

**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, September 17, 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; Jancis Martin, Recording
11 Secretary

12 Guests Present: Duane Whitelaw/NTFPD; Dave Ruben/NTFPD; 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. Financial Reports:**

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

- 24 • The District is doing well financially. Collections are \$40K ahead of
25 last year. Late notices were just sent to the customers.
- 26 • Some expenses categorized as repairs will be reclassified as capital
27 expenditures.
- 28 • The District auditors will be here next week. Mike will come into the
29 District office on Monday to help.

30 i. **August Month-end Financial Statements:** Director Northrop made a
31 MOTION that the Board accept the August 31, 2010, month-end
32 financial reports. Director Quinan SECONDED the motion. Directors
33 Grant, Northrop, Nungester and Quinan being in favor, the motion
34 was APPROVED.

35 ii. **August Expenses Paid & Payable:** The Directors reviewed the
36 monthly check register. Director Northrop made a MOTION that the
37 Board approve the Expenses Paid & Payable (two direct debits for
38 payroll and checks 25187 through 25268). Director Nungester
39 SECONDED the motion. Directors Grant, Northrop, Nungester and
40 Quinan being in favor, the motion was APPROVED.

41 **B. Approval of Minutes of Regular Board Meeting Held on August 11,**
42 **2010:**

43 Director Nungester made a MOTION that the Board approve the minutes
44 of the August 11, 2010, Regular Board of Directors Meeting. Director
45 Quinan SECONDED the motion. In discussion, the following correction
46 was proposed:

- 47 • Page 3, line 21: replace "Drive" with "Trail".

48 Director Nungester amended the motion to include the correction.

49 Director Quinan SECONDED the amended motion. Directors Grant,

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1 Northrop, Nungester and Quinan being in favor, the amended motion was
2 APPROVED.

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

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

- 6 • Sierra Nevada Conservancy (SNC) Grant: Thinning began July 12
7 and is now finished. Burns will take place later this fall and in early
8 spring, depending on how quickly the thinned materials cure. The
9 District will try to notify residents when the burns are to take place, but
10 notification will be difficult, since legal burn days and advantageous
11 conditions cannot be predicted. SNC is currently reimbursing pay
12 requests 100%, rather than holding back 10%.
- 13 • Mineral Springs Trail Sewer Stability: Manager Collins completed and
14 submitted an SNC grant application to fund the design and permitting
15 phase of the project. The Board will consider approving the requisite
16 Resolution later during today's meeting (see item 3J). Manager
17 Collins also spoke with Peter Kraatz, Deputy Director of Public Works
18 for Placer County, who said the County has no money available to
19 fund the project; however, he wrote a letter of support for the grant
20 application, which Manager Collins included with the grant application.
- 21 • Alpine Sierra Subdivision: Manager Collins met with David Taylor from
22 Bear Creek Association (BCA) to clarify aspects of the project.
23 Director Quinan said the BCA subcommittee also met with Chris
24 Nelson to learn more about the project.
- 25 • District Property on Deer Park Drive: Marten Barry sent Manager
26 Collins and Buz Bancroft a letter asking if the District would consider
27 selling him the small triangle of its land adjacent to the Barry lot, or
28 allowing Mr. Barry access to the property to make drainage and
29 landscaping improvements. The District has a sewer line on the Barry
30 property; the sewer line requires proper legal documentation. If the
31 District wished to sell its property, it would probably have to pay for an
32 appraisal and allow others to bid on the property. Director Nungester
33 suggested that the District could use the revenue from the sale, if the
34 District has no use for the property. Manager Collins pointed out that
35 a rough estimate for the value of the District's property in question
36 was probably about \$3,900-\$4,000, that the value of the easement
37 was about \$200, and that it would cost \$500-\$1,000 to have the
38 property appraised. President Danz said it made more sense to grant
39 Mr. Barry access to the property than to sell it to him. Director
40 Nungester suggested that the District retain ownership of the property
41 but provide Mr. Barry with access to the property, making the access
42 contingent on Mr. Barry granting the District an easement for the
43 sewer line. The Board agreed. Manager Collins will convey the
44 Board's conclusion to Mr. Barry.
- 45 • Easements: Manager Collins worked with Troy Caldwell on drafting a
46 document granting the District an easement on the Caldwell property
47 (discussed further in today's agenda item 3I).

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

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1 Buz Bancroft presented a written report for the month of August that
2 included status updates on water, sewer, garbage and other services
3 provided by the District.

- 4 • Staff Activities: Rehabilitated B-1 vault and cover; inspected District
5 water tanks, noticed a possible post or beam failure in Tank 4-A and
6 scheduled an inspection; carried out general Park and office
7 maintenance.
- 8 • All August water samples were absent coliform bacteria. However,
9 one routine sample in early September from Zone One registered a
10 positive total coliform. All repeat samples were negatives, so the
11 health department thinks it was a sampling or laboratory error.

12 **G. Quarterly Newsletter:**

13 The Board reviewed the September quarterly newsletter.

- 14 • Director Grant asked if the District has required residents to perform
15 tests on their backflow prevention devices. Buz said that, every year,
16 about 170 residences are required to perform the tests. These include
17 residences with hydronic heating systems, fire sprinklers, landscape
18 watering systems, etc.
- 19 • Director Quinan asked if residents could be notified in advance about
20 burns related to the fuels reduction project. Manager Collins said it
21 was not feasible because it was difficult for the crew to know in
22 advance on which burn days they would be able to work.
- 23 • President Danz said the Budget & Finance Committee discussed the
24 number of letters regarding billing issues which the District receives
25 after late notices go out. The Committee is considering placing a
26 notice in the March or June Newsletter, advising residents that the
27 District will accommodate requests from customers who wish to
28 receive their bills and statements by fax or email.

29 **H. TTSA Report:**

30 There has been no TTSA Board meeting since the ASCWD August Board
31 meeting. The TTSA Board meeting scheduled for September 8 was
32 rescheduled and then cancelled. The next TTSA Board meeting is
33 scheduled for October 13.

34 **J. Resolution 9-2010 Approving Application for Grant Funds for the**
35 **Bear Creek Slope Stabilization Project from Sierra Nevada**
36 **Conservancy Proposition 84 Grant Program:**

37 The Board reviewed the application for an SNC grant to fund the design
38 and permitting of the Mineral Springs Sewer Stabilization Project.
39 President Danz said the Resolution was required by SNC in order for the
40 grant application to be accepted for consideration. Director Grant made a
41 MOTION that the Board approve Resolution 9-2010 Approving
42 Application for Grant Funds for the Bear Creek Slope Stabilization Project
43 from SNC Proposition 84 Grant Program. Director Northrop SECONDED
44 the motion. Roll was called to approve the Resolution. Ayes: Directors
45 Grant, Northrop, Nungester, Quinan and President Danz. Noes: none.
46 The Resolution was APPROVED.

47 **I. Grant of Easement by Troy Caldwell:**

48 The Board reviewed the grant of easement by Troy Caldwell:

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- 1 • Manager Collins explained that certain terms in the grant of easement
- 2 were unusual but, after consultation with District counsel, who found
- 3 the document acceptable, he felt the items were reasonable.
- 4 • President Danz asked how long an easement lasts. Manager Collins
- 5 said it lasts in perpetuity.
- 6 • Manager Collins said the only remaining action was to have a
- 7 surveyor confirm that the District pipelines lie within the legal
- 8 description of the easements. The paperwork from the survey will be
- 9 attached to the easement.

10 Director Northrop made a MOTION that the Board accept the grant of
11 easement from Troy Caldwell. Director Nungester SECONDED the
12 motion. Directors Grant, Northrop, Nungester and Quinan being in favor,
13 the motion was APPROVED.

- 14 • Staff will confirm the position of the pipelines and attach the correct
- 15 map to the document before having it recorded.
- 16 • Troy Caldwell arrived after the Board had completed this agenda item;
- 17 he thanked the Board, Manager Collins and Staff for their assistance.

18 **C. Fire Department Report:**

19 Chief Whitelaw and Dave Ruben from NTFPD were in attendance and
20 reported the following:

- 21 • August Dispatch Report: Chief Whitelaw said there was not a lot to
- 22 report.
- 23 • Red Flag Days: Chief Whitelaw was personally unable to attend the
- 24 all-valley meeting but sent other NTFPD representatives. He hopes
- 25 NTFPD will improve the process whereby residents are notified about
- 26 red flag days. Since the meeting, one notification has been sent by
- 27 email to valley organizations.
- 28 • Chipping Program: The week of October 4 will be the last week for the
- 29 chipping program in the valley.

30 **D. Ordinance 10-2010: Fire Prevention Code of the Alpine Springs**
31 **County Water District:**

32 Chief Whitelaw and Dave Ruben from NTFPD remained in attendance for
33 this agenda item:

- 34 • Dave presented a summary of the proposed changes to the local
- 35 ordinance. The new state code will go into effect in January 2011.
- 36 NTFPD suggests that several of the terms in the local ordinance be
- 37 removed. Generally, these are terms that will be included in the new
- 38 state code and therefore would be redundant if left in the local
- 39 ordinance.
- 40 • Recommended Changes in Chapter 2:
 - 41 ○ The main change in Chapter 2 regards sprinklers. The state has
 - 42 adopted a zero square-foot sprinkler requirement for new building,
 - 43 so corresponding terms have been removed from the local
 - 44 ordinance as they are no longer necessary. NTFPD also
 - 45 proposes language to clarify sprinklering requirements relating to
 - 46 additions; the language in the previous document was confusing.
 - 47 The language clarification affects medium-sized projects. Chief
 - 48 Whitelaw said that when the local ordinance was initially adopted,
 - 49 it was felt that a monitored alarm could get a response from Tahoe

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- 1 City faster than awaiting a call from the resident through dispatch.
2 Now response times through dispatch are faster due to mutual aid
3 from Squaw Valley's fire department, in addition to a staffed fire
4 station in the valley.
- 5 ○ President Danz said that she supported NTFPD's
6 recommendations regarding sprinkler systems. She feels it is
7 important that the language regarding fire prevention requirements
8 be completely clear so residents considering construction are
9 clear on the added costs.
 - 10 ○ President Danz asked about projects that increased square
11 footage by greater than 50% but did not meet the aggregate size
12 of 3600 square feet; this type of project did not seem to be
13 covered by the ordinance. Dave Ruben suggested that this
14 section (2.5b) be removed in its entirety. Several Directors
15 agreed. Director Nungester was concerned that smaller projects
16 would be penalized more than larger projects; Dave pointed out
17 that removing 2.5b would remove the requirement to install
18 sprinkler systems in small-to-medium sized projects and also
19 remove the requirement to provide monitored alarm systems.
 - 20 ○ Chief Whitelaw asked the Board's position regarding residents
21 who installed monitored alarm systems, as required by the
22 ordinance, but who would no longer be required to install these
23 systems if they were building today. Dave said he could draft
24 language stating that single family homes meeting the previous
25 requirement would no longer have to have their systems
26 monitored.
 - 27 ○ In response to a question from Director Grant, asked on behalf of
28 a concerned resident, there was an extended explanation about
29 "explosive sprinkler systems". There have been instances,
30 including one in Truckee, where fire sprinkler systems using
31 mixtures of anti-freeze (glycerin) and water, where the anti-freeze
32 is greater than 50% of the mixture, caused flash fires. The
33 sprinkler system in Truckee that caused the flash fire used 70%
34 anti-freeze. In the valley, fire sprinkler systems use 50% water
35 and 50% anti-freeze, a mixture which protects systems from
36 freezing down to minus 20°F and in testing has caused no
37 problems. The organization that oversees sprinkler systems is
38 reviewing the use of anti-freeze since these incidents. They have
39 determined that under certain conditions of high pressure and high
40 glycerin concentration, the residential systems can cause the fluid
41 to be more greatly atomized, contributing to flash fires. Anti-
42 freeze has been in use in fire sprinkler systems for over 50 years;
43 during that time, there has been a handful of these episodes out of
44 the thousands of non-explosive system activations. NFPA
45 (National Fire Protection Association) distributed some safety
46 bulletins and recommended some code language, which has not
47 been adopted by state or local agencies. Dave said an additional
48 concern is that when anti-freeze is added to fire sprinkler systems
49 in the field, concentrations can vary within the systems, so there

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- 1 has been discussion about requiring that fire sprinkler systems
2 use factory-mixed fluids.
- 3 ○ President Danz asked the Directors for feedback. Directors
4 Nungester and Grant said they would like the local ordinance to
5 reflect the same terms as Tahoe City's ordinance. President Danz
6 said she would like language placed in the ordinance stating that
7 residential monitoring systems were no longer required. Dave
8 agreed.
 - 9 ○ Dave pointed out that there is no way to enforce that a
10 homeowner pay a monitoring company after the fire department
11 has tested that the alarm works and calls a monitoring company.
 - 12 ● Changes in Chapter 3 were to clarify language concerning submitting
13 plans for commercial vs. residential projects.
 - 14 ● Changes in Chapter 7 were to clarify county code concerning storage
15 of flammable liquids.
 - 16 ● The District will hold a public hearing at its October Board meeting.
17 The public hearing requires that 10-day notice be filed. Pat Davison,
18 Executive Director of the Contractors Association of Truckee Tahoe,
19 has been given a copy of the draft ordinance and has been notified
20 about today's meeting and about the public hearing. After approval,
21 the ordinance will go to the Placer County Board of Supervisors for
22 approval, and will then go into effect January 1.
 - 23 ● President Danz asked about the status of the revision to the District's
24 fire mitigation plan. Dave said the revision would be available shortly.

25 **K. Committee Reports:**

- 26 i. **Budget & Finance Committee:** President Danz presented a written
27 report of the Committee's September 16 meeting.
 - 28 a. **Non-standard Transactions:** Mike Dobrowski will refer to the
29 policy regarding grant accounting to post correctly the invoices
30 from and payments to vendors working on the SNC project.
 - 31 b. **Investments/cash:** Per the Committee's recommendation,
32 Director Quinan made a MOTION that the Board authorize the
33 investment of the funds from the \$100,000 CD that matured this
34 month in a 12-month CD at an interest rate of approximately 0.5%.
35 Director Grant SECONDED the motion. Directors Grant,
36 Nungester and Quinan being in favor (Director Northrop was not
37 present for the vote), the motion was APPROVED.
 - 38 c. **Requests from Customers for Adjustments to their Bills:** The
39 Committee reviewed eight communications from customers about
40 their bills. The Committee approved requests for waiver of
41 penalties and interest from three customers, two of whom sent
42 payments prior to receiving their late notices. The third customer
43 has been on the District's installment plan in the past and did not
44 understand that he needed to notify the District again to activate
45 the installment plan. The customer has paid his first two
46 installments on time. The Committee decided that next year the
47 initial bills sent to customers include a statement that payment
48 must be received by August 15, and that if the customer wishes to
49 use the installment plan, s/he must notify the District by that date.

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- 1 The other five requests from customers desiring waiver of
2 penalties and interest were denied, since none of the customers
3 could offer proof that they had paid on time, or that they had not
4 received the District's bill in a timely manner.
- 5 d. **Requests for Unbudgeted Expenses:**
- 6 • Per the Committee's recommendation, Director Northrop made
7 a MOTION that the Board approve the unbudgeted expense
8 for a sum not to exceed \$2,200 to International Tank & Pipe
9 Company to inspect the interior and exterior of the tank above
10 the ski area because of a sag in the tank roof. Director
11 Nungester SECONDED the motion. Directors Grant,
12 Northrop, Nungester and Quinan being in favor, the motion
13 was APPROVED.
 - 14 • Per the Committee's recommendation, Director Northrop made
15 a MOTION that the Board approve the unbudgeted capital
16 expenditure of \$23,344 to replace 160 [sic] feet of pipe and
17 remove an unnecessary manhole on the Caldwell property.
18 Director Nungester SECONDED the motion. Directors Grant,
19 Northrop, Nungester and Quinan being in favor, the motion
20 was APPROVED.
- 21 e. **Next meeting:** Scheduled for Thursday, October 7, at 12:00 noon.
- 22 ii. **Administration & Personnel Committee:** There was no meeting.
- 23 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- 24 iv. **Long Range Planning Committee:** There was no meeting.

25 **K. Open Items:**

- 26 • Director Quinan gave a brief report about the all-valley meeting. She
27 said a couple of people asked questions. One question was
28 regarding notification about burn piles. Also, John Moise suggested
29 that the District sponsor the proposed bike trail. She said she
30 encouraged customers to read the District newsletter. She also
31 mentioned the September issue of Sunset Magazine had a great
32 article about wildfire survival.
- 33 • President Danz explained that there would be no election for District
34 office, since only the three sitting directors whose terms expire –
35 Directors Grant, Nungester and Danz – applied for the office.
- 36 • Ethics training must be completed by all Directors by December 31.
37 Pam has access to ethics training materials through CSDA. She will
38 make the DVD available to Directors upon request.

39 **L. Correspondence to the Board:**

40 None.

41 **4. DIRECTORS' COMMENTS**

- 42 • Director Grant asked to reschedule the October Board meeting from October
43 8 to October 15. The Directors agreed, also rescheduling the Budget &
44 Finance Committee meeting to October 14.
- 45 • The District received notice about the local CSDA meeting to be held October
46 14. Director Grant said she would like to attend and would report back at the
47 next Board meeting.

48 **5. CLOSED SESSION**

49 None.

