

**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, June 8, 2012, 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; Jancis Martin, Recording Secretary

11 Guest Present: Chris Nelson/Alpine Sierra; Doug Clyde/Alpine Sierra; Steve
12 Simons/NTPFD

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 **A. Financial Reports:**

21 Mike Dobrowski, District CPA, was not available to participate in
22 discussion of this agenda item.

- 23 • Director Grant asked if reimbursements from the ski area for
24 snowmaking would be subtracted from the "Gas and Electric – Admin"
25 line item; Manager Collins said no, the reimbursements would show
26 up as "Other Revenue". Director Grant asked how Manager Collins
27 determines what amount to budget for snowmaking; Manager Collins
28 said he budgets for an average year of precipitation.
- 29 • Director Grant asked if the District had paid all monies owed to
30 NTPFD other than the final payment, due when the District receives
31 the final 5% of tax revenues from Placer County; Manager Collins said
32 yes.
- 33 • Director Grant asked if the work associated with the Sierra Nevada
34 Conservancy grant was finished; Manager Collins said no; David
35 Jaramillo still has to write up a report relating to stream monitoring.
36 Director Grant asked if the District had received all anticipated
37 contributions from the homeowner associations; Manager Collins said
38 yes. Director Northrop asked if the slash piles had been burned;
39 Manager Collins said yes.
- 40 • Director Quinan asked why the allocation of tax revenues to NTPFD
41 had changed; President Danz said that 80% of property tax revenues,
42 which is paid to NTPFD, did not cover the District's overhead
43 expenses associated with Fire activities.
- 44 • President Danz said Accounts Receivable was incorrectly showing a
45 negative amount, due to customers prepaying their accounts. Mike
46 will talk with the auditors to determine the correct category for the
47 prepayments and will reclassify them.

48 i. **May Month-end Financial Statements:** Director Northrop made a
49 MOTION that the Board accept the May 31, 2012, month-end financial

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1 reports. Director Quinan SECONDED the motion. Directors Grant,
2 Northrop, Nungester and Quinan being in favor, the motion was
3 APPROVED.

- 4 ii. **May Expenses Paid & Payable:** The Directors reviewed the monthly
5 check register. Director Northrop made a MOTION that the Board
6 approve the Expenses Paid & Payable (the debits for payroll and
7 checks 26243 through 26294). Director Grant SECONDED the
8 motion. In discussion, Director Grant asked if the payment to SDRMA
9 was for a full year; Manager Collins said yes. She also asked what
10 the payment covered; Manager Collins said it covered all insurance,
11 including liability and workers' compensation. Directors Grant,
12 Northrop, Nungester and Quinan being in favor, the motion was
13 APPROVED.

14 **B. Approval of Minutes of Regular Board Meeting Held May 15, 2012:**

- 15 i. Director Northrop made a MOTION that the Board approve the
16 minutes of the May 15, 2012, Regular Board of Directors Meeting.
17 Director Grant SECONDED the motion. Directors Grant, Northrop,
18 Nungester and Quinan being in favor, the motion was APPROVED.
19 ii. Director Grant made a MOTION that the Board approve an
20 amendment to the approved minutes of the April 20, 2012, Regular
21 Board of Directors Meeting, changing "approve the implementation of"
22 to "move forward with" on page 4, lines 38-39. Director Nungester
23 SECONDED the motion. Directors Grant, Northrop, Nungester and
24 Quinan being in favor, the motion was APPROVED. President Danz
25 asked Manager Collins to advise Pam to update the minutes on the
26 District website and asked Jancis to provide Pam with the updated
27 minutes.

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

29 John Collins, General Manager, provided a written report on his activities
30 during the month of May, with discussion on the following topics:

- 31 • Sierra Nevada Conservancy (SNC) Grant: There was no activity.
32 • Alpine Meadows Bridge: Manager Collins executed and returned the
33 temporary construction easement agreement to Placer County.
34 • Alpine Sierra Subdivision: Manager Collins attended a meeting
35 between Alpine Sierra project members and NTFPD personnel.
36 • Alpine Meadows Road Pipeline Project: Manager Collins received
37 comments from Placer County, Staff reviewed them. Staff also
38 reviewed the project area in the field and decided they needed to
39 uncover the pipeline. They will be potholing it soon.
40 • Marten Barry's Property: Manager Collins awaits signed easement
41 documents from Mr. Barry. The process of acquiring the necessary
42 signatures is complicated enough that Mr. Barry is having his attorney
43 rework his trust to reduce the number of required signatures.
44 • AME Well Re-drill: Webb Surveying completed the site map. Staff will
45 mark it up prior to submitting it to the county and state health
46 departments for approval.
47 • Rate Study: Shawn Koorn is still reviewing the final draft.

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- 1 • Budget: Staff made their final review of the 2012-2013 budget.
2 Manager Collins prepared monthly projections and forwarded them to
3 Mike.
4 • Credit Card Billing: Manager Collins and Pam received training for the
5 new system. Director Northrop asked if information about the
6 District's ability to process credit card payments would be included in
7 the newsletter; Manager Collins said the information would be printed
8 on the annual statements.
9 • Insurance Services Organization (ISO): Manager Collins completed
10 and returned an ISO water survey data request to the fire marshal.
11 ISO will be reviewing ASCWD and updating its insurance rating.
12 • Mutual Aid: ASCWD has been providing mutual aid, in the form of
13 staff time, to Squaw Valley Public Service District (SVPSD). SVPSD
14 will be reimbursing ASCWD for the time spent.
- 15 **E. Operations & Maintenance Department Report:**
16 Buz presented a written report for the month of May that included status
17 updates on water, sewer, garbage and other services provided by the
18 District.
19 • Staff work: opened the Park on May 25; located water and sewer
20 services near 41 power poles throughout the valley for Liberty Energy
21 (they are going to be installing new ground rods, anchors and
22 supports on the poles); worked in the shop; started the annual reading
23 of water meters (about halfway done); hired two seasonal workers.
24 • All routine and quarterly spring water samples were absent coliform
25 bacteria.
26 • President Danz asked which part of the valley would receive remote
27 read meters first. Buz said probably the condos because more work
28 can be accomplished faster there. After that, they will do one road at
29 a time.
30 • Director Grant asked if the dates were correct on the mass balance
31 reports. Buz said the one labeled April should say May. Director
32 Grant asked if the deficit on the mass balance report was due to the
33 filling of the Park pond. Buz said filling the pond could be responsible
34 for a portion of the mass balance deficit.
- 35 **G. TTSA Report:**
36 There has been no TTSA Board meeting since the last time the ASCWD
37 Board met. The next TTSA Board meeting is scheduled for June 13.
- 38 **C. Fire Department Report:**
39 Steve Simons from NTFPD was in attendance and reported the following:
40 • May Dispatch Report: There were five calls to dispatch, four of which
41 were EMS calls from the ski area, the other being a false alarm.
42 • Station Staffing: The next time the station will be staffed is July 4
43 through the following weekend.
44 • New Main Station: The county inspector has identified a few items for
45 NTFPD to remedy. Hopefully NTFPD can move in near the end of
46 June.
- 47 **F. Presentation by Alpine Sierra Development:**

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1 Chris Nelson and Doug Clyde of Alpine Sierra Development (ASD) made
2 a presentation to the Board regarding the drafting of a services
3 agreement.

- 4 • Manager Collins reminded the Directors that they had previously
5 directed him to prepare a water and sewer services agreement with
6 ASD. He is now seeking Board direction for Staff and legal counsel to
7 prepare a development agreement that includes not only water and
8 sewer issues, but also fire protection issues.
- 9 • President Danz asked where ASD stood in terms of land
10 development. Chris said development has been moving in fits and
11 starts for some years. In the past, ASD worked with John Shaw
12 (former ASCWD General Manager) and Bryce Keller (formerly of
13 NTFPD) on a services agreement, which was brought to the ASCWD
14 Board but was not approved. At that time, Chris decided to back off
15 and work on other projects. When he was ready to get the project
16 moving again, the economy had slowed down, but he thought ASD
17 could work on land use approvals and entitlements, a two-year
18 process, while waiting for the economic situation to improve. ASD
19 commissioned Stantec's report on water and sewer services in the
20 summer of 2010 and the report itself was finalized in March 2011. In
21 November 2011, Chris filed a pre-development application with Placer
22 County. In December 2011, Placer County personnel directed him to
23 work with ASCWD and NTFPD to resolve issues of concern. Chris
24 and Manager Collins started to meet with NTFPD representatives Tim
25 Alameda and Peter Poe to work on fire protection services issues.
- 26 • Chris introduced Doug Clyde to the Board. Doug has worked on
27 mountain developments and defensible space issues, and is
28 knowledgeable about fire, building and the Wildlife Urban Interface
29 (WUI) codes. He was formerly an executive with Alpine Meadows of
30 Tahoe, working with them for 27 years in the area of permitting and
31 planning. He is now helping Chris with permitting and planning
32 aspects of ASD.
- 33 • President Danz asked if the development project was the same as the
34 last time Chris made a presentation to the Board. Chris said yes,
35 except that at the top, right below Stanford Chalet; what was formerly
36 planned as eight single family lots is now planned to be 20
37 townhouses. The total extent of the project is now 44 dwelling units,
38 with an average lot size of about half an acre. The phasing has
39 changed: ASD now plans to first put in the road and open up Phase 1;
40 Phase 2 would be just a few lots; and Phase 3 (the townhouses)
41 would be built last, so early lot purchasers would not be subjected to
42 the construction work of later phases. The planned townhouses could
43 still revert to single family lots prior to the development of Phase 3.
44 Construction will probably not start for another 18-24 months, as the
45 Environmental Impact Report is expected to take awhile to complete.
- 46 • Doug outlined in his memo (included in the Board packet) the items
47 upon which ASD and NTFPD have agreed. Manager Collins clarified
48 that the services agreement will be between ASD and ASCWD and it
49 could require changes in the contract between ASCWD and NTFPD.

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- 1 • Director Quinan asked where the development’s emergency access
2 through Bear Creek would be, if Bear Creek ever agreed to provide
3 the easement. Chris showed her on the map. He said that ASD was
4 not expecting the easement to be granted, but said NTFPD required
5 that ASD provide an easement to meet up with the hoped-for access
6 point in Bear Creek. Chris said that ASD had also asked the Forest
7 Service for access through their property but that the Forest Service
8 was not willing to discuss the issue at the time. ASD will grant two
9 easements in case the Forest Service agrees to grant access in the
10 future. Chris said that ASD will also grant a bunch of utility-related
11 easements. Doug said at the upper end of the property, ASD will stub
12 to a point at the very edge of the permit area between Alpine
13 Meadows and the Forest Service, the other side of the street from the
14 Subway parking lot. Chris said NTFPD asked ASD to explore all
15 possible options for providing emergency access points to the
16 development and feels that ASD has done so.
- 17 • Chris said he felt that the reason Bear Creek Association (BCA) would
18 not approve access through their property was due to the size of the
19 ASD development, that they might have approved it if only a handful
20 of parcels was involved. In an attempt to come to agreement with
21 BCA, Chris said ASD would join BCA and pay to underground their
22 power lines along the street if BCA would grant the access easement
23 and allow him to develop what he had proposed; BCA turned him
24 down. In response to a question from Director Northrop, Chris said he
25 thinks the ASD development will minimally affect views from Bear
26 Creek homes; Bear Creek homeowners may be able to glimpse
27 portions of some of the ASD homes through the trees. He said there
28 would definitely be noise impact for Bear Creek homeowners during
29 construction.
- 30 • Doug said his memo in the Board packet documented mitigation
31 measures important to ASCWD. The biggest ticket item is the
32 purchase of a new and upgraded Type I fire apparatus (a new pumper
33 truck). President Danz asked who would own the truck; Manager
34 Collins said ASCWD would hand it over to NTFPD, as they have
35 handed over all the other equipment, but that the agreement would
36 have to be changed to ensure the truck remains in the valley.
- 37 • Improvements to the water infrastructure in the valley would include
38 increasing overall circulation throughout the valley, better delivery to
39 the tanks, and fire flow improvements in zones with substandard
40 pressure. The improvements would ultimately ensure a flow of 1,000
41 gallons per minute out of all hydrants in the valley and a pumper truck
42 that can utilize it.
- 43 • ASD plans to implement a defensible space plan, not only around
44 structures but throughout its parcel. They may use David Jaramillo to
45 manage the plan.
- 46 • Propane tanks and utilities will be buried.
- 47 • The building code in alpine development is more stringent than it used
48 to be. Structures in this parcel will be “hardened” to provide a higher
49 level of fire protection. President Danz asked if the ASCWD

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1 ordinance was more stringent than the state-wide code ordinance
2 quoted in the memo; Doug said the ASCWD ordinance was more
3 stringent than any other code.

- 4 • Director Northrop asked if the WUI code could compel Bear Creek or
5 the Forest Service to provide an easement for emergency access.
6 Doug said he did not think so.
- 7 • Doug felt the interactions with NTFPD had been productive and
8 positive and that NTFPD was happy with the number of hydrants,
9 hydrant placements and the size of turnouts.

10 The Board directed Staff and legal counsel to work with ASD to turn the
11 memo in the Board packet into a water, sewer and fire services
12 agreement to be brought back to the Board for approval. The agreement
13 will be between ASCWD and Alpine Sierra.

14 **H. Operating Budget for Fiscal Year 2013:**

- 15 • President Danz reminded the Board that last month they approved the
16 overall operating budget and also approved the allocation of expenses
17 and revenues among the funds. This month they need to approve the
18 budget by month by fund. Mike has applied the approved allocations
19 to the funds and Manager Collins has spot-checked the allocations for
20 accuracy.
- 21 • In response to a question from Director Grant, Manager Collins said
22 he budgeted for only one connection fee for next year. In reference to
23 anticipated revenue from Alpine Sierra Development, he said
24 developers are required to prepay all connection fees for their
25 development prior to construction, which would amount to about
26 \$0.5M revenue for the District.

27 Director Northrop made a MOTION that the Board approve the operating
28 budget for fiscal year 2013, by month by fund. Directory Nungester
29 SECONDED the motion. Directors Grant, Northrop, Nungester and
30 Quinan being in favor, the motion was APPROVED.

31 **I. Review of Board Performance:**

32 The Board discussed the Board's performance in fiscal year 2012:

- 33 • Director Nungester said that all five Directors and the General
34 Manager reviewed the Board and there was unanimous agreement
35 that all objectives had been accomplished.
- 36 • President Danz wondered if the Board needed to adopt loftier goals,
37 or if it was adopting goals and implementing them as appropriate.
38 Directors Northrop and Nungester felt the goals were appropriate.

39 **J. Committee Reports:**

- 40 i. **Budget & Finance Committee:** President Danz presented a written
41 report of yesterday's Committee meeting.
 - 42 a. **Non-standard Transactions:** None.
 - 43 b. **Investments/cash:** Per the Committee's recommendation,
44 Director Quinan made a MOTION that the Board authorize
45 Manager Collins to roll over the \$105,000 CD maturing June 14 to
46 a 12-month CD at an interest rate of approximately 0.65%.
47 Director Nungester SECONDED the motion. During discussion,
48 Director Grant asked if the District would have to liquidate any
49 assets to pay for operating expenses; Manager Collins said no,

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1 there was plenty of cash available. Directors Grant, Northrop,
2 Nungester and Quinan being in favor, the motion was
3 APPROVED.

4 c. **Customer Billing Procedure:** Mike has added to the customer
5 bills information regarding use of credit cards. The Committee
6 reviewed it and recommended that language be added to state
7 that a convenience fee will be charged.

8 d. **Snowmaking Debt:** The Committee did not discuss this agenda
9 item. President Danz asked Manager Collins to look into the
10 District's financial situation and provide the Committee with an
11 analysis that includes snowmaking expense and revenue, along
12 with a recommendation.

13 e. **Requests from Customers for Adjustments to their Bills:**
14 None.

15 f. **Requests for Unbudgeted Expenses:** None.

16 g. **Next meeting:** Wednesday, July 18, at 1:00 p.m.

17 ii. **Administration & Personnel Committee:** There was no meeting.

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

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

20 **K. Open Items:**

21 The next Board meeting will be held Thursday, July 19, at 8:30 a.m., with
22 the Budget & Finance Committee meeting the day before.

23 **L. Correspondence to the Board:** None.

24 **4. DIRECTORS' COMMENTS**

25 All Directors have completed their ethics training except Director Nungester, who
26 has the DVD and will complete training soon.

27 **5. CLOSED SESSION**

28 GOV'T CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE
29 EVALUATION. 10:15 a.m. - 10:50 a.m.: the Board reviewed the General
30 Manager. No action was taken.

31 **6. ADJOURNMENT**

32 There being no further business before the Board, the meeting was adjourned at
33 10:50 a.m.

34
35 Respectfully Submitted,

35 approved as submitted on 7/19/12

36
37
38
39 Jancis Martin
40 Recording Secretary