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**ALPINE SPRINGS COUNTY WATER DISTRICT**  
**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
**June 11, 2021**

**NOTE: Due to continued COVID restrictions, this meeting was a “hybrid” of an in-person meeting for Board and staff and Zoom for additional attendees**

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

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

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

Directors Absent: None

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

Guests attending via teleconference included John Mecklenburg, Liz Zang, and from NTFPD, Alan Whisler, Steve McNamara, and Steve Leighton. There may have been others on the call who did not identify themselves.

**B. PUBLIC COMMENT**

John Mecklenbug from the Juniper Mountain Association Board, said there was fear and uncertainty about the hydrants in Juniper Mountain that were tagged as unusable this spring. Since then the JMA Board and community have worked with ASCWD to resolve the issue for both Valley safety and District success. He asked that Juniper Mountain fire flows be a stand-alone agenda item rather than included in reports. Mecklenburg appreciated that the hydrants were tested and relieved at the results, but there still are questions.

Liz Zang is disappointed that the (Board and staff) self-assessment on today’s agenda was a to-do list, not actual goals and objectives. She asked the Board to make sure they are getting the right information from experts weighing in and consider big picture issues such as the financial condition of the District and the future of a water and sewer plan.

**C. APPROVAL OF MINUTES**

**C1) MAY MINUTES**

**It was moved by Ganong and seconded by York to approve the minutes of the Regular Board meeting of May 14, 2021 as corrected from the draft version. Motion carried unanimously.**

**D. DEPARTMENT REPORTS**

**D1) FINANCIAL REPORT**

District CPA Mike Dobrowski presented the May 2021 financial statements, noting the cash position and account balances. He is working on the budget with Mueller. In response to a question, Dobrowski said that as of today and based on current policy, \$180,000 is available for Capital Projects.

**It was moved by York and seconded by Smelser to approve the May 2021 financial reports as presented. Motion carried unanimously.**

**It was moved by Smelser and seconded by York to approve payment of checks 31897 - 31941, payroll, and electronic fund transfers. Motion carried unanimously.**

1  
2 **D2) FIRE DEPARTMENT REPORT**

3 Chief Alan Whisler reported:

- 4 • He has taken over as Division Chief  
5 • Staffing and responses to calls  
6

7 Whisler answered questions about the burn ban. Although there are differing policies among agencies such  
8 as state parks and federal lands, they try to work together regarding bans on Red Flag Days. No fires at all  
9 are allowed at that time, including propane barbecues.  
10

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

12 General Manager Joe Mueller presented his written report for May 2021. An invoice has still not been  
13 submitted for the Tank 4 and 4A replacement project. Mueller will ask Counsel if, at some point an invoice  
14 is not received, the liability may be taken off the books.  
15

16 Mueller reported the hydrants on Juniper Mountain were tested and the results were detailed in his report.  
17 The precautionary tape has been removed from the three hydrants previously tagged and NTFPD agreed the  
18 hydrants are useable. Fire flows will continue to be a priority. Final results on the lower hydrant are still to  
19 come and it may be retested, but overall, hydrants are flowing as they were designed to do. Mueller  
20 described the field testing and analysis done.  
21

22 The topic was open to public comment. Mecklenburg asked if given the current testing results, a building  
23 permit may have been issued to an owner last July, who was denied at the time. Mueller is not aware of any  
24 modifications that have been done since then. Mecklenburg described a structure fire in 2008 and is trying to  
25 reconcile the scenario at that time with discrepancies in flows since. Mueller and Smelser described their  
26 understanding of the situation and conjectured of what may have happened with a hydrant going below  
27 adequate pressure.  
28

29 Mecklenburg asked for Mueller's opinions on NTFPD and previous General Manager John Collins'  
30 assumptions in addressing the issue over the years compared with recent findings.  
31

32 Liz Zang said this should have been a separate agenda item, given the Board sets the agenda. The Board  
33 should be asking more questions. She said there was past data available that the Board missed.  
34

35 Public comment was closed.  
36

37 A lengthily discussion followed regarding the hydrant testing and results. It was noted the Board bases  
38 decisions on the information provided by staff and NTFPD. There was frustration voiced from the public on  
39 how long this issue has taken to be resolved. Mueller said a final determination could not be made until the  
40 testing was done and he cannot speak to previous engineer's assumptions of the situation.  
41

42 NTFPD Chief McNamara assured the group he was hearing the concerns and is confident in the testing done,  
43 as well as retesting the lower hydrant. NTFPD has an ordinance and also follows the California Fire Code  
44 regarding gallons per minute. He discussed his investigation into the 2008 incident and the work done with  
45 the applicant last year to get their project permitted. Following further consideration, there was consensus to  
46 add this item to the next Board meeting agenda.  
47

1 Mueller continued to review his written report highlighting items he and the Office Manager have been  
2 addressing. The Governor's statement on June 15 should provide direction on opening facilities.

3  
4 There was a brief discussion clarifying the Local Hazard Mitigation Plan and how it is administered.

#### 5 6 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

7 Operations Manager Miguel Ramirez presented the May 2021 Water/Waste Water report, including the  
8 maintenance addressed during the month. Pictures of the cracked lateral causing the leak in Zone 3 were  
9 included in the packet and Ramirez described the issue. The pond at the park was drained and cleaned. A  
10 message board will be installed at the park with information from the District and reminders to keep the pond  
11 clean. Ramirez answered questions about what might be anticipated given the current drought. There is  
12 plenty of water in the tanks, but there are a lot of people in Alpine and some big projects coming up that will  
13 be considered during Master Plan discussions.

#### 14 15 **D5) TTSA REPORT**

16 Smelser presented a report of the May 19, 2021 TTSA Board meeting. The new Lab Director is on board.  
17 Smelser noted the new Preventative Maintenance and Inventory software being used.

#### 18 19 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

##### 20 **E1) ADOPT RESOLUTION 6-2021 ESTABLISHING FISCAL YEAR 2021/22 BUDGET**

21 **It was moved by York and seconded by Salke to adopt Resolution 6-2021, establishing the FY 2021/22**  
22 **Operations and CIP budget. Roll call vote:**

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

24 **NOES: None**

25 **Motion carried unanimously.**

##### 26 27 **E2) ADOPT RESOLUTION 4-2021 ESTABLISHING APPROPRIATION LIMITS FOR** 28 **FISCAL YEAR 2021/2022**

29 **It was moved by York and seconded by Smelser to adopt Resolution 4-2021, establishing**  
30 **Appropriation Limits for FY21/22. Roll call vote:**

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

32 **NOES: None**

33 **Motion carried unanimously.**

##### 34 35 **E3) PLACER LAFCO SPECIAL DISTRICT REPRESENTATIVE & ALTERNATE**

36 **It was moved by Ganong and seconded by Grant to cast ASCWD votes for Placer LAFCO Special**  
37 **District Representative and Alternate for Joshua Alpine and Rick Stephens. Motion carried**  
38 **unanimously.**

##### 39 40 **E4) FISCAL YEAR 2020/21 GOALS AND OBJECTIVES**

41 Ganong presented the proposed FY 2020/21 Goals and Objectives for the Board and General Manager and  
42 described the changes from last year's document. Discussion followed clarifying the recommendations and  
43 the process. Committee chairs were asked to submit their Committee's suggestions for goals, objectives, and  
44 timelines to the A&P Committee by June 25. Salke and Ganong will compile the information and submit a  
45 new document for Board review next month.

##### 46 47 **E5) POLICY NUMBER:1.0.0 THROUGH 1.4.0**

48 This item was tabled to the July Board meeting.

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**F. COMMITTEE REPORTS**

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

Grant presented the report of the Committee’s June 10, 2021 meeting. She noted funds transferred to Operating and the Money Market accounts. The Committee recommends including \$30,000 in the budget for CBERT. A brief discussion followed and it was agreed to include \$20,000 for CBERT. The Committee received a letter from Michael Battey about CalPERS. The Committee considered the information he sent and investigated alternatives. The Board decided not to make any changes at this time.

The Committee considered options for notifying customers of leaks and appropriate charges.

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

The Committee did not meet. York reported the Wild Flower Walk is scheduled for July 3 at 9:00 AM.

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

This Committee did not meet.

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

This Committee did not meet.

**G. OPEN ITEMS**

No additional items were presented.

**H. CORRESPONDENCE TO THE BOARD**

The Board considered correspondence from members.

**It was moved by Smelser and seconded by York to roll the 2020 park membership fees over to 2021, because the pass was not used in 2020, per the request from Amy Vail. Motion carried unanimously.**

**I. CLOSED SESSION**

**GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION FY 2020/2021**

This item was tabled to the July Board meeting.

**J. DIRECTORS’ COMMENTS**

Smelser reported the Fire Wise Committee has volunteers available to help with a clean-up day on District properties. He said an Evacuation Drill is tentatively scheduled for September 27.

Ganong asked for a legal opinion on a tiered rate structure. Mueller will include this on the July agenda.

**K. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:40 PM. The next regularly scheduled Board meeting is Friday July 9, 2021 at 9:00 AM.

Respectfully Submitted,

Judy Friedman

Recording Secretary

THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS