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, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

1	1.	CALL TO ORDER		
2		President Danz called the meeting to order at 10:00 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		<u>Directors Absent</u> : 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: Chris Nelson/Alpine Sierra property owner; Troy		
13		Caldwell/property owner.		
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. <u>Financial Reports</u> :		
22		Mike Dobrowski, District CPA, participated in discussion of this agenda		
23		item by telephone.		
24		The District received its property tax payment from Placer County and Paid 80% of it to NTERD, pay contract The District received its property tax payment from Placer County and paid 80% of it to NTERD, pay contract The District received its property tax payment from Placer County and paid 100% of its to NTERD, pay contract The District received its property tax payment from Placer County and paid 100% of its to NTERD, pay contract The District received its property tax payment from Placer County and paid 100% of its to NTERD, pay contract The District received its property tax payment from Placer County and paid 100% of its to NTERD, pay contract The District received its property tax payment from Placer County and paymen		
25		paid 80% of it to NTFPD, per contract.		
26		Mike sent delinquent accounts to the County for collection.		
27		He prepared the draft 2011-2012 budget by month.		
28		i. April Month-end Financial Statements: Director Northrop made a		
29		MOTION that the Board accept the March 31, 2011, quarterly financial		
30		reports and April 30, 2011, month-end financial reports. Director Nungester SECONDED the motion. Directors Grant, Northrop,		
31				
32 33		Nungester and Quinan being in favor, the motion was APPROVED. ii. April Expenses Paid & Payable: The Directors reviewed the monthly		
33 34		check register. Director Quinan made a MOTION that the Board		
35		approve the Expenses Paid & Payable (the debits for payroll and		
36		checks 25594 through 25657). Director Grant SECONDED the		
37		motion. Directors Grant, Northrop, Nungester and Quinan being in		
38		favor, the motion was APPROVED.		
39		B. Approval of Minutes of Regular Board Meeting Held on April 8, 2011:		
40		Director Northrop made a MOTION that the Board approve the minutes of		
41		the April 8, 2011, Regular Board of Directors Meeting. Director Quinan		
42		SECONDED the motion. Directors Grant, Northrop, Nungester and		
43		Quinan being in favor, the motion was APPROVED.		
44		Emergency Agenda Item:		
45		Manager Collins asked that the Board consider taking action to clear		
46		up ownership documentation of District property being sold to Marten		
47		Barry. The issue was not included in the agenda for today's meeting		
48		because Manager Collins was not notified about the issue until		
49		yesterday. Director Quinan made a MOTION that there was a need		

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

> for immediate action - pursuant to California Government Code section 54954.2(b) - to add this item to the agenda. Director Northrop SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.

Manager Collins explained that the recorded deed that originally deeded the open space to the District incorrectly describes the parcel the District wishes to sell to Marten Barry. There is a corrected notarized deed, but it was never recorded. The title company recommends that the District remedy the situation by deeding the property to itself with the correct legal description. Director Northrop made a MOTION that the Board approve the grant of the deed from ASCWD to ASCWD of the open land next to Marten Barry's property. Director Nungester SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.

C. **Fire Department Report:**

Due to the funeral of an NTFPD firefighter, no representative from NTFPD was available to attend today's meeting. NTFPD did. however, provide a dispatch report for the month of April.

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

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

- Alpine Sierra Subdivision:
 - Chris Nelson and Manager Collins have reviewed multiple drafts of a "Will Serve" letter of agreement. Manager Collins is in basic agreement with the content of the document. The District would share in the pro-rated cost of the two booster pump stations needed to get water from Zone 4 to Zone 2 to serve the subdivision. The pro-ration is an estimate based on the peak day capacity required to be pumped.
 - A "Will Serve" letter can be very simple, or it can be more detailed, or it can take the form of a Development Agreement, which is more formal and contains more legal language. Manager Collins has worked with both kinds of documents: he does not have a preference but has used Development Agreements more often. Director Grant asked about ski area water usage; Manager Collins said the agreement created no conflict.
 - Director Nungester asked if the Board had the right to say no to the agreement; Manager Collins said the District was currently not in compliance with state regulations, so the agreement was necessary. If the Board said no, the District would have to deannex the subdivision, and Alpine Sierra would have to create its own water company or obtain water from another district.
 - The Agreement is for the first Phase of the development (16 out of a projected total of 39 lots), but Alpine Sierra will be paying the full cost of the booster pump now.
 - The connection fees in the agreement can help fund the District's share of the work.

44

45

46

47 48

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

Minutes for the Regular Meeting of the ASCWD Board of Directors, May 13, 2011

- 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, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road. 1 Provision of sewer service for the subdivision will require either a gravity line or a pump station. If a pump station is used, the 2 agreement will include an additional maintenance surcharge to 3 Alpine Sierra, since the pump station has no benefit to the District. 4 5 Manager Collins pointed out that the agreement currently specifies that the subdivision connection fees be used for the items given 6 high priority in the Stantec report. Manager Collins said he did not 7 agree with this requirement, because the District may want to 8 implement capital projects in a different order. 9 The known items that may change before the agreement comes to 10 the Board for approval are whether the District has to implement 11 its projects in the order shown in the Stantec report, and 12 correction of an incomplete sentence in the Easements section. 13 Marten Barry's property: After the corrected deed has been executed 14 15 and recorded. Marten Barry will execute the necessary documents and file them with Placer County for final approval by the Board of 16 Supervisors. Manager Collins expects a final packet by next month's 17 meeting for submission to Placer County. 18 Fiscal Year 2011/2012 Budgets: He continued working on them. 19 Murphy Family Agreement: He prepared a legal description of the 20 easement. 21 AME Well and Well R-1: He coordinated with Carson Pump for 22 rehabilitation proposals. 23 24 Snowmaking Contract: He reviewed the contract and made recommendations to the Budget & Finance Committee. 25 26 Sand Volleyball Court: Manager Collins researched construction requirements, prepared an estimated cost for construction and 27 forwarded it to the Chair of the Park, Recreation and Greenbelt 28 Committee, as well as providing copies for the Directors to review. 29 Manager Collins attended the California Rural Water Association 30 conference at South Lake Tahoe. Buz and Lew attended one day of 31
 - the conference.
 Buz and Lew attended training regarding preparation of Consumer Confidence Reports.
 - E. Release and Encroachment Agreement Regarding Murphy Property:

 Manager Collins explained the documentation had been reviewed and prepared by District counsel. Staff recommends approval. The Murphy house was built on top of a District sewer easement. This agreement documents its position atop the sewer easement and describes the owner's responsibilities. Director Northrop made a MOTION that the Board approve the Release and Encroachment Agreement Regarding the Murphy Property. Director Quinan SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.

F. Carson Pump Proposals Regarding AME Well and Well R-1:

- Manager Collins said the Board has already seen the proposals.
- Director Grant asked for more information about the project. Manager Collins explained that it was a capital project, included in this year's budget. He said the results from the project would refine the District's

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47 48

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

1		hydrologic model, and contribute to a more accurate design of District
2		projects. Director Grant asked how long it would take. Manager
3		Collins said at least several weeks, and that it could continue into the
4		next fiscal year.
5		Buz pointed out that the work on both wells will have to be done close
6		to the same time, or additional mobilization/demobilization costs will
7		be incurred.
8		Director Northrop made a MOTION that the Board approve Carson
9		Pump's two proposals: 1) regarding AME Well, at a cost not to exceed
10		\$19,305, and 2) regarding Well R-1, at a cost not to exceed \$38,270.
11		Director Quinan SECONDED the motion. Directors Grant, Northrop,
12		Nungester and Quinan being in favor, the motion was APPROVED.
13	G.	Operations & Maintenance Department Report:
14	O.	Buz Bancroft presented a written report for the month of April that
15		included status updates on water, sewer, garbage and other services
16		provided by the District.
17		 Staff performed snow removal from the office area and from fire
18		hydrants.
19		 Staff worked on the draft 2011-2012 budget.
20		 Routine water samples were absent coliform bacteria. Spring
21		samples taken May 2 were also absent coliform bacteria.
22 23		 Staff is expecting a late opening for the Park, perhaps around the second week of June.
24		Buz asked to be informed about any requests for dumpsters Memoria Day weekend. He did not think the homeowner appointing about.
25		Day weekend. He did not think the homeowner associations should
26		schedule clean-up projects that early, since there is still a lot of snow
27		in the valley. Director Quinan suggested Buz contact Dawn Grass for
28		Juniper Mountain. Director Grant suggested that he contact Bob
29	Н.	Ingols or Ken Gracey regarding Alpine Meadows Estates.
30	п.	Nomination for California Special Districts Association (CSDA)
31 32		Board of Directors: President Danz asked if any Directors wished to run for Seat C, Region 2
		of the CSDA Board of Directors, or knew of anyone who wished to run.
33 34		The item was discussed last month and was placed on this month's
35		agenda in case Director Grant was interested in running. She (and the
		· · · · · · · · · · · · · · · · · · ·
36 37	I.	other Directors) respectfully declined to run. TTSA Report:
38	1.	Director Northrop provided a written report on items of interest to ASCWD
39		from the April 13 and May 11 TTSA Board meetings.
		 The plant is operating normally and efficiently.
40		·
41		All waste water discharge requirements are being met. The payt TTSA Board meeting is scheduled for June 8.
42		The next TTSA Board meeting is scheduled for June 8.
43	J.	Resolution 2-2011: Establishing Appropriations Limit for the Fiscal
44		Year July 1, 2011 – June 30, 2012: Director Crost made a MOTION that the Board adent Baselution 2, 2011.
45		Director Grant made a MOTION that the Board adopt Resolution 2-2011:
46		Establishing Appropriations Limit for the Fiscal Year, July 1, 2011 – June 30, 2012, in the amount of \$1,270,480. Director Quinan SECONDED the
47		30, 2012, in the amount of \$1,279,489. Director Quinan SECONDED the
48		motion. Roll was called to approve the Resolution. Ayes: Directors

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

Grant, Northrop, Nungester, Quinan and President Danz, Noes: none. 1 The Resolution was APPROVED. 2 K. **Review District Mission Statement:** 3 The Board agreed to leave the statement as is for another year. 4 5 L. Review of Board's Performance in Fiscal Year 2010: Director Nungester distributed a compilation of reviews provided by the 6 Directors and General Manager. The Directors reviewed the compilation 7 and were satisfied with the review. President Danz said maybe next year 8 the Board should establish more challenging goals, that perhaps it was 9 becoming complacent. Director Nungester said the Committee agreed, 10 but could not come up with anything more challenging. President Danz 11 asked what the Directors and Manager Collins felt about the public's 12 opinion toward the Board. The Directors said the public was satisfied. 13 Manager Collins said all his interactions with the public have shown that 14 they feel positively toward the District. 15 16 Μ. **Committee Reports: Budget & Finance Committee:** President Danz presented a written 17 report of the Committee's meeting, held earlier this morning. 18 a. Non-standard Transactions: None. 19 b. Investments/cash: No CDs will mature before the next 20 21 Committee meeting. c. Payment of Debt Related to Snowmaking Wells: 22 Manager Collins said the remaining debt was just over \$100K. 23 His recommendation was that the District pay the debt down. 24 in three payments with the first payment sent to the ski area 25 26 now. Director Grant asked why the District should not pay off the entire debt now. Manager Collins said it was partially 27 because the District is not sure how the relationship between 28 29 the District and ski area will evolve after the debt is paid off. and partially because he does not want to make such a big 30 dent in the District's cash. President Danz said multiple 31 32 payments would also lessen the impact on the ski resort's budget, and would give the resort a chance to plan future 33 34 actions with respect to snowmaking water usage. In response to a question from Director Quinan, Manager Collins said the 35 District typically pays down the debt by \$4K-10K per year. 36 Per the Committee's recommendation. Director Nungester 37 made a MOTION that the District pay down \$35,000 of its 38 39 snowmaking wells' debt and send the check to the ski resort with a letter explaining that the District plans to eliminate the 40 debt over the next two or three years, after review of the letter 41 by legal counsel. Director Grant SECONDED the motion. 42 Directors Grant, Northrop, Nungester and Quinan being in 43 favor, the motion was APPROVED. 44 d. Drafts of Operating and Capital Budgets for Fiscal Year 2012: 45 The Board received a revised draft of the capital budget and 46 three operating budget reports: an overall operating budget, a 47 report showing the operating budget by month, and a report 48

showing the operating budget by fund.

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

1		 President Danz said each year the Committee, Staff and Mike
2		have better refined the budget by month, to reflect more
3		accurately the District's actual financial fluctuations (e.g.,
4		months with two pay periods vs. months with three pay
5		periods).
6		The only revenue or expense allocation that changed was that
7		85% of property tax revenues will be allocated to Fire and 15%
8		to Park.
9		Next year the Board will authorize a rate study, which will
10		address bottom line discrepancies in the funds. The Sewer
11		and Water funds each have a high positive net income;
12		President Danz reminded the Board that those are the funds
13		that contribute to the capital reserves.
14		 Director Grant asked if the Budget & Finance Committee had
15		considered adjusting Directors' fees. President Danz said no.
16		Director Grant asked if the Board would consider an
17		adjustment, since the fees have not been raised in eight years.
18		Director Northrop agreed. President Danz disagreed, as did
19		Director Northlop agreed. Fresident Danz disagreed, as did Director Nungester. Director Nungester pointed out the
20		request should probably be raised at a Board meeting, not in a
21		Budget & Finance Committee meeting. Director Grant said
22		that, over the years, the Board has served for amounts varying
23		between \$5 a meeting and \$300 a meeting, and is currently at
24		\$100 a meeting. There was discussion about whether a
25		higher stipend would attract better candidates for the Board.
26		President Danz said she felt that raising water rates and
27		Directors' fees at the same time would be viewed negatively
28		by the District's constituents. She said it is really a volunteer
29		position, and if Directors' fees are raised, she will keep her fee
30		the same as it is now. Director Quinan agreed with President
31		Danz that it is essentially a volunteer position, and said that
32		paying Directors a substantial stipend might actually attract the
33		wrong kind of candidates for a Board. The Directors agreed it
34		was a valuable discussion.
35		 President Danz asked the Board to review the budget
36		documents before next month. The only expenses that might
37		change before next month are those affected by the Cost of
38		Living Index, which is not released until early June. At the
39		June meeting, the Board will review and vote to approve the
40		budget by month by fund.
41		e. Requests from Customers for Adjustments to Their Bills:
42		None.
43		f. Requests for Unbudgeted Expenses: None.
44		g. Next meeting: Scheduled for Tuesday, June 14, at 1:30 p.m.
45		ii. Administration & Personnel Committee : There was no meeting.
46		iii. Park, Recreation & Greenbelt Committee: There was no meeting.
47		iv. Long Range Planning Committee: There was no meeting.
48	N.	Open Items:

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, May 13, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

1		Per a request from President	Danz, the Board agreed to reschedule the
2		June meeting for Wednesday	, June 15, at 8:30 a.m., with the Budget &
3		Finance Committee meeting	to be held the prior afternoon (Tuesday,
4		June 14) at 1:30 p.m.	
5		O. Correspondence to the Boa	ırd: None.
6	4.	DIRECTORS' COMMENTS	
7		Director Nungester asked the Board	to consider the purchase of new chairs for
8		the Board room. President Danz ask	ed Manager Collins to check into the cost,
9		so the Board could discuss the topic.	-
10		The Board took a break between 1	1:20 and 11:30.
11	5.	CLOSED SESSION	
12		GOV'T CODE SECTION 54957: PUR	BLIC EMPLOYEE PERFORMANCE
13		EVALUATION: 11:30 a.m11:40 p.r	n.: The Board reviewed the General
14		Manager's performance. No action v	vas taken.
15	6.	<u>ADJOURNMENT</u>	
16		There being no further business befo	re the Board, the meeting was adjourned at
17		11:40 p.m.	
18			
19		Respectfully Submitted,	approved w/one amendment 6/15/11
20			
21			
22			
23		Jancis Martin	
24		Recording Secretary	