

**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, June 14, 2013, 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; Pam Zinn, Office Manager; Buz
10 Bancroft, Operations & Maintenance; Jancis Martin, Recording Secretary.

11 Guest Present: Pat Davison/CATT; Glenn Spiller/resident; Peter
12 Schweitzer/SquawAlpineAssoc; Chief Mike Schwartz/NTFPD; Nita
13 Wracker/NTFPD; Tim Alameda/NTFPD.

14 **2. PUBLIC PARTICIPATION**

15 Glenn Spiller - speaking as a full-time Alpine Meadows resident, homeowner and
16 voter - addressed the Board, wanting to clarify the intentions of the Squaw Alpine
17 Association about efforts to incorporate Alpine Meadows and Squaw Valley into a
18 single town. Peter Schweitzer, a homeowner in Squaw Valley, was also in
19 attendance and participated in the discussion. Glenn's two points were:

- 20 • This is not a hostile takeover of Alpine Meadows. The Association only wants
21 Alpine Meadows involved if there is support among its residents. To
22 determine valley-wide interest, they will be holding a meeting at Ken Gracey's
23 house on June 28 at 6:30 p.m. Ken isn't necessarily an advocate for
24 incorporation, but feels it is important that there be a valley-wide meeting to
25 discuss the topic.
- 26 • The Association proposes no changes to ASCWD or Squaw Valley Public
27 Service District (SVPD). Squaw Alpine Association did some investigation
28 into the issue of LAFCO potentially combining the two utilities if Alpine
29 Meadows and Squaw Valley incorporated together. Their findings were that
30 the state of California forbids hostile takeovers of water districts; the only way
31 the two utility districts could be combined would be if 51% of the voters in the
32 District (ASCWD) were to vote in favor of the merger of the utility districts.
33 Peter distributed a description of the statutes involved, showing that ASCWD
34 would not be affected by the incorporation.

35 Further points of discussion were:

- 36 • Director Grant asked who else received the ballot she received from the
37 Association. Glenn said the notice went to registered voters in Alpine
38 Meadows. The Association also mailed material to some of the valley
39 homeowner associations.
- 40 • Chief Schwartz asked if the Association was aware that one of the impacts of
41 incorporation would be that CalFire would no longer have responsibility to
42 respond to wildland fires in the incorporated area, so NTFPD would have to
43 take on added responsibility. Glenn and Peter said they were not aware of
44 this, thanked Chief Schwartz for the information and said they would discuss
45 it with their consultants.
- 46 • Director Grant asked who started the incorporation effort. Glenn said there
47 were seven people, and that he was the only Alpine Meadows resident.
48 Director Salke asked who donated the money required to start the
49 incorporation (\$25,000); Glenn said various people contributed the start-up

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1 funds. President Quinan asked why the incorporation happened. Glenn said
2 the main issue was local control. President Quinan asked about TOT funds,
3 specifically, how much was generated in Squaw Valley and how much in
4 Alpine Meadows. Peter said Squaw Valley generated \$3M and Alpine
5 Meadows generated \$130K. He said if Alpine Meadows were to join the new
6 town, they would share the TOT funds, although they would have to negotiate
7 with the county about the split. Director Salke asked if all of the Association's
8 financial contributors were homeowners in Alpine Meadows or Squaw Valley;
9 Glenn said they all were except for one contributor from Meeks Bay, who
10 contributed \$27.

- 11 • Director Grant asked if there would be published notes from the June 28
12 meeting. Peter said the information was all available at
13 SquawAlpineAssoc.org.

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

15 **A. Financial Reports:**

16 Mike Dobrowski, District CPA, was not able to participate in discussion of
17 this agenda item today.

18 i. **May Month-end Financial Statements:** Director Northrop made a
19 MOTION that the Board accept the May 31, 2013 month-end financial
20 reports. Director Grant SECONDED the motion. During discussion,
21 Director Priest pointed out that the financial statements included no
22 detailed information showing allocations to reserves. Director Salke
23 suggested there could be two cash flow reports, one showing revenue
24 and expense associated with operations, and a separate one for
25 reserves. Manager Collins said allocations to reserves were only
26 book-kept on paper, that there wasn't a discrete fund for reserves.
27 Directors Grant, Northrop, Priest and Salke being in favor, the motion
28 was APPROVED.

29 ii. **May Expenses Paid & Payable:** The Directors reviewed the monthly
30 check register. Director Grant made a MOTION that the Board
31 approve the Expenses Paid & Payable (the debits for payroll and
32 checks 26839 through 26892). Director Northrop SECONDED the
33 motion. During discussion, Director Grant pointed out the check
34 made out to her for Director's pay was for a larger amount than it
35 should have been; her July check for Director's pay will be adjusted
36 accordingly. Directors Grant, Northrop, Priest and Salke being in
37 favor, the motion was APPROVED.

38 **B. Operating and Capital Budgets for Fiscal Year 2013/2014:**

39 Manager Collins explained that the one-page operating budget showed
40 the budget approved by the Board at the May meeting. After its approval,
41 Staff split out the revenues and expenditures by month and Mike then
42 separated these out by fund and generated the multi-page detailed report.
43 Director Northrop made a MOTION that the Board approve the Operating
44 Budget for Fiscal Year 2013/2014 by fund by month. Director Grant
45 SECONDED the motion. Directors Grant, Northrop, Priest and Salke
46 being in favor, the motion was APPROVED.

47 Turning to the Capital Budget, President Quinan pointed out that codes
48 had been assigned to the top-ranked projects in the plan, showing the
49 pertinence of projects to the District's service improvement goals.

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1 Manager Collins explained that the capital budget being considered today
2 included \$200K for the AME Well Project that was missing from the
3 capital budget reviewed at last month's meeting.

- 4 • Director Priest asked Manager Collins to explain the justification for
5 the rankings. Manager Collins said they were in the order that Staff
6 felt were the most important when considering funding; once
7 approved, Staff works on all the projects at once. Director Priest said,
8 in future, he would like to see relevance to need, relating the yearly
9 projects to the goals in the Long Range Plan.
- 10 • Manager Collins explained the new items:
 - 11 ○ Pipe locator: necessary as a utility (the current one is not reliable);
 - 12 ○ Update USFS Special Use Permit: essential to the District's
13 operation as a utility (Director Priest asked if the funds for the
14 Special Use Permit Update should be operations or capital;
15 Manager Collins said the funding for the update was necessary for
16 carrying out any of the capital projects, so it was being treated as
17 a capital expense, but the payment of the annual fee would be an
18 operations expense);
 - 19 ○ Repairs to Spring 4: water is leaking out the side of the casing, so
20 they need to get a consultant up to help decide what to do;
 - 21 ○ 230,000 and 600,000 Water Storage Tanks: Staff is having the
22 existing tanks inspected this year because the tanks are getting
23 close to the end of their life, Staff needs to get recommendations
24 as to how much use is left in them, the District needs the
25 additional capacity to meet MD, FF, and PHD.
- 26 • Director Priest asked if the new 8" line would improve fire flow in
27 Juniper Mountain; Manager Collins said yes.

28 Director Grant made a MOTION that the Board approve the Water and
29 Sewer Capital Improvement Plan, dated June 3, 2013. Director Northrop
30 SECONDED the motion. Directors Grant, Northrop, Priest and Salke
31 being in favor, the motion was APPROVED.

32 **C. Approval of Minutes:**

33 Director Northrop made a MOTION that the Board approve the minutes of
34 the May 10, 2013, Regular Board of Directors Meeting. Director Priest
35 SECONDED the motion. During discussion, Director Priest asked if
36 Manager Collins had an answer from Pam regarding why the expenditure
37 for Health Plan Co-Insurance was lower than last year; Manager Collins
38 said he did not have an answer, that he would get the answer from Pam
39 and provide it to Director Priest. Directors Grant, Northrop, Priest and
40 Salke being in favor, the motion was APPROVED.

41 **D. Fire Department Report:**

42 Chief Schwartz, Tim Alameda and Nita Wracker from NTFPD were in
43 attendance and reported the following:

- 44 • Dispatch Calls: There were 4 dispatch call(s) in the valley in May.
45 NTFPD responded to a small fire at Deer Run in early June, keeping it
46 to the initial point of origin.
- 47 • Fire Station Staffing: NTFPD has staffed the Alpine Meadows fire
48 station 178 days so far this fiscal year.

