

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

**J. Committee Reports:**

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

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2) Per the Committee’s recommendation, Director Northrop made a MOTION that the Board approve the unbudgeted expense of Miguel Ramirez’s health insurance starting at 60 days from employment, per state law, rather than the no-longer legal District policy of starting at 6 months from employment. Director Priest SECONDED the motion. Directors Grant, Northrop, Priest and Salke being in favor, the motion was APPROVED. Director Salke will start to evaluate the impact of the new PEMHCA laws on District policies.

e. **Next meeting:** Scheduled for Thursday, October 10 at 9:30 a.m.

- ii. **Administration & Personnel Committee:** No meeting.
- iii. **Park, Recreation & Greenbelt Committee:** No meeting.
- iv. **Long Range Planning Committee:** Director Priest reminded the Directors that they had discussed preparing a report showing progress the District has made since 2006 on long range goals and work still remaining to be done. Neither Director Priest nor Manager Collins was able to prepare the report in time for the valley-wide meeting this year. Director Priest would like to continue the effort and hopes the Board will support Manager Collins doing the work when his workload lightens this winter. Director Priest said that providing District customers with the information would educate them and make them supportive of the District’s efforts in the future. He said such a written report could be posted on the District web page and noted in the newsletter, and could provide the basis for a valley-wide report.

- K. Open Items:**
- The next Board meeting will be held at its normal date and time: Friday, October 11 at 8:30 a.m.

**L. Correspondence to the Board:** None.

**4. DIRECTORS’ COMMENTS**

- Director Priest is moving to southern California at the end of this month for health reasons. He will continue to attend ASCWD meetings, but may have to miss either the November or December meeting. Director Salke said during the winter his work as avalanche forecaster at the ski area could possibly preclude his attendance at meetings if the weather is bad enough on meeting days.

**5. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 10:17 a.m.

Respectfully Submitted, approved as submitted 10/11/13

Jancis Martin  
Recording Secretary