

**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 20, 2012, at 10:30 a.m., District Board Room, 270 Alpine Meadows Road.

- 1 **1. CALL TO ORDER**
2 President Danz called the meeting to order at 10:31 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; Virginia Quinan.
8 Directors Absent: Jon Northrop
9 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &
10 Maintenance; Jancis Martin, Recording Secretary
11 Guest Present: Shawn Koorn (by telephone).
12 **2. PUBLIC PARTICIPATION**
13 None.
14 **3. ITEMS FOR BOARD DISCUSSION & ACTION**
15 **A. Financial Reports:**
16 Mike Dobrowski, District CPA, was unavailable to participate in discussion
17 of this agenda item.
18
 - 19 • Director Grant asked what the interfund transfers (line items on the
20 quarterly balance sheet) were; Manager Collins said he did not know
21 but would ask Mike and report back to the Board at the May meeting.
 - 22 i. **March Month-end and Quarterly Financial Statements:** Director
23 Nungester made a MOTION that the Board accept the March 31,
24 2012, month-end and quarterly financial reports. Director Quinan
25 SECONDED the motion. Directors Grant, Nungester and Quinan
26 being in favor, the motion was APPROVED.
 - 27 ii. **March Expenses Paid & Payable:** The Directors reviewed the
28 monthly check register. Director Quinan made a MOTION that the
29 Board approve the Expenses Paid & Payable (the debits for payroll
30 and checks 26156 through 26221). Director Grant SECONDED the
31 motion. In discussion, Director Grant asked for explanations of the
32 payments to Liberty Energy (two months of electric bills, including the
33 power required to pump water to the ski resort for snowmaking),
34 Flyers Energy (a gasoline company) and Tahoe Truckee Propane
35 (two months' worth of propane used to heat the office, maintenance
36 buildings and fire station). Director Grant also asked how frequently
37 the office and carpet were cleaned; Manager Collins said the office
38 was cleaned twice a month, the carpet whenever needed. Directors
39 Grant, Nungester and Quinan being in favor, the motion was
40 APPROVED.
41 **B. Approval of Minutes of Regular Board Meeting Held March 9, 2012:**
42 Director Quinan made a MOTION that the Board approve the minutes of
43 the March 9, 2012, Regular Board of Directors Meeting. Director Grant
44 SECONDED the motion. Directors Grant, Nungester and Quinan being in
45 favor, the motion was APPROVED.
46 **C. Fire Department Report:**
47 No one from NTFPD was in attendance, due to today's Open House at
48 the new NTFPD Fire Station and the ceremony honoring Chief Whitelaw.
49 **D. General Manager's Report:**

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

- 3 • Sierra Nevada Conservancy (SNC) Grant: Manager Collins received
4 confirmation that the grant has been extended to the end of August, to
5 perform water quality monitoring on Bear Creek.
- 6 • Alpine Meadows Bridge: There was no activity this month.
- 7 • Alpine Sierra Subdivision: There was no activity this month.
- 8 • Alpine Meadows Road Pipeline Project: Manager Collins completed
9 review of the plans and specifications and submitted comments to
10 Stantec. Stantec made the revisions and submitted the documents to
11 Placer County for review. The project will require an encroachment
12 permit.
- 13 • Marten Barry's Property: Manager Collins awaits signed easement
14 documents from Mr. Barry.
- 15 • AME Well Re-drill: Manager Collins received and reviewed well
16 specifications and submitted comments to Stantec. He also contacted
17 Placer County Department of Health regarding the water well
18 application and permit, and received the application packet from them.
19 The project will have to go through the Truckee River Operating
20 Agreement review process. Manager Collins completed and
21 submitted paperwork to the California Department of Water
22 Resources. He will need to submit a new site map of the area but
23 there is currently too much snow.
- 24 • Rate Study: Manager Collins coordinated with HDR (topic discussed
25 further in today's agenda item 3J).
- 26 • Budgets: Manager Collins continued to work on the draft budgets for
27 next year.
- 28 • 2139 River Road: Manager Collins provided a cost estimate to extend
29 water service to the property. The cost was \$8,660 for the connection
30 fee, with an additional \$76,000 for the estimated construction cost to
31 extend the pipeline. The owner said she would wait.
- 32 • 1360 Snow Crest: Manager Collins communicated with Peter Henry
33 and his architect regarding a lot line adjustment and abandonment of
34 a District utility easement. Mr. Henry will pay the costs associated
35 with an engineering study and moving the sewer.

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

37 Buz Bancroft presented a written report for the month of March that
38 included status updates on water, sewer, garbage and other services
39 provided by the District.

- 40 • Staff work: snow removal around shop, yard and hydrants; budget
41 revisions; shop work; Tank 4A control valve.
- 42 • All routine water samples were absent coliform bacteria.
- 43 • Director Grant asked if homeowners with irrigation systems were
44 required to have backflow devices. Buz said yes.

45 **F. TTSA Report:**

46 The Board reviewed a written report, prepared by Director Northrop, on
47 items of interest to ASCWD from the March 14 and April 18 TTSA Board
48 meetings.

- 49 • The plant is operating normally and efficiently.

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- All waste water discharge requirements are being met.
- The next TTSA Board meeting is scheduled for May 9.

G. Resolution 2-2012: Declaring an Election to be Held Within the District and Requesting Election Services by the County Clerk:

Positions for two ASCWD Directors - currently held by Directors Quinan and Northrop - will open in November 2012. In order to fill the positions, the Board must pass a resolution to declare an election. Director Nungester made a MOTION that the Board approve Resolution 2-2012, Declaring an Election to be Held within the District and Requesting Election Services by the County Clerk. Director Quinan SECONDED the motion. Roll was called to approve the Resolution. Ayes: Directors Grant, Nungester, Quinan and President Danz. Noes: none. The Resolution was APPROVED.

H. Newsletter:

The Board discussed the draft of the District's spring newsletter.

- Director Quinan said the newsletter needed to be edited to reflect that the date and time for the Bird Walk had changed, from June 11 at 7:30 a.m., to June 2 at 8:30 a.m.
- Director Quinan said the Park, Recreation & Greenbelt Committee asked if the District would advertise in its newsletter the existence of the children's playground, located between the two Deer Park roads. During discussion, President Danz and Director Nungester expressed concern about the potential for liability represented by the playground: aging equipment (the area was built in 1986), no Park pass required and therefore no user-signed releases, no ADA compliance, no "use at own risk" sign. There was some discussion about moving the playground into the Park, but Buz said the current equipment could not be moved. Director Grant asked if Staff used due diligence in maintaining the integrity of the playground equipment; Buz said Staff checked the equipment every few weeks and made repairs as needed. President Danz and Manager Collins agreed it would be better if the newsletter did not advertise the presence of the playground. President Danz asked Manager Collins to 1) see if the District's liability insurance included the playground, 2) speak with District counsel regarding the best language for a "use at own risk" sign, 3) add the cost of the sign installation to next year's budget and 4) arrange for Staff to install the sign.
- Director Grant asked Buz if Staff's usual goal was to open the Park by Memorial Day weekend. He said yes.

I. Vote for Special District Representative to LAFCO:

Director Quinan made a MOTION that the Board vote for Bill Schumacher and Craig Powell as LAFCO special district representatives. Director Grant SECONDED the motion. Directors Grant, Nungester and Quinan being in favor, the motion was APPROVED.

J. Recommendations Regarding Possible Rate Increases:

Shawn Koorn from HDR, participating by telephone, made a presentation to the Board regarding recommendations for possible rate increases.

- At the request of the Board at last month's meeting, Shawn updated the rate study analyses that the Board reviewed. He prepared

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1 analyses for two options, removing the Park fund from both, since it is
2 not intended to be a self-supporting fund like the Water, Sewer and
3 Garbage funds. Both options maintain adequate reserves and result
4 in the reduction of some of the rate adjustments seen in the previous
5 analysis.

- 6 • Option 1 would maintain a fund balance of about \$1.3M. The Water
7 rate increase would start in FY 2014 and would be 5% per year for
8 four years; the Sewer rate increase would start in FY 2014 and would
9 be 3.5% per year for four years; the Garbage rate increase would start
10 in FY 2013 and would be 5% per year for five years.
- 11 • Option 2 would maintain a fund balance of about \$1M. Additionally, in
12 this analysis, Shawn only funded annual depreciation once (the base
13 study effectively doubled the cost of depreciation). The Water rate
14 increase would start in FY 2015 and would be 3.5% per year for three
15 years; the Sewer rate increase would start in FY 2015 and would be
16 3% per year for three years; the Garbage rate increase would still
17 start in FY 2013 and would still be 5% per year for five years.
- 18 • Since last month, the District learned that next year's rate for garbage
19 service will actually decrease. With both options, the Garbage fund
20 would be self-sustaining with either five years of 4% increases or four
21 years of 5% increase (starting in FY 2014).
- 22 • President Danz said the Budget & Finance Committee discussed the
23 potential rate adjustments at their meeting this morning. They
24 concluded that maintaining the capital reserve balance at \$1M was
25 fine for the District; Manager Collins and Staff agreed. If the Board
26 agrees, they should approve a revised option 2, the revision being
27 that the Garbage rate would not increase next year.
- 28 • Director Grant asked what the rationale was for maintaining a \$1M
29 reserve balance as opposed to a lesser amount. Manager Collins
30 said \$1M was about the right amount to maintain the current
31 infrastructure and still have reserves in the event of an unforeseen
32 emergency. He reminded the Board that the District needs to work on
33 improving storage and supply issues for fire flow.
- 34 • Director Grant asked if, once the rate plan was approved, the District
35 could decrease rates and then increase them later to a level
36 commensurate with the approved plan. Shawn said he believed so.
- 37 • President Danz thanked Shawn for his help.

