

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **May 13, 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.

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, District CPA Mike
14 Dobrowski, and Recording Secretary Judy Friedman

15
16 Guests included Liz Zang, Andrew Pitcairn, NTFPD Fire Marshall Brent Armstrong and NTFPD Facilities
17 Coordinator Bjorn Beckman

18
19 **B. PUBLIC COMMENT**

20 Andrew Pitcairn noted his request to hold the AMEA picnic on July 3 at the park around 5 or 6 PM. It was
21 scheduled for Labor Day weekend last year, but cancelled due to smoke. If successful, AMEA may ask to do
22 it over 4th of July weekend every year. Mueller noted that although this could be considered to be within the
23 General Manager’s discretion, the specifics of HOA requests are not clear in the policy. Discussion followed
24 and there was agreement that the holiday request would be approved for this year, but ultimately, this is
25 within the GM approval scope.
26

27 **C. APPROVAL OF MINUTES**

28 **C1) APRIL REGULAR BOARD MEETING**

29 **It was moved by Ganong and seconded by Smelser to approve the minutes of the April 8, 2022 Board**
30 **meeting as presented. Motion carried unanimously.**
31

32 **D. DEPARTMENT REPORTS**

33 **D1) FINANCIAL REPORT**

34 District CPA Mike Dobrowski presented the April financial reports.
35

36 **It was moved by Ganong and seconded by Smelser to approve the April 2022 financial reports as**
37 **presented. Motion carried unanimously.**
38

39 **It was moved by York and seconded by Ganong to approve payment of checks #32443 - #32478,**
40 **payroll, and electronic fund transfers. Motion carried unanimously.**
41

42 **D2) FIRE DEPARTMENT REPORT**

43 NTFPD Fire Marshall Armstrong introduced new Facilities Coordinator Bjorn Beckman. Beckman described
44 his background and his responsibilities at the District.
45

46 Armstrong reported:

- 47 • Crews are transitioning from winter to summer, including wildland training and preparing equipment
- 48 • The forecast models predict a similar, if not worse, fire season as last year
- 49 • Staffing and training
- 50 • Prevention has been busy with plan reviews
- 51 • April Shackelford is the new Forest Fuels Manager

- 1 • There is no update on the Calfire grant application

2

3 Smelser said the Fire Wise Council's green waste cleanup day is June 25 and asked to be on the chipping
4 schedule for June 27.

5

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

7 Mueller presented his report of April activities.

8

9 Mueller has done a cursory review of the TTSD contract and will have BBK review it. It should come to this
10 Board in June. The contract was last updated in 1991. The new rates are included in the ASCWD budget.

11

12 Mueller continues to work with Stantec to clarify the invoices for the tank replacement project.

13

14 Ganong heard the Alpenglow property was for sale and that Bear Creek Association was considering buying
15 it. She asked how this would affect ASCWD. Mueller has only heard that the project could be downsized.

16

17 Mueller reported that when Zinn was out in April, a lot of cross-training was done to cover some of her
18 tasks. He found that cross-training actually provided opportunities for efficiencies so some duties have been
19 re-designated.

20

21 Sheid renegotiated the District's phone and internet contracts for a savings of approximately \$1300 a month.

22

23 Mueller described the plan to log and track park passes so better data on use can be collected and analyzed.

24

25 There will be seven green waste dumpsters available over Memorial Day weekend. Ken Gracey was thanked
26 for the banners that will go on the trash bins. Mueller will look into options for general clean-up days.

27

28 Mueller has spoken with BBK about the Fire Wise Council's workday. There will be a waiver and release
29 that includes the District. BBK said the District can accept donations to fund fuels reduction on District's
30 greenbelt sites as long as the appropriate paperwork is done.

31

32 Mueller made a presentation about using recycled water at the California Water Environment Association
33 annual conference.

34

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

36 Miguel Ramirez presented the April Water/Wastewater Operations report, noting water production, flows,
37 and maintenance performed during the month.

38

39 There were photos of a sewer lateral backup that was determined to be on the owner's side. It may have been
40 caused by accidental drilling through the pipe during a remodel project. Ramirez will investigate the cause
41 later this summer. A brief conversation followed regarding how the District can ensure people have the
42 proper permits.

43

44 Ramirez reported the park is being cleaned and readied for summer. There were some trees damaged this
45 winter that have been removed. It was suggested Betty Fulda weigh in on the options to replace them.

46

47 The water production report was reviewed. In response to a question, Ramirez feels that Inflow and
48 Infiltration is declining and explained how it is monitored. The manholes will be checked in the spring rather
49 than fall to get a better reading.

50

51 **D5) TTSA REPORT**

1 Smelser presented a report of the April 20, 2022 Board meeting. A rate study is being conducted to consider
2 service charges and connection fees. A decision regarding a staffing issue is being appealed to PERBS.

3
4 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

5 **E1) PLACER LAFCO SPECIAL DISTRICT REPRESENTATIVE**

6 **It was moved by Ganong and seconded by Smelser to cast the ASCWD vote for Rick Stevens for the**
7 **for Special District Representative seat on LAFCO. Motion carried unanimously.**

8
9 **E2) CONSIDERATION OF RESOLUTION #4-2022 APPROPRIATION LIMITS FOR**
10 **FISCAL YEAR 2022/2023**

11 **It was moved by Smelser and seconded by York to adopt Resolution #4-2022 establishing**
12 **appropriations limits for FY22/23.**

13 **Roll call vote: AYES: Smelser, York, Ganong, Salke, and Grant**

14 **NAYS: None**

15 **Motion carried unanimously.**

16
17 **E3) CONSIDERATION OF RESOLUTION #5-2022 REQUESTING COLLECTION BY**
18 **PLACER COUNTY FOR UNPAID ACCOUNTS ON TAX ROLL**

19 **Mueller said one parcel has paid and the amount to be collected will change.**

20
21 **It was moved by Salke and seconded by Ganong to adopt Resolution #5-2022 requesting Placer**
22 **County collect on the County tax rolls ASCWD delinquent charges, fees, and assessments.**

23 **Roll call vote: AYES: Smelser, York, Ganong, Salke, and Grant**

24 **NAYS: None**

25 **Motion carried unanimously.**

26
27 **E4) CONSIDERATION OF RESOLUTION # 6-2022 ELECTIONS**

28 **It was moved by Smelser and seconded by Ganong to adopt Resolution #6-2022 Notice of Governing**
29 **Board Member Election to a vote of the voters.**

30 **Roll call vote: AYES: Smelser, York, Ganong, Salke, and Grant**

31 **NAYS: None**

32 **Motion carried unanimously.**

33
34 **E4b) Adopt Resolution 7-2022 Investment**

35 **It was moved by Smelser and seconded by Ganong to adopt Resolution 7-2022.**

36 **Roll call vote: AYES: Smelser, York, Ganong, Salke, and Grant**

37 **NAYS: None**

38 **Motion carried unanimously.**

39
40 **E5) POLICY NUMBER 2.20.0 INVESTMENT POLICY OF THE ASCWD #7-2022**

41 **It was moved by York and seconded by Smelser to approve Investment Policy 2.20.0 for FY 22/23 and**
42 **rescind the Resolution #5-2021 adopted for FY 21/22.**

43 **Roll call vote: AYES: Smelser, York, Ganong, Salke, and Grant**

44 **NAYS: None**

45 **Motion carried unanimously.**

46
47 **E6) BOARD PAY**

48 **Grant reported the Budget and Finance Committee discussed this issue. There was agreement not to make a**
49 **recommendation, but to bring it to the full Board for consideration. Mueller presented the current policy and**
50 **a spreadsheet indicating the pay and benefits offered to Board members of neighboring special districts. He**

1 will have legal review the current ASCWD to make sure it complies with Section 16002 of the Public
2 Utilities Code.

3
4 Discussion followed regarding the pay currently offered ASCWD Board members and the pros and cons of
5 revising the policy.

6
7 There was agreement to ask Muller to review the following proposal with Counsel: for Board meetings, the
8 Board Chair receives \$175 per meeting, Directors receive \$150 per meeting with caps. For Committee
9 meetings, the Committee Chair receives \$100 and the second director receives \$50, with a cap of \$300 per
10 month. Mueller will also ask about an annual cap.

