
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 December 10th, 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 December 7th, 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: **868 6753 9770**; passcode: **420681**; Please mute yourself unless you are speaking. Times listed are approximate.

Join Zoom Meeting

<https://us06web.zoom.us/j/86867539770?pwd=dmdQdzNVZzV0U0ZnZ29NV2JUbjc3UT09>

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

B. PUBLIC COMMENT

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

ALPINE SPRINGS COUNTY WATER DISTRICT

Directors: Janet S. Grant, Janice Ganong, Evan Salke, Dave Smelser, Christine York
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any agenda item at this time or after the Board has discussed the item, but prior to a vote. No action can be taken on items addressed under Public Comment that are not on the agenda. Individual public participation will be limited to five minutes in duration.

C. APPROVAL OF MINUTES

C1) NOVEMBER REGULAR BOARD MEETING

The Board shall review and vote to approve the minutes of the Regular Board meeting of November 12th, 2021.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

Mike Dobrowski, CPA, shall discuss the November 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 November 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 November 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 November 2021 Water/Sewer Report.

D5) TTSA REPORT

Representative David Smelser, shall report on TTSA activities that impact Alpine Meadows, including the TTSA Board meetings. Regular Meeting held on November 17th, 2021

E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION

E1) TRUCKEE RIVER WATERSHED COUNCIL (TRWC) SNOW CREST TRIBUTARIES RESTORATION

Presentation by Michele Prestowitz TRWC Program Manager on the Snow Crest Tributaries Restoration project proposed on a majority of ASCWD property. Discuss and give direction to the General Manager on board support going forward with the project.

E2) RESOLUTION 10-2021 TO ADOPT HEALTH REIMBURSEMENT ARRANGEMENTS CONSISTENT WITH CHAPTER 6 OF THE EMPLOYEE HANDBOOK

ALPINE SPRINGS COUNTY WATER DISTRICT

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

General Manager: Joe Mueller

Consider Resolution 10-2021 to adopt the Alpine Springs County Water District Health Expense Reimbursement Plan for the benefit of District employees as set forth in the “Benefits During Employment” section of Chapter 6 of the Employee Handbook, and the Alpine Springs County Water District Health Premium Reimbursement Plan for the benefit of District retirees as set forth in the “Post-Employment Benefit” section of Chapter 6 of the Employee Handbook.

E3) CONTRACT AWARD TO CAROLLO ENGINEERS FOR WATER AND WASTEWATER MASTER PLANNING SERVICES

Discuss and consider authorizing the General Manager to execute a contract with Carollo Engineers for water and wastewater master planning services.

E4) ELECTION OF ASCWD BOARD PRESIDENT AND VICE PRESIDENT TO THE BOARD OF DIRECTORS

Nominate and elect the ASCWD Board President and Board Vice President to the Board of Directors for 2022.

F. COMMITTEE REPORTS

F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met December 9th, 2021.

- Discuss monthly financial reports, status of investments/cash.
- Discuss the treasurers report.
- Discuss unbudgeted expenses.
- Attached November 11th, 2021, B&F report that was discussed at the November 12th Board Meeting.

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

- Fiscal Year 2020/2021 Auditor’s Report
- 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.

ALPINE SPRINGS COUNTY WATER DISTRICT

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

General Manager: Joe Mueller

I. CLOSED SESSION

None.

J. DIRECTORS' COMMENTS

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

K. ADJOURNMENT

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

Next regularly scheduled Board meeting – Friday January 14th, 2022, at 9:00 a.m.

I certify that on or before Tuesday December 7th, 2021, at 9:00 a.m., I personally posted and forwarded agendas as requested.

Pam Zinn

Pam Zinn, Office Manager.

EXHIBIT C1

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**ALPINE SPRINGS COUNTY WATER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
November 12, 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, and Recording Secretary Judy Friedman

Guests included Andrew Pitcairn, Liz Zang, and from NTFPD Steve Leighton, Brent Armstrong, and Steve McNamara.

B. PUBLIC COMMENT

AMEA President Andrew Pitcairn thanked the Board for allowing the AMEA Picnic at the park over Labor Day weekend. They will be asking to hold it over the July 4th weekend next year. Secondly, Pitcairn suggested the Board consider a "resident" fee for the park and limit the number of non-residents allowed. A brief discussion followed regarding pros and cons of the suggestion. It was noted a survey has been posted to the District's website.

Liz Zang may not be present for Item #4, but wanted to comment that it is always good to be inclusive and put community members on committees. It engages people and grooms potential candidates for the Board. Also, fresh eyes are always a good idea and there could be a community member that has a lot to offer the Finance Committee given so many major decisions coming up.

C. APPROVAL OF MINUTES

C1) OCTOBER REGULAR BOARD MEETING

It was moved by York and seconded by Smelser to approve the minutes of the October 8, 2021 Board meeting. Motion carried unanimously.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

District CPA Mike Dobrowski expects the preliminary audit report next week. He presented the October 2021 financial reports. The cash position is almost \$600,000 more than this time last year. Dobrowski answered questions clarifying specific line items.

It was moved by Ganong and seconded by York to accept the October 2021 financial statements as presented. Motion carried unanimously.

It was moved by Smelser and seconded by York to approve payment of checks #32160 - #31287 and #32189 - #32210, payroll, and electronic fund transfers. Motion carried unanimously.

D2) FIRE DEPARTMENT REPORT

Chief Leighton reported:

- Of the 184 calls received over the past month, four were from Alpine Meadows. The monthly numbers are about average, but with 2310 calls year-to-date, this year could break a record.
- Staffing
- Controlled burns are being done in the area
- An Ambulance Study has been commissioned for local fire departments to determine if the level of service is adequate
- Apparatus upgrades

Grant asked that the report submitted in the meeting packets use the prior format. She asked that responses to the ski area be noted in some fashion.

Fire Marshall McNamara announced he is retiring at the end of this year and introduced his replacement, Brent Armstrong. McNamara reported:

- Plan review numbers continue to be high but the process has been streamlined
- California AB 2911 requires Calfire to inspect subdivisions for 2 ingress and egress points. NTFPD is working with Calfire to conduct those inspections because of NTFPD's knowledge of the local area. The results will be used for the Fire Line Score rating system, which is used by insurance companies, so the information needs to be correct.
- South Lake Tahoe was saved from the Caldor Fire by weather, resources on the ground, and fuels reduction programs.

D3) GENERAL MANAGER'S REPORT

General Manager Mueller presented his activity report for October 2021. Per previous direction, he asked Palisades Tahoe if they contribute financially to fire services and they do not, other than reimbursement for specifically requested services.

At next month's meeting, Mueller will have a recommendation for a consultant to do the Master Plan.

Mueller provided additional detail on development in the valley. Alpenglow has indicated they will sell their plans to another developer. Rather than a Development Agreement with the current owner, Mueller is working with NTFPD on details such as fire hydrants and "shelter in place" plans that a potential buyer may want to know more about.

There have been two meetings with the District and Placer County to help the developer of Whitewolf get through the environmental process with regard to water and sewer service. Some components are on hold pending the ASCWD Master Plan. The developer will not have to conduct additional studies about the impacts of the development on ASCWD systems.

The Snow Crest Tributary Restoration plan will be on the December ASCWD Board agenda.

This month's Area General Manager's meeting included a presentation from Northstar CSD on the ballot measure recently passed that will generate just under \$500,000 a year for fire fuels management. The additional property tax sunsets in eight years. There is about \$25,000 in the ASCWD budget for chipping, but not "active" work. Mueller suggested including a line item for this work in the next Rate Study.

D4) OPERATION & MAINTENANCE DEPARTMENT REPORT

Operations Manager Miguel Ramirez presented the Water/Wastewater Report for October. He discussed the impact of power outages on the tanks. Ramirez recommends an expenditure of approximately \$10,000 to upgrade the batteries and valves to ensure the tanks can fill in an emergency and extend the time the cascading system can operate.

1
2 Ramirez and Mueller presented graphs showing water production and where the water is used. A pie chart
3 indicated how much water is being billed. Non-revenue water is just over 27%. Only about 25% of the water
4 produced is being billed. Discussion followed as the data was clarified and options for reducing the amount
5 of unaccounted for water were considered. This information will inform the Master Plan.
6

7 **D5) TTSA REPORT**

8 Smelser presented the report of the October 20, 2021 T-TSA Board meeting, which was included in the
9 meeting packets. There was also a special Meeting on October 11, 2021 to consider a personnel issue.
10

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

12 **E1) RESOLUTION 10-2021 INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO** 13 **PERFORM ANNUAL INSPECTIONS.**

14 McNamara explained this requires inspections on certain types of occupancies, such as R2 apartment
15 buildings. Action on this item was tabled to January
16

17 **E2) RESOLUTION 11-2021 COST RECOVER FEES**

18 **It was moved by Salke and seconded by York to adopt Resolution 11-2021 regarding setting fees for**
19 **cost recovery of fire and life safety activities.**

20 **ROLL CALL VOTE:**

21 **AYES: Smelser, York, Salke, Ganong, Grant**

22 **NOES: None**

23 **Motion carried unanimously.**
24

25 **E3) TAHOE TRUCKEE AREA AGREEMENT FOR MUTUAL EMERGENCY AID**

26 **It was moved by Salke and seconded by York to authorize the General Manager to execute the Tahoe**
27 **Truckee Area Agreement for Mutual Emergency Aid. Motion carried unanimously.**
28

29 **E4) ADDITION OF A COMMUNITY MEMBER TO THE BUDGET & FINANCE** 30 **COMMITTEE**

31 Mueller presented the staff report in today's meeting packet. Additional details of the recommendation were
32 considered at yesterday's Budget and Finance Committee meeting. Grant said the Committee is not
33 recommending adding a community member at this time given the robust participation from Dobrowski, an
34 independent auditing firm, and Board members and staff with extensive financial experience and
35 understanding. That said, the meetings are always open to the public. If at some time there is a need for
36 special expertise, community members may be asked to participate.
37

38 Public comment was opened and Liz Zang encouraged the Board to include at least one community member
39 on the Budget and Finance Committee.
40

41 Discussion followed regarding upcoming projects, the financial considerations that may need to be addressed
42 in the future, and the pros and cons of adding community members to this or any other Committee at this
43 time. There was consensus to list all Committees in the spring newsletter, in an email to the community, and
44 on a post on the bulletin board in the summer. The Board is interested in letting the community that the
45 Committees are always looking for volunteers.
46

47 **E5) QUARTERLY REVIEW OF DISTRICT GOALS AND OBJECTIVES**

48 Included in today's meeting packet was a spreadsheet showing the Goals and Objectives and status of each.
49 The main purpose of it is for the staff and Board to make sure everything is being addressed. Discussion
50 followed as the document was reviewed and suggestions made for revisions to make it clearer.

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F. COMMITTEE REPORTS

F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met November 11th, 2021.

Grant presented the report of the November 11, 2021 Budget and Finance Committee and the Treasurer’s Report. The Committee directed staff to investigate other banking options for the checking account.

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

York reported the Committee has compiled a survey, which is available online. Mueller added the survey can remain up through the winter as there are safeguards against people completing it more than once.

F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)

This Committee did not meet.

F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)

This Committee did not meet.

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

No correspondence was presented.

I. CLOSED SESSION

Closed Session was not convened.

J. DIRECTORS’ COMMENTS

Smelser reported he has done some defensible space behind his home. Some residents on Beaver Dam have indicated interest in participating in clean-up of the greenbelt area past the pump house and around the creek next spring.

Mueller reported trees at Bear Creek were being removed, but bad weather hit and Jesse Shirley has been ill. The project will be completed next spring.

K. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:42 PM. The next regularly scheduled Board meeting is Friday December 10, 2021, at 9:00 a.m.

Respectfully Submitted,
Judy Friedman
Recording Secretary
THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

EXHIBIT D1

Subject: *November 2021 Month End Review*

For: *Alpine Springs County Water District*

To: *The Board of Directors*

Prepared by: *Michael J. Dobrowski, CPA 12/05/21*

On a year to date basis our net income was \$110,014 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 \$145,506 which was under budget by \$28,880. (Due to the NTFD contract timing). Our year to date net income was \$378,389 favorable to budget.

Our cash position has increased by \$619,258 from November 30, 2020 and has decreased by \$103,333 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 + \$108,434= \$108,434**

Prior Year + (10% of annual revenues (\$1,341,349-257,010) less Garbage)

Cash available for operations – **\$1,314,108**

(Remaining balance \$1,422,542-108,434)

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

Sewer Easement

Total

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

Accounts Payable

Garbage Contract

Total

| |
|-----------|
| \$ 24,754 |
| \$ 24,754 |

Sick and General Leave

COVID Sick leave 0.00 Hrs.

Sick leave Hours 107.27 Hrs.

General leave Hours and Dollars 580.26 Hrs. \$ 22,292.74

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) (171.45+208.05) 1 month \$ 379.50

SDRMA Insurance (5120.00) 7 months @ 2,537.05 \$ 17,759.36

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 7 months @ 928.97 \$ 6,502.77

Total \$ 24,641.63

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> |
|-------------|-----------------------|---------------|--------------------------|
| 11/04/21 | EFT110421 | 701.69 | CalPERS (Retired Health) |

Benefits Breakdown (YTD)

| | |
|------------------------------|--|
| Health & Life Ins. (Active) | \$21,710.98 |
| Health & Life Ins. (Retired) | 7,016.90 |
| Pension (Employee 6.75%) | 9,788.19 (Employer 7.59% Effective 07/01/21) |
| Payroll Taxes | 4,034.16 |
| Health plan co-ins. | <u>3,392.07</u> |
| Total | \$ 45,942.30 |

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

| | <u>Jul - Nov 21</u> | <u>Jul - Nov 20</u> | <u>\$ Change</u> |
|--------------------------------|---------------------|---------------------|------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Water Revenue | 626,501 | 611,069 | 15,432 |
| Connection Fees | 47,609 | 27,166 | 20,443 |
| Sewer Revenue | 312,653 | 296,066 | 16,587 |
| Garbage Revenue | 257,010 | 245,942 | 11,068 |
| Park Revenue | 7,843 | 13,887 | (6,044) |
| Fire Mitigation Fees | 41,119 | 8,401 | 32,719 |
| Fire Fuel Management Fees | 24,827 | 24,124 | 703 |
| Property Tax Revenue | 364 | 1,800 | (1,436) |
| Other Revenue | 23,424 | 31,167 | (7,743) |
| Total Income | <u>1,341,349</u> | <u>1,259,621</u> | <u>81,728</u> |
| Gross Profit | 1,341,349 | 1,259,621 | 81,728 |
| Expense | | | |
| Salaries and Wages - Admin | 75,703 | 21,823 | 53,880 |
| Salaries and Wages - O&M | 92,634 | 96,937 | (4,302) |
| Benefits - Office | 11,272 | 7,051 | 4,221 |
| Benefits - O&M | 31,278 | 29,952 | 1,326 |
| Health Plan Co-Insurance | 3,392 | 1,132 | 2,260 |
| Directors' Fees | 3,650 | 3,900 | (250) |
| Insurance - Administration | 17,749 | 19,210 | (1,461) |
| Park Expenditures | 3,320 | 14,025 | (10,705) |
| Parts/Tools/Misc. Equip | 5,791 | 7,721 | (1,930) |
| Postage and Delivery | 2,095 | 1,843 | 252 |
| Cleaning | 960 | 1,065 | (105) |
| Newsletter and Printing | 746 | 837 | (90) |
| Office Expense | 6,731 | 8,138 | (1,407) |
| Dues and Subscriptions | 8,450 | 7,525 | 925 |
| Bank and Collection Fees | 1,624 | 1,690 | (66) |
| Analytical Testing | 875 | 614 | 261 |
| Accounting Fees | 26,208 | 25,949 | 260 |
| Legal Fees | 2,903 | 1,959 | 944 |
| Consultants-Management | 0 | 57,600 | (57,600) |
| Consultants-Misc. | 2,498 | 5,712 | (3,215) |
| NTFD Contract | 12,381 | 12,180 | 202 |
| Fire Fuel Management Fee | 11,542 | 9,554 | 1,988 |

11:02 AM
 12/05/21
 Accrual Basis

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

| | <u>Jul - Nov 21</u> | <u>Jul - Nov 20</u> | <u>\$ Change</u> |
|-------------------------------|-----------------------|-----------------------|-----------------------|
| Building Maintenance | 11,277 | 9,913 | 1,364 |
| Equipment Maintenance - Ad... | 3,803 | 2,983 | 820 |
| Vehicle Maintenance and Rep. | 3,744 | 5,474 | (1,731) |
| Maintenance Water and Sewer | 43,135 | 57,179 | (14,044) |
| Gas and Electric - Admin | 10,665 | 9,101 | 1,564 |
| SCADA System | 10,044 | 7,744 | 2,300 |
| Travel and Entertainment | 276 | 273 | 3 |
| Education Staff/Board | 241 | 0 | 241 |
| Uniforms | 1,686 | 2,181 | (495) |
| ASCWD Fuel | 109 | 1,820 | (1,712) |
| Telephone - Administration | 4,061 | 7,965 | (3,904) |
| Government Mandates | 5,302 | 6,489 | (1,186) |
| Garbage Services | 61,884 | 58,374 | 3,511 |
| Depreciation Expense | 88,895 | 88,895 | 0 |
| Miscellaneous - O&M | 503 | 1,492 | (990) |
| Total Expense | <u>567,426</u> | <u>596,297</u> | <u>(28,871)</u> |
| Net Ordinary Income | 773,923 | 663,323 | 110,599 |
| Other Income/Expense | | | |
| Other Income | | | |
| Interest Revenue | 539 | 1,125 | (586) |
| Total Other Income | <u>539</u> | <u>1,125</u> | <u>(586)</u> |
| Net Other Income | <u>539</u> | <u>1,125</u> | <u>(586)</u> |
| Net Income | <u><u>774,462</u></u> | <u><u>664,448</u></u> | <u><u>110,014</u></u> |

11:03 AM
 12/05/21
 Accrual Basis

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

| | Nov 21 | Budget | Jul - Nov 21 | YTD Budget | Annual Budget |
|--------------------------------|--------------|--------------|------------------|------------------|------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Water Revenue | 0 | 0 | 626,501 | 617,169 | 753,837 |
| Connection Fees | 0 | 2,101 | 47,609 | 10,506 | 25,214 |
| Sewer Revenue | 182 | 0 | 312,653 | 310,909 | 310,909 |
| Garbage Revenue | 0 | 0 | 257,010 | 255,033 | 255,033 |
| Park Revenue | 200 | 0 | 7,843 | 13,416 | 26,830 |
| Fire Mitigation Fees | 0 | 792 | 41,119 | 3,960 | 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 | 2,914 | 1,386 | 23,424 | 6,931 | 16,636 |
| Total Income | 3,296 | 4,279 | 1,341,349 | 1,281,162 | 2,191,015 |
| Gross Profit | 3,296 | 4,279 | 1,341,349 | 1,281,162 | 2,191,015 |
| Expense | | | | | |
| Salaries and Wages - Admin | 14,150 | 15,443 | 75,703 | 77,215 | 185,322 |
| Salaries and Wages - O&M | 13,756 | 18,299 | 92,634 | 91,495 | 219,573 |
| Benefits - Office | 2,262 | 3,703 | 11,272 | 18,515 | 44,441 |
| Benefits - O&M | 6,040 | 6,921 | 31,278 | 34,605 | 83,052 |
| Health Plan Co-Insurance | 2,568 | 917 | 3,392 | 4,585 | 11,000 |
| Directors' Fees | 700 | 720 | 3,650 | 3,600 | 8,650 |
| Insurance - Administration | 3,466 | 3,656 | 17,749 | 18,280 | 43,862 |
| Park Expenditures | 0 | 0 | 3,320 | 13,734 | 27,465 |
| Parts/Tools/Misc. Equip | 1,575 | 1,770 | 5,791 | 8,850 | 21,220 |
| Postage and Delivery | 463 | 624 | 2,095 | 3,120 | 7,485 |
| Cleaning | 240 | 417 | 960 | 2,085 | 5,000 |
| Newsletter and Printing | 746 | 0 | 746 | 1,500 | 3,000 |
| Office Expense | 1,821 | 2,183 | 6,731 | 10,915 | 26,196 |
| Dues and Subscriptions | 7,615 | 776 | 8,450 | 3,880 | 9,295 |
| Bank and Collection Fees | 43 | 192 | 1,624 | 960 | 2,300 |
| Analytical Testing | 131 | 277 | 875 | 1,385 | 3,325 |
| Accounting Fees | 5,242 | 5,320 | 26,208 | 26,600 | 63,860 |
| Audit | 0 | 0 | 0 | 0 | 19,250 |
| Legal Fees | 1,208 | 1,252 | 2,903 | 6,260 | 15,000 |
| Consultants-Misc. | 478 | 1,292 | 2,498 | 6,460 | 15,500 |
| NTFD Contract | 12,391 | 51,215 | 12,381 | 256,075 | 614,583 |
| Fire Fuel Management Fee | 0 | 2,069 | 11,542 | 10,345 | 24,827 |
| OPEB Trust - Annual Funding | 0 | 0 | 0 | 0 | 30,000 |
| Building Maintenance | 55 | 2,387 | 11,277 | 11,935 | 28,640 |
| Equipment Maintenance - Admin | 720 | 743 | 3,803 | 3,715 | 8,910 |

11:03 AM
 12/05/21
 Accrual Basis

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

| | Nov 21 | Budget | Jul - Nov 21 | YTD Budget | Annual Budget |
|------------------------------|-----------------|-----------------|----------------|----------------|------------------|
| Vehicle Maintenance and Rep. | 3,177 | 471 | 3,744 | 2,355 | 5,650 |
| Maintenance Water and Sewer | 28,230 | 13,514 | 43,135 | 67,570 | 162,150 |
| Gas and Electric - Admin | 2,500 | 4,118 | 10,665 | 20,590 | 49,400 |
| SCADA System | 5,244 | 1,662 | 10,044 | 8,310 | 19,930 |
| Travel and Entertainment | 0 | 25 | 276 | 125 | 300 |
| Education Staff/Board | 0 | 292 | 241 | 1,460 | 3,500 |
| Uniforms | 360 | 441 | 1,686 | 2,205 | 5,300 |
| ASCWD Fuel | 0 | 441 | 109 | 2,205 | 5,300 |
| Telephone - Administration | 0 | 863 | 4,061 | 4,315 | 10,351 |
| Government Mandates | 174 | 1,899 | 5,302 | 9,495 | 22,792 |
| Garbage Services | 12,377 | 12,313 | 61,884 | 61,565 | 147,755 |
| Depreciation Expense | 17,779 | 17,779 | 88,895 | 88,895 | 213,345 |
| Miscellaneous - O&M | 0 | 392 | 503 | 1,960 | 4,700 |
| Total Expense | 145,506 | 174,386 | 567,426 | 887,164 | 2,172,229 |
| Net Ordinary Income | -142,210 | -170,107 | 773,923 | 393,998 | 18,786 |
| Other Income/Expense | | | | | |
| Other Income | | | | | |
| Interest Revenue | 0 | 415 | 539 | 2,075 | 5,000 |
| Total Other Income | 0 | 415 | 539 | 2,075 | 5,000 |
| Net Other Income | 0 | 415 | 539 | 2,075 | 5,000 |
| Net Income | -142,210 | -169,692 | 774,462 | 396,073 | 23,786 |

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
As of November 30, 2021

| | Nov 30, 21 | Oct 31, 21 | \$ Change | Nov 30, 20 | \$ Change |
|-----------------------------------|------------------|------------------|------------------|----------------|----------------|
| ASSETS | | | | | |
| Current Assets | | | | | |
| Checking/Savings | | | | | |
| Petty Cash | 355 | 355 | 0 | 185 | 170 |
| Bank of the West | 144,227 | 247,559 | (103,333) | 108,393 | 35,834 |
| Placer County - Interest App. | 354,453 | 354,453 | 0 | 353,715 | 738 |
| Wells Fargo Advisors | 0 | 0 | 0 | 18,593 | (18,593) |
| LAIF Accounts | 923,507 | 923,507 | 0 | 322,398 | 601,109 |
| Total Checking/Savings | 1,422,542 | 1,525,874 | (103,333) | 803,284 | 619,258 |
| Accounts Receivable | | | | | |
| Accounts Receivable | 42,907 | 48,616 | (5,709) | 41,538 | 1,369 |
| Total Accounts Receivable | 42,907 | 48,616 | (5,709) | 41,538 | 1,369 |
| Other Current Assets | | | | | |
| Placer - Agency Taxes 390-770 | 1 | 1 | 0 | 1,803 | (1,802) |
| Interfund Receivable - Enterp | 0 | 0 | 0 | 0 | 0 |
| Prepaid Expenses | 24,642 | 28,020 | (3,378) | 38,015 | (13,373) |
| County Collection Accounts | 21,717 | 21,717 | 0 | 1,828 | 19,889 |
| Deferred Pension Outflows | 41,103 | 41,103 | 0 | 35,652 | 5,451 |
| Deferred OPEB Outflows | 29,374 | 29,374 | 0 | 2,694 | 26,680 |
| Total Other Current Assets | 116,837 | 120,215 | (3,378) | 79,992 | 36,845 |
| Total Current Assets | 1,582,286 | 1,694,706 | (112,420) | 924,814 | 657,472 |
| 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 | 6,357,449 | 6,357,449 | 0 | 4,697,786 | 1,659,663 |
| 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 |

11:04 AM
12/05/21
Accrual Basis

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
As of November 30, 2021

| | Nov 30, 21 | Oct 31, 21 | \$ Change | Nov 30, 20 | \$ Change |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| Work in Progress | 11,300 | 11,300 | 0 | 1,620,995 | (1,609,695) |
| Accumulated Depreciation | (5,063,167) | (5,045,388) | (17,779) | (4,797,837) | (265,330) |
| Total Fixed Assets | 5,249,397 | 5,267,176 | (17,779) | 5,462,665 | (213,268) |
| 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>6,849,119</u> | <u>6,979,318</u> | <u>(130,199)</u> | <u>6,399,797</u> | <u>449,322</u> |
| LIABILITIES & EQUITY | | | | | |
| Liabilities | | | | | |
| Current Liabilities | | | | | |
| Accounts Payable | | | | | |
| Accounts Payable | 24,754 | 12,377 | 12,377 | 0 | 24,754 |
| Total Accounts Payable | 24,754 | 12,377 | 12,377 | 0 | 24,754 |
| Other Current Liabilities | | | | | |
| Accounts Payable - 05 | 38,129 | 38,129 | 0 | 0 | 38,129 |
| Retention Payable | 0 | 0 | 0 | 41 | (41) |
| OPEB Liability | 398,216 | 398,216 | 0 | 389,109 | 9,107 |
| Accrued Payroll & Payroll Tax | 0 | 0 | 0 | 575 | (575) |
| Accrued Vacation Payable | 22,293 | 22,658 | (366) | 17,460 | 4,833 |
| Deferred Pension Inflows | 184 | 184 | 0 | 1,234 | (1,050) |
| Deferred OPEB Inflows | 72,115 | 72,115 | 0 | 69,965 | 2,150 |
| Net Pension Liabilities | 13,862 | 13,862 | 0 | 8,482 | 5,380 |
| Total Other Current Liabilities | 544,798 | 545,164 | (366) | 486,866 | 57,933 |
| Total Current Liabilities | 569,552 | 557,541 | 12,011 | 486,866 | 82,686 |
| Total Liabilities | 569,552 | 557,541 | 12,011 | 486,866 | 82,686 |
| Equity | | | | | |
| Retained Earnings | 256,622 | 256,622 | 0 | 0 | 256,622 |
| Retained Earnings - Garbage | 426,769 | 426,769 | 0 | 417,253 | 9,516 |
| Retained Earnings - Park | (210,878) | (210,878) | 0 | (213,774) | 2,896 |
| Retained Earnings - Sewer | 1,260,449 | 1,260,449 | 0 | 1,240,707 | 19,742 |
| Retained Earnings - Water | (1,974,150) | (1,974,150) | 0 | (2,116,941) | 142,791 |
| Fund balance Undesignated | 369,898 | 369,898 | 0 | 350,248 | 19,650 |
| Investment in plant & equip | 5,376,395 | 5,376,395 | 0 | 5,570,990 | (194,595) |
| Net Income | 774,462 | 916,672 | (142,210) | 664,448 | 110,014 |
| Total Equity | 6,279,567 | 6,421,777 | (142,210) | 5,912,931 | 366,636 |
| TOTAL LIABILITIES & EQUITY | <u>6,849,119</u> | <u>6,979,318</u> | <u>(130,199)</u> | <u>6,399,797</u> | <u>449,322</u> |

11:05 AM
12/05/21

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

| | <u>Jul - Nov 21</u> |
|--|-------------------------|
| OPERATING ACTIVITIES | |
| Net Income | 774,462 |
| Adjustments to reconcile Net Income to net cash provided by operations: | |
| 1150.00 · Accounts Receivable - 05 Fund | 92,610 |
| 1550.00 · Prepaid Expenses | 16,951 |
| 1550.00 · Prepaid Expenses:1550.02 · Prepaid Expense... | 8,756 |
| 1550.00 · Prepaid Expenses:1550.03 · Prepaid Expense... | (2,919) |
| 1550.00 · Prepaid Expenses:1550.04 · Prepaid Expense... | (2,919) |
| 1550.00 · Prepaid Expenses:1550.05 · Prepaid Expense... | (2,919) |
| 1600.05 · County Collection Accts | 14,764 |
| 1041.00 Placer Co - Taxes 770 | 42,247 |
| 1850.00 · Accumulate Depreciation:1850.02 · Accumula... | 3,690 |
| 1850.00 · Accumulate Depreciation:1850.03 · Accumula... | 3,690 |
| 1850.00 · Accumulate Depreciation:1850.04 · Accumula... | 11,095 |
| 1850.00 · Accumulate Depreciation:1850.05 · Accumula... | 64,715 |
| 2010.00 · Accounts Payable - 06 Fund | 6,820 |
| 2010.00 · Accounts Payable - 06 Fund:2010.06 · Accoun... | (293,332) |
| 2070.00 · Accrued Payroll & Taxes - 05 Fu | (4,656) |
| 2075.00 · Accrued Vacation Pay - 05 Fund | 1,256 |
| | <hr/> |
| Net cash provided by Operating Activities | 734,310 |
| INVESTING ACTIVITIES | |
| 1850.00 · Accumulate Depreciation:1850.06 · Accumulate... | 5,705 |
| | <hr/> |
| Net cash provided by Investing Activities | 5,705 |
| | <hr/> |
| Net cash increase for period | 740,015 |
| Cash at beginning of period | 682,527 |
| | <hr/> |
| Cash at end of period | <u><u>1,422,542</u></u> |

11:06 AM
12/05/21

Alpine Springs County Water District
Check Register for Current Month

November 5 - 30, 2021

| Date | Num | Name | Memo | Amount | Balance |
|------------|-------|---|----------------------------------|------------|------------|
| 11/08/2021 | 32215 | Kevin Ince | Manual payroll check | -613.13 | -613.13 |
| 11/15/2021 | 32216 | Aramark | Customer #6728877 | -179.94 | -793.07 |
| 11/15/2021 | 32217 | Atomic Printing | Account No. 682 | -593.05 | -1,386.12 |
| 11/15/2021 | 32218 | Best Best & Krieger LLP | Invoice 919314 | -1,207.50 | -2,593.62 |
| 11/15/2021 | 32219 | Big Bear Automotive Repair Inc. | Cust ID 5381 | -187.63 | -2,781.25 |
| 11/15/2021 | 32220 | Eastern Regional Landfill | Acct # 0000-0200-0 | -55.00 | -2,836.25 |
| 11/15/2021 | 32221 | FedEx | Acct #1834-0409-1 | -157.05 | -2,993.30 |
| 11/15/2021 | 32222 | Longo Inc. | Invoice 9553 | -1,350.68 | -4,343.98 |
| 11/15/2021 | 32223 | Miguel G. Ramirez | Reimbursement | -52.25 | -4,396.23 |
| 11/15/2021 | 32224 | North Lake Auto Parts | Acct #300 | -184.37 | -4,580.60 |
| 11/15/2021 | 32225 | Pam Zinn | Reimbursement | -45.00 | -4,625.60 |
| 11/15/2021 | 32226 | Principal Life | Account #1113469-10001 | -77.40 | -4,703.00 |
| 11/15/2021 | 32227 | Sierra Controls, LLC | Invoices 122647 & 122675 | -1,108.17 | -5,811.17 |
| 11/15/2021 | 32228 | Silver State Analytical Laboratories | Water Tests | -130.50 | -5,941.67 |
| 11/15/2021 | 32229 | Sun Life Financial | Policy #906384 Dental | -281.66 | -6,223.33 |
| 11/15/2021 | 32230 | Tahoe City Chevron, Inc. | Account #147 | -100.00 | -6,323.33 |
| 11/15/2021 | 32231 | Tahoe Truckee Sierra Disposal Co., Inc. | Customer No.000355 | -104.00 | -6,427.33 |
| 11/15/2021 | 32232 | Truckee-Tahoe Lumber Company | Account #1431.001 | -208.60 | -6,635.93 |
| 11/15/2021 | 32233 | USA BlueBook | Customer #814589 | -330.74 | -6,966.67 |
| 11/15/2021 | 32234 | Western Nevada Supply Company | Account #14905 | -1,093.42 | -8,060.09 |
| 11/15/2021 | 32235 | Dave Mitchell IT/Web Consulting | Invoice #1218 | -960.00 | -9,020.09 |
| 11/15/2021 | 32236 | Mountain Pipeline TV Inspection & Sealing | Invoice 1319 | -5,807.40 | -14,827.49 |
| 11/15/2021 | 32237 | Healthplan Services, Inc. | Case #230511 | -379.50 | -15,206.99 |
| 11/30/2021 | 32238 | ACC Business | Account #00001194781 10/11/... | -476.60 | -15,683.59 |
| 11/30/2021 | 32239 | Alpine Septic and Pumping | Invoice 111121-03 | -10,500.00 | -26,183.59 |
| 11/30/2021 | 32240 | Aramark | Customer #6728877 | -179.94 | -26,363.53 |
| 11/30/2021 | 32241 | Avaya Financial Services | Contract No. 753-0021553-000 ... | -158.91 | -26,522.44 |
| 11/30/2021 | 32242 | Cashman Equipment Company | Customer #001306 | -2,704.79 | -29,227.23 |
| 11/30/2021 | 32243 | FedEx | Acct #1834-0409-1 | -93.23 | -29,320.46 |
| 11/30/2021 | 32244 | Hoffman Plumbing Inc. | Invoice 210768 | -3,484.88 | -32,805.34 |
| 11/30/2021 | 32245 | Liberty Utilities | Account 88550011-88105912 (...) | -2,724.69 | -35,530.03 |
| 11/30/2021 | 32246 | Miguel G. Ramirez | Reimbursement | -2,271.00 | -37,801.03 |
| 11/30/2021 | 32247 | Mountain High Home Services, LLC | Invoice 14595 | -240.00 | -38,041.03 |
| 11/30/2021 | 32248 | NTPPD | | -12,390.75 | -50,431.78 |

11:06 AM
12/05/21

Alpine Springs County Water District
Check Register for Current Month
November 5 - 30, 2021

| Date | Num | Name | Memo | Amount | Balance |
|------------|-------|---------------------------------------|---------------------------------|-----------|------------|
| 11/30/2021 | 32249 | Pam Zinn | Reimbursement | -200.00 | -50,631.78 |
| 11/30/2021 | 32250 | Printart | Invoice 20680 | -365.35 | -50,997.13 |
| 11/30/2021 | 32251 | Professional Communications Messaging | Invoice #19307209012021 | -42.40 | -51,039.53 |
| 11/30/2021 | 32252 | Sierra Controls, LLC | Invoice 122680 | -4,135.75 | -55,175.28 |
| 11/30/2021 | 32253 | Sierra Office Solutions | Customer #AS32:900020 (11/2... | -315.37 | -55,490.65 |
| 11/30/2021 | 32254 | Swigard's True Value Hardware, Inc. | Account #11050 | -53.07 | -55,543.72 |
| 11/30/2021 | 32255 | Tahoe Supply Company | Customer: ALPSPR | -241.78 | -55,785.50 |
| 11/30/2021 | 32256 | The Paper Trail | Invoice 4878 | -477.50 | -56,263.00 |
| 11/30/2021 | 32257 | Truckee-Tahoe Lumber Company | Account #1431.001 | -135.38 | -56,398.38 |
| 11/30/2021 | 32258 | USA BlueBook | Customer #814589 | -242.60 | -56,640.98 |
| 11/30/2021 | 32259 | Vallance Painting Incorporated | Invoice 1785 & 1786 | -6,370.00 | -63,010.98 |
| 11/30/2021 | 32260 | Verizon Wireless | Account #271135177-00001 (1... | -160.80 | -63,171.78 |
| 11/30/2021 | 32261 | Western Nevada Supply Company | Account #14905 | -227.33 | -63,399.11 |
| 11/30/2021 | 32262 | Janet Grant | November Budget & Finance a... | -175.00 | -63,574.11 |
| 11/30/2021 | 32263 | Janice Ganong | November Board of Directors Mtg | -125.00 | -63,699.11 |
| 11/30/2021 | 32264 | Evan Salke {1} | November Budget & Finance a... | -150.00 | -63,849.11 |
| 11/30/2021 | 32265 | David Smelser {1} | November Board of Directors Mtg | -125.00 | -63,974.11 |
| 11/30/2021 | 32266 | Christine York | November Board of Directors Mtg | -125.00 | -64,099.11 |

11:07 AM
12/05/21

Alpine Springs County Water District
Subsequent Payments Listing

December 1 - 5, 2021

| Date | Num | Name | Memo | Amount | Balance |
|------------------------------------|-----------|--------------------------------|---|-----------|------------|
| 12/04/2021 | 32267 | Michael J. Dobrowski, CPA, LLC | Inv#21514 | -5,241.62 | -5,241.62 |
| *** Missing numbers here *** | | | | | |
| 12/05/2021 | EFT120521 | CalPERS | CalPERS ID: 2668620501 | -173.83 | -5,415.45 |
| *** Duplicate document numbers *** | | | | | |
| 12/05/2021 | EFT120521 | CalPERS (Active) | Customer ID: 2668620501 Health Insurance... | -5,022.50 | -10,437.95 |
| *** Duplicate document numbers *** | | | | | |
| 12/05/2021 | EFT120521 | CalPERS (Retired) | CalPERS ID: 2668620501 Health Insurance... | -701.69 | -11,139.64 |

EXHIBIT D2

NTPFD-ASCWD Response Calls
November 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) |
|-----------------------------|--------------------------|-----------------------------|-------------------------------------|--|--------------------------------|-------------------------------------|---|
| 2021029643 | 11/16/2021 18:24 | 1700 TRAPPER PLACE | 96146 | Dispatched and cancelled en route | B5, E56, M51 | Cancelled en route | |
| 2021030975 | 11/21/2021 20:50 | SNOW CREST ROAD | 96146 | EMS call, excluding vehicle accident with injury | B5, M56 | Transport person | |
| 2021031188 | 11/24/2021 5:08 | 2600 ALPINE MEADOWS ROAD | 96146 | False alarm or false call, other | B5, E56, M51 | Investigate | |
| 2021031448 | 11/26/2021 22:59 | DEER PARK DRIVE | 96146 | EMS call, excluding vehicle accident with injury | M56 | Refusal of EMS care | |
| 2021031527 | 11/28/2021 3:10 | SNOW CREST ROAD | 96146 | Motor vehicle accident with injuries | B5, E51, M51, M56 | Transport person | |
| 2021031706 | 11/30/2021 11:28 | 1050 SNOW CREST ROAD | 96146 | False alarm or false call, other | B5, E56, M51 | Investigate | |

Calls = 6



AGENDA NO: D3

MEETING DATE: 12/10/2021

General Managers Report

TO: ASCWD Board of Directors **Date:** December 3, 2021
FROM: Joe Mueller, General Manager
SUBJECT: General Manager and Office Activities for the Month of November 2021

Projects

1) District Master Plan

Reviewed three proposals for the Master Plan, recommending the District execute a contract with Carollo Engineers for the Water and Wastewater Master Plans.

Upcoming project activity

Execute the Contract and begin the work effort of data collection for use by the consulting engineers.

2) Annual Fiscal Audit

Prepared the Management's Discussion and Analysis for fiscal year ending Jun 30, 2021. Continued 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 Harmric Schneider, Inc allowing them to complete their work effort.

3) Alpenglow (Previously Alpine Sierra) Subdivision

No activity in the month of November

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

No activity in the month of November

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

Reviewed project drawings and the Truckee River Watershed Councils presentation for the December 10th Board meeting.

Upcoming project activity

Continued project participation as needed.

7) Tank 4 and 4A Replacement

FARR Construction (RDC) submitted a revised final invoice after their previously submitted invoice dated 11/30/2020 was rejected last December. Invoice dated 11/19/2021 for \$64,800 is under review

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 monthly area General Managers meeting.
- Worked on options to present to the Board for future retiree health benefits.
- Developed for Board consideration an employee Health Savings Reimbursement Account.
- Preliminary discussions with operations staff on current and future field staffing needs and steps the district needs to begin taking to insure adequate staffing for the future.
- Working with BBK on finalizing district staff health benefits and setting up a health reimbursement account to go into effect in January 2022.
- Discussed options with BBK on how to deal with customers that went outside of the district to obtain trash service on their own.
- Continued to work with a property owner on the relocation of a common sewer line that serves two customers that runs through the property owners desired construction area.

Office Activities Performed by Office Manager

- Worked with our outside webmaster making minor updates to make the site more functional and made other changes to the regarding navigation.
- Processed four change of account ownerships, updated two addresses for existing customers and responded to two inquiries from title companies.
- Processed no new construction permit and no remodels.
- Performed back 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.
- 25 payments on annual invoices from customers are past due totaling \$43,266; final collection notices and penalties went out 11/14/21.
- Bill payment plans - all payment plan accounts are paid in full.
- Responded to customer billing questions regarding collections and billing methodology on invoices.
- Signed new employee up for benefits starting 11/1/2021; removed all benefits 11/5/21.
- Setup an online account with Placer County Building Department, to allow conditions to be placed on building permits.
- Finished working with the District's auditors updating customer files that were missing pipe sizes.
- Responded to a few calls about the park and if the tennis courts were still open.
- Emailed the fall newsletter to all homeowners on the district's distribution list. The fall postcard was mailed out to all homeowners.
- Scheduled staff Holiday Dinner.
- Worked with AT&T to finalize the upgrade of phone lines that were scheduled to no longer be supported by AT&T (with exception for SCADA line and 800#). This no cost upgrade should have a positive effect on our internet speeds.

EXHIBIT D4

**WATER/WASTE WATER REPORT
FOR 11-1-21 THRU 11-30-21**

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

Operations November 2021

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

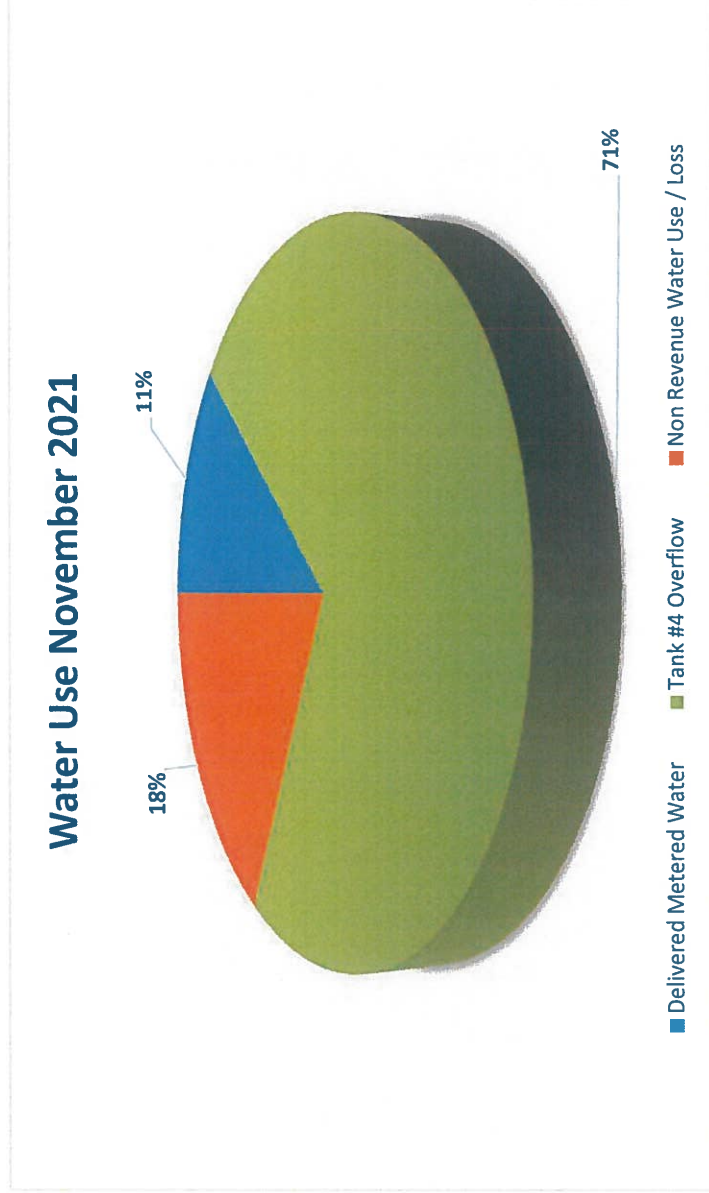
| <u>Minimum Flow</u> | <u>Maximum Flow</u> | <u>Average Flow</u> |
|---------------------|---------------------|---------------------|
| .029 MGD | .208 MGD | .82 MGD |

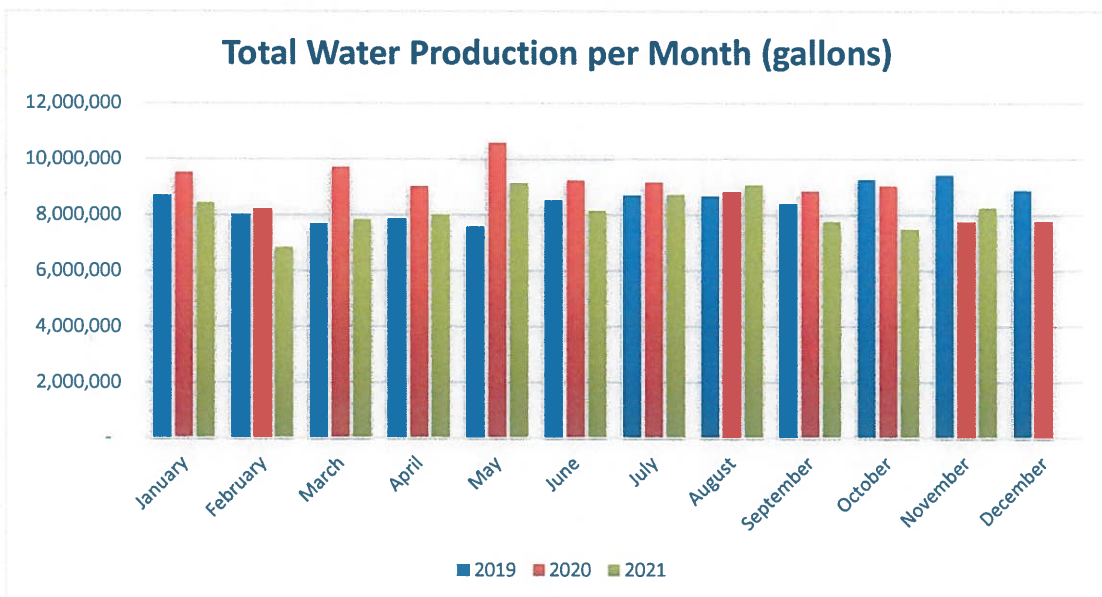
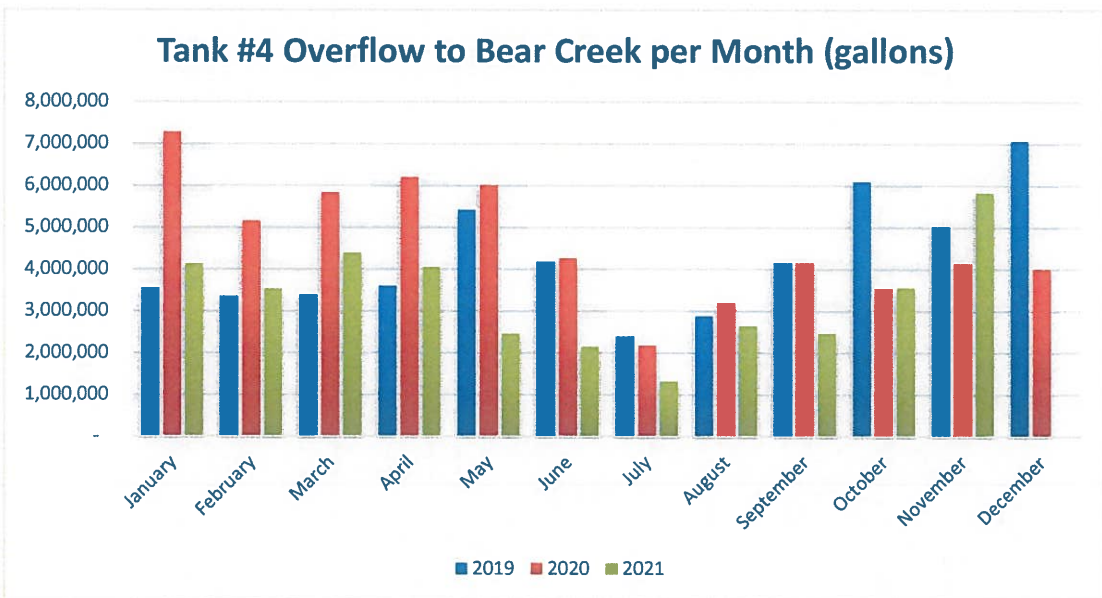
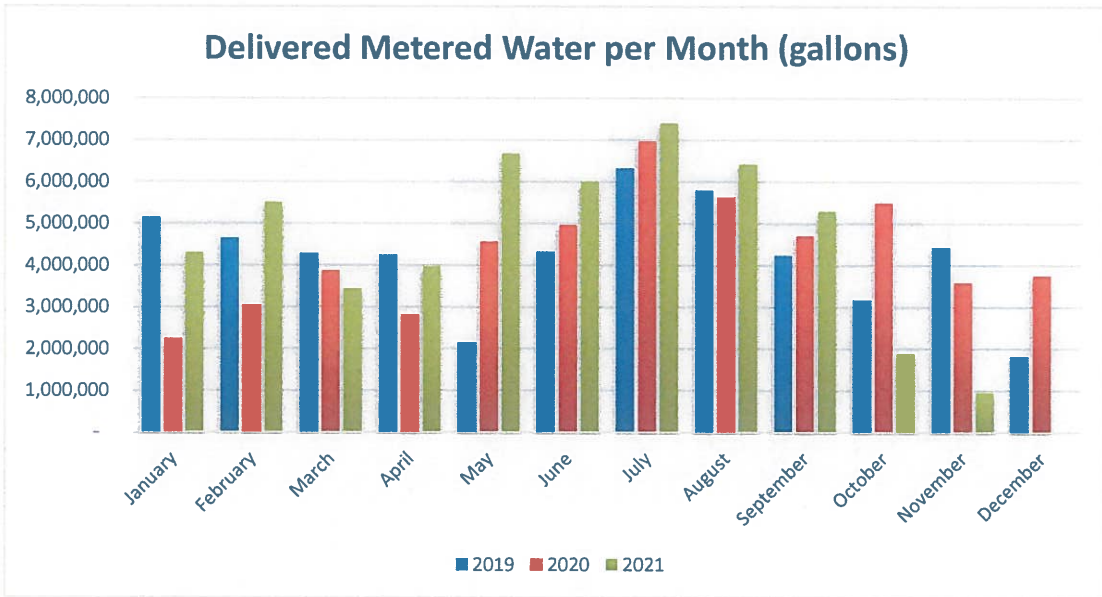
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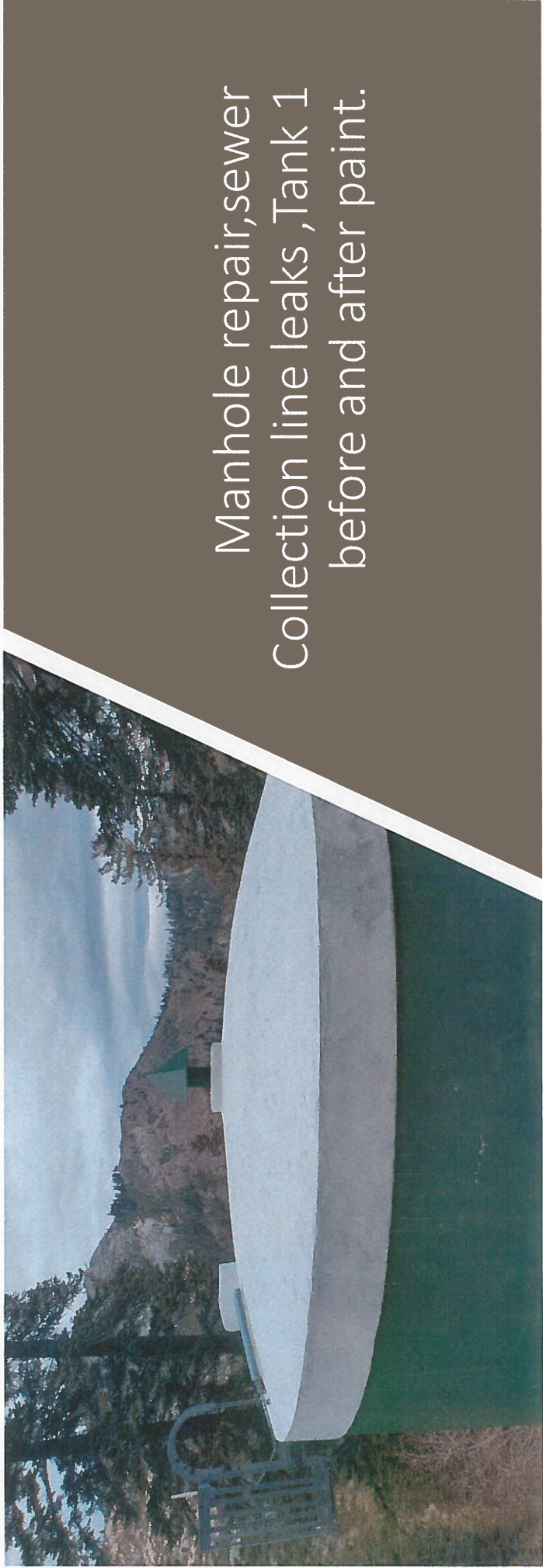
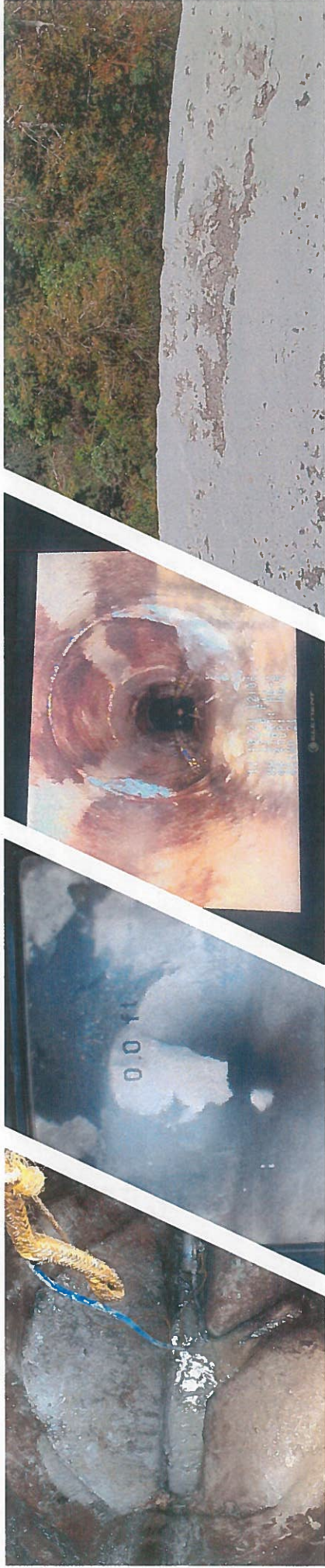
- All routine zone samples came back absent from Coliform and E-coli.
- Completed our third and final stage of the Alpine Meadows Condos rehab project. (This was a project that consisted of replacing outdated infrastructure cost split 50/50 with The AM Condos).
- Tanks 1 and 5 had the top coating of their tanks repaired. (The top of these two Tanks were completely in need of new coatings due to the harsh environment that they reside in).
- We completed our annual cleaning and video inspection on our Collection System. (This happens yearly with about 1/3 of the system being cleaned and inspected).
- Took advantage of the dry weather at the end of the month to attack the substantial damage in the ASCWD community park. (We had broken Aspen trees due the October wet snow and we had major damage to the path from the runoff).
- The Alpine Meadows Ski Area started snowmaking for the 2021/2022 ski season.
- 33 homeowner leaks in the Valley.

DRAFT
ALPINE SPRINGS COUNTY WATER DISTRICT
November 2021 WATER REPORT

| | | |
|---------------------------------------|-----------|---------|
| Total Potable Water Production | 8,252,156 | Gallons |
| Delivered Metered Water | 953,191 | Gallons |
| Tank #4 Overflow | 5,832,000 | Gallons |
| Non Revenue Water Use / Loss | 1,466,965 | Gallons |







Manhole repair, sewer
Collection line leaks ,Tank 1
before and after paint.

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 November 17, 2021

TIME: 9:00 A.M.

Meeting via teleconference.

Members: Blake Tresan, Truckee Sanitary District
Dale Cox, SVPUD, President
Lane Lewis, NTPUD
Dave Smelser, ASCWD
Dan Wilkins, TCPUD
LaRue Griffin, T-TSA, General Manager
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 is in operation with some construction to be completed.
4. Approved new hiring job descriptions due to new CWEA classifications and difficulty finding qualified candidates.
5. During last month's heavy rain storm, 6.4 inches, the plant and staff operated quite well. No runoff or spills at T-TSA while the rest of California experienced 40 sewage spills totaling millions of gallons.
6. The Lab ELAP assessment report is back and looks good.

Respectfully Submitted,

Dave Smelser



AGENDA NO: E1

MEETING DATE: 12/10/2021

Staff Report

TO: ASCWD Board of Directors

Date: December 3, 2021

FROM: Joe Mueller, General Manager

SUBJECT: TRUCKEE RIVER WATERSHED COUNCIL (TRWC) SNOW CREST
TRIBUTARIES RESTORATION

BACKGROUND:

The Table below shows the timeline and history of this project:

| Task | Date |
|--|------------|
| Snow Crest project identified as restoration priority by Bear Creek Watershed Assessment. Report reviewed by Technical Advisory Committee, including John Collins from ASCWD | 2/28/2018 |
| Agreement to proceed with Snow Crest project from ASCWD/John | 9/29/2020 |
| Design RFP reviewed by ASCWD/John | 10/2/2020 |
| Project launch with landowners | 11/4/2020 |
| TRWC presents Bear Creek Lower Meadow to ASCWD Board, including introduction to Snow Crest project | 11/13/2020 |
| 65% design complete | 1/19/2021 |
| 65% design review meeting | 2/12/2021 |
| TRWC presents Snow Crest 65% design to ASCWD Board | 5/14/2021 |
| 90% design complete | 6/10/2021 |
| 90% design review meeting | 7/12/2021 |
| 100% design complete | 9/28/2021 |
| TRWC presents Snow Crest 100% design to ASCWD Board | 12/10/2021 |

DISCUSSION:

Michele Prestowitz with the Truckee River Watershed Council will provide an overview and update to the Snow Crest Tributary Restoration Project.

The discussion will include:

- Project Background
- Location and Current Site Conditions
- Project Goals
- Design

- Schedule
- Outreach

FISCAL IMPACT:

There is no fiscal impact to this action.

RECOMMENDATION:

Discuss and give direction to the General Manager on board support going forward with the project.

ATTACHMENTS:

1. Printed slide presentation of the project update.
2. Snow Crest Tributary Restoration Designs



Snow Crest Tributaries Restoration

Alpine Springs County
Water District

December 10, 2021
Board Meeting

Michele Prestowitz,
TRWC Program Manager





Snow Crest Tributaries Restoration Project





Goals

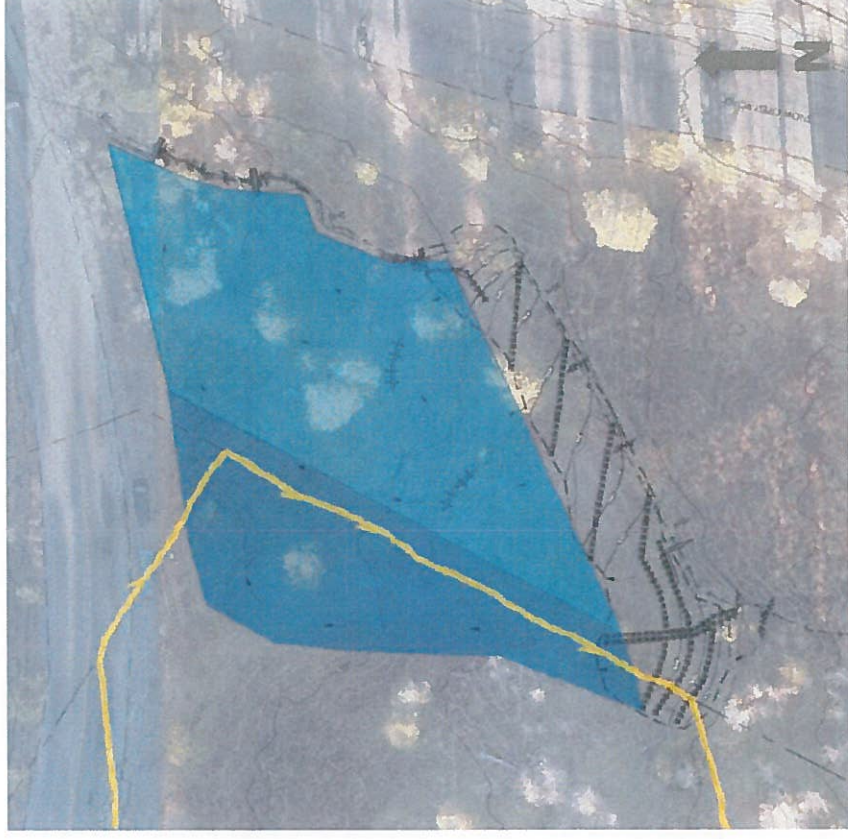
- Restore 2 acres of meadow
- Stop erosion of Lower Meadow Restoration due to Tributary
- Improve water quality
- Improve aquatic and terrestrial habitat
- Improve stormwater management



Restoration Actions

Blue = Meadow gained from project

- Remove abandoned road
- Flatten hump over sewer/water main
- Disperse flows
- Plug incised channels





Design





Previous Comments

- Visual impact
 - Minimized with the small construction footprint
- Mosquito population
 - Has not been a problem on restored sites
 - Flows will increase, channels will be smaller
- Tree removal
 - Limited to 4 pines on old road grade, reuse onsite
- Neighborhood outreach
 - Before construction, in coordinating w/ASCWD



Construction

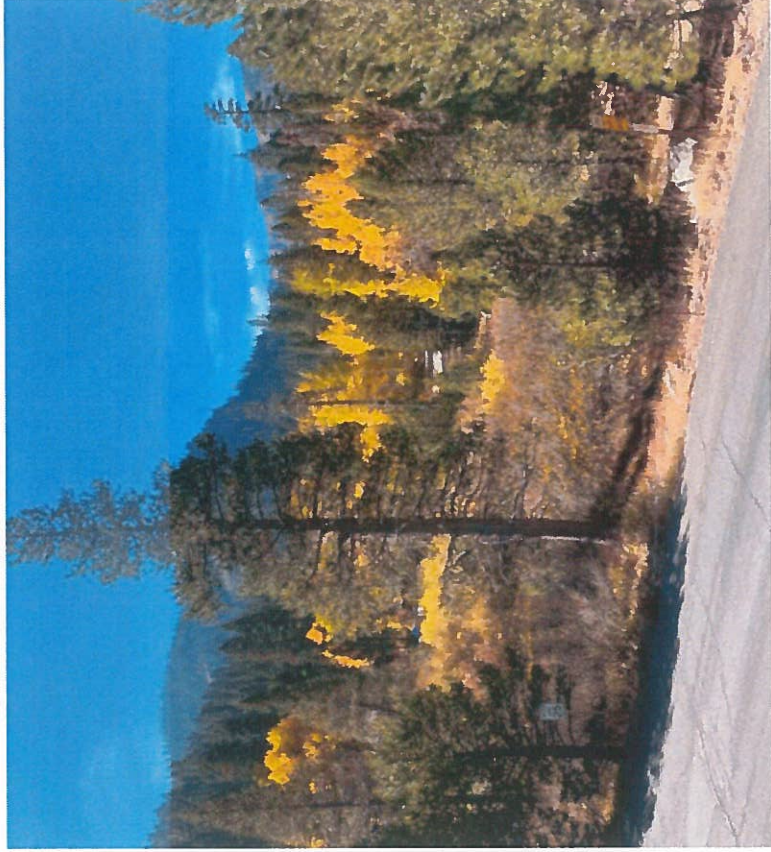
- Proposed Fall 2023
- 3-4 weeks
- TRWC applying for grant funding now





What is Needed

- Landowner agreement





Thank You to our Partners and Funders!

Partners:



Northrup Family

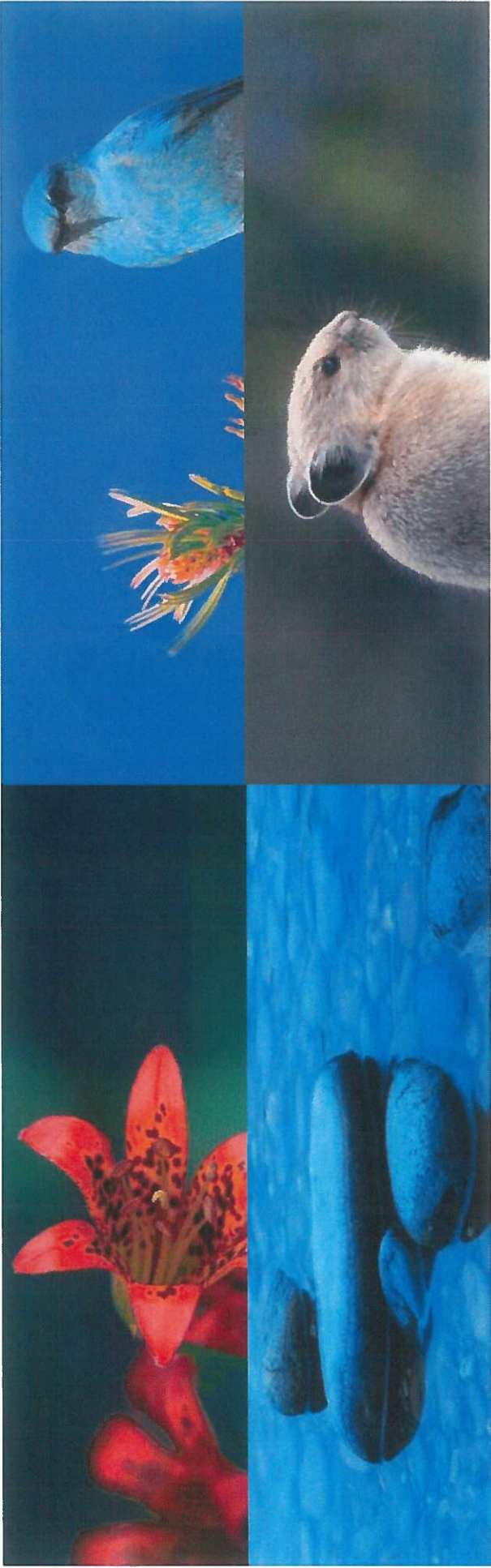
foriver

Design Funders:

Donors to Truckee River Watershed Council

MARTIS
FUND

foriver
TRUCKEE RIVER WATERSHED COUNCIL



Questions?

Michele Prestowitz, TRWC Program Manager

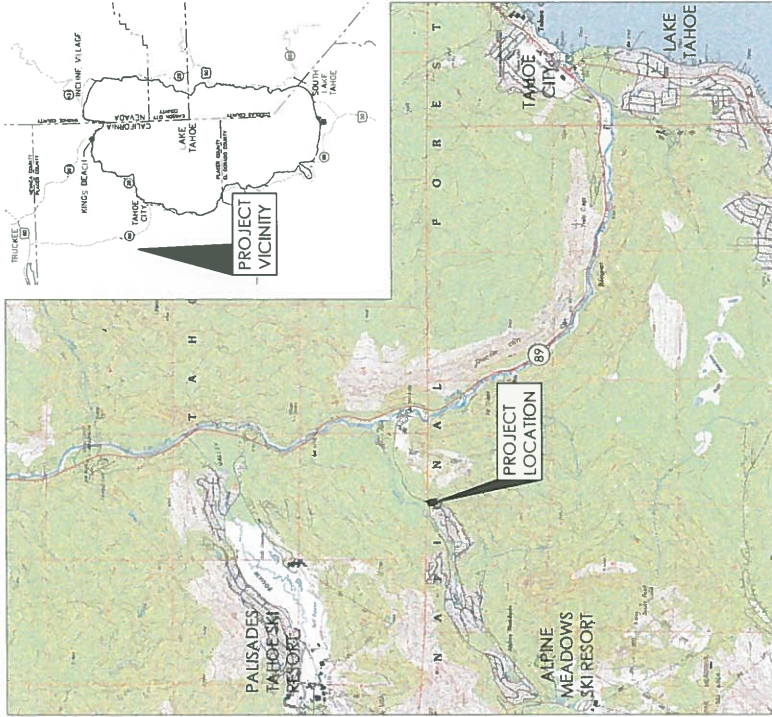
(530) 550-8760 x 4

mprestowitz@truckeeriverwc.org

SNOW CREST TRIBUTARY RESTORATION

PLACER COUNTY, CALIFORNIA

LOCATION MAP



SHEET INDEX

- SHEET 1.0: COVER SHEET
- SHEET 1.1: SYMBOLS AND GENERAL NOTES
- SHEET 2.0: SITE PREPARATION AND EROSION CONTROL PLAN
- SHEET 2.1: SITE PREPARATION NOTES
- SHEET 3.0: RESTORATION PLAN - SOUTH
- SHEET 3.1: RESTORATION PLAN - NORTH
- SHEET 4.0: PROFILE VIEW AND ABANDONED ROAD GRADE NOTES
- SHEET 5.0: LOG STRUCTURE TYPICAL DETAILS
- SHEET 5.1: DEBRIS AND WILLOW STRUCTURE TYPICAL DETAILS
- SHEET 6.0: REVEGETATION DETAILS AND NOTES

PROJECT TEAM

CLIENT
TRUCKEE RIVER WATERSHED COUNCIL
 MICHELE PRESTOWITZ
 PO BOX 8568
 TRUCKEE, CALIFORNIA 96162
 TEL. (530) 550-8760 x4

REVEGETATION SPECIALIST
WESTERN BOTANICAL SERVICES
 JULIE EIRA, CPESC
 5859 MT ROSE HIGHWAY
 RENO, NEVADA 89511
 TEL. (775) 849-3223

SITE CIVIL ENGINEER / GEOMORPHOLOGIST
BALANCE HYDROLOGICS
 PETER KULCHAWIK, PE
 DAVID SHAW, PG
 12020 DONNER PASS ROAD, SUITE B1
 TRUCKEE, CALIFORNIA 96161
 TEL. (530) 550-9776 x218

Balance Hydrologics, Inc.
 12020 Donner Pass Road, Suite B1
 Truckee, CA 96161
 Tel (530) 550-9776
 www.balancehydro.com



| DATE | BY | SUBMITTALS / REVISIONS |
|--|-------------------------|------------------------|
| 09-29-21 <td>PK <td>DESIGNED BY</td> </td> | PK <td>DESIGNED BY</td> | DESIGNED BY |
| 09-29-21 <td>PK <td>DRAWN BY</td> </td> | PK <td>DRAWN BY</td> | DRAWN BY |
| 04-10-21 <td>PK <td>CHECKED BY</td> </td> | PK <td>CHECKED BY</td> | CHECKED BY |
| 09-29-21 <td>PK <td>IN CHARGE</td> </td> | PK <td>IN CHARGE</td> | IN CHARGE |
| | | DATE |



COVER SHEET
 SNOW CREST TRIBUTARY
 RESTORATION
 PLACER COUNTY CALIFORNIA

PROJECT NUMBER
 220203
 SCALE (A1" = 2' X 3")

SHEET
1.0

100% DESIGN



| DATE | BY | DESCRIPTION |
|----------|----|-------------|
| 09-28-21 | PK | DESIGNED BY |
| 02-01-21 | PK | DRAWN BY |
| 06-10-21 | PK | CHECKED BY |
| 09-28-21 | PK | 100% DESIGN |
| | PK | 40% DESIGN |
| | PK | 100% DESIGN |



**SYMBOLS AND
GENERAL NOTES**

SNOW REST TRIBUTARY
RESTORATION
PLACER COUNTY, CALIFORNIA

| |
|--------------------------|
| PROJECT NUMBER 220203 |
| SCALE (AT 2" = 30') |
| SHEET |

GENERAL NOTES:

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE PROJECT SITE TO VERIFY SITE CONDITIONS AND FOR COMPLETELY UNDERSTANDING THE REQUIRED SCOPE OF WORK SHOWN ON THESE DRAWINGS AND CONTAINED IN THE PROJECT SPECIFICATIONS HEREIN.
- ALL PARTS OF THIS PROJECT - INCLUDING SOIL PREPARATION, EARTHWORK, AND PLANTING - ARE SUBJECT TO FIELD DESIGN BY THE ENGINEER'S REPRESENTATIVE. AT ANY TIME, THE CONTRACTOR'S OPERATIONS AND CONSTRUCTION MAY BE SUBJECT TO OBSERVATION BY THE ENGINEER'S REPRESENTATIVE. WHEN REQUESTING THE PRESENCE OF THE ENGINEER'S REPRESENTATIVE AT ANY PROJECT MEETING, THE CONTRACTOR SHALL PROVIDE 48 HOURS ADVANCE NOTICE DIRECTLY TO THE ENGINEER'S REPRESENTATIVE.
- THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING ALL LABOR AND MATERIALS TO COMPLETE THE WORK DEPICTED HEREIN.
- THE CONTRACTOR SHALL CONFIRM THE LOCATIONS OF UNDERGROUND UTILITIES BEFORE THE START OF ANY CONSTRUCTION OPERATIONS, INCLUDING AND NOT LIMITED TO EXCAVATION OR TRENCHING. THE CONTRACTOR SHALL CALL UNDERGROUND SERVICES ALERT (USA) AT 811/1-800-227-2600. THE CONTRACTOR SHALL PROVIDE THE MINIMUM REQUIRED ADVANCE NOTICE FOR LOCATING UTILITIES.
- THE GRADING LIMITS SHALL BE APPROVED BY THE ENGINEER'S REPRESENTATIVE PRIOR TO ANY GROUND DISTURBANCE.
- THE CONTRACTOR SHALL CONTACT THE ENGINEER'S REPRESENTATIVE IMMEDIATELY UPON FINDING ANY FIELD CONDITIONS THAT WOULD CONFLICT WITH THE INFORMATION INDICATED ON THESE DRAWINGS OR THE PROJECT SPECIFICATIONS. ALL FIELD ADJUSTMENTS MUST BE APPROVED BY THE ENGINEER'S REPRESENTATIVE BEFORE CONSTRUCTION OF ANY FILL ADJUSTMENTS. FAILURE TO DO SO SHALL BE AT THE CONTRACTOR'S RISK. ALL FILL ADJUSTMENTS SHALL BE APPROVED BY THE ENGINEER'S REPRESENTATIVE, AS DIRECTED BY THE ENGINEER'S REPRESENTATIVE, AT THE EXPENSE OF THE CONTRACTOR.
- CONFORM TO EXISTING GRADES AND CONDITIONS WHEREVER POSSIBLE. ANY ADJACENT OR OFFSET AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE REGRADED BY THE CONTRACTOR TO MAINTAIN ADEQUATE DRAINAGE AND TO BE IN ACCORDANCE WITH THE ENGINEER'S REPRESENTATIVE.
- ALL LUBRICATION, REFUELING, OR MAINTENANCE OF CONSTRUCTION VEHICLES SHALL BE CONDUCTED WITHIN APPROVED CONSTRUCTION STAGING AREAS.
- PROPERTY LINES SHOWN HEREIN ARE APPROXIMATE, WITH THE EXCEPTION OF THE ASCWD PARCEL WHICH WAS SURVEYED BY EPOCH GEOSPATIAL IN NOVEMBER 2020.
- ELEVATIONS ARE RELATIVE TO THE NAVD 88 DATUM, AND ARE BASED ON USFS 2013 LIDAR DATA AND GROUND-BASED SURVEY DATA, COLLECTED BY EPOCH GEOSPATIAL IN NOVEMBER AND DECEMBER 2020 UNLESS NOTED OTHERWISE.
- PRESERVE TREES AND VEGETATION OUTSIDE OF THE LIMITS OF WORK. ANY TREES OR VEGETATION DISTURBED OUTSIDE OF THE LIMITS OF WORK SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE. ANY TREES GREATER THAN 4" DBH THAT ARE OUTSIDE OF THE GRADING LIMITS AND INTERFERE WITH THE WORK MAY ONLY BE REMOVED WITH APPROVAL FROM THE ENGINEER'S REPRESENTATIVE.
- SCALE SIZES INDICATED HEREIN ARE INTENDED FOR PLOTTING ON AN SI SIZE D SHEET (22" BY 34").

EARTHWORK NOTES:

- EARTHWORK OPERATIONS SHALL BE DELETED ACCORDING TO THESE PLANS AND THE RELEVANT PROJECT PERMITS.
- THE CONTRACTOR SHALL FURNISH ALL LABOR AND MATERIALS TO IMPORT MATERIAL AS NEEDED. SHOULD THERE NOT BE SUFFICIENT AMOUNTS OF SUITABLE MATERIAL ON-SITE FOR REUSE, THE CONTRACTOR SHALL FURNISH ALL LABOR AND MATERIALS TO OFF-HAUL AND DISPOSE OF ALL EXCESS AND UNSUITABLE MATERIAL BY LEGAL MEANS.
- THE CONTRACTOR SHALL CONSTRUCT FINISHED SURFACES TO 40' 1" OF THE ELEVATION INDICATED ON THE PLANS. THE ENGINEER'S REPRESENTATIVE SHALL APPROVE ALL FINISHED GRADES.
- EXCAVATING, FILLING, AND GRADING WORK SHALL NOT BE PERFORMED DURING WEATHER CONDITIONS THAT PRESENT A SIGNIFICANT RISK OF EROSION OR SLURRING TO THE CONDITION OF EXISTING GROUND. ALL GRADING WORK SHALL BE COMPLETED BEFORE THE WORK IS INTERRUPTED BY RAIN. EXCAVATING, FILLING, AND GRADING WORK SHALL NOT RESUME UNTIL THE SITE AND SOIL CONDITION (MOISTURE CONTENT) ARE SUITABLE FOR COMPACTION.
- AREAS PROPOSED FOR GRADING SHALL BE CLEARED AND GRUBBED. CLEARING AND GRUBBING SHALL INCLUDE THE REMOVAL AND DISPOSAL OF ALL UNSUITABLE MATERIAL SPECIFIED IN THE EARTHWORK NOTES, INCLUDING TREES LESS THAN 6 INCHES IN DIAMETER MEASURED 4 FEET FROM THE GROUND), SHRUBS, OTHER VEGETATION, DEBRIS, AND RUBBISH OF ANY NATURE. PRESERVE VEGETATION FROM CLEARING AND GRUBBING FOR REUSE AS SLASH. MATERIAL GENERATED FROM CLEARING AND GRUBBING MAY NOT BE REUSED AS STRUCTURAL FILL. ALL ROCKS GREATER THAN 8 INCHES DIAMETER SHALL BE REMOVED FROM THE TOP 12

LEGEND:

| | |
|---|-----|
| EXISTING MAJOR CONTOUR 5 FT INTERVAL | --- |
| EXISTING MINOR CONTOUR 1 FT INTERVAL | --- |
| EXISTING FLOWLINE | --- |
| EXISTING CULVERT | --- |
| EXISTING SANITARY SEWER | --- |
| EXISTING SANITARY SEWER MANHOLE | ○ |
| EXISTING OVERHEAD ELECTRIC | --- |
| EXISTING WATER LINE | --- |
| EXISTING EDGE OF PAVEMENT | --- |
| EXISTING PROPERTY LINE (APPROX) | --- |
| FINISH MAJOR CONTOUR | --- |
| FINISH MINOR CONTOUR | --- |
| GRADING LIMIT | --- |
| LIMIT OF WORK | --- |
| GRADE BREAK | --- |
| CONSTRUCTION ACCESS ROUTE | --- |
| DIVERSION PIPE | --- |
| TEMPORARY FIBER ROLL | --- |
| SOD STRIP | --- |
| DESIGN SURFACE FLOW DIRECTION | --- |
| REMOVE TREE | ✕ |

ABBREVIATIONS:

| | | | |
|--------|--|------|---------------------------------|
| # | NUMBER | H | HORIZONTAL |
| IN | INCH | IN | INVERT |
| AC | ASBESTOS CEMENT | L | LEFT |
| APPROX | APPROXIMATE | LAX | LAX |
| ASWD | ALPINE SPRING COUNTY WATERSHED | MAX | MAXIMUM |
| BGS | BELOW GROUND SURFACE | MIN | MINIMUM |
| CCR | CALIFORNIA CODE OF REGULATIONS | N | NORTHING |
| CMP | CORRUGATED METAL PIPE | NC | NOT IN CONTACT |
| DBH | DIAMETER AT BREAST HEIGHT (4' FROM GROUND) | NTS | NOT TO SCALE |
| DM | DIAMETER | OC | ON CENTER |
| E | EASTING | PROP | PROPOSED |
| ECN | EROSION CONTROL NETTING | R | RIGHT |
| ELEV | ELEVATION | ROW | RIGHT OF WAY |
| EX | EXISTING | STA | STATION |
| FG | FINISH GRADE | TRWC | TRUCKEE RIVER WATERSHED COUNCIL |
| FT | FEET | TYP | TYPICAL |
| | | USFS | U.S. FOREST SERVICE |
| | | V | VERTICAL |
| | | WSE | WATER SURFACE ELEVATION |



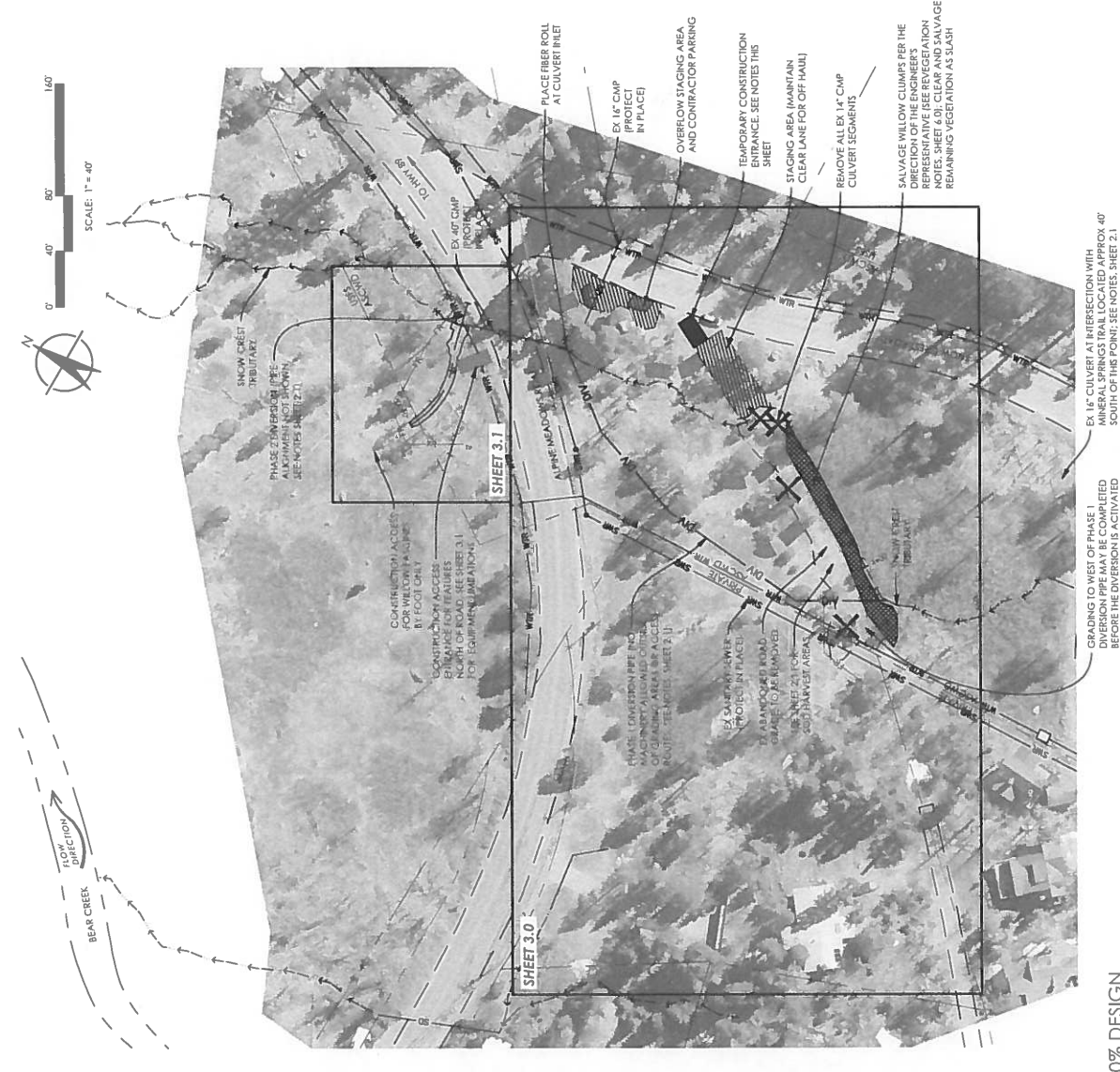
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| 09-28-21 | PK | IN CHARGE |
| 09-28-21 | PK | DATE |



SITE PREPARATION AND EROSION CONTROL PLAN
 SNOW CREST TRIBUTARY
 RESTORATION
 PLACER COUNTY, CALIFORNIA

| |
|---------------------------------|
| PROJECT NUMBER 220203 |
| SCALE (A 22' x 34') 1" = 40' |
| SHEET 2.0 |

- SITE PREPARATION GENERAL NOTES:**
- ACCESS TO THE SITE SHALL BE THROUGH THE STAGING AREA AND CONSTRUCTION ACCESS ENTRANCES SHOWN HEREIN ONLY. THE CONTRACTOR SHALL COORDINATE WITH FHWC PRIOR TO MOBILIZATION TO ESTABLISH WORK HOURS, PROTOCOLS FOR COMMUNICATING WITH PRIVATE PROPERTY OWNERS AND THE PUBLIC, AND OTHER OPERATIONAL PROVISIONS.
 - THE CONTRACTOR SHALL DEVELOP A CONSTRUCTION STAGING AND ACCESS PLAN TO ANTICIPATE THE NEEDS OF THE PROJECT AREA TO PROVIDE ACCESS TO THE STAGING AREA AND TO PROVIDE ACCESS TO THE STAGING AREA TO PROVIDE SAFE ACCESS THROUGH THE CONSTRUCTION SITE. THE CONTRACTOR SHALL SUBMIT THE TRAFFIC CONTROL PLAN TO THE ENGINEER'S REPRESENTATIVE NO LATER THAN 48 HOURS PRIOR TO MOBILIZATION. IF LANE OR SHOULDER CLOSURES ARE PROPOSED AS PART OF THE TRAFFIC CONTROL PLAN, ALL EXCESS MATERIALS FROM CLEARING AND GRUBBING, DEMOLITION, AND EARTHWORK OPERATIONS (EXCEPT THOSE MATERIALS APPROVED FOR REUSE) SHALL BE OFFLOADED FROM THE PROJECT SITE AND STORED AT AN APPROVED LOCATION. THE CONTRACTOR SHALL MARK THE SPECIFICATIONS FOR LOG ROOTMASS. SALVAGE PORTIONS OF REMOVED TREES THAT MEET THE SPECIFICATIONS FOR LOG STRUCTURES. SALVAGE REMAINING PORTIONS OF REMOVED TREES FOR REUSE AS SLASH.
- EROSION CONTROL AND ENVIRONMENTAL REQUIREMENTS NOTES:**
- THE CONTRACTOR SHALL ADHERE TO ALL RELEVANT PERMITS INCLUDING BUT NOT LIMITED TO LWGCCB 401 WATER QUALITY CERTIFICATION (SMALL HABITAT RESTORATION), CDWP 1600 STREAMBED LABELED ALTERATION (HREA), USACE 404/NATIONWIDE 27 AUTHORIZATION, AND PLACER COUNTY GRADING PERMIT.
 - NO DEBRIS, SOIL, Silt, SAND, BARK, SLASH, SAWDUST, ASPHALT, RUBBISH, PAINT, OIL, CEMENT OR CONCRETE OR OTHER HERGEOUS MATERIALS SHALL BE PLACED ON THE SITE. EXCESS MATERIALS MAY BE WASHED BY RAINFALL OR RUNOFF OUTSIDE THE STAGING AREA OR GRADING LIMITS. WHEN OPERATIONS ARE COMPLETED, EXCESS MATERIALS OR DEBRIS SHALL BE REMOVED FROM THE WORK AREA BY LEGAL MEANS AND AT THE COST OF THE CONTRACTOR.
 - THE CONTRACTOR SHALL NOT CREATE A NUISANCE OR POLLUTION AS DEFINED IN THE CALIFORNIA WATER STANDARDS FOR RECEIVING WATERS ADOPTED BY THE REGIONAL BOARD ON THE STATE WATER RESOURCES CODE. THE CONTRACTOR SHALL NOT CAUSE A VIOLATION OF ANY APPLICABLE WATER QUALITY STANDARDS OR REGULATIONS FOR DUST, WATER POLLUTION, AIR POLLUTION, AND NOISE POLLUTION PER PROVIDE ADEQUATE CONTROLS FOR DUST, WATER POLLUTION, AIR POLLUTION, AND NOISE POLLUTION PER THE CONTRACT PROVISIONS.
 - THE CONTRACTOR SHALL CLEAN UP ALL SPILLS AND IMMEDIATELY NOTIFY THE ENGINEER'S REPRESENTATIVE IN THE EVENT OF A SPILL.
 - STATIONARY EQUIPMENT SUCH AS MOTORS, PUMPS, AND GENERATORS, SHALL BE EQUIPPED WITH DRIP PANS.
 - CONSTRUCTION SITE SHALL BE MAINTAINED TO ENSURE THAT DRIPAGE FROM THE SITE WILL MINIMIZE EROSION OR SCORCHED OR STORED MATERIALS AND THE ADJACENT NATIVE SOIL MATERIAL. THE CONTRACTOR SHALL REPLACE MATERIALS LOST DUE TO EROSION AT NO ADDITIONAL COST AND BE RESPONSIBLE FOR REMEDIATING ANY IMPACTS AT OR OUTSIDE THE PROJECT SITE FROM ERODED MATERIALS.
 - ALL CONSTRUCTION EQUIPMENT SHALL BE PROPERLY SERVICED AND MAINTAINED IN EXCELLENT OPERATING CONDITION TO REDUCE EMISSIONS. NO LEAKS OF ANY SIZE ARE PERMITTED AT ANY TIME. THE CONTRACTOR SHALL MAKE COPIES OF EQUIPMENT SERVICE LOGS AVAILABLE UPON REQUEST.
 - ALL LUBRICATION, REFUELING, OR MAINTENANCE OF CONSTRUCTION VEHICLES SHALL BE CONDUCTED WITHIN APPROVED CONSTRUCTION STAGING AREAS AND BE A MINIMUM OF 50 FEET AWAY FROM EXISTING CHANNELS OR WETLANDS.
 - EXCESS MATERIAL SHALL BE DISPOSED OF CONSISTENT WITH ALL APPLICABLE LEGAL REQUIREMENTS. FOR MATERIALS THAT ARE NOT RECYCLED OR REUSED, THE CONTRACTOR SHALL OBTAIN A LICENSE TO TRANSPORT AND DISPOSE OF HAZARDOUS MATERIAL USED IN THE PERFORMANCE OF THE WORK SHALL BE HANDLED, STORED, APPLIED, AND DISPOSED OF CONSISTENT WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS.
 - TEMPORARY CONSTRUCTION ENTRANCES SHALL BE STEEL SHAKER PLATES, FODS TRACKOUT CONTROL SYSTEM, OR EQUIVALENT PRODUCT APPROVED BY THE ENGINEER'S REPRESENTATIVE.
 - TEMPORARY FIBER ROLL PRODUCTS TYPICALLY USED FOR CONSTRUCTION EROSION CONTROL AND CERTIFIED WEED FREE BY THE MANUFACTURER PRODUCTS CO (FIBERING) PRODUCTS ARE NOT ALLOWED.
 - INSTALLATION: SECURE DURING CONSTRUCTION BY STAKES OR SANDBAGS. LAY FIBER ROLLS ON THE GROUND ORIENTED PERPENDICULAR TO THE SLOPE DIRECTION AND DO NOT TRENCH; OVERLAP ENDS OF ABUTTING FIBER ROLLS BY AT LEAST 6 INCHES.
 - MAINTENANCE: INSPECT DAILY AND BEFORE FORECASTED PRECIPITATION EVENTS. REPAIR OR REPLACE FIBER ROLLS UPON DEGRADATION. RESTORE THE GROUND TO PRE-PROJECT CONDITIONS, AND SEED AND MULCH PER THE REVEGETATION NOTES (SHEET 6.0).



GLADING TO WEST OF PHASE 1 DIVERSION PIPE MAY BE COMPLETED BEFORE THE DIVERSION IS ACTIVATED

EX 16' CULVERT AT INTERSECTION WITH MINERAL SPRINGS TRAIL LOCATED APPROX 40' SOUTH OF THIS POINT; SEE NOTES, SHEET 2.1

REMOVE ALLEY 16' CMP CULVERT SEGMENTS

SALVAGE WILLOW CLUMPS PER THE REVEGETATION NOTES (SEE REVEGETATION REPRESENTATIVE (SEE REVEGETATION NOTES, SHEET 6.0); CLEAR AND SALVAGE REMAINING VEGETATION AS SLASH

STAGING AREA (MAINTAIN CLEAR LANE FOR OFF HAUL)

TEMPORARY CONSTRUCTION ENTRANCE. SEE NOTES THIS SHEET

OVERFLOW STAGING AREA AND CONTRACTOR PARKING

PLACE FIBER ROLL AT CULVERT INLET

EX 16' CMP (PROPOSED) IN PLACE

PHASE 1 DIVERSION PIPE AND DIVERSION PPE AT INTERSECTION OF GLASSBORO AVENUE AND NEW STREET. SEE NOTES, SHEET 2.1

EX 407 CMP (PROPOSED)

CONSTRUCTION ACCESS FOR WELDON FAIRBANKS BY FOOT ONLY

CONSTRUCTION ACCESS NORTH OF ROAD (SEE SHEET 3.1) FOR EQUIP. MANEUVERING

GLASSBORO AVENUE

NEW STREET

MINERAL SPRINGS TRAIL

SNOW CREST TRIBUTARY

PHASE 2 TEMPORARY TRAIL ALIGNMENT NOT SHOWN, SEE NOTES SHEET 2.1

SCALE: 1" = 40'

0' 40' 80' 160'

N

FLOW DIRECTION

BEAR CREEK

SHEET 3.0

SHEET 3.1

100% DESIGN

| DATE | BY | REVISIONS |
|----------|----|-------------|
| 09-28-21 | PK | DESIGNED BY |
| 09-28-21 | PK | CHECKED BY |
| 09-28-21 | PK | 100% DESIGN |
| 02-01-21 | PK | 65% DESIGN |
| 10-10-21 | PK | 90% DESIGN |
| 09-28-21 | PK | IN CHARGE |

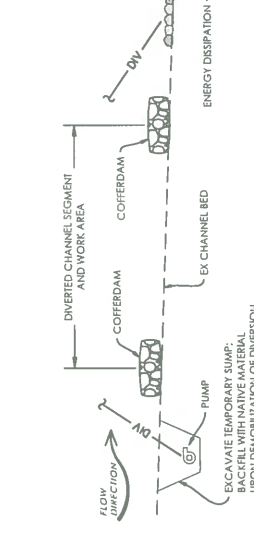


SITE PREPARATION NOTES
 SNOW CREST TRIBUTARY
 RESTORATION
 PLACER COUNTY, CALIFORNIA

PROJECT NUMBER: 250003
 SCALE: (AS SHOWN)

2.1
 SHEET

- 3. EXECUTION**
- THE CONTRACTOR SHALL COORDINATE WITH THE VEGETATION SPECIALIST TO PROTECT OR RELOCATE NATIVE FAUNA (IF NECESSARY) PRIOR TO INSTALLING EACH CREEK DIVERSION SYSTEM.
 - GRADE A SUMP IN THE CHANNEL UPSTREAM OF THE COFFERDAM TO COLLECT STREAMFLOW FOR PUMPING.
 - INSTALL THE DIVERSION PIPE TO AVOID DAMAGE TO EXISTING VEGETATION AND STREAM BANKS.
 - RESPECT THE DIVERSION PIPE AND COFFERDAMS DAILY DURING THE CONSTRUCTION PERIOD TO THE MAXIMUM EXTENT POSSIBLE.
 - USE EFFECTIVE METHODS TO MAINTAIN PERFORM CORRECTIVE MAINTENANCE AS NEEDED.
 - COMPLETE THE WORK.
 - WATER PUMPED FROM WITHIN EXCAVATION AREAS OR THE PORTION OF THE CHANNEL ENCLOSED BY THE COFFERDAMS SHALL BE DISCHARGED ONTO MEADOW SURFACES OR OTHER FEATURES (WITH ADEQUATE ENERGY DISSIPATION) AS NECESSARY TO MEET TURBIDITY REQUIREMENTS. MONITOR PUMP WATER TO ENSURE IT DOES NOT CAUSE EROSION.
 - WHEN ALL WORK HAS BEEN COMPLETED, REMOVE THE DIVERSION SYSTEM AND RESTORE ANY EXISTING FEATURES THAT WERE ADVERSELY AFFECTED TO PRE-PROJECT CONDITIONS. BACKFILL THE SUMP WITH NATIVE MATERIAL.



- 1. CREEK DIVERSION**
 SCALE: NTS

- THE TEMPORARY CREEK DIVERSION PLAN SHOWN HEREIN CONSISTS OF TWO PHASES. THE CONTRACTOR MAY OPT TO DIVERT THE CREEK IN ONE PHASE BY EXTENDING THE DIVERSION PIPE THROUGH THE EXISTING SILVER PINE TRAIL TO THE DIVERSION POINT. THE DIVERSION PIPE SHALL BE INSTALLED IN PHASE 1 AND PHASE 2. DIVERTS STREAMFLOW AROUND THE FEATURES TO THE NORTH OF ALPINE MEADOWS ROAD BY FEETING STREAMFLOW NEAR THE OUTLET OF THE EXISTING 40" CULVERT TO A POINT ROUGHLY 25 FEET DOWNSTREAM.
- IN ADDITION TO THE TEMPORARY CREEK DIVERSION, SURFACE WATER FROM AN EXISTING 16" CMP CULVERT AT THE INTERSECTION OF SNOW CREST ROAD AND MINERAL SPRINGS TRAIL FLOWS TOWARD THE EXISTING 14" CMP (TO BE REMOVED). THE 16" CMP ONLY FLOWS IN RESPONSE TO PRECIPITATION EVENTS. THE DIVERSION AND DEWATERING PLANS SUBMITTED BY THE CONTRACTOR SHALL ALSO INCLUDE A STRATEGY FOR MANAGING FLOODING FROM THE 16" CMP. THESE ARE SUBJECT TO THE APPROVAL OF THE ENGINEERS REPRESENTATIVE. THE CONTRACTOR SHALL COORDINATE WITH THE ENGINEERS REPRESENTATIVE PRIOR TO MOBILIZATION TO AGREE ON A FINAL CONFIGURATION FOR THE DIVERSION SYSTEMS BASED ON FIELD CONDITIONS.
- THE DIVERSION SYSTEM SHALL BE DESIGNED TO DIVERT UP TO 1 CFS (450 GPM). PRIOR TO INSTALLATION OF THE DIVERSION SYSTEM, THE ENGINEERS REPRESENTATIVE SHALL CONFIRM THAT STREAMFLOW LEVELS ARE WITHIN THE ANTICIPATED RANGE.
- COFFERDAMS SHALL BE CONSTRUCTED AT THE UPSTREAM AND DOWNSTREAM ENDS OF THE DIVERTED CHANNEL SEGMENT. COFFERDAMS SHALL BE CONSTRUCTED TO LIMIT SEepage AND MINIMIZE DISTURBANCE.
- THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND SERVICES AS REQUIRED TO INSTALL, OPERATE, AND REMOVE THE DIVERSION SYSTEM. THE CONTRACTOR SHALL PROVIDE BACKUP POWER AS NECESSARY FOR REPLACEMENT AND FOR UNANTICIPATED EMERGENCIES.

- 2. MATERIALS**
- COFFERDAMS, THE CONTRACTOR SHALL SUBMIT A DRAWING AND/OR PRODUCT SHEET TO THE ENGINEERS REPRESENTATIVE FOR THE PROPOSED COFFERDAM. ALL COFFERDAM MATERIALS SHALL BE CLEAN AND FREE FROM CLAY BALLS, ORGANIC MATTER, WEEDS, AND OTHER DELETERIOUS MATERIALS.
 - PUMPS, THE PUMPS AND PUMPING APPARATUS USED FOR THE DIVERSION SHALL BE OF THE SUBMERSIBLE TYPE WITH SUFFICIENT CAPACITY TO CONTROL SUMP WATER LEVELS AS DESCRIBED HEREIN. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE POWER TO OPERATE THE DIVERSION SYSTEMS INCLUDING THE PUMPING WORK WITHIN THE BANKS OF THE CREEK. THE CONTRACTOR SHALL PROVIDE BACKUP POWER AS NEEDED TO ASSURE THAT POWER INTERRUPTIONS DO NOT LEAD TO DAMAGE TO FINISHED OR IN-PROCESS WORK OR DELAYS IN COMPLETING THE WORK. ALL EQUIPMENT, INCLUDING ANY GENERATORS USED FOR PRIMARY OR BACK-UP POWER SUPPLY, SHALL BE OPERATED IN COMPLIANCE WITH ALL PERTINENT NOISE AND AIR POLLUTION REDUCTION REQUIREMENTS.
 - DIVERSION PIPE: THE MATERIAL SHALL BE SELECTED FOR FLEXIBILITY AND DURABILITY TO ALLOW FOR THE OCCASIONAL RELOCATION OF THE DIVERSION PIPING DURING CONSTRUCTION. THE CONTRACTOR SHALL SUBMIT A DRAWING AND/OR PRODUCT SHEET TO THE ENGINEERS REPRESENTATIVE FOR THE PROPOSED DIVERSION PIPE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE OCCASIONAL RELOCATION OF THE DIVERSION PIPE AS DETERMINED BY THE CONTRACTOR BASED ON THE ANTICIPATED FLOW RATES DESCRIBED HEREIN AND THE PERFORMANCE CHARACTERISTICS OF THE PROPOSED PUMPS.
 - ENERGY DISSIPATION: EXTEND THE PHASE 1 DIVERSION PIPE AT LEAST 5 FEET INTO THE EXISTING CMP FOR ENERGY DISSIPATION. THE CONTRACTOR SHALL SUBMIT A PLAN FOR THE PHASE 2 ENERGY DISSIPATION FEATURE. THE ENERGY DISSIPATION FEATURE SHALL BE CAPABLE OF RETURNING FLOW FROM THE DIVERSION PIPE TO THE NATURAL CHANNEL WITHOUT CAUSING EROSION.

- STAGING AND ACCESS NOTES:**
- THE CONTRACTOR SHALL FLAG THE LOCATIONS OF THE CONSTRUCTION ACCESS ROUTES AND STAGING AREAS FOR APPROVAL BY THE ENGINEERS REPRESENTATIVE BEFORE THE ROUTES ARE UTILIZED. UNLESS NOTED OTHERWISE, CONSTRUCTION ACCESS ROUTES SHALL BE ESTABLISHED BY DRIVING ALONG THE ALIGNMENT SHOWN HEREIN. NO SCRAPING, BLADING, OR OTHER GRADING OPERATIONS ARE ALLOWED WITHOUT THE APPROVAL OF THE ENGINEERS REPRESENTATIVE. STORE SOD IMMEDIATELY THEREAFTER. REFER TO THE REVEGETATION NOTES (SHEET 4.0) FOR SOD HARVEST AND STORAGE REQUIREMENTS.
 - THE CONTRACTOR SHALL SELECT EQUIPMENT TO MINIMIZE DISTURBANCE TO THE WORK AREA. IN GENERAL, LOW GROUND PRESSURE, RUBBER TRACK, OR TIRES ARE PREFERRED. THE CONTRACTOR SHALL SUBMIT A LIST OF EQUIPMENT THAT WILL BE USED TO THE ENGINEERS REPRESENTATIVE FOR APPROVAL PRIOR TO MOBILIZATION. ANY CHANGES TO THE LIST DURING THE CONSTRUCTION PERIOD SHALL BE APPROVED BY THE ENGINEERS REPRESENTATIVE.
 - TO PREVENT REMOVAL OF Boulders AND TREES (BOTH ALIVE AND FALLEN DEAD TREES) AS NEEDED, SET ASIDE Boulders AND TREE PRECES FOR DECOMMISSIONING OR USE AS SLASH.
 - PERFORM CORRECTIVE MAINTENANCE TO ACCESS ROUTES THROUGHOUT THE CONSTRUCTION PERIOD TO ADDRESS EROSION AND POTENTIAL SOURCES OF FINE SEDIMENT. ANY RUTS EXCEEDING 3 INCHES IN DEPTH OR 25 FEET IN LENGTH SHALL BE CORRECTED IMMEDIATELY.
 - ALL PORTIONS OF THE WORK AREA SHALL BE ACCESSED UPON MOBILIZATION BY LOOSENING LOOSENING SHALL BE COMPLETED TO AN AVERAGE DEPTH UP TO TWELVE (12) INCHES WITHOUT INVERTING THE SOIL PROFILE. THIS METHOD OF SOIL LOOSENING CAN BE ACCOMPLISHED BY INSERTING THE BUCKET OF AN EXCAVATOR OR BACKHOE (WITH OR WITHOUT BUCKET MOUNTED RIPPING TINES) VERTICALLY INTO THE SOIL PROFILE AND REMOVING THE BUCKET WHILE SLIGHTLY CURLING THE BUCKET. THE INTENTION OF THIS LOOSENING METHOD IS TO MINIMIZE DISTURBANCE TO EXISTING VEGETATION AND TO MAINTAIN THE MAJORITY OF EXISTING TOPSOIL AND PLANT DEBRIS ON OR NEAR THE SOIL SURFACE WITH LOOSENING IS AND REVEGETATE DECOMMISSIONED AREAS PER THE REVEGETATION PLAN.
 - AT LEAST 30 DAYS PRIOR TO MOBILIZATION, THE CONTRACTOR SHALL SUBMIT A STAGING AND ACCESS PLAN THAT, AT MINIMUM, INCLUDES THE FOLLOWING INFORMATION:
 8.1. CONFIGURATION FROM WHAT IS SHOWN HEREIN;
 8.2. FUEL/CHEMICAL STORAGE AREAS;
 8.3. WATER/REGULATING AREAS;
 8.4. EMPLOYEE PARKING AREAS.

- TEMPORARY CREEK DIVERSION AND DEWATERING NOTES:**
- GENERAL
 - THESE DIVERSION AND DEWATERING NOTES HAVE BEEN PREPARED TO HELP THE CONTRACTOR SUBMIT A DIVERSION AND DEWATERING PLAN FOR APPROVAL BY THE ENGINEERS REPRESENTATIVE NO LATER THAN 10 DAYS BEFORE MOBILIZATION. THE PLAN MAY INCLUDE ALTERNATE DEWATERING AND DIVERSION METHODS IF, IN THE OPINION OF THE CONTRACTOR, THE WORK WOULD BE BETTER COMPLETED BY OTHER MEANS. ANY ALTERNATE PLAN MUST BE APPROVED BY THE ENGINEERS REPRESENTATIVE. ULTIMATELY, IT IS THE CONTRACTOR'S RESPONSIBILITY TO EXECUTE A DIVERSION AND DEWATERING PLAN THAT REASONABLY PREPARES THE SITE TO COMPLETE THE WORK DEPICTED IN THESE DRAWINGS AND IS CONSISTENT WITH ALL FEDERAL, STATE, AND LOCAL REGULATIONS AND PROJECT PERMIT CONDITIONS.



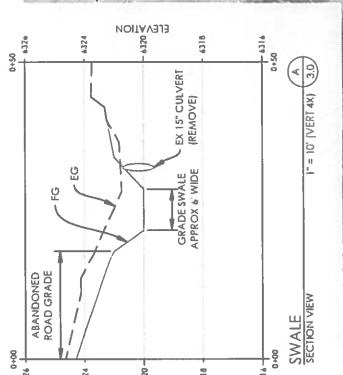
- 100% DESIGN**

SOD HARVEST PLAN
 SCALE: 1" = 10'

- SEE SHEET 6.0 FOR SOD HARVEST AND STORAGE REQUIREMENTS
- REFER TO SHEET 4.0 FOR SOD HARVEST AND STORAGE REQUIREMENTS
- REFER TO CLEANING AND GRUBBING NOTES (SHEET 1.1) FOR REMOVAL REQUIREMENTS FOR TREES LESS THAN 4" DBH



| | |
|----------------------|----------|
| PROJECT NUMBER | 220203 |
| SCALE (AT 22" X 34") | 1" = 20' |
| SHEET | 3.0 |



- NOTES:
- 1. ALL SOG STRIPS SHALL BE 2' WIDE (MIN) UNLESS OTHERWISE NOTED.
 - 2. PRIOR TO COHERIVE SOG FOR PLACEMENT AT THE SOUTH END OF THE GRADING, SOG IS TO BE MANAGED. USE NON-COHERIVE SOG FOR REMAINING INSTALL LOCATIONS.
 - 3. SALVAGED COARSE MATERIAL SHALL BE GRAVEL AND COBBLE SIZE MATERIAL. SELECTIVELY STOCKPILED FROM EXCAVATION SPOTS APPROXIMATELY 1 TO 2 CUBIC YARDS OF SALVAGED COARSE MATERIAL ARE NEEDED FOR THE SHIRE PROJECT.

100% DESIGN

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| DESIGNED BY | PK | |
| DATE | 02-01-21 | PK |
| BY | 06-10-21 | PK |
| CHECKED BY | 09-28-21 | PK |
| IN CHARGE | | |
| DATE | 09-28-21 | PK |
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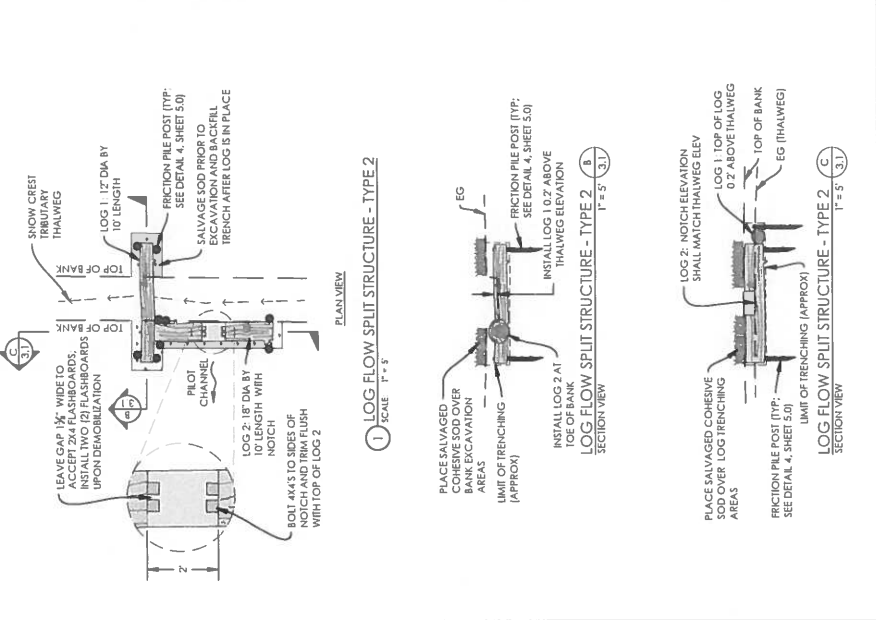
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RESTORATION PLAN - NORTH
 SNOW CREST TRIBUTARY
 RESTORATION
 PLACER COUNTY, CALIFORNIA

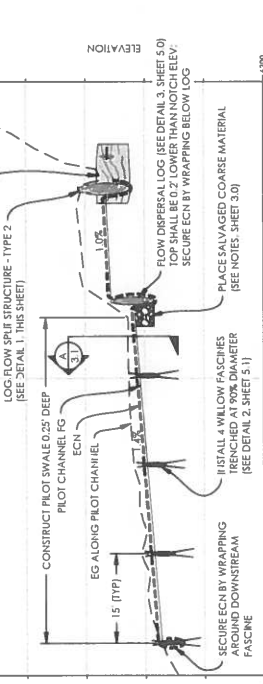
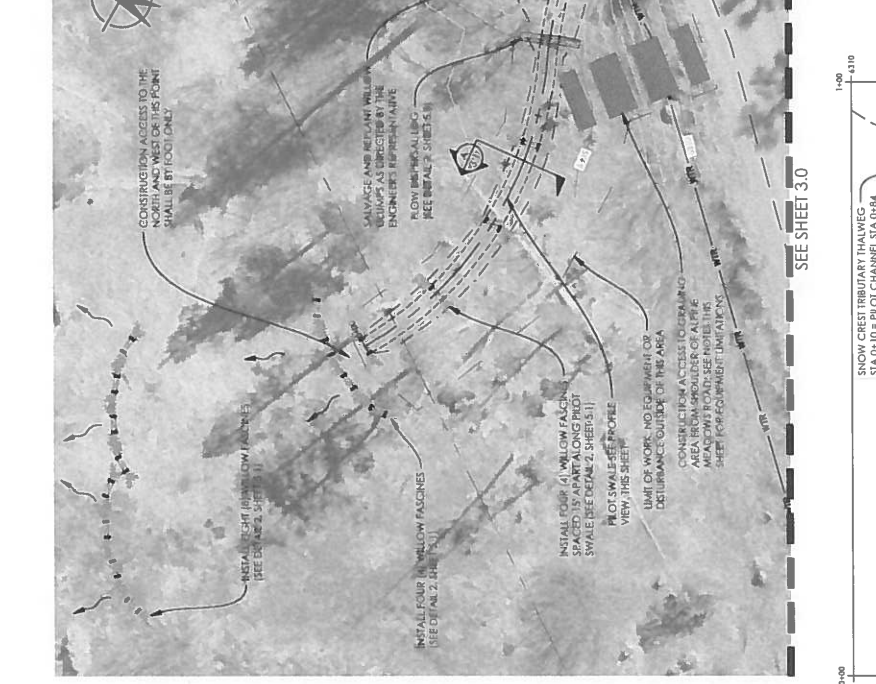
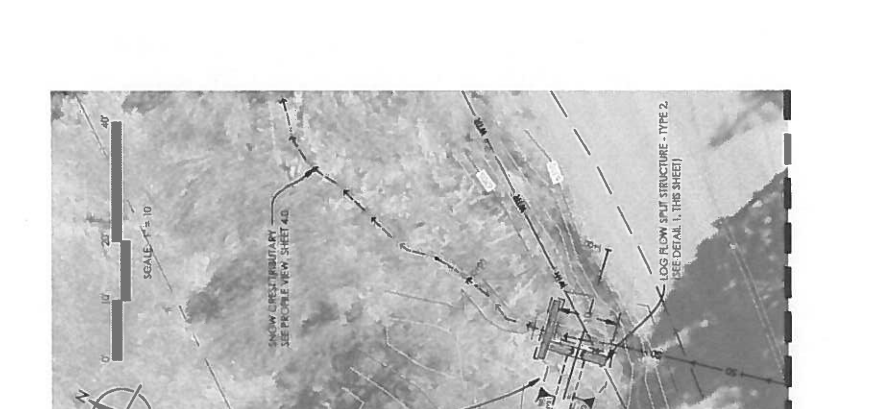
PROJECT NUMBER
 220203
 SCALE (HORIZONTAL)
 1" = 200'

3.1
 SHEET



PILOT SWALE NOTES:

1. EROSION TOPOGRAPHY SHOWN ON THIS SHEET IS BASED ON GROUND-BASED SURVEY DATA.
2. HARVEST ALL SOD AND ORGANIC MATTER FROM WITHIN THE GRADING FOOTPRINT FOR THE PILOT SWALE. REFER TO REVEGETATION NOTES (SHEET 4.0) FOR HARVEST AND STORAGE REQUIREMENTS.
3. REFER TO SHEET 4.0 FOR MATERIAL SPECIFICATIONS FOR THE ECH AND BIODEGRADABLE STAKES.
4. MECHANICAL EQUIPMENT TO INSTALL LOG FLOW SPLIT STRUCTURES SHALL BE CAPABLE OF MOVING SOD OR MINI DUMP MAY ACCESS THE AREA TO OFFHAUL SPOOLS. ALTERNATELY, PASS SPOOLS FROM THE MINI EXCAVATOR TO EQUIPMENT PARKED ON THE SHOULDER OF ALPINE MEADOWS ROAD.

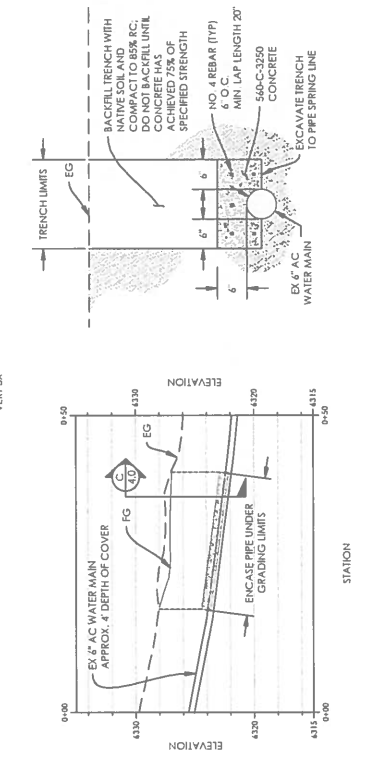
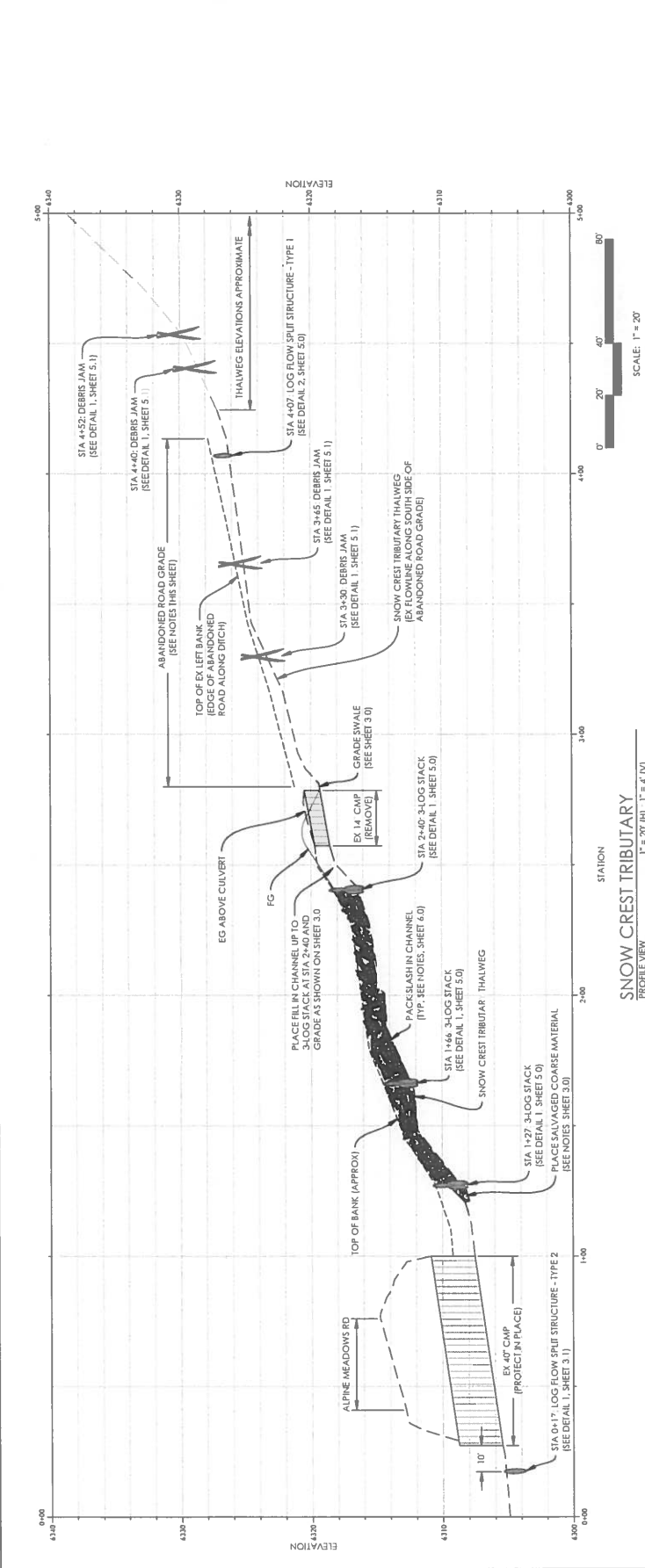


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PROFILE VIEW AND ABANDONED ROAD GRADE NOTES
 SNOW CREST TRIBUTARY RESTORATION
 PLACER COUNTY, CALIFORNIA

PROJECT NUMBER: 220203
 SCALE (AT 22' X 34') AS SHOWN SHEET
4.0



PIPE ENCASEMENT TYPICAL SECTION VIEW
 SCALE: 1" = 4" (V), 1" = 2' (H)

EXISTING WATER MAIN PROFILE VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

ABANDONED ROAD GRADE TYPICAL SECTION VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

SNOW CREST TRIBUTARY PROFILE VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

ABANDONED ROAD GRADE TYPICAL SECTION VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

SNOW CREST TRIBUTARY FLOWLINE TYPICAL SECTION VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

ABANDONED ROAD GRADE TYPICAL SECTION VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

ABANDONED ROAD GRADE TYPICAL SECTION VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

ABANDONED ROAD GRADE TYPICAL SECTION VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

ABANDONED ROAD GRADE TYPICAL SECTION VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

ABANDONED ROAD GRADE TYPICAL SECTION VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

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 SCALE: 1" = 20' (V), 1" = 4" (H)

ABANDONED ROAD GRADE TYPICAL SECTION VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

ABANDONED ROAD GRADE TYPICAL SECTION VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

ABANDONED ROAD GRADE TYPICAL SECTION VIEW
 SCALE: 1" = 20' (V), 1" = 4" (H)

ABANDONED ROAD GRADE NOTES:

- GENERAL
 - 1.1. SHOW THE ABANDONED ROAD GRADE AS SHOWN ON SHEET 3.0 AND THE TYPICAL SECTION VIEW (THIS SHEET).
 - 1.2. PURPOSE: LEVELING THE ABANDONED ROAD GRADE TO UNCOVER HISTORICAL MEADOW SOILS IS THE PRIMARY MEANS OF RESTORING WET MEADOW HYDROLOGY TO THE PROJECT SITE.
- MATERIALS
 - 2.1. MATERIALS FOR SOIL CONTROL (NETTING (ECN)) SHALL BE MEDIA CORMAT 400 OR AN EQUIVALENT PRODUCT APPROVED BY THE ENGINEER'S REPRESENTATIVE MEETING THE FOLLOWING CRITERIA:
 - 2.1.1. WOVEN MATTING MADE OF BIODEGRADABLE MATERIAL (JUTE EXCLUDED);
 - 2.1.2. MASS PER UNIT AREA OF 11 OUNCES PER SQUARE YARD;
 - 2.1.3. RATED FOR WATER VELOCITY OF 8 FEET PER SECOND; AND
 - 2.1.4. OPEN AREA OF 65%.
 - 2.2. STAKES
 - 2.2.1. STAKES SHALL BE HARDWOOD STAKES OR AN EQUIVALENT BIODEGRADABLE PRODUCT APPROVED BY THE ENGINEER'S REPRESENTATIVE.
 - 2.2.2. STAKES SHALL BE 12 INCHES IN LENGTH, AND INCLUDE A HOOK ON ONE END TO SECURE THE ECN.
 - 2.3. SOD SHALL BE AS DESCRIBED ON SHEET 6.0.
- EXECUTION
 - 3.1. COMPLETE ALL GRADING, SOD PLACEMENT, AND SEEDING PRIOR TO ECN PLACEMENT.
 - 3.2. PROHIBIT CONCRETE SOD FOR PLACEMENT NEAR THE SOUTH END OF THE ABANDONED ROAD GRADE WHERE THE HIGHEST CONCENTRATION OF COARSE LOGS AND STAKES WILL BE. ALL COHESIVE SOILS SHALL BE REMOVED TO EXPOSE MEADOW SOILS.
 - 3.3. INSTALL THE ECN PER THE MANUFACTURER'S INSTRUCTIONS. IF A CONFLICT EXISTS BETWEEN THE CRITERIA SHOWN ON THESE DRAWINGS AND THE MANUFACTURER'S INSTRUCTIONS, CONTACT THE ENGINEER'S REPRESENTATIVE IMMEDIATELY.
 - 3.4. OVERLAP SEAMS OF ECN BY A MINIMUM OF 8 INCHES. ECN SHALL BE 'SHINGLED' IN THE DOWNSLOPE DIRECTION. THE ECN SHALL BE INSTALLED ALONG ALL SEAMS, WITH EACH STAKE PENETRATING THE COVERING PIECES OF ECN.
 - 3.5. THE PERIMETER OF THE ECN SHALL BE ANCHORED IN A COMMON TRENCH. EXCAVATE A TRENCH FOR THE FULL PERIMETER OF THE ECN TO A DEPTH OF 6 INCHES (MIN). LAY THE ECN OVER THE BOTTOM OF THE TRENCH AND INSTALL STAKES EVERY 3 FEET. FIRM ECN THAT EXTENDS BEYOND THE OUTER SIDE OF THE TRENCH. BACKFILL THE TRENCH, COMPACT, AND REVEGETATE PER THE NOTE ON SHEET 6.0.
 - 3.6. STAKES SHALL BE INSTALLED AT A 3' STAGGERED GRID PATTERN (MINIMUM SPACING). STAKES MAY BE INSTALLED CLOSER IF NEEDED.

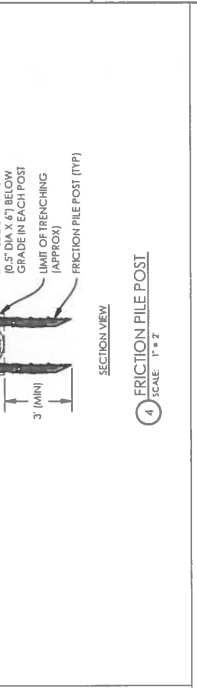
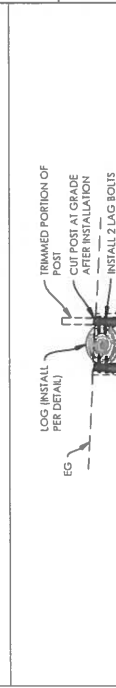
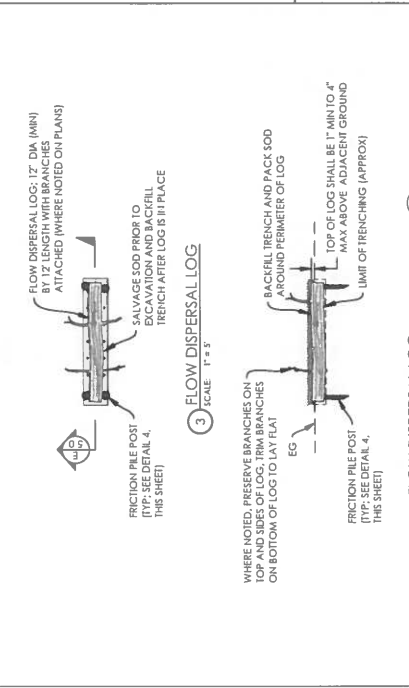


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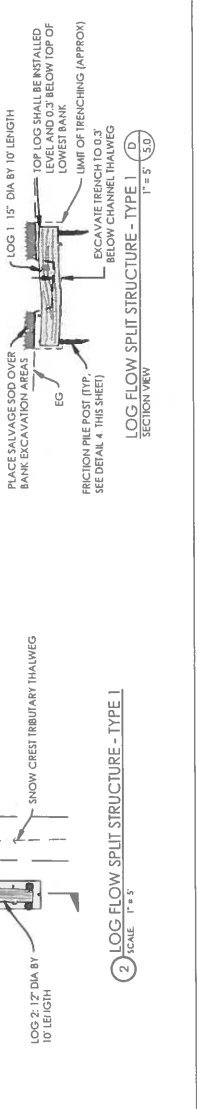
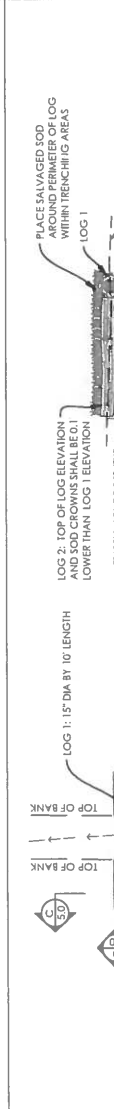
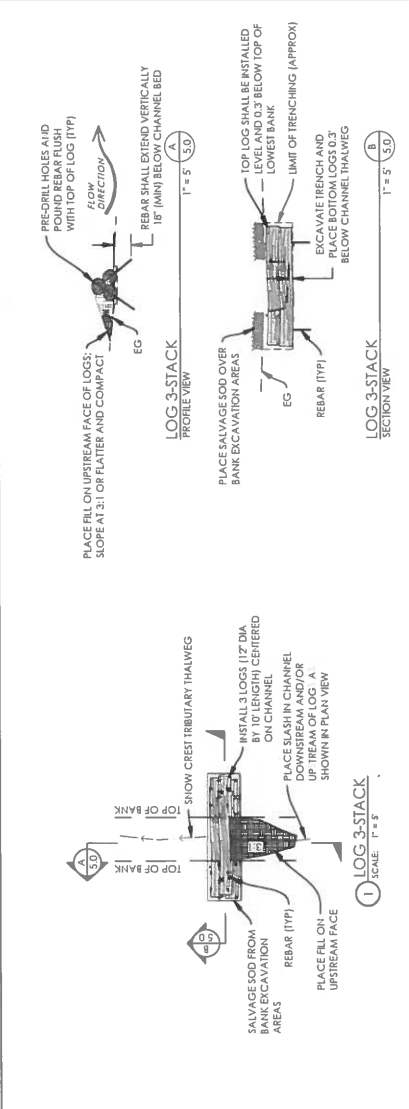
LOG STRUCTURE TYPICAL DETAILS
 SNOW GREST RESTORATION
 PLACER COUNTY CALIFORNIA

| | |
|----------------------|---------|
| PROJECT NUMBER | 22-0003 |
| SHEET | 5.0 |
| SCALE (IN 22' X 34') | --- |



LOG STRUCTURE NOTES:

- GENERAL
 - 1.1. THESE NOTES SHALL APPLY TO THE FOLLOWING DESIGN ELEMENTS: LOG 3-STACK, LOG FLOW SPLIT STRUCTURE-TYPE 1, LOG FLOW SPLIT STRUCTURE-TYPE 2, AND FLOW DISPERSAL LOG.
 - 1.2. CONSTRUCT THE LOG STRUCTURES AT THE LOCATIONS AND TO THE DIMENSIONS INDICATED ON THE DRAWINGS. PRESERVE ALL EXISTING LOG STRUCTURES FOR APPROVAL BY THE ENGINEER'S REPRESENTATIVE PRIOR TO INSTALLATION.
- MATERIALS:
 - 2.1. LOGS SHALL HAVE NO WEAKNESSES SUCH AS CRACKS AND SPLITS THROUGH MORE THAN 25 PERCENT OF THE LOG DIAMETER.
 - 2.1.1. THERE ARE NO LIMITATIONS TO THE SPECIES OF LOGS OBTAINED, OTHER THEY MUST COME FROM WITHIN A 25-MILE RADIUS OF THE PROJECT SITE, AND BE SOURCED FROM AN AREA HAVING SIMILAR CLIMATE, ELEVATION, AND VEGETATION.
 - 2.1.2. LOGS SHALL BE SQUID, FREE FROM ROT OR INFESTATION BY INSECTS, AND FREE OF ADHERED DIRT, LITTER, OR OTHER MATERIAL.
 - 2.1.3. LOGS SHALL HAVE NO WEAKNESSES SUCH AS CRACKS AND SPLITS THROUGH MORE THAN 25 PERCENT OF THE LOG DIAMETER.
 - 2.1.4. LOGS SHALL BE GENERALLY STRAIGHT AND SHALL BE TRIMMED (UNLESS OTHERWISE NOTED) SO THAT BRANCHES PROTRUDE NO MORE THAN 1/4 INCHES FROM THE TRUNK.
 - 2.1.5. LOGS SHALL BE TRIMMED TO 1/4 INCHES FROM THE LOG ENDS.
 - 2.1.6. LOGS SHALL BE THE SIZES INDICATED ON THE DRAWINGS (DIMETERS APPLY TO BOTH CUT ENDS).
 - 2.1.7. LOGS CLEARED DURING DEMOLITION OPERATIONS SHALL BE USED BEFORE MATERIAL IS IMPORTED FROM OFF-SITE. APPROXIMATELY FOUR (4) LOGS MEETING THESE SPECIFICATIONS ARE ANTICIPATED TO BE SOURCED FROM ON-SITE.
 - 2.1.8. PRESERVE ALL TRIMMED BRANCHES FOR REUSE AS SLASH.



LOG STRUCTURE NOTES:

- GENERAL
 - 1.1. THESE NOTES SHALL BE AS DESCRIBED IN THE FRICITION PILE POSTS NOTES, THIS SHEET
 - 1.2. SALVAGED SOD SHALL BE STORED, AND PLANTED AS DESCRIBED IN THE FRICITION PILE POSTS NOTES, THIS SHEET.
 - 1.3. LUMBER SHALL BE UNTREATED MILLED REDWOOD OR OTHER SPECIES HAVING WATER RESISTANT QUALITIES (ALTERNATE SPECIES MUST BE APPROVED BY THE ENGINEER'S REPRESENTATIVE).
 - 1.4. REBAR SHALL BE NO. 4 (MIN) TO NO. 10 (MAX) STEEL REINFORCING BAR CONFORMING TO ASTM A615 AND CUT TO A CHEIVE THE DIMENSIONS INDICATED ON THE DRAWINGS.
- EXECUTION
 - 2.1. EXCAVATE TRENCHES FOR LOGS JUST LARGE ENOUGH TO ACCEPT THE LOGS. SALVAGE SOD AS PRACTICABLE DURING TRENCHING.
 - 2.2. PLACE LOGS IN TRENCHES, TAKING CARE TO NOT DAMAGE THE LOGS. IF CONDITIONS ALLOW, PUSH LOGS INTO NATIVE SOILS BY MECHANICAL MEANS SO THEY ARE FIRMLY SET IN PLACE. FOR INSTALLATIONS WITH MULTIPLE LOGS, ENSURE FIRM CONTACT BETWEEN LOGS TO PREVENT SLIDING. ATTEMPTS TO ORIENT THE LOGS IN THE OPTIMAL CONFIGURATION MAY BE REQUIRED.
 - 2.3. INSTALL FRICITION PILE POSTS (4 PER LOG) OR REBAR AS SHOWN IN THE DRAWINGS. PRE-DRILL HOLES FOR REBAR. AFTER REBAR IS INSTALLED PER THE DRAWINGS, BEND END OF REBAR OVER AND POUND FLUSH INTO LOG.
 - 2.4. ONCE LOGS ARE PLACED AND SECURED WITH FRICITION PILE POSTS OR REBAR, REPAIRING EARTHWORK NOTES (SHEET 2.01) TAKING CARE TO DIRECT MATERIAL AROUND THE LOG HAUNCH.
 - 2.5. REVEGETATE THE REMAINING PORTION OF THE BACKFILL AREA AS SHOWN ON THE DRAWINGS.



FRICITION PILE POST NOTES:

- GENERAL
 - 1.1. INSTALL FOUR FRICITION PILE POSTS PER EACH LOG, GENERALLY PLACED ON BOTH SIDES OF THE LOG AND AT RIGHT ANGLES TO EACH OTHER TO COUNTERACT LOG BUOYANCY AND PREVENT LOGS FROM SLIDING.
 - 1.2. HAVE BEEN DESIGNED SUCH THAT THEY ARE BURIED AND GENERALLY NOT VISIBLE AFTER INSTALLATION.
- MATERIALS:
 - 2.1. FRICITION PILE POSTS SHALL BE POSTS AS DESCRIBED IN THE DERRIS JAM NOTES (SHEET 5.1) AND CUT TO THE DIMENSIONS INDICATED ON THE DRAWINGS.
 - 2.2. LAG BOLTS SHALL BE GALVANIZED STEEL SCREWS INTENDED FOR WOODS TO WOOD JOINTS AND HAVING A ALLOWED BREAK LENGTH NO LESS THAN 50 LBS.
- EXECUTION
 - 3.1. INSTALL FRICITION PILE POSTS AFTER THE LOG HAS BEEN PLACED WITHIN A TRENCH, BUT BEFORE THE TRENCH HAS BEEN BACKFILLED.
 - 3.2. POUND FRICITION PILE POSTS INTO THE NATIVE SOIL TO ACHIEVE THE DIMENSIONS SHOWN ON THE DRAWINGS. THE POSTS SHALL BE AT LEAST 4 INCHES LONGER THAN REQUIRED TO ACHIEVE THE DIMENSIONS SHOWN ON THE DRAWINGS. THAT THE UPPER PORTION OF EACH POST IS NOT DAMAGED BY FOUNDING.
 - 3.3. FASTEN THE FRICITION PILE POST TO THE LOG WITH TWO LAG BOLTS PER FRICITION PILE POST.
 - 3.4. TRIM THE POSTS AT OR JUST BELOW FINISHED GRADE ELEVATION AND BACKFILL THE LOG TRENCH ONCE ALL POSTS ARE INSTALLED.



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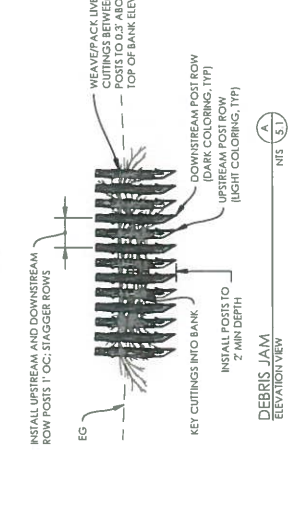
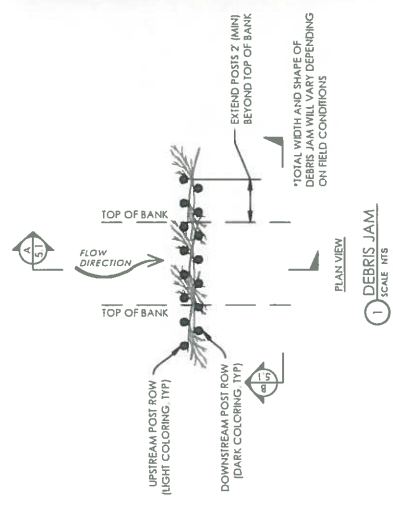
**DEBRIS AND WILLOW STRUCTURE
 TYPICAL DETAILS
 SNOW RESTORATION
 RESTORATION
 PLACER COUNTY CALIFORNIA**

PROJECT NUMBER: 220203
 SCALE: (AT 2" X 3.4")
 AS SHOWN
 SHEET

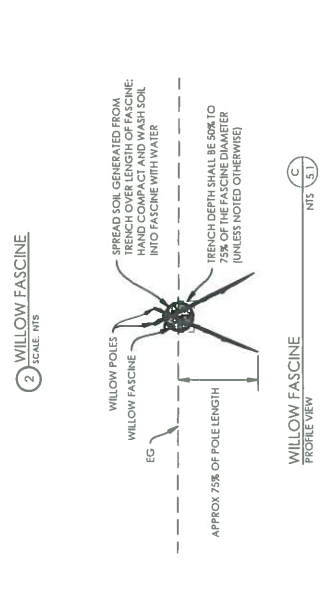
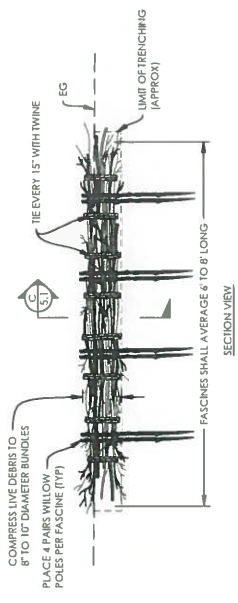
5.1



EXAMPLE PHOTO OF DEBRIS JAM USING LIVE DEBRIS



- DEBRIS JAM NOTES:**
- GENERAL
 - CONSTRUCT DEBRIS JAMS AT THE LOCATIONS INDICATED ON THE DRAWINGS.
 - DEBRIS JAMS SHALL BE INSTALLED BY HAND WORK ONLY. CONSTRUCTION ACCESS TO INSTALL THE DEBRIS JAMS SHALL BE BY FOOT AND NO TRACKED OR WHEELED EQUIPMENT IS ALLOWED (UNLESS OTHERWISE NOTED). POWER TOOLS ARE ALLOWED, HOWEVER, THEY MUST BE ABLE TO BE CARRIED TO THE DEBRIS JAM LOCATIONS.
 - PURPOSE: THE DEBRIS JAMS ARE INTENDED TO BACKWATER EXISTING CHANNELS AND CAUSE WATER TO SPREAD TO OVERBANK AREAS.
 - MATERIALS
 - POSTS
 - POSTS PROPOSED FOR THE CONSTRUCTION OF DEBRIS JAMS SHALL HAVE A DIAMETER OF 3 TO 4 INCHES, LENGTHS OF 20 TO 5.0 FEET. ONE END OF EACH POST SHALL BE SHARPENED TO A POINT. LENGTH WILL BE DETERMINED BY THE FIELD REPRESENTATIVE. HARVESTED POSTS ARE PREFERRED AND THE CONTRACTOR SHALL ATTEMPT TO PROCURE HARVESTED POSTS FIRST. IF NO SUITABLE HARVESTED POSTS ARE AVAILABLE ON-SITE, PRE-FABRICATED POSTS MAY BE USED.
 - 2.1.2.1. HARVESTED POSTS SHALL BE CUT FROM BRANCHES OF LIVE WILLOW, ALDER, OR PINE AND SHALL BE TAKEN FROM SUITABLE PLANTS WITHIN THE PROJECT AREA. EXCLUSIVELY CUTTING POSTS FROM ONE PLANT IS NOT ALLOWED (EXCEPT WHERE VEGETATION REMOVAL IS INDICATED ON THE PLANS). HARVESTED POSTS SHALL BE STORED IN A SHADED AREA SAFE FROM DAMAGE BY CONSTRUCTION OPERATIONS, WITH THE SHARPENED END STORED IN WATER.
 - 2.1.2.2. PRE-FABRICATED POSTS SHALL BE UNREATED PINE, FIR, OR CEDAR, UNLESS OTHERWISE APPROVED BY THE FIELD REPRESENTATIVE. POSTS SHALL NOT HAVE WEAKNESSES SUCH AS CRACKS AND SPLITS THROUGH MORE THAN 25 PERCENT OF THE POST DIAMETER.
 - 2.1.3. ONE END OF POSTS SHALL BE A CLEAN SQUARE CUT, THE OPPOSITE END SHALL BE SHARPENED TO A POINT.
 - LIVE DEBRIS
 - 2.2.1. LIVE DEBRIS SHALL CONSIST OF LIVE WILLOW OR ALDER BRANCHES WITH A STEM DIAMETER 2 INCHES OR LESS. DEBRIS IS A DIFFERENT MATERIAL FROM SLASH WHICH INCLUDES PINE BRANCHES. DEBRIS SHALL BE 5' MINIMUM LENGTH, THERE IS NO MAXIMUM LENGTH FOR DEBRIS. OTHER THAN IF MUST CONFORM WITH THE OVERALL DIMENSIONS OF THE INSTALL LOCATION.
 - 2.2.2. ALL LEAVES AND MINOR BRANCHES SHALL BE KEPT INTACT TO THE EXTENT PRACTICABLE.
 - 2.2.4. THE SAME STORAGE REQUIREMENTS AS FOR WILLOW POLES APPLIES FOR DEBRIS.
 - EXECUTION
 - 3.1. PRIOR TO INSTALLATION, THE ENGINEERS REPRESENTATIVE SHALL FIELD IDENTIFY THE LOCATIONS OF THE ENDPONTS FOR EACH STRUCTURE WHICH, IN TURN, WILL DICTATE THE FINAL ELEVATIONS AND LENGTH OF THE DEBRIS JAM.
 - 3.2. POSTS SHALL BE DRIVEN INTO THE GROUND ANGLED IN THE UPSTREAM DIRECTION AND SHALL PENETRATE THE GROUND A MINIMUM DEPTH OF 1.5 FEET. PRE-DRILLING PILOT HOLES TO THE FULL OR PARTIAL BURIAL DEPTH OF POSTS MAY BE REQUIRED.
 - 3.3. ONCE ALL POSTS HAVE BEEN INSTALLED, PACK DEBRIS BETWEEN THE UPSTREAM AND DOWNSTREAM ROWS OF POSTS TO THE ELEVATIONS AND LOCATIONS SHOWN ON THE DRAWINGS. THE TOP OF THE PACKED DEBRIS SHALL BE 0.3' ABOVE THE TOP OF BANKS.



- WILLOW FASCINE NOTES:**
- GENERAL
 - 1.1. ARRANGE AND CONSTRUCT THE NUMBER OF WILLOW FASCINES SHOWN ON THE RESTORATION PLAN SHEETS SUCH THAT MULTIPLE ABUTTING FASCINES. FINAL LOCATIONS MAY BE ADJUSTED BY THE ENGINEER'S REPRESENTATIVE.
 - 1.2. WILLOW FASCINE INSTALLATIONS MAY INCLUDE MULTIPLE ABUTTING FASCINES. FINAL LOCATIONS MAY BE ADJUSTED BY THE ENGINEER'S REPRESENTATIVE.
 - MATERIALS
 - 2.1. WILLOW POLES
 - 2.1.1. WILLOW POLES SHALL BE HEALTHY, LIVE DOMINANT BRANCHES CUT FROM WILLOWS WITHIN 0.5 MILES OF THE PROJECT SITE. NO MORE THAN 30% OF THE BRANCHES OF ANY SINGLE TREE SHALL BE COLLECTED.
 - 2.1.2. AFTER CLEANLY CUTTING THE WILLOW POLE FROM TREE, TRIM TWIGS AND BRANCHES FLUSH TO POLE CUT TOP SQUARE AND BOTTOM (BASAL END) AT A 45 DEGREE ANGLE.
 - 2.1.3. IMMEDIATELY PREPARE CUTTING AND TRIMMING, SUBMERGE 75% OF WILLOW POLE BASAL END DOWN, TO THE EXTENT PRACTICABLE, WILLOW POLES SHALL BE PLANTED THE SAME DAY THEY ARE CUT. STORE WILLOW POLES IN A SHADED AREA SAFE FROM DAMAGE BY CONSTRUCTION OPERATIONS. WITH THE THICK END STORED IN WATER.
 - 2.1.5. WILLOW POLES SHALL BE MINIMUM 3 FEET LONG IN LENGTH AND MINIMUM 0.75 INCH DIAMETER AT THE BASAL END.
 - 2.2. LIVE DEBRIS SHALL BE AS DESCRIBED IN THE DEBRIS JAM NOTES.
 - 2.3. TWINE SHALL BE COIR, SISAL, OR BIODEGRADABLE TWINE (AS APPROVED BY THE ENGINEER'S REPRESENTATIVE) WITH A MINIMUM BREAKING STRENGTH OF 500 POUNDS. TWINE SHALL NOT BE JUICE.
 - EXECUTION
 - 3.1. PLACE CUT ENDS OF LIVE DEBRIS ALTERNATELY IN EACH FASCINE SO THAT APPROXIMATELY ONE-HALF OF THE TWINE WRAPS OF TWINE (USING A NON-SLIPPING KNOT). WHEN COMPRESSED FIRMLY AND TIED EACH FASCINE SHALL BE 6 INCHES THICK. TWINE SHOULD BE TIGHT ENOUGH TO ACCEPT THE WILLOW FASCINES. PLACE THE WILLOW FASCINE INTO TRENCHES JUST LARGE ENOUGH TO ACCEPT THE WILLOW FASCINES. NOTE THAT SOME INSTALLATIONS MAY NEED TO HAPPEN CONCURRENT WITH EEN INSTALLATION.
 - 3.3. PLACE FOUR PAIRS (8 TOTAL) LIVE WILLOW POLES THROUGH EACH WILLOW FASCINE STRUCTURE. ANGLE THE POLES TO REMOVE ANY SECTION DAMAGED BY FOUNDING, LEAVING AT LEAST THREE NODES ON THE POLE EXPOSED.



AGENDA NO: E2

MEETING DATE: 12/10/2021

Staff Report

TO: ASCWD Board of Directors Date: December 3, 2021
FROM: Joe Mueller, General Manager
SUBJECT: RESOLUTION 10-2021 TO ADOPT HEALTH REIMBURSEMENT
ARRANGEMENTS CONSISTENT WITH CHAPTER 6 OF THE EMPLOYEE
HANDBOOK

BACKGROUND:

At the October 8, 2021, ASCWD Board of Directors meeting, District Resolution 9-2021 was adopted along with amendments to the ASCWD Employee Handbook to reflect 2022 Employee and Annuitant Health Benefits.

Resolution 9-2021 established funding a monthly contribution equal to the average cost of premiums for the PERS Gold and PERS Platinum plans in Region 1 ("Health Benefit Contribution") to be used towards the payment of the premium of any CalPERS medical insurance plan. It also established that any excess of the Health Benefit Contribution over the premium of any CalPERS medical insurance plan in which an eligible employee has enrolled shall be contributed on behalf of said employee to a health reimbursement arrangement to be established by the District for the reimbursement of eligible medical expenses. Any premium for a CalPERS medical insurance plan in which an eligible employee enrolls that is in excess of the Health Benefit Contribution shall be the sole obligation of the eligible employee. The establishment of a health reimbursement arrangement for any excess of the Health Benefit Contribution over the premium of any CalPERS medical insurance plan will take the place of the past practice to reimburse employees for out-of-pocket expenses at 60 percent of cost.

District employees that retired prior to January 1, 2022 and qualify as annuitants shall be eligible for a retiree health benefit equal to the premium for the PERS Gold plan to be used towards the payment of the premium of any CalPERS medical insurance plan in which the retiree enrolls.

DISCUSSION:

Consider Resolution 10-2021 to adopt the Alpine Springs County Water District Health Reimbursement Arrangements for the benefit of District employees and retirees as set forth in the "Benefits During Employment" section of Chapter 6 of the Employee Handbook, and the Alpine Springs County Water District Health Premium Reimbursement Plan for the benefit of District retirees as set forth in the "Post-Employment Benefit" section of Chapter 6 of the Employee Handbook.

FISCAL IMPACT:

The fiscal impact of the adopting resolution 10-2021, The Alpine Springs County Water District

Health Reimbursement Arrangements will be within the budgeted amounts approved in the 2021/2022 ASCWD annual budget.

RECOMMENDATION:

Staff recommends the Board consider adopting resolution 10-2021, The Alpine Springs County Water District Health Reimbursement Arrangements for the benefit of District employees and Retirees as set forth in the "Benefits During Employment" section of Chapter 6 of the Employee Handbook, and the Alpine Springs County Water District Health Premium Reimbursement Plan for the benefit of District retirees as set forth in the "Post-Employment Benefit" section of Chapter 6 of the Employee Handbook.

Attachments:

1. Resolution 10-2021
2. Alpine Springs County Water District Health Expense Reimbursement Plan
3. Alpine Springs County Water District Retiree Health Premium Reimbursement Plan

**RESOLUTION 10-2021
OF THE
ALPINE SPRING COUNTY WATER DISTRICT**

**A RESOLUTION ADOPTING HEALTH
REIMBURSEMENT ARRANGEMENTS**

WHEREAS, the Board of Directors (“Board”) of the Alpine Springs County Water District (“District”) desires to establish health reimbursement arrangements to provide for the reimbursement of specified eligible medical expenses of certain eligible employees and retirees consistent with the terms set forth in Chapter 6 of the Alpine Springs County Water District Employee Handbook; and

WHEREAS, the Board has reviewed proposed documents prepared by Best Best & Krieger LLP to establish a health reimbursement arrangement for employees, subject to compliance with the Affordable Care Act, and a health reimbursement arrangement for retirees; and

WHEREAS, the health reimbursement arrangements allow participants to exclude the value of benefits provided by the District from income under Internal Revenue Code Section 105(b); and

WHEREAS, the health reimbursement arrangements each incorporate Schedule “A” which identifies benefits which may periodically change, and as such, it is necessary that District staff have the authority to automatically update or revise Schedule “A” of the health reimbursement arrangements whenever changes are made to such benefits by the Board; and

WHEREAS, the Board desires to authorize the General Manager, or his designee, to execute the proposed plan documents on behalf of the District, along with any future amendments that contain only non-substantive and/or administrative changes to the plan documents.

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

1. The District hereby adopts the Alpine Springs County Water District Health Expense Reimbursement Plan (“Employee HRA”) effective as of January 1, 2022.
2. The District hereby adopts the Alpine Springs County Water District Retiree Health Premium Reimbursement Plan (“Retiree HRA”), effective as of January 1, 2022.
3. The Board hereby authorizes the General Manager, or his designee, to duly execute the Employee HRA and the Retiree HRA on behalf of the District, along with any future amendments that contain only non-substantive and/or administrative changes to the plan documents.
4. That the Board hereby authorizes the General Manager, or his designee, to

automatically update Schedule "A" to each of the Employee HRA and Retiree HRA as changes to the benefits referenced therein are approved by the Board.

PASSED AND ADOPTED at a Regular Meeting of the Board of Directors of the ALPINE SPRINGS COUNTY WATER DISTRICT, Alpine Meadows, California this 10th day of December, 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

**ALPINE SPRINGS COUNTY WATER DISTRICT
HEALTH EXPENSE REIMBURSEMENT PLAN**

The ALPINE SPRINGS COUNTY WATER DISTRICT hereby establishes the ALPINE SPRINGS COUNTY WATER DISTRICT MEDICAL EXPENSE REIMBURSEMENT PLAN for the benefit of its employees effective January 1, 2022.

ARTICLE I
TITLE AND PURPOSE

This Plan shall be known as the ALPINE SPRINGS COUNTY WATER DISTRICT HEALTH EXPENSE REIMBURSEMENT PLAN. It is intended as an uninsured health reimbursement arrangement (“HRA”) to provide reimbursement of co-pays for medical, dental and vision services which are not otherwise covered by insurance or provided by the Employer. The Employer intends that the Plan qualify as an accident and health plan within the meaning of Section 106 of the Internal Revenue Code (the “Code”) so that the Employer’s contributions on behalf of participating Employees will be excludable from gross income for federal income tax purposes and Section 105 of the Code so that the benefits received under the Plan are eligible for exclusion from the Participant’s income.

The Plan is also intended to qualify as an “integrated” HRA that complies with the annual dollar limit prohibition and the preventive services requirements applicable to group health plans pursuant to the Patient Protection and Affordable Care Act of 2010 (“PPACA”). Accordingly, the Plan shall only remain in effect as long as the Employer offers a group health plan other than this Plan to each Participant that provides “minimum value” as defined in Code Section 36B(c)(2)(C)(ii).

ARTICLE II
DEFINITIONS

The following words and phrases as used herein shall have the following meanings, unless a different meaning is plainly required by the context. Pronouns shall be interpreted so that the masculine pronoun shall include the feminine and the singular shall include the plural, and the following rules of interpretation shall apply in reading this instrument:

2.1 Benefit Credits. “Benefit Credits” means the aggregate amount of the Employer Allowance allocated to each Participant in the Plan pursuant to Section 5.1 herein.

2.2 Benefits. “Benefits” means any amounts paid to a Participant in the Plan as reimbursement for Eligible Health Expenses.

2.3 Code. “Code” means the Internal Revenue Code of 1986, and the same as may be amended from time to time.

2.4 Dependent. “Dependent” means an individual who is the Spouse or legal dependent of a Participant as defined in Section 152 of the Code, determined without regard to Section 152(b)(1), (b)(2) and (d)(1)(B) of Section 152, and any child (as defined in

Code Section 152(f)(1)) of the Participant who as of the end of the Participant's taxable year has not attained 27 years of age.

Notwithstanding the preceding, the definition of "Dependent" shall also include a Participant's domestic partner; however, any Benefits received for Eligible Health Expenses for a domestic partner shall be reported for tax purposes as a taxable benefit in accordance with Section 4.5.

2.5 Effective Date. "Effective Date" shall mean January 1, 2022, the date this Plan first becomes effective.

2.6 Eligible Health Expenses. "Eligible Health Expenses" shall mean only those expenses incurred by the Participant or Dependents, after the Participant's Entry Date and while he or she is a Participant in the Plan for co-pays for medical, dental or vision services which are not otherwise covered by insurance or provided by the Employer. For purposes of this Plan, an expense is "incurred" when the Participant or beneficiary is furnished the medical care or services giving rise to the claimed expense.

2.7 Employee. "Employee" means a full-time Employee of the Employer who has satisfied the conditions for eligibility to participate in the Plan and, to the extent necessary, a former Employee who is entitled to benefits under the Plan pursuant to Article VIII.

2.8 Employer. "Employer" means the ALPINE SPRINGS COUNTY WATER DISTRICT.

2.9 Employer Allowance. "Employer Allowance" means the amount of the annual Employer contribution made by the Employer to the Plan on behalf of each active Participant. The amount of the Employer Allowance shall be set forth in Schedule "A".

2.10 Entry Date. "Entry Date" means the Effective Date of this Plan for Employees employed on or before that date. The Entry date for subsequently hired Employees means the first day of the next month following completion of thirty (30) days of employment with the City.

2.11 Participant. "Participant" means any Employee who has met the conditions for participation and is eligible to receive benefits under the Plan.

2.12 Plan. "Plan" means the ALPINE SPRINGS COUNTY WATER DISTRICT HEALTH EXPENSE REIMBURSEMENT PLAN, described herein.

2.13 Plan Administrator. "Plan Administrator" or "Administrator" means the Employer. The General Manger shall be responsible for the administration of the Plan, including the delegation of various Plan responsibilities and duties.

2.14 Plan Year. "Plan Year" means each twelve-month period commencing each January 1 and ending on December 31.

2.15 Spouse. "Spouse" means the person to whom the Participant is legally married but shall not include an individual legally separated from a Participant under a decree of

legal separation. Pursuant to the Supreme Court’s decision in *U.S. v. Windsor*, 570 U.S. 744 (2013), the term “Spouse” shall include both opposite sex and same sex Spouses.

2.16 Uniformed Service. “Uniformed Service” means the Armed Forces, the Army National Guard, and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President of the United State in time of war or emergency.

ARTICLE III
ELIGIBILITY AND PARTICIPATION

3.1 Eligibility. Subject to the Entry Date requirements set forth in Section 2.10, each Employee shall become eligible to participate in the Plan if:

- (a) The Employee, his or her Spouse, and his or her Dependents are enrolled in a group health plan that provides minimum value pursuant to Code Section 36B(c)(2)(C)(ii), including a group health plan sponsored by another employer.
- (b) The group health plan in which the Employee is enrolled is not an HRA;
- (c) The group health plan in which the Employee is enrolled meets all applicable requirements of the PPACA; and
- (d) The Employee certifies in writing to the Employer that he or she, his or her Spouse, and his or her Dependents are actually enrolled in a group health plan that provides minimum value pursuant to Code Section 36B(c)(2)(C)(ii).

3.2 Commencement of Participation. Upon satisfaction of the Entry Date and eligibility requirements of Sections 2.10 and 3.1, all Employees shall submit a duly completed election form to the Plan Administrator, in the form provided by the Plan Administrator, to commence participation in the Plan. Participants shall not be required to submit a subsequent election form prior to each Plan Year unless a Participant chooses to make a change in election in accordance with Section 3.3. A Participant’s election to participate in the Plan shall continue to be valid until expressly revoked or altered. By becoming a Participant, each Employee shall be deemed as having consented to the provisions of this Plan and to all amendments thereto.

3.3 Change In Election. A Participant shall be permitted to revoke or modify his or her election of benefits upon the occurrence of a Qualifying Event (as defined in Section 8.2(d)) by submitting a completed election form to the Plan Administrator. All other election changes shall be accepted only during the annual open enrollment period as prescribed by the Plan Administrator.

3.4 Continued Participation. Each year, prior to the commencement of the Plan Year, a Participant must certify in writing that he or she meets the requirements of Section 3.1. A Participant must immediately notify the Employer if he or she fails to satisfy the requirements of Section 3.1 for any reason during the Plan Year.

3.5 Cessation of Participation. Subject to Article VIII, a Participant shall cease to participate and no longer be eligible to receive an Employer Allowance upon: (1) his or her termination of employment from the Employer or (2) if he or she, his or her Spouse, or his or her Dependent is no longer enrolled in group health plan coverage that provides minimum value pursuant to Code Section 36B(c)(2)(C)(ii). Nothing in this Section 3.5 shall prohibit the payment of Benefits with respect to claims arising prior to the Participant's termination of employment.

3.6 Waiver of Participation. A Participant shall have the option to irrevocably waive his or her right to participation in the Plan and to receive future reimbursements by submitting a written election to that effect to the Plan Administrator at any time during the Plan Year or upon the termination of his or her position with the Employer.

3.7 Recommencement of Participation. A former active Participant will recommence participation as of his date of reemployment provided that the requirements of Section 3.1 are satisfied.

3.8 Uniformed Service Under USERRA & The Veterans Benefits Improvements Act of 2004. The coverage of a Participant may be terminated if he or she is absent for more than thirty-one (31) days for a period of duty in Uniformed Service. A Participant whose coverage under the Plan is terminated on account of his being in Uniformed Service, and is later reinstated, shall not be subject to a new waiting period or eligibility requirement, provided that such requirements would not have been imposed if coverage had not been terminated as a result of the Uniformed Service and Employee returns to active employment within ninety (90) days of completing a period of duty.

3.9 Duration of Benefit. Benefits shall be available to a Participant until the accumulated Employer Allowance made on behalf of the Participant during the course of his or her employment with the Employer have been exhausted.

3.10 Benefits Upon Employee's Death. In the event of the death of the Employee, the Spouse at the time of the Employee's death ("Surviving Spouse") or Dependents, shall be entitled to continue to participate in this Plan under, and subject to, the same terms as the Employee until the Benefit Credits remaining at the Employee's death have been exhausted.

ARTICLE IV AVAILABLE BENEFITS

4.1 Provision of Benefits. Benefits under this Plan shall take the form of reimbursement by the Employer for Eligible Health Expenses incurred by a Participant while that individual is a Participant in the Plan. Reimbursement shall not be made for any amount that does not qualify as an Eligible Medical Expense, and no Participant or former Participant shall receive any reimbursement which exceeds the amount actually incurred for the expense.

4.2 Amount of Reimbursement. A Participant shall be entitled to benefits under this Plan in an amount that does not exceed his or her Benefit Credits. Each reimbursement hereunder shall be a charge to the Participant's Benefit Credits. No Participants shall be permitted to maintain a negative account balance.

4.3 Claims for Benefits. No benefit shall be paid under the Plan unless a Participant has first submitted a written claim for Benefits to the Plan Administrator on a form specified by the Plan Administrator.

4.4 Source of Benefit Payments. The sole source for payment of benefits under this Plan shall be the unfunded accounts established for each Participant pursuant to Article V. The Plan Administrator shall pay to each Participant the benefits which he or she is entitled to receive under this Plan, and his or her reimbursement account under the Plan shall be debited accordingly. A Participant shall not be entitled to receive reimbursement for any Eligible Health Expenses or any portion thereof which exceeds the Participant's Benefit Credits.

4.5 Taxable Benefits. The amount of any Benefits paid under the Plan for any Eligible Medical Expense incurred for a Participant's domestic partner shall be included in the Participant's W-2 income unless such individual is the Dependent of the Participant.

ARTICLE V EMPLOYER CONTRIBUTIONS

5.1 Funding. The Benefits provided herein shall be paid by the Employer; provided, however, that the Employer's payments under the Plan shall be limited to such amounts contributed by the Employer as an Employer Allowance. The maximum Employer Allowance available to a Participant who participates for less than 12 months shall be prorated based upon the number of months of participation in the Plan, as determined by the Employer. The Employer Allowance shall cease upon the termination of the Participant's employment with the District.

5.2 Funding Policy. The Employer may periodically, at its discretion, review and determine the funding policy of the Plan, with the advice of such experts as the Employer deems appropriate.

5.3 Participant Accounts. No money shall actually be allocated to any account(s) on behalf of Participants but shall be credited to a separate ledger account in the Participant's name. Such amounts or Benefit Credits credited to a Participant's account for any Plan Year shall be used only toward the payment of, or reimbursement for, Eligible Health Expenses, and only if the Participant applies for reimbursement.

ARTICLE VI PAYMENT OF BENEFITS

6.1 Claims for Benefits. No benefit shall be paid under the Plan unless a Participant has first submitted a written claim for Benefits to the Plan Administrator on a form specified by the Plan Administrator, and pursuant to the procedures set out in Section 6.2.

6.2 Reimbursement; Substantiation of Eligible Health Expenses. Each Participant who desires to receive reimbursement under the Plan for Eligible Health Expenses shall submit a claim form to the Plan Administrator, at the times indicated in Section 6.4, containing the following information:

- (a) the name of the person or persons on whose behalf Eligible Health Expenses have been incurred;
- (b) the nature of the expenses so incurred;
- (c) the date of the expenses so incurred;
- (d) the amount of the requested reimbursement; and
- (e) a statement that such expenses have not otherwise been paid through insurance or reimbursed from any other source.

6.3 Claims Review Procedure.

(a) Initial Review. As soon as is administratively feasible following the end of each month, the Plan Administrator or its designated claims administration representative shall review all the forms submitted by Participants during that month in accordance with the foregoing procedures and shall pay each Participant the Benefit Credits which each Participant is entitled to receive under the Plan, in accordance with the Plan.

(b) Denial of Claim. The Plan Administrator will advise the Participant of any Benefit to which he is not entitled. If a Participant believes he has not been reimbursed in accordance with the Plan or has not been advised of his Benefits, he may submit a written request to the Plan Administrator to provide either an explanation of how Benefits are reimbursed or further information of his Benefits. The Plan Administrator must respond to such a request within a reasonable time.

In the event a claim is denied (in whole or in part), the Plan Administrator will provide to the claimant a written notice, in a format determined to be understood by the claimant, containing the following -

- (1) the specific reason or reasons for the denial;
- (2) specific reference to pertinent Plan provisions on which the denial is based;
- (3) a description of any additional material or information necessary for the claimant to perfect the claim; and
- (4) an explanation of the claim review procedure set forth in Paragraph (c) below.

(c) Appeals Procedure. Within sixty (60) days of receipt by a claimant of a notice denying a claim under Paragraph (b), the claimant or his duly authorized representative may request in writing a full and fair review of the claim by the Plan Administrator or by the Administrator which may be appointed by the Employer for that purpose. The Plan Administrator may extend the sixty (60) day period where the nature of the benefit involved, or other attendant circumstances make such extension appropriate. In connection with such review, the claimant or his duly authorized

representative may review pertinent documents and may submit issues and comments in writing. The Plan Administrator or Administrator shall make a decision promptly, and not later than sixty (60) days after the Plan Administrator's receipt of a request for review, unless special circumstances (such as the need to hold a hearing, if the Administrator deems one necessary) require an extension of time for processing, in which case a decision shall be rendered as soon as possible, but not later than one hundred twenty (120) days after receipt of a request for review. The decision on review shall be in writing and shall include specific reasons for the decision, written in a manner calculated to be understood by the claimant, and specific references to the pertinent Plan provisions on which the decision is based. If the decision on review is not made within such period, the claim will be considered denied.

6.4 Time Limit. No expense shall be reimbursed for any Plan Year unless the Participant submits a claim for reimbursement within ninety (90) days after the date such expense was incurred.

ARTICLE VII ADMINISTRATION

7.1 Fiduciary. The Employer shall be the fiduciary responsible for administration of the Plan. The Employer may, however, delegate any of its powers or duties under the Plan in writing to any person or entity. The delegate shall become the fiduciary for only that part of the administration which has been delegated by the Employer and any references to the Employer shall instead apply to the delegate. However, if the Employer assigns any of the Employer's responsibility to an employee of Employer, it will not be considered a delegation of Employer responsibility but rather how the Employer internally is assigning responsibility.

7.2 Rules of Administration. The Employer may adopt such rules for administration of the Plan as it considers desirable, provided they do not conflict with the Plan, and may construe the Plan, correct defects, supply omissions and reconcile inconsistencies to the extent necessary to effectuate the Plan, and such action shall be conclusive. Records of administration of the Plan shall be kept, and Participants and their beneficiaries may examine records pertaining directly to themselves.

7.3 Services to the Plan. The Employer may contract for legal, actuarial, investment advisory, medical accounting, clerical, claims administration, and other services to carry out the Plan. The costs of such services and other administrative expenses shall be paid by the Employer.

7.4 Nondiscriminatory Benefits. The Plan is intended not to discriminate in favor of "highly compensated individuals" (as defined under Code Section 105(h)) as to eligibility to participate, contributions and benefits, and to comply in this respect with the requirements of the Code. All rules, decisions and designations by the Employer shall be made in a nondiscriminatory manner, and persons similarly situated shall be treated alike. If, in the judgment of the Plan Administrator, the operation of the Plan in any Plan year would result in such discrimination, then the Plan Administrator shall select and exclude from coverage under the Plan such highly compensated individuals who are participants, and/or reduce contributions

under the Plan made on behalf of highly compensated individuals who are participants, to the extent necessary to assure that, in the judgment of the Plan Administrator, the Plan does not discriminate.

7.5 Liability of Administrative Personnel. Neither the Employer, nor any of its employees, nor any provider of services under Section 7.3 herein, shall be liable for any loss due to an error or omission in administration of the Plan unless the loss is due to the gross negligence or willful misconduct of the party to be charged or is due to the failure of the party to be charged to exercise a fiduciary responsibility, if one is owed, with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

7.6 Use of Electronic Medium for Participant Notices.

(a) Definition of Electronic Medium. “Electronic Medium” means an electronic method of communication between the Plan Administrator (or its designated representative) and Employee thereby allowing each party to send and receive notices, elections and claims through the same medium. The only form of electronic communication permitted by the Plan shall be via electronic mail on the Employer’s network or intranet, through an interactive website, or to a private e-mail address supplied to the Employer by the Employee for communication purposes. The electronic medium must be designed so that the information provided is no less understandable to the receiving party than a written paper document. The electronic medium shall be designed to alert the Employee, at the time a notice is provided, to the significance of the information in the notice (including identification of the subject matter of the notice), and provide any instructions needed to access the notice, in a manner than is readily understandable. The electronic medium shall be designed to preclude any person, other than the appropriate individual, from making a Participant election or claim, or accessing individual participant account information.

(b) Disclosure and Consent Requirements.

(1) Disclosure Statement. Prior to electronically transmitting any consent or notice to the Employee, the Plan Administrator shall provide a statement which contains the following: (i) informs the Employee of the right to receive a paper document of the notice or other Plan-related material either prior to or after giving consent to electronic transmission; (ii) informs the Employee of the right to withdraw his or her consent at any time and the procedures for withdrawal, including any conditions or consequences arising from such withdrawal; (iii) describes the scope and duration of the consent as it related to various plan transactions; (iv) describes the procedures for updating Employee contact information; and (v) describes the hardware or software requirements needed to access and retain the notice.

(2) Consent. The Plan Administrator shall be exempt from the consent requirements of Section 101(c) of the Electronic Signatures in Global and National Commerce Act (E-SIGN) provided the Electronic Medium used to provide notices and Plan-related material is a medium that the Employee has the effective ability to access and the Employee is advised, each time a notice is transmitted, that he or she

can request to receive the notice in paper form at no charge. The form of Electronic Medium utilized by this Plan shall be through an interactive website requiring the Employee to register an e-mail address for communication purposes.

(3) Changes in Hardware or Software Requirements. In the event of any changes in the hardware or software requirements needed to access the Electronic Medium, the Plan Administrator, or its designated representative, shall provide a statement to each Employee of the revised requirements and the right to withdraw consent to receive electronic delivery of Plan-related materials without consequence.

(c) Participant Claims. The Plan Administrator, or its designated representative, shall be permitted to electronically distribute participant claims by Electronic Medium. Each Employee who is provided with participation or claims information via Electronic Medium will also be informed by the Plan Administrator that he or she may receive a paper copy of the relevant documents upon request. A participant election will not be treated as being made available to an individual if such individual cannot effectively access the Electronic Medium for purposes of making the claim or election. A claim completed by an Employee via Electronic Medium shall be deemed as being provided in written form so long as the following requirements are satisfied:

(1) The Employee has a reasonable opportunity to review, confirm, modify or rescind the terms of the claim before the claim is submitted; and

(2) The Employee receives, within a reasonable time, a confirmation of the claim either through written paper form or by electronic mail (e-mail).

(d) Timing and Content of Elections and Notices. The provisions of this Section 7.6 shall in no way affect or alter the timing or content requirements applicable to each individual notice or document.

ARTICLE VIII CONTINUATION OF COVERAGE

8.1 In General. During any Plan Year during which the Employer has 20 or more Employees, each person who is a Qualified Beneficiary shall have the right to elect to continue coverage under this Plan pursuant to the continuation coverage provisions of the Public Health Service Act, as set forth in 42 U.S.C. §300bb-1 et seq., and any amendments thereto with respect to Participant and his or her Dependent, his or her Spouse, or his or her Domestic Partner who is a Dependent. With respect to Domestic Partners covered under this Plan and to the extent that it offers greater protection than PHSA for all other eligible individuals, continuation coverage shall be pursuant to the California Continuation Benefits Replacement Act, as set forth in the California Health and Safety Code §1366.20 et seq.

8.2 Definitions. For purposes of this Article VIII, the following words and phrases are intended to supplement, and in some instances replace, the defined terms listed generally in Article II and to the extent of any conflict between the terms set forth herein and those of Article II, the defined terms set forth herein shall control:

(a) Covered Individual. “Covered Individual” shall mean any individual who receives (or received) Benefits under the Plan as a Participant.

(b) Election Period. “Election Period” shall mean the sixty (60) day period during which a Qualified Beneficiary who would lose coverage as a result of a Qualifying Event may elect continuation coverage. This sixty (60) day period begins not later than the date of termination of coverage as a result of a Qualifying Event and ends not earlier than the sixty (60) days after the later of such date of termination of coverage or the receipt of notice of the right to elect continuation coverage under this Plan.

(c) Qualified Beneficiary. “Qualified Beneficiary” shall mean any individual who, on the day before a Qualifying Event is a beneficiary under the Plan as a (i) Participant, (ii) Spouse; (iii) Dependent Child, or (iv) Domestic Partner. Qualified Beneficiary shall also include a child who is born to (or placed for adoption with) a Covered Individual during the coverage period. The term Qualified Beneficiary does not include an individual whose status as a Covered Individual is attributable to a period in which such individual is a nonresident alien who received no earned income from the Employer which constituted income from sources within the United States (within the meaning of Code Sections 911(d)(2) and 861(a)(3)). If an individual is not a Qualified Beneficiary pursuant to this paragraph, a Spouse or Dependent Child of such individual shall not be considered a Qualified Beneficiary by virtue of the relationship to such individual.

(d) Qualifying Event. “Qualifying Event” means with respect to a covered Employee, any of the following events which results in the loss of coverage of a Qualified Beneficiary: (1) the death of the covered Employee; (2) the termination (except by reason of such covered Employee’s gross misconduct) or reduction in hours of the covered Employee’s employment; (3) the divorce or legal separation of the covered Employee from such covered Employee’s Spouse; (4) the covered Employee becoming entitled to benefits under Title XVIII of the Social Security Act (Medicare); (5) a Dependent Child who ceases to be a Dependent under the terms of this Plan; or (6) the Employer’s filing for Chapter 11 reorganization as it would affect retiree coverage.

8.3 Continuation Coverage. To the extent required by Section 8.1 above, a Qualified Beneficiary is entitled to elect continuation coverage pursuant to the timing requirements of this Article VIII. Coverage provided under this provision is on a contributory basis. No evidence of good health will be required. Unless otherwise specified in the election, any election by a Qualified Beneficiary who is a covered Employee or Spouse of the covered Employee will be deemed to include an election for continuation coverage on behalf of any Qualified Beneficiaries who are Dependents of the Employee or Spouse.

Continuation coverage under this provision is coverage which is identical to the coverage provided under this Plan to similarly situated beneficiaries under this Plan with respect to whom a Qualifying Event has not occurred as of the time coverage is being provided. If coverage under this Plan is modified for any group of similarly situated beneficiaries, the coverage shall also be modified in the same manner for all Qualified Beneficiaries under this Plan in connection with such group.

8.4 Limitations on Continuation Coverage; Length of Coverage.

(a) Unavailability Of Continuation Coverage. Continuation coverage under this Plan shall not be offered if the Participant's remaining Benefit Credits in his spending account is zero on the date of the Qualifying Event.

(b) Limited Continuation Coverage. If a Participant is showing a remaining balance of Benefit Credits in his spending account as of the date of the Qualifying Event, the Employer shall offer continuation coverage under the Plan for the remainder of the Plan Year for the year in which the Qualifying Event occurred.

8.5 Notification Requirements.

(a) Notification by Qualified Beneficiary. Within sixty (60) days, each Qualified Beneficiary must notify the Employer of the occurrence of either the divorce or legal separation of the Employee or the covered Employee's Dependent Child ceasing to be a Dependent Child under the terms of this Plan.

(b) Notification to Qualified Beneficiary.

(1) Upon commencement of participating in the Plan, the Administrator shall provide written notice to each covered Employee and his Spouse of the right to continuation coverage under the Plan.

(2) Within fourteen (14) days of receiving notice of the occurrence of a Qualifying Event, the Administrator shall notify any Qualified Beneficiary of the right to elect continuation coverage under the Plan. Notification to the Spouse of a covered Employee shall be treated as notification to all other qualified beneficiaries residing with such Spouse at the time notification is made.

8.6 Termination of Continuation Coverage. The continuation coverage provided hereunder shall be terminated prior to the last day of the Plan Year in which the Qualified Beneficiary experiences the Qualifying Event if the Qualified Beneficiary fails to make timely payment of the required contribution.

8.7 Contribution. The monthly cost or the premium for coverage hereunder shall be calculated as follows: "the amount of the annual Employer Allowance credited to the Employee's account for the current Plan Year divided by 12." A Qualified Beneficiary shall only be entitled to continuation coverage provided such Qualified Beneficiary pays the applicable premium required by the Employer in full and in advance. A Qualified Beneficiary may elect to pay such premium in monthly installments. Notwithstanding, for an election made during the Election Period, this Plan will permit payment of the required premium for continuation coverage during the period preceding the election provided payment is made within forty-five (45) days of the date of the election.

ARTICLE IX
HIPPA AND SECURITY STANDARDS

9.1 Applicability. The provisions of this Section shall apply only to extent this Plan constitutes a “health plan” under 45 CFR §160.103 that uses or discloses “protected health information (“PHI”) or “electronic protected health information” (“electronic PHI”) as those terms are defined under 45 CFR §§160 and 164, as amended from time to time (the “HIPAA Privacy Rule”) and 45 CFR §§160, 162, and 164, as amended from time to time (the “HIPAA Security Rule”) (collectively, the “HIPAA Rules”).

9.2 Protection of Individually Identifiable Health Information. The Employer and the Plan have adopted policies and procedures (“HIPAA Policy”) for the sole and limited purpose of complying with the HIPAA Rules. The manner in which these provisions will be administered shall in no way affect, or be taken into account in determining, the benefits under the Plan with respect to any individual.

9.3 Definitions. The defined terms and phrases used in this Article shall carry the same meaning and intent set forth under the HIPAA Rules, and in some instances may replace the defined terms listed generally in Article II and to the extent of any conflict between the terms set forth herein and those of Article II, the defined terms shall carry the meaning prescribed under the HIPAA Rules.

9.4 Protected Health Information. For purposes of this Article IX, Protected Health Information (or “PHI”) means information that (a) is created or received by a health care provider, health plan, employer, or health care clearinghouse; (b) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual; (c) identifies the individual (or for which there is a reasonable basis for believing that the information can be used to identify the individual); and (d) is transmitted or maintained in electronic media or in any other form or medium. PHI excludes education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. § 1232g, records described at 20 U.S.C. § 1232g(a)(4)(B)(iv), and employment records held by a covered entity in its role as employer.

9.5 Identity of Plan Sponsor. The Employer shall be the Plan Sponsor for purposes of the Privacy Rule when performing Plan administration functions or Plan Sponsor functions, when acting on behalf of the Plan with respect to its obligations under the Privacy Rule, and when acting on behalf of the Plan's participants and beneficiaries with respect to Participation and Enrollment Information. The Privacy Official shall act for the Plan Sponsor and shall be entitled to delegate its powers and responsibilities in accordance with its usual practices.

9.6 Responsibilities and Undertakings. The Plan Sponsor shall be responsible for making any necessary certifications to the Plan. Such certifications shall be delivered to the Plan's Privacy Official.

9.7 Uses and Disclosures of Protected Health Information.

(a) Certification. The Plan, and any Health Insurance Issuer or Health Maintenance Organization with respect to the Plan, may disclose PHI to the Plan Sponsor only following receipt of the Plan Sponsor's certification that the Plan has been amended in accordance with the requirements of the Privacy Rule.

(b) Plan Administration. The Plan Sponsor shall be permitted to the limited use and disclosure of PHI for purposes of plan administration, including all Payment Activities and health care operations, as permitted under the HIPAA Policy.

(c) Compliance with Privacy Rule. The Plan Sponsor shall be entitled to those uses and disclosures of PHI as permitted by the Privacy Rule to the extent necessary for compliance, including but not limited to any uses and disclosures permitted (1) without permission from an individual; (2) only with explicit or implicit authorization; or (3) because the PHI has been cleansed.

(d) Participation and Enrollment Information. Participation and Enrollment Information may be disclosed as necessary to the Plan Sponsor.

(e) Summary Health Information. Summary Health Information may be disclosed to the Plan Sponsor for the limited purpose of performing Plan Sponsor functions.

(f) Individuals With Access to PHI. The Privacy Official and his or her delegates, if any, are permitted to have access to PHI disclosed to or by the Plan. In addition, the Plan Sponsor shall designate the individual(s) or group(s) of individuals under the direct control of the Plan Sponsor who are permitted to have access to PHI disclosed by or to the Plan.

(g) Limitations on Disclosures of, Access to, and Uses of PHI. PHI may be disclosed from the Plan only for Plan Administration Functions performed on behalf of the Plan, and the other purposes identified in the Plan's HIPAA Policy.

9.8 Health Information Security. In accordance with the HIPAA Rules, the Plan Sponsor shall:

(a) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that is created, received, maintained, or transmitted on behalf of the Plan;

(b) Ensure that adequate separation, as required by the HIPAA Security Rule, is supported by reasonable and appropriate security measures;

(c) Require any agent to whom it provides this information to agree to implement reasonable and appropriate security measures to protect the electronic PHI; and

(d) Report to the Plan any successful unauthorized access, use, disclosure, modification, or destruction of electronic PHI or interference with system operations in an information system containing PHI of which the Plan Administrator becomes aware.

ARTICLE X
MISCELLANEOUS

10.1 Amendment and Termination. The Employer may amend or terminate this Plan at any time by action of the Employer, subject to any restrictions on the modification of benefits provided under a memorandum of understanding between the Employer and a collective bargaining unit. The Employer may amend or modify this Plan retroactively to enable the Plan to provide non-taxable medical expense reimbursement benefits under Code Section 105. No amendment shall deprive any Participant or beneficiary of any benefit to which he or she is entitled under this Plan with respect to contributions previously made, and no amendment shall provide for the use of funds or assets other than for the benefit of Employees and their beneficiaries, except as may be specifically authorized by statute or regulation.

10.2 Effect of Plan on Employment. The Plan shall not be deemed to constitute a contract of employment between the Employer and any Participant or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant or Employee at any time regardless of the effect which such discharge will have upon him as a Participant of this Plan.

10.3 Alienation of Benefits. No benefit under this Plan may be voluntarily or involuntarily assigned or alienated.

10.4 Payments to Beneficiary. With respect to benefits otherwise payable to a deceased Participant as a result of a claim arising before such Participant's death, shall be paid to the decedent's Spouse, or, if there is no surviving spouse, to the Participant's estate.

10.5 Facility of Payment. If the Employer deems any person incapable of receiving benefits to which he or she is entitled by reason of minority, illness, infirmity, or other incapacity, it may direct that payment be made directly for the benefit of such person or to any person selected by the Employer to disburse it, whose receipt shall be a complete acquittance therefor. Such payments shall, to the extent thereof, discharge all liability of the Employer.

10.6 Proof of Claim. As a condition of receiving benefits under the Plan, any person may be required to submit whatever proof the Employer may require (either directly to the Employer or to any person delegated by it).

10.7 Status of Benefits. The Employer believes that this Plan is written in accordance with Code Section 105 and that it provides certain benefits to Employees which are free from Federal income tax under the Code. This Plan has not been submitted to the Internal Revenue Service for approval and thus there can be and is no assurance that intended tax benefits will be available. Any Participant, by accepting a benefit under this Plan, agrees to be liable for any tax plus interest that may be imposed with respect to those Benefits.

10.8 Applicable Law. The Plan shall be construed and enforced according to the laws of the State of California to the extent not pre-empted by any federal law.

10.9 Severability. If any provision of this Plan shall be held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision, and this Plan shall be construed and enforced as if such provision had not been included.

10.10 Heirs and Assigns. This Plan shall be binding upon the heirs, executors, administrators, successors and assigns of all parties, including each Participant and beneficiary.

10.11 Headings and Captions. The headings and captions set forth in the Plan are provided for convenience only, shall not be considered part of the Plan, and shall not be employed in construction of the Plan.

10.12 Multiple Functions. Any person or group of persons may serve in more than one fiduciary capacity with respect to the Plan.

10.13 Source of Payments. The Employer shall be the sole source of Benefits under the Plan. No Employee or beneficiary shall have any right to, or interest in, any assets of the District upon termination of employment or otherwise except as provided from time to time under the Plan, and then only to the extent of the Benefits which are payable under the Plan to such Employee or beneficiary.

[SIGNATURE FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the Employer has caused this Alpine Springs County Water District Health Expense Reimbursement Plan to be executed on December 10th, 2021.

EMPLOYER:

ALPINE SPRINGS COUNTY WATER
DISTRICT

By: _____

Name: _____

Title: _____

**APPROVED AS TO FORM AND
CONTENT:**

By: _____

Isabel Safie, Best Best & Krieger

SCHEDULE "A"
SCHEDULE OF BENEFITS
as of January 1, 2022

The following Schedule of Benefits, which may be updated or revised as required after such time as the Board of Directors of the District has approved any changes to the Employer Allowance, specifies the Benefits offered to Participants. *All terms used in this schedule which are capitalized and not defined herein shall be defined in accordance with the definitions found in Article II of the Plan.*

For purposes of the Schedule of Benefits, the term "Health Benefit Contribution" shall refer to the average cost of premiums for the PERS Gold and PERS Platinum plans in Region 1, based on the coverage level in which a Participant enrolls.

| |
|--|
| Employer Allowance <i>as of January 1, 2022</i> |
| A monthly contribution equal to the excess, if any, of the Health Benefit Contribution over the premium of any CalPERS medical insurance plan in which a Participant has enrolled. |

**CERTIFICATION OF ALPINE SPRINGS COUNTY WATER DISTRICT TO
ALPINE SPRINGS COUNTY WATER DISTRICT HEALTH EXPENSE
REIMBURSEMENT PLAN**

The ALPINE SPRINGS COUNTY WATER DISTRICT is the sponsor of the ALPINE SPRINGS COUNTY WATER DISTRICT HEALTH EXPENSE REIMBURSEMENT PLAN. The Plan includes health care components within the meaning of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The health care components of the Plan include the following separate group health plan:

❖ Self-funded health reimbursement arrangement

The Plan is a group health plan within the meaning of HIPAA. The Plan and the ALPINE SPRINGS COUNTY WATER DISTRICT desire to exchange health information protected under HIPAA for purposes related to administration of the Plan. The ALPINE SPRINGS COUNTY WATER DISTRICT, acting in its capacity as plan sponsor of the Plan (“Plan Sponsor”) makes the following certifications for purposes of administering the Plan as required by the “Standards for Privacy of Individually Identifiable Health Information,” 45 CFR § 164.102 et seq. (the “Privacy Rule”):

The plan document of the Plan incorporates the following provisions and Plan Sponsor agrees to:

- not use or further disclose any PHI received from the Plan (including any health insurance issuer or HMO with respect to the group health plan) except as permitted or required by the Plan documents or required by law;
- ensure that any agents to whom it provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Plan Sponsor with respect to such information;
- not use or disclose PHI for employment-related actions and decisions;
- not use or disclose PHI in connection with any other benefit plan, program, or arrangement of ALPINE SPRINGS COUNTY WATER DISTRICT except to the extent such other benefit plan, program or arrangement is part of an organized health care arrangement of which the Plan also is a part;
- report to the Plan any use or disclosure of PHI that is inconsistent with the uses and disclosures specified in the Plan of which it becomes aware;
- give individuals access rights to PHI in its possession in accordance with 45 CFR §164.524 and the policies and procedures of the Plan;
- permit individuals to request amendment of their PHI in the Plan Sponsor’s possession, and to make any necessary amendments, in accordance with 45 CFR §164.526 and the policies and procedures of the Plan;

- make information available to provide any necessary accounting of disclosures of PHI in accordance with 45 CFR §164.528 and the policies and procedures of the Plan;

- make its internal practices, books, and records relating to the use and disclosure of PHI from the Plan available to the Secretary of the Department of Health and Human Services for purposes of determining the Plan’s compliance with the Privacy Rule;

- if feasible, return to the Plan or destroy any PHI from the Plan that it maintains in any form, and retain no copies of the PHI when the PHI is no longer needed for the purpose for which disclosure was originally made. If it is not feasible to return or destroy the PHI, the Plan Sponsor agrees that it shall further limit any uses and disclosures to those purposes that make the return or the destruction of the information not feasible; and

- ensure that adequate separation between the Plan Sponsor and the Plan is established.

PLAN SPONSOR

PLAN

ALPINE SPRINGS COUNTY WATER
DISTRICT

ALPINE SPRINGS COUNTY WATER
DISTRICT HEALTH EXPENSE
REIMBURSEMENT PLAN

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: Privacy Official

Dated: _____

Dated: _____

ALPINE SPRINGS COUNTY WATER DISTRICT RETIREE HEALTH PREMIUM REIMBURSEMENT PLAN

The ALPINE SPRINGS COUNTY WATER DISTRICT (“District”) hereby establishes the ALPINE SPRINGS COUNTY WATER DISTRICT RETIREE HEALTH PREMIUM REIMBURSEMENT PLAN (“Plan”) for the benefit of certain retirees described herein effective January 1, 2022.

ARTICLE I PURPOSE

This Plan shall be known as the ALPINE SPRINGS COUNTY WATER DISTRICT RETIREE HEALTH PREMIUM REIMBURSEMENT PLAN. This Plan is an “employee welfare benefit plan,” established to provide health and welfare benefits to certain retirees of the District. These benefits are to be provided through group contracts with third party insurers. The Plan is intended as an uninsured health reimbursement arrangement to provide reimbursement of health insurance premiums. The Plan is intended to qualify as an accident and health plan and a group health plan under applicable provisions of the Code, and as a health reimbursement arrangement. It is further intended that the benefits paid to eligible retirees be excluded from their gross income pursuant to Section 105(b) of the Code.

ARTICLE II DEFINITIONS

The following words and phrases as used in this Plan shall have the following meanings, unless a different meaning is plainly required by the context:

- 2.1 Allowance. “Allowance” shall refer to the amount set forth at Schedule “A”.
- 2.2 Base Contribution Rate. “Base Contribution Rate” shall refer to the rate of contribution applicable to the District as determined under the provisions of Section 22892(b) of the California Government Code which is paid directly by the District to CalPERS on behalf of a Participant.
- 2.3 Benefits. “Benefits” shall refer to benefits available to Participants in accordance with Section 4.1 of this Plan.
- 2.4 Board. “Board” shall refer to the Board of Administration of CalPERS.
- 2.5 Board of Directors. “Board of Directors” shall refer collectively to the members of the board of directors of the District.
- 2.6 CalPERS. “CalPERS” shall refer to the California Public Employees’ Retirement System created under the authority of the Public Employees’ Retirement Law as provided under Section 20000 et. seq. of the California Government Code and as administered by the Board.

2.7 Code. “Code” shall mean the Internal Revenue Code of 1986, as may be amended from time to time.

2.8 Dependent Child. “Dependent Child” shall refer to a dependent child, as defined under the terms of the health benefit plan in which the Participant is enrolled in during the Plan Year.

2.9 Dependent Domestic Partner. “Dependent Domestic Partner” shall mean a Domestic Partner who meets the following five requirements: (1) Domestic Partner has the home of Participant as his or her principal abode and is a member of Participant’s household during the entire taxable year of Participant; (2) Domestic Partner’s gross income for the calendar year in which such taxable year begins is less than the exemption amount, as defined in Section 151(d) of the Code; (3) Domestic Partner receives more than half of his or her support from Participant for the year; (4) Domestic Partner is not a qualifying child, as defined in Section 152(c) of the Code, of any taxpayer for any taxable year beginning in the calendar year in which such taxable year begins; and (5) the relationship between Domestic Partner and Participant is not in violation of local law.

2.10 District. “District” shall refer to the ALPINE SPRINGS COUNTY WATER DISTRICT.

2.11 Domestic Partner. “Domestic Partner” shall mean a registered domestic partner of a Participant who has fulfilled the requirements provided in Section 297 of the California Family Code.

2.12 Effective Date. “Effective Date” shall mean January 1, 2022.

2.13 ERISA. “ERISA” shall mean the Employee Retirement Income Security Act of 1974, as may be amended from time to time.

2.14 Health Benefit Plan. “Health Benefit Plan” shall refer to a health benefit plan approved or maintained by the Board, which is available to CalPERS members.

2.15 Participant. “Participant” shall refer to a Retired Employee that has satisfied the eligibility requirements of Section 3.1, has submitted an election form to the Plan Administrator in accordance with Section 3.2, and participates in a Health Benefit Plan.

2.16 Plan. “Plan” shall mean the ALPINE SPRINGS COUNTY WATER DISTRICT RETIREE HEALTH PREMIUM REIMBURSEMENT PLAN, as may be amended from time to time.

2.17 Plan Administrator. “Plan Administrator” means the District or any person or entity appointed by the District to administer this Plan on its behalf.

2.18 Plan Year. “Plan Year” means the twelve (12) consecutive month period commencing January 1 and ending on December 31.

2.19 Retired Employee. “Retired Employee” shall refer to an employee of the District who retired from service with the District prior to January 1, 2022 through CalPERS. An employee is deemed to be “retired from service with the District” if his or her effective retirement date is within 120 days of separation from employment with the District and he or she is receiving a service or disability retirement allowance from CalPERS resulting from the individual’s service to the District.

2.20 Reimbursement Amount. “Reimbursement Amount” shall refer to the reimbursement by the District to a Participant for health insurance premiums actually paid by the Participant in an amount not to exceed the difference between the Tier 1 Allowance and the Minimum Employer Contribution. Such Reimbursement Amount is intended for the purpose of reimbursing a Participant for health insurance premiums paid by the Participant and shall only be paid upon the District receiving satisfactory substantiation of the Participant’s payment of such premiums.

2.21 Spouse. “Spouse” means a spouse by legal marriage of the Participant. “Spouse” shall not include an individual from whom a Participant is legally separated.

ARTICLE III ELIGIBILITY

3.1 Eligibility. This Plan shall cover all Retired Employees. A Retired Employee who is eligible to participate in this Plan pursuant to this Section 3.1 shall be eligible to receive Benefits as of the later of the Effective Date or the date that he or she submits the election form required under Section 3.2. A Retired Employee who has met the foregoing eligibility requirements shall be referred to as a Participant.

3.2 Participation. All eligible Retired Employees shall submit a duly completed election form to the Plan Administrator, in the form provided by the Plan Administrator, to commence participation in the Plan. Participants shall not be required to submit a subsequent election form prior to each Plan Year unless a Participant chooses to make a change in election in accordance with Section 3.3. A Participant’s election to participate in the Plan shall continue to be valid until expressly revoked or altered.

3.3 Change In Election. A Participant shall be permitted to revoke or modify his or her election of benefits upon the occurrence of a Qualifying Event (as defined in Section 6.2(d)) by submitting a completed election form to the Plan Administrator. All other election changes shall be accepted only during the annual open enrollment period as prescribed by the Plan Administrator.

3.4 Survivor’s Death Benefit Coverage.

(a) In General. The surviving Spouse or Domestic Partner of a Participant (“Survivor”) shall be eligible to continue receiving Benefits under this Plan following the Participant’s death if the Survivor was participating in the Plan as of the Participant’s date of death and the Survivor is eligible to enroll in a Health Benefit Plan. The Benefits available to a Survivor shall be based on the Benefits for which such Participant was eligible prior to his or her death.

(b) Effect on Other Coverage. This survivor's benefit shall neither replace nor supplement any rights to continuation coverage available to the Survivor under a separate group health plan sponsored by the District.

(c) Effect of Remarriage or Subsequent Domestic Partnership. Upon the remarriage of a Survivor or upon the creation of a subsequent domestic partnership under Section 297 of the California Family Code between a Survivor and another individual, such Survivor receiving Benefits under this Section prior to such event may continue to be eligible for continued Benefits if such individual meets the eligibility requirements of CalPERS. Notwithstanding the preceding, the subsequent spouse or Domestic Partner of the Survivor, or any dependent child of the subsequent spouse or Domestic Partner, shall not be eligible to participate in this Plan or receive any benefits under this Plan.

(d) Effect of Employee's Death Prior to Eligibility. In the event of the death of an employee that would otherwise be eligible to participate in this Plan as a Retired Employee but for his or her death prior to his or her eligibility under this Plan, a Survivor shall be eligible to receive benefits under this Plan but only if he or she is eligible to enroll in a Health Benefit Plan.

3.5 Coverage Level. A Participant shall be required to enroll only in the coverage level for which they are eligible. To the extent a change in family status causes the coverage level to which the Participant is eligible to decrease (i.e., from Employee plus 1+ to Employee Only), the Participant shall promptly inform the District. Any excess premiums paid by the District which are not subsequently reimbursed by CalPERS as a result of a Participant's delay, shall be reimbursed by Participant to the District unless the District waives this obligation.

ARTICLE IV BENEFITS AND CONTRIBUTIONS

4.1 Benefits. Each Participant shall be entitled to an Allowance from the District to be credited against the premium for the Health Benefit Plan in which the Participant enrolls in for the Plan Year, in the following amounts and payable in the following forms: (1) Base Contribution Rate payable by the District directly to CalPERS, and (2) Reimbursement Amount payable to the Participant. The combined Base Contribution Rate and Reimbursement Amount shall not exceed the Allowance.

(a) Substantiation. The Reimbursement Amount is intended for the purpose of reimbursing a Participant for health insurance premiums actually paid by the Participant and shall only be paid upon the District receiving satisfactory substantiation of the Participant's payment of the premiums. The District shall obtain such substantiation by reviewing the monthly invoice that it receives from CalPERS. The District, or its designee, shall use this information to determine the Reimbursement Amount.

4.2 The District and Participant Contributions.

(a) The District Contributions. The District shall bear the entire cost of providing the Benefits available under this Plan.

(b) Participant Contributions. There are no Participant contributions permitted to the Plan for Benefits provided under the Plan.

(c) No Funding Under Cafeteria Plan. Under no circumstances will the Benefits be funded with salary reduction contributions, employer contributions (e.g., flex credits) or otherwise under a cafeteria plan, nor will salary reduction contributions or employer contributions under a cafeteria plan be treated as the District contributions to the Plan.

4.3 Taxable Benefits. Any Benefits provided to a Domestic Partner, other than a Dependent Domestic Partner, shall constitute wages of the Participant and shall be subject to inclusion in the gross income of the Participant.

ARTICLE V ADMINISTRATION

5.1 Allocation of Responsibility for Administration.

(a) Plan Administrator. The Plan Administrator shall have only those powers, duties, responsibilities and obligations as are specifically given to the Plan Administrator under the Plan or under any administration agreement between the Plan Administrator and the District.

(b) The District Responsibilities. The District shall have the sole responsibility for making the contributions provided for under Article IV and shall have the sole authority to amend or terminate, in whole or in part, the Plan at any time.

(c) Administrator's Responsibilities. The Plan Administrator shall have the sole responsibility for the administration of the Plan, as set forth herein. The Plan Administrator warrants that any directions given, information furnished, or action taken by him or her shall be in accordance with the provisions of the Plan authorizing or providing for such direction, information or action. The Plan Administrator shall be responsible for the proper exercise of his, her or its own powers, duties, responsibilities and obligations under this Plan and shall not be responsible for any act or failure to act of another employee. Neither the Plan Administrator nor the District makes any guarantee to any Participant for any loss or other event because of Participant's participation in the Plan.

(d) Transfer of Duties. The District may, at any time, assign all or any portion of the Plan Administrator's duties to a third party.

5.2 Powers and Duties of Plan Administrator.

(a) Powers and Duties Delegated to Plan Administrator. The Plan Administrator shall supervise the administration of the Plan. The Plan Administrator shall be responsible for ensuring that the terms and conditions of the Plan are carried out for the exclusive benefit of persons entitled to participate in the Plan without discrimination. The Plan Administrator shall have full power to administer the Plan, subject to the applicable requirements of the law and any administration agreement executed by and between the District and Plan Administrator. For this purpose, the Plan Administrator's powers shall include the following:

(1) to construe and interpret the Plan, decide all questions of eligibility and determine the amount, manner and time of payment of any Benefits hereunder;

(2) to prescribe the procedures for Participants to follow in filing applications for Benefits and to prepare forms to be used by Participants;

(3) to prepare and distribute, in such manner as the Plan Administrator determines appropriate, information explaining the Plan;

(4) to receive from the District, Participants and other persons, such information as shall be necessary for the proper administration of the Plan;

(5) to furnish to the District and Participants, upon request, annual reports detailing the administration of the Plan;

(6) to receive, review and keep on file such records pertaining to the Plan as the Plan Administrator deems convenient and proper;

(7) to allocate his, her or its administrative responsibilities;

(8) to appoint or employ individuals and any other agents the Plan Administrator deems advisable, including legal and actuarial counsel, to assist in the administration of the Plan;

(9) to adopt such rules as the Plan Administrator deems necessary, desirable or appropriate, subject to applicable laws. All rules and decisions of the Plan Administrator shall be uniformly and consistently applied to all Participants in similar circumstances; and

(10) to take all other steps necessary to properly administer the Plan in accordance with its terms and conditions and the requirements of applicable laws.

