

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **October 13, 2017**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held  
5 Friday October 13, 2017 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; Evan Salke; and Dave Smelser. A quorum was  
11 established. Christine York arrived at 9:06 AM.

12 **Directors Absent:** None

13 **Staff Present:** John Collins, General Manager; Buz Bancroft, Operations & Maintenance; Mike  
14 Dobrowski, District CPA (by telephone for financial report); and Judy Friedman, Recording  
15 Secretary.

16 **Guests Present:** Chief Mike Schwartz, Chief Steve Simmons, Chief Todd Conradson from North Tahoe Fire  
17 Protection District (NTFPD); Chris Nelson, Alpine Sierra; Devie Schneider, Bear Creek  
18 Association; Troy Caldwell, Property Owner  
19  
20

21 **II. PUBLIC COMMENT**

22 There were no comments on items not on today's agenda.  
23

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

25 **A. FINANCIAL REPORT .....A**

26 District CPA Mike Dobrowski presented the financial reports as of September 30, 2017, which were included in  
27 the meeting packets. He reviewed specific line items and said there were no major issues this month. Dobrowski  
28 has been getting prepared for the audit and is coming to Alpine next week to meet with the auditors.  
29

30 **Director Northrop made a MOTION to accept the September 30, 2017 Financial Reports as presented.**  
31 **Director Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in**  
32 **favor, the motion was APPROVED unanimously.**  
33

34 **Director Northrop made a MOTION to approve debits for payroll and checks 29565 – 29629. Director**  
35 **Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor,**  
36 **the motion was APPROVED unanimously.**  
37

38 **Director Northrop made a MOTION to accept the First Quarter Financial Reports, July 2017 –**  
39 **September 2017. Director Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser,**  
40 **and York being in favor, the motion was APPROVED unanimously.**  
41

42 **B. APPROVAL OF MINUTES .....B**

43 **Director Northrop made a MOTION to approve the minutes of the September 8, 2017 Regular Board**  
44 **meeting as corrected. Director York SECONDED the motion. Directors Grant, Northrop, Salke, Smelser,**  
45 **and York being in favor, the motion was APPROVED unanimously.**  
46

47 **C. FIRE DEPARTMENT REPORT.....C**

48 Chief Schwartz reported:

- 49 • The NTFPD Board approved the District budget in September. Staff is preparing for the audit.
- 50 • The new forester will be on board soon.
- 51 • A contract has been signed with a consultant, ESCI, to conduct a six-month performance analysis of all  
52 North Tahoe and Meeks Bay components. The result will be a comprehensive report that will advise on

1 future governance options, efficiencies, and how NTFPD compares with other local and national  
2 departments.

- 3 • This area is still in fire season. October is the most vulnerable month of the year because of heavy fuels  
4 and low moisture. The Emerald Fire started one year ago today.
- 5 • NTFPD has strike teams at most of the major fires currently burning in Northern California, including  
6 Napa and Sonoma Counties, Grass Valley, and Loma Rica. Schwartz said that in his 35 years of fighting  
7 fires, he has never seen this type of intense fire behavior.
- 8 • Two firefighters are halfway through Fire Academy. Recruitment will open again in November with the  
9 goal of sending more staff to Academy in the spring.
- 10 • October is Breast Cancer Awareness Month. Firefighters are sporting pink t-shirts, which are on sale at  
11 the District offices. All proceeds benefit the Susan B. Komen Foundation.

12 Chief Simons reported:

- 13 • This has been a busy month, although the call volume has slowed down a bit. Road construction has had  
14 an impact to the District.
- 15 • Ten engines have been sent to the Yuba County area.
- 16 • An engine that had a significant pump rebuild should be back in service soon.
- 17 • The Tahoe City offices are being remodeled to make room for more staff.
- 18 • Will Marshman is getting new radios and repeater sites online. The equipment was funded by grants.
- 19 • Chief Greg Smith and Kim Easton have been completing the necessary paperwork for FEMA  
20 reimbursement for expenditures due to damage from last winter's storms.

21 Fire Marshall Conradson reported:

- 22 • It is good to have the new Forest Fuels Coordinator on board.
- 23 • This winter will be busy as grant applications are submitted, including soliciting funds for chipping  
24 programs in Alpine Meadows.
- 25 • Summer projects are winding down. Schwartz will post information that anyone still requiring chipping  
26 services needs to call and make a request. The service will be promoted through the fall.

27  
28 **D. GENERAL MANAGER'S REPORT.....D**

29 General Manager Collins presented his written report. Highlights included:

- 30 • Collins is working with the auditors to prepare for the audit scheduled for October 16 – 20.
- 31 • He has been responding to constituents about District involvement with the Alpine Sierra project.
- 32 • Collins continues for follow up on items regarding the Bear Creek Assessment and Design Project,  
33 providing information as requested.
- 34 • Responses to the draft report on the Avalanche Control Easement have been submitted.
- 35 • Collins is working with HDR regarding the upcoming Rate Study. A recommendation will be submitted  
36 to the Board after the first of the year.

37  
38 **E. OPERATIONS & MAINTENANCE DEPARTMENT REPORT .....E**

39 Buz Bancroft presented the September Operations and Maintenance Report, including water production and  
40 sewer flows. He noted:

- 41 • The lines were not tv'd this year, but will be next year.
- 42 • About 40 homes are indicating water leaks, primarily due to irrigation or small interior leaks.
- 43 • Two new water meter vaults have been installed at the ski area, so now all the District's meters can be  
44 read remotely.
- 45 • A major project on the office building will begin next week. Both the office and the Fire Department  
46 building will be put on gravity sewer lines.
- 47 • Bancroft said the water tank will be done soon and then it will be time for winter operations.
- 48 • Bancroft was thanked for installing cameras at the dumpsters.

49  
50 **F. TTSA REPORT.....F**

1 Director Northrop presented his report of the September 13, 2017 TTSA meeting. The plant is operating  
2 normally and efficiently. California Senate Bill 229 passed yesterday regarding low-income housing and small  
3 houses. The law will go into effect January 1, 2018.

4  
5 Director Salke asked about the unionization efforts. If requested, this item will be included on a future ASCWD  
6 meeting agenda.

7  
8 **G. ALPINE SIERRA PROJECT & STANFORD CHALET UPDATE BY CHRIS NELSON G**

9 The developer, Chris Nelson, presented an update of the Alpine Sierra project. The project is on the October 26  
10 Placer County Planning Commission agenda to hear comments on the draft Environmental Impact Review  
11 (EIR). The comment period for the document closes November 3. Nelson explained the emergency  
12 preparedness required by the County and how that will be addressed by “shelter in place” accommodation. The  
13 original plan has been changed to eliminate the 20 proposed half-plexes. Instead, there will be 10 single family  
14 lots where the half-plexes were shown. There are no “significant impacts” identified in the draft EIR and Nelson  
15 is hoping to get the final EIR certified during the first quarter of next year.

16  
17 Nelson reported the Stanford Chalet property is still on the market. The price was reduced to \$3.95 million and  
18 includes land use approvals.

19  
20 **H. RESOLUTION 5-2017: CAPITAL FACILITIES AND FIRE MITIGATION FEE**  
21 **EXPENDITURE PLAN..... H**

22 President Grant noted this Plan is reviewed every five years. Details were reviewed by the Board and Chief  
23 Schwartz. The Public Hearing was opened at 9:30 AM. There was no public comment on this item and the  
24 Public Hearing was closed. .

25  
26 **Director Northrop made a MOTION to adopt Resolution 5-2017 adopting the FY 2017/18 Capital**  
27 **Facilities and Fire Mitigation Fee. Director York SECONDED the motion. Roll call vote: Directors**  
28 **Grant, Northrop, Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.**

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30 **Director Northrop made a MOTION to adopt the FY 2017/18 Capital Facilities and Fire Mitigation Fee**  
31 **Expenditure Plan as presented. Director York SECONDED the motion. Directors Grant, Northrop,**  
32 **Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.**

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34 **I. 2017 WINTER NEWSLETTER REVIEW.....I**

35 The proposed 2017 Winter Newsletter was included in the meeting packets for review and comment. There was  
36 consensus to approve the newsletter.

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38 **J. COMMITTEE REPORTS.....J**

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.**  
47 **e. Discussion of Policy 2.5.0.**

48 President Grant presented the report of the October 12, 2017 Budget and Finance Committee meeting. She  
49 noted a customer’s request for a reduction in the balance due. The Committee has reviewed the policy regarding  
50 delinquent accounts and having done so, recommends denying the request.

1 **Director Northrop made a MOTION to deny the request for a balance due reduction, per the policy in**  
2 **place. Director Salke SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York**  
3 **being in favor, the motion was APPROVED unanimously.**

4  
5 **Director Northrop made a MOTION to roll over the October 19 CD to a 6 month or 1 year CD,**  
6 **whichever has the best return. Director York SECONDED the motion. Directors Grant, Northrop, Salke,**  
7 **Smelser, and York being in favor, the motion was APPROVED unanimously.**

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

10 No report was given.

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

13 No report was given.

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

16 No report was given.

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

19 There were no additional items presented.

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

22 President Grant presented the California Special District Risk Management Authority President's Special  
23 Acknowledgement Award. The District has had no claims paid during the five consecutive years in the  
24 Property/Liability Program. The benefit to having this good record is seen in the insurance rates.

25  
26 **IV. DIRECTORS' COMMENTS**

27 Bear sightings in the Valley were noted.

28  
29 **V. ADJOURNMENT**

30 **There being no further business before the Board, at 10:05 AM Director Northrop made a MOTION that**  
31 **the meeting be adjourned. Director York SECONDED the motion. Directors Grant, Northrop, Salke,**  
32 **Smelser, and York being in favor, the motion was APPROVED unanimously.**

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34 Next regularly scheduled Board meeting – Friday, November 10, 2017, at 9:00 a.m.

35  
36 Respectfully Submitted,

37 Judy Friedman

38 Recording Secretary

39 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

approved as submitted 11/10/17