

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **February 9, 2024**  
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, Jan Ganong, Dave Smelser, and Christine York.

9 Directors Absent: Salke

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

12 Guests included Mike Dobrowski, Scott Sedgwick from NTFPD and Vera Kis and Ron Ley from  
13 Damore Hamric & Schneider.  
14

15 **B. PUBLIC COMMENT**

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

18 **C. APPROVAL OF MINUTES**

19 **C1) JANUARY REGULAR BOARD MEETING**

20 **It was moved by Smelser and seconded by Ganong to approve the minutes of the January 12,**  
21 **2024 Regular Board meeting as corrected. Motion carried unanimously.**  
22

23 **D. DEPARTMENT REPORTS**

24 **D1) FINANCIAL REPORT**

25 District CPA Mike Dobrowski presented the financial reports through January 2024, including the cash  
26 position and account balances. He met with the auditors to review the preliminary report. There are no  
27 issues and the auditors are issuing a "clean report."  
28

29 Delinquent accounts will be turned over to collections in April. Also, the BMO cash account will be  
30 closed out soon as the Plumas accounts are now active.  
31

32 **It was moved by Ganong and seconded by York to approve the financial reports for the month of**  
33 **January 2024 as presented. Motion carried unanimously.**  
34

35 **It was moved by Ganong and seconded by Smelser approve payment of checks #33300, 33301,**  
36 **33636, 33637, (33638 was voided), 33639 - 33684, payroll, and electronic fund transfers. Motion**  
37 **carried unanimously.**  
38

39 **D2) FIRE DEPARTMENT REPORT**

40 Sedgwick reviewed calls the District responded to in the past month. He noted recent trainings and  
41 staffing updates.  
42

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

44 Mueller presented his written report for the month of January 2024. He noted recent meetings with  
45 Olympic Valley and CalFire to discuss prevention activities and grants that may be available. Mueller  
46 is working with homeowner associations to get reimbursed for repairs needed when damage is done by  
47 their contractors manipulating the ASCWD system. It was reported that a forester has been found to  
48 start writing a treatment plan for the District's 106 acres of greenbelt.  
49

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

1 Miguel Ramirez presented the Water/Wastewater Report for January 2024. Maintenance and repairs  
2 include monitoring a leak at the ski area. Any needed repairs will be done in the spring when the ski  
3 area closes. Ramirez is creating an emergency response plan as part of updating the permits for Tank 4  
4 and Well 1.

5  
6 **D5) TTSA REPORT**

7 Smelser presented the report of the January 17, 2024 TTSA meeting.

8  
9 **E. COMMITTEE REPORTS**

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

11 Grant reported on the February 8, 2024 Budget & Finance Committee meeting. The Treasurer's Report  
12 was reviewed.

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. The Employee's Manual is due for review this year. The first step is  
22 submitting it to the attorney for comment. The Board Review will be done in April.

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

25 **F1) FINANCIAL AUDIT FOR THE FISCAL YEAR 2022 / 2023**

26 Vera Kis and Ron Ley from Damore Hamric & Schneider presented the final Audit report for FY 2022  
27 /2023. Three recommendations were included in the Auditor's Management Letter, which staff concurs  
28 with. Discussion followed as the report was clarified.

29  
30 **It was moved by Smelser and seconded by York to receive and approve the FY 2022/2023**  
31 **Financial Statements and Independent Auditor's Report for the period July 1, 2022 through**  
32 **June 30, 2023. Motion carried unanimously.**

33  
34 **F2) LOCAL AGENCY FORMATION COMMISSION (LAFCO) RECRUITMENT**

35 **It was moved by Ganong and seconded by Smelser to nominate Judy Friedman as the Alternate**  
36 **Special District Member to LAFCO. Motion carried unanimously.**

37  
38 **F3) EMPLOYEE VACATION ACCRUAL**

39 Mueller explained this action would clarify details of how many vacation hours employees have  
40 accrued and establish a consistent maximum vacation time allowed for each employee. The Leave  
41 Conversion Policy is designed to encourage employees to use their leave time, rather than be paid for  
42 unused time. Discussion followed as the recommendation and potential impacts were clarified.

43  
44 **It was moved by Smelser and seconded by Ganong to approve the recommended changes to the**  
45 **District Employee Handbook, Paid Vacation, Page 41, establishing one universal maximum**  
46 **accrual amount of 300 hours applicable to all employees and add the District Leave Conversion**  
47 **policy. Motion carried unanimously.**

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

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  - Fire Protection and Emergency Medical Agreement
  - CIP project reprioritization51

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**H. CORRESPONDENCE TO THE BOARD**

No correspondence was presented.

**I. CLOSED SESSION**

Closed Session was not convened.

**J. DIRECTORS' COMMENTS**

Smelser reported an email is going to members of the Long Range Planning Committee explaining the timing has to do with receiving the updated priority list from Carollo.

Mueller reported there is an opportunity for two Board members to attend the Community Advisory Committee meeting later today. The intent is for that Committee to make an independent recommendation on fire services in the Valley.

**K. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:55 AM. The next regularly scheduled Board meeting is Friday March 8, 2024 at 9:00 AM.

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