

**ALPINE SPRINGS COUNTY WATER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
October 14, 2016**

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, October 14, 2016 in the District Board Room, 270 Alpine Meadows Road

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

President Grant called the meeting to order at 9:02 AM at the District Office Board Room. All joined in reciting the Pledge of Allegiance.

Directors Present: Janet S. Grant, President, Dave Smelser, and Jon Northrop

Directors Absent: Evan Salke and Christine York

Staff Present: John Collins, General Manager; Buz Bancroft, Maintenance Supervisor; Mike Dobrowski, District CPA (by telephone for financial report); and Judy Friedman, Recording Secretary.

Guests Present: Mike Schwartz/NTFPD and Elisha Allen/NTFPD

II. PUBLIC COMMENT

There were no comments on items not on today's agenda.

III. ITEMS FOR BOARD DISCUSSION & ACTION

A. FINANCIAL REPORTA

District CPA Mike Dobrowski participated in discussion of this agenda item via teleconference. He presented the September 30, 2016 financial reports, which were included in the Board packets. The audit should be completed soon. All revenue and expense line items are well within budgeted amounts. Dobrowski answered questions clarifying the reports.

Director Smelser made a MOTION that the Board approve Expenses Paid & Payable (the debits for payroll and checks #28925 through #28970). Director Northrop SECONDED the motion. Directors Grant, Northrop, and Smelser being in favor, the motion was APPROVED.

Director Northrop made a MOTION that the Board accept the September 30, 2016 quarterly financial reports. Director Smelser SECONDED the motion. Directors Grant, Northrop, and Smelser being in favor, the motion was APPROVED.

B. APPROVAL OF MINUTESB

Director Grant noted 2 typographical errors:

- 1) Page 34, Line 48 – correct laboratory “texting” to “testing”
- 2) Page 8, Line 27 – insert “Lot A, AMEA Unit 4” instead of “that” parcel

Director Smelser made a MOTION to approve the minutes of the September 9, 2016 Regular Board of Directors Meeting as corrected. Director Northrop SECONDED the motion. Directors Grant, Northrop, and Smelser being in favor, the motion was APPROVED.

C. FIRE DEPARTMENT REPORTC

Chief Schwartz reported the Alpine Station was staffed 27 times last month and responded to 5 calls. He introduced Administrative Manager and Director of Finance Elisha Allen. Chief Schwartz announced Chief Alameda has accepted the Fire Chief position at Lake Valley Fire in south shore. For now, Chief Schwartz is handling Fire Marshall duties. The District is considering options to fill the position.

Chief Schwartz reported the Mitigation Plan was approved by Placer County and will go into effect during the winter. It will take two meetings to update the new fire codes. The public hearing will be on the November ASCWD Board agenda and the Board will vote in December.

Included in Chief Schwartz’s report was a graph indicating fire danger. He reported on fires in the area, including the Emerald Complex fire currently burning near Cascade Lake. North Tahoe and Meeks Bay have both responded, Highway 89 is closed, and there are structures threatened. Structures have been lost in the Little Valley fire in Washoe Valley. The cause of these fires will be investigated.

October is Fire Prevention Month. This year’s theme focuses on changing in-home smoke detectors, not just the batteries. Check the back of the alarm for expiration dates.

D. GENERAL MANAGER’S REPORT.....D

General Manager Collins reported he has spent much of the past month working with the auditors.

A lot of calls have been received regarding Paul Warner, a property owner building a new home. During construction, he is gaining access to his property by going through the adjacent parcel. Originally, it was thought that the adjacent property was owned by ASCWD. The District granted him access across the property to bring in building materials. However, it has been determined that the District does not own the property. It is a “greenbelt” parcel owned by Alpine Meadows Estates #9, but is not governed by any specific Unit. President Grant explained a Greenbelt Committee was formed years ago to deal with these lots. Although it is shown as AME Unit 9, that Association was never actually formed. Manager Collins said that since it has been determined that ASCWD does not own the property, the District is out of it.

E. OPERATIONS & MAINTENANCE DEPARTMENT REPORTE

Buz Bancroft presented his written report. The water system is meeting state and federal standards. Just over 6.5 million gallons of water has been produced. About half went into the distribution system and about half went through the tank. The annual cleaning of the system and TVing of the sewer lines is underway.

Maintenance issues addressed during the past month were described in the report, including annual valve maintenance and fire hydrant flushing. The new well project has been completed, the Community Park is closing soon, and the new propane generator will be delivered in a couple of weeks.

F. TTSA REPORT.....F

Director Northrop reported all flows are normal and all requirements are being met. The next TTSA meeting is in November. In response to Director Grant’s question about how the land acquisition is being funded, Director Northrop said it is a land swap, so no funds are necessary.

G. AGREEMENT WITH ANDREGG GEOMATICS..... G

General Manager Collins presented the topographic and boundary survey proposal from Andregg Geomatics. This is over and above the \$5,000 approved last month, which was for engineering. However the engineering is dependent on receiving the topographic survey.

Director Northrop made a MOTION to approve the contract with Andregg Geomatics for \$6,916. Director Smelser SECONDED the motion. Directors Grant, Northrop, and Smelser being in favor, the motion was APPROVED.

H. AGREEMENT WITH ANDREGG GEOMATICS..... H

General Manager Collins presented the proposal to survey the tanks, fire hydrants, and elevations so the exact calibration and elevations are known in order to develop the hydraulic model. The model will provide specific information about potential water pressure and flows in the case of a fire.

Director Northrop made a MOTION to allocate up to \$16,000 for the Pressure Zone Model Calibration Survey Report. Director Smelser SECONDED the motion. Directors Grant, Northrop, and Smelser being in favor, the motion was APPROVED.

I. LONGO INC. PROPOSAL FOR SNOW REMOVAL.....I

The snow removal proposal dated September 26, 2016 was considered by the Board. There is currently \$2,500 in the budget for snow removal. Buz Bancroft said the contractor provides access to the firehouse and dumpsters, and one lane into the service vehicle area. The District does the rest of the snow removal.

Director Northrop made a MOTION to approve the snow removal contract for Longo, Inc as presented. Director Smelser SECONDED the motion. Directors Grant, Northrop, and Smelser being in favor, the motion was APPROVED.

J. COMMITTEE REPORTS

1. BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)J

- a. Discuss procedure to handle non-standard transactions.**
- b. Discuss status of investments/cash and vote to approve, if necessary, new investments.**
- c. Review, discuss and vote to approve, if necessary, requests from customers regarding billing issues.**
- d. Review, discuss and vote to approve, if necessary, requests for unbudgeted expenses and capital expenditures.**
- e. Report on T1 line and postage meter.**

President Grant presented the Committee report. There were no non-standard transactions. There are two CDs coming due and the Committee recommends rolling them both over.

Director Smelser made a MOTION to rollover the CDs coming due on October 17, 2016 and October 27, 2016. Director Northrop SECONDED the motion. Directors Grant, Northrop, and Smelser being in favor, the motion was APPROVED.

There is currently a postage meter contract with Pitney Bowes that expires in 2018. It is expensive and on-line services are less costly, but there is a big penalty for early cancellation. When the contract expires, alternatives will be considered.

A customer submitted a letter asking that late fees be waived and suggesting the payment plan be changed. The Committee recommends not waiving fees, nor changing the current payment plan. General Manager Collins will investigate whether the waiving fees is a Board or Committee decision.

Director Smelser made a MOTION not to waive late fees as requested. Director Northrop SECONDED the motion. Directors Grant, Northrop, and Smelser being in favor, the motion was APPROVED.

President Grant noted the GASB fee of \$650 approved last month should have been identified as an unbudgeted expense.

Director Northrop made a MOTION to categorize last month's approval of a \$650 GASB fee as an unbudgeted expense. Directors Grant, Northrop, and Smelser being in favor, the motion was APPROVED.

2. **ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE).**

No report was given.

3. **PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

No report was given.

4. **LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

No report was given.

K. OPEN ITEMS

No Open Items were presented.

L. CORRESPONDENCE TO THE BOARD K

There was no correspondence presented for review.

IV. DIRECTORS' COMMENTS

Director Smelser will not be attending the November meeting

V. ADJOURNMENT

There being no further business before the Board, at 10:06 AM Director Northrop made a MOTION that the meeting be adjourned. Director Smelser SECONDED the motion. Directors Grant, Northrop, and Smelser being in favor, the motion was APPROVED.

Next regularly scheduled Board meeting – November 11, 2016, at 9:00 a.m.

Respectfully Submitted,
Judy Friedman
Recording Secretary
THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

Approved on 11/11/16 with changes