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**ALPINE SPRINGS COUNTY WATER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
December 10, 2021**

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

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

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

Directors Absent: None

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

Guests included Steve Kastan, Jennifer Faber, Liz Zang, and from NTFPD Brent Armstrong, Eric Horntvedt, and Alan Whistler

B. PUBLIC COMMENT

Kastan, representing the Tahoe Alpine Homeowners Association, commented on the cost of dumpsters and asked if it would be more cost effective to work with the District on a better solution. This item may be considered on a future agenda.

C. APPROVAL OF MINUTES

C1) NOVEMBER REGULAR BOARD MEETING

It was moved by Smelser and seconded by Ganong to approve the minutes of the November 12, 2021 Board meeting. Motion carried unanimously.

D. DEPARTMENT REPORTS

D1) FINANCIAL REPORT

District CPA Mike Dobrowski presented the November 2021 financial reports, which were included in today’s meeting packets. He reviewed account balances and reported the audit process is nearing completion.

It was moved by Ganong and seconded by York to approve the November 2021 financial reports as presented. Motion carried unanimously.

It was moved by York and seconded by Smelser to approve payment of checks #32215 - #32266, payroll, and electronic fund transfers. Checks #32246 and #32261 will be voided Motion carried unanimously.

D2) FIRE DEPARTMENT REPORT

Chief Alan Whisler reported:

- The District responded to six calls in Alpine in November. With the ski area opening and the coming holiday period, a larger call volume is anticipated.
- Per a request last month, the number of responses in Alpine Meadows will be shown on the NTFPD report, but without street addresses due to HIPAA laws.

Fire Marshall Armstrong reported:

- People are being reminded about safety procedures as they use chimneys, heating units, and holiday lights

- There is an uptick in controlled burns as slash piles are being addressed
- Staffing and available positions at NTFPD

Forest Fuels Coordinator Eric Horntvedt reported:

- End of the season statistics, including 65 defensible space inspections conducted and response to 83 chipping requests
- Calfire is releasing funds for the Wildfire Prevention Grants. NTFPD will apply for funds for community wildfire protection, defensible space inspections, increased chipping, and green waste disposal options. A resolution will be presented for this Board's consideration next month.

A brief discussion followed regarding challenges with TTSD and green waste disposal. Horntvedt will work with Mueller to consider options.

D3) GENERAL MANAGER'S REPORT

In response to Kastan's comments above, General Manager Mueller explained how the administrative and disposal fees are distributed throughout the community. The District ensures garbage is handled responsibly throughout the community. The costs are being reviewed to make sure they are distributed equitably.

Mueller presented his written report dated December 3, 2021 reviewing the issues he is addressing. The invoice for the Tank 4 and 4A replacement project was finally submitted, but at \$65,000, it is about double of what was expected. The invoice is being reviewed.

D4) OPERATION & MAINTENANCE DEPARTMENT REPORT

O&M Supervisor Ramirez presented the November 2021 Water/Waste Water report included in today's meeting packet. He noted 33 owner leaks were identified. A graph indicating how potable water is used was clarified. Ramirez said the unaccounted for water numbers are being watched. Ganong asked that the Tank 4 non-revenue water be called out.

Photos of manhole repairs were included in the report. Ramirez described the work done to address dirt collected in sewer lines. Mueller suggested the Board consider the District's responsibility versus the property owner's responsibility to routinely check lines and repair them. Typically, the owner "owns" the line from their property to the mainline. The District routinely inspects and cleans the mainline annually. That said, as the aging infrastructure fails, the Board needs to consider who is responsible for what. This item will be on a future agenda.

D5) TTSA REPORT

Representative Smelser reported on the November 17, 2021 TTSA Board meeting. Job descriptions and certification requirements are being revised to make recruiting staff easier.

E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION

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

TRWC Program Manager Michele Prestowitz presented an update on the Snow Crest Tributaries Restoration project, much of which is on ASCWD property. She described existing conditions and how this project will re-water the meadow to improve the situation. Included in today's meeting packet was a slide deck with aerial photos of the project area, the proposed actions, and anticipated results. Prestowitz will work with ASCWD staff on public outreach. Discussion followed as components of the project, the environmental benefits, and stormwater improvements were clarified.

1 Prestowitz described the funding. She is asking for ASCWD’s approval, given it is one of the land owners on
2 the project site.

3
4 Discussion continued as strategies to solicit public input, particularly from impacted neighbors, were
5 considered. This item will continue to be on ASCWD agendas and a link will be on the District’s website for
6 owners to get more information. Appropriate properties will be directly notified of the project.

7
8 **E2) RESOLUTION 10-2021 TO ADOPT HEALTH REIMBURSEMENT**
9 **ARRANGEMENTS CONSISTENT WITH CHAPTER 6 OF THE EMPLOYEE**
10 **HANDBOOK**

11 **It was moved by Smelser and seconded by Salke to approve Resolution 10-2021, adopting Health**
12 **Reimbursement Arrangements consistent with Chapter 6 of the ASCWD Employee Handbook.**

13 **ROLL CALL VOTE**

14 **AYES: Smelser, Ganong, York, Salke, and Grant**

15 **NOES: None**

16 **Motion carried unanimously.**

17
18 **E3) CONTRACT AWARD TO CAROLLO ENGINEERS FOR WATER AND**
19 **WASTEWATER MASTER PLANNING SERVICES**

20 Mueller presented his report and described the three proposals to conduct the Master Plan process. He
21 explained his recommendation to selected Carollo Engineers. The \$147,500 proposal is within the \$150,000
22 budgeted.

23
24 **It was moved by Smelser and seconded by Ganong to authorize the General Manager to execute a**
25 **contract with Carollo Engineers for the Water and Wastewater Master Planning process.**

26
27 **E4) ELECTION OF ASCWD BOARD PRESIDENT AND VICE PRESIDENT TO THE**
28 **BOARD OF DIRECTORS**

29 **It was moved by Ganong and seconded by Salke to appoint Janet Grant as President of the Board for**
30 **2022. Motion carried unanimously.**

31
32 **It was moved by Salke and seconded by York to appoint Jan Ganong as Vice-President of the Board**
33 **for 2022. Motion carried unanimously.**

34
35 **F. COMMITTEE REPORTS**

36 **F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met December 9th, 2021.**

37 Grant presented the report of the December 9, 2021 Committee meeting. All recommended actions have
38 been taken during other items on today’s agenda.

39
40 Salke noted previous direction to solicit additional Committee members, but no one has applied.

41
42 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

43 This Committee did not meet. There is one vacant seat that York is hoping to fill by spring. She will
44 approach the “alternate” to serve full time. She has followed up with Andrew Pitcairn and invited him to
45 participate as a member of the public.

46
47 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

48 This Committee did not meet. Smelser will advise Committee members of the decision to award the Master
49 Plan contract to Carollo.

50

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

2 This Committee did not meet.

3
4 **G. FUTURE AND OPEN AGENDA ITEMS**

- 5 • Fiscal Year 2020/2021 Auditor’s Report
- 6 • Current employee’s future retirement health benefits
- 7 • Salary step schedule for current staff job descriptions

8
9 **H. CORRESPONDENCE TO THE BOARD**

10 No correspondence was presented.

11
12 **I. CLOSED SESSION**

13 Closed Session was not convened.

14
15 **J. DIRECTORS’ COMMENTS**

16 Smelser was asked about the chipping program. He will refer the question to Mueller.

17
18 Zinn was asked to advise Board members of when their required trainings are due.

19
20 Public comment was offered by Zang regarding costs of green waste disposal and issues with TTSD.

21
22 **K. ADJOURNMENT**

23 There being no further business to come before the Board, the meeting was adjourned at 11:41 AM. The
24 next regularly scheduled Board meeting is Friday January 14, 2022 at 9:00 a.m.

25
26
27 Respectfully Submitted,

28 Judy Friedman

29 Recording Secretary

30 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS