

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **May 11, 2018**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held
5 Friday May 11, 2018 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. All joined in reciting
9 the Pledge of Allegiance.

10 Directors Present: Janet S. Grant, President; Jon Northrop, Vice-President, David Smelser, Evan Salke, and
11 Christine York

12 Directors Absent: None

13 Staff Present: John Collins, General Manager; Miguel Ramirez, Operations & Maintenance; Judy Friedman,
14 Recording Secretary.

15 Guests Present: Chief Todd Conradson, North Tahoe Fire Protection District (NTFPD) and Josiah Close, HDR
16
17

18 **II. PUBLIC COMMENT**

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

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

22 **A. FINANCIAL REPORTA**

23 District CPA Mike Dobrowski attended this portion of the meeting via teleconference to present the financial
24 reports as of April 30, 2018, which were included in the meeting packets. He noted the cash position is a bit
25 behind, mainly because property tax has not been received yet. The quarterly reports were also reviewed.
26 Dobrowski answered questions clarifying the reports.

27 **It was moved by Director Northrop and seconded by Director York to approve the financial reports for**
28 **the month of April 2018 as presented. Motion carried unanimously.**

29
30 **It was moved by Director Northrop and seconded by Director Smelser to approve debits for payroll and**
31 **checks 29932 – 29976. Motion carried unanimously.**
32

33 **It was moved by Director Northrop and seconded by Director Smelser to approve the quarterly financial**
34 **reports as presented. Motion carried unanimously.**
35

36 **B. APPROVAL OF MINUTESB**

37 **It was moved by Director Smelser and seconded by Director Northrop to approve the minutes of the**
38 **April 13, 2018 Regular Board of Directors meeting as presented. Motion carried unanimously.**
39

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

41 Chief Conradson reported:

- 42 • NTFPD and the Firefighters Union approved the minimum staffing request, which includes staffing
43 Station 56 for 24 hours-a-day, 365 days a year.
- 44 • NTFPD has received approval for a drone program to be used in the District and as needed for mutual
45 aid.
- 46 • Another seasonal Defensible Space Inspector is bring hired.
- 47 • NTFPD Forester Mike Vollmer continues to apply for grants to get more work done in Alpine Meadows.
48 He is ramping up for the season.
- 49 • Summer equipment, including the UTV, is back in service and snowmobiles are put away.
- 50 • NTFPD is taking advantage of this slower time for training, including wildfire and swift water rescues.
51

1 Smelser asked the status of the Evacuation Plan update for Alpine Meadows. Conradson reminded the group of
2 the proposal in the Alpine Sierra plan to shelter in place. Vollmer is working with John Moise and the
3 homeowners associations on options, but nothing is finalized yet. The Federal Informer System will be
4 implemented in Alpine Meadows.

5
6 **D. GENERAL MANAGER’S REPORT.....D**

7 General Manager John Collins presented his written report. He noted the replacement schedule for Tank 4 and
8 4A. The project is being advertised for bids on June 1 and should be completed by November.

9
10 **E. PUBLIC HEARING-ORDINANCE 1-2018: INCREASING RATES FOR WATER,
11 GARBAGE, SEWER SERVICE, SNOWMAKING WATER, AND ESTABLISHING A
12 FIRE FUEL MANAGEMENT SERVICE FEE.....E**

13 Josiah Close from HDR presented the Summary of the Water, Sewer, Garbage, and Parks Rate Study, including
14 proposed rates through FY 2022/23.

15
16 The public hearing was opened at 9:28 AM. There were no comments from the public and the hearing was
17 closed at 9:29 AM.

18 **1. Correspondence to the Board regarding the rate increase.**

19 The Board reviewed the three written protest letters received.

20
21 **It was moved by Director Northrop and seconded by Director York to adopt Ordinance 1-2018,
22 increasing rates for water, garbage, sewer service, and snowmaking water and establishing a Fire Fuel
23 Management Service Fee.**

24 **ROLL CALL VOTE:**

25 **AYES: Grant, Smelser, Northrop, Salke, and York**

26 **NOES: None**

27 **Motion carried unanimously.**

28
29 **F. REVIEW OF THE 2018-2019 DRAFT OPERATING BUDGET AND CAPITAL
30 BUDGET..... F**

31 The Board reviewed the proposed Operating Budget included in the meeting packets. The budget is based on
32 rates approved in item E1. Collins described how the budget was developed and clarified specific line items. A
33 new line item is funding the Other Post-Employment Benefits (OPEB) trust, as directed by the Board.

34
35 **It was moved by Director Northrop and seconded by Director Smelser to approve the FY 2018-2019
36 Draft Operating Budget and direct staff to prepare the Final Budget by fund, by month. Motion carried
37 unanimously.**

38
39 The Board reviewed the Five Year Water and Sewer Capital Improvement Plan, specifically the proposed
40 budget for FY 2018-2019. Collins described his plan if it is not possible to do the Tank 4 and 4A replacement
41 project during that fiscal year.

42
43 **It was moved by Director Salke and seconded by Director Northrop to approve the FY 2018-2019 Capital
44 Budget as presented. Motion carried unanimously.**

45
46 **G. OPERATIONS & MAINTENANCE DEPARTMENT REPORT..... G**

47 Ramirez presented the Water/Sewer Report for the month of April. Just over 7 million gallons of water were
48 produced and sewer flows averaged .135. All requirements were met. Ramirez described the two major leaks
49 that were discovered in April and how they were addressed.

50
51 **H. TTSA REPORT H**

52 Northrop presented the TTSA meeting reports, which were included in today’s Board packets.

1 **I. COMMITTEE REPORTSI**

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

- 3 **a. Discuss, if necessary, non-standard transactions.**
- 4 **b. Discuss monthly reports and status of investments/cash and vote to approve, if**
- 5 **necessary, new investments.**
- 6 **c. Review, discuss and vote to approve, if necessary, requests from customers**
- 7 **regarding billing issues.**
- 8 **d. Review, discuss and vote to approve, if necessary, requests for unbudgeted**
- 9 **expenses and capital expenditures.**
- 10 **e. Reviewed the draft CIP and Operating budgets.**

11 Grant distributed the Budget and Finance Committee report of the May 10, 2018 meeting. The Treasurer’s
12 Report was also reviewed. The CDs were rolled over per Board direction.

13
14 Buz Bancroft is requesting up to \$3,000 for a new Craftsman lawnmower. This is an unbudgeted expense. The
15 old John Deere would be used as back-up. The Committee recommends approving the request.

16 **It was moved by Director Northrop and seconded by Director York to allocate up to \$3,000 for the**
17 **purchase of a new lawnmower, recognizing this is an unbudgeted expense. Motion carried unanimously.**

18
19 **2. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**

- 20 **a. Discuss the Districts Mission Statement – the committee doesn’t recommend**
- 21 **any changes.**

22 Salke presented a written report of the committee’s March 15, 2018 meeting. No changes are recommended to
23 the Mission Statement.

- 24
25 **b. The Goals & Objectives for 2017/2018 for the BOD was distributed to the board**
- 26 **in February and will be coalesced and discussed at this meeting in open session.**

27 There will be no changes to the Board’s Goals & Objectives.

28
29 Salke presented the proposed Goals and Objectives for the General Manager for FY 2018-2019. The main
30 suggestion had to do with signing off on easements during escrow when property ownership is changing.
31 Collins will discuss that will legal counsel. The Board reviewed the Goals and Objectives and the Board’s role.
32 **It was moved by Director Northrop and seconded by Director York to adopt the Goals and Objectives for**
33 **FY 2018-2019 as presented. Motion carried unanimously.**

34
35 **3. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

36 York presented proposed language to update Policy 6.6.0, Land Stewardship regarding conservation and
37 management of greenbelt lands. A brief discussion followed.

38 **It was moved by Director Northrop and seconded by Director Salke to approve revisions to Policy 6.6.0**
39 **Land Stewardship as proposed. Motion carried unanimously.**

40
41 **4. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

42 This Committee did not meet.

43
44 **J. OPEN ITEMSJ**

45 Smelser reported the Community Fire Committee met and one concern raised was the Evacuation Plan, which
46 NTFPD is still working on. The Committee did discuss the shelter in place recommendation which would be in
47 Parking Lot 3 and could accommodate several hundred cars. ASCWD has included \$20,000 in its budget to
48 address fire fuels management, which NTFPD feels can be leveraged to receive almost \$80,000 in grants. Mike
49 Vollmer and Jesse Shirley addressed the group about impacts of a crown fire and the relationship to ground
50 fuels, stressing that defensible space makes a difference.

51
52 **K. CORRESPONDENCE TO THE BOARD.....K**

1 The Board considered an email request for a wedding rehearsal dinner at the Park. The request is for the event
2 to end at 10:00 PM, followed by clean up until midnight, which is not within the timeframe allowed by the
3 rules. The Board agreed the Park can be used until 10:00 PM, which must include clean up time. Zinn will
4 notify the requestor.

5
6 **IV. DIRECTORS' COMMENTS**

7 York announced the Flower Walk is scheduled for July 21, 2018.

8
9 Grant noted she will not be at the June 8, 2018 meeting and asked others if they would be attending in order to
10 insure a quorum.

11
12 **V. CLOSED SESSION**

13 The Board went into Closed Session at 10:28 to consider:

14 **GOV'T CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION.**
15 **Review the General Manager's performance for the fiscal year 2017/2018.**

16
17 Open Session was reconvened at 10:32 AM.

18 **It was moved by Director York and seconded by Director Northrop to approve the Cost of Living salary**
19 **increase for the General Manager. Motion carried unanimously.**

20
21 **VI. ADJOURNMENT**

22 **At 10:33 AM, it was moved by Director York and seconded by Director Northrop to adjourn today's**
23 **meeting. Motion carried unanimously.**

24
25 The next regularly scheduled Board meeting is June 8, 2018 at 9:00 AM.

26
27
28 Respectfully Submitted,
29 Judy Friedman, Recording Secretary
30 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

31
Approved as submitted 6/8/18