

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **December 9, 2022**

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, and Dave Smelser
11 Directors Absent: Evan Salke and Christine York
12 Staff Present: General Manager Joseph Mueller, O&M Supervisor Miguel Ramirez, CPA Mike
13 Dobrowski, and Recording Secretary Judy Friedman
14

15 Guests included Liz Zang, NTFPD Chief Steve Leighton, Fire Marshall Brent Armstrong, and Division
16 Chief Alan 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 November 11,**
24 **2022 Regular Board meeting as corrected. Motion carried unanimously.**
25

26 **D. DEPARTMENT REPORTS**

27 **D1) FINANCIAL REPORT**

28 District CPA Mike Dobrowski presented the November 2022 financial statements. Outstanding accounts
29 receivables are approximately \$36,000. Final notices have been sent to past due accounts and if the
30 accounts are not brought current, they will be submitted to Placer County for collection.
31

32 **It was moved by Ganong and seconded by Smelser to approve the financial reports for**
33 **November 2022 as presented. Motion carried unanimously.**
34

35 **It was moved by Smelser and seconded by Ganong to approve payment of checks #32758 through**
36 **#32794, plus payroll and electronic fund transfers. Motion carried unanimously.**
37

38 **D2) FIRE DEPARTMENT REPORT**

39 Chief Whisler reported on the number of calls responded to during the past month. Year-to-date, NTFPD
40 responded to 102 calls from Alpine Meadows. The Alpine station was staffed 343 days in 2022. Whisler
41 reviewed District staffing.
42

43 Fire Marshall Armstrong distributed a written report with proposed amendments to the current contract
44 regarding fees for chipping services. Mueller explained the Board adopted a contract that included this
45 component and if changes are to be made, the contract should be reopened and renegotiated. Discussion
46 followed clarifying the situation and options.
47

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

49 General Manager Mueller presented his report on activities addressed in November 2022. The agreement
50 for the Base-to-Base Gondola has been submitted to the property owner.
51

1 Mueller has not been able to locate the formal agreement with NTFPD regarding use of one bay in the
2 vehicle storage building. Armstrong confirmed NTFPD reimbursed ASCWD for the cost to have the
3 building built. That said, he has not been able to locate the agreement either but will continue to see if he
4 can find it.

5
6 Mueller continues to research the possibility of District billings being included on the County property tax
7 rolls.

8
9 Mueller noted the new 907M Caterpillar loader, which is already getting a lot of use.

10
11 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

12 Miguel Ramirez presented the report of November 2022 operations, including wastewater flows and water
13 production. He has completed the course to reinstate his title as Certified Water Sampler

14
15 Ramirez reviewed the maintenance done during the month. He showed photos of a leak addressed on
16 Mineral Springs, which was one of two addressed during the month.

17
18 **D5) TTSA REPORT**

19 Smelser presented the report of the November 30, 2022 TTSA Board meeting. He explained the request
20 from the Truckee Fire Protection District to use TTSA property for a training facility that can be used by
21 various local agencies. A brief discussion followed regarding the possible implications of a training
22 facility at that location.

23
24 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

25 **E1) FINANCIAL AUDIT FOR THE FISCAL YEAR 2021 / 2022**

26 Vera Kis and Ron Ley from Damore Hamric & Schneider presented the final audit report for FY 2021/22.
27 Kis described the process and reviewed Financial Statements and Independent Auditors Report,
28 Governance Letter and Agreed Upon Procedures. They presented a “clean opinion.”

29
30 **It was moved by Smelser and seconded by Ganong to approve the FY 2021/22 audit as presented.**
31 **Motion carried unanimously.**

32
33 **E2) ASCWD SEWER SYSTEM MANAGEMENT PLAN**

34 Mueller explained the state requirement to have a Sewer System Management Plan in place and updated
35 every five years. Ramirez has updated the Plan to reflect actual operations more accurately. There may be
36 additional state requirements as of January 1, 2023. Discussion followed regarding details of the Plan and
37 District policies and practices.

38
39 **It was moved by Smelser and seconded by Ganong to recertify the Sewer System Management Plan**
40 **as updated. Motion carried unanimously.**

41
42 **E3) ELECTION OF ASCWD BOARD PRESIDENT AND VICE PRESIDENT TO THE**
43 **BOARD OF DIRECTORS**

44 **It was moved by Smelser and seconded by Ganong to appoint Janet Grant as ASCWD Board**
45 **President and Jan Ganong as Board Vice President for 2023. Motion carried unanimously.**

46
47 **E4) ASCWD TREASURER AND SECRETARY TO THE BOARD OF DIRECTORS**

48 **It was moved by Ganong and seconded by Smelser to assign Joe Mueller as Treasurer and**
49 **Secretary to the Board of Directors for 2023. Motion carried unanimously.**

50
51 **F. COMMITTEE REPORTS**

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

2 Grant presented the report of the December 8, 2022 Budget & Finance Committee meeting. She noted the
3 Treasurer’s Report. The Committee recommends investing approximately \$300,000 in T-Bills. T-bills
4 which is consistent with the Investment Policy.

5
6 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

7 This Committee did not meet.

8
9 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

10 This Committee did not meet.

11
12 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

13 This Committee did not meet.

14
15 **E. FUTURE AND OPEN AGENDA ITEMS**

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

18
19 **F. CORRESPONDENCE TO THE BOARD**

20 There was no correspondence presented.

21
22 **G. CLOSED SESSION**

23 Closed Session was not convened.

24
25 **H. DIRECTORS’ COMMENTS**

26 The District Open House is scheduled for December 16, 2022 from 10:30 AM to 2:30 PM.

27
28 Ganong asked for clarification on how the proposed NTFPD amendment will be considered. Mueller said
29 it can be on the next agenda for further review in Closed Session or a Staff Report. Discussion followed
30 regarding the components of the current agreement and options for reconsidering it. There was agreement
31 that the ASCWD and NTFPD attorneys will review the issue and counsel their respective clients.

32
33 **I. ADJOURNMENT**

34 There being no further business to come before the Board, the meeting was adjourned at 11:24 AM. The
35 next regularly scheduled Board meeting is Friday January 13, 2023 at 9:00 AM.

36
37 Respectfully Submitted,

38 Judy Friedman

39 Recording Secretary

40 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS