

**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, January 10, 2014, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Quinan called the meeting to order at 8:31 a.m.

3 **PLEDGE OF ALLEGIANCE**

4 Those attending joined in reciting the Pledge of Allegiance.

5 **ROLL CALL**

6 Directors Present: Virginia Quinan, President; Janet S. Grant; Jon Northrop; Don
7 Priest; Evan Salke.

8 Directors Absent: None.

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

12 Guest Present: Tim Alameda/NTFPD; Dave Zaski/NTFPD; Ken Gracey/Alpine
13 Meadows Fire Safe Council.

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 major expenses last month were payments for the work on the
21 AME Well Re-drill, an on-going capital project.
- 22 • Collections on Accounts Receivable are going better than last year.
23 The District will soon send the accounts that remain delinquent to
24 Placer County for collections. Director Grant asked when that would
25 take place; Mike said Pam would know for sure, but that it was in
26 January or February.

- 27 • The District received a large property tax revenue payment from the
28 County, and paid NTFPD its share of the revenue, per contract.

29 i. **December 2013 Month-end Financial Statements:** Director
30 Northrop made a MOTION that the Board accept the December 31,
31 2013 month-end financial reports. Director Salke SECONDED the
32 motion. Directors Grant, Northrop and Salke being in favor, the
33 motion was APPROVED. (Director Priest arrived late, so did not
34 participate in voting during agenda items 3A and 3B.)

35 ii. **December 2013 Expenses Paid & Payable:** The Directors reviewed
36 the monthly check register. Director Grant made a MOTION that the
37 Board approve the Expenses Paid & Payable (the debits for payroll
38 and checks 27223 through 27271). Director Northrop SECONDED
39 the motion. Directors Grant, Northrop and Salke being in favor, the
40 motion was APPROVED.

41 iii. **Quarterly Financial Statements:** Director Northrop made a MOTION
42 that the Board accept the July through December 2013 quarterly
43 financial reports. Director Grant SECONDED the motion. Directors
44 Grant, Northrop and Salke being in favor, the motion was
45 APPROVED.

46 **B. Approval of Minutes:**

47 Director Grant made a MOTION that the Board approve the minutes of
48 the December 13, 2013, Regular Board of Directors Meeting. Director
49 Northrop SECONDED the motion. Directors Grant, Northrop and Salke

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1 being in favor, the motion was APPROVED. Director Grant asked if the
2 portion of Manager Collins's monthly report pertaining to the disposition of
3 surplus property was part of the bridge replacement project; Manager
4 Collins said not really, and offered to break it out as a separate item on
5 his report. Director Grant also asked if motion approvals required aye
6 votes from two Directors or three, when only three Directors were present
7 (as was the case during portions of the December Board meeting).
8 Manager Collins said his understanding was that aye votes from a
9 majority of the Directors present were required for approval, that the
10 Board had a quorum of three during the votes in question at the
11 December meeting, so only two aye votes were necessary for approval.
12 He said he would check to make sure this was true.

13 **C. Fire Department Report:**

14 Tim Alameda and Dave Zaski from NTFPD were in attendance and
15 reported the following:

- 16 • Dispatch Calls: There were 22 calls to dispatch from Alpine Meadows
17 in December, 16 of which were EMS requests from the ski area.
18 There were 3 calls for smoke alarm activation.
- 19 • Granlibakken Fire: On December 30 at 4:30 a.m., there was a major
20 structure fire at Granlibakken, which endangered 7 people (3 adults
21 and 4 young children). Tim attributed the safe evacuation of all
22 residents to 1) the operation of a functioning smoke alarm, 2) the
23 heroic action of the children's father and 3) the fire safety lessons
24 taught by NTFPD personnel – notably Dave Zaski – at the local
25 elementary schools. Tim reported that the children – ages 5 through
26 10 - said they knew what to do (crawl below the smoke while
27 evacuating) because of what they had learned from "Fireman Dave".
28 The father was injured, flown to a hospital, and subsequently
29 released. The family lost everything they owned, including Christmas
30 presents. NTFPD organized a clothing and toy drive for the family.
31 The probable cause of the fire was either an unattended space heater
32 in the children's room or the heater's wall socket.
- 33 • Smoke Alarms: Yesterday NTFPD firefighters opted to spend \$2500
34 on smoke detectors, so that when they are out on calls and see
35 someone that needs a detector, they can install one on the spot.
- 36 • NTFPD dealt with 19 structure fires in 2013.
- 37 • NTFPD Annual Report: Tim is working on updating the report. He
38 reminded the Board that there is an ASCWD section in the report and
39 said, since there are two new ASCWD Directors, he would like to take
40 a new photo of the Board, followed up by interviews with the new
41 Directors.

42 **D. Community Wildfire Plan and Alpine Meadows WUI (Wild Urban
43 Interface) Fuel Reduction and Forest Health Project:**

44 Tim Alameda and Dave Zaski from NTFPD were in attendance for this
45 agenda item, as was Ken Gracey, representing the Alpine Meadows Fire
46 Safe Council. Tim presented NTFPD's ideas regarding defensible space
47 in Alpine Meadows.

- 48 • Tim said he and Dave have been formulating NTFPD's game plan for
49 defensible space in Alpine Meadows, which will involve partnerships

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- 1 with Incline Village’s North Lake Tahoe Fire Protection District (“North
2 Lake”), CalFire and the Board. He said this could potentially be the
3 worst fire season ever, due to low precipitation this winter, so
4 defensible space work was a priority.
- 5 • Chipping: Last season NTFPD formed a partnership with North Lake
6 to hire one of their hand crews to do chipping. NTFPD thereby
7 obtained access to 20 young, strong workers who were able to chip
8 over 200 piles per day. NTFPD plans to partner with North Lake
9 again this summer, so they can continue to use North Lake as their
10 chipping contractor, but they are expanding the agreement to include
11 the services of North Lake’s forester Forest Schafer. CalFire will
12 perform the defensible space inspections in the valley. The chipping
13 will cost ~\$14K for the season.
 - 14 • Community Wildfire Protection Plan (CWPP): The NTFPD and
15 ASCWD Plans both need to be updated. NTFPD will combine the
16 Plans into a single document, which will save ASCWD \$5K. In
17 preparation for the update, Tim brought Forest Schafer to Alpine
18 Meadows to evaluate the valley. NTFPD is hiring Barry Kallenberg,
19 who did ASCWD’s Plan in 2005, as the contractor to update the Plan,
20 and Forest will oversee his work. They will use the ASCWD 2005
21 Plan, look at the status of the valley as reported then, the defensible
22 space work that has been done since that time and the work that still
23 remains to be done. NTFPD will hold public meetings in February to
24 solicit input for hazard risk assessment and to determine actions to
25 reduce the risk. The goal is to complete the Plan by July.
 - 26 • Grants:
 - 27 • Tim asked the California Tahoe Conservancy if any of their grants
28 could be used in Alpine Meadows, but their personnel did not think
29 there were any Conservancy properties in the valley.
 - 30 • A Fire Adapted Community grant is being put together by North
31 Lake to cover areas within the North Lake and ASCWD districts.
32 Within the grant is a voucher program. The vouchers provide
33 some reimbursement to homeowners after they hire a contractor.
 - 34 • Education: The Fire Adapted Community Grant requires that NTFPD
35 educate the homeowners within the community. NTFPD does this by
36 hosting a big barbecue, and explaining the program to the
37 homeowners. They already did the program in Talmont, with 100
38 attendees. NTFPD gets feedback from the community, too. They
39 advertise the event with information on their reader boards, Facebook,
40 and AM radio.
 - 41 • Dave provided the Board with a handout regarding Fire Adapted
42 Communities, which will be personalized for ASCWD.
 - 43 • Director Priest thanked NTFPD for what they are doing to provide fire
44 protection for the community and said he hoped they would continue
45 to make it a priority. He also said 1) he hoped a relationship between
46 NTFPD and the Alpine Meadows Fire Safe Council could be
47 cemented, 2) he wasn’t sure what the role of the ASCWD Board was
48 and 3) he didn’t know what the role of the USFS was in providing
49 defensible space in the valley. Tim said he was working on a good

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- 1 relationship with the USFS but more so with CalFire, via their Captain
2 Troy Adamson. CalFire has more control over state resources land in
3 the area than does the USFS. Tim said the role of the ASCWD Board
4 was to provide leadership and direction; if NTFPD needs help, they
5 will contact Manager Collins, who will serve as interface with the
6 Board. Tim said the Fire Safe Council was great, but that it was hard
7 for them to get assistance for their work days because so many
8 homeowners live outside the valley. He said the AMEA barbecue in
9 July was a good candidate to be combined with educational activities.
- 10 • Ken Gracey, representing the Alpine Meadows Fire Safe Council, is
11 meeting with Dave and Tim at lunch today. Ken said he can rally the
12 community and can coordinate communication within the community.
13 He asked what Forest Schafer had noted as problem areas. Tim
14 mentioned a few areas: 1) near the condos by the ski area, there is a
15 drainage that would provide a path for a fire to quickly spread uphill;
16 2) within Bear Creek there is a riparian area that has gotten out of
17 hand - it is not technically a defensible space issue but a forest health
18 issue; 3) there are trouble areas in Bear Creek, specifically the many
19 wood shake roofs and the possibly weak bridges over Bear Creek
20 (Tim said he and Forest were not sure the bridges could hold the
21 weight of fire engines). Dave said human error fires – barbecues and
22 warming fires on decks, wood shake roofs, people who haven't
23 cleared their defensible space - are the biggest issues.
 - 24 • Director Salke said Tim Granger could speak with the property
25 managers. They have money set aside for capital expenditures,
26 including road maintenance; if they are informed about these issues,
27 they might be able to help financially.
 - 28 • Dave said when they were driving around the valley with Forest, they
29 came upon a locked gate. They were able to find someone to open
30 the gate, but if they hadn't done so, it would have blocked emergency
31 response to a medical situation that arose shortly thereafter.
 - 32 • Tim said there were issues and challenges ahead, but NTFPD was
33 ready and willing to work on them.
 - 34 • Director Priest said waiting for the USFS to mark and cut trees was
35 going to take years at their current pace and asked if there was any
36 alternative. Ken agreed that it is taking a long time. Tim, Dave and
37 Ken agreed that support from the USFS would need to happen by
38 about June, since the USFS would be busy fighting fires most of the
39 summer. Dave reminded the Board that CalFire has more resources
40 than the USFS to help in the area.
 - 41 • Ken said the fire prevention area that lags the most is structure
42 issues. Pam added that homeowners can call Liberty Energy to trim
43 trees away from electric wires.
 - 44 • Director Salke asked if the Fire Adapted Communities handout could
45 be put on the ASCWD website after it has been personalized for the
46 District. Tim said yes. Manager Collins said it could be sent out to
47 the community with the spring newsletter. President Quinan said the
48 newsletter should also provide information about smoke alarms. She
49 pointed out that human interest stories like the Granlibakken fire and

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1 the grandchild who gave CPR to her grandmother make a bigger
2 impression than technical data.

- 3 • Director Grant commented that a lot of the area in the valley shown in
4 the 2005 CWPP as needing work has already been cleared under
5 David Jaramillo's direction, funded by a Sierra Nevada Conservancy
6 grant.
- 7 • Director Priest suggested soliciting more personnel for the Fire Safe
8 Council via the District newsletter, since the Council is down to only 2
9 people. Director Grant questioned if Ken wanted more personnel.

10 **E. General Manager's Report:**

11 John Collins, General Manager, provided a written report on his activities
12 during the month of December, with discussion on the following topics:

- 13 • Chalet Road to John Scott Trail Waterline & PRV Project: Stantec
14 completed the 90% set of Plans & Specifications. Staff still needs to
15 review it. Manager Collins will then need the engineer's estimate to
16 come up with a cost estimate to compare with the project's original
17 alignment (the one that would require purchase of Troy Caldwell's
18 pipe and easement).
- 19 • AME Well Re-drill: Vannucci Technologies completed the well
20 development, which required 35 hours vs. the 12 hours originally
21 estimated. They also completed the step draw down test, based on
22 which Stantec's hydrogeologist directed that the pump be lowered an
23 additional 100 feet before the 10-day constant discharge test could be
24 started. The 10-day constant discharge test, at a pumping rate of 290
25 gallons per minute, was completed December 21. The water level
26 recovery rate is being monitored and the engineer is preparing the
27 final report. Buz said the water level was at 49 feet two weeks after
28 the end of the test, almost back to where it was at the beginning of the
29 test. Director Priest asked if the longer period for well development
30 would involve extra cost; Manager Collins said he didn't know yet, but
31 that the District would be very happy with the well. The next steps are
32 its design and development.
- 33 • USFS Special Use Permit: Andregg made final revisions to their
34 mapping. Staff met and reviewed the documentation. Manager
35 Collins noticed that the mapping did not include the Office,
36 maintenance facilities or Park. He requested that Andregg prepare a
37 proposal to map these facilities (see today's agenda item 3H) and to
38 prepare exhibits for permit applications to the USFS.

39 **F. Operations & Maintenance Department Report:**

40 Buz presented a written report for the month of December that included
41 status updates on water, sewer, garbage and other services provided by
42 the District.

- 43 • Maintenance: Staff removed snow from the Office area and from fire
44 hydrants at the beginning of the month; located seven water leaks
45 (going door to door and using the meter readers), contacted home
46 owners and turned off their water at the meter. One homeowner
47 came to the Office to thank Staff for detecting her leak.
- 48 • As of today, the District has pumped 24,000,000 gallons of water to
49 the ski area for snow-making, close to a record.

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- All routine and spring water samples were absent coliform bacteria, except the Springs 2 and 4 sample, which had a positive coliform hit. No follow-up is required since the sample was taken upstream of the chlorinators.

G. TTSA Report:

The TTSA January 8, Board meeting was cancelled. The next TTSA Board meeting is scheduled for February 12. Director Priest said it looked like TTSA was losing the argument on the co-location of the proposed round-about at the Tahoe City “Y” with the Truckee River Interceptor. Director Northrop it was because the feds were getting involved. He was disappointed that his statement of concern about the impact of any disaster was not included in the minutes of the last TTSA Board meeting.

H. USFS Surveying Services:

Manager Collins said the original fieldwork and documentation provided by Andregg did not include certain areas within the District. Director Northrop made a MOTION that the Board approve the contract with Andregg Geomatics to provide additional surveying services in the preparation and updating of the District’s Special Use Permits with the USFS, in an amount not to exceed \$15,190. Director Priest SECONDED the motion. Directors Grant, Northrop, Priest and Salke being in favor, the motion was APPROVED.

I. Committee Assignments:

President Quinan said everything is going so well, she is inclined to leave Committee assignments as they currently stand. The other Directors agreed.

J. Committee Reports:

- i. **Budget & Finance Committee:** President Quinan presented a written report of yesterday’s Committee meeting.
 - a. **Non-standard Transactions:** None.
 - b. **Investments/cash:** The District’s cash position is good. No CDs will roll over before March.
 - c. **Requests from Customers for Adjustments to their Bills:** None.
 - d. **Requests for Unbudgeted Expenses:** None.
 - e. **Next meeting:** Scheduled for Thursday, February 13 at 9:30 a.m.
- ii. **Administration & Personnel Committee:** No meeting.
- iii. **Park, Recreation & Greenbelt Committee:** No meeting.
- iv. **Long Range Planning Committee:** No meeting.

K. Open Items:

- The next Board meeting will be held at its normal date and time: Friday, February 14 at 8:30 a.m.
- Director Grant reminded Manager Collins that he owed the Board a one-page summary about capital projects and long-range planning. He said he could probably present it to the Board at their March meeting. Director Grant asked if he could include an update on long-range capital budgeting; Manager Collins said yes. Director Priest added that this spring he would resume work on his report showing District accomplishments since 2006-2007.

