

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **December 8, 2023**
4

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

6 President Grant called the meeting to order at 9:00 AM.
7

8 Directors Present: President Janet S. Grant, Vice-President Janice Ganong, and Dave Smelser.

9 Christine York arrived at 9:18 AM

10 Directors Absent: Salke

11 Staff Present: General Manager Joseph Mueller, Miguel Ramirez, and Office Manager Laurie Axell
12

13 Guests included Mike Dobrowski, NTFPD Chief Alan Whisler, Fire Marshall Brent Armstrong, and
14 Liz Zang
15

16 **B. PUBLIC COMMENT**

17 There were no comments on items not on today's agenda.
18

19 **C. APPROVAL OF MINUTES**

20 **C1) NOVEMBER REGULAR BOARD MEETING**

21 **It was moved by Smelser and seconded by Ganong to approve the minutes of the November 10,**
22 **2023 Regular Board meeting as corrected. Motion carried unanimously.**
23

24 **D. DEPARTMENT REPORTS**

25 **D1) FINANCIAL REPORT**

26 District CPA Mike Dobrowski presented the financial reports through November, 2023. He reviewed
27 account balances and accounts receivable. Dobrowski continues to work with the auditors. Checks will
28 be written from the new Plumas Bank account and the transition from Bank of Montreal (BMO)
29 formerly Bank of the West, will be complete.
30

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

34 **It was moved by Ganong and seconded by Smelser approve payment of checks #33257 - 33297,**
35 **payroll, and electronic fund transfers. Motion carried unanimously.**
36

37 **D2) FIRE DEPARTMENT REPORT**

38 Whisler reviewed calls NTFPD responded to over the past month. A multi-agency training will be
39 conducted at the Stanford Chalet next month.
40

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

42 General Manager Joe Mueller presented his activity report for the month of November 2023, including
43 the status of projects. The Office Manager activities were included.
44

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

46 Miguel Ramirez presented the Water/Wastewater Report for November 2023, which included
47 maintenance and repairs addressed during the month. All customers on the Leak Report have been
48 contacted to address their issues before winter. The annual valve maintenance program has been
49 completed.
50

51 Photos of the armoring project were in the report and a brief discussion followed.

1
2 **D5) TTSA REPORT**

3 Smelser presented the report of the December 5, 2023 TTSA meeting. Although a personnel issue is
4 being addressed, everyone at TTSA is working well together and getting projects done.
5

6 **E. COMMITTEE REPORTS**

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

8 Grant reported on the December 7, 2023 Budget & Finance Committee meeting. Some of the Treasury
9 Bills and CDs are coming due next month and those funds are getting good interest.
10

11 Mueller has granted all but 2 of the 15 requests from customers to waive late fees, based on the recent
12 policy adopted.
13

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

15 This Committee did not meet.
16

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

18 This Committee did not meet.
19

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

21 This Committee did not meet.
22

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

24 **F1) PUBLIC HEARING AND RESOLUTION FOR THE FIVE-YEAR UPDATE OF**
25 **THE FIRE FACILITIES IMPACT FEE STUDY AND THE CAPITAL FACILITIES AND**
26 **MITIGATION EXPENDITURE PLAN FOR FISCAL YEAR 2023/2024**

27 The Public Hearing for Items F1 and F2 was opened at 9:42 AM.
28

29 Brent Armstrong explained the two resolutions. Resolution 8-2023 is to adopt the five year update to
30 the Fire Facilities Impact Fee Study and 9-2023 is to set fees, which will be determined on a square
31 footage basis. There needs to be a correction to add the administration fee of 2%. If Item F2 is
32 approved, the Placer County Board of Supervisors will consider adoption of the fees for all three
33 districts within NTFPD. Discussion followed as the resolutions were clarified.
34

35 The Public Hearing was closed at 10:20 AM.
36

37 **It was moved by Smelser and seconded by York to adopt Resolution 8-2023 adopting the Five-**
38 **Year Update to the Fire Facilities Impact Fee Study.**

39 **ROLL CALL VOTE**

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

41 **NAYES: None**

42 **Motion carried unanimously.**
43

44 **It was moved by Ganong and seconded by Smelser to adopt Resolution 9-2023 adopting the**
45 **2023/2024 Capital Facilities and Mitigation Fee Expenditure Plan as corrected to show the**
46 **proposed 2024 rate include an administration fee of 2%, bringing the proposed rate to \$3.28 per**
47 **square foot.**

48 **ROLL CALL VOTE**

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

50 **NAYES: None**

51 **Motion carried unanimously.**

1
2 **F2) PUBLIC HEARING AND RESOLUTION FOR SETTING FEES FOR COST**
3 **RECOVERY OF FIRE & LIFE SAFETY ACTIVITIES**

4 Armstrong explained this item addresses cost recovery of fees as allowed by the Health & Safety
5 Code.

6
7 **It was moved by Smelser and seconded by Ganong to adopt Resolution 10-2023 setting Fees for**
8 **Cost Recovery of Fire & Life Safety Activities, with the correction of the contract with NTFPD**
9 **changed to January 8, 2021.**

10 **ROLL CALL VOTE**

11 **AYES: Smelser, Ganong, York, Grant**

12 **NAYES: None**

13 **Motion carried unanimously.**

14
15 **F3) RESOLUTION REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES**
16 **REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES**
17 **PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND**
18 **SAFETY CODE**

19 Armstrong said that per California law, NTFPD is required to report on mandatory inspections,
20 including the deck inspections required under California SB 326 and the STR inspections required for
21 Placer County permits. The location in the Resolution needs to be corrected to identify the area from
22 Tahoe City to Alpine Meadows.

23
24 **It was moved by Ganong and seconded by Smelser to adopt Resolution 11-2023 regarding**
25 **mandatory inspections of certain occupancies per the California Health and Safety Code,**
26 **acknowledging receipt of the report, and correcting the location identified as the area from**
27 **Tahoe City to Alpine Meadows.**

28 **ROLL CALL VOTE**

29 **AYES: Smelser, Ganong, York, Grant**

30 **NAYES: None**

31 **Motion carried unanimously.**

32
33 **F4) RESOLUTION REGARDING A MEMORANDUM OF UNDERSTANDING AND**
34 **AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICTS RISK MANAGEMENT**
35 **AUTHORITY'S HEALTH BENEFITS PROGRAM.**

36 Mueller described the MOU, noting the change in the Risk Management carrier. Other coverage may
37 need to be considered to cover all employee benefits.

38
39 **It was moved by Smelser and seconded by York to adopt Resolution 12-2023 allowing ASCWD**
40 **to participate in the Special District Risk Management Authority small group plan for employee**
41 **disability insurance coverage.**

42 **ROLL CALL VOTE**

43 **AYES: Smelser, Ganong, York, Grant**

44 **NAYES: None**

45 **Motion carried unanimously.**

46
47 **F5) AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES IN**
48 **CONNECTION WITH THE ALPINE SPRINGS COUNTY WATER DISTRICT 2023/2024**
49 **AND 2024/2025 CAPITAL IMPROVEMENT PROJECTS**

50 Mueller presented this item to work with Carollo on the Capital Improvement Projects. The agreement
51 may be revised based on reprioritization of projects.

1 It was moved by Smelser and seconded by York to approve the Professional Services Agreement
2 with Carollo Engineers as presented. Motion carried unanimously.
3

4 **F6) ELECTION OF ASCWD BOARD PRESIDENT AND VICE PRESIDENT TO THE**
5 **BOARD OF DIRECTORS**

6 It was moved by Ganong and seconded by York to appoint Janet Grant as President of the
7 Board for 2024. Motion carried unanimously.
8

9 It was moved by Smelser and seconded by York to appoint Jan Ganong as Vice-President of the
10 Board for 2024. Motion carried unanimously.
11

12 **F7) ASCWD TREASURER AND SECRETARY TO THE BOARD OF DIRECTORS**

13 It was moved by York and seconded by Ganong to appoint Joe Mueller as Treasurer and
14 Secretary to the Board for 2024. Motion carried unanimously.
15

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

- 17 • **Fire Protection and Emergency Medical Agreement**

18 Mueller continues to meet with NTFPD to agree on a strategy moving forward.
19

- 20 • **FY2022/2023 District Audit**

21 Mueller expects the final audit to be presented at the January meeting, including a resolution to
22 increase the appropriations limit.
23

- 24 • **CIP project reprioritization**

25 Mueller is waiting for legal counsel to weigh in on the Alpen Glow will-serve letter before the
26 reprioritization is finalized. The work on the tanks is scheduled to begin next spring.
27

28 **H. CORRESPONDENCE TO THE BOARD**

29 No correspondence was presented.
30

31 **I. CLOSED SESSION**

32 Closed Session was not convened.
33

34 **J. DIRECTORS' COMMENTS**

35 York saw the USFS and National Forest Foundation plans for treating their properties. The Greenbelt
36 Committee will discuss if AWCWD parcels can be addressed at the same time. Mueller is soliciting
37 bids from foresters to get a treatment plan done.
38

39 Mueller is hosting a community Open House at the District office on December 15 from 10:30 AM to
40 2:30 PM.
41

42 **K. ADJOURNMENT**

43 There being no further business to come before the Board, the meeting was adjourned at 11:00 AM.
44 The next regularly scheduled Board meeting is Friday January 11, 2024 at 9:00 AM.
45

46 Respectfully Submitted,

47 Judy Friedman

48 Recording Secretary

49 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
50