
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 8th, 2023
Location: District Office, Board Room
270 Alpine Meadows Road
Alpine Meadows, CA 96146
Time: 9:00 a.m.

AGENDA

NOTE: THE DISTRICT BOARD OF DIRECTORS MAY TAKE FORMAL ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW. AGENDA ITEMS MAY OR MAY NOT BE TAKEN IN THE SEQUENCE PRESENTED BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED BELOW PRIOR TO THE MEETING.

Meetings are held in person in the ASCWD boardroom at 270 Alpine Meadows Rd. and are open to the general public. Public comment is accepted by the board only in the following ways, in person at 270 Alpine Meadows Rd., Alpine Meadows, CA, in writing submitted to the Board Secretary by email to info@alpinesprings.org, or by mail before Tuesday December 5th, 2023 @ 9:00 a.m.

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

ZOOM: At the specified time, 9:00 a.m., connect to ZOOM. Mtg. ID: 831 9458 7028; passcode: 012832; Times listed are approximate.

Join Zoom Meeting:

<https://us06web.zoom.us/j/83194587028?pwd=tFWVDbKcOA9h98e5j2fq146pbyc5lF.1>

ALPINE SPRINGS COUNTY WATER DISTRICT

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

General Manager: Joe Mueller

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

B. PUBLIC COMMENT

It is the policy of the Alpine Springs County Water District to give the public the opportunity to address any item of interest which is relevant to the district's activities. The public may speak on any agenda item at this time or after the Board has discussed the item, but prior to a vote. No action can be taken on items addressed under Public Comment that are not on the agenda. Individual public participation will be limited to five minutes in duration.

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 10th, 2023.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

Mike Dobrowski, CPA, shall discuss the November 2023 monthly and yearly financial statements highlighting outstanding issues. The Chair of the Budget & Finance Committee shall comment on the Committee's review of the statements. The Board shall vote to accept the financial statements and to approve the monthly (reports) expenditures.

D2) FIRE DEPARTMENT REPORT

Chief Leighton, or his designee, shall report on the activities of North Tahoe Fire Protection District, with special regard to those which impact Alpine Meadows, including November 2023 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 2023.

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 2023 Water/Sewer Report.

D5) TTSA REPORT

A Special Meeting of the Board of Directors is scheduled for December 5th, 2023.

E. COMMITTEE REPORTS

E1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)

Met December 7th, the previous month November 9th, 2023, B&F report is attached.

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

No Meeting

E3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)

No Meeting

E4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)

No Meeting

F. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION

ALPINE SPRINGS COUNTY WATER DISTRICT

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

- F1) PUBLIC HEARING AND RESOLUTION FOR THE FIVE-YEAR UPDATE OF THE FIRE FACILITIES IMPACT FEE STUDY; AND THE CAPITAL FACILITIES AND MITIGATION EXPENDITURE PLAN FOR FISCAL YEAR 2023/2024**
Consideration of Resolution #8-2023 Adopting the Five-Year Update to the Fire Facilities Impact Fee Study; and Resolution #9-2023 Adopting the 2023/2024 Capital Facilities and Mitigation Fee Expenditure Plan.
- F2) PUBLIC HEARING AND RESOLUTION FOR SETTING FEES FOR COST RECOVERY OF FIRE & LIFE SAFETY ACTIVITIES**
Consideration of Resolution #10-2023 Setting Fees for Cost Recovery of Fire & Life Safety Activities.
- F3) RESOLUTION REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE**
Consideration of Resolution #11-2023 regarding mandatory inspections of certain occupancies per the California Health and Safety Code.
- F4) RESOLUTION REGARDING A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICTS RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS PROGRAM.**
Consideration of Resolution #12-2023 allowing ASCWD to participate in the Special District Risk Management Authority small group plan for employee disability insurance coverage.
- F5) AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES IN CONNECTION WITH THE ALPINE SPRINGS COUNTY WATER DISTRICT 2023/2024 AND 2024/2025 CAPITAL IMPROVEMENT PROJECTS**
Consideration of a Professional Services Agreement with Carollo Engineers.
- F6) 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 2024.
- F7) ASCWD TREASURE AND SECRETARY TO THE BOARD OF DIRECTORS**
Assign the ASCWD Treasure and Secretary to the Board for 2024.

G. FUTURE AND OPEN AGENDA ITEMS

- Fire Protection and Emergency Medical Agreement
- FY2022/2023 District Audit
- CIP project reprioritization

H. CORRESPONDENCE TO THE BOARD

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

I. CLOSED SESSION

None

ALPINE SPRINGS COUNTY WATER DISTRICT

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

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 12th, 2023, at 9:00 a.m.

I certify that on or before Tuesday December 5th, 2023, at 9:00 a.m., I personally posted and forwarded agendas as requested.

Joe Mueller, General Manger
Alpine Springs County Water District

EXHIBIT C1

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **November 10, 2023**

4 This meeting was a "hybrid" of an in-person meeting for Board and staff and Zoom for additional attendees
5
6

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

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

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

12 Directors Absent: None

13 Staff Present: General Manager Joseph Mueller and Office Manager Laurie Axell
14

15 Guests included Mike Dobrowski, Jen Faber, NTFPD Fire Marshall Brent Armstrong, and Chief Alan
16 Whisler.
17

18 **B. PUBLIC COMMENT**

19 There were no comments on items not on today's agenda.
20

21 **C. APPROVAL OF MINUTES**

22 **C1) OCTOBER REGULAR BOARD MEETING**

23 It was moved by Smelser and seconded by Ganong to approve the minutes of the October 13,
24 2023 Regular Board meeting as corrected. Motion carried with Salke abstaining.
25

26 **D. DEPARTMENT REPORTS**

27 **D1) FINANCIAL REPORT**

28 District CPA Mike Dobrowski presented the financial reports through October 31, 2023. He reviewed
29 account balances and accounts receivable. Dobrowski met with the auditors yesterday, who
30 recommended some minor changes in processes.
31

32 It was moved by Ganong and seconded by Smelser to approve the financial reports for the
33 month of October 2023 as presented. Motion carried unanimously.
34

35 It was moved by Ganong and seconded by York approve payment of checks #33209 – 33249,
36 minus 33218, payroll, and electronic fund transfers. Motion carried unanimously.
37

38 **D2) FIRE DEPARTMENT REPORT**

39 Whisler reported there was only one call in October. He reviewed staffing. Fire season is winding
40 down and ski season is starting, with Mt. Rose and Mammoth opening this weekend.
41

42 Armstrong noted the prescribed burns in the area. About 500 acres have been treated between Tahoe
43 City and Carnelian Bay.
44

45 Armstrong said the official notification of termination of the contract was received on October 26,
46 which starts the three-year clock. NTFPD does not support this action and he is always available to
47 talk. Armstrong said there could be staffing and equipment changes. However, service will not drop
48 below the currently contracted level of 150 days. A brief discussion followed regarding assuring the
49 community that the level of service will remain strong.
50

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

1 General Manager Joe Mueller presented his activity report for the month of October 2023.

2
3 He relayed the conversation with Chris Nelson regarding the Alpenglow project. Mueller will consult
4 with BBK given there may be a new development team and capital projects are being reprioritized.

5
6 Mueller described the challenges with the Bear Creek Armoring Project but it is now ready to go. The
7 unbudgeted expense was approved.

8
9 The Long Range Planning Committee suggested there be communication with the homeowner
10 associations before adopting the reprioritized CIP. Carollo submitted a memo but it did not include
11 replacement of Spring 1. The recommendation is to utilize the spring until it fails and then abandon it
12 because of accessibility issues. Operations from other springs will be improved so there is redundancy.
13 A brief discussion followed regarding access and options if Spring 1 fails.

14
15 The Office Manager activities were included in Mueller's report. Twelve Fee and Penalty Waivers
16 have been issued under the new policy. There are thirty outstanding accounts.

17
18 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

19 Mueller presented Miguel Ramirez's Water/Wastewater Report for October 2023, which included
20 maintenance and repairs addressed during the month. Photos of a failed gasket and broken sewer main
21 were in the report.

22
23 York thanked staff for a great season at the park.

24
25 The water usage graphs were reviewed. Mueller noted non-revenue water loss is down, which could be
26 because leaks are being addressed and/or the new meter readings are more accurate.

27
28 **D5) TTSA REPORT**

29 Smelser presented the October 18, 2023 TTSA Board Meeting Summary. HDR doing a rate study on
30 sewer connection fees. The next TTSA meeting is December 6.

31
32 **E. COMMITTEE REPORTS**

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

34 Grant reported on the November 9, 2023 Budget & Finance Committee meeting.

35
36 The Treasurer's Report indicates \$1.35 million has been invested in treasury-bills and CDs.

37
38 **E2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

39 This Committee did not meet.

40
41 **E3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

42 This Committee did not meet.

43
44 **E4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

45 This Committee did not meet.

46
47 **F. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

48 No items were presented.

49
50 **G. FUTURE AND OPEN AGENDA ITEMS**

- 51
- Request for proposals for Fire Protect and Emergency Medical

- 1 • FY2022/2023 District Audit
- 2 • CIP project reprioritization
- 3 • Carollo project management and design contract work related to CIPs.

4

5 **H. CORRESPONDENCE TO THE BOARD**

6 Correspondence regarding the newsletter was discussed. The Board considered options for producing
7 and distributing the newsletter.

8

9 **I. CLOSED SESSION**

10 Closed Session was not convened.

11

12 **J. DIRECTORS' COMMENTS**

13 Please RSVP to Axell for the December 9 Christmas Party at the River Ranch.

14

15 The General Manager Open House is scheduled for Friday December 15.

16

17 **K. ADJOURNMENT**

18 There being no further business to come before the Board, the meeting was adjourned at 10:20 AM.

19 The next regularly scheduled Board meeting is Friday December 8, 2023 at 9:00 AM.

20

21 Respectfully Submitted,

22 Judy Friedman

23 Recording Secretary

24 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

25

EXHIBIT D1

Subject: *November 2023 Month End Review*

For: *Alpine Springs County Water District*

To: *The Board of Directors*

Prepared by: *Michael J. Dobrowski, CPA 12/05/23*

On a year-to-date basis our net income was \$188,713 higher than the prior fiscal year. Most of that is due to rate increases. Net income was \$395,055 higher than budget on a year to date basis.

Our cash position has increased by \$532,979 from the prior year. There remains \$85,867 of outstanding accounts receivable to be collected.

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 + \$140,847= \$140,847**

Prior Year + (10% of annual revenues (\$1,766,842-358,374) less Garbage)

Cash available for operations – **\$2,158,536**

(Remaining balance \$2,299,383-140,847)

In Transit Timing Differences

No significant differences.

Work in Progress Accounts	Current Year	Total
Overlay Front Half Circle	22,000	22,000
Bear Creek Armoring Project	55,414	55,414
Upgrade Backup Battery Tank 2&5	<u>0</u>	<u>3,598</u>
Total	\$ 22,000	\$ 81,012

Accounts Payable		
NTFPD Contract		\$ <u>0</u>
Total		\$ 0

Sick and General Leave		
Sick leave Hours	229.00 Hrs.	
General leave Hours and Dollars	336.76 Hrs.	\$ 22,877.86

Prepays		
Sun Life Dental (5103&04) (68.77+212.89) 0 month		\$ 0.00
Garbage Contract (5404.02) 1 Mo. @ \$17,815.40		\$ 17,815.40
Healthplan Services (51031&41) (171.45+208.05) 0 month		\$ 0.00
SDRMA Insurance (5120.00) 7 months @ 3,707.03		\$ 25,949.12
SDRMA (5120.00) Worker's Comp 7 months @ 1,051.06		\$ 7,357.47
Cal Special Districts Assoc (5168) 12 months @ 682.25 (Jan-Dec)		\$ 8,187.00
Core Software (5167.00) 7 Mo. @ \$52.50		<u>\$ 367.50</u>
Total		\$ 59,676.49

Stale-Dated Checks			
<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Vendor</u>

Last disbursement issued from prior financial reports.

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
11/06/23	ACH110623	4,448.59	CalPERS (Active)

Benefits Breakdown (YTD)

Health & Life Ins. (Active)	\$22,925.95
Health & Life Ins. (Retired)	9,275.94
Pension (Employee 7.75%)	13,385.62 (Employer 7.68% Effective 07/01/23)
Payroll Taxes	4,843.42
Health plan co-ins.	<u>1,015.28</u>
Total	\$ 51,446.21

Alpine Springs County Water District
Profit & Loss Prev Year Comparison
 July through November 2023

	<u>Jul - Nov 23</u>	<u>Jul - Nov 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
Water Revenue	921,358	639,544	281,814
Connection Fees	39,773	27,166	12,607
Sewer Revenue	388,377	329,575	58,803
Garbage Revenue	358,374	267,381	90,993
Park Revenue	21,530	16,720	4,810
Fire Mitigation Fees	14,036	14,857	(822)
Fire Fuel Management Fees	0	25,604	(25,604)
Property Tax Revenue	513	19,559	(19,045)
Other Revenue	22,881	20,132	2,749
Total Income	<u>1,766,842</u>	<u>1,360,538</u>	<u>406,305</u>
Gross Profit	1,766,842	1,360,538	406,305
Expense			
Salaries and Wages - Admin	103,336	81,899	21,437
Salaries and Wages - O&M	106,240	83,635	22,605
Benefits - Office	12,503	10,895	1,608
Benefits - O&M	37,928	30,365	7,563
Health Plan Co-Insurance	1,015	1,795	(780)
Directors' Fees	5,375	4,325	1,050
Insurance - Administration	23,790	15,422	8,369
Park Expenditures	3,203	4,379	(1,176)
Parts/Tools/Misc. Equip	15,727	8,097	7,630
Postage and Delivery	1,573	2,006	(433)
Cleaning	1,440	1,035	405
Newsletter and Printing	1,601	0	1,601
Office Expense	4,921	7,148	(2,227)
Dues and Subscriptions	1,190	9,193	(8,003)
Bank and Collection Fees	2,563	2,221	342
Analytical Testing	5,545	825	4,720
Accounting Fees	28,989	27,335	1,654
Legal Fees	2,776	2,272	504
Consultants-Misc.	1,708	2,148	(440)
NTFD Contract	43,301	(15,218)	58,518
Fire Fuel Management Fee	4,233	3,280	952

Alpine Springs County Water District
Profit & Loss Prev Year Comparison
 July through November 2023

	<u>Jul - Nov 23</u>	<u>Jul - Nov 22</u>	<u>\$ Change</u>
Building Maintenance	2,898	1,268	1,630
Equipment Maintenance - Ad...	4,271	3,922	348
Vehicle Maintenance and Rep.	5,762	5,134	628
Maintenance Water and Sewer	99,769	32,421	67,347
Gas and Electric - Admin	9,498	10,169	(671)
SCADA System	12,869	8,150	4,719
Travel and Entertainment	669	0	669
Education Staff/Board	714	522	192
Uniforms	913	0	913
ASCWD Fuel	2,151	2,203	(52)
Telephone - Administration	1,138	1,348	(210)
Government Mandates	5,373	8,588	(3,215)
Garbage Services	89,077	65,728	23,349
Depreciation Expense	109,495	109,495	0
Miscellaneous - O&M	327	639	(312)
Total Expense	<u>753,878</u>	<u>532,644</u>	<u>221,234</u>
Net Ordinary Income	1,012,964	827,894	185,070
Other Income/Expense			
Other Income			
Interest Revenue	8,904	5,175	3,729
Total Other Income	8,904	5,175	3,729
Other Expense			
Interest Expense	86	0	86
Total Other Expense	86	0	86
Net Other Income	8,818	5,175	3,643
Net Income	<u><u>1,021,782</u></u>	<u><u>833,068</u></u>	<u><u>188,713</u></u>