38 Director Nungester made a MOTION that the Board move forward with
39 Option 2 of the HDR recommendations for rate increases, with the
40 change that the increase in the Garbage rate will not take effect until FY
41 2014. Director Quinan SECONDED the motion. Directors Grant,
42 Nungester and Quinan being in favor, the motion was APPROVED.

43 **K. Committee Reports:**

- 44 i. **Budget & Finance Committee:** President Danz presented a written
45 report of this morning's Committee meeting.
 - 46 a. **Non-standard Transactions:** None.
 - 47 b. **Investments/cash:** None of the District CDs mature before June.
 - 48 c. **Operating and Capital Budgets for Fiscal Year 2013:** The
49 Committee reviewed the draft budgets, which look good. The

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1 Board will review the proposed annual budget at the May meeting.
2 The proposed capital budget includes (in priority order) rebuilding
3 the AME Well pump house, Tank 1 Vault Replacement, Tank 4A
4 roof repairs, 500 feet of pipe along Alpine Meadows Road, the first
5 phase of remote read meter installation, the Alpine Meadows
6 Bridge design, and Spring 1 Vault Replacement. Manager Collins
7 proposes hiring two part-time summer employees, rather than
8 one, to help with the manual labor required by the various capital
9 projects.

10 d. **Credit Card Processing:** Pam Zinn presented findings regarding
11 the potential for customers to be able to use credit cards to make
12 bill payments. There would be certain fees attached, which would
13 likely be covered by adding a convenience fee of 2.5% to bills paid
14 via credit cards. Manager Collins spoke with District counsel
15 about whether or not the Board needed to go through a public
16 notice process to implement a processing fee and the answer was
17 no, since there is no requirement that customers use credit cards.
18 Director Quinan made a MOTION that the District proceed with
19 allowing credit card processing for bills and Park passes, etc.
20 Director Nungester SECONDED the motion. Directors Grant,
21 Nungester and Quinan being in favor, the motion was
22 APPROVED.

23 e. **Requests from Customers for Adjustments to their Bills:**
24 None.

25 f. **Requests for Unbudgeted Expenses:** Per the Committee's
26 recommendation, Director Grant made a MOTION that the Board
27 approve the unbudgeted expense of \$497.98 for a new pressure
28 switch for Tank 4A, with expedited delivery. Director Quinan
29 SECONDED the motion. Directors Grant, Nungester and Quinan
30 being in favor, the motion was APPROVED.

31 g. **Next meeting:** Monday, May 14, at 1:00 p.m.

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

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

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

35 L. **Open Items:** None.

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

37 **4. DIRECTORS' COMMENTS**

- 38 • The next Board meeting will be held Tuesday, May 15, at 8:30 a.m.
39 • President Danz said the Administration & Personnel Committee should meet
40 prior to May 15 to review 1) the mission statement, 2) the Board and General
41 Manager and 3) the employee handbook. District counsel already reviewed
42 the handbook and recommended some changes, some of which may be
43 implemented, others may not apply. President Danz plans to review the
44 document prior to the Administration & Personnel Committee meeting.
45 • President Danz said the Directors needed to stop the practice of attending
46 meetings via telephone. She noted that she did not believe that Directors
47 calling in from remote locations fulfilled the intent of the Brown Act which is
48 meant to ensure that all meetings of the District are open to the public.

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1 Locations used for call-ins need to be publicly noticed and must be ADA-
2 compliant. She said it was okay for Directors to miss meetings on occasion.
3 • Director Quinan said Squaw Valley Public Service District (SVPSD) issued its
4 strategic plan. The plan no longer refers to ASCWD, but rather includes
5 verbiage that SVPSD should “look for partnerships to enhance water supply
6 options”, “reach out to other regions and entities”, “collaborate with other
7 agencies ...”, etc. Director Quinan said Eric Poulsen was the only SVPSD
8 Board member who supported looking outside their district for water sources.
9 She also mentioned that KSL, the ski areas’ owner, has suggested the
10 possible construction of an indoor water park in Squaw Valley.

11 **5. ADJOURNMENT**

12 There being no further business before the Board, the meeting was adjourned at
13 11:48 a.m.

14
15 Respectfully Submitted,

approved as submitted 5/15/12
Amended & approved 6/8/12

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17
18
19 Jancis Martin
20 Recording Secretary