

**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 9, 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 8:30 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; Christine  
7 York.

8 Directors Absent: Michael Battey.

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

12 Guests Present: Chief Mike Schwartz/NTFPD; Steve Simons/NTFPD; Tim  
13 Alameda/NTFPD; Naman Beatie/NTFPD; Ted Soloski/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 • Finances ran close to budget, and were favorable to budget on a  
21 year-to-date basis.
- 22 • The District has expended \$567K on construction projects so far this  
23 fiscal year.
- 24 • At the request of the Budget & Finance Committee, Mike researched  
25 alternate payroll services and has switched to a new company that will  
26 save the District about \$1.5K per year.
- 27 • Mike expects the audit report to be available this month or next  
28 month.
- 29 • \$150K was transferred from LAIF to cover the Longo bill payment.

30 i. **December 2014 Financial Statements:** Director Northrop made a  
31 MOTION that the Board accept the December 31, 2014 month-end  
32 and quarterly financial reports. Director York SECONDED the motion.  
33 Directors Northrop, Salke and York being in favor, the motion was  
34 APPROVED.

35 ii. **December 2014 Expenses Paid & Payable:** The Directors reviewed  
36 the monthly check register. Director York made a MOTION that the  
37 Board approve the Expenses Paid & Payable (the debits for payroll  
38 and checks 27848 through 27875). Director Northrop SECONDED  
39 the motion. Directors Northrop, Salke and York being in favor, the  
40 motion was APPROVED.

41 **B. Approval of Minutes:**

42 Director Northrop made a MOTION that the Board approve the minutes of  
43 the December 19, 2014, Regular Board of Directors Meeting. Director  
44 York SECONDED the motion. Directors Northrop, Salke and York being  
45 in favor, the motion was APPROVED.

46 **C. Fire Department Report:**

47 Chief Schwartz, Steve Simons, Tim Alameda, Naman Beatie and Ted  
48 Soloski from NTFPD were in attendance for this agenda item.

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- 1                   • Chief Schwartz introduced Naman Beatie and Ted Soloski, two
- 2                   firefighters currently staffing the Alpine Meadows fire station.
- 3                   • Dispatch Calls: There were 25 calls to dispatch in December, 19 of
- 4                   which were EMS calls from the ski resort.
- 5                   • Fire Season: Steve Simons reported that December was a busy
- 6                   month with 15-25 calls per day at times. NTFPD responded to a
- 7                   significant fire near Stateline. As incident commander, Chief
- 8                   Schwartz battled the fire along with many other responders and
- 9                   reported very difficult conditions. NTFPD is still working on training its
- 10                  new firefighters. It currently employs 70 personnel, of which 60 are
- 11                  full-time firefighters. There is one vacancy that Chief Schwartz will
- 12                  probably fill in the spring.
- 13                  • Construction: Tim reported that a number of construction projects are
- 14                  getting underway. He met with Chris Nelson, Doug Clyde, and staff
- 15                  from Placer County regarding plans to raze the Stanford Chalet and
- 16                  build 18 structures on 2.5 acres. NTFPD provided its requirements for
- 17                  the development. Stanford Alumni Association remains the owner
- 18                  and Chris Nelson is the developer.
- 19                  • Ice Rescue: Chief Schwartz reported that two children fell through the
- 20                  ice in Reno's South Meadows; one died and one remains in the
- 21                  hospital. NTFPD maintains an ice rescue program and put out a
- 22                  press release regarding the dangers of venturing onto ice.
- 23                  • Grants: Some of NTFPD's proposals made the final cut for SRA
- 24                  grants. The original 4,000 applicants have been winnowed down to
- 25                  100. One grant is to develop evacuation plans, including for Alpine
- 26                  Meadows; it is expected to cost \$40K-50K. Other grants would allow
- 27                  for the purchase of cardiac monitors, extrication equipment and power
- 28                  cots and gurneys. NTFPD expects to hear back results from their
- 29                  fuels reduction grant proposals – two for state funding and two for
- 30                  federal funding – sometime this spring.

31           **D. General Manager's Report:**

32           John Collins, General Manager, provided a written report on his activities

33           during the month of December, with discussion on the following topics:

- 34                  • Alpine Meadows Road Bridge Replacement Project: Staff reviewed
- 35                  Placer County's final plans and specifications and returned comments
- 36                  to Jon Mitchell, the project manager, who says he will put out bids and
- 37                  do the work this year.
- 38                  • Alpine Sierra Subdivision: The developer signed and returned a deed
- 39                  and grant of easement for the development (see agenda items 3F and
- 40                  3G). Manager Collins also had a conversation with them regarding
- 41                  the development of the Stanford Chalet project.
- 42                  • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
- 43                  The project is complete with the exception of a punch list of items
- 44                  identified by Stantec. Longo won't be able to do the work until spring.
- 45                  • AME Well Re-drill: Staff met with Stantec in the field and reviewed the
- 46                  District's requested changes. The final plans should be complete and
- 47                  ready to go out to bid in February.
- 48                  • Tank 4 and 4A Replacement: Manager Collins requested proposals
- 49                  from Andregg (for surveying), Stantec (for engineering) and Larry

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1 Heywood (for avalanche risk) for scope of service and fees. Holdrege  
2 & Kull is already doing soils analysis. Director Salke advised the  
3 Board that he will be providing data to Larry for the avalanche risk  
4 analysis; Manager Collins said he did not perceive this to be a conflict  
5 of interest.

- 6 • Audit: Manager Collins exchanged emails with the auditor and  
7 forwarded the actuarial spreadsheet to them.
- 8 • Payroll Services: Manager Collins worked with Mike Dobrowski to  
9 determine a less expensive alternative to Paychex for the provision of  
10 payroll services. After evaluating three alternatives, the payroll  
11 service was changed to Ace Payroll Systems, a national firm with a  
12 local representative. The new service will cost about half what the  
13 previous provider charged. The projected savings is about \$1,600.  
14 Director Salke suggested the District look at a different internet  
15 provider to save money and improve reliability; Manager Collins said  
16 right now Pam is happy with the current service.
- 17 • Alpine Manor: Matt Webb prepared the legal descriptions for Alpine  
18 Manor and others. Manager Collins has requested documents from  
19 Placer Title regarding transfer of property from USFS.
- 20 • USFS: Manager Collins met with USFS to review the District's  
21 updated mapping. Andregg will finalize their documentation. At the  
22 USFS's request, Manager Collins will work with Buz to prepare a work  
23 schedule identifying for each facility located on USFS property the  
24 frequency of use, the types of vehicles used and how wide an  
25 easement the District requires.
- 26 • Disposal of District property: Manager Collins forwarded appraisal  
27 proposals to the Ancinases for review, selection and payment of an  
28 appraiser.
- 29 • Other: attended the Placer County semi-annual Utility Coordination  
30 Committee meeting.

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

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

- 35 • Maintenance performed: Staff replaced a meter yoke on a Deer Park  
36 water service (Longo assisted); operated the new clay valves installed  
37 on the John Scott/Chalet water line; completed the annual valve  
38 exercising and fire hydrant flushing programs.
- 39 • There was a scare regarding SCADA measurements of sewer flow.  
40 Sierra Controls came out and diagnosed a faulty fuse link that will  
41 probably need to be replaced.
- 42 • All routine water samples were absent coliform bacteria. The  
43 combined quarterly sample for Springs 2 and 4 tested positive for  
44 coliform bacteria, but was absent E. coli bacteria. All other spring  
45 samples were absent coliform bacteria.

46 **F. Resolution 1-2015: Accepting Grant of Easement Located on Parcel**  
47 **095-280-023 Owned by Tahoe Alpine Partners, LLC; BCNC, LLC; and**  
48 **Diana Monteith-Rubin and Fredric M. Rubin- Alpine, LLC:**

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1 Manager Collins said this was the easement being granted to the District  
2 by Alpine Sierra (discussed briefly during agenda item 3D). The District's  
3 sewer line has been there forever. The easement covers both water and  
4 sewer lines. Director Northrop made a MOTION that the Board adopt  
5 Resolution 1-2015: Accepting Grant of Easement Located in Parcel 095-  
6 280-023 Owned by Tahoe Alpine Partners, LLC; BCNC, LLC; and Diana  
7 Monteith-Rubin and Fredric M. Rubin- Alpine, LLC. Director Salke  
8 SECONDED the motion. During discussion, Director York asked about  
9 the width of the easement; Manager Collins said it was 25 feet, with the  
10 ability to reduce it to 15 feet. Director York asked if that was big enough;  
11 Buz said yes. Roll was called to approve the Resolution. Ayes: Directors  
12 Northrop, Salke and York, and President Grant. Noes: none. Absent:  
13 Director Battey. The Resolution was APPROVED.

14 **G. Agreement with Tahoe Alpine Partners, LLC; BCNC, LLC; and Diana**  
15 **Monteith-Rubin and Fredric M. Rubin- Alpine, LLC (Grantor) and**  
16 **ASCWD (Grantee) to Allow for Encroachment and Ability to Move the**  
17 **Water Line From or Within the Easement with the District's**

18 **Approval:**

19 Manager Collins explained that the District has used a number of different  
20 kinds of agreement. This agreement allows the developer to either  
21 encroach (if they use footings to protect the water and sewer lines) or  
22 relocate the lines out into where their street might be. Director York  
23 asked if there will be driveways; Manager Collins replied that he didn't  
24 know, because the developers may change the project design between  
25 now and when construction takes place. Director York made a MOTION  
26 that the Board approve the Agreement with Tahoe Alpine Partners, LLC;  
27 BCNC, LLC; and Diana Monteith-Rubin and Fredric M. Rubin- Alpine,  
28 LLC and ASCWD. Director Salke SECONDED the motion. Directors  
29 Salke and York and President Grant being in favor (Director Northrop was  
30 out of the room), the motion was APPROVED.

31 **The Board took a break between 9:10 and 9:15.**

32 **H. TTSA Report:**

33 Director Northrop provided the agenda and his own written report for the  
34 January 6 special TTSA board meeting. He reported that the Board  
35 interviewed in closed session applicants to replace the general manager.  
36 The next TTSA Board meetings are scheduled for January 14 and  
37 February 11.

38 **I. Standing Committees:**

39 Each year the Board reviews the assignment of Directors to the various  
40 standing Committees. Each Committee is required to have two Directors  
41 as members, one of whom serves as chair. President Grant made the  
42 following suggestions, which were accepted by the Directors:

- 43 • Long Range Planning: Director Battey to serve as chair, with Director  
44 York to serve as the second Director.
- 45 • Park, Recreation & Greenbelt: Director York to serve as chair, with  
46 Director Grant to serve as second Director.
- 47 • Administration & Personnel: Director Salke to serve as chair, with  
48 Director Battey to serve as second Director.

