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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, September 10<sup>th</sup>, 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.

This will be a hybrid meeting held in person and available by ZOOM for the general public. The board room at 270 Alpine Meadows Rd is open to the public with Members and Staff present. Current masking requirements will be enforced. Public comments will be accepted by the board and should be submitted to the Board Secretary at [info@alpinesprings.org](mailto:info@alpinesprings.org); by mail or in person (drop box) 270 Alpine Meadows Rd., Alpine Meadows, by Friday September 3<sup>rd</sup>, 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 Mtg. ID: **870 1980 5961**; passcode: **473466**. Please mute yourself unless you are speaking. Times listed are approximate.

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

#### **B. PUBLIC COMMENT**

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

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# **ALPINE SPRINGS COUNTY WATER DISTRICT**

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

**General Manager:** Joe Mueller

action can be taken on items addressed under Public Comment that are not on the agenda. Individual public participation will be limited to five minutes in duration.

## **C. APPROVAL OF MINUTES**

### **C1) AUGUST MINUTES**

The Board shall review and vote to approve the minutes of the Regular Board meeting of August 13<sup>th</sup>, 2021.

## **D. DEPARTMENT REPORTS**

### **D1) FINANCIAL REPORT**

Mike Dobrowski, CPA, shall discuss the August 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 August 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 August 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 August 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 August 18<sup>th</sup>, 2021.

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

### **E1) ROOF REPAIRS TO FIRE STATION 56**

Review and discuss the cost of roof repairs needed to the fire station 56 and take action on NTFPD request to share the cost 50 percent between the two districts.

### **E2) BANK OF THE WEST SIGNATURE CARD**

Discuss and take action to add the General Manager/Treasurer as a signer to the District's Bank of the West account.

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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. COMMITTEE REPORTS**

**F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)** met September 9<sup>th</sup>, 2021.

- Discuss, if necessary, non-standard transactions
- Discuss monthly financial reports, status of investments/cash.
- Discuss the treasurers report.
- Attached August 12<sup>th</sup> B&F report that was discussed at the August 13<sup>th</sup> Board Meeting.

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

No Meeting

- Attached July 22<sup>nd</sup> meeting report and a letter from one of the committee members regarding park use. Both the report and letter were discussed at the August 13<sup>th</sup> Board Meeting

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

No Meeting

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

No Meeting

## **G. OPEN ITEMS**

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

## **H. CORRESPONDENCE TO THE BOARD**

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

## **F. CLOSED SESSION**

**H1) GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE EVALUATION**

General Manager performance evaluation for fiscal year 2020/2021

## **G. 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.

# **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

## **I. 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 October 8<sup>th</sup>, 2021, at 9:00 a.m.

I certify that on or before Friday, September 3<sup>rd</sup>, 2021, at 9:00 a.m., I personally posted and forwarded agendas as requested.

*Pam Zinn*

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Pam Zinn, Office Manager.

# EXHIBIT C1

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**ALPINE SPRINGS COUNTY WATER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
August 13, 2021**

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

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

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

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

Directors Absent: None

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

Guests attending via teleconference included Liz Zang. There may have been others on the call who did not identify themselves.

**B. PUBLIC COMMENT**

There were no comments on items not on today's agenda.

**C. APPROVAL OF MINUTES**

**C1) JULY MINUTES**

**It was moved by Smelser and seconded by Salke to approve the minutes of the July 9, 2021 Regular Board meeting as presented. Motion carried unanimously.**

**D. DEPARTMENT REPORTS**

**D1) FINANCIAL REPORT**

District CPA, Mike Dobrowski, presented the July 2021 financial reports. The first delinquency notices will go out next week to 130-150 customers. The new fiscal-year budget has been put in place. Dobrowski is preparing for the audit. The auditors will be at the District the week of September 13<sup>th</sup>.

Dobrowski answered questions clarifying specific line items and checks paid during the month.

**It was moved by Ganong and seconded by York to approve the July 2021 financial reports as presented. Motion carried unanimously.**

**It was moved by York and seconded by Smelser to approve payment of checks #31993 – #32036 and #32038 – 32057, payroll, and electronic fund transfers. Motion carried unanimously.**

**It was moved by York and seconded by Ganong to approve the fiscal year July 2020 - June 2021 Profit & Loss by Fund Report. Motion carried unanimously.**

**D2) FIRE DEPARTMENT REPORT**

NTFPD Division Chief Steve McNamara reported:

- The District ran 388 calls in July, which breaks the previous record for the most calls, which was during the storms in January 2017.
- The District is providing mutual aid and deploying crews to the many fires in the region. That said, staffing levels are being maintained in North Tahoe to meet local needs.

- The Olympic Valley Fire Department is considering adding an ambulance to their station. There are pros and cons to the idea. Currently North Tahoe and Truckee provide ambulance service to Squaw and that is a revenue stream for those districts.
- Assembly Bill 38 went into effect on July 1, 2021. It requires all real estate transactions to show compliance with defensible space inspections, which can only be conducted by Calfire. A brief discussion followed clarifying the requirements and explaining the inspections done by NTFPD.
- There is a burn ban in effect for charcoal and wood at all times and propane and any other open flame during Red Flag Warning Days. There may be different regulations for state and federal lands, but there are efforts to bring all jurisdictions into alignment.
- Requests for fireworks permits have been submitted for Labor Day shows.
- NTFPD weighs in on variance requests made to Placer County Community Development Resource Agency (the building department). Requests are being submitted to increase occupancies in single family homes to what may be considered an apartment, which has different safety requirements, such as installing a sprinkler system. Also, the County considered a Safe Parking Proposal to allow people to sleep in RVs in private parking lots, but NTFPD is concerned about safety and does not consider that a viable solution for temporary workforce housing.
- NTFPD is in communication with Alpine Sierra about purchasing a new fire engine. The timing is still vague.
- The Base-to-Base Gondola project is moving forward. Because it is on federal lands, NTFPD does not have jurisdiction to apply fire codes, but the developer has asked for NTFPD inspections anyway.
- A report will be given next month on proposed work at Station 56 that ties in with the current contract.

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

General Manager Joe Mueller presented his July 2021 report. The number one project is getting the Scope of Work and Needs Assessment completed to inform the District Master Plan. Mueller is meeting with engineering firms to clarify the Request for Proposals (RFP) to identify a consultant to get the Plan completed before the next rate study.

Mueller is meeting with Chris Nelson, developer of the Alpenglow project, regarding its needs. Nelson hopes to begin installing infrastructure next spring. Regarding White Wolf, Mueller said the engineering firm has not given ASCWD nor Placer County detailed information to develop a sewer plan and determine how water will be provided.

An update on the Snow Crest Tributary Restoration will be on next month's agenda. The project is at 90% design, but funds need to be identified. After funding is secured, the public outreach will begin. Next month's presentation will be to get Board input on the direction of the project.

The final invoices for the Tank 4 and 4A replacement have still not been received. Mueller continues to try to get the situation resolved. Either an invoice will be submitted for payment or the project closed out.

Mueller described the work needed to address dead or dying trees along Bear Creek. He has consulted Lahontan and NTFPD about the costs and logistics involved. A brief discussion followed about the options.

The US Forest Service considers the road accessing Spring #2, which goes across a ski run, to be a hazard. Options to soften it are being considered. It could cost \$10,000 - \$20,000 to mitigate the situation.

Mueller described the agreement reached with staff on the alternative work schedule. The impact to the budget could be approximately \$30,000 a year because a full-time employee (FTE) equivalent has been added, but the arrangement will ensure service levels are maintained and seasoned staff is retained.

1 More season passes to the park have been processed this year, which will increase revenue by about \$13,000.  
2 Ganong is hearing comments about the park being overcrowded and suggested data be compiled on actual  
3 use. Mueller will work with staff to determine an appropriate schedule to do head counts. A letter will be  
4 sent to Placer County regarding the District's intention to reconsider the rate structure at the park. A survey  
5 will be sent to owners to consider how they use the park and get input on rates.  
6

7 Mueller reported JMA cancelled its Annual Meeting over Labor Day weekend because of COVID. AMEA  
8 has asked for Saturday of Labor Day weekend, which is not allowed by the policy stating no group events on  
9 holiday weekends. Mueller invited the association to submit a written request, but nothing has been received.  
10 This Board considered the issue and there was consensus that Mueller will make the final decision if a  
11 formal request is made, but there was a preference to only allow the event late on Saturday September 4 or  
12 on Sunday, September 5.  
13

14 The item was open to public comment. Liz Zang asked for clarification on how the Master Plan is being  
15 developed and how historical information will be included. Mueller described what will be included and the  
16 process to inform and develop the Plan.  
17

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

19 Operations Manager Miguel Ramirez presented the Water/Waste Water Report for the month of July, noting  
20 water production and waste water flows. He reviewed the maintenance done during the month, including test  
21 results, hydrant flushing and addressing leaks.  
22

23 A new message sign is available to disseminate District information to the public. This will aid in  
24 transparency and communication of District business.  
25

26 York noted fish are dying in the creek because of low water levels. She asked if the District can do  
27 something to address the situation. A brief discussion followed regarding pond levels and ASCWD's role in  
28 dictating when ponds are filled. Staff will see if filling Pond 1 can be delayed.  
29

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

31 TTSA Representative Smelser presented his written report of the July 21,2021 meeting. A new audit firm has  
32 been hired and Locally IT Services have been engaged to provide security. Mueller is also taking to Locally  
33 IT about strategies to be more cloud-based and improve security.  
34

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

#### 36 **E1) FISCAL YEAR 2021/22 BOARD GOALS AND OBJECTIVES**

37 Mueller reviewed his staff report giving a history of the Goals and Objectives and recommended  
38 amendments to the document. The information was provided in a spreadsheet to allow for a variety of ways  
39 to gauge performance. Ganong clarified the suggested changes and discussion followed.  
40

41 **It was moved by York and seconded by Smelser to approve the FY 2021/22 Board Goals and**  
42 **Objectives as presented. Motion carried unanimously.**  
43

#### 44 **E2) ASCWD PUBLIC BOARD AND COMMITTEE MEETINGS**

45 Mueller asked the Board to consider whether they want to meet electronically, in person, or a hybrid. The  
46 Governor's order suspending the Brown Act requirement for in person meetings expires on October 1, 2021.  
47 Discussion followed on how other agencies are addressing the issue and costs to install appropriate  
48 equipment for hybrid meetings. There was consensus to continue hybrid meetings with the Board and staff in  
49 person and the public participating electronically, but not to invest in additional equipment at this time. .  
50 Mueller will work with the room layout to consider the best camera angles.  
51



1 **F. COMMITTEE REPORTS**

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

3 Grant presented the report of the August 12, 2021 Committee meeting. The group recommended the  
4 retaining \$300,000 in the Bank of the West account for operations and transferring the remaining balance to  
5 LAIF after the August receipts have been received. F.

