

**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 13, 2016 in the District Board Room, 270 Alpine Meadows Road

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

President Grant called the meeting to order at 9:02 AM. All joined in reciting the Pledge of Allegiance.

Directors Present: Janet S. Grant, President, Dave Smelser, Jon Northrop, Evan Salke, and Christine York

Directors Absent: None

Staff Present: John Collins, General Manager; Buz Bancroft, Maintenance Supervisor; Miguel Ramirez, Operations & Maintenance; Mike Dobrowski, District CPA (by telephone for financial report); and Judy Friedman, Recording Secretary.

Guests Present: Mike Schwartz/NTFPD; Forest Schaffer/NTFPD; Tim Alameda/NTFPD; Nita Wracker/NTFPD; and Steve Simons/NTFPD

II. PUBLIC COMMENT

There were no comments on items not on today's agenda.

III. ITEMS FOR BOARD DISCUSSION & ACTION

A. FINANCIAL REPORTA

District CPA Mike Dobrowski participated in discussion of this agenda item by phone. He presented the April 30, 2016 financial reports, which were included in the Board packets. The new system is being set up and bills will go out in July. The property tax deposit will be reflected in the May report. Dobrowski reminded the Board that approximately 85% of that is allocated to the Fire District. One delinquent account is being sent to collections.

APRIL FINANCIAL STATEMENTS

Director Northrop made a MOTION that the Board accept the April 30, 2016 quarterly financial reports. Director Smelser SECONDED the motion. Directors Northrop, Smelser, Salke, and York being in favor, the motion was APPROVED.

APRIL EXPENSES PAID AND PAYABLE

Director Salke made a MOTION that the Board approve Expenses Paid & Payable (the debits for payroll and checks #28634 through #28686). Director Smelser SECONDED the motion. Directors Northrop, Smelser, Salke, and York being in favor, the motion was APPROVED.

B. APPROVAL OF MINUTESB

Director Northrop made a MOTION that the Board approve the minutes of the April 8, 2016 Regular Board of Directors Meeting as presented. Director Smelser SECONDED the motion. Directors Northrop, Smelser, Salke, and York being in favor, the motion was APPROVED.

C. FIRE DEPARTMENT REPORTC

North Tahoe Fire Protection District (NTFPD) staff Mike Schwartz, Tim Alameda, Steve Simons, Forest Schaffer, and Nita Wracker in attendance for this agenda item.

Chief Schwartz reported that even with this near normal winter, the drought is not over. Although the recent rains will delay the start of fire season, the National Weather Service has forecasted this area as above average for fire danger in July and August. Part of that forecast is due to tall grasses and continuing tree death.

Schwartz reported on his involvement with California SB885, which limits the contractual obligation of designers of public and private projects.

Schwartz reported NTFPD is fielding a lot of calls from people throughout the area who are having difficulty getting fire insurance. Although the issue started in Alpine Meadows, it is getting more wide spread. He is meeting with the Insurance Services Office (ISO) tonight about the Fire Line developed that scores properties on a sliding scale depending on risk factors including access, slope, and the shade canopy. Fire Line considers a score of 13 and above as “extreme risk” but AAA is not insuring properties that score higher than 9. More information is available at ntfire.org. This item will be on next month’s agenda.

Division Chief Steve Simons reported NTFPD participated in the “Shattered Dreams” program at North Tahoe High School. The program is a collaboration of many agencies, including California Highway Patrol and Placer County Sheriff’s Department, and simulates a real crash scene. Students learn the impacts of impaired or distracted driving. Simons said the Department is getting ready for wildland fire season with many trainings, including confined space rescues. Calfire is gearing up for the season at the Carnelian Bay station.

The Alpine Meadows station was staffed 29 out of 30 days. Staff reported to 6 calls last month, although with the ski areas closing, that number will drop.

Simons assisted with teaching three Traffic Safety Classes, a national initiative to teach local staff and civilian responders how to keep safe.

Division Chief Tim Alameda reported NTFPD has an inspector at the Placer County Building Department on Tuesdays to help process requests. There have been many commercial and residential building submissions. In 2013, there were 12 requests for Alpine Meadows; 40 in 2014 and 39 in 2015. Permits for 2016 are expected to increase, given last month there were 30 TRPA requests and this month 15. The two big projects in Alpine Meadows are the Alpine Sierra Subdivision and Stanford Chalet Subdivision

D. PRESENTATION BY FORESTER FOREST SCHAFFER ON FUNDING FOR FUELS REDUCTION WORK IN ALPINE MEADOWS.....D

NTFPD Forester Forest Schaffer talked to the Board about how Alpine Meadows fits in to the overall Fire Adapted Communities initiative, which is part of the Community Wildfire Protection Plan. The regional program has several goals, including educating the community about the importance of defensible space and maintaining fire resistant landscapes. Ultimately, fire cannot be controlled, but the area can be resilient by preparing landscapes for survival.

Schaffer described how 19 agencies are working together in North Lake Tahoe to coordinate with state and federal partners. He discussed funding made available for residents of Alpine Meadows through the North Tahoe Bi-State Defensible Space Inspection Grant which provides inspections at no cost. The Lake Tahoe Community Chipping Grant, funded by a portion of the SRA fee, uses an on-line request system. The District get “credits” for time spent by residents working on their defensible space and the residential chipping program provides the District 100% funding. SRA funds are also being used for an outreach campaign to raise awareness of wildfire and how people can prevent and prepare. A third use of SRA funds includes building a network where all efforts are recognized in a central hub and agencies can easily to connect to share resources and information. Local leaders and agency representatives continue to meet as the Tahoe Network of Fire Adapted Communities, to which the Alpine Fire Safe Council can be included. More information can be found at tahoefft.org. The Plan specific to Alpine Meadows is available at ntfire.org.

Chipping dates are posted at ntfire.org. The first sweep in Alpine Meadows should be mid-June. There will be 3 or 4 more during the summer. Residents will be advised.

E. GENERAL MANAGER’S REPORTE

General Manager John Collins introduced Miguel Ramirez, who recently passed the D2 Exam. Manager Collins presented a Certificate of Completion and Ramirez’s accomplishment was acknowledged by a round of applause.

Manager Collins presented his written report, highlighting the following:

- The Stanford Chalet project was unanimously approved. The project may have a buyer this fall. Connection fees are still due ASCWD for water and sewer. That needs to be done before a final Subdivision Map can be filed.
- Manager Collins met with Jeff Goldstone, Vice-President of Operations for Alpine Meadows, to advise him only one booster pump station will be built this year. A second is scheduled for next year, and a third the year after that. Alpine may offer to build the 2nd station so they can use the water for snowmaking efforts. The 90% plans have been done and a bid should be submitted for Board action in July. The engineer’s estimate is about \$300,000 for each station. A brief discussion followed on the actual work to be done and anticipated timeline.
- Manager Collins submitted a grant application to the California Fire Safe Council to complete fuel reduction on District property at 270 Alpine Meadows Road.

Director Salke asked about the trespassing issue at the garbage bins. Buz Bancroft said staff continues to do what they can, but what happens after hours or on weekends can’t be controlled. There are no legal provisions in place to deal with the issue. Placer County Environmental Health has enforcement authority. Manager Collins said the situation will continue to be monitored and he’ll cost out some options using cameras.

F. OPERATIONS & MAINTENANCE DEPARTMENT REPORT F

Buz Bancroft presented the written report for the month of April that included status updates on water, sewer, garbage, and other services provided by the District. Tasks during the month included working on the contract for the Alpine Meadows Estates Association Well Rehabilitation, budget preparation, and getting the Community Park opened for the season. Bancroft presented graphs showing tank flows, which dropped the level of potable water flows into the distribution system. The Board asked questions clarifying the report.

G. RESOLUTION 2-2016 NON-CORPORATE AGREEMENT WITH WELLS FARGO ADVISORS G

Manager Collins reported this item calls for Board agreement to update the signature card.

Director Smelser made a MOTION to approve Resolution 2-2016, the Non-Corporate Agreement with Wells Fargo Advisors as presented. Director Northrop SECONDED the motion. ROLL CALL VOTE: Directors Northrop, Smelser, Salke, and York voted aye. There were no “no” votes. The motion was APPROVED.

H. RESOLUTION 3-2016 REQUESTING COLLECTION OF CHARGES ON TAX ROLL FOR TAX YEAR 2016-17 H

Director Smelser made a MOTION to approve Resolution 3-2016 requesting collection of charges on tax roll for the tax year 2016-17. Director Northrop SECONDED the motion. ROLL CALL VOTE: Directors Northrop, Smelser, Salke, and York voted aye. There were no “no” votes. The motion was APPROVED.

