

**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 9, 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; Dave Smelser;
7 Christine York.

8 Directors Absent: Evan Salke.

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; David
13 Rodriguez/NTFPD; Beth Kenna/NTFPD.

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

18 **2. SWEARING-IN CEREMONY**

19 Manager Collins swore in Jon Northrop and Dave Smelser for four-year terms.

20 **3. PUBLIC PARTICIPATION**

21 None.

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

23 **A. Financial Reports:**

24 Mike Dobrowski, District CPA, participated in discussion of this agenda
25 item by telephone.

- 26 • Mike reported that it was a routine month. The District's year-to-date
27 net income is \$14K under that of the prior year.
- 28 • The major work in progress was the purchase of a new generator.
- 29 • Pam, Mike and Manager Collins have been working with the auditors
30 to complete the footnotes to the audit report for the prior fiscal year.

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

36 ii. **November Expenses Paid & Payable:** The Directors reviewed the
37 monthly check register. Director Northrop made a MOTION that the
38 Board approve the Expenses Paid & Payable (the debits for payroll
39 and checks 29022 through 29071). Director Smelser SECONDED
40 the motion. Directors Northrop, Smelser and York being in favor, the
41 motion was APPROVED.
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43 **B. Approval of Minutes:**

44 Director Northrop made a MOTION that the Board approve the minutes of
45 the November 11, Regular Board of Directors Meeting. Director York
46 SECONDED the motion. Directors Northrop, Smelser and York being in
47 favor, the motion was APPROVED.

48 **C. Fire Department Report:**

49 NTFPD's Chief Schwartz, Steve Simons, David Rodriguez and Beth
50 Kenna were in attendance for this agenda item.

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- Chief's Report:
 - Chief Schwartz introduced Beth Kenna. Half of her job is serving as Public Information Officer, the other half is doing admin work.
 - NTFPD has had a lot of personnel changes recently:
 - Pat Dillon, who has been with NTFPD for almost 30 years, will be leaving at the end of the month. Chief Schwartz invited interested parties to attend a farewell coffee for Pat December 29 at 3:00 pm.
 - Chief Schwartz promoted Todd Conradson to Division Chief in charge of Fire Prevention, filling the position formerly held by Tim Alameda.
 - Chief Schwartz will be promoting two battalion chiefs and two captains, and NTFPD will be recruiting four new firefighters, all within the next month.
 - There has been a lot of smoke in the air recently, due to pile burning being done by various agencies.
 - The chipping program is done for the year. It was a success and NTFPD anticipates being able to run it again next year.
 - NTFPD has applied for an Assistance to Firefighter Grant, for extrication equipment and regional radio equipment (in conjunction with other local agencies). Last year, applying with other local agencies, NTFPD received grant funding for new air packs.
 - Steve reported that NTFPD responded to 7 regional fires in a 24-hour period. The crews are now working on preparing equipment for winter storage. Steve worked with David on preparing the Fire Codes (item 4F on today's agenda).
 - The Alpine Meadows fire station was staffed for 26 days in November.
 - David, who has been holding down the Fire Prevention Division since Tim left, reported that he has been busy with code compliance, preparing this round of Fire Code updates and helping construction projects move along. Soon he will be doing the annual inspections of R2-occupancies (hotel/motels), including those in Alpine Meadows.

F. Public Hearing on Ordinance 10-2016: Adoption of the 2016 Edition of the California Building Standards and Fire Code with Amendments Repealing Ordinance 9-2013:

- NTFPD's Chief Schwartz, Steve Simons, David Rodriguez and Beth Kenna were in attendance for this agenda item.
- Steve said the Fire Code is updated every few years based on the international fire code as modified and adopted by the state, and further fine-tuned by NTFPD to meet local needs. The main thrust in this year's update of the ASCWD, NTFPD and MBFPD Fire Codes was to make the Codes as similar as possible so as to be useful for NTFPD staff and to be consistent for the contractors in the area, so they do not have to learn three different Codes.
 - David said the Code has the same adjustments that ASCWD and NTFPD have historically incorporated into their Fire Codes, along with El Dorado County clauses pertinent to MBFPD.

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- 1 • Steve added that there may be clauses that are not as applicable in
- 2 some districts as they are in others.
- 3 • President Grant opened the public hearing at 9:25 a.m.
- 4 • Steve said the Contractors Association of Truckee Tahoe reviewed
- 5 the draft Code and provided feedback. Their feedback was
- 6 incorporated into the document.
- 7 • President Grant closed the public hearing at 9:26 a.m.
- 8 • Dave Smelser asked if new inspections were required for propane
- 9 tanks. David said annual inspections are not required, but an
- 10 inspection and fee payment are required any time a property owner
- 11 changes vendors, replaces a regulator, or relocates a tank. The
- 12 requirement applies to tanks of 251 gallons or larger. David added
- 13 that local vendors will not install a tank under 251 gallons. He said
- 14 Ferrellgas has really cleaned up its act since the heavy winter about 4
- 15 years ago and is working productively with NTFPD in making sure its
- 16 business practices are in compliance with local Fire Codes.

17 Director Northrop made a MOTION that the Board adopt Ordinance
18 10-2016: An Urgency Ordinance for the Alpine Springs County Water
19 District Amending the Fire Code of the District Pertaining to the
20 Amendment and Adoption of the 2016 Edition of the California Building
21 Standards Code (Title 24, California Code of Regulations), Part 9 (2016
22 California Fire Code) Including Appendices B, C, D, F, I, K, and Specific
23 Sections of the 2015 International Fire Code as Published by the
24 International Code Council; Repealing Ordinance Number 9-2013, of the
25 Alpine Springs County Water District and all other Ordinances and Parts
26 of the Ordinances in Conflict Therewith. Director Smelser SECONDED
27 the motion. Roll was called to approve the Resolution. Ayes: Directors
28 Northrop, Smelser and York, and President Grant. Noes: none. Absent:
29 Director Salke. The Ordinance was APPROVED. President Grant
30 thanked the NTFPD personnel for their work on updating the Code.
31 Chief Schwartz said the Ordinance would next be presented to the Placer
32 County Board of Supervisors for their approval, likely at their January 10
33 meeting. The Chief did not anticipate that a short lapse in having the
34 local Code in effect would matter, since it is not now construction season.
35 He added that if a complicated construction project were to be presented
36 to NTFPD for approval between January 1 and January 10, that NTFPD
37 would hold it until the local Code was again in effect.

38 **D. General Manager’s Report:**

39 John Collins, General Manager, provided a written report on his activities
40 during the month of November with discussion on the following topics:
41 • Stanford Chalet Subdivision (officially renamed “Chalet Townhouse
42 Project”): The owner has requested a will serve letter. Manager
43 Collins has been working with District Counsel and NTFPD on a draft
44 will serve agreement. Director Smelser asked if the project would not
45 have to pay any mitigation fee if no other developer contributed to the
46 fund to purchase a new engine; Manager Collins clarified that the
47 project would have to pay the usual connection fees, but would be
48 refunded their contribution from the escrow account for the purchase
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- 1 of a new engine if no other project contributed to the escrow account.
- 2 Other possible contributors would be Alpine Sierra and White Wolf.
- 3 • 2016 Booster Pump Station Replacement Project: Manager Collins
- 4 asked Stantec to check on the status of electrical service to the
- 5 project site. He learned that no electrical service will be provided
- 6 until next spring.
- 7 • AME Unit #9, Lot A: Manager Collins continued to receive complaints.
- 8 He explained to the callers that the District is not responsible for the
- 9 parcel. He and Buz did look at the property, but took no action.
- 10 • Auditor Services Survey: Manager Collins collected data and put
- 11 together a summary showing cost and timeframe data for auditors
- 12 used by other local agencies. He provided the summary to the
- 13 Budget & Finance Committee.
- 14 • Hydraulic Model Update: Manager Collins continued to work on the
- 15 hydraulic model update for the District's water distribution system.
- 16 Andregg provided some elevations, Manager Collins collected usage
- 17 data.
- 18 • AME Well: Manager Collins started working on the release/reversion
- 19 of AME Well Public Utility Easement to McKleroy and others.
- 20 McKleroy et al would have to pay the costs associated with the
- 21 release of the easement, including professional assessment, and
- 22 costs imposed by ASCWD and Placer County.
- 23 • Other: Manager Collins met with Casey Blann, the VP for Operations
- 24 and Risk for Squaw Valley/Alpine Meadows; attended a conference
- 25 on Water Loss Audits; worked with Mixon's legal counsel regarding
- 26 conflict of interest issues related to Mixon's easement; reviewed (with
- 27 Staff) a proposed update to the District's mutual aid agreement.

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

- 29 Buz presented his written report for the month of November that included
- 30 status updates on water, sewer, garbage, and other services provided by
- 31 the District.
- 32
- 33 • All routine water samples were absent coliform bacteria; Springs 1
- 34 and 3 were absent coliform bacteria; Springs 2 and 4 (sampled
- 35 together) were positive coliform bacteria, but at a level that indicates
- 36 that although it is currently a problem, it will probably go away.
- 37 • Maintenance performed: Staff continued working with the ski area on
- 38 the new booster station start-up and removed snow from the Office
- 39 and fire hydrants.
- 40 • The ski area has bought about 12 million gallons of water so far. The
- 41 AME Well has been producing water to boost the supply to the ski
- 42 area.
- 43 • Buz asked the Directors what their impression was of the water
- 44 quality. President Grant said it tasted like chlorine, but Directors
- 45 Smelser and York said they didn't notice it. Director York said she no
- 46 longer saw the bubbles in the water that she had seen before.
- 47 • Staff installed the new backup generator the Wednesday before
- 48 Thanksgiving and it fired up the Sunday morning after Thanksgiving
- 49 when a loader backed into an electric pole and induced an extended
- 50 blackout in the valley. The generator performed exactly as designed.

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1 **G. TTSA Report:**

2 There has been no TTSA Board meeting since the last ASCWD Board
3 meeting. The next TTSA Board meeting is scheduled for December 14.

4 **H. Election of Officers for 2017:**

5 Director Smelser NOMINATED Director Grant for President. Director
6 Northrop SECONDED the motion. Directors Northrop, Smelser and York
7 being in favor, Director Grant was ELECTED President.

8 Director York NOMINATED Director Northrop for Vice President.
9 Director Smelser SECONDED the motion. Directors Northrop, Smelser
10 and York being in favor, Director Northrop was ELECTED Vice President.
11 Next month President Grant will announce Committee personnel
12 assignments; she said Directors were welcome to contact her if they had
13 requests for re-assignment, although she could not guarantee that she
14 would be able to accommodate their requests.

15 **I. Committee Reports:**

- 16 i. **Budget & Finance Committee:** President Grant presented a written
17 report of yesterday's Committee meeting.
18 a. **Non-standard Transactions:** None.
19 b. **Investments/cash:** No CDs are due for renewal until July of
20 2017. The Treasurer Report will look fairly static until then,
21 reflecting only changes in interest rates of the various accounts.
22 c. **Requests from Customers for Adjustments to their Bills:**
23 None.
24 d. **Requests for Unbudgeted Expenses:** None.
25 e. **Policy 2.5.0:** The Committee reviewed the Policy and
26 recommended that no changes be made, particularly in light of
27 input from Staff that the Policy would be more difficult to
28 implement if changes were made.
29 f. **Auditor Review:** Manager Collins' spreadsheet showed that 4 out
30 of 6 of the local agencies use the same auditors as ASCWD.
31 After reviewing the spreadsheet, the Committee had no
32 recommendations to make for change at this time.
33 g. **Next meeting:** Thursday, January 12 at 9:30 a.m.
34 ii. **Administration & Personnel Committee:** No meeting.
35 iii. **Park, Recreation & Greenbelt Committee:** No meeting.
36 iv. **Long Range Planning Committee:** No meeting.

37 **J. Open Items:**

- 38 • Director Smelser raised the topic of defensible space in the greenbelt
39 area. He said his kids cut a Christmas tree in the greenbelt area and
40 it was the driest tree he has ever seen. If its dryness is
41 representative of the rest of the trees in the greenbelt, the greenbelt
42 represents an incredible fire danger to the valley. Director Northrop
43 felt the forest could recover, given good precipitation; he said the
44 trees in his area were in good shape. Director York felt there were
45 bark beetles in the trees on Chateau Place. Directors Smelser and
46 York agreed that the District should provide defensible space in the
47 areas for which it was responsible, sooner rather than later.
48 President Grant said that the District has started a program, that it
49 cleared the area around Bear Creek a few years ago. She said she
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