

**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, November 12, 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: Duane Whitelaw/NTFPD; Dave Ruben/NTFPD; Pat
13 Davison/Contractors Association of Truckee Tahoe (CATT)

14 **2. PUBLIC PARTICIPATION**

15 None.

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

20 **3. ITEMS FOR BOARD DISCUSSION & ACTION**

21 **A. Financial Reports:**

22 Mike Dobrowski, District CPA, participated in discussion of this agenda
23 item by telephone.

- 24 • Mike answered several questions raised yesterday by members of the
25 Budget & Finance Committee.

26 i. **October Month-end Financial Statements:** Director Northrop made
27 a MOTION that the Board accept the October 31, 2010, month-end
28 financial reports. Director Nungester SECONDED the motion.
29 Directors Grant, Northrop, Nungester and Quinan being in favor, the
30 motion was APPROVED.

31 ii. **October Expenses Paid & Payable:** The Directors reviewed the
32 monthly check register. Director Grant made a MOTION that the
33 Board approve the Expenses Paid & Payable (two direct debits for
34 payroll and checks 25301 through 25358). Director Quinan
35 SECONDED the motion. Directors Grant, Northrop, Nungester and
36 Quinan being in favor, the motion was APPROVED.

37 **B. Approval of Minutes of Regular Board Meeting Held on October 15,**
38 **2010:**

39 Director Northrop made a MOTION that the Board approve the minutes of
40 the October 15, 2010, Regular Board of Directors Meeting. Director
41 Quinan SECONDED the motion. Directors Grant, Northrop, Nungester
42 and Quinan being in favor, the motion was APPROVED.

43 **E. General Manager's Report:**

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

- 46 • Sierra Nevada Conservancy (SNC) Grant – Fuels Reduction Program:
47 Manager Collins received a complaint from a property owner that
48 slash piles were on his property. David Jaramillo investigated and
49 determined that the piles were located on District property.

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- 1 • SNC Grant Application – Mineral Springs Trail: Manager Collins has
- 2 not heard anything yet and probably will not hear until after the first of
- 3 the year.
- 4 • Bridge Replacement: No activity.
- 5 • Alpine Sierra Subdivision: Manager Collins reviewed various water
- 6 and sewer alignments with Chris Nelson (Capstone Property), Dave
- 7 Kershaw (Stantec) and Larry Heywood (avalanche expert).
- 8 • Marten Barry’s property: Webb Land Surveying has confirmed the
- 9 location of the sewer line and completed preparation of a map and
- 10 legal description. Manager Collins will speak with Mr. Barry regarding
- 11 Mr. Barry’s wish to use District property, as well as the District’s
- 12 interest in Mr. Barry granting the District an easement.
- 13 • Redwood Tank: see agenda item 3H.
- 14 **F. Assignment of Contract for the Bear Creek Embankment**
- 15 **Reinforcement Project to Stantec Consulting Services, Inc.:**
- 16 President Danz reminded the board that Stantec purchased ECO:LOGIC.
- 17 Stantec has requested assignment of the existing agreement between
- 18 ASCWD and ECO:LOGIC to Stantec. Director Northrop made a MOTION
- 19 that the Board approve the assignment of the contract for the Bear Creek
- 20 Embankment Reinforcement Project to Stantec Consulting Services, Inc.
- 21 Director Nungester SECONDED the motion. Directors Grant, Northrop,
- 22 Nungester and Quinan being in favor, the motion was APPROVED.
- 23 **H. Operations & Maintenance Department Report:**
- 24 Buz Bancroft presented a written report for the month of October that
- 25 included status updates on water, sewer, garbage and other services
- 26 provided by the District.
- 27 • Water samples were all negative for coliform bacteria.
- 28 • Tank 4A: Resource Development cut out and replaced two sections of
- 29 rotted beam; they also added redwood posts and steel to reinforce the
- 30 roof structure. The two companies that inspected the tank will provide
- 31 Staff with reports containing recommended repairs. The tank was
- 32 chlorinated, samples were tested and passed, and the tank was
- 33 returned to service.
- 34 • Staff Activities: They finished this year’s portion of the sewer TV
- 35 program, thereby starting the second five-year cycle of televising the
- 36 sewer pipes. They did not find a lot of problems needing immediate
- 37 attention. Fire hydrants were inspected and flushed. The Park has
- 38 been closed and winterized.
- 39 **I. TTSA Report:**
- 40 Director Northrop provided a written report on items of interest to ASCWD
- 41 from the November 10 TTSA Board meeting.
- 42 • The plant is operating normally and efficiently.
- 43 • All waste water discharge requirements are being met.
- 44 The next TTSA Board meeting is scheduled for December 8.
- 45 **G. Resolution 15-2010: Authorization to Destroy Public Records:**
- 46 Manager Collins provided an inventory of District records. Staff indicated
- 47 on the inventory their recommendation as to retention (keep, destroy,
- 48 etc.). The status of several of the items was not determined. Manager
- 49 Collins recommended that the Board approve Resolution 15-2010,

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1 authorizing the destruction of the items labeled "DESTROY". President
2 Danz suggested that the Board table further consideration of the
3 Resolution until the retention status of all items on the inventory is
4 resolved. Manager Collins agreed and said the next time the Board sees
5 the list it will contain only items recommended for destruction. President
6 Danz asked that "or by District policy" be inserted after "statute" on line 3
7 of the first paragraph under "Authorization to Destroy Original Public
8 Records".

9 **J. Committee Reports:**

- 10 i. **Budget & Finance Committee:** President Danz presented a written
11 report of the Committee's November 11 meeting.
12 a. **Non-standard Transactions:** None.
13 b. **Investments/cash:** The Committee made no recommendations
14 regarding investments this month. Manager Collins contacted
15 Placer County about its Investment Pool. The Pool is currently
16 earning 2.13%; however, its manager said LAIF will probably out-
17 earn the Pool. The District would be able to withdraw funds 48
18 hours after filing a request. The Pool is not insured. Squaw
19 Valley Public Service District is the only local agency currently
20 investing in the Pool. Manager Collins recommended to the
21 Committee that the District invest the funds from the \$70K CD
22 maturing in December in the Pool; the Committee will not make a
23 decision on the disposition of those funds until next month's
24 meeting.
25 c. **Audit:** The Committee received the draft financial audit report.
26 Manager Collins is working on the Management Discussion &
27 Analysis. The Board will see the next draft of the audit report at
28 the December Board meeting, after the Committee has reviewed
29 it. The final audit report should be ready in January.
30 d. **Requests from Customers for Adjustments to their Bills:** The
31 Committee denied a request from a customer seeking a waiver of
32 penalties and interest.
33 e. **Requests for Unbudgeted Expenses:** None.
34 f. **Next meeting:** Scheduled for Thursday, December 9, at 12:00
35 noon.
36 ii. **Administration & Personnel Committee:** There was no meeting.
37 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
38 iv. **Long Range Planning Committee:** There was no meeting.

39 **C. Fire Department Report:**

- 40 Chief Whitelaw and Dave Ruben from NTFPD were in attendance and
41 reported the following:
42 • October Dispatch Report: There was nothing of significance to
43 discuss.
44 • Staffing: NTFPD will continue staffing the Alpine Meadows fire station
45 Fridays, Saturdays and Sundays. NTFPD intends to hire four full-time
46 firefighters/paramedics to bring NTFPD back to full staffing, rather
47 than continuing the recent practice of having their depleted staff work
48 overtime, which is proving to be more costly than expected.

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- 1 • Ski Area Transports: NTFPD participated in a pre-season meeting
2 with Alpine Meadows ski area, Tahoe Forest Hospital, Squaw Valley
3 Fire Department, Truckee Fire Protection District and Northstar Fire
4 Department, regarding ski transports. NTFPD handles transports out
5 of Homewood Mountain Resort and Alpine Meadows ski resort, and
6 sometimes out of Squaw Valley. Truckee Fire does transports for the
7 other ski areas. The meeting covered how the agencies would
8 function and interact, how they would back each other up, and how to
9 order medical helicopters. Chief Whitelaw said the problems from last
10 year have been resolved and cooperation has never been better; the
11 agencies are backing each other up whenever necessary, and they
12 are ensuring that patients are provided with the highest possible level
13 of care, without impacting the other, non-ski-related, 911 system calls.
- 14 • Sprinkler System Memo of Clarification with CATT: CATT and NTFPD
15 have shared four iterations of drafts. The current draft is very close to
16 being acceptable to both parties; it still needs a small change. Chief
17 Whitelaw said NTFPD will use the document as a guideline for
18 approving sprinkler systems.

19 **D. Resolution 14-2010: Capital Facilities and Fire Mitigation Fee**
20 **Expenditure Plan:**

21 The Board reviewed the annual update to the ASCWD Capital Facilities
22 and Fire Mitigation Fee Expenditure Plan, prepared by NTFPD. The
23 following members of the public were in attendance for this agenda item:
24 Pat Davison, Chief Whitelaw and Dave Ruben.

- 25 • Dave gave a summary of the plan. He said the boilerplate has not
26 changed. Since the addition to the vehicle storage building is
27 complete, future fees will go toward:
 - 28 ○ the purchase of a type 1 engine, which will have a bigger pump
29 and tank than the existing type 2 engine in the Alpine Meadows
30 fire station – at \$8-9K in mitigation fees per year and a purchase
31 price of \$500K-600K, it will take awhile to raise the requisite funds;
 - 32 ○ the remaining ADA improvements for the Alpine Meadows fire
33 station expansion.
- 34 • Page 3 shows the updated Fee Schedule. To keep pace with
35 inflation, the Plan uses the Construction Cost Index published by the
36 *Engineering News-Record*. For residential construction, the fee
37 increase per square foot was four cents, for commercial construction it
38 was seven cents, for office construction eight cents, and for industrial
39 construction six cents.
- 40 • Director Nungester requested that “Fire” be inserted prior to
41 “Mitigation” in each of the four places it occurs on the Resolution.
- 42 • President Danz requested that the time of the meeting be changed on
43 the Resolution from “9:00” to “8:30”.
- 44 • Director Nungester pointed out that last month Dave said there would
45 be no fee increase. Dave said he did not remember saying that, but if
46 he did, he spoke in error and apologized.
- 47 • Pat Davison pointed out that, although CATT is not contesting the fee
48 increase, there has been a cumulative 10 cent increase since 2007.
49 She also mentioned that, although CATT agrees that the index being