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- 1 • CalFire: Chief Schwartz explained the intricate network and separate
2 responsibilities of the various agencies responsible for fire protection
3 throughout the state, and in particular in the Tahoe area. For
4 example, the USFS's primary goal is to protect vegetation, while
5 CalFire's is to protect structures and residents. They work well
6 together. CalFire's presence in the Tahoe basin this summer is a
7 welcome strengthening of the network, in terms of fighting fires and in
8 terms of taking on more of the financial responsibility for fire fighting.
9 The incorporation proposed by Squaw Alpine Association would
10 increase NTFPD's financial responsibility. Director Grant asked if
11 Calfire was present in the Tahoe basin year-round. Chief Schwartz
12 said legislation currently in front of the Senate would provide for two
13 full-time CalFire positions for the whole year, but the engines would
14 only be here during the summer.
- 15 • Active Fire Season: Chief Schwartz reported that NTFPD had
16 responded to four brush fires in the last three days, at Sugar Pine
17 Point State Park, Schaffer's Mill, Kingsbury Grade and Timberland.
- 18 • TRPA: adopted a resolution in May supporting the 2013 Tahoe
19 Wildfire Awareness Week, giving recognition to local fire chiefs.
- 20 • ISO Report: NTFPD went to ISO with a 6-month mitigation plan to
21 improve their rating. If NTFPD's plan is successful, Alpine Meadows
22 ISO rating would improve from its recently assigned 5 to a 4.
- 23 • Kings Beach fire: Tim mentioned a single 18-gpm fire protection
24 sprinkler head saved four businesses and kept a small fire from
25 spreading and becoming a wildland fire. He said the incident was a
26 good example of how enlightened ASCWD sprinkler code was.
- 27 • Defensible Space: NTFPD's PIO Dave Zaski did some research and
28 discovered that NTFPD can after all use some of its 50/50 grant funds
29 in Alpine Meadows, so NTFPD will implement fee-based chipper
30 services in Alpine Meadows. If an Alpine Meadows resident wishes to
31 use NTFPD's chipping services, the resident will pay half the cost,
32 which works out to about \$115 per hour, and NTFPD will pay the
33 other half. NTFPD has to schedule the work, can spend no more than
34 30 minutes per pile (in order to be able to get to all piles requiring
35 chipping), and will only charge for the portion of the hour that they
36 work. In future, NTFPD will apply for grants for Alpine Meadows.
37 Pam, on behalf of area residents, asked why NTFPD chips in some
38 areas but not in Alpine Meadows. Tim said the direction came from
39 Dan Lang, who manages Clearinghouse grants in the Tahoe basin.
40 He determined that NTFPD could use their grant funds in Alpine
41 Meadows but that valley residents would have to match the funds.
42 Chief Schwartz pointed out that valley homeowner associations could
43 provide the matching funds, and that multiple residents could create a
44 single pile to share costs. NTFPD received a small award from AAA,
45 and will use the funds for defensible space inspections, which would
46 otherwise cost residents \$73 per hour. Director Salke asked if
47 NTFPD would be taking an overall approach to defensible space, by
48 working on high priority areas first. Chief Schwartz said this year
49 NTFPD is focusing in Ward Canyon, and will focus on Alpine

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1 Meadows next year. Insurance companies sometimes require
2 defensible space inspections for renewal; NTFPD will now be able to
3 provide these inspections at no cost to the homeowner. Director
4 Salke said Bear Creek has money allocated for defensible space;
5 Chief Schwartz said they could match funds for chipping. Tim will
6 work with Pam to coordinate defensible space work with Bear Creek.
7
8 • ASCWD contract with NTFPD: the 15-year contract between the
9 Districts provides for like services. However, NTFPD has done
10 research and has found it can and needs to pass on the cost of
11 service to Alpine Meadows residents. Such services include plan
12 checks, sprinkler checks and defensible space inspections. Manager
13 Collins and NTFPD have been communicating on the issue. Manager
14 Collins said he will bring a set of fees to the Board for adoption; they
15 are the same fees that the NTFPD Board approved for its customers.
16 President Quinan asked Chief Schwartz how incorporation would
17 affect ASCWD's fire services. Chief Schwartz said when a town
18 incorporates, they have to provide fire protection. So the new entity
19 would likely contract with either NTFPD or the Squaw Valley Fire
20 Department or build their own fire department. Nita said when the
21 town of Truckee incorporated, they invited the Truckee Fire Protection
22 District to become a city service; Truckee Fire declined, preferring to
23 remain an independent district and contract their services to the new
24 town. The incorporation proposed by Squaw Alpine Association might
25 require a renegotiation or reaffirmation of the current contract between
26 ASCWD and NTFPD if Alpine Meadows were to join the new town.
27 Chief Schwartz said some of the decisions to be made would be how
28 to manage fire services within the combined area and how to manage
29 the extra responsibility for protecting state lands from wildland fires.
30 He said he assumed LAFCO would put pressure on the newly
31 incorporated town to employ a single fire service.
32
33 • Alpine Sierra: Tim met with Doug Clyde of Alpine Sierra, regarding the
34 development's "will serve" letter. Alpine Sierra has agreed to the
35 proposed roads, water supply infrastructure, provision of a Type 1 fire
36 engine to be housed in the local station, and to bear the costs of the
37 defensible space inspections, sprinkler checks and plan checks.
38 Chief Schwartz said NTFPD's greatest concern has been egress.
39 Alpine Sierra has addressed the egress concerns by 1) agreeing to
40 make the main road match Placer County road requirements (22 feet
41 wide with shoulders), wide enough to get civilians out and fire trucks
42 in simultaneously and 2) increasing the diameter of some of the
43 turnarounds and providing safe zones and defensible space.

44 **E. Resolution 5-2013: Capital Facilities and Fire Mitigation Fee**
45 **Expenditure Plan:**

46 Pat Davison of Contractors Association of Truckee Tahoe (CATT) and
47 Chief Schwartz, Tim Alameda and Nita Wracker of NTFPD were in
48 attendance for ASCWD's update to its Capital Facilities and Fire
Mitigation Fee Expenditure Plan ("the Plan"). At 9:30 a.m., President
Quinan opened the public hearing to obtain input on the Plan.

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- Nita Wracker, NTFPD's Administrative Manager, provided a summary of the update. She said state law requires a five-year update to the Plan, to reset the plan by evaluating what the funds have been used for and to plan for future needs. NTFPD hired a consultant, Goodwin Consulting Group, to draft the update. She said the five-year update provides ASCWD with a chance to reconsider its priorities. For instance, NTFPD had previously included a utility/command vehicle and an ambulance in ASCWD's Plan, but considering the status of development in the valley, until the developer (Alpine Sierra) actually provides the agreed-upon funding for a Type 1 engine, NTFPD recommends keeping the funds in the plan for the purchase of a Type 1 engine. The five-year update also resets the fees; during the annual updates, NTFPD considers adjusting fees according to an inflationary index, but the five-year update provides them with the opportunity to reset them. If the Board adopts the Plan update today, it will go to the Placer County Board of Supervisors for consideration at their July meeting and the fees would go into effect 60 days later (September 22 or 23).
- Nita said NTFPD has worked tirelessly with Pat Davison to address CATT's concerns with the Plan. A difference of opinion that NTFPD only learned about yesterday afternoon involves the projected Alpine Meadows population growth rate of 1.5%, upon which the update is based. CATT feels the rate is artificially high, NTFPD feels the rate is valid and will have a smoothing effect, keeping fees fairly level, rather than requiring sizeable annual adjustments upwards and downwards.
- Pat Davison thanked the Board for the opportunity to address the Board on behalf of CATT. She provided the Board with a six-page document containing a two-page recap of CATT's policy regarding mitigation fees, one page of typos and recommended small changes to the Plan, and three pages of substantive comments. Her major recommendations were:
 - 1) Phase in the increases over two years, to lessen the impact the first year: Pat proposed a 7% increase this year with the remainder of the increase being implemented next year. She said this would keep the fee increases in line with the sub-10% increases ASCWD has implemented in the past.
 - 2) Omit the inflationary adjustment in January 2014: The 2013 increase will take effect at the end of the building season this year, so next year NTFPD/ASCWD would be making an inflationary adjustment at the same time as the implementation of the second half of this year's increase. Pat is supportive of inflationary adjustments, however with such a large increase this year perhaps the Board should put off making an inflationary adjustment in 2014.
 - 3) Address the annual 1.5% growth rate: Pat said she has been meeting with other organizations to try to understand the seemingly high growth rate. She said she felt the number undermines the integrity of the Plan. She also suggested that there should be an explanation in the Plan that, since the fee

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- 1 amount is not sufficient to purchase the engine in the indicated
2 time frame, general funds will have to be supplied to purchase the
3 engine. Pat suggested a few options to remedy CATT's concern
4 about the growth rate and requested that the ASCWD Board give
5 her 30 days to meet with NTFPD staff to determine which option
6 to implement: a) keep the rate of growth the same in the Plan
7 update but acknowledge up front that some amount of general
8 funds would be needed to offset the fire engine cost; b) reduce the
9 rate of growth and reduce the costs attributed to new growth,
10 assuming general funds pay a portion of the cost of the new
11 engine; or c) reduce the rate of growth but keep the same cost
12 attributed to new growth, which would have the effect of raising
13 fees - CATT strongly opposes this option.
- 14 4) Provide missing information: Pat said the Plan contained no
15 information regarding the levels of service for the equipment, or
16 what build out is for all land use categories or any explanation of
17 how realistic the population numbers are to remaining vacant land.
- 18 • Pat said CATT works with other organizations to keep increases small
19 and offered to provide information about other agencies who have
20 phased in fees, per her first recommendation. Nita said she was
21 unaware of any other fire agencies that have phased in fees.
 - 22 • Director Northrop asked about the excessive expense of fire
23 protection sprinklering. The NTFPD representatives explained that
24 sprinklering helps protect neighbors and save lives.
 - 25 • Pat said since most contractors do their planning work months in
26 advance, having extra expense mid-project passes the burden on to
27 the homeowner, who may not have obtained sufficient financing for
28 their project. Nita said because the Plan came out in draft form in
29 April, contractors will have had five months notice by the time the fees
30 take effect so there will be no surprises.
 - 31 • During discussion about the funding of the Type 1 engine in the Plan,
32 Nita pointed out that if Alpine Sierra provides the Type 1 engine,
33 NTFPD will remove the engine from the Plan. If Alpine Sierra does
34 not provide the engine, it will take until 2035 to fund the engine with
35 mitigation fees, but Nita added that because the fee collection process
36 is so slow, usually the fire service has to use general funds to
37 complete such a purchase.
 - 38 • Director Salke asked what would be done with the existing Alpine
39 Meadows engine after the Type 1 engine was purchased. Chief
40 Schwartz said he was not sure yet, but that he would prefer to hang
41 onto it. Type 1 engines are housed throughout the NTFPD area and
42 NTFPD will continue to purchase more Type 1 engines because
43 smaller engines cannot adequately fight fires in homes as large as
44 those being built these days.
- 45 At 10:00 a.m., President Quinan closed the public hearing.
- 46 • Director Priest said he was in favor of giving CATT and NTFPD thirty
47 days to discuss the issues further.
 - 48 • Chief Schwartz said he would support either approach: approving the
49 Plan and moving forward, or continuing to work with CATT. He said

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1 he believed in the integrity of the 1.5% growth rate figure and felt that
2 lowering it would raise fees. He said there seemed to be three
3 options: 1) adopt the Plan with the proposed increase and move
4 forward, 2) adopt it and phase in the increases over two years, or 3)
5 hold off on approval of the Plan today and allow NTFPD and CATT
6 another month to work the issues.

- 7 • Nita pointed out that, if the Board requested a rework of the Plan,
8 ASCWD would have to absorb the cost of getting the contractor
9 involved in the rework, but that changing the Plan would not be
10 considered a rework and would not incur an added expense. She
11 added that NTFPD only received CATT's letter yesterday so hasn't
12 had a chance to look at the data.
- 13 • President Quinan asked Manager Collins what his recommendation
14 would be. He recommended that the Board adopt the Plan and
15 forward it to the County for approval.
- 16 • Director Grant said the Board could approve the Plan with the
17 requested two-year phasing of fee increases and NTFPD would know
18 whether the phasing would work before the Plan reached the County
19 for approval. The phasing would not affect the County's decision
20 about whether to adopt the plan.

21 Director Grant made a MOTION that the Board adopt Resolution 5-2013:
22 Capital Facilities and Fire Mitigation Fee Expenditure Plan, as presented
23 with a two-year phase-in period for the fees, pending legal review.
24 Director Northrop SECONDED the motion. Roll was called to approve
25 the Resolution. Ayes: Directors Grant, Northrop, Priest, Salke and
26 President Quinan. Noes: none. The Resolution was APPROVED.
27 Chief Schwartz asked Pat to provide NTFPD with information about the
28 fee phase-in. NTFPD will take the lead in obtaining legal review.

29 **F. General Manager's Report:**

30 John Collins, General Manager, provided a written report on his activities
31 during the month of May, with discussion on the following topics:

- 32 • Avalanche Risk Reduction Report: Manager Collins received a
33 response from District Counsel regarding Tim Longo's request to
34 grade District property along Alpine Meadows Road for avalanche
35 mitigation purposes. District Counsel said if the District approves any
36 work, it would have to be part of a fully engineered set of
37 improvements; anything short of that would increase the District's
38 liability. Manager Collins will communicate the information to Tim
39 Longo.
- 40 • AME Well Re-drill: Today the Board will consider approval of the
41 engineering work associated with the well re-drill. The engineer will
42 generate plans, then, using the plans, Manager Collins will obtain bids
43 for the drilling. The next thing the Board will see is a contract with a
44 driller. After the well is drilled, the engineers will come in and perform
45 a pump test, discharging the water from the well to the sewer (at a
46 cost of \$36,000). With respect to obtaining a restrictive easement
47 from the owners of 1402 Beaver Dam Trail, Manager Collins is
48 meeting with them at the job site in two weeks. One of the four
49 property owners wants compensation for the restrictive easement.

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1 Manager Collins will provide them with an estimated compensation,
2 which is normally 10-15% of the land value for the area affected,
3 which is about 3,000 square feet. Compensation would amount to a
4 few hundred dollars. Manager Collins is still attempting to talk the
5 homeowner out of his request.

6 **G. Operations & Maintenance Department Report:**

7 Buz presented a written report for the month of May that included status
8 updates on water, sewer, garbage and other services provided by the
9 District.

- 10 • Maintenance: Staff worked on repair and adjustment of the Cub Lane
11 distribution valve (it is used to pump water from Zone 2 to Zone 3 and
12 has had a leak); worked on the FY 2013/2014 budget; opened the
13 Park; continued training on use of the laptop remote meter read
14 system; and installed a new water line for the Alpine Meadows
15 stables.
- 16 • 23-25% of meters show some sign of leakage. Staff will be working
17 with homeowners to inform them about the amount of their leak.
- 18 • All routine water samples were absent coliform bacteria.

19 **The Board took a break between 10:00 a.m. and 10:10 a.m.**

20 **H. Resolution 7-2013: SDRMA 2013 Board of Directors Election:**

21 The Directors reviewed the material provided by SDRMA regarding the
22 upcoming SDRMA election. Director Grant said SDRMA was well run, so
23 voting for incumbents would probably be a good idea. Director Priest
24 made a MOTION that the Board approve Resolution 7-2013: SDRMA
25 2013 Board of Directors Election, nominating Jean Bracy, Muril Cliff,
26 David Aranda and Mike Scheafer to the SDRMA Board. Director Grant
27 SECONDED the motion. Roll was called to approve the Resolution.
28 Ayes: Directors Grant, Northrop, Priest, Salke and President Quinan.
29 Noes: none. The Resolution was APPROVED.

30 **I. Resolution 6-2013: Establishing Appropriations Limits for the Fiscal**
31 **Year July 1, 2013 – June 30, 2014:**

32 The Board reviewed the Resolution. Director Priest asked where
33 Manager Collins obtained the numbers. Manager Collins said one ratio
34 comes from the State, the other from Placer County. Director Grant
35 made a MOTION that the Board approve Resolution 6-2013: Establishing
36 Appropriations Limits for the Fiscal Year July 1, 2013 – June 30, 2014.
37 Director Northrop SECONDED the motion. Roll was called to approve
38 the Resolution. Ayes: Directors Grant, Northrop, Priest, Salke and
39 President Quinan. Noes: none. The Resolution was APPROVED.

40 **J. On Call Professional Engineering Services:**

41 Manager Collins said he needs help from time to time with engineering
42 issues, since ASCWD has no engineer on staff. Approval of this contract
43 with Stantec Consulting Services would give him the ability to obtain their
44 assistance with small projects, which would cost less than keeping an
45 engineer on staff, and allow him access to engineering services on a
46 more timely basis than if he has to bring every request to the Board first.
47 Manager Collins said he could include the cost of their services in his
48 monthly manager's report. Director Salke asked if the cap of \$5,000 per
49 occurrence would constrain Manager Collins; Manager Collins said no.

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1 Director Northrop made a MOTION that the Board approve the contract
2 with Stantec Engineers to provide professional engineering services on a
3 time and expense basis, in an amount not to exceed \$5,000 per
4 occurrence as may be requested by the General Manager, such
5 expenses to be reported to the Board on a monthly basis. Director Grant
6 SECONDED the motion. Directors Grant, Northrop, Priest and Salke
7 being in favor, the motion was APPROVED.

8 **K. US Forest Service Surveying Services:**

9 Manager Collins said this contract is to survey all the District's assets on
10 USFS property. He spoke with Andregg Geomatics and with Webb Land
11 Surveying, and felt Andregg was the more appropriate contractor for the
12 job, as well as being the less expensive of the two. The contract totals
13 just under \$20,000. Director Priest asked if the contracts being
14 considered for approval today were consistent with any District policy for
15 competitive bidding. Manager Collins said yes, because state law for
16 county water districts exempts the District from competitive bidding.
17 Director Northrop made a MOTION that the Board approve the contract
18 with Andregg Geomatics to provide surveying services in the preparation
19 and updating of the District's Special Use Permits with the Forest Service.
20 Director Priest SECONDED the motion. Directors Grant, Northrop, Priest
21 and Salke being in favor, the motion was APPROVED.

22 **L. Phase II AME Replacement Well Professional Services:**

- 23 • Manager Collins said this contract will provide the District with
24 engineering services through getting the well drilled and the pump
25 test.
26 • The contract provides for getting a permit for the pump test water
27 discharge, but Manager Collins is working on a less expensive way to
28 discharge, probably into the sewer system. The pump test is required
29 because the well is obtaining water from a fractured rock aquifer,
30 which sometimes provides flow for a few days and then stops. The
31 state requires that the District do its pump test during the worst period
32 for the aquifer (the fall) and for a long enough time to prove the flow
33 won't stop when the well is installed.
34 • If the test pump fails, the District can probably still use the well but
35 would have to pump at a slower rate.
36 • The cost of the entire project will be about \$500K.

37 Director Northrop made a MOTION that the Board approve the contract
38 with Stantec Engineers for the completion of Phase II of the AME
39 replacement well, in an amount not to exceed \$67,000. Director Priest
40 SECONDED the motion. Directors Grant, Northrop, Priest and Salke
41 being in favor, the motion was APPROVED.

42 **M. FY 2013/2014 Goals and Objectives:**

- 43 • President Quinan: Regarding General Manager Goals and Objectives
44 item 3iii, President Quinan objected to the use of the word
45 "Alternative", pointing out that the District has to do the project,
46 whichever version they end up pursuing (i.e., using Troy Caldwell's
47 easement or using the alternative alignment).
48 • Director Priest provided a re-write for items 2 and 3 under General
49 Manager Goals and Objectives, leaving the rest of the document as

**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, June 14, 2013, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 prepared by Director Salke. Director Salke said he would incorporate
2 Director Priest's revisions for items 2 and 3 and make the revised
3 document available to the Directors and Pam. Pam will place it on the
4 District website.

5 Director Northrop made a MOTION that the Board approve the FY
6 2013/2014 Goals and Objectives as presented with Director Priest's
7 changes. Director Priest SECONDED the motion. Directors Grant,
8 Northrop, Priest and Salke being in favor, the motion was APPROVED.

9 **N. Mission Statement:**

- 10 • Director Priest suggested that the word "adequate" be inserted in the
11 first mission statement. Item 1 would read "adequate, clean, safe and
12 dependable drinking water".
- 13 • Director Salke will modify the document and provide copies to the
14 Directors and to Pam. Pam will place it on the District website.

15 Director Grant made a MOTION that the Board approve the Mission
16 Statement with the addition of the word "adequate" to item 1. Director
17 Northrop SECONDED the motion. Directors Grant, Northrop, Priest and
18 Salke being in favor, the motion was APPROVED.

19 **O. Employees' Manual:**

- 20 • Manager Collins recommended that the Board approve the Manual. It
21 is updated every two years. It was modified by former Board
22 President Barbara Danz (whose professional expertise was in labor
23 law) before she retired from the Board last year, and has been
24 reviewed by the Administration & Personnel Committee, Staff and
25 District Counsel. Most of the changes involved modifying legalese to
26 comply with state law. Staff is happy with the changes to the Manual.
- 27 • Manager Collins will distribute District Counsel's comments to the
28 Directors. The changes were made about 9 months ago, so he does
29 not remember the particulars at this time.

30 Director Northrop made a MOTION that the Board approve the
31 Employees' Manual update. Director Priest SECONDED the motion.
32 Directors Northrop, Priest and Salke being in favor (and Director Grant
33 abstaining), the motion was APPROVED.

34 **Q. TTSA Report:**

35 There has been no TTSA Board meeting since the last ASCWD Board
36 meeting. The next TTSA Board meeting is scheduled for June 19.

37 **R. Committee Reports:**

- 38 i. **Budget & Finance Committee:** President Quinan presented a written
39 report of yesterday's Committee meeting.
 - 40 a. **Non-standard Transactions:** None.
 - 41 b. **Budgets:** The Committee reviewed the FY 2013/2014 draft
42 Capital Budget and the draft Operations Budget by month by fund.
43 The CPI for April - 1.282% - replaced the placeholder of 1.5% in
44 the budget for salaries. The Committee recommended approval
45 of the Operations and Capital Budgets.
 - 46 c. **Investments/cash:** Per the Committee's recommendation,
47 Director Northrop made a motion that the Board authorize
48 Manager Collins to roll over the \$105,000 CD maturing June 20,
49 2013, at the best possible rate. Director Priest SECONDED the

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- 1 motion. Directors Grant, Northrop, Priest and Salke being in
2 favor, the motion was APPROVED.
- 3 d. **Requests from Customers for Adjustments to their Bills:**
4 None.
- 5 e. **Requests for Unbudgeted Expenses:** Per the Committee's
6 recommendation, Director Northrop made a motion the Board
7 authorize the unbudgeted expenditure of \$189 to purchase a leaf
8 blower. Director Priest SECONDED the motion. Directors Grant,
9 Northrop, Priest and Salke being in favor, the motion was
10 APPROVED.
- 11 f. **Next meeting:** Scheduled for Wednesday, July 10 at 9:30 a.m.
- 12 ii. **Administration & Personnel Committee:** No meeting.
- 13 iii. **Park, Recreation & Greenbelt Committee:** No meeting.
- 14 iv. **Long Range Planning Committee:**
- 15 • Manager Collins provided an overview of the District's Capital
16 Improvement Plan and requested feedback from the Directors.
17 The goal is to have a document to use for a presentation at the
18 valley-wide meeting this summer, and for the District to have such
19 a document in place.
 - 20 • Director Priest said he would like the District to be able to show
21 progress, on a percentage basis, against this document with each
22 annual budget. Manager Collins said he is already working on a
23 way of showing progress toward meeting fire flow demand.
 - 24 • Director Salke asked if the District had a spreadsheet showing
25 assets and their life span and when replacement was needed and
26 what the cost would be. Manager Collins said it was all in the
27 depreciation schedule, but that it was currently pretty cryptic. He
28 is updating the spreadsheet as newer projects are completed.
 - 29 • Director Priest said the list of capital improvements raises an
30 interesting issue. The capital projects shown in the recently
31 approved rate study do not match those in the approved Capital
32 Improvement Plan. He would like to build consistency into the
33 District's planning over time. He would also like the projects
34 separated into categories for improvements (e.g., Fire, Park,
35 Water, Sewer, General, etc.).
 - 36 • Director Priest congratulated Manager Collins for his progress on
37 the document and for doing a great job in controlling cost.
 - 38 • President Quinan reminded the Directors to provide feedback to
39 Manager Collins.
- 40 **P. FY 2012/2013 Board Performance Review:**
41 Director Salke said he reviewed the feedback from the Directors, and that
42 it was positive, with no disparaging remarks. President Quinan went over
43 the individual items and summarized by saying the collective opinion
44 showed that the Board works pretty well most of the time.
- 45 **S. Open Items:**
- 46 • The next Board meeting was changed from its normal date and time
47 to Thursday, July 11 at 8:30 a.m., with the Budget & Finance
48 Committee to meet Wednesday, July 10 at 9:30 a.m.
- 49 **T. Correspondence to the Board:** None.

**ALPINE SPRINGS COUNTY WATER DISTRICT
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1 **4. DIRECTORS' COMMENTS**

- 2 ▪ Director Grant said the Bird Walk had 22 attendees this year, vs. 1 last year.
3 She asked a representative to poll the attendees and determined that more
4 than half of them were Alpine Meadows residents, and the ones that weren't
5 were mostly guests of the residents. Two notices were sent out. One was a
6 notice in the Sierra Sun's "What's Happening" section and Pam sent out a
7 reminder notice to the community about a week before. The walk was very
8 successful. The age of the attendees ranged from children to 80-year-olds.
9 ▪ President Quinan said that the incorporation effort was gaining steam. She
10 requested that Board members attend the June 28 meeting if possible and
11 said that, before the incorporation came to a vote, the Board should ultimately
12 decide if it needs to take a position.

13 **5. CLOSED SESSION**

14 GOV'T CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE
15 EVALUATION. 11:25 a.m. - 11:45 a.m: the Board reviewed the General
16 Manager and renewed his contract with a merit increase of 1.282%.

17 **6. ADJOURNMENT**

18 There being no further business before the Board, the meeting was adjourned at
19 11:49 a.m.

20
21 Respectfully Submitted,

approved with amendment 7/11/13

22
23
24
25 Jancis Martin
26 Recording Secretary