
ALPINE SPRINGS COUNTY WATER DISTRICT

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

PUBLIC NOTICE

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

Date: Friday November 12th, 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 by sending an email to info@alpinesprings.org; by mail or in person (drop box) 270 Alpine Meadows Rd., Alpine Meadows, by Tuesday November 9th, 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: **823 3036 3080**; passcode: **701068**; 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 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.

ALPINE SPRINGS COUNTY WATER DISTRICT

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

C. APPROVAL OF MINUTES

C1) OCTOBER REGULAR BOARD MEETING

The Board shall review and vote to approve the minutes of the Regular Board meeting of October 8th, 2021.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

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

D2) FIRE DEPARTMENT REPORT

Chief Leighton, or his designee, shall report on the activities of North Tahoe Fire Protection District, with special regard to those which impact Alpine Meadows, including October 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 October 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 October 2021 Water/Sewer Report.

D5) TTSA REPORT

Representative David Smelser, shall report on TTSA activities that impact Alpine Meadows, including the TTSA Board meetings. Special Meeting held on October 11th, 2021 and the Regular Meeting on October 20th, 2021.

E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION

E1) RESOLUTION 10-2021 INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS.

Consider Resolution 10-2021 regarding the inspection of certain occupancies required to perform annual inspections in such occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code.

E2) RESOLUTION 11-2021 COST RECOVER FEES

Consider Resolution 11-2021 regarding setting fees for cost recovery of fire & life safety activities.

E3) TAHOE TRUCKEE AREA AGREEMENT FOR MUTUAL EMERGENCY AID

Discuss and consider authorizing the General Manager to execute the Tahoe Truckee area Agreement for Mutual Emergency Aid.

ALPINE SPRINGS COUNTY WATER DISTRICT

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

- E4) ADDITION OF A COMMUNITY MEMBER TO THE BUDGET & FINANCE COMMITTEE
Discuss the merits of recruiting to add a community member to the Budget and Finance committee
- E5) QUARTERLY REVIEW OF DISTRICT GOALS AND OBJECTIVES

F. COMMITTEE REPORTS

- F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met November 11th, 2021.
- Discuss monthly financial reports, status of investments/cash.
 - Discuss the treasurers report.
 - Attached October 7th, 2021, B&F report that was discussed at the October 8th Board Meeting.
 - Discussed the pros and cons of adding a committee member.
- F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)
No Meeting.
- F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)
No Meeting.
- F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)
No Meeting.

G. FUTURE AND OPEN AGENDA ITEMS

- Master Plan Consulting Contract
- Truckee River Watershed Council presentation on the Snow Crest Tributary Project
- Current employee's future retirement health benefits
- Salary step schedule for current staff job descriptions

H. CORRESPONDENCE TO THE BOARD

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

I. CLOSED SESSION

None.

J. DIRECTORS' COMMENTS

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

ALPINE SPRINGS COUNTY WATER DISTRICT

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

K. ADJOURNMENT

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

Next regularly scheduled Board meeting – Friday December 10th, 2021, at 9:00 a.m.

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

Pam Zinn

Pam Zinn, Office Manager.

Exhibit C1

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **October 8, 2021**

4
5 **NOTE: Due to continued COVID restrictions, this meeting was a "hybrid" of an in-person meeting for Board and staff**
6 **and Zoom for additional attendees**
7

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

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

10
11 Directors Present: President Janet S. Grant, Vice-President Janice Ganong, Dave Smelser, Evan Salke and
12 Christine York

13 Directors Absent: None

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

16
17 Guests attending via teleconference included Liz Zang, Jen Faber, and from NTFPD, Steve McNamara and
18 Blanca Lundin.

19
20 **B. PUBLIC COMMENT**

21 There were no comments on items not on today's agenda.
22

23 **C. APPROVAL OF MINUTES**

24 **C1) SEPTEMBER REGULAR & SPECIAL MEETINGS**

25 **It was moved by Ganong and seconded by Smelser to approve the minutes of the September 10, 2021**
26 **Regular Board meeting as amended. Motion carried unanimously.**

27
28 **It was moved by Smelser and seconded by Ganong to approve the minutes of the September 23, 2021**
29 **Special Board meeting as presented. Motion carried unanimously.**

30
31 **D. DEPARTMENT REPORTS**

32 **D1) FINANCIAL REPORT**

33 District CPA Mike Dobrowski presented the September 2021 financial reports. The fire mitigation check was
34 received at the end of September. The auditors will be onsite October 18, 2021. A brief discussion followed
35 as the reports were clarified.
36

37 The item was open to public comment. Liz Zang asked where will-serve letters for future development show
38 on the financials. Mueller noted the funds are on the radar and have been approved. The Master Plan will
39 address how the funds are accounted for. Salke added that "cash accounting" may not be consistent with the
40 "accrual" method being used. Mueller will investigate how other Districts account for those funds.
41

42 **It was moved by Smelser and seconded by Ganong to approve the September 2021 financial reports as**
43 **presented. Motion carried unanimously.**
44

45 **It was moved by Smelser and seconded by Ganong to approve payment of checks #32111 - #32158,**
46 **payroll, and electronic fund transfers. Motion carried unanimously.**
47

48 **It was moved by Ganong and seconded by Smelser to approve the July 2021 – September 2021**
49 **quarterly reports.**

1 **D2) FIRE DEPARTMENT REPORT**

2 NTFPD Chief McNamara reported:

- 3 • Staffing changes
- 4 • Many pre-development meetings and inspections are being conducted. The District continues to
- 5 investigate efficiencies in plan review procedures.
- 6 • The District is working with State Parks to align fire restrictions with Calfire requirements
- 7 • AB 2911 became code and requires a Calfire review of all subdivisions in California to ensure
- 8 secondary egress. Fire Line, used by Calfire and addresses insurance based on access, topography,
- 9 and slope, may cause owners to lose fire insurance. NTFPD is educating Calfire so there is better
- 10 understanding of local areas. There are nuances to be considered.
- 11 • NTFPD received a FEMA Community Risk Assessment grant of \$118,000 for a consultant to
- 12 identify and categorize all threats in the District, including wildland fire and fuels reduction
- 13 • A report from the Caldor Fire Incident Commander credited fuels reduction, defensible space, and
- 14 firefighter tactics for saving South Lake Tahoe

15
16 Grant noted the Response Report format has changed and asked that it be presented as it used to be.

17
18 **D3) GENERAL MANAGER'S REPORT**

19 General Manager Joe Mueller presented his report for the month of September 2021, including updates on

20 the District's involvement with White Wolf, Alpenglow, and the Base-to-Base Gondola.

21
22 A draft of the fall newsletter will be sent to Board members for comments and suggestions on inclusions.

23 Salke suggested including the billing cycle and Ganong thought new staff could be introduced.

24
25 The removal of dead or dying trees on District property along Bear Creek should be completed by the end of

26 the month.

27
28 There was a brief discussion about the mitigation fees received and what they can be used for. A question

29 was asked about using those dollars for work on the fire station. Following up on last month's discussion,

30 McNamara reported the roofer determined the underlayment needed to be replaced and the work has been

31 completed.

32
33 Mueller reported the work done to address the road to Spring #2 was done by staff for approximately \$1,500,

34 a huge savings from the quote of \$10,000 - \$15,000. USFS still needs to sign off on the work done.

35
36 Penalty letters have been sent to 44 past due accounts. Last month Ganong asked about a one-time

37 forgiveness policy, which will be considered during the annual review of Budget & Finance Policies next

38 spring.

39
40 Proposals are being received from consultants to do the Master Plan. More information could be presented at

41 the November meeting.

42
43 The topic was open to public comment. Zang asked how to make it easier for people to do defensible space

44 and dispose of green waste. A lengthily discussion followed regarding the dumpsters provided, NTFPD's

45 coordination with clean-up days, and strategies to work with TTSD. When next year's budget is being

46 prepared, Mueller will consider adding a second green waste pick-up day.

47
48 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

1 O&M Supervisor Miguel Ramirez presented Water/Waste Water Report for September 2021, indicating
2 water production and flows. Forty-seven leaks were detected. Ramirez will provide the amount of water lost
3 through leaks, which will be included in the newsletter to remind homeowners to address leaks.

4
5 Ramirez included photos of “flushable” wipes causing sewer backups. He reminded the group the wipes are
6 not flushable. They do not break down and can cause costly blockages. The owner of the property in the
7 photos did pay for a portion of the repairs.

8
9 Ramirez is making changes to the graphs in his reports. Salke asked that water usage be compared with prior
10 months and years, similar to the financial reports.

11
12 **D5) TTSA REPORT**

13 No report was given

14
15 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

16 **E1) PUBLIC HEARING TO ADOPT BY RESOLUTION 7-2021 THE CAPITAL FACILITIES**
17 **AND FIRE MITIGATION FEE EXPENDITURE PLAN FOR FISCAL YEAR 2021-2022**

18 Grant opened the Public Hearing at 10:28 AM. Blanca Lundin from NTFPD presented the annual update for
19 FY 2021-22. She reviewed the information submitted in today’s meeting packets regrading current and
20 proposed Mitigation Fee Expenditures and recommended updates.

21
22 Discussion followed regarding the fees, how they are calculated, and the proposed 8% increase. The Board
23 considered options regarding the increase. The approved fees will go into effect January 1.

24
25 There was no public comment. The Public Hearing was closed at 10:58 AM.

26
27 **It was moved by Smelser and seconded by Salke to adopt Resolution 7-2021 adopting Capital Facilities**
28 **and Fire Mitigation Fee Expenditure Plan Annual Update for Fiscal Year 2021-2022, conditioned on**
29 **adjusting the Physical Facilities and Equipment amount on Page 6 of the report, Fees and**
30 **Expenditure total to \$1,890,666.**

31 **ROLL CALL VOTE**

32 **AYES: Smelser, Ganong, Salke , York, and Grant**

33 **NOES: None**

34 **Motion carried unanimously.**

35
36 **E2) RESOLUTION 8-2021 ESTABLISHING THAT THE DISTRICT PROVIDE TO ALL**
37 **EMPLOYEES THE CALPERS PUBLIC EMPLOYEES MEDICAL AND HOSPITAL ACT**
38 **(PEMHCA) MINIMUM**

39 **It was moved by Ganong and Smelser to adopt Resolution 8-2021 fixing the employer contribution**
40 **under the Public Employees’ Medical and Hospital Care Act at an equal amount for employees and**
41 **annuitants.**

42 **ROLL CALL VOTE**

43 **AYES: Smelser, Ganong, Salke , York, and Grant**

44 **NOES: None**

45 **Motion carried unanimously.**

46
47 **E3) DISTRICT HEALTH BENEFITS POLICY AND RESOLUTION 9-2021 ESTABLISHING**
48 **THE PERS GOLD PPO HEALTH PLAN AS THE DISTRICTS FULLY FUNDED PLAN.**

1 It was moved by Smelser and seconded by Ganong to adopt the District Health Benefits Policy and
2 Resolution 9-2021 clarifying the Health Care Benefit Program for District eligible employees and
3 retirees and amending Chapter 6 of the Employee Handbook.

