

**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, November 13, 2015, 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.

8 Directors Absent: Christine York.

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

12 Guests Present: Jesse Shirley/resident; Chief Schwartz/NTFPD; Tim  
13 Alameda/NTFPD; Steve Simons/NTFPD; Scott Sedgwick/NTFPD; Nita  
14 Wracker/NTFPD.

15 **2. PUBLIC PARTICIPATION**

16 Jesse Shirley asked to be put on the agenda for the next Board meeting so he  
17 could make a presentation to the Board about the services provided by his  
18 company, Alpine Defensible Space: chipping, defensible space consulting, grant  
19 writing and grant management. President Grant agreed to his request.

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

21 **A. Financial Reports:**

22 Mike Dobrowski, District CPA, participated in discussion of this agenda  
23 item by telephone.

- 24 • Mike worked with the auditors, who are finalizing their statements.
- 25 • Cash flow for the year increased by \$143K.

26 i. **October Financial Statements:** Director Northrop made a MOTION  
27 that the Board accept the October 31 month-end and quarterly  
28 financial reports. Director Smelser SECONDED the motion. Directors  
29 Northrop, Salke and Smelser being in favor, the motion was  
30 APPROVED.

31 ii. **October Expenses Paid & Payable:** The Directors reviewed the  
32 monthly check register. Director Salke made a MOTION that the  
33 Board approve the Expenses Paid & Payable (the debits for payroll  
34 and checks 28338 through 28396). Director Northrop SECONDED  
35 the motion. Directors Northrop, Salke and Smelser being in favor, the  
36 motion was APPROVED.

37 **B. Approval of October 9, Regular Meeting:**

38 Director Smelser made a MOTION that the Board approve the minutes of  
39 the October 9, Regular Board of Directors Meeting. Director Northrop  
40 SECONDED the motion. During discussion, the following amendments  
41 were proposed: 1) Page 1: change amount for Accounts Receivable from  
42 "\$7,000" to "\$57,000"; 2) Page 2: change time period for station staffing to  
43 "July, August and September"; 3) Page 2: add "for the swimming Pond"  
44 after "recommended signage and equipment". Directors Northrop, Salke  
45 and Smelser being in favor, the motion was APPROVED with the  
46 suggested amendments.

47 **C. Fire Department Report:**

48 NTFPD's Chief Schwartz, Tim Alameda, Steve Simons, Scott Sedgwick  
49 and Nita Wracker were in attendance for this agenda item.

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- 1                   • Fuels Treatment: Chief Schwartz reported that the fire districts have  
2                   switched from fire season to fuels treatment season. Currently there  
3                   are a number of prescribed fires burning in the Tahoe basin. Steve  
4                   advised the Board that smoke in the Valley was from a prescribed  
5                   burn in Ward Canyon.
- 6                   • Residential Burning: Burn bans from CalFire and USFS have been  
7                   lifted. People can now do dooryard burning by obtaining permits from  
8                   NTFPD.
- 9                   • Grants: NTFPD is working on a retention grant for their SAFER grant  
10                  and a fuels management grant.
- 11                  • Operations: Steve reported that Squaw Valley Academy had a fire in  
12                  their attic a couple weeks ago. NTFPD participated in the response.  
13                  There was minimal damage, but there will be some structural rebuild.  
14                  The Alpine Meadows ski area opened yesterday, so there will be an  
15                  uptick in medical responses. Operations is now involved in equipment  
16                  maintenance and preparation for winter storage, training, and  
17                  paramedics doing annual refresher courses. Steve expressed  
18                  gratitude to ASCWD for the provision of water during a recent NTFPD  
19                  training exercise in Alpine Meadows. Manager Collins said there was  
20                  no communication from NTFPD to ASCWD the day of the training, so  
21                  the water use took Staff by surprise (it looked to Staff like a massive  
22                  leak). Steve apologized and promised to improve communication  
23                  prior to future training exercises.
- 24                  • Disaster Response Brochure: NTFPD sent out a disaster response  
25                  publication to everyone in their district. Steve did most of the work on  
26                  it and the project was funded by \$50K from SRA fees. Pam asked for  
27                  more brochures; Chief Schwartz said NTFPD would bring a case  
28                  over.
- 29                  • Dispatch Calls: There was only 1 call to dispatch from Alpine  
30                  Meadows during October.
- 31                  • Station Staffing: NTFPD staffed the Alpine Meadows fire station 26  
32                  days during October, for a total of over 108 days for the fiscal year.  
33                  NTFPD's goal is to staff the station 365 days a year, but they are still  
34                  occasionally limited by lack of qualified personnel, since they are still  
35                  training new hires.
- 36                  • Fire Prevention: Tim reported that three defensible space inspectors  
37                  were working in the field right now. He said he would coordinate  
38                  address changes with ASCWD as he works on the issue. He also  
39                  reported that Ferrellgas (provisioner of propane services) came in  
40                  locally and made a deal to sell their product at a cheap price. When  
41                  homeowners accepted their offer, Ferrellgas would remove the  
42                  homeowners' existing tanks and throw them on the road after  
43                  installing the new tanks, saying it was the responsibility of the  
44                  homeowners to dispose of the old tanks. NTFPD talked to Ferrellgas  
45                  about it. Tim requested that people report to NTFPD if they saw tanks  
46                  being put on the road.
- 47                  • Personnel: Chief Schwartz reported that Dave Zaski announced his  
48                  intention to retire at the end of the year.

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- Buz expressed his appreciation to Chief Schwartz, Tim and their associates for taking care of him during an EMT call to the Office.

**D. General Manager’s Report:**

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

- Property Sale to Ancinas: Manager Collins is awaiting closure of the boundary line adjustment; all requested paperwork has been filed.
- Letter from Tahoe Truckee Sierra Disposal. TTSD sent the District a letter with concerns about illegal dumping at the District dumpsters. Manager Collins responded by ordering new signage and increasing vigilance. He will put in temporary fencing and lighting in the spring after the snow melts. Director Smelser asked if the problem would diminish now that construction season is done. Buz said no, people also drop off large items like furniture and major appliances when they move in or out of their residences, often around the beginning of each month. Most of the illegal dumping happens on weekends. In response to a suggestion that the District use cameras to collect license plates of offenders, Manager Collins said it purportedly doesn’t do any good to turn over license plates to the Health Department because the Health Department doesn’t want to do the necessary enforcement. Temporary fencing seems to work best. Director Salke said he felt it was unfair for Staff to have to take on the policing. He asked Buz for his thoughts. Buz said some options were to get rid of the dumpsters altogether (and go back to residents having to put out trash on Sundays, which previously attracted bears to the upper valley), or put up a camera and a “wall of shame” with pictures of offenders. Director Smelser suggested using the smaller dumpsters recommended by TTSD, and/or the kind of dumpsters that have small openings for trash. Manager Collins said TTSD told him they weren’t imminently going to bill the District for the illegal dumping. TTSD also told him funds were available to help with installation of residential bear boxes. Director Salke asked if information about the bear boxes could be put on the District website; Pam said yes.
- Hazard Mitigation Plan: Manager Collins provided District information to Placer County. It is up to the County now to finish the Plan.
- Employee Manual: Manager Collins met with Staff regarding revisions to the Employee Manual. There were no major issues. The Administration & Personnel Committee will meet to review the revisions and Staff comments. Manager Collins is currently working with District Counsel on final edits and inclusion of a section on post-retirement benefits.
- Beaver Dam Trail Pump House: Manager Collins signed a contract with Liberty Utilities to provide electricity to the pump house (see today’s agenda item 3G). Liberty Utilities wouldn’t start their work until the contract was signed. Manager Collins signed the contract, rather than waiting for the next Board meeting, so as not to hold up progress on the project. Liberty Utilities is coordinating their work with Longo.

