

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

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, August 8, 2014, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

- 1    **1.    CALL TO ORDER**  
2    President Quinan called the meeting to order at 8:30 a.m.  
3    **PLEDGE OF ALLEGIANCE**  
4    Those attending joined in reciting the Pledge of Allegiance.  
5    **ROLL CALL**  
6    Directors Present: Virginia Quinan, President; Janet S. Grant, Vice President;  
7    Jon Northrop; Don Priest; Evan Salke.  
8    Directors Absent: None.  
9    Staff Present: John Collins, General Manager; Mike Dobrowski, CPA (by  
10   telephone); Buz Bancroft, Operations & Maintenance; Jancis Martin, Recording  
11   Secretary.  
12   Guests Present: Troy Caldwell/White Wolf; Chief Schwartz/NTFPD; Tim  
13   Alameda/NTFPD; Steve Simons/NTFPD.  
14   **2.    PUBLIC PARTICIPATION**  
15    None.  
16    **The numbering of the following items matches the original order of the**  
17    **items in the meeting agenda. However, to take best advantage of meeting**  
18    **participants' time, the items were dealt with in a different order during**  
19    **today's meeting, as seen below.**  
20    **3.    ITEMS FOR BOARD DISCUSSION & ACTION**  
21    **A.    Financial Reports:**  
22    Mike Dobrowski, District CPA, participated in discussion of this agenda  
23    item by telephone.  
24
  - The collection of annual bill payments is going well.
  - The last of the June expenses have been paid, but Mike has left the
  - financial books open for accounts payable purposes.
  - Mike will be working on audit-related work this coming week.
  - Director Grant pointed out that there were two errors on page 2 of
  - Mike's memo: 1) the Accounts Payable information is not totaled
  - correctly and 2) the number of months reported for the Garbage
  - Contract (under "Prepays") should be 2, rather than 0. She also
  - mentioned that there were a few "all-zero" budget lines, i.e., lines with
  - no income or expense identified for the entire year. Mike said he
  - would eliminate the all-zero lines from future financial statements.  
25    i.    **July Month-end Financial Statements:** Director Northrop made a  
26    MOTION that the Board accept the July 31 month-end financial  
27    reports, with the removal of the all-zero lines. Director Grant  
28    SECONDED the motion. Directors Grant, Northrop, Priest and Salke  
29    being in favor, the motion was APPROVED.  
30    ii.   **July Expenses Paid & Payable:** The Directors reviewed the monthly  
31    check register. Director Grant made a MOTION that the Board  
32    approve the Expenses Paid & Payable (the debits for payroll and  
33    checks 27562 through 27616). Director Northrop SECONDED the  
34    motion. Directors Grant, Northrop, Priest and Salke being in favor,  
35    the motion was APPROVED.  
36    **B.    Approval of Minutes:**  
37    Director Northrop made a MOTION that the Board approve the minutes of  
38    the July 7, 2014, Regular Board of Directors Meeting. Director Priest  
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1                   SECONDED the motion. Directors Grant, Northrop, Priest and Salke  
2                   being in favor, the motion was APPROVED.

3                   **C. Fire Department Report:**

4                   Chief Schwartz, Tim Alameda and Steve Simons from NTFPD were in  
5                   attendance for this agenda item.

- 6                   • Dispatch Calls: There were 3 calls to dispatch in July, 2 for EMS and  
7                   1 false alarm.
- 8                   • District Responsibility Changes: Tim Alameda and Steve Simons were  
9                   both promoted to division chiefs. Tim will become more involved with  
10                  activities at Meeks Bay, so Steve Simons will be attending more  
11                  ASCWD Board meetings.
- 12                 • Alpine Station Staffing: The station was staffed for 24 days in July.
- 13                 • Fire Season: NTFPD has already had more fire calls to date than they  
14                 had all last year. They have been averaging one fire response per  
15                 day within their district. The majority have been campfires or  
16                 dooryard burns, but there was a structure fire July 4<sup>th</sup> in Tahoe Vista  
17                 and an electrical fire at Rosie's in Tahoe City. Statewide, this year  
18                 there have been 3,616 fires as of July 28; the 5-year average is  
19                 ~2,500 for the same period of time. Nationally, however, the number  
20                 of fires is well under the 10-year average for the same period of time.
- 21                 • Legislation: Chief Schwartz said the governor's budget includes \$10M  
22                 for fuels reduction, but he doesn't know the plan for its disbursement.  
23                 If the funds are not distributed this year, they will be next year. The  
24                 same budget item would provide access to CCC crews.
- 25                 • Defensible Space: Since May 1, Jesse Shirley has done 161  
26                 inspections, 48 hazardous tree removal permits, 50 smaller tree  
27                 removal advisories, and CalFire has done 275 inspections.
- 28                 • Defensible Space: Director Priest said people were getting excited  
29                 about certified letters regarding defensible space. Director Grant said  
30                 residents were concerned about the chipped piles along Alpine  
31                 Meadows Road. Tim said the chipped piles were the responsibility of  
32                 the USFS, who might not be able to remove the piles in the near  
33                 future. He said that the ASCWD Board could direct NTFPD to chip  
34                 the piles, but that the funds for the work would have to be taken from  
35                 the money available for residential chipping in Alpine Meadows. Chief  
36                 Schwartz said he would check with USFS to find out when they  
37                 planned to do the chipping. He and the Board agreed that if the  
38                 USFS could not deal with the piles soon, and the cost to take care of  
39                 the piles was under \$1,000, NTFPD would use the funds it has set  
40                 aside for Alpine Meadows residential chipping to take care of the  
41                 piles; if the cost is greater than \$1,000, NTFPD will come back to the  
42                 Board for further direction. Director Grant asked how many residents  
43                 were making chipping requests; Tim said Pam had the numbers and  
44                 that he would report at the next board meeting the status of the  
45                 chipping program to date (how many piles had been chipped and how  
46                 much had been spent).
- 47                 • Valley-wide Meeting: Director Grant asked if NTFPD would be  
48                 attending the valley-wide meeting Labor Day weekend. Tim said  
49                 someone would be there, probably Jesse Shirley, who has been

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1 attending various annual homeowner association meetings on behalf  
2 of NTFPD.

- 3 • Steve Simons introduced himself. He said he was taking over  
4 operations for NTFPD. He said residential locations were favorable in  
5 Alpine Meadows, that most homes were on the cooler slopes, with  
6 few on the drier south-facing slopes, but that conditions were still  
7 dangerously dry. He recommended that residents keep up with their  
8 defensible space responsibilities. He mentioned that tenants need to  
9 have written permission from property owners to have cooking and  
10 warming fires, which are legal as long as attended.

11 **D. General Manager's Report:**

12 John Collins, General Manager, provided a written report on his activities  
13 during the month of July, with discussion on the following topics:

- 14 • Alpine Meadows Road Bridge Replacement Project: Manager Collins  
15 reviewed the status of the project with Jon Mitchell, the Placer County  
16 representative. The project is scheduled for next year.
- 17 • Alpine Sierra Subdivision: Manager Collins reviewed the easement  
18 edits for water and sewer lines with Chris Nelson, the developer, and  
19 his consultant Doug Clyde. Manager Collins revised the version  
20 edited by legal consultants and forwarded it to the developer for  
21 signature.
- 22 • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:  
23 Manager Collins continued to coordinate with Rick Maddalena as he  
24 shepherds the project through the USFS process; reviewed and  
25 commented on the draft USFS "Decision Memo"; provided Longo  
26 Construction with a set of plans and specifications and asked him to  
27 prepare and submit a bid for Board consideration at the August  
28 meeting; prepared and submitted a proposal to Troy Caldwell;  
29 prepared and submitted a Public Utility Easement to Bear Creek  
30 Association; and coordinated with the ski resort for a construction  
31 staging area in the Subway parking lot. He just received the approved  
32 easement from the USFS.
- 33 • AME Well Re-drill: Manager Collins directed Stantec to proceed with  
34 the final design of the project and met with the Bear Creek Planning  
35 Commission chairperson to review the BCPC approval procedure (per  
36 Dave Smeltzer, "anything will be better than what is there now"). The  
37 plan is to bid it and do the work in the spring.
- 38 • CalPERS: Discussed later in today's meeting (item 3G).
- 39 • Other: Matt Webb continued to have problems with the legal  
40 description of the Alpine Manor and other easements (Manager  
41 Collins will meet with Matt to better understand the issue); Manager  
42 Collins and Staff completed their two-hour harassment prevention  
43 training; Manager Collins reviewed and commented on the draft snow-  
44 making rate analysis report prepared by HDR and received the  
45 completed report (Manager Collins will meet with ski area personnel  
46 to give them a heads-up but the proposal wouldn't be put into effect  
47 until their current contract is fulfilled).
- 48 • Troy Caldwell thanked Manager Collins for the proposal regarding  
49 District use of his easement for the water- and sewer-line project. He

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1                   said he was willing to keep his easement in the mix for use in the  
2                   project and could come down a couple \$100K if it would help the  
3                   District. He asked Manager Collins to stay in touch with him as bids  
4                   come in. Troy also mentioned that he had considered becoming a  
5                   Board member, but that the perceived conflict of interest would be too  
6                   great, since he is a developer.

7                   **E. Operations & Maintenance Department Report:**

8                   Buz presented a written report for the month of July that included status  
9                   updates on water, sewer, garbage and other services provided by the  
10                  District.

- 11                  • Maintenance performed: Staff maintained the Park daily; replaced  
12                  several more meter yokes that were leaking; continued replacing old  
13                  water meters with remote read meters (about 90 remain to be  
14                  replaced); worked with several contractors locating and inspecting  
15                  sewer and water lines.
- 16                  • All routine and quarterly spring water samples were absent coliform  
17                  bacteria.
- 18                  • Director Salke asked if the District was on target to complete the  
19                  remote-read meter project. Buz said yes, that Staff might finish up a  
20                  few in the spring, the rest on an as-needed basis, and that the project  
21                  should be completed by June 2015.
- 22                  • Director Priest asked if water production had increased because  
23                  residential usage was up. Buz said it was because the pressure of  
24                  the springs had been set a little higher, not that usage was higher.
- 25                  • Director Salke asked if Bear Creek Association's usage was up, due  
26                  to having to fill their pond. Buz said in the past the District would  
27                  typically be supplying them with 20-25gpm at this time of the year.  
28                  However, BCA did a lot of repair work around their pond spillway, and  
29                  now needs only 14gpm. The recent rains may allow them to cut their  
30                  usage even further.

31                  **F. Resolution 6-2014: Adopting a Water Conservation Program:**

32                  Manager Collins explained that the State Water Resources Control Board  
33                  recently issued a mandate for California residents to limit water usage.  
34                  The mandate includes requirements for water agencies to encourage  
35                  their customers to comply. District counsel drafted Resolution 6-2014 to  
36                  comply with the mandate. Manager Collins said the District would  
37                  probably be repealing the Resolution at some point in the future.  
38                  President Quinan asked Steve Simons if landscape watering affected fire  
39                  flow. Steve said well-watered landscaping helps protect a structure better  
40                  than dry grass. At 9:10 a.m., President Quinan opened the public  
41                  hearing. In the absence of any public input, at 9:10 a.m. President  
42                  Quinan closed the public hearing. Director Grant made a MOTION that  
43                  the Board approve Resolution 6-2014: Adopting a Water Conservation  
44                  Program. Director Priest SECONDED the motion. Roll was called to  
45                  approve the Resolution. Ayes: Directors Grant, Northrop, Priest, Salke  
46                  and President Quinan. Noes: none. The Resolution was APPROVED.

47                  **G. Resolution 7-2014: Amendment to Contract between the Board of**  
48                  **Administration California Public Employees' Retirement System and**  
49                  **ASCWD:**

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1                   Manager Collins met with Staff and reviewed the CalPERS proposal for  
2                   retirement benefits. Staff requested that he proceed with the proposal to  
3                   switch them to the CalPERS plan. The switch will be a financially neutral  
4                   transaction for the District. The next step is for a secret ballot vote by  
5                   Staff and then for the Board to adopt an ordinance to kick off CalPERS.  
6                   Management and Staff recommend switching to the CalPERS retirement  
7                   plan, feeling that it would be a better plan than the current one to attract  
8                   future employees. Right now the District contributes 11.6% to the Staff  
9                   retirement plan. CalPERS would require the District to contribute 6.25%  
10                  and Staff to contribute 6.25%. Manager Collins recommended that the  
11                  difference between the 11.6% and 6.25% (the District's current and  
12                  proposed future contributions) be used to increase each employee's  
13                  salary and that the employees make up the difference to make their  
14                  6.25% contribution. Staff asked for the CalPERS plan "2% at 62 with 5  
15                  years to vest"; it would provide that, at retirement, each member of Staff  
16                  would receive 2% times the number of years times the average highest  
17                  three years' salary as their annual retirement pay. Director Salke  
18                  suggested that the Board approve Resolution 7-2014 today, and that  
19                  Manager Collins then provide a basic financial analysis for the Board to  
20                  look at when evaluating approval of the proposed retirement plan;  
21                  Manager Collins agreed. Director Northrop made a MOTION that the  
22                  Board approve Resolution 7-2014: Amendment to Contract between the  
23                  Board of Administration California Public Employees' Retirement System  
24                  and the Board of Directors of ASCWD. Director Salke SECONDED the  
25                  motion. Roll was called to approve the Resolution. Ayes: Directors  
26                  Grant, Northrop, Priest, Salke and President Quinan. Noes: none. The  
27                  Resolution was APPROVED.

28                  **H. Resolution 8-2014: Accepting Grant of Easement Located on Parcel**  
29                  **095-232-004 (Vastine):**

30                  Director Northrop made a MOTION that the Board accept Resolution 8-  
31                  2014: Accepting Grant of Easement Located on Parcel 095-232-004.  
32                  Director Priest SECONDED the motion. Roll was called to approve the  
33                  Resolution. Ayes: Directors Grant, Northrop, Priest, Salke and President  
34                  Quinan. Noes: none. The Resolution was APPROVED.

35                  **I. Resolution 9-2014: Accepting Release & Encroachment Agreement**  
36                  **on Parcel 095-232-004 (Vastine):**

37                  Director Northrop made a MOTION that the Board accept Resolution 9-  
38                  2014: Accepting Release & Encroachment Agreement on Parcel 095-  
39                  232-004. Director Salke SECONDED the motion. Roll was called to  
40                  approve the Resolution. Ayes: Directors Grant, Northrop, Priest, Salke  
41                  and President Quinan. Noes: none. The Resolution was APPROVED.

42                  **J. Longo Contract for Construction of Water Line and Sewer Line:**

43                  Manager Collins recommended approval of the contract and felt it was a  
44                  reasonable price. Director Northrop made a MOTION that the Board  
45                  approve the contract with Longo to construct the Chalet Road to John  
46                  Scott Trail Waterline, PRV & Sewer-line, in the amount of \$662,610.  
47                  Director Priest SECONDED the motion.  
48                  During discussion, Director Priest asked how Board approval of the  
49                  contract fit with Troy Caldwell's willingness to negotiate. Manager Collins

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1 said the District needed to go ahead with much of the project, but that  
2 there is a portion of the project that could use Troy's water line. Troy said  
3 his easement is still available for the water line part of the project if the  
4 District is interested. He also said he felt Longo provided a good price in  
5 the contract. Troy asked if the contract provided clauses covering hitting  
6 bedrock and removal of old growth; Manager Collins said yes, both are  
7 priced in the contract. Troy asked if Staff had a preference for either of  
8 the alignments in terms of maintenance and accessibility; Buz said the  
9 only accessibility issue would be the vault, but the District has other such  
10 vaults to access and maintain so Staff does not see it as a problem.  
11 Director Northrop asked if Longo would be using a vermeer wheel;  
12 Manager Collins said he didn't know, that the contractor makes decisions  
13 as to how to do the job. Director Priest asked if the access road to the  
14 Alpine Sierra Project would go over the proposed line; Manager Collins  
15 said yes, if the subdivision ever goes in. Noting that the bid specified  
16 ductile iron, Troy asked if the project had to meet 95% compaction;  
17 Manager Collins said no. Troy asked if the project specified using  
18 existing soil for backfill; Manager Collins said yes. Director Priest asked if  
19 the contract fit within the capital budget; Manager Collins said yes, that he  
20 had allocated \$709,500. Directors Grant, Northrop, Priest and Salke  
21 being in favor, the motion was APPROVED.

