

**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 8, 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: Steve Simons/NTFPD; Tim Alameda/NTFPD; Nita  
13 Wracker/NTFPD.

14 **2. PUBLIC PARTICIPATION**

15 None.

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

17 **A. Financial Reports:**

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

- 20 • Mike reported that the District's net income was \$236,930 favorable to  
21 budget for the year to date and \$98,229 ahead of this time last year.

22 i. **March Financial Statements:** Director Northrop made a MOTION  
23 that the Board accept the March 31 month-end financial reports.

24 Director Smelser SECONDED the motion. Directors Northrop,  
25 Smelser and York being in favor, the motion was APPROVED.

26 ii. **March Quarterly Financial Statements:** Director Northrop made a  
27 MOTION that the Board accept the March 31 quarterly financial  
28 reports. Director York SECONDED the motion. Directors Northrop,  
29 Smelser and York being in favor, the motion was APPROVED.

30 iii. **March Expenses Paid & Payable:** The Directors reviewed the  
31 monthly check register. President Grant pointed out that the final  
32 invoice from Placer County for the Alpine Meadows Road Bridge  
33 Replacement Project had been received and paid. Director Northrop  
34 made a MOTION that the Board approve the Expenses Paid &  
35 Payable (the debits for payroll and checks 28591 through 28633).  
36 Director York SECONDED the motion. Directors Northrop, Smelser  
37 and York being in favor, the motion was APPROVED.

38 **B. Approval of Minutes:**

39 Director Northrop made a MOTION that the Board approve the minutes of  
40 the March 11, Regular Board of Directors Meeting. Director Smelser  
41 SECONDED the motion. Directors Northrop, Smelser and York being in  
42 favor, the motion was APPROVED.

43 **C. Fire Department Report:**

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

- 46 • Operations: Steve reported that it was a busy month. With 70 rigs in  
47 NTFPD's fleet, many of which are old (18 vehicles with well over  
48 100,000 miles, some with over 200,000), NTFPD is looking to hire  
49 another engineer to keep up with repairs. NTFPD is preparing its

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- 1 firefighters for fire season, training them for their physical agility tests.  
2 When Chief Schwartz took office, he vowed to hire more personnel (a  
3 goal he has achieved) and acquire newer rigs (NTFPD has replaced  
4 some engines and ambulances, but still needs to update its older  
5 utility vehicles). NTFPD is looking at replacing its Homewood station,  
6 either by replacing/upgrading the station at its current site, or by  
7 building a new facility as part of the proposed development at  
8 Homewood Mountain Resort. It also needs to replace its  
9 maintenance shop.
- 10 • Station Staffing: NTFPD staffed the Alpine Meadows station almost  
11 every day last month, only closing it a couple of times when the radio  
12 wasn't working and when there weren't any qualified driver operators  
13 available.
  - 14 • Dispatch Calls: NTFPD had 11 dispatch calls from Alpine Meadows,  
15 all of which were EMS calls from the ski area.
  - 16 • Fire Prevention: Tim reported that he has been handling a lot of plan  
17 checks because the beginning of construction season is less than a  
18 month away.
  - 19 • Administration: Nita said NTFPD's forester Forest Schafer would  
20 report to the ASCWD Board next month regarding funding for fuels  
21 reduction work in the valley. She said NTFPD had received over \$2M  
22 in grants for fuels reduction projects, so there should be a lot of grant  
23 funding available to ASCWD, both for HOAs and for residential  
24 chipping. Forest will present a fine-tuned dollar amount next month.  
25 Nita also reported that this year there was not much of a shoulder  
26 season, with lodging close to 80%.
  - 27 • Proposed Maintenance Shop: Manager Collins met with Chief  
28 Schwartz about the possibility of NTFPD having a maintenance shop  
29 at ASCWD's Office area, probably adjacent to ASCWD's shop area.  
30 Manager Collins said he was supportive of NTFPD's request. No  
31 action is necessary right now. Director Smelser asked if hosting  
32 NTFPD's maintenance shop would increase staffing at the Alpine  
33 Meadows fire station; Steve replied that there would be 2-3 personnel  
34 in the maintenance shop, and that at some point NTFPD would like to  
35 increase staffing from 2 to 3 at the Alpine Meadows fire station but not  
36 at this time. Steve added that NTFPD's engineers might be able to  
37 help with ASCWD vehicle maintenance as necessary. President  
38 Grant said it would be nice to have the community involved with the  
39 decision to have NTFPD's maintenance shop here; Nita and Manager  
40 Collins agreed. Director Smelser asked Buz for his thoughts about  
41 the impact of the project on District operations; Buz said there would  
42 be more personnel and equipment coming and going, but it would  
43 depend on how big the shop is. President Grant said any widening of  
44 the entry road would have to be discussed, as the Board has  
45 preferred to keep District facilities visually discrete from the road. The  
46 Directors expressed no objections in principle to the project at this  
47 time but asked to be kept apprised as it matures.

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- 1                   • ASCWD Grant: Tim asked Manager Collins about the grant Manager  
2                   Collins is working on. Manager Collins said it was in progress, with a  
3                   due date of April 22 (see next agenda item).

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: The project is complete.  
8           • AME Well Re-drill: Start-up was completed. Results from water  
9           quality sampling (per Title 22) were not completed last month but are  
10           now back. All are okay. Buz prepared and filed final documents with  
11           State Health. The two existing wells still need to be abandoned.  
12           Stantec is preparing the final punch list. Painting still needs to be  
13           done, but that work awaits warmer, drier weather. Manager Collins  
14           hopes the well will be up and operational by June.  
15           • Stanford Chalet Subdivision: The negative declaration is available for  
16           public comment.  
17           • Grant: Manager Collins is working on a 50/50 grant to pay for fuels  
18           reduction on the parcel near the stables, adjacent to where the Fire  
19           Safe Council has been working. He will probably use Ken Gracey’s  
20           grant as a template.  
21           • Other business: Manager Collins continued to work on the 2016/2017  
22           operating budget and started work on the capital improvement budget  
23           and updates to cash flow models; monitored the garbage disposal  
24           area; received, signed and returned the Cost Recovery Agreement  
25           with the USFS for review of the District’s Special Use Permit;  
26           completed the SDRMA annual renewal application; met with Stantec  
27           for a 50% complete review of the 2016 Booster Pump Stations project  
28           plans; hosted the monthly TTSA managers’ meeting; met with NH  
29           Hicks Legal and Pension Consultants regarding alternatives to  
30           CalPERS; received information from Public Agency Retirement  
31           Service (PARS) regarding alternatives to CalPERS; attended the  
32           2016 California Fire Safe Council grant application training; delivered  
33           water samples for water testing; attended the CA/NV AWWA spring  
34           conference meeting; served on call.

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

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

- 39           • Sewer flows are up, due to seasonal inflow and infiltration.  
40           • Maintenance performed: Staff removed snow; worked with the  
41           contractor on the AME Well rehab; took all coliform and Title 22  
42           samples (organics, inorganics, VOCs); started the budget process.  
43           • All routine water samples, as well as the quarterly raw spring  
44           samples, were absent coliform bacteria.  
45           • Buz thinks the AME well will be available to start contributing water to  
46           the system in a couple of weeks. It will probably increase tank flow-  
47           thru.

48           **F. Resolution 5-2014 & Investment Policy 2.20.0:**

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- 1 Director Grant said the Budget & Finance Committee reviewed the  
2 Resolution and Policy and recommended that no changes be made.  
3 Director Northrop made a MOTION that the Board continue with Policy  
4 2.20.0 without any changes. Director Smelser SECONDED the motion.  
5 Directors Northrop, Smelser and York being in favor, the motion was  
6 APPROVED.
- 7 **G. TTSA Report:**  
8 There has been no TTSA Board meeting since the last ASCWD Board  
9 meeting. The next TTSA Board meetings are scheduled for April 13 and  
10 May 11.
- 11 **H. Placer County Local Agency Formation Commission - Special**  
12 **Districts Representatives - Call for Nominations:**  
13 None of the Directors were interested in submitting their names as  
14 candidates for the positions. President Grant suggested Sue Daniels as  
15 a potential candidate. Manager Collins said he would follow up.
- 16 **I. Stantec Scope of Services Contract Amendment 1: 2016 Booster**  
17 **Pump Stations Replacement Project:**  
18 Manager Collins explained the document was to cover design, bids and  
19 analysis of bids for some additional work not in the original contract, and  
20 also to update the hydraulic model used by District software so as to be  
21 able to model future system demands imposed by the development of the  
22 Alpine Sierra, Chalet and White Wolf subdivisions. Director Smelser  
23 made a MOTION that the Board approve Stantec's Scope of Services  
24 Contract Amendment 1: 2016 Booster Pump Stations Replacement  
25 Project, in an amount not to exceed \$15,000. Director Northrop  
26 SECONDED the motion. Directors Northrop, Smelser and York being in  
27 favor, the motion was APPROVED.
- 28 **J. Committee Reports:**
- 29 i. **Budget & Finance Committee:** President Grant presented a verbal  
30 report of yesterday's Committee meeting.
- 31 a. **Non-standard Transactions:** None.
- 32 b. **Investments/cash:** No CDs will mature before next month's  
33 Board meeting. The principal and interest from the CD that  
34 matured two days ago, as well as the balance from the Wells  
35 Fargo Advisors Money Market Account, were transferred to the  
36 District's Placer County Treasurer account.
- 37 c. **Requests from Customers for Adjustments to their Bills:**  
38 None.
- 39 d. **Requests for Unbudgeted Expenses:** Per the Committee's  
40 recommendation, Director Northrop made a MOTION that the  
41 Board approve the following unbudgeted expenses: 1) \$1232.77  
42 for an automatic electric defibrillator for the Office (for use in the  
43 event of a medical emergency); 2) \$1495 for a Ventis DSX  
44 docking station auto charge, calibrate and download record  
45 keeping (for use with MX4 gas detector when entering a confined  
46 space); 3) \$1500 for a confined space gas detector (the current  
47 one is obsolete); and 4) \$550 for a Hach colorimeter chlorine  
48 residual meter (the current one is not reliable). Director York

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- 1                               SECONDED the motion. Directors Northrop, Smelser and York  
2                               being in favor, the motion was APPROVED.
- 3                               e. **Draft Budgets:** The Committee reviewed the modified draft  
4                               operating and capital budgets for fiscal year 2016-2017. The  
5                               budgets will be presented to the Board next month.
- 6                               f. **Discussion of CalPERS Retirement System:** President Grant  
7                               has been in correspondence with Michael Battey, former District  
8                               Board Director, regarding CalPERS alternatives. He has been a  
9                               proponent of the District getting out of CalPERS, communicating  
10                              with President Grant his feeling that CalPERS was underfunded.  
11                              Manager Collins has done further research. There does not  
12                              appear to be any alternative except to go back to the District's  
13                              former 401(k) plan, which is not acceptable to Staff and not  
14                              conducive to the District being able to attract new hires. The  
15                              Committee and Staff recommended the District continue with the  
16                              PERL PERS program. The Committee is aware that the District is  
17                              taking on a future risk (the exposure will be at the time that Staff  
18                              retire), that there is a liability in the current budget, and that the  
19                              District may have to contribute more money to CalPERS in the  
20                              future to help keep CalPERS solvent.
- 21                              g. **Review of Policy 2.20.0:** Already addressed (agenda item 3F).  
22                              h. **Next meeting:** Thursday, May 12 at 9:30 a.m.
- 23                              ii. **Administration & Personnel Committee:** Director Smelser  
24                              presented Director Salke's written report of the April 5 Committee  
25                              meeting.
- 26                              a. **Goals & Objectives for 2016/2017:** The Committee proposed no  
27                              changes to the Board of Directors Goals & Objectives. Manager  
28                              Collins will submit an update to the General Manager Goals &  
29                              Objectives.
- 30                              b. **District Mission Statement:** The Committee recommended no  
31                              changes.
- 32                              c. **General Manager's Annual Review:** The 2015/2016 Goals &  
33                              Objectives will be distributed to the Board for individual comments.  
34                              The Directors will return their comments to Director Salke by April  
35                              30, and he will coalesce the feedback for presentation at the May  
36                              Board meeting.
- 37                              d. **Board of Directors Annual Review:** Same proposed action as  
38                              for the previous item.
- 39                              e. **Policies 4.0.0-4.18.0:** The Committee recommended changes to  
40                              three policies. The revised policies will be presented to the Board  
41                              for approval at a future meeting.
- 42                              f. **Next meeting:** Not yet scheduled.
- 43                              iii. **Park, Recreation & Greenbelt Committee:** No meeting.
- 44                              iv. **Long Range Planning Committee:** Director Smelser presented a  
45                              written report of the March 30 Committee meeting.
- 46                              a. **Water & Sewer Capital Improvement Plans:** The Committee  
47                              reviewed and accepted the reassessment of water and sewer  
48                              capital improvement plans as submitted. Committee agreed that  
49                              the District should not go into debt to fund its CIPs.

