
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 9th, 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 July 5th, 2021 at 9:00 a.m. and via ZOOM on any item on the agenda until the close of public comment on the item.

ZOOM LINK: At the specified time, 9:00 a.m., connect to the ZOOM Mtg. ID: 871 8136 7548; passcode: 760472. 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

ALPINE SPRINGS COUNTY WATER DISTRICT

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General Manager: Joe Mueller

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

C. APPROVAL OF MINUTES

C1) JUNE MINUTES

The Board shall review and vote to approve the minutes of the Regular Board meeting of June 11th, 2021.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

Mike Dobrowski, CPA, shall discuss the June 2021 monthly, and quarterly 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 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 June 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 June 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 June 16th, 2021.

E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION

E1) CALIFORNIA SPECIAL DISTRICTS ASSOCIATION DIRECTOR ELECTION

Board vote for SEAT A Director on the Board of the California Special Districts Association.

E2) ANNUAL AUDIT ENGAGEMENT LETTER & APPROPRIATIONS LIMITS AGREEMENT WITH DAMORE HAMRIC & SCHNEIDER

The Board shall review and vote for approve the annual Audit Engagement letter & Appropriation Limits agreement with DH&S, Inc.

ALPINE SPRINGS COUNTY WATER DISTRICT

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E3) POLICY NUMBER:1.0.0 THROUGH 1.4.0

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.

E4) ADDITIONAL PARK FEES

Discuss for approval the charging of additional fees for group events that request dedicated space and or services.

E5) JUNIPER MOUNTAIN FLOW TESTING

Review the testing results and methods of the hydrant flow testing that was performed on the three upper hydrants in the Juniper Mountain area.

F. COMMITTEE REPORTS

F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met July 8th , 2021.

- Discuss, if necessary, non-standard transactions
- Discuss monthly and quarterly financial reports, status of investments/cash and vote to approve, if necessary, new investments.
- Discuss the treasurers report.
- Connection Fee Adjustment
- COLA Calculation

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

Met June 29th discussion and walk of ASCWD greenbelt owned lands for defensible space treatment ranking and identify potential areas for a community workday.

F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)

No Meeting

F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)

No Meeting

F. OPEN ITEMS

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

G. 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.

ALPINE SPRINGS COUNTY WATER DISTRICT

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General Manager: Joe Mueller

H. CLOSED SESSION

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

I. 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.

J. 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 13th, 2021, at 9:00 a.m.

I certify that on or before Tuesday, July 6th, 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
June 11, 2021**

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NOTE: Due to continued COVID restrictions, this meeting was a "hybrid" of an in-person meeting for Board and staff and Zoom for additional attendees

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

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

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

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Directors Absent: None

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

Guests attending via teleconference included John Mecklenburg, Liz Zang, and from NTFPD, Alan Whisler, Steve McNamara, and Steve Leighton. There may have been others on the call who did not identify themselves.

B. PUBLIC COMMENT

John Mecklenbug from the Juniper Mountain Association Board, said there was fear and uncertainty about the hydrants in Juniper Mountain that were tagged as unusable this spring. Since then the JMA Board and community have worked with ASCWD to resolve the issue for both Valley safety and District success. He asked that Juniper Mountain fire flows be a stand-alone agenda item rather than included in reports. Mecklenburg appreciated that the hydrants were tested and relieved at the results, but there still are questions.

Liz Zang is disappointed that the (Board and staff) self-assessment on today's agenda was a to-do list, not actual goals and objectives. She asked the Board to make sure they are getting the right information from experts weighing in and consider big picture issues such as the financial condition of the District and the future of a water and sewer plan.

C. APPROVAL OF MINUTES

C1) MAY MINUTES

It was moved by Ganong and seconded by York to approve the minutes of the Regular Board meeting of May 14, 2021 as corrected from the draft version. Motion carried unanimously.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

District CPA Mike Dobrowski presented the May 2021 financial statements, noting the cash position and account balances. He is working on the budget with Mueller. In response to a question, Dobrowski said that as of today and based on current policy, \$180,000 is available for Capital Projects.

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

It was moved by Smelser and seconded by York to approve payment of checks 31897 - 31941, payroll, and electronic fund transfers. Motion carried unanimously.

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2 **D2) FIRE DEPARTMENT REPORT**

3 Chief Alan Whisler reported:

- 4 • He has taken over as Division Chief
5 • Staffing and responses to calls
6

7 Whisler answered questions about the burn ban. Although there are differing policies among agencies such
8 as state parks and federal lands, they try to work together regarding bans on Red Flag Days. No fires at all
9 are allowed at that time, including propane barbecues.
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11 **D3) GENERAL MANAGER'S REPORT**

12 General Manager Joe Mueller presented his written report for May 2021. An invoice has still not been
13 submitted for the Tank 4 and 4A replacement project. Mueller will ask Counsel if, at some point an invoice
14 is not received, the liability may be taken off the books.
15

16 Mueller reported the hydrants on Juniper Mountain were tested and the results were detailed in his report.
17 The precautionary tape has been removed from the three hydrants previously tagged and NTFPD agreed the
18 hydrants are useable. Fire flows will continue to be a priority. Final results on the lower hydrant are still to
19 come and it may be retested, but overall, hydrants are flowing as they were designed to do. Mueller
20 described the field testing and analysis done.
21

22 The topic was open to public comment. Mecklenburg asked if given the current testing results, a building
23 permit may have been issued to an owner last July, who was denied at the time. Mueller is not aware of any
24 modifications that have been done since then. Mecklenburg described a structure fire in 2008 and is trying to
25 reconcile the scenario at that time with discrepancies in flows since. Mueller and Smelser described their
26 understanding of the situation and conjectured of what may have happened with a hydrant going below
27 adequate pressure.
28

29 Mecklenburg asked for Mueller's opinions on NTFPD and previous General Manager John Collins'
30 assumptions in addressing the issue over the years compared with recent findings.
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32 Liz Zang said this should have been a separate agenda item, given the Board sets the agenda. The Board
33 should be asking more questions. She said there was past data available that the Board missed.
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35 Public comment was closed.
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37 A lengthily discussion followed regarding the hydrant testing and results. It was noted the Board bases
38 decisions on the information provided by staff and NTFPD. There was frustration voiced from the public on
39 how long this issue has taken to be resolved. Mueller said a final determination could not be made until the
40 testing was done and he cannot speak to previous engineer's assumptions of the situation.
41

42 NTFPD Chief McNamara assured the group he was hearing the concerns and is confident in the testing done,
43 as well as retesting the lower hydrant. NTFPD has an ordinance and also follows the California Fire Code
44 regarding gallons per minute. He discussed his investigation into the 2008 incident and the work done with
45 the applicant last year to get their project permitted. Following further consideration, there was consensus to
46 add this item to the next Board meeting agenda.
47

1 Mueller continued to review his written report highlighting items he and the Office Manager have been
2 addressing. The Governor's statement on June 15 should provide direction on opening facilities.

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4 There was a brief discussion clarifying the Local Hazard Mitigation Plan and how it is administered.

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

7 Operations Manager Miguel Ramirez presented the May 2021 Water/Waste Water report, including the
8 maintenance addressed during the month. Pictures of the cracked lateral causing the leak in Zone 3 were
9 included in the packet and Ramirez described the issue. The pond at the park was drained and cleaned. A
10 message board will be installed at the park with information from the District and reminders to keep the pond
11 clean. Ramirez answered questions about what might be anticipated given the current drought. There is
12 plenty of water in the tanks, but there are a lot of people in Alpine and some big projects coming up that will
13 be considered during Master Plan discussions.

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15 **D5) TTSA REPORT**

16 Smelser presented a report of the May 19, 2021 TTSA Board meeting. The new Lab Director is on board.
17 Smelser noted the new Preventative Maintenance and Inventory software being used.

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

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

21 **It was moved by York and seconded by Salke to adopt Resolution 6-2021, establishing the FY 2021/22**
22 **Operations and CIP budget. Roll call vote:**
23 **AYES: Smelser, Ganong, York, Salke, Grant**
24 **NOES: None**
25 **Motion carried unanimously.**

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

29 **It was moved by York and seconded by Smelser to adopt Resolution 4-2021, establishing**
30 **Appropriation Limits for FY21/22. Roll call vote:**
31 **AYES: Smelser, Ganong, York, Salke, Grant**
32 **NOES: None**
33 **Motion carried unanimously.**

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35 **E3) PLACER LAFCO SPECIAL DISTRICT REPRESENTATIVE & ALTERNATE**

36 **It was moved by Ganong and seconded by Grant to cast ASCWD votes for Placer LAFCO Special**
37 **District Representative and Alternate for Joshua Alpine and Rick Stephens. Motion carried**
38 **unanimously.**

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40 **E4) FISCAL YEAR 2020/21 GOALS AND OBJECTIVES**

41 Ganong presented the proposed FY 2020/21 Goals and Objectives for the Board and General Manager and
42 described the changes from last year's document. Discussion followed clarifying the recommendations and
43 the process. Committee chairs were asked to submit their Committee's suggestions for goals, objectives, and
44 timelines to the A&P Committee by June 25. Salke and Ganong will compile the information and submit a
45 new document for Board review next month.

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47 **E5) POLICY NUMBER:1.0.0 THROUGH 1.4.0**

48 This item was tabled to the July Board meeting.

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F. COMMITTEE REPORTS

F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)

Grant presented the report of the Committee’s June 10, 2021 meeting. She noted funds transferred to Operating and the Money Market accounts. The Committee recommends including \$30,000 in the budget for CBERT. A brief discussion followed and it was agreed to include \$20,00 for CBERT. The Committee received a letter from Michael Battey about CalPERS. The Committee considered the information he sent and investigated alternatives. The Board decided not to make any changes at this time.

The Committee considered options for notifying customers of leaks and appropriate charges.

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

The Committee did not meet. York reported the Wild Flower Walk is scheduled for July 3 at 9:00 AM.

F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)

This Committee did not meet.

F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)

This Committee did not meet.

G. OPEN ITEMS

No additional items were presented.

H. CORRESPONDENCE TO THE BOARD

The Board considered correspondence from members.

It was moved by Smelser and seconded by York to roll the 2020 park membership fees over to 2021, per the request from Amy Vail. Motion carried unanimously.

I. CLOSED SESSION

GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION FY 2020/2021

This item was tabled to the July Board meeting.

J. DIRECTORS’ COMMENTS

Smelser reported the Fire Wise Committee has volunteers available to help with a clean-up day on District properties. He said an Evacuation Drill is tentatively scheduled for September 27.

Ganong asked for a legal opinion on a tiered rate structure. Mueller will include this on the July agenda.

K. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:40 PM. The next regularly scheduled Board meeting is Friday July 9, 2021 at 9:00 AM.

Respectfully Submitted,
Judy Friedman
Recording Secretary

THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

EXHIBIT D1

Subject: *June 2021 Month End Review*

For: *Alpine Springs County Water District*

To: *The Board of Directors*

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

On a year to date basis our net income was \$162,855 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 \$117,159 which was over budget by \$5,526. Our year to date net income was \$264,705 favorable to budget. Changes can be expected with year-end adjustments.

Our cash position has increased by \$360,915 from July 1st, 2020 and has decreased by \$91,563 from the prior month. Billing statements were mailed out at the end of June.

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 + \$195,295= \$195,295**

Prior Year + (10% of annual revenues (\$2,198,880-245,942) less Garbage)

Cash available for operations – **\$485,213**

(Remaining balance \$680,508-195,295)

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

Year end check run	\$ 259,533.87
Total	\$ 253,533.87

Sick and General Leave

COVID Sick leave	0.00 Hrs.	
Sick leave Hours	185.52 Hrs.	
General leave Hours and Dollars	582.76 Hrs.	\$ 21,036.48

Prepays

Sun Life Dental (5103&04) (68.77+212.89) 0 month	\$ 0.00
Garbage Contract (5404.02) 0 Mo. @ \$11,674.72	\$ 0.00
Healthplan Services (51031&41) (134.78+108.79) 0 month	\$ 0.00
SDRMA Insurance (5120.00) 12 months @ 2,537.05	\$ 30,444.61
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 @ 928.97	<u>\$ 11,147.62</u>
Total	\$ 41,592.23

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>
06/02/21	EFT060221	159.91	CalPERS

Benefits Breakdown (YTD)

Health & Life Ins. (Active)	\$51,992.78	
Health & Life Ins. (Retired)	16,838.88	
Pension (Employee 6.75%)	18,318.20	(Employer 7.732% Effective 07/01/20)
Payroll Taxes	8,471.25	
Health plan co-ins.	<u>4,434.37</u>	
Total	\$100,055.48	

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

	Jul '20 - Jun 21	Jul '19 - Jun 20	\$ Change
Ordinary Income/Expense			
Income			
Water Revenue	761,645	700,311	61,335
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	53,423	35,840	17,582
Fire Mitigation Fees	17,258	5,951	11,307
Fire Fuel Management Fees	24,124	23,421	703
Property Tax Revenue	736,199	743,696	(7,497)
Other Revenue	36,861	21,850	15,012
Total Income	2,198,880	2,064,259	134,621
Gross Profit	2,198,880	2,064,259	134,621
Expense			
Salaries and Wages - Admin	111,690	52,248	59,442
Salaries and Wages - O&M	208,652	210,703	(2,051)
Benefits - Office	22,048	16,107	5,941
Benefits - O&M	73,574	70,035	3,539
OPEB Expense	0	9,197	(9,197)
Health Plan Co-Insurance	4,434	3,369	1,065
Directors' Fees	9,200	8,075	1,125
Insurance - Administration	45,268	39,699	5,570
Park Expenditures	17,539	8,542	8,997
Parts/Tools/Misc. Equip	12,267	19,374	(7,108)
Postage and Delivery	4,981	5,331	(350)
Cleaning	2,025	3,235	(1,210)
Newsletter and Printing	3,306	5,342	(2,036)
Office Expense	15,413	17,163	(1,750)
Dues and Subscriptions	8,564	8,549	15
Bank and Collection Fees	1,925	1,797	128
Analytical Testing	2,205	4,124	(1,919)
Accounting Fees	62,588	61,910	678
Audit	18,450	20,996	(2,546)
Legal Fees	7,280	1,800	5,480
Consultants-Management	69,870	136,872	(67,002)

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

	Jul '20 - Jun 21	Jul '19 - Jun 20	\$ Change
Consultants-Misc.	8,497	4,092	4,405
NTFD Contract	596,796	594,853	1,943
Fire Fuel Management Fee	9,554	11,438	(1,884)
OPEB Trust - Annual Funding	20,000	0	20,000
Building Maintenance	14,172	9,679	4,493
Equipment Maintenance - Admin	6,711	9,219	(2,508)
Vehicle Maintenance and Rep.	8,730	3,745	4,984
Maintenance Water and Sewer	72,398	163,600	(91,202)
Gas and Electric - Admin	42,983	30,441	12,541
SCADA System	16,884	25,529	(8,646)
Travel and Entertainment	516	210	306
Education Staff/Board	270	300	(30)
Uniforms	4,727	3,125	1,602
ASCWD Fuel	4,951	4,784	166
Telephone - Administration	15,163	11,052	4,111
Government Mandates	17,141	16,946	195
Garbage Services	140,097	137,485	2,612
Depreciation Expense	213,348	213,123	225
Miscellaneous - O&M	2,196	2,087	109
Total Expense	1,896,409	1,946,175	(49,766)
Net Ordinary Income	302,471	118,084	184,387
Other Income/Expense			
Other Income			
Interest Revenue	2,444	23,976	(21,532)
Total Other Income	2,444	23,976	(21,532)
Net Other Income	2,444	23,976	(21,532)
Net Income	304,915	142,060	162,855

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

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Water Revenue	121,452	98,525	761,645	699,862	699,862
Connection Fees	0	1,051	27,166	12,607	12,607
Sewer Revenue	0	0	296,261	291,778	291,778
Garbage Revenue	0	0	245,942	249,686	249,686
Park Revenue	20,974	7,630	53,423	30,520	30,520
Fire Mitigation Fees	3,035	788	17,258	9,500	9,500
Fire Fuel Management Fees	0	0	24,124	23,798	23,798
Property Tax Revenue	0	0	736,199	737,045	737,045
Other Revenue	3,011	2,362	36,861	28,350	28,350
Total Income	148,471	110,356	2,198,880	2,083,146	2,083,146
Gross Profit	148,471	110,356	2,198,880	2,083,146	2,083,146
Expense					
Salaries and Wages - Admin	13,567	4,368	111,690	56,698	56,698
Salaries and Wages - O&M	17,100	18,554	208,652	215,599	215,599
Benefits - Office	2,651	1,463	22,048	18,985	18,985
Benefits - O&M	6,628	6,441	73,574	83,767	83,767
Health Plan Co-Insurance	67	587	4,434	7,000	7,000
Directors' Fees	725	730	9,200	8,650	8,650
Insurance - Administration	3,723	4,004	45,268	47,870	47,870
Park Expenditures	1,666	2,840	17,539	20,795	20,795
Parts/Tools/Misc. Equip	583	1,685	12,267	21,020	21,020
Postage and Delivery	661	1,773	4,981	7,115	7,115
Cleaning	240	743	2,025	5,000	5,000
Newsletter and Printing	0	0	3,306	3,720	3,720

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

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
Office Expense	1,172	1,800	15,413	16,795	16,795
Dues and Subscriptions	50	115	8,564	9,101	9,101
Bank and Collection Fees	44	75	1,925	1,150	1,150
Analytical Testing	161	188	2,205	3,525	3,525
Accounting Fees	5,242	5,225	62,588	62,482	62,482
Audit	0	0	18,450	18,800	18,800
Legal Fees	1,593	826	7,280	10,000	10,000
Consultants-Management	0	11,785	69,870	141,458	141,458
Consultants-Misc.	525	256	8,497	4,435	4,435
NTFD Contract	-5,385	0	596,796	589,636	589,636
Fire Fuel Management Fee	0	4,758	9,554	23,798	23,798
OPEB Trust - Annual Funding	20,000	0	20,000	30,000	30,000
Building Maintenance	430	250	14,172	20,150	20,150
Equipment Maintenance - Admin	162	214	6,711	6,780	6,780
Vehicle Maintenance and Rep.	0	365	8,730	5,600	5,600
Maintenance Water and Sewer	8,992	2,534	72,398	147,050	147,050
Gas and Electric - Admin	4,029	4,207	42,983	52,400	52,400
SCADA System	0	200	16,884	22,050	22,050
Travel and Entertainment	0	25	516	300	300
Education Staff/Board	270	288	270	3,500	3,500
Uniforms	311	288	4,727	3,800	3,800
ASCWD Fuel	1,373	0	4,951	5,300	5,300
Telephone - Administration	241	808	15,163	9,750	9,750

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

	Jun 21	Budget	Jul '20 - Jun 21	YTD Budget	Annual Budget
Government Mandates	619	4,665	17,141	21,015	21,015
Garbage Services	11,675	11,797	140,097	141,597	141,597
Depreciation Expense	17,779	17,776	213,348	213,345	213,345
Miscellaneous - O&M	265	0	2,196	4,700	4,700
Total Expense	117,159	111,633	1,896,409	2,064,736	2,064,736
Net Ordinary Income	31,313	-1,277	302,471	18,410	18,410
Other Income/Expense					
Other Income	0	1,835	2,444	21,800	21,800
Interest Revenue	0	1,835	2,444	21,800	21,800
Total Other Income	0	1,835	2,444	21,800	21,800
Net Other Income	0	1,835	2,444	21,800	21,800
Net Income	31,313	558	304,915	40,210	40,210

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

As of June 30, 2021

	Jun 30, 21	May 31, 21	\$ Change	Jun 30, 20	\$ Change
ASSETS					
Current Assets					
Checking/Savings					
Petty Cash	452	169	283	353	98
Bank of the West	252,690	325,937	(73,247)	265,655	(12,965)
Placer County - Interest App.	354,180	354,180	0	33,019	321,161
Wells Fargo Advisors	0	18,599	(18,599)	18,530	(18,530)
LAIF Accounts	73,187	73,187	0	2,036	71,151
Total Checking/Savings	680,508	772,072	(91,563)	319,593	360,915
Accounts Receivable					
Accounts Receivable	135,024	17,043	117,981	95,382	39,642
Total Accounts Receivable	135,024	17,043	117,981	95,382	39,642
Other Current Assets					
Placer - Agency Taxes 390-770	805	805	0	39,055	(38,250)
Interfund Receivable - Enterp	0	0	0	0	(0)
Prepaid Expenses	41,592	15,397	26,195	45,425	(3,833)
County Collection Accounts	36,902	36,902	0	17,926	18,976
Deferred Pension Outflows	35,652	35,652	0	35,652	0
Deferred OPEB Outflows	2,694	2,694	0	2,694	0
Total Other Current Assets	117,644	91,449	26,195	140,751	(23,107)
Total Current Assets	933,177	880,564	52,613	555,727	377,450
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	21,728	19,633	2,095	15,690	6,038
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
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, 2021

	Jun 30, 21	May 31, 21	\$ Change	Jun 30, 20	\$ Change
Work in Progress	1,722,177	1,722,177	0	1,624,629	97,548
Accumulated Depreciation	(4,922,290)	(4,904,511)	(17,779)	(4,708,942)	(213,348)
Total Fixed Assets	5,422,422	5,438,106	(15,684)	5,536,127	(113,705)
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	6,367,917	6,330,988	36,929	6,104,171	263,745
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	259,534	253,079	6,455	289,329	(29,795)
Total Accounts Payable	259,534	253,079	6,455	289,329	(29,795)
Other Current Liabilities					
Accounts Payable - 05	0	0	0	19,067	(19,067)
Retention Payable	65,159	65,159	0	65,159	0
OPEB Liability	389,109	389,109	0	389,109	0
Accrued Payroll & Payroll Tax	0	858	(858)	0	0
Accrued Vacation Payable	21,036	21,017	20	13,344	7,692
Deferred Pension Inflows	1,234	1,234	0	1,234	0
Deferred OPEB Inflows	69,965	69,965	0	69,965	0
Net Pension Liabilities	8,482	8,482	0	8,482	0
Total Other Current Liabilities	554,985	555,824	(839)	566,360	(11,375)
Total Current Liabilities	814,519	808,903	5,616	855,689	(41,170)
Total Liabilities	814,519	808,903	5,616	855,689	(41,170)
Equity					
Retained Earnings	142,060	142,060	0	0	142,060
Retained Earnings - Garbage	378,687	378,687	0	378,687	0
Retained Earnings - Park	(213,774)	(213,774)	0	(213,774)	0
Retained Earnings - Sewer	1,129,309	1,129,309	0	1,129,309	0
Retained Earnings - Water	(2,258,798)	(2,258,798)	0	(2,258,798)	0
Fund balance Undesignated	352,739	352,739	0	352,739	0
Investment in plant & equip	5,570,990	5,570,990	0	5,570,990	0
Design. for Cap. Outlay	147,269	147,269	0	147,269	0
Net Income	304,915	273,602	31,313	142,060	162,855
Total Equity	5,553,398	5,522,085	31,313	5,248,483	304,915
TOTAL LIABILITIES & EQUITY	6,367,917	6,330,988	36,929	6,104,171	263,745

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

	Jul '20 - Jun 21
OPERATING ACTIVITIES	
Net Income	304,915
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	(39,642)
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	15,507
1550.00 · Prepaid Expenses:1550.02 · Prepaid Expenses...	(11,675)
1600.05 · County Collection Accts	(18,976)
1041.00 Placer Co - Taxes 770	(805)
1041.00 Placer Co - Taxes 770:1041.06 Placer Co-Agenc...	39,055
1850.00 · Accumulate Depreciation:1850.02 · Accumulat...	8,856
1850.00 · Accumulate Depreciation:1850.03 · Accumulat...	8,856
1850.00 · Accumulate Depreciation:1850.04 · Accumulat...	26,628
1850.00 · Accumulate Depreciation:1850.05 · Accumulat...	155,316
2010.00 · Accounts Payable - 06 Fund	(36,688)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Account...	6,893
2075.00 · Accrued Vacation Pay - 05 Fund	7,692
2010.05 · Accounts Payable - 05	(19,067)
Net cash provided by Operating Activities	446,866
INVESTING ACTIVITIES	
1725.00 · Park:1725.03 · Park Assets	3,943
1726.03 · Park Improvements Depreciable	(6,038)
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...	13,692
Net cash provided by Investing Activities	(85,951)
Net cash increase for period	360,915
Cash at beginning of period	319,593
Cash at end of period	680,508

Alpine Springs County Water District
Check Register for Current Month

June 3 - 30, 2021

Date	Num	Name	Memo	Amount	Balance
06/16/2021	31942	Aramark	Customer #6728877	-155.58	-155.58
06/16/2021	31943	Bank of the West	Acct #9637	-277.88	-433.46
06/16/2021	31944	Best Best & Krieger LLP	Invoice 902653	-1,593.00	-2,026.46
06/16/2021	31945	DKF Solutions Group, LLC	Invoices 10905 & 10906	-270.00	-2,296.46
06/16/2021	31946	Eastern Regional Landfill	Acct # 0000-0200-0	-34.00	-2,330.46
06/16/2021	31947	FedEx	Acct #1834-0409-1	-88.82	-2,419.28
06/16/2021	31948	Healthiplan Services, Inc.	Case #230511	-291.90	-2,711.18
06/16/2021	31949	Longo Inc.	Invoice 9520	-3,056.70	-5,767.88
06/16/2021	31950	Mallory Safety & Supply LLC	Customer ID: 88275	-264.66	-6,032.54
06/16/2021	31951	Mountain Pipeline TV Inspection & Sealing	Invoice 1281	-2,218.00	-8,250.54
06/16/2021	31952	North Lake Auto Parts	Acct #300	-56.35	-8,306.89
*** Missing numbers here ***					
06/16/2021	31955	Pitney Bowes Global Financial Services	Account # 0011839827 04/20/2021 - 07/...	-153.60	-8,460.49
06/16/2021	31956	SDRMA	Member # 7084 Invoice 70185	-30,444.61	-38,905.10
06/16/2021	31957	Silver State Analytical Laboratories	Water Tests	-70.50	-38,975.60
06/16/2021	31958	Sun Life Financial	Policy #906384 Dental	-281.66	-39,257.26
06/16/2021	31959	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 000355	-104.00	-39,361.26
06/16/2021	31960	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 001431	-2,766.19	-42,127.45
06/16/2021	31961	Thatcher Company Of Nevada, Inc.	Customer #3000421	-574.18	-42,701.63
06/16/2021	31962	Top Mobility	Invoice TM-04244	-2,095.00	-44,796.63
06/30/2021	31963	ACC Business	Account #00001194781 05/11/21 - 06/10/...	-476.60	-45,273.23
06/30/2021	31964	Aramark	Customer #6728877	-155.58	-45,428.81
06/30/2021	31965	AT&T	Account #530 583 2320 189 1	-240.89	-45,669.70
06/30/2021	31966	Atomic Printing	Account No. 682	-660.39	-46,330.09
06/30/2021	31967	AWAXX Systems, Inc.	Invoice 13279	-405.41	-46,735.50
06/30/2021	31968	FedEx	Acct #1834-0409-1	-89.23	-46,824.73
06/30/2021	31969	Flyers Energy	Account ID 31116	-1,373.05	-48,197.78
06/30/2021	31970	Liberty Utilities	Account 88550011-88105912 (4/27/21 - ...	-1,158.66	-49,356.44
06/30/2021	31971	Miguel G. Ramirez	Reimbursement	-66.82	-49,423.26
06/30/2021	31972	Mountain High Home Services, LLC	Invoice 14280	-240.00	-49,663.26
06/30/2021	31973	Mountain Pipeline TV Inspection & Sealing	Invoice 1285	-3,717.50	-53,380.76
06/30/2021	31974	Office Depot	Acct # 60641324	-63.88	-53,444.64
06/30/2021	31975	Printart	Invoice 20590	-329.35	-53,773.99
06/30/2021	31976	Rock & Rose Nursery	Acct #10112	-430.18	-54,204.17
06/30/2021	31977	Silver State Analytical Laboratories	Water Tests	-90.00	-54,294.17
06/30/2021	31978	Swigard's True Value Hardware, Inc.	Account #11050	-65.69	-54,359.86
06/30/2021	31979	Thatcher Company Of Nevada, Inc.	Customer #3000421	-550.00	-54,909.86
06/30/2021	31980	The Paper Trail	Invoice 4710	-525.00	-55,434.86
06/30/2021	31981	USA BlueBook	Customer #814589	-313.78	-55,748.64
06/30/2021	31982	Verizon Wireless	Account #271135177-00001 (06/16/2021...	-162.40	-55,911.04
06/30/2021	31983	Janet Grant	June Budget & Finance and Board Mtgs	-175.00	-56,086.04
06/30/2021	31984	Janice Ganong	June Board of Directors & Park, Rec & G...	-150.00	-56,236.04
06/30/2021	31985	Evan Salke {1}	June Board Mtg	-125.00	-56,361.04
06/30/2021	31986	David Smelser {1}	June Board of Directors Mtg	-125.00	-56,486.04
06/30/2021	31987	Christine York	June Board of Directors & Park, Rec & G...	-150.00	-56,636.04
06/30/2021	31988	North Tahoe FPD	Check #3 2020-2021	-247,694.46	-304,330.50
*** Missing numbers here ***					
06/25/2021	EFT06252021	CalPERS ((CERBT)	CERBT Acct #2668620501-001	-20,000.00	-324,330.50

2:53 PM
07/06/21

Alpine Springs County Water District
Subsequent Payments Listing

July 1 - 6, 2021

Date	Num	Name	Memo	Amount	Balance
07/01/2021	31989	Avaya Financial Services	Contract No. 753-0021553-000 Customer No. 4100058...	-158.91	-158.91
07/01/2021	31990	CORE Utilities, Inc.	Invoice 13212	-600.00	-758.91
07/01/2021	31991	Sierra Office Solutions	Customer #AS32:900020 (06/28/21-07/27/2021)	-179.95	-938.86
07/01/2021	31992	Michael J. Dobrowski, CPA, LLC	Inv#21388	-5,681.62	-6,620.48
*** Missing numbers here ***					
07/06/2021	EFT07062021	CalPERS	CalPERS ID: 2668620501	-100.80	-6,721.28
*** Duplicate document numbers ***					
07/06/2021	EFT07062021	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance July 2021 (...)	-701.62	-7,422.90
*** Duplicate document numbers ***					
07/06/2021	EFT07062021	CalPERS	CalPERS ID: 2668620501	-173.83	-7,596.73
*** Duplicate document numbers ***					
07/06/2021	EFT07062021	CalPERS (Active)	Customer ID: 2668620501 Health Insurance July 2021 (...)	-4,453.96	-12,050.69

EXHIBIT D2

NTFPD-ASCWD Response Calls
June 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)
2021015159	6/15/2021 21:34	1381 PINE Trail	96146	Alarm system sounded due to malfunction	B5, E56, M53	Investigate	
2021015497	6/18/2021 21:15	1520 MINERAL SPRINGS Trail	96146	ORDINANCE COMPLAINT	E56	Information, investigation & enforcement, other	
2021015625	6/19/2021 20:55	235 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	B5, M51	Provide advanced life support (ALS)	
	Calls = 3						

EXHIBIT D3



AGENDA NO: D3

MEETING DATE: 07/09/2021

General Managers Report

TO: ASCWD Board of Directors **Date:** June 6, 2021
FROM: Joe Mueller, General Manager
SUBJECT: General Manager and Office Activities for the Month of June 2021

Projects

1) White Wolf Subdivision

Reviewed and commented on the Water Facilities Report for the White Wolf Subdivision and Ski Resort (PLN16-00433) (Project) that was submitted to Placer County Development Agency, prepared by Sauers Engineering. Coordinated a review by Stantec Engineering of the same report and forward comments back to Placer County. The Water Facilities Report only focused on the potable water, a separate wastewater report still is required.

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

Covered under agenda Business Item E5

Upcoming project activity

This project will be closed, and future activity will be included as part of the District Master Plan update.

5) B2B Gondola Project

Progress on construction continues to move forward, review weekly emailed schedule and updates for any impacts to the district.

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

Continued project coordination, working through project concerns brought up during a recent presentation to the Board.

Upcoming project activity

Continued project participation as needed.

General Business

- Opened District Offices to the public, posting signage on current COVID-19 Policies.
- Preparing for full in person Committee and Board meetings.
- Participated in the Placer County Hazard Mitigation Planning Committee meeting. Performed final edits and updates to the LHMP, Annex G, ASCWD.
- Participated in monthly area General Managers meeting via virtual meeting.
- Participated in the monthly area Operations and Maintenance meeting.
- Prepared the Districts FY 2021/2022 Budget and CIP Budget for posting to the District web site.
- Reached out to HDR to discuss the Districts rate structure and time on rate study update.
- Calculated the FY 2021/2022 COLA increase.
- Investigating discrepancies in overtime payments to parttime staff that appears to be against District policies.
- Researching alternative work schedules for staff retention and any potential budget impacts that may be created by implementation.
- Worked through a potential district easement release and rededication to accurately reflect where the districts utilities are located.
- Investigated a meter placement and billing errors pertaining to an irrigation meter policy and connection fees.
- Discussed the standardization of Districts Park Fee obligations tied to the 1995 award of \$104,142 dollars from the acceptance of Placer County park dedication fees with Best Best & Krieger LLP
- Performed additional flow testing on Juniper Mountain.
- 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.

- Participated in the third 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

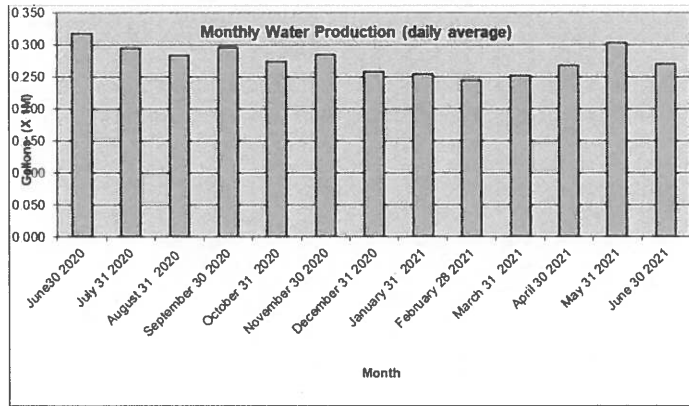
- Worked with our outside webmaster making minor updates and changes to the district website regarding navigation and repairing email conductivity.
- Processed three change of account ownerships, updated seven addresses for existing customers and responded to seven inquiries from title companies.
- Processed 62 family season park passes including a few day and week (total sold last year 163).
- Received new shirts for staff.
- Had the Flower Walk sandwich sign updated and posted outside.
- Processed one new permit and one remodel (ASCWD & TTSA)
- Programmed 100 park keycards in anticipation of heavy sales.
- Sent out Flower walk email along with the green waste flyer from TTSD.
- Sent out invoices to 155 customers on our mailing list.
- Performed backed up of office computers.
- Turned in US Dept. of labor report.
- Sent bills to CPA for mid-month processing.
- Sent CORE data to the Cloud for water meter reads.

EXHIBIT D4

**WATER/WASTE WATER REPORT
FOR 6-1-21 THRU 6-30-21**

TO: Board of Directors
 DATE: July 9th, 2021
 FROM: Miguel Ramirez, Operations & Maintenance

June 2021



Well#	GPM	Production
H1	67	2,895,399
H2 & H4	102	4,413,298
H3	19	835,260
AMEW	220	0
R-1 Well	240	0
TOTAL GALLONS PRODUCED		8,143,957

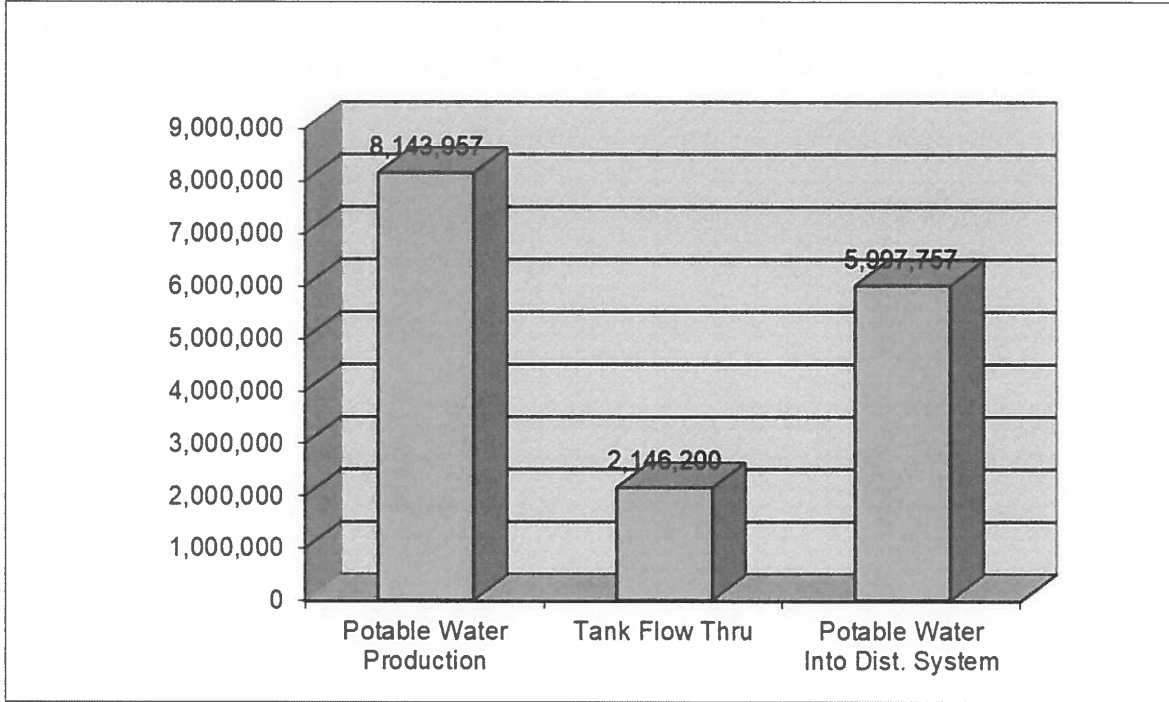
II. Waste Water SYSTEM: Normal
Waste Water Flows for: 30 Day Report JUNE 2021

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
.006 MGD	.110 MGD	.39 MGD

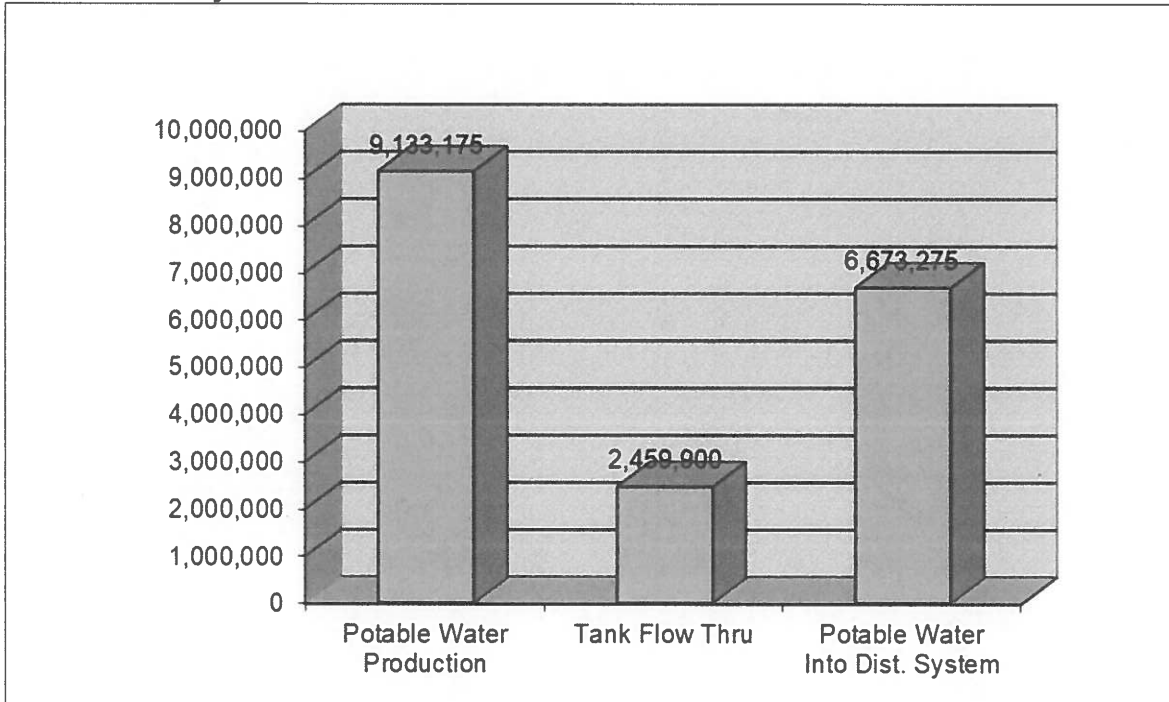
Maintenance performed:

All routine zone samples came back absent from Coliform and E-coli.
 We Completed our quarterly raw water sampling on all sources except R-1 (VFD is down)
 We started our Lead and Copper testing for the state. We are required to complete 5 samples throughout the Valley.
 Mountain pipeline has completed our manhole rehabilitation and grouting projects. 5 manholes have been completed. 1 above ground cone has been repaired.
 We have done extensive hydrant flows for and with North Tahoe Fire. Repeated Juniper Mtn. Then Mineral Springs and Deer Park.
 We have been busy keeping the park in good shape even with heavy traffic.
 We also have started our valve exercising program. Roughly 170 Valves with 28 completed.

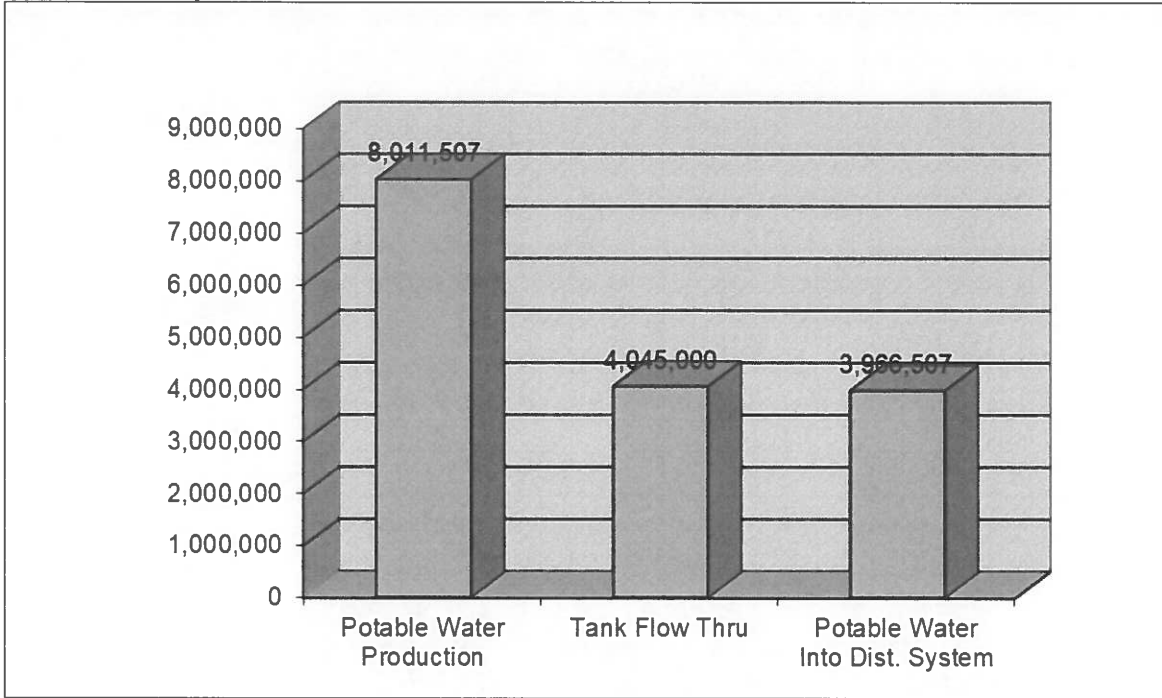
III. MASS BALANCE: JUNE 2021



III. MASS BALANCE: May 2021



III. MASS BALANCE: April 2021



III. MASS BALANCE: March 2021

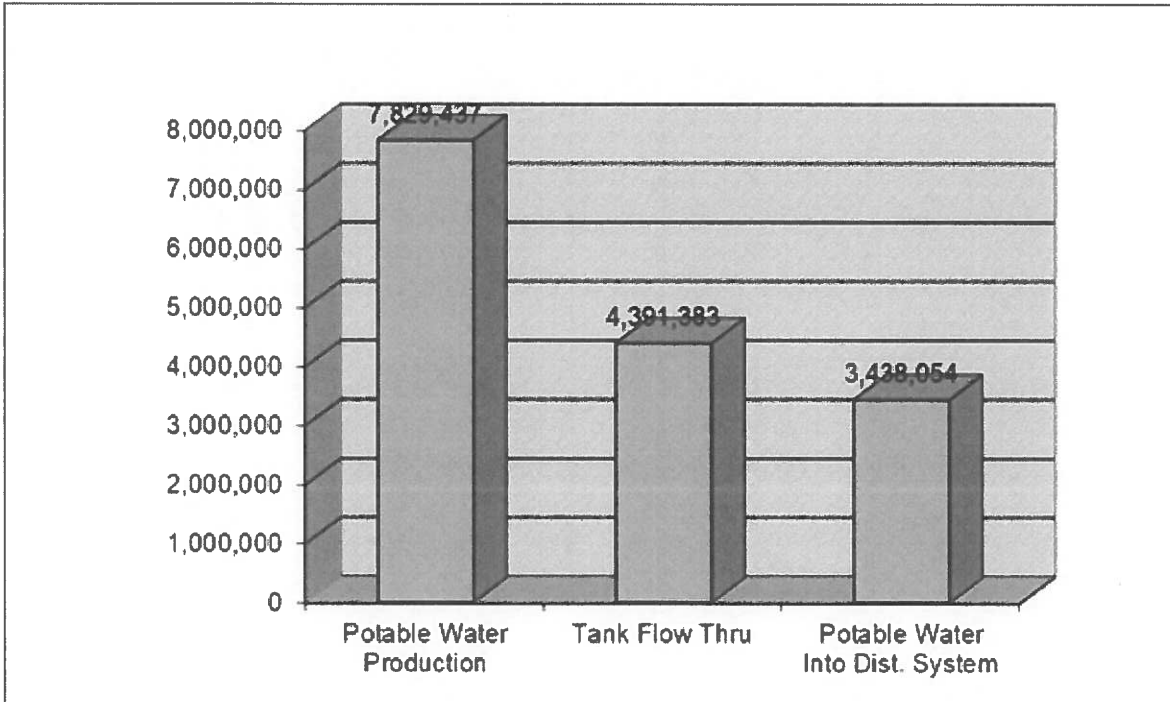


EXHIBIT D5

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 JUNE 16,2021

Time: 9:00 AM to 12:15 PM

Via Zoom teleconference

Members: Blake Tresan, Truckee Sanitary District
Dale Cox, SVPUD, President
Lane Lewis, NTPUD
Dave Smelser, ASCWD
Dan Wilkins, TCPUD
LaRue Griffin, T-TSA, General Manager

(9) Staff (2) Guests

1. The flow from Alpine Meadows is unrestricted and in compliance.
2. All wastewater discharge requirements are being met.
3. All flow meters were calibrated in April and were all correct.
4. Reviewed the budget for next fiscal year and are waiting on some corrections to approve it.
5. Jason Hayes, Lab Director, reported on progress in the Lab.
6. Bob Gray, I.T. manager, is retiring after 22 years and spoke highly of his co-workers and complimented LaRue Griffin, General Manager, for his work in making T-TSA a more professional place to work.

RESPECTFULLY SUBMITTED

DAVE SMELSER

EXHIBIT E1



AGENDA NO: E1

MEETING DATE: 07/09/2021

Staff Report

TO: ASCWD Board of Directors

Date: July 6, 2021

FROM: Joe Mueller, General Manager

SUBJECT: California Special Districts Association Director Election

BACKGROUND:

The nomination period for California Special Districts Association Board of Directors Seat A (CSDA) ended March 29, 2021. A total of three nominations were received.

Each District receives one ballot listing the nominees and shall vote for one candidate. The person receiving the highest number of votes shall assume Seat A of the Board of Directors for the 2022-2024 term.

The deadline for submitting ballots is July 16, 2021.

DISCUSSION:

Three nominations were received, Noelle Mattock, Scott Holbrook, and Patrick Larkin. Information sheets for each candidate are attached as attachment 2.

FISCAL IMPACT:

No fiscal impact

RECOMMENDATION:

The Board review the nominations and vote for a candidate for Seat A on the Board of Directors.

ATTACHMENTS:

- 1- Ballot information Email for CSDA Seat A of the Board of Directors.
- 2- Information sheets for Noelle Mattock, Scott Holbrook, and Patrick Larkin.

Joe Mueller

From: vote@simplyvoting.com on behalf of CSDA <vote@simplyvoting.com>
Sent: Monday, June 21, 2021 9:01 AM
To: Joe Mueller
Subject: Reminder: CSDA 2021 Board of Directors Elections

Dear CSDA Member:

A link to an electronic CSDA Board of Directors election ballot is below for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat A.

To vote, please visit: <https://CSDA.simplyvoting.com/>

Then enter:



Or follow this link to access the ballot directly:

<https://CSDA.simplyvoting.com/auth.php?e=D2872&mac=bc5fe130e7dd1418a23d>

Each of CSDA's six (6) networks has three seats on the Board and the candidates are either a board member or management-level employee of a member district located in your Network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its Network in Seat A.

Once logged in, you will see the candidates for CSDA Board Seat A in your Network as well as candidate information for each person who submitted the optional background information. Please vote for **only one** candidate to represent your Network in Seat A and be sure to fully complete all required fields and submit your vote. Unfortunately, if any part of the ballot is not complete, the ballot will not be valid and will not be counted.

The deadline to complete your voting through the system is July 16, 2021 at 5:00 pm.

If you have any questions or would like to request the ability to vote by hard-copy mail, please contact Amber Phelen at 916.442.7887 or amberp@csda.net

Thank you!

[Unsubscribe](#)



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Noelle Mattock

District/Company: El Dorado Hills Community Services District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 12 +

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

I have a long history of engagement with CSDA and attend many of the workshops/conferences etc. I have served on the Board of Directors for 11 years, am a Past President, currently chair the Legislative committee and serve/served on other committees.

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

I serve on committees in other statewide associations, with my personal time focused on serving on the CSDA Board and Committees.

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

Other than serving on the CSD Board I also serve on the El Dorado County Early Care and Education Planning Council

4. List civic organization involvement:

Volunteer for many of the local non-profits within my community and county.

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

I am writing to express my desire to continue serving you on the California Special Districts Association (CSDA) Board of Directors. I have had the honor of serving on the Board for the past eleven years and have held various leadership positions including President. My passion is advocacy and am grateful to be able to serve as the Chair of the Legislative committee for the past few years. During my time on the board we have grown in every aspect. We now represent over 2000 special districts of all sizes and types and enjoy a retention rate of over 90%. Our educational opportunities and conferences have more than doubled and our advocacy team has grown from 1 person to a powerhouse team that rivals the League of Cities and the California State Association of Counties. We are now helping to lead a national coalition representing special districts to gain recognition and access to funding at the federal level. We have deployed regional representatives to better connect with you and your district.

For those I have not had the opportunity to meet yet, I am currently in my 4th term serving on the El Dorado Hills Community Services District Board of Directors. I am passionate about local government and advocating on all the great work we do providing the essential services that make the lives of our communities better. I began a carrier in government working for the State in a legislative unit. I was able to take my knowledge and skills to the private sector working for an internal engineering firm while obtaining my Master's degree in Public Policy and Administration. For the past 6 years I have worked for two cities in the Sacramento area as a Government Relations Representative specializing in water, wastewater, stormwater, contracting, governance and more.

I would be honored to receive your vote to continue the great work CSDA is doing to help all Special Districts.

Respectfully,

Noelle Mattock



2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Scott Hulsebrook

District/Company: Auburn AREA RECREATION PARK District (ARD)

Title: Dean of the BOARD OF DIRECTORS -

Elected/Appointed/Staff: ELECTED

Length of Service with District: Been so long I forget... 20+

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

NO OFFICIAL INVOLVEMENT - I REGULARLY ATTEND TRAINING / CONFERENCES / LOBBYING

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

NO

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

Auburn Economic Revitalization, Vision 2020 Planning
Involved with Placer County Sponsor ad hoc Committees

4. List civic organization involvement:

Past Member Auburn Exchange Club, Kiwanis, Rotary
Involved with Int'l Order of the Odd Fellows and OHS -

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.

With over 20 years in Special District leadership, I am proud of my accomplishments & ability to facilitate positive changes, that ensure viability for a long time to come. I have constantly strived to increase my knowledge, especially through CSDA leadership training and programs. I actually took the lead at our Recreation District to accomplish the Distinguished District Award.

As a board member, I commit to keeping an open mind, and working to build consensus, and further doing all I can to promote and ensure implementation of the CSDA goals and direction. I am a strong lobbyist and look forward to working with districts across the state to accomplish our common goals and ability to stay fiscally and otherwise strong. I will always be open and receptive to input, and more than willing to go out of my way to meet and or discuss concerns with any members. I believe in Special Districts and feel they are key to maintaining the concept of local autonomy. I also feel that as a cohesive co-op we can accomplish so much more than a bunch of independent agencies.

Thank you for your support, if you have any questions do not hesitate to reach out!

As always...

Keep Smilin' 😊 Scott Holbrook



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Patrick Larkin
 District/Company: Cordova Recreation and Park District
 Title: General Manager -
 Elected/Appointed/Staff: Staff
 Length of Service with District: 4 years 3 months

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

Yes attended General Managers Summit, Legislation Days, Special Districts Leadership Academy, Annual CSDA Conference

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

California Parks and Recreation Society (CPRS)
California Association of Recreation and Park Districts (CARPD)

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

Rancho Cordova Chamber of Commerce

4. List civic organization involvement:

Leadership program graduate - Rancho Cordova Chamber of Commerce
- Fair Oaks Village Enhancement Committee

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



2729 Prospect Park Drive, Suite 230
Rancho Cordova, CA 95670
(916) 842-3300

Patrick Larkin
General Manager
Cordova Recreation and Park District
Candidate Statement

I have been a member of CSDA for 15 years. The assets I would bring to the CSDA Board of Directors if appointed, include having strong interpersonal communication and relationship building skills. I will work well with other Board members to set and achieve realistic goals that benefit the CSDA membership. I am an active listener, in that, I believe you can learn a lot more by listening than by speaking. I have a good sense of humor and enjoy working with high functioning teams. I am also a maximizer. I use this strength to take something good to something superb. I want to hear what the CSDA members want and need and plan to address those wants and needs to best serve as a Board Member representing the Sierra Network.

I enjoy building relationships with others which is the foundation of any successful organization. I am a good coach and mentor and enjoy developing people. I will use my leadership strengths to address any issues of concern to make the CSDA organization and membership stronger.

Thank you for your consideration,

A handwritten signature in black ink that reads "Patrick Larkin". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Patrick Larkin

EXHIBIT E2



AGENDA NO: E2

MEETING DATE: 07/09/2021

Staff Report

TO: ASCWD Board of Directors Date: July 06,2021
FROM: Joe Mueller, General Manager
SUBJECT: Annual Audit Engagement Letter and Annual Agreed-Upon Procedures Engagement Letter for Fiscal Year 2020/21.

BACKGROUND

Damore Hamric Schneider, Inc. (DHSCPA) a professional accounting firm out of Sacramento has been completing the Alpine Springs County Water District (ASCWD) annual financial audit since completion of fiscal year 2002/03.

DISCUSSION

Currently, DHSCPA is seeking the districts approval of the Annual Audit Engagement Letter and the Annual Agreed-Upon Procedures Engagement Letter. It is anticipated that audit procedures will begin in September 2021 and be completed by December 31, 2021. Vera Kis will again be the director responsible for supervising the ASCWD audit.

FISCAL IMPACT

The cost to perform the annual audit has been accounted for in the fiscal year 2021/ 22 budget.

RECOMMENDATION

That the Board approve the FY 2020/21 Annual Audit Engagement Letter and Annual Agreed-Upon Procedures Engagement Letter with Damore Hamric Schneider, Inc

Attachments

1. DHSCPA Annual Audit Engagement Letter
2. DHSCPA Annual Agreed-Upon Procedures Engagement Letter



June 17, 2021

Board of Directors and Senior Management
Alpine Springs County Water District
270 Alpine Meadows Road
Alpine Meadow, CA 96146

We are pleased to confirm our understanding of the services we are to provide Alpine Springs County Water District for the year ending June 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Alpine Springs County Water District as of and for the year ending June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Alpine Springs County Water District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

As part of our engagement, we will apply certain limited procedures to Alpine Springs County Water District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of OPEB Contributions
- 3) Schedule of Changes in the Net OPEB Liability
- 4) Schedule of Proportionate Share of the Net Pension Liability
- 5) Schedule of Pension Plan Contributions

1515 River Park Drive, Suite 150
Sacramento, CA 95815-4606
Tel (916) 481-2856
Fax (916) 488-4428
<http://www.dhscpa.com>

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Alpine Springs County Water District's financial statements. Our report will be addressed to management and the governing Board of Directors of Alpine Springs County Water District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other matter paragraphs. If our opinions are other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Alpine Springs County Water District's compliance with the provisions of applicable laws and regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

In addition to the audit we will be performing the following services:

- 1) We will also assist in preparing the financial statements and related notes of Alpine Springs County Water District in conformity with U.S. generally accepted accounting principles based on information provided by you.
- 2) Compilation of the Annual Report to the State Controller's Office of the State of California.
- 3) Annual agreed-upon procedures applied to the District's Appropriations Limit (separate engagement letter).

We will perform the services in accordance with applicable professional standards. The other services are limited to the services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government/entity from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws and regulations.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Damore, Hamric & Schneider, Inc and constitutes confidential information. However, subject to applicable laws and regulations,

audit documentation and appropriate individuals will be made available upon request and in a timely manner to applicable Regulators. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Damore, Hamric & Schneider, Inc personnel. Furthermore, upon request, we may provide copies of selected audit documentation to Regulators. The Regulators or their designees may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit in September 2021 and to issue our reports no later than December 31, 2021.

Vera Kis is the director and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee including expenses will not exceed \$18,350. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Scope of Services:

Audit of June 30, 2021 Financial Statements	\$ 17,300
State Controller's Report	<u>1,050</u>
	<u>\$ 18,350</u>

We appreciate the opportunity to be of service to Alpine Springs County Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Damore, Hamric & Schneider Inc
Damore, Hamric, & Schneider, Inc.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Alpine Springs County Water District.

By: _____

Title: General Manager _____

Date: _____

Governance Signature:

By: _____

Title: _____

Date: _____



June 17, 2021

Joe Mueller, General Manager
Alpine Springs County Water District
270 Alpine Meadows Road
Alpine Meadows, CA 96146

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for Alpine Springs County Water District.

You will agree to the procedures described in the attachment to this letter and will acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which is to assist Alpine Springs County Water District in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA). Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. The agreement and acknowledgment are contained within this letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination or review, we will not express an opinion or conclusion on the Appropriations Limit. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We plan to begin our procedures in September 2021, and, unless unforeseeable problems are encountered, the engagement should be completed by December 31, 2021.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the Board of Directors of Alpine Springs County Water District. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate, we will disclose the restrictions in our report. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

1515 River Park Drive, Suite 150
Sacramento, CA 95815-4606
Tel (916) 481-2856
Fax (916) 488-4428
<http://www.dhscpa.com>

There may exist circumstances that, in our professional judgment, will require we withdraw from the engagement.

Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the procedures in the attached schedule, we will communicate such matters to you.

You agree to the procedures to be performed and acknowledge that they are appropriate for the intended purpose of the engagement.

You are responsible for the procedures listed in the attached schedule in accordance with the requirements set forth by Section 1.5 of Article XIII B of the California Constitution. In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the procedures listed in the attached schedule in accordance with the requirements set forth by Section 1.5 of Article XIII B of the California Constitution.

Vera Kis is the director and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate our fees to these services will not exceed \$900. You will also be billed for travel and other out-of-pocket costs such as report reproduction, word processing, postage, etc. The fee estimate is based on anticipated cooperating from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional services arises, or procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified users of the report are added, we will consider whether they need to acknowledge in writing their agreement with the procedures performed or to be performed and their acknowledgment that the procedures are appropriate for their purposes.

Very truly yours,



Damore, Hamric & Schneider, Inc.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Alpine Springs County Water District.

Signed

Date

Title

ATTACHMENT

The procedures to be performed are as follows:

1. We will obtain the completed Schedules No. 1 through No. 7 and compare the limit and annual adjustment factors included in those schedules to the limit and annual adjustment factors that were adopted by resolution of the Board of Directors. We will also compare the population and inflation options included in the aforementioned schedules to those that were selected by a recorded vote of the Board of Directors.
2. For the accompanying Appropriations Limit Schedule No. 6, we will add line A, last year's limit, to line E, total adjustments, and compare the resulting amount to line F, this year's limit.
3. We will compare the current year information presented in the accompanying Appropriations Limit Schedule No. 6 to the other schedules described in No. 1 above.
4. We will compare the prior year appropriations limit presented in the accompanying Appropriations Limit Schedule No. 6 to the prior year appropriations limit adopted by the Board of Directors for the prior year.

EXHIBIT E3



AGENDA NO: E3

MEETING DATE: 07/09/2021

Staff Report

TO: ASCWD Board of Directors

Date: July 6, 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

In accordance with Board goals and objectives staff recommends that the Board 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: 1.3.0

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.

ALPINE SPRINGS COUNTY WATER DISTRICT

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 E4



AGENDA NO: E4

MEETING DATE: 07/09/2021

Staff Report

TO: ASCWD Board of Directors

Date: July 6, 2021

FROM: Joe Mueller, General Manager

SUBJECT: Added Fees for District Park Group Activities.

BACKGROUND:

The Parks, Recreation and Greenbelt Committee (Committee) met on Thursday, March 4th to discuss the District's Park Policy and Park Use and Fees. During this discussion the Committee suggested modifications to the District's current Park Policy and Park Use and Fees.

Resulting from this review the committee made the following three recommendations: 1) modifications to increase park use fees, 2) redefining the large group designation, and 3) asked staff to evaluate if any additional fees should be charged for larger group activities that either take additional staff time and or create additional wear and tear on the park itself.

DISCUSSION:

Following the Committee's recommendation, staff reviewed three specific items: 1) Food Truck accommodation / caterer either inside the park parking area or inside the District maintenance grounds, 2) Portable restroom facilities, and 3) Band and/or dance floor.

Of the three areas, only number one is being recommended for an additional fee of \$250.00 for food truck /caterer accommodation. Additional staff time is required for the planning and accommodation of a food truck or catering in the form of blocking off parking areas, providing access and the removal of guest parking.

Portable restroom facilities and setting up a band or dance floor are not being recommended for an additional permit fee at this time for the following reasons: 1) portable restroom facilities for large events would benefit the district by reducing the overall impact and demand on existing restrooms 2) Setting up a band and/or dance floor is not being recommended for a permit fee or allowed at this time for there was not consensus at the committee level that this is an appropriate use for the park.

FISCAL IMPACT:

Minimal fiscal impact for the proposed fees is based on cost recover not revenue generation and occur very infrequently throughout the park season.

RECOMMENDATION:

Staff recommends the Board adopt an additional fee of \$250.00 for a food truck or catering permit as part of park group use.

EXHIBIT E5



AGENDA NO: E5

MEETING DATE: 07/09/2021

Staff Report

TO: ASCWD Board of Directors
FROM: Joe Mueller, General Manager
SUBJECT: Juniper Mountain Flow Testing

Date: July 6, 2021

BACKGROUND:

On June 2nd and June 29th Alpine Springs County Water District staff 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 are both the end hydrants on dead end main lines with #FH-82 upstream of both hydrants. When testing hydrants on dead end main lines such as #FH-81 and #FH-83 it is typically a field judgement call which method of testing is employed, for there is no clear industry standard or preferred method. For completeness ASCWD and NTFD tested the hydrants using numerous methods all with similar results.

