

**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, April 10, 2009, 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; 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; Lew Tift, Operations &  
11 Maintenance; Jancis Martin, Recording Secretary

12 Guests Present: Peter Poe/NTFPD

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.

- 23 • Mike reported there were no significant expenses during March.
- 24 • The main topic of discussion at the Budget & Finance Committee  
25 meeting was the draft budget for fiscal year 2009-2010. The Well R-1  
26 project costs will be classified as fixed assets. The Committee  
27 discussed whether to reclassify the costs associated with the fire flow  
28 study as operating expenses, since the project will probably not be  
29 undertaken for a few years; Mike will ask the auditors for advice.
- 30 • Mike generated quarterly reports by fund and the Committee  
31 compared them to the budget. Director Grant commented that the  
32 quarterly report was bulky and hard to review. President Danz said  
33 the income statement by fund was necessary but that the balance  
34 sheets by fund were not useful and would be omitted from future  
35 quarterly reports placed in the Board packet.
- 36 i. **March Financial Statements:** Director Northrop made a MOTION  
37 that the Board accept the financial statements, dated April 7, 2009, as  
38 presented. Director Nungester SECONDED the motion. Directors  
39 Grant, Northrop, Nungester and Quinan being in favor, the motion  
40 was APPROVED.
- 41 ii. **March Expenses Paid & Payable:** The Directors reviewed the  
42 monthly check register. Director Grant made a MOTION that the  
43 Board approve the Expenses Paid & Payable (two direct debits for  
44 payroll and checks 24275 through 24324). Director Northrop  
45 SECONDED the motion. Director Quinan asked if check 24304 to  
46 Sierra Pacific Power Company was high; President Danz commented  
47 that electricity expense was above budget for the month but below  
48 budget for the year to date. Directors Grant, Northrop, Nungester and  
49 Quinan being in favor, the motion was APPROVED.

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1           **B.     Approval of Minutes of Regular Board Meeting Held on March 13,**  
2           **2009:**

3           Director Quinan made a MOTION that the Board approve the minutes of  
4           the March 13, 2009, Regular Board of Directors Meeting. Director  
5           Northrop SECONDED the motion. During discussion, Director Nungester  
6           recommended the following corrections:

- 7           • Page 3, line 10: replace “Wes Burgo” with “West Bourgault”
- 8           • Page 3, lines 11, 13, 20 and 21: replace “Wes” with “West”.

9           Director Quinan AMENDED the motion to include the corrections.

10          Director Northrop SECONDED the amended motion. Directors Grant,  
11          Northrop, Nungester and Quinan being in favor, the amended motion was  
12          APPROVED.

13          **D.     General Manager’s Report:**

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

- 16          • Budget: Working on the operating and capital budgets took most of  
17          his time this month.
- 18          • Sierra Nevada Conservancy Grant: He just received an email from  
19          SNC. They said they cannot spend any money at this time but  
20          anticipate they will be able to resume making payments in late  
21          summer or early fall. The District should be able to resume work on  
22          its suspended fuels reduction program at that time.
- 23          • Easements: He has started to evaluate the District’s water and sewer  
24          easements in order to identify properties with recorded easements  
25          that do not match as-built easements, with the goal of recording and  
26          filing corrected easements. The first easement he chose to examine  
27          was correctly recorded and filed. He provided the Directors with the  
28          boilerplate for letters he plans to send to affected property owners.  
29          The Directors provided some corrections:
  - 30                  ○ Third paragraph, second sentence: replace “sign the document  
31                  where indicated, have the signature notarized,” with “have your  
32                  signature notarized where indicated”
  - 33                  ○ Third paragraph, third sentence: replace “official accepted” with  
34                  “officially accept”
  - 35                  ○ Third paragraph, fourth sentence: replace “document” with  
36                  “documents”
  - 37                  ○ Third paragraph, fifth sentence: insert “to you” after “copies”
  - 38                  ○ Fourth paragraph, first sentence: replace “question” with  
39                  “questions”
- 40          • Vehicle Maintenance Building Addition: He spoke with Placer County  
41          Environmental Health personnel (discussed in greater detail in item  
42          3F).

43          **E.     Infrastructure Improvements:**

44          Manager Collins provided the Directors with a copy of the capital  
45          improvement plan the Board approved a couple of years ago. The first  
46          four items are complete. The next item is the sewer system improvement  
47          program. Buz and Lew presented information about the program:

- 48          • Buz showed a map of the sewer lines, indicating that most pipes in  
49          the valley need work. Lew said the District initiated a five-year plan in

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1                   2003, televising lines to see what the system looks like. The problem  
2                   areas identified by the TV reports were assigned priorities and are  
3                   marked on the map. The highest priority capital project is a sewer  
4                   main near an eroding stream bank. Several other repairs have also  
5                   been identified as candidates for near-term capital projects, the work  
6                   to be performed by contractors. Staff intends to continue surveying  
7                   about 20% of the sewer system each year over the next five years to  
8                   identify other problem areas. The work is basically preventive  
9                   maintenance, as directed in the Lumos operations report.

- 10                  • Staff has not completed the manhole survey. They will start that in a  
11                  week or so, looking for the worst leaks.
- 12                  • Buz said the main line from the ski area down the valley is an old clay  
13                  line installed in 1963 and should be replaced. There is no immediate  
14                  danger of failure but there is the potential for future failure.
- 15                  • President Danz said, as part of the operating and capital budgets for  
16                  next year, the Board would be addressing some of the problems  
17                  identified by Buz and Lew in today's presentation.
- 18                  • Director Nungester asked what a liner was. Buz and Lew described  
19                  the fiberglass and stainless steel options. The life span for liners is  
20                  shorter than for intact sewer lines but such repairs are less expensive  
21                  than digging up and replacing damaged lines.

22                  **C.    Fire Department Report:**

23                  Peter Poe from NTFPD reported the following:

- 24                  • March Dispatch Report: Ten of the 14 dispatch calls were from the ski  
25                  area. There was also a bus fire. The bus, belonging to the Alpine  
26                  Meadows ski area, was parked in the parking lot across the street  
27                  from the District office. It caught fire at 3:00 a.m. It was later  
28                  determined that the bus electrical cord had been plugged into the  
29                  wrong outlet.
- 30                  • Alpine Meadows Fire Station Staffing: NTFPD expects that, with the  
31                  current staffing schedule in effect, the Alpine Meadows fire station will  
32                  remain staffed into June.
- 33                  • Leave Early or Stay and Defend: At a previous Board meeting, Chief  
34                  Whitelaw said he would discuss with the Board a new evacuation  
35                  policy called "Leave Early, or Stay and Defend". At President Danz's  
36                  request, Peter shared with the Board NTFPD's ideas about the  
37                  philosophy. It is promoted in California by insurance companies, who  
38                  are primarily interested in protecting property rather than lives, and  
39                  based somewhat on a policy in effect in Australia, where inadequately  
40                  funded fire protection districts rely on homeowners to help defend  
41                  their own properties, especially in wilderness areas. Unfortunately,  
42                  according to Peter, this philosophy contributed to about 250 deaths  
43                  during the recent wildland fires in Australia. NTFPD does not  
44                  condone the approach. They feel that most taxpayers have minimal  
45                  understanding or experience on which to base a decision about  
46                  whether to evacuate or remain to fight a fire for which they may have  
47                  limited or no training.
- 48                  • Chipping program: Proposition 40, which funded the chipping  
49                  program, has no more funding. NTFPD is trying to identify other

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- 1 funding sources. Director Nungester asked if the chippers could be  
2 borrowed by homeowner associations; Peter said no.
- 3 • WARN system: Director Nungester asked how much the WARN  
4 system costs, so the expense could be factored into next year's  
5 budget. Peter said he would find out and let Pam know.
- 6 **F. Soil Vapor Survey and Risk Assessment:**  
7 Manager Collins reported that West Bourgault, from Placer County  
8 Environmental Health, finally responded to the Holdrege & Kull Work Plan  
9 for Soil Vapor Survey and Human Health Risk Assessment at the site  
10 where the proposed Vehicle Maintenance Building addition is to be  
11 erected. West said the work plan was acceptable, but with exceptions that  
12 will essentially require that the work plan be rewritten. For instance, he  
13 specified that the soil needed to be dry, which would delay  
14 implementation of the work plan until June or July. Manager Collins and  
15 Pam Raynak (from Holdrege & Kull) will talk further with West. The  
16 project has been officially transferred to County staff in Tahoe City (Vickie  
17 Sandoval) but West is still involved.
- 18 **G. Operations & Maintenance Department Report:**  
19 Buz Bancroft presented a written report for the month of March that  
20 included status updates on water, sewer, garbage and other services  
21 provided by the District.
- 22 • Staff removed snow from the office and shop areas and from fire  
23 hydrants; assigned priorities to necessary repairs identified during the  
24 sewer television program; worked on the 2009-2010 budget; and,  
25 performed equipment and shop maintenance.
- 26 • All spring and routine water samples were absent coliform bacteria.
- 27 • Director Quinan suggested that yellow jacket traps be placed in the  
28 Park early, so as to reduce yellow jacket infestations later in the  
29 summer. Buz agreed.
- 30 **H. Proposal to Perform Fiscal Year 2009 Financial Audit:**  
31 President Danz reported that the Budget & Finance Committee reviewed  
32 proposals from Damore, Hamric & Schneider to perform the financial  
33 audit for fiscal year 2009 and to review the appropriations limit schedule.  
34 The proposed costs are the same as for fiscal year 2008. The Committee  
35 recommended approval of both proposals. Director Northrop made a  
36 MOTION that the Board accept both proposals from Damore, Hamric &  
37 Schneider. Director Nungester SECONDED the motion. Directors Grant,  
38 Northrop, Nungester and Quinan being in favor, the motion was  
39 APPROVED.
- 40 **I. Resolution 2-2009: Requesting Collection of Charges on Tax Roll:**  
41 Director Northrop made a MOTION that the Board adopt Resolution 2-  
42 2009: Requesting Collection of Charges on Tax Roll. Director Quinan  
43 SECONDED the motion. Manager Collins said he would remove from the  
44 list one customer who has paid the balance on their account. Roll was  
45 called to approve the Resolution. Ayes: Directors Grant, Northrop,  
46 Nungester, Quinan and President Danz. Nays: none. The Resolution  
47 was APPROVED.
- 48 **J. SDRMA Nominations:**  
49 The Board proposed no nominations.

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1           **K.     Gibboney Encroachment Verbiage Change:**

2           Manager Collins read the proposed verbiage for the sanitary sewer  
3           easement on Lot#229, AME#8, the same wording as that previously  
4           approved for the Nelson easement (Lot#228). President Danz felt that  
5           the Gibboneys should pay the recording fee (less than \$10). Manager  
6           Collins said, because the Nelsons did not have to pay for their recording,  
7           the District should pick up the cost for the Gibboney recording. Director  
8           Nungester felt that property owners should pick up the cost of recordings  
9           initiated at their request. Director Nungester made a MOTION that the  
10          Board approve the changes to the sanitary sewer easement on Lot#229,  
11          AME#8, requested by the Gibboneys, but that for this and all future  
12          matters of this sort, the party requesting the change shall pay the cost of  
13          preparing, filing and recording the document. Director Quinan  
14          SECONDED the motion. Directors Grant, Northrop, Nungester and  
15          Quinan being in favor, the motion was APPROVED.

16          **L.     Committee Reports:**

- 17          i.    **Budget & Finance Committee:** President Danz presented a written  
18          report of the Committee's April 9<sup>th</sup> meeting.
- 19               a.   **Non-standard Transactions:** None.
- 20               b.   **New Policy Regarding Grant Procedures:** A minor change will  
21               be made to the proposed new policy and then the policy will be  
22               forwarded to the auditors for approval.
- 23               c.   **Operating and Capital Budgets:**
- 24               •    The main topic of discussion during the Committee meeting  
25               was: when can you capitalize an expense? The issue came  
26               up because the Committee had capitalized the cost of the  
27               Lumos Fire Flow Report, but are now not sure how to proceed,  
28               given that the work will not be done for several years. Mike  
29               will ask the auditors for advice and will follow their advice  
30               whenever similar issues arise. The Committee will probably  
31               create a policy covering such cases.
  - 32               •    The budget is in good shape, needing only minor work. It will  
33               probably be ready for Board review next month.
  - 34               •    Staff will probably receive no pay increases next year, since  
35               the cost of living index is currently zero, but they have  
36               requested a 2% increase in certain benefits. They also asked  
37               that the allocation of benefits not be fixed but that Staff be  
38               allowed to allocate their benefits as they wish. Manager  
39               Collins supports Staff's requests. Manager Collins also asked  
40               that reimbursement of Staff benefits be made in an expeditious  
41               fashion.
  - 42               •    Director Grant requested that the Committee explore the  
43               implications of the probable increase in benefit payouts  
44               associated with the proposed allocation of benefits. Manager  
45               Collins agreed to do so. Manager Collins mentioned that  
46               District benefits are about average for government entities with  
47               which the District competes for employees.
  - 48               •    The Nissan '91 truck, with 200,000 miles on it, needs a new  
49               transmission, which would cost about \$3,500. The Committee

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- 1                                    asked Buz to check into the cost of purchasing a replacement  
2                                    truck, rather than fixing the transmission.
- 3                                    • Staff requested a new SCADA computer. The Committee  
4                                    asked them to determine the priority of the new computer  
5                                    purchase with respect to improvements to other parts of the  
6                                    District's infrastructure.
- 7                                    d. **Investments/Cash:** Two \$95,000 CDs will mature in April. The  
8                                    Committee recommends the \$190,000 be invested in LAIF, to  
9                                    comply with the District's investment policy to have no more than  
10                                    30% of its cash invested in CDs as of June 30, 2009. After June  
11                                    30, the Committee can reassess the distribution of its investments.  
12                                    Director Northrop made a MOTION that the Board authorize  
13                                    Manager Collins to invest the two CDs maturing in April, totaling  
14                                    \$190,000, in LAIF. Director Nungester SECONDED the motion.  
15                                    Directors Grant, Northrop, Nungester and Quinan being in favor,  
16                                    the motion was APPROVED.
- 17                                    e. **Requests from Customers for Adjustments to Their Bills:**  
18                                    None.
- 19                                    f. **Requests for Unbudgeted Expenses:** The Committee  
20                                    recommends approval of the unbudgeted expense of \$415.01 to  
21                                    Sierra Roofing for the replacement of a blower motor on the  
22                                    heater in the maintenance building. Director Nungester made a  
23                                    MOTION that the Board approve the unbudgeted expense.  
24                                    Director Northrop SECONDED the motion. Directors Grant,  
25                                    Northrop, Nungester and Quinan being in favor, the motion was  
26                                    APPROVED.
- 27                                    g. **Next meeting:** Scheduled for Wednesday, May 6<sup>th</sup>, at 2:30 p.m.
- 28                                    ii. **Administration & Personnel Committee:** Director Nungester  
29                                    provided a written report on the Committee's March 26<sup>th</sup> meeting.
- 30                                    a. **Goals and objectives for fiscal year 2010:** The document is the  
31                                    same as last year's document with the following exceptions:
- 32                                    • Items removed (due to the work having been accomplished):  
33                                    ○ Well R-1  
34                                    ○ Juniper Mountain fire flow improvements
- 35                                    • Items added:  
36                                    ○ Select and initiate the next capital improvement project  
37                                    ○ Introduce and implement CUPSS program  
38                                    ○ Complete the VSB soil issue with Placer County  
39                                    Environmental Health  
40                                    ○ Supervise and complete the VSB expansion
- 41                                    President Danz said she thought the document was well done and  
42                                    complimented the Committee on its work. Director Grant made a  
43                                    MOTION that the Board adopt the Goals and Objectives for fiscal  
44                                    year 2010 as presented, spelling out CUPSS (Check Up Program  
45                                    for Small Systems) and identifying it as a software asset  
46                                    management program. Director Northrop SECONDED the  
47                                    motion. Directors Grant, Northrop, Nungester and Quinan being  
48                                    in favor, the motion was APPROVED.

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1                   **b. Discuss procedure for review of General Manager:** Director  
2                   Nungester said the review would be held using the 2008-2009  
3                   Goals and Objectives. He gave Pam a form to distribute to the  
4                   Directors, to be completed and returned to Director Nungester  
5                   before the May Board meeting, when the review will be held.

6                   iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.

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

8                   **M. Open Items:**

9                   The Board agreed to schedule the Thursday, May 7<sup>th</sup>, Board Meeting at  
10                  10:30 a.m.

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

12                  None.

13                  **4. DIRECTORS' COMMENTS**

- 14                  • Director Grant requested that the June Board meeting be rescheduled from  
15                  June 12 to a different date, possibly June 10 or 15. The Board will finalize  
16                  the date at the May meeting.
- 17                  • Director Nungester asked that it be recognized that Staff and the Recording  
18                  Secretary are foregoing their salary increases next year, and that everybody  
19                  is helping to make this District financially stable.
- 20                  • President Danz requested that one or more Directors attend the Placer  
21                  County CSDA meeting in Auburn May 14<sup>th</sup>, 5:30-8:00 p.m. A couple of  
22                  Supervisors will be attending to discuss the impact of reduced property tax  
23                  revenues on the budget. Director Nungester can tentatively attend and will  
24                  report back to the Board at the June meeting.

25                  **5. CLOSED SESSION**

26                  None.

27                  **6. ADJOURNMENT**

28                  There being no further business before the Board, the meeting was adjourned at  
29                  10:04 a.m.

30  
31                  Respectfully Submitted,

approved as submitted 5/7/09

32  
33  
34  
35                  Jancis Martin  
36                  Recording Secretary