

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **September 8, 2017**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held
5 Friday September 8, 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 Dave Smelser. Christine York
11 arrived at 9:15 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 Guest Present: Chief Michael Schwartz, North Tahoe Fire Protection District (NTFPD)
16

17 **II. PUBLIC COMMENT**

18 There were no comments on items not on today's agenda.
19

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

21 **A. FINANCIAL REPORTA**

22 District CPA Mike Dobrowski presented the financial reports as of August 31, 2017. The audit process is
23 beginning and Dobrowski is compiling work papers and sending out confirmation letters. The auditor's initial
24 visit is scheduled for October 16, 2017. The only capital project in August was the booster pump.

25 **Director Smelser made a MOTION to accept the August 31, 2017 Financial Reports as presented.**

26 **Director Northrop SECONDED the motion. Directors Grant, Northrop, Salke, and Smelser being in**
27 **favor, the motion was APPROVED unanimously.**
28

29 NOTE: Director York arrived during the report. She did not vote on the first motion, but was present to vote on
30 the following:
31

32 **Director Northrop made a MOTION to approve debits for payroll and checks 29503 – 29565. Director**
33 **Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor,**
34 **the motion was APPROVED unanimously.**
35

36 **B. APPROVAL OF MINUTESB**

- 37 • President Grant noted on Page 3, the motion should indicate that the leak was first reported in spring
38 2016 and again in December 2016
- 39 • Director Smelser noted in item J2a: the consensus is that ASCWD will not fund a play structure "at this
40 time."
41

42 **Director Northrop made a MOTION to approve the minutes of the August 11, 2017 Regular Board of**
43 **Directors Meeting as amended. Director Smelser SECONDED the motion. Directors Grant, Northrop,**
44 **Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.**
45

46 **C. FIRE DEPARTMENT REPORT.....C**

47 Chief Schwartz reported:

- 48 • This past Labor Day weekend was as busy as he's ever seen Labor Day. The District responded to over
49 20 calls each day, including multiple lighting strikes, multiple fires, and at one point, answered 6 calls in
50 20 minutes.
- 51 • The Tahoe Fund dinner held the night before the Tahoe Summit was at Commons Beach this year. The
52 volunteer Citizen's Emergency Response Team (CERT) helped with traffic management.

- 1 • The station was consistently staffed.
- 2 • District staff is still being trained to use a new software system. As a result, the reports usually submitted
- 3 at this meeting were not available.
- 4 • Chipping and defensible space inspections continue.
- 5 • A registered, professional forester has been hired. One of his duties will be to match the needs of Fire
- 6 Adapted Communities with available funding and resources. A long-term prioritized plan is being
- 7 developed. Director Salke suggested he meet with the two previous foresters.
- 8 • The District has received a FEMA grant for 9 infra-red cameras, so every engine will be equipped with
- 9 one.
- 10 • An engine, two teams of paramedics, and a total of 10 strike teams are assisting with fires in the west.
- 11 FEMA has asked for names of personnel with specific skill sets to commit 30 days to help with medical
- 12 rescues in areas across the country being hit by hurricanes and fires. FEMA has a lot of temporary
- 13 positions to fill to assist with Hurricanes Harvey and Irma.
- 14 • Two new firefighters started Academy last week.
- 15 • Schwartz attended the Valley Wide meeting last weekend.
- 16 • Two ISO representatives conducted a site inspection last month. Staffing is statistically double their
- 17 requirement and all engines meet current standards. The dispatch center and water systems did better
- 18 than at the visit 5 years ago. Schwartz is hoping the District is awarded a score of 3. A brief discussion
- 19 followed regarding the visit and the Verisek rating that is reviewed by insurance companies.
- 20

21 **D. General Manager’s Report**

22 General Manager Collins presented the September 2017 Managers Report. Items highlighted included:

- 23 • A proposal will be considered by the Board to make temporary repairs to Tank 4 and 4A to get through
- 24 the winter. Collins is not confident that the USFS permitting process will be quick. A temporary fix will
- 25 get through this winter and maybe the next if necessary. Discussion followed as the temporary repair
- 26 was clarified. It was noted that this measure is being recommended because it is the right thing to do and
- 27 not to insure water is available for snow making at the ski area.
- 28 • Collins followed up with Mr. Bunte regarding unauthorized improvements in the greenbelt open space
- 29 discussed last month. Mr. Bunte feels he is improving the property. The electrical cords are for the
- 30 electric chain saw he’s using to do defensible space. Director Grant noted the issue is that it is not his
- 31 property. Discussion followed. There was consensus that ASCWD needs to develop a policy regarding
- 32 unauthorized use of greenbelt Open Space. Director York said that will be the goal of the next Park,
- 33 Recreation & Greenbelt Committee meeting. Discussion continued regarding how a policy may be
- 34 enforced and whether or not such a policy will require a public hearing.
- 35 • Director Smelser asked if any Gas-X for the facility will be on District property. Collins said everything
- 36 will be on Troy Caldwell’s property.
- 37

38 **E. OPERATIONS & MAINTENANCE DEPARTMENT REPORTE**

39 Buz Bancroft presented the water and sewer report for the month of August. The systems meet all state and

40 federal standards. He reviewed water production, sewer flows, and maintenance done during the past month. All

41 water samples were absent coliform bacteria.

42

43 Director York asked how long the park will be open. Bancroft said until it snows. Director Salke asked when

44 the two big trees by the hydrant are coming out and Bancroft said next week.

45

46 Director Grant asked if INI is identified by the minimum flows. Bancroft explained the sewer flows are higher

47 in the spring because there is more groundwater than later in the season. Director Grant asked about sending out

48 leak reports. She made an announcement at the Valley Wide meeting about those notices. Bancroft said the

49 reports are being sent and people are responding.

50

51

1 **F. RESOURCE DEVELOPMENT PROPOSAL TO REPAIR REDWOOD**

2 **TANK.....F**

3 This item was discussed during Item 3D. The Board is being asked to approve the proposal from Resource
4 Development Company for temporary repairs to Tank 4 and 4A. This is an interim measure while the USFS
5 permit is in process. Discussion followed as the proposal was clarified.

6 **Director York made a MOTION to approve the proposal from Resource Development Company to**
7 **repair the existing redwood tank roof on a Time and Material basis, not to exceed \$14,300.00. Director**
8 **Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor,**
9 **the motion was APPROVED unanimously.**

10
11 **G. TTSA REPORT.....G**

12 The August TTSA meeting was cancelled. The next one is scheduled for Wednesday September 14. York asked
13 for clarification on the unionizing TTSA employees. Northrop explained the current effort. He said when the
14 idea was floated 10 or 15 years ago, it failed. Board members are not involved with the negotiation. For now,
15 the employees are just trying to get the information to make a decision.

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 and quarterly financial reports and status of investments/cash**
21 **and vote to approve, if necessary, new investments.**

22 President Grant presented notes of the September 7, 2017 Budget and Finance Committee meeting. There is a
23 CD due on September 20 for \$129,000. The Committee recommends rolling it over and increasing the
24 investment from interest and monies in the Money Market account in multiples of \$1,000. Director Salke asked
25 Collins to watch rates and make decisions as appropriate.

26 **Director Salke made a MOTION to approve rolling over the \$129,000 CD due on September 20 and**
27 **increasing the amount in multiples of \$1,000 from monies in the Money Market account and interest**
28 **from the CD. Director Northrop SECONDED the motion. Directors Grant, Northrop, Salke, Smelser,**
29 **and York being in favor, the motion was APPROVED unanimously.**

30
31 Director Smelser asked if the monies designated for the tank replacement be in a separate account. Collins
32 explained it is done on paper and the line item is shown in the Financial Reports. Director Northrop asked how
33 the PERS shortfall is being addressed. Collins noted this is for CalPERS Health, not Retirement, and staff is
34 working on a recommendation.

35
36 **c. Review, discuss and vote to approve, if necessary, requests from customers**
37 **regarding billing issues.**

38 President Grant reported four customers have submitted requests regarding billing issues:

- 39 1) A customer is appealing a late charge claiming the bill was not received
40 2) A customer said another family member is taking over the bills and because they did not get the bill on time,
41 payment was late
42 3) A customer was notified of a leak in March. The water was turned off and not used until repairs were done a
43 month-and-a-half later, but the bill is high because of the leak
44 4) A customer asked for their late fee to be reduced because they did not receive their bill on time.

45 **Director Salke made a MOTION to deny all four customer requests for a reduction in fees, per ASCWD**
46 **policy. Director York SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York**
47 **being in favor, the motion was APPROVED unanimously.**

48
49 **d. Review, discuss and vote to approve, if necessary, requests for unbudgeted**
50 **expenses and capital expenditures.**

51 President Grant reported on the Committee discussions regarding funding the California Retiree Benefit Trust
52 (CERBT) to cover health costs for current and future retirees. The Committee does not have a recommendation

1 at this time, but Collins is reviewing the options, which could include a separate savings account or a variety of
2 strategies for investing the funds. Collins described some of the options and impacts. He will make a
3 recommendation for action to be taken in the next fiscal year.

4
5 **1. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**

6 No report was given.

7
8 **2. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

9 Director York reported the Flower Walk was a success with eight attendees.

10
11 **3. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

12 No report was given.

13
14 **I. OPEN ITEMSI**

15 No additional items were presented.

16
17 **J. CORRESPONDENCE TO THE BOARD.....J**

18 The Board reviewed all correspondence.

19
20 **IV. DIRECTORS' COMMENTS**

21 Director Smelser said at the Valley Wide meeting there was a possibility raised by Andy Wirth, Joe Flannigan
22 (USFS), and Troy Caldwell of moving the Five Lakes trailhead because it is being over-used and was not
23 designed to handle runoff. The parking situation would also be helped if the trail head was at the ski area.

24
25 President Grant noted she forwarded a letter from Michael Battey. She will continue to send information from
26 him to the full Board.

27
28 President Grant said that at the Valley Wide meeting, her report included many of the items discussed today.
29 She felt there was a lot of information shared.

30
31 **V. ADJOURNMENT**

32 **There being no further business before the Board, at 10:55 AM Director Northrop made a MOTION that**
33 **the meeting be adjourned. Director York SECONDED the motion. Directors Grant, Northrop, Salke,**
34 **Smelser, and York being in favor, the motion was APPROVED unanimously.**

35
36 Next regularly scheduled Board meeting – Friday, October 13, 2017, at 9:00 a.m.

37
38 Respectfully Submitted,
39 Judy Friedman
40 Recording Secretary
41 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

approved 10/13/17