

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **June 12, 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 and should be submitted to*
8 *the Board Secretary at info@alpinesprings.org; by mail or in person (drop box) 270 Alpine Meadows Rd.,*
9 *Alpine Meadows, California 96146 (the final mail collection prior to the meeting will be Monday April 6,*
10 *2020 at 9:00 a.m.) and encouraged via teleconference on any item on the agenda until the close of public*
11 *comment on the item.*

12
13 **I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

14 President Grant called the meeting to order at 9:03 AM at the District Office Board Room and via
15 teleconference.

16
17 Director Present: Janet S. Grant, President. Directors Jon Northrop, Vice-President; Dave Smelser, Evan
18 Salke, and Christine York attended via teleconference.

19 Directors Absent: None

20 Staff Present: John Collins, General Manager; Miguel Ramirez, Facility System Supervisor (Operations
21 Manager). District CPA Mike Dobrowski and Judy Friedman, Recording Secretary participated via
22 teleconference.

23
24 Guests via teleconference: North Tahoe Fire Protection District Chief Mike Schwartz, Chief Leyton, and
25 Chief McNamara and members including representatives from River Run Steve Hoch, Cynthia Larson,
26 Janice Pense. Laurie & Chris Beetham, and Tiara Assini; from Alpine Place Bill Buckner, Jacquelyn Singer,
27 Danny Trevalio, and Carl Jones; from Scott Peak Vince Baldrige, and Jeff Collins from TTSD.

28
29 **II. PUBLIC COMMENT**

30 There were no comments on items not on today’s agenda.
31

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

33 **A. FINANCIAL REPORTA**

34 District CPA Mike Dobrowski presented the financial reports as of May 31, 2020, clarifying the NTFPD
35 contract amount showing as a liability. Bills will go out in early July.

36
37 **It was moved by Northrop and seconded by York to approve the financial reports as of May 31, 2020**
38 **as presented. Motion carried unanimously.**

39
40 **It was moved by Northrop and seconded by Smelser to approve payment of Checks #31258 – 31312,**
41 **payroll, and EFTs. Motion carried unanimously.**
42

43 **B. DISCUSSION REGARDING TRASH SERVICES IN ALPINE MEADOWS**
44 **SERVICE AREA**

45 Collins presented a written report on this topic and explained that in 2003, ASCWD formed enterprise funds
46 for sewer, water, and garbage. Administrative costs were spread among those three funds. He described the
47 billing procedures. The Board asked questions clarifying the process.
48

1 The topic was open to public comment. Eleven people representing owners at Alpine Place, Scott Peak, and
2 River Run addressed the Board asking that the policy of billing them for administrative costs be
3 reconsidered. They stated the Associations bill owners for garbage and pay TTSD directly for trash removal.
4

5 Public comment was closed and the Board considered the issue. There was agreement that staff will continue
6 to bill customers as has been done in the past, i.e., not all customers will be billed for administrative costs
7 this fiscal year. This item may be revisited.
8

9 **C. APPROVAL OF MINUTESC**

10 **It was moved by Northrop and seconded by Smelser to approve the minutes of the May 8, 2020**
11 **Regular Board of Directors meeting as presented. Motion carried unanimously.**

12 **D. FIRE DEPARTMENT REPORTD**

13 NTFPD Chief Schwartz reported:

- 14 • Local fire restrictions and a burn ban go into effect June 15, 2020. The new code has some additional
15 restrictions.
- 16 • The District is preparing for wildland fire season. There are some critical fire days ahead given the dry
17 winter. Protocols are being built to address what could be a long fire season.
- 18 • The first part of a seven-step plan to reopen NTFPD stations and bring staff back was implemented
19 June 5.
- 20 • Budget preparation is in progress.
- 21 • Significant investments are being considered to upgrade Station 56, including addressing the HVAC
22 system and non-functional underground wiring.
- 23 • Squaw Valley and Northstar are considering adding ambulance service to their systems, which could
24 adversely impact NTFPD. Any change to the overall system impacts each component.
25
26

27 Chief McNamera reported:

- 28 • New protocols are in place as a result of COVID-19, allowing the District to resume inspections with
29 staff wearing PPE, social distancing, and asking workers to leave the building when inspectors are on
30 site. Some of the Fire Safe Regulations handed down are difficult for NTFPD to comply with.
- 31 • The inspection numbers were reviewed.
- 32 • Two full-time Defensible Space Inspectors have been hired thanks to a grant.
33

34 Chief Layton reported:

- 35 • The Operations division has remained healthy during the pandemic. However there was a increase in
36 cases reported in California yesterday, so the District remains very cautious. Layton reviewed staff
37 training and improvements made during the COVID restrictions.
- 38 • Calfire has moved into the Carnelian Bay station for the season.
- 39 • Given the recent civil unrest in surrounding areas, the District has sent a memo to personnel on best
40 practices and equipped all apparatus with ballistic gear.
- 41 • Last month there were 112 calls for service, of which 2 were in Alpine. There has been an uptick in
42 back country rescue calls.
43

44 Forest Fuels Coordinator Eric Horntvedt will give a presentation at next month's meeting regarding fuels
45 reduction programs

46 **E. GENERAL MANAGER'S REPORTE**

1 General Manager John Collins presented his written report. Collins has been spending time on the garbage
2 issue and the Asset Management Plan. Staff has remained healthy during the COVID situation and the office
3 remains closed to the public.
4

5 A brief discussion followed regarding use of the park and precautions being taken for reopening and
6 operations, per Placer County guidance. In order to limit use of the park, staff would have to be onsite to
7 supervise.
8

9 **F. OPERATION & MAINTENANCE DEPARTMENT REPORT..... F**

10 Operations Manager Miguel Ramirez presented the Water/Waste Water Report for May 2020, including
11 maintenance addressed.
12

13 **G. TTSA REPORT G**

14 Northrop reported all systems operating normally and efficiently and all discharge requirements being met.
15

16 **H. ANNUAL AUDIT ENGAGEMENT LETTER & APPROPRIATIONS LIMITS
17 AGREEMENT WITH DAMORE HAMRIC & SCHNEIDER H**

18 **It was moved by Smelser and seconded by York to approve the annual Audit Engagement Letter for
19 \$17,550 as presented. Motion carried unanimously.**
20

21 **It was moved by Northrop and seconded by Smelser to approve the Agreed-Upon Appropriation Limit
22 Procedures Engagement Letter, not to exceed \$900. Motion carried unanimously.**
23

24 **I. ADOPT RESOLUTION 2-2020 ESTABLISHING APPROPRIATION LIMITS FOR
25 FISCAL YEAR 2020/21 I**

26 **It was moved by Northrop and seconded York to adopt Resolution 2-2020, establishing appropriation
27 limits for FY 2020/21.**

28 **Roll call vote**

29 **AYES: Grant, Smelser, York, Northrop, and Salke**

30 **NOES: None**

31 **Motion carried unanimously.**
32

33 **J. COMMITTEE REPORTS.....J**

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

35 Grant presented the Budget and Finance Committee report of the June 11, 2020 meeting. York asked for a
36 discussion about extending the grace period for late payments by an extra 15 days. This item will be on next
37 month's agenda for consideration.
38

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

40 This Committee did not meet.
41

42 **3. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

43 This Committee did not meet.
44

45 **4. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**

46 Salke presented the report of the Committee's May 15, 2020 meeting. The Committee does not recommend
47 any changes to the Mission Statement. The updated Goals and Objectives were sent to the Board for review.
48

1 **It was moved by Salke and seconded by York to approve the FY 2020/21 Goals & Objectives for**
2 **Board members and the General Manager as presented and no changes to the existing Mission**
3 **Statement. Motion carried unanimously.**

4
5 **K. REVIEW THE DRAFT BUDGETS FOR FISCAL YEAR 2020/2021..... K**
6 **It was moved by Northrop and seconded by Salke to approve the FY 2020/21 O&M budget by fund by**
7 **month as presented. Motion carried unanimously.**

8
9 **It was moved by Northrop and seconded by York to approve the FY 2020/21 Capital Improvement**
10 **budget as presented. Motion carried unanimously.**

11
12 **L. 2021-2023 CSDA BOARD ELECTIONS.....L**
13 **No action was taken on this item.**

14
15 **M. The CONSUMER CONFIDENCE REPORT**
16 **The report was included in today's meeting packets.**

17
18 **N. OPEN ITEMS.....M**
19 **York was to have reviewed the Green Belt Policy regarding people cutting down trees in the common area.**
20 **She suggests that if there is a request to do so, it be approved by the General Manager, subject to best**
21 **management practices being used. Collins said he submits all such requests to NTFPD. There was consensus**
22 **to agree to that process.**

23
24 **O. CORRESPONDENCE TO THE BOARD.....N**
25 **The Board reviewed correspondence submitted.**

26
27 **IV. CLOSED SESSION**

28 **The Board went into Closed Session at 11:30 AM to consider:**

29 **GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE**
30 **EVALUATION**

31 **Review the General Manager's performance for the fiscal year 2019/2020.**

32
33 **Open Session was reconvened at 11:37 AM. The following action was reported:**

34 **It was moved by Northrop and seconded by York to thank General Manager Collins for his fine**
35 **service and grant a cost of living increase for FY 2020/21. Motion carried unanimously.**

36
37 **V. DIRECTORS' COMMENTS**

38 **There were no additional comments.**

39
40 **VI. ADJOURNMENT**

41 **There being no further business to come before the Board, the meeting was adjourned at 11.45 AM. The next**
42 **regularly scheduled Board meeting is Friday July 10, 2020 at 9:00 AM.**

43
44 **Respectfully Submitted,**

45 **Judy Friedman**

46 **Recording Secretary**

47 **THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS**