

**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, February 10, 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 8:32 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; Jon Northrop; Charles Nungester

8 Directors Absent: None.

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

11 Guests Present: Al Pride/AMEA; Duane Whitelaw/NTFPD; 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 Al Pride complimented the Board on the magnificent service they provide the  
18 community.

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

20 **A. Financial Report:**

21 Mike Dobrowski, District CPA, participated in discussion of this agenda  
22 item by telephone. He said the District's focus for the last few weeks has  
23 been on repairing the water damage in the office. Twenty-one delinquent  
24 accounts will be sent to the County for collections.

25 i. **Financial Statements – January 31, 2006:** Director Quinan made a  
26 MOTION that the Board accept the financial statements, dated  
27 January 31, 2006, as presented. Director Nungester SECONDED the  
28 motion. All Directors being in favor, the motion was APPROVED.

29 ii. **Expenses Paid & Payable – February 7, 2006:** The Directors  
30 reviewed the monthly check register. Director Quinan asked about  
31 the relatively high amount paid to the District accountant this month;  
32 Mike explained that it included \$975 for the annual Quickbooks  
33 software update. Director Grant made a MOTION that the Board  
34 approve the Expenses Paid & Payable (checks 22201 through  
35 22251). Director Quinan SECONDED the motion. All Directors being  
36 in favor, the motion was APPROVED.

37 **B. Approval of Minutes for the Regular Board Meeting held on January**  
38 **13, 2006:**

39 Director Grant made a MOTION that the Board approve the minutes of  
40 the January 13, 2006, Regular Board Meeting. Director Quinan  
41 SECONDED the motion. In discussion, the following change was  
42 proposed:

- 43 • Page 6, line 23: replace "p.m." with "a.m."

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

47 **C. Establishment of a Local Fire Safe Chapter:**

48 Don Nelson, Fire Safe Program Manager for Placer County, was  
49 scheduled to present information about the establishment of a fire safe

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1 chapter or a fire safe council in Alpine Meadows. Unfortunately, he had a  
2 scheduling conflict and was unable to attend today's meeting. This  
3 agenda item was tabled until the March Board meeting.

4 **F. Financial Audit – Fiscal Year 2007:**

5 The Board discussed the proposal from Damore, Hamric and Schneider,  
6 the District's auditors, to conduct the fiscal year 2007 financial audit, with  
7 discussion of the following points:

- 8 • The audit firm corrected page 4 of its proposal to reflect a maximum  
9 fee for the proposed scope of services of \$11,000, rather than  
10 \$11,250
- 11 • The Budget & Finance Committee reviewed the proposal and  
12 recommends that the Board approve the proposal, including the  
13 optional comparison with the prior year.
- 14 • President Danz commented that the auditors were extremely  
15 responsive; the proposed fee is less than in prior years because the  
16 District accounting process has greatly improved.

17 Director Northrop made a MOTION that the Board approve the proposal  
18 from Damore, Hamric and Schneider to conduct the fiscal year 2007  
19 financial audit, including the proposed comparative analysis, for a  
20 maximum fee of \$11,000. Director Quinan SECONDED the motion. All  
21 Directors being in favor, the motion was APPROVED.

22 **H. TTSA Report:**

23 Director Northrop provided a written report on items of interest to ASCWD  
24 from the February 8, 2006, Board meeting of the Tahoe-Truckee  
25 Sanitation Agency:

- 26 • The plant expansion is progressing as planned but a few minor delays  
27 may occur.
- 28 • The plant is operating normally.
- 29 • The next TTSA Board meeting is scheduled for March 8, 2006, at 9:00  
30 a.m.

