

**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, September 11, 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; Christine
7 York.

8 Directors Absent: Dave Smelser.

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

12 Guests Present: Chief Schwartz, Tim Alameda, Steve Simons, Nita Wracker,
13 Jamie Kuryllo, John Farrell and Ted Soloski (all from NTFPD).

14 **2. PUBLIC PARTICIPATION**

15 None.

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

17 **A. Financial Reports:**

18 Mike Dobrowski, District CPA, participated in discussion of this agenda
19 item by telephone.

- 20 • The biggest expenses in August were a \$148K check to Longo, Inc.
21 and a \$72K check to Placer County.
- 22 • The District continued to collect customers' annual bill payments.
23 Mike sent late notices to those who did not respond to the first round
24 of billings.
- 25 • Mike worked with the auditors on the FY 2014-2015 audit.
- 26 • After the Budget & Finance Committee meeting yesterday, Mike
27 reclassified some of the Work in Progress items as Fixed Assets so
28 they can go on the depreciation schedule.

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

33 ii. **August Expenses Paid & Payable:** The Directors reviewed the
34 monthly check register. Director Northrop made a MOTION that the
35 Board approve the Expenses Paid & Payable (the debits for payroll
36 and checks 28232 through 28292). Director York SECONDED the
37 motion. During discussion, President Grant noted that the amount
38 due to Director Northrop – affected by a check issued in the wrong
39 amount in July – will be adjusted in his check next month. Directors
40 Northrop, Salke and York being in favor, the motion was APPROVED.

41 **B. Approval of August 14, Regular Meeting:**

42 Director Northrop made a MOTION that the Board approve the minutes of
43 the August 14, Regular Board of Directors Meeting. Director York
44 SECONDED the motion. During discussion, President Grant suggested
45 that the word "Resolution" be inserted before "8-2015" on page 3, line 47.
46 Directors Northrop, Salke and York being in favor, the motion was
47 APPROVED with the suggested amendment.

48 **C. Fire Department Report:**

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1 NTFPD’s Chief Schwartz, Tim Alameda, Steve Simons, Nita Wracker,
2 Jamie Kuryllo, John Farrell and Ted Soloski were in attendance for this
3 agenda item.

- 4 • Operations: Chief Schwartz said the Tahoe area is still in the middle
5 of its fire season. Fire conditions are bad and getting worse. Steve
6 apologized for not being able to attend the ASCWD Board meeting
7 last month; he was assisting on the Rocky and Jerusalem fires. He
8 said NTFPD has had crews out on fires for the last 6 weeks, and that
9 there has been a lot of swapping of crews and equipment from fire to
10 fire. They have had to balance the needs of regional fires, NTFPD
11 district coverage and support of local special events. Chief Schwartz
12 emphasized that NTFPD does not jeopardize its ability to respond to
13 needs in the local area because of special events and regional fires.
14 Steve mentioned that NTFPD was starting to service equipment for
15 the winter.
- 16 • Special Events: Chief Schwartz reported that this time of year seemed
17 to be Special Events Season. NTFPD provides support for Tahoe
18 200, a 200-mile backcountry endurance run taking place this
19 weekend, and for the Ironman next weekend. The Lake Tahoe
20 Summit took place last month.
- 21 • Dispatch Calls: There were 4 calls to dispatch from Alpine Meadows
22 during August, including a structure fire on Bear Creek which was
23 caught and doused quickly. Tim said the origin was a hot vacuum in a
24 closet. Director Salke complimented the NTFPD crew that responded
25 to a small fire next to a residence in the valley last month.
- 26 • Station Staffing: NTFPD staffed the Alpine Meadows fire station 56
27 days for July and August.
- 28 • Baseball Field Dedication: Last month a baseball field at the North
29 Tahoe Regional Park was dedicated to the memory of Michael Davis,
30 Jr., a Placer County detective and former NTFPD
31 firefighter/paramedic who was killed in the line of duty about a year
32 ago. Following the dedication, personnel from NTFPD and the Placer
33 County Sheriff’s Office played the first softball match in what will
34 probably become an annual tradition.
- 35 • Carbon Monoxide Update: Tim Alameda said he will provide updated
36 information for the pertinent section in ASCWD’s fall newsletter (see
37 agenda item 3F in today’s meeting).

38 **D. General Manager’s Report:**

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

- 41 • Alpine Meadows Road Bridge Replacement Project: Staff continued to
42 coordinate with the contractor and consultant for the project.
- 43 • Alpine Sierra Subdivision: Manager Collins participated in a field trip
44 to the site with Chief Schwartz and other NTFPD personnel.
- 45 • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
46 Staff is still waiting for the “As Built” drawings from Longo, who is busy
47 and may not be able to provide them until winter, his slow season.
- 48 • AME Well Re-drill: The project is behind schedule but making
49 progress. Longo and his sub-contractors have completed the building

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1 block, erected the roof, installed the pump to the waste pond and
2 installed the pump, motor and drop pipe. They are currently pouring
3 the steps. The electrical work has started. Liberty Energy is working
4 on getting an easement from the adjacent home owner to extend 440-
5 volt power and anchor.

- 6 • Tank 4 and 4A Replacement: This project is on a back burner for now,
7 as Manager Collins is working on a higher priority project (the Booster
8 Pump Station Project – see agenda item 3G in today’s meeting).
- 9 • Stanford Chalet Subdivision: Manager Collins reviewed with the
10 subdivision agents the fire vehicle and water improvement
11 participation requirements. They will prepare a draft agreement.
- 12 • Property Sale to Ancinas: The District received notice of recordation
13 for the Office site. The title company updated their title report. The
14 information was forwarded to Webb Land Surveying so they can
15 continue with the boundary line adjustment process. This month
16 Manager Collins plans to prepare a detailed accounting of the total
17 financial cost of all the services involved with the boundary line
18 adjustment: survey, appraisal, recording and the value of the property
19 itself. It will total \$52K-\$55K, which Ancinas has agreed to pay at the
20 time the boundary line adjustment map is recorded.
- 21 • General Business: Manager Collins obtained permission from USFS
22 for the District to make repairs to Spring 4; USFS is reviewing the
23 District’s Special Use Permit submitted to them by Manager Collins;
24 Manager Collins continued working on the update to the Hazard
25 Mitigation Plan; and worked on preparation for the SDRMA site
26 inspection.
- 27 • Director Grant asked if the remote water meter replacement project
28 would be finished this season. Manager Collins said it wasn’t likely.
29 Miguel said there were 20-30 meters left to be replaced and they were
30 the most difficult installations, involving USA locates and excavation.

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

32 Miguel presented Buz’s written report for the month of August that
33 included status updates on water, sewer, garbage and other services
34 provided by the District.

- 35 • Maintenance performed: Staff maintained the Park daily; worked with
36 the contractors for the Alpine Meadows Road Bridge Replacement
37 and AME Well Rehab projects; continued with the remote water meter
38 replacement program; and carried out an emergency repair on the
39 Spring 4 head and meter replacement.
- 40 • Miguel met with Jim Emerson from SDRMA insurance, who came to
41 inspect District facilities. The inspector said the playground should be
42 removed; it is not up to current code or standards, and may not be
43 safe. The inspector also said the District needs to remove materials
44 being stored in District facilities by local agencies, so as to remove
45 liability issues associated with having non-District personnel on
46 District premises.
- 47 • All routine water and spring samples were absent coliform bacteria.
- 48 • President Grant asked if the District’s water supply was adequate to
49 supply the proposed Alpine Sierra subdivision; Miguel said yes.

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1 Manager Collins said the District has enough water for the current
2 community and all undeveloped lots in the valley (of which there are
3 200-250). President Grant said she is asked about water capacity
4 every year at the valley-wide meeting.

5 **F. Fall Newsletter:**

6 Manager Collins provided a draft of the District’s fall newsletter for the
7 Directors to review. NTFPD will provide information to update the section
8 on carbon monoxide. Director Salke suggested removing an extraneous
9 comma in the Directors section in the left margin.

10 **G. Booster Pump Station Project:**

11 The Board reviewed Stantec’s proposal to carry out the Booster Pump
12 Station Project.

- 13 • Manager Collins said he was negotiating with Stantec on their fees.
14 The proposed fees will now total \$97K, not the \$162K total shown in
15 the Board packet material.
- 16 • The proposal includes project management, data collection, water
17 modeling, documentation preparation (design, contract,
18 specifications), and assistance with the bid. It does not include soils
19 work or construction of the three booster stations.
- 20 • Manager Collins recommends approval. He wants the project to be
21 ready to go to bid next construction season.

22 Director Northrop made a MOTION that the Board approve Stantec’s
23 proposal to carry out the Booster Pump Station Project, in an amount not
24 to exceed \$97K. Director York SECONDED the motion. During
25 discussion, President Grant asked if the pumps would be operational next
26 season; Manager Collins said his goal was to have at least one of the
27 three ready. He added that, per their draft agreement, Alpine Sierra
28 would be financially responsible for a portion of this project. Director
29 Northrop asked if the Stanford Chalet subdivision would need more flow;
30 Manager Collins said once the Stanford Chalet developers have provided
31 an approved tentative map, the District will review it and the developers
32 can sign a plan with the District that will require them to pay the District
33 prior to construction of their subdivision. Director Salke asked if a
34 developer could require the District to return their pre-construction fees if
35 they had to abandon their subdivision; Manager Collins said no, the
36 agreement was binding. Director York asked which of the booster pumps
37 had the highest priority; Manager Collins said the lower booster pumps –
38 the ones supplying Zones 3 to 2 - were his highest priority. Directors
39 Northrop, Salke and York being in favor, the motion was APPROVED.
40 Director Salke said he felt an updated capital budget and reserve study
41 was important for cash flow planning. President Grant agreed and has
42 asked for a quarterly report from Manager Collins.

43 **H. DN Tanks Contract:**

44 The Board reviewed DN Tank’s proposal to coat Tanks 2 and 3. Manager
45 Collins said this was the same contract the District had with the same
46 company last year, but that this one has a different scope of work.
47 Director York made a MOTION that the Board approve DN Tanks’
48 proposal to coat Tanks 2 and 3, in the amount of \$36,060.80. Director

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1 Salke SECONDED the motion. Directors Northrop, Salke and York being
2 in favor, the motion was APPROVED.

3 **I. TTSA Report:**

4 Director Northrop provided an agenda and his own written report for the
5 September 9, TTSA Board meeting.

- 6 • The plant is operating normally and efficiently.
- 7 • All waste water discharge requirements are being met.
- 8 • TTSA is having to deal with an increase in phosphorus due to
9 customers' increasing use of low-flow toilets.

10 The next TTSA Board meeting is scheduled for October 14.

11 **J. Destruction of Records:**

12 Staff asked the Board to approve the destruction of certain records that
13 have met or exceeded the required period of time specified in California
14 Government Code section 34090. In conjunction with the SDRMA
15 inspector's visit and in accordance with District Policy 4.18.0, Pam went
16 through the list of District record categories with an eye to identifying
17 which records could be destroyed. She provided the Board with a list
18 identifying categories of records that she feels are candidates for
19 destruction. This will be her winter project. She will destroy the identified
20 types of records based strictly on the retention period noted on the list.
21 Director Northrop made a MOTION that the Board approve the
22 destruction of the records specified by Staff. Director York SECONDED
23 the motion. Directors Northrop, Salke and York being in favor, the motion
24 was APPROVED.

25 **K. Resolution 9-2015: Bank of the West Signature Card Update:**

26 President Grant explained that the Bank of the West signature card needs
27 to be updated to remove the signature of Michael Battey and add that of
28 Dave Smelser. Director Northrop made a MOTION that the Board
29 approve Resolution 9-2015: Bank of the West Signature Card Update.
30 Director Salke SECONDED the motion. Roll was called to approve the
31 Resolution. Ayes: Directors Northrop, Salke and York, and President
32 Grant. Noes: none. Absent: Director Smelser. The Resolution was
33 APPROVED.

34 **L. Committee Appointments:**

35 The only changes President Grant suggested in the assignment of
36 Directors to Board Committees was the assignment of Director Smelser
37 to the Administration & Personnel Committee (chaired by Director Salke)
38 and the appointment of Director Smelser as chair of the Long Range
39 Planning Committee. President Grant also asked the Administration &
40 Personnel Committee to work on the approval of the personnel manual
41 update. Approval of the updated manual is due before the end of the
42 year. Staff is currently in the midst of reviewing the update. Director
43 Salke asked Manager Collins to collect Staff feedback prior to the
44 Committee meeting to review the manual update.

45 **M. Committee Reports:**

- 46 i. **Budget & Finance Committee:** President Grant presented a written
47 report of yesterday's Committee meeting.
 - 48 a. **Non-standard Transactions:** None.
 - 49 b. **Investments/cash:**

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- Last month the Committee asked Manager Collins to investigate liquid investment opportunities to replace the current money market accounts at Well Fargo Advisors and Bank of the West that might improve the District’s interest revenues. He reported this month that not many banks provide opportunities to commercial customers like ASCWD.
 - Per the Committee’s recommendation, Director Northrop made a MOTION that the Board authorize Manager Collins to 1) transfer \$28,000 from the Wells Fargo Advisors Money Market account to the CD that rolls over today (increasing the amount of the CD to \$128,000); 2) transfer funds from the same Money Market account to the CD rolling over October 8 (currently in the amount of \$110,000) in as many \$1000 increments as it takes to leave under \$1000 in the Money Market account; and 3) to cancel the current line of credit at Bank of the West and then transfer the funds currently in the Bank of the West money market account used to secure the line of credit to the District checking account. Director Salke SECONDED the motion. Directors Northrop, Salke and York being in favor, the motion was APPROVED.
 - Per the Committee’s recommendation at their meeting last month, Manager Collins transferred \$225K from the Bank of the West checking account to LAIF and the same amount from the checking account to the Placer County Treasurer account.
- c. **Requests from Customers for Adjustments to their Bills:** The Committee reviewed seven communications from customers regarding billing issues, primarily regarding late payment charges. Per the Committee’s recommendation, Director Northrop made a MOTION that the Board approve denial based on Policy 2.5.0 for the adjustment requests in all seven cases. Director Salke SECONDED the motion. Directors Northrop, Salke and York being in favor, the motion was APPROVED. Manager Collins will take care of notifying the affected customers of the Board’s decision. President Grant asked Pam how many customers were taking advantage of the District’s payment plan; Pam said two.
- d. **Requests for Unbudgeted Expenses:** None.
- e. **Amendment to Policy 2.5.0:** Per the Committee’s recommendation and after discussion by the Board, Director Northrop made a MOTION that the Board approve the following amendment to Policy 2.5.0: add a new item 8 under Ends, which says “Customers who write the District a check for payment and do not have sufficient funds to cover the check, will be charged the administrative fee from the Bank plus the District’s administrative time fee in the amount of \$20”. Director York SECONDED the motion. Directors Northrop, Salke and York being in favor, the motion was APPROVED.
- f. **Next meeting:** Thursday, October 8 at 9:30 a.m.
- ii. **Administration & Personnel Committee:** No meeting.
- iii. **Park, Recreation & Greenbelt Committee:** No meeting.

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1 iv. **Long Range Planning Committee:** No meeting.

2 **N. Open Items:**

- 3 • Directors Northrop and York, and Recording Secretary Jancis Martin
4 will be unable to attend the October Board meeting on its regularly
5 scheduled date. The Directors discussed rescheduling the meeting,
6 but since the Board previously set a public hearing for that date, they
7 decided they were constrained to hold the meeting on its scheduled
8 date: Friday, October 9, at 9:00 a.m.

9 **O. Correspondence to the Board:** None.

10 **4. DIRECTORS' COMMENTS:**

- 11 • President Grant said her remarks were well received at the valley-wide
12 meeting. She said she reminded the community that annual bills go out July
13 1 and are due whether or not the property owners receive the bills, so she
14 suggested that they mark their calendars accordingly.
- 15 • Director Salke asked if any topics were raised at the valley-wide meeting that
16 would be of concern to the District. President Grant said there was
17 discussion about Suddenlink actively working on installing infrastructure in
18 the valley to supply phone and internet services. Director Salke
19 recommended to Manager Collins that he monitor Suddenlink's services and
20 that, at such time as their reliability appeared to be good, he switch District
21 phone and internet services to Suddenlink. Manager Collins said the District
22 was currently in a 2-year contract with AT&T, but that he would monitor
23 Suddenlink's services in the valley. Director Salke said Troy Caldwell has
24 worked out an agreement with Verizon to place a tower on his property, so
25 Verizon service in the valley should improve. President Grant mentioned that
26 information about Troy's proposed development, as well as the Alpine Sierra
27 and Stanford Chalet subdivisions, were presented at the valley-wide meeting.

28 **5. ADJOURNMENT**

29 There being no further business before the Board, at 10:25 a.m. Director
30 Northrop made a MOTION that the meeting be adjourned. Director York
31 SECONDED the motion. Directors Northrop, Salke and York being in favor, the
32 motion was APPROVED.

33
34 Respectfully Submitted,

Approved w/amendments 10/9/15

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37
38 Jancis Martin
39 Recording Secretary