

**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 Thursday, May 7, 2009, at 10:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 10:30 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 (by telephone); 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: Duane Whitelaw/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 **B. Approval of Minutes of Regular Board Meeting Held on April 10,**
21 **2009:**

22 Director Grant made a MOTION that the Board approve the minutes of
23 the April 10, 2009, Regular Board of Directors Meeting. Director Quinan
24 SECONDED the motion. Directors Grant, Northrop, Nungester and
25 Quinan being in favor, the motion was APPROVED.

26 **A. Financial Reports:**

27 Mike Dobrowski, District CPA, participated in discussion of this agenda
28 item by telephone.

- 29 • The District received its scheduled payment of property tax revenues
30 from Placer County last month; the amount was a little higher than
31 expected.
- 32 • The Budget & Finance Committee finalized the fiscal year 2009-2010
33 operating budget yesterday, with only a few changes. They also
34 worked on the capital budget.
- 35 • President Danz noted that there was one error on the financial report:
36 outstanding accounts were sent to collections last month but the
37 transaction was not reflected on the balance sheet. It will be
38 corrected in next month's financial reports.
- 39 i. **April Financial Statements:** Director Northrop made a MOTION that
40 the Board accept the financial statements, dated May 5, 2009, as
41 presented. Director Quinan SECONDED the motion. Directors Grant,
42 Northrop, Nungester and Quinan being in favor, the motion was
43 APPROVED.
- 44 ii. **April Expenses Paid & Payable:** The Directors reviewed the monthly
45 check register. Director Grant made a MOTION that the Board
46 approve the Expenses Paid & Payable (two direct debits for payroll
47 and checks 24325 through 24368, excluding voided check 24345).
48 Director Northrop SECONDED the motion. During discussion,
49 Director Grant commented that the portrait version of the report was

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1 easier to read than the more frequently provided landscape version.
2 Directors Grant, Northrop, Nungester and Quinan being in favor, the
3 motion was APPROVED.

4 **C. Fire Department Report:**

5 Chief Whitelaw from NTFPD reported the following:

- 6 • April Dispatch Report: Most of the calls were from the ski area.
7 Otherwise, it was a rather quiet month.
- 8 • Alpine Meadows Fire Station Staffing: As of May 4th, NTFPD had
9 staffed the station 136 days. Chief Whitelaw expected that the
10 contractual staffing for the current fiscal year would be completed by
11 the end of June.
- 12 • CAL FIRE Support: CAL FIRE will station two engines in the Tahoe
13 basin starting May 11th, one in Carnelian Bay, and the other in
14 Meyers. Chief Whitelaw emphasized the importance of CAL FIRE's
15 presence in the Tahoe basin.
- 16 • May 19th State Election: Chief Whitelaw expressed concern about the
17 coming election. Specifically, if Propositions 1A -1E do not pass,
18 which appears to be the likely result, the state may take up to 8% of
19 fiscal year 2008/2009 property tax receipts, theoretically to be paid
20 back in the future with interest.
- 21 • Vehicle Maintenance Building Addition: NTFPD is anxious for the
22 completion of the addition. Manager Collins has received final
23 approval from the Placer County Health Department for the District's
24 proposed work plan, the first step of which is to perform the soil vapor
25 analysis when the soil is completely dry, probably in June or July.
26 Depending on the results of the study, the District may have to put the
27 soil on a pad, sort through it to extract the chunks of contaminated
28 material and dilute, grind up or remove the chunks. It is also possible
29 that the top four feet of soil may need to be hauled away completely.
30 The building contractor is growing impatient; NTFPD is keeping him
31 apprised of the circumstances. The construction contract may need
32 to be extended.
- 33 • Emergency Dispatch: As reported last month, NTFPD plans to switch
34 dispatch services to Grass Valley. The date of the switch has been
35 moved from May 15th to June 1st to coordinate with Meeks Bay Fire
36 Department. NTFPD and the fire departments in Meeks Bay, Alpine
37 Meadows, Squaw Valley and Truckee will all have dispatch provided
38 out of Grass Valley.
- 39 • Fire Insurance Inspections: Allstate has been performing visual
40 inspections of insured properties and issuing recommendations for
41 defensible space. Theoretically, if the property owner responds to the
42 recommendations, Allstate renews the insurance policy, but some
43 people are reporting that Allstate does not always renew, especially if
44 the property owner does not agree with the recommendations. Chief
45 Whitelaw is concerned that other insurance companies may follow
46 suit, making it increasingly expensive for property owners to obtain
47 insurance. NTFPD has brought the issue to the attention of Senator
48 Dave Cox and Assemblyman Ted Gaines. Senator Cox plans to meet
49 with Allstate representatives later this month, with participation by

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1 chiefs from NTFPD and other local fire districts. Director Quinan
2 reported that she was told by Allstate to remove all trees within 100
3 feet of her home. Fortunately, Director Quinan was able to obtain
4 insurance at a better rate from another insurance provider. Chief
5 Whitelaw commented that the Allstate inspectors are not necessarily
6 fire people.

- 7 • Chipping Program:
 - 8 ○ The contract between NTFPD and ASCWD specifies that chipping
9 for Alpine Meadows will be provided as grant funding is available.
10 There are three potential grant funding sources for chipping in
11 Alpine Meadows: the Sierra Nevada Conservancy grant (funding
12 for which is currently frozen), Proposition 40 (a grant approved for
13 NTFPD which can be used in Alpine Meadows - its funding is also
14 currently frozen) and the State Clearinghouse (Federal funding -
15 NTFPD applied for funding on behalf of Alpine Meadows this year
16 but did not receive it).
 - 17 ○ Last year, there was a line item in the SNC grant for chipping in
18 Alpine Meadows for \$10,000; NTFPD received 90% of that
19 amount and should receive another \$1,000 but payments are
20 currently frozen. Last year, NTFPD provided approximately 180
21 home inspections in the Valley, chipped piles at approximately
22 100 homes, and also carried out some other defensible space
23 activities. NTFPD asked Placer County if there were funding
24 available for chipping in Alpine Meadows; they said no but did
25 agree to pay for two Valley collection days, where pine needles
26 and yard detritus can be brought to a central location to be hauled
27 away.
 - 28 ○ Chief Whitelaw said chipping is crucial in Alpine Meadows but that
29 he does not have a funding source identified yet for the program.
30 Three potential ideas were proposed for funding the chipping
31 program:
 - 32 ▪ Director Quinan pointed out that the Juniper Mountain
33 homeowners association used to pay for two chippings a year
34 and asked if it would be possible for homeowner associations
35 to pay NTFPD to provide chipping services if grant funding
36 were not available. Chief Whitelaw said yes. The cost
37 averages around \$75 per home. If Proposition 40 funding
38 became available, the homeowner associations would be
39 repaid.
 - 40 ▪ Chief Whitelaw suggested that one way to fund the chipping
41 program in Alpine Meadows would be to reduce staffing at the
42 Alpine Fire Station by five days. President Danz opined that
43 staffing the station was more important than chipping.
 - 44 ▪ Chief Whitelaw said that chipping days could be scheduled,
45 with equipment and labor provided by NTFPD, with the cost
46 divided among participating homeowners. Perhaps the dates
47 could be coordinated with the Placer County collection days.
48 The Directors agreed that the third idea made the most sense.
49 President Danz requested that the chipping plan be made the top

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1 newsletter story. NTFPD will collect phone calls from interested
2 parties, notify people of the chipping dates, hopefully to coincide
3 with Placer County collection dates, tell homeowners how much it
4 will cost, and homeowner associations can make their own
5 arrangements with NTFPD if they wish. The expectation is that
6 property owners participating in NTFPD's chipping services would
7 be repaid at such time as Proposition 40 funds become available.
8 President Danz asked Manager Collins to coordinate details of the
9 plan with Chief Whitelaw.

- 10 • Fire Safe Council Event: Chief Whitelaw said the local Fire Safe
11 Council was planning to hold an event July 11th.

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

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

- 15 • Sierra Nevada Conservancy Grant: The California governor says the
16 state has funds to restart grant-funded projects, but the Department of
17 Finance has not given SNC permission to resume payments. So the
18 District's SNC grant project remains on hold. From his
19 communications with SNC personnel, Manager Collins thinks the
20 District might be able to get payments processed by the end of June
21 with work restarting in July.
- 22 • Easements: Staff has created a list and a map of all easements. Staff
23 has discovered that some documents were executed but not
24 notarized, sent to the County Recorder, returned by the Recorder for
25 notarization, and then dropped. Pam may train to become a notary
26 public, which would facilitate proper documentation of the easements.
- 27 • Sewer System Management Plan: Manager Collins met with Holmes
28 International and has taken a first cut at a draft plan. A rough draft
29 should be available by June.

30 **E. Soil Vapor Survey and Risk Assessment:**

31 Previously discussed in agenda item 3C.

32 **H. Webb Land Surveying Proposal Regarding Legal Descriptions for
33 Sewer Easements and Quitclaim Deeds:**

- 34 • Manager Collins said legal counsel has drafted a form letter and two
35 form documents, one to use when a land owner grants the District an
36 easement, another to use when an owner grants the District an
37 easement which requires the District to relinquish an easement that is
38 in the wrong location. Staff has selected AME #4 as the first area in
39 which to correctly document as-built easements. There are 18
40 properties involved, for an anticipated total of about 45 documents.
- 41 • The first step will be to confirm that the sewer is where the District
42 thinks it is. Staff will inspect first, then Webb Land Surveying will
43 come out and relate the segment of sewer line to the property
44 corners, and attach the information to the pertinent documents.
- 45 • President Danz said the Budget & Finance Committee reviewed the
46 Webb proposal and recommended approval of the funding for it.
47 Director Northrop made a MOTION that the Board approve funding for the
48 proposal by Webb Land Surveying to provide legal descriptions for sewer
49 easements and quitclaim deeds for AME #4, in the amount of \$11,250 to

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- 1 \$13,500. Director Nungester SECONDED the motion. Directors Grant,
2 Northrop, Nungester and Quinan being in favor, the motion was
3 APPROVED.
- 4 **I. Operations & Maintenance Department Report:**
5 Buz Bancroft presented a written report for the month of April that
6 included status updates on water, sewer, garbage and other services
7 provided by the District.
- 8 • Staff has started a program to inspect all manholes in the valley.
9 They started in Juniper Mountain and are working in Bear Creek now.
10 They are finding fairly heavy inflow of ground water in them. They will
11 continue to work on them through the spring.
 - 12 • They worked on equipment and shop maintenance.
 - 13 • All spring and routine samples were absent coliform bacteria.
 - 14 • Staff met with Holmes International concerning SSMP, the District's
15 Sewer System Maintenance Plan.
 - 16 • They repaired the first water leak of the season.
 - 17 • The Park should open Memorial Day weekend. Placer County's
18 Mosquito Vector Board personnel have been out to check and treat
19 the pond in front of the dumpsters. They also put three wasp traps in
20 the Park and will check the traps twice a week.
- 21 **F. Resolution 3-2009: Identity Theft Prevention Program:**
22 Manager Collins said the Identity Theft Prevention Program is a program
23 to ensure that customers do not use identity theft when they open an
24 account with the District. The District extends credit to its customers and
25 it is therefore prudent to ensure that customers are who they say they
26 are, especially in the event that the District would need to pursue legal
27 remedies to obtain payment for unpaid bills. Under the Identity Theft
28 Prevention Program, when a customer opens an account with the District,
29 Pam will ask for photo identification. She can also ask for a second form
30 of identification if she needs one.
31 Director Northrop made a MOTION that the Board adopt Resolution 3-
32 2009: Identity Theft Prevention Program. Director Grant SECONDED the
33 motion. Roll was called to approve the Resolution. Ayes: Directors
34 Grant, Northrop, Nungester, Quinan and President Danz. Nays: none.
35 The Resolution was APPROVED.
- 36 **G. Proposed Amendments to the CSDA Bylaws:**
37 Director Nungester made a MOTION that the Board approve the
38 proposed amendments to the CSDA bylaws. Director Quinan
39 SECONDED the motion. Directors Grant, Northrop, Nungester and
40 Quinan being in approval, the motion was APPROVED.
- 41 **J. TTSA Board Report:**
42 There has been no TTSA Board meeting since the April ASCWD Board
43 meeting. The next TTSA Board meeting is scheduled for May 13, 2009,
44 at 9:00 a.m.
- 45 **K. Operating Budget for Fiscal Year 2010:**
46 • Manager Collins distributed updates to the version of the budget
47 included in the Board packer.

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- 1 • Director Grant asked if the budget would still be viable if the State
2 were to take back 8% of the District's property tax revenues; Manager
3 Collins said yes.
- 4 • Manager Collins provided an overview of the budget, identifying the
5 changes from the version included in the Board packet. He was
6 conservative in projecting revenues, keeping water revenues and
7 connection fees the same. He pointed out that the Consumer Price
8 Index is flat, which means that salaries will not increase. Employees
9 asked that they have the option of distributing their benefits deductible
10 among the three types of insurance – health, vision, dental – as they
11 wish, rather than as a defined percentage. The Board decided not to
12 increase the amount of the deductible but to give the employees the
13 flexibility they requested. Although the total amount of the deductible
14 will not increase, it is likely that the actual expense will increase as
15 each employee will more likely use the full amount of the deductible,
16 which they have not necessarily done in the past. The cost of
17 analytical testing will increase next year. Maintenance Water and
18 Sewer expense was increased to cover the expense of reproducing
19 some of the paper plans, which have become tattered. Manager
20 Collins is awaiting a response from the auditors regarding
21 depreciation for Well R-1. Legal expense includes expense for
22 recording easements and legal review of contracts. The budget
23 shows projected expenses at a total of \$1.3M vs. projected revenues
24 of \$1.5M.

25 Director Northrop made a MOTION that the Board approve the proposed
26 operating budget for fiscal year 2010, with the caveat that two numbers
27 may change: 1) \$3500 for a new transmission for the Nissan truck and 2)
28 depreciation expense, based on recommendation from the auditors.

29 Director Nungester SECONDED the motion. Directors Grant, Northrop,
30 Nungester and Quinan being in favor, the motion was APPROVED.

31 President Danz pointed out that this is earlier than the Board usually
32 approves the budget. Allocation of the budget by fund by month – using
33 the same allocation methods used to develop the current year's budget -
34 will come before the Board in June.

35 **L. Committee Reports:**

- 36 i. **Budget & Finance Committee:** President Danz presented a written
37 report of the Committee's May 6th meeting.
 - 38 a. **Non-standard Transactions:** None.
 - 39 b. **Investments/cash:** Four CDs, totaling \$330,000, will mature in
40 May. The Committee recommends they be invested with LAIF,
41 where the return is a little better than the current CD rate. The
42 Committee will reevaluate its CD investments, in total, after the
43 end of the fiscal year. Director Grant made a MOTION that the
44 Board authorize Manager Collins to invest the four CDs maturing
45 in May, totaling \$330,000, in LAIF. Director Northrop SECONDED
46 the motion. Directors Grant, Northrop, Nungester and Quinan
47 being in favor, the motion was APPROVED.

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- 1 c. **Policy Regarding Grant Procedures:** The Committee reviewed
2 the proposed new policy. The auditors will review it before the
3 Board votes on it next month.
- 4 d. **Fiscal Year 2010 Operating Budget:** Already discussed in
5 agenda item 3K.
- 6 e. **Fiscal Year 2010 Capital Budget:** The Committee reviewed a
7 draft of the proposed capital budget. They asked Staff to place
8 the projects in order of importance. Staff will also obtain more
9 information about the proposed SCADA system improvements,
10 the purchase of a new truck and the cost of studying the problem
11 of the sliding hillside. Mike is awaiting a response from the
12 auditors as to whether the hillside study should be classified as a
13 capital project or an operating expense; President Danz asked
14 Manager Collins to see if he could expedite a response from the
15 auditors. The Committee will review the revised capital budget at
16 its next meeting and prepare recommendations for the Board.
- 17 f. **Requests from Customers for Adjustments to Their Bills:**
18 None.
- 19 g. **Requests for Unbudgeted Expenses:** The Committee
20 recommended approval of the unbudgeted expense of a
21 maximum of \$13,500 for the Webb Land Surveying Proposal,
22 previously discussed in agenda item 3H.
- 23 h. **Next Meeting:** Not yet scheduled.
- 24 ii. **Administration & Personnel Committee:** There was no meeting.
- 25 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- 26 iv. **Long Range Planning Committee:** There was no meeting.
- 27 **M. Open Items:**
- 28 ▪ The Board agreed to schedule the June meeting on Wednesday, June
29 17, 2009, at 8:30 a.m., with the Budget & Finance Committee meeting
30 to be held at 1:30 p.m. on June 16th. Tuesday, June 16th, was
31 identified as an alternative date for the Board meeting in which case,
32 the Budget & Finance Committee meeting would meet on Monday,
33 June 15th at 1:30 p.m.
- 34 ▪ Directors Nungester and Quinan will attend the CSDA dinner on May
35 14th and will report on it at next month's Board meeting.
- 36 **N. Correspondence to the Board:**
- 37 Manager Collins reported that Mark Converse sent him a letter of thanks,
38 acknowledging Buz's assistance in retrieving personal belongings from a
39 District dumpster. Manager Collins thanked Buz on behalf of the Board
40 and District.
- 41 **4. DIRECTORS' COMMENTS**
- 42 Director Northrop said he would like everybody to know that Lew and Buz always
43 go above and beyond the call of duty.
- 44 **O. Review of Board's Performance:**
- 45 Director Nungester reported the results of this year's review of Board
46 performance and areas where improvement is needed. As is the custom,
47 he used the Goals and Objectives approved last year to obtain input for
48 the review. The General Manager and the members of the Board of
49 Directors provided the input.

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- 1 • **1. Review the District’s Mission Statement each year:** Reviewers
2 commented that it had been reviewed and that goals and objectives
3 had been modified to current situations. The Mission Statement will be
4 revisited at the June Board meeting.
- 5 • **2. Review existing policies at the Committee and Board level and
6 make new policies as required for the management and
7 operation of the District at a Committee and Board level:** There
8 was some disagreement among reviewers, one position being that a
9 more complete review of existing policies might be indicated and the
10 other position being that all policies had been reviewed and that the
11 Board and Committees continued to revise and create additional
12 policies as needed. President Danz commented that a complete
13 review was done last year and asked the Board if they preferred to
14 perform an annual review of all policies. The Board agreed that a
15 biannual review of the policies was adequate.
- 16 • **3. Budget resources to ensure that money, staff, and facilities are
17 available for the District to operate within all of the policies of the
18 Board:** Reviewers commented that the objective was accomplished,
19 that the Board had done a good job, and that the Board had followed
20 its policy of balancing the budget, as created by Staff and reviewed by
21 the Board, and that there was a common understanding of the
22 District’s needs and the resources available.
- 23 • **4. Provide the public with information about the District’s
24 activities, goals and objectives through the quarterly newsletter,
25 annual valley-wide meeting, Board meetings and on-the-street
26 communications:** Reviewer comments included “we can always do a
27 better job”, “the public seems generally happy”, “there have been
28 minimal complaints”, and “completed satisfactorily”.
- 29 • **5. Always communicate with each other, the General Manager
30 and the public in a polite and respectful manner:** The reviewers
31 agreed that all parties worked well together as a team and respected
32 each other.

33 **The Board took a break between 12:10 and 12:20.**

34 **5. CLOSED SESSION**

35 GOV’T CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE
36 EVALUATION:

37 The Board went into closed session at 12:20 p.m. to review the General
38 Manager. The closed session ended at 12:55 p.m. No action was taken.

39 **6. ADJOURNMENT**

40 There being no further business before the Board, the meeting was adjourned at
41 12:55 p.m.

42
43 Respectfully Submitted,

Approved w/amendments 6/17/09

44
45
46
47 Jancis Martin
48 Recording Secretary