

**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 12, 2011, 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; Mike Dobrowski, CPA (by telephone); Jancis Martin, Recording
11 Secretary.

12 Guest Present: Peter Poe/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 **C. Fire Department Report:**

21 Peter Poe and Tim Alameda from NTFPD were in attendance and
22 reported the following:

- 23 • July Dispatch Report: There were four calls in July. One was a
24 structure fire on Scott Peak. NTFPD was there for about six hours
25 and were assisted by mutual aid from Squaw Valley.
- 26 • Station Staffing: Schedule is working well.
- 27 • Chipping: The next chipping visit to the valley is scheduled for August
28 27, but there may be scheduling problems with that date. NTFPD's
29 chipping phone number and website will have the most current
30 information.

31 **A. Financial Reports:**

32 Mike Dobrowski, District CPA, participated in discussion of this agenda
33 item by telephone.

- 34 • Collections are ahead of schedule.
- 35 • The District's cash position is good. Expenses were a little lower than
36 budgeted.
- 37 • Mike has been preparing for the auditors, who are due around the
38 middle of September. Most of the financials are ready.
- 39 • President Danz said the June fiscal year-end financial reports were
40 incomplete, pending a few expenses. Mike will close the books
41 before the auditors arrive. The Board will wait until the books have
42 closed to accept the year-end financial reports.
- 43 i. **July Month-end Financial Statements:** Director Northrop made a
44 MOTION that the Board accept the July 31, 2011, month-end financial
45 reports. Director Quinan SECONDED the motion. Directors Grant,
46 Northrop, Nungester and Quinan being in favor, the motion was
47 APPROVED.

48 ii. **July Expenses Paid & Payable:** The Directors reviewed the monthly
49 check register. Director Nungester made a MOTION that the Board

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1 approve the Expenses Paid & Payable (the debits for payroll and
2 checks 25739 through 25810). Director Northrop SECONDED the
3 motion. Directors Grant, Northrop, Nungester and Quinan being in
4 favor, the motion was APPROVED.

5 **B. Approval of Minutes of Regular Board Meeting Held on July 8, 2011:**

6 Director Grant made a MOTION that the Board approve the minutes of
7 the July 8, 2011, Regular Board of Directors Meeting. Director Quinan
8 SECONDED the motion. Directors Grant, Northrop, Nungester and
9 Quinan being in favor, the motion was APPROVED.

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

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

- 13 • SNC Grant: David Jaramillo plans to carry out the Bear Creek area
14 fuels reduction work during August.
- 15 • Alpine Meadows Bridge: Manager Collins received a call from a
16 Placer County consultant for the bridge replacement project. The
17 District will be responsible for the cost of relocating its pipeline that is
18 on the bridge, which Manager Collins thinks might cost \$100K-\$150K
19 for the whole project. There will have to be a pipeline on the
20 temporary bridge and also one on the new bridge. The County will
21 probably start its design work this winter and start construction in
22 2012.
- 23 • Alpine Sierra Subdivision: Manager Collins received a draft water and
24 sewer services agreement from Chris Nelson, the developer. District
25 counsel drafted an agreement better suited to the District's interests.
26 Manager Collins has submitted it to Alpine Sierra.
- 27 • Marten Barry's Property: Manager Collins submitted the completed
28 boundary adjustment packet to Placer County for processing. He
29 plans to attend the Board of Supervisors meeting on August 23 to
30 answer any questions that may arise when the matter is presented to
31 them for approval.
- 32 • State Taxes: Per direction from the California State Board of
33 Equalization, Manager Collins submitted an application for a
34 consumer use tax account for the District.
- 35 • Dissolution of the ASCWD Financial Corporation: Manager Collins
36 prepared a letter to the State Attorney General's office, requesting a
37 letter of confirmation that the Financial Corporation has no assets.
38 When the letter arrives, Manager Collins will file the back years'
39 renewal applications and request dissolution of the Corporation.
- 40 • AME Well and Well R-1: The rehab is complete. Staff is waiting for
41 Stantec to conduct the follow-up test pump of the wells and to prepare
42 final recommendations.
- 43 • Placer County Treasurer: Manager Collins transferred funds into the
44 District's Placer County Treasurer account. Next month he will
45 withdraw funds. These procedures are being done to determine the
46 ease with which such transfers can be performed.
- 47 • He followed up on an easement request for which he never received a
48 response.

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- 1 • He started research on remote read meters and tools available to help
2 customers detect leaks.
3 • The Alpine Meadows ski area cashed the District's check, which paid
4 down the District's debt on the snow-making wells.

5 **E. Operations & Maintenance Department Report:**

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

- 9 • There has been a lot of irrigation going on in the valley.
10 • Staff located several water leaks throughout the valley and contacted
11 homeowners. There were more and bigger leaks than usual this year,
12 possibly due to the excessive amount of snow this winter.
13 • Staff worked with Stantec and Carson Pump on well rehab, completed
14 water meter and water box repair, inspected the water tanks and
15 started the annual valve maintenance program.
16 • Routine water samples were absent coliform bacteria.

17 **F. Increase in Board Compensation:**

18 This matter has been on the agenda four times but never with the full
19 Board present. Director Grant made a MOTION that the Board approve
20 increasing Board meeting compensation by \$25 per Director per Board
21 meeting. Director Northrop SECONDED the motion. During discussion,
22 Director Grant said the District had a large capital reserve and that it
23 seemed appropriate to her that Board pay should be increased by a
24 nominal amount since there has been no pay increase for 8-10 years.
25 She said it made sense for the Board to increase its pay from time to
26 time. Director Northrop said the District is growing, so he agrees with
27 Director Grant. Directors Grant, Northrop and Nungester being in favor,
28 the motion was APPROVED. Director Nungester declined his own pay
29 increase for the remainder of his current term. President Danz and
30 Director Quinan also declined their pay increases. President Danz
31 directed Manager Collins to track Board meeting attendance so Director
32 compensation will be correct (i.e., \$100 for President Danz and Directors
33 Nungester and Quinan, \$125 for Directors Grant and Northrop).

34 **G. TTSA Report:**

35 Director Northrop provided a written report on items of interest to ASCWD
36 from the July 13 TTSA Board meeting (the August meeting was
37 cancelled, but may take place August 22).

- 38 • The plant is operating normally and efficiently.
39 • All waste water discharge requirements are being met.
40 • The TTSA budget increase was minimal.

41 The next TTSA Board meeting is scheduled for September 14.

42 **H. Committee Reports:**

43 i. **Budget & Finance Committee:** President Danz presented a written
44 report of the August 11 Committee meeting.

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

46 b. **Investments/Cash:**

- 47 • Per the Committee's recommendation, Director Northrop made
48 the following MOTION: Using the \$260,000 proceeds from two
49 CDs maturing in early September and \$70,000 [sic] withdrawn

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- 1 from the money market account, the District should a)
2 purchase a 6-month CD for \$105,000, at an expected interest
3 rate of 0.45%; b) purchase a 9-month CD for \$105,000, at an
4 expected interest rate of 0.5%; and c) purchase a 12-month
5 CD for \$110,000, at an expected interest rate of 0.55%.
6 Director Quinan SECONDED the motion. Directors Grant,
7 Northrop, Nungester and Quinan being in favor, the motion
8 was APPROVED.
- 9 • Per the Committee's recommendation, Director Nungester
10 made a MOTION that Manager Collins transfer \$300,000 from
11 the Bank of the West checking account to the Placer County
12 Treasurer investment account, if Manager Collins determines it
13 is relatively easy to withdraw funds from the Treasurer
14 account. Director Northrop SECONDED the motion. Directors
15 Grant, Northrop, Nungester and Quinan being in favor, the
16 motion was APPROVED.
 - 17 c. **Snowmaking Contract:** Manager Collins had a conversation with
18 Fern, the administrative assistant at the ski area, who asked a
19 number of questions regarding the remaining duration of the loan
20 and current rates for water usage. The check has now been
21 deposited and has cleared the District's bank account. President
22 Danz asked Manager Collins to write a memo to file regarding the
23 conversation.
 - 24 d. **Requests from Customers for Adjustments to Their Bills:**
 - 25 • One customer, Dina Morrison, had a significant leak on her
26 side of the meter. The leak caused her to be charged for 1.8
27 million gallons, although her normal annual usage is less than
28 50,000 gallons. Neither the customer nor the District detected
29 the leak until the annual meter read. There were a number of
30 leaks on her property, developing slowly over time, resulting in
31 a total waste of about 25 gallons per minute. The Committee
32 listened to her presentation and agreed to charge her for the
33 full amount of water usage but at the first rate tier (which will
34 result in a bill of about \$6,000), conforming to the District's
35 policy that the customer is responsible for any leak on the
36 customer's side of the meter.
 - 37 • Another customer complained that he should not be charged
38 for service fees because he had his water shut off. Manager
39 Collins explained to him about connection fees vs. shut-off
40 fees. The Committee denied the request.
- 41 Director Nungester said that Ms. Morrison had contacted several
42 districts to determine how they detect leaks. All four or five
43 districts she researched had tools that indicate if water has been
44 continuously on for 24 hours in a household. She felt that the
45 District was responsible for better tracking its water.
46 Director Grant questioned whether a leak of that magnitude could
47 go undetected by residents of the house. Buz said he could not
48 hear the leak from inside the house.

