

**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 12, 2016, 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; Dave Smelser;  
7 Christine York.

8 Directors Absent: Evan Salke.

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

12 Guests Present: Chief Schwartz/NTFPD; Tim Alameda/NTFPD; Steve  
13 Simons/NTFPD; Nita Wracker/NTFPD; Ron Ley/Damore, Hamric & Schneider.

14 **2. PUBLIC PARTICIPATION**

15 None.

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

17 **A. Financial Reports:**

18 Mike Dobrowski, District CPA, was present to participate in discussion of  
19 this agenda item.

- 20 • The District received its property tax revenue payment from Placer  
21 County. Mike booked the payment in December to match the  
22 County's statement, and disbursed NTFPD's portion of the payment.  
23 Manager Collins said that the County's payment was \$652K, which  
24 was \$62K over budget.

- 25 • Capital projects have depleted cash somewhat from the prior year.  
26 The cumulative total of the capital projects is \$1.6M.

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

31 ii. **December Expenses Paid & Payable:** The Directors reviewed the  
32 monthly check register. Director Northrop made a MOTION that the  
33 Board approve the Expenses Paid & Payable (the debits for payroll  
34 and checks 28492 through 28543). Director York SECONDED the  
35 motion. Directors Northrop, Smelser and York being in favor, the  
36 motion was APPROVED.

37 **B. Approval of Minutes:**

38 Director Northrop made a MOTION that the Board approve the minutes of  
39 the January 8, Regular Board of Directors Meeting. Director Smelser  
40 SECONDED the motion. Directors Northrop, Smelser and York being in  
41 favor, the motion was APPROVED.

42 **C. Fire Department Report:**

43 NTFPD's Chief Schwartz, Tim Alameda, Steve Simons and Nita Wracker  
44 were in attendance for this agenda item.

- 45 • Operations: Chief Schwartz said NTFPD is using the current stretch of  
46 good weather to catch up on business, maintenance, and training  
47 activities. Chief Schwartz and Nita are working on the budget, which  
48 involves visiting each of the 3 shifts at the 5 fire stations, to explain  
49 their budgeting process and gather data. Steve added that it was a

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1 busy month, due to the ski season. NTFPD had well over 100 calls  
2 this month. Special events are being organized for the summer, as  
3 well as Snowfest and the Great Ski Race coming up soon; all of these  
4 events will require support from NTFPD.

- 5 • Dispatch Calls: There were 13 calls to dispatch from Alpine Meadows  
6 during January. All except one were EMS calls from the ski area.
- 7 • Grants: NTFPD received \$450K in grant funds, which was the largest  
8 amount funded to a special district.
- 9 • Personnel: The fire training academy participants will graduate at the  
10 end of February, and then go through paramedic training. Ron  
11 Carson is NTFPD's new PIO; he will also work on defensible space  
12 and chipping.
- 13 • Equipment: NTFPD has had to rotate some equipment, while doing  
14 maintenance and repairs on older equipment.
- 15 • Station Staffing: NTFPD staffed the Alpine Meadows fire station 28  
16 days during January, for a total of 190 days for the fiscal year to date.  
17 They had some trouble with their radio equipment, requiring them to  
18 use the phone and relocate the crew until the problem was resolved.
- 19 • Chipping: Nita reported that NTFPD will start providing chipping  
20 services at the end of April. They have grant funds available this year  
21 for residential chipping, but encourage their boards to include funding  
22 in their budgets to cover residential chipping and defensible space  
23 work.
- 24 • Annual Report: Tim reported that NTFPD's annual report allows them  
25 to review progress and trends, and to educate people in the  
26 community who are interested in fire prevention.

27 **D. Financial Audit for Fiscal Year 2014-2015:**

28 Ron Ley, Mike Dobrowski, and Nita Wracker participated in discussion of  
29 this agenda item.

- 30 • Ron reported that Damore, Hamric & Schneider's audit for the District  
31 resulted in an unmodified clean report. He said the main change this  
32 year in how the audit was conducted involved the District's adoption of  
33 the provisions of two GASB (Governmental Accounting Standards  
34 Board) statements, involving the new pension plan and requiring new  
35 disclosures in financial statements.
- 36 • Ron also discussed the District's OPEB (Other Post-Employment  
37 Benefits) Plan. It will primarily consist of a liability the District will  
38 carry on its books for benefits to retirees. The evaluation done last  
39 year showed a liability of ~\$350K. The District will have to show that  
40 liability on its books in about 2 years. It is a long-term liability, funded  
41 over a long period of time (20-30 years), but there is not a large  
42 payout at any one time. The impact to the District is shown on page  
43 47 of the report. The District may want to consider funding the full  
44 obligation each year to avoid carrying the long-term liability. Ron  
45 explained a mechanism for doing so (a CalPERS trust fund); Nita  
46 concurred that it was the safest way to handle those funds.
- 47 • Ron commented on the fact that the Park always runs at a deficit. He  
48 suggested two options for getting rid of the deficit on the books: either  
49 combining the Park fund with the General fund, or doing a formal

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1 budget inter-fund transfer from General to Park to alleviate the deficit.  
2 He said the District could also leave the deficit on the books, as it  
3 currently does, with an explanatory footnote.

- 4 • Revenues are increasing steadily for the proprietary funds (water,  
5 sewer, and garbage), their expenses remain stable, and their net  
6 positions have increased. Ron said this was good, since upcoming  
7 capital projects would need the extra funding.
- 8 • Ron pointed out a new line item on page 18 labeled Deferred  
9 Outflows of Resources, which shows where pension funding comes  
10 from. The Water Fund shows a deficit in the Unrestricted line item  
11 (under Net Position), due to capital outlay.
- 12 • Mike asked if the post-retirement benefit deficit was CalPERS'  
13 responsibility or the District's. Manager Collins said because the  
14 District guarantees its employees a certain amount in terms of a  
15 retirement benefit, it is responsible for and must make up any deficit.  
16 Manager Collins said the reason the District switched to CalPERS  
17 was to provide a more attractive benefits package to prospective  
18 employees; the down side is the liability associated with it.
- 19 • Ron commented on his company's report entitled "Agreed-Upon  
20 Procedures Applied to Appropriations Limit Schedules", which checks  
21 Manager Collins' recalculation of the District's appropriations limit.  
22 The auditors found the calculation was done properly. They also  
23 issued a governance letter and went over it in detail with the Budget &  
24 Finance Committee.
- 25 • Ron said he will provide engagement letters for next year's audit and  
26 appropriations limit verification. He noted that there would be no  
27 increase in fee. The Board will review and potentially approve the  
28 letters next month.

29 Director Smelser made a MOTION that the Board accept the audit report  
30 for fiscal year 2014-2015 as presented. Director York SECONDED the  
31 motion. Directors Smelser and York, and President Grant being in favor  
32 (Director Northrop was out of the room), the motion was APPROVED.  
33 Director York made a MOTION that the Board accept the Independent  
34 Accountant's Report on Agreed-Upon Procedures Applied to  
35 Appropriations Limit Schedules for fiscal year 2014-2015 as presented.  
36 Director Smelser SECONDED the motion. Directors Smelser and York,  
37 and President Grant being in favor (Director Northrop was out of the  
38 room), the motion was APPROVED.

39 **The Board took a break between 10:10 and 10:20 a.m.**

40 **E. General Manager's Report:**

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

- 43 • White Wolf Subdivision: There was no activity. Troy Caldwell said he  
44 would be happy to make a presentation to the Board about his project.  
45 The Directors expressed interest in learning more about the project,  
46 especially given that some of the lots will not be accessible by road  
47 during the winter.
- 48 • Alpine Meadows Road Bridge Replacement: The project is complete.  
49 Manager Collins is waiting for the final invoice from Placer County.

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- 1                   • Alpine Sierra Subdivision: There was no activity. The developer is in
- 2                   the analysis stage of the EIR, trying to characterize the impact of the
- 3                   development's water usage (estimated to be 10 gallons per minute)
- 4                   on the amount of water flowing in Bear Creek.
- 5                   • AME Well Re-drill: The project is in its final stages. Start-up was
- 6                   scheduled for February 4, but the well is not yet online, due to an
- 7                   electrical problem. Manager Collins attended a meeting between
- 8                   Longo and NTFPD to determine the location and type of Knox-Box to
- 9                   be installed. The two existing wells still need to be abandoned.
- 10                  • Tanks 4 & 4A Replacement: There was no activity.
- 11                  • Stanford Chalet Subdivision: Manager Collins met with NTFPD
- 12                  personnel and Doug Clyde, representing the developer, for a final
- 13                  review of the cost-sharing agreement between Stanford Chalet and
- 14                  Alpine Sierra. NTFPD legal counsel will make a first draft of the cost-
- 15                  sharing agreement.
- 16                  • Property Sale to the Ancinases: The final documents were recorded
- 17                  and copies provided to the Ancinases.
- 18                  • Disposal of Non-Garbage Items: Staff continues to monitor the
- 19                  garbage disposal area.
- 20                  • Audit: Manager Collins completed the Management Discussion and
- 21                  Analysis for the fiscal year 2014-2015 audit and reviewed the draft
- 22                  audit report.
- 23                  • Special Use Permit: The USFS is currently completing their review.
- 24                  • Hazard Mitigation: Manager Collins attended the final Placer County
- 25                  Local Hazard Mitigation Planning Committee meeting. The final Plan
- 26                  will be submitted to Cal OES/FEMA for review and interim Approvable
- 27                  Pending Adoption (APA). The APA letter will be sent to the District for
- 28                  adoption by the Board.
- 29                  • Other business: Manager Collins attended the monthly TTSA
- 30                  managers' meeting; delivered water sample to laboratory for testing;
- 31                  met with Staff regarding OPRB (Other Post-Retirement Benefit); and
- 32                  made final edits to the Employee Manual.

33                  **F. Operations & Maintenance Department Report:**

34                  Buz presented his written report for the month of January that included

35                  status updates on water, sewer, garbage, and other services provided by

36                  the District.

- 37                  • Maintenance performed: Staff performed snow removal from the shop
- 38                  and from fire hydrants, and worked with the contractor for the AME
- 39                  Well rehab.
- 40                  • The District pumped 14,648,000 gallons of water to the ski area for
- 41                  snowmaking this season.
- 42                  • All routine water samples were absent coliform bacteria.
- 43                  • Director York asked Buz why he was out working on the road during a
- 44                  high-water event. Buz explained that it is an area prone to flooding
- 45                  and he does it to protect a District manhole that is vulnerable to
- 46                  damage when Placer County sends out personnel to deal with it.

47                  **G. TTSA Report:**

48                  Director Northrop provided the agenda and his own written report for the

49                  February 10, TTSA Board meeting.

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- The plant is operating normally and efficiently.
  - All waste water discharge requirements are being met.
- The next TTSA Board meeting is scheduled for March 9.

**H. 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:** Nothing new to report.
  - c. **Requests from Customers for Adjustments to their Bills:** None.
  - d. **Requests for Unbudgeted Expenses:** None.
  - e. **Next meeting:** Thursday, March 10 at 9:30 a.m.
- ii. **Administration & Personnel Committee:** Director Smelser presented a written report of the meeting held January 26. Pam & Buzz were in attendance for this agenda item and participated in the discussion.
  - At last month's Board meeting, Director Salke recommended that Manager Collins meet with Staff again to get their questions answered before bringing the Employee Manual back for another round with the Administration & Personnel Committee and Board. Manager Collins agreed.
  - Per Staff request, the Committee discussed moving the Staff retirement age from 65 to 62 years of age to match CalPERS standards. Director Smelser said the Committee felt it was a reasonable request given that for most District employees the job involves hard labor and outdoor work, and only imposes an additional cost of \$3,500 total lifetime per employee. The employee would still need to have accrued 20 years of service by age 62 in order to be eligible for retirement benefits.
  - The only new edits to the Employee Manual were in the third paragraph of page 39, striking the word "Normal" and changing "65" to "62". The Committee recommended approval of the changes to the Employee Handbook.
  - Per the Committee's recommendation, Director Northrop made a MOTION that the Board approve the changes to the Employee Manual presented by the Committee at last month's and this month's Board meetings. Director York SECONDED the motion. Directors Northrop, Smelser, and York being in favor, the motion was APPROVED.
- iii. **Park, Recreation & Greenbelt Committee:** Director York met with the Committee yesterday and will provide a written report at next month's meeting. Per the Committee's recommendation, Director Northrop made a MOTION that the Board approve the Park fee schedule for 2016, which leaves all rates the same with the exception of increasing the fee for the family season pass from \$145 to \$150. Director Smelser SECONDED the motion. Directors Northrop, Smelser and York being in favor, the motion was APPROVED.
- iv. **Long Range Planning Committee:** No meeting.

**I. Open Items: None.**

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1           **J.        Correspondence to the Board:** None.

2           **4.        DIRECTORS' COMMENTS:**

- 3           • Director Smelser pointed out that the cost of the Park to the homeowners is  
4           \$120K. Therefore, each homeowner is already paying about \$200 per year  
5           for the Park. He suggested that residents should be allowed to use the Park  
6           at no charge and that only non-residents should have to purchase Park  
7           passes. President Grant explained that, per restrictions that accompanied  
8           some of the initial funding for the Park, the District is not allowed to do that.  
9           President Grant noted that the Park enhances the community and therefore  
10          the value of people's homes.
- 11          • President Grant asked Manager Collins to contact Troy Caldwell about  
12          making a presentation about White Wolf at next month's Board meeting.
- 13          • President Grant said she would like the Board to discuss residential chipping  
14          and defensible space on District property, so the District can disseminate the  
15          information to the community via newsletter. Manager Collins agreed. He  
16          said he has been looking at how to handle defensible space and chipping for  
17          District property, the greenbelt, and residential properties. He is researching  
18          the latter by surveying how other districts handle residential chipping (e.g.,  
19          Northstar and Squaw Valley, with Northstar being the closest model to  
20          ASCWD). Jesse already did defensible space in the vicinity of the Office, but  
21          there is still a lot of District land to be thinned.
- 22          • The next Board meeting is scheduled to be held at its normal date and time:  
23          Friday, March 11, at 9:00 a.m.

24          **5.        ADJOURNMENT**

25          There being no further business before the Board, at 11:14 a.m. Director York  
26          made a MOTION that the meeting be adjourned. Director Smelser SECONDED  
27          the motion. Directors Northrop, Smelser and York being in favor, the motion was  
28          APPROVED.

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Respectfully Submitted,

approved as submitted 3/11/16

Jancis Martin  
Recording Secretary