

**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 14, 2014, 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: 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.

14 **2. SWEARING-IN CEREMONY FOR MICHAEL BATTEY**

15 Manager Collins swore in Michael Battey, who will be filling the Board seat left
16 vacant by Virginia Quinan's resignation.

17 **3. PUBLIC PARTICIPATION**

18 None.

19 **4. ITEMS FOR BOARD DISCUSSION & ACTION**

20 **A. Financial Reports:**

21 Mike Dobrowski, District CPA, participated in discussion of this agenda
22 item by telephone.

- 23 • Financially, October was an uneventful month. On a year-to-date
24 basis, cash has decreased by \$290K, due largely to the current
25 capital projects. So far this year, \$264K has been dispersed for
26 five capital projects.
- 27 • The audit is complete and the auditors are wrapping up their
28 footnotes. They expect to have their preliminary report ready
29 early next month.

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

34 ii. **October Expenses Paid & Payable:** The Directors reviewed the
35 monthly check register. Director Northrop made a MOTION that the
36 Board approve the Expenses Paid & Payable (the debits for payroll
37 and checks 27726 through 27776). Director Salke SECONDED the
38 motion. Directors Battey, Northrop, Salke and York being in favor, the
39 motion was APPROVED.

40 iii. **October Quarterly Financial Statements:** Director Northrop made a
41 MOTION that the Board accept the October 31 quarterly financial
42 reports. Director Salke SECONDED the motion. Directors Battey,
43 Northrop, Salke and York being in favor, the motion was APPROVED.

44 **B. Approval of Minutes:**

45 Director Northrop made a MOTION that the Board approve the minutes of
46 the October 16, 2014, Regular Board of Directors Meeting. Director York
47 SECONDED the motion. Directors Battey, Northrop, Salke and York
48 being in favor, the motion was APPROVED.

49 **C. Fire Department Report:**

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1 Chief Schwartz, Steve Simons and Tim Alameda from NTFPD were in
2 attendance for this agenda item.

- 3 • Chief Schwartz gave a short history of NTFPD and its relationship
4 with ASCWD, primarily for the benefit of Directors Battey and York,
5 who are new to the Board.
- 6 • Fire Season: Operations have slowed down, and the emphasis has
7 turned to training and preparation for the winter. Director Battey
8 thanked NTFPD for protecting the valley this summer. Director Salke
9 asked if there was a cost associated with the mutual aid situation;
10 Steve said the only cost was associated with ambulance transport.
11 Chief Schwartz added that NTFPD has been working with personnel
12 at the ski area and dispatch center to try to ensure the response is not
13 bigger than necessary. He said dispatch prioritizes the response
14 using the answers to a series of questions they ask. Tim added that
15 there isn't much overhead associated with engine and crew response,
16 since they are already being paid to staff the stations. Steve noted
17 that right now more employees are responding to calls because some
18 of the personnel are still in training and they require oversight. Chief
19 Schwartz said that NTFPD's practice of sending extra personnel in a
20 pickup truck, rather than a fire engine, saves costs.
- 21 • Station Staffing: NTFPD did not staff the Alpine Meadows station
22 much last month; many of the new hires are not yet qualified to
23 operate equipment by themselves, which means most activities
24 require the pairing of trainees with more experienced personnel,
25 leaving fewer qualified personnel available to staff stations.
- 26 • Ebola Virus: NTFPD is checking out their equipment that would be
27 used in responding to Ebola patients, and doing training,
- 28 • Dispatch Calls: There were 4 calls to dispatch in October.
- 29 • Chipping program: Tim was happy with the chipping program.
- 30 • Chief Schwartz: The King Fire is still burning and will be until snow
31 falls. Controlled burns are currently being performed in the basin. It
32 is grant season, so NTFPD is applying for fire equipment and for
33 CalFire grants for fuels management. Yesterday Chief Schwartz met
34 with National Weather Service personnel in Reno. They predicted a
35 weak El Niño for this winter. For Tahoe this means little precipitation,
36 high fire risk, and high snow levels. The lake itself has lost an entire
37 winter's worth of water. The most optimistic outlook would be for an
38 average winter.

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

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

- 42 • Alpine Meadows Road Bridge Replacement Project: There was no
43 activity.
- 44 • Alpine Sierra Subdivision: There was no activity.
- 45 • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
46 Longo Construction completed the sewer main. They identified
47 several manholes that will need to be replaced; since the manholes
48 were not included in the current project, they will need to be replaced
49 next year. About 250 feet of 8-inch ductile iron water main were

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1 installed by the end of October. As of today, the water line is
2 complete and Longo is in the process of tying it into the water system.
3 Director Battey asked when the water main could be used; Buz said
4 about a week from now.

- 5 • AME Well Re-drill: Staff reviewed Stantec's 90% complete plans.
6 They commented on the location and orientation of the well house,
7 feeling that it should be located more toward the back of the
8 easement. Stantec will make revisions and return the plans for
9 review. President Grant asked if the neighbors had anything to say
10 about the location. Manager Collins said no, but that Staff had shared
11 with them their thoughts and the neighbors were okay with it.
- 12 • CalPERS: Staff is continuing the switch to CalPERS. Training is
13 scheduled for the first week in November. Director Battey pointed out
14 that CalPERS mortality tables are sometimes wrong and can impact
15 the budget. CalPERS also still assumes a 7.5% return, which is
16 overly optimistic. He suggested that the Board use more realistic
17 numbers.
- 18 • GASB 45 requirements: Manager Collins reviewed the requirements
19 for an actuarial certification report of post-retirement benefits other
20 than pensions.
- 21 • Other: Matt Webb continues to have problems with legal descriptions
22 for Alpine Manor and others (he cannot determine the tie points for
23 the survey – if he doesn't produce a legal description soon, Manager
24 Collins will write it himself). Manager Collins worked with Pam on
25 filling the Board vacancy left by Virginia Quinan's resignation;
26 contacted Larry Heywood regarding an avalanche risk analysis for the
27 replacement of Tanks 4 and 4A; updated the Fire Mitigation Fee Fund
28 balance; attended the monthly TTSA managers meeting and two
29 professional meetings; and delivered water samples to the lab.

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

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

- 34 • Maintenance performed: Staff maintained the Park daily; closed the
35 Park October 31; repaired a water leak on Trapper Place; worked with
36 Longo on the sewer replacement and water line project; finished the
37 District's yearly fire hydrant flushing and valve-turning programs;
38 participated in TTSA's project of rehabbing the Truckee River
39 Interceptor (the District provided ~144,000 gallons of water over a 12-
40 hour period to flush the project's bypass line).
- 41 • All routine water samples were absent coliform bacteria.
- 42 • President Grant commented that there was noticeably more water in
43 Bear Creek above the Bear Creek pond than below it. She wondered
44 if water was being diverted to the pond; Buz said no, the pond was
45 closed, and there wasn't enough water in the creek for pond use
46 anyway.
- 47 • Director York asked if the District was obligated to contribute some of
48 Bear Creek's volume to the Truckee River; Manager Collins said no.
49 President Grant pointed out that tank overflow contributes to Bear

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1 Creek's flow. Buz said the creek's main flow is from the springs and
2 that some of the overflow from Tank 4A goes through the snowmaking
3 ponds and from there into the creek.

- 4 • President Grant asked if the ski area was making snow. Buz said
5 yes, but so far they have only used water from the snow-making
6 ponds. The ski area currently owes the District for their water and
7 electricity usage from last year. Pam said last year's bill for snow-
8 making water is about \$7,500 plus a late payment penalty.

9 **F. Resolution 14-2014: To Tax-Defer Member-Paid Contribution -**
10 **IRC414(H)(2) Employer Pick-up:**

11 Director Northrop made a MOTION that the Board adopt Resolution 14-
12 2014: To Tax-Defer Member-Paid Contribution – IRC414(H)(2) Employer
13 Pick-up. Director Salke SECONDED the motion. Roll was called to
14 approve the Resolution. Ayes: Directors Battey, Northrop, Salke and
15 York, and President Grant. Noes: none. The Resolution was
16 APPROVED.

17 **G. Resolution 15-2014: Signature Card Update for Bank of the West**
18 **Checking Account:**

19 President Grant explained that the District requires all Directors to have
20 their signatures on file at the bank so they can sign checks. The bank
21 requires adoption of this Resolution before they will allow an update of the
22 signature card currently on file. Pam said the signature card was good for
23 two years. She will send the Resolution to the Bank. The Directors need
24 to go to the bank soon, since checks will need signing in a few days.
25 Director Northrop made a MOTION that the Board adopt Resolution 15-
26 2014: Signature Card Update for Bank of the West Checking Account.
27 Director York SECONDED the motion. Roll was called to approve the
28 Resolution. Ayes: Directors Battey, Northrop, Salke and York, and
29 President Grant. Noes: none. The Resolution was APPROVED.

30 **H. TTSA Report:**

31 Director Northrop provided the agenda and his own written report for the
32 November 12 regular TTSA board meeting. He reported that:

- 33 • The plant is operating normally and efficiently.
- 34 • All waste water discharge requirements are being met.
- 35 • To stop their foaming problem, TTSA had been evaluating installation
36 of another processing tank, at an expected cost of many millions of
37 dollars. But instead engineers and staff made things more efficient,
38 for a cost savings of \$30M over the next 30 years.

39 The next TTSA Board meeting is scheduled for December 10 at 9:00 a.m.

40 **I. Committee Reports:**

41 i. **Budget & Finance Committee:** President Grant presented a written
42 report of yesterday's Committee meeting.

- 43 a. **Non-Standard Transactions:** None.
- 44 b. **Financial Reports:** The Committee reviewed the reports.
- 45 c. **Investments/cash:** The CD rolled over October 22 will earn
46 interest at a rate of 0.55%.
- 47 d. **Letters from Customers Regarding Billing Issues:** None.
- 48 e. **Requests for Unbudgeted Expenses:** None.

