

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **September 11, 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, and Christine York

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 via teleconference: North Tahoe Fire Protection District Chief Mike Schwartz and Chief Steve
20 McNamera, and community members including Liz Zang, Pippen Mader, Sean Capiaux, Tom Lane, and
21 Jane Davis. There may have been others on the call who did not identify themselves.
22

23 **II. SWEARING IN CEREMONY FOR JAN GANONG, DIRECTORS (OATH OF OFFICE)**

24 Jan Ganong was sworn into office to serve the remainder of Jon Northrop’s term of office until elections are
25 held.
26

27 **III. PUBLIC COMMENT**

28 Liz Zang reported Juniper Mountain Association held its Annual Meeting last weekend and the fire
29 flow/hydrant issue was on the agenda. There is growing concern that this was an issue known and studied by
30 ASCWD but is still not fixed.
31

32 Sean Capiaux feels it is the responsibility of ASCWD to notify affected owners of non-compliant fire
33 hydrants.
34

35 Tom Lane agreed with Capiaux’s comments. The ASCWD Board should address this issue sooner rather
36 than later and advise owners of how a house fire will be addressed. Lane is concerned about the insurance
37 situation and the potential of insurance companies denying claims knowing there was not enough support to
38 save homes.
39

40 **IV. ITEMS FOR BOARD DISCUSSION & ACTION**

41 **A. FINANCIAL REPORT A**

42 District CPA Mike Dobrowski presented the financial reports as of August 31, 2020. The auditors will be in
43 town next week and Dobrowski will be here to meet with them. The delinquency mailing will go out next
44 week. A brief discussion followed regarding receivables, which are only slightly higher than this time last
45 year.
46

47 **It was moved by Smelser and seconded by York to approve the August financial reports as presented.**
48 **Motion carried unanimously.**
49

1 **It was moved by York and seconded by Smelser to approve payment of checks #31431 - #31493,**
2 **payroll, and electronic fund transfers. Motion carried unanimously.**

3
4 **It was moved by Smelser and seconded by York to approve the Trial Balance as of September 8, 2020.**
5 **Motion carried unanimously.**

6
7 **It was moved by York and seconded by Smelser to add Janice Ganong as a signer on the Bank of the**
8 **West account. Motion carried unanimously.**

9
10 **B. APPROVAL OF MINUTES..... B**

11 The August 14, 2020 minutes were revised to note ASCWD owned the fire department when the Juniper
12 Mountain development was approved.

13
14 **It was moved by Smelser and seconded by York to approve the minutes of the August 14, 2020**
15 **Regular Board of Directors meeting as amended. Motion carried unanimously.**

16
17 **C. FIRE DEPARTMENT REPORT C**

18 Division Chief Steve McNamera reported:

- 19 • NTFPD observed a moment of silence this morning in remembrance of 9/11/01
- 20 • Many agencies have restricted open fires. Campgrounds and hiking trails are also being closed
- 21 because of fire concerns. There have already been seven Red Flag Warnings this year, compared with
- 22 one by this time last year.
- 23 • The District responded to 295 calls in August. June and July were the busiest on record.
- 24 • North Tahoe and Incline are now on the same dispatch frequency, allowing for more efficiency and
- 25 quicker response times.
- 26 • California has already exceeded another record of acres burned.
- 27 • Because of COVID, NTFPD facilities remain closed to the public.

28
29 McNamera is working with Dawn Grass on a letter from NTFPD to Juniper Mountain Association regarding
30 how structure fires on Juniper Mountain would be addressed. General Manager Collins will review the letter
31 before it is submitted to the JMA Board of Directors. NTFPD does not “certify” fire hydrants. It conducts
32 flow and pressure tests. The regulatory authority falls to the water purveyor, in this instance ASCWD. A
33 brief discussion followed reiterating last month’s discussion about how structure and wild fires would be
34 addressed.

35
36 Smelser asked about USFS working with heavy equipment in dry brush during Red Flag Warning days.
37 McNamera described the Project Activity Levels, which identifies what work can be done based on
38 conditions including wind and weather. USFS has jurisdiction over conditioning its Project Activity Levels.

39
40 The topic was open to public comment. Liz Zang asked when requirements for flow tests on hydrants
41 changed as part of the permitting process. McNamera said NTFPD has been conditioning permits based on
42 hydrants for many years. He explained the California Fire Code and said NTFPD generally does not impose
43 the code on projects of less than 500 square feet.

44
45 Capiaux said the hydrants on Zurs Court and Cortina Court may be “operable” but they are non-conforming
46 or non-compliant. He asked if NTFPD would actually hook up to them. McNamera reiterated that ASCWD,
47 as the water purveyor, certifies hydrant flows. NTFPD uses the knowledge to determine how to service the

1 area. Some hydrants can be marked “Out of Service” in NTFPD software. That could mean there is some
2 flow, but not the requisite minimum fire flow requirements. Flow duration is also part of the Code.
3

4 Salke asked if there is a fire in Desolation Valley. McNamera said there is a fire near Loon Lake, but it has
5 calmed down a bit. NTFPD does not feel it is a threat to the community at this time.
6

7 **1. Review of contract for fire services with NTFPD**

8 Collins and Dobrowski have reviewed the payment schedule and financial provisions of the contract. Collins
9 hopes to have a draft for Board review at the next meeting. Discussion followed as details of the contract
10 were clarified, including costs and fee escalation, staffing, and response times.
11

12 **D. GENERAL MANAGER’S REPORT..... D**

13 General Manager Collins presented his written August 2020 report. The main activity in August was filling
14 the tank after the painting was completed. Assuming the tank passes all the testing, it should be operational
15 by September 25.
16

17 Stantec is working on the hydraulic model. Collins will make sure Juniper Mountain is a priority in the
18 report, including a list of all hydrants that do not meet 500 gallons per minute flow and a proposal to deal
19 with the upper portion of the area. The report should be ready for Board review at next month’s meeting.
20 Collins suggested the Long Range Planning Committee review the report to evaluate options for upgrades.
21

22 Zang asked if there are any short-term solutions to the hydrant issue. A brief discussion followed regarding
23 using a pump in the interim. Collins will get recommendations from Stantec.
24

25 **E. OPERATION & MAINTENANCE DEPARTMENT REPORT.....E**

26 Operations Manager Miguel Ramirez presented the August 2020 Water/Waste Water Report included in
27 today’s meeting packet. He reviewed the maintenance done during the past month.
28

29 **F. TTSA REPORTF**

30 Northrop’s written report was included in the meeting packet.
31

32 **G. COMMITTEE REPORTS..... G**

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

34 Grant presented the Budget and Finance Committee report of the September 10 meeting. Seven requests
35 have been received for billing adjustments. The Committee has reviewed the requests and recommends
36 denying them based on ASCWD policy.
37

38 Ganong asked about setting up a system so owners can pay online. Discussion followed regarding
39 communications with owners about billings, including the need for more email addresses to communicate
40 electronically and possible fees to the District to accept online payments. The Committee recommends
41 transferring \$100,000 from the operating account equally between Placer County and LAIF.
42

43 **It was moved by Smelser and seconded by York to deny the seven requests for billing adjustments**
44 **based on ASCWD policy. Motion carried unanimously.**

45
46 **It was moved by Smelser and seconded by Salke to transfer \$100,000 from Operating to Placer County**
47 **and LAIF. Motion carried unanimously.**
48

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

2 This Committee did not meet.

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

5 This Committee did not meet.

6
7 **4. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**

8 This Committee did not meet.

9
10 **4. DISCUSSION REGARDING THE POSSIBLE OPEN TTSA COMMITTEE**
11 **POSITION**

12 Grant reported an interim representative is needed for TTSA since Northrop has moved from the area. A
13 permanent representative will be appointed in January.

14
15 **It was moved by York and seconded by Salke to appoint David Smelser as the ASCWD representative**
16 **to TTSA effective September 11, 2020. Motion carried unanimously.**

17
18 **H. OPEN ITEMS..... H**

19 No items were presented.

20
21 **I. CORRESPONDENCE TO THE BOARDI**

22 An email was received from Felicia Cole requesting an annual meeting with the three Homeowner
23 Association Presidents and ASCWD.

24
25 **J. DISCUSSION ABOUT TTSA REPRESENTATIVE FROM ALPINE MEADOWS**

26 Jane Davis voiced concern about problems and issues at TTSA and asked for active representation from
27 ASCWD.

28
29 **K. REPORT FROM VALLEY WIDE MEETING..... K**

30 Included in today’s meeting packet were Grant’s comments at the meeting She was thanked for representing
31 ASCWD so well.

32
33 **V. CLOSED SESSION**

34 Closed Session was not convened.

35
36 **VI. DIRECTORS’ COMMENTS**

37 There were no additional comments.

38
39 **VII. ADJOURNMENT**

40 There being no further business to come before the Board, the meeting was adjourned at 11:08 AM. The next
41 regularly scheduled Board meeting is Friday October 9, 2020 at 9:00 AM.

42
43 Respectfully Submitted,

44 Judy Friedman

45 Recording Secretary

46 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS