

**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, July 9, 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; Mike Dobrowski, District CPA (by
10 telephone); Buz Bancroft, Operations & Maintenance; Jancis Martin, Recording
11 Secretary

12 Guests Present: Peter Poe/NTPFD

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 • Mike produced the preliminary year-end financial reports for fiscal
24 year 2009-2010. He will keep the books open until August to post all
25 expenses for the fiscal year.
- 26 • Staff forwarded meter reads to Mike and Mike sent out bills on July 1.
27 Pam has already deposited \$20K in customer receipts.
- 28 • Mike finalized the accounting for the VSB addition (see item 3Ji for
29 details).

30 i. **June Month-end Financial Statements:** Director Nungester made a
31 MOTION that the Board accept the preliminary June 30, 2010, month-
32 end financial reports. Director Northrop SECONDED the motion.
33 Directors Grant, Northrop, Nungester and Quinan being in favor, the
34 motion was APPROVED.

35 ii. **June 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 (one direct debit for payroll
38 and checks 25076 through 25129). Director Northrop SECONDED
39 the motion. In discussion, Mike explained that check 25078 (\$200 for
40 petty cash) was handwritten on the check register because it was
41 dated in the previous month and therefore omitted from this month's
42 printed report. Directors Grant, Northrop, Nungester and Quinan
43 being in favor, the motion was APPROVED.

44 **B. Approval of Minutes of Regular Board Meeting Held on June 11,**
45 **2010:**

46 Director Grant made a MOTION that the Board approve the minutes of
47 the June 11, 2010, Regular Board of Directors Meeting. Director
48 Nungester SECONDED the motion. Directors Grant, Northrop,
49 Nungester and Quinan being in favor, the motion was APPROVED.

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D. General Manager’s Report:

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

- Sierra Nevada Conservancy Grant: David Jaramillo, working with District counsel, prepared a contract with North Lake Tahoe Fire Protection District (Incline Village’s fire department) to provide the fuels reduction crew for the thinning to start this coming Monday. They are thinking about possibly burning the thinned material now, while it is still green, rather than waiting until the fall.
- Mineral Springs Drive Sewer Stability: There has been no activity. Manager Collins will be meeting with Peter Franz, the deputy director of Placer County Public Works, to discuss the project.
- Alpine Sierra Subdivision: Manager Collins met with Capstone Properties (subdivision developer) and ECO:LOGIC (engineer working for the District). ECO:LOGIC is preparing a scope of work that will likely include a couple of alternatives. One option – the installation of a pump engine – would require acquisition of an easement that belongs to Bear Creek. There are also issues with respect to placement of infrastructure in avalanche zones. Manager Collins told the developer he would have to advance the full amount in cash before proceeding with the engineering study. Information about the project will be presented to the Board in August.
- Easements: Manager Collins and District counsel made progress in developing a single resolution for accepting and releasing interests in easements.

E. Operations & Maintenance Department Report:

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

- The Park opened on June 11.
- Staff raised two fire hydrants for ease of snow removal; read meters and made necessary repairs; pulled the cover from the B-1 valve vault to rehabilitate the latches and hinges; and worked with Martin Brothers Construction regarding the road work they are doing near the District’s line in the vicinity of Alpine Meadows Bridge and River Ranch.

F. CSDA Election to Board of Directors:

Director Grant made a MOTION that the Board vote for Ginger Root as the Region Two, Seat B, candidate for the CSDA Board of Directors. Director Northrop SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.

G. CSDA Proposed Bylaws Changes:

The Board reviewed proposed changes to the CSDA Bylaws. Director Nungester made a MOTION that the Board approve the proposed changes to the bylaws. Director Quinan SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.

H. Resolution 8-2010: Adopting the Placer County Local Hazard Mitigation Plan:

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1 The Plan was prepared so the County would be eligible for FEMA grant
2 funds, as well as to lower flood insurance premiums in affected areas.
3 The Plan has been approved by the County but must be approved by all
4 agencies with an interest in the Plan in order for the projects to potentially
5 be funded by FEMA. Manager Collins told the Board the District has an
6 interest in the Plan, since it includes the Alpine Meadows Consolidated
7 Defensible Space Project and the Mineral Springs Soil Bank Stabilization
8 Project. Director Northrop made a MOTION that the Board adopt
9 Resolution 8-2010: Adopting the Placer County Local Hazard Mitigation
10 Plan. Director Quinan SECONDED the motion. In discussion, Director
11 Nungester asked if the District would be required to do anything beyond
12 the work already planned; Manager Collins said no, but the Plan requires
13 that the District carry out its planned work. Roll was called to approve the
14 Resolution. Ayes: Directors Grant, Northrop, Nungester, Quinan and
15 President Danz. Noes: none. The Resolution was APPROVED.

16 **I. Resolution 7-2010: Relinquishing ASCWD Interest in Public Utility**
17 **Easement Located on Parcel Owned by James P. and Jane B. Ware:**

18 President Danz reminded the Directors that they already voted to approve
19 acquisition of the necessary easement but neglected at that time to
20 relinquish ASCWD's interest in the easement it is not using. Director
21 Northrop made a MOTION that the Board adopt Resolution 7-2010:
22 Relinquishing ASCWD Interest in Public Utility Easement Located on
23 Parcel in Alpine Meadows Estates #4, Lot 135, Parcel No. 095-351-008,
24 Owned by James P. and Jane B. Ware. Director Nungester SECONDED
25 the motion. Roll was called to approve the Resolution. Ayes: Directors
26 Grant, Northrop, Nungester, Quinan and President Danz. Noes: none.
27 The Resolution was APPROVED.

28 Director Quinan asked about the status of the property owner who will not
29 grant the District an easement on his property. Manager Collins said he
30 had discussed the case with District counsel and that the District could
31 extract its easement from the property owner at one of two times: 1) when
32 a building permit is issued, or 2) when the lot is sold. Director Grant
33 asked how the District is notified when there is change in ownership.
34 Manager Collins said there were two cases: 1) if there is a house on the
35 lot, the title company notifies the District when the sale is taking place, 2)
36 for undeveloped lots, Staff checks to see if there are for-sale signs.

37 **J. Committee Reports:**

38 i. **Budget & Finance Committee:** President Danz presented a written
39 report of the Committee's July 8 meeting.

40 a. **Non-standard Transactions:** After discussion with the auditors
41 regarding accounting for the VSB addition, Mike posted \$150K to
42 Other Revenue (representing NTFPD's dedication of the addition
43 to the District) and the same amount to Fixed Assets. The VSB
44 addition will be depreciated over time.

45 b. **Investments/cash:** Per the Committee's recommendation,
46 Director Northrop made a MOTION that the Board approve the
47 purchase of two 12-month CDs, for \$86,000 each, at an interest
48 rate of between 0.5-0.6%. Director Quinan SECONDED the

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- 1 motion. Directors Grant, Northrop, Nungester and Quinan being
2 in favor, the motion was APPROVED.
3 c. **Requests from Customers for Adjustments to their Bills:**
4 None.
5 d. **Requests for Unbudgeted Expenses:** None.
6 e. **Next meeting:** Scheduled for Tuesday, August 10, at 12:00 noon.
7 ii. **Administration & Personnel Committee:** There was no meeting.
8 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
9 iv. **Long Range Planning Committee:** There was no meeting.

10 **K. Open Items:**

- 11 • President Danz reminded the Board that its September meeting is
12 scheduled for Friday, September 17, at 8:30 a.m.
13 • At President Danz's request, the Board agreed to change the August
14 meeting date and time from Friday, August 13, at 8:30 a.m., to
15 Wednesday, August 11, at 12:00 noon.

16 **L. Correspondence to the Board:**

17 None.

18 **C. Fire Department Report:**

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

- 20 • June Dispatch Report: There were two alarms; one was a carbon
21 monoxide sensor set off by a child.
22 • VSB Addition: An alarm system will be installed for the entire building
23 this month. Peter said NTFPD has already outgrown the new
24 addition, so it has removed its snowmobiles to provide room for other
25 equipment. The snowmobile trailer will be kept in Kings Beach during
26 the summer, and on Highway 267 near Northstar during the ski
27 season.

28 **4. DIRECTORS' COMMENTS**

29 None.

30 **5. CLOSED SESSION**

31 None.

32 **6. ADJOURNMENT**

33 There being no further business before the Board, the meeting was adjourned at
34 8:59 a.m.

35
36 Respectfully Submitted,

approved as submitted 8/11/10

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38
39
40 Jancis Martin
41 Recording Secretary