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# ALPINE SPRINGS COUNTY WATER DISTRICT

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

**General Manager:** Joe Mueller

## PUBLIC NOTICE

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

Date: Tuesday, April 9<sup>th</sup>, 2024  
Location: District Office, Board Room  
270 Alpine Meadows Road  
Alpine Meadows, CA 96146  
Time: 9:00 a.m.

## AGENDA

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

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

**Meetings are held in person in the ASCWD boardroom at 270 Alpine Meadows Rd. and are open to the general public. Public comment is accepted by the board only in the following ways, in person at 270 Alpine Meadows Rd., Alpine Meadows, CA, in writing submitted to the Board Secretary by email to [info@alpinesprings.org](mailto:info@alpinesprings.org), or by mail before Thursday April 4<sup>th</sup>, 2024 @ 9:00 a.m.**

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

ZOOM: At the specified time, 9:00 a.m., connect to ZOOM. **Mtg. ID: 848 8461 0629; passcode: 318382**; Times listed are approximate.

Join Zoom Meeting:

<https://us06web.zoom.us/j/84884610629?pwd=yV4oSsLaavoim00hEaAF1UhnZ4XVon.1>

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# ALPINE SPRINGS COUNTY WATER DISTRICT

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

**General Manager:** Joe Mueller

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

## **B. PUBLIC COMMENT**

It is the policy of the Alpine Springs County Water District to give the public the opportunity to address any item of interest which is relevant to the district's activities. 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) MARCH REGULAR BOARD MEETING**

The Board shall review and vote to approve the minutes of the Regular Board meeting of March 8<sup>th</sup>, 2024.

## **D. DEPARTMENT REPORTS**

### **D1) FINANCIAL REPORT**

Mike Dobrowski, CPA, shall discuss the March 2024 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 March 2024 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 March 2024.

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

The Operations Staff shall report on issues regarding water, sewer, parks, garbage, and other services provided by the district. Staff shall comment on and answer questions regarding the March 2024 Water/Sewer Report.

### **D5) TTSA REPORT**

The Board of Directors meeting was held on March 20<sup>th</sup>, 2024, meeting summary attached.

## **E. COMMITTEE REPORTS**

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

Met April 8<sup>th</sup>, the previous month March 7<sup>th</sup>, 2024, B&F report is attached.

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

Met March 25<sup>th</sup>, report attached.

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

No Meeting

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

Met March 27<sup>th</sup>, report attached.

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# ALPINE SPRINGS COUNTY WATER DISTRICT

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

**General Manager:** Joe Mueller

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

- F1)** RESOLUTION #3-2024 REQUESTING COLLECTION BY PLACER COUNTY FOR UNPAID ACCOUNTS ON TAX ROLL  
Consider for approval Resolution #3-2024 requesting the County of Placer collect on the County tax rolls ASCWD delinquent charges, fees, and assessments.
- F2)** RESOLUTION #4-2024 ANNUAL ADOPTION OF THE DISTRICT INVESTMENT POLICY  
Annual review, consideration of adoption of the District investment policy
- F3)** GOALS AND OBJECTIVES 2024/2025  
Consider for approval the District 2024/2025 Goals and Objectives Statement and Matrix
- F4)** DISTRICT PARK POLICY AND PARK USE FEES  
Consider for approval the District Park Use Fees and the 2024 Fee Schedule as discussed and recommended by the Park, Recreation, and Greenbelt Committee at their March 25<sup>th</sup> meeting.
- F5)** DISTRICT POLICY 4.12.0, 4.14.0, AND 4.16.0  
Consider for approval updates to the District Policy's 4.12.0, 4.14.0, and 4.16.0 as discussed and recommended by the Administration and Personnel Committee at their March 27<sup>th</sup> meeting.
- F6)** SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) CALL FOR NOMINATIONS  
Call for Nominations for SDRMA Director appointment for the term expiring December 31, 2025.

## **G. FUTURE AND OPEN AGENDA ITEMS**

- District Budget 2024/2025
- Fire Protection and Emergency Medical Agreement
- 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

## **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.

## ALPINE SPRINGS COUNTY WATER DISTRICT

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

**General Manager:** Joe Mueller

Next regularly scheduled Board meeting – Tuesday May 14<sup>th</sup>, 2024, at 9:00 a.m.

I certify that on or before Thursday April 4<sup>th</sup>, 2024, at 9:00 a.m., I personally posted and forwarded agendas as requested.

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Joe Mueller, General Manager  
Alpine Springs County Water District

# EXHIBIT C 1

1                                   **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2                                   **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3                                   **March 8, 2024**

4  
5           **A.       CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

6 President Grant called the meeting to order at 9:15 AM.

7  
8 Directors Present: President Janet S. Grant, Jan Ganong, and Christine York.

9 Directors Absent: Salke and Smelser

10 Staff Present: General Manager Joseph Mueller, Miguel Ramirez, and Office Manager Laurie Axell

11  
12 Guests included Mike Dobrowski, Jamie Sheppard and Michael Sacchi from NTFPD and Kim Eason.

13  
14           **B.       PUBLIC COMMENT**

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

16  
17           **C.       APPROVAL OF MINUTES**

18                   **C1) FEBRUARY REGULAR BOARD MEETING**

19 **It was moved by Ganong and seconded by York to approve the minutes of the February 9, 2024**  
20 **Regular Board meeting as modified. Motion carried unanimously.**

21  
22           **D.       DEPARTMENT REPORTS**

23                   **D1) FINANCIAL REPORT**

24 District CPA Mike Dobrowski presented the financial reports through February 2024. Net income is  
25 higher than last year's number and the cash position is strong. Accounts Receivables are slightly higher  
26 than last year and will be sent to Placer County.

27  
28 **It was moved by York and seconded by Ganong to approve the financial reports for the month of**  
29 **January 2024 as presented. Motion carried unanimously.**

30  
31 **It was moved by York and seconded by Ganong approve payment of checks #33674 - 33702,**  
32 **payroll, and electronic fund transfers. Motion carried unanimously.**

33  
34                   **D2) FIRE DEPARTMENT REPORT**

35 Sedgwick noted the good weather leading to World Cup weekend, but the storms that followed  
36 resulted in 26 calls in Alpine Meadows. Winter trainings for staff continue, including for avalanche  
37 drills.

38  
39 Sedgwick reminded the group that if there are downed lines in the area, NTFPD should be called. Also,  
40 the big storms can result in exterior vents being plugged and need to be cleared to prevent carbon  
41 monoxide issues in the home.

42  
43                   **D3) GENERAL MANAGER'S REPORT**

44 Mueller presented his written report for the month of February 2024. He has met with the new  
45 potential investors to review the 2013 Technical Memorandum. The current developer has applied to  
46 extend their entitlements to build for another two years.

47  
48 Mueller reported the Community Advisory Board has met four times. The group is developing a  
49 Recommendation Letter stating what they feel is important when considering a fire and emergency  
50 medical agreement. The Letter should be submitted to the Board in April.

1 Mueller met with Granite Peak Management and River Run HOA regarding reimbursement for some  
2 damage from an ASCWD contractor to perform repairs at River Run.. Based on the documentation  
3 presented, it was agreed no reimbursement is due to the District. The lesson learned is ASCWD needs  
4 to better document issues such as this.  
5

6 *The power went out at this point for 10 minutes.*  
7

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

9 Miguel Ramirez presented the Water/Wastewater Report for February 2024, including maintenance  
10 issues addressed during the month.  
11

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

13 The report of the February 21, 2024 TTSA meeting was in the packet.  
14

### 15 **E. COMMITTEE REPORTS**

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

17 Grant reported on the March 7, 2024 Budget & Finance Committee meeting. The Treasurer's Report  
18 was reviewed.  
19

20 All ASCWD accounts are now at Plumas Bank and can be accessed online. Salke suggested linking the  
21 Operating Account to a Money Market to earn better interest. Mueller reported the interest rate from  
22 Plumas is very low and might not be worth the work needed to transfer funds back and forth. The  
23 outside accounts are earning a better return.  
24

25 The group discussed April and May meeting dates. The next Board meetings were scheduled for April  
26 9, 2024 and May 14, 2024. The Budget & Finance Committee will meet the day before.  
27

28 The Treasurer's Report was included in today's meeting packet.  
29

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

31 York reported the Committee will meet on March 25. The Easter Egg Hunt is scheduled for March 30.  
32

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

34 The Committee will meet in the next month or two to review the updated Carollo scope of work.  
35

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

37 Ganong reported the Committee will meet on March 27.  
38

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

#### 40 **F1) WATER TIER RATE ADJUSTMENT DURING A WATER LEAK.**

41 Mueller reviewed the recommended policy designed to allow management discretion on adjusting the  
42 water tier rate charged if a customer has a leak. A one-time adjustment may be allowed with the caveat  
43 that the owner has addressed the leak as soon as possible.  
44

45 **It was moved by Ganong and seconded by York to adopt Resolution 2-2024 establishing ASCWD**  
46 **Policy 2.26.0 Water Tier Rate Adjustment during a water leak.**

47 **Motion carried unanimously by roll call vote.**  
48

49 **F2) PLACER LAFCO VOTE FOR SPECIAL DISTRICT REPRESENTATIVE AND**  
50 **ALTERNATE**

1 It was moved by York and seconded by Ganong to vote for Joshua Alpine for the Special District  
2 Representative on LAFCO and Judy Friedman for the first choice candidate for the Alternate  
3 Special District Representative . Motion carried unanimously.  
4

5 **F3) CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) CALL FOR**  
6 **NOMINATIONS**

7 There were no nominations the California Special District Association Seat A for the term of 2025  
8 through 2027.  
9

10 **F4) DISTRICT BOARD OF DIRECTORS AND BUDGET AND FINANCE**  
11 **COMMITTEE MEETINGS**

12 **Discuss possible alternate dates for the April and May meetings.**

13 The Board will meet April 9, 2024 and May 14, 2024. The Budget & Finance Committee will be  
14 adjusted accordingly.  
15

16 **G. FUTURE AND OPEN AGENDA ITEMS**

- 17 • Fire Protection and Emergency Medical Agreement
- 18 • CIP project reprioritization  
19

20 **H. CORRESPONDENCE TO THE BOARD**

21 No correspondence was presented.  
22

23 **I. CLOSED SESSION**

24 The Board went into Closed Session at 10:24 AM to consider:

25 **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

26 **Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case**  
27

28 Open Session was reconvened at 10:26 AM and the following action reported:

29 **It was moved by Ganong and seconded by York to approve the settlement with Bushwackers**  
30 **Tree Service and Kinsdale Insurance Company for \$10,820.91 as presented. Motion carried**  
31 **unanimously.**  
32

33 **J. DIRECTORS' COMMENTS**

34 The process for the Community Advisory Board recommendations and the Board's deliberations were  
35 clarified.  
36

37 **K. ADJOURNMENT**

38 There being no further business to come before the Board, the meeting was adjourned at 10:35 AM.  
39 The next regularly scheduled Board meeting is Tuesday April 9, 2024 at 9:00 AM.  
40

41 Respectfully Submitted,

42 Judy Friedman

43 Recording Secretary

44 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS  
45



# EXHIBIT D1

**Subject:** *March 2024 Month End Review*

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

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

**Prepared by:** *Michael J. Dobrowski, CPA 04/03/24*

On a year-to-date basis our net income was \$152,620 higher than the prior fiscal year. Most of that is due to higher water revenues than the prior fiscal year. Net income was \$311,411 favorable to budget on a year to date basis.

Our cash position has increased by \$604,401 from 03/31/2023. There remain 22 customer accounts totaling \$45,113 to be sent to the county for collections.

