

**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 Thursday, July 19, 2012, 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, CPA (by
10 telephone); Buz Bancroft, Operations & Maintenance; 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. Financial Reports:**

17 Mike Dobrowski, District CPA, participated in discussion of this agenda
18 item by telephone.

- 19 • The District awaits the final property tax payment from Placer County.
20 Mike will report on it next month.
- 21 • \$12,000-15,000 in accrued expenses still need to be applied to the FY
22 2011-2012 budget. Since the June financial reports are still a work in
23 progress, the Board will not vote to approve them until next month.
- 24 • The District's cash position is ~\$200K higher than in June 2011.
- 25 • The Accounts Receivable billings were sent out July 1.
- 26 • Director Grant questioned the water revenue figure for June, asking if
27 all revenue had been posted. Mike said all water usage has been
28 posted. He reported a different figure for total year-end water revenue
29 (\$613,507) than the one in the Board packet (\$514,504). President
30 Danz said the reports in the Board packets were not as current as the
31 ones reviewed by the Budget & Finance Committee yesterday, and
32 said the reports the Board would review and vote to approve next
33 month would contain the up-to-date figures.
- 34 • President Danz said there were two stale checks:
 - 35 1) \$60 to Helluvajob (office cleaners) issued in June 2011: the
36 Budget & Finance Committee agreed to issue a stop payment
37 request – if Helluvajob requests payment at a future date, the
38 District will issue a new check for the original amount minus the
39 stop payment fee; and
 - 40 2) \$150 to President Danz, which the Committee agreed to reissue,
41 since she doesn't know where it is – she promised to tear up the
42 old check if she comes across it.
- 43 • Mike corrected the negative accounts receivable figure reported last
44 month.

45 **June Expenses Paid & Payable:** The Directors reviewed the monthly
46 check register. Director Grant made a MOTION that the Board approve
47 the Expenses Paid & Payable (the debits for payroll and checks 26295
48 through 26345). Director Northrop SECONDED the motion. In
49 discussion, Director Grant asked if Warren Bray was ever paid; research

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- 1 showed he was paid last month. Directors Grant, Northrop, Nungester
2 and Quinan being in favor, the motion was APPROVED.
- 3 **B. Approval of Minutes of Regular Board Meeting Held June 8, 2012:**
4 Director Northrop made a MOTION that the Board approve the minutes of
5 the June 8, 2012, Regular Board of Directors Meeting. Director
6 Nungester SECONDED the motion. Directors Grant, Northrop,
7 Nungester and Quinan being in favor, the motion was APPROVED.
- 8 **C. Fire Department Report:**
9 Tim Alameda from NTFPD was in attendance and reported the following:
10
 - June Dispatch Report: There were three calls to dispatch in June.
11 Tim commented that the July 4th weekend was successful. The
12 Alpine Meadows station was staffed but the area was peaceful.
 - Main Station: NTFPD's new station is fully staffed and operational.
 - Wildland Fire: NTFPD sent a crew to assist at a Colfax area fire.
15 Some of the NTFPD paramedics are still there, working as line EMTs.
- 16 **D. General Manager's Report:**
17 John Collins, General Manager, provided a written report on his activities
18 during the month of June, with discussion on the following topics:
19
 - Sierra Nevada Conservancy (SNC) Grant: Water quality monitoring is
20 in progress.
 - Alpine Meadows Bridge: Manager Collins received and reviewed a
21 draft agreement from Placer County, pertaining to cost-sharing
22 involved with the relocation of the District's water line. He sent the
23 agreement to District counsel for review. The agreement will probably
24 be ready for review by the Board at next month's meeting.
 - Alpine Sierra Subdivision: Alpine Sierra's legal counsel and District
25 counsel have been talking to each other. Manager Collins awaits
26 draft documents from Alpine Sierra's legal counsel. Alpine Sierra still
27 has to go through the Environmental Impact Report process, which is
28 usually quite time-consuming.
 - Alpine Meadows Road Pipeline Project: Staff completed potholing the
29 existing water line locations and forwarded the information to Stantec.
30 Plans are now complete (as of July) and have been forwarded to
31 Placer County. Manager Collins will be working with Longo
32 Construction on a price, rather than sending the project out to bid. If
33 Longo's price is unsatisfactory, he can still send the project out to bid.
 - Marten Barry's Property: Marten Barry returned the signed easement
34 documents, but the Placer County Recorder requested revisions. The
35 revised documents were sent to Marten Barry for signature. As of this
36 month, the revised documents have been returned to the County
37 Recorder and deemed correct.
 - Sewer Easement: Manager Collins prepared a grant of sewer
38 easement for 1783 Deer Park Drive and forwarded the documents for
39 review and signature.
 - AME Well Re-drill: Manager Collins received and reviewed the site
40 map, and requested additional data from Webb Surveying, related to
41 sewer laterals and lines location. A potential hitch lies ahead: any
42 new wells in the Truckee River watershed are supposed to be
43 approved by all parties in the Truckee River Operating Agreement

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1 (TROA). Manager Collins has tried to explain to TROA that the AME
2 Well is a re-drill, rather than a new well, but they don't agree. Right
3 now TROA is involved in litigation, which could hold up approval of
4 this project.

- 5 • Rate Study: Manager Collins received the study, returned it to HDR
6 with comments and now awaits a final report.
- 7 • CPI: Manager Collins determined 1.58% to be the appropriate
8 Consumer Price Index to use for Staff increases in FY 2013. This
9 figure has been applied to the final FY 2013 budget.
- 10 • NTFPD New Fire Chief Selection: Manager Collins will be sitting in on
11 the interviews of candidates for the open position of NTFPD fire chief.
12 The interviews are to take place August 7.

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

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

- 17 • Staff work: located sewer and water lines for contractors and Liberty
18 Energy throughout the valley (in excess of 70 requests) – some of the
19 sites will have to be relocated by the time Liberty Energy gets around
20 to them; inspected all District tanks; finished reading water meters;
21 and started installation of remote-read water meters (as of today, Staff
22 has installed 72 remote-read meters – they have completed the
23 installations at the condos and are now halfway along Snow Crest);
- 24 • All routine water samples and quarterly spring samples were absent
25 coliform bacteria.
- 26 • Longo Construction has started the Tank 1 box, a project that has
27 been on the approved capital projects list for three years. After it is
28 complete, they will do the spring box below it, another capital project.
- 29 • Director Grant asked if Bear Creek was low because District
30 customers were using most of the potable water production and there
31 was therefore less overflow going into the creek. Buz said it made a
32 difference, but didn't know if the difference was enough to be
33 distinguishable. Director Grant asked if Bear Creek Pond was using
34 District water. Buz said no, that BCA had repaired the area around
35 the pond's drain and seemed to have stopped most of the 60-100
36 gpm leakage, which may mean they will not have to use any District
37 water in the pond.
- 38 • Director Nungester asked if the District should purchase a backup
39 power supply for SCADA, in light of the recent hard drive crash. Buz
40 said he is getting a price for battery backup and surge protection, as
41 well as backup for the hard drive. Fortunately, Sierra Controls was
42 able to get all the history off the crashed hard drive, but Buz doesn't
43 want to go multiple days without access to SCADA data.

44 **F. Election for CSDA Board of Directors:**

45 The Board reviewed the qualifications of four candidates for Region 2,
46 Seat A of the CSDA Board of Directors. Director Northrop made a
47 MOTION that the Board nominate Michelle Orrock for Region 2, Seat A of
48 the CSDA Board of Directors. Director Quinan SECONDED the motion.

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- 1 Directors Grant, Northrop, Nungester and Quinan being in favor, the
2 motion was APPROVED.
- 3 **G. TTSA Report:**
4 Director Northrop provided a written report on items of interest to ASCWD
5 from the June 13 and July 11, TTSA Board meetings.
6 • The plant is operating normally and efficiently.
7 • All waste water discharge requirements are being met.
8 The next TTSA Board meeting is scheduled for August 8, but will
9 probably be changed to August 6 or 22.
- 10 **H. Contract with Local Government Consultants to Recover Costs**
11 **Associated with State Mandates:**
12 President Danz reminded the Board that this is a contract renewed
13 annually. So far the District has not recovered any of the estimated \$20-
14 30K due to the District; renewing the contract is something of a calculated
15 risk, but with a potentially sizeable payoff. Director Northrop made a
16 MOTION that the Board approve the professional consulting services
17 agreement with Local Government Consultants to recover costs
18 associated with state mandates. Director Nungester SECONDED the
19 motion. Directors Grant, Northrop, Nungester and Quinan being in favor,
20 the motion was APPROVED.
- 21 **I. Professional Services Agreement for Sewer Relocation:**
22 • Manager Collins said a Snow Crest Road resident asked if he could
23 build a garage over the District's easement. Manager Collins said
24 yes, but that he would prefer that the sewer line be moved prior to the
25 garage construction. The resident will pay all costs associated with
26 the sewer relocation.
27 • Director Quinan pointed out some dates needed to be changed.
28 Director Quinan made a MOTION that the Board approve the professional
29 services agreement with Stantec for relocation of the sewer located at
30 1060 and 1066 Snow Crest Road, with the modification in section 3.1.2
31 that the term of the agreement shall go through December 31, 2012.
32 Director Nungester SECONDED the motion. Directors Grant, Northrop,
33 Nungester and Quinan being in favor, the motion was APPROVED.
- 34 **J. Resolution 5-2012: Authorizing Accounts at Wells Fargo Advisors:**
35 Manager Collins said the Resolution results from federal regulations to
36 combat terrorism. People authorized to access accounts have to provide
37 information for background checks and banks have to report the results of
38 the background checks to the federal government. In the process of
39 checking the people authorized to access the District's account with Wells
40 Fargo Advisors, the bank discovered that there was no resolution on file
41 from the Board authorizing the establishment of the account. Director
42 Northrop made a MOTION that the Board adopt Resolution 5-2012,
43 Authorizing Accounts at Wells Fargo Advisors. Directory Quinan
44 SECONDED the motion. Roll was called to approve the Resolution.
45 Ayes: Directors Grant, Northrop, Nungester, Quinan and President Danz.
46 Noes: none. The Resolution was APPROVED.
- 47 **K. Pay Increases for Staff and General Manager:**
48 President Danz said this item was on the agenda because the Board
49 needed to modify the approved FY 2012-2013 budget to incorporate Staff

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1 and General Manager pay increases. The budget was approved with
2 placeholders of a 3% increase for Staff and a 0% increase for Manager
3 Collins, but the actual figures should be a 1.58% cost of living increase for
4 Staff and a 2% merit increase for Manager Collins. Director Northrop
5 made a MOTION that the Board approve a 1.58% cost of living increase
6 for Staff and a 2% merit increase for the General Manager and amend the
7 FY 2012-2013 budget accordingly. Directory Nungester SECONDED the
8 motion. Directors Grant, Northrop, Nungester and Quinan being in favor,
9 the motion was APPROVED. President Danz asked Manager Collins to
10 determine if the Board needs to approve an amendment to his contract
11 and asked him to provide copies of the modified budget to the Board at
12 next month's meeting.

13 **L. Committee Reports:**

- 14 i. **Budget & Finance Committee:** President Danz presented a written
15 report of yesterday's Committee meeting.
- 16 a. **Non-standard Transactions:** None.
- 17 b. **Investments/cash:** No CDs will mature this month.
- 18 c. **Snowmaking Debt:** The District's debt to the ski area currently
19 amounts to a little over \$42,000. In the past, the District has paid
20 off the debt in yearly amounts ranging between a low of \$3,000 in
21 2005 to a high of \$23,000 this past winter. Low-snowfall winters
22 like this past one could result in debt payoff in another couple of
23 years, but averaging winters of low and high snowfall, it would
24 more likely take about 10 years to pay off the District's remaining
25 debt. It is the Board's goal to pay off the debt sooner than that.
26 The Budget & Finance Committee recommended paying the ski
27 area \$15,000 now, to be applied to the debt, with the intention of
28 retiring the debt completely by July 2013. Between now and that
29 time, Manager Collins will work with Shawn Koorn of HDR to
30 determine a rate to charge the ski area for water usage after the
31 debt is retired. The ski area will have a year to determine the
32 impact on its budget of paying the District a water usage rate.
33 Manager Collins said the ski area is talking about drilling a well
34 themselves, rather than becoming customers of the District. He
35 said they are not allowed to do that, but is assuming they will find
36 that out at some point. Per the Committee's recommendation,
37 Director Northrop made a MOTION that the District pay the ski
38 area \$15,000 to be applied to the reduction of the District's snow-
39 making debt, and send a letter with the check, advising the ski
40 area of the District's intent to retire the debt by July 2013. Director
41 Grant SECONDED the motion. Directors Grant, Northrop,
42 Nungester and Quinan being in favor, the motion was
43 APPROVED.
- 44 d. **Requests from Customers for Adjustments to their Bills:** A
45 customer requested that his water/sewer charges be waived since
46 his condo was severely damaged by fire in August 2011 and he
47 has not lived in it since then. The Committee denied his request.
- 48 e. **Requests for Unbudgeted Expenses:** Per the Committee's
49 recommendation, Director Northrop made a MOTION that the

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1 Board approve 1) the unbudgeted expense of \$1,443.42 to repair
2 the SCADA hard drive and 2) the capital expenditure of
3 approximately \$3,000 to install a new antenna for SCADA at Tank
4 2. Director Quinan SECONDED the motion. Directors Grant,
5 Northrop, Nungester and Quinan being in favor, the motion was
6 APPROVED.

- 7 f. **Next meeting:** Thursday, August 9, at 1:00 p.m.
8 ii. **Administration & Personnel Committee:** There was no meeting.
9 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
10 iv. **Long Range Planning Committee:** There was no meeting.

11 **M. Open Items:**

- 12 • The next Board meeting will be held at its normal time and date:
13 Friday, August 10, at 8:30 a.m.

14 **N. Correspondence to the Board:** None.

15 **4. DIRECTORS' COMMENTS**

- 16 • President Danz announced her resignation to the Board.
17 ○ The timing of her resignation has not yet been determined. She is
18 moving her official residency from California to Nevada, effective calendar
19 year 2012, which for tax purposes makes it problematic for her to serve
20 office in California.
21 ○ She said the Board could appoint a replacement Director to serve the
22 remainder of her term by interviewing candidates near-term, or could wait
23 to fill her seat by going through the more formal valley-wide election
24 process in the fall.
25 ○ The Board discussed ways of getting word out to the community that the
26 District is looking to fill an empty Director seat. Director Grant asked
27 Manager Collins for his recommendation. He recommended that
28 President Danz's resignation be effective the end of August, that before
29 time the Directors should approach potential candidates, and that he
30 would develop a procedure and timing to interview candidates.
31 ○ President Danz told the Board that a new Director needs to be sworn in
32 but can serve immediately. She said either the Directors could personally
33 identify candidates, or a blanket email could go to as many valley
34 residents as possible. She said the latter was advisable, to avoid the
35 possible label of cronyism. She suggested putting out a blanket notice
36 after the August meeting, announcing a time period around the end of
37 August for interviews. She said the interviews needed to take place
38 during the course of a Board meeting, either one of the regular monthly
39 meetings or one specially called for the purpose.
40 ○ Manager Collins pointed out that there would be a period of time during
41 which the District would be operating without a full Board. For instance,
42 neither President Danz nor Director Grant will be in attendance at the
43 September Board meeting. Fortunately, a quorum will still be available.
44 ○ Two of the remaining Directors have declined the most recently approved
45 pay increase for the remainder of their terms, but normal Director pay is
46 \$125 per Board meeting, and \$25 per committee meeting.
47 ○ In response to a question from Director Northrop, President Danz said
48 she was available to consult if necessary. Director Northrop told
49 President Danz she had set an amazing standard. Speaking on behalf of

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1 the Board, Director Quinan thanked President Danz for all she had done.
2 President Danz thanked the Directors and said it had been her pleasure
3 to serve with them.

4 **5. CLOSED SESSION**

5 None.

6 **6. ADJOURNMENT**

7 There being no further business before the Board, the meeting was adjourned at
8 9:30 a.m.

9

10 Respectfully Submitted,

approved 8/10/12

11

12

13

14 Jancis Martin

15 Recording Secretary