Test Results:

#FH-81 (Cortina Ct) June 2nd (two hydrant test modified procedure) with flow hydrant #82 368 gpm

#FH-81 June 2nd when used as the flow hydrant 336 gpm

#FH-81 June 29th single hydrant test 372 gpm

#FH-81 Stantec Computer Model results 397 gpm

#FH-82 (Juniper Mountain Rd.) June 2nd two hydrant test (preferred method) test #1 flow hydrant #81 550 gpm

#FH-82 June 2nd two hydrant test (preferred method) test #2 flow hydrant #83 546 gpm

#FH-82 June 2nd when used as the flow hydrant 384 gpm

#FH-82 June 29th single hydrant test 439 gpm

#FH-82 Stantec Computer Model results 397 gpm

#FH-83 (Zurs Ct.) June 2nd (two hydrant test modified procedure) flow hydrant #82 384 gpm

#FH-83 June 2nd when used as the flow hydrant 375 gpm

#FH-83 June 29th single hydrant test 400 gpm

#FH-83 Stantec Computer Model results 397 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 in May. With the results of the field testing invalidating these operating assumptions, and flow levels above the gpm, the precautionary out of service tags were removed on June 2nd.

The ASCWD system hydrants are flowing as designed, however recommended system flows have increased throughout the years as homes have grown in square footage and as fire protection standards have gotten more rigorous. Per the flow modeling that was performed by Stantec Engineering in 2020, 56 percent of the ASCWD system is below the March 2021, two hour flow objective of 1000 gpm, outlined in the Stantec Fire Flow Alternative Analysis report. 70 percent of the ASCWD system is below the December 2008, two hour flow objective of 1750 gpm outlined in the Feasibility Study prepared by Lumos and Associates.

DISCUSSION:

Open discussion on the flow test results and hydrant testing in general.

EXHIBIT F1

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

TREASURER REPORT JUNE 2021

			Period Ending	Interest
			30-Jun-21	Rate
1. Wells Fargo Advisors				
A. Money Market			\$0	0.00%
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>\$0</u>	<u>0.00%</u>
2. Bank of the West				
A. Checking		As of July 6, 2021	\$259,499	0.00%
Total			<u>\$259,499</u>	<u>0.00%</u>
3. LAIF				
Total - Monthly yield listed for April 2021			<u>\$73,187</u>	<u>0.315%</u>
4. Placer County Treasurer				
Total			<u>\$354,180</u>	<u>0.24%</u>
5. CERBT Account interest is calculated as rate of return				
Total			<u>\$55,793</u>	<u>1.65%</u>
Total			<u>\$742,658</u>	<u>0.27%</u>

EXHIBIT F2

EXHIBIT F4

UPDATED GOAL & OBJECTIVES FOR 21/22

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

DRAFT

GOAL	OBJECTIVE (ACTION PLAN)	WHO	WHEN/ % COMPLETE
<p>1. Review District's Mission Statement and Goals and Objectives annually by May.</p>	<p>1.1 Review and revise as needed the District's Mission Statement</p> <p>1.2 Review and revise as needed the Board's Goals and Objectives (<i>Policy 4.6.0</i>)</p>	<p>Administration and Personnel Committee, GM, Board</p> <p>Administration and Personnel Committee, GM, Board</p>	<p>May 2022/100%</p> <p>May 2022/ 100%</p>
<p>2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District.</p>	<p>2.1 Maintain a long term strategic plan. (<i>Policy 1.0.0</i>)</p> <p>2.2. Inform valley residents about the District's voluntary water conservation program and how they can conserve water . (<i>Policy 1.2.0</i>)</p> <p>2.3. Review and update if needed the Emergency Response Plan. (<i>Policy 1.3.0</i>)</p>	<p>Board, GM</p> <p>Board, GM</p> <p>Board, GM</p>	<p>Dec. 2021/ 50%</p> <p>Aug. 2021/ 100%</p> <p>Nov. 2021/ 100%</p>

<p>Goal 2 continued:</p>	<p>2.4. Review and update if needed Board pay. <i>(Policy 2.2.0)</i></p> <p>2.5. Review and determine compliance with the Anti-Fraud Policy <i>(Policy 2.17.0)</i></p> <p>2.6. 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>2.7. Adopt a new salary step schedule for employees. <i>(Policy 4.0.0)</i></p> <p>2.8. Review and update District goals and objectives for the next fiscal year. <i>(Policy 4.6.0)</i></p> <p>2.9. Review and update if needed the policy on Agreement Negotiations <i>(Policy 4.11.0)</i></p> <p>2.10. Investigate possibility of having tiered park user fees for Alpine Meadows residents/non-residents. <i>(Policy 6.1.0)</i></p>	<p>Budget and Finance Committee, Board, GM</p> <p>Budget and Finance Committee, Board, GM</p> <p>Budget and Finance Committee, Board,</p> <p>Administration and Personnel Committee, Board, GM</p> <p>Administration and Personnel Committee, Board</p> <p>Administration and Personnel Committee, Board, GM</p> <p>Park, Recreation, Greenbelt Committee, Board, GM</p>	<p>Aug. 2021/ 100%</p> <p>Sept..20 21/ 100%</p> <p>Oct. 2021/ 100%</p> <p>Oct. 2021/ 100%</p> <p>June 2022/ 100%</p> <p>June 2022/100%</p> <p>Nov. 2021/ 50%</p>
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<p>Goal 2 continued:</p>	<p>2.11. Provide defensible space work on selected District owned greenbelt lands. <i>(Policy 6.6.0)</i></p>	<p>Park, Recreation, Greenbelt Committee, Board, GM</p>	<p>October 2021 /100%</p>
<p>2.12. Develop a multi-phase plan for stewardship of District owned greenbelt lands. <i>(Policy 6.6.0)</i></p>	<p>Park, Recreation, Greenbelt Committee, Board GM</p>	<p>March 2022/ 75%</p>	
<p>2.13. Review, revise, and update the Strategic Long Range Plan. <i>(Policy 8.0.0)</i></p>	<p>Long Range Planning Committee, Board, GM</p>	<p>April 2022/ 100%</p>	
<p>2.14. Study and create document showing water quantity for potable uses, emergency uses , and future development. <i>(Policy 8.1.0)</i></p>	<p>Long Range Planning Committee, Board, GM</p>	<p>April 2022/ 50%</p>	
<p>2.15. Study condition of existing infrastructure in order to create a long range asset management plan. <i>(Policy 8.3.0)</i></p>	<p>Long Range Planning Committee, Board, GM</p>	<p>Nov. 2021/ 50%</p>	
<p>2.16. Prepare a maintenance schedule for capital assets. <i>(Policy 8.3.0)</i></p>	<p>Long Range Planning Committee, Board, GM</p>	<p>May 2022/ 100%</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>4. Provide the public with information about the District's activities, goals, and objectives through the web site, semi-annual newsletter, annual valley-wide meeting, Board meetings and on the street communications.</p>	<p>4.1 Provide information to the public via a bulletin board in the park.</p>	<p>Board, GM</p>	<p>Aug. 2021/ 100%</p>
<p>5. Always communicate with each other, the General Manager and the public in a polite and respectful manner.</p>	<p>5.1 Provide opportunity for residents to enter and attend Board meetings in person at the District office as soon as CoVid regulations allow.</p>	<p>Board, GM</p>	<p>Aug. 2021/ 100%</p>

EXHIBIT G

From: Sean Capiaux <Capiaux@msn.com>
Sent: Wednesday, July 7, 2021 9:18 AM
To: pam@alpinesprings.org
Subject: 7/11 meeting
Attachments: 1541 Cortina Ct - Capiaux Res - Craig Lindsay.pdf

Hello Pam,

I've attached the contract for the fire sprinkler system that is currently being install in my home at 1541 Cortina ct. As I stated in my last email I wish to ask for a vote from the board members for reparation for this work that was required due to the non-conforming fire hydrants on my street.

Please confirm that I will be on the agenda and the call in number.

Thank you,

Sean Capiaux

Patterson Fire Protection Systems Inc.

2010 Oak Hill Lane
Meadow Vista, CA 95722
CA License No. 704310
NV License No. 75185

Phone: (530) 392-0470
Fax: (530) 878-2640
tom@pattersonfire.com

PROPOSAL

Proposal Submitted To

Craig Lindsay

Date: September 8, 2020
Phone: (530) 277-8037
Fax:

Job:

Capiaux Res
1541 Cortina Ct
Alpine Meadows, CA 96146

WE HEREBY SUBMIT SPECIFICATION AND ESTIMATES FOR:

One Wet Fire Sprinkler System based on the following criteria:

1. Design, Installation and Materials per NFPA 13D and local jurisdiction.
2. **Start work at supplied 2" water source 6" above finish floor with 2" male thread.**
3. Finish heads to be concealed residential.
4. System to be filled with **LFP Antifreeze (a listed solution)**.
5. Owner is responsible for keeping fire sprinkler riser room at 40 degrees F or above.
6. Exclusions: Painting of pipe, fire caulking, water tank, custom colored or square trim, fire extinguishers, alarm system, electrical wiring, underground pipe.
7. Patterson Fire Protection will not be responsible for any problems that occur due to the use of expandable foam insulation.

Total proposal for the sum of : \$13,000.00

Thirteen thousand dollars.

-Price based on a 3 head calc due to ceiling slopes over 8:12.

-Price based on pertinent AutoCAD files being provided in order to do design.

-Price includes booster pump and cycle stop valve \$2,500.00

Payment to be made as follows: Monthly Progress Payments

Tom Patterson, President

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

-Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE _____ SIGNATURE _____