11
12 **E7) DRAFT FY 2022/2023 OPERATING AND CAPITAL BUDGET**

13 Grant said the Budget and Finance Committee has reviewed the proposed budget. Mueller described the
14 revisions based on updated information. The April CPI number should be known shortly.

15
16 The Board reviewed the proposed budget and specific line items. There was discussion regarding ADA
17 accessibility in the park, particularly what is mandatory and what is not. The current report should be
18 updated. It was suggested that Don Fulda be consulted for some guidance regarding updates.

19
20 Discussion continued as the proposed Operating and Capital Improvement budgets were clarified. The final
21 budget will be presented next month for action.

22
23 **F. COMMITTEE REPORTS**

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

25 Grant noted the report of yesterday's Committee meeting.

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

28 York presented the report of the April 28, 2022 Committee meeting. During the meeting, it was suggested
29 the greenbelt is a non-performing asset that should be given to Placer County who may be able to take better
30 care of the areas. Grant explained how the District came to own the properties and a brief discussion
31 followed.

32
33 The group discussed ways to get District properties treated more quickly. Lisa Peck said her neighborhood is
34 willing to clean the area along the creek. That led to a conversation about the District accepting donations to
35 treat its properties. Mueller reported on his discussion with BBK, who said the District can accept donations
36 for a specific project. If a non-profit is formed, the District can accept donations for non-specific purposes
37 within its purview.

38
39 The Committee suggested the District host a community workshop to educate the public on efforts to address
40 its greenbelt areas. Many are unaware of the work done and grants requested. The Committee also suggested
41 the District consider putting a parcel tax initiative on a voter ballot, for example, \$200 per parcel for 10
42 years, as an alternative funding stream.

43
44 Discussion followed regarding the Committee's suggestions. The details of a ballot initiative were
45 considered. Ganong asked for more information on the feasibility of a ballot measure and the timing.
46 Another funding option is for the District to receive cash-deductible donations for a specific project, in this
47 instance, defensible space. It was noted that Ms. Peck offered to head up a fundraising effort and the District
48 would receive the funds.

49
50 During discussion, Mueller described the process in place for individuals to take action on greenbelt adjacent
51 to their properties with approval from the General Manager. The policy will be promoted on the website.

1
2 There was agreement that a community informational workshop would be a good idea, but it needs to happen
3 fairly soon, given the approaching summer season.

4
5 York said the Flower Walk is scheduled for July 2 at 9:00 AM. Five families participated in the Easter Egg
6 Hunt, in spite of the rain.

7
8 Smelser reminded the group of the June 25 Fire Wise clean up. Any private property that has not granted
9 permission to be treated by the group will be roped off.

10
11 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

12 This Committee did not meet.

13
14 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

15 The next meeting is scheduled for May 17, 2022 There was a brief discussion about the process and
16 timeframe for the General Manager evaluation and Board goals and objectives.

17
18 **G. FUTURE AND OPEN AGENDA ITEMS**

- 19 • Contract update and renewal with TTSD
- 20 • FY 2022/2023 Budgets

21
22 **H. CORRESPONDENCE TO THE BOARD**

23 The Board reviewed the letter from Ken Gracey regarding use of a track chipper owned by NTFPD. Gracey
24 received a \$10,000 grant from TTCF for defensible space. The request was considered by the Board and Fire
25 Marshall Armstrong. Armstrong noted the very technical aspects of using the chipper. He, Muller, and
26 Gracey will have a conversation about the options.

27
28 **I. CLOSED SESSION**

29 Closed Session was not convened.

30
31 **J. DIRECTORS' COMMENTS**

32 Because Grant is not available for the June 10 meeting, it was changed to June 14, 2022.

33
34 Mueller is hosting Coffee and Conversation on May 27 from 8:00 AM – 10:00 AM.

35
36 **K. ADJOURNMENT**

37 There being no further business to come before the Board, the meeting was adjourned at 12:27 PM. The
38 next regularly scheduled Board meeting is **Tuesday June 14, 2022 at 9:00 AM.**

39
40 Respectfully Submitted,
41 Judy Friedman
42 Recording Secretary
43 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
44
45