

**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, October 9, 2015 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 9:07 AM. Everyone joined in reciting the Pledge of Allegiance.

Directors Present: Janet S. Grant, President; Evan Salke; and Dave Smelser

Directors Absent: Jon Northrop and Christine York

Staff Present: John Collins, General Manager; Miguel Ramirez, Operations & Maintenance; Pam Zinn, Office Manager; Mike Dobrowski, District CPA (by telephone for financial report); and Judy Friedman, Recording Secretary.

Guests Present: Mike Schwartz, Tim Alameda, and Nita Wracker of North Tahoe Fire Protection District (NTFPD) and Scott Swietanski, VP and GM of Alpine Meadows Ski Resort

**II. PUBLIC COMMENT**

There were no comments on items not on the agenda.

**III. ITEMS FOR BOARD DISCUSSION & ACTION**

**A. FINANCIAL REPORT**

Mike Dobrowski, District CPA, presented the financial reports, which were included in the Board packets. He participated in discussion of this item via teleconference.

- Dobrowski has been getting the auditors information for the audit, which was completed last week
- This was a routine month as far as financials. Cash flows are good
- Late notices have been sent out. Accounts Receivable are about \$57,000, which is higher than this time last year.

Director Smelser made a MOTION to approve the September 30, 2015 Financial Statements. Director Salke SECONDED the motion. The motion was unanimously APPROVED.

Director Salke made a MOTION to approve Expenses Paid and Payable (checks 28293 – 28337) and payroll. Director Smelser SECONDED the motion. The motion was unanimously APPROVED.

**B. APPROVAL OF MINUTES**

Director Salke made a MOTION to approve the minutes of the September 11, 2015 Regular Board of Directors meeting as amended. Director Smelser SECONDED the motion. During discussion the following changes were requested:

- Page 2, Line 22: change “building” to “structure” (“...including *building* fire on Bear Creek...”)
- Page 2, Line 26, Station Staffing: identify the months “...56 days for July and August...”
- Page 6, Line 28: clarify denial – “...denial based on Policy 2.5.0...”

The motion was unanimously APPROVED

**C. FIRE DEPARTMENT REPORT**

NTFPD Chief Schwartz reported the following:

- Summer burn restrictions are ending and there will be prescribed burns this fall
- NTFPD was fully staffed for recent events including the Ironman and the Spartan Games
- Station 56 was staffed almost daily, although there has been some training to get staff out of the station during recent road construction. The Department has made some operational decisions based on being able to move about given road construction in the area
- The Response Calls within Alpine Meadows report for September 2015 was included in the Board packets

- The Department is purchasing an ambulance, fire trucks, and some utility vehicles. Two fire fighters are being hired, which will bring the Department to full staffing with 60 employees
- The NTFPD Board of Directors has approved the District's budget

Administrator Wracker reported the Alpine Meadows station was staffed 84 of the available 94 days in July and August, and September.

Chief Alameda reported:

- Propane tanks are being replaced as necessary when people request permits for property work in Alpine Meadows and Ward Canyon. He explained the process for removing abandoned tanks and how the District is working with homeowners.

#### **D. GENERAL MANAGER'S REPORT**

General Manager John Collins presented his written report, highlighting:

- The boundary line adjustment for the Ancinas property has been filed and Placer County is expected to approve it next week
- Collins is working with Truckee Tahoe Sierra Disposal to solve the issue of overflowing dumpsters near the ASCWD offices. The dumpsters are to be used for household garbage of Alpine Meadows residents, but are also being used for construction materials. The dumpsters were installed as a courtesy for people leaving Alpine Meadows on Sundays as a way of keeping garbage off the streets and wildlife getting into it. Discussion followed regarding how the dumpsters are being used, options for controlling use while providing the service for residents, and strategies to keep the costs reasonable. Staff will continue to explore solutions.
- The Special District Risk Management Authority (SDRMA) report was received. Two items are being addressed by staff: 1) the non-compliant swimming pond and 2) the playground near the Five Lakes Trail needs to be inspected by a Certified Playground Safety Inspector. The recommended signage and equipment for the swimming pond will be installed before next season, at a cost of under \$1,000. Discussion followed regarding bringing the playground into compliance, which could be very costly. The Greenbelt Recreation Committee will consider options.
- The panel for the AME well should be delivered next week.

#### **E. OPERATIONS & MAINTENANCE DEPARTMENT REPORT**

Miguel Ramirez presented Buz Bancroft's written report, which was included in the Board packets. He noted maintenance issues addressed during September and the test results. Ramirez said the SCADA system is working very well and results in time savings.

