

**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 8, 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 8:30 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; Buz Bancroft, Operations &
10 Maintenance; Lew Tift, Operations & Maintenance; Mike Dobrowski, District CPA
11 (by telephone); Jancis Martin, Recording Secretary

12 Guests Present: R. Dale Tobiassen/Martin Bros. Construction; Duane
13 Whitelaw/NTPFD; Nita Wracker/NTPFD

14 **2. PUBLIC PARTICIPATION**

15 Manager Collins introduced Dale Tobiassen of Martin Bros. Construction. His
16 company will be installing 78 storm drain systems along highway 89 between
17 Tahoe City and Squaw Valley during the next two years. They are looking for a
18 yard where they can stage and store equipment during the time period from June
19 1 through October 15 in 2008 and 2009. The equipment will be removed before
20 winter. The equipment includes storm drain systems, pipes and possibly a small
21 office trailer. They need about 8,000 square feet and will pave the area if
22 necessary. Dale has spoken with the ski area, but their agreement with the
23 forest service does not permit them to allow others to use their parking facility.
24 Director Grant asked Staff if it was feasible for the District to provide the sort of
25 yard Martin Bros. was seeking. Lew said there were two possible locations:
26 about an acre is available near the park and an area between the tennis courts
27 and the steel building is another possibility. Dale said his company would be
28 willing to post a deposit. President Danz asked Manager Collins to work with
29 Staff and Dale on the issue and report back to the Board next month.

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

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

35 **A. Financial Reports:**

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

- 38 • The District received its share of property tax revenues in April. Out
39 of these revenues, it will need to pay NTPFD \$160,000 this month.
40 Delinquent customer accounts have been sent to the County for
41 collections; the transfer is not reflected on this month's financial
42 reports but will be included in next month's financial reports.
- 43 • The financial reports show healthy cash and net income positions,
44 better than last year.
- 45 • Director Grant commented that the cost of benefits seemed to have
46 increased. Manager Collins said that Medicare and state
47 unemployment insurance were posted to incorrect accounts; this error
48 will be fixed in next year's budget.

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- 1 i. **April Financial Statements:** Director Northrop made a MOTION that
2 the Board approve the financial statements, dated May 2, 2008, as
3 presented. Director Grant SECONDED the motion. The motion was
4 APPROVED.
5 ii. **April Expenses Paid & Payable:** The Directors reviewed the monthly
6 check register. Director Nungester made a MOTION that the Board
7 approve the Expenses Paid & Payable (checks 23640 through
8 23692). Director Grant SECONDED the motion. In discussion,
9 Director Grant asked how often the office was cleaned. President
10 Danz said twice a month; the cleaning company sent two bills this
11 month, rather than the usual single bill. The motion was APPROVED.

12 **B. Approval of Minutes of Regular Board Meeting Held on April 11,**
13 **2008:**

14 Director Quinan made a MOTION that the Board approve the minutes of
15 the April 11, 2008, Regular Board of Directors Meeting. Director Grant
16 SECONDED the motion. In discussion, Director Nungester asked if the
17 charge for illegal dumping proposed in the ordinance increasing garbage
18 rates was adequate, given the high cost of dealing with hazardous waste.
19 President Danz said the charge cannot be increased now since notice of
20 the proposed charges had been posted; the issue could be addressed
21 again at a future date. The motion was APPROVED.

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

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

- 25 • Modifications to Well R-1: The District has received the bonds and
26 insurance necessary for the project, the contract has been signed and
27 the notice to proceed will go to the contractors tomorrow. The
28 projected completion date has moved from August 1st to August 8th.
- 29 • Worked on the budget with Staff.
- 30 • Worked on the proposed garbage ordinance and rates.
- 31 • Met with Scott Swietanski from the ski area regarding Well R-1
32 improvements. He and Scott discussed the District's possible use of
33 the ski area parking lot during construction (Scott said it would
34 probably be okay). They also discussed the contract for purchase of
35 snowmaking water.
- 36 • Received a notice that the Sierra Nevada Conservancy (SNC) will be
37 considering the District's grant application during its June 5th meeting.
38 Apparently, two of the projects on the SNC's approved list did not
39 qualify, allowing the District's application to be considered for funding.
40 John Moise (AMEA) and Director Quinan (JMA) have written letters of
41 support for the application and Manager Collins plans to attend the
42 meeting.

43 **E. Election of Representative to LAFCO:**

44 The Board reviewed the four candidates for the LAFCO Board. Director
45 Quinan felt John Moberly would know more about ASCWD's situation
46 than any of the other three candidates but that his position on the Squaw
47 Valley Public Service District Board could place him in an adversarial
48 position with respect to ASCWD's interests. President Danz liked Bill
49 Schumacher's resume and the fact that he represents a water district.

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1 Director Grant felt that the District should have representation from the
2 east side of the summit. Director Northrop made a MOTION that the
3 Board vote for John Moberly for the LAFCO Board. Director Nungester
4 SECONDED the motion. In discussion, Director Quinan said John
5 Moberly makes her feel nervous because, in the past, LAFCO
6 recommended that ASCWD be combined with the Squaw Valley Public
7 Service District. LAFCO's updated five-year report is due out next year.
8 Directors Northrop and Nungester withdrew their motion. Director
9 Nungester said he has known and been impressed by the group of former
10 educators (including Bill Schumacher) who developed parts of Meadow
11 Vista and feels Bill Schumacher would therefore be a good LAFCO
12 candidate. Director Nungester made a motion that the Board vote for Bill
13 Schumacher for the LAFCO Board. Northrop SECONDED the motion.
14 The motion was APPROVED.

15 **F. Operations & Maintenance Department Report:**

16 Buz Bancroft presented a written report for the month of April that
17 included status updates on water, sewer, garbage and other services
18 provided by the District:

- 19 • Water samples yielded a positive sample for Springs 2 and 4 and for
20 Spring 1. Subsequent samples were negative for coliform bacteria.
- 21 • Staff worked with Sierra Controls to troubleshoot and repair a Tank 5
22 SCADA problem (cause was corroded wires and connections).
23 SCADA has been in place since 1995 or 1996.
- 24 • Staff upgraded the dumpster latches, a solution that seems to be
25 working well. Disposable gloves have been provided for public use.
26 Several cans of hazardous waste were left by the dumpsters. Buz
27 recommended that the District develop a standard procedure for
28 dealing with hazardous waste. He recommends that the Truckee
29 hazardous waste disposal company, with which he is familiar, bring a
30 barrel to keep on-site in which hazardous waste can be temporarily
31 stored. When hazardous waste needs to be handled - for instance,
32 when hazardous waste is illegally left by the dumpsters - the Truckee
33 company will come out and physically transfer it into the barrel. When
34 the barrel is full, they will haul it away, along with the District's own
35 hazardous waste. It will cost approximately \$500 per removal.
36 Director Nungester suggested that hazardous waste disposal
37 information be placed in the next newsletter.

38 **C. Fire Department Report:**

39 Chief Whitelaw was in attendance to represent NTFPD, along with Nita
40 Wracker, NTFPD's new administrative manager. He discussed the
41 following items with the Board:

- 42 • April Dispatch Report: There was a house fire on Cortina Court. It
43 occurred on a day when the Alpine Meadows Fire station was not
44 staffed. The response time was 13 minutes; Squaw Valley was the
45 first responder. NTFPD sent 10 people, who were there about eight
46 hours. One responder sustained an injury. They took defensive
47 action to protect adjoining exposures. The property owners had been
48 doing work with contractors. Severe damage precluded analysis of
49 the fire cause. The insurance investigator agreed that the site was

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1 too dangerous to investigate so the owner's insurance will show the
2 cause as undetermined, although it appears to have been accidental.
3 Director Quinan pointed out that the firefighters did a good job
4 because the nearby trees were not even scorched. Chief Whitelaw
5 pointed out that structure fires can cause wildland fires and had
6 conditions been different (drier, windier), a wildland fire might have
7 ensued. Chief Whitelaw said there were issues with inadequate water
8 pressure during the fire; he has since talked with Manager Collins and
9 has learned that the District plans to work on improving water
10 pressure in the area. A problem in communication arose in
11 connection with the fire: Dave Ruben asked the County dispatch
12 center in Auburn to contact the water purveyor (ASCWD); the Auburn
13 dispatcher mistakenly told the on-call ASCWD person that the fire
14 location was in Tahoe City; the ASCWD on-call person pointed out
15 that he could not help with water pressure in Tahoe City. This
16 misinformation resulted in extra time and work by NTFPD personnel
17 to track down the responsible water personnel. Due to concerns of
18 this sort, NTFPD is evaluating the use of the CalFire dispatch center
19 (along with Squaw Valley and Meeks Bay), rather than the Placer
20 dispatch center. President Danz expressed appreciation for all the
21 action taken by NTFPD in fighting the fire.

- 22 • Budget: Chief Whitelaw is monitoring the State of California's budget
23 development, especially as it impacts NTFPD's budget and the
24 contract between ASCWD and NTFPD. According to the contract,
25 ASCWD's payments to NTFPD increase from \$320,000 this year to
26 \$360,000 next year and thereafter to 80% of ASCWD's property tax
27 revenues. The potential loss of property tax revenues next year and
28 perhaps even lower revenues in the future are of concern to NTFPD.
- 29 • Station staffing: There will be 30 more days of staffing next year than
30 in 2008.
- 31 • Director Quinan asked when the free dumpster program starts. Chief
32 Whitelaw replied that free dumpsters will be available this year
33 starting the first weekend after Memorial Day. Defensible space
34 inspections will take place this summer. The grant for this program is
35 through Placer County and Chief Whitelaw expressed appreciation to
36 Supervisor Bruce Krantz for supporting the grant.
- 37 • As part of the bi-state commission's recommendations, CalFire will be
38 staffing an engine 24/7 on Tahoe's north shore throughout fire season
39 and another on the south shore. There will also be more foresters
40 and hand crews available in the basin. The Forest Service will be
41 keeping a fire-fighting helicopter at the Truckee airport.

42 **G. TTSA Report:**

43 There has not been a TTSA Board meeting since the April ASCWD Board
44 meeting. The next TTSA Board meeting is scheduled for May 14, 2008,
45 at 9:00 a.m.

46 **H. Newsletter Topics:**

47 The Board discussed items to include in the June quarterly newsletter.
48 Items to be included are information about the Park (including the Park
49 application), hazardous waste disposal, the NTFPD program providing

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1 free chipping and dumpsters, the Cortina house fire (an article from Chief
2 Whitelaw with an addendum about the value of composition roof in
3 containing fire), and the proposed garbage rates.

4 **I. Revisions to Budget & Finance Committee Policies:**

- 5 i. Policy 2.3.0 (Monthly Financial Statements): Changes were made to
6 clean up the previous policy and to make it reflect the reports that the
7 Budget & Finance Committee and Board actually use. The
8 Investment Report should be included in the Board's monthly financial
9 package. Director Northrop made a MOTION that the Board adopt
10 the revisions to Policy 2.3.0, Monthly Financial Statements, effective
11 July 1, 2008. Director Nungester SECONDED the motion. The
12 motion was APPROVED.
- 13 ii. Policy 2.7.0 (Capital Reserves): Its previous two sections -
14 Capitalization and Re-capitalization – have now been combined into
15 one. The policy also now specifies that connection fees be kept in a
16 separate bank account from the rest of the District's funds. Director
17 Grant made a MOTION that the Board adopt the revisions to Policy
18 2.7.0, Capital Reserves, effective July 1, 2008. Director Nungester
19 SECONDED the motion. The motion was APPROVED.
- 20 iii. Policy 2.9.0 (Designated Cash Donations): One sentence has been
21 added that provides for identification of extra funds that may be
22 required for maintenance. Director Northrop made a MOTION that
23 the Board adopt the revisions to Policy 2.9.0, Designated Cash
24 Donations, effective July 1, 2008. Director Quinan SECONDED the
25 motion. The motion was APPROVED.
- 26 iv. Policy 2.10.0 (Designated Non-Cash Donations): Director Northrop
27 made a MOTION that the Board adopt the revisions to Policy 2.10.0,
28 Designated Non-Cash Donations, effective July 1, 2008. Director
29 Nungester SECONDED the motion. The motion was APPROVED.
- 30 v. Policy 2.13.0 (Annual Operating Budget Procedure): Director Quinan
31 made a MOTION that the Board approve the revisions to Policy
32 2.13.0, Annual Operating Budget Procedure, effective July 1, 2008.
33 Director Northrop SECONDED the motion. The motion was
34 APPROVED.

35 **J. Committee Reports:**

- 36 i. **Budget & Finance Committee:** President Danz presented a written
37 report of the Committee's May 7th meeting with detailed discussion of
38 the following items:
- 39 a. **Status of investments/cash:** Cash from the \$80,000 CD that
40 came due April 25th was put into the District's Bank of the West
41 account. The \$215,000 May property tax payment was deposited
42 in LAIF and Bank of the West. Manager Collins predicts that the
43 District will not have more than 30% of its cash in CDs as of June
44 30. The weighted average of the rate of return on the District
45 investments is 3.4%. LAIF's investment rate is running about
46 3.7%.
- 47 b. **Status of the operating budget and capital budget for fiscal**
48 **year 2009:**

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- The Committee provided a one-page summary showing the draft budget amounts per account along with the current year's budgeted amounts and the actual revenues and expenses for the three prior years. Manager Collins gave a brief summary of the rationale for each of the numbers. The net ordinary income is now in line with HDR's recommendation for having monies to set aside for capital improvements, and water, sewer, and garbage are self-sufficient.
 - The Committee reviewed Staff's proposal for next year's capital projects:
 - With respect to the Fire Flow Improvement line item, Manager Collins plans to start to implement Lumos' suggestions. The \$49,000 in the capital budget is to hire a consultant to analyze the potential improvements to the fire flow; in later years, further monies would be designated to design and implement the improvements.
 - The amount for SCADA Computer should be \$13,900 rather than the \$139,000 incorrectly shown.
 - Director Grant asked if the over-expenditure last month on Well R-1 improvements affected the list of capital projects; Manager Collins said no.
 - Usually the Board needs to hold a second meeting in June in case the budget does not get approved during the regular June meeting. Since the budget is in very good shape, it was decided that the Board would hold the regular meeting as scheduled on June 13th. If the budget is not approved at the regular meeting, a special meeting can be scheduled for later in June, rather than scheduling an additional meeting at this time.
- c. **Requests from customers for adjustments to their bills:** None.
- d. **Requests for unbudgeted expenses:** None.
- e. **Next meeting:** Scheduled for Thursday, June 12th, at 12:00 noon.
- ii. **Long Range Planning Committee:** There was no meeting.
- iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- iv. **Administration & Personnel Committee:** Director Nungester presented a verbal report of the Committee's May 1st meeting. President Danz requested a written report of the meeting. The Committee proposed revisions to the Goals and Objectives for 2008/2009 and recommended to the Board that the revisions be approved. The following changes to the proposed Goals and Objectives were discussed:
- President Danz suggested that the Goals and Objectives be reviewed each May along with the Mission Statement, item 1 under Board Goals and Objectives.
 - Under General Manager Goals and Objectives: the second item 1a should be relabeled 1b, and the first item 3c should be relabeled 3b.
 - Also under General Manager Goals and Objectives: President Danz suggested that the General Manager should monitor

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1 construction contracts for capital improvement projects, once they
2 are awarded, and that the General Manager should keep the
3 Board updated on the capital improvement projects as they
4 evolve. President Danz said she also thought the General
5 Manager should try to assure that the District gets the best price.
6 Suggested wording for an item under 3 (Planning) to address
7 these concerns was "Report to the Board on the status and
8 progress of capital projects as they move through the study,
9 design, construction and implementation phases."

- 10 • President Danz reiterated the importance of continuing to try to
11 properly record misrecorded easements. The associated goal
12 (the second item 3c) was downscoped, as Manager Collins noted
13 that he has little time for it and little control over the outcome of
14 documents submitted for recording. Suggested rewording was
15 "Identify and begin to clear three problem easements."

16 Director Nungester will make the changes and bring the document back
17 to the Board for approval next month.

18 **K. Open Items:**

19 None.

20 **L. Correspondence to the Board:**

21 None.

22 **The Board took a break from 10:35-10:40.**

23 **4. CLOSED SESSION**

24 GOV'T CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE
25 EVALUATION. The Board reviewed the General Manager from 10:40 until
26 11:05. No action was taken.

27 **3M. Increase in Pay to General Manager:**

28 The Board discussed a proposed addendum to Manager Collins' contract
29 which will increase his annual pay. President Danz said Manager Collins
30 has been with the District since August 2005, has not had an increase
31 since that time, and suggested that this might be a good time to increase
32 his pay by 4.5% (i.e., from \$102,000 to \$106,590). Manager Collins
33 pointed out there has been a cost of living increase of about 3.5% every
34 year since he has started, his fuel cost is \$25 a day each day he comes
35 to work, every other staff member has had cost of living and merit
36 increases, and he feels he deserves both, as well. He pointed out that
37 the title of his company is also changing from Collins Consulting, LLC, to
38 Collins Engineering Consulting, Limited. Director Grant made a MOTION
39 that the Board approve the increase in Manager Collins' annual pay to
40 \$106,590, effective July 1, 2008. Director Nungester SECONDED the
41 motion. In discussion, President Danz said she thought the increase was
42 appropriate, that Manager Collins deserves it and that the Board should
43 show Manager Collins how it feels about him by approving the motion.
44 The motion was APPROVED. Next month the addendum to the contract
45 will be brought to the Board for formal approval.

46 **5. DIRECTORS' COMMENTS**

- 47 • Director Grant asked if Manager Collins had talked with personnel at Squaw
48 Valley Public Service District about the bear problem. Manager Collins said
49 he talked with their general manager, Rick Lierman, who said they are just as

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- 1 frustrated with bear issues as ASCWD is. They have not fenced their
2 dumpsters and do not know what they will do about the ongoing bear
3 incursions.
- 4 • Director Quinan asked if Manager Collins knew anything additional about the
5 potential "Martis Valley trench". He replied that he told Rick Lierman that
6 ASCWD was interested in following the progress of the trench but that Rick
7 has said nothing further about it yet. The ski area is interested but pointed
8 out it would be "expensive water".

9 **6. ADJOURNMENT**

10 There being no further business before the Board, the meeting was adjourned at
11 11:15 a.m.

12
13 Respectfully Submitted, Approved w/amendments 6/13/08

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15
16
17 Jancis Martin
18 Recording Secretary