4 **ROLL CALL VOTE**

5 **AYES: Smelser, Ganong, Salke , York, and Grant**

6 **NOES: None**

7 **Motion carried unanimously.**

8
9 **F. COMMITTEE REPORTS**

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

11 Grant presented the report of the October 7, 2021 Committee meeting.

12
13 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

14 This Committee did not meet. Mueller reported the rest rooms in the Park have been winterized and closed,
15 but the Park remains open for now.

16
17 There will be a link to the Park Survey in the upcoming newsletter. The Committee will consider responses
18 when meeting to set policy and fees for 2022.

19
20 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

21 This Committee did not meet.

22
23 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

24 This Committee did not meet.

25
26 **G. OPEN ITEMS**

27 Ganong asked that the navigation bar on the website have more options to make it easier to find information
28 such as agenda, meeting packets, and minutes.

29
30 Ganong suggested a status column be added to the Goals and Objectives spreadsheet. A quarterly update on
31 the spreadsheet is scheduled for January, but Mueller will update the document prior to that.

32
33 **H. CORRESPONDENCE TO THE BOARD**

34 No correspondence was presented.

35
36 **I. CLOSED SESSION**

37 Closed Session was not convened.

38
39 **J. DIRECTORS' COMMENTS**

40 There were no additional comments.

41
42 **K. ADJOURNMENT**

43 There being no further business to come before the Board, the meeting was adjourned at 11:26 AM. The next
44 regularly scheduled Board meeting is Friday November 12, 2021 at 9:00 AM.

45
46 Respectfully Submitted,

47 Judy Friedman, Recording Secretary

48 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

Exhibit D1

Subject: *October 2021 Month End Review*

For: *Alpine Springs County Water District*

To: *The Board of Directors*

Prepared by: *Michael J. Dobrowski, CPA 11/05/21*

On a year to date basis our net income was \$106,427 more than the prior fiscal year. This is due to an increase in revenues spread out between several accounts and lower than expected system maintenance. Current month total expenses were \$122,370 which was under budget by \$52,016. (Due to the NTFD contract timing). Our year to date net income was \$316,837 favorable to budget.

Our cash position has increased by \$591,604 from October 31, 2020 and has decreased by \$76,831 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 + \$108,103= \$108,103**

Prior Year + (10% of annual revenues (\$1,338,037-257,010) less Garbage)

Cash available for operations – **\$1,402,389**

(Remaining balance \$1,510,492-108,103)

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

Sewer Easement

Total

	<u>0</u>	<u>11,300</u>
\$	0	\$ 11,300

Accounts Payable

Garbage Contract

Total

\$	<u>12,377</u>
\$	12,377

Sick and General Leave

COVID Sick leave

0.00 Hrs.

Sick leave Hours

127.52 Hrs.

General leave Hours and Dollars

592.34 Hrs.

\$ 22,658.49

Prepays

Sun Life Dental (5103&04) (68.77+212.89) 1 month

\$ 0.00

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) 9 months @ 2,537.05

\$ 20,296.41

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 9 months @ 928.97

\$ 7,431.74

Total

\$ 28,020.05

Stale-Dated Checks

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

Last disbursement issued from prior month

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
10/01/21	EFT100121	4,454.41	CalPERS (Retired Health)

Benefits Breakdown (YTD)

Health & Life Ins. (Active) \$17,040.64

Health & Life Ins. (Retired) 5,613.52

Pension (Employee 6.75%) 8,075.83 (Employer 7.59% Effective 07/01/21)

Payroll Taxes 3,518.63

Health plan co-ins. 823.82

Total \$ 35,072.44

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

	Jul - Oct 21	Jul - Oct 20	\$ Change
Ordinary Income/Expense			
Income			
Water Revenue	626,501	611,069	15,432
Connection Fees	47,609	27,166	20,443
Sewer Revenue	312,470	296,008	16,462
Garbage Revenue	257,010	245,942	11,068
Park Revenue	7,643	13,905	(6,262)
Fire Mitigation Fees	41,119	8,401	32,719
Fire Fuel Management Fees	24,827	24,124	703
Property Tax Revenue	364	0	364
Other Revenue	20,494	26,143	(5,649)
Total Income	1,338,037	1,252,759	85,278
Gross Profit	1,338,037	1,252,759	85,278
Expense			
Salaries and Wages - Admin	61,553	17,763	43,789
Salaries and Wages - O&M	78,879	81,816	(2,937)
Benefits - Office	9,010	5,641	3,369
Benefits - O&M	25,238	24,468	770
Health Plan Co-Insurance	824	1,132	(308)
Directors' Fees	2,950	3,025	(75)
Insurance - Administration	14,283	15,488	(1,204)
Park Expenditures	3,320	13,965	(10,644)
Parts/Tools/Misc. Equip	4,216	7,182	(2,965)
Postage and Delivery	1,632	1,721	(88)
Cleaning	720	705	15
Office Expense	4,910	7,279	(2,368)
Dues and Subscriptions	835	1,180	(345)
Bank and Collection Fees	1,554	1,573	(19)
Analytical Testing	744	494	250
Accounting Fees	20,966	20,759	208
Legal Fees	1,695	1,330	365
Consultants-Management	0	46,080	(46,080)
Consultants-Misc.	2,020	5,288	(3,268)
NTFD Contract	33,789	12,180	21,609
Fire Fuel Management Fee	11,542	9,554	1,988
Building Maintenance	11,222	9,913	1,309

11:07 AM
 11/05/21
 Accrual Basis

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

	<u>Jul - Oct 21</u>	<u>Jul - Oct 20</u>	<u>\$ Change</u>
Equipment Maintenance - Ad...	3,083	2,370	713
Vehicle Maintenance and Rep.	567	5,412	(4,845)
Maintenance Water and Sewer	14,905	35,461	(20,555)
Gas and Electric - Admin	8,165	6,484	1,681
SCADA System	4,800	6,289	(1,489)
Travel and Entertainment	276	273	3
Education Staff/Board	241	0	241
Uniforms	1,326	1,855	(529)
ASCWD Fuel	109	1,665	(1,556)
Telephone - Administration	4,061	5,914	(1,853)
Government Mandates	5,128	3,979	1,150
Garbage Services	49,508	46,699	2,809
Depreciation Expense	71,116	71,116	0
Miscellaneous - O&M	503	1,492	(990)
Total Expense	<u>455,691</u>	<u>477,544</u>	<u>(21,853)</u>
Net Ordinary Income	<u>882,346</u>	<u>775,215</u>	<u>107,131</u>
Other Income/Expense			
Other Income			
Interest Revenue	256	960	(704)
Total Other Income	<u>256</u>	<u>960</u>	<u>(704)</u>
Net Other Income	<u>256</u>	<u>960</u>	<u>(704)</u>
Net Income	<u><u>882,602</u></u>	<u><u>776,175</u></u>	<u><u>106,427</u></u>

11:07 AM
 11/05/21
 Accrual Basis

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

	Oct 21	Budget	Jul - Oct 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Water Revenue	1,806	0	626,501	617,169	753,837
Connection Fees	12,607	2,101	47,609	8,405	25,214
Sewer Revenue	0	0	312,470	310,909	310,909
Garbage Revenue	0	0	257,010	255,033	255,033
Park Revenue	0	0	7,643	13,416	26,830
Fire Mitigation Fees	2,575	792	41,119	3,168	9,500
Fire Fuel Management Fees	0	0	24,827	24,827	24,827
Property Tax Revenue	0	0	364	38,411	768,229
Other Revenue	1,319	1,386	20,494	5,545	16,636
Total Income	18,307	4,279	1,338,037	1,276,883	2,191,015
Gross Profit	18,307	4,279	1,338,037	1,276,883	2,191,015
Expense					
Salaries and Wages - Admin	21,226	15,443	61,553	61,772	185,322
Salaries and Wages - O&M	26,276	18,299	78,879	73,196	219,573
Benefits - Office	2,686	3,703	9,010	14,812	44,441
Benefits - O&M	6,959	6,921	25,238	27,684	83,052
Health Plan Co-Insurance	299	917	824	3,668	11,000
Directors' Fees	625	720	2,950	2,880	8,650
Insurance - Administration	3,466	3,656	14,283	14,624	43,862
Park Expenditures	80	0	3,320	13,734	27,465
Parts/Tools/Misc. Equip	928	1,770	4,216	7,080	21,220
Postage and Delivery	473	624	1,632	2,496	7,485
Cleaning	480	417	720	1,668	5,000
Newsletter and Printing	0	0	0	1,500	3,000
Office Expense	1,045	2,183	4,910	8,732	26,196
Dues and Subscriptions	0	776	835	3,104	9,295
Bank and Collection Fees	45	192	1,554	768	2,300
Analytical Testing	190	277	744	1,108	3,325
Accounting Fees	5,242	5,320	20,966	21,280	63,860
Audit	0	0	0	0	19,250
Legal Fees	836	1,252	1,695	5,008	15,000
Consultants-Misc.	610	1,292	2,020	5,168	15,500
NTFD Contract	0	51,215	33,789	204,860	614,583
Fire Fuel Management Fee	10,562	2,069	11,542	8,276	24,827
OPEB Trust - Annual Funding	0	0	0	0	30,000
Building Maintenance	14	2,387	11,222	9,548	28,640
Equipment Maintenance - Admin	586	743	3,083	2,972	8,910

11:07 AM
 11/05/21
 Accrual Basis

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

	Oct 21	Budget	Jul - Oct 21	YTD Budget	Annual Budget
Vehicle Maintenance and Rep.	0	471	567	1,884	5,650
Maintenance Water and Sewer	3,830	13,514	14,905	54,056	162,150
Gas and Electric - Admin	3,014	4,118	8,165	16,472	49,400
SCADA System	1,165	1,662	4,800	6,648	19,930
Travel and Entertainment	0	25	276	100	300
Education Staff/Board	195	292	241	1,168	3,500
Uniforms	360	441	1,326	1,764	5,300
ASCWD Fuel	0	441	109	1,764	5,300
Telephone - Administration	850	863	4,061	3,452	10,351
Government Mandates	174	1,899	5,128	7,596	22,792
Garbage Services	12,377	12,313	49,508	49,252	147,755
Depreciation Expense	17,779	17,779	71,116	71,116	213,345
Miscellaneous - O&M	0	392	503	1,568	4,700
Total Expense	122,370	174,386	455,691	712,778	2,172,229
Net Ordinary Income	-104,063	-170,107	882,346	564,105	18,786
Other Income/Expense					
Other Income					
Interest Revenue	0	415	256	1,660	5,000
Total Other Income	0	415	256	1,660	5,000
Net Other Income	0	415	256	1,660	5,000
Net Income	-104,063	-169,692	882,602	565,765	23,786

11:09 AM
 11/05/21
 Accrual Basis

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

	Oct 31, 21	Sep 30, 21	\$ Change	Oct 31, 20	\$ Change
ASSETS					
Current Assets					
Checking/Savings					
Petty Cash	355	380	(25)	228	126
Bank of the West	232,459	309,264	(76,806)	74,118	158,341
Placer County - Interest App.	354,418	354,418	0	428,550	(74,132)
Wells Fargo Advisors	0	0	0	18,594	(18,594)
LAIF Accounts	923,260	923,260	0	397,398	525,862
Total Checking/Savings	1,510,492	1,587,323	(76,831)	918,888	591,604
Accounts Receivable					
Accounts Receivable	48,600	75,996	(27,396)	48,769	(169)
Total Accounts Receivable	48,600	75,996	(27,396)	48,769	(169)
Other Current Assets					
Placer - Agency Taxes 390-770	15,127	15,127	0	3	15,124
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	28,020	31,768	(3,748)	53,656	(25,635)
County Collection Accounts	21,717	21,717	0	1,828	19,889
Deferred Pension Outflows	35,652	35,652	0	35,652	0
Deferred OPEB Outflows	2,694	2,694	0	2,694	0
Total Other Current Assets	103,211	106,958	(3,748)	93,833	9,377
Total Current Assets	1,662,303	1,770,277	(107,974)	1,061,490	600,812
Fixed Assets					
Land	360,436	360,436	0	360,436	0
Firehouse	376,338	376,338	0	376,338	0
Firehouse Vehicles & Equipment	343,336	343,336	0	343,336	0
Park	403,391	403,391	0	403,391	0
Park Improvements Depreciable	21,728	21,728	0	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

11:09 AM
 11/05/21
 Accrual Basis

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

	Oct 31, 21	Sep 30, 21	\$ Change	Oct 31, 20	\$ Change
Work in Progress	1,615,878	1,615,878	0	1,620,995	(5,118)
Accumulated Depreciation	(4,990,879)	(4,973,100)	(17,779)	(4,780,058)	(210,821)
Total Fixed Assets	5,283,597	5,301,376	(17,779)	5,480,444	(196,847)
Other Assets					
Land Usage and Easement Right	17,436	17,436	0	12,318	5,118
Total Other Assets	17,436	17,436	0	12,318	5,118
TOTAL ASSETS	<u>6,963,335</u>	<u>7,089,089</u>	<u>(125,753)</u>	<u>6,554,252</u>	<u>409,083</u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	12,377	33,789	(21,412)	43,424	(31,047)
Total Accounts Payable	12,377	33,789	(21,412)	43,424	(31,047)
Other Current Liabilities					
Retention Payable	41	41	0	41	0
OPEB Liability	389,109	389,109	0	389,109	0
Accrued Payroll & Payroll Tax	0	0	0	547	(547)
Accrued Vacation Payable	22,658	22,937	(278)	16,793	5,866
Deferred Pension Inflows	1,234	1,234	0	1,234	0
Deferred OPEB Inflows	69,965	69,965	0	69,965	0
Net Pension Liabilities	8,482	8,482	0	8,482	0
Total Other Current Liabilities	491,489	491,768	(278)	486,170	5,319
Total Current Liabilities	503,866	525,556	(21,690)	529,594	(25,728)
Total Liabilities	503,866	525,556	(21,690)	529,594	(25,728)
Equity					
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	882,602	986,665	(104,063)	776,175	106,427
Total Equity	6,459,469	6,563,532	(104,063)	6,024,658	434,811
TOTAL LIABILITIES & EQUITY	<u>6,963,335</u>	<u>7,089,089</u>	<u>(125,753)</u>	<u>6,554,252</u>	<u>409,083</u>

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

	<u>Jul - Oct 21</u>
OPERATING ACTIVITIES	
Net Income	882,602
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	86,917
1550.00 · Prepaid Expenses	13,572
1550.00 · Prepaid Expenses:1550.02 · Prepaid Expenses - 02	8,756
1550.00 · Prepaid Expenses:1550.03 · Prepaid Expenses - 03	(2,919)
1550.00 · Prepaid Expenses:1550.04 · Prepaid Expenses - 04	(2,919)
1550.00 · Prepaid Expenses:1550.05 · Prepaid Expenses - 05	(2,919)
1600.05 · County Collection Accts	14,764
1041.00 Placer Co - Taxes 770	27,120
1850.00 · Accumulate Depreciation:1850.02 · Accumulated Deprec...	2,952
1850.00 · Accumulate Depreciation:1850.03 · Accumulated Deprec...	2,952
1850.00 · Accumulate Depreciation:1850.04 · Accumulated Deprec...	8,876
1850.00 · Accumulate Depreciation:1850.05 · Accumulated Deprec...	51,772
2010.00 · Accounts Payable - 06 Fund	(5,557)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Accounts Payable...	(259,534)
2070.00 · Accrued Payroll & Taxes - 05 Fu	(4,656)
2075.00 · Accrued Vacation Pay - 05 Fund	1,622
	<hr/>
Net cash provided by Operating Activities	823,401
INVESTING ACTIVITIES	
1850.00 · Accumulate Depreciation:1850.06 · Accumulated Deprec. ...	4,564
	<hr/>
Net cash provided by Investing Activities	4,564
Net cash increase for period	827,965
Cash at beginning of period	682,527
	<hr/>
Cash at end of period	<u>1,510,492</u>

10:59 AM
11/05/21

Alpine Springs County Water District
Check Register for Current Month
October 2 - 31, 2021

Date	Num	Name	Memo	Amount	Balance
10/15/2021	32160 *	Alpine Power Equipment	Customer #3568	-107.78	-107.78
10/15/2021	32161 *	Aramark	Customer #6728877	-179.94	-287.72
10/15/2021	32162 *	Badger Meter	Invoice 80082214 Services for ...	-39.78	-327.50
10/15/2021	32163 *	Eastern Regional Landfill	Acct # 0000-0200-0	-12.25	-339.75
10/15/2021	32164 *	FedEx	Acct #1834-0409-1	-90.68	-430.43
10/15/2021	32165 *	Healthplan Services, Inc.	Case #230511	-291.90	-722.33
10/15/2021	32166 *	Liberty Utilities	Account 88509407-88105912 (...)	-199.09	-921.42
10/15/2021	32167 *	Longo Inc.	Invoice 9545	-448.50	-1,369.92
10/15/2021	32168 *	Miguel G. Ramirez	Reimbursement	-18.20	-1,388.12
10/15/2021	32169 *	Mountain High Home Services, LLC	Invoice 14536	-240.00	-1,628.12
10/15/2021	32170 *	Mountain Pipeline TV Inspection & Sealing	Invoice 1313	-2,434.25	-4,062.37
10/15/2021	32171 *	Pam Zinn	Reimbursement	-280.53	-4,342.90
10/15/2021	32172 *	Principal Life	Account #1113469-10001	-77.40	-4,420.30
10/15/2021	32173 *	Professional Communications Messaging	Invoice #19307210012021	-42.40	-4,462.70
10/15/2021	32174 *	Silver State Analytical Laboratories	Water Tests	-190.00	-4,652.70
10/15/2021	32175 *	Swigard's True Value Hardware, Inc.	Account #11050	-26.00	-4,678.70
10/15/2021	32176 *	Tahoe Supply Company	Customer: ALPSPR	-195.35	-4,874.05
10/15/2021	32177 *	Tahoe Truckee Sierra Disposal Co., Inc.	Customer No.000355	-104.00	-4,978.05
10/15/2021	32178 *	The Paper Trail	Invoice 4819	-250.00	-5,228.05
10/15/2021	32179 *	Theresa Warren	Refund Park Membership	-180.00	-5,408.05
10/15/2021	32180 *	North Tahoe FPD	Property Taxes through 10/15/21	-33,788.60	-39,196.65
10/31/2021	32181 *	ACC Business	Account #00001194781 09/11/...	-476.60	-39,673.25
10/31/2021	32182 *	Aramark	Customer #6728877	-179.94	-39,853.19
10/31/2021	32183 *	AT&T	Account #530 583 2320 189 1	-239.19	-40,092.38
10/31/2021	32184 *	Avaya Financial Services	Contract No. 753-0021553-000 ...	-166.32	-40,258.70
10/31/2021	32185 *	Bank of the West	Acct #9637	-115.25	-40,373.95
10/31/2021	32186 *	Best Best & Krieger LLP	Invoice 917704	-835.50	-41,209.45
10/31/2021	32187 *	CWEA Sierra Section	2021 Safety Day	-195.00	-41,404.45
10/31/2021	32188 *	FedEx	Acct #1834-0409-1	-24.67	-41,429.12
10/31/2021	32189 *	Liberty Utilities	Account 88550011-88105912 (...)	-2,542.29	-43,971.41
10/31/2021	32190 *	Mountain Hardware and Sports	Customer #39	-25.97	-43,997.38
10/31/2021	32191 *	Mountain High Home Services, LLC	Invoice 14542	-240.00	-44,237.38
10/31/2021	32192 *	North Tahoe FPD	Residential Chipping & Forestry...	-10,561.70	-54,799.08
10/31/2021	32193 *	Office Depot	Billing ID 3756812	-71.57	-54,870.65

*Billed wrong amt.
holding check*

10:59 AM
11/05/21

Alpine Springs County Water District
Check Register for Current Month
October 2 - 31, 2021

Date	Num	Name	Memo	Amount	Balance
10/31/2021	32194	Overhead Fire Protection, Inc.	Invoice 10788622	-947.50	-55,818.15
10/31/2021	32195	Pitney Bowes Purchase Power	Purchase Power Account Num...	-300.00	-56,118.15
10/31/2021	32196	Sierra Controls, LLC	Invoice 122618	-1,164.50	-57,282.65
10/31/2021	32197	Sierra Office Solutions	Customer #AS32:900020 (10/2...	-179.95	-57,462.60
10/31/2021	32198	Swigard's True Value Hardware, Inc.	Account #11050	-45.57	-57,508.17
10/31/2021	32199	Tahoe City Lumber	Customer #500750	-59.64	-57,567.81
10/31/2021	32200	The Paper Trail	Invoice 4836	-360.00	-57,927.81
10/31/2021	32201	Verizon Wireless	Account #271135177-00001 (1...	-160.47	-58,088.28
10/31/2021	32202	Western Nevada Supply Company	Account #14905	-744.20	-58,832.48
10/31/2021	32203	Janet Grant	October Budget & Finance and ...	-175.00	-59,007.48
10/31/2021	32204	Janice Ganong	October Board of Directors Mtg	-100.00	-59,107.48
10/31/2021	32205	Evan Salke {1}	October Budget & Finance and ...	-150.00	-59,257.48
10/31/2021	32206	David Smelser {1}	October Board of Directors Mtg	-100.00	-59,357.48
10/31/2021	32207	Christine York	October Board of Directors Mtg	-100.00	-59,457.48
10/31/2021	32208	AT&T	Account #530 583 2342 637 3	-610.92	-60,068.40
10/31/2021	32209	Badger Meter	Invoice 80084275 Balance of S...	-4.44	-60,072.84
10/31/2021	32210	Liberty Utilities	Account 88509407-88105912 (...)	-169.01	-60,241.85
10/15/2021	EFT101521	CalPERS	CalPERS ID: 2668620501	-173.83	-60,415.68

*** Missing numbers here ***

11:01 AM
11/05/21

Alpine Springs County Water District
Subsequent Payments Listing

November 1 - 5, 2021

Date	Num	Name	Memo	Amount	Balance
11/01/2021	32211	California Special Districts Assoc...	Membership ID: 1 RMS-Regular Member	-7,615.00	-7,615.00
11/01/2021	32212	Professional Communications M...	Invoice #19307211012021	-42.40	-7,657.40
11/01/2021	32213	Sun Life Financial	Policy #906384 Dental	-281.66	-7,939.06
11/04/2021	32214	Michael J. Dobrowski, CPA, LLC	Inv#21505	-5,241.62	-13,180.68
*** Missing numbers here ***					
11/04/2021	EFT11042...	CalPERS	CalPERS ID: 2668620501	-173.83	-13,354.51
*** Duplicate document numbers ***					
11/04/2021	EFT11042...	CalPERS (Active)	Customer ID: 2668620501 Health Insurance...	-4,454.41	-17,808.92
*** Duplicate document numbers ***					
11/04/2021	EFT11042...	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance...	-701.69	-18,510.61

Exhibit D2

NTPPD-ASCWD Response Calls
October 2021

Basic Incident Number (FD1)	Basic Incident Date Time	Basic Incident Full Address	Basic Incident Postal Code (FD1.19)	Basic Incident Type (FD1.21)	Basic Apparatus Call Sign List	Basic Primary Action Taken (FD1.48)	Basic Additional Actions Taken 2 (FD1.66)
2021026398	10/3/2021 19:19	1160 SNOW CREST Road	96146	ORDINANCE COMPLAINT	E56	Enforce codes	
2021026562	10/6/2021 7:10	Intentionally omitted	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2021026750	10/8/2021 10:05	Intentionally omitted	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2021027397	10/14/2021 15:57	1700 TRAPPER Place	96146	False alarm or false call, other	B5, E56, M51	Incident command	

Calls = 4

Exhibit D3



AGENDA NO: D3

MEETING DATE: 11/12/2021

General Managers Report

TO: ASCWD Board of Directors **Date:** November 8, 2021
FROM: Joe Mueller, General Manager
SUBJECT: General Manager and Office Activities for the Month of October 2021

Projects

1) District Master Plan

Received three proposals for the Master Plan, began the initial review of each proposal and requested additional data on proposed tasks, hours, and cost.

Upcoming project activity

Continue conversations with the engineering firms on their proposals, review proposals, rank, and make a recommendation to the board for award of a contact at the December Board meeting.

2) Annual Fiscal Audit

Continue to work with the auditor's team to finalize the 2020/2021 Audit.

Upcoming project activity

The District's team will continue to work with Damore Harmic Schneider, Inc allowing them to complete their work effort.

3) Alpenglow (Previously Alpine Sierra) Subdivision

Participated with NTFPD in a virtual meeting with the developer on next steps to help the clarify the development requirements going forward.

Upcoming project activity

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

4) White Wolf Subdivision

Participated with the White Wolf development team and Placer County in a virtual meeting to discuss the project and district needs to consider a will serve letter for water and sewer services.

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 slowed and stopped at times due to weather, review weekly emailed schedule and updates for any impacts to the district.

Upcoming project activity

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

6) Snow Crest Tributary Restoration

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

Upcoming project activity

Continued project participation as needed.

7) Tank 4 and 4A Replacement

Reached out and talked with RDC on when they may be submitting for a final and project closeout invoice. To date RDC has not resubmitted for their final payment after their request for payment 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.
- Prepared the Fall Newsletter, posted to the District website, and sent out the postcard notification.
- Participated in monthly area General Managers meeting.
- Worked on options to present to the Board for future retiree health benefits.
- Prepared alternative work schedules for offsite professional development for two staff operators to begin November 1st.
- Accepted the resignation of a district operator.
- Reviewed the final version of the Local Hazard Mitigation Plan published on Placer County's website.
- Working with BBK on finalizing district staff health benefits and setting up a health savings account to go into effect in January 2022.
- Discussed with NTFPD different options and cost to providing additional green waste disposal options.

Office Activities Performed by Office Manager

- Worked with our outside webmaster making minor updates to make the site more functional and made other changes to the regarding navigation. Set up email for new FT operator and loaded it onto the operations PC. Added full packets in the archive section.
- Processed six change of account ownerships, updated one address for an existing customer and responded to five inquiries from title companies.
- Total park season passes sold 245 this year, compared to 163 last year.
- Processed one new construction permit and two remodels.
- Performed backed up of office computers.
- Sent bills to CPA for mid-month and month end processing.
- Sent CORE data to the Cloud for monthly water meter reads.
- 35 payments on annual invoices from customers are past due totaling \$44,164.54; penalties went out 10/14/21.
- Bill payment plans, all customers are current with the policy, two have been completed and are paid in full.
- Responded to customer billing questions regarding sewer connections and billing methodology on invoices.
- Signed new employee up for benefits starting 11/1/2021.
- Worked to coordinate what step are needed to receive our credit card statements electronically, also changed the due date to the 14th of the month. Last months check payment took 10 days for delivery using first class mail.
- Continued working with the district's auditors updating customer files that were missing pipe sizes.
- Worked with a homeowner on a complaint of his bear box being used by another resident.
- Emailed the fall newsletter to all homeowners on the district's distribution list.

Exhibit D4

**WATER/ WASTEWATER REPORT
FOR 10-1-21 THRU 10-31-21**

TO: Board of Directors
 DATE: November 12th, 2021
 FROM: Miguel Ramirez, Operations & Maintenance

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

Well#	GPM	Production
H1	54	2,431,499
H2 & H4	104	4,639,798
H3	13	570,300
AMEW	220	0
R-1 Well	240	0
<u>TOTAL GALLONS PRODUCED</u>		7,641,597

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
.005 MGD	.301 MGD	.089 MGD

Maintenance performed:

- All routine samples came back absent from Coliform and E-coli.
- The Park was winterized and shut down for the season.
- We had a couple problem hydrants repaired.
- We dealt with another lengthy power outage. (Multiple outages for extended periods are showing us we have under powered battery backups).
- Did preventative maintenance on the tank 5 transducer line under the tank. (We will need to address this line next summer along with tank 3, these lines read the tank levels so that the valves can open or close to fill the tanks).
- Spring 1 check valve failed and was replaced with a higher quality valve.
- As we do annually Alpine septic has finished cleaning 1/3 of our collection system.
- Due to the record rainfall, we dealt with a minor flooding issue in our lower R-5 vault that is located across from the entrance of the district.

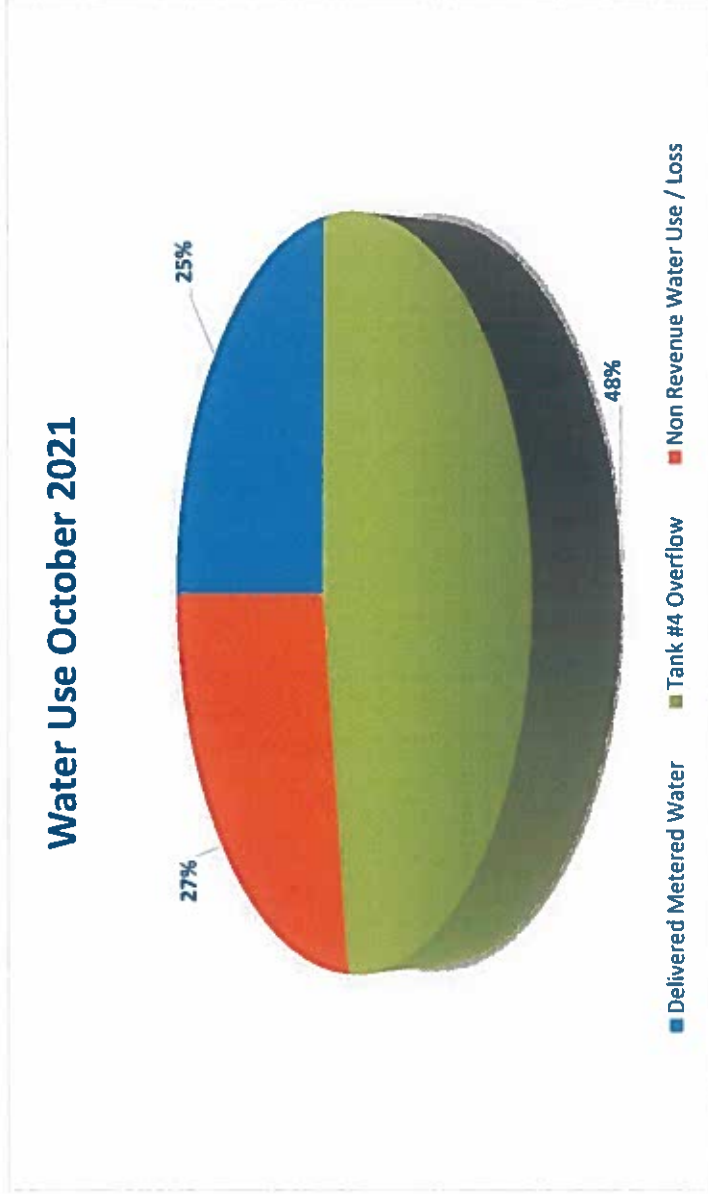


Sewer cleaning . Spring 1 check valve . Telemetry box.

DRAFT

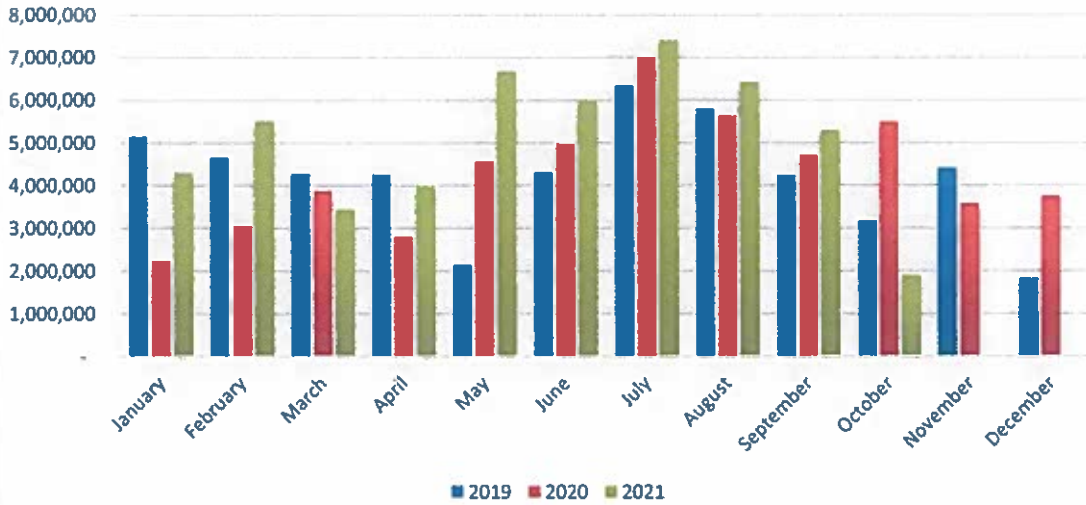
ALPINE SPRINGS COUNTY WATER DISTRICT October 2021 WATER REPORT

Total Potable Water Production	7,480,197 Gallons
Delivered Metered Water	1,885,850 Gallons
Tank #4 Overflow	3,556,300 Gallons
Non Revenue Water Use / Loss	2,038,047 Gallons

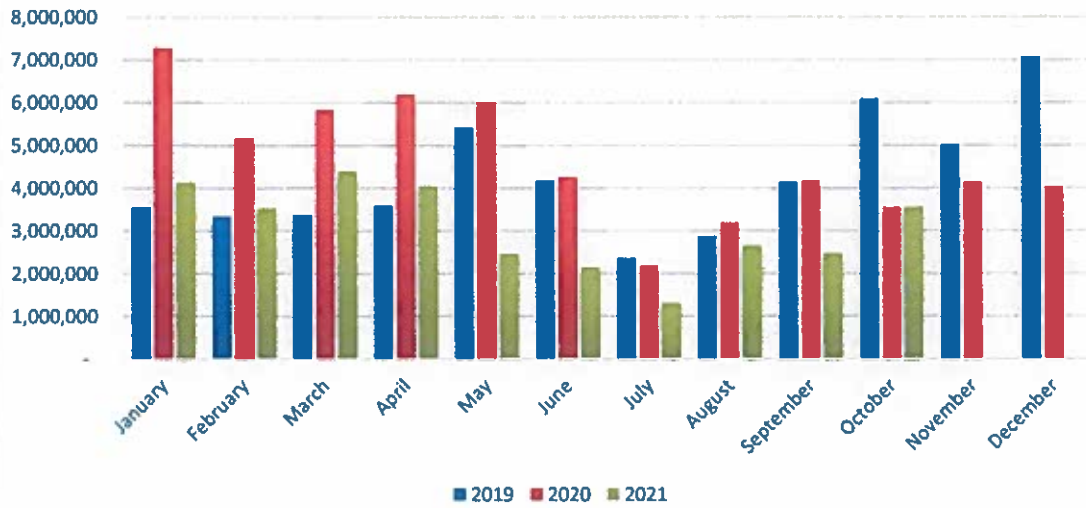


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Delivered Metered Water per Month (gallons)



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



Total Water Production per Month (gallons)

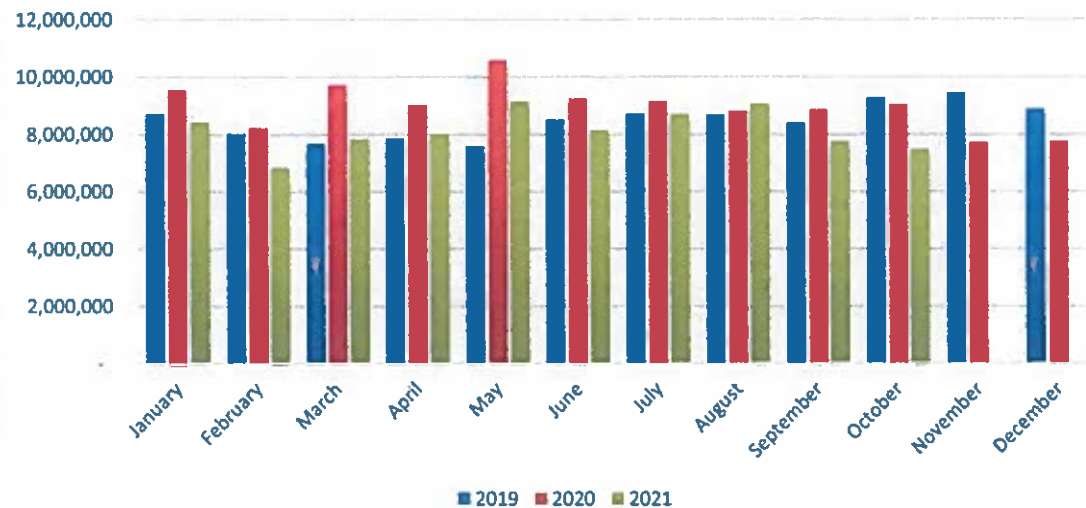


EXHIBIT D5

ALPINE SPRINGS COUNTY WATER DISTRICT

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

T-TSA BOARD MEETING REPORT October 20, 2021

TIME: 9:00 A.M.

In person meeting.

Members: Blake Tresan, Truckee Sanitary District
Dale Cox, SVPUD, President
Lane Lewis, NTPUD
Dave Smelser, ASCWD
Dan Wilkins, TCPUD
LaRue Griffin, T-TSA, General Manager
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. The Headworks Improvement project will be enclosed for winter.
4. Met for a closed session and head appeal by a fired employee. Upheld the managers decision to let the employee go.
5. The plant is 45 years old and I am pleased with the staff's efforts to upgrade and maintain it.

Respectfully Submitted,

Dave Smelser

Exhibit E1



AGENDA NO: E1

MEETING DATE: 11/12/2021

Staff Report

TO: ASCWD Board of Directors

Date: November 8, 2021

FROM: Joe Mueller, General Manager

SUBJECT: RESOLUTION 10-2021 INSPECTION OF CERTAIN OCCUPANCIES
REQUIRED TO PERFORM ANNUAL INSPECTIONS.

Postponed by request of NTFPD to the January 14, 2022, Board of Directors Meeting

Exhibit E2

To: ASCWD, Board of Directors
From: Steve Leighton, Fire Chief
Through: Steve McNamara, Division Chief-Fire & Safety/Fire Marshal
Date: 11/12/21

**SUBJECT: AGENDA ITEM #E2, CONSIDER RESOLUTION 11-2021 REGARDING
SETTING FEES FOR COST RECOVERY OF FIRE & LIFE SAFETY
ACTIVITIES**

Background

In 2008 the District adopted Ordinance 01-2008 Setting Fees for Cost Recovery of Fire & Life Safety Activities. The NTFPD Board of Directors adopted this ordinance to shift the financial burden from the general public for certain Fire & Life Safety Activities including, but not limited to, providing reports, pyrotechnics for movies or public display, State mandated inspections, new construction, etc.

In 2014, the District adopted Ordinance 01-2014 Setting Fees for Cost Recovery of Fire & Life Safety Activities.

In 2019, the District adopted Ordinance 01-2019 Setting Fees for Cost Recovery of Fire & Life Safety Activities.

On January 8, 2021, the District adopted Ordinance 01-2021 Setting Fees for Cost Recovery of Fire & Life Safety Activities and allowing the Schedule of Cost Recovery Fees to be revised by a resolution adopted by the Board of Directors.

Fire prevention activities are some of the most cost-effective activities the District is involved in. When fires and other life-threatening incidents can be prevented from occurring, there is a significant savings to the community for direct and indirect costs.

The fees are established in order to obtain cost recovery for those activities outlined within the Fire Code. Per the Health & Safety Code, they do not exceed our actual costs. District staff annually reviews these fees to ensure the amount charged is equal to the amount required to perform the work.

We are presenting Resolution 11- 2021 to add additional categories and adjust some of the amounts based on the time required to complete certain tasks.

Recommendation

Adopt Resolution 11-2021.

**RESOLUTION 11-2021
OF THE
ALPINE SPRINGS COUNTY WATER DISTRICT**

**A RESOLUTION SETTING FEES FOR COST
RECOVERY OF FIRE & LIFE SAFETY ACTIVITIES**

WHEREAS, ALPINE SPRINGS COUNTY WATER DISTRICT (“ASCWD”) is a California Special District organized and existing under the California County Water District Law, duly authorized by Water Code § 31120 to exercise any of the powers, functions, and duties which are vested in, or imposed upon, a fire protection district pursuant to the Fire Protection District Law of 1987, Part 3 (commencing with Section 13800) of Division 12 of the Health and Safety Code, including, but not limited to, adopting fee under Health and Safety Code section 13916; and

WHEREAS, ASCWD has contracted with **NORTH TAHOE FIRE PROTECTION DISTRICT (“NTFPD”)**, a fire protection district duly organized and existing under the Fire Protection District Law of the State of California, under the contract entitled “Agreement for Fire Protection, Emergency Medical and Related Services by the North Tahoe Fire Protection District to the Alpine Springs County Water District” dated September 11, 2006 to provide and manage fire suppression and prevention, rescue and ambulance services within the service area of ASCWD; and

WHEREAS, the Board of Directors of ASCWD has determined that it is necessary to provide plan review and inspections for various activities regulated under the California Fire Code, California State Fire Marshal regulations, Placer County Fire Code, and NTFPD Ordinance 1-2008 within the legal boundaries of the **ALPINE SPRINGS COUNTY WATER DISTRICT**; and

WHEREAS, the Board of Directors of ASCWD passed and adopted Ordinance 01-2021 on January 8, 2021, which adopted a cost recovery fee schedule for certain activities related to the fire prevention; and

WHEREAS, the Board of Directors of Alpine Springs County Water District has determined to adopt new cost recovery fees, revise existing cost recovery fees, adopt a revised cost recovery fee schedule for certain activities related to fire prevention as a matter of policy, and to provide for the District’s ability to be able to revise cost recovery fees and the fee schedule in the future through the adoption of a resolution.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of **ALPINE SPRINGS COUNTY WATER DISTRICT** that:

1. The fees set forth in the Schedule of Cost Recovery Fees, attached hereto as **Exhibit “A”** and incorporated herein by reference, are hereby adopted as the fees to be charged for those listed activities by the District.

2. The ASCWD General Manager, or the General Manager's designee, shall have the authority to waive any Cost Recovery Fee, in full or in part, upon application of an affected party and showing of special, mitigating circumstances. The General Manager's decision on application for a waiver may be appealed to the ASCWD Board of Directors at their next regularly scheduled meeting following the decision.
3. Per Ordinance 1-2021 approved by the Board of Directors on January 8, 2021, the fees set forth in the Schedule of Cost Recovery Fees attached hereto as Exhibit "A", may be revised by resolution adopted by the Board of Directors.
4. This Resolution accordingly is adopted at the November 12, 2021 meeting, with the new rates to be effective January 1, 2022.

PASSED AND ADOPTED at a Regular Meeting of the Board of Directors of the ALPINE SPRINGS COUNTY WATER DISTRICT, Alpine Meadows, California this 12th day of November, 2021 by the following roll call vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Approved by:

 Janet S. Grant, President
 Board of Directors

Attest:

 Joe Mueller, General Manager
 Clerk of the Board of Directors

EXHIBIT "A"



FIRE & LIFE SAFETY COST RECOVERY SCHEDULE
 PO Box 5879 / 222 Fairway Dr, Tahoe City, CA 96145
 (530) 583-6911 / Fax (530) 583-6909 /
 plans@ntfire.net
 Hourly Rate \$144.00

3.5% Service Fee for Credit Card Transactions

Fee Code	Service	Fee
LAR	Landscape/Access and Pre-TRPA Residential Plan Review	Hourly Rate
LAC	Landscape/Access and Pre-TRPA Commercial Plan Review	\$288.00
DRC	Design Review Consultation Residential Plan Review	Hourly Rate
DRC.2	Design Review Consultation Commercial Plan Review	\$288.00
GEN	Generator Installation Plan Review and Inspection	\$288.00
SOL	Solar Panel or Solar Ground Mount Plan Review and Inspection	\$288.00
HFT	Hydrant Flow Test - Private Hydrants Only (per hydrant)	\$288.00
TIP	Tenant Improvement Commercial Plan Review	\$288.00
CEL	Cell Tower or Cell Site Plan Review	Hourly Rate
DMO	Commercial Demo Plan Review	Hourly Rate
PDM	Pre-Development Meeting with NTFPD staff	Hourly Rate
PRE	Request Staff Participation/Review in Building Department Pre-Development Meeting	\$288.00
DFL	Meeks Bay Fire Developer Fees: New Construction (per structure) or Additions >1000 sq. ft.	\$500.00
DFS	Meeks Bay Fire Developer Fees: Additions <1000 sq. ft.	\$250.00
SPR	Sprinkler Plan Review Residential with Underground, Rough and Final Inspection - NEW 1 to 99 Sprinklers	\$720.00
SPA	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, 1 to 99 Sprinklers	\$792.00
SPB	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, 100 to 199 Sprinklers Plus # of Risers > 1 _____ x 1 hr Floors >1 _____ x 1 hour	\$1,152.00
SPC	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, > 199 Sprinklers Plus # of Sprinklers _____ x \$0.50 # of Risers > 1 _____ x 1 hr # Floors >1 _____ x 1 hr	\$1,512.00
STP	Sprinkler Plan Review (Tenant Improvement) with Rough and Final Inspection on Existing System with 5 to 50 Sprinklers	\$288.00
STT	Sprinkler Plan Review (Tenant Improvement) with Rough and Final Inspection on Existing System with > 50 Sprinklers	\$432.00
FAL	Fire Alarm System Plan Review with Rough and Final Inspection Plus # devices _____ x \$2	\$396.00
SDP	Standpipe Plan Review with Rough and Final Inspection	\$648.00
PBP	Paint or Spray Booth Plan Review and Inspection	\$396.00
UGS	Underground Fire Systems with Inspection - Plus per riser/hydrant >1 _____ x 1/4 hour	\$360.00

CAS	Clean Agent Suppression System (Spray Booth/Industrial Dry Chemical Systems) with Rough and Final Inspection	\$540.00
HDP	Hood & Duct System Plan Review and Final Inspection (per system)	\$324.00
ULP	UL-300 Suppression System Plan Review with Rough and Final Inspection	\$432.00
LPG	Propane Tank Installation Plan Review with Rough and Final Inspection - Residential	\$288.00
UGT	Underground Propane Tank Installation Plan Review with Rough and Final Inspection- Residential	\$360.00
AGT	Aboveground Propane Tank Installation Plan Review with Rough and Final Inspection - Commercial	\$360.00
GDT	NEW Gas/Diesel Tank Installation Plan Review with Rough and Final	\$360.00
TNT	Tents, Canopies, Temporary Structure Plan Review and Inspection for Permit - If >1 Plus # of Tents/Structures _____ x \$70	\$288.00
FWK	Fireworks (Pyrotechnic) - Plan Review, Inspections, and Safety Officer Standby	\$1,152.00
HHH	Halloween Haunted House Plan Review and Inspection	Hourly Rate
CCF	Carnivals, Concerts, Circus, Fairs - Basic Plan Review and Inspection Plus # of Booth(s) _____ x \$6.00	\$432.00
FWS	Fire Watch - Safety Officer	Hourly Rate
FSO	Film Safety Officer	Hourly Rate
RIF	Re-Inspection Fee: Charged when project is not complete or cannot be approved during regular inspection	Hourly Rate
DSI	Defensible Space Inspection	Hourly Rate
TRP	Tree Removal Permit	Hourly Rate
PBL	Business License Fire and Life Safety Inspection for County Sign-off	Hourly Rate
ASB	Annual Fire and Life Safety Business Inspections	Hourly Rate
PRI.1	Pre-Inspections Care Facilities/Day Cares < 26	\$288.00
PRI.2	Pre-Inspections Care Facilities/Day Cares > 26	\$396.00
FTK	Food Truck Inspection	\$72.00
SMI	State Mandated Fire & Life Safety Inspection	\$288.00
WSL	Will Serve Letter Processing Fee	Hourly Rate
FIS	Fire Investigations	\$288.00
EIR	Environmental Impact Report	Hourly Rate
REP.1	Report Request: \$0.50 per page/copy (# of copies _____)	\$0.50
REP.2	Report Request: \$15 per flash drive	\$15.00
PTG	Postage (Priority Shipping) Fees may vary depending on package. Min. \$25 cost recovery fee for postage and staff time	\$25.00
OSN	Other services not covered above (Miscellaneous)	Hourly Rate

Exhibit E3



AGENDA NO: E3

MEETING DATE: 11/12/2021

Staff Report

TO: ASCWD Board of Directors

Date: November 8,2021

FROM: Joe Mueller, General Manager

SUBJECT: TAHOE TRUCKEE AREA AGREEMENT FOR MUTUAL EMERGENCY AID

BACKGROUND:

The Tahoe Truckee Area Agreement for Mutual Emergency Aid has been developed to benefit the potential 19 participating agencies in the event of natural disasters, emergencies, or other assistance that may be requested. The agreement outlines the types of mutual aid to be rendered if available to include staff labor hours, supplies, and/or equipment. It also establishes fair and clear reimbursement for such services.

DISCUSSION:

Discuss and consider authorizing the General Manager to execute the Tahoe Truckee Area Agreement for Mutual Aid

FISCAL IMPACT:

No fiscal impact unless mutual aid is requested.

RECOMMENDATION:

The Board authorize the General Manger Manager to execute the Tahoe Truckee Area Agreement for Mutual Aid

Attachments:

1. TAHOE TRUCKEE AREA AGREEMENT FOR MUTUAL EMERGENCY AID

TAHOE TRUCKEE AREA AGREEMENT FOR MUTUAL EMERGENCY AID

This Agreement for Mutual Aid is to benefit the participating agencies in the event of natural disasters, emergencies, or other assistance that may be requested. The participating agencies have confirmed that a mutual aid agreement would be beneficial.

This Agreement is made and entered into on the dates set forth below, by and between the public agencies set forth below.

WHEREAS, the participating agencies party to this Agreement maintain and operate wastewater and/or water treatment and distribution, collection, transportation and/or treatment facilities in the Lake Tahoe-Truckee areas; and

WHEREAS, the participating agencies have engaged in an informal policy of mutual cooperation wherein the resources of each were available to the other on an as-available basis for the purposes of minimizing environmental damage due to leakage from or destruction of such facilities and of promoting public health; and

WHEREAS, it is the desire of the participating agencies to execute a mutual aid agreement wherein the policy of mutual cooperation is formalized and expanded to meet projected needs of the participating agencies; and

WHEREAS, by becoming a participating agency under the terms of this Agreement, the governing body or board of the participating agency will be deemed to have read and agreed to be bound by the terms of this Agreement.

