

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **February 17, 2023**

4 **NOTE: Due to continued COVID restrictions, this meeting was a "hybrid" of an in-person meeting for Board and staff**
5 **and 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.

9
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, and District CPA
14 Mike Dobrowski.

15
16 Guests included Jen Faber, Liz Zang, NTFPD Fire Chief Steve Leighton and Division Chief Alan
17 Whisler, and Josiah Close from HDR

18
19 **B. PUBLIC COMMENT**

20 There were no comments on items not on today's agenda.
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22 **C. APPROVAL OF MINUTES**

23 **C1) JANUARY REGULAR BOARD MEETING**

24 Mueller will confirm what portions of the January meeting Director York attended.

25 **It was moved by Smelser and seconded by Ganong to approve the minutes of the January 19, 2023**
26 **Regular Board meeting as presented. Motion carried unanimously.**
27

28 **D. DEPARTMENT REPORTS**

29 **D1) FINANCIAL REPORT**

30 District CPA Mike Dobrowski presented the January 2023 financial statements. The cash position is less
31 than the prior year and prior month, but Dobrowski is anticipating a property tax payment of
32 approximately \$500,000. He noted payments to NTFPD and TTSD.
33

34 **It was moved by Smelser and seconded by York to approve the January 2023 financial reports as**
35 **presented. Motion carried unanimously.**
36

37 **It was moved by Ganong and seconded by York to approve payment of checks #32835 through**
38 **32878, minus #32854, plus payroll and electronic fund transfers. Motion carried unanimously.**
39

40 **D2) FIRE DEPARTMENT REPORT**

41 Whisler reported on the number of calls responded to during the past month. He noted upcoming World
42 Cup. The District is staffing accordingly for that event.
43

44 Whisler reported on staffing, noting Defensible Space inspectors are being hired.
45

46 Leighton said NTFPD is hosting the Snowfest Pancake Breakfast in Tahoe City and will be assisting with
47 the fireworks show at the Winter Sports Park on March 3.
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49 Applications are being submitted to the Assistance to Firefighters Grant (AFG) for equipment. Leighton
50 described the equipment requested.
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52 Leighton listened to the Long Range Planning Committee meeting and learned a lot about the needs.

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Leighton read reports regarding a recent structure fire that was discovered by an alarm going off and a medical response transport.

D3) GENERAL MANAGER’S REPORT

General Manager Mueller presented his activities report for January 2023. He is working with Carollo to finalize the Master Plan, which should be presented to the Board in March or April.

The TTSD contract will come to the Board before the end of the fiscal year.

Chris Nelson from Alpenglow has reached out to see how the Master Plan may impact his development.

White Wolf is still going through the environmental review process. The water plan includes the development in the ASCWD service area. The developer will reimburse ASCWD for the engineering review, which has not been done yet.

Mueller continues to work with the Truckee River Watershed Council. They are working on some drainage projects on ASCWD property but in the County right-of-way.

Rob passed the state certification so he can be on-call and work on the system independently. Rob received a merit increase effective January 1, 2023.

Mueller was asked by a customer if the Board would consider adopting a bear box ordinance.

D4) OPERATION & MAINTENANCE DEPARTMENT REPORT

Miguel Ramirez presented the January 2023 Operations Report, including wastewater flows and water production, as well as maintenance addressed during the month.

Ramirez described an issue with the Juniper Mountain pump which has been addressed for now. Groundwater is coming into the vault and shorting out the electrical system. A Capital Improvement Project will be scheduled for fall to bring it up to code at a cost of \$5,000 - \$8,000.

D5) TTSA REPORT

Smelser noted the increase in rates. The disinfectant system is being upgraded. The lab is evaluating using sodium hydrochloride instead of chlorine after all associated costs are taken into account it is less costly and safer.

E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION

E1) DISTRICT RATE STUDY

Josiah Close from HDR presented details of the Rate Study and the Prop 218 process to set rates. He discussed the assumptions made as the Study was conducted, recommendations, and next steps. Close explained how components of the Master Plan were considered.