**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 & Wells Fargo Prior Month statements.

**Cash reserved for Capital –**            **\$0 + \$193,099= \$193,099**

        Prior Year + (10% of annual revenues (\$2,289,365-358,374) less Garbage)

**Cash available for operations –**            **\$1,876,187**

        (Remaining balance \$2,069,286-193,099)

**In Transit Timing Differences**  
No significant differences.

<b>Work in Progress Accounts</b>	<b>Current Year</b>	<b>Total</b>
Overlay Front Half Circle	22,000	22,000
Bear Creek Armoring Project	67,876	67,876
Upgrade Backup Battery Tank 2&5	<u>0</u>	<u>3,598</u>
Total	\$ 89,876	\$ 93,474

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

<b>Sick and General Leave</b>		
Sick leave Hours	370.50 Hrs.	
General leave Hours and Dollars	385.89 Hrs.	\$ 25,432.48

<b>Prepays</b>		
Sun Life Dental (5103&04) (68.77+212.89) 0 month		\$ 0.00
Garbage Contract (5404.02) 0 Mo. @ \$17,815.40		\$ 0.00
Healthplan Services (51031&41) (171.45+208.05) 0 month		\$ 0.00
SDRMA Insurance (5120.00) 3 months @ 3,707.03		\$ 11,121.00
SDRMA (5120.00) Worker's Comp 3 months @ 1,051.06		\$ 3,153.23
Cal Special Districts Assoc (5168) 9 months @ 682.25 (Jan-Dec)		\$ 6,140.25
Core Software (5167.00) 3 Mo. @ \$52.50		\$ <u>157.50</u>
Total		\$ 20,571.98

**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>
03/05/24	ach030524	899.17	CalPers (Retired)

**Benefits Breakdown (YTD)**

Health & Life Ins. (Active)	\$42,527.70
Health & Life Ins. (Retired)	16,665.76
Pension (Employee 7.75%)	23,873.20 (Employer 7.68% Effective 07/01/23)
Payroll Taxes	8,416.18
Health plan co-ins.	<u>1,694.70</u>
Total	\$ 93,177.54

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

	<u>Jul '23 - Mar 24</u>	<u>Jul '22 - Mar 23</u>	<u>\$ Change</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Water Revenue</b>	897,786	639,677	258,109
<b>Connection Fees</b>	39,773	27,166	12,607
<b>Sewer Revenue</b>	388,377	329,675	58,703
<b>Garbage Revenue</b>	358,374	267,381	90,993
<b>Park Revenue</b>	21,505	16,720	4,785
<b>Fire Mitigation Fees</b>	17,026	14,857	2,168
<b>Fire Fuel Management Fees</b>	0	25,604	(25,604)
<b>Property Tax Revenue</b>	540,110	508,759	31,351
<b>Other Revenue</b>	26,414	20,205	6,208
<b>Total Income</b>	<u>2,289,365</u>	<u>1,850,044</u>	<u>439,320</u>
<b>Gross Profit</b>	2,289,365	1,850,044	439,320
<b>Expense</b>			
<b>Salaries and Wages - Admin</b>	182,868	158,907	23,961
<b>Salaries and Wages - O&amp;M</b>	180,552	149,470	31,082
<b>Benefits - Office</b>	23,204	19,746	3,458
<b>Benefits - O&amp;M</b>	68,279	53,842	14,437
<b>Health Plan Co-Insurance</b>	1,695	5,907	(4,212)
<b>Directors' Fees</b>	8,075	8,600	(525)
<b>Insurance - Administration</b>	43,193	31,529	11,664
<b>Park Expenditures</b>	3,665	4,379	(714)
<b>Parts/Tools/Misc. Equip</b>	18,258	11,422	6,836
<b>Postage and Delivery</b>	2,239	3,334	(1,094)
<b>Cleaning</b>	2,963	1,935	1,028
<b>Newsletter and Printing</b>	1,601	294	1,307
<b>Office Expense</b>	9,551	11,568	(2,016)
<b>Dues and Subscriptions</b>	4,014	9,882	(5,868)
<b>Bank and Collection Fees</b>	2,957	2,573	385
<b>Analytical Testing</b>	7,717	1,843	5,874
<b>Accounting Fees</b>	52,789	50,195	2,593
<b>Audit</b>	22,145	20,500	1,645
<b>Legal Fees</b>	6,431	5,096	1,335
<b>Consultants-Misc.</b>	4,719	3,521	1,198
<b>NTFD Contract</b>	477,502	408,469	69,033

4:36 PM  
04/03/24  
Accrual Basis

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

	<u>Jul '23 - Mar 24</u>	<u>Jul '22 - Mar 23</u>	<u>\$ Change</u>
Fire Fuel Management Fee	0	(20,102)	20,102
Building Maintenance	3,450	3,128	322
Equipment Maintenance - Ad...	6,753	7,475	(721)
Vehicle Maintenance and Rep.	5,790	9,288	(3,498)
Maintenance Water and Sewer	106,754	35,244	71,509
Gas and Electric - Admin	49,524	38,306	11,219
SCADA System	16,401	10,232	6,169
Travel and Entertainment	1,873	298	1,575
Education Staff/Board	1,036	522	514
Uniforms	1,732	778	954
ASCWD Fuel	4,103	5,778	(1,674)
Telephone - Administration	2,647	2,420	228
Government Mandates	15,987	19,597	(3,611)
Garbage Services	160,339	118,462	41,877
Depreciation Expense	197,091	197,091	0
Miscellaneous - O&M	833	1,486	(653)
<b>Total Expense</b>	<u>1,698,730</u>	<u>1,393,013</u>	<u>305,717</u>
<b>Net Ordinary Income</b>	590,634	457,031	133,603
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Revenue	31,801	12,690	19,111
<b>Total Other Income</b>	<u>31,801</u>	<u>12,690</u>	<u>19,111</u>
<b>Other Expense</b>			
Interest Expense	144	49	95
<b>Total Other Expense</b>	<u>144</u>	<u>49</u>	<u>95</u>
<b>Net Other Income</b>	<u>31,657</u>	<u>12,640</u>	<u>19,016</u>
<b>Net Income</b>	<u><u>622,291</u></u>	<u><u>469,672</u></u>	<u><u>152,620</u></u>

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

	Mar 24	Budget	Jul '23 - Mar...	YTD Budget	Annual Bud...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Water Revenue	0	0	897,786	910,129	1,034,237
Connection Fees	0	2,101	39,773	18,910	25,214
Sewer Revenue	0	0	388,377	339,570	385,875
Garbage Revenue	0	0	358,374	328,824	373,663
Park Revenue	0	0	21,505	17,500	35,000
Fire Mitigation Fees	0	1,000	17,026	9,000	12,000
Property Tax Revenue	0	0	540,110	549,143	915,239
Other Revenue	0	1,782	26,414	16,038	21,400
<b>Total Income</b>	<b>0</b>	<b>4,883</b>	<b>2,289,365</b>	<b>2,189,114</b>	<b>2,802,628</b>
<b>Gross Profit</b>	<b>0</b>	<b>4,883</b>	<b>2,289,365</b>	<b>2,189,114</b>	<b>2,802,628</b>
<b>Expense</b>					
Salaries and Wages - Admin	19,575	20,719	182,868	186,471	248,615
Salaries and Wages - O&M	19,847	20,577	180,552	185,193	246,914
Benefits - Office	1,891	4,145	23,204	37,305	49,741
Benefits - O&M	6,585	9,903	68,279	89,127	118,841
Health Plan Co-Insurance	0	749	1,695	6,741	8,988
Directors' Fees	1,400	990	8,075	8,910	11,850
Insurance - Administration	4,758	4,692	43,193	42,228	56,304
Park Expenditures	0	0	3,665	18,249	36,500
Parts/Tools/Misc. Equip	291	2,250	18,258	20,250	27,000
Postage and Delivery	75	573	2,239	5,157	6,870
Cleaning	403	533	2,963	4,797	6,400
Newsletter and Printing	0	0	1,601	1,525	3,050
Office Expense	668	1,965	9,551	17,685	23,575
Dues and Subscriptions	903	972	4,014	8,748	11,668
Bank and Collection Fees	0	208	2,957	1,872	2,500
Analytical Testing	1,756	583	7,717	5,247	7,000
Accounting Fees	6,001	5,915	52,789	53,235	70,950
Audit	22,145	0	22,145	23,000	23,000
Legal Fees	572	1,252	6,431	11,268	15,000
Consultants-Misc.	264	1,311	4,719	11,799	15,735
NTFD Contract	0	61,016	477,502	549,144	732,191
Fire Fuel Management Fee	0	833	0	7,497	10,000
OPEB Trust - Annual Funding	0	0	0	0	30,000

4:38 PM  
04/03/24  
Accrual Basis

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

	Mar 24	Budget	Jul '23 - Mar...	YTD Budget	Annual Bud...
Building Maintenance	0	1,994	3,450	17,946	23,925
Equipment Maintenance - A...	1,062	801	6,753	7,209	9,610
Vehicle Maintenance and R...	0	908	5,790	8,172	10,900
Maintenance Water and Se...	0	11,884	106,754	106,956	142,600
Gas and Electric - Admin	967	4,774	49,524	42,966	57,310
SCADA System	0	1,002	16,401	9,018	12,015
Travel and Entertainment	878	25	1,873	225	300
Education Staff/Board	322	292	1,036	2,628	3,500
Uniforms	819	251	1,732	2,259	3,000
ASCWD Fuel	0	792	4,103	7,128	9,500
Telephone - Administration	208	283	2,647	2,547	3,400
Government Mandates	0	2,068	15,987	18,612	24,817
Garbage Services	17,815	17,828	160,339	160,452	213,936
Depreciation Expense	21,899	21,899	197,091	197,091	262,775
Miscellaneous - O&M	0	163	833	1,467	1,950
<b>Total Expense</b>	<b>131,104</b>	<b>204,150</b>	<b>1,698,730</b>	<b>1,880,124</b>	<b>2,542,230</b>
<b>Net Ordinary Income</b>	<b>-131,104</b>	<b>-199,267</b>	<b>590,634</b>	<b>308,990</b>	<b>260,398</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
Interest Revenue	0	210	31,801	1,890	2,500
<b>Total Other Income</b>	<b>0</b>	<b>210</b>	<b>31,801</b>	<b>1,890</b>	<b>2,500</b>
<b>Other Expense</b>					
Interest Expense	14	0	144	0	0
<b>Total Other Expense</b>	<b>14</b>	<b>0</b>	<b>144</b>	<b>0</b>	<b>0</b>
<b>Net Other Income</b>	<b>-14</b>	<b>210</b>	<b>31,657</b>	<b>1,890</b>	<b>2,500</b>
<b>Net Income</b>	<b>-131,118</b>	<b>-199,057</b>	<b>622,291</b>	<b>310,880</b>	<b>262,898</b>

**Alpine Springs County Water District**  
**Balance Sheet Previous Year & Month Comparison**  
As of March 31, 2024

	Mar 31, 24	Feb 29, 24	\$ Change	Mar 31, 23	\$ Change
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
Petty Cash	352	352	0	117	235
Bank of the West	0	0	0	122,419	(122,419)
Plumas Bank Checking	181,636	266,542	(84,906)	0	181,636
Placer County - Interest App.	168,400	168,400	0	359,302	(190,902)
Wells Fargo Advisors	1,373,322	1,373,322	0	350,000	1,023,322
LAIF Accounts	345,576	345,576	0	633,047	(287,471)
<b>Total Checking/Savings</b>	<b>2,069,286</b>	<b>2,154,192</b>	<b>(84,906)</b>	<b>1,464,885</b>	<b>604,401</b>
<b>Accounts Receivable</b>					
Accounts Receivable	40,571	42,683	(2,112)	20,914	19,657
<b>Total Accounts Receivable</b>	<b>40,571</b>	<b>42,683</b>	<b>(2,112)</b>	<b>20,914</b>	<b>19,657</b>
<b>Other Current Assets</b>					
Placer - Agency Taxes 390-770	4	4	0	378	(374)
Other Accounts Receivable	0	0	0	24,071	(24,071)
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	20,572	43,880	(23,308)	11,364	9,208
County Collection Accounts	9,102	9,102	0	15,456	(6,353)
Deferred Pension Outflows	76,080	76,080	0	43,042	33,038
Deferred OPEB Outflows	29,960	29,960	0	6,572	23,388
<b>Total Other Current Assets</b>	<b>135,719</b>	<b>159,027</b>	<b>(23,308)</b>	<b>100,883</b>	<b>34,836</b>
<b>Total Current Assets</b>	<b>2,245,576</b>	<b>2,355,902</b>	<b>(110,326)</b>	<b>1,586,683</b>	<b>658,893</b>
<b>Fixed Assets</b>					
Land	360,436	360,436	0	360,436	0
Firehouse	376,338	376,338	0	376,338	0
Firehouse Vehicles & Equipment	343,336	343,336	0	343,336	0
Park	403,391	403,391	0	403,391	0
Park Improvements Depreciable	21,728	21,728	0	21,728	0
Land Improvements	129,444	129,444	0	129,444	0
Alpine Springs Interceptor	58,095	58,095	0	58,095	0
Water System	6,646,779	6,646,779	0	6,459,766	187,013
SCADA System	172,423	172,423	0	146,548	25,875
Sewer System	1,046,201	1,046,201	0	1,022,026	24,175
Building Improvements	357,090	357,090	0	357,090	0
Office Equipment	81,011	81,011	0	81,011	0
Vehicles	128,749	128,749	0	128,749	0
Maintenance Equipment	293,229	293,229	0	293,229	0
Truckee River Interceptor	358,524	358,524	0	358,524	0
Inflow and Infiltration	26,031	26,031	0	26,031	0
Work in Progress	93,474	93,474	0	202,489	(109,015)
Accumulated Depreciation	(5,731,316)	(5,709,417)	(21,899)	(5,455,810)	(275,507)



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Accrual Basis

**Alpine Springs County Water District**  
**Balance Sheet Previous Year & Month Comparison**  
As of March 31, 2024

	Mar 31, 24	Feb 29, 24	\$ Change	Mar 31, 23	\$ Change
<b>Total Fixed Assets</b>	5,164,963	5,186,862	(21,899)	5,312,422	(147,459)
<b>Other Assets</b>					
<b>Net Pension Asset</b>	(1)	(1)	0	28,378	(28,379)
<b>Land Usage and Easement Right</b>	17,436	17,436	0	17,436	0
<b>Total Other Assets</b>	17,435	17,435	0	45,814	(28,379)
<b>TOTAL ASSETS</b>	<u>7,427,973</u>	<u>7,560,198</u>	<u>(132,225)</u>	<u>6,944,919</u>	<u>483,055</u>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
<b>Accounts Payable</b>					
<b>Accounts Payable</b>	0	0	0	0	0
<b>Total Accounts Payable</b>	0	0	0	0	0
<b>Other Current Liabilities</b>					
<b>Accounts Payable - 05</b>	54,005	54,005	0	0	54,005
<b>OPEB Liability</b>	368,622	368,622	0	374,816	(6,194)
<b>Accrued Payroll &amp; Payroll Tax</b>	1,482	0	1,482	994	488
<b>Accrued Vacation Payable</b>	25,432	23,520	1,913	15,261	10,171
<b>Deferred Pension Inflows</b>	1,145	1,145	0	31,598	(30,453)
<b>Deferred OPEB Inflows</b>	54,695	54,695	0	47,787	6,908
<b>Net Pension Liabilities</b>	26,467	26,467	0	0	26,467
<b>HRA Plan Payable</b>	4,966	4,966	0	3,148	1,819
<b>Total Other Current Liabilities</b>	536,815	533,420	3,395	473,604	63,211
<b>Total Current Liabilities</b>	536,815	533,420	3,395	473,604	63,211
<b>Long Term Liabilities</b>					
<b>Caterpillar Financial Serv</b>	40,695	45,197	(4,502)	148,664	(107,969)
<b>Total Long Term Liabilities</b>	40,695	45,197	(4,502)	148,664	(107,969)
<b>Total Liabilities</b>	577,509	578,617	(1,107)	622,268	(44,758)
<b>Equity</b>					
<b>Retained Earnings</b>	375,193	375,193	0	0	375,193
<b>Retained Earnings - Garbage</b>	485,759	485,759	0	519,082	(33,323)
<b>Retained Earnings - Park</b>	(173,813)	(173,813)	0	(181,351)	7,538
<b>Retained Earnings - Sewer</b>	1,576,303	1,576,303	0	1,609,737	(33,434)
<b>Retained Earnings - Water</b>	(1,561,741)	(1,561,741)	0	(1,737,234)	175,493
<b>Fund balance Undesignated</b>	411,854	411,854	0	395,443	16,411
<b>Investment in plant &amp; equip</b>	5,114,618	5,114,618	0	5,247,303	(132,685)
<b>Net Income</b>	622,291	753,409	(131,118)	469,672	152,620
<b>Total Equity</b>	6,850,464	6,981,582	(131,118)	6,322,651	527,813
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>7,427,973</u>	<u>7,560,198</u>	<u>(132,225)</u>	<u>6,944,919</u>	<u>483,055</u>

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

	<u>Jul '23 - Mar 24</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	622,291
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	105,122
1550.00 · Prepaid Expenses	(7,092)
1600.05 · County Collection Accts	19,356
1041.00 · Placer Co - Taxes 770	54,054
1850.00 · Accumulate Depreciation:1850.02 · Accumulated Depr...	8,181
1850.00 · Accumulate Depreciation:1850.03 · Accumulated Depr...	8,181
1850.00 · Accumulate Depreciation:1850.04 · Accumulated Depr...	24,597
1850.00 · Accumulate Depreciation:1850.05 · Accumulated Depr...	143,478
2010.00 · Accounts Payable - 06 Fund	(247)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Accounts Payab...	(346,186)
2070.00 · Accrued Payroll & Taxes - 05 Fu	(7,457)
2075.00 · Accrued Vacation Pay - 05 Fund	4,950
<b>Net cash provided by Operating Activities</b>	<b>629,229</b>
<b>INVESTING ACTIVITIES</b>	
1751.05 · SCADA System	(16,940)
1830.05 · Work in Progress	(22,000)
1830.05 · Work in Progress:1832.04 · Bear Creek Armoring Projec...	(67,876)
1850.00 · Accumulate Depreciation:1850.06 · Accumulated Deprec...	12,654
<b>Net cash provided by Investing Activities</b>	<b>(94,162)</b>
<b>FINANCING ACTIVITIES</b>	
2095.05 · Caterpillar Financial Serv - 05	(40,496)
<b>Net cash provided by Financing Activities</b>	<b>(40,496)</b>
<b>Net cash increase for period</b>	<b>494,571</b>
<b>Cash at beginning of period</b>	<b>1,574,715</b>
<b>Cash at end of period</b>	<b><u>2,069,286</u></b>

Alpine Springs County Water District  
 Check Register for Current Month  
 March 6 - 31, 2024

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 04/03/24

Date	Num	Name	Memo	Amount	Balance
03/09/2024	Ach03/09/...	AT&T {319907901}	Account #319907901	-208.03	-208.03
*** Missing numbers here ***					
03/11/2024	Ach03/11/...	Professional Communications Messaging	Account #193072 Serv. 03/01/2...	-42.40	-250.43
*** Missing numbers here ***					
03/12/2024	Ach03/12/...	Badger Meter	Customer #23930 Inv. #801525...	-46.83	-297.26
*** Missing numbers here ***					
03/13/2024	Ach03/13/...	Tahoe Truckee Sierra Disposal Co., Inc.	Customer #0000355	-370.71	-667.97
*** Missing numbers here ***					
03/15/2024	Ach03/15/...	SDRMA	Member #7084 Mar & Apr 2024	-204.11	-872.08
*** Missing numbers here ***					
03/21/2024	Ach03/21/...	Caterpillar Financial Services Corp	Contract #001-70093002	-4,515.56	-5,387.64
03/21/2024	Ach03/21/...	Liberty 1402 Beaver Dam	1402 Beaver Dam TRL	-596.40	-5,984.04
*** Missing numbers here ***					
03/12/2024	33703	Best Best & Krieger LLP	Inv. #989224	-572.00	-6,556.04
03/12/2024	33704	Damore, Hamric & Schneider, Inc.	Account #0501203	-22,145.00	-28,701.04
03/12/2024	33705	FedEx	Account #1834-0409-1	-28.64	-28,729.68
03/12/2024	33706	Janet Grant	Feb & Mar 2024 Budget, Fin. & ...	-550.00	-29,279.68
03/12/2024	33707	Janice Ganong	Feb & Mar 2024 Board of Direc...	-300.00	-29,579.68
03/12/2024	33708	Evan Salke {1}	Feb & Mar 2024 Budget, Fin. & ...	-100.00	-29,679.68
03/12/2024	33709	David Smeiser {1}	Feb 2024 Board of Directors Mtg.	-150.00	-29,829.68
03/12/2024	33710	Christine York	Feb & Mar 2024 Board of Direc...	-300.00	-30,129.68
03/29/2024	33711	FedEx	Account #1834-0409-1	-45.93	-30,175.61
03/29/2024	33712	Joseph Mueller	LV Expense Report Joe Mueller...	-578.44	-30,754.05
03/29/2024	33713	Rainbow Print & Office Supply	Acct. #2342-01	-53.07	-30,807.12
03/29/2024	33714	Richard Limbird	Uniforms Reimbursement	-656.60	-31,463.72
03/29/2024	33715	Robert Pascarella	Uniform Reimbursement	-162.39	-31,626.11
03/29/2024	33716	Sierra Office Solutions	Inv #IN4064582	-272.73	-31,898.84
03/29/2024	33717	Silver State Analytical Laboratories	Various Invoices 3/14/2024 - 3/...	-1,756.00	-33,654.84
03/29/2024	33718	Tahoe Supply Company	Customer #0001495	-53.27	-33,708.11
03/29/2024	33719	The Paper Trail	03/08/2024 Board Meeting	-263.75	-33,971.86
03/29/2024	33720	USA BlueBook	Customer #814589	-236.77	-34,208.63

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04/03/24

Alpine Springs County Water District  
Subsequent Payments Listing  
April 1 - 3, 2024

Date	Num	Name	Memo	Amount	Balance
04/03/2024	ach04032...	CalPERS (Active)	Customer ID: 2668620501 Health Insurance...	-4,908.54	-4,908.54
04/03/2024	ach04032...	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance...	-899.17	-5,807.71
*** Missing numbers here ***					
04/01/2024	Ach04/01/26	Liberty Utilities	Alpine Springs Water Co	-12,461.70	-18,269.41
*** Missing numbers here ***					
04/01/2024	33721	Michael J. Dobrowski, CPA, LLC	Invoice #24203 April 2024	-6,000.68	-24,270.09
04/02/2024	33722	Alpine Meadows Ski Area {Const...	Refund double payment.	-985.00	-25,255.09

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# EXHIBIT D2

NTPFD-ASCWD Response Calls  
March 2024

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 (FD1.66)
2024006230	3/1/2024 9:07	235 ALPINE MEADOWS RD #202	96146	EMS call, excluding vehicle accident with injury	B5, M56	Transport person	
2024006326	3/2/2024 0:00	2600 ALPINE MEADOWS ROAD	96146	False alarm or false call, other	B5, E56, M	Restore fire alarm system	
2024006336	3/2/2024 3:10	2220 BEAR CREEK DRIVE	96146	Dispatched and cancelled en route	B5, E56, M	Cancelled en route	
2024006365	3/2/2024 9:24	2600 ALPINE MEADOWS ROAD	96146	Dispatched and cancelled en route	M56	Emergency medical services, other	
2024006888	3/7/2024 12:37	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	B5, M51	Assistance, other	
2024006900	3/7/2024 13:50	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M56	Emergency medical services, other	
2024006905	3/7/2024 14:38	1960 OLYMPIC VALLEY ROAD	96146	EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	
2024007190	3/10/2024 11:51	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M56	Emergency medical services, other	
2024007383	3/12/2024 15:52	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2024007479	3/13/2024 21:41	1810 DEER PARK DRIVE	96146	Gas leak (natural gas or LPG)	B5, E56, M	Investigate	
2024007547	3/14/2024 15:49	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M56	Emergency medical services, other	
2024007619	3/15/2024 11:09	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2024007623	3/15/2024 11:33	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	Provide advanced life support (ALS)
2024007636	3/15/2024 13:23	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	Provide advanced life support (ALS)
2024007785	3/16/2024 19:35	235 ALPINE MEADOWS RD #206	96146	EMS call, excluding vehicle accident with injury	B5, M56	Provide advanced life support (ALS)	
2024007862	3/17/2024 16:00	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2024008133	3/20/2024 13:11	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	
2024008198	3/21/2024 1:55	2090 CHALET ROAD	96146	EMS call, excluding vehicle accident with injury	M56	Transport person	
2024008247	3/21/2024 13:38	2600 Alpine Meadows Road	96146	EMS call, excluding vehicle accident with injury	M51	Transport person	Provide advanced life support (ALS)
2024008522	3/24/2024 16:59	2220 Bear Creek Drive	96146	Carbon monoxide incident	M56	Ventilate	
2024008667	3/26/2024 10:13	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	Transport person
2024009047	3/30/2024 10:56	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M56	Emergency medical services, other	
2024009049	3/30/2024 10:58	2600 ALPINE MEADOWS ROAD	96146	EMS call, excluding vehicle accident with injury	M51	Emergency medical services, other	
24008133	3/20/2024 11:28	2600 Alpine Meadows Road	96146	EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	

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# EXHIBIT D3



AGENDA NO: D3

MEETING DATE: 04/09/2024

## General Managers Report

**TO:** ASCWD Board of Directors

Date: April 04, 2024

**FROM:** Joe Mueller, General Manager

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

### Projects

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

Discussed water capacity engineering, possible capital project needs and steps needed to update the plan for the development with potential project investors.

##### 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

- Co presented with Carollo engineers at the Nevada Water Environmental Association annual conference on the importance of Master Planning for small utilities.
- Worked on preparing the Draft 2024 / 2025 budget.
- Started articles for the Spring Newsletter
- Researched possible funding opportunities for the rehab of the District Tennis Courts.
- Worked with the Community Advisory Board on the Fire and Emergency medical agreement as they draft their letter of recommendations.
- Continued working on potential paths forward on fire protection and emergency medical services.
- Continued discussions with Olympic Valley on financial modeling of future collaboration on projects and services.
- Reviewed numerous building and/or remodeling plans with Operations staff for potential conflicts with District water or sewer lines.



- Assisted Operations with the evaluation of numerous water losses and / or leak identification.
- Attended the monthly area General Managers meeting.

#### **Office Activities Performed by Office Manager**

- Contacted AWAXX for updated quote on park card reader upgrade, AWAXX will review & revise.
- Created a monthly water usage report with totals by type: e.g. Single Family, Multi-Family, Irrigation, etc.
- Attended District committee meetings.
- Completed an online government accounting class.
- Researched tennis court repair contractors and grant opportunities.
- Compiled delinquent accounts receivable for collection by Placer County Tax Roll.
- Worked on District 2024 / 2025 budget.

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# EXHIBIT D4

**ASCWD OPERATIONS REPORT  
WATER / WASTEWATER  
FOR 3-1-24 THRU 3-31-24**

TO: Board of Directors  
DATE: April 9<sup>th</sup>, 2024  
FROM: Miguel Ramirez, Operations & Maintenance

**Wastewater Flows:** 31 Days / March 2024 normal operation throughout the month.

<u>Minimum Flow</u>	<u>Maximum Flow</u>	<u>Average Flow</u>
46,000 GPD	218,000 GPD	96,000 GPD

**Operations / Maintenance / Repairs:**

- All routine water zone samples came back absent from Coliform and E-coli.
- We collected our quarterly raw water samples and have completed two of six SOC samples. (The synthetic organic compound samples were completed on our two well sites).
- We have been doing constant snow removal on all the hydrants and are all clear in the valley.
- We also completed two hydrant flow tests for North Tahoe Fire located in Bear Creek.
- We tracked down two homeowner leaks that were stressing the system. (Renters incorrectly turning the water on.)
- I have finished the current EAR (Electronic Annual Report), and it has been approved by our state representative.
- We are actively troubleshooting our R-2 well for snowmaking. (Dedicated snowmaking well that was faulting out because of possible gravel in the booster pump feed).



R-2 Investigation.



260,000 gal leak.



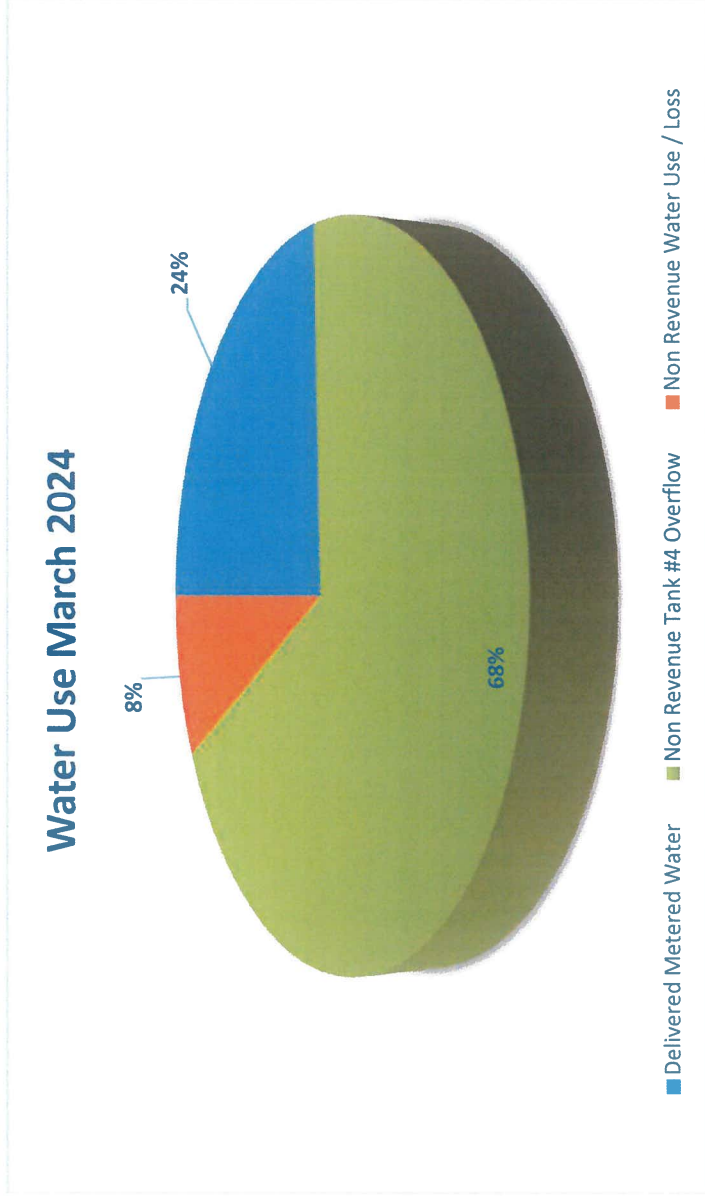
Water coming out of crawl space vent.



Hydrant on Upper Bench.

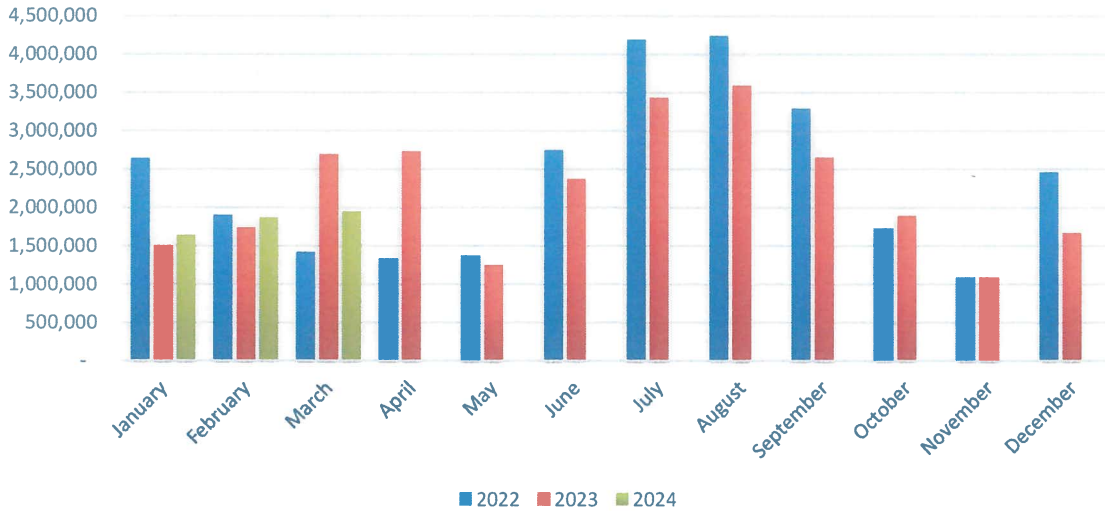
# ALPINE SPRINGS COUNTY WATER DISTRICT MARCH 2024 WATER REPORT

<b>Total Potable Water Production</b>	7,986,156 Gallons
<b>Delivered Metered Water</b>	1,947,178 Gallons
<b>Non Revenue Tank #4 Overflow</b>	5,389,525 Gallons
<b>Non Revenue Water Use / Loss</b>	649,453 Gallons

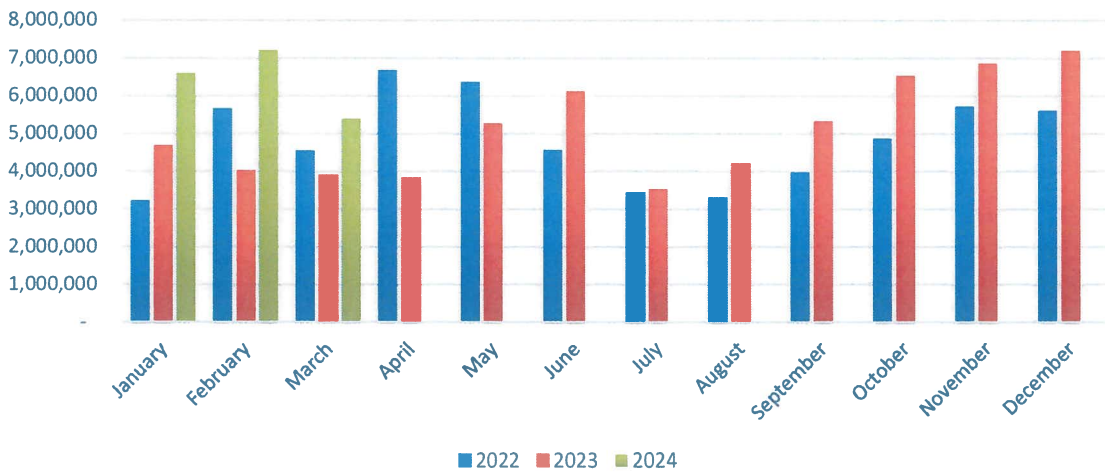




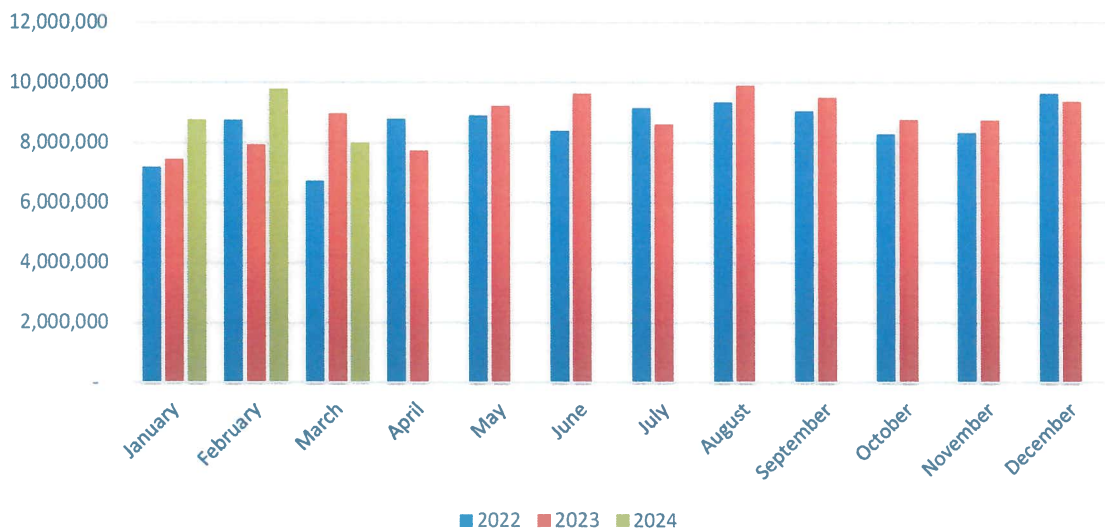
### Delivered Metered Water per Month (gallons)



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



### Total Water Production per Month (gallons)



# EXHIBIT D5

# **T-TSA BOARD MEETING SUMMARY**

03/20/2024 Regular BOD Meeting

**1) The March 20, 2024 Board meeting was held in person and via Zoom:**

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

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

- Jeff Navarrete
- Tobin Fuchs

**3) No Sanitary Sewer Overflows.**

**4) Status Report:**

a) Operations Report:

- All plant waste discharge requirements were met, and the plant performed well in February.
- In February, three (3) well static water levels were missed for the Monitoring and Reporting Program (MRP). Non-compliance with the MRP has been reported to the Lahontan Regional Water Quality Control Board.
- Received a response from the Lahontan Water Board pertaining to the Agency WDR revision requesting more information.

b) Laboratory Report:

- Lab staff performed research testing related to the methanol reduction study.
  - Special thanks to Bill Pindar for setting up and performing the Sampling
- Ongoing recruitment for Lab Director.
- Missed static water level on three (3) wells. Corrective action has been initiated.

c) Capital Projects Report:

- Sodium Hypochlorite Foundation Project: The concrete work was completed and accepted. Tanks pending delivery in late March. The Digestion Improvements project awarding RFP to Brown and Caldwell. The TRI Alpine Meadows to Olympic Valley Rehabilitation Project (MH33-MH35) is being awarded to Brown and Caldwell. Finally, the Front Parking & Landscaping Improvements Project is in design and intends to go out for bid on construction in early April 2024.
- Please visit the new page on the Agency website for updates on ongoing projects by using the following link: <https://www.ttsa.ca.gov/home/pages/construction-projects>

d) Other Items Report: The Board Approved:

- Approval of the Regular Board meeting minutes from February 21, 2024.
- Approval of payment of General Fund warrants and Financial Statements.
- Approval of Gallagher Consulting's selected List of Comparative Agencies and Selection of PEPRAs as a quantitative comparison for the Agency Classification and Compensation Study.
- Approval of Agreement with Brown and Caldwell to perform the final design of the TRI Alpine Meadows to Olympic Valley Rehabilitation Project (MH33-MH35).
- Approval of Agreement with Carollo Engineering for Nutrient Removal Alternative Evaluation Process Study.
- Approval of Agreement with Brown and Caldwell to perform the final design of the Digestion Improvements Project.

• Additionally:

- Discussion and staff direction regarding California Special Districts Association Call for Support.
- Placer County LAFCO Ballot Selection Voting for Regular and Alternate Special District Representative.



# EXHIBIT E1

Alpine Springs County Water District  
Budget and Finance Committee Report  
Thursday March 7, 2024

Members: Janet Grant, District Director, Chair  
Evan Salke, District Director  
Joe Mueller, General Manager  
Advisors: Mike Dobrowski, CPA, District Accountant  
Staff: Laurie Axell, Office Manager  
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 February 2024 financials.

b. Treasurer's Report

- i. Now that our checking account is completely moved over to Plumas Bank it was suggested that we open a money market account with Plumas to put part of the operation expense cash in for additional interest income. At present the Plumas Money Market account is earning 2.1%

c. Water Tier Rate Adjustment during a Water Leak

- i. The committee supports this operational policy.

d. April and May meeting dates

- i. The committee would like to see both Joe and Mike in attendance at their meetings in April and May. After discussion with the group it appears that either Monday or Tuesday, April 8 or 9 and the week of May 13 would work for all members.

e. Unbudgeted Expenses

- i. Management recommends that we not pursue a recovery effort for an unbudgeted expense.

3. MEMBERS' COMMENTS

- a. There were no members comments.

4. CORRESPONDENCE

- a. There was no correspondence.

5. ADJOURNMENT

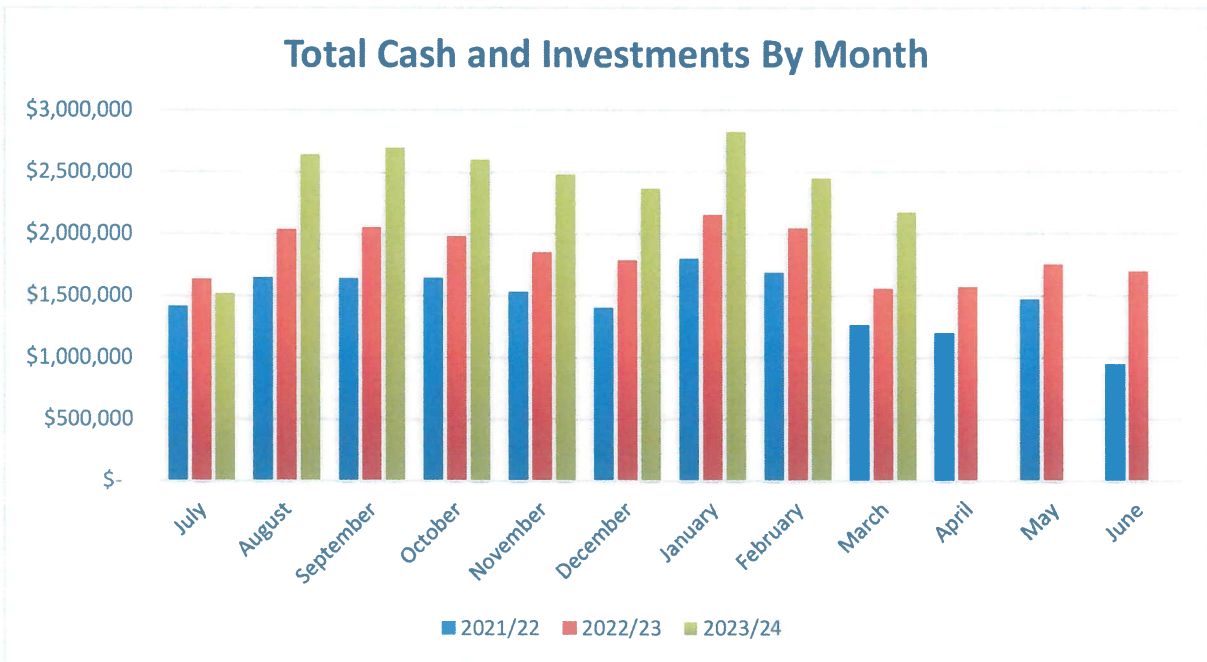
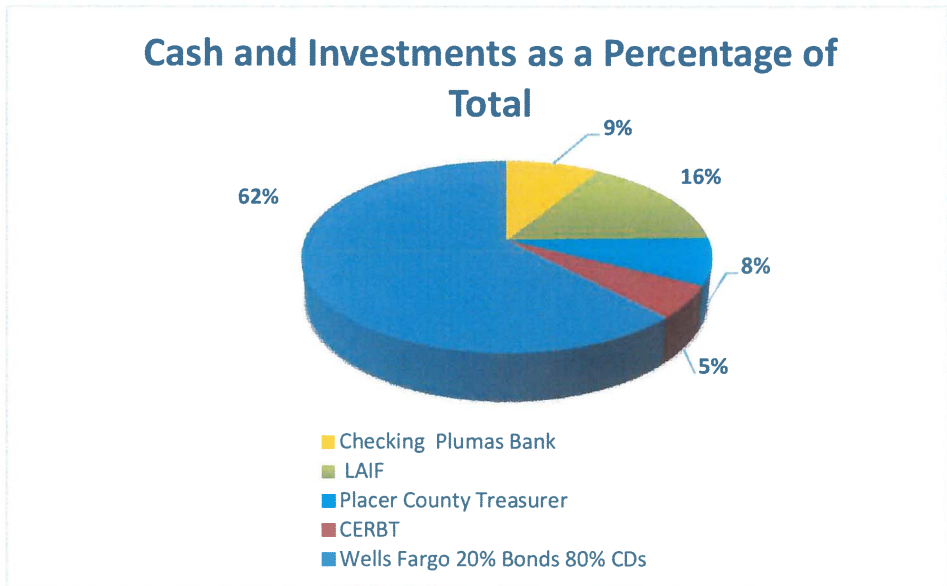
- a. The committee adjourned at 10:29 a.m.

6. NEXT MEETING

- a. Next B&F meeting: to be determined, 9:30 a.m.

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

	Account Balance	Report Date	Interest
Checking Plumas Bank	\$ 187,648	4/1/2024	0.00%
LAIF	\$ 349,047	4/2/2024	4.122%
Placer County Treasurer	\$ 168,936	2/29/2024	3.450%
CERBT	\$ 118,317	3/28/2024	1.510%
Wells Fargo 20% Bonds 80% CDs	<u>\$ 1,350,000</u>	9/28/2023	4.8% / 5.5%
	<u>\$2,173,949</u>		



# EXHIBIT E2

# EXHIBIT E4

# ALPINE SPRINGS COUNTY WATER DISTRICT

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

## Administration and Personnel Committee Meeting Report

Date: Wednesday, March 27, 2024  
Location: District Office, Board Room  
270 Alpine Meadows Road  
Time: 9 a.m.  
Members: Janice Ganong, Chair  
Present: Joe Mueller, General Manager  
Evan Salke, Director

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### AGENDA

1. **CALL TO ORDER** Meeting was called to order at 9:00am.
2. **PUBLIC COMMENT.** There was no public comment.
3. **ITEMS FOR COMMITTEE DISCUSSION & ACTION**

**a. Review and discuss any changes to recommend to the Board for the Goals and Objectives Matrix.**

The Committee reviewed the Matrix and recommends to the Board some terminology additions to objectives 2.1, 2.5, and 2.6. Recommendations will be explained in a Staff Report.

Committee Chairs will be asked to review their Committee Policies as they relate to the Goals and Objectives Matrix. They should bring any recommended changes to the Matrix to the April 9<sup>th</sup>, 2024 Board meeting.

**b. Review and discuss any recommendations to the Board for the Mission Statement.**

No changes to recommend.

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## ALPINE SPRINGS COUNTY WATER DISTRICT

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

**General Manager:** Joe Mueller

**c. Discuss A&P Policies 4.0.0 – 4.18.0.**

The committee reviewed all policies and recommends minor changes to Policy 4.12, 4.14, and possibly an addition to 4.16, These changes will be outlined in the Staff Report.

**d. Review Employee Manual and discuss recommendations to the Board.**

The Committee had no recommendations but is waiting for legal counsel to respond with any necessary changes. Joe will email committee members with any legal changes that are recommended and then bring these to the Board. Evan recommended getting Staff input on the Employee Manual before final approval and that the legal opinion is the most important factor.

**e. Discuss the General Manager's Annual Review.** Directors and the GM will be emailed the ASCWD 2022/2023 Goals and Objectives Statement and should review the General Manager Goals and Objectives which are listed there.

Directors will be asked to submit a written evaluation of the GMs performance and the GM will provide a self-evaluation of these goals no later than May 1, 2024 in time for the May 14, 2024 Board meeting.

**f. Discuss the Board of Director's Annual Review:**

Directors will review the Board Goals and Objectives shown on the ASCWD 2022-23 Goals and Objectives Statement and submit a written self- evaluation of their performance by May 1, 2024 for presentation at the May 14, 2024 Board meeting.

**4. MEMBERS' COMMENTS;**

There were no comments to report at this time.

**5. ADJOURNMENT.** The meeting was adjourned at 10:20 am.

# EXHIBIT F1





AGENDA NO: F1

MEETING DATE: 4/9/2024

## Staff Report

**TO:** ASCWD Board of Directors

Date: April 3, 2024

**FROM:** Joe Mueller, General Manager

**SUBJECT:** Consideration of Resolution 3-2024 Requesting Collection of Charges on County Tax Roll for Tax Year 2024-2025

### **DISCUSSION**

Each year the District must request by Board Resolution the collection of delinquent accounts for charges, fees, and assessments through the County of Placer County Tax Rolls.

A Board resolution requesting the collection of delinquent accounts through the County Tax Roll provides a mechanism to collect past due accounts and allows the District to maintain budget revenues.

Number of past due accounts:	2023 -#20	2024 - #22
Total Amount past due:	2023 - \$28,458.44	2024 - \$45,112.82

### **FISCAL IMPACT**

A negative fiscal impact would occur if the District were unable to collect revenues due.

### **RECOMMENDATION**

Adopt Resolution 3-2024 requesting the County of Placer collect on the County tax rolls certain charges which have been imposed pursuant to section 31701 and 31701.05 of the California Water Code by the Alpine Springs County Water District.

### **Attachments:**

- 1- Resolution 3-2024

RESOLUTION NO. 3-2024

REQUESTING COLLECTION OF CHARGES ON TAX ROLL  
FOR TAX YEAR 2024-25

TAX CODE NUMBER 73700

DIRECT CHARGE NAME Alpine Springs County Water District

Whereas, the Alpine Springs County Water District (hereinafter “District/City”) requests the County of Placer collect on the County tax rolls certain charges which have been imposed pursuant to section 31701 of the 31701.5 Code by the District/City, attached hereto, and

Whereas, the County has required as a condition of the collection of said charges that the District/City warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

Now, Therefore, Be It Hereby Resolved by the Board/Council of District/City that:

1. The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, attached hereto.
2. The District/City warrants and represents that the taxes, assessments, fees and/or charges imposed by the District/City and being requested to be collected by Placer County comply with all requirements of state law, including but not limited to Articles XIII C and XIII D of the California Constitution (Proposition 218).
3. The District/City releases and discharges County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County on the property tax roll of any taxes, assessments, fees and/or charges on behalf of District/City.
4. In consideration for the County’s collection of the charge through the County’s property tax roll, the District/City agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the “Indemnified Parties”) from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any of District’s/City’s said taxes, assessments, fees and/or charges requested to be collected by County for District/City, or in any manner arising out of District’s/City’s establishment and imposition of said taxes, assessments, fees

and/or charges. District/City agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of District's/City's taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by County on behalf of District/City, including property taxes.

5. The District/City agrees that its officers, agents and employees will cooperate with the County by responding to all inquiries referred to District/City by County from any person concerning the District's/City's taxes, assessments, fees and/or charges, and that District/City will not refer such persons to County officers and employees for response.
6. The District/City agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

PASSED AND ADOPTED by Alpine Springs County Water District this 9<sup>th</sup> day of April, 2024, by the following vote on roll call:

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

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

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

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

\_\_\_\_\_  
Board President, Janet Grant

ATTEST:

\_\_\_\_\_  
Treasurer, Joe Mueller

Seal here

# 2024/25 DIRECT CHARGE TRANSMITTAL

District Name Alpine Springs County Water District

District Address 270 Alpine Meadows Rd. Alpine Meadows, CA 96146

Direct Charge Name Alpine Springs County Water District

Tax Code No. 

7	3	7	0	0
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 Resolution No. 3-2024

Parcel Count 22 Total Amount \$45,112.82

**Type of Direct Charge and Proposition 218 Compliance: (Check type and check method of compliance)**

- Assessment for Special Benefit:
  - Approved by weighted majority of ballots returned
  - Exempt by Proposition 218
- Special Tax: Approved by electorate vote
- Fee/Charge:
  - Approved by majority vote of property owners
  - Approved by electorate vote
  - Exempt by Proposition 218
- 1915 Act Bond: Exempt by Proposition 218

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Person Laurie Axell

Contact Email Address laurie@alpinesprings.org

Contact Telephone No. (530) 583-2342 Contact Fax No. ( )

Telephone Number to Appear on Tax Bill (530) 583-2342

**Provide a brief explanation of significant (10%+) increases or decreases from last year:**

Parcel count % change +10% Total dollar amount % change 58.52%

Explanation Approximately a 25% rate increase.

**CERTIFICATION OF COLLECTION CHARGES  
FOR THE COUNTY OF PLACER**

FOR TAX YEAR 2024 - 25

TAX CODE NUMBER      73700

DIRECT CHARGE NAME    Alpine Springs County Water District

Whereas, the Alpine Springs County Water District  
(hereinafter "District/City") has requested that the County of Placer collect the above  
named Charges on the County tax roll; and

NOW, THEREFORE, the undersigned represents and warrants to the County as  
follows:

The District/City agrees to pay the County for the reasonable and ordinary charges to  
recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1%  
of the taxes, assessments, fees and/or charges, as provided by Government Code sections  
29304 and 51800.

Dated: 4/9/2024                      Signature: \_\_\_\_\_

Name: Laurie Axell

Title: Office manager

**CERTIFICATION TO AND INDEMNIFICATION OF  
THE COUNTY OF PLACER**

FOR TAX YEAR 2024 - 25

TAX CODE NUMBER 73700

DIRECT CHARGE NAME Alpine Springs County Water District

Whereas, the Alpine Springs County Water District (hereinafter "District/City") has requested that the County of Placer collect the above named Charges on the County tax roll; and

Whereas, Charges that are placed on the County's property tax roll must not violate Proposition 218 or otherwise violate applicable laws and regulations.

NOW, THEREFORE, the undersigned represents and warrants to the County, and hereby indemnifies the County, as follows:

1. The undersigned, as a duly authorized representative of the (District/City) hereby represents and warrants, to the best of the undersigned's knowledge, that the Charge does not violate Proposition 218, nor is the Charge otherwise illegal in any respect.

2. In consideration of the County's collection of the Charge through the County's property tax roll for the 2023-24 fiscal year and every fiscal year thereafter, the (District/City) hereby agrees to indemnify and save harmless the County, its officers, agents, employees and servants from all claims, suits or actions of every name, kind or description, brought for, or on account of, the County's collection of the (District/City's) Charge, including but not limited to the payment of any and all attorney's fees. The (District/City) shall have the right to select counsel or to use its own counsel, at its discretion, in the County's defense. The duty of the (District/City) to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

Dated: 4/9/2024 Signature: \_\_\_\_\_

Name: Laurie Axell

Title: Office manager

095201003	2839.52	73700
095201004	1902.70	73700
095202020	2300.06	73700
095221002	2910.90	73700
095223006	3073.98	73700
095232027	386.32	73700
095252013	3450.94	73700
095261004	62.50	73700
095300047	1481.04	73700
095342015	3038.98	73700
095360005	149.82	73700
095370007	62.50	73700
095370008	2933.98	73700
095390013	2806.40	73700
095390021	87.16	73700
095400019	343.68	73700
095400020	2787.22	73700
095400033	2856.52	73700
095430016	172.76	73700
095440007	5847.70	73700
095530016	2783.56	73700
095530022	2834.58	73700

# EXHIBIT F2





AGENDA NO: F2

MEETING DATE: 4/9/2024

## Staff Report

**TO:** ASCWD Board of Directors

Date: April 3, 2024

**FROM:** Joe Mueller, General Manager

**SUBJECT:** Consideration of Resolution 4-2024 Annual Adoption of the Districts Investment Policy for FY24/25

### **DISCUSSION:**

State law requires that the District Board review and adopt the District's investment policy annually.

The District's investment policy provides guidelines for the investment of the District's idle cash and specifies acceptable investment instruments as allowed by the California Government Code. In addition, it outlines the policies to be followed by District staff in conducting the administration of cash management activities.

Any Changes recommended by the B&F committee will be discussed for inclusion.

### **FISCAL IMPACT:**

The District's investment policy is the guiding document used by staff in maximizing the efficiency of the District's cash while maintaining sufficient liquidity. Staff believes that the investment policy is effective in guiding staff in achieving those goals.

### **RECOMMENDATION:**

Adopt Resolution 4-2024 Investment Policy of the Alpine Springs County Water District for FY24/25 and resend resolution 2-2023.

### **ATTACHMENTS:**

- 1- Resolution 4-2024
- 2- Policy Number 2.20.0 Investment Policy of the Alpine Springs County Water District

**RESOLUTION 4-2024**

**INVESTMENT POLICY OF THE  
ALPINE SPRINGS COUNTY WATER DISTRICT**

WHEREAS; the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; California Government Code 53600.6 and California Government Code 53630.1, and

WHEREAS; the legislative body of a local agency may invest surplus moneys not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 59222 and 53601; and

WHEREAS; the treasurer or fiscal officer of the Alpine Springs County Water District shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the legislative body at a public meeting per California Government Codes 53646 (a); now

THEREFORE; it shall be the policy of the Alpine Springs County Water District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all statutes governing the investment of the Alpine Springs County Water District funds.

BE IT FURTHER RESOLVED that the attached Alpine Springs County Water District Investment Policy shall satisfy the requirement of local agency deposit and investment of public funds.

PASSED AND ADOPTED this 9<sup>th</sup> day of April 2024, at a regular meeting of the Board of Directors of Alpine Springs County Water District, by the following vote:

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

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

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

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

ALPINE SPRINGS COUNTY WATER DISTRICT

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

ATTEST:

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

**Policy Number:** 2.20.0

**Title:** INVESTMENT POLICY OF THE ALPINE SPRINGS COUNTY WATER DISTRICT

**1.1 POLICY**

WHEREAS; The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; (CGC53600.6 and CGC53630.1) and

WHEREAS; the legislative body of a local agency may invest surplus moneys not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Section 53601; and

WHEREAS; the treasurer or fiscal officer of the Alpine Springs County Water District shall invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all statutes governing the investment of the Alpine Springs County Water District funds.

**1.2 SCOPE**

This investment policy applies to all financial assets of the Alpine Springs County Water District. These funds (as accounted for in the General Purpose Financial Statements and Independent Auditor's Report) include, but are not limited to: Governmental, General Fund, Capital Projects Fund, and Enterprise Fund.

**1.3 PRUDENCE**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable incomes to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard (CGC53600.3) and shall be applied in the context of managing an overall portfolio.

**1.4 OBJECTIVES**

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment programs.

Investments of the Alpine Springs County Water District shall be undertaken in a manner that seeks to ensure the preservation of

2

Investment policy of ASCWD adopted on 4/11/97 at the regular meeting of the board of directors by resolution 15-96; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 4/13/01 by resolution 17-2001; ; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/10/05 by resolution 6-2005; ; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/13/14 by resolution 5-2014. This policy was reviewed at the 4/8/16 regular board of directors meeting and no changes were made. This Policy was reviewed at the May 8, 2020 meeting and was amended to add CERBT account to approved financial institutions. Reviewed at the 5.14.21 meeting and rescinded res. 5-2014 and approved 5-2021; reviewed and adopted at the 5.13.22 meeting by resolution 7-2022; reviewed 4.14.23 at BOD meeting and adopted adding CLASS to investment options 2-2023. Amended and approved at the regular meeting of the board of directors 04.14.23

capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

- 2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the Alpine Springs County Water District to meet all operating requirements which might be reasonably anticipated.
- 3. Return on Investments: The investments portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. (CGC53600.5)

### **1.5 DELEGATION OF AUTHORITY**

Authority to manage the investment program is derived from California Government Code Section 53601, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of the policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Treasurer is a trustee and a fiduciary subject to the prudent investor standard. (CGC53600.3)

### **1.6 ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### **1.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

When applicable, the Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization, which are authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers who are authorized to provide investment and financial advisory services in the State

## **3**

Investment policy of ASCWD adopted on 4/11/97 at the regular meeting of the board of directors by resolution 15-96; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 4/13/01 by resolution 17-2001; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/10/05 by resolution 6-2005; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/13/14 by resolution 5-2014. This policy was reviewed at the 4/8/16 regular board of directors meeting and no changes were made. This Policy was reviewed at the May 8, 2020 meeting and was amended to add CERBT account to approved financial institutions. Reviewed at the 5.14.21 meeting and rescinded res. 5-2014 and approved 5-2021; reviewed and adopted at the 5.13.22 meeting by resolution 7-2022; reviewed 4.14.23 at BOD meeting and adopted adding CLASS to investment options 2-2023. Amended and approved at the regular meeting of the board of directors 04.14.23

of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only brokers/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Alpine Springs County Water District's account with that firm has reviewed the Alpine Springs County Water District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Alpine Springs County Water District that are appropriate under the terms and conditions of the Investment Policy.

#### **1.8 AUTHORIZED AND SUITABLE INVESTMENTS**

*The Alpine Springs County Water District may make any investments permitted by California Government Code Section 53601, as hereafter amended.*

#### **1.9 COLLATERALIZATION**

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party and valued on a monthly basis.

#### **1.10 SAFEKEEPING AND CUSTODY**

All security transactions entered into by the Alpine Springs County Water District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the Alpine Springs County Water District by book entry, physical delivery or by third party custodial agreement. (CGC53601).

#### **1.11 DIVERSIFICATION**

It is the policy of the Alpine Springs County Water District to diversify its investment portfolio. The Alpine Springs County Water District will diversify its investment by security type and, within each type, by institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, specific issuers or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following guidelines shall apply:

4

Investment policy of ASCWD adopted on 4/11/97 at the regular meeting of the board of directors by resolution 15-96; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 4/13/01 by resolution 17-2001; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/10/05 by resolution 6-2005; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/13/14 by resolution 5-2014. This policy was reviewed at the 4/8/16 regular board of directors meeting and no changes were made. This Policy was reviewed at the May 8, 2020 meeting and was amended to add CERBT account to approved financial institutions. Reviewed at the 5.14.21 meeting and rescinded res. 5-2014 and approved 5-2021; reviewed and adopted at the 5.13.22 meeting by resolution 7-2022; reviewed 4.14.23 at BOD meeting and adopted adding CLASS to investment options 2-2023. Amended and approved at the regular meeting of the board of directors 04.14.23

- (a) Portfolio Maturities shall be matched against projected liabilities to avoid an over concentration in a specific series of Maturities.
- (b) Maturities selected shall provide for stability and liquidity.
- (c) Disbursement and payroll dates shall be covered by the scheduled maturity of specific investments, marketable U.S. Treasury Bills or Notes or other cash equivalent instruments, such as money market mutual funds.

## 1.12 REPORTING

The Treasurer shall submit to each member of the governing body a monthly investment report. The report shall include a complete description of the portfolio, the type of the investments, the issuers, maturity dates, par and dollar amount invested on all securities, investments and moneys held by the District, and shall additionally include a description of any of the District's funds, investments, or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the District, and under management of any outside party that is not also a local agency or the State of California Local Agency Investment Fund (LAIF), the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation. The report will also include the source of the portfolio valuation. In the case of funds invested in the LAIF, FDIC Insured accounts or county investment pools, current statements from those institutions will satisfy the above reporting requirement. The report will also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the Alpine Springs County Water District will meet its expenditure obligations for the next six months, per California Government Code 53646 (b). The Treasurer shall maintain a complete and timely record of all investment transactions.

### 13.0 INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the Alpine Springs County Water District Board of Directors. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Alpine Springs County Water District Board of Directors.

## ALPINE SPRINGS COUNTY WATER DISTRICT PROCEDURES FOR THE INVESTMENT OF DISTRICT SURPLUS FUNDS, ENTERPRISE, GOVERNMENTAL AND OTHER OPERATING FUNDS

As outlined in the Investment Policy of Alpine Springs County Water District, Section 5.0 Delegation of Authority, the procedure for investing surplus funds and operating funds shall be as follows:

### 5

Investment policy of ASCWD adopted on 4/11/97 at the regular meeting of the board of directors by resolution 15-96; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 4/13/01 by resolution 17-2001; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/10/05 by resolution 6-2005; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/13/14 by resolution 5-2014. This policy was reviewed at the 4/8/16 regular board of directors meeting and no changes were made. This Policy was reviewed at the May 8, 2020 meeting and was amended to add CERBT account to approved financial institutions. Reviewed at the 5.14.21 meeting and rescinded res. 5-2014 and approved 5-2021; reviewed and adopted at the 5.13.22 meeting by resolution 7-2022; reviewed 4.14.23 at BOD meeting and adopted adding CLASS to investment options 2-2023. Amended and approved at the regular meeting of the board of directors 04.14.23

As provided for in the Investment Policy, the Treasurer of the District is authorized to initiate investment transactions after approval by the Budget & Finance Committee. The Treasurer may invest with the following approved brokers/dealers and financial institutions:

- California State Local Agency Investment Fund
- Placer County Pooled Treasury
- Plumas Bank
- US Bank
- Wells Fargo Advisors
- CERBT Account
- CLASS

The District's Accountant shall keep bookkeeping and accounting entries of all investment transactions and wire transfers. The Accountant shall keep these records on file and only dispose of them as provided for by the California Government Code.

The Accountant shall be responsible to verify that the amount requested to transfer is the amount shown on the record of transfer. The record of transfer will also be kept in a file and not disposed of until such time as allowed by the California Government Code.

The Accountant shall provide the Board of Directors monthly with a written investment report. The report shall identify the financial institution, the amount invested by the District, the time period, and the interest rate for that month.

#### Cash Withdrawal from Placer County

When cash is required the General Manager shall initiate a transfer of the cash and direct it to the Plumas Bank account.

Claims are received via wire transfer , which in turn is deposited into the Plumas Bank checking account.

#### **Responsibility:**

It is the responsibility of the General Manager with oversight from the Budget & Finance Committee to ensure compliance with this policy.

## 6

Investment policy of ASCWD adopted on 4/11/97 at the regular meeting of the board of directors by resolution 15-96; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 4/13/01 by resolution 17-2001; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/10/05 by resolution 6-2005; Investment policy was reviewed and changes were made at the regular meeting of the board of directors on 6/13/14 by resolution 5-2014. This policy was reviewed at the 4/8/16 regular board of directors meeting and no changes were made. This Policy was reviewed at the May 8, 2020 meeting and was amended to add CERBT account to approved financial institutions. Reviewed at the 5.14.21 meeting and rescinded res. 5-2014 and approved 5-2021; reviewed and adopted at the 5.13.22 meeting by resolution 7-2022; reviewed 4.14.23 at BOD meeting and adopted adding CLASS to investment options 2-2023. Amended and approved at the regular meeting of the board of directors 04.14.23

# EXHIBIT F3





AGENDA NO: F3

MEETING DATE: 4/9/2024

## Staff Report

**TO:** ASCWD Board of Directors

Date: April 3, 2024

**FROM:** Joe Mueller, General Manager

**SUBJECT:** GOALS AND OBJECTIVES 2024 / 2025

### **BACKGROUND:**

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

The Administration and Personnel Committee met on March 27, 2024, to review, discuss and suggest updates to the Goals and Objectives for Fiscal Year (FY) 2024/25. The Board shall review the recommended changes proposed by the Administration and Personnel Committee and any additional changes or updates from the Board of Directors for their specific committee areas. All additional comments can be amended into the attached documents.

### **DISCUSSION:**

Discuss and consider for approval the 2024/25 Goals and objectives Statement and Matrix.

### **FISCAL IMPACT:**

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

### **Attachments:**

1. 2024/25 Goals and Objectives Statement
2. 2024/25 Goals and Objectives Matrix

## **ASCWD 2024 / 2025 GOALS AND OBJECTIVES STATEMENT**

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

Also, per the policy, ambiguous and subjective goals or objectives are excluded since the objective of the policy is to provide measurable criteria.

The following list has been created as a collaborative effort between the Administration & Personnel Committee, the General Manager, and the Board of Directors.

### **Board Goals and Objectives**

1. Review the District's Mission Statement and the Goals and Objectives in spring of each year.
2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District at a committee and board level.
3. Review the District Board Goals and Objectives Matrix semi-annually.
4. Budget resources to ensure that money, staff, and facilities are available for the District to operate within all the policies of the Board.
5. Provide the public with information about the District's activities, goals, and objectives through the District website, semi-annual newsletter, annual valley-wide meeting, Board meetings and on-the-street communications.
6. Always communicate with each other, the General Manager, and the public in a polite and respectful manner.

### **General Manager Goals and Objectives**

1. Personnel:
  - a. Provide a work environment for staff that promotes employee retention.
  - b. Provide guidance to the Board regarding the resources necessary for adequate training and continuing education of staff as it pertains to succession planning and future District needs.
2. Budget & Finance:
  - a. Provide guidance to the Board regarding the budgetary needs of the District, both in annual operations and future capital expenditures.
  - b. Provide guidance to the Board regarding the financial condition of the District and manage the District's financial resources in a fiscally efficient way.
3. Planning and Implementation:
  - a. Prepare and carry out the necessary plans and actions to implement the approved operating and capital improvement budgets.
  - b. Carry out the following tasks not specified in the operating or capital budgets.

- i. Implement the recommendations in the water and sewer Master Plan and continue to refine and update the plan to keep relevant.
- ii. Continue to retroactively obtain easements for installed water and sewer facilities, including consultation with Legal regarding lot transfers.
- iii. Take a proactive role with development projects within the valley providing clear and concise steps for District approvals while protecting and enhancing district infrastructure to insure adequate services.
- iv. Assist in efforts to address valley wide fire risk and defensible space activities.

**4. Communications:**

- a. Communicate with the Board regarding: Operation and management of the District.
  - i. Follow-up items from Board meetings.
  - ii. Legal, financial, and operational impacts of projects
- b. Communicate to the public District activities including:
  - i. Newsletters
  - ii. Web page
  - iii. If possible, attendance at the annual All-Valley Meeting
  - iv. Other outreach to improve public information.

**Evaluation Summary:**

Prior to the evaluation, the General Manager will provide the Board with a written summary of ongoing project areas and progress to date on each.

Effective: 7/1/24

**Alpine Springs County Water District  
Board Goals/Objectives 2024/25 Matrix  
Reviewed Semi Annually; December 2024 and July 2025**

GOAL	OBJECTIVE (ACTION PLAN)	WHO	WHEN/ % COMPLETE	December 2024 Review	July 2025 Review
1. Review District's Mission Statement and Goals and Objectives annually	1.1 Review and revise as needed the District's Mission Statement and Board Goals and Objectives (Policy 4.6.0)	Administration and Personnel Committee, GM, Board	May 2025/100%		
	1.2 Review of General Manager	Administration and Personnel Committee, GM, Board	May 2025/ 100%		
2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District.	2.1 Maintain a District Water and Sewer Master plan and update it every 3-5 years. Long Range Planning committee to review the District Master plan annually as it pertains to budget and capital improvement project timelines for implementation. (Policy 1.0.0) (Policy 8.0.0) (Policy 8.1.0) (Policy 8.3.0)	Long Range Planning Committee, Board, GM	April 2025/ 100%		
	2.2. Inform valley residents via a park	Board, GM			

	bulletin board and the newsletter about water conservation practices . <i>(Policy 1.2.0)</i>			August 2025/ 100%	
	2.3. Maintain volunteer membership on Board Committees through continued communications via the District Newsletters and Park message board. <i>(Policy 2.0.0)</i>	Board, GM		June 2025/ 100%	
	2.4. Discuss and update park user fees for Alpine Meadows residents/non-residents for the next park season. <i>(Policy 6.1.0)</i>	Park, Recreation, Greenbelt Committee, Board, GM		April 2025/ 100%	
	2.5. Identify possible locations for defensible space work on selected District owned greenbelt lands for the following fiscal year, through volunteer community work force. <i>(Policy 6.6.0)</i>	Park, Recreation, Greenbelt Committee, Board, GM		June 2025/100%	
	2.6. Continue to develop, update, hire a Forster to write a treatment plan, and keep current the multi-phase plan for stewardship of District owned greenbelt lands.	Park, Recreation, Greenbelt Committee, Board GM		March 2025/ 75%	

Through Community events, workshops, and the evaluation of a parcel tax for defensible space. <i>(Policy 6.6.0)</i>					
3. Budget resources to ensure that money, staff, and facilities are available for the District to operate within all the policies of the Board.	3.1 Approve fiscal budget each year. <i>Policy 2.6.0)</i>	Budget and Finance Committee, Board, GM	June 2025/ 100%		
	3.2 Review a list of all active District Contracts which will include: service provided, amount, inception date, and expiration date,	Budget and Finance Committee, Board, GM	February 2025/ 100%		
4. Provide the public with Information about the District's activities including goals and objectives.	4.1 Provide information to the public via the park bulletin board, the District website, semi-annual newsletter, annual valley-wide meeting, and on the street communications.	Board, GM	Continuous 100%		
5. Always communicate with each other, and the public in a polite and respectful manner.	5.1 Provide opportunity for residents to enter and attend meetings and events in person at the District office.	Board, GM	Continuous 100%		

# EXHIBIT F4



AGENDA NO: F4

MEETING DATE: 04/9/2024

## Staff Report

**TO:** ASCWD Board of Directors

Date: April 2, 2024

**FROM:** Joe Mueller, General Manager

**SUBJECT:** DISTRICT PARK POLICY AND PARK USE FEES

### **DISCUSSION:**

The Parks, Recreation and Greenbelt Committee met on Monday, March 25<sup>th</sup> to discuss the District's Park Policy, Park Use, and Fees. During this discussion the Committee suggested the District's Park Policy, Park Use, and Fees remain unchanged for the 2024 season. The Park Use and Fees Policy and 2024 Season Park Fee Schedule are provided in the attachments.

### **FISCAL IMPACT:**

The District 2024/2025 Budget will be based on prior year sales and the Park fees first established for the 2023 season.

### **RECOMMENDATION:**

Staff recommends that the Board review for approval the proposed park fees for the 2024 season as recommended by the Parks, Recreation and Greenbelt Committee. Staff concurs with the Committee's recommendations and feel the fees are reasonable and appropriate.

### **Attachments:**

1. Park Use and Fees Policy Number 6.2.0
2. 2024 Season Park Fee Schedule



**Policy Number 6.2.0**

**Title:**

**PARK USE AND FEES**

**Introduction:**

This policy has been developed to establish a use and fee policy for the park.

**Ends:**

1. General Use:
  - a. The park shall be restricted to Alpine Meadows residents and members of the general public who held an active season pass the preceding year on a pay-to-use basis. The District General Manager has the discretion to make an exception to the above limitation on a case-by-case basis for Alpine Meadows Nonresidents that can show previous park support in the form of pervious season passes.
  - b. There shall be no exclusive use of the park.
  - c. The park shall be open during daylight hours.
  - d. All users shall adhere to the Park Rules.
  - e. Use of the park is at the user's own risk. Each park user, individual, family, group, or organization, is required to sign a waiver and release form for all claims for damages, death, personal injury, or property damages against ASCWD.
  - f. No music or amplifiers louder than 60 dB metered at the front gate shall be allowed.
2. Guest Use:
  - a. Household guests who are staying at the home of a season pass holder may use the park at no extra cost when accompanied by a pass holder.
  - b. Household guests who are NOT staying at the home of a season pass holder may use the park when accompanied by a pass holder subject to the payment of the established guest fee.
  - c. Only household members and/or immediate family members may share a Season Pass.
  - d. Adults from different households within Alpine Meadows must purchase their own pass. (Not applicable outside Alpine Meadows)
  - e. Renters are not considered household guests.
3. Fees (see Annual Fee Schedule):
  - a. The Fee Schedule will be reviewed annually by the Park Committee and approved by the ASCWD Board of Directors.
  - b. The fees will be determined based on the cost of maintaining the park.
  - c. Group fees will be determined based on the size of the group.
  - d. The Fee Schedule will be posted at the District Office prior to the park opening each year, announced in the spring newsletter, on the District website [www.alpinesprings.org](http://www.alpinesprings.org) and included with the Park Use contract.
4. Group Use:
  - a. Reservations are required for group use and can only be made by a pass holder.
  - b. No more than two groups of 25 or fewer persons or one group of 26 or more persons shall be scheduled during any one day.
  - c. A damage deposit will be required and shall be used to reimburse the District for the following work tasks, if required:
    - i. Clean up and disposal of trash.

- ii. BBQ cleaning or repair.
- iii. Amenity repairs including, but not limited to, tables, volleyball facility, bocce ball court, grass, walkways, fencing, bathroom facilities, etc.
- d. Unused monies from the damage deposit will be refunded.
- e. No music or amplifiers louder than 60 dB metered at the front gate shall be allowed.
- f. If a reservation is cancelled less than seven days before the event, 10% of the damage deposit will be forfeited.

5. Large Group Use:

- “Large Groups” consist of parties of 76 to 100 persons.
- a. Prior to June 15 and after August 1, one Large Group may be scheduled per weekend. (Saturdays or Sundays) after 3 pm.
  - b. From June 15 to August 1, no Large Groups will be allowed to use the Park on weekends (Saturdays and Sundays).
  - c. Large Groups may be scheduled Monday through Friday after 3:00 p.m.
  - d. No Large Group shall be allowed to use the Park during the three-day weekends of Memorial Day, Labor Day or 4<sup>th</sup> of July.
  - e. The District General Manger has the discretion to make exceptions to the above limitations on a case-by-case basis for Alpine Meadows Property owners groups or associations.
  - f. No music or amplifiers louder than 60 Db metered at the front gate shall be allowed.
    - i. Music or amplifiers must be set up on lower lawn in the vicinity of the Bocce Ball Court.
  - g. See the annual Fee Schedule for charges.
  - h. In addition, a damage deposit shall be required and shall be used to reimburse the District for the following work tasks, if required:
    - i. Clean up and disposal of trash.
    - ii. BBQ cleaning or repair.
    - iii. Amenity repair including but not limited to tables, volleyball facility, bocce ball court, grass, walkways, fencing, bathroom facilities, etc.
  - i. Unused monies from the damage deposit will be refunded.
  - j. If a reservation is cancelled less than seven days before the event, 10% of the damage deposit will be forfeited.

6. Passes:

- a. See the Annual Fee Schedule for a list of fees.
- b. The park passes that will be made available are as follows:
  - i. Single User Day Pass (Only Available to Property Owners)
  - ii. Family Day Pass (Only Available to Property Owners)
  - iii. Family Season Pass (one pass card)
- c. A refundable deposit per card will be charged for all passes and returned upon receipt of the pass card.

**Responsibility:**

It is the responsibility of the General Manager to implement this policy.

**PARK, RECREATION & GREENBELT COMMITTEE**

**FEE SCHEDULE**

**For the 2024 Season**

**Pass gate cards are available for pickup Monday through Friday at the District office during normal business hours.**

**Pass Fees:**

- **Single User Day Pass - \$20.00 (Only available to Alpine Meadows Property Owners)**
- **Family Day Pass – \$40.00(Only available to Alpine Meadows Property Owners)**
- **Daily Guest Fee - \$5.00 per Child -\$10 per Adult (Guests who are NOT staying at the home of the pass holder when accompanied by the pass holder)**
- **Resident Family Season Pass – \$200.00 (Property Owners and Long-term Renters)**
- **Nonresident Family Season Pass – \$300.00 (Nonresident Passes restricted to those that held a season pass the previous year)**

**Resident requirements will be verified by one of the following acceptable methods with an accompanying photo ID:**

- **Name on ASCWD account**
- **Name on property tax bill**
- **Name on utility bill for an Alpine Meadows address**
- **Name on a lease of 31 days or more**

**A refundable deposit of \$25.00 per each pass card will be charged and returned upon receipt of the pass card. Limit of one card for each Family Season Pass.**

**Group Fees:**

- **01 to 10 persons – \$50.00**
- **11 to 25 persons – \$75.00**
- **26 to 50 persons – \$100.00**
- **51 to 75 persons – \$200.00**
- **76 to 100 persons - \$400.00**

**For groups 1 persons to 50 persons, \$250.00 damage deposit will be charged for clean-up/breakage/repairs.**

**For groups 51-100 persons, \$500.00 damage deposit will be charged for clean-up/breakage/repairs.**

**Unused monies from the damage deposit will be refunded.**

**Additional fees may apply depending on group activity.**

**If a reservation is cancelled less than seven days before the event, 10% of the damage deposit will be forfeited.**

**BBQ use fee – extra \$10.00 per BBQ**

# EXHIBIT F5



AGENDA NO: F5

MEETING DATE: 04/09/2024

## Staff Report

**TO:** ASCWD Board of Directors Date: April 2, 2024  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** Consider for approval updates to the District Administrative Policy Numbers 4.12.0, 4.14.0, and 4.16.0

### **DISCUSSION:**

The Administration and Personnel Committee met on Wednesday, March 27<sup>th</sup> to review, discuss and suggest updates if needed to A&P policies 4.0.0 through 4.18.0.

During this discussion, the Committee suggested modifications and or full board discussion to the District's Administrative Policy Numbers; 4.12.0 Consultant and Contractor Selection, 4.14.0 Ethics & Conflict of Interest, and 4.16.0 Attendance at Committee Meetings. A redlined version of the affected District's Administrative Policies are attached for the Board to review and easily identify the Committee recommended changes.

In general, the Committee is recommending minor modifications or corrections to better reflect actual District practices.

### **RECOMMENDATION:**

Staff recommends that the Board review and discuss the recommended changes proposed by the Administration and Personnel Committee and provide direction to staff. Staff concurs with the Committee's recommendations and feel they are reasonable and appropriate.

### **FISCAL IMPACT:**

No fiscal impact

### **Attachments:**

1. Redlined Version of Policy Number 4.12.0 Consultant and Contractor Selection
2. Redlined Version of Policy Number 4.14.0 Ethics & Conflict of Interest
3. Policy Number 4.16.0 Attendance at Committee Meetings

**Policy Number:** 4.12.0

**Title:** Consultant and Contractor Selection

**Introduction:**

This policy has been developed to establish the procedures for the selection of Consultants and Contractors who perform work for the District.

**Ends:**

1. The Board of Directors has determined that the selection of Contractors and Consultants including, but not limited to Engineering, Auditor, Legal Counsel, and Financial Experts, who perform work for the District should be based on the following prioritized criteria:
  - a. Qualifications
  - b. Historical relationship with the District
  - c. Value
  - d. Availability
2. When the Board determines that a Consultant or Contractor is required, the actual method of selection of the Consultant or Contractor shall be determined by the Board of Directors based upon one of the following:
  - a. The General Manager shall be asked to make the determination, negotiate a contract and bring back an agreement (if applicable) to the Board for review.
  - b. The President of the Board shall direct ~~an-existing~~ Committee to review proposals for the specific work to be provided. The Committee shall then meet and make a recommendation to the Board for action.

**Responsibility:**

The Board of Directors and the General Manager shall be responsible for the implementation of this policy.

Policy Number: 4.14.0

**Title: Ethics & Conflict of Interest**

**Introduction:**

This policy has been developed to set forth the expected ethical conduct of the Board of Directors, including when dealing with conflicts of interest. When a conflict of interest exists as defined herein, the Director shall excuse him/herself from discussion and any vote taken on the matter pending before the Board.

**Ends:**

**Ethical Conduct –**

1. No Director shall accept or solicit any gift, favor, or service that might reasonably tend to influence him or her in the discharge of official duties, or that the Director knows or should know is being offered with intent to influence his or her official conduct.
- ~~2. No Director shall accept or solicit any gift, favor, or service that might reasonably tend to influence him or her in the discharge of official duties, or that the Director knows or should know is being offered with intent to influence his or her official conduct~~
- ~~3.~~2. No Director shall accept other employment or compensation which could reasonably be expected to impair the Director's independence of judgment in the performance of his or her official duties
- ~~4.~~3. No Director shall make personal investments that could reasonably be expected to create a substantial conflict between the Director's private interest and the public interest.
- ~~5.~~4. No Director shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another.
- ~~6.~~5. No Director shall hold financial interests that are in conflict with the conscientious performance of his or her official duties and responsibilities.
- ~~7.~~6. Directors shall put forth honest effort in the performance of their duties.
- ~~8.~~7. Only Directors authorized by the Board of Directors shall make commitments or promises of any kind purporting to bind the District.
- ~~9.~~8. No Director shall use his or her public office or position for private gain.
- ~~10.~~9. A Director shall act impartially and not give preferential treatment to any private or public organization or individual.
- ~~11.~~10. Directors shall protect and conserve public property and shall not use it for other than authorized activities.



- ~~12-11.~~ Directors shall promptly disclose waste, fraud, abuse, corruption, and noncompliance with federal and state laws to appropriate authorities.
- ~~13-12.~~ Directors shall adhere to all laws, regulations, and policies that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age, disability, or sexual orientation.
- ~~14-13.~~ Directors are obligated to comply with the District's harassment policy.
- ~~15-14.~~ Directors shall endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of District.
- ~~16-15.~~ Directors shall not knowingly or intentionally violate policies of the Board of Directors or state or federal laws.

### **Conflict of Interest -**

A Director has a conflict of interest whenever the Director, a Director's family member or a business associated with a Director or a Director's family member has an existing or potential financial/personal interest in a matter pending before the Board of Directors. Any potential conflicts of interest or uncertainty regarding a conflict shall be brought to the immediate attention of the President of the Board of Directors.

1. Family Member includes: spouse, parents, siblings, aunts/uncles, children, step children, domestic partner, and any person residing in a Director's household.
2. Business Associated with a Director means an organization, corporation, partnership, joint venture, proprietorship or other entity or associate(s) with respect to which either the Director or a member of the Director's family:
  - a. Receives compensation or has any contractual right to future income, or any governmental source, investment or savings income, retirement or insurance benefits, rents or alimony, or non-financial consideration and benefits.
  - b. Serves as an officer, director, partner, or employee
  - c. Holds a foreseeable financial interest, which may result from a Director's official authority as a member of the Board of Directors.

### **Responsibility:**

The Board of Directors shall be responsible for the implementation of this policy.



**Policy Number:** 4.16.0

**Title:** ATTENDANCE AT COMMITTEE MEETINGS

**Introduction:**

This policy has been developed to establish the requirements for attendance at Committee meetings.

**Ends:**

1. A Committee of the Board shall have in attendance at each and every meeting the following Committee members, at a minimum.
  - a. Both Director members
  - b. The General Manager
2. If any of those listed above cannot attend a meeting of the Committee, the Committee Chair, shall within reason, reschedule the meeting to accommodate the schedule of the three Committee members. Upon agreement of both Director members and the General Manager, a committee meeting may be held with only two of the required three members present.
3. At least 50% of the Committee members shall be present at all Committee meetings.

**Responsibility:**

The Board of Directors and the General Manager shall be responsible for the implementation of this policy.

# EXHIBIT F6



AGENDA NO: F6

MEETING DATE: 04/09/2024

## Staff Report

**TO:** ASCWD Board of Directors Date: April 2 ,2024  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA), CALL FOR NOMINATIONS

### **BACKGROUND:**

District staff have received notice of an opportunity for a District Board Director inclusion on the following discretionary board. The notification for opportunity came from the Special District Risk Management Authority (SDRMA) for the remainder of the 2023-25 term.

### **DISCUSSION:**

Representation on the above board is discretionary and could serve as an opportunity for better District representation and inclusion.

*SDRMA:* (Special District Risk Management Authority)

Nominations are being sought for SDRMA Board Director. SDRMA is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies. SDRMA is governed by a Seven-member Board with one vacancy to be filled by the Board of Directors appointment process. This appointment is to serve out the remainder of the four-year term which began January 1, 2023, and ending on December 31, 2025.

SDRMA provides a stipend of \$220 per meeting day or day of service rendered as well as reasonable travel and lodging. The Board meets seven to ten times annually, with an average of eight board meetings per year, typically the first Wednesday and Thursday of the month. This requires an average commitment per month of 15 to 20 hours.

### **FISCAL IMPACT:**

There is a potential for some minimal fiscal impacts, depending on travel and meeting commitments.

### **ATTACHMENTS:**

SDRMA Member Notification letter Notice of Vacancy Call for Nominations



January 26, 2024

Mr. Joe Mueller  
General Manager  
Alpine Springs County Water District  
270 Alpine Meadows Rd.

Alpine Meadows, California 96146

NOTICE OF DIRECTOR VACANCY

Dear Mr. Mueller:

On behalf of the SDRMA Board of Directors, I'm writing to notify members of a vacant Director's seat on SDRMA's Board of Directors effective December 23, 2023. The term of the current vacancy will expire on December 31, 2025 and will be filled by appointment of the Board of Directors based on an application and interview process.

The appointment will be based on the following procedures according to SDRMA Bylaws and Election/Appointment Policy No. 2023-05:

Candidate Qualifications

Interested candidates must be a Board member or a management employee (see Policy No. 2023-05, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs. Only one representative from any member agency may serve on the Board of Directors at one time. Member Districts/Agencies which already have representatives serving on the Board are:

Herlong Public Utility District  
Groveland Community Services District  
Honey Lake Valley Resource Conservation District  
Costa Mesa Sanitary District  
Kern Mosquito and Vector Control District  
Clovis Veterans Memorial District

These districts/agencies are not eligible to nominate another representative for the vacancy.

Candidate Documents and Information – Enclosed are candidate documents and information including a Board of Director fact sheet, sample resolution, Election/Appointment Policy No. 2023-05 and the 2024 Board Meeting Calendar.



*Maximizing Protection. Minimizing Risk.*

Application Packet

Candidates shall submit the following;

- a) A letter of interest; and
- b) A resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
- c) A resolution from, or a letter approved by the candidate's Governing Body nominating the candidate.
- d) Completed application packets must be received in SDRMA's office no later than 5:00 P.M. **April 12, 2024.**

Interview Process

- a) Qualified candidates who have submitted an approved application packet will be advised via email acknowledging the receipt of their application packet and confirming the date, time and location of their interview.
- b) Interviews will be conducted by SDRMA's Board of Directors on Wednesday, May 1, 2024 in Sacramento at SDRMA's office.

Selection

The Board of Directors anticipates making the selection and notifying candidates of the final selection on May 2, 2024. Candidates will be advised via email of the Board's selection. The selected candidate will be seated at the June Board Meeting.

SPECIAL NOTE: As a part of our normal election process, four Board seats will be up for election during 2025. One of the four seats up for election in 2025 is being filled by this appointment for a 19 month term. Therefore, whichever candidate is appointed by the Board, that Board member must then stand for election during the regular election process in 2025 and be successful in order to remain in that seat beyond December 31, 2025.

*SDRMA is governed by its members for the benefit of its members.* This is an important opportunity for our members to participate in their Risk Management Program. Please contact Management Analyst, Candice Richardson, at 800-537-7790 if you have any questions regarding the Board vacancy or the appointment process.

Sincerely,



Sandy Seifert-Raffelson, President  
Board of Directors

cc: SDRMA Board of Directors