

**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, June 10, 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; Evan Salke; Dave
7 Smelser; Christine York.

8 Directors Absent: None.

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: Don Fulda/resident; Chief Mike Schwartz/NTFPD; Steve
13 Simons/NTFPD; Tim Alameda/NTFPD; Nita Wracker/NTFPD; Bruce Van
14 Cleemput/NTFPD.

15 **2. PUBLIC PARTICIPATION**

16 Don Fulda, 27-year valley resident and member of the AMEA board, attended
17 today's meeting to express his concern about the ASCWD boardroom no longer
18 being available for AMEA board meetings. He explained that he was told the
19 reason was ASCWD's insurance provider believed there were inherent risks
20 associated with allowing other organizations to use the facility. Don said he felt
21 the risk associated with AMEA meetings was practically non-existent, and that
22 AMEA was too small an organization to obtain its own insurance for using the
23 room for its meetings. He said an increase in the use fee for the room would be
24 an acceptable alternative. The Board agreed to discuss the topic at next month's
25 meeting, with the possibility of taking action. Director Smelser added that BCPC
26 has had to take its records out of the ASCWD shed; he felt the Board should
27 evaluate the cost of increasing the District's insurance to accommodate other
28 valley organizations (like BCPC and AMEA). Director Salke agreed, but said the
29 Board needed to look at risk metrics vs. an increase in its umbrella policy. Don
30 said he saw the issue of BCPC having to pay for storage of its materials as a
31 different issue than that of the District allowing local organizations to use its
32 boardroom. Director Smelser said there were other benefits for other groups
33 associated with increasing insurance. Director Salke asked if Manager Collins
34 could speak with District Counsel and SDRMA about the topic prior to next
35 month; Manager Collins agreed.

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

37 **A. Financial Reports:**

38 Mike Dobrowski, District CPA, participated in discussion of this agenda
39 item by telephone.

- 40 • The biggest expense last month was \$213K, representing the portion
41 of the District's property taxes that it owes contractually to NTFPD.
- 42 • The District is preparing its annual invoices, to be sent out July 1. The
43 process is running ahead of schedule, thanks to the faster water
44 reads provided by the remote-read meter system.
- 45 • Mike entered into Quickbooks the final FY 2016-2017 operating
46 budget data: the COLA and allocations by fund by month (see agenda
47 item 3F).

48 i. **May Financial Statements:** Director Smelser made a MOTION that
49 the Board accept the May 31 month-end financial reports. Director

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1 Northrop SECONDED the motion. Directors Northrop, Salke, Smelser
2 and York being in favor, the motion was APPROVED.

3 ii. **May Expenses Paid & Payable:** The Directors reviewed the monthly
4 check register. Director York made a MOTION that the Board
5 approve the Expenses Paid & Payable (the debits for payroll and
6 checks 28687 through 28736). Director Northrop SECONDED the
7 motion. Directors Northrop, Salke, Smelser and York being in favor,
8 the motion was APPROVED.

9 **B. Approval of Minutes:**
10 Director Northrop made a MOTION that the Board approve the minutes of
11 the May 13, Regular Board of Directors Meeting. Director York
12 SECONDED the motion. Directors Northrop, Salke, Smelser and York
13 being in favor, the motion was APPROVED.

14 **C. Fire Department Report:**
15 NTFPD's Chief Schwartz, Steve Simons, Tim Alameda, Nita Wracker and
16 Bruce Van Cleemput were in attendance for this agenda item.

- 17 • Chief's Report:
 - 18 ○ The fire season has started. NTFPD personnel, including the
19 Chief, are doing fitness tests to qualify for USFS responses.
 - 20 ○ Burn Ordinance: NTFPD has developed educational materials
21 describing the Burn Ordinance, and will provide copies and PDF
22 to the ASCWD Office. In summary: 1) outside of fire season, the
23 state does not restrict warming/cooking/ceremonial fires on
24 people's property, as long as they are 15 feet from structures and
25 fit within the dimensions of 2 feet wide and 3 feet in height; 2)
26 during fire season, these types of recreational fires must be within
27 manufactured screened fire pits - natural gas and propane can be
28 used; 3) during red flag days, all open, solid-fuel, recreational fires
29 are forbidden. NTFPD cannot police open fires, but if there are
30 repeat offenses, CAL FIRE and the county sheriffs can provide
31 enforcement.
 - 32 ○ Chief Schwartz had meetings with ISO to understand the Fireline
33 fire risk assessment product being used by insurance providers,
34 and came away with no good news to report. For a while, fire
35 insurance will be difficult to find and expensive. Many of the large
36 carriers have pulled out of the area. There is information on the
37 NTFPD web site.
 - 38 ○ Director Smelser asked about prescribed burns. USFS has not
39 yet started fire restrictions, so there are still prescribed burns
40 being carried out in the Tahoe basin. NTFPD can only enforce its
41 own burn bans after USFS and then CAL FIRE announce their
42 restrictions.
 - 43 ○ NTFPD is doing multiple recruitments.
- 44 • Administration: Nita reported that she is resigning in July and taking a
45 position in Auburn. NTFPD is recruiting to fill her position. President
46 Grant told her the Board would miss her.
- 47 • Operations: Steve reported that NTFPD has been busy with budget
48 preparations. NTFPD has been supporting various special events:
49 Reno-Tahoe Odyssey Relay (June 3-4), America's Most Beautiful

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1 Bike Ride (June 5), and Tough Mudder (June 11-12). They are also
2 testing equipment; working on landscaping around the Alpine
3 Meadows station; and remodeling the Meeks Bay station. They
4 participated in a regional multi-agency Wildland Urban Interface Drill
5 at Tahoe Donner with 95 personnel from 13 local agencies; Steve felt
6 it was a good drill with useful lessons learned.

- 7 • Station Staffing: The Alpine Meadows fire station was staffed every
8 day in May, for a total of 307 days for this fiscal year.
- 9 • Dispatch Calls: NTFPD responded to 1 dispatch call from Alpine
10 Meadows, but to about 15 calls in the area (including Squaw Valley
11 and River Road).
- 12 • President Grant asked if, in the future, NTFPD could put a sandwich
13 board out on Alpine Meadows Road to notify the community about
14 events such as the one NTFPD is holding this weekend at the local
15 fire station (a barbecue to demonstrate legal fire pit products). Chief
16 Schwartz said NTFPD would try to do a better job about advertising
17 such events. President Grant asked if NTFPD would be doing any fire
18 prevention meetings in the valley; Chief Schwartz said they would
19 have some with the homeowner associations. Buz suggested that
20 NTFPD contact Squaw Valley Ski Resort to borrow electronic sign
21 boards. Director Salke said electronic sign boards would be a great
22 way to announce restrictions associated with red flag days. Chief
23 Schwartz said NTFPD will be able to provide better educational
24 outreach once they hire a replacement for Ron Carson, who has been
25 serving as PIO on an interim basis.

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

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

- 29 • AME Well Re-drill: One of the wells is being abandoned this morning.
30 The painting is being finished. There will be one more walk-through
31 with the contractor.
- 32 • Stanford Chalet Subdivision: The Project received approval following
33 the May 12 public hearing. Manager Collins met with applicants and
34 reviewed the summary of conditions for final approval and connection
35 fees.
- 36 • Budgets: Manager Collins completed work on the FY 2016-2017
37 budgets, forwarded them to Mike for preparation of the final budget
38 (by fund by month) and obtained the COLA for this year (2.21%).
- 39 • Garbage: TTSD has traditionally provided green waste dumpsters free
40 of charge for the use of Alpine Meadows residents over Memorial Day
41 weekend, however this year they are billing the District for the
42 dumpsters. Buz provided background: he said in the past TTSD has
43 provided Alpine Meadows with 2-6 dumpsters throughout the valley
44 over Memorial Day weekend, but this year Buz heard from Jeff Collins
45 (TTSD manager) that TTSD could not supply that many dumpsters.
46 There is too much volume for TTSD to handle because too many
47 organizations want to have green waste days at the same time. So
48 Buz let Manager Collins know and the result was TTSD provided 3
49 dumpsters free and the District will be billed for 3 more. Buz said that

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1 is probably how it will work from now on. Manager Collins added that
2 TTSD used to exchange dumpsters during the weekend; however,
3 this year the valley needed extra dumpsters because TTSD would not
4 do the exchanges. Don Fulda reported the dumpsters were all half to
5 three-quarters full. Director Salke said the ones by John Scott Trail
6 were full. ~\$900 for the 3 dumpsters will show up as an unbudgeted
7 expense at next month's meeting. Director Salke said it seems a
8 relatively small expense, considering the District wants to encourage
9 residents to do clearance work. Buz said there is currently a green
10 waste program that allows residents to take 6 yards of green waste to
11 the dump for free. It is also possible, through NTFPD, that the District
12 could get 3-4 green waste dumpsters for a day like July 4.

- 13 • 2016 Booster Pump Station: Manager Collins reviewed the 90%
14 complete plans and met with Stantec to review them. The project has
15 gone out for bids and the tentative schedule is for Stantec and
16 ASCWD to open the bids on July 6 and for the Board to award the bid
17 on July 8. The engineer's estimate is \$550K for the two stations, and
18 the ski resort will want to pay for one of the stations. Details will be
19 available at next month's meeting. The ski area's station will be the
20 Tank 2 area by Chalet Road and the other station will be at Cub Lane.
- 21 • President Grant asked about the status of the Fire Safe Council grant
22 Manager Collins submitted; he said he has not heard anything and
23 does not anticipate hearing anything until the end of August.

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

25 Buz presented his written report for the month of May that included status
26 updates on water, sewer, garbage, and other services provided by the
27 District.

- 28 • Maintenance performed: Staff read water meters for the annual billing
29 (417 meters in one day, the remaining 40 in 2.5 days); worked with
30 the contractor on the AME Well rehab; completed the budget process;
31 and continued the valve exercise program.
- 32 • Staff completed the annual Consumer Confidence Report. President
33 Grant brought a couple of typos to Buz's attention. Director Smelser
34 asked about the radon data. Buz said the last time the District tested
35 for radon was in 1999, and that at that point the testing was done
36 voluntarily, in response to someone's concern. He did not feel the
37 radon numbers were high, but said he did not think there was a
38 standard. Buz said the only things that have changed from last year
39 are the Title 22 test results for the AME Wells, and the lead & copper
40 levels, last tested in 2012.
- 41 • Staff opened the Park for Memorial Day weekend. Director Salke said
42 he heard several positive comments about the Park, and wanted the
43 record to reflect the early, positive condition of the Park.
- 44 • All routine water samples were absent coliform bacteria.

45 **F. FY 2016-2017 Operating & Capital Budgets:**

46 The Board reviewed the final FY 2016-2017 budgets. Manager Collins
47 said the capital budget has not changed from the preliminary version
48 approved last month. The operating budget has had funds and revenues
49 allocated by fund and by month, and has had the real COLA applied,

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1 compared to the preliminary version approved at last month's meeting.
2 He said that Staff recommended approval.
3 Director Northrop made a MOTION that the Board approve the FY 2016-
4 2017 Operating Budget by fund by month. Director York SECONDED the
5 motion. Directors Northrop, Salke, Smelser and York being in favor, the
6 motion was APPROVED.

7 Director Northrop made a MOTION that the Board approve the FY 2016-
8 2017 Capital Budget. Director Smelser SECONDED the motion. During
9 discussion, Director York asked for and received clarification that the ski
10 area would be sharing the expense of the pump stations. Directors
11 Northrop, Salke, Smelser and York being in favor, the motion was
12 APPROVED.

13 **G. TTSA Report:**

14 Director Northrop provided the agendas and his own written reports for
15 the May 25 (Special) and June 8 (Regular) TTSA Board meetings.

- 16 • The plant is operating normally and efficiently.
- 17 • All waste water discharge requirements are being met.
- 18 • President Grant asked the Directors if the agenda was of sufficient
19 interest to them, or if they would like the minutes as well. Directors
20 York and Salke said the agenda was sufficient.

21 The next TTSA Board meeting is scheduled for July 13.

22 **H. Resolution 5-2016: Establishing Appropriations Limit for the Fiscal**
23 **Year July 1, 2016 – June 30, 2017:**

24 The Board is required annually to approve a Resolution establishing an
25 appropriations limit. The appropriations limit is the amount the District
26 cannot exceed in property tax collection. The District's property tax
27 collection is well under the limit. Director Northrop made a MOTION that
28 the Board adopt Resolution 5-2016: Establishing Appropriations Limit for
29 the Fiscal Year July 1, 2016 – June 30, 2017. Director Smelser
30 SECONDED the motion. Roll was called to approve the Resolution.
31 Ayes: Directors Northrop, Salke, Smelser, York and President Grant.
32 Noes: none. The Resolution was APPROVED.

33 **I. Addendum #6 for General Management Services:**

34 The Board reviewed Addendum #6 to Manager Collins' Agreement for
35 General Management Services. The Addendum provides for a cost of
36 living increase in Manager Collins' management fee. Director Smelser
37 made a MOTION that the Board approve Addendum #6 to Manager
38 Collins' Agreement for General Management Services. Director Northrop
39 SECONDED the motion. Directors Northrop, Salke, Smelser and York
40 being in favor, the motion was APPROVED.

41 **J. Committee Reports:**

42 i. **Budget & Finance Committee:** President Grant presented a verbal
43 report of yesterday's Committee meeting.

44 a. **Non-standard Transactions:** None.

45 b. **Investments/cash:** Per the Committee's recommendation,
46 Director Northrop made a MOTION that the Board authorize
47 Manager Collins to roll over the CD maturing July 8 at the best
48 interest rate. Director Salke SECONDED the motion. Directors

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2 APPROVED.
- 3 c. **Requests from Customers for Adjustments to their Bills:**
4 None.
- 5 d. **Requests for Unbudgeted Expenses:** None.
- 6 e. **Draft Budgets:** The Committee reviewed and discussed the
7 proposed operating and capital budgets for FY 2016-2017, and
8 recommended adoption of both.
- 9 f. **Next meeting:** Thursday, July 7 at 9:30 a.m.
- 10 ii. **Administration & Personnel Committee:** No meeting.
- 11 iii. **Park, Recreation & Greenbelt Committee:** No meeting.
- 12 iv. **Long Range Planning Committee:** No meeting.
- 13 **K. Open Items:** President Grant asked if Manager Collins had heard
14 anything about the LAFCO vote; Manager Collins said no.
- 15 **L. Correspondence to the Board:** None.
- 16 **4. DIRECTORS' COMMENTS:**
- 17 • The next Board meeting is scheduled to be held at its normal date and time:
18 Friday, July 8, at 9:00 a.m.
- 19 **5. ADJOURNMENT**
- 20 There being no further business before the Board, at 10:02 a.m. Director Salke
21 made a MOTION that the meeting be adjourned. Director Northrop SECONDED
22 the motion. Directors Northrop, Salke, Smelser and York being in favor, the
23 motion was APPROVED.
- 24
- 25
- 26 Respectfully Submitted, approved with amendment 7/8/16
- 27
- 28
- 29 Jancis Martin
- 30 Recording Secretary