I. DISCUSSION AND POSSIBLE APPROVAL OF THE 2016-2017 DRAFT OPERATING & CAPITAL BUDGETI

Manager Collins presented the Draft Operating and Capital Budgets, which were included in the Board packets. Comments on the drafts will be incorporated into the final Budgets and presented to the Board for adoption. Manager Collins highlighted specific line items in the Operating Budget. Revenues were estimated based on last

President Grant reported the Budget and Finance Committee met yesterday. All items discussed have been addressed elsewhere on today's agenda. Included in the Board packet is the Monthly Treasurer's report.

- a. Discuss procedure to handle non-standard transactions.**
- b. Discuss status of investments/cash and vote to approve, if necessary, new investments.**
- c. Review, discuss and vote to approve, if necessary, requests from customers regarding billing issues.**
- d. Review, discuss and vote to approve, if necessary, requests for unbudgeted expenses and capital expenditures.**
- e. Discussion of the draft operating budget & capital budget 2016/17.**
- f. Attached is the report from 4/7/16 B&F meeting for information only since a verbal report was given last month.**

2. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)....O

a. Discuss and formulate proposed Goal & Objectives for 2016/17

President Grant presented the recommendations from General Manager Collins for Goals and Objectives for 2016/17. The Board reviewed the amended document, which was included in the Board packets.

Director Northrop made a MOTION to approve the proposed Goals and Objectives for 2016/17 for the Board and General Manager as presented. Director Smelser SECONDED the motion. Directors Northrop, Smelser, Salke, and York being in favor, the motion was APPROVED.

b. Discuss the Districts Mission Statement.

There are no recommended changes to the District's Mission Statement, which was included in the Board packets.

Director Salke made a MOTION to approve the Mission Statement as presented. Director Northrop SECONDED the motion. Directors Northrop, Smelser, Salke, and York being in favor, the motion was APPROVED.

c. Discuss A&P Policy's 4.0.0-4.18.0 and recommended changes.

The Committee's recommended changes to the Administration and Personal Policies were reviewed.

Policy 4.3.0

Director York made a MOTION to approve revisions to Policy 4.3.0 to change the monthly Board meeting start time from 8:30 AM to 9:00 AM. Further, to store recordings of minutes for 90 days. Director Northrop SECONDED the motion. Directors Northrop, Smelser, Salke, and York being in favor, the motion was APPROVED.

Policy 4.11.0 – Agreement Negotiations

Director York made a MOTION to approve revisions to Policy 4.11.0 – Agreement Negotiations. Director Smelser SECONDED the motion. Directors Northrop, Smelser, Salke, and York being in favor, the motion was APPROVED.

Policy 4.12.0 – Consultant and Contractor Selection

Director Northrop made a MOTION to approve revisions to Policy 4.12.0 – Consultant and Contractor Selection. Director Smelser SECONDED the motion. Directors Northrop, Smelser, Salke, and York being in favor, the motion was APPROVED.

3. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)

4. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)

No reports were given.

P. BOARD PERFORMANCE IN FISCAL YEAR 2015/2016..... P

Review the Boards performance in the fiscal year 2015/16

Director Salke presented the Board performance report.

Director Northrop made a MOTION to approve the performance of the Board in FY 2015/16, given that all goals and objectives were realized. Director Smelser SECONDED the motion. Directors Northrop, Smelser, Salke, and York being in favor, the motion was APPROVED.

Q. OPEN ITEMS

No additional items were presented.

R. CORRESPONDENCE TO THE BOARD.....R

No correspondence was presented.

IV. DIRECTORS' COMMENTS

There were no additional comments.

V. CLOSED SESSION

GOV'T CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION.

Review the General Manager's performance for the fiscal year 2015/2016.

Closed Session was called at 10:38 AM. Open Session was reconvened at 10:48 AM. There was no reportable action in Closed Session. The General Manager's contract will be presented to the Board at the June meeting for action.

VI. ADJOURNMENT

There being no further business before the Board, at 10:53 AM Director Salke made a MOTION that the meeting be adjourned. Director Smelser SECONDED the motion. Directors Northrop, Smelser, Salke, and York being in favor, the motion was APPROVED.

Next regularly scheduled Board meeting – June 10, 2016, at 9:00 a.m.

Respectfully Submitted,
Judy Friedman
Recording Secretary
THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

APPROVED AT THE JUNE 10, 2016 REGULAR MEETING OF THE BOD WITH NO CHANGES