

---

## ALPINE SPRINGS COUNTY WATER DISTRICT

---

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

### PUBLIC NOTICE

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

**Date:** Friday, April 11<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 April 8<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: 871 3622 9620; passcode: 954353; Times listed are approximate.

Join Zoom Meeting:

<https://us06web.zoom.us/j/87136229620?pwd=2lcl4CPQC1qmAezbwWUJkJ7adYJ2lG.1>

#### **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.

---

## **ALPINE SPRINGS COUNTY WATER DISTRICT**

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

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

#### **C1) MARCH REGULAR BOARD MEETING**

The Board shall review and vote to approve the minutes of the Regular Board meeting of March 14<sup>th</sup>, 2025.

### **D. DEPARTMENT REPORTS**

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

Mike Dobrowski, CPA, shall discuss the March 2025 monthly financial statements highlighting outstanding issues. The Chair of the Budget & Finance Committee shall comment on the Committee's review of the statements. The Board shall vote to accept the financial statements and to approve the monthly (reports) expenditures.

#### **D2) FIRE DEPARTMENT REPORT**

Chief Leighton, or his designee, shall report on the March 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 March 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 March 2025 Water/Sewer Report.

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

The Board of Directors meeting was held on March 12<sup>th</sup> and March 19<sup>th</sup>, 2025, meeting summaries attached.

### **E. COMMITTEE REPORTS**

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

Met April 10<sup>th</sup>, the previous month March 13<sup>th</sup>, 2025, B&F report is attached.

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

Met March 31<sup>st</sup>, report attached.

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

No Meeting

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

No Meeting

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

#### **F1) PLACER LAFCO VOTE FOR SPECIAL DISTRICT REPRESENTATIVE**

Review the nominations and vote for one candidate to fill the Placer LAFCO regular special district seat.

#### **F2) DRAFT TTSA LAND USE PRINCIPLES**

Review and provide comments on the draft TTSA Land use Principles.

#### **F3) DISTRICT PARK USE FEES**

Consider for approval the District Park Use 2025 Fee Schedule as discussed and recommended by the Park, Recreation, and Greenbelt Committee at their March 31<sup>st</sup> meeting.

---

## **ALPINE SPRINGS COUNTY WATER DISTRICT**

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

- F4) DISTRICT PARK POLICY 6.0.0, 6.3.0, AND 6.4.0**  
Consider for approval updates to the District Park Policy's 6.0.0, 6.3.0, AND 6.4.0 as discussed and recommended by the Park, Recreation, and Greenbelt Committee at their March 31<sup>st</sup> meeting.
- F5) DISTRICT BUDGET AND FINANCE POLICY 2.13.0**  
Consider for approval updates to the District Budget and Finance Policy 2.13.0 as discussed and recommended by the Budget and Finance Committee at their April 10<sup>th</sup> meeting.

### **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 the remaining agenda items to the next regularly scheduled meeting.

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

I certify that on or before Tuesday April 8<sup>th</sup>, 2025, at 9:00 a.m., I personally posted and forwarded agendas as requested.

---

Joe Mueller, General Manager  
Alpine Springs County Water District

# EXHIBIT C1

**ALPINE SPRINGS COUNTY WATER DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
March 14, 2025**

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

President Grant called the meeting to order at 9:06 AM.

Directors Present: President Janet S. Grant, Bert Clement,. Robert Tetrault. York arrived at 9:19 AM. Evan Salke joined at 9:43 AM. AB 2449 states that a Board member can attend remotely without posting the location in advance for cause, including a potential contagious illness. There was consensus that this condition has been met.

Directors Absent: None

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

Guests included CPA Mike Dobrowski and Alan Whisler from NTFPD

**B. PUBLIC COMMENT**

There were no comments.

**C. APPROVAL OF MINUTES**

**C1) JANUARY SPECIAL BOARD MEETING AND FEBRUARY REGULAR BOARD MEETING**

It was moved by Tetrault and seconded by Clement to approve the minutes of the January 2025 Special Board meeting and the February 14, 2025 Regular Board meeting as presented. Motion carried unanimously.

**D. DEPARTMENT REPORTS**

**D1) FINANCIAL REPORT**

District CPA Mike Dobrowski presented the financial reports as of February 28, 2025. Although the Plumas account shows a negative balance, it is due to the timing of payments and transfers. Accounts receivable are less than this time last year.

It was moved by Tetrault and seconded by Clement to approve the financial reports through February 28, 2025 as presented. Motion carried unanimously.

It was moved by Tetrault and seconded by Clement to approve payment of checks #34048 – 34077 200029 – 200031, payroll, and electronic fund transfers. Motion carried unanimously.

**D2) FIRE DEPARTMENT REPORT**

Alan Whisler presented the NTFPD call report for the month of February. He reviewed staffing for summer, noting NTFPD will be providing chipping for community work days. The schedule is still being determined.

**D3) GENERAL MANAGER'S REPORT**

Mueller presented the February 2025 General Manager and Office Activities Report. He continues to work with the Alpenglow development team and evaluate options for funding the utility relocations. There could be impacts to rates.

1 Mueller described the challenges with the pump house and how they are being addressed as cost  
2 effectively as possible without replacing the pump.

3  
4 Of the ten resumes received for the operator position, eight are from qualified operators who will  
5 continue through the recruitment process.

6  
7 Mueller received an email from John Moise about a community clean-up day on District land.  
8 ASCWD's forester has indicated a CEQA review would be required because District staff is not doing  
9 the work. Other areas for work will be considered by the Park, Recreation, and Greenbelt Committee.

#### 10 11 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

12 Mueller presented the February 2025 Water/Wastewater Report, including maintenance and repairs  
13 addressed during the month..

#### 14 15 **D5) TTSA REPORT**

16 Clement reported on the February 19, 2025 meeting. He noted agenda items to consider the best way to  
17 finance upcoming capital projects. The general manager is retiring in July. Clement is on the Search  
18 Committee for his replacement.

### 19 20 **E. COMMITTEE REPORTS**

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

22 Grant reported on the March 13, 2025 Budget & Finance Committee meeting. The Treasurer's Report  
23 was reviewed. The CLASS account is working well as a mechanism to earn interest and transfer funds  
24 as needed.

25  
26 The Committee has considered options to meet on Wednesdays prior to Thursday meetings, but given  
27 Committee member schedules, that is not possible. Later today, the meeting time and day were  
28 revisited.

29  
30 The Committee is reviewing policies and will make recommendations if they identify any changes to  
31 be made. Salke encouraged all Board members to review them as well.

32  
33 In response to a question, Grant and Mueller described how funds from Reserves are used. For the  
34 most part, Reserves are used for emergencies since most capital projects are included in the annual  
35 budget. Unlike a homeowner's association, a Reserve Study is not required.

#### 36 37 **E2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

38 This Committee did not meet. York is hoping to convene a meeting the first week of April.

#### 39 40 **E3) LONG RANGE PLANNING COMMITTEE (DIRECTOR TETRAULT)**

41 This Committee did not meet.

#### 42 43 **E4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR CLEMENT)**

44 This Committee did not meet.

### 45 46 **F. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

#### 47 **F1) CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) CALL FOR** 48 **NOMINATIONS**

49 There were no nominations.

1           **F2)    RESOLUTION #4-2025 ANNUAL ADOPTION OF THE DISTRICT**  
2           **INVESTMENT POLICY**

3 Grant reported the Finance Committee recommends adoption of the FY 2025/26 investment policy.  
4

5 **It was moved by Tetrault and seconded by York to adopt Resolution #4-2025, the District**  
6 **Investment Policy, and rescind Resolution #4-2024. Motion carried unanimously by roll call vote.**  
7

8           **F3)    BUDGET AND FINANCE COMMITTEE AND REGULAR MEETINGS OF**  
9           **THE BOARD OF DIRECTORS**

10 Grant reiterated the challenges Budget and Finance Committee members are having trying to identify a  
11 meeting date given last month's decision to move meetings to Thursdays at 10:00 AM. Discussion  
12 followed as the pros and cons of the new day and time were considered and the impacts to various  
13 schedules. A variety of scenarios and options were considered.  
14

15 There was consensus to keep the regularly scheduled Board meetings on the second Friday of the  
16 month at 9:00 AM. Budget and Finance will continue to meet the Thursday before. This schedule may  
17 be revisited at the end of the year.  
18

19           **G.     CORRESPONDENCE TO THE BOARD**

20 No correspondence was presented.  
21

22           **H.     CLOSED SESSION**

23 Closed Session was not convened.  
24

25           **I.     DIRECTORS' COMMENTS**

26 York announced the Easter Egg hunt is scheduled for April 19, 2025.  
27

28 Salke will investigate options to purchase an Owl for electronic meetings.  
29

30           **J.     ADJOURNMENT**

31 There being no further business to come before the Board, the meeting was adjourned at 10:29 AM.  
32 The next regularly scheduled Board meeting is April 11, 2025 at 9:00 AM.  
33

34 Respectfully Submitted,

35 Judy Friedman

36 Recording Secretary

37 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

# EXHIBIT D1



**Subject:**     *March 2025 Month End Review*

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

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

**Prepared by:**     *Michael J. Dobrowski, CPA 04/08/25*

On a year-to-date basis our net income was \$192,525 more than the prior fiscal year. This is primarily due to the increase in water, sewer and garbage revenues. Net income was \$407,989 favorable to budget on a year-to-date basis. As of the end of the month the accounts receivable balance was \$24,981, \$15,591 less than March 2024.

Our cash and investments position has increased by \$783,715 from 03/31/24 and decreased by \$63,581 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.

**Cash reserved for Capital –**         **\$0 + \$210,303 = \$210,304**

                                  Prior Year + (10% of annual revenues (\$2,478,278-375,237) less Garbage)

**Cash available for operations –**         **\$2,655,003**

                                  (Remaining balance \$2,865,307-210,304)

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

                                  Working with CalPers to reestablish Website access to pay health insurance and pension.

<b>Work in Progress Accounts</b>	<b>Current Year</b>	<b>Total</b>
Admin Office ADA Compliant	4,512	4,512
Alpine Estates Well #1 Rehab	60,047	60,047
Water Tank Inspection & Evaluation	<u>58,733</u>	<u>58,733</u>
Total	\$123,292	\$ 123,292

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

<b>Sick and General Leave</b>	
Sick leave Hours	343.50 Hrs.
General leave Hours and Dollars	370.13 Hrs. \$ 32,371.01

<b>Prepays</b>	
Placer Co. Env. Health Permit (5394.05) @ \$82.00 3 months	\$ 246.00
Garbage Contract (5404.02) 0 Mo. @ \$19,154.59	\$ 0.00
Healthplan Services (51031&41) (171.45+208.05) 0 month	\$ 0.00
SDRMA Insurance (5120.00) 3 months @ \$3,600.62	\$ 10,801.84
SDRMA (5120.00) Worker's Comp 3 months @ \$1,768.10	\$ 5,304.31
CSDA (5168) 9 mo @ \$719.75 (Jan-Dec)	<u>\$ 6,477.75</u>
Total	\$ 22,829.90

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

**Last disbursement issued from prior financial reports.**

<u>Date</u>	<u>Check or EFT #</u>	<u>Amount</u>	<u>Vendor</u>
03/05/25	ACH030525	\$2,353.51	CalPERS (Active)

**Benefits Breakdown (YTD)**

Health & Life Ins. (Active)	\$38,057.74
Health Ins. (Retired)	16,263.37
Pension (Employee 7.75%)	23,952.07 (Employer 7.68% Effective 07/01/23)
Payroll Taxes	7,067.45
Health plan co-ins.	<u>3,102.25</u>
Total	\$88,442.88

**Cash Requirements for payroll.**

<u>Pay Date</u>	<u>Amount</u>
03/06/25	\$18,695.89
03/20/25	\$17,200.47
04/03/25	\$18,449.42

6:29 AM  
04/08/25  
Accrual Basis

**Alpine Springs County Water District**  
**Profit & Loss Prev Year Comparison**  
July 2024 through March 2025

	<u>Jul '24 - Mar 25</u>	<u>Jul '23 - Mar 24</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Water Revenue	1,038,108	897,812	140,296	16%
Connection Fees	27,166	39,773	(12,607)	(32)%
Sewer Revenue	432,919	388,377	44,542	12%
Garbage Revenue	375,237	358,374	16,864	5%
Park Revenue	9,865	21,505	(11,640)	(54)%
Fire Mitigation Fees	973	17,026	(16,052)	(94)%
Property Tax Revenue	567,037	531,378	35,660	7%
Other Revenue	26,971	26,386	585	2%
<b>Total Income</b>	<b>2,478,278</b>	<b>2,280,631</b>	<b>197,647</b>	<b>9%</b>
<b>Gross Profit</b>	<b>2,478,278</b>	<b>2,280,631</b>	<b>197,647</b>	<b>9%</b>
<b>Expense</b>				
Salaries and Wages - Admin	201,738	182,868	18,870	10%
Salaries and Wages - O&M	151,900	180,552	(28,652)	(16)%
Benefits - Office	27,484	23,204	4,280	19%
Benefits - O&M	57,857	68,279	(10,423)	(15)%
Health Plan Co-Insurance	3,102	1,695	1,408	83%
Directors' Fees	8,025	7,925	100	1%
Insurance - Administration	47,490	43,193	4,297	10%
Park Expenditures	14,883	3,665	11,218	306%
Parts/Tools/Misc. Equip	15,644	18,204	(2,560)	(14)%
Postage and Delivery	2,360	2,239	121	5%
Cleaning	0	2,760	(2,760)	(100)%
Newsletter and Printing	1,532	1,601	(69)	(4)%
Office Expense	10,343	9,393	951	10%
Dues and Subscriptions	8,835	3,793	5,042	133%
Bank and Collection Fees	2,425	2,975	(550)	(19)%
Analytical Testing	8,980	7,717	1,263	16%
Accounting Fees	54,726	52,789	1,938	4%
Audit	24,544	22,145	2,399	11%
Legal Fees	1,589	6,431	(4,842)	(75)%
Consultants-Misc.	7,254	4,719	2,536	54%
NTFD Contract	513,348	477,502	35,846	8%
Fire Fuel Management Fee	14,276	0	14,276	100%

6:29 AM  
04/08/25  
Accrual Basis

**Alpine Springs County Water District**  
**Profit & Loss Prev Year Comparison**  
July 2024 through March 2025

	Jul '24 - Mar 25	Jul '23 - Mar 24	\$ Change	% Change
Building Maintenance	12,863	3,171	9,692	306%
Equipment Maintenance - Admin	6,946	6,753	193	3%
Vehicle Maintenance and Rep.	2,876	5,790	(2,914)	(50)%
Maintenance Water and Sewer	41,223	106,754	(65,530)	(61)%
Gas and Electric - Admin	60,079	49,524	10,554	21%
SCADA System	2,210	16,401	(14,191)	(87)%
Travel and Entertainment	0	1,574	(1,574)	(100)%
Education Staff/Board	1,356	714	642	90%
Uniforms	1,344	1,732	(388)	(22)%
ASCWD Fuel	2,902	4,103	(1,202)	(29)%
Telephone - Administration	2,819	2,754	66	2%
Government Mandates	22,107	15,987	6,120	38%
Tax Administrative Charge	4	0	4	100%
Garbage Services	184,805	160,339	24,466	15%
Depreciation Expense	206,631	197,091	9,540	5%
Miscellaneous - O&M	12,732	833	11,899	1,429%
<b>Total Expense</b>	<b>1,739,233</b>	<b>1,697,167</b>	<b>42,067</b>	<b>3%</b>
<b>Net Ordinary Income</b>	<b>739,044</b>	<b>583,464</b>	<b>155,580</b>	<b>27%</b>
<b>Other Income/Expense</b>				
Other Income				
Interest Revenue	79,413	42,544	36,869	87%
<b>Total Other Income</b>	<b>79,413</b>	<b>42,544</b>	<b>36,869</b>	<b>87%</b>
<b>Other Expense</b>				
Interest Expense	68	144	(76)	(53)%
<b>Total Other Expense</b>	<b>68</b>	<b>144</b>	<b>(76)</b>	<b>(53)%</b>
<b>Net Other Income</b>	<b>79,345</b>	<b>42,400</b>	<b>36,945</b>	<b>87%</b>
<b>Net Income</b>	<b>818,389</b>	<b>625,864</b>	<b>192,525</b>	<b>31%</b>

6:32 AM  
04/08/25  
Accrual Basis

Alpine Springs County Water District  
Profit & Loss Budget Performance 2024/2025  
March 2025

	Mar 25	Budget	Jul '24 - Mar...	YTD Budget	Annual Bud...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Water Revenue	0	0	1,038,108	1,023,455	1,163,017
Connection Fees	0	2,101	27,166	18,911	25,214
Sewer Revenue	0	0	432,919	396,138	396,138
Garbage Revenue	0	0	375,237	377,496	377,496
Park Revenue	10	0	9,865	20,000	40,000
Fire Mitigation Fees	0	1,000	973	9,000	12,000
Property Tax Revenue	0	0	567,037	579,549	965,915
Other Revenue	0	1,782	26,971	16,053	21,399
<b>Total Income</b>	<b>10</b>	<b>4,883</b>	<b>2,478,278</b>	<b>2,440,602</b>	<b>3,001,179</b>
<b>Gross Profit</b>	<b>10</b>	<b>4,883</b>	<b>2,478,278</b>	<b>2,440,602</b>	<b>3,001,179</b>
<b>Expense</b>					
Salaries and Wages - Admin	26,100	22,134	201,738	199,199	265,601
Salaries and Wages - O&M	11,675	21,791	151,900	196,114	261,487
Benefits - Office	3,526	7,854	27,484	70,690	94,252
Benefits - O&M	4,444	9,340	57,857	84,059	112,079
Health Plan Co-Insurance	0	999	3,102	8,987	11,984
Directors' Fees	0	990	8,025	8,880	11,850
Insurance - Administration	5,369	5,752	47,490	51,744	69,000
Park Expenditures	0	0	14,883	18,626	37,250
Parts/Tools/Misc. Equip	0	2,725	15,644	24,525	32,700
Postage and Delivery	58	393	2,360	3,541	4,720
Cleaning	0	167	0	1,499	2,000
Newsletter and Printing	0	0	1,532	1,600	3,200
Office Expense	502	2,077	10,343	18,694	24,925
Dues and Subscriptions	720	1,119	8,835	10,067	13,424
Bank and Collection Fees	16	291	2,425	2,628	3,501
Analytical Testing	236	833	8,980	7,501	10,000
Accounting Fees	6,241	6,120	54,726	55,075	73,435
Audit	0	0	24,544	23,000	23,000
Legal Fees	0	1,252	1,589	11,244	15,000
Consultants-Misc.	0	1,311	7,254	11,804	15,737
NTFD Contract	0	64,394	513,348	579,550	772,732
Fire Fuel Management Fee	0	833	14,276	7,501	10,000
OPEB Trust - Annual Funding	0	0	0	0	30,000

6:32 AM  
04/08/25  
Accrual Basis

Alpine Springs County Water District  
Profit & Loss Budget Performance 2024/2025  
March 2025

