

**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 Tuesday, February 12, 2013, 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; Jon Northrop; Don Priest.

8 Directors Absent: None (Charles Nungester resigned prior to today's meeting).

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

12 Guest Present: Pat Dillon/NTPFD; Tim Alameda/NTPFD.

13 **2. PUBLIC PARTICIPATION**

14 None.

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

16 **A. Financial Reports:**

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

- 19 • The District made its contracted payment to NTPFD, consisting of 20 80% of the property tax revenues received last month from Placer 21 County (~\$250K).
- 22 • Mike made an adjustment to the books, reclassifying ~\$8400 of 23 "Salaries and Wages – O&M" as Capital funds (for the remote read 24 meter project).
- 25 i. **January Month-end Financial Statements:** Director Northrop made 26 a MOTION that the Board accept the January 31, 2013 month-end 27 financial reports. Director Priest SECONDED the motion. Directors 28 Grant, Northrop and Priest being in favor, the motion was 29 APPROVED.
- 30 ii. **January Expenses Paid & Payable:** The Directors reviewed the 31 monthly check register. Director Grant made a MOTION that the 32 Board approve the Expenses Paid & Payable (the debits for payroll 33 and checks 26664 through 26703). Director Northrop SECONDED 34 the motion. During discussion, Manager Collins explained that the 35 two checks for Charles Nungester included a replacement for his 36 December Director salary check (check 26655 was voided and check 37 26702 reissued) plus a check for January (check 26696). Directors 38 Grant, Northrop and Priest 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 January 11, 2013, Regular Board of Directors Meeting. Director 43 Priest SECONDED the motion. During discussion, Director Priest 44 suggested the following modification: on page 3, line 6, replace 45 "recommended selling" with "recommended considering selling". 46 Directors Grant, Northrop and Priest being in favor, the amended motion 47 was APPROVED.

48 **C. Fire Department Report:**

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- 1 Pat Dillon and Tim Alameda from NTFPD were in attendance and
2 reported the following:
- 3 o NTFPD plans to bring the update to the Fire Mitigation Plan to the
4 March ASCWD Board meeting
 - 5 o Pat reported that NTFPD responded to 21 dispatch call(s) in the
6 valley, 18 for EMT services at the ski area. Director Grant asked if
7 there had been more carbon monoxide calls than usual. Pat said
8 there were a number of alarms but few actual carbon monoxide
9 incidents. He recommended that the District remind its customers
10 about the importance of installing carbon monoxide detectors,
11 checking their batteries and operational status, and replacing
12 detectors over 10 years old.
 - 13 o NTFPD is staffing the Alpine Fire Station on weekends and holidays.
14 They provided 26 days of staffing during January, for a fiscal year-to-
15 date total of 117 staffed days.
 - 16 o Tim reported that NTFPD was seeing a slight increase in construction
17 permit applications.

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

- 19 John Collins, General Manager, provided a written report on his activities
20 during the month of January, with discussion on the following topics:
- 21 • Alpine Meadows Road Bridge: Manager Collins discussed the
22 construction schedule with Jon Mitchell, Project Coordinator with the
23 Placer County Public Works Department. It is expected that design
24 will be completed this year with construction scheduled for next year.
 - 25 • Alpine Sierra Subdivision: There was no activity. Manager Collins will
26 be meeting with Chris Nelson within the next month.
 - 27 • Alpine Meadows Road Pipeline Project: Manager Collins met with
28 Troy Caldwell to review the District's proposal. Troy presented his
29 own proposal. Both parties agreed to consider each others' proposals
30 and meet again in February. Troy and Manager Collins will both
31 make presentations to the Board at the March meeting. Manager
32 Collins and Staff are working with Stantec to determine an alternate
33 route for the pipeline if the Board cannot come to an agreement with
34 Troy; the alternate route would probably parallel the District's sewer
35 line. President Quinan asked if the project was really necessary at
36 this time; Manager Collins said yes, it was a priority to provide
37 redundant points of transfer between each of the District's pressure
38 zones.
 - 39 • AME Well Re-drill: Fredrick Drilling started moving equipment onsite
40 and will start drilling the first week in February. The drilling should not
41 take long, perhaps 3-5 days, depending on how hard the rock is.
 - 42 • Remote Read Meter: Manager Collins ordered the CORE billing
43 program and Badger remote read equipment.
 - 44 • Fire Mitigation Plan: Manager Collins provided data to the NTFPD
45 consultant responsible for updating the Plan.

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

47 Buz presented a written report for the month of January that included
48 status updates on water, sewer, garbage and other services provided by
49 the District.

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- Maintenance: Staff removed snow from the shop and office areas and from hydrants; located 6 houses that flooded (shut off water and notified owners – all leaks were on the owners’ side of the meters); thawed 4 frozen service boxes; continued equipment maintenance.
- The District sold 9,427,000 gallons of water to the Alpine Meadows Ski Area for snowmaking this season. The ski area stopped making snow after the December natural snowfall.
- All routine water samples were absent coliform bacteria.
- About a million gallons of water flowed into homes last month via broken pipes. Buz recommended that residents turn off the water when they leave their homes. He did not recommend that full-time residents leave water trickling to prevent pipes freezing.

F. SDRMA Nomination:

The Board reviewed the materials from SDRMA (Special District Risk Management Authority), outlining the procedure for nominating a candidate for the SDRMA Board. After discussion, they chose not to make a nomination.

G. Approval of HDR Scope of Services and Fees for Development of a Snowmaking Rate:

Manager Collins reminded the Board that, with the expectation that the District’s debt to the ski area will soon be retired, the District will need a new rate to use when billing the ski area for snowmaking water usage. He asked HDR Engineering Inc, the company that developed the last two service rate plans for the District, to develop the new rate. He asked HDR to consider two scenarios:

- 1) the ski area would pay the electrical cost of pumping their snowmaking water during the winter, and the District would be responsible for the expense of maintaining the well house, well, depreciation of the equipment, and delivering water to them;
- 2) the District would take responsibility for all expenses, including the electricity, up to the point of delivery to the their booster pump station.

Both scenarios would include a recommended cost per 1000 gallons of water used by the ski area. Director Northrop asked what the ski area was charged for consumption of non-snowmaking water, as used in their business (bars, kitchens, etc.); Manager Collins said the ski area was treated like a normal customer for that usage.

Director Northrop made a MOTION that the Board approve the agreement with HDR for Development of a Snowmaking Rate. Director Priest SECONDED the motion. Directors Grant, Northrop and Priest being in favor, the motion was APPROVED. A representative from the ski area will attend the Board meeting when HDR presents its recommendation(s).

H. TTSA Report:

There has been no TTSA Board meeting since the January ASCWD Board meeting, but Director Northrop provided the agenda and a written report on the January 9, TTSA Special Board meeting.

- The plant is operating normally and efficiently.
- All waste water discharge requirements are being met.

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- 1 • The TTSA Board discussed an amendment to the lease between
2 TTSA and A. Teichert & Son, Inc.
3 The next TTSA Board meeting is scheduled for February 13.
- 4 **I. Acceptance of Resignation and Possible Appointment of a New**
5 **Board Member:**
6 Former ASCWD Board Vice President Charles Nungester resigned,
7 effective February 11, 2013. The Board discussed how to find a new
8 Board member to fill the remainder of his term.
- 9 • Director Northrop made a MOTION that the Board acknowledge the
10 resignation of Charles Nungester and thank him for his service.
11 Director Priest SECONDED the motion. Directors Grant, Northrop
12 and Priest being in favor, the motion was APPROVED. Manager
13 Collins will prepare a resolution.
- 14 • The term of the seat to be filled runs through the end of 2013.
15 President Quinan said the options for filling the vacant Director
16 position appeared to be:
- 17 1) the District could hold a special election, the cost of which would
18 be \$2K-3K (\$10 per registered voter, over 260 registered voters in
19 the valley) and would take several months during which the Board
20 would be operating without a full set of Directors;
21 2) the Board could carry out the same procedure as last year when
22 they had an empty position to fill (advertise the opening to the
23 community, solicit resumes, interview applicants and appoint one
24 of the interviewees); or
25 3) the Board could appoint a candidate from the group of applicants
26 interviewed by the Board during the August 29, 2012, Special
27 Board Meeting and have the appointee begin service at next
28 month's meeting. The candidates interviewed in August were:
29 Alan Kozlowski, Dina Morrison, Evan Salke, Dave Smelser and
30 Brian Todd.
- 31 • The Board selected option 3 as there were good candidates in that
32 group, they were interviewed relatively recently, the Board was
33 reluctant to operate at less than full capacity for very long and the
34 Board could fill the position more quickly than by using either of the
35 other options.
- 36 • The Board agreed to table further discussion until the end of the
37 meeting and to use the break to review the minutes from the August
38 Board meeting and the resumes of the August candidates.
- 39 • Chuck's resignation left the Board without a Vice President. Director
40 Northrop made a MOTION that Director Grant be elected to serve as
41 Vice President of the Board. Director Priest SECONDED the motion.
42 Directors Grant, Northrop and Priest being in favor, the motion was
43 APPROVED.
- 44 **J. Committee Reports:**
- 45 i. **Budget & Finance Committee:** President Quinan presented a written
46 report of yesterday's Committee meeting.
- 47 a. **Non-standard Transactions:**
- 48 o The ski area has not cashed the District's second payment
49 (\$15,000) against its snowmaking wells debt. Manager Collins

