

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **October 10, 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, David Smelser, Jan Ganong, Evan Salke, and Christine
9 York

10 Directors Absent: None

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

13 Guests included CPA Mike Dobrowski, Jamie Shephard from NTFPD, Bert Clement, and Ricky
14 Holak. There may have been others who did not identify themselves.
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) SEPTEMBER REGULAR BOARD MEETING**

21 **It was moved by Smelser and seconded by York to approve the minutes of the September**
22 **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 as of September 30, 2024. Late notices
27 were sent to delinquent accounts. Accounts Receivable are approximately \$160,000, which is
28 consistent with prior years. Dobrowski noted the addition of CLASS investment line item, which was
29 clarified later in today's meeting.
30

31 **It was moved by Ganong and seconded by York to approve the financial reports through**
32 **September 2024 as presented. Motion carried unanimously.**
33

34 **It was moved by York and seconded by Smelser to approve payment of checks #33897 – 33927,**
35 **payroll, and electronic fund transfers. Motion carried unanimously.**
36

37 **D2) FIRE DEPARTMENT REPORT**

38 Shephard reported on the calls responded to in the past month. NTFPD provided mutual aid to Reno's
39 Davis Fire, but given the potential fire conditions in the basin during that time, all personnel were
40 called back.
41

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

43 Mueller presented his written report of activities for September 2024. He and Chief Leighton have
44 reached agreement on the NTFPD contract. It is being vetted by each organization's counsel and
45 should be presented to each Board for action in the next month.
46

47 LAFCO is conducting a Service Review for Fire and Emergency Medical Services. Mueller
48 participated in reviewing the consultant proposals and interviews. The contract was awarded at
49 yesterday's LAFCO meeting.
50

51 Mueller is working with the forester to finalize a fuel reduction plan for District properties.

1
2 Sheid has submitted his resignation effective this December. There will be two full-time staff in
3 Operations and a flex-schedule summer intern will be hired.
4

5 Axell and Dobrowski have set up an ACH option for customers to pay their bills. The service fee will
6 be paid by the District and is less than credit card fees.
7

8 Mueller has postponed the fall newsletter to November so it can include information on the newly
9 elected Board members.
10

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

12 Mueller presented the September 2024 Water/Wastewater Report, including maintenance and repairs
13 addressed during the month. Photos of recent projects were included. The ADA compliant handrails
14 are being fabricated for the park stairs.
15

16 **D5) TTSA REPORT**

17 Smelser presented the September 18, 2024 TTSA Board Meeting Summary, which was included in the
18 meeting packets. The pipeline rehabilitation project is scheduled for next summer after Labor Day.
19 Smelser described High Strength Waste Study.
20

21 **E. COMMITTEE REPORTS**

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

23 Grant reported on the October 9, 2024 Budget & Finance Committee meeting. Several customers have
24 asked to have late and interest fees waived. Given the newly adopted policy, the General Manager can
25 approve those requests.
26

27 Salke and Mueller described the California CLASS investment opportunity that pools public agency
28 funds into safe, higher yield funds, while keeping them liquid.
29

30 The Treasurer's Report was included in the packet.
31

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

33 This Committee did not meet.
34

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

36 This Committee did not meet.
37

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

39 This Committee did not meet.
40

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

42 **F1) USE OF ASCWD LANDS TO STAGE AND STORE SNOW REMOVAL 43 EQUIPMENT**

44 Mueller presented the proposed agreement with Sierra Pacific Enterprises allowing them to stage and
45 store snow removal equipment on District property. BBK drafted the agreement that includes
46 protections and recourse for the District if there are any issues or environmental impacts. Part of the
47 agreement includes snow removal on all District properties. SPE asked that the lease amount of \$4500
48 be payable in April instead of at the front end of the contract.
49

50 **It was moved by Ganong and seconded by Salke to approve the agreement between ASCWD and**
51 **Sierra Pacific Enterprises allowing for the staging and storage of snow removal equipment used**

1 **in the Alpine Meadows area on Alpine Springs County Water District Property during the**
2 **winter snow removal season. Motion carried unanimously.**

3
4 **F2) ACCOUNTING PROFESSIONAL SERVICES AGREEMENT**

5 Mueller reviewed the terms of the agreement, which has not been updated since it was first executed
6 several years ago. The auditors asked that it be updated. The agreement will renew automatically
7 annually with a cost adjustment.
8

9 **It was moved by Ganong and seconded by Smelser to approve the agreement between ASCWD**
10 **and Michael J. Dobrowski, CPA for professional accounting services. Motion carried**
11 **unanimously.**

12
13 **G. CORRESPONDENCE TO THE BOARD**

14 No correspondence was presented.

15
16 **H. CLOSED SESSION**

17 Closed Session was not convened.

18
19 **I. DIRECTORS' COMMENTS**

20 Mueller explained the outgoing director terms end December 6, 2024. Their last official Board meeting
21 is in November, but the newly elected directors need to be sworn in prior to the December 13, 2024
22 meeting so a quorum for that meeting can be established.
23

24 **J. ADJOURNMENT**

25 There being no further business to come before the Board, the meeting was adjourned at 10:13 AM.
26 The next regularly scheduled Board meeting is Friday November 8, 2024 at 9:00 AM.

27
28 Respectfully Submitted,
29 Judy Friedman
30 Recording Secretary
31 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
32