

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

3 **March 9, 2018**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held
5 Friday March 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
9 reciting the Pledge of Allegiance.

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

12 Directors Absent: None

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

15 Guests Present: Chief Steve Simons from North Tahoe Fire Protection District (NTFPD); Josiah Close
16 from HDR
17

18
19 **II. PUBLIC COMMENT**

20 There were no comments on items not on today's agenda.
21

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

23 **A. FINANCIAL REPORTA**

24 District CPA Mike Dobrowski was on the phone for this portion of the meeting. He presented the
25 financial reports as of February 28, 2018. The cash position is very healthy compared with this time last
26 year. Revenues are up approximately \$23,000 with funds available for Operations and Capital Projects.
27

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

31
32 **Director Northrop made a MOTION to approve debits for payroll and checks 29835 - 29884. Director**
33 **Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York being in favor,**
34 **the motion was APPROVED unanimously.**
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36 **B. APPROVAL OF MINUTESB**

37 **Director Northrop made a MOTION to accept the February 9, 2018 Board meeting minutes as**
38 **presented. Director Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and**
39 **York being in favor, the motion was APPROVED unanimously.**
40

41 **C. FIRE DEPARTMENT REPORTC**

42 Chief Simons reported:

- 43 • There were 180 calls responded to last month, of which 65 were in Alpine. It's definitely busier
44 now that there's snow
- 45 • Simons and Chief Schwartz have completed negotiations with the labor group. One result is that
46 the Alpine station will be staffed daily during a 6-month trial period. During that time, the costs
47 will be evaluated. The goal is to continue daily staffing with at least 2 people. Simons said
48 staffing grants are running out and he does not expect to be able to renew them, so the District
49 will be fully covering personnel costs.
- 50 • Stanford Chalet has been sold, but demolition permits have not been requested to date. The
51 property is secured, but no plans have been submitted for review.

- A Facilities Coordinator has been hired who will maintain NTFPD’s 8 stations. The new person is a licensed contractor.
- Two new firefighters have been hired, in addition to 1 engineer for each shift. In addition, three firefighters have completed probation and are taking their tests next week.
- Simons taught a class at the International Fire chief’s Conference in Reno last week.

Grant asked about funding for defensible space. Simons said Chief Conradson is working on that and will make a report at next month’s ASCWD meeting.

D. GENERAL MANAGER’S REPORT.....D

General Manager John Collins presented his written report. He participated in a meeting regarding Reverse 911 notifications and it was agreed that Alpine Sierra will pay for a coverage study. Collins and Simons described how the proposed system would work. A brief discussion followed regarding updating communications systems in the Valley, including participation from the ski area.

Collins has submitted the application to the US Forest Service for the Tank 4 and 4A Replacement. There was an internal meeting yesterday to review the application, which Collins heard they were expecting.

Collins noted the local meetings he has participated in and said that overall, it’s been a fairly quiet month. Included in his report was a letter from SDRMA commending the District on being part of the Workman’s Compensation Program for 32 years and awarding an \$852 longevity credit.

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

Miguel Ramirez presented the February Water and Sewer Report, which was included in the Board packets. The District produced approximately 6.7 million gallons of water for the month. Approximately 2.5 million gallons of water was sold to the ski area this season. Ramirez and Zinn met with National Meter regarding the mechanisms to identify leaks. All water samples were absent coliform bacteria. Ramirez will be testing for TCP123.

Ramirez reported the District discovered a leak of about 23 gallons per minute due to frozen pipes. The issue has been addressed on behalf of the absentee owner.

F. TTSA REPORT F

Northrop reported the next TTSA meeting is next week. There are no issues and the system is operating normally and efficiently.

G. COMPLETED RATE STUDY FROM HDR & SET PUBLIC HEARING DATE FOR UTILITY RATE INCREASES G

Josiah Close from HDR reported on changes made to the report, per Board direction at the last meeting. The cash balances have been updated, an annual contribution to PERs post-retirement benefits has been included, Fire Fuels Management is shown as a separate fee of approximately \$30.72 per home per year, and garbage rates have been adjusted. Close’s presentation included Reserve funds anticipated from FY 2017/18 to FY 2022/23, within the goal of maintaining \$1 million per year. Proposed rates through FY 2022/23 were reviewed, including base rates, usage, and snowmaking rates. Also in the written presentation was a slide showing the average bill, including average water use, garbage, and the Fire Fuels Management fee.

The next steps to implementing the proposed fees were discussed.

1 **Director York made a MOTION to accept the Rate Study as presented and set a public hearing for**
2 **May 11, 2018 to establish rates. Director Smelser SECONDED the motion. Directors Grant, Northrop,**
3 **Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.**

4
5 **H. ANNUAL AUDIT ENGAGEMENT LETTER & APPROPRIATION LIMITS**
6 **AGREEMENT WITH DAMORE HAMRIC & SCHNEIDER, INC. H**

7 **Director Smelser made a MOTION to approve the Audit Engagement Letter with Damore Hamric &**
8 **Schneider, Inc. not to exceed \$17,500. Director Salke SECONDED the motion. Directors Grant,**
9 **Northrop, Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.**

10
11 **Director Northrop made a MOTION to approve the Appropriation Limits agreement not to exceed**
12 **\$800. Director York SECONDED the motion. Directors Grant, Northrop, Salke, Smelser, and York**
13 **being in favor, the motion was APPROVED unanimously.**

14
15 **I. CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT A.....I**

16 There were no nominations submitted.

17
18 **J. COMMITTEE REPORTS.....J**

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

- 20 **a. Discuss, if necessary, non-standard transactions.**
21 **b. Discuss monthly reports and status of investments/cash and vote to**
22 **approve, if necessary, new investments.**
23 **c. Review, discuss and vote to approve, if necessary, requests from**
24 **customers regarding billing issues.**
25 **d. Review, discuss and vote to approve, if necessary, requests for**
26 **unbudgeted expenses and capital expenditures.**
27 **e. Committee will make recommendations to the Audit Engagement Letter**
28 **& Appropriation Limits.**

29 Grant distributed the March 8, 2018 Budget and Finance Committee report. She noted a CD is due
30 March 22. The Committee recommends renewing it for 6 or 12 months, depending on the rates
31 available. Any interest amount of \$1,000 or more will be added to the CD.

32
33 **Director Northrop made a MOTION to renew the CD due March 22, including any interest dollars of**
34 **at least \$1,000. Director Smelser SECONDED the motion. Directors Grant, Northrop, Salke, Smelser,**
35 **and York being in favor, the motion was APPROVED unanimously.**

36
37 **2. ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR**
38 **SALKE)**

39 Salke reported the Committee is working on changes to the Mission Statement and compiling Board
40 comments for Collins' annual performance review. A report on the General Manager evaluation will be
41 given in April and a Closed Session scheduled for May. Please get all comments to Salke as soon as
42 possible.

43
44 **3. PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR**
45 **YORK)**

46 York reported the Committee met yesterday and does not recommend changes to rates in park passes.
47 There has been an increase in revenues because more people are joining, but the park will probably
48 always operate at a deficit.

49
50 **Director Northrop made a MOTION to keep rates the same as last year for the park pass and the park**
51 **membership application unchanged. Director Salke SECONDED the motion. Directors Grant,**
52 **Northrop, Salke, Smelser, and York being in favor, the motion was APPROVED unanimously.**

1
2 York will present a written report on the Committee’s discussion about the greenbelt in April. The Bird
3 Walk is scheduled for June 9 at 9:00 AM. The date for the Flower Walk will be advised.
4

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

6 This Committee did not meet.
7

8 **K. OPEN ITEMSK**

9 Smelser reported the Alpine Fire Safe Council has met. NTFPD Forester Mike Vollmer feels he may be
10 able to secure additional grant funds since the Fire Fuels Management fee is now a separate line item in
11 the ASCWD budget.
12

13 The Council is going through the process of becoming a certified Fire Safe Council. If that happens,
14 insurance carriers may recognize the designation and lower rates.
15

16 The next meeting is scheduled for April 23, 2018.
17

18 **L. CORRESPONDENCE TO THE BOARD.....L**

19 The Board reviewed all correspondence.
20

21 **IV. DIRECTORS’ COMMENTS**

22 Northrop announced Oz Butterfield retired from TTSA in January. Blake Tresan from Truckee Sanitary
23 District will take Butterfield’s place on the Board.
24

25 **V. ADJOURNMENT**

26 **There being no further business to come before the Board, at 10:08 AM Director York made a**
27 **MOTION to adjourn today’s meeting. Director Smelser SECONDED the motion. Directors**
28 **Grant, Northrop, Salke, Smelser, and York being in favor, the motion was APPROVED**
29 **unanimously.**
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31 The next regularly scheduled Board meeting is Friday, April 13, 2018 at 9:00 a.m.
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33 Respectfully Submitted,
34 Judy Friedman, Recording Secretary
35 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
36

37 APPROVED AS SUBMITTED 4/13/18
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