NOW, THEREFORE, the participating agencies hereto mutually agree as follows:

1. To furnish to each other personnel trained in the emergency operation and/or repair of wastewater and/or water treatment, distribution, collection, and/or transportation facilities, together with equipment, materials and supplies required for such operation and/or repair as may be necessary during emergency conditions, on and subject to the terms and conditions of this Agreement.
2. To provide such emergency aid within the ability of the participating agencies to this Agreement, provided, however, that no participating agency shall be required to deplete its own resources, personnel, services or facilities to the detriment of its normal responsibilities or the detriment of anticipated needs. No agency shall incur any liability or be found at fault for failure to furnish personnel, equipment, materials or supplies when such are available. In addition, each agency shall have the right, at the sole discretion of said agency, to order any personnel, equipment, materials or supplies furnished to another agency be returned to the furnishing agency, without any liability for said order.

3. That no response to an emergency aid request provided for in this Agreement will be made by any participating agency hereto unless such request is received through established communication channels and made by a previously designated responsible official of the agency requesting such aid. The Manager of each participating agency shall be deemed a responsible official and shall have the authority to designate alternate responsible officials to other participating agencies. No such designation shall be effective until received, in writing, by the other participating agencies.
4. The personnel and equipment furnished by a participating agency (the "Assisting Agency") shall remain, at all times, under the direct supervision and control of the designated supervisory personnel of the Assisting Agency. In instances where only equipment, materials or supplies are provided by the Assisting Agency, the ownership of said equipment, materials or supplies shall remain with the Assisting Agency and said equipment, materials or supplies shall be returned to the Assisting Agency immediately upon request (unless to the extent that the materials or supplies are perishables and they have been used or exhausted in the emergency response). Representatives of the participating agency receiving assistance from the Assisting Agency (the "Requesting Agency") shall suggest work assignments and schedules for the personnel of the Assisting Agency; however, the designated supervisory personnel of the Assisting Agency shall have the exclusive responsibility and authority for assigning work and establishing work schedules for the personnel of the Assisting Agency in conjunction with the Incident Command or the Requesting Agency. The designated supervisory personnel of the Assisting Agency shall maintain daily personnel time records, a log of equipment hours, be responsible for the operation and maintenance of the equipment, materials or supplies furnished by the Assisting Agency, and report work progress to the Requesting Agency.
5. Unless specifically instructed otherwise, the Requesting Agency shall have the responsibility of providing food and housing for the personnel of the Assisting Agency from the time of their arrival at the designated location to the time of their departure. However, Assisting Agency personnel and equipment should be, to the greatest extent possible, self-sufficient while working in the emergency or disaster area. The Requesting Agency may specify only self-sufficient personnel and resources in its request for assistance.
6. Should it be necessary to recover costs or in order to be reimbursed from outside sources, at the sole discretion and request of the Assisting Agency, the Requesting Agency shall pay the Assisting Agency monthly, on receipt of invoice, costs for the equipment, personnel, materials and supplies furnished. Equipment costs shall be reasonable and subject to each participating agency's established rates. If a participating agency does not have established rates, either actual cost or the most current Schedule of Equipment Rates set by the Federal Emergency Management Agency (FEMA) shall apply. Some

participating agencies may require operators to accompany their equipment and therefore the rate may include operator labor costs. All labor will be billed at actual rate paid plus benefits. All expendable materials and supplies will be billed at cost.

7. Any controversy or claim arising out of or relating to this Agreement or the breach thereof, shall be settled by mutual agreement. If dispute cannot be settled by mutual agreement, then dispute shall be settled by arbitration in accordance with the Rules of the American Arbitration Association and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Arbitration is binding and final.
8. The Assisting Agency and its workers' compensation insurer or self-insurer will be liable for any workers' compensation benefits payable on account of an injury or illness to an Assisting Agency employee occurring in the course of providing personnel assistance under this Agreement. The Assisting Agency and its property damage insurer or self-insurer will be liable for any damage to or destruction of any Assisting Agency equipment, material or supplies occurring in the course of furnishing the equipment, material or supplies under this Agreement. The Requesting Agency shall indemnify, defend, protect and hold harmless the Assisting Agency, and its officers, employees, and agents, from and against any Requesting Agency or third party liability, loss, claim, damage, expense, demand, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of the Assisting Agency's assistance provided under this Agreement, except when caused by the sole negligence or willful misconduct of the Assisting Agency or as otherwise provided or limited by law.
9. That each agency shall maintain coverage for liability, property damage, and worker's compensation for industrial injury or illness through insurance or self-insurance, including coverage for its equipment and employees when used by other agencies under this Agreement. Any participating agency to this Agreement shall have the right to evidence of such coverage upon request.
10. That this Agreement shall not operate to merge any of the participating agencies hereto, to subject any of the participating agencies hereto to the jurisdiction of any regulatory agency not having jurisdiction in the absence of this Agreement, or to require that any participating agency cooperate with or report to any agency not a party to this Agreement.
11. That this Agreement shall become effective as to each participating agency upon execution by that agency and shall remain in full force and effect as to each participating agency until a participating agency terminates its participation in the Agreement. Any participating agency may terminate its rights and obligations under this Agreement by giving all other participating agencies thirty (30) days prior written notice, however such termination shall not affect the rights and

obligations of the remaining participating agencies hereto or any rights and obligations of the withdrawing participating agency occurring prior to the effective date of termination.

IN WITNESS WHEREOF, the participating agencies hereto have caused this Agreement to be executed as of the days and years set forth below.

ALPINE SPRINGS COUNTY WATER DISTRICT

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

EDGEWOOD WATER COMPANY

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

GLENBROOK WATER COOPERATIVE

By: Diane Rogers
Signature of Authorized Agent
Diane Rogers Bus. Manager
Print or Type Name and Title
9/17/2021
Date

DOUGLAS COUNTY UTILITIES

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

By: [Signature]
Signature of Authorized Agent
[Signature]
Print or Type Name and Title
7/22/2021
Date

KINGSBURY GENERAL IMPROVEMENT DISTRICT

By: [Signature]
Signature of Authorized Agent
Wendell D. Dyer, General Manager
Print or Type Name and Title
3 Aug 21
Date

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

LAKESIDE PARK ASSOCIATION

By: [Signature]
Signature of Authorized Agent
NAKIA FOSKETT, WATER MANAGER
Print or Type Name and Title
Sept. 8, 2021
Date

ROUND HILL GENERAL IMPROVEMENT DISTRICT

By: [Signature]
Signature of Authorized Agent
Andrew Peterson, District Manager
Print or Type Name and Title
01/20/2021
Date

NORTH TAHOE PUBLIC UTILITY DISTRICT

By: [Signature]
Signature of Authorized Agent
BRADLEY A. JOHNSON - GENERAL MANAGER
Print or Type Name and Title
08/11/2021
Date

SIERRA LAKES COUNTY WATER DISTRICT

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

**NORTHSTAR COMMUNITY SERVICES DISTRICT
Placer County Service Area No. 21,
Northstar**

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

SOUTH TAHOE PUBLIC UTILITY DISTRICT

By: [Signature]
Signature of Authorized Agent
John Thiel, General Manager
Print or Type Name and Title
9/23/2021
Date

TAHOE CITY PUBLIC UTILITY DISTRICT

By: 
Signature of Authorized Agent

Tony Laliotis, Director of Utilities
Print or Type Name and Title

July 16, 2021
Date

TRUCKEE SANITARY DISTRICT

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

TAHOE DOUGLAS SEWER DISTRICT

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

TAHOE - TRUCKEE SANITATION AGENCY

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

TRUCKEE DONNER PUBLIC UTILITY DISTRICT

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

Exhibit E4



AGENDA NO: E4
MEETING DATE: 11/12/2021

Staff Report

TO: ASCWD Board of Directors Date: November 8,2021
FROM: Joe Mueller, General Manager
SUBJECT: ADDITION OF A COMMUNITY MEMBER TO THE BUDGET AND FINANCE COMMITTEE

BACKGROUND:

Per ASCWD Policy Number 2.0.0 BUDGET & FINANCE COMMITTEE POLICY OF OPERATION the Committee will have no more than six members including:

1. Two representatives of the District Board of Directors
2. The General Manager of the District
3. One or more residents of the community who have appropriate qualifications to perform the responsibilities set forth above.

As part of the Districts new Goals and Objectives Spreadsheet approved at the August 13, 2021 Board meeting the following Goal was listed:

GOAL	OBJECTIVE (ACTION PLAN)	WHO	WHEN/ % COMPLETE
2 Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District.	2.4. Determine if one or more residents of the community have appropriate qualification to serve on the Budget and Finance Committee. <i>(Policy 2.0.0)</i>	Budget and Finance Committee, Board,	Nov. 2021/ 100%

DISCUSSION:

This agenda item was also on the November 11, 2021 Budget and Finance Committee Agenda Item #3D addition of community member to the Budget and Finance committee.

FISCAL IMPACT:

No fiscal impact

RECOMMENDATION:

Recommendation will come from the Budget and Finance Committee.

Attachments:

1. ASCWD Policy Number 2.0.0 BUDGET & FINANCE COMMITTEE POLICY OF OPERATION

ALPINE SPRINGS COUNTY WATER DISTRICT

Policy Number: 2.0.0

Title: BUDGET & FINANCE COMMITTEE POLICY OF OPERATION

Introduction:

This policy has been developed to establish the scope of the Budget & Finance Committee and provide parameters under which it operates.

Ends:

It is the objective of this Committee to oversee all aspects of the finances of the District and to recommend policy to the District Board of Directors regarding the following issues: (1) Operating Budget, (2) Finance, (3) Investment, (4) Accounting, (5) Capital Improvement Projects and Budgets and (6) Asset Management.

In this regard, the Budget & Finance Committee reviews and recommends to the Board of Directors for its approval:

1. Annual Operating Budget
2. Capital Improvement Projects and Budgets
3. Reserves for Recapitalization and Capital Improvements
4. Format of Monthly and Annual Financial Reports
5. Monthly and Annual Financial Reports
6. Classification of Expenditures (Capital or Expense)
7. Investment Strategy
8. Selection of Auditors
9. Annual Audit Report including the Management Letter and Management Responses thereto
10. Unbudgeted Expenditures
11. Rate Increases
12. Billing Adjustments

Responsibility:

It is the responsibility of the members of this Committee to meet, discuss, evaluate, draft, edit or revise policy under the legitimate categories outlined above. Meetings shall be held at the direction of the President of the Board of Directors and/or scheduled by the Chair of the Committee. The Chair of the Committee shall preside over Committee meetings and prepare a written report, to be included in the District Board of Directors Agenda Package.

The Committee will have no more than six members including:

1. Two representative of the District Board of Directors
2. The General Manager of the District
3. One or more residents of the community who have appropriate qualifications to perform the responsibilities set forth above.

The District's accountant shall be available to the Committee for advice and clarification but shall not be a member of the Committee. The District's Treasurer shall be available to the Committee for advice.

The General Manager, working on concert with the District's accountant, shall have responsibility for providing to the Committee on a monthly basis, where necessary, all financial information necessary to assess the financial condition of the District. Moreover, the General Manager shall be responsible for implementing the policies recommended by the Committee and approved by the Board of Directors.

Exhibit E5



AGENDA NO: E5

MEETING DATE: 11/12/2021

Staff Report

TO: ASCWD Board of Directors

Date: November 8, 2021

FROM: Joe Mueller, General Manager

SUBJECT: QUARTERLY REVIEW OF DISTRICT GOALS AND OBJECTIVES

BACKGROUND:

Per Policy 4.6.0, the Board of Directors and the General Manager are to develop annually a list of goals and objectives for the fiscal year. These goals and objectives can be directed towards staff, the General Manager and/or the Board itself and will be used to measure the overall performance of each. This list, per the policy, is to be completed prior to June 1 so that it will coincide with the fiscal year.

The Administration and Personnel Committee met on Thursday, March 24, 2021, to review, discuss and suggest updates to the Goals and Objectives for Fiscal Year (FY) 2021/22.

During this discussion, the Committee suggested modifications to the District's FY 2020/21 Goals and Objectives. In general, the Committee recommended only slight modifications to better clarify the District Goals and Objectives, including how progress will be gauged in moving the objectives forward.

At the April 9, 2021, Regular ASCWD Board Meeting the Board reviewed the recommended changes proposed by the Administration and Personnel Committee and voted to approve the changes for the FY 2021/22 ASCWD Goal and Objectives.

During the June 11, 2021, Board Meeting, Business Item E4) Board of Directors evaluation of Fiscal Year 2020/21 Goals and Objectives, it was determined that a second look at the established 2021/22 Goals and Objectives was warranted. It was decided that each Director would review and suggest changes to the 2021/22 Goals and Objectives to include the Goal, Objective, Responsible Party, Percent complete and Completion Date. The Administration and Personnel Committee compiled all the changes and placed into a spreadsheet format.

At the July 9, 2021, Board Meeting the first draft of the spreadsheet formatted Goals and Objectives was presented to the Board under Committee Reports.

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

At the October 8, 2021, Board Meeting the Board requested the spreadsheet formatted Goals and Objectives come back quarterly for a review and update on completion. This is the first of the requested quarterly reviews and updates for Q1 of FY 2021/22

DISCUSSION:

Discuss the Q1 Review and Update to the FY 2021/22 Goals and Objectives.

FISCAL IMPACT:

No fiscal impact

Attachments:

1. Q1 Review and Update to the 2021/22 Board Goals and Objectives Spreadsheet

Alpine Springs County Water District
Board Goals/Objectives 2021/22
Q1 Review and Update

GOAL	OBJECTIVE (ACTION PLAN)	WHO	WHEN/ % COMPLETE	Q1 Review
1. Review District's Mission Statement and Goals and Objectives annually by May.	1.1 Review and revise as needed the District's Mission Statement	Administration and Personnel Committee, GM, Board	May 2022/100%	Goal on schedule No work this quarter
	1.2 Review and revise as needed the Board's Goals and Objectives (Policy 4.6.0)	Administration and Personnel Committee, GM, Board	May 2022/ 100%	Goal on schedule 1st Quarter review performed
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. (Policy 1.0.0)	Board, GM	June 2022/ 80%	Goal on schedule No work this quarter Information from water and sewer masterplans will play a role in shaping the update
	2.2. Inform valley residents via a park bulletin board and the newsletter about the District's voluntary water conservation program. (Policy 1.2.0)	Board, GM	June 2022/ 100%	Goal Completed summer 2021, will continue to provide customer informational materials

	2.3. Review and update if needed Board pay. <i>(Policy 2.2.0)</i>	Budget and Finance Committee, Board, GM	April 2022/ 100%	Goal on schedule No work this quarter
	2.4. Determine if one or more residents of the community have appropriate qualification to serve on the Budget and Finance Committee. <i>(Policy 2.0.0)</i>	Budget and Finance Committee, Board,	Nov. 2021/ 100%	Goal on schedule Item has been agenized for the Nov B&F committee meeting and the Nov Board meeting
	2.5. Adopt a new salary step schedule for employees. <i>(Policy 4.0.0)</i>	Administration and Personnel Committee, Board, GM	Oct. 2021/ 100%	Goal behind schedule. 25% complete General Manger continues to evaluate long range district staffing needs to formulate step requirements for staff advancement
	2.6. Review and update District goals and objectives for the next fiscal year. <i>(Policy 4.6.0)</i>	Administration and Personnel Committee, Board	June 2022/ 100%	Goal on schedule Quarterly review performed
	2.7. Discuss and possible update park user fees for Alpine Meadows residents/non-residents. <i>(Policy 6.1.0)</i>	Park, Recreation, Greenbelt Committee, Board, GM	March 2022/ 100%	Goal on schedule Park Survey posted to district website to obtain community input
	2.8. Provide location for defensible space work on selected District owned greenbelt lands for the community workday.	Park, Recreation, Greenbelt Committee, Board, GM	Oct. 2021/100%	Goal Completed July 2021

	(Policy 6.6.0)			
	2.9. Develop a multi-phase plan for stewardship of District owned greenbelt lands. <i>(Policy 6.6.0)</i>	Park, Recreation, Greenbelt Committee, Board GM	March 2022/ 75%	Goal on Schedule District own lands have been assessed and ranked in order of priority
	2.10. Review, revise, and update the Strategic Long Range Plan. <i>(Policy 8.0.0)</i>	Long Range Planning Committee, Board, GM	April 2022/ 50%	Goal on Schedule Reviewing proposals from consultants for the preparation of Water and Sewer Masterplans
	2.11. Study and create document showing water quantity for potable uses, emergency uses , and future development. <i>(Policy 8.1.0)</i>	Long Range Planning Committee, Board, GM	April 2022/ 50%	Goal on Schedule This is part of the Water and Sewer Masterplans
	2.12. Study condition of existing infrastructure in order to create a long range asset	Long Range Planning Committee, Board, GM	Nov. 2021/ 50%	Goal behind Schedule due to extended time required to obtain Master plan proposals This is part of the Water and Sewer Masterplans
3. Budget resources to ensure that money, staff, and facilities are available for the District to operate	3.1 Approve fiscal budget each year. <i>Policy 2.6.0)</i>	Budget and Finance Committee, Board, GM	June 2022/ 100%	Goal on Schedule Budget reviews take place monthly with the B&F committee

<p>within all the policies of the Board.</p>				
<p>4. Provide the public with Information about the District's activities, goals, and objectives through the web site, semi-annual newsletter, annual valley-wide meeting, Board meetings and on the street communications.</p>	<p>4.1 Provide information to the public via a new bulletin board in the park.</p>	<p>Board, GM</p>	<p>Aug. 2021/ 100%</p>	<p>Goal completed July 2021</p>
<p>5. Always communicate with each other, the General Manager and the public in a polite and respectful manner.</p>	<p>5.1 Provide opportunity for residents to enter and attend Board meetings in person at the District office as soon as Covid regulations allow.</p>	<p>Board, GM</p>	<p>Aug. 2021/ 100%</p>	<p>Goal completed Board meetings back open to in person public attendance July 2021</p>

Exhibit F1

Alpine Springs County Water
Budget and Finance Committee Report
Thursday, October 7, 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: Liz Zang

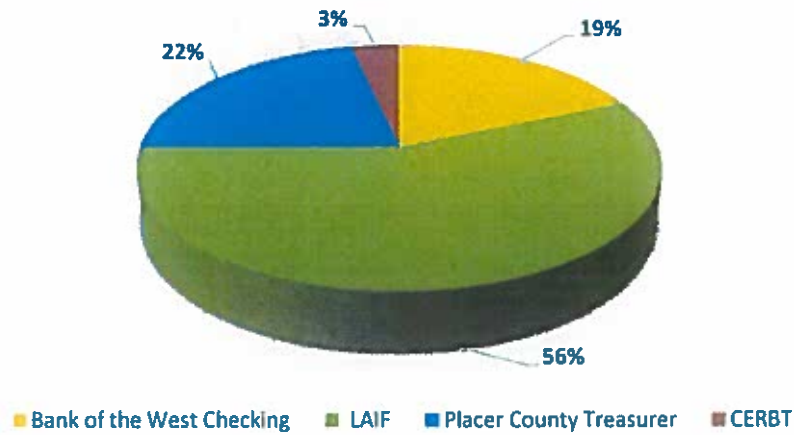
Items discussed and recommendations to board:

1. PUBLIC COMMENT
 - a. Liz Zang shared her opinion on financial planning for long term capital projects. Joe commented that the district is looking into different financing options for when the master plan is complete.
2. ITEMS FOR COMMITTEE DISCUSSION AND RECOMMENDED ACTION
 - a. September 2021 Monthly Financial Reports
 - i. The committee recommends approval of the September financials.
 - b. Treasurer's Report
 - i. The committee reviewed the treasurer's report.
 - c. Unbudgeted Expenses
 - i. Softening of access road to spring #2
 - (1) Joe reported that staff was able to complete this project to the USFS approval for an estimated cost of \$1500. The estimate from last month's report was \$10,000 to \$15,000. Miguel was able to locate free dirt for the cost of transportation and a piece of equipment was rented so staff could do the work.
3. MEMBERS' COMMENTS
 - a. Evan commented on capital budget items for long range planning.
4. CORRESPONDENCE
 - a. There was no correspondence.
5. Adjournment
 - a. The committee adjourned at 10:35
6. NEXT MEETING
 - a. Next B&F meeting: Thursday, November 11, 2021, 9:30 a.m.

ALPINE SPRINGS COUNTY WATER DISTRICT October 2021 TREASURERS REPORT FY 21/22

	Account Balance	Report Date	Interest
Bank of the West Checking	\$ 307,630	11/1/2021	0.00%
LAIF	\$ 923,507	11/1/2021	0.206%
Placer County Treasurer	\$ 354,418	9/30/2021	0.223%
CERBT	\$ 56,994	10/29/2021	1.820%
	<u>\$1,642,550</u>		

Cash and Investments as a Percentage of Total



Total Cash and Investments By Month