22 **The Board took a break between 9:40 and 9:45.**

23 **K. Director Quinan's Resignation & Replacement:**

24 President Quinan said she would be resigning after the conclusion of  
25 today's meeting.

- 26 • Manager Collins said the current Vice President, Director Grant,  
27 would be acting as President until December. He added that the Vice  
28 President can be made President and can appoint a Vice President.  
29 The Board can also appoint someone to fill the remainder of President  
30 Quinan's term. Director Priest said he was currently selling his house,  
31 that he would likely be at the next Board meeting, but would be  
32 resigning as soon as the sale was finalized, leaving a vacancy of a  
33 month or two.
- 34 • When the deadline for Board candidates to file their applications  
35 passes, the Board will know if they will have to appoint or if enough  
36 people are running to fill the vacant positions. Several people have  
37 contacted Manager Collins about serving. There are three openings.  
38 If three people file to run, they will automatically be on the Board  
39 without an election; if fewer than three people run, the Board will have  
40 to decide how to fill the remaining vacancies.
- 41 • The Board decided they preferred that Director Grant serve as  
42 President. Director Northrop said he would be happy to serve as Vice  
43 President. The positions will be in effect until the end of the current  
44 term.
- 45 • The Budget & Finance Committee will need one of the remaining  
46 Directors to fill the vacancy created by President Quinan's resignation.  
47 Director Grant asked if Director Salke would serve for the next 3  
48 months. Director Salke agreed to serve if a more experienced  
49 Director was in charge of the Committee.

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- 1           **L.     District Mission Statement:**  
2           The Board reviewed the mission statement as modified during last  
3           month's Board meeting. Director Salke said he felt good about it.  
4           Director Northrop made a MOTION that the Board approve the District  
5           mission statement as presented. Director Salke SECONDED the motion.  
6           Directors Grant, Northrop, Priest and Salke being in favor, the motion was  
7           APPROVED.
- 8           **M.     Policy 1.0.0: Board of Directors Policy of Operation:**  
9           The Board reviewed the revised Policy, incorporating changes suggested  
10          in last month's meeting regarding Directors' participation in Board  
11          meetings via teleconferencing. Director Northrop made a MOTION that  
12          the Board approve the revised Policy 1.0.0: Board of Directors Policy of  
13          Operation as presented. Director Priest SECONDED the motion.  
14          Directors Grant, Northrop, Priest and Salke being in favor, the motion was  
15          APPROVED.
- 16          **N.     TTSA Report:**  
17          Director Northrop provided the agenda and his own written report for the  
18          July 9, Regular Meeting.  
19
  - 20           • The plant is operating normally and efficiently.
  - 21           • All waste water discharge requirements are being met.
  - 22           • Marcia Beals is resigning August 16 for health reasons.  
23          The next TTSA Board meeting is scheduled for August 13.
- 24          **O.     Committee Reports:**  
25          i.    **Budget & Finance Committee:** President Quinan presented a written  
26          report of yesterday's Committee meeting.  
27          a.    **Non-standard Transactions:** None.  
28          b.    **Investments/cash:** Manager Collins will roll over the \$100K CD  
29          on August 29. The checking account balance is high now, due to  
30          the influx of annual bill payments. Cash reserves will be used for  
31          three months at \$80K per month (operating costs) and the  
32          remaining balance will be split between LAIF (~\$300K) and Placer  
33          County (~\$100K) to balance the accounts.  
34          c.    **Letters from Customers Regarding Billing Issues:** None.  
35          d.    **Requests for Unbudgeted Expenses:** None.  
36          e.    **Next meeting:** Scheduled for Thursday, September 11 at 9:30  
37          a.m.  
38          ii. **Administration & Personnel Committee:** No meeting.  
39          iii. **Park, Recreation & Greenbelt Committee:** No meeting.  
40          iv. **Long Range Planning Committee:** No meeting.
- 41          **P.     Open Items:**  
42
  - 43           • The next Board meeting will be held at its regularly scheduled date  
44           and time: Friday, September 12 at 8:30 a.m.
- 45          **Q.     Correspondence to the Board:** None.
- 46          **4.     DIRECTORS' COMMENTS:**  
47
  - 48           • Director Northrop said the Board and community will miss President Quinan.
  - 49           • Director Priest will be submitting a letter of resignation to the Board when his  
          house escrow closes. The Board thanked him for his service.
  - Troy thanked President Quinan and Director Priest and expressed  
          appreciation for their service.

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**5. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 10:08 a.m.

Respectfully Submitted,

approved as submitted 9/12/14

Jancis Martin  
Recording Secretary