#### **F. ORDINANCE 7-2015 – AN ORDINANCE OF THE ASCWD REPEALING, REPLACING AND ADDING PORTIONS OF SECTION 6 OF ORDINANCE NO. 1-2013 RELATED TO WATER SERVICE FOR SNOW MAKING PURPOSES**

President Grant opened the Public Hearing at 9:43 AM.

Scott Swietanski, VP and GM of Alpine Meadows Ski Resort, said the Resort enjoys an incredible relationship with the Water District and wants to continue that relationship. He feels the rates are fair. He noted the need Alpine has for snowmaking and said there has been talk of some of the funds being allocated to the Beaver Dam Well. John Collins said there has also been consideration of booster pump stations that the Resort could cost share with the District. Swietanski said Alpine has tried to lobby the Forest Service in order to drill a well on their land, but that hasn't resulted in anything.

There were no other comments and the Public Hearing was closed at 9:47 PM.

Director Smelser made a MOTION to approve Ordinance 7-2015, an ordinance of the ASCWD repealing, replacing, and adding portions of Section 6 of Ordinance No. 1-2013 related to water service for snow making purposes. Director Salke SECONDED the motion. The motion was unanimously APPROVED by roll call vote.

**G. ORDINANCE 9-2015 - AN ORDINANCE FOR ASCWD AMENDING THE FIRE PREVENTION CODE OF THE DISTRICT PERTAINING TO BANNING OPEN BURNING, INCLUDING CAMPFIRES, DURING HIGH FIRE HAZARD PERIODS**

President Grant opened the Public Hearing at 9:22 AM. Nita Wracker reported ASCWD is the third District to consider this item, which will be ratified by the Placer County Board of Supervisors. The Public Hearing was closed at 9:23 PM.

Director Smelser made a MOTION to approve Ordinance 9-2015, an ordinance for ASCWD amending the fire prevention code of the District pertaining to banning open burning, including campfires, during high fire hazard periods. Director Salke SECONDED the motion. The motion was unanimously APPROVED by roll call vote.

**H. ANDREGG PROPOSAL - REVIEW AND APPROVE CONTRACT FOR 2016 BOOSTER PUMP STATION IMPROVEMENT PROJECT - SITE SURVEY IN AMOUNT NOT TO EXCEED \$7,355.00**

Director Salke made a MOTION to approve the proposal from Andregg for the 2016 Booster Pump Station Improvement Project site survey, not to exceed \$7,355.00. Director Smelser SECONDED the motion. The motion was unanimously APPROVED.

**I. TTSA REPORT**

The next meeting is scheduled for October 14, 2015. No report was given.

**J. COMMITTEE REPORTS**

1. **BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT)**
  - 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.**

President Grant presented the information included in the Board packets. One CD rolled over at a rate of 0.60%. As agreed at the last Board meeting, \$2000 will be added. The Committee recommends rolling over another CD that matures on October 22.

Director Salke made a MOTION to roll over the CD that matures on October 22, 2015. Director Smelser SECONDED the motion. The motion was unanimously APPROVED.

President Grant noted two letters from customers requesting payment adjustments. The Committee recommends denying both requests based on Policy 2.5.0, Delinquent Accounts. The Committee will recommend strategies to clearly advise customers of when bills are due and when they are considered delinquent. A brief discussion followed regarding possible reasons customers pay late, options for on-line bill paying, and how to remind customers to pay their bills on time to avoid penalties.

President Grant presented an unbudgeted expense, the repair to Spring 4 for a leak.

Director Salke made a MOTION to approve the unbudgeted amount of \$9,712.63 to repair a leak at Spring 4. Director Smelser SECONDED the motion. The motion was unanimously APPROVED.

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

Director Salke reported the Committee is making changes to the Employee Manual. Pam Zinn said employees are doing their reviews and a Safety Meeting is scheduled for next week. Director Salke will meet with Collins when all reviews have been submitted.

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

The Committee did not meet and no report was given.

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

The Committee did not meet and no report was given.

**K. OPEN ITEMS**

No additional items were presented.

**L. CORRESPONDENCE TO THE BOARD**

No correspondence was submitted for review.

**IV. DIRECTORS' COMMENTS**

President Grant reported ASCWD received a President's Special Award from SDRMA for not having had any Workman's Comp claims for the past five years. She congratulated staff on that record. In addition to that safety record keeping everyone safe, it helps keeps insurance rates down.

**V. ADJOURNMENT**

There being no further business before the Board, at 10:30 AM Director Smelser made a MOTION that the meeting be adjourned. Director Salke SECONDED the motion. The motion was unanimously APPROVED.

The next regularly scheduled meeting of the Board is November 13, 2015, at 9:00 a.m.

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

Approved w/amendments 11/13/15