

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

3 **February 11, 2022**

4 **NOTE: Due to continued COVID restrictions, this meeting was a “hybrid” of an in-person meeting for Board and staff and**  
5 **Zoom for additional attendees**

6  
7 **A. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

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

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10 Directors Present: President Janet S. Grant, Vice-President Janice Ganong, Dave Smelser, Evan Salke and  
11 Christine York

12 Directors Absent: None

13 Staff Present: General Manager Joseph Mueller, O&M Supervisor Miguel Ramirez, District CPA Mike  
14 Dobrowski, and Recording Secretary Judy Friedman

15  
16 Guests included Liz Zang and NTFPD Chief Steve Leighton and Fire Marshall Brent Armstrong,  
17

18 **B. PUBLIC COMMENT**

19 Grant read a letter from David Stepner, President of the Board of the Squaw Valley Mutual Water Company  
20 (SVMWC). Stepner reported Olympic Valley PSD will no longer provide operations and maintenance  
21 services to SVMWC because of staffing issues. He asked if ASCWD would consider taking over the  
22 contract. This will be on next month’s ASCWD agenda for discussion.  
23

24 **C. APPROVAL OF MINUTES**

25 **C1) JANUARY REGULAR BOARD MEETING**

26 **It was moved by Smelser and seconded by Ganong to approve the minutes of the January 14, 2022**  
27 **Board meeting as amended. Motion carried unanimously.**

28  
29 **D. DEPARTMENT REPORTS**

30 **D1) FINANCIAL REPORT**

31 District CPA Mike Dobrowski presented the January 2022 financial statements, clarifying specific line items.  
32

33 **It was moved by York and seconded by Smelser to approve the January 2022 financial reports as**  
34 **presented. Motion carried unanimously.**

35  
36 **It was moved by Ganong and seconded by Smelser to approve payment of checks #32324 – 32360,**  
37 **payroll, and electronic fund transfers. Motion carried unanimously.**

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39 **D2) FIRE DEPARTMENT REPORT**

40 North Tahoe Fire Protection District Chief Leighton reported:

- 41 • The District responded to 280 calls for service in January, including 30 in Alpine Meadows
  - 42 • Updates on staffing and recruitment
  - 43 • Grant applications submitted
- 44

45 Smelser asked if the “controlled burn” diamond-shaped signs can be used in Alpine for property owners  
46 burning slash. A brief discussion followed regarding the pros and cons of the signs being used for private  
47 burns. In response to a question about when chipping may begin, Fire Marshall Armstrong said June.  
48

49 **D3) GENERAL MANAGER’S REPORT**

50 General Manager Mueller presented his report for the month of January 2022, which was included in the  
51 meeting packets. He reported on a good meeting with Carollo to get the Master Plan process started. It

1 should be completed within the October time frame identified. Mueller was impressed by how prepared  
2 Carollo was.

3  
4 Mueller described the property tax data he has requested from Placer County to help with revenue  
5 projections for the Park.

6  
7 Mueller is working with Best, Best, & Krieger (BB&K) to develop the new contract with TTSD. The last  
8 update was done in 1991. A draft should be available for Board review and possible action at the April  
9 meeting.

10  
11 Ganong asked if the auditors made recommendations on presenting a summary of the information to  
12 customers. Mueller noted the Park revenues are a bit different given they come from property tax. There was  
13 a strategy suggested to present it at the Park, Recreation, and Greenbelt Committee. Information about the  
14 audit could be included in the spring newsletter.

15  
16 Mueller announced the ASCWD office will be closed February 24 and 25, 2022.

17  
18 Zang asked about communicating information regarding use of general tax dollars. Muller explained there  
19 are restrictions on how tax dollars and enterprise funds can be allocated. Typically, the entire 20% received  
20 in property tax, which are general funds, is allocated to the Park.

21  
22 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

23 Operations & Maintenance Supervisor Miguel Ramirez presented the January 2022 Operations Report,  
24 which included water and wastewater flows. He noted the leak at the Clocktower Condominiums that was  
25 addressed and another under the foundation of a River Run unit.

26  
27 There was a brief discussion about water used for snow making and cost recovery strategies.

28  
29 Scheid has been working on detailed maps showing where hydrants, lines, and valves are located. Ramirez  
30 showed an aerial with the detail included and described how the information is useful in leak detection. As  
31 more leaks are addressed, there is less non-revenue water produced.

32  
33 **D5) TTSA REPORT**

34 Smelser presented his written report of the January 19, 2022 TTSA Board meeting. At next week's meeting,  
35 the Board will consider the five issues identified during a recent OSHA inspection. Mueller added that TTSA  
36 General Manager Griffin reported on the inspection at the Area Manager's Meeting. Some of those  
37 violations have to do with changing requirements and how the inspector interprets the regulations.

38  
39 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

40 **E1) ASCWD Greenbelt land area identification for possible Firesafe Council Community**  
41 **Cleanup Day.**

42 Mueller presented the staff report regarding the annual Firesafe Council Community Cleanup Day. The  
43 ASCWD-owned land around Bear Creek has been identified as an area that could benefit from the efforts,  
44 but a CEQA exemption, permission from Lahontan, and permission to access the property from private  
45 property owners is needed. Mueller felt it is worth pursuing, but not sure all permitting can be done by the  
46 June date identified. It is anticipated grants are available to address much of this work.

47  
48 Discussion followed regarding the accessibility of the area, optional sites that could be considered, and how  
49 this location was selected. It was noted all USFS accessible lands have been treated. Mueller reported BB&K  
50 advised that ASCWD agree to address the CEQA and Lahontan issues, but the Firesafe Council should

1 accept liability and responsibility for its volunteers and the Council should address the private property  
2 issues so it does not become a District activity.

3  
4 The Board continued to consider logistics and who would be responsible for what. Mueller agreed ASCWD  
5 staff will work with Lahontan and get the CEQA exemption. If there is not time for areas along the creek to  
6 be treated this year, there could be other areas to be addressed. Mueller will work with BB&K to get any  
7 additional paperwork required.

8  
9 Zang asked the District’s long term plan to address its property if grants are not available. Mueller said  
10 \$24,000 for such work has been identified, but chipping and related issues are eating into that. York noted  
11 the recent fire tax initiative approved in Truckee. Ganong added that the rate study may identify several  
12 pressing District needs, in addition to fuel reduction efforts.

13  
14 **E2) Establishment of accounting controls to limit vacation accruals in accordance with the**  
15 **ASCWD Employee Handbook.**

16 Mueller reported the audit indicated the District is not in compliance with the current vacation accrual policy.  
17 He presented his written report and recommendation on tracking and using vacation accruals. There was  
18 consensus to enforce the current policy in the ASCWD Employee Handbook.

19  
20 **F. COMMITTEE REPORTS**

21 **F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)**

22 Grant presented the report of the February 10, 2022 Budget & Finance Committee, which included the  
23 January 2022 Treasurer’s Report. Information on changing banks will be shared with the Board when more  
24 information is available.

25  
26 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

27 York announced the Committee is meeting in person on February 17, 2022. The focus of the meeting is the  
28 Park. Lisa Peck has been added to the Committee. A meeting will be scheduled in April to consider greenbelt  
29 management issues.

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31 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

32 This Committee did not meet.

33  
34 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

35 Ganong will call a Committee meeting when Mueller has information prepared on salary steps and future  
36 retirement benefits. It will be convened prior to the March Board meeting.

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38 **G. FUTURE AND OPEN AGENDA ITEMS**

- 39 • Contact update and renewal with TTSD
- 40 • Current employee’s future retirement health benefits
- 41 • Salary step schedule for current staff job descriptions

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43 **H. CORRESPONDENCE TO THE BOARD**

44 No additional correspondence was presented.

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46 **I. CLOSED SESSION**

47 Closed Session was not convened.

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49 **J. DIRECTORS’ COMMENTS**

50 There were no additional comments.

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1       **K. ADJOURNMENT**

2       There being no further business to come before the Board, the meeting was adjourned at 11:12 AM. The  
3       next regularly scheduled Board meeting is Friday March 11, 2022 at 9:00 a.m.

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5       Respectfully Submitted,

6       Judy Friedman

7       Recording Secretary

8       THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS