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**ALPINE SPRINGS COUNTY WATER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
August 13, 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, O&M Supervisor Miguel Ramirez, District CPA Mike Dobrowski, NTFPD Division Chief Steve McNamara, and Recording Secretary Judy Friedman

Guests attending via teleconference included Liz Zang. There may have been others on the call who did not identify themselves.

B. PUBLIC COMMENT

There were no comments on items not on today’s agenda.

C. APPROVAL OF MINUTES

C1) JULY MINUTES

It was moved by Smelser and seconded by Salke to approve the minutes of the July 9, 2021 Regular Board meeting as amended. Motion carried unanimously.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

District CPA, Mike Dobrowski, presented the July 2021 financial reports. The first delinquency notices will go out next week to 130-150 customers. The new fiscal-year budget has been put in place. Dobrowski is preparing for the audit. The auditors will be at the District the week of September 13th.

Dobrowski answered questions clarifying specific line items and checks paid during the month.

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

It was moved by York and seconded by Smelser to approve payment of checks #31993 – #32036 and #32038 – 32057, payroll, and electronic fund transfers. Motion carried unanimously.

It was moved by York and seconded by Ganong to approve the fiscal year July 2020 - June 2021 Profit & Loss by Fund Report. Motion carried unanimously.

D2) FIRE DEPARTMENT REPORT

NTFPD Division Chief Steve McNamara reported:

- The District ran 388 calls in July, which breaks the previous record for the most calls, which was during the storms in January 2017.
- The District is providing mutual aid and deploying crews to the many fires in the region. That said, staffing levels are being maintained in North Tahoe to meet local needs.

- The Olympic Valley Fire Department is considering adding an ambulance to their station. There are pros and cons to the idea. Currently North Tahoe and Truckee provide ambulance service to Squaw and that is a revenue stream for those districts.
- Assembly Bill 38 went into effect on July 1, 2021. It requires all real estate transactions to show compliance with defensible space inspections, which can only be conducted by Calfire. A brief discussion followed clarifying the requirements and explaining the inspections done by NTFPD.
- There is a burn ban in effect for charcoal and wood at all times and propane and any other open flame during Red Flag Warning Days. There may be different regulations for state and federal lands, but there are efforts to bring all jurisdictions into alignment.
- Requests for fireworks permits have been submitted for Labor Day shows.
- NTFPD weighs in on variance requests made to Placer County Community Development Resource Agency (the building department). Requests are being submitted to increase occupancies in single family homes to what may be considered an apartment, which has different safety requirements, such as installing a sprinkler system. Also, the County considered a Safe Parking Proposal to allow people to sleep in RVs in private parking lots, but NTFPD is concerned about safety and does not consider that a viable solution for temporary workforce housing.
- NTFPD is in communication with Alpine Sierra about purchasing a new fire engine. The timing is still vague.
- The Base-to-Base Gondola project is moving forward. Because it is on federal lands, NTFPD does not have jurisdiction to apply fire codes, but the developer has asked for NTFPD inspections anyway.
- A report will be given next month on proposed work at Station 56 that ties in with the current contract.

D3) GENERAL MANAGER'S REPORT

General Manager Joe Mueller presented his July 2021 report. The number one project is getting the Scope of Work and Needs Assessment completed to inform the District Master Plan. Mueller is meeting with engineering firms to clarify the Request for Proposals (RFP) to identify a consultant to get the Plan completed before the next rate study.

Mueller is meeting with Chris Nelson, developer of the Alpenglow project, regarding its needs. Nelson hopes to begin installing infrastructure next spring. Regarding White Wolf, Mueller said the engineering firm has not given ASCWD nor Placer County detailed information to develop a sewer plan and determine how water will be provided.

An update on the Snow Crest Tributary Restoration will be on next month's agenda. The project is at 90% design, but funds need to be identified. After funding is secured, the public outreach will begin. Next month's presentation will be to get Board input on the direction of the project.

The final invoices for the Tank 4 and 4A replacement have still not been received. Mueller continues to try to get the situation resolved. Either an invoice will be submitted for payment or the project closed out.

Mueller described the work needed to address dead or dying trees along Bear Creek. He has consulted Lahontan and NTFPD about the costs and logistics involved. A brief discussion followed about the options.

The US Forest Service considers the road accessing Spring #2, which goes across a ski run, to be a hazard. Options to soften it are being considered. It could cost \$10,000 - \$20,000 to mitigate the situation.

Mueller described the agreement reached with staff on the alternative work schedule. The impact to the budget could be approximately \$30,000 a year because a full-time employee (FTE) equivalent has been added, but the arrangement will ensure service levels are maintained and seasonal staff is retained.

1 More season passes to the park have been processed this year, which will increase revenue by about \$13,000.
2 Ganong is hearing comments about the park being overcrowded and suggested data be compiled on actual
3 use. Mueller will work with staff to determine an appropriate schedule to do head counts. A letter will be
4 sent to Placer County regarding the District's intention to reconsider the rate structure at the park. A survey
5 will be sent to owners to consider how they use the park and get input on rates.

6
7 Mueller reported JMA cancelled its Annual Meeting over Labor Day weekend because of COVID. AMEA
8 has asked for Saturday of Labor Day weekend, which is not allowed by the policy stating no group events on
9 holiday weekends. Mueller invited the association to submit a written request, but nothing has been received.
10 This Board considered the issue and there was consensus that Mueller will make the final decision if a
11 formal request is made, but there was a preference to only allow the event late on Saturday September 4 or
12 on Sunday, September 5.

13
14 The item was open to public comment. Liz Zang asked for clarification on how the Master Plan is being
15 developed and how historical information will be included. Mueller described what will be included and the
16 process to inform and develop the Plan.

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

18
19 Operations Manager Miguel Ramirez presented the Water/Waste Water Report for the month of July, noting
20 water production and waste water flows. He reviewed the maintenance done during the month, including test
21 results, hydrant flushing and addressing leaks.

22
23 A new message sign is available to disseminate District information to the public. This will aid in
24 transparency and communication of District business.

25
26 York noted fish are dying in the creek because of low water levels. She asked if the District can do
27 something to address the situation. A brief discussion followed regarding pond levels and ASCWD's role in
28 dictating when ponds are filled. Staff will see if filling Pond 1 can be delayed.

29 **D5) TTSA REPORT**

30
31 TTSA Representative Smelser presented his written report of the July 21,2021 meeting. A new audit firm has
32 been hired and Locally IT Services have been engaged to provide security. Mueller is also taking to Locally
33 IT about strategies to be more cloud-based and improve security.

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

35 **E1) FISCAL YEAR 2021/22 BOARD GOALS AND OBJECTIVES**

36
37 Mueller reviewed his staff report giving a history of the Goals and Objectives and recommended
38 amendments to the document. The information was provided in a spreadsheet to allow for a variety of ways
39 to gauge performance. Ganong clarified the suggested changes and discussion followed.

40
41 **It was moved by York and seconded by Smelser to approve the FY 2021/22 Board Goals and**
42 **Objectives as presented. Motion carried unanimously.**

43 **E2) ASCWD PUBLIC BOARD AND COMMITTEE MEETINGS**

44
45 Mueller asked the Board to consider whether they want to meet electronically, in person, or a hybrid. The
46 Governor's order suspending the Brown Act requirement for in person meetings expires on October 1, 2021.
47 Discussion followed on how other agencies are addressing the issue and costs to install appropriate
48 equipment for hybrid meetings. There was consensus to continue hybrid meetings with the Board and staff in
49 person and the public participating electronically, but not to invest in additional equipment at this time. .
50 Mueller will work with the room layout to consider the best camera angles.

51

1 **F. COMMITTEE REPORTS**

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

3 Grant presented the report of the August 12, 2021 Committee meeting. The group recommended the
4 retaining \$300,000 in the Bank of the West account for operations and transferring the remaining balance to
5 LAIF after the August receipts have been received.

6
7 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

8 York reported on the July 22 Committee meeting. Mueller and Eric Horntvedt from NTFPD are compiling a
9 spreadsheet of District-owned properties and any needed work on each will be prioritized. A 4-year grant has
10 been applied for that would help address the costs.

11
12 A letter was received from a member about corralling kayaks and paddleboards at the park. The Committee
13 will consider options to separate the equipment from the swimming area and maybe hiring a monitor.
14

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

16 This Committee did not meet.

17
18 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

19 This Committee did not meet.
20

21 **G. OPEN ITEMS**

22 No additional items were considered.
23

24 **H. CORRESPONDENCE TO THE BOARD**

25 No correspondence was presented.
26

27 **I. CLOSED SESSION**

28 The Board went into Closed Session at 12:16 PM to consider:

29 **I1) GOVERNMENT CODE SECTION 54956.9 b POTENTIAL LITIGATION**

30 **I2) GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE EVALUATION**

31 **General Manager performance evaluation for fiscal year 2020/2021**

32 Open Session was reconvened at 13:10 There was no reportable action.
33

34 **J. DIRECTORS' COMMENTS**

35 Smelser heard that subdivisions were saved in the Tamarack Fire by the effective placement of fire boxes.
36

37 **K. ADJOURNMENT**

38 There being no further business to come before the Board, the meeting was adjourned at 13:25 PM. The next
39 regularly scheduled Board meeting is Friday September 10, 2021 at 9:00 AM.
40

41 Respectfully Submitted,
42 Judy Friedman
43 Recording Secretary
44 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
45