JPA Board of Directors

Regular Meeting

Monday October 11, 2021 9:00am

2211 Keetak St., South Lake Tahoe, CA 96150

Minutes

**I. Regular Meeting- Call to Order/ Roll Call/ Pledge of Allegiance**

**A. Vice Chairperson Cathcart Called the Meeting to Order at 9:21am**

**C. Board Attendees**

* Mike Cathcart, Vice Chair
* Leona Allen, Director
* John Rice, Director

**Other Attendees**

* Ryan Wagoner, CTESOA Executive Director
* Kayla Galvan, CTESOA
* Aimee Treutlein, CTESOA
* Gary Gerren, FLLF
* Garrett Corsa, CTESOA
* Fallon Kirby, CTESOA
* Sarah Devore, CTESOA
* Charles Carlson, CTESOA
* Eric Dunn, CTESOA

**Virtual Attendees**

* Nick Clair, Attorney
* Paula Peterson, South Tahoe Now
* Brian Nash, Auditor
* Rob Merritt, Accountant
* Clive Savacool, City of SLTFD
* Corey Goodwin, CTESOA

**Communications from the Audience on Non-Agenda Items.**

None.

**Public’s Chance to speak on any Non-Agenda Items**.

None.

**D. Note about California’s Open Meeting Law**



**Cal Tahoe Emergency Services Operations Authority**

1. **Approval of Agenda**

There are no changes to the agenda. Director Allen moves to approve the agenda. Director Rice seconds. No further discussion. Motion carries unanimously.

1. **Staff Recognition for Work on Caldor Fire**

Operations Manager Aimee Treutlein recognizes individual staff for their hard work in response to the Caldor Fire and presents them with a T-Shirt. She explains to the Board that two staff, Fallon Kirby and Melissa Slager, staffed an ambulance for a strike team which they were on for 9 straight days. Aimee also recognizes individual staff and the extensive hours each put in during the fire response. Director Allen addresses staff to say they offer a high standard of service and offers her thanks. Vice Chairperson Cathcart notes that he was evacuated in Southern California but that even the community there was recognizing how hard staff were working in Tahoe.

The Board adjourned for a short recess at 9:34am. The Board returned at 9:46am.

1. **Approval of the Minutes from August 24, 2021**

Director Allen moves to approve the minutes from August 24, 2021. Director Cathcart seconds. No Further discussion. Motion carries unanimously.

1. **County Update**

No one from the County was in attendance, however, Sue Hennike shared information with Executive Director Wagoner to present. Executive Director Wagoner states that the County has sent over a draft agreement regarding construction on phase two of the paramedic facility, which he has shared with the JPA Attorney. He states that he does not have any specifics to share with the Board at this time, but that it will require JPA, City, and County approval.

1. **Approval of the Audit Presentation by Brian Nash**

Brian Nash presents the audit findings to the Board. He states that Lake Valley received a contractual increase one month early. He also makes note of shortcomings from the previous accountant and incorrect accounting that was done. He addresses that the capital asset policy was confusing to him and his team. Director Rice asks for clarification on the material weakness, which Brian explains is due to the bookkeeper incorrectly posting financials. Brian makes note of his recommendations based on his audit findings. Director Rice moves to acknowledge receipt of the audit and accept the presentation and materials in it. Director Allen seconds. No further discussion. Motion carries unanimously.

1. **Ratification of Accountant Agreement**

Accountant Robert Merritt informs the Board what he has started working on and what the next steps and goals are. Vice Chairperson Cathcart asks what an ideal timeline is for the audit to take place. Brian Nash states that it takes a few months after year-end to fully close the prior year books, and then subsequent events are considered through approximately October of the following year. Brian states that once these things are done sufficiently, then the audit can begin, and most special districts are ready for audit between December and January. Director Allen moves to ratify the accountant agreement. Director Rice seconds. No further discussion. Motion carries unanimously.

1. **Approval of Update to Capital Asset Policy**

Executive Director Wagoner explains that the change to the policy is one of the recommendations from the Auditor to make the policy clearer. Director Rice moves to approve the update to the Capital Asset Policy. Director Allen seconds. No further discussion. Motion carries unanimously.

1. **Appointment of Board Positions**

Director Allen moves to appoint Tamara Wallace as Chairperson, Mike Cathcart as Vice Chair, Ryan wagoner as Secretary, and Robert Merritt as Treasurer. Director Rice Seconds. No Further discussion. Motion carries unanimously.

Director Rice asks how construction on the building is progressing. Executive Director Wagoner shares some of the problems that have arisen in regard to availability of materials and time delays.

Executive Director Wagoner suggests moving the JPA meetings from Mondays to Wednesdays. Director Allen moves to move meetings to the second Wednesday of the quarter instead of the second Monday. Director Rice seconds. No further discussion. Motion carries unanimously.

Director Allen shares that she recently attended a Special Districts Conference which she found highly informative and helpful and recommends that the Board members and staff attend one if there is another opportunity.

**G. Adjournment**

Vice Chairperson Cathcart adjourned the meeting at 10:30am.