Fallen Leaf Lake
COMMUNITY SERVICES DISTRICT
Post Office Box 9415
South Lake Tahoe, CA 96158

**FALLEN LEAF LAKE COMMUNITY SERVICES DISTRICT**
**SPECIAL MEETING MINUTES**
November 1, 2025 @ 2:00 PM
Old Store/Community Building & Teleconference

Daniel Kramer, Vice President
Katie Gray, Director Woodson Martin, Director
Karen Sipprell, Director

**Call to Order at 2:00 pm**

**Roll Call**
- **Present: Director Gray, Director Kramer, Director Martin and Director Sipprell**

**Pledge of Allegiance**
- **Incoming Fire Chief Chris Sauer led the Pledge of Allegiance to the Flag.**

**Adoption of the Agenda**
- **Motion by Director Martin, seconded by Director Gray, to adopt the agenda.**

  **Ayes: Director Gray, Director Kramer, Director Martin, Director Sipprell**

## Executive/Closed Session

**A.** Conference with Legal Counsel – Significant Exposure to Litigation
Pursuant to Government Code Section 54956.9(d)(2). Number of potential cases: (1)

**No Reportable Action**

**B.** Discussion and Possible Action to Approve Separation Agreement for General Manager

**No Reportable Action**

**C.** Discussion and Possible Direction Relative to a Potential Separation Agreement with Fire Chief

**No Reportable Action**

**D.** Pursuant to Government Code Section 54957 – Public Employee Performance Evaluation. Title: Interim – General Manager

**No Reportable Action**

## Reconvene in Open Session and Report out of Executive Session Actions

**A.** Vice President Report/Updates

Vice-President Kramer reported that he wanted to give a quick update report. Firstly, he wanted to express the professionalism and dedication of both our Interim GM and our Incoming Fire Chief, Don Ashton and Chris Sauer. Also, my fellow board members have stepped up and volunteered so much of their time, even though each of them has been on this board for less than a year. They have improved financial reporting, they helped update our By-Laws, they helped manage the hiring process of new staff positions. I look forward to having a 5th member join us soon. I also wanted to thank those who volunteered to help with the hiring process with job descriptions, serving as a hiring committee.

Vice-President Kramer went on to report that our small tax base and seasonal operations have always been, a little bit, challenging. We have been able to add a strike team revenue over the years, but we still have some challenges to the long-term financial health of the CSD. As of our August 30th board meeting, we had only $36,000 in reserve funds for Parks and Rec and only $13,000 in Fire Dept. We are still working on finalizing our reserve study, but those numbers should be closer to $500,000 and $1.3 million. We have been able to keep the cash flow coming in, but we have not been able to build-up our reserve fund. This lack of reserve funds and reliance on strike teams impacts our cash flow. We do this every year, we have a cash flow crunch around this time, but we've already had to borrow forward from our tax revenue from El Dorado County, in about $250,000 advance on coming year property tax payments; and, the strike team income, which is, many as much as $2 million dollars and is not going to show up until early 2026. Earlier in October there was a specific day when the arrival of a CAL-OES strike team payment allowed us to make payroll and we are still late on paying several of our vendors.

Vice-President Kramer continued to report that we have some hard work ahead of us in order to provide an excellent level of service that Fallen Leaf Community has come to expect. We all are likely to need to continue doing strike teams and we need to be strategic how we respond and ensuring that the strike teams responses don't subtract from the fire and medical services we provide to the Fallen Leaf Community. We will need to raise taxes. The Ad Valorem Taxes do not provide enough support and the Special Fire Parcel Tax has not kept up with the case of inflation. We will need to talk more about the exact increase, but we will need everyone in the Fallen Leaf Community to contribute a lot more than the current $660.00 per parcel, if we want the fire department to continue to thieve. We will need to be creative about new revenue streams. We need to look for grant funding, partnering up to non-profits within the community, capital campaign or provide other ways to support the CSD. Here is the most interest thing about this work ahead of us, it is just not going to be just the 4 or 5 of us on the board here; and it is just not going to be the staff; and it is not going to be the 30 – 40 registered voters that are here in the basin; or the owners of the 298 tax-based parcels. We are going to have to engage in and inspire the 1,000 of people in the Fallen Leaf Community to help us with this hard work ahead of us. If we can do that, then I am confident that the Fallen Leaf Lake Community will continue to thieve.

End of Report

**B.** General Manager Report/Updates

Don Ashton reported that he has enjoyed his first month in the role of Interim General Manager, is impressed by the community and services provided and looks forward to working more with the community.
End of Report

NEW BUSINESS

**C.** Discussion and Direction to Staff Regarding Filling the Vacant Board of Director Seat
**Requested Action / Direction to Staff Regarding Filling the Vacant Board of Director Seat**
**Responsible Staff: Don Ashton, or designee**

**Public Comment: (Ruth Rich, Paul Diflo)**

***Action: Motion by Director Martin, seconded by Director Gray, the Board voted unanimously to appoint Director Sipprell and Director Gray to interview interested candidates and return to the Board with a recommendation to fill the vacant Board Director position at the December 6, 2025, Regular Meeting.***

**D.** Response to LAFCO's Draft Fire Services MSR
**Requested Action / Discussion and Direction Regarding a Response to LAFCO's Draft Fire Services MSR**
**Responsible Staff: Chief Gerren and Don Ashton, or designee**

***Public Comment: (Ruth Rich)***

***Action: Motion by Director Kramer, seconded by Director Martin, the Board voted unanimously to direct the Incoming Fire Chief to finalize the response to LAFCO and submit to LAFCO prior to the close of public comments on December 3, 2025.***

**E.** To Review Executors and Signatory's on District's Wells Fargo Account and to complete the $150,000 line of credit the District has started with Wells Fargo
**Requested Action / Discussion and Possible Motion(s) to Remove 2 Key Executors/Signatory's and Appoint 2 New Key Executors/Signatory's on the District's Well Fargo Account and to complete the $150,000 line of credit the District has started with Wells Fargo**
**Responsible Staff: Don Ashton, or designee**

***Public Comment: (Mac Irwin; Ruth Rich)***

***Action: Motion by Director Martin, seconded by Director Gray, the Board voted unanimously to include all four current Board members, the Incoming Fire Chief and the Interim General Manager to be signatories on the line of credit and directed staff to contact Wells Fargo to finalize the line of credit.***

**F.** Discuss and Consider Direction to Amend the Agreement with the Interim-General Manager to increase the maximum allowable number of hours worked per week
**Requested Action / Discuss and Consider Direction to Amend the Agreement with the Interim-General Manager to Increase the Maximum Number of Hours Worked Per Week**
**Responsible Director: Director Sipprell**

***Public Comment: (None)***

***Action: Motion by Director Martin, seconded by Director Gray, Director Martin withdrew motion making it a direction for Director Sipprell to work with Legal Counsel to revise the contract with Mr. Ashton to increase the maximum hours worked from 20 hours per week to 30 hours per week.***

**G.** Discuss and possible direction to staff to prepare a resolution changing the date of the regularly scheduled Board meeting on March 7, 2026, to a date when all Board members are available, and to prepare a resolution for Board approval at the regular meeting scheduled for December 6, 2025.
**Requested Action/Discussion to direct staff to prepare a resolution revising the regular Board meeting calendar for Calendar Year 2026.**
**Responsible Staff: Don Ashton or designee**

***Public Comment: (Ruth Rich)***

***Action: Direction to staff to return to the Board at the December 6, 2025, regular meeting with a resolution changing the March 7, 2026, Regular Meeting to February 28, 2026 at 10am, and changing the July 4, 2026, Regular Meeting to July 5, 2026, at 12:00pm.***

**H.** Discuss and possible direction to staff to explore options available to allow contractors holding a TRPA winter permit to access the boat ramp on their own, while respecting the CSD's regulatory obligations e.g. AIS, and respecting the concessionaires responsibilities / control of the launch ramp.
**Requested Action/Discussion to direct staff to report back to the Board on the feasibility and options available to allowing contractors holding a TRPA winter permit to access the CSD's launch ramp.**
**Responsible Director: Director Kramer**

***Public Comment: (None)***

***Action: The Board directed staff to explore options available to allow contractors holding a TRPA winter permit to access the boat ramp.***

**Adjourn**
- **Meeting adjourned at ___5:13___pm.**

In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact CSD Interim General Manager Don Ashton at dashton@fllcsd.org or 530.718-4152. Notification 48 hours prior to the meeting will assist the district in making reasonable accommodation to ensure access to the meeting.
(28 CFR 35.102-35.104 ADA title II)