

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **March 12, 2021**
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 Zoom. Public comments were
7 accepted by the Board on the call or via mail.
8

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

10 President Grant called the meeting to order at 9:03 AM via Zoom.

11
12 Directors Present: Janet S. Grant, President; Dave Smelser, Christine York, Evan Salke and Janice Ganong.

13 Directors Absent: None

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

16
17 Guests attending via teleconference included Liz Zang, Dawn Grass, John Mecklenburg, Tom Lane, Doug
18 Bowling, and from NTFPD, Chief Steve Leighton and Eric Horntvedt. There may have been others on the
19 call who did not identify themselves.
20

21 **B. PUBLIC COMMENT**

22 Dawn Grass is happy to welcome Joe Mueller and the receipt of the Stantec report, but is disappointed that
23 a well-researched, immediate solution to the Juniper Mountain fire flow issue was not suggested while a
24 long-term plan is being developed.
25

26 Tom Lane is very concerned about the fire flow situation, particularly liability to impacted owners since
27 there is knowledge that the fire hydrants are inadequate. Insurance to Juniper Mountain owners could be
28 denied. This issue should be the number one priority for ASCWD.
29

30 Doug Bowling feels it will take multiple years to implement any solutions recommended in the Stantec
31 report. There is a real issue that needs a short-term solution while long term remedies are considered.
32

33 **C. APPROVAL OF MINUTES**

34 **C1) FEBRUARY MINUTES**

35 **It was moved by Ganong and seconded by York to approve the minutes of the Regular Board**
36 **Meeting of February 12, 2021 as amended. Motion carried unanimously.**
37

38 **D. DEPARTMENT REPORTS**

39 **D1) FINANCIAL REPORT**

40 District CPA Mike Dobrowski presented the financial reports as of February 28, 2021 and answered
41 questions clarifying specific line items.
42

43 **It was moved by Smelser and seconded by York to approve the financial statements as of February**
44 **28, 2021 as presented. Motion carried unanimously.**
45

46 **It was moved by York and seconded by Smelser to approve payment of payroll, electronic fund**
47 **transfers and checks # 31764 – 31807. Motion carried unanimously.**
48

49 **D2) FIRE DEPARTMENT REPORT**

1 Assistant Fire Chief Leighton reported:
2 • February was quite busy. He anticipates continued low precipitation and spring run-off
3 • Staffing and training
4 • NTFPD responded to 211 calls in February, 24 of which were calls to Alpine and of those, 23 to
5 the ski area
6 • The District continues to research and apply for grants for a variety of uses
7 • Over 90% of NTFPD staff has received their second COVID vaccine. Staff is helping the
8 Hospital District distribute the vaccine to the community. CDC guidelines continue to be monitored
9 in case any previous directives can be relaxed.

10 Forest Fuels Coordinator Horntvedt reported:
11 • He is interviewing for two Defensible Space Inspectors to work from May to November
12 • Calfire has released the announcement to apply for prevention grants. NTFPD will apply as
13 appropriate

14 Grant asked that any information regarding defensible space be sent to Mueller for the spring newsletter.
15 Salke will follow up with Horntvedt regarding areas of priority for a long-range clean-up policy

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

17 General Manager Mueller presented his February 2021 report, which was included in today's meeting
18 packet. He submitted the request for a PCWA grant.

19 Staff is on track to be fully vaccinated. Mueller answered questions clarifying his and Pam Zinn's reports.

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

21 Operations Manager Miguel Ramirez presented the Water/Waste Water Report for February 2021,
22 including maintenance addressed during the month. He is working with the ski area regarding electricity
23 costs for the water for snow making. Included in Ramirez's report were photographs of ASCWD
24 operations, including the well house.

25 **D5) TTSA REPORT**

26 Representative Smelser presented a report of the February 17, 2021 TTSA meeting. TTSA is currently
27 conducting interviews for the Lab Director position.

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

29 **E1) CSDA UPDATE AND REQUEST FOR SUPPORT LETTER FOR AB 361**

30 CSDA Field Coordinator Dane Wadle described AB 361, which would allow Brown Act agencies to
31 continue to meet remotely in the event of an emergency. More information was included in today's meeting
32 packet, including a draft letter in support of AB 361. Discussion followed as the proposal was clarified.

33 **It was moved by Salke and seconded by Ganong to send a letter in support of AB 361. Motion carried**
34 **unanimously.**

35 **E2) DRAFT STANTEC REPORT ON FIRE FLOW ALTERNATIVES ANALYSIS**

36 Mueller presented the draft Stantec Fire Flow Alternatives Analysis, which included three options outlined
37 in the staff report. Discussion followed as the report and options were clarified.

