

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**
3 **June 9, 2017**

4 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held
5 Friday June 9, 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 9:06 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; Christine York

11 Directors Absent: Evan Salke

12 Staff Present: John Collins, General Manager; Buz Bancroft, Operations & Maintenance; Judy Friedman,
13 Recording Secretary.

14 Guests Present: Chief Michael Schwartz and Chief Steve McNamera from North Tahoe Fire Protection
15 District (NTFPD)
16
17

18 **II. PUBLIC COMMENT**

19 Duston and Allison Brook of 1800 Deer Park Drive addressed the Board. They were notified of a water leak in
20 December 2016, but the source could not be identified. The leak was found and repaired this spring. During that
21 period, instead of their water use being at their average of 60,000 gallons, they used 360,000 gallons. They
22 asked that the additional water use be billed at first tier rates instead of the much higher consumption rate. The
23 Board was sympathetic to their situation, but reiterated the policy that costs cannot be rescinded due to leaks. It
24 is pumped water lost in the system.
25

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

27 **A. FINANCIAL REPORTA**

28 District CPA Mike Dobrowski's report was included in the meeting packets. There were no questions or
29 comments.
30

31 **Director Northrop made a MOTION to accept the May 31, 2017 Financial Reports as presented. Director**
32 **York SECONDED the motion. Directors Grant, Smelser, Northrop, and York being in favor, the motion**
33 **was APPROVED unanimously.**
34

35 **Director York made a MOTION to approve debts for payroll and checks 29319 – 29366. Director**
36 **Smelser SECONDED the motion. Directors Grant, Smelser, Northrop, and York being in favor, the**
37 **motion was APPROVED unanimously.**
38

39 **B. APPROVAL OF MINUTESB**

40 **Director Northrop made a MOTION to approve the minutes of the May 12, 2017 Regular Board of**
41 **Directors meeting as presented. Director York SECONDED the motion. Directors Grant, Smelser,**
42 **Northrop, and York being in favor, the motion was APPROVED unanimously.**
43

44 **C. FIRE DEPARTMENT REPORT.....C**

45 Chief Schwartz reported:

- 46 • The Placer County Board of Supervisors has proclaimed June as Wildfire Awareness Month.
- 47 • 2017 is the 10th year anniversary of both the Angora and Washoe fires. A series of events is being hosted
48 by the Tahoe Forest and Fuels Team to keep people "fire aware."
- 49 • Today is the second Red Flag Warning Day in a row. There is a lot of ground material drying out
50 quickly. Everyone needs to be cautious of the fuel load on the ground, particularly when combined with
51 dry winds.

- NTFPD is hosting a barbecue tomorrow in Tahoe City as a way to educate the public on fire awareness, burn bans, and other regulations.
- NTFPD is in the process of preparing next year’s budget.
- Schwartz noted the grant funding approved for chipping in Alpine Meadows has been used by another agency. He has found another funding source that will be available July 1. NTFPD will have funds to provide residential chipping from Emerald Bay to Crystal Bay, including Alpine Meadows. Residents are encouraged to schedule chipping on the NTFPD website, although they can still do it by phone. As the orders come in, they are scheduled according to needs in the neighborhood. NTFPD will not chip piles if a request has not been scheduled.
- Schwartz noted the Response Calls report included in today’s meeting packet.
- The Safety Committee has reviewed all calls from this winter. The District has had no Worker’s Comp claims, despite severe conditions and many calls.

Chief McNamera reported:

- The District reported to 993 calls as of April 1, which was much higher than last Jan – March, mostly due to the weather related issues. That said, calls still remain high.
- McNamera introduced himself. He is responsible for Emergency Medical Services, which accounts for most of the District’s calls, and Information Technology (IT).
- Regarding IT, McNamera is working with AT&T to bring fiber optics into District stations, which would include Alpine Meadows. There could be an opportunity for ASCWD to share that high-speed internet service in this building. He will present the information when it’s ready

Director Grant asked how Cal Fire serves this community. Chief Schwartz explained the role of Cal Fire in supplementing efforts of how the state and federal governments address fire protection. Because of negotiated contracts, the state absorbs costs to fight a fire, using Cal Fire, once it exceeds NTFPD’s responsibility. In addition, Cal Fire enforces state regulations regarding defensible space. Chief Schwartz described the grants that have been awarded to cover staffing and administrative costs, such as a Forester. One of the reasons NTFPD was not in favor of the recent Squaw Valley incorporation efforts, was the potential loss of funding that allowed for Cal Fire in this area. Chief McNamera reiterated the benefits of having Cal Fire. Although it has a different mission and serves the community in a different way than NTFPD, it is an aggressive organization that can provide an incredible amount of air and ground resources quickly. A brief discussion followed as the relationship was clarified.

D. GENERAL MANAGER’S REPORT.....D

General Manager John Collins presented his written report. He highlighted:

- Three contractors attended the pre-bid conference. None of them bid the project, but a contractor who did not attend the meeting submitted a base bid for \$542,493 and an alternative bid for \$424,878, for a total of \$967,371. The Engineers Estimate was \$450,000. Staff will present a recommendation later in today’s meeting.
- The SDRMA insurance will cover storm damage to the 500,000 gallon wood storage tank. Since the insurance is covering it, the FEMA claim was withdrawn.
- COLA for 2016/17 was 2.9% and the budget has been updated to reflect that.
- Collins continues to evaluate the difference between what water is delivered to customers and what is put in the system, but not used, which is water the District does not receive revenue for.

Discussion followed regarding the 40 leak reports sent to customers.

E. OPERATIONS & MAINTENANCE DEPARTMENT REPORTE

Buz Bancroft presented his written report, including the water and sewer reports for the month of May and the Consumer Confidence Report, which will be posted on the website. The only winter damage identified so far was to the redwood tank. Bancroft reported the Park is open. All routine water samples were absent coliform.

1 **F. REVIEW OF THE FINAL 2017-2018 BUDGET AND CAPITAL BUDGET F**

2 The Board reviewed the updated draft Fund by Month budget. Collins clarified specific revenue and expense
3 line items, comparing the proposed with actuals from 2013/14, 2014/15, 2015/16, and 2016/17. This report
4 includes updated figures using CPI. Collins explained the assumptions made when considering revenues and
5 expense increases. The largest expense increase from \$130,000 to \$147,000 for repairs to Tank 4A may be
6 covered by insurance. Discussion followed regarding the proposed budget. Bancroft was asked about security at
7 the dumpsters. He described plans to install cameras and signage stating “you are being recorded; no illegal
8 dumping allowed” as a means of identifying repeat offenders.
9

10 **Director Northrop made a MOTION to approve the 2017/18 Fund by Month Budget as presented.**
11 **Director Smelser SECONDED the motion. Directors Grant, Smelser, Northrop, and York being in favor,**
12 **the motion was APPROVED unanimously.**
13

14 **G. COMMITTEE REPORTS**

15 1. **BUDGET & FINANCE COMMITTEE (DIRECTOR GRANT)..... G**

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

17 President Grant presented the Budget & Finance Committee report dated June 8, 2017. There were no non-
18 standard transactions. Property taxes received from Placer County were \$273,134.60. The Committee will make
19 a recommendation regarding disposition of the CD due in July.
20

21 **b. Discuss monthly financial reports and status of investments/cash and vote to**
22 **approve, if necessary, new investments. None**

23 **c. Review, discuss and vote to approve, if necessary, requests from customers**
24 **regarding billing issues. See Item II above.**

25 **d. Review, discuss and vote to approve, if necessary, requests for unbudgeted**
26 **expenses and capital expenditures. None**

27 **e. Reviewed final 2017-18 staff budget. None**

28 **f. Review the discussion of funding the Districts Post Retirement Benefits**
29 **(CERTB)**

30 The Committee discussed options regarding funding \$70,875 on the District’s books. Discussion will continue
31 and a recommendation will be made to the Board.
32

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

34 No report was given.
35

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

37 No report was given.
38

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

40 No report was given.
41

42 **H. CONTRACT WITH THE PAPER TRAIL FOR BOARD RECORDING SERVICES...H**

43 **Director Northrop made a MOTION to approve the proposal from The Paper Trail as presented.**
44 **Director York SECONDED the motion. Directors Grant, Smelser, Northrop, and York being in favor,**
45 **the motion was APPROVED unanimously.**
46

47 **I. RESOLUTION 4-2017 SDRMA 2017 BOARD OF DIRECTORS ELECTION**
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49
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51

1 Director Northrop made a MOTION to adopt Resolution 4-2017 and vote for Unruh, Hamlin, Aranda,
2 and Beaudet to serve on the Special District Risk Management Authority Board of Directors. Director
3 Smelser SECONDED the motion.
4 Roll Call Vote: AYES: Directors Grant, Smelser, Northrop, and York
5 NOES: None
6 The motion was APPROVED unanimously.

7
8 **J. RESOLUTION 3-2017 ESTABLISHING APPROPRIATIONS LIMITS FOR THE**
9 **FISCAL YEAR JULY 1, 2017 TO JUNE 30, 2018J**

10 Director Northrop made a MOTION to adopt Resolution 3-2017 establishing appropriations limit for the
11 fiscal year July 1, 2017 to June 30, 2018. Director Smelser SECONDED the motion.
12 Roll Call Vote: AYES: Directors Grant, Smelser, Northrop, and York
13 NOES: None
14 The motion was APPROVED unanimously.

15
16 **K. TOTAL COMPENSATION SYSTEMS, INC. CONSULTING SERVICES**
17 **AGREEMENT..... K**

18 Director Northrop made a MOTION to approve the consulting services agreement with Total
19 Compensation Systems Inc. not to exceed \$2,300 for the GASB45 valuations. Director Smelser
20 SECONDED the motion. Directors Grant, Smelser, Northrop, and York being in favor, the motion was
21 APPROVED unanimously.

22
23 **L. ANNUAL AUDIT ENGAGEMENT CONTRACT WITH DAMORE HAMRIC &**
24 **SCHNEIDER FOR THE YEAR ENDING JUNE 30, 2017..... L**

25 It was noted that Director York was not present for this discussion or vote.
26
27 Director Northrop made a MOTION to approve the annual engagement letter with Damore Hamric &
28 Schneider for the annual audit of year-ending June 30, 2017, GASB 68 implementation, and State
29 Controller's report not to exceed \$16,800. Director Smelser SECONDED by motion. Directors Grant,
30 Smelser, and Northrop being in favor, the motion was APPROVED unanimously.

31
32 Director Northrop made a MOTION to approve the engagement letter with Damore Hamric &
33 Schneider to complete the Appropriations Limit notification at a cost not to exceed \$800. Director
34 Smelser SECONDED by motion. Directors Grant, Smelser, and Northrop being in favor, the motion was
35 APPROVED unanimously.

36
37 **M. ADDENDUM NO. 7 AGREEMENT FOR GENERAL MANAGEMENT SERVICES M**

38 Director Smelser made a MOTION to approve the Addendum No. 7 to John M. Collins General Manager
39 Agreement. Director Northrop SECONDED by motion. Directors Grant, Smelser, Northrop, and York
40 being in favor, the motion was APPROVED unanimously.

41
42 **N. REVIEW BID FOR 2017 BOOSTER PUMP STATIONS REPLACEMENT**
43 **PROJECT REBID.....N**

44 General Manager Collins presented the engineer's estimate and bid from TNT Industrial Contractors. This was
45 the only bid received. He does not recommend approval of the bid at this time because it is considerably higher
46 than the engineer's estimate. Collins recommends dropping the project and reallocating the funds towards the
47 tank replacement. He explained his rationale and discussion followed. Director Smelser asked about emergency
48 operations if the pump fails. Bancroft said there is a decent supply in Zones 3 and 4. President Grant added that
49 there is gravity flow in every zone. Discussion followed regarding possible emergency operations if the pump
50 were to fail, the potential for a more favorable bidding climate in the next few years, the current condition of the
51 pump, and benefits of doing the tank replacement now.

1 **Director Smelser made a MOTION to reject the bid from TNT Industrial Contractors in the amount of**
2 **\$967,321 for the booster pump stations replacement project. Director Northrop SECONDED by motion.**
3 **Directors Grant, Smelser, Northrop, and York being in favor, the motion was APPROVED unanimously.**
4

5 **O. OPEN ITEMSO**

6 **Director Northrop made a MOTION to allocate \$750 as a gift of appreciation to Jancis Martin for her**
7 **service to the District over the past 13.5 years. Director York SECONDED by motion. Directors Grant,**
8 **Smelser, Northrop, and York being in favor, the motion was APPROVED unanimously.**
9

10 **P. CORRESPONDENCE TO THE BOARD.....P**

11 No correspondence was presented.
12

13 **IV. DIRECTORS' COMMENTS**

14 Director York announced tomorrow's Bird Walk. The date of the Flower Walk is still to be confirmed, but will
15 probably be the last week of July. Director York will not be at the July ASCWD Board meeting.
16

17 **V. ADJOURNMENT**

18 **There being no further business before the Board, at 10:47AM Director York made a MOTION that the**
19 **meeting be adjourned. Director Northrop SECONDED the motion. Directors Grant, Smelser, and York**
20 **being in favor, the motion was APPROVED.**
21

22 Next regularly scheduled Board meeting – Friday, July 14th, 2017, at 9:00 a.m.
23

24 Respectfully Submitted,

25 Judy Friedman

26 Recording Secretary

27 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS
28

29 Approved as submitted 7/14/17
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