

**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, November 11, 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; Christine
7 York.

8 Directors Absent: Dave Smelser.

9 Staff Present: John Collins, General Manager; Jancis Martin, Recording
10 Secretary.

11 Guests Present: Jesse Shirley/Alpine Defensible Space; Chief Mike
12 Schwartz/NTFPD; David Rodriguez/NTFPD; Elisha Allen/NTFPD.

13 **The numbering of the following items matches the original order of the**
14 **scheduled items in the meeting agenda. However, to take best advantage**
15 **of meeting participants' time, the items were dealt with in a different order**
16 **during today's meeting, as seen below.**

17 **2. PUBLIC PARTICIPATION**

18 Jesse Shirley, owner of Alpine Defensible Space, thanked the Board for choosing
19 his company to perform defensible space work this summer. He said the work
20 allowed him to buy new equipment and gave his company visibility within the
21 community. He expressed his hope that he and the Board could continue to
22 work together on future defensible space projects.

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

24 **A. Financial Reports:**

25 Mike Dobrowski, District CPA, was not able to participate in discussion of
26 this agenda item, due to today being a holiday.

- 27 • President Grant clarified a few items on the Balance Sheet: 1) under
28 Fixed Assets, the line item labeled "Water System" reflects completed
29 projects; 2) under Fixed Assets, the line item labeled "Vehicles" refers
30 to the District's new dump truck; and 3) under Equity, the line item
31 labeled "Retained Earnings" represents net income from last year that
32 will eventually be allocated into appropriate categories and the line
33 item will disappear.
- 34 • President Grant had a question regarding the payroll debits, but said
35 she would wait until next month to ask Mike for clarification.

36 i. **October Month-End Financial Statements:** Director Northrop made
37 a MOTION that the Board accept the October 31 month-end financial
38 reports. Director York SECONDED the motion. Directors Northrop,
39 Salke and York being in favor, the motion was APPROVED.

40 ii. **October Expenses Paid & Payable:** The Directors reviewed the
41 monthly check register. Director Northrop made a MOTION that the
42 Board approve the Expenses Paid & Payable (the debits for payroll
43 and checks 28971 through 29021). Director York SECONDED the
44 motion. Directors Northrop, Salke and York being in favor, the motion
45 was APPROVED.

46 **B. Approval of Minutes:**

47 Director Northrop made a MOTION that the Board approve the minutes of
48 the October 14, Regular Board of Directors Meeting. Director Salke
49 SECONDED the motion. During discussion, President Grant proposed

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1 the following corrections: 1) page 1, item IIIA, second paragraph: change
2 "Director Smelser SECONDED" to "Director Northrop SECONDED"; 2)
3 page 2, item IIID, second paragraph: change "Alpine Meadows Estates
4 Association" to "Alpine Meadows Estates Unit 9"; 3) page 2, item IIID,
5 second paragraph: change "AMEA Unit 9" to AME Unit 9"; and 4) page 2,
6 item IIIIG, first paragraph: change "depended" to "dependent". Director
7 Northrop AMENDED the original motion to include the proposed
8 corrections. Director Salke SECONDED the amended motion. Directors
9 Northrop, Salke and York being in favor, the amended motion was
10 APPROVED.

11 **C. Fire Department Report:**

12 NTFPD's Chief Schwartz, David Rodriguez and Elisha Allen were in
13 attendance for this agenda item.

- 14 • Chief's Report:
 - 15 ○ Chief Schwartz introduced Elisha Allen and acknowledged David
 - 16 Rodriguez's assistance in preparing this year's Fire Code update.
 - 17 ○ Chief Schwartz said he misses having Tim Alameda at NTFPD,
 - 18 but enjoys interfacing with Tim as the new Fire Chief at Lake
 - 19 Valley Fire District. Chief Schwartz will likely be making public the
 - 20 selection of Tim's replacement today.
 - 21 ○ The Station 56 crew just left for joint training in the use of newly
 - 22 acquired air packs, obtained via a grant submitted in partnership
 - 23 with Truckee. Chief Schwartz said NTFPD has been enjoying
 - 24 better success with grant approvals when submitting them jointly
 - 25 with other local districts.
 - 26 ○ NTFPD would like to replace the broken windows in the Alpine
 - 27 Meadows fire station, but the sole bid was too costly so they are
 - 28 making do with repairs for now.
 - 29 ○ NTFPD installed a new, stronger base radio and will be installing
 - 30 new antennae to increase the reliability of receiving calls.
 - 31 ○ NTFPD wrapped up its annual chipping program and will soon
 - 32 provide a summary of this year's services. They will probably
 - 33 operate the same program next year.
 - 34 ○ NTFPD will be submitting grant applications with local partners for
 - 35 new radios and high-power extrication equipment.
 - 36 ○ Chief Schwartz attended this year's California Special Districts
 - 37 Association meeting in San Diego. It was a good meeting and a
 - 38 good way for NTFPD to keep up with governance and legislative
 - 39 issues. He is active on their legislative bureau.
 - 40 ○ The Alpine Meadows fire station was staffed for 28 days in
 - 41 October.

