

**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 Thursday, July 11, 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; Buz Bancroft, Operations &
10 Maintenance; Jancis Martin, Recording Secretary.

11 Guest Present: Chief Mike Schwartz/NTFPD; Nita Wracker/NTFPD; Tim
12 Alameda/NTFPD.

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

17 **2. PUBLIC PARTICIPATION**

18 None.

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

20 **A. Financial Reports:**

21 Mike Dobrowski, District CPA, was not available to participate in
22 discussion of this agenda item.

- 23 • Manager Collins said that this month's financial statements were to be
- 24 considered preliminary, subject to year-end adjustments.
- 25 • The District's cash position has increased from the previous year.
- 26 • All customer bills were mailed out July 1.
- 27 • Director Priest congratulated Manager Collins on keeping expenses
- 28 under control.

29 i. **June Month-end Financial Statements:** Director Northrop made a
30 MOTION that the Board accept the June 30, 2013 month-end financial
31 reports. Director Priest SECONDED the motion. Directors Grant,
32 Northrop, Priest and Salke being in favor, the motion was
33 APPROVED.

34 ii. **June Expenses Paid & Payable:** The Directors reviewed the monthly
35 check register. Director Grant made a MOTION that the Board
36 approve the Expenses Paid & Payable (the debits for payroll and
37 checks 26894 through 26935). Director Northrop SECONDED the
38 motion. Directors Grant, Northrop, Priest and Salke being in favor,
39 the motion was APPROVED.

40 **B. Approval of Minutes:**

41 Director Northrop made a MOTION that the Board approve the minutes of
42 the June 14, 2013, Regular Board of Directors Meeting. Director Priest
43 SECONDED the motion. During discussion, President Quinan pointed
44 out a typo on page 2, line 3: "how" should replace "who". Director
45 Northrop amended the motion to include typo correction. Director Priest
46 SECONDED the amended motion. Directors Grant, Northrop, Priest and
47 Salke being in favor, the amended motion was APPROVED.

48 **C. Fire Department Report:**

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

- 3 • Dispatch Calls: There were no dispatch calls in the valley in June.
- 4 • Fire Station Staffing: NTFPD did not staff the Alpine Meadows fire
5 station in June, but finished the year 17 days ahead of contract.
6 Starting July 1, NTFPD will staff the station mostly on weekends but
7 also on days of predicted high call volume or high fire danger. They
8 staffed the Alpine Meadows station 6 days over the Fourth of July
9 holiday period (July 3 – 8).
- 10 • ISO: NTFPD was successful in retaining its rating of 4. Therefore,
11 effective October 1 ASCWD customers should see a considerable
12 reduction in their fire insurance resulting from two levels of ISO rating
13 improvement since NTFPD took over provision of fire services in the
14 valley. Chief Schwartz suggested that the District consider notifying
15 its customers via the District newsletter that the improvements in
16 ASCWD's water infrastructure and the successful contract with
17 NTFPD have had the effect of lowering customers' insurance cost.
- 18 • Old Fire Station: Station 51 has been turned back to Placer County.
- 19 • AAA Gift: AAA in Truckee held its "Local Heroes" event on June 22.
20 NTFPD participated, spending half a day interacting with the public.
21 Subsequently, AAA made a \$7,500 gift to the fire chiefs who
22 participated. NTFPD will be spending its \$2,500 share on 1) a fire
23 station educational prop and 2) defensible space inspections in Alpine
24 Meadows.
- 25 • Grants: NTFPD is currently writing grant applications, including ones
26 for Alpine Meadows, and is asking the maximum allowable amount for
27 a single requester. They are applying for the same 50/50 grant as is
28 funding NTFPD's current defensible space work. These grant funds
29 can be applied to any fuels reduction projects, such as pile burning,
30 mechanical work, clearing, hand crew work, chipping, defensible
31 space, etc.
- 32 • Twenty-Year Anniversary: June 29 was the 20th anniversary of
33 NTFPD's consolidation.
- 34 • ASCWD Capital Facilities & Fire Mitigation Fee Expenditure Plan:
35 Director Grant asked for an update on CATT's concerns with the Plan
36 and NTFPD's research into the feasibility of phasing in the fees over
37 two years, as conditionally approved by the ASCWD Board at last
38 month's meeting. Chief Schwartz said he sent the question about
39 phasing fees to NTFPD's legal counsel, who believes it to be possible.
40 NTFPD also had a lengthy meeting with CATT and Rich Loverde
41 (local builder), resulting in some agreement and some disagreement,
42 but Chief Schwartz characterized it as a fruitful meeting. Nita said the
43 Plan will go to the County Board of Supervisors for approval at their
44 August meeting, with the revised fees going into effect 60 days later,
45 at the end of the building season. NTFPD will want to reaffirm at the
46 August ASCWD Board meeting that the Board still wishes to phase in
47 the fees.
- 48 • Educational outreach:

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- 1 ○ Tim Alameda described Chief Schwartz’s 2013 summer campaign
- 2 called “Don’t be the Spark”. He said electric wiring, smoking
- 3 materials and oily rags are the primary causes of fires throughout
- 4 NTFPD’s jurisdiction.
- 5 ○ NTFPD established a presence in the valley over July 4th to get
- 6 the message out that this is a dangerous time for fires.

7 **L. Introduction of Ordinance for ASCWD Fire and Life Safety Cost**
8 **Recovery Fee Schedule:**

9 NTFPD’s Tim Alameda gave a brief overview of the Ordinance. It is the
10 same schedule used throughout NTFPD’s jurisdiction and is based on an
11 hourly rate of \$81. Director Grant pointed out that NTFPD has been
12 performing these activities for ASCWD without collecting fees, under the
13 contract between the two agencies. Tim said yes, but that NTFPD and
14 Manager Collins have been looking into the matter and have agreed that
15 NTFPD probably should have been collecting the fees. Director Northrop
16 made a MOTION that the Board set a public hearing for September 13 to
17 adopt an Ordinance establishing the ASCWD Fire and Life Safety Cost
18 Recovery Fee Schedule. Director Priest SECONDED the motion.
19 Directors Grant, Northrop, Priest and Salke being in favor, the motion was
20 APPROVED.

21 **D. General Manager’s Report:**

22 John Collins, General Manager, provided a written report on his activities
23 during the month of June, with discussion on the following topics:

- 24 • Alpine Meadows Road Bridge Replacement: There was no activity.
- 25 • Alpine Sierra Subdivision: Manager Collins met with Doug Clyde and
- 26 NTFPD. The main topic was preparation of a will serve letter for the
- 27 subdivision. Alpine Sierra is currently working on the EIR for the
- 28 project. NTFPD will prepare a draft will serve letter, to which Manager
- 29 Collins will add information about water and sewer infrastructure.
- 30 Director Grant asked for and received confirmation from NTFPD that
- 31 the roads will be wide enough (22’) for the project to go forward. Tim
- 32 Alameda said most areas in NTFPD’s jurisdiction have a single
- 33 combined ingress/egress, just like Alpine Meadows. Chief Schwartz
- 34 said it was a good meeting. He said it was important to have roads
- 35 wide enough for traffic to come in and out during emergencies, and
- 36 said NTFPD was not willing to compromise on that issue. Director
- 37 Salke asked about defensible space in the green belt; Chief Schwartz
- 38 said Doug Clyde seemed proactive about the importance of
- 39 defensible space.
- 40 • Alpine Meadows Road Pipeline Project: Manager Collins coordinated
- 41 with Webb Land Surveying regarding the completion of the survey
- 42 along the alternate alignment (from Chateau Road to John Scott
- 43 Trail). He is also working with Staff to mark water and sewer facilities
- 44 for the alignment. He will hand the information over to Stantec to do a
- 45 design, will then put together a cost estimate and present it to Troy
- 46 Caldwell to see if he accepts it or if the District continues with the
- 47 alternate alignment.
- 48 • AME Well Re-drill:

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- 1 ○ Manager Collins continued discussions with the owners of 1402
2 Beaver Dam Trail regarding the granting of a restrictive easement.
3 He found out that Placer County has a requirement that
4 homeowners within 300 feet of a sewer connect to the sewer; this
5 removes the requirement to obtain an easement that prohibits the
6 installation of a leach field within 100 feet of the AME Well.
7 Manager Collins has come up with a figure of \$6,000 to provide
8 the owners as compensation for the easement; the Board will
9 ultimately have to approve the expenditure. Manager Collins
10 explained the method he used to come up with his figure: he used
11 Zillow.com and assessor figures for vacant land values in the
12 valley to come up with a starting per-square-foot value for the
13 portion of 1402 Beaver Dam Trail that lies within the area affected
14 by the easement, then applied a figure of 15% for the restriction.
15 The owners are in the process of acquiring all necessary
16 signatures for the easement. Director Salke said Manager Collins'
17 analysis seemed reasonable.
- 18 ○ The other current topic is what to do with the fluids produced
19 during drilling and during the test pump. Lahontan Regional
20 Water Quality Control Board was negative about the project,
21 wanting to know a tremendous amount of information about Bear
22 Creek. Direct discharge to the sewer appears to be the only
23 viable alternative for disposal of test pump water. The estimated
24 cost to discharge to the sewer is approximately \$36,000, which
25 would probably be equivalent to the cost of using consultants to
26 gain Lahontan's approval to use Bear Creek. Other utilities
27 sprinkle test pump water, but ASCWD doesn't have enough land.
- 28 ○ Manager Collins has begun working on alternatives for the
29 disposal of the projected 500,000 gallons of drilling fluids. The
30 current plan is to clean out the sedimentation pond near the Office
31 parking lot, put wattles at the exit, and put the drilling fluids into
32 the pond.
- 33 ○ Project schedule: In August the Board will review/approve Mark
34 Fredrick's drilling bid; the drilling itself would occur in September;
35 the test pump would be carried out sometime in September or
36 October; the design of the well and pump house would take place
37 during the winter; construction would follow in the spring.
- 38 ○ Director Grant said Bear Creek was almost empty and it did not
39 seem reasonable not to use it. Manager Collins said he might
40 have representatives from Lahontan come out for a field visit, so
41 that they could see for themselves that the creek is essentially dry
42 in the fall. Buz said Lahontan was worried about the discharge of
43 drilling fluids raising the temperature of the creek. He said Bear
44 Creek was about 61°F and the well water was 52-53°F. A
45 possible option might be to discharge water above Bear Creek,
46 allowing it to warm up by the time it reaches the creek. Manager
47 Collins said the final decision on disposition of fluid discharge has
48 not been made.

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- 1 • Budget: Manager Collins performed a final review of the operating and
- 2 capital budgets, and added the CPI to the operating budget.
- 3 • Long Range Master Plan: Manager Collins will have data available for
- 4 the valley-wide meeting.
- 5 • CalPERS: Manager Collins worked with District Counsel on
- 6 responding to CalPERS request for additional information regarding
- 7 the District's formation, to see if it is legally allowed to be in CalPERS.
- 8 The issue is being explored because Staff is interested in the
- 9 CalPERS retirement benefits and because Manager Collins feels the
- 10 District is more competitive when hiring if it can offer participation in
- 11 CalPERS benefits. District Counsel's opinion is that the District is
- 12 qualified to be in CalPERS.
- 13 • Other activities: Manager Collins prepared for Lew's retirement party;
- 14 coordinated with Don Fulda regarding plantings in the Park; ordered
- 15 the plants; and will coordinate with the nursery. Director Grant asked
- 16 if the Park plantings stayed within budget; Manager Collins said yes.
- 17 President Quinan reported that Lew's retirement party was very nice
- 18 and well attended.

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

20 Buz presented a written report for the month of June that included status

21 updates on water, sewer, garbage and other services provided by the

22 District.

- 23 • Maintenance: Staff completed repair work on Tank 4-A (drained the
- 24 tank, then contractor lengthened brackets for the posts and beams);
- 25 completed the new water line for the stables; maintained the Park;
- 26 completed the annual reading of water meters; and began installation
- 27 of new remote meters.
- 28 • All routine spring water samples were absent coliform bacteria.
- 29 • Staff repaired a water line on Mineral Springs with a worsening leak.
- 30 • Director Grant asked for an update on the remote read meter
- 31 installation project. Buz said last year, the first year in the three-year
- 32 project, Staff installed about 260 remote read meters at the River Run
- 33 condos, Alpine Place condos, along Mineral Springs, Snow Crest,
- 34 Forest Trail, and Pine Trail, and started to go up John Scott. They
- 35 completed all except the ones that have to be dug out. This summer
- 36 they are installing meters along Bear Creek, John Scott, Deer Park,
- 37 then up to Juniper Mountain. Manager Collins proposed that later this
- 38 fall Staff provide a demonstration to the Board.

39 **F. CSDA 2013 Board Election:**

40 The Directors reviewed the material provided by CSDA regarding the

41 upcoming CSDA Board election. Director Northrop made a MOTION that

42 the Board nominate Ginger Root as ASCWD's regional representative on

43 the CSDA Board of Directors. Director Grant SECONDED the motion.

44 Directors Grant, Northrop and Salke being in favor, the motion was

45 APPROVED.

46 **G. Mission Statement:**

47 President Quinan presented a modified version of the mission statement,

48 recommending, in addition to the changes within the document, the

49 removal of the word "Adequate" from the first item 1, so that it would read

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1 “Clean, safe, and dependable drinking water.” Director Northrop made a
2 MOTION that the Board approve the Mission Statement as presented,
3 with the removal of the word “Adequate”. Director Salke SECONDED the
4 motion. Directors Grant, Northrop, Priest and Salke being in favor, the
5 motion was APPROVED.

6 **H. TTSA Report:**

7 Director Northrop provided the agendas and his own written report for the
8 TTSA June 19, and July 10, Board meetings.

- 9 • The plant is operating normally and efficiently.
- 10 • All waste water discharge requirements are being met.
- 11 • Director Northrop said he had an article he would bring next month to
12 share with the Directors, regarding the healthiness of leach fields.
- 13 • Director Grant asked if ASCWD could expect any fee increases;
14 Director Northrop said no. The largest project on the horizon is
15 construction of a thermophilic digester sometime in the next 5-10
16 years.

17 The next TTSA Board meeting is scheduled for August 14.

18 **I. Committee Reports:**

19 i. **Budget & Finance Committee:** President Quinan presented a written
20 report of yesterday’s Committee meeting.

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

22 b. **Investments/cash:** Manager Collins rolled over the \$105,000 CD
23 to mature June 24, 2014 at a 0.60% interest rate.

24 c. **Requests from Customers for Adjustments to their Bills:**

25 There was one letter from a customer, requesting relief from a
26 high water bill. He had a broken pipe upstairs, resulting in
27 substantial property damage and \$1,000 worth of extra water
28 charges over the last two years. The Committee recommended
29 denial of the request since it is District policy to deny requests
30 when the leak is on the customer’s side of the meter. Director
31 Northrop made a MOTION that the Board deny the customer’s
32 request for relief from his high water bill. Director Priest
33 SECONDED the motion. Directors Grant, Northrop, Priest and
34 Salke being in favor, the motion was APPROVED.

35 d. **Requests for Unbudgeted Expenses:** None.

36 e. **Next meeting:** Scheduled for Thursday, August 8 at 9:30 a.m.

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

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

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

40 **J. Open Items:**

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

43 **K. Correspondence to the Board:** Tom Lane requested that the Board
44 consider identifying an area in the Park where Park users could leave
45 items such as paddle boards locked up. Manager Collins pointed out that
46 granting the request might increase the District’s liability. Director Salke
47 agreed; he said he felt it would be opening a can of worms and would
48 detract from the aesthetic quality of the Park. The Directors agreed that
49 they did not wish to grant Tom Lane’s request and thereby establish a

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1 precedence for people to store their possessions in the Park. Manager
2 Collins will advise Tom Lane of the Board's position.

3 **4. DIRECTORS' COMMENTS**

- 4 ■ President Quinan reported on the June 28 meeting at which Squaw Alpine
5 Association (SAA) met with valley residents. The SAA representatives felt
6 that the general sentiment in Alpine Meadows was that the property owners
7 did not want Alpine Meadows to be included in the incorporation proposed by
8 SSA, so the push for incorporation will include only Squaw Valley.

9 **5. ADJOURNMENT**

10 There being no further business before the Board, the meeting was adjourned at
11 9:35 a.m.

12
13 Respectfully Submitted,

approved as submitted 8/9/13

14
15
16
17 Jancis Martin
18 Recording Secretary