

**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
Wednesday, June 17, 2009, 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: Duane Whitelaw/NTPFD

12 **2. PUBLIC PARTICIPATION**

13 None.

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

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

19 **A. Financial Reports:**

20 Mike Dobrowski, District CPA, was on vacation and did not participate in
21 discussion of this agenda item.

- 22 • President Danz reported that Mike's reference to "final NTPFD
23 payment" in the second paragraph of his narrative summary is
24 incorrect; there is one more NTPFD payment due.
- 25 • Mike corrected the error reported last month regarding accounting for
26 collections.
- 27 • The auditors answered the question raised last month regarding
28 whether to account for the Lumos study on fire flow improvements as
29 a capital expenditure or an operating expense. The study is now
30 classified as an operating expense under "Consultants-Misc." for May.

31 i. **May Financial Statements:** Director Northrop made a MOTION that
32 the Board accept the financial statements, dated June 10, 2009, as
33 presented. Director Quinan SECONDED the motion. Directors Grant,
34 Northrop, Nungester and Quinan being in favor, the motion was
35 APPROVED.

36 ii. **May Expenses Paid & Payable:** The Directors reviewed the monthly
37 check register. Director Grant made a MOTION that the Board
38 approve the Expenses Paid & Payable (two direct debits for payroll
39 and checks 24369 through 24425). Director Quinan SECONDED the
40 motion. During discussion, Director Quinan asked why there were
41 two payments to Exwire; President Danz replied that one was for the
42 month of April, the other for May, the payments being made within the
43 same month because Exwire's billing is sporadic. Directors Grant,
44 Northrop, Nungester and Quinan being in favor, the motion was
45 APPROVED.

46 **B. Approval of Minutes of Regular Board Meeting Held on May 7, 2009:**

47 Director Grant made a MOTION that the Board approve the minutes of
48 the May 7, 2009, Regular Board of Directors Meeting. Director Nungester

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1 SECONDED the motion. During discussion, the following corrections
2 were proposed:

- 3 • Page 1, line 7: insert “ (by telephone)” after “Jon Northrop”;
- 4 • Page 5, line 44: replace “9:30” with “9:00”.

5 Director Grant AMENDED the motion to include the corrections. Director
6 Nungester SECONDED the amended motion. Directors Grant, Northrop,
7 Nungester and Quinan being in favor, the amended motion was
8 APPROVED.

9 **D. General Manager’s Report:**

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

- 12 • Vehicle Maintenance Building Expansion: The project is still on hold;
13 the soil vapor study has not been done because the soil is too wet.
14 However, he anticipates that the consultant, Holdrege and Kull, will be
15 able to perform the soil vapor survey June 29 and 30.
- 16 • Fire Flow Feasibility: He did no work on the project this month.
- 17 • Easements: Mountain Pipeline completed its work locating sewer lines
18 in easements. Webb Land Surveying has begun its work on the
19 project.
- 20 • Sierra Nevada Conservancy Grant: The project remains on hold.
- 21 • Well R-1: State Health raised questions regarding the location of the
22 drainage pond adjacent to Well R-1, in response to the District’s
23 request to use Well R-1 as one of its primary sources, with Well R-2
24 as a backup source of supply. Manager Collins researched the issue
25 and located the original civil engineering drawings showing pond
26 liners. He is forwarding the information to State Health personnel.
27 They seemed to be satisfied with the information he conveyed to them
28 by telephone but still wish to review the technical material.
- 29 • Sewer System Management Plan: He completed the list of items
30 requested by Holmes International.

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

32 Discussed in item 3D.

33 **F. Quarterly Newsletter:**

34 The Board reviewed and approved the draft of the June quarterly
35 newsletter, with the exception of changing the date of the August Board
36 meeting to Tuesday, August 18 (see agenda item 4).

37 **G. Policy Regarding Grant Procedures:**

38 The Board reviewed the proposed new policy. The auditors have
39 reviewed and approved it. Director Quinan made a MOTION that the
40 Board adopt the proposed policy, Accounting for Grant
41 Revenues/Expenses, as presented (the number to be determined later).
42 Director Northrop SECONDED the motion. Directors Grant, Northrop,
43 Nungester and Quinan being in favor, the motion was APPROVED.

44 **H. District Mission Statement:**

45 The Board reviewed the ASCWD Mission Statement to assure its
46 relevance. Director Quinan commented that it looked terrific. Director
47 Grant requested that the Statement be annotated to show when it was
48 last reviewed. The Directors agreed they were satisfied with it and made
49 no changes, other than agreeing that the review date should be noted.

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- 1 **I. May 14, 2009, Meeting of Placer County Chapter of CSDA:**
2 Directors Nungester and Quinan attended the meeting – held in Auburn -
3 at the request of John Moberly, who did not attend. In addition to dinner,
4 the meeting included two presentations. Director Nungester provided
5 copies of the material distributed by CSDA.
6
 - 7 • The first slide show was presented by Neil McCormick, executive
8 director from CSDA. His presentation included information about: 1)
9 services provided by CSDA; 2) a 15% reduction in property and
10 workers compensation insurance premiums; and 3) Governor
11 Schwarzenegger borrowing from special districts 8% of their 2006-
12 2007 tax revenues (which amounts to \$40,600 for ASCWD). With
13 respect to the third item, Director Nungester reported that the funds
14 have to be repaid before the Governor can borrow more. Manager
15 Collins commented that he believed the funds must be repaid within
16 three years. Mr. McCormick also provided templates for letters of
17 protest which special districts can send to their political
18 representatives.
 - 19 • Robert Weygandt, representing District #2 on the Placer County
20 Board of Supervisors, presented the second slide show, summarizing
21 what the County has done recently and what it will be doing. Mr.
22 Weygandt’s personal goal has been to prevent layoffs of County
23 personnel by reassigning employees to open positions.
 - 24 • Director Nungester said he did not think attending the meeting was
25 worthwhile, since the Directors will receive the printed materials from
26 CSDA.
 - 27 • Director Nungester learned at the meeting that Squaw Valley Ski
28 Corporation (“Ski Corp”) has agreed to buy The Village at Squaw
29 Valley, which is not thriving. Ski Corp plans to double the capacity of
30 the Village and already has permits to double the capacity of the
31 Resort at Squaw Creek. However, with no water currently available
32 for new projects, Ski Corp is counting on being able to buy water from
33 Martis Valley for its new developments.

34 **J. Operations & Maintenance Department Report:**
35 Buz Bancroft presented a written report for the month of May that
36 included status updates on water, sewer, garbage and other services
37 provided by the District.
38
 - 39 • Staff has read all water meters and is now working on water meter
40 repairs.
 - 41 • Staff has completed its spring survey of inflow and infiltration.
42 Mountain Pipeline photographed the worst areas. The survey
43 revealed areas where repairs need to be scheduled. Some leaking
44 manholes were sealed by pumping grout into the holes.
 - 45 • Samples from Springs 2