

**ALPINE SPRINGS COUNTY WATER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, May 8, 2015, at 9:00 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Grant called the meeting to order at 9:00 a.m.

3 **PLEDGE OF ALLEGIANCE**

4 Those attending joined in reciting the Pledge of Allegiance.

5 **ROLL CALL**

6 Directors Present: Janet S. Grant, President; Jon Northrop; Evan Salke; Christine  
7 York.

8 Directors Absent: Michael Battey.

9 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &  
10 Maintenance; Pam Zinn, Office Manager; Jancis Martin, Recording Secretary.

11 Guests Present: Tim Alameda/NTFPD; Steve Simon/NTFPD; Mike  
12 Jacob/NTFPD; Jerry Sheehan/NTFPD.

13 **2. PUBLIC PARTICIPATION**

14 None.

15 **The numbering of the following items matches the original order of the**  
16 **items in the meeting agenda. However, to take best advantage of meeting**  
17 **participants' time, the items were dealt with in a different order during**  
18 **today's meeting, as seen below.**

19 **3. ITEMS FOR BOARD DISCUSSION & ACTION**

20 **I. Resolution 4-2015: ASCWD Capital Facilities & Fire Mitigation Fee**  
21 **Expenditure Plan:**

22 President Grant opened the public hearing for the Plan at 9:01 a.m.  
23 Members of the public participating in the hearing were NTFPD's Tim  
24 Alameda and Steve Simon. Tim presented the Plan. He said that Nita  
25 Wracker, NTFPD's CPA, recommended approval of the Mitigation Fees  
26 as presented. He added that Pat Davison, executive director of CATT  
27 (Contractors Association of Truckee Tahoe), had documented some  
28 issues with the Plan, including a preference that the fee increase be  
29 implemented after the building season, rather than during it. President  
30 Grant asked Tim if collecting the fees at a later date was realistic; Tim  
31 said it would be a hardship for his staff. President Grant asked if Tim  
32 could address the other issues raised by Pat, in particular item 2)  
33 regarding the projected purchase of items cited in the 2013 Fee Update  
34 but not shown as actually purchased in the Plan presented today; Tim  
35 said the thermal camera and gas detector were both purchased and that  
36 Nita would work with Pat to clarify item 2 and the other issues raised by  
37 Pat. President Grant closed the public hearing at 9:07 a.m.

38 Director Northrop made a MOTION that the Board adopt Resolution 4-  
39 2015: ASCWD Capital Facilities and Mitigation Fee Expenditure Plan for  
40 Fiscal Year 2014/2015. Director York SECONDED the motion. Roll was  
41 called to adopt the Resolution. Ayes: Directors Northrop, Salke and York,  
42 and President Grant. Noes: none. Absent: Director Battey.

43 **C. Fire Department Report:**

44 Tim Alameda, Steve Simon, Mike Jacob and Jerry Sheehan from NTFPD  
45 were in attendance for this agenda item.

- 46 • Operations: Steve Simon introduced Mike Jacob and Jerry Sheehan,  
47 the two NTFPD personnel staffing the Alpine Meadows fire station  
48 today. NTFPD has been busy with training. Six personnel have  
49 finished their 1-year probation.

**ALPINE SPRINGS COUNTY WATER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, May 8, 2015, at 9:00 a.m., District Board Room, 270 Alpine Meadows Road.

- 1                   • Equipment: Chief Schwartz is in Pennsylvania to check on NTFPD's
- 2                   two new engines. They will be at Tahoe before the end of the month.
- 3                   • Dispatch Calls: There were 3 calls to dispatch from Alpine Meadows
- 4                   during April.
- 5                   • Station Staffing: NTFPD staffed the Alpine Meadows fire station 17
- 6                   days last month, which is less than usual, but which pushed the total
- 7                   for the fiscal year to over 203 days.
- 8                   • Community Wildfire Protection Plan: NTFPD's forester Forest Schafer
- 9                   is working on an update to ASCWD's CWPP. The mapping is
- 10                  complete and Forest is now working on the narrative. Meeks Bay
- 11                  Fire's Dave Rodriguez will evaluate Alpine Meadows and provide
- 12                  input to Forest.
- 13                  • Chipping: Tim Alameda, Manager Collins, Pam and Meeks Bay Fire
- 14                  are working on an agreement for Meeks Bay Fire to provide chipping
- 15                  services in Alpine Meadows this summer.
- 16                  • Defensible Space: CalFire will be doing more inspections and NTFPD
- 17                  received a grant to staff a defensible space inspector. The inspectors
- 18                  will be evaluating properties in Alpine Meadows this summer.
- 19                  • Arson Taskforce: The taskforce says if there is a wind event in June, it
- 20                  would have a major impact on the forest. Local people understand
- 21                  the danger, but NTFPD is trying to get the message out to non-locals
- 22                  (people from the Bay area, etc.) via newsletter and NTFPD's weekly
- 23                  show on Lake Tahoe Television.
- 24                  • Hazard Mitigation Plan: Manager Collins and Steve Simons have
- 25                  been attending meetings to update the Plan. The Plan is a
- 26                  requirement for an organization to be eligible for FEMA grants.
- 27                  NTFPD's Captain Smith will be responsible for the Plan update.
- 28                  • NTFPD Newsletter: Pam asked if valley residents can get on
- 29                  distribution for the NTFPD newsletter. Tim said yes.

30           **A. Financial Reports:**

31           Mike Dobrowski, District CPA, was not able to participate in discussion of

32           this agenda item.

- 33           i. **April Month-end Financial Statements:** Director Northrop made a
- 34           MOTION that the Board accept the April 30 month-end financial
- 35           reports. Director York SECONDED the motion. Directors Northrop,
- 36           Salke and York being in favor, the motion was APPROVED.
- 37           ii. **April Expenses Paid & Payable:** The Directors reviewed the monthly
- 38           check register. Director Northrop made a MOTION that the Board
- 39           approve the Expenses Paid & Payable (the debits for payroll and
- 40           checks 28015 through 28056). Director Salke SECONDED the
- 41           motion. Directors Northrop, Salke and York being in favor, the motion
- 42           was APPROVED.

43           **B. Approval of Minutes:**

44           Director York made a MOTION that the Board approve the minutes of the

45           April 10, 2015, Regular Board of Directors Meeting. Director Northrop

46           SECONDED the motion. During discussion, President Grant suggested

47           the following correction: on page 4, line 39, replace "2:00 p.m." with "9:30

48           a.m.". Director York AMENDED the motion to include the correction.

**ALPINE SPRINGS COUNTY WATER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, May 8, 2015, at 9:00 a.m., District Board Room, 270 Alpine Meadows Road.

1 Director Northrop SECONDED the amended motion. Directors Northrop,  
2 Salke and York being in favor, the amended motion was APPROVED.

3 **D. General Manager's Report:**

4 John Collins, General Manager, provided a written report on his activities  
5 during the month of April, with discussion on the following topics:

- 6 • Alpine Meadows Road Bridge Replacement Project: The project is  
7 underway.
- 8 • Alpine Sierra Subdivision: The developer is working on his EIR.
- 9 • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:  
10 Longo continues to work on the project's final punch list, but snow and  
11 rain keep interrupting his work.
- 12 • Tanks 4 and 4A Replacement: Larry Heywood continues to work on  
13 hazard mapping for the project site.
- 14 • Stanford Chalet Subdivision: The District has been asked to provide  
15 input for the project, which is planning to increase from its current 14  
16 units to 18 units. Manager Collins' summary of the District's position  
17 is that the project is already within the District's service area, that the  
18 District has sufficient sewer capacity for the new subdivision, but that  
19 the developer will have to provide additional connection fees and  
20 participate in funding a booster pump that will supply their water.
- 21 • AME Well Re-drill: Discussed later in the meeting (agenda item 3F).
- 22 • Alpine Village Apartments and Alpine Manor easement: For Alpine  
23 Manor: see agenda item 3H. Manager Collins reported that Ben  
24 Tallarigo, Alpine Village Apartments' representative, does not wish to  
25 carry "hold harmless and general liability" insurance. District Counsel  
26 drafted a letter advising Mr. Tallarigo that he needs to carry such  
27 insurance, and in the event that he does not, he and his tenants do  
28 not have the District's permission to cross the easement and if they  
29 do, they do so at their own risk.
- 30 • Boundary Line Adjustment: Webb Land Surveying completed their  
31 work (surveying the proposed boundary line adjustment between the  
32 District's property and that of the Ancinases at Casa Andina) and  
33 provided it to the appraisers, who expect to complete their work by the  
34 end of this month.
- 35 • USFS Special Use Permit: The USFS is currently reviewing the  
36 documentation provided to them by Manager Collins.
- 37 • Other: Manager Collins finished the draft operating and capital  
38 budgets for fiscal year 2015-20216; he and Staff attended the  
39 California Rural Water Association annual meeting in South Lake  
40 Tahoe.

