

**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 13, 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; Jancis Martin, Recording Secretary

11 Guests Present: Meredith Rosenberg/homeowner; Lin Winetrub/homeowner;
12 Peter Poe/NTPFD; Pat Dillon/NTPFD; Stewart McMorrow/NTPFD; Eddy &
13 Osvaldo Ancinas

14 **2. PUBLIC PARTICIPATION**

15 None.

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

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

21 **A. Proposed Ordinance No 1-2008: Repealing and Replacing Section 6**
22 **of Ordinance No 5-2005 Related to Garbage, Waste and Trash**
23 **Service Rates:**

24 At 8:31 a.m. President Danz opened the public hearing on proposed
25 Ordinance 1-2008:

- 26 • Meredith Rosenberg asked how much the garbage rate currently was
27 and when it was last raised. President Danz explained that the
28 garbage rate has two components: a service fee charged by the
29 disposal company (a pass-through fee over which the Board has no
30 control) and an administrative fee, which constitutes the bulk of the
31 increase. Since 2004, the District has charged an administrative fee
32 of \$10 to cover the cost of mailing and billing, and has relied on a
33 portion of its property tax revenues to offset the cost of providing
34 garbage service to the community. However, in light of the likelihood
35 that property tax revenues will be reduced, the District can no longer
36 use its property tax revenues to subsidize the cost of providing
37 garbage services. The District now allocates all its expenses on a pro
38 rata basis to the funds for which it provides service – water, sewer,
39 garbage, fire, parks – and the allocation for the District's expenses
40 associated with garbage is approximately \$100 per parcel/unit. The
41 last time the garbage rate increased was in 2005, when the disposal
42 company raised its rates.
- 43 • The only other item that has changed in the Ordinance is item c in
44 Article II. The proposed fee for illegal dumping was increased to allow
45 the District to recover its cost for removing illegally dumped articles.
- 46 • President Danz thanked Meredith for her attendance and comments.

47 At 8:36 a.m. President Danz closed the public hearing. Director Quinan
48 made a MOTION that the Board adopt Ordinance 1-2008, Repealing and
49 Replacing Section 6 of Ordinance 5-2005 Related to Garbage, Waste and

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1 Trash Service Rates. Director Northrop SECONDED the motion. Roll
2 was called to approve the Ordinance. Ayes: Directors Grant, Northrop,
3 Nungester, Quinan and President Danz. Nays: none. The Ordinance
4 was APPROVED.

5 **Resolution 4-2008: Notice of Governing Board Member Election (not**
6 **on the agenda):**

7 President Danz explained that the District needs to submit Resolution 4-
8 2008 to the Placer County Elections Division by July 2, indicating the
9 need for an election in November to fill the positions of Directors with
10 expiring terms of office. The agenda for today's meeting did not provide
11 for discussion and a vote on the Resolution; however, the Resolution
12 must be submitted to the County prior to next month's Board meeting.
13 The Board must take two actions: first, to agree the Resolution is
14 important and timely enough to act upon despite the fact that it was not
15 placed on the agenda and, second, to vote on the Resolution itself.
16 Director Quinan made a MOTION that Resolution 4-2008 be considered
17 at this meeting since immediate action is required and there was not
18 sufficient time to include this Resolution on the agenda. Director Northrop
19 SECONDED the motion. Directors Grant, Northrop, Nungester and
20 Quinan being in favor, the motion was APPROVED. Director Grant made
21 a MOTION to adopt Resolution 4-2008, regarding Notice of Governing
22 Board Member Election. Director Northrop SECONDED the motion. Roll
23 was called to approve the Resolution. Ayes: Directors Grant, Northrop,
24 Nungester, Quinan and President Danz. Nays: none. The Resolution
25 was APPROVED. President Danz asked Manager Collins to direct Pam
26 to send the Resolution to the County.

27 **B. Financial Reports:**

28 Mike Dobrowski, District CPA, was unable to participate in discussion of
29 this agenda item:

- 30 • President Danz noted two errors on the reports: 1) \$80,000 was
31 incorrectly posted to the LAIF account rather than to the Bank of the
32 West account; and 2) a prepayment was indicated as a credit to
33 Accounts Receivable, rather than as a current liability. Both errors will
34 be corrected on next month's reports.
- 35 • Director Grant asked why benefits expense was over budget.
36 Manager Collins replied that some of the benefits expenses were
37 incorrectly budgeted in the payroll account. The discrepancy will be
38 corrected in next year's budget.
- 39 i. **May Financial Statements:** Director Northrop made a MOTION that
40 the Board approve the financial statements, dated June 9, 2008, as
41 presented. Director Nungester SECONDED the motion. Directors
42 Grant, Northrop, Nungester and Quinan being in favor, the motion
43 was APPROVED.
- 44 ii. **May Expenses Paid & Payable:** The Directors reviewed the monthly
45 check register. Director Nungester made a MOTION that the Board
46 approve the Expenses Paid & Payable (checks 23693 through
47 23743). Director Grant SECONDED the motion. In discussion,
48 Director Quinan asked why two checks were issued to Exwire;
49 Manager Collins said it was for two months' service. Directors Grant,

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1 Northrop, Nungester and Quinan being in favor, the motion was
2 APPROVED.

3 **C. Approval of Minutes of Regular Board Meeting Held on May 8, 2008:**

4 Director Grant made a MOTION that the Board approve the minutes of
5 the May 8, 2008, Regular Board of Directors Meeting. Director Northrop
6 SECONDED the motion. In discussion, the following correction was
7 proposed:

- 8 • Page 2, line 40: insert "(AMEA)" after "Moise" and "(JMA)" after
9 "Quinan"

10 Director Grant amended the MOTION to include the correction. Director
11 Northrop SECONDED the amended motion. Directors Grant, Northrop,
12 Nungester and Quinan being in favor, the amended motion was
13 APPROVED.

14 **D. Release and Encroachment Agreement – Lot #326, Unit 9, Alpine
15 Meadows Estates:**

16 Manager Collins said the owners of the indicated property planned to
17 build a retaining wall within the District's public utility easement. The
18 District requested that the owners execute this encroachment agreement
19 because the District does not wish to abandon the easement in case it
20 needs the easement in the future. Director Quinan made a MOTION that
21 the Board approve the proposed release and encroachment agreement
22 on AME Lot 326, Unit 9, as presented. Director Northrop SECONDED
23 the motion. Directors Grant, Northrop, Nungester and Quinan being in
24 favor, the motion was APPROVED.

25 **F. General Manager's Report:**

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

- 28 • Modifications to Well R-1: Work has started. The contractors have
29 done some of the demolition. Staff has reviewed submittals for
30 materials to be purchased; the consultant will also be reviewing the
31 submittals. Manager Collins warned the Board that a new 750 KVA
32 transformer may need to be installed, which could be expensive.
- 33 • General Business: Among other items, Manager Collins worked on
34 revisions to the proposed operating and capital budgets, the Sierra
35 Nevada Conservancy grant application, the Martin Bros. Construction
36 proposal to rent District property (they have since found other property
37 to use and have withdrawn their proposal), and met with various
38 constituents.

39 **E. Fire Department Report:**

40 Peter Poe was in attendance for NTFPD, along with Pat Dillon and
41 Stewart McMorrow, and discussed with the Board the following items:

- 42 • May Dispatch Report: NTFPD responded to five alarms, three of
43 which related to burning. Burning will be suspended for the season
44 starting June 15th.
- 45 • Station Staffing: The yearly contract starts July 1. NTFPD will resume
46 last year's procedure of staffing the Alpine Meadows fire station 24
47 hours a day on Fridays, Saturdays and Sundays, but will staff 150
48 days this year (last year the contract required 120 days of staffing),
49 which will provide station staffing through the first or second weekend

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- 1 of May 2009. The station will be staffed for the upcoming July 4th
2 weekend.
- 3 • Fire Education Day (July 5th): Stew McMorrow will work with the Fire
4 Safe Council on obtaining tables and other supplies for Fire Education
5 Day.
 - 6 • Fuels Reduction Programs: Director Quinan asked Stew to provide
7 phone numbers for defensible space inspections, chipping and
8 dumpsters. He noted that he has only \$10K to fund the dumpster
9 program and the funds are rapidly being used. He said the program
10 was earmarked for the Tahoe basin but that he was willing to help out
11 in Alpine Meadows until the funding runs out. He requested that
12 people combine their requests for dumpsters. He pointed out that
13 chipping crews will not pick up pine needles, which should be placed
14 in dumpsters. Stew offered to help coordinate a pine needle
15 collection day, for which he could provide the dumpster and staffing.
16 He said Placer County would also pick up and remove slash, chips
17 and pine needles if the community establishes a place for collection of
18 the materials. President Danz requested that Manager Collins work
19 with Stew on the idea of establishing a location for materials
20 collection.
 - 21 • Storage Building Addition: NTFPD is interested in putting an addition
22 on the existing ASCWD storage building. Chief Whitelaw described
23 the project in an email to Manager Collins and requested that the
24 Board let him know its thoughts on proceeding with the plan. In
25 concept, NTFPD would pay for the construction of the addition, along
26 with the painting of the addition and the existing storage building, and
27 would bear legal costs associated with creating a long-term use
28 agreement. ASCWD would own the facility but NTFPD would use it.
29 Director Nungester asked if ASCWD would be asked to manage the
30 construction project, as was done in the case of the Alpine fire station
31 addition; Pat said it had not been decided yet. President Danz asked
32 if Staff had any issues with the idea. Manager Collins and Buz
33 Bancroft said they had no problems with the concept. After
34 discussion, President Danz asked Peter to communicate to Chief
35 Whitelaw that the Board approved the addition, in concept.
- 36 **L. Agreement Accepting Grant from Sierra Nevada Conservancy:**
37 The Board discussed the agreement accepting the grant from Sierra
38 Nevada Conservancy:
- 39 • Manager Collins explained the authorizations that the Board needed
40 to provide. The first was for the Payee Data Record, which would
41 authorize Manager Collins to make payments. The second was for
42 the agreement itself. The third was for the creation of a separate
43 District bank account, to be called the Sierra Nevada Conservancy
44 Fund, to isolate the grant funds from other District funds, and to allow
45 for the receipt of grant revenues and the payment of expenses
46 associated with the grant.
 - 47 • Manager Collins said he would be working with David Jaramillo, a
48 registered forester, who will act as project manager for the
49 implementation of the tasks funded by the grant. David has worked

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1 on past projects in the valley and is familiar with the community of
2 Alpine Meadows.

- 3 • Manager Collins also explained the processes to be followed: site
4 inspections, approval steps (environmental, archeological, water
5 quality), work and reports.
- 6 • Stew said NTFPD largely wrote the grant on behalf of ASCWD. He
7 will remain in a consultant role for the grant but has no funds in the
8 grant for his time. He suggested that David Jaramillo be invited to the
9 Valley's Fire Education Day. He wanted everyone to know that, as
10 part of the project, slash piles would be burned in the Bear Creek
11 stream zone. He believes the burning of slash piles in place will have
12 less of an impact on water quality than any other means of eliminating
13 the piles. As part of the project, water samples will be taken before
14 and after the burning. The burning of slash piles in the stream zone is
15 a new concept and he hopes that other organizations will use the
16 same solution in other areas if it is successful here. He stressed the
17 importance of saving and submitting receipts and of logging time,
18 since this is a matching-funds grant. President Danz said she would
19 contact Andy Gordon to educate BCA about the importance of
20 participating in the program.
- 21 • Director Nungester expressed his concern that, on the one hand,
22 Chief Whitelaw has affirmed that the District will continue to be
23 provided with free chipping and inspections while, on the other hand,
24 Stew has talked about charging Alpine for some of these services.
25 Stew explained the difference between the biomass program (which
26 funds the dumpster program) and other grants he administers. He
27 admitted he does not know all the details of the agreement between
28 NTFPD and ASCWD. President Danz pointed out that the agreement
29 with NTFPD provides for defensible space inspections.

30 Director Northrop made a MOTION that the Board approve the Payee
31 Data Record, the grant agreement and the creation of the Sierra Nevada
32 Conservancy Fund. Director Quinan SECONDED the motion. Directors
33 Grant, Northrop, Nungester and Quinan being in favor, the motion was
34 APPROVED. President Danz asked Manager Collins to keep the Board
35 apprised as to the progress of the grant administration.

36 **G. Addendum to General Manager's Contract:**

37 The Board discussed the addendum to the contract for Manager Collins,
38 which formalizes the increase in pay approved at last month's Board
39 meeting. Director Nungester made a MOTION that the Board approve
40 the addendum to the contract with Manager Collins. Director Grant
41 SECONDED the motion. Directors Grant, Northrop, Nungester and
42 Quinan being in favor, the motion was APPROVED.

43 **K. Resolution 3-2008: Establishing Appropriations Limit for Fiscal Year**
44 **2009:**

45 Director Northrop made a motion that the Board adopt Resolution 3-2008:
46 Establishing Appropriations Limit for Fiscal Year July 1, 2008 – June 30,
47 2009. Director Quinan SECONDED the motion. In discussion, Director
48 Grant requested an explanation of the appropriations limit; Manager
49 Collins said it defines the maximum property tax that the District can levy.

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1 Roll was called to approve the Resolution. Ayes: Directors Grant,
2 Northrop, Nungester, Quinan and President Danz. Nays: none. The
3 Resolution was APPROVED.

4 **J. Operations & Maintenance Department Report:**

5 Buz Bancroft presented a written report for the month of May that
6 included status updates on water, sewer, garbage and other services
7 provided by the District:

- 8 • All routine water samples tested negative for coliform, although a
9 sample from Spring 2 tested positive, which is typical for this time of
10 year.
- 11 • Staff worked on the 2008/2009 budget, opened the Park, inspected
12 several sewer easements as snow melted and repaired several water
13 leaks.
- 14 • Summer help has been hired. Meter readings are underway.
- 15 • President Danz asked about the status of bear incursions in the
16 dumpster area. Buz said the new latches work well and the number
17 of bear incidents is reduced. Now, the main problem is that people are
18 not cleaning out their recycle items before placing them in the
19 dumpsters, which attracts bears. Also, so much trash was deposited
20 in the dumpsters over the Memorial Day weekend that the dumpsters
21 could not be closed, which made a big mess. Fortunately, some
22 community members helped clean it up.

23 **H. Operating Budget for Fiscal Year 2009:**

24 The Board discussed the draft operating budget for fiscal year 2009:

- 25 • President Danz pointed out that the Board reviewed the District
26 budget in total, i.e., not divided by fund, last month. The budget being
27 considered today has been divided by fund based upon the
28 allocations previously approved by the Board.
- 29 • The District has an accounting issue as to how to correctly report the
30 \$5,000 that the District will contribute to the Sierra Nevada
31 Conservancy grant. The auditors will have to tell Mike how to handle
32 it. This is the only item in the operating budget that is anticipated to
33 change.
- 34 • In response to a request from Director Northrop, President Danz said
35 that next year the percentage differences between last year's budget
36 and next year's budget will be included in the material presented to
37 the Board. Director Northrop said he could provide a TTSA budget
38 that includes such percentages as an example.

39 Director Grant made a MOTION that the Board approve the fiscal year
40 2009 operating budget by fund by month as presented, subject to the
41 accounting for the \$5,000 matching fund associated with the Sierra
42 Nevada Conservancy grant. Director Northrop SECONDED the motion.
43 Directors Grant, Northrop, Nungester and Quinan being in favor, the
44 motion was APPROVED. President Danz asked Manager Collins to let
45 the Board know how the auditors wish the \$5,000 matching funds to be
46 handled, as soon as he has talked with the auditors.

47 **I. Capital Budget for Fiscal Year 2009:**

48 The Budget & Finance Committee, along with Staff and Manager Collins,
49 approves the priority 1 items on the list of capital budget items for fiscal

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1 year 2009. These include retrofitting Well R-1, starting on fire flow
2 improvements, replacing manholes, and crack sealing and seal coating
3 the shop asphalt. Director Northrop made a MOTION that the Board
4 approve the priority 1 items in the fiscal year 2009 capital budget as
5 presented. Director Quinan SECONDED the motion. Directors Grant,
6 Northrop, Nungester and Quinan being in favor, the motion was
7 APPROVED.

8 **The Board took a break from 10:00-10:15.**

9 **M. Agreement with Lumos & Associates Regarding Materials Testing**
10 **for Well R-1:**

11 Manager Collins explained that this proposal provides for the testing of
12 the material upon which the Well R-1 housing is to be built, information
13 which the District is required to report to Placer County. Manager Collins
14 will manage the testing and will do everything he can to control the
15 consultant's costs. Director Northrop made a MOTION that the Board
16 approve the May 15, 2008, Lumos proposal regarding the Well R-1
17 testing and inspection. Director Quinan SECONDED the motion.
18 President Danz commented that the hours for project coordination
19 seemed excessive; Manager Collins explained that coordinating the
20 activities of the various elements of the project can be time-consuming.
21 Directors Grant, Northrop, Nungester and Quinan being in favor, the
22 motion was APPROVED.

23 **N. Agreement with Martin Bros. Construction Regarding Use of District**
24 **Property:**

25 Martin Bros. Construction withdrew the agreement prior to the Board
26 meeting.

27 **O. TTSA Report:**

28 Director Northrop reported on items of interest to ASCWD from the May
29 14 and June 11 TTSA Board meetings:

- 30 • The plant is operating normally and very efficiently.
- 31 • All waste water discharge requirements are being met.
- 32 • In response to a question from Director Grant, Director Northrop
33 reported that TTSA rates would be going up \$12 per year.
- 34 • After discussion, President Danz requested that Director Northrop
35 include in his future TTSA reports items of interest to the local
36 community, in addition to items of interest to the District.

37 The next TTSA Board meeting is scheduled for July 9, 2008, at 9:00 a.m.

38 **P. June Newsletter:**

39 The Board reviewed the draft of the June quarterly newsletter:

- 40 • President Danz provided wording emphasizing the importance of
41 community members' accounting for time and money spent on
42 defensible space as it relates to the Sierra Nevada Conservancy
43 grant.
- 44 • Director Quinan suggested that information be included about the Fire
45 Education and BBQ Day to be held Saturday, July 5, at the Alpine
46 Meadows fire station.
- 47 • Director Quinan suggested that information be included about the
48 Flower Walk to be held Sunday, July 6, 8:30 a.m., starting in the
49 District office parking lot.

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- 1 **Q. Goals for 2008/2009:**
2 Director Quinan made a MOTION that the Board approve the Goals &
3 Objectives for fiscal year 2009 as presented. Director Northrop
4 SECONDED the motion. Directors Grant, Northrop, Nungester and
5 Quinan being in favor, the motion was APPROVED.
- 6 **S. Committee Reports:**
7 i. **Budget & Finance Committee:** President Danz presented a written
8 report of the Committee's June 12th meeting:
9 a. **Status of investments/cash:** No discussion.
10 b. **Requests from customers for adjustments to their bills:** None.
11 c. **Requests for unbudgeted expenses:** The Committee reviewed
12 and recommended approval of two requests for unbudgeted
13 expenses: \$250 to replace fencing material at the entrance to the
14 Park (someone pried it loose) and \$800 to repair cracks in the
15 tennis courts. Director Quinan made a MOTION that the Board
16 approve the two unbudgeted expenses. Director Northrop
17 SECONDED the motion. Directors Grant, Northrop, Nungester
18 and Quinan being in favor, the motion was APPROVED.
19 d. **Next meeting:** Scheduled for Thursday, July 10th, at 12:00 noon.
20 ii. **Long Range Planning Committee:** There was no meeting.
21 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
22 iv. **Administration & Personnel Committee:** There was no meeting.
- 23 **R. Presentation by Osvaldo and Eddy Ancinas Regarding a Property**
24 **Exchange:**
25 Eddy Ancinas presented a diagram showing the Casa Ancinas and
26 District properties and pointed out the segments they would like to
27 exchange. She said, as an alternative, the Ancinases could simply buy
28 the portion of District property in which they are interested, rather than
29 doing an exchange, and another alternative would be for the Ancinases to
30 purchase an even larger portion of District property. The exchange would
31 make the Ancinas' property squarer and therefore more usable and more
32 developable. Manager Collins said a developer had contacted him,
33 indicating interest in buying the Ancinas property if the Board approves
34 the property exchange. Placer County has also expressed interest in the
35 possibility of putting a road through the area under discussion. President
36 Danz said the Board and Staff would like to do further research into the
37 proposal, requested that the Ancinases ask their surveyor to place stakes
38 showing the perimeter of the lots to be exchanged and asked Staff to
39 report back to the Board.
- 40 **T. Open Items:**
41 None.
- 42 **U. Correspondence to the Board:**
43 • Rick Wertheim sent an email expressing his opposition to any Board
44 action that would eliminate the trash dumpsters at the District office
45 and require that residents install their own bear-proof containers.
46 • Lee Massick & Cynthia Lujan sent an email expressing their
47 appreciation for the Bird Walk.
48 • John Moise, on behalf of the Alpine Meadows Fire Safe Council,
49 wrote a letter to the Board congratulating them on the Sierra Nevada

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1 Conservancy grant, advising them of the upcoming Fire Education
2 Day and inviting someone from the District to attend the Fire
3 Education Day to speak to members of the community about the
4 grant.
5 • The Board was copied on email correspondence about Fire Education
6 Day logistics.

7 **4. DIRECTORS' COMMENTS**

- 8 • Director Nungester apologized to the other Directors for his initial cynicism
9 regarding the possibility of obtaining the Sierra Nevada Conservancy grant.
- 10 • Director Northrop felt that burning slash piles on the river bank would actually
11 cleanse the water, rather than pollute it.
- 12 • Director Grant noted that the District would not be involved with the Sierra
13 Nevada Conservancy grant except for paying bills and encouraging people to
14 get work done.

15 **5. CLOSED SESSION**

16 None.

17 **6. ADJOURNMENT**

18 There being no further business before the Board, the meeting was adjourned at
19 11:05 a.m.

20

21 Respectfully Submitted,

Approved as submitted 7/11/08

22

23

24

25

26

Jancis Martin
Recording Secretary