

**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

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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

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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.

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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.

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- 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.

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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