

**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, April 11, 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.

7 Directors Absent: Don Priest; Evan Salke.

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

11 Guests Present: Tim Alameda/NTFPD; Nita Wracker/NTFPD.

12 **2. PUBLIC PARTICIPATION**

13 None.

14 **The numbering of the following items matches the original order of the**  
15 **items in the meeting agenda. However, to take best advantage of meeting**  
16 **participants' time, the items were dealt with in a different order during**  
17 **today's meeting, as seen below.**

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

19 **A. Financial Reports:**

20 Mike Dobrowski, District CPA, participated in discussion of this agenda  
21 item by telephone.

- 22 • Net income was ahead of budget on a year-to-date basis, but the  
23 District's cash position was lower than the prior fiscal year due to the  
24 ongoing capital project.

- 25 • Delinquent accounts are ready to go to the County for collections.

26 i. **March Month-end Financial Statements:** Director Grant made a  
27 MOTION that the Board accept the March 31 month-end financial  
28 reports. Director Northrop SECONDED the motion. Directors Grant  
29 and Northrop being in favor, the motion was APPROVED.

30 ii. **March Expenses Paid & Payable:** The Directors reviewed the  
31 monthly check register. Director Grant made a MOTION that the  
32 Board approve the Expenses Paid & Payable (the debits for payroll  
33 and checks 27358 through 27407). Director Northrop SECONDED  
34 the motion. Directors Grant and Northrop being in favor, the motion  
35 was APPROVED.

36 iii. **March Quarterly Financial Statements:** Director Northrop made a  
37 MOTION that the Board accept the March 31 quarterly financial  
38 reports. Director Grant SECONDED the motion. Directors Grant and  
39 Northrop being in favor, the motion was APPROVED.

40 **B. Approval of Minutes:**

41 Director Northrop made a MOTION that the Board approve the minutes of  
42 the March 14, 2014, Regular Board of Directors Meeting. Director Grant  
43 SECONDED the motion. During discussion, Director Grant said she  
44 would like the minutes to reflect that she abstained from voting on  
45 approval of the February minutes, since she was not in attendance at the  
46 February Board meeting. She also suggested modifying page 2, line 33  
47 to acknowledge Jesse Shirley's affiliation with Alpine Meadows, in the  
48 context of his participation in CERT training; however, since his affiliation  
49 was not mentioned during the meeting, she agreed it should be noted in

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1 today's minutes, rather than changing the March minutes. Director  
2 Northrop AMENDED his motion to remove "Grant," from page 1, line 45  
3 and to append the following sentence to the end of line 47: "Director  
4 Grant abstained from voting, not having been present at the February  
5 Board meeting." Director Grant SECONDED the amended motion.  
6 Directors Grant and Northrop being in favor, the amended motion was  
7 APPROVED.

8 **C. Fire Department Report:**

9 Tim Alameda and Nita Wracker from NTFPD were in attendance and  
10 reported the following:

- 11 • Dispatch Calls: There were 18 calls to dispatch from Alpine Meadows  
12 in March, all of which were EMS requests from the ski area.
- 13 • CalFire: NTFPD attended a CalFire meeting yesterday, along with  
14 representatives from the Truckee and Meeks Bay fire departments.  
15 The main topic was the upcoming fire season, which CalFire expects  
16 to be a severe one, lasting 6 months. They have already staffed their  
17 Truckee Station and will soon staff their Carnelian Bay station. The  
18 California governor's instructions are to hit all wildland fires  
19 immediately and aggressively, and to keep them to under 10 acres.  
20 Tim provided the Board with copies of CalFire's "Ready, Set, Go!"  
21 brochure, describing their statewide initiative that encourages people  
22 living next to natural areas to use advanced planning to prepare for  
23 the fire season. The information pertains to everyone living in Alpine  
24 Meadows.
- 25 • Meeks Bay Fire Protection District: NTFPD developed an agreement  
26 with the Meeks Bay Fire Protection District to provide management  
27 and related services. The agreement was based on NTFPD's  
28 contract with ASCWD, and was approved unanimously by the NTFPD  
29 and Meeks Bay Boards. Meeks Bay will keep its current four  
30 firefighters on staff and NTFPD will provide them with a battalion chief  
31 and handle their administrative services.
- 32 • SAFER Grant: NTFPD will be holding a fire academy starting April 29  
33 to train its new hires and the Meeks Bay firefighters.
- 34 • Station Staffing: NTFPD staffed the Alpine fire station 121 days this  
35 fiscal year to date.
- 36 • Community Wildfire Protection Plan (CWPP): On March 21, NTFPD  
37 held a community outreach meeting for the CWPP for ASCWD and  
38 NTFPD. Tim said it was a great meeting with over 20 citizens in  
39 attendance and that a lot was accomplished. NTFPD will also tie  
40 Meeks Bay into the Plan.
- 41 • Chipping: NTFPD is currently working on an MOU with North Lake to  
42 work out the cost of chipping services. Chipping is expected to start  
43 up around the middle of May. NTFPD will put up notices to advertise  
44 the chipping services, including information on the District web site.  
45 Ernie Wertheim will work with NTFPD's forester. Nita reiterated that  
46 the grant that funds the chipping services requires the creation of a  
47 voucher program to help neighborhoods clear space, and requires  
48 that NTFPD set up meetings with homeowner associations to  
49 participate in the voucher program. Director Grant commented on

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1                   how healthy the cleared area looks along Alpine Meadows Road. Tim  
2                   said NTFPD would be working on removing white fir damaged by  
3                   insects.

4                   **J.    Introduction of Ordinance 1-2014: ASCWD Fire and Life Safety Cost**  
5                   **Recovery Fee Schedule:**

6                   Director Northrop made a MOTION that the Board introduce Ordinance 1-  
7                   2014: ASCWD Fire and Life Safety Cost Recovery Fee Schedule, and set  
8                   a public hearing for the June Board meeting. Director Grant **SECONDED**  
9                   the motion. Directors Grant and Northrop being in favor, the motion was  
10                  **APPROVED.**

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

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

- 14                  • Alpine Meadows Road Bridge Replacement Project: Manager Collins  
15                  and District Counsel determined that the District needs to approve the  
16                  new agreement with Placer County requiring the District to comply  
17                  with the "Buy America" requirements associated with federal  
18                  government projects, even though the District will not be doing any  
19                  purchasing as part of the project. See also today's agenda item 3L.
- 20                  • Alpine Sierra Subdivision: Director Grant mentioned that people in the  
21                  valley have been talking about the subdivision. Manager Collins said  
22                  the talk was probably triggered by the public input phase of the CEQA  
23                  process. There has been no other subdivision activity pertinent to the  
24                  District during the past month.
- 25                  • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:  
26                  Stantec submitted its 100% complete set of plans & specifications for  
27                  the project and Staff began to review the documentation. They  
28                  discovered they will need to document and replace another 730' of  
29                  sewer line on USFS land, which will require another \$2,000 in  
30                  surveying. Andregg has agreed to do the surveying without  
31                  expanding its current contract with the District. Manager Collins  
32                  researched CEQA and Categorical Exemption for the project. He will  
33                  prepare and file a Notice of Exemption with the Governor's Office of  
34                  Planning & Research. He is also preparing a report comparing the  
35                  costs of the two possible water line alignments.
- 36                  • AME Well Re-drill: Manager Collins forwarded to Stantec the signed  
37                  agreement for the design of the AME Well and facilities. The project  
38                  will have to be presented to the Bear Creek Planning Commission for  
39                  approval. The project should get started this year and hopefully  
40                  finished before winter.
- 41                  • Vastine Sewer Easement: Manager Collins coordinated with Webb  
42                  Land Surveying, regarding survey work associated with the easement.
- 43                  • Alpine Village Apartments and Alpine Manor easement: Manager  
44                  Collins coordinated with Jerry Kroft (taking over for Merritt Cutten) and  
45                  Webb Land Surveying regarding the District granting an easement  
46                  across District property.
- 47                  • District Records Storage: Iron Mountain is closing its Tahoe City  
48                  storage facilities. Manager Collins directed that the District's one box  
49                  of microfiche and film be moved to Reno, rather than to Sacramento.



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1 and Northrop, and President Quinan. Noes: none. Absent: Directors  
2 Priest and Salke. The Resolution was APPROVED.

3 **I. Holdrege & Kull Proposal for Geotechnical Engineering Report:**

4 Manager Collins said the work described in the proposal was originally  
5 part of the Stantec agreement, who would have charged \$6,000 for the  
6 same services. Basically, Holdrege & Kull will dig a test pit at the site of  
7 the proposed AME well house and make sure the soil is okay. Director  
8 Northrop made a MOTION that the Board approve the contract with  
9 Holdrege & Kull for a geotechnical engineering report for the proposed  
10 well house for the AME Well Re-drill, in the amount of \$4,800. Director  
11 Grant SECONDED the motion. Directors Grant and Northrop being in  
12 favor, the motion was APPROVED.

13 **K. TTSA Report:**

14 Director Northrop reported that the TTSA Board meeting scheduled for  
15 April 9 was cancelled and rescheduled for April 16.

16 **L. Utility Agreement:**

17 Manager Collins reported that the District had been provided with an  
18 updated agreement with Placer County, pertaining to the Alpine Meadows  
19 Road Bridge project. District Counsel recommended that the Board  
20 approve the agreement. Director Grant noted that the agreement was  
21 missing certain dates and dollar figures, and contained incorrect edits.  
22 Manager Collins said that the wrong version of the document had been  
23 included in the Board packet. He will update the document with the  
24 missing information and correct edits and bring the revised agreement  
25 back to the Board next month for approval.

26 **M. Committee Reports:**

27 i. **Budget & Finance Committee:** President Quinan presented a written  
28 report of yesterday's Committee meeting.

29 a. **Non-standard Transactions:** None.

30 b. **Cash Reserve for Capital Projects:** The monthly financial  
31 reports include a figure showing cash reserved for capital. The  
32 figure has increased over time according to a formula for  
33 allocating funds to the reserve, but has never been adjusted  
34 downward to account for expenditures on capital projects.  
35 Manager Collins put together a spreadsheet showing the actual  
36 amount of the cash reserve, reflecting capital project expenditures  
37 over time. Instead of the \$1.6M figure that has been reported as  
38 the District's cash reserve, the true figure is about \$560K.

39 c. **Investments/cash:** Manager Collins reported rolling over the  
40 \$105K CD April 3 at the rate of 0.40%.

41 d. **Requests from Customers for Adjustments to their Bills:**  
42 None.

43 e. **Requests for Unbudgeted Expenses:** Per the Committee's  
44 recommendation, Director Northrop made a MOTION that the  
45 Board approve the unbudgeted expense of hiring a mechanic at  
46 the rate of \$24 per hour (\$960 per week) for a period of 2-5 weeks  
47 for the purpose of determining the safety and reliability of two of  
48 the District vehicles and making repairs if necessary. Director

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

3 f. **Next meeting:** Scheduled for Thursday, May 8 at 9:30 a.m.

4 ii. **Administration & Personnel Committee:** No meeting.

5 iii. **Park, Recreation & Greenbelt Committee:** No meeting.

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

7 **N. Open Items:**

- 8 • The next Board meeting will be held at its normal date and time:  
9 Friday, May 9 at 8:30 a.m.

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

11 **4. DIRECTORS' COMMENTS:**

- 12 • None.

13 **5. ADJOURNMENT**

14 There being no further business before the Board, the meeting was adjourned at  
15 9:27 a.m.

16  
17 Respectfully Submitted,

approved as submitted 5/9/14

18

19

20

21

Jancis Martin

22

Recording Secretary