

**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 Thursday, July 11, 2013, 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 8:30 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; Janet S. Grant; Jon Northrop; Don  
7 Priest; Evan Salke.

8 Directors Absent: None.

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

11 Guest Present: Chief Mike Schwartz/NTFPD; Nita Wracker/NTFPD; Tim  
12 Alameda/NTFPD.

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

17 **2. PUBLIC PARTICIPATION**

18 None.

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

20 **A. Financial Reports:**

21 Mike Dobrowski, District CPA, was not available to participate in  
22 discussion of this agenda item.

- 23 • Manager Collins said that this month's financial statements were to be
- 24 considered preliminary, subject to year-end adjustments.
- 25 • The District's cash position has increased from the previous year.
- 26 • All customer bills were mailed out July 1.
- 27 • Director Priest congratulated Manager Collins on keeping expenses
- 28 under control.

29 i. **June Month-end Financial Statements:** Director Northrop made a  
30 MOTION that the Board accept the June 30, 2013 month-end financial  
31 reports. Director Priest SECONDED the motion. Directors Grant,  
32 Northrop, Priest and Salke being in favor, the motion was  
33 APPROVED.

34 ii. **June Expenses Paid & Payable:** The Directors reviewed the monthly  
35 check register. Director Grant made a MOTION that the Board  
36 approve the Expenses Paid & Payable (the debits for payroll and  
37 checks 26894 through 26935). Director Northrop SECONDED the  
38 motion. Directors Grant, Northrop, Priest and Salke being in favor,  
39 the motion was APPROVED.

40 **B. Approval of Minutes:**

41 Director Northrop made a MOTION that the Board approve the minutes of  
42 the June 14, 2013, Regular Board of Directors Meeting. Director Priest  
43 SECONDED the motion. During discussion, President Quinan pointed  
44 out a typo on page 2, line 3: "how" should replace "who". Director  
45 Northrop amended the motion to include typo correction. Director Priest  
46 SECONDED the amended motion. Directors Grant, Northrop, Priest and  
47 Salke being in favor, the amended motion was APPROVED.

48 **C. Fire Department Report:**

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1 Chief Schwartz, Tim Alameda and Nita Wracker from NTFPD were in  
2 attendance and reported the following:

- 3 • Dispatch Calls: There were no dispatch calls in the valley in June.
- 4 • Fire Station Staffing: NTFPD did not staff the Alpine Meadows fire  
5 station in June, but finished the year 17 days ahead of contract.  
6 Starting July 1, NTFPD will staff the station mostly on weekends but  
7 also on days of predicted high call volume or high fire danger. They  
8 staffed the Alpine Meadows station 6 days over the Fourth of July  
9 holiday period (July 3 – 8).
- 10 • ISO: NTFPD was successful in retaining its rating of 4. Therefore,  
11 effective October 1 ASCWD customers should see a considerable  
12 reduction in their fire insurance resulting from two levels of ISO rating  
13 improvement since NTFPD took over provision of fire services in the  
14 valley. Chief Schwartz suggested that the District consider notifying  
15 its customers via the District newsletter that the improvements in  
16 ASCWD's water infrastructure and the successful contract with  
17 NTFPD have had the effect of lowering customers' insurance cost.
- 18 • Old Fire Station: Station 51 has been turned back to Placer County.
- 19 • AAA Gift: AAA in Truckee held its "Local Heroes" event on June 22.  
20 NTFPD participated, spending half a day interacting with the public.  
21 Subsequently, AAA made a \$7,500 gift to the fire chiefs who  
22 participated. NTFPD will be spending its \$2,500 share on 1) a fire  
23 station educational prop and 2) defensible space inspections in Alpine  
24 Meadows.
- 25 • Grants: NTFPD is currently writing grant applications, including ones  
26 for Alpine Meadows, and is asking the maximum allowable amount for  
27 a single requester. They are applying for the same 50/50 grant as is  
28 funding NTFPD's current defensible space work. These grant funds  
29 can be applied to any fuels reduction projects, such as pile burning,  
30 mechanical work, clearing, hand crew work, chipping, defensible  
31 space, etc.
- 32 • Twenty-Year Anniversary: June 29 was the 20<sup>th</sup> anniversary of  
33 NTFPD's consolidation.
- 34 • ASCWD Capital Facilities & Fire Mitigation Fee Expenditure Plan:  
35 Director Grant asked for an update on CATT's concerns with the Plan  
36 and NTFPD's research into the feasibility of phasing in the fees over  
37 two years, as conditionally approved by the ASCWD Board at last  
38 month's meeting. Chief Schwartz said he sent the question about  
39 phasing fees to NTFPD's legal counsel, who believes it to be possible.  
40 NTFPD also had a lengthy meeting with CATT and Rich Loverde  
41 (local builder), resulting in some agreement and some disagreement,  
42 but Chief Schwartz characterized it as a fruitful meeting. Nita said the  
43 Plan will go to the County Board of Supervisors for approval at their  
44 August meeting, with the revised fees going into effect 60 days later,  
45 at the end of the building season. NTFPD will want to reaffirm at the  
46 August ASCWD Board meeting that the Board still wishes to phase in  
47 the fees.
- 48 • Educational outreach:

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- 1                   ○ Tim Alameda described Chief Schwartz’s 2013 summer campaign  
2                   called “Don’t be the Spark”. He said electric wiring, smoking  
3                   materials and oily rags are the primary causes of fires throughout  
4                   NTFPD’s jurisdiction.
- 5                   ○ NTFPD established a presence in the valley over July 4th to get  
6                   the message out that this is a dangerous time for fires.

7                   **L. Introduction of Ordinance for ASCWD Fire and Life Safety Cost**  
8                   **Recovery Fee Schedule:**

9                   NTFPD’s Tim Alameda gave a brief overview of the Ordinance. It is the  
10                  same schedule used throughout NTFPD’s jurisdiction and is based on an  
11                  hourly rate of \$81. Director Grant pointed out that NTFPD has been  
12                  performing these activities for ASCWD without collecting fees, under the  
13                  contract between the two agencies. Tim said yes, but that NTFPD and  
14                  Manager Collins have been looking into the matter and have agreed that  
15                  NTFPD probably should have been collecting the fees. Director Northrop  
16                  made a MOTION that the Board set a public hearing for September 13 to  
17                  adopt an Ordinance establishing the ASCWD Fire and Life Safety Cost  
18                  Recovery Fee Schedule. Director Priest SECONDED the motion.  
19                  Directors Grant, Northrop, Priest and Salke being in favor, the motion was  
20                  APPROVED.

21                  **D. General Manager’s Report:**

22                  John Collins, General Manager, provided a written report on his activities  
23                  during the month of June, with discussion on the following topics:

- 24                  • Alpine Meadows Road Bridge Replacement: There was no activity.
- 25                  • Alpine Sierra Subdivision: Manager Collins met with Doug Clyde and  
26                  NTFPD. The main topic was preparation of a will serve letter for the  
27                  subdivision. Alpine Sierra is currently working on the EIR for the  
28                  project. NTFPD will prepare a draft will serve letter, to which Manager  
29                  Collins will add information about water and sewer infrastructure.  
30                  Director Grant asked for and received confirmation from NTFPD that  
31                  the roads will be wide enough (22’) for the project to go forward. Tim  
32                  Alameda said most areas in NTFPD’s jurisdiction have a single  
33                  combined ingress/egress, just like Alpine Meadows. Chief Schwartz  
34                  said it was a good meeting. He said it was important to have roads  
35                  wide enough for traffic to come in and out during emergencies, and  
36                  said NTFPD was not willing to compromise on that issue. Director  
37                  Salke asked about defensible space in the green belt; Chief Schwartz  
38                  said Doug Clyde seemed proactive about the importance of  
39                  defensible space.
- 40                  • Alpine Meadows Road Pipeline Project: Manager Collins coordinated  
41                  with Webb Land Surveying regarding the completion of the survey  
42                  along the alternate alignment (from Chateau Road to John Scott  
43                  Trail). He is also working with Staff to mark water and sewer facilities  
44                  for the alignment. He will hand the information over to Stantec to do a  
45                  design, will then put together a cost estimate and present it to Troy  
46                  Caldwell to see if he accepts it or if the District continues with the  
47                  alternate alignment.
- 48                  • AME Well Re-drill:

