

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **May 10, 2019**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held on  
5 Friday May 10, 2019 in the District Board Room, 270 Alpine Meadows Road  
6

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

8 President Grant called the meeting to order at 9:00 AM at the District Office Board Room. A quorum was  
9 established. All joined in reciting the Pledge of Allegiance.

10  
11 **Directors Present:** Janet S. Grant, President; Jon Northrop, Vice-President; Evan Salke; David Smelser;  
12 Christine York arrived at 9:14 AM

13 **Directors Absent:**

14 **Staff Present:** John Collins, General Manager; Buz Bancroft, Operations & Maintenance; Judy Friedman,  
15 Recording Secretary. District CPA Mike Dobrowski attended via teleconference for the Financial Report.

16 **Guests Present:** North Tahoe Fire Protection District Chief Mike Schwartz, and Captains Conradson,  
17 Sheppard, Worl, and McNamera  
18

19 **II. PUBLIC COMMENT**

20 There were no comments on items not on today's agenda.  
21

22 **III. ITEMS FOR BOARD DISCUSSION & ACTION**

23 **A. FINANCIAL REPORT..... A**

24 District CPA Mike Dobrowski presented the April 30, 2019 monthly and quarterly financial reports.  
25 Revenues and expenses are on track with the budget. The billings are being compiled.  
26

27 **It was moved by Northrop and seconded by Smelser to approve the April financial reports. Motion**  
28 **carried unanimously.**

29  
30 **It was moved by Salke and seconded by Smelser to approve payment of checks #30568 – #30627 and**  
31 **payroll. Motion carried unanimously.**  
32

33 **It was moved by Northrop and seconded by Smelser to approve the quarterly financial reports for the**  
34 **period July 2018 – March 2019. Motion carried unanimously.**  
35

36 **B. APPROVAL OF MINUTES ..... B**

37 **It was moved by Northrop and seconded by Grant to approve the minutes of the April 12, 2019 Board**  
38 **meeting as presented. Motion carried unanimously.**  
39

40 **C. FIRE DEPARTMENT REPORT.....C**

41 NTFPD Chief Schwartz introduced Captains Jamie Sheppard and Worl from the Alpine station. Schwartz  
42 reported:

- 43 • He participated in meetings in Chico regarding the anticipated fire season, given the rains resulted in  
44 so much grass. At this point, the potential is similar to fire danger during 2017 and 2018. Schwartz  
45 will take that information into account as he plans personnel needs and budget.
- 46 • He has been doing a lot of public speaking and gathering information on recent articles comparing  
47 Tahoe with the Paradise area and fire potential. Schwartz regularly puts "Chief Reports" on the  
48 website and has included links to those and other articles. That said, Schwartz said this area is about  
49 10 years ahead of the rest of the state because of lessons learned from the Washoe and Angora fires.
- 50 • Preparation for this summer includes wildlife training for staff and mechanics getting equipment  
51 ready. Calfire will be back in the area on May 13.

- Meetings continue regarding strategies to bring Meeks Bay fully into NTFPD. The savings could be great enough to add a full-time firefighter.
- Schwartz described the grant applications that include funding for Alpine Meadows programs.
- The Annual Awards Banquet was held on May 3. Firefighter of the Year was awarded to Chris May, who is stationed in Alpine.
- The Homewood station is being completely remodeled and enlarged. Personnel is working at other stations during construction.

Conradson reported:

- It has been a busy month preparing for the upcoming building and defensible space season.
- The Placer County Board of Supervisors approved the Alpine Sierra project. Part of the project’s mitigation is to purchase a new fire truck for the District.
- Two seasonals have been hired for Defensible Space and Chipping programs in Alpine Meadows. A \$10,000 Fire Adapted Communities grant was received for Defensible Space.
- A lot of plans are being presented for review and inspections. Alpine Meadows has a great water supply, but Conradson is in conversations with CATT about ways to meet water needs and allow building to proceed.
- Burn permits are required this summer and available online. Fire restrictions will go into effect banning all open burns, camp fires, and charcoal barbecues.

McNamera reported:

- NTFPD Emergency Medical Services has been working with Squaw/Alpine Ski Patrol to offer more extensive care on the mountain.
- The ambulance rates are being revised. Fees will be commensurate with other ambulance rates in the area.

**D. GENERAL MANAGER’S REPORT..... D**

General Manager John Collins presented his April 2019 written report in the meeting packets. He highlighted the status of projects in the area and meetings he has attended on behalf of the District. Numbers on customer’s average consumption and non-revenue water will be available later in the summer. Area Managers have been put on notice by TTSA to control sewer input, given the big spring melt. That said, there is adequate capacity.

**E. OPERATIONS & MAINTENANCE DEPARTMENT REPORT ..... E**

Buz Bancroft presented the April Water/Sewer Report, noting gallons of water produced, sewer flows, and maintenance performed over the past month.

A large water leak was addressed in May. The Park is being cleaned, but because of so much to do with all the snow, it probably will not be open until after Memorial Day. Bancroft explained how the wells are operated when VFD (Variable Frequency Drive) issues are being addressed.

**F. TTSA REPORT.....F**

Northrop reported TTSA has not met in May.

**G. REVIEW OF THE 2019-2020 DRAFT OPERATING BUDGET, CAPITAL AND CASH PROJECTIONS ..... G**

Collins presented the draft FY 2019/20 budget. He described the assumptions made as the budget was being prepared. Revenues are based on Board adopted rates and Fire Fuel fees. A 3.5% Cost of Living staff increase is included. Discussion followed as specific line items were clarified. If this draft is approved, Collins and Dobrowski will finalize it by fund for Board adoption next month.

1 **It was moved by Salke and seconded by York to approve the 2019-2020 draft Operating Budget,**  
2 **Capital, and Cash Projections. Motion carried unanimously.**

3  
4 Collins presented the FY 2019/20 Five Year Water and Sewer Capital Improvement Plan, which was  
5 included in the meeting packets. He highlighted the \$1.4 million Tank 4 and 4A replacement project and a  
6 spreadsheet showing projected cash balances from February 2019 through March 2020.

7 **It was moved by Northrop and seconded by York to approve the Capital Improvement Plan as**  
8 **presented. Motion carried unanimously.**

9  
10 **H. REVIEW DISCUSS AND VOTE TO APPROVE, IF NECESSARY, CHANGES TO**  
11 **THE PERSONNEL MANUAL. .... H**

12 Grant noted the inclusion of cell phones was the main change to the Manual.

13 **It was moved by Northrop and seconded by Salke to approve the changes to the Personnel Manual**  
14 **pages 18, 29, and 31, as presented. Motion carried unanimously.**

15  
16 **I. RES. 3-2019 CALPERS DELEGATION OF AUTHORITY TO REQUEST**  
17 **DISBURSEMENTS..... I**

18 **It was moved by York and seconded by Northrop to approve Resolution 3-2019, delegation of**  
19 **authority to request disbursements from CalPERS.**

20 **ROLL CALL VOTE: All ayes, motion carried unanimously.**

21  
22 **J COMMITTEE REPORTS ..... J**

23 **1. BUDGET & FINANCE COMMITTEE (DIRECTOR GRANT)**

- 24 a. **Discuss, if necessary, non-standard transactions.**
- 25 b. **Discuss monthly reports and status of investments/cash and vote to approve,**  
26 **if necessary, new investments.**
- 27 c. **Review, discuss and vote to approve, if necessary, requests from customers**  
28 **regarding billing issues.**
- 29 d. **Review, discuss and vote to approve, if necessary, requests for unbudgeted**  
30 **expenses and capital expenditures.**
- 31 e. **Reviewed the final draft CIP and Operating budgets**

32 Grant presented the Budget and Finance Committee Report of the May 9, 2019 meeting. Collins explained  
33 the three investment policies that can be considered.

34  
35 **2. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**

- 36 a. **The Goals & Objectives for 2018/2019 for the BOD was distributed to the**  
37 **board in April and will be coalesced and discussed at this meeting in open**  
38 **session.**
- 39 b. **The Goals & Objectives for 2018/2019 for the GM was distributed to the**  
40 **board in April and will be coalesced and discussed at this meeting in closed**  
41 **session.**
- 42 c. **Report on the review of and set Mission Statement, Goals and Objectives for**  
43 **the Board and District Manager, and formulate 2019 - 2020 Goals and**  
44 **Objectives for the Board and District Manager.**

45 The Goals and Objectives for the District Manager were discussed in Closed Session.

46  
47 Salke reported there was no negative feedback or suggested areas for improvement for the Board Goals and  
48 Objectives. Action to adopt the documents will taken next month.

49  
50 **3. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

**The committee chair will present changes to Park, Rec and Greenbelt policies for the Boards approval.**

York presented the revision to Policy 6.2.0 of Park, Recreation, and Greenbelt policy. Bocce Ball courts will be included as 4.c.iii and Park Use & Fees as 5.g.iii.

**It was moved by Smelser and seconded by Salke to adopt the Park, Recreation, and Greenbelt Policy as revised. Motion carried unanimously.**

York announced upcoming events. The Easter Egg Hunt went well with about 23 kids participating.

**4. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

This Committee did not meet.

**K. OPEN ITEMS .....K**

Smelser reported the Fire Committee had a presentation about Placer County alert systems. Register at placeralert.org to get notifications. Along with that, strategies to communicate with the area during a catastrophic event include radio and Sheriff drive bys. A representative from the Forest Service talked about the work they are doing this summer. The suggested solution for dealing with dead trees is to get a fire wood permit.

**L. CORRESPONDENCE TO THE BOARD..... L**

A letter from the Cole Amundson family was submitted with suggestions on improvements to the Park. The Committee will review the comments and make suggestions to the Board as appropriate.

**IV. DIRECTORS' COMMENTS**

There were no additional comments.

**VI. CLOSED SESSION**

The Board went into Closed Session at 10:43 AM to consider:

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

**Review the General Manager's performance for the fiscal year 2018/2019.**

Open Session was reconvened at 10:50 AM and the following action reported:

**It was moved by Salke and seconded by Smelser to renew the General Manager's contract including a provision for a salary increase by the COLA rate when that is known from the state. Motion carried unanimously.**

**V. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:52 AM. The next regularly scheduled Board meeting is June 14, 2019 at 9:00 AM.

Respectfully Submitted,  
Judy Friedman  
Recording Secretary

approved 6/14/19 at the regular board of directors meeting

THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS