



BOARD OF SUPERVISORS

ALPINE COUNTY
Board Chambers
County Administration Building
Markleeville, CA 96120
Telephone (530) 694-2281

MINUTES December 17, 2024

1. CALL TO ORDER REGULAR MEETING

Chair Woodrow called the Regular Meeting to order at 9:03 AM with Supervisor Hames, Dobson, Jim, Griffith, and Woodrow present.

2. OPEN SESSION - PLEDGE OF ALLEGIANCE

3. ORAL COMMUNICATION - GENERAL PUBLIC COMMENT

Arts and Culture Alpine County January Riddle reported on submitting a packet to Jobs for California Catalyst to receive grant funding for an impact study related to building an Art Center in downtown Markleeville. Riddle reported that results from the study would be shared with other counties in the region. Riddle expressed appreciation to Supervisor Hames for supporting the Arts and Culture Alpine County.

4. DEPARTMENT ANNOUNCEMENTS

Budget and Procurement Director Matt McSorley reported to the Board that the Countywide Cost Allocation Plan was finalized by the State Controller's office; The department would begin work on Cost Allocation Plan for the next fiscal year 2025-2026.

Library/Museum/Archives Director Rita Lovell provided reminders of holiday events occurring in the library starting December 17, 2024, and provided reports on past library events. Lovell expressed gratitude to First Five Alpine for coordinating the holiday event; Lovell thanked the Community Development department for clearing snow from the library parking lot for the event.

Director of Finance Klaus Leitenbauer reported that the State audit report from the years 2016-2023 was in full compliance; the report was posted on the county website and was available on the state website. Leitenbauer stated finance would be submitting final financials to auditors by January 6, 2025, before field work; W2 forms and 1099 would be available on January 6, 2025. State controller financial reports would be due in January 2025, and the department should receive an award. Leitenbauer reported on the Home Protection Act and collaboration with the Assessor's Office to submit reports, and explained how the law would impact the County's tax base. Leitenbauer announced the first Transient Occupancy Tax apportionment was going out this week.

4.1. **Continued update and presentation on Eastern Alpine Fire and Rescue activities. - (Ref. 12/03/2024 and continuing quarterly the second meeting of month). - EMS/Fire Chief**

Eastern Alpine Fire and Rescue Fire Chief Paul Washam reported on the department's activities over the past year. Washam provided updates on emergency plans, collaborations with Kirkwood and Washoe Tribe, staffing, fire equipment, vehicles, training, and past incidents. In response to Chair Woodrow's question relating to what month incidents were reported, Washam confirmed that January 2024 was the start of the reporting period. In response to Supervisor Griffith's question related to the number of Emergency Medical Technicians (EMTs) lived in the County and EMT testing, Washam responded that approximately seven lived in the county and that EMT would be ready to take certification in the next year and clarified that some EMTs may choose not to test. In response to Supervisor Griffith's question related to how many EMTs go on calls and if volunteers receive notification of county job postings, Washam reported a standard number was 5 per call, with 7 for bigger calls; Washam stated that volunteers do receive communication on county jobs. In response to Supervisor Hame's question related to accident locations, Washam reported that many accidents had occurred between Woodfords and Highway 4. Supervisor Hames stated that knowing common locations for accidents would be helpful for Caltrans to know.

5. ADMINISTRATIVE ANNOUNCEMENTS

5.1. **Update on Alpine County Museum**

Supervisor Griffith reported that communication with the Historical Society was not going as planned, with the leadership of both parties having distrust.

6. BOARD MEMBER ANNOUNCEMENTS OR REPORTS

Supervisor District 1 Charles Dobson gave an update regarding county business, meetings attended related to appointed commissions and committees and upcoming events; thanked Lisa MacIntosh for spearheading festive decorations in Markleeville.

Supervisor District 2 Ron Hames gave an update regarding county business, meetings attended related to appointed commissions and committees and upcoming events;

Supervisor District 3 Irvin Jim gave an update regarding county business, meetings attended related to appointed commissions and committees and upcoming events.

Supervisor District 4 Terry Woodrow gave an update regarding county business, meetings attended related to appointed commissions and committees and upcoming events;

Supervisor District 5 David Griffith gave an update regarding county business, meetings attended related to appointed commissions and committees and upcoming events; reminded the Board and CAO Nichole Williamson of performance evaluation. In response to Griffith's question related to using TOT funds for unrepresented employees' raises, Director of Finance Klaus Leitenbauer stated the finance department would take time to assess the possibility. Williamson clarified that the raises were approved, and the funds should be applied retroactively to the date discussed with the board.

7. CONSENT AGENDA

Supervisor Griffith pulled 7.4 and 7.7 for separate action.

**MOTION Griffith / SECOND Hames approving the Consent Agenda as follows:
AYES: Charles Dobson, Ron Hames, Irvin Jim, Terry Woodrow, David Griffith;
MOTION CARRIED.**

- 7.1. Regular meeting minutes of December 3, 2024. - County Clerk
- 7.2. Special meeting minutes of December 10, 2024. - County Clerk
- 7.3. County Claims. - Director of Finance
- 7.4. This item was pulled for separate action.
- 7.5. **Resolution No. R2024-77** correcting the fiscal year ended June 30, 2023 GANN Appropriation Limit for Alpine County operating funds from \$8,692,863 to \$8,256,347. The County's corrected amount below the fiscal year ended June 30, 2023 GANN Appropriation Limit is \$2,520,969, a reduction of \$436,516 from \$2,957,485.
- Director of Finance
- 7.6. **Resolution No. R2024-78** correcting the fiscal year ended June 30, 2023 GANN Appropriation Limit for County Service Area #1 operating funds from \$707,381 to \$671,859. The County's corrected amount below the fiscal year ended June 30, 2023, GANN Appropriation Limit is \$386,415, a reduction of \$35,522 from \$421,937.
- Director of Finance
- 7.7. This item was pulled for separate action.

- 7.8. Notice of Exemption from environmental review under the California Environmental Quality Act (CEQA) for the Lake Alpine Water Company Granular Activated Carbon and Limestone Improvements Project and direct the Community Development Director to file the Notice of Exemption. - Community Development Director

ITEMS PULLED FOR SEPARATE ACTION:

- 7.4 **Approve extending the 2024 Christmas Eve half day holiday to a full day holiday for County staff. - Asst. CAO to HR & Risk Management**

Supervisor Griffith stated that since employees receive 15 paid holidays a year, asking for Christmas Eve would be excessive, therefore will not support. CAO Nichole Williamson commented that not approving this item would impact employee morale. Supervisor Hames commented that the item should be in employee contract.

MOTION Hames / SECOND Jim approving extending the 2024 Christmas Eve half day holiday to a full day holiday for County staff.

AYES: Dobson, Hames, Jim, Woodrow;

NO: Griffith;

MOTION CARRIED.

- 7.7 **Addendum to the Alpine County Wildfire Risk Mitigation Plan Final Initial Study/Mitigated Negative Declaration (IS/MND) to increase the defined diameter of green and dead trees in the IS/MND. - Community Development Director**

In response to Supervisor Griffith's question related to map corrections, Community Development Director Sam Booth confirmed that the maps were revised. County Counsel Charles McKee clarified Supervisor Griffith's motion approving documents as amended.

Community Development Director Sam Booth explained the amendment and stated the plan was previously approved in July 2024; Booth distributed copies of the amended documents to the Board.

MOTION Griffith / SECOND Dobson approving an addendum to the Alpine County Wildfire Risk Mitigation Plan Final Initial Study/Mitigated Negative Declaration (IS/MND) to increase the defined diameter of green and dead trees in the IS/MND, as amended.

AYES: Charles Dobson, Ron Hames, Irvin Jim, Terry Woodrow, David Griffith;

MOTION PASSED.

8. PUBLIC HEARINGS

None

9. REGULAR AGENDA - UNFINISHED BUSINESS

9.1

Continued update and presentation by USDA Forest Service regarding issues affecting Alpine County. (Ref. 04/18/2023 and continuing the second meeting of each month). - County Clerk

USDA Forest Service Director Matt Zumstein gave a report on Forest Services issues affecting Alpine County; Spoke on the hiring freeze with new administration transition, challenges with hiring, upcoming projects, pending permits in the next fiscal year. In response to Executive Director of Alpine Watershed Kimra McAfee's question related to Tamarack Restoration Project, Zumstein stated biomass projects had been implemented and were being monitored, awaiting feedback. In response to Supervisor Griffith's question related to money received and what projects funds went to, Zumstein explained 55 million dollars was received through Wildfire Crisis Strategy, in which money was obligated to various agreements.

Ethan Gray, Deputy Director Community Development, provided a clarification on the meeting with the Sheriff's department regarding the closure of Forestdale Road. Gray reported that during the meeting, an ordinance was discussed as not necessary, since the County Code did not give authority to enforce non-motorized users access to the road. Griffith stated that if Forestdale Road remains open, then residents may complain due to reoccurring issues. Gray responded that informal closure may be documented by the Forest Service.

10. REGULAR AGENDA - NEW BUSINESS

10.1

Presentation and possible discussion regarding the Fiscal Year 2022-2023. Alpine County Annual Financial Statements Audit Report and Single Audit by Anthony Gonzales, CPA, Audit Manager, with Price, Paige and Company. - Director of Finance

Audit Manager Anthony Gonzalez from Price, Paige and Company, gave a presentation via zoom regarding the annual audit report on financial statements. Supervisor Griffith expressed appreciation to the finance department for hard work on the audit. County Counsel Charles McKee commented on reasons why financial policies exist in the County with respect to multiple entities having eyes on financial spending and auditor companies helping keep the County financially accountable.

10.2

Request adoption of resolution recognizing Supervisor District 2 Ronald Hames for 12 years of dedicated service to Alpine County. - CAO

Supervisor Woodrow read aloud the prepared resolution. CAO Williamson stated that the resolution would be amended to include, "Whereas Supervisor Hames is a fierce advocate for residents of Sierra Pines Mobile Park." Chair Woodrow presented a copy of the resolution in a picture frame. CAO Williamson presented a plaque for the 12 years of service to Alpine County. Supervisor Hames expressed appreciation to the County for the resolution and Plaque.

Supervisor Griffith, expressed gratitude to Supervisor Hames, for years of service. Supervisor Dobson, expressed gratitude to Supervisor Hames, for years of service. Chair Woodrow expressed gratitude to Supervisor Hames, for years of service. Supervisor Irvin, expressed gratitude to Supervisor Hames, for years of service. CAO Williamson, expressed gratitude to Supervisor Hames, for years of service.

Department heads expressed appreciation to Supervisor Hames, including Economical Director JT Chevallier, County Clerk Teola Tremayne, Director of Finance Klaus Leitenbauer, Dr. Rick Johnson, Wildfire Project Coordinator Clint Celio, Director of Library Rita Lovell, Chief of Fire Department Paul Washam.

MOTION Jim / SECOND Hames adopting Resolution No. R2024-79 recognizing Supervisor District 2 Ronald Hames for 12 years of dedicated service to Alpine County, as amended.

AYES: Charles Dobson, Ron Hames, Irvin Jim, Terry Woodrow, David Griffith; MOTION PASSED.

10.3. **Consider adoption of an ordinance to adopt Fire Hazard Severity Maps for Alpine County. - Economic Development Director**

Economic Development Director JT Chevallier stated the availability to answer questions on behalf of Clint Celio, Wildfire Project Coordinator.

MOTION Griffith / SECOND Hames adopting Ordinance No. 757-24 to Fire Hazard Severity Maps for Alpine County.

AYES: Charles Dobson, Ron Hames, Irvin Jim, Terry Woodrow, David Griffith; MOTION PASSED.

10.4. **Request approval for a contract with Alpine County Chamber of Commerce in the amount of \$90,000.00 for the purpose of providing visitor information, business support and marketing for Alpine County. -Economic Development Director**

Economic Development Director JT Chevallier stated the contract would formalize distribution of funding to an external organization; the contract showed services rendered by the Chamber of Commerce to the County. Chevallier acknowledged an error in the contract in the Board packet, under payment terms that were amended from \$60,000 to \$90,000; an amended copy was distributed to the Board.

Chamber of Commerce Executive Director Meghan Wolff reported on holiday activities and upcoming plans from the Chamber of Commerce. In response to Supervisor Griffith's question related to volume in scope of work, Wolff responded by stating the Chamber of Commerce received support from new Chamber Board members, with the transition of new members in 2026.

In response to Supervisor Griffith's question related to issues of contracts not completing the scope of work as described, County Counsel Charles McKee stated the reinforcement of contracts was at the discretion of the Board but, if needed, could add clarifying language to the contract. CAO Nichole Williamson commented on the contract was for a one-year agreement, and historically, when contracts were not fulfilled as obligatory, the County was flexible if communication occurred.

Nicolette Anderson, new Chamber Board member and local business owner, commented on Wolff's dedication to the Chamber and commitment to the Chamber Board with the intent of fulfilling the scope of the contract.

In response to Leitenbauer's question related to the contract budget allotted from TOT, McKee clarified that if the budget for an outside agency was approved to come from TOT, then funding shall be applied to the Chamber, but if the language was not clear, then the budget language should be clarified.

JT Chevallier stated the Chamber of Commerce would be accountable for performing the scope of work obligated in the contract.

MOTION Griffith / SECOND Hames approving Contract CC2024-59 with Alpine County Chamber of Commerce in the amount of \$90,000.00 for the purpose of providing visitor information, business support and marketing for Alpine County. AYES: Charles Dobson, Ron Hames, Irvin Jim, Terry Woodrow, David Griffith; MOTION PASSED.

- 10.5. **Request approval of Contract Amendment #5 with CG Celio & Sons for the purposes of project and programmatic management of the Burn Pile Operation and Management, RFFCP Grant Administration, California Fire Safe Council Coordination and State & Private Forestry Project Management amending the terms and scope of work. - Economic Development Director**

Economic Development Director JT Chevallier explained the amendment to the contract with CG Celio and Sons would simplify the staffing practices for completing projects for the County. In response to Griffith's question related to why the amendment was necessary, Chevallier stated that the contract would delineate duties between volunteers working for fire, and the workers hired by the state and private forest grant; this would help avoid exceeding laws associated with volunteer stipends. In response to Supervisor Griffith's question related to the cost for use of equipment, Chevallier clarified that Celio and Sons rental cost structure charged for usage, not standby. In response to Supervisor Griffith's question related to where the money earned from using equipment would go, County Counsel McKee stated that funds would go into the general fund to possibly be used for vehicle replacement. Director of Finance Klaus Leitenbauer clarified that fleet management would be discussed in the Audit and Finance Committee, to further discuss funding equipment.

MOTION Griffith / SECOND Hames approving Contract Amendment #5 Contract CC2024-60 with CG Celio & Sons for the purposes of project and programmatic management of the Burn Pile Operation and Management, RFFCP Grant Administration, California Fire Safe Council Coordination and State & Private Forestry Project Management amending the terms and scope of work.
AYES: Charles Dobson, Ron Hames, Irvin Jim, Terry Woodrow, David Griffith;
MOTION PASSED

- 10.6. **Request adoption of a Resolution authorizing a 3.5% increase effective the first full pay period in January 2025 for all elected and appointed department heads, management, and non-represented employees. - CAO**

CAO Nichole Williamson introduced adoption requesting an increase for unrepresented employees, like that of represented employees, effective January 1, 2025. Supervisor Griffith commented on a typo in the resolution to be corrected.

MOTION Griffith / SECOND Jim adopting Resolution R2024-80 authorizing a 3.5% increase effective the first full pay period in January 2025 for all elected and appointed department heads, management, and non-represented employees.
AYES: Charles Dobson, Ron Hames, Irvin Jim, Terry Woodrow, David Griffith;
MOTION PASSED.

- 10.7. **Request approval of revised Credit Card Policy. - Assistant Auditor Controller**

Allison Baumann introduced a revision of credit card policy, explaining that the policy contained proper usage and promoted accountability; Draft was presented at the Audit and Finance Committee with revisions completed.

MOTION Hames / SECOND Griffith approving revised Credit Card Policy.
AYES: Charles Dobson, Ron Hames, Irvin Jim, Terry Woodrow, David Griffith;
MOTION PASSED

10.8. Discussion and Possible Recommendations to Rural County Representatives of California (RCRC) Proposed Policy Changes for 2025-2026. - Supervisor District 5

Supervisor Griffith explained that the Rural County Representative of California (RCRC) worked with the legislature and regulatory authorities, updating policies and principles every two years with proposed changes sent to 40 counties for feedback. Supervisor Griffith stated that feedback on the proposed policies should be submitted by December 20, 2024, to Governmental Affairs Operations Manager Dorothy Poole. County Counsel Charles Mckee advised the Board to not send a copy of feedback to Supervisor Griffith, but directly to Poole, per the Brown Act.

11. ADJOURN TO ANY OF THE FOLLOWING AGENCIES FOR WHICH THE BOARD OF SUPERVISORS SITS AS OFFICERS: BOARD OF EQUALIZATION, LOCAL TRANSPORTATION COMMISSION, WATER AGENCY

None.

12. CLOSED SESSION

12.3. Closed Session: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: Alpine County Superior Court Case No. C-24-0589 The Historical Society of Alpine County v Alpine County. - County Counsel

No reportable action was taken.

12.4. Closed Session: Conference With Real Property Negotiators (Government Code Section 54956.8) Property: 3 Webster St, Markleeville, CA 96120; Agency Negotiator: Sam Booth and/ or Ethan Gray; Negotiating Parties: Meghan Wolf. Under Negotiation: Price and Terms

No reportable action was taken.

- 12.5. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS-Government Code
Section 54956.8
Property: APN# 002-320-007
Agency negotiator: Charles McKee and Nichole
Williamson Negotiating parties: Mary Ann Park
Under negotiation: Land Donation**

No reportable action was taken.

13. ADJOURNMENT

The Board adjourned to the next regular meeting of Tuesday, January 7, 2025, at 9:00 AM at the Alpine County Government Center, Markleeville, California.

Charles L Dobson

Charles L Dobson (Jan 7, 2025 11:59 PST)

ATTEST:

MSG

Charles Dobson, Chair, Board of Supervisors
County of Alpine, State of California

Teola L. Tremayne, County Clerk & ex officio
Clerk of the Board of Supervisors
By: Miriam Andrade, Deputy County Clerk

A complete audio/video recording of this meeting is available on the County website
www.alpinecountyca.gov