

**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 Wednesday, June 15, 2011, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 Vice President Nungester 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: Charles Nungester, Vice President; Janet S. Grant; Jon
7 Northrop; Virginia Quinan.

8 Directors Absent: Barbara Danz, President.

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

12 Guest Present: Steve Simons/NTFPD; Tim Alameda/NTFPD.

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 • The annual customer billing is scheduled to be mailed July 1. Mike
- 24 has entered all data, except water usage amounts, for the invoices.
- 25 • He completed the draft budget and allocated revenues and expenses
- 26 across months and across funds.
- 27 • No significant checks were disbursed this past month.

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

33 ii. **May 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 25658 through 25695). Director Northrop SECONDED the
37 motion. In discussion, Director Grant asked why the Liberty Energy
38 bill seemed so high; Mike said it was actually a little lower than usual.
39 She also asked for clarification on the check to Black Dog
40 Technology; Vice President Nungester said it was the company that
41 removed malware from the District computer. Directors Grant,
42 Northrop, Nungester and Quinan being in favor, the motion was
43 APPROVED.

44 **B. Approval of Minutes of Regular Board Meeting Held on May 13,**
45 **2011:**

46 Director Northrop made a MOTION that the Board approve the minutes of
47 the May 13, 2011, Regular Board of Directors Meeting. Director Quinan
48 SECONDED the motion. In discussion, the following correction was
49 proposed:

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1 • Page 1, line 49: replace “Quinn” with “Quinan”.
2 Director Northrop AMENDED the motion to include the correction.
3 Director Quinan SECONDED the amended motion. Directors Grant,
4 Northrop, Nungester and Quinan being in favor, the amended motion was
5 APPROVED.

6 **C. Fire Department Report:**

7 Steve Simons and Tim Alameda, fire marshal, from NTFPD were in
8 attendance and reported the following:

- 9 • May Dispatch Report: There were five calls, one involving a structure
10 fire on Forest Trail, one EMT call from the ski resort, a propane leak
11 and two false alarms. The fire crew responding to the structure fire
12 kept the flames from spreading beyond the room of origin. Smoke
13 and heat damaged the upper floor, but the firefighters saved the
14 building. The cause of the fire is still under investigation.
- 15 • Chipping: NTFPD’s chipping program is up and running. Interested
16 residents should call the chipping hotline: 546-4347. A chipping crew
17 will be in Alpine Meadows this coming week.
- 18 • Alpine Meadows Fire Station Staffing: NTFPD has completed this
19 fiscal year’s contracted staffing. They will staff the Alpine Meadows
20 fire station through the Fourth of July weekend and then resume their
21 normal contracted staffing schedule.
- 22 • Tim said some local citizens had expressed concern about two local
23 properties: 1319 Mineral Springs Place and 1796 Trapper Way. He
24 asked Ken Sibley from the Placer County Building Department to
25 accompany him to inspect the properties. Snow load had collapsed
26 the entire structure on Trapper Way and the Mineral Springs property
27 is an abandoned house. Both properties have been brought to the
28 attention of the County Building Department.
- 29 • Propane Tanks: Tim spoke about the danger of propane leaks.
- 30 ○ NTFPD is working hard to educate property owners and propane
31 vendors about the hazards of propane tanks that were installed
32 incorrectly or have been inadequately maintained. NTFPD is
33 seeing many tanks completely covered with snow, along with
34 installations that were not permitted or code-compliant. Property
35 owners and vendors are both responsible for tanks being
36 compliant. NTFPD sent a letter to local vendors, asking them not
37 to fill tanks completely covered by snow and ice. Tim said
38 NTFPD’s goal is to see all installations permitted and up to code.
39 Steve said because big snow years occur only every 10 years or
40 so, many new owners are unaware of the potential problems.
- 41 ○ Tim explained in detail the incident in Ward Canyon, involving a
42 number of incorrectly installed propane tanks, one of which
43 caused an explosion. He said the incident occurred when a
44 propane company (Ferrellgas) offered to install tanks in Ward
45 Canyon at a group rate less than that offered by competitors.
46 They installed between 40 and 200 new tanks. In some cases,
47 Ferrellgas did not remove the old abandoned tanks when they
48 installed the new ones. In the case of the tank that caused the
49 explosion, the old tank was not removed; the new tank was poorly

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- 1 plumbed; an unsupported pipe broke; propane leaked from the
2 pipe into a house and shed; and, when the house's furnace
3 engaged, its spark interacted with the pooled propane and caused
4 the explosion. NTFPD established a three-phase program with
5 Ferrellgas regarding its installations: 1) the vendor is to clear out
6 all old tanks and plumbing; 2) all snow is to be cleared from
7 around the tanks; and 3) all plumbing must meet code. The
8 program is still in progress. NTFPD is also working with other
9 vendors.
- 10 ○ Steve is working with Placer County to determine the pertinent
11 code and with all vendors to educate them regarding the permit
12 process and code compliance.
 - 13 ○ Director Northrop asked about tie-downs. Tim said there was an
14 upcoming meeting in Squaw Valley with local fire chiefs, local
15 vendors and county personnel. Rob Scott, an expert from
16 Western Propane Gas Association, will be participating. One of
17 the purposes of the meeting is to ask vendors to develop
18 strategies that will ensure their installations comply with the code.
19 So far, Placer County has been taking a back seat, saying it is
20 NTFPD's problem, since it is their fire code.
 - 21 ○ Director Quinan asked how NTFPD was disseminating information
22 to the public. Tim said NTFPD has provided the information to
23 vendors and newspapers, and has posted messages on its
24 changeable message sign, on the radio, and on Facebook. The
25 biggest problem has been educating non-resident owners. Steve
26 suggested that NTFPD make a presentation at the valley-wide
27 meeting.
 - 28 ○ Buz reported that when he was digging snow away from a fire
29 hydrant on John Scott, he hit a propane tank that had been
30 abandoned and moved out by the road. He agreed that vendors
31 need to take more responsibility.
 - 32 ○ Steve said that when owners decide to change vendors, they have
33 to get a new plot plan and a permit, which costs about \$160. This
34 may inhibit them from changing vendors just to save a few cents
35 in the cost of propane.

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

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

- 39 • SNC Grant: Manager Collins asked BCA to contribute funding toward
40 the grant project and they have paid the amount he suggested.
- 41 • Alpine Sierra Subdivision: He discussed with Chris Nelson, the project
42 developer, the proposed terms of a draft water and sewer services
43 agreement. Chris will prepare a draft.
- 44 • Marten Barry's Property: Manager Collins forwarded to the title
45 company the executed deed, which clears up issues in previous
46 recorded deeds and conveys the property in question from the District
47 to the District to restore clean title. He forwarded the final recorded
48 deed to Matt Webb for completion of the boundary line adjustment
49 packet. The final packet is expected to be ready for District signature

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1 and submittal to Marten Barry for signature by early July. Then the
2 packet will be submitted to Placer County for processing.

- 3 • Fiscal Year 2011/2012 Budgets: Manager Collins incorporated the
4 cost-of-living increase (staff salaries, Board secretary fees, District
5 CPA fees) in next year's draft operating budget. He updated the
6 monthly income and expense projections, and forwarded them to Mike
7 for his use in making allocations by fund.
- 8 • Dissolution of the ASCWD Financial Corporation: Manager Collins
9 found that the District failed to keep the Corporation current with the
10 Secretary of State, and needs to file back fees and paperwork.
11 District counsel is preparing documentation showing that the
12 Corporation has no assets.
- 13 • AME Well and Well R-1: Manager Collins prepared the TTSA
14 Discharge Permit Application, met with TTSA personnel to review the
15 scope of work to be performed, and obtained the permit.
- 16 • District Investments: Manager Collins had his quarterly discussion
17 with Jim Laughton of Wells Fargo. Nothing of substance came up.
18 Interest rates are expected to remain the same.

19 **E. Snowmaking Debt:**

20 Manager Collins drafted correspondence to Alpine Meadows Resort
21 regarding debt repayment, and forwarded it to District counsel for review.
22 Vice President Nungester asked if any Directors objected to the issuance
23 of the check; none did. Manager Collins will send the check.

24 **F. Operations & Maintenance Department Report:**

25 Buz Bancroft presented a written report for the month of May that
26 included status updates on water, sewer, garbage and other services
27 provided by the District.

- 28 • Staff performed snow removal from the office area, worked on the
29 budgets and performed equipment maintenance.
- 30 • Staff discovered a water leak on Bear Creek on the service line of lot
31 111. The service was turned off and the owner notified. Staff found
32 another water leak on Trapper Place.
- 33 • Routine water samples were absent coliform bacteria, and Well R-1
34 and AME Well samples taken May 25 were absent coliform bacteria.
- 35 • The Park opens this week.
- 36 • Next week Staff will work on digging out meters, so they can perform
37 the yearly read. Director Grant asked why the District does not wait
38 for the snow to melt and bill later. Manager Collins said the Budget &
39 Finance Committee talked about delaying billing and decided it was
40 too complicated. If Buz cannot get to a meter, Staff can do a
41 supplemental billing, but there will be only one supplemental billing,
42 including all previously unread meters, rather than a lot of individually
43 issued supplemental billings.

44 **H. Cost-of-Living Increase for General Manager:**

45 Manager Collins explained the increase is 3.8 percent, effective July 1.
46 Director Grant made a MOTION that the Board approve Addendum No. 2
47 to the Agreement for General Management Services. Director Northrop
48 SECONDED the motion. Directors Grant, Northrop, Nungester and
49 Quinan being in favor, the motion was APPROVED.

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- 1 **I. Increase in Board Compensation:**
2 Vice President Nungester said the Budget & Finance Committee does not
3 recommend an increase in Board compensation. The issue has therefore
4 been brought to the Board. Director Grant said it has been about nine
5 years since there has been an increase in Board compensation; in fact,
6 the Board's pay has decreased from a high of \$300 at one point in the
7 past. She said the Board should receive an increase, just like Staff,
8 General Manager, Recording Secretary and District CPA, and that the
9 compensation should increase anywhere from \$25 to \$50 a month,
10 effective July 1. Director Northrop agreed. Vice President Nungester
11 liked the idea of a one-time fixed increase better than a cost-of-living
12 increase or fixed yearly increase. At last month's Board meeting,
13 President Danz said she did not think it was appropriate for the District to
14 increase Board compensation at the same time as it raised rates; Vice
15 President Nungester agreed with her position. President Danz also
16 declared last month that she would refuse any increase in her own
17 compensation, even if it were approved by the Board. Manager Collins
18 said the rate study will take place in fiscal year 2012, with rate increases
19 taking effect in fiscal year 2013. The Directors preferred a \$25 increase
20 to a \$50 increase. Director Quinan said applying a 3% cost-of-living
21 increase for each of the nine years would result in an increase of about
22 \$27, so \$25 was probably close to the right amount. Director Northrop
23 made a MOTION that the Board increase Director pay by \$25 per Board
24 meeting. Director Grant SECONDED the motion. In discussion, Vice
25 President Nungester mentioned that in the past he has favored using the
26 funds that would be allocated to an increase in Board compensation for
27 the purchase of new chairs in the District Board Room instead but that
28 proposal was not before the Board today. Directors Grant and Northrop
29 voted in favor, Director Quinan voted against, Vice President Nungester
30 also voted against. The motion was not APPROVED.
- 31 **G. Consumer Confidence Report:**
32 The Board reviewed the Consumer Confidence Report, which will be
33 mailed to the District's customers in June. Lew said the water supply
34 meets all standards. Several years ago the water did not meet a
35 secondary standard for excess iron in a little well in Deer Park; the iron
36 turned out to be due to rust in the plumbing.
- 37 **J. Operating Budget for Fiscal Year 2012:**
38 Vice President Nungester reminded the Directors that they had received
39 the draft budget two months ago and had ample time to review it. The
40 Budget & Finance Committee recommends the Board approve the
41 budget. The only change in the budget presented to the Board this month
42 is the inclusion of a 3.8% cost-of-living increase for Staff, Manager
43 Collins, Jancis Martin and Mike Dobrowski. Director Northrop made a
44 MOTION that the Board approve the Operating Budget for Fiscal Year
45 2012 by month by fund, as presented. Director Grant SECONDED the
46 motion. In discussion, Director Grant asked about the increases in Park
47 Expenditures (to buy more sand), Analytical Testing (more tests are due
48 next year) and Building Maintenance (for painting and tree removal).
49 Director Northrop expressed his concern about the narrowness of the

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1 entrance road and wished it were wider; Manager Collins said it would be
2 considered in next year's budget. Director Quinan complimented Staff
3 and the Budget & Finance Committee on a great job. Directors Grant,
4 Northrop, Nungester and Quinan being in favor, the motion was
5 APPROVED.

6 **K. Capital Budget for Fiscal Year 2012:**

7 Buz explained each line of the capital budget. He said that some of the
8 capital projects from fiscal year 2011 were being carried over into the
9 fiscal year 2012 budget: 1) installing new water service line for the Alpine
10 Stables, 2) rebuilding the AMEW pump house, and 3) the Tank 1 vault
11 replacement. Another carryover item – test and rehab of Well R-1 – is
12 currently underway and expected to be completed shortly. The new items
13 for fiscal year 2012 are: 1) Tank 4a Roof Repairs (some of the posts and
14 joists were replaced as an emergency repair, but now the rest of them
15 need to be rehabbed), 2) Zone 1/2 PRV Upgrade (provides domestic
16 water flow from Zone 1 to Zone 2 Bear Creek area, also increases fire
17 flow, goes with item 3), 3) install pipe along Alpine Meadows Road (White
18 Wolf to John Scott Trail), 4) Alpine Meadows Bridge design (this may or
19 may not happen – Buz has not heard anything from the County yet), 5) a
20 new desktop computer and software for Buz (he has been using a hand-
21 me-down), 6) a new backup generator (at some point the County will get
22 concerned about pollution issues – diesel generators are clean and less
23 expensive than ones fueled by propane or natural gas – the District might
24 wish to purchase one powerful enough to operate Well R-1, in which case
25 it would also need to be portable), 7) Spring 1 vault replacement (where
26 Spring 1 joins the domestic water system, there is a manhole used as a
27 vault. As such, access to the vault is limited, Staff goes in at least once a
28 month; they are proposing installation of a 4'x6' vault to isolate the meter
29 and plumbing fixtures). Director Grant asked what items could be
30 eliminated; Manager Collins said none. Director Northrop made a
31 MOTION that the Board approve the Capital Budget for Fiscal Year 2012.
32 Director Quinan SECONDED the motion. Directors Grant, Northrop,
33 Nungester and Quinan being in favor, the motion was APPROVED.

34 **L. Resolution 3-2011: Election of Directors to the Special District Risk
35 Management Authority (SDRMA) Board of Directors:**

36 Director Quinan recommended Sandy Raffelson as a candidate; Director
37 Grant and Manager Collins concurred. Director Northrop made a
38 MOTION that the Board nominate Sandy Raffelson as a candidate for the
39 SDRMA Board of Directors. Director Grant SECONDED the motion. Roll
40 was called to approve the Resolution. Ayes: Directors Grant, Northrop,
41 Nungester and Quinan. Absent: President Danz. Noes: none. The
42 Resolution was APPROVED.

43 **M. CRWA Call for Applications for Board of Directors:**

44 Vice President Nungester asked if anyone was interested in being a
45 Director on the California Rural Water Association Board. Director Grant
46 suggested the item be tabled until next month to give President Danz the
47 opportunity to participate.

48 **N. TTSA Report:**

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1 Director Northrop provided a written report on items of interest to ASCWD
2 from the June 8 TTSA Board meeting.

- 3 • The plant is operating normally and efficiently.
- 4 • All waste water discharge requirements are being met.
- 5 • The TTSA budget increase was minimal.

6 The next TTSA Board meeting is scheduled for July 13.

7 **O. Committee Reports:**

8 i. **Budget & Finance Committee:** Vice President Nungester presented
9 a written report of the June 14 Committee meeting.

10 a. **Non-standard Transactions:** None.

11 b. **Investments/cash:** No CDs will mature before the next
12 Committee meeting. Director Grant asked how complicated it was
13 to move funds from LAIF to Placer County Treasurer; Manager
14 Collins said he thought it was easy. Director Grant said Placer
15 County Treasurer had a better rate of return than LAIF, so the
16 District should consider transferring the proceeds from the next
17 maturing CD to Placer County Treasurer. Vice President
18 Nungester agreed and said the Committee would discuss it next
19 month. Manager Collins will research the ease with which funds
20 can be taken out of Placer County Treasurer, in the event that
21 funds are required for operations.

22 c. **Fiscal Year 2012 Operating Budget by Month by Fund:** The
23 Committee reviewed the final draft of next year's operating
24 budget. There were no changes to the final draft as it was
25 presented. The Committee recommends its approval.

26 d. **Fiscal Year 2012 Capital Budget:** The Committee reviewed the
27 final draft of next year's capital budget. There were no changes to
28 the final draft as it was presented. The Committee recommends
29 its approval.

30 e. **Requests from Customers for Adjustments to Their Bills:**
31 None.

32 f. **Requests for Unbudgeted Expenses:** None.

33 g. **Next meeting:** Scheduled for Thursday, July 7, at 1:00 p.m.

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

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

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

37 **N. Open Items:** None.

38 **O. Correspondence to the Board:** None.

39 **4. DIRECTORS' COMMENTS**

40 Director Northrop cannot attend next month, but did not request that the meeting
41 be rescheduled. Vice President Nungester said he would table the Board
42 compensation adjustment item to the August meeting, so Director Northrop could
43 participate.

44 **5. CLOSED SESSION**

45 None.

46 **6. ADJOURNMENT**

47 There being no further business before the Board, the meeting was adjourned at
48 10:30 a.m.

49

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1 Respectfully Submitted, approved as submitted 7/8/2011
2
3
4
5 Jancis Martin
6 Recording Secretary