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- 1 recommended issuing another check with an explanatory
2 cover letter, since the new management of the ski area
3 seemed to know nothing of the matter.
- 4 ○ At the auditor's recommendation, Mike reclassified the ski area
5 and NTFPD's firehouse electricity payments as "Other
6 Revenue".
- 7 b. **Investments/cash:** Manager Collins will make a recommendation
8 at the March meeting regarding disposition of the funds from the
9 \$105,000 CD maturing March 22.
- 10 c. **Financial Reports:** Manager Collins and Mike Dobrowski
11 recommended the Committee and Board consider eliminating
12 some of the financial reports to reduce paperwork and eliminate
13 redundant information. The Committee agreed. After discussion,
14 the Board agreed to keep:
- 15 ● Profit and Loss Previous Year Comparison (Condensed),
 - 16 ● Profit and Loss Budget Performance,
 - 17 ● Balance Sheet Previous Year and Month Comparison,
 - 18 ● Cash Flow Year to Date,
 - 19 ● Check Register for Current Month (including Subsequent
20 Payments Listing), and
 - 21 ● Quarterly reports (Balanced Fund and Profit and Loss)
- 22 and to eliminate:
- 23 ● Profit and Loss Budget vs. Actual YTD,
 - 24 ● Cash Flow Month to Date, and
 - 25 ● Profit and Loss Current and Prior Month
- 26 d. **Requests from Customers for Adjustments to their Bills:**
27 None.
- 28 e. **Requests for Unbudgeted Expenses:** None.
- 29 f. **Next meeting:** Scheduled for Thursday, March 7 at 1:00 p.m.
- 30 ii. **Administration & Personnel Committee:** There was no meeting.
31 Chuck's resignation left the Committee without a Chairman. President
32 Quinan appointed Director Northrop to serve as chairman of the
33 Administration & Personnel Committee and Director Grant as second
34 Director for the Committee.
- 35 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
36 President Quinan said the Committee needed to meet before the
37 March Board meeting to discuss the following items: possible rate
38 change, any necessary rule changes, possible elimination of the Bird
39 Walk, and scheduling of the Easter Egg Hunt and Flower Walks.
- 40 iv. **Long Range Planning Committee:** There was no meeting. Director
41 Priest, Chairman of the Committee, said the Committee has not met
42 for a long time. The District's Capital Improvement Plan was
43 formulated in 2006 and usually such plans are updated every five
44 years. He would like the Committee to meet to update the Plan but, to
45 minimize Staff procedural effort (filing of Statement of Economic
46 Interest Forms), suggested removing the old non-Board members
47 from his Committee and starting over with new members. The Board
48 agreed and decided they would like to invite the August applicants for
49 Barbara Danz's vacated Board seat to participate on the Long Range

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1 Planning Committee and possibly other Committees. Manager Collins
2 will send letters to the old non-Board members of the Long Range
3 Planning Committee, thanking them for their service and asking them
4 to let the District know if they would like to consider service again in
5 the future. Director Priest will schedule a Committee meeting prior to
6 the generation of next year's budget.

7 **K. Open Items:**

- 8 • None.

9 **L. Correspondence to the Board: None.**

10 **4. DIRECTORS' COMMENTS**

- 11 ▪ President Quinan mentioned that a summary of the Brown Act had been
12 provided to the Directors for their information.
- 13 ▪ The next Board meeting is scheduled for its normal date and time: Friday,
14 March 8 at 8:30 a.m.
- 15 ▪ President Quinan advised Director Priest that he needed to take ethics
16 training. President Grant told him that he could do it online or attend a
17 meeting. Each Director has to take the training every two years. TTSA
18 sponsors a free session in Truckee. ASCWD pays any fees associated with
19 the training.
- 20 ▪ Director Northrop asked if he could call in for Board meetings. Manager
21 Collins said District Counsel advised the Board that call-in locations must be
22 ADA compliant and that the call-in time and location must be publicly noticed;
23 Director Northrop said he could comply with both conditions. President
24 Quinan said phone-in sessions were difficult for those sitting in the Board
25 room and said there needed to be a Board quorum present at the District
26 Office for the meetings. Director Grant said call-ins were a nice convenience
27 but felt it was important for Directors to be present, which is why she asks the
28 Board to reschedule when she cannot be present on a normally scheduled
29 date. Director Priest said he was ambivalent, that personal appearance was
30 preferable but that participation by phone worked well. Director Northrop is
31 unable to attend the April Board meeting, regardless of when it is scheduled.

32 **The Board took a break between 9:50 a.m. and 10:00 a.m.**

33 **3. I. (continued)**

- 34 ▪ President Quinan thanked Jancis for the well-written minutes from the August
35 2012 meeting, which allowed the Board to be able to refresh their memory of
36 the applicants for Barbara Danz's vacated Board seat. She suggested each
37 Director identify, in order of preference, their top three choices from the
38 August candidate pool, that the top three candidates most favored by the
39 Board thereby be determined and ranked, and that Manager Collins call
40 these three candidates in ranked order until he finds one who agrees to serve
41 the remainder of the term for Chuck's vacated Board seat.
- 42 ▪ The Board's three selections in ranked order were Evan Salke, Brian Todd
43 and Dave Smelser. Manager Collins will make the necessary phone call(s).
- 44 ▪ President Quinan suggested that Evan Salke, Brian Todd (whichever is not
45 appointed to the Board) and Dina Morrison be placed on the Long Range
46 Planning Committee and maybe also on the Budget & Finance Committee.

47 **5. ADJOURNMENT**

48 There being no further business before the Board, the meeting was adjourned at
49 10:18 a.m.

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Respectfully Submitted,

approved w/amendments 3/8/13

Jancis Martin
Recording Secretary