

**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, May 15, 2012, 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: President Danz, President; Charles Nungester, Vice
7 President; Janet S. Grant; Jon Northrop.

8 Directors Absent: Virginia Quinan.

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

12 Guests Present: Jon Mitchell/Placer County DPW; Peter Poe/NTFPD

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
18 item by telephone.

- 19 • Mike said he will incorporate into Quickbooks the revenue and
20 expense allocations recommended by the Budget & Finance
21 Committee.
- 22 • Pam is preparing to send the District's unpaid customer bills to Placer
23 County for collection. Director Northrop asked if this year's accounts
24 receivable was the highest amount ever. Manager Collins agreed it
25 was high. President Danz pointed out that the accounts receivable
26 figure on the financial reports includes the amount owed by the ski
27 area for snowmaking, in addition to the unpaid customer bills, and
28 reminded the Board that the snowmaking bill is not sent to the County
29 for collection.

30 i. **April Month-end Financial Statements:** Director Nungester made a
31 MOTION that the Board accept the April 30, 2012, month-end
32 financial reports. Director Northrop SECONDED the motion.
33 Directors Grant, Northrop and Nungester being in favor, the motion
34 was APPROVED.

35 ii. **April Expenses Paid & Payable:** The Directors reviewed the monthly
36 check register. Director Grant made a MOTION that the Board
37 approve the Expenses Paid & Payable (the debits for payroll and
38 checks 26222 through 26242). Director Northrop SECONDED the
39 motion. In discussion, Director Grant asked about the status of
40 payments to Liberty Energy. She said last month the District sent the
41 company two checks and this month the payment was over \$4,000;
42 she asked if these payments represented the true cost of one month's
43 use of energy by the District. Manager Collins said that Pam was
44 working with Liberty Energy to clear up the District's account since the
45 District had not been billed correctly for several months. Liberty
46 Energy had under-billed the District for awhile, so now the bills are
47 unusually large. Director Nungester said residents in the valley had
48 similar billing problems with Liberty Energy; he said Liberty Energy
49 had not been crediting customers for payments, so account balances

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1 appeared to be inaccurately high. President Danz said the expense
2 category – “Gas and Electric – Admin” – was over budget for the year,
3 due to snowmaking. Directors Grant, Northrop and Nungester being
4 in favor, the motion was APPROVED.

5 **B. Approval of Minutes of Regular Board Meeting Held April 20, 2012:**

6 Director Grant made a MOTION that the Board approve the minutes of
7 the April 20, 2012, Regular Board of Directors Meeting. Director
8 Nungester SECONDED the motion. Directors Grant, Northrop and
9 Nungester being in favor, the motion was APPROVED.

10 **C. Fire Department Report:**

11 Peter Poe from NTFPD was in attendance and reported the following:

- 12 • April Dispatch Report: There were 14 EMS calls last month; all except
13 one was from the ski area.
- 14 • Station Staffing: NTFPD plans to staff the Alpine Meadows fire station
15 over Memorial Day weekend and on July 4. Sometime between the
16 two holidays, NTFPD will have fulfilled its annual contractual
17 obligation to staff the station for 150 days, so will discontinue staffing
18 until the beginning of the next fiscal year.
- 19 • Chipping: NTFPD applied for a Proposition 84 grant to fund chipping
20 in the valley, but the application was denied. NTFPD will apply again
21 next year. However, as a result of the denial, NTFPD will not provide
22 chipping services in the valley this year. When the valley’s chipping
23 grant was denied in the past, NTFPD used its own funding to supply
24 chipping machines to the valley. However, NTFPD reduced its
25 chipping teams this season from two to one, so will be unable to
26 provide chipping services to valley residents or to support the valley
27 work day.

28 **D. General Manager’s Report:**

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

- 31 • Sierra Nevada Conservancy (SNC) Grant: There was no activity this
32 month. Environmental stream monitoring and report writing are the
33 only tasks outstanding and they should be complete by August.
- 34 • Alpine Meadows Bridge: Manager Collins received and reviewed the
35 appraisal report for the temporary construction easement (see agenda
36 item 3I).
- 37 • Alpine Sierra Subdivision: There was no activity this month.
- 38 • Alpine Meadows Road Pipeline Project: Stantec revised the plans and
39 specifications per Placer County’s review, and submitted revised
40 documents to the County for an encroachment permit. Stantec is
41 waiting for the snow to melt so they can prepare a topo map of the
42 work area.
- 43 • Marten Barry’s Property: Manager Collins awaits signed easement
44 documents from Mr. Barry.
- 45 • AME Well Re-drill: The preparation of a site plan to submit to the
46 County for the proposed replacement well is pending snow melt.
- 47 • Rate Study: Manager Collins is waiting for the final rate study from
48 HDR Engineering. Shawn Koorn is currently reviewing the final draft.

