

**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 Thursday, October 16, 2014, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Grant 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: Janet S. Grant, President; Jon Northrop; Evan Salke.

7 Directors Absent: None.

8 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &
9 Maintenance; Mike Dobrowski, District CPA (by telephone); Pam Zinn, Office
10 Manager; Jancis Martin, Recording Secretary.

11 Guests Present: Steve Simons/NTPFD; David Rodriguez/Meeks Bay Fire
12 Protection District (MBFPD).

13 **2. SWEARING-IN CEREMONY FOR CHRISTINE YORK**

14 Manager Collins swore in Christine York, the Board member who will be filling
15 the seat left vacant by Don Priest's resignation.

16 **3. PUBLIC PARTICIPATION**

17 None.

18 **4. ITEMS FOR BOARD DISCUSSION & ACTION**

19 **A. Financial Reports:**

20 Mike Dobrowski, District CPA, participated in discussion of this agenda
21 item by telephone.

- 22 • The auditors completed their field work for the upcoming audit. It
23 went well with no major problems identified.
- 24 • The largest transaction of the month was the ~\$174K check to
25 Longo for further work on the water line, a capital project.
- 26 i. **September Month-end Financial Statements:** Director Northrop
27 made a MOTION that the Board accept the September 30 month-end
28 financial reports. Director Salke SECONDED the motion. Directors
29 Northrop, Salke and York being in favor, the motion was APPROVED.
- 30 ii. **September Expenses Paid & Payable:** The Directors reviewed the
31 monthly check register. Director Salke made a MOTION that the
32 Board approve the Expenses Paid & Payable (the debits for payroll
33 and checks 27677 through 27725). Director Northrop SECONDED
34 the motion. Directors Northrop, Salke and York being in favor, the
35 motion was APPROVED.

36 **B. Approval of Minutes:**

37 Director Northrop made a MOTION that the Board approve the minutes of
38 the September 12, 2014, Regular Board of Directors Meeting. Director
39 Salke SECONDED the motion. Directors Northrop, Salke and York being
40 in favor, the motion was APPROVED.

41 **C. Fire Department Report:**

42 Steve Simons from NTPFD, Dave Rodriguez from MBFPD and Pam Zinn
43 were in attendance for this agenda item.

- 44 • Fire Season:
 - 45 ○ An NTPFD firefighter was burned on the job. He was off work for
46 6 weeks, but recovered well and is back at work.
 - 47 ○ NTPFD sent crews to the King, Applegate and Happy Camp fires.
 - 48 ○ King Fire: Steve ascended Ward and Squaw Peaks to evaluate
49 the fire as it drew closer to the Tahoe area. He spent a lot of time

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- 1 going down to the Foresthill command post, to help them
2 understand the concerns about the fire spreading into the Five
3 Lakes area. NTFPD held community meetings at Squaw Valley
4 and at the high school. The meetings were well attended (400-
5 500 at each). Dealing with the fire was stressful but provided
6 good training opportunities, especially in contingency planning.
7 The draft evacuation plan NTFPD developed will be turned into a
8 document that can be used in the future.
- 9 ○ Steve suggested that the Directors remind area residents that fire
10 season is not over.
 - 11 ● Staffing: NTFPD has hired 25 people over the last two years. Three
12 were recently hired and are attending a multi-agency academy in
13 Carson City.
 - 14 ● Iron Man: NTFPD prepared and was standing by to provide support
15 for the race, but race officials had to call off the event. Air quality was
16 okay in Kings Beach but horrible in Truckee.
 - 17 ● Dispatch Calls: There were 3 calls to dispatch in September.
 - 18 ● Station Staffing: The Alpine Meadows fire station has not been staffed
19 much recently, since the newer NTFPD personnel are currently being
20 trained in Tahoe City and are not yet experienced enough to staff
21 stations by themselves. Steve said he expected the newer personnel
22 would be trained in time to provide more extensive station staffing
23 during the ski season.
 - 24 ● Other NTFPD news: NTFPD participated in a multi-agency confined
25 space rescue training session with Truckee Fire at TSD. NTFPD also
26 just received the go-ahead to purchase a new ambulance, to replace
27 an ailing one.
 - 28 ● Ebola: NTFPD is paying attention to concerns about the potential
29 spread of the Ebola virus in the United States. They are going
30 through the CDC guidelines and checking their personal protective
31 equipment. Ebola readiness will be the topic for training this month
32 here and at the dispatch center.
 - 33 ● Chipping program:
 - 34 ○ Last month, Jesse Shirley performed 45 defensible space
35 inspections and issued 18 tree permits.
 - 36 ○ David said Alpine Meadows residents did really well in complying
37 with the defensible space inspections this year and that they were
38 to be commended. The chipping program serviced 180 homes in
39 the valley, chipping and removing 297.5 yards of material.
 - 40 ○ Between September 12 - when the ASCWD Board approved \$10K
41 worth of further chipping work - and the deadline of September 30,
42 the chippers spent \$6,734.65 to finish up the remaining slash piles
43 in the valley.
 - 44 ○ After the deadline, 7 new piles popped up. There is one really big
45 pile in the Bear Creek area; nobody answered the door when
46 David knocked. Director Salke suggested that David contact Tim
47 Granger, property manager for the Bear Creek Association, to get
48 contact information for the property owner. There is a problem
49 pile on Mineral Springs. The chipping crew has tried to chip it 5

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- 1 times but it contains trash and debris, is not stacked, and is
- 2 located on the driveway. The chipping crew was able to chip part
- 3 of it but had to leave the rest.
- 4 ○ David asked the Directors to keep him in mind when they do their
- 5 planning for next year's chipping program. If the Board wishes to
- 6 set up a storage area in the valley where residents can deposit
- 7 unwanted chips and other residents can obtain chips for
- 8 landscaping, the Meeks Bay chipping crew can help with that.
- 9 The Meeks Bay chipping crew can also remove a lot of chips in its
- 10 big truck, but then the chipping costs more, due to the
- 11 transportation time involved.
- 12 ○ Director Salke suggested that the documentation David makes
- 13 available to Meeks Bay residents also be provided to valley
- 14 residents during spring melt so they can do a better job with pile
- 15 creation. David said the documentation covers how to do
- 16 defensible space, build piles, prioritize defensible space work that
- 17 may seem overwhelming (e.g., raking pine needles and lopping
- 18 lower branches can be done by homeowners, thereby minimizing
- 19 the cost of work remaining to be done by a tree trimming
- 20 contractor). Director Salke said if the document was available in
- 21 PDF form, the District could make it available on its website.
- 22 David agreed, adding that the more information provided to
- 23 residents, the quicker and more efficiently the chipping work can
- 24 be done.

D. General Manager's Report:

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

- 26 ● Alpine Meadows Road Bridge Replacement Project: There was no
- 27 activity.
- 28 ● Alpine Sierra Subdivision: There was no activity.
- 29 ● Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
- 30 Manager Collins reported that construction began the first week of
- 31 September. The sewer main was replaced from John Scott Trail to
- 32 Ginzton Road. As of the end of the month, ~150 feet of sewer
- 33 remained to be replaced. The water main portion of the project was
- 34 started the first week of October. Manager Collins responded to two
- 35 homeowners, who had concerns regarding mudslides and
- 36 avalanches. Director Salke asked if everything was within budget so
- 37 far, especially with respect to rock excavation; Manager Collins said
- 38 yes, everything was looking good. President Grant asked if the
- 39 project would be completed this season; Buz said the sewer line
- 40 probably would, but the water line's completion was weather-
- 41 dependent. Director York asked if there was a stop work date; Buz
- 42 said no, that the District did not have to comply with TRPA's October
- 43 15 rule. Placer County has a rule, but they are liberal with it.
- 44 ● AME Well Re-drill: Stantec submitted 90% complete plans for the
- 45 2014 well-equipping project. Staff will review the documentation this
- 46 month. The project is scheduled for spring. One of the two adjacent
- 47 neighbors reviewed and approved the plans, the other has not
- 48
- 49

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1 reviewed the plans and Manager Collins is following up with them to
2 make sure they know what the plans look like.
3 • CalPERS: Manager Collins completed and returned the final
4 CalPERS material, and coordinated the set-up of the necessary
5 contract to complete the necessary payroll deductions.
6 • Other: worked with TTSA regarding their interceptor bypass and
7 repair efforts (they are using the District Park parking lot for their
8 shuttle vehicles); worked with auditors, including preparation of a
9 rough draft valuation report and actuarial certification of post-
10 retirement benefits (each post-retirement health care benefit package
11 is worth about \$930K, assuming all of the current employees remain
12 employed at the District until retirement age); worked with NTFPD and
13 interacted with District customers regarding the King fire (attended
14 briefings and did some patrols in the valley, Pam served as
15 information central for the valley); responded to the contractor who
16 broke the sewer line at 2139 River Road and worked out repair
17 details; Matt Webb continues to have problems with the legal
18 description for Alpine Manor; worked with Pam on filling the Board
19 vacancy and contacted Christine York regarding early Board
20 appointment; attended the monthly TTSA managers' meeting;
21 delivered water samples to the lab.

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

23 Buz presented a written report for the month of September that included
24 status updates on water, sewer, garbage and other services provided by
25 the District.

- 26 • Maintenance performed: Staff maintained the Park daily; completed
27 the yearly TV and sewer line cleaning program (one discovery of
28 grease build-up via the TV program probably saved a nasty spill into
29 Bear Creek – they cleaned it and will keep an eye on that spot in the
30 future); worked with Longo on the Chalet Road to John Scott Trail
31 Waterline, PRV & Sewer-line Project; continued the capital project of
32 replacing old water meters with new remote read meters (there are 40
33 left to do, some will get done in the spring – Buz will probably ask for
34 one more year of labor to finish the project next summer).
- 35 • President Grant asked if the District would start doing remote
36 readings. Buz said that Staff was already doing remote readings and
37 Pam has been putting in the new meter numbers. Doing the readings
38 remotely will allow Staff to do the annual meter reads in a single day
39 vs. the three weeks it took to read the old ones manually. It has
40 already allowed them to find some leaks, notify homeowners and get
41 leaks stopped sooner than in the past.
- 42 • All routine water samples were absent coliform bacteria.

43 **F. Resolution 12-2014: Electing to be Subject to Public Employees'**
44 **Medical and Hospital Care Act and Fixing the Employer's**
45 **Contribution at an Amount Equal to or Greater Than That Prescribed**
46 **by Government Code Section 22892(b):**

47 Manager Collins explained that the Resolution is a CalPERS requirement.
48 Pam added that the District has to leave the old Resolution in place to
49 keep Lew Tift covered; this Resolution will cover the employees using the

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1 CalPERS retirement program. President Grant asked if the District was a
2 qualified agency as defined in Section 4d; Manager Collins said yes.
3 Manager Collins said Pam Zinn would be the individual defined in Section
4 4e. Director Salke asked if the Resolution would result in any negative
5 ability for employees to obtain Medicare; Pam said no, at the age of 65
6 CalPERS switches the employee to another plan that will cost the District
7 less money. Director Northrop made a MOTION that the Board adopt
8 Resolution 12-2014: Electing to be Subject to Public Employees' Medical
9 and Hospital Care Act and Fixing the Employer's Contribution to an
10 Amount Equal to or Greater Than That Prescribed by Government Code
11 Section 22892(b). Director Salke SECONDED the motion. Roll was
12 called to approve the Resolution. Ayes: Directors Northrop, Salke and
13 York, and President Grant. Noes: none. The Resolution was
14 APPROVED.

15 **G. Resolution 13-2014: Accepting Grant of Easement Located on Bear**
16 **Creek Association Parcel 095-273-009:**

17 Manager Collins explained that the Board approved the deed but didn't
18 approve the Resolution last time. Director Northrop made a MOTION that
19 the Board approve Resolution 13-2014: Accepting Grant of Easement
20 Located on Bear Creek Association Parcel 095-273-009. Director Salke
21 SECONDED the motion. Roll was called to approve the Resolution.
22 Ayes: Directors Northrop, Salke and York, and President Grant. Noes:
23 none. The Resolution was APPROVED.

24 **H. Holdrege & Kull Proposal for Geotechnical Engineering Report:**

25 Manager Collins said this agenda item and the next one (4I) provide for
26 Board acknowledgment of proposals Manager Collins has already
27 approved, since 1) the Board previously authorized him to approve
28 contracts under \$10K and 2) he wanted to get work started before snow.
29 Director Northrop made a MOTION that the Board acknowledge that
30 Manager Collins approved Holdrege & Kull's proposal for the water
31 storage tank construction project, in an amount not to exceed \$5,700.
32 Director Salke SECONDED the motion. Directors Northrop, Salke and
33 York being in favor, the motion was APPROVED.

34 **I. Andregg Geomatics Proposal for Additional Topographic Surveys**
35 **for Water Storage Tanks 4 & 4A:**

36 Director Northrop made a MOTION that the Board acknowledge that
37 Manager Collins approved Andregg Geomatics' proposal for additional
38 topographic surveys for the water storage tank construction project, in an
39 amount not to exceed \$2,950. Director York SECONDED the motion.
40 Directors Northrop, Salke and York being in favor, the motion was
41 APPROVED. Manager Collins said he was working on a contract with
42 Stantec to do the design for the tank and one with Larry Heywood for
43 avalanche risk analysis, since the tank is on USFS property.

44 **J. Draft Fall Newsletter:**

45 The Board reviewed the draft fall newsletter. Director Salke suggested
46 adding a warning about the hazard of grease in sewer lines. Manager
47 Collins will also add Director York's name to the list of Directors.

48 **K. TTSA Report:**

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1 Director Northrop provided his own written reports and minutes for the
2 August 13 Regular Meeting and August 28 Special Meeting; his own
3 written report for the September 17 Special Meeting; agendas for the
4 September 17, September 22, and October 6 Special Meetings; and
5 notice of cancellation of the October 8 Regular Meeting. Director
6 Northrop reported that:

- 7 • The plant is operating normally and efficiently.
- 8 • All waste water discharge requirements are being met.
- 9 • TTSA is still trying to hire a general manager.
- 10 • TTSA awarded a contract for the 2014 Truckee River Interceptor
11 Rehabilitation Project.

12 **L. Committee Reports:**

- 13 i. **Budget & Finance Committee:** President Grant presented a written
14 report of yesterday's Committee meeting.
 - 15 a. **Financial Reports:** The Committee reviewed the reports.
 - 16 b. **Cash Reserve for Capital Projects:** The Committee will review
17 this report again shortly after the beginning of next fiscal year.
18 The Committee members discussed adding a review of the
19 Capital Long Range Budget along with a copy of the Depreciation
20 Schedule to the November Committee agenda.
 - 21 c. **Investments/cash:** Per the Committee's recommendation,
22 Director Northrop made a MOTION that the Board authorize
23 Manager Collins to roll over the \$100K CD maturing October 17.
24 Director Salke SECONDED the motion. Directors Northrop, Salke
25 and York being in favor, the motion was APPROVED. Director
26 Salke said that he approved of the current laddering of CDs and
27 that he felt Manager Collins was being prudent in their
28 management.
 - 29 d. **Letters from Customers Regarding Billing Issues:** None.
 - 30 e. **Requests for Unbudgeted Expenses:** None.
 - 31 f. **Next meeting:** Scheduled for Thursday, November 13 at 9:30
32 a.m.
- 33 ii. **Administration & Personnel Committee:** No meeting.
- 34 iii. **Park, Recreation & Greenbelt Committee:** No meeting.
- 35 iv. **Long Range Planning Committee:** No meeting.

36 **M. Open Items:**

- 37 • Pam reported that the District had been invoiced \$2,072.20 for the
38 chipping done along Alpine Meadows Road, but has not yet paid the
39 bill. She asked if the Board wanted to ask the homeowner
40 associations to participate in payment of the invoice. After discussion,
41 the Board agreed that the District should pay the invoice, but should
42 also send the three homeowner associations, KSL (the ski area) and
43 the Fire Safe Council a letter advising them of the outstanding bill and
44 asking for contributions, since the chipping work was the result of
45 work coordinated by the Fire Safe Council and improved the safety of
46 the entire valley. President Grant directed Manager Collins to send
47 the letters.

48 **N. Appointment of New Director:**

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1 The Board received communications from Michael Battey and from
2 Joshua Masur, both of whom previously expressed interest in filling the
3 Board position left vacant by Virginia Quinan’s resignation. Nobody
4 responded from the pool of candidates interviewed by the Board after
5 Barbara Danz resigned. Joshua Masur is unable to attend meetings
6 regularly at this point in time, so Michael Battey is currently the only viable
7 candidate. Director York said he seemed qualified if he was able to be
8 here once a month for meetings. President Grant reported that he said
9 he would be able to; he has a business office in Tahoe City, has a
10 vacation home in Bear Creek, and is considering making the Bear Creek
11 home his full-time residence. Director Northrop said Michael’s resume
12 looked good and liked that his background was in finance. Manager
13 Collins said he would call Michael, indicate the Board’s interest, and tell
14 him if he shows up at the next meeting, the Board will swear him in to fill
15 the vacant position.

16 **O. Correspondence to the Board:** The Board received emails from Joshua
17 Masur and Michael Battey regarding the vacant Board position (see
18 previous agenda item).

19 **5. DIRECTORS’ COMMENTS:**

- 20 • President Grant said she would be unable to attend the December meeting
21 on its currently scheduled date, but could attend if it were delayed a week.
22 The Board will discuss the schedule of the December meeting at next
23 month’s meeting.

24 **6. ADJOURNMENT**

25 There being no further business before the Board, the meeting was adjourned at
26 10:19 a.m.

27
28 Respectfully Submitted,

approved as submitted 11/14/14

29
30
31
32 Jancis Martin
33 Recording Secretary