	Mar 25	Budget	Jul '24 - Mar...	YTD Budget	Annual Bud...
Building Maintenance	399	2,994	12,863	26,943	35,925
Equipment Maintenance - A...	451	784	6,946	7,059	9,411
Vehicle Maintenance and Rep.	0	992	2,876	8,924	11,900
Maintenance Water and Sewer	0	12,092	41,223	108,824	145,100
Gas and Electric - Admin	4,123	6,360	60,079	57,231	76,311
SCADA System	0	1,466	2,210	13,188	17,586
Travel and Entertainment	0	100	0	900	1,200
Education Staff/Board	1,100	292	1,356	2,624	3,500
Uniforms	0	251	1,344	2,247	3,000
ASCWD Fuel	33	792	2,902	7,124	9,500
Telephone - Administration	338	283	2,819	2,551	3,400
Government Mandates	82	2,236	22,107	20,109	26,817
Tax Administrative Charge	0	0	4	0	0
Garbage Services	19,155	19,069	184,805	171,621	228,828
Depreciation Expense	22,959	22,959	206,631	206,632	275,509
Miscellaneous - O&M	0	163	12,732	1,452	1,941
<b>Total Expense</b>	<b>107,525</b>	<b>221,208</b>	<b>1,739,233</b>	<b>2,033,957</b>	<b>2,747,805</b>
<b>Net Ordinary Income</b>	<b>-107,515</b>	<b>-216,325</b>	<b>739,044</b>	<b>406,645</b>	<b>253,374</b>
<b>Other Income/Expense</b>					
Other Income					
Interest Revenue	0	415	79,413	3,755	5,000
<b>Total Other Income</b>	<b>0</b>	<b>415</b>	<b>79,413</b>	<b>3,755</b>	<b>5,000</b>
Other Expense					
Interest Expense	6	0	68	0	0
<b>Total Other Expense</b>	<b>6</b>	<b>0</b>	<b>68</b>	<b>0</b>	<b>0</b>
<b>Net Other Income</b>	<b>-6</b>	<b>415</b>	<b>79,345</b>	<b>3,755</b>	<b>5,000</b>
<b>Net Income</b>	<b>-107,521</b>	<b>-215,910</b>	<b>818,389</b>	<b>410,400</b>	<b>258,374</b>

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

	Mar 31, 25	Feb 28, 25	\$ Change	Mar 31, 24	\$ Change
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
Petty Cash	349	349	0	283	66
Plumas Bank Checking	413,237	(277,321)	690,558	183,269	229,968
Placer County - Interest App.	174,762	174,762	0	169,415	5,347
Wells Fargo Advisors	658,652	912,791	(254,139)	1,379,578	(720,926)
California CLASS	1,427,378	1,927,378	(500,000)	0	1,427,378
LAIF Accounts	190,929	190,929	0	349,047	(158,118)
<b>Total Checking/Savings</b>	<b>2,865,307</b>	<b>2,928,889</b>	<b>(63,581)</b>	<b>2,081,592</b>	<b>783,715</b>
<b>Accounts Receivable</b>					
Accounts Receivable	24,981	28,095	(3,114)	40,572	(15,591)
<b>Total Accounts Receivable</b>	<b>24,981</b>	<b>28,095</b>	<b>(3,114)</b>	<b>40,572</b>	<b>(15,591)</b>
<b>Other Current Assets</b>					
Placer - Agency Taxes 390-770	2	2	0	374	(372)
Accrued Int Rec Wells Fargo	20,570	20,570	0	0	20,570
Funds received, but not yet deposited to a bank account	1,040	0	1,040	0	1,040
Interfund Receivable - Enterp	0	0	0	0	0
Prepaid Expenses	22,880	48,155	(25,325)	20,572	2,258
County Collection Accounts	15,675	15,675	0	0	15,675
Deferred Pension Outflows	87,559	87,559	0	76,080	11,479
Deferred OPEB Outflows	139,361	139,361	0	29,960	109,401
<b>Total Other Current Assets</b>	<b>287,038</b>	<b>311,323</b>	<b>(24,285)</b>	<b>126,987</b>	<b>160,051</b>
<b>Total Current Assets</b>	<b>3,177,326</b>	<b>3,268,306</b>	<b>(90,980)</b>	<b>2,249,151</b>	<b>928,175</b>
<b>Fixed Assets</b>					
<b>Land</b>	<b>360,436</b>	<b>360,436</b>	<b>0</b>	<b>360,436</b>	<b>0</b>
<b>Firehouse</b>	<b>376,338</b>	<b>376,338</b>	<b>0</b>	<b>376,338</b>	<b>0</b>
<b>Firehouse Vehicles &amp; Equipment</b>	<b>343,336</b>	<b>343,336</b>	<b>0</b>	<b>343,336</b>	<b>0</b>
<b>Park</b>	<b>418,391</b>	<b>418,391</b>	<b>0</b>	<b>403,391</b>	<b>15,000</b>
<b>Park Improvements Depreciable</b>	<b>24,564</b>	<b>24,564</b>	<b>0</b>	<b>21,728</b>	<b>2,836</b>
<b>Land Improvements</b>	<b>218,678</b>	<b>218,678</b>	<b>0</b>	<b>218,678</b>	<b>0</b>
<b>Alpine Springs Interceptor</b>	<b>58,095</b>	<b>58,095</b>	<b>0</b>	<b>58,095</b>	<b>0</b>
<b>Water System</b>	<b>6,657,802</b>	<b>6,657,802</b>	<b>0</b>	<b>6,650,377</b>	<b>7,425</b>
<b>SCADA System</b>	<b>172,423</b>	<b>172,423</b>	<b>0</b>	<b>172,423</b>	<b>0</b>
<b>Sewer System</b>	<b>1,046,201</b>	<b>1,046,201</b>	<b>0</b>	<b>1,046,201</b>	<b>0</b>
<b>Building Improvements</b>	<b>357,090</b>	<b>357,090</b>	<b>0</b>	<b>357,090</b>	<b>0</b>
<b>Office Equipment</b>	<b>82,271</b>	<b>82,271</b>	<b>0</b>	<b>81,011</b>	<b>1,261</b>
<b>Vehicles</b>	<b>128,749</b>	<b>128,749</b>	<b>0</b>	<b>128,749</b>	<b>0</b>
<b>Maintenance Equipment</b>	<b>293,229</b>	<b>293,229</b>	<b>0</b>	<b>293,229</b>	<b>0</b>
<b>Truckee River Interceptor</b>	<b>358,524</b>	<b>358,524</b>	<b>0</b>	<b>358,524</b>	<b>0</b>
<b>Inflow and Infiltration</b>	<b>26,031</b>	<b>26,031</b>	<b>0</b>	<b>26,031</b>	<b>0</b>
<b>Work in Progress</b>	<b>123,292</b>	<b>120,124</b>	<b>3,168</b>	<b>642</b>	<b>122,650</b>
<b>Accumulated Depreciation</b>	<b>(6,049,851)</b>	<b>(6,026,892)</b>	<b>(22,959)</b>	<b>(5,731,316)</b>	<b>(318,535)</b>

6:35 AM  
04/08/25  
Accrual Basis

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

	<u>Mar 31, 25</u>	<u>Feb 28, 25</u>	<u>\$ Change</u>	<u>Mar 31, 24</u>	<u>\$ Change</u>
<b>Total Fixed Assets</b>	4,995,600	5,015,391	(19,791)	5,164,963	(169,363)
<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>	<u>8,190,362</u>	<u>8,301,133</u>	<u>(110,771)</u>	<u>7,431,549</u>	<u>758,813</u>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Accounts Payable					
Accounts Payable	0	0	0	0	0
<b>Total Accounts Payable</b>	0	0	0	0	0
<b>Other Current Liabilities</b>					
Accounts Payable - 05	0	0	0	54,005	(54,005)
OPEB Liability	433,316	433,316	0	368,622	64,694
Accrued Payroll & Payroll Tax	0	0	0	1,482	(1,482)
Accrued Vacation Payable	32,371	31,112	1,259	25,432	6,939
Deferred Pension Inflows	720	720	0	1,145	(425)
Deferred OPEB Inflows	35,968	35,968	0	54,695	(18,727)
Net Pension Liabilities	46,624	46,624	0	26,467	20,157
HRA Plan Payable	13,478	13,478	0	4,966	8,511
<b>Total Other Current Liabilities</b>	562,477	561,217	1,259	536,815	25,662
<b>Total Current Liabilities</b>	562,477	561,217	1,259	536,815	25,662
<b>Long Term Liabilities</b>					
Caterpillar Financial Serv	40,618	45,127	(4,509)	40,695	(76)
<b>Total Long Term Liabilities</b>	40,618	45,127	(4,509)	40,695	(76)
<b>Total Liabilities</b>	603,095	606,344	(3,250)	577,509	25,585
<b>Equity</b>					
Retained Earnings	540,843	540,843	0	375,196	165,647
Retained Earnings - Garbage	514,997	514,997	0	485,759	29,238
Retained Earnings - Park	(170,689)	(170,689)	0	(173,813)	3,124
Retained Earnings - Sewer	1,783,891	1,783,891	0	1,576,303	207,588
Retained Earnings - Water	(1,338,317)	(1,338,317)	0	(1,561,741)	223,424
Fund balance Undesignated	439,473	439,473	0	411,854	27,619
Investment in plant & equip	4,998,680	4,998,680	0	5,114,618	(115,938)
<b>Net Income</b>	818,389	925,911	(107,521)	625,864	192,525
<b>Total Equity</b>	7,587,267	7,694,789	(107,521)	6,854,040	733,227
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>8,190,362</u>	<u>8,301,133</u>	<u>(110,771)</u>	<u>7,431,549</u>	<u>758,813</u>



6:38 AM  
04/08/25

Alpine Springs County Water District  
Statement of Cash Flows  
July 2024 through March 2025

	Jul '24 - Mar 25
<b>OPERATING ACTIVITIES</b>	
Net Income	818,389
Adjustments to reconcile Net Income to net cash provided by operations:	
1150.00 · Accounts Receivable - 05 Fund	105,948
1550.00 · Prepaid Expenses	46,672
1600.05 · County Collection Accts	18,247
1041.00 · Placer Co - Taxes 770	54,646
1145.05 · Accrued Int Rec Wells Fargo	2,605
1850.00 · Accumulate Depreciation:1850.02 · Accumulated Dep...	8,577
1850.00 · Accumulate Depreciation:1850.03 · Accumulated Dep...	8,577
1850.00 · Accumulate Depreciation:1850.04 · Accumulated Dep...	25,785
1850.00 · Accumulate Depreciation:1850.05 · Accumulated Dep...	150,426
2010.00 · Accounts Payable - 06 Fund	(5,814)
2010.00 · Accounts Payable - 06 Fund:2010.06 · Accounts Paya...	(171)
2070.00 · Accrued Payroll & Taxes - 05 Fu	(10,752)
2075.00 · Accrued Vacation Pay - 05 Fund	5,331
2010.05 · Accounts Payable - 05	(54,250)
Net cash provided by Operating Activities	1,174,217
<b>INVESTING ACTIVITIES</b>	
1725.00 · Park:1725.03 · Park Assets	(15,000)
1780.00 · Office & Other Equip.	(1,261)
1830.05 · Work in Progress:1843.05 · Admin Office ADA Complia...	(4,512)
1830.05 · Work in Progress:1847.05 · Alpine Estates Well #1 Reh...	(60,047)
1830.05 · Work in Progress:1848.05 · Water Tank Inspection & E...	(58,733)
1850.00 · Accumulate Depreciation:1850.06 · Accumulated Depr...	13,266
Net cash provided by Investing Activities	(126,287)
<b>FINANCING ACTIVITIES</b>	
2095.05 · Caterpillar Financial Serv - 05	13,433
Net cash provided by Financing Activities	13,433
Net cash increase for period	1,061,363
Cash at beginning of period	1,804,985
Cash at end of period	2,866,348

6:42 AM

04/08/25

# Alpine Springs County Water District Check Register for Current Month

March 10 - 31, 2025

Date	Num	Name	Memo	Amount	Balance
03/10/2025	Ach03/10/...	AT&T {319907901}	Account #319907901	-235.14	-235.14
*** Missing numbers here ***					
03/11/2025	Ach03/11/...	FedEx	Account #1834-0409-1 Ref. #3...	-13.20	-248.34
*** Duplicate document numbers ***					
03/11/2025	Ach03/11/...	Tahoe Truckee Sierra Disposal 0355	Customer #000355 Conf. #49	-394.62	-642.96
*** Missing numbers here ***					
03/14/2025	Ach03/14/...	FedEx	Account #1834-0409-1	-31.16	-674.12
*** Missing numbers here ***					
03/15/2025	Ach03/15/...	Intermedia	Account #2588835	-102.97	-777.09
*** Missing numbers here ***					
03/20/2025	Ach03/20/...	Liberty 1402 Beaver Dam	Acct 200008698793	-557.28	-1,334.37
*** Missing numbers here ***					
03/21/2025	Ach03/21/...	Liberty Utilities	Alpine Springs Water Co Acct. ...	-3,171.25	-4,505.62
*** Missing numbers here ***					
03/24/2025	Ach03/24/...	Caterpillar Financial Services Corp	Contract #001-70093002	-4,515.56	-9,021.18
*** Missing numbers here ***					
03/25/2025	Ach03/25/...	Umpqua Bank Commercial Card OPS	Account #9350	-1,616.38	-10,637.56
*** Missing numbers here ***					
03/27/2025	Ach03/27/...	FedEx	Account #1834-0409-1 Ref. #3...	-13.20	-10,650.76
*** Missing numbers here ***					
03/10/2025	Ach03/10/...	Verizon Wireless 5177	Acct #942737080--00001	-113.89	-10,764.65
*** Missing numbers here ***					
03/21/2025	Ach03/21/...	Xerox Financial Service	Contract #010-1016061-001	-241.33	-11,005.98
*** Missing numbers here ***					
03/17/2025	34078	Carollo Engineers	Project #203224 & Project #20...	-3,168.00	-14,173.98
03/17/2025	34079	Tahoe City Chevron, Inc.	Customer Acct. #147	-32.53	-14,206.51
03/17/2025	34080	Sierra Air Inc.	Invoice# 334872678	-99.00	-14,305.51
03/17/2025	34081	WETLAB	Invoice #25030093	-236.00	-14,541.51
*** Missing numbers here ***					
03/12/2025	200032	SDRMA	Member #7084 Conf. #48	-210.86	-14,752.37

6:48 AM  
04/08/25

# Alpine Springs County Water District Subsequent Payments Listing

April 1 - 8, 2025

Date	Num	Name	Memo	Amount	Balance
04/01/2025	34082	Badger Meter	Customer ID: 23930	-53.60	-53.60
04/01/2025	34083	Best Best & Krieger LLP	Inv. #1023398	-26.00	-79.60
04/01/2025	34084	Evolution Industries	Invoice #32460	-40,546.48	-40,626.08
*** Missing numbers here ***					
04/01/2025	34084a	FedEx	Account #1834-0409-1	-30.90	-40,656.98
*** Missing numbers here ***					
04/01/2025	34085	Hunt Propane	Account #5385	-2,764.46	-43,421.44
04/01/2025	34086	Inland Supply Company	Customer #0006008	-2,037.50	-45,458.94
04/01/2025	34087	Janet Grant	Mar 2025 Bdgt., Fin., & BoD Mtgs.	-275.00	-45,733.94
04/01/2025	34088	Albert Clement	Mar 2025 Board of Directors Mtg.	-150.00	-45,883.94
04/01/2025	34089	Evan Salke {1}	Mar 2025 Bdgt., Fin. & BoD Mtgs.	-200.00	-46,083.94
04/01/2025	34090	Robert Tetrault	Mar 2025 Board of Directors Mtg.	-150.00	-46,233.94
04/01/2025	34091	Christine York	Mar 2025 Board of Directors Mtg.	-150.00	-46,383.94
04/01/2025	34092	Sierra Office Solutions	Acct #AS32:900020-B	-139.66	-46,523.60
04/01/2025	34093	Swigard's True Value Hardware, ...	Customer #11050	-17.39	-46,540.99
04/01/2025	34094	The Paper Trail	03/14/2025 Board Meeting	-269.00	-46,809.99
04/01/2025	34095	Truckee & Tahoe Pest Control, I...	Location #111393	-109.00	-46,918.99
04/01/2025	34096	WETLAB	Inv. #25030575 & Inv. #25030709	-319.00	-47,237.99
04/07/2025	34097	Independent Technologies	Invoice #6787	-150.00	-47,387.99
04/07/2025	34098	Pam Zinn	March 2025 Health Insurance	-179.87	-47,567.86
04/07/2025	34099	Michael J. Dobrowski, CPA, LLC	April 2025 Invoice #25213	-6,240.71	-53,808.57

# EXHIBIT D2

NTFPD-ASCWD RESPONSE CALLS  
March 2025

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)
2025006256	3/17/2025 14:11	2600 ALPINE MEADOWS Road	96148	Dispatched and cancelled en route	E51	Cancelled en route	
2025006259	3/17/2025 14:21	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M251	Refusal of EMS care	
2025006275	3/17/2025 15:53	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M53	Provide advanced life support (ALS)	
2025006307	3/17/2025 23:09	1019 SNOW CREST Road	96148	CO detector activation due to malfunction	B5, E56	Restore CO alarm system	
2025006340	3/17/2025 17:50	1791 ALPINE MEADOWS Road	96148	Dispatched and cancelled en route	M51, B5, E	Cancelled en route	
2025006808	3/8/2025 10:25	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2025006853	3/8/2025 11:23	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	
2025006920	3/8/2025 13:58	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2025007012	3/9/2025 10:45	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	
2025007202	3/11/2025 10:08	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M56	Refusal of EMS care	
2025007206	3/11/2025 10:22	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M56	Transport person	
2025007403	3/13/2025 11:00	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M56	Transport person	
2025007411	3/13/2025 12:17	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M58	Provide advanced life support (ALS)	Transport person
2025007611	3/15/2025 9:39	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M56	Refusal of EMS care	
2025007642	3/15/2025 14:54	2600 ALPINE MEADOWS Road	96148	Motor vehicle accident with injuries	M56	Standby	
2025007680	3/15/2025 21:18	500 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injuries	B5, M51, E	Emergency medical services, other	
2025007829	3/17/2025 15:31	2600 ALPINE MEADOWS Road	96148	Medical assist, assist EMS crew	M56	Transport person	
2025007901	3/18/2025 9:54	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	B5	Emergency medical services, other	
2025007908	3/18/2025 10:47	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M51	Refusal of EMS care	
2025008100	3/20/2025 10:23	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2025008422	3/23/2025 12:14	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M51	Provide advanced life support (ALS)	
2025008444	3/23/2025 16:06	2600 ALPINE MEADOWS Road	96148	Smoke detector activation, no fire - unintentional	M56	Transport person	
2025008496	3/24/2025 11:13	270 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	B5, M53, E	Investigate	Refer to proper authority
2025008510	3/24/2025 11:49	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M53	Provide advanced life support (ALS)	Transport person
2025008699	3/26/2025 15:51	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M56	Provide basic life support (BLS)	
2025009111	3/26/2025 12:11	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M53	Provide advanced life support (ALS)	
2025009817	3/27/2025 11:08	2285 RIVER RD #21	96148	EMS call, excluding vehicle accident with injury	M56	Transport person	
2025009926	3/28/2025 13:35	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M56	Refusal of EMS care	
2025009929	3/28/2025 13:53	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M56	Provide advanced life support (ALS)	
2025009917	3/29/2025 12:04	2600 ALPINE MEADOWS Road	96148	EMS call, excluding vehicle accident with injury	M58, B5	Provide advanced life support (ALS)	Transport person

Total Calls = 30

# EXHIBIT D3



AGENDA NO: D3

MEETING DATE: 4/11/2025

## General Managers Report

**TO:** ASCWD Board of Directors Date: April 7, 2025  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** General Manager and Office Activities for the Month of March 2025

### Projects

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

Worked with the development team on utilities relocation requirements throughout the development area. Discussed the project with District legal counsel.

##### 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

- Oversaw the contract work of repairing and coating the office floors.
- Assisted with the clearing out of the office and moving back into, after the floors had been coated.
- Prepared a District greenbelt treatment project description, discussed and presented it to the Airport General Manager for future funding.
- Attended the Airport monthly Board meeting in which the annual funding for area defensible space projects was presented and discussed.
- Reviewed resumes and conducted interviews for the open operations position.
- Took calls, answering questions on the open operations position.
- Prioritized capital project work for the upcoming fiscal year.
- Continued work on the 2025/26 District Budget.

