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# ALPINE SPRINGS COUNTY WATER DISTRICT

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

## PUBLIC NOTICE

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

**Date:** Friday, July 12<sup>th</sup>, 2024  
**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.

**Meetings are held in person in the ASCWD boardroom at 270 Alpine Meadows Rd. and are open to the general public. Public comment is accepted by the board only in the following ways, in person at 270 Alpine Meadows Rd., Alpine Meadows, CA, in writing submitted to the Board Secretary by email to [info@alpinesprings.org](mailto:info@alpinesprings.org), or by mail before Tuesday July 9<sup>th</sup>, 2024 @ 9:00 a.m.**

**A ZOOM broadcast is provided when available through the following link. No public participation or comment is provided through ZOOM.**

**ZOOM:** At the specified time, 9:00 a.m., connect to ZOOM. **Mtg. ID: 845 1379 9094; passcode: 267891**; Times listed are approximate.

Join Zoom Meeting:

<https://us06web.zoom.us/j/84513799094?pwd=UY2bIPjRu7Vh6xwiZYmKcqU9rcrb.1>

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## **ALPINE SPRINGS COUNTY WATER DISTRICT**

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

### **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. This is an opportunity for members of the public to address the Board on items that are not on this agenda or any agenda item that they cannot stay for. Please state your name for the record. Comments are limited to five minutes. Under state law, the Board cannot take action on an item not on the agenda. After the closing of Public Comment, the Board may choose to acknowledge the comment or, where appropriate, briefly answer a question, refer the matter to staff, or set the item for discussion at a future meeting.

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

#### **C1) JUNE REGULAR BOARD MEETING**

The Board shall review and vote to approve the minutes of the Regular Board meeting of June 14<sup>th</sup>, 2024.

### **D. DEPARTMENT REPORTS**

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

Mike Dobrowski, CPA, shall discuss the June 2024 monthly financial statements highlighting outstanding issues. The Chair of the Budget & Finance Committee shall comment on the Committee's review of the statements. The Board shall vote to accept the financial statements and to approve the monthly (reports) expenditures.

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

Chief Leighton, or his designee, shall report on the June 2024 activities of North Tahoe Fire Protection District which impact Alpine Meadows, including a 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 2024.

#### **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 2024 Water/Sewer Report.

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

The Board of Directors meeting was held on June 19<sup>th</sup>, 2024, meeting summary attached.

### **E. COMMITTEE REPORTS**

#### **E1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)**

Met July 11<sup>th</sup>, the previous month June 13<sup>th</sup>, 2024, B&F report is attached.

#### **E2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

No Meeting

#### **E3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

No Meeting

#### **E4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

No Meeting

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## **ALPINE SPRINGS COUNTY WATER DISTRICT**

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

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

- F1)** ASCWD POLICY NUMBER 2.1.0 BILL PAYING  
Review for approval updates to the District Bill Paying Policy Number 2.1.0
- F2)** GOALS AND OBJECTIVES 2023/2024  
Year-end review of the 2023/2024 District Goals and Objectives Matrix
- F3)** ELECTIONS RESOLUTION #8-2024  
Consideration for approval Resolution #8-2024 Notice of Governing Board Member Election to a vote of the voters.
- F4)** FY2024/2025 ASCWD EMPLOYEE SALARY SCHEDULE RESOLUTION #9-2024  
Consideration for approval Resolution #9-2024 Alpine Springs County Water District FY2024/2025 Employee Salary Schedule

### **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.

### **H. CLOSED SESSION**

NONE

### **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 9<sup>th</sup>, 2024, at 9:00 a.m.

I certify that on or before Tuesday July 9<sup>th</sup>, 2024, at 9:00 a.m., I personally posted and forwarded agendas as requested.

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Joe Mueller, General Manager  
Alpine Springs County Water District

# EXHIBIT C1



1 **D3) GENERAL MANAGER’S REPORT**

2 Mueller presented his May 2024 written report updating projects and meetings he has attended. The  
3 tennis courts have been locked pending repairs, per the recommendation from the insurance company.  
4 The courts will be patched and sealed in July and one court will be striped for pickleball as a trial.  
5

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

7 Miguel Ramirez presented the Water/Wastewater Report for April 2024, noting the maintenance and  
8 repairs addressed during the month. He described improvements made to the pond and said the park is  
9 now open.  
10

11 Mueller announced a celebration at the park on June 15 from Noon to 2 PM. The entire community is  
12 invited and no park pass is needed.  
13

14 Ramirez explained the assessment of the snow making well and recommended repairs.  
15

16 **D5) TTSA REPORT**

17 Smelser presented the report of the May 15, 2024 TTSA Board meeting. He reviewed plans for the  
18 Alpine Meadows/Olympic Valley Rehabilitation Project, scheduled for next year.  
19

20 **E. COMMITTEE REPORTS**

21 **E1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)**

22 Grant reported on the June 13, 2024 Budget & Finance Committee meeting. Approximately \$20,000 in  
23 interest income has been realized as a result of the change in investment policies.  
24

25 The Committee reviewed the Operation and Capital budgets and recommend approval.  
26

27 The Treasurer’s Report was included with the Committee report.  
28

29 **E2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

30 The Committee Report from the May 21 meeting was in today’s packet. The Committee appreciates  
31 that the tennis courts will not require a major renovation now and can be opened this summer. The  
32 pickleball trial will be evaluated.  
33

34 A location along Bear Creek has been identified as a location for the July 20<sup>th</sup> Firesafe Council  
35 workday. The property owner needs to approve the work. Mueller asked the Council and others, such  
36 as condominiums, that are requesting dumpsters to submit a workplan.  
37

38 **E3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

39 This Committee did not meet.  
40

41 **E4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

42 This Committee did not meet.  
43

44 **F. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

45 **F1) FISCAL YEAR 2024/2025 OPERATIONS AND CAPITAL BUDGET**

46 It was moved by Smelser and seconded by Ganong to approve Resolution #5-2024 Alpine Springs  
47 County Water District Operations and Capital Improvement Plan Budgets for Fiscal Year July  
48 1, 2024, through June 30, 2025. Motion carried unanimously by roll call vote.  
49

50 **F2) APPROPRIATION LIMIT FOR FISCAL YEAR 2024/2025**

1 **It was moved by York and seconded by Smelser to approve Resolution #6-2024 establishing**  
2 **appropriations limits for FY24/25. Motion carried unanimously by roll call vote.**

3  
4 **F3) UMPQUA BANK COMMERCIAL CARD PROGRAM THROUGH**  
5 **CALIFORNIA SPECIAL DISTRICTS**

6 Mueller explained this card will replace the one issued by Bank of the West. It has the most favorable  
7 terms of those considered.

8  
9 **It was moved by Ganong and seconded by York to approve Resolution #7-2024 Authorizing**  
10 **Agreement with Umpqua Bank Commercial Card Program. Motion carried unanimously by roll**  
11 **call vote.**

12  
13 **F4) GOALS AND OBJECTIVES 2023/2024**

14 Mueller described the current review process, which he is hoping to streamline. Ganong reviewed the  
15 Board self-evaluations related to the Committees on which they serve and suggestions moving  
16 forward.

17  
18 **G. FUTURE AND OPEN AGENDA ITEMS**

- 19 • Fire Protection and Emergency Medical Agreement

20  
21 **H. CORRESPONDENCE TO THE BOARD**

22 The Board reviewed correspondence received during the past month.

23  
24 **I. CLOSED SESSION**

25 Closed Session was not convened.

26  
27 **J. DIRECTORS' COMMENTS**

28 Salke acknowledged the work that goes into preparing the annual budgets and thanked staff for its  
29 work.

30  
31 Ganong suggested if the ASCWD website does not work on cell phones, people use another device.

32  
33 **K. ADJOURNMENT**

34 There being no further business to come before the Board, the meeting was adjourned at 10:27 AM.  
35 The next regularly scheduled Board meeting is Friday July 12, 2024 at 9:00 AM.

36  
37 Respectfully Submitted,

38 Judy Friedman

39 Recording Secretary

40 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

41

# EXHIBIT D1



**Subject:** *June 2024 Month End Review*

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

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

**Prepared by:** *Michael J. Dobrowski, CPA 07/08/24*

On a year-to-date basis our net income was \$20,650 less than the prior fiscal year. The largest expense increase from the 2022/2023 fiscal year was the NTFPD Contract which increased by \$89,877. Net income was \$91,648 favorable to budget on a year-to-date basis. Some numbers will change as we work to finalize the financials for the September audit.

Our cash position has increased by \$249,465 from 06/30/2023 and decreased by \$487,580 from the prior month.

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

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

**Outstanding Information:** Placer County & Wells Fargo Prior Month statements.

**Cash reserved for Capital –**  $\$0 + \$236,902 = \$236,902$

Prior Year + (10% of annual revenues (\$2,727,514-358,499) less Garbage)

**Cash available for operations –**  $\$1,587,278$

(Remaining balance \$1,824,180-236,902)

**In Transit Timing Differences**

Wells Fargo now includes \$20,422 of estimated accrued interest.

<b>Work in Progress Accounts</b>	<b>Current Year</b>	<b>Total</b>
Overlay Front Half Circle	22,000	22,000
Bear Creek Armoring Project	67,234	67,234
Upgrade Backup Battery Tank 2&5	<u>0</u>	<u>3,598</u>
Total	\$ 89,234	\$ 92,832

<b>Accounts Payable</b>		
NTPFD Contract		\$ <u>0</u>
Total		\$ 0

<b>Sick and General Leave</b>		
Sick leave Hours	342.50 Hrs.	
General leave Hours and Dollars	435.63 Hrs.	\$ 27,039.86

<b>Prepays</b>		
Placer Co. Env. Health Permit (5394.05) (82.00) 12 month		\$ 984.00
Garbage Contract (5404.02) 0 Mo. @ \$17,815.40		\$ 0.00
Healthplan Services (51031&41) (171.45+208.05) 0 month		\$ 0.00
SDRMA Insurance (5120.00) 12 months @ 3,600.62		\$ 43,207.42
SDRMA (5120.00) Worker's Comp 12 months @ \$1,768.10		\$ 21,217.21
Cal Special Districts Assoc (5168) 6 months @ 682.25 (Jan-Dec)		\$ <u>4,093.50</u>
Total		\$ 69,502.13

**Stale-Dated Checks**

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

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
06/07/24	ACH060724	30,000.00	CERBT payment

**Benefits Breakdown (YTD)**

Health & Life Ins. (Active)	\$57,675.49
Health & Life Ins. (Retired)	22,273.87
Pension (Employee 7.75%)	32,955.15 (Employer 7.68% Effective 07/01/23)
Payroll Taxes	10,582.93
Health plan co-ins.	<u>2,734.70</u>
Total	\$126,222.14

**Alpine Springs County Water District**  
**Profit & Loss Prev Year Comparison**  
July 2023 through June 2024

	Jul '23 - Jun 24	Jul '22 - Jun 23	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Water Revenue	897,959	799,189	98,770
Connection Fees	39,773	27,166	12,607
Sewer Revenue	388,499	329,675	58,824
Garbage Revenue	358,499	267,381	91,119
Park Revenue	45,740	33,169	12,572
Fire Mitigation Fees	27,371	17,166	10,205
Fire Fuel Management Fees	0	25,604	(25,604)
Property Tax Revenue	939,076	933,541	5,535
Other Revenue	30,596	20,288	10,308
<b>Total Income</b>	<b>2,727,514</b>	<b>2,453,179</b>	<b>274,335</b>
<b>Gross Profit</b>	<b>2,727,514</b>	<b>2,453,179</b>	<b>274,335</b>
<b>Expense</b>			
Salaries and Wages - Admin	252,635	223,942	28,693
Salaries and Wages - O&M	245,586	211,087	34,499
Benefits - Office	32,121	27,650	4,471
Benefits - O&M	91,366	64,033	27,333
OPEB Expense	0	(22,674)	22,674
Health Plan Co-Insurance	2,735	9,626	(6,891)
Directors' Fees	11,550	11,275	275
Insurance - Administration	57,467	42,611	14,856
Park Expenditures	13,701	8,888	4,814
Parts/Tools/Misc. Equip	8,864	18,842	(9,977)
Postage and Delivery	3,143	5,033	(1,890)
Cleaning	2,963	3,195	(232)
Newsletter and Printing	3,442	1,092	2,350
Office Expense	12,818	15,324	(2,506)
Dues and Subscriptions	6,282	12,032	(5,751)
Bank and Collection Fees	3,935	2,709	1,226
Analytical Testing	10,953	3,262	7,692
Accounting Fees	70,791	67,589	3,202
Audit	22,145	20,500	1,645
Legal Fees	6,587	8,307	(1,720)
Consultants-Misc.	5,875	4,989	886

**Alpine Springs County Water District**  
**Profit & Loss Prev Year Comparison**  
 July 2023 through June 2024

	Jul '23 - Jun 24	Jul '22 - Jun 23	\$ Change
NTFD Contract	794,719	704,841	89,877
Fire Fuel Management Fee	0	3,969	(3,969)
OPEB Trust - Annual Funding	30,000	30,000	0
Building Maintenance	10,869	7,177	3,692
Equipment Maintenance - Ad...	8,390	8,899	(509)
Vehicle Maintenance and Rep.	8,645	11,024	(2,379)
Maintenance Water and Sewer	119,733	58,883	60,849
Gas and Electric - Admin	73,054	53,996	19,059
SCADA System	18,007	16,242	1,765
Travel and Entertainment	1,873	412	1,462
Education Staff/Board	1,036	522	514
Uniforms	2,710	1,667	1,043
ASCWD Fuel	8,102	5,929	2,173
Telephone - Administration	3,693	3,257	436
Government Mandates	19,199	22,355	(3,157)
Garbage Services	213,785	158,051	55,734
Depreciation Expense	262,788	275,507	(12,719)
Miscellaneous - O&M	1,282	1,810	(528)
<b>Total Expense</b>	<b>2,442,843</b>	<b>2,103,850</b>	<b>338,993</b>
<b>Net Ordinary Income</b>	<b>284,672</b>	<b>349,329</b>	<b>(64,657)</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Revenue	70,056	25,995	44,061
<b>Total Other Income</b>	<b>70,056</b>	<b>25,995</b>	<b>44,061</b>
<b>Other Expense</b>			
Interest Expense	181	128	54
<b>Total Other Expense</b>	<b>181</b>	<b>128</b>	<b>54</b>
<b>Net Other Income</b>	<b>69,874</b>	<b>25,867</b>	<b>44,007</b>
<b>Net Income</b>	<b>354,546</b>	<b>375,196</b>	<b>(20,650)</b>

Alpine Springs County Water District  
Profit & Loss Budget Performance 2023/2024  
June 2024

	Jun 24	Budget	Jul '23 - Jun...	YTD Budget	Annual Bud...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Water Revenue	0	124,108	897,959	1,034,237	1,034,237
Connection Fees	0	2,101	39,773	25,214	25,214
Sewer Revenue	0	46,305	388,499	385,875	385,875
Garbage Revenue	0	44,839	358,499	373,663	373,663
Park Revenue	15,840	8,750	45,740	35,000	35,000
Fire Mitigation Fees	0	1,000	27,371	12,000	12,000
Property Tax Revenue	0	0	939,076	915,239	915,239
Other Revenue	4,110	1,798	30,596	21,400	21,400
<b>Total Income</b>	<b>19,950</b>	<b>228,901</b>	<b>2,727,514</b>	<b>2,802,628</b>	<b>2,802,628</b>
<b>Gross Profit</b>	<b>19,950</b>	<b>228,901</b>	<b>2,727,514</b>	<b>2,802,628</b>	<b>2,802,628</b>
<b>Expense</b>					
Salaries and Wages - Admin	19,736	20,706	252,635	248,615	248,615
Salaries and Wages - O&M	21,392	20,567	245,586	246,914	246,914
Benefits - Office	1,951	4,146	32,121	49,741	49,741
Benefits - O&M	6,916	9,908	91,366	118,841	118,841
Health Plan Co-Insurance	450	749	2,735	8,988	8,988
Directors' Fees	1,075	960	11,550	11,850	11,850
Insurance - Administration	4,758	4,692	57,467	56,304	56,304
Park Expenditures	4,391	6,085	13,701	36,500	36,500
Parts/Tools/Misc. Equip	75	2,250	8,864	27,000	27,000
Postage and Delivery	656	567	3,143	6,870	6,870
Cleaning	0	537	2,963	6,400	6,400
Newsletter and Printing	1,841	0	3,442	3,050	3,050
Office Expense	1,192	1,960	12,818	23,575	23,575
Dues and Subscriptions	682	976	6,282	11,668	11,668
Bank and Collection Fees	639	212	3,935	2,500	2,500
Analytical Testing	599	587	10,953	7,000	7,000
Accounting Fees	6,001	5,885	70,791	70,950	70,950
Audit	0	0	22,145	23,000	23,000
Legal Fees	156	1,228	6,587	15,000	15,000
Consultants-Misc.	264	1,314	5,875	15,735	15,735
NTFD Contract	-7,983	61,015	794,719	732,191	732,191
Fire Fuel Management Fee	0	837	0	10,000	10,000
OPEB Trust - Annual Funding	30,000	0	30,000	30,000	30,000

Alpine Springs County Water District  
 Profit & Loss Budget Performance 2023/2024  
 June 2024

	Jun 24	Budget	Jul '23 - Jun...	YTD Budget	Annual Bud...
Building Maintenance	2,980	1,991	10,869	23,925	23,925
Equipment Maintenance - A...	205	799	8,390	9,610	9,610
Vehicle Maintenance and R...	515	912	8,645	10,900	10,900
Maintenance Water and Se...	12,979	11,876	119,733	142,600	142,600
Gas and Electric - Admin	2,317	4,796	73,054	57,310	57,310
SCADA System	0	993	18,007	12,015	12,015
Travel and Entertainment	0	25	1,873	300	300
Education Staff/Board	0	288	1,036	3,500	3,500
Uniforms	416	239	2,710	3,000	3,000
ASCWD Fuel	1,217	788	8,102	9,500	9,500
Telephone - Administration	311	287	3,693	3,400	3,400
Government Mandates	0	2,069	19,199	24,817	24,817
Garbage Services	17,815	17,828	213,785	213,936	213,936
Depreciation Expense	21,899	21,886	262,788	262,775	262,775
Miscellaneous - O&M	0	157	1,282	1,950	1,950
<b>Total Expense</b>	<b>155,443</b>	<b>210,115</b>	<b>2,442,843</b>	<b>2,542,230</b>	<b>2,542,230</b>
<b>Net Ordinary Income</b>	<b>-135,493</b>	<b>18,786</b>	<b>284,672</b>	<b>260,398</b>	<b>260,398</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
Interest Revenue	0	190	70,056	2,500	2,500
<b>Total Other Income</b>	<b>0</b>	<b>190</b>	<b>70,056</b>	<b>2,500</b>	<b>2,500</b>
<b>Other Expense</b>					
Interest Expense	12	0	181	0	0
<b>Total Other Expense</b>	<b>12</b>	<b>0</b>	<b>181</b>	<b>0</b>	<b>0</b>
<b>Net Other Income</b>	<b>-12</b>	<b>190</b>	<b>69,874</b>	<b>2,500</b>	<b>2,500</b>
<b>Net Income</b>	<b>-135,505</b>	<b>18,976</b>	<b>354,546</b>	<b>262,898</b>	<b>262,898</b>

**Alpine Springs County Water District**  
**Balance Sheet Previous Year & Month Comparison**  
As of June 30, 2024

	Jun 30, 24	May 31, 24	\$ Change	Jun 30, 23	\$ Change
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
Petty Cash	545	293	253	13	532
Bank of the West	0	0	0	519,047	(519,047)
Plumas Bank Checking	68,082	385,915	(317,833)	0	68,082
Placer County - Interest App.	170,425	170,425	0	361,716	(191,291)
Wells Fargo Advisors	1,402,350	1,402,350	0	354,962	1,047,388
LAIF Accounts	182,777	352,777	(170,000)	338,976	(156,199)
<b>Total Checking/Savings</b>	<b>1,824,180</b>	<b>2,311,760</b>	<b>(487,580)</b>	<b>1,574,715</b>	<b>249,465</b>
<b>Accounts Receivable</b>					
Accounts Receivable	(11,555)	24,012	(35,566)	145,695	(157,250)
<b>Total Accounts Receivable</b>	<b>(11,555)</b>	<b>24,012</b>	<b>(35,566)</b>	<b>145,695</b>	<b>(157,250)</b>
<b>Other Current Assets</b>					
Placer - Agency Taxes 390-770	0	1,572	(1,572)	54,058	(54,058)
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	69,502	28,386	41,116	13,480	56,022
County Collection Accounts	33,923	0	33,923	28,458	5,464
Deferred Pension Outflows	76,080	76,080	0	76,080	0
Deferred OPEB Outflows	29,960	29,960	0	29,960	0
<b>Total Other Current Assets</b>	<b>209,465</b>	<b>135,998</b>	<b>73,467</b>	<b>202,037</b>	<b>7,428</b>
<b>Total Current Assets</b>	<b>2,022,090</b>	<b>2,471,770</b>	<b>(449,680)</b>	<b>1,922,447</b>	<b>99,643</b>
<b>Fixed Assets</b>					
<b>Land</b>					
Land	360,436	360,436	0	360,436	0
<b>Firehouse</b>					
Firehouse	376,338	376,338	0	376,338	0
<b>Firehouse Vehicles &amp; Equipment</b>					
Park	343,336	343,336	0	343,336	0
Park	406,227	403,391	2,836	403,391	2,836
<b>Park Improvements Depreciable</b>					
Land Improvements	21,728	21,728	0	21,728	0
Land Improvements	129,444	129,444	0	129,444	0
<b>Alpine Springs Interceptor</b>					
Water System	58,095	58,095	0	58,095	0
Water System	6,654,204	6,646,779	7,425	6,646,779	7,425
SCADA System	172,423	172,423	0	155,484	16,940
Sewer System	1,046,201	1,046,201	0	1,046,201	0
Building Improvements	357,090	357,090	0	357,090	0
<b>Office Equipment</b>					
Office Equipment	81,011	81,011	0	81,011	0
<b>Vehicles</b>					
Vehicles	128,749	128,749	0	128,749	0
<b>Maintenance Equipment</b>					
Maintenance Equipment	293,229	293,229	0	293,229	0
<b>Truckee River Interceptor</b>					
Truckee River Interceptor	358,524	358,524	0	358,524	0
<b>Inflow and Infiltration</b>					
Inflow and Infiltration	26,031	26,031	0	26,031	0
<b>Work in Progress</b>					
Work in Progress	92,832	93,474	(642)	3,598	89,234
Accumulated Depreciation	(5,797,013)	(5,775,114)	(21,899)	(5,534,225)	(262,788)
<b>Total Fixed Assets</b>	<b>5,108,885</b>	<b>5,121,165</b>	<b>(12,280)</b>	<b>5,255,238</b>	<b>(146,353)</b>

**Alpine Springs County Water District**  
**Balance Sheet Previous Year & Month Comparison**  
As of June 30, 2024

	Jun 30, 24	May 31, 24	\$ Change	Jun 30, 23	\$ Change
<b>Other Assets</b>					
Land Usage and Easement Right	17,436	17,436	0	17,436	0
<b>Total Other Assets</b>	17,436	17,436	0	17,436	0
<b>TOTAL ASSETS</b>	<u>7,148,411</u>	<u>7,610,371</u>	<u>(461,960)</u>	<u>7,195,121</u>	<u>(46,710)</u>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Accounts Payable					
Accounts Payable	0	325,200	(325,200)	346,433	(346,433)
<b>Total Accounts Payable</b>	0	325,200	(325,200)	346,433	(346,433)
<b>Other Current Liabilities</b>					
Accounts Payable - 05	54,005	54,005	0	54,005	0
OPEB Liability	368,622	368,622	0	368,622	0
Accrued Payroll & Payroll Tax	1,564	0	1,564	8,939	(7,375)
Accrued Vacation Payable	27,040	25,355	1,685	20,483	6,557
Deferred Pension Inflows	1,145	1,145	0	1,145	0
Deferred OPEB Inflows	54,695	54,695	0	54,695	0
Net Pension Liabilities	26,467	26,467	0	26,467	0
HRA Plan Payable	4,966	4,966	0	4,966	0
<b>Total Other Current Liabilities</b>	538,504	535,255	3,249	539,322	(818)
<b>Total Current Liabilities</b>	538,504	860,455	(321,951)	885,755	(347,251)
<b>Long Term Liabilities</b>					
Caterpillar Financial Serv	27,185	31,689	(4,504)	81,190	(54,005)
<b>Total Long Term Liabilities</b>	27,185	31,689	(4,504)	81,190	(54,005)
<b>Total Liabilities</b>	565,689	892,144	(326,455)	966,945	(401,256)
<b>Equity</b>					
Retained Earnings	375,196	375,196	0	0	375,196
Retained Earnings - Garbage	485,759	485,759	0	485,759	0
Retained Earnings - Park	(173,813)	(173,813)	0	(173,813)	0
Retained Earnings - Sewer	1,576,303	1,576,303	0	1,576,303	0
Retained Earnings - Water	(1,561,741)	(1,561,741)	0	(1,561,741)	0
Fund balance Undesignated	411,854	411,854	0	411,854	0
Investment in plant & equip	5,114,618	5,114,618	0	5,114,618	0
<b>Net Income</b>	354,546	490,051	(135,505)	375,196	(20,650)
<b>Total Equity</b>	6,582,722	6,718,227	(135,505)	6,228,176	354,546
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>7,148,411</u>	<u>7,610,371</u>	<u>(461,960)</u>	<u>7,195,121</u>	<u>(46,710)</u>



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07/08/24

Alpine Springs County Water District  
Statement of Cash Flows  
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	354,546
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	157,250
1550.00 · Prepaid Expenses	(56,022)
1600.05 · County Collection Accts	(5,464)
1041.00 · Placer Co - Taxes 770	54,058
1850.00 · Accumulate Depreciation:1850.02 · Accumulated De...	10,908
1850.00 · Accumulate Depreciation:1850.03 · Accumulated De...	10,908
1850.00 · Accumulate Depreciation:1850.04 · Accumulated De...	32,796
1850.00 · Accumulate Depreciation:1850.05 · Accumulated De...	191,304
2010.00 · Accounts Payable - 06 Fund	(247)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Accounts Pay...	(346,186)
2070.00 · Accrued Payroll & Taxes - 05 Fu	(7,375)
2075.00 · Accrued Vacation Pay - 05 Fund	6,557
<b>Net cash provided by Operating Activities</b>	<u>403,033</u>
<b>INVESTING ACTIVITIES</b>	
1725.00 · Park:1725.03 · Park Assets	(2,836)
1750.05 · Water System	(7,425)
1751.05 · SCADA System	(16,940)
1830.05 · Work in Progress	(22,000)
1830.05 · Work in Progress:1832.04 · Bear Creek Armoring Proj...	(67,234)
1850.00 · Accumulate Depreciation:1850.06 · Accumulated Dep...	16,872
<b>Net cash provided by Investing Activities</b>	<u>(99,563)</u>
<b>FINANCING ACTIVITIES</b>	
2095.05 · Caterpillar Financial Serv - 05	(54,005)
<b>Net cash provided by Financing Activities</b>	<u>(54,005)</u>
<b>Net cash increase for period</b>	249,465
<b>Cash at beginning of period</b>	<u>1,574,715</u>
<b>Cash at end of period</b>	<u><u>1,824,180</u></u>

Alpine Springs County Water District  
 Check Register for Current Month

June 2024

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Date	Num	Name	Memo	Amount	Balance
06/04/2024	Ach06/04/...	Verizon Wireless	Account #271135177-00001	-162.28	-162.28
*** Missing numbers here ***					
06/08/2024	Ach06/08/...	AT&T {319907901}	Account #319907901	-207.75	-370.03
*** Missing numbers here ***					
06/10/2024	Ach06/10/...	Professional Communications Messaging	Account #193072 Confirmation ...	-42.40	-412.43
*** Missing numbers here ***					
06/11/2024	ACH06/11/...	Tahoe Truckee Sierra Disposal Co., Inc.	Customer #000355 #15 Ck #E...	-370.71	-783.14
*** Missing numbers here ***					
06/17/2024	ACH06/17/...	SDRMA	Member #7084 #14 Ck #200010	-425.56	-1,208.70
*** Missing numbers here ***					
06/18/2024	Ach06/18/...	Intermedia	Account #2588835	-102.84	-1,311.54
*** Missing numbers here ***					
06/19/2024	ACH06/19/...	Liberty 1402 Beaver Dam	Acct 200008698793 (4/26/2024...	-286.21	-1,597.75
*** Missing numbers here ***					
06/21/2024	ACH06/21/...	Caterpillar Financial Services Corp	Contract #001-70093002	-4,515.56	-6,113.31
*** Missing numbers here ***					
06/04/2024	33733	Christine York	Voided then cleared Check #33...	-250.00	-6,363.31
*** Missing numbers here ***					
06/04/2024	33783	Christine York	Christine York Reimbursement	-136.21	-6,499.52
06/04/2024	33784	Independent Technologies	Invoice #6134	-450.00	-6,949.52
06/04/2024	33785	Joseph Mueller	The Office Boss, Inc. Reimburs...	-1,798.14	-8,747.66
06/05/2024	33786	Eastern Regional Landfill	Account #200	-322.50	-9,070.16
06/05/2024	33787	Hunt Propane	Account #5385	-1,659.82	-10,729.98
06/05/2024	33788	Michael J. Dobrowski, CPA, LLC	Invoice #24339 June 2024	-6,000.68	-16,730.66
06/05/2024	33789	Audit Balance	Voided check. Misprint	0.00	-16,730.66
06/07/2024	33790	Cash	For Petty cash per Laurie's req...	-400.00	-17,130.66
06/07/2024	33791	SDRMA	Member #7084 2024-25 Insura...	-64,424.63	-81,555.29
06/17/2024	33792	Best Best & Krieger LLP	Inv. #998086	-156.00	-81,711.29
06/17/2024	33793	Bushwhackers Tree Service, Inc.	Invoice #100-3432 date 10/26/2...	-975.00	-82,686.29
06/17/2024	33794	Cashman Equipment Company	Customer #001306	-515.05	-83,201.34
06/17/2024	33795	FedEx	Account #1834-0409-1	-49.93	-83,251.27
06/17/2024	33796	Flyers Energy	Account ID: 31116	-1,217.00	-84,468.27
06/17/2024	33797	Griswold Industries	Inv. #894732	-3,884.50	-88,352.77

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07/08/24

Alpine Springs County Water District  
Check Register for Current Month

June 2024

Date	Num	Name	Memo	Amount	Balance
06/17/2024	33798	Janet Grant	Jun 2024 Bdgt., Fin., & BoD Mt...	-275.00	-88,627.77
06/17/2024	33799	Janice Ganong	Jun 24 BOD, Park, Rec & Gree...	-200.00	-88,827.77
06/17/2024	33800	Evan Salke {1}	Jun 24 Bdgt., Fin & BoD Mtgs.	-200.00	-89,027.77
06/17/2024	33801	David Smelser {1}	Jun 2024 Board of Directors Mtg.	-150.00	-89,177.77
06/17/2024	33802	Christine York	Jun 2024 DoB, Park, Rec., & G...	-250.00	-89,427.77
06/17/2024	33803	Laurie Axell	Adobe and Check Dep. Scanne...	-74.69	-89,502.46
06/17/2024	33804	Miguel G. Ramirez	Uniforms	-416.21	-89,918.67
06/17/2024	33805	Mountain Pipeline TV Inspection & Sealing	Invoice #1491	-3,501.55	-93,420.22
06/17/2024	33806	Silver State Analytical Laboratories	Invs. #RN315920, #RN315921	-96.00	-93,516.22
06/17/2024	33807	Tahoe Supply Company	Customer #0001495	-102.07	-93,618.29
06/17/2024	33808	The Office BOSS, Inc.	Newsletter	-601.83	-94,220.12
06/18/2024	33809	North Tahoe FPD	June 2024 Payment	-317,216.61	-411,436.73
06/19/2024	33810	AWAXX Systems, Inc.	Invoice #14569	-2,836.01	-414,272.74
06/19/2024	33811	Independent Technologies	Invoice #6134 Reissue check #...	-300.00	-414,572.74
06/28/2024	33812	B & L Backflow Testing Specialists, LLC	Inv. #31738-AL, Inv. #31739-AL...	-665.00	-415,237.74
06/28/2024	33813	Blacktop Sealing and Striping	Inv. #2132 & Inv. 2133	-4,595.00	-419,832.74
06/28/2024	33814	Eastern Regional Landfill	Account #200	-45.00	-419,877.74
06/28/2024	33815	FedEx	Account #1834-0409-1	-46.39	-419,924.13
06/28/2024	33816	Joseph Mueller	Park BBQ Reimbursement	-227.93	-420,152.06
06/28/2024	33817	Laurie Axell	Health Plan & Amazon Order R...	-213.42	-420,365.48
06/28/2024	33818	Miguel G. Ramirez	Health Plan Reimbursement	-269.82	-420,635.30
06/28/2024	33819	Mountain Hardware and Sports	Customer #39	-154.89	-420,790.19
06/28/2024	33820	Sierra Controls, LLC	Inv. #125091 05/13/24	-7,425.17	-428,215.36
06/28/2024	33821	Silver State Analytical Laboratories	Invs. #RN316181, #RN316399, ...	-503.00	-428,718.36
06/28/2024	33822	The Paper Trail	06/14/2024 Board Meeting	-263.75	-428,982.11
06/28/2024	33823	USA BlueBook	Customer #814589	-75.03	-429,057.14
06/30/2024	33824	Longo Inc.	Invoice #9887 06/17/24 less cre...	-4,950.85	-434,007.99
*** Missing numbers here ***					
06/05/2024	ACH060524	CalPERS (Active)	Customer ID: 2668620501 Heal...	-4,908.54	-438,916.53
*** Missing numbers here ***					
06/05/2024	ACH0605...	CalPERS (Retired)	CalPERS ID: 2668620501 Heal...	-899.17	-439,815.70
*** Missing numbers here ***					
06/07/2024	ACH060724	CalPERS ((CERBT)	CERBT Acct #2668620501-001	-30,000.00	-469,815.70

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07/08/24

Alpine Springs County Water District  
Subsequent Payments Listing

July 1 - 8, 2024

Date	Num	Name	Memo	Amount	Balance
07/03/2024	ach07032...	CalPERS (Active)	Customer ID: 2668620501 Health Insurance...	-4,908.54	-4,908.54
07/03/2024	ach07032...	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance...	-899.17	-5,807.71
*** Missing numbers here ***					
07/01/2024	PlumasAC...	Badger Meter	Customer #23930 Inv. #80162904	-53.52	-5,861.23
07/01/2024	PlumasAC...	Professional Communications M...	Account #193072 Confirmation #13	-42.40	-5,903.63
*** Missing numbers here ***					
07/02/2024	33825	Western Nevada Supply Company	Invoice #71309265	-45.72	-5,949.35
07/02/2024	33826	Independent Technologies	Invoice #6209	-150.00	-6,099.35
07/02/2024	33827	Sierra Office Solutions	Inv #IN4238198	-272.73	-6,372.08
07/02/2024	33828	Joseph Mueller	CCR postcard mailing	-854.55	-7,226.63
07/02/2024	33829	Michael J. Dobrowski, CPA, LLC	July 2024 Invoice #24389	-6,542.68	-13,769.31
07/03/2024	33830	BMO Bank N.A.	Confirmation #5777588	-244.63	-14,013.94
07/03/2024	33831	LAFCO	Alpine Springs County Water District	-2,648.67	-16,662.61

# **EXHIBIT D2**

# **EXHIBIT D3**



AGENDA NO: D3

MEETING DATE: 07/12/2024

## General Managers Report

**TO:** ASCWD Board of Directors

Date: July 01, 2024

**FROM:** Joe Mueller, General Manager

**SUBJECT:** General Manager and Office Activities for the Month of June 2024

### Projects

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

Met with the new development team on needed utility updates.

##### Upcoming project activity

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

#### **2) White Wolf Subdivision**

No activity this month

##### Upcoming project activity

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

### General Business

- Attended a joint meeting with LAFCO, Local Fire Chiefs and District General Managers on exploring the feasibility of combining all or some of the area fire districts.
- Discussed the Chester Public Utility District Fire Measures B and C for full time staffing of their station and associated cost projections.
- Hosted a Community Park Picnic Open house.
- Reviewed with the Board subcommittee the recommendations from the community advisory board, on fire protection and emergency medical services past 2026. Documented the review and subcommittee recommendations that will come before the full board in August 2024.
- Reviewed District lands that could be suitable for the Fire Safe volunteer day on July 20<sup>th</sup>.
- Continued discussions with district counsel and fire consultants on fire protection and emergency medical services.

- Met with Carollo on CIP projects kick offs.
- Continue to meet with numerous community members to discuss fire protection and emergency medical services expectations and what is currently in our agreement for services.
- Began evaluating the cost and repair option of the snowmaking well.
- Reviewed the annual consumer confidence report.
- Reviewed building and/or remodeling plans with Operations staff for potential conflicts with District water or sewer lines.
- Assisted Operations with the evaluation of water losses and / or leak identification.
- Attended the monthly area General Managers meeting.

**Office Activities Performed by Office Manager**

- Continued to work with AWAXX on preparations to update the park card reader system.
- Responded to Placer County Grand Jury request to correct board members ethics training certificates
- Assisted customers with park pass applications and performed card activations.
- Sent out mass emails for Green Waste Dumpsters and Flower Walk
- Answered questions on the District green waste dumpster program.
- Coordinated the delivery of green waste dumpsters for the community cleanup weekend July 4<sup>th</sup>.
- Sent out community postcard notifications on the Consumer Confidence Report.



**ASCWD PARK USE AND REVENUE HISTORY**

As of July 8, 2024

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Season Passes Resident	75	118	119	245	163	175	159	165	150	135
Season Passes Non resident	35	52	64	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1
Day Passes	4	12	6	50	16	18	26	30	19	16
Week Passes	Note #2	Note #2	Note #2	4	6	6	7	8	9	12
Pass Revenue Total	\$ 25,660	\$ 39,680	\$ 39,580	\$ 45,200	\$ 25,080	\$ 26,970	\$ 24,700	\$ 25,760	\$ 23,370	\$ 20,585
Season Pass Revenue	\$ 25,500	\$ 39,200	\$ 39,340	\$ 44,100	\$ 24,450	\$ 26,250	\$ 23,850	\$ 24,750	\$ 22,500	\$ 19,575
Day Pass Revenue	\$ 160	\$ 480	\$ 240	\$ 800	\$ 270	\$ 360	\$ 430	\$ 530	\$ 330	\$ 290
Week Pass Revenue	Note #2	Note #2	Note #2	\$ 300	\$ 360	\$ 360	\$ 420	\$ 480	\$ 540	\$ 720
Group use #	10	8	9	6	0	20	26	17	18	30
Group Use Revenue	\$ 1,180	\$ 600	\$ 2,175	\$ 400	\$ -	\$ 2,100	\$ 4,300	\$ 1,650	\$ 2,150	\$ 2,850
Total Season Revenue	\$ 26,840	\$ 40,280	\$ 41,755	\$ 45,600	\$ 25,080	\$ 29,070	\$ 29,000	\$ 27,410	\$ 25,520	\$ 23,435

Note #1:  
Note #2:

Distinguishing between Resident and Non Resident for Season Passes began with the 2022 Park Season  
Beginning in 2022 Week passes where eliminated and Day Pass issuance restricted

# EXHIBIT D4

**ASCWD OPERATIONS REPORT  
WATER / WASTEWATER  
FOR 6-1-24 THRU 6-30-24**

TO: Board of Directors  
DATE July 12th, 2024  
FROM: Miguel Ramirez, Operations & Maintenance

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**Wastewater Flows:** 30 Days / June 2024 normal operation throughout the month.

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
19,000 GPD	139,000 GPD	58,100 GPD

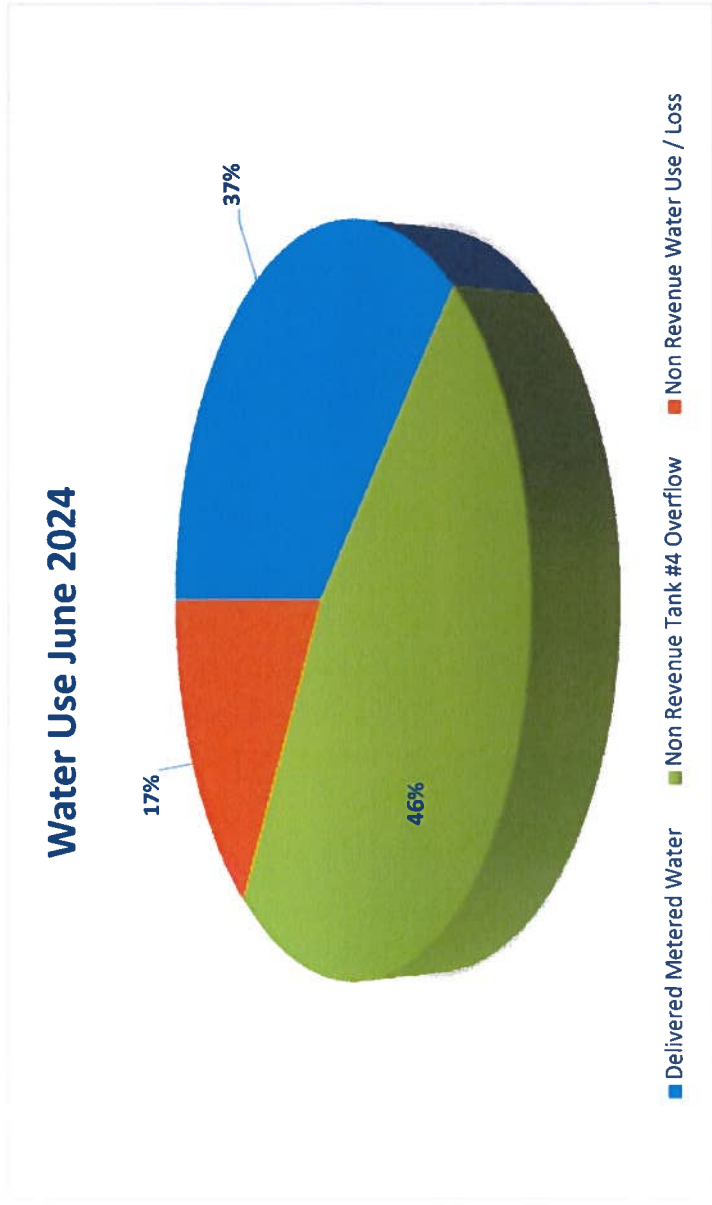
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**Operations / Maintenance / Repairs:**

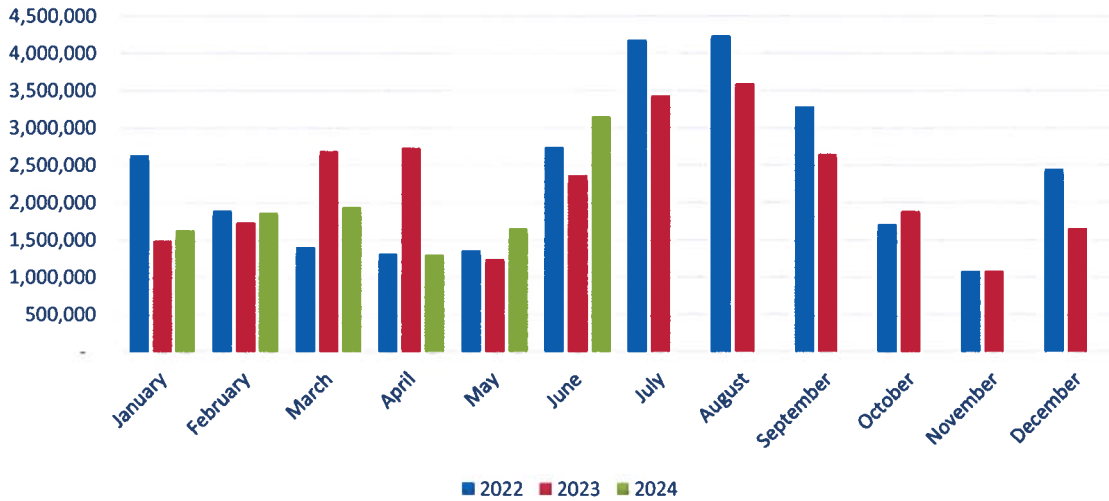
- All routine water zone samples came back absent from Coliform and E-coli.
- Continued repair and maintenance in park
- Alpine Septic/Mountain Pipeline has continued with the annual Collection system cleaning. (Cleaning and Tv work that is done on a yearly basis with a third of the system being cleaned and inspected).
- We have started the annual valve exercise/maintenance program
- Well R-2 has been pulled and is in the process of being inspected/repared

# ALPINE SPRINGS COUNTY WATER DISTRICT JUNE 2024 WATER REPORT

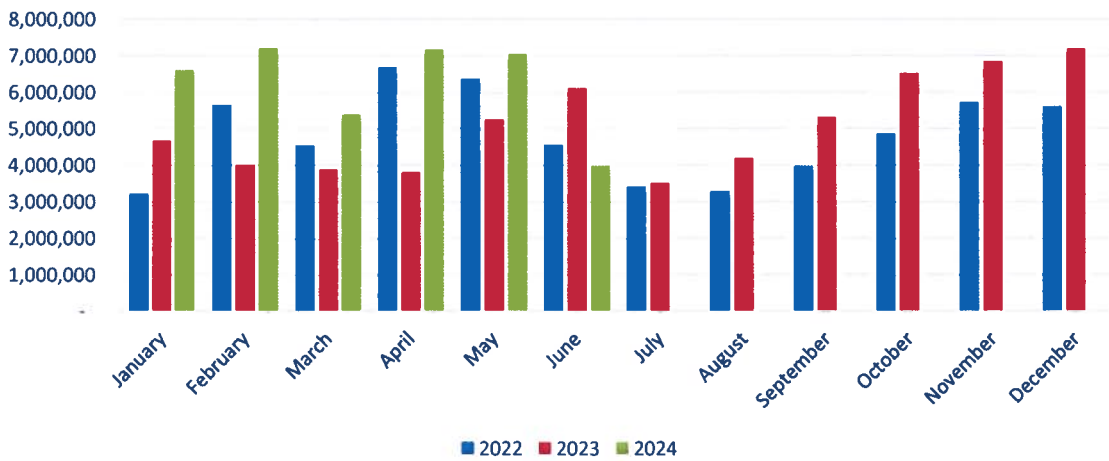
<b>Total Potable Water Production</b>	8,566,216	Gallons
<b>Delivered Metered Water</b>	3,156,041	Gallons
<b>Non Revenue Tank #4 Overflow</b>	3,976,228	Gallons
<b>Non Revenue Water Use / Loss</b>	1,433,947	Gallons



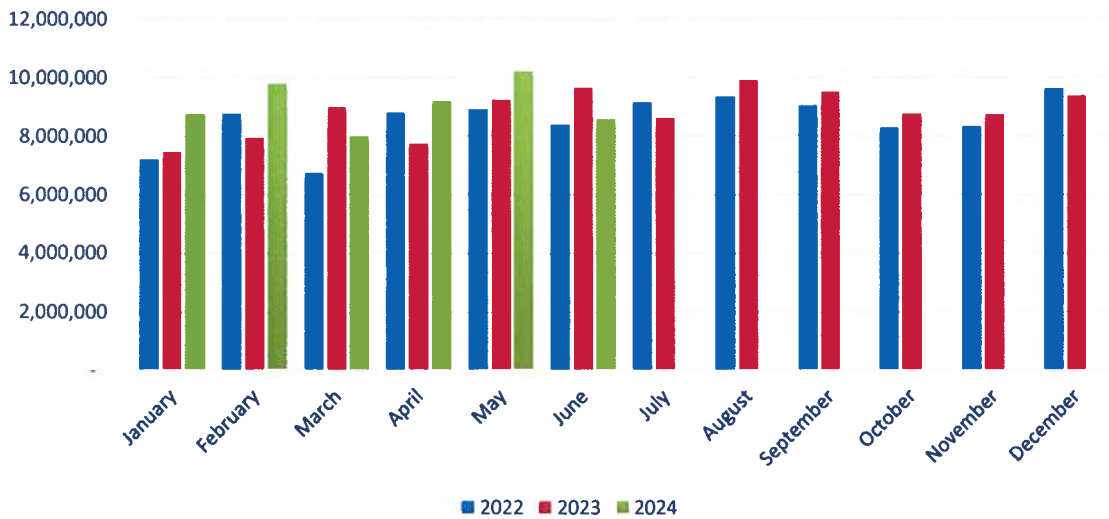
### Delivered Metered Water per Month (gallons)



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



### Total Water Production per Month (gallons)



# EXHIBIT D5

# **T-TSA BOARD MEETING SUMMARY**

06/19/2024 Regular BOD Meeting

**1) The M, 2024 Board meeting was held in person and via Zoom:**

- T-TSA Board Meeting Videos available at: <https://vimeo.com/user183648821>

**2) Public Comment (provided during Public Comment or Agenda items).**

1. Barney Dewey – Candidate for TDPUD Board
2. Patrick Stein – Business Owner
3. Edward Vento – CATT
4. Erin Casey – Tahoe Housing Hub

**3) No Sanitary Sewer Overflows.**

**4) Status Report:**

a) Operations Report:

- All plant waste discharge requirements were met, and the plant performed well in May.
- Staff participated in Public relations plant tours and Truckee Day.
- Cleaned and inspected centrifuge feed tank and centrate tank.
- Removal of stored sulfuric acid.

b) Laboratory Report:

- Congratulations to Kristin Schrandt on her promotion to Chemist III.
- Several substantial equipment replacements.
- Beginning of annual river monitoring.

c) Public Outreach:

- Plant Tours: Staff from TMWRF and Tahoe Expedition Academy 6th graders toured the T-TSA facility.
- Public Outreach: T-TSA Participated in Truckee Day Clean Up and Block Party.

d) Capital Projects Report:

- Sodium Hypochlorite Foundation Project: Final vessel testing and inspection complete. Digestion Improvements Project: Data assessment and facility location options are being explored. TRI Alpine Meadows to Olympic Valley Rehabilitation Project: Initial survey work and environmental assessments are underway. Nutrient Removal Alternatives Study: An Initial workshop was held with Carollo and TTSA staff to discuss current facility conditions.
- Please visit the “Projects” page on the Agency website for updates on ongoing projects by using the following link: <https://www.ttsa.ca.gov/home/pages/construction-projects>

e) Other Items Report: The Board Approved:

- Approval of the Regular Board meeting minutes from May 15, 2024.
- Ratification of payment of General Fund warrants and review and approval of the May Financial Results.
- Public Meeting for Public Comment Related to the Board’s Consideration of Adopting the Proposed Sewer Connection Charge Ordinance, Adjusting Agency Sewer Connection Fees, and Making Related Amendments. The Board approved Ordinance No. 01-2024 for the Increase of Agency Sewer Connection Charges effective 01/01/25
- Public Hearing for Public Comment Related to the Board’s Consideration of Adopting Resolution(s) for the 2024-2025 Tax Roll Billing Report(s) and Approving Billing and Collection of Charges on County Tax Roll(s). The Board approved (1) Resolution No. 01-2024 Adopting 2024-25 Tax Roll Billing Report and Approving Billing and Collection of Charges on the County of Nevada Tax Roll; (2) Resolution No. 02-2024 Adopting 2024-25 Tax Roll Billing Report and Approving Billing and Collection of Charges on the County of Placer Tax Roll; (3) Resolution No. 03-2024 Adopting 2024-25 Tax Roll Billing Report and Approving Billing and Collection of Charges on the County of El Dorado Tax Roll.
- Review and Approval of Fiscal Year 2025 (FY25) Budget.
- Approval of Resolution No. 04-2024 Establishing Appropriations Limits for Fiscal Year 2025 (FY25).
- Approval to Reject all Bids for Procurement of Sodium Hypochlorite.
- Approval for the Agency General Manager to enter into a Right of Entry Agreement for the Truckee Music Fest.
- Additionally:
  - Discussion and Update on the Classification and Compensation Study with Gallagher Consulting Company (Formerly Koff & Associates).

# EXHIBIT E1



Alpine Springs County Water  
Budget and Finance Committee Report  
Thursday, June 13, 2024 9:30 a.m.

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

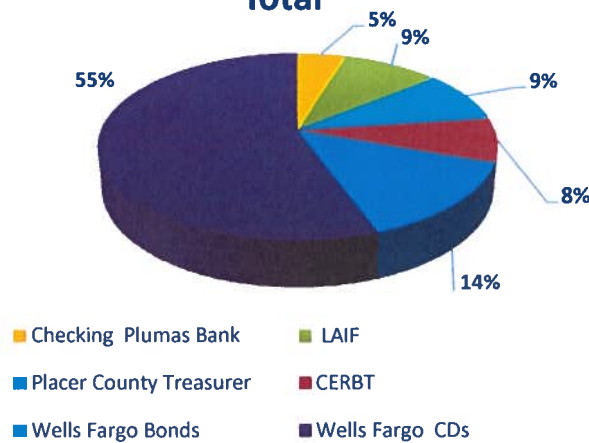
Items discussed and recommendations to board:

1. PUBLIC COMMENT
  - a. No public comment.
  
2. ITEMS FOR COMMITTEE DISCUSSION AND RECOMMENDED ACTION
  - a. Monthly Financial Reports
    - i. After reviewing the May financial reports, the quarterly reports, and the payables, the committee recommends board approval.
  - b. Treasurer's Report.
    - i. We discussed the monthly treasurer's report. We noted that adding Wells Fargo CD and T-bills has generated nearly \$20,000 in interest revenue since incorporation. Additionally Joe pointed out that we have so far not needed to draw from these accounts for operations as we originally thought we would.
  - c. Second Review of Draft Fiscal Year 2024/25 Operations and Capital Budget
    - i. After discussion about the changes from last months budget review the committee recommends adoption of the 2024 operations and capital improvement budgets.
  - d. Unbudgeted Expenses  
No unbudgeted expenses are reported for this month.
  
3. MEMBERS' COMMENTS
  - a. Janet asked that the Bill Paying policy be revisited next month to align it with current practices
  
4. CORRESPONDENCE
  - a. There was no correspondence this month.
  
5. ADJOURNMENT
  - a. The committee adjourned at 11:30 a.m.
  
6. NEXT MEETING
  - a. Next B&F meeting: Thursday, July 11, 2023 9:30 a.m.

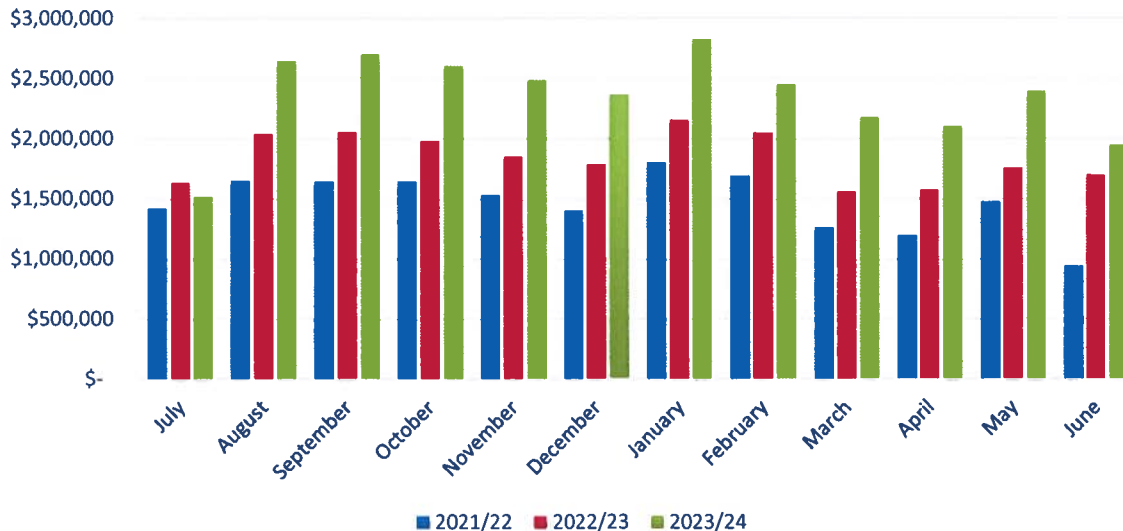
## ALPINE SPRINGS COUNTY WATER DISTRICT JULY 2024 TREASURERS REPORT FY 23/24

	Account Balance	Report Date	Interest
Checking Plumas Bank	\$ 92,118	7/1/2024	0.00%
LAIF	\$ 182,777	7/1/2024	4.332%
Placer County Treasurer	\$ 170,425	5/31/2024	3.517%
CERBT	\$ 148,662	6/28/2024	1.020%
Wells Fargo Bonds	\$ 270,000	9/28/2023	4.800%
Wells Fargo CDs	\$ 1,080,000	9/28/2023	5.500%
	<u>\$ 1,943,982</u>		

### Cash and Investments as a Percentage of Total



### Total Cash and Investments By Month



# EXHIBIT F1



AGENDA NO: F1

MEETING DATE: 07/12/2024

## Staff Report

**TO:** ASCWD Board of Directors

Date: July 5, 2024

**FROM:** Joe Mueller, General Manager

**SUBJECT:** DISTRICT BILL PAYING POLICY #2.1.0

### **DISCUSSION:**

As payment processing continues to transition from physical checks to electronically transmitted payments directly between banks through the ACH Network, Bill pay programs, and credit card transactions, the District Bill Paying Policy required modification to reflect the actual processing of disbursements.

The updates and modifications to the policy accurately reflect the process while maintaining required best practices for accounting checks and balances.

Staff updated Policy #2.1.0 and presented it to the Budget and Finance Committee on July 11<sup>th</sup>, 2024. Any B&F committee suggested changes will be presented during Board Discussion.

### **FISCAL IMPACT:**

Minimal positive fiscal impacts have been recognized through electronic payments and the reduction of staff time, vendor fees and charges.

### **RECOMMENDATION :**

Staff recommends that the Board review and approve the recommended changes proposed by District staff and the Budget and Finance Committee.

### **Attachments:**

1. Current District Bill Paying Policy #2.1.0
2. Proposed Draft District Bill Paying Policy #2.1.0

## ALPINE SPRINGS COUNTY WATER DISTRICT

**Policy Number:** 2.1.0

**Title:** BILL PAYING

**Introduction:**

This policy has been developed to establish a procedure for the payment of bills submitted to the District.

**Ends:**

The Alpine Springs County Water District Board of Directors hereby establishes the following policy with respect to payment of payroll and accounts payable.

All disbursements for payment for goods and services must be approved by a majority of the Board of Directors and the General Manager before the check is mailed to the vendor, except as otherwise authorized by the Board. For routine disbursements, the District staff shall prepare the checks and attach supporting documentation to each. Prior to action by the Board, two Directors, one of whom is a member of the Budget & Finance Committee, shall review the checks and supporting documentation. The District staff shall submit to the Board at its regularly scheduled Board meeting, a list of all checks which have been prepared, reviewed by two Board members, but not formally approved by the Board or sent to vendors (Check Register). Supporting documentation for each check shall be available at the Board meeting for review by the Directors. The Board shall take action to approve the checks for payment of demands before they are signed and sent to vendors.

Approval of demands and disbursements for payment may be expedited in three cases: (1) the District is required by law to pay for goods or services, for example, employee payroll checks and payroll taxes, before the next regularly scheduled Board meeting; (2) the District will incur penalties or finance charges if the bill is not paid before the next regularly scheduled Board meeting; or (3) the District can take advantage of trade discounts if the bill is paid before the next regularly scheduled Board meeting. In these three cases only, as authorized by the Board, the District staff shall prepare the checks and attach supporting documentation to each. The General Manager, or his designee, and two Directors, one of whom is a member of the Budget & Finance Committee, shall review the supporting documentation and approve the checks in advance of the Board meeting. A Check Authorization Form (see attached) must be completed and signed by the General Manager and the two Directors. Two of the Directors, including the Budget & Finance Committee member, must sign the checks. The checks may be mailed to the vendors. The Check Authorization Form must be filed with copies of the checks and supporting documentation attached. In these cases, the District staff shall inform the Board at its regularly scheduled meeting of all checks which have been approved and mailed before the Board meeting by placing an asterisk (\*) next to the item on the Check Register. Supporting documentation for each check shall be available at the Board meeting for review by the Directors.

**Responsibility:**

It is the responsibility of the General Manager to provide for the timely payment of staff payroll and to provide an accounting to the Board for payment of all bills. It is the Board's responsibility to review the accounting and assure that all disbursements are supported by adequate documentation and that such disbursements are made in accordance with approval and authorization established by the Board of Directors pursuant to California Water Code Section 31302.

*This policy was adopted by motion during the public meeting of the Alpine Springs County Water District Board of Directors on September 13, 2002.*

*This policy has been amended by motion during the public meeting of the Board of Directors on February 14, 2003.*

*This policy was again amended by motion during the public meeting of the Board of Directors on May 9, 2003.*

*C:\Documents and Settings\Pam\My Documents\Policies & Procedures\2.1.0 Bill Paying.doc*

*This policy was amended changing the signatures to two directors vs. three during the public meeting of the ASCWD Board on 11/9/12*

ALPINE SPRINGS COUNTY WATER DISTRICT

**CHECK AUTHORIZATION FORM**

We authorize the payment of the following check numbers:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

We have thoroughly reviewed all documentation supporting the disbursement of these funds. Copies of the signed checks with supporting documentation are attached hereto.

_____	_____	_____
DATE	GENERAL MANAGER	SIGNATURE

_____	_____	_____
DATE	DIRECTOR	SIGNATURE

_____	_____	_____
DATE	DIRECTOR	SIGNATURE

*This policy was adopted by motion during the public meeting of the Alpine Springs County Water District Board of Directors on September 13, 2002.*

*This policy has been amended by motion during the public meeting of the Board of Directors on February 14, 2003.*

*This policy was again amended by motion during the public meeting of the Board of Directors on May 9, 2003.*

*C:\Documents and Settings\Pam\My Documents\Policies & Procedures\2.1.0 Bill Paying.doc*

*This policy was amended changing the signatures to two directors vs. three during the public meeting of the ASCWD Board on 11/9/12*

## DRAFT PROPOSED

**Policy Number:** 2.1.0

**Title:** BILL PAYING

**Introduction:**

This policy has been developed to establish a procedure for the payment of bills submitted to the District.

**Ends:**

The Alpine Springs County Water District Board of Directors hereby establishes the following policy with respect to payment of accounts payable and payroll.

All disbursements for payment for goods and services must be approved monthly by a majority of the Board of Directors and the General Manager. For routine disbursements, the District staff shall prepare the checks, ACH's, auto pay setups, credit card, and attach supporting documentation to each.

Prior to action by the Board, the Budget and Finance committee and two District Directors shall review District disbursements and supporting documentation. The District staff shall submit to the Board at its regularly scheduled Board meeting a list of all disbursements which have been prepared and reviewed by two Board members, for formal approval by the Board (Disbursement Register). The Board shall act monthly at each Board of Directors Meetings to approve the payment of demands.

Preparation for the payment of bills will occur on or about the 1<sup>st</sup> and 15<sup>th</sup> of the month. To ensure timely payments and the reduction or elimination of additional fees recurring monthly charges will be paid as established by staff through check, ACH, Plumas Bank Bill Pay, or by Credit Card as required. The District staff shall prepare the payments and attach supporting documentation to each. For physical checks the General Manager, or his designee, and two Directors, shall review the supporting documentation and approve each check in advance of payment being sent to vendors. Two Directors are required to sign each check, and in the unusual event that two Directors are not available to sign, the General Manager may sign as one of the two required signatures.

Each check run will include a Disbursement Authorization Form (see attached) to be completed and signed by the General Manager and the two Directors that signed the checks.

The Disbursement Authorization Form (formally Check Authorization) shall be filed in the Disbursement Authorization Binder, and the checks along with supporting documentation shall be filed in the vendor files. Supporting documentation for each disbursement shall be available for review by the Directors.

**Responsibility:**

It is the responsibility of the General Manager to provide for the timely payment of staff payroll and to provide an accounting to the Board for payment of all bills. It is the Board's responsibility to review the accounting and assure that all disbursements are supported by adequate documentation and that such disbursements are made in accordance with approval and authorization established by the Board of Directors pursuant to California Water Code Section 31302.

*This policy was adopted by motion during the public meeting of the Alpine Springs County Water District Board of Directors on September 13, 2002.*

*This policy has been amended by motion during the public meeting of the Board of Directors on February 14, 2003.*

*This policy was again amended by motion during the public meeting of the Board of Directors on May 9, 2003.*

*This policy was amended changing the signatures to two directors vs. three during the public meeting of the ASCWD Board on 11/9/12*

**DISBURSEMENT AUTHORIZATION FORM**

We authorize the payment of the following check numbers:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

We have thoroughly reviewed all documentation supporting the disbursement of these funds. Copies of the signed checks with supporting documentation are attached hereto.

_____	_____	_____
DATE	GENERAL MANAGER	SIGNATURE

_____	_____	_____
DATE	DIRECTOR	SIGNATURE

_____	_____	_____
DATE	DIRECTOR	SIGNATURE

*This policy was adopted by motion during the public meeting of the Alpine Springs County Water District Board of Directors on September 13, 2002.*

*This policy has been amended by motion during the public meeting of the Board of Directors on February 14, 2003.*

*This policy was again amended by motion during the public meeting of the Board of Directors on May 9, 2003.*

*This policy was amended changing the signatures to two directors vs. three during the public meeting of the ASCWD Board on 11/9/12*



ALPINE SPRINGS COUNTY WATER DISTRICT

ACH:

Vendor	Date	Amount

Auto Pay:

Vendor	Date	Amount

Plumas Bank Bill Pay:

Vendor	Date	Amount

*This policy was adopted by motion during the public meeting of the Alpine Springs County Water District Board of Directors on September 13, 2002.*

*This policy has been amended by motion during the public meeting of the Board of Directors on February 14, 2003.*

*This policy was again amended by motion during the public meeting of the Board of Directors on May 9, 2003.*

*This policy was amended changing the signatures to two directors vs. three during the public meeting of the ASCWD Board on 11/9/12*

# EXHIBIT F2



AGENDA NO: F2

MEETING DATE: 07/12/2024

## Staff Report

**TO:** ASCWD Board of Directors

Date: July 5,2024

**FROM:** Joe Mueller, General Manager

**SUBJECT:** YEAREND REVIEW OF DISTRICT 2023/24 GOALS AND OBJECTIVES MATRIX

### **BACKGROUND:**

This is the yearend review (semi-annual) and close out of the 2023/24 Goals and Objective Matrix.

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

### **DISCUSSION:**

Discuss the Yearend Review of the FY 2023/24 Goals and Objectives Matrix.

### **FISCAL IMPACT:**

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

### **Attachments:**

1. Yearend (Semi-Annual) - 2023/24 Board Goals and Objectives Matrix

# Alpine Springs County Water District Board Goals/Objectives 2023/24 Matrix

## *Reviewed Semi Annually; December 2023 and July 2024*

GOAL	OBJECTIVE (ACTION PLAN)	WHO	WHEN/ % COMPLETE	December 2023 Review	July 2024 Review
1. Review District's Mission Statement and Goals and Objectives annually	1.1 Review and revise as needed the District's Mission Statement and Board Goals and Objectives (Policy 4.6.0)	Administration and Personnel Committee, GM, Board	May 2024/100%	On track to be reviewed before May 2024	Reviewed, revised and approved by the Board at the April 2024 meeting
	1.2 Review of General Manager	Administration and Personnel Committee, GM, Board	May 2024/ 100%	On track to be reviewed before May 2024	Performed at the May 2024 Board meeting
2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District.	2.1 Maintain a long term strategic plan and update it every 3-5 years. Long Range Planning committee to review the District Master plan (Strategic Long-Range Plan) as it pertains to capital improvement projects and timelines for implementation. (Policy 1.0.0) (Policy 8.0.0) (Policy 8.1.0) (Policy 8.3.0)	Long Range Planning Committee, Board, GM	November 2024/ 100%	September 18, 2023 a LRPC meeting was held discussing the Districts Master plan including CIP planning and the sequencing of projects	No additional action performed

	<p>2.2. Inform valley residents via a park bulletin board and the newsletter about water conservation practices. <i>(Policy 1.2.0)</i></p>	<p>Board, GM</p>	<p>August 2024/ 100%</p>	<p>The Park bulletin is continuously updated with water conservation ideas throughout the park season</p>	<p>Water conservation updates and practices have been published in the District newsletters and on the park bulletin board</p>
	<p>2.3. Maintain volunteer membership on Board Committees through continued communications via the District Newsletters and Park message board. <i>(Policy 2.0.0)</i></p>	<p>Board, GM</p>	<p>June 2024/ 100%</p>	<p>Information on volunteer opportunities have been included in past District newsletters along with being posted on the park message board.</p>	<p>Information on volunteer opportunities have been included in past District newsletters along with being posted on the park message board</p>
	<p>2.4. Discuss and update park user fees for Alpine Meadows residents/non-residents for the next park season. <i>(Policy 6.1.0)</i></p>	<p>Park, Recreation, Greenbelt Committee, Board, GM</p>	<p>April 2024/ 100%</p>	<p>On track to be updated before April 2024</p>	<p>Discussed at the PR&amp;G committee meeting March 2024 and at the Board meeting April 2024 with the decision to hold fees at the 2023 levels</p>
	<p>2.5. Identify possible locations for defensible space work on selected District owned greenbelt lands for the following fiscal year.</p>	<p>Park, Recreation, Greenbelt Committee, Board, GM</p>	<p>June 2024/100%</p>	<p>On track to be reviewed before June 2024</p>	<p>Identified a suitable District greenbelt location June 2024 for the Fire Safe cleanup day</p>

	<b>(Policy 6.6.0)</b>				
	2.6. Continue to develop, update, and keep current the multi-phase plan for stewardship of District owned greenbelt lands. Through Community events, workshops, and the evaluation of a parcel tax for defensible space. <i>(Policy 6.6.0)</i>	Park, Recreation, Greenbelt Committee, Board GM	March 2024/ 75%	Staff continues to work with the Park, Recreation, Greenbelt Committee and the community at large to evaluate opportunities for District green belt lands	A professional Forester has begun reviewing District Greenbelt maps for possible development of a treatment plan that can be used for future grant applications
3. Budget resources to ensure that money, staff, and facilities are available for the District to operate within all the policies of the Board.	3.1 Approve fiscal budget each year. <i>Policy 2.6.0)</i>	Budget and Finance Committee, Board, GM	June 2024/ 100%	On track to be developed and approved before June 2024	Approved by resolution at the June 2024 meeting
	3.2 Review a list of all active District Contracts which will include: service provided, amount, inception date, and expiration date,	Budget and Finance Committee, Board, GM	February 2024/ 100%	A review of active District Contracts is part of the January 2024 Board of Directors Meeting	Completed no additional action required
4. Provide the public with information about the District's activities including goals and objectives.	4.1 Provide information to the public via the park bulletin board, the District website, semi-annual newsletter, annual valley-	Board, GM	Continuous 100%	The Fall newsletter was published in October, the District hosted a Holiday open	The Spring newsletter was published in May, and the District hosted a

	<p>wide meeting, and on the street communications.</p>			<p>house, and the District General Manager participated in the Annual valley wide Meeting and the Annual Valley Evacuation Drill.</p>	<p>Community Park Picnic in June</p>
<p>5. Always communicate with each other, and the public in a polite and respectful manner.</p>	<p>5.1 Provide opportunity for residents to enter and attend meetings and events in person at the District office.</p>	<p>Board, GM</p>	<p>Continuous 100%</p>	<p>Board meetings are currently being held in person at the District office. As an added service the District continues to provide a zoom link for the community to view the meetings</p>	<p>Board meetings are currently being held in person at the District office. As an added service the District continues to provide a zoom link for the community to view the meetings</p>

# EXHIBIT F3





AGENDA NO: F3

MEETING DATE: 07/12/2024

## Staff Report

**TO:** ASCWD Board of Directors

Date: July 03,2024

**FROM:** Joe Mueller, General Manager

**SUBJECT:** Resolution #8-2024 Notice of Governing Board Member Election to a vote of the voters.

### **DISCUSSION**

Per California Elections Code Section 10509, the Placer County Elections Office requires a resolution from the Board of Directors requesting election services no later than July 12, 2024.

Candidate filing for District Director position opens July 15, 2024 and closes August 9,2024. Nomination papers will be available at the Placer County Elections Office during these dates. If the election of Board Directors is uncontested the election services request can be cancelled.

### **FISCAL IMPACT**

If an election is necessary, a fee of \$1750 would be due to Placer County Elections. This fee has been accounted for in the FY24/25 proposed budget.

### **RECOMMENDATION**

Adopt Resolution #8-2024 requesting election services from County of Placer

### **Attachments:**

- 1- Resolution #8-2024

**RESOLUTION NO. 8-2024**

**RESOLUTION BY THE ALPINE SPRINGS COUNTY WATER DISTRICT  
BOARD OF DIRECTORS**

**NOTICE OF GOVERNING BOARD MEMBER ELECTION AND/OR  
NOTICE TO SUBMIT MEASURE(S) TO A VOTE OF THE VOTERS**

DECLARING AN ELECTION BE HELD IN ITS JURISDICTION;  
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS ELECTION WITH  
ANY OTHER ELECTION CONDUCTED ON SAID DATE;  
AND  
REQUESTING ELECTION SERVICES BY THE COUNTY CLERK.

WHEREAS, this District Governing Body orders an election to be held in its jurisdiction on  
November 5, 2024; at which election the issue(s) to be presented to the voters shall be:

**NOMINATION OF CANDIDATES FOR THE GOVERNING BODY**

1. Said election shall be to fill a vacancy for the following Board Members(s) who resigned and/or whose term(s) expired:

Incumbent's Name	Division Number (if applicable)	Regular/Short Term
David Smelser	N/A	Regular
Janice Ganong	N/A	Regular

2. Said Directors for this District are elected in the following manner:

At Large.

There are no divisions in the District; all voters within the District vote for all candidates.

By Division.

Districts are split into areas; only those voters residing in the area may vote for candidates who run in the area.

Qualified by Division-Elected at Large.

Directors must qualify to run by living in a specific division, but all voters within the District may vote on all candidates.

Qualified by Division-Elected at Large.

Directors must be a landowner. Multiple ownerships can designate single owner to cast vote or cast pro rata share.

3. Said District has determined the following election particulars:

- The length of the Candidate Statement shall not exceed **200** words.
- The cost of the Candidate Statement shall be paid by the **Candidate**.
- 4. Said District does not request that the following measure(s) be decided at this election.
- 5. Said District has determined the following election particulars:
  - In the case of a tie vote, the election shall be determined by **LOT**.
  - The County Clerk is **requested** to provide election services. If the District requests the Placer County Elections Office to provide election services, all applicable costs will be paid for by the District.
- 6. The District hereby certifies that:

X There have been no District boundary changes since our last election.

BE IT RESOLVED that the Board of Supervisors of the County of Placer is hereby requested to:

1. Consolidate the election with any other applicable election conducted on the same day;
2. Authorize and direct the County Clerk, at Governing Body expense, to provide all necessary election services.

This Resolution shall be considered a Notice of Election and Specification of Election Order if applicable.

PASSED AND ADOPTED 12<sup>th</sup> day of July 2024, at a Meeting of the Board of Directors, by the following vote:

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

NOES: Directors \_\_\_\_\_

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

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

ALPINE SPRINGS COUNTY WATER DISTRICT

\_\_\_\_\_  
 Janet Grant, President  
 Board of Directors

ATTEST:

\_\_\_\_\_  
 Joe Mueller, General Manager  
 Secretary to the Board of Directors

**QUICK REFERENCE CALENDAR FOR  
NOVEMBER 5, 2024, GENERAL ELECTION  
Candidate Calendar - Draft**

July 9, 2024 (E-125)	Last day resolution and boundary maps can be presented to the Elections Office to guarantee placement of measure on ballot.
July 8 – July 20, 2024 (E-120 – E-102)	Candidate workshops conducted during this period (dates and locations to be scheduled).
July 15, 2024 (E-113)	Candidate filing period begins. <i>Cal. Elec. Code §§ 333, 8020, 8040, 8041</i>
July 30, 2024 (E-98)	Last day that a candidate from the Primary Election may request a different ballot designation for use in the General Election. <i>Cal. Elec. Code § 13107(h)</i>
July 31, 2024 (E-97)	Last day to file semi-annual campaign statements. (From last statement to 06/30/24). <i>Cal. Gov. Code § 84200</i>
August 9, 2024 (E-88)	Close of regular candidate filing period. This period is extended if an eligible incumbent fails to file. <i>Cal. Elec. Code §§ 8020(b), 8063, 8064, 8403, 8550, 13107.3</i>
August 14, 2024 (E-83)	Close of extended candidate filing period. <i>Cal. Elec. Code §§ 8022, 8024</i>
August 15, 2024 (E-82)	Random alphabet draw to be held at 11 a.m. to determine the ballot order of candidates' names. <i>Cal. Elec. Code §§ 13112 (b)(1)(C)</i>
September 9, 2024 (E-57)	Write-in candidate filing period begins. <i>Cal. Elec. Code §§ 8601</i>
September 26, 2024 (E-40)	Last day to file 1 <sup>st</sup> pre-election campaign statements (from 7/1/24- 9/21/24) <i>Cal. Gov. Code §§ 84200, 84200.5, 84200.8</i>
October 7, 2024 (E-29)	Ballots mailed to all active registered voters. First day to begin processing ballots. <i>Cal. Elec. Code §§ 3001(b), 15101</i>
October 7, 2024 (E-29)	County Voter Information Guides will be mailed to voters by this date. <i>Cal. Elec. Code §§ 13303(a), 13305</i>
October 22, 2024 (E-14)	First day for conditional registration for this election. <i>Cal. Elec. Code § 2170 (a)</i>
October 22, 2024 (E-14)	Close of write-in candidate filing period. <i>Cal. Elec. Code §§ 8601, 8604</i>
October 24, 2024 (E-12)	Last day to file 2 <sup>nd</sup> pre-election campaign statements (from 9/22/24 – 10/19/24) <i>Cal. Gov. Code §§ 84200, 84200.5, 84200.8</i>
October 29, 2024 (E-7)	Last day to request a ballot by mail. <i>Cal. Elec. Code §§ 3001(a)</i>
November 5, 2024	ELECTION DAY <i>Cal. Elec. Code §§ 1000(e), 1200</i>

# **EXHIBIT F4**



AGENDA NO: F4

MEETING DATE: 07/12/2024

## Staff Report

**TO:** ASCWD Board of Directors

Date: July 3, 2024

**FROM:** Joe Mueller, General Manager

**SUBJECT:** Consideration of Resolution #9-2024 Adopt the FY2024/2025 ASCWD Employee Salary Schedule

### **BACKGROUND:**

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

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

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

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

### **DISCUSSION:**

All District employee's compensation is within the listed salary range for each position.

**FISCAL IMPACT:**

The salaries of the District employees have been approved through the FY 2024/2025 Budget

**RECOMMENDATION:**

Adopt Resolution #9-2024 ASCWD Employee Salary Schedule

**ATTACHMENTS:**

- 1- Resolution #9-2024
- 2- Alpine Springs County Water District Annual Salary Schedule updated 07/03/24

**RESOLUTION NO. 9-2024**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ALPINE SPRINGS COUNTY WATER DISTRICT FOR  
ADOPTING THE SALARY SCHEDULE FOR FY2024/2025**

WHEREAS, the General Manager of the Alpine Springs County Water District (District) prepared the FY2024/2025 Salary Schedule which complies with the CalPERS regulations, and

WHEREAS, the Alpine Springs County Water District wishes to adopt the FY2024/2025 Salary Schedule.

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

The Board adopts the District FY2024/2025 Salary Schedule

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the Board of Directors of the Alpine Springs County Water District, California, on the 12th day of July, 2024, by the following vote:

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

NOES: \_\_\_\_\_

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

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

\_\_\_\_\_  
JANET GRANT, President

ATTEST:

\_\_\_\_\_  
JOE MUELLER, General Manager  
Secretary to the Board of Directors



## Alpine Springs County Water District Annual Salary Schedule

Effective Date	COLA	General Manager		Office Manager		O&M Supervisor		O&M Operator	
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
July 1, 2016		N/A	N/A	\$ 44,990.40	\$ 61,573.20	\$ 52,499.20	\$ 71,822.40	N/A	N/A
July 1, 2017		N/A	N/A	\$ 46,300.80	\$ 63,367.20	\$ 54,017.60	\$ 73,923.20	N/A	N/A
July 1, 2018		N/A	N/A	\$ 48,032.40	\$ 65,722.80	\$ 56,014.40	\$ 76,668.80	N/A	N/A
July 1, 2019		N/A	N/A	\$ 49,639.20	\$ 67,922.40	\$ 57,907.20	\$ 79,227.20	\$ 46,446.40	\$ 63,544.00
July 1, 2020		\$ 102,596.00	\$ 140,400.00	\$ 50,122.80	\$ 68,593.20	\$ 58,489.60	\$ 80,017.60	\$ 46,904.00	\$ 64,168.00
July 1, 2021	4.30%	\$ 107,005.60	\$ 146,442.40	\$ 52,275.60	\$ 71,541.60	\$ 61,006.40	\$ 83,449.60	\$ 48,921.60	\$ 66,955.20
July 1, 2022	6.05%	\$ 136,175.33	\$ 186,362.60	\$ 55,438.27	\$ 75,869.87	\$ 64,697.29	\$ 88,498.30	\$ 51,881.36	\$ 71,005.99
July 1, 2023	3.50%	\$ 140,941.46	\$ 192,885.29	\$ 57,378.61	\$ 78,525.31	\$ 66,961.69	\$ 91,595.74	\$ 53,697.20	\$ 73,491.20
July 1, 2024	4.00%	\$ 146,579.12	\$ 200,600.70	\$ 59,673.76	\$ 81,666.32	\$ 69,640.16	\$ 95,259.57	\$ 55,845.09	\$ 76,430.85

# EXHIBIT G

## Joe Mueller

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**From:** Laurie Axell  
**Sent:** Wednesday, July 3, 2024 9:13 AM  
**To:** Joe Mueller  
**Subject:** FW: Tennis courts and fire district staffing

Laurie Axell  
Office Manager  
Alpine Springs County Water District (ASCWD)  
270 Alpine Meadows Rd.  
Alpine Meadows, CA 96146  
office: (530)583-2342 x101  
24/7 after hours emergency # (866) 696-9608  
Office hours Monday - Friday 9am - 3pm, closed weekends  
[www.alpinesprings.org](http://www.alpinesprings.org)

**From:** Carl Jones [REDACTED]  
**Sent:** Tuesday, July 2, 2024 6:52 PM  
**To:** Laurie Axell [REDACTED]  
**Cc:** Tom Tischner [REDACTED]  
**Subject:** Tennis courts and fire district staffing

To the Board, Director York and staff,

I am disappointed to learn that the Tennis courts have once again not been maintained this year and now are closed. Tennis is the only reason I buy the pass so I will be delaying this year until they are open. The courts have clearly needed maintenance for several years and it has been disappointing that the district has failed to do routine maintenance that may have prevented damage to the sub structure. This is clearly mis-management that will result in greater cost to the district. It's also strange that the spring newsletter failed to mention the closure of the tennis courts due to poor maintenance.

As to pickleball, like most tennis players I find it really difficult to play tennis on a court that has been restriped. Perhaps consider creating a separate pickleball court. If there is significant interest please do not restripe both courts.

In relation to destaffing the fire station, This is a cause of great concern. It is not clear in your communication but it looks as if as if the station is staffed in the winter only to provide services to Palisades, yet in the the NTFPD budget the funding comes from homeowners who are clearly at higher risk during the fire season. Do I have this correct? I don't see any line item in the NTFPD from funding coming from Palisades?

Dear ASCWD Board members,

The River Run Homeowners Association has read the June 7, 2024, from John Moise.

We wish to join with John and our Alpine Meadows neighbors in support of his recommendation to reinstate the contract between NTFPD and ASCWD. Jeopardizing short-term interests to enhance the longer-term goals is short-sighted. It is apparent to all concerned that Alpine Meadows is vulnerable to fire danger, and we work diligently to assist in defensible space work with HOA funds and with HOA workdays, but we know it is not enough.

We are also acutely aware of the need for rapid response medical units. As a point of interest our River Run board has 5 members, the youngest is 60 and the oldest is 83. Eliminating the response team from the fire station is of grave concern of our entire community.

We sincerely request the ASCWD Board review the situation, incorporating the concerns of residents you serve.

Respectfully,

The River Run Board of Directors:

Kenneth Ostrow

Steve Hoch

Bert Clement

Mary Denove

Joe Baylock

Dear Joe and ASCWD Board,

I'm writing to express my solid support of John Moise's recent letter of June 7, 2024 regarding the fire house located next to your offices. As both an Alpine Meadows Fire Safe Council member, and Alpine Meadows Condos Board President, I share the concerns he outlines in his excellent letter.

Due to John's advocacy, I joined the Alpine Fire Safe Council 3 years ago, and have learned a great deal. I applied for and received 2 grants totaling \$80,000 from Truckee Tahoe Community Foundation to hire a Registered Forester and do defensible space work/forest management on 14.1 of our acres here at the condos, to commence this summer. We also spend approximately \$30,000 per year on defensible space within 100' of our buildings, and are also diligently working on home hardening. We will be pursuing other grants in the future, and continuing our land management activities.

We all absolutely must take wildfire safety more seriously in Alpine Meadows. I also totally agree with John regarding medical safety, his illustration of the issue regarding strokes is extremely prudent and wise.

We need to work together as a community, in North Tahoe. We have common problems that are HUGE, we are not islands or isolated pockets...

Best regards,  
Evan Smith, President, Alpine Meadows Condominiums Owners Association

June 10, 2024

John Mecklenburg  
1565 Cortina Court  
Alpine Meadows, CA 96146

Re: ASCWD Notice of Cancellation of NTFPD Contract

Dear ASCWD Board Members,

I have been a homeowner in Juniper Mountain since 2010, a Juniper Mountain Association Board Member since 2020, and a member of the Valley's Fire Safe Council since 2022. I am writing today as an ASCWD constituent and not as a representative of either the JMA Board or the Fire Safe Council.

After many conversations and research within our community regarding this issue, I recommend that the ASCWD Board rescinds its notice of contract cancellation with NTFPD so that further productive negotiations can occur. I appreciate the recent difficulties establishing a constructive dialogue between the parties, which is why I also recommend formally engaging a neutral third party to enable additional discussions. I support pursuing other fire protection solutions for our Valley in the case where a mutually beneficial outcome between ASCWD and NTFPD becomes clearly and objectively impossible. But I believe that rescinding the contract cancellation is the most pragmatic, near-term action ASCWD can take to move us forward productively with NTFPD. I also believe NTFPD likely remains our best long-term solution to provide fire protection (and EMS) services to our Valley.

Given my role in our community over the past several years, I have had the unique opportunity to acquire an objective and holistic perspective on the importance of fire safety and fire protection in our Valley, and I consider fire risk the single greatest threat to our collective well-being and survival. I know that countless others agree. As evidence, in 2023, JMA and its constituents alone spent nearly \$220,000 on everything from home hardening initiatives to tree removal. And in 2021, multiple homeowners in JMA contributed nearly \$26,000 in private, non-reimbursable funds outside the JMA budget to conduct a significant USFS-sanctioned defensible space initiative on USFS land between Cortina Court and the Juniper Mountain Fire Road. Much greater projects across other Valley HOAs and with individuals have occurred in recent years.

Clearly, our community is heavily invested in fire safety, but that alone is not enough. Effective, committed, fast fire protection services are paramount. Fire season is now here; approximately two weeks ago, the Corral Fire in Livermore, CA burned more than 14,000 acres in 24 hours. Nobody on the ASCWD Board or in our Valley needs to be reminded of how devastating wildfire has been over the previous decade in/near our Basin and in California. For our Valley it is not a question of "if," it is a question of "when." And then: will we have effective, committed, fast fire protection services?

I strongly recommend that ASCWD rescinds its notice of contract cancellation with NTFPD, engages a neutral third party to support a productive dialogue, and truly considers what the best next steps are to achieve adequate and dependable fire protection services for our Valley.

Sincerely,  
John Mecklenburg  
415-999-2566