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

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- 1 Buz presented his written report for the month of October that included  
2 status updates on water, sewer, garbage and other services provided by  
3 the District.
- 4 • Maintenance performed: Staff continued working with the Alpine  
5 Meadows Road bridge replacement contractor (whose work will be  
6 done today); continued with the remote water meter replacement  
7 program (only a few are left for completion in the spring); worked with  
8 the contractor on Alpine Meadows Estates Well rehab; maintained the  
9 Park daily; closed the Park Friday, October 30; and completed the  
10 yearly fire hydrant flushing program.
  - 11 • All routine water samples were absent coliform bacteria.
- 12 **F. Holdrege & Kull 2016 Booster Pump Station Improvements Project**  
13 **Geotechnical Report:**  
14 The Board reviewed Holdrege & Kull’s proposal to prepare a geotechnical  
15 report for the proposed 2016 booster pump station improvements project.  
16 Manager Collins said this was the next major capital project. Holdrege &  
17 Kull will do soils analysis at the proposed site to support the initial design.  
18 Director Northrop made a MOTION that the Board approve Holdrege &  
19 Kull’s proposal to prepare a geotechnical report for the 2016 Booster  
20 Pump Station Improvements Project, in the amount of \$12,500. Director  
21 Salke SECONDED the motion. Directors Northrop, Salke and Smelser  
22 being in favor, the motion was APPROVED.
- 23 **G. Liberty Utilities Beaver Dam Trail Pump House Contract:**  
24 The Board reviewed the contract with Liberty Utilities. Director Northrop  
25 made a MOTION that the Board acknowledge Manager Collins’ approval  
26 of the Liberty Utilities Beaver Dam Trail Pump House line extension  
27 contract, in the amount of \$19,652. Director Smelser SECONDED the  
28 motion. Directors Northrop, Salke and Smelser being in favor, the motion  
29 was APPROVED. Director Salke thanked Manager Collins for tracking  
30 down Directors for the necessary signatures to keep the project moving  
31 forward.
- 32 **H. LAFCO Call for Nominations for Special District Representative:**  
33 The Board reviewed LAFCO’s call for nominations. None of the Directors  
34 expressed interest in putting their names forward for the position.
- 35 **I. Resolution 11-2015: Declaring Certain Personal Property Surplus:**  
36 The Board reviewed the Resolution. Director Northrop made a MOTION  
37 that the Board adopt Resolution 11-2015: Declaring Certain Personal  
38 Property Surplus. Director Smelser SECONDED the motion. Roll was  
39 called to approve the Resolution. Ayes: Directors Northrop, Salke and  
40 Smelser and President Grant. Noes: none. Absent: Director York. The  
41 Resolution was APPROVED.
- 42 **J. TTSA Report:**  
43 Director Northrop provided agendas and his own written report for the  
44 October 14, TTSA Board meeting.
- 45 • The plant is operating normally and efficiently.
  - 46 • All waste water discharge requirements are being met.
  - 47 • A consultant who has been working for TTSA for many years abruptly  
48 packed up and left after a recent meeting. TTSA is trying to get him  
49 back because he has been invaluable to the organization.

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- President Grant asked why TTSA was involved with the bike trail master plan. Director Northrop said it was because the trail crosses TTSA property.

The next TTSA Board meeting is scheduled for December 9.

**K. Committee Reports:**

- i. **Budget & Finance Committee:** President Grant presented a written report of yesterday's Committee meeting.
  - a. **Non-standard Transactions:** None.
  - b. **Investments/cash:** The two October CDs renewed at 0.65% each. There is \$804 at this time in the Wells Fargo Advisors Money Market account. When this account reaches \$1,000, it will be included in the next CD rollover in \$1,000 increments.
  - c. **Requests from Customers for Adjustments to their Bills:** None.
  - d. **Requests for Unbudgeted Expenses:** 1) Per the Committee's recommendation, Director Northrop made a MOTION that the Board approve the unbudgeted expense of \$25,000 added to the \$25,000 already budgeted for the repair/replacement of the District dump truck. Director Salke SECONDED the motion. Directors Northrop, Salke and Smelser being in favor, the motion was APPROVED. 2) Per the Committee's recommendation, Director Northrop made a MOTION that the Board approve the unbudgeted expense of \$844 for studded snow tires for the new Chevy service truck. Director Smelser SECONDED the motion. Directors Northrop, Salke and Smelser being in favor, the motion was APPROVED.
  - e. **Resolution 11-2015 regarding surplus personal property:** The Committee recommended declaring as surplus the items listed on Exhibit A, since they have no remaining value to the District (see today's agenda item 3I).
  - f. **Next meeting:** Thursday, December 10 at 9:30 a.m.
- ii. **Administration & Personnel Committee:** No meeting.
- iii. **Park, Recreation & Greenbelt Committee:** No meeting.
- iv. **Long Range Planning Committee:** No meeting.

**L. Open Items:**

- Director Salke said he would schedule an Administration & Personnel Committee meeting, probably early in December, to discuss the Employee Manual. Manager Collins obtained verbal approval from all of Staff for the recommended updates to the Manual.

**M. Correspondence to the Board: None.**

**4. DIRECTORS' COMMENTS:**

- The next Board meeting is scheduled to be held at its normal date and time: Friday, December 11, at 9:00 a.m.

**5. ADJOURNMENT**

There being no further business before the Board, at 9:58 a.m. Director Northrop made a MOTION that the meeting be adjourned. Director Salke SECONDED the motion. Directors Northrop, Salke and Smelser being in favor, the motion was APPROVED.

