

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

3 **April 8, 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**

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

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

10
11 Directors Present: President Janet S. Grant, Vice-President Janice Ganong, Evan Salke, and Christine York

12 Directors Absent: Dave Smelser

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 and from NTFPD, 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) MARCH REGULAR BOARD MEETING**

23 **It was moved by Ganong and seconded by Salke to approve the minutes of the March 11, 2022**
24 **Regular Board meeting as presented. Motion carried unanimously.**

25
26 **D. DEPARTMENT REPORTS**

27 **D1) FINANCIAL REPORT**

28 District CPA Mike Dobrowski presented the quarterly and March 2022 monthly financial reports, which
29 were reviewed with the Budget and Finance Committee yesterday. He and Mueller have begun the FY
30 2022/23 budgeting process.

31
32 **It was moved by Ganong and seconded by Salke to approve the March 2022 financial reports as**
33 **presented. Motion carried unanimously.**

34
35 **It was moved by Ganong and seconded by Salke to approve payment of checks # 32407 - #32442,**
36 **electronic fund transfers, and payroll. Motion carried unanimously.**

37
38 **It was moved by Ganong and seconded by Salke to approve the approve July 2021 – March 2022**
39 **Quarterly reports as presented. Motion carried unanimously.**

40
41 **D2) FIRE DEPARTMENT REPORT**

42 NTFPD Chief Whisler reported:

- 43 • NTFPD responded to 14 calls last month in Alpine, 11 of which were at the ski area
- 44 • A Forest Fuels Manager has been hired, as well as three new firefighters
- 45 • The District is preparing for what is anticipated to be a busy wildland fire season
- 46 • The Citizens Emergency Response Team (CERT) held its first in-person meeting last week, the
47 first since the pandemic. There was a good turnout.

48
49 **D3) GENERAL MANAGER’S REPORT**

50 Mueller presented his report for March 2022. Work continues with Carollo on the Master Plan. Mueller is
51 reviewing the trash contract with TTSD.

1 The spring newsletter will be finalized today and sent out in the next week or so. The first draft of the new
2 fiscal year budget should be submitted to Budget and Finance later this month.

3
4 In response to a question, Mueller said he is still working to get the invoicing correct for the tank
5 replacement project.

6
7 The topic was open to public comment. Zang asked about improvement in receivables this month. Mueller
8 explained late payments usually trickle in during the year as people realize the delinquency and attempt to
9 catch up.

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

12 Miguel Ramirez presented the Water/Wastewater Report for March 2022 including maintenance addressed
13 during the month. He clarified the sampling and testing done.

14
15 Ramirez reviewed the photos in his report of the collection system, the electrical box at AMEW #1 which
16 will be moved inside, and the delivered and non-revenue water graphs reflecting 20 days for the month of
17 March.

18
19 The topic was open to public comment. Zang asked if the Master Plan will include impacts of irrigation on
20 the water supply. Mueller explained unused water ultimately goes back into the creek. The Plan will provide
21 information on strategies to throttle back so there is less unused water and confirm it goes into the creek.

22 23 **D5) TTSA REPORT**

24 Dave Smelser's report of the March 16, 2022 TTSA Board meeting was in today's meeting packet.

25 26 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

27 **E1) PLACER LAFCO NOMINATION FOR SPECIAL DISTRICT COMMISSIONER**

28 Ganong noted Rick Stephens, currently an alternate on Placer LAFCO, would like to be nominated as a
29 permanent member. He is local to eastern Placer County and serves on the Airport District Board. Ganong
30 recommends his nomination.

31
32 **It was moved by Ganong and seconded by York to nominate Rick Stephens as a regular member of**
33 **Placer LAFCO. Motion carried with Salke abstaining.**

34 35 **E2) DISTRICT PARK POLICY AND PARK USE FEES**

36 Mueller presented the staff report including revisions made during the previous Board and Committee
37 reviews. Discussion followed as the recommendations were clarified and revisions suggested. York noted
38 data will be collected this summer and additional changes may be made based on that information.

39
40 **It was moved by Salke and seconded by York to adopt Park Policy Number 6.1.0 and Park Policy 6.2.0**
41 **Park Use and Fee Schedule with revisions as discussed. Motion carried unanimously.**

42
43 York described logistics for the Easter Egg Hunt.

44 45 **E3) RETIREMENT HEALTH BENEFITS**

46 Mueller reminded the Board that when Resolution 9-2021 was adopted last September, there was agreement
47 to consider future retiree benefits at a later date. The Administration and Personnel Committee has reviewed
48 options and recommends the policy being considered today.

49
50 Discussion followed regarding details of the proposal, potential costs, how current staff and new hires will be
51 impacted, and the options for a tiered structure. There was agreement that current staff will be grandfathered

1 in to the benefit proposed. The Committee was asked to submit recommendations for future hires and
2 retirees.

3
4 **It was moved by York and seconded by Salke to accept the Administration and Personnel Committee**
5 **recommendation directing staff to work with BBK to prepare an amendment to the ASCWD**
6 **Employee handbook to reflect a tiered cost-shared structure for employees that retire before the age of**
7 **62. This benefit would only apply to current ASCWD staff. Motion carried unanimously.**

8
9 **E4) EMPLOYEE ANNUAL MERIT OR STEP SALARY INCREASE**

10 Mueller explained a merit versus step salary increase. Most Districts are moving to a COLA plus a
11 percentage based on performance reviews, within salary ranges. Additional increases may be offered if an
12 employee achieves professional certifications. The Administration and Personnel Committee
13 recommendation was reviewed.

14
15 **It was moved by York and seconded by Salke to accept the Administration and Personnel Committee**
16 **recommendations regarding salary increases and to direct staff to work with BBK on an amendment**
17 **to the ASCWD Employee Handbook. Motion carried unanimously.**

18
19 **E5) PARK FUND BUDGETING FOR THE FISCAL YEAR 22/23**

20 Mueller described the auditor's suggestion that the Park Fund be included in the General Fund. Evaluating
21 expenditures may be a bit more complicated, but the park will no longer show in the red. Either the current
22 budget line item or including it in the General Fund is acceptable. A brief discussion followed and no action
23 was taken.

24
25 **E6) SPRING 2022 ASCWD NEWSLETTER**

26 The Board reviewed the Spring newsletter and offered suggestions for revisions. A postcard will be sent to
27 the community advising them to read it on the website. Hard copies will be available if requested.

28
29 **F. COMMITTEE REPORTS**

30 **F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met April 7, 2022.**

31 Grant reviewed the Committee meeting of April 7, 2022. Action items were addressed elsewhere in today's
32 meeting. The Treasurer's Report was noted.

33
34 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

35 The report of the February 17, 2022 Committee meeting was in today's packet.

36
37 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

38 This Committee did not meet.

39
40 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

41 The report of the March 2, 2022 Committee meeting was in today's packet. Action items were addressed
42 elsewhere in today's meeting.

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

- 45 • Contract update and renewal with TTSD

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47 **H. CORRESPONDENCE TO THE BOARD**

48 No correspondence was presented.

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50 **I. CLOSED SESSION**

51 Closed Session was not convened.

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J. DIRECTORS' COMMENTS

Salke reported Mueller is investigating options to streamline the internet and phone costs.

Ganong noted the Tahoe Conservancy is offering water quality grants to local agencies. Mueller said ASCWD does not qualify because it is not within the TRPA boundaries of the Tahoe basin.

K. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11:15 AM. The next regularly scheduled Board meeting is Friday May 13, 2022 at 9:00 AM.

Respectfully Submitted,
Judy Friedman
Recording Secretary
THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS