

**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, November 8, 2013, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 Vice 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; Jon Northrop; Don Priest; Evan Salke.

7 Directors Absent: Virginia Quinan.

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

11 Guest Present: Tim Alameda/NTFPD; Dave Zaski/NTFPD.

12 **2. PUBLIC PARTICIPATION**

13 None.

14 **3. ITEMS FOR BOARD DISCUSSION & ACTION**

15 **A. Financial Reports:**

16 Mike Dobrowski, District CPA, participated in discussion of this agenda
17 item by telephone.

- 18 • Mike reported that it was a fairly routine month financially. The most
19 significant cash outlay was for the AME Well.
- 20 • The Fixed Assets current year total, on page two of the cover memo,
21 was reported incorrectly; Mike said it was actually \$190K, not \$96K.
- 22 • The District's cash position increased by \$113K over the prior fiscal
23 year.
- 24 • Director Salke asked for a status update on the collection of
25 delinquent accounts. Mike said the Accounts Receivable line item on
26 the Balance Sheet shows the status: \$28.3K remains outstanding vs.
27 \$45.6K at the same time last year, for an improvement of \$17.3K over
28 last year.

29 i. **October Month-end Financial Statements:** Director Northrop made
30 a MOTION that the Board accept the October 31, 2013 month-end
31 financial reports. Director Salke SECONDED the motion. Directors
32 Northrop and Salke being in favor (Director Priest had not yet arrived),
33 the motion was APPROVED.

34 ii. **October Expenses Paid & Payable:** The Directors reviewed the
35 monthly check register. Director Northrop made a MOTION that the
36 Board approve the Expenses Paid & Payable (the debits for payroll
37 and checks 27115 through 27166). Director Salke SECONDED the
38 motion. Directors Northrop and Salke being in favor, the motion was
39 APPROVED.

40 **B. Approval of Minutes:**

41 Director Northrop made a MOTION that the Board approve the minutes of
42 the October 11, 2013, Regular Board of Directors Meeting. Director
43 Salke SECONDED the motion. Directors Northrop and Salke being in
44 favor, the motion was APPROVED.

45 **C. Fire Department Report:**

46 Tim Alameda and Dave Zaski from NTFPD were in attendance and
47 reported the following:

- 48 • ASCWD Fire Code: An update to the Code will be presented at a
49 public hearing during the ASCWD December Board meeting. In

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1 response to a question from Vice President Grant, Tim reported that
2 most of the changes in the proposed update were to bring it in line
3 with the state fire code. An additional change is that the Code will
4 require the tops of all propane stakes to be painted orange, replacing
5 the current custom of painting stakes vendor-associated colors. The
6 section of the Code regarding fire suppression sprinklers in Alpine
7 Meadows, which is more stringent than the equivalent section in the
8 state code, will remain the same in the update as in the current
9 version of the ASCWD Fire Code.

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

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

- 13 • Alpine Meadows Road Bridge Replacement Project: Manager Collins
14 prepared and forwarded to Placer County a letter concerning the
15 District's surplus property and zoning. This action represents the next
16 step in the process of selling a small piece of District property to the
17 Ancinases. Manager Collins awaits response from the County. No
18 response in 45 days would represent tacit approval by the County.
- 19 • Alpine Sierra Subdivision: The developer has asked for a "will serve"
20 letter. Manager Collins spoke with District counsel regarding what to
21 call the document, reviewed the updated report concerning water and
22 sewer service to the proposed development and worked on a draft
23 "will serve" letter.
- 24 • 2013 Chalet Road to John Scott Trail Waterline & PRV Project:
25 Stantec is working on the 90% plans and specifications. Manager
26 Collins started to review the documents and submitted them to the
27 USFS for review. When the design is complete, Stantec will prepare
28 a cost estimate for this alignment of the waterline and the Board can
29 compare it with the cost of installing the waterline through Troy
30 Caldwell's easement. Manager Collins expected that Troy would not
31 be interested in renegotiating his previous reimbursement request;
32 Director Salke recommended that Manager Collins show the figure to
33 Troy anyway and see if he wants to change his asking price.
- 34 • AME Well Re-drill:
 - 35 ○ Vannucci Technologies has completed installation of 15' of 20"
36 conductor casing and 50' of 16" bore hole, and the well is now
37 down to 468' (as of November 7). The driller estimates the drilling
38 rate at 3' per hour, which is much slower than originally estimated.
39 The drilling should be complete sometime between Sunday and
40 Tuesday. The estimated schedule for the remainder of the project
41 is: 1) installation of casing, gravel pack and sanitary seal next
42 week; 2) well development (removing all the mud) the following
43 week; 3) step drawdown test the Monday-Tuesday of
44 Thanksgiving week; and 4) 10-day pump test after Thanksgiving.
45 It is possible the pump test may have to be put off until next year,
46 since the state mandates that the test be done in October. The
47 project's hydrogeologist is trying to convince them that the test will
48 be just as valid if performed in November this year.

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- 1 d. **Requests for Unbudgeted Expenses:** Per the Committee's
2 recommendation, Director Northrop made a MOTION that the
3 Board approve the unbudgeted expense of up to \$1,500 to Webb
4 Land Surveying, Inc. to determine the limits of the easement for
5 transfer to Alpine Manor Association, Placer County APN 095-
6 360-010/270 Alpine Meadows Road, as well as any unexpected
7 work. Director Priest SECONDED the motion. Directors Northrop,
8 Priest and Salke being in favor, the motion was APPROVED.
9 e. **Next meeting:** Scheduled for Thursday, December 12 at 9:30
10 a.m.
- 11 ii. **Administration & Personnel Committee:** No meeting.
12 iii. **Park, Recreation & Greenbelt Committee:** No meeting.
13 iv. **Long Range Planning Committee:** No meeting.
- 14 I. **Open Items:**
- 15 • Director Salke said he would like to hear something from District
16 counsel regarding minimum standards for defining employee
17 qualifications for retirement benefits. Manager Collins said his
18 understanding was the Board was free to define such qualifications
19 however they wished; he will confirm this with District counsel.
20 Director Salke asked if Manager Collins had heard back from
21 CalPERS regarding benefits; Manager Collins said no and that he
22 would have Pam follow up.
- 23 • The next Board meeting will be held at its normal date and time:
24 Friday, December 13 at 8:30 a.m.
- 25 J. **Correspondence to the Board:** Director Priest sent the other Directors a
26 memo regarding fire safety issues.
- 27 • Director Northrop said it was very well written and to the point.
28 Director Salke concurred with the sentiment in the memo that the
29 Alpine Meadows Fire Safe Council (FSC) needs to be working with
30 NTFPD and that the District should be proactive in getting NTFPD
31 involved.
- 32 • Director Priest mentioned that NTFPD does not yet have funding for
33 an update to the Community Wildfire Protection Plan – the document
34 used to outline work needed to address the valley's fire protection and
35 used to obtain grant funding for such work - and suggested the
36 ASCWD Board might wish to consider funding the update. He
37 recommended that the Directors become better informed with the
38 Plan. Manager Collins said he would put copies of the Plan in next
39 month's Board packet and will talk with NTFPD's Chief Schwartz
40 about the Board's interest in becoming better educated.
- 41 • Director Salke said in the event of catastrophic wildfire, the main
42 priority is protection of structures. He said NTFPD has a lot of good
43 data regarding fire safety property by property throughout the valley
44 and suggested that the Board ask Chief Schwartz to make sure the
45 data is incorporated in the Plan.
- 46 • Director Priest said he was most interested in defensible space issues
47 on District land and USFS lands. Vice President Grant said the
48 District has identified defensible space issues on its own land, has

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1 remediated them already and will continue to do so. She reiterated
2 that the FSC has done a terrific job with their projects.

- 3 • Director Priest added that he would like to hear Chief Schwartz
4 address the Board on topics such as 1) who has responsibility for
5 what with respect to defensible space in the valley, 2) does the Board
6 have responsibility other than what is specified in the District's
7 contract with NTFPD and 3) what is the relationship with the USFS
8 vis-à-vis defensible space. Vice President Grant said the District has
9 already taken care of its green belts, the FSC came into being to
10 protect other areas, and the USFS takes care of its lands as it sees fit.

11 **4. DIRECTORS' COMMENTS**

- 12 • Vice President Grant reviewed the status of the Board's compliance with
13 ethics training: Director Salke needs to take it, Directors Northrop and Grant
14 need to renew theirs this year, and Director Priest does not need to renew
15 until 2015. CSDA provides online access to ethics training at no cost, it takes
16 2-4 hours and Pam can provide the information.

17 **5. ADJOURNMENT**

18 There being no further business before the Board, the meeting was adjourned at
19 9:13 a.m.

20
21 Respectfully Submitted,

approved as submitted 12/13/13

22
23
24
25 Jancis Martin
26 Recording Secretary