

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **November 10, 2023**

4 This meeting was a “hybrid” of an in-person meeting for Board and staff and Zoom for additional attendees  
5  
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, Evan Salke, Dave Smelser,  
11 and Christine York.

12 Directors Absent: None

13 Staff Present: General Manager Joseph Mueller and Office Manager Laurie Axell  
14

15 Guests included Mike Dobrowski, Jen Faber, NTFPD Fire Marshall Brent Armstrong, and Chief Alan  
16 Whisler.  
17

18 **B. PUBLIC COMMENT**

19 There were no comments on items not on today’s agenda.  
20

21 **C. APPROVAL OF MINUTES**

22 **C1) OCTOBER REGULAR BOARD MEETING**

23 **It was moved by Smelser and seconded by Ganong to approve the minutes of the October 13,**  
24 **2023 Regular Board meeting as corrected. Motion carried with Salke abstaining.**  
25

26 **D. DEPARTMENT REPORTS**

27 **D1) FINANCIAL REPORT**

28 District CPA Mike Dobrowski presented the financial reports through October 31, 2023. He reviewed  
29 account balances and accounts receivable. Dobrowski met with the auditors yesterday, who  
30 recommended some minor changes in processes.  
31

32 **It was moved by Ganong and seconded by Smelser to approve the financial reports for the**  
33 **month of October 2023 as presented. Motion carried unanimously.**  
34

35 **It was moved by Ganong and seconded by York approve payment of checks #33209 – 33249,**  
36 **minus 33218, payroll, and electronic fund transfers. Motion carried unanimously.**  
37

38 **D2) FIRE DEPARTMENT REPORT**

39 Whisler reported there was only one call in October. He reviewed staffing. Fire season is winding  
40 down and ski season is starting, with Mt. Rose and Mammoth opening this weekend.  
41

42 Armstrong noted the prescribed burns in the area. About 500 acres have been treated between Tahoe  
43 City and Carnelian Bay.  
44

45 Armstrong said the official notification of termination of the contract was received on October 26,  
46 which starts the three-year clock. NTFPD does not support this action and he is always available to  
47 talk. Armstrong said there could be staffing and equipment changes. However, service will not drop  
48 below the currently contracted level of 150 days. A brief discussion followed regarding assuring the  
49 community that the level of service will remain strong.  
50

51 **D3) GENERAL MANAGER’S REPORT**

1 General Manager Joe Mueller presented his activity report for the month of October 2023.  
2  
3 He relayed the conversation with Chris Nelson regarding the Alpenglow project. Mueller will consult  
4 with BBK given there may be a new development team and capital projects are being reprioritized.  
5  
6 Mueller described the challenges with the Bear Creek Armoring Project, which consists of placing  
7 rock rip rap in Bear Creek to protect the sewer line. It is now ready to go. The unbudgeted expense was  
8 approved.  
9  
10 The Long Range Planning Committee suggested there be communication with the homeowner  
11 associations before adopting the reprioritized CIP. Carollo submitted a memo but it did not include  
12 replacement of Spring 1. The recommendation is to utilize the spring until it fails and then abandon it  
13 because of accessibility issues. Operations from other springs will be improved so there is redundancy.  
14 A brief discussion followed regarding access and options if Spring 1 fails.  
15  
16 The Office Manager activities were included in Mueller’s report. Twelve Fee and Penalty Waivers  
17 have been issued under the new policy. There are thirty outstanding accounts.  
18

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

20 Mueller presented Miguel Ramirez’s Water/Wastewater Report for October 2023, which included  
21 maintenance and repairs addressed during the month. Photos of a failed gasket and broken sewer main  
22 were in the report.  
23

24 York thanked staff for a great season at the park.  
25

26 The water usage graphs were reviewed. Mueller noted non-revenue water loss is down, which could be  
27 because leaks are being addressed and/or the new meter readings are more accurate.  
28

29 **D5) TTSA REPORT**

30 Smelser presented the October 18, 2023 TTSA Board Meeting Summary. HDR doing a rate study on  
31 sewer connection fees. The next TTSA meeting is December 5.  
32

33 **E. COMMITTEE REPORTS**

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

35 Grant reported on the November 9, 2023 Budget & Finance Committee meeting.  
36  
37 The Treasurer’s Report indicates \$1.35 million has been invested in treasury-bills and CDs.  
38

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

40 This Committee did not meet.  
41

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

43 This Committee did not meet.  
44

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

46 This Committee did not meet.  
47

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

49 No items were presented.  
50

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

- Request for proposals for Fire Protection and Emergency Medical
- FY2022/2023 District Audit
- CIP project reprioritization
- Carollo project management and design contract work related to CIPs.

**H. CORRESPONDENCE TO THE BOARD**

Correspondence regarding the newsletter was discussed. The Board considered options for producing and distributing the newsletter.

**I. CLOSED SESSION**

Closed Session was not convened.

**J. DIRECTORS' COMMENTS**

Please RSVP to Axell for the December 9 Christmas Party at the River Ranch.

The General Manager Open House is scheduled for Friday December 15.

**K. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:20 AM.

The next regularly scheduled Board meeting is Friday December 8, 2023 at 9:00 AM.

Respectfully Submitted,

Judy Friedman

Recording Secretary

THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS