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## ALPINE SPRINGS COUNTY WATER DISTRICT

**Directors:** Albert Clement, Janet S. Grant, Evan Salke, Christine York

**General Manager:** Joe Mueller

### PUBLIC NOTICE

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

Date: Friday, September 12<sup>th</sup>, 2025  
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 Tuesday September 9<sup>th</sup>, 2025 @ 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: 816 3967 7984; passcode: 743087; Times listed are approximate.

Join Zoom Meeting:

<https://us06web.zoom.us/j/81639677984?pwd=L1ZbH2lddGNyfDElTUAFMuNgiTbE2G.I>

#### **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. This is an opportunity for members of the public to address the Board on items that are not on this agenda or any agenda item that they cannot stay for. Please state your name for the record. Comments are limited to five minutes. Under state law, the Board cannot take action on an item not on the agenda. After the closing of Public Comment, the Board may choose to acknowledge the comment or, where appropriate, briefly answer a question, refer the matter to staff, or set the item for discussion at a future meeting.

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## **ALPINE SPRINGS COUNTY WATER DISTRICT**

**Directors:** Albert Clement, Janet S. Grant, Evan Salke, Christine York

**General Manager:** Joe Mueller

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### **C. APPROVAL OF MINUTES**

#### **C1) AUGUST REGULAR BOARD MEETING**

The Board shall review and vote to approve the minutes of the Regular Board meeting of August 8<sup>th</sup>, 2025.

### **D. DEPARTMENT REPORTS**

#### **D1) FINANCIAL REPORT**

Mike Dobrowski, CPA, shall discuss the monthly August 2025 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 August 2025 activities of North Tahoe Fire Protection District for Alpine Meadows, dispatch report and the staffing of the Alpine Meadows Fire Station 56.

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

Joe Mueller, the General Manager, shall report on his activities during the month of August 2025.

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

The Operations Staff shall report on issues regarding water, sewer, parks, garbage, and other services provided by the district. Staff shall comment on and answer questions regarding the August 2025 Water/Sewer Report.

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

The Board of Directors meeting was held on August 20<sup>th</sup>, 2025, meeting summaries attached.

### **E. COMMITTEE REPORTS**

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

Met September 11<sup>th</sup>, the previous month August 7<sup>th</sup>, 2025, B&F report is attached.

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

No Meeting

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

Met August 25<sup>th</sup>, 2025, LRP report is attached.

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

No Meeting

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

#### **F1) PRESENTATION: EASTERN PLACER FUTURE**

Representatives from the Eastern Placer Future interim executive team will provide an update on the community-led effort exploring the potential incorporation of Eastern Placer County/North Lake Tahoe into a new town. The presentation will include an overview of progress to date, next steps in the process, and an opportunity for Board members to ask questions.

#### **F2) BOARD DIRECTOR APPOINTMENT**

Appointment of District Director to fill the recently vacated Board seat from the list of interested applicants.

#### **F3) UNBUDGETED EXPENSE**

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## **ALPINE SPRINGS COUNTY WATER DISTRICT**

**Directors:** Albert Clement, Janet S. Grant, Evan Salke, Christine York

**General Manager:** Joe Mueller

Consideration for approval an unbudgeted expense not to exceed \$100,000 to rebuild and replace the Juniper Mountain booster pump station.

**F4) DISTRICT AUDIT ENGAGEMENT LETTERS**

Consideration of Audit engagement letters from MUN CPAs to perform the District's annual Audit and Appropriations Limit Calculation.

**F5) AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES IN CONNECTION WITH THE ALPINE SPRINGS COUNTY WATER DISTRICT 2025/2026 CAPITAL IMPROVEMENT PROJECTS**  
Consideration of a Professional Services Agreement with Carollo Engineers for Task 1 Line Replacements, Task 2 Chlorination System Evaluation, and Task 3 Water Storage Tank Replacement Design.

**F6) ORDINANCE #10-2025 ALPINE SPRINGS COUNTY WATER DISTRICT AMENDING AND MODIFYING DISTRICT'S RULES AND REGULATIONS, RULE 23 APPLICABLE TO WATER SERVICE/CROSS CONNECTIONS, AND CROSS-CONNECTION CONTROL PROGRAM TO PROTECT THE PUBLIC WATER SYSTEM**

Consideration for approval Ordinance #10-2025 Alpine Springs County Water District Amending and Modifying District's Rules and Regulations, Rule 23.

**F7) DISTRICT BUDGET AND FINANCE POLICY 2.4.0**

Consider for approval District Budget and Finance Policy 2.4.0 Contracts and Agreements Authorization, replacing District Administration and Personnel Policy 4.11.0.

### **G. 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.

### **H. CLOSED SESSION**

NONE

### **I. 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.

### **J. ADJOURNMENT**

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

Next regularly scheduled Board meeting – Friday October 10<sup>th</sup>, 2025, at 9:00 a.m.

I certify that on or before Tuesday September 9<sup>th</sup>, 2025, at 9:00 a.m., I personally posted and forwarded agendas as requested.

## **ALPINE SPRINGS COUNTY WATER DISTRICT**

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**Directors:** Albert Clement, Janet S. Grant, Evan Salke, Christine York  
**General Manager:** Joe Mueller

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Joe Mueller, General Manager  
Alpine Springs County Water District

# EXHIBIT C1

**ALPINE SPRINGS COUNTY WATER DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
August 8, 2025**

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

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

Directors Present: President Janet S. Grant, Bert Clement, and Christine York

Directors Absent: Evan Salke

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

Guests included CPA Mike Dobrowski, North Tahoe Fire Protection District (NTFPD) Battalion Chief Naman Beatie, and Bill Cashmareck

**B. PUBLIC COMMENT**

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

**C. APPROVAL OF MINUTES**

**C1) JULY REGULAR BOARD MEETING**

**It was moved by Clement and seconded by York to approve the minutes of the July 11, 2025 Regular Board meeting as presented. Motion carried unanimously.**

**D. DEPARTMENT REPORTS**

**D1) FINANCIAL REPORT**

CPA Mike Dobrowski presented the financial reports as of July 31, 2025. The retirement benefits line item will be reclassified. A brief conversation followed regarding how cash reserves are shown and clarifying the classification of specific line items.

**It was moved by York and seconded by Clement to approve the financial reports through July 31, 2025 as presented. Motion carried unanimously.**

**It was moved by York and seconded by Clement to approve payment of checks #34186 – 34213 payroll, and electronic fund transfers. Motion carried unanimously.**

**D2) FIRE DEPARTMENT REPORT**

Battalion Chief Naman Beatie reported July 2025 was the third busiest month in the history of District. Most calls have been for fires, that were addressed quickly, and medical aids. NTFPD is sending staff support and equipment to regional fires as possible.

**D3) GENERAL MANAGER'S REPORT**

Mueller presented the July 2025 General Manager and Office Activities Report. He continues to work with Alpenglow and Carollo to clarify the ASCWD requirements.

Mueller has been meeting with a bond consultant to evaluate the best options to finance tank replacements. Applying for a 15-year loan is an easier process than the 30-year and ASCWD could probably qualify for about \$5 million at 5%. A full bond issuance for approximately \$7.5 million may also be considered, depending on the results of the audit. There are some loans the District may qualify for through USDA or USBR with lower interest rates than the bond market, but they require a design be submitted with the application.

**D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

Mueller presented the July 2025 Water/Wastewater Report, including water production and usage. Mueller described the updated chlorination system, which will be checked daily.

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

Clement reported on the July 16, 2025 TTSA Board meeting.

### **E. COMMITTEE REPORTS**

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

Grant reported on the August 7, 2025 Budget & Finance Committee meeting. The Committee recommends approving the credit issued to the Bear Creek Association (BCA) since the water to the pond was not turned off when it was requested. BCA will now take on the responsibility of turning the water to the pond on and off.

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

The Committee did not meet. A report showing revenue and use of the park history dating back to 2015 was included in today's meeting packet.

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

The Committee Chair has resigned and York will serve as the interim-Chair. The report of the July 9 meeting was in the packet. The Committee had comments related to the installation of the Juniper Mountain tank. The Board discussed the Committee's role in making recommendations on capital projects and how best to include the community. This discussion continued under Item F1 below.

The Board reviewed the Carollo recommendation to install a steel tank rather than concrete because of costs and maintenance. There was support for the recommendation and having the design done now so the loan applications can be submitted, with a goal of getting replacements started next spring. Mueller will have cost estimates at next month's meeting.

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

This Committee did not meet.

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

#### **F1) ASCWD POLICY NUMBER 8.0.0 LONG RANGE PLANNING COMMITTEE POLICY OF OPERATION**

Mueller presented the staff report recommending updates to the policy to more clearly define the role of the Long Range Planning Committee. The discussion regarding representation on the Committee to insure a balanced approach on specific items continued. It was noted that ultimately the Board makes decisions on prioritizing and funding capital projects, given the background provided at meetings, which are open to the public.

**It was moved by Clement and seconded by York to approve Review updates to the Long Range Planning Committee Policy of Operation Number 8.0.0 as presented. Motion carried unanimously.**

#### **F2) DISTRICT FIRE ENGINE M77, RESOLUTION #8-2025**

**It was moved by Clement and seconded by York to approve Resolution #8-2025 Alpine Springs County Water District declaring District Fire Engine M77 Surplus.**

#### **ROLL CALL VOTE:**

**AYES: Clement, York, and Grant**

**NAYES: None**

**Motion carried unanimously.**

**F3) FY2025/2026 ASCWD EMPLOYEE SALARY SCHEDULE, RESOLUTION #9-2025**

**It was moved by York and seconded by Clement to approve Resolution #9-2025 Alpine Springs County Water District FY2025/2026 Employee Salary Schedule as presented.**

**ROLL CALL VOTE:**

**AYES: Clement, York, and Grant**

**NAYES: None**

**Motion carried unanimously.**

**G. CORRESPONDENCE TO THE BOARD**

Board member Robert Tetrault submitted a letter of resignation, but it was received too late to be included in the meeting packet. A brief discussion followed regarding the process to seat a new director. Mueller was asked to send postcards to all customers announcing the open position and asking for candidates. The Board will appoint the replacement. Mueller will confirm the process with Counsel.

Grant received a letter from Sarah Coolidge asking to give a presentation to the Board on Eastern Placer Future, the committee investigating the opportunity to incorporate the North Lake Tahoe area. Ms. Coolidge will be invited to present at the next meeting. A suggestion will be made that she consider giving the presentation at the Labor Day Valley-Wide meeting, since there will likely be a larger audience.

Mueller is happy to give the ASCWD presentation at the Valley-Wide Meeting, unless one of the Directors would like to do it.

**H. CLOSED SESSION**

Closed Session was not convened.

**I. DIRECTORS' COMMENTS**

There were no additional comments.

**J. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:58 AM. The next regularly scheduled Board meeting is September 12, 2025 at 9:00 AM.

Respectfully Submitted,

Judy Friedman

Recording Secretary

THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

# EXHIBIT D1

**Subject:** *August 2025 Month End Review*  
**For:** *Alpine Springs County Water District*  
**To:** *The Board of Directors*  
**Prepared by:** *Michael J. Dobrowski, CPA 09/08/25*

On a year-to-date basis our net income was \$124,811 more than the prior fiscal year. This is primarily due to the increase in water billing. Net income was \$246,054 favorable to budget on a year-to-date basis. As of the end of the month, the cash accounts totaled \$4,040,768.

Our cash and investments position has increased by \$880,842 from 08/31/24 and increased by \$969,514 from the prior month.

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

**Current restricted or committed funds**

Fire Mitigation fees	\$ 195,448
Line Replacement Budget (LRB)	\$ 585,060
FY 2025/2026 CIP Budget	<u>\$2,031,970</u>
Total	<b>\$2,812,478</b>

**Cash available for operations –** **\$1,228,290**

(Remaining balance \$4,040,768-\$2,812,478)

**In Transit Timing Differences or Other Notable Items**

No material items to discuss.

Work in Progress Accounts		Current Year	Total
Sewer Line Replacement		47,087	47,087
Alpine Estates Well #1 Rehab		0	65,983
	Total	\$ 47,087	\$ 113,070

Accounts Payable			
NTFPD Contract		\$	44,611
	Total	\$	44,611

Sick and General Leave		
Sick leave Hours	271.50 Hrs.	
General leave Hours and Dollars	328.00 Hrs.	\$ 34,954.75

Prepaids		
California Rural Water (5168.00) @ \$65.17 10 month		\$ 651.66
Garbage Contract (5404.02) 1 Mo. @ \$20,161.05		\$ 20,161.05
Placer Co. Env. Health Permit (5394.05) @ \$84.17 10 months		\$ 841.66
SDRMA Insurance (5120.00) 10 months @ \$3,751.48		\$ 37,514.73
SDRMA (5120.00) Worker's Comp 10 months @ \$1,256.32		\$ 12,563.15
CSCA (5168) 4 mo @ \$719.75 (Jan-Dec)		\$ 2,879.00
Core Utilities (5167) 11 mo @ \$70.84 (Aug-Jul)		\$ 779.16
	Total	\$ 75,390.41

#### Stale-Dated Checks

<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Vendor</u>
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#### Last disbursement issued from prior financial reports.

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
08/05/25	34217	\$6,240.71	Michael J. Dobrowski, CPA, LLC

#### Benefits Breakdown (YTD)

Health & Life Ins. (Active)	\$10,295.83
Health Ins. (Retired)	5,212.93
Pension (Employee 7.75%)	4,187.57 (Employer 7.96% Effective 07/01/25)
Payroll Taxes	3,130.05
Health plan co-ins.	116.73
Total	\$ 22,943.11

#### Cash Requirements for payroll.

<u>Pay Date</u>	<u>Amount</u>
08/07/25	\$24,352.84
08/20/25	\$22,180.04

**Alpine Springs County Water District**  
**Profit & Loss Prev Year Comparison**  
July through August 2025

	Jul - Aug 25	Jul - Aug 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
Income				
Water Revenue	1,202,744	1,036,396	166,348	16%
Connection Fees	8,660	0	8,660	100%
Sewer Revenue	475,368	432,919	42,449	10%
Garbage Revenue	398,268	378,731	19,537	5%
Park Revenue	7,695	8,940	(1,245)	(14)%
Fire Mitigation Fees	4,323	0	4,323	100%
Property Tax Revenue	653	849	(195)	(23)%
Other Revenue	1,103	21,329	(20,226)	(95)%
<b>Total Income</b>	<b>2,098,814</b>	<b>1,879,164</b>	<b>219,650</b>	<b>12%</b>
<b>Gross Profit</b>	<b>2,098,814</b>	<b>1,879,164</b>	<b>219,650</b>	<b>12%</b>
Expense				
Salaries and Wages - Admin	53,641	36,296	17,345	48%
Salaries and Wages - O&M	40,142	31,964	8,178	26%
Benefits - Office	10,942	5,107	5,835	114%
Benefits - O&M	11,885	14,380	(2,495)	(17)%
Health Plan Co-Insurance	117	410	(293)	(72)%
Directors' Fees	1,600	2,150	(550)	(26)%
Insurance - Administration	10,016	10,737	(722)	(7)%
Park Expenditures	601	10,803	(10,202)	(94)%
Parts/Tools/Misc. Equip	12,246	8,434	3,812	45%
Postage and Delivery	191	1,129	(938)	(83)%
Office Expense	1,057	1,126	(70)	(6)%
Dues and Subscriptions	2,508	2,813	(304)	(11)%
Bank and Collection Fees	678	656	21	3%
Analytical Testing	1,054	1,878	(824)	(44)%
Accounting Fees	12,481	18,002	(5,521)	(31)%
Legal Fees	0	104	(104)	(100)%
Consultants-Misc.	2,647	546	2,101	385%
NTFD Contract	44,611	0	44,611	100%
Building Maintenance	0	9,300	(9,300)	(100)%
Equipment Maintenance - Admin	1,869	2,136	(267)	(13)%
Vehicle Maintenance and Rep.	0	885	(885)	(100)%
Maintenance Water and Sewer	45,786	9,041	36,745	406%

**Alpine Springs County Water District**  
**Profit & Loss Prev Year Comparison**  
July through August 2025

	Jul - Aug 25	Jul - Aug 24	\$ Change	% Change
Gas and Electric - Admin	3,071	1,538	1,532	100%
SCADA System	2,769	0	2,769	100%
Education Staff/Board	51	0	51	100%
Uniforms	0	325	(325)	(100)%
ASCWD Fuel	0	669	(669)	(100)%
Telephone - Administration	573	519	54	10%
Government Mandates	13,365	6,100	7,265	119%
Garbage Services	45,273	50,723	(5,449)	(11)%
Depreciation Expense	51,499	45,918	5,581	12%
Miscellaneous - O&M	0	257	(257)	(100)%
<b>Total Expense</b>	<b>370,670</b>	<b>273,947</b>	<b>96,723</b>	<b>35%</b>
<b>Net Ordinary Income</b>	<b>1,728,144</b>	<b>1,605,217</b>	<b>122,927</b>	<b>8%</b>
<b>Other Income/Expense</b>				
Other Income				
Interest Revenue	20,392	18,522	1,869	10%
<b>Total Other Income</b>	<b>20,392</b>	<b>18,522</b>	<b>1,869</b>	<b>10%</b>
<b>Other Expense</b>				
Interest Expense	7	22	(14)	(66)%
<b>Total Other Expense</b>	<b>7</b>	<b>22</b>	<b>(14)</b>	<b>(66)%</b>
<b>Net Other Income</b>	<b>20,384</b>	<b>18,501</b>	<b>1,884</b>	<b>10%</b>
<b>Net Income</b>	<b>1,748,528</b>	<b>1,623,718</b>	<b>124,811</b>	<b>8%</b>

**Alpine Springs County Water District**  
**Balance Sheet Previous Year & Month Comparison**  
As of August 31, 2025

	<u>Aug 31, 25</u>	<u>Jul 31, 25</u>	<u>\$ Change</u>	<u>Aug 31, 24</u>	<u>\$ Change</u>
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
Petty Cash	315	315	0	594	(279)
Plumas Bank Checking	493,948	384,650	109,299	1,661,673	(1,167,724)
Placer County - Interest App.	178,204	178,204	0	172,035	6,168
Wells Fargo Advisors	0	0	0	1,139,100	(1,139,100)
California CLASS	3,173,153	2,312,938	860,215	0	3,173,153
LAIF Accounts	195,148	195,148	0	186,525	8,623
<b>Total Checking/Savings</b>	<u>4,040,768</u>	<u>3,071,254</u>	<u>969,514</u>	<u>3,159,927</u>	<u>880,842</u>
<b>Accounts Receivable</b>					
Accounts Receivable	516,024	(553,760)	1,069,784	441,217	74,807
<b>Total Accounts Receivable</b>	<u>516,024</u>	<u>(553,760)</u>	<u>1,069,784</u>	<u>441,217</u>	<u>74,807</u>
<b>Other Current Assets</b>					
Placer - Agency Taxes 390-770	653	56,416	(55,763)	971	(318)
Accrued Int Rec Wells Fargo	0	0	0	30,999	(30,999)
Funds received, but not yet deposited to a bank account	12,824	70,146	(57,322)	0	12,824
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	75,390	101,499	(26,109)	76,847	(1,456)
County Collection Accounts	32,811	32,811	0	33,923	(1,112)
Deferred Pension Outflows	87,559	87,559	0	87,559	0
Deferred OPEB Outflows	139,361	139,361	0	139,361	0
<b>Total Other Current Assets</b>	<u>348,598</u>	<u>487,793</u>	<u>(139,194)</u>	<u>369,659</u>	<u>(21,061)</u>
<b>Total Current Assets</b>	<u>4,905,391</u>	<u>3,005,287</u>	<u>1,900,104</u>	<u>3,970,803</u>	<u>934,588</u>
<b>Fixed Assets</b>					
<b>Land</b>	360,436	360,436	0	360,436	0
<b>Firehouse</b>	376,338	376,338	0	376,338	0
<b>Firehouse Vehicles &amp; Equipment</b>	343,336	343,336	0	343,336	0
<b>Park</b>	418,391	418,391	0	418,391	0
<b>Park Improvements Depreciable</b>	38,561	38,561	0	24,564	13,997
<b>Land Improvements</b>	218,678	218,678	0	218,678	0
<b>Alpine Springs Interceptor</b>	58,095	58,095	0	58,095	0
<b>Water System</b>	6,716,534	6,716,534	0	6,657,802	58,733
<b>SCADA System</b>	172,423	172,423	0	172,423	0
<b>Sewer System</b>	1,046,201	1,046,201	0	1,046,201	0
<b>Building Improvements</b>	409,402	409,402	0	357,090	52,312
<b>Office Equipment</b>	82,271	82,271	0	81,011	1,261
<b>Vehicles</b>	128,749	128,749	0	128,749	0
<b>Maintenance Equipment</b>	293,229	293,229	0	293,229	0
<b>Truckee River Interceptor</b>	358,524	358,524	0	358,524	0
<b>Inflow and Infiltration</b>	26,031	26,031	0	26,031	0
<b>Work in Progress</b>	113,070	65,984	47,087	0	113,070
<b>Accumulated Depreciation</b>	<u>(6,170,227)</u>	<u>(6,144,478)</u>	<u>(25,750)</u>	<u>(5,889,138)</u>	<u>(281,089)</u>

4:51 PM  
09/08/25  
Accrual Basis

**Alpine Springs County Water District**  
**Balance Sheet Previous Year & Month Comparison**  
As of August 31, 2025

	Aug 31, 25	Jul 31, 25	\$ Change	Aug 31, 24	\$ Change
<b>Total Fixed Assets</b>	4,990,044	4,968,706	21,337	5,031,761	(41,717)
<b>Other Assets</b>					
Land Usage and Easement Right	17,436	17,436	0	17,436	0
<b>Total Other Assets</b>	17,436	17,436	0	17,436	0
<b>TOTAL ASSETS</b>	<b>9,912,870</b>	<b>7,991,429</b>	<b>1,921,441</b>	<b>9,019,999</b>	<b>892,871</b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Accounts Payable					
Accounts Payable	44,611	46,986	(2,376)	0	44,611
<b>Total Accounts Payable</b>	44,611	46,986	(2,376)	0	44,611
<b>Other Current Liabilities</b>					
Accounts Payable - 05	0	0	0	54,005	(54,005)
OPEB Liability	433,316	433,316	0	433,316	0
Accrued Payroll & Payroll Tax	1,478	0	1,478	200	1,278
Accrued Vacation Payable	34,955	33,420	1,535	24,917	10,038
Deferred Pension Inflows	720	720	0	720	0
Deferred OPEB Inflows	35,968	35,968	0	35,968	0
Net Pension Liabilities	46,624	46,624	0	46,624	0
HRA Plan Payable	13,478	13,478	0	13,478	0
<b>Total Other Current Liabilities</b>	566,538	563,526	3,012	609,227	(42,689)
<b>Total Current Liabilities</b>	611,149	610,512	636	609,227	1,921
<b>Long Term Liabilities</b>					
Caterpillar Financial Serv	18,063	22,576	(4,512)	18,176	(113)
<b>Total Long Term Liabilities</b>	18,063	22,576	(4,512)	18,176	(113)
<b>Total Liabilities</b>	629,212	633,088	(3,876)	627,403	1,809
<b>Equity</b>					
Retained Earnings	1,307,095	1,307,095	0	540,843	766,251
Retained Earnings - Garbage	514,997	514,997	0	514,997	0
Retained Earnings - Park	(170,689)	(170,689)	0	(170,689)	0
Retained Earnings - Sewer	1,783,891	1,783,891	0	1,783,891	0
Retained Earnings - Water	(1,338,317)	(1,338,317)	0	(1,338,317)	0
Fund balance Undesignated	439,473	439,473	0	439,473	0
Investment in plant & equip	4,998,680	4,998,680	0	4,998,680	0
<b>Net Income</b>	1,748,528	(176,788)	1,925,317	1,623,718	124,811
<b>Total Equity</b>	9,283,658	7,358,341	1,925,317	8,392,596	891,062
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,912,870</b>	<b>7,991,429</b>	<b>1,921,441</b>	<b>9,019,999</b>	<b>892,871</b>

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09/08/25  
Accrual Basis

Alpine Springs County Water District  
Profit & Loss Budget Performance 2025/2026  
August 2025

	Aug 25	Budget	Jul - Aug 25	YTD Budget	Annual Bud...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Water Revenue	1,202,744	1,208,230	1,202,744	1,208,230	1,372,989
Connection Fees	8,660	3,152	8,660	6,304	37,821
Sewer Revenue	475,368	381,699	475,368	381,699	433,749
Garbage Revenue	398,268	352,099	398,268	352,099	400,113
Park Revenue	715	8,750	7,695	17,500	35,000
Fire Mitigation Fees	4,323	1,000	4,323	2,000	12,000
Property Tax Revenue	0	0	653	0	998,734
Other Revenue	1,310	2,082	1,103	4,164	25,000
<b>Total Income</b>	<b>2,091,388</b>	<b>1,957,012</b>	<b>2,098,814</b>	<b>1,971,996</b>	<b>3,315,406</b>
<b>Gross Profit</b>	<b>2,091,388</b>	<b>1,957,012</b>	<b>2,098,814</b>	<b>1,971,996</b>	<b>3,315,406</b>
<b>Expense</b>					
Salaries and Wages - Admin	26,952	29,097	53,641	58,194	349,163
Salaries and Wages - O&M	20,877	21,374	40,142	42,748	256,487
Benefits - Office	4,117	8,811	10,942	17,622	105,723
Benefits - O&M	6,490	5,914	11,885	11,828	70,963
Health Plan Co-Insurance	0	931	117	1,862	11,173
Directors' Fees	675	990	1,600	1,980	11,850
Insurance - Administration	5,008	5,504	10,016	11,008	66,052
Park Expenditures	601	6,309	601	12,618	37,850
Parts/Tools/Misc. Equip	4,540	2,715	12,246	5,430	32,600
Postage and Delivery	70	339	191	678	4,060
Cleaning	0	167	0	334	2,000
Newsletter and Printing	0	0	0	0	3,451
Office Expense	670	1,867	1,057	3,734	22,405
Dues and Subscriptions	1,423	1,145	2,508	2,290	13,744
Bank and Collection Fees	325	333	678	666	4,000
Analytical Testing	888	1,167	1,054	2,334	14,000
Accounting Fees	6,241	6,335	12,481	12,670	76,003
Audit	0	0	0	0	25,650
Legal Fees	0	1,252	0	2,504	15,000
Consultants-Misc.	324	1,341	2,647	2,682	16,095
NTFD Contract	0	66,582	44,611	133,164	798,987
Fire Fuel Management Fee	0	833	0	1,666	10,000
OPEB Trust - Annual Funding	0	0	0	0	30,000

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Accrual Basis

Alpine Springs County Water District  
Profit & Loss Budget Performance 2025/2026  
August 2025

	Aug 25	Budget	Jul - Aug 25	YTD Budget	Annual Bud...
Building Maintenance	0	2,873	0	5,746	34,480
Equipment Maintenance - A...	484	874	1,869	1,748	10,491
Vehicle Maintenance and Rep.	0	876	0	1,752	10,500
Maintenance Water and Sewer	31,786	12,084	45,786	24,168	145,000
Gas and Electric - Admin	2,293	7,381	3,071	14,762	88,570
SCADA System	2,769	1,668	2,769	3,336	20,000
Travel and Entertainment	0	100	0	200	1,200
Education Staff/Board	51	376	51	752	4,500
Uniforms	0	292	0	584	3,500
ASCWD Fuel	0	708	0	1,416	8,500
Telephone - Administration	338	283	573	566	3,400
Government Mandates	8,500	2,368	13,365	4,736	28,418
Garbage Services	25,112	20,127	45,273	40,254	241,524
Depreciation Expense	25,750	25,751	51,499	51,502	308,995
Miscellaneous - O&M	0	159	0	318	1,900
<b>Total Expense</b>	<b>176,283</b>	<b>238,926</b>	<b>370,670</b>	<b>477,852</b>	<b>2,888,234</b>
<b>Net Ordinary Income</b>	<b>1,915,105</b>	<b>1,718,086</b>	<b>1,728,144</b>	<b>1,494,144</b>	<b>427,172</b>
<b>Other Income/Expense</b>					
Other Income					
Interest Revenue	10,215	4,165	20,392	8,330	50,000
<b>Total Other Income</b>	<b>10,215</b>	<b>4,165</b>	<b>20,392</b>	<b>8,330</b>	<b>50,000</b>
Other Expense					
Interest Expense	3	0	7	0	0
<b>Total Other Expense</b>	<b>3</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>
<b>Net Other Income</b>	<b>10,212</b>	<b>4,165</b>	<b>20,384</b>	<b>8,330</b>	<b>50,000</b>
<b>Net Income</b>	<b>1,925,317</b>	<b>1,722,251</b>	<b>1,748,528</b>	<b>1,502,474</b>	<b>477,172</b>

Alpine Springs County Water District  
**Statement of Cash Flows**  
July through August 2025

	<u>Jul - Aug ...</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	1,748,528
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	(337,046)
1550.00 · Prepaid Expenses	(8,336)
1041.00 · Placer Co - Taxes 770 - 06 Fund	55,110
1850.00 · Accumulate Depreciation:1850.02 · Accumulated Depr...	2,137
1850.00 · Accumulate Depreciation:1850.03 · Accumulated Depr...	2,137
1850.00 · Accumulate Depreciation:1850.04 · Accumulated Depr...	6,427
1850.00 · Accumulate Depreciation:1850.05 · Accumulated Depr...	37,491
2010.00 · Accounts Payable - 06 Fund	(14,966)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Accounts Payab...	44,611
2070.00 · Accrued Payroll & Taxes - 05 Fu	478
2075.00 · Accrued Vacation Pay - 05 Fund	3,307
Net cash provided by Operating Activities	1,539,879
<b>INVESTING ACTIVITIES</b>	
1830.05 · Work in Progress:1834.04 · Sewer Line Replacement - 04	(47,087)
1850.00 · Accumulate Depreciation:1850.06 · Accumulated Depre...	3,306
Net cash provided by Investing Activities	(43,781)
<b>FINANCING ACTIVITIES</b>	
2095.05 · Caterpillar Financial Serv - 05	(9,024)
Net cash provided by Financing Activities	(9,024)
Net cash increase for period	1,487,075
Cash at beginning of period	2,566,518
Cash at end of period	<u>4,053,592</u>

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**Alpine Springs County Water District  
Check Register for Current Month  
August 6 - 31, 2025**

Date	Num	Name	Memo	Amount	Balance
08/06/2025	Ach08/06/...	Professional Communications Messaging	Account #193072 Conf. #65	-42.40	-42.40
*** Duplicate document numbers ***					
08/06/2025	Ach08/06/...	Tahoe Truckee Sierra Disposal 0355	Customer #000355 Conf. #66	-375.83	-418.23
*** Missing numbers here ***					
08/07/2025	Ach08/07/...	AT&T {319907901}	Account #319907901	-234.90	-653.13
*** Missing numbers here ***					
08/15/2025	Ach08/15/...	Intermedia	Account #2588835	-102.74	-755.87
*** Duplicate document numbers ***					
08/15/2025	Ach08/15/...	Verizon Wireless 7080	Acct #942737080-0001	-200.32	-956.19
*** Missing numbers here ***					
08/18/2025	Ach08/18/...	Liberty 1402 Beaver Dam	Acct 200008698793	-96.57	-1,052.76
*** Missing numbers here ***					
08/19/2025	Ach08/19/...	Tahoe Truckee Sierra Disposal 0355	Customer #000355 Conf. #68	-429.17	-1,481.93
*** Missing numbers here ***					
08/21/2025	Ach08/21/...	Xerox Financial Service	Customer Acct. #1016061	-241.33	-1,723.26
*** Duplicate document numbers ***					
08/21/2025	Ach08/21/...	Caterpillar Financial Services Corp	Contract #001-70093002	-4,515.56	-6,238.82
*** Missing numbers here ***					
08/23/2025	Ach08/23/...	FedEx	Account #1834-0409-1	-13.65	-6,252.47
*** Missing numbers here ***					
08/25/2025	Ach08/25/...	Liberty Utilities	Alpine Springs Water Co Acct. ...	-1,767.05	-8,019.52
*** Duplicate document numbers ***					
08/25/2025	Ach08/25/...	Umpqua Bank Commercial Card OPS	Account #9350	-3,342.81	-11,362.33
*** Missing numbers here ***					
08/30/2025	Ach08/30/...	FedEx	Account #1834-0409-1	-56.09	-11,418.42
*** Missing numbers here ***					
08/07/2025	34218	Truckee-Tahoe Lumber Company	Order #3283035 07/29/25	-6.39	-11,424.81
08/19/2025	34219	Blacktop Sealing and Striping, Inc.	Invoice #2942	-1,690.00	-13,114.81
08/19/2025	34220	Carollo Engineers	Project #202605	-8,415.75	-21,530.56
08/19/2025	34221	Eastern Regional Landfill	Acct # 0000-0200-0	-84.50	-21,615.06
08/19/2025	34222	Mountain Pipeline TV Inspection & Sealing	Project CCTV-SS-MAINS	-8,433.42	-30,048.48
08/19/2025	34223	Tahoe Truckee Sierra Disposal 1431	Customer #001431	-4,951.37	-34,999.85
08/19/2025	34224	The Paper Trail	08/08/2025 Board Meeting	-323.50	-35,323.35

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09/08/25

Alpine Springs County Water District  
Check Register for Current Month  
August 6 - 31, 2025

Date	Num	Name	Memo	Amount	Balance
08/31/2025	34225	295 Cabling, LLC	Invoice #838	-129.50	-35,452.85
08/31/2025	34226	ALPINE SEPTIC & PUMPING INC.	Invoice #082825-03	-14,400.00	-49,852.85
08/31/2025	34227	B&L Backflow Testing Specialists, LLC	Inv. #34655-AL	-90.00	-49,942.85
08/31/2025	34228	Blacktop Sealing and Striping, Inc.	Invoice #3033	-5,740.00	-55,682.85
08/31/2025	34229	Inland Supply Company	Customer #0006008	-2,037.50	-57,720.35
08/31/2025	34230	Janet Grant	Augl 2025 Bdgt., Fin., & BoD M...	-275.00	-57,995.35
08/31/2025	34231	Albert Clement	Aug 2025 BoD Mtg.	-150.00	-58,145.35
08/31/2025	34232	Christine York	Augl 2025 Board of Directors M...	-250.00	-58,395.35
08/31/2025	34233	Longo Inc.	Invoice #9948	-47,086.96	-105,482.31
08/31/2025	34234	Mountain Water Mgmt Services, LLC	Invoice #1262	-2,000.00	-107,482.31
08/31/2025	34235	Overhead Fire Protection, Inc.	Invoice #12456703	-1,194.00	-108,676.31
08/31/2025	34236	Sierra Controls, LLC	Inv. #126205 & Inv. #126242	-2,768.80	-111,445.11
08/31/2025	34237	Swigard's True Value Hardware, Inc.	Customer #11050	-122.02	-111,567.13
08/31/2025	34238	Tahoe City Lumber	Account #2-500750	-58.44	-111,625.57
08/31/2025	34239	WETLAB	Inv. #25050528A & Invoices #2...	-887.90	-112,513.47
*** Missing numbers here ***					
08/21/2025	200041	SDRMA	Member #7084 Conf. #67	-146.60	-112,660.07

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09/08/25

Alpine Springs County Water District  
Subsequent Payments Listing  
September 1 - 8, 2025

Date	Num	Name	Memo	Amount	Balance
09/04/2025	ach090425#1	CalPERS (Active)	Customer ID: 2668620501 Health Insurance	-4,984.50	-4,984.50
09/04/2025	ach090425#2	CalPERS (Retired)	CalPERS ID: 2668620501 Health Insurance	-1,170.34	-6,154.84
*** Missing numbers here ***					
09/01/2025	Ach09/01/25	Cypress Dental	Invoice #20250810000031	-305.79	-6,460.63
*** Missing numbers here ***					
09/05/2025	nsf9088	GERARD, WILLIAM	00020034	-3,036.10	-9,496.73
*** Missing numbers here ***					
09/01/2025	34240	Pam Zinn	Aug 2025 Health Insurance	-348.75	-9,845.48
09/03/2025	34241	Michael J. Dobrowski, CPA, LLC	September 2025 Invoice #25437	-6,240.71	-16,086.19
*** Missing numbers here ***					
09/04/2025	Ach090425	Professional Communications M.	Account #193072 Conf. #70	-42.40	-16,128.59
*** Missing numbers here ***					
09/08/2025	Ach090825	AT&T {319907901}	Account #319907901	-234.90	-16,363.49
*** Missing numbers here ***					
09/08/2025	200042	Badger Meter	Customer ID: 23930 Ref #69	-60.30	-16,423.79

# EXHIBIT D2

Basic Incident Number (FD1)	Basic Incident Date Time	Basic Incident Full Address	Basic Incident Postal Code (FD1.19)	Basic Incident Type (FD1.21)	Basic Apparatus Call Sign List	Basic Primary Action Taken (FD1.48)	Basic Additional Actions Taken 2 (FD1.66)
2025023248	8/7/2025 8:27	1475 MINERAL SPRINGS Trail	96146	False alarm or false call, other	M51, B5, E56	Emergency medical services, other	
2025025225	8/25/2025 15:09	Alpine Meadows Ski Area	96146	Forest, woods or wildland fire	BR51, B5	Investigate	

Total Calls= 2

# EXHIBIT D3



AGENDA NO: D3

MEETING DATE: 09/12/2025

## General Managers Report

**TO:** ASCWD Board of Directors Date: September 3, 2025  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** General Manager and Office Activities for the Month of August 2025

### Projects

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

No activity this month

##### 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

- Responded to customer questions on their annual bills and water usage.
- Reviewed proposals from firms to perform the District Annual Audit.
- Presented District updates at the Valley wide meeting on Labor Day weekend.
- Met with a Bond consultant on process for the District to obtain Bond financing.
- Discussed with Carollo the loan opportunities through the USDA and USBR, reviewing interest rates, application packet requirements, and possibility of being accepted. After a thorough review it was decided that bond financing was a better option for the District to pursue.
- Performed daily operational checks throughout the valley.
- Worked with staff on training the day-to-day field operations.
- Performed the state required tri-annual raw water testing.
- Performed the required monthly water sampling.

- Prioritized operations staff work activities.
- Drafted updates to the plan check and project intake checklist.
- Performed Water and Collections system USA locates.
- Prioritized capital project work for the upcoming fiscal year.
- Continued discussions with the electrical engineer and contractor on the Juniper Mt. booster station control panel replacement.
- Reviewed construction plans identifying the water and sewer services in the area.
- Assisted Operations with the evaluation of water losses and / or leak identification.
- Attended the monthly area General Managers meeting.

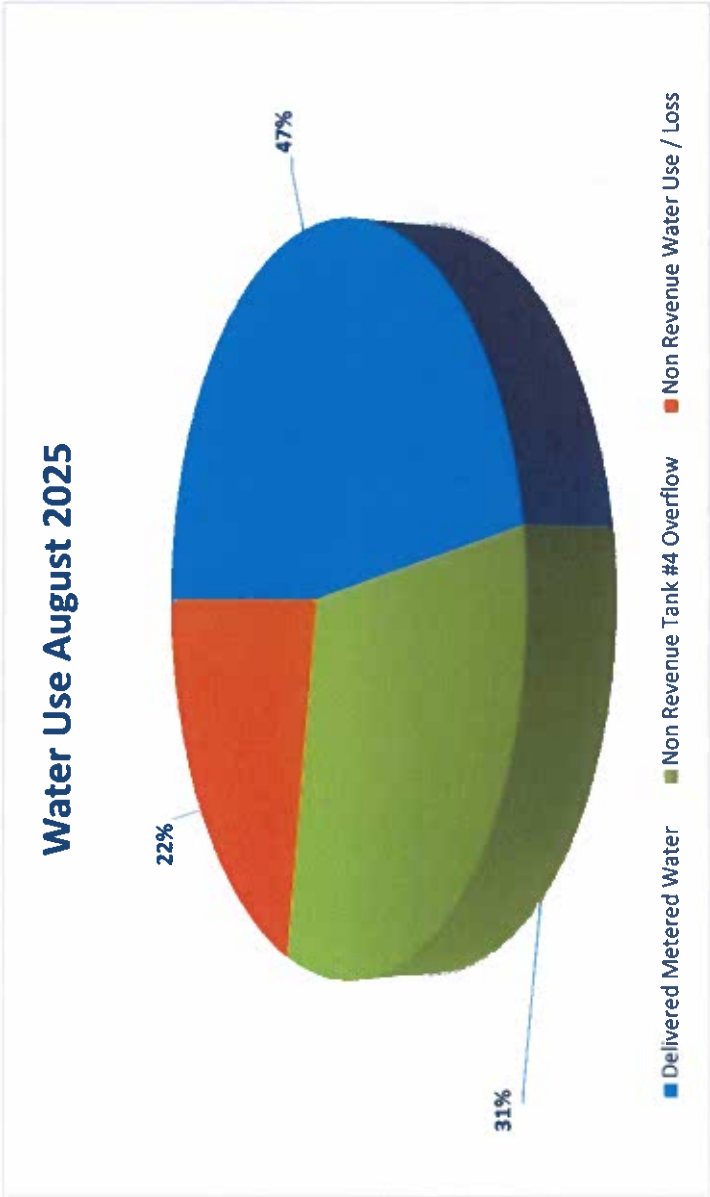
#### **Office Activities Performed by Office Manager**

- Submitted the monthly CA Drought report.
- Worked with Streamline Inc on setting up the new District website.
- Scheduled paving for sewer line repairs
- Sent out Backflow testing notices to customers in compliance with the District's cross-connection backflow prevention program.
- Reviewed potential audit firms.
- Processed annual customer payments and answered billing questions.
- Filed a complaint with the California Contractors Board against AWAXX (old company that worked on the park gate system).

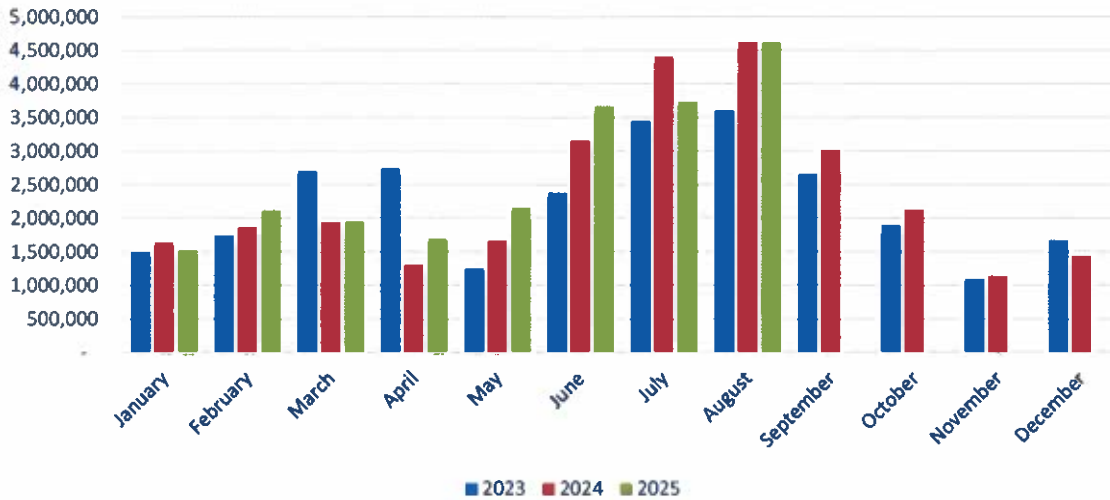
# EXHIBIT D4

ALPINE SPRINGS COUNTY WATER DISTRICT  
AUGUST 2025 WATER REPORT

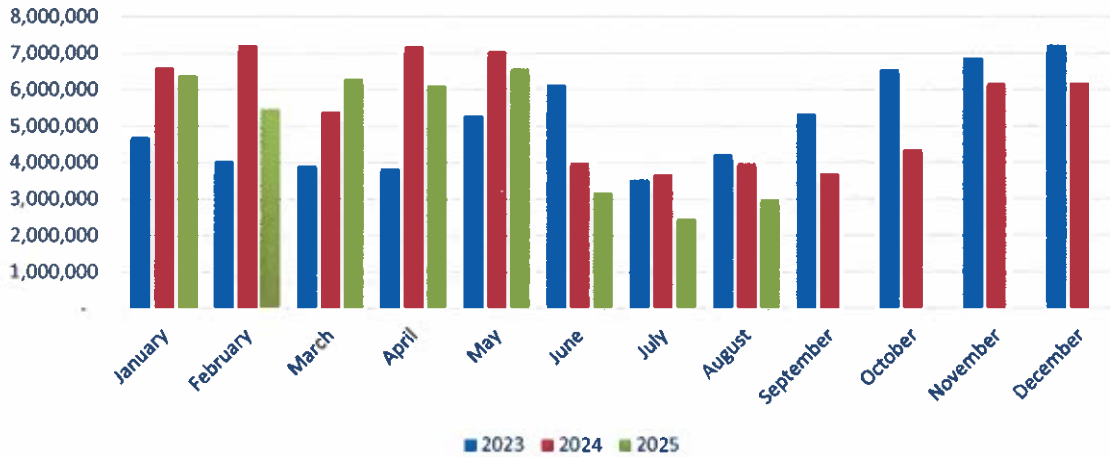
Total Potable Water Production	9,735,100	Gallons
Delivered Metered Water	4,614,039	Gallons
Non Revenue Tank #4 Overflow	2,966,788	Gallons
Non Revenue Water Use / Loss	2,154,273	Gallons



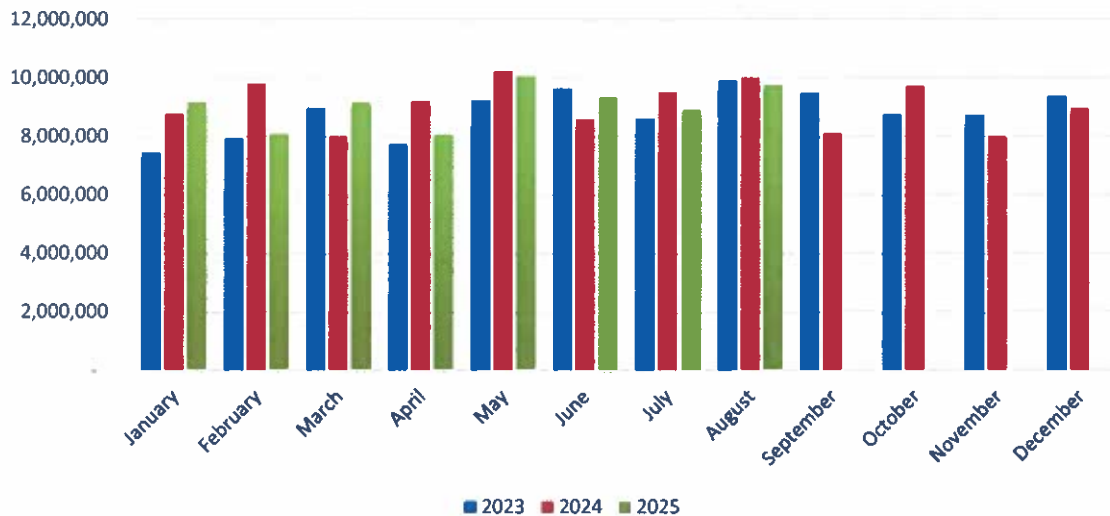
**Delivered Metered Water per Month (gallons)**



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



**Total Water Production per Month (gallons)**



# EXHIBIT D5

# **T-TSA BOARD MEETING SUMMARY**

08/20/2025 Regular Board Meeting

**1) The August 20th, 2025 – This Regular Meeting was held in person.**

- Board Meeting Agendas & Videos are now easily accessible from our Website and CivicClerk platform:
  - Front Page of <https://www.ttsa.ca.gov/> Click on the gavel Icon for "[BOARD AGENDAS & MINUTES](#)"
  - Sign up and subscribe for Agenda Notifications on the top right corner of the page to "[SIGN IN](#)"
- Board Meeting Videos are still available on YouTube (click link): [T-TSA on YouTube](#)



SIGN IN

**2) Public Comment:** (provided during Public Comment or Agenda items): None

**3) Status Report:**

**a) Operations Report:**

- All plant waste discharge requirements were met, and the plant performed well in June.

**b) Laboratory Report:**

- Teichert Barium Soil Sampling.
- Continuing CDPH Covid Sampling for the Department of Health.
- Pretreatment Quarterly Sampling in August.

**c) Public Outreach:**

- Staff visited the Napa Sanitary District Wastewater Treatment facility.

**d) Capital Projects Report:**

- Digestion Improvements Project: Brown and Caldwell (BC) is working toward a 60% Design on schedule. A Construction Management Request for Proposals (RFP) has been issued. Critical path equipment negotiations and purchase agreements are forthcoming.
- Truckee River Interceptor Rehabilitation Project (Alpine Meadows to Olympic Valley): A "Notice to Proceed" was issued. Construction work is anticipated from September 2<sup>nd</sup>, 2025, to October 20<sup>th</sup>, 2025. A pre-construction meeting is scheduled for August 28, 2025.
- Nutrient Removal Improvements Project (NRIP): The Agency received two proposals for Final Design services. Both engineering consultants' presentations and interviews are complete. The staff recommendation to the Board of Directors is on track for the September Board meeting.
- Digital Scanning of Sewer Lines Project: The project submittals have been approved. T-TSA hosted an on-site pre-inspection meeting. Inspection work will continue until October 31<sup>st</sup>, 2025.

**e) Other Items Report:**

• **The Board Approved:**

- The Consent Agenda: General Fund Warrants for July 2025, Special Meeting Minutes for July 9, 2025, and Regular Meeting Minutes for July 16<sup>th</sup>, 2025.
- The General Manager Employment Agreement and Appointment of Jason Hays as the General Manager.
- Financial Results for the Month Ending July 30, 2025.
- Fiscal Year (Y25) Year-End Financial Results.
- Receive and File the FY26 Budget Book.
- Finance Committee Governance Document.
- Ballot Submission/Vote for Scott Wilson to Placer County LAFCO Appointment of Vacant Alternate Seat.

• **Additional Items:**

- Department Reports & General Manager Report: Informational Updates Only.
- Next Regular Meeting is Wednesday, September 17<sup>th</sup>, 2025.

# EXHIBIT E1

Alpine Springs County Water  
Budget and Finance Committee Report  
Thursday, August 7, 2025, 10:43

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

Items discussed and recommendations to the board:

1. PUBLIC COMMENT
  - a. No public comment.
2. ITEMS FOR COMMITTEE DISCUSSION AND RECOMMENDED ACTION
  - a. Monthly Financial Reports
    - i. After reviewing the July financial statements the committee recommends approval of the financials including the quarterlies. The committee recognized the addition of information to the Month End Review sheets that Mike provided for further transparency of designated capital reserve projects.
  - b. Treasurer's Report
    - i. The committee reviewed the Treasurer's report and recommends approval. Wells Fargo Advisors has been removed from the report as we have no investments through them.
  - c. Unbudgeted Expenses
    - i. There are no unbudgeted expenses at this time.
3. MEMBERS' COMMENTS
  - a. Joe commented on contacts he has made regarding bond financing and low interest loans. He is continuing research in both these areas.
  - b. Bear Creek Association has been granted a reduction in their invoice due to a delay on our part in turning the water off to their pond. Apparently for many years we have been turning water on and off to the pond as a courtesy to them. Bear Creek will now be responsible for turning their own pond water on and off.
  - c. In the interest of transparency we suggest a policy in Administration and Personnel (4.11.0), be placed on the Budget and Finance agenda for modification and inclusion in Budget and Finance policies instead of Administration and Personnel.
4. CORRESPONDENCE
  - a. No correspondence.
5. ADJOURNMENT
  - a. The committee adjourned at 11:12 a.m.
6. NEXT MEETING
  - a. Next B&F meeting: Thursday, September 11, 9:30 am

# ALPINE SPRINGS COUNTY WATER DISTRICT

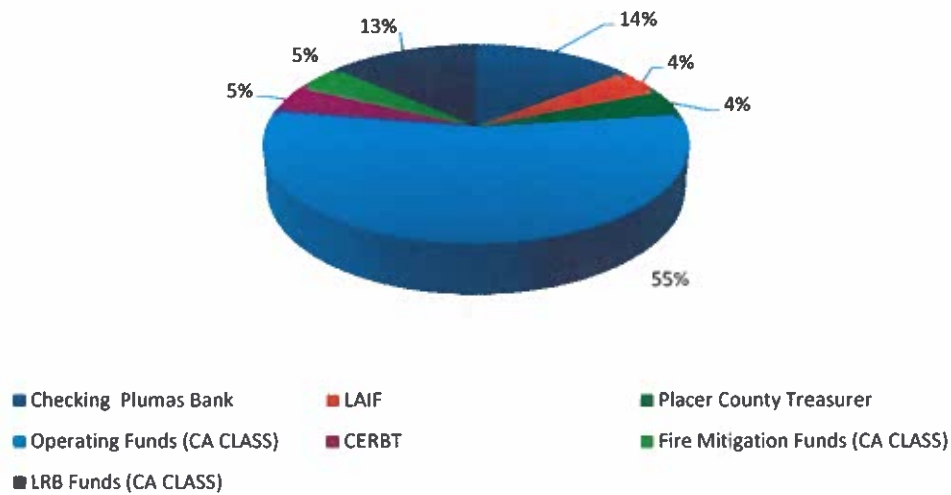
## AUGUST 2025 TREASURERS REPORT

### FY 25/26

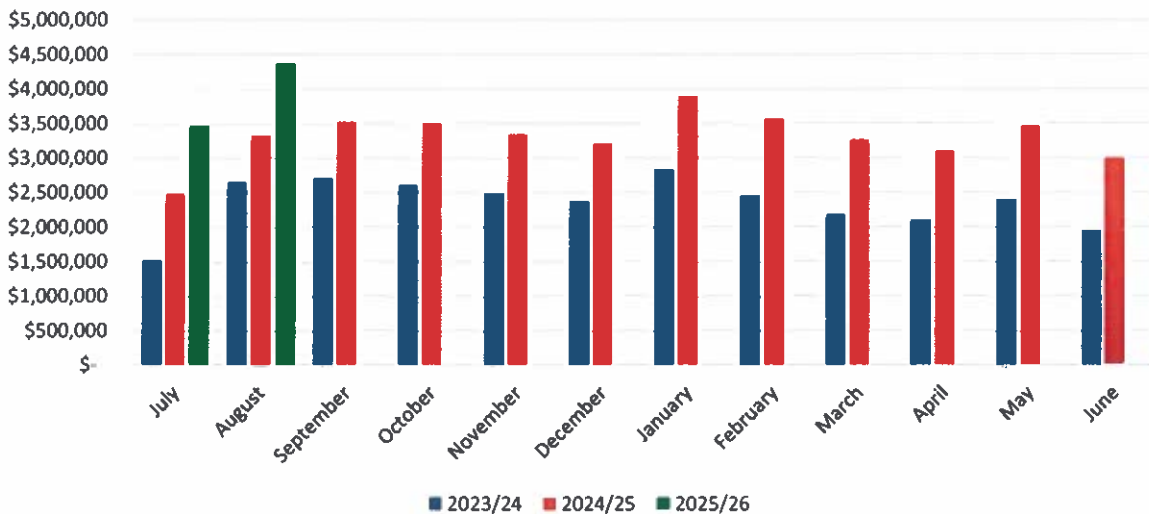
Operating Funds	Account Balance	Report Date	Interest
Checking Plumas Bank	\$ 628,629	9/2/2025	0.00%
LAIF	\$ 195,148	9/2/2025	4.258%
Placer County Treasurer	\$ 178,204	7/31/2025	3.917%
Operating Funds (CA CLASS)	<u>\$ 2,387,591</u>	9/2/2025	4.324%
	<u>\$ 3,389,572</u>		

