

**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, September 13, 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; Tim Alameda/NTFPD.

12 **2. PUBLIC PARTICIPATION**

13 None.

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.

- 18 • Manager Collins reported that on a year-to-date basis net income was
19 a little less than the prior year. Current month expenses are a few
20 thousand dollars higher than budgeted, due to some legal and
21 building maintenance expenses.
- 22 • Cash position has increased by \$196K from the prior fiscal year and
23 by \$382K from the prior month.
- 24 • Collections are \$14,815 ahead of the same time last year.
- 25 • Director Priest asked why Park expenditures were considerably over
26 budget in August; Buz said it was because both restroom locks had to
27 be replaced, and that the locks were specialized and expensive.
28 Director Priest asked why the Building Maintenance category was
29 considerably over budget; Buz said the main expense was the
30 removal of dead trees in the Office area.

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

36 ii. **August Expenses Paid & Payable:** The Directors reviewed the
37 monthly check register. Director Northrop made a MOTION that the
38 Board approve the Expenses Paid & Payable (the debits for payroll
39 and checks 27001 through 27064). Director Grant SECONDED the
40 motion. Directors Grant, Northrop, Priest and Salke being in favor,
41 the motion was APPROVED.

42 **B. Approval of Minutes:**

43 Director Northrop made a MOTION that the Board approve the minutes of
44 the August 9, 2013, Regular Board of Directors Meeting. Director Priest
45 SECONDED the motion. Directors Grant, Northrop, Priest and Salke
46 being in favor, the motion was APPROVED.

47 **C. Fire Department Report:**

48 Chief Schwartz and Tim Alameda from NTFPD were in attendance and
49 reported the following:

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- 1 • Dispatch Calls: There were 8 calls to dispatch from Alpine Meadows
2 in August, 5 of which were for EMS. District-wide, NTFPD's call
3 volume was up 15% over last year and August was one of the busiest
4 months they have ever had. This is a very busy time of year for them,
5 augmented in September by their involvement in supporting major
6 sporting events (e.g., Ironman and Tough Mudder). Buz asked if the
7 District's on-call worker could be allowed into the valley during the
8 times when highway 89 is closed to vehicle traffic for the sporting
9 events; Chief Schwartz said he would work on it.
- 10 • Fire Station Staffing: NTFPD staffed the Alpine Meadows fire station
11 for 12 days in August, totaling 25 days for the fiscal year.
- 12 • Rim Fire: NTFPD sent a strike team to the Rim Fire. The team was
13 positioned at the far reach of the fire, trying to protect Hetch Hetchy,
14 when the fire fighters were overrun by fire and they had to move into a
15 safety zone. Captain Smith videoed the episode and Channel 2 News
16 did an excellent 3-minute feature on the strike team, including the
17 video footage.
- 18 • Lake Tahoe Summit: This year it was hosted by Nevada Senator
19 Harry Reid, Al Gore was the keynote speaker, and the Summit
20 focused on fire.
- 21 • Chipping: Tim Alameda said NTFPD's Dave Zaski made
22 arrangements for the big pile of clippings along Alpine Meadows Road
23 to be chipped. Tim said the pile had been an ongoing problem with
24 many complaints called in.
- 25 • Fire Adaptive Communities: Tim spent time in the Juniper Mountain
26 and Bear Creek areas with a forester, evaluating fire protection issues
27 and they identified a number of improvements that should be made.
28 Chief Schwartz said the Community Wildfire Protection Plans for
29 NTFPD and ASCWD, created over 10 years ago, have expired and
30 need to be updated; these are the documents upon which grant
31 requests are based. He said some of the projects specified in the
32 Plans have been completed, others have not. NTFPD is requesting
33 funds to complete the work and is including coverage for Alpine
34 Meadows. NTFPD also met with Bear Creek Association personnel
35 and plans to put together neighborhood educational events for them.
36 If Alpine Meadows can supply \$14K in matching funds, NTFPD can
37 do all of the fire protection work required in the valley. Tim said it was
38 not just about money, but about people and an interested
39 neighborhood, referring to a concept known as "Fire Adaptive
40 Communities".
- 41 • Construction is up about 20% in Placer County.
- 42 • Fire Safe Council: Director Priest said he would like to see the Board
43 establish a closer relationship with the Alpine Meadows Fire Safe
44 Council, whose jurisdiction and interest are coterminous with the
45 District's. Director Salke agreed and said he would be willing to take
46 an active role. Chief Schwartz said that Fire Safe Councils are indeed
47 not tied to any official agencies and would welcome closer
48 associations with them. Director Priest suggested that somebody
49 from the Alpine Meadows Fire Safe Council be asked to make a

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1 presentation to the Board, adding that he felt the District had a
2 responsibility to be involved in fire safety issues.

3 **D. Ordinance 8-2013: ASCWD Fire and Life Safety Cost Recovery Fee**
4 **Schedule:**

5 Chief Schwartz and Tim Alameda of NTFPD were in attendance for this
6 agenda item. At 9:05 a.m., President Quinan opened the public hearing
7 to obtain input on the Plan. Nobody spoke. President Quinan closed the
8 public hearing at 9:05 a.m. President Quinan asked how NTFPD
9 determined their hourly rate of \$81. Tim Alameda said their CPA came
10 up with the figure, using Tim's salary as a starting point and adding a
11 typical amount of assistance he gets from other departments within
12 NTFPD (such as administrative support). Director Priest made a
13 MOTION that the Board adopt Resolution 8-2013: Setting Fees for Cost
14 Recovery of Fire and Life Safety Activities. Director Northrop
15 SECONDED the motion. Roll was called to approve the Resolution.
16 Ayes: Directors Grant, Northrop, Priest, Salke and President Quinan.
17 Noes: none. The Resolution was APPROVED.

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

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

- 21 • Alpine Sierra Subdivision: Stantec completed the updated Proposed
22 Alpine Sierra Development Water and Sewer Facility Evaluation.
23 Manager Collins reviewed it, approved it and forwarded it to the
24 developer for use in his EIR.
- 25 • 2013 Chalet Road to John Scott Trail Waterline & PRV Project
26 (formerly referred to as the Alpine Meadows Road Pipeline Project):
27 Stantec completed a 50% plan and specifications and submitted them
28 for review. Holdrege & Kull completed their geotechnical investigation
29 and report for the project. Manager Collins submitted the 50% plan to
30 the USFS for review and awaits their feedback. Director Priest asked
31 if this plan would be competitive with the original plan that involved
32 purchasing Troy Caldwell's easement; Manager Collins said yes, that
33 this plan would probably be less expensive.
- 34 • AME Well Re-drill:
 - 35 ○ Mark Fredrick Pump & Supply Co. informed the District that he
36 could not do the drilling until spring, as he was too busy with other
37 projects. Stantec contacted several additional drillers to obtain
38 proposals for the well drilling (see agenda item 3H).
 - 39 ○ Director Northrop asked why the District didn't put off the drilling
40 until spring, since the Fredrick bid was lower than the Vannucci
41 proposal to be considered later in today's meeting. Manager
42 Collins said delaying the drilling would put the project a whole year
43 behind. He added that Stantec is familiar with Vannucci's work,
44 that he is always the lowest bidder, doesn't do a lot of change
45 orders and does good work.
 - 46 ○ Director Priest asked how much was originally budgeted for the
47 well. Manager Collins said \$75K. He pointed out that the District
48 spent \$450K to re-equip Well R-1, and that didn't even involve re-
49 drilling the well. The AME Well Re-drill project has involved

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- 1 dealing with easements, the TROA, and many other unexpected
2 obstacles. Manager Collins said if the District has the re-drilled
3 AME Well and Well R-1, everything else in the valley could go dry
4 and the District would have sufficient water for the needs of its
5 customers.
- 6 • CalPERS: Manager Collins completed CalPERS “New Agency
7 Questionnaire” and submitted a draft for review.
 - 8 • USFS Special Use Permit: Staff completed field marking District
9 assets on USFS lands. The next step is for Andregg to complete their
10 field survey work (probably next week).
 - 11 • LAFCO: LAFCO has initiated a Municipal Service Review (MSR)
12 Update (done every 10 years) for districts located within the Tahoe
13 and Martis Valley areas. Their request for information to support the
14 review is due September 16.
 - 15 • Snow-making Rate Analysis: Manager Collins met with Shawn Koorn
16 of HDR and received his initial request for data.
 - 17 • Other activities: Manager Collins authorized Dwight Smith, of
18 InterFlow Hydrology, to release to the ski area the District’s work
19 regarding the Scott Chair well (the ski area is looking into drilling,
20 which could impact water available to ASCWD); met with Robb Olson,
21 architect for the Vastine residence’s deck addition, for a field review of
22 the deck encroachment into the District’s sewer easement, and
23 submitted comments and condition to Placer County; prepared
24 material for the all-valley meeting; prepared and submitted a
25 commitment letter to NTFPD for their submission of a grant
26 application (confirming that the District will match funds); and hosted
27 the monthly TTSA managers meeting.

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

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

- 32 • Maintenance: Staff worked with contractors throughout the valley to
33 locate District lines for sewer, water line crossings and water line hot
34 taps; had problem dead trees removed from around the Office area;
35 marked all District sewer and water lines on USFS property, including
36 the snowmaking line; performed daily Park maintenance.
- 37 • Staff is currently doing this year’s portion of the 5-year cycle of sewer
38 TVing and cleaning.
- 39 • Staff continued to install new remote read meters. They are currently
40 working in the Deer Park area, then will work in Juniper Mountain, and
41 will return later to work on the more difficult meter installations they
42 skipped during their first pass through neighborhoods. Buz said they
43 would install more meters this year than anticipated.
- 44 • All routine water samples were absent coliform bacteria.

45 **G. Osvaldo and Eddy Ancinas’ Request for a Lot Line Adjustment:**

46 Last month the Ancinases made a presentation of two possible
47 adjustments they would like made between their property – Casa Andina -
48 and that of the District. The Board discussed District counsel’s review.

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- 1 • The parcel being considered by the Board is ~6,000 square feet,
2 which puts it over the 5,000 square-foot legal maximum for avoiding a
3 number of required notification procedures. Therefore selling the
4 parcel as described in the Ancinas's proposal will probably require
5 that the District carry out all the notification procedures. Manager
6 Collins said he hoped he could work with the surveyor to keep the lot
7 under 5,000 square feet, which would save time and expense.
- 8 • Manager Collins said if the Board is interested in proceeding, he will
9 advise the Ancinases of the Board's interest in selling the smaller of
10 the two proposed parcels, and let them know they should pay fair
11 market value plus the value of the parking lot and the various
12 administrative costs (including notifications and legal costs), along
13 with the expense of the appraisal and survey reports.
- 14 • Manager Collins said if the parking lot is to be permanent, Placer
15 County will have to do more substantial work in preparing it, as part of
16 their Alpine Meadows Road Bridge Replacement Project. Jon
17 Mitchell, the project manager from Placer County, has already said
18 that preparing a permanent parking lot for Casa Andina would be
19 okay, because it would save the county the expense of tearing out the
20 parking lot after the bridge replacement project is completed.
- 21 • Director Priest made a MOTION that the Board begin the process of
22 declaring as surplus, and disposing of, the District's property
23 described as option 2 in the map provided by the Ancinases at last
24 month's meeting. Director Northrop SECONDED the motion. During
25 discussion, Director Salke said he was fine with the Board moving
26 toward selling the parcel, but that he would like to see a cost benefit
27 analysis before the actual sale to see if the sale would be beneficial.
28 Directors Grant, Northrop, Priest and Salke being in favor, the motion
29 was APPROVED.
- 30 • Next month the Board will consider action on a resolution to officially
31 declare the property as surplus. Manager Collins will work with the
32 Ancinas to determine if the Board should continue on the path toward
33 selling the parcel. He will obtain appraisal and survey reports, and will
34 also speak with the county regarding the parking lot.

35 **H. AME Well Rehabilitation:**

36 The Board reviewed a bid from Vannucci Technologies to re-drill the AME
37 Well. Manager Collins said the bid includes sealing up the old wells, but
38 does not include the expense of running water trucks. Items 18 and 19
39 (amounting to \$23,000) are for work that was not included in Fredrick's
40 bid. Manager Collins said the Vannucci bid was fairly comparable to the
41 work proposed by Fredrick. Director Northrop made a MOTION that the
42 Board approve Vannucci Technologies' bid for drilling the replacement
43 AME Well, in an amount not to exceed \$259,868. Director Priest
44 SECONDED the motion. Directors Grant, Northrop, Priest and Salke
45 being in favor, the motion was APPROVED.

46 **The Board took a break between 9:45 a.m. and 9:55 a.m.**

47 **I. TTSA Report:**

48 Director Northrop provided the agendas and his own written reports for
49 the TTSA August 14, and September 11, Board meetings.

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- 1 • The plant is operating normally and efficiently.
- 2 • All waste water discharge requirements are being met.
- 3 • Director Northrop said the TTSA Board was looking at installing
- 4 another thermophilic digester at some point in the future.
- 5 • President Quinan asked about the Avery Hotel sewer relocation.
- 6 Director Northrop said the hotel project would necessitate the sewer
- 7 being rerouted, but TTSA is thinking they should do the rerouting
- 8 anyway, regardless of whether or not the Avery Hotel project goes
- 9 through.
- 10 • Director Priest asked for a status update on the Fanny Bridge project.
- 11 Director Northrop said the proposed traffic circle at Fanny Bridge as
- 12 designed is located on top of the Truckee River Interceptor (TRI).
- 13 TTSA's position is that the TRI and traffic circle cannot coexist and
- 14 that the traffic circle needs to be moved. The issue is unresolved.
- 15 The next TTSA Board meeting is scheduled for October 9.

J. Committee Reports:

- 17 i. **Budget & Finance Committee:** President Quinan presented a written
- 18 report of yesterday's Committee meeting.
- 19 a. **Non-standard Transactions:** None.
- 20 b. **Investments/cash:** Per the Committee's recommendation,
- 21 Director Northrop made a MOTION that the Board authorize
- 22 Manager Collins to roll over the CD maturing September 26 at the
- 23 current rate. Director Priest SECONDED the motion. Directors
- 24 Grant, Northrop, Priest and Salke being in favor, the motion was
- 25 APPROVED.
- 26 c. **Requests from Customers for Adjustments to their Bills:**
- 27 1) One customer attended the Committee meeting, said the
- 28 invoice was not clear, Director Grant explained the instruction
- 29 and the customer left satisfied. No further action is necessary.
- 30 2) A customer requested that the District waive her late fees due
- 31 to delays in filing an insurance claim. They have already paid
- 32 the bill. The Committee recommends waiving her late fees.
- 33 3) A customer's payment was late due to a bank error; the bank
- 34 will cover the late fee, so no action is necessary.
- 35 4) A customer payment was late due to a post office error. The
- 36 Committee recommends waiving the late fee.
- 37 Per the Committee's recommendation, Director Salke made a
- 38 MOTION that the Board approve relief from late fees for the
- 39 customers in the second and fourth cases described above.
- 40 Director Northrop SECONDED the motion. Directors Grant,
- 41 Northrop, Priest and Salke being in favor, the motion was
- 42 APPROVED.
- 43 d. **Requests for Unbudgeted Expenses:**
- 44 1) Per the Committee's recommendation, Director Northrop made
- 45 a MOTION that the Board approve the unbudgeted expense of
- 46 Lew Tift's health insurance, not to exceed \$2,007.03 per
- 47 month per contract agreement. Director Priest SECONDED
- 48 the motion. Directors Grant, Northrop, Priest and Salke being
- 49 in favor, the motion was APPROVED.