38

1 Mueller confirmed a previous analysis was considered for this report and the three solutions proposed are
2 similar. Stantec shows the flow on Juniper Mountain should be almost 400 gallons per minute, but the flow
3 is restricted to 50 gal/minute. Until the reason for the low flow rates to the hydrants is confirmed, Mueller
4 cannot make a informed recommendation. Short and long-term solutions were considered. Mueller
5 described installing an offline tank, a Rural Fire Tank, that could provide 1000 gal/minute for two hours.
6 The tank could be kept full and used only for fire protection.
7

8 Discussion continued regarding the options available, the testing still to be done on why the hydrants differ
9 from the modeling, and possible short-term solutions. Mueller will continue to provide updates on the
10 status of his analysis of the Stantec report and possible recommended actions.
11

12 **E3) POLICY NUMBER: 6.1.0 PARK POLICY AND POLICY NUMBER 6.2.0 PARK USE** 13 **AND FEES UPDATES**

14 Mueller described the Committee's recommended updates to the District's Park Policy and Park Use and
15 Fees.
16

17 **It was moved by Ganong and seconded by York to approve the modifications to 6.1.0 Park Policy as**
18 **presented. Motion carried unanimously.**
19

20 Changes to 6.2.0 increase weekly and season pass fees by about 20%, lowers the group size from 100-150
21 people to 76-100 people, and addresses when groups can reserve the Park.
22

23 **It was moved by Smelser and seconded by Ganong to approve modifications to 6.2.0, including the**
24 **Pass Park Application and 2021 Fee Schedule. Motion carried unanimously.**
25

26 **E4) SDRMA / CSDA 2021 NOMINATION**

27 Mueller presented his staff report explaining why he is not applying for seats on the SDRMA or CSDA
28 Boards.
29

30 **F. COMMITTEE REPORTS**

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

32 Grant presented the report of the March 11, 2021 Committee meeting. The policy for Reserves has been to
33 keep the account at a minimum of \$1 million, but it has dropped because of the tank replacement project.
34

35 The Treasurer's Report indicated a CD is due next month. There was no correspondence from owners
36 regarding billings, but there was a question about electrical costs related to snow making.
37

38 The ASCWD credit card has still not been received so Zinn continues to use her own card to pay the Zoom
39 costs.
40

41 **It was moved by Salke and seconded by York to approve payment of the unbudgeted expense of**
42 **\$68.07 to Pam Zinn for Zoom costs. Motion carried unanimously.**
43

44 In response to a question, Mueller explained how rates are regulated by Proposition 218. Rates can be
45 increased up to the numbers approved in the five-year rate study, but not higher without going back to the
46 voters for a protest, not approval.
47

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

1 York reported the Committee met on March 4 to develop the recommendations in Item E3. The next
2 meeting is scheduled for March 25 to focus on greenbelt issues.

3
4 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

5 Smelser reported on the March 9, 2021 Committee meeting. The Stantec preliminary report was reviewed
6 and the group considered locations for a new water tank that would be dedicated to addressing fire flow
7 issues. The Committee recommends the Board approve inspection of the existing lines to see why flows are
8 lower than should be expected. The Committee will meet again when the final Stantec report has been
9 received.

10
11 Mueller said a suggestion was made to inspect all pipes in the system, not just those on Juniper Mountain.
12 He described procedures for testing and determining the lifespan of pipes. There was consensus to direct
13 staff to present a plan with costs. There may be some grants available for infrastructure. Mueller will
14 investigate options.

15
16 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

17 Grant suggested the Committee meet to conduct the annual review of the District's Mission Statement,
18 Goals and Objectives for the next fiscal year, and compile documentation for review of the General
19 Manager and Board, which must be done by June 30, 2021. Salke noted Ganong will now chair this
20 Committee. He has sent Ganong and Mueller the documents for review.

21
22 **G. OPEN ITEMS**

23 No additional items were brought forward.

24
25 **H. CORRESPONDENCE TO THE BOARD**

26 No correspondence was submitted.

27
28 **I. CLOSED SESSION**

29 Closed Session was not convened.

30
31 **J. DIRECTORS' COMMENTS**

32 Grant asked Committee Chairs to provide comments for the spring newsletter. A brief discussion followed
33 about other information to be included, such as updates to the website, the budget, Fire Wise Council, and
34 how people can sign up for group text and email alerts.

35
36 **K. ADJOURNMENT**

37 There being no further business to come before the Board, the meeting was adjourned at 11:45 AM. The
38 next regularly scheduled Board meeting is Friday April 9, 2021 at 9:00 AM.

39
40 Respectfully Submitted,

41 Judy Friedman

42 Recording Secretary

43 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
44