

**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, May 12, 2017, 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; Evan Salke; Dave
7 Smelser; Christine York.

8 Directors Absent: None.

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

12 Guests Present: Chief Mike Schwartz, Todd Conradson, Clyde Rust and Kevin
13 Gilley, all from 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. PUBLIC PARTICIPATION**

19 None.

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

21 **A. Financial Reports:**

22 Mike Dobrowski, District CPA, participating in discussion of this agenda
23 item by telephone, reported that he is incorporating some updates into the
24 operating budget; has started on the invoicing for the annual billing; and
25 that the District is financially in line with prior years, with a cash balance
26 within \$1000 of the prior year.

27 i. **April Month-End Financial Statements:** Director Northrop made a
28 MOTION that the Board accept the April 30 month-end financial
29 reports. Director Smelser SECONDED the motion. Directors
30 Northrop, Salke, Smelser and York being in favor, the motion was
31 APPROVED.

32 ii. **April Expenses Paid & Payable:** The Directors reviewed the monthly
33 check register. Director Smelser made a MOTION that the Board
34 approve the Expenses Paid & Payable (the debits for payroll and
35 checks 29273 through 29318). Director Northrop SECONDED the
36 motion. During discussion, President Grant noted that it looked like
37 the attendees of the last Administration & Personnel Committee
38 meeting had not been paid; Director York added that the attendees of
39 the last Park, Recreation & Greenbelt Committee meeting had also
40 not been paid. Manager Collins said he would check and have next
41 month's checks adjusted as necessary. Directors Northrop, Salke,
42 Smelser and York being in favor, the motion was APPROVED.

43 **B. Approval of Minutes:**

44 Director Northrop made a MOTION that the Board approve the minutes of
45 the April 14, Regular Board of Directors Meeting. Director Smelser
46 SECONDED the motion. During discussion, President Grant noted a
47 typo: on page 2 line 29 "Jeb" should be changed to "Jed". Director
48 Northrop AMENDED the motion to include the correction. Director
49 Smelser SECONDED the amended motion. Directors Northrop, Salke,
50 Smelser and York being in favor, the amended motion was APPROVED.

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1 **C. Fire Department Report:**

2 NTFPD's Chief Schwartz, Todd Conradson, Clyde Rust and Kevin Gilley
3 were in attendance for this agenda item.

4 • **Chief's Report:**

- 5 ○ Due to new equipment purchases and engine re-assignments, the
6 Alpine Meadows fire station is now housing an engine less than
7 10 years old. Chief Schwartz said he was proud of the
8 improvements in NTFPD's equipment and personnel.
- 9 ○ NTFPD anticipates that local conditions will result in a shorter but
10 more severe fire season than average, with the greatest exposure
11 occurring in August and September.
- 12 ○ Personnel are being called out for fewer winter activities (back
13 country rescues, avalanches, etc.), instead working more on
14 training for spring responses (swift water rescue, etc.).
- 15 ○ NTFPD is advertising on its web site for openings in
16 Administration and Prevention.
- 17 ○ Chief Schwartz will be going to Sacramento to lobby for AB 979
18 and against SB 496.

- 19 • **Prevention:** NTFPD will be hosting an outreach BBQ June 10, as part
20 of Wildfire Month and commemorating the 10-year anniversary of the
21 Angora and Washoe Fires.

22 • **Fuels Management:**

- 23 ○ Inspections: Todd Conradson reported that defensible space
24 inspections would be starting May 15. He will let Pam know when
25 they will start in Alpine Meadows. The inspectors will be using an
26 app that will allow them to report data directly to the state
27 database. Director Salke asked how the data would be used,
28 specifically if it might influence insurability. Todd replied that
29 different state agencies would have access to the data, but didn't
30 know if or how the data would be distributed to outside agencies.
31 It may help NTFPD pinpoint areas that have the greatest need for
32 grant funding. Chief Schwartz added that the database probably
33 would contribute to insurability. He has been talking with the State
34 Insurance Commissioner on the topic of homeowners having their
35 policies cancelled; he hopes the policy will be changed so the
36 insurers will not cancel policies for homeowners who have done
37 their defensible space work. Director Northrop asked when the
38 best time was to do defensible space work; Chief Schwartz said in
39 the spring, to clear the yard down to mineral earth 3'-6' adjacent to
40 the residence, and that a thin layer of pine needles beyond that
41 perimeter is good for the soil and prevents erosion.
- 42 ○ Chipping: NTFPD will start chipping later this month, but since
43 their current chipping grant is only available for the basin, they
44 cannot fund services for Alpine Meadows. CalFire will be working
45 in the Tahoe basin (not including Alpine Meadows) with the
46 California Conservation Corps, but will be targeting only tree
47 mortality areas. NTFPD's chipping crews are available for hire if
48 ASCWD can provide the funding. Chief Schwartz said NTFPD
49 always puts Alpine Meadows on its grant applications, but the
50 basin is currently a higher priority for funding organizations. Chief

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- 1 Schwartz said he would work with Staff to help valley residents
2 who call for help with chipping, and would look into whether
3 NTFPD could provide a few “tree days” for the valley.
- 4 ○ Grants: NTFPD currently has grant funding that will allow them to
5 hire a forest fuels coordinator, hire a defensible space inspector
6 and develop fire adaptive communities, which allows more grant
7 funding. Chief Schwartz mentioned that NTFPD’s community
8 pays a special benefit assessment to provide chipping when there
9 is no grant funding available, and that perhaps Alpine Meadows
10 should consider implementing a similar assessment.
 - 11 ● **Station:** The Alpine Meadows fire station was staffed continually last
12 month.
 - 13 ● **Operations:** NTFPD usually handles 2,000 dispatch calls per year,
14 this year they have already handled 1,000, as have other local
15 agencies. Airbnb, which has doubled its business locally in the past
16 year, seems to be responsible for an increase in dispatch calls.
 - 17 ● **Winter Damage:** NTFPD has filed claims with FEMA for most of its
18 buildings, having experienced electrical, structural, flooding and/or
19 vehicle damage. The Alpine Meadows fire station experienced no
20 winter damage.
 - 21 ● **Communications:** NTFPD is working on improving both cellular and
22 radio infrastructure.
 - 23 ● **Dispatch Calls:** There were 10 calls to dispatch from Alpine
24 Meadows, 9 of which were EMS calls from the ski area.
- 25 **H. Review of the FY 2017/2018 Draft Operating & Capital Budgets:**
26 Mike Dobrowski was in attendance by telephone for this item.
- 27 ● Manager Collins said the Budget & Finance Committee recommended
28 approval of both budgets.
 - 29 ● He said there was nothing unusual in the Draft Operating Budget, and
30 that this was the last year with approved increases in water rates. He
31 explained the rationale for the various line items. As usual, he under-
32 projected revenues and over-projected expenses. The COLA, which
33 affects certain line items, is budgeted at an estimated 2.5% in the
34 Draft Operating Budget; those line items will be adjusted next month
35 in the Final Operating Budget when the actual COLA is available. He
36 pointed out that line item 5220 includes an allocation for District
37 properties fuels management, and that the Board could consider
38 using those funds for residential chipping. Manager Collins clarified
39 several line items for Director Smelser. After the Draft Operating
40 Budget is approved, Mike Dobrowski will allocate its line items by fund
41 by month and the result will be presented next month to the Board for
42 approval as the Final Operating Budget.
 - 43 Director Northrop made a MOTION that the Board approve the Draft
44 Operating Budget for FY 2017/2018. Director Smelser SECONDED
45 the motion. Directors Northrop, Salke, Smelser and York being in
46 favor, the motion was APPROVED.
 - 47 ● Manager Collins described the capital projects proposed for the
48 2017/2018 fiscal year: a bocce court in the Park, the booster pump
49 station project and gravity sewer at the District Office. Director York

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1 asked about the idea of having FEMA replace the damaged wood
2 tank; Manager Collins said he discovered the damage is covered by
3 the District's SDRMA insurance. He will have SDRMA inspect the
4 tank and make a recommendation. Depending on the outcome of that
5 inspection, he will decide whether to go with SDRMA or FEMA.
6 Director Northrop made a MOTION that the Board approve the Water
7 and Sewer Capital Improvement Plan for FY 2017/2018 as presented.
8 Director York SECONDED the motion. Directors Northrop, Salke,
9 Smelser and York being in favor, the motion was APPROVED.

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

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

- 13 • **2016 Booster Pump Station Replacement Project:** Manager Collins
14 reviewed and commented on revised construction plans. The current
15 schedule is to advertise the pump station for bids in May, to award the
16 bid in June and to start construction in July.
- 17 • **Cal OES 2017 Flood Public Assistance:** Manager Collins met with
18 FEMA and Cal OES personnel and submitted necessary forms for
19 assistance in repairing or replacing the tank damaged this winter.
20 FEMA needs more documents provided and will do a site inspection.
21 Manager Collins will also ask the California Department of Water
22 Resources to inspect the tank and provide advice. It cannot be
23 inspected now, due to the excessive amount of snow coverage.
24 Director Smelser asked if the District could operate without the tank;
25 Manager Collins said the District would have to rent one or two
26 bladder tanks to use in its place.
- 27 • **Budgets:** Manager Collins completed the final drafts of the Operating
28 and Capital Budgets.
- 29 • **Other:** Manager Collins worked on the customer water usage report
30 for 2017.

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

32 Buz presented his written report for the month of April that included status
33 updates on water, sewer, garbage and other services provided by the
34 District.

- 35 • Maintenance performed: Staff removed snow from the shop and fire
36 hydrants; attended the Cal Rural Water Expo in South Lake Tahoe;
37 and dealt with several major leaks in the valley.
- 38 • All routine and spring water samples were absent coliform bacteria.
- 39 • Buz recommended putting off the deployment of dumpsters –
40 normally provided Memorial Day weekend - until July 4. He also
41 suggested residents take advantage of an offer included in the District
42 newsletter for dumpster rentals.
- 43 • During the California Rural Water Expo, the District was selected as
44 one of the three best-tasting water suppliers. Buz noted that he took
45 the sample provided at last year's Expo directly from spring 1, and it
46 did not place at all in the best-tasting contest. He took this year's
47 sample out of the tap in the Office kitchen.

48 **F. TTSA Report:**

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1 Director Northrop provided a written report for the May 10 Regular TTSA
2 Board meeting.

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

5 The next TTSA Board meeting is scheduled for June 14.

6 **G. Resolution 2-2017, Requesting Collection of Charges on the Placer**
7 **County Tax Roll for Tax Year 2017-18:**

8 Director Salke made a MOTION that the Board adopt Resolution 2-2017:
9 Requesting Collection of Charges on the Placer County Tax Roll for Tax
10 year 2017/18. Director Northrop SECONDED the motion. Roll was
11 called to approve the Resolution. Ayes: Directors Northrop, Salke,
12 Smelser and York, and President Grant. Noes: none. Absent: None.
13 The Resolution was APPROVED.

14 **The Directors took a break between 10:07 and 10:12.**

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 new information.

20 c. **Requests from Customers for Adjustments to their Bills:**
21 None.

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

23 e. **Draft Budgets:** The Committee made a few changes to the Draft
24 Operating Budget, then recommended adoption of both the
25 Operating Budget and Capital Improvement Plan.

26 f. **Next meeting:** Thursday, June 8 at 9:30 a.m.

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

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

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

30 **J. Review of Board Performance in Fiscal Year 2016/2017:**

31 Director Salke reported that he collected feedback from the Directors and
32 General Manager. He reiterated the importance of the process and said
33 he preferred comments to "no comments". The feedback was all positive.
34 Regarding communications: Director Salke complimented Staff on the
35 newsletters.

36 **K. Open Items:**

37 • Director York reported that the Easter Egg Hunt was a success and
38 even bigger than last year, with 15 or 16 participants. President Grant
39 thanked Director York for her work in making it happen.

40 • Pam thanked Recording Secretary Jancis Martin, who is retiring after
41 this meeting, for being here for 13.5 years and hoped she would
42 continue to help out in the Office.

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

44 **4. DIRECTORS' COMMENTS**

45 • Director Northrop shared that he was on a new medication that is controlling
46 his vertigo and diminishing his leg pain.

47 • President Grant received and distributed a communication from Michael
48 Battey regarding retirement benefits planning. Director Smelser and Director
49 Salke requested that such communications – including Jed Schlanger's - be