Restricted Funds	Account Balance	Report Date	Interest
CERBT	\$ 196,849	8/29/2025	1.970%
Fire Mitigation Funds (CA CLASS)	\$ 196,679	9/2/2025	4.324%
LRB Funds (CA CLASS)	<u>\$ 588,884</u>	9/2/2025	4.324%
	<u>\$ 982,412</u>		

### Cash and Investments as a Percentage of Total



### Total Cash and Investments By Month



# EXHIBIT E2

# ASCWD PARK USE AND REVENUE HISTORY

As of September 8,  
2025

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Season Passes Resident	115	94	118	119	245	163	175	159	165	150	135
Season Passes Non resident	28	38	52	64	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1
Day Passes	10	14	12	6	50	16	18	26	30	19	16
Week Passes	Note #2	Note #2	Note #2	Note #2	4	6	6	7	8	9	12
Pass Revenue Total	\$ 31,800	\$ 30,760	\$ 39,680	\$ 39,580	\$ 45,200	\$ 25,080	\$ 26,970	\$ 24,700	\$ 25,760	\$ 23,370	\$ 20,585
Season Pass Revenue	\$ 31,400	\$ 30,200	\$ 39,200	\$ 39,340	\$ 44,100	\$ 24,450	\$ 26,250	\$ 23,850	\$ 24,750	\$ 22,500	\$ 19,575
Day Pass Revenue	\$ 400	\$ 560	\$ 480	\$ 240	\$ 800	\$ 270	\$ 360	\$ 430	\$ 530	\$ 330	\$ 290
Week Pass Revenue	Note #2	Note #2	Note #2	Note #2	\$ 300	\$ 360	\$ 360	\$ 420	\$ 480	\$ 540	\$ 720
Group use #	7	11	8	9	6	0	20	26	17	18	30
Group Use Revenue	\$ 600	\$ 1,409	\$ 600	\$ 2,175	\$ 400	\$ -	\$ 2,100	\$ 4,300	\$ 1,650	\$ 2,150	\$ 2,850
Total Season Revenue	\$ 32,400	\$ 32,169	\$ 40,280	\$ 41,755	\$ 45,600	\$ 25,080	\$ 29,070	\$ 29,000	\$ 27,410	\$ 25,520	\$ 23,435

Note #1:  
Note #2:

Distinguishing between Resident and Non Resident for Season Passes began with the 2022 Park Season  
Beginning in 2022 Week passes where eliminated and Day Pass issuance restricted

# EXHIBIT E3

**ALPINE SPRINGS COUNTY WATER DISTRICT  
LONG RANGE PLANNING COMMITTEE REPORT**

Date: Monday, August 25, 2025  
Location: District Office, Board Room  
270 Alpine Meadows Road  
Time: 3:30 pm  
Members: Christine York, District Director, Interim Chair  
Joe Mueller, General Manager  
Vince Baldrige, Member (Zoom)  
Doug Boling, Member  
David Bourke, Member  
Michael Lightbody, Member (Zoom)  
Bob Spencer, Member (Zoom)

Absent: Dave Smelser

Guests: Jim Borden (Zoom)

---

**Meeting was called to order at 3:35 pm.**

**1. Discuss Policy 8.0.0**

- a. The Committee discussed Policy 8.0.0 and how it helps define its role and direction moving forward.
  - i. The Committee appreciated the narrowing of the scope for the expectations of the committee and the more clearly defined future responsibilities.

**2. Review and Discuss Other LRP Policies**

- a. The Committee recommended small changes to make 8.1.0, 8.2.0, and 8.4.0 more current.
  - i. Two of these changes reflect a need to account for increased cyber security.

**3. Continuation of Discussion of O&M Tank Material Considerations**

- a. Joe presented a chart he prepared showing a timeline of anticipated lifecycle costs for both tank material considerations comparing steel and concrete

**4. MEMBERS' COMMENTS**

- a. There were no comments at this time.

**5. CORRESPONDENCE TO THE COMMITTEE**

- a. Letter from Dave Smelser to the committee.

The Committee will schedule its next meeting in the next month to continue discussion on the tanks and to discuss the purpose and role of the committee moving forward.

The meeting was adjourned at 5:20 pm.

By: Christine York, Interim Chair  
Date: September 8, 2025

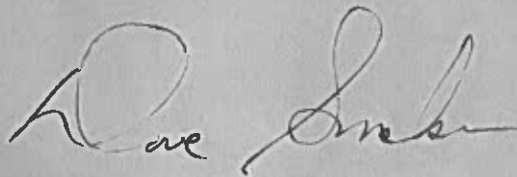
## Long Range Planing Committee

First let me apologize for missing this meeting.

I wanted to state that long range planning needs to look at how we can get projects accomplished outside of emergency repairs and replacements. There will always be a demand on our time and resources to keep our systems up and running. We know there are improvements to our systems that would be beneficial to the whole valley that can be made. Our task should be to plan for those improvements.

Replacing aging infrastructure is a given. The water tanks are a no-brainer but how much life is left in them baring snow damage or an earthquake or some other disaster? Could they be replaced one-at-a-time in another location thus saving the old tanks water storage for fire protection for as long as they may last.

This meeting is to plan how the Long Range Planning Committee is to function in the future. While I was chairman we did not meet awaiting the report from Corollo Engineering. I believe there is a need to stay current and update our plan on a regular schedule.

A handwritten signature in cursive script, appearing to read "Dave Smith". The signature is written in dark ink on a light background.

# EXHIBIT F1



AGENDA NO: F1

MEETING DATE: 9/12/2025

## Staff Report

**TO:** ASCWD Board of Directors

Date: September 5, 2025

**FROM:** Joe Mueller, General Manager

**SUBJECT:** PRESENTATION OF EASTERN PLACER FUTURE

**PRESENTATION:**

Representatives from the Eastern Placer Future interim executive team will provide an update on the community-led effort exploring the potential incorporation of Eastern Placer County/North Lake Tahoe into a new town. The presentation will include an overview of progress to date, next steps in the process, and an opportunity for Board members to ask questions.

# EXHIBIT F2



AGENDA NO: F2

MEETING DATE: 9/12/2025

## Staff Report

**TO:** ASCWD Board of Directors

Date: September 5, 2025

**FROM:** Joe Mueller, General Manager

**SUBJECT:** BOARD DIRECTOR APPOINTMENT

### **BACKGROUND:**

On August 5<sup>th</sup> 2025 the District was notified that one of the District Board Directors was no longer able to continue to serve the District. As such staff gave the appropriate notification necessary to the Placer County Elections Office. The vacancy was discussed at the August 8<sup>th</sup> Board of Directors meeting at which time staff was instructed to begin the process of alerting the community of the opportunity to serve as a Board Director for ASCWD. Flyers were posted at the District Office, the Community Park, District Website, Postcards were mailed to all ASCWD customers, and the Opportunity discussed at the Valley Wide meeting by the District General Manager.

California Government Code Section 1780 stipulates that the board has 60 days from the date of a resignation to appoint a new director. If an appointment is not made within 60 days, the Board of Supervisors has 30 days to appoint a replacement. If the Board of Supervisors fails to appoint within 90 days of the resignation, the district must call for a special election to fill the vacant position. Since the vacancy occurred in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election in 2026

### **DISCUSSION:**

The District has received three letters of interest: Kurt Gooding, Peter Murray, and Karolina Walichiewicz (see attachments).

### **RECOMMENDATION:**

In accordance with California Government Code Section 1780 review the candidates and appoint a new ASCWD Director.

### **Attachments:**

1. Letter of interest from Kurt Gooding
2. Letter of interest from Peter Murray
3. Letter of interest from Karolina Walichiewicz

To Whom it May Concern:

My name is Kurt Gooding, and I am interested in becoming a member of the Alpine Springs County Water District Board. I first moved to Alpine Meadows in 1997. I first lived on Trapper McNutt and then on Deer Park for almost 4 years combined. From there I moved to Olympic Valley until 2015 when I returned to Alpine Meadows as a homeowner. I currently live on Beaver Dam Trail between Evan Salke and Dave Smelsner.

Over the last ten years my wife, Sara, and I have put in a lot of time, effort and money making our house our home. Sara works as a teacher librarian at Truckee High School, and I work as a local firefighter for Olympic Valley Fire Department. I regularly attend the OVPSD board meetings and interact with the Water and Sewer Department Crew. These interactions help give me perspective on how a PSD operates as well as some of the challenges it faces.

I am interested in being on the ASCWD Board not only for my own local knowledge, but also to help make good decisions for the community moving forward. Many times, people may gripe about raising rates without knowing why. My current knowledge on the ASCWD is limited, but I often speak with some of the current and past board members about the goings-on and share that information with my friends and neighbors in the community. Being on the board would help me to see the big picture and get that knowledge firsthand.

Any consideration for the open board spot would be appreciated. Please feel free to reach out with any questions.

Sincerely,

Kurt Gooding

1471 Beaver Dam Trail

530-448-6053

## **Application for Alpine Springs Water District Board Member**

To the Alpine Springs Water District Board,

I am writing to express my interest in serving as a member of the Alpine Springs Water District (ASWD) Board. I have been a resident of Alpine Meadows for 39 years, and I believe strongly in contributing to the governance and stewardship of our community.

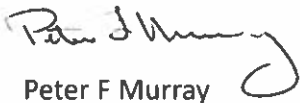
I previously served on the ASWD Board as Treasurer in the early 2000s, but stepped down when I accepted a new position as Dean at Foothill College in the Bay Area. More recently, I served for five years on the Bear Creek Planning Committee (BCPC). My professional experience includes senior leadership roles as a manager in the aerospace industry, President of a consulting firm, Chief Financial Officer of a startup, and nine years as an Academic Dean at a community college. These roles have given me a strong foundation in organizational leadership, financial oversight, and strategic planning—skills that are directly relevant to board service.

My wife and I now spend our summers at our home in Bear Creek, and although our winter residency varies depending on weather conditions, I remain committed to the ongoing success of Alpine Meadows. While I am not currently a registered voter in Placer County, I will transfer my registration if I am selected for the position.

I believe it is important to take an active role in the governance of Alpine Meadows, and that representation from each estate within our community strengthens the Board's decision-making. I would be honored to once again serve ASWD and contribute my experience to support its mission.

Thank you for your consideration.

Sincerely,

  
Peter F Murray

2387 John Scott Trl / 2435  
Alpine Meadows, CA  
650-823-9511

Dear Joe,  
and other Members of The Board at Alpine Springs County Water District:

My name is Karolina Walichiewicz, and I am a 42 year old resident at Alpine Meadows Condos. My family have owned a home in Alpine Meadows for 20 years that we regularly use for skiing in winter, summer recreation, and occasionally as a rental unit.

Having spent the past 6 months living here full-time and becoming more knowledgeable about local interests in the community, along with familiarizing myself with the more in-depth history and geology of the area, I seek opportunities to be an active and engaged citizen in my local community.

I believe my educational background makes me fit for this role. Between 2001-2005 I completed undergraduate coursework in the department of Environmental Design at U.C. Berkeley, studying Urban community, Urban Planning, American Cultures, Feminist issues in Globalization, City building & Placemaking (Urban Design), and Environmental Science.

I later went on to complete a certificate in Architecture and Construction from the American Institute of Architects, graduating in the year of the Great Recession, and have prior experience working at numerous building job sites and architectural offices.

I would care greatly to join your conversation and work involving the management of our vital resources and maintaining an excellent water utility company.

This is my letter of interest submittal for the position of Board Member at Alpine Springs.

Sincerely yours,

Karolina Walichiewicz

2090 Chalet Rd. 5, Alpine Meadows, CA 96146  
(650) 583-2143  
m. (408) 333-2851

# EXHIBIT F3



AGENDA NO: F3

MEETING DATE: 9/12/2025

## Staff Report

**TO:** ASCWD Board of Directors  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** UNBUDGETED EXPENSE

Date: September 8, 2025

### **BACKGROUND:**

Due to the elevation of the upper sections of Juniper Mountain, by design the upper most homes are serviced by a booster pump station running 24/7 to increase water pressure to acceptable levels. A single pump performs this function in an inground vault at the intersection of Juniper Mountain Road and Cortina Ct. Based on District records the current pump was placed into service in 2013 and has since been discontinued by the manufacturer and is no longer supported by replacement parts. Without the ability to quickly obtain a drop-in replacement pump or a reliable supply of replacement parts, an out-of-scope unbudgeted Capital Improvement Project (CIP) is being requested.

### **DISCUSSION:**

Consideration for approval an unbudgeted expense CIP not to exceed \$100,000 to rebuild and replace the Juniper Mountain booster pump station.

### **FISCAL IMPACT:**

Fiscal impact, the Juniper Mountain booster pump station CIP project would be funded out of District reserves not to exceed \$100,000.

### **RECOMMENDATION:**

Approve an unbudgeted Capital Improvement Project not to exceed \$100,000 to rebuild and replace the Juniper Mountain booster pump station to include the mechanical and electrical components of the station along with a spare motor and pump as backup.

# EXHIBIT F4



AGENDA NO: F4

MEETING DATE: 9/12/2025

## Staff Report

**TO:** ASCWD Board of Directors

Date: September 4, 2025

**FROM:** Joe Mueller, General Manager

**SUBJECT:** AGREEMENT FOR DISTRICT AUDIT, PROFESSIONAL SERVICES

### **BACKGROUND:**

Since 2005, Ronald Ley of Damore Hamric & Schneider, Inc. had been performing the District's annual audit and appropriations limit calculation. At the end of May this year Ron informed the District that after 50 years he had decided to retire from public accounting, and as a result, was closing his office and would not be performing anymore audits.

As a result, District staff began the process of reaching out to professional accounting / auditing firms to gauge interest in working with ASCWD. Local special districts were also polled as to who they used and their staff's satisfaction with the interactions between the two.

In late August the District received proposals from two firms, James Marta & Company LLP Certified Public Accountants, and MUN Certified Public Accountants, LLP. The proposals from each firm were complete and professional, both showing demonstrated performance with local Special Districts.

After reviewing the proposals, hourly rate schedules, maximum multiyear fee, and checking references, District staff selected MUN CPAs, LLP. MUN CPAs Clients include Tahoe City Public Utility District, North Tahoe Public Utility District, Town of Truckee, South Tahoe Public Utility District, Ironhouse Sanitary District, and City of Lincoln.

### **DISCUSSION:**

Consideration of Audit engagement letters from MUM CPAs to perform the District's annual Audit and Appropriations Limit Calculation.

### **FISCAL IMPACT:**

The expense for Professional Audit Services is Budgeted for annually as Audit services and has been included in the current approved budget. The approved FY2025/26 budget for audit services will be slightly underfunded (-\$3,000) due to the closing of Damore Hamric & Schneider and the unknown fees of switching firms at the time of budget adoption.

**RECOMMENDATION:**

In accordance with ASCWD Policy Number: 4.12.0 Consultant and Contractor Selection, authorize the General Manager to execute the Audit engagement letters from MUM CPAs to perform the District's annual Audit and Appropriations Limit Calculation.

**Attachments:**

MUN CPAs, LLP Audit engagement letters.



August 29, 2025

To Board of Directors and Management  
Alpine Springs County Water District  
270 Alpine Meadow Road  
Alpine Meadow, California 96146

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for Alpine Springs County Water District (the "District").

We will apply the procedures described in the attachment to this letter to the Appropriations Limit Calculation of the District. By signing this engagement letter, you agree to those procedures and acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which is to meet the requirements of Section 1.5 of Article XIII-B of the California Constitution in relation to the Appropriations Limit Calculation of the District as of June 30, 2025. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA). Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion on the Appropriations Limit Calculation of the District. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the Board of Directors and Management of the District. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate we will disclose the restrictions in our report. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Our report is not expected to be restricted to the use of specified parties.

There may exist circumstances that, in our professional judgment, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the Appropriations Limit Calculation of the District, we will communicate such matters to you.

You are responsible for the Appropriations Limit Calculation of the District. In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the Appropriations Limit Calculation of the District in accordance with Section 1.5 of Article XIII-B of the California Constitution.

Erica Pastor is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

The fees for these services are included in the separate District audit engagement letter. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resulting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client (Alpine Springs County Water District) and accountant (MUN CPAs, LLP) both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we may require that they acknowledge in writing their agreement with the procedures performed, or to be performed, and their acknowledgment that the procedures are appropriate for their purposes.

Very truly yours,



MUN CPAs, LLP

RESPONSE:

This letter correctly sets forth the understanding of Alpine Springs County Water District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Alpine Springs County Water District**  
**Appropriations Limit Agreed Upon Procedures**  
**June 30, 2025**

1. Obtain the completed worksheets used by the District to calculate the Appropriations Limit for the fiscal year ending June 30, 2025 and determine that the limit and the annual calculation factors were adopted by resolution of the Board of Directors. Determine that the population and inflation options were selected by a recorded vote of the Board of Directors.
2. Add the Appropriation Limit as of June 30, 2024 to the annual permitted adjustments and agree the resulting amount to the June 30, 2025 Appropriation Limit.
3. Compare current year information presented in the Appropriations Limit calculation to supporting worksheets.
4. Compare the June 30, 2024 Appropriation Limit presented in the Appropriation Limit calculation to the prior year Appropriation Limit adopted by the Board of Directors during the year.



August 29, 2025

To Board of Directors and Management  
Alpine Springs County Water District  
270 Alpine Meadow Road  
Alpine Meadow, California 96146

We are engaged to audit the financial statements of the governmental activities, the business-type activities, and each major fund of Alpine Springs County Water District (the District) for the year ended June 30, 2025. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated August 29, 2025, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the system of internal control of the District. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion & analysis, the general fund and major special revenue funds budgetary comparison schedules, pension required schedules, and other post-employment benefits required schedules which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement as part of our auditing planning; however, audit planning has not concluded and modifications may be made:

- Management override of controls
- Segregation of duties due to size of entity
- Financial close – proper recording of accrual and closing entries
- Impact of new GASB accounting standards, such as GASB 101, *Compensated Absences*.

Erica Pastor is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

At least two weeks prior to the start of fieldwork, management has agreed to provide us with a fully reconciled trial balance and certain audit schedules as listed in the Suralink client portal. Failure to meet this deadline may result in audit fieldwork getting rescheduled, which could cause significant delays in completion of the audit and possible additional fees.

This information is intended solely for the use of the Board of Directors and management of Alpine Springs County Water District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "MUN CPAs, LLP". The signature is written in a cursive, slightly stylized font.

MUN CPAs, LLP



August 29, 2025

To Board of Directors and Management  
Alpine Springs County Water District  
270 Alpine Meadow Road  
Alpine Meadow, California 96146

We are pleased to confirm our understanding of the services we are to provide Alpine County Water District (the District) for the year ended June 30, 2025.

#### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) General Fund and Major Special Revenue Funds' Budgetary Comparison Schedules
- 3) Schedule of the District's Proportionate share of the Net Pension Liability
- 4) Schedule of District's Pension Plan Contributions
- 5) Schedule of Changes in the Net Other Post Employment Benefits (OPEB) Liability
- 6) Schedule of OPEB Contributions

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the District's and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a

manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

## **Other Services**

We will also assist in preparing the financial statements and related notes of the District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with

suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and audit schedules we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to the Board of Directors; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of MUN CPAs, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of MUN CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Erica Pastor is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$28,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client (Alpine Springs County Water District) and accountant (MUN CPAs, LLP) both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

#### **Reporting**

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Directors and Management of Alpine Springs County Water District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add

an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to Alpine Springs County Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

MUN CPAs, LLP

MUN CPAs, LLP

**RESPONSE:**

This letter correctly sets forth the understanding of Alpine Springs County Water District.

At least two weeks prior to the start of year-end fieldwork, we will provide MUN CPAs, LLP a fully reconciled trial balance and certain schedules as listed in the Suralink client portal. We understand that failure to meet this deadline may result in the fieldwork getting rescheduled, which could cause significant delays in completion of the audit and additional fees.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# EXHIBIT F5



AGENDA NO: F5

MEETING DATE: 9/12/2025

## Staff Report

**TO:** ASCWD Board of Directors

Date: September 5, 2025

**FROM:** Joe Mueller, General Manager

**SUBJECT:** AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES IN  
CONNECTION WITH THE ALPINE SPRINGS COUNTY WATER DISTRICT  
2025/2026 CAPITAL IMPROVEMENT PROJECTS

### **BACKGROUND:**

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

Engineering services will augment District staff by assisting in the planning, design, and construction of the currently planned CIP projects. CIP projects have been defined in the District's 2023 Water and Wastewater Master Plan CIP Prioritization and the District Five -Year CIP Budget. This agreement is established to address selected CIP projects in Fiscal Years 2025/2026. These agreements will be implemented based on establishing sequential task orders. The CIP projects associated with this agreement include:

1. Task 1 Line Replacements
2. Task 2 Chlorination System Evaluation
3. Task 3 Water Storage Tank Replacement Design

### **DISCUSSION:**

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

### **FISCAL IMPACT:**

The expense of Professional Engineering services has been included in the budget for all identified CIP projects. The sequential task order approach will allow accurate cost tracking and allocation to individual CIP line items.

**RECOMMENDATION:**

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

**Attachments:**

Proposed Agreement for Professional Services with Carollo Engineers.

## AGREEMENT FOR PROFESSIONAL SERVICES

Project No. \_\_\_\_\_

This AGREEMENT made and entered into this \_\_\_\_\_ day of August, 2025 by and between Alpine Springs County Water District, (hereinafter "OWNER"), and Carollo Engineers, Inc., (hereinafter "ENGINEER").

WITNESSETH:

WHEREAS, the OWNER and the ENGINEER wish to enter into an Agreement (hereinafter "Agreement") for the furnishing of Engineering Services in connection with the Alpine Springs County Water District, Five Year Capital Improvement Plan (CIP) Implementation Services. The OWNER has asked the ENGINEER to assist in the planning, design and construction of the currently planned CIP projects. The CIP projects are defined in the District 2023 Water and Wastewater Master Plan CIP Prioritization and the District Five-Year CIP Budget. This agreement is established to address selected CIP projects in Fiscal Years 2025/2026. A new agreement will be established to handle future years based on an updated rate schedule and future conditions. It is assumed that this agreement will be implemented based on establishing sequential task orders. The CIP projects associated with this agreement are subject to reprioritization of all identified projects. Current near term projects include the following:

1. Rehabilitation and Replacement of 1% of Water and Sewer Lines (2025/2026)
2. Chlorination System Evaluation
3. Storage Tank Replacement Design

(hereinafter "Project"), and

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

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

### SECTION 1 - PROFESSIONAL SERVICES

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

### SECTION 2 - PAYMENT TO ENGINEER

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

- personnel and subcontractors shall be made.
- 2.3 OWNER reserves the right to direct revision of ENGINEER's services as may be necessary. When ENGINEER is directed to make revisions under this section of the Agreement, ENGINEER shall advise OWNER of the probable costs involved in completing engineering services and the time of performance for such completion. Extra services also include those that are required for defense of claims, in which event ENGINEER shall bill OWNER on an hourly basis together with cost of material.
- 2.4 In the event OWNER and ENGINEER cannot agree on equitable compensation for services rendered in making revisions, then, at OWNER's option, ENGINEER shall either continue performance under the revised Agreement and an equitable adjustment in ENGINEER's time of performance and cost of ENGINEER's personnel shall be made at completion of the revised work or ENGINEER shall not be obligated to continue performance under this Agreement.
- 2.5 If ENGINEER's work products require revisions prior to construction bidding due to ENGINEER's errors or omissions, the exclusive remedy will be limited to revisions made by ENGINEER without compensation.
- 2.6 The ENGINEER shall bill the OWNER monthly indicating the services performed and the cost of such services.
- OWNER agrees to pay invoices within 45 days of their date. Payments not received by ENGINEER within 45 days shall be considered delinquent and subject to a finance charge of 1 percent per month for each month unpaid after the date of invoice. ENGINEER may suspend services should an invoice remain delinquent for 75 days from date of invoice.

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

TO OWNER:

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

TO ENGINEER:

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

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

All payments are to be mailed to:

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

unless otherwise informed on the face of the invoice.

### SECTION 3 - MISCELLANEOUS

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

3.2 The OWNER shall arrange for access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform services hereunder.

3.3 Documents, including drawings and specifications, prepared by ENGINEER pursuant to this Agreement are not intended or represented to be suitable for reuse by OWNER or others for this Project or on any other project. Any reuse of completed documents or use of partially completed documents without written verification or concurrence by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER; and OWNER shall indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees arising out of or resulting therefrom.

3.4 The ENGINEER maintains, at its own expense, Workers' Compensation and Employer's Liability, Comprehensive General Liability, Automobile Liability and Professional Liability policies with limits at or above that which is reasonably required of other engineering firms and will, upon request, furnish insurance certificates to OWNER.

#### SECTION 4 - LEGAL RELATIONS

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

not be responsible for acts and decisions of third parties, including governmental agencies, other than ENGINEER's subconsultants, that impact project completion and/or success.

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

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

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

4.4 In providing opinions of cost, financial analyses, economic feasibility projections,

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

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

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

Contractor's failure to carry out work in accordance with the Contract Documents.

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

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

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

## SECTION 5 - TERMINATION OF AGREEMENT

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

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

## SECTION 6 - DISPUTE RESOLUTION

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

## SECTION 7 - ENTIRE AGREEMENT

- 7.1 This Agreement, including attachments incorporated herein by reference,

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

CAROLLO ENGINEERS, INC.

OWNER

By: \_\_\_\_\_  
[Title]

PE# \_\_\_\_\_

By: \_\_\_\_\_  
[Title]

PE# \_\_\_\_\_

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

## SECTION 8 - GOVERNING LAW

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

By: \_\_\_\_\_

Joe Mueller, General Manager  
Alpine Springs County Water District

TASK ORDER NO. 1  
Alpine Springs County Water District  
OWNER  
AND  
CAROLLO ENGINEERS, INC.

This Task Order is issued by the OWNER and accepted by ENGINEER pursuant to the mutual promises, covenants and conditions contained in the Agreement between the above named parties dated the \_\_\_\_\_ day of August, 2025, in connection with:

Water and Sewer Main Replacement Project.  
(Project)

PURPOSE

The purpose of this Task Order is to establish Carollo's services, payment, and time of performance provisions as part of the above defined project.

ENGINEER'S SERVICES

See attached Scope of Work (Exhibit A)

PAYMENT

See attached fee estimate (Exhibit B)

TIME OF PERFORMANCE

See attached project schedule (Exhibit C)

EFFECTIVE DATE

This Task Order No. 1 is effective as of the \_\_\_\_\_ day of August, 2025.

IN WITNESS WHEREOF, duly authorized representatives of the OWNER and of the ENGINEER have executed this Task Order No. 1 evidencing its issuance by OWNER and acceptance by ENGINEER.

CAROLLO ENGINEERS, INC.

OWNER

Accepted this \_\_\_\_\_ day of August, 2025

By: \_\_\_\_\_  
Title

By: \_\_\_\_\_  
Officer

By: \_\_\_\_\_  
Title

# ALPINE MEADOWS WATER AND SEWER MAIN REPLACEMENT PROJECT

## Alpine Springs County Water District

Alpine Springs County Water District's (ASCWD, District) 2023 Water and Wastewater Master Plan (Master Plan) evaluated the water and wastewater systems under existing and projected conditions and developed capital improvements to address capacity and reliability needs through 2045.

Based on the Master Plan and the Capital Improvement Projects Review memorandum, the CIP for the next five years included the following improvements to the water and sewer pipelines:

- Replacement of 1% of pipelines throughout the water system per year, along with customer service laterals, as the infrastructure approaches the end of its expected useful lifetime.
- Upsize the small-diameter pipelines along Kloster Court to accommodate larger flow volumes, specifically for maximum day demand (MDD) plus fire flow conditions, while maintaining sufficient pressure in the distribution system.
- Upsize the water main in the Juniper Mountain area to enable the area to meet fire flow requirements.
- Replacement of 1% of the wastewater gravity mains and service laterals per year on average as the infrastructure approaches the end of its expected useful lifetime.

This scope of work includes professional engineering services for the design to replace 1% of the water and sewer main systems. Since the water mains along Kloster Court were found to not meet fire flow requirements, they have been identified as the first 1% of the water system to be replaced. The wastewater collection system infrastructure was found to be adequately sized to accommodate existing and projected wastewater flows. Due to the fact that there are no high priority areas for replacement in the wastewater collection system, the driver for the first 1% replacement will be the capacity issues in the water mains. Subsequently, the 1% of sewer mains replaced will be those in the Kloster Court area in conjunction with the water mains.

## Scope of Work

### **Task 1 – Project Management/Meetings**

#### **Task 1.1- Project Management**

Carollo's project manager will make staffing assignments, review work progress, coordinate quality management and review procedures, and provide regular monthly progress reports to the District as to work completed within the previous month and budget status with invoicing.

#### **Task 1.2- Kickoff Meeting/Field Visit**

Carollo will conduct a Project kickoff meeting with the District to discuss project objectives and communication protocols, review the project, and summarize key project milestones and deliverables. Following the kickoff meeting, Carollo will conduct a site visit to inspect the project area and note any issues that should be included in the design submittal.

**Task 1 Deliverables:**

- Monthly invoicing/progress reports.
- Kickoff meeting minutes.

**Task 2 – Preliminary Design Services****Task 2.1- Topographical Survey**

Carollo will subcontract with a surveyor to perform a topographical survey of the surface conditions at the project location and its immediate surroundings. The survey will obtain rim and invert elevations of sanitary sewer and storm drain manholes, clean-out lids, utility valve covers, meter covers, utility boxes, hydrants, surface evidence of underground utilities (e.g., trenches or markouts), curb and gutter lines, edges of sidewalks, and other prominent features that may impact design.

Right-of-way lines will be based on a combination of record data and any monuments collected during topographic surveying. The right-of-way lines to be included in the survey will be considered approximate only.

**Task 2.2- Utility Investigation and Locating**

Carollo will subcontract with a contractor to investigate subsurface utilities in the project areas by contacting utility owners and reviewing available documentation. Based on review of this information, Carollo will recommend potholing locations and our subcontractor will perform potholing work as approved by the District. We will submit a potholing report in PDF format describing all findings.

Utility investigation, potholing, and reporting will occur during design, as needed to resolve conflicts with line locates and surveying. Potholing assumes a daily crew rate, and up to 3 potholes per day at a depth of up to 7 feet. All potholes will be fully restored at the District's request, including CDF backfill and hot patching restoration of pavement.

**Task 2 Deliverables:**

- Topographical survey in Civil 3d format
- Environmental documentation and applications

**Task 2.3 – Environmental Review and Permitting**

Carollo will subcontract with a local agency to develop the necessary documentation for environmental permitting associated with the project. The following items will be reviewed and developed by the environmental sub-consultant:

- CEQA review and approval.
- Mitigated Negative Declaration
- Cultural resources assessment report.
- Biological study report.

**Task 3 – Design****Task 3.1- 60% Design Documents**

Carollo will prepare and submit 60 percent drawings, technical project specifications, and a construction cost estimate. Preliminary design will include recommended R&R method of the segments (plan and profile) and

connections to existing laterals. The drawings will be produced at 40:1 horizontal scale. We anticipate that 400 to 500 LF of water or sewer main will fit on each plan sheet.

The Design Submittal will include the following components:

- Drawings
- Front end specifications
- Technical Specifications
- Probable opinion of construction cost

A preliminary construction cost estimate will be prepared, based on the completed level of design.

#### **Task 3.2- 60% Design Review Workshop**

Carollo will coordinate a review workshop with District staff to review the 60% Design Submittal, answer any questions, and collect feedback for the 90% set.

#### **Task 3.3- 90% Design Documents**

Carollo will prepare and submit 90 percent drawings, technical project specifications, and a construction cost estimate. A preliminary construction cost estimate will be prepared, based on the completed level of design.

#### **Task 3.4- 90% Design Review Workshop**

Carollo will coordinate a review workshop with District staff to review the 90% Design Submittal, answer any questions, and collect feedback for the bid set.

#### **Task 3.5- Prepare Bidding Documents**

Carollo will incorporate District comments from the 90% Design Submittal into a 100% Design (Bid) Set.

#### **Task 3 Deliverables:**

- 60% Design Submittal.
- 90% Design Submittal.
- Bid Submittal.
- Construction Cost Estimate at 60%, 90% and 100%

### **Task 4 – Bid Period Services**

#### **Task 4.1 Bid Period Services**

Carollo shall conduct a pre-bid conference for the prospective bidders. Minutes from the meeting shall be distributed to all planholders and attendees.

During the bid period, Carollo shall receive telephone and email questions from prospective bidders and provide responses as appropriate. A log of all correspondence shall be turned over to the District at the end of the bid period.

Carollo shall prepare all necessary Addenda to the contract documents for distribution to all planholders. District shall distribute the Addenda.

The scope assumes a maximum of two (2) Addenda will be issued. Bids shall be reviewed along with the District immediately following bid opening.

In conjunction with the District, Carollo shall recommend award of contract. Carollo's proposed level of effort is based upon a bid period not exceeding four (4) weeks.

#### **Task 4 Deliverables:**

- Pre-Bid Conference meeting minutes.
- Bid period correspondence log.
- Addenda.

### **Assumptions for Scope of Work**

- Engineering services during construction, construction management and inspections services are not included in this scope of work.
- Preparation of a Storm Water Pollution Prevention Plan (SWPPP) is not included and assumed will be done by others, or as part of a separate scope, covering services during construction.
- Applications for and/or obtaining regulatory construction permits are not included.
- All permit and review costs shall be paid by the District.
- It is assumed that the District will support coordination with all appropriate public and utility agencies.
- Traffic control plans are not included. It is assumed these will be the responsibility of the contractor.
- All deliverables will be delivered in electronic (PDF) format only.
- Workshops will be held in-person at the District's office with Carollo's PM in attendance.
- The project schedule is assumed to have a duration of 9 months.

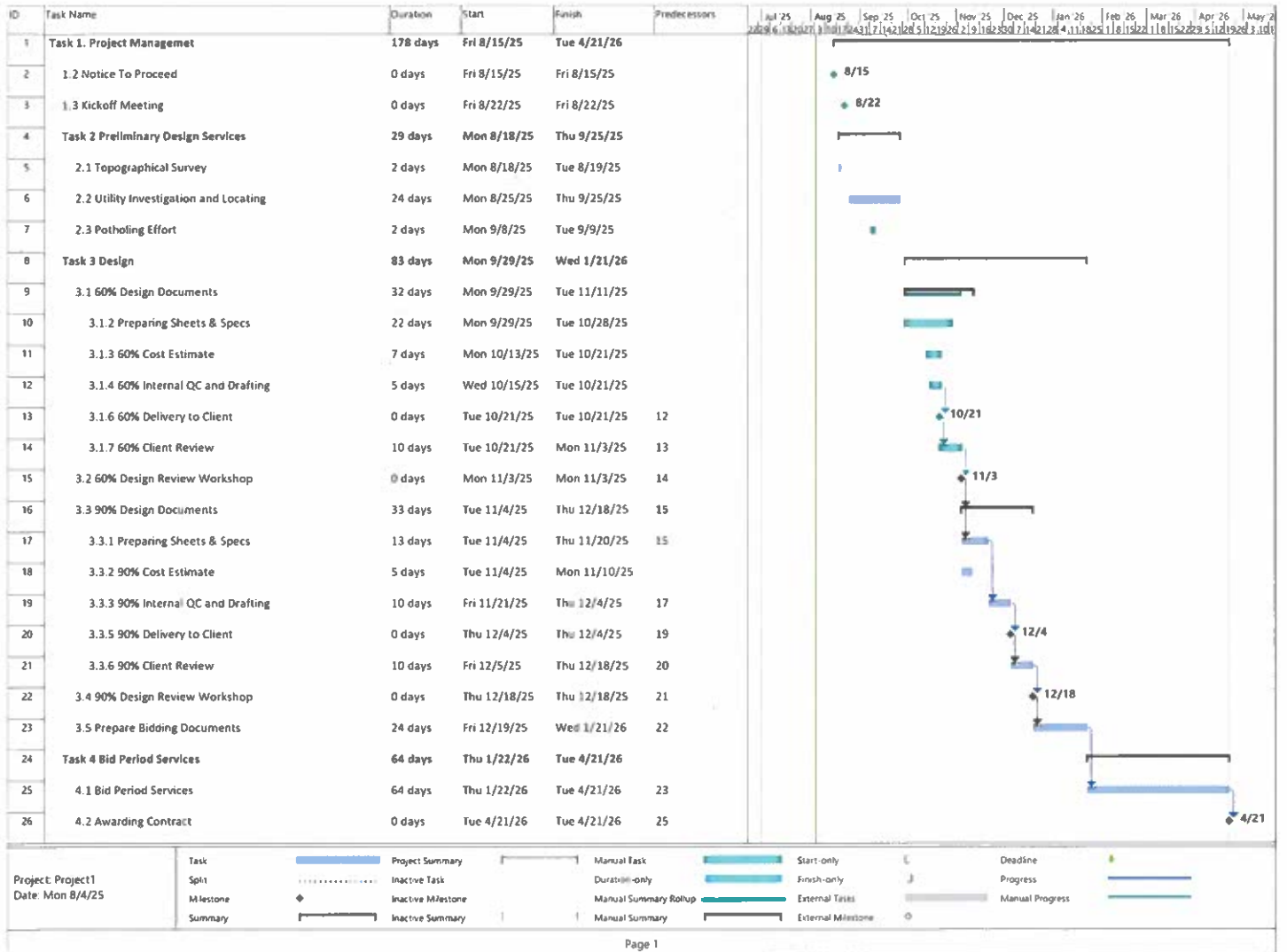
EXHIBIT B

ESTIMATED LEVEL OF EFFORT AND FEE

NUTRIENT REMOVAL ALTERNATIVE PROCESS EVALUATION PROJECT

Tahoe Truckee Sanitary Agency

Task	Job Code	Task Description	CAROLLO LABOR						OTHER DIRECT COSTS		TOTAL OTHER DIRECT COSTS	TOTAL	
			Principal in Charge	Project Manager	Project Engineer	CAD/Graphics	Word Processing/Clerical	TOTAL LABOR HOURS	SUBTOTAL LABOR COST	PERCE			REPRODUCTION TRAVEL SUB
		Billing Rate (2025 Rates)	\$384	\$332	\$217	\$183	\$146			\$19			
1	11	Project Management/Meetings	1	18	8	0	0	27	\$8,676	\$412	\$208	\$632	\$8,708
	1.1	Project Management	1	10	0	0	0	11	\$3,684	\$176	\$0	\$176	\$3,860
	1.2	Kickoff Meeting/Field Visit	0	8	8	0	0	16	\$4,992	\$236	\$208	\$456	\$4,848
2	12	Preliminary Design Services	0	6	16	8	0	30	\$9,768	\$480	\$49,308	\$49,788	\$59,548
	2.1	Topographical Survey	0	2	4	8	0	14	\$2,556	\$224	\$10,008	\$10,224	\$11,008
	2.2	Utility Investigation and Locating	0	2	8	0	0	10	\$2,400	\$160	\$5,200	\$5,360	\$7,180
	2.3	Environmental Review and Permitting	0	2	4	0	0	6	\$1,532	\$96	\$34,100	\$34,186	\$35,728
3	13	Design	4	42	152	88	24	312	\$98,976	\$4,984	\$0	\$4,984	\$103,864
	3.1	80% Design Documents	2	20	80	80	8	170	\$55,676	\$2,720	\$0	\$2,720	\$58,396
	3.2	80% Design Review Workshop	0	4	6	0	0	10	\$2,630	\$160	\$0	\$160	\$2,790
	3.3	90% Design Documents	2	10	40	20	8	60	\$17,156	\$1,280	\$0	\$1,280	\$18,436
	3.4	90% Design Review Workshop	0	4	6	0	0	10	\$2,630	\$160	\$0	\$160	\$2,790
	3.5	Prepare Bidding Documents	2	4	20	8	8	42	\$8,787	\$554	\$0	\$554	\$9,341
4	14	Bid Period Services	1	4	20	10	2	37	\$7,954	\$592	\$0	\$592	\$8,546
	4.1	Bid Period Services	1	4	20	10	2	37	\$7,954	\$592	\$0	\$592	\$8,546
		TOTAL ALL TASKS	8	78	296	108	28	438	\$95,677	\$6,488	\$49,508	\$56,688	\$148,665



TASK ORDER NO. 2  
Alpine Springs County Water District  
OWNER  
AND  
CAROLLO ENGINEERS, INC.

This Task Order is issued by the OWNER and accepted by ENGINEER pursuant to the mutual promises, covenants and conditions contained in the Agreement between the above named parties dated the \_\_\_\_\_ day of August, 2025, in connection with:

Disinfection System Evaluation.  
(Project)

PURPOSE

The purpose of this Task Order is to establish Carollo's services, payment, and time of performance provisions as part of the above defined project.

ENGINEER'S SERVICES

See attached Scope of Work (Exhibit A)

PAYMENT

See attached fee estimate (Exhibit B)

TIME OF PERFORMANCE

Project is expected to be completed within two months of notice to proceed.

EFFECTIVE DATE

This Task Order No. 1 is effective as of the \_\_\_\_\_ day of August, 2025.

IN WITNESS WHEREOF, duly authorized representatives of the OWNER and of the ENGINEER have executed this Task Order No. 1 evidencing its issuance by OWNER and acceptance by ENGINEER.

CAROLLO ENGINEERS, INC.

OWNER

Accepted this \_\_\_\_\_ day of August, 2025

By: \_\_\_\_\_  
Title

By: \_\_\_\_\_  
Officer

By: \_\_\_\_\_

Title

# DISINFECTION SYSTEM EVALUATION

## Alpine Springs County Water District

The Alpine Springs County Water District (ASCWD) chlorinates drinking water supplied by the springs in two locations in the upper zone of the water system. While chlorination is not required for compliance under operation of the water system, ASCWD doses a small amount of chlorine at each location to maintain a residual as a safety measure in the unlikely case of contamination of the water system. In the history of the water system, one single coliform test was positive, in 2019.

While ASCWD has not had particular issues with operation of the two chlorine dosing systems, there are concerns with the facilities meeting safety and operational standards for chlorination facilities for California drinking water systems. ASCWD has requested that Carollo (Engineer) assist with evaluating the existing chlorination facilities against these standards, and to suggest improvements for identified discrepancies.

The Engineer's approach, as outlined in the following Scope of Work, includes visiting each dosing system, performing a comprehensive evaluation of requirements according to the California Code of Regulations and other applicable occupational safety codes, and preparing a technical memorandum with recommendations for potential system enhancements and future implementation strategies.

## Scope of Work

### Task 1 – Project Management

#### Task 1.1 – Project Management and Administration

Carollo's project manager will direct and coordinate the efforts of the project team members to provide the project deliverables within the contracted scope, schedule, and budget. Carollo will provide general project administration and management for approximately two months to complete the chlorination system evaluation. This includes communication with ASCWD staff, maintaining and distributing project documentation, and preparation of monthly invoices with progress letter reports.

#### Task 1.2 – Kickoff Meeting

Carollo will hold a kickoff meeting with ASCWD staff, to discuss relevant background information, review anticipated code requirements, and coordinate access to the facilities.

##### **Task 1 Assumptions:**

- Project duration is 2 months from kickoff to delivery of final TM
- It is assumed that the kick-off meeting will occur the same day as the site visit, prior to

##### **Task 1 Deliverables:**

- Progress letter report for attachment to the monthly invoice.
- Meeting Agendas, Minutes, Action Items, and Decision Logs.

### Task 2 – Site Visit and Assessment

### **Task 2.1 Site Visit**

Carollo will conduct site visits to each of the two chlorine dosing systems to collect details on the system configuration, including photos, measurements and utilities available at each site. Carollo will evaluate instrumentation and ventilation systems assessing their functionality and reliability.

### **Task 2.2 Assessment and Findings Review**

After collecting information for each dosing system, a code review will be performed and used to compare standards against the existing configurations at each dosing location. The findings of this assessment will be reviewed with ASCWD along with preliminary recommendations to strategize on the further development of recommendations as part of Task 3.

#### **Task 2 Assumptions:**

- Site visit will occur after the kickoff meeting, and both disinfection systems will be documented in 1 day.

#### **Task 2 Deliverables:**

- Site visit field notes and photos.

## **Task 3 – Recommendation Development and Technical Memorandum**

### **Task 3.1 Recommendation Development and Draft TM**

Carollo will develop the recommendations accepted by the district and include them in a technical memorandum along with documentation for the existing systems and findings of the regulatory assessment. Development of the recommendations shall include Class V ACEE cost estimates for implementation of the improvements, as well as layouts, schematics and equipment cut sheets. A draft of the Project Summary TM will be submitted to ASCWD for review and comment.

### **Task 3.2 Final TM**

After reviewing and addressing comments from ASCWD, a final draft of the Technical Memorandum will be submitted to ASCWD.

#### **Task 3 Assumptions**

- Engineering drawings, specifications, or other stamped documents are not included in the technical memorandum and are not anticipated to be required for potential improvements to the disinfection systems.

#### **Task 3 Deliverables:**

- Technical Memorandum Draft and Final



Alpine Springs County Water District  
Chlorination System Evaluation Study  
Fee Estimate



Task Description	Hours by Classification					Labor Costs	PECE	Printing/Travel	Total Estimated Fee
	Principal in Charge	Project Manager	Project Engineer	Document Processing	Total Hours				
Billing Rate (2025)	\$384	\$332	\$217	\$146			\$18		
Task 1 - Project Management	2	6	4	0	12	\$ 3,688	\$ 192	\$ 200	\$ 3,980
Task 1.1 - Project Management and Administration	2	4	2	0	8	\$ 2,490	\$ 128	\$ -	\$ 2,618
Task 1.2 - Kickoff Meeting	0	2	2	0	4	\$ 1,068	\$ 64	\$ 200	\$ 1,362
Task 2 - Site Visit and Assessment	0	8	20	0	28	\$ 6,996	\$ 448	\$ -	\$ 7,444
Task 2.1 - Site Visit	0	4	4	0	8	\$ 2,198	\$ 128	\$ -	\$ 2,324
Task 2.2 - Assessment and Findings Review	0	4	16	0	20	\$ 4,800	\$ 320	\$ -	\$ 5,120
Task 3 - Recommendation Development and Technical Memorandum	4	12	33	8	54	\$ 15,852	\$ 898	\$ -	\$ 16,750
Task 3.1 - Recommendation Development and Draft TM	2	6	16	4	30	\$ 7,440	\$ 480	\$ -	\$ 7,920
Task 3.2 - Final TM	2	4	16	4	26	\$ 6,112	\$ 418	\$ -	\$ 6,530
<b>Total All Tasks</b>	<b>12</b>	<b>46</b>	<b>109</b>	<b>16</b>	<b>180</b>	<b>\$ 24,136</b>	<b>\$ 1,536</b>	<b>\$ 200</b>	<b>\$ 25,872</b>

TASK ORDER NO. 3  
Alpine Springs County Water District  
OWNER  
AND  
CAROLLO ENGINEERS, INC.

This Task Order is issued by the OWNER and accepted by ENGINEER pursuant to the mutual promises, covenants and conditions contained in the Agreement between the above named parties dated the \_\_\_\_\_ day of September, 2025, in connection with:

Water Tank Replacement Project.  
(Project)

PURPOSE

The purpose of this Task Order is to establish Carollo's services, payment, and time of performance provisions as part of the above defined project.

ENGINEER'S SERVICES

See attached Scope of Work (Exhibit A)

PAYMENT

See attached fee estimate (Exhibit B)

TIME OF PERFORMANCE

Project is expected to be completed within 9 months within notice to proceed.

EFFECTIVE DATE

This Task Order No. 3 is effective as of the \_\_\_\_\_ day of September, 2025.

IN WITNESS WHEREOF, duly authorized representatives of the OWNER and of the ENGINEER have executed this Task Order No. 3 evidencing its issuance by OWNER and acceptance by ENGINEER.

CAROLLO ENGINEERS, INC.

OWNER

Accepted this \_\_\_\_\_ day of September, 2025

By: \_\_\_\_\_  
Title

By: \_\_\_\_\_  
Officer

By: \_\_\_\_\_  
Title

# **TANK REPLACEMENT PROJECT**

## **Alpine Springs County Water District**

Alpine Springs County Water District (ASCWD, District) currently relies on five water storage tanks as part of the drinking water distribution system within ASCWD service area. One was replaced with a welded steel tank after damage incurred in 2017. The remaining four tanks were constructed in the 1960s and show visible signs of degradation. The District contracted with Carollo Engineers to perform an evaluation on the condition of each of the remaining four tanks. Carollo found that the tanks should be either rehabilitated or replaced due to the age of the tanks as well as the heavy snow load and seismic activity of the area. The District decided to move forward with replacing three of the tanks with welded steel tanks, which will be designed by Carollo. This scope of work includes professional engineering services for the design of the three welded steel storage tanks

## **Scope of Work**

### **Task 1 – Project Management**

#### **Task 1.1 – Project Management and Administration**

Carollo's project manager will make staffing assignments, review work progress, coordinate quality management and review procedures, and provide regular monthly progress reports to the District as to work completed within the previous month and budget status with invoicing.

#### **Task 1.2 – Kickoff Meeting**

Carollo will conduct a Project kickoff meeting with the District to discuss project objectives and communication protocols, review the project, and summarize key project milestones and deliverables. Following the kickoff meeting, Carollo will conduct a site visit to inspect the project area and note any issues that should be included in the design submittal.

### **Task 2 – DESIGN AND CONSTRUCTION DOCUMENTS**

#### **Task 2.1 Topographic Survey and Utility Mapping**

Auerbach (subconsultant) will perform topographic surveying for the tank sites and access roads to support the final design documents. These surveys will include all natural and man-made features around the tanks, and any visible underground features. Subconsultant will arrange for Underground Services Alert (USA) marking of below-ground infrastructure prior to field surveys. All areas will be mapped at a scale of 1-inch = 20 feet. The vertical datum will be NAVD 88. Utility research and mapping will be conducted via outreach to local utility companies to determine utility types, diameters, materials, and approximate horizontal and vertical locations. Boundary and easement mapping will be provided to use with the survey base mapping.

#### **Task 2.2 Geotechnical Investigation**

Carollo will contract with Shannon & Wilson (subconsultant) to perform a geotechnical field exploration and laboratory testing program to characterize the subsurface conditions at the site and provide geotechnical conclusions and recommendations for design and construction of the storage tanks. Subconsultant will obtain required drilling permits from Placer County Department of Health and Human Services,

Environmental Health Division. Subconsultant will coordinate with ASCWD staff and Underground Service Alert (USA) to identify buried utilities within the exploratory area.

A total of three geotechnical borings, one per tank location, will be drilled to a maximum depth of 20 feet, depending on the depth of bedrock encountered. Borings will be advanced using hollow-stem-auger and then rock coring once bedrock is encountered. Bedrock coring will extend a maximum of 10 feet. Soil samples will be collected at 2.5 foot intervals using Standard Penetration Test and Modified California samplers. Representative bulk samples of near surface soil will be collected from the drill cuttings. On completion of field explorations, the borings will be backfilled with near cement grout according to County permit requirements.

A surface based geophysical survey, such as Multichannel Analysis of Surface Waves (MASW) will be used to provide a non-invasive and relatively inexpensive means to estimate average shear wave velocity within the upper 100 feet to determine the site classification.

Laboratory testing to characterize geotechnical properties will be conducted on selected soil samples from the borings. Testing is assumed to consist of the following: natural moisture content and in-situ density, Atterberg Limits, percent finer than #200 sieve, Expansion Index, Unconfined Compression Strength Test on rock samples, corrosion test including minimum resistivity, pH, sulfate, and chloride.

Based on the exploration and laboratory testing, geotechnical conclusions and recommendations will be developed regarding the following: subsurface conditions including depth to groundwater, if encountered; site Class and mapped acceleration parameters in accordance with ASCE 7; criteria for expansive soils, if present; suitable types and depths of foundations; geotechnical criteria for foundation design including allowable bearing pressures, minimum embedment depth, and lateral load capacity of subsurface materials; and estimated total and differential settlement.

The results of the field exploration, laboratory test, and engineering analysis will be presented in a geotechnical engineering report that will include the following: vicinity map; site plan showing boring locations; logs of borings; laboratory test results; interpretation of subsurface conditions; discussion and conclusions for seismic hazards, soil expansion potential, and soil corrosivity; and recommendations for foundation bearing capacity, lateral resistance and settlement, site preparation and grading, and construction considerations.

### **Task 2.3 50% Plans, Specifications, and Estimate**

The 50% design submittal will include civil, structural, mechanical, typical details, and technical specifications for the project. Draft bid item descriptions, work restrictions, and other front-end specifications (Division 0 and 1) will be provided in draft format for ASCWD staff to review.

Carollo will conduct an in-person 50% design review workshop following ASCWD review of the 50% deliverable to solicit stakeholder feedback. Meeting minutes, responses to comments, and updated Decision/Action Item logs will be distributed after the workshop for project record.

### **Task 2.4 90% Plans, Specifications, and Estimate**

Following receipt of all comments on the 50% design submittal, Carollo will prepare the 90% design deliverable. The 90% deliverable will include updated plans, specifications, and technical specifications. Mitigation, monitoring, and reporting program (MMRP) requirement from the environmental documentation process will be provided with this deliverable. Carollo will conduct an in-person 90% design review workshop following ASCWD review of the 90% deliverable to solicit final input. Meeting minutes, responses to comments, and updated Decision/Action Item logs will be distributed after the workshop for project record.

## **Task 2.5 Final Plans, Specifications and Estimate**

Following receipt of all comments on the 90% design submittal, our team will prepare the final (Bid Set) design deliverable. Sealed drawings and specifications will be submitted to ASCWD staff for bid advertisement.

## **Task 3 – Permitting and Related Services**

### **Task 3.1 Environmental Documentation**

Following development of the Project Description, Ascent Environmental (subconsultant) will prepare environmental documentation to comply with CEQA requirements. Ascent will conduct pre-project biological resources surveys and document existing biological conditions in the project area, focusing on areas that could be disturbed during construction. Prior to the field survey, Ascent will review existing data to preliminarily identify special-status animal and plant species and sensitive habitats known or with potential to occur in or near the project area.

Following the initial data review, biologists will prepare field base maps and conduct a field survey to verify information collected during the data review, and supplement that information with current project-specific survey results. Field studies conducted will include: (1) a reconnaissance survey and habitat assessment for terrestrial wildlife and aquatic resources, (2) a reconnaissance survey and habitat assessment for special-status plants and invasive plants/noxious weeds, (3) vegetation community/land cover mapping, and (4) preliminary identification and mapping of potential wetlands and other waters of the US or state and other sensitive habitats that could be affected by project construction.

A set of biological resources maps for the project area will be prepared based on the data review and results of field surveys. Resource maps will display habitat and land cover types, suitable habitat for special-status plants and animals, ad potential wetlands and other waters of the US or state in the project area. Elements of the maps will be incorporated into a Biological Resources Technical Report. The report will summarize the study methods, habitats and land-cover types, sensitive natural communities that may be affect by project activities, special-status aquatic and terrestrial plant and fauna species known or with potential to occur in the project area, the regulatory setting applicable to biological resources for the proposed project, and potential project constraints or permitting issues for biological resources. Both a draft and final version of the report will be prepared.

Ascent will complete a cultural resources survey and memo for the project in support of the CEQA categorical exemption and Section 106 of the National Historic Preservation Act. Ascent will conduct a California Historical Resources Information System records search with a 0.5-mile radius of the proposed project area at the North Central Information Center (NCIC) to identify any previously recorded built environment and archeological resources. Ascent will request a search of the Sacred Lands File be conducted by the Native American Heritage Commission (NAHC) to identify any areas of Native American heritage significance. The NAHC will provide a list of tribal contacts that may have further information regarding the project area. Ascent will send a project informational letter and project map to each federally recognized tribe on the NAHC list.

Ascent's registered professional archaeologist and architectural historian will conduct an intensive pedestrian survey of the project site. The archaeological survey will utilize pedestrian transects spaced at maximum intervals if 15 meters. The architectural survey will record all built-environment features that are 50 years of age and older. The features will be recorded on California Department of Parks and Recreation 523 forms and evaluated for historical significance using the California Register of Historic Resources and National Register of Historic Properties criteria.

Upon completion of the pedestrian survey, Ascent will prepare a memo to document the results of the NCIC records review, the field survey, and historic evaluation. The memo will also provide management recommendations for the proposed project in accordance with the State CEQA Guidelines at Title 14 CCR Section 15064.5 and Section 106 (36 CFR 800). If the locations of sensitive archaeological sites or Native American cultural resources will be depicted or described in the report, it will be considered confidential and may not be distributed to the public. Both a draft and final version of the report will be prepared.

For CEQA purposes, it is anticipated that the proposed improvements will fall within one of several classes of projects that qualify for a categorical exemption (State CEQA Guideline Sections 15300-15331). Ascent will prepare a technical memorandum that documents how the project qualifies for a categorical exemption and describes why none of the exceptions to the exemption apply. The memorandum will incorporate the project description and results of the biological and cultural resources studies. Ascent will provide a draft memorandum and final that addresses any comments. Ascent will also prepare a notice of exemption (NOE) form, consistent with Appendix E of the State CEQA Guidelines. It is assumed that the District will handle the filing of the NOE, as supported by the CEQA memo, with the Placer County Clerk and State Clearinghouse, and arrange for payment of the California Department of Fish and Wildlife filing fee.

The project may include improvements to the existing natural surface roads that provide access to the three tanks. The access road to Tank 3 extends through United State Forest Service (USFS) property. Ascent will coordinate with USFS, Tahoe National Forest to discuss the proposed access improvement and what might be needed from USFS.

### **Task 3.2 DDW Coordination During Design**

Carollo will coordinate with the Division of Drinking Water (DDW) District Engineer to notify them of the project, discuss the anticipated project schedule, and solicit input on the plans and technical specifications during design. An initial meeting with DDW will be scheduled following the 50% review workshop. Carollo will later submit draft plans and specifications to DDW for review. Written responses to DDW comments on the 90% plan set will be submitted to confirm that all requirements of the California Regulations Related to Drinking Water (Waterworks Standards) for distribution reservoirs have been incorporated prior to bidding. Additional DDW coordination efforts during construction are included under Task 5.

## **TASK 4 – BIDDING SUPPORT**

### **Task 4.1 Bid Period Services**

Carollo's project manager will attend the pre-bid conference as scheduled by the ASCWD and note any questions for later response by addendum. Carollo will prepare addenda in response to questions received by ASCWD in writing and will submit the addenda to ASCWD directly for distribution to prospective bidders. After bids are received, Carollo will review the submitted contractor bids and prepare a bid tab evaluation for ASCWD.

## **TIME OF PERFORMANCE**

Carollo will conduct the design phase (Tasks 1 through 3) over an assumed 9-month schedule from Notice to Proceed. The bidding period (Task 4) is assumed to be 1 month duration.

## **PAYMENT**

Payment to the Carollo for services performed under this Agreement shall be based on the attached fee proposal on a time and materials basis. The not-to-exceed cost limit of the Carollo's services shall be **\$412,291**.

## **PROJECT DELIVERABLES**

1. Monthly project status reports and schedule updates.
2. Meeting agendas and minutes.
3. Decision item, action item, and comment log updates.
4. 50% and 90% interim design deliverables (plans, specifications, cost estimate).
5. Final (bid set) plans, specifications, and cost estimate.
6. Draft and Final Biological Resources Report
7. Draft and Final Cultural Resources Memo
8. Draft and Final Categorical Exemption and Notice of Exemption.

## **PROJECT MEETINGS**

1. Kickoff meeting.
2. 50% and 90% deliverable review workshops.
3. 18 bi-weekly teleconference progress meetings.
4. One meeting with DDW.

## **PROJECT ASSUMPTIONS**

1. All deliverables will be provided in electronic (PDF).
2. AutoCAD files will be submitted with the final deliverable.
3. Cost estimates will be prepared in accordance with AACEI guidelines.
4. Technical specifications will be provided in CSI format.
5. Carollo will prepare Division 0 and Division 1 "front end" specifications using Carollo's standard specifications.
6. ASCWD will advertise for bidding and handle distribution of plan sets to prospective bidders.
7. Cathodic protection of buried pipelines is not required.
8. Utility grid power is available at the project site.
9. Mapping and potholing are excluded from this scope of work.
10. Hiring of a 3rd party utility locator is excluded from this scope of work.
11. Geotechnical driller accepts no responsibility for damage to underground facilities that are not accurately located within line exploratory locations.
12. Field exploration will be performed under the direct supervision of our staff. A subcontract geotechnical driller operator will be procured to advance the borings.
13. Field exploration will be performed within the existing property at a location mutually agreeable to the ASCWD within the planned footprints and so that existing site features and utilities are not impacted.
14. Outside agency coordination, other than USFS as described above, is not required.

15. Up to two addenda are assumed under Task 4.
16. ASCWD will receive questions from bidders and provide to Carollo for response.
17. ASCWD will distribute addenda to prospective bidders.
18. Engineering Services During Construction and Construction Management services are excluded from this scope but can be provided under a separate scope if requested by ASCWD.
19. ASCWD shall furnish Carollo available studies, reports, and other data pertinent to Carollo's services; obtain or authorize Carollo to obtain or provide additional reports and data as required; furnish to Carollo services of others required for the performance of Carollo's services hereunder, and Carollo shall be entitled to use and reasonably rely upon all such information and services provided by ASCWD or others in performing Carollo's services under this Agreement.
20. The services to be performed by Carollo are intended solely for the benefit of the ASCWD. No person or entity not a signatory to this Agreement shall be entitled to rely on Carollo's performance of its services hereunder, and no right to assert a claim against Carollo by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or the performance of Carollo's services hereunder.

EXHIBIT B  
ESTIMATED LEVEL OF EFFORT AND FEE  
WATER TANK REPLACEMENT PROJECT  
Alpine Springs County Water District

Task	Job Code	Task Description Bidding Rate (2025 Rates)	CAROLLO LABOR								OTHER DIRECT COSTS			TOTAL	
			Principal-in-Charge	Project Manager	Project Engineer	Structural Engineer	Self Professional	CAD/Design	Neural Processing/Channel	TOTAL LABOR HOURS	SUBTOTAL LABOR COST	PERCE	REPRODUCTION TRAVEL SUB		TOTAL OTHER DIRECT COSTS
			\$184	\$322	\$217	\$312	\$217	\$163	\$115		\$16				
1	01	Project Management Meetings	1	48	8	8	8	8	8	25	\$8,817	\$218	\$208	\$740	\$12,577
	11	Project Management	1	10	8					11	\$3,884	\$175	\$8	\$175	\$4,067
	12	Submittal Meeting/Field Visit	0	8	8					24	\$8,128	\$364	\$290	\$584	\$9,712
2	02	Design and Construction Documents	6	78	128	181	160	339	40	844	\$188,191	\$41,584	\$129,478	\$123,174	\$321,845
	21	Topographical Survey and Utility Mapping	0	4	8	8	8	8	8	20	\$4,568	\$220	\$45,800	\$43,250	\$47,558
	22	Geotechnical Investigation	0	4	12	4	8	8	8	20	\$5,360	\$320	\$58,000	\$58,340	\$64,150
	23	50% Design Documents	2	33	33	84	80	118	18	287	\$62,758	\$8,298	\$4,400	\$10,888	\$73,436
	24	80% Design Documents	2	28	43	84	84	92	18	327	\$77,817	\$5,738	\$2,750	\$7,988	\$85,804
	25	Prepare Bidding Documents	2	7	11	8	18	23	18	84	\$17,887	\$1,338	\$1,150	\$2,438	\$20,338
3	03	Permitting and Related Services	0	8	18	8	12	8	8	30	\$6,165	\$408	\$5,700	\$58,400	\$67,704
	31	Environmental Review and Permitting	0	4	12	8	12	8	8	28	\$5,538	\$448	\$17,982	\$18,440	\$24,876
	33	DDW Coordination During Design	0	4	8	8	8	8	8	10	\$2,830	\$180	\$0	\$180	\$3,290
4	04	Bidding Support	1	4	20	7	12	10	7	51	\$6,222	\$816	\$550	\$4,365	\$11,548
	41	Bid Period Services	1	4	20	7	12	10	7	51	\$6,222	\$816	\$550	\$4,365	\$11,548
		TOTAL ALL TASKS	8	184	172	183	180	348	80	948	\$228,191	\$18,488	\$189,432	\$189,630	\$415,791

# EXHIBIT F6



AGENDA NO: F6

MEETING DATE: 9/12/2025

## Staff Report

**TO:** ASCWD Board of Directors

Date: September 8, 2025

**FROM:** Joe Mueller, General Manager

**SUBJECT:** CONSIDERATION OF ORDINANCE 10-2025 ALPINE SPRINGS COUNTY WATER DISTRICT AMENDING AND MODIFYING DISTRICT'S RULES AND REGULATIONS, RULE 23 APPLICABLE TO WATER SERVICE/CROSS CONNECTIONS, AND CROSS-CONNECTION CONTROL PROGRAM TO PROTECT THE PUBLIC WATER SYSTEM

### **BACKGROUND:**

On December 19, 2023, the State Water Board adopted the Cross-Connection Control Policy Handbook (CCCPH) which took effect on July 1, 2024, and replaces the cross-connection control regulations found in California Code of Regulations (CCR) Title 17. All California public water systems (PWS) are required to comply with the requirements in the CCCPH. The primary objective of the CCCPH is the protection of public health through the establishment of standards intended to ensure drinking water supplies are protected from hazards associated with the backflow of unknown substances into the distribution system.

In accordance with Section 3.1.4(a), Article 1, Chapter 3 of the Cross-Connection Control Policy Handbook, all public water systems must submit a written Cross-Connection Control Plan (CCCP) for State Water Resources Control Board Division of Drinking Water review. A District Ordinance governing the rules and regulations of the CCCP is a required component of the plan.

### **DISCUSSION:**

ASCWD Ordinance 2-88 adopted June 1988, was written to comply with the cross-connection control regulations found in California Code of Regulations (CCR) Title 17 which has been replaced by the Cross-Connection Control Policy Handbook (CCCPH) on July 1, 2024. Ordinance 10-2025 has been written to comply with the CCCPH.

### **FISCAL IMPACT:**

Fiscal impact, if the District fails to remain in compliance with the State Water Resources Control Board Division of Drinking Water directives the District could be subject to fines and penalties.

**RECOMMENDATION:**

Adopt ORDINANCE 10-2025 ALPINE SPRINGS COUNTY WATER DISTRICT AMENDING AND MODIFYING DISTRICT'S RULES AND REGULATIONS, RULE 23 APPLICABLE TO WATER SERVICE/CROSS CONNECTIONS, AND CROSS-CONNECTION CONTROL PROGRAM TO PROTECT THE PUBLIC WATER SYSTEM

**ATTACHMENTS:**

ORDINANCE 10-2025 ALPINE SPRINGS COUNTY WATER DISTRICT AMENDING AND MODIFYING DISTRICT'S RULES AND REGULATIONS, RULE 23 APPLICABLE TO WATER SERVICE/CROSS CONNECTIONS, AND CROSS-CONNECTION CONTROL PROGRAM TO PROTECT THE PUBLIC WATER SYSTEM

**ORDINANCE 10-2025**  
**ALPINE SPRINGS COUNTY WATER DISTRICT**  
**AMENDING AND MODIFYING DISTRICT'S RULES AND REGULATIONS,**  
**RULE 23 APPLICABLE TO WATER SERVICE/CROSS CONNECTIONS,**  
**AND CROSS-CONNECTION CONTROL PROGRAM**  
**TO PROTECT THE PUBLIC WATER SYSTEM**

WHEREAS, Alpine Springs County Water District heretofore enacted Rules and Regulations applicable to water and sewer service therein:

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ALPINE SPRINGS COUNTY WATER DISTRICT AS FOLLOWS:

1. That Rule 23, Paragraphs A thru H of District's Rules and Regulations applicable to water service cross-connections has been amended and modified in accordance with the California State Water Board Cross-Connection Control Policy Handbook.
2. That except as hereinabove amended and modified, the existing Rules and Regulations of the District shall in all other respects remain in full force and effect;
3. That said water cross-connection ordinance as amended and modified hereby, shall become effective as of September 12<sup>TH</sup>, 2025;
4. That copies of this Ordinance amending and modifying the Rules and Regulations available on file at the Alpine Springs County Water District office.

**PASSED and ADOPTED** this 12<sup>th</sup> day of September, 2025 by the following vote:

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

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

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

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

APPROVED:

ATTEST:

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

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

**ORDINANCE 10-2025**  
**ALPINE SPRINGS COUNTY WATER DISTRICT**  
**AMENDING AND MODIFYING DISTRICT'S RULES AND REGULATIONS,**  
**RULE 23 APPLICABLE TO WATER SERVICE/CROSS CONNECTIONS,**  
**AND CROSS-CONNECTION CONTROL PROGRAM**  
**TO PROTECT THE PUBLIC WATER SYSTEM**

WHEREAS, Alpine Springs County Water District heretofore enacted Rules and Regulations applicable to water and sewer service therein:

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ALPINE SPRINGS COUNTY WATER DISTRICT AS FOLLOWS:

1. That Rule 23, Paragraphs A through H of District's Rules and Regulations applicable to water service cross-connections is amended and modified to read as follows:

**SECTION I - PURPOSE**

The purpose of this ordinance is (1) to protect the public water supply against actual or potential contamination through cross connections by isolating sources of contamination that may occur within a water user's premises because of some undiscovered or unauthorized cross connection on the premises; (2) eliminate existing connections between drinking water systems and other sources of water that are not approved as safe and potable for human consumption; (3) to eliminate cross-connections between drinking water systems and sources of contamination; (4) to prevent the making of cross-connections in the future.

These regulations are adopted pursuant to the Cross- Connection Control Policy Handbook. It is unlawful for any person, firm, or corporation at any time to make or maintain or cause to be made or maintained, temporarily or permanently, for any period of time whatsoever, any cross-connection between plumbing pipes or water fixtures being served with water by the Alpine Springs County Water District water department and any other source of water supply or to maintain any sanitary fixture or other appurtenances or fixtures which, by reason of their construction, may cause or allow backflow of water or other substances into the water supply system of the Alpine Springs County Water District and/or the service of water pipes or fixtures of any consumer of the Alpine Springs County Water District.

**SECTION II - DEFINITIONS**

- A. Air-Gap Separation: The term "air-gap separation" means a physical break between a supply pipe and a receiving vessel. The air-gap shall be at least double the diameter of the supply pipe measured vertically above the tip rim of the vessel, in no case less than one inch.
- B. Approved Backflow Prevention Device: The term "Approved backflow prevention device" shall mean devices which have passed laboratory and field evaluation tests performed by a recognized testing organization which has demonstrated their competency to perform such tests to the California Department of Health Services.

- C. **Approved Water Supply:** The term "approved water supply" means any water supply whose potability is regulated by a State or local health agency.
- D. **Auxiliary Supply:** The term "auxiliary supply" means any water supply on or available to the premises other than the approved water supply, ie., Ski Area Pond.
- E. **AWWA Standard:** The term "AWWA Standard" means an official standard developed and approved by the American Water Works Association (AWWA).
- F. **Backflow:** The term "backflow" shall mean a flow condition, caused by a differential in pressure, that causes the flow of water or other liquids, gases, mixtures or substances into the distributing pipes of a potable supply of water from any source or sources other than an approved water supply source. Back siphonage is one cause of backflow. Back pressure is the other cause.
- G. **Contamination:** The term "contamination" means a degradation of the quality of the potable water by any foreign substance which creates a hazard to the public health, or which may impair the quality of the water.
- H. **Cross-Connection:** The term "cross-connection" as used in this Ordinance means any unprotected, actual, or potential connection between a potable water system used to supply water for drinking purposes and a source or system containing unapproved water, or a substance that is not or cannot be approved as safe, wholesome, and potable. By-pass arrangements, jumper connections, removable sections, swivel or changeover devices, or other devices through which backflow could occur, shall be considered to be cross-connections.
- I. **Double Check Valve Assembly:** The term "double check valve assembly" means an assembly of at least two independently acting check valves including tightly closing shut-off valves on each side of the check valve assembly and test cocks available for testing the watertightness of each check valve.
- J. **Health Agency:** The term "health agency" means the California Department of Health Services, or the local health agency with respect to a small water system.
- K. **Local Health Agency:** The term "local health agency" means the county or city health authority.
- L. **Person:** The term "person" means an individual, corporation, company, association, partnership, municipality, public utility, or other public body or institution.
- M. **Premises:** The term "premises" means any and all areas on a water user's property which are served or have the potential to be served by the public water system.
- N. **Public Water System:** The term "public water system" means a system for the provision of piped water to the public for human consumption that has five or more service connections or regularly serves an average of 25 individuals daily at least 60 days out of the year.
- O. **Reclaimed Water:** The term "reclaimed water" means a wastewater which, as a result of treatment, is suitable for uses other than potable use.
- P. **Reduced Pressure Principle Backflow Prevention Device:** The term "reduced pressure principle backflow prevention device" means a device incorporating two or more check valves and an automatically operating differential relief valve located between the two checks, a tightly closing shut-off valve on each side of the check valve assembly, and equipped with necessary test cocks for testing.
- Q. **Service Connection:** The term "service connection" refers to the point of connection of a user's piping to the water supplier's facilities.

- R. Water Supplier: The term "water supplier" means the Alpine Springs County Water District.
- S. Water User: The term "water user" means any person obtaining water from an approved water supply system.

### **SECTION III - CROSS-CONNECTION PROTECTION REQUIREMENTS**

#### **A. General Provisions**

1. Unprotected cross-connections with the public water supply are prohibited.
2. Whenever backflow protection has been found necessary, the Alpine Springs County Water District will require the water user to install an approved backflow prevention device by and at his expense for continued services or before a new service will be granted.
3. Wherever backflow protection has been found necessary on a water supply line entering a water user's premises, then any and all water supply lines from the Alpine Springs County Water District's mains entering such premises, buildings, or structures shall be protected by an approved backflow prevention device. The type of device to be installed will be in accordance with the requirements of this ordinance.

#### **B. Where Protection is Required**

1. Each service connection from the Alpine Springs County Water District water system for supplying water to premises having an auxiliary water supply shall be protected against backflow of water from the premises into the public water system unless the auxiliary water supply is accepted as an additional source by the Alpine Springs County Water District, and is approved by the public health agency having jurisdiction.
2. Each service connection from the Alpine Springs County Water District water system for supplying water to any premises on which any substance is handled in such fashion as may allow its entry into the water system shall be protected against backflow of the water from the premises into the public system. This shall include the handling of process waters and waters originating from the Alpine Springs County Water District water system which have been subjected to deterioration in sanitary quality.
3. Backflow prevention devices shall be installed on the service connection to any premises having (a) internal cross-connections that cannot be permanently corrected and controlled to the satisfaction of the state or local health department and the Alpine Springs County Water District, or (b) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not cross-connections exist.

#### **C. Type of Protection Required**

1. The type of protection that shall be provided to prevent backflow into the approved water supply shall commensurate with the degree of hazard that exists on the consumer's premises. The type of protective device that may be required (listing in an increasing level of protection) includes: Double Check Valve Assembly (DC), Reduced Pressure Principle Backflow Prevention Device (RP), and an Air-gap Separation (AG). The water user may choose a higher

level of protection than required by the Alpine Springs County Water District. The minimum types of backflow protection required to protect the approved water supply, at the user's water connection to premises with varying degrees of hazard are given in Table 1. Situations which are not covered in Table 1 shall be evaluated on a case by case basis and the appropriate backflow protection shall be determined by the Alpine Springs County Water District or health agency.

**Table 1        TYPE OF BACKFLOW PROTECTION REQUIRED**

**(a) Sewage and Hazardous Substances**

(1) Premises where the public water system is used to supplement the reclaimed water supply.

Type of Backflow Prevention AG

(2) Premises where there are wastewater pumping and/or treatment plants and there is no interconnection with the potable water system. This does not include a single family residence that has a sewage lift pump. A RP may be provided in lieu of an AG if approved by the health agency and the Alpine Springs County Water District.        Type of Backflow Prevention

AG

(3) Premises where reclaimed water is used and there is no interconnection with the potable water system. A PR may be provided in lieu of an AG if approved by the health agency and the Alpine Springs County Water District. Type of Backflow Prevention        AG

(4) Premises where hazardous substances are handled in any manner in which the substances may enter a potable water system. This does not include a single family residence that has a sewage lift pump. A RP may be provided in lieu of an AG if approved by the health agency and the Alpine Springs County Water District.        Type of Backflow Prevention        AG

(5) Premises where there are irrigation systems into which fertilizers, herbicides, or pesticides are, or can be, injected.        Type of Backflow Prevention RP

**b) Auxiliary Water Supplies**

(1) Premises where there is an unapproved auxiliary water supply which is interconnected with the public water system. A RP or DC may be provided in lieu of an AG if approved by the health agency and the Alpine Springs County Water District.        Type of Backflow Prevention

AG

(2) Premises where there is an unapproved auxiliary water supply and there are no interconnections with the public water system. A DC may be provided in lieu of a RP if approved by the health agency and Alpine Springs County Water District. Type of Backflow Prevention        RP

**(c) Fire Protection Systems**

(1) Premises where the fire system is directly supplied from the public water system and there is an unapproved auxiliary water supply on or to the premises (not interconnected). Type of Backflow Prevention DC

(2) Premises where the fire system is supplied from the public water system and interconnected with an unapproved auxiliary water supply. A RP may be provided in lieu of an AG if approved

by the health agency and Alpine Springs County Water District. Type of Backflow Prevention  
AG

(3) Premises where the fire system is supplied from the public water system and where either elevated storage tanks or fire pumps which take suction from the private reservoirs or tanks are used. Type of Backflow Prevention DC

**(d) Dockside Watering Points and Marine Facilities** Type of Backflow Prevention DC

(1) Pier hydrants for supplying water to vessels for any purpose. Type of Backflow Prevention  
RP

(2) Premises where there are marine facilities. Type of Backflow Prevention RP

**(e) Premises where entry is restricted so that inspections for cross-connections cannot be made with sufficient frequency or at sufficiently short notice to ensure that cross-connections do not exist.** Type of Backflow Prevention RP

**(f) Premises where there is a repeated history of re-established.** Type of Backflow Prevention  
RP

2. Two or more services supplying water from different street mains to the same building, structure, or premises through which an inter street main flow may occur, shall have at least a standard check-valve on each water service to be located adjacent to and on the property side of the respective meters. Such check valve shall not be considered adequate if backflow protection is deemed necessary to protect the Alpine Springs County Water District's mains from pollution or contamination; in such cases the installation of approved backflow devices at such service connections shall be required.

## **SECTION IV - BACKFLOW PREVENTION DEVICES**

### **A. Approved Backflow Prevention Devices**

1. Only backflow prevention devices which have been approved by the Alpine Springs County Water District shall be acceptable for installation by a water user connected to the Alpine Springs County Water District's potable water system.

2. The Alpine Springs County Water District will provide, upon request, to any affected customer with a list of approved backflow prevention devices.

### **B. Backflow Prevention Devices Installation**

1. Backflow prevention devices shall be installed in a manner that meets all applicable California Codes. Location of the devices should be as close as practical to the user's connection. The Alpine Springs County Water District shall have the final authority in determining the required location of a backflow prevention device.

a. **AIR-GAP SEPARATION (AG)** - The air-gap separation shall be located on the user's side of and as close to the service connection as is practical. All piping from the service connection to the receiving tank shall be above grade and be entirely visible. No water use shall be provided

from any point between the service connection and the air-gap separation. The water inlet piping shall terminate a distance of at least two (2) pipe diameters of the supply inlet, but in no case less than one (1) inch above the overflow rim of the receiving tank.

b. **REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION DEVICE (RP)** - The approved reduced pressure principle backflow prevention device shall be installed on the user's side of and as close to the service connection as is practical. The device shall be installed a minimum of twelve inches (12") above grade and not more than thirty-six (36") above grade measured from the bottom of the device and with a minimum of twelve inches (12") side clearance. The device shall be installed so that it is readily accessible for maintenance and testing. Water supplied from any point between the service connection and the RP device shall be protected in a manner approved by the Alpine Springs County Water District.

c. **DOUBLE CHECK VALVE ASSEMBLY (DC)** - The approved double check valve assembly shall be located as close as practical to the user's connection and shall be installed above grade, if possible, and in a manner where it is readily accessible for testing and maintenance. If a double check valve assembly is put below grade it must be installed in a vault such that there is a minimum of six inches (6") between the bottom of the vault and the bottom of the device, so that the top of the device is no more than a maximum of eight inches (8") below grade, so there is a minimum of six inches (6") of clearance between the side of the device with the test cocks and the side of the vault, and so there is a minimum of three inches (3") clearance between the other side of the device and the side of the vault. Special consideration must be given to double check valve assemblies of the "Y" type. These devices must be installed on their "side" with the test cocks in a vertical position so that either check valve may be removed for service without removing the device. Vaults which do not have an integrated bottom must be placed on a three inch (3") layer of gravel.

### **C. Backflow Prevention Device Testing and Maintenance**

1. The owners of any premises on which, or on account of which, backflow prevention devices are installed, shall have the devices tested by a person who had demonstrated their competency in testing of these devices to the Alpine Springs County Water District. Backflow prevention devices must be tested at least annually and immediately after installation, relocation or repair. The Alpine Springs County Water District may require a more frequent testing schedule if it is determined to be necessary. No device shall be placed back in service unless it is functioning as required. A report in a form acceptable to the Alpine Springs County Water District shall be filed with the Alpine Springs County Water District each time a device is tested, relocated, or repaired. These devices shall be serviced, overhauled, or replaced whenever they are found to be defective and all costs of testing, repair, and maintenance shall be borne by the water user.

2. The Alpine Springs County Water District will supply affected water users with a list of persons acceptable to the Alpine Springs County Water District to test backflow prevention devices. The Alpine Springs County Water District will notify affected customers by mail when annual testing of a device is needed and also supply users with the necessary forms which must be filled out each time a device is tested or repaired.

#### **D. Backflow Prevention Device Removal**

1. Approval must be obtained from the Alpine Springs County Water District before a backflow prevention device is removed, relocated, or replaced.
  - a. Removal: The use of a device may be discontinued and the device removed from service upon presentation of sufficient evidence to the Alpine Springs County Water District to verify that a hazard no longer exists or is not likely to be created in the future;
  - b. Relocation: A device may be relocated following confirmation by the Alpine Springs County Water District that the relocation will continue to provide the required protection and satisfy installation requirements. A retest will be required following the relocation of the device;
  - c. Repair: A device may be removed for repair, provided the water use is either discontinued until repair is completed and the device is returned to service, or the service connection is equipped with other backflow protection approved by the Alpine Springs County Water District. A retest will be required following the repair of the device.
  - d. Replacement: A device may be removed and replaced provided the water use is discontinued until the replacement device is installed. All replacement devices must be approved by the Alpine Springs County Water District and must be commensurate with the degree of hazard involved.

#### **SECTION V - USER SUPERVISOR**

At each premises where it is necessary, in the opinion of the Alpine Springs County Water District, a user supervisor shall be designated by and at the expense of the water user. This user supervisor shall be responsible for the monitoring of the backflow prevention devices and for avoidance of cross-connections. In the event of contamination or pollution of the drinking water system due to a cross-connection of the premises, the Alpine Springs County Water District shall be promptly notified by the user supervisor so that appropriate measures may be taken to overcome the contamination. The water user shall inform the Alpine Springs County Water District of the user supervisor's identity on, as a minimum, an annual basis and whenever a change occurs.

#### **SECTION VI - ADMINISTRATIVE PROCEDURES**

##### **A. water System survey**

1. The Alpine Springs County Water District shall review all requests for new services to determine if backflow protection is needed. Plans and specifications must be submitted to the Alpine Springs County Water District upon request for review of possible cross-connection hazards as a condition of service for new service connections. If it is determined that a backflow prevention device is necessary to protect the public water system, the required device must be installed before service will be granted.
2. The Alpine Springs County Water District may require an on-premise inspection to evaluate cross connection hazards. The Alpine Springs County Water District will transmit a written notice requesting an inspection appointment to each affected water user.

Any water user who cannot or will not allow an on premise inspection of his piping system shall be required to install the backflow prevention device the Alpine Springs County Water District considers necessary.

3. The Alpine Springs County Water District may, at its discretion, require a reinspection for cross connection hazards of any premise to which it serves water. The Alpine Springs County water District will transmit a written notice requesting an inspection appointment to each affected water user. Any water user who cannot or will not allow an on-premise inspection of his piping system shall be required to install the backflow prevention device the Alpine Springs County Water District considers necessary.

#### Customer Notification - Device Installation

1. The Alpine Springs County Water District will notify the water user of the survey findings, listing the corrective actions to be taken if any are required. A period of 60 days will be given to complete all corrective actions required, including installation of backflow prevention devices.
2. A second notice will be sent to each water user who does not take the required corrective actions prescribed in the first notice within the 60 days period allowed. The second notice will give the water user a two week period to take the required corrective action. If no action is taken within the 2 week period the Alpine Springs County Water District may terminate water service to the affected water user until the required corrective actions are taken.

#### Customer Notification - Testing and Maintenance

1. The Alpine Springs County Water District will notify each affected water user annually for the backflow prevention device installed testing report. This written notice shall be given each year for the calendar year ensuring the device has been tested and the necessary form submitted to the Alpine Springs County Water District.
2. A second notice shall be sent to each water user which does not have his/her backflow prevention device tested as prescribed in the first notice within the 30 day period allowed. The second notice will give the water user a two week period to have his/her backflow prevention device tested. If no action is taken within the 2 week period the Alpine Springs County Water District may terminate water service to the affected water user until the subject device is tested.

## **SECTION VII - WATER SERVICE TERMINATION**

### **A. General**

When the Alpine Springs County Water District encounters water users that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated, the Alpine Springs County Water District shall institute the procedure for discontinuing the Alpine Springs County Water District water service.

### **B. Basis For Termination**

Conditions or water users that create a basis for water service termination shall include, but are not limited to, the following items:

1. Refusal to install a required backflow prevention device,
2. Refusal to test a backflow prevention device,
3. Refusal to repair a faulty backflow prevention device,
4. Refusal to replace a faulty backflow prevention device,
5. Direct or indirect connection between the public water system and a sewer line,
6. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants,
7. Unprotected direct or indirect connection between the public water system and an auxiliary water system,
8. A situation which presents an immediate health hazard to the public water system.

#### C. Water Service Termination Procedures

1. For conditions 1, 2, 3, 4, the Alpine Springs County Water District will terminate service to a customer's premise after 2 written notices have been sent specifying the corrective action needed and the time period in which it must be done. If no action is taken within the allowed time period water service may be terminated.

2. For conditions 5, 6, 7, or 8, the Alpine Springs County Water District will take the following steps:

- a. Make reasonable effort to advise water user of intent to terminate water service:
- b. Terminate water supply and lock service valve. The water service will remain inactive until correction of violations has been approved by the Alpine Springs County Water District.

### **SECTION VIII - REQUIREMENTS FOR THE CERTIFICATION AS A BACKFLOW PREVENTION DEVICE TESTER**

Testing must be performed by a certified backflow assembly tester, possessing a valid Cal-Nevada A.W.W.A. certified backflow assembly tester card.

### **SECTION IX – SEVERABILITY**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Ordinance, or any part thereof, is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The Alpine Springs County Water District Board of Directors hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared invalid.

### **SECTION X - EFFECTIVE DATE**

1. That except as hereinabove amended and modified, the existing Rules and Regulations of the Alpine Springs County Water District shall in all other respects remain in full force and effect.
2. That said water cross-connections ordinance and modified hereby, shall become effective as of September 12<sup>th</sup>, 2025.
3. Copies of this Ordinance are available on file at the Alpine Springs County Water District office.

# EXHIBIT F7



AGENDA NO: F7

MEETING DATE: 9/12/2025

## Staff Report

**TO:** ASCWD Board of Directors Date: September 4, 2025  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** Consider for approval District Budget and Finance Policy 2.4.0 Contracts and Agreements Authorization, Replacing District Administration and Personnel Policy 4.11.0.

### **DISCUSSION:**

Members of both the District Administration and Personnel (A&P) Committee and District Budget and Finance (B&F) Committee performed a review of Administration and Personnel Policy 4.11.0. All agreed that updates were warranted and that a more appropriate place for such a policy to reside would be under the Budget and Finance Committee. As such the Administration and Personnel Policy 4.11.0, Agreement Negotiations was rewritten as Budget and Finance Policy 2.4.0, Contracts and Agreements Authorization.

The Draft Budget and Finance Policy 2.4.0, Contracts and Agreements Authorization is on the Budget and Finance Committee agenda for September 11<sup>th</sup>, 2025, for their review and possible approval recommendation. Comments and any recommendations will have been included in the B&F report.

Policy 2.4.0 concentrates on clarifying the District's General Managers authorization of Contracts and Agreements. Both policy 2.4.0 and policy 4.11.0, which it is intended to replace are provided as attachments for the Board to review and easily identify the recommended changes and updates.

### **RECOMMENDATION:**

Staff recommend that the Board approve the District Budget and Finance Policy 2.4.0, Contracts and Agreements Authorization, replacing District Administration and Personnel Policy 4.11.0.

### **FISCAL IMPACT:**

No fiscal impact

### **Attachments:**

1. Current ASCWD Administration and Personnel Policy 4.11.0, Agreement Negotiations
2. Draft ASCWD Budget and Finance Policy 2.4.0, Contracts and Agreements Authorization

**Policy Number: 4.11.0**

**Title: Agreement Negotiations**

**Introduction:**

This policy has been developed to establish how agreements for the District are to be negotiated and the process by which they are ratified.

**Ends:**

1. From time to time, the District needs to negotiate agreement with other parties. At times, it may not be in the best interest of the District, nor be appropriate that members of the Board, participate in such matters. At these times, the Board, at its discretion, shall direct the General Manager to undertake these negotiations.
2. The GM is authorized to negotiate and execute for the benefit of the District any and all contracts and agreements which meet the following criteria:
  - a. The aggregate amount of indebtedness or final obligation of the District in reference to any one such contract or agreement shall not exceed the amount of \$7,500.00.
  - b. The contract or agreement shall be within the approved budget of the District.
3. On a regular basis, the General Manager shall report to the Board on the progress of ongoing negotiations.
4. Upon completion of the negotiations by the General Manager, the General Manager shall present the agreement for consideration by the Board. This presentation will be completed in closed session, if applicable. The Board will then direct the General Manager to continue the negotiations, ratify the proposed agreement or cancel further negotiations with the other party(ies).

**Responsibility:**

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

## **DRAFT**

**Policy Number:** 2.4.0

### **Title: Contracts And Agreements Authorization**

#### **Introduction:**

This policy has been developed to establish how contracts, agreements, and spending authorization for the District are to be processed.

#### **Ends:**

1. In order to perform the day-to-day business of the District: contractor, vendor, service providers and professional service contracts and agreements must be negotiated and executed (written and unwritten).
2. The GM is authorized to negotiate and execute for the benefit of the District any and all contracts and agreements which meet the following criteria:
  - a. The aggregate amount of indebtedness or final obligation of the District in reference to any one such contract or agreement shall not exceed the amount of \$50,000.00, this criteria shall not apply to maintenance, repair, emergency work, and what would be considered typical routine District activities.
  - b. The contract or agreement shall be within the approved budget of the District.
3. For all Contracts and Agreements that are outside the listed criteria above, the General Manager shall present the contract or agreement for consideration by the Board. The Board will then provide direction to the General Manager by authorizing the execution of the proposed contract or agreement, or other actions as directed by the board.
4. On an annual basis, the General Manager shall present to the Board a breakdown of all District contracts and the associated District obligation.

#### **Responsibility:**

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