

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **August 10, 2018**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held  
5 Friday August 10, 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; Buz Bancroft, Operations & Maintenance; Judy Friedman,  
14 Recording Secretary. CPA Mike Dobrowski presented his report via teleconference.

15 Guests Present: North Tahoe Fire Protection District Chief Mike Schwartz and Battalion Chief Alan Whistler  
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 REPORT .....A**

23 District CPA Mike Dobrowski presented the July financial reports. A reminder notice to those who have not yet  
24 paid their water bill is going out next week. Dobrowski and Collins have been preparing for the September  
25 audit.  
26

27 **It was moved by Director Northrop and seconded by Director Smelser to accept the financial reports as**  
28 **of July 31, 2018. Motion carried unanimously.**  
29

30 **It was moved by Director Northrop and seconded by Director York to approve payment of checks #30086**  
31 **– 30150 and payroll. Motion carried unanimously.**  
32

33 **B. APPROVAL OF MINUTES .....B**

34 **It was moved by Director Northrop and seconded by Director York to approve the minutes of the July**  
35 **13, 2018 ASCWD Board meeting. Motion carried unanimously.**  
36

37 **C. FIRE DEPARTMENT REPORT.....C**

38 NTFPD Chief Schwartz reported:

- 39 • He has heard from two owners trying to renew their property insurance and those owners were told the  
40 area has an ISO rating of 10, which is not correct. Schwartz followed up and made sure that every  
41 property in Alpine Meadows shows an ISO rating of 3.
- 42 • The Tahoe Summit was held earlier this week. The focus on the Tahoe basin has shifted from invasive  
43 species and water clarity to the potential of catastrophic wildfire.
- 44 • The NTFPD organized a full-honors memorial service for Chief Duane Whitelaw last week.
- 45 • The Chief described the NTFPD personnel and equipment sent to fires throughout California and  
46 Washington.
- 47 • The District is welcoming new PIO Erin Holland, who has been hired on an interim basis. She was with  
48 a fire agency in Reno so has a good understanding of what is required.
- 49 • Funding has been received to hire a second Defensible Space Coordinator who is interning under Mike  
50 Vollmer.
- 51 • The District has responded to 1285 calls, which is a bit fewer than last year to date. There has been an  
52 average of one fire a day, but they've been kept small. The new Drone Program has been a big help.

1 Smelser asked about an updated Evacuation Plan. He has spoken with Truckee CHP regarding their plan.  
2 Smelser voiced concern that there are more people in the area because of the increase in short-term rentals.  
3 There could be 5 cars at houses that usually would only have 2. Schwartz described the efforts in El Dorado  
4 County to address impacts of short-term rentals. He feels those initiatives will spread to other areas. Chief  
5 Whistler said there are several scenarios and multi-agency plans in place that are not necessarily available to the  
6 public in advance for security reasons.  
7

8 In response to a question, Schwartz said that if NTFPD is invited to the Valley-wide meeting, evacuation and  
9 how to deal with dead trees can be discussed.  
10

11 Whistler reported the bear situation has gotten so bad at the Alpine and Homewood stations that all vehicles are  
12 being put in the annex at night. Windows at the stations are being closed at night. There have been bear break-  
13 ins in the buildings and vehicles.  
14

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

16 District General Manager Collins presented the July 2018 Manager Report, which was included in today’s  
17 meeting packets. The environmental document for the White Wolf Subdivision has not been released yet. The  
18 District has not been asked for the Will-Serve letter.  
19

20 Collins met with the new District 5 Planning Commissioner to bring him up to speed on the Alpine Sierra  
21 subdivision.  
22

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

24 Buz Bancroft presented the July Water/Sewer report.

- 25 • Water reads are from meters. The entire District is now on remote reads.
- 26 • The sewer system will be cleaned and tv’d in September.
- 27 • Bancroft thanked NTFPD for continuing to clean up around the dumpsters.
- 28 • Water quality sample ports are being installed in different zones for more accurate reads.
- 29 • The park is looking good this summer and getting lots of use, particularly the bocce ball court.
- 30 • Bancroft researched the ADA requirement for hand rails on the stairs in the park and found there is  
31 nothing indicating those are mandatory. It was suggested an ADA inspection of the park be done to  
32 clearly understand what is needed. The inspection would cost \$750 - \$1500. **ACTION: Collins will  
33 check with Counsel to see if that is necessary and what protections are needed.**  
34

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

36 Northrop reported all requirements are being met. The next TTSA meeting is September 16, 2018.  
37

38 **G. DISCUSSION REGARDING THE GARBAGE CONTRACT AND THE POSSIBILITY  
39 OF CANCELLING THE SERVICE CONTRACT TO LET TTSD TAKE OVER  
40 GARBAGE**

41 The Board discussed the pros and cons of continuing the garbage contract with TTSD or having property  
42 owners handle their own trash collection. Issues considered included the bear issues with dumpsters and the  
43 potential cost to owners of installing bear boxes. Bear boxes would put the onus on the owners to control their  
44 trash, spread the bears out in the Valley, and preclude outsiders from using the Alpine Meadows dumpsters.  
45

**ACTIONS:**

- 46 • **Collins will follow up with District Counsel and Jeff Collins from TTSD to understand any issues  
47 if the District no longer handles garbage**
- 48 • **Smelser and York will work with Collins to develop a letter to homeowners regarding the issue**
- 49 • **Staff will investigate installing a barricade with a gate and key card for owners to access  
50 dumpsters**

1 Collins reported that if the District decides to no longer handle the dumpsters, a public hearing will be required.  
2 This item will come back to the Board for additional discussion.

3  
4 **H. REVIEW AND POSSIBLY APPROVE THE CONTRACT WITH HARTLINE  
5 CONSTRUCTION FOR THE OFFICE REMODEL FOR ADA COMPLIANCE.**

6 ..... **H**

7 Collins presented the proposed time and materials contract with Hartline Construction. The proposal and scope  
8 of work were reviewed.

9 **It was moved by Director Smelser and seconded by Director Salke to approve the contract with Hartline  
10 Construction for the office remodel not to exceed \$85,973, subject to the 20 day payment schedule being  
11 changed to 45 days for payment and interest charges. Motion carried unanimously.**

12  
13 **I. REVIEW AND APPROVE THE SCOPE OF SERVICES PROPOSAL FROM NV5 FOR  
14 EARTHWORK OBSERVATION, MATERIAL TESTING AND SPECIAL INSPECTION  
15 SERVICES FOR TANK 4 REPLACEMENT PROJECT.....I**

16 Collins presented the proposal from NV5, which was included in the Board packets. The inspector will be on-  
17 site whenever he is needed throughout the project.

18 **It was moved by Director Northrop and seconded by Director Smelser to approve the proposal from  
19 NV5, not to exceed \$22,275. Motion carried unanimously.**

20  
21 **J. COMMITTEE REPORTS.....J**

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

23 The Budget and Finance Committee notes from the August 9, 2018 meeting were distributed.

24 **a. Discuss, if necessary, non-standard transactions.**

25 **b. Discuss monthly reports and status of investments/cash and vote to approve, if  
26 necessary, new investments.**

27 The CD rollover approved last month was \$106,000. The new term is for 1 year at 2%. The Bank of the West  
28 checking account balance is high. Funds are being transferred to leave enough in the Operating account for the  
29 next few months. The balance will be invested equally between LAIF and Placer County accounts.

30 **c. Review, discuss and vote to approve, if necessary, requests from customers  
31 regarding billing issues.**

32 No requests were submitted.

33 **d. Review, discuss and vote to approve, if necessary, requests for unbudgeted  
34 expenses and capital expenditures.**

35 **It was moved by Director Northrop and seconded by Director Salke to approve the unbudgeted expense  
36 of \$2,935.76 for additional dumpsters over Memorial Day. Motion carried unanimously.**

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

39 This Committee did not meet.

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

42 This Committee did not meet.

43  
44 **4. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

45 This Committee did not meet.

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

48 No additional items were presented.

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

51 No correspondence was presented.

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**IV. DIRECTORS' COMMENTS**

There was a brief discussion regarding who will represent ASCWD at the Valley-wide meeting over Labor Day Weekend, given Grant will not be available.

**V. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:41 AM. The next regularly scheduled Board meeting is September 14, 2018 at 9:00 AM.

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