

**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, September 9, 2016, 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, District CPA (by telephone); Jancis Martin,  
11 Recording Secretary.

12 Guests Present: Pat Davison/CATT; Chief Mike Schwartz/NTFPD; Tim  
13 Alameda/NTFPD.

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

18 **2. PUBLIC PARTICIPATION**

19 None.

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

21 **G. Resolution 8-2016: Adopting the Capital Facilities and Mitigation Fee**  
22 **Expenditure Plan Annual Update for the Fiscal Year 2015/2016:**

23 Pat Davison, from Contractors Association of Truckee Tahoe, and  
24 NTFPD's Chief Schwartz and Tim Alameda were in attendance for this  
25 agenda item. President Grant opened the public hearing at 9:01 a.m.

- 26 • Chief Schwartz said the proposed Plan is an annual update to  
27 ASCWD's five-year Plan. Manager Collins provided the financials.  
28 The only changes in the update are the proposed fee increases and  
29 the dates. NTFPD changed the effective date from October 31 to  
30 December 12 to allow for approval by the Placer County Board of  
31 Supervisors. The effective date is after the end of the 2016 building  
32 season to allow contractors time to adjust to the new fees.
- 33 • Pat Davison said CATT was supportive of annual cost of living  
34 incremental adjustments. She thanked the District and Chief  
35 Schwartz for delaying the fee increases until after the normal building  
36 season. She said she hoped that next year she would be provided an  
37 earlier opportunity to review the Plan.
- 38 • Chief Schwartz apologized for the abbreviated review period for the  
39 document, explaining that the NTFPD personnel in charge of the Plan  
40 update this year were not comfortable with the process, but that  
41 Gordana Wood, who will be in charge of the process from now on, is  
42 more knowledgeable, so future iterations of the document should be  
43 available in a more timely manner.
- 44 • Director Smelser asked if the mitigation fees could be used for a  
45 future station expansion. Chief Schwartz said yes, that the Plan  
46 allows the District to collect fees toward needed projects. Director  
47 Smelser asked if the Type 1 engine identified in the Plan would be  
48 housed in the Alpine Meadows fire station; Chief Schwartz said yes,  
49 that right now ASCWD is borrowing a Type 1 engine from NTFPD, but

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1 when sufficient fees are available, a new one will be purchased to  
2 replace the loaner.

- 3 • President Grant asked which update this was, with respect to the 5-  
4 year Plan; Chief Schwartz said this was the first update to the 5-year  
5 Plan. Pat said she thought the 5 years might be up in the 2017/2018  
6 fiscal year. Chief Schwartz said he would check.

7 President Grant closed the public hearing at 9:10 a.m. She pointed out to  
8 the Directors the date change on the last page. Director Smelser made a  
9 MOTION that the Board adopt Resolution 8-2016: Adopting the Capital  
10 Facilities and Mitigation Fee Expenditure Plan Annual Update for the  
11 Fiscal year 2015/2016. Director Northrop SECONDED the motion. Roll  
12 was called to approve the Resolution. Ayes: Directors Northrop, Salke,  
13 Smelser, York and President Grant. Noes: none. The Resolution was  
14 APPROVED.

15 **A. Financial Reports:**

16 Mike Dobrowski, District CPA, participated in discussion of this agenda  
17 item by telephone.

- 18 • Mike reported that the District has collected most of the annual  
19 customer payments and has sent the first round of late notices for the  
20 outstanding account balances (~\$111K).
- 21 • Mike and Staff will spend the next couple of weeks preparing for the  
22 auditors' September 26 field visit.
- 23 i. **August Month-End Financial Statements:** Director Northrop made  
24 a MOTION that the Board accept the August 31 month-end financial  
25 reports. Director York SECONDED the motion. Directors Northrop,  
26 Salke, Smelser and York being in favor, the motion was APPROVED.
- 27 ii. **August Expenses Paid & Payable:** The Directors reviewed the  
28 monthly check register. Director York made a MOTION that the  
29 Board approve the Expenses Paid & Payable (the debits for payroll  
30 and checks 28864 through 28924). Director Smelser SECONDED the  
31 motion. Directors Northrop, Salke, Smelser and York being in favor,  
32 the motion was APPROVED.

33 **B. Approval of Minutes:**

34 Director Northrop made a MOTION that the Board approve the minutes of  
35 the July 8, Regular Board of Directors Meeting. Director Smelser  
36 SECONDED the motion. Directors Northrop, Salke, Smelser and York  
37 being in favor, the motion was APPROVED.

38 **C. Fire Department Report:**

39 NTFPD's Chief Schwartz and Tim Alameda were in attendance for this  
40 agenda item.

- 41 • Chief's Report:
  - 42 ○ July was the busiest month ever, with call volume up 10-20%.  
43 There were 30 responses out of the Alpine Meadows fire station,  
44 including responses along the bike path, in Squaw Valley, and 3 in  
45 the valley itself.
  - 46 ○ NTFPD is involved with 2-3 special events every week at this time  
47 of the year, responding to requests for tent inspections and  
48 equipment standbys.

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- 1                   ○ Chief Schwarz spent a week in Sacramento, talking about special
- 2                   districts; he was the only general manager or chief invited to
- 3                   speak to the Little Hoover Commission. In his talks, he stressed
- 4                   the impact of SRA fees and tree mortality. At the Tahoe Summit
- 5                   he spoke with state officials on the same issues and on the
- 6                   insurance crisis.
- 7                   ○ This is budget preparation time for NTFPD.
- 8                   ○ Chief Schwartz and President Grant made presentations at the
- 9                   valley-wide meeting. The letter regarding the insurance crisis in
- 10                  the valley is being introduced to the state-wide tree mortality
- 11                  commission and is making an impact; Chief Schwartz has already
- 12                  received calls resulting from the letter.
- 13                  ● Fire Prevention: Tim said he and Chief Schwartz chair a Tahoe multi-
- 14                  agency group that works on defensive space issues. Tree mortality is
- 15                  their biggest issue. Yesterday David Rodriguez finished his year of
- 16                  probation and received his badge. During the past month, NTFPD
- 17                  handled 23 business license inspections, most of which were for new
- 18                  businesses, which is a good indication of an improving economy.
- 19                  ● Director Smelser asked if the federal agencies had said they would
- 20                  provide funds for the problems Tahoe is facing. Tim said at the Tahoe
- 21                  Summit it was agreed that ~\$25M in federal funds would be made
- 22                  available for the Tahoe basin. CalFire is also talking about releasing
- 23                  some funds. NTFPD can use the funds for thinning and chipping,
- 24                  based on information in the CWPPs (Community Wildland Protection
- 25                  Plans). NTFPD is also applying for a FEMA grant available through
- 26                  the Tahoe Conservancy. Chief Schwartz added that NTFPD has
- 27                  been doing a lot of “gardening” to address tree mortality. Some of the
- 28                  grants pay for chipping and pine needle removal, some for removal of
- 29                  residential dead trees and some for removal of chipping products.
- 30                  Unfortunately, biomass has low value, subsequent to the
- 31                  implementation of fracking. NTFPD is working on a task force to
- 32                  figure out where to send the fuels that are removed from the basin.
- 33                  ● President Grant asked if the chipping program in Alpine Meadows
- 34                  was finished for the year; Chief Schwartz said no, there were still
- 35                  funds left. President Grant asked if the chipping crews would take
- 36                  care of piles regardless of whether requests had been called in for the
- 37                  piles; Chief Schwartz said no, NTFPD needs people to initiate the
- 38                  requests via the website, since the funding is provided by a matching
- 39                  funds grant which requires information from the homeowners. Tim
- 40                  said he would follow up.
- 41                  ● In response to a question from Director Northrop about the insurance
- 42                  crisis, Chief Schwartz said that insurance companies have taken so
- 43                  many losses in the past couple fire seasons, they are wary about
- 44                  insuring homes at risk from wildfires. He said he didn’t know the
- 45                  solution, except that agencies need to continue to thin the forest. He
- 46                  added that the State Department of Insurance has the opportunity to
- 47                  make a difference and that insurers should at least consider the
- 48                  quality of local fire protection as part of their risk algorithm.

**D. General Manager’s Report:**

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1 John Collins, General Manager, provided a written report on his activities  
2 during the month of August with discussion on the following topics:

- 3 • AME Well Re-drill: The project is complete and everything is working.  
4 Manager Collins released the retention funds to Longo.
- 5 • 2016 Booster Pump Station Replacement Project: Manager Collins  
6 reminded the Directors that the project was too expensive, so no bids  
7 were awarded. However, Manager Collins instructed Stantec and  
8 Liberty Energy to proceed with electrical installation, which is a long-  
9 lead item for the project, and is working with Staff to prepare more  
10 information on plans to “pot hole” existing utilities and to review  
11 electric panels, to address unknowns in the plans available to the  
12 contractors who will bid on the project. The project is being  
13 rescheduled for the next calendar year.
- 14 • Garbage: Manager Collins continued to monitor the issue of illegal  
15 garbage dumping. He said the illegal dumping has diminished  
16 somewhat recently. Buz reported that, 2 days ago on his way out of  
17 the valley, he saw a contractor turning from highway 89 into the  
18 valley. Buz followed the contractor to the District dumpsters, where  
19 the contractor was preparing to dump a bunch of windows, and  
20 chased him away. Director Northrop thanked him for his diligence.
- 21 • CalPERS: Manager Collins reviewed information regarding CalPERS  
22 underfunding. There is no information available for the 2015/2016  
23 fiscal year, but he learned from another district which is in an earlier  
24 fund that the amount of underfunding is ~\$7,600 per employee. Even  
25 if CalPERS is underfunded, with only 3 employees the District’s  
26 exposure isn’t extreme. It is the retirement fund for people who joined  
27 years ago that is extremely underfunded, whereas the fund to which  
28 the District’s employees belong is in better shape. With respect to the  
29 document Michael Battley provided about CalPERS underfunding,  
30 Manager Collins said in the document summary, the author does not  
31 recommend that people get out of the program, but rather that  
32 improvements be made in the program. Director Northrop asked if the  
33 problem would improve if interest rates rose; Manager Collins said  
34 possibly, but that it was hard to say. Director Smelser said the article  
35 was alarming, but that he felt better knowing the District pot was  
36 separate from the older, more severely underfunded pot.
- 37 • General Business: Manager Collins delivered water samples to SEM  
38 Laboratory for testing; prepared material for the All-Valley Meeting;  
39 followed up with Doug Rotz regarding postage handling; attended the  
40 URIS Board of Directors meeting; followed up on the “stale dated”  
41 check reported last month (Mike cancelled the check); responded to  
42 USFS comments regarding renewal of the District’s Special Use  
43 Permit (they think it might be done by the end of this month).

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

45 Buz presented his written report for the month of August that included  
46 status updates on water, sewer, garbage, and other services provided by  
47 the District.

- 48 • There have been a few complaints about bubbles and taste in the  
49 water in Zone 3. Buz said it is typical for these kinds of changes to

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1 occur at this time of the year, with changes in pressure and  
2 temperature. He requested that the Directors advise him as to their  
3 impressions of water quality, since they use water from the same  
4 zone. Director Salke asked if Staff can do some kind of cursory test  
5 to respond to complaints; Buz said the District just did its compliance  
6 testing and meets all standards, and that the only testing Staff does at  
7 customer residences is for chlorine. Director Smelser asked if  
8 customers can bring in water samples for testing; Buz said yes.

- 9 • Staff completed the remote meter upgrade project. President Grant  
10 said at the valley-wide meeting customers asked if they could check  
11 their usage online and that she had told them no. Buz said the  
12 system provides for cloud-based customer access, that it would cost  
13 ~\$7 per month and that Staff would have to set it up. Director Salke  
14 asked if there was a way for Staff to check the database to find  
15 anomalies; Buz said yes, they check every few days. Director Salke  
16 asked if Staff would get overloaded if they were to respond to  
17 customer requests about usage; Buz said yes. Director Salke asked  
18 Buz to keep the Board advised on any new developments. Buz  
19 reported that Miguel did a reading in August, that Staff checked out  
20 the homes with high readings, that the high readings turned out to be  
21 homes whose irrigation systems were stuck on, and that Staff advised  
22 the affected homeowners. The District's current policy is if Staff  
23 discovers a major leak, they shut off the water and advise the owner.  
24 Manager Collins and Buz are looking at whether or not to change the  
25 policy and will keep the Board advised.
- 26 • Maintenance performed: Staff started the yearly valve maintenance  
27 program; completed replacement of 3 manholes on John Scott/Chalet  
28 Road; and finalized the AME Well project.
- 29 • All routine water samples were absent coliform bacteria.

30 **F. TTSA Report:**

31 There has been no TTSA Board meeting since the most recent ASCWD  
32 Board meeting. The next TTSA Board meeting is scheduled for  
33 September 14.

34 **H. Draft Winter Newsletter:**

35 The Directors reviewed the draft winter newsletter provided by Manager  
36 Collins.

- 37 • President Grant said Placer County was seeking poll workers for the  
38 upcoming election and had asked if the District could place the  
39 County's ad in the newsletter. The Directors were okay with Manager  
40 Collins inserting into the newsletter a summary of the County's ad.
- 41 • President Grant said Manager Collins had done a good job with the  
42 newsletter, but noted that the text that was originally in color did not  
43 reproduce well in the black and white copies in the Board packets.  
44 Manager Collins said the document that goes to the printer is in color,  
45 but he didn't know if the customer copies were reproduced in color or  
46 in black and white.
- 47 • Director Salke complimented Manager Collins on the newsletter. He  
48 suggested, if there was room, that Manager Collins include an  
49 advisory against people pouring grease down drains.

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- 1           **I. Proposal from Doug Rotz regarding Postal Discounts:**  
2           The Budget & Finance Committee reviewed the proposal from Doug Rotz  
3           regarding provision of postal services to the District. The Committee  
4           decided they needed more information before making a recommendation  
5           to the Board. President Grant tabled the issue until next month.
- 6           **J. Agreement with Stantec Consulting, Inc.:**  
7           Manager Collins explained that the agreement was for Stantec to update  
8           the hydraulic model of the District's water distribution system to more  
9           closely reflect the system's current characteristics. The model is a critical  
10          tool when making recommendations for infrastructure improvements. The  
11          model was last updated in 2006 or 2007, but needs to be updated to  
12          include the R-1 and AME Wells, as well as the projected effects of the  
13          planned booster pump stations. Andregg will provide the elevations to  
14          use in the model, and Staff will provide most of the hydraulic flow  
15          calculations.  
16          Director Northrop made a MOTION that the Board approve the  
17          agreement with Stantec to calibrate the District's hydraulic model, in an  
18          amount not to exceed \$11,500. Director Salke SECONDED the motion.  
19          Directors Northrop, Salke, Smelser and York being in favor, the motion  
20          was APPROVED.
- 21          **K. Proposal from Whittels Engineering for Engineering Services to**  
22          **support making ADA-compliance improvements in the District**  
23          **Office:**  
24          The Directors reviewed Whittels Engineering's proposal to provide  
25          engineering services necessary to make ADA-compliance improvements  
26          in the District Office.  
27
  - 28           • Manager Collins said he started looking at the issue because the  
29            District Office is not ADA-compliant. It was difficult for Manager  
30            Collins and Staff to determine the best solution so they are asking for  
31            engineering help.
  - 32           • President Grant asked about the extra space referenced in the  
33            proposal. Buz said it was for a mud area in front, including a door or  
34            two with ramp and covered area. Whittels will provide more than one  
35            option.
  - 36           • President Grant asked for confirmation that the cost of the proposal  
37            included plans and to make the building compliant with building  
38            regulations; Manager Collins said yes.
  - 39           • Manager Collins said he felt it would be beneficial to obtain a survey  
40            of the Office area. The District does not have such a survey.  
41            Andregg will do the survey for about \$2K. Manager Collins is also  
42            asking Andregg to do an additional survey that will help the District  
43            advise NTFPD on changes they wish to make to the fire station.
  - 44           • President Grant asked how Whittels was selected for the project. Buz  
45            said Whittels was referred to him by a couple of trusted contractors.  
46            Manager Collins advised the Board that professional services are not  
47            typically done by bid, but rather that the general manager selects  
            someone he thinks has the best qualifications.

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- 1                   • Manager Collins said the District is not required to obtain BCPC's
- 2                    approval on projects like this, but that he would run the project by
- 3                    them as a courtesy.
- 4                   • Director Smelser expressed concern about the open-ended nature of
- 5                    the project, feeling that it could ultimately be very expensive.
- 6                   • Manager Collins said he recommends being pro-active about getting
- 7                    into compliance with ADA modifications to the Office.

8                   Director Northrop made a MOTION that the Board approve Whittels  
9                   Engineering's proposal to provide engineering services necessary to  
10                  make ADA improvements in the District Office, and if the work exceeds  
11                  the estimate of \$3,800, Manager Collins will use his judgment and  
12                  authority to approve further expense not to exceed a total of \$5,000.  
13                  Director Smelser SECONDED the motion. Directors Northrop, Salke,  
14                  Smelser and York being in favor, the motion was APPROVED.

15                  **L.    Committee Reports:**

- 16                  i.    **Budget & Finance Committee:** President Grant presented a written  
17                  report of yesterday's Committee meeting.
  - 18                  a.    **Non-standard Transactions:** None.
  - 19                  b.    **Investments/cash:** 1) Per the Committee's recommendation,  
20                  Director Northrop made a MOTION that the Board authorize  
21                  Manager Collins to roll over the CD maturing September 14 at the  
22                  best interest rate, adding the accrued interest plus money from the  
23                  Wells Fargo money market account to total \$129,000. Director  
24                  York SECONDED the motion. Directors Northrop, Salke, Smelser  
25                  and York being in favor, the motion was APPROVED. 2) Per the  
26                  Committee's recommendation, Director Northrop made a MOTION  
27                  that the Board authorize that \$280,000 from the District's Bank of  
28                  the West checking account be divided equally and transferred into  
29                  the Placer County Treasurer and LAIF accounts. Director  
30                  Smelser SECONDED the motion. Directors Northrop, Salke,  
31                  Smelser and York being in favor, the motion was APPROVED.
  - 32                  c.    **Requests from Customers for Adjustments to their Bills:**  
33                  Two customers requested adjustments to late fees. The  
34                  Committee denied both requests.
  - 35                  d.    **Requests for Unbudgeted Expenses:** Per the Committee's  
36                  recommendation, Director Northrop made a MOTION that the  
37                  Board approve the unbudgeted PERS expense of \$196.20.  
38                  Director Salke SECONDED the motion. Directors Northrop,  
39                  Salke, Smelser and York being in favor, the motion was  
40                  APPROVED.
  - 41                  e.    **Next meeting:** Thursday, October 13 at 9:30 a.m.
- 42                  ii.   **Administration & Personnel Committee:** No meeting.
- 43                  iii.   **Park, Recreation & Greenbelt Committee:** No meeting.
- 44                  iv.   **Long Range Planning Committee:** No meeting.

- 45                  **M.    Open Items:** Director York said she would be unable to attend the  
46                  October Board meeting unless it was rescheduled to October 7. The  
47                  other Directors can all attend the meeting on its regular date, so there will  
48                  still be quorum in Director York's absence. The Board decided to keep  
49                  the meeting on its normal date and time: Friday, October 14, at 9:00 a.m.