6  
7 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

8 York reported on the July 22 Committee meeting. Mueller and Eric Horntvedt from NTFPD are compiling a  
9 spreadsheet of District-owned properties and any needed work on each will be prioritized. A 4-year grant has  
10 been applied for that would help address the costs.

11  
12 A letter was received from a member about corralling kayaks and paddleboards at the park. The Committee  
13 will consider options to separate the equipment from the swimming area and maybe hiring a monitor.

14  
15 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

16 This Committee did not meet.

17  
18 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

19 This Committee did not meet.

20  
21 **G. OPEN ITEMS**

22 No additional items were considered.

23  
24 **H. CORRESPONDENCE TO THE BOARD**

25 No correspondence was presented.

26  
27 **I. CLOSED SESSION**

28 The Board went into Closed Session at 12:16 PM to consider:

29 **I1) GOVERNMENT CODE SECTION 54956.9 b POTENTIAL LITIGATION**

30 **I2) GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE EVALUATION**

31 **General Manager performance evaluation for fiscal year 2020/2021**

32 Open Session was reconvened at 13:10 There was no reportable action.

33  
34 **J. DIRECTORS' COMMENTS**

35 Smelser heard that subdivisions were saved in the Tamarack Fire by the effective placement of fire boxes.

36  
37 **K. ADJOURNMENT**

38 There being no further business to come before the Board, the meeting was adjourned at 13:25 PM. The next  
39 regularly scheduled Board meeting is Friday September 10, 2021 at 9:00 AM.

40  
41 Respectfully Submitted,

42 Judy Friedman

43 Recording Secretary

44 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

45

# EXHIBIT D1

**Subject:** *August 2021 Month End Review*

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

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

**Prepared by:** *Michael J. Dobrowski, CPA 09/07/21*

On a year to date basis our net income was \$58,966 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 \$109,195 which was under budget by \$69,769. Our year to date net income was \$187,014 favorable to budget.

Our cash position has increased by \$531,920 from August 31st, 2020 and has increased by \$210,592 from the prior month.

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

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

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

**Cash reserved for Capital –** \$0 + \$100,286= \$100,286

Prior Year + (10% of annual revenues (\$1,259,871-257,010) less Garbage)

**Cash available for operations –** \$1,435,819

(Remaining balance \$1,536,105-100,286)

<b>Work in Progress Accounts</b>		<b>Current Year</b>	<b>Total</b>
Tank 4 & 4a Replacement		0	1,604,578
Sewer Easement		0	<u>11,300</u>
	<b>Total</b>	\$ 0	\$1,615,878

**Accounts Payable**

Two month's garbage contract		\$ 24,626
	<b>Total</b>	\$ 24,626

**Sick and General Leave**

COVID Sick leave	0.00 Hrs.	
Sick leave Hours	164.52 Hrs.	
General leave Hours and Dollars	607.18 Hrs.	\$ 22,857.18

**Prepays**

Sun Life Dental (5103&04) (68.77+212.89) 1 month	\$ 281.66
Garbage Contract (5404.02) 0 Mo. @ \$11,674.72	\$ 0.00
Healthplan Services (51031&41) (174.78+117.12) 1 month	\$ 291.90
SDRMA Insurance (5120.00) 10 months @ 2,537.05	\$ 25,370.51
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 10 months @ 928.97	\$ 9,289.68
<b>Total</b>	\$ 35,233.75

**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>
08/03/21	EFT080321	173.83	CalPERS Mandate

**Benefits Breakdown (YTD)**

Health & Life Ins. (Active)	\$ 8,514.94
Health & Life Ins. (Retired)	2,806.76
Pension (Employee 6.75%)	3,583.13 (Employer 7.59% Effective 07/01/21)
Payroll Taxes	1,646.28
Health plan co-ins.	<u>525.09</u>
<b>Total</b>	\$ 17,076.20

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

	<u>Jul - Aug 21</u>	<u>Jul - Aug 20</u>	<u>\$ Change</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Water Revenue	617,044	601,627	15,417
Connection Fees	22,395	0	22,395
Sewer Revenue	312,470	295,737	16,733
Garbage Revenue	257,010	245,942	11,068
Park Revenue	7,570	13,141	(5,571)
Fire Mitigation Fees	947	0	947
Fire Fuel Management Fees	24,827	24,124	703
Property Tax Revenue	0	(16,097)	16,097
Other Revenue	17,608	24,130	(6,521)
<b>Total Income</b>	<u>1,259,871</u>	<u>1,188,603</u>	<u>71,268</u>
<b>Gross Profit</b>	1,259,871	1,188,603	71,268
<b>Expense</b>			
Salaries and Wages - Admin	26,177	8,258	17,919
Salaries and Wages - O&M	34,784	37,871	(3,087)
Benefits - Office	4,203	2,822	1,381
Benefits - O&M	12,348	12,546	(198)
Health Plan Co-Insurance	525	418	107
Directors' Fees	1,450	1,400	50
Insurance - Administration	7,351	7,445	(94)
Park Expenditures	2,818	8,652	(5,834)
Parts/Tools/Misc. Equip	1,847	5,967	(4,119)
Postage and Delivery	824	692	131
Cleaning	240	240	0
Office Expense	2,192	1,548	644
Dues and Subscriptions	835	738	97
Bank and Collection Fees	1,046	986	60
Analytical Testing	450	142	308
Accounting Fees	10,483	10,379	104
Legal Fees	477	210	267
Consultants-Management	0	23,040	(23,040)
Consultants-Misc.	935	566	369
NTFD Contract	0	(31,244)	31,244
Fire Fuel Management Fee	980	0	980
Building Maintenance	11,001	9,675	1,326

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

	<u>Jul - Aug 21</u>	<u>Jul - Aug 20</u>	<u>\$ Change</u>
Equipment Maintenance - Ad...	1,694	887	808
Vehicle Maintenance and Rep.	399	4,234	(3,835)
Maintenance Water and Sewer	6,502	7,423	(921)
Gas and Electric - Admin	2,499	1,639	860
SCADA System	3,635	5,228	(1,592)
Travel and Entertainment	120	70	50
Education Staff/Board	46	0	46
Uniforms	557	1,161	(605)
ASCWD Fuel	109	507	(398)
Telephone - Administration	1,718	2,597	(879)
Government Mandates	1,178	2,817	(1,639)
Garbage Services	24,626	22,562	2,064
Depreciation Expense	35,558	35,558	0
Miscellaneous - O&M	435	796	(361)
<b>Total Expense</b>	<u>200,042</u>	<u>187,831</u>	<u>12,212</u>
<b>Net Ordinary Income</b>	1,059,829	1,000,773	59,056
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Revenue	0	90	(90)
<b>Total Other Income</b>	<u>0</u>	<u>90</u>	<u>(90)</u>
<b>Net Other Income</b>	<u>0</u>	<u>90</u>	<u>(90)</u>
<b>Net Income</b>	<u><u>1,059,829</u></u>	<u><u>1,000,863</u></u>	<u><u>58,966</u></u>

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

	Aug 21	Budget	Jul - Aug 21	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Water Revenue	0	0	617,044	617,169	753,837
Connection Fees	12,607	2,101	22,395	4,202	25,214
Sewer Revenue	326	0	312,470	310,909	310,909
Garbage Revenue	0	0	257,010	255,033	255,033
Park Revenue	1,332	6,708	7,570	13,416	26,830
Fire Mitigation Fees	861	792	947	1,584	9,500
Fire Fuel Management Fees	0	0	24,827	24,827	24,827
Property Tax Revenue	0	0	0	0	768,229
Other Revenue	14,229	1,386	17,608	2,773	16,636
<b>Total Income</b>	<b>29,355</b>	<b>10,987</b>	<b>1,259,871</b>	<b>1,229,913</b>	<b>2,191,015</b>
<b>Gross Profit</b>	<b>29,355</b>	<b>10,987</b>	<b>1,259,871</b>	<b>1,229,913</b>	<b>2,191,015</b>
<b>Expense</b>					
Salaries and Wages - Admin	14,150	15,443	26,177	30,886	185,322
Salaries and Wages - O&M	18,731	18,299	34,784	36,598	219,573
Benefits - Office	2,016	3,703	4,203	7,406	44,441
Benefits - O&M	6,137	6,921	12,348	13,842	83,052
Health Plan Co-Insurance	0	917	525	1,834	11,000
Directors' Fees	700	720	1,450	1,440	8,650
Insurance - Administration	3,885	3,656	7,351	7,312	43,862
Park Expenditures	833	4,578	2,818	9,156	27,465
Parts/Tools/Misc. Equip	777	1,770	1,847	3,540	21,220
Postage and Delivery	180	624	824	1,248	7,485
Cleaning	240	417	240	834	5,000
Newsletter and Printing	0	0	0	0	3,000
Office Expense	743	2,183	2,192	4,366	26,196
Dues and Subscriptions	192	776	835	1,552	9,295
Bank and Collection Fees	870	192	1,031	384	2,300
Analytical Testing	420	277	450	554	3,325
Accounting Fees	5,242	5,320	10,483	10,640	63,860
Audit	0	0	0	0	19,250
Legal Fees	477	1,252	477	2,504	15,000
Consultants-Misc.	443	1,292	935	2,584	15,500
NTFD Contract	0	51,215	0	102,430	614,583
Fire Fuel Management Fee	980	2,069	980	4,138	24,827
OPEB Trust - Annual Funding	0	0	0	0	30,000
Building Maintenance	9,494	2,387	11,001	4,774	28,640
Equipment Maintenance - Admin	813	743	1,694	1,486	8,910

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

	Aug 21	Budget	Jul - Aug 21	YTD Budget	Annual Budget
Vehicle Maintenance and Rep.	30	471	399	942	5,650
Maintenance Water and Sewer	4,729	13,514	6,502	27,028	162,150
Gas and Electric - Admin	2,071	4,118	2,499	8,236	49,400
SCADA System	3,635	1,662	3,635	3,324	19,930
Travel and Entertainment	0	25	120	50	300
Education Staff/Board	46	292	46	584	3,500
Uniforms	325	441	557	882	5,300
ASCWD Fuel	109	441	109	882	5,300
Telephone - Administration	244	863	1,718	1,726	10,351
Government Mandates	174	1,899	1,178	3,798	22,792
Garbage Services	12,313	12,313	24,626	24,626	147,755
Depreciation Expense	17,779	17,779	35,558	35,558	213,345
Miscellaneous - O&M	402	392	435	784	4,700
<b>Total Expense</b>	<b>109,195</b>	<b>178,964</b>	<b>200,042</b>	<b>357,928</b>	<b>2,172,229</b>
<b>Net Ordinary Income</b>	<b>-79,840</b>	<b>-167,977</b>	<b>1,059,829</b>	<b>871,985</b>	<b>18,786</b>
<b>Other Income/Expense</b>					
Other Income					
Interest Revenue	0	415	0	830	5,000
<b>Total Other Income</b>	<b>0</b>	<b>415</b>	<b>0</b>	<b>830</b>	<b>5,000</b>
<b>Net Other Income</b>	<b>0</b>	<b>415</b>	<b>0</b>	<b>830</b>	<b>5,000</b>
<b>Net Income</b>	<b>-79,840</b>	<b>-167,562</b>	<b>1,059,829</b>	<b>872,815</b>	<b>23,786</b>



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

	<u>Aug 31, 21</u>	<u>Jul 31, 21</u>	<u>\$ Change</u>	<u>Aug 31, 20</u>	<u>\$ Change</u>
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
Petty Cash	430	430	0	303	126
Bank of the West	258,254	897,662	(639,408)	260,206	(1,953)
Placer County - Interest App.	354,235	354,235	0	378,148	(23,913)
Wells Fargo Advisors	0	0	0	18,484	(18,484)
LAIF Accounts	923,187	73,187	850,000	347,043	576,144
<b>Total Checking/Savings</b>	<b>1,536,105</b>	<b>1,325,514</b>	<b>210,592</b>	<b>1,004,185</b>	<b>531,920</b>
<b>Accounts Receivable</b>					
Accounts Receivable	128,006	384,548	(256,542)	179,962	(51,956)
<b>Total Accounts Receivable</b>	<b>128,006</b>	<b>384,548</b>	<b>(256,542)</b>	<b>179,962</b>	<b>(51,956)</b>
<b>Other Current Assets</b>					
Placer - Agency Taxes 390-770	42,247	42,247	0	0	42,247
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	35,234	38,126	(2,892)	37,415	(2,182)
County Collection Accounts	36,481	36,481	0	1,828	34,653
Deferred Pension Outflows	35,652	35,652	0	35,652	0
Deferred OPEB Outflows	2,694	2,694	0	2,694	0
<b>Total Other Current Assets</b>	<b>152,308</b>	<b>155,201</b>	<b>(2,892)</b>	<b>77,590</b>	<b>74,718</b>
<b>Total Current Assets</b>	<b>1,816,419</b>	<b>1,865,263</b>	<b>(48,843)</b>	<b>1,261,737</b>	<b>554,683</b>
<b>Fixed Assets</b>					
Land	360,436	360,436	0	360,436	0
Firehouse	376,338	376,338	0	376,338	0
Firehouse Vehicles & Equipment	343,336	343,336	0	343,336	0
Park	403,391	403,391	0	403,391	0
Park Improvements Depreciable	21,728	21,728	0	19,633	2,095
Land Improvements	129,444	129,444	0	129,444	0
Alpine Springs Interceptor	58,095	58,095	0	58,095	0
Water System	4,714,783	4,714,783	0	4,697,786	16,997
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 August 31, 2021

	Aug 31, 21	Jul 31, 21	\$ Change	Aug 31, 20	\$ Change
Work in Progress	1,615,878	1,615,878	0	1,620,995	(5,118)
Accumulated Depreciation	(4,955,321)	(4,937,542)	(17,779)	(4,744,500)	(210,821)
<b>Total Fixed Assets</b>	<b>5,319,155</b>	<b>5,336,934</b>	<b>(17,779)</b>	<b>5,516,002</b>	<b>(196,847)</b>
<b>Other Assets</b>					
Land Usage and Easement Right	17,436	17,436	0	12,318	5,118
<b>Total Other Assets</b>	<b>17,436</b>	<b>17,436</b>	<b>0</b>	<b>12,318</b>	<b>5,118</b>
<b>TOTAL ASSETS</b>	<b><u>7,153,010</u></b>	<b><u>7,219,633</u></b>	<b><u>(66,622)</u></b>	<b><u>6,790,057</u></b>	<b><u>362,954</u></b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Accounts Payable					
Accounts Payable	24,626	12,313	12,313	22,562	2,064
<b>Total Accounts Payable</b>	<b>24,626</b>	<b>12,313</b>	<b>12,313</b>	<b>22,562</b>	<b>2,064</b>
<b>Other Current Liabilities</b>					
Retention Payable	41	41	0	33,524	(33,483)
OPEB Liability	389,109	389,109	0	389,109	0
Accrued Payroll & Payroll Tax	0	0	0	0	0
Accrued Vacation Payable	22,857	21,952	905	15,835	7,022
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
<b>Total Other Current Liabilities</b>	<b>491,688</b>	<b>490,783</b>	<b>905</b>	<b>518,149</b>	<b>(26,461)</b>
<b>Total Current Liabilities</b>	<b>516,314</b>	<b>503,096</b>	<b>13,218</b>	<b>540,711</b>	<b>(24,397)</b>
<b>Total Liabilities</b>	<b>516,314</b>	<b>503,096</b>	<b>13,218</b>	<b>540,711</b>	<b>(24,397)</b>
<b>Equity</b>					
Retained Earnings	328,385	328,385	0	0	328,385
Retained Earnings - Garbage	417,253	417,253	0	417,253	0
Retained Earnings - Park	(213,774)	(213,774)	0	(213,774)	0
Retained Earnings - Sewer	1,240,707	1,240,707	0	1,240,707	0
Retained Earnings - Water	(2,116,941)	(2,116,941)	0	(2,116,941)	0
Fund balance Undesignated	350,248	350,248	0	350,248	0
Investment in plant & equip	5,570,990	5,570,990	0	5,570,990	0
Net Income	1,059,829	1,139,669	(79,840)	1,000,863	58,966
<b>Total Equity</b>	<b>6,636,696</b>	<b>6,716,536</b>	<b>(79,840)</b>	<b>6,249,346</b>	<b>387,351</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>7,153,010</u></b>	<b><u>7,219,633</u></b>	<b><u>(66,622)</u></b>	<b><u>6,790,057</u></b>	<b><u>362,954</u></b>

Alpine Springs County Water District  
**Statement of Cash Flows**  
July through August 2021

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	<u>Jul - Aug 21</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	1,059,829
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	7,511
1550.00 · Prepaid Expenses	6,358
1550.00 · Prepaid Expenses:1550.02 · Prepaid Ex...	8,756
1550.00 · Prepaid Expenses:1550.03 · Prepaid Ex...	(2,919)
1550.00 · Prepaid Expenses:1550.04 · Prepaid Ex...	(2,919)
1550.00 · Prepaid Expenses:1550.05 · Prepaid Ex...	(2,919)
1850.00 · Accumulate Depreciation:1850.02 · Acc...	1,476
1850.00 · Accumulate Depreciation:1850.03 · Acc...	1,476
1850.00 · Accumulate Depreciation:1850.04 · Acc...	4,438
1850.00 · Accumulate Depreciation:1850.05 · Acc...	25,886
2010.00 · Accounts Payable - 06 Fund	6,692
2010.00 · Accounts Payable - 06 Fund:2010.06 · ...	(259,534)
2070.00 · Accrued Payroll & Taxes - 05 Fu	(4,656)
2075.00 · Accrued Vacation Pay - 05 Fund	1,821
	<hr/>
Net cash provided by Operating Activities	851,297
<b>INVESTING ACTIVITIES</b>	
1850.00 · Accumulate Depreciation:1850.06 · Accu...	2,282
	<hr/>
Net cash provided by Investing Activities	2,282
	<hr/>
Net cash increase for period	853,579
Cash at beginning of period	682,527
	<hr/>
Cash at end of period	<u><u>1,536,105</u></u>

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**Alpine Springs County Water District  
Check Register for Current Month  
August 4 - 31, 2021**

Date	Num	Name	Memo	Amount	Balance
08/17/2021	32059 *	SWERDLOFF, BARRY (9323)	Duplicate Payment	-43.55	-43.55
08/17/2021	32060 *	SWERDLOFF, M/M BARRY A.	Duplicate Payment	-1,897.52	-1,941.07
08/18/2021	32061 *	Alpine Defensible Space	Invoice 228	-980.00	-2,921.07
08/18/2021	32062 *	Aramark	Customer #6728877	-162.42	-3,083.49
08/18/2021	32063 *	Atomic Printing	Account No. 682	-275.95	-3,359.44
08/18/2021	32064 *	Badger Meter	Invoices 1450372 & 80078362	-1,916.31	-5,275.75
08/18/2021	32065 *	Bank of the West	Acct #9637	-78.68	-5,354.43
08/18/2021	32066 *	Best Best & Krieger LLP	Invoice 911926	-477.00	-5,831.43
08/18/2021	32067 *	Blacktop Sealing and Striping, Inc.	Invoice 12993	-9,475.00	-15,306.43
08/18/2021	32068 *	CWEA	ID: 4300731 Customer #: 430073	-192.00	-15,498.43
08/18/2021	32069 *	Eastern Regional Landfill	Acct # 0000-0200-0	-12.25	-15,510.68
08/18/2021	32070 *	FedEx	Acct #1834-0409-1	-89.73	-15,600.41
08/18/2021	32071 *	Healthplan Services, Inc.	Case #230511	-291.90	-15,892.31
08/18/2021	32072 *	Hunt Propane	Acct #5385 Ticket 38515	-855.30	-16,747.61
08/18/2021	32073 *	Juniper Mountain Association	Cancelled Annual Picnic on Lab...	-60.00	-16,807.61
08/18/2021	32074 *	Liberty Utilities	Account 88550011-88105912 (...)	-1,072.13	-17,879.74
08/18/2021	32075 *	Liberty Utilities	Account 88509407-88105912 (...)	-39.16	-17,918.90
08/18/2021	32076 *	Michael Graf	Flower Walk on July 2021	-100.00	-18,018.90
08/18/2021	32077 *	North Lake Auto Parts	Acct #300	-46.09	-18,064.99
08/18/2021	32078 *	Principal Life	Account #1113469-10001	-77.40	-18,142.39
08/18/2021	32079 *	Professional Communications Messaging	Invoice #19307208012021	-42.40	-18,184.79
08/18/2021	32080 *	SDRMA	Member # 7084 Invoice 70765	-419.25	-18,604.04
08/18/2021	32081 *	Sierra Controls, LLC	Invoice 122466	-3,635.20	-22,239.24
08/18/2021	32082 *	Silver State Analytical Laboratories	Water Tests	-290.00	-22,529.24
08/18/2021	32083 *	Sun Life Financial	Policy #906384 Dental	-281.66	-22,810.90
08/18/2021	32084 *	Swigard's True Value Hardware, Inc.	Account #11050	-147.70	-22,958.60
08/18/2021	32085 *	Tahoe City Chevron, Inc.	Account #147	-138.93	-23,097.53
08/18/2021	32086 *	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No. 000355	-104.00	-23,201.53
08/18/2021	32087 *	Thatcher Company Of Nevada, Inc.	Customer #3000421	-542.18	-23,743.71
08/18/2021	32088 *	USA BlueBook	Customer #814589	-218.92	-23,962.63
08/31/2021	32089	ACC Business	Account #00001194781 07/11/...	-476.60	-24,439.23
08/31/2021	32090	Alpine Power Equipment	Customer #3568	-34.21	-24,473.44
08/31/2021	32091	Aramark	Customer #6728877	-162.42	-24,635.86
08/31/2021	32092	AT&T	Account #530 583 2320 189 1	-244.21	-24,880.07

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Alpine Springs County Water District  
Check Register for Current Month  
August 4 - 31, 2021

Date	Num	Name	Memo	Amount	Balance
08/31/2021	32093	Avaya Financial Services	Contract No. 753-0021553-000 ...	-158.91	-25,038.98
08/31/2021	32094	FedEx	Acct #1834-0409-1	-90.07	-25,129.05
08/31/2021	32095	Griswold Industries	Invoice #827568	-3,263.06	-28,392.11
08/31/2021	32096	Mallory Safety & Supply LLC	Customer ID: 88275	-229.31	-28,621.42
08/31/2021	32097	Mountain High Home Services, LLC	Invoice 14408	-240.00	-28,861.42
08/31/2021	32098	Silver State Analytical Laboratories	Water Tests	-130.00	-28,991.42
08/31/2021	32099	Swigard's True Value Hardware, Inc.	Account #11050	-19.26	-29,010.68
08/31/2021	32100	Tahoe Supply Company	Customer: ALPSPR	-105.96	-29,116.64
08/31/2021	32101	The Paper Trail	Invoice 4766	-442.50	-29,559.14
08/31/2021	32102	USA BlueBook	Customer #814589	-345.88	-29,905.02
08/31/2021	32103	Verizon Wireless	Account #271135177-00001 (0...	-161.70	-30,066.72
08/31/2021	32104	Janet Grant	Aug Budget & Finance and Boa...	-175.00	-30,241.72
08/31/2021	32105	Janice Ganong	Aug Board of Directors Mtg	-125.00	-30,366.72
08/31/2021	32106	Evan Salke {1}	Aug Budget & Finance and Boa...	-150.00	-30,516.72
08/31/2021	32107	David Smelser {1}	Aug Board of Directors Mtg	-125.00	-30,641.72
08/31/2021	32108	Christine York	Aug Board of Directors Mtg	-125.00	-30,766.72
08/31/2021	32109	AMEA	Refund: Cancellation of Picnic i...	-650.00	-31,416.72

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Alpine Springs County Water District  
Subsequent Payments Listing  
September 1 - 3, 2021

Date	Num	Name	Memo	Amount	Balance
09/01/2021	32110	Michael J. Dobrowski, CPA, LLC	Inv#21446	-5,241.62	-5,241.62
<b>*** Missing numbers here ***</b>					
09/01/2021	EFT09012...	CalPERS	CalPERS ID: 2668620501	-350.00	-5,591.62
<b>*** Duplicate document numbers ***</b>					
09/01/2021	EFT09012...	CalPERS	CalPERS ID: 2668620501	-173.83	-5,765.45
<b>*** Duplicate document numbers ***</b>					
09/01/2021	EFT09012...	CalPERS (Active)	Customer ID: 2668620501 Health Insurance...	-4,454.41	-10,219.86
<b>*** Duplicate document numbers ***</b>					
09/01/2021	EFT09012...	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance...	-701.69	-10,921.55

# EXHIBIT D3



AGENDA NO: D3

MEETING DATE: 09/10/2021

## General Managers Report

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

### Projects

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

Held in person meetings with two of the three engineering firms that are interested in proposing on updating the district water and wastewater master plans. Provided additional documents for the firms to use in the development of their proposals for the project.

##### Upcoming project activity

Continue in conversations with the engineering firms on their proposal development, review proposals upon receipt (proposals due September 30<sup>th</sup>), rank, and make a recommendation to the board for award of a contact.

#### **2) Annual Fiscal Audit**

Continuing the process of compiling records and document for the auditor's review.

##### Upcoming project activity

The District's team will continue to coordinate and provide documents to Damore Harmric Schneider, Inc allowing them to complete their work effort. Onsite fieldwork rescheduled to October 18<sup>th</sup> from September 13<sup>th</sup> due to concerns over air quality.

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

Held an in-person meeting Chris Nelson of Capstone Partners and NTFPD staff to discuss project progression, staffing, and policy direction changes that have occurred since the 2013 project approvals.

##### Upcoming project activity

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

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

No Activity this month.

##### Upcoming project activity

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



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

Progress on construction continues to move forward, review weekly emailed schedule and updates for any impacts to the district. Reviewed the Psomas design changes to the utilities placement onsite.

#### 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, worked with the project engineer on the ground depth requirements of the water and sewer utilities, continue to work through project concerns brought up during a recent presentation to the Board.

#### Upcoming project activity

Continued project participation as needed.

### **7) 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.

### **General Business**

- District Offices open to the public, abiding by current COVID-19 Policies.
- Continue to monitor COVID-19 recommendations and mandates.
- Participated in the Alpine Meadows Valley Wide meeting held on August 4<sup>th</sup>.
- Participated in monthly area General Managers meeting.
- Prepared a letter to the Juniper Mountain Homeowners Association Members explaining the hydrant testing that took place in June of this year.
- Continued to formulate next steps to mitigate dead and or dying trees on district property along Bear creek. Meet with NTFD staff and consulted Lahontan Regional Water Quality Control Board.
- Continued discussions with USFS on the need to remove or soften the road to Spring #2 on Forest service property that crosses a winter ski run.
- Researched coming changes to the CalPERS health insurance plans and their impact to the district and staff.
- Worked with BBK on the response to a customer request for reparations.

### **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.

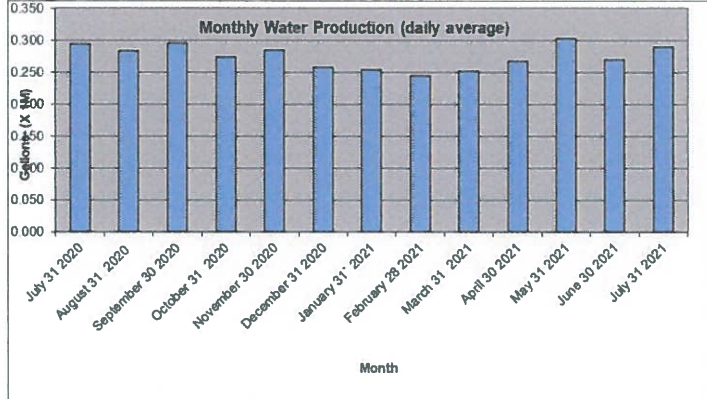
- Processed three change of account ownerships, updated three addresses for existing customers and responded to eight inquiries from title companies.
- Processed one family day pass.
- Processed refunds to AMEA and JMA due to their annual picnics canceled due to smoke.
- Total park season passes sold 245 this year, compared to 163 last year.
- Processed one new construction permit (ASCWD & TTSA).
- Performed backed up of office computers.
- Turned in US Dept. of labor report.
- Sent bills to CPA for mid-month and month end processing.
- Sent CORE data to the Cloud for monthly water meter reads.
- Received all but 80 payments on annual invoices from customers. Penalties went out 8/14/21.
- Initiated nine bill payment plans upon customer's request.
- Responded to customer billing questions regarding sewer connections and billing methodology on invoices.
- Completed the paperwork to update the signature card at Bank of the West to include the district General Manager. Confirmation has been received that the card is ready for the Board members to go to the bank and sign.
- Worked to coordinate what step are needed to receive our credit card statements electronically, also changed the due date to the 14<sup>th</sup> of the month.
- Worked on the districts audit pulling documents.

# EXHIBIT D4

**WATER/WASTE WATER REPORT  
FOR 8-1-21 THRU 8-31-21**

TO: Board of Directors  
 DATE: September 10th, 2021  
 FROM: Miguel Ramirez, Operations & Maintenance

**August 2021**



<u>Well#</u>	<u>GPM</u>	<u>Production</u>
H1	63	2,708,599
H2 & H4	101	4,372,698
H3	19	828,330
AMEW	220	1,155,800
R-1 Well	240	0
<b>TOTAL GALLONS PRODUCED</b>		<b>9,065,427</b>

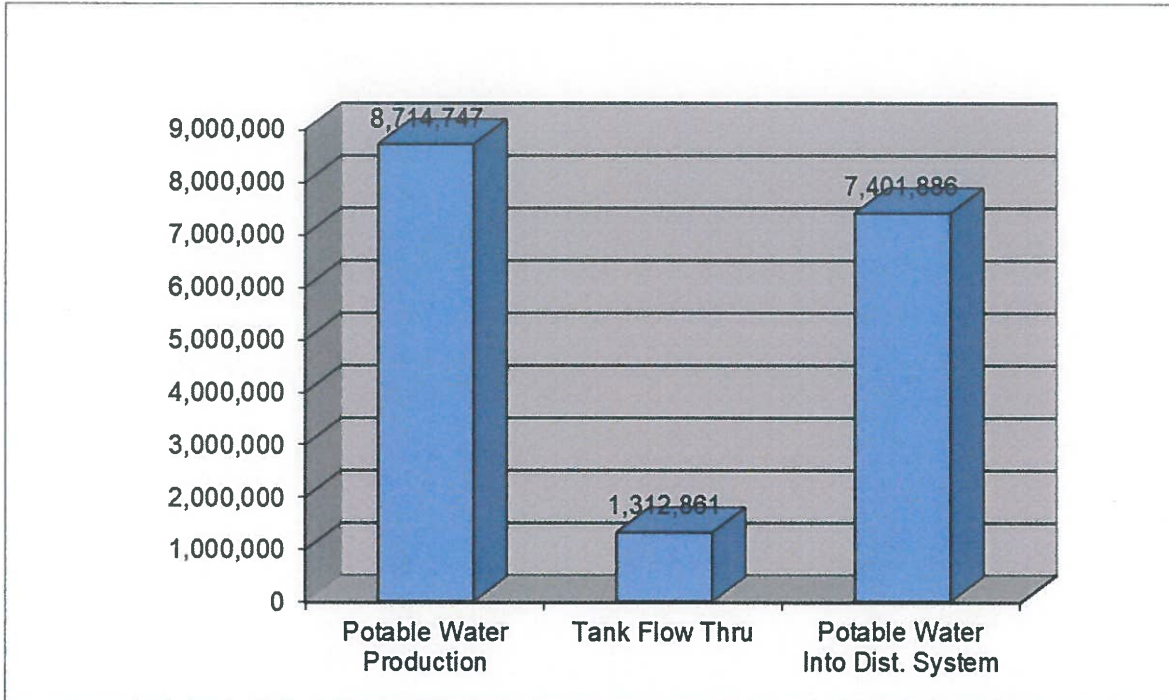
**II. Waste Water SYSTEM: Normal**  
**Waste Water Flows for: 31 Day Report August 2021**

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
.004 MGD	.109 MGD	.32 MGD

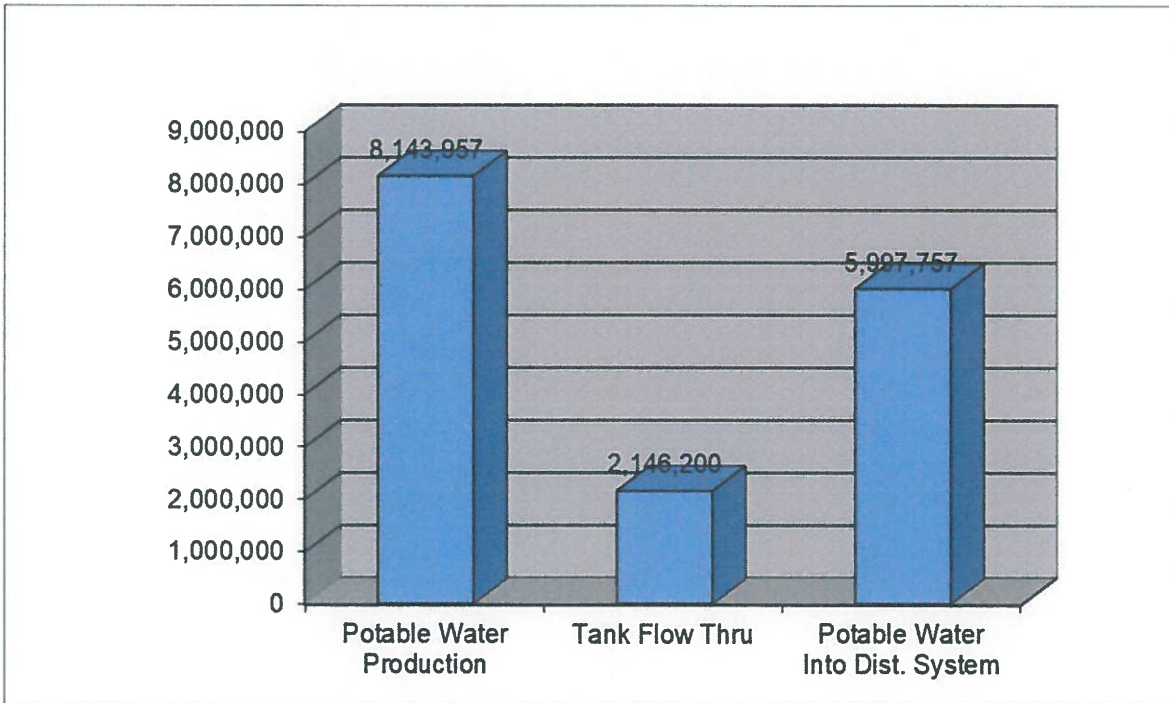
**Maintenance performed:**

All routine zone samples came back absent from Coliform and E-coli.  
 Finished Lead and Copper sampling.  
 Replaced an electronic control monitor for Well R-1 and it's now up and running with minimal cost/ R-1 was down since March. (This monitor controls the brain of the Well).  
 Completed the annual hydrant maintenance program, all 90 hydrants have been checked and are operational.  
 Consulted on a new build at 2150 John Scott trail. Sewer and water connection.  
 CLA- VAL has serviced our AMEW well and Chalet easement valves that were due for maintenance. (These valves control the flow to our tanks, zones and control the flow of water entering the distribution system).  
 Blacktop Sealing cleaned, sealed and painted our driveway/yard.

