

**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, December 11, 2015, 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 9:19 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; Dave Smelser.

7 Directors Absent: Evan Salke; Christine York.

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

10 Guests Present: Tim Alameda/NTFPD; Steve Simons/NTFPD; Nita
11 Wracker/NTFPD; Jesse Shirley/resident.

12 **2. PUBLIC PARTICIPATION**

13 None.

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

15 **A. Financial Reports:**

16 Mike Dobrowski, District CPA, was unable to participate in discussion of
17 this agenda item.

- 18 • Manager Collins reported two revisions to Mike's cover memo: 1)
19 page 1, paragraph 2: the last figure in the paragraph should be
20 \$643,672, rather than \$593,977; and 2) on page 2, the following
21 check should have been listed under "Stale-Dated Checks": check
22 28090 to Longo Inc. in the amount of \$7,500, dated May 29, 2015.
- 23 i. **November Financial Statements:** Director Northrop made a
24 MOTION that the Board accept the November 30 month-end financial
25 reports. Director Smelser SECONDED the motion. Directors
26 Northrop and Smelser and President Grant being in favor, the motion
27 was APPROVED.
- 28 ii. **November Expenses Paid & Payable:** The Directors reviewed the
29 monthly check register. Director Northrop made a MOTION that the
30 Board approve the Expenses Paid & Payable (the debits for payroll
31 and checks 28390 through 28445). Director Smelser SECONDED the
32 motion. Directors Northrop and Smelser and President Grant being in
33 favor, the motion was APPROVED.

34 **B. Approval of November 13, Regular Meeting:**

35 Director Northrop made a MOTION that the Board approve the minutes of
36 the November 13, Regular Board of Directors Meeting. Director Smelser
37 SECONDED the motion. Directors Northrop and Smelser and President
38 Grant being in favor, the motion was APPROVED.

39 **C. Fire Department Report:**

40 NTFPD's Tim Alameda, Steve Simons and Nita Wracker were in
41 attendance for this agenda item.

- 42 • Fuels Treatment: Steve reported that there have been a lot of
43 controlled burns recently. The USFS burns were causing a lot of
44 smoke, but those managed by personnel from North Lake Tahoe Fire
45 District (Incline Village's fire department) burned faster and cleaner.
- 46 • Grants & Equipment: Steve reported that NTFPD was applying for a
47 fire fighter assistance federal grant and grants for breathing
48 apparatus, cardiac monitors and extrication equipment. They should
49 be getting a new engine for Meeks and one for NTFPD; hopefully

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1 Alpine Meadows will get one in the future, funded by the Alpine Sierra
2 subdivision. NTFPD received a new ambulance, which will go into
3 service early in 2016; there are seven currently in service.

- 4 • Operations: Steve reported that NTFPD was able to fill two vacancies
5 and a retirement with three new hires, who will be doing their training
6 in January. Full staffing will allow NTFPD to staff the Alpine fire
7 station more frequently. NTFPD completed its first round of installing
8 energy efficient lights; they can now apply for rebates and expect to
9 see reductions in their energy bills. NTFPD made adjustments with
10 dispatch so that responses to the Alpine ski area will mostly be
11 handled by local crews rather than calling in mutual aid from Squaw
12 Valley; the adjustment was made because the ski area has qualified
13 medical personnel on site to assist with responses.
- 14 • Dispatch Calls: There was only 1 call to dispatch from Alpine
15 Meadows during November.
- 16 • Station Staffing: NTFPD staffed the Alpine Meadows fire station 30
17 days during November, for a total of 136 days for the fiscal year.
- 18 • Fire Prevention: Tim reported that the Placer County Board of
19 Supervisors ratified Ordinance 9-2015, amending the 2013 Fire Code
20 regarding fire pits. ASCWD's next newsletter should advise
21 customers that from now on, when a burn ban goes into effect, it will
22 apply everywhere, rather than being restricted to individual
23 jurisdictions, such as USFS or CalFire.

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

25 John Collins, General Manager, provided a written report on his activities
26 during the month of November, with discussion on the following topics:

- 27 • Alpine Meadows Road Bridge Replacement: the contractor poured the
28 foundation for the District's sign pole on Alpine Meadows Road.
- 29 • Alpine Sierra Subdivision: Manager Collins worked with Placer County
30 officials, the County's consultant and the Alpine Sierra developer on a
31 response to Lahontan Regional Water Quality Control Board.
- 32 • Chalet Road to John Scott Trail Waterline & PRV Project: The District
33 received the "As Built" drawings from Longo, so Manager Collins
34 released their retention funds.
- 35 • AME Well Re-drill: There is now power to the Beaver Dam Trail pump
36 house. The electrical contractor still has some work to do. Longo has
37 about 2 more weeks of work before the well house can be used.
- 38 • Stanford Chalet Subdivision: Manager Collins met with NTFPD's Chief
39 Schwartz and his staff to review a draft cost sharing agreement
40 between Stanford Chalet and Alpine Sierra. Manager Collins will
41 soon turn it over to District Counsel to draft it as a legal agreement.
- 42 • Property Sale to the Ancinases: Approval for the property sale is on
43 the Placer County schedule for December 17. After approval is
44 obtained, the sale will be recorded and the District will get a check
45 from the Ancinases in the amount of \$43K-45K.
- 46 • Disposal of Non-Garbage Items: This remains a problem for Manager
47 Collins and Staff. They are exploring the idea of installing temporary
48 fencing in the spring. They are also researching interest-free loans
49 from Placer County for residential bear boxes.

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- 1 • USFS Special Use Permit: Manager Collins is still waiting for the
- 2 USFS to complete its review for the District's Special Use Permit.
- 3 • Hazard Mitigation Plan: Manager Collins provided District information
- 4 to Placer County. It is now up to the County to finish the Plan. The
- 5 potential projects submitted by Staff are 1) replacement of the
- 6 District's four reinforced concrete and one wood water storage tanks
- 7 with earthquake-resistant steel tanks; 2) replacement of the District's
- 8 standby generator; 3) the Mineral Springs soil stabilization project;
- 9 and 4) selected projects from the recently completed Community
- 10 Wildfire Protection Plan.
- 11 • Employee Manual: Manager Collins met with Staff and made final
- 12 edits to the Employee Manual. The Administration & Personnel
- 13 Committee will meet to review the document.

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

15 Buz presented his written report for the month of November that included

16 status updates on water, sewer, garbage and other services provided by

17 the District.

- 18 • Maintenance performed: Staff started the District's annual water valve
- 19 exercise program; worked with the AME Well rehab contractor; and
- 20 took care of a problem with the R5 water vault.
- 21 • The District pumped 11,399,000 gallons of water to the ski area for
- 22 snowmaking in November. That is high for the season, but the ski
- 23 area will probably cut back on snowmaking at this point.
- 24 • All routine and spring water samples were absent coliform bacteria.

25 **F. TTSA Report:**

26 Director Northrop provided the agenda and his own written report for the

27 December 9, TTSA Board meeting.

- 28 • The plant is operating normally and efficiently.
 - 29 • All waste water discharge requirements are being met.
 - 30 • TTSA is working on new digesters. They have also budgeted work to
 - 31 replace a sewer line from Robbers Roost to bring it up to the size of
 - 32 the rest of the Truckee River Interceptor.
 - 33 • TTSA was able to retain the consultant who left in October.
- 34 The next TTSA Board meeting is scheduled for January 13.

