

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **July 10, 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 9:03 AM at the District Office Board Room and via  
11 teleconference.

12  
13 Director Present: Janet S. Grant, President. Directors Jon Northrop, Vice-President; Dave Smelser, Evan  
14 Salke, and Christine York

15 Directors Absent: None

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

19  
20 Guests via teleconference: North Tahoe Fire Protection District Chief Mike Schwartz, Chief Steve  
21 McNamera, Forest Fuels Manager Eric Horntvedt, and members including Sean Capiaux, Jan Ganong, Dawn  
22 Grass, and Liz Zang.

23  
24 **II. PUBLIC COMMENT**

25 Sean Capiaux is a homeowner at Juniper Mountain. He has completed demolition for a remodel on his home,  
26 but had to stop construction because the test to measure fire hydrant fire flow could not be performed and it  
27 seems there has been inadequate flow for several years. In checking with NTFPD, it appears there are three  
28 inoperative fire hydrants on Juniper Mountain. Capiaux feels ASCWD needs to make them operable  
29 immediately.

30  
31 Dawn Grass, Jan Ganong, and Liz Zang, all members of the Juniper Mountain Association Board, voiced  
32 concern about the situation.

33  
34 NTFPD Chief Mike Schwartz assured the residents that in the event of fire, JMA is well protected. The  
35 District uses water tenders and does not rely solely on hydrants.

36  
37 Battalion Chief Steve McNamera is aware of the situation and has been working with John Collins to address  
38 the issue. He reiterated that water tenders will be used to address any need. In the past 5 weeks since this  
39 issue first came up, several workable solutions have been developed. He is confident all of Juniper Mountain  
40 can be adequately served by NTFPD. He will work with Capiaux to ensure his project moves forward.

41  
42 Collins was surprised to learn that NTFPD was not aware of the flow levels.. That said, fire flow tests will be  
43 conducted next week. Capiaux tripped the requirement for testing and it is standard operating procedure that  
44 when that happens, the property owner needs to pay for the solution, which may be a new hydrant.

45  
46 Discussion followed regarding the situation and possible remedies. This item will be on next month's Board  
47 meeting agenda for an update.  
48

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

2 **A. FINANCIAL REPORT ..... A**

3 District CPA Mike Dobrowski presented the monthly and annual financial reports as of June 30, 2020.

4  
5 **It was moved by Northrop and seconded by York to approve the financial reports as of June 30, 2020**  
6 **as presented. Motion carried unanimously.**

7  
8 **It was moved by York and seconded by Smelser to approve checks #31313-31372, minus #31319, plus**  
9 **payroll and electronic fund transfers. Motion carried unanimously.**

10  
11 **B. DISCUSSION REGARDING TRASH SERVICES IN ALPINE MEADOWS SERVICE AREA..B**

12 Collins ask the Board to consider refunding customers billed by ASCWD and TTSD for trash services. The  
13 District has agreed to bill customers who get curbside service and TTSD will bill those with dumpsters. One  
14 account was billed by both and staff recommends crediting him for the ASCWD portion of the bill.

15  
16 **It was moved by Salke and seconded by Smelser to credit “Ben ....” \$1837.80 for trash service. Motion**  
17 **carried unanimously.**

18  
19 **C. APPROVAL OF MINUTES ..... C**

20 **It was moved by Northrop and seconded by York to approve the minutes of the June 12, 2020 Regular**  
21 **Board of Directors meeting as presented. Motion carried unanimously.**

22  
23 **It was moved by York and seconded by Smelser to approve the minutes of the June 23, 2020 Special**  
24 **Board meeting as presented. Motion carried unanimously.**

25  
26 **D. FIRE DEPARTMENT REPORT ..... D**

27 NTFPD Chief Mike Schwartz reported:

- 28 • A brush fire near Watson Lake last night was put out quickly. The District is reporting to some sort
- 29 of fire call daily. Calfire has already responded to many calls this year, but have been able to keep
- 30 fires small.
- 31 • Fire restrictions went into effect on June 15. There has already been a red-flag warning day.
- 32 • NTFPD personnel has remained healthy during this pandemic. Stations remain closed to the
- 33 public.
- 34 • There are five inspectors and free curbside chipping is in full force.

35  
36 Chief McNamera reported:

- 37 • With the fire restrictions in place, there still may be camp fires, but only in USFS or state
- 38 campgrounds.
- 39 • The District has stepped away from the Title 14 issue of setbacks. Placer County and Calfire are
- 40 dealing with it.
- 41 • Twelve plan reviews and 79 inspections and pre-development meetings have been completed in the
- 42 past month.

43  
44 Forest Fuels Manager Eric Horntvedt is developing a plan and researching grants that may be available for  
45 valley-wide defensible space.

46  
47 **E. GENERAL MANAGER’S REPORT .....E**

1 General Manager Collins presented his June 2020 written report, which was included in the meeting packets.  
2 The fire hydrant issue will be on next month's agenda.

3  
4 Included in the report is a table showing how administrative fees were allocated for trash customers. Collins  
5 will review timecards to figure out how the allocations were determined and bring the information back to  
6 the Board for discussion.

7  
8 Tank 4A will be online in September and the project is on budget.

9  
10 **F. OPERATION & MAINTENANCE DEPARTMENT REPORT ..... F**  
11 Operations Manager Miguel Ramirez presented the Water/Waste Water Report for June 2020, noting water  
12 production, waste water flows, and maintenance addressed during the month.

13  
14 **G. TTSA REPORT ..... G**  
15 Northrop reported the plant is operating normally and efficiently and all wastewater discharge requirements  
16 are being met.

17  
18 **H. REVIEW AND APPROVE CONTRACT WITH TOTAL COMPENSATION SYSTEMS, INC.**  
19 **FOR GASB 68 REPORTING SERVICES ..... H**  
20 **It was moved by Northrop and seconded by Smelser to approve the contract with Total Compensation**  
21 **Systems, Inc. for \$1,000 for GASB 68 reporting services, as proposed. Motion carried unanimously.**

22  
23 **I. REVIEW AND APPROVE ADDENDUM No. 10, AGREEMENT FOR GENERAL MANAGERS**  
24 **SERVICES..... I**  
25 **It was moved by Smelser and seconded by Salke to approve Addendum No. 10 for General Manager's**  
26 **services. Motion carried unanimously.**

27  
28 **J. COMMITTEE REPORTS ..... J**  
29 **1. BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)**  
30 Grant presented the Budget & Finance Committee report of its July 8, 2020 meeting. The Committee  
31 considered a request to forgive one year of payments and a second request for an adjustment since the owner  
32 did not use water for several months. The Committee recommends denying both requests.

33  
34 **It was moved by Northrop and seconded by Salke to deny the request for forgiveness of one-year of**  
35 **payments for personal financial reasons. Motion carried unanimously.**

36  
37 **It was moved by Smelser and seconded by Salke to deny a request to adjust a bill because the owner**  
38 **did not use water for several months during the year. Motion carried unanimously.**  
39  
40 The Committee considered extending the grace period for payments and came to the conclusion the current  
41 policy should be upheld. (more discussion under Item K)

42  
43 **2. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**  
44 York reported the Flower Walk was successful with 12 people participating and everyone wearing a mask.

45  
46 **3. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**  
47 This Committee did not meet.  
48

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

2 This Committee did not meet.

3  
4 **K. DISCUSSION REGARDING EXTENDING GRACE PERIOD FOR BILLS..... K**

5 Collins reported the Budget & Finance Committee considered this and decided that since bills are only sent  
6 out once a year, people are used to the schedule and the timing of the revenue is critical to the District. There  
7 is a payment plan that people can request if necessary. A brief discussion followed and there was consensus  
8 to agree with the Committee’s findings.

9  
10 **L. OPEN ITEMS .....L**

11 No additional items were brought forward.

12  
13 **M. CORRESPONDENCE TO THE BOARD .....M**

14 Grant noted the information in the packet regarding Board elections. The seats held by Smelser and Northrop  
15 will be in this year’s election. Northrop announced he will not be running for re-election as he is selling his  
16 home.

17  
18 **IV. CLOSED SESSION**

19 The Board went into Closed Session at 10:48 to consider:

20 **Board Discussion of upcoming contract negotiations with North Tahoe Fire Protection District**

21  
22 Open Session was reconvened at 11:00 AM and the following action reported:

23 **It was moved by Smelser and seconded by Salke to authorize Board President Janet Grant and**  
24 **General Manager John Collins to initiate negotiations to extend the existing agreement for fire**  
25 **protection, emergency medical and related services with the North Tahoe Fire Protection District.**  
26 **Motion carried unanimously.**

27  
28 **V. DIRECTORS’ COMMENTS**

29  
30 **VI. ADJOURNMENT**

31 There being no further business to come before the Board, the meeting was adjourned at 11:10 AM. The next  
32 regularly scheduled Board meeting is Friday August 14, 2020 at 9:00 AM.

33  
34 Respectfully Submitted,  
35 Judy Friedman  
36 Recording Secretary  
37 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

38  
39 Approved 8/14/20