

**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, March 12, 2010, 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; Charles Nungester, Vice President;
7 Janet S. Grant (by telephone); Jon Northrop; Virginia Quinan

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Mike Dobrowski, District CPA (by
10 telephone); Buz Bancroft, Operations & Maintenance; Jancis Martin, Recording
11 Secretary

12 Guests Present: Peter Poe/NTPFD; David Kershaw/ECO:LOGIC; John
13 Enloe/ECO:LOGIC; Jake Hudson/Holdrege & Kull

14 **2. PUBLIC PARTICIPATION**

15 None.

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

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

21 **A. Financial Reports:**

22 Mike Dobrowski, District CPA, participated in discussion of this agenda
23 item by telephone.

- 24 • The District's finances tracked closely to the budget this past month,
25 with no unusual transactions or financial activities.
- 26 • Staff has been working on next year's budget.
- 27 • The accounts receivable balance declined a little this month. In April
28 or May, Mike will send the remaining delinquent accounts to Placer
29 County for collections.

30 i. **February Month-end Financial Statements:** Director Northrop made
31 a MOTION that the Board accept the February 28, 2010, month-end
32 financial reports. Director Nungester SECONDED the motion.
33 Directors Grant, Northrop, Nungester and Quinan being in favor, the
34 motion was APPROVED.

35 ii. **February Expenses Paid & Payable:** The Directors reviewed the
36 monthly check register. Director Quinan made a MOTION that the
37 Board approve the Expenses Paid & Payable (two direct debits for
38 payroll and checks 24871 through 24919). Director Northrop
39 SECONDED the motion. Directors Grant, Northrop, Nungester and
40 Quinan being in favor, the motion was APPROVED.

41 **B. Approval of Minutes of Regular Board Meeting Held on February 12,**
42 **2010:**

43 Director Northrop made a MOTION that the Board approve the minutes of
44 the February 12, 2010, Regular Board of Directors Meeting. Director
45 Nungester SECONDED the motion. In discussion, the following
46 correction was proposed:

- 47 • Page 2, line 26: replace "form" with "from".

48 Director Northrop amended the motion to include the correction. Director
49 Nungester SECONDED the amended motion. Directors Grant, Northrop,

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1 Nungester and Quinan being in favor, the amended motion was
2 APPROVED.

3 **Emergency Agenda Item:**

- 4 • The Board discussed the need to take action on correspondence from
5 the Placer County Local Agency Formation Commission (LAFCO).
6 The issue was not included on the agenda for today's meeting but
7 requires action prior to next month's ASCWD Board meeting. Director
8 Nungester made a MOTION to add this item to the agenda pursuant
9 to California Government Code section 54954.2(b). Director Quinan
10 SECONDED the motion. Directors Grant, Northrop, Nungester and
11 Quinan being in favor, the motion was APPROVED.
12 • President Danz reported that the Commission Clerk was soliciting
13 nominations for a regular Special District representative seat on
14 LAFCO. President Danz asked if any of the ASCWD Directors wished
15 to serve on the Commission or nominate anyone else to serve. The
16 Directors declined to submit any nominations.

17 **D. General Manager's Report:**

18 John Collins, General Manager, provided a written report on his activities
19 during the month of February, with brief discussion on the following
20 topics:

- 21 • Sierra Nevada Conservancy Grant: David Jaramillo continued
22 discussions with Lahontan Regional Water Quality Control Board
23 (Lahontan) staff and also spoke with Mike Hogan from Integrated
24 Environmental Restoration Services, to determine the requirements
25 for monitoring water quality during the implementation of the project.
26 In response to a question from Director Grant, Manager Collins said
27 the burning of thinned materials would take place this fall (2010) or in
28 the spring or fall of 2011.
29 • Vehicle Storage Building (VSB) Expansion: Manager Collins received
30 and processed the final progress payment request and conducted the
31 final inspection. He prepared the Notice of Completion for Board
32 consideration and approval (see agenda item 3G).

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

34 Buz Bancroft presented a written report for the month of February that
35 included status updates on water, sewer, garbage and other services
36 provided by the District.

- 37 • Staff removed snow from shop, office and fire hydrants, serviced the
38 Ford service truck, started working on next year's budget and
39 performed tank inspections.
40 • Routine water samples were absent coliform bacteria.

41 **G. Resolution 2-2010: Notice of Completion – Vehicle Storage Building:**

42 Manager Collins said the Board needed to approve a Resolution
43 accepting the project as completed, after which he will file the document
44 with the County Recorder so he can release the retained funds. He
45 recommended approval, noting that the project was completed according
46 to all specifications in the contract. Director Nungester made a MOTION
47 that the Board approve Resolution 2-2010: Providing for the Acceptance
48 of Public Works and Notice of Completion. Director Northrop
49 SECONDED the motion. Roll was called to approve the Resolution.

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- 1 Ayes: Directors Grant, Northrop, Nungester, Quinan and President Danz.
2 Noes: none. The Resolution was APPROVED.
- 3 **H. TTSA Report:**
4 Director Northrop provided a written report on items of interest to ASCWD
5 from the March 10, 2010, TTSA Board meeting.
6 • The plant is operating normally and efficiently.
7 • All waste water discharge requirements are being met.
8 The next TTSA Board meeting is scheduled for April 14.
- 9 **I. Revisions to Employee Handbook:**
10 The Board discussed the revised draft of proposed changes to the
11 Employee Handbook.
12 • President Danz said that, based on the Directors' comments at the
13 last meeting, two sections in the Handbook have been changed since
14 the Directors last reviewed it.
15 ○ One item involved Cost-of-Living Increases (page 30): "may" was
16 changed to "shall" in the first sentence of that section.
17 ○ The only other change clarified language regarding emergency
18 call-outs (page 32).
19 • In response to a question from Director Quinan, Buz reported that he
20 and Pam were fine with the revisions, but that Lew had not reviewed
21 the changes.
22 Director Nungester made a MOTION that the Board adopt the revisions to
23 the Employee Handbook. Director Northrop SECONDED the motion.
24 Directors Grant, Northrop, Nungester and Quinan being in favor, the
25 motion was APPROVED. President Danz asked Manager Collins to
26 make sure all approved changes were incorporated into the Handbook,
27 that the document was published with today's date and that the old copies
28 were destroyed.
- 29 **J. Park Fees for 2010:**
30 The Board discussed the Park fees for 2010.
31 • President Danz reminded the Directors that they agreed last month
32 not to change the Park fee schedule, so the fee schedule could be
33 included in this month's newsletter. However, the Board must vote
34 formally to approve the fee schedule. The Park Committee will meet
35 to discuss the matter later in the month.
36 • Director Quinan reported that, when she contacted members of the
37 Committee to schedule this month's meeting, she told them about the
38 Board's preference for keeping the fee schedule unchanged and the
39 Committee members raised no objections.
40 • Director Quinan asked what maintenance would be necessary this
41 season. Buz said there would be repairs to the tennis court once the
42 snow had melted.
43 • The Park Committee meeting is scheduled for March 24. The
44 Committee will discuss Policy 6.2.0, Park Use & Fees, at the meeting.
45 Director Northrop made a MOTION that the Board adopt the proposed
46 Park fees for 2010, with the fees the same as last year. Director
47 Nungester SECONDED the motion. In discussion, Director Grant
48 requested that the date at the bottom of the fee schedule be updated.

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1 Directors Grant, Northrop, Nungester and Quinan being in favor, the
2 motion was APPROVED.

3 **C. Fire Department Report:**

4 Chief Poe from NTFPD was in attendance and reported the following:

- 5 • February Dispatch Report: Twenty-two of the 29 calls were for
6 emergency medical services at the ski area. There were also some
7 false alarms and a motor vehicle accident with no injuries.
- 8 • Alpine Meadows Fire Station Staffing: NTFPD plans to provide extra
9 staffing over Easter and Palm Sunday, similar to that provided over
10 Christmas and New Year's.
- 11 • Vehicle Storage Building Expansion: The only items still pending are
12 the alarm system and some concrete work.

13 **E. Bear Creek Embankment Reinforcement Study:**

14 David Kershaw and John Enloe, representatives from ECO:LOGIC
15 Engineering, and Jake Hudson, from Holdrege & Kull, participated in
16 discussion of this agenda item.

- 17 • David said ECO:LOGIC evaluated four options for mitigating the
18 erosion: bank stabilization; conventional relocation of the sewer main
19 at depths up to 24 feet; installation of a lift station and replacement of
20 the sewer main at minimum depth; and, relocation of the sewer main
21 utilizing directional drilling. All of the options required field work by a
22 surveyor and a geotechnologist. Holdrege & Kull provided the
23 geotechnical services.
- 24 • Option 1, Bank Stabilization: Of the three methods considered for
25 bank stabilization, the geotechnologist recommended the installation
26 of rock anchors and armoring the upper portion of the slope face.
 - 27 ○ Director Northrop asked about the effect of the bank stabilization
28 work on the 100-year flood plain, expressing concern that
29 excessive disturbance would displease Lahontan and the State
30 Fish and Game Department. David said the preferred option
31 addresses those concerns but would still require permits from the
32 two regulatory agencies. Jake commented that the disadvantage
33 of armoring with gabions or boulders (among the options
34 considered but not recommended for bank stabilization) is that
35 they would require support from below, which would necessitate
36 the placement of material in the 100-year flood plain.
 - 37 ○ Director Northrop asked if there was a plan to do something about
38 the culvert hanging down above the creek, e.g., putting in a
39 sediment basin. David said no, they would probably just cut off
40 the culvert.
 - 41 ○ Director Nungester asked if the creek would continue to dig
42 deeper in its bed. Director Northrop pointed out that the Holdrege
43 & Kull report indicated it would not because of underlying rock
44 formations.
 - 45 ○ Director Northrop asked if anyone had checked the original sewer
46 main drawings to see what sort of fill had been placed below the
47 sewer main to determine if the fill that could potentially wash out if
48 the creek eroded the bank below the sewer main. Jake sketched
49 a side profile of the site, showing the extent of the fill. He pointed

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- 1 out that the bench holding the sewer was dug into rock.
2 Originally, after the sewer main was installed on its bench, the
3 project area was covered with fill which was not well compacted.
4 The fill has therefore eroded over time, but the material around the
5 sewer line itself has provided a stable support. The sewer bench
6 is above the 100-year flood plain, so even if the fill were to erode
7 completely, flood water would not rise to the sewer line.
- 8 ○ President Danz asked if the fill could just be replaced and better
9 compacted. Jake said that option was evaluated but that it was an
10 expensive undertaking, involving layering reinforcing grid into the
11 fill. The fill would have to be hauled away without letting it get into
12 the creek. This option would still require surface armoring and
13 rock anchors.
 - 14 ○ Director Northrop asked how long the anchors would last. Jake
15 said about 40-50 years, that the bolts would use double-corrosion
16 protection, with an epoxy coating, grout, and a sleeve to reinforce
17 the rock anchors.
 - 18 ○ Director Nungester said it seemed like the creek was not
19 responsible for the erosion, but rather that the road and road bed
20 were the causes of erosion. Jake said the creek had eroded the
21 original lower stream bank (and fill) to bare rock, which is actually
22 an advantage at this point, since otherwise the sewer main would
23 have washed out by now. He said that subsurface exploration
24 might be beneficial now, but that the 20-plus foot drilling would
25 cost about \$10K and there was no guarantee that the drill would
26 not pierce the sewer line.
 - 27 ○ Manager Collins expressed concern about whether there was
28 enough underlying rock to prevent further erosion. Jake said
29 there was a lot of exposed rock nearby. The recommended plan
30 is to embed rock anchors into the visible rock, cover the surface of
31 the slope and fill with steel cable rock-fall netting connected to the
32 rock anchors, and cover the slope face with Shot-Crete from just
33 below the bench extending upward, to protect the slope from
34 further erosion. He agreed with Director Northrop that the project
35 would deal with runoff from behind the Shot-Crete and also deal
36 with surface runoff.
 - 37 ○ Director Quinan asked if Placer County should be responsible for
38 funding part of the project, if the District decides to pursue this
39 option. David said the other options would expose the slope to
40 further erosion, leaving Mineral Springs Road (County road) at
41 risk.
 - 42 ○ Manager Collins pointed out there was a District water line that
43 would be exposed to risk if erosion continued to take place. David
44 said the road would fail before the water line failed, at which point
45 the County would certainly have to deal with the erosion.
46 President Danz asked who was responsible for the remaining
47 erosion. David said the further erosion was not the District's fault
48 or responsibility.

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- 1 ○ President Danz asked if the area being eroded was District
2 property. David said no, much of it was private property, where
3 the District has easements.
- 4 ○ President Danz asked what the District would do if it could not
5 obtain permission from the property owners for the repair.
6 Manager Collins said the District would probably have to approach
7 Lahontan and ask how to proceed in that case. The District might
8 have to sue the property owners. Manager Collins said that right
9 now the District needs to show due diligence to avoid potential
10 fines from Lahontan. Director Nungester suggested that perhaps
11 the District has demonstrated sufficient due diligence by funding
12 the study, and that further work could safely be delayed for a few
13 years. Jake said the erosion affecting the stream bank mostly
14 happens during large flooding events, as in 1997 and 2005, and,
15 in response to a comment from Director Northrop, acknowledged
16 that some of the erosion was caused by surface drainage as well.
- 17 ● Option 2, Conventional Relocation of Sewer Main: This option would
18 create a new sewer main parallel to the existing main but located
19 further into the bank. It would involve trenching 18-25 feet deep in
20 relatively solid rock, which would cause some complications, but the
21 contractors who would probably be involved in the repair were not
22 concerned with the potential difficulties.
 - 23 ○ Manager Collins pointed out that three existing house service
24 laterals would need to be retrofitted.
 - 25 ○ Director Quinan asked if the right angles shown in the plan for the
26 new sewer main would obstruct the flow of sewage. David
27 Kershaw said no.
- 28 ● Option 3, Relocation of Sewer Main with Lift Station: This mitigation
29 option would be similar to the conventional relocation of the sewer
30 main but the trenching would be shallower and would necessitate a
31 new sewer lift station with emergency power on-site, requiring
32 operations and maintenance. Three residences (the ones affected by
33 the previous mitigation option) would have to be re-connected.
- 34 ● Option 4, Directional Drilling: This mitigation option involves the use of
35 directional drilling to create a new sewer main alignment. The
36 directional drilling contractor who was consulted about this option
37 expressed concerns about a successful outcome. The same three
38 residences would have to be re-connected to the new sewer main.
- 39 ● ECO:LOGIC provided a one-page summary of the options, showing
40 benefits, disadvantages and probable cost. David said ECO:LOGIC
41 recommended option 1. President Danz asked if the table showed all
42 costs, including permitting. David said yes, unless the District opts to
43 perform an Initial Study/Mitigated Negative Declaration level of
44 California Environmental Quality Act (CEQA) disclosure, which would
45 cost more than filing a CEQA Categorical Exemption disclosure.
- 46 ● David said the first thing the District should do is initiate conversations
47 with Placer County and the property owners. He mentioned that the
48 extent of the planned stabilization was for a slightly larger area than
49 shown on the maps in the report, because they would want to anchor

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- 1 the armoring to the nearest rock outcroppings. Jake said Placer
2 County's culvert would continue to erode the stream bank unless it
3 runs down to an armored surface.
- 4 • The area needing armoring for the sewer line is about 100 feet long,
5 but to protect property owners and the road, ECO:LOGIC
6 recommended that a larger area be armored. President Danz asked
7 how much of the project was required to protect the District's sewer
8 line plus tying the armoring to rock. Jake and David agreed it was
9 about 60% of the total project: permitting would cost about the same;
10 mobilizing/demobilizing would cost about the same; construction of
11 the smaller extent of armoring would cost less.
 - 12 • Director Northrop asked if it would be less expensive to drill out
13 vertical piles either where the Shot-Crete would stop or closer to the
14 sewer line, then put webbing between the pilings. Jake discussed the
15 scenario with Director Northrop, but said any solution that resulted in
16 an unattractive surface would not be easy to sell to other parties.
 - 17 • President Danz thanked ECO:LOGIC for a great job and for their
18 responsiveness to the Board's suggestions last month.
 - 19 • David said he has looked into available funding options. While there
20 may be low-interest loans available from the Clean Water SRF State
21 Revolving Fund and USDA Rural Development, there is probably no
22 funding available from grants, although he is still investigating the
23 possibility of funding from the Army Corps of Engineers.
 - 24 • President Danz pointed out that implementation of the sewer
25 stabilization project would be a long process, especially due to
26 permitting. David said permitting would take about six months for all
27 agencies involved.
 - 28 • President Danz asked at what point the District should approach the
29 homeowners and County. Manager Collins said the County engineer
30 is already aware of the issue and has seen the site but said there was
31 no money in the County budget for the project this year. Manager
32 Collins said the next step would be to make a presentation to the
33 engineer and his boss. President Danz asked if the culvert problem
34 could be split out in the costs, since ASCWD should not have to fix
35 the County's culvert problem.
 - 36 • ECO:LOGIC agreed to break out the work associated with the County
37 from that required to stabilize the District's sewer main.
 - 38 • Director Nungester thanked David and Jake for the report and for their
39 work.
 - 40 • The Directors agreed option 1 should be pursued, contingent on
41 support from Placer County. If Placer County does not support the
42 project, the District will implement only the portion of the project
43 necessary to protect the District's sewer main. John Enloe said the
44 District needed to talk with the property owners, too. President Danz
45 agreed, but said the District needed to know first whether the project
46 would be larger (including the County portion) or smaller, and
47 therefore which property owners were involved.

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- 1 • Manager Collins said he would share the results of the study with the
- 2 Placer County Department of Emergency Services, which had grant
- 3 money to spend last year and was interested in the project.
- 4 • President Danz said if the District could get the cost down for its
- 5 portion and/or get Placer County involved, the Board should proceed
- 6 with the project. Manager Collins suggested the project could be
- 7 broken into steps that could be carried out over the next few years.
- 8 John Enloe guessed the permits would last two to three years, so the
- 9 District might as well proceed with obtaining permits, even if the work
- 10 does not take place right away.

11 **The Board took a break between 10:00 and 10:15.**

12 **K. Quarterly Newsletter:**

13 The Board reviewed the draft of the March quarterly newsletter. Director

14 Northrop asked if the District's policy banning dogs from the Park should

15 include an exception for service animals. Manager Collins said he and

16 Staff use judgment when enforcing the rule and would not require a

17 service animal to be removed from the Park. Director Grant

18 recommended that an article about the chipping program be included in

19 the newsletter. President Danz agreed. Since the newsletter is only sent

20 to a limited number of customers, Pam suggested that the information

21 about the chipping program be mailed out with the Consumer Confidence

22 Report when it goes out in June, so that it reaches all homeowners prior

23 to implementation of the chipping program.

24 **L. Sanitary Sewer Management Plan (SSMP):**

25 Manager Collins said, contrary to what he reported during last month's

26 meeting, a public hearing was not required for approval of the District's

27 SSMP. The Board simply needed to approve the Plan during a regular

28 meeting. He added that there had been no input from the Directors since

29 discussion of the Plan during last month's Board meeting. During that

30 meeting, the following changes were noted and should be included in the

31 approved document:

- 32 • Pages 2-2 and 2-3: There are inconsistencies between the
 - 33 information in Figure 2-1 and the descriptions on these pages;
 - 34 • Page 2-3: "Alpine Spring" should be replaced with "Alpine Springs".
- 35 Director Northrop made a MOTION that the Board approve the SSMP,
- 36 with the two proposed changes. Director Nungester SECONDED the
- 37 motion. Directors Grant, Northrop, Nungester and Quinan being in favor,
- 38 the motion was APPROVED.

39 **M. Records Retention Guidelines:**

40 The Board discussed the revised draft of the records retention guidelines.

- 41 • President Danz revised the guidelines provided by District counsel
- 42 and presented to the Board last month by the Administration &
- 43 Personnel Committee. She grouped records by category and used the
- 44 longest time period when records with disparate durations were
- 45 consolidated. She removed references to records which the District
- 46 does not generate or use. The revised document does not have to be
- 47 approved today. Directors can suggest changes to the retention
- 48 periods. President Danz felt that the reference to Proposition 218
- 49 documents could be removed, but Manager Collins said the District

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1 could potentially handle Proposition 218 records if it chose to raise
2 funds in the future via a general levy on the District homeowners.
3 • Director Quinan commented that the document was much easier to
4 follow than the previous one.
5 • President Danz will forward the document to Manager Collins and
6 Pam who will edit the document further. By the time the Board sees it
7 again next month, it should have column titles, sensible page breaks,
8 and records listed in alphabetical order.

9 **N. Committee Reports:**

- 10 i. **Budget & Finance Committee:** President Danz presented a written
11 report of the Committee's March 11 meeting.
12 a. **Non-standard Transactions:** David Kasperik has left the
13 District's auditing firm. Manager Collins has attempted to get an
14 answer from Placer County on how to record property tax
15 revenue.
16 b. **Investments/cash:** The Committee decided the funds from the
17 \$75,000 CD maturing this month should be deposited into the
18 District's Bank of the West account to cover operating expenses.
19 Manager Northrop suggested that Wells Fargo was currently
20 providing the best CD rates.
21 c. **Changes to Policy 2.1.0, Bill Paying:** The proposed revisions to
22 the Policy allow the Board President or Vice President to
23 substitute for a member of the Committee for signing checks. Per
24 the Committee's recommendation, Director Northrop made a
25 MOTION that the Board approve the revisions to Policy 2.1.0, Bill
26 Paying. Director Quinan SECONDED the notion. Directors Grant,
27 Northrop, Nungester and Quinan being in favor, the motion was
28 APPROVED.
29 d. **Budget Status:** The Committee discussed the first draft of next
30 year's budget. President Danz said Staff has done a great job
31 with it.
32 e. **Requests from Customers for Adjustments to their Bills:** One
33 customer requested that late fees be removed from her bill, but
34 provided no rationale. The Committee denied the request.
35 f. **Requests for Unbudgeted Expenses:** None.
36 g. **Next meeting:** Scheduled for Thursday, April 15, at 1:30 p.m.
37 ii. **Administration & Personnel Committee:** There was no meeting.
38 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
39 iv. **Long Range Planning Committee:** There was no meeting.

40 **O. Open Items:**

41 None,

42 **P. Correspondence to the Board:**

43 Letter from Placer County LAFCO (discussed as Emergency Agenda
44 Item).

45 **4. DIRECTORS' COMMENTS**

- 46 • Director Nungester thanked President Danz for her work on the records
47 retention guidelines.
48 • The Board extended its condolences to Lew Tift and his family on the passing
49 of his father.

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- 1 • The Administration & Personnel Committee will meet prior to the next Board
- 2 meeting to prepare for Board and General Manager evaluations and to
- 3 formulate next year's goals and objectives. The General Manager review,
- 4 held in closed session, will be scheduled for May.
- 5 • The April Board meeting will be held April 16, a week later than its normally
- 6 scheduled date.

7 **5. CLOSED SESSION**

8 None.

9 **6. ADJOURNMENT**

10 There being no further business before the Board, the meeting was adjourned at

11 10:32 a.m.

12

13 Respectfully Submitted,

approved as submitted 4/16/10

14

15

16

17 Jancis Martin

18 Recording Secretary