

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **November 13, 2020**

4
5 Pursuant to the Governor’s Executive Order N-29-20, issued March 17, 2020, the Alpine Springs County Water District Board
6 Room was not accessible to the public for this Board meeting. The meeting was accessible via teleconference only. Public
7 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; Miguel Ramirez, Facility System Supervisor (Operations
16 Manager). District CPA Mike Dobrowski and Recording Secretary Judy Friedman participated via
17 teleconference.
18

19 Guests attending via teleconference included Liz Zang, John Moise, Michele Prestowitz, and from NTFPD,
20 Chief Mike Schwartz, Eric Horntvedt, Steve McNamera, and Steve Leighton. There may have been others on
21 the call who did not identify themselves.
22

23 **II. PUBLIC COMMENT**

24 There were no comments on items not on today’s agenda.
25

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

27 **A. APPOINT A VICE PRESIDENT TO THE BOARD OF DIRECTORS..... A**

28 **It was moved by Ganong and seconded by Salke to appoint Dave Smelser as Board Vice-President to**
29 **fill the term vacated by Jon Northrop until December 31, 2020. Motion carried unanimously.**
30

31 **B. PRESENTATION OF BEAR CREEK RESTORATION AND THE RECOVERY**
32 **PROCESS BY MICHELE PRESTOWITZB**

33 Prestowitz, with the Truckee River Watershed Council, described the restoration work done this summer in
34 Bear Creek and Deer Park. The Council will continue to monitor the work done to make sure the goals of the
35 project are being met, which include water quality and wildlife improvements, and that the meadow is
36 functioning properly. Prestowitz acknowledged the community’s concerns about recovery of the area,
37 particularly in the staging area, and described restoration efforts that include re-seeding and mulching with
38 native materials. It will take a few years for the vegetation to take, but Prestowitz is confident the area will
39 be fully restored.
40

41 Discussion followed regarding the impacts the work will have on fire mitigation and the Snowcrest drainage
42 project, which will begin in 2022 at the earliest. In response to a question, Prestowitz said she will talk to
43 USFS about installing a more defined pathway so people can use the area.
44

45 Prestowitz thanked Collins and ASCWD for their cooperation in getting the project done.
46

47 **C. FINANCIAL REPORT C**

48 District CPA Mike Dobrowski presented the financial reports as of October 31, 2020. The main issues this
49 month were completing the audit and implementing the adjustments noted in the financial report. Dobrowski

1 reported the accrued payment to NTFPD is \$43,424, subject to confirmation from Kim Eason that the
2 calculation methodology is correct. It will be included in the next check run.

3
4 **It was moved by Ganong and seconded by Smelser to approve the financial reports as of October 31,**
5 **2020 as presented. Motion carried unanimously.**

6
7 **It was moved by Salke and seconded by York to approve payment of checks #31556 - #31621, payroll,**
8 **and electronic fund transfers. Motion carried unanimously.**

9
10 **D. APPROVAL OF MINUTES D**
11 **It was moved by Ganong and seconded by Smelser to approve the minutes of the October 9, 2020**
12 **Regular Board of Directors Meeting as corrected. Motion carried unanimously.**

13
14 **It was moved by Smelser and seconded by York to approve the minutes of the October 23, 2020**
15 **Special Board of Directors Meeting as amended. Motion carried unanimously.**

16
17 **E. FIRE DEPARTMENT REPORTE**

- 18 Chief Schwartz reported:
- 19 • In spite of the snow, prescribed burns are taking place. However, local fire restrictions have eased up
 - 20 on the east side of Placer County. USFS and Calfire have not lifted their restrictions
 - 21 • With the cold weather, there are more structure fires as people turn on furnaces and winter utilities
 - 22 • Updates on staffing
 - 23 • There were 73 more calls this year than last year, mainly due to the increase in visitation and full-time
 - 24 residents.
 - 25 • COVID is surging in the area. NTFPD is transporting people to hospitals and sanitation protocols slow
 - 26 down the ability to respond to other calls. Wear a mask! It protects the community and the responders.

27
28 In response to a question about defensible space on District property, Forest Fuels Coordinator Eric
29 Horntvedt explained the strategy to meet the Community Wildfire Protection Plan. He has applied for a
30 Calfire grant, but no more of those grants will be announced this fall. Horntvedt is exploring other options.
31 There is currently \$20,000 per year available, which is not sufficient to address the District properties over a
32 three-year period, given the costs of permitting and environmental requirements. Salke suggested a
33 discussion be convened with the Alpine Meadows Fire Safe Council to consider realistic goals, prioritize the
34 work to be done, and how to achieve it.

35
36 Horntvedt reported over 110 chipping requests were addressed this summer. Given volunteer hours and paid
37 work, that equates to almost \$70,000.

- 38
39 Chief McNamera reported:
- 40 • The District responded to 118 complaints between April 1 and September 24 related to the no-burn
 - 41 ordinance. Most calls had to do with charcoal barbecues and outdoor fires. NTFPD is providing
 - 42 education rather than enforcement as much as possible.
 - 43 • As of October 8, 547 Plan Reviews were conducted this summer, which is comparable to past years.

44
45 **1. Review of contract for fire services with NTFPD.**
46 Grant reported the contract is pending Kim Eason and Mike Dobrowski finalizing the language regarding the
47 payment process. This item will be on next month’s ASCWD agenda for Board approval.

1 **F. GENERAL MANAGER’S REPORTF**

2 Collins presented his October 2020 report, noting his letter to Placer County rejecting the White Wolf
3 Infrastructure Analysis. He described some of the issues that may need to be addressed. Neither Placer
4 County Environmental Health, nor the California Department of Health, support the request for Caldwell to
5 form his own water company. McNamera agreed with the District’s response.

6
7 York asked about the sewer line associated with the Base-to-Base Gondola project. Collins explained his
8 response to Squaw Valley Ski Holdings that over the years, the ski area has constructed facilities over
9 easements. Anything underneath their construction is SVSH responsibility. ASCWD will install new
10 manholes and formally document the easements, which was not done years ago when those facilities were
11 built.

12
13 Ganong asked for clarification of fire flow requirements. There are different requirements and recommended
14 targets based on California Fire Code, AWWA and state standards, and considerations based on a number of
15 additional variables.

16
17 **G. OPERATION & MAINTENANCE DEPARTMENT REPORT G**

18 Operations Manager Miguel Ramirez presented the Water/Waste Water Report for October 1 through
19 November 2, 2020 and reviewed maintenance done during the month. He clarified plans to address some of
20 the issues noted.

21
22 **H. TTSA REPORT H**

23 Smelser presented his written report, which was included in the meeting packets. TTSA is conducting an
24 employee performance review of the General Manager. Smelser toured the facilities and was very impressed
25 with the operation.

26
27 Grant noted the report from the Member District’s Board President’s meeting included in the Board packets
28 and a spreadsheet showing how each District approaches appointment of its representative.

29
30 **I. REVIEW OF DRAFT WINTER NEWSLETTER.....I**

31 The Board reviewed the newsletter and offered comments. Ganong will submit a report about the Long-
32 Range Planning Committee for inclusion.

33
34 **J. STANTEC PROPOSAL TO DEVELOP AND EVALUATE IMPROVEMENTS TO
35 ADDRESS CAPACITY DEFICIENCIES..... J**

36 The \$17,004 engineering proposal from Stantec to review fire flow capacities was reviewed. Collins
37 recommended using the 1000/gallon/minute for two hours as the standard, but Ganong asked for a cost break
38 out of 500/gallon/minute also.

39
40 Liz Zang noted the Stantec proposal addresses the long-term and asked if there are options to consider the
41 current situation in Juniper Mountain. Collins will ask Stantec to consider an interim solution.

42
43 Because of the timeframe to get the report done, Collins suggested approving the contract as presented and if
44 necessary, an addendum can be considered for approval next month.

45
46 **It was moved by Smelser and seconded by York to approve the engineering proposal from Stantec to**
47 **address the fire flow capacity deficiencies to the Juniper Mountain area in the amount of \$17,004.**
48 **Motion carried unanimously.**

1
2 **K. COMMITTEE REPORTS..... K**

3 **1. BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)**

4 Grant presented the report of the November 12 Budget and Finance Committee meeting. There is an
5 unbudgeted expense for conference calls during COVID. The cost submitted is as of today. A brief
6 discussion followed. It was noted that Zoom may be more efficient and less costly. Zinn will be asked to
7 investigate that option.
8

9 **It was moved by Smelser and seconded by Ganong to approve the unbudgeted expense of \$6,151.52 to**
10 **Intrado Enterprise Collaboration, Inc. for conference calls related to COVID. Motion carried**
11 **unanimously.**

12
13 **2. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

14 This Committee did not meet.

15
16 **3. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

17 **met 10/08/20 & 10/22/20**

- 18 **a. Reviewed LRPC policy & recommended no changes to the Board.**
- 19 **b. Reviewed the current Long-Range Sewer and Master Plan.**
- 20 **c. Reviewed Feasibility study, fire flow study for Juniper Mountain.**
- 21 **d. Reviewed summary of current Hydraulic Model Flow Analysis results.**
- 22 **e. Review and recommend Stantec Proposal to perform Fire Flow Analysis and**
23 **Recommend improvements to address capacity deficiencies (includes Juniper**
24 **Mtn.)**

25 Smelser presented the Committee meeting report and above information. The Committee recommends
26 adding a Long-Range Forest Management component to the Plan. The Committee will meet again when the
27 Stantec report is received. York noted a recommendation to have Stantec review the Master Plan for possible
28 updates. This item will be on a future Board agenda.
29

30 **4. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**
31 **met 10/16/20**

- 32 **a. Created Job Description and advertisement to present to the Board for**
33 **review.**
- 34 **b. Reviewed salary ranges for contractor vs. employee dependent on benefit**
35 **packages.**
- 36 **c. Discussed the difference between a contractor vs. an employee of the District.**
- 37 **d. Discussed and recommend for advertising in Reno Gazette, CA Special**
38 **Districts Assoc., Sierra Sun and Tahoe Daily Tribune.**
- 39 **e. Applicants will be reviewed by the A&P Committee and make appropriate**
40 **recommendations to the Board for interviews and hiring.**
- 41 **f. Timeline: 1. Advertise the position from 10/26/20 to 11/30/20;2. A&P Meeting**
42 **to evaluate applicants in early December; 3. Board of Directors to make**
43 **hiring decision by 12/18/20.**
- 44 **g. Reviewed conflicting policies 4.3.0, 4.8.0 and 4.18.0 and amended for review**
45 **based on councils' recommendations from policy 4.18.0 (4.18.0 no changes).**
- 46 **h. Policy 4.3.0 was reviewed, and it was discussed that a VP should be appointed**
47 **at this meeting for the rest of 2020 in case the President was unable to preside.**

1 Notes of the October 16 Committee meeting are above. Grant said Item g., review of conflicting policies,
2 will be on next month's Board agenda for possible action.
3

4 Ganong reported on the work of the Ad Hoc General Manager Hiring Committee. She noted meeting notes
5 distributed yesterday and reviewed the timeline. There are currently two candidates the Committee suggests
6 interviewing via Zoom. Ganong will send the Board those candidate's resumes and notes from the phone
7 interviews. A Special Board Meeting will be convened for those interviews on November 19 or 20. Another
8 Special Board Meeting is scheduled for December 4 for any additional interviews and to consider the
9 compensation package. Ganong will review the process and timeline discussed today with legal counsel.
10

11 **L. OPEN ITEMS.....L**

12 No additional items were brought forward.
13

14 **M. CORRESPONDENCE TO THE BOARDM**

15 **The Fire Safe Council has submitted a letter to the board for discussion.**

16 **Aaron Carlsson, letter included that was read at the 10/9/20 board meeting re: TTSA.**

17 The Board reviewed correspondence submitted.
18

19 John Moise joined the call to ask the District address fuels reduction on its property as quickly as possible.
20 Per discussion above under Item E, Collins will convene a meeting with members of the Fire Safe Council,
21 NTFPD, and Board members Smelser and York to clarify the many components of the project and try to
22 identify a timeline.
23

24 **IV. CLOSED SESSION**

25 Closed Session was not convened.
26

27 **V. DIRECTORS' COMMENTS**

28 There were no additional comments.
29

30 **VI. ADJOURNMENT**

31 There being no further business to come before the Board, the meeting was adjourned at 12:12 PM.
32

33 Respectfully Submitted,

34 Judy Friedman

35 Recording Secretary

36 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
37

38 APPROVED AT THE 12/11/20 REGULAR BOARD OF DIRECTORS MEETING.
39