FH-81 and #FH-83 tested at 550 gallons per minute (gpm) and 546 gpm respectively. Flow and pressure data from hydrant #FH-82 is being reevaluated and may be retested within the coming days to assure an accurate reading, flows are anticipated to be at or above the 550 gpm.

It was previously thought that an obstruction in the system was limiting these three hydrants to flows to below 40 gpm. With this operating assumption, precautionary out of service tags were installed last month. With the results of the field testing invalidating these operating assumptions, and flow levels above the gpm, the precautionary out of service tags have been removed.

Upcoming project activity

The field flow test data will be used to perform additional calibration on the computer water system model and help District staff and Directors prioritize system improvements. Fire Flow improvements system wide will be included in the Long Range Water and Sewer Master plan update. The Master Plan will evaluate, and rank needed capital and asset improvements, upgrades, and repairs.

Staff will continue to research funding sources for possible future system improvements such as bond financing, private financing, American Rescue Plan Act (ARPA) funds, or the creation of a Special Assessment District.

5) B2B Gondola Project

Processed a permit for two construction hydrant meters to start construction on B2B Gondola.

Upcoming project activity

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

6) Snow Crest Tributary Restoration

Provided a map of the district property in the proposed restoration area showing the location of the water and sewer lines to Truckee River Watershed Council.

Upcoming project activity

Continued project participation as needed.

General Business

- Continued implementation of COVID-19 responses for the office. No general public access, observing social distancing, conducting most meetings and business through virtual meetings. Operations and office staff received their COVID-19 vaccines.
- Participated in the Placer County Hazard Mitigation Planning Committee meeting. Performed additional edits and updates to the LHMP, Annex G, ASCWD.
- Participated in monthly area General Managers meeting via virtual meeting.
- Prepared the DRAFT 2021/2022 District Capital Improvement Project (CIP) Budget.
- Continued refinement of the DRAFT 2021/2022 District Operating Budget.
- Researched past CIP projects and a District 30-year asset study.
- Discussed Districts obligations in regard to fire flows with Best Best & Krieger LLP
- Continued review the water system hydraulic model for use by NTFD in permitting, requested hydrant flow records from NTFD, once received will use to perform a calibration check on the model accuracy.

- Investigated outside IT support options and cost.
- Assisted with system water leak investigation.
- Participated in the second meeting of the Placer County CDRA/Utility Districts meeting discussing the Community Development Resource Agency's permit and inspection process and improvements in that process.

Office Activities Performed by Office Manager

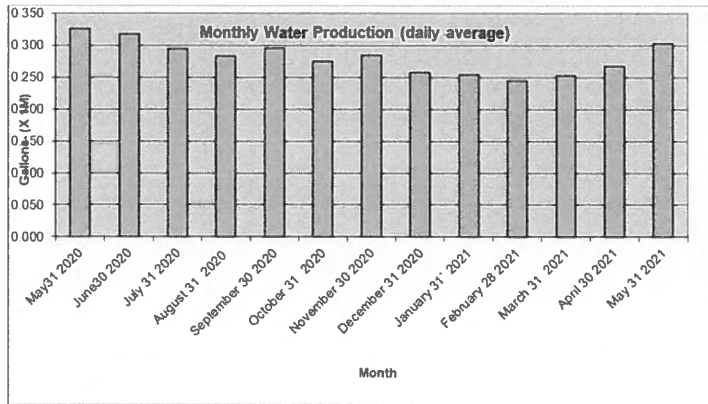
- Worked with our outside webmaster making minor updates and changes to the District website regarding navigation.
- Processed one change of account ownership and responded to two inquiries from title companies.
- Processed 100 family season park passes (total sold last year 163).
- Ordered new shirts for staff.
- Processed one new permit (ASCWD & TTSA)
- Ordered 100 park keycards in anticipation of heavy sales.
- Attended a ZOOM meeting with Placer County on the Accella permit portal and discussed issues with the program.
- Sent out the Water Consumer Confidence Report (CCR) postcard notification and posted the full CCR on the website.
- Worked with Sierra Office Solutions on a copier trade-in credit and the cost of a new copier lease. Getting conflicting information from the company and am currently awaiting their response.
- Processed a permit for two construction hydrant meters to start construction on B2B Gondola.

Exhibit D4

**WATER/WASTE WATER REPORT
FOR 5-1-21 THRU 5-31-21**

TO: Board of Directors
 DATE: June 11th, 2021
 FROM: Miguel Ramirez, Operations & Maintenance

May 2021



Well#	GPM	Production
H1	74	3,212,098
H2 & H4	122	5,288,197
H3	15	632,880
AMEW	220	0
R-1 Well	240	0
TOTAL GALLONS PRODUCED		9,133,175

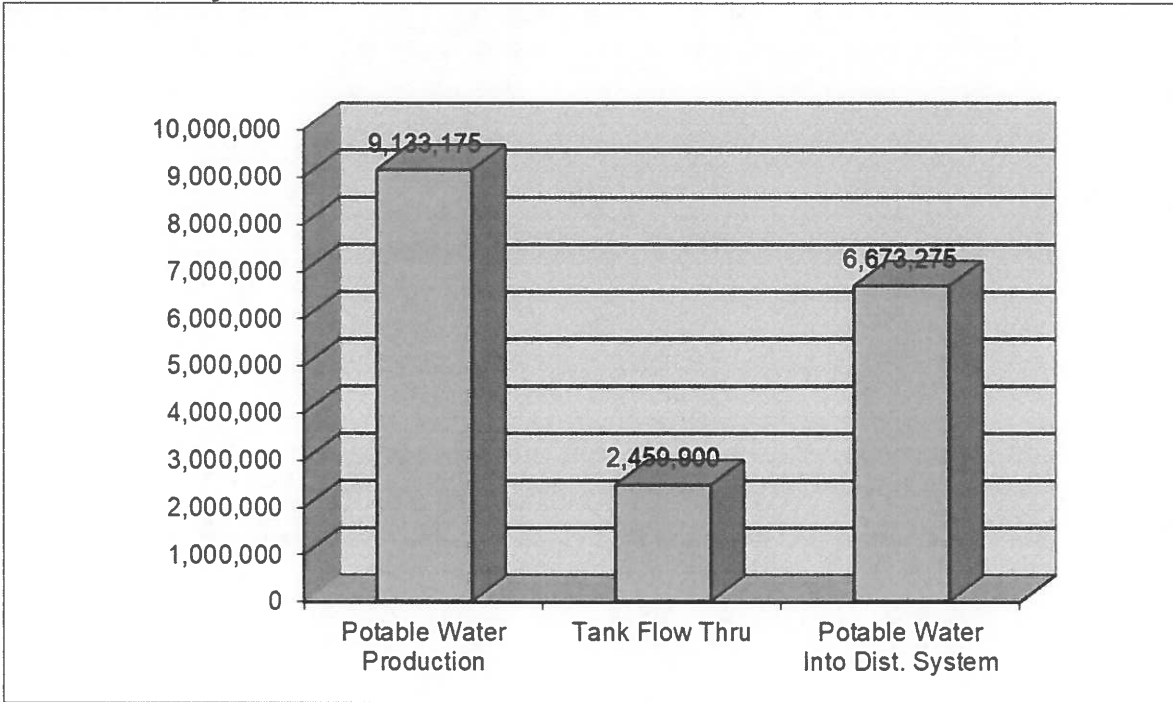
II. Waste Water SYSTEM: Normal
Waste Water Flows for: 31 Day Report May 2021

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
.022 MGD	.175 MGD	.71 MGD

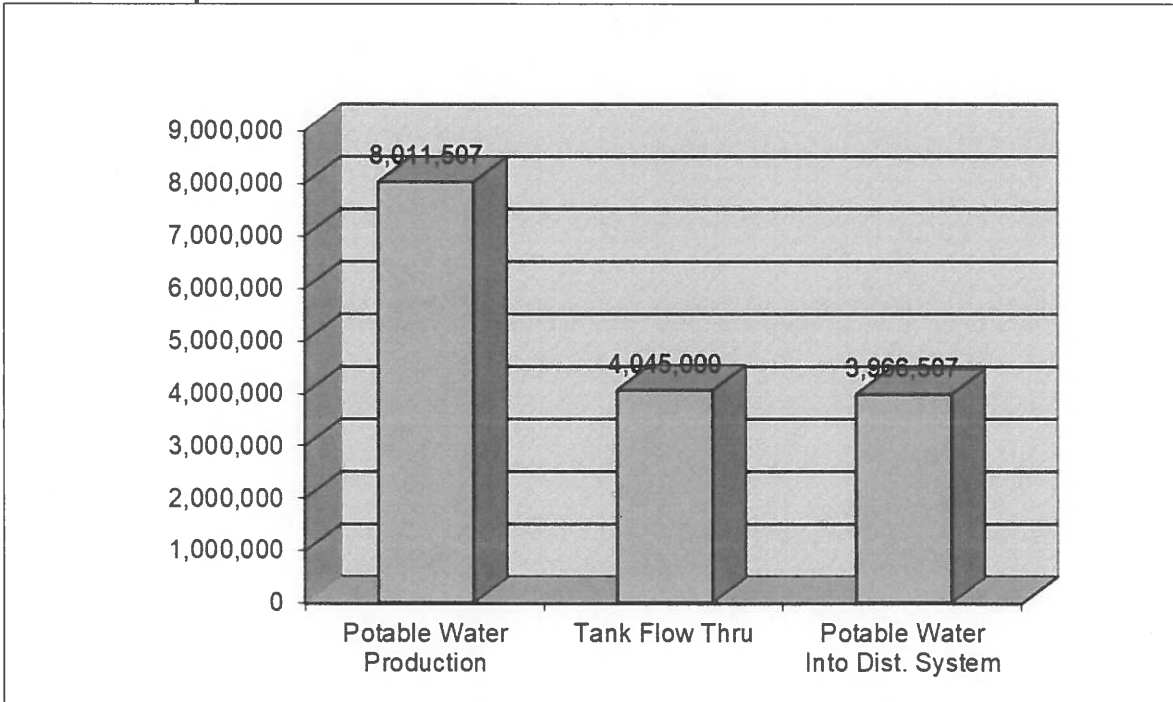
Maintenance performed:

All routine zone samples came back absent from Coliform and E-coli.
 We attacked our community park aggressively throughout May and it is open and running.
 We located our leak in zone 3 and it has been repaired.
 Mountain pipeline has done some I and I investigating and located a sewer easement for the district.

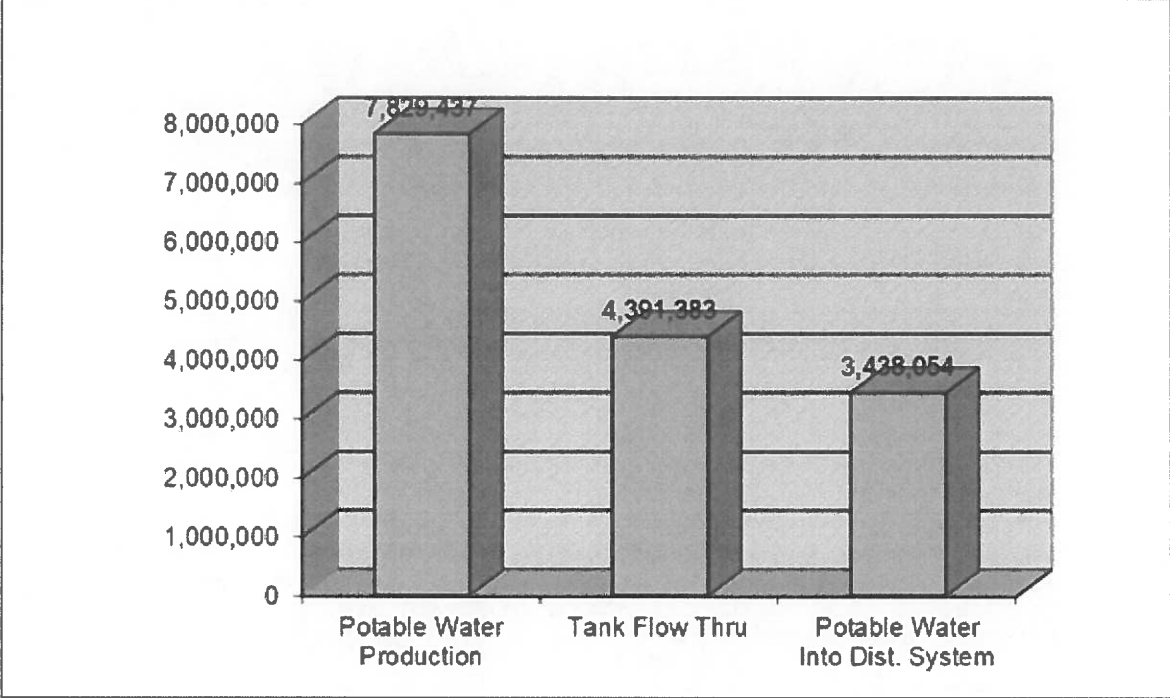
III. MASS BALANCE: May 2021



III. MASS BALANCE: April 2021



III. MASS BALANCE: March 2021



III. MASS BALANCE: February 2021

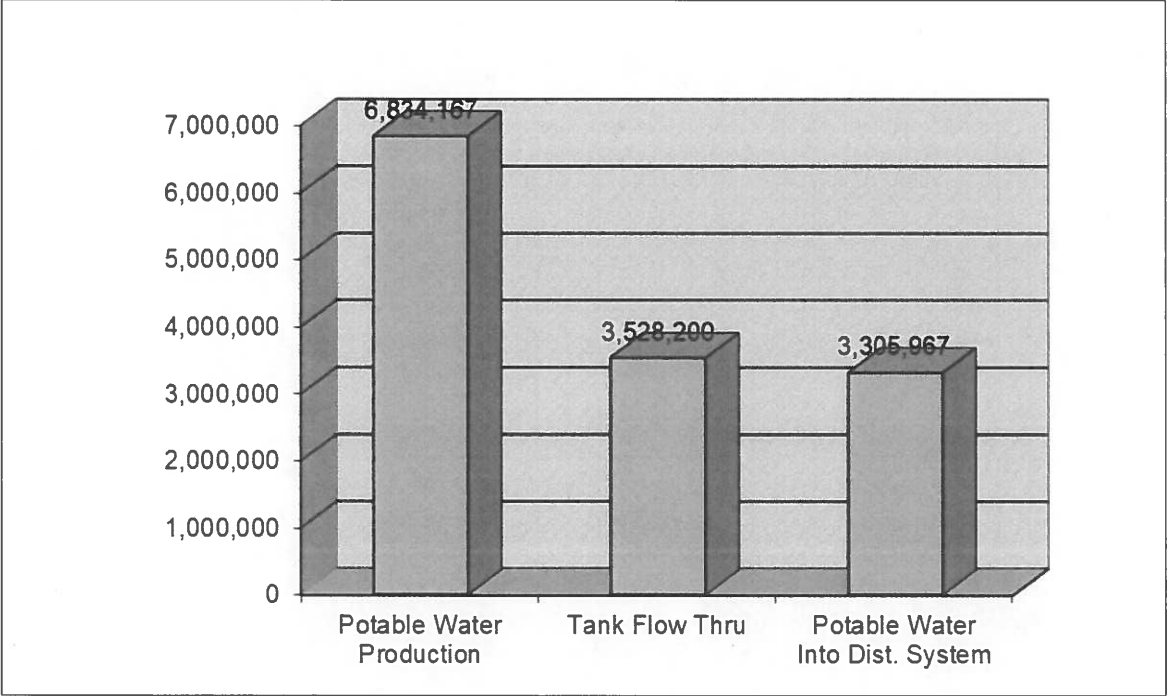




Exhibit D5

ALPINE SPRINGS COUNTY WATER DISTRICT

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

T-TSA BOARD MEETING REPORT FOR MAY 19, 2021

Wednesday May 19, 2021

9:00 AM

13720 Joerger Drive via teleconference

Truckee, CA 96161

Members: Blake Treasan/Truckee Sanitary District
Dale Cox/ SVPSD, President
Lane Lewis/NTPUD
David Smelser/ASCWD
Dan Wilkins/TCPUD
LaRue Griffin, General Manager, T-TSA

1. The flow from Alpine Meadows is unrestricted and in compliance.
2. All wastewater discharge requirements are being met.
3. The new Lab director, Jason Hayes, is on the job and appears to have things in hand.
4. Jay Parker, Engineering Manager and Richard Pallante Maintenance Manager demonstrated the new Preventive Maintenance and Inventory software. It still requires a lot of work to finish installing but looks really good to me.

Respectfully submitted, Dave Smelser

RECEIVED

MAY 20 2021

Alpine Springs County
Water District

Exhibit E1



AGENDA NO: E1

MEETING DATE: 06/11/2021

Staff Report

TO: ASCWD Board of Directors

Date: June 7, 2021

FROM: Joe Mueller, General Manager

SUBJECT: Consideration of Resolution 6-2021 Alpine Springs County Water District Operating and Capital Improvement Plan Budget for Fiscal Year July 1, 2021, thru June 30, 2022.

DISCUSSION:

Attached for Council's consideration is the proposed Fiscal Year (FY) 2021-2022 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 2 capital projects.

FISCAL IMPACT:

The proposed FY 2021-2022 Operating Budget totals \$2,165,957 and Capital Budget totals \$185,660. 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 Attachment 2 and 3.

RECOMMENDATION:

That the Board approve Resolution 6-2021 to: Adopt the Alpine Springs County Water District Operating FY 2021-2022 Annual Operating and Capital Budget.

ATTACHMENTS:

- 1- Resolution NO. 6-2021
- 2- Alpine Springs County Water District Annual Operating Budget for FY 2021-2022
- 3- Alpine Springs County Water District Annual Capital Improvement Plan (CIP) for FY 2021-2022



RESOLUTION NO. 6-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALPINE SPRINGS COUNTY WATER DISTRICT FOR ADOPTING A BUDGET FOR FISCAL YEAR 2021-2022

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 2021 – 2022 (Proposed Budget).

WHEREAS, the Board has received on June 11th, 2021 and reviewed the Proposed Budget; and

WHEREAS, the Board has considered approval of the Proposed Budget at the June 11, 2021, 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 2021-2022, 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 11th 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 11, 2021 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 11th day of June 2021.

ALPINESPRINGS COUNTY WATER DISTRICT

Joe Mueller, Board Secretary

(SEAL)

DRAFT Alpine Springs County Water District FY 21/22 Budget DRAFT

	DRAFT	Approved	Percent	Actual	Actual	Actual	Actual	Actual	
	BUDGET	BUDGET		Change	2019/20	2018/19	2017/18	2016/17	2015/16
	2021/22	2020/21							
Revenue									
4010	Water Revenue	\$753,837	\$699,862	7.7	\$700,311	\$686,383	\$663,953	\$658,675	\$627,101
4050	Connection Fees	\$25,214	\$12,607	100.0	\$12,607	\$0	\$12,607	\$12,607	
4100	Sewer Revenue	\$310,909	\$291,778	6.6	\$279,831	\$264,549	\$251,241	\$249,967	\$242,186
4150	Garbage Revenue	\$255,033	\$249,686	2.1	\$240,752	\$230,386	\$219,274	\$218,584	\$207,811
4175	Park Revenue	\$26,830	\$30,520	-12.1	\$35,840	\$28,863	\$32,502	\$25,372	\$25,902
4200	Fire Mitigation Fees	\$9,500	\$9,500	0.0	\$5,951	\$4,674	\$10,110	\$5,687	\$9,755
4300	Fire Fuel Management Fees	\$24,827	\$23,798	4.3	\$23,421	\$22,707			
4510	Property Tax Revenue	\$768,229	\$737,045	4.2	\$743,696	\$722,527	\$653,272	\$634,795	\$622,382
4999	Other Revenue	\$16,636	\$28,350	-41.3	\$21,850	\$30,538	\$18,133	\$26,244	\$80,639
4850	Interest Revenue	\$5,000	\$21,800	-77.1	\$21,800	23,290	\$18,224	\$9,894	\$10,776
Total Revenue		\$2,196,015	\$2,104,946	4.3	\$2,086,059	\$2,013,917	\$1,879,316	\$1,841,825	\$1,826,554
Expense									
5020	Salaries and Wages - Admin	\$181,235	\$56,698	219.7	\$52,248	\$51,334	\$48,741	\$47,819	\$47,679
5032	Salaries and Wages - O&M	\$218,058	\$215,599	1.1	\$210,703	\$221,331	\$192,756	\$202,232	\$198,095
5103	Benefits - Admin	\$43,923	\$18,985	131.4	\$16,107	\$15,805	\$14,668	\$14,802	\$12,568
5104	Benefits - O&M	\$82,902	\$83,767	-1.0	\$70,035	\$71,019	\$69,491	\$78,750	\$75,283
5106	Health Plan Co-Insurance	\$11,000	\$7,000	57.1	\$3,369	\$4,809	\$3,815	\$5,153	\$4,836
5110	Directors' Fees	\$8,650	\$8,650	0.0	\$8,075	\$7,900	\$7,925	\$7,250	\$7,550
5120	Insurance - Administration	\$43,862	\$47,870	-8.4	\$39,699	\$35,332	\$30,168	\$16,452	\$16,265
5145	Park Expenditures	\$27,465	\$20,795	32.1	\$8,542	\$4,637	\$13,087	\$5,382	\$4,867
5151	Parts/Tools/Misc. Equip	\$21,220	\$21,020	1.0	\$19,374	\$11,151	\$26,530	\$9,143	\$11,157
5162	Postage and Delivery	\$7,485	\$7,115	5.2	\$5,331	\$4,480	\$4,205	\$4,879	\$4,300
5165	Cleaning	\$5,000	\$5,000	0.0	\$3,235	\$3,305	\$2,860	\$3,350	\$3,396
5166	Newsletter and Printing	\$3,000	\$3,720	-19.4	\$5,342	\$2,412	\$2,432	\$1,875	\$2,286
5167	Office Expense	\$26,195	\$16,795	56.0	\$17,163	\$18,590	\$11,126	\$11,562	\$18,933
5168	Dues and Subscriptions	\$9,295	\$9,101	2.1	\$8,549	\$5,126	\$7,063	\$6,652	\$5,214
5169	Bank and Collection Fees	\$2,300	\$1,150	100.0	\$1,797	\$1,841	\$1,523	\$1,618	\$1,238
5170	Analytical Testing	\$3,325	\$3,525	-5.7	\$4,124	\$4,214	\$3,910	\$1,455	\$5,746
5180	Accounting Fees	\$63,860	\$62,482	2.2	\$61,910	\$58,966	\$57,074	\$55,650	\$54,868
5181	Audit	\$19,250	\$18,800	2.4	\$20,996	\$18,350	\$17,600	\$17,625	\$16,800
5190	Legal Fees	\$15,000	\$10,000	50.0	\$1,800	\$4,929	\$4,230	\$5,522	\$4,970
5195	Consultants-Management	\$0	\$141,458	-100.0	\$136,872	\$132,120	\$127,380	\$123,792	\$121,911
5196	Consultants-Misc.	\$15,500	\$4,435	249.5	\$4,092	\$37,855	\$29,419	\$6,092	\$5,964
5220	NTFD Contract	\$614,583	\$589,636	4.2	\$594,853	\$580,635	\$536,223	\$508,504	\$472,077
5221	Fire Fuels Management Fee	\$24,827	\$23,798	4.3	\$11,438	\$15,414	\$12,768		
5225	OPEB Trust - Annual Funding	\$30,000	\$30,000	0.0	\$9,197	\$22,040			
5231	Building Maintenance	\$28,640	\$20,150	42.1	\$9,679	\$19,081	\$9,346	\$9,540	\$11,872
5232	Equipment Maintenance - Admin	\$8,910	\$6,780	31.4	\$9,219	\$8,157	\$6,107	\$7,211	\$5,739
5239	Vehicle Maintenance and Rep.	\$5,650	\$5,600	0.9	\$3,745	\$5,828	\$6,055	\$4,835	\$19,660
5240	Maintenance Water and Sewer	\$162,150	\$147,050	10.3	\$163,600	\$132,947	\$85,443	\$86,121	\$54,936
5311	Gas and Electric - Utilities	\$49,400	\$52,400	-5.7	\$30,441	\$33,774	\$36,869	\$26,707	\$26,700
5312	SCADA System	\$19,930	\$22,050	-9.6	\$25,529	\$16,268	\$8,839	\$11,316	\$14,266
5320	Travel	\$300	\$300	0.0	\$210	\$265	\$509	\$67	\$325
5323	Education Staff/Board	\$3,500	\$3,500	0.0	\$300	\$640	\$905	\$1,159	\$2,160
5324	Uniforms	\$5,300	\$3,800	39.5	\$3,125	\$2,999	\$2,593	\$2,609	\$1,940
5342	ASCWD Fuel	\$5,300	\$5,300	0.0	\$4,784	\$4,561	\$3,650	\$3,655	\$4,907
5371	Telephone - Administration	\$10,350	\$9,750	6.2	\$11,052	\$6,504	\$5,508	\$5,482	\$5,063
5394	Government Mandates	\$22,792	\$21,015	8.5	\$16,946	\$14,808	\$15,284	\$12,108	\$12,712
5404	Garbage Contract	\$147,755	\$141,597	4.3	\$137,485	\$129,615	\$125,889	\$124,306	\$123,201
5513	Depreciation Expense	\$213,345	\$213,345	0.0	\$213,123	\$213,345	\$105,913	\$136,158	\$96,374
5602	Miscellaneous - O&M	\$4,700	\$4,700	0.0	\$2,087	\$973	\$1,941	\$2,885	\$3,550
Total Expense		\$2,165,957	\$2,064,735	4.9	\$1,946,176	\$1,923,360	\$1,639,845	\$1,569,718	\$1,479,408
Net Operating Surplus		\$30,057	\$40,211	-25.3	\$139,883	\$90,557	\$239,471	\$272,107	\$347,146

**DRAFT Alpine Springs County Water District
Water and Sewer Capital Improvement Budget
Fiscal Year 2021/22**

Project Description	Fiscal Year 2021/22	Future Budget Years 2022/23	Future Budget Years 2023/24	Future Budget Years 2024/25	Future Budget Years 2025/26
Update the Long Range Water and Sewer Master Plan	2021/22				
Liner MH to MH 8" Deer Park Bridge	\$150,000				
Booster Pump Station & PRV Zone 3 to 2 - Upper Bench	\$35,660				
Construction		\$450,000			
Construction Management & Inspection		\$7,500			
Booster Pump Station & PRV Zone 3 to 2 - Cub Lane			\$450,000		
Construction			\$7,500		
Construction Management & Inspection					
Booster Pump Station & PRV Zone 2 to 1					\$450,000
Construction					\$7,500
Construction Management & Inspection					
Sewer Line Replacement - Chalet Road to Ski Resort		\$150,000			
Paving at dumpsters and driveway					\$15,000
Gravity Sewer At ASCWD office					
ADA Office Improvement					
Blow Off & Check Valve Replacement Well R-2					\$25,000
Fire Flow Improvements Juniper Mountain - Transmission Main vs Peak Day Pump Station					\$243,750
Fire Flow Improvements Juniper Mountain - Storage Tank					\$250,000
Fire Flow Improvements Juniper Mountain - Distribution System					\$150,150
District Wide Sewer Line evaluation by engineering firm				\$45,000	\$435,300
Totals	\$185,660	\$607,500	\$457,500	\$45,000	\$1,576,700

Exhibit E2



AGENDA NO: E2

MEETING DATE: 06/11/2021

Staff Report

TO: ASCWD Board of Directors

Date: June 7, 2021

FROM: Joe Mueller, General Manager

SUBJECT: Consideration of Resolution 4-2021 Establishing the Annual Proposition 4 Appropriations Limit for the Fiscal Year (FY) 2021-2022

BACKGROUND:

State law requires the adoption of an annual appropriations limit, which restricts the growth of tax-funded programs and services by limiting the appropriation of proceeds of taxes.

Proposition 4, more commonly known as the Gann Initiative, was approved by the California electorate in November 1979. It is intended to restrict growth of tax-funded programs and services by limiting the appropriation of the proceeds of taxes to the 1978/79 base year limit, as adjusted annually for changes in population and inflation. Proceeds of taxes, in excess of the appropriations limit, with some exceptions, must be returned to the taxpayers by refund or reduction in tax rates, unless an extension of the limit is approved by majority popular vote. Proceeds of taxes include tax revenues and investment earnings, related to those tax revenues, proceeds from licenses and users/charges to the extent that they exceed the cost to cover those services, and discretionary tax funds used for contingency, emergency, unemployment, reserve, and retirement sinking funds, trust, or similar funds.

In June 1990, the California voters approved Proposition 111, amending the Gann Initiative to provide local agencies with the option of using either the city or county population change percentage (whichever is greater). Another provision of the amendment states that the Gann limit would be triggered only if tax proceeds exceed the limit for two consecutive fiscal years. Additionally, the proposition requires an annual review of the appropriations limit calculation by a qualified independent auditor, in conjunction with the annual financial audit.

Government Code Section 7910(a) states: "Each year, the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year, pursuant to Article XIII B of the California Constitution, at a regularly scheduled meeting or noticed special meeting. Fifteen days prior to the meeting, documentation used in the determination of the appropriations limit and other necessary determinations shall be available to the public. The determinations made pursuant to this section are legislative acts.

DISCUSSION:

According to the estimates received from the California Department of Finance office, the unincorporated population of Placer County increased by 0.61 percent between January 1, 2020 and January 1, 2021. The California per capita personal income (CPCPI) increased by 5.73 percent. Applying these factors results in:

Prior Year Limit	\$1,868,722
Multiply by CPCPI	1.0573
Multiply by Increase in population	<u>1.0061</u>
Equals	\$1,987,852

The FY 2021-2022 budget estimate of revenues from the proceeds of taxes is \$768,229 which is well below the appropriations limit, being at \$1,987,852.

FISCAL IMPACT:

No fiscal impact for FY 2021-2022, the District continues to remain well under its appropriations limit.

RECOMMENDATION:

Adopt Resolution 4-2021 Establishing the Annual Proposition 4 Appropriations Limit for the Fiscal Year 2021-2022

ATTACHMENTS:

- 1- Resolution NO. 4-2021
- 2- California Department of Finance Published CPCPI and Population Estimates



May 2021

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2021, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2021-22. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2021-22 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2021.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

/s/ Erika Li

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

2021-22:

Per Capita Cost of Living Change = 5.73 percent
 Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio: $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22: $1.0573 \times 0.9954 = 1.0524$

Fiscal Year 2021-22

Attachment B
Annual Percent Change In Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
Placer				
Auburn	0.42	14,372	14,433	14,433
Colfax	0.84	2,154	2,172	2,172
Lincoln	2.14	48,584	49,624	49,624
Loomis	0.31	6,787	6,808	6,808
Rocklin	1.10	69,702	70,469	70,469
Roseville	2.36	143,493	146,875	146,875
Unincorporated	0.61	113,923	114,613	114,613
County Total	1.50	399,015	404,994	404,994

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions, and veteran homes.

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021

County	Percent Change	--- Population Minus Exclusions ---	
	2020-21	1-1-20	1-1-21
Napa			
Incorporated	0.22	113,323	113,568
County Total	-0.80	136,978	135,878
Nevada			
Incorporated	0.12	32,015	32,052
County Total	-0.28	97,698	97,422
Orange			
Incorporated	-0.88	3,052,930	3,025,931
County Total	-0.84	3,180,440	3,153,718
Placer			
Incorporated	1.86	285,092	290,381
County Total	1.50	399,015	404,994
Plumas			
Incorporated	-0.98	1,947	1,928
County Total	-0.77	18,256	18,116
Riverside			
Incorporated	0.54	2,046,487	2,057,616
County Total	0.67	2,430,993	2,447,327
Sacramento			
Incorporated	0.83	958,182	966,140
County Total	-0.58	1,547,612	1,556,653
San Benito			
Incorporated	1.48	42,902	43,537
County Total	1.66	62,486	63,526
San Bernardino			
Incorporated	0.23	1,854,467	1,858,681
County Total	0.17	2,157,565	2,161,165

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes

RESOLUTION NO. 4-2021

**RESOLUTION BY THE ALPINE SPRINGS COUNTY WATER DISTRICT
BOARD OF DIRECTORS
ESTABLISHING APPROPRIATIONS LIMIT FOR THE
FISCAL YEAR JULY 1, 2021- JUNE 30, 2022**

WHEREAS, California Constitution Article XIII B establishes and imposes spending limitations upon various governmental entities including special districts and other political subdivisions within the definition of local governments; and,

WHEREAS, California Government Code Section 7900 and following, in implementation of said Article XIII B includes within the definition of local jurisdictions local agencies subject as a special district or other subdivision of the State.

WHEREAS, Government Code Section 7910 requires each local jurisdiction shall by Resolution, establish its appropriations limit for the following fiscal year pursuant to said Article XIII B; and,

WHEREAS, the Board of Directors of Alpine Springs County Water District as an entity of local government, a special district and body politic wishes to and intends hereby to establish its appropriations limit for the fiscal year 2020/2021;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Alpine Springs County Water District, as follows:

- 1. For the fiscal year 2021/2022, the appropriations limit for this District is hereby established to be and is in the sum of:

\$1,987,852

That a copy of the formula and computations thereunder in determining and establishing the above appropriations limit for this District is attached hereto, marked Exhibit "1": and incorporated herein for greater particularity.

- 2. That there are no excess revenues subject to return.

14th day of May 2021, at a Meeting of the Board of Directors, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ALPINE SPRINGS COUNTY WATER DISTRICT

Janet Grant, President
Board of Directors

ATTEST:

Joe Mueller, General Manager
Secretary to the Board of Directors

CALCULATIONS FOR APPROPRIATIONS LIMIT
FOR THE FISCAL YEAR JULY 1, 2021 – JUNE 30, 2022

LIMIT CALCULATIONS

<u>FISCAL YEAR</u>	<u>CALCULATION BASE</u>	<u>ADJUSTMENT FACTOR</u>	<u>LIMIT</u>
1998/99	\$694,205	1.0687	\$741,897
1999/00	\$741,897	1.0763	\$798,537
2000/01	\$798,537	1.0977	\$862,899
2001/02	\$862,899	1.1165	\$963,427
2002/03	\$963,427	0.9861	\$950,050
2003/04	\$950,050	1.0404	\$988,032
2004/05	\$988,032	1.0236	\$1,011,350
2005/06	\$1,011,350	1.05818	\$1,070,189
2006/07	\$1,070,189	1.04313	\$1,116,351
2007/08	\$1,116,351	1.05402	\$1,176,656
2008/09	\$1,176,656	1.05103	\$1,236,701
2009/10	\$1,236,701	1.07778	\$1,258,689
2010/11	\$1,258,689	0.98318	\$1,237,513
2011/12	\$1,237,513	1.03392	\$1,279,489
2012/13	\$1,279,489	1.04745	\$1,340,206
2013/14	\$1,340,206	1.05351	\$1,411,924
2014/15	\$1,411,924	1.00778	\$1,422,909
2015/16	\$1,422,909	1.0425	\$1,483,321
2016/17	\$1,483,321	1.0551	\$1,565,007
2017/18	\$1,565,007	1.0428	\$1,631,989
2018/19	\$1,631,989	1.0435	\$1,702,980
2019/20	\$1,702,980	1.0446	\$1,778,933
2020/21	\$1,778,933	1.0505	\$1,868,722
2021/22	\$1,868,722	1.0505	\$1,987,852

This year's limit was calculated as follows:

$$\text{Per Capita Ratio: } \frac{5.73 + 100}{100} = 1.0573$$

$$\text{Population Ratio: } \frac{0.61 + 100}{100} = 1.0061$$

$$\text{Calc. of Factor for 2021/22 } 1.0573 \times 1.0061 = 1.0637$$

$$1.0637 \times \$1,868,722 = \$1,987,852$$

Exhibit E3



AGENDA NO: E3

MEETING DATE: 06/11/2021

Staff Report

TO: ASCWD Board of Directors

Date: June 7, 2021

FROM: Joe Mueller, General Manager

SUBJECT: Placer LAFCO Vote for Special District Representative and Alternate

BACKGROUND:

The nomination period for Special Districts Representative and Alternate Representative to the Placer Local Agency Formation Commission (LAFCO) ended March 16, 2021. A total of five nominations were received.

Each District receives one ballot listing the nominees and shall vote for two candidates. The person receiving the highest number of votes shall assume the regular special district seat for the term ending May, 2024. The candidate receiving the second highest votes shall assume the alternate seat for the same term.

The deadline for submitting ballots was extended by Kris Berry Executive Officer of Placer LAFCO by Email from its original date of May 10, 2021, to July 9, 2021.

DISCUSSION:

Five nominations were received, and Placer LAFCO forwarded four resumes for your review, Joshua Alpine, Peter Gilbert, Fred Ilfeld, and Rick Stephens.

FISCAL IMPACT:

No fiscal impact

RECOMMENDATION:

The Board review the nominations and vote for two candidates, one to fill the Placer LAFCO regular special district seat and one to fill the alternate seat.

ATTACHMENTS:

- 1- Ballot for Special District Representative & Alternate, Placer LAFCO
- 2- Resumes of Joshua Alpine, Peter Gilbert, Fred Ilfeld, and Rick Stephens.

**Ballot
for
Special District Representative & Alternate, Placer LAFCO**

Please select **two (2)** candidates from the nominees below by marking the box by each chosen name. After making your selections, the Certification Statement at the end of this document must be signed by your Board Chairman or Alternate prior to mailing.

Ballots should be returned to the Placer LAFCO office no later than **4:30 p.m. Friday, July 9, 2021** (extended deadline by Kristina Berry) by mail or email as follows:

Placer LAFCO
110 Maple Street, Auburn, CA 95603
OR
Kris Berry, Executive Officer
kberry@placer.ca.gov

Ballots received after this time/date will not be counted

Nominees (choose 2):

- Gordon Ainsleigh, Auburn Area Rec. & Park District
- Joshua Alpine, Placer County Water Agency
- Peter Gilbert, Placer Mosquito & Vector Control District
- Fred Ilfeld, Olympic Valley Public Service District
- Rick Stephens, Truckee Tahoe Airport District

Certification Statement

I _____, as Board Chairman (or
(Name)

authorized alternate) of the Alpine Springs County Water District,
(District)

Certify that this is the District's true and correct ballot.

Joshua Alpine

District 5 Director, Placer County Water Agency | Special District Member, Placer LAFCo

Joshua Alpine is the District 5 Director of Placer County Water Agency (PCWA), where he oversees the agency's vital efforts to provide an affordable, reliable, and sustainable water supply to the people, environment, and economy of Placer County and the region.

Mr. Alpine currently serves as Vice Chair of the Placer Local Agency Formation Commission, elected in 2016 to represent Special Districts. He also served on the commission from 2011-2012 including a term as Chair as a City representative.

As the current Vice President of the Board of Directors for Project GO Inc., Mr. Alpine is engaged in providing affordable housing and energy efficiency programs for low and moderate income working families and senior citizens in our area.

Mr. Alpine is also on the Board of Directors of the Association of California Water Agencies (ACWA), serving as Chair of ACWA's Region 3 Board of Directors (Alpine, Amador, Calaveras, El Dorado, Inyo, Lassen, Mariposa, Modoc, Mono, Nevada, Placer, Plumas, Sierra, and Tuolumne Counties), and serves from time to time as a member of numerous other committees and task forces.

Prior to serving as a director for PCWA, Mr. Alpine sat on the Colfax City Council from 2003-2012, including having served two terms as Mayor. During that time, he was very involved in waste water, regional water, and land planning issues.

Mr. Alpine works effectively with elected officials and agencies at the local, state, and federal levels, including the Regional Water Quality Control Board and the State Water Resources Control Board, developing solutions to water and land use policies that affect our region. At the federal level, he has worked with the U.S. Environmental Protection Agency, U.S. Corps of Engineers, U.S. Department of Agriculture, and U.S. Department of Housing & Urban Development. He has also served on the Placer County Economic Development Board.

Mr. Alpine holds a B.S. in Information Systems Management and has a California State Hydro Power System Operator certification. He worked as a Hydro System Operator from 2003 until 2009 for Pacific Gas & Electric (PG&E) operating the Bear, South Yuba, and the American Middle Fork river systems, and currently is a Lead System Operator of PG&E's electric transmission system. He is a member of the Placer County Historical Society and Colfax Lions Club. Mr. Alpine lives in Colfax

PETER GILBERT
2020 Caravelle Court
Lincoln CA 95648
(650) 759-5584
peter-gilbert@sbcglobal.net

Former Councilman/Mayor, City of Lincoln

Former Councilman/Mayor, City of Foster City

Current President, Placer County Mosquito & Vector Control District

Former President/Treasurer, Lincoln Hills Community Association

Current Member, Lincoln Hills Foundation Board of Directors

Former Member, Placer County Grand Jury

Former President, League of California Cities Peninsula Division (33 Cities in San Francisco, San Mateo and Santa Clara Counties)

Former Chair, San Mateo County Criminal Justice Council

San Francisco State University, Speech Major - Radio/TV

U S Army Intelligence Corp. Sgt., E-6 Honorable Discharge

San Mateo County Safety Man of the Year for efforts funding a major highway project. (92/101 highway interchange)

Executive management experience. Financial Management. I have managed groups as large as 5,000 employees.

Curriculum Vitae
Frederic W. Ilfeld, Jr., MD, MA, CGP
P.O. Box 2160, Olympic Valley, CA 96146
(530) 448-6060
FILFELD@gmail.com

Professional experience:

Born and raised in southern California, Dr. Ilfeld attended undergraduate college at Yale University, where he majored in Culture & Behavior (psychology, anthropology, sociology, ethology) and received his B.A. magna cum laude with high honors. He went on to complete his medical studies at Harvard Medical School in Boston. After a one year internship at San Francisco General Hospital, Dr. Ilfeld studied psychiatry in a three year residency at Stanford University. Also while at Stanford he earned a Master of Arts degree in sociology, specializing in small group behavior. He has had the good fortune to study under several masters in the fields of psychotherapy (Elvin Semrad, Leston Havens), group therapy (Irvin Yalom), and community mental health/social psychiatry (Drs. Gerald Caplan, Erich Lindemann, Rudy Moos).

After conducting epidemiologic research on stress and coping at the Laboratory of Socio-environmental Studies, National Institute of Mental Health, Dr. Ilfeld moved to Sacramento to join the faculty at U.C. Davis Medical School. While full-time faculty at U.C. Davis he worked on the North Area community mental health team and was Chief of the Psychiatric Emergency Team. He was awarded research grants from the National Institute for Mental Health and from Roche Laboratories for his survey research on social stress and coping among 2,300 Chicago adults, resulting in eleven journal publications on this topic.

Dr. Ilfeld is Board Certified in Psychiatry and was in private practice in Sacramento from 1974 through 1999. He continued his private practice of general psychiatry in Squaw Valley, California, in the north Lake Tahoe area. Although Dr. Ilfeld retired from private clinical practice in 2002, he retains a special interest in teaching the group psychotherapies. Beginning in 1975 Dr. Ilfeld led group therapies for in-depth personal change, for the chronic mental disorders, for panic disorder, and for obsessive-compulsive disorder. From 1983 through 1998 he was a leader of process training groups for psychiatric residents at the U.C. Davis Medical Center. From 2004 - 2015 he co-led with his wife, Barbara, the process training group for psychiatric residents at the University of Nevada School of Medicine. Bi-annually from 1990 – 2015 he co-led training groups with Barbara at the Northern California Group Psychotherapy Society's Institutes in Asilomar (nearby Monterey, California). With Barbara he has co-led American Group Psychotherapy Association (AGPA) workshops on "Managing Dual Relationships in Rural Settings" and on "The Art of Culture Building in the Group". He co-led with Barbara a Special Interest Institute on the latter topic yearly from 2007 through 2012 at the annual national AGPA Meetings. In 2014 and again in 2015 at the annual AGPA conference, Fred and Barbara co-led a two-day Special Interest Institute on "Enhancing the Group Process through a co-leader Fishbowl Technique."

As a former Associate Clinical Professor of Psychiatry at U.C. Davis Medical School, Dr. Ilfeld received the distinguished clinical faculty teaching award twice- in 1987 and again in 1998. He recently retired as Clinical Professor of Psychiatry at the University of Nevada School of Medicine (Reno). From this institution he also received the distinguished clinical faculty teaching award twice, in 2006 and again in 2011. He has published over twenty journal articles and book chapters on topics of violence, community mental health, stress and coping, child custody, and group therapy. He was past president of the Sacramento Psychiatric Society, was on the council of the Northern California Group Psychotherapy Society, and is currently a member of the American Group Psychotherapy Society. Dr. Ilfeld is a Certified Group Psychotherapist (CGP) and is a Distinguished Life Fellow of the American Psychiatric Association.

Organizational and Community service:

Since moving full-time to Squaw Valley in July 1999, Dr. Ilfeld has participated actively in local community organizations. He was on the Board of the Squaw Valley Property Owners Association. Dr. Ilfeld coordinated the Architectural Control Committee for the Hidden Lake Property Owners Association for 5 years and has continued as a Board member through the present. He has been a member of the Squaw Valley Municipal Advisory Council, advising the Placer County Board of Supervisors on matters concerning Squaw Valley. Dr. Ilfeld was Chair of the Grants Review Committee of the Truckee-Tahoe Community Foundation and was a member of the Board of Trustees of both the North Tahoe Hebrew Congregation and the Tahoe Truckee Community Foundation. He is a past Board Chair of the Tahoe Truckee Community Foundation.

Since early 2013 he was a leader in the effort to incorporate Squaw Valley as the Town of Olympic Valley. As such, he was Board Chair of the charitable non-profit *Incorporate OV Foundation*, and on the Board of the non-profit advocacy organization, *Incorporate OV*.

In 2016 Dr. Ilfeld was publicly elected as a Board member of the Squaw Valley Public Service District and has served in this position through the present time. (In 2020 the name of the organization was changed to "Olympic Valley Public Service District".)

Rick Stephens

Rick Stephens has lived full time in the Placer County unincorporated area of Truckee since June 1, 2007. He was publicly elected to the Truckee Tahoe Airport Board in November 2016 and was re-elected in 2020. Rick was President of this Board in 2018 and 2019.

Rick was appointed to the Placer County Citizens Advisory Committee for allocation of a portion of TOT funds. The initial appointment was for 3 years in 2018. He was reappointed for an additional 3-year term in 2021.

Rick was the project manager for the TTCF Community House as a volunteer. It was a 4-year project including acquisition of the property, designing the plans to renovate the buildings, and reconstruction of the facility to serve non-profits in the Kings Beach area.

Rick also served on a citizens advisory group for the Truckee Fire Protection District on property tax revenue.

He has been President of Lahontan Community Association (5 years) and subsequently was President of Lahontan Golf Club (5 Years).

Rick Stephens worked in the commercial real estate business as an Asset Manager and as an investor.

ZKS Real Estate Partners LLC was formed in 1996 after Zurich Insurance acquired Kemper Corporation. Its mission was to finish the orderly disposition of the remaining Kemper Corporation real estate portfolio (\$800 million) and to invest in real estate value added transactions. ZKS was closed at the end of 2013. Stephens Real Estate Partners, LLC operated Stephens contracts and investments. Separate from the Zurich assets, ZKS acquired more than 5 million square feet of industrial and office properties valued at in excess of \$800 million.

Mr. Stephens was president of Kemper Real Estate Management Company from 1992-1996. KREMCO's sole mission was the orderly disposition of the \$5 billion Kemper real estate portfolio. In 1992 KREMCO had 700 employees, 11 million sf of buildings, 40,000 acres of land, and 2 home building companies.

Prior to Kemper, Mr. Stephens was President of The Koll Company's Los Angeles Division. This division was responsible for acquisition, development, property management and construction of approximately \$2 billion in real estate between 1986 and 1992.

Prior to Koll, Mr. Stephens was Sr. VP of Cadillac Fairview's Western Region from 1982-1985 responsible for industrial properties. This included 6 million sf of big box industrial in Torrance, Compton and Costa Mesa CA. In addition, 2,000 acres in 5 industrial parks were developed.

Mr. Stephens started his real estate career at The Newhall Land and Farming Company in 1974. He was in charge of Newhall's industrial and commercial development from 1977-1982.

Mr. Stephens graduated from Cornell University in 1972 (BS Engineering) and received an MBA from Stanford University in 1974. He served 3 years in the US Army in the middle of his undergraduate studies, including tours of duty in Vietnam ('67-'68) and Germany ('68-'69).

Hiking and golf are Mr. Stephens' leisure activities. Each year, Rick backpacks in the high Sierra Nevada mountains. Rick also enjoys adventure travel, 100 miles on The Camino Santiago, Patagonia, Inca Trail, Iceland, Copper Canyon in Mexico and the Haute Route in Switzerland in August, 2019.

Rick has been married to Gail Stephens for 53 years. They have 2 children, 51 and 49 and 1 grandchild.

Exhibit E4



AGENDA NO: E4

MEETING DATE: 06/11/2021

Staff Report

TO: ASCWD Board of Directors

Date: June 7, 2021

FROM: Joe Mueller, General Manager

SUBJECT: Fiscal Year 2020-2021 Goals and Objectives.

BACKGROUND:

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. In May and June of 2021 Director Ganong, Chair of the Administration and Personnel Committee collected the Directors evaluations and summarized them in a Directors report (attached).

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.

The Administration and Personnel Committee met on Thursday, March 24, 2021 to review, discuss and suggest updates to the Goals and Objectives for Fiscal Year (FY) 2021-2022. During this discussion, the Committee suggested modifications to the District's FY 2020-2021 Goals and Objectives. In general, the Committee recommended slight modifications to better clarify the District Goals and Objectives, including how progress will be gauged in moving the objectives forward.

At the April 9, 2021, Regular ASCWD Board Meeting the Board reviewed the recommended changes proposed by the Administration and Personnel Committee and voted to approve the changes for the FY 2021-2022 ASCWD Goal and Objectives.

DISCUSSION:

Review the Board Directors evaluation of the FY 2020-2021 Goals and Objectives. Consideration of amending the FY 2021-2022 goals and objectives to a different format to provide additional matrices to measure performance objectives.

FISCAL IMPACT:

Negligible fiscal impact due to additional staff time needed to develop and track additional Goals and Objectives.

Attachments:

1. Director's Report from Director Ganong

Director's Report

TO: ASCWD Board of Directors Date: June 11, 2021
FROM: Jan Ganong, Director
SUBJECT: A. Board Evaluations Summary
B. Proposed changes to 2021/22 Goals and Objectives.

A. Board Evaluations Summary:

1. Review of Mission Statement and Goals and Objectives by May of each year.

Most Board Members agreed that the Board completed the review by May of 2021.

A Board Member felt that the review of Goals and Objectives needs to be revisited with changes proposed because the Goals are too vague. They should have sub-goals broken down into specific actions as dictated by our policies and need dates of completion and who is responsible.

Another Board Member stated that there should be procedure in place to follow up on any failure of our system such as hydrants, failing infrastructure, so that problem do not get forgotten.

2. Review policies at the Committee and Board level and make new policies as required.

Most Board Members agreed that we have completed these tasks.

A Board Member wondered if B&F and Long Range Planning Committees have reviewed their policies and brought their recommendations before the Board and if the Board Policies have been reviewed by the Board. PR&G and A&P have made recommendations to the Board regarding their policies.

3. Budget resources to ensure that money, staff, and facilities are available for District to operate within all policies of the Board.

Most Board Members agreed that the Board does this.

A Board Member felt that this has not been done. Our Strategic Long Range Plan (Policy 8.0.0) has not been reviewed or updated since 2006 and costs are likely out of date. Also, Policy 8.3.0 states that the District should create, review and revise a Long Range Asset Management Plan which has not been done.

Another Board Member stated that the Capital Asset Replacement schedule needs updating.

4. Provide the public with information about District activities goals, and objectives through the semi-annual newsletter, annual valley-wide meeting, Board meetings and on the street communications.

All Board Members felt these things have been done and in addition the website and Newsletter have been improved by our new GM. Goals and Objectives are available on the District website.

5. Communicate with each other, the General Manager, and the public in a polite and respectful manner.

All Board Members felt that we do this.

A Board Member felt this goal should be rewritten because it is difficult to measure without specifying certain actions such as: allow the public adequate time to speak at Board meetings, respond to the public regarding their ideas, etc.

B. Proposed Changes to Goals and Objectives:

The A&P Committee reviewed the District's Goals and Objectives and made recommendations to the Board for changes, which were approved in May. After

going through the evaluation process, several Director's comments make it clear that there needs to be further refinement to the goals.

The purpose of goals and objectives is to create a framework by which to measure progress of specific actions by the Board and GM.

As stated In District policy, Goals must be specific and measurable, not subjective. The Board's 5 Goals provide a broad look at our responsibilities, but need to be further refined and broken down into specific objectives to be measurable. This further refinement should also state who is responsible, the specific action, and when it should be completed.

I looked at some other water districts goals. There are some samples from each provided to the Board. TCPUD calls their 7 goals Initiatives and then further refines them into measurable goals. OVPSD has 5 Goals then further refines them into many sub-goals within their annual Strategic Plan.

With this type of documentation a Board can take a deep look at needs and be sure that nothing gets forgotten. Once needs are identified, then the Board can quantify and measure progress. It would make the evaluation process clearer. The Board and District would likely accomplish more.

If we were to modify our new 21/22 goals for the Board, I would suggest that we keep our 5 Board Goals and add some sub-goals that are measurable. For example, Board Goal 2 states: Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District. To make this goal measurable, there needs to be additional specific information as to what exactly will be done in the coming year.

Here is an example of what Board Goal #2 might look like. These examples and the dates used are for illustration purposed only.

Goal 2. Board committees will review their existing policies and make new policies as required.

A. A&P Committee

1. Personnel – Policy 4.0.0

a. Committee will recommend to the Board adoption of a new employee salary step schedule by 10/21.

2. Meeting Minutes – Policy 4.8.0

a. Committee will clarify policy 4.8.0 that recordings of District minutes will be maintained for 90 days.

B. Long Range Planning Committee

1. Operations – Policy 8.0.0

a. Committee will recommend that Board directs Staff to develop a Strategic Long Range Plan and present this to the Board by 6/22.

2. Water Resources – Policy 8.1.0

a. Committee will present to Board a plan to provide adequate water supply for emergency use for fire hydrants that flow below 500 gpm before 11/21.

b. Committee will present to Board a plan for community education on water conservation by June of each year.

3. Watershed Management – Policy 8.2.0

a. Committee will present to the Board new policy regarding modifications by the public to District owned greenbelt lands by 8/2021.

4. Long Range Asset Plan – Policy 8.3.0

a. Committee will recommend to Board that it directs staff to create an annual preventative maintenance schedule for current assets by 6/22.

b. Committee will recommend to Board to direct staff to research new technology to conduct remote meetings and improve internet connection at the District office by 12/21.

Budget and Finance and Park, Greenbelt and Recreation Policies as well

It has been suggested that the entire Board go over all committee policies together during the next several Board meetings to formulate appropriate sub-goals. This would be a good review of Policies and all the Board would be up to date about our responsibilities, timelines, and budgeting needs.

Exhibit E5



AGENDA NO: E5

MEETING DATE: 06/11/2021

Staff Report

TO: ASCWD Board of Directors

Date: June 7, 2021

FROM: Joe Mueller, General Manager

SUBJECT: Review of Policy Number 1.0.0 Board of Directors Policy of Operations, 1.1.0 Board of Directors Facility Operations and Maintenance, 1.2.0 Water Conservation, 1.3.0 Emergency Response Plan, 1.4.0 Water Treatment Policy.

BACKGROUND:

As part of the Alpine Spring County Water District Fiscal Year (FY) 2020-2021 Goals and Objectives, one of the objectives listed under Board Goal #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.

The Alpine Spring County Water District has a total of 59 Policies divided into 5 categories:

- 5 General Board policies
- 22 Budget and Finance Policies
- 20 Administration and Personnel Policies
- 5 Capital and Planning Policies
- 7 Park and Greenbelt Policies

On March 4, 2021, the Park Recreation and Greenbelt Committee reviewed the District Park and Greenbelt Policies and made recommended updates and changes which were adopted by the Board at its March 7, 2021 meeting.

On March 24, the Administration and Personnel Committee reviewed the Administration and Personnel Policies and made recommended updates and changes, which were adopted by the Board at its April 9, 2021, meeting.

DISCUSSION

Review and comment on the 5 policies listed as General Board Policies:

- 1.0.0 Board of Directors Policy of Operations
- 1.1.0 Board of Directors Facility Operations and Maintenance
- 1.2.0 Water Conservation
- 1.3.0 Emergency Response Plan
- 1.4.0 Water Treatment Policy.

FISCAL IMPACT

No fiscal impact

Attachments:

1. Policy Number 1.0.0 Board of Directors Policy of Operations
2. Policy Number 1.1.0 Board of Directors Facility Operations and Maintenance
3. Policy Number 1.2.0 Water Conservation
4. Policy Number 1.3.0 Emergency Response Plan
5. Policy Number 1.4.0 Water Treatment Policy

Policy Number: 1.0.0

Title:
BOARD OF DIRECTORS POLICY OF OPERATION

Introduction:

The Board of Directors (Board) of the Alpine Springs County Water District (District) based on the Certificate of Formation, dated March 19, 1963, desires to define the terms and conditions under which the Board operates. This document is meant to define the scope and breadth, as closely as is reasonable, of that operation.

Ends:

It is the objective of this Board to establish policy regarding certain aspects of the District operation. Those aspects include:

1. Budget & Finance
2. Personnel
3. Administrative
4. Capital Projects
5. District Services
6. Development Standards
7. District Owned Facilities
8. Maintenance of a long term strategic plan

Responsibility:

The Board is an elected body, authorized by popular vote by the registered voters of the District to oversee and guide the operations of the District. As such, each member of the Board, by definition, is a politician. Because of the political nature, the Board recognizes that there are appropriate limits to its involvement in matters of the District. Therefore the focus of interest of the Board is as follows:

- a. **Financial Condition:** The Board has the fiduciary responsibility for the District. Therefore, the financial condition of the District is of paramount interest to the Board. The Board will be apprised by the General Manager (GM), or the GM's representative, on a monthly basis of the financial assets and liabilities, both present and future, as well as can reasonably be foreseen. This includes an accounting of payables, receivables and budget variations. In addition, the Board must approve any major change in the financial workings of the District, the annual budget and changes in rate charges.
- b. **Policy:** The Board will set all major policies for implementation by the GM. Periodically the GM will make recommendations to the Board on new policies and/or revisions of existing policy.
- c. **Relationship to the Manager of the District:** The Board is a political body of five members. This political body acts with one voice, as defined by a majority of its members. The Board acts through its written policy while the GM is authorized to reasonably interpret that policy and take any actions within the limits of the Board's policy.
- d. **Description of Responsibilities:** The Board of five members annually elects amongst itself two positions, one of President and one Vice President. The President is the Board's representative to and liaison with the GM. The President is also the public

ALPINE SPRINGS COUNTY WATER DISTRICT

representative of the District. The GM and the President will confer from time to time to discuss matters of interest to the Board, which arise or change between regularly scheduled meetings of the Board. The President has final authority over all agendas, including Committee agendas. The Vice President will assume the responsibilities of the President when and if the President is unable or unwilling to perform those duties. Directors are obligated to attend and participate in person at the meetings of the Board and any Committee appointments that they may receive. Teleconference is permissible following the requirements set forth in the Brown Act. It is not necessary for a Director to teleconference when they are unable to attend in person.

- e. **Committee Assignments:** The Board, as a matter of policy, has created several standing Committees. Each Committee is made up, at a minimum, of two Board members (as appointed by the President) and the GM. Each Committee has a defined sphere of influence and meets at the direction of the President, to review issues and develop recommendations to be subsequently presented to the Board as a whole for action.
- f. **Relations with the Public:** The Board is responsible to the public and every effort will be made to accurately relate to the public information regarding the District. This includes newsletters on a semiannual basis; supplemental mailings as required; and development, management and updating of the Districts web page. It is very important to the Board that accurate information be provided to and made easily accessible by the residents of the District. Members of the Board are encouraged to develop and/or maintain strong ties with the public in order to provide avenues of direct contact by the public in addition to District staff.
- g. **Limitations:** By omission, any topic that is not specifically included in this document is excluded.

This policy is written as a guide for both existing and future Boards and General Managers and is the compilation of ideas, thought and desires of the current Board. This policy is no way meant to limit any future Board and should be regularly reviewed and edited as needed.

Policy Number: 1.1.0

Title:

BOARD OF DIRECTORS – FACILITY OPERATION & MAINTENANCE

Introduction:

The Board of Directors (Board) of the Alpine Springs County Water District (District) hereby establishes the manner and measure by which the General Manager shall provide for the care, operation, maintenance and replacement of the equipment and facilities owned, operated and maintained by the District.

It is the objective of this Board to establish policy regarding the standard of care and practice associated with all of the real property and personal property of the District including the following:

1. Buildings
2. Vehicles
3. Buried water and sewer lines
4. Manholes, control and isolation valves
5. water storage tanks
6. Telemetry equipment
7. Office equipment including computers, printers, phone system
8. Office furnishings including desks, chairs, filing cabinets and countertops

Ends:

It is the belief of the Board that preventive maintenance is a cost effective means by which the life cycle of physical property is increased. When the life cycle is increased, the total cost of ownership is decreased and this is beneficial to the District.

The General Manager shall have performed, from time to time, a critical evaluation of all property of the District. That evaluation shall include a statement as to the physical condition of the item, any current repair needed, if any, the maintenance required on a given time interval (daily, weekly, monthly, quarterly, etc...), the projected life remaining, the likelihood of replacement and the associated probable cost of replacement.

The General Manager will then take this information and propose in the annual budget, those repairs, maintenance and replacements described in the evaluations.

Responsibility:

The General Manager shall be responsible for the critical evaluations and the budgeting of the repair, maintenance and replacement associated with the physical property. It is the Board's responsibility to review and approve the financial structure to allow for these expenditures.

Policy Number: 1.2.0

Title: WATER CONSERVATION

Introduction:

The Alpine Springs County Water District has a limited supply of water, and sometimes the demand for water exceeds the supply. To maintain reserve water supply capacity for the health and safety responsibilities of the District (for example, keeping an adequate reserve of water for fire fighting), the District has implemented a water conservation plan.

Ends:

The Board of Directors has concluded that a District-wide voluntary water conservation program will enable the District to decrease its demand for water during the summer months when water resources are not as plentiful and, at the same time, enhance the valley's natural resources.

The objectives of the voluntary water conservation program are to: (1) increase the awareness of valley residents as to the need to conserve water; (2) educate valley residents as to how they can conserve water; (3) decrease household and commercial use of water, including water used for irrigation, during the months of June through October. The conservation program may or may not establish financial incentives/disincentives to encourage appropriate water usage.

The conservation plan operates at three restriction levels:

Unrestricted: The water supply is adequate for projected needs. The District urges customers to avoid wasting water.

Voluntary restrictions: Invoked when projected water use exceeds 80% of available supply. All customers should limit water use. Please avoid filling hot tubs and taking extended showers (normal indoor uses such as clothes washing and brief showers are acceptable). Refrain from using water for washing patios and other hard surfaces. Irrigation should be limited to thrice weekly: Saturday, Monday, and Wednesday for even addresses, and Sunday, Tuesday, Thursday for odd addresses. Car washing should be done at commercial facilities.

Mandatory Restrictions: Invoked when fire-fighting reserves are projected to drop below 110% of reserve requirements or there is a failure of a water supply. Outdoor water uses are forbidden. Violators may be subject to suspension of service. As with the voluntary restrictions, please avoid using large quantities indoors. Normal indoor uses such as clothes washing and brief showers are acceptable.

The District posts the current restriction level on a sign on Alpine Meadows Road. In the event of a mandatory restriction, the District's Teleminder system will make an automated telephone call to the phone number of record of each customer informing them of the mandatory restrictions.

The District keeps a supply of materials regarding water conservation in its office. This material includes landscaping guides specific to the Lake Tahoe area, as well as tips on indoor and

ALPINE SPRINGS COUNTY WATER DISTRICT

outdoor conservation. People wishing to visit the District office are encouraged to call first, to make sure there will be staff available during the visit.

The water conservation plan is also available for public inspection in the District office.

Landlords, please post a copy of this policy summary in each rental unit. Laminated copies of this policy are available in the District office.

Responsibility:

The General Manager is responsible for monitoring the water supply and recommending to the Board of Directors, for its approval, if, and when, a restriction level is appropriate.

Policy Number: 1.2.0

Title: Water Conservation Policy Summary

The Alpine Springs County Water District has a limited supply of water, and sometimes the demand for water exceeds the supply. To maintain reserve water supply capacity for the health and safety responsibilities of the District (for example, keeping an adequate reserve of water for fire fighting), the District has implemented a water conservation plan. The conservation plan operates at three restriction levels:

Unrestricted: The water supply is adequate for projected needs. The District urges customers to avoid wasting water.

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The District posts the current restriction level on a sign on Alpine Meadows Road. In the event of a mandatory restriction, the District's Teleminder system will make an automated telephone call to the phone number of record of each customer informing them of the mandatory restrictions.

The District keeps a supply of water conservation related material for public use in its office. This material includes landscaping guides specific to the Lake Tahoe area, as well as tips on indoor and outdoor conservation. People wishing to visit the District office are encouraged to call first, to make sure there will be staff available during the visit.

The water conservation plan is also available for public inspection in the District office.

Landlords, please post a copy of this policy summary in each rental unit. Laminated copies of this policy are available in the District office.

Policy Number: 1.3.0

Title: EMERGENCY RESPONSE PLAN

Introduction:

This policy has been developed to establish parameters by which the District shall plan for and respond to District-related emergency situations, primarily related to water and sewer.

Ends:

The District shall be, to the extent possible, prepared to respond to emergencies which may arise. These emergencies include:

1. Acts of God
 - a. Earthquake
 - b. Flood
 - c. Earth Slide
 - d. Avalanche
2. Extended power outage
3. Computer system failure, including SCADA
4. Communication system failure
5. Catastrophic infrastructure failure
6. Loss of vehicle access to the Valley
7. Fire
8. Pervasive water supply contamination

Responsibility:

It is the responsibility of the General Manager to oversee the creation of the emergency plan as well as its annual review and update.

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Policy Number: 1.4.0

Title: WATER TREATMENT POLICY

Introduction:

This policy has been developed to establish the Board position regarding the treatment of the District's potable water which is intended for public consumption.

Ends:

It is the responsibility of the District to provide safe drinking water to its customers. The Board recognizes that treatment may be required to meet this standard. In such cases, treatment shall be the minimum necessary to assure safe drinking water.

Responsibility:

It is the responsibility of the General Manager and Operations staff to comply with this policy.

Exhibit F1

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

TREASURER REPORT MAY 2021

			Period Ending	Interest
			31-May-21	Rate
1. Wells Fargo Advisors				
A. Money Market			\$18,599	0.01%
B. CD's				
Amount	Rate	Maturity date April 29, 2021		
\$17,000	0.10%	Transferred to Money Market Account		
<u>\$17,000</u>	0.10%			
Total			<u>\$18,599</u>	0.01%
2. Bank of the West				
A. Checking		As of June 7, 2021	\$370,719	0.00%
Total			<u>\$370,719</u>	0.00%
3. LAIF				
Total - Monthly yield listed for April 2021			<u>\$73,187</u>	0.339%
4. Placer County Treasurer				
Total			<u>\$354,107</u>	0.23%
5. CERBT Account interest is calculated as rate of return				
Total			<u>\$35,213</u>	0.83%
Total			<u>\$851,825</u>	0.16%

Exhibit H

From: Dr. Amy Vail <dramyvail@gmail.com>
Sent: Thursday, May 13, 2021 12:21 PM
To: Pam@alpinesprings.org
Subject: Pond pass

Dear Alpine Springs Water District Board,

Due to Covid, my family did not use our pond pass in 2020. We did our part to be Covid safe, and we were especially careful, to void potential exposure, because my 86 year old father was diagnosed with stage 4 lung cancer, and needed support.

We are full time residents in Alpine, and have lived here year round since 1998. We have purchased a pass every year since the early 2000's.

I hope you will honor my request, and allow our unused 2020 Pond pass to roll over into a pass for 2021. I will gladly pay any difference in price from the 2020 pass to the 2021 pass.

Respectfully,

Amy Vail