

**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, March 14, 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 8:30 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 Guests Present: Chief Schwartz/NTFPD; Tim Alameda/NTFPD.

13 **2. PUBLIC PARTICIPATION**

14 None.

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

16 **A. Financial Reports:**

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

- 19 • Mike reported that net income was ahead of budget, on a year-to-date
20 basis. The District's cash position was about \$200K less than the
21 prior fiscal year at this time.
- 22 • The District has spent \$494K on capital projects so far this year, most
23 of it on the AME Well Re-drill.
- 24 • Director Priest asked if, given the current rate of spending on capital
25 items, the District would be within budget by year-end. Manager
26 Collins replied that the District would be over budget, but would have
27 plenty of cash.
- 28 i. **February Month-end Financial Statements:** Director Northrop made
29 a MOTION that the Board accept the February 28 month-end financial
30 reports. Director Priest SECONDED the motion. Directors Grant,
31 Northrop, Priest and Salke being in favor, the motion was
32 APPROVED.
- 33 ii. **February Expenses Paid & Payable:** The Directors reviewed the
34 monthly check register. Director Grant made a MOTION that the
35 Board approve the Expenses Paid & Payable (the debits for payroll
36 and checks 27324 through 27357). Director Northrop SECONDED
37 the motion. Directors Grant, Northrop, Priest and Salke being in
38 favor, the motion was APPROVED.

39 **B. Approval of Minutes:**

40 Director Northrop made a MOTION that the Board approve the minutes of
41 the February 14, 2014, Regular Board of Directors Meeting. Director
42 Priest SECONDED the motion. During discussion, President Quinan
43 suggested that "Priest" be changed to "Northrop" on line 18 of page 5.
44 Director Northrop AMENDED his motion to include the proposed change.
45 Director Priest SECONDED the amended motion. Directors Northrop,
46 Priest and Salke being in favor, the amended motion was APPROVED.
47 Director Grant abstained from voting, not having been present at the
48 February Board meeting.

49 **C. Fire Department Report:**

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1 Chief Schwartz and Tim Alameda from NTFPD were in attendance and
2 reported the following:

- 3 • Dispatch Calls: There were 16 calls to dispatch from Alpine Meadows
4 in February, all of which were EMS requests from the ski area.
- 5 • CalFire: Due to the expected severity of the upcoming fire season, the
6 CalFire engine will be in the basin as early as April. CalFire will be
7 doing its hiring in March, placing one crew in Truckee and the other in
8 Carnelian Bay. There have already been 4 fires in the basin this year.
- 9 • SAFER Grant: The NTFPD Board accepted the grant. NTFPD
10 notified FEMA, started the hiring process and has made 4 offers, with
11 5 more positions available. On March 21, they will do in-house testing
12 to promote from within.
- 13 • Station Staffing: NTFPD has staffed the Alpine Meadows fire station
14 for 100 days during the fiscal year to date and will staff the station
15 most of the time from now on, thanks to the SAFER grant.
- 16 • Meeks Bay Fire Protection District: NTFPD is currently in discussion
17 with Meeks Bay to provide them with fire protection services under a
18 contract similar to the one NTFPD has with ASCWD. The Meeks Bay
19 Board seems positive about the way NTFPD has worked with
20 ASCWD.
- 21 • Budget: NTFPD is working on their budget for next fiscal year. It is a
22 priority-driven budget, which is time-consuming to prepare. The
23 SAFER grant puts them in a good position going forward.
- 24 • Annual Report: Tim reported that call volume has gone up, and that
25 construction figures are about the same but expected to go up.
26 NTFPD and ASCWD adopted new Fire Codes, and ASCWD adopted
27 a Cost Recovery Plan. NTFPD's ISO rating improved from 6 to 4,
28 which improved ASCWD's rating as well. A CERT training program is
29 in place with classes currently underway
- 30 • CERT Program: the participants have practiced putting out fires and
31 done search-and-rescue work, and will next learn about the incident
32 command system. There are 25-30 people taking the training,
33 including Jesse Shirley and Manager Collins. Tim thanked Manager
34 Collins for participating in the training.
- 35 • Bear Creek Association: On February 21, NTFPD met with the Bear
36 Creek Association to speak with them about defensible space. Tim
37 characterized it as a very productive meeting. He invited them to
38 attend the community input meeting for the update to the Community
39 Wildfire Protection Plan for NTFPD and ASCWD March 21 at 4 p.m. in
40 Station 51. He also invited the ASCWD Board to attend the meeting.
41 Tim reported that Ernest Wertheim was concerned that NTFPD would
42 clear-cut the valley; Tim told him that would not be the case and said
43 he would have Ernest work with the NTFPD forester to address his
44 concerns.
- 45 • Chipping: Director Priest asked about the local community meeting.
46 Chief Schwartz reminded the Board that NTFPD shared a
47 Clearinghouse grant of \$220K with the North Lake fire department
48 and that the grant funded the creation of Fire Adaptive Communities.
49 The grant requires that NTFPD hold educational meetings in the

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1 potential Fire Adaptive Communities and then those communities
2 become eligible for vouchers for matching funds to pay for chipping
3 services. NTFPD plans to hold such a meeting in Alpine Meadows, in
4 the form of a community BBQ. The Alpine Meadows Fire Safe
5 Council also has to hold an educational meeting and BBQ. Chief
6 Schwartz said the two meetings could be combined but that no date
7 had been set yet. Director Priest said Ken Gracey wants to retire from
8 the Fire Safe Council after this summer and would like to recruit
9 someone to take his place. Director Priest asked if Ken could speak
10 at the March 21 meeting. Tim said yes. He also said that NTFPD had
11 been invited to participate in the Bear Creek Association annual
12 meeting July 5 at 9am. He reminded the Board that an MOU had
13 been signed for North Lake to provide two full hand crews, one to
14 provide local chipping services throughout the summer, including in
15 the Alpine area. They will probably start chipping mid-May.

- 16 • Apparatus: NTFPD placed an order for two Type 1 engines. They
17 probably will not be delivered for a year, but could possibly be ready
18 as early as November or December this year.

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

20 John Collins, General Manager, provided a written report on his activities
21 during the month of February, with discussion on the following topics:

- 22 • Alpine Meadows Road Bridge Replacement Project: The County sent
23 the District a new contract since they will be using federal funds.
24 District Counsel reviewed it and requested changes; County is
25 resistant to the changes.
- 26 • Alpine Sierra Subdivision: No activity.
- 27 • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
28 Stantec should have an updated 90% set of Plans & Specifications
29 ready later this month. Director Priest asked why the newsletter
30 announced the project as a done deal when the Board has not made
31 a final decision; Manager Collins said it was because the USFS
32 requires that the District provide public notice of the project and
33 Manager Collins wanted to use the newsletter to provide such notice;
34 he said he would modify the wording in the newsletter.
- 35 • AME Well Re-drill: Water level recovery status: on January 7 the
36 water level was at 45' below ground surface (bgs), on February 4 it
37 was at 15' bgs, and now the Well has an artesian flow of about 5 gpm
38 coming out at the top. The final Hydrogeologist report recommends a
39 long-term pumping rate of 150 gpm and a short-term rate not to
40 exceed 230 gpm. Manager Collins completed negotiations with
41 Stantec for a design proposal to complete the AME Well design.
42 Director Priest asked how the flow rate compares with the District's
43 other wells. Buzz said Well R-1 has a short-term rate of 350 gpm,
44 with a slower long-term rate of about 150-180; Well R-2 is not used to
45 supply drinking water. Director Grant asked if the AME Well Re-drill
46 would be used as a source of drinking water. Manager Collins said
47 yes, that it would feed into the tank in zone 3 to supply water to zones
48 3 and 4. Director Grant asked if the AME Well Re-drill water passed
49 water quality tests; Manager Collins said yes. Manager Collins said

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1 Well R-1 cost more than \$0.5M to complete; the AME Well cost much
2 more to drill than he expected (\$527K), and it could cost another
3 \$0.5M to complete. Director Priest asked how the estimated \$1M
4 expense would affect the other capital projects; Manager Collins said
5 the District still had \$2M in hand and will go forward with the pipeline
6 project. He reminded the Board that the budget is constructed to
7 generate about \$300K per year in funds for capital projects and
8 repairs.

- 9 • Andregg: has completed the requested mapping, but still has some
10 sewer infrastructure to map.
- 11 • Principle Financial Group: The District owns about \$3,000 worth of
12 stock that Manager Collins did not know about and that the District
13 has not reported. The stock generates dividends every year but Mike
14 Dobrowski never noticed the check before. The stock was part of an
15 investment plan for an employee retirement fund three General
16 Managers back. A broker will be speaking with Staff about the stock
17 and Mike will add the stocks to the District's assets.
- 18 • Manager Collins hosted the TTSA managers meeting. The staff from
19 several agencies are starting to negotiate with their unions, which
20 tends to ripple through the other agencies.
- 21 • Consultant Rick Maddalena completed the "scoping package" and it
22 was submitted to USFS under the District's cover letter. The next
23 item will probably be a request for a cost recovery agreement. The
24 USFS plans to initiate the internal project scoping with the USFS
25 specialist (e.g., wildlife biology, archeology and hydrology).
- 26 • Public Records Request: Manager Collins completed the document
27 search and copying under a request for public records, and
28 coordinated his response with District Counsel.

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

30 Buz presented a written report for the month of February that included
31 status updates on water, sewer, garbage and other services provided by
32 the District.

- 33 • The Spring pressures are a little high, due to water pressure within the
34 mountain.
- 35 • Maintenance performed: removed snow from the Office area and fire
36 hydrants; started equipment maintenance; inspected water tanks;
37 read the Springs; and started the budget process.
- 38 • As of today, the District has pumped over 30,605,000 gallons of water
39 to the ski area for snow-making, the second highest amount ever.
40 Director Grant asked what sources were used for the water; Buzz said
41 Wells R-1 and R-2, as well as overflow from the Springs through Tank
42 4A into the snow-making ponds.
- 43 • All routine samples were absent coliform bacteria.
- 44 • President Quinan asked about the status of the snow-making debt.
45 Director Grant said this year's snow-making would reduce the debt by
46 \$23K. After another season like this one, the debt would be retired.

47 **F. CSDA Board of Directors Request Nominations for Seat C:**

48 None of the ASCWD Directors was interested in being nominated as a
49 candidate, so no action was taken.

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- 1 **G. Stantec Contract to Complete Design Plans and Specifications for**
2 **AME Well Improvements:**
3 Manager Collins said the contract covers designing the well house, pump
4 and electrical system, and working with the Bear Creek Planning
5 Commission, since the well house is in their area. Manager Collins
6 recommended that the Board approve the contract. Director Priest made
7 a MOTION that the Board approve the contract with Stantec to complete
8 design, plans and specifications for AME Well improvements, in the
9 amount of \$84,100. Director Salke SECONDED the motion. Directors
10 Grant, Northrop, Priest and Salke being in favor, the motion was
11 APPROVED. Director Salke asked how Staff is getting along with
12 Stantec; Buzz said fine.
- 13 **H. Holdrege & Kull Contract to Conduct Geotechnical Investigation in**
14 **Support of AME Well Improvements:**
15 Holdrege & Kull did not have the contract prepared in time for action at
16 today's meeting. It should be ready next month.
- 17 **I. TTSA Report:**
18 Director Northrop provided the agenda and his own written report for the
19 TTSA March 12, Board meeting.
20
 - 21 • The plant is operating normally and efficiently.
 - 22 • All waste water discharge requirements are being met.
 - 23 • Director Priest said he was glad to see that Director Northrop's
 - 24 concerns were documented in the TTSA Board minutes.
25 The next TTSA Board meeting is scheduled for April 9.
- 26 **J. Spring Newsletter:**
27 The Board reviewed the draft spring newsletter.
28
 - 29 • Director Grant said the reference to the Easter Egg Hunt should be
 - 30 removed, since the event has been cancelled. She also proposed
 - 31 adding some words to some event descriptions and identified some
 - 32 misspellings.
 - 33 • President Quinan suggested rewording some of the text in the "No
 - 34 Drugs Down the Drain" section.
 - 35 • In the "Three District Directors Positions up for Re-Election" section,
 - 36 "run" should be changed to "running".
 - 37 • Director Grant said all customers need to receive the newsletter, even
 - 38 if they don't want it. The Board agreed. Options for distribution are 1)
 - 39 hardcopy via USPS and 2) electronic copies via email. Pam said 300
 - 40 customers currently receive the newsletter via email and 78 via
 - 41 USPS, leaving ~200 customers Pam will have to identify and for
 - 42 which she will have to determine addresses.
 - 43 • Director Salke pointed out that not everyone knows about the District
 - 44 website and that maybe it should be promoted with a few sentences in
 - 45 the newsletter and kept up-to-date, as it can serve as a cost-effective
 - 46 means of making information available to customers. Manager
 - 47 Collins said he would have to put funds into next year's budget for
 - 48 updating the web page.
- 49 **K. Committee Reports:**
 i. **Budget & Finance Committee:** President Quinan presented a written
 report of yesterday's Committee meeting.

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- 1 a. **Non-standard Transactions:** None.
- 2 b. **Investments/cash:** ~\$240K was transferred from the Placer
- 3 County Treasurer account to checking. Per the Committee's
- 4 recommendation, Director Northrop made a MOTION that the
- 5 Board authorize Manager Collins to roll over the \$105K CD
- 6 maturing March 25. Director Salke SECONDED the motion.
- 7 Directors Grant, Northrop, Priest and Salke being in favor, the
- 8 motion was APPROVED.
- 9 c. **Requests from Customers for Adjustments to their Bills:**
- 10 None.
- 11 d. **Requests for Unbudgeted Expenses:** Per the Committee's
- 12 recommendation, Director Grant made a MOTION that the Board
- 13 approve the unbudgeted expense of \$722.50 for a computer for
- 14 Miguel. Director Northrop SECONDED the motion. Directors
- 15 Grant, Northrop, Priest and Salke being in favor, the motion was
- 16 APPROVED.
- 17 e. **Next meeting:** Scheduled for Thursday, April 10 at 9:30 a.m.
- 18 ii. **Administration & Personnel Committee:** No meeting.
- 19 iii. **Park, Recreation & Greenbelt Committee:** Director Grant presented
- 20 a written report of yesterday's meeting.
- 21 a. The Committee recommended no changes to the Park Policy or
- 22 fee schedule. On the Park pass application, they recommended
- 23 that the following text be inserted just below the phone numbers:
- 24 "SEASON PASSES ARE FOR THE USE OF ONE HOUSEHOLD
- 25 ONLY". The Board agreed.
- 26 b. Tennis Courts: Buz reviewed the maintenance process with the
- 27 Committee. They agreed that no changes were needed at
- 28 present but recommended an item be placed in the capital
- 29 projects list for a future major repair or replacement of the courts.
- 30 c. Park improvements: Don Fulda will walk the Park in July with his
- 31 wife and Buzz to recommend any plantings for this year. The
- 32 Committee recommends that a bocce ball court be added to the
- 33 Park in a place that will allow for a possible second one in the
- 34 future; they would leave location and design to Staff. Manager
- 35 Collins felt it would cost \$5K-\$10K to build a court plus some
- 36 additional cost for maintenance; he will add it to the capital project
- 37 list. Director Salke asked if Park users requested it and how much
- 38 use it would get. Director Priest said bocce players prefer a court
- 39 (vs. playing on the grass), adding that there are a number of local
- 40 courts and that they are well used. Director Salke asked what
- 41 percentage of Park users would use it. Director Grant said most
- 42 current Park users play tennis or have kids who play on the grass;
- 43 she said the bocce ball court would address a different market and
- 44 might increase Park usage. She said several people have
- 45 expressed interest. She noted that the Park has had no amenities
- 46 added since it was first created. Manager Collins suggested
- 47 polling Park pass purchasers as to their interest. Director Salke
- 48 said he would prefer that the court be located in a corner so as not

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- 1 to interrupt the expanse of grass. The Board directed Manager
2 Collins to pursue the recommendation.
- 3 d. Easter Egg Hunt: Since Director Grant was unable to find anyone
4 to head up the event, the Committee recommended that the event
5 be cancelled and that a note be placed in the newsletter saying it
6 is cancelled and asking for a volunteer for next year.
- 7 e. Bird Walk: the Committee recommended some flexibility in the
8 scheduled date (June 14) due to the unusual weather, with a
9 notice in the newsletter that a change of date would be sent via
10 email about 2 weeks in advance of the event.
- 11 f. Wildflower Hike: Michael Graf has offered to lead a hike rather
12 than a walk. He cannot do it earlier in July, but can do a hike to
13 Lake Estelle July 26. The Committee would like to advertise it
14 with an email a couple weeks in advance of the event. Lee
15 Massick has volunteered to arrange for a notice to be posted in
16 the Sierra Sun for the Bird Walk and the Wildflower Hike.
- 17 g. Merritt Cutten has resigned. President Quinan suggested that a
18 letter of thanks be sent to him. Manager Collins, Director Grant
19 and Pam will work together on the letter.

20 The Board acknowledged the report and recommendations of the
21 Committee.

- 22 iv. **Long Range Planning Committee:** Director Priest asked if the
23 Committee needed to convene soon. Manager Collins said late April
24 or early May (prior to the May Board meeting) would be a good time to
25 meet. A capital budget for the next fiscal year needs to be adopted in
26 June.

27 **L. Open Items:**

- 28 • The next Board meeting will be held at its normal date and time:
29 Friday, April 11 at 8:30 a.m.

30 **M. Correspondence to the Board:** None.

31 **4. DIRECTORS' COMMENTS:**

- 32 • Director Priest said he would be unable to attend the April meeting. He also
33 announced that he will not be running for election next term. He will serve
34 until the election is conducted and his replacement is onboard. Director
35 Northrop said he had been a big help to the Board.

36 **5. ADJOURNMENT**

37 There being no further business before the Board, the meeting was adjourned at
38 10:04 a.m.

39
40 Respectfully Submitted,

approved with amendments 4/11/14 and
additional amendments on 5/9/14

41
42
43
44
45 Jancis Martin
46 Recording Secretary