

**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 10, 2009, 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 (by telephone); 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: Duane Whitelaw/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 • He has been working on closing the books for the auditors.
- 24 • Last month, Staff read all the meters. The annual bills were sent out  
25 July 1.
- 26 • At yesterday's Budget & Finance Committee meeting, it was noted  
27 that the cost of the fire flow feasibility study was recorded under  
28 Consultants-Misc. for the Fire Fund, when it should have been  
29 recorded as a Water Fund expense. Mike has made the correction.
- 30 • President Danz also noted that Mike had posted the water usage  
31 revenue for fiscal year 2009.
- 32 • Mike reported that he recorded the year's depreciation for the Well R-  
33 1 replacement project in June, for an additional \$80K in depreciation.
- 34 • Director Grant asked if the accounts receivable balance of \$93K,  
35 noted on page 1 of Mike's summary, was high. Mike said it  
36 represented water usage for last year; it is about 13% higher than the  
37 prior year, but in line with anticipated metered water usage.
- 38 • Director Grant asked if the amount shown for Well R-1 Rehab under  
39 "Fixed Assets Purchased During the Current Fiscal Year" was the  
40 total amount for Well R-1. Manager Collins said yes.
- 41 • Director Grant asked if the net income for the year was \$223,869.  
42 Mike said yes. President Danz said the number would probably  
43 change, since the books remain open for another month to assure  
44 that all expenses for the year are recorded.
- 45 • Director Grant questioned the "Fund reserve for debt service" item on  
46 the Balance Sheet reports. Mike said this will be the last year it  
47 appears on the Balance Sheet, since the fund no longer exists.  
48 President Danz noted that the Fund Balance Sheet reports were  
49 incorrect, since they reflect balances as of May 31, 2009, rather than

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- 1                    June 30, 2009. President Danz requested that the Fund balance  
2                    sheets be reprinted with balances as of June 30, 2009. Mike said he  
3                    would make sure the reports were printed correctly in the future.
- 4                    • Director Grant noted that water revenue for June was \$40K under  
5                    budget. President Danz stated that the Budget & Finance Committee  
6                    had asked Manager Collins to investigate the discrepancy.
  - 7                    i. **June Financial Statements:** Director Grant made a MOTION that the  
8                    Board accept the consolidated financial statements, dated June 30,  
9                    2009, tabling until next month the acceptance of the financial  
10                    statements by Fund for June 2009, since the Board does not have  
11                    those reports. Director Quinan SECONDED the motion. Directors  
12                    Grant, Northrop, Nungester and Quinan being in favor, the motion  
13                    was APPROVED.
  - 14                    ii. **June Expenses Paid & Payable:** The Directors reviewed the monthly  
15                    check register. Director Quinan made a MOTION that the Board  
16                    approve the Expenses Paid & Payable (two direct debits for payroll  
17                    and checks 24426 through 24484). Director Northrop SECONDED  
18                    the motion. Directors Grant, Northrop, Nungester and Quinan being  
19                    in favor, the motion was APPROVED.
- 20                    **B. Approval of Minutes of Regular Board Meeting Held on June 17,**  
21                    **2009:**  
22                    Director Northrop made a MOTION that the Board approve the minutes of  
23                    the June 17, 2009, Regular Board of Directors Meeting. Director  
24                    Nungester SECONDED the motion. Directors Grant, Northrop,  
25                    Nungester and Quinan being in favor, the motion was APPROVED.
- 26                    **D. General Manager's Report:**  
27                    John Collins, General Manager, provided a written report on his activities  
28                    during the month of June, with brief discussion on the following topics:
- 29                    • Vehicle Maintenance Building Expansion: The soil vapor work  
30                    scheduled for June 25 was delayed until July 1 because the lab failed  
31                    to send the necessary sample containers. The work has now been  
32                    accomplished and the materials sent to the lab. It will take the lab 10  
33                    days to process the materials. Pam Raynak from Holdrege & Kull will  
34                    keep Manager Collins informed of the status of the project and will  
35                    generate the report as soon as possible.
  - 36                    • Sierra Nevada Conservancy Grant: The project is still on hold.  
37                    However, Manager Collins received a call from SNC that they are  
38                    starting to process payments.
  - 39                    • MA19-MA20 Sewer Line Evaluation: Manager Collins contacted two  
40                    geotechnical engineering firms to prepare proposals indicating the  
41                    scope of work and cost to evaluate the segment of sewer located on  
42                    an eroding hillside.
  - 43                    • Budget: Manager Collins finished working on the budgets for 2009-  
44                    2010. He also scheduled time in August and September for the  
45                    District auditors to perform the annual audit.
  - 46                    • Easements: Mountain Pipeline finished marking sewer lines in  
47                    easements. Webb Land Surveying has finished its field work. Staff  
48                    will send out letters this month.

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- 1                   • Settlement Pond: Manager Collins finished forwarding information to  
2                   the State Health Department regarding the settlement pond adjacent  
3                   to Well R-1.  
4                   • Sewer System Management Plan: Manager Collins completed work  
5                   on the list of items requested during a staff meeting with Holmes  
6                   International personnel. Holmes International will prepare a draft by  
7                   next month.  
8                   • Director Nungester asked for an update on the Park gate computer  
9                   replacement project. Manager Collins said the software has been  
10                  installed on Pam’s computer. Buz said he was waiting for the  
11                  company to determine if the wires installed between the VSB and the  
12                  bathrooms can be used for the system. The gate admits access  
13                  between 6:30 a.m. and 9:30 p.m. and then locks for the night. Park  
14                  guests can still exit after the gate locks.
- 15       **E. Soil Vapor Survey and Risk Assessment:**  
16       Discussed during item 3D.
- 17       **F. Release and Encroachment Agreement: 1585 Zurs Court, APN 095-**  
18       **460-035:**  
19       Manager Collins said the document is the standard agreement and that  
20       the owners of 1585 Zurs Court need the document approved before they  
21       can proceed with the Placer County Planning Department. The owners  
22       are paying for the execution of the document. Director Grant made a  
23       MOTION that the Board approve the Release and Encroachment  
24       Agreement for 1585 Zurs Court, APN 095-460-035. Director Northrop  
25       SECONDED the motion. Directors Grant, Northrop, Nungester and  
26       Quinan being in favor, the motion was APPROVED.
- 27       **G. Resolution 4-2009: Election of Directors to the Special District Risk**  
28       **Management Authority (SDRMA) 2009 Board of Directors:**  
29       President Danz told the Board they could 1) vote to select up to four  
30       candidates at today’s meeting, 2) postpone the vote until next month’s  
31       meeting, or 3) not vote and adopt the Resolution. In discussion,  
32       President Danz said she knew none of the candidates, but based on their  
33       candidacy statements, she preferred Jean Bracy, Vincent Ferrante, Muril  
34       Clift and John Yeakley, These candidates had experience in insurance  
35       and financial matters, in government and in industry, and their statements  
36       were professional. The other Directors accepted President Danz’s  
37       judgment and preferred to vote this month, rather than next month.  
38       Director Northrop made a MOTION that the Board adopt Resolution 4-  
39       2009, regarding election of Directors to the SCRMA Board of Directors,  
40       specifying the selection of candidates Jean Bracy, Vincent Ferrante, Muril  
41       Clift and John Yeakley. Director Quinan SECONDED the motion. Roll  
42       was called to approve the Resolution. Ayes: Directors Grant, Northrop,  
43       Nungester, Quinan and President Danz. Nays: none. The Resolution  
44       was APPROVED.
- 45       **H. Operations & Maintenance Department Report:**  
46       Buz Bancroft presented a written report for the month of June that  
47       included status updates on water, sewer, garbage and other services  
48       provided by the District.

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- Staff increased the flow of the springs to cover the increased water usage, primarily due to irrigation, in the valley. The Alpine Meadows Estates Well was on over the 4<sup>th</sup> of July weekend, which will show up in next month's report. Director Grant asked if the mass balance showed the water usage in the Park; Buz said yes. Buz said the Park uses 10K - 14K gallons per day, part of which flows through the pond and part of which is used in irrigation.
- Staff completed meter reading and repairs. They started collecting reference points on water meters to facilitate location of the meters during the winter.
- They started replacing the pressure reducing valves in the Alpine Meadows Condos; completed several plan reviews for new construction and remodels in the valley; inspected District facilities; and flushed Well R-1 and AMEW for possible use over the 4<sup>th</sup> of July.
- Staff will take July samples later in the month.
- Buz corrected the minimum and average flow amounts on his report to 0.036 and 0.058 mgd, respectively.

**C. Fire Department Report:**

Chief Whitelaw from NTFPD reported the following:

- June Dispatch Report: There were only three calls.
- Alpine Meadows Fire Station Staffing: NTFPD will continue to staff the station on Fridays, Saturdays and Sundays through Labor Day.
- Vehicle Maintenance Building Addition: Manager Collins summarized the status of the soil vapor study for Chief Whitelaw (item 3D).
- Chipping Services: The residential chipping program is continuing, although not generating a lot of requests. Stewart McMorrow, NTFPD's Fuels Reduction Manager, told Chief Whitelaw the slash piles remaining from last year were chipped for free.
- Yard Debris Collection: This Sunday from 7:30 a.m. to 2:00 p.m. at the ski area, the Fire Safe Council will oversee the collection of pine needle and other debris. The last collection day will be Saturday, August 29, at the same time and same location.
- Fire Safe Council: The Council will be doing some fuels reduction work on forest service land near the stables Saturday. NTFPD will provide chipping services for the project. Director Quinan asked Chief Whitelaw if the slash could be piled on the main road. Chief Whitelaw said the main thing is for the material to be accessible to the chipper. He will ask Stewart McMorrow to contact Ken Gracey, the project leader, regarding the schedule for the chipping service.
- Chief Whitelaw said he heard that a grant for chipping that had been applied for but did not get funded might receive 50% funding. NTFPD will pursue it and bring the information to the ASCWD Board.
- Chief Whitelaw provided information to Director Quinan regarding the Meeks Bay equipment that can enter forested areas to access material to be chipped.
- State Funding: Chief Whitelaw said he was uneasy about the potential for the use of Proposition 1A to allow the State to take 8% of property tax revenues from districts like NTFPD and ASCWD.

**I. TTSA Report:**

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

- 3 • The plant is operating normally and efficiently.
  - 4 • All waste water discharge requirements are being met.
- 5 The next TTSA Board meeting is scheduled for August 12.

6 **J. Committee Reports:**

- 7 i. **Budget & Finance Committee:** President Danz presented a written  
8 report of the Committee's July 9 meeting.
  - 9 a. **Non-standard Transactions:** None.
  - 10 b. **Investments/cash:** The Committee has decided to keep the  
11 District's funds in LAIF until next month, based on currently  
12 available rates for cds at financial institutions.
  - 13 c. **Allocations of Expenses and Revenues by Fund:** The  
14 Committee made recommendations for a number of adjustments  
15 to the allocations of expenses and revenues, by Fund, used in  
16 preparing the annual budget. The adjustments are listed in detail  
17 on the Budget & Finance Committee Report for the meeting. The  
18 adjustments would be implemented for the fiscal year 2010-2011  
19 budget. Manager Collins will research some of the issues and the  
20 Committee will review the revised allocations at its August  
21 meeting.
  - 22 d. **Requests from Customers for Adjustments to their Bills:** The  
23 Committee received a letter from a customer who requested relief  
24 from paying for high water usage due to an undiscovered leak on  
25 their property. The Committee denied the request since the leak  
26 was on the customer's side of the meter. Manager Collins will  
27 send the customer a letter explaining the decision.
  - 28 e. **Requests for Unbudgeted Expenses:** None.
  - 29 f. **Next meeting:** Scheduled for Monday, August 17, at a time to be  
30 determined.
- 31 ii. **Administration & Personnel Committee:** There was no meeting.
- 32 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- 33 iv. **Long Range Planning Committee:** There was no meeting.

34 **O. Open Items:**

35 The Directors agreed to hold the August Board meeting on Tuesday,  
36 August 18, at 8:30 a.m.

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

38 None.

39 **4. DIRECTORS' COMMENTS**

- 40 ▪ Director Quinan asked what she should tell customers who ask why the  
41 District does not provide semi-annual billing. President Danz replied that the  
42 rationale for a single annual billing is two-fold: 1) meters are not usually  
43 accessible during the winter and 2) the cost of doing an additional mailing of  
44 billings and processing of payments is prohibitive. Manager Collins pointed  
45 out that customers can make four payments over a four-month period for a  
46 small administrative fee. The most recent newsletter reminded customers  
47 that the bill was coming and described the various options for paying it.
- 48 ▪ Director Quinan reported that she and the leader were the only participants at  
49 the bird walk, due to rain. There were 16 people at the flower walk and it was

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1 well received. Director Grant said she was aware that a number of the  
2 attendees of the flower walk were from outside the valley. President Danz  
3 suggested that outsiders pay for participation, since the cost of the walk is  
4 defrayed by money paid by customers in their bills. It was discussed that  
5 perhaps donations should be requested. President Danz said she would  
6 raise the issue when the budget for 2010-2011 was being prepared.

7 **5. CLOSED SESSION**

8 None.

9 **6. ADJOURNMENT**

10 There being no further business before the Board, the meeting was adjourned at  
11 9:22 a.m.

12

13 Respectfully Submitted,

approved as submitted 8/18/09

14

15

16

17

Jancis Martin

18

Recording Secretary