

**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 14, 2008, 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 8:31 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; Jon Northrop; Virginia Quinan

8 Directors Absent: None.

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

12 Guests Present: Peter Poe/NTPFD; Alan Whisler/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 **A. Financial Reports:**

21 Mike Dobrowski, District CPA, participated in discussion of this agenda  
22 item by telephone. He reported that:

- 23 • The District is paying off the COP loan next month.
- 24 • He is preparing to send the remaining delinquent accounts to the  
25 County for collection.
- 26 i. **February Financial Statements:** Director Northrop made a MOTION  
27 that the Board approve the financial statements, dated March 10,  
28 2008, as presented. Director Nungester SECONDED the motion. All  
29 Directors being in favor, the motion was APPROVED.
- 30 ii. **February Expenses Paid & Payable:** The Directors reviewed the  
31 monthly check register. Director Grant made a MOTION that the  
32 Board approve the Expenses Paid & Payable (checks 23539 through  
33 23598). Director Northrop SECONDED the motion. In discussion,  
34 Director Quinan asked why there were two checks for Exwire;  
35 President Danz replied that one was for February and one for March.  
36 All Directors being in favor, the motion was APPROVED.

37 **B. Approval of Minutes of Regular Board Meeting Held on February 8,**  
38 **2008:**

39 Director Quinan made a MOTION that the Board approve the minutes of  
40 the February 8, 2008, Regular Board of Directors Meeting. Director  
41 Northrop SECONDED the motion. In discussion, the following corrections  
42 were proposed:

- 43 • Page 2, line 20: replace both occurrences of "SCADA" with "Sierra  
44 Controls";
- 45 • Page 6, line 22: replace "6.3" with "6.2".

46 Director Quinan amended her MOTION to include the corrections.

47 Director Northrop SECONDED the amended motion. All Directors being  
48 in favor, the amended motion was APPROVED.

49 **E. General Manager's Report:**

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

- 3 • Modification of Well R-1:
  - 4 ○ John will pick up the final plans and specifications today.
  - 5 ○ John presented a schedule for completion. The cost estimate will  
6 be presented next month.
- 7 • Fire Station Addition: Reconciled the account and issued the final  
8 check, returning the account's balance to NTFPD. The project is  
9 complete.
- 10 • Worked on garbage rates, snowmaking contract and the annual  
11 budget for next fiscal year.
- 12 • Firewise Community Sign: The cost of erecting the sign on District  
13 property is estimated to be \$350. Director Quinan reported that the  
14 Fire Safe Council will probably request that the District pay part of the  
15 cost. President Danz said the Council could bring the request to the  
16 District and it would be considered as an unbudgeted expense;  
17 however, she stated that the District does not wish to pay for the sign  
18 or maintain it. Director Grant suggested that the Council might wish to  
19 investigate the possibility of placing the sign on the big Alpine  
20 Meadows sign on Highway 89, which should reduce expense and  
21 increase visibility.
- 22 • Grant: The Sierra Nevada Conservancy rejected the District's grant  
23 proposal. In 45 days, the Conservancy will go through another  
24 selection cycle where the District's grant application will be re-  
25 considered but chances are not good that it will be selected.

26 **H. TTSA Report:**

27 Director Northrop reported on items of interest to ASCWD from the  
28 February 13 and March 12 TTSA Board meetings:

- 29 • The plant is operating normally and efficiently.
- 30 • All waste water discharge requirements are being met.

31 The next TTSA Board meeting is scheduled for April 9, 2008, at 9:00 a.m.

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

33 Lew Tift presented a written report for the month of February that included  
34 status updates on water, sewer, garbage and other services provided by  
35 the District:

- 36 • Staff has been working on snow removal and on budgeting.
- 37 • Buz worked with NTFPD's Julie Osburn on a grant to replace  
38 ASCWD's diesel emergency generator with a newer, cleaner, larger  
39 generator with an auto-start feature. Director Nungester asked if the  
40 District should purchase the generator if the grant were to be turned  
41 down. Lew said Staff would have to evaluate the relative priority of its  
42 replacement with respect to other capital improvement projects.  
43 Manager Collins considers it quite important.