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- 1 • Budgets: Manager Collins continued to work on the draft budgets for
2 next year.
- 3 • Manager Collins attended the Placer County Utility Coordinating
4 Committee meeting, along with various conferences and the ribbon-
5 cutting ceremony at the new NTFPD fire station.
- 6 **E. Operations & Maintenance Department Report:**
7 Low Tift presented a written report for the month of April that included
8 status updates on water, sewer, garbage and other services provided by
9 the District.
- 10 • Staff work: snow removal from shop, yard and hydrants; participation
11 in budget preparation; shop work; CCR preparation; Park opening
12 preparation (Memorial Day weekend).
- 13 • All routine and quarterly spring water samples were absent coliform
14 bacteria.
- 15 **F. TTSA Report:**
16 Director Northrop reported on the April 18 and May 9 TTSA Board
17 meetings:
18 • The plant is operating normally and efficiently.
19 • All waste water discharge requirements are being met.
20 The next TTSA Board meeting is scheduled for June 13.
- 21 **G. Resolution 3-2012: Requesting Collection of Charges on Tax Roll:**
22 This resolution authorizes the County to collect funds for unpaid accounts
23 and pay the money to the District. Director Grant made a MOTION that
24 the Board approve Resolution 3-2012, Requesting Collection of Charges
25 on Tax Roll. Director Northrop SECONDED the motion. Roll was called
26 to approve the Resolution. Ayes: Directors Grant, Northrop, Nungester
27 and President Danz. Noes: none. Absent: Director Quinan. The
28 Resolution was APPROVED.
- 29 **H. 2012 Consumer Confidence Report (CCR):**
30 The Board reviewed the draft CCR for calendar year 2012. Director
31 Northrop pointed out a typo.
- 32 **I. Temporary Construction Easement to Placer County:**
33 Manager Collins said the County needs to use two parcels of District
34 property as part of its project to replace the Alpine Meadows Bridge. The
35 County retained an outside appraiser, who determined that the County
36 should pay the District \$5,000 for the use of the two parcels for six
37 months, and that if the County uses the properties beyond that time, it
38 should pay the District \$833 per month. One parcel will provide access to
39 a construction staging area; the other will provide temporary parking for
40 Ancinas Building tenants. Director Nungester said he and Director
41 Quinan inspected the parcels and determined there was nothing about
42 providing the easements that would harm the District. After the Board
43 approves the agreement, the County Department of Public Works will
44 take it to the Board of Supervisors for approval and will then take
45 responsibility for having the agreement recorded. Director Northrop made
46 a MOTION that the Board approve the agreement between the District
47 and County granting a temporary easement to the County under the
48 conditions expressed in the agreement, and that it direct the General
49 Manager to sign the agreement. Director Nungester SECONDED the

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1 motion. Directors Grant, Northrop and Nungester being in favor, the
2 motion was APPROVED.

3 **J. Resolution 4-2012: Establishing Appropriations Limit for the Fiscal**
4 **Year 2012-2013:**

5 Director Nungester made a MOTION that the Board adopt Resolution 4-
6 2012, Establishing Appropriations Limit for Fiscal Year 2012-2013.

7 Director Northrop SECONDED the motion. Roll was called to approve
8 the Resolution. Ayes: Directors Grant, Northrop, Nungester and
9 President Danz. Noes: none. Absent: Director Quinan. The Resolution
10 was APPROVED.

11 **K. Goals and Objectives for Fiscal Year 2013:**

12 Director Nungester said the only changes made by the Committee to last
13 year's Goals & Objectives were:

- 14 • changing Board Goals & Objectives item 6 from "Conduct a review of
15 existing rates and make future recommendations using a qualified
16 consultant" to "Implement the results of the completed rate study" and
- 17 • adding General Manager Goals & Objectives item 3aiii: "Continue with
18 the Alpine Meadows Road Pipe Project."

19 President Danz suggested two additional changes:

- 20 • deleting General Manager Goals & Objectives item 3b ("Introduce and
21 implement CUPSS") as no longer necessary (including the
22 renumbering of the two items below it)
- 23 • adding an item under General Manager Goals & Objectives item 3
24 (Planning) to implement the remote read meter program over a three-
25 year period.

26 Director Northrop made a MOTION that the Board approve the proposed
27 Goals and Objectives for Fiscal Year 2013, with the suggested changes.
28 Director Nungester SECONDED the motion. Directors Grant, Northrop
29 and Nungester being in favor, the motion was APPROVED.

30 **L. Review of Board and General Manager:**

31 Director Nungester said the procedure for conducting the review of Board
32 and General Manager would be:

- 33 • Pam will send the 2011/2012 Goals & Objectives (i.e., the version of
34 the document prior to the one approved in agenda item 3K) to each
35 Director,
- 36 • each Director will provide comments to Director Nungester one week
37 prior to next month's Board meeting,
- 38 • Director Nungester will summarize and present the comments to the
39 Board at next month's meeting,
- 40 • during next month's meeting, the Board will meet in closed session to
41 conduct the General Manager review.

42 **M. Committee Reports:**

- 43 i. **Budget & Finance Committee:** President Danz presented a written
44 report of yesterday's Committee meeting.
 - 45 a. **Non-standard Transactions:** None.
 - 46 b. **Investments/cash:** No CDs will mature before the next Board
47 meeting.
 - 48 c. **Operating and Capital Budgets for Fiscal Year 2013:** The draft
49 budgets for next year have not changed since they were

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- 1 distributed to the Directors last month. Director Northrop made a
2 MOTION that the Board approve the proposed operating budget
3 for fiscal year 2013 as presented. Director Nungester
4 SECONDED the motion. In discussion, Manager Collins
5 described how the proposed operating budget for the next fiscal
6 year compared with the current fiscal year operating budget:
7
 - 8 • He said there were no major changes under Income. The
9 projected revenues from Connection Fees and Fire Mitigation
10 Fees were reduced; Garbage Revenue was raised; Water
11 Revenue, Sewer Revenue, Park Revenue and Property Tax
12 Revenue were left unchanged. The projected Total Income is
13 \$1,569,773.
 - 14 • Salaries and Wages: Manager Collins proposes hiring two
15 summer employees, one to work in the Park and be paid out of
16 the operating budget, the other to work primarily on remote
17 read meter installations and be paid primarily out of the capital
18 budget. Director Grant asked how much the employees are
19 paid. Manager Collins said they are paid about \$15 an hour,
20 receive no benefits, and the total salary for one would be
21 about \$12,000. These employees would work from June
22 through the end of September or mid-October.
 - 23 • Analytical Testing is projected to decrease.
 - 24 • Park expenditures are higher due to planned improvements to
25 the parking lot and tennis courts.
 - 26 • Otherwise the projected expenses are pretty much the same
27 as last year. The projected Total Expense is \$1,477,072
28 (without the adjustment to Legal Fees – see discussion
29 below).
 - 30 • The budget is based on an estimated CPI of 3%. Next month
31 the budget will be adjusted for the actual CPI.
 - 32 • Director Grant commented that the Accounting Fees (i.e., the
33 CPA's salary) looked too high. President Danz agreed.
34 Manager Collins will check into it.
 - 35 • Director Grant suggested lowering the Legal Fees line item.
36 President Danz agreed, pointing out that the only anticipated
37 major legal work for next year would be implementing the rate
38 study and possibly paying off the snowmaking debt. The
39 Board agreed to lower Legal Fees from \$20K to \$15K.
 - 40 • Consultants-Misc. is lower than in previous years because
41 most consultant expenses relate to capital projects and are
42 therefore included in the capital budget, leaving payments to
43 the Recording Secretary as the only expense in this category.
 - 44 • Director Grant wondered if the SCADA System projected
45 expenses are too high. Manager Collins provided her with
46 details supporting the projected amount.
 - 47 • The projected Net Ordinary Income is \$92,701 (without the
48 adjustment to Legal Fees).

49 Director Northrop amended his motion to adjust the budgeted
Legal Fees to \$15,000. Director Nungester SECONDED the

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1 amended motion. Directors Grant, Northrop and Nungester being
2 in favor, the amended motion was APPROVED.

3 The Directors reviewed the proposed capital budget for fiscal year
4 2013.

- 5 • The seven highest-priority projects recommended by Staff and
6 the Committee are
 - 7 ○ Rebuild AMEW pump house (a project started in the
8 current fiscal year)
 - 9 ○ Tank 1 vault replacement
 - 10 ○ Tank 4A roof repairs (a project budgeted for the current
11 fiscal year, but likely to roll over to next year)
 - 12 ○ Install 500' of 8" pipe along Alpine Meadows Road (White
13 Wolf to John Scott Trail) & 6" PRV (a project started in the
14 current fiscal year)
 - 15 ○ Install remote read water meters – this would be the first
16 year of a three-year program
 - 17 ○ Alpine Meadows Bridge - design only (a project started in
18 the current fiscal year)
 - 19 ○ Spring 1 vault replacement
- 20 • The total amount, over three years, for the remote read meter
21 program would be about \$300K.
- 22 • President Danz requested that Manager Collins supply the
23 estimated total expenditures for all capital projects so that the
24 Board could see the expenditures projected for future years.
- 25 • There was discussion about the remote read meter program.
26 The meters will be implemented in blocks throughout the
27 valley.

28 Director Northrop made a MOTION that the Board approve
29 projects 1 through 7 of the proposed capital budget for fiscal year
30 2013. Director Nungester SECONDED the motion. Directors
31 Grant, Northrop and Nungester being in favor, the motion was
32 APPROVED.

33 **d. Revenue and Expense Allocations for Fiscal Year 2013:**

34 President Danz said the Committee decided it would be a good
35 idea to review the allocations of revenues and expenses by fund.
36 Manager Collins pointed out that revenues and expenses that
37 apply to a single fund are allocated 100% to that fund; the
38 allocations recommended by the Committee apply to expenses
39 and revenues that do not pertain to a specific fund. The
40 Committee discussed and recommended the following changes:

- 41 • The District no longer pays separately for disability insurance
42 so that expense item has been removed.
- 43 • Rather than allocating the broad category of Other Revenue
44 among the funds, the revenue per fund will be calculated
45 based on the individual line items that make up Other
46 Revenue.
- 47 • SCADA System will now be allocated only to Water and
48 Sewer, not the other funds;

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- Gas & Electric – Administration – the allocation was changed to reflect the greater expense to Water associated with providing utilities for snowmaking and to Fire for the utilities to operate the fire station.
- Property Tax Revenue – the allocation was changed from 80%/20% allocation between General and Park to 85%/15%.
Director Grant made a MOTION that the Board approve the allocations by fund for fiscal year 2013 as presented, with the change that 5311.00 Gas & Electric – Admin should be allocated 15% to Garbage, 15% to Park, 15% to Sewer, 27.5% to Water and 27.5% to General. Director Northrop SECONDED the motion. Directors Grant, Northrop and Nungester being in favor, the motion was APPROVED.
- e. **Requests from Customers for Adjustments to their Bills:** None.
- f. **Requests for Unbudgeted Expenses:** None.
- g. **Next meeting:** Thursday, June 7, at 1:30 p.m.
- ii. **Administration & Personnel Committee:** Director Nungester presented a written report of the meeting held May 3.
 - a. **Goals and Objectives for Fiscal Year 2013:** The Committee reviewed and suggested revisions to the document (see agenda item 3K).
 - b. **Process for Review of General Manager:** See agenda item 3L.
 - c. **Employee Manual:** The document was not available for review.
 - d. **District’s Mission Statement:** The Committee reviewed the existing mission statement and chose to leave it unchanged. The Board agreed.
- iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- iv. **Long Range Planning Committee:** There was no meeting.

- N. **Open Items:** None.
- O. **Correspondence to the Board:** None.

4. DIRECTORS’ COMMENTS

- The next Board meeting will be held Friday, June 8, at 8:30 a.m.
- President Danz suggested moving the July meeting from July 13 to July 19. The Directors will check their calendars and decide next month.

5. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:55 a.m.

Respectfully Submitted, approved as submitted 6/8/12

Jancis Martin
Recording Secretary