

**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, February 13, 2015, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Grant called the meeting to order at 8:35 a.m.

3 **PLEDGE OF ALLEGIANCE**

4 Those attending joined in reciting the Pledge of Allegiance.

5 **ROLL CALL**

6 Directors Present: Janet S. Grant, President; Michael Battey; Jon Northrop; Evan  
7 Salke; Christine York.

8 Directors Absent: None.

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

12 Guests Present: Chief Mike Schwartz/NTFPD; Steve Simons/NTFPD; Tim  
13 Alameda/NTFPD; Nita Wracker/NTFPD.

14 **2. PUBLIC PARTICIPATION**

15 None.

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

17 **A. Financial Reports:**

18 Mike Dobrowski, District CPA, participated in discussion of this agenda  
19 item by telephone.

- 20 • The District paid \$230K to NTFPD, per contract. The amount was a  
21 little less than had been budgeted.
- 22 • The District has a little less than \$100K less than the prior year,  
23 largely due to the current year capital projects, which amount to  
24 \$613K for the fiscal year-to-date.
- 25 • Mike worked with the auditors and made some adjustments to the  
26 financial statements per their suggestions.
- 27 i. **January Financial Statements:** Director Northrop made a MOTION  
28 that the Board accept the January 31 month-end financial reports.  
29 Director York SECONDED the motion. Directors Battey, Northrop,  
30 Salke and York being in favor, the motion was APPROVED.
- 31 ii. **January Expenses Paid & Payable:** The Directors reviewed the  
32 monthly check register. Director Salke made a MOTION that the  
33 Board approve the Expenses Paid & Payable (the debits for payroll  
34 and checks 27876 through 27921). Director Northrop SECONDED  
35 the motion. Directors Battey, Northrop, Salke and York being in favor,  
36 the motion was APPROVED.

37 **B. Approval of Minutes:**

38 Director Northrop made a MOTION that the Board approve the minutes of  
39 the January 9, Regular Board of Directors Meeting. Director York  
40 SECONDED the motion. Directors Battey, Northrop, Salke and York  
41 being in favor, the motion was APPROVED.

42 **C. Fire Department Report:**

43 Chief Schwartz, Steve Simons, Tim Alameda and Nita Wracker from  
44 NTFPD were in attendance for this agenda item.

- 45 • Grant applications: Chief Schwartz reported that it was grant season,  
46 and that his staff spent a lot of time working on applications last  
47 month. The grant funding comes from CalFire, SRA fees, cap and  
48 trade money, and from fuels reduction measures. NTFPD wrote grant  
49 applications to fund evacuation planning, fuels treatment, community

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- 1 interaction to rebuild the Fire Safe Councils, and to purchase new fire  
2 trucks.
- 3 • CalFire: The new local unit chief is George Morris III. He toured the  
4 Tahoe area state lands and local jurisdiction lands with Chief  
5 Schwartz, and was impressed by the amount of land and by how dry  
6 the fuels were.
  - 7 • New Apparatus: NTFPD has new engines on order, which should be  
8 here by spring, in time for the fire season. NTFPD also has a new  
9 ambulance, which is already in operation.
  - 10 • Current grants: Nita Wracker reported that the current grants are the  
11 SAFER grant that enabled NTFPD to hire 9 new employees; a grant  
12 to purchase apparatus; another grant for a fuels project near the fire  
13 station; and \$400K with North Lake (Incline Village), which will go into  
14 effect this summer for defensible space inspections (a voucher  
15 program that will reimburse 50% up to \$1,000 per parcel, but doesn't  
16 reimburse for personal thinning). Director Battey asked what  
17 NTFPD's plan was to retain staffing when the SAFER grant runs out.  
18 Chief Schwartz said the SAFER grant covers the 9 employees until  
19 April 2016. NTFPD plans to apply for a 50% retention grant next year  
20 to fund 4 or 5 of the 9 positions, anticipating that incremental  
21 increases in property tax revenues will fund the other positions. The  
22 retention grant requires that NTFPD be able to put 14 people on a fire  
23 within 10 minutes 90% of the time. Chief Schwartz said NTFPD is  
24 doing well toward meeting the goal. If they do not get the retention  
25 grant, they will have a plan B. Alpine Meadows is benefiting from the  
26 SAFER grant, which is helping keep the local station staffed close to  
27 full time.
  - 28 • Dispatch Calls: There were 22 calls to dispatch in January, 20 of  
29 which were EMS calls from the ski resort. Of the other 2 calls, one  
30 was a false alarm and one was cancelled en route.
  - 31 • Weather: Chief Schwartz said winter is effectively over. Some  
32 moisture will probably come through in the next month or two, but no  
33 significant additional precipitation. Some weather forecasters are  
34 saying this is the worst drought in the Tahoe area in 1200 years. The  
35 area is warm and dry, so any snow that does come through will not  
36 stick around to be beneficial during the fire season.
  - 37 • Construction: Tim Alameda reported that the construction season  
38 never stopped this year. He attended a serial arson conference in  
39 Reno with other municipal agencies. There was extensive discussion  
40 about incomplete collection of ASCWD's fire mitigation fees. Per  
41 contract, NTFPD collects the fees, but Pam monitors the collection on  
42 behalf of ASCWD. She noticed that the District was short about  
43 \$1,000 in fees. Tim, Rita, and Pam worked together to figure out what  
44 had happened. When the ASCWD Board approved the most recent  
45 version of the fire mitigation fee plan, the Directors had requested that  
46 NTFPD collect the fees in a phased approach, to lessen the impact of  
47 the fee increase on contractors and property owners. District counsel  
48 said the phased collection was okay, the County Board of Supervisors  
49 approved the rate increase without mentioning the phased collection,

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1 and NTFPD agreed to do the phased collection. However, Tim’s staff  
2 neglected to collect some of the fees. When they went back to track  
3 down the missing fees, they found there were 5 properties involved  
4 (one of which has been finalized) and the District had been shorted  
5 \$560 in fees. Nita asked for the Board’s guidance in what action to  
6 take: waive the fees, pursue collections, or send letters requesting  
7 payment of the uncollected fees. The Directors’ consensus was that,  
8 rather than trying to assign blame, and without sending the property  
9 owners in question to collections, NTFPD should send letters to the  
10 property owners requesting payment of the fees. Manager Collins  
11 said he felt NTFPD should attempt to collect the fees. He said they  
12 should be treated as unpaid bills, a situation the District faces with  
13 water bills all the time. Tim said it would be great for his staff if in  
14 future the ASCWD Board keeps it simple and allows his staff to make  
15 a single fire mitigation fee collection per property. He will be bringing  
16 the next mitigation fee plan update to the Board next month. Chief  
17 Schwartz apologized to the Board for NTFPD’s mis-implementation of  
18 the phased fee collection. Manager Collins said ASCWD was also at  
19 fault, and could have followed up better.

- 20 • Operations: Steve Simons reported that NTFPD had a wild week, with  
21 wind and rain. The damage in the Tahoe basin was not as extensive  
22 as that caused by the storm in December. NTFPD helped Truckee,  
23 who bore the brunt of this storm. Steve met with ASCWD Staff to  
24 discuss the possibility of ASCWD piggy-backing on NTFPD’s new  
25 alarm system. NTFPD put LED lights in the Alpine Meadows fire  
26 station. The LED lights are more efficient, last longer, are much  
27 brighter and NTFPD will recapture the initial investment within 3  
28 years. Steve also spoke with ASCWD Staff about a possible  
29 generator grant.
- 30 • Fire Station Staffing: NTFPD staffed the station for 21 days last  
31 month. Their staffing for the fiscal year is only 5 days shy of the 150-  
32 day contracted staffing minimum.

33 **D. General Manager’s Report:**

34 John Collins, General Manager, provided a written report on his activities  
35 during the month of January, with discussion on the following topics:

- 36 • Alpine Meadows Road Bridge Replacement Project: Placer County  
37 has started cutting down trees.
- 38 • Alpine Sierra Subdivision: Manager Collins submitted the easement  
39 for recordation.
- 40 • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:  
41 The final punch list of items remains to be completed before the  
42 project is finalized. As of this month, ASCWD is releasing all except  
43 about \$7,500 of Longo’s retention, having received notice that all of  
44 Longo’s suppliers have been paid.
- 45 • AME Well Re-drill: Stantec should have the final plans complete and  
46 ready to bid by early March.
- 47 • Tank 4 and 4A Replacement: Manager Collins received proposals  
48 from Andregg, Stantec and Larry Heywood for the Tanks 4 and 4A

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1 replacement project (see agenda items 3M, 3N and 3O). He will have  
2 to work with USFS separately to obtain their approval for the project.

- 3 • Audit: The auditors requested that the actuarial spreadsheet providing  
4 information about the District's liability with respect to retirement  
5 benefits be prepared by an actuarial firm. Manager Collins requested  
6 proposals and authorized Total Compensation Systems to prepare the  
7 report (see agenda item 3H).
- 8 • USFS: Manager Collins received documents from Placer Title  
9 regarding transfer of property from USFS to the District. Matt Webb  
10 prepared updated legal descriptions for Alpine Manor and other  
11 properties. Manager Collins prepared grant of easement documents  
12 for Alpine Manor and Alpine Village apartments, contacted Alpine  
13 Manor regarding grant of easement, met with Jerry Kroft, and  
14 submitted documents to District counsel for review.
- 15 • Disposal of District property: The Ancinases selected Johnson &  
16 Perkins to prepare an appraisal of the District property they hope to  
17 purchase. Manager Collins submitted a check to cover the cost of the  
18 appraisal services and met with the appraiser and surveyor to review  
19 the project. The appraisal will take about two months and the  
20 boundary line adjustment will take about six months.
- 21 • USFS Special Use Permit: Manager Collins completed the  
22 documentation requested by the USFS: the frequency of use for each  
23 easement and facility located on USFS property and the types of  
24 vehicles that will be used. He also met with Andregg (project  
25 surveyor) and Rick Magdalena (District consultant) to review  
26 documents and make edits. Manager Collins is currently preparing  
27 the final submittal to the USFS.
- 28 • NTFPD: Manager Collins prepared the NTFPD property tax payment.
- 29 • Director York asked if Longo was going to clean up the Chalet Road  
30 to John Scott Trail project. She reported that mud was flowing onto  
31 the road. Manager Collins said he would check into it.

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

33 Buz presented a written report for the month of January that included  
34 status updates on water, sewer, garbage and other services provided by  
35 the District.

- 36 • Maintenance performed: Staff maintained equipment and operated  
37 new clay valves installed on the Chalet Road to John Scott Trail water  
38 line.
- 39 • The Ford service truck was out of action for three weeks in January  
40 for extensive repairs (axle seals, water pump installation and u-joint  
41 replacement).
- 42 • Flow data were not available for the sewer system due to line failure  
43 in the telemetry system. SCADA is designing a system to deliver the  
44 system information over the air at a cost of about \$2,300.
- 45 • All routine water samples were absent coliform bacteria.
- 46 • The ski area purchased 13,000,705 gallons of water for snow-making.  
47 Buz said it was about average for a season.

48 **F. SDRMA Notification of Nominations: 2015 Election of Board of**  
49 **Directors:**