- Met with and assisted River Run with their defensible space grant by reviewing the project needs and requirements.
- Worked with staff on the day-to-day field operations.
- Assisted with the cleaning and prep of the operations building in general for needed maintenance and repairs.
- Performed document review on old files and binders for relevance in current operations.
- 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**

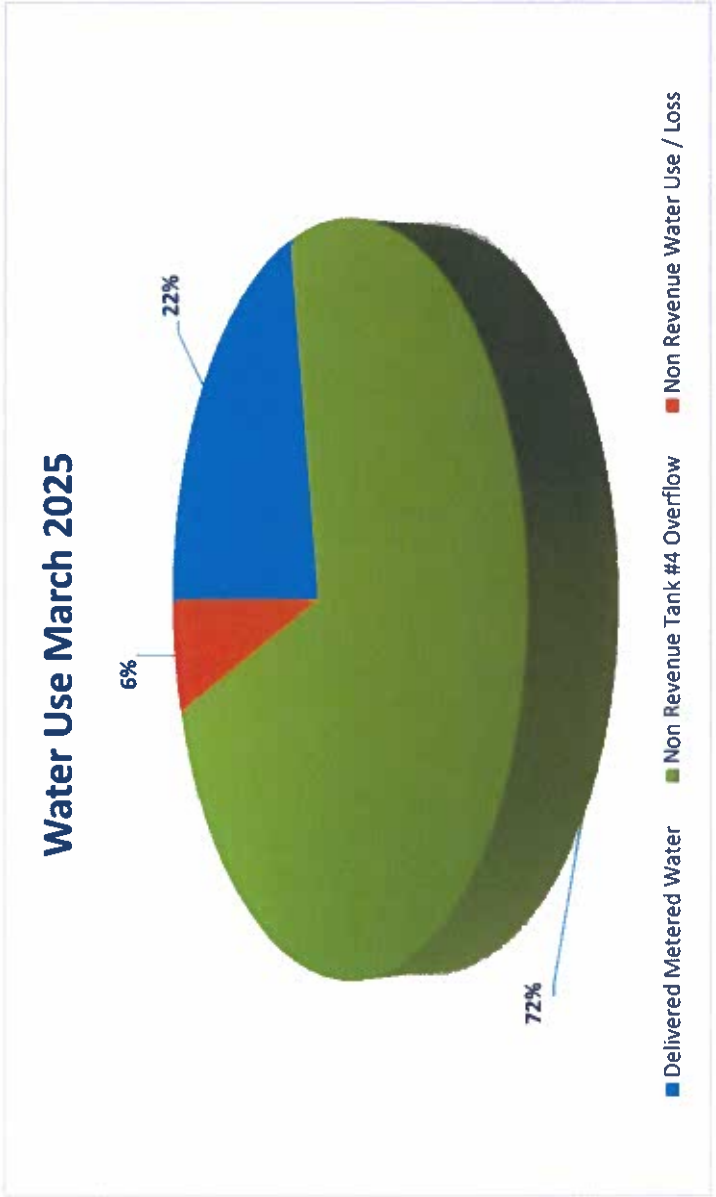
- Worked on and submitted the CA Waterboard Electronic Annual Report.
- Coordinated work on District office flooring replacement.
- Set up new carrier for employee dental insurance benefits.
- Created a new database for tracking backflow customers.
- Scheduled and participated in Operator interviews.
- The current past due Accounts Receivable remain at 22.
- Ordered replacement board room chairs.
- Made multiple attempts to contact AWAXX on the park gate software.



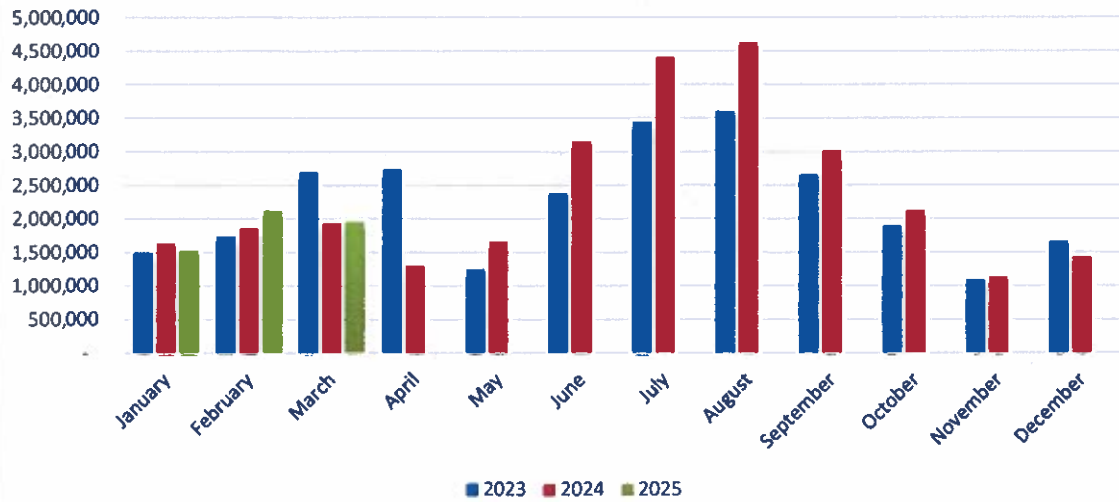
# EXHIBIT D4

**ALPINE SPRINGS COUNTY WATER DISTRICT**  
**MARCH 2025 WATER REPORT**

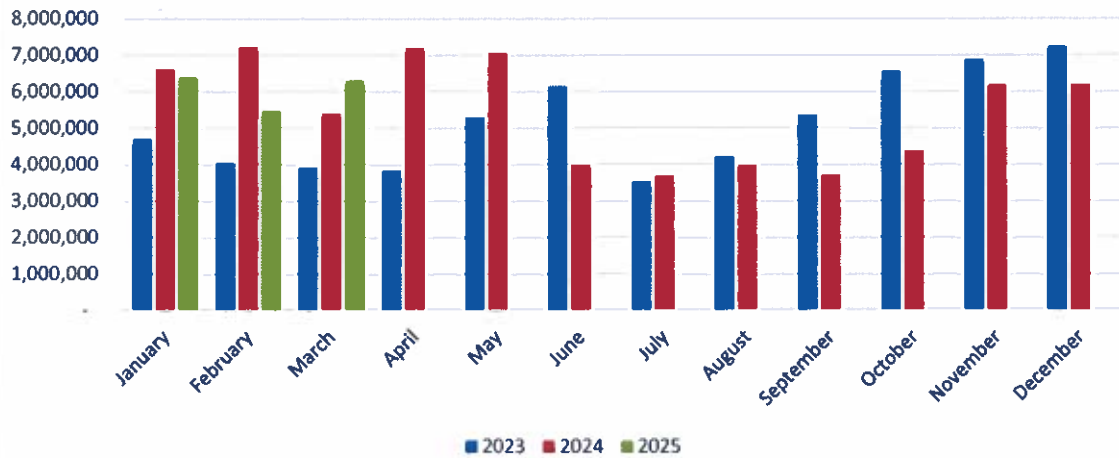
<b>Total Potable Water Production</b>	9,150,910 Gallons
<b>Delivered Metered Water</b>	1,953,385 Gallons
<b>Non Revenue Tank #4 Overflow</b>	6,292,204 Gallons
<b>Non Revenue Water Use / Loss</b>	497,850 Gallons



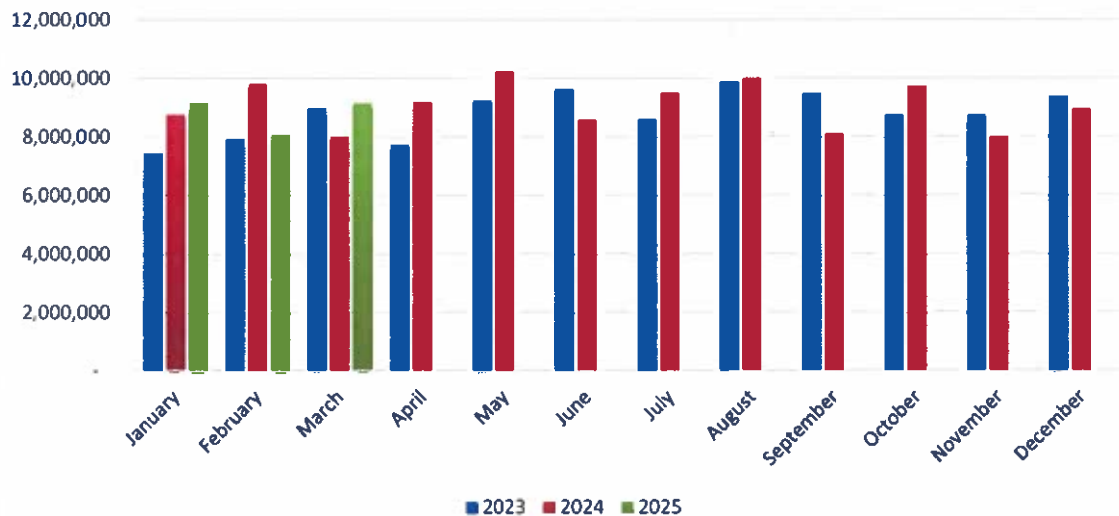
**Delivered Metered Water per Month (gallons)**



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



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



# EXHIBIT D5

# **T-TSA BOARD MEETING SUMMARY**

03/19/2025 Regular Board Meeting & Special Meeting

- 1) **The March 19, 2025 Regular (9:00 AM) & Special Board (1:00 PM) meetings were held in person.**
  - **Board Meeting Videos Can Now Be Found on YouTube:**  
<https://www.youtube.com/@TTSABoardVideos/featured>
- 2) **Public Comment:** (provided during Public Comment or Agenda items)
  - Sven Leff, Truckee-Donner Recreation & Park District
- 3) **Status Report:**
  - a) **Operations Report:**
    - All plant waste discharge requirements were met, and the plant performed well in February.
    - Thickening room clean-up and painting.
    - Pho-strip flow meter project.
    - Responded to secondary effluent gate failure.
  - b) **Laboratory Report:**
    - Internal assessment performed
    - On-site assessment scheduled for April.
  - c) **Public Outreach:**
    - Preparing for the beginning of the Spring and Summer outreach program.
    - The first planned event is Earth Day.
  - d) **Capital Projects Report:**
    - **Digestion Improvements Project:** Continued review of the basis of design.
    - **TRI Alpine Meadows to Olympic Valley Rehabilitation Project:** A notice of exemption for CEQA was filed. Tribal outreach was conducted, and stakeholder outreach was continued.
    - **Nutrient Removal Alternatives Study:** Carollo's final study was presented to the Board of Directors and accepted. The Board approved the Staff recommendation to proceed with Alternative 2, Membrane Bioreactor(MBR) RFP and financial modeling plan.
    - **Fate and Transport Study:** The draft final report was provided to T-TSA staff for review. Preparing to meet with the regional board to discuss.
  - e) **Other Items Report:**
    - **The Board Approved:**
      - February General Fund Warrants.
      - Meeting Minutes for February 19, 2025, and the Special Meeting on February 25, 2025.
      - Update from Land Use Ad Hoc Committee on review of Draft Guiding Principles and review of Surplus Land Act from Agency Legal Counsel Joshua Horowitz of BKS Law Firm.
      - Financial Results for the Month Ending February 28, 2025.
      - Award of the 2025 Digital Scanning of Sewer Lines Project to Pro-Pipe, Inc.
      - Support of CSDA on SB 496 (Hurtado) Advanced Clean Fleets Reform.
      - Candidate selection for Placer County LAFCO Special District Representation.
      - Acceptance of the Nutrient Removal Alternative Study.
      - Staff's recommendation to proceed with the Nutrient Removal Alternative Study on Alternative 2, the (MBR) Membrane Bioreactor. Staff will move forward to issue an RFP for the project and a financial modeling plan, as discussed.
      - GM Recruitment Ad Hoc Committee: Staff will sign a contract with CPS HR Consulting to proceed with recruiting a General Manager for the upcoming vacancy due to the planned retirement of the current General Manager.
      - Resolution No. 02-2025 Surplusing Parcels to be Exchanged with TTAD and Accepting Exchanged Parcels.

# EXHIBIT E1

Alpine Springs County Water  
Budget and Finance Committee Report  
Thursday, March 13, 2025 noon

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

Items discussed and recommendations to board:

1. PUBLIC COMMENT
  - a. No public comment.
2. ITEMS FOR COMMITTEE DISCUSSION AND RECOMMENDED ACTION
  - a. Monthly Financial Reports
    - i. After reviewing the February financial statements the committee recommends approval. Upon receipt of the paperwork from Placer County a check was issued to TCFPD for their portion of the taxes.
  - b. Treasurer's Report
    - i. The committee reviewed the Treasurer's report and recommends approval. Joe reported that moving funds out of our CLASS account works efficiently and well.
  - c. Review of District Budget and Finance Policies 2.0.0 through 2.26.0
    - i. There were questions on several policies. After research, if changes are suggested by Budget and Finance, the policies will be brought to the Board for approval.
  - d. District Investment Policy 2.20.0
    - i. Budget and Finance recommends approval of revised policy 2.20.0. Further Budget and Finance recommends approval of Resolution 4-2025 - Investment Policy of the Alpine Springs County Water District.
  - e. Unbudgeted expenses
    - i. There were no unbudgeted expenses this month.
3. MEMBERS' COMMENTS
  - a. The committee discussed meeting time and day changes. Meeting on the same day before the Regular Board meeting does not work for the committee members.
4. CORRESPONDENCE
  - a. No correspondence.
5. ADJOURNMENT
  - a. The committee adjourned at 12:55 p.m.
6. NEXT MEETING
  - a. Next B&F meeting: TBD

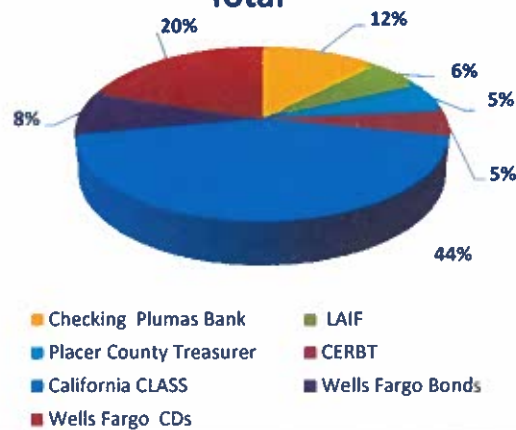
# ALPINE SPRINGS COUNTY WATER DISTRICT

## MARCH 2025 TREASURERS REPORT

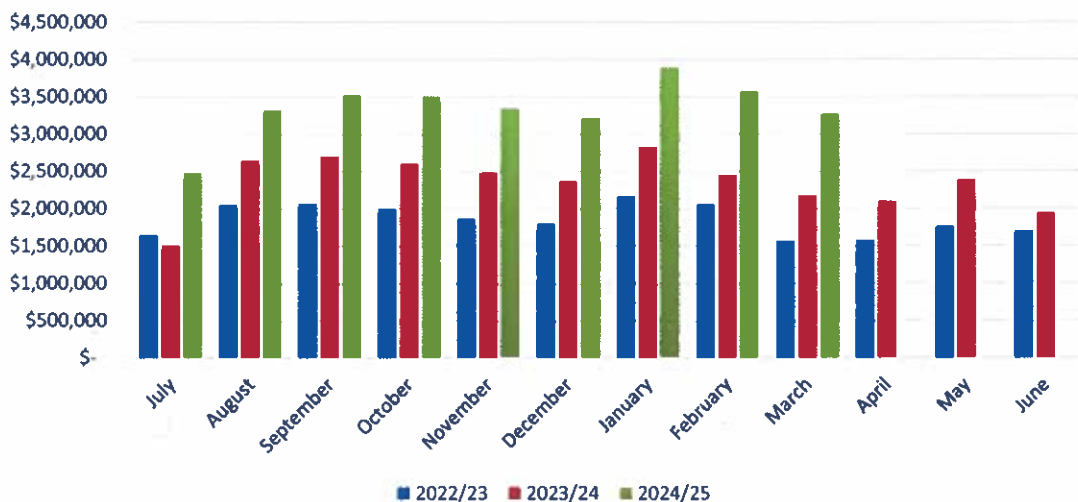
### FY 24/25

	Account Balance	Report Date	Interest
Checking Plumas Bank	\$ 402,957	4/7/2025	0.00%
LAIF	\$ 190,929	4/7/2025	4.333%
Placer County Treasurer	\$ 175,312	2/28/2025	4.100%
CERBT	\$ 152,207	4/4/2025	-3.780%
California CLASS	\$ 1,433,190	3/31/2025	4.396%
Wells Fargo Bonds	\$ 257,768	3/1/2025	4.800%
Wells Fargo CDs	\$ 654,081	3/1/2025	4.600%
	<u>\$ 3,266,443</u>		

**Cash and Investments as a Percentage of Total**



**Total Cash and Investments By Month**





# EXHIBIT E2

**ALPINE SPRINGS COUNTY WATER DISTRICT  
PARK RECREATION AND GREENBELT COMMITTEE REPORT**

Date: Monday, March 31, 2025  
Location: District Office, Board Room  
270 Alpine Meadows Road  
Time: 3:30 pm  
Members: Christine York, District Director, Chair                      Don Fulda, Member  
Joe Mueller, General Manager                      Ursula Hirsbrunner, Member  
Ingrid Bourke, Member  
  
Absent: Felicia Cole, Lisa Peck  
  
Guests: Laurie Axell, Michael Cadra, Member (on Zoom)

---

**Meeting was called to order at 3:40 pm.**

**1. PARK POLICIES**

- a. Committee recommends changing Policy 6.0 to expand the committee to 7 members of the public.
  - i. This change would both allow for an odd number of committee members for voting purposes.
  - ii. It would also allow for better representation from all of the neighborhoods.

**2. PARK RATES FOR 2025**

- a. Committee recommends no increase to both resident and non-resident Season Pass rates
- b. Committee also recommends continuing the practice of limiting the park to AM residents
  - i. we recommend continuing to allow previous non-resident pass holders to still be allowed to buy a pass at a non-resident rate for this summer
- c. Recommend continuing the fee for guests of pass holders and offering daily passes for AM residents only.
  - i. Committee recommends adding a QR code or Venmo account to try and get more payments from guests.
- d. Recommend continuing the limit of group events to just pass holders.
  - i. No changes to these fees recommended

**3. PARK APPLICATION**

- a. The online system is working well.
- b. Committee recommends using the collected data from previous years to allow staff to email any resident who didn't buy a pass last year and ask them for their reason.

