

**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, February 10, 2017, at 8:00 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Grant called the meeting to order at 8:04 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: Steve Simons/NTFPD.

13 **2. PUBLIC PARTICIPATION**

14 None.

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

16 **A. Financial Reports:**

17 Mike Dobrowski, District CPA, participated in discussion of this agenda  
18 item by telephone.

- 19 • Mike reported that expenditure was light on capital projects.
- 20 • The District received its property tax payment from Placer County.
- 21 • Mike and Staff have been working diligently with auditors, taking care  
22 of footnotes and management discussion issues. The audit report is  
23 very close to being done.

24 i. **January Month-End Financial Statements:** Director Northrop made  
25 a MOTION that the Board accept the January 31 month-end financial  
26 reports. Director Smelser SECONDED the motion. Directors  
27 Northrop, Smelser and President Grant being in favor, the motion was  
28 APPROVED.

29 ii. **January Expenses Paid & Payable:** The Directors reviewed the  
30 monthly check register. Director Northrop made a MOTION that the  
31 Board approve the Expenses Paid & Payable (the debits for payroll  
32 and checks 29131 through 29179). Director Smelser SECONDED the  
33 motion. Directors Northrop, Smelser and President Grant being in  
34 favor, the motion was APPROVED.

35 **B. Approval of Minutes:**

36 Director Northrop made a MOTION that the Board approve the minutes of  
37 the January 17, Regular Board of Directors Meeting. Director Smelser  
38 SECONDED the motion. During discussion, the following correction was  
39 proposed: on page 3, line 9: replace "the Playground the line item" with  
40 "the Playground line item". Director Northrop AMENDED his motion to  
41 include the proposed correction. Director Smelser SECONDED the  
42 amended motion. Directors Northrop, Smelser and President Grant being  
43 in favor, the amended motion was APPROVED.

44 **C. Fire Department Report:**

45 NTFPD's Steve Simons was in attendance for this agenda item.

- 46 • **Chief's Report:** Steve is acting as fire chief until Chief Schwartz  
47 returns from vacation. He said January was possibly a record month  
48 with almost 250 dispatch calls throughout NTFPD's jurisdiction (29 in

**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, February 10, 2017, at 8:00 a.m., District Board Room, 270 Alpine Meadows Road.

Alpine Meadows), including vehicle accidents, wires down, and windblown trees in structures.

- **Equipment:** Steve and two other personnel went to Pennsylvania to inspect the two new fire engines, with another inspection due soon in southern California, and delivery expected at Tahoe within two weeks. After delivery, it will take another month to get them outfitted with equipment. The result will be that the Alpine Meadows station's 1985 fire engine will be replaced by a 2003 fire engine. Meeks Bay has a new ALS engine, providing the West Shore with better medical coverage.
- **Communications:** NTFPD has placed an order for fiber optics to connect with Meeks Bay, where neither cell nor internet service is currently possible. They are also working on remedying radio problems with the installation of new amplifier, antennae and wiring, and by raising antennae about ten feet.
- **Personnel:** New fire fighters are currently training at the academy, with anticipated service to begin by the end of March.
- **Station Staffing:** The Alpine Meadows fire station was staffed 26 days during December and 30 days during January.
- **Winter Weather:** Since October 1, the Tahoe City weather station has recorded over 40 inches of rain, over 14 feet of snow and 18 days of 1 inch or more of rain (the norm is about 7 such days).
- **Other:** Fire Code adoptions are complete for all three agencies, in time for the beginning of the building season; in conjunction with the National Weather Service and the Placer County Office of Emergency Services, NTFPD has been displaying information on the new message board to advise residents of hazardous local conditions.

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

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

- **White Wolf:** Manager Collins received a request from Placer County to identify significant impacts to be analyzed for CEQA (California Environmental Quality Act). He prepared a draft response and distributed it for feedback. After the CEQA phase will come the EIR (Environmental Impact Report) and public comment period.
- **Stanford Chalet:** Manager Collins continued working on the draft "Will Serve" letter.
- **2016 Booster Pump Station Replacement Project:** Manager Collins received and reviewed additional scope of services to rebid the BPS project in 2017 (see agenda item 3G).
- **Audit:** Manager Collins finally received the GASB 68 analysis from Total Compensation Solutions on January 26, gave it to the auditors who incorporated it into the draft audit report, just completed the MD&A (Management Discussion and Analysis) portion of the audit, and anticipates receiving the final report in March in time for presentation at the Budget & Finance Committee and Board meetings.
- **Greenbelt:** Manager Collins completed a map showing greenbelt property ownership.

**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, February 10, 2017, at 8:00 a.m., District Board Room, 270 Alpine Meadows Road.

- 1                   • **Mixon Easement:** Manager Collins is awaiting a response from  
2                   District legal counsel regarding a conflict of interest issue involved  
3                   with the easement. Manager Collins explained that the potential  
4                   conflict of interest involves Director York’s position on the Board  
5                   placing her in a position where she could potentially vote on a matter  
6                   that could benefit her financially. Two other Directors are in the same  
7                   position.

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

9           Buz presented his written report for the month of January that included  
10           status updates on water, sewer, garbage and other services provided by  
11           the District.

- 12           • The sewer has been flowing heavily, to the extent of maxing out the  
13           measuring capacity of the system monitoring it.  
14           • Maintenance performed: Staff repeatedly dug out the Office area and  
15           fire hydrants from the frequent snow falls. The new generator  
16           performed very well during the second major power outage.  
17           • All routine water samples were absent coliform bacteria.  
18           • Staff spent a lot of money on snow removal, having Longo handle  
19           events like today. Staff shoveled the redwood tank; they could see a  
20           little damage but won’t know the full extent until spring.

21           **F. TTSA Report:**

22           Director Northrop provided his written report for the January 18 and  
23           February 8 Regular TTSA Board meetings.

- 24           • The plant is operating normally and efficiently.  
25           • All waste water discharge requirements are being met.

26           The next TTSA Board meeting has been rescheduled from March 8 to  
27           March 22.

28           **G. Stantec Agreement - Scope of Services Contract Amendment 2:  
29           2016 Booster Pump Stations Replacement Project:**

30           The Directors reviewed Amendment 2 to Stantec’s Contract regarding the  
31           2016 Booster Pump Stations Replacement Project. Manager Collins  
32           recommended that the Board approve the Amendment, which covers the  
33           redesign, reconfiguration and rebidding of the project. The plan is to get  
34           a bid on only one of the three stations. The engineer’s estimate is that  
35           the 1-station project will cost \$250-325K. The proposed schedule is to  
36           have the project bid and built by fall 2017. Director Northrop made a  
37           MOTION that the Board approve Stantec’s Scope of Services Contract  
38           Amendment 2: 2016 Booster Pump Stations Replacement Project, in an  
39           amount not to exceed \$23,000. Director York SECONDED the motion.  
40           Directors Northrop, Smelser and York being in favor, the motion was  
41           APPROVED.

42           **H. Committee Reports:**

- 43           i. **Budget & Finance Committee:** President Grant presented a written  
44           report of yesterday’s Committee meeting.  
45           a. **Non-standard Transactions:** None.  
46           b. **Investments/cash:** No new information.  
47           c. **Requests from Customers for Adjustments to their Bills:**  
48           None.  
49           d. **Requests for Unbudgeted Expenses:** None.

**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, February 10, 2017, at 8:00 a.m., District Board Room, 270 Alpine Meadows Road.

- 1 e. **Next meeting:** Thursday, March 9 at 9:30 a.m.
- 2 ii. **Administration & Personnel Committee:** No meeting.
- 3 iii. **Park, Recreation & Greenbelt Committee:** Director York presented
- 4 a written report of yesterday's Committee meeting.
- 5 a. **Park Policies:** The Committee discussed at length Melanie
- 6 Jackson's letter regarding the implementation of a tennis-only
- 7 season pass, but ultimately concluded that action was not
- 8 possible at this time.
- 9 b. **Park Rates:** No changes were recommended.
- 10 c. **Park Application:** No changes were recommended.
- 11 d. **Park Amenities:**
- 12 a. **Bocce Court:** The Committee discussed results of last
- 13 season's survey, which showed that over 50% of the survey
- 14 respondents were interested in having a bocce court in the
- 15 Park. The Committee recommended moving forward with
- 16 planning for a court, with the initial step of updating the cost
- 17 estimate. Pam asked if the Committee had discussed
- 18 issuance of the balls (they had not); provision of volleyballs by
- 19 the Office was not successful so Pam is concerned about how
- 20 to handle issuance of bocce equipment. Director Smelser
- 21 made a MOTION that the Board direct Manager Collins to
- 22 proceed with gathering information regarding the cost of a
- 23 bocce court. Director Northrop SECONDED the motion.
- 24 Directors Northrop, Smelser and York being in favor, the
- 25 motion was APPROVED.
- 26 b. **Landscaping:** Funds are already in the budget for
- 27 improvements.
- 28 c. **Beach Sand:** The sand is in good condition.
- 29 d. **Other:** The grills are still in good condition.
- 30 e. **Easter Egg Hunt:** Saturday, April 15, 10:00 a.m., ASCWD
- 31 parking lot, organized by Director York.
- 32 f. **Bird Walk:** Saturday, June 10, 8:00 a.m., corner of Snow Crest
- 33 and Alpine Meadows Road, led by Warren Bray.
- 34 g. **Flower Walk:** Date TBD, 9:00 a.m., ASCWD parking lot, led by
- 35 Michael Graf.
- 36 h. **Greenbelt Defensible Space:** The Committee discussed the
- 37 need for the District to continue its defensible space and land
- 38 management work. Manager Collins advised them that a plan
- 39 was needed, with priorities assigned based on a forester's report.
- 40 Director Smelser made a MOTION that Manager Collins proceed
- 41 with solicitation of bids for a plan to deal with the greenbelt
- 42 property. Director Northrop SECONDED the motion. Directors
- 43 Northrop, Smelser and York being in favor, the motion was
- 44 APPROVED.
- 45 i. **Next Meeting:** February 2018.
- 46 iv. **Long Range Planning Committee:** No meeting.
- 47 I. **Open Items:** None.
- 48 J. **Correspondence to the Board:** None.
- 49 4. **DIRECTORS' COMMENTS**

**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, February 10, 2017, at 8:00 a.m., District Board Room, 270 Alpine Meadows Road.

- 1           • President Grant requested that the Directors fill out and return to Placer  
2           County their Form 700s.
- 3           • President Grant notified the Directors that SDRMA was looking for someone  
4           to fill a position on their Board.
- 5           • President Grant reported that a resident, who said she represented other  
6           similarly minded residents, was unhappy about the message board recently  
7           placed near the Park entrance, saying it was a temporary, unattractive  
8           device. Manager Collins said he was the one responsible for authorizing  
9           placement of the board, responding to a request from the ski area. The sign  
10          will not be moved until after the snow season. President Grant said she  
11          would agendize the topic for discussion and action at next month's meeting.
- 12          • President Grant said she knows someone who can provide a proposal for a  
13          defined benefits program for the District, and asked the Board if they were  
14          interested in authorizing Manager Collins contact the person and pursue the  
15          issue. Director York said she felt it would be wise. President Grant said the  
16          action would fall under due diligence.
- 17          • The next Board meeting is scheduled to be held at its normal date and time:  
18          Friday, March 10, at 9:00 a.m.

19   **5.    ADJOURNMENT**

20    There being no further business before the Board, at 9:00 a.m. Director York  
21    made a MOTION that the meeting be adjourned. Director Smelser SECONDED  
22    the motion. Directors Northrop, Smelser and York being in favor, the motion was  
23    APPROVED.

24  
25  
26    Respectfully Submitted,

approved w/minor spelling change  
3/10/17

27  
28  
29    Jancis Martin  
30    Recording Secretary