

**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, April 10, 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 9:00 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; Christine York.

7 Directors Absent: Michael Battey; Evan Salke.

8 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &
9 Maintenance; Mike Dobrowski, District CPA (by telephone); Pam Zinn, Office
10 Manager; Jancis Martin, Recording Secretary.

11 Guests Present: Tim Alameda/NTFPD; Nita Wracker/NTFPD.

12 **2. PUBLIC PARTICIPATION**

- 13 • None.

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

15 **A. Financial Reports:**

16 Mike Dobrowski, District CPA, participated in discussion of this agenda
17 item by telephone:

- 18 • Net income was favorable to budget by \$149K on a year-to-date
19 basis. So far this year, \$621K has been spent on work in progress.
20 • Next month the District is due to receive one of its two yearly property
21 tax revenue payments from Placer County, which will assist with cash
22 flow.
23 i. **March Financial Statements:** Director Northrop made a MOTION
24 that the Board accept the March 31 month-end and quarterly financial
25 reports. Director York SECONDED the motion. Directors Northrop
26 and York and President Grant being in favor, the motion was
27 APPROVED.
28 ii. **March Expenses Paid & Payable:** The Directors reviewed the
29 monthly check register. Director York made a MOTION that the
30 Board approve the Expenses Paid & Payable (the debits for payroll
31 and checks 27967 through 28014). Director Northrop SECONDED
32 the motion. Directors Northrop and York and President Grant being in
33 favor, the motion was APPROVED.

34 **B. Approval of Minutes:**

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

39 **C. Fire Department Report:**

40 Tim Alameda and Nita Wracker from NTFPD were in attendance for this
41 agenda item.

- 42 • Dispatch Calls: There were 12 calls to dispatch in March, all of which
43 were EMS calls from the ski resort.
44 • Grants: Nita distributed copies of a Grants Summary document
45 showing the status of grants submitted by and/or awarded to
46 organizations within the Tahoe basin, along with the areas affected by
47 the grants. She reported that:
48 ○ NTFPD received \$200K from CA Clearinghouse, which will pay for
49 forester services, inspections and educational events.

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1 USFS land, so Director York should direct her concern to them. Nita
2 will forward Director York's concern to Dave Zaski so he can put her
3 in touch with the appropriate USFS personnel.

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

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

- 7 • Alpine Meadows Road Bridge Replacement Project: Work has started
8 and the project is scheduled for completion in October. Flyers about
9 the project are available in the Office. Jon Mitchell, Placer County's
10 manager for the project, will be putting out a monthly briefing report,
11 which will also be available in the Office.
- 12 • Alpine Sierra Subdivision: No activity.
- 13 • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
14 A final punch list of items remains to be completed before the project
15 is finalized. Longo started to work on the punch list, but then it started
16 to snow so he had to stop.
- 17 • AME Well Re-drill: The project is out for bids right now. Manager
18 Collins should be able to bring a contract to the Board for approval at
19 the May Board meeting. The engineer's estimate is \$560K.
- 20 • Tank 4 and 4A Replacement: Larry Heywood is working on the
21 avalanche risk assessment.
- 22 • Alpine Manor, Alpine Village: Jerry Kroft has executed and mailed
23 back the easement agreement for Alpine Manor. Ben Tallarigo,
24 representing Alpine Village, thinks he has a prescriptive right of way
25 on the District's easement and therefore doesn't have to sign
26 anything, but District counsel says the District needs to advise him
27 otherwise. District counsel is drafting the letter.
- 28 • Disposal of District property to the Ancinases: Webb Land Survey is
29 supposed to start surveying the property, but the snow may have held
30 them up.
- 31 • USFS Special Use Permit: Manager Collins is waiting for the USFS to
32 complete their review of the paperwork he sent them.
- 33 • Other: hosted the monthly TTSA managers' meeting; completed the
34 draft operating and capital budget for the Budget & Finance
35 Committee; prepared the draft annual fire report for NTFPD; and
36 completed the SDRMA annual insurance renewal.

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

38 Buz presented a written report for the month of March that included status
39 updates on water, sewer, garbage and other services provided by the
40 District.

- 41 • Maintenance performed: Staff worked with the Alpine Meadows
42 Bridge replacement contractor (C. C. Myers), doing USA locates and
43 scope-of-work meetings; started working on the annual budget; and
44 started preparing the Park for the new season.
- 45 • All quarterly spring and routine water samples were absent coliform
46 bacteria.

47 **F. Agreement with Stantec Engineering for Construction Management**
48 **Services:**

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1 Manager Collins reported that this agreement with Stantec was to do
2 administration and engineering services for the well-equipping phase of
3 the AME Well Re-Drill Project. He recommended approval of the
4 agreement. Director Northrop made a MOTION that the Board approve
5 the agreement with Stantec Engineering for construction management
6 services for the AME Well Re-drill project, in an amount not to exceed
7 \$65K. Director York SECONDED the motion. Directors Northrop and
8 York and President Grant being in favor, the motion was APPROVED.

9 **G. TTSA Report:**

10 Director Northrop reported that Wednesday's TTSA Board meeting was
11 cancelled and rescheduled for April 15.

12 **H. 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:** No CDs are maturing until June. Pam
17 transferred \$100,000 from the Placer County account to pay the
18 monthly expenses. Manager Collins rolled over the April 2 CD at
19 an interest rate of 0.55%.

20 c. **Letters from Customers Regarding Billing Issues:** None.

21 d. **Draft Operating and Capital Budget:** The Committee reviewed
22 the draft operating and draft capital budgets. The draft budgets
23 should be ready for presentation to the Board next month.
24 Manager Collins said the budget included \$14K for chipping.

25 e. **Reviewed Existing Committee Policies:** The Committee will be
26 recommending changes to five policies at next month's Board
27 meeting.

28 f. **Requests for Unbudgeted Expenses:** An inspector from the
29 state Division of Occupational Safety and Health issued the
30 District two orders for non-code safety violations. One violation –
31 a rusty propane tank - has been remedied. The other violation
32 involves a portable air compressor that is old and cannot be
33 repaired. It will cost \$2,150 to replace. Per the Committee's
34 recommendation, Director York made a MOTION that the Board
35 approve the unbudgeted expense of \$2,150 to purchase a
36 replacement portable air compressor. Director Northrop
37 SECONDED the motion. Directors Northrop and York and
38 President Grant being in favor, the motion was APPROVED.

39 g. **Next meeting:** Scheduled for Thursday, May 7 at 9:30 a.m.

40 ii. **Administration & Personnel Committee:** Director Salke was not
41 present but provided a written report on the Committee's March 27,
42 meeting. Manager Collins reported on the meeting on Director
43 Salke's behalf.

44 a. **Proposed Goals & Objectives for 2015/6:** Per the Committee's
45 recommendation, Director Northrop made a MOTION that the
46 Board accept last year's Goals & Objectives retitled as "2015/2016
47 GOALS AND OBJECTIVES" and with the following changes to the
48 General Manager section:

49 i. remove item 2c;

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- 1 ii. in item 3a, change “2014/2015” to “2015/2016”;
- 2 iii. change text in item 3bi to “Adopt the rates recommended in
- 3 the cost of service study for the Alpine Meadows ski area
- 4 snow making.”;
- 5 iv. in item 3b iv, change “2014” to “2015”;
- 6 v. add item 3b v: “Completing construction of new AMEA well
- 7 house.”;
- 8 vi. add item 3b vi: “Continue to work on capital asset 30-year
- 9 replacement schedule.”,
- 10 along with updating the revision date of the document. Director
- 11 York **SECONDED** the motion. Directors Northrop and York and
- 12 President Grant being in favor, the motion was **APPROVED**.
- 13 b. **General Manager’s Annual Review:** Director Salke emailed to
- 14 each Board member a request to provide him with their comments
- 15 regarding the General Manager’s Goals & Objectives for
- 16 2014/2015. The comments will be coalesced, then discussed in
- 17 private session during the May Board meeting. President Grant
- 18 suggested that, if Director Salke did not provide a due date in his
- 19 email, the Directors should provide him with their feedback by the
- 20 end of April.
- 21 c. **District’s Mission Statement:** The Committee reviewed the
- 22 Mission Statement, but did not recommend any changes. The
- 23 Board agreed to keep the Mission Statement as it is currently
- 24 worded.
- 25 d. **Updated District Employee Handbook:** Manager Collins will
- 26 consult with District Counsel to assure that current employee
- 27 benefits are correctly delineated in the Employee Handbook.
- 28 e. **Current Employee Benefit and Compensation Package, and**
- 29 **What Should be Offered to New Employees:** Manager Collins
- 30 will consult with District Counsel regarding employee benefits, and
- 31 if different packages can be offered to future new hires.
- 32 iii. **Park, Recreation & Greenbelt Committee:** Director York provided a
- 33 written report on the March 11, Committee meeting and elaborated on
- 34 the Committee’s agenda items that were not discussed during last
- 35 month’s Board meeting.
- 36 a. Park Policy: Discussed last month.
- 37 b. Park Rates: Discussed last month.
- 38 c. Park Amenities:
- 39 1) Tennis Court Resurfacing: The Committee feels strongly that
- 40 the tennis courts need to be resurfaced. The estimated cost is
- 41 \$15K. It has been included in the capital projects that will be
- 42 presented to the Board next month.
- 43 2) Bocce Ball Court: The Committee is interested in pursuing the
- 44 construction of a bocce ball court. The estimated cost is at
- 45 least \$20K. The Committee suggested that perhaps the
- 46 homeowner associations could solicit the level of interest from
- 47 their members to see if the project is worth pursuing.
- 48 3) Landscaping: Don Fulda and his wife will walk around the Park
- 49 and recommend work. The budget includes \$250 for this.

