

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

3 **April 14, 2023**

4 **NOTE: Due to continued COVID restrictions, this meeting was a "hybrid" of an in-person meeting for Board and staff**
5 **and Zoom for additional attendees**

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

9 President Grant called the meeting to order at 10:00 AM.

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

13 Directors Absent: None

14 Staff Present: General Manager Joseph Mueller, Miguel Ramirez, and District CPA Mike Dobrowski.

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16 Guests included NTFPD Division Chief Alan Whisler and Liz Zang

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18 Ganong presented Rob and Miguel with gift certificates from the Board as thanks for their extraordinary
19 efforts during this historic winter.

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21 **B. PUBLIC COMMENT**

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

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24 **C. APPROVAL OF MINUTES**

25 **C1) MARCH REGULAR BOARD MEETING**

26 **It was moved by Smelser and seconded by York to approve the minutes of the March 10, 2023**
27 **Regular Board meeting as amended. Motion carried unanimously.**

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29 **D. DEPARTMENT REPORTS**

30 **D1) FINANCIAL REPORT**

31 District CPA Mike Dobrowski presented the March 2023 financial statements. Given the weather and
32 amount of snow, meters will be read later than usual, which may delay the billing. The Budget and
33 Finance Committee recommends approval of the financial reports.

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35 **It was moved by Salke and seconded by Ganong to approve the March 2023 financial reports as**
36 **presented. Motion carried unanimously.**

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38 **It was moved by Smelser and seconded by York to approve payment of checks #32909 - 32952**
39 **payroll, and electronic fund transfers. Motion carried unanimously.**

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41 **It was moved by Ganong and seconded by Smelser to approve the quarterly reports as presented.**
42 **Motion carried unanimously.**

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44 **D2) FIRE DEPARTMENT REPORT**

45 Whisler reported North Tahoe Fire Protection District responded to 26 calls in Alpine in March, including
46 a structure fire that resulted in the loss of a home. The cause of the fire is under investigation. A brief
47 conversation followed about how the debris from the fire will be handled in a manner that will protect the
48 creek. Most of the calls NTFPD responded to were from the ski area.

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50 Legal counsel continues to work on the contract with ASCWD. Mueller added that there are a few more
51 adjustments to be made.

1 A defensible space inspector has been hired.

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D3) GENERAL MANAGER’S REPORT

General Manager Mueller presented his activities report for March 2023. He noted the upcoming public hearing for the rate study on May 12. The District Master Plan is available for review and will be sent to the Board and Long Range Planning Committee.

The updated contract with TTSD is tabled for now as that organization addresses its new rate model. The year-to-year contract in place since 1993 will continue to be honored.

Mueller is working on the budget, but revenues depend on results of the rate study. The budget workshop can also take place on May 12 or be scheduled for a later date. This item was considered later in the meeting. There was consensus to consider the budget on May 12, the same date as the public hearing.

In response to a question about notifying the public about the Master Plan, Mueller said the draft can be put on the website for review. It will be adopted in a public meeting. There was a suggestion to host an online workshop where people can submit questions. Discussion followed regarding the need for transparency. The nexus between the rate study and Master Plan needs to be made clear.

D4) OPERATION & MAINTENANCE DEPARTMENT REPORT

Miguel Ramirez presented the March 2023 Operations Report, including wastewater flows and water production, as well as maintenance addressed during the month. He noted non-stop snow removal operations and said he had to bring in another shoveler to help. There were pictures of snow removal operations in the packet. The safety protocols will be reviewed.

Two major leaks are being addressed. One was from a water line break as a result of a furnace malfunction. Ganong suggested members be encouraged to use the website to get information on water loss and their accounts. There are strategies for owners to keep their homes safe in the winter.

Ramirez has seen an uptick in non-revenue water loss. Some of it is just snow melt. He continues to watch for potential issues.

D5) TTSA REPORT

Smelser presented the report of the February 15, 2023 TTSA Board meeting. At the March 15, 2023, the Board approved the Proposition 218 mailer for the proposed rates.

E. COMMITTEE REPORTS

E1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)

Grant reported on the April 13, 2023 Budget & Finance Committee meeting. The Committee recommends adding “CLASS” to the list of potential investment brokers.

The TTSD contract is being reviewed to clarify the financial aspects, not terms.

Salke noted the investment policy was reviewed yesterday. Dobrowski supports the policy and said it is within GAAP requirements.

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

York presented the report of the March 30 Committee meeting, which was included in today’s meeting packets.

1 York reviewed the Committee’s recommended updates to the policy and rates. Mueller described the
2 online application system for members to pay for park passes. It makes it easier for staff and members by
3 streamlining the process and eliminating cash transactions in the office. Discussion followed as the
4 recommendations were clarified and various scenarios were considered. Striping the tennis courts to
5 include pickleball next summer when they are resurfaced came up during discussion. Mueller will gauge
6 support for that through the newsletter. Action on this item was taken under F.4 below.
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8 York reported the Egg Hunt was a success. The Flower Walk date depends on snow conditions. A
9 Greenbelt meeting will be scheduled when all Committee members are available.
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11 **E3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

12 This Committee did not meet.
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14 **E4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

15 Ganong reviewed the report from the March 29 Committee meeting. She discussed the recommended
16 revisions to the Goals and Objectives Matrix. Mueller said the updated document includes comments
17 from previous discussions. He recommended the document be considered for adoption at the July meeting
18 to coincide with the annual General Manager review. Board members were asked to review it and provide
19 additional comment to Ganong by May 1.
20

21 Discussion followed as specific components were clarified, including staffing and succession planning.
22 Action on this item was taken under F.5.
23

24 Mueller is working with staff, neighboring districts, and Dobrowski to see what services can be contracted
25 for in order to reduce “window time” in the ASCWD office, given the potential retirement of key staff.
26 Options will continue to be evaluated.
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28 **F. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

29 **F1) FIRST AMENDMENT TO AGREEMENT FOR FIRE PROTECTION,
30 EMERGENCY MEDICAL AND RELATED SERVICES BY THE NORTH TAHOE
31 FIRE PROTECTION DISTRICT TO THE ALPINE SPRINGS COUNTY WATER
32 DISTRICT**

33 This item was tabled.
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35 **F2) RESOLUTION #1-2023 REQUESTING COLLECTION BY PLACER COUNTY
36 FOR UNPAID ACCOUNTS ON TAX ROLL**

37 **It was moved by Smelser and seconded by Ganong to adopt Resolution #1-2023 requesting the
38 County of Placer collect on the County tax rolls ASCWD delinquent charges, fees, and assessments.**

39 **ROLL CALL VOTE:**

40 **AYES: Smelser, Ganong, York, Salke, and Grant**

41 **NAYS: None**

42 **Motion carried unanimously.**
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44 **F3) RESOLUTION #2-2023 ANNUAL ADOPTION OF THE DISTRICT INVESTMENT
45 POLICY**

46 **It was moved by Ganong and seconded by York to adopt Resolution #2-2023, the District
47 investment policy 2.20.0.**

48 **ROLL CALL VOTE:**

49 **AYES: Smelser, Ganong, York, Salke, and Grant**

50 **NAYS: None**

51 **Motion carried unanimously.**

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It was moved by Ganong and seconded by York to approve adding CLASS to identify brokers/ dealers and financial institutions in Policy 2.20.0. Motion carried unanimously.

F4) DISTRICT PARK POLICY AND PARK USE FEES

It was moved by Salke and seconded by Smelser to approve modification to Policy 6.2.0 as proposed. Motion carried unanimously.

It was moved by Salke and seconded by Ganong to approve the 2023 Fee Schedule as presented. The Schedule should include a brief description of how to pay guest fees. Motion carried unanimously.

F5) DISTRICT POLICY 4.3.1, 4.6.0, AND 4.8.0

It was moved by Salke and seconded by York to approve District Policy 4.3.1 as modified. Motion carried unanimously.

It was moved by York and seconded by Salke to approve District Policy 4.6.0 as modified. Motion carried unanimously.

It was moved by Salke and seconded by Smelser to approve District Policy 4.8.0 as modified. Motion carried unanimously.

G. FUTURE AND OPEN AGENDA ITEMS

- TTSD Contract for Board Approval

H. CORRESPONDENCE TO THE BOARD

There was no correspondence presented.

I. DIRECTORS' COMMENTS

The Board agreed to consider adopting the budget on May 12, the same date as the Rate Study Public Hearing.

J. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:48 PM. The next regularly scheduled Board meeting is Friday May 12, 2023 at 9:00 AM.

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