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- 1           The Board discussed the notification. None of the Directors chose to put  
2           their name forward for candidacy for the SDRMA (Special District Risk  
3           Management Authority) Board.
- 4           **G. CSDA Call for Nominations: Board of Directors, Sierra Network, Seat**  
5           **C:**  
6           The Board discussed the call for nominations and chose not to nominate  
7           any candidates for the CSDA (California Special Districts Association)  
8           Board position.
- 9           **H. Actuarial Study of Retiree Health Liabilities:**  
10          The Board reviewed the actuarial study of retiree health liabilities  
11          prepared by Total Compensation Systems, Inc. Manager Collins said  
12          GASB45 requires that the District book as a liability its post-retirement  
13          benefits. Nobody at the District knew about the requirement until it had its  
14          first retiree. The liability is the health care for the retirees and their wives  
15          until they die. Lew is the current retiree and therefore using the benefit,  
16          and Buz, Pam and Miguel are eligible for it. If the Board wants to  
17          amortize the liability, they can opt to put \$20,693 aside each year. Right  
18          now the District is instead paying the actual expenses each year. The  
19          study needs to be produced each three years. The Board is required to  
20          acknowledge receipt of the study. Director Battey recommended that the  
21          Board fund this and the pension benefit in a separate fiduciary fund,  
22          rather than paying the benefits as they come due, explaining that this  
23          would protect the employees and the rate payers. He also said that the  
24          District should look at funding the difference between CalPERS  
25          assumptions and reality. Manager Collins said the Board should discuss  
26          Director Battey's suggestions next year. He also said that if the Board  
27          decides not to offer the health care benefit to future employees, the Board  
28          would need to approve a resolution to change the employee manual.  
29          Director Northrop made a MOTION that the Board accept the actuarial  
30          study of retiree health liabilities produced by Total Compensation  
31          Systems, Inc. Director Battey SECONDED the motion. Directors Battey,  
32          Northrop, Salke and York being in favor, the motion was APPROVED.
- 33          **I. TTSA Report:**  
34          Director Northrop provided the agendas and his own written reports for  
35          the January 14 and February 11, regular TTSA board meetings. He  
36          reported that:
- 37                 • The plant is operating normally and efficiently.
  - 38                 • All waste water discharge requirements are being met.
  - 39                 • TTSA is still trying to find a new manager.
- 40          The next TTSA Board meeting is scheduled for March 11.
- 41          **J. Revised Sewer System Management Plan (SSMP):**  
42          Buz explained that all districts that have more than a mile of sewer line  
43          are required to have a SSMP, and to update and get it re-certified every 5  
44          years. He said the only changes to the Plan at this time were updates to  
45          contact information in the emergency procedures section. Part of the re-  
46          certification process is for the Board to review changes to the Plan and  
47          approve the updated Plan. Director Northrop made a MOTION that the  
48          Board approve the revised Sewer System Management Plan. Director

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1 York SECONDED the motion. Directors Battey, Northrop, Salke and York  
2 being in favor, the motion was APPROVED.

3 **K. Agreement with Webb Land Surveying, Inc. for Boundary Line**  
4 **Adjustment between APNs 095-050-018 (District property) and 095-**  
5 **040-007 (Ancinas property):**

6 The Board reviewed the agreement. Manager Collins explained that the  
7 boundary line adjustment was part of what has to be done to break off the  
8 property that the District plans to sell to the Ancinas. The adjustment  
9 can take up to 6 months. The Ancinas will repay the cost. Director  
10 Northrop made a MOTION that the Board approve the agreement with  
11 Webb Land Surveying, Inc. for boundary line adjustment between APNs  
12 095-050-018 and 095-040-0007, in an amount not to exceed \$6,200.  
13 Director York SECONDED the motion. Directors Battey, Northrop, Salke  
14 and York being in favor, the motion was APPROVED.

15 **L. Amendment #1 to the Agreement with Stantec for the AME Well**  
16 **Equipping Project:**

17 The Board reviewed the amendment. Manager Collins explained that  
18 after Stantec completed the design on the well house, Staff directed them  
19 to relocate and rotate the well house. The work involved is outside their  
20 original contract. Director Northrop made a MOTION that the Board  
21 approve Amendment #1 to the Agreement with Stantec for the AME Well  
22 Equipping Project, in an amount not to exceed \$4,560. Director York  
23 SECONDED the motion. Directors Battey, Northrop, Salke and York  
24 being in favor, the motion was APPROVED.

25 **M. Agreement with Andregg Geomatics to Provide Avalanche Hazard**  
26 **Evaluation Mapping Services for the Tanks 4 and 4A Replacement**  
27 **Project:**

28 The Board reviewed the agreement. Manager Collins explained the  
29 USFS requires an avalanche analysis for the project. In order to do the  
30 avalanche analysis, Larry Heywood needs some special mapping of the  
31 area, so Andregg will provide him with the mapping. Director Northrop  
32 made a MOTION that the Board approve the Agreement with Andregg  
33 Geomatics to provide avalanche hazard evaluation mapping services for  
34 the Tanks 4 and 4A Replacement Project, in an amount not to exceed  
35 \$5,000. Director York SECONDED the motion. Directors Battey,  
36 Northrop, Salke and York being in favor, the motion was APPROVED.