**4. PARK AMENITIES**

- a. This year's planned ADA improvement is to add a path to the bocce ball court.
- b. Landscaping
  - i. Staff has been maintaining it well.
- c. Tennis Courts
  - i. Last year's repairs were successful.
  - ii. The addition of pickle ball has been well received.
- d. Other

- i. Electronic gate and card reading system have been updated.
    - 1. Old key cards still work and can be replaced if needed.
  - ii. Addition of stair railings down to volleyball net area was completed last fall.
- 5. **EASTER EGG HUNT** —Saturday April 19, 10 am
  - a. Committee supported the idea of continuing this normally popular event
  - b. An email blast will be sent out prior to the event to generate more awareness.
  - c. A sign will be placed on the main road on the Friday before to inform the community
- 6. **COMMUNITY DAY**— Date TBD
  - a. The community day was well received last year.
  - b. Joe indicated that he talked with multiple residents who were first time park visitors that day.
  - c. Event will be held again this year.
- 7. **FLOWER WALK**— Date TBD, 9 am in ASCWD parking lot
  - a. The walk was well attended last year
  - b. Michael Graf will lead this event again. Location TBD
  - c. An email blast will be sent out prior to the event to generate more awareness.
  - d. A sign will be placed on the main road on the Friday before to inform the community
- 8. **NATURE PRESENTATION**
  - a. The committee suggested that the district contact the Truckee River Watershed Council to see if they would be interested in having a short presentation and walk in the area by Bear Creek where they performed their restoration efforts
    - i. Joe will contact Michele Prestowitz
- 9. **GREENBELT LAND DISCUSSION**
  - a. Firesafe Council has requested that the District identify an area of greenbelt land to treat and then use as a location for the Council's annual volunteer workday.
    - i. After a lengthy discussion, the only possible location that the District may have to offer at this time would be areas down by the office and the park that are easily accessible and not subject to CEQA.
- 10. **MEMBERS' COMMENTS**
  - a. There were no comments at this time
- 11. **CORRESPONDENCE TO THE COMMITTEE**
  - a. None

The Committee will schedule its next meeting to discuss the greenbelt and the forester's final report after it is completed.

**The meeting was adjourned at 5:20 pm.**

By: Christine York, Committee Chair

Date: April 7, 2025

# EXHIBIT F1



AGENDA NO: F1

MEETING DATE: 04/11/2025

## Staff Report

**TO:** ASCWD Board of Directors

Date: April 2, 2025

**FROM:** Joe Mueller, General Manager

**SUBJECT:** Placer LAFCO Vote for Special District Representative

### **BACKGROUND:**

The nomination period for Special Districts Representative to the Placer Local Agency Formation Commission (LAFCO) ended February 27, 2025. A total of eight nominations were received for the Special District Representative.

At the January 16<sup>th</sup>, 2025, ASCWD meeting of the Board of Directors, It was moved by York and seconded by Tetrault to nominate Judy Friedman for the Special Districts Representative to the Placer Local Agency Formation Commission (LAFCO) the Regular Voting Member seat, Motion carried unanimously

The deadline for submitting ballots to the Executive Officer of Placer LAFCO is April 22, 2025.

### **DISCUSSION:**

Eight nominations were received, Judy Friedman, Pete Gallegos, Peter Gilbert, Richard Hercules, Scott Holbrook, Jim Holmes, Christy Jewell, and Earl Wilson.

### **FISCAL IMPACT:**

No fiscal impact

### **RECOMMENDATION:**

The Board review the nominations and vote for one candidate to fill the Placer LAFCO regular special district seat.

### **ATTACHMENTS:**

- 1- LAFCO transmittal letter and Ballots for Special District Representative.



March 6, 2025

**COMMISSIONERS**

Cindy Gustafson  
*Chair  
(County)*

Joshua Alpine  
*Vice Chair  
(Special District)*

Whitney Eklund  
*(City)*

Shanti Landon  
*(County)*

Sean Lomen  
*(City)*

Susan Rohan  
*(Public)*

Vacant  
*(Special District)*

**ALTERNATE  
COMMISSIONERS**

David Bass  
*(City)*

Anthony DeMattei  
*(County)*

Judy Friedman  
*(Special District)*

Cherri Spriggs  
*(Public)*

Stephanie  
Youngblood  
*(City)*

**COUNSEL**

Michael Walker  
*General Counsel*

**STAFF**

Michelle McIntyre  
*Executive Officer*

Amanda Ross  
*Acting Assistant  
Executive Officer*

Amy Engle  
*Commission Clerk*

**Subject:** Selection of a LAFCO Special District Representative  
**To:** Placer County Special District Presiding Officers  
c/o Clerk of the District

**From:** Amy Engle, LAFCO Commission Clerk

On January 17, 2025, LAFCO initiated the nomination process for the selection of a Special District Representative, requesting that Special District Presiding Officers submit nominations for a qualified special district board member to fill this open seat. LAFCO received eight nominations.

All eight candidates are listed on the attached ballot. Each candidate submitted a statement of qualifications which is included in your packet.

- **Voting Instructions:** Please complete the attached ballot, clearly indicating your selection.
- **Authorized Signatures:** To be valid, ballots must be signed by the presiding officer of your special district or by another board member specifically designated by your board to cast the vote.
- **Quorum Requirement:** A quorum of Placer County Special Districts must submit ballots for the election to be considered valid.
- **Election Outcome:** The candidate who receives the highest number of votes will be appointed as the Special District Representative.
- **Supporting Materials:** This email includes the ballot and the statements of qualifications submitted by each candidate for your review.
- **Submission Deadline:** Please return your completed ballot via email to [lafco@placer.ca.gov](mailto:lafco@placer.ca.gov) no later than **Tuesday, April 22, 2025, at 4:00 PM.**



## Ballot: Selection of Special District Representation on LAFCO

**Please choose one candidate:**

- ☐ **Judy Friedman**, Tahoe City Public Utility District
- ☐ **Pete Gallegos**, South Placer Fire Protection District
- ☐ **Peter Gilbert**, Placer Mosquito and Vector Control District
- ☐ **Richard Hercules**, Foresthill Fire Protection District
- ☐ **Scott Holbrook**, Auburn Recreation District
- ☐ **Jim Holmes**, Placer Resource Conservation District
- ☐ **Christy Jewell**, South Placer Municipal Utility District
- ☐ **Earl Wilson**, Auburn Public Cemetery District

**Name of Special District:** \_\_\_\_\_

**Name of Presiding Officer:** \_\_\_\_\_

**Signature of Presiding Officer:** \_\_\_\_\_

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

**Must be received by LAFCO via email at [LAFCO@placer.ca.gov](mailto:LAFCO@placer.ca.gov) no  
later than April 22, 2025 by 4pm**

# EXHIBIT F2





AGENDA NO: F2

MEETING DATE: 04/11/2025

## Staff Report

**TO:** ASCWD Board of Directors  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** DRAFT TTSA LAND USE PRICIPLES

Date: April 2, 2025

### **DISCUSSION:**

Review and discuss the Draft TTSA Land use principles.

### **FISCAL IMPACT:**

No fiscal impact

### **RECOMMENDATION:**

The Board review the Draft TTSA Land use principles and provide feedback to Director Clement the ASCWD representative on the TTSA Board.

### **ATTACHMENTS:**

- 1- Draft TTSA Land Use Principles

---

## **TTSA Land Use Principles**

### **Existing Land Use**

1. TTSA property is generally open to public use between dawn and dusk.
2. Overnight camping is not allowed.
3. TTSA issues special use permits to community organizations for property use, such as parking for special events and bike and foot races. Those requesting special use permits must comply with existing road uses by Teichert, TSD, and the school district, and carry proper insurance for any events.
4. The property is not open to any commercial use unless prior approval is received. Examples include dog training, professional photography, and for-profit community events.
5. The visiting public must never block any road access or gates and must park in designated areas or completely off the pavement where possible.
6. Dumping of any material waste is strictly prohibited.
7. Emptying wastewater, grey or black, is strictly prohibited.
8. All land uses must conform with the agency land use risk assessment study.

### **Land Surplus Procedure**

1. Land determined to be surplus must not be designated for potential future operation use related to treatment.
2. Surplus land must qualify for specific exemptions of the surplus land act and cannot have a designation that creates issues for existing leases or neighbor uses, such as interference with airport or Teichert operation.
3. Land will be surplus in order from west to east along the south side of Joerger.
4. Property along the north side of Joerger should be the lowest priority for surplus and could be considered public open space in the future. Except when potential buyers are conservancies that plan to preserve the natural landscape.
5. Land will be surplus only when there is a viable buyer or lease option.
6. TTSA staff will bring any potentially surplus property to the board of directors for final approval prior to declaring any property surplus.

## **Land Sales**

1. All land sales will be assumed at market value determined by an assessment.
2. Offsets to the sale price will be considered when non-monetary offsets are beneficial to TTSA.
3. Property will only be sold to other local public entities.
4. Member agencies of TTSA will have the first right of refusal to buy property.
5. All potential buyers must demonstrate planned use that will not interfere with TTSA operations.
6. Proposed sales that land lock access to property will be denied.
7. Any sales of Joerger frontage property that do not extend all the way to the existing property line must include road access easements to ensure access to property that does not front the road.
8. Except where existing agreements are in place, property shall not include water or mineral rights.
9. The intent of land sales is to offset the cost of current and future capital projects, thus benefitting all member agencies equally.

## **Land Leases**

1. All leases will be at market value.
  2. Proposed property uses must be compatible with TTSA operations.
  3. Leases will be considered as a second-tier request with proposed land sales given priority.
-

# EXHIBIT F3



AGENDA NO: F3

MEETING DATE: 04/11/2025

## Staff Report

**TO:** ASCWD Board of Directors  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** DISTRICT PARK USE FEES

Date: April 4, 2025

### **DISCUSSION:**

The Parks, Recreation and Greenbelt Committee met on Monday, March 31<sup>st</sup> to discuss the District's Park Policy, Park Use, and Fees. During this discussion the Committee suggested the District's Park Use, and Fees remain unchanged for the 2025 season. The Park Use and Fees Policy and 2025 Season Park Fee Schedule are provided in the attachments.

### **FISCAL IMPACT:**

The District 2025/2026 Budget will be based on prior year sales and the Park fees established for the 2025 season.

### **RECOMMENDATION:**

Staff recommends that the Board review for approval the proposed park fees for the 2025 season as recommended by the Parks, Recreation and Greenbelt Committee. Staff concurs with the Committee's recommendations and feel the fees are reasonable and appropriate.

### **Attachments:**

1. Park Use and Fees Policy Number 6.2.0
2. 2025 Season Park Fee Schedule

**Policy Number 6.2.0**

**Title:**

**PARK USE AND FEES**

**Introduction:**

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

**Ends:**

1. General Use:

- a. The park shall be restricted to Alpine Meadows residents and members of the general public who held an active season pass the preceding year on a pay-to-use basis. The District General Manager has the discretion to make an exception to the above limitation on a case-by-case basis for Alpine Meadows Nonresidents that can show previous park support in the form of pervious season passes.
- b. There shall be no exclusive use of the park.
- c. The park shall be open during daylight hours.
- d. All users shall adhere to the Park Rules.
- e. Use of the park is at the user's own risk. Each park user, individual, family, group, or organization, is required to sign a waiver and release form for all claims for damages, death, personal injury, or property damages against ASCWD.
- f. No music or amplifiers louder than 60 dB metered at the front gate shall be allowed.

2. Guest Use:

- a. Household guests who are staying at the home of a season pass holder may use the park at no extra cost when accompanied by a pass holder.
- b. Household guests who are NOT staying at the home of a season pass holder may use the park when accompanied by a pass holder subject to the payment of the established guest fee.
- c. Only household members and/or immediate family members may share a Season Pass.
- d. Adults from different households within Alpine Meadows must purchase their own pass. (Not applicable outside Alpine Meadows)
- e. Renters are not considered household guests.

3. Fees (see Annual Fee Schedule):

- a. The Fee Schedule will be reviewed annually by the Park Committee and approved by the ASCWD Board of Directors.
- b. The fees will be determined based on the cost of maintaining the park.
- c. Group fees will be determined based on the size of the group.
- d. The Fee Schedule will be posted at the District Office prior to the park opening each year, announced in the spring newsletter, on the District website [www.alpinesprings.org](http://www.alpinesprings.org) and included with the Park Use contract.

4. Group Use:

- a. Reservations are required for group use and can only be made by a pass holder.
- b. No more than two groups of 25 or fewer persons or one group of 26 or more persons shall be scheduled during any one day.
- c. A damage deposit will be required and shall be used to reimburse the District for the following work tasks, if required:

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

**5. Large Group Use:**

“Large Groups” consist of parties of 76 to 100 persons.

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

**6. Passes:**

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

**Responsibility:**

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

**PARK, RECREATION & GREENBELT COMMITTEE**

**FEE SCHEDULE**

**For the 2025 Season**

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

**Pass Fees:**

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

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

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

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

**Group Fees:**

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

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

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

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

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

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

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

Adopted by the ASCWD Board of Directors on **XXXXXX**



# EXHIBIT F4



AGENDA NO: F4

MEETING DATE: 04/11/2025

## Staff Report

**TO:** ASCWD Board of Directors  
**FROM:** Joe Mueller, General Manager  
**SUBJECT:** DISTRICT PARK POLICY 6.0.0, 6.3.0, AND 6.4.0

Date: April 4, 2025

### **DISCUSSION:**

The Parks, Recreation and Greenbelt Committee met on Monday, March 31<sup>st</sup> to review, discuss and suggest updates if needed to Park, Recreation, and Greenbelt policies 6.0.0 through 6.6.0.

During this discussion, the Committee suggested modifications to the District's Park, Recreation, and Greenbelt policies; 6.0.0 PARK, RECREATION AND GREENBELT COMMITTEE, 6.3.0 PARK AMENITIES, and 6.4.0 PARK OPERATION AND MAINTENANCE. A draft redlined version of the affected District's Park, Recreation, and Greenbelt Policies are attached for the Board to review and easily identify the Committee recommended changes.

In general, the Committee is recommending increasing the allowed size of the committee with the hope of additional homeowner association representation, and minor modifications to reflect additional District park amenities.

### **FISCAL IMPACT:**

No fiscal impact

### **RECOMMENDATION:**

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

### **Attachments:**

1. 6.0.0 PARK, RECREATION AND GREENBELT COMMITTEE Draft Redlined Version
2. 6.3.0 PARK AMENITIES Draft Redlined Version
3. 6.4.0 PARK OPERATION AND MAINTENANCE Draft Redlined Version

**Policy Number: 6.0.0**

**Title:**

**PARK, RECREATION AND GREENBELT COMMITTEE**

**Introduction:**

This policy has been developed to establish a scope of influence of the Committee and provide parameters under which the Committee operates.

**Ends:**

It is the objective of the Park, Recreation and Greenbelt Committee to review and recommend policy to the District Board of Directors regarding the following issues:

**1. Park and Recreation**

- a. To state the park policy.
- b. To establish a use and fee policy for the park.
- c. To establish an annual fee schedule.
- d. To establish a park amenities policy.
- e. To establish an operational policy as well as defining a level of maintenance.

**2. Greenbelt**

- a. To continue the conservation of the undeveloped lands which are owned by or under the control of the District.
- b. To establish guidelines for the acquisition of greenbelt lands.
- c. To provide for the appropriate monitoring of greenbelt lands.

**Responsibility:**

It is the responsibility of the members of this Committee to meet, discuss, evaluate, draft, edit or revise policy under the legitimate categories outlined above. Meetings shall be held at the direction of the President of the Board of Directors and scheduled by the Chair of the Committee.

The Committee may have a total of up to ~~ten~~<sup>nine</sup> members including:

1. Two members of the District Board of Directors (Required)
2. ~~Seven~~<sup>ix</sup> members of the public
3. The General Manager of the District (Required)

The Chair shall make efforts to include valley wide representation on the Committee. It is the further responsibility of the Chair of the Committee to preside over the Committee meetings and prepare a written report, to be included in the next District Board of Directors Agenda Package. The report should include a brief reference to alternative views.

Adopted: 3/12/04

Amended 5/11/07 to supersede & incorporate Policy 6.2.0 & 9.0.0

Amended 9/12/07 remove "in natural state" under 2.a

[https://alpine-springs-county-water-my.sharepoint.com/personal/joe\\_alpinesprings.org/Documents/Documents/Staff Reports/April 2025/6.0.0 PRG Committee updated 2-1-08.docx](https://alpine-springs-county-water-my.sharepoint.com/personal/joe_alpinesprings.org/Documents/Documents/Staff%20Reports/April%2025/6.0.0%20PRG%20Committee%20updated%202-1-08.docx) Policies & Procedures/6.0.0 PRG Committee updated 2-1-08.docx updated 2-1-08

**Policy Number: 6.3.0**

**Title:**  
**PARK AMENITIES**

**Introduction:**

This policy has been developed to establish a park amenities policy

**Ends:**

The District shall not provide any additional park amenities beyond the current level of furniture, BBQ's, volleyball, bathrooms, tennis courts, pickleball courts, swimming pond, picnic facilities, grassy play area, bocce ball, entry gate apparatus without a user survey that justifies the need.

**Responsibility:**

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

**Policy Number: 6.4.0**

**Title:**

**PARK OPERATION AND MAINTENANCE**

**Introduction:**

This policy has been developed to establish an operational policy as well as defining a level of maintenance of the Park.

**Ends:**

The District shall provide a Park that is open as follows:

Opening Day: Memorial Day weekend (weather dependent)

Closing Day: Fall (weather dependent)

Hours of operation: dawn until dusk

The District will endeavor to maintain the Park facilities to the appropriate standard for the applicable uses:

1. Bathrooms
2. Tennis Courts
3. Swimming Pond
4. Picnic Facilities
5. Grassy Play Area
6. Entry Gate
7. Bocce Ball Court
- 7-8. Pickleball Courts

**Responsibility:**

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

# EXHIBIT F5



AGENDA NO: F5

MEETING DATE: 04/11/2025

## Staff Report

**TO:** ASCWD Board of Directors

Date: April 5, 2025

**FROM:** Joe Mueller, General Manager

**SUBJECT:** DISTRICT BUDGET AND FINANCE POLICY 2.13.0

### **DISCUSSION:**

District Budget and Finance Policy 2.13.0 Annual Operating Budget Procedure has been updated to accurately reflect the timing of draft budget review that accounts for the timing of financial projections from outside agencies that are needed in budget preparation for a complete and thorough review.

The updates and modifications to the policy accurately reflect the process while maintaining adequate time for the required budget reviews.

### **FISCAL IMPACT:**

No fiscal impact

### **RECOMMENDATION:**

Staff recommends that the Board review and approve the recommended changes proposed by District staff and the Budget and Finance Committee.

### **Attachments:**

1. 2.13.0 Annual Operating Budget Procedure Draft Redlined Version

**Policy Number: 2.13.0**

**Title: ANNUAL OPERATING BUDGET PROCEDURE**

**Introduction:**

This policy has been developed to establish the process by which the District generates, reviews and approves the annual operating budget

**Ends:**

Every year, the District is required by law to pass an annual operating budget. It is the intent of this policy to outline the steps in the budgeting process:

1. ~~By the May meeting~~~~In April~~, staff provides the Budget & Finance (B&F) Committee with a proposed annual operating budget for the following fiscal year that meets all of the policies set forth by the Board of Directors. The budget is presented by account, by month, and is aggregated by fund and in total.
2. The B&F Committee reviews the proposed budget provided by staff and recommends changes to the proposed budget as it sees fit. The staff and the B&F Committee go through an iterative process until the budget is finalized for presentation to the Board of Directors.
3. The Chair of the B&F Committee presents the final proposed annual operating budget to the Board of Directors. This presentation includes a list of each item proposed by staff which the Committee either added to, subtracted from, removed or otherwise changed, including an explanation as to why the Committee felt the change was appropriate. The Board has the option of sending the budget back to the B&F Committee for further revision if necessary.
4. In June, the Board of Directors approves the budget, by month, by fund, for the following fiscal year.

**Responsibility:**

The President of the Board, the Chair of the Budget & Finance Committee and the General Manager are all responsible for implementing this policy.

*Adopted: 9/12/03, Amended 5/8/08*

[https://alpinespingscountywater-my.sharepoint.com/personal/joe\\_alpinespings\\_org/Documents/Documents/Staff Reports/April 2025/2.13.0 Annual Operating Budgeted Procedure amended 5-8-08.docx](https://alpinespingscountywater-my.sharepoint.com/personal/joe_alpinespings_org/Documents/Documents/Staff Reports/April 2025/2.13.0 Annual Operating Budgeted Procedure amended 5-8-08.docx) \\Policies & Procedures\2.13.0 Annual Operating Budgeted Procedure amended 5-8-08.doc