

**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 Monday, July 7, 2014, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Quinan 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: Virginia Quinan, President; Janet S. Grant; Jon Northrop; Don
7 Priest; Evan Salke.

8 Directors Absent: None.

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

12 Guests Present: Troy Caldwell/White Wolf.

13 **2. PUBLIC PARTICIPATION**

14 None.

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

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

20 **A. Financial Reports:**

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

- 23 • Annual invoices were sent to all customers.
- 24 • Water revenue is down about 17% from the prior year, due to lower
25 water usage.
- 26 • Mike finished entering the FY 2014-2015 budget data into Quickbooks
27 and is now preparing for the auditors' visit. He will close out the FY
28 2013-2014 financials in mid-August.
- 29 • The District's cash position is down slightly from the prior year, due to
30 capital projects in progress.
- 31 • Director Priest congratulated Manager Collins and Staff for keeping
32 expenses down over the year and remaining favorable to budget.

33 i. **June Month-end Financial Statements:** Director Priest made a
34 MOTION that the Board accept the June 30 month-end financial
35 reports. Director Northrop SECONDED the motion. Directors Grant,
36 Northrop, Priest and Salke being in favor, the motion was
37 APPROVED.

38 ii. **June Expenses Paid & Payable:** The Directors reviewed the monthly
39 check register. Director Grant made a MOTION that the Board
40 approve the Expenses Paid & Payable (the debits for payroll and
41 checks 27502 through 27561). Director Salke SECONDED the
42 motion. Directors Grant, Northrop, Priest and Salke being in favor,
43 the motion was APPROVED.

44 **B. Approval of Minutes:**

45 Director Grant made a MOTION that the Board approve the minutes of
46 the June 13, 2014, Regular Board of Directors Meeting. Director
47 Northrop SECONDED the motion. Directors Grant, Northrop, Priest and
48 Salke being in favor, the motion was APPROVED.

49 **C. Fire Department Report:**

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1 No representatives from NTFPD were in attendance for this agenda item.

- 2 • Dispatch Calls: There was only one call to dispatch in June. It was for
3 medical transport.
4 • Defensible Space: Pam requested that residents requiring chipping
5 services use the NTFPD chipping telephone number (584-2322)
6 rather than calling her. Director Grant felt that Pam should answer
7 questions about chipping from members of the community. Directors
8 expressed concern about when chipping would actually take place,
9 since NTFPD had indicated they would chip on certain dates, then
10 didn't. Director Salke said the Bear Creek Planning Commission
11 (BCPC) has delegated to NTFPD its approval authority regarding the
12 marking and removal of hazardous trees.

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

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

- 16 • Alpine Meadows Road Bridge Replacement Project: There was no
17 activity in June.
18 • Alpine Sierra Subdivision: Manager Collins forwarded public utility
19 easement documents to Alpine Sierra for signature. He also met with
20 Chris Nelson, the developer, and his consultant Doug Clyde to review
21 the documents and will meet with them again this month. Manager
22 Collins also responded to Placer County's questions for Lahontan
23 Regional Water Quality Control Board regarding impacts on Bear
24 Creek.
25 • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
26 Manager Collins had Andregg stake the center line for the proposed
27 water and sewer mains, as requested by USFS so they can walk it
28 and inspect the trees impacted by the project. The project has been
29 given the go-ahead, with respect to endangered species. Manager
30 Collins continued to communicate with Rick Maddalena, who is
31 coordinating the project with the USFS. The USFS has agreed to the
32 District's timeline for the project, which is to have the project out to
33 bid, award it, and issue the "Notice to Proceed" by the end of August
34 so construction can take place in the fall. Manager Collins has yet to
35 consult with Troy Caldwell regarding the cost of the current project
36 alignment, but will do so prior to putting the project out to bid. Troy
37 made no comments during the meeting.
38 • AME Well Re-drill:
39 ○ Manager Collins received and reviewed the preliminary design
40 report for the project, and contacted BCPC regarding their
41 approval process. They have indicated informally that they think
42 the project will be fine; since the project is located on an easement
43 rather than on a lot, their CC&Rs don't apply.
44 ○ Manager Collins has been in contact with both adjacent property
45 owners. One owner asked if the District would be willing to pave
46 part of his driveway at the owner's expense. Director Salke said
47 BCPC should be involved since the lot owner will be altering his
48 coverage, adding that it would be better to de-couple the District's
49 project from the homeowner's paving request, so that BCPC or

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1 County considerations involved with the paving don't impact the
2 District's project schedule.

- 3 • Mission Statement: Manager Collins researched the District's
4 statutory authority for the provision of fire and Park services and
5 forwarded the information to the Directors.
- 6 • Alpine Village Apartments and Alpine Manor easement: Matt Webb
7 continued to have problems with the legal description of the
8 easements.
- 9 • CalPERS: The District received an updated proposal from CalPERS
10 regarding benefits. Manager Collins is preparing an analysis of the
11 alternatives for Board and Staff consideration.

12 **G. District Mission Statement:**

13 The Board reviewed last year's mission statement, modified by Director
14 Salke to incorporate suggestions made at last month's Board meeting.
15 Director Priest handed out copies of other proposed revisions.

- 16 • The Directors agreed to combine items 1 and 2 into a single item that
17 would read "Adequate, safe and dependable drinking water and fire
18 flow to meet the needs of the community."
- 19 • Old item 3 was renumbered 2 and "and refuse" was added at the end
20 of the item.
- 21 • A new item proposed by Director Priest was numbered 3 and worded
22 "Adequate and dependable fire protection services".
- 23 • Another new item proposed by Director Priest was numbered 4 and
24 worded "Offer recreation services and facilities serving all age
25 groups". There was extensive discussion as to whether to include
26 "financial self-sustainability" as a Park attribute in the mission
27 statement. The Park has never been self-sustaining and the District
28 would have to raise the price of passes substantially in order to make
29 it so. Manager Collins pointed out that no park services anywhere are
30 ever self-sustaining from the sale of park passes alone. Ultimately,
31 the Directors agreed to omit any reference to financial self-
32 sustainability.
- 33 • Old item 4 was renumbered 5.
- 34 • President Quinan asked Director Salke to re-write the document,
35 incorporating changes, and bring it back to the Board for
36 consideration next month. He said he would send it out via email prior
37 to the meeting so the Board could review it.

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

39 Buz presented a written report for the month of June that included status
40 updates on water, sewer, garbage and other services provided by the
41 District.

- 42 • Maintenance performed: Staff maintained the Park daily; completed
43 the annual water meter readings; replaced several more meter yokes
44 that were leaking (bringing the replacement count up to 9 for the
45 season); started the final year of the three-year capital project of
46 replacing old water meters with remote read meters; completed the
47 budget process; and read the Springs (to determine their pressures
48 and make sure everything is working correctly).
- 49 • All routine water samples were absent coliform bacteria.

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- 1 • Director Salke asked if the attic rehabilitation project was complete
2 and if Buz was satisfied with the work; Buz said yes, but that Staff
3 might want to add another electrical outlet. Director Salke asked if the
4 new phone system had been installed; Buz said yes.

5 **F. CSDA 2014 Board Election:**

6 The Directors reviewed the material provided by CSDA (California Special
7 Districts Association) regarding the upcoming CSDA Board election.
8 Director Grant made a MOTION that the Board vote for Dave Pierson for
9 Seat C of CSDA's Region 2. Director Priest SECONDED the motion.
10 Directors Grant, Northrop, Priest and Salke being in favor, the motion was
11 APPROVED.

12 **H. Teleconferencing Board Meetings:**

13 The Board reviewed the pertinent section of the Brown Act, then
14 discussed whether or not to allow Directors to participate in Board
15 meetings via teleconferencing.

- 16 • President Quinan pointed out that the Brown Act imposes extra
17 requirements on meetings where Directors participate by
18 teleconferencing, including that a quorum exist at the central location;
19 that each teleconference site be identified in the notice and agenda of
20 the meeting; that agendas be posted at each teleconference location;
21 that each teleconference location be accessible to the public; that
22 members of the public be allowed to address the Board from the
23 teleconference locations; and that all votes be taken by roll call.
24 There is also an advisory that District Counsel be consulted prior to
25 teleconferencing a meeting.
- 26 • Expenses associated with teleconferencing include: FedEx cost if a
27 Director does not have access to necessary paperwork via email or
28 internet (~\$50); conference call expense of about 25 cents per minute
29 when more than one Director participates by telephone at the same
30 meeting; and the normal meeting stipends for the teleconferencing
31 Directors who might otherwise have had to miss the meeting.
- 32 • President Quinan had some questions: 1) should the District allow
33 teleconferencing for Board meetings; 2) should there be a limit on how
34 often a Director can call in to meetings; 3) should the District have a
35 policy regarding teleconferencing; 4) should teleconferencing
36 expenses be deducted from the stipends of Directors teleconferencing
37 at a given meeting; and 5) should the District have a policy regarding
38 how many meetings a Director can miss and still qualify as a Director?
- 39 • The Directors mainly addressed President Quinan's first question.
40 Director Grant and President Quinan agreed that teleconferencing
41 could be used but for emergencies only, that it not be used routinely,
42 and that it was not a satisfactory way to participate in Board meetings.
43 Director Priest said that teleconferencing was useful, that having the
44 participation of Directors who might otherwise have to miss a meeting
45 was important, that he did not think cost was a major issue, and
46 agreed that teleconferencing should not be used routinely. Director
47 Grant felt that there should be a policy to cover the issue. Director
48 Salke expressed concern about the expense of conference calling but
49 said he did not have an issue with having a single Director call in to a

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- 1 meeting using the regular phone line; he too felt that teleconferencing
2 should not be used routinely. Director Northrop said he felt that if the
3 Board complied with the Brown Act there should not be a problem.
4 • Manager Collins volunteered to put together a policy under the
5 auspices of the Administration & Personnel Committee. The policy
6 would state that the Board allowed teleconferencing but preferred that
7 Directors made all due effort to avoid absences.

8 **I. TTSA Report:**

9 Director Northrop provided the minutes and his own written report for the
10 May 14, Regular Meeting, and the agenda and his own written report for
11 the June 18, Special Meeting.

- 12 • The plant is operating normally and efficiently.
13 • All waste water discharge requirements are being met.

14 The next TTSA Board meeting is scheduled for July 16.

15 **Director Salke had to leave the meeting at 9:53am.**

16 **J. Committee Reports:**

17 i. **Budget & Finance Committee:** President Quinan presented a written
18 report of the July 3, Committee meeting.

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

20 b. **Investments/cash:** Manager Collins reported that he rolled over
21 the \$105,000 CD maturing July 24 for another 12 months at an
22 interest rate of 0.55%.

23 c. **Requests from Customers for Adjustments to their Bills:**
24 None.

25 d. **Requests for Unbudgeted Expenses:** Per Board approval at the
26 April meeting, Buz obtained an estimate for repairing the District
27 dump truck. The estimate for labor was \$2,866, for parts was
28 about \$3,200 (which could increase), and for a new set of tires
29 was \$2,800. Staff uses the truck about 5 times a year. Buz said it
30 would cost \$20-25K to purchase a replacement truck. He also
31 looked into leasing a replacement truck each summer; it would
32 cost about \$2,200 a month. Manager Collins and Buz conferred
33 and decided it made more sense to repair this truck, than to
34 purchase or rent another one. Per the Committee's
35 recommendation, Director Northrop made a MOTION that the
36 Board approve the unbudgeted expense of \$8,866 to repair the
37 District dump truck. Director Priest SECONDED the motion.
38 Directors Grant, Northrop and Priest being in favor, the motion
39 was APPROVED.

40 e. **Next meeting:** Scheduled for Thursday, August 7 at 9:30 a.m.

41 ii. **Administration & Personnel Committee:** No meeting.

42 iii. **Park, Recreation & Greenbelt Committee:** No meeting.

43 iv. **Long Range Planning Committee:** No meeting.

44 **K. Open Items:**

- 45 • The next Board meeting will be held at its regularly scheduled date
46 and time: Friday, August 8 at 8:30 a.m.

47 **L. Correspondence to the Board:** None.

48 **4. DIRECTORS' COMMENTS:**

