

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **April 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 and should be submitted to*  
8 *the Board Secretary at [info@alpinesprings.org](mailto: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 9:00 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; Forest Fuels  
25 Coordinator Eric Horntvedt

26  
27 **II. PUBLIC COMMENT**

28 There were no comments on items not on today’s agenda.  
29

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

31 **A. FINANCIAL REPORT ..... A**

32 District CPA Mike Dobrowski presented the monthly and quarterly financial reports as of March 31, 2020.  
33 The payout has been made to NTFPD and with that cash is lower than in previous months, but on track  
34 through the end of the fiscal year.

35 **It was moved by Northrop and seconded by Smelser to approve the financial reports for the month**  
36 **ending March 31, 2020. Motion carried unanimously.**

37  
38 **It was moved by Northrop and seconded by York to approve payment of checks #31165 - #31218, bank**  
39 **transfers, and payroll. Motion carried unanimously.**

40  
41 **It was moved by Northrop and seconded by York to approve the Third Quarter financial reports**  
42 **ending March 31, 2020. Motion carried unanimously.**

43  
44 **B. APPROVAL OF MINUTES.....B**

45 The second on “Fees” was amended to include the clarification “Group Use Fees.”

46  
47 **It was moved by Northrop and seconded by Salke to approve the minutes of the March 13, 2020**  
48 **Regular Board of Directors Meeting as amended. Motion carried unanimously.**

1  
2 **C. FIRE DEPARTMENT REPORT.....C**

3 Chief Mike Schwartz reported:

- 4 • The District’s response to the COVID-19 crisis in operations, equipment, and facilities. More  
5 information is available at the NTFPD’s website
- 6 • Electronic plan checks are being done when feasible

7  
8 Forest Fuels Coordinator Eric Horntvedt reported:

- 9 • \$10,000 has been budgeted for Fire Wise Community engagement. Horntvedt described the  
10 deliverables for those funds. There is paperwork available noting Alpine is a designated Fire Wise  
11 Community that can be submitted to insurance companies.
- 12 • Statistics on inspections and treatments done last summer. Plans for this summer include hiring two  
13 seasonals for inspections. Horntvedt hopes to inspect 70-100 properties this summer. Inspections  
14 can be scheduled online or call Horntvedt directly at 492-1242
- 15 • Shelter-in-Place drills were done last summer in Squaw and Alpine. Another may be scheduled for  
16 this summer.
- 17 • Grants are being applied for to address defensible space in Alpine. Most open space is owned by  
18 ASCWD or the homeowner’s associations and the Alpine community is surrounded by USFS land.

19  
20 A brief discussion followed regarding tree removal and limbing on the greenbelt. Horntvedt acknowledged  
21 that is a good practice to reduce fire rise, but cautioned about possible impacts to Bear Creek and the water  
22 shed. His inspectors will be aware of that on a case-by-case basis as they walk private properties.

23  
24 **D. TOTAL COMPENSATION SYSTEMS PROPOSAL FOR GASB 74/75 ACTUARIAL**  
25 **VALUATION SERVICES ..... D**

26 **It was moved by Northrop and seconded by Smelser to approve the Total Compensation Systems**  
27 **proposal for GASB 74/75 Actuarial Valuation services. Motion carried unanimously.**

28  
29 **E. GENERAL MANAGER’S REPORT.....E**

30 General Manager Collins presented his written March 2020 report included in today’s meeting packets. He  
31 noted area general managers are meeting weekly regarding the COVID-19 situation. He is working to get the  
32 budget finalized for Board review and action in May.

33  
34 **F. REVIEW AND APPROVE STANTEC PROPOSAL FOR AN EVALUATION OF THE**  
35 **WATER & SEWER FACILITIES NECESSARY TO SERVE THE PROPOSED**  
36 **WHITEWOLF SUBDIVISION, NOT TO EXCEED \$31,660.....F**

37 Collins reported the contract for Whitewolf is between ASCWD and Stantec, however there is no financial  
38 impact to the District as all costs are to be paid by Whitewolf. The agreement between ASCWD and Troy  
39 Caldwell calls for one-half of Stantec’s fee to be paid upfront and the second half 30 days later. If the fees  
40 are not paid, ASCWD will issue a stop-work order. Details of the scope of work were reviewed.

41 **It was moved by Northrop and seconded by Smelser to approve the proposal from Stantec as**  
42 **presented, not to exceed \$31,660. Motion carried unanimously.**

43  
44 **G. OPERATIONS & MAINTENANCE DEPARTMENT REPORT ..... G**

45 Operations Manager Miguel Ramirez presented the Water/Waste Water Report for March 2020, noting water  
46 production, waste water flows, and maintenance addressed during the month.

1 **H. LETTER OF RESPONSE FROM GM AT TTSA REGARDING MEMO RECEIVED**  
2 **FROM MR. CARL DAVIS AT ASCWD MARCH 13, 2020 BOARD MEETING**

3 The correspondence was included in the meeting packets, including the response from TTSA General  
4 Manager LaRue Griffin. No change in representation to the TTSA Board from ASCWD is being considered  
5 at this time.

6  
7 **I. TTSA REPORT .....I**

8 Northrop reported the plant is operating normally and all discharge requirements are being met  
9

10 **J. RESOLUTION 1-2020 – REQUESTING COLLECTION OF CHARGES ON THE**  
11 **PLACER COUNTY TAX ROLL FOR TAX YEAR 2020/2021.....J**

12 **It was moved by Northrop and seconded by Salke to approve Resolution 1-2020 requesting collection**  
13 **of charges for unpaid billing for the tax year 2020/2021 bills from 7/1/19 unpaid bills.**

14 **ROLL CALL VOTE:**

15 **AYES: Northrop, Salke, York, Smelser, Grant**

16 **NOES: None**

17 **ABSTENTIONS: None**

18 **Motion carried unanimously.**

19  
20 **K. FAMILY LEAVE EXPANSION AND EMERGENCY PAID SICK LEAVE POLICY K**

21 Collins reported that consistent with his authority as General Manager, he approved the new sick leave  
22 policy that went into effect on April 1, 2020, ending December 31, 2020, to be in compliance with federal  
23 law. Legal counsel reviewed the policy.

24  
25 **L. COMMITTEE REPORTS .....L**  
26 **BUDGET & FINANCE COMMITTEE (DIRECTOR GRANT) (a)**

27 Grant presented the report of the April 9 Committee meeting. The CD due in May has been liquidated at a  
28 premium, per Board direction. There is one remaining CD at this time. The Committee will review the  
29 budget a second time before it is submitted to the Board in May.

30  
31 **ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**

32 Salke asked Board members to submit comments to him regarding evaluations and the mission statement.  
33

34 **PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK) (b)**

35 **1. Park Committee Report**

36 **2. Park policy review**

37 York presented notes of the March 12 Committee meeting. A Greenbelt Defensible Space Policy about  
38 limbing trees on ASCWD property will be created and presented at a future date. Limbing and/or cutting  
39 trees on District property must have ASCWD approval prior to the work being done. Work done on private  
40 property should be noted in the forester's report. Park Policy 6.2.0 was reviewed with changes noted.

41 **It was moved by Northrop and seconded by Salke to approve changes to Park Policy 6.2.0 as**  
42 **presented. Motion carried unanimously.**

43  
44 The 2020 Park Pass Application was reviewed. There is an addition regarding trash. The park will be open as  
45 COVID-19 restrictions allow.  
46

1 **It was moved by Northrop and seconded by Smelser to approve the 2020 Park Pass Application as**  
2 **presented. Motion carried unanimously.**

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

5 This Committee did not meet.

6  
7 **M. OPEN ITEMS.....M**

8 Although there had been discussion about changing the next meeting date, it was agreed the meeting would  
9 be on the regularly scheduled date, May 8, 2020.

10  
11 **N. CORRESPONDENCE TO THE BOARD .....N**

12 The letter from Placer County Public Health Director Aimee Sisson was included in the packet

13  
14 **IV. DIRECTORS' COMMENTS**

15 There were no additional comments.

16  
17 **V. ADJOURNMENT**

18 There being no further business to come before the Board, the meeting was adjourned at 10:25 AM. The next  
19 regularly scheduled Board meeting is Friday May 8, 2020 at 9:00 AM.

20  
21 Respectfully Submitted,  
22 Judy Friedman  
23 Recording Secretary  
24 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS  
25