

**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 13, 2009, at 12:00 p.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 Vice President Nungester called the meeting to order at 12:00 p.m.

3 **PLEDGE OF ALLEGIANCE**

4 Those attending joined in reciting the Pledge of Allegiance.

5 **ROLL CALL**

6 Directors Present: Barbara Danz, President (by telephone); Charles Nungester,
7 Vice President; Janet S. Grant; 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

13 **2. PUBLIC PARTICIPATION**

14 None.

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

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

20 **B. Approval of Minutes of Regular Board Meeting Held on February 13,**
21 **2009:**

22 Director Grant made a MOTION that the Board approve the minutes of
23 the February 13, 2009, Regular Board of Directors Meeting. Director
24 Northrop SECONDED the motion. During discussion, Director Grant
25 complimented the Recording Secretary on the minutes. Directors Grant,
26 Northrop, Nungester and Quinan being in favor, the motion was
27 APPROVED.

28 **A. Financial Reports:**

29 Mike Dobrowski, District CPA, participated in discussion of this agenda
30 item by telephone. He reported that February was a routine month with
31 no significant disbursements. The District's expenses amounted to \$56K
32 and the cash balance is in line with the prior year. Manager Collins has
33 started working on a draft budget for 2010.

34 i. **February Financial Statements:** Director Northrop made a MOTION
35 that the Board accept the financial statements, dated March 6, 2009,
36 as presented. Director Quinan SECONDED the motion. Directors
37 Grant, Northrop, Nungester and Quinan being in favor, the motion
38 was APPROVED.

39 ii. **February Expenses Paid & Payable:** The Directors reviewed the
40 monthly check register. Director Grant made a MOTION that the
41 Board approve the Expenses Paid & Payable (two direct debits for
42 payroll and checks 24228 through 24274). Director Northrop
43 SECONDED the motion. Directors Grant, Northrop, Nungester and
44 Quinan being in favor, the motion was APPROVED.

45 **D. Fire Department Report:**

46 Peter Poe from NTPFD reported the following:

- 47 • February Dispatch Report: 21 out of the 26 dispatch calls were for the
48 ski area.

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- Alpine Meadows Fire Station Staffing: NTFPD has provided 124 days of staffing during the current fiscal year, out of the contracted 150. Peter anticipated that the current staffing schedule would keep the station staffed until sometime in May.
- WARN test: The Wide Area Rapid Notification test in the valley, performed a few days after last month's Board meeting, showed about a 45% success rate, measured by calls that reached a person or answering service, with callbacks to NTFPD.

C. Board Committees:

The Board discussed committee assignments for 2009. President Danz said she had given it a lot of thought. She feels that all Directors have done a great job in their current committee assignments and proposes keeping all Directors in their current assignments for 2009. She reminded the Board that all Directors are welcome to attend all committee meetings, although Directors may not participate in discussion during meetings of committees to which they are not assigned. Directors Quinan and Nungester agreed with President Danz. Director Grant felt that committee assignments should change from time to time, to provide the Directors with greater in-depth education. Director Quinan said she felt that changing committee assignments every year was too frequent.

E. General Manager's Report:

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

- Well R-1 Modification: The work is complete; the punch list is finished; Manager Collins released the final check last month. He has completed a depreciation schedule for the new improvements to incorporate in the budget after the Budget & Finance Committee has reviewed it.
- Sierra Nevada Conservancy Grant: The work is still on hold. SNC sent an email earlier this week advising grant recipients (including the District) that they could continue with their grant work and that SNC would reimburse them at such time as its own funds become available. Manager Collins recommended that the District continue to delay further grant work until SNC's funds become available.
- Fire Flow Feasibility Study: Manager Collins has started compilation of a database of infrastructure components. Buz and Lew are continuing to work on it. The expectation is that the database will be useful in the determination of priorities for capital improvement projects, including fire flow improvements.

F. Grant Applications:

Manager Collins said he had nothing to report. David Jaramillo did not file an application for the Federal grant, having run out of time and resources.

G. Infrastructure Improvements:

Manager Collins provided a draft of the infrastructure database. So far it itemizes only pipes but Staff is continuing to add data for the other elements of the water and sewer systems. Lumos provided a disk with relevant data regarding the District's physical resources that Manager

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1 Collins can use with the WaterCad software. Manager Collins does not
2 have the software but Shaw Engineering will allow him to use theirs. By
3 next month, Staff will have completed the database and will then provide
4 criteria and priorities to the Board and/or Long Range Planning
5 Committee.

6 **H. Soil Vapor Survey and Risk Assessment:**

7 The Board discussed the work plan provided by Holdrege & Kull for the
8 soil vapor survey and risk assessment at the site where the proposed
9 Vehicle Maintenance Building addition is to be erected. Manager Collins
10 reported that he called West Bourgault at Placer County Health after
11 receiving no response to the work plan he submitted. West said he had
12 been experiencing family health complications, had not been at work for
13 10 days and would not be back at work for another three weeks. West
14 said he had reviewed the work plan and appreciated the new information
15 in it. The new information related to changes in the environmental limits
16 for oil and grease. The work plan points out that the elevated diesel
17 measurements are coming from asphalt within the fill and suggests that
18 the District should not have to haul it out but rather that it should be
19 ground up and mixed with other materials. The substance levels would
20 then be lower. West agreed and said he would take the plan to his
21 supervisor, Virginia Lineberry, for approval. Wes will follow up with her
22 while he is out of the office and hopes to get a letter to the District by the
23 end of next week.

24 **I. Operations & Maintenance Department Report:**

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

- 28 • Staff removed snow from the office, shop area and fire hydrants.
- 29 • Staff has been preparing a 5-year plan for the sewer television
30 program. The first areas to be videoed will be past trouble areas,
31 followed by the main line from the ski area to the bottom of the valley.
- 32 • All spring and routine samples were absent coliform bacteria.

33 **J. March Newsletter:**

34 The Board reviewed the revised draft of the March quarterly newsletter,
35 distributed at the meeting. Pam requested that information be added to
36 the newsletter regarding the active presence of bears in the valley. The
37 Directors agreed.

38 **K. TTSA Report:**

39 Director Northrop provided a written report on items of interest to ASCWD
40 from the March 11th TTSA Board meeting.

- 41 • The plant is operating normally and efficiently.
- 42 • All waste water discharge requirements are being met.
- 43 • The agency is looking into the feasibility and cost of ultraviolet
44 wastewater transmittance, which would lessen the use of chlorine.

45 The next TTSA Board meeting has not been scheduled but will not be
46 held on its regular date.

47 **L. Committee Reports:**

- 48 i. **Budget & Finance Committee:** President Danz presented a written
49 report of the Committee's March 12th meeting:

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- 1 a. **Non-standard Transactions:** None.
- 2 b. **New Policy Regarding Grant Procedures:** The Committee
- 3 drafted a procedure but it needs more work before it is ready for
- 4 review by the District auditors and approval by the Board.
- 5 c. **Budget:** The Committee reviewed the draft budget for 2010,
- 6 which needs further work before presentation to the Board.
- 7 d. **Investments/cash:** No CDs are maturing this month.
- 8 e. **Requests from Customers for Adjustments to their Bills:**
- 9 None.
- 10 f. **Requests for Unbudgeted Expenses:** None.
- 11 g. **Next meeting:** Scheduled for Thursday, April 9th, at 1:30 p.m.
- 12 ii. **Long Range Planning Committee:** There was no meeting.
- 13 iii. **Park, Recreation & Greenbelt Committee:** Director Quinan provided
- 14 a written report on the Committee's March 12th meeting.
- 15 • The Committee reviewed the Park User Fee Schedule and Policy
 - 16 6.2.0, Park Use & Fees. They recommended that 1) no changes
 - 17 be made to the 2009 Schedule and 2) the Park Pass application
 - 18 be amended to change the \$5 deposit for the pass card to \$25
 - 19 and to add a sentence indicating that only one pass per
 - 20 membership will be issued.
 - 21 • The Committee discussed the Easter Egg Hunt, Bird Walk and
 - 22 Flower Walk, to be led by Ingrid Bourke, Warren Bray and Michael
 - 23 Graf, respectively. The Committee provided pertinent information
 - 24 to be included in the March newsletter.
 - 25 • Don Fulda recommended that the Committee survey the Park
 - 26 facilities in mid-May to determine what maintenance should be
 - 27 considered.
 - 28 • Lee Massick asked that a notice be included in the March
 - 29 newsletter concerning the Fire Safe Education and Work Day on
 - 30 July 11th.
 - 31 • Jan Ganong requested that an item be included in the March
 - 32 newsletter concerning the Kiddy Park across from the Deer Park
 - 33 entrance. Director Quinan asked for and received confirmation
 - 34 from Manager Collins that Staff maintains the area.
- 35 iv. **Administration & Personnel Committee:** There was no meeting.
- 36 **M. Open Items:**
- 37 President Danz said the Administration & Personnel Committee needs to
- 38 meet regarding the General Manager review and objectives for next year.
- 39 Vice President Nungester said the Committee would meet before the next
- 40 Board meeting.
- 41 **N. Correspondence to the Board:**
- 42 Manager Collins and the Board received a solicitation from Blomberg and
- 43 Griffin, a Stockton accounting firm, to perform the District's audit. The
- 44 Directors and Manager Collins agreed they were happy with the District's
- 45 current auditors, Damore, Hamric & Schneider. Manager Collins said he
- 46 receives many such solicitations but does not normally pass them on to
- 47 the Board. President Danz said Manager Collins does not need to show
- 48 the Board such solicitations. Unless the current auditors' proposal is

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1 unexpectedly high, the Board would prefer to work with them rather than
2 to use a new firm.

3 **4. DIRECTORS' COMMENTS**

- 4 • Next month's meeting: Friday, April 10th, 8:30 a.m.
5 • Director Grant requested that the Board consider meeting one day earlier
6 than scheduled in May, May 7th rather than May 8th. The Board tentatively
7 agreed and will determine the time at next month's meeting.

8 **5. CLOSED SESSION**

9 None.

10 **6. ADJOURNMENT**

11 There being no further business before the Board, the meeting was adjourned at
12 12:41 p.m.

13
14 Respectfully Submitted,

Approved w/changes 4/10/09

15
16
17
18 Jancis Martin
19 Recording Secretary