42 **H. Resolution 9-2016: Setting Forth Findings with Respect to Local**
43 **Conditions Within the District Which Make Modifications and**
44 **Changes to the California Fire Code as Amended by the State of**
45 **California Reasonably Necessary for Preserving Fire and Life Safety:**

46 NTFPD's Chief Schwartz, David Rodriguez and Elisha Allen were in
47 attendance for this agenda item.

- 48 • Each time the Board prepares to update its Fire Code it first must
49 approve these Findings. The document allows the District to include

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1 in its Fire Code certain clauses not covered in the State Fire Code.
2 Staff and NTFPD recommended approval of the Resolution, which
3 was written by NTFPD's legal counsel.

4 Director Northrop made a MOTION that the Board adopt Resolution 9-
5 2016: Setting Forth Findings with Respect to Local Conditions within the
6 District Which Make Modifications and Changes to the California Fire
7 Code as Amended by the State of California Reasonably Necessary for
8 Preserving Fire and Life Safety. Director York SECONDED the motion.
9 Roll was called to approve the Resolution. Ayes: Directors Northrop,
10 Salke and York, and President Grant. Noes: none. Absent: Smelser.
11 The Resolution was APPROVED.

12 **G. Introduction of Resolution 10-2016: Adoption of the 2016 Edition of**
13 **the California Building Standards and Fire Code with Amendments**
14 **Repealing Ordinance 9-2013:**

15 NTFPD's Chief Schwartz, David Rodriguez and Elisha Allen were in
16 attendance for this agenda item.

- 17 • Manager Collins explained that this agenda item represented the
18 introduction of the Fire Code to the Board. Consideration of adoption
19 of the Fire Code will occur December 9 following a public hearing.
- 20 • President Grant asked what changes had been made to the document
21 last approved by the Board.
 - 22 ○ David Rodriguez said the main update was in section 507. The
23 update will allow developers to pay a mitigation fee to NTFPD to
24 provide fire suppression services via water tenders, rather than
25 requiring that the developers pay for the installation of fire
26 hydrants prior to development. Chief Schwartz added that
27 ASCWD would probably not need to use this clause but that he
28 wanted the various local Fire Codes to be uniform for the benefit
29 of the developers, who see this kind of clause as preferable to the
30 requirement for the installation of fire hydrants as a prerequisite to
31 development. Manager Collins said the clause would not impede
32 ASCWD's operations, and might or might not ever be of benefit to
33 ASCWD.
 - 34 ○ Chief Schwartz added that incorporation of the local burn ban was
35 also new since the last adoption of the Code.
- 36 • Chief Schwartz said California has started to incorporate these types
37 of local amendments into its State Code, and said he felt the State
38 Code would soon look more like the local Codes, thus necessitating
39 fewer local amendments.
- 40 • Pat Davison, executive director of CATT (Contractors Association of
41 Truckee Tahoe), has reviewed the document and provided comments,
42 which have been incorporated into the document.
- 43 • The full State Fire Code can be viewed at the State Fire Marshal's
44 web site.

45 Director Salke made a MOTION that the Board schedule a public hearing
46 for December 9 at 9:00 a.m. to consider adoption of Resolution 10-2016:
47 Adoption of the 2016 Edition of the California Building Standards and Fire
48 Code with Amendments Repealing Ordinance 9-2013. Director York

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

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

4 John Collins, General Manager, provided a written report on his activities
5 during the month of October with discussion on the following topics:

- 6 • Stanford Chalet Subdivision: Manager Collins is putting together a
7 "will serve" letter for the subdivision. NTFPD is negotiating with the
8 developer a prorated share for the new engine to be purchased by
9 Alpine Sierra. The plan is for the District to hold Stanford Chalet's
10 portion of the purchase cost for 10 years; if by that time Alpine Sierra
11 has not contributed its share, the District will return Stanford's Chalet's
12 money to them. Manager Collins will ask District Counsel which
13 district should hold the money for the next 10 years. White Wolf will
14 also be required to participate in the purchase of the new engine.
- 15 • Audit: Manager Collins has been responding to information requests
16 from the auditors.
- 17 • AME Unit #9: Manager Collins researched the status of AME Unit #9,
18 Lot A. The issue of who gives permission for Mr. Warner to access
19 his lot for construction lies with the Unit #9 property owners. Director
20 York expressed her concern that there are other Units like #9 and
21 none of them appear to be managed. Manager Collins said he felt an
22 appropriate solution would be for ASCWD to take over management
23 of the Units, but the District would have to levy fees to do so. Director
24 York said she felt it would be in the best interests of the valley to
25 determine who should manage the Units, perhaps starting a fund for
26 community-managed, multiple-owner land units.
- 27 • Manager Collins worked with Staff on updates to the hydraulic model
28 and fire hydrant flow testing. Their work will impact the "will serve"
29 letters for upcoming subdivisions.

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

31 Manager Collins presented Buz's written report for the month of October
32 that included status updates on water, sewer, garbage, and other
33 services provided by the District.

- 34 • The high maximum sewer flow was due to infiltration during recent
35 days of heavy rain.
- 36 • Maintenance performed: Staff completed the yearly sewer cleaning
37 and TV inspections; started the yearly fire hydrant flushing program;
38 assisted the ski area with booster station start-up; closed the Park;
39 and completed exterior painting of Tanks 2 and 5.
- 40 • All routine water samples were absent coliform bacteria.
- 41 • Responding to an earlier request for information from Buz, Director
42 Salke commented that the water at his residence tasted fine.
- 43 • President Grant asked what was done with the data from the sewer
44 TV inspections. Manager Collins said Staff uses the tapes to plan
45 sewer repairs. Most of the repairs are done the following year, but if
46 the work appears to be urgent, it gets done before the snow.
- 47 • Director Salke asked how Staff felt about the new AME Well.
48 Manager Collins replied that Staff still had to work out some of its
49 quirks, but that they were normal operations issues.

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- 1 **F. TTSA Report:**
2 Director Northrop provided his written report for the November 9 Regular
3 TTSA Board meeting.
4 • The plant is operating normally and efficiently.
5 • All waste water discharge requirements are being met.
6 The next TTSA Board meeting is scheduled for December 14.
- 7 **I. Committee Reports:**
8 i. **Budget & Finance Committee:** President Grant presented a written
9 report of yesterday's Committee meeting.
10 a. **Non-standard Transactions:** None.
11 b. **Investments/cash:** The two CDs approved last month for rollover
12 were reinvested and are earning 0.8% interest. No other CDs are
13 due for renewal until July of 2017.
14 c. **Requests from Customers for Adjustments to their Bills:** A
15 customer requested adjustments to late fees. Per the
16 Committee's recommendation, Director Northrop made a MOTION
17 that the Board deny the request. Director Salke SECONDED the
18 motion. Directors Northrop, Salke and York being in favor, the
19 motion was APPROVED.
20 d. **Requests for Unbudgeted Expenses:** 1) Per the Committee's
21 recommendation, Director Northrop made a MOTION that the
22 Board approve the unbudgeted expense of \$215.18 for two
23 upgraded cell phones for Staff. Director Salke SECONDED the
24 motion. Directors Northrop, Salke and York being in favor, the
25 motion was APPROVED. 2) Per the Committee's
26 recommendation, Director Northrop made a MOTION that the
27 Board approve the unbudgeted expense of \$9,786.47 for a new
28 Xerox WC7853i copier for the Office. Director York SECONDED
29 the motion. Directors Northrop, Salke and York being in favor, the
30 motion was APPROVED.
31 e. **Member's Comment:** President Grant suggested that the
32 Committee review Policy 2.5.0 at the next Committee meeting.
33 The goal would be to remove any grey areas in the Policy having
34 to do with the due date and late fees for annual billings.
35 f. **Next meeting:** Thursday, December 8 at 9:30 a.m.
36 ii. **Administration & Personnel Committee:** No meeting.
37 iii. **Park, Recreation & Greenbelt Committee:** No meeting.
38 iv. **Long Range Planning Committee:** No meeting.
- 39 **J. Open Items:** None.
40 **K. Correspondence to the Board:** None.
- 41 **4. DIRECTORS' COMMENTS**
42 • President Grant shared with the Board that SDRMA (the District's insurer)
43 gave the District its President's Special Acknowledgment Award in
44 recognition of proactive risk management and safety training, and because
45 the District has incurred no paid property/liability claims in the past 5 years.
46 President Grant said the award was due to the dedicated efforts of
47 management and Staff, and that the absence of insurance claims resulted in
48 cost savings for the District. She asked Manager Collins to convey to Staff
49 the Board's appreciation.

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- 1 • Next month the Board will welcome its returning members who were elected
2 by default.

3 **5. ADJOURNMENT**

4 There being no further business before the Board, at 10:25 a.m. the meeting was
5 adjourned.

6

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8

Respectfully Submitted,

approved as submitted 12/9/16

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10

11

Jancis Martin

12

Recording Secretary