

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **January 8, 2021**
4
5

6 ZOOM LINK: At the specified time, 9:00 a.m., connect to the ZOOM Mtg. ID: 948 2512 9619; passcode:
7 453409. Please mute yourself unless you are speaking. Times listed are approximate.
8
9

10 Pursuant to the Governor’s Executive Order N-29-20, issued March 17, 2020, the Alpine Springs County Water District Board
11 Room was not accessible to the public for this Board meeting. The meeting was accessible via Zoom. Public comments were
12 accepted by the Board on the call or via mail.
13

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

15 President Grant called the meeting to order at 9:08 AM via Zoom.
16

17 Directors Present: Janet S. Grant, President; Dave Smelser, Evan Salke, Christine York and Jan Ganong
18 Directors Absent: None

19 Staff Present: Joseph Mueller, General Manager; Miguel Ramirez, Facility System Supervisor (Operations
20 Manager), John Collins, District CPA Mike Dobrowski and Recording Secretary Judy Friedman
21

22 Guests attending via teleconference included Pippin Mader, Liz Zang, Jane Davis, and from NTFPD Chief
23 Mike Schwartz, Steve Leighton, and Steve McNamara. There may have been others on the call who did not
24 identify themselves.
25

26 **II. PUBLIC COMMENT**

27 Pippin Mader read a statement about concerns of operations at TTSA.
28

29 Jane Davis addressed the Board regarding TTSA
30

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

32 **A. ORDINANCE 1-2021 ASCWD SETTING FEES FOR COST RECOVERY OF FIRE &**
33 **LIFE SAFETY ACTIVITIES.....A**

34 The Board voted to waive the full reading of the Ordinance at its December 11, 2020 meeting. Grant opened
35 the public hearing at 9:15 AM. There were no comments and the public hearing was closed.
36

37 **It was moved by Smelser and seconded by Salke to adopt ASCWD Ordinance 1-2021 setting fees for**
38 **cost recovery of fire and life safety activities.**

39 **ROLL CALL VOTE**

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

41 **NOES: None**

42 **Motion carried unanimously.**
43

44 **B. COMMITTEE ASSIGNMENTS.....B**

45 The Committee Assignment report was reviewed. The report was approved, except Grant was designated as
46 Chair of the Budget and Finance Committee.
47

48 **C. FINANCIAL REPORT.....C**

1 District CPA Mike Dobrowski presented the monthly and quarterly financial statements as of December 31,
2 2020. He answered questions clarifying specific line items and variances.

3

4 **It was moved by Ganong and seconded by York to approve the monthly financial reports as of**
5 **December 31, 2020. Motion carried unanimously.**

6

7 **It was moved by York and seconded by Ganong to approve the quarterly financial reports as of**
8 **December 31, 2020. Motion carried unanimously.**

9

10 **It was moved by York and seconded by Smelser to approve payment of checks #31667 - #31718,**
11 **electronic fund transfers, and payroll. Motion carried unanimously.**

12

13 **D. APPROVAL OF MINUTES.....D**

14 **It was moved by York and seconded by Smelser to approve the minutes of the December 11, 2020**
15 **Regular Board Meeting as presented. Motion carried unanimously.**

16

17 **E. FIRE DEPARTMENT REPORT.....E**

18 NTFPD Chief Schwartz reported:

- 19 • Calls in general were down in the early days of the stay-at-home order, but have steadily increased.
20 That said, calls in December were down from the previous year. There were 17 calls from the Alpine
21 Meadows ski area, which indicates a lot of activity.
- 22 • The District responded to two structure fires in the basin during the past month.
- 23 • The Fire & Life Safety and Forest Fuels divisions have been recognized for accomplishments over the
24 past year.
- 25 • A staff member tested positive for COVID, but has been addressed to prevent further spread. 85% of
26 front-line staff has received the first round of vaccines.
- 27 • Schwartz will be taking a 3-month leave toward his retirement and Steve Leighton, a possible
28 permanent replacement, will be filling in. Schwartz thanked this Board and staff for their friendship and
29 commitment to safety.

30

31 McNamara reported 625 Plan Reviews were completed last year. He anticipates higher than normal numbers
32 going into 2021.

33

34 **1. Review, discuss and possibly approve the Fire Contract for fire services with NTFPD.**

35 Grant noted the revisions made to the Agreement for Fire Protection, Emergency Medical, and Related
36 Services by the North Tahoe Fire Protection District to the Alpine Springs County Water District made since
37 last month’s discussion. Details of how fees are calculated were clarified.

38

39 **It was moved by Smelser and seconded by York to approve the Agreement for Fire Protection,**
40 **Emergency Medical, and Related Services by the North Tahoe Fire Protection District to the Alpine**
41 **Springs County Water District as presented. Motion carried unanimously.**

42

43 **F. GENERAL MANAGER’S REPORT.....F**

44 John Collins presented the December 2020 Manager’s Report, highlighting his activities during the month.
45 Stantec expects to have a rough draft of its analysis of two options to increase fire flows on Juniper Mountain
46 soon. Collins and Joe Muller have been working together on the General Manager transition.

47

48 The Board thanked Collins for his work with the District and wished him well in retirement.

1
2 **G. OPERATION & MAINTENANCE DEPARTMENT REPORT.....G**

3 Operations Manager Miguel Ramirez presented the Water/Waste Water Report for December 2020, noting
4 flows and gallons of water produced. Maintenance during the month included a major hydrant repair and
5 addressing a sewer backup into a home. Forty-two homeowner leaks have been identified and one owner’s
6 water was shut off due to major usage.

7
8 **H. TTSA REPORT.....H**

9 Smelser presented a report of the December 16, 2020 TTSA Board meeting, including direction given to the
10 General Manager regarding staffing issues. He answered questions clarifying his report and TTSA
11 operations.

12
13 The topic was open to public comment. Pippin Mader feels there have been violations over the years, with a
14 spike in 2020, and spoke to his concerns about operations and responses to questions. Public comment was
15 closed.

16
17 **I. COMMITTEE REPORTS.....I**

18 **1. BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met 1/7/21**

19 Grant presented the Treasurer’s Report and report of the January 7, 2021 Budget and Finance Committee
20 meeting. Mueller received direction on responding to a letter regarding late fees.

21
22 The Committee recommends approving two unbudgeted expenses.

23
24 **It was moved by Smelser and seconded by Ganong to approve payment of the unbudgeted expense of**
25 **\$762 to reimburse Janet Grant. Motion carried unanimously.**

26
27 **It was moved by Salke and seconded by Smelser to approve payment of the unbudgeted expense of**
28 **\$91.85 to reimburse Jan Ganong for the General Manager background check. Motion carried**
29 **unanimously.**

30
31 **2. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

32 This Committee did not meet.

33
34 **3. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

35 This Committee did not meet. A meeting will be convened when the Stantec report has been received.

36
37 **4. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**

38 This Committee did not meet. Ganong suggested the Committee draft an announcement regarding John
39 Collins’ retirement and that Joe Mueller has been hired to replace him that can be emailed to customers as
40 soon as possible. Grant suggested the announcement be included in the Spring newsletter. Ganong will work
41 with Mueller to use both methods.

42
43 **J. OPEN ITEMS.....K**

44 York reported she, Smelser, and other community members met with NTFPD Forest Fuels Manager Eric
45 Horntveldt regarding the Fire Safe Council and to address a letter from John Moise. Moise asked that the
46 Park, Recreation & Greenbelt Committee focus more on land use and greenbelt management.

1 Smelser is also on the Fire Safe Council. He suggested adding at least one more community member to the
2 Greenbelt Committee would be a good idea. The Long-Range Planning Committee is also watching the
3 forest fuels and land use issues. Grant noted that the Fire Safe Council is a community organization and
4 ASCWD needs to consider the level of its involvement.

5
6 There will be an item on next month's agenda for a more in-depth discussion about the District's role in the
7 Fire Safe Council and consideration of expanding the Park, Recreation & Greenbelt Committee both in
8 numbers and scope of work.

9
10 Ganong asked that approval of the salary schedule for PERS be on the February agenda.

11
12 **K. CORRESPONDENCE TO THE BOARD.....L**

13 There was no correspondence for review.

14
15 **IV. CLOSED SESSION**

16
17 **V. DIRECTORS' COMMENTS**

18
19 **VI. ADJOURNMENT**

20 There being no further business to come before the Board, the meeting was adjourned at 10:44 AM. The next
21 regularly scheduled Board meeting is Friday February 12, 2021 at 9:00 AM.

22
23 Respectfully Submitted, approved at the 2/12/21 regular Board of Directors meeting
24 Judy Friedman
25 Recording Secretary
26 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

27
28