

**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, August 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; Evan Salke; Dave
7 Smelser; Christine York.

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &
10 Maintenance; Jancis Martin, Recording Secretary.

11 Guests Present: Doug Rotz/homeowner; Chief Mike Schwartz/NTFPD; Steve
12 Simons/NTFPD; Tim Alameda/NTFPD; Todd Conradson/NTFPD; Joel
13 Slaughter/NTFPD; Kevin Gilley/NTFPD.

14 **The numbering of the following items matches the original order of the**
15 **scheduled items in the meeting agenda. However, to take best advantage**
16 **of meeting participants' time, the items were dealt with in a different order**
17 **during today's meeting, as seen below.**

18 **2. PUBLIC PARTICIPATION**

19 Doug Rotz, valley resident since 1973, made a short presentation to the Board,
20 offering his services to help the District with mailings. Having been a philatelist
21 since he was 10 years old, he has a lot of postage to use up. He proposed
22 taking the District's mail home (he needs to be there to do fractionals and pre-
23 sorted first class mass mailings), discounting the postage by 10% and not
24 charging for his time. He is allowed to send out as much mail as he wants with
25 his pre-cancellation permit. He is willing to submit invoices with whatever
26 frequency works best for the District. He cannot better the discounted price the
27 District currently pays for its larger mass mailings. He can handle large items. Q

28 President Grant said the Board would refer the matter to Staff to see if
29 Doug's proposal would work for them.

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

31 **A. Financial Reports:**

32 Mike Dobrowski, District CPA, was not available to participate in
33 discussion of this agenda item.

- 34 • Manager Collins provided the following corrections to Mike's memo:
 - 35 ○ The year-to-date work in progress and equipment additions
 - 36 totaled \$98,313 (not \$1,036,196).
 - 37 ○ Cash reserved for Capital was \$82,291 (not \$840,622).
 - 38 ○ Cash available for Operations was \$1,188,974 (not \$430,643).
- 39 • Staff is looking into the status of a stale-dated check. The \$176 check
- 40 was issued to pay for some water conservation pamphlets. The
- 41 payee says they have cashed the check, but the check has not
- 42 cleared the District's checking account.
- 43 • All enterprise funds showed positive net income, except the Park
- 44 fund, which always runs negative, for a total net income of \$328,101.
- 45 i. **July Month-End Financial Statements:** Director Northrop made a
- 46 MOTION that the Board accept the July 31 month-end and quarterly
- 47 financial reports. Director Smelser SECONDED the motion. Directors
- 48 Northrop, Salke, Smelser and York being in favor, the motion was
- 49 APPROVED.

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- 1 ii. **July Expenses Paid & Payable:** The Directors reviewed the monthly
2 check register. Director Northrop made a MOTION that the Board
3 approve the Expenses Paid & Payable (the debits for payroll and
4 checks 28788 through 28863). Director Salke SECONDED the
5 motion. Directors Northrop, Salke, Smelser and York being in favor,
6 the motion was APPROVED.

7 **B. Approval of Minutes:**

8 Director Northrop made a MOTION that the Board approve the minutes of
9 the July 8, Regular Board of Directors Meeting. Director Smelser
10 SECONDED the motion. Directors Northrop, Salke, Smelser and York
11 being in favor, the motion was APPROVED.

12 **C. Fire Department Report:**

13 NTFPD's Chief Schwartz, Steve Simons, Tim Alameda, Todd Conradson,
14 Joel Slaughter and Kevin Gilley were in attendance for this agenda item.

- 15 • **Chief's Report:**
- 16 ○ Chief Schwartz expressed his appreciation to Joel Slaughter,
17 Kevin Gilley, John Ferrell and Dave Telfer for their care of the
18 Alpine Meadows fire station.
 - 19 ○ NTFPD's district-wide call volume is up 10% this year. There
20 were 280 calls last month, not counting hospital transfers, and
21 almost one fire per day. There were 36 calls from the
22 Alpine/Squaw area.
 - 23 ○ NTFPD has been sending out engines to help fight state fires.
24 They currently have two teams at Mineral Fire (Coalinga). Mutual
25 aid is making it difficult to operate all NTFPD stations full time.
 - 26 ○ NTFPD acquired \$2.5M in federal funds to help with staffing, new
27 self-contained breathing apparatus, and to expand the District's
28 computer program.
 - 29 • **Operations:** Steve reiterated that operations had been very busy. The
30 Meeks Bay fire station was just remodeled. Director Salke asked if
31 NTFPD had done any data analysis on the increased call volume.
32 Steve said yes, and mentioned that one result is that NTFPD is
33 sending a lot of medical transfers directly to Reno, rather than to local
34 hospitals. Chief Schwartz added that NTFPD predicts weekend call
35 volume by analyzing lodging and weather data; they look at where
36 most calls are coming from and adjust staffing accordingly. NTFPD
37 has done a tremendous amount of mutual aid recently, which should
38 pay off in terms of other districts helping cover response "holes" due
39 to increased call volume and response to regional fires.
 - 40 • **Station Staffing:** The Alpine Meadows fire station was staffed 336
41 days during the 2015-2016 fiscal year and 19 days in July.
 - 42 • **Dispatch Calls:** NTFPD responded to 5 dispatch calls from Alpine
43 Meadows. Director Smelser asked about the fire on Beaver Dam
44 mentioned on the dispatch report. Steve said Jesse Shirley smelled
45 smoke, started investigating, found a burn area behind Director
46 Salke's house and called dispatch. CalFire initiated an investigation,
47 but Steve hasn't heard their conclusions yet.
 - 48 • Director Northrop expressed concern about the potential for fires
49 started by cars parked in the grass on road shoulders. He asked if

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1 NTFPD could educate people about that. Steve agreed it can be a
2 problem and said NTFPD would continue its good PIO work.
3 • President Grant asked if NTFPD would be making a presentation at
4 the valley-wide meeting Labor Day weekend. Chief Schwartz said he
5 didn't know anything about it, adding that such a request would go to
6 PIO, not to him. President Grant said the ASCWD Board would like
7 NTFPD to be there. Chief Schwartz said he would follow up.

8 **H. Discussion Regarding Fire Insurance Options:**

9 NTFPD's Chief Schwartz was in attendance for this agenda item and the
10 next one. President Grant reminded the Directors that both agenda items
11 were a response to Mary Bennett's request at last month's Board meeting
12 that the District send letters to pertinent County and State officials
13 regarding the difficulty valley residents are having purchasing and
14 retaining fire insurance policies.

15 • Chief Schwartz explained that insurance companies use a product
16 called FireLine, an ISO-owned product. FireLine assigns a risk
17 assessment value based on data gathered from a quarter-mile around
18 a given property pertaining to canopy cover, topography, and egress.
19 Properties with higher FireLine risk assessment values are hard to
20 insure. The only companies that will insure properties with the higher
21 values are Lloyds of London and California Insurance Pool Authority.
22 Chief Schwartz has spoken with the Vice President of ISO and
23 pointed out to him that the algorithm does not take into account the
24 attributes of the local fire department or defensible space work. Chief
25 Schwartz added that he knows more about the issue than most fire
26 chiefs because NTFPD was one of the first jurisdictions affected by
27 the problem. President Grant advised him that he would be asked
28 about the topic at the valley-wide meeting.

29 **I. Possible Correspondence to County and State Officials regarding**
30 **Valley Residents Losing their Fire Insurance:**

31 Chief Schwartz distributed copies of a draft letter to the Directors for
32 consideration. Manager Collins asked for feedback by the middle of next
33 week and said he would send the final letter to the Placer County Board
34 of Supervisors and the California Insurance Commissioner.

35 **J. Installation of a Fire Danger Sign:**

36 NTFPD's Chief Schwartz was in attendance for this agenda item.
37 President Grant reminded the Directors that this agenda item was a
38 follow-up to Director Smelser's suggestion at last month's Board meeting
39 that the District install a fire danger sign on the metal post in front of the
40 Office.
41 • Chief Schwartz showed the Directors a potential design for the sign.
42 He said he liked the idea of a changeable status plate, visible from
43 both sides. He said the fire station crew would keep the status plate
44 updated.
45 • Director Salke said the sign looked fine, but suggested allowing space
46 next to the sign for pertinent publications or alerts.
47 • Buz said he has already ordered and received a new ASCWD sign for
48 the pole. Manager Collins suggested placing both signs on the same
49 pole, NTFPD's under ASCWD's. Chief Schwartz, fire station

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1 personnel and Buz will coordinate to design and install the signs.

2 Chief Schwartz said he would try to get it accomplished by Labor Day.

3 **D. General Manager's Report:**

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

- 6 • AME Well Re-drill: Manager Collins conducted the final walk-thru and
7 prepared the final punch list. He forwarded the list to Longo
8 Construction and they are working on it. The main item on the punch
9 list has to do with the failure of one of the transducers in the well;
10 Longo has ordered the replacement, but still has to install it.
- 11 • USFS Special Use Permit: Manager Collins responded to USFS
12 comments regarding renewal of the District's Special Use Permit.
- 13 • Garbage: Manager Collins and Staff continued to monitor the issue of
14 illegal garbage disposal. One of the summer employees reported that
15 a lot of non-Alpine-Meadows people are responsible for the dumping.
16 Director York commented that Longo's wife had reported to her that
17 during a busy weekend, all dumpsters were full and overflowing and
18 there was trash all over; she asked if there was any way to monitor
19 the area on busy weekends or to order extra dumpsters. Manager
20 Collins said he is reluctant to push the issue, because TTSD is
21 already unhappy with how much of a hassle the District's trash area is
22 and may start charging more for their services. Manager Collins said
23 that Pam checked and found out that the rate valley residents are
24 paying is half of what an individual elsewhere has to pay. Director
25 Smelser asked what the dumpsters cost; Manager Collins said the
26 dumpsters were essentially free, or at least covered by the District's
27 administrative fee. The Directors agreed that the only way to fix this
28 problem would be to remove the dumpsters and have residents use
29 bear boxes. Manager Collins pointed out that if the District were to
30 remove the dumpsters, people would still bring trash and dump it
31 here. He said illegal dumping was also a problem at Northstar and
32 Squaw Valley.
- 33 • Director Salke asked how long the defensible space ad would be up
34 on the hill behind the dumpsters. Manager Collins said there was no
35 set time.

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

37 Buz presented his written report for the month of July that included status
38 updates on water, sewer, garbage, and other services provided by the
39 District.

- 40 • The AME Well is operating nicely, with a few glitches that will probably
41 be worked out.
- 42 • Maintenance performed: Staff ordered a new Ford F550 dump truck
43 (which should be here in 3 weeks); continued the final stage of the
44 remote-read water meter replacement program (as of today, there are
45 only 3 meters left to replace – Staff will probably get them done next
46 week); continued the valve exercise program; maintained the Park
47 daily; and eradicated 9 yellow jacket nests that have been plaguing
48 the Park and dumpster area.
- 49 • All routine water and spring samples were absent coliform bacteria.

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1 **F. TTSA Report:**

2 Director Northrop provided the agenda and his own written report for the
3 July 13 Regular TTSA Board meeting. The August 10 Regular TTSA
4 Board meeting was cancelled.

- 5 • The plant is operating normally and efficiently.
 - 6 • All waste water discharge requirements are being met.
- 7 The next TTSA Board meeting is scheduled for September 14.

8 **G. Resolution 7-2016: Adopting an Updated Conflict of Interest Code:**

9 President Grant said the Board is required to adopt the Resolution.
10 Director Salke asked Manager Collins if he was okay with it; Manager
11 Collins said yes. Director Northrop made a MOTION that the Board adopt
12 Resolution 7-2016: Adopting a Conflict of Interest Code Pursuant to the
13 Political Reform Act of 1974. Director York SECONDED the motion. Roll
14 was called to approve the Resolution. Ayes: Directors Northrop, Salke,
15 Smelser, York and President Grant. Noes: none. The Resolution was
16 APPROVED.

17 **K. Discussion Regarding Subdivision Planning and Water Availability**
18 **in Alpine Meadows:**

19 President Grant said this agenda item was to address the concerns
20 expressed by Mary Bennett at last month's Board meeting regarding
21 planned subdivisions in the valley vis-à-vis availability of water and impact
22 on valley evacuation in the event of wildland fire.

- 23 • Manager Collins explained that page v of the District's Long Range
24 Plan covers the topic. The District has plenty of water and sewer
25 capacity. Evacuation of the valley is not the District's responsibility.
26 As a County water district, ASCWD is not in a position to refuse
27 service to subdivisions; rather the District advises developers as to
28 what they have to do to obtain service. It is the County's responsibility
29 to approve or deny subdivisions.
- 30 • Director Smelser asked about the wells being put in by Troy Caldwell
31 at White Wolf. Manager Collins said the wells would have to be put in
32 according to ASCWD standards and approved by the County, and
33 then ASCWD would take over the wells. Director Smelser asked if the
34 wells had the potential to drain Five Lakes; Manager Collins said he
35 has told Troy that Troy will have to advance funds to pay to study the
36 issue and determine the impact of the wells. Director Salke asked
37 what if Troy wanted to use District water and needed a booster
38 station; Manager Collins said Troy would pay a connection fee and
39 would build the necessary infrastructure and dedicate it to the District,
40 with subsequent ongoing operational costs billed to all customers. It
41 would be a new zone in the District's water system. The District
42 doesn't currently impose differential zone costs, even though each
43 zone costs a different amount to operate.
- 44 • Director York suggested to President Grant that she remind residents
45 at the valley-wide meeting that the District has enough water, does
46 not approve subdivisions, and is not responsible for traffic control.
47 President Grant summarized that the District provides sewer and
48 water, and contracts for fire and garbage services, but is not
49 responsible for traffic or approval of subdivisions.

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- 1 • Manager Collins pointed out that, in addition to the proposed
2 subdivisions, there are currently 200 undeveloped lots in the valley,
3 and that the subdivisions are small compared to the 200 lots.
4 • Director Smelser asked what the District was doing about aging
5 infrastructure; Manager Collins said that was the purpose of the
6 current capital projects.
- 7 **L. Committee Reports:**
- 8 i. **Budget & Finance Committee:** President Grant presented a written
9 report of yesterday's Committee meeting.
- 10 a. **Non-standard Transactions:** None.
- 11 b. **Investments/cash:** Per the Committee's recommendation,
12 Director Salke made a motion that Board authorize Manager
13 Collins to divide the excess funds in the District's Bank of the
14 West checking account and make equal deposits of \$141,450 into
15 the District's LAIF and Placer County Treasurer accounts.
16 Director Northrop SECONDED the motion. In discussion,
17 President Grant pointed out that when the District needs funds in
18 excess of what is available in its Bank of the West checking
19 account, the funds are taken from the least productive account
20 and that is currently LAIF. Director Smelser asked why the District
21 didn't bring the amounts in its LAIF and Placer County Treasurer
22 accounts up to the amount currently invested in CDs; Manager
23 Collins replied that it was a matter of liquidity. Director Salke
24 added that the CDs were laddered and said he felt the
25 investments were being managed prudently. Directors Northrop,
26 Salke, Smelser and York being in favor, the motion was
27 APPROVED.
- 28 c. **Requests from Customers for Adjustments to their Bills:**
29 None.
- 30 d. **Requests for Unbudgeted Expenses:** None.
- 31 e. **Next meeting:** Thursday, September 8 at 9:30 a.m.
- 32 ii. **Administration & Personnel Committee:** No meeting.
- 33 iii. **Park, Recreation & Greenbelt Committee:** No meeting.
- 34 iv. **Long Range Planning Committee:** No meeting.
- 35 **M. Open Items:** Manager Collins said SDRMA provided further information
36 regarding use of District facilities by outside agencies. They clarified that
37 outside agencies can use District facilities after all. They recommended
38 that the agencies have their own insurance, but said that it was not a
39 requirement. President Grant said that meant it would be okay for AMEA
40 to hold its meetings here and pay their fee, as they have been doing.
41 Manager Collins will send Don Fulda a letter with the information.
- 42 **N. Correspondence to the Board:** Melanie Jackson wrote to the Board, but
43 her letter came too late for any action today. President Grant said she
44 would include it in next month's Board agenda for discussion.
- 45 **4. DIRECTORS' COMMENTS**
- 46 • The next Board meeting is scheduled to be held at its normal date and time:
47 Friday, September 9, at 9:00 a.m.
- 48 • President Grant asked for topics for the valley-wide meeting. Topics she has
49 received so far include: what the District does; identifying what happened with

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1 the playground; the remote read meter replacement project; fire station
2 staffing; the chipping program; the AMEA well; the bridge replacement
3 project; backflow testing; the USFS Special Use Permit; when the Board
4 meets; the annual water bill; the CalPERS program; and the medical
5 insurance program for District employees. The Directors said the list
6 sounded good. Director Northrop thanked President Grant for giving the
7 presentation.

8 **5. ADJOURNMENT**

9 There being no further business before the Board, at 10:37 a.m. Director
10 Northrop made a MOTION that the meeting be adjourned. Director York
11 SECONDED the motion. Directors Northrop, Salke, Smelser and York being in
12 favor, the motion was APPROVED.

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Respectfully Submitted,

Approved 9/9/2016

Jancis Martin
Recording Secretary