

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **August 11, 2017**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held  
5 Friday August 11, 2017 in the District Board Room, 270 Alpine Meadows Road  
6

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

8 President Grant called the meeting to order at 9:05 AM at the District Office Board Room. All joined in reciting  
9 the Pledge of Allegiance.

10 Directors Present: Janet S. Grant, President; Jon Northrop; Evan Salke; Dave Smelser; and Christine York.

11 Directors Absent: None

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

14 Guests Present: Chief Michael Schwartz, Chief Steve Simmons, and Chief Conradson from North Tahoe Fire  
15 Protection District (NTFPD)  
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18 **II. PUBLIC COMMENT**

19 There were no comments on items not on today's agenda.  
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21 **III. ITEMS FOR BOARD DISCUSSION & ACTION**

22 **A. FINANCIAL REPORT .....A**

23 District CPA Mike Dobrowski presented the financial reports as of July 30, 2017. He reported customer  
24 payments are on track. Dobrowski said he has received the audit directives and will be compiling the work  
25 papers, sending out confirmation letters, and fulfilling all required components. The Cash Flow statements for  
26 the fiscal year were reviewed. Dobrowski answered questions clarifying the reports.

27 **Director Northrop made a MOTION to accept the July 30, 2017 Financial Reports as presented. Director**  
28 **Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor,**  
29 **the motion was APPROVED unanimously.**

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31 **Director Northrop made a MOTION to approve debits for payroll and checks 29432 – 29502. Director**  
32 **York SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor, the**  
33 **motion was APPROVED unanimously.**

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35 **Director Northrop made a MOTION to approve the Report by Fund, including the Trial Balance.**  
36 **Director Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in**  
37 **favor, the motion was APPROVED unanimously.**  
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39 **B. APPROVAL OF MINUTES .....B**

40 **Director Northrop made a MOTION to approve the minutes of the July 14, 2017 Regular Board of**  
41 **Directors Meeting as presented. Director Smelser SECONDED the motion. Directors Grant, Northrop,**  
42 **Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.**  
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44 **C. FIRE DEPARTMENT REPORT.....C**

45 Chief Schwartz presented his written report for the month.

- 46 • Calls are up 18% from 2016 and 9% over 2015, many of which are medical assists. Staff has been  
47 responding to so many calls, there has been no "slow season" allowing time to address other tasks.
- 48 • Although it's been smoky from fires in other areas, this area is looking good thanks to monsoonal  
49 moisture. Schwartz does anticipate an extended fire season.
- 50 • Changes to the administrative team were reviewed. Two new firefighters have been hired, including a  
51 paramedic from REMSA. NTFPD is fully staffed for the remainder of the year.

- Captain Mechanic Dave Van Groenerbergh has announced his retirement after 24 years of service with NTFPD
- The District has changed to a new record-keeping management software, ImageTrend, which will provide more real time information

Chief Simmons reported:

- The District has been doing a lot of patient transfers to hospitals in the region
- NTFPD crews have been assisting on regional fires, including the Detwiler Fire
- ISO is doing an evaluation of the District, including water systems, administration, and the fleet. All data will be used to give the District a score that property owners can use for improved fire insurance rates.
- A lot of events are coming to the area, including a 3-day, 10 hour a day music festival in Squaw Valley for which the District only received 2 ½ weeks’ notice.
- A \$625,000 grant has been received by regional agencies for radios and base stations. The grant requires a 10% match. NTFPD’s share is about \$200,000.

Chief Conradson reported:

- The District has been very busy with Prevention this year. There have been a lot of inspections requested and only one Defensible Space Inspector.
- 70 residences have received chipping services and there are 2 more opportunities for chipping in Alpine Meadows. More chipping was provided in July than all of 2016. A brief discussion followed regarding strategies to inform people about the services available and the need to schedule service.

President Grant asked how many days the Alpine station was staffed during the last fiscal year. Chief Simmons said he isn’t sure of the numbers, but it has been staffed almost every day. President Grant said NTFPD’s staffing has been well beyond the contractual requirements and she appreciates their efforts. **ACTION: Chief Simmons will provide the numbers.**

**D. GENERAL MANAGER’S REPORT.....D**

General Manager John Collins presented his August 2017 Manager’s Report.

- Resource Development recommends not repairing Tank 4A if it is to be replaced next year. Collins is meeting next week with all stakeholders to determine options for moving forward with the new tank and logistics. The immediate problem is the wood tank is leaking and creating “wet land” issues. Discussion followed regarding options for tearing down the old tank now before permits are in place to build the new one.
- Collins registered for the CERBT Workshop at the end of August to get more information about funding post-retirement benefits.

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

Buz Bancroft presented the water production, sewer flow, and operations reports.

- The system is working well within state and federal standards.
- The ASCWD and AME wells were run together one weekend to address the SCADA system
- Materials have been ordered for the bocce ball court. The court has been laid out.
- In response to a question about meters, Bancroft reported all meters have been replaced except the one at the ski lodge, which will be done later this year.
- Director Salke asked about tree removal at the end of Beaver Dam Road. Bancroft said that has not been scheduled yet, but there are at least two trees, and possibly a smaller third tree, to come down.

**F. HOMEOWNERS COMPLAINTS REGARDING GREENBELT LANDS ..... F**

Homeowner Peter Schmidt lives on Mineral Springs Place. A neighbor rents two rooms in his home and one of those tenants has stripped foliage along the creek, put in a picnic table, and brought in a power supply with

lights that shine into Schmidt’s home. Schmidt does not feel the public green space should be denuded for a “private park.” He has tried to talk to the tenant, who is belligerent. Discussion regarding the situation followed. President Grant read from the ASCWD Greenbelt Management Policy that implies the green belt lands are to remain in a green state. Anything done on the properties requires prior approval from ASCWD, which was not obtained in this instance. This is not a situation of the property being cleared for defensible space. **ACTION: Collins will look at the property and report back to the Board. He will review the electrical issue immediately.**

President Grant stated the need for the Park, Recreation, and Greenbelt Committee to develop a specific policy for granting approval of improvements on adjacent properties. Discussion followed. **ACTION: The Park, Recreation, and Greenbelt Committee will put this item on its next agenda and develop clear guidelines on what can and cannot be done on adjacent lands.**

**G. DISCUSS AND APPROVED A CONTRACT WITH HDR IN THE AMOUNT OF \$25,775 TO PERFORM A RATE REVIEW FOR THE DISTRICT..... G**

Collins presented the proposal from HDR to conduct a Utility Rate Study for the District. Collins is hoping to get the study completed and new rates approved by July 2018 to go into effect with the 2018/19 bills. President Grant said the study will help guide the Board as rates are considered. Discussion followed regarding past rate increases and HDR’s credentials. The proposal was reviewed. The cost is included in this year’s budget. **Director Salke made a MOTION to approve the HDR proposal for a Utility Rate Study as presented at a cost not to exceed \$25,775. Director Northrop SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.**

**H. The Board of Directors will discuss Topics to be Discussed at the Valley Wide Meeting**

The Board considered items to be presented at the September 1, 2017 All Valley Meeting. A list of 12 potential items was distributed and discussed. Additional topics may include customer’s calls regarding issues, the District’s ability to read meters, and how owners should address leak notices. President Grant will announce that video cameras have been installed to monitor dumpsters. Director York suggested owners be reminded to tell their renters how to deal with trash. Owners will be informed about the budget item for defensible space. **ACTION: Collins will provide President Grant with a final list of ASCWD topics to be presented at the All Valley Meeting.**

**I. TTSA REPORT..... H**

Director Northrop reported the plant is operating normally and all requirements are being met. The next TTSA Board meeting is scheduled for September 13, 2017.

**J. COMMITTEE REPORTS..... I**

**1. BUDGET & FINANCE COMMITTEE (DIRECTOR GRANT)**

- a. Discuss, if necessary, non-standard transactions.**
- b. Discuss monthly and quarterly financial reports and 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 Committee report.

- A \$105,000 CD was renewed at 1.5%, which is better than expected.
- A customer requested a reduction in their bill due to a leak. Originally the leak was reported in spring 2016, then again in December 2016. The Committee recommends no adjustment to the bill be made.

**Director Northrop made a MOTION to deny the request to adjust a water bill due to a leak reported in spring 2016 and December 2016. Director Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.**

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

2 No report was given.

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

5 **a. The committee will discuss a play structure.**

6 Director York reported the Committee met to discuss the options for a playground, which is predicated on  
7 AMEA selling a piece of property in order to fund a play structure. Until that happens, the Committee  
8 recommends no action be taken. A brief discussion followed regarding the components of the playground that  
9 need to be considered, including insurance costs, future maintenance, and public desires. There was consensus  
10 that ASCWD will not fund a play structure at this time.

11  
12 Director York reported Don Fulda heard the Truckee River Watershed may want to do a water quality study of  
13 Bear Creek. Director Smelser asked the bocce ball rules used at Truckee River Winery be installed at the new  
14 court.

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16 **3. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

17 No report was given.

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19 **K. OPEN ITEMS .....J**

20 No additional items were presented.

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22 **L. CORRESPONDENCE TO THE BOARD.....K**

23 The Board reviewed all correspondence.

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25 **IV. DIRECTORS' COMMENTS**

26 There were no additional comments.

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28 **V. ADJOURNMENT**

29 **There being no further business before the Board, at 10:47 AM Director Northrop made a MOTION that**  
30 **the meeting be adjourned. Director York SECONDED the motion. Directors Grant, Northrop, Salke,**  
31 **Smelser, and York being in favor, the motion was APPROVED unanimously.**

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34 Next regularly scheduled Board meeting – Friday, September 8, 2017, at 9:00 a.m.

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36 Respectfully Submitted,  
37 Judy Friedman  
38 Recording Secretary  
39 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS  
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Approved Minutes 9/11/17