

**ALPINE SPRINGS COUNTY WATER DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
June 13, 2025**

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

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

Directors Present: President Janet S. Grant, Bert Clement, Evan Salke, and Robert Tetrault.  
Christine York arrived at 9:07 AM

Directors Absent: None

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

Guests included CPA Mike Dobrowski, Jamie Shepard from NTFPD, and Jim Borden

**B. PUBLIC COMMENT**

There were no comments on items not on today's agenda.

**C. APPROVAL OF MINUTES**

**C1) MAY REGULAR BOARD MEETING**

**It was moved by Clement and seconded by Tetrault to approve the minutes of the May 9, 2025 Regular Board meeting as presented. Motion carried unanimously.**

**D. DEPARTMENT REPORTS**

**D1) FINANCIAL REPORT**

CPA Mike Dobrowski presented the financial reports as of May 31, 2025. Regarding a previous question from the Board regarding investing post-retirement benefits, Dobrowski needs to confirm with CalPERS that the funds can be put into a higher yielding account.

Dobrowski reported the billings are being compiled and should be sent out on time in July.

**It was moved by Tetrault and seconded by Clement to approve the financial reports through May 31, 2025 as presented. Motion carried unanimously.**

**It was moved by Tetrault and seconded by Salke to approve payment of checks #34120 – 34146, payroll, and electronic fund transfers. Motion carried unanimously.**

**D2) FIRE DEPARTMENT REPORT**

Jamie Shepard reported NTFPD is at full staffing in all stations and all staff has completed the Wildfire Classification requirements. NTFPD is in summer operations mode and with more people in town, expects higher call volumes. They will be watching for pedestrian versus vehicle calls. Shepard noted special events are paying the cost for NTFPD to be onsite.

There is a burn ban in effect. There are different response levels depending on conditions.

**D3) GENERAL MANAGER'S REPORT**

Mueller presented the May 2025 General Manager and Office Activities Report. He has reviewed the District's position on Alpenglowl with the attorney from BBK to be prepared for future development meetings.

1 Alpine Snow Removal's equipment was parked on District property last winter and leaked oil. They  
2 need to do the clean up and Mueller will not be recommending renewing that agreement.

3  
4 James Orndorff is returning to ASCWD as an Operations Specialist. He was involved in the meter  
5 installations and knows the operations well.

6  
7 Mueller and NTFPD Chief Leighton met for their quarterly meeting. NTFPD is surplus the old  
8 ASCWD fire truck, but does not expect a large return. Mueller is working with Brent Armstrong and  
9 April Shackleford on fire wise activities. The NTFPD contract calls for two days of chipping to  
10 support community clean-up events. The current plans are to either offer two days of chipping at Tank  
11 5 if NTFPD can get the equipment up there or a clean up day at the ski resort. Bottom line, there needs  
12 to be agreement on how those two days should be used, either for District lands clean up or a general  
13 community clean up.

14  
15 Carollo has been asked for an opinion and recommendations on upgrades to the Juniper Mountain  
16 booster station, including the location of the breaker box.

17  
18 Clement asked about splitting the chipping days with the Fire Wise Committee. A brief discussion  
19 followed regarding how the chippers and crew are best utilized. Clement will clarify the request from  
20 Fire Wise.

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

23 Mueller presented the May 2025 Water/Wastewater Report, including water production and usage.  
24 Clement asked if a request from the Village at Palisades Tahoe can be anticipated to address potential  
25 water needs for their development. A conversation followed regarding the possibility and the many  
26 components to be considered if that were to happen, including the multi-agency Truckee River  
27 Operating Agreement (TROA). Mueller was asked to get a proposal from the District attorney to  
28 explore the legalities of selling water to the Village. It was agreed to allocate up to 10 hours of attorney  
29 time to this question.

#### 30 31 **D5) TTSA REPORT**

32 Clement reported on the May 21, 2025 TTSA Board meeting. There is now a short list of five good  
33 candidates for the General Manager position, all of whom will meet with the Board during an extended  
34 July meeting.

35  
36 Clement attended a Finance Committee meeting. Funding for upcoming capital projects was discussed.  
37 The contractor for the new plant should be selected at the July meeting.