44 **F. Request for Partial Abandonment of Easement:**

45 The Board reviewed the request from the owners of Lot 328 Alpine  
46 Meadows Estates Unit #9 to abandon a portion of the existing public utility  
47 easement (PUE):

- 48 • Manager Collins explained that the District has been requested to  
49 inform Placer County that the District has no need for the specified

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1                   portion of the PUE. He said Staff has no objection to the County  
2                   abandoning the specified portion of the easement, in return for the  
3                   District being granted access to the adjacent multi-purpose easement  
4                   (MPE).

5                   Director Grant made a MOTION that the Board direct Staff to notify Placer  
6                   County that the Board has no objection to the County's abandonment of  
7                   the specified portion of the PUE at Lot 328 Alpine Meadows Estates unit  
8                   #9, and that the District would like its interest in the PUE transferred to  
9                   the adjacent MPE. Director Nungester SECONDED the motion. All  
10                  Directors being in favor, the motion was APPROVED.

11                  **I. Nomination for Special District Representative:**

12                  The Board discussed whether to nominate an individual to serve as the  
13                  Special District representative on the LAFCO Board. Director Grant  
14                  NOMINATED President Danz for the position. Director Nungester  
15                  SECONDED the nomination. In discussion, President Danz pointed out  
16                  that the four-year term for the LAFCO Special District representative  
17                  would extend past the end of her term on the ASCWD Board. All  
18                  Directors being in favor, the nomination was APPROVED.

19                  **C. Fire Department Report:**

20                  Peter Poe and Alan Whisler (the latter representing NTFPD'S Training  
21                  Division) were in attendance for NTFPD and discussed with the Board the  
22                  following items:

- 23                  • February Dispatch Report: One incident on Snow Crest involved a  
24                  four-year-old who climbed up on a hill over a creek; a loader operator  
25                  spotted him, was worried about his position with respect to the creek  
26                  and contacted NTFPD, who extricated the child. The references to  
27                  "Hazardous Condition" refer to low-hanging wires, caused by  
28                  excessive snow load.
- 29                  • Director Grant asked if campfires are allowed during the winter. Peter  
30                  said on private property the owner can have a warming or cooking fire  
31                  and can grant permission to a renter to do likewise.
- 32                  • Fire Station Staffing: NTFPD has supplied 126 days of staffing the  
33                  Alpine Fire Station; the contract requires only 120. There will  
34                  probably be no further staffing of the station until July 1<sup>st</sup>.

35                  **D. Surplus Alpine Inventory of Structure Fire and Wildland Personal  
36                  Protective Equipment:**

37                  Peter Poe supplied the inventory list of Alpine's protective equipment –  
38                  coats, pants, etc. - that is more than 10 years old. The Placer County  
39                  Regional Occupational Program (ROP) has a training program in Truckee  
40                  that works with high school students who want to train to become  
41                  firefighters. NTFPD would like to donate the surplus equipment to the  
42                  Truckee ROP program. Director Northrop made a MOTION that the  
43                  Board grant permission to NTFPD to surplus the fire protective equipment  
44                  specified in Exhibit D of the Board packet. Director Grant SECONDED  
45                  the motion. All Directors being in favor, the motion was APPROVED.

46                  **J. Required Ethics Training:**

47                  The Board discussed methods to fulfill the ethics training required to be  
48                  completed by all Board members in the 2008 calendar year. The cost will  
49                  be included in the 2008-2009 budget. The most effective method would

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1 probably be to obtain the California Special Districts Association training  
2 DVD. President Danz requested that Director Northrop advise the Budget  
3 & Finance Committee before May as to whether he would be obtaining  
4 his training through funding from TTSA or from ASCWD. Directors whose  
5 terms expire this year (Directors Quinan and Northrop are the only  
6 Directors in this category) and will not be running for re-election do not  
7 need to obtain the training. The TTSA manager is also looking into the  
8 possibility that the training can be obtained through TTSA.

9 **K. March Newsletter:**

10 The Board reviewed the draft of the March quarterly newsletter:

- 11 • Manager Collins pointed out that the draft newsletter includes material  
12 from the Park, Recreation & Greenbelt Committee which has not yet  
13 been approved by the Board but will be considered later in today's  
14 meeting.
- 15 • Director Quinan said the time for the Bird Walk had been changed to  
16 8 a.m.
- 17 • The date for the Flower Walk has been changed to Sunday, July 6<sup>th</sup>,  
18 which will require three changes in the newsletter.
- 19 • Director Grant requested that times for events be included in the left  
20 column.
- 21 • President Danz said information regarding the Park's rules and  
22 behavior guidelines should be included in the June newsletter.

23 **L. Committee Reports:**

- 24 ii. **Long Range Planning Committee:** Director Grant presented a  
25 written summary of email communications with President Danz  
26 regarding review of and required changes to Committee policies. The  
27 proposed modifications are clean-ups and include references to Well  
28 R-1. President Danz suggested that the proposed modifications  
29 become effective at the beginning of the 2008-2009 fiscal year (July 1,  
30 2008).
  - 31 a. **Revisions to Policy 8.5.0 and renumbering it to 1.3.0:** Director  
32 Grant made a MOTION that the Board approve the modifications  
33 to Policy 8.5.0, Emergency Response Plan, as presented in  
34 Exhibit M, and that it be made a Board policy and renumbered  
35 1.3.0, with the changes to become effective July 1, 2008.  
36 Director Quinan SECONDED the motion. All Directors being in  
37 favor, the motion was APPROVED.
  - 38 b. **Revisions to Policy 8.0.0:** Director Grant made a MOTION that  
39 the Board approve the modifications to Policy 8.0.0, Long Range  
40 Planning Committee Policy of Operation, as presented, to become  
41 effective July 1, 2008. Director Northrop SECONDED the motion.  
42 All Directors being in favor, the motion was APPROVED.
  - 43 c. **Revisions to Policy 8.1.0:** Director Grant made a MOTION that  
44 the Board approve the modifications to Policy 8.1.0, Water  
45 Resource, as presented in Exhibit M, including the hyphens after  
46 R1 and R2, effective July 1, 2008. Director Northrop SECONDED  
47 the motion. All Directors being in favor, the motion was  
48 APPROVED.

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- 1                   iii. **Park, Recreation & Greenbelt Committee:** Director Quinan  
2                   presented a written report of the Committee's March 12<sup>th</sup> meeting:  
3                   a. **Park Fee Schedule:** The company that provides the Park gate  
4                   passes will need to modify its software if the District needs more  
5                   passes. Therefore the Committee felt it was important to increase  
6                   the pass deposits from \$5 to \$25 each. With respect to the group  
7                   and large group deposit monies, the Board agreed to remove the  
8                   term "on a case by case basis" as a qualifier on the return of  
9                   unused deposit monies and changed the wording of the forfeit  
10                  clause to "If a reservation is cancelled less than 7 days before the  
11                  event, 10% of the damage deposit will be forfeited." Director  
12                  Quinan made a MOTION that the Board approve the Park Pass  
13                  Application with the proposed changes. Director Nungester  
14                  SECONDED the motion. All Directors being in favor, the motion  
15                  was APPROVED. Policy 6.2.0, Park Use and Fees, will have the  
16                  same changes made to it and be brought back to the Board for  
17                  review and approval at the April Board meeting. Director Grant  
18                  made a MOTION that the Board approve the revised fee  
19                  schedule, with the same proposed modifications. Director  
20                  Nungester SECONDED the motion. All Directors being in favor,  
21                  the motion was APPROVED.  
22                  b. **Information to be Included in the March Newsletter:** Discussed  
23                  during agenda item 3K.  
24                  c. **Plans for Easter Egg Hunt:** A bunny has been found.  
25                  d. **Activities for the 2008-2009 Fiscal Year:** Leaders have been  
26                  found for the Bird and Flower Walks. There will be a sign-up  
27                  board at the tennis courts to assist players in finding partners.  
28                  e. **Correspondence:**  
29                      • John Moise: Item 2 of his email to Director Quinan,  
30                      recommending a tennis court sign-up system, has already  
31                      been addressed. Item 1 will be discussed at next month's  
32                      Board meeting.  
33                      • Lisa Ekin and Michael Farrier: The Committee turned down the  
34                      request for a Saturday wedding at the Park in August 2009.  
35                      Manager Collins will send the correspondents a letter  
36                      conveying the Committee's response.  
37                  iv. **Administration & Personnel Committee:** Director Nungester  
38                  presented a written report of the Committee's February 27<sup>th</sup> meeting,  
39                  itemizing suggested changes to the Committee policies. He will bring  
40                  printed copies of the policies, with the modifications, to next month's  
41                  Board meeting. It was decided to delete item 11 in Policy 4.17.0,  
42                  since there are no such referenced policies. Infractions will be dealt  
43                  with by the President of the Board as needed. Policy 4.18.0 will be  
44                  renumbered 1.4 as a Board policy.

45 **The Board took a break from 9:50-10:05.**

- 46                  i. **Budget & Finance Committee:** President Danz presented a written  
47                  report of the Committee's March 13<sup>th</sup> meeting with detailed discussion  
48                  of the following items:

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- 1 a. **Status of investments/cash:** An \$80,000 CD becomes due in  
2 April. The Committee will decide whether to reinvest it and will  
3 also evaluate its investments to assure that not more than 30% of  
4 its funds are invested in negotiable CDs as of June 30, 2008,  
5 pursuant to policy.
- 6 b. **Transfer of Park Fund to General Fund:** The auditors informed  
7 the District that their fee would be \$500 higher to include the  
8 restating of financial statements if the Board decides to transfer  
9 the Park Fund to the General Fund. Director Northrop made a  
10 MOTION that the Board approve the transfer of the Park Fund to  
11 the General Fund. Director Quinan SECONDED the motion. All  
12 Directors being in favor, the motion was APPROVED. The  
13 transfer will be effective July 1, 2008.
- 14 c. **Paying off Snowmaking Water Debt:** The Committee evaluated  
15 the size of the current loan, the theoretical water revenue from the  
16 ski area if the loan is paid off, the District's cash position, expected  
17 revenues, operating expenditures and costs associated with  
18 completion of capital projects in process. The Committee  
19 determined that the District will have in excess of \$1,000,000 in  
20 cash at the end of September before paying off the debt. Based  
21 on this analysis, the Committee recommends that the District  
22 pursue paying off the debt before June 30, 2008. Concern was  
23 expressed as to whether the ski area would expect to revert to the  
24 water rates in effect at the time the agreement was made vs.  
25 paying the rates in effect at the time the loan is paid off. President  
26 Danz asked Manager Collins to consult with the District's legal  
27 counsel regarding issues associated with paying off the debt.  
28 President Danz expects that the Board will be voting on the matter  
29 in April or May.
- 30 d. **Status of the Operating Budget:** Manager Collins prepared a  
31 preliminary operating budget for 2008-2009 with the objective of  
32 determining the expenses associated with providing garbage  
33 services to the community. It looks like the District must charge  
34 an annual fee for garbage services of approximately \$300 per  
35 customer to cover all expenses. At the April meeting, the Board  
36 will have to approve an ordinance increasing the garbage rate in  
37 order for the rate to be in effect for the 2008-2009 fiscal year.  
38 Director Grant reiterated her position that the District should  
39 extricate itself from the garbage business and let the garbage  
40 company do business directly with valley residents. President  
41 Danz said to keep in mind that the District's expense for garbage  
42 includes overhead (electricity, staff, accounting, management,  
43 etc.) and that most of that overhead would not go away and  
44 indeed would result in higher water and sewer rates if the District  
45 were to stop providing garbage services to the community.  
46 President Danz asked Manager Collins to check with the garbage  
47 contractor to determine how residents would have garbage  
48 collected if the District does not provide the service. Next month  
49 the Committee will evaluate the effect of eliminating garbage

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- 1 services, by determining the direct and indirect expenses  
2 associated with providing the service.
- 3 e. **Revisions to Budget & Finance Committee policies:** President  
4 Danz provided a detailed list of Committee policies requiring  
5 modifications. Because the Directors were not given the  
6 opportunity to evaluate the policies prior to the meeting, President  
7 Danz asked the Directors to read them at home. They do not  
8 need to be effective until July.
- 9 f. **Requests from customers for adjustments to their bills:** None.  
10 g. **Requests for unbudgeted expenses:** None.  
11 h. **Next meeting:** Scheduled for Thursday, April 10, at 1:00 p.m.

12 **M. Open Items:**

13 None.

14 **N. Correspondence to the Board:**

15 A letter from Lisa Ekin and Michael Farrier was discussed during the  
16 Park, Recreation & Greenbelt Committee report.

17 **4. DIRECTORS' COMMENTS**

18 Director Quinan reported that Don Fulda suggested that the District might need  
19 to consider a recreation assessment if the County takes away property taxes.

20 **5. CLOSED SESSION**

21 None.

22 **6. ADJOURNMENT**

23 There being no further business before the Board, the meeting was adjourned at  
24 10:38 a.m.

25  
26 Respectfully Submitted,

approved w/amendments 3/14/08

27  
28  
29  
30 Jancis Martin  
31 Recording Secretary