

**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, January 8, 2016, at 9:00 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Grant called the meeting to order at 9:00 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; Jon Northrop; Evan Salke; Dave
7 Smelser; Christine York.

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &
10 Maintenance; Pam Zinn, Office Manager; Jancis Martin, Recording Secretary.

11 Guests Present: Chief Schwartz/NTFPD; Tim Alameda/NTFPD; Steve
12 Simons/NTFPD; Eddy & Osvaldo Ancinas/Casa Andina Building.

13 **2. PUBLIC PARTICIPATION**

14 None.

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

16 **A. Financial Reports:**

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

- 19 • The District continues to work on capital projects, the expenses for
20 which now amount to \$864K for the current fiscal year.
- 21 • Staff made transfers between cash accounts, to keep up with bills.
- 22 • Placer County is delaying its property tax revenue payment until
23 January; the payment usually comes in December. The District
24 should receive its payment Monday, by auto transfer.
- 25 • President Grant mentioned that the Budget & Finance Committee
26 found an allocation discrepancy and that Mike is fixing it.
- 27 i. **December 2015 Financial Statements:** Director Northrop made a
28 MOTION that the Board accept the December 31 month-end and
29 quarterly financial reports. Director Smelser SECONDED the motion.
30 Directors Northrop, Salke and Smelser being in favor (Director York
31 did not arrive until after this vote), the motion was APPROVED.
- 32 ii. **December Expenses Paid & Payable:** The Directors reviewed the
33 monthly check register. Director Northrop made a MOTION that the
34 Board approve the Expenses Paid & Payable (the debits for payroll
35 and checks 28446 through 28491). Director Smelser SECONDED the
36 motion. Directors Northrop, Salke, Smelser and York being in favor,
37 the motion was APPROVED.

38 **B. Approval of Minutes:**

39 Director Northrop made a MOTION that the Board approve the minutes of
40 the December 11, Regular Board of Directors Meeting. Director Smelser
41 SECONDED the motion. Directors Northrop, Salke, Smelser and York
42 being in favor, the motion was APPROVED.

43 **C. Fire Department Report:**

44 NTFPD's Chief Schwartz, Tim Alameda and Steve Simons were in
45 attendance for this agenda item.

- 46 • Operations: Chief Schwartz reported that NTFPD was very busy
47 during the holiday season, maintaining its maximum staffing of 14
48 firefighters per day. CalFire sent up an engine and crew for the
49 holiday season, which allowed NTFPD to spread its services more

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- 1 widely. Steve said the adjustment with dispatch – not having Squaw
2 Valley’s fire department respond routinely to medical dispatch calls
3 from the Alpine Meadows ski area - is going well. Steve also reported
4 that a number of NTFPD’s 220 (jurisdiction-wide) dispatch calls last
5 month were for carbon monoxide alarms. He suggested the Directors
6 remind valley residents about the importance of maintaining their
7 carbon monoxide detectors, keeping snow out of vents, etc. He
8 reminded them that the symptoms of carbon monoxide poisoning
9 were similar to flu - fever, headache, nausea, unconsciousness – but
10 that if everyone in a household experienced the same symptoms, they
11 should suspect carbon monoxide poisoning.
- 12 • Dispatch Calls: There were 12 calls to dispatch from Alpine Meadows
13 during December, all except one initiated from the ski area.
 - 14 • Grants: Chief Schwartz reported that NTFPD was jointly applying for
15 Assistance to Firefighters and SAFER grants with the Truckee and
16 Meeks Bay Fire Protection Districts, since joint applications achieve a
17 higher success rate. They are also applying for EKG monitors for
18 their ambulances, air packs and new vehicle extrication equipment.
 - 19 • Personnel: NTFPD hired 3 recruits, who are currently training in an 8-
20 week academy in Carson City and will hit the line about March 1,
21 bringing staffing to 45 firefighters, 15 per shift. They hope to get grant
22 funding for 3 more firefighters. Firefighters from NTFPD and Meeks
23 Bay signed an agreement to work together as a single entity. Sarah
24 Lagano was promoted to captain.
 - 25 • Equipment: NTFPD is working to replace its older engines and
26 ambulances. Its newest engines have been assigned to Kings Beach
27 and Meeks Bay, and hopefully a new one can soon be ordered for
28 Alpine Meadows.
 - 29 • Station Staffing: NTFPD staffed the Alpine Meadows fire station 26
30 days during December.
 - 31 • Public Information: Tim reported that NTFPD was issuing safety
32 messages, advising people to drive more slowly. State Parks are
33 doing prescriptive burning at Sugar Pine and near Burton Creek.
 - 34 • New developments in Alpine Meadows: Alpine Sierra, Stanford Chalet
35 and White Wolf are the current prospective developments in the
36 valley. Each project’s will-serve letter will explain that the project has
37 to meet road standards and applicable fire codes, will be subject to
38 mitigation fees, will participate in the purchase of a new fire engine,
39 and will pay for any water/sewer infrastructure beyond ASCWD’s
40 current capacity.
 - 41 • Fire Code: NTFPD will be amending the local fire codes for itself,
42 ASCWD and Meeks Bay. The schedule that lies ahead for adoption
43 of amended local fire codes is 1) in July the state will adopt its fire
44 code, based on the international standard adopted in 2015, a year
45 that experienced more wildland fires than ever in history; 2) special
46 districts and cities will then have 6 months to make amendments to
47 their own codes (e.g., no wooden roofs, all construction requiring fire
48 suppression sprinklers, the fire chief having fire ban authority); 3)
49 NTFPD will bring the amended fire codes to their respective boards

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1 for introductions, public notices, public hearings and approvals; 4)
2 after the board approvals, NTFPD will take the amended local fire
3 codes to the pertinent county board of supervisors for approval prior
4 to December 31. If they miss the target, all the special amendments
5 become void. The logistics associated with amending the fire codes
6 are more complicated for NTFPD this year; now that they have
7 contracted to provide administrative services to Meeks Bay, they have
8 to interact with two counties (Meeks Bay is in El Dorado County),
9 rather than just one. Director Salke asked what the timeframe was for
10 NTFPD’s interaction with the various local boards; Tim said NTFPD
11 personnel would be attending informational workshops, and that what
12 they learned there would determine how to proceed with modifying the
13 local ordinances.

- 14 • Other new developments in NTFPD’s jurisdiction: NTFPD is
15 participating in the development process for projects in Homewood,
16 Martis Camp, various corporate beach houses and the Hendrickson
17 Building in Tahoe City (a developer wants to make it into a hotel).
- 18 • Annual Report: Tim will be presenting NTFPD’s annual report to the
19 ASCWD Board in April.
- 20 • Newsletter: NTFPD is aiming to produce two newsletters per year.
21 The newsletters will be distributed via sewer bills.

22 **D. General Manager’s Report:**

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

- 25 • White Wolf Subdivision: This is a new subdivision, which is looking to
26 sell 38 lots (not homes) and provide a number of common space
27 amenities. Some of the homes will have no access by road during
28 winter. ASCWD and NTFPD are working with the developer to
29 determine how to handle issues like water provision and maintenance,
30 garbage collection, and emergency vehicle access.
- 31 • Alpine Meadows Road Bridge Replacement: The project is complete.
32 Manager Collins is waiting for the final invoice from Placer County.
- 33 • Alpine Sierra Subdivision: There was no activity.
- 34 • Chalet Road to John Scott Trail Waterline & PRV Project: The project
35 is complete.
- 36 • AME Well Re-drill: The project is in its final stages. Liberty Energy
37 completed setting up its transformers and power was turned on to the
38 building. Longo’s electrical subcontractor completed work along with
39 Sierra Controls. The two existing wells still need to be abandoned.
- 40 • Tanks 4 & 4A Replacement: There was no activity.
- 41 • Stanford Chalet Subdivision: Along with the developer and NTFPD
42 personnel, Manager Collins reviewed a revised draft cost sharing
43 agreement between Stanford Chalet and Alpine Sierra. The
44 developer is to make edits and provide an updated draft.
- 45 • Property Sale to the Ancinases: Placer County approved the
46 boundary line adjustment application on December 17 (see also
47 agenda item 3G).
- 48 • Disposal of Non-Garbage Items: Illegal dumping continues to be a
49 problem. The days after Christmas and New Year’s Eve were

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1 disasters. Staff has installed new signage and has increased policing
2 at the dumpsters as time permits.
3 • Drought: In compliance with the Governor’s drought order, Manager
4 Collins filed a water usage report with the State Water Board.
5 ASCWD reduced water usage by 47.9% during the period of interest
6 to the state.

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

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

- 11 • Maintenance performed: Staff continued working on the water valve
12 exercise program; worked with the contractor on the AME Well rehab;
13 and did a lot of snow removal from fire hydrants and the shop area.
- 14 • Staff helped Beaver Dam Trail residents with a blocked sewer. They
15 authorized the residents to call Roto-Rooter, who used the residents’
16 clean-outs to clear the blockage. Buz and Miguel fished out a large
17 root ball (6’ long, 6” around), had Roto-Rooter TV the pipe, found a
18 bad coupling and will replace the bad coupling in the spring or
19 summer. The repair will probably cost about \$1,500.
- 20 • The District pumped 3,249,000 gallons of water to the ski area for
21 snowmaking in December, for a season total of 14,648,000 gallons.
- 22 • All routine and spring water samples were absent coliform bacteria.
- 23 • Staff were able to use SCADA and the new remote read meters to
24 find 5 leaks in the valley in December.

25 **F. Resolution 1-2016: Expressing Appreciation to Merritt Cutten:**

26 Director Northrop made a MOTION that the Board adopt Resolution 1-
27 2016: Expressing Appreciation to Merritt Cutten for his Time on the Park,
28 Recreation & Greenbelt Committee. Director Smelser SECONDED the
29 motion. Roll was called to approve the Resolution. Ayes: Directors
30 Northrop, Salke, Smelser, York and President Grant. Noes: none. The
31 Resolution was APPROVED.

32 **G. Approve & Authorize the Execution of Escrow Instructions &
33 Acknowledge Receipt of \$46,486.00 from the Ancinases:**

34 Eddy & Osvaldo Ancinas were in attendance for this agenda item. They
35 presented a check to Manager Collins to complete payment for the
36 appraised value and all expenses associated with the sale of a piece of
37 District property to the Ancinases. Manager Collins said the paperwork
38 will be notarized, returned to the title company for recording and title will
39 then be transferred from the District to the Ancinases. Director Northrop
40 made a MOTION that the Board approve & authorize the execution of
41 escrow instructions with respect to the transfer of District property to the
42 Ancinases, and acknowledge receipt of \$46,486.00 from the Ancinases.
43 Director Smelser SECONDED the motion. Directors Northrop, Salke,
44 Smelser and York being in favor, the motion was APPROVED. Eddy
45 Ancinas thanked Manager Collins and the Board for their cooperation.

46 **H. TTSA Report:**

47 TTSA has not held a Board meeting since the last ASCWD Board
48 meeting, and the next TTSA Board meeting, scheduled for January 13,
49 has been cancelled.

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- 1 **I. Standing Committees:**
2 President Grant proposed keeping the assignment of Directors to
3 Committees the same next year as for last year. She also made the
4 following recommendations: 1) the Park, Recreation & Greenbelt
5 Committee should meet prior to the March meeting so that updated Park
6 fees & rules can be published in the spring newsletter and 2) the Long
7 Range Planning Committee should meet in the next couple of months to
8 become familiar with and discuss the status of the District's capital
9 projects and long range plans. She noted that the Administration &
10 Personnel Committee has done its job for the time being and that the
11 Budget & Finance Committee will continue to meet regularly.
- 12 **J. Placer LAFCO Alternate Special Districts Representative:**
13 The Board reviewed the candidate statements for the position of alternate
14 special districts representative to the Placer LAFCO Board. Director
15 Smelser made a MOTION that the Board vote for Susan Daniels for the
16 position of alternate special districts representative to the Placer LAFCO
17 Board. Director Northrop SECONDED the motion. Directors Northrop,
18 Salke, Smelser and York being in favor, the motion was APPROVED.
- 19 **K. Committee Reports:**
- 20 i. **Budget & Finance Committee:** President Grant presented a written
21 report of yesterday's Committee meeting.
22 a. **Non-standard Transactions:** None.
23 b. **Investments/cash:** Nothing new to report.
24 c. **Requests from Customers for Adjustments to their Bills:**
25 None.
26 d. **Requests for Unbudgeted Expenses:** None.
27 e. **Next meeting:** Thursday, February 11 at 9:30 a.m.
- 28 ii. **Administration & Personnel Committee:** Director Salke presented a
29 written report of the meeting held Thursday, December 17. Pam &
30 Buzz were in attendance for this agenda item and participated in the
31 discussion.
- 32 • Most of the edits to the Employee Handbook were made by
33 District Counsel, and involve the accrual of sick leave for seasonal
34 and new hires. All full-time Staff have evaluated the amended
35 Employee Handbook and approved the suggested changes and
36 addendums to the Handbook. The Committee recommends
37 approval of the changes to the Employee Handbook.
 - 38 • The Board took a 10-minute break to review the document.
 - 39 • President Grant asked what other changes had been made to the
40 Handbook. Manager Collins said 1) replacement of the
41 description of the old District benefit program (the "Principal
42 Money Purchase Plan") with information about the CalPERS plan;
43 and 2) the section on post-retirement benefits on page 39.
 - 44 • Pam asked about the employer contribution figure on line 5 of
45 page 39. She said Staff had been told the amount would be
46 6.25%, but the Handbook shows 6.237%. She added that the
47 auditors had been asking about the change in the figure.
48 Manager Collins said the employer contribution can change each
49 year. If there isn't enough money in the fund to pay retirement

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- 1 benefits, the District – not the employees - has to come up with
2 more money.
- 3 • President Grant asked what was meant by “Normal retirement age
4 of 65”; Manager Collins said an employee can retire at 62 but
5 cannot take health benefits until 65. If the employee retires at 62
6 and purchases interim insurance, then s/he cannot take the
7 CalPERS benefit at 65. Potentially the employee could self-insure
8 for the interim years.
 - 9 • Director Salke recommended that Manager Collins meet with Staff
10 again to get their questions answered before bringing the
11 Handbook back to the Board. Manager Collins agreed.
 - 12 • President Grant will put the item on the February Board meeting
13 agenda for action.

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

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

16 **L. Open Items:**

- 17 • President Grant asked when the Alpine Meadows Road Bridge
18 Replacement Project was completed; Director Smelser said October
19 2. President Grant asked how much expense was left to pay out;
20 Manager Collins said he didn't think there was much left, certainly less
21 than \$100K.
- 22 • President Grant asked if the District items identified as surplus had
23 been disposed of. Buz said Staff have gotten rid of a few things, and
24 are working on the rest.

25 **M. Correspondence to the Board:** None.

26 **4. DIRECTORS' COMMENTS:**

- 27 • President Grant wants to have an item on the February agenda to discuss a
28 plan regarding defensible space for the community and for the District's
29 properties. Potential options are: the District would fund all work; the District
30 would pay a percentage and the homeowners the remainder; the
31 homeowners would pay all; and the budgeted funds would be apportioned
32 among the participating homeowners at the end of the season.
- 33 • The next Board meeting is scheduled to be held at its normal date and time:
34 Friday, February 12, at 9:00 a.m.

35 **5. ADJOURNMENT**

36 There being no further business before the Board, at 10:50 a.m. Director
37 Northrop made a MOTION that the meeting be adjourned. Director Salke
38 SECONDED the motion. Directors Northrop, Salke and Smelser being in favor
39 (Director York had already left), the motion was APPROVED.

40
41
42 Respectfully Submitted,

APPROVED AS SUBMITTED 2/12/16

43
44
45
46 Jancis Martin
47 Recording Secretary