### 38 39 **E. COMMITTEE REPORTS**

#### 40 **E1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)**

41 Grant reported on the June 12 2025 Budget & Finance Committee meeting. Some CDs are becoming  
42 due soon, and the Committee is considering further diversification of investments.

43  
44 The Committee has reviewed the Operations budget and recommends full funding of CERBT, but as  
45 stated earlier, wants to explore investment opportunities. Mueller suggested taking \$30,000 from  
46 Reserves and designate the funds as a Subclass if it can be restricted to a post-retirement benefit  
47 account as another way of putting the dollars into a higher yielding account. Discussion followed as  
48 the idea was clarified and options considered. There was consensus to establish a California Class  
49 Subclass account if it meets CalPERS requirements of a restricted fund.

1 The Committee recommends allocating \$6,000 for dumpsters for a Greenwaste Clean-Up day, which  
2 should fund 7 dumpsters over the 4<sup>th</sup> of July weekend.

3  
4 There have been no unbudgeted expenses. The Treasurer's Report was included with the Committee  
5 report.

6  
7 **E2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

8 This Committee did not meet. York announced the Flower Walk is scheduled for 9am on July 6.

9  
10 **E3) LONG RANGE PLANNING COMMITTEE (DIRECTOR TETRAULT)**

11 This Committee did not meet but the Chair will look at scheduling a meeting to consider the timing,  
12 scope, and funding of proposed Capital Improvement Projects.

13  
14 **E4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR CLEMENT)**

15 This Committee did not meet.

16  
17 **F. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

18 **F1) FISCAL YEAR 2025/2026 OPERATIONS AND CAPITAL BUDGET**

19 Mueller noted the changes and updates since the May review.

20  
21 **It was moved by York and seconded by Clement to approve Resolution #6-2025 Alpine Springs**  
22 **County Water District Operations and Capital Improvement Plan Budgets for Fiscal Year July**  
23 **1, 2025, through June 30, 2026.**

24 **ROLL CALL VOTE:**

25 **AYES: Clement, Tetrault, York, Salke, and Grant**

26 **NAYES: None**

27 **Motion carried unanimously.**

28  
29 **F2) APPROPRIATION LIMIT FOR FISCAL YEAR 2025/2026**

30 **It was moved by York and seconded by Tetrault to approve Resolution #7-2025 establishing**  
31 **appropriations limits for FY25/26**

32 **ROLL CALL VOTE:**

33 **AYES: Clement, Tetrault, York, Salke, and Grant**

34 **NAYES: None**

35 **Motion carried unanimously.**

36  
37 **F3) CAPITAL IMPROVEMENT PLAN FIVE-YEAR OUTLOOK**

38 Mueller presented his staff report, which was included in the meeting packet. There are still many  
39 unknowns, but he described the assumptions made as his report was being compiled and alternatives to  
40 be considered. Mueller noted Jan Ganong's letter and said the Tank 6 (Juniper Mountain) design  
41 project has been moved strictly due to cash flow projections, given current CIP expenses exceeding  
42 revenues.

43  
44 The CIP, including recommendations on timing and specifics, and financing options were considered.  
45 It was noted replacement of the tanks was identified in the Master Plan as a prioritized need. Mueller  
46 noted that based on the engineer's estimates and funding available the District would need to take on  
47 debt service to complete the project, or as an alternative one tank could be done approximately every  
48 three years without debt service.

49  
50 **G. CORRESPONDENCE TO THE BOARD**

1 A letter was received from Jan Ganong regarding Item F1. It was distributed at the meeting because it  
2 was received too late to get into the meeting packet.  
3

4 **H. CLOSED SESSION**

5 **H1) GOVERNMENT CODE SECTION 54954.2(a) PUBLIC EMPLOYEE**  
6 **PERFORMANCE EVALUATION**

7 The Board went into Closed Session at 10:58 AM to consider:

8 **General Manager performance evaluation for fiscal year 2024/2025**

9 Open Session was reconvened at 11:50 AM and there was no reportable action.  
10

11 **I. DIRECTORS' COMMENTS**

12 There were no additional comments.  
13

14 **J. ADJOURNMENT**

15 There being no further business to come before the Board, the meeting was adjourned at 12: 03 PM.

16 The next regularly scheduled Board meeting is July 11, 2025 at 9:00 AM.  
17

18 Respectfully Submitted,

19 Judy Friedman

20 Recording Secretary

21 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS