

**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, May 14, 2010, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 10:00 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; 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 **C. Fire Department Report:**

21 Chief Whitelaw from NTFPD was in attendance and reported the
22 following:

- 23 • April Dispatch Report: There were 16 dispatch calls; all except three
24 were incidents at the ski area. Chief Whitelaw summarized the
25 situation, reported recently in the *Sierra Sun*, in which someone
26 modified the dispatch database so it would appear that the Truckee
27 Fire Department could respond more quickly than NTFPD to
28 emergency calls from Squaw Valley. The modification has been
29 corrected. The Truckee Fire Department has also been keeping an
30 ambulance in Squaw Valley, despite objections from the Squaw
31 Valley Fire Department.
- 32 • Sierra Nevada Conservancy Grant: Chief Whitelaw mentioned that
33 there was not enough money for some administrative charges that
34 could have been charged to the grant so NTFPD covered the
35 charges.
- 36 • Alpine Meadows Fire Station Staffing: NTFPD will resume weekend
37 staffing (Friday, Saturday, Sunday) of the Alpine Meadows Fire
38 Station at the beginning of the 2010/2011 fiscal year in July. NTFPD
39 has met its obligation to staff the Fire Station 150 days during the
40 current fiscal year.
- 41 • Chipping: Chipping and defensible space inspections will start in the
42 next two or three weeks. Fortunately, grant money is available this
43 year, so NTFPD will not charge valley residents for the service.
- 44 • The fire danger sign is back up by the Park entrance.
- 45 • Ambulance Service: Chief Whitelaw assured the Board that
46 emergency response to Alpine Meadows was covered. He said
47 NTFPD puts patient care before dollars; there will be a rapid response
48 from the Alpine Meadows Fire Station, Tahoe City or Truckee,
49 depending on who is closest.

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- 1 **A. Financial Reports:**
2 Mike Dobrowski, District CPA, participated in discussion of this agenda
3 item by telephone.
4
 - 5 • The District's cash balance is favorable to budget on a year-to-date
6 basis.
 - 7 • Mike has prepared the draft 2010/2011 budget by fund and will have
8 the reports ready by next week.
 - 9 • Director Grant asked why the "Salaries and Wages – O&M" figure in
10 April was twice as high as the same budget category in March. Mike
11 said April had three pay periods (March had only two). Manager
12 Collins pointed out there was one more employee paid in April (Lew
13 returned).

14 i. **April Month-end Financial Statements:** Director Northrop made a
15 MOTION that the Board accept the April 30, 2010, month-end
16 financial reports. Director Quinan SECONDED the motion. Directors
17 Grant, Northrop, Nungester and Quinan being in favor, the motion
18 was APPROVED.

19 ii. **April Expenses Paid & Payable:** The Directors reviewed the monthly
20 check register. Director Nungester made a MOTION that the Board
21 approve the Expenses Paid & Payable (two direct debits for payroll
22 and checks 24964 through 25007). Director Northrop SECONDED
23 the motion. In discussion, Director Grant asked for and received
24 clarification regarding two payees. She also asked if checks would be
25 available in advance for the leaders of the bird and flower walks.
26 Manager Collins said he would make sure Pam had the checks ready.
27 Directors Grant, Northrop, Nungester and Quinan being in favor, the
28 motion was APPROVED.

29 **B. Approval of Minutes of Regular Board Meeting Held on April 16,**
30 **2010:**
31 Director Northrop made a MOTION that the Board approve the minutes of
32 the April 16, 2010, Regular Board of Directors Meeting. Director Grant
33 SECONDED the motion. Directors Grant, Northrop, Nungester and
34 Quinan being in favor, the motion was APPROVED.

35 **D. General Manager's Report:**
36 John Collins, General Manager, provided a written report on his activities
37 during the month of April, with brief discussion on the following topics:
38
 - 39 • Sierra Nevada Conservancy Grant: He submitted to Lahontan
40 Regional Water Quality Control Board the Category 6 Application
41 Form and Monitoring and Reporting Program application, which are
42 required for the project to carry out its controlled burns. David
43 Jaramillo met with the local Fire Safe Council.
 - 44 • Mineral Springs Drive Sewer Stability: Manager Collins contacted two
45 engineers at Placer County to schedule a meeting to review the
46 ECO:LOGIC report. He will pursue a discussion with the manager of
47 the county public works department.
 - 48 • Vehicle Storage Building Expansion: Manager Collins was notified
 that the Notice of Completion had recorded. The 30-day waiting
 period has also elapsed. He prepared a final accounting of the project

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1 and forwarded it to the District CPA for preparation of the final refund
2 payment to NTFPD, in the amount of \$186.19.

- 3 • Easements: Manager Collins received one offer of easement and one
4 rejection. He will speak with District counsel to determine if any action
5 needs to be taken with respect to the rejection. TTSA advised him
6 that they have some easements for the Alpine Meadows interceptor
7 that should be transferred to the District.
- 8 • Manager Collins worked on the draft budget, attended the TTSA
9 monthly managers' meeting, prepared a draft record retention policy,
10 and reviewed and edited existing policies that would be impacted by
11 approval of the proposed record retention policy.
- 12 • He received a letter from the Placer County Auditor Controller,
13 suggesting that the District needed assistance in closing its books for
14 the fiscal year. Ron Ley, the District's auditor, did not think this was
15 necessary. Manager Collins replied to the County's letter, thanking
16 them and declining their assistance.
- 17 • The District received its second payment of property tax revenues.
18 Manager Collins said he now understands how the amount of the
19 payment is calculated.
- 20 • Director Grant asked about the status of the District's \$44K loan to the
21 State. Manager Collins said the District has made its second and final
22 payment of the year; there were two payments, about \$22K each.
23 The State is supposed to repay the funds, with interest, in 2013.

24 **E. Operations & Maintenance Department Report:**

25 Buz Bancroft presented a written report for the month of April that
26 included status updates on water, sewer, garbage and other services
27 provided by the District.

- 28 • The actual total for water production was 6,181,300 gallons, rather
29 than the 3,181,300 gallons shown.
- 30 • The sewer system is normal. Average flows are up, due to inflow and
31 infiltration from spring runoff.
- 32 • Staff worked on the 2010 sewer cleaning and TV program. The plan
33 is to complete maintenance of the entire sewer system over a two-
34 three year period. This year, the TV program focuses on the main
35 line, from the ski area down to the TTSA connection.
- 36 • Staff worked on the budget, serviced the dump truck and started the
37 manhole inspection program.
- 38 • All routine water samples have been absent coliform bacteria. There
39 is no plan to sample the springs this spring.
- 40 • Staff received a call from the ski resort, asking if Staff thought there
41 was enough water available to service a hotel- or restaurant-sized
42 expansion. Buz told the ski area that their architect would have to
43 calculate the expansion's water and sewer needs before he could
44 answer the question.
- 45 • Manager Collins is involved in discussions with Alpine Sierra, who
46 approached him about the provision of water and sewer services for
47 their planned development. The contract to provide services will be
48 between the District and the District's selected engineer, but Alpine

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- 1 Sierra will pay for it. Manager Collins has asked ECO:LOGIC to
2 prepare a scope of work for the project.
- 3 • Buz asked whom he should contact about the provision of dumpsters
4 for the annual Memorial Day valley cleanup; Director Quinan said
5 Dawn Grass. Buz asked if the snow would be melted enough to make
6 the clean-up worthwhile; Director Quinan said yes. Director Grant
7 said Jim McKinney would also be a good person to contact.
- 8 **F. Policy 4.18.0: Records Retention:**
9 Manager Collins drafted a new policy, which serves as a cover sheet for
10 the Records Retention Guidelines which the Board has reviewed during
11 the past couple of months. President Danz asked if any of the Directors
12 had any suggested changes to the retention guidelines. Director Grant
13 requested that the footnote be corrected to include the adoption date.
14 Director Grant made a MOTION that the Board adopt Policy 4.18.0:
15 Records Retention, including the Records Retention Guidelines as an
16 attachment. Director Northrop SECONDED the motion. Directors Grant,
17 Northrop, Nungester and Quinan being in favor, the motion was
18 APPROVED.
- 19 **G. Policy 4.8.0: Meeting Minutes:**
20 President Danz explained that, with the approval of Policy 4.18.0, Policies
21 4.8.0 and 4.9.0 required modification. Director Grant asked if the older
22 minutes would be removed from the District website; Manager Collins
23 said there was no plan to do so. Director Quinan made a MOTION that
24 the Board approve the revisions to Policy 4.8.0: Meeting Minutes,
25 including that the footnote be updated to reflect the approval date.
26 Director Northrop SECONDED the motion. Directors Grant, Northrop,
27 Nungester and Quinan being in favor, the motion was APPROVED.
- 28 **H. Policy 4.9.0: Requests for Information and Documents:**
29 Director Northrop made a MOTION that the Board approve the revisions
30 to Policy 4.9.0: Requests for Information and Documents, including that
31 the footnote be updated to reflect the approval date. Director Quinan
32 SECONDED the motion. Directors Grant, Northrop, Nungester and
33 Quinan being in favor, the motion was APPROVED.
- 34 **I. Resolution 5-2010: Accepting Grant of Easement Located on Parcel**
35 **Owned by James P. and Jane B. Ware:**
36 Manager Collins reminded the Board that the District is updating its
37 service records, so that recorded documents match the “as-built”
38 condition of the District’s easements. The Wares will grant the District an
39 easement where the sewer line is actually located. Director Nungester
40 made a MOTION that the Board adopt Resolution 5-2010: Accepting
41 Grant of Easement Located on Parcel in Alpine Meadows Estates #4, Lot
42 135, Parcel No. 095-351-008, Owned by James P. and Jane B. Ware.
43 Director Grant SECONDED the motion. Roll was called to approve the
44 Resolution. Ayes: Directors Grant, Northrop, Nungester, Quinan and
45 President Danz. Noes: none. The Resolution was APPROVED. Next
46 month, the Board will vote to approve the District’s quit claim of its
47 currently recorded easement.
- 48 **J. Resolution 6-2010: Accepting Grant of Easements from TTSA:**

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1 Manager Collins explained that the easements associated with the Alpine
2 Meadows interceptor need to be transferred to the District. If the Board
3 approves, the easement documentation will be signed and returned to
4 TTSA, who will have it recorded. Director Nungester made a MOTION
5 that the Board adopt Resolution 6-2010: Accepting Grant of Easements
6 from TTSA Located on Various Parcels in Alpine Meadows Granted by
7 TTSA. Director Northrop SECONDED the motion. Roll was called to
8 approve the Resolution. Ayes: Directors Grant, Northrop, Nungester,
9 Quinan and President Danz. Noes: none. The Resolution was
10 APPROVED.

11 **L. TTSA Report:**

12 Director Northrop provided a written report on items of interest to ASCWD
13 from the May 12, 2010, TTSA Board meeting.

- 14 • The plant is operating normally and efficiently.
- 15 • All waste water discharge requirements are being met.
- 16 • Director Northrop provided the Directors with copies of a booklet that
17 provides a history of TTSA and some of its projects.

18 The next TTSA Board meeting is scheduled for June 9, 2010.

19 **K. District Mission Statement:**

20 President Danz explained that one of the Board's objectives is to review
21 the District mission statement on an annual basis. The Board reviewed
22 the statement and declined to make any changes to it.

23 **M. Policy 6.2.0: Park Use & Fees:**

24 President Danz explained that last month the Board approved the
25 changes in the Policy regarding large group use and that the Board now
26 needed to approve it as it has been reworded. There was discussion
27 about the wording of item 1c, which specifies that the Park shall be open
28 during daylight hours, but the Policy does not explain what that means.
29 Manager Collins noted that this has never been a problem; the gate is
30 locked automatically when the Park closes. Director Grant made a
31 MOTION that the Board approve the revisions to Policy 6.2.0: Park Use &
32 Fees. Director Nungester SECONDED the motion. Directors Grant,
33 Northrop, Nungester and Quinan being in favor, the motion was
34 APPROVED.

35 **The Board took a break between 11:05 and 11:15.**

36 **N. Operating Budget for Fiscal Year 2011:**

37 The Board reviewed the proposed operating budget for fiscal year 2011.

- 38 • President Danz said the draft budget has been through three
39 iterations and looks good. It includes: the corrections to the budget
40 discussed at last month's meeting; the additional Park expenses; this
41 year's unbudgeted expenses, if appropriate; all anticipated and
42 necessary maintenance. Manager Collins went through the budget
43 line by line, with Buz providing detail for O&M line items.
 - 44 ○ Income:
 - 45 ▪ Water Revenue: Water usage is projected to be lower than last
46 year because the largest water users have reduced their
47 consumption. Manager Collins believes the amount budgeted
48 for next year is realistic but still conservative.

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- 1 are expected to increase next year, with the need to record
2 several easements.
- 3 ■ Consultants-Management: The increase in this category
4 reflects Manager Collins' scheduled on-call duty. His pay
5 while on-call is the same amount as that paid to O&M
6 personnel for on-call service.
 - 7 ■ Consultants-Misc.: Mike Dobrowski will receive a 1% increase.
8 This category also includes the contract with ECO:LOGIC for
9 the Mineral Springs sewer stabilization project.
 - 10 ■ NTFPD Contract: The budgeted amount is 80% of the
11 District's anticipated property tax revenues, per contract.
 - 12 ■ Building Maintenance: The budgeted amount includes crack-
13 sealing the asphalt.
 - 14 ■ Equipment Maintenance – Admin: similar to this year.
 - 15 ■ Vehicle Maintenance and Repair: The budgeted amount
16 includes tires for the backhoe and Ford truck, and service
17 work.
 - 18 ■ Maintenance Water and Sewer: This category includes the
19 sewer TV program, sewer repair and maintenance, manhole
20 repair, leak repairs, tank repairs and maintenance, and tree
21 removal if necessary as part of the tank maintenance.
 - 22 ■ Gas and Electric – Utilities: This category includes the
23 electrical expense of providing water to the ski area for
24 snowmaking, and also includes the power, propane and sewer
25 for the Park and office.
 - 26 ■ SCADA System: The new computer will be a capital
27 expenditure.
 - 28 ■ Travel: similar to this year.
 - 29 ■ Education Staff/Board: similar to this year.
 - 30 ■ Uniforms: similar to this year.
 - 31 ■ ASCWD Fuel: similar to this year.
 - 32 ■ Telephone – Administration: similar to this year.
 - 33 ■ Government Mandates: similar to this year.
 - 34 ■ Garbage Contract: similar to this year.
 - 35 ■ Depreciation Expense: similar to this year.
 - 36 ■ Loss on Impairment Assets: similar to this year.
 - 37 ■ Miscellaneous – O&M: similar to this year.
 - 38 ■ Total Expense: The total budgeted expense increased by less
39 than 1% from this year's budgeted expense.
- 40 ● The Board packet also included a report showing the draft operating
41 budget by month, showing when expenses will likely occur. Manager
42 Collins will correct the allocations of salary by month to show October
43 and April as months with three pay periods.
 - 44 ● Next month the Board will vote to approve the proposed operating
45 budget by fund by month.
- 46 **O. Capital Budget for Fiscal Year 2011:**
- 47 The Board reviewed the proposed capital budget for fiscal year 2011.
- 48 ● Staff recommended implementation of the first six items on the capital
49 budget, totaling \$169,500. Buz described the items:

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- 1 ○ The Well R-2 pump starter contactor needs to be rebuilt or
2 replaced: Not knowing in advance which action will be required,
3 Staff budgeted for the more expensive alternative. Director Grant
4 expressed concern that the repair benefits the ski area but that the
5 District cannot bill them for it. The District's current contract with
6 the ski area does not provide reimbursement for all costs
7 associated with the provision of water to the ski area. Manager
8 Collins will plan to speak with ski area personnel about the
9 expenses and the District's need to update the contract.
- 10 ○ Replace 130 feet of 6" sewer line MG7 to MG6 (by Snow Crest):
11 the project will regrade flow and fix cracks and root intrusion.
- 12 ○ Backup generator: The generator gets very little use, but it is old
13 (made in 1963) and generates a lot of exhaust. If Placer County
14 air quality control personnel make an unannounced inspection and
15 object to the amount of exhaust, they can red tag the generator
16 and the District would have to replace it on the spot. If the
17 replacement is not included in the capital budget, the purchase
18 would be an unbudgeted expense. The propane vendor told Buz
19 that the exhaust standards will change in January; if the District
20 plans to replace the generator, they should do so before then.
21 Director Nungester suggested purchasing a propane-powered
22 generator. Buz said diesel-powered generators are less
23 expensive and have the advantage of being trailer-mountable.
24 Buz said he would get a price on a non-trailer mounted generator,
25 since he has never seen the old generator moved in all the time
26 the District has owned it.
- 27 ○ Install new water service line for Alpine Stables: the current line
28 was installed as a temporary measure, but has been in place a
29 long time. The current service runs from the water main on the
30 Bear Creek side of Alpine Meadows Road, through a culvert to the
31 stables meter and then up to their facility. Staff has to turn the
32 service on and off every year. Staff would like to install a
33 permanent service line that a) does not run through the culvert
34 and b) eliminates the need for the District to turn on and off the
35 water to the stables each year.
- 36 ○ Rebuild AMEW pump house: The Alpine Meadows Estates Well is
37 on Beaver Dam. The building is starting to show signs of rot
38 around the bottom and is not on a secure foundation. The project
39 would involve taking down the existing building, removing its
40 power, consolidating power, putting in new service and new pump
41 controls, evaluating the well and pump and upgrading them as
42 necessary. The work will have to be done at some point; it is just
43 a question of when. Manager Collins said the long-term view is
44 that the District needs to abandon the springs and instead develop
45 and rely on its ground water. The springs are drying up; the Forest
46 Service is making it more difficult to get to them to make repairs;
47 and the District has no documented water rights to the springs.
48 Buz added that since the springs are considered part of the
49 headwaters of the Truckee River, Lahontan Regional Water

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- 1 Quality Control Board asks the District to account for its usage in
2 the valley so it can be blocked out of the allocations provided to
3 Indians and farmers downstream. Director Grant asked if
4 sanding-up was a problem at the well. Buz said not at this well,
5 but that two other District wells have had sanding-up problems
6 and are not worth maintaining.
- 7 o Tank 1 Vault Replacement: this item was on the capital budget
8 last year, but the project was not done. The vault is a redwood box
9 around the check valve and pressure valve, and has been in the
10 ground for at least 30 years. It is a safety hazard because the trap
11 door is low enough that, if the vault flooded, Staff could get
12 trapped in the upper portion of the vault, unable to reach the exit.
 - 13 • Staff would also like to replace the office copier. They are currently
14 researching lease vs. purchase options. If the better option is to
15 purchase a new one, Staff will add the item to the capital budget, at a
16 cost of about \$8,500.
 - 17 • The Board will vote on the operating and capital budgets next month.
- 18 **P. Committee Reports:**
- 19 i. **Budget & Finance Committee:** President Danz presented a written
20 report of the Committee's May 14 meeting (held immediately prior to
21 the Board meeting).
 - 22 a. **Non-standard Transactions:** The Committee discussed how to
23 account for the time spent by Staff working on the Vehicle Storage
24 Building addition. They agreed that the appropriate method was
25 to post the cost of staff time to Other Revenue with an offsetting
26 entry made to Accounts Receivable when the bill is sent to
27 NTFPD. They also discussed the accounting for property tax
28 revenues. Ron Ley (District auditor) approved: 1) reversing the
29 Tax Administrative Charge, 2) showing the net amount of property
30 tax revenue received from the County, and 3) including a footnote
31 to the financial statements describing the accounting treatment.
 - 32 b. **Budget Status:** Already discussed.
 - 33 c. **Investments/Cash:** No CDs will mature this month. The two CDs
34 that mature in June will probably be kept in cash for a month and
35 reinvested in July.
 - 36 d. **Requests from Customers for Adjustments to Their Bills:**
37 None.
 - 38 e. **Requests for Unbudgeted Expenses:** Per the Committee's
39 recommendation, Director Nungester made a MOTION that the
40 Board approve the expenditure of excess funds budgeted for
41 water and sewer maintenance to rebuild the retaining wall behind
42 the fire house, at a cost not to exceed \$3,500. Director Quinan
43 SECONDED the motion. Directors Grant, Northrop, Nungester
44 and Quinan being in favor, the motion was APPROVED.
 - 45 f. **Next meeting:** Scheduled for Thursday, June 10, 2010, at 12:30
46 p.m.
 - 47 ii. **Administration & Personnel Committee:** There was no meeting.
 - 48 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
 - 49 iv. **Long Range Planning Committee:** There was no meeting.

