

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **July 14, 2017**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held  
5 Friday July 14, 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; and Christine York. Dave Smelser  
11 arrived at 9:21 AM.

12 Directors Absent: None

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

15 Guests Present: Chief Michael Schwartz and Chief Steve Simmons from North Tahoe Fire Protection  
16 District (NTFPD)  
17

18  
19 **II. PUBLIC COMMENT**

20 There were no comments on items not on today's agenda.  
21

22 **III. ITEMS FOR BOARD DISCUSSION & ACTION**

23 **A. FINANCIAL REPORT .....A**

24 District CPA Mike Dobrowski participated in discussion of this item via teleconference. He presented the  
25 financial reports as of June 30, 2017. All customers have been invoiced and payments are coming in. The books  
26 for June remain open until all accounts payable have been received. The final Fiscal Year numbers are compiled  
27 for the August report. Dobrowski clarified the depreciation schedule. President Grant asked that the Work in  
28 Progress report include a column showing the total allocation until the project is closed out.  
29

30 **Director Northrop made a MOTION to accept the June 30, 2017 Financial Reports as presented.**

31 **Director York SECONDED the motion. Directors Grant, Northrop, Salke, and York being in favor, the**  
32 **motion was APPROVED unanimously.**  
33

34 **Director Northrop made a MOTION to approve debts for payroll and checks 29367 – 29409 and 29435.**

35 **Director York SECONDED the motion. Directors Grant, Northrop, Salke, and York being in favor, the**  
36 **motion was APPROVED unanimously.**  
37

38 **B. APPROVAL OF MINUTES .....B**

39 **Director Northrop made a MOTION to approve the minutes of the June 9, 2017 Regular Board of**  
40 **Directors meeting as presented. Director York SECONDED the motion. Directors Grant, Northrop,**  
41 **Salke, and York being in favor, the motion was APPROVED unanimously.**  
42

43 **C. FIRE DEPARTMENT REPORT.....C**

44 Chief Schwartz reported:

- 45 • Fire season is in full swing. The District has received at least one fire call every day ranging from  
46 reports of illegal burns and campfires to small brush fires. In addition, the District is providing regional  
47 assistance with fires burning in California and Nevada. Sierra fronts are very dry and Chief Schwartz  
48 said the video coming from the fires is the most amazing he's seen.
- 49 • CalFire and the US Forest Service put a Burn Ban into effect July 3. The public is being informed of the  
50 restrictions, which are being diligently enforced.
- 51 • The number of requests for chipping is already double over last year's. NTFPD is struggling with  
52 capacity. Alpine Meadows is on the schedule and chippers come out when there are several requests.

1 However the number of chipping requests and Defensible Space inspections, because of insurance  
2 requirements, has the District stretched, in spite of doubling the Prevention staff.

- 3 • NTFPD has authorized additional staffing for summer months.
- 4 • Schwartz reviewed administrative staffing changes.
- 5 • ISO (Insurance Services Office) is coming for its five-year inspection. Schwartz explained that ISO rates  
6 fire departments on a scale of 1-10 and includes Community Protection and Water Services. The scores  
7 drive insurance requirements for the area and costs. In the past, NTFPD has increased its score from a 7  
8 to 5 (the lower the number the better) and is hoping for a 3 or 4 rating this time. ISO is a private  
9 company and Verisk is its parent company.

10  
11 Chief Simmons reported on operational items:

- 12 • The 4<sup>th</sup> of July weekend was very busy. In just 4 days, NTFPD responded to 65 calls. Many were  
13 medical aid or water rescues, but nothing out of the ordinary.
- 14 • Seasons seemed to go right from winter into summer. NTFPD crews were out doing summer tasks and  
15 responding to the busy season.
- 16 • The District has been reporting at Homeowner Association meetings.
- 17 • Equipment repairs are being addressed. It's been difficult with some of the older equipment because  
18 parts need to be forged.

19  
20 A brief discussion followed regarding some of the causes of fires in the area. Schwartz said charcoal barbecues  
21 pose a huge threat in this area.

22  
23 **D. GENERAL MANAGER'S REPORT.....D**

24 General Manager John Collins presented his written report, which was included in the Board packets.

- 25 • Water Storage Tank 4A was drained and inspected by SDRMA. The estimate for repairs is  
26 approximately \$38,300. Collins is considering options to repair or replace the tank.
- 27 • The Booster Pump Station project is being re bid. Collins recommended postponing that project and  
28 moving Tanks 4 and 4A higher on the priority list.
- 29 • Collins reported on his conference call with Jed Schlanger and Joe Burt who feel they can offer a  
30 program to compete with CalPERS. However, they do not recommend making changes at this point. If  
31 the District withdraws from CalPERS before it is vested, contributions made to date could be lost. The  
32 unfunded liability is approximately \$1.03 per month.
- 33 • Collins is working on the GIS cloud-based tracking system. Diamond Maps has offered a 1 year free  
34 membership. Miguel is setting that system up. Collins explained the benefits of the GIS tracking system,  
35 in particular the ability to capture historical data.

36  
37 President Grant noted accrued unfunded liability continues to be an issue with customers. The District will  
38 continue to follow the options.

39  
40 **E. OPERATIONS & MAINTENANCE DEPARTMENT REPORT.....E**

41 Buz Bancroft presented the written Water/Sewer Report for the month of June 2017 and maintenance report,  
42 which was included in the Board packets;

- 43 • The system is meeting all state and federal standards.
- 44 • All water samples were absent coliform bacteria.
- 45 • Bancroft clarified operations of the AMEA well. It was run to refill the redwood tank after inspections.

46  
47 Discussion followed as Bancroft explained the water production report and how much water may run into the  
48 creek. President Grant commented on the increased water supply in the aquifer after this big winter, but much of  
49 it is run off.

1 Director Salke asked about permitting of the generator and associated penalties from Placer County. Bancroft  
2 explained the new generator was installed at the end of last year. The old one was sold before the “hours” could  
3 be read. The Air Pollution Board sent a report asking for hours of maintenance or usage during power outages  
4 and Bancroft did not have the information. When the new generator was permitted, it was past the due date of  
5 the Air Pollution Board response, so the County charged penalties. When the information is supplied, the new  
6 generator will be permitted. President Grant said the fees are within budget.

7  
8 **F. REVIEW THE DISTRICT’S INVESTMENT POLICY 2.22.0..... F**

9 General Manager Collins recommended a change to Item 13.0 on the District’s Investment Policy 2.22.0 to  
10 correct the Item number to 1.13. There was consensus to approve the change of numbering.

11  
12 **G. APPOINT THE WATER DISTRICT’S SECRETARY/TREASURER ..... G**

13 **Director Smelser made a MOTION to appoint John Collins as the District’s Secretary/Treasurer.**  
14 **Director York SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in**  
15 **favor, the motion was APPROVED unanimously.**

16  
17 **H. COMMITTEE REPORTS..... H**

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

- 19 **a. Discuss, if necessary, non-standard transactions.**
- 20 **b. Discuss monthly financial reports and status of investments/cash and vote to**  
21 **approve, if necessary, new investments.**
- 22 **c. Review, discuss and vote to approve, if necessary, requests from customers**  
23 **regarding billing issues.**
- 24 **d. Review, discuss and vote to approve, if necessary, requests for unbudgeted**  
25 **expenses and capital expenditures.**

26 President Grant reported the Committee met yesterday. The Committee recommends renewing the maturing CD  
27 of \$105,000 for an additional six months at 1.4%, which is actually better than the annual rate.

28  
29 **Director York made a MOTION to renew the \$105,000 CD for 6 months at a rate of 1.4%. Director**  
30 **Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor,**  
31 **the motion was APPROVED unanimously.**

32  
33 There were no additional questions or comments on the June 2017 Treasurer’s Report.

34  
35 **2. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**

36 No report was given.

37  
38 **3. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

- 39 **a. The Board will discuss the bocce ball construction phase as recommended by**  
40 **the committee.**

41 Director York reported that in spite of the cold windy day, 7 people participated in the Bird Walk. The Flower  
42 Walk is scheduled for July 29.

43  
44 Director York described the requirements to install a bocce ball court in the park. There was some discussion  
45 about using grass, but some Committee members felt that would be a sub-standard service and people may not  
46 use it. The project was originally budgeted at \$2,250, but to use decomposed granite (DG) the cost would be  
47 about \$3,000. The Committee recommends using DG. Discussion followed regarding court surfaces, costs, and  
48 the location.

49  
50 **Director Salke made a MOTION to approve an additional \$800 to use DG for the bocce ball court instead**  
51 **of grass. Director Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York**  
52 **being in favor, the motion was APPROVED unanimously.**

1 **ACTION: The construction process will be documented and emailed to the community to let them know**  
2 **the court is being built and when it is ready.**

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

5 No report was given.

6  
7 **I. CSDA 2017 BOARD OF DIRECTORS ELECTION .....I**

8 The ballot and candidate statements were included in the Board packets. There was consensus to cast the  
9 District's vote for Peter Kampa.

10  
11 **J. OPEN ITEMS.....J**

12 Director Smelser noted requirements for bear boxes. In South Lake Tahoe there are regulations that property  
13 owners renting their homes must have a bear box. Other regulations regarding rental homes include the need to  
14 provide a 24-hour number of the owner. A brief discussion followed regarding bear boxes.

15  
16 **K. CORRESPONDENCE TO THE BOARD.....K**

17 John Moise submitted a letter on behalf of the AMEA Board asking the ASCWD to construct a children's  
18 playground in the park. Discussion followed regarding the pros and cons, costs, and maintenance of a  
19 playground. **ACTION: Collins will compile a report on past investigations into this item. The Park,**  
20 **Recreation, and Greenbelt Committee will consider the feasibility and report back to the Board in**  
21 **August. Further, John Moise will be advised of this investigation and asked what contribution AMEA**  
22 **would be willing to make to the project.**

23  
24 **IV. DIRECTORS' COMMENTS**

25 President Grant noted the upcoming Valley-wide meeting when an ASCWD representative gives a presentation.  
26 She asked for recommended topics. Suggestions included trash and defensible space. **ACTION: Collins will**  
27 **compile a list of suggested topics to report out on at the Valley-wide meeting.**

28  
29 **V. ADJOURNMENT**

30 **There being no further business before the Board, at 10:22 AM Director Northrop made a MOTION that**  
31 **the meeting be adjourned. Director York SECONDED the motion. Directors Grant, Smelser, Northrop,**  
32 **Salke, and York being in favor, the motion was APPROVED unanimously.**

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34 Next regularly scheduled Board meeting – Friday, August 11, 2017, at 9:00 a.m.

35  
36 Respectfully Submitted,

37 Judy Friedman

38 Recording Secretary

39 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

Approved as submitted 8/11/17