

**ALPINE SPRINGS COUNTY WATER DISTRICT
MINUTES OF THE BOARD OF DIRECTORS MEETING
February 14, 2025**

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

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

Directors Present: President Janet S. Grant, Bert Clement, and Christine York. Robert Tetrault arrived at 9:27 AM

Directors Absent: Evan Salke

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

Guests included CPA Mike Dobrowski, Jamie Shepard from NTFPD, Janice Ganong, Jim Borden, Charley Miller, Liz Hobart Zang, and Christopher Nelson. There may have been others who did not identify themselves.

B. PUBLIC COMMENT

There were no comments.

C. APPROVAL OF MINUTES

C1) JANUARY REGULAR BOARD MEETING

It was moved by York and seconded by Clement to approve the minutes of the January 13, 2025 Regular Board meeting as corrected. Motion carried unanimously.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

District CPA Mike Dobrowski presented the financial reports as of January 31, 2025. He reviewed account balances. Dobrowski answered questions clarifying the reports.

It was moved by York and seconded by Clement to approve the financial reports through January 2025 as presented. Motion carried unanimously.

It was moved by Clement and seconded by York to approve payment of checks #34006 – 34052 and #200028, payroll, and electronic fund transfers. Motion carried unanimously.

It was moved by York and seconded by Clement to approve the second quarter financials through December 31, 2024. Motion carried unanimously.

D2) FIRE DEPARTMENT REPORT

Jamie Shepard presented the NTFPD call report for January 2025. He described the transition from wild fire operations to winter operations. Shepard noted many of the lines downed during the current storm are for communication, but the public should always report any lines down as they could be charged utility lines.

Clement suggested this Board and NTFPD meet with Placer County to clearly understand each agency's role and responsibilities regarding defensible space. It would help to educate the public about defensible space and using fire resistant building materials

D3) GENERAL MANAGER'S REPORT

Mueller presented his January 2025 General Manager's Report.

1 Mueller noted ASCWD and other agency requirements for the Alpenglow project, which is moving
2 forward. Carollo has updated their report on the ASCWD improvements needed to meet the needs of
3 the development based on current standards. Given there could be impacts to existing infrastructure
4 and costly capital improvements required, the Long-Range Planning Committee will review the report
5 and make a recommendation on funding the District's share of the work. Counsel will also be involved
6 as the Development Agreement is finalized.

7
8 Mueller reported the compensation and job descriptions of local operators has been reviewed. There
9 are four good candidates for the vacant operations position.

10
11 Currently twenty-two customer accounts are past due, which is fewer than this time last year.

12 13 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

14 Mueller presented the January 2025 Water/Wastewater Report, including maintenance and repairs
15 addressed during the month. The flow numbers are on trend with past years.

16 17 **D5) TTSA REPORT**

18 Clement reported on the January 15, 2025 meeting. He will be sworn in as a Board member next
19 month. Clement attended a separate meeting regarding TTSA employee compensation. The biggest
20 issue coming up will be considering options to fund the replacement project.

21 22 **E. COMMITTEE REPORTS**

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

24 Grant reported on the February 13, 2025 Budget & Finance Committee meeting. The Committee
25 continues to recommend investing funds into high-yielding accounts as possible. There were no
26 unbudgeted expenses. The Treasurer's Report was included in the packet.

27 28 **E2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

29 York expects to convene a Committee meeting in March. Mueller reported most of the forester's work
30 has been completed. A decision needs to be made on how to fund the treatment work.

31
32 The Fire Wise Committee has met. It will be submitting a request for funds for a clean-up day in the
33 same general area that has been addressed over the past two years.

34 35 **E3) LONG RANGE PLANNING COMMITTEE**

36 Mueller said some decisions will need to be made after Carollo submits the updated report on the tank
37 replacements, given the cost will likely be higher than anticipated. Mueller explained how the work
38 will be prioritized and addressed.

39 40 **E4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR CLEMENT)**

41 Clement reported the Committee met January 30th. ASCWD salary rates are extremely reasonable
42 given what he has seen in this area. The Committee recommends just posting one of the vacant
43 operator positions for now.

44 45 **F. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

46 **F1) DISTRICT CONTRACTS**

47 Mueller noted a component of Goals and Objectives is for the Board to review all contracts annually.
48 Although many vendors bill when service is provided so there is no minimum annual contract
49 amounts, there are some ongoing agreements for services such as IT. A brief conversation followed
50 regarding how accounting tax preparation, and audits are contracted for on an as-needed basis.

1 **F2) SEMI ANNUAL REVIEW OF DISTRICT GOALS AND OBJECTIVES**

2 The updated Goals and Objectives 2024/25 Matrix was included in today's meeting packet. Mueller
3 said everything is on track and should be completed within the timeframe and budget identified.
4

5 **F3) OPERATIONS STAFF SALARY SCHEDULE**

6 Mueller presented a spreadsheet comparing local area operations staff salaries to ASCWD current
7 along with the proposed market adjustment. .
8

9 Discussion followed on the job descriptions and salary ranges of ASCWD compared to other local
10 Districts. Mueller asked the Board to consider adopting the market adjustments to the salary schedule
11 for Operator and Operator Supervisor. He will use his best judgement and expertise to fill positions as
12 necessary.
13

14 **It was moved by Tetrault and seconded by Clement to adopt the hourly operations staff salary**
15 **schedule as presented. Motion carried unanimously.**
16

17 **F4) GENERAL MANAGER ONSITE HOURS**

18 Mueller presented the rational to increase his onsite hours to be more consistent with his actual
19 schedule, oversight of projects, and staff training.
20

21 **It was moved by York and seconded by Tetrault to increase the General Manager's onsite hours**
22 **to provide additional oversight of the day-to-day affairs of the District to 32 hours per week from**
23 **24. The increased additional onsite hours per week will be evaluated as part of the 2025 GM**
24 **annual review process. Motion carried unanimously.**
25

26 **F5) REGULAR MEETING OF THE BOARD OF DIRECTORS**

27 The Board discussed changing the days and times of regularly scheduled meetings to better
28 accommodate York's schedule. There was agreement to reschedule regular Board meetings at 10:00
29 AM on the second Thursday of each month pending the rescheduling of the Budget and Finance
30 Committee which currently meets at that time. This schedule will begin April 10, 2025 and be in effect
31 for at least one year.
32

33 **G. CORRESPONDENCE TO THE BOARD**

34 A customer submitted a letter asking for late fees and penalties to be waived. Mueller reminded the
35 Board of the policy stating the General Manager can generally consider these requests. However, in
36 this instance the customer's check was returned to him by the US Postal Service that was sent last
37 August and he did not pay on the account or submit this request until January. Mueller felt that given
38 the timeframe, the Board should consider the request. The Budget & Finance Committee recommends
39 denying it based on District policy.
40

41 **It was moved by Tetrault and seconded by Clement to deny the request to waive late fees and**
42 **penalties based on District policy. Motion carried unanimously.**
43

44 **H. CLOSED SESSION**

45 Closed Session was not convened.
46

47 **I. DIRECTORS' COMMENTS**

48 Clement voiced concern about potential costs to the District associated with the Alpenglow project,
49 particularly in light of recent rate increases. A brief discussion followed regarding the possible impacts
50 and needs of that project, other upcoming capital projects, and the need to explore all funding options
51 that may be available.

1
2
3
4
5
6
7
8
9

J. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11:15 AM.
The next regularly scheduled Board meeting is March 14, 2025 at 9:00 AM.

Respectfully Submitted,

Judy Friedman

Recording Secretary

THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS