

**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, February 14, 2014, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Quinan called the meeting to order at 8:27 a.m.

3 **PLEDGE OF ALLEGIANCE**

4 Those attending joined in reciting the Pledge of Allegiance.

5 **ROLL CALL**

6 Directors Present: Virginia Quinan, President; Jon Northrop; Don Priest; Evan
7 Salke.

8 Directors Absent: Janet S. Grant.

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

12 Guests Present: Chief Schwartz/NTPFD; Tim Alameda/NTPFD; Dave
13 Zaski/NTPFD.

14 **2. PUBLIC PARTICIPATION**

15 None.

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

17 **A. Financial Reports:**

18 Mike Dobrowski, District CPA, participated in discussion of this agenda
19 item by telephone.

- 20 • Cash is down from last year, due to the capital project in progress (the
21 AME Well Re-drill).
- 22 • Mike said the check issued to Warren Bray in May 2013 for leading
23 the Bird Walk was never cashed, and asked if he should issue a
24 replacement check. President Quinan asked that Pam call Warren
25 and find out what he wanted the District to do about his check.
- 26 i. **January Month-end Financial Statements:** Director Northrop made
27 a MOTION that the Board accept the January 31 month-end financial
28 reports. Director Priest SECONDED the motion. Directors Northrop,
29 Priest and Salke being in favor, the motion was APPROVED.
- 30 ii. **January Expenses Paid & Payable:** The Directors reviewed the
31 monthly check register. Director Northrop made a MOTION that the
32 Board approve the Expenses Paid & Payable (the debits for payroll
33 and checks 27272 through 27323). Director Priest SECONDED the
34 motion. Directors Northrop, Priest and Salke being in favor, the
35 motion was APPROVED.

36 **B. Approval of Minutes:**

37 Director Northrop made a MOTION that the Board approve the minutes of
38 the January 10, 2014, Regular Board of Directors Meeting. Director
39 Priest SECONDED the motion. Directors Northrop, Priest and Salke
40 being in favor, the motion was APPROVED.

41 **C. Fire Department Report:**

42 Chief Schwartz, Tim Alameda and Dave Zaski from NTPFD were in
43 attendance and reported the following:

- 44 • Dispatch Calls: There were 20 calls to dispatch from Alpine Meadows
45 in January, 15 of which were EMS requests from the ski area.
- 46 • Grants: Chief Schwartz reported that NTPFD was awarded a
47 Department of Homeland Security SAFER (Staffing for Adequate Fire
48 and Emergency and Response) grant in the amount of \$1.6M, to staff
49 nine additional personnel for the next two years. If NTPFD meets

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- 1 certain standards set out in the grant, they will receive SAFER funds
2 for an additional two years. This is a great accomplishment for
3 NTFPD; last year 25,000 applicants applied for only 2,200 grants.
4 One consequence of NTFPD receiving the grant is that the Alpine
5 Meadows fire station will probably be fully staffed year-round by May
6 1. Chief Schwartz considers that this will be the first time NTFPD has
7 been adequately staffed. He still has to present the information to the
8 NTFPD Board and receive their approval, since the grant requires
9 extra expenses.
- 10 • CalFire: Chief Schwartz reported that CalFire is already upstaffing. In
11 the month of January they responded to over 700 fires in the state; in
12 contrast, there were no fires in January 2013. Incline Village had 3
13 fires in January, in the mountains on south-facing slopes. CalFire has
14 received permanent funding to keep a brush truck in the basin,
15 starting in April.
 - 16 • Station Staffing: NTFPD has staffed the Alpine Meadows fire station
17 for 89 days for the fiscal year to date.
 - 18 • Forest fuels: Tim Alameda reiterated the importance of the SAFER
19 grant and expressed his gratitude for Chief Schwartz's leadership in
20 acquiring the grant. He said NTFPD planned to be aggressive in fuels
21 reduction this year. NTFPD will be meeting with Bear Creek
22 Association later this month and also plans to be active in the Ward
23 Creek area.
 - 24 • Construction: Tim reported that NTFPD keeps track of construction,
25 so they can estimate call volume in the near future. He said that in
26 Alpine Meadows, several brand new houses and about 15 remodels
27 and additions have been approved.
 - 28 • Chipping: Chief Schwartz is taking a memo of understanding to the
29 NTFPD Board for approval this week, for a joint program with North
30 Lake (Incline Village's fire department), which will include residential
31 chipping for Alpine Meadows, as well as for the rest of NTFPD's
32 district. ASCWD will be contributing \$14K, which will make the
33 service free to valley residents. NTFPD partnered with North Lake to
34 obtain \$220K in chipping funds. They can use the funds to work on
35 ASCWD property, but cannot chip on USFS property without their
36 prior approval. The chipping hand crew will be out once a week and
37 their services will be scheduled through North Lake. The chipping
38 hand crew will also be available for fire response. In order for a
39 neighborhood to become eligible for chipping, NTFPD has to host a
40 meeting there. One such meeting will be in Alpine Meadows. It will
41 probably take the form of a barbecue event; the forester and CalFire
42 will also be present.
 - 43 • Apparatus: On Wednesday, Chief Schwartz expects to award
44 contracts for two new type 1 engines. He is implementing a program
45 to replace one engine every six years (NTFPD's newest engine is 13
46 years old) and replace ambulances every 3 years. The new engines
47 will function much like brush trucks.

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- Director Northrop asked about air support. Chief Schwartz said CalFire is bringing their Grass Valley air base online. Their lead plane comes out of Grass Valley, with the tanker coming from farther away.
- Director Priest thanked Chief Schwartz for his good work.
- CERT Program: Dave Zaski also expressed his appreciation for the leadership provided by Chief Schwartz. He described a FEMA program called CERT (Citizen Emergency Response Team), which teaches volunteers within the community how to survive major events like fires and earthquakes, and then to help their neighbors and coordinate with the local fire and sheriff agencies in the aftermath of the event. NTFPD is implementing the program within their jurisdiction, planning to have a number of CERT pods, including one in Alpine Meadows. NTFPD will be offering certification classes, the first one starting February 25, on Tuesday nights at 5:30 p.m. in station 51 for 8 weeks. The class covers triage, terrorism, perimeter control, how to put out small fires, how to turn off gas, traffic control, basic urban search-and-rescue and a little bit about avalanches. Class graduates receive CERT jacket, hard hat and backpack. The Placer County Sheriff Department has partnered in the arrangement. Grant funds are paying for the training and equipment. One of the benefits of joining the program is getting a TSA pass, thereby bypassing airport security lines. CERT is transferable to anywhere in the country, and CERT graduates can travel to help out with disaster relief. Dave invited everyone in the Board room to participate and said people should contact him if they want to join the program and take the class. Chief Schwartz added that NTFPD’s approach will be to train the trainers first, then annually to have a recruitment campaign to train others. Director Priest suggested that Dave keep the Alpine Springs Fire Safe Council in the loop, as they can get the word out to more potential participants. Director Salke asked if NTFPD could prepare a summary covering the information presented by NTFPD today. Chief Schwartz said NTFPD would prepare press releases as soon as the NTFPD board approves the SAFER grant and he has the bids out for the new engines.

D. General Manager’s Report:

- John Collins, General Manager, provided a written report on his activities during the month of January, with discussion on the following topics:
- Alpine Meadows Road Bridge Replacement Project: The 40-day notice period during which Placer County is required to respond to the District’s request to dispose of the property intended for sale to the Ancinases was completed on January 13. Manager Collins is currently working to confirm that the property is not subject to the affected agency notification procedures. The County said they don’t want the property transferred to the Ancinases until after the bridge project is complete unless ASCWD requires the Ancinases to be bound by the agreements between ASCWD and the County.
 - Alpine Sierra Subdivision: Manager Collins completed the “will serve” letter and forwarded it to the County and developer.

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- 1 • Chalet Road to John Scott Trail Waterline & PRV Project: Staff
2 completed review of the 90% set of plans and specifications for the
3 project. Manager Collins met with Stantec, reviewed comments and
4 expanded the project to meet the request of the USFS to include
5 additional sewer mains located on USFS property (see agenda item
6 3G).
- 7 • AME Well Re-drill: The water level recovery rate was monitored until
8 January 7, at which time the water level was 45 feet below ground
9 surface (bgs). As of February 4, the water level was 15 feet bgs.
10 Tom Butler says the well should operate at about 150 gpm, and
11 certainly not over 200 gpm for any extended period of time, because
12 the water level recovery is so slow. It was originally hoped that the
13 well would produce 500 gpm. The goal is to build the well this
14 summer, and have it online by late fall. Director Priest asked if the
15 District was experiencing any effects from the drought. Buz said no,
16 there never seem to be any notable local effects in the valley.
- 17 • Principle Financial Group: Manager Collins is investigating the status
18 of the District's stock holdings in this company, at the request of Mike
19 Dobrowski after the District received a 1099 form for 2013. ASCWD
20 has apparently owned stock since 2002, but has not carried it as an
21 asset on its books. Some of the stock may belong to Buz, some
22 possibly to past employees. Manager Collins is trying to determine if
23 the District can cash them without impacting the retirement account.
- 24 • DN Tanks: the inspector reported that the tanks are not in bad shape,
25 but will "need some TLC". Manager Collins will incorporate funding
26 for the work in next year's budget.
- 27 • Public Records Request: Manager Collins was served with a public
28 records request, out of LA and Chicago. Somebody is working on a
29 class action lawsuit regarding asbestos, and wants any and all
30 information for subdivisions built in the valley between 1966 and 1977.
31 Manager Collins is working with District counsel. Efforts to locate
32 information are reimbursable. He is supposed to turn over the records
33 in March. The records he has found so far include plans for
34 subdivisions, but no notes or other documentation. He was also
35 served with a summons for a deposition. He doesn't know if other
36 local agencies have been served; he will ask at the agencies'
37 managers' meeting.

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

39 Buz presented a written report for the month of January that included
40 status updates on water, sewer, garbage and other services provided by
41 the District.

- 42 • Maintenance: Staff turned down Spring 3 because Tank 3 was
43 overflowing. SCADA showed 400,000 gallons per day during the big
44 rain event. Director Salke reported that the big rain event was the ski
45 area's fourth largest rain event on record, at just under 14 inches.
- 46 • As of today, the District has pumped over 27,000,000 gallons of water
47 to the ski area for snow-making (from Wells R1 and R2).
- 48 • All routine samples were absent coliform bacteria.

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- Staff also inspected water tanks; read the springs; and located a water leak in Bear Creek that had been running for several months (tree contractors found it and word was relayed to the District), turned off water at the meter, and contacted the owner and caretaker.
- Director Priest asked if the District has had to institute special measures during previous drought years. Buz: no, not since he started working here in 1986.

F. TTSA Report:

Director Northrop provided the agenda and his own written report for the TTSA February 12, Board meeting.

- The plant is operating normally and efficiently.
- All waste water discharge requirements are being met.
- TTSA is looking at the possibility of installing a new thermophilic digester.
- President Quinan asked if there was anything new on the Squaw Valley project; Director Northrop said no, it was pretty much on hold.
- Director Priest asked if there was an update on the roundabout being constructed over the TRI. Director Northrop said it was still going forward.

The next TTSA Board meeting is scheduled for March 12.

G. Stantec Amendment #2 to the 2014 Chalet Rd to John Scott Trail Waterline, PRV and Sewer Line Extension:

Manager Collins said the amendment increases the scope of the original project. Originally the project was designed to run a waterline from Chalet Road down to John Scott Trail. The waterline crosses two hundred feet of USFS property so the District needed to get a permit for the project. The first Amendment was to add a sewer line; in the District's capital improvements plan, the sewer line was going to be implemented in 2017-20, but the USFS said to implement it now, so they could include it in the same permit they are issuing for the water line. When Manager Collins met with the USFS again, they asked about the other sewer project, currently planned for 2017-18, and encouraged him to do that work now as well, so it could be included in the same permit as the other two projects. Amendment #2 would include not only the design work, but also the bidding and construction management for all the requisite sewer work. Amendment #2, along with the previously approved Amendment #1, would bring the total contract amount to \$39,000. Manager Collins said he is confident that building the waterline from Chalet Rd to John Scott Trail will still cost less than the alignment using Troy Caldwell's easement. He said the figures in Amendment #2 were reasonable numbers. Director Priest made a MOTION that the Board approve Amendment #2 to the contract with Stantec increasing the estimated fee by \$27,400, on a time and expense basis in accordance with the cost table attached. Director Northrop SECONDED the motion. Directors Northrop, Priest and Salke being in favor, the motion was APPROVED.

H. Stantec Contract to Complete the Design Plans and Specifications for the AME Well Improvements:

Manager Collins said he has not yet received the contract. He expects to be able to bring it to the Board next month.

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I. Newsletter:
The Board discussed the frequency of publication and articles. A few years ago the Board decided there was not enough information to warrant issuing four newsletters per year, as had been done historically, so they reduced publication to two issues per year. Each issue costs about \$300. Manager Collins said that now a lot of new information needs to go out to the community, including information about chipping, the fire station staffing and capital projects. Information about the Park needs to go into the spring newsletter, too. He said usually the newsletter was kept to a single page, but that this time it would probably have to be at least two pages. He suggested that maybe the District should issue a newsletter in the summer as well. Pam said 300 people receive the newsletter via email, 70 by USPS, some access it on the District web site and that the information goes to the homeowner association presidents as well. When the newsletter was issued quarterly, people asked to be removed from the mailing list; now that the newsletter is issued only twice per year, more people are staying on the list. Director Priest suggested the District issue newsletters when warranted by events; Manager Collins said it was better to schedule them. President Quinan recommended the District stick with the two scheduled issues, in the spring and fall, but also send information separately to the homeowner association presidents, who have more extensive email access to residents. The District has no mechanism to ensure that information it wants to share with the community will reach all its customers. Pam said that a number of people did not wish to receive the newsletter at all and some people will provide email addresses to be used only for emergency notifications.

J. Committee Reports:
i. Budget & Finance Committee: President Quinan presented a written report of yesterday's Committee meeting.
a. Non-standard Transactions: None.
b. Investments/cash: The next CD will roll over March 24. Manager Collins transferred money from the Placer County account to the checking account in February, so it will be reported next month.
c. Requests from Customers for Adjustments to their Bills: None.
d. Requests for Unbudgeted Expenses: Per the Committee's recommendation, Director Northrop made a MOTION that the Board approve the unbudgeted expense of \$1,438.96 to A-Rooter-Man for the replacement of the sewer pump in the lift station for the Office and fire station and Park. Director Priest **SECONDED** the motion. During discussion, Buz said the current ejector pump needs to be replaced by a grinder pump, which requires new wiring. The pump needs to be more competent, especially since the fire station will now be staffed full time. Director Salke suggested that future replacements of the pump be incorporated into the budget planning process, based on the lifetime expectancy of the equipment. Directors Northrop, Priest and Salke being in favor, the motion was **APPROVED**.
e. Next meeting: Scheduled for Thursday, March 13 at 9:30 a.m.

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- ii. **Administration & Personnel Committee:** No meeting.
- iii. **Park, Recreation & Greenbelt Committee:** No meeting.
- iv. **Long Range Planning Committee:** No meeting.

K. Open Items:

- The next Board meeting will be held at its normal date and time:
Friday, March 14 at 8:30 a.m.

L. Correspondence to the Board: None.

4. DIRECTORS' COMMENTS:

- The Directors discussed the logistics of completing their ethics training.

5. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:41 a.m.

Respectfully Submitted,

approved with one amendment
3/14/14

Jancis Martin
Recording Secretary