

**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 Tuesday, December 13, 2011, at 10:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 Vice President Nungester called the meeting to order at 10:30 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: Barbara Danz, President.

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

12 Guest Present: Tim Alameda/NTFPD

13 **2. PUBLIC PARTICIPATION**

14 None.

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

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

- 17 • Director Grant NOMINATED Director Danz as President of the Board.  
18 Director Northrop SECONDED the motion. Directors Grant, Northrop  
19 and Quinan being in favor, Director Danz was ELECTED President.
- 20 • Director Quinan NOMINATED Director Nungester as Vice President  
21 of the Board. Director Northrop SECONDED the motion. Directors  
22 Grant, Northrop and Quinan being in favor, Director Nungester was  
23 ELECTED Vice President.

24 **B. Financial Reports:**

25 Mike Dobrowski, District CPA, participated in discussion of this agenda  
26 item by telephone.

- 27 • November was a fairly routine month, financially. The District's cash  
28 position is \$235K greater than last year. Net income is down by \$60K  
29 from last year at this time, but is still favorable to budget.
- 30 • Mike sent out final notices to customers with unpaid bills. This is their  
31 last chance to pay before their accounts are sent to collections early  
32 next year.
- 33 • The District auditors prepared preliminary financial statements.
- 34 i. **November Month-end Financial Statements:** Director Grant made a  
35 MOTION that the Board accept the November 30, 2011, month-end  
36 financial reports. Director Northrop SECONDED the motion.  
37 Directors Grant, Northrop and Quinan being in favor, the motion was  
38 APPROVED.
- 39 ii. **November Expenses Paid & Payable:** The Directors reviewed the  
40 monthly check register. Director Quinan made a MOTION that the  
41 Board approve the Expenses Paid & Payable (the debits for payroll  
42 and checks 25969 through 26013). Director Northrop SECONDED  
43 the motion. During discussion, Director Quinan asked about the  
44 \$1,567.72 check to the forest service; Manager Collins explained that  
45 it was to cover the permit fees for the District tanks located on forest  
46 service property. Directors Grant, Northrop and Quinan being in  
47 favor, the motion was APPROVED.

48 **C. Approval of Minutes of Regular Board Meeting Held on November**  
49 **10, 2011:**

**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 Tuesday, December 13, 2011, at 10:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 Director Northrop made a MOTION that the Board approve the minutes of  
2 the November 10, 2011, Regular Board of Directors Meeting. Director  
3 Grant SECONDED the motion. Directors Grant, Northrop and Quinan  
4 being in favor, the motion was APPROVED.

5 **D. Fire Department Report:**

6 Tim Alameda from NTFPD was in attendance and reported the following:

- 7 • LPG Issues: Tim reported on NTFPD's efforts to bring local LPG  
8 installations up to code.
  - 9 ○ November 15: Tim met with Truckee Tahoe Propane (TTP)  
10 personnel and explained to them NTFPD's need to finish the  
11 project by December 15. They agreed.
  - 12 ○ November 23: Tim spent the day in Alpine Meadows with Brent  
13 Armstrong, NTFPD's lead in the LPG installation inspection  
14 project. Tim personally checked as many installations as possible  
15 and met some of the TTP crews in the area. Tim wanted them to  
16 see NTFPD in the neighborhood, monitoring the installations.
  - 17 ○ December 1: Tim met with Truckee Fire Department and Placer  
18 and Nevada Counties' Office of Emergency Services personnel,  
19 regarding the Districts' responses to the LPG situation. Tim  
20 learned that Ward Canyon and Alpine Meadows are in much  
21 better shape than Serene Lakes.
  - 22 ○ December 1: Tim met with Placer County and forest service  
23 personnel to discuss avalanche preparedness.
  - 24 ○ December 15: This is the deadline by which LPG installations  
25 should be brought up to code. NTFPD will provide time for  
26 installations in progress to be completed, but after that, they will  
27 red-tag tanks with remaining bad installations.
  - 28 ○ Ferrell Gas: When the current LPG crisis started, Ferrell Gas said  
29 they would send a check to NTFPD for Brent's wages; they did so  
30 within the last week.
  - 31 ○ Tim said nearly 400 installations have already been upgraded,  
32 with about 100 left to do. He expects that a few installations may  
33 still have to be red-tagged after the deadline. NTFPD will notify  
34 the property owners and vendors of the red-tagged installations.
  - 35 ○ Director Quinan said her installation has been fixed and asked if it  
36 should be inspected. Tim said he would have Brent check into it  
37 and get back to her.
  - 38 ○ Director Northrop said it appeared that TTP's charge for bringing  
39 an LPG installation up to code included a \$168 fee, but that the  
40 charge was zeroed out on his statement.
  - 41 ○ Director Quinan told Tim that the slash piles she reported at last  
42 month's meeting were still in place. Manager Collins said David  
43 Jaramillo told him there might still be some burns. Manager  
44 Collins will talk to David about the remaining piles. Director  
45 Quinan said the piles were in a brushy area, so perhaps the crews  
46 chose not to burn them for fear of igniting the surrounding brush,  
47 but urged that the piles at least be chipped.
- 48 • Dispatch Report: There were no calls to dispatch during November.

**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 Tuesday, December 13, 2011, at 10:30 a.m., District Board Room, 270 Alpine Meadows Road.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

- Station Staffing: The Alpine Meadows fire station was maintained at the standard staffing levels during November.

**E. General Manager’s Report:**

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

- Sierra Nevada Conservancy (SNC) Grant: Controlled burns were completed early in the month. Manager Collins processed a progress payment and answered questions from SNC staff.
- Alpine Meadows Bridge: Manager Collins met with Placer County staff and appraisers. The appraisal process is underway.
- Alpine Sierra Subdivision: There was no activity in November. This month Chris Nelson submitted a predevelopment application. Placer County is holding a meeting today at which the application will be considered. Manager Collins has submitted his comments and Tim Alameda will attend the meeting on behalf of NTFPD.
- Marten Barry’s Property: Manager Collins awaits county recordation so the District can get its sewer easement from Mr. Barry.
- Audit: Manager Collins worked with the auditors and prepared two documents.
- AME Well Rehab: Manager Collins is attempting to obtain multiple bids for re-drilling the AME Well, but to date has only been able to get one. He is also learning the county’s permit process. The rehabilitation requires that a new hole be drilled. Well R-1 is up and running, but appears to be losing production. Director Grant asked if the District would be required to replace Well R-1 if it failed, in order to satisfy the District’s contracted obligation to the ski area. Manager Collins said if Well R-1 failed, the District would have to replace it, regardless of the contract. In order to use Well R-2, the backup well, the water would have to be treated for manganese; the current plan for its use, should it become necessary, would be to blend the water from Wells R-1 and R-2. Re-drilling Well R-1 would cost \$200K-300K, because it is a lot deeper (570’ vs. 150’) and bigger (10-inch vs. 6-inch) than the AME Well. The goal in re-drilling is to lengthen the AME Well to 200’. The wells are running from 4 p.m. to 6 a.m., to take advantage of less costly power rates.
- Rate Study: Manager Collins provided requested data to HDR.
- Alpine Meadows Road and PRV Project: The consultants and geotech people have been working. The soils and topo work are done. Progress has been made on understanding the status of the right-of-way. Troy Caldwell thought the project was on an easement on his property, but Placer County provided documents showing the property in question is a dedicated right-of-way to ASCWD. Manager Collins will file an encroachment permit as the project progresses.
- Ski Area Contracts: No activity.

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

Lew Tift presented a written report for the month of November that included status updates on water, sewer, garbage and other services provided by the District.

**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 Tuesday, December 13, 2011, at 10:30 a.m., District Board Room, 270 Alpine Meadows Road.

- Maintenance Performed: Staff repaired a water leak in a District service box; replaced manhole stakes on Alpine Meadows Road; inspected the completion of a large underground project in Bear Creek subdivision, which involved installing about 700' of pipeline to run underground power (very time-consuming for Staff).
- Routine water samples were absent coliform bacteria. Quarterly spring samples were also good.

**G. Capital Facilities and Fire Mitigation Fee Expenditure Plan:**

The Board reviewed the annual update to the ASCWD Capital Facilities and Fire Mitigation Fee Expenditure Plan, prepared by NTFPD. Tim Alameda was in attendance for this agenda item. Director Grant made a MOTION that the Board schedule a public hearing for the ASCWD Capital Facilities and Fire Mitigation Fee Expenditure Plan at its January 13 Board meeting. Director Northrop SECONDED the motion. During discussion, Director Grant asked if the funds identified for "Fire Engine chassis, build-up & equipment" would be going into savings. Tim said he would find out from Peter Poe and report back. Directors Grant, Northrop and Quinan being in favor, the motion was APPROVED.

**H. TTSA Report:**

There has been no TTSA Board meeting since the November ASCWD Board meeting and tomorrow's meeting has been cancelled. The next meeting is scheduled for January 9 at 9:00 a.m.

**I. Committee Reports:**

- i. **Budget & Finance Committee:** Vice President Nungester presented a written report of this morning's Committee meeting. Participants who called in were President Danz, Mike Dobrowski and Leslie Cochran (auditor from Damore, Hamric & Schneider, Inc.). A question arose about the amount reported as Other Revenue; Mike's research revealed it to be reimbursement from NTFPD for power usage by the fire station and VSB.
  - a. **Non-standard Transactions:** None.
  - b. **Investments/cash:** The District is about to receive property tax revenue from Placer County; 80% will go to NTFPD. Per the Committee's recommendation, Director Northrop made a MOTION that the remaining 20% be invested with the Placer County Treasurer. Director Grant SECONDED the motion. Directors Grant, Northrop and Quinan being in favor, the motion was APPROVED. Director Grant asked if the Board should consider transferring a portion of its LAIF account balance into its Placer County Treasurer account, which earns more interest. Manager Collins said he would be taking money out of LAIF to put into the District's checking account. His recommendation was to keep equal balances in the District's checking, LAIF and Placer County Treasurer accounts. Director Grant asked if the property tax revenue payment was larger than last year. Manager Collins said the District has not yet received its payment, but that he budgeted for the same amount as last year, since assessed property values remained almost the same as last year. Vice President Nungester

**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 Tuesday, December 13, 2011, at 10:30 a.m., District Board Room, 270 Alpine Meadows Road.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49

agreed with Manager Collins that the LAIF and Placer County Treasurer account balances should remain about the same.

**c. Audit:**

- In the Internal Control Memorandum (ICM), the District was cited for several service application violations. Manager Collins and Pam proved that the auditors made some errors. Leslie will write an addendum to the ICM and, in the future, before she prepares the ICM, she will first speak with Staff. Vice President Nungester noted that the District was also cited for not having all of its service applications up-to-date. Pam has been updating 30 service agreements per year since the District was cited for the same deficiency two years ago. The auditors will change the citation to reflect the progress being made. Vice President Nungester said he thought the error arose from incorrect communications within the auditing firm.
- The Committee discussed the Management Discussion and Analysis (MDA). There will be some changes to the MDA before the audit is finalized, but not to the audit report itself.
- Director Grant asked a number of questions about the audit:
  - Page 28: What is the trust fund? Manager Collins said it was created to account for VSB funds, that there were still some funds in it this year, but that next year it would go away.
  - Page 30: Does the money paid in monthly, shown on the early pages of the financial reports, relate to the “Compensated Absences”? Manager Collins said the total number of hours accumulated in this category for all employees is 388.32, amounting to about \$13K. Manager Collins did not know if retiring employees were reimbursed for accrued sick leave. Director Grant asked if the 300 hours cited in the audit includes everything an employee would get when leaving. Manager Collins said he would check the policy.
  - Page 33: Does every fund receive the same amount of interest income? Manager Collins said yes.
  - Page 34: The audit does not list the Placer County Treasurer account among the other District accounts. Director Grant wondered if that was because the account was created after the end of the previous fiscal year. Manager Collins checked and said the account was created during the previous fiscal year; he deposited \$70K in December 2010. He will check why the account is not listed with the other District accounts. The document also does not mention the District’s Wells Fargo account.
  - Page 45: What are the construction commitments? Manager Collins said the only one he knew about was for Well R-1; at the end of the fiscal year, Stantec had not finished its work. He said he would check why two commitments were listed, one with a zero balance.

