

**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, June 11, 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; Virginia Quinan

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &
10 Maintenance; Jancis Martin, Recording Secretary

11 Guests Present: Duane Whitelaw/NTPFD

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, did not participate in discussion of this
21 agenda item.

- 22 • President Danz said the Budget & Finance Committee discussed at
23 length the expense posted to Consultants-Misc for the payment to
24 NTPFD for construction of the VSB addition. Mike and Manager
25 Collins will follow up with Ron Ley, District auditor, to see how to
26 account for the construction.
- 27 • Director Quinan asked why the NTPFD expense was so much higher
28 this year. Manager Collins said it was due to property tax revenues
29 being higher than budgeted.
- 30 i. **May Month-end Financial Statements:** Director Grant made a
31 MOTION that the Board accept the May 31, 2010, month-end financial
32 reports. Director Northrop SECONDED the motion. Directors Grant,
33 Northrop, Nungester and Quinan being in favor, the motion was
34 APPROVED.
- 35 ii. **May Expenses Paid & Payable:** The Directors reviewed the monthly
36 check register. Director Quinan made a MOTION that the Board
37 approve the Expenses Paid & Payable (two direct debits for payroll
38 and checks 25008 through 25075, with the exception of voided check
39 25048). Director Nungester SECONDED the motion. In discussion,
40 Director Quinan asked about the payment to Placer County
41 Environmental Health; Manager Collins said it was for the air pollution
42 permit. Directors Grant, Northrop, Nungester and Quinan being in
43 favor, the motion was APPROVED.

44 **B. Approval of Minutes of Regular Board Meeting Held on May 14,**
45 **2010:**

46 Director Grant made a MOTION that the Board approve the minutes of
47 the May 14, 2010, Regular Board of Directors Meeting. Director Quinan
48 SECONDED the motion. Director Grant asked if the figure cited on line
49 18 of page 6 was accurate (indicating the percentage increase in

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1 budgeted income from fiscal year 2010 to 2011); President Danz affirmed
2 it was. Directors Grant, Northrop, Nungester and Quinan being in favor,
3 the motion was APPROVED.

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

5 John Collins, General Manager, provided a written report on his activities
6 during the month of May, with brief discussion on the following topics:

- 7 • Sierra Nevada Conservancy Grant: David Jaramillo continued to work
8 with Lahontan Regional Water Quality Control Board staff and
9 Integrated Environmental Restoration Services. Lahontan approved
10 the District's category 6 exemption, which will allow burning in the
11 stream zone. Work is ready to go forward in Juniper Mountain next
12 week, but David needs an approved contract between the District and
13 NTFPD before the work can begin. Discussion and possible approval
14 of the contract will be treated as an emergency item, immediately
15 following this agenda item.
- 16 • Mineral Springs Drive Sewer Stability: Manager Collins continued to
17 pursue a meeting with Placer County.
- 18 • Alpine Meadows Road Bridge Replacement: Manager Collins
19 participated in a meeting with Placer County regarding the plan. He
20 provided the Board with a diagram showing the proposed realignment
21 of the bridge. The schedule shows completion of the Environmental
22 Impact Report this year, final design during the fall and winter of 2010,
23 project bid in the spring of 2011 and construction completed in 2011.
24 Two potential impacts on the District are:
 - 25 1. Installation of a temporary bridge during construction will eliminate
26 some of the parking for River Ranch and the Ancinas Building, so
27 the project design calls for paving part of the District's property to
28 provide temporary parking. Manager Collins said he was assured
29 the temporary parking area would be restored to its previous
30 condition upon completion of the project.
 - 31 2. The District will bear the expense of replacing its pipeline on the
32 new bridge, as stipulated by the District's encroachment
33 agreement with the County.
- 34 • Alpine Sierra Subdivision: Manager Collins met with a representative
35 of Capstone Partners, LLC, a developer who proposes to develop up
36 to 35 homes, each about 3,500 square feet. Manager Collins told
37 Capstone's representative the District's expectations were: 1)
38 ECO:LOGIC would evaluate the subdivision for the District, to
39 determine the necessary water and sewer infrastructure to serve the
40 new homes; and, 2) after the scope of service and fees are
41 established, Capstone would enter into an agreement with the District
42 to pay for the design and infrastructure. ECO:LOGIC is preparing the
43 scope of service.
- 44 • Easements: At the May meeting, the Board approved a new
45 easement agreement with the Wares, but neglected to release (quit
46 claim) the current easement. Manager Collins is working with District
47 counsel to develop better documentation to use in the future.

48 **Emergency Agenda Item:**

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- 1 • The Board needed to discuss taking action on a contract with NTFPD
2 related to the SNC grant. The issue was not included in the agenda
3 for today’s meeting but might require action by a date prior to next
4 month’s Board meeting. Director Grant made a MOTION that there
5 was a need for immediate action – pursuant to California Government
6 Code section 54954.2(b) - to add this item to the agenda. Director
7 Nungester SECONDED the motion. Directors Grant, Northrop,
8 Nungester and Quinan being in favor, the motion was APPROVED.
9 • Director Quinan made a MOTION that the Board approve the Fuels
10 Treatment – Prescribed Fire/Fuels Treatment Service Agreement with
11 NTFPD. Director Northrop SECONDED the motion. In discussion,
12 Director Nungester expressed concern about item 9 of the contract.
13 President Danz agreed and suggested rewording it as follows:
14 LANDOWNER and DISTRICT recognize the inherent risk of
15 prescribed fire, including scorch and death of trees and escape
16 from intended burn area, and that the DISTRICT is operating
17 within the scope of established practice and policy. DISTRICT
18 therefore agrees to indemnify and hold harmless LANDOWNER
19 and employees of LANDOWNER from any actions or results
20 occurring as a consequence of planning and/or implementing the
21 work specified in this Agreement.
22 She asked that District counsel review the revised contract. She also
23 pointed out that LANDOWNER was not a good designation for
24 ASCWD, as it does not own all the involved land. Director Quinan
25 modified the original MOTION to include the suggested modification to
26 item 9, with approval subject to review by District counsel. Director
27 Northrop SECONDED the amended motion. Directors Grant,
28 Northrop, Nungester and Quinan being in favor, the amended
29 MOTION was approved. Manager Collins will ask District counsel to
30 review the change and will notify President Danz as to the outcome.

31 **C. Fire Department Report:**

32 Chief Whitelaw from NTFPD was in attendance and reported the
33 following:

- 34 • May Dispatch Report: Nothing significant.
35 • Defensible Space and Chipping Program: Chief Whitelaw reminded
36 the Board that grant funds will pay for the program this year. Phone-
37 in requests are being accepted and the program is underway. The
38 District newsletter includes information on how to request inspections
39 and chipping.
40 • July 10 Work Day: NTFPD is working with Ken Gracey and the Alpine
41 Meadows Fire Safe Council and national forest service to organize a
42 clean-up day on July 10.
43 • Biomass Program: Chief Whitelaw learned yesterday that funding is
44 available for free dumpsters in the Valley from the Placer County
45 biomass program. He will try to arrange a free drop-off day.
46 • Fire Mitigation Fees: Chief Whitelaw reported that fire mitigation fees
47 are down, as there are very few plan reviews and requests for building
48 permits.

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- 1 • Ambulance issues: Board members of the Truckee Fire District and
2 Squaw Valley Public Service District have said they were unaware
3 that the Truckee fire department had stationed an ambulance in
4 Squaw Valley. The ambulance has now been removed, and the
5 dispatch database modification - adjusting highway road speeds to
6 favor responses by Truckee – has been corrected. Board
7 representatives of the Truckee, Squaw Valley, Northstar and North
8 Tahoe fire districts are meeting Monday to reopen positive
9 communications among the districts.
- 10 • VSB: Director Grant asked if NTFPD had settled into the new building
11 addition. Chief Whitelaw said NTFPD was still awaiting the alarm
12 installation, but has stored some equipment in the building.
- 13 **E. Operations & Maintenance Department Report:**
14 Buz Bancroft presented a written report for the month of May that
15 included status updates on water, sewer, garbage and other services
16 provided by the District.
- 17 • Staff attended three workshops at Safety Day in Kings Beach (offered
18 by the California Water Environment Association), earned certificates
19 and points for renewing certifications.
- 20 • They also worked on setting up the 2010 sewer cleaning and TV
21 program, worked on the budget and began repairing a damaged fire
22 hydrant on Upper Deer Park.
- 23 • They met with Caltrans and Martin Brothers concerning drainage work
24 to be done this summer on Highway 89 at River Ranch.
- 25 • Routine water samples have been absent coliform bacteria.
- 26 • The Park opens today. There is new sand on the pathway.
- 27 • Director Quinan asked if the springs were producing less water. Buz
28 said yes, but that it was a very slow decline.
- 29 **F. General Manager Contract:**
30 As indicated in the proposed budget for fiscal year 2011, Manager Collins
31 is to receive the same cost of living percentage increase as District Staff
32 in 2011; it works out to an increase of 2.3%. Director Grant made a
33 MOTION that the Board approve Addendum No. 1 to the Agreement for
34 General Management Services. Director Quinan **SECONDED** the
35 motion. Directors Grant, Northrop, Nungester and Quinan being in favor,
36 the motion was **APPROVED**.
- 37 **G. Accountant Contract:**
38 Not discussed.
- 39 **H. Quit Claim Deed Regarding District's Easement Located on Parcel**
40 **Owned by James P. and Jane B. Ware:**
41 The pertinent documentation has not yet been received from District
42 counsel. The matter will be addressed next month.
- 43 **I. Consumer Confidence Report:**
44 The Board reviewed the CCR to be sent to the District's customers. Buz
45 said this was a normal testing year.
- 46 **K. TTSA Report:**
47 Director Northrop provided a written report on items of interest to ASCWD
48 from the June 9, 2010, TTSA Board meeting.
- 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 July 14, after the next ASCWD Board meeting.

L. Operating Budget for Fiscal Year 2011:

- President Danz reminded the Board that the budget was discussed in detail last month. Now the Board needs to approve the budget by fund by month. The only thing that has changed since the Board reviewed it last month was the allocation of payroll so that the months with three payroll periods are correct.
- President Danz noted three issues with allocations. The total budgeted amounts and timing are correct, but the allocations to pertinent funds need to be corrected. 1) Property Tax Revenue should have been allocated 80% to Fire and 20% to Park (the wrong percentages were used); 2) in the Consultants-Misc category, the ECO:LOGIC component should have been allocated only to Sewer (instead it was spread equally among all funds); and 3) Legal Fees should have been allocated only to Water and Sewer (instead they were spread equally among all funds).
- Manager Collins has the revised budget by fund by month but it was deemed too unwieldy for distribution to the Board.
- The Fire Fund shows a loss because the total property tax revenues are paid to NTFPD; the property tax revenues do not pay the overhead expenses. The Sewer Fund shows a very small loss because of the sewer stabilization work. Enterprise funds can make up shortfalls in the Park and Fire funds, as necessary. The Budget & Finance Committee noted yesterday that the allocation between Fire and Park should really be more like 85%/15%, but did not consider it an important enough distinction to change the allocation at this time.

Director Northrop made a MOTION that the Board approve the proposed operating budget for fiscal year 2011 by fund, as presented in today's meeting and modified as discussed. Director Nungester SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.

Director Nungester made a MOTION that the Board approve the proposed operating budget for fiscal year 2011 by fund by month, recognizing that the monthly expenditures in total will not change but the allocations of those will change based on the budget just approved. Director Quinan SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.

M. Capital Budget for Fiscal Year 2011:

- The total amount of capital expenditures – the first seven items in the list of proposed projects – is budgeted at \$206,607.
- The only change to the proposed budget reviewed by the Board last month is the addition of the purchase of a new color copier/fax/printer. Manager Collins said Staff will all be able to access it from their computers, allowing them to eliminate individual printers, which should result in a savings in the cost of toner and paper, etc.

Director Northrop made a MOTION that the Board adopt the capital budget for fiscal year 2011 as presented. Director Quinan SECONDED

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

3 **J. Quarterly Newsletter:**

4 The Board reviewed the draft of the June quarterly newsletter. The
5 reference to free collection days will be removed from the left column.
6 "ALPINE" is misspelled in the title of the article about the Fuels Reduction
7 Program. At Director Quinan's request, mention of the July 10 Fire Safe
8 Council Education and Work Day will be placed in the left-hand column.
9 Director Grant suggested that a future newsletter should include an article
10 about the Alpine Meadows Road bridge replacement project, with a
11 Placer County contact phone number.

12 **N. Committee Reports:**

- 13 i. **Budget & Finance Committee:** President Danz presented a written
14 report of the Committee's June 10 meeting.
15 a. **Non-standard Transactions:** None.
16 b. **Budget Status:** Already discussed.
17 c. **Investments/cash:** Two CDs will mature this month and be
18 placed in cash. Next month the Committee will review whether or
19 not additional investments should be made.
20 d. **Requests from Customers for Adjustments to their Bills:**
21 None.
22 e. **Requests for Unbudgeted Expenses:** None.
23 f. **Next meeting:** Scheduled for Thursday, July 8, at 12:00 noon.
24 ii. **Administration & Personnel Committee:** There was no meeting.
25 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
26 iv. **Long Range Planning Committee:** There was no meeting.

27 **O. Open Items:**

- 28 • The September Board meeting has been scheduled for Friday,
29 September 17.
30 • Director Quinan asked about the status of ethics training. President
31 Danz said it will be handled in December.
32 • Director Nungester asked if there was anything to report regarding a
33 new contract with the ski resort. Manager Collins said no, but that it
34 was still on his list.

35 **P. Correspondence to the Board:**

36 None.

37 **4. DIRECTORS' COMMENTS**

38 The July Board meeting is scheduled for Friday, July 9, at 8:30 a.m.

39 **5. CLOSED SESSION**

40 None.

41 **6. ADJOURNMENT**

42 There being no further business before the Board, the meeting was adjourned at
43 9:35 a.m.

44
45 Respectfully Submitted,

Approved as submitted 7/9/10

46
47
48 Jancis Martin
49 Recording Secretary