

**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, January 13, 2012, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz 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: Barbara Danz, President; Charles Nungester, Vice President;  
7 Janet S. Grant; Jon Northrop; Virginia Quinan.

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &  
10 Maintenance; Jancis Martin, Recording Secretary.

11 Guests Present: Tim Alameda/NTFPD; Pat Davison/Contractors Association of  
12 Truckee Tahoe (CATT); Mike Dobrowski, CPA; Ron Ley/Damore, Hamric &  
13 Schneider, Inc.

14 **The numbering of the following items matches the original order of the**  
15 **scheduled items in the meeting agenda. However, to take best advantage**  
16 **of meeting participants' time, the items were dealt with in a different order**  
17 **during today's meeting, as seen below.**

18 **2. PUBLIC PARTICIPATION**

19 None.

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

21 **B. Approval of Minutes of Regular Board Meeting Held on December**  
22 **13, 2011:**

23 Director Northrop made a MOTION that the Board approve the minutes of  
24 the December 13, 2011, Regular Board of Directors Meeting. Director  
25 Grant SECONDED the motion. Directors Grant, Northrop, Nungester and  
26 Quinan being in favor, the motion was APPROVED.

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

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

- 30 • Sierra Nevada Conservancy (SNC) Grant: Manager Collins spoke  
31 with David Jaramillo about unburned slash piles. David conveyed the  
32 information to the project's burn crew. They will burn the piles after  
33 the next storm when it is not so dry.
- 34 • Alpine Meadows Bridge: No activity this month.
- 35 • Alpine Sierra Subdivision: No activity this month.
- 36 • Alpine Meadows Road Pipeline Project: Manager Collins coordinated  
37 with Stantec and with Holdrege & Kull, the geotechnical consultants,  
38 regarding the location of their test pits. Stantec has a copy of the draft  
39 soil report and will provide Manager Collins with a 50% plan by the  
40 end of this month.
- 41 • Marten Barry's property: The paperwork is ready for Manager Collins'  
42 signature. He will take a check to Placer Title Company, and then the  
43 boundary line adjustment can be recorded. Once it is recorded,  
44 Manager Collins can start working on the paperwork for the sewer  
45 easement Mr. Barry will provide the District.
- 46 • AME Well Rehab: Manager Collins contacted well drillers for  
47 estimates to re-drill the AME Well and was told that the project will  
48 cost \$25K-\$35K. He also contacted Placer County to learn about the  
49 permitting process and requested a proposal from Stantec for

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- 1 technical assistance in writing the specifications for the drilling  
2 requests for bid (item 3I in today's agenda).
- 3 • Rate Study: Manager Collins supplied data to HDR Engineering  
4 regarding District rates. He expects them to provide him with a draft  
5 report by next month's Board meeting.
  - 6 • Snowmaking: The ski area is making a lot of snow and would make  
7 even more if the District were able to provide the ski area with more  
8 water. The District is currently supplying 500 gallons per minute. So  
9 far this season the District has pumped about 20 million gallons up to  
10 the ski area; a normal seasonal total is in the range of 7-11 million  
11 gallons.

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

13 Buz Bancroft presented a written report for the month of December that  
14 included status updates on water, sewer, garbage and other services  
15 provided by the District.

- 16 • Maintenance Performed: Staff thawed several frozen District water  
17 meter setters and meter boxes; sampled Well R-2 for inorganics,  
18 VOCs and perchlorates; and maintained and repaired the chlorinator.
- 19 • Buz knows of no houses with broken pipes in the valley so far this  
20 winter. Staff will try to protect the meters that froze in December by  
21 either piling up dirt around them or lowering them further under the  
22 ground.
- 23 • In response to a question from Director Grant, Buz explained that the  
24 monthly O&M reports include water produced for domestic use only,  
25 excluding water provided to the ski area from the snowmaking wells.
- 26 • Water samples were absent coliform bacteria.

27 **C. Fire Department Report:**

28 Tim Alameda from NTFPD was in attendance and reported the following:

- 29 • Dispatch Report: There were 17 calls to dispatch, 12 of which were  
30 from the ski area. One of the dispatch calls was for a chimney fire.  
31 Tim said this type of fire has been an issue of concern throughout his  
32 district and that NTFPD has been trying to educate residents to  
33 maintain their chimneys in a safe manner.
- 34 • LPG Issues: Tim said NTFPD red-tagged 25 of the 515 tanks in Ward  
35 Canyon and Alpine Meadows in their ongoing effort to ensure that  
36 local LPG installations are brought up to code.

37 **I. Stantec Proposal Re AME Well:**

38 The Board reviewed the proposal from Stantec for limited AME design  
39 documentation and limited permitting assistance.

- 40 • Manager Collins said he needed help from Stantec so he can put the  
41 correct technical specifications in the requests for bid that he provides  
42 to potential well drilling contractors. He has also learned from Placer  
43 County that the expense involved in permitting and disposing of fluids  
44 from the new well may double the expense of the entire project.
- 45 • President Danz asked Manager Collins if he was comfortable with the  
46 project tasks and scope of work, and if he would be using the District's  
47 standard professional services contract; he replied yes to both  
48 questions.

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- 1                   • Director Grant asked if the estimate Manager Collins provided to the  
2                   Board last month was going to double; he said yes. She asked if the  
3                   project total included capping the old well; he said yes. Stantec will  
4                   provide assistance in how to plug the old well.

5                   Director Nungester made a MOTION that the Board approve the Stantec  
6                   proposal for limited AME well design documentation and limited  
7                   permitting assistance, for a total not to exceed \$9,900. Director Northrop  
8                   SECONDED the motion. Directors Grant, Northrop, Nungester and  
9                   Quinan being in favor, the motion was APPROVED.

10           **J. TTSA Report:**

11                   There has been no TTSA Board meeting since the December ASCWD  
12                   Board meeting. The next TTSA Board meeting will be held February 8.

13           **K. Committee Reports:**

14                   i. **Budget & Finance Committee:** President Danz presented a written  
15                   report of yesterday's Committee meeting.

16                   a. **Non-standard Transactions:** None.

17                   b. **Financial Reports:** Mike has not yet applied the audit  
18                   adjustments to the balance sheet fund allocations; they will be  
19                   included in next month's report.

20                   c. **Investments/cash:** No cds will mature before next month's  
21                   Committee meeting. As authorized by the Board at its December  
22                   meeting, Pam was given the go-ahead to transfer to the Placer  
23                   County Treasurer's account the \$72,000 in property tax revenues  
24                   remaining after payment was made to NTFPD. Director Grant  
25                   asked if those leftover tax revenues were only used to support  
26                   operation of the Park; President Danz said they were also  
27                   designated to pay District expenses incurred by administration of  
28                   the Fire and Park activities, such as portions of Director and Staff  
29                   salaries. Director Grant asked if the leftover tax revenues were  
30                   sufficient to pay Park expenses and the necessary administrative  
31                   expenses. President Danz said no, the bottom line of the  
32                   quarterly report titled Profit & Loss by Fund showed that the Park  
33                   fund was operating at a loss. The Board could consider raising  
34                   Park fees to address the deficit, but has historically preferred to  
35                   keep Park fees low. The Park, Recreation & Greenbelt  
36                   Committee will meet soon to evaluate 2012 Park fees.

37                   d. **Requests from Customers for Adjustments to Their Bills:**  
38                   None.

39                   e. **Requests for Unbudgeted Expenses:** Per the Committee's  
40                   recommendation, Director Northrop made a MOTION that the  
41                   Board approve the unbudgeted expense of a maximum of \$1,000  
42                   to repair the District's Dynatel pipe locator. Director Quinan  
43                   SECONDED the motion. Directors Grant, Northrop, Nungester  
44                   and Quinan being in favor, the motion was APPROVED.

45                   f. **Next meeting:** Wednesday, February 15, at 11:00 a.m.

46                   ii. **Administration & Personnel Committee:** There was no meeting.

47                   iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.

48                   iv. **Long Range Planning Committee:** There was no meeting.

49           **L. Open Items:**

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- 1                   • The February Board meeting was rescheduled to Wednesday,  
2                   February 15 at 1:00 p.m., to allow for attendance by as many directors  
3                   and key personnel as possible. President Danz and Jancis Martin will  
4                   be unavailable, but the date works for everyone else. President Danz  
5                   asked that one of the participants at the meeting record the minutes.  
6                   The Budget & Finance Committee will meet the same day at 11:00  
7                   a.m.

8           **H. Engagement Letter for Fiscal Year 2012 Audit:**

9           Director Grant made a MOTION that the Board accept the proposal from  
10           Damore, Hamric & Schneider to perform the work associated with the  
11           appropriations limit for fiscal year 2012, for an amount not to exceed  
12           \$750. Director Nungester SECONDED the motion. Directors Grant,  
13           Northrop, Nungester and Quinan being in favor, the motion was  
14           APPROVED. Director Quinan made a MOTION that the Board accept  
15           the proposal from Damore, Hamric & Schneider to perform the fiscal year  
16           2012 financial audit, including the State Controller's Report, for an  
17           amount not to exceed \$14,000. Director Nungester SECONDED the  
18           motion. Directors Grant, Northrop, Nungester and Quinan being in favor,  
19           the motion was APPROVED.

20           **The Board took a break between 8:57 a.m. and 9:00 a.m.**

21           **F. Resolution 1-2012: Capital Facilities and Fire Mitigation Fee**  
22           **Expenditure Plan:**

23           The Board reviewed the annual update to the ASCWD Capital Facilities  
24           and Fire Mitigation Fee Expenditure Plan, prepared by NTFPD. Pat  
25           Davison, for CATT, and Tim Alameda, for NTFPD, were in attendance for  
26           this agenda item.

- 27           • President Danz opened the public hearing at 9:00 a.m.  
28           • Tim Alameda said, if the Board approved the Resolution and Plan  
29           today, the documents would go before the Placer County Board of  
30           Supervisors February 14.  
31           • Tim advised the Board that, following a meeting with Pat Davison,  
32           NTFPD made a change to the draft of the Plan reviewed by the Board  
33           last month. The change was the addition of a projected \$10,000  
34           expenditure item on page 4, called "Mitigation Plan Update", to fund a  
35           consultant to update the 5-year Plan. He said the state does not  
36           require the update, but added that the update was good business  
37           practice.  
38           • Pat thanked the Board for the opportunity to present to them CATT's  
39           comments on the Plan. She said that CATT planned to be involved in  
40           the selection process for the consultant who would be updating the  
41           Plan, and wanted to be involved in making sure the language in the  
42           Plan was relevant and up-to-date. She said that, since the last time  
43           the Plan was updated was in 2007, the economic climate has  
44           changed; the Plan is now probably based on bad assumptions and  
45           needs the proposed update. Pat said she has seen a positive change  
46           in NTFPD's willingness to provide information to CATT and the  
47           working relationship of NTFPD and CATT, since Tim has taken over  
48           the yearly task of updating the Plan.  
49           • President Danz closed the public hearing at 9:08 a.m.

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1 Director Northrop made a MOTION that the Board adopt Resolution 1-  
2 2012, Capital Facilities and Fire Mitigation Fee Expenditure Plan for the  
3 Plan Year 2011-2012. Director Grant SECONDED the motion. Roll was  
4 called to approve the Resolution. Ayes: Directors Grant, Northrop,  
5 Nungester, Quinan and President Danz. Noes: none. The Resolution  
6 was APPROVED.

7 **A. Financial Reports:**

8 Mike Dobrowski, District CPA, participated in discussion of this agenda  
9 item. He said the property tax revenues received from Placer County  
10 were \$4,600 less than the prior year.

- 11 i. **December Financial Statements:** Director Northrop made a  
12 MOTION that the Board accept the December 31, 2011, month-end  
13 and quarterly financial reports. Director Quinan SECONDED the  
14 motion. Directors Grant, Northrop, Nungester and Quinan being in  
15 favor, the motion was APPROVED.
- 16 ii. **December Expenses Paid & Payable:** The Directors reviewed the  
17 monthly check register. Director Grant made a MOTION that the  
18 Board approve the Expenses Paid & Payable (the debits for payroll  
19 and checks 26014 through 26079, plus check 26080 in the amount of  
20 \$218.30 to Paychex for the District's payroll services, plus the  
21 electronic transfer of \$200 listed as check 26016A). Director Northrop  
22 SECONDED the motion. Directors Grant, Northrop, Nungester and  
23 Quinan being in favor, the motion was APPROVED.

24 **G. Financial Audit for Fiscal Year 2011:**

25 The Board reviewed the audit report for fiscal year 2011, including the  
26 Management Discussion and Analysis and the responses to the internal  
27 control memorandum. Ron Ley from Damore, Hamric & Schneider was in  
28 attendance for discussion of this agenda item.

- 29 • Ron provided a summary of the auditors' contribution to the audit  
30 report and complimented Manager Collins and the Board for taking  
31 the financial statements seriously and for reviewing the statements in  
32 great detail prior to the issuance of the final audit report. In touching  
33 on financial highlights, he pointed out that the governmental funds  
34 (fire and park) and the proprietary funds (water, sewer and garbage)  
35 had all improved over the prior year.
- 36 • Ron said there had been no change in accounting principles, and that  
37 the footnotes were transparent and understandable.
- 38 • Director Grant asked Manager Collins if he had researched answers  
39 to the questions she asked last month regarding the audit. Manager  
40 Collins said yes:
- 41 ○ Note 3: the Placer County Treasurer's account was added to the  
42 report;
  - 43 ○ Note 9: the District pays no sick leave in the event of an  
44 employee's retirement, death or other termination;
  - 45 ○ Note 14: "construction commitments" referred to the work in  
46 progress (as of June 30, 2011) of Carson Pump and Stantec, in  
47 test-pumping Well R-1.
- 48 • Mike asked Ron for his thoughts on rate changes in the future. Ron  
49 said it was important for the Board and General Manager to undertake

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1 a rate study. He reminded the Board that it was easier to raise rates  
2 by small incremental amounts, rather than finding themselves behind  
3 financially. President Danz said her sense was that no big change  
4 was needed, and that the District had the monies it needed for capital  
5 projects.

- 6 • President Danz suggested that next year the auditors should share  
7 any internal control issues with District staff before generating  
8 documentation. Ron agreed. Manager Collins has also spoken with  
9 Leslie Cochran about it. President Danz asked if it was Ron's  
10 impression that the District had addressed deficiencies identified by  
11 the auditors, and that the District was doing an increasingly good job  
12 in recent years about maintaining control over its financial processes.  
13 Ron said he was pleased to see that the fund balances were provided  
14 correctly at the beginning of the audit process, which was a positive  
15 change from prior years. Ron said the District should continue to be  
16 diligent about correctly allocating revenues and expenses among the  
17 funds, reviewing invoices and ensuring that expenses are coded  
18 properly.
- 19 • President Danz said this was a good time for the Directors to review  
20 the expense allocations, to help with evaluating mid-year financial  
21 statements. Manager Collins said he would provide that information.
- 22 • Director Northrop asked if rising interest rates would help mitigate  
23 against rate increases. President Danz said no, because interest  
24 income is not ordinary income. The "Other Income" budget category  
25 also includes late fees and expense reimbursements.
- 26 • President Danz thanked Ron for his work and his attendance today.
- 27 • Ron said he and Leslie appreciated the help provided by Manager  
28 Collins and Staff, and looked forward to working with the District again  
29 next year.

30 Director Northrop made a MOTION that the Board accept the fiscal year  
31 2011 audit. Director Grant SECONDED the motion. Directors Grant,  
32 Northrop, Nungester and Quinan being in favor, the motion was  
33 APPROVED.

34 **M. Correspondence to the Board:** None.

35 **4. DIRECTORS' COMMENTS**

- 36 • The Directors are required to complete ethics training sometime during 2012.  
37 Director Grant said there were three opportunities for the Directors to  
38 complete the training at no cost. One is a live training session in Sacramento  
39 on May 17 (1:00-3:00 p.m.) and the other two are webinars on February 22  
40 and August 7 (both from 10:00 a.m. to noon). Pam will have the information.  
41 Director Northrop reminded the Board that TTSA usually provides free ethics  
42 training, as well. Directors Northrop and Quinan may or may not need to  
43 complete the training, depending on whether or not they continue to serve on  
44 the Board after the expiration of their current terms, but Directors Grant,  
45 Nungester and Danz will need to do so.
- 46 • Upcoming Committee Activities: President Danz said the Park, Recreation &  
47 Greenbelt Committee should meet before March. Manager Collins should  
48 talk with District legal counsel to determine if the Employee Handbook and  
49 personnel policies need to be updated; Manager Collins said he thought it