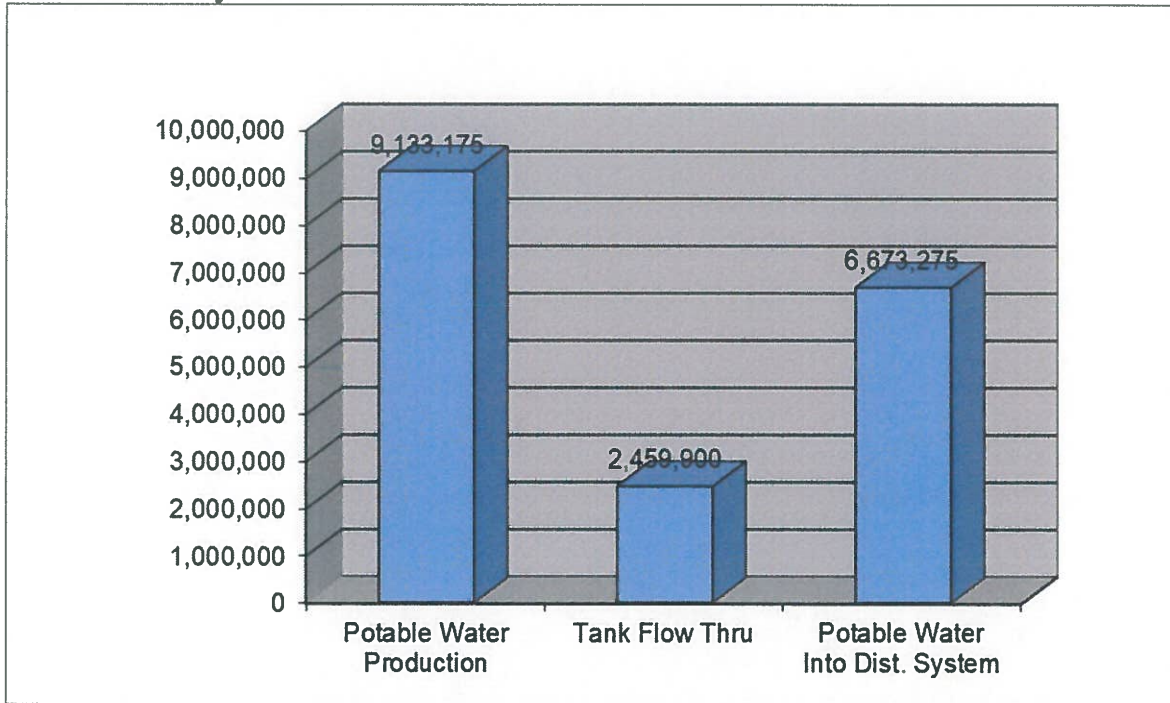
**III.MASS BALANCE: JULY 2021**



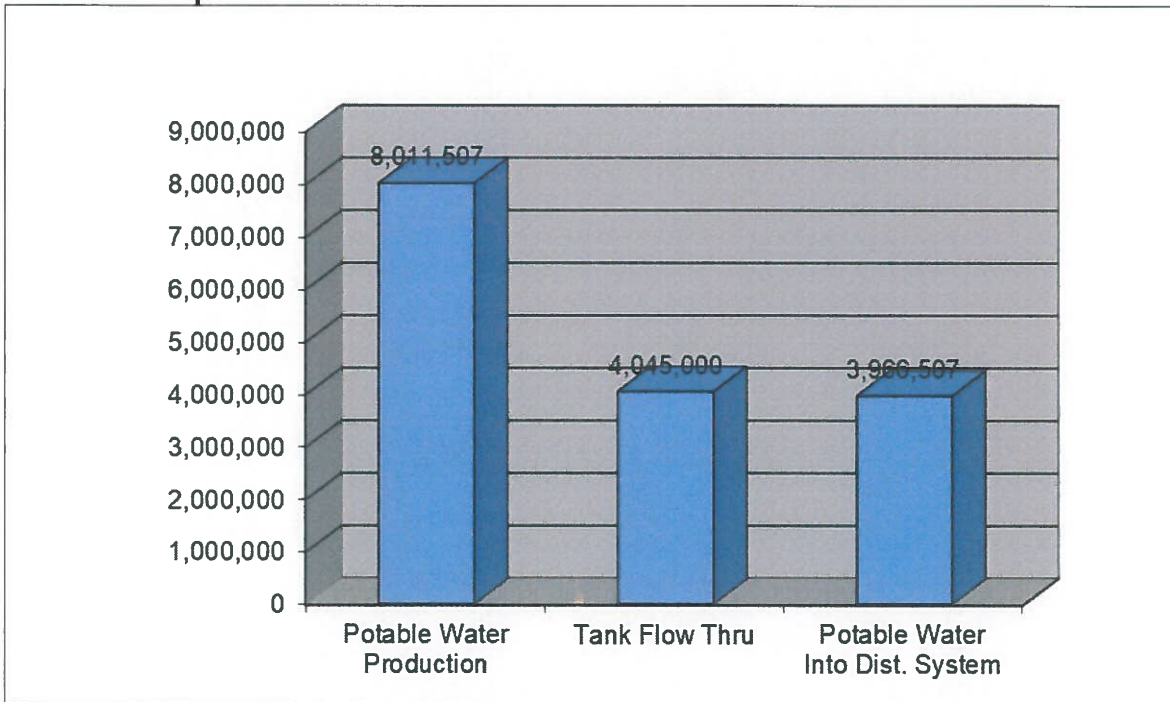
**III. MASS BALANCE: JUNE 2021**



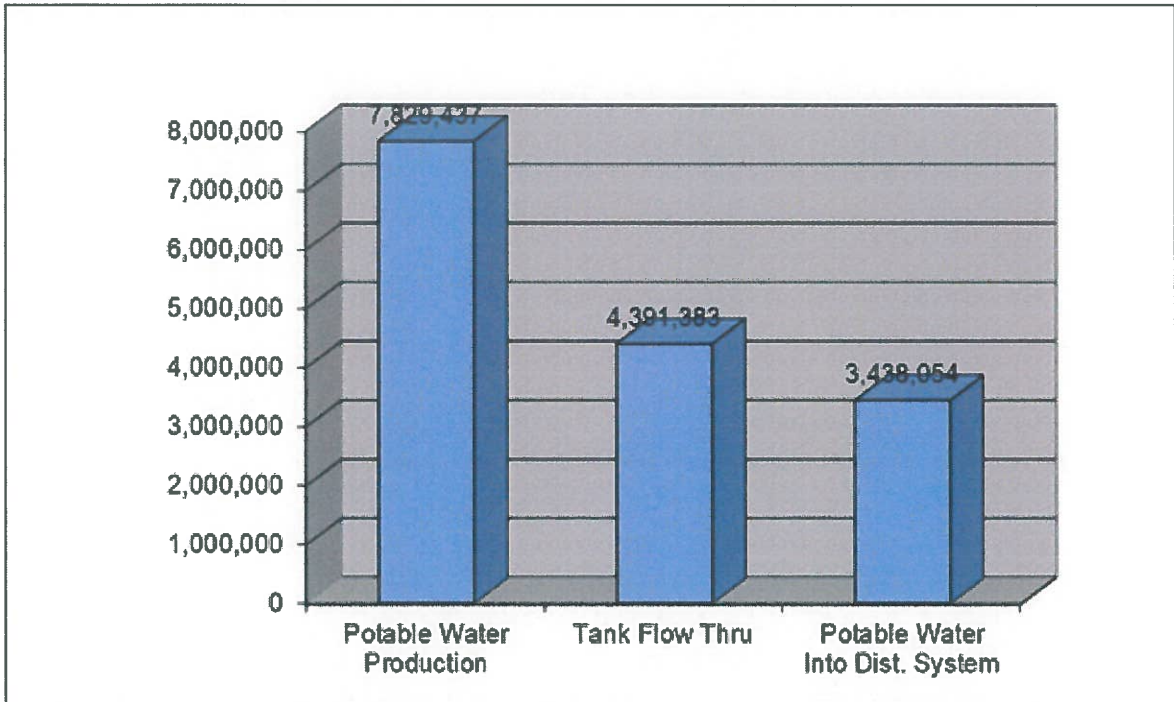
**III. MASS BALANCE: May 2021**



**III. MASS BALANCE: April 2021**



III. MASS BALANCE: March 2021



# Operations August 2021

Hot tap, rocks in the valve, R-1 monitor, chips, Ski Area connection, clogged strainer.





# EXHIBIT D5

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## ALPINE SPRINGS COUNTY WATER DISTRICT

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

### T-TSA BOARD MEETING REPORT AUGUST 18, 2021

**TIME: 9:00 A.M.**

First in person meeting in a while

Members: Blake Tresan, Truckee Sanitary District  
Dale Cox, SVPUD, President  
Lane Lewis, NTPUD  
Dave Smelser, ASCWD  
Dan Wilkins, TCPUD, missed meeting  
LaRue Griffin, T-TSA, General Manager  
T-TSA Staff, (4) guests

1. The flow from Alpine Meadows is unrestricted and in compliance.
2. All wastewater discharge requirements are being met.
3. Approved CalPERS plan but will revisit it next year.
4. The Headworks Improvement project is moving forward slowly due to materials delays but will be enclosed for winter.
5. Dissolved O2 Violation for a short period due to a malfunction in one DO meter steps were taken to resolved and avoid future errors.

Respectfully Submitted,

Dave Smelser

# EXHIBIT E1



## North Tahoe and Meeks Bay Fire Protection Districts



222 Fairway Drive  
 P.O. Box 5879  
 Tahoe City, CA 96145  
 530.583.6913  
 Fax 530.583.6909

*Steve Leighton, Fire Chief*

### Staff Report

To: ASCWD Board of Directors

Date: August 13, 2020

From: Steve McNamara, Division Chief

Subject: Station 56 Repairs

#### Background:

##### HVAC Replacement

In December of 2020 the heater failed at Station 56. With the assistance of Tim Schrader, Facilities Coordinator, and a local heating contractor a repair was made that unfortunately only lasted for a few months then failed again. It was determined that a replacement HVAC would be required due to the unavailability of replacement parts. The repair also required additional ducting work, electrical modification, plenum, and drywall repair. \$20,000 was approved as an unanticipated budget expense and the replacement was completed in June of 2020. The final cost of the replacement was \$19,606.

##### 56 Roof

In April of this year the on-duty crew discovered a leak in the drywall of the east wall of the apparatus bay at Station 56. After further investigation by D&D Roofing on May 14 it was found that the original roof membrane and flashing were not installed correctly on the roof. This resulted in years of water being pushed back into the roof assembly which will require a replacement of the roof underlayment and a new roof covering. They also noted that the current gravel roof has reached the end of its service life and should be replaced. After receiving a quote for the repairs (Attachment 1) of \$19,230.00, we determined that this repair must be budgeted and then approved through our Purchasing Policy 231 (Attachment 2) since it exceeds \$10,000. We then proceeded with a Request For Bid process including posting in the local newspaper and an attempt to receive three (3) written quotes. After a 30-day process, we only had the D & D Roofing quote to consider. We chose to execute the D&D Roofing contract to ensure the work will be completed before winter. We have contacted General Manager Joe Mueller and advised him of the situation and needed repairs.

##### Interior Modification

Additionally, there is a pending request by the duty crews to modify the current downstairs kitchen/office into another bedroom. This would allow individual sleeping areas as well as work out and office space. This modification has an estimated cost of \$15,000 and would include adding a wall and door as well as removing the wall by the office. This modification would include engineering and architectural review along with proper Placer County permitting. The work would also be certified by a California Licensed Contractor. In reviewing the

Agreement for Fire Protection, Emergency Medical and Related Services by North Tahoe Fire to the Alpine Springs County Water District, interior modifications do not appear to require written consent from ASCWD (Attachment 3 – Section 4. a. I.). Nevertheless, we felt it was prudent to advise you of the intent of this modification.

**Discussion:**

It is recognized that the Agreement for Fire Protection, Emergency Medical and Related Services by North Tahoe Fire to the Alpine Springs County Water District includes the following provision.

**3. Facilities and Equipment.**

**a. Upon the effective date of this Agreement, Alpine Springs shall:**

**(i) Lease to North Tahoe the present Alpine Meadows Fire Station and attached fixtures (collectively, "Fire Station") for one dollar per year for the duration of this Agreement; and**

**(ii) Transfer to North Tahoe possession and title to the existing fire apparatus, tools and equipment and all Fire Station furnishings and equipment.**

**b. North Tahoe shall:**

**(i) Provide all exterior and interior maintenance and repair of the Fire Station, including the roof, walls and foundations, and the plumbing, electrical, HVAC and other systems, such that the building at all times is fully functional as a fire station and crew quarters for fire fighters;**

**(ii) Maintain the Fire Station in as good or better a condition as when received, ordinary wear and tear excepted; and**

In evaluating the last fiscal year and the pending modifications this year, the maintenance and repairs of Station 56 by North Tahoe Fire will likely exceed \$53,000. We are therefore requesting that a one-time expenditure be approved by ASCWD Board of Directors to assist with the roof repair of Station 56. We feel that that because of the D&D Roofing determination of the incorrectly installed flashing and membrane this may be related to the original construction. Therefore, we humbly request that the Board of Director's consider a 50% share of the repair or \$9,615. This would be a one-time cost that is not reflective of over runs on the accepted D&D Roofing bid proposal. Any overage in costs would be borne by North Tahoe Fire and not ASCWD. We also recognize that this is a one-time request and not a precedent for future repairs on the station.

**Fiscal Impact:**

The ASCWD General Budget would be impacted by a \$9,615 or 50% cost share of the Station 56 Roof repair.

**Attachments:**

1. D & D Roofing Quote and Proposal
2. North Tahoe and Meeks Bay FPD Purchasing Policy 321
3. Agreement for Fire Protection, Emergency Medical and Related Services by North Tahoe Fire to the Alpine Springs County Water District



We are Employee Owned

May 27, 2021

North Tahoe Fire Station – Alpine Meadows  
270 Alpine Meadows Rd  
Alpine Meadows, CA 96146

ATTN: Steve McNamara

RE: Tear off and reroofing of Low Sloped Gravel Roof located at North Tahoe Fire Station

Dear Steve,

We elevated and accessed the low slope gravel roof located at the North Tahoe Fire Station located in Alpine Meadows, CA. After core sampling the roof, it is composed of built up/asphalt roof system with a rock ballast or gavel layer.

It is apparent that the gravel roof has reached the end of its service life. The transition between the low slope and metal roof has deteriorated and the seams have failed causing various roof leaks on the interior of the bldg. Heavy winds appear to have blown the gravel off the roof and exposed the membrane or cap sheet to the weather elements, which now appears to be compromised. Incorrect metal nosing also appears have been installed around the perimeter, potentially causing other leaks and delamination of the roof system.

We propose the following repairs:

- Tear off existing gravel or ballast roof to plywood sheathing (Does not include metal or asphalt shingle roof) - Wood deck to be inspected by owner's representative and **D&D Roofing and Sheet Metal, Inc.** to determine extent of damage, if any. Replacement cost will be an additional amount to be determined dependent upon damage assessed.
- Install new 24ga Kynar finished sheet metal around perimeter of roof
- Install SA Flintastic Modified Bitumen roof system per Manufactures Spec's
- Tie in new low roof system to existing metal roof system as needed.
- Install skirt metal transition as required
- Purchase any obtain any applicable building permits
- Clean up and remove all roof related debris from the property
- Upon completion, **D&D Roofing and Sheet Metal, Inc.** two (2) year guarantee to apply.as well as manufacturer's fifteen (15) year labor and material warranty.

Please see our "Terms of Contract" enclosure, which is an attachment to the scope of work specified in this proposal.

**Total costs for this roof:**

**\$19,230.00**

**Please sign this proposal, choose a color, sign and date page three of the enclosed "Terms and Conditions of the attached scope of work" which is an attachment to this Job Scope and return a copy to initiate job scheduling.**

Terms: Net upon completion.

Note: This proposal expires in ten (10) days.

An invoice for this dollar amount will be sent to you upon completion of our work. We accept all major credit cards for payment.

We thank you for the opportunity to present this proposal, and hope it meets with your approval. If you have any questions, or if I can be of further service, please do not hesitate to call.

Sincerely,



Albert Dutra  
Project Manager  
D&D Roofing and Sheet Metal, Inc.  
Proposal #2100432

Accepted by \_\_\_\_\_

Date \_\_\_\_\_

Color \_\_\_\_\_



This message may contain confidential and/or proprietary information, and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.

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## PURCHASING POLICY

### 231.1 PURPOSE AND SCOPE

It is the purpose of this policy to provide guidelines for purchasing.

### 231.2 POLICY

It is the policy of the North Tahoe Fire Protection District to reduce total costs associated with the acquisition and management of materials, supplies, equipment and services by purchasing competitively and wisely.

### 231.3 PROCEDURE

(a) Purchasing Guidelines

1. Petty Cash
  - Purchases with petty cash should be avoided if possible. It is understood by the District that from time to time the use of petty cash is necessary in the conduct of business. Petty cash reimbursements will be made by the Admin. Asst. only when a receipt with a description and Chief Officer signature are submitted.
2. General Purchasing
  - All purchases not covered in sections 3 through 6 require prior approval by a Chief Officer either verbally or on a written purchase order.
3. Purchases from \$500.01 to \$1,000.00 except on Open Accounts
  - Purchase order with Chief Officer signature required.
  - Three (3) documented, verbal quotes are required.
4. Budgeted Purchases from \$1,000.01 to \$9,999.99
  - Purchase order with Chief Officer signature required.
  - Three (3) written quotes required for budgeted items.
5. Non-budgeted Purchases \$1,000.00 and over
  - Purchase order with Chief Officer signature required.
  - Three (3) written quotes required.
  - Board approval required.
6. Budgeted Purchases \$10,000.00 and over
  - Three (3) written quotes required
  - Purchase order with Chief Officer signature required.
7. Required quotes may only be waived due to "sole source" availability or less than three available vendors, upon determination of the Fire Chief.



# North Tahoe and Meeks Bay FPD

North Tahoe and Meeks Bay FPD Fire Policy Manual

## PURCHASING POLICY

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### 8. Conflict of Interest

- (a) 2 CFR 200.318(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

ORDINANCE 1-2009 of the NORTH TAHOE FIRE PROTECTION DISTRICT an Ordinance Adopting Purchasing Policies/Procedures for Special Services shall govern purchases for the following types of vendors: professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms; services and advice in financial, economic, accounting, legal, or administrative matters.

California Public Contracts Code Section 20812 requires that Fire Protection District contracts for Special Services incidental to operation of the District, valued over \$25,000 shall be contracted for and let to the lowest responsible bidder. If two or more bids are the same and the lowest, the District board may accept the one it chooses. Special Services contracts shall be with persons specially trained, experienced, expert, and competent to perform the special services. The special services shall be limited to the fields of ambulance, custodial, insurance, labor relations, maintenance, mechanics, medicine, planning, science, technology, and other services that are incidental to the operation of the District.

California Public Contracts Code Section 20813 requires that Fire Protection District contracts for construction of any building or improvement, valued over \$10,000, be contracted for and let to the "lowest responsible bidder".

Per both special services contracts and construction contracts that require letting to the "lowest responsible bidder," notice inviting bids shall be published at least twice in the Sierra Sun, not less than 5 days apart, with such notice to be given not less than 10 days prior to the date for bid opening. The notice shall distinctly state the work to be done. Sealed bids received by the bid opening date will be considered.

# North Tahoe and Meeks Bay FPD

North Tahoe and Meeks Bay FPD Fire Policy Manual

## *PURCHASING POLICY*

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The Board may reject any bid. If the Board rejects all bids, it may either readvertise or adopt a resolution, by two-thirds vote, declaring that the service can be performed more economically by the district's employees or obtained at a lower price in the open market.

Upon adoption of the resolution, the District board may undertake the service contract without further complying with this section.

If no bids are received, the District Board may undertake the service contract without further complying with this section.

In determining the successful bidder, in addition to price, the Board may reasonably consider the bidder's ability timely to perform; ability and reputation for post-sale service and warranty work, access to, availability and timeliness of parts supply; past experience with the bidder; applicable special training, experience, expert ability, and competence to perform the contracted special services; and any other element reasonably encompassed in evaluation of the bid and within the ambit of selection of the lowest "responsible" bid.

- (a) Purchase Request Procedure
  1. Submit completed "Purchase Order" to the appropriate Chief Officer for processing.
- (b) Purchase Order Procedures
  1. Purchase Orders or purchase order numbers are obtained from a Chief Officer. The completed Purchase Order must include the vendor's name and address, items to be purchased, total cost of the items, and the date to be delivered. An account code will be established by the Chief Officer.
- (c) Upon arrival of purchased items, the packing slip will be checked by the employee initiating the order to ensure that items match the Purchase Order. The packing slip will be initialed, dated and forwarded to the Finance Office for processing.
- (d) Purchase Orders have 3 parts to be distributed as follows:
  1. Original copy to the vendor, if requested.
  2. Second copy to the Finance Office attached to the packing slip.
  3. Third copy to be retained by ordering party.
- (e) The invoice and packing slip are checked by the Finance Office for pricing accuracy and payment. If discrepancies are identified the person who generated the original order will be contacted. The person generating the original order will be responsible for rectifying the discrepancy.



# EXHIBIT E2



AGENDA NO: E2

MEETING DATE: 09/10/2021

## Staff Report

**TO:** ASCWD Board of Directors  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** BANK OF THE WEST SIGNATURE CARD

Date: September 7, 2021

### **BACKGROUND:**

Recent Bank of the West policy changes have restricted previously allowed ASCWD account access and permissions to only those individuals listed on the signatory card. Past ASCWD practice has been that only Directors be listed as signatories on the ASCWD account, this practice however did not prevent district staff from having access to account information such as account transfers, and providing account information to our auditors.

### **DISCUSSION:**

The new policies enacted by Bank of the West has limited staff's direct ability to manage the account. Common duties such as seeing online statements, providing account information to our auditors', and transferring funds between ASCWD accounts is currently restricted to signatories on the account. In order to accomplish these tasks in a timely and efficient manner consideration should be given to add the General Manager / Treasurer to the signature card.

### **FISCAL IMPACT:**

No fiscal impact

### **RECOMMENDATION:**

The Board approve adding the General Manger / Treasurer to the Bank of the West signature card.

