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**ALPINE SPRINGS COUNTY WATER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
May 14, 2021**

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

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

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

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

Directors Absent: None

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

Guests attending via teleconference included Liz Zang, John Mecklenburg, Michele Prestowitz, Dawn Grass, Pippin Mader, and from NTFPD, Chief Steve McNamara. There may have been others on the call who did not identify themselves.

B. PUBLIC COMMENT

Pippin Mader addressed the Board in opposition of the TTSA contract with its General Manager and Director Smelser's approval.

John Mecklenburg asked that the Juniper Mountain Association Board be advised regarding fire flow issues. Mecklenburg noted the recent bagging of fire hydrants and asked that JMA be notified of any actions.

Dawn Grass asked that notification to residents about the dumpsters provided over Memorial Day specify whether it is a general clean up or just green waste. Mueller said the intent is for green waste and outdoor garbage uncovered by snow. He will send out another notice to owners and make sure it is more clear next year.

C. APPROVAL OF MINUTES

C1) APRIL MINUTES

It was moved by and Ganong seconded by York to approve the minutes of the Regular Board Meeting of April 9, 2021 as amended. Motion carried unanimously.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

District CPA Mike Dobrowski presented the April 2021 financial statements. He answered questions clarifying the cash position and Capital Reserve budget, which is lower than the target of \$1 million because of the Tank 4 and 4A replacements. Discussion followed regarding building the fund back up. A question was asked about utility costs. Salke described his investigation into alternatives.

It was moved by Smelser and seconded by Ganong to approve the April 2021 financial reports as presented. Motion carried unanimously.

1 **It was moved by York and seconded by Smelser to approve payment of checks 31845 – 31896,**
2 **payroll, and electronic fund transfers. Motion carried unanimously.**
3

4 **D2) FIRE DEPARTMENT REPORT**

5 Chief McNamara announced Steve Leighton has been named as NTFPD Fire Chief. Mike Schwartz will be
6 named Fire Chief Emeritus upon his retirement.
7

8 McNamara reported:

- 9 • March was the busiest March in the past five years. There is no shoulder season anymore.
- 10 • There are many indications that this could be a long and dangerous fire season. There have
11 already been fire watch days. Crews are training for wildland scenarios.
- 12 • The COVID protocols are still in place. The Governor is expected to issue an update on
13 restrictions on June 15.
- 14 • Staffing and training

15
16 On behalf of Forest Fuels Coordinator Eric Horntvedt. McNamara reported the Forest Practice Act Report
17 informs many forest fuels reduction projects and should streamline the process.
18

19 California Insurance Commissioner Lura is taking steps to help the property insurance issues. There is a bill
20 in Assembly that would require insurance companies to allow at least one renewal before cancelling. Other
21 legislature being considered is SB 450 which will allocate funds to wildland fire districts. If approved,
22 approximately \$536 million could be available. McNamara will apply for funds for Alpine Meadows,
23 North Tahoe, and Meeks Bay. Another bill going through the Assembly would mandate defensible space
24 inspections upon transfer of property.
25

26 McNamara thanked Mueller and Ramirez for their help in addressing the challenges with the fire house in
27 Alpine. A plan to remodel the station will be presented during the NTFPD budget process. There is a
28 strategy to address phone lines and internet that he will discuss with Mueller.
29

30 McNamara described the app-based system that is making plan checks and approvals more efficient.
31

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

33 General Manager Joe Mueller presented his April 2021 Activities Report, noting his work with proposed
34 development in Alpine and investigation of a leak. Mueller reported three fire hydrants in Juniper Mountain
35 were taken out of service in coordination with NTFPD. He is confident all the hydrants in Juniper
36 Mountain will be tested by the end of June. The Budget and Finance Committee reviewed the draft budget
37 at yesterday's meeting.
38

39 Building Reserves is a priority. If an emergency were to occur, Mueller said outside funding sources
40 including a bond, private financing, or even creating a Mello-Roos District could be considered. There are
41 also grants ASCWD may be eligible for including American Rescue Funds Act dollars from Placer County.
42

43 Ganong acknowledged other projects are being addressed, but voiced concern that three hydrants were
44 tagged presumably because of an extreme lack of fire flow. This is important to twenty-four homes in
45 upper Juniper Mountain and could impact those owners from getting building permits, real estate transfers,
46 and insurance. As risk managers, it is important ASCWD fulfills its mission statement. Ganong asked if the
47 District has a liability.
48

1 A discussion followed regarding how this issue fits in with the priority of identifying a major leak, which
2 Mueller feels is an emergency situation. He wants appropriate manpower to test hydrants properly and
3 efficiently. He noted NTFPD's confidence that any fire on Juniper Mountain can be addressed.
4

5 Ganong stated that if it is not a manpower issue, she wants to be on record stating she believes it is the
6 District's responsibility as Directors and risk managers to move forward without delay to test the three
7 hydrants on Juniper Mountain to access if there is a risk to the fire flow issue.
8

9 The topic was open to public comment. John Mecklenburg supported Ganong's message of making sure
10 the fire flow issue remains top of mind. The tags are a clear indication of infrastructure failure and that is
11 how property owners look at this. There is a potential cost to owners trying to get permits or insurance and
12 non-working hydrants could have direct economic ramifications.
13

14 Zang reiterated Mueller's comment that Chief Leighton and Chief McNamara are confident that Juniper
15 Mountain is protected by an NTPFD plan. Mueller said that is the sentiment he has received by
16 conversations with both of them.
17

18 Public comment was closed.
19

20 Mueller clarified the Will-Serve letter for the Base-to-Base Gondola Project. He said testing hydrants will
21 be a priority as soon as possible. He anticipates it will be done by the end of June and said staff is as
22 committed to resolving the issue as much as the community is.
23

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

25 O&M Supervisor Miguel Ramirez presented Water/Waste Water Report for April 2021 including water
26 production, waste water flows, and overall maintenance performed for the month. He did locate a 7 gallon
27 per minute leak in a residence.
28

29 There is a 30-45 gallon per minute leak in Zone 3. Ramirez described efforts to identify the source,
30 including use of listening equipment and working with identification companies. Some valves were shut
31 down and potholing will begin next week since the general area has been identified.
32

33 The park is scheduled to open Memorial Day weekend.
34

35 **D5) TTSA REPORT**

36 Smelser presented the report of the April meeting, which was included in the meeting packets. The new
37 Lab Director began May 3. The General Manger contract is year-to-year and must be renewed annually.
38

39 Smelser stated TTSA is doing a good job of upgrading and replacing infrastructure. There is talk of
40 conducting multi-district drills to make sure everyone is on the same page in the event of an emergency.
41

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

43 **E1) PRESENTATION ON THE SNOW CREST TRIBUTARY RESTORATION**

44 Michele Prestowitz from the Truckee River Watershed Council updated the group on the Snow Crest
45 Tributary Restoration project. She showed a site map of the project, most of which is on land owned by
46 ASCWD, but US Forest Service and some private parties are also land owners. The goals include restoring
47 two acres of meadow, improve water quality and habitat, and address storm water conditions. Assuming the

1 design work and CEQA are on schedule, permitting could be completed by the end of this year. The
2 funding will then be put in place and construction could be done in fall 2022.

3
4 Discussion followed as details of the project were considered. Prestowitz agreed with some comments
5 about how the meadow looked after recent restoration projects, saying that in a normal water year, water
6 would spill into the meadow from the north end. That is not the situation this year.

7
8 Discussion continued. Ganong noted a previous concern about mosquitos in standing water and encouraged
9 saving the many willows and pines the area. Prestowitz will check the situation with any standing water.
10 She described the areas of vegetation removal necessary to improve riparian growth.

11
12 Prestowitz continued to answer questions about this and other Watershed Council projects. She will work
13 with Ramirez to locate the pressure valve and water main in the work area.

14
15 **E2) ADOPT RESOLUTION 5-2021 ANNUAL ADOPTION OF THE DISTRICTS**
16 **INVESTMENT POLICY**

17 A grammatical error was noted and will be corrected.

18
19 **It was moved by York and seconded by Grant to adopt Resolution 5-2021, Annual Adoption of the**
20 **District's Investment Policy as amended and rescind Resolution 5-2014.**

21 **Roll call vote:**

22 **AYES: Grant, Smelser, York, Ganong, Salke**

23 **NOES: None**

24 **Motion carried unanimously.**

25
26 **E3) ADOPT RESOLUTION 4-2021 ESTABLISHING APPROPRIATION LIMITS FOR**
27 **FISCAL YEAR 2021/2022**

28 Because this item was not posted within the required time frame, action was tabled to the next meeting.

29
30 **F. COMMITTEE REPORTS**

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

32 Grant presented the report of the May 13, 2021 Committee meeting. The funds in the Money Market CD
33 will be transferred to Operating. The Committee reviewed the proposed 2021 budget, which will be
34 presented to the Board in June.

35
36 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

37 York announced the Wild Flower Walk is tentatively scheduled for Saturday July 3 at 9:00 AM.

38
39 Ganong asked the status of submitting a proposed policy regarding the greenbelt. Mueller is still planning
40 to meet with Eric Horntvedt to develop a recommendation. York is hearing from the community that such a
41 policy will help foster good will. In the meantime, if people have questions about defensible space work,
42 they should contact Mueller.

43
44 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

45 Smelser said that until there is more data available, the Committee will not meet.

46
47 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

1 Grant explained that before the end of the fiscal year, the Committee sends the Manager and Board
2 members agreed upon goals and objectives for comment. The information is compiled into a report to be
3 presented at the June meeting
4

5 **G. OPEN ITEMS**

6 Ganong asked the status of the Employee Salary Steps. Mueller is preparing the Salary Steps, as well as
7 goals and objectives for each step. This item will be on an upcoming agenda.
8

9 Ganong asked what action is taken if owners do not respond to leaks. Mueller described the process for
10 notifying owners and follow up. If the leak is causing damage, the District can turn off the water.
11

12 **H. CORRESPONDENCE TO THE BOARD**

13 An email from Judy Czarnecki requesting 2020 park fee be deferred to the current year. However, the pass
14 was used on July 4, 2020 and July 20, 2020. Following discussion, there was consensus to deny the request
15 based on policy and that the pass was used twice last year.
16

17 **I. CLOSED SESSION**

18 Closed Session was not convened.
19

20 **J. DIRECTORS' COMMENTS**

21 Smelser asked about meeting in person. Mueller will continue to watch guidelines. He hopes the Board can
22 meet in person in June and general public may be able to attend in July.
23

24 Ganong asked about voting for a LAFCO representative. The voting deadline was extended and this will be
25 on next month's agenda.
26

27 **K. ADJOURNMENT**

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

31 Respectfully Submitted,
32 Judy Friedman
33 Recording Secretary
34 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
35