
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 July 8th, 2022
Location: District Office, Board Room
270 Alpine Meadows Road
Alpine Meadows, CA 96146
Time: 9:00 a.m.

AGENDA

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

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

This will be a hybrid meeting held in person and available by ZOOM for the general public. The board room at 270 Alpine Meadows Rd. is open to the public with Members and Staff present. Current masking requirements will be enforced. Public comments will be accepted by the board and should be submitted to the Board Secretary by sending an email to info@alpinesprings.org; by mail or in person at 270 Alpine Meadows Rd., Alpine Meadows, CA by Tuesday July 5th, 2022 at 9:00 a.m. and via ZOOM on any item on the agenda until the close of public comment on the item.

ZOOM LINK: At the specified time, 9:00 a.m., connect to the ZOOM Mtg. ID: **861 8614 1247**; passcode: **499340**; Please mute yourself unless you are speaking. Times listed are approximate.

Join Zoom Meeting:

<https://us06web.zoom.us/j/86186141247?pwd=U21vWUUhUdUVDhDBOai9raFlNBkw3UT09>

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

B. PUBLIC COMMENT

It is the policy of the Alpine Springs County Water District to give the public the opportunity to address any item of interest, which is relevant to the district's activities. The public may speak on

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

C. APPROVAL OF MINUTES

C1) MAY REGULAR BOARD MEETING

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

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

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

D2) FIRE DEPARTMENT REPORT

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

D3) GENERAL MANAGER'S REPORT

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

D4) OPERATION & MAINTENANCE DEPARTMENT REPORT

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

D5) TTSA REPORT

Representative David Smelser, shall report on TTSA activities that impact Alpine Meadows, including the TTSA Board meetings. Regular Meeting held on June 23rd, 2022.

E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION

E1) EMPLOYEE COMMUTING EXPENSE BENEFIT RESOLUTION 9-2022

Consideration for approval Resolution 9-2022 Employee Commuting Expense Benefit. Amending the the Alpine Springs County Water District Employee Handbook, Chapter 5: COMPENSATION AND PAYROLL PRACTICES, to include Commuting Expense.

E2) POST RETIREMENT MEDICAL INSURANCE RESOLUTION 10-2022

Consideration for approval Resolution 10-2022 changes to the Alpine Springs County Water District Employee Handbook, Chapter 6: BENEFITS, LEAVES, AND HOLIDAYS, Insurance Benefits Post Retirement.

E3) FY 2021/2022 GOALS & OBJECTIVES

ALPINE SPRINGS COUNTY WATER DISTRICT

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

Quarter 4 Review

- E4)** FY2022/2023 ASCWD EMPLOYEE SALARY SCHEDULE RESOLUTION 11-2022
Consideration for Approval Resolution 11-2022, FY2022/2023 Employee Salary Schedule

F. COMMITTEE REPORTS

- F1)** BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)
Met July 7th, 2022, the previous months June 13th, 2022, B&F report is attached.
- F2)** PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)
No Meeting
- F3)** LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)
No Meeting.
- F4)** ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)
No Meeting

G. FUTURE AND OPEN AGENDA ITEMS

- Contract update and renewal with TTSD

H. CORRESPONDENCE TO THE BOARD

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

I. CLOSED SESSION

None

J. DIRECTORS' COMMENTS

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

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 August 12th, 2022, at 9:00 a.m.

ALPINE SPRINGS COUNTY WATER DISTRICT

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

General Manager: Joe Mueller

I certify that on or before Tuesday July 5th, 2022, at 9:00 a.m., I personally posted and forwarded agendas as requested.

Pam Zinn

Pam Zinn, Office Manager.

EXHIBIT C1

1 Leighton reported NTFPD was one of several hundred applicants for the Calfire Prevention Grant. The District was
2 not one of the 144 recipients selected. He will apply again next year.

4 **D3) GENERAL MANAGER’S REPORT**

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

6 General Manager Mueller presented his report for May 2022.

7
8 He met with Carollo, the consultant for the Master Plan Update, to update the system models for use in identifying
9 deficiencies in the system and prioritize needs.

0
1 Mueller is looking into adding a green waste component to the TTSD contract. He has contacted the Tahoe Truckee
2 Community Foundation (TTCF) to see if there are grants available, but won’t know until late fall or early next
3 spring. It may be the TTSD contract needs to move forward before knowing if there are grant funds available. That
4 could impact the rate study. Mueller will present a contract to the Board in August or September.

5
6 White Wolf has submitted a Well Siting Report to the County that includes them sinking their own wells and starting
7 a water company within the ASCWD service area. The County understands that is not allowed unless ASCWD and
8 LAFCO approve. Mueller explained his approach as he continues to work with the County and the developer. It is
9 not in the best interest of the District or the development to have separate water and sewer operations.

0
1 The Truckee River Watershed Council received a California Water Resources Control Board grant for the Snow
2 Crest Tributary Restoration project, which should begin in Fall 2023.

3
4 Ken Gracey’s application for a TTCF defensible space grant was approved. ASCWD will administer the grant on
5 Ken’s behalf. That offers a good opportunity for the District to connect with TTCF.

6
7 At least ten people attended Mueller’s Coffee and Conversation event. The main topics were defensible space and
8 green waste.

9
0 Mueller interviewed three IT companies for proposals to improve the system. The phone and internet changes
1 significantly reduced costs, but during installation it was discovered the firewalls were not adequate.

2
3 There was great response to the seven green waste dumpsters the District sponsored over Memorial Day Weekend.
4 Mueller reviewed costs for dumpsters and described a possible future “cart” system for property owners. Each
5 homeowner would receive a green waste can and the trash company would dump them every other week. Mueller is
6 hoping for a grant to purchase the 750 needed. Owners would pay about \$130 per year for pick up. Discussion
7 followed regarding logistics of the operation and options. Truckee has had good success with a similar program. It
8 was agreed that 6-yard dumpsters would be available for now. Flyers will be posted at the park and information on
9 the website about the cart system to gauge interest.

0
1 Mueller reported season pass revenues are higher, even though fewer passes sold. He distributed the ASCWD Park
2 Use and Revenue History as of June 14 with comparisons going back to 2015.

3
4 Mueller announced Scheid is leaving the District later this summer.

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

7 Miguel Ramirez presented the Water/Wastewater report for May 2022, including maintenance addressed during the
8 month.

0 **D5) TTSA REPORT**

1 Smelser presented the report of the May 18, 2022 TTSA Board meeting.

1
2 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

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

4 Mueller presented the updated FY 2022/2023 budget. Discussion followed as specific line items were clarified.
5 **It was moved by York and seconded by Ganong to adopt Resolution 8-2022 Alpine Springs County Water**
6 **District Operating and Capital Improvement Plan Budget for Fiscal Year July 1, 2022, thru June 30, 2023.**
7 **Roll call vote: AYES: Smelser, York, Ganong, Salke, and Grant**
8 **NAYS: None**
9 **Motion carried unanimously.**

0
1 **E2) BOARD PAY**

2 Mueller presented a report based on last month's discussion. BBK has confirmed it is acceptable and complies with
3 PUC code. Ganong asked about continuing with a hybrid meeting. Mueller noted California Brown Act requirements
4 regarding posting and public availability of meetings. The requirements were revised during the pandemic based on
5 Governor's orders.

6
7 Discussion followed regarding the proposed pay schedule for the Board and the assumptions made as the
8 recommendation was prepared.

9 **It was moved by Smelser and seconded by Ganong to approve the Board Pay Policy Number 2.2.0 Director's**
0 **Pay as presented effective July 1, 2022. Motion carried with Salke voting no.**

1
2 Mueller was asked to consider CIP changes to the policy for next year's budget discussion and to make a
3 recommendation regarding hybrid meeting as Brown Act requirements change.

4
5 **E3) GOALS & OBJECTIVES 2022/ 2023**

6 Ganong distributed a summary of input from the Directors on the goals and objectives from last year. Everyone felt
7 the goals had been achieved.

8
9 Mueller said the Administration and Personnel Committee agreed to developing a statement and spreadsheet of goals
0 and objectives moving forward. He presented the draft document, which is designed to be reviewed at in November
1 and May as a check in. That could be done more often if necessary. Discussion followed as the Matrix and
2 Statement were reviewed and changes made in real time. The Board considered the District's responsibility as
3 regards forest fuels management and how to address it in the document.

4 **It was moved by York and seconded by Smelser to approve the District Goals and Objectives Statement for**
5 **FY 2022/23 as amended. Motion carried unanimously.**

6
7 **It was moved by York and seconded by Smelser to approve the ASCWD Board Goals and Objectives Matrix**
8 **for FY 2022/23 as modified. Motion carried unanimously.**

9
0 **E4) UNBUDGETED EXPENSE 2018 TANK 4 REPLACEMENT PROJECT**

1 Mueller presented detail on how the final payment amount to close out the Tank 4 Replacement Project was arrived
2 at with the contractor .

3 **It was moved by Smelser and seconded by Ganong to authorize the final payment plus retainage payment for**
4 **the unbudgeted expense of \$140,446.05 to Resourced Development Company for the Tank 4 Replacement**
5 **Project, to be paid from Reserves. Motion carried unanimously.**

6
7 **F. COMMITTEE REPORTS**

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

9 Grant presented the report of the June 13, 2022 Committee meeting, including the Treasurer's Report.

0
1 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

1 York presented the report of the April 28, 2022 Committee meeting. She encouraged moving forward with a
2 community workshop to clarify how ASCWD addresses its greenbelt lands. York noted the Fire Safe Council
3 workday on June 25. The Flower Walk is scheduled for July 2.

4
5 The Board continued a discussion raised last month about the District collecting funds for forest fuels treatment.
6 Ganong felt a parcel tax should be considered. Mueller reiterated that BBK said the District can accept donations for
7 a specific project and committee members can solicit contributions. Discussion followed. It was suggested waiting
8 until the Master Plan is completed to consider funding options.

9
0 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

1 This Committee did not meet.

2
3 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

4 Ganong reviewed the Committee meeting of May 17, 2022. As a strategy for employee retention, the idea of
5 providing pre-paid gas cards was considered. The Board discussed the gas cards and retiree benefits. Mueller was
6 asked to present staff recommendations for both items.

7
8 **G. FUTURE AND OPEN AGENDA ITEMS**

- 9 • Contract update and renewal with TTSD in August

0
1 **H. CORRESPONDENCE TO THE BOARD**

2 No correspondence was presented.

3
4 **I. CLOSED SESSION**

5 The Board went into Closed Session at 12:10 PM to consider:

6 **I1) GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE**
7 **EVALUATION**

8 **General Manager performance evaluation for fiscal year 2021/2022**

9 Open Session was reconvened at 12:50 PM and the following action reported:

0 **It was moved by Ganong and seconded by Smelser to amend Mueller's Employment Agreement to increase**
1 **his work hours from 20 to no less than 24 hours per week at ASCWD offices, that his annual salary be**
2 **increased 20% to coincide with the 20 % increase in work hours from his current salary, the 20% increase is**
3 **in addition to the annual COLA calculation, that he will receive a gas benefit provided at the employee rate,**
4 **and that a one-time Performance Bonus of 10% of current salary be awarded. Motion carried unanimously.**

5
6 **J. DIRECTORS' COMMENTS**

7 Grant requested that whatever is posted on the Park bulletin board be also posted on the bulletin board by the office.

8
9 **K. ADJOURNMENT**

0
1 There being no further business to come before the Board, the meeting was adjourned at 1:00 PM The
2 next regularly scheduled Board meeting is Friday July 8, 2022 at 9:00 AM.

3
4 Respectfully Submitted,

5 Judy Friedman

6 Recording Secretary

7 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
8

EXHIBIT D1

Subject: *June 2022 Month End Review*

For: *Alpine Springs County Water District*

To: *The Board of Directors*

Prepared by: *Michael J. Dobrowski, CPA 07/05/22*

On a year to date basis our net income was \$106,760 higher than the prior fiscal year. Current month total expenses were \$434,211 which were over budget by \$255,368. (Mainly due to the NTFD contract timing). Our year-to-date (pre-audited) net income was \$339,596 favorable to budget.

Our cash position has increased by \$158,698 from June 2021 and has decreased by \$582,761 from the prior month.

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

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

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

Cash reserved for Capital – **\$0 + \$204,070= \$204,070**

Prior Year + (10% of annual revenues (\$2,297,708-257,010) less Garbage)

Cash available for operations – **\$637,155**

(Remaining balance \$841,225-204,070)

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

Final payment Tank 4 & 4A		140,446
Master Plan		23,893
Sewer Easement		<u>11,300</u>
Total	\$ 0	\$ 175,639

Accounts Payable

Garbage Contract		\$ 0
Total		\$ 0

Sick and General Leave

COVID Sick leave	0.00 Hrs.	
Sick leave Hours	222.27 Hrs.	
General leave Hours and Dollars	437.65 Hrs.	\$ 17,983.50

Prepays

Sun Life Dental (5103&04) (68.77+212.89) 0 month	\$ 0.00
Garbage Contract (5404.02) 0 Mo. @ \$12,353.26	\$ 0.00
Healthplan Services (51031&41) (171.45+208.05) 0 month	\$ 0.00
SDRMA Insurance (5120.00) 12 months @ 2,962.64	\$ 35,551.68
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 12 months @ 731.46	<u>\$ 8,777.42</u>
Total	\$ 44,329.10

Stale-Dated Checks

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

Last disbursement issued from prior financial reports.

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
06/07/22	EFT060722	588.46	Bank of the West Credit Card

Benefits Breakdown (YTD)

Health & Life Ins. (Active)	\$47,527.86
Health & Life Ins. (Retired)	16,679.94
Pension (Employee 6.75%)	23,599.33 (Employer 7.59% Effective 07/01/21)
Payroll Taxes	8,767.52
Health plan co-ins.	<u>7,832.37</u>
Total	\$104,407.02

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

	<u>Jul '21 - Jun 22</u>	<u>Jul '20 - Jun 21</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
Water Revenue	768,110	761,717	6,392
Connection Fees	47,609	27,166	20,443
Sewer Revenue	312,653	296,261	16,392
Garbage Revenue	257,010	245,942	11,068
Park Revenue	31,161	54,581	(23,420)
Fire Mitigation Fees	41,119	17,258	23,861
Fire Fuel Management Fees	24,827	24,124	703
STR Fire Collection	(5,260)	5,260	(10,519)
Property Tax Revenue	798,239	777,642	20,597
Other Revenue	22,241	32,407	(10,166)
Total Income	<u>2,297,708</u>	<u>2,242,358</u>	<u>55,350</u>
Gross Profit	2,297,708	2,242,358	55,350
Expense			
Salaries and Wages - Admin	193,095	113,725	79,370
Salaries and Wages - O&M	197,330	211,274	(13,944)
Benefits - Office	25,624	22,048	3,577
Benefits - O&M	70,951	72,453	(1,502)
OPEB Expense	0	(15,423)	15,423
Health Plan Co-Insurance	7,832	4,747	3,085
Directors' Fees	8,250	9,200	(950)
Insurance - Administration	42,011	45,268	(3,257)
Park Expenditures	6,603	18,443	(11,840)
Parts/Tools/Misc. Equip	10,764	14,795	(4,030)
Postage and Delivery	5,031	4,981	50
Cleaning	2,580	2,145	435
Newsletter and Printing	1,021	3,306	(2,284)
Office Expense	13,298	15,543	(2,246)
Dues and Subscriptions	9,814	8,564	1,250
Bank and Collection Fees	2,009	1,925	84
Analytical Testing	2,105	2,375	(270)
Accounting Fees	64,252	62,588	1,664
Audit	19,250	18,450	800
Legal Fees	8,978	7,436	1,542

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

	<u>Jul '21 - Jun 22</u>	<u>Jul '20 - Jun 21</u>	<u>\$ Change</u>
Consultants-Management	0	69,870	(69,870)
Consultants-Misc.	5,018	8,497	(3,480)
NTFD Contract	642,850	625,782	17,068
Fire Fuel Management Fee	27,613	17,280	10,333
OPEB Trust - Annual Funding	30,000	20,000	10,000
Building Maintenance	17,312	14,271	3,041
Equipment Maintenance - Ad...	8,084	6,751	1,333
Vehicle Maintenance and Rep.	5,475	8,730	(3,255)
Maintenance Water and Sewer	55,093	77,061	(21,969)
Gas and Electric - Admin	36,858	45,283	(8,426)
SCADA System	15,519	20,400	(4,881)
Travel and Entertainment	276	516	(240)
Education Staff/Board	231	270	(39)
Uniforms	4,323	4,807	(484)
ASCWD Fuel	4,873	4,951	(77)
Telephone - Administration	10,790	15,163	(4,372)
Government Mandates	18,882	17,141	1,741
Garbage Services	148,168	140,097	8,072
Depreciation Expense	213,348	265,330	(51,982)
Miscellaneous - O&M	1,025	2,196	(1,171)
Total Expense	<u>1,936,536</u>	<u>1,988,236</u>	<u>(51,700)</u>
Net Ordinary Income	361,173	254,122	107,051
Other Income/Expense			
Other Income			
Interest Revenue	2,209	2,500	(291)
Total Other Income	<u>2,209</u>	<u>2,500</u>	<u>(291)</u>
Net Other Income	<u>2,209</u>	<u>2,500</u>	<u>(291)</u>
Net Income	<u><u>363,382</u></u>	<u><u>256,622</u></u>	<u><u>106,760</u></u>

2:07 PM
 07/05/22
 Accrual Basis

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

	Jun 22	Budget	Jul '21 - Jun...	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
Water Revenue	133,015	136,668	768,110	753,837	753,837
Connection Fees	0	2,101	47,609	25,214	25,214
Sewer Revenue	0	0	312,653	310,909	310,909
Garbage Revenue	0	0	257,010	255,033	255,033
Park Revenue	14,127	6,706	31,161	26,830	26,830
Fire Mitigation Fees	0	788	41,119	9,500	9,500
Fire Fuel Management Fees	0	0	24,827	24,827	24,827
STR Fire Collection	0	0	-5,260	0	0
Property Tax Revenue	0	0	798,239	768,229	768,229
Other Revenue	0	1,387	22,241	16,636	16,636
Total Income	147,142	147,650	2,297,708	2,191,015	2,191,015
Gross Profit	147,142	147,650	2,297,708	2,191,015	2,191,015
Expense					
Salaries and Wages - Admin	32,490	15,449	193,095	185,322	185,322
Salaries and Wages - O&M	25,657	18,284	197,330	219,573	219,573
Benefits - Office	2,464	3,708	25,624	44,441	44,441
Benefits - O&M	6,690	6,921	70,951	83,052	83,052
Health Plan Co-Insurance	1,296	913	7,832	11,000	11,000
Directors' Fees	700	730	8,250	8,650	8,650
Insurance - Administration	3,466	3,646	42,011	43,862	43,862
Park Expenditures	2,460	4,575	6,603	27,465	27,465
Parts/Tools/Misc. Equip	129	1,750	10,764	21,220	21,220
Postage and Delivery	1,056	621	5,031	7,485	7,485
Cleaning	270	413	2,580	5,000	5,000
Newsletter and Printing	0	0	1,021	3,000	3,000
Office Expense	583	2,183	13,298	26,196	26,196
Dues and Subscriptions	740	759	9,814	9,295	9,295
Bank and Collection Fees	85	188	2,009	2,300	2,300
Analytical Testing	240	278	2,105	3,325	3,325
Accounting Fees	5,467	5,340	64,252	63,860	63,860
Audit	0	0	19,250	19,250	19,250
Legal Fees	104	1,228	8,978	15,000	15,000
Consultants-Misc.	425	1,288	5,018	15,500	15,500
NTFD Contract	271,578	51,218	642,850	614,583	614,583
Fire Fuel Management Fee	11,911	2,068	27,613	24,827	24,827

2:07 PM
 07/05/22
 Accrual Basis

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

	Jun 22	Budget	Jul '21 - Jun...	YTD Budget	Annual Bud...
OPEB Trust - Annual Funding	30,000	0	30,000	30,000	30,000
Building Maintenance	64	2,383	17,312	28,640	28,640
Equipment Maintenance - A...	42	737	8,084	8,910	8,910
Vehicle Maintenance and R...	269	469	5,475	5,650	5,650
Maintenance Water and Se...	685	13,496	55,093	162,150	162,150
Gas and Electric - Admin	1,641	4,102	36,858	49,400	49,400
SCADA System	0	1,648	15,519	19,930	19,930
Travel and Entertainment	0	25	276	300	300
Education Staff/Board	0	288	231	3,500	3,500
Uniforms	296	449	4,323	5,300	5,300
ASCWD Fuel	2,695	449	4,873	5,300	5,300
Telephone - Administration	575	858	10,790	10,351	10,351
Government Mandates	0	1,903	18,882	22,792	22,792
Garbage Services	12,353	12,312	148,168	147,755	147,755
Depreciation Expense	17,779	17,776	213,348	213,345	213,345
Miscellaneous - O&M	0	388	1,025	4,700	4,700
Total Expense	434,211	178,843	1,936,536	2,172,229	2,172,229
Net Ordinary Income	-287,069	-31,193	361,173	18,786	18,786
Other Income/Expense					
Other Income					
Interest Revenue	0	435	2,209	5,000	5,000
Total Other Income	0	435	2,209	5,000	5,000
Net Other Income	0	435	2,209	5,000	5,000
Net Income	-287,069	-30,758	363,382	23,786	23,786

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
As of June 30, 2022

	Jun 30, 22	May 31, 22	\$ Change	Jun 30, 21	\$ Change
ASSETS					
Current Assets					
Checking/Savings					
Petty Cash	336	336	0	452	(115)
Bank of the West	61,259	444,020	(382,761)	254,653	(193,394)
Placer County - Interest App.	355,065	355,065	0	354,235	830
LAIF Accounts	424,565	624,565	(200,000)	73,187	351,378
Total Checking/Savings	841,225	1,423,986	(582,761)	682,527	158,698
Accounts Receivable					
Accounts Receivable	112,706	(7,779)	120,485	135,517	(22,811)
Total Accounts Receivable	112,706	(7,779)	120,485	135,517	(22,811)
Other Current Assets					
Placer - Agency Taxes 390-770	880	880	0	42,247	(41,367)
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	44,329	15,819	28,510	41,592	2,737
County Collection Accounts	34,347	34,347	0	36,481	(2,134)
Deferred Pension Outflows	41,103	41,103	0	41,103	0
Deferred OPEB Outflows	29,374	29,374	0	29,374	0
Total Other Current Assets	150,033	121,523	28,510	190,798	(40,765)
Total Current Assets	1,103,964	1,537,730	(433,766)	1,008,841	95,123
Fixed Assets					
Land	360,436	360,436	0	360,436	0
Firehouse	376,338	376,338	0	376,338	0
Firehouse Vehicles & Equipment	343,336	343,336	0	343,336	0
Park	403,391	403,391	0	403,391	0
Park Improvements Depreciable	21,728	21,728	0	21,728	0
Land Improvements	129,444	129,444	0	129,444	0
Alpine Springs Interceptor	58,095	58,095	0	58,095	0
Water System	6,357,449	6,357,449	0	6,357,449	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
Inflow and Infiltration	26,031	26,031	0	26,031	0

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
 As of June 30, 2022

	Jun 30, 22	May 31, 22	\$ Change	Jun 30, 21	\$ Change
Work in Progress	175,639	11,300	164,339	11,300	164,339
Accumulated Depreciation	(5,187,620)	(5,169,841)	(17,779)	(4,974,272)	(213,348)
Total Fixed Assets	5,289,284	5,142,723	146,560	5,338,292	(49,009)
Other Assets					
Land Usage and Easement Right	17,436	17,436	0	17,436	0
Total Other Assets	17,436	17,436	0	17,436	0
TOTAL ASSETS	<u>6,410,683</u>	<u>6,697,889</u>	<u>(287,206)</u>	<u>6,364,569</u>	<u>46,114</u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	0	0	0	311,266	(311,266)
Total Accounts Payable	0	0	0	311,266	(311,266)
Other Current Liabilities					
Accounts Payable - 05	38,129	38,129	0	38,129	0
OPEB Liability	398,216	398,216	0	398,216	0
Accrued Payroll & Payroll Tax	100	0	100	4,656	(4,556)
Accrued Vacation Payable	17,984	18,221	(237)	21,036	(3,053)
Deferred Pension Inflows	184	184	0	184	0
Deferred OPEB Inflows	72,115	72,115	0	72,115	0
Net Pension Liabilities	13,862	13,862	0	13,862	0
HRA Plan Payable	1,608	1,608	0	0	1,608
Total Other Current Liabilities	542,197	542,334	(137)	548,199	(6,002)
Total Current Liabilities	542,197	542,334	(137)	859,464	(317,268)
Total Liabilities	542,197	542,334	(137)	859,464	(317,268)
Equity					
Retained Earnings	256,622	256,622	0	0	256,622
Retained Earnings - Garbage	426,769	426,769	0	426,769	0
Retained Earnings - Park	(210,878)	(210,878)	0	(210,878)	0
Retained Earnings - Sewer	1,260,449	1,260,449	0	1,260,449	0
Retained Earnings - Water	(1,974,150)	(1,974,150)	0	(1,974,150)	0
Fund balance Undesignated	369,898	369,898	0	369,898	0
Investment in plant & equip	5,376,395	5,376,395	0	5,376,395	0
Net Income	363,382	650,450	(287,069)	256,622	106,760
Total Equity	5,868,487	6,155,555	(287,069)	5,505,105	363,382
TOTAL LIABILITIES & EQUITY	<u>6,410,683</u>	<u>6,697,889</u>	<u>(287,206)</u>	<u>6,364,569</u>	<u>46,114</u>

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

	<u>Jul '21 - Jun 22</u>
OPERATING ACTIVITIES	
Net Income	363,382
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	22,811
1550.00 · Prepaid Expenses	21,970
1550.00 · Prepaid Expenses:1550.02 · Prepaid Expenses - 02	(15,950)
1550.00 · Prepaid Expenses:1550.03 · Prepaid Expenses - 03	(2,919)
1550.00 · Prepaid Expenses:1550.04 · Prepaid Expenses - 04	(2,919)
1550.00 · Prepaid Expenses:1550.05 · Prepaid Expenses - 05	(2,919)
1600.05 · County Collection Accts	2,134
1041.00 Placer Co - Taxes 770	41,367
1850.00 · Accumulate Depreciation:1850.02 · Accumulated De...	8,856
1850.00 · Accumulate Depreciation:1850.03 · Accumulated De...	8,856
1850.00 · Accumulate Depreciation:1850.04 · Accumulated De...	26,628
1850.00 · Accumulate Depreciation:1850.05 · Accumulated De...	155,316
2010.00 · Accounts Payable - 06 Fund	(17,934)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Accounts Pay...	(293,332)
2070.00 · Accrued Payroll & Taxes - 05 Fu	(4,556)
2075.00 · Accrued Vacation Pay - 05 Fund	(3,053)
2091.05 · HRA Plan Payable	1,608
Net cash provided by Operating Activities	309,346
INVESTING ACTIVITIES	
1830.05 · Work in Progress:1835.05 · Tank 4 & 4A Replacement ...	(140,446)
1830.05 · Work in Progress:1842.05 · Water & Wastewater Mast...	(23,893)
1850.00 · Accumulate Depreciation:1850.06 · Accumulated Depr...	13,692
Net cash provided by Investing Activities	(150,647)
Net cash increase for period	158,698
Cash at beginning of period	682,527
Cash at end of period	841,225

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**Alpine Springs County Water District
Check Register for Current Month
June 8 - 30, 2022**

Date	Num	Name	Memo	Amount	Balance
06/15/2022	32526	Alpine Defensible Space	Invoice 240	-7,705.00	-7,705.00
06/15/2022	32527	Aramark	VOID: Customer #6728877 \$36...	0.00	-7,705.00
06/15/2022	32528	Atomic Printing	Account No. 682	-488.29	-8,193.29
06/15/2022	32529	Badger Meter	Invoice 80099292 Services for ...	-39.78	-8,233.07
06/15/2022	32530	Carollo Engineers	Invoice FB23407	-23,893.17	-32,126.24
06/15/2022	32531	Eastern Regional Landfill	Acct # 0000-0200-0	-232.75	-32,358.99
06/15/2022	32532	FedEx	Acct #1834-0409-1	-180.69	-32,539.68
06/15/2022	32533	Flyers Energy	Account ID 31116	-2,534.29	-35,073.97
06/15/2022	32534	Liberty Utilities	Account 88509407-88105912 (...)	-213.93	-35,287.90
06/15/2022	32535	Miguel G. Ramirez	May 2022 HRA Disbursement	-1,296.34	-36,584.24
06/15/2022	32536	Mountain Hardware and Sports	Customer #39	-79.50	-36,663.74
06/15/2022	32537	Mountain High Home Services, LLC	Invoice 1246	-270.00	-36,933.74
06/15/2022	32538	North Lake Auto Parts	Acct #300	-16.78	-36,950.52
06/15/2022	32539	North Tahoe FPD	Invoice 3 2021-2022	-934.30	-37,884.82
06/15/2022	32540	North Tahoe FPD	FY2022 May Statement	-271,577.53	-309,462.35
06/15/2022	32541	ODP Business Solutions, LLC	Acct #60641324	-242.01	-309,704.36
06/15/2022	32542	Pam Zinn	VOID: Reimbursement \$714.24	0.00	-309,704.36
06/15/2022	32543	Pitney Bowes Purchase Power	Purchase Power Account Num...	-200.00	-309,904.36
06/15/2022	32544	Principal Life	Account #1113469-10001	-154.80	-310,059.16
06/15/2022	32545	Professional Communications Messaging	Invoice #19307206012022	-42.40	-310,101.56
06/15/2022	32546	Resource Development Company	Tank 4 Replacement	-140,446.05	-450,547.61
06/15/2022	32547	SDRMA	Member # 7084 Invoice 71939	-35,551.68	-486,099.29
06/15/2022	32548	Silver State Analytical Laboratories	Water Tests	-32.00	-486,131.29
06/15/2022	32549	Swigard's True Value Hardware, Inc.	Account #11050	-87.45	-486,218.74
06/15/2022	32550	Tahoe City Chevron, Inc.	Account #147	-260.83	-486,479.57
06/15/2022	32551	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 000355	-104.00	-486,583.57
06/15/2022	32552	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 001431	-3,272.16	-489,855.73
06/15/2022	32553	Thatcher Company Of Nevada, Inc.	Customer C1081 ASCWD	-1,459.80	-491,315.53
06/15/2022	32554	Truckee Rents, Inc.	Cust #40252	-129.17	-491,444.70
06/15/2022	32555	Western Nevada Supply Company	Account #14905	-55.77	-491,500.47
06/15/2022	32556	GREEN, CHRISTINE (LOT A)	Overpayment on Account	-60.99	-491,561.46
06/29/2022	32557	Best Best & Krieger LLP	Invoice #938317	-104.00	-491,665.46
06/29/2022	32558	Dave Mitchell IT/Web Consulting	Invoice #1235	-740.00	-492,405.46
06/29/2022	32559	FedEx	Acct #1834-0409-1	-33.59	-492,439.05

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Alpine Springs County Water District
Check Register for Current Month
June 8 - 30, 2022

Date	Num	Name	Memo	Amount	Balance
06/29/2022	32560	Grainger	Acct #887100167	-188.42	-492,627.47
06/29/2022	32561	Liberty Utilities	Account 88550011-88105912 (...)	-1,317.23	-493,944.70
06/29/2022	32562	Mountain Hardware and Sports	Customer #39	-344.42	-494,289.12
06/29/2022	32563	Mountain Pipeline TV Inspection & Sealing	Invoice 1354	-320.00	-494,609.12
06/29/2022	32564	Pitney Bowes Global Financial Services	Account # 0011839827 04/20/2...	-153.60	-494,762.72
06/29/2022	32565	Robert Pascarella	Expense Reimbursement	-295.54	-495,058.26
06/29/2022	32566	Silver State Analytical Laboratories	Water Tests	-208.00	-495,266.26
06/29/2022	32567	Swigard's True Value Hardware, Inc.	Account #11050	-4.92	-495,271.18
06/29/2022	32568	Janet Grant	June Budget & Finance and Bo...	-175.00	-495,446.18
06/29/2022	32569	Janice Ganong	June Board of Directors Mtg	-125.00	-495,571.18
06/29/2022	32570	Evan Salke {1}	June Budget & Finance & Boar...	-150.00	-495,721.18
06/29/2022	32571	David Smelser {1}	June Board of Directors Mtg	-125.00	-495,846.18
06/29/2022	32572	Christine York	June Board of Directors Mtg	-125.00	-495,971.18
06/30/2022	32573	The Paper Trail	Invoice 5116	-425.00	-496,396.18
*** Missing numbers here ***					
06/16/2022	EFT06162...	CalPERS ((CERBT)	CERBT Acct #2668620501-001	-30,000.00	-526,396.18

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Alpine Springs County Water District
Subsequent Payments Listing
July 1 - 5, 2022

Date	Num	Name	Memo	Amount	Balance
07/01/2022	32574	California Rural Water Association	Annual CRWA Membership	-675.00	-675.00
07/01/2022	32575	Sun Life Financial	Policy #906384 Dental	-281.66	-956.66
07/01/2022	32576	Michael J. Dobrowski, CPA, LLC	Inv#22398	-5,989.01	-6,945.67
*** Missing numbers here ***					
07/01/2022	✘ EFT07012...	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance...	-765.79	-7,711.46
*** Duplicate document numbers ***					
07/01/2022	✘ EFT07012...	CalPERS (Active)	Customer ID: 2668620501 Health Insurance...	-4,368.81	-12,080.27
*** Duplicate document numbers ***					
07/01/2022	✘ EFT07012...	CalPERS	CalPERS ID: 2668620501	-173.83	-12,254.10

EXHIBIT D2

NTPFD-ASCWWD
June 2022 Response Calls

Basic Incident Number (FD1)	Basic Incident Date Time	Basic Incident Full Address	Basic Incident Postal Code (FD1.19)	Basic Incident Type (FD1.21)	Basic Apparatus Call Sign List	Basic Primary Action Taken (FD1.48)	Basic Additional Actions Taken 2 (FD1.66)
2022014782	6/4/2022 19:50	2400 ALPINE MEADOWS RD / 2398 JOHN SCOTT Trail	96146	Motor vehicle accident with no injuries.	B5, M56	Investigate	
2022014959	6/6/2022 15:13	2285 RIVER RD #LGE	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2022016314	6/19/2022 21:36	1650 UPPER BENCH Road	96146		B5, E51, E56, M51		
Calls = 3							

EXHIBIT D3



AGENDA NO: D3

MEETING DATE: 07/08/2022

General Managers Report

TO: ASCWD Board of Directors Date: July 5, 2022
FROM: Joe Mueller, General Manager
SUBJECT: General Manager and Office Activities for the Month of June 2022

Projects

1) District Master Plan

Worked with Carollo throughout the month on overall Master Plan development.

Upcoming project activity

Anticipating additional data collection and transmittal.

2) TTSD Contract

No activity this month

Upcoming project activity

Continue to refine contract terms and rates for future adoption.

3) Alpenglow (Previously Alpine Sierra) Subdivision

No activity this month, However, scheduled an update meeting for July.

Upcoming project activity

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

4) White Wolf Subdivision

Attended three meetings with the White Wolf development team and Placer County, hosting two of the three. Continue to assist with water supply evaluations, and water and sewer options for the development team.

Upcoming project activity

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

5) B2B Gondola Project

Participated in a utilities tie in coordination meeting, addressed pipe and meter sizing requirements, and gave testing suggestions for their onsite system. Reviewed the Weekly Construction Update Emails for anything that may impact the Districts activities or our infrastructure.

Upcoming project activity

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

6) Snow Crest Tributary Restoration

No activity this month

Upcoming project activity

Continued project participation as needed.

General Business

- Participated in two California Air Resources Board Advanced Clean Fleets (ACF) Rule Truckee-Tahoe Working Group meetings.
- Prepared the annual COLA calculation.
- Performed front office functions for two weeks while the Office Manager was out.
- Submitted chipping requests to NTFPD.
- Reviewed two proposals from IT companies for needed system security upgrades, system conductivity challenges, and general IT support.
- Reviewed the Consumer Confidence Report and posted to Website.
- Worked with Placer County to clear a placed permit hold on the web-based permitting system.
- Met with a homeowner, their engineer, and designer on ways to address utility conflicts for a proposed construction project.
- Continued to work with staff on cross training and area needs assessments.
- Participated in the monthly area General Managers meeting.
- Continue to work with the Fire Safe Council on preparations for the Community Workday
- Continued work on a new TTSD contract that places all customers within the Districts service area under the District billing system.
- Continued to work with a property owner on the relocation of a common sewer line that serves two customers that runs through the property owners desired construction area.

Office Activities Performed by Office Manager

- Processed three change of account ownerships; updated four addresses/names for existing customers; responded to inquiries from title companies and received two completed service applications.
- Completed one final on a property in Alpine.
- Sent bills to CPA for mid-month processing.
- Sent CORE data to the Cloud for annual billing and monthly water meter readings. Worked with staff and CORE to identify problems with a few readings.
- Created a workflow sheet to set up the meter reading computer system, tested it out in July with Scheid.

- Sold park passes and responded to customers questions about the park, booked a few parties.
- Sent two new owner service applications.
- Worked with CPA to id some meter readings before billing.
- Processed the Consumer Confidence Report notification postcard and mailed out.
- Sent out the flower walk email reminder to our mailing list.
- Worked with CalPERS to grant CPA access for CERBT Contribution and added him as a contact.
- Completed the department of labor monthly report.
- Out of the office from 6.21.22 to 7.1.22.

EXHIBIT D4

**ASCWD OPERATIONS REPORT
WATER / WASTEWATER
FOR 6-1-22 THRU 6-30-22**

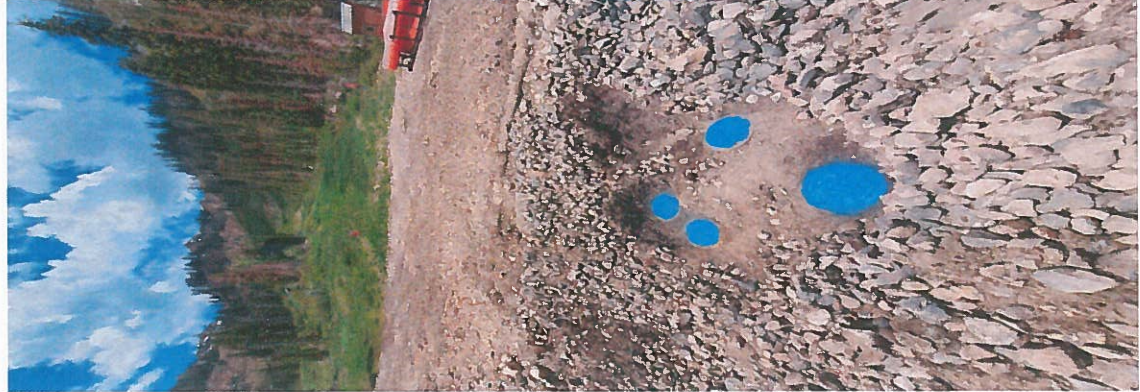
TO: Board of Directors
DATE July 8th, 2022
FROM: Miguel Ramirez, Operations & Maintenance

Wastewater Flows: 30 Days / June 2022 normal operation throughout the month.

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
21,000 GPD	121,000 GPD	71,000 GPD

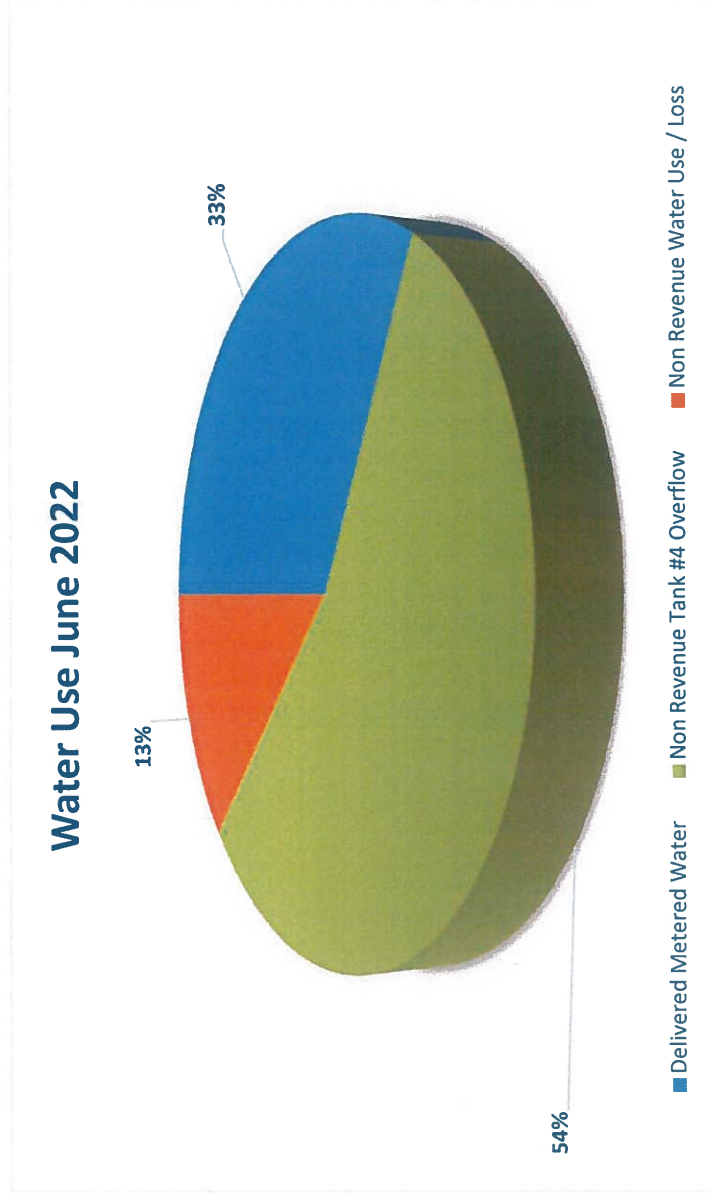
Operations / Maintenance / Repairs:

- All routine water zone samples came back absent from Coliform and E-coli.
- Completed the quarterly raw water samples/Nitrates/Nitrates and Perchlorates for the month of June.
- Completed the 2021 CCR (Consumer Confidence Report and now will be posted to our website.)
- Installed and removed pressure loggers for Carollo engineering. (These pressure loggers were installed and removed on various hydrants throughout the valley to record data.)
- Completed some light construction on one of our well houses and some preventative maintenance in the park.

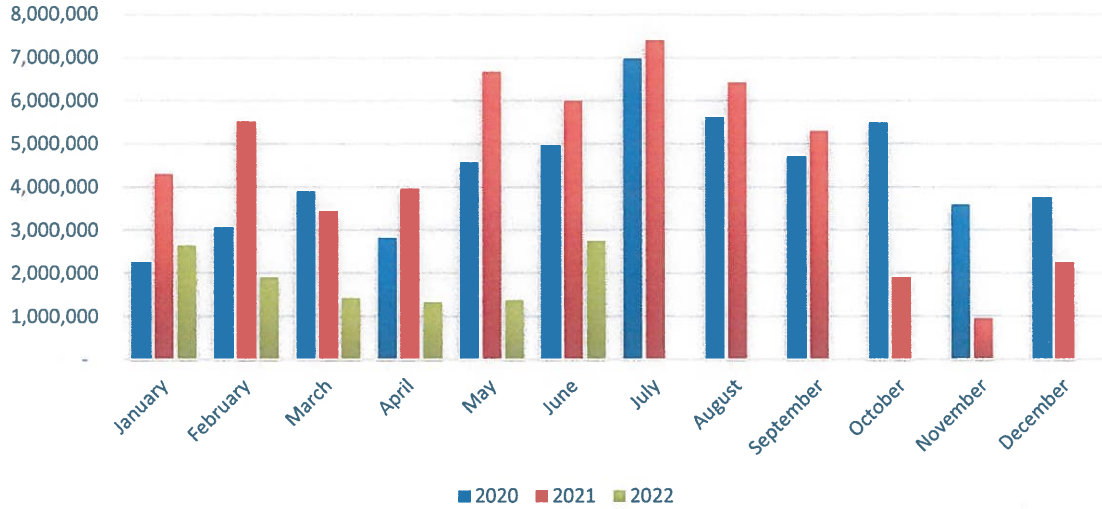


ALPINE SPRINGS COUNTY WATER DISTRICT June 2022 WATER REPORT

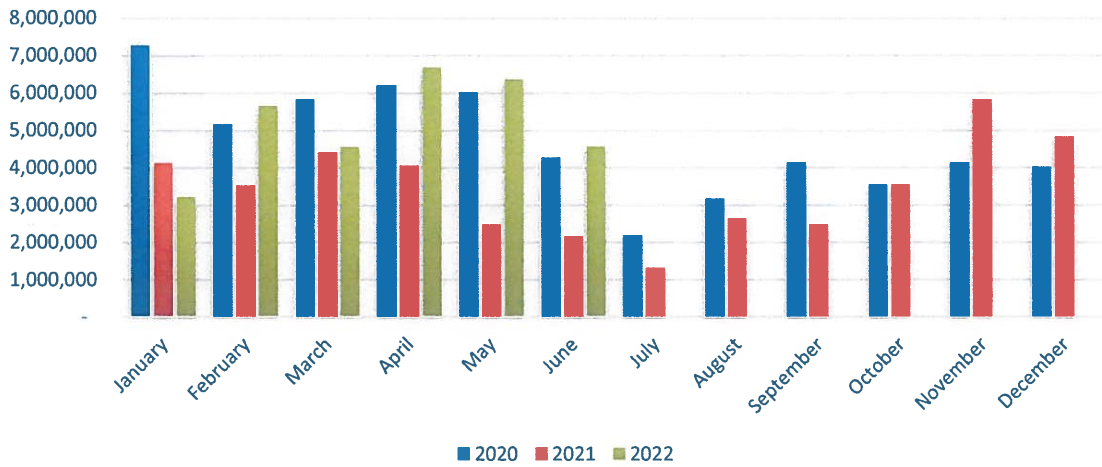
Total Potable Water Production	8,381,297	Gallons
Delivered Metered Water	2,752,211	Gallons
Non Revenue Tank #4 Overflow	4,567,681	Gallons
Non Revenue Water Use / Loss	1,061,405	Gallons



Delivered Metered Water per Month (gallons)



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



Total Water Production per Month (gallons)

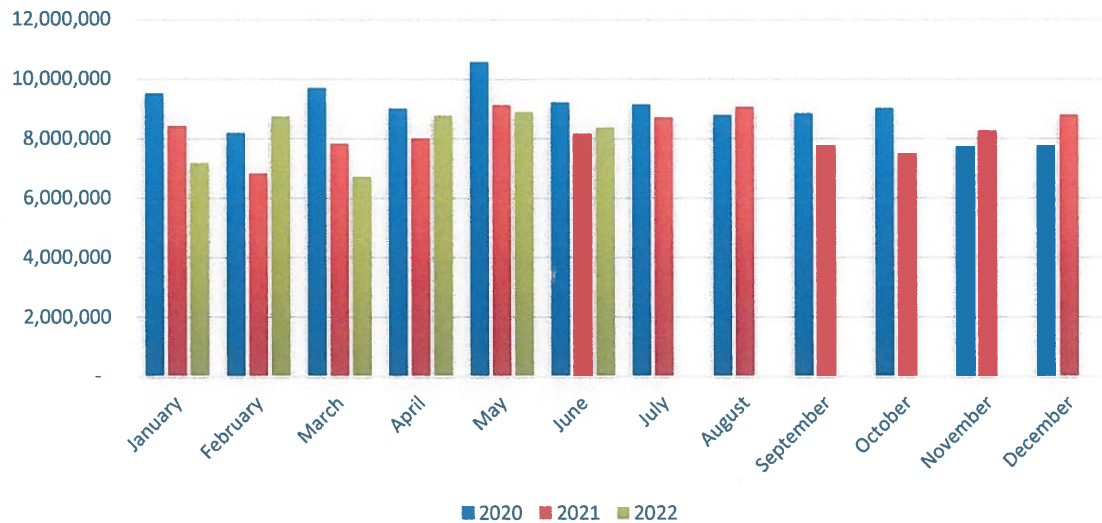


EXHIBIT D5

ALPINE SPRINGS COUNTY WATER DISTRICT

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

General Manager: Joe Mueller

T-TSA BOARD MEETING REPORT

JUNE 15, 2022

TIME: 9:00 AM

Meeting via ZOOM teleconference.

Members Present:

Blake Tresan, Truckee Sanitary District

Lane Lewis, NTPUD

Dale Cox, SVPUD

Dave Smelser, ASCWD

Dan Wilkins, TCPUD, President

LaRue Griffin, T-TSA General Manager

T-TSA Staff

1. The flow from Alpine Meadows is unrestricted and in compliance.
2. All wasted discharge requirements for the month are being met.
3. The board accepted the audit by DavisFarr. There were no corrections to our data which is the highest rating for our finance department.
4. The 22/23 year's budget was presented and it looked really good as well.
5. Jan, there are a little under 43,000.
6. One chemical that we could not get a bid for came in at a 30% increase over last year approximately \$32,900 per year.

Respectfully submitted,

Dave Smelser

EXHIBIT E1



AGENDA NO: E1

MEETING DATE: 07/08/2022

Staff Report

TO: ASCWD Board of Directors

Date: June 29, 2022

FROM: Joe Mueller, General Manager

SUBJECT: Consideration of Resolution 9-2022 Employee Commuting Expense Benefit

BACKGROUND:

At the May 17th, 2022 meeting of the Administration and Personnel Committee, Agenda item 3.c. pertained to District staffing structure and ability to attract and retain employees. The cost of home prices and/or rental opportunities within close proximity to Alpine Meadows is simply not obtainable for the average district employee. The committee discussed the concept of a gas card or gas stipend as a way to offset some of the larger commuting times and the expenses associated with commuting. In the Committee Chair Report from that meeting (included in last months Board packet) the committee recommended:

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

DISCUSSION:

An Employee Commuting Expense Benefit is being recommended over a prepaid gas card to ensure compliance with tax requirements, and to aid in accounting and tracking. Exhibit A, Amendment No. 7-8-22 to Employee Handbook of the Alpine Springs County Water District ,shows the Commuting Expense Section that will be included in Chapter 5, Compensation and Payroll Practices.

FISCAL IMPACT:

The anticipated fiscal impact for FY 2022/2023 would be \$6,000 based on current staff travel distances. No adjustment to the FY2022/2023 Budget would be necessary to cover this additional expense.

RECOMMENDATION:

Adopt Resolution 9-2022 Employee Commuting Expense Benefit

ATTACHMENTS:

- 1- Resolution NO. 9-2022
- 2- Exhibit A, Amendment No. 7-8-22 to Employee Handbook of the Alpine Springs County Water District

RESOLUTION NO. 9-2022

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALPINE SPRINGS COUNTY WATER DISTRICT ESTABLISHING AN EMPLOYEE COMMUTING EXPENSE BENEFIT FOR DISTRICT ELIGIBLE EMPLOYEES AND AMENDING CHAPTER 5 OF THE EMPLOYEE HANDBOOK

WHEREAS, the Board wishes to establish an employee commuting expense benefit for District eligible employees, and

WHEREAS, the Board wishes to amend Chapter 5, Compensation and Payroll Practices of the Handbook to include an Employee Commuting Expense Benefit

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

Amendment of Chapter 5 of Employee Handbook. The Board of Directors hereby adopts Amendment No. 7-8-22 to the Employee Handbook, amending Chapter 5 "Compensation and Payroll Practices", as heretofore considered and discussed, in the form attached hereto at Exhibit "A" and incorporated herein by this reference.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Alpine Springs County Water District, California, on the 8th day of July, 2022, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

JANET GRANT, President

ATTEST:

JOE MUELLER, General Manager
Secretary to the Board of Directors

Exhibit A

AMENDMENT NO. 7-8-22
TO
EMPLOYEE HANDBOOK OF THE
ALPINE SPRINGS COUNTY WATER DISTRICT

RECITALS

1. The Alpine Springs County Water District (“District”) adopted the Employee Handbook of the Alpine Springs County Water District (“Handbook”) on or around January 2004, which was last amended on January 1, 2022.

2. It is necessary to amend the Handbook as further specified herein in order to memorialize the employee commuting expense benefit made available to the District’s eligible employees.

3. It is necessary to amend the Handbook as further specified herein in order to memorialize the post retirement medical insurance benefits made available to the District’s eligible employees and retirees.

AMENDMENT

NOW, THEREFORE, effective July 15, 2022, the District hereby amends the Handbook as follows:

A. Chapter 5, Compensation and Payroll Practices of the Handbook is hereby amended in its entirety to include as follows:

“Commuting Expense”

The District provides the following commuting expense benefit for eligible employees (i.e., regular full-time and regular part-time employees who have successfully completed their introductory period). Commuting expenses compensation will be paid at a rate based on the physical address of the District and the employee’s physical address. Compensation is as follows: Travel distance in excess of 10 miles \$100 per month, Travel distance in excess of 20 miles \$200 per month, Travel distance in excess of 30 miles \$300 per month.

B. All other sections of Chapter 5 of the Handbook not specifically addressed in this Amendment shall remain unchanged.

C. Chapter 6, Discretionary Benefits, Insurance Benefits of the Handbook is hereby

Exhibit A

amended in its entirety as follows:

“Insurance Benefits”

The District provides the following types of insurance for eligible employees. Details of insurance plans and coverages are on file in the District office and are available from the General Manager.

Medical Insurance

The District contracts with the California Public Employees’ Retirement System (“CalPERS”) to make available medical insurance coverage pursuant to the Public Employees’ Medical and Hospital Care Act (“PEMHCA”) to eligible employees and retirees as further specified below.

A. Benefits During Employment.

The District shall make available to each eligible employee, subject to the proration referenced in the section titled Proration and Cost Sharing of Benefits of Chapter 6, a monthly contribution equal to the average cost of premiums for the PERS Gold and PERS Platinum plans in Region 1 (“Health Benefit Contribution”) to be used towards the payment of the premium of any CalPERS medical insurance plan. Any excess of the Health Benefit Contribution over the premium of any CalPERS medical insurance plan in which an eligible employee has enrolled shall be contributed on behalf of said employee to a health reimbursement arrangement to be established by the District for the reimbursement of eligible medical expenses. Any premium for a CalPERS medical insurance plan in which an eligible employee enrolls that is in excess of the Health Benefit Contribution shall be the sole obligation of the eligible employee.

A portion of the Health Benefit Contribution shall be designated as the District’s contribution towards medical coverage under the PEMHCA. The amount shall be determined pursuant to Section 22892(b) of the California Government Code in accordance with the District’s resolution on file with CalPERS. This amount shall not be subject to proration.

B. Post-Employment Benefits.

1. District Employees Hired Prior to July 1, 2022.

District employees hired prior to July 1, 2022 and with at least twenty (20) years of continuous service as a regular, full-time District employee and qualify as Annuitants (“Tier 1 Retirees”) shall be eligible for a full retiree health benefit at age 62 equal to the premium for the PERS Gold

Exhibit A

plan including eligible family members plan rate (“Tier 1 Allowance”) to be used towards the payment of the premium of any CalPERS medical insurance plan in which the Tier 1 Retiree, including coverage for eligible family members, enrolls. The allowance will be tiered if the annuitant retires after 20 years of continuous service but before age 62. The tiered formula will be based on the number of years earlier than 62 and will split the benefit cost proportionally each year until the full benefit is obtained at age 62. Example below is based on four years early.

Four Years to age 62	Retiree Contribution	ASCWD Contribution
First Year	80%	20%
Second Year	60%	40%
Third Year	40%	60%
Fourth Year	20%	80%
Age 62	0%	100%

The Tier 1 Allowance will be paid as follows:

(a) An amount equal to the minimum employer contribution required by Government Code Section 22892(b) (“Minimum Employer Contribution”) shall be paid directly to CalPERS by the District pursuant to Resolution No. 8-2021; and

(b) An additional amount not to exceed the difference between the Tier 1 Allowance and the Minimum Employer Contribution, but not to exceed the remaining cost of the CalPERS medical insurance plan in which the Tier 1 Retiree has enrolled, minus any Retiree contribution for early retirement, shall be reimbursed to the Tier 1 Retiree on a nontaxable basis pursuant to a health reimbursement arrangement adopted by the District.

2. District Employees Hired After to July 1, 2022.

District employees that were hired after July 1, 2022 that retire from District service with at least twenty (20) years of continuous service as a regular, full-time District employee and qualify as Annuitants (“Tier 2 Retirees”) shall be eligible for a full retiree health benefit at age 62 to age 65 equal to the premium for the PERS Gold individual subscriber plan to be used towards the

Exhibit A

payment of the premium of any CalPERS medical insurance plan in which the Tier 2 Retiree, enrolls (“Tier 2 Allowance”). The allowance will be tiered if the annuitant retires after 20 years of continuous service but before age 62. The tiered formula will be based on the number of years earlier than 62 and will split the benefit cost proportionally each year until the full benefit is obtained at age 62. Example below is based on four years early.

Four Years to age 62	Retiree Contribution	ASCWD Contribution
First Year	80%	20%
Second Year	60%	40%
Third Year	40%	60%
Fourth Year	20%	80%
Age 62	0%	100%

The Tier 2 Allowance will be paid as follows:

(a) An amount equal to the minimum employer contribution required by Government Code Section 22892(b) (“Minimum Employer Contribution”) shall be paid directly to CalPERS by the District pursuant to Resolution No. 8-2021; and

(b) An additional amount not to exceed the difference between the Tier 2 Allowance (Individual only subscriber Gold plan) and the Minimum Employer Contribution, but not to exceed the remaining cost of the CalPERS medical insurance plan in which the Tier 2 Retiree has enrolled, minus any Retiree contribution for early retirement, shall be reimbursed to the Tier 2 Retiree on a nontaxable basis pursuant to a health reimbursement arrangement adopted by the District.

(c) At age 65 Retiree post employment health benefits shall be limited to an amount equal to the minimum employer contribution required by Government Code Section 22892(b) (“Minimum Employer Contribution”) pursuant to Resolution No. 8-2021.

Vision Plan

Exhibit A

A vision benefit is no longer called out and will be removed from the Manual.

D. All other sections of Chapter 6 of the Handbook not specifically addressed in this Amendment shall remain unchanged.

IN WITNESS WHEREOF, the District has caused this Amendment to be executed on July 8th, 2022.

DISTRICT:

ALPINE SPRINGS COUNTY WATER DISTRICT

By: _____
JOE MUELLER, General Manager

EXHIBIT E2



AGENDA NO: E2

MEETING DATE: 07/08/2022

Staff Report

TO: ASCWD Board of Directors

Date: June 29,2022

FROM: Joe Mueller, General Manager

SUBJECT: Consideration of Resolution 10-2022 Post Retirement Medical Insurance

BACKGROUND:

At the March 11th, 2022 Regular Meeting of the Board of Directors, under agenda item E3 Retirement Health Benefits, the Board discussed and approved a tiered retiree Medical Benefit Allowance for annuitants that retire from the District after 20 years of service but before age 62. During the discussion portion of this item the Board directed the Administration and Personnel Committee to review post retirement medical benefits for future District employees and provide any recommendations to the Board. At the May 17th, 2022 meeting of the Administration and Personnel Committee the agenda contained item 3.b. Review and discuss any recommendations to the Board, Retirement Health Benefits for Future employees. In the Committee Chair Report from that meeting (included in last months Board packet) the committee recommended the following changes:

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

DISCUSSION:

In order to limit the Districts long term retiree Health Benefit liability, it is recommended that future employee benefits are:

1. the benefit applies to employee only
2. the discretionary portion paid by the District above the PEMHCA minimum ends at age 65.

FISCAL IMPACT:

The adoption of Resolution 10-2022 will reduce future long term District Retiree Medical liability

RECOMMENDATION:

Adopt Resolution 10-2022 Post Retirement Medical Insurance

ATTACHMENTS:

- 1- Resolution NO. 10-2022
- 2- Exhibit A, Amendment No. 7-8-22 to Employee Handbook of the Alpine Springs County Water District

RESOLUTION NO. 10-2022

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALPINE SPRINGS COUNTY WATER DISTRICT CLARIFYING THE POST RETIREMENT MEDICAL INSURANCE BENEFIT FOR DISTRICT ELIGIBLE EMPLOYEES AND RETIREES AND AMENDING CHAPTER 6 OF THE EMPLOYEE HANDBOOK

WHEREAS, Government Code ("Code") section 22892(a) provides that a contracting agency may elect upon proper application to participate under the Public Employees' Medical and Hospital Care Act ("PEMHCA"), administered by the California Public Employees Retirement System ("CalPERS"), in order to make medical insurance plans offered by CalPERS available to its employees, and retirees that are deemed annuitants as defined in Code section 22760 ("Annuitants"); and

WHEREAS, the Alpine Springs County Water District ("District") is a special district contracting to provide access to medical insurance benefits pursuant to PEMHCA effective February 1, 1989; and

WHEREAS, Code section 22892(a) provides that a local agency contracting under PEMHCA shall fix the amount of the employer's contribution at an amount not less than the amount required under Code Section 22892(b)(1) by resolution adopted by the employer's governing body ("PEMHCA Resolution") with each subsequent PEMHCA Resolution superseding the former to the extent there is a conflict; and

WHEREAS, in accordance with the foregoing, the Board has adopted Resolution No. 8-2021 pursuant to which, effective January 1, 2022, the District agrees to pay the minimum employer contribution required by Code section 22892(b) ("Minimum Employer Contribution"), set at \$149 per month for 2022 and adjusted on an annual basis by CalPERS, on behalf of each employee and Annuitant of the District who enrolls in a medical insurance plan offered by CalPERS; and

WHEREAS, chapter 6 of the Alpine Springs County Water District Employee Handbook ("Handbook") provides that in order to be eligible for the retiree health benefits to be paid in full by the District on behalf of the eligible retiree the eligible retiree had to: (i) be a minimum of 62 years old; (ii) have been employed by the District for a minimum of 20 years; (iii) have qualified to be retired from CalPERS; and (iv) enroll in a medical insurance plan offered by CalPERS pursuant to PEMHCA; and

WHEREAS, the Board wishes to amend Chapter 6 of the Handbook to include two annuitant Tiers (Tier 1 and Tier 2), and

WHEREAS, establish a benefit reduction and cost share for retirement before the minimum age 62, and

WHEREAS the Tier 2 annuitant allowance shall be set at the individual only subscriber Gold Plan rate, to age 65, at age 65 the allowance shall be set at the PEMHCA Minimum Employer Contribution.

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

SECTION 1. Recitals. The Board of Directors of the Alpine Springs County Water District hereby finds that the foregoing recitals are true and correct and are incorporated herein as substantive findings of this Resolution.

SECTION 2. Amendment of Chapter 6 of Employee Handbook. The Board of Directors hereby adopts Amendment No. 7-8-22 to the Employee Handbook, amending Chapter 6 "Benefits, Leaves, and Holidays", as heretofore considered and discussed, in the form attached hereto at Exhibit "A" and incorporated herein by this reference.

SECTION 4. Effective Date. This Resolution shall take effect on July 15, 2022.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Alpine Springs County Water District, California, on the 8th day of July, 2022, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

JANET GRANT, President

ATTEST:

JOE MUELLER, General Manager
Secretary to the Board of Directors

Exhibit A

AMENDMENT NO. 7-8-22
TO
EMPLOYEE HANDBOOK OF THE
ALPINE SPRINGS COUNTY WATER DISTRICT

RECITALS

1. The Alpine Springs County Water District (“District”) adopted the Employee Handbook of the Alpine Springs County Water District (“Handbook”) on or around January 2004, which was last amended on January 1, 2022.

2. It is necessary to amend the Handbook as further specified herein in order to memorialize the employee commuting expense benefit made available to the District’s eligible employees.

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Exhibit A

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Exhibit A

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(c) At age 65 Retiree post employment health benefits shall be limited to an amount equal to the minimum employer contribution required by Government Code Section 22892(b) (“Minimum Employer Contribution”) pursuant to Resolution No. 8-2021.

Vision Plan

EXHIBIT E3



AGENDA NO: E3

MEETING DATE: 07/08/2022

Staff Report

TO: ASCWD Board of Directors

Date: June 30, 2022

FROM: Joe Mueller, General Manager

SUBJECT: 4th QUARTER REVIEW OF DISTRICT GOALS AND OBJECTIVES FY2021/2022

BACKGROUND:

Per Policy 4.6.0, the Board of Directors and the General Manager are to develop annually a list of goals and objectives for the fiscal year. These goals and objectives can be directed towards staff, the General Manager and/or the Board itself and will be used to measure the overall performance of each.

At the August 13, 2021, Board Meeting the spreadsheet formatted Goals and Objectives was adopted by the Board.

At the October 8, 2021, Board Meeting the Board requested the spreadsheet formatted Goals and Objectives come back quarterly for a review and update on completion.

This is the final review for FY 2021/2022

DISCUSSION:

Discuss the Q4 Review of the FY 2021/22 Goals and Objectives.

FISCAL IMPACT:

No fiscal impact

Attachments:

1. Q4 - 2021/22 Board Goals and Objectives Spreadsheet (Matrix)

Alpine Springs County Water District Board Goals/Objectives 2021/22

Q4 Review

GOAL	OBJECTIVE (ACTION PLAN)	WHO	WHEN/ % COMPLETE	Q1 Review	Q2 Review	Q3 Review	Q4 Review
1. Review District's Mission Statement and Goals and Objectives annually by May.	1.1 Review and revise as needed the District's Mission Statement	Administration and Personnel Committee, GM, Board	May 2022/100%	Goal on schedule No work this quarter	Goal on schedule No work this quarter	Goal on schedule No work this quarter	Goal completed May 17, 2022
	1.2 Review and revise as needed the Board's Goals and Objectives (Policy 4.6.0)	Administration and Personnel Committee, GM, Board	May 2022/ 100%	Goal on schedule 1st Quarter review performed	Goal on schedule 2nd Quarter review performed	Goal on schedule 3rd Quarter review performed	Goal completed June 14, 2022
2. Review existing policies at the Committee and Board level and make new policies as required for the	2.1 Maintain a long term strategic plan and update it every 3-5 years. (Policy 1.0.0)	Board, GM	June 2022/ 80%	Goal on schedule No work this quarter Information from water and sewer masterplans will play a role in shaping the update	Goal on schedule No work this quarter Information from water and sewer masterplans will play a role in shaping the update	Goal on schedule No work this quarter Information from water and sewer masterplans will play a role in shaping the update	Goal on schedule No work this quarter Information from water and sewer masterplans will play a role in shaping the update

<p>managem ent and operation of the District.</p>							
<p>2.2. Inform valley residents via a park bulletin board and the newsletter about the District's voluntary water conservation program. <i>(Policy 1.2.0)</i></p>	<p>Board, GM</p>	<p>June 2022/ 100%</p>	<p>Goal Completed summer 2021, will continue to provide customer informational materials</p>	<p>Goal Completed summer 2021, will continue to provide customer informational materials</p>	<p>Goal Completed summer 2021, will continue to provide customer informational materials</p>	<p>Goal Completed summer 2021, will continue to provide customer informational materials</p>	<p>Goal Completed summer 2021, will continue to provide customer informational materials</p>
<p>2.3. Review and update if needed Board pay. <i>(Policy 2.2.0)</i></p>	<p>Budget and Finance Committee, Board, GM</p>	<p>April 2022/ 100%</p>	<p>Goal on schedule No work this quarter</p>	<p>Goal on schedule No work this quarter</p>	<p>Goal on schedule No work this quarter</p>	<p>Goal behind schedule Anticipated completion date June 2022</p>	<p>Goal completed June 14, 2022</p>
<p>2.4. Determine if one or more residents of the community have appropriate qualification to serve on the Budget and Finance Committee. <i>(Policy 2.0.0)</i></p>	<p>Budget and Finance Committee, Board,</p>	<p>Nov. 2021/ 100%</p>	<p>Goal on schedule Item has been agenized for the Nov B&F committee meeting and the Nov Board meeting</p>	<p>Goal Completed Item was discussed at the Nov B&F committee meeting and the Nov Board meeting, District will list all committee opportunities</p>	<p>Goal Completed Item was discussed at the Nov B&F committee meeting and the Nov Board meeting, District will list all committee opportunities</p>	<p>Goal Completed Item was discussed at the Nov B&F committee meeting and the Nov Board meeting, District will list all committee opportunities</p>	<p>Goal Completed Item was discussed at the Nov B&F committee meeting and the Nov Board meeting, District will list all committee opportunities</p>

					<p>the public could volunteer for in the Spring Newsletter, but not actively recruit for a community member to serve on the B&F Committee but will look at anyone that has a sincere interest.</p>	<p>the public could volunteer for in the Spring Newsletter, but not actively recruit for a community member to serve on the B&F Committee but will look at anyone that has a sincere interest.</p>	<p>the public could volunteer for in the Spring Newsletter, but not actively recruit for a community member to serve on the B&F Committee but will look at anyone that has a sincere interest.</p>
	<p>2.5. Adopt a new salary step schedule for employees. (<i>Policy 4.0.0</i>)</p>	<p>Administration and Personnel Committee, Board, GM</p>	<p>Oct. 2021/ 100%</p>	<p>Goal behind schedule. 25% complete General Manger continues to evaluate long range district staffing needs to formulate step requirements for staff advancement</p>	<p>Goal behind schedule, New anticipated date is April 2022 at 100% 25% complete General Manger continues to evaluate long range district staffing needs to formulate step requirements for staff advancement</p>	<p>Goal Completed March 2022 with the Board direction to adopt a defined performance based salary system as opposed to a salary step system.</p>	<p>Goal Completed March 2022 with the Board direction to adopt a defined performance based salary system as opposed to a salary step system.</p>

	<p>2.6. Review and update District goals and objectives for the next fiscal year. (Policy 4.6.0)</p>	<p>Administration and Personnel Committee, Board</p>	<p>June 2022/ 100%</p>	<p>Goal on schedule Quarterly review performed</p>	<p>Goal on schedule 2nd Quarterly review performed</p>	<p>Goal on schedule 3rd Quarterly review performed</p>	<p>Goal completed June 14, 2022</p>
	<p>2.7. Discuss and possible update park user fees for Alpine Meadows residents/non-residents. (Policy 6.1.0)</p>	<p>Park, Recreation, Greenbelt Committee, Board, GM</p>	<p>March 2022/ 100%</p>	<p>Goal on schedule Park Survey posted to district website to obtain community input</p>	<p>Goal on schedule Park Survey posted to district website to obtain community input</p>	<p>Goal Completed March 2022 with the adoption of park fees for the 2022/2023 season with a tiered system.</p>	<p>Goal Completed March 2022 with the adoption of park fees for the 2022/2023 season with a tiered system.</p>
	<p>2.8. Provide location for defensible space work on selected District owned greenbelt lands for the community workday. (Policy 6.6.0)</p>	<p>Park, Recreation, Greenbelt Committee, Board, GM</p>	<p>Oct. 2021/100%</p>	<p>Goal Completed July 2021</p>	<p>Goal Completed July 2021</p>	<p>Goal Completed July 2021</p>	<p>Goal Completed July 2021</p>
	<p>2.9. Develop a multi-phase plan for stewardship of District owned greenbelt lands. (Policy 6.6.0)</p>	<p>Park, Recreation, Greenbelt Committee, Board GM</p>	<p>March 2022/ 75%</p>	<p>Goal on Schedule District own lands have been assessed and ranked in order of priority</p>	<p>Goal on Schedule District own lands have been assessed and ranked in order of priority</p>	<p>Goal Completed District own lands have been assessed and ranked in order of priority</p>	<p>Goal Completed District own lands have been assessed and ranked in order of priority</p>

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

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

<p>annual newsletter, annual valley-wide meeting, Board meetings and on the street communications.</p>																<p>5. Always communicate with each other, the General Manager and the public in a polite and respectful manner.</p>	

5.1 Provide opportunity for residents to enter and attend Board meetings in person at the District office as soon as Covid regulations allow.

Board, GM

Aug. 2021/
100%

Goal completed
Board meetings back open to in person public attendance
July 2021

Goal completed
Board meetings back open to in person public attendance
July 2021

Goal completed
Board meetings back open to in person public attendance
July 2021

Goal completed
Board meetings back open to in person public attendance
July 2021

EXHIBIT E4



AGENDA NO: E4

MEETING DATE: 07/08/2022

Staff Report

TO: ASCWD Board of Directors

Date: June 29, 2022

FROM: Joe Mueller, General Manager

SUBJECT: Consideration of Resolution 11-2022 Adopt the FY2022/2023 ASCWD Employee Salary Schedule

BACKGROUND:

Because the District participates in CalPERS retirement, for all CalPERS-eligible positions, the District is required to adopt a publicly available pay schedule. Failure to comply with this requirement could mean that none of the base salary paid to employees would be PERSable. In order to comply with CalPERS requirements, this pay schedule must be adopted by the Board at a public meeting. While commonly referred to as a "salary" schedule, all positions that participate in CalPERS must be listed whether paid on an hourly or salaried basis (and whether exempt or non-exempt).

The requirement is imposed by CalPERS regulations, and the District is required to abide by it as a CalPERS member agency. From the California regulations (2 CCR 570.5) imposing the requirement:

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

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- (6) Indicates an effective date and date of any revisions;
- (7) Is retained by the employer and available for public inspection for not less than five years; and
- (8) Does not reference another document in lieu of disclosing the payrate.

DISCUSSION:

All District employees compensation is within the listed salary range for each position.

FISCAL IMPACT:

The salaries of the District employees have been approved through the FY 2022/2023 Budget

RECOMMENDATION:

Adopt Resolution 11-2022 ASCWD Employee Salary Schedule

ATTACHMENTS:

- 1- Resolution NO. 11-2022
- 2- Alpine Springs County Water District Annual Salary Schedule

RESOLUTION NO. 11-2022

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ALPINE SPRINGS COUNTY WATER DISTRICT FOR
ADOPTING THE SALARY SCHEDULE FOR FY2022/2023**

WHEREAS, the General Manager of the Alpine Springs County Water District (District) prepared the FY2022/2023 Salary Schedule which complies with the CalPERS regulations, and

WHEREAS, the Alpine Springs County Water District wishes to adopt the FY2022/2023 Salary Schedule.

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

The Board adopts the District FY2022/2023 Salary Schedule

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Alpine Springs County Water District, California, on the 8th day of July, 2022, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

JANET GRANT, President

ATTEST:

JOE MUELLER, General Manager
Secretary to the Board of Directors

Alpine Springs County Water District Annual Salary Schedule

<u>Effective Date</u>	<u>COLA</u>	<u>General Manager</u>		<u>Office Manager</u>		<u>O&M Supervisor</u>		<u>O&M Operator</u>	
		<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
July 1, 2016		N/A	N/A	\$ 44,990.40	\$ 61,573.20	\$ 52,499.20	\$ 71,822.40	N/A	N/A
July 1, 2017		N/A	N/A	\$ 46,300.80	\$ 63,367.20	\$ 54,017.60	\$ 73,923.20	N/A	N/A
July 1, 2018		N/A	N/A	\$ 48,032.40	\$ 65,722.80	\$ 56,014.40	\$ 76,668.80	N/A	N/A
July 1, 2019		N/A	N/A	\$ 49,639.20	\$ 67,922.40	\$ 57,907.20	\$ 79,227.20	\$ 46,446.40	\$ 63,544.00
July 1, 2020	4.30%	\$ 102,596.00	\$ 140,400.00	\$ 50,122.80	\$ 68,593.20	\$ 58,489.60	\$ 80,017.60	\$ 46,904.00	\$ 64,168.00
July 1, 2021	6.05%	\$ 107,005.60	\$ 146,442.40	\$ 52,275.60	\$ 71,541.60	\$ 61,006.40	\$ 83,449.60	\$ 48,921.60	\$ 66,955.20
July 1, 2022		\$ 136,175.33	\$ 186,362.60	\$ 55,438.27	\$ 75,869.87	\$ 64,697.29	\$ 88,498.30	\$ 51,881.36	\$ 71,005.99

EXHIBIT F1

Alpine Springs County Water
Budget and Finance Committee Report
Thursday, June 13, 2022 9:30 a.m.

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

Items discussed and recommendations to board:

1. PUBLIC COMMENT
 - a. No public comment.
2. ITEMS FOR JUNE 2022 COMMITTEE DISCUSSION AND RECOMMENDED ACTION
 - a. Monthly Financial Reports
 - i. The committee recommends approving May 2022 financials. We discussed possibly identifying the AT&T bill for automatic payment since we often have late payment fees for this bill.
 - b. Treasurer's Report
 - i. The committee reviewed the treasurer's report. We noted that our accounts are building up nicely but recognize that NTFPD will be getting a payment before the end of the year. We add property tax revenue also before the end of the year. A request has been made to expand the Total Cash and Investments by Month report to add one additional month. We are also keeping our eye on CD rates for future investment.
 - c. Draft FY 2022/23 operating and capital improvement budgets
 - i. Joe has updated the operating and capital improvement budgets per discussion at last month's board meeting. The committee recommends approval of both of these budgets.
 - d. Unbudgeted Expense 2018 Tank 4 Replacement Project
 - i. The committee recommends we pay the final payment plus the retainage payout to Resources Development Company for the Tank 4 Replacement project in the amount of \$140,466.05
3. MEMBERS' COMMENTS
 - a. There were no member's comments; however, I would note here that the B&F Committee did discuss the OPEB Trust funding for this year at our meeting in May. We have budgeted \$30,000 for this year and felt we should put that amount into the OPEB Trust fund. The return on investment is improving in that fund.
4. CORRESPONDENCE
 - a. There was no correspondence.
5. Adjournment
 - a. The committee adjourned at 10:15 a.m.
6. NEXT MEETING
 - a. Next B&F meeting: Thursday, July 7, 2022 9:30 a.m.

ALPINE SPRINGS COUNTY WATER DISTRICT

June 2022 TREASURERS REPORT

FY 21/22

	Account Balance	Report Date	Interest
Bank of the West Checking	\$ 80,048	7/1/2022	0.00%
LAIF	\$ 424,565	7/1/2022	0.684%
Placer County Treasurer	\$ 355,065	5/31/2022	0.512%
CERBT	\$ 79,779	6/30/2022	-3.740%
	<u>\$ 939,457</u>		

