

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **July 13, 2018**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held  
5 Friday July 13, 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 9:02 AM at the District Office Board Room. All joined in reciting  
9 the Pledge of Allegiance.

10 Directors Present: Janet Grant, President; Jon Northrop, Vice-President; Evan Salke, and Christine York

11 Directors Absent: David Smelser

12 Staff Present: John Collins, General Manager; Buz Bancroft, Operations & Maintenance; Judy Friedman,  
13 Recording Secretary. District CPA Mike Dobrowski attended for Item III.A. via teleconference.

14 Guests Present: North Tahoe Fire Protection District Battalion Chief Steve Simons  
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17 **II. PUBLIC COMMENT**

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

20 **A. FINANCIAL REPORT .....A**

21 District CPA Mike Dobrowski presented the preliminary fiscal year-end financial statements. He answered  
22 questions clarifying specific line items and variances. **ACTION: Grant asked for a report on the \$26,530**  
23 **expense line item "Parts, Tools, Misc."**

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25 **It was moved by Director Northrop and seconded by Director York to approve the financial reports for**  
26 **the month of June 2018. Motion carried unanimously.**

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28 **It was moved by Director Northrop and seconded by Director York to approve debits for payroll and**  
29 **checks #30025 - #30085. Motion carried unanimously.**

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31 **It was moved by Director Northrop and seconded by Director York to approve the Fourth Quarter Profit**  
32 **& Loss by Fund for Fiscal Year 2018/19. Motion carried unanimously.**

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34 **B. APPROVAL OF MINUTES .....B**

35 **It was moved by Director Northrop and seconded by Director Salke to approve the minutes of the June 8,**  
36 **2018 Regular Board of Directors meeting as presented. Motion carried with Director Grant abstaining.**

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38 **C. FIRE DEPARTMENT REPORT.....C**

39 Chief Simons reported:

- 40 • The 4<sup>th</sup> of July week was busy but manageable.
- 41 • NTFPD sent three strike teams to fires in California, but all have returned. Simons is expecting a long  
42 and busy fire season.
- 43 • Four people passed the Engineer's Test. Two have been promoted, so all stations are fully staffed,  
44 including engineers at each station. The two additional people who passed the test will be promoted as  
45 positions open up.
- 46 • Five of the six vehicles eligible to be surplus have been. A new brush engine is being delivered and  
47 will be in service next month at Station 51

- District personnel have been doing presentations at various homeowner association meetings. Recently everyone participated in the Meeks Bay Fire Pancake Breakfast.
- On August 20<sup>th</sup>, there will be a joint meeting with the North Tahoe and Meeks Bay fire department Boards to hear results of a recent study regarding how to provide the most effective and efficient service to both areas.

Bancroft thanked NTFPD staff for cleaning up around the dumpsters. The 4<sup>th</sup> of July week was particularly hectic and NTFPD staff went above and beyond. Simons appreciated the recognition and said the District would support home garbage pick-up in Alpine Meadows.

**D. GENERAL MANAGER’S REPORT.....D**

General Manager John Collins presented his June 2018 Report. Highlights included:

- Follow up with Troy Caldwell on the will-serve letter for the EIR. Collins is waiting for a check from Caldwell in order to do the evaluation.
- Collins met with the new District 5 Planning Commissioner to update him on the Alpine Sierra Subdivision.
- The schedule for Tank 4 and 4A replacement was reviewed.
- COLA was determined to be 3.72%, the highest in a while. The budget will be updated as appropriate.

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

Operations Manager Buz Bancroft presented the June 2018 Water/Sewer report. All systems are working normally and meeting standards. Bancroft noted maintenance addressed during the past month. In response to a question from Grant, Bancroft described improvements to the park, including landscaping, repairs to the bathrooms, and the purchase of another bench. The increase in water in June is mainly due to filling the pond and people turning on irrigation systems for summer.

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

Northrop reported everything operating normally and efficiently and all requirements being met. The next TTSA meeting is scheduled for August 8, 2018.

**G. RESOLUTION 3-2018: NOTICE OF BOARD MEMBER ELECTION AND REQUEST TO CONSOLIDATE WITH OTHER ELECTIONS ..... G**

Directors Evan Salke, Janet Grant, and Christine York will be running for re-election to the Board. **It was moved by Director Northrop and seconded by Director Salke to approve Resolution 3-2018: Resolution Declaring an Election Be Held; Requesting Consolidation with Other Elections Conducted on Said Date; Requesting Election Services by the County Clerk.**

**ROLL CALL VOTE:**

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

**NOES: None**

**Motion carried unanimously.**

**H. REVIEW AND VOTE TO APPROVE A CONTRACT WITH STANTEC TO PROVIDE CONSTRUCTION ENGINEERING SERVICES FOR TANK 4 AND 4A PROJECT ..... H**

Collins presented the bid from Stantec for the Tank 4 and 4A Replacement Project. Following a short recess for the Board to review the proposal, Collins recommended approving the proposal on a time and materials basis, not to exceed \$42,000. He recommended splitting the 120 project days into two segments: doing demolition this

1 fall, then shutting down the project until spring when construction will begin. Discussion followed regarding  
2 details of the project.  
3

4 York voiced concern about splitting the project under one contract and suggested the demotion and construction  
5 be bid separately. Discussion continued regarding that idea, the possible issues a delay could cause if the project  
6 were to be re-bid, how ASCWD will manage the project, and the pros and cons of awarding the contract today.  
7 During discussion, York noted Joy Excavation was named as a sub-contractor. Because her husband works with  
8 Joy, York will abstain from the vote.  
9

10 **It was moved by Director Northrop and seconded by Director Salke to approve the contract from Stantec**  
11 **for the Tank 4 and 4A project on a time and materials basis not to exceed \$42,000. Motion carried with**  
12 **York abstaining.**  
13

14 **I. REVIEW AND VOTE TO APPROVE A CONTRACT WITH HOLDREGE & KULL**  
15 **FOR MATERIAL TESTING FOR TANK 4 AND 4A PROJECT .....I**

16 The proposal for this item has not been submitted.  
17

18 **J. REVIEW AND APPROVE A CONTRACT FOR CONSTRUCTION OF 2018 TANK 4**  
19 **AND 4A REPLACEMENT PROJECT .....J**

20 Collins presented a Projected Cash Balances report from May 2018 through December 2019, which includes a  
21 separate line item for the Tank 4 and 4A project. An updated report will be submitted next month to reflect  
22 COLA and ADA improvements at the office building. It was noted Reserves could dip below the overall goal of  
23 \$1 million in May 2019, but will be replenished by July.  
24

25 **It was moved by Director Northrop and seconded by Director Salke to award the bid to Farr**  
26 **Construction California, dba Resource Development for \$1,365,450 as presented. Motion carried with**  
27 **Director York abstaining due to a possible conflict.**  
28

29 **K. REVIEW AND APPROVE OPERATION BUDGET WITH COLA OF 3.72% . K**

30 This item was discussed at the July 12, 2018 Budget and Finance Committee meeting. The Committee  
31 recommends approving a budget adjustment to reflect the COLA. An adjustment of \$1 per hour wage increase  
32 for part time employees was also noted. The result is net income will drop from \$37,000 to \$26,000.  
33

34 **It was moved by Director York and seconded by Director Northrop to approve an adjustment to the FY**  
35 **2018/19 budget to reflect COLA of 3.72% and a \$1.00 per hour wage adjustment for part time employees.**  
36 **Motion carried unanimously.**  
37

38 **L. COMMITTEE REPORTS .....L**

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

- 40 **a. Discuss, if necessary, non-standard transactions.**
- 41 **b. Discuss monthly reports and status of investments/cash and vote to approve, if**  
42 **necessary, new investments.**
- 43 **c. Review, discuss and vote to approve, if necessary, requests from customers**  
44 **regarding billing issues.**
- 45 **d. Review, discuss and vote to approve, if necessary, requests for unbudgeted**  
46 **expenses and capital expenditures.**

1 The notes of the July 12, 2018 Budget and Finance Committee meeting were distributed. A CD matures on July  
2 26, 2018 and the Committee recommends rolling it over.

3  
4 **It was moved by Director York and seconded by Director Northrop to roll the \$102,000 CD that matures**  
5 **on July 26, 2018 at the best possible rate including interest rounded to the nearest \$1,000. Motion carried**  
6 **unanimously.**

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8 **2. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**

9 This Committee did not meet.

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

12 This Committee did not meet.

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

15 This Committee did not meet.

16  
17 **M. OPEN ITEMS.....M**

18 No items were presented for review.

19  
20 **N. REVIEW AND APPROVE ADDENDUM No. 8 AGREEMENT FOR GENERAL**  
21 **MANAGERS SERVICES.....N**

22 **It was moved by Director Northrop and seconded by Director Salke to approve Addendum No. 8**  
23 **Agreement for General Manager’s Services as presented, including a 3.72% COLA adjustment. Motion**  
24 **carried unanimously.**

25  
26 **O. CORRESPONDENCE TO THE BOARD.....O**

27 Collins presented a letter from Tahoe Truckee Sierra Disposal voicing concern with the amount of garbage  
28 being generated. The result could be an increase in fees or change to the service, but TTSD acknowledges  
29 Alpine residents dumping regular trash are not necessarily the problem. These dumpsters are full because  
30 people don’t want to go to the landfill or for construction debris or people from outside of Alpine Meadows are  
31 using them. Discussion followed regarding how ASCWD dumpsters are used and alternatives. **ACTION:**  
32 **Collins will compile information for a more in-depth discussion next month.**

33  
34 York noted a letter from a park guest regarding the lack of a handrail leading to the volleyball court. Collins  
35 will investigate the requirement.

36  
37 **IV. DIRECTORS’ COMMENTS**

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39 **V. ADJOURNMENT**

40 There being no further business to come before the Board, the meeting was adjourned at 10:57 AM. The next  
41 regularly scheduled Board meeting is August 10, 2018 at 9:00 AM.

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43  
44 Respectfully Submitted,  
45 Judy Friedman, Recording Secretary  
46 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS  
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