

**ALPINE SPRINGS COUNTY WATER DISTRICT
MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING
January 13, 2025**

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

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

Directors Present: President Janet S. Grant, Bert Clement, Robert Tetrault, Christine York, and Evan Salke

Directors Absent: None

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

Guests included CPA Mike Dobrowski, Steve Leighton, Brent Armstrong and Alan Whisler from NTFPD, Liz Zang, Dave Smelser, Chris Nelson, and Vera Kis and Ron Ley from Damore Hamric & Schneider. There may have been others who did not identify themselves.

B. PUBLIC COMMENT

Judy Friedman is running for the “regular” LAFCO seat representing Special Districts, which has been vacant since she joined the Commission as the alternate. Winning the election for the seat will ensure she is a voting member. She asked the Board to consider nominating her when nominations open next week.

C. APPROVAL OF MINUTES

C1) DECEMBER REGULAR BOARD MEETING

It was moved by Tetrault and seconded by Clement to approve the minutes of the December, 2024 Regular Board meeting as corrected. Motion carried unanimously.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

District CPA Mike Dobrowski presented the financial reports as of December 31, 2024. He noted the timing of the property tax information will impact these reports, but the information has not yet been received.

It was moved by York and seconded by Clement to approve the financial reports through December 2024 as presented. Motion carried unanimously.

It was moved by York and seconded by Clement to approve payment of checks #33991 – 34005 and 200026 – 200027, payroll, and electronic fund transfers. Motion carried unanimously.

D2) FIRE DEPARTMENT REPORT

Whisler reviewed calls responded to last month, most of which were related to the ski area. He described the support NTFPD is providing to the fires in southern California.

Chief Leighton thanked the Board for approving the contract last month. He explained the challenges with the fire fight in southern California, noting an aircraft being used for water drops was rendered unusable because it was hit by a drone.

D3) GENERAL MANAGER’S REPORT

Mueller presented his written report of activities for December 2024. The current staffing is designed to ensure winter operations continue uninterrupted, but other agencies are prepared to offer support if needed. Muller noted issues over the holidays regarding trash responsibilities.

Past due receivables are less than what was sent to Placer County for collections at this time last year.

Tetrault asked to attend the Regional General Manager meetings, which are typically not open to the public.

D4) OPERATION & MAINTENANCE DEPARTMENT REPORT

Mueller presented the December 2024 Water/Wastewater Report, including maintenance and repairs addressed during the month.

D5) TTSA REPORT

Smelser presented the report of the December 18, 2024 TTSA Board meeting.

E. COMMITTEE REPORTS

E1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)

Grant reported on the January 9, 2025 Budget & Finance Committee meeting. The Treasurer's Report was included in the packet.

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

This Committee did not meet.

E3) LONG RANGE PLANNING COMMITTEE (SMELSER)

This Committee did not meet.

E4) ADMINISTRATION & PERSONNEL COMMITTEE (GANONG)

This Committee did not meet.

F. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION

F1) FINANCIAL AUDIT FOR THE FISCAL YEAR 2023 / 2024

Vera Kis from Damore Hamric & Schneider presented the final FY 2023/24 Audit Report, noting the components considered. An Unmodified (or Clear) opinion was issued. Discussion followed as the report was clarified. The Auditor's submitted the audit on December 18. Clement suggested the timing be reconsidered so the Board can review and approve a draft prior to it being submitted. Mueller explained that the District has yet to certify the Audit with the California State Controller (SCO) and is waiting on Board action and approval.

It was moved by York and seconded by Clement to acknowledge review, receipt, and approval of the FY 2023/24 Final Audit Report. Motion carried unanimously.

Salke asked for some forecasting regarding the OPEB liabilities, given the staffing changes. Ron Ley said DMS typically does not do forecasting. Discussion followed regarding how benefits are shown and the District's policy regarding liabilities.

F2) PUBLIC HEARING AND RESOLUTION FOR THE ANNUAL UPDATE OF THE CAPITAL FACILITIES AND MITIGATION EXPENDITURE PLAN FOR FISCAL YEAR 2024/2025

Amstrong presented the Capital Facilities and Mitigation Fee Plan which addresses NTFPD mitigation fees for services. The NTFPD Board and Placer County Board of Supervisors have approved the Plan. The fees are only allocated to apparatus, not staffing. Discussion followed as the Plan was clarified. Clement questioned the way costs are calculated and feels the Resolution does not provide enough capital.

The Public Hearing was opened at 10:17 AM and there were no comments. The Hearing was closed at 10:18 AM.

It was moved by York and seconded by Tetrault to adopt Resolution #1-2025 adopting the FY 2024/2025 Capital Facilities and Mitigation Fee Expenditure Plan.

ROLL CALL VOTE:

AYES: Tetrault, York, Salke, Grant

NAYES: None

ABSTENTION: Clement

Motion carried.

F3) PUBLIC HEARING AND RESOLUTION FOR SETTING FEES FOR COST RECOVERY OF FIRE & LIFE SAFETY ACTIVITIES

The Public Hearing was opened at 10:23 AM.

Amstrong presented the Resolution to set cost recovery fees, which calls for NTFPD to be reimbursed on an hourly rate for tasks such as plan check reviews and inspections. Authority to collect these fees is granted by Ordinance.

There was no discussion or public comment. The Public Hearing was closed at 10:28 AM .

It was moved by Clement and seconded by York to adopt Resolution #2-25, setting fees for cost recovery of fire and life safety activities. Motion carried unanimously by roll call vote.

F4) RESOLUTION REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE

Armstrong explained this is a regulatory item requiring the State Fire Marshal to report on NTFPD's compliance of inspections. It has to do with the process used to inspect properties as required by SB 1205.

It was moved by Tetrault and seconded by Salke to adopt Resolution #3-2025 regarding mandatory inspections of certain occupancies per the California Health and Safety Code. Motion carried unanimously by roll call vote.

F5) ASCWD COMMITTEE ASSIGNMENTS

The proposed 2025 Board Committee Assignments were included in today's meeting packet. It was adopted with the only change being to appoint Clement as Chair of the Administration and Personnel Committee with Salke as a member. .

G. CORRESPONDENCE TO THE BOARD

No correspondence was presented.

H. CLOSED SESSION

Closed Session was not convened.

I. DIRECTORS' COMMENTS

1 Clement has received good feedback on the newsletter content, but asked about emailing it rather than
2 printing and mailing it. Grant noted not all customers have provided an email address. She and Mueller
3 reviewed the different delivery mechanisms considered in the past.
4

5 In response to a suggestion from Grant, a Special Board Meeting will be convened on Thursday
6 January 16, 2025 at 9:30 AM to consider staffing needs and the LAFCO nomination.
7

8 York asked that the day for regularly scheduled Board meetings be reconsidered because of a conflict
9 she has on Fridays.
10

11 **J. ADJOURNMENT**

12 There being no further business to come before the Board, the meeting was adjourned at 10:57 AM. A
13 Special Board meeting will be convened on Thursday, January 16, 2025 at 9:30 AM. The next
14 regularly scheduled Board meeting is February 14, 2025 at 9:00 AM.
15

16 Respectfully Submitted,

17 Judy Friedman

18 Recording Secretary

19 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
20