35 **G. Presentation by Alpine Defensible Space:**

36 Jesse Shirley gave a presentation on his background and on the services

37 offered by his company, Alpine Defensible Space. He said his company's

38 first year went really well. He knows the people in the valley, knows the

39 local fire departments, has lived here 7 years and feels he can offer great

40 chipping services. Since he is not a municipal agency, he doesn't have

41 the overhead they have. He'd like to enter into a contract with ASCWD

42 so he can finance the purchase of a chipper. In the past NTFPD has

43 done 11-15 days of chipping in the valley, but he would rather dedicate 22

44 days to Alpine, 1 day every 1.2 weeks. He could chip every pile he sees

45 in the valley, rather than or in addition to having people call in with

46 requests for chipping. He can also do grant writing, having worked with

47 three different foresters on grant preparation. He can write, submit and

48 manage them, and would charge 5-8% vs the 10% charged by other

49 agencies. He can be on site in 15 minutes, since he doesn't have the

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- 1 commute time other agencies have. His estimate for providing chipping
2 services to Alpine Meadows resident in 2016 is \$16,600.
- 3 • Director Northrop asked if Jesse would haul away the chips. Jesse
4 said he could either leave the chips or haul them away and it would be
5 included in the cost.
 - 6 • Director Smelser asked how many days NTFPD chipped in the valley;
7 Jesse said it started at 10-11 days, but usually increased to more
8 days than they initially anticipated. Jesse said Alpine Meadows was
9 still in its early stages of fuels clearing, but even when it moved on to
10 its maintenance stage, there would still be a lot of work involved in
11 yearly thinning, that it would take 5-8 years of people working
12 diligently at clearing properties.
 - 13 • Meeting with homeowner associations is not included in Jesse's
14 contract; he said he felt it was more of an NTFPD responsibility.
 - 15 • Manager Collins said he thought this was a good start for the Board at
16 providing chipping for the valley, especially for the greenbelt and
17 District properties, let alone for homeowners' properties. He felt the
18 District needed to implement a program to provide assistance to the
19 homeowners in their defensible space work. Director Smelser said he
20 felt that providing chipping to homeowners would be a benefit and
21 motivation for them to do their defensible space work.
 - 22 • Part of the cost of chipping was provided by a grant last year.
23 Manager Collins said he was interested in Jesse's grant writing
24 services. CalFire is planning to return to each area grants worth the
25 amount of SRA fees contributed by that area.
 - 26 • President Grant said the Board would start to work on the issue soon.

27 **H. Contract with Alpine Defensible Space:**

28 Manager Collins said the proposal from Alpine Defensible Space included
29 two bids: 1) one to clear trees within 150 feet of the Office, the cost for
30 which would be grant eligible, 2) the other to clear trees outside of 150
31 feet, for which the cost would not be grant eligible. He suggested that the
32 District could do what Incline Village did, making a demonstration project
33 out of the clearing. Jesse said he would be getting his state contractor's
34 license, but that for CalFire grants, he only needs insurance and to be
35 licensed; for USFS grants, one also needs timber licensing. To run a
36 chipper on the street, one needs a California contractor's license; Jesse
37 currently has only a County license. For his estimate, he grabbed a crew
38 from Northstar and walked the area with them. They are extremely
39 efficient and experienced and licensed. He has worked with them before.
40 Jesse said part of the challenge is avoiding power lines and another
41 challenge is avoiding trees used to define property lines. Jesse said an
42 issue now was all the snow; if the bids are approved now, will they still be
43 grant eligible in the spring. Buz said he talked with someone who said
44 the work can be done next year, but that if another agency gets ahead of
45 ASCWD in the line for funding, they might get the funding ASCWD was
46 counting on.

47 Director Northrop made a MOTION that the Board approve the contract
48 with Alpine Defensible Space to provide defensible space and remove
49 trees at the District Office, in the amount of \$20,113. Director Smelser

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1 SECONDED the motion. Directors Northrop and Smelser and President
2 Grant being in favor, the motion was APPROVED.

3 **I. Election of Officers:**

4 Director Northrop NOMINATED President Grant to serve as President of
5 the Board for the next calendar year. Director Smelser SECONDED the
6 motion. Directors Northrop and Smelser and Director Grant being in
7 favor, the motion was APPROVED. Director Smelser NOMINATED
8 Director Northrop to serve as Vice President of the Board for the next
9 calendar year. President Grant SECONDED the motion. Directors
10 Northrop and Smelser and President Grant being in favor, the motion was
11 APPROVED.

12 **J. Committee Reports:**

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

15 a. **Non-standard Transactions:** None.

16 b. **Investments/cash:** Nothing new to report.

17 c. **Requests from Customers for Adjustments to their Bills:** A
18 customer wrote a letter requesting that late fees be removed from
19 his bill. Per the Committee's recommendation and Policy 2.5.0,
20 Director Northrop made a MOTION that the Board deny the
21 customer's request. Director Smelser SECONDED the motion.
22 Directors Northrop and Smelser and President Grant being in
23 favor, the motion was APPROVED. The Committee discussed
24 ways to notify customers regarding billings. President Grant
25 reported that Director Salke said he felt Pam was doing a
26 commendable job of handling issues with customers.

27 d. **Requests for Unbudgeted Expenses:** None.

28 e. **Next meeting:** Thursday, January 7 at 9:30 a.m.

29 ii. **Administration & Personnel Committee:** No meeting.

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

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

32 **K. Open Items:**

33 • The Administration & Personnel Committee will meet next week.

34 **L. Correspondence to the Board:** None.

35 **4. DIRECTORS' COMMENTS:**

36 • The next Board meeting is scheduled to be held at its normal date and time:
37 Friday, January 8, at 9:00 a.m.

38 • Director Smelser will meet with Manager Collins and Director York to discuss
39 the Long Range Planning Committee.

40 **5. ADJOURNMENT**

41 There being no further business before the Board, at 10:35 a.m. Director
42 Northrop made a MOTION that the meeting be adjourned. Director Smelser
43 SECONDED the motion. Directors Northrop and Smelser and President Grant
44 being in favor, the motion was APPROVED.

45
46 Respectfully Submitted,

Approved as submitted 1/8/16

47
48 Jancis Martin

49 Recording Secretary