

**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, January 11, 2013, 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; Charles Nungester, Vice  
7 President; Janet S. Grant; Jon Northrop; Don Priest.

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Mike Dobrowski, CPA; Buz  
10 Bancroft, Operations & Maintenance; Pam Zinn, Office Manager; Jancis Martin,  
11 Recording Secretary.

12 Guest Present: Mike Schwartz/NTFPD; Tim Alameda/NTFPD; Shawn  
13 Koorn/HDR Engineering; Ron Ley/Damore Hamric & Schneider

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

18 **2. PUBLIC PARTICIPATION**

19 None.

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

21 **B. Approval of Minutes:**

22 Director Northrop made a MOTION that the Board approve the minutes of  
23 the December 14, 2012, Regular Board of Directors Meeting. Director  
24 Nungester SECONDED the motion. During discussion, Director Grant  
25 recommended that motions be worded with greater detail in the future.  
26 Director Priest requested the following change: on page 4 starting with  
27 line 9, replace the first two sentences with the following: "Director Priest  
28 asked Manager Collins if he had notified Placer County of the easement  
29 issue; Manager Collins said no. Manager Collins said that the County  
30 easement was for roadway use only." Director Northrop amended the  
31 motion to include the requested change. Director Nungester SECONDED  
32 the amended motion. Directors Grant, Northrop, Nungester and Priest  
33 being in favor, the amended motion was APPROVED.

34 **C. Fire Department Report:**

35 Chief Schwartz and Tim Alameda from NTFPD were in attendance and  
36 reported the following:

- 37 • Activities in the Valley:
- 38 ○ NTFPD responded to 7 dispatch call(s) in the valley, all for EMT  
39 services at the ski area.
  - 40 ○ NTFPD is staffing the Alpine Fire Station on weekends and  
41 holidays. They provided 16 days of staffing during December, for  
42 a fiscal year-to-date total of 77 staffed days, which is about half of  
43 the number of days specified in the contract and on track for the  
44 year.
- 45 • Interactions with External Agencies:
- 46 ○ Chief Schwartz went to Sacramento to introduce himself to State  
47 Senator Ted Gaines, CAL FIRE Director Chief Pimlott and State  
48 Assembly Member Brian Dahle. They discussed three things that  
49 affect Alpine Meadows: SB 17 to repeal the SRA fee, a lawsuit

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- 1 from the Jarvis Tax Initiative and AB 1492 to establish a state fund
- 2 for Timber Regulation and Forest Restoration.
- 3 ○ Grant funding: AB1492 provides funding for forest rehabilitation. It
- 4 will not fund defensible space projects, but there is funding that
- 5 could pertain to the Tahoe area. CAL FIRE specifically suggested
- 6 that NTFPD apply for the funding. Director Northrop asked if the
- 7 erosion area on Bear Creek was a candidate project; Chief
- 8 Schwartz said quite possibly.
- 9 ○ Balance of Acres: The agreement between CAL FIRE and TMU
- 10 (Lake Tahoe Basin Management Unit) as to which agency is
- 11 responsible for which land in the Tahoe basin, is leaning toward
- 12 having more CAL FIRE and less Forest Service responsibility in
- 13 the basin. NTFPD is in favor of such a change, since CAL FIRE
- 14 works full time and the Forest Service works only during the day.
- 15 CAL FIRE is working to require additional funding to bring more
- 16 equipment into the Tahoe basin.
- 17 ● Internal Activities:
- 18 ○ NTFPD just completed its financial audit. It was a good review.
- 19 ○ Chief Schwartz implemented a “second out chief” program, for
- 20 better coverage during multiple incident response.
- 21 ○ NTFPD staffed the Carnelian Bay station over the holidays, and
- 22 were pleased with the results; the dispersed staffing allowed them
- 23 to make a couple of saves.

24 **E. General Manager’s Report:**

25 John Collins, General Manager, provided a written report on his activities  
26 during the month of December 2012, with discussion on the following  
27 topics:

- 28 ● Alpine Meadows Road Bridge: There was no activity in December.
- 29 ● Alpine Sierra Subdivision: Manager Collins prepared a conditional will-
- 30 serve letter and forwarded it to Placer County.
- 31 ● Alpine Meadows Road Pipeline Project: Manager Collins
- 32 communicated with Placer County regarding the status of the project:
- 33 nothing will happen until spring, and he needs to get the Troy Caldwell
- 34 easement issue squared away.
- 35 ● AME Well Re-drill: The work is expected to start early in February.
- 36 ● Remote Read Meter: Manager Collins reviewed the equipment and
- 37 billing program, and discussed it with Mike Dobrowski. He requested
- 38 a proposal to purchase the CORE billing program. Director Grant
- 39 asked if CORE was the same as the reading software; Manager
- 40 Collins said no, but they correlate data.
- 41 ● Request to Purchase District Property:
- 42 ○ Manager Collins received a letter from a real estate broker
- 43 inquiring about the possible acquisition of District property
- 44 adjacent to the Casa Andina property. The District property in
- 45 question is going to be used by the County to provide temporary
- 46 parking for Casa Andina during the Alpine Meadows Road Bridge
- 47 Replacement project. When the project is complete, the County
- 48 will remove the pavement and restore vegetation. Manager
- 49 Collins asked the Board for direction as to what action he should

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- 1 take. Manager Collins reminded the Board that to dispose of (or  
2 lease) District property, the District must: 1) publicize the sale, 2)  
3 request that bids be submitted by a certain date, and 3) have the  
4 property appraised and surveyed (although the District can  
5 request reimbursement from the purchaser for the expenses).  
6 ○ Director Priest recommended considering selling the property,  
7 saying that it was a chance to liquidate a District asset with no  
8 particular environmental characteristics.  
9 ○ Director Nungester said he was in favor of retaining District  
10 property, that it would only appreciate in value and that the District  
11 did not need the money.  
12 ○ Manager Collins said he would invite someone from the County to  
13 give a presentation about the Alpine Meadows Road Bridge  
14 Replacement project and reminded the Board that the project will  
15 not start this year. He added that the County has inquired into  
16 acquiring a permanent easement from the District for some  
17 drainage modifications.  
18 ○ President Quinan directed Manager Collins to tell the broker that  
19 the Board tabled the issue without authorizing a “yes” or “no”  
20 response.  
21 ● Placer County utility stakeholder meeting: Manager Collins attended  
22 this twice-a-year meeting which, among other things, allows utilities to  
23 coordinate their work projects with the County’s road projects.

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

25 Buz presented a written report for the month of December 2012 that  
26 included status updates on water, sewer, garbage and other services  
27 provided by the District.

- 28 ● The maximum sewer flow of 443,000 gallons per day was due to  
29 inflow from rain.  
30 ● Maintenance: Staff located two water leaks after a recent cold snap,  
31 both on the homeowners’ side of the meters; performed snow removal  
32 from the shop area; started equipment maintenance.  
33 ● The District has sold 9,427,000 gallons of water so far this season to  
34 the Alpine Meadows Ski Area for snowmaking. The ski area is  
35 probably done using District water to make snow for the year.  
36 ● All routine water and quarterly spring samples were absent coliform  
37 bacteria. Director Grant asked if the positive readings for coliform  
38 bacteria mostly occur in the spring; Buz said primarily but positive  
39 readings sometimes occur at other times of year, usually following  
40 times of heavy rain.

41 **D. Ordinance 1-2013: Increasing Rates for Water, Garbage and Sewer**  
42 **Services:**

43 At 9:00 a.m. President Quinan opened the public hearing on proposed  
44 Ordinance 1-2013. No members of the public were present.

- 45 ● Shawn Koorn of HDR Engineering was in attendance and gave a  
46 presentation on the rate study. He said the key issues in establishing  
47 utility rates are 1) allocating costs equitably to the various funds (in  
48 the District’s case: water, sewer, garbage), 2) adequately funding  
49 capital, and 3) maintaining prudent reserve levels.

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- 1                   • The study projected rates for a 5-year time period (FY 2012 – FY  
2                   2017), using the FY 2012 capital and operating budgets as the  
3                   analysis basis. It escalated costs into the future by an average of  
4                   about 3% per year. Shawn presented the rate study to the Board in  
5                   March and April of 2012.
- 6                   • The study shows adjustments to rates for the various service funds  
7                   when future projections show revenues becoming inadequate to  
8                   support the funds. Specifically,
  - 9                   ○ When the water fund is predicted to start losing money in FY  
10                  2015, yearly 3.5% increases would keep it solvent.
  - 11                 ○ Yearly 3% increases starting in FY 2015 will keep the sewer  
12                 service solvent.
  - 13                 ○ Yearly 5% increases starting in FY 2014 will keep the garbage  
14                 service solvent.
- 15                  • The biggest expense in the garbage fund is the contract with the  
16                  garbage company for hauling waste. The District includes in its  
17                  garbage service rate an overhead cost to administer the fund.  
18                  Director Priest asked if the relationship between the contract cost and  
19                  the District cost was typical of the industry; Shawn said yes. Director  
20                  Grant asked if the overhead cost had stayed consistent historically;  
21                  Manager Collins said yes, within half a percent. He mentioned that  
22                  the garbage company notified the District that they will have to  
23                  implement air quality improvement measures that may drive up future  
24                  costs they charge their customers (Director Northrop said the  
25                  improvement measure was that their vehicles would be fueled by  
26                  liquefied natural gas).
- 27                  • Director Priest said the 3% increase used to project costs for the  
28                  study was more than O&M went up last year. Shawn said typically  
29                  O&M costs are increasing by about 2%, with the costs of chemicals,  
30                  benefits and power all expected to increase, driving O&M costs higher  
31                  than in the past. He added that the Board should look at the District  
32                  budget each year and adjust rate increases as necessary. Per  
33                  Proposition 218, the rates approved today are the maximum that can  
34                  be charged, but the District can always implement a lower rate.
- 35                  • Regarding the portion of the rate study addressing the District's  
36                  reserves, Shawn said adequate reserves should actually contain the  
37                  following specific type of reserves: 1) operating reserves (sufficient for  
38                  75 days of O&M), 2) capital reserves (to cover annual depreciation  
39                  expense), 3) rate stabilization reserves, and 4) catastrophe reserves  
40                  (sufficient for 30 days of O&M). Per previous direction from the  
41                  Board, the capital project ending fund balance is around \$1M, which is  
42                  necessary to pay for an upcoming batch of capital projects, but not so  
43                  high as to drive up rates more than absolutely necessary. Director  
44                  Priest said it looked like the District was maintaining very comfortable  
45                  levels in the capital and operating reserves; Shawn said yes, but that  
46                  it is always good to have cash on hand to handle unexpected projects  
47                  that arise, and also because it looks good to lenders if the District ever  
48                  has to borrow funds. Director Nungester said the high cash level was  
49                  because the District was running six months behind on capital

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1 projects; in six months the reserve level will have dropped  
2 substantially.

- 3 • In summary, Shawn said the rate adjustments were necessary to fund  
4 existing and future O&M, to fund current and future capital  
5 improvements and to meet prudent funding criteria.
- 6 • The rate transition plan is: 1) Water: 3.5% increases in FYs 2015,  
7 2016, 2017; 2) Sewer: 3% increases in FYs 2015, 2016, 2017; 3)  
8 Garbage: 5% increases in FYs 2014, 2015, 2016, 2017.
- 9 • The District received a letter from a customer objecting to rate  
10 increases, saying his conclusion was that second home owners were  
11 grossly subsidizing primary residential home owners. To support his  
12 case, he included copies of his utility statements from ASCWD, the  
13 City of Burbank and Ventura County. Manager Collins pointed out  
14 that the District has to maintain staff whether or not anybody is  
15 residing in the valley. Shawn said he has worked with many utilities in  
16 the Tahoe area and that they are all similar, with very high seasonal  
17 vacancy rates, whereas in Burbank water is being used at a constant  
18 rate every day. He added that there were some economies of scale  
19 involved since Burbank serves a population of over 100,000.
- 20 • President Quinan thanked Shawn for a good job.

21 At 9:31 a.m. President Quinan closed the public hearing. Director  
22 Nungester made a MOTION that the Board adopt Ordinance 1-2013, to  
23 increase rates for water, garbage and sewer services. Director Northrop  
24 SECONDED the motion. Roll was called to approve the Ordinance.  
25 Ayes: Directors Grant, Northrop, Nungester and Priest, and President  
26 Quinan. Noes: None. The Ordinance PASSED.

27 **A. Financial Reports:**

28 Mike Dobrowski, District CPA, was present to participate in discussion of  
29 this agenda item.

- 30 • The financial reports showed a large increase in cash. Mike  
31 explained that it was due to property tax revenues from Placer County  
32 in the amount of \$322K. The property tax income will be mostly  
33 depleted by a \$258K check to NTFPD for fire services this month or  
34 early next month.
- 35 • Otherwise there were no significant transactions last month.
- 36 • The pension plan Form 5500 was electronically filed.
- 37 i. **December Month-end Financial Statements:** Director Priest made a  
38 MOTION that the Board accept the December 31, 2012 month-end  
39 financial reports. Director Grant SECONDED the motion. Directors  
40 Grant, Northrop, Nungester and Priest being in favor, the motion was  
41 APPROVED.
- 42 ii. **December Expenses Paid & Payable:** The Directors reviewed the  
43 monthly check register. Director Grant made a MOTION that the  
44 Board approve the Expenses Paid & Payable (the debits for payroll  
45 and checks 26610 through 26663). Director Nungester SECONDED  
46 the motion. Directors Grant, Northrop, Nungester and Priest being in  
47 favor, the motion was APPROVED.

48 **G. Financial Audit for Fiscal Year 2012:**

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1           The Board reviewed the audit report for fiscal year 2012, including the  
2           Management Discussion and Analysis and the responses to the internal  
3           controls memorandum. Ron Ley from Damore, Hamric & Schneider was  
4           in attendance for discussion of the audit.

- 5           • Roy reported that the auditors gave the District's financial reports an  
6           unqualified clean opinion. He said that overall it was a positive year.  
7           Property tax revenues continue to be flat or declining in most districts,  
8           but Ron said he had heard that property values in California are on  
9           the increase for the first time in years. Mike Dobrowski asked if the  
10          District's loan to the state was likely to be paid back by the state. Ron  
11          thought the loan had a four-year term, said he didn't know for sure but  
12          that with any luck the District should get the money back in the next  
13          couple of years.
- 14          • The positive trend in net revenues of utility funds is good, because it  
15          keeps the District from having to make big rate increases and allows  
16          the District to keep up with infrastructure maintenance.
- 17          • Total operating expenses were up from the prior year, but District  
18          income was sufficient to cover expenses.
- 19          • Director Priest asked what the percentage increase in operating  
20          expense was since the prior year; Ron said it was reported as 0.4%  
21          on page 7 of the Management's Discussion and Analysis. Director  
22          Priest suggested that the Board keep that in mind when considering  
23          rate increases. Manager Collins added that they should also  
24          remember that there were still capital projects ahead and that certain  
25          budget items, like salaries, are increasing more and more each year.  
26          Director Northrop asked when the Board could lower budget items;  
27          Manager Collins said when the draft budget is presented to the Board.
- 28          • Ron noted that depreciation is probably not sufficient to replace  
29          infrastructure. The District needs to continue to maintain a capital  
30          projects fund. He said the net increase in assets is a way to finance  
31          capital projects in the future. Director Priest asked if there were other  
32          capital projects the District could implement, since it was not going to  
33          have to support the Alpine Meadows Road Bridge Replacement  
34          project this year. Manager Collins said there are other projects, but  
35          nothing ready to implement at this time.
- 36          • Ron reviewed what he characterized as the most significant footnote:  
37          Note 3 on pages 31-35, which details the District's cash and  
38          investments. Director Priest asked if LAIF was better or worse than  
39          other institutions; Ron said it was uninsured but of high quality, with  
40          short-term investments managed by the State treasurer, and  
41          unfortunately right now its return rate is very low. Director Grant  
42          noted that the LAIF return rate was usually higher than that of CDs.  
43          Director Priest asked, since it is uninsured and has a low rate of  
44          return, why the District doesn't put the money in insured accounts.  
45          Manager Collins responded that it is District policy to keep its funds in  
46          multiple baskets, that it is easier to get money out of LAIF than out of  
47          CDs, and that the District has to keep individual investments low  
48          enough to be covered by FDIC. Ron added that usually LAIF is  
49          competitive with government investments, like bonds, and has the

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1 advantage of being completely liquid. Overall, the District has  
2 \$1,746,894 in cash and investments, an increase over the prior year's  
3 \$1,508,998.

- 4 • President Quinan asked if the District was basically in good shape.  
5 Ron said yes. He noted in particular that 1) the District was able to  
6 keep up with costs and inflation by raising rates, and 2) it had no off-  
7 the-balance-sheet liabilities (such as CALPERS pension liability and  
8 post-employment health insurance). He said new government  
9 accounting principles were coming out that would require government  
10 agencies to book those liabilities. When those principles go into  
11 effect, there will be a lot of messy financial statements in other  
12 companies. The District won't have to worry about that.

- 13 • The Board thanked Ron for his work and his attendance today.  
14 Director Grant made a MOTION that the Board accept the fiscal year  
15 2012 audit as presented. Director Northrop SECONDED the motion.  
16 Directors Grant, Northrop, Nungester and Priest being in favor, the motion  
17 was APPROVED.

18 **H. Engagement Letter for Fiscal Year 2013 Audit:**

19 Director Northrop made a MOTION that the Board accept the proposal  
20 from Damore, Hamric & Schneider to perform the fiscal year 2013  
21 financial audit, including the State Controller's Report, for an amount not  
22 to exceed \$14,700. Director Priest SECONDED the motion. In  
23 discussion, Director Grant asked if the words were all the same as last  
24 year. Ron said no, that audit clarity standards would be changing next  
25 year, which would require management's responsibilities to be defined  
26 more carefully. Directors Grant, Northrop, Nungester and Priest being in  
27 favor, the motion was APPROVED.

28 Director Northrop made a MOTION that the Board accept the proposal  
29 from Damore, Hamric & Schneider to perform the work associated with  
30 the appropriations limit for fiscal year 2013, for an amount not to exceed  
31 \$800. Director Priest SECONDED the motion. During discussion,  
32 Director Priest asked for a definition of the appropriations limit; Manager  
33 Collins said it was the maximum amount the District can collect in  
34 property taxes. Directors Grant, Northrop, Nungester and Priest being in  
35 favor, the motion was APPROVED.

36 **The Board took a break between 9:30 a.m. and 9:35 a.m.**

37 **I. TTSA Report:**

38 Director Northrop provided a written report on items of interest to ASCWD  
39 from the December 28, 2012, and January 9, 2013, TTSA Board  
40 meetings.

- 41 • The plant is operating normally and efficiently.
- 42 • All waste water discharge requirements are being met.
- 43 • When questioned about the TTSA agenda item titled "Village at  
44 Squaw Valley Project", Director Northrop said it was about the  
45 construction of a roller coaster, still in the preliminary stages.

46 The next TTSA Board meeting is scheduled for February 13.

47 **J. Standing Committees:**

48 President Quinan reviewed current committee personnel appointments  
49 and made some changes:

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- 1                   • Administration & Personnel: Director Nungester (chair) and Director  
2                   Northrop.
- 3                   • Budget & Finance: President Quinan (chair) and Director Grant.
- 4                   • Long Range Planning: Director Priest (chair) and President Quinan.
- 5                   • Park, Recreation & Greenbelt: Director Grant (chair) and Director  
6                   Priest.
- 7                   **K. Committee Reports:**
- 8                   i. **Budget & Finance Committee:** Vice President Nungester presented  
9                   a written report of yesterday's Committee meeting.
- 10                  a. **Non-standard Transactions:** President Quinan pointed out cash  
11                  on hand had increased greatly since the prior month, which turned  
12                  out to be because the District had received its property tax  
13                  revenues from the county but had not yet disbursed the bulk of it  
14                  to NTFPD, which will happen soon.
- 15                  b. **Investments/cash:** No CDs are maturing this month.
- 16                  c. **Requests from Customers for Adjustments to their Bills:**  
17                  None.
- 18                  d. **Requests for Unbudgeted Expenses:** None.
- 19                  e. **Snowmaking Rate Structure:** Tabled until next month. Manager  
20                  Collins will look at Shawn's proposal, they will meet and Manager  
21                  Collins will prepare a scope of services to present at next month's  
22                  Board meeting.
- 23                  f. **Next meeting:** Initially scheduled for Thursday, February 7 at 1:00  
24                  p.m., changed later in the meeting to Monday, February 11, at  
25                  1:00 p.m (see agenda item 4).
- 26                  ii. **Administration & Personnel Committee:** There was no meeting.
- 27                  iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- 28                  iv. **Long Range Planning Committee:** There was no meeting.
- 29                  **L. Open Items:**
- 30                  • None.
- 31                  **M. Correspondence to the Board:** A letter from Robert Evans, dated  
32                  January 6, 2013, expressing his objection to the proposed rate increases.  
33                  The letter was addressed during agenda item 3D.
- 34                  **4. DIRECTORS' COMMENTS**
- 35                  ▪ Director Nungester reported that, in response to Director Grant raising the  
36                  question last month about whether or not President Quinan's term was still in  
37                  effect, Manager Collins checked with District Counsel, who advised him that  
38                  Board terms run through January 1. Therefore President Quinan's term was  
39                  still in effect when she was elected President. Since it is not necessary for  
40                  the swearing-in of a Director for a new term to take place during a Board  
41                  meeting and in order to ensure that Board operations ran smoothly, Manager  
42                  Collins swore in President Quinan December 19 in the presence of Director  
43                  Nungester and Pam Zinn and filed the necessary paperwork with the State.  
44                  Director Grant asked if a member elected in November becomes a valid  
45                  Board member prior to January of the following year; Manager Collins replied  
46                  that a Director becomes valid when sworn in.
- 47                  ▪ Director Grant cannot attend the next regularly scheduled Board meeting,  
48                  February 8. She asked if the meeting could be re-scheduled for the following  
49                  week. The Board agreed to hold the February Board meeting Tuesday,

