

**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, April 16, 2010, 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 (by telephone); Virginia Quinan

8 Directors Absent: None.

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

12 Guests Present: Peter Poe/NTPFD; Pat Dillon/NTPFD

13 **2. PUBLIC PARTICIPATION**

14 None.

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

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

20 **A. Financial Reports:**

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

- 23 • On a year-to-date basis, net income is about \$150K favorable to
24 budget and about \$181K behind last year.
- 25 • Staff and Manager Collins have put a lot of work into the fiscal year
26 2011 budget and it looks great.
- 27 • Mike produced the quarter-end reports, which show positive balances
28 for all the enterprise funds.
- 29 i. **March Month-end Financial Statements:** Director Nungester made
30 a MOTION that the Board accept the March 31, 2010, month-end and
31 quarter-end financial reports. Director Grant SECONDED the motion.
32 Directors Grant, Northrop, Nungester and Quinan being in favor, the
33 motion was APPROVED.
- 34 ii. **March Expenses Paid & Payable:** The Directors reviewed the
35 monthly check register. Director Grant made a MOTION that the
36 Board approve the Expenses Paid & Payable (direct debits for payroll
37 and checks 24920 through 24963). Director Quinan SECONDED the
38 motion. Directors Grant, Northrop, Nungester and Quinan being in
39 favor, the motion was APPROVED.

40 **B. Approval of Minutes of Regular Board Meeting Held on March 12,**
41 **2010:**

42 Director Nungester made a MOTION that the Board approve the minutes
43 of the March 12, 2010, Regular Board of Directors Meeting. Director
44 Grant SECONDED the motion. Directors Grant, Northrop, Nungester and
45 Quinan being in favor, the motion was APPROVED.

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

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

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- 1 • Sierra Nevada Conservancy Grant: David Jaramillo continued working
- 2 with Lahontan Regional Water Quality Control Board and Integrated
- 3 Environmental Restoration Services to develop a sampling program.
- 4 • Mineral Springs Drive Sewer Stability Evaluation and
- 5 Recommendations:
- 6 ○ Staff reviewed the updated report from ECO:LOGIC and provided
- 7 them with feedback. Manager Collins also contacted Brian
- 8 Stewart, Capital Project Director for Placer County, regarding the
- 9 project and estimated expenses for Placer County's portion of the
- 10 project (provided by ECO:LOGIC on page 11 of their updated
- 11 report). Brian has been seeking funds for the project but has not
- 12 found any viable sources. At one time, Placer County's
- 13 Emergency Services Office officer was also interested in the
- 14 project for preventive purposes. Manager Collins will continue to
- 15 pursue their support.
- 16 ○ He recommended that the Board approve the updated report and
- 17 give him permission to: meet with property owners and Placer
- 18 County personnel, pursue funding opportunities, start the
- 19 permitting process next fiscal year, and obtain necessary
- 20 agreements to finalize the project design.
- 21 ○ Director Grant asked if the District needed to implement the 150-
- 22 foot version of the project; Manager Collins said not in the near
- 23 future but certainly for the long term.
- 24 ○ Director Grant asked if the District would be considered to have
- 25 demonstrated "due diligence" – so as to minimize District
- 26 exposure to penalties if the sewer were to leak – by obtaining the
- 27 permits. Manager Collins said obtaining the permits would
- 28 probably satisfy the Lahontan Regional Water Quality Control
- 29 Board and other regulatory agencies for a few years, but added
- 30 that the District needed to continue to pursue the entire project.
- 31 ○ President Danz said the Board could vote to accept the report
- 32 now, and Manager Collins could initiate conversations with
- 33 affected parties, but the District could not move forward with the
- 34 project until the fiscal year 2011 capital budget is approved.
- 35 Director Northrop made a MOTION that the Board accept
- 36 ECO:LOGIC's Sewer Stability Evaluation & Recommendations.
- 37 Director Quinan SECONDED the motion. In discussion, President
- 38 Danz said she was very pleased with the work ECO:LOGIC had done.
- 39 Directors Grant, Northrop, Nungester and Quinan being in favor, the
- 40 motion was APPROVED.
- 41 • Vehicle Storage Building Expansion: Manager Collins received notice
- 42 that the Placer County Recorder has recorded notice of completion.
- 43 • Easements: Documentation is complete for all 12 of the easements
- 44 being processed and four of them were mailed out. Robert Ferwerda
- 45 has already responded that he has no interest in exchanging
- 46 easements. Manager Collins will seek advice from District counsel on
- 47 a response to Mr. Ferwerda's letter.
- 48 • Manager Collins continued work on next fiscal year's budget.

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- 1 • Manager Collins attended the Placer County Utility Stakeholders
- 2 meeting in Kings Beach. The County wants to coordinate capital
- 3 projects with all utilities in the area. These meetings have not been
- 4 held in about 10 years but will be held in the spring and fall for the
- 5 near future.
- 6 • Manager Collins met with Wendy Bast, an accountant/auditor with
- 7 Placer County, regarding the accounting for District property tax
- 8 revenues. After evaluating the items posted to-date, he determined
- 9 that the District overpaid NTFPD about \$2,200. An adjustment will be
- 10 made when the District receives its next payment of property tax
- 11 revenues from Placer County. From now on, Staff will request from
- 12 the County a snapshot statement, which shows the derivation of the
- 13 net property tax revenues received by the District, in place of the
- 14 confusing statement the District has been receiving.

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

16 Buz Bancroft presented a written report for the month of March that

17 included status updates on water, sewer, garbage and other services

18 provided by the District.

- 19 • Staff removed snow from the shop, office and fire hydrants.
- 20 • They worked on the 2010 sewer cleaning and TV program and
- 21 planned which repairs to do this year.
- 22 • They worked on the fiscal year 2011 budget.
- 23 • They met with Caltrans and Martin Brothers Construction, who will be
- 24 providing drainage along highway 89 from Alpine Meadows to Squaw
- 25 Valley.
- 26 • Routine water samples have all been absent coliform bacteria.
- 27 • Director Grant noted that water consumption has been level during
- 28 the past few months. Buz agreed but said that, when customers start
- 29 irrigating (after the snow melts), water consumption will increase.
- 30 • He mentioned that he was not sure the snow would melt in time to
- 31 open the Park on Memorial Day weekend.

32 **F. Resolution 3-2010: Requesting Collection of Charges on Tax Roll:**

33 President Danz explained that the resolution is essentially the same one

34 the Board approves every year, in order to authorize the County to collect

35 delinquent account payments on behalf of the District. Director Northrop

36 made a MOTION that the Board adopt Resolution 3-2010: Requesting

37 Collection of Charges on Tax Roll. Director Nungester SECONDED the

38 motion. Roll was called to approve the Resolution. Ayes: Directors

39 Grant, Northrop, Nungester, Quinan and President Danz. Noes: none.

40 The Resolution was APPROVED.

41 **G. Resolution 4-2010: Notice of Board Member Election and Request to**

42 **Consolidate with Other Elections:**

43 President Danz said the resolution was necessary to fill the expiring seats

44 of Directors Grant, Nungester and herself. An election will be held if there

45 are more candidates than open seats. If the number of candidates is the

46 same as the number of open seats, no election will be held. If not enough

47 candidates run, the Board will appoint as necessary to fill the empty

48 positions. Director Quinan made a MOTION that the Board adopt

49 Resolution 4-2010: Declaring an Election be Held; Requesting

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1 Consolidation with Other Elections Conducted on Said Date; Requesting
2 Election Services by the County Clerk. Director Grant SECONDED the
3 motion. Roll was called to approve the Resolution. Ayes: Directors
4 Grant, Northrop, Nungester, Quinan and President Danz. Noes: none.
5 The Resolution was APPROVED.

6 **H. Election of Special District Representative to the Placer County**
7 **Local Agency Formation Commission (LAFCO):**

8 Director Nungester made a MOTION that the Board vote for H. Gordon
9 Ainsleigh. Director Northrop SECONDED the motion. Directors Grant,
10 Northrop, Nungester and Quinan being in favor, the motion was
11 APPROVED.

12 **C. Fire Department Report:**

13 Peter Poe and Pat Dillon from NTFPD were in attendance and reported
14 the following:

- 15 • March Dispatch Report: There were 17 dispatch calls to the ski resort.
16 The only other call was cancelled en route.
- 17 • Alpine Fire Station Staffing: The 150 days of staffing specified by the
18 contract between ASCWD and NTFPD will be fulfilled by about May 3.
19 Between then and July 1, NTFPD will not staff the station. Peter said
20 he would talk with Chief Whitelaw about providing extra staffing for
21 Memorial Day weekend. As of April 18, the ski area will be open
22 weekends only.
- 23 • Vehicle Storage Building Expansion: The only remaining item to be
24 installed is the fire alarm system. After that, NTFPD can place
25 equipment in the VSB expansion area. Manager Collins reported that
26 after Mick Horn is paid this month, the District will return about \$10K-
27 11K to NTFPD, the remaining balance of the funds provided by
28 NTFPD to pay for the construction of the VSB expansion.

29 **I. TTSA Report:**

30 There has been no TTSA Board meeting since the March ASCWD Board
31 meeting. The next TTSA Board meeting is scheduled for May 12.

32 **J. Records Retention Guidelines:**

33 The Board discussed the revised draft of the records retention guidelines.

- 34 • President Danz said column headings have been put on every page,
35 page breaks have been placed between (rather than in the middle of)
36 sections, and there was one minor change from the last time the
37 Board reviewed the document.
- 38 • She asked the Directors to review the guidelines to determine if there
39 were any records they would like kept longer than the duration
40 indicated by legal authority. Director Grant asked if anyone has asked
41 for old documents. Manager Collins said the only ones he can think
42 of are documents relating to the Ferwerda lawsuit.
- 43 • Manager Collins reminded the Board that Staff is required to bring a
44 detailed list of records to be destroyed to the Board for approval prior
45 to their destruction. President Danz asked that records destruction be
46 performed in groups.
- 47 • Director Nungester asked if the District would be able to reduce its
48 Vanguard Vaults usage. Manager Collins said that was his goal.

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- President Danz said the Board would vote to approve the Records Retention Guidelines next month.
- President Danz said she was not sure if the records retention period for “Correspondence” pertained to emails. Manager Collins pointed out that he personally saves no emails. President Danz reviewed the document and noted that emails are included under correspondence and that Manager Collins should comply with the legal requirement for retention of a copy of the emails. She thought the document might need to differentiate between customer mail and internal mail.

K. Committee Reports:

- i. **Budget & Finance Committee:** President Danz presented a written report of the Committee’s April 15 meeting.
 - a. **Non-standard Transactions:** Discussed in the General Manager’s report (agenda item 3D).
 - b. **Investments/cash:** No CDs will mature this month. The Committee calculated the funds required for operations during the next few months and determined that no additional CDs should be purchased.
 - c. **Budget Status:** Staff has done an outstanding job. The Board will receive the draft operating budget by fund by month at the May meeting, with expected approval at the June meeting. President Danz said, from the Committee’s perspective, the budget process is working quickly and smoothly. The first draft of the capital budget has been proposed by Staff; the Committee will probably recommend approval to the Board. Funding for the sewer stabilization project is in the operating budget, rather than in the capital budget.
 - d. **Requests from Customers for Adjustments to Their Bills:** None.
 - e. **Requests for Unbudgeted Expenses:** None.
 - f. **Next meeting:** Scheduled for Friday, May 14, at 8:30 a.m.
- ii. **Administration & Personnel Committee:** Director Nungester presented a written report of the Committee’s March 24 meeting.
 - **Goals and Objectives for Fiscal Year 2010:** Pam will send the 2009/2010 Goals and Objectives to the Directors to use for review of the Board’s and Manager Collins’ performance. The Directors should complete the forms and return them to Director Nungester. The Board & Manager Collins will be reviewed at the May meeting.
 - **Goals and Objectives for Fiscal Year 2011:** In discussion of the proposed Goals and Objectives for next fiscal year, the Board discussed two changes:
 - In item 3d under General Manager Goals and Objectives, replace “Pam intends” with “Direct Staff”;
 - Add item 3e under General Manager Goals and Objectives: “Proceed with implementation of the District’s records retention policy.”Director Grant asked if processing 30 service applications per year – which would take about 20 years to update all of the

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- 1 District's records - was making adequate progress. Manager
2 Collins said the processing was time-consuming for Staff and was
3 reluctant to commit to a higher processing rate. President Danz
4 said the "problem" accounts, those with inadequate
5 documentation, will be highlighted and should be completed in
6 fewer than 20 years.
- 7 Director Northrop made a MOTION that the Board adopt the
8 2010/11 Goals and Objectives, with the two suggested changes.
9 Director Quinan SECONDED the motion. Directors Grant,
10 Northrop, Nungester and Quinan being in favor, the motion was
11 APPROVED.
- 12 iii. **Park, Recreation & Greenbelt Committee:** Director Quinan
13 presented a written report of the Committee's March 24 meeting.
- 14 a. **Changes to Policy 6.2.0, Park Use and Fees:** Since schools
15 reconvene in mid-August, the Committee recommended
16 expanding the period available for large group usage to start in
17 mid-August (excluding Labor Day weekend). Director Grant said
18 the recommended change had the potential to increase revenue
19 for the Park. Responding to President Danz's recommendation
20 that the Policy provide consistency for large group usage, the
21 Board consensus was to replace 5abcd with "Prior to June 15 and
22 after August 15, one Large Group may be scheduled per
23 weekend. From June 15 to August 15, no Large Groups will be
24 allowed to use the Park on weekends. No Large Groups will be
25 allowed to use the Park on Memorial Day, Labor Day or July 4th
26 weekends."
- 27 b. **Tennis Court Usage:** Lee Masick and John Moise recommended
28 that a sign-up sheet be placed on the counter of the District office,
29 listing tennis players looking for playing partners. Director
30 Nungester objected to the suggestion because 1) it has the
31 potential to increase Pam's workload (via phone calls from people
32 asking her to provide names from the sheet) and 2) the sign-up
33 sheet would not be available after hours. The Board agreed it
34 made more sense to post the sheet on the bulletin board outside
35 the office.
- 36 c. **Park Maintenance:**
- 37 • Staff will add granite sand to the trails and will crack seal the
38 tennis courts.
 - 39 • Buz reported that the sign at the Children's Play Area up in the
40 valley is in poor repair. He said the goal was either to fix it or
41 to order a new metal sign of the same size. The Budget &
42 Finance Committee has provided funding for a new metal sign
43 in next year's budget.
 - 44 • The Committee recommended replacing one barbecue per
45 year, since they are aging. Don Fulda recommended
46 replacing the plastic tires on the barbecues with pneumatic
47 rubber tires to minimize wear; Buz said the tires were already
48 rubber tires and that the rattling was due to the gravel on the
49 walkways. The Budget & Finance Committee has

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- 1 incorporated the barbecue replacement request in next year's
2 budget.
3 • The Committee recommended replacing some of the Park
4 perennials on a yearly basis. The Budget & Finance
5 Committee added \$250 to next year's budget for this purpose.
6 • Two Committee members volunteered to do an inspection
7 after the snow melts, in order to take note of maintenance
8 needs and submit recommendations to Manager Collins.
9 d. **Members recommended:** a) providing an Allen wrench to the
10 group users to facilitate access to the garbage containers (Staff
11 has agreed) and b) holding a summer music festival or similar
12 event if the Park ever becomes insolvent. President Danz
13 suggested that a "Friends of the Park" organization be established
14 to fund and/or work on projects the Board chooses not to fund.
15 iv. **Long Range Planning Committee:** There was no meeting.

16 **L. Open Items:**
17 None.

18 **M. Correspondence to the Board:**
19 None.

20 **4. DIRECTORS' COMMENTS**

- 21 • Next month, the Budget & Finance Committee will meet at the time and date
22 normally scheduled for the full Board - Friday, May 14, at 8:30 a.m. – and the
23 Board meeting will follow at 10 a.m.
24 • Director Quinan acknowledged the generosity of the Budget & Finance
25 Committee in responding to the Park, Recreation & Greenbelt Committee's
26 recommendations.
27 • The Board will consider moving its September meeting to September 15, 16
28 or 17.

29 **5. CLOSED SESSION**

30 None.

31 **6. ADJOURNMENT**

32 There being no further business before the Board, the meeting was adjourned at
33 10:05 a.m.

34
35 Respectfully Submitted,

approved as submitted 5/14/10

36
37
38
39 Jancis Martin
40 Recording Secretary