(b) Powers and Duties Not Delegated to Plan Administrator. The Plan Administrator shall have no power to add to, subtract from or modify any of the terms of the Plan, or to change or add to any Benefits provided by the Plan, or to waive or fail to apply any requirements of eligibility for Benefits under the Plan, except as may be expressly provided herein. Interpretations of the provisions of the Plan shall not be deemed to be additions, subtractions or modifications of the Plan.

5.3 Indemnification of Employee Administrator. The District agrees to indemnify any employee serving as Plan Administrator (including any employee or former employee who formerly served as Plan Administrator), against any and all liabilities, damages, costs and expenses (including attorneys' fees and amounts paid in settlement of any claims approved by Board of Directors) occasioned by any act or omission to act in connection with the Plan, if such act or omission is made in good faith pursuant to the provisions of the Plan and not as a result of the Plan Administrator's gross negligence or willful misconduct.

5.4 Claims Procedure. All claims for benefits that are provided through insurance contracts, whether such contracts are between an insurer and the District or an insurer and Participant, shall be made by filing a claim for benefits in accordance with the claims procedure set forth under the insurance contract. The District does not have the authority or responsibility for processing, reviewing or paying such claims. All disputes regarding those claims shall be resolved in accordance with the procedures set forth in the separate document concerning those benefits.

ARTICLE VI COBRA CONTINUATION COVERAGE

6.1 In General. This Article VI shall apply to Benefits provided to Participants under the Plan, but only to the extent that the Benefits selected pertain to health care coverage providing medical, surgical or hospital benefits and to plans providing ancillary medical coverage such as dental or prescription drug benefits. This coverage shall be continued pursuant to the continuation coverage provisions of the Public Health Service Act, as set forth in 42 U.S.C. §300bb-1 et seq. (“PHSA”), and any amendments thereto with respect to Participant and his or her Dependent Child, his or her Spouse or Dependent Domestic Partner. And with respect to Domestic Partners covered under this Plan and to the extent that it offers greater protection than PHSA for all other eligible individuals, continuation coverage shall be pursuant to the California Continuation Benefits Replacement Act, as set forth in the California Health and Safety Code §1366.20 et seq.

6.2 Definitions. For purposes of this Article VI, the following words and phrases are intended to supplement, and in some instances replace, the defined terms listed generally in Article II and to the extent of any conflict between the terms set forth in this Section and those of Article II, the defined terms set forth in this Section shall control:

(a) Covered Individual. “Covered Individual” shall mean any individual who receives (or received) Benefits under the Plan as a Participant.

(b) Election Period. “Election Period” shall mean the sixty (60) day period during which a Qualified Beneficiary who would lose coverage as a result of a Qualifying Event may elect continuation coverage. This sixty (60) day period begins not later than the date of termination of coverage as a result of a Qualifying Event and ends not earlier than the sixty (60) days after the later of such date of termination of coverage or the receipt of notice of the right to elect continuation coverage under this Plan.

(c) Qualified Beneficiary. “Qualified Beneficiary” shall mean any individual who, on the day before a Qualifying Event is a beneficiary under the Plan as a (i) Participant, (ii) Spouse; (iii) Dependent Child, or (iv) Domestic Partner. Qualified Beneficiary shall also include a child who is born to (or placed for adoption with) a Covered Individual during the coverage period. The term Qualified Beneficiary does not include an individual whose status as a Covered Individual is attributable to a period in which such individual is a nonresident alien who received no earned income from the District which constituted income from sources within the United States (within the meaning of Code Sections 911(d)(2) and 861(a)(3)). If an individual is not a Qualified Beneficiary pursuant to this paragraph, a spouse or

dependent child of such individual shall not be considered a Qualified Beneficiary by virtue of the relationship to such individual.

(d) Qualifying Event. “Qualifying Event” shall mean any of the following events which, but for the continuation coverage under this provision, would result in the loss of coverage to a Qualified Beneficiary:

(1) the death of the Participant; or

(2) the divorce or legal separation of the Participant from his or her Spouse, or Domestic Partner with respect to state coverage.

6.3 Continuation Coverage. To the extent required by Section 6.1, a Qualified Beneficiary who would lose health coverage under this Plan as a result of a Qualifying Event is entitled to elect continuation coverage within the Election Period under this Plan. Coverage provided under this provision is on a contributory basis. No evidence of good health will be required. Except as otherwise specified in an election, any election by a Qualified Beneficiary who is a Covered Individual will be deemed to include an election for continuation coverage under this provision on behalf of any other Qualified Beneficiary who would lose coverage by reason of a Qualifying Event. If this Plan provides a choice among the types of coverage under this Plan, each Qualified Beneficiary is entitled to make a separate selection among such types of coverage (e.g., single, family, etc.).

6.4 Type of Coverage. Continuation coverage under this provision is coverage which is identical to the coverage provided under this Plan to similarly situated beneficiaries under this Plan with respect to whom a Qualifying Event has not occurred as of the time coverage is being provided. If coverage under this Plan is modified for any group of similarly situated beneficiaries, the coverage shall also be modified in the same manner for all Qualified Beneficiaries under this Plan in connection with such group. Continuation coverage available to a Qualified Beneficiary under this provision shall apply only to the type and level of health coverage under the Plan that a Qualified Beneficiary was actually receiving on the day before the Qualifying Event. The Qualified Beneficiary may change his or her election in accordance with Section 3.3.

6.5 Coverage Period. For most Qualifying Events, the coverage under this provision will extend for a maximum period of thirty-six (36) months after the date of the Qualifying Event.

6.6 Notification Requirements.

(a) Notification by Qualified Beneficiary. Each Covered Individual or Qualified Beneficiary must notify the Plan Administrator of the occurrence of a divorce or legal separation of the Covered Individual from his or her Spouse or Domestic Partner within sixty (60) days after the date of such occurrence.

(b) Notification by the District. The District shall notify the Plan Administrator within thirty (30) days of a Qualifying Event, as required by federal law.

(c) Notification to Qualified Beneficiary.

(1) The Plan Administrator shall provide written notice to each Covered Individual of his or her right to continuation coverage under this Section upon commencement of coverage under a component plan providing health coverage, as required by federal law, or state law if applicable.

(2) The Plan Administrator shall notify any Qualified Beneficiary of the right to elect continuation coverage under this provision within fourteen (14) days of receiving notice of the occurrence of a Qualifying Event, as required by law. If the Qualifying Event is the divorce or legal separation of the Covered Individual from his or her Spouse or Domestic Partner, the Plan Administrator shall only be required to notify a Qualified Beneficiary of his or her right to elect continuation coverage if the Participant, or his or her Spouse or Domestic Partner, notifies the Plan Administrator of such Qualifying Event within sixty (60) days after the date of such Qualifying Event.

Notification of the requirements of this provision to the Spouse or Domestic Partner of a Participant shall be treated as notification to all other Qualified Beneficiaries residing with such Spouse or Domestic Partner at the time notification is made.

6.7 Termination of Continuation Coverage. The continuation coverage provided in this Article VI shall be terminated prior to the expiration of the coverage period provided in Section 6.5 upon the earlier of the following:

(a) the date on which the District ceases to provide any group health plan to any employee;

(b) the date on which Qualified Beneficiary fails to make timely payment, as set forth in Section 6.8(b), of the required contribution pursuant to this Article;

(c) the date on which Qualified Beneficiary first becomes, after the date of the election, covered under any other group health plan as an employee or dependent. However, if the other group health plan has a preexisting condition limitation, continuation coverage under the Plan will not cease while such preexisting condition limitation under the group plan remains in effect (taking into account prior creditable coverage under the portability rules of the Health Insurance Portability and Accountability Act of 1996); or

(d) the date on which Qualified Beneficiary becomes entitled to benefits under Medicare.

6.8 Contribution.

(a) A Qualified Beneficiary shall only be entitled to continuation coverage provided such Qualified Beneficiary pays the applicable premium required by the District to the Plan Administrator in full and in advance, except as provided in (b) below. Such premium shall not exceed the requirements of applicable federal law. A Qualified Beneficiary may elect to pay such premium in installments if permitted by the Plan Administrator.

(b) Except as provided in (c) below, the payment of any premium shall be considered to be timely if made within thirty (30) days after the date due, or within such longer period of time as applies to or under this Plan.

(c) Notwithstanding (a) or (b) above, if an election is made after a Qualifying Event during the election period, this Plan will permit payment of the required initial premium for continuation coverage during the period preceding the election to be made within forty-five (45) days of the date of the election.

(d) A premium payment received by the Plan Administrator which is deficient by an insignificant amount shall be treated as full payment of the premium amount. For purposes of this Section, an insignificant amount is an amount not greater than the lesser of (i) ten percent (10%) of the required amount; or (ii) fifty dollars (\$50). Alternatively, in the event the Plan Administrator receives an insufficient premium payment, the District and/or the Plan Administrator retain the option of taking steps to collect the deficient insignificant amount by notifying the Qualified Beneficiary of the deficiency and allowing thirty (30) days after the date of the notice for payment of the deficiency.

ARTICLE VII HIPAA PRIVACY STANDARDS

7.1 Protection of Individually Identifiable Health Information. The District and the Plan have adopted policies and procedures (“Privacy Policy”) for the sole and limited purpose of complying with the Standards for Privacy of Individually Identifiable Health Information, 45 CFR § 164.102 *et seq.*, as amended (the “Privacy Rule”). The manner in which these provisions will be administered shall in no way affect, or be taken into account in determining, the benefits under the Plan with respect to any individual.

7.2 Definitions. The defined terms and phrases used in this Article shall carry the same meaning and intent set forth under the Privacy Rule, and in some instances may replace the defined terms listed generally in Article II and to the extent of any conflict between the terms set forth herein and those of Article II, the defined terms shall carry the meaning prescribed under the Privacy Rule.

7.3 Protected Health Information. For purposes of this Article VII, Protected Health Information (or “PHI”) means information that (a) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual; (b) identifies the individual (or for which there is a reasonable basis for believing that the information can be used to identify the individual); and (c) is limited to the information created or received by Business Associate, or is made accessible to Business Associate. Further, PHI means individually identifiable information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any form or medium. PHI excludes education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. § 1232g, records described at 20 U.S.C. § 1232g(a)(4)(B)(iv), and employment records held by a covered entity in its role as employer.

7.4 Identity of Plan Sponsor. The District shall be the Plan Sponsor for purposes of the Privacy Rule when performing Plan administration functions or Plan Sponsor functions, when acting on behalf of the Plan with respect to its obligations under the Privacy Rule, and when acting on behalf of the Plan's participants and beneficiaries with respect to Participation and Enrollment Information. The Privacy Official shall act for the Plan Sponsor and shall be entitled to delegate its powers and responsibilities in accordance with its usual practices.

7.5 Responsibilities and Undertakings. The Plan Sponsor shall be responsible for making any necessary certifications to the Plan. Such certifications shall be delivered to the Plan's Privacy Official. The Plan Sponsor also undertakes and agrees that it:

- (a) Shall not use or disclose any PHI except as to those uses specifically permitted under the Privacy Rule.
- (b) Shall require any agents or subcontractors to whom it discloses PHI to agree to the same restrictions on the use and disclosure of PHI as apply to the Plan Sponsor.
- (c) Shall not use or disclose PHI for any employment-related actions of the District.
- (d) Shall not use or disclose PHI in connection with any other benefits or benefit plan, program, or arrangement of the District.
- (e) Shall report to the Privacy Official any uses or disclosures of PHI inconsistent with the Privacy Policy of which it becomes aware.
- (f) Shall make PHI available in accordance with an individual's right of access in accordance with the Privacy Policy.
- (g) Shall make PHI available for amendment and shall incorporate amendments in accordance with the Privacy Policy.
- (h) Shall make information available to provide any required accounting of disclosures of PHI in accordance with the Privacy Policy.
- (i) Shall make available to the Secretary of Health and Human Services its internal practices, books, and records relating to the use and disclosure of PHI from the Plan for purposes of determining the Plan's compliance with the Privacy Rule.
- (j) Shall, if feasible, return to the Plan or destroy any PHI from the Plan that it maintains in any form, and shall retain no copies of the PHI when the PHI is no longer needed for the purpose for which disclosure was originally made. If it is not feasible to return or destroy the PHI, the Plan Sponsor agrees that it shall further limit any uses and disclosures to those purposes that make the return or

the destruction of the information not feasible.

- (f) Shall ensure that adequate separation between the Plan Sponsor and the Plan is established.

7.6 Uses and Disclosures of Protected Health Information.

(a) Certification. The Plan, and any Health Insurance Issuer or Health Maintenance Organization with respect to the Plan, may disclose PHI to the Plan Sponsor only following receipt of the Plan Sponsor's certification that the Plan has been amended in accordance with the requirements of the Privacy Rule.

(b) Plan Administration. The Plan Sponsor shall be permitted to the limited use and disclosure of PHI for purposes of plan administration, including all Payment Activities and health care operations, as permitted under the Plan's Privacy Policy.

(c) Compliance with Privacy Rule. The Plan Sponsor shall be entitled to those uses and disclosures of PHI as permitted by the Privacy Rule to the extent necessary for compliance, including but not limited to any uses and disclosures permitted (1) without permission from an individual; (2) only with explicit or implicit authorization; or (3) because the PHI has been cleansed.

(d) Participation and Enrollment Information. Participation and Enrollment Information may be disclosed as necessary to the Plan Sponsor.

(e) Summary Health Information. Summary Health Information may be disclosed to the Plan Sponsor for the limited purpose of performing Plan Sponsor functions.

(f) Individuals With Access to PHI. The Privacy Official and his or her delegates, if any, are permitted to have access to PHI disclosed to or by the Plan. In addition, the Plan Sponsor shall designate the individual(s) or group(s) of individuals under the direct control of the Plan Sponsor who are permitted to have access to PHI disclosed by or to the Plan.

(g) Limitations on Disclosures of, Access to, and Uses of PHI. PHI may be disclosed from the Plan only for Plan Administration Functions performed on behalf of the Plan, and the other purposes identified in the Plan's Privacy Policy.

ARTICLE VIII AMENDMENT; TERMINATION

8.1 Amendment. The Plan may be amended by the Board of Directors at any time and from time to time. This Plan may be amended by a written resolution adopted by a majority of the Board of Directors.

8.2 Termination. The Plan may be terminated at any time by the District. Termination of the Plan shall be effected by a written resolution adopted by a majority of the Board of Directors.

ARTICLE IX
MISCELLANEOUS

9.1 Non-Assignability and Facility of Payment. Benefits payable under the Plan are not in any way subject to the debts or other obligations of the persons entitled thereto and may not be voluntarily or involuntarily sold, transferred or assigned to any person or persons other than the provider or providers of such Benefits. When any person entitled to Benefits under the Plan is under a legal disability or, in the Plan Administrator's opinion, is unable to manage his or her affairs, then, to the extent permitted under the applicable group contract, the Plan Administrator may cause his or her Benefit to be paid to his or her legal representative for his or her benefit, or to be applied for his or her benefit in any other manner that the Plan Administrator may determine.

9.2 Mistake of Fact. Any misstatement or any other mistake of fact in any notice or other document filed with the District or Plan Administrator shall be corrected when it becomes known and proper adjustment made by reason thereof. Neither the District nor the Plan Administrator shall be liable in any manner for any determination of fact made in good faith.

9.3 Source of Payments. The District shall be the sole source of Benefits under the Plan. No Participant shall have any right to, or interest in, any assets of the District except as provided from time to time under the Plan, and then only to the extent of the Benefits which are payable under the Plan to such Participant.

9.4 Status of Benefits. The District believes that this Plan is written in accordance with Section 105 of the Code and that it provides certain benefits to Participants which are free from Federal income tax under the Code. This Plan has not been submitted to the Internal Revenue Service for approval and thus there can be and is no assurance that intended tax benefits will be available. Any Participant, by accepting a benefit under this Plan, agrees to be liable for any tax plus interest that may be imposed with respect to those Benefits.

9.5 Applicable Law. Subject to the provisions of ERISA, which may be applicable and which provide to the contrary, this Plan, as amended from time to time, shall be administered, construed and enforced according to the laws of the State of California.

9.6 Employment Rights. Employment rights of an employee shall not be deemed to be enlarged or diminished by reason of the establishment of this Plan, nor shall any provisions of this Plan be deemed to confer any right upon any employee to be retained in the service of the District.

9.7 Construction. The masculine gender, where appearing in the Plan, shall be deemed to include the feminine or neuter gender, and the singular shall be deemed to include the plural, and vice-versa, unless the context clearly indicates to the contrary. The words "hereof," "herein," "hereunder" and other similar compounds of the word "here" shall mean and refer to the entire Plan and not to any particular provision or Section.

IN WITNESS WHEREOF, ALPINE SPRINGS COUNTY WATER DISTRICT has caused this ALPINE SPRINGS COUNTY WATER DISTRICT HEALTH REIMBURSEMENT PLAN to be executed on December 10th, 2021.

ALPINE SPRINGS COUNTY WATER DISTRICT:

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM AND CONTENT:

By: _____
Isabel Safie, Best Best & Krieger

SCHEDULE "A"
SCHEDULE OF BENEFITS
as of January 1, 2022

The following Schedule of Benefits, which may be updated or revised as required after such time as the Board of Directors of the District has approved any changes to the Allowance, specifies the Benefits offered to Participants. *All terms used in this schedule which are capitalized and not defined herein shall be defined in accordance with the definitions found in Article II of the Plan.*

| Allowance <i>as of January 1, 2022</i> |
|---|
| 100% of the cost of the PERS Gold Plan in Region 1 for the coverage level in which the Retired Employee has enrolled |



AGENDA NO: E3

MEETING DATE: 12/10/2021

Staff Report

TO: ASCWD Board of Directors

Date: December 3, 2021

FROM: Joe Mueller, General Manager

SUBJECT: CONTRACT AWARD TO CAROLLO ENGINEERS FOR WATER AND WASTEWATER MASTER PLANNING SERVICES

BACKGROUND:

The District's Water and Wastewater Master Plan is a planning document used to guide the district staff in infrastructure management, capital improvement needs, water resources, and budgetary decision. The current Long-Range Water and Sewer Master Plan was prepared by LUMOS & Associates in December 2006.

The ASCWD Board approved as part of the fiscal year 2021 / 2022 Budget \$150,000 to update the Water and Wastewater Master Plan. Three consulting engineering firms were contacted to judge interest, discuss approach, and provided background data to allow for proposal preparation. All three firms Carollo Engineers, Stantec Consulting, and Nexgen Utility Management provide proposals.

DISCUSSION:

All three firms provide detailed well thought out proposals, staff reviewed each based on:

- Technical Qualifications
- Project Approach
- Local Knowledge
- Project Team Experience
- Schedule

While all three firms could provide professional high quality Master Plans, Carollo's local experience in the Tahoe area, combined with their risk-based CIP approach to rehabilitation and replacement of infrastructure ranked them the highest to perform the ASCWD Water And Wastewater Master Plan.

FISCAL IMPACT:

Execution of a contract with Carollo Engineers for the fee estimated amount of \$147,500 is within the project budget for this current fiscal year of \$150,000.

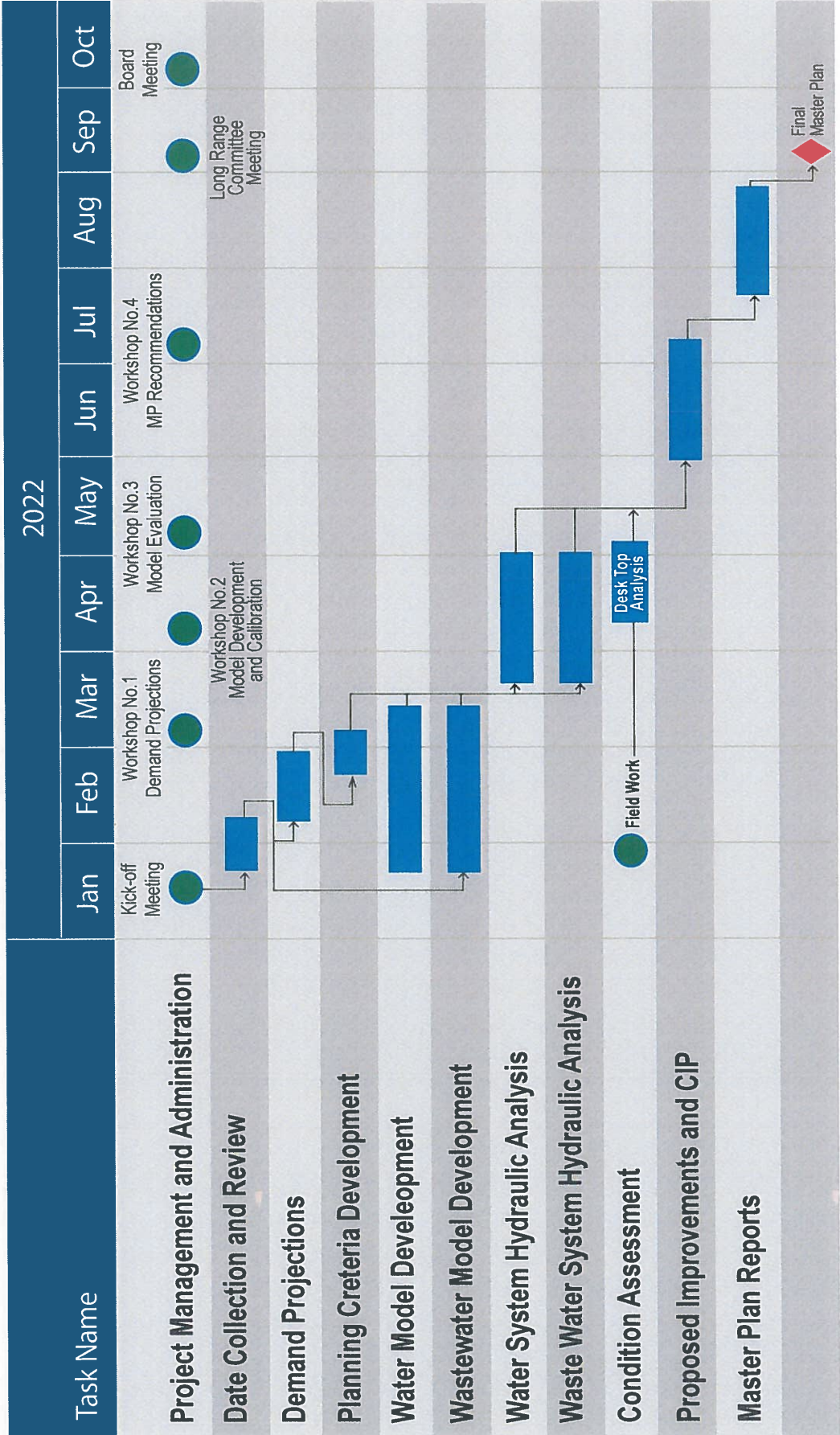
RECOMMENDATION:

In accordance with ASCWD Policy Number: 4.12.0 Consultant and Contractor Selection, authorize the General Manger Manager to execute a Contract with Carollo Engineers for the development of the Water and Wastewater Master Plan.

Attachments:

1. Proposed Project Schedule

While not included as an attachment, each of the three proposals are available for review in digital or hard copy form from the District office.





AGENDA NO: E4

MEETING DATE: 12/10/2021

Staff Report

TO: ASCWD Board of Directors

Date: December 6, 2021

FROM: Joe Mueller, General Manager

SUBJECT: ELECTION OF ASCWD BOARD PRESIDENT AND VICE PRESIDENT TO THE BOARD OF DIRECTORS

DISCUSSION:

Nominate and elect the ASCWD Board President and Board Vice President to the Board of Directors for 2022.

FISCAL IMPACT:

No fiscal impact.

EXHIBIT F1

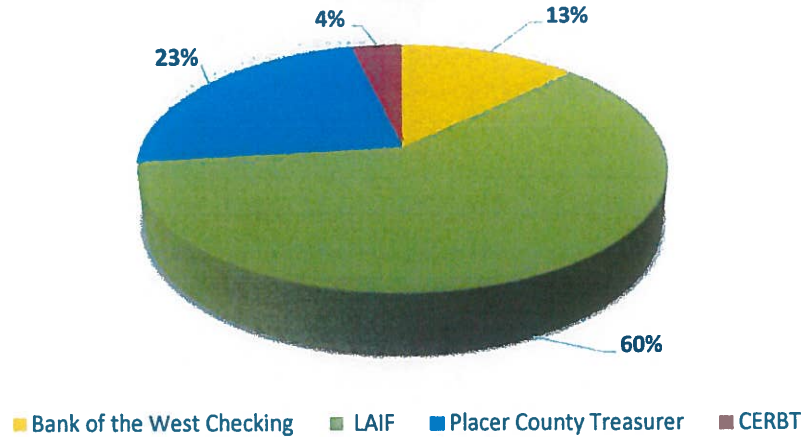
ALPINE SPRINGS COUNTY WATER DISTRICT

November 2021 TREASURERS REPORT

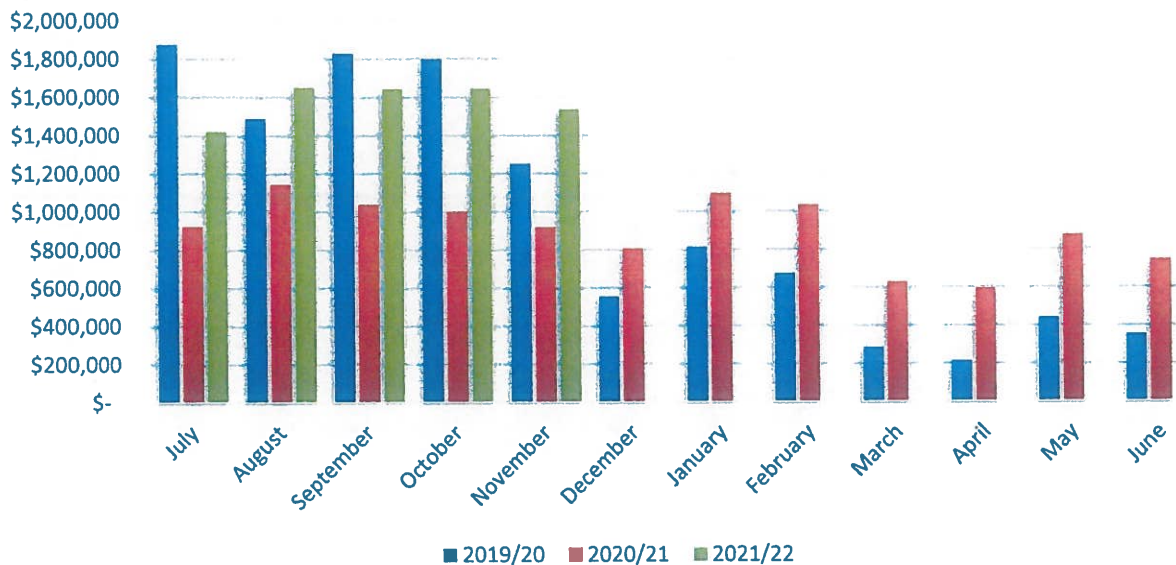
FY 21/22

| | Account Balance | Report Date | Interest |
|----------------------------------|---------------------|-------------|----------|
| Bank of the West Checking | \$ 197,690 | 12/1/2021 | 0.00% |
| LAIF | \$ 923,507 | 12/1/2021 | 0.203% |
| Placer County Treasurer | \$ 354,453 | 10/31/2021 | 0.120% |
| CERBT | \$ 56,541 | 11/30/2021 | -0.790% |
| | <u>\$ 1,532,192</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, November 11, 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. No public comment.

2. ITEMS FOR COMMITTEE DISCUSSION AND RECOMMENDED ACTION
 - a. October 2021 Monthly Financial Reports
 - i. The committee recommends approval of the October financials.
 - ii. There was discussion about finding another bank for our checking account.
 - b. Treasurer's Report
 - i. The committee reviewed the treasurer's report.
 - c. Unbudgeted Expenses
 - i. There were no unbudgeted expenses.
 - d. Discuss for Board Recommendation the adding of a Community Member to the B&F Committee
 - i. The committee recommends no need to pursue adding a community member at this time but is always open to community members input on issues of interest via ZOOM or in person or in writing. Here is a list of some of the reasons for this recommendation:
 - (1) At this time the committee handles basic financial matters and we have an independent accountant with fiduciary responsibility, an independent auditing firm, a manager with financial understanding and a board member with substantial financial experience on the committee all to oversee the financial controls we have in place.
 - (2) The committee meets monthly which could be a burden on a volunteer.
 - (3) Unique expertise is not needed at this time.

3. MEMBERS' COMMENTS
 - a. There were no member's comments.

4. CORRESPONDENCE
 - a. There was no correspondence.

5. Adjournment
 - a. The committee adjourned at 9:58 a.m.

6. NEXT MEETING
 - a. Next B&F meeting: Thursday, December 9, 2021, 9:30 a.m.