31 **3li. Budget & Finance Committee:** President Danz presented a written  
32 report of the Committee's February 9, 2006, meeting with detailed  
33 discussions of the following items:

- 34 a. **Financial Reports:** Manager Collins spoke to a representative from  
35 Placer County, who explained the County's process for collecting on  
36 delinquent accounts which the District sends to the County for  
37 collections. The County includes the delinquent amount on the  
38 property owner's tax bill. The County pays the District the full amount  
39 due from the property owner. If the property owner fails to pay the tax  
40 bill in full, the County places a lien on the property.
- 41 b. **Treasurer's Report:** Manager Collins has deposited more than  
42 \$100,000 in the money market account. There is currently  
43 approximately \$184,000 in the checking account. Additional monies  
44 may be transferred to the money market account since the District  
45 probably needs no more than \$75,000 in the checking account to pay  
46 February bills. In mid-March, \$220,000 in CDs will become due;  
47 some of the funds will be rolled over into new 90-day CDs.
- 48 c. **Update of rate study:** Manager Collins and Mike Dobrowski have  
49 sent Shawn Koorn, the consultant from HDR/EES who performed the

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1 rate study in fiscal year 2005, most of the information he requested.  
2 Manager Collins will send the fiscal year 2006 forecast to Shawn  
3 shortly. Shawn expects to complete his work in ample time for the  
4 Board to take the necessary steps to implement a rate increase by  
5 July 1, 2006.

- 6 d. **Financial Audit – Fiscal Year 2007:** Discussed earlier in the  
7 meeting.
- 8 e. **Requests from customers for adjustments to their bills:** None.
- 9 f. **Requests for unbudgeted expenses:** The Committee recommends  
10 approval of an unbudgeted expense in the amount of \$6,350.00 to  
11 HDR/EES to complete the rate study. Approximately \$2,160 remains  
12 in the budget from the work done last year. The additional dollars will  
13 allow the District, if it chooses to do so, to request that several  
14 iterations of the rate increase model be run, using different  
15 assumptions. The Committee does not believe that all the additional  
16 funds will be needed but would like to have the flexibility to examine  
17 different alternatives. Director Northrop made a MOTION that the  
18 Board approve the unbudgeted expense. Director Nungester  
19 SECONDED the motion. All Directors being in favor, the motion was  
20 APPROVED.
- 21 h. **Next meeting:** Scheduled for Thursday, March 9, 2006, at 11:00  
22 a.m.

23 **E. General Manager’s Report:**

24 Manager Collins provided a written report on his activities during the  
25 month of January with discussion of the following topics:

- 26 • Long Range Plan: Manager Collins has been collecting data  
27 requested by Lumos and forwarding it to them.
- 28 • Fire Services: Manager Collins and President Danz, representing  
29 ASCWD, met with Dennis Correa (Board member), Chief Collins and  
30 Chief Whitelaw, representing NTFPD, on Thursday, February 9, 2006,  
31 to discuss the provision of fire services by NTFPD to Alpine Meadows:
  - 32 ○ The NTFPD Board will decide at its next Board meeting whether it  
33 wants both Boards to meet together soon to discuss how to move  
34 forward with plans for the provision of fire services to ASCWD  
35 after the current contract with NTFPD expires in December 2006.
  - 36 ○ A working group, consisting of two members from the NTFPD  
37 Board, two members from the ASCWD Board, including the  
38 Presidents of both Boards, plus Chief Whitelaw and Manager  
39 Collins, will be formed. The group’s charter will be to analyze two  
40 alternatives, contracting and annexation, and recommend the  
41 method which best meets the needs of the two agencies and their  
42 communities. Dennis was very interested in determining the  
43 bottom line costs for each alternative and also was concerned that  
44 any subjective influences be brought out so that the working group  
45 can address these issues as well.
  - 46 ○ Chief Whitelaw mentioned that everyone at the meeting was  
47 aware that the current fire services contract between NTFPD and  
48 ASCWD expires in December but that NTFPD is willing to extend

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- 1 the contract, if necessary, to ensure continuity of service until a  
2 decision is made.
- 3 ○ President Danz said the meeting was extremely positive. Chief  
4 Collins' contributions on operations logistics were very helpful.  
5 Director Grant asked President Danz to provide written summaries  
6 of the meetings with Squaw Valley and with NTFPD to Board  
7 members for future reference.
  - 8 ○ Manager Collins asked each of the Board members to list their  
9 concerns (or meet with him to discuss their concerns) so that the  
10 working group can address all concerns during their analysis. For  
11 example, Chief Whitelaw mentioned that one concern regarding  
12 annexation is that Alpine Meadows may want to be able to de-  
13 annex if the community becomes unhappy with the fire services  
14 provided by NTFPD. Other concerns that were briefly mentioned  
15 include the exchange of capital assets and the staffing of the fire  
16 station.
  - 17 ● Water Damage Repairs: The water damage to the District office has  
18 occupied much of the Manager's and Staff's time and energies during  
19 January. The carpets have been laid and the walls are finished. The  
20 Staff is replacing files and furniture back in the office.
  - 21 ● Easement on Ferwerda Property: Manager Collins is working with  
22 District legal counsel on a response to the property owner.
  - 23 ● Customer Service Applications: Pam has developed a draft policy to  
24 require new property owners to sign new service applications.  
25 Manager Collins will review her comments shortly.
  - 26 ● PCWA Grant Payment Request: The forms have been filled out and  
27 will be sent out within the next month. It is expected that the funds  
28 (approximately \$2,500) will be obtained this fiscal year.

29 **D. Fire Department Report:**

30 After an introduction by Chief Whitelaw, Chief Collins (Operations Division  
31 Chief at NTFPD) discussed the following items pertinent to Alpine  
32 Meadows:

- 33 ● Dispatch report for December: Chief Collins discussed the definition of  
34 some of the County dispatch calls, especially the designation of "high"  
35 vs. "low", which refers to the amount of resources allocated to the  
36 response. He also reported that the dispatch to a commercial  
37 structure fire reported on the County dispatch report apparently never  
38 occurred; the County could find no reference to the call. Chief Collins  
39 feels that the NTFPD Firehouse report ("Firehouse" is the name of  
40 NTFPD's software) is more reliable than the County report. He  
41 responded to various questions about items on the dispatch report.
- 42 ● Dispatch report for January: Chief Collins clarified that "good intent"  
43 calls are usually residential false alarms; "malicious intent" calls are  
44 generally those sent in by troublesome students at high schools.  
45 Chief Whitelaw pointed out that NTFPD can and does levy fines on  
46 malicious intent calls.

47 **3liii. Fire Committee Report:** Director Quinan presented a written report  
48 regarding the Committee's February 8, 2006, meeting. The Board  
49 discussed the following topics:

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- 1                   • Recognition of volunteer firefighters: The Committee compiled a list of  
2                   volunteers, along with the number of years of their service. President  
3                   Danz suggested some minor corrections to the list. Chief Whitelaw  
4                   suggested that ASCWD purchase a plaque from which will hang brass  
5                   plates with the names of volunteers. The estimated cost is \$200  
6                   including the cost of engraving. Duane also suggested that ASCWD  
7                   allocate a maximum of \$300 for a barbeque to recognize the  
8                   volunteers. The Board discussed whether or not to invite the  
9                   community to the barbeque. Director Grant recommended that only  
10                  the volunteers, their spouses or significant others, NTFPD firefighters  
11                  and the members of the NTFPD and ASCWD Boards be invited. The  
12                  Board agreed. The event is planned for July 1, 2006. A personal  
13                  letter will be sent to the volunteers notifying them of the event.  
14                  Director Quinan said the Committee will request a maximum of \$500  
15                  from the Budget & Finance Committee to fund the plaque and  
16                  barbeque. Chief Whitelaw said NTFPD would pay any expenses over  
17                  \$500. The Budget & Finance Committee will review this unbudgeted  
18                  expense and, if the Committee approves it, will bring it before the  
19                  Board for approval next month.
- 20                  • Establishing a fire safe chapter in Alpine Meadows: Discussed earlier  
21                  in the meeting. Chief Whitelaw said he would suggest that Don  
22                  Nelson come to the March Board meeting at 1:30 p.m.
- 23                  • Costs for fire and emergency services: In addition to the information  
24                  on the cost summary provided by Chief Whitelaw, Director Quinan  
25                  noted that some of the districts provide services other than fire and  
26                  emergency protection services. In the case of Squaw Valley, Chief  
27                  Whitelaw used an algorithm that equated two bedrooms to a parcel.  
28                  President Danz asked if it was appropriate to include EMS calls with  
29                  the non-EMS calls when comparing the cost of fire services in Alpine  
30                  Meadows. Chief Whitelaw responded that the fire departments  
31                  equate the calls because the same personnel are involved with both  
32                  types of calls.
- 33                  • Next Meeting: Scheduled for April 12, 2006, at 1:30 p.m.
- 34        **3lii. Administration and Personnel Committee:** Director Nungester  
35        presented a written report regarding the Committee's January 25, 2006,  
36        meeting. In particular:
  - 37                  • Goals and Objectives for 2006/2007: The Board agreed upon the  
38                  following changes to the General Manager Goals and Objectives  
39                  portion of the document presented to the Board:
    - 40                          ○ Item 4biii, which had been stricken, should not be stricken and  
41                          should instead read "Attendance at the annual All-Valley Meeting."
    - 42                          ○ Item 2a:ii: remove the word "connection"
  - 43                  Director Grant made a MOTION that the Board approve the Goals  
44                  and Objectives for 2006/2007, with the recommended changes.  
45                  Director Nungester SECONDED the motion. All Directors being in  
46                  favor, the motion was APPROVED.
  - 47                  • Proposed changes to the Employee Handbook: Director Nungester  
48                  made a MOTION that the Board approve the replacement of "and to  
49                  the District's customers" with ", District's customers and to the

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1 General Public” on page 46 of the Employee Handbook along with an  
2 updated revision date in electronic form, with the caveat that the  
3 revision will be made at this time only if the individual pages can be  
4 modified without reprinting and redistributing the entire handbook. If  
5 the revision cannot be made in this manner, the revision will be made  
6 the next time the handbook is published and redistributed. Director  
7 Grant SECONDED the motion. All Directors being in favor, the  
8 motion was APPROVED.

9 **G. Operations & Maintenance Department Report:**

10 Buz Bancroft provided a written report that included status updates on  
11 water, sewer, garbage and other services provided by the District. In  
12 addition to the numbers on the written report, Buz discussed the following  
13 items:

- 14 • There is less chlorine in the system than usual, only .30 parts per  
15 million.
- 16 • Staff has been busy removing snow around the office area and fire  
17 hydrants, coordinating water damage repairs to the District office,  
18 obtaining spring samples (all negative for coliform bacteria) and  
19 performing vehicle maintenance.

20 **I. Committee/Department Reports:**

21 iv. **Long Range Planning Committee:** There was no meeting.

22 v. **Park, Recreation and Greenbelt Committee:** Director Northrop  
23 presented a written report regarding the Committee’s January 25,  
24 2006, meeting. The Board discussed the following topics:

- 25 • Revisions to Policy 6.1.0, Park Use: In discussion, the Board  
26 agreed that the following change should be made:
  - 27 ○ item 5, line 2: insert “the General Manager of” in front of  
28 “ASCWD”.

29 Director Quinan made a MOTION that the Board approve the  
30 revised version of Policy 6.1.0, Park Use, with the indicated  
31 change. Director Nungester SECONDED the motion. All  
32 Directors being in favor, the motion was APPROVED.

- 33 • Items to include in March newsletter: There was discussion about  
34 the format of the Park application, rules and waiver. President  
35 Danz recommended that the application and waiver be on the  
36 same page and that the rules be on a separate page if all three  
37 sections don’t fit on the same page. President Danz questioned  
38 whether the District should issue more than one card for each  
39 family pass. President Danz questioned the Committee’s  
40 recommendation that the Board fund a separate mailing for the  
41 Park information. She pointed out that the Board had agreed to  
42 disseminate non-legal information to the community, where  
43 possible, by email. The Committee will nevertheless ask the  
44 Budget & Finance Committee to approve the unbudgeted expense  
45 of about \$60 to cover a separate mailing with Park information to  
46 2005 pass holders. President Danz said the District does not  
47 seem to be clear on its main objective with respect to the Park:  
48 whether it is to run a local community park or if it is to raise money  
49 by promoting its use more widely and generating a larger

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- 1 membership. She asked the Board to think about this issue this  
2 year.
- 3 • Easter Egg Hunt: Ingrid Bourke will be asked to organize this  
4 event.
  - 5 • Future Activities: One of the future activities is an Open House on  
6 Father's Day weekend. President Danz mentioned that this event  
7 would need Board approval. The Committee will bring it to the  
8 Board for action at a future meeting. There was general  
9 discussion about whether or not to hold a Bird Walk and a Flower  
10 Walk and whether or not to pay the leaders of the Walks. The  
11 events have not been in the budget because leaders could not be  
12 found for the events. President Danz said she thought such  
13 events could have a line item in the upcoming budget but that  
14 leaders needed to be found.
  - 15 • Changes to Park Fee Schedule: The Board agreed to the  
16 following modifications to the fee schedule as presented today:
    - 17 ○ Replace "Limit of two cards for each Family Season Pass."  
18 with "Only one card will be issued for each Family Season  
19 Pass."
    - 20 ○ Insert "the General Manager of" before "ASCWD" on the last  
21 line of the document
- 22 Director Northrop made a MOTION that the Board approve the  
23 "Park, Recreation & Greenbelt Committee Fee Schedule for the  
24 2006 Season" as presented, with the suggested modifications.  
25 Director Nungester SECONDED the motion. All Directors being in  
26 favor, the motion was APPROVED.
- 27 • Next Meeting: Has been scheduled for Wednesday, March 15,  
28 2006, at 4:00 p.m.

29 **J. Open Items:**

- 30 • Director Grant asked if the County received Federal disaster  
31 status for the New Year's Eve flooding. Manager Collins said yes  
32 and that Buz will be the one applying for the funds to reimburse  
33 the District for the water damage to its office.

34 **K. Correspondence to the Board:** A letter was received from Ingrid and  
35 Dave Bourke, thanking the Board and participants in the Santa program.

36 **5. DIRECTORS' COMMENTS:**

- 37 • Director Grant asked if the responsibility for maintenance of the snow-making  
38 wells could be transferred to the ski area. Manager Collins said not  
39 according to the contract. When the well is paid off, thereby fulfilling the  
40 terms of the contract, the District could and should consider charging the ski  
41 resort for water produced from the ski-making wells, which would help pay for  
42 their maintenance.
- 43 • Director Grant asked how fire services would be funded in any new  
44 arrangement with NTFPD, since the resources for funding fire services can  
45 only come from property taxes and not from user fees. President Danz said  
46 one mechanism for raising money for fire services would be for the District to  
47 pass a special tax, as NTFPD did, which would require the support of two-  
48 thirds of the registered voters in the District. Manager Collins said another  
49 way is to allocate more of the District's property taxes for fire services and to

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1                   correspondingly raise the enterprise fees (i.e., for water, garbage, sewer and  
2                   park services). Manager Collins said the State is reviewing the use of  
3                   property taxes for enterprise fund operations. As such, the District may want  
4                   to allocate more property tax dollars to fire services rather than the enterprise  
5                   funds and raise the fees for the enterprise services.

- 6                   • The next regular Board meeting is scheduled for Thursday, March 9, 2006, at  
7                   1:00 p.m.

8                   **The Board took a break between 10:45 and 11:00.**

9                   **4. CLOSED SESSION:** The Board met in closed session to discuss Government  
10                  Code Section 54956.9(c): Initiation of Litigation. The Board took no action during  
11                  the closed session.

12                  **6. ADJOURNMENT**  
13                  There being no further business before the Board, the meeting was adjourned at  
14                  11.55 a.m.

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Respectfully Submitted,

approved as submitted 3/9/06

Jancis Martin  
Recording Secretary