

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **February 14, 2020**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held on
5 Friday February 14, 2020 in the District Board Room, 270 Alpine Meadows Road
6

7 **I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

8 President Grant called the meeting to order at 9:00 AM at the District Office Board Room.
9

10 Directors Present: Janet S. Grant, President; Jon Northrop, Vice-President; Dave Smelser; Evan Salke;

11 Directors Absent: Christine York

12 Staff Present: John Collins, General Manager; Miguel Ramirez, Facility System Supervisor (Operations
13 Manager); District CPA Mike Dobrowski, Judy Friedman, Recording Secretary.

14 Guests Present: North Tahoe Fire Protection District: Steve McNamera, Steve Leighton, and Kim Eason;
15 District Auditor Present: Ron Ley, Damore Hamric & Schneider, Inc. CPA's
16

17 **II. PUBLIC COMMENT**

18 There were no comments on items not on today's agenda.
19

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

21 **A. Financial Report.....A**

22 District CPA Mike Dobrowski presented the financial reports as of January 31, 2020. He recommends to the
23 Finance Committee that the funds from two CDs coming due be transferred to other accounts to keep the
24 money liquid.
25

26 **It was moved by Northrop and seconded by Smelser to approve the financial Motion to approve the**
27 **financial reports as of January 31, 2020 as presented. Motion carried unanimously.**
28

29 **It was moved by Northrop and seconded by Smelser to approve payment of checks #31074 - #31128**
30 **and payroll as presented. Motion carried unanimously.**
31

32 **B. Approval of Minutes..... B**

33 **It was moved by Northrop and seconded by Smelser to approve the minutes of the January 10, 2020**
34 **Board meeting as presented. Motion carried unanimously.**
35

36 **C. Fire Department Report.....C**

37 Fire Marshal Steve McNamera reported:

- 38 • The District has three firefighter/paramedic openings
- 39 • Staffing changes
- 40 • The Homewood station has re-opened
- 41 • There have been a lot of CO calls recently
- 42 • The Nevada Fire Safe Council filed for bankruptcy in 2005 and NTFPD and Meeks Bay are due to
43 receive some funds
- 44 • Laws went into effect on January 1, 2020, including AB38 and SB 190 having to do with disclosures
45 when a property is sold
- 46 • The District continues to work with Placer County to permit water-based firework displays and
47 compliance with the Defensible Space Ordinance

- About 3000 inspections are anticipated to comply with the County’s Short-Term Rental Ordinance that went into effect January 1, 2020

Chief Leighton reported on operations:

- 2019 was the busiest year on record with over 5000 calls and busiest December ever
- NTFPD’s response to the recent Alpine avalanche
- Trainings and inspections continue to ensure all standards are being met
- Controlled pile fires will continue as conditions allow
- A pilot staffing program is being instituted to reduce response time

He answered questions about the mutual aid and ski area calls the District responds to.

Grant reminded McNamera that Forest Fuels Manager Eric Horntvedt was going to make a presentation to this Board.

D. General Manager’s Report..... D

General Manager John Collins presented his January 2020 Manager’s Report. He highlighted discussions with TTSA about projects that have been on the books for a while, with NTFPD about the tax payments, and with Squaw Valley Ski Holdings about providing additional water for snowmaking.

E. Operations & Maintenance Department Report..... E

Operations Manager Miguel Ramirez presented the Water/Wastewater Report for January 2020. A leak was addressed on Mineral Springs Place. Well R2 will remain as a potable water source and Ramirez is running it regularly to make sure it continues to operate properly. A brief discussion followed regarding the use of wells and potential water sources.

F. TTSA

Northrop reported all systems are operating normally and efficiently.

G. FINANCIAL AUDIT FOR THE FISCAL YEAR 2019F

CPA Ron Ley from Damore Hamric & Schneider presented the FY 2019 Financial Audit Report. The Auditors issued a “clean report.” Salke noticed the list of items to comply with GAP procedures gets smaller and smaller every year and he credited staff for the improvements.

It was moved by Northrop and seconded by Salke to accept the Auditor’s Report for FY 2019 as presented. Motion carried unanimously.

It was moved by Northrop and seconded by Salke to approve Independent Accountant’s Report on Agreed-Upon Procedures Applied to Appropriations Limit Schedule for the Fiscal Year Ended June 30, 2019 as presented. Motion carried unanimously.

**H. COMMITTEE REPORTS..... G
BUDGET & FINANCE COMMITTEE (DIRECTOR GRANT)**

Grant presented the report of the February 13 Committee meeting. The Committee concurred with Dobrowski’s recommendation regarding the CDs coming due. Grant highlighted the discussion regarding NTFPD property tax payments and the Committee’s recommendation not to revise Policy 2.5.0, Item 8 regarding returned checks.

1 It was moved by Smelser and seconded by Northrop to liquidating the CDs coming due in the next
2 month and moving the funds to LAIF and Placer County. Motion carried unanimously.
3

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

5 **1. Discussed the revisions on the Employee Manual from BB&K**

6 Salke presented the Committee Report of its January 29, 2020 meeting. The revised Employee Manual was
7 included in today’s meeting packet. Salke highlighted the recommended changes, which have been approved
8 by Management and staff.
9

10 It was moved by Northrop and seconded by Salke to accept the changes to the Employee Manual as of
11 February 14, 2020 as recommended. Motion carried unanimously.
12

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

14 This Committee did not meet.
15

16 **LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

17 This Committee did not meet.
18

19 **I. RELEASE AND ENCROACHMENT AGREEMENT FOR LOT#72, AME SUBDIVISION #3**
20 **LEOPOLD.....I**

21 The proposed Agreement was in the meeting packet.
22

23 It was moved by Northrop and seconded by Salke to approve the Release and Encroachment
24 Agreement for Lot 72, AME Subdivision 3. Motion carried unanimously.
25

26 **J. CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS, SEAT C FOR THE 2021-2023**
27 **TERM**

28 There were no nominations from the ASCWD Board.
29

30 **K. OPEN ITEMS.....J**

31 Salke will review the self-evaluations and Goals & Objectives for the AP and spring procedures.
32

33 **L. CORRESPONDENCE TO THE BOARD.....K**

34 No correspondence was presented.
35

36 **IV. DIRECTORS’ COMMENT**

37 There were no additional comments.
38

39 **V. ADJOURNMENT**

40 There being no further business to come before the Board, the meeting was adjourned at 10:46 AM. The next
41 regularly scheduled Board meeting is Friday March 13, 2020 at 9:00 AM.
42

43 Respectfully Submitted,
44 Judy Friedman
45 Recording Secretary

approved as submitted 3/13/20

46 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
47