

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING**
3 **October 23, 2020**
4

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

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

10 President Grant called the meeting to order at 9:00 AM at the District Office Board Room and via
11 teleconference.

12
13 Directors Present: Janet S. Grant, President; Dave Smelser, Evan Salke, Christine York, and Jan Ganong

14 Directors Absent: None

15 Staff Present: John Collins, General Manager; Recording Secretary Judy Friedman participated via
16 teleconference.

17
18 Guests attending via teleconference included Liz Zang, Phippen Mader, and John Moise. There may have
19 been others on the call who did not identify themselves.
20

21 **II. PUBLIC COMMENT**

22 Phippen Mader said his wife is no longer an employee of TTSA so he feels he can speak more freely about
23 environmental concerns and TTSA’s impact on the Truckee River. He described his position that TTSA is
24 violating discharge permits, has a “cease and desist” order, and is losing knowledgeable staff. Mader
25 appreciates the NTPUD Board President for her proactive position and hopes all member District’s pay
26 attention to what’s happening in the TTSA watershed.
27

28 **III. ITEMS FOR BOARD DISCUSSION & ACTION**

29 **A. REVIEW, DISCUSS AND APPROVE ADVERTISEMENT FOR GM & DRAFT POSITION &**
30 **DESCRIPTION CONTRACT FOR GENERAL MANAGER SERVICES..... A**

31 Salke reported on the Administration and Personnel Committee meeting and presented the General Manager
32 job description developed at that meeting. The group considered options for salary ranges depending on
33 whether the new General Manager is full-time employee or a part-time contractor and strategies to advertise
34 the opening. The Committee recommends beginning advertising today through November 30, 2020. The
35 Subcommittee will vet the applications and conduct initial interviews in early December with a goal of hiring
36 someone before the holidays so they can work with Collins prior to his last day of December 31, 2020.
37

38 Discussion followed regarding the proposed benefits package, depending on eligibility, whether or not the
39 timeline is realistic, and details of the job description. It was noted that there are no big projects on the books
40 and everything is going smoothly, so District could operate for a short time without a General Manager if
41 necessary.
42

43 The topic was open to public comment. John Moise suggested that because the District is a significant
44 landowner in the valley, addressing fire prevention and mitigation be added as Essential Functions in the job
45 description.
46

47 Liz Zang said given online options, screening applications may be done more quickly. She asked if the
48 position requires a full-time employee. Salke said Collins feels the it requires 15-20 hours a week. Zang

1 suggested someone new may need more time in the office. A brief discussion followed about the pros and
2 cons of hiring a full-time employee.

3
4 Public comment was closed. Discussion continued about amendments to the job description and position
5 posting. There was agreement not to include the salary range and benefits in the initial posting.
6

7 **It was moved by York and seconded by Smelser to adopt the General Manager job description, adding**
8 **language to Essential Functions to the effect of “...manage District contracts including appropriate**
9 **forest fuel management on District property...” Motion carried unanimously.**

10
11 **It was moved by Smelser and seconded by York to approve the language of the job posting as**
12 **presented. Motion carried unanimously.**
13

14 The Board discussed how best to move forward with interviews, the questions to be asked, and the timeline
15 for hiring Mr. Collin’s replacement. The deadline for applications will remain November 30, 2020. The A&P
16 Committee will meet on December 1 to review the applications received. A Special Board meeting will be
17 convened on December 4 for pre-screening of candidates based on Committee recommendations. Final
18 interviews will be scheduled December 7-9 leading to a decision on December 11 at the regularly scheduled
19 Board meeting. If the Board has suggested interview questions, please submit them to Salke. Staff will
20 investigate options for in-person interviews.
21

22 It was agreed that Ganong will replace Smelser on the A&P Committee.
23

24 **It was moved by Salke and seconded by York to appoint a temporary General Manager Hiring**
25 **Committee to screen applications for General Manager. The Committee will consist of Salke, Ganong,**
26 **and Liz Zang. Motion carried unanimously.**
27

28 **B. OPEN ITEMSB**
29 No additional items were brought forward.
30

31 **C. CORRESPONDENCE TO THE BOARD C**
32 No correspondence was received.
33

34 **IV. DIRECTORS’ COMMENTS**
35 Ganong asked for clarification on the Stantec hydraulic model.
36

37 **V. ADJOURNMENT**
38 There being no further business to come before the Board, the meeting was adjourned at 11:00 AM. A
39 Special Board Meeting is being convened at 9:00 AM on December 4, 2020. The next regularly scheduled
40 Board meeting is Friday November 13, 2020 at 9:00 AM.
41

42 Respectfully Submitted, approved 11/13/20
43 Judy Friedman
44 Recording Secretary
45 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
46
47