

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **January 14, 2022**

4  
5 **NOTE: Due to continued COVID restrictions, this meeting was a “hybrid” of an in-person meeting for Board and staff**  
6 **and Zoom for additional attendees**  
7

8  
9 **A. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

10 President Grant called the meeting to order at 9:00 AM.

11  
12 Directors Present: President Janet S. Grant, Vice-President Janice Ganong, Dave Smelser, and Evan Salke

13 Directors Absent: Christine York

14 Staff Present: General Manager Joseph Mueller, O&M Supervisor Miguel Ramirez, District CPA Mike  
15 Dobrowski, and Recording Secretary Judy Friedman

16  
17 Guests included Andrew Pitcairn, John Mecklenberg, from NTFPD Chief Steve Leighton, Fire Marshall  
18 Brent Armstrong, and Forest Fuels Coordinator Eric Horntvedt, and auditors Ron Ley and Vera Kis  
19

20 **B. PUBLIC COMMENT**

21 There were no comments on items not on today’s agenda.  
22

23 **C. APPROVAL OF MINUTES**

24 **C1) DECEMBER REGULAR BOARD MEETING**

25 **It was moved by Smelser and seconded by Ganong to approve the minutes of the December 10, 2021**  
26 **Board meeting as corrected. Motion carried unanimously.**  
27

28 **D. DEPARTMENT REPORTS**

29 **D1) FINANCIAL REPORT**

30 Grant reported the Finance Committee has reviewed the December financial reports and recommends  
31 approval. A modification on allocations may be made when the 2022 budget is being prepared.  
32

33 **It was moved by Smelser and seconded by Ganong to approve the December 2021 financial reports as**  
34 **presented. Motion carried unanimously.**  
35

36 **It was moved by Ganong and seconded by Smelser to approve payment of checks #32268 - #32323,**  
37 **payroll, and electronic fund transfers. Motion carried unanimously.**  
38

39 **It was moved by Ganong and seconded by Smelser to approve the quarterly financial reports as**  
40 **presented. Motion carried unanimously.**  
41

42 **D2) FIRE DEPARTMENT REPORT**

43 NTFPD Chief Leighton reported:

- 44 • In spite of precautions, the Omicron variant has hit staff harder than other COVID variants
- 45 • NTFPD responded to 2,725 calls in 2021, which is record-breaking. December 2021 was the busiest  
46 month in the history of the District.
- 47 • The contract with ASCWD calls for Station 56 to be staffed 150 days a year. That said, the station has  
48 been staffed 365 days a year. Leighton hopes to be able to continue that level of staffing with appropriate  
49 apparatus and keeping the station in good working order.
- 50 • NTFPD has an operating contract with Meeks Bay Fire. However, both boards have passed resolutions  
51 to begin the LAFCO process to merge the two districts. The process should take about a year.

1 Fire Marshall Armstrong reported improvements to Station 56 have included updated security and alarm  
2 systems.

3  
4 Ganong asked if the ski area contributes dollars to the NTFPD contract, given a majority of calls in the  
5 winter are for their issues. Mueller explained the ambulance calls are within the NTFPD service area and are  
6 different than our fire contract.. Palisades Tahoe does reimburse Squaw Valley Fire for serves they request  
7 directly.

8  
9 In response to a question last month, Forest Fuels Coordinator Horntvedt reported ASCWD paid NLTFD  
10 \$3,895 for chipping from July to September and \$2,000 in equipment use. During that period, the crew  
11 chipped 65 piles in eight days for approximately \$99 per pile.

12  
13 Smelser asked if the track-chipper used in the Carson Valley can be used up here next summer. Horntvedt  
14 described the apparatus purchased by Meeks Bay, which is similar, and will be used in the basin next  
15 summer. To use it in Alpine, a use-agreement needs to be signed specifying the crew and how it would be  
16 used and appropriate permits need to be secured. There could be grants available to cover the cost. It is not  
17 advisable to have community volunteers operate the equipment or to rent it to private land owners.

18  
19 Mecklenberg said some private land owners in Juniper Mountain funded a defensible space initiative and  
20 hired Jesse Shirley to do some clearing with a track chipper.

21  
22 Later in the meeting, Chief Leighton announced Horntvedt is leaving NTFPD. He will be working at the  
23 Truckee Fire Department. Horntvedt was thanked for all he has done for the area. He's very professional and  
24 great to work with.

25  
26 **D3) GENERAL MANAGER'S REPORT**

27 General Manager Mueller presented his written report noting activities addressed in December 2021. A brief  
28 discussion followed as details were clarified.

29  
30 Mueller described the changes to the CalPERS billing system.

31  
32 Mueller is updating the TTSD contract and firming up policies. The District fielded several calls when there  
33 were interruptions in TTSD service during the storms. TTSD drivers can refuse to pick up trash if they feel  
34 there is a safety issue.

35  
36 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

37 Operations Manager Miguel Ramirez presented the Water/Wastewater operations report for the month of  
38 December 2021, including flows, water production, and maintenance addressed during the month. A leak  
39 was identified at the Clock Tower condominiums and staff assisted an home owner with a frozen pipe issue.

40  
41 **D5) TTSA REPORT**

42 Smelser presented the written report of the December 15, 2021 TTSA Board meeting. He noted the  
43 preliminary Carollo Master Plan report.

44  
45 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

46 **E1) TRUCKEE RIVER WATERSHED COUNCIL (TRWC) SNOW CREST**  
47 **TRIBUTARIES RESTORATION**

48 TRWC Program Manager Michele Prestowitz reviewed details of the Restoration project, including goals  
49 and the project area, much of which is on ASCWD property. Mueller reported that per Board direction,  
50 twenty-seven property owners near the project area were notified and only one requested more information.  
51 There were no additional questions or comments.

1  
2 Andrew Pitcairn, President of AMEA, did receive some comments about ensuring the project area is cleaned  
3 up appropriately.  
4

5 **It was moved by Ganong and seconded by Salke to support the Snow Crest Tributaries Restoration**  
6 **project as presented. Motion carried unanimously.**  
7

8 **E2) RESOLUTION 1-2022 INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO**  
9 **PERFORM ANNUAL INSPECTIONS PURSUANT TO SECTION 13146.2 AND**  
10 **13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.**

11 **It was moved by Smelser and seconded by Salke to adopt Resolution 1-2022.**

12 **ROLL CALL VOTE**  
13 **AYES: Smelser, Salke, Ganong, Grant**  
14 **NAYS: None**  
15 **Motion carried unanimously.**  
16

17 **E3) RESOLUTION 2-2022 APPLICATION FOR THE STATE OF CALIFORNIA**  
18 **CLIMATE INVESTMENT FIRE PREVENTION GRANT**

19 **It was moved by Smelser and seconded by Salke to adopt Resolution 2-2022.**

20 **ROLL CALL VOTE**  
21 **AYES: Smelser, Salke, Ganong, Grant**  
22 **NAYS: None**  
23 **Motion carried unanimously.**  
24

25 **E4) RESOLUTION 3-2022 ADOPTION OF THE PLACER COUNTY LOCAL HAZARD**  
26 **MITIGATION PLAN UPDATE**

27 **It was moved by Salke and seconded by Smelser to adopt Resolution 3-2022.**

28 **ROLL CALL VOTE**  
29 **AYES: Smelser, Salke, Ganong, Grant**  
30 **NAYS: None**  
31 **Motion carried unanimously.**  
32

33 **E5) FINANCIAL AUDIT FOR THE FISCAL YEAR 2020/2021**

34 Ron Ley and Vera Kis from Damore Hamric & Schneider presented the final audit report for FY 2020 and  
35 2021. District CPA Mike Dobrowski joined via Zoom at this point. The auditors issued a clean opinion and  
36 there were no exceptions noted. Discussion followed as the reports were clarified.  
37

38 **It was moved by Smelser and seconded by Ganong to approve auditors report for FY ended June 30,**  
39 **2021 and 2020. Motion carried unanimously.**  
40

41 **It was moved by Smelser and seconded by Ganong to approve the independent accountant's report on**  
42 **Agreed Upon Procedures Applied to Appropriations Limit Schedules for FY ended June 30, 2021.**  
43 **Motion carried unanimously.**  
44

45 **It was moved by Salke and seconded by Smelser to approve the Governance Letter from Damore**  
46 **Hamric & Schneider as presented. Motion carried unanimously.**  
47

48 Salke said this audit illustrates the good financial procedures and controls in place and that the District is  
49 acting in the public's best interest. He has every confidence in Mueller as issues such as outlays for OPEB  
50 and employee benefits are considered.  
51

1 **E6) 2<sup>nd</sup> QUARTER REVIEW OF THE DISTRICTS GOALS AND OBJECTIVES.**

2 Mueller presented the Q2 Review and Update spreadsheet identifying the status of the District’s goals and  
3 objectives. Most notably, the contract with Carollo for the Master Plan has been executed.  
4

5 Ganong suggested more detail be included to gauge how far the items have progressed. She noted a  
6 discussion agreeing that Committees would be listed in the newsletter to solicit community volunteers and  
7 that wording should be on the spreadsheet. Ganong asked about putting dates for the anticipated completion  
8 of the Master Plan.  
9

10 Grant noted the goals and objectives are outlined at the beginning of the year. The spreadsheet is meant to be  
11 a guideline. Timelines can only be estimated and items may be pushed into the following year depending on  
12 other issues that may come up.  
13

14 **E7) ASCWD TREASURER AND SECRETARY TO THE BOARD OF DIRECTORS.**

15 There was agreement to assign Joe Mueller as Secretary and Treasurer to the Board of Directors for 2022.  
16

17 **E8) ASCWD COMMITTEE ASSIGNMENTS**

18 There was agreement to continue with current committee assignments for Budget and Finance,  
19 Administration and Personnel, Long Range Planning, Park, Recreation, and Greenbelt, and TTSA for  
20 calendar year 2022.  
21

22 **F. COMMITTEE REPORTS**

23 **F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met January 13, 2022.**

24 Grant presented the report of the January 13, 2022 Committee meeting. The group continues to work on  
25 identifying a new bank for the checking account. The Treasurer’s Report was included.  
26

27 During a meeting with the auditors, the Committee asked for suggested ways to present the report to the  
28 public clearly and transparently, particularly the areas regarding fire suppression and the park. They also  
29 discussed strategies to address future obligations for employee benefits.  
30

31 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

32 This Committee did not meet.  
33

34 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

35 This Committee did not meet.  
36

37 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

38 This Committee did not meet. Mueller will convene a meeting by the end of February as there are big  
39 projects to begin this year, including future retirement health benefits and salary steps.  
40

41 **G. FUTURE AND OPEN AGENDA ITEMS**

- 42 • Contact update and renewal with TTSD
- 43 • Current employee’s future retirement health benefits
- 44 • Establishment of controls to enforce vacation hour limits carried on the books
- 45 • Salary step schedule for current staff job descriptions  
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47 **H. CORRESPONDENCE TO THE BOARD**

48 No correspondence was presented.  
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50 **I. CLOSED SESSION**

51 Closed Session was not convened.

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**J. DIRECTORS' COMMENTS**

Salke appreciated staff's efforts during the recent storms.

Smelser asked to put Fire Wise Clean-Up Day on next month's agenda for possible action to ask Mueller to apply for a CEQA exemption and to notify neighbors along the creek because that greenbelt area will be the focus.

Grant reminded Board members to file the required Form 700 by April 1.

**K. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 11:35 AM. The next regularly scheduled Board meeting is Friday February 11, 2022 at 9:00 a.m.

Respectfully Submitted,  
Judy Friedman  
Recording Secretary  
THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS