

**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 13, 2006, 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; Virginia Quinan, Vice President;
7 Janet S. Grant; Charles Nungester.

8 Directors Absent: Jon Northrop

9 Staff Present: John Collins, General Manager; Jancis Martin, Recording
10 Secretary; Buz Bancroft, O&M Supervisor

11 Guests Present: Al Pride/AMEA; Rod Collins/NTFPD

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

16 **2. PUBLIC PARTICIPATION**

17 None.

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

19 **A. Financial Report:**

20 Mike Dobrowski, District CPA, participated in discussion of this agenda
21 item by telephone. Discussion topics were:

- 22 • Overview: The major capital expense this past month was \$22,400 for
23 the new pump and motor in the R-2 well. The District received its
24 December property tax payment, approximately \$195,000.
25 Financially, the District is tracking close to the prior year. Revenue is
26 higher than last year but expenses are also higher. Mike expensed
27 some items that had previously been booked as pre-payments, based
28 on the policy approved by the Board regarding accounting for prepaid
29 expenses.

30 i. **Financial Statements – December 31, 2005:** Director Grant made a
31 MOTION that the Board accept the financial statements, dated
32 December 31, 2005, as presented. Director Nungester SECONDED
33 the motion. All Directors being in favor, the motion was APPROVED.

34 ii. **Expenses Paid & Payable – January 11, 2006:** The Directors
35 reviewed the monthly check register. Director Quinan asked why the
36 payment to District legal counsel was higher than usual; President
37 Danz explained that the Board had approved some legal research
38 regarding annexation issues and also asked District counsel for a
39 standard form contract for professional services. Director Quinan
40 asked about the check to Lumos; Manager Collins responded that it
41 was the remaining amount due from the work on Phase I of the long
42 range plan. Director Grant made a MOTION that the Board approve
43 the Expenses Paid & Payable (checks 22154 through 22204).
44 Director Quinan SECONDED the motion. All Directors being in favor,
45 the motion was APPROVED.

46 **B. Approval of Minutes for the Regular Board Meeting held on**
47 **December 9, 2005:**

48 Director Grant made a MOTION that the Board approve the minutes of
49 the December 9, 2005, Regular Board Meeting. Director Quinan

**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 13, 2006, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 SECONDED the motion. In discussion, the following changes were
2 proposed:

- 3 • Page 3, line 34: insert “on the interior of the roof of the tank” after “in
4 the paint”
- 5 • Page 7, lines 3 and 4: replace “DA” with “D8”

6 Director Grant made a MOTION that the Board approve the minutes as
7 AMENDED. Director Quinan SECONDED the amended motion. All
8 Directors being in favor, the amended motion was APPROVED.

9 **D. General Manager’s Report:**

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

- 12 • Lumos Project: The contract for Phase II of the long range plan has
13 been signed by both parties; Manager Collins has advised Lumos that
14 the start date for the project is December 12, 2005.
- 15 • Fire Services: The scheduled meeting with NTFPD has been
16 rescheduled for Thursday, February 9, 2006.
- 17 • Alpine Knolls Subdivision: Plan review has started. Fred Fahlon, the
18 District’s contract engineer, will perform the engineering review of the
19 subdivision plans for the District. After District Staff reviews the plans,
20 project engineers will make any final revisions.
- 21 • Audit Letter: The financial audit for fiscal year 2005 is complete. Final
22 bound copies will be available at the District office.
- 23 • Ferwerda Easement: Manager Collins received a letter from the
24 homeowner, Robert Ferwerda. Manager Collins will confer with
25 District legal counsel regarding a response. Moving the sewer line, as
26 requested by the homeowner, would cost the District about \$20,000.
- 27 • Customer Service Applications: Staff will continue to work on
28 developing a policy and procedure to assure that new property
29 owners sign new service applications.
- 30 • Water Damage in the District Office: It will cost about \$17,000 to fix
31 the damage to drywall, rugs and paint caused by the New Year’s Eve
32 flooding. Insurance will cover the cost with the exception of a \$2,000
33 deductible. Placer County has been declared a disaster area at the
34 State level and has applied for Federal disaster area status. Some or
35 all of the District’s deductible should be reimbursed by the State
36 and/or Federal government.
- 37 • Money Market Account: Manager Collins reported that the money
38 market account with Bank of the West, previously authorized by the
39 Board, was opened with an initial deposit of \$100,000. The checking
40 account has about \$200,000 in it right now, so some of that cash will
41 also be deposited in the money market account.
- 42 • R-2 Well Maintenance Responsibility: Manager Collins researched the
43 issue and determined that the District is responsible for the
44 maintenance of the snowmaking wells. The cost to replace the pump
45 and motor was approximately \$22,000.
- 46 • Director Grant asked whether the pump in the R-2 well could be
47 modified to allow a ramp start which might prevent problems like the
48 one that occurred and also reduce the cost of electricity to operate it.
49 Buz Bancroft said that such a modification would be optimal but that it

**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 13, 2006, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 would be as costly as replacing the pump and motor, which was just
2 done. He said the ramp start would not have prevented the failure
3 that recently occurred.

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

5 Buz Bancroft provided a written report that included status updates on
6 water, sewer, garbage and other services provided by the District. In
7 addition to the written report, Buz discussed the following items:

- 8 • The sewer system production was significantly higher than normal
9 because of the inflow and infiltration, due to the excessive
10 precipitation over Christmas and New Year's weeks. Other local
11 districts experienced similarly excessive water saturation.
- 12 • Staff was busy this past month overseeing contractors for the repair of
13 the R-2 well, the repair of a major water leak on Mineral Springs Place
14 on December 23 and the remediation of the water leak damage in the
15 District office that occurred December 31.

16 **C. Fire Department Report:**

17 Chief Collins discussed the following items pertinent to Alpine Meadows:

- 18 • Dispatch report for December: Chief Collins agreed to bring detail
19 backup for the December and January dispatch reports when he
20 comes to the February meeting.
- 21 • Chief Keller's replacement: NTFPD plans to reorganize its work force
22 so Chief Keller's position will not be replaced.
- 23 • Director Quinan asked about the status of Chief Whitelaw following up
24 on the formation of a local Fire Safe Chapter in the Valley and about
25 his agreement to provide the cost per household for fire protection
26 services in local districts. Chief Collins was not aware of the status of
27 either issue. Manager Collins reported that Chief Whitelaw had
28 provided the cost data to him. Manager Collins will provide the
29 information to the Fire Committee. President Danz requested that the
30 Fire Committee discuss the cost data and the formation of a local Fire
31 Safe Chapter at its next meeting and bring the information to a future
32 Board meeting.

33 **F. TTSA Report:**

34 Director Northrop provided a written report on items of interest to ASCWD
35 from the December 14, 2005, Board meeting of the Tahoe-Truckee
36 Sanitation Agency:

- 37 • The plant expansion is progressing as planned.
- 38 • The plant is operating normally.

39 **G. Park Fees for the 2006 Season:**

40 The Board discussed the Park fees proposed for the 2006 season by the
41 Park, Recreation & Greenbelt Committee. Director Grant made a
42 MOTION that the Board approve the Park fees for the 2006 season as
43 recommended by the Committee with the sentence "Unused monies from
44 the damage deposit will be refunded." added in the "Group Fees" section
45 and in the first item under "Large Groups". Director Nungester
46 SECONDED the motion. All Directors being in favor, the motion was
47 APPROVED.

**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 13, 2006, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **H. Policy 6.1.0: Park Use:**

2 The Board discussed the revisions to Policy 6.1.0, as presented by
3 Director Quinan on behalf of the Park, Recreation and Greenbelt
4 Committee. The following changes were proposed:

- 5 • 4c: replace “refundable deposit” with “damage deposit”
- 6 • 4d: add a new item that says “Unused monies from the damage
7 deposit will be refunded.”
- 8 • 5h: add a new item that says “Unused monies from the damage
9 deposit will be refunded.”

10 There was a question raised about the definition of the word “weekend”
11 with respect to large group usage, that is, whether Friday is considered a
12 weekend day. The current definition might preclude NTFPD from being
13 able to hold its annual burn unit picnic on a weekend in August.
14 President Danz requested that the Park, Recreation and Greenbelt
15 Committee meet before the next Board meeting to discuss this question,
16 as well as the Easter Egg Hunt, and to decide how the information about
17 the revised Park fees and policy should be worded in the March
18 Newsletter. Action on approval of the policy was tabled until next month’s
19 Board meeting.

20 **I. Ethics Course for Board Members:**

21 The Board reviewed options for attending the ethics course, required by
22 recent State legislation. Board members must complete the training
23 before January 1, 2007. President Danz suggested that the Board attend
24 the CSDA Annual Conference in Squaw Valley in September 2006 at
25 which several sessions of ethics training will be offered. The District will
26 pay for registration but not incidental costs associated with the
27 conference.

28 **J. Committee/Department Reports**

- 29 i. **Budget & Finance Committee:** President Danz presented a written
30 report of the Committee’s January 12, 2006, meeting with detailed
31 discussion of the following items:
 - 32 a. **December 31, 2005, Financial Reports:** Discussed earlier in the
33 meeting.
 - 34 b. **Update of rate study:** Shawn Koorn participated by phone at the
35 Committee meeting. He will develop a method to allocate the four
36 business funds (water, sewer, garbage and park) and forward a
37 draft to the Committee for review. Once the allocation method has
38 been approved, he will re-run the rate study spreadsheets using
39 the 2005-2006 budget and actual numbers from 2004-2005, as he
40 did last year, and present the proposed rate increases to the
41 Committee for presentation to the Board at the March regular
42 Board meeting, with expected approval of the rate increases in
43 April. He estimates that the additional work may require that the
44 District approve additional funding, the amount of which should
45 not be significant.
 - 46 c. **Status of Investment/Cash Issues:** Discussed earlier in the
47 meeting.
 - 48 d. **Requests from customers for adjustments to their bills:** None.

**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 13, 2006, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

- 1 e. **Requests for unbudgeted expenses:** The Committee reviewed
2 two requests for approval of unbudgeted expenses:
3 • \$4,939.00 for repair of a water leak on Mineral Springs Place
4 • \$2,000.00 to pay the insurance deductible for damage to the
5 District office from the recent rains
6 Director Grant made a MOTION that the Board approve the two
7 unbudgeted expenses. Director Quinan SECONDED the motion.
8 All Directors being in favor, the motion was APPROVED.
9 e. **Next meeting:** Has been tentatively scheduled for Thursday,
10 February 9, 2006, at 2:15 p.m.
11 ii. **Administration and Personnel Committee:** Director Nungester
12 presented a written report regarding the Committee's January 4,
13 2006, meeting, with discussion on the following topics:
14 • The Committee wants to make a minor change to the language on
15 page 46 of the employee policy manual. The proposed revision is
16 not time-critical and, since the change would be costly (requiring
17 that the existing manuals be discarded and new ones printed and
18 distributed), the Board agreed that the modifications could be
19 made the next time the manual undergoes significant modification.
20 • Review of General Manager and Board: The Board discussed
21 whether or not to perform a semi-annual evaluation now or to wait
22 and do an annual evaluation this spring. The Board is in a state of
23 flux right now – having recently appointed a new Director and a
24 new General Manager - that the Directors agreed a review would
25 not be useful at this time. The Board agreed that, in May, the
26 Board and General Manager will be given the evaluation forms
27 and the review will be completed in time for the Board to discuss
28 the reviews at the June Board meeting.
29 iii. **Fire Committee:** There was no meeting. Director Quinan will look
30 into the cost of a plaque to acknowledge the Alpine Meadows
31 volunteer firefighters.
32 iv. **Long Range Planning Committee:** There was no meeting.
33 v. **Park, Recreation and Greenbelt Committee:** There was no meeting.
34 **K. Open Items:**
35 • President Danz asked if Manager Collins had billed PCWA for the
36 hydrologist's work. He said no.
37 **L. Correspondence to the Board:** A letter was received from Bob Cole on
38 behalf of the AMEA Board. The AMEA Board would like to place a
39 convex mirror on a tree on District property to mitigate a blind turn at
40 Mineral Springs Trail and Snow Crest Road. Director Quinan asked if this
41 opened the ASCWD up to unnecessary liability. President Danz
42 expressed her concern that the District could be sued if any accidents
43 took place at that intersection. She recommended that Manager Collins
44 write Bob Cole a letter saying, in essence, that the District is not in the
45 business of road safety and therefore does not want the mirror placed on
46 District property. The Board agreed with that approach.
47 **4. CLOSED SESSION:** None.

**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 13, 2006, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **5. DIRECTORS COMMENTS:**

- 2 • President Danz asked if a letter had been written to thank the volunteers who
3 brought Santa Claus to the Valley on Christmas Eve. Manager Collins said
4 yes.
5 • Scheduling of June Board Meeting: President Danz requested that the June
6 Board Meeting be moved to the following week. The Board agreed to
7 reschedule the meeting for Tuesday, June 13, 2006, at 8:30 a.m. The Budget
8 & Finance Committee meeting will probably be held late in the day on June
9 12, 2006.
10 • Director Grant requested that the March Board meeting be moved to
11 Thursday, March 9, 2006. The Board agreed; the meeting was rescheduled
12 for 10:00 a.m. that day.
13 • Director Grant asked if the District would be completely reimbursed for the
14 cost of the Community Wild Fire plan. President Danz said yes.
15 • Director Quinan asked if the Board should consider canceling one or more
16 meetings during the winter months, as is done by Squaw Valley and other
17 local districts. President Danz suggested that the Board discuss the issue
18 next fall.
19 • The next regular Board meeting is scheduled for Friday, February 10, 2006,
20 at 8:30 a.m.

21 **6. ADJOURNMENT**

22 There being no further business before the Board, the meeting was adjourned at
23 10:30 a.m.

24
25
26
27 Respectfully Submitted,

approved w/amendment 2-10-06

28
29
30 Jancis Martin
31 Recording Secretary