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- 1                   ○ Manager Collins continued discussions with the owners of 1402  
2 Beaver Dam Trail regarding the granting of a restrictive easement.  
3 He found out that Placer County has a requirement that  
4 homeowners within 300 feet of a sewer connect to the sewer; this  
5 removes the requirement to obtain an easement that prohibits the  
6 installation of a leach field within 100 feet of the AME Well.  
7 Manager Collins has come up with a figure of \$6,000 to provide  
8 the owners as compensation for the easement; the Board will  
9 ultimately have to approve the expenditure. Manager Collins  
10 explained the method he used to come up with his figure: he used  
11 Zillow.com and assessor figures for vacant land values in the  
12 valley to come up with a starting per-square-foot value for the  
13 portion of 1402 Beaver Dam Trail that lies within the area affected  
14 by the easement, then applied a figure of 15% for the restriction.  
15 The owners are in the process of acquiring all necessary  
16 signatures for the easement. Director Salke said Manager Collins'  
17 analysis seemed reasonable.
- 18                   ○ The other current topic is what to do with the fluids produced  
19 during drilling and during the test pump. Lahontan Regional  
20 Water Quality Control Board was negative about the project,  
21 wanting to know a tremendous amount of information about Bear  
22 Creek. Direct discharge to the sewer appears to be the only  
23 viable alternative for disposal of test pump water. The estimated  
24 cost to discharge to the sewer is approximately \$36,000, which  
25 would probably be equivalent to the cost of using consultants to  
26 gain Lahontan's approval to use Bear Creek. Other utilities  
27 sprinkle test pump water, but ASCWD doesn't have enough land.
- 28                   ○ Manager Collins has begun working on alternatives for the  
29 disposal of the projected 500,000 gallons of drilling fluids. The  
30 current plan is to clean out the sedimentation pond near the Office  
31 parking lot, put wattles at the exit, and put the drilling fluids into  
32 the pond.
- 33                   ○ Project schedule: In August the Board will review/approve Mark  
34 Fredrick's drilling bid; the drilling itself would occur in September;  
35 the test pump would be carried out sometime in September or  
36 October; the design of the well and pump house would take place  
37 during the winter; construction would follow in the spring.
- 38                   ○ Director Grant said Bear Creek was almost empty and it did not  
39 seem reasonable not to use it. Manager Collins said he might  
40 have representatives from Lahontan come out for a field visit, so  
41 that they could see for themselves that the creek is essentially dry  
42 in the fall. Buz said Lahontan was worried about the discharge of  
43 drilling fluids raising the temperature of the creek. He said Bear  
44 Creek was about 61°F and the well water was 52-53°F. A  
45 possible option might be to discharge water above Bear Creek,  
46 allowing it to warm up by the time it reaches the creek. Manager  
47 Collins said the final decision on disposition of fluid discharge has  
48 not been made.

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- 1                   • Budget: Manager Collins performed a final review of the operating and
- 2                   capital budgets, and added the CPI to the operating budget.
- 3                   • Long Range Master Plan: Manager Collins will have data available for
- 4                   the valley-wide meeting.
- 5                   • CalPERS: Manager Collins worked with District Counsel on
- 6                   responding to CalPERS request for additional information regarding
- 7                   the District's formation, to see if it is legally allowed to be in CalPERS.
- 8                   The issue is being explored because Staff is interested in the
- 9                   CalPERS retirement benefits and because Manager Collins feels the
- 10                  District is more competitive when hiring if it can offer participation in
- 11                  CalPERS benefits. District Counsel's opinion is that the District is
- 12                  qualified to be in CalPERS.
- 13                  • Other activities: Manager Collins prepared for Lew's retirement party;
- 14                  coordinated with Don Fulda regarding plantings in the Park; ordered
- 15                  the plants; and will coordinate with the nursery. Director Grant asked
- 16                  if the Park plantings stayed within budget; Manager Collins said yes.
- 17                  President Quinan reported that Lew's retirement party was very nice
- 18                  and well attended.

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

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

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

22           District.

- 23           • Maintenance: Staff completed repair work on Tank 4-A (drained the
- 24           tank, then contractor lengthened brackets for the posts and beams);
- 25           completed the new water line for the stables; maintained the Park;
- 26           completed the annual reading of water meters; and began installation
- 27           of new remote meters.
- 28           • All routine spring water samples were absent coliform bacteria.
- 29           • Staff repaired a water line on Mineral Springs with a worsening leak.
- 30           • Director Grant asked for an update on the remote read meter
- 31           installation project. Buz said last year, the first year in the three-year
- 32           project, Staff installed about 260 remote read meters at the River Run
- 33           condos, Alpine Place condos, along Mineral Springs, Snow Crest,
- 34           Forest Trail, and Pine Trail, and started to go up John Scott. They
- 35           completed all except the ones that have to be dug out. This summer
- 36           they are installing meters along Bear Creek, John Scott, Deer Park,
- 37           then up to Juniper Mountain. Manager Collins proposed that later this
- 38           fall Staff provide a demonstration to the Board.

39           **F. CSDA 2013 Board Election:**

40           The Directors reviewed the material provided by CSDA regarding the

41           upcoming CSDA Board election. Director Northrop made a MOTION that

42           the Board nominate Ginger Root as ASCWD's regional representative on

43           the CSDA Board of Directors. Director Grant SECONDED the motion.

44           Directors Grant, Northrop and Salke being in favor, the motion was

45           APPROVED.

46           **G. Mission Statement:**

47           President Quinan presented a modified version of the mission statement,

48           recommending, in addition to the changes within the document, the

49           removal of the word "Adequate" from the first item 1, so that it would read

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1                   “Clean, safe, and dependable drinking water.” Director Northrop made a  
2                   MOTION that the Board approve the Mission Statement as presented,  
3                   with the removal of the word “Adequate”. Director Salke SECONDED the  
4                   motion. Directors Grant, Northrop, Priest and Salke being in favor, the  
5                   motion was APPROVED.

6                   **H. TTSA Report:**

7                   Director Northrop provided the agendas and his own written report for the  
8                   TTSA June 19, and July 10, Board meetings.

- 9                   • The plant is operating normally and efficiently.
- 10                  • All waste water discharge requirements are being met.
- 11                  • Director Northrop said he had an article he would bring next month to  
12                  share with the Directors, regarding the healthiness of leach fields.
- 13                  • Director Grant asked if ASCWD could expect any fee increases;  
14                  Director Northrop said no. The largest project on the horizon is  
15                  construction of a thermophilic digester sometime in the next 5-10  
16                  years.

17                  The next TTSA Board meeting is scheduled for August 14.

18                  **I. Committee Reports:**

19                  i. **Budget & Finance Committee:** President Quinan presented a written  
20                  report of yesterday’s Committee meeting.

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

22                   b. **Investments/cash:** Manager Collins rolled over the \$105,000 CD  
23                   to mature June 24, 2014 at a 0.60% interest rate.

24                   c. **Requests from Customers for Adjustments to their Bills:**

25                   There was one letter from a customer, requesting relief from a  
26                   high water bill. He had a broken pipe upstairs, resulting in  
27                   substantial property damage and \$1,000 worth of extra water  
28                   charges over the last two years. The Committee recommended  
29                   denial of the request since it is District policy to deny requests  
30                   when the leak is on the customer’s side of the meter. Director  
31                   Northrop made a MOTION that the Board deny the customer’s  
32                   request for relief from his high water bill. Director Priest  
33                   SECONDED the motion. Directors Grant, Northrop, Priest and  
34                   Salke being in favor, the motion was APPROVED.

35                   d. **Requests for Unbudgeted Expenses:** None.

36                   e. **Next meeting:** Scheduled for Thursday, August 8 at 9:30 a.m.

37                  ii. **Administration & Personnel Committee:** No meeting.

38                  iii. **Park, Recreation & Greenbelt Committee:** No meeting.

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

40                  **J. Open Items:**

- 41                  • The next Board meeting will be held at its normal date and time:  
42                  Friday, August 9 at 8:30 a.m.

43                  **K. Correspondence to the Board:** Tom Lane requested that the Board  
44                  consider identifying an area in the Park where Park users could leave  
45                  items such as paddle boards locked up. Manager Collins pointed out that  
46                  granting the request might increase the District’s liability. Director Salke  
47                  agreed; he said he felt it would be opening a can of worms and would  
48                  detract from the aesthetic quality of the Park. The Directors agreed that  
49                  they did not wish to grant Tom Lane’s request and thereby establish a

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1 precedence for people to store their possessions in the Park. Manager  
2 Collins will advise Tom Lane of the Board's position.

3 **4. DIRECTORS' COMMENTS**

- 4     ▪ President Quinan reported on the June 28 meeting at which Squaw Alpine  
5 Association (SAA) met with valley residents. The SAA representatives felt  
6 that the general sentiment in Alpine Meadows was that the property owners  
7 did not want Alpine Meadows to be included in the incorporation proposed by  
8 SSA, so the push for incorporation will include only Squaw Valley.

9 **5. ADJOURNMENT**

10 There being no further business before the Board, the meeting was adjourned at  
11 9:35 a.m.

12  
13 Respectfully Submitted,

approved as submitted 8/9/13

14  
15  
16  
17 Jancis Martin  
18 Recording Secretary