Discussion followed as the presentation and next steps were clarified. It was agreed the community needs to understand how the proposed rates relate to the aging infrastructure and upcoming Capital Improvement Projects.

The Board discussed the recommendation to address debt service by including it in the earlier years of the Study. Mueller will consider options and make a recommendation.

E2) DISTRICT MASTER PLAN

1 Mueller reported on the recent Master Plan Workshop where Carollo presented proposed projects, costs,
2 and timelines. Mueller explained how the infrastructure was analyzed and the variables considered.
3 Carollo considered rehabbing versus replacing the tanks. Because they were not able to really investigate
4 the condition of the tank by draining it, engineers often err on the conservative side.

5
6 Mueller said this Plan is a road map, a living document that may be adjusted as needed. It is to be used for
7 planning and budgeting purposes. The Long Range Planning Committee will review the Plan annually.

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9 Discussion followed as the Board and public clarified the presentation, the data considered, and next
10 steps. Mueller said Carollo will finalize the Plan based on comments from the Workshop and the Board
11 and present it for Board adoption.

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13 **E3) FIRE FUEL MANAGEMENT FEE**

14 Grant reported the Budget and Finance Committee recommends reallocating account 5221.06 Fire Fuel
15 Management Fees revenues that were placed into the General Fund by error and credit back the Sewer
16 and Water Funds. Mueller explained the previous year financials have been closed out and the auditor
17 recommends this action. This has to do with the General Fund and does not impact the Park Fund.
18 Dobrowski said it will show as a Journal Entry, a reclassification of the revenue.

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20 **It was moved by Smelser and seconded by York to reallocate account 5221.06 Fire Fuel**
21 **Management Fees revenues that were placed into the General Fund by error and credit back the**
22 **Sewer and Water Funds. Motion carried unanimously.**

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24 **E4) CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA), AND SPECIAL**
25 **DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) CALL FOR**
26 **NOMINATIONS**

27 CSDA and SDRMA are asking for Board candidates from member agencies. Mueller said Placer County
28 LAFCO is also looking for a Board member, who does not have to be on the Board of a membership
29 agency. This item will be on next month's agenda in case a member of the public is interested in applying
30 for the LAFCO seat.

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32 **F. COMMITTEE REPORTS**

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

34 Grant presented the report of the February 16, 2023 Budget & Finance Committee meeting. She noted the
35 Treasurer's Report.

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37 It has been determined that Wells Fargo offers the best option for t-bills, that will be automatically
38 renewed unless they need to be cashed out for any reason.

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

41 York will schedule a future meeting at a date to be determined since there are some funding and Master
42 Plan components that may impact the Committee.

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

45 This Committee was part of a February 14, 2023 workshop to consider the District Master Plan. See Item
46 E.2.

47
48 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

49 This Committee will meet before Aprils Board meeting. Ganong will send out some proposed dates.

50
51 **G. FUTURE AND OPEN AGENDA ITEMS**

- Collection of annual customer billing on the County Tax Roll
- TTSD Contract for Board Approval

H. CORRESPONDENCE TO THE BOARD

A customer submitted a letter regarding them shutting off their water as soon as a leak was discovered.

I. CLOSED SESSION

ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case

The Board went into Closed Session at 11:19 AM. Open Session was reconvened at 12:27 AM. The action reported is that the Board has appointed Grant and Ganong to an Ad-Hoc Subcommittee to pursue the matter and report back to the Board.

J. DIRECTORS' COMMENTS

Mueller explained the new meeting requirements for Brown Act agencies, given the Governor's emergency order is being lifted. Board and Committee meetings must be held in person. The meetings will be broadcasted via Zoom, but public comment can only be taken in person. There are onerous requirements for Board members to attend remotely.

Smelser reported the Firewise Committee heard the funding for the environmental component of Alpine Meadows/Olympic Valley forest fuels project has been secured. The work will start in 2024.

Firewise is hosting a community work day this spring and asked if ASCWD wants to participate in doing work around the condominiums and at the water tank.

K. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:30 PM. The next regularly scheduled Board meeting is Friday March 10, 2023 at 9:00 AM.

Respectfully Submitted,

Judy Friedman

Recording Secretary

THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS