

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **April 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, 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 and Scott Sedgwick from NTFPD  
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) MARCH REGULAR BOARD MEETING**

20 **It was moved by Ganong and seconded by York to approve the minutes of the March 8, 2024,**  
21 **Regular Board meeting as modified. Motion carried unanimously.**  
22

23 **D. DEPARTMENT REPORTS**

24 **D1) FINANCIAL REPORT**

25 District CPA Mike Dobrowski presented the financial reports through March 2024. He has been  
26 working with Mueller and Axell to finalize the budget.  
27

28 **It was moved by Ganong and seconded by York approve payment of checks #33703 – 33722,**  
29 **payroll, and electronic fund transfers. Motion carried unanimously.**  
30

31 **D2) FIRE DEPARTMENT REPORT**

32 NTFPD Battalion Chief Sedgwick reported on the calls responded to in the past month. He was asked  
33 to make sure the specific location of responses be correct. Sedgwick said all shifts are now fully  
34 staffed.  
35

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

37 Mueller presented his written report for March 2024. He has put the Alpenglow investors in touch with  
38 Carollo to update the technical memorandum to make sure it complies with the new Master Plan.  
39

40 Mueller reported on the recent Nevada Water Environmental Association conference that he attended,  
41 which was very beneficial. Mueller's co-presented on the importance of master planning for small  
42 utilities.  
43

44 The letter of recommendations from the Community Advisory Committee is out for committee  
45 member's signatures. When it is returned to Mueller, it will be sent to the Board and should be the  
46 May agenda for consideration.  
47

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

49 Miguel Ramirez presented the Water/Wastewater Report for March 2024, including maintenance  
50 issues addressed during the month.  
51

1 Two leaks were identified during the month. There was a brief conversation about what constitutes a  
2 leak as opposed to an owner or renter not understanding how to operate the home’s water system.  
3

4 Included in Ramirez’s photos was a picture of the gravel found in the booster pump feed from the R-2  
5 well used for snowmaking.  
6

7 **D5) TTSA REPORT**

8 Smelser presented the report of the March 20, 2024, TTSA Board meeting. He and Mueller explained  
9 the Master Plan will be updated given new technologies to be considered.  
10

11 **E. COMMITTEE REPORTS**

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

13 Grant reported on the April 8, 2024 Budget & Finance Committee meeting.  
14

15 The Treasurer’s Report was reviewed. The Committee asked that the bonds and CDs include the dollar  
16 amount of each investment.  
17

18 Mueller noted the positive cash position and said Reserves are fully funded.  
19

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

21 York reported on the March 25 Committee meeting. Although the Committee had a robust discussion  
22 about the tennis courts, it is not ready to make a recommendation at this time. The Committee  
23 suggested including adding a question about pickleball on the on the pass applications.  
24

25 Discussion followed as Mueller reported on his investigation into Placer County funds for pickleball,  
26 the pros and cons of adding striping for those courts, and the options to be considered for resurfacing  
27 the tennis courts. The revenues and policy adopted last year for park passes were reviewed.  
28

29 Mueller reported the Fire Safe Council asked if there is any ASCWD property to be addressed during  
30 the spring clean-up. There may be some areas that could be treated. Mueller noted ASCWD donated  
31 dumpsters to last year’s efforts. The Council is also asking for “cutting” funds, which are unknown at  
32 this time. Mueller will advise the Council that the Park, Recreation, & Greenbelt Committee is  
33 considering options and will get back to them with a recommendation.  
34

35 Depending on the weather, the park should open for Memorial Day.  
36

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

38 This Committee did not meet.  
39

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

41 Ganong presented the report of the March 27, 2024, Committee meeting. The Committee’s  
42 recommendations for revisions to the Goals and Objectives and Matrix were considered. Grant noted  
43 the Budget & Finance Committee also had some revisions that are not included in today’s  
44 consideration under Item F3 below. The updated matrix should be included on the District website.  
45

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

47 **F1) RESOLUTION #3-2024 REQUESTING COLLECTION BY PLACER COUNTY**  
48 **FOR UNPAID ACCOUNTS ON TAX ROLL**

49 **It was moved by York and seconded by Ganong to approve Resolution #3-2024 requesting the**  
50 **County of Placer collect on the County tax rolls ASCWD delinquent charges, fees, and**  
51 **assessments.**

1 **ROLL CALL VOTE**  
2 **AYES: Salke, York, Ganong, Smelser, Grant**  
3 **NAYES: None**  
4 **Motion carried unanimously.**

5  
6 **F2) RESOLUTION #4-2024 ANNUAL ADOPTION OF THE DISTRICT**  
7 **INVESTMENT POLICY**  
8 There was a brief conversation about how the investments are shown on the monthly Treasurer’s  
9 Report.  
10 **It was moved by York and seconded by Ganong to adopt Resolution #4-2024, Annual Adoption**  
11 **of the District Investment Policy.**

12 **ROLL CALL VOTE**  
13 **AYES: Salke, York, Ganong, Smelser, Grant**  
14 **NAYES: None**  
15 **Motion carried unanimously.**

16  
17 **F3) GOALS AND OBJECTIVES 2024/2025**  
18 Ganong reported the only change to the Goals and Objectives are the dates. She reviewed  
19 recommended updates to the Matrix. Any revisions from the other Committees can be considered at a  
20 later date.  
21  
22 **It was moved by York and seconded by Smelser to approve the District 2024/2025 Goals and**  
23 **Objectives Statement as presented. Motion carried unanimously.**

24  
25 **It was moved by Ganong and seconded by Smelser to approve the revisions to the Goals and**  
26 **Objectives Matrix as presented. Motion carried unanimously.**

27  
28 **F4) DISTRICT PARK POLICY AND PARK USE FEES**  
29 **It was moved by Salke and seconded by Smelser to approve the District Park Use Fees and the**  
30 **2024 Fee Schedule as discussed and recommended by the Park, Recreation, and Greenbelt**  
31 **Committee. Motion carried unanimously.**

32  
33 **F5) DISTRICT POLICY 4.12.0, 4.14.0, AND 4.16.0**  
34 Ganong presented the policy revisions and rationale for each. Discussion followed as the  
35 recommendations were clarified. No action was taken on Policy 4.16.0.  
36 **It was moved by Ganong and seconded by Smelser to approve update to the District Policy 4.12.0**  
37 **as discussed and recommended by the Administration and Personnel Committee at its March**  
38 **27th meeting. Motion carried unanimously.**

39  
40 **It was moved by Smelser and seconded by Ganong to approve update to the District Policy 4.14.0**  
41 **as discussed and recommended by the Administration and Personnel Committee at its March**  
42 **27th meeting. Motion carried unanimously.**

43  
44 **F6) SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) CALL**  
45 **FOR NOMINATIONS**  
46 No ASCWD Board member expressed interest in being nominated to the SDRMA Board.

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48 **G. FUTURE AND OPEN AGENDA ITEMS**  
49 • District Budget 2024/2025  
50 • Fire Protection and Emergency Medical Agreement  
51 • CIP project reprioritization

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**H. CORRESPONDENCE TO THE BOARD**

No correspondence was presented.

**I. CLOSED SESSION**

Closed Session was not convened.

**J. DIRECTORS' COMMENTS**

Grant suggested including a brief description of each Committee in the newsletter as a means of encouraging additional participation.

**K. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 11:40 AM. The next regularly scheduled Board meeting is **Tuesday May 14, 2024** at 9:00 AM.

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