

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

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

President Grant called the meeting to order at 9:06 AM.

Directors Present: President Janet S. Grant, Bert Clement,. Robert Tetrault. York arrived at 9:19 AM. Evan Salke joined at 9:43 AM. AB 2449 states that a Board member can attend remotely without posting the location in advance for cause, including a potential contagious illness. There was consensus that this condition has been met.

Directors Absent: None

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

Guests included CPA Mike Dobrowski and Alan Whisler from NTFPD

B. PUBLIC COMMENT

There were no comments.

C. APPROVAL OF MINUTES

C1) JANUARY SPECIAL BOARD MEETING AND FEBRUARY REGULAR BOARD MEETING

It was moved by Tetrault and seconded by Clement to approve the minutes of the January 2025 Special Board meeting and the February 14, 2025 Regular Board meeting as presented. Motion carried unanimously.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

District CPA Mike Dobrowski presented the financial reports as of February 28, 2025. Although the Plumas account shows a negative balance, it is due to the timing of payments and transfers. Accounts receivable are less than this time last year.

It was moved by Tetrault and seconded by Clement to approve the financial reports through February 28, 2025 as presented. Motion carried unanimously.

It was moved by Tetrault and seconded by Clement to approve payment of checks #34048 – 34077 200029 – 200031, payroll, and electronic fund transfers. Motion carried unanimously.

D2) FIRE DEPARTMENT REPORT

Alan Whisler presented the NTFPD call report for the month of February. He reviewed staffing for summer, noting NTFPD will be providing chipping for community work days. The schedule is still being determined.

D3) GENERAL MANAGER'S REPORT

Mueller presented the February 2025 General Manager and Office Activities Report. He continues to work with the Alpenglow development team and evaluate options for funding the utility relocations. There could be impacts to rates.

1 Mueller described the challenges with the pump house and how they are being addressed as cost
2 effectively as possible without replacing the pump.

3
4 Of the ten resumes received for the operator position, eight are from qualified operators who will
5 continue through the recruitment process.

6
7 Mueller received an email from John Moise about a community clean-up day on District land.
8 ASCWD's forester has indicated a CEQA review would be required because District staff is not doing
9 the work. Other areas for work will be considered by the Park, Recreation, and Greenbelt Committee.

10 11 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

12 Mueller presented the February 2025 Water/Wastewater Report, including maintenance and repairs
13 addressed during the month..

14 15 **D5) TTSA REPORT**

16 Clement reported on the February 19, 2025 meeting. He noted agenda items to consider the best way to
17 finance upcoming capital projects. The general manager is retiring in July. Clement is on the Search
18 Committee for his replacement.

19 20 **E. COMMITTEE REPORTS**

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

22 Grant reported on the March 13, 2025 Budget & Finance Committee meeting. The Treasurer's Report
23 was reviewed. The CLASS account is working well as a mechanism to earn interest and transfer funds
24 as needed.

25
26 The Committee has considered options to meet on Wednesdays prior to Thursday meetings, but given
27 Committee member schedules, that is not possible. Later today, the meeting time and day were
28 revisited.

29
30 The Committee is reviewing policies and will make recommendations if they identify any changes to
31 be made. Salke encouraged all Board members to review them as well.

32
33 In response to a question, Grant and Mueller described how funds from Reserves are used. For the
34 most part, Reserves are used for emergencies since most capital projects are included in the annual
35 budget. Unlike a homeowner's association, a Reserve Study is not required.

36 37 **E2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

38 This Committee did not meet. York is hoping to convene a meeting the first week of April.

39 40 **E3) LONG RANGE PLANNING COMMITTEE (DIRECTOR TETRAULT)**

41 This Committee did not meet.

42 43 **E4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR CLEMENT)**

44 This Committee did not meet.

45 46 **F. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

47 **F1) CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) CALL FOR** 48 **NOMINATIONS**

49 There were no nominations.
50

1 **F2) RESOLUTION #4-2025 ANNUAL ADOPTION OF THE DISTRICT**
2 **INVESTMENT POLICY**

3 Grant reported the Finance Committee recommends adoption of the FY 2025/26 investment policy.
4

5 **It was moved by Tetrault and seconded by York to adopt Resolution #4-2025, the District**
6 **Investment Policy, and rescind Resolution #4-2024. Motion carried unanimously by roll call vote.**
7

8 **F3) BUDGET AND FINANCE COMMITTEE AND REGULAR MEETINGS OF**
9 **THE BOARD OF DIRECTORS**

10 Grant reiterated the challenges Budget and Finance Committee members are having trying to identify a
11 meeting date given last month's decision to move meetings to Thursdays at 10:00 AM. Discussion
12 followed as the pros and cons of the new day and time were considered and the impacts to various
13 schedules. A variety of scenarios and options were considered.
14

15 There was consensus to keep the regularly scheduled Board meetings on the second Friday of the
16 month at 9:00 AM. Budget and Finance will continue to meet the Thursday before. This schedule may
17 be revisited at the end of the year.
18

19 **G. CORRESPONDENCE TO THE BOARD**

20 No correspondence was presented.
21

22 **H. CLOSED SESSION**

23 Closed Session was not convened.
24

25 **I. DIRECTORS' COMMENTS**

26 York announced the Easter Egg hunt is scheduled for April 19, 2025.
27

28 Salke will investigate options to purchase an Owl for electronic meetings.
29

30 **J. ADJOURNMENT**

31 There being no further business to come before the Board, the meeting was adjourned at 10:29 AM.
32 The next regularly scheduled Board meeting is April 11, 2025 at 9:00 AM.
33

34 Respectfully Submitted,

35 Judy Friedman

36 Recording Secretary

37 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS