

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **February 9, 2018**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held
5 Friday February 9, 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; Dave Smelser; Jon Northrop; and Evan Salke. Christine York
11 arrived at 9:05 AM.

12 Directors Absent: None

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

15 Guests Present: Chief Steve Simons and Chief Todd Conradson from North Tahoe Fire Protection District
16 (NTFPD); Ron Ley from Damore Hamric & Schneider, Inc.; Josiah Close and Shawn Koorn from HDR; CPA
17 Mike Dobrowski
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20 **II. PUBLIC COMMENT**

21 There were no comments on items not on today's agenda.
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23 **III. ITEMS FOR BOARD DISCUSSION & ACTION**

24 **A. FINANCIAL REPORTA**

25 District CPA Mike Dobrowski presented the January 2018 financial reports. The main accrual check is coming
26 from NTFPD. No funds for capital projects were paid this month. Dobrowski distributed the depreciation
27 schedule.
28

29 **Director Northrop made a MOTION to accept the January 31, 2018 Financial Reports as presented. Director**
30 **Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor, the**
31 **motion was APPROVED unanimously.**

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33 **Director Northrop made a MOTION to approve debits for payroll and checks 29787 - 29834. Director**
34 **Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor, the**
35 **motion was APPROVED unanimously.**
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37 **B. APPROVAL OF MINUTESB**

38 **Director Salke made a MOTION to approve the minutes of the January 12, 2018 Regular Board of Directors**
39 **meeting as presented. Director Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser,**
40 **and York being in favor, the motion was APPROVED unanimously.**
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42 **C. FIRE DEPARTMENT REPORTC**

43 Chief Simons reported:

- 44 • There have been a significant number of runs, which is unusual for this time of year.
- 45 • Two new firefighters are coming on board in March, as well as a full-time Facilities Coordinator, who
46 will address facilities maintenance and management.
- 47 • Negotiations with the union are close to being completed. One result should be full time staffing at the
48 Alpine Meadows station.
- 49 • A new brush truck, ambulance, and command rigs are scheduled to be delivered soon.

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51 Chief Conradson reported:

- 52 • Work on forest fuels continues. The permitting process is being streamlined.

- The EIR for the Alpine Sierra project includes fuel treatment.
- Rick Schnoor, retired from Placer County Sheriff’s Office, is coming to NTFPD as a Fire Prevention Officer.
- The White Wolf project is moving forward.

D. GENERAL MANAGER’S REPORT.....D

General Manager John Collins presented the January 2018 Manager’s Report, which was included in the Board packets. Highlights included:

- Clarification that White Wolf is within the District’s service area, but not within taxing boundaries.
- The Biological Survey for the Tank 4 and 4A Replacement Project has been completed. There are some minor issues to be addressed, but the project is moving through the permitting process.
- The Dolby Family Trust has purchased the Stanford Chalet subdivision. It’s not clear whether or not a demolition permit has been applied for.

E. OPERATIONS & MAINTENANCE DEPARTMENT REPORTE

Miguel Ramirez presented the Water/Sewer Report for the month of January 2018. A substantial leak between the meter and the main at a house on Trapper McNutt has finally been identified and addressed.

F. TTSA REPORT F

Northrop reported TTSA meets next week.

G. REVIEW THE AMENDMENT TO TERMINATE THE ASCWD 457(B) DEFERRED COMPENSATION PLAN..... G

Collins reported he thought the ASCWD 457 (B) Plan had been cancelled, but Pam Zinn tried to take out some money and discovered it was still active. The employees thought they no longer wanted that plan, but discovered that if the employee makes a contribution, it will be with pre-tax dollars. If the plan is terminated and employees want to contribute to it, it is with after-tax dollars. The plan has been reinstated. A full report was included in the board packets.

H. FINANCIAL AUDIT FOR THE FISCAL YEAR 2017 H

CPA Ron Ley from Damore Hamric & Schneider presented the Financial Statements and Independent Auditor’s Report for Fiscal Years ended June 30, 2017 and 2018. He reviewed the Management Letter Memorandum, noting minor recommendations for internal controls. Overall, the audit resulted in a clean opinion. Ley answered questions clarifying the audit.

Director York made a MOTION to accept the Governance Letter as presented. Director Northrop SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.

Director Northrop made a MOTION to accept the Financial Statements and Independent Auditor’s Report for Fiscal Years Ended June 30, 2017 and 2018. Director Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.

Director York made a MOTION to approve the Independent Accountant’s Report on Agreed-Upon Procedures applied to Appropriation Limit Schedules for Fiscal Year ended June 30, 2018. Director Northrop SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.

Ley noted a regulation requiring auditors to be rotated every few years. ASCWD will still be served by Damore Hamric & Schneider, but a different auditor from the firm will handle this account after 2019.

1 **I. COMPLETED RATE STUDY FROM HDR & SET PUBLIC HEARING DATE FOR**
2 **UTILITY RATE INCREASES.....I**

3 Shawn Koorn from HDR presented the rate study conducted for water, sewer, and garbage and a transition plan
4 to fund upcoming expenses. The proposed rate increases are for the next 5 years. The number used to calculate
5 cash reserves needs to be revised. Noting new regulations as a result of a lawsuit, Koorn described how base
6 and consumption rates are calculated. Josiah Close presented the Proposition 218 requirements that allow
7 customers to protest proposed rates.

8 The proposed water rates increase 2.5% per year to fully fund Operating and Capital, or an average of \$2 per
9 month. Koorn recommends increasing sewer and garbage rates 5% per year, which assumes County garbage
10 rate increases of 3% per year. Discussion followed as the rate study and proposed fees were clarified. The next
11 steps are to confirm the Reserve numbers to finalize the study, conduct the Prop 218 hearing, and when
12 appropriate, have the Board adopt the new rates. Collins was asked to get the Fuels Management Plan from
13 NTFPD to review costs. Salke asked that the total percentage of the rate increase and approximate cost per
14 customer be provided.

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16 **Director Northrop made a MOTION to direct staff to complete the rate study within the guidelines discussed.**
17 **The Board will review the proposed ordinance at the March 9, 2018 Board meeting and set a public hearing**
18 **for May 11, 2018. Rates may be adopted at that meeting. Director York SECONDED the motion. Directors**
19 **Grant, Northrop, Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.**
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21 **J. COMMITTEE REPORTS.....J**

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

- 23 **a. Discuss, if necessary, non-standard transactions.**
- 24 **b. Discuss monthly reports and status of investments/cash and vote to approve, if**
25 **necessary, new investments.**
- 26 **c. Review, discuss and vote to approve, if necessary, requests from customers**
27 **regarding billing issues.**
- 28 **d. Review, discuss and vote to approve, if necessary, requests for unbudgeted**
29 **expenses and capital expenditures.**
- 30 **e. Financial Audit for Fiscal Year 2017**
- 31 **f. Review the agreed upon procedures applied to Appropriations Limits schedules.**

32 Grant presented the report of the February 8, 2018 Budget and Finance Committee meeting. There were no
33 questions. Salke appreciated that Collins has been prudent with CD investments.
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35 **2. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR SALKE)**

36 This Committee did not meet.
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38 **3. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

39 York reported the Committee will meet on March 8, 2018.
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41 **4. LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

42 This Committee did not meet.
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44 **K. OPEN ITEMSK**

45 Grant reported there will be no changes to Committee assignments.
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47 **L. CORRESPONDENCE TO THE BOARD.....L**

48 There was no correspondence submitted for Board review.
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50 **IV. DIRECTORS' COMMENTS**

51 Smelser is the ASCWD appointee to the Alpine Meadows Fire Safe Council. The group is meeting later today.

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V. ADJOURNMENT

There being no further business to come before the Board, at 11:50 AM Director York made a MOTION to adjourn today's meeting. Director Salke SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.

The next regularly scheduled Board meeting is Friday, March 9, 2018 at 9:00 a.m.

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