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

	Nov 23	Budget	Jul - Nov 23	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
Water Revenue	2,768	0	921,358	910,129	1,034,237
Connection Fees	12,607	2,101	39,773	10,506	25,214
Sewer Revenue	1,066	0	388,377	339,570	385,875
Garbage Revenue	1,104	0	358,374	328,824	373,663
Park Revenue	300	0	21,530	17,500	35,000
Fire Mitigation Fees	2,849	1,000	14,036	5,000	12,000
Property Tax Revenue	0	0	513	45,762	915,239
Other Revenue	532	1,782	22,881	8,910	21,400
Total Income	21,225	4,883	1,766,842	1,666,201	2,802,628
Gross Profit	21,225	4,883	1,766,842	1,666,201	2,802,628
Expense					
Salaries and Wages - Admin	29,903	20,719	103,336	103,595	248,615
Salaries and Wages - O&M	31,081	20,577	106,240	102,885	246,914
Benefits - Office	2,716	4,145	12,503	20,725	49,741
Benefits - O&M	7,824	9,903	37,928	49,515	118,841
Health Plan Co-Insurance	582	749	1,015	3,745	8,988
Directors' Fees	1,850	990	5,375	4,950	11,850
Insurance - Administration	4,758	4,692	23,790	23,460	56,304
Park Expenditures	13	0	3,203	18,249	36,500
Parts/Tools/Misc. Equip	5,006	2,250	15,727	11,250	27,000
Postage and Delivery	158	573	1,573	2,865	6,870
Cleaning	0	533	1,440	2,665	6,400
Newsletter and Printing	0	0	1,601	1,525	3,050
Office Expense	482	1,965	4,921	9,825	23,575
Dues and Subscriptions	0	972	1,190	4,860	11,668
Bank and Collection Fees	0	208	2,563	1,040	2,500
Analytical Testing	352	583	5,545	2,915	7,000
Accounting Fees	5,798	5,915	28,989	29,575	70,950
Audit	0	0	0	0	23,000
Legal Fees	527	1,252	2,776	6,260	15,000
Consultants-Misc.	219	1,311	1,708	6,555	15,735
NTFD Contract	0	61,016	43,301	305,080	732,191
Fire Fuel Management Fee	0	833	4,233	4,165	10,000
OPEB Trust - Annual Funding	0	0	0	0	30,000

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

	Nov 23	Budget	Jul - Nov 23	YTD Budget	Annual Bud...
Building Maintenance	0	1,994	2,898	9,970	23,925
Equipment Maintenance - A...	1,068	801	4,271	4,005	9,610
Vehicle Maintenance and Rep.	2,120	908	5,762	4,540	10,900
Maintenance Water and Sewer	20,360	11,884	99,769	59,420	142,600
Gas and Electric - Admin	987	4,774	9,498	23,870	57,310
SCADA System	911	1,002	12,869	5,010	12,015
Travel and Entertainment	417	25	669	125	300
Education Staff/Board	0	292	714	1,460	3,500
Uniforms	107	251	913	1,255	3,000
ASCWD Fuel	0	792	2,151	3,960	9,500
Telephone - Administration	0	283	1,138	1,415	3,400
Government Mandates	720	2,068	5,373	10,340	24,817
Garbage Services	17,815	17,828	89,077	89,140	213,936
Depreciation Expense	21,899	21,899	109,495	109,495	262,775
Miscellaneous - O&M	0	163	327	815	1,950
Total Expense	157,673	204,150	753,878	1,040,524	2,542,230
Net Ordinary Income	-136,448	-199,267	1,012,964	625,677	260,398
Other Income/Expense					
Other Income					
Interest Revenue	0	210	8,904	1,050	2,500
Total Other Income	0	210	8,904	1,050	2,500
Other Expense					
Interest Expense	16	0	86	0	0
Total Other Expense	16	0	86	0	0
Net Other Income	-16	210	8,818	1,050	2,500
Net Income	-136,464	-199,057	1,021,782	626,727	262,898

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
As of November 30, 2023

	Nov 30, 23	Oct 31, 23	\$ Change	Nov 30, 22	\$ Change
ASSETS					
Current Assets					
Checking/Savings					
Petty Cash	425	425	0	259	166
Bank of the West	144,915	382,044	(237,129)	481,312	(336,397)
Plumas Bank Checking	89,643	0	89,643	0	89,643
Placer County - Interest App.	364,400	364,400	0	356,636	7,764
Wells Fargo Advisors	1,357,511	1,357,511	0	0	1,357,511
LAIF Accounts	342,488	342,488	0	928,198	(585,709)
Total Checking/Savings	2,299,383	2,446,869	(147,486)	1,766,405	532,979
Accounts Receivable					
Accounts Receivable	85,867	87,033	(1,166)	36,150	49,717
Total Accounts Receivable	85,867	87,033	(1,166)	36,150	49,717
Other Current Assets					
Placer - Agency Taxes 390-770	23	23	0	2,785	(2,762)
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	59,676	82,302	(22,626)	39,004	20,672
County Collection Accounts	10,808	10,808	0	34,347	(23,539)
Deferred Pension Outflows	43,042	43,042	0	43,042	0
Deferred OPEB Outflows	6,572	6,572	0	6,572	0
Total Other Current Assets	120,121	142,747	(22,626)	125,750	(5,628)
Total Current Assets	2,505,372	2,676,649	(171,277)	1,928,304	577,068
Fixed Assets					
Land					
Land	360,436	360,436	0	360,436	0
Firehouse					
Firehouse	376,338	376,338	0	376,338	0
Firehouse Vehicles & Equipment					
Firehouse Vehicles & Equipment	343,336	343,336	0	343,336	0
Park	403,391	403,391	0	403,391	0
Park Improvements Depreciable					
Park Improvements Depreciable	21,728	21,728	0	21,728	0
Land Improvements					
Land Improvements	129,444	129,444	0	129,444	0
Alpine Springs Interceptor					
Alpine Springs Interceptor	58,095	58,095	0	58,095	0
Water System					
Water System	6,646,779	6,646,779	0	6,459,766	187,013
SCADA System					
SCADA System	172,423	172,423	0	146,548	25,875
Sewer System					
Sewer System	1,046,201	1,046,201	0	1,022,026	24,175
Building Improvements					
Building Improvements	357,090	357,090	0	357,090	0
Office Equipment					
Office Equipment	81,011	81,011	0	81,011	0
Vehicles					
Vehicles	128,749	128,749	0	128,749	0
Maintenance Equipment					
Maintenance Equipment	293,229	293,229	0	131,068	162,161
Truckee River Interceptor					
Truckee River Interceptor	358,524	358,524	0	358,524	0
Inflow and Infiltration					
Inflow and Infiltration	26,031	26,031	0	26,031	0
Work in Progress					
Work in Progress	81,012	25,598	55,414	150,922	(69,911)
Accumulated Depreciation	(5,627,028)	(5,605,129)	(21,899)	(5,368,214)	(258,815)
Total Fixed Assets	5,256,789	5,223,274	33,515	5,186,291	70,498

Alpine Springs County Water District
Balance Sheet Previous Year & Month Comparison
 As of November 30, 2023

	Nov 30, 23	Oct 31, 23	\$ Change	Nov 30, 22	\$ Change
Other Assets					
Net Pension Asset	28,378	28,378	0	28,378	0
Land Usage and Easement Right	17,436	17,436	0	17,436	0
Total Other Assets	<u>45,814</u>	<u>45,814</u>	<u>0</u>	<u>45,814</u>	<u>0</u>
TOTAL ASSETS	<u><u>7,807,974</u></u>	<u><u>7,945,736</u></u>	<u><u>(137,762)</u></u>	<u><u>7,160,408</u></u>	<u><u>647,566</u></u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
Accounts Payable	0	0	0	0	0
Total Accounts Payable	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Current Liabilities					
OPEB Liability	374,816	374,816	0	374,816	0
Accrued Payroll & Payroll Tax	1,589	0	1,589	0	1,589
Accrued Vacation Payable	22,878	21,266	1,612	18,998	3,880
Deferred Pension Inflows	31,598	31,598	0	31,598	0
Deferred OPEB Inflows	47,787	47,787	0	47,787	0
HRA Plan Payable	4,966	4,966	0	1,161	3,805
Total Other Current Liabilities	<u>483,634</u>	<u>480,434</u>	<u>3,201</u>	<u>474,360</u>	<u>9,274</u>
Total Current Liabilities	<u>483,634</u>	<u>480,434</u>	<u>3,201</u>	<u>474,360</u>	<u>9,274</u>
Long Term Liabilities					
Caterpillar Financial Serv	112,704	117,203	(4,500)	0	112,704
Total Long Term Liabilities	<u>112,704</u>	<u>117,203</u>	<u>(4,500)</u>	<u>0</u>	<u>112,704</u>
Total Liabilities	<u>596,338</u>	<u>597,637</u>	<u>(1,299)</u>	<u>474,360</u>	<u>121,978</u>
Equity					
Retained Earnings	336,874	336,874	0	0	336,874
Retained Earnings - Garbage	519,082	519,082	0	519,082	0
Retained Earnings - Park	(181,351)	(181,351)	0	(181,351)	0
Retained Earnings - Sewer	1,609,737	1,609,737	0	1,609,737	0
Retained Earnings - Water	(1,737,234)	(1,737,234)	0	(1,737,234)	0
Fund balance Undesignated	395,443	395,443	0	395,443	0
Investment in plant & equip	5,247,303	5,247,303	0	5,247,303	0
Net Income	<u>1,021,782</u>	<u>1,158,245</u>	<u>(136,464)</u>	<u>833,068</u>	<u>188,713</u>
Total Equity	<u>7,211,636</u>	<u>7,348,099</u>	<u>(136,464)</u>	<u>6,686,048</u>	<u>525,588</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,807,974</u></u>	<u><u>7,945,736</u></u>	<u><u>(137,762)</u></u>	<u><u>7,160,408</u></u>	<u><u>647,566</u></u>

9:01 AM
12/05/23

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

	<u>Jul - Nov 23</u>
OPERATING ACTIVITIES	
Net Income	1,021,782
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	36,135
1550.00 · Prepaid Expenses	(28,381)
1550.00 · Prepaid Expenses:1550.02 · Prepaid Expenses - 02	(17,815)
1600.05 · County Collection Accts	17,650
1041.00 · Placer Co - Taxes 770	54,035
1850.00 · Accumulate Depreciation:1850.02 · Accumulated Deprec...	4,545
1850.00 · Accumulate Depreciation:1850.03 · Accumulated Deprec...	4,545
1850.00 · Accumulate Depreciation:1850.04 · Accumulated Deprec...	13,665
1850.00 · Accumulate Depreciation:1850.05 · Accumulated Deprec...	79,710
2010.00 · Accounts Payable - 06 Fund	(247)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Accounts Payable...	(346,186)
2070.00 · Accrued Payroll & Taxes - 05 Fu	(7,349)
2075.00 · Accrued Vacation Pay - 05 Fund	2,395
	<hr/>
Net cash provided by Operating Activities	834,484
INVESTING ACTIVITIES	
1751.05 · SCADA System	(16,940)
1830.05 · Work in Progress	(22,000)
1830.05 · Work in Progress:1832.04 · Bear Creek Armoring Project ...	(55,414)
1850.00 · Accumulate Depreciation:1850.06 · Accumulated Deprec. ...	7,030
	<hr/>
Net cash provided by Investing Activities	(87,323)
FINANCING ACTIVITIES	
2095.05 · Caterpillar Financial Serv - 05	(22,492)
	<hr/>
Net cash provided by Financing Activities	(22,492)
Net cash increase for period	724,668
Cash at beginning of period	1,574,715
	<hr/>
Cash at end of period	<u>2,299,383</u>

12:17 PM
12/05/23

Alpine Springs County Water District
Check Register for Current Month

November 7 - 30, 2023

Date	Num	Name	Memo	Amount	Balance
11/16/2023	33257	Alpine Septic and Pumping	Invoice 103123-02	-350.00	-350.00
11/16/2023	33258	AmeriGen Power Solutions	Invoice #01-14108	-706.43	-1,056.43
11/16/2023	33259	Badger Meter	Invoice #1615872 Services Oct ...	-1,116.31	-2,172.74
11/16/2023	33260	Best Best & Krieger LLP	Invoice #979178 Prof. Serv. thr...	-527.00	-2,699.74
11/16/2023	33261	Big Bear Automotive Repair Inc.	Cust ID 5381	-260.02	-2,959.76
11/16/2023	33262	Cashman Equipment Company	Customer #001306 Invoice IN...	-654.04	-3,613.80
11/16/2023	33263	Eastern Regional Landfill	Acct # 0000-0200-0	-12.64	-3,626.44
11/16/2023	33264	FedEx	Acct #1834-0409-1	-16.85	-3,643.29
11/16/2023	33265	Janet Grant	Oct & Nov 2023 Budget, Financ...	-550.00	-4,193.29
11/16/2023	33266	Janice Ganong	Oct & Nov 2023 Bd. Mtg	-300.00	-4,493.29
11/16/2023	33267	Evan Salke {1}	Oct & Nov 2023 Budget, Financ...	-400.00	-4,893.29
11/16/2023	33268	David Smelser {1}	Oct & Nov 2023 Board Mtg	-300.00	-5,193.29
11/16/2023	33269	Christine York	Oct & Nov 2023 Board Mtg	-300.00	-5,493.29
11/16/2023	33270	Laurie Axell	Reimbursement	-417.37	-5,910.66
11/16/2023	33271	Liberty Utilities	Acct 300000006092 (8/29/2023...	-1,473.81	-7,384.47
11/16/2023	33272	Liberty 1402 Beaver Dam	Acct 200008698793 (9/28/2023...	-130.68	-7,515.15
11/16/2023	33273	Longo Inc.	Service Nov 2023	-9,991.69	-17,506.84
11/16/2023	33274	ODP Business Solutions, LLC	Acct #60641324	-103.33	-17,610.17
11/16/2023	33275	Silver State Analytical Laboratories	Water Tests Drinking Water	-224.00	-17,834.17
11/16/2023	33276	Tahoe City Chevron, Inc.	Account #147	-126.00	-17,960.17
11/16/2023	33277	Tahoe Truckee Sierra Disposal Co., Inc.	Cust.#000355 10/01/23 - 10/31/...	-370.71	-18,330.88
11/16/2023	33278	Thatcher Company Of Nevada, Inc.	Customer C1081 ASCWD	-410.28	-18,741.16
11/16/2023	33279	The Paper Trail	Customer Inv. #5755	-219.00	-18,960.16
11/16/2023	33280	USA BlueBook	Customer 814589	-346.71	-19,306.87
11/30/2023	33281	Avaya Financial Services	Contract No. 753-0021553-000 ...	-158.91	-19,465.78
11/30/2023	33282	Badger Meter	Invoice #80144385 Services No...	-46.76	-19,512.54
11/30/2023	33283	Carollo Engineers	Invoice FB44193 Services thru ...	-13,308.75	-32,821.29
11/30/2023	33284	Eastern Regional Landfill	Acct # 0000-0200-0	-216.00	-33,037.29
11/30/2023	33285	FedEx	Acct #1834-0409-1	-75.19	-33,112.48
11/30/2023	33286	Longo Inc.	Service Nov 2023	-48,922.63	-82,035.11
11/30/2023	33287	Miguel G. Ramirez	Reimbursements	-581.51	-82,616.62
11/30/2023	33288	North Lake Auto Parts	Acct #300	-1,050.41	-83,667.03
11/30/2023	33289	Rainbow Print & Office Supply	Acct. #2342-01	-20.15	-83,687.18
11/30/2023	33290	Scheid Limbird	Reimbursement	-107.45	-83,794.63

12:17 PM
12/05/23

Alpine Springs County Water District
Check Register for Current Month
November 7 - 30, 2023

Date	Num	Name	Memo	Amount	Balance
11/30/2023	33291	Sierra Controls, LLC	Inv. #124588 & Inv. #124619	-911.35	-84,705.98
11/30/2023	33292	Sierra Office Solutions	Customer #AS32:900020-B 11/...	-416.92	-85,122.90
11/30/2023	33293	Silver State Analytical Laboratories	Water Tests Drinking Water	-128.00	-85,250.90
11/30/2023	33294	Tahoe City Chevron, Inc.	Account #12177 Inv. #134468	-30.00	-85,280.90
11/30/2023	33295	Total Compensation Systems, Inc.	Invoice #12439	-720.00	-86,000.90
11/30/2023	33296	USA BlueBook	Customer 814589	-1,445.25	-87,446.15
11/30/2023	33297	Western Nevada Supply Company	Account #14905	-981.27	-88,427.42

Alpine Springs County Water District
 Subsequent Payments Listing

December 1 - 5, 2023

9:05 AM
 12/05/23

Date	Num	Name	Memo	Amount	Balance
12/05/2023	ach12052...	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance...	-842.73	-842.73
*** Missing numbers here ***					
12/04/2023	33298	Sun Life Financial	Policy #906384-0001 Dental 12/01/23-12/31...	-350.43	-1,193.16
12/04/2023	33299	Michael J. Dobrowski, CPA, LLC	December 2023 Invoice #23507	-5,797.76	-6,990.92
*** Missing numbers here ***					
12/05/2023	ach120523	CalPERS (Active)	Customer ID: 2668620501 Health Insurance...	-4,448.59	-11,439.51

EXHIBIT D2

NTFPD-ASCWD Response Calls
November 2023

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)
2023031290	11/2/2023 13:26	7600 ALPINE MEADOWS Road	96146	Dispatched and cancelled en route	85, E51, M51	Cancelled en route	
2023031583	11/5/2023 13:03	7600 ALPINE MEADOWS Road	96146	Dispatched and cancelled en route	85, E56, M51	Cancelled en route	
2023031908	11/9/2023 6:22	Alpine Meadows Main Lodge	96146	Motor vehicle accident with injuries	85, E51, M51, M56	Provide advanced life support (ALS)	
2023032150	11/11/2023 15:24	1334 MINERAL SPRINGS Trail	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2023033409	11/25/2023 11:28	7600 ALPINE MEADOWS Road	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	
2023033584	11/27/2023 11:25	7600 ALPINE MEADOWS Road	96146	Smoke detector activation, no fire - unintentional	85, E51, M51	Investigate	
2023033629	11/27/2023 20:44	1529 MINERAL SPRINGS Trail	96146	Chimney or flue fire, confined to chimney or flue	85, E51, E56, M51	Extinguishment by fire service personnel	

Total Calls= 7

EXHIBIT D3



AGENDA NO: D3

MEETING DATE: 12/08/2023

General Managers Report

TO: ASCWD Board of Directors Date: December 04, 2023
FROM: Joe Mueller, General Manager
SUBJECT: General Manager and Office Activities for the Month of November 2023

Projects

1) Alpenglow (Previously Alpine Sierra) Subdivision

Discussed the Districts will serve letter to the development with BBK along with review of planning documents dating back to 2013 and prior.

Upcoming project activity

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

2) White Wolf Subdivision

No activity this month

Upcoming project activity

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

General Business

- Fulfilled audit requests from Damore Hamric & Schneider.
- Reviewed numerous building and/or remodeling plans with Operations staff and Placer County that have conflicts with District water or sewer lines.
- Worked with Carollo on Capital Improvement Project sequencing and budgeting outlook over the next five years.
- Implementation, construction oversight, and close out of the Bear creek armoring project to protect a District sewer mainline that resides next to the creek, the creek flow has shifted, thus eroding the bank and into our backfill material. Met with the Lahontan Water Board onsite during, and after construction activities.
- Continued discussion with NTFPD, Chief Leighton on fire protection and emergency medical services.
- Discussed approach for fire protection and emergency medical services with BBK.
- Prepared Professional Services Agreement for CIP design and management.

- Held numerous field meetings discussing utilities, access, and easements.
- Assisted Operations with the evaluation of numerous water losses and / or leak identification.
- Worked with customers on invoicing and payment questions and reviews.
- Attended the monthly area General Managers meeting.

Office Activities Performed by Office Manager

- Attended the CSDA Board Secretary Conference
- Completed a two-day certificate program for the following topics: Foundations, Enabling acts, Resolutions & Ordinances, Vacancies/Appointments, Ethics & Conflict of Interest; Public Records Act; Brown Act; Liability Issues, Processing and taking minutes; Website Compliance.
- Performed software research that would allow online payments for utility billing and accounting.
- Organize Ethics Training for Board Members
- Fulfilled audit requests from Damore Hamric & Schneider.
- Filed and organized documents throughout the office.
- As of December 4th, 2023, Accounts Receivable are \$82,000 representing 23 outstanding payment invoices down from 30 last month.
- AR total represents, the Districts payment plan customers at \$8,000 and a new service fee of \$5,000.

EXHIBIT D4

**ASCWD OPERATIONS REPORT
WATER / WASTEWATER
FOR 11-1-23 THRU 11-30-23**

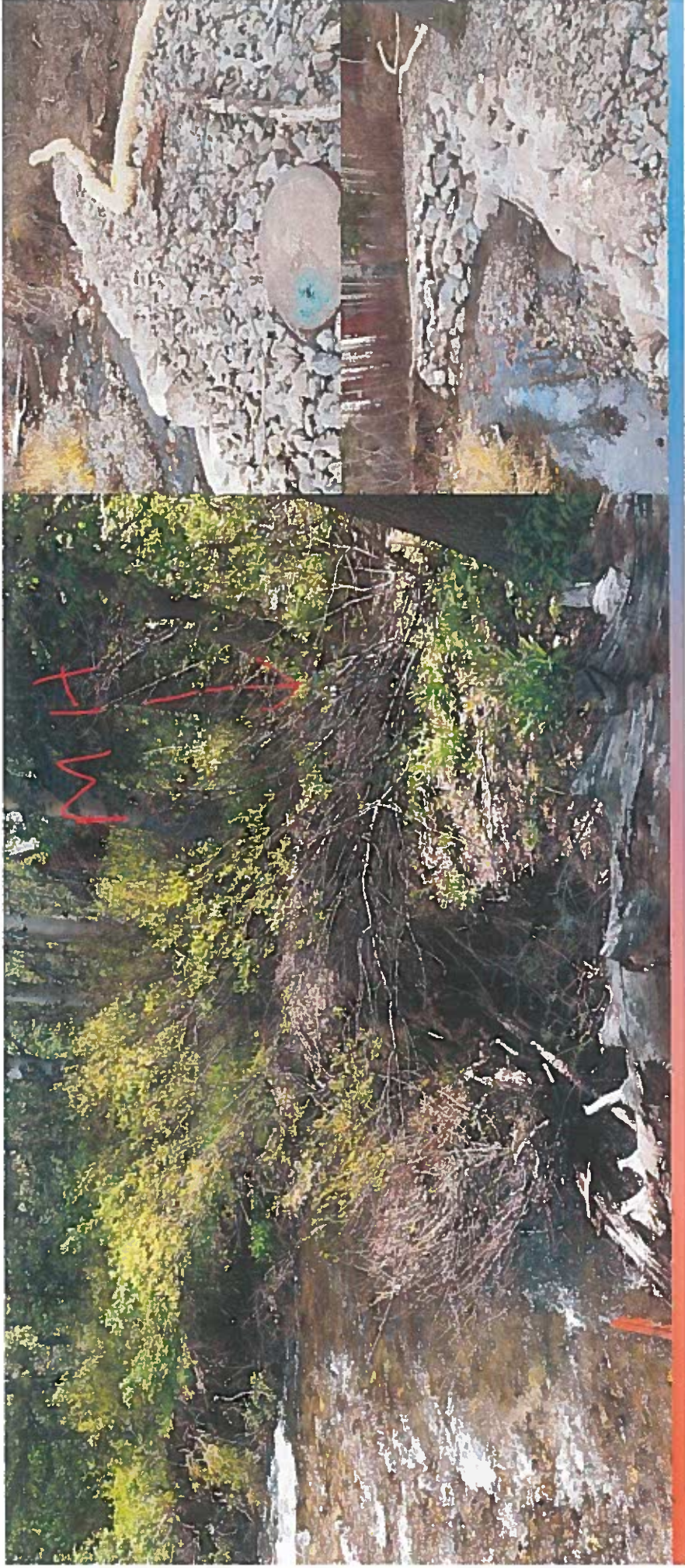
TO: Board of Directors
DATE: December 8th, 2023
FROM: Miguel Ramirez, Operations & Maintenance

Wastewater Flows: 30 Days / November 2023 normal operation throughout the month.

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
6,000 GPD	107,000 GPD	34,000 GPD

Operations / Maintenance / Repairs:

- All routine water zone samples came back absent from Coliform and E-coli.
- Notified every single resident that was on the November leak report. (Wanted people to be aware of any leaks before the winter months set in).
- The district's new state assigned engineer came out for a site visit and walk through. (Transfer of Public Water Systems Regulatory Oversight from Lassen District Office to the Sacramento District Office was Effective July 1st).
- Completed the yearly Valve Maintenance program. (Yearly program that keeps the valves on our water mains in working order).
- The Ski Area has hit 9,000,000 gallons as of December 1st for snowmaking water.
- Bushwhackers Inc. dropped some hazardous trees near the Firehouse. (Dangerous trees above the Firehouse parking area).
- Built chains for the backhoe at the end of the month.



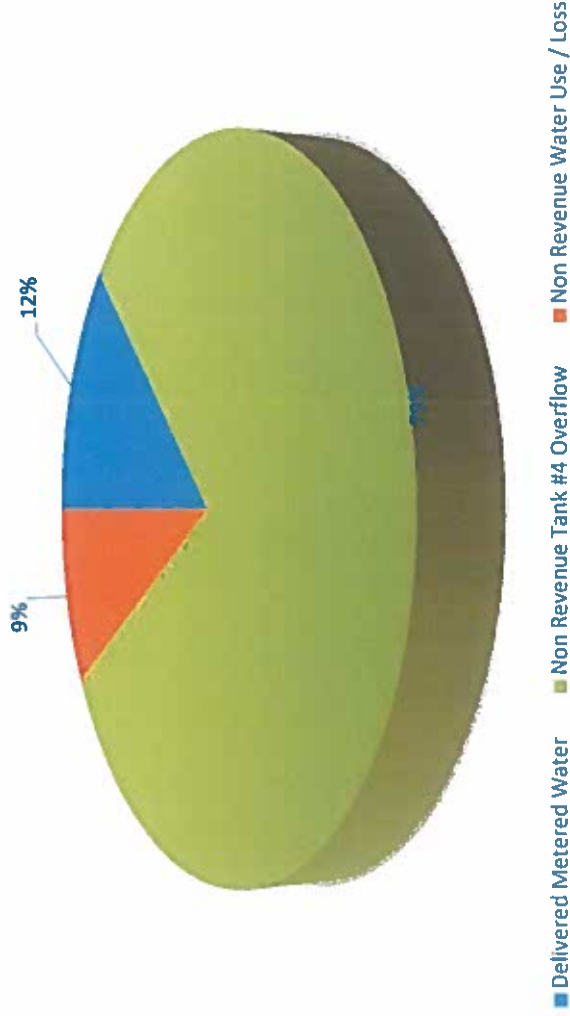
Sewer Main Armor project. MH-A1 Bear Creek.

ALPINE SPRINGS COUNTY WATER DISTRICT

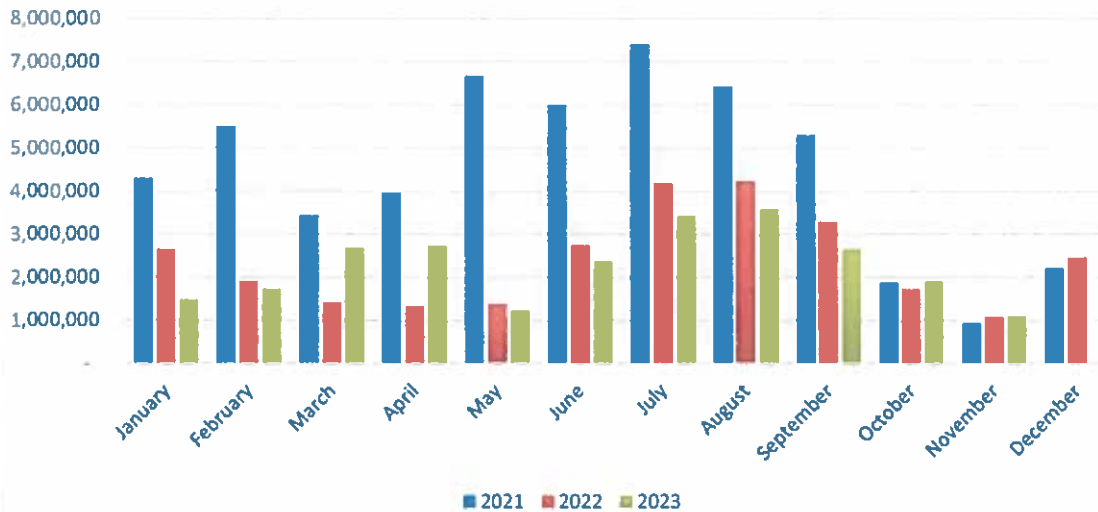
November 2023 WATER REPORT

Total Potable Water Production	8,725,116 Gallons
Delivered Metered Water	1,092,107 Gallons
Non Revenue Tank #4 Overflow	6,860,130 Gallons
Non Revenue Water Use / Loss	772,879 Gallons

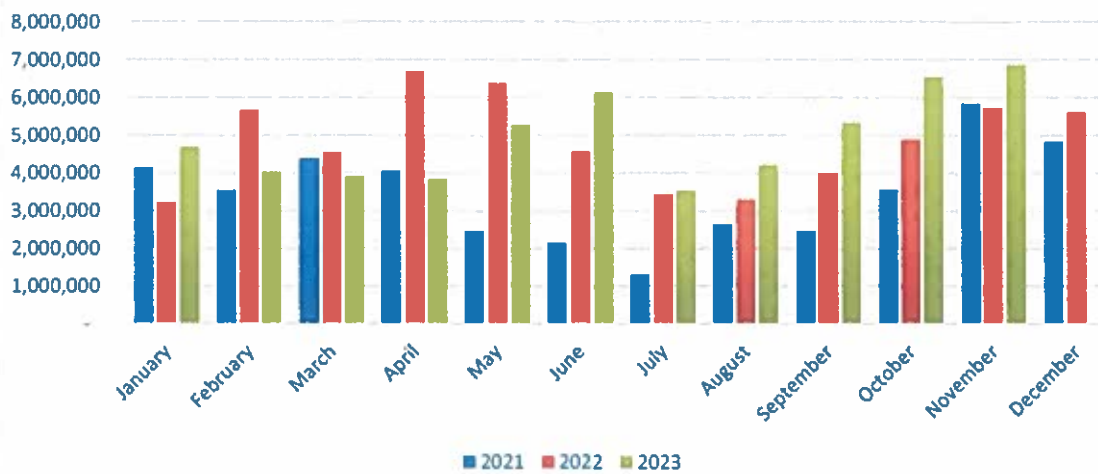
Water Use November 2023



Delivered Metered Water per Month (gallons)



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



Total Water Production per Month (gallons)

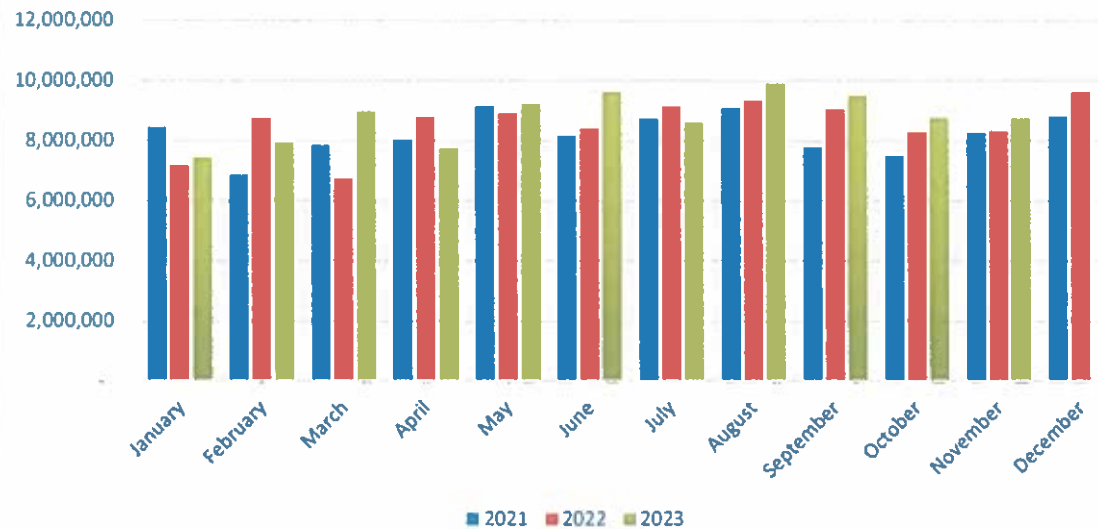


EXHIBIT E1

Alpine Springs County Water District
Budget and Finance Committee Report
Thursday November 9, 2023

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

1. PUBLIC COMMENT

- a. No public comment.

2. ITEMS FOR COMMITTEE DISCUSSION AND RECOMMENDED ACTION

a. Monthly Financial Reports

- i. The committee recommends approving the October 2023 financials. Mike reported on Accounts Receivable improving but still behind last year in both dollar amount and number of unpaid bills. Outstanding customer bills are sent to Placer County in the January/February time frame for collection.

b. Treasurer's Report

- i. We discussed the monthly treasurer's report. Wells Fargo is now managing \$1,350,000 of our funds in T-bills and CD's. Additionally Laurie has put together the documentation for a change from Bank of the West to Plumas Bank for our Checking account. This process will be completed over the next couple of months as automatic payments are transferred over to Plumas Bank

c. Unbudgeted Expenses

- i. The Bear Creek Armoring Project was discussed. There has been a roller coaster ride with the Army Core of Engineers and Lahontan regarding approval of this project over the past month. It appears that the project is now ready to go as described to us and approved at our ASCWD Board meeting last month.

3. MEMBERS' COMMENTS

- a. Evan brought up cash management as it relates to our investments with the discussion outcome indicating agreement between management and the B&F Committee. Additionally Joe, Mike and Laurie are working on improving efficiencies between offices.

4. CORRESPONDENCE

- a. None

5. ADJOURNMENT

- a. The committee adjourned at 10:10 a.m.

6. NEXT MEETING

- a. Next B&F meeting: December 7, 2023, 9:30 a.m.

ALPINE SPRINGS COUNTY WATER DISTRICT DECEMBER 2023 TREASURERS REPORT FY 23/24

	Account Balance	Report Date	Interest
Checking Bank of the West / Plumas	\$ 309,446	12/1/2023	0.00%
LAIF	\$ 345,576	12/1/2023	3.670%
Placer County Treasurer	\$ 365,364	10/31/2023	3.112%
CERBT	\$ 110,640	11/30/2023	7.230%
Wells Fargo	<u>\$ 1,350,000</u>	9/28/2023	4.8% / 5.5%
	<u>\$2,481,025</u>		

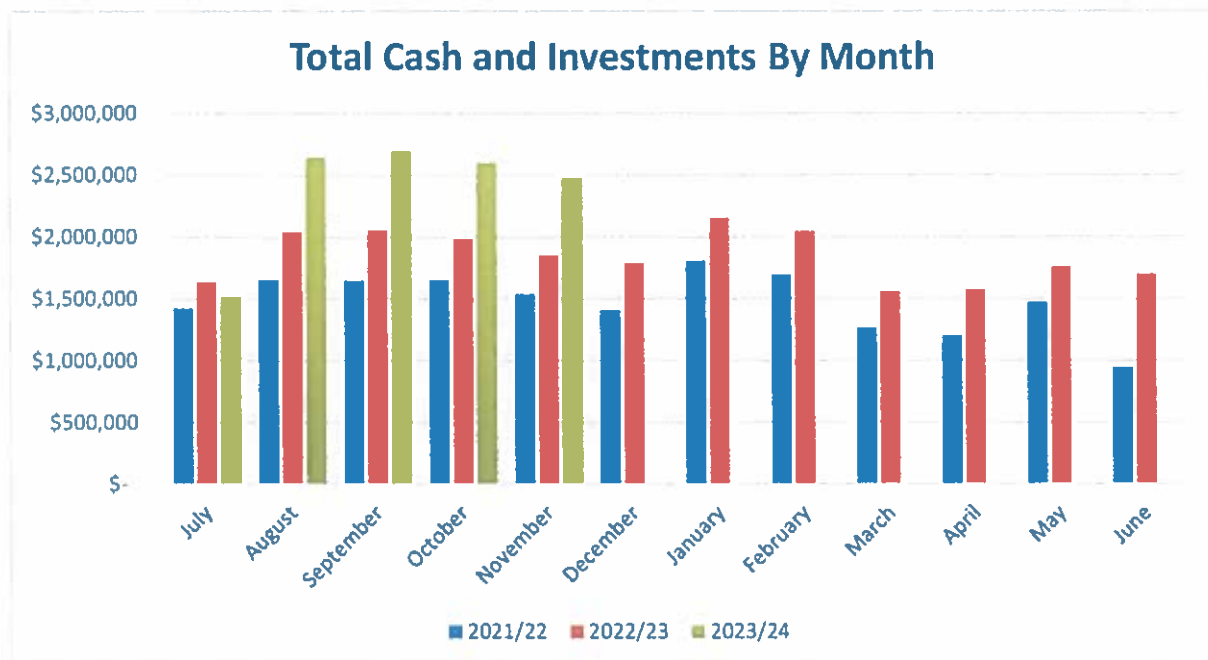
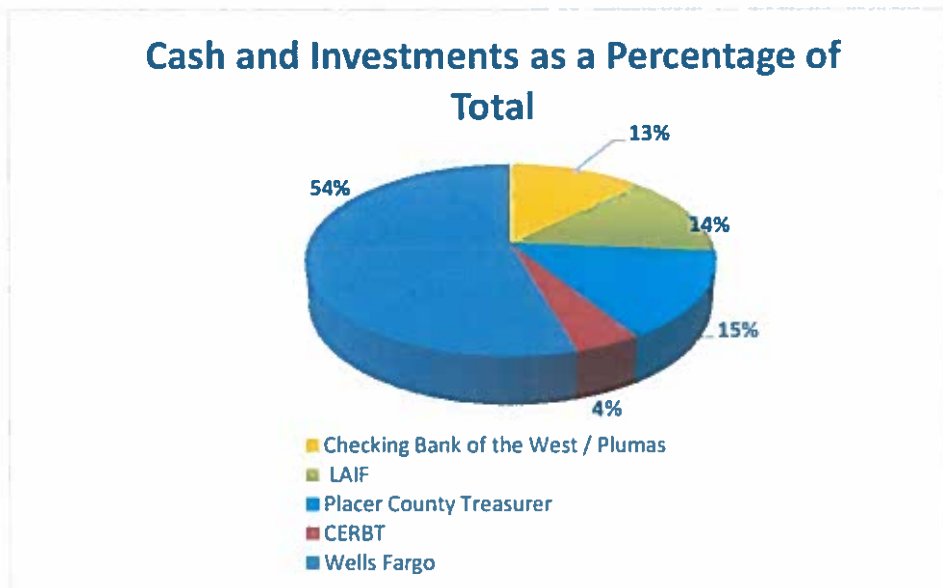


EXHIBIT F1



AGENDA NO: F1

MEETING DATE: 12/08/2023

Staff Report

To: ASCWD Board of Directors
From: Steve Leighton, Fire Chief
Through: Brent Armstrong, Division Chief Fire Marshal

SUBJECT: AGENDA ITEM F1 HOLD A PUBLIC HEARING ON THE FIVE-YEAR UPDATE OF THE FIRE FACILITIES IMPACT FEE STUDY; AND THE CAPITAL FACILITIES AND MITIGATION EXPENDITURE PLAN FOR FISCAL YEAR 2023/2024.

Background

As a condition of collecting mitigation fees on projects that generate new service demands, the District must maintain a current Capital Facilities and Mitigation Fee Plan. The document, updated annually with five-year budget projections and a current fee schedule, is adopted first by the District Board of Directors and then by the Placer County Board of Supervisors. This was last completed in FY 2022/2023.

Attached to the Plan is the Updated Fire Facilities Impact Fee Study. This fee study is required to be updated every five years.

It is reasonable to assume that as more building space is constructed throughout the District, the level of responsibility of the District to service and protect the buildings and its occupants grows. With this growth, there is a clear need for the District to construct, expand, and purchase additional fire facilities and apparatus to serve the development.

In this five-year nexus study, the fee methodology uses a standard-based approach to calculate the Fire Fee. With a standard-based approach, the cost of all existing facilities is allocated to all existing development in the District. To ensure that all costs are relative in today's dollars, existing facilities are valued at replacement cost. Dividing the total cost of all District facilities by the total sum of all development in the District, produces a uniform fee that allocates a fair share of the facilities cost among all development in the District on a per-square foot basis.

When impact fees are calculated, an analysis must be presented in enough detail to demonstrate that logical and thorough consideration was applied in the process of determining how the fee relates to the impact created by new development.

Recommendations

- 1) Resolution 8-2023 Adopting the Five-Year Update to the Fire Facilities Impact Fee Study; and
- 2) Resolution 9-2023 Adopting the 2023/2024 Capital Facilities and Mitigation Fee Expenditure Plan.

Attachments

- Resolution 8-2023
- Resolution 9-2023
- ASCWD Capital Facilities and Fire Fee Mitigation Fee Expenditure Plan Annual Update
- ASCWD Update of the Fire Facilities Impact Fee Study

**RESOLUTION 8-2023
OF THE
ALPINE SPRINGS COUNTY WATER DISTRICT
A RESOLUTION ADOPTING THE FIVE-YEAR UPDATE TO THE FIRE
FACILITIES IMPACT FEE STUDY**

WHEREAS, at the regular meeting held at 9:00 a.m. on December 8, 2023 at 270 Alpine Meadows Road, California, the Board of Directors of the Alpine Springs County Water District of Placer County reviewed the Fire Facilities Impact Fee Study prepared by Goodwin Consulting Group regarding historical data about staffing and inventory to develop estimations of adequate staffing levels and capital inventory. This information has been used to develop a fair and equitable mitigation fund equation for utilization of these funds; and

WHEREAS, the Board of Directors and staff carefully reviewed and approved the annual update of the Fire Facilities Impact Fee Study prepared by Goodwin Consulting Group which updates the previous Capital Facilities and Mitigation Fee Expenditure Plan; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors requests that staff distribute the Fire Facilities Impact Fee Study to the Placer County Board of Supervisors for their review.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Alpine Springs County Water District held on December 8, 2023, by the following Roll Call Vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Approved by:

Janet S. Grant, President
Board of Directors

Attest:

JOE MUELLER, General Manager
Secretary to the Board of Directors
Alpine Springs County Water District

**RESOLUTION 9-2023
OF THE
ALPINE SPRINGS COUNTY WATER DISTRICT
A RESOLUTION ADOPTING THE CAPITAL FACILITIES AND
MITIGATION FEE EXPENDITURE PLAN ANNUAL UPDATE FOR THE FISCAL
YEAR 2023/2024**

WHEREAS, at the regular meeting held at 9:00 a.m. on December 8, 2023 at 270 Alpine Meadows Road, California, the Board of Directors of the Alpine Springs County Water District of Placer County reviewed the Capital Facilities and Mitigation Expenditure Plan Annual Update for the Fiscal Year 2023/2024 regarding historical data about staffing and inventory to develop estimations of adequate staffing levels and capital inventory. This information has been used to develop a fair and equitable mitigation fund equation for utilization of these funds.

WHEREAS, the Board of Directors and staff carefully reviewed and approved the annual update of the Capital Facilities and Mitigation Fee Expenditure Plan for the Fiscal Year 2023/2024.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors requests that staff distribute the Capital Facilities and Mitigation Fee Expenditure Plan Update for the Fiscal Year 2023/2024 to the Placer County Board of Supervisors for their review.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Alpine Springs County Water District held on December 8, 2023, by the following Roll Call Vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Approved by:

Janet S. Grant, President
Board of Directors

Attest:

JOE MUELLER, General Manager
Secretary to the Board of Directors
Alpine Springs County Water District

*Alpine Springs County Water District
Capital Facilities and
Fire Mitigation Fee Expenditure Plan
Annual Update*



FY 2023/2024

*November 2023
Placer County*

Relationship between Growth and Capital Facilities Plan

Alpine Springs County Water District continues to experience growth in fire inventory, as well as population. This trend is expected to continue for years to come. This development has contributed to an increase in calls for service and increased fire potential.

The recent trend of expanding small mountain cabins to expansive resort homes is creating larger homes with larger population potential. Many of these homes are vacation rentals, which carry increased risks with transient guests unfamiliar with the unusual fire and safety risks of forested and heavy snow areas. As the demand for fire and Emergency Medical Services capability increases through infill construction and “teardown” remodels, the ability to transport personnel and apparatus will degrade proportionally. The major arterial routes are periodically congested and the projected increase in residents and visitors will only worsen the problem. The only plausible mitigation strategy is to maintain, upgrade or relocate staffed fire stations where response is timely, and to maintain enough redundancy in apparatus and equipment to act autonomously until assistance can arrive.

The continued growth will impact the District’s ability to maintain the same level of service. The impact of this growth affects three aspects of the organization: (1) Personnel required (2) Fire Stations (3) Apparatus. Capital Mitigation fees may be used for specific items as clearly stated in AB 1600. Personnel cannot be funded with these fees. Development of fire stations and purchase of apparatus are allowed.

Personnel

Personnel cannot be funded with these fees.

Fire Stations

The Facilities Plan indicates the proposed expenditures for all existing facilities and those projected. Mitigation fees can only be used for Facility improvements directly related to growth. Funds shall not be used for replacement.

Applicable California State Codes and National Fire Protection Association Standards

Fire District Station Facilities

The District builds and maintains stations and facilities in accordance with the current California State Building Code, Electrical Code, Plumbing Code and Mechanical Code and Fire Code. Station and Facility construction must all meet requirements of the National Fire Protection Association (NFPA) for construction and maintenance. The following standards are examples of NFPA standards that apply to new facility project within the North Tahoe Fire Protection District.

- Standard 101 – Life Safety Code
- Ch 1.1.2 – The code addresses the construction, protection and occupancy features necessary to minimize danger to life from the effect of fire, including smoke, heat and toxic gasses created during a fire. Ch1.1.3 – The Code established minimum criteria for the design and egress facilities so as to allow prompt escape of occupants from buildings or, where, desirable, into safe areas within buildings.
- Standard 1500 – Fire Department Occupational Safety and Health Program
- Ch 9.1.1 Facility Safety – All Fire Department facilities shall comply with all legally applicable health, safety, building, and fire code requirement.
- A.9.1.1 where health, safety, building, and fire codes are not legally applicable to fire department facilities; steps should be taken to ensure that equivalent standards are applied and enforced. In absence of local requirements, the provisions of NFPA 1; Fire Code NFPA 70; NFPA 101, Life Safety Code; NFPA 5000, Building Construction and Safety Code should be applied.
- In addition, the workplace safety standards specified in 92CFR 1910, Occupation Safety and Health Standards, or an equivalent standard should be applied. Applicable requirements of the Americans with Disabilities Act (ADA) should be met.

Fire Department Apparatus

The North Tahoe Fire Protection District provides fire protection/suppression services to Alpine Springs County Water District and it operates several types of fire apparatus. Structural fire fighting engines are built in accordance with NFPA 1901; water tenders are built in accordance with NFPA 1903 Standard for mobile water supply fire apparatus; wildland fire apparatus are built in accordance with NFPA 1906; the District's aerial fire apparatus will be built in accordance with NFPA 1904.

NFPA Standard 1500 – Fire Department Occupational Safety and Health Program; Ch6 Fire Apparatus, Equipment, and Driver/Operators section 6.1.1 states fire departments shall consider safety and health as primary concerns in the specification, design, construction, acquisition, operation, maintenance, and inspection and repair of all fire department apparatus. The District will continue to meet this standard.

Fire Department Staffing

While staffing and personnel cannot be funded with Mitigation fees; the NFPA standard related to staffing is noted as staffing is an integral portion of fire attack and mitigation.

NFPA Standard 1710 – Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments; Ch 4.3 Staffing and deployment states staffing in the fire department shall identify minimum staffing requirements to ensure that a sufficient number of members are available to operate safely and effectively. It is the District’s intention to meet this standard.

The following table from Ch 4.3.2 indicates minimum staffing and response times required by NFPA:

Demand Zone	Demographics	Minimum Staff to Respond	Response Time (minutes)	Meets Objective
Urban Area	> 1,000 people / sq mi	15	9	90%
Suburban area	500 - 1000 people / sq mi	10	10	80%
Rural area	< 500 people / sq mi	6	14	80%
Remote area	Travel distance > 8 mi	4	Directly dependent on travel distance	90%

Accessory Dwelling Units

In accordance with the California Health and Safety Code, Section 65852.2 (3) (A), mitigation fees will be applied to Accessory Dwelling Units (ADUs) as follows:

ADUs less than 750 sq. ft. will not be assessed mitigation fees.

ADUs that are 750 sq. ft. to 1,200 sq. ft., will be assessed mitigation fees at the full per sq. ft. rate.

Physical Facilities & Equipment – Expenditure Plan

As development occurs within the boundaries of Alpine Springs County Water District, new or expanded fire facilities will be required to meet the service demands of future development. Existing fire protection facilities include the Alpine Meadows fire station, a Type II fire engine and various types of special equipment. Total estimated cost of the Water District’s fire station building, land, vehicle and equipment, based on current replacement costs, equals approximately \$1.9 million.

Description	Estimated Cost
Station	\$1,594,084
Vehicle	\$ 184,266
Equipment	<u>\$ 157,125</u>
Total	\$1,935,475

The North Tahoe Fire Protection District in conjunction with the Water District analyzed the fire facilities needed to serve development within the Water District through 2035. Based on that analysis, the Alpine Meadows station can adequately serve future growth anticipated within the Water District through 2035. However additional vehicles and equipment will be needed to serve the additional development expected within the Water District.

Based on current and future development, the Alpine Meadows station will need a new Type I fire engine and equipment to outfit the engine. The current Type II fire engine has a full complement of equipment required by NFPA 1901. The District endeavors to comply with NFPA 1901 by ensuring all apparatus, including a new Type I fire engine carries equipment required by NFPA 1901.

Description	Estimated Cost
Vehicle	\$ 563,035
Equipment	<u>\$ 10,237</u>
Total	\$ 573,272

Ongoing Inflation Adjustment

Mitigation fees are adjusted annually to accommodate the impact of development (growth) on fire protection services within the District. The District adjusts mitigation fees based on the percent change in construction costs as defined in the Construction Cost Index (CCI) published by the *Engineering News-Record*. The need for the District to adjust mitigation fees annually was approved by the Placer County Board of Supervisors and recommended in the Fire Facilities Impact Fee Study.

Proposed 2022 Mitigation Fee Rate Adjustment Based on the 5-year Impact Fee Study

Fixed-rate pricing structures are unable to keep pace with increasing costs of facilities, vehicles, and general fire protection infrastructure requirements. Thus consistent with the spirit of the enabling legislation, the District has adjusted its mitigation fee schedule for 2024. The District's last mitigation fee structure increase occurred in 2023 and was based on the Construction Cost Index (CCI) published by the *Engineering News-Record*. This year's Plan reflects the Fire-Year Impact Fee Study update and for this reason, the CCI was not applied but instead applied the rates indicated in the updated fee study. To mitigate the impact of the fee increase. The new fee will apply to all construction types: residential, commercial, office, and industrial.

The chart below outlines the existing and proposed rate structure for the mitigation fee schedule.

Fee Schedule

<u>CONSTRUCTION TYPE</u>	<u>2023 EXISTING</u>	<u>2024 PROPOSED</u>
Residential per Sq. Ft.	\$1.58	\$3.22
<u>Nonresidential</u>		
Commercial per Sq. Ft.	\$1.99	\$3.22
Office per Sq. Ft.	\$2.53	\$3.22
Industrial Sq. Ft.	\$1.78	\$3.22

Mitigation Fee Fund Balances

	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
Mitigation Fund Beginning Balance	\$159,824	\$168,883	\$177,942	\$187,001	\$196,060
Revenue Category					
Projected annual mitigation fees revenue	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Projected account interest	\$59	\$59	\$59	\$59	\$59
Actual annual mitigation fees revenue	-	-	-	-	-
Actual account interest	-	-	-	-	-
Total Revenues	\$168,883	\$177,942	\$187,001	\$196,060	\$205,119
Expenditure Category					
Projected Type I Fire Engine and equipment	\$0	\$0	\$0	\$0	\$0
Projected Mitigation Plan Update	\$0	\$0	\$0	\$6,000	\$0
Actual Type I Fire Engine and equipment	-	-	-	-	-
Actual Mitigation Plan Update	-	-	-	-	-
Total Expenditures	\$0	\$0	\$0	\$0	\$0
Mitigation Fund Ending Balance	\$168,883	\$177,942	\$187,001	\$196,060	\$205,119

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Mitigation Fund Beginning Balance	\$68,371	\$75,192	\$92,895	\$133,651	\$154,565
Revenue Category					
Projected annual mitigation fees revenue	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Projected account interest	\$59	\$59	\$59	\$59	\$59
Actual annual mitigation fees revenue	\$5,951	\$17,344	\$41,034	\$18,973	-
Actual account interest	\$1,190	\$359	-\$158	\$1,941	-
Total Revenues	\$75,512	\$92,895	\$133,770	\$154,565	\$163,624
Expenditure Category					
Projected Type I Fire Engine and equipment	\$0	\$0	\$0	\$0	\$0
Projected Mitigation Plan Update	\$0	\$0	\$0	\$0	\$3,800
Actual Type I Fire Engine and equipment	\$0	-	-	-	-
Actual Mitigation Plan Update	\$320	-	\$120	-	-
Total Expenditures	\$320	\$0	\$120	\$0	\$3,800
Mitigation Fund Ending Balance	\$75,192	\$92,895	\$133,651	\$154,565	\$159,824

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Mitigation Fund Beginning Balance	\$21,262	\$18,348	\$28,523	\$34,224	\$44,273	\$50,270	\$62,875
Revenue Category							
Projected annual mitigation fees revenue	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Projected account interest	\$59	\$59	\$59	\$59	\$59	\$59	\$59
Actual annual mitigation fees revenue	\$71	\$10,156	\$5,518	\$9,755	\$5,687	\$12,091	\$4,674
Actual account interest	\$146	\$167	\$183	\$294	\$410	\$742	\$1,220
Total Revenues	\$21,479	\$28,671	\$34,224	\$44,273	\$50,370	\$63,103	\$68,769
Expenditure Category							
Projected Type I Fire Engine and equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Mitigation Plan Update	\$3,131	\$148	\$0	\$0	\$100	\$228	\$150
Actual Type I Fire Engine and equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Actual Mitigation Plan Update	\$3,131	\$148	\$0	\$0	\$100	\$228	\$398
Total Expenditures	\$3,131	\$148	\$0	\$0	\$100	\$228	\$398
Mitigation Fund Ending Balance	\$18,348	\$28,523	\$34,224	\$44,273	\$50,270	\$62,875	\$68,371

Alpine Springs Water District
FY 2022-2023 Mitigation Fees Collected

Date	Applicant Name	Project Address	APN #	Permit #	Const.Type	Rate	SQ FT	Fee	Date Paid
7/21/2021	Dawes	1990 John Scott Tr	095-232-025	BLD21-02473	Addition	\$1.38	788	\$1,807.44	6/29/2023
10/6/2021	Capiaux	1541 Cortina Ct	095-460-003	BLD19-06223	Addition	\$1.36	1405	\$1,910.80	7/29/2022
8/2/2022	Glockner	135 Alpine Meadows Rd Unit 31	095-550-007	BLD22-02972	New Const	\$1.50	1150	\$1,725.00	8/18/2022
8/2/2022	Moore	1540 Deer Park Dr	095-201-010	BLD22-04932	Addition	\$1.50	1032	\$1,548.00	10/4/2022
8/17/2022	Morken	1368 Mineral Springs Trail	095-370-024-000	BLD22-02035	New Const	\$1.50	3187	\$4,398.06	8/22/2022
9/13/2022	Glockner	135 Alpine Meadows Rd Unit 31	095-550-007	BLD22-04325	New Const	\$1.50	3517	\$5,275.50	10/13/2022
5/9/2023	Moore	1415 Juniper Mountain Rd	095-460-019	BLD22-08094	Addition	\$1.50	1539	\$2,308.50	5/11/2023
Total								\$18,973.30	

Alpine Springs County Water District Use Statement

AB1600 states that a District must have a statement of use to which mitigation fees are to be assigned. For the fiscal year 2023/2024, the fire mitigation fees collected within the Alpine Springs County Water District will be utilized towards the following programs:

- **New Fire Engine, Type I, fully equipped:** The Water District currently has a Type 2 engine. The District has determined the need for a Type I engine. This was based on the need for increased pump size and ability to carry more equipment due to increased service demands.
- **Equipment:** The Fire District has recognized the need to add additional equipment to our fire engine. Many of our engines have a full complement of equipment required by NFPA 1901, however some do not. The District endeavors to comply with NFPA 1901 by added new equipment to our fire engine.

NOTICE TO PLACER COUNTY BUILDERS WITHIN THE ALPINE SPRINGS COUNTY WATER DISTRICT

The ASCWD has contracted with the North Tahoe Fire Protection District (NTFPD) for fire prevention services including plan reviews. The North Tahoe Fire Protection District implemented a development Mitigation Fee plan in FY 2014/2015. This year's plan reflects rate adjustments based on the 5-Year Impact Fee Study.

The fee schedule for 2024 will be effective 60 days after the Plan is approved by the Placer County Board of Supervisors. The revenue generated by these fees is designed specifically for capital improvements. The Plan will be taken for board approval to the Alpine Springs County Water District Board of Directors at the regular meeting on December 8, 2023.

The North Tahoe Fire Protection District will need a set of your plans and a copy of your building permit application to establish your specific fee. The fees will be collected by the North Tahoe Fire Protection District prior to the issuance of your building permit but will be paid to Alpine Springs County Water District.

Alpine Springs County Water District
270 Alpine Meadows Road
Alpine Meadows, CA 96146
(530) 583-2342 FAX (530) 583-0228

North Tahoe Fire Protection District
P.O. Box 5879 / 222 Fairway Dr.
Tahoe City, CA 96145
(530) 583-6911 FAX (530) 583-6909

FEE SCHEDULE for 2024

Fee per square foot	
Residential	\$3.22
Nonresidential	
<i>Commercial</i>	\$3.22
<i>Office</i>	\$3.22
<i>Industrial</i>	\$3.22

GCG

GOODWIN CONSULTING GROUP

**ALPINE SPRINGS COUNTY
WATER DISTRICT (ASCWD)
UPDATE OF THE FIRE FACILITIES
IMPACT FEE STUDY**



FINAL

NOVEMBER 10, 2023

**ALPINE SPRINGS COUNTY WATER DISTRICT (ASCWD)
UPDATE OF THE FIRE FACILITIES IMPACT FEE STUDY**

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EXECUTIVE SUMMARY

BACKGROUND

Additional fire protection facilities will be needed to meet the service demands of future development within the Alpine Springs County Water District (“ASCWD” or “Water District”). The North Tahoe Fire Protection District (“NTFPD”), which provides contracted fire protection services to development in the Water District, recently updated the fire protection facilities and their associated costs needed to serve development in the Water District. A fair share portion of the cost of these facilities will be funded by future growth within the Water District. Consequently, the updated fire facilities impact fee (“ASCWD Fire Fee”) included in this *Alpine Springs County Water District Update of the Fire Facilities Impact Fee Study* (“Fee Study”) will apply to all future development within the Water District boundaries. The ASCWD Fire Fee complies with Mitigation Fee Act nexus requirements because the fees are set at the amount needed to mitigate the specific impacts resulting from new development in the Water District.

The Water District’s current fire fees are based on the *Update of the Fire Facilities Impact Fee Study*, prepared in 2018 (“2018 Fee Study”); these fees have been increased with subsequent annual inflation adjustments since 2018. The ASCWD Fire Fees proposed in this Fee Study are based on the amount of improved property in the Water District. It is reasonable to assume that as more buildings and structures are constructed in the Water District, the level of responsibility of the Water District to service the new development grows. As such, a fee that is proportional to the size of the building represents a reasonable relationship between the development and the cost of the facilities required to serve the development. The fee calculation methodology applied in this Nexus Study utilizes a standard based approach. This approach determines the total value of all existing facilities and divides the total value by the total existing building square footage to arrive at a per-square foot fee.

Unlike the Water District’s current fire fee schedule, the proposed ASCWD Fire Fee in this Nexus Study does not consider the distinction between commercial property and residential property; each type of development would be subject to the same fee based on the square footage of the building.

FIRE PROTECTION FACILITIES AND COSTS

The ASCWD Fee Study identifies existing fire protection facilities available to provide fire protection services to existing development in the Water District. Facility costs included in the ASCWD Fee Study reflect current market conditions, construction costs, and other assumptions and represents an estimate of the replacement costs for existing structures, land and equipment.

A summary of the facilities and cost estimates, which totals approximately \$4.1 million, is shown in Table A. Detailed fire facilities and cost estimates incorporated in the Fee Study are described in Section III of this report.

Table A
Summary of Existing Facilities Costs

Description	Estimated Cost
Stations	\$3,869,976
Vehicles & Equipment	\$180,000
Special Equipment	\$44,917
Total	\$4,094,893

Source: North Tahoe Fire Protection District; Cal Fire; Goodwin Consulting Group, Inc.

ASCWD FIRE FEES

A summary of the proposed ASCWD Fire Fee is presented below in Table B; the ASCWD Fire Fee includes a 2.0% administration fee mark-up that will be used to fund costs associated with administering the ASCWD Fire Fee program. This fee will fund fee study updates, accounting, and annual reporting required by the Mitigation Fee Act. The proposed fees are approximately an 108% increase over the Water District's current residential fire fees. While the proposed fee increase is significant compared to the existing fees, the increase is strictly related to the increased costs associated with construction, land and equipment provided by Cal Fire, the Placer County Assessor's Office, as well as District staff to estimate replacement costs of existing facilities and equipment.

Table B
ASCWD Fire Fee Summary

Land Use	Proposed Fee per SF	Administration Fee (2%)	Total Fee per SF
<i>Residential</i>	\$3.22	\$0.06	\$3.28
<i>Nonresidential</i>			
Commercial	\$3.22	\$0.06	\$3.28
Office	\$3.22	\$0.06	\$3.28
Industrial	\$3.22	\$0.06	\$3.28

I. INTRODUCTION

The Alpine Springs County Water District is an independent special district that provides water, sewer, parks, garbage, and fire protection service to the residents of Alpine Meadows. A map identifying the Water District's boundary is shown on the following page. Fire protection services, such as fire, rescue, and pre-hospital emergency medical services, are provided to residents and employees within the Water District through a service contract with the North Tahoe Fire Protection District.

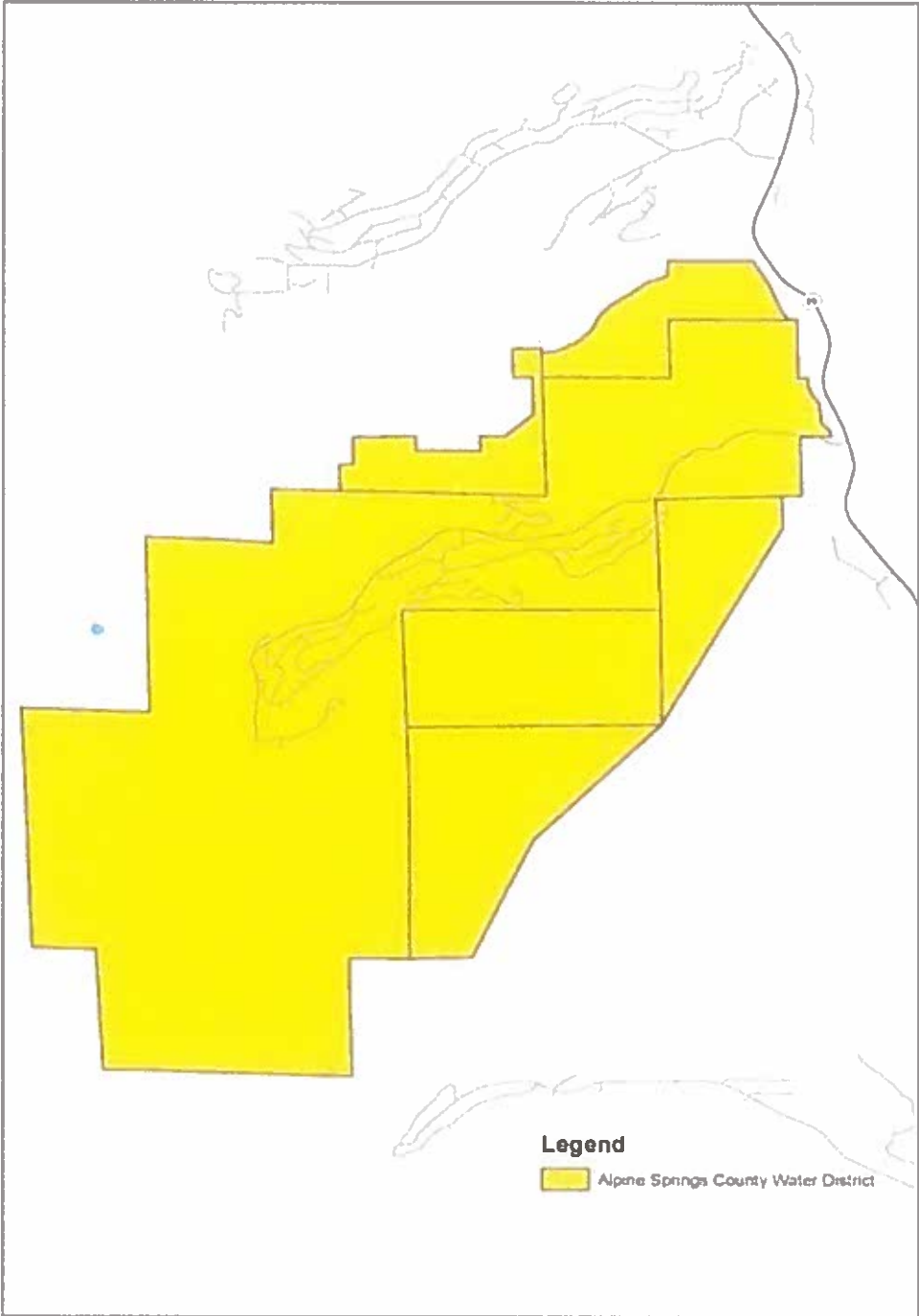
The NTFPD provides fire protection and related services to residents and employees within the Water District through the Alpine Meadows fire station. The NTFPD also operates five fire stations within its own District boundaries. The five stations are located in Tahoe City, Kings Beach, Homewood, Dollar Point, and Carnelian Bay. Costs associated with fire protection facilities and equipment required to serve residents and employees within the NTFPD are included in the *North Tahoe Fire Protection District Fire Facilities Impact Fee Study*.

PURPOSE OF STUDY

As the ASCWD develops, new or expanded fire facilities will be required to meet the service demands of future development. If adopted, the impact fee presented in this report ("ASCWD Fire Fee") will apply to all future development within the Water District boundary. The ASCWD Fire Fee complies with the Mitigation Fee Act nexus requirements because the Fee is calculated to mitigate only the specific impacts that will result from new development in the Water District.

Goodwin Consulting Group, Inc. was retained to prepare this *Alpine Springs County Water District Update of the Fire Facilities Impact Fee Study* ("Fee Study"). The ASCWD Fire Fee will be implemented by the ASCWD Board of Directors and Placer County Board of Supervisors through the adoption of a resolution or ordinance. The ASCWD Fire Fee will replace the Water District's current fire fee that is based on the *ASCWD Update of the Fire Facilities Impact Fee Study* that was prepared in 2018 ("2018 Fee Study").

ASCWD BOUNDARY MAP



IMPACT FEE NEXUS REQUIREMENTS

Assembly Bill (“AB”) 1600, which was enacted by the State of California in 1987, created Section 66000 et seq. of the Government Code. AB 1600, which created the Mitigation Fee Act, requires that all public agencies satisfy the following requirements when establishing, increasing, or imposing a fee as a condition of approval for a development project:

1. Identify the purpose of the fee
2. Identify the use to which the fee will be put
3. Determine how there is a reasonable relationship between:
 - A. The fee’s use and the type of development project on which the fee is imposed
 - B. The need for the public facility and the type of development project on which the fee is imposed.
4. The amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.

The assumptions and cost allocation methodology that were used to establish the nexus between the ASCWD Fire Fee and the development on which it will be levied are summarized in the subsequent sections of this report.

ASSEMBLY BILL 602

On September 28, 2021, AB 602 was signed into law and became effective starting January 1, 2022. The law establishes additional procedural and transparency requirements on public agencies when establishing new fees or increasing existing development impact fees. AB 602 amends Government Code Sections 65940.1 and 66019 and adds Government Code Section 66016.5 and Health and Safety Code Section 50466.5. Below are some of the most significant requirements imposed by AB 602:

New Requirements for Nexus Studies

- When applicable, the nexus study shall identify the existing level of service (LOS) for the public facility, identify the proposed new level of service, and explain why the new level of service is appropriate.
- If a nexus study supports an increase to an existing fee, the public agency shall review the assumptions of the nexus study supporting the original fee and evaluate the amount of fee revenue collected under the original fee.

- Large jurisdictions, for example, counties that have a population greater than 250,000 residents, must adopt a capital improvement plan as a part of the nexus study.
- Nexus studies adopted after July 1, 2022, shall calculate a fee imposed on a housing development that is proportionate to the square footage of the proposed units of the development or the nexus study must make findings that an alternative fee calculation methodology creates a reasonable relationship between the fee charged and the burden posed by the development.
- This section of the impact fee requirements does not apply to any fees or charges pursuant to Government Code Section 60013, which includes water and sewer connection fees and capacity charges.

New Transparency Requirements for Public Agencies

- Fees must be posted to the public agency's website within 30 days of any change in the fees.
- Public agencies must post to their website the current and five previous annual impact fee accounting reports that are required pursuant to Government Code Section 66006.
- Public agencies must post to their website all nexus studies, cost of service studies, or equivalent studies that were conducted on or after January 1, 2018.

New Nexus Study Procedural Requirements

- Nexus studies must be updated at least every 8 years, from the period beginning on January 1, 2022.
- Nexus studies and impact fees must be adopted at a public hearing with at least a 30-day notice (this is an increase from the current 10 days).
- Members of the public may submit evidence that the nexus findings in the nexus study are insufficient; the public agency must consider all such evidence.

II. EXISTING DEVELOPMENT IN THE WATER DISTRICT

The Mitigation Fee Act requires that a reasonable relationship exist between the need for public facilities and the development on which a fee is imposed. The need for public facilities is related to the level of service demanded, which varies in proportion to the amount of development. For this Nexus Study, development is measured by the number of constructed buildings and their corresponding building square footage. A review of Placer County’s assessor roll reveals that as of 2023, there were 650 buildings and structures totaling approximately 1.3 million square feet of building space in the Water District. Table 1 summarizes the existing building square footage by land use category.

Table 1
Existing Development - Building Square Footage

Development Type	Total Number of Parcels	Total Building Square Footage
Single Family	636	1,233,137
Multi-Family	1	13,718
Commercial	12	16,833
Office	1	9,853
Industrial	0	0
Warehouse	0	0
Institutional	0	0
Totals	650	1,273,541

Sources: Parcel Quest

III. FIRE PROTECTION FACILITIES AND COST ESTIMATES

The Fee Study identifies fire protection facilities needed to serve new development in the Water District. The required fire facilities and costs were determined by the ASCWD based on its long-range needs. Facility costs included in the Fee Study have been updated to reflect current and anticipated facility needs, construction costs, and other assumptions.

A summary of the existing facilities and cost estimates, which total approximately \$4.1 million, is shown in Table A below. Detailed fire facilities and cost estimates incorporated in the Fee Study are described in Section III.

Table 2
Summary of Existing Facilities Costs

Description	Estimated Cost
Stations	\$3,869,976
Vehicles & Equipment	\$180,000
Special Equipment	\$44,917
Total	\$4,094,893

Source: North Tahoe Fire Protection District; Cal Fire; Goodwin Consulting Group, Inc.

Estimated values for the Alpine Meadows fire station are based on values provided in an estimate to build a new Cal Fire Station in North Tahoe. The estimated replacement cost for the Alpine Meadows station totals approximately \$3.9 million and is summarized in Table 3. An estimated cost of \$1.9 million per acre is per acre is based on the assessed values of parcels sold in North Lake Tahoe in the previous three years.

**Table 3
Existing Land & Building Facilities**

	Quantity	Unit Cost	Estimated Replacement Cost
<u>Station 56 - Alpine Meadows</u>			
Land	0.08 acres	\$1,874,700	\$149,976
Building	2,480 SF	\$1,500	\$3,720,000
Total Existing Station Cost			\$3,869,976

Sources: North Tahoe Fire Protection District, Cal Fire, Goodwin Consulting Group, Inc.

Existing fire protection facilities also include a Type II fire engine. Based on information provided by NTFPD, the replacement cost of the existing engine is approximately \$180,000, as shown below in Table 4.

**Table 4
Existing Vehicles**

Vehicle Type & Make	Estimated Cost
<u>Type II Engine</u>	
1997 International Pumper	\$180,000
Total Existing Vehicle Cost	\$180,000

Source: North Tahoe Fire Protection District

Existing fire protection equipment also includes special protective gear, general station equipment, and other miscellaneous equipment. NTFPD reports the estimated replacement value for special equipment totals approximately \$44,917, as shown below in Table 5.

Table 5
ASCWD Furniture, Fixtures, and Equipment Inventory

Description	Estimated Cost
<i>Station 56 – Alpine Meadows</i>	
Building Contents	\$44,917
Subtotal	\$44,917
Total Furniture, Fixtures, and Equipment Cost	\$44,917

Source: North Tahoe Fire Protection District

IV. FIRE FEE CALCULATION METHODOLOGY

When impact fees are calculated, an analysis must be presented in enough detail to demonstrate that logical and thorough consideration was applied in the process of determining how the fee relates to the impact created by new development. Various findings pursuant to the Mitigation Fee Act must be made to ensure that there is a reasonable relationship between the amount of the fee and the development on which that fee will be levied. The following section of the report outlines the methodology used in this Fee Study to calculate the ASCWD Fire Fee.

FEE METHODOLOGY

A standard-based approach was used in this Nexus Study to calculate the Fire Fee. With a standard-based approach, the cost of all existing facilities is allocated to all existing development in the Water District. To ensure that all costs are relative in today's dollars, existing facilities are valued at replacement cost. Dividing the total cost of all facilities by the total sum of all development in the Water District produces a uniform fee that allocates a fair share of the facilities cost among all development in the Water District.

In this Nexus Study, development is represented by improved property, and specifically constructed building space. It is reasonable to assume that as more building space is constructed throughout the Water District, the level of responsibility of the Water District to service and protect the buildings and its occupants grows. With this growth, there is a clear need for the Water District to construct, expand, and purchase additional fire facilities and apparatus to serve the development. As such, a fee that is proportional to the size of the building represents a reasonable relationship between the development and the cost of the facilities required to serve the development.

V. NEXUS FINDINGS AND ASCWD FIRE FEE

Future development within the ASCWD will create demand for various fire protection facilities to serve future residents and employees. The ASCWD Fire Fee program will fund future development's fair share of costs related the Alpine Meadows fire station, fire vehicles, and equipment. The ASCWD Fire Fee, as calculated in this Nexus Study meets the Mitigation Fee Act nexus requirements, as outlined below.

Purpose of Fee

The purpose of the ASCWD Fire Fee is to fund the fire protection facilities identified in this Fee Study that are needed to mitigate the impacts from new development in ASCWD.

Use of Fee

ASCWD Fire Fee revenue will be used to fund the fire protection facilities needed to provide fire protection service. These facilities and their corresponding costs are presented in Tables 3 through 5 of this Fee Study.

Reasonable Relationship Between the Fee's Use and the Type of Development

As additional residential and nonresidential buildings are constructed in the Water District, the additional demand for emergency services placed on the Water District will require that additional fire facilities, apparatus, and equipment are constructed or purchased. Fee revenue generated by the Fire Fee will be used to purchase these facilities. Development impact fee revenue is the Water District's primary funding source of capital facilities.

Reasonable Relationship Between the Need for the Facility and the Type of Development

New residential and nonresidential development in the ASCWD will generate residents and employees as well as structures that will require fire protection services. New development will require additional fire facilities to maintain the existing level of service and to provide fire protection and emergency services to the developing areas in the ASCWD. In order to maintain the ASCWD's current level of fire protection service, the ASCWD will need to upgrade the existing station as well as purchase future capital improvements.

Reasonable Relationship Between the Amount of the Fee and the Cost of the Facility

The relationship between the amount of the fee and the portion of the facility cost attributable to the development type is based on building square footage. The larger the development, the more building square footage it will contain. Also, more building square footage means more residents and employees can be housed in the building. The bigger the size of the development most likely means that more fire related services will be needed compared to a smaller building or development. Therefore, it is entirely reasonable to relate the amount of the Fire Fee to the size or amount of building square footage, as is done in this Nexus Study. In applying the fee calculation methodology used in this Nexus Study, the amount of the Fire Fee is reasonably related to the portion of the facility (and its cost) that is attributable to the development.

ASCWD FIRE FEE CALCULATION

Table 6 details the calculation of the ASCWD Fire Fee. Dividing the fire facilities cost of approximately \$4.1 million by the estimated 1.3 million square feet in the Water District equals a cost of \$3.22 per building square foot.

Table 6
ASCWD Fire Facilities Cost per Person Served

<hr/>	
Total Fire Facilities Cost	\$4,094,893
Total Developed Square Feet	1,273,541
Cost per Person Served	\$3.22
<i>Cost per Resident</i>	\$3.22
<i>Cost per Employee¹</i>	\$3.22
<hr/>	

Source: Parcel Quest, Goodwin Consulting Group, Inc.

ASCWD FIRE FEES

A summary of the proposed ASCWD Fire Fee is presented below in Table 7; the ASCWD Fire Fee includes a 2.0% administration fee mark-up that will be used to fund costs associated with administering the ASCWD Fire Fee program. This fee will fund fee study updates, accounting, and annual reporting required by the Mitigation Fee Act. The proposed fees are approximately an 108% increase over the Water District’s current residential fire fees. While the proposed fee increase is significant compared to the existing fees, the increase is strictly related to the increased costs associated with construction, land and equipment.

**Table 7
ASCWD Fire Fee Summary**

Land Use	Proposed Fee per SF	Administration Fee (2%)	Total Fee per SF
<i>Residential</i>	\$3.22	\$0.06	\$3.28
<i>Nonresidential</i>			
Commercial	\$3.22	\$0.06	\$3.28
Office	\$3.22	\$0.06	\$3.28
Industrial	\$3.22	\$0.06	\$3.28

Pursuant to the new requirements of AB 602, the Water District has reviewed the assumptions of the nexus study supporting the 2018 Fee Study. Due to the uncertainty associated with predicting the amount of future development within the Water District, it is difficult to evaluate the amount of fee revenue collected under the original 2018 Fee Study. However, assuming a new 3,000 square foot home is constructed, the Water District would have collected \$4,740 in fees under the current fee and \$9,853 in fees under the proposed fee rates. While the proposed fee increase is significant compared to the existing fees, the increase is predominately related to the increased costs associated with construction, land and equipment costs data provided by Cal Fire, the Placer County Assessor’s Office, as well as District staff to estimate replacement costs of existing facilities and equipment.

VI. PROGRAM IMPLEMENTATION AND ADMINISTRATION

FEE IMPLEMENTATION

According to the California Government Code, prior to levying a new fee or increasing an existing fee, an agency must hold at least one open and public meeting. At least thirty days prior to this meeting, the agency must make data on infrastructure costs and funding sources available to the public. Notice of the time and place of the meeting, and a general explanation of the matter, are to be published in accordance with Section 6062a of the Government Code, which states that publication shall occur twice, with at least five days intervening, commencing at least ten days before the hearing, in a newspaper regularly published once a week or more.

The ASCWD Fire Fee will need to be approved by the ASCWD Board of Directors and the Placer County Board of Supervisors through a fee resolution or ordinance to adopt the updated ASCWD Fire Fee. The resolution or ordinance authorizing and establishing the ASCWD Fire Fee will then be adopted by the Placer County Board of Supervisors. Once the last action associated with adopting the ASCWD Fire Fee is completed, it shall become effective sixty days later.

ANNUAL INFLATION UPDATE

The ASCWD Fire Fees may be adjusted in future years to reflect revised facility costs or receipt of funding from alternative sources. In addition to such adjustments, in January of each calendar year, or another date, as designated by the ASCWD, the cost estimates and the ASCWD Fire Fees will also be adjusted by the average increase in the Construction Cost Index (CCI) as reported in the *Engineering News Record* for the 12-month period ending September of the previous year. For example, the adjustment for January 2025 will be determined by calculating the increase from September 2023 to September 2024 in the CCI. The resulting increase will be the adjustment factor that will be applied to the ASCWD Fire Fees in January 2025. The increased fees may be adopted through a resolution or ordinance.

FEE STUDY UPDATES

The Fee Study will be subject to periodic updates based on changes in developable land, land uses, facilities and land costs, or economic conditions. The ASCWD should periodically review the costs, fees, and account balances to determine if an update to the ASCWD Fire Fee is warranted. During the periodic reviews, the ASCWD may analyze the following items that would impact the ASCWD Fire Fee program:

- Changes to the required fire facilities included in the ASCWD Fire Fee program
- Changes in land costs
- Changes in the cost to administer the ASCWD Fire Fee

ADMINISTRATION FEE COMPONENT OF THE ASCWD FIRE FEE

The ASCWD Fire Fee includes an administration fee component equal to 2.0% of facilities costs. Based on its experience administering past fire fee programs, the 2.0% fee rate should be sufficient to cover its cost of administering the ASCWD Fire Fee program. The ASCWD should monitor its administration costs in the following years and adjust the rate, if necessary.

VII. ANNUAL AND FIVE-YEAR REPORTING FOR THE FEE PROGRAM

Government Code Sections 66001 and 66006 require local agencies to submit annual and five-year reports detailing the status of development impact fees. Annual reports must be made available to the public no later than 180 days after the end of the fiscal year and must be presented to the City Council at least fifteen days after it is made available to the public.

For the five-year report, Government Code Section 66001 (d) states that for the fifth fiscal year following the first deposit into the account(s) or fund(s) and every five years thereafter, the local agency shall make certain findings with respect to that portion of the account or fund that remains unexpended. This chapter of the report presents the annual report for fiscal year 2022-23 as well as the five-year report.

Annual Report Pursuant to Government Code 66006

1) Brief Description of the Fees

Fire fees are levied on development in Alpine Springs to fund capital improvements including fire apparatus and equipment, as presented in this Fee Study.

2) The amount of the fee

Table 7 in this report shows the ASCWD's current fire fees.

3) Beginning and ending balance in the fee account

Beginning and ending fee fund balances for fiscal year 2022-23 are shown in the table below.

Fund Balances - FY 2022-23

Fund	July 1, 2022	June 30, 2023
Mitigation Fund	\$133,651	\$154,565

4) Amount of fees collected and interest earnings

Fees collected and interest earned for fiscal year 2022-23 are shown in the table below.

Fees Collected and Interest Earned - FY 2022-23

<u>Fund</u>	<u>Fees</u>	<u>Interest</u>
Mitigation Fund	\$18,973	\$1,941

5) An identification of each public improvement on which fees were expended in FY 2022-23 and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.

No public improvements were funded with fire fee revenue in FY 2022-23.

6) An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete the financing on an incomplete public improvement.

ASCWD has not identified any incomplete public improvements for which the Water District has sufficient funds to complete in fiscal year 2023-24.

7) A description of each interfund transfer or loan made from this account.

No interfund transfers or loans were made from the fire fee fund in FY 2022-23.

8) Refunds made in FY 2022-23 pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (e) of Section 66001.

None

Five-Year Report Pursuant to Government Code 66001

The five-year report provides the following information:

1) Identify the purpose to which the fee is to be put.

The purpose of the fire fee revenue, totaling approximately \$154,565 as of June 30, 2023, is to fund the fire apparatus and equipment identified in this Fee Study. These facilities have been identified by ASCWD staff as required to mitigate the impacts from new development.

2) Demonstrate a reasonable relationship between the fee and the purpose for which it is charged.

The Fee Study demonstrates that a reasonable relationship exists between the fire fee and the purpose for which it is charged. New development in the ASCWD will generate a need for additional fire facilities. The total \$154,565 remaining in existing fire fee account as of June 30, 2023 will be used to fund a fair-share portion of these capital facilities to serve new residential and non-residential development in the Water District.

3) Identify all sources and amount of funding anticipated to complete financing in incomplete improvements identified in paragraph (2) of subdivision (a) of Section 66001.

Funding for fire apparatus and equipment included in the fire fee program will come primarily from fire fee revenue.

4) Designate the approximate dates on which the funding is expected to be deposited into the appropriate fund.

The fire apparatus and equipment identified in this Fee Study will be purchased when enough fire fee revenue is collected from growth in the Water District. Unfortunately, growth in the Water District cannot be predicted with any certainty and as a result, the Water District does not know when sufficient fire fee revenue will be collected and available to purchase the fire apparatus and equipment.

EXHIBIT F2



AGENDA NO: F2

MEETING DATE: 12/08/2023

Staff Report

To: ASCWD Board of Directors

From: Steve Leighton, Fire Chief

Through: Brent Armstrong, Division Chief Fire Marshal

SUBJECT: AGENDA ITEM F2, CONSIDER RESOLUTION 10-2023 REGARDING SETTING FEES FOR COST RECOVERY OF FIRE & LIFE SAFETY ACTIVITIES

Background

In 2008 the District adopted Ordinance 01-2008 Setting Fees for Cost Recovery of Fire & Life Safety Activities. The NTFPD Board of Directors adopted this ordinance to shift the financial burden from the general public for certain Fire & Life Safety Activities including, but not limited to, providing reports, pyrotechnics for movies or public display, State mandated inspections, new construction, etc. The Board of Directors of ASCWD has determined that it is necessary to provide plan review and inspections for various activities regulated under the California Fire Code, California State Fire Marshal regulations, Placer County Fire Code, and NTFPD Ordinance 1-2008 within the legal boundaries of the Alpine Springs County Water District.

On January 8, 2021, the District adopted Ordinance 01-2021 Setting Fees for Cost Recovery of Fire & Life Safety Activities, which also authorized updating future Schedules of Fees for Cost Recovery by Resolution.

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

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

Recommendation

The purpose of this agenda item is adopt Resolution 10-2023 regarding setting fees for cost recovery of fire & life safety activities. If adopted, the fees would go into effect on January 1, 2024.

Attachments

- Resolution 10-2023
- Current Fire & Life Safety Cost Recovery Schedule, September 20, 2022

**RESOLUTION 10-2023
OF THE
ALPINE SPRINGS COUNTY WATER DISTRICT**

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

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

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

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

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

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

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

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

2. The ASCWD General Manager, or the General Manager’s designee, shall have the authority to waive any Cost Recovery Fee, in full or in part, upon application of an affected party and showing of special, mitigating circumstances. The General Manager’s decision on application for a waiver may be appealed to the ASCWD Board of Directors at their next regularly scheduled meeting following the decision.
3. Per Ordinance 1-2021 approved by the Board of Directors on January 8, 2021, the fees set forth in the Schedule of Cost Recovery Fees attached hereto as Exhibit “A”, may be revised by resolution adopted by the Board of Directors.
4. This Resolution accordingly is adopted at the December 8, 2023 meeting, with the new rates to be effective January 1, 2024.

PASSED AND ADOPTED at a Regular Meeting of the Board of Directors of the ALPINE SPRINGS COUNTY WATER DISTRICT, Alpine Meadows, California this 8th day of December, 2023 by the following roll call vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Approved by:

Janet S. Grant, President
Board of Directors

Attest:

JOE MUELLER, General Manager
Secretary to the Board of Directors
Alpine Springs County Water District

Exhibit "A"



FIRE & LIFE SAFETY COST RECOVERY SCHEDULE
 PO Box 5879 / 222 Fairway Dr, Tahoe City, CA 96145
 (530) 583-6911 / Fax (530) 583-6909 /
 plans@ntfire.net
 Hourly Rate \$182.00

3.5% Service Fee for Credit Card Transactions Fee

Fee Code	Service	Fee
LAR	Landscape/Access and Pre-TRPA Residential Plan Review	Hourly Rate
LAC	Landscape/Access and Pre-TRPA Commercial Plan Review	\$364.00
DRC	Design Review Consultation Residential Plan Review	Hourly Rate
DRC.2	Design Review Consultation Commercial Plan Review	\$364.00
GEN	Generator Installation Plan Review and Inspection	\$364.00
SOL	Solar Panel or Solar Ground Mount Plan Review and Inspection	\$364.00
HFT	Hydrant Flow Test - Private Hydrants Only (per hydrant)	\$364.00
TIP	Tenant Improvement Commercial Plan Review	\$364.00
CEL	Cell Tower or Cell Site Plan Review	Hourly Rate
DMO	Commercial Demo Plan Review	Hourly Rate
PDM	Pre-Development Meeting with NTFPD staff	Hourly Rate
PRE	Request Staff Participation/Review in Building Department Pre-Development Meeting	\$364.00
DFL	Meeks Bay Fire Developer Fees: New Construction (per structure) or Additions >1000 sq. ft.	\$500.00
DFS	Meeks Bay Fire Developer Fees: Additions <1000 sq. ft.	\$250.00
SPR	Sprinkler Plan Review Residential with Underground, Rough and Final Inspection - NEW 1 to 99 Sprinklers	\$910.00
SPA	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, 1 to 99 Sprinklers	\$1,001.00
SPB	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, 100 to 199 Sprinklers Plus # of Risers > 1 ____ x 1 hr Floors >1 ____ x 1 hour	\$1,456.00
SPC	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, > 199 Sprinklers Plus # of Sprinklers ____ x \$0.50 # of Risers > 1 ____ x 1 hr # Floors >1 ____ x 1 hr	\$1,911.00
STP	Sprinkler Plan Review (Tenant Improvement) with Rough and Final Inspection on Existing System with 5 to 50 Sprinklers	\$364.00
STT	Sprinkler Plan Review (Tenant Improvement) with Rough and Final Inspection on Existing System with > 50 Sprinklers	\$546.00
FAL	Fire Alarm System Plan Review with Rough and Final Inspection Plus # devices ____ x \$2	\$500.50
SDP	Standpipe Plan Review with Rough and Final Inspection	\$819.00
PBP	Paint or Spray Booth Plan Review and Inspection	\$500.50

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 Pending Board Approval

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UGS	Underground Fire Systems with Inspection - Plus per riser/hydrant >1 _____ x 1/4 hour	\$455.00
CAS	Clean Agent Suppression System (Spray Booth/Industrial Dry Chemical Systems) with Rough and Final Inspection	\$682.50
HDP	Hood & Duct System Plan Review and Final Inspection (per system)	\$409.50
ULP	UL-300 Suppression System Plan Review with Rough and Final Inspection	\$546.00
LPG	Propane Tank Installation Plan Review with Rough and Final Inspection - Residential	\$364.00
UGT	Underground Propane Tank Installation Plan Review with Rough and Final Inspection- Residential	\$455.00
AGT	Aboveground Propane Tank Installation Plan Review with Rough and Final Inspection - Commercial	\$455.00
GDT	NEW Gas/Diesel Tank Installation Plan Review with Rough and Final	\$455.00
TNT	Tents, Canopies, Temporary Structure Plan Review and Inspection for Permit - If >1 Plus # of Tents/Structures _____ x \$77	\$364.00
FWK	Fireworks (Pyrotechnic) - Plan Review, Inspections, and Safety Officer Standby	\$1,456.00
HHH	Halloween Haunted House Plan Review and Inspection	Hourly Rate
CCF	Carnivals, Concerts, Circus, Fairs - Basic Plan Review and Inspection Plus # of Booth(s) _____ x \$13	\$546.00
FWS	Fire Watch - Safety Officer	Hourly Rate
FSO	Film Safety Officer	Hourly Rate
RIF	Re-Inspection Fee: Charged when project is not complete or cannot be approved during regular inspection	Hourly Rate
DSI	Defensible Space Inspection	Hourly Rate
HRI	Home Rental Fire & Life Safety Inspection (Short-Term Rentals/Vacation Home Rentals)	Hourly Rate
TRP	Tree Removal Permit	Hourly Rate
PBL	Business License Fire and Life Safety Inspection for County Sign-off	Hourly Rate
ASB	Annual Fire and Life Safety Business Inspections	Hourly Rate
PRI.1	Pre-Inspections Care Facilities/Day Cares < 26	\$364.00
PRI.2	Pre-Inspections Care Facilities/Day Cares > 26	\$500.50
FTK	Food Truck Inspection	\$91.00
SMI	State Mandated Fire & Life Safety Inspection	\$364.00
WSL	Will Serve Letter Processing Fee	Hourly Rate
FIS	Fire Investigations	\$364.00
EIR	Environmental Impact Report	Hourly Rate
REP.1	Report Request: \$0.50 per page/copy (# of copies _____)	\$0.50
REP.2	Report Request: \$15 per flash drive	\$15.00
PTG	Postage (Priority Shipping) Fees vary depending on package. Min. \$25 cost recovery fee for postage and staff time	\$25.00
OSN	Other services not covered above (Miscellaneous)	Hourly Rate

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FIRE & LIFE SAFETY COST RECOVERY SCHEDULE
 PO Box 5879 / 222 Fairway Dr, Tahoe City, CA 96145
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plans@ntfire.net
 Hourly Rate \$155.00

Fee Code Service *3.5% Service Fee for Credit Card Transactions* Fee

Fee Code	Service	Fee
LAR	Landscape/Access and Pre-TRPA Residential Plan Review	Hourly Rate
LAC	Landscape/Access and Pre-TRPA Commercial Plan Review	\$310.00
DRC	Design Review Consultation Residential Plan Review	Hourly Rate
DRC.2	Design Review Consultation Commercial Plan Review	\$310.00
GEN	Generator Installation Plan Review and Inspection	\$310.00
SOL	Solar Panel or Solar Ground Mount Plan Review and Inspection	\$310.00
HFT	Hydrant Flow Test - Private Hydrants Only (per hydrant)	\$310.00
TIP	Tenant Improvement Commercial Plan Review	\$310.00
CEL	Cell Tower or Cell Site Plan Review	Hourly Rate
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DFS	Meeks Bay Fire Developer Fees: Additions <1000 sq. ft.	\$250.00
SPR	Sprinkler Plan Review Residential with Underground, Rough and Final Inspection - NEW 1 to 99 Sprinklers	\$775.00
SPA	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, 1 to 99 Sprinklers	\$852.50
SPB	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, 100 to 199 Sprinklers Plus # of Risers > 1 _____ x 1 hr Floors >1 _____ x 1 hour	\$1,240.00
SPC	Sprinkler Plan Review Commercial with Underground, Rough and Final Inspection - NEW, > 199 Sprinklers Plus # of Sprinklers _____ x \$0.50 # of Risers > 1 _____ x 1 hr # Floors >1 _____ x 1 hr	\$1,627.50
STP	Sprinkler Plan Review (Tenant Improvement) with Rough and Final Inspection on Existing System with 5 to 50 Sprinklers	\$310.00
STT	Sprinkler Plan Review (Tenant Improvement) with Rough and Final Inspection on Existing System with > 50 Sprinklers	\$465.00
FAL	Fire Alarm System Plan Review with Rough and Final Inspection Plus # devices _____ x \$2	\$426.25
SDP	Standpipe Plan Review with Rough and Final Inspection	\$697.50
PBP	Paint or Spray Booth Plan Review and Inspection	\$426.25

Current

Revised September 20, 2022

UGS	Underground Fire Systems with Inspection - Plus per riser/hydrant >1 _____ x 1/4 hour	\$387.50
CAS	Clean Agent Suppression System (Spray Booth/Industrial Dry Chemical Systems) with Rough and Final Inspection	\$581.25
HDP	Hood & Duct System Plan Review and Final Inspection (per system)	\$348.75
ULP	UL-300 Suppression System Plan Review with Rough and Final Inspection	\$465.00
LPG	Propane Tank Installation Plan Review with Rough and Final Inspection - Residential	\$310.00
UGT	Underground Propane Tank Installation Plan Review with Rough and Final Inspection- Residential	\$387.50
AGT	Aboveground Propane Tank Installation Plan Review with Rough and Final Inspection - Commercial	\$387.50
GDT	NEW Gas/Diesel Tank Installation Plan Review with Rough and Final	\$387.50
TNT	Tents, Canopies, Temporary Structure Plan Review and Inspection for Permit - If >1 Plus # of Tents/Structures _____ x \$77	\$310.00
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HHH	Halloween Haunted House Plan Review and Inspection	Hourly Rate
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SMI	State Mandated Fire & Life Safety Inspection	\$310.00
WSL	Will Serve Letter Processing Fee	Hourly Rate
FIS	Fire Investigations	\$310.00
EIR	Environmental Impact Report	Hourly Rate
REP.1	Report Request: \$0.50 per page/copy (# of copies _____)	\$0.50
REP.2	Report Request: \$15 per flash drive	\$15.00
PTG	Postage (Priority Shipping) Fees vary depending on package. Min. \$25 cost recovery fee for postage and staff time	\$25.00
OSN	Other services not covered above (Miscellaneous)	Hourly Rate

Corvent
Revised September 20, 2022

EXHIBIT F3



AGENDA NO: F3

MEETING DATE: 12/08/2023

Staff Report

To: ASCWD Board of Directors
From: Steve Leighton, Fire Chief
Through: Brent Armstrong, Division Chief Fire Marshal

SUBJECT: AGENDA ITEM F3, CONSIDER RESOLUTION 11-2023 REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE

Background

SB 1205 - the "Ghost Ship" bill modified the H&S Code 13146, as H&S Code section 13146.4. It is a law that was passed which requires the Fire Marshal to report on the District's compliance on annual inspection activities for mandatory inspections.

In accordance with HSC Sections 13146.2 and 13146.3, Group E and Group R-1/R-2 occupancies are required to be inspected annually by the local AHJ. OSFM notification and reporting is not required for these inspections.

Recommended Action

Adopt Resolution 11-2023 regarding mandatory annual inspections.

Attachment

- Resolution 11-2023

RESOLUTION NO. 11-2023

A RESOLUTION OF THE BOARD OF THE ALPINE SPRINGS COUNTY WATER DISTRICT OF TAHOE CITY, CALIFORNIA ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE NORTH TAHOE FIRE PROTECTION DISTRICT REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the NORTH TAHOE FIRE PROTECTION DISTRICT, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided and,

WHEREAS, California Health & Safety Code Section 13146.2 requires all fire departments, including the NORTH TAHOE FIRE PROTECTION DISTRICT, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

WHEREAS, the Board of the ALPINE SPRINGS COUNTY WATER DISTRICT intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the NORTH TAHOE FIRE PROTECTION DISTRICT's compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the ALPINE SPRINGS COUNTY WATER DISTRICT that said Board expressly acknowledges the measure of compliance of the NORTH TAHOE FIRE PROTECTION DISTRICT with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the ALPINE SPRINGS COUNTY WATER DISTRICT, as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the ALPINE SPRINGS COUNTY WATER DISTRICT, there lie zero (0) Group E occupancies, buildings, structures and/or facilities.

During the time period between October 1, 2022 and September 30, 2023, the NORTH TAHOE FIRE PROTECTION DISTRICT completed the annual inspection of zero (0) Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the ALPINE SPRINGS COUNTY WATER DISTRICT, there lie seven (7) Group R (and their associated sub-categories) occupancies of this nature.

During the time period between October 1, 2022 and September 30, 2023, the NORTH TAHOE FIRE PROTECTION DISTRICT completed the annual inspection of seven (6) Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 86% for this reporting period.

PASSED AND ADOPTED at the Regular Meeting of the Board of Directors of the Alpine Springs County Water District held on December 8, 2023 by the following Roll Call Vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

Janet S. Grant, President of the Board
Alpine Springs County Water District

JOE MUELLER, General Manager
Secretary to the Board of Directors
Alpine Springs County Water District

EXHIBIT F4



AGENDA NO: F4

MEETING DATE: 12/08/2023

Staff Report

TO: ASCWD Board of Directors

Date: December 1, 2023

FROM: Joe Mueller, General Manager

SUBJECT: RESOLUTION REGARDING A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICTS RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS PROGRAM

BACKGROUND:

One of the insurance benefits the District provides is long term disability (LTD), as a means of income protection for regular full-time and regular part-time employees. The District provides a group long-term disability plan whereby employees who become totally disabled due to an injury or illness can receive up to sixty percent (60%) of their normal monthly gross earnings up to age sixty-five (65). In June of 2022, Health-plan Services which was providing the District with LTD coverage gave notice they would no longer be providing that service and would transfer our account to Boston Mutual. In July of that year, Boston Mutual began providing the District with LTD coverage with the stipulation that the policy would not allow new employees to be added. With the retirement of the District Office Manager and the hiring of a new employee to fill the position it is necessary to change LTD providers.

DISCUSSION:

Discuss for consideration Resolution 12-2023, Approving the Form of and Authorizing Participation in the Special District Risk Management Authority Health Benefits Ancillary Coverages and the execution of the Memorandum of Understanding Relating to the Special District Risk Management Authority's Health Benefits Ancillary Coverages.

FISCAL IMPACT:

No fiscal impact, Long Term Disability monthly premiums through SDRMA are comparable to our current provider (Boston Mutual) and have been accounted for in the District's annual budget.

RECOMMENDATION:

Adopt Resolution 12-2023 Approving the Form of and Authorizing Execution of the Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority Health Benefits Ancillary Coverages.

ATTACHMENTS:

1. Resolution 12-2023
2. Memorandum of Understanding between SDRMA and ASCWD for the express purpose of enrolling in the Employee Benefits Small Group Program

RESOLUTION NO. 12-2023

A RESOLUTION OF THE OF THE (GOVERNING BODY) OF Alpine Springs County Water District APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS PROGRAM

WHEREAS, Alpine Springs County Water District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are severable.

Section 5. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 6. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 8th day of December, 2023 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Approved By:

Janet S. Grant, President
Board of Directors

Attest:

JOE MUELLER, General Manager
Secretary to the Board of Directors
Alpine Springs County Water District



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities into the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to,

demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
 - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
 - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.

-
- c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. **WITHDRAWAL.** ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
 10. **LIAISON WITH SDRMA.** Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.
 11. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
 12. **VENUE.** Venue for any dispute or enforcement shall be in Sacramento, California.
 13. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
 14. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
 15. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
 16. **AMENDMENT OF MEMORANDUM.** This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
 17. **EFFECTIVE DATE.** This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA.
 18. **EXECUTION IN COUNTERPARTS.** This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.



In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

Alpine Springs County Water District

EXHIBIT F5



AGENDA NO: F5

MEETING DATE: 12/08/2023

Staff Report

TO: ASCWD Board of Directors

Date: December 01, 2023

FROM: Joe Mueller, General Manager

SUBJECT: AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES IN CONNECTION WITH THE ALPINE SPRINGS COUNTY WATER DISTRICT 2023/2024 AND 2024/2025 CAPITAL IMPROVEMENT PROJECTS

BACKGROUND:

In 2023 Carollo Engineers completed the District's Water and Wastewater Master Plan, which is a planning document used to guide the district staff in infrastructure management, capital improvement needs, water resources, and budgetary decision. The capital improvement projects (CIP) identified in that document along with other long standing District projects will require professional engineering services for implementation.

Engineering services will augment District staff by assisting in the planning, design, and construction of the currently planned CIP projects. CIP projects have been defined in the District's 2023 Water and Wastewater Master Plan CIP Prioritization and the District Five -Year CIP Budget. This agreement is established to address selected CIP projects in Fiscal Years 2023/2024, and 2024/2025. A new agreement will be established to handle future years based on an updated rate schedule and future conditions. This agreement will be implemented based on establishing sequential task orders. The CIP projects associated with this agreement are subject to reprioritization of identified projects, current near-term projects include:

1. Alpine Meadows Emergency Well No.1 Pumping Enhancements
2. Rehabilitation and Replacement of 1% of Water and Sewer Lines (2023/2024)
3. Rehabilitation and Replacement of 1% of Water and Sewer Lines (2024/2025)
4. Alpine Meadows Emergency Well Backup Power
5. Assessment of Storage Tanks 2, 3, and 5.

DISCUSSION:

Carollo's past work with the District, specifically the development of the Districts Water and Wastewater Master Plan which included CIP development and prioritization, combined with their local experience in the Tahoe area uniquely positions them as the best firm to perform these services.

FISCAL IMPACT:

The expense of Professional Engineering services has been included in the budget for all

identified CIP projects. The sequential task order approach will allow accurate cost tracking and allocation to individual CIP line items.

RECOMMENDATION:

In accordance with ASCWD Policy Number: 4.12.0 Consultant and Contractor Selection, authorize the General Manager to execute a Contract with Carollo Engineers for CIP Professional Services.

Attachments:

Proposed Agreement for Professional Services with Carollo Engineers.

AGREEMENT FOR PROFESSIONAL SERVICES

Project No. _____

This AGREEMENT made and entered into this 8th day of December, 2023 by and between Alpine Springs County Water District, (hereinafter "OWNER"), and Carollo Engineers, Inc., (hereinafter "ENGINEER").

WITNESSETH:

WHEREAS, the OWNER and the ENGINEER wish to enter into an Agreement (hereinafter "Agreement") for the furnishing of Engineering Services in connection with the Alpine Springs County Water District, Five Year Capital Improvement Plan (CIP) Implementation Services. The OWNER has asked the ENGINEER to assist in the planning, design and construction of the currently planned CIP projects. The CIP projects are defined in the District 2023 Water and Wastewater Master Plan CIP Prioritization and the District Five -Year CIP Budget. This agreement is established to address selected CIP projects in Fiscal Years 2023/2024, and 2024/2025. A new agreement will be established to handle future years based on an update rate schedule and future conditions. It is assumed that this agreement will be implemented based on establishing sequential task orders. The CIP projects associated with this agreement are subject to reprioritization of all identified projects, current near term include the following projects:

1. Alpine Meadows Emergency Well No.1 Pumping Enhancements
2. Rehabilitation and Replacement of 1% of Water and Sewer Lines (2023/2024)
3. Rehabilitation and Replacement of 1% of Water and Sewer Lines (2024/2025)
4. Alpine Meadows Emergency Well No.1 Backup Power
5. Assessment of Storage Tanks 2, 3, and 5.

(hereinafter "Project"), and

WHEREAS, ENGINEER is qualified and prepared to perform the necessary professional services in connection with the Project.

NOW THEREFORE, in consideration of the mutual promises and covenants of the parties hereto, it is agreed as follows:

SECTION 1 - PROFESSIONAL SERVICES

SECTION 2 - PAYMENT TO ENGINEER

- 1.1 ENGINEER shall provide professional engineering services in all phases of the Project to which this Agreement applies. The services furnished by the ENGINEER will be defined by Task Orders which will set forth the Engineer's Services, Time of Performance, and Payment.
- 1.2 It is intended that each Task Order, after execution by both parties shall become a supplement to and a part of this Agreement.

- 2.1 As consideration for providing the services referred to in Section 1, the OWNER shall pay ENGINEER on the basis to be established in the Task Order for Services.
- 2.2 The ENGINEER is not responsible for damage or delay in performance caused by events beyond the reasonable control of ENGINEER. In the event ENGINEER's services are suspended, delayed or interrupted for the convenience of the OWNER or delays occur beyond the reasonable control of ENGINEER, an

- equitable adjustment in ENGINEER's time of performance and cost of ENGINEER's personnel and subcontractors shall be made.
- 2.3 OWNER reserves the right to direct revision of ENGINEER's services as may be necessary. When ENGINEER is directed to make revisions under this section of the Agreement, ENGINEER shall advise OWNER of the probable costs involved in completing engineering services and the time of performance for such completion. Extra services also include those that are required for defense of claims, in which event ENGINEER shall bill OWNER on an hourly basis together with cost of material.
- 2.4 In the event OWNER and ENGINEER cannot agree on equitable compensation for services rendered in making revisions, then, at OWNER's option, ENGINEER shall either continue performance under the revised Agreement and an equitable adjustment in ENGINEER's time of performance and cost of ENGINEER's personnel shall be made at completion of the revised work or ENGINEER shall not be obligated to continue performance under this Agreement.
- 2.5 If ENGINEER's work products require revisions prior to construction bidding due to ENGINEER's errors or omissions, the exclusive remedy will be limited to revisions made by ENGINEER without compensation.
- 2.6 The ENGINEER shall bill the OWNER monthly indicating the services performed and the cost of such services.

OWNER agrees to pay invoices within 45 days of their date. Payments not received by ENGINEER within 45 days shall be considered delinquent and subject to a finance charge of 1 percent per month for each month unpaid after the date of invoice. ENGINEER may suspend services

should an invoice remain delinquent for 75 days from date of invoice.

- 2.7 All notices shall be made in writing and may be given by personal delivery or by mail. Notices sent by mail shall be addressed to the designated responsible person or office:

TO OWNER:

Alpine Springs County Water District
Attn: Joe Muller, General Manager
 270 Alpine Meadows Road, Alpine Meadows CA,
 96146

TO ENGINEER:

Carollo Engineers, Inc.
Tim Loper PE, Vice President
 50 West Liberty, Suite 300
 Reno, NV 89501

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices and invoices shall be deemed given at the time of actual delivery.

All payments are to be mailed to:

Carollo Engineers, Inc.
 P.O. Box 30835
 Salt Lake City, UT 84130-0835

unless otherwise informed on the face of the invoice.

SECTION 3 - MISCELLANEOUS

- 3.1 The OWNER shall furnish the ENGINEER available studies, reports and other data pertinent to ENGINEER's services; obtain or authorize ENGINEER to obtain or provide additional reports and data as required; furnish to ENGINEER services of others required for the performance of ENGINEER's services hereunder, and ENGINEER shall be entitled to use and reasonably rely upon all such information and services provided by OWNER or others

in performing ENGINEER's services under this Agreement.

- 3.2 The OWNER shall arrange for access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform services hereunder.
- 3.3 Documents, including drawings and specifications, prepared by ENGINEER pursuant to this Agreement are not intended or represented to be suitable for reuse by OWNER or others for this Project or on any other project. Any reuse of completed documents or use of partially completed documents without written verification or concurrence by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER; and OWNER shall indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees arising out of or resulting therefrom.
- 3.4 The ENGINEER maintains, at its own expense, Workers' Compensation and Employer's Liability, Comprehensive General Liability, Automobile Liability and Professional Liability policies with limits at or above that which is reasonably required of other engineering firms and will, upon request, furnish insurance certificates to OWNER.

SECTION 4 - LEGAL RELATIONS

- 4.1 The ENGINEER shall be responsible for professional negligence, which is failure to exercise skill and ability as ordinarily required of engineers under the same or similar circumstances. The ENGINEER shall not be responsible for warranties, guarantees, fitness for a particular purpose, breach of fiduciary duty, loss of anticipated profits or for economic, incidental, liquidated, or consequential damages to the OWNER or any third party and shall only indemnify for failure to

perform in accordance with the generally accepted engineering and consulting standards. Additionally, ENGINEER shall not be responsible for acts and decisions of third parties, including governmental agencies, other than ENGINEER's subconsultants, that impact project completion and/or success.

- 4.2 OWNER and ENGINEER shall each defend, indemnify and hold harmless the other and their respective principals, directors, officers and employees from and against claims, loss, liability, suits and damages, including attorney's fees, to the extent caused by either party's negligent acts, errors or omissions, willful misconduct or OWNER's lawful responsibility respectively or, anyone directly or indirectly employed by either of them or anyone for whose acts they may be liable regardless of whether or not such claim, loss, liability or damage is caused in part by a party indemnified hereunder.

In the event that both OWNER's and ENGINEER's wrongful act or lawful responsibility is the proximate cause of any liability or damages, then in such event, each party shall be liable for a portion of the damages and claim costs resulting therefrom equal to such party's comparative share of the total negligence or lawful responsibility for such damages and claim costs. Notwithstanding the foregoing, a party's defense obligation hereunder shall be limited to reimbursement of the other party's reasonable defense costs which are judicially determined to have been incurred as a result of the first party's negligence.

- 4.3 Hazardous materials or asbestos may exist at a site where there is no reason to believe they could or should be present. The ENGINEER and OWNER agree that the discovery of unanticipated hazardous materials or asbestos constitutes a changed condition mandating a renegotiation of ENGINEER's services.

4.4 In providing opinions of cost, financial analyses, economic feasibility projections, schedules, and quantity and/or quality estimates for potential projects, ENGINEER has no control over cost or price of labor and material; unknown or latent conditions of existing equipment or structures that may affect operation and maintenance costs; competitive bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; the incoming water quality and/or quantity; the way OWNER's plant(s) and/or associated processes are operated and/or maintained; and other economic and operational factors that may materially affect the ultimate project elements, including, but not limited to, cost or schedule. Therefore, ENGINEER makes no warranty that OWNER's actual project costs, financial aspects, economic feasibility, schedules, and/or quantities or quality realized will not vary from ENGINEER's opinions, analyses, projections, or estimates.

4.5 If the project involves construction of any kind, the parties agree that OWNER and ENGINEER shall be indemnified to the fullest extent permitted by law for all claims, damages, losses and expense including attorney's fees arising out of or resulting from Contractor's performance of work including injury to any worker on the job site except for the sole negligence of OWNER or ENGINEER. Both OWNER and ENGINEER shall be named as additional primary insured(s) by Contractor's General Liability and Builders All Risk insurance policies without offset and all Construction Documents and insurance certificates shall include wording acceptable to the parties herein with reference to such provisions.

4.6 ENGINEER shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by contractors or the safety precautions and programs incident to the work of

contractors and will not be responsible for Contractor's failure to carry out work in accordance with the Contract Documents.

4.7 The services to be performed by ENGINEER are intended solely for the benefit of the OWNER. No person or entity not a signatory to this Agreement shall be entitled to rely on the ENGINEER's performance of its services hereunder, and no right to assert a claim against the ENGINEER by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or the performance of the ENGINEER's services hereunder.

4.8 The ENGINEER's instruments of service hereunder are the printed hard copy drawings and specifications issued for the Project, whereas electronic media, including CADD files, are tools for their preparation. As a convenience to the OWNER, the ENGINEER shall furnish to the OWNER both printed hard copies and electronic media. In the event of a conflict in their content, the printed hard copies shall take precedence over the electronic media.

Because data stored in electronic media form can be altered, inadvertently, it is agreed that the OWNER shall hold ENGINEER harmless from liability arising out of changes or modifications to ENGINEER's data in electronic media form in the OWNER's possession or released to others by the OWNER.

SECTION 5 - TERMINATION OF AGREEMENT

5.1 If this Agreement is terminated with or without cause, in either event, OWNER shall provide:

- a. not less than five (5) working days' written notice of intent to terminate, and
- b. an opportunity for good faith consultation prior to termination.

SECTION 6 - DISPUTE RESOLUTION

6.1 Disputes arising during the course of this Agreement shall be promptly addressed at completion of construction when professional services[, together with construction evaluation] can be reasonably and fully assessed. [The parties shall use best efforts to reach final resolution of disputes through meetings and negotiations required to resolve the dispute before any other forms of dispute resolution.

SECTION 7 - ENTIRE AGREEMENT

7.1 This Agreement, including attachments incorporated herein by reference,

IN WITNESS WHEREOF, duly authorized representatives of the parties have signed in confirmation of this Agreement, with effective date the day and year first above written.

CAROLLO ENGINEERS, INC.

OWNER

By: _____
[Title]

PE# _____

By: _____
[Title]

PE# _____

By: _____

Joe Mueller, General Manager
Alpine Springs County Water District

SECTION 8 - GOVERNING LAW

8.1 This Agreement is to be governed by and construed in accordance with the laws of the State of California.

represents the entire Agreement and understanding between the parties and any negotiations, proposals or oral agreements are intended to be integrated herein and to be superseded by this written Agreement. Any supplement or amendment to this Agreement to be effective shall be in writing and signed by the OWNER and ENGINEER.

EXHIBIT F6



AGENDA NO: F6

MEETING DATE: 12/08/2023

Staff Report

TO: ASCWD Board of Directors

Date: December 04, 2023

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 2024.

FISCAL IMPACT:

No fiscal impact.

EXHIBIT F7



AGENDA NO: F7

MEETING DATE: 12/08/2023

Staff Report

TO: ASCWD Board of Directors

Date: December 04, 2023

FROM: Joe Mueller, General Manager

SUBJECT: ASCWD TREASURE AND SECRETARY TO THE BOARD OF DIRECTORS

DISCUSSION:

Assign the ASCWD Treasure and Secretary to the Board for 2024.

FISCAL IMPACT:

No fiscal impact.