

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **February 12, 2021**

4
5 Pursuant to the Governor's Executive Order N-29-20, issued March 17, 2020, the Alpine Springs County Water District Board
6 Room was not accessible to the public for this Board meeting. The meeting was accessible via Zoom. Public comments were
7 accepted by the Board on the call or via mail.
8

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

10 President Grant called the meeting to order at 9:03 AM via Zoom.

11
12 Directors Present: Janet S. Grant, President; Dave Smelser, Christine York, and Janice Ganong. Evan Salke
13 joined the call at 9:30 AM

14 Directors Absent: None

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

17
18 Guests attending via teleconference included Vera Kis, Ron Ley, John Mecklenburg, and Liz Zang, and from
19 NTFPD Chief Steve Leighton and Steve McNamara. There may have been others on the call who did not
20 identify themselves.
21

22 **B. PUBLIC COMMENT**

23 There were no comments on items not on today's agenda.
24

25 **C. APPROVAL OF MINUTES**

26 **C1) JANUARY MINUTES**

27 **It was moved by Smelser and seconded by York to approve the minutes of the January 8, 2021**
28 **Regular Board meeting as amended. Motion carried unanimously.**
29

30 **D. DEPARTMENT REPORTS**

31 **D1) FINANCIAL REPORT**

32 District CPA Mike Dobrowski presented the financial reports as of January 31, 2021. He anticipates sending
33 out more delinquent notices than in previous years.
34

35 **It was moved by Ganong and seconded by Smelser to approve the financial statements as of January**
36 **31, 2021. Motion carried unanimously.**
37

38 **It was moved by Ganong and seconded by Smelser to approve payment of payroll, checks #31719 –**
39 **31763, and electronic fund transfers. Motion carried unanimously.**
40

41 **D2) FIRE DEPARTMENT REPORT**

42 Chief Leighton reported:

- 43 • Staffing changes and staff that has helped at the hospital with COVID related issues
- 44 • Federal grant applications have been submitted for equipment and staffing
- 45 • Over 93% of NTFPD staff has received their COVID vaccines and many have received the second
46 dose
- 47 • The District responded to 237 calls in January. Twenty-six were in Alpine Meadows, of which 19
48 were from the ski area
- 49 • Station 56 is fully staffed on a daily basis

1
2 Chief McNamara reported:

- 3 • The permit application and review process is being streamlined. There is now software to track
4 how many plan reviews, pre-development reviews, Short Term Rental inspections, and defensible
5 space inspections are conducted

6
7 **a) Information only presentation by Ramon Manzano, NTFPD Inspector for short term**
8 **rentals in Placer County**

9 McNamara described how NTFPD conducts Short Term Rental inspections, which are required to comply
10 with Placer and El Dorado County's ordinances. He answered questions about the ordinances and how the
11 County's identify short term rentals through property management companies, online advertising, and TOT
12 certificates.

13
14 **D3) GENERAL MANAGER'S REPORT**

15 Mueller presented the January 2021 report, which was included in the meeting packets.

16
17 Ganong noted delays from Stantec in getting the Fire Flow Analysis for Juniper Mountain and asked if there
18 are other firms available to do the report. Mueller said the contract for this project has already been awarded.
19 He expects to have the report by February 19 in order for it to be included in the Placer County Water
20 Agency grant request.

21
22 In response from a question, Mueller said Stantec is not under contract to provide information for the White
23 Wolf project. In fact, White Wolf developers have chosen not to move forward with an evaluation from
24 Stantec. If ASCWD determines it does not have the resources to provide water, White Wolf's next step
25 would be to consider drilling a well. There are requirements to be met since the valley shares a water source,
26 but the process would go through Placer County. Determining where the water supply would come from is
27 part of the EIR. The first step is for the developer to determine the demands for day-to-day water use,
28 irrigation, and fire suppression. The second step is determination of the infrastructure needed.

29
30 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

31 O&M Supervisor Miguel Ramirez presented the Water/Waste Water Report for January 2021, including
32 water production and sewer flows. Maintenance included addressing a water leak with Longo. Ramirez said
33 there are 41 additional homeowner leaks.

34
35 **D5) TTSA REPORT**

36 Smelser presented the written report of the January 20, 2021 TTSA Board meeting. Salke noted a letter from
37 Carl Davis. He asked if partner agency Board members can do anything to help address TTSA concerns
38 cited. Smelser said the TTSA Board continues to be apprised of staffing concerns. Mueller added the TTSA
39 issues Davis refers to are personnel issues that its Board addresses in Closed Session. It is not appropriate for
40 this Board to weigh in. The Davis letter was distributed for information only.

41
42 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

43 **E1) FINANCIAL AUDIT FOR THE FISCAL YEAR 2019/2020**

44 Vera Kis and Ron Ley from Damore Hamric & Schneider presented the results of the audit for FY 2020 and
45 2019. They answered questions including clarification of park allocations, the various District funds, and
46 how this information can be used for future budgeting decisions, including funding OPEB post-retirement
47 benefits.

1 **It was moved by York and seconded by Smelser to accept the audit for FY 2020 and 2019 as presented.**
2 **Motion carried unanimously.**

3
4 **E2) ADOPT AN EMPLOYEE PUBLICLY APPROVED PAY SCHEDULE**

5 **It was moved by Ganong and seconded by Salke to adopt the Alpine Springs County Water District**
6 **hourly salary schedule as presented. Motion carried unanimously.**

7
8 **E3) DISCUSS PARK, REC AND GREENBELT COMMITTEE**

9 **a) Discuss for approval the committees selected community members from interested**
10 **applicants.**

11 Mueller presented the staff report regarding adding community members to the Park, Rec, and Greenbelt
12 Committee. There are four open positions.

13
14 **b) Discuss expanding the Park, Rec, and Greenbelt Committee's focus to include**
15 **defensible space on district owned properties.**

16 York reported she and Ganong have heard from eight very qualified community members wanting to join the
17 expanded Committee. She and Ganong considered the Fire Safe Council's request to have an officially
18 designated position on the Committee. They recommend maintaining the current ASCWD Policy 6.6.0 of the
19 Greenbelt Committee. The ASCWD Committee will continue to oversee and recommend to the Board items
20 of concern on greenbelt lands and the park operation changes.

21
22 Discussion followed. There was agreement that the Fire Safe Council should remain a separate committee,
23 but communication between the two should continue. Defensible space is not the main driver of the
24 Greenbelt Committee, although it is taken very seriously. The District partners with NTFPD to address the
25 issue continually on District property. It was agreed that a member of FSC would be invited to Greenbelt
26 Committee meetings.

27
28 The Board agreed to the recommendation to add Justin Ries, Michael Cadra, Felicia Cole, and Ursula
29 Hirsbrunner to the Greenbelt Committee.

30
31 **E4) SDRMA 2021 NOMINATION PACKET CHECKLIST AND GUIDELINES**

32 **E5) CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT A**

33 At the next meeting, Mueller will advise the Board if he is interested in joining either or both of these
34 Boards.

35
36 **E6) PCLAFCO CALL FOR NOMINATIONS FOR SPECIAL DISTRICT REP**

37 No candidates were brought forward. During public comment, Friedman said TCPUD may have a candidate
38 for the vacant seat. There are many Tahoe issues that may come up in the next few years and it would be
39 good to have local representation.

40
41 **F. COMMITTEE REPORTS**

42 **F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met February 11th, 2021.**

43 Grant presented the report of the Committee's meeting on February 11, 2021. The District's credit card
44 application has not yet been approved. Zinn is paying for the Zoom account in the meantime.

45
46 **It was moved by Salke and seconded by Smelser to approve reimbursement of the unbudgeted expense**
47 **of \$14.99 to Pam Zinn for the Zoom account.**

1 Public comment was opened. Liz Zang asked for clarification on how overhead is allocated, particularly for
2 the Park. Mueller agreed to keep logs on how staff spends time for the next several months.

3
4 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

5 See Item E3.

6
7 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

8 This Committee did not meet.

9
10 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

11 This Committee did not meet.

12
13 **G. OPEN ITEMS**

14 No additional items were brought forward.

15
16 **H. CORRESPONDENCE TO THE BOARD**

17 All correspondence was reviewed.

18
19 **I. CLOSED SESSION**

20 Closed Session was not convened.

21
22 **J. DIRECTORS' COMMENTS**

23 Board members appreciated Mueller's reports, including the level of detail and recommendations.

24
25 Salke asked Mueller to investigate appropriate internet service for the District. Salke asked the Park,
26 Recreation, and Greenbelt Committee to consider having a monitor at the Park gate. He asked if a par-course
27 type of amenity might be appropriate at the Park.

28
29 **K. ADJOURNMENT**

30 There being no further business to come before the Board, the meeting was adjourned at 11:50 AM. The next
31 regularly scheduled Board meeting is Friday March 12, 2021 at 9:00 AM.

32
33 Respectfully Submitted,

34 Judy Friedman

35 Recording Secretary

36 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
37