

**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, December 10, 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; Pam Zinn, Office Manager;
11 Jancis Martin, Recording Secretary

12 Guests Present: Peter Poe/NTFPD

13 **2. SWEARING IN OF BOARD MEMBERS**

14 Directors Danz, Grant and Nungester were sworn into office for four-year terms.

15 **3. PUBLIC PARTICIPATION**

16 None.

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

21 **4. ITEMS FOR BOARD DISCUSSION & ACTION**

22 **A. Election of Board President and Vice President:**

- 23 • Director Northrop NOMINATED Director Danz as President of the
24 Board. Director Nungester SECONDED the motion. Directors Grant,
25 Northrop, Nungester and Quinan being in favor, Director Danz was
26 ELECTED President.
- 27 • Director Northrop NOMINATED Director Nungester as Vice President
28 of the Board. Director Grant SECONDED the motion. Directors
29 Grant, Northrop, Nungester and Quinan being in favor, Director
30 Nungester was ELECTED Vice President.

31 **B. Financial Reports:**

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

- 34 • The District operated within its anticipated budget this past month. Its
35 cash position is more than \$200K greater than last year.
- 36 • Accounts receivable (delinquent customer accounts) is about \$18K
37 less than last year, so fewer accounts will be sent to Placer County for
38 collection this year.
- 39 i. **November Month-end Financial Statements:** Director Northrop
40 made a MOTION that the Board accept the November 30, 2010,
41 month-end financial reports. Director Quinan SECONDED the
42 motion. Directors Grant, Northrop, Nungester and Quinan being in
43 favor, the motion was APPROVED.
- 44 ii. **November Expenses Paid & Payable:** The Directors reviewed the
45 monthly check register. Director Grant made a MOTION that the
46 Board approve the Expenses Paid & Payable (two direct debits for
47 payroll and checks 25359 through 25410). Director Northrop
48 SECONDED the motion. Directors Grant, Northrop, Nungester and
49 Quinan being in favor, the motion was APPROVED.

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1 **K. Committee Reports:**

- 2 i. **Budget & Finance Committee:** President Danz presented a written
3 report of the Committee's December 9 meeting.
4 a. **Non-standard Transactions:** None.
5 b. **Investments/cash:** Per the Committee's recommendation,
6 Director Grant made a MOTION that the Board authorize Manager
7 Collins to invest the funds from the \$70K CD maturing this month
8 in the Placer County Investment Pool. Director Northrop
9 SECONDED the motion. Directors Grant, Northrop, Nungester
10 and Quinan being in favor, the motion was APPROVED.
11 c. **Status of audit:** There are three parts to the audit: the Audit
12 Report, the Internal Controls Memorandum (ICM), and the
13 Management Discussion and Analysis (MD&A). The Committee
14 reviewed the draft Audit Report and ICM yesterday with District
15 auditors Ron Ley and Leslie Cochran.
16 • The ICM was very brief. The main deficiency noted in the ICM
17 had to do with reconciliations: the LAIF account was not
18 reconciled for several months last year and one month the
19 Wells Fargo account was not reconciled. The noted LAIF
20 account reconciliations were not performed because Mike
21 reconciled the account only when LAIF provided statements,
22 which it does on a quarterly basis. In the future, he will
23 perform monthly reconciliations.
24 • In discussion about how to post property tax revenues, the
25 auditors agreed that the District can post net revenues,
26 exclusive of County administrative charges (that is, cash
27 deposited in the District's account.)
28 • The auditors will review the MD&A and forward the
29 Management Representation Letter to the District for
30 signatures. Once all the documents are complete, Ron will
31 finalize the audit. The goal is to have the final Audit Report,
32 including the MD&A and the responses to the ICM issues,
33 available for Board review next month. Ron will attend the
34 Board meeting when the final Audit Report is presented
35 (January or February.)
36 • The Committee discussed the implications of a new
37 government accounting standards bulletin, which allows for the
38 assignment of new categories to capital funds. The Board
39 may choose to assign such categories to District capital funds
40 in the coming year.
41 d. **Requests from Customers for Adjustments to their Bills:** The
42 Committee reviewed one request from a customer seeking waiver
43 of penalties and interest from his bill. The District was not advised
44 of the transfer of the property in question; the new owner received
45 the bill in December and paid it promptly. The Committee agreed
46 to waive penalties and interest.
47 e. **Requests for Unbudgeted Expenses:** None.
48 f. **Next meeting:** None scheduled.
49 ii. **Administration & Personnel Committee:** There was no meeting.

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- 1 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
2 iv. **Long Range Planning Committee:** There was no meeting.

3 **C. Approval of Minutes of Regular Board Meeting Held on November**
4 **12, 2010:**

5 Director Quinan made a MOTION that the Board approve the minutes of
6 the November 12, 2010, Regular Board of Directors Meeting. Director
7 Northrop SECONDED the motion. Directors Grant, Northrop, Nungester
8 and Quinan being in favor, the motion was APPROVED.

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

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

- 13 • Sierra Nevada Conservancy (SNC) Grant: After processing an invoice
14 for recent fuels reduction work, Manager Collins realized there would
15 be about \$45K left in grant. David Jaramillo recommended continuing
16 the fuels reduction work up Bear Creek, rather than returning the
17 funds to SNC. He will have to obtain permission from Bear Creek
18 Association (BCA). Director Nungester asked if the crews had
19 cleared the parcel at Snow Crest and Mineral Springs; Manager
20 Collins said yes. Director Northrop asked if BCA was aware that the
21 grant project might include them; Manager Collins said yes. Director
22 Quinan expressed concern that further clearing could delay the
23 burning of current slash piles; Manager Collins said he did not think it
24 would. The Directors agreed in principle with David's
25 recommendation.
- 26 • Alpine Sierra Subdivision: Staff met with John Enloe and Dave
27 Kershaw (Stantec), reviewed three alternative sewer alignments and
28 their preliminary cost estimates, and reviewed three water supply
29 alternatives. Stantec is proceeding with analysis of the options and
30 hopes to be able to make a presentation at the next Board meeting.
31 Manager Collins is impressed with their analysis to date.
- 32 • Marten Barry's Property: Webb Land Surveying confirmed the location
33 of the sewer line and completed preparation of a map and legal
34 description. Manager Collins will follow up with Mr. Barry.
- 35 • ASCWD Finance Corporation Dissolution: The Corporation was
36 associated with the initial funding of District property and no longer
37 serves a purpose. Manager Collins filed an extension with the
38 Secretary of State and researched steps to dissolve the Corporation.
39 It looks like it will be an easy process, involving Board approval of a
40 resolution.
- 41 • Placer County Investment Pool: Manager Collins worked with the
42 County Treasurer to establish an investment account.

43 **D. Fire Department Report:**

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

- 45 • November Dispatch Report: There was a structure fire on Snow Crest,
46 started by faulty heat tape. There was an avalanche on November
47 23; it went across Alpine Meadows Road in the area of the Five Lakes
48 Trail. There is a meeting scheduled next week for NTFPD, the ski

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- 1 area and other affected agencies to discuss road closure and
2 avalanche procedures.
- 3 • Alpine Meadows Fire Station Staffing: The station will be staffed every
4 day from December 24, 2010, through January 3, 2011.
- 5 • Sprinkler System Approval Agreement with CATT: Peter provided the
6 Board with copies of the agreement.
- 7 **F. Resolution 15-2010: Authorization to Destroy Public Records:**
8 Pam Zinn participated in discussion of this agenda item. The Board
9 reviewed an inventory of District records. Director Nungester made a
10 MOTION that the Board approve Resolution 15-2010, Authorizing
11 Records Destruction Request, with the following changes to exhibit A: box
12 61 shall be retained and the accounts payable records for 2005 shall be
13 retained. Director Northrop SECONDED the motion. Roll was called to
14 approve the Resolution. Ayes: Directors Grant, Northrop, Nungester,
15 Quinan and President Danz. Noes: none. The Resolution was
16 APPROVED.
- 17 **G. Operations & Maintenance Department Report:**
18 Buz Bancroft presented a written report for the month of November that
19 included status updates on water, sewer, garbage and other services
20 provided by the District.
- 21 • Wells R-1 and R-2 are being used for snow-making, but not for
22 consumption.
- 23 • Staff removed snow from the office area and from the fire hydrants.
- 24 • A contractor replaced a leaking fire hydrant and repaired a water leak
25 at the corner of John Scott Trail and Upper Bench Road.
- 26 • The District's water supply was partially inspected by Kim Harrington,
27 from the California Department of Drinking Water, with a report to
28 follow that will describe a program mandating quarterly spring and
29 well samples to test for coliform and E. coli. The new tests will allow
30 the Department to characterize more precisely the fluctuations of
31 coliform and E. coli contamination over time.
- 32 • Staff completed control valve maintenance for the coming year.
- 33 **H. TTSA Report:**
34 Director Northrop provided a written report on items of interest to ASCWD
35 from the December 8 TTSA Board meeting.
- 36 • The plant is operating normally and efficiently.
- 37 • All waste water discharge requirements are being met.
- 38 The next TTSA Board meeting is scheduled for January 12, 2011.
- 39 **I. Quarterly Newsletter:**
40 The Board reviewed the draft of the December quarterly newsletter.
- 41 • Director Grant pointed out a typo in the "Winter is Here" article.
- 42 • Director Quinan asked why hot water pipes freeze before cold water
43 pipes. Manager Collins said he would research the issue and report
44 back.
- 45 • President Danz questioned whether the District should continue to
46 issue the quarterly newsletters in hardcopy. Director Grant reminded
47 her that, several years ago, the Board increased the frequency of
48 newsletters from semi-annual to quarterly as part of the Board's goal
49 to increase communication with the community.

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- Director Grant suggested that the newsletter sent in the spring - the one containing information about the Park operation - should advise customers that the District will be distributing future newsletters exclusively by email and that if customers wish to receive the newsletters, they need to provide Pam with their email address.
- Director Nungester recommended that the spring newsletter include a reminder that customers will soon be receiving their annual bill.
- Director Quinan suggested that whenever an issue is timely – e.g., the chipping program, Christmas tree recycling, etc. – information about the issue should be sent out by email, separately from the newsletter.
- President Danz agreed with the suggestions provided by Directors Grant, Nungester and Quinan.
- Buz pointed out that backflow reminders will be distributed by email.
- President Danz stated that the December newsletter (with the correction of the identified typo) would be distributed in the usual manner.
- President Danz expressed interest in District website access statistics. Pam offered to obtain that information. With respect to the quarterly newsletters, she said she currently sends out 247 via email, and only 78 in hardcopy via the postal service.

J. Schedule for Board Meetings:

There has been recent Board discussion about the idea of skipping a winter Board meeting.

- President Danz said her recommendation was that the Board not change its current meeting schedule, but rather that she arrange the agenda for a selected winter meeting to contain only the basic business items (financial reports, minutes, management and operations reports, etc.), postponing any substantive or controversial agenda items until the following Board meeting. That way, some Directors can choose to opt out of the streamlined winter meetings, provided that a quorum of three Directors attends each meeting.
- Directors can participate by telecon. President Danz asked District counsel about the legality of telecon votes; the answer was that the votes were legal, provided certain requirements were met.
- President Danz proposed that the January meeting be a streamlined meeting as a test. President Danz will not attend or call in; Vice President Nungester will chair the meeting. The Budget & Finance Committee will not meet in January. If questions arise which cannot be answered during the meeting, they will be researched and answered afterwards. The February meeting will be a business-as-usual meeting; the Directors can discuss the efficacy of the January meeting at that time.

L. Open Items:

None.

M. Correspondence to the Board:

None.

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5. DIRECTORS' COMMENTS

- Manager Collins reported that two local general managers have announced their retirement: Curtis Aaron (North Tahoe Public Utility District) and Rick Lierman (Squaw Valley Public Service District).
- Director Nungester said someone is sending out spam messages from his old Yahoo email account. He suggested that people block that address.
- The next Board meeting is scheduled for Tuesday, January 11, at 8:30 a.m.

6. CLOSED SESSION

None.

7. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:44 a.m.

Respectfully Submitted,

approved as submitted 1/11/11

Jancis Martin
Recording Secretary