# EXHIBIT F1

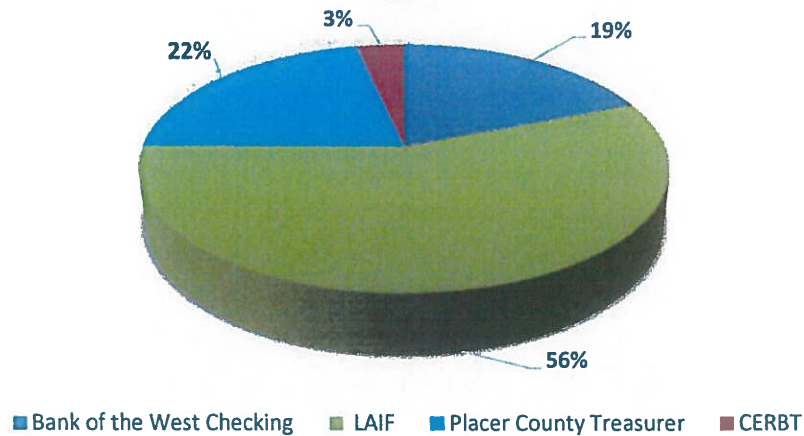
# ALPINE SPRINGS COUNTY WATER DISTRICT

## August 2021 TREASURERS REPORT

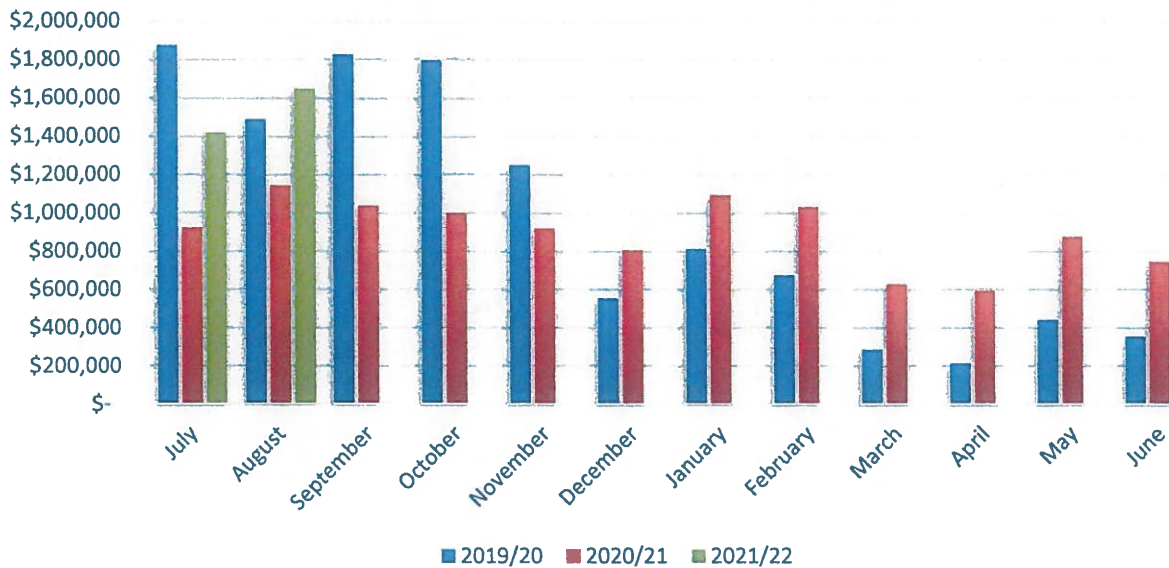
### FY 21/22

	Account Balance	Report Date	Interest
<b>Bank of the West Checking</b>	\$ 314,208	9/1/2021	0.00%
<b>LAIF</b>	\$ 923,260	9/1/2021	0.221%
<b>Placer County Treasurer</b>	\$ 354,298	7/31/2021	0.209%
<b>CERBT</b>	\$ 56,810	8/31/2021	0.380%
	<u>\$ 1,648,576</u>		

### Cash and Investments as a Percentage of Total



### Total Cash and Investments By Month



Alpine Springs County Water  
Budget and Finance Committee Report  
Thursday, August 12, 2021 9:30 a.m.

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

Items discussed and recommendations to board:

1. PUBLIC COMMENT
  - a. There was no public comment.
2. ITEMS FOR COMMITTEE DISCUSSION AND RECOMMENDED ACTION
  - a. July 2021 Monthly Financial Reports
    - i. The committee recommends approval of the July financials and the year end quarterly report
  - b. Treasurer's Report
    - i. The committee recommends that our manager retain \$300,000 in Bank of the West for operations and transfer to LAIF the balance in Bank of the West after August receipts for bills have been received in a few days.
  - c. Unbudgeted Expenses
    - i. Staff reorganization
      - (1) this item will be discussed with the full board under the manager's report
    - ii. Softening of access road to spring #2
      - (1) this item will be discussed with the full board under the manager's report
    - iii. Audio Video equipment for remote meeting access
      - (1) this item will be discussed with the full board under the manager's report
3. MEMBERS' COMMENTS
  - a. There were no members' comments
4. CORRESPONDENCE
  - a. There was no correspondence.
5. Adjournment
  - a. The committee adjourned at 10:45
6. NEXT MEETING
  - a. Next B&F meeting: Thursday, September 9, 2021, 9:30 a.m.



## EXHIBIT F2

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

Date: Tuesday, July 22, 2021  
Location: District Office, Board Room  
270 Alpine Meadows Road  
Time: 4:00 pm  
Members: Christine York, District Director, Chair                      Ingrid Bourke, Member  
Jan Ganong, District Director    Felicia Cole, Member  
Joe Mueller, General Manager    Don Fulda, Member  
  
Absent: Michael Cadra, Member    Justin Ries, Member  
Ursula Hirsbrunner, Member  
  
Guests: None

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**Meeting was called to order at 4:05 pm.**

1. Justin Ries had asked to be removed from the committee in April but the committee was not informed so he is now officially removed
  - a. the committee will revisit the other applicants and consider asking one of them to fill his spot before we meet again next spring
2. Park Policies
  - a. discussed the Food Truck and Catering Fee that was adopted at the July 9 board meeting
  - b. briefly discussed the possibility that the park has fulfilled Placer County's loan conditions of providing equal access to all members of the public for 20 years and could now implement a different rate schedule next summer
    - i. this will be discussed at length next spring
3. Greenbelt Policies
  - a. new policy to handle homeowner's desire to perform defensible space work on adjacent ASCWD land is still being worked on
    - i. likely complete in Fall 2021 and will be brought to the board for approval
  - b. multi-stage greenbelt management plan
    - i. Joe and Eric have established a ranked evaluation of the lands with an order of priorities for addressing them
      1. 2 criteria for evaluation— current level of need for treatment but also how easy or hard will it be to perform the work
      2. Joe and Eric will finish this assessment by providing the justification for why these parcels are ranked accordingly and it will be presented to the board
    - ii. many of the parcels that really need work will be difficult and expensive to treat
      1. accessibility is a major issue
      2. anything along the creek is complicated by CEQA
      3. grant funding will allow the district to tackle this work much more quickly
        - a. hopeful that CalFire grant will come through in the fall
  - c. Fire Safe council work day is Saturday, July 31 on ASCWD land by the entrance to the park

**4. MEMBERS' COMMENTS**

- a. Felicia had written a letter to the committee but it wasn't received in time to be discussed at this meeting so it will be considered as correspondence to the board for the August board meeting

**5. CORRESPONDENCE TO THE COMMITTEE**

- a. Karl McDade asked that his emailed comments about the park be shared, Christine York has responded to some of his concerns and referred the rest of his concerns to the general manager

The Committee will schedule its next meeting to discuss the park and the greenbelt for Spring 2022.

**The meeting was adjourned at 5:30 pm.**

By: Christine York, Committee Chair

Date: August 10, 2021

May 4, 2019

ASCWD Board  
270 Alpine Meadows Road  
Alpine Meadows, CA 96146

Dear Board Members:

I am writing to you with the hope that you can bring up a few issues at your next Board Meeting on May 10<sup>th</sup> about the Community Park since unfortunately we cannot attend the meeting. We have been thinking about these issues for some time as they have gotten progressively worse over the last few years. Last summer there were some particularly egregious examples so we felt now is the time to bring them up before the 2019 summer season kicks off.

The beauty of the Community Park and the pond in particular is that it is small, peaceful, and a wonderful place for families to go and swim and relax during the summer. Over the last 3 or 4 years there have been several things that have developed at the pond that negatively affect these attributes.

*Parties* - There have been an increasing number of parties at the pond. The pond is clearly a fantastic place to have parties, and it certainly generates revenue for the ASCWD; however these parties really dominate the park and make it hard for other members to enjoy it. The parties take up most of the beach, pond, and grassy area in the shade, there is often a shortage of parking when there is a party, there is often garbage left outside of the trash bins, and there is often amplified music (more on this below). Perhaps ASCWD should consider limiting parties to a certain number per week, one day per weekend, and no more than one a day? Again the attributes of the pond are not preserved when it becomes a functioning party space.

*Music* - Amplified music really negatively affects the peace and quiet of the pond. Many people bring music boxes and play it loud enough that it is audible everywhere in the park. Not everyone wants to hear music, nor does everyone want to hear what others are playing. And there are times when there are multiple speakers playing music at the same time; it's amplified chaos. The ultimate example was the party last summer for a child that had a live band with the music amplified. It was not possible to have a conversation anywhere in the park while the band was playing. My family and I eventually left. Another family (the Graf's) arrived and left after about 10 minutes. Not only was it unpleasant but it was a total disconnect from what the pond is supposed to be for the community; a quiet, peaceful place. We understand the policy is no more than 60 decibels at the gate; however, this rule assumes the only people negatively affected are outside of the park. The noise policy really should preserve the experience for users of the park. In addition, establishing a decibel standard is meaningless since its unenforceable without a noise meter and someone monitoring it. A better policy would be to prohibit amplified music. If people want to listen to music at the pond they should do so with ear buds or headphones. ASCWD should add a policy that states no music is allowed to be played amplified or over a speaker.

*Kayaks, Surf Boards, Stand up Paddle Boards* - It has become common place for people to bring their full size SUPs and kayaks to the pond. Some of these items can be upwards of 14 feet. The pond is not big enough to handle one, two, or three of these devices in the water and still leave room for people to

swim and wade. The pond is just too small. This can especially be an issue on the weekend when there is a party and there can be many of these devices. Not only is it unpleasant to swim when there are large objects floating in the pond, but it can get dangerous because of collisions with swimmers. Often there are young kids using these devices who do not have complete control and can easily collide with people as they are swimming. ASCWD should add a policy that bans large, hard-shell devices from the pond.

*Garbage* - There have been multiple instances where garbage has been left out on the ground by the trash cans, usually after a party or a large group of people have been at the pond. For parties you may need to add an additional trash can. You should also encourage the use of compostable and reusable products.

*Extra staff* - The pond is becoming less of a community space and more of a party space. With all of the issues we described above going on regularly, ASCWD should have staff visiting the pond throughout the day to check on things, especially over the weekend, and especially when there are parties.

Sincerely,

The Cole Amundson Family