

**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, August 10, 2012, 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: None.

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

12 Guest Present: Tim Alameda/NTFPD

13 **The numbering of the following items matches the original order of the**
14 **scheduled items in the meeting agenda. However, to take best advantage**
15 **of meeting participants' time, the items were dealt with in a different order**
16 **during today's meeting, as seen below.**

17 **2. PUBLIC PARTICIPATION**

18 None.

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 said the District is successfully collecting customer bills. He will
24 send out delinquent notices next week.
- 25 • Expenses were typical for the month. The District's cash position is
26 slowly growing and is now about \$175,000 ahead of the same time
27 last year, building up District reserves for capital improvements and
28 emergency expenditures.
- 29 • Answering questions posed by Director Grant, Mike said 1) all of the
30 remote read meters identified as fixed assets were purchased this
31 year and 2) about \$13,000 mistakenly posted as Other Revenue in
32 July will be reclassified as Connection Fees.

- 33 i. **July Month-end Financial Statements:** Director Northrop made a
34 MOTION that the Board accept the July 31, 2012 month-end financial
35 reports. Director Quinan SECONDED the motion. Directors Grant,
36 Northrop and Quinan being in favor, the motion was APPROVED.
- 37 ii. **June Fiscal Year-end Financial Statements:** Director Grant made a
38 MOTION that the Board accept the June 30, 2012 fiscal year-end
39 financial reports. Director Northrop SECONDED the motion. Vice
40 President Nungester said there were a few outstanding items that
41 remained to be posted, but none of them were substantial, and that he
42 recommended approval. Directors Grant, Northrop and Quinan being
43 in favor, the motion was APPROVED.
- 44 iii. **July Expenses Paid & Payable:** The Directors reviewed the monthly
45 check register. Director Northrop made a MOTION that the Board
46 approve the Expenses Paid & Payable (the debits for payroll and
47 checks 26346 through 26411). Director Quinan SECONDED the
48 motion. In discussion, Director Northrop asked about check 26376 to
49 Underground Service Alert, saying it was his understanding that the

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1 service was free; Manager Collins said that Underground Service
2 Alert was starting to charge, and that he just learned that email
3 requests were free, whereas faxed requests were charged. Director
4 Quinan asked about the two checks to Western Nevada Supply
5 Company; Vice President Nungester said they were for materials for
6 two different jobs: the Springs 3 and 4 vault and the Longo job.
7 Director Quinan asked if the check to Sierra Environmental Monitoring
8 was for the Sierra Nevada Conservancy project; Manager Collins said
9 yes, as was the check to David Jaramillo, and that SNC would
10 reimburse the District for both checks. Directors Grant, Northrop and
11 Quinan being in favor, the motion was APPROVED.

12 **B. Approval of Minutes of Regular Board Meeting Held July 19, 2012:**
13 Director Northrop made a MOTION that the Board approve the minutes of
14 the July 19, 2012, Regular Board of Directors Meeting. Director Quinan
15 SECONDED the motion. Directors Grant, Northrop and Quinan being in
16 favor, the motion was APPROVED.

17 **C. Fire Department Report:**
18 Tim Alameda from NTFPD was in attendance and reported the following:
19

- 20 • July Dispatch Report: There were 3 calls to dispatch in July.
- 21 • Construction Projects: Several projects have been through the
22 NTFPD office for review.
- 23 • Fire Chief Selection: Manager Collins participated in the evaluation of
24 fire chief candidates. At the NTFPD Board's next meeting, the
25 Directors will hold a closed session to decide whether to make a
26 selection from the evaluated candidates or to extend the review
27 period. Chief Poe did not seek the position, as he is planning to retire
28 this October. Chief Whitelaw has been involved in the recruitment
29 and interview process.
- 30 • Tim said last Friday NTFPD handled 20 calls for service in a 24-hour
31 period. All were handled well.

32 **E. General Manager's Report:**
33 John Collins, General Manager, provided a written report on his activities
34 during the month of July, with discussion on the following topics:
35

- 36 • Sierra Nevada Conservancy (SNC) Grant: Manager Collins is awaiting
37 the final report, due by the end of August.
- 38 • Alpine Meadows Bridge: Manager Collins reviewed the agreement
39 with Placer County and returned comments to the County. District
40 and County counsel have not yet reviewed the agreement.
- 41 • Alpine Sierra Subdivision: There was no activity last month. Likely
42 there will be no further interactions between Alpine Sierra and the
43 District until Alpine Sierra has completed its EIR.
- 44 • Alpine Meadows Road Pipeline Project: Manager Collins received the
45 final plans and specifications from Stantec. Placer County approved
46 the plans and issued the associated encroachment permit. Manager
47 Collins will coordinate with Longo Construction to obtain a price to
48 install the 8" pipeline and pressure-reducing station.
- 49 • AME Well Re-drill: Manager Collins completed and filed a Notice of
Exemption with State Clearinghouse, and completed and filed for a
Water Permit amendment with the California State Department of

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1 Public Health. When these documents have been approved, he will
2 obtain bids for re-drilling.

- 3 • Marten Barry's Property: Manager Collins filed final documents with
4 the County Reorder. He awaits the recorded documents.
- 5 • Sewer Easement for 1783 Deer Park Drive: Manager Collins received
6 the signed grant of easement and will submit it to the Placer County
7 Recorder.
- 8 • Rate Study: Manager Collins received the final draft from HDR.
- 9 • Peter Henry Sewer Line Relocation: Staff completed pot-holing
10 existing sewer and snow-making water lines for the Peter Henry
11 sewer line relocation analysis and design, had the survey company
12 come back for more data, and submitted the information to Stantec so
13 they could evaluate alternatives.
- 14 • Election Research: Manager Collins checked with Placer County
15 Elections and with District counsel regarding the process for filling the
16 vacant Board position. He prepared the notice of vacant position,
17 mailed and posted it.

18 **G. Rate Study Report from HDR:**

19 The Board reviewed the final rate study report from HDR:

- 20 • Vice President Nungester said a summary of the rate study report was
21 in the Board packet. He is looking for approval of the rate study and
22 the go-ahead to schedule the public hearing.
- 23 • Director Quinan said there was no ski area water rate in the report.
24 Manager Collins said first he would send the approved debt payment
25 to the ski area, then he would sit down with Shawn Koorn to do a cost
26 and service study for the ski area to arrive at an appropriate water
27 rate for them. Director Grant asked if revenue from the ski area
28 wasn't part of the overall water income in the District's budget.
29 Manager Collins said no, that snow-making revenue appeared as
30 Other Revenue and only the ski area's non-snowmaking water usage
31 appeared as Water Revenue.
- 32 • Director Grant said she felt the Board should wait until after the vacant
33 director position is filled to vote on the rate study. Vice President
34 Nungester disagreed, saying it was too much work with too much
35 history to bring a new Director up to speed in time to vote on this
36 agenda item, and that over a year's worth of work and about \$27,000
37 has been invested in the study. Director Northrop agreed with Vice
38 President Nungester.
- 39 • The Directors agreed that the study was good work. Vice President
40 Nungester reminded the Board that the only rate proposed to be
41 increased next year was for garbage, that the other rate increases
42 would not take effect for another year, and that the rate study laid out
43 proposed rates through 2017. The Directors agreed that
44 implementing small rate increases as needed was preferable to
45 implementing large rate increases at longer intervals.

46 Director Northrop made a MOTION that the Board approve the Utility
47 Rate and Fee Studies report from HDR, and direct Manager Collins to
48 schedule a public hearing for the purpose of approving and implementing
49 HDR's Rate Study Report. Director Quinan SECONDED the motion.

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1 Directors Northrop and Quinan being in favor, Director Grant opposing,
2 the motion was APPROVED. Director Grant said she voted against the
3 motion because she would have preferred that the Board wait to vote until
4 a full Board was seated.

5 **I. Approval of Addendum #3 to the Agreement for General**
6 **Management Services:**

7 The Board reviewed the Addendum to Manager Collins' contract to
8 provide general management services to the District. The Addendum
9 formalizes the merit increase of 2% approved at last month's Board
10 meeting. Director Grant made a MOTION that the Board approve
11 Addendum #3 to the Agreement for General Management Services.
12 Director Northrop SECONDED the motion. Directors Grant, Northrop and
13 Quinan being in favor, the motion was APPROVED.

14 **D. Appointment of New Director:**

15 The Board had expected to interview candidates for the vacant Director
16 position, with the intention of appointing one to serve for the remainder of
17 the position's term. However, none of the candidates were in attendance
18 during today's meeting. Vice President Nungester did not think it was
19 appropriate for the Board to appoint a candidate without first meeting and
20 speaking with all of the candidates. Director Grant cannot attend the
21 September meeting. The Directors agreed to hold a special meeting for
22 the purpose of appointing a new Director and proposed a meeting time of
23 Tuesday, August 28, at 10 a.m. They agreed that two candidates who
24 expressed interest but missed the nominal deadline should be invited to
25 submit letters of qualification and attend the special meeting. Vice
26 President Nungester directed Manager Collins to invite the candidates to
27 attend the special meeting and to ensure that they were registered voters
28 in Placer County.

29 **H. TTSA Report:**

30 There has been no TTSA Board meeting since the July ASCWD Board
31 meeting. The next TTSA Board meeting is scheduled for September 12.

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

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

- 36 • Staff work: Park maintenance; utility locates for Liberty Energy and
37 contractors in the valley; rebuilding the Tank 4 crossover box;
38 inspecting a lot of projects in the valley, including a huge housing start
39 on John Scott, and Tank 1 capital project.
- 40 • About 140 remote read meters have been installed to date. The
41 summer hires are installing them along the smaller roads first.
- 42 • All routine water samples and quarterly spring samples were absent
43 coliform bacteria.

44 **J. Committee Reports:**

45 i. **Budget & Finance Committee:** Vice President Nungester presented
46 a written report of yesterday's Committee meeting.

- 47 a. **Non-standard Transactions:** Two credits were identified as
48 needing to be reclassified.

