

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **May 8, 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 and Chief McNamara,  
25 Rosanne Burhena, and John Byers.

26  
27 **II. PUBLIC COMMENT**

28 Rosanne Burhena, a Board member of the Alpine Place Homeowners Association, asked about a 233%  
29 increase in the garbage bill. Collins explained that per the letter from ASCWD, it was discovered the HOA  
30 has been billed by TTSD, when it actually should have been billed by ASCWD. The issue was brought  
31 forward by TTSD. In addition to garbage collection costs, there is an administration cost. Burhena asked to  
32 negotiate a “stepped up” program rather than big increase. This item will be on next month’s ASCWD Board  
33 meeting agenda.

34  
35 Later in the meeting John Byers from Alpine Place Homeowners Association said the HOA has a contract  
36 directly with TTSD for trash pick-up. He and Collins will follow up.

37  
38 **III. ITEMS FOR BOARD DISCUSSION & ACTION**

39 **A. FINANCIAL REPORT ..... A**

40 District CPA Mike Dobrowski presented the financial reports as of April 30, 2020. A property tax payment  
41 will be received, which will address cash flows. Invoices are being prepared to go out late June or early July.  
42 Dobrowski has been working with staff to prepare the budgets being presented today.

43  
44 **It was moved by Northrop and seconded by Smelser to approve the financial reports as of April 30,**  
45 **2020 as presented. Motion carried unanimously.**

46  
47 **It was moved by Northrop and seconded by York to approve payment of checks #31219 – 31257,**  
48 **payroll, and electronic fund transfers. Motion carried unanimously.**

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2 **B. APPROVAL OF MINUTES .....B**

3 **It was moved by Northrop and seconded by Smelser to approve the minutes of the April 10, 2020**  
4 **Board meeting as amended. Motion carried unanimously.**

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6 **C. FIRE DEPARTMENT REPORT ..... C**

7 Chief Schwartz reported:

- 8 • Forecasted weather patterns are similar to 2018, which could mean an early and high fire season.  
9 NTFPD is transitioning from winter operations into wild fire preparations  
10 • The District is maintaining strict protocols related to COVID-19 when treating and transporting  
11 patients  
12 • Staffing

13  
14 Chief McNamara reported:

- 15 • As a result of COVID-19, fire stations are closed to the public. A protocol has since been set up to  
16 address building inspections and conduct digital plan reviews  
17 • The District is not conducting inspections for short-term rental applications, but will resume as  
18 restrictions change. Over \$100,000 has been received from Placer and El Dorado counties to cover  
19 the cost of those inspections.  
20 • Cabin Creek reopened yesterday to take defensible space debris. The District is hiring one seasonal  
21 and one full-time Defensible Space inspector  
22 • NTFPD and Placer County are working together to develop a “best management practices”  
23 document to be used for assessing fireworks applications. That said, because of COVID-19, all 4<sup>th</sup> of  
24 July firework displays in the area have been cancelled.  
25 • Placer County’s Hazardous Vegetation Abatement Ordinance now included developed parcels,  
26 which allows liens to be placed against untreated parcels

27  
28 **D. GENERAL MANAGER’S REPORT..... D**

29 General Manager John Collins presented the April 2020 Manager’s Report. He discussed the response to  
30 COVID-19. The area managers meet regularly and have agreed to open parks at the same time, based on  
31 direction from the County

32  
33 **E. OPERATION & MAINTENANCE DEPARTMENT REPORT .....E**

34 Operations Manager Miguel Ramirez presented the Water/Waste Water Report for April 2020.

35  
36 **F. TTSA REPORT.....F**

37 Northrop reported the plant is operating normally and efficiently. All requirements are being met.

38  
39 **G. COMMITTEE REPORTS**

40 **1. BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)..... G**

41 Grant presented the report of the May 7, 2020 Committee meeting. A CD was reduced by \$120,000 plus  
42 interest to fund Operations. The Committee recommended changing District Investment Policy Res 5-2014,  
43 to add to the last page CBERT and in footnote on each page, identify that the policy is reviewed annually,  
44 per requirements.

45  
46 *A Wall Street Journal* article regarding Calpers was submitted by resident Michael Battey. The Committee is  
47 not making recommendations to any changes at this time.  
48

1 York suggested the Committee and Board consider adjusting billing deadlines and setting up payment plans  
2 to address potential delinquencies given COVID-19. This item will be on the Finance Committee and Board  
3 meeting agendas next month.

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5 **2. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**  
6 York will make recommendations on policy changes next month. Michael Graf who leads the wildflower  
7 walk is willing to do the event in July. A decision will be made next month. It will depend on COVID-19  
8 restrictions.

9  
10 **3. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**  
11 This Committee did not meet.

12  
13 **4. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**  
14 Salke will set up a meeting with Smelser and Collins.

15  
16 **H. REVIEW THE DISTRICTS INVESTMENT POLICY 5-2014 ..... H**  
17 **It was moved by Salke and seconded by York to revise District Investment Policy 5-2014 to add**  
18 **CBERT to page 5 as an investment source and update the footnote each year indicating the policy is**  
19 **reviewed annually, as required. Motion carried unanimously.**

20  
21 **I. REVIEW THE DRAFT BUDGETS FOR FISCAL YEAR 2020/2021 .....I**  
22 Grant reported the Budget and Finance Committee recommends approval of the draft budgets as presented.  
23 The final budgets will be submitted for approval next month.

24  
25 **It was moved by Northrop and seconded by York to approve the draft Operations & Maintenance**  
26 **budget by fund, by month for FY 2020/2021 as presented.**

27  
28 **It was moved by Northrop and seconded by York to approve the draft FY 2020/21 Capital budget as**  
29 **presented. Motion carried unanimously.**

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31 **J. NEWSLETTER..... J**  
32 The draft Spring 2020 newsletter was reviewed. It was agreed that a bold font should be used to advise  
33 customers to notify their property insurance carriers of Alpine’s Fire Wise Community designation, as it  
34 could reduce their premiums.

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36 **K. OPEN ITEMS**  
37 No additional items were presented.

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39 **L. CORRESPONDENCE TO THE BOARD.....L**  
40 There was letter regarding social distancing on tennis courts. At this time, there is no plan to open the tennis  
41 courts because the park is closed.

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43 **IV. CLOSED SESSION**  
44 Closed Session was not convened.

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46 **V. DIRECTORS’ COMMENTS**  
47 There were no additional comments.

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1 **VI. ADJOURNMENT**

2 There being no further business to come before the Board, the meeting was adjourned at 10:25 AM. The next  
3 regularly scheduled Board meeting is Friday June 12, 2020 at 9:00 AM.

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5 Respectfully Submitted,  
6 Judy Friedman  
7 Recording Secretary  
8 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS  
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