

**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, July 10, 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; Dave  
7 Smelser; Christine York.

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &  
10 Maintenance; Mike Dobrowski, CPA (by telephone); Jancis Martin, Recording  
11 Secretary.

12 Guests Present: Chief Schwartz, Tim Alameda, Alan Whisler, Rick Armas, Dan  
13 Gomez, Sarah Lagano, Jeremiah Meadows and Jamie Sheppard: all from  
14 NTFPD.

15 **2. SWEARING IN CEREMONY FOR NEW DIRECTOR**

16 Manager Collins administered the oath of office to Dave Smelser.

17 **3. PUBLIC PARTICIPATION**

18 None.

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

20 **A. Financial Reports:**

21 Mike Dobrowski, District CPA, participated in discussion of this agenda  
22 item by telephone.

- 23 • Annual bills were sent to all customers and quite a few of the  
24 payments have already been collected.
- 25 • Per a request from the Budget & Finance Committee, Mike  
26 recalculated the water usage for a particular customer account and  
27 determined that the invoice could be lowered by about \$120 (see item  
28 3lic for further discussion on this topic).
- 29 • The majority of the cash decrease in the Statement of Cash Flows  
30 was due to work in progress.
- 31 i. **June Financial Statements:** Director Northrop made a MOTION that  
32 the Board accept the June 30 month-end financial reports. Director  
33 Smelser SECONDED the motion. Directors Northrop, Salke, Smelser  
34 and York being in favor, the motion was APPROVED.
- 35 ii. **June Expenses Paid & Payable:** The Directors reviewed the monthly  
36 check register. Director Northrop made a MOTION that the Board  
37 approve the Expenses Paid & Payable (the debits for payroll and  
38 checks 28107 through 28173, with the exception of checks 28124 and  
39 28125). Director York SECONDED the motion. Directors Northrop,  
40 Salke, Smelser and York being in favor, the motion was APPROVED.

41 **B. Approval of Minutes:**

42 Director Northrop made a MOTION that the Board approve the minutes of  
43 the June 12, 2015, Regular Board of Directors Meeting. Director York  
44 SECONDED the motion. During discussion, President Grant suggested  
45 the following corrections:

- 46 • page 1, item I: delete the second occurrence of "Doug Clyde";
- 47 • page 1, item IIIAi: replace both occurrences of "April" with "May";
- 48 • page 1, item IIIAii: replace "March" with "May";
- 49 • page 3, second line: replace "\$20,000" with "\$14,000 budget".

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1 Director Northrop AMENDED the motion to include the corrections.  
2 Director York SECONDED the amended motion. Directors Northrop,  
3 Salke, Smelser and York being in favor, the amended motion was  
4 APPROVED.

5 **C. Fire Department Report:**

6 Chief Schwartz, Tim Alameda, Alan Whisler, Rick Armas, Dan Gomez,  
7 Sarah Lagano, Jeremiah Meadows and Jamie Sheppard, all from  
8 NTFPD, were in attendance for this agenda item.

- 9 • Operations: There was a small fire over Father's Day weekend. The  
10 July 4<sup>th</sup> weekend was busy but not insanely so.
- 11 • Dispatch Calls: There were no calls to dispatch from Alpine Meadows  
12 during June.
- 13 • Station Staffing: NTFPD staffed the Alpine Meadows fire station 21  
14 days last month.
- 15 • Chipping: The chipping crew is working in Alpine Meadows today.
- 16 • Fire restrictions: NTFPD met with CalFire and Tahoe National Forest  
17 personnel to discuss what to do about the type of fires known  
18 variously as cooking, warming, ceremonial and survival fires. Starting  
19 next Wednesday, the NTFPD Board will consider adopting a fire  
20 ordinance that more strictly regulates those types of fires, and is in  
21 line with the regulations adopted by CalFire and the USFS. The  
22 general rules are 1) the person in charge of the fire must be the  
23 homeowner or have written permission from the homeowner on site;  
24 2) the fire must be 25 feet from any structure or combustibles; 3) a  
25 sober adult must be on site with a garden shovel and hose; and 4)  
26 warming fires with screens over the top must be 15 feet away from  
27 any structure or combustibles. If any of these elements is missing,  
28 NTFPD will talk with the people in charge of the fire and if they don't  
29 respond, the sheriff will get involved. If a warming fire started by  
30 renters escapes its containment, the homeowner is financially liable  
31 for the cost of the fire suppression. Director Northrop asked if  
32 barbeques with briquettes would be permissible; Tim said they would  
33 not be permitted at condos, but would be allowed at single family  
34 residences. Director Northrop asked if pertinent printed material was  
35 available that could be posted at rental properties; Chief Schwartz  
36 said if the ordinance was approved, the information would go out to  
37 realtors and property managers.
- 38 • Equipment: NTFPD took delivery of two new fire engines July 1.
- 39 • Grants: NTFPD is closing out a grant that provides for computer  
40 mapping of information formerly kept on paper in files. The data will  
41 be accessible in all vehicles starting July 25. All vehicles are now  
42 running hot spots to allow for sufficient connectivity in the field.  
43 NTFPD got a regional grant to provide residential chipping services.  
44 After it has been accepted by the NTFPD Board and by the Tahoe  
45 Conservancy, the funds will be available and Alpine Meadows will get  
46 its share. Director Salke asked how much of the grant money would  
47 go toward Alpine Meadows. Chief Schwartz said NTFPD's forester,  
48 Forest Schafer, will decide, based on his evaluation of maps and  
49 needs as documented in the Community Wildfire Protection Plan (due

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1 for completion in August); after the allocation has been made, Chief  
2 Schwartz can provide the Board with the information. Ward Canyon  
3 and Alpine Meadows have been identified as areas needing primary  
4 treatment. He added that he would be happy to have Forest Schafer  
5 come talk to the Board after the Tahoe Summit in August and said  
6 Board members were welcome to attend the Summit.

7 **D. Parameters of Defensible Space Program for FY 2016-2017:**

8 Chief Schwartz and Tim Alameda from NTFPD were in attendance for  
9 this agenda item.

- 10 • President Grant said she wanted the Board to be proactive in planning  
11 for next year. Chief Schwartz suggested the District could ask Forest  
12 Schafer to evaluate their lands and provide suggestions and priorities,  
13 perhaps in the form of a 10-year plan for treatment. Chief Schwartz  
14 said Forest knows how to acquire funding and might be able to come  
15 up with matching grant funds. Director Salke suggested that David  
16 Rodriguez work with Forest. Chief Schwartz agreed.
- 17 • President Grant said she was primarily asking about how to fund  
18 residential chipping, not defensible space management of the  
19 properties for which the District was responsible. Chief Schwartz said  
20 there were two options: 1) budget for the chipping program by building  
21 a fee structure into the District's annual billing and 2) have residents  
22 pay for chipping services as they use them. Meeks Bay uses the  
23 second model. Chief Schwartz encouraged the Board to look for  
24 funds other than grant funds. Tim said the Board could solicit bids for  
25 chipping services.
- 26 • Director York said she liked the first option. Director Smelser said  
27 there would be a lack of parity if the first option were implemented,  
28 since some property owners had more clearing to do than others.  
29 President Grant said perhaps the Board could continue to provide  
30 funds in the budget for defensible space. Director Salke agreed that  
31 the parity issue was a problem, suggesting that the Board should  
32 continue to provide some minimal level of funding for chipping, but  
33 that homeowners needed to take responsibility themselves. President  
34 Grant said perhaps the Board could reimburse homeowners at the  
35 end of the season for their work out of the budgeted funds.
- 36 • Chief Schwartz pointed out that ASCWD was the only government in  
37 the valley. He encouraged the mindset that people aren't responsible  
38 for just their parcel, but rather for their entire community. The grant  
39 community prefers to provide funds for communities, rather than for  
40 individual efforts.
- 41 • Director Smelser said a lot of work resulted from the defensible space  
42 inspection letters, but that it was hard to get some of the residents to  
43 actually do their work. Chief Schwartz said SRA fees were funding  
44 inspectors to come back and do re-inspections that will ultimately  
45 result in enforcement for work not done.
- 46 • Manager Collins said he was concerned that CalFire would realize  
47 how much work the District needed to do with the lands for which it is  
48 responsible.

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- 1           • Director York said \$20 or more per residential property would be a
- 2           start at funding the work.
- 3           • Director Northrop suggested volunteers. Chief Schwartz said there
- 4           were liability issues involved with volunteers. He added that there
- 5           were other options, like hiring CCC chipping crews.
- 6           • Manager Collins said he would talk with Chief Schwartz and ask
- 7           Forest to come up with a plan and to help with obtaining grant
- 8           funding.
- 9           • Chief Schwartz said Incline Village has a demonstration plot to show
- 10          people what an overgrown canyon looks like before and after
- 11          treatment. He highly recommended that people walk through the plot,
- 12          preferably with Forest.
- 13          • Chief Schwartz commended the Board for working on the issue.

14       **E. General Manager's Report:**

15       John Collins, General Manager, provided a written report on his activities

16       during the month of June, with discussion on the following topics:

- 17          • Alpine Meadows Road Bridge Replacement Project: The project is
- 18          moving along. Staff has been working with the contractor on various
- 19          issues. The contractor has been working on a temporary water main
- 20          bypass. There was a leak, which took a week to find. The District
- 21          has filed a claim for \$4,069.25 with the contractor to recover the cost
- 22          of Staff's time to find the leak. The County will help.
- 23          • Alpine Sierra Subdivision: There was no activity.
- 24          • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
- 25          Manager Collins conducted the final "walk thru" of the project with
- 26          Longo, Inc and Stantec Engineers. Two items remain to be
- 27          completed: attaching a ladder inside the vault for OSHA compliance,
- 28          and delivering an as-built plan. The District still has \$7K in retention
- 29          for Longo's items. Manager Collins also met with the Livermore family
- 30          regarding re-vegetation and rock work on John Scott Trail. Bear
- 31          Creek Association has sent a letter on the issue. Manager Collins told
- 32          them they can't plant trees on the easement but are welcome to plant
- 33          away from the easement. He will work with BCA and the Livermore's
- 34          to try to keep them happy. The District can help with re-seeding but
- 35          not with large plants.
- 36          • AME Well Re-drill: The project is on schedule for completion mid-
- 37          September, with well pump start-up scheduled for late September and
- 38          early October. The District received Bear Creek Planning
- 39          Commission approval of the AME Well House building materials.
- 40          Manager Collins worked on the service application with Liberty Energy
- 41          for electrical service to the new well house and signed the Holdrege &
- 42          Kull proposal for soil testing services.
- 43          • Tanks 4 and 4A Replacement: There was no activity.
- 44          • Stanford Chalet Subdivision: There was no activity.
- 45          • Boundary Line Adjustment: Manager Collins forwarded the appraisal
- 46          (\$40K for about 7,000 sf) to the Ancinas' and is now working on
- 47          transferring title from the Finance Corporation to the District. When
- 48          that is accomplished, Manager Collins can file the boundary line
- 49          adjustment with Placer County. It will take 60-90 days.

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- 1 • USFS Special Use Permit: The USFS is taking a while to review the
- 2 documentation provided to them by Manager Collins. The District's
- 3 upcoming request to access Springs 2 and 4 for repairs may prompt a
- 4 response.
- 5 • Hazard Mitigation Plan: Manager Collins has started working with
- 6 Placer County on the Plan, which includes all projects that should be
- 7 considered for FEMA funding. The Plan is updated every 5 years and
- 8 the update process takes 6-9 months. The Board will review the Plan
- 9 and adopt it with a resolution. The main items are earthquake
- 10 damage to concrete tanks and erosion along Mineral Springs
- 11 threatening sewer lines.
- 12 • The District received \$22,735 from the State for mandated cost
- 13 reimbursements.

14 **F. Operations & Maintenance Department Report:**

15 Buz presented a written report for the month of June that included status

16 updates on water, sewer, garbage and other services provided by the

17 District.

- 18 • Maintenance performed: Staff completed the annual water meter
- 19 reads; maintained the Park daily; and started the AME Well project.
- 20 • Staff worked extensively with the Alpine Meadows Bridge replacement
- 21 contractor. They inspected and tested the temporary water line to
- 22 River Ranch, it failed the 150psi water test, they finally found the leak
- 23 and repaired it, Staff inspected and tested the water line after repairs
- 24 and it is now back in service.
- 25 • The tennis courts have been repaired and its users are happy. The
- 26 beach sand is in and makes a big difference. Park pass sales have
- 27 increased this year.
- 28 • All routine water samples were absent coliform bacteria.
- 29 • The District will have to replace its generator within 2 years.

30 **G. CSDA Board of Directors 2015 Election:**

31 The Board was asked to vote for one individual. Director Northrop made

32 a MOTION that the Board cast its vote for Noelle Mattock for Seat A of

33 the Sierra Network on the CSDA Board of Directors. Director Smelser

34 SECONDED the motion. Directors Northrop, Salke and Smelser being in

35 favor, the motion was APPROVED (Director York was not present for the

36 vote).

37 **H. TTSA Report:**

38 Director Northrop provided an agenda and his own written report for the

39 July 8, TTSA Board meeting.

- 40 • The plant is operating normally and efficiently.
  - 41 • All waste water discharge requirements are being met.
- 42 The next TTSA Board meeting is scheduled for August 12.

43 **I. Committee Reports:**

- 44 i. **Budget & Finance Committee:** President Grant presented a written
- 45 report of yesterday's Committee meeting.
- 46 a. **Non-standard Transactions:** None.
- 47 b. **Investments/cash:** The June 30 CD was rolled over at an interest
- 48 rate of 0.55%. The new CD will mature on July 8, 2016.

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- 1                                   c. **Requests from Customers for Adjustments to their Bills:** The  
2                                   Committee reviewed a customer request for a billing adjustment.  
3                                   The Board’s policy is to deny adjustments to bills where the leak is  
4                                   on the customer’s side. Staff discovered this leak in June 2014  
5                                   and turned off the customer’s water. The billing for the excess  
6                                   water did not show up last year, but rather on this year’s bill,  
7                                   charged at this year’s rate. After discussion with Staff, the  
8                                   Committee recommended that the bill be recalculated using the  
9                                   rates for the 2013-2014 fiscal year but declined to honor the  
10                                   customer’s request for a substantial reduction. Per the  
11                                   Committee’s recommendation, Director Northrop made a MOTION  
12                                   that Mike calculate the leak amount per the 2013-2014 rate and  
13                                   make the adjustment to the customer’s invoice. Director York  
14                                   SECONDED the motion. Directors Northrop, Salke, Smelser and  
15                                   York being in favor, the motion was APPROVED. (Director Salke  
16                                   left after the vote.)
- 17                                   d. **Requests for Unbudgeted Expenses:** None.
- 18                                   e. **Next meeting:** Scheduled for Thursday, August 13 at 9:30 a.m.
- 19                                   ii. **Administration & Personnel Committee:** No meeting.
- 20                                   iii. **Park, Recreation & Greenbelt Committee:** Director York reported  
21                                   that the Flower Walk and Bird Walks were both successes. Eight  
22                                   people attended the Flower Walk, which went to the top of Upper  
23                                   Bench and then around the forest area; this venue was better  
24                                   received than the hike to Estelle Lakes last year. Fifteen people  
25                                   participated in the Bird Walk.
- 26                                   iv. **Long Range Planning Committee:** No meeting.
- 27                                   **J. Open Items:**
- 28                                   • Director Smelser asked if there were other ways homeowners could  
29                                   find out about leaks besides Staff doing the detecting. Director  
30                                   Northrop asked if Staff could use their meter readers whenever they  
31                                   were in the field; Manager Collins said no, because the readers were  
32                                   programmed to go through the valley in a predetermined order. Buz  
33                                   added that Staff would not get anything else done if they monitored  
34                                   their readers whenever they were in the field; water flows continuously  
35                                   in homes throughout the valley, causing alarms to go off constantly on  
36                                   the readers. Manager Collins said he felt there were also liability  
37                                   issues if the District started to “police” the water system and caught  
38                                   some leaks but not others. Buz said Staff might start patrolling on a  
39                                   quarterly basis. He said there was theoretically a way for the water  
40                                   usage data to be stored on the Cloud and then for a fee homeowners  
41                                   could go on the Cloud and check the data. Putting such a system in  
42                                   place would require an investment by the District.
- 43                                   • The next Board meeting will be held at its normal date and time:  
44                                   Friday, August 14 at 9:00 a.m.
- 45                                   **K. Correspondence to the Board:** None.
- 46                                   **5. DIRECTORS’ COMMENTS:**
- 47                                   • Director Northrop will be unable to attend the August Board meeting.
- 48                                   **6. ADJOURNMENT**