41 **E. Operations & Maintenance Department Report:**

42 Buz presented a written report for the month of April that included status  
43 updates on water, sewer, garbage and other services provided by the  
44 District.

- 45 • Maintenance performed: Staff worked with the Alpine Meadows Road  
46 bridge replacement contractor (doing USA locates and fixing mistakes  
47 the contractors made); completed the budget process; started the  
48 process of opening the Park, planning to have it ready in two weeks;  
49 and removed snow from around the shop and office area.

**ALPINE SPRINGS COUNTY WATER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, May 8, 2015, at 9:00 a.m., District Board Room, 270 Alpine Meadows Road.

- 1                   • All quarterly spring and routine water samples were absent coliform
- 2                    bacteria.
- 3           **F.    Award Bid to Longo Inc. for AME Well Equipping Project:**
- 4            Manager Collins reported that Longo was the only bidder on the AME well
- 5            house and control facilities. Longo's bid was \$755,850, significantly
- 6            higher than the engineer's estimate of \$509,000. Manager Collins met
- 7            with Longo and his subcontractors to discuss the bid. He learned that
- 8            there were two areas in the electrical category where the engineer
- 9            underestimated costs. Extensive discussion between the engineer and
- 10           electrical subcontractor revealed no areas where costs could be reduced.
- 11           Manager Collins and Buz did identify some ways to save costs with the
- 12           building itself. Manager Collins recommended that the Board award the
- 13           bid to Longo, Inc., in an amount not to exceed \$755,850, and said he
- 14           would issue change orders to lower costs (probably by around \$10K-15K)
- 15           as the work proceeds. He said the District has the funds to pay for the
- 16           project. He added that his colleagues at Truckee Meadows and in Incline
- 17           Village have reported similar experiences, with project bids running as
- 18           much as 40% higher than engineer's estimates; the perception is that
- 19           contractors are sufficiently busy with other work that they are reluctant to
- 20           participate in new bidding and when they do are submitting higher bids.
- 21           Director Northrop asked if the power would be above or below ground;
- 22           Manager Collins said they had not made a final decision and that it
- 23           depended on what Liberty Energy chose to do, but that they were likely to
- 24           bring the power off the pole down to a transformer on a pad and from
- 25           there underground.
- 26           Director Northrop made a MOTION that the Board award the bid to
- 27           Longo, Inc. to equip the AME Well, in an amount not to exceed \$755,850.
- 28           Director York SECONDED the motion. Directors Northrop, Salke and
- 29           York being in favor, the motion was APPROVED.
- 30           **G.    TTSA Report:**
- 31            Director Northrop provided an agenda and his own written report for the
- 32            April 15, TTSA Board meeting.
- 33
  - The plant is operating normally and efficiently.
  - All waste water discharge requirements are being met.
  - TTSA has a new manager, who Director Northrop characterized as
- 34            well-qualified and a go-getter.
- 35            The next TTSA Board meeting is scheduled for May 13.
- 36            **H.    Resolution 2-2015: Easement Agreement with Alpine Manor**
- 37            **Association:**
- 38            The Board reviewed the easement agreement between the District and
- 39            Alpine Manor Association. Director Northrop made a MOTION that the
- 40            Board adopt Resolution 2-2015: Granting an Easement Agreement for
- 41            Alpine Manor Association on ASCWD Parcel No. 095-040-007. Director
- 42            York SECONDED the motion. Roll was called to adopt the Resolution.
- 43            Ayes: Directors Northrop, Salke and York, and President Grant. Noes:
- 44            none. Absent: Director Battey.
- 45            **J.    Board Performance in Fiscal Year 2014/2015:**
- 46            The Board reviewed its performance this fiscal year against the
- 47            2014/2015 Goals & Objectives.
- 48
- 49

**ALPINE SPRINGS COUNTY WATER DISTRICT**  
**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, May 8, 2015, at 9:00 a.m., District Board Room, 270 Alpine Meadows Road.

- 1           **K.     District Mission Statement:**  
2           The Board reviewed last year’s mission statement to see if they felt any  
3           changes should be made to it this year. Manager Collins reported that  
4           the Administration & Personnel Committee reviewed it and could not  
5           identify any needed changes. The Board agreed that they were satisfied  
6           with the mission statement as it currently stands and opted to make no  
7           changes to it at this time.
- 8           **L.     Implementation of Water Conservation Policy 1.2.0:**  
9           Manager Collins reported that the State has not mandated any particular  
10          water conservation measures for the District. However, as General  
11          Manager, he recommended that the Board invoke voluntary restrictions,  
12          one of the three restriction levels defined in Policy 1.2.0: Water  
13          Conservation. He also recommended that the District advertise the  
14          restriction level to the valley residents via a sandwich board placed on the  
15          street outside the District office area. Director Salke suggested that Staff  
16          also advertise the voluntary restrictions via the District web page.  
17          Manager Collins advised the Board that the District’s per capita water  
18          usage is much lower than other districts. Director Salke asked if the  
19          District would be able to continue supplying BCA with water for its pond  
20          this summer; Manager Collins said yes.  
21          Director Northrop made a MOTION that the Board implement voluntary  
22          water restrictions, in accordance with Policy 1.2.0: Water Conservation,  
23          as the District’s water conservation measures for this year. Director York  
24          SECONDED the motion. Directors Northrop, Salke and York being in  
25          favor, the motion was APPROVED.
- 26          **M.     Operating and Capital Budgets for Fiscal Year 2015/2016:**  
27          The Board reviewed the operating budget for FY 2015/2016 by month by  
28          fund. President Grant reminded the Board that they saw the preliminary  
29          budget at last month’s meeting, that the Budget & Finance Committee  
30          identified a few items that needed adjusting and Staff also identified a few  
31          items that needed adjusting. Mike Dobrowski made the adjustments and  
32          then split out the budget by month by fund, resulting in the detailed  
33          budget reviewed by the Board today. The Budget & Finance Committee  
34          recommended approval of the operating budget as presented.  
35          Director Northrop made a MOTION that the Board approve the operating  
36          budget for FY 2015/2016 by fund by month, as presented. Director York  
37          SECONDED the motion. Directors Northrop, Salke and York being in  
38          favor, the motion was APPROVED. Manager Collins reminded the Board  
39          that the operating budget has an estimated cost of living allowance built  
40          into it because the actual cost of living figure is not available yet; when  
41          the actual figure becomes available in mid-June, Mike Dobrowski will  
42          replace the estimated figure in the budget with the actual figure. Manager  
43          Collins will report the actual figure at the June or July meeting so that it  
44          becomes a matter of record.  
45          The Board next reviewed the capital improvement plan for FY 2015/2016  
46          and capital cash flow projections through FY 2021/2022. President Grant  
47          pointed out that only three items were added to the capital improvement  
48          plan this year: a new service vehicle, a dump truck, and resurfacing the  
49          tennis courts. She said the Budget & Finance Committee recommended

**ALPINE SPRINGS COUNTY WATER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, May 8, 2015, at 9:00 a.m., District Board Room, 270 Alpine Meadows Road.

1 approval of the capital improvement plan. Buz reported that the date for  
2 resurfacing the tennis courts is June 15 and it will take about a week; the  
3 courts will be closed during that week.

4 Director Northrop made a MOTION that the Board approve the proposed  
5 water and sewer capital improvement plan for FY 2015/2016. Director  
6 York SECONDED the motion. Directors Northrop, Salke and York being  
7 in favor, the motion was APPROVED.

8 With respect to the capital cash flow projections, President Grant pointed  
9 out that the District's cash flow is within the Board's policy parameters,  
10 but that the numbers are lower than they have been for some time.

11 **N. Resolution 3-2015: Requesting Collection of Charges on the Tax Roll**  
12 **for the Tax Year 2015/2016:**

13 The Board approves such a resolution annually to recuperate costs from  
14 unpaid accounts. Director Northrop made a MOTION that the Board  
15 adopt Resolution 3-2015: Requesting Collection of Charges on the Tax  
16 Roll for the Tax Year 2015/2016. Director York SECONDED the motion.  
17 Roll was called to adopt the Resolution. Ayes: Directors Northrop, Salke  
18 and York, and President Grant. Noes: none. Absent: Director Battey.

19 **O. Review Quotes for a New Copy Machine:**

20 Pam reported that she has been having a lot of problems with the old  
21 copy machine. It is five years old, which the copier companies say is  
22 about when copiers start having problems. The District owns the copier,  
23 rather than leasing it. She obtained bids for four new copiers and  
24 provided the Board with the purchase prices, lease costs, relevant  
25 performance characteristics and repair response times. She said she did  
26 not perceive that replacing the old copier was urgent at this time, but that  
27 the time to replace it could be coming soon. She also said that, when the  
28 time comes to replace it, she would prefer to try to find a buyer for it,  
29 rather than simply handing it over to the company that supplies the new  
30 copier. She said her biggest print job each month is the Board packet;  
31 she could have the packets printed at a copy company each month, but it  
32 would cost \$500 each time, which would be equivalent financially to  
33 buying a new copier every year.

34 **P. Committee Reports:**

35 i. **Budget & Finance Committee:** President Grant presented a written  
36 report of yesterday's Committee meeting.

37 a. **Non-standard Transactions:** None.

38 b. **Investments/cash:** The next CD matures in June.

39 c. **Requests from Customers for Adjustments to their Bills:**  
40 None.

41 d. **Draft Operating and Capital Budget:** Discussed during today's  
42 agenda item 3M.

43 e. **Revision of Committee Policies:**

- 44 • Director Northrop made a MOTION that the Board approve the  
45 following revision to Policy 2.0.0, Budget & Finance Committee  
46 Policy of Operation: delete "but shall not be a member of the  
47 Committee" at the end of the penultimate paragraph. Director  
48 York SECONDED the motion. Directors Northrop, Salke and  
49 York being in favor, the motion was APPROVED.



**ALPINE SPRINGS COUNTY WATER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, May 8, 2015, at 9:00 a.m., District Board Room, 270 Alpine Meadows Road.

1                   the expenditure of building the court, plus the annual cost of its  
2                   maintenance, could be offset by the revenue provided by additional  
3                   Park attendees that might be attracted by its presence in the Park.

4                   iv. **Long Range Planning Committee:** No meeting.

5                   **O. Open Items:**

- 6                   • President Grant asked Director York if NTFPD had provided her with  
7                   USFS contact information, so she could report her concern about fire  
8                   rings. Director York said yes.
- 9                   • President Grant asked Manager Collins about the status of updating  
10                  the employee handbook. Pam said she has received the handbook.  
11                  Manager Collins said Staff will review the handbook and provide  
12                  feedback.
- 13                 • President Grant asked Pam if checks for the Bird Walk and Flower  
14                  Walk could be available for disbursement next month. Pam said she  
15                  would request them.
- 16                 • Director Northrop previously asked if the October meeting could be  
17                  changed to October 15 or 16, which is the week after the meeting  
18                  would normally be held. President Grant said a decision did not need  
19                  to be made today, but that everybody should check their calendars.  
20                  Jancis reported that October 16 would be a difficulty for her, so the  
21                  Directors agreed to consider holding the meeting on October 15.  
22                  They will make a final decision at a later date.
- 23                 • The next Board meeting will be held at its normal date and time:  
24                  Friday, June 12 at 9:00 a.m.

25                  **P. Correspondence to the Board:**

- 26                 • Michael Battey sent President Grant an email apologizing that he has  
27                  had, and will continue to have, a hard time attending Board meetings,  
28                  and offering to resign if the Board decided it would be in the best  
29                  interest of the District. President Grant said he was a fine person and  
30                  made valuable contributions to the Board the few meetings he was  
31                  able to attend, but that she felt the Board really needed to operate  
32                  with all five Directors participating. The other Directors agreed.  
33                  President Grant asked how vacant Board positions have been  
34                  advertised in the past. Pam said she placed a notice in the  
35                  newspaper. Manager Collins said they have also been advertised in  
36                  the District newsletter, along with Board members advertising the  
37                  vacancy among their acquaintances in the valley. Board vacancies  
38                  have also been advertised to the community via the valley-wide  
39                  meeting. Director Salke knows of a full-time valley resident who might  
40                  be interested in serving on the Board. The Board agreed that the  
41                  vacancy needs to be advertised to as many valley residents as  
42                  possible, as well as by Board members seeking interest amongst their  
43                  acquaintances in the valley. The position runs through the end of  
44                  2016. Director Northrop made a MOTION that the Board accept  
45                  Michael Battey's resignation. Director York **SECONDED** the motion.  
46                  Directors Northrop, Salke and York being in favor, the motion was  
47                  **APPROVED**. Manager Collins said Staff would place a notice in the  
48                  newspaper, as well as sending out emails to customers and the  
49                  homeowner associations, and using word of mouth. President Grant



