

**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, March 11, 2011, 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 Guest Present: Duane Whitelaw/NTFPD.

12 **2. PUBLIC PARTICIPATION**

13 None.

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

19 **A. Financial Reports:**

20 Mike Dobrowski, District CPA, participated in discussion of this agenda
21 item by telephone. He reported that most of his effort last month went
22 toward the preparation of next year's budget.

23 i. **February Month-end Financial Statements:** Director Grant made a
24 MOTION that the Board accept the February 28, 2011, month-end
25 financial reports. Director Nungester SECONDED the motion.
26 Directors Grant, Northrop, Nungester and Quinan being in favor, the
27 motion was APPROVED.

28 ii. **February Expenses Paid & Payable:** The Directors reviewed the
29 monthly check register. Director Nungester made a MOTION that the
30 Board approve the Expenses Paid & Payable (the debits for payroll
31 and checks 25520 through 25554). Director Northrop SECONDED
32 the motion. Directors Grant, Northrop, Nungester and Quinan being
33 in favor, the motion was APPROVED.

34 **B. Approval of Minutes of Regular Board Meeting Held on February 11,**
35 **2011:**

36 Director Quinan made a MOTION that the Board approve the minutes of
37 the February 11, 2011, Regular Board of Directors Meeting. Director
38 Northrop SECONDED the motion. Directors Grant, Northrop, Nungester
39 and Quinan being in favor, the motion was APPROVED.

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

41 John Collins, General Manager, provided a written report on his activities
42 during the month of February, with brief discussion on the following
43 topics:

- 44 • Sierra Nevada Conservancy (SNC) Fuels Reduction Grant: David
45 Jaramillo will make a status presentation at the April Board meeting.
46 Director Grant does not expect to be at the April meeting and asked if
47 someone would ask David on her behalf if the area to be thinned is
48 within BCA and if it is within the fire study area. Manager Collins said

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1 it was within the fire study area and that he would relay the question
2 regarding BCA location to David.

- 3 • SNC Grant Application (Mineral Springs Trail): SNC did not select the
4 District's grant application. Manager Collins will speak with the grant
5 coordinator to find out more about the rejection, and if there is
6 anything the District can do to improve the likelihood that this or
7 another grant will receive a more favorable reception from SNC.
- 8 • Alpine Meadows Road Bridge Replacement: No activity.
- 9 • Alpine Sierra Subdivision: Manager Collins reviewed the draft of the
10 Alpine Sierra Development Water and Sewer Facility Evaluation
11 report. He met with David Kershaw and Chris Nelson, and discussed
12 the report in length. Dave is preparing a final version of the report,
13 based on Chris's feedback. Dave will make a presentation to the
14 Board in April to obtain Board feedback.
- 15 • Marten Barry's Property: Manager Collins authorized Alpine Vista
16 Appraisal and Webb Land Surveying to proceed. Their work will take
17 two or three weeks. The boundary line adjustment will then be
18 submitted to Placer County for approval. A decision from the County
19 will take six weeks, since the request will first go through the Placer
20 County Planning Department.
- 21 • Manager Collins spent most of his time last month working on next
22 year's budget.
- 23 • Manager Collins, Pam and Buz obtained the requisite Harassment
24 Prevention Training. President Danz asked Manager Collins to make
25 sure Lew and any part-time employees are also trained.

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

27 Buz Bancroft presented a written report for the month of February that
28 included status updates on water, sewer, garbage and other services
29 provided by the District.

- 30 • Buz removed snow from the office area and from fire hydrants.
- 31 • Buz replaced a broken water meter on Mineral Springs that was
32 leaking 20-30 gallons per minute (the leak showed up on the SCADA
33 system).
- 34 • Routine water samples were absent coliform bacteria.

35 **F. TTSA Report:**

36 Director Northrop provided a written report on items of interest to ASCWD
37 from the March 9 TTSA Board meeting.

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

40 The next TTSA Board meeting is scheduled for April 13.

41 **G. Committee Reports:**

42 i. **Budget & Finance Committee:** President Danz presented a written
43 report of the Committee's March 10 meeting.

- 44 a. **Non-standard Transactions:** None.
- 45 b. **Investments/cash:** The District should have ample cash in its
46 checking account for March expenses. If a shortfall becomes
47 apparent, monies will be transferred from the LAIF account into
48 the checking account.

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- c. **Requests from Customers for Adjustments to Their Bills:**
None.
 - d. **Requests for Unbudgeted Expenses:** Per the Committee's recommendation, Director Northrop made a MOTION that the Board approve the unbudgeted expense of \$2,580.50 to Cashman Equipment for removal and re-installation of the turbo charger, and other minor repairs, on the backhoe. Director Nungester SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.
 - e. **Next meeting:** Scheduled for Thursday, April 7, at 2:00 p.m.
 - ii. **Administration & Personnel Committee:** Director Nungester presented a written report of the Committee's March 3 meeting.
 - a. **Goals and Objectives for Fiscal Year 2012:**
 - The Committee and Manager Collins reviewed the Goals and Objectives for Fiscal Year 2011. They determined that the only unmet goal was for the General Manager to implement CUPSS, an asset management program. Manager Collins said he did not implement the program because he determined that it would not work for the District.
 - The Committee drafted Goals and Objectives for Fiscal Year 2012 by making the following changes to last year's document, all in the General Manager section:
 - adding item a (having to do with implementing capital improvement projects);
 - removing item b (regarding CUPSS); and
 - adding the words "at least" in item d (regarding completion of service applications).
 - Director Nungester will make a red-line version of the document, showing the Committee's recommended changes, and will distribute the document to the Board for review prior to next month's meeting. The Board will vote on the 2012 Goals and Objectives at the April meeting. The Board will perform the review of the Board and General Manager at the May meeting. In addition, the Board will review the District's Mission Statement at the May meeting.
 - b. **General Manager Annual Review:** The Committee decided to use the same format as in the past.
 - c. **Next meeting:** Not scheduled.
 - iii. **Park, Recreation & Greenbelt Committee:** Director Quinan presented an oral report of the Committee's March 10 meeting.
 - a. **Revisions to Policy 6.2.0: Park Use and Fees:**
 - The Committee reviewed the body of the policy itself and recommended no changes.
 - In light of the fact that the Park fees have not changed since 2006, despite the CPI having increased 8.5% during that time frame, the Committee recommended raising fees. They recommended the following fees for the 2011 season:
 - Single User Day Pass: raise from \$5 to \$8
 - Family Day Pass: raise from \$15 to \$20

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- 1 ○ Family Week Pass: raise from \$55 to \$60
- 2 ○ Family Season Pass: raise from \$125 to \$135
- 3 ○ Group sized 11-25: raise from \$35 to \$50
- 4 ○ Group sized 26-50: raise from \$70 to \$100
- 5 ○ Group sized 51-75: leave at \$150
- 6 ○ Group sized 76-125: raise from \$225 to \$250
- 7 ○ Group sized 126-150: leave at \$300
- 8 ○ Group sized 151-200 and weddings: raise from \$1,000 to
- 9 \$1,250
- 10 ○ BBQ use fee: raise from \$5 to \$10 per BBQ
- 11 ○ Card fee deposit: leave at \$25
- 12 ○ Damage deposits: leave the same (\$200 for groups under
- 13 150, and \$500 for weddings and groups 151 and above)
- 14 • There is usually only one wedding per season.
- 15 • The Committee decided to standardize the fees for group
- 16 sizes between 11 and 150 by charging \$2 per maximum
- 17 number of people in the group.
- 18 • Director Nungester asked if \$5 covered the cost of propane.
- 19 Buz said the BBQs do not use a great deal of propane. The
- 20 four tanks get filled once or twice during the summer, at \$22
- 21 per tank, and the grates are replaced on occasion.
- 22 Director Grant made a MOTION that the Board adopt the
- 23 proposed fees for the 2011 Park season. Director Nungester
- 24 SECONDED the motion. Directors Grant, Northrop, Nungester
- 25 and Quinan being in favor, the motion was APPROVED.

26 **b. Park Maintenance:**

- 27 • The Committee reviewed the list of capital projects provided by
- 28 Manager Collins and agreed that it covered necessary
- 29 maintenance for the Park. Buz reported that more sand would
- 30 be provided at the pond this year. New plantings were not
- 31 added on front of the restroom building, but that funds were
- 32 available to do so. The rest of the projects suggested by Don
- 33 Fulda and Jan Ganong during a meeting with Buz last June
- 34 have been completed.
- 35 • The Committee discussed holding a community work day to
- 36 work on planting and weeding in the Park. President Danz
- 37 expressed concern about the District's exposure to liability
- 38 from such an event. Manager Collins suggested that the
- 39 workers sign a waiver form. President Danz agreed and
- 40 directed Director Quinan to ensure that each worker signed a
- 41 waiver. The work day would be held during one of the last two
- 42 weekends in June. Notice would be provided in the District
- 43 newsletter and would direct interested participants to look to
- 44 the District website for specifics.
- 45 • The Committee recommended that the District look into
- 46 changing the grass volleyball courts into sand courts. Director
- 47 Grant said the Committee recognized there was a capital
- 48 expenditure involved, but felt it would be an improvement for
- 49 the Park. President Danz wondered if there was a need.

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- 1 Director Grant said the volleyball courts do get used during the
2 summer. The wedding dance floors could go where the sand
3 is, so the grass is not ruined. Chief Whitelaw said the sand
4 courts in Kings Beach attract a lot of users. Manager Collins
5 will look into the expense and maintenance involved.
- 6 c. Chief Whitelaw reminded the Board that he is the Placer County
7 Parks Commissioner for the Tahoe area. He made two points:
- 8 • County mitigation fees were used for some of the capital
9 improvements in the Park, so there may be restrictions on fees
10 charged for use of the Park. He suggested the Board check
11 the requirements associated with receipt of the grant funds for
12 the Park. Director Grant said her recollection was that there
13 were no restrictions on what the District could do with the
14 Park, only that it must make the Park available to non-
15 residents as well as residents.
 - 16 • There are some funds available for park improvements in the
17 area. He said to check with Placer County Facility Services.
- 18 d. **Easter Egg Hunt, Bird Walk, Flower Walk:** The Easter Egg Hunt
19 is scheduled for April 23, at 10 a.m. (probably led by Dawn Grass
20 - Director Quinan will confirm this with Pam). The Bird Walk (led
21 by Warren Bray) is scheduled for June 11, either at 7:30 a.m. or
22 possibly in the afternoon; Director Quinan will let the Board know
23 by the April meeting. The Flower Walk (led by Michael Graf) is
24 scheduled for July 2, at 8:30 a.m.
- 25 iv. **Long Range Planning Committee:** There was no meeting.
- 26 **C. Fire Department Report:**
- 27 Chief Whitelaw from NTFPD was in attendance and reported the
28 following:
- 29 • February Dispatch Report: 29 of the 34 calls to dispatch were from the
30 ski area. He said that mutual assistance with Squaw Valley was
31 helpful.
 - 32 • Road Closure Plan: Updates have been incorporated into the plan,
33 mostly having to do with distinguishing criteria for triggering action.
 - 34 • Fuels Reduction Grants: NTFPD has obtained grant funding for
35 chipping reduction in the valley this year. However, future funding
36 looks difficult.
 - 37 • Local vs. state responsibility for fire suppression: In the valley, the
38 state has historically been responsible for the cost of suppressing
39 wildland fires. The state now says it cannot afford to fund such fire
40 suppression, so has been attempting to shift the cost burden to local
41 districts. Currently, it is backing off from the attempt, since the cost
42 savings are less than anticipated and local entities have been
43 resisting. Chief Whitelaw continues to monitor the issue.
 - 44 • Chief Whitelaw visited with the director of CalFire a couple of days
45 ago. He said if the special election is held in June and the governor's
46 supported measures pass, the State's budget will look similar to last
47 year's. If the measures do not pass, there will be draconian cuts in
48 CalFire and other state responsibilities.

49 **H. Open Items:**

