

**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 12, 2007, 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 8:33 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; Buz Bancroft, Maintenance
10 Supervisor; Jancis Martin, Recording Secretary

11 Guests Present: Dwight Smith/InterFlow Hydrology, Inc.; Chief Duane
12 Whitelaw/NTFPD

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

17 **2. PUBLIC PARTICIPATION**

18 None.

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

20 **B. Approval of Minutes of Regular Board Meeting Held on December**
21 **15, 2006:**

22 Director Northrop made a MOTION that the Board approve the minutes of
23 the December 15, 2006, Regular Board of Directors Meeting. Director
24 Nungester SECONDED the motion. All Directors being in favor, the
25 motion was APPROVED.

26 **A. Financial Report:**

27 Mike Dobrowski, District CPA, was not available to participate in
28 discussion of this agenda item by telephone.

29 i. **Financial Statements – January 8, 2007:** Director Northrop made a
30 MOTION that the Board accept the financial statements, dated
31 January 8, 2007, as presented. Director Quinan SECONDED the
32 motion. In discussion the following issues were raised:

- 33 • Director Grant noted that the District is over budget in Operations
34 & Maintenance Salaries & Benefits. Manager Collins said he
35 would check into it; he thinks the salary figures are correct but has
36 some questions about the benefits expense.
- 37 • Director Grant asked why the Bank of the West statement was
38 included in this month's financial report. Director Nungester did
39 not know but said that, in reviewing it, he noticed that a substantial
40 amount of the District's operating funds were in a low-interest-
41 bearing account. He asked if Manager Collins could reduce the
42 amount held in the account and deposit the monies in an account
43 with a higher interest rate. Manager Collins said he was
44 researching other options for maintaining funds.
- 45 • President Danz pointed out that, on the Profit & Loss Budget vs.
46 Actual Year to Date report, the net income over budget appears
47 high but the District has not yet paid Lumos and Associates, which
48 will increase year-to-date expenses and reduce net income.

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1 Manager Collins said he is going to look into why actual revenues
2 for water and garbage services are lower than budgeted.
3 • President Danz asked Manager Collins to ask Mike Dobrowski as
4 why his phone line was busy such that the Board could not reach
5 him in time for the meeting. She also asked Manager Collins to
6 obtain an alternate phone number to be used when his regular
7 phone line is busy.

8 All Directors being in favor, the motion was APPROVED.
9 ii. **Expenses Paid & Payable – January 8, 2007:** The Directors
10 reviewed the monthly check register. Director Grant made a MOTION
11 that the Board approve the Expenses Paid & Payable (checks 22799
12 through 22865). Director Nungester SECONDED the motion. In
13 discussion, Director Quinan asked why some payments were marked
14 “refund on overpayment”. Director Nungester said that Pam had
15 explained that these are refunds to customers who overpaid their
16 accounts. The District’s policy is to refund overpayments in excess of
17 \$50. All Directors being in favor, the motion was APPROVED.

18 **C. Fire Department Report:**

19 Chief Whitelaw was in attendance and discussed the following items:
20 • December Dispatch Report: It was a busy month, as expected, with
21 many medical responses to the ski area.
22 • NTFPD’s Citygate Payment: The NTFPD Board’s December meeting
23 was cancelled. Its January meeting is scheduled for next
24 Wednesday; this item is on the agenda for that meeting.
25 • Multi-agency Emergency Management Planning: The annual meeting
26 with all relevant agencies to review emergency management issues in
27 the Valley is scheduled for January 17 at 10 a.m. in the ASCWD
28 office. A main concern is how to handle closure of Alpine Meadows
29 Road in the event of an emergency (e.g., avalanche or wildland fire).
30 The group will discuss how financial responsibility will be assigned.
31 • ASCWD Fire Engine: Pursuant to the ASCWD-NTFPD fire services
32 agreement, Manager Collins has transferred ownership of the fire
33 engine from ASCWD to NTFPD.
34 • Confined Space Rescue Program: The objective is for each station to
35 be able to perform an emergency rescue out of a confined space.
36 NTFPD has received another grant from Placer County to buy
37 additional equipment for the program. Public utilities in the area are
38 also helping to fund the program.
39 • MuniFinancial Mitigation Fee Plan: A draft plan may be ready for
40 presentation next month.
41 • Alpine Meadows Fire Station Addition: There are two options for
42 adding another bedroom. One option is to extend the existing gable
43 roof straight back; however, this option is expensive, involving
44 relocation of utility connections and a stairwell. A more affordable
45 option is to add a single story by the back door with a lean-to roof.
46 Ward Young Architects will draw up a quick sketch of what it will look
47 like for review by District Staff.

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- 1 • Recruiting: NTFPD plans to hire at least three full-time
- 2 firefighters/paramedics, specifically to staff the Alpine Meadows fire
- 3 station.
- 4 • NTFPD Fuels Coordinator: NTFPD is seeking someone to replace
- 5 John Pickett, who had agreed to be the NTFPD Fuels Coordinator; he
- 6 can no longer take the position. John will remain on the Nevada Fire
- 7 Safe Council and will work with Chief Whitelaw and others regarding
- 8 fire safe issues. He will recommend changes to the BCPC “Green
- 9 Book”, the architectural standards for the Valley, to assure that the
- 10 standards conform to State law and the Alpine Meadows Fire
- 11 Ordinance.
- 12 • Alpine Meadows Fire Ordinance: The County Board of Supervisors
- 13 approved the revised Fire Ordinance. Chief Whitelaw will find out
- 14 when the Ordinance was approved and inform President Danz. The
- 15 next round of Fire Code updates is underway at the County level,
- 16 which means that the District will have to update the Ordinance again
- 17 soon.
- 18 • Resident Firefighter: Director Grant asked if a firefighter is still residing
- 19 in the Alpine Meadows fire station. Chief Whitelaw said the current
- 20 resident is moving out and that NTFPD does not plan to replace him.
- 21 • Santa Program: Directors Nungester and Quinan thanked Chief
- 22 Whitelaw for his assistance in the success of this year’s Santa
- 23 program.
- 24 **F. Emergency Notification Contract:**
- 25 Manager Collins reported that the County has not yet agreed to the
- 26 language related to insurance coverage proposed by ASCWD.
- 27 **D. Fire Department Lease/Sale Contracts:**
- 28 The Board was to review the contracts for the lease/sale of Fire
- 29 Department assets to NTFPD. Manager Collins reported that he has
- 30 received comments on the contracts from District legal counsel and that
- 31 the contracts will be presented for review at the next ASCWD Board
- 32 meeting.
- 33 **E. Contract with Tahoe Truckee Sierra Disposal Company:**
- 34 The Board was to review the 2006-2007 contract with Tahoe Truckee
- 35 Sierra Disposal, the company that provides refuse disposal for the
- 36 District’s homeowners. Manager Collins reported that the contract has
- 37 been reviewed legal counsel. President Danz added that final approval of
- 38 the contract awaits further clarification of some of its terms. Manager
- 39 Collins said legal counsel will start drafting a contract for next year now,
- 40 given the amount of time it has taken to get an approved contract in place
- 41 for this year. Chief Whitelaw asked if the contract could include a free
- 42 dumpster day to help Valley residents working on defensible space.
- 43 President Danz said two such days are included in the proposed contract,
- 44 although there is a question as to whether they would be provided at no
- 45 cost. She asked Manager Collins to ensure the correct verbiage was in
- 46 the contract.
- 47 **J. Hydrologist Report on Springs #2 and 4:**
- 48 Dwight Smith was in attendance for discussion of his report on
- 49 rehabilitating Springs 2 and 4. As an introduction to Dwight’s

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1 presentation, Manager Collins said he told Dwight the first objective of
2 rehabilitating the springs was to eliminate bacterial contamination at
3 Springs 2 and 4. The second objective was to maintain the existing water
4 supply with the least amount of disturbance. Dwight presented several
5 options for the Board's consideration:

- 6 • Option A: Plug the existing laterals on Spring 2 and replace them with
7 new laterals.
 - 8 ○ Dwight said Spring 2 is the worst offender (existence of bacteria)
9 among the existing horizontal wells. It currently has three laterals
10 into the hillside. There is not a lot of ground separation at the
11 beginning of the non-sealed boreholes, which is the likely cause of
12 the bacterial contamination. President Danz asked why Spring 1
13 used to be the worst offender but seems no longer to be subject to
14 bacterial contamination. Dwight said the bacterial contamination
15 probably varies with climatic conditions (e.g., where the snow line
16 lies in a given year).
 - 17 ○ Dwight talked with a driller from Oregon who would be able to drill
18 the new laterals. He said usually they can drill in about 300 feet,
19 including a deeper seal than on the current laterals and, if need
20 be, they can then drill an additional 300 feet. He thinks the
21 likelihood of finding water is about 85%. He hopes that two new
22 laterals would provide the required flow.
 - 23 ○ Spring 2 is located on USFS land. To work on it, a new road
24 would have to be cut. Manager Collins said he was concerned
25 because he has heard that the USFS claims that water on its land
26 belongs to the USFS and that there may be issues in trying to
27 obtain more water from them. The District currently has permits to
28 obtain water from its existing horizontal wells that lie on USFS
29 land. President Danz asked Manager Collins about details of the
30 permits but he is not familiar with them. She asked him to locate
31 the permits. Dwight said the District might wish to file for water
32 rights with the Department of Water Resources, if it has not done
33 so in the past.
 - 34 ○ A horizontal borehole would be about 6 inches in diameter.
35 Dwight thinks if the laterals were drilled at a high enough
36 elevation, there would be no need to pump.
- 37 • Option B: Plug Spring 2 and drill at a new location near Spring 4.
38 Dwight thinks the probability of finding water near Spring 4 is equally
39 high. The new horizontal well would also lie on USFS land. The
40 existing pipe that relays water from Spring 4 into the District's water
41 system might need to be replaced with a larger pipe to carry the
42 additional volume of water. There should be no need to pump.
43 Director Nungester complimented Dwight on his report. He asked if
44 option B might result in the new horizontal well "robbing" (i.e.,
45 reducing the flow produced by) Spring 4. Dwight said it was possible.
46 Director Nungester asked Buz if the current pipe was large enough to
47 carry water from an additional horizontal well. Neither Dwight nor Buz
48 knew.

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- 1 • Option C: Plug and replace Spring 4. Since there will probably
2 continue to be coliform contamination at Spring 4, the District may
3 wish to consider replacing Spring 4 in addition to replacing Spring 2.
4 Current production at each of these horizontal wells is about 60
5 gallons per minute. Dwight's recommendation would be to drill a new
6 lateral with a deeper seal.
- 7 • Option D: Plug both Springs 2 and 4 and drill a new vertical well.
8 There is a potential well site near the base of the Scott chair lift that
9 may have a capacity of 100-120 gallons per minute. Pumping would
10 cost 30-65 cents per thousand gallons in electricity, which would
11 amount to approximately \$8,000 per year to produce a 100 gallon-per-
12 minute flow. It might be possible to set up a siphon to the tanks, so
13 that regular pumping would not be required beyond the initial priming
14 of the siphon. The owner of the land on which the potential vertical
15 well site exists is unknown. Dwight suggested having the area tested
16 and water capacity estimated (at a cost of about \$10,000).
- 17 • Dwight's Recommendations: Plug Spring 2 and drill a new vertical
18 well. Developed springs (i.e., horizontal wells) historically have a
19 higher associated risk of bacterial contamination than vertical wells.
20 Vertical wells have a much lower risk of bacterial contamination but a
21 higher operating expense. The California Department of Health
22 Services prefers them.
- 23 • Manager Collins pointed out that vertical wells provide no overflow, as
24 do horizontal wells; if the horizontal wells were plugged, the ski resort
25 would no longer have water from this source for snow-making. Buz
26 believes the District has an agreement with the ski resort to provide
27 140-180 gallons per minute of overflow into their snow-making ponds
28 during the winter; he will try to find the agreement. Existence of such
29 an agreement might require that Springs 2 and 4 remain flowing so
30 that the District would have enough water capacity to honor the
31 agreement.
- 32 • President Danz asked why Springs 2 and 4 would need to be plugged
33 if the District drills a new vertical well. The District will need a greater
34 flow in the future. The current draft of the long range plan suggests
35 tying into R1 or 2 and pumping that water to meet these additional
36 water needs. The combination of a new vertical well plus the existing
37 flow rates of Springs 2 and 4 might meet the greater flow requirement.
38 Dwight suggested the District might be able to accomplish this safely
39 by not using the water from Springs 2 and 4 during the times of year
40 when they historically yield unsafe coliform counts. President Danz
41 and Director Northrop both expressed their strong interest in
42 maintaining the District's horizontal wells.
- 43 • Buz said his State contact person told him that closing Springs 2 and
44 4 might create a positive pressure in the hillside that would keep water
45 with surface contamination from being able to infiltrate the hillside
46 system. Well drillers, however, say that closing springs can drive
47 water out of the hillside and eventually reduce capacity.

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- 1 • Vertical well drilling is more costly than horizontal well drilling.
2 Fortunately, there is already an access road close to the Scott chair
3 lift vertical well site.
- 4 • Buz, Manager Collins and Dwight all said they would prefer a new
5 vertical well to a new horizontal well, if cost were not an issue.
6 Manager Collins pointed out that you need to calculate the cost per
7 gallon per minute to determine which solution is really the most cost-
8 effective; it is possible that the vertical well could end up being less
9 expensive than the horizontal wells, even though the upfront cost is
10 greater. Also, drilling a vertical well might satisfy two goals: replacing
11 the contaminated springs and gaining the extra capacity required by
12 the long range plan. The funds allocated to tying R1 and R2 into the
13 system (in the long range plan) could be used to fund the drilling of
14 the vertical well, since the R1/R2 tie-in would no longer be required
15 with a vertical well augmenting the District's water system.
- 16 • Manager Collins proposed that he and Dwight continue with the
17 analysis and that he speak further with the USFS. President Danz
18 requested that Manager Collins also (1) check the existing permits, (2)
19 determine if there is a contract with the ski resort to provide overflow,
20 and (3) determine if the District has water rights in the vicinity of its
21 horizontal wells. Dwight will contact Kleinfelder to get their report.
- 22 • Director Northrop asked about other potential well sites. Dwight said
23 there was one area east of Spring 3 that was a possibility. There was
24 discussion about Charlie Greenwood's knowledge of the area, based
25 on his survey in past years, and whether that information could be
26 found and used.
- 27 • President Danz asked the Board if, based on the information
28 presented by Dwight today and on the information he and Manager
29 Collins had been asked to gather, they would feel comfortable making
30 a decision about moving forward. She asked Manager Collins and
31 Dwight to gather the requested information and report back next
32 month. The USFS has requested early notification on any planned
33 work so the sooner a decision can be made, the better.

34 **The Board took a break between 10:05 and 10:15.**

35 **G. River Ranch Water Line:**

36 Manager Collins reported that the EcoLogic report has been sent to the
37 County and that he is waiting to hear from the person who has replaced
38 Matt Bartholomew as the County contact on the issue. The County will
39 ultimately provide a written response, which should put the issue to rest.

40 **H. Status of Easements:**

41 Manager Collins reported that he contacted legal counsel about the issue
42 of recording District easements on lots in the Valley, but the lawyers have
43 been busy on fire department and garbage contract issues. In response
44 to a question from President Danz, Manager Collins said that he
45 contacted legal counsel regarding this issue before the end of last year.

46 **I. General Manager's Report:**

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

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- 1 • Manager Collins met with Judy Kareck of Lumos and Associates on
- 2 several occasions to discuss the draft Long Range Master Plan.
- 3 • He obtained title papers for the fire engine from the DMV, prepared a
- 4 draft fire station lease agreement and forwarded the draft agreement
- 5 to legal counsel for review.
- 6 • He worked with Dwight Smith on the report regarding rehabilitation of
- 7 Springs 2 and 4.
- 8 • Director Quinan asked about the status of creating a new District
- 9 Service Agreement policy. Manager Collins said it is on his and
- 10 Pam's to-do list; he expects to bring it to the Board for approval in
- 11 May.
- 12 • Director Quinan requested that, on an ongoing basis, Manager Collins
- 13 provide the Board with a "pending" list, showing projects of interest to
- 14 the Board, along with their current status and scheduled due dates.
- 15 **K. Operations & Maintenance Department Report:**
- 16 Buz Bancroft provided a written report for the month of December that
- 17 included status updates on water, sewer, garbage and other services
- 18 provided by the District. In addition to the information on the written
- 19 report, the following was discussed:
- 20 • Before Lew left for the season, Staff finished rebuilding the District
- 21 pressure-reducing valves and altitude valves, a yearly task. There
- 22 has been some snow removal, as well as vehicle and shop
- 23 maintenance.
- 24 • There were a couple of instances of frozen pipes, one that resulted in
- 25 a broken pipe that caused a home to be flooded.
- 26 • There was another positive sample from Spring 2. The contamination
- 27 was so low that it would have passed as negative in past years, when
- 28 the standards were lower. All other samples were negative.
- 29 • Director Quinan asked if District O&M manuals were adequate for
- 30 operations to continue uninterrupted if Buz and Lew were to leave.
- 31 Buz said he didn't think so. Miguel is being trained and is taking a
- 32 correspondence course at UC Davis to obtain his certification.
- 33 **L. TTSA Report:**
- 34 Director Northrop reported on items of interest to ASCWD from the
- 35 January 10, 2007, TTSA Board meeting:
- 36 • The plant is operating normally and meeting all waste discharge
- 37 requirements.
- 38 • Craig Woods, the current general manager, is retiring. Marcia Beals,
- 39 the current assistant general manager, will replace him, with Jay
- 40 Parker (a TTSA engineer) assisting as co-manager.
- 41 The next TTSA Board meeting is scheduled for February 14, 2007, at
- 42 9:00 a.m.
- 43 **M. Park Policies:**
- 44 President Danz suggested that the numbering of the Park policies be
- 45 changed to be consistent with the other policies.
- 46 • President Danz suggested replacing "fees," with "fees annually," in the
- 47 first sentence under "Ends" in Policy 6.1.0. Director Nungester made
- 48 a MOTION that the Board adopt Policy 6.1.0, Park Policy, with the

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1 suggested change. Director Grant SECONDED the motion. All
2 Directors being in favor, the motion was APPROVED.

- 3 • Director Nungester made a MOTION that the Park Committee Policy
4 of Operation be renumbered 6.2.0, that the Park Use and Fees Policy
5 be renumbered 6.3.0, that the Park Amenities Policy be renumbered
6 6.4.0 and that the Park Operation and Maintenance Policy be
7 renumbered 6.5.0. Director Northrop SECONDED the motion. All
8 Directors being in favor, the motion was APPROVED.

- 9 • Director Grant made a MOTION that item 6.b.v be deleted from Policy
10 6.3.0. Director Nungester SECONDED the motion. All Directors
11 being in favor, the motion was APPROVED.

12 Manager Collins will make sure the policies have footnotes showing the
13 dates when the policies were adopted and revised.

14 **N. Board Committees:**

15 One of the duties of the Board president is to appoint committee
16 members each year. After reviewing the structure of Board committees,
17 President Danz had some recommendations:

- 18 • The Fire Committee has no remaining function, since fire issues are
19 now handled at the Board level. The Administration & Personnel
20 Committee still needs to be in place because there are issues that
21 need to be discussed and analyzed in a committee structure before
22 they are brought to the Board, for example, review of the General
23 Manager, review of annual goals and objectives and review and
24 revision of the Employee Handbook. The other three committees –
25 Budget & Finance; Park, Recreation & Greenbelt; and Long Range
26 Planning - all have active roles at the present time. President Danz
27 recommended that the Board abolish the Fire Committee (and its
28 policies) and leave the other committees intact. Director Quinan
29 made a MOTION that the Board abolish the Fire Committee as a
30 standing committee. Director Nungester SECONDED the motion. All
31 Directors being in favor, the motion was APPROVED.
- 32 • President Danz would like to keep the committees staffed as they are
33 now with one exception. She suggested that Director Northrop, who
34 has more leadership positions than any other director given his role as
35 ASCWD's representative on the TTSA Board, be replaced on the
36 Park, Recreation & Greenbelt Committee by Director Grant, and
37 Director Quinan would serve as Committee Chair. The other Directors
38 agreed.
- 39 • The Administration & Personnel Committee will be re-evaluating the
40 Board goals and will be revising the Employee Handbook, which will
41 require interaction with legal counsel. Director Nungester asked
42 Manager Collins to contact legal counsel to determine the cost of
43 reviewing the Handbook to identify required legal changes.
- 44 • The Park, Recreation & Greenbelt Committee needs to meet in
45 February to have a new Park fee schedule in place by spring and to
46 plan the Easter Egg Hunt.

47 **O. Committee Reports:**

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- 1 i. **Budget & Finance Committee:** President Danz presented a written
2 report of the Committee's January 10, 2007, meeting with detailed
3 discussions of the following items:
4 a. **Status of investments/cash issues:** Two CDs, in the amounts of
5 \$100,000 and \$60,000, were rolled over into two \$80,000 CDs,
6 due in July and October.
7 b. **Policy regarding monitoring of stale checks:** The Committee
8 has created a policy regarding monitoring of stale checks. The
9 auditors recommended establishment of such a policy. The
10 Directors made a few recommendations for changes to the
11 proposed policy, one being to increase two months to three (in the
12 definition of stale checks) and the other noting the action to be
13 taken in the case of a lost check. President Danz will make the
14 suggested changes and submit the policy to the Board for review
15 and approval next month.
16 c. **Requests from customers for adjustments to their bills:** None.
17 d. **Requests for unbudgeted expenses:** None.
18 e. **Next meeting:** Scheduled for Thursday, February 8, 2007.
19 ii. **Long Range Planning Committee:** Director Grant reported on the
20 January 11, 2007, meeting of the Committee. The Committee
21 reviewed a revised draft of the Long Range Plan, which they found to
22 be acceptable. Lumos and Associates had revised the plan based on
23 feedback from the prior Committee meeting. Some minor changes
24 were requested during the Committee meeting which will be
25 incorporated into the plan. A representative from Lumos and
26 Associates will attend the February Board meeting to present the
27 revised draft report to the Board.
28 iii. **Fire Committee:** There was no meeting.
29 iv. **Administration & Personnel Committee:** There was no meeting.
30 v. **Park, Recreation and Greenbelt Committee:** There was no meeting.
31 R. **Open Items:** None.
32 S. **Correspondence to the Board:** None.
33 • Dawn and George Grass sent an email thanking ASCWD for
34 providing the Santa program.
35 • Emily Fralick, property manager for the River Run condos, sent a
36 letter asking the District to consider upgrading the appearance of the
37 District pump house at the entrance to the condo complex. Manager
38 Collins agreed that the District facilities there are not attractive. He
39 recommended that if the pump house is repaired that it also be
40 enlarged for the safety of District employees who enter it for
41 maintenance and repair. President Danz asked Manager Collins how
42 many times during a year the Staff enters the pump house. Manager
43 Collins will obtain the information. Manager Collins will inspect the
44 pump house and provide the Board with options for improvements.
45 Manager Collins will respond to the letter, advising Ms. Fralick that the
46 Board received the letter and directed management to look into the
47 issue.
48 4. **CLOSED SESSION**
49 There was no closed session.

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1 **5. DIRECTORS' COMMENTS**

- 2 • Director Grant commented that the December newsletter was mailed at the
3 end of December, although the email version was distributed prior to
4 Christmas. Director Grant requested that in the future both issues of the
5 newsletter – email and hardcopy – be released at the same time and in a
6 timely fashion.
- 7 • Director Nungester expressed concern about the possible inadequacy of
8 operations documentation. He suggested creation of a manual documenting
9 annual operations and a maintenance schedule. Director Grant said what
10 was needed was continuous update of the “Bible”, an existing document
11 created and maintained by Staff. Manager Collins said ASCWD
12 documentation is probably better than in most utilities of its size. He feels
13 that the existing documentation is adequate.
- 14 • Director Quinan asked if the ASCWD website was the best place to find the
15 most recent copies of Board policies. Manager Collins said, yes, that Pam
16 had made sure the correct versions were there. President Danz suggested
17 that if Pam has any downtime this winter, she should correct the policies on
18 the website, for example, the dates of adoption and revision are not on all
19 policies or in some cases are inaccurate, incorrect names of committees are
20 cited (e.g., “Administrative” rather than the correct “Administration and
21 Personnel”), and that names of committees should be removed from the titles
22 of policies, as previously directed by the Board.
- 23 • The next two regular Board meetings are currently scheduled for their normal
24 times of Friday, February 9, 2007, at 8:30 a.m. and Friday, March 9, 2007, at
25 8:30 a.m.

26 **6. ADJOURNMENT**

27 There being no further business before the Board, the meeting was adjourned at
28 11:35 a.m.

29
30
31 Respectfully Submitted,

Approved w/amendments 2/9/07

32
33 Jancis Martin
34 Recording Secretary