

**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 13, 2007, 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 8:34 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 Jon Northrop; Virginia Quinan

8 Directors Absent: Janet S. Grant.

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

12 Guests Present: Chief Dave Ruben/NTFPD

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

17 **2. PUBLIC PARTICIPATION**

18 None.

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

20 **B. Resolution 1-2007: Request Collection of Charges on Tax Roll:**

21 Director Northrop made a MOTION that the Board adopt Resolution 1-
22 2007, Requesting Collection of Charges on Tax Roll. Director Nungester
23 SECONDED the motion. Roll was called to approve the Resolution.
24 Ayes: Northrop, Nungester and Quinan and President Danz. Nays: none.
25 The Resolution PASSED.

26 **C. Approval of Minutes:**

27 i. **Regular Board Meeting Held on March 9, 2007:**

28 Director Quinan made a MOTION that the Board approve the minutes
29 of the March 9, 2007, Regular Board of Directors Meeting. Director
30 Northrop SECONDED the motion. All Directors being in favor, the
31 motion was APPROVED.

32 ii. **Special Board Meeting Held on March 20, 2007:**

33 Director Nungester made a MOTION that the Board approve the
34 minutes of the March 20, 2007, Special Board of Directors Meeting.
35 Director Northrop SECONDED the motion. All Directors being in
36 favor, the motion was APPROVED.

37 **A. Financial Report:**

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

- 40 • the annual revenue is higher than budgeted due to rate increases;
- 41 • he is preparing to send delinquent accounts to collections;
- 42 • he has been working on fixed asset issues (relating to the firehouse)
43 with the auditors; and
- 44 • he and Staff have been working hard on the budget.

45 i. **Financial Statements – April 9, 2007:** Director Northrop made a
46 MOTION that the Board accept the financial statements, dated April 9,
47 2007, as presented. Director Quinan SECONDED the motion. All
48 Directors being in favor, the motion was APPROVED.

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- 1 ii. **Expenses Paid & Payable – April 9, 2007:** The Directors reviewed
2 the monthly check register. Director Quinan made a MOTION that the
3 Board approve the Expenses Paid & Payable (checks 22963 through
4 23012). Director Nungester SECONDED the motion. All Directors
5 being in favor, the motion was APPROVED.

6 **D. Fire Department Report:**

7 Chief Ruben was in attendance and discussed the following items:

- 8 • March Dispatch Report: The Board reviewed the dispatch report.
9 There were 27 calls; most of them were split between medical aids
10 and ski area transports. There was one call to deal with a small gas
11 leak at the River Run Condos.
12 • Defensible space: As reported last month, NTFPD applied for a grant
13 in concert with John Moise and valley residents to assist in the
14 removal of hazardous trees; however, the grant was not funded.
15 NTFPD will operate its annual chipping program in the valley; it will
16 have the chipping crews hired by the end of May. ASCWD will place
17 information about the program in the June newsletter. NTFPD is also
18 working with Tahoe Truckee Sanitation to provide some dumpsters for
19 clean-up days.
20 • Forestry Fuels Manager: NTFPD has hired Stuart McMorrow. His
21 background is with the Tahoe Conservancy and the State Parks. He
22 is knowledgeable in forestry and wildlife biology and will work with the
23 valley's Fire Safe Council on defensible space issues.
24 • Plans for the fire house addition have been approved and the final
25 details are being worked out.

26 **E. Fire Department Lease Contract:**

27 The Board was to review and vote on the contract for the lease of the
28 Alpine Meadows Fire Station to NTFPD. Manager Collins reported on his
29 discussion with Chief Whitelaw about the status of the contract. Prior to
30 leaving on vacation, Chief Whitelaw had reviewed it and had some
31 questions and proposed revisions. Legal counsel will modify the contract
32 to be ready for ASCWD review and disposition at next month's Board
33 meeting.

34 **F. Fire Department Reimbursement Contract:**

35 The Board discussed the revised contract with NTFPD for the
36 reimbursement of costs associated with ASCWD performing the role of
37 contracting agency for construction of the fire station addition. Chief
38 Ruben reported that the NTFPD Board has approved the contract which
39 included changes made during the March 20th ASCWD Special Board
40 Meeting. Director Northrop made a MOTION that the Board approve the
41 Fire Department Reimbursement Contract as presented. Director
42 Nungester SECONDED the motion. All Directors being in favor, the
43 motion was APPROVED. President Danz pointed out that Manager
44 Collins will have to attach the missing exhibits, one of which will require
45 the development of personnel and legal rates.

46 **G. Status of Easements:**

47 The Board reviewed the status of recording its easements on lots in the
48 valley. Manager Collins reported that he did not work on the preliminary
49 set of letters (pertaining to unrecorded easements on four or five

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1 undeveloped lots) this past month. They are on his agenda for the
2 coming month. His goal is to accomplish one per month.

3 **H. General Manager's Report:**

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

- 6 • He worked with Staff to develop a draft capital improvement plan and
7 presented it to the Long Range Planning Committee yesterday.
- 8 • He prepared and submitted an application to the forest service for
9 permission to enter on forest service property for planned
10 improvements at Springs 2 and 4.
- 11 • He requested proposals from Dwight Smith and EcoLogic for the
12 engineering required for the Springs 2 and 4 improvements.
- 13 • The Kleinfelder reports have been located but they don't include the
14 anticipated well logs for the prospective vertical well site.
- 15 • He worked on the budget.
- 16 • He prepared and submitted a grant application to Placer County
17 Water Agency for a pilot remote meter reading program in the amount
18 of \$29,800.
- 19 • He researched Local Agency Investment Fund (LAIF) investment
20 procedures. The April property tax payment from Placer County will
21 be in the amount of \$207,023.92, which will be deposited into the
22 District's money market account and subsequently transferred to
23 LAIF.
- 24 • He forwarded the snowmaking agreement to District counsel for
25 review.
- 26 • Director Northrop asked Manager Collins if Staff had contacted
27 Howard Carnell for information on the proposed vertical well site.
28 Manager Collins has not yet contacted him but will do so.
- 29 • Director Quinan asked if the District had received the encroachment
30 permit from Placer County for the reconstructed line at the bridge.
31 Manager Collins reported that he has not received the permit; he has
32 been calling them about it and will continue to follow up.
- 33 • Director Quinan asked Manager Collins if he received a response to
34 his letter to the River Run Condos, regarding the well pump housing.
35 He said that he received a response, thanking him for his letter.

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

37 Buz Bancroft provided a written report for the month of March that
38 included status updates on water, sewer, garbage and other services
39 provided by the District. In addition to the information on the written
40 report, the following was discussed:

- 41 • The District water system is still being chlorinated. Two sets of
42 samples tested positive for coliforms on Springs 2 and 4 and on
43 Spring 1; the third round came back negative. The first set of April
44 tests on Springs 2 and 4 also came back positive. The positive test
45 results are typical of the contamination that historically occurs at
46 Springs 2 and 4 during the spring melt.
- 47 • Staff has been doing some snow removal and is continuing to
48 investigate a possible leak in Zone 3, on the order of 20-25 gallons
49 per minute.

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1 **J. Sale of Alpine Meadows Ski Area:**

2 The Board discussed the pending sale of the ski area and its impact on
3 ASCWD:

- 4 • Director Quinan pointed out that, when Nick Badami sold the Alpine
5 Meadows Ski Area to POWDR Corp. in 1994, the ski area's property
6 assessment was not raised at that time and therefore the District did
7 not receive any increase in property taxes from the ski area. She
8 asked if there would be an increased property assessment when it
9 changes hands in June. Manager Collins said he will find out the ski
10 area's current value but that the assessment itself was up to the
11 county assessor to determine.
- 12 • Director Nungester reported that the Budget & Finance Committee
13 yesterday directed Manager Collins to itemize all issues currently
14 under negotiation with the ski area. President Danz requested that
15 Manager Collins send the current owners a letter requesting
16 confirmation of the negotiated agreement regarding the District's
17 proposed actions at the potential vertical well site. There should also
18 be a letter documenting the other issues between the District and the
19 ski area, which include potential use and maintenance of the
20 snowmaking pump and buying out the snowmaking contract.
- 21 • After discussions with District counsel, Manager Collins said it is not
22 clear that the District should buy out the remainder of the snowmaking
23 contract with the ski area. There are several drawbacks: there may
24 be a legal issue; the buy-out would reduce the reserves available for
25 capital improvements; and the excess snowmaking water will not be
26 available for the valley's peak demand period in the summer.
- 27 • President Danz suggested the best near-term action would be to hold
28 off on anything involved with revising the snowmaking contract until
29 the capital improvement projects were determined, and thereafter to
30 meet with the new owners to discuss ongoing issues and develop a
31 new contract to reflect the District's newly understood water needs.
- 32 • Buz spoke with Sandy McPherson, who works for the new owners,
33 and shared with him the interest ASCWD has in the potential vertical
34 well site at the ski area.

35 **K. LAFCO Election:**

36 The Board reviewed the five candidates for the LAFCO Board. Director
37 Northrop reported that TTSA voted for Duane Frink, based on his
38 background and experience. President Danz was reluctant to support the
39 two candidates currently representing cemetery districts, since the scope
40 of their districts was significantly different than that of ASCWD. Director
41 Quinan felt that she could not vote for anyone who did not provide a letter
42 and/or resume, which limited her support to either Duane Frink or
43 Anthony Wright. Director Northrop made a MOTION that the Board vote
44 for Duane Frink for the LAFCO Board. Director Quinan SECONDED the
45 motion. All Directors being in favor, the motion was APPROVED.

46 **L. TTSA Report:**

47 Director Northrop reported on items of interest to ASCWD from the March
48 14, 2007, and April 11, 2007, TTSA Board meetings:

- 49 • The plant is operating normally.

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1 The next TTSA Board meeting is scheduled for May 9, 2007, at 9:00 a.m.

2 **M. Goals and Objectives for Fiscal Year 2008:**

3 The Board reviewed the draft goals and objectives for the Board and
4 General Manager for fiscal year 2008 and made suggestions for
5 modifications:

- 6 • Director Nungester recommended that item 3C under General
7 Manager Goals and Objectives (regarding fire protection services) be
8 deleted.
- 9 • President Danz proposed four additional goals, along the lines of:
 - 10 ○ Board members and General Manager should come to meetings
11 prepared;
 - 12 ○ Board members should serve the community, rather than being
13 self-serving;
 - 14 ○ the Board should respond adequately to concerns expressed by
15 the community; and
 - 16 ○ the General Manager should efficiently accomplish work and
17 follow up on matters.
- 18 • Director Quinan suggested that information from the General
19 Manager's contract could be incorporated into the goals and
20 objectives to address President Danz's fourth proposed goal.
- 21 • President Danz and Director Nungester expressed interest in
22 dropping General Manager Goals & Objectives item 1B (regarding the
23 employee benefit package). Director Quinan suggested replacing it
24 with a more general statement, rather than one that is so specific.
- 25 • Directors Nungester and Northrop agreed to work together to modify
26 the document to address the various concerns. Director Nungester
27 will schedule a meeting of the Administration & Personnel Committee
28 before the May Board meeting to review and revise the document
29 prior to presenting it to the Board for approval.

30 **N. Donation to Park:**

31 The Board reviewed a proposal to donate a bench honoring the 90th
32 birthday of Merrit Cutten:

- 33 • Director Quinan said the proposal is being made by Bill Bancroft,
34 Merrit's son-in-law. She believes the bench would be identical to the
35 benches already in the Park and that Bill would pay for the bench.
36 Director Grant, absent from today's meeting, has traditionally been
37 opposed to actions that would tend to turn the Park into a memorial
38 park. Various Directors pointed out that many municipalities use
39 plaques to acknowledge financial contributions without it being a
40 problem.
- 41 • Pam shared with the Board some of the particulars of her
42 conversations with Bill. She suggested to Bill that he select a bench
43 or table from the catalog from which the District orders Park furniture.
44 The Directors present were supportive of the concept
- 45 • Director Northrop made a MOTION that the Board, on behalf of Merrit
46 Cutten, accept a donation from Bill Bancroft for a table with bench
47 attached, matching the existing Park furniture and including a small
48 affixed plaque. Director Quinan SECONDED the motion. All
49 Directors being in favor, the motion was APPROVED.

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- 1 • Director Nungester said it was important to acknowledge that the
2 Board appreciates donations of functional items (e.g., benches,
3 tables, barbecues), rather than fixed memorials that do not contribute
4 to the community's enjoyment of the Park.

5 **O. Proposed Brown Act Amendments:**

6 The Board discussed the impact on its activities if the proposed
7 amendments to the Brown Act are adopted. The amendments would
8 require that all materials associated with agenda items be made available
9 to the public at the time the agenda is posted. In the case of ASCWD,
10 this would include minutes from committee meetings, exhibits and
11 attachments to contracts and possibly also research done by Staff in
12 support of agenda items; not all of these documents are currently
13 available at the time the Board agenda is posted. If adopted, the
14 amendments will take effect in 2008.

15 **P. Committee Reports:**

- 16 i. **Budget & Finance Committee:** President Danz presented a written
17 report of the Committee's April 12, 2007, meeting with detailed
18 discussions of the following items:
19 a. **Status of investments/cash, including LAIF:** Discussed earlier.
20 b. **Draft of 2007-2008 operating budget:** The Staff has done a
21 great job. The Committee expects to have a final draft of the
22 operating budget by month in time for next month's Board
23 meeting. After it is approved, Mike will develop the budget by
24 fund.
25 c. **Increases in connection fees:** Manager Collins will provide a
26 couple of reasonable scenarios at next month's Board meeting.
27 d. **Analysis of snowmaking revenue:** Discussed earlier.
28 e. **Insurance alternatives:** Pam did not have the information
29 regarding employee health insurance alternatives.
30 f. **Requests from customers for adjustments to their bills:** None.
31 g. **Requests for unbudgeted expenses:** None.
32 h. **Next meeting:** Scheduled for Thursday, May 10, 2007, at 1:00
33 p.m.
34 ii. **Administration & Personnel Committee:** No meeting.
35 iii. **Long Range Planning Committee:** In the absence of Director Grant,
36 Manager Collins presented information from the April 12 meeting of
37 the Committee. The topic of the meeting was the approval of priorities
38 for capital projects recommended in the long range plan:
39 • Manager Collins explained that, prior to the Committee meeting,
40 Staff developed a spreadsheet showing all potential capital
41 projects for the water system. Staff assigned values to each
42 project in various categories - including current condition,
43 economic impact, environmental impact and social impact – and
44 used the values to generate a total score, and therefore a relative
45 priority, for each project. They only included the top 18 projects,
46 since not all projects can be implemented in the near future.
47 • The Committee recommended that the social impact value be
48 dropped from the calculation, as it was difficult to calculate a
49 meaningful value for such an impact.

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- 1 • Once Staff had generated the list of the top projects, Manager
2 Collins created an expanded spreadsheet showing the high-
3 priority projects and their estimated cost. The estimated cost does
4 not yet include engineering costs for design, inspection and
5 testing, which could increase the cost of each project by 25-40%.
6 In addition, the costs are current costs and do not reflect the effect
7 of inflation. The spreadsheet is based on a “pay as you go” cost,
8 which assumes the District will self-fund the projects rather than
9 acquire loans. Manager Collins also assumed that the District will
10 spend \$150,000 per year. The spreadsheet also shows the status
11 of the capital projects reserve each year for the next 20 years.
- 12 • The Committee approved the plan.
- 13 • Manager Collins will use the information in the plan to calculate
14 new connection fees. The Board will also have to decide how
15 much of the cost of the capital projects should be funded by
16 existing customers via a capital improvement surcharge which is
17 the funding method Manager Collins recommends.
- 18 • Manager Collins recommends that the District change its
19 connection fee from a bathroom- and fixture-based scheme to a
20 scheme based on meter size (residential, rather than fire flow) and
21 require that the connection fees be paid up-front by developers.
- 22 • President Danz said Manager Collins still has to calculate the
23 additional costs. She would rather the Board not vote to approve
24 the plan at today’s meeting, since a) the cost of each project has
25 not been totally calculated, b) her general policy is not to hold a
26 vote on significant District issues when Directors are absent and
27 c) the absent Director is Director Grant, whose Committee has
28 been directly involved with the generation of the long range plan.
- 29 • Director Nungester complimented Manager Collins on his work.
- 30 • President Danz said the Board should have time at the next Board
31 meeting to discuss the plan further and to approve the plan in
32 concept.
- 33 • Manager Collins said Staff would use the same methodology to
34 create a long range plan for the sewer system, that is, identifying
35 each segment of the sewer, calculating value scores for the
36 segments, assigning priorities, estimating costs and developing a
37 schedule.

38 iv. **Park, Recreation & Greenbelt Committee:** No meeting.

39 **Q. Open Items:**

- 40 • Director Quinan distributed to the Board a draft form to be used by the
41 Park Attendant to document Park usage.
- 42 • At President Danz’s suggestion, Director Quinan reviewed the
43 Greenbelt policies with the aim of retitling and renumbering them as
44 Park, Recreation & Greenbelt policies. There is only one policy with a
45 substantive change that might need Board approval. Director Quinan
46 will bring the suggested revisions to next month’s Board meeting for
47 approval.
- 48 • Director Nungester requested that the revised 2008 Goals and
49 Objectives be placed on next month’s Board agenda for further action.