37 **N. Agreement with Stantec to Provide Engineering Services for the**  
38 **Tanks 4 and 4A Replacement Project:**

39 The Board reviewed the agreement. Manager Collins explained that  
40 Stantec would provide the design, as well as interfacing with the USFS  
41 and with the concrete tank vendor. The work outlined in the agreement is  
42 required before the USFS will revise the Special Use Permit to approve  
43 the project. Manager Collins recommended approval. Director Northrop  
44 made a MOTION that the Board approve the Agreement with Stantec to  
45 provide engineering services for the Tanks 4 and 4A Replacement  
46 Project, in an amount not to exceed \$176,823. Director York  
47 SECONDED the motion. Directors Battey, Northrop, Salke and York  
48 being in favor, the motion was APPROVED.

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- 1           **O.     Agreement with Larry Heywood to Provide an Avalanche Hazard**  
2           **Evaluation for the Tanks 4 and 4A Replacement Project:**  
3           The Board reviewed the agreement. Manager Collins explained that  
4           Larry Heywood is the preeminent avalanche expert. Director Salke said  
5           he would abstain from the vote in order to avoid the perception of a  
6           conflict of interest as he will be providing Larry Heywood with some of the  
7           data to be used in the evaluation, but he added that there was no one in  
8           the industry more qualified than Larry Heywood to provide the analysis.  
9           Director Northrop made a MOTION that the Board approve the  
10          Agreement with Larry Heywood to provide an avalanche hazard  
11          evaluation for the Tanks 4 and 4A Replacement Project, in an amount not  
12          to exceed \$10,000. Director York SECONDED the motion. Directors  
13          Battey, Northrop and York being in favor, the motion was APPROVED.  
14          Director Salke abstained from voting.
- 15          **P.     Committee Reports:**
- 16                i.    **Budget & Finance Committee:** President Grant presented a written  
17                report of yesterday's Committee meeting.
- 18                    a.   **Non-Standard Transactions:** None.
- 19                    b.   Financial Reports: The Committee discussed and recommended  
20                    the notion of selling its 165 shares of Principal stock. Director  
21                    Battey agreed.
- 22                    c.   **Investments/cash:** The District's next CD will mature in April.
- 23                    d.   **Letters from Customers Regarding Billing Issues:** None.
- 24                    e.   **Requests for Unbudgeted Expenses:** Per the Committee's  
25                    recommendation, Director Northrop made a MOTION that the  
26                    Board approve two unbudgeted expenses: 1) \$2,000 to Total  
27                    Compensation Systems, Inc. to prepare the GASB45 evaluation  
28                    (see agenda item 3H), and 2) \$1,100 to Webb Land Surveying,  
29                    Inc. for access easement legal description and plat for roadway  
30                    use for APN 095-050-042 (270 Alpine Meadows Road). Director  
31                    Salke SECONDED the motion. Directors Battey, Northrop, Salke  
32                    and York being in favor, the motion was APPROVED.
- 33                    f.   **Next meeting:** Scheduled for Thursday, March 12 at 9:30 a.m.
- 34                ii.   **Administration & Personnel Committee:** No meeting.
- 35                iii.   **Park, Recreation & Greenbelt Committee:** No meeting.
- 36                iv.   **Long Range Planning Committee:** No meeting.
- 37          **Q.     Open Items:**
- 38                •    The next Board meeting is scheduled for 8:30 a.m. on Friday, March  
39                13 (the normal time and date).
- 40          **R.     Correspondence to the Board:** Don Priest thanked the Board for their  
41                expression of appreciation of his service (via Resolution 18-2014), said  
42                he enjoyed working with the Board and Staff and acknowledged the  
43                importance of their work.
- 44          **4.     DIRECTORS' COMMENTS:**
- 45                •    President Grant made recommendations to the various Committees as to  
46                upcoming work: 1) The Park, Recreation & Greenbelt Committee (led by  
47                Director York) should meet before the next Board meeting to review Park  
48                policy, fees and amenities, and to identify Bird Walk, Flower Walk and  
49                Easter Egg Hunt dates and leaders (Director Northrop suggested health-

