

**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, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 10:00 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; Mike Dobrowski, CPA (by telephone); Jancis Martin, Recording
11 Secretary.

12 Guest Present: Chris Nelson/Alpine Sierra property owner; Troy
13 Caldwell/property owner.

14 **2. PUBLIC PARTICIPATION**

15 None.

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

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

21 **A. Financial Reports:**

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

- 24 • The District received its property tax payment from Placer County and
25 paid 80% of it to NTFPD, per contract.
- 26 • Mike sent delinquent accounts to the County for collection.
- 27 • He prepared the draft 2011-2012 budget by month.

28 i. **April Month-end Financial Statements:** Director Northrop made a
29 MOTION that the Board accept the March 31, 2011, quarterly financial
30 reports and April 30, 2011, month-end financial reports. Director
31 Nungester SECONDED the motion. Directors Grant, Northrop,
32 Nungester and Quinan being in favor, the motion was APPROVED.

33 ii. **April Expenses Paid & Payable:** The Directors reviewed the monthly
34 check register. Director Quinan made a MOTION that the Board
35 approve the Expenses Paid & Payable (the debits for payroll and
36 checks 25594 through 25657). Director Grant SECONDED the
37 motion. Directors Grant, Northrop, Nungester and Quinan being in
38 favor, the motion was APPROVED.

39 **B. Approval of Minutes of Regular Board Meeting Held on April 8, 2011:**

40 Director Northrop made a MOTION that the Board approve the minutes of
41 the April 8, 2011, Regular Board of Directors Meeting. Director Quinan
42 SECONDED the motion. Directors Grant, Northrop, Nungester and
43 Quinan being in favor, the motion was APPROVED.

44 **Emergency Agenda Item:**

- 45 • Manager Collins asked that the Board consider taking action to clear
46 up ownership documentation of District property being sold to Marten
47 Barry. The issue was not included in the agenda for today's meeting
48 because Manager Collins was not notified about the issue until
49 yesterday. Director Quinan made a MOTION that there was a need

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, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

1 for immediate action – pursuant to California Government Code
2 section 54954.2(b) - to add this item to the agenda. Director Northrop
3 SECONDED the motion. Directors Grant, Northrop, Nungester and
4 Quinan being in favor, the motion was APPROVED.

- 5 • Manager Collins explained that the recorded deed that originally
6 deeded the open space to the District incorrectly describes the parcel
7 the District wishes to sell to Marten Barry. There is a corrected
8 notarized deed, but it was never recorded. The title company
9 recommends that the District remedy the situation by deeding the
10 property to itself with the correct legal description. Director Northrop
11 made a MOTION that the Board approve the grant of the deed from
12 ASCWD to ASCWD of the open land next to Marten Barry’s property.
13 Director Nungester SECONDED the motion. Directors Grant,
14 Northrop, Nungester and Quinan being in favor, the motion was
15 APPROVED.

16 **C. Fire Department Report:**

17 Due to the funeral of an NTFPD firefighter, no representative from NTFPD
18 was available to attend today’s meeting. NTFPD did, however, provide a
19 dispatch report for the month of April.

20 **D. General Manager’s Report:**

21 John Collins, General Manager, provided a written report on his activities
22 during the month of April, with discussion on the following topics:

- 23 • Alpine Sierra Subdivision:
 - 24 ○ Chris Nelson and Manager Collins have reviewed multiple drafts
25 of a “Will Serve” letter of agreement. Manager Collins is in basic
26 agreement with the content of the document. The District would
27 share in the pro-rated cost of the two booster pump stations
28 needed to get water from Zone 4 to Zone 2 to serve the
29 subdivision. The pro-ration is an estimate based on the peak day
30 capacity required to be pumped.
 - 31 ○ A “Will Serve” letter can be very simple, or it can be more detailed,
32 or it can take the form of a Development Agreement, which is
33 more formal and contains more legal language. Manager Collins
34 has worked with both kinds of documents; he does not have a
35 preference but has used Development Agreements more often.
36 Director Grant asked about ski area water usage; Manager Collins
37 said the agreement created no conflict.
 - 38 ○ Director Nungester asked if the Board had the right to say no to
39 the agreement; Manager Collins said the District was currently not
40 in compliance with state regulations, so the agreement was
41 necessary. If the Board said no, the District would have to de-
42 annex the subdivision, and Alpine Sierra would have to create its
43 own water company or obtain water from another district.
 - 44 ○ The Agreement is for the first Phase of the development (16 out of
45 a projected total of 39 lots), but Alpine Sierra will be paying the full
46 cost of the booster pump now.
 - 47 ○ The connection fees in the agreement can help fund the District’s
48 share of the work.

**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, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

- 1 ○ Provision of sewer service for the subdivision will require either a
2 gravity line or a pump station. If a pump station is used, the
3 agreement will include an additional maintenance surcharge to
4 Alpine Sierra, since the pump station has no benefit to the District.
5 ○ Manager Collins pointed out that the agreement currently specifies
6 that the subdivision connection fees be used for the items given
7 high priority in the Stantec report. Manager Collins said he did not
8 agree with this requirement, because the District may want to
9 implement capital projects in a different order.
10 ○ The known items that may change before the agreement comes to
11 the Board for approval are whether the District has to implement
12 its projects in the order shown in the Stantec report, and
13 correction of an incomplete sentence in the Easements section.
14 ● Marten Barry's property: After the corrected deed has been executed
15 and recorded, Marten Barry will execute the necessary documents
16 and file them with Placer County for final approval by the Board of
17 Supervisors. Manager Collins expects a final packet by next month's
18 meeting for submission to Placer County.
19 ● Fiscal Year 2011/2012 Budgets: He continued working on them.
20 ● Murphy Family Agreement: He prepared a legal description of the
21 easement.
22 ● AME Well and Well R-1: He coordinated with Carson Pump for
23 rehabilitation proposals.
24 ● Snowmaking Contract: He reviewed the contract and made
25 recommendations to the Budget & Finance Committee.
26 ● Sand Volleyball Court: Manager Collins researched construction
27 requirements, prepared an estimated cost for construction and
28 forwarded it to the Chair of the Park, Recreation and Greenbelt
29 Committee, as well as providing copies for the Directors to review.
30 ● Manager Collins attended the California Rural Water Association
31 conference at South Lake Tahoe. Buz and Lew attended one day of
32 the conference.
33 ● Buz and Lew attended training regarding preparation of Consumer
34 Confidence Reports.
- 35 **E. Release and Encroachment Agreement Regarding Murphy Property:**
36 Manager Collins explained the documentation had been reviewed and
37 prepared by District counsel. Staff recommends approval. The Murphy
38 house was built on top of a District sewer easement. This agreement
39 documents its position atop the sewer easement and describes the
40 owner's responsibilities. Director Northrop made a MOTION that the
41 Board approve the Release and Encroachment Agreement Regarding the
42 Murphy Property. Director Quinan SECONDED the motion. Directors
43 Grant, Northrop, Nungester and Quinan being in favor, the motion was
44 APPROVED.
- 45 **F. Carson Pump Proposals Regarding AME Well and Well R-1:**
46 ● Manager Collins said the Board has already seen the proposals.
47 ● Director Grant asked for more information about the project. Manager
48 Collins explained that it was a capital project, included in this year's
49 budget. He said the results from the project would refine the District's

**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, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

1 hydrologic model, and contribute to a more accurate design of District
2 projects. Director Grant asked how long it would take. Manager
3 Collins said at least several weeks, and that it could continue into the
4 next fiscal year.

- 5 • Buz pointed out that the work on both wells will have to be done close
6 to the same time, or additional mobilization/demobilization costs will
7 be incurred.

8 Director Northrop made a MOTION that the Board approve Carson
9 Pump's two proposals: 1) regarding AME Well, at a cost not to exceed
10 \$19,305, and 2) regarding Well R-1, at a cost not to exceed \$38,270.
11 Director Quinan SECONDED the motion. Directors Grant, Northrop,
12 Nungester and Quinan being in favor, the motion was APPROVED.

13 **G. Operations & Maintenance Department Report:**

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

- 17 • Staff performed snow removal from the office area and from fire
18 hydrants.
- 19 • Staff worked on the draft 2011-2012 budget.
- 20 • Routine water samples were absent coliform bacteria. Spring
21 samples taken May 2 were also absent coliform bacteria.
- 22 • Staff is expecting a late opening for the Park, perhaps around the
23 second week of June.
- 24 • Buz asked to be informed about any requests for dumpsters Memorial
25 Day weekend. He did not think the homeowner associations should
26 schedule clean-up projects that early, since there is still a lot of snow
27 in the valley. Director Quinan suggested Buz contact Dawn Grass for
28 Juniper Mountain. Director Grant suggested that he contact Bob
29 Ingols or Ken Gracey regarding Alpine Meadows Estates.

30 **H. Nomination for California Special Districts Association (CSDA)**
31 **Board of Directors:**

32 President Danz asked if any Directors wished to run for Seat C, Region 2,
33 of the CSDA Board of Directors, or knew of anyone who wished to run.
34 The item was discussed last month and was placed on this month's
35 agenda in case Director Grant was interested in running. She (and the
36 other Directors) respectfully declined to run.

37 **I. TTSA Report:**

38 Director Northrop provided a written report on items of interest to ASCWD
39 from the April 13 and May 11 TTSA Board meetings.

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

42 The next TTSA Board meeting is scheduled for June 8.

43 **J. Resolution 2-2011: Establishing Appropriations Limit for the Fiscal**
44 **Year July 1, 2011 – June 30, 2012:**

45 Director Grant made a MOTION that the Board adopt Resolution 2-2011:
46 Establishing Appropriations Limit for the Fiscal Year, July 1, 2011 – June
47 30, 2012, in the amount of \$1,279,489. Director Quinan SECONDED the
48 motion. Roll was called to approve the Resolution. Ayes: Directors

**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, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

- 1 Grant, Northrop, Nungester, Quinan and President Danz. Noes: none.
2 The Resolution was APPROVED.
- 3 **K. Review District Mission Statement:**
4 The Board agreed to leave the statement as is for another year.
- 5 **L. Review of Board's Performance in Fiscal Year 2010:**
6 Director Nungester distributed a compilation of reviews provided by the
7 Directors and General Manager. The Directors reviewed the compilation
8 and were satisfied with the review. President Danz said maybe next year
9 the Board should establish more challenging goals, that perhaps it was
10 becoming complacent. Director Nungester said the Committee agreed,
11 but could not come up with anything more challenging. President Danz
12 asked what the Directors and Manager Collins felt about the public's
13 opinion toward the Board. The Directors said the public was satisfied.
14 Manager Collins said all his interactions with the public have shown that
15 they feel positively toward the District.
- 16 **M. Committee Reports:**
- 17 i. **Budget & Finance Committee:** President Danz presented a written
18 report of the Committee's meeting, held earlier this morning.
- 19 a. **Non-standard Transactions:** None.
- 20 b. **Investments/cash:** No CDs will mature before the next
21 Committee meeting.
- 22 c. **Payment of Debt Related to Snowmaking Wells:**
- 23 • Manager Collins said the remaining debt was just over \$100K.
24 His recommendation was that the District pay the debt down,
25 in three payments with the first payment sent to the ski area
26 now. Director Grant asked why the District should not pay off
27 the entire debt now. Manager Collins said it was partially
28 because the District is not sure how the relationship between
29 the District and ski area will evolve after the debt is paid off,
30 and partially because he does not want to make such a big
31 dent in the District's cash. President Danz said multiple
32 payments would also lessen the impact on the ski resort's
33 budget, and would give the resort a chance to plan future
34 actions with respect to snowmaking water usage. In response
35 to a question from Director Quinan, Manager Collins said the
36 District typically pays down the debt by \$4K-10K per year.
- 37 • Per the Committee's recommendation, Director Nungester
38 made a MOTION that the District pay down \$35,000 of its
39 snowmaking wells' debt and send the check to the ski resort
40 with a letter explaining that the District plans to eliminate the
41 debt over the next two or three years, after review of the letter
42 by legal counsel. Director Grant SECONDED the motion.
43 Directors Grant, Northrop, Nungester and Quinan being in
44 favor, the motion was APPROVED.
- 45 d. **Drafts of Operating and Capital Budgets for Fiscal Year 2012:**
- 46 • The Board received a revised draft of the capital budget and
47 three operating budget reports: an overall operating budget, a
48 report showing the operating budget by month, and a report
49 showing the operating budget by fund.

