

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

3 **June 14, 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 Christine  
11 York

12 Directors Absent: None

13 Staff Present: General Manager Joseph Mueller, O&M Supervisor Miguel Ramirez, District CPA Mike Dobrowski,  
14 and Recording Secretary Judy Friedman  
15

16 Guests included NTFPD Chief Steve Leighton, Forest Fuels Manager April Shackelford and PIO Erin Holland  
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) MAY REGULAR BOARD MEETING**

23 **It was moved by Smelser and seconded by Salke to approve the minutes of the May 13, 2022 Regular Board**  
24 **meeting as corrected. Motion carried unanimously.**  
25

26 **D. DEPARTMENT REPORTS**

27 **D1) FINANCIAL REPORT**

28 District CPA Dobrowski presented the May 2022 financial reports, including comparisons with this time last year.  
29 The cash position will be in alignment to the budget when the payment to NTFPD is made.

30 **It was moved by Ganong and seconded by Smelser to approve the May 2022 financial reports as presented.**  
31 **Motion carried unanimously.**  
32

33 **It was moved by Ganong and seconded by Smelser to approve payment of checks #32479 – #32525 minus**  
34 **#32481 and #32482 (voided checks) plus payroll and electronic fund transfers. Motion carried unanimously.**  
35

36 **D2) FIRE DEPARTMENT REPORT**

37 Chief Leighton reported:

- 38 • NTFPD responded to 160 calls last month, three of which were in Alpine
- 39 • Next year's budget is in process. It is expected to be approved in September when tax revenues are  
40 confirmed.
- 41 • Staffing updates
- 42 • Different agencies have different requirements regarding open burns. If passed, California SB 1012  
43 will require State Parks to follow local fire district requirements. Coordination with USFS is more  
44 complicated. Leighton is working with other agencies in the Tahoe area to provide a consistent  
45 message.
- 46 • NTFPD has responded to two drownings recently. Neither victim was wearing a life jacket.
- 47 • Crews are preparing for what could be a busy fire season.  
48

49 Forest Fuels Coordinator April Shackelford introduced herself and described areas being addressed this summer.  
50 PIO Erin Holland explained the Tourism Peer Program, a volunteer program helping with fuels management.  
51

1 Leighton reported NTFPD was one of several hundred applicants for the Calfire Prevention Grant. The District was  
2 not one of the 144 recipients selected. He will apply again next year.

### 3 4 **D3) GENERAL MANAGER’S REPORT**

5 **Joe Mueller, the General Manager, shall report on his activities during the month of May 2022.**

6 General Manager Mueller presented his report for May 2022.

7  
8 He met with Carollo, the consultant for the Master Plan Update, to update the models to identify deficiencies in the  
9 system and prioritize needs.

10  
11 Mueller wanted to add a green waste component to the TTSD contract. He has contacted the Tahoe Truckee  
12 Community Foundation (TTCF) to see if there are grants available, but won’t know until late fall or early next  
13 spring. It may be the TTSD contract needs to move forward before knowing if there are grant funds available. That  
14 could impact the rate study. Mueller will present a contract to the Board in August or September.

15  
16 White Wolf has submitted a Well Siting Report to the County that includes them sinking their own wells and starting  
17 a water company within the ASCWD service area. The County understands that is not allowed unless ASCWD and  
18 LAFCO approve. Mueller explained his approach as he continues to work with the County and the developer. It is  
19 not in the best interest of the District or the development to have separate water and sewer operations.

20  
21 The Truckee River Watershed Council received a California Water Resources Control Board grant for the Snow  
22 Crest Tributary Restoration project, which should begin in Fall 2023.

23  
24 Ken Gracey’s application for a TTCF defensible space grant was approved. ASCWD will accept the grant. That  
25 offers a good opportunity for the District to connect with TTCF.

26  
27 At least ten people attended Mueller’s Coffee and Conversation event. The main topics were defensible space and  
28 green waste.

29  
30 Mueller interviewed three IT companies for proposals to improve the system. The phone and internet changes  
31 significantly reduced costs, but during installation it was discovered the firewalls were not working.

32  
33 There was great response to the seven green waste dumpsters the District sponsored over Memorial Day Weekend.  
34 Mueller reviewed costs for dumpsters and described a “cart” system for property owners. Each homeowner would  
35 receive a green waste can and the trash company would dump them every other week. Mueller is hoping for a grant  
36 to purchase the 750 needed. Owners would pay about \$130 per year for pick up. Discussion followed regarding  
37 logistics of the operation and concerns. Truckee has had good success with a similar program. It was agreed that 6-  
38 yard dumpsters would be available for now. Flyers will be posted at the park and information on the website about  
39 the cart system to gauge interest.

40  
41 Mueller reported season pass revenues are higher, even though fewer passes sold. He distributed the ASCWD Park  
42 Use and Revenue History as of June 14 with comparisons going back to 2015.

43  
44 Mueller announced Scheid is leaving the District later this summer.

### 45 46 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

47 Miguel Ramirez presented the Water/Wastewater report for May 2022, including maintenance addressed during the  
48 month.

### 49 50 **D5) TTSA REPORT**

51 Smelser presented the report of the May 18, 2022 TTSA Board meeting.

1  
2 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

3 **E1) FY 2022/2023 OPERATING AND CAPITAL BUDGET**

4 Mueller presented the updated FY 2022/2023 budget. Discussion followed as specific line items were clarified.

5 **It was moved by York and seconded by Ganong to adopt Resolution 8-2022 Alpine Springs County Water**  
6 **District Operating and Capital Improvement Plan Budget for Fiscal Year July 1, 2022, thru June 30, 2023.**

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

8 **NAYS: None**

9 **Motion carried unanimously.**

10  
11 **E2) BOARD PAY**

12 Mueller presented a report based on last month's discussion. BBK has confirmed it is acceptable, given the ASCWD  
13 pay schedule differs a bit from PUC code. Ganong asked about continuing with a hybrid meeting. Mueller noted  
14 California Brown Act requirements regarding posting and public availability of meetings. The requirements were  
15 revised during the pandemic based on Governor's orders.

16  
17 Discussion followed regarding the proposed pay schedule for the Board and the assumptions made as the  
18 recommendation was prepared.

19 **It was moved by Smelser and seconded by Ganong to approve the Board Pay Policy Number 2.2.0 Director's**  
20 **Pay as presented effective July 1, 2022. Motion carried with Salke voting no.**

21  
22 Mueller was asked to consider CIP changes to the policy for next year's budget discussion and to make a  
23 recommendation regarding hybrid meeting as Brown Act requirements change.

24  
25 **E3) GOALS & OBJECTIVES 2022/ 2023**

26 Ganong distributed a summary of input from the Directors on the goals and objectives from last year. Everyone felt  
27 the goals had been achieved.

28  
29 Mueller said the Administration and Personnel Committee agreed to developing a statement and spreadsheet of goals  
30 and objectives moving forward. He presented the draft document, which is designed to be reviewed at least in  
31 November and May as a check in. That could be done more often if necessary. Discussion followed as the Matrix  
32 and Statement were reviewed and changes made in real time. The Board considered the District's responsibility as  
33 regards forest fuels management and how to address it in the document.

34 **It was moved by York and seconded by Smelser to approve the District Goals and Objectives for FY 2022/23**  
35 **as amended. Motion carried unanimously.**

36  
37 **It was moved by York and seconded by Smelser to approve the ASCWD Board Goals and Objectives Matrix**  
38 **for FY 2022/23 as modified. Motion carried unanimously.**

39  
40 **E4) UNBUDGETED EXPENSE 2018 TANK 4 REPLACEMENT PROJECT**

41 Mueller presented detail on how the final payment amount to close out the Tank 4 Replacement Project was arrived  
42 at with the contractor and review by Stantec.

43 **It was moved by Smelser and seconded by Ganong to authorize the final payment plus retainage payment for**  
44 **the unbudgeted expense of \$140,446.05 to Resourced Development Company for the Tank 4 Replacement**  
45 **Project, to be paid from Reserves. Motion carried unanimously.**

46  
47 **F. COMMITTEE REPORTS**

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

49 Grant presented the report of the June 13, 2022 Committee meeting, including the Treasurer's Report.

50  
51 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

1 York presented the report of the April 28, 2022 Committee meeting. She encouraged moving forward with a  
2 community workshop to clarify how ASCWD addresses its greenbelt lands. York noted the Fire Safe Council  
3 workday on June 25. The Flower Walk is scheduled for July 2.  
4

5 The Board continued a discussion raised last month about the District collecting funds for forest fuels treatment.  
6 Ganong felt a parcel tax should be considered. Mueller reiterated that BBK said the District can accept donations for  
7 a specific project and committee members can solicit contributions. Discussion followed. It was suggested waiting  
8 until the Master Plan is completed to consider funding options.  
9

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

11 This Committee did not meet.  
12

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

14 Ganong reviewed the Committee meeting of May 17, 2022. As a strategy for employee retention, the idea of  
15 providing pre-paid gas cards was considered. The Board discussed the gas cards and retiree benefits. Mueller was  
16 asked to present staff recommendations for both items.  
17

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

- 19 • Contract update and renewal with TTSD in August
- 20

21 **H. CORRESPONDENCE TO THE BOARD**

22 No correspondence was presented.  
23

24 **I. CLOSED SESSION**

25 The Board went into Closed Session at 12:10 PM to consider:

26 **I1) GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE**  
27 **EVALUATION**

28 **General Manager performance evaluation for fiscal year 2021/2022**

29 Open Session was reconvened at 12:50 PM and the following action reported:

30 **It was moved by Ganong and seconded by Smelser to amend Mueller's Employment Agreement to state that**  
31 **he will work no less than 24 hours per week at ASCWD offices, that his annual salary be increased 20% from**  
32 **his current salary, that his COLA will be based on his current salary amount, that he will receive a gas benefit**  
33 **provided at the employee rate, and that a one-time Performance Bonus of 10% of current salary be awarded.**  
34 **Motion carried unanimously.**  
35

36 **J. DIRECTORS' COMMENTS**

37 Grant requested that whatever is posted on the Park bulletin board be also posted on the bulletin board by the office.  
38

39 **K. ADJOURNMENT**  
40

41 There being no further business to come before the Board, the meeting was adjourned at 1:00 PM The next regularly  
42 scheduled Board meeting is Friday July 8, 2022 at 9:00 AM.  
43

44 Respectfully Submitted,

45 Judy Friedman

46 Recording Secretary

47 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

48 Approved 7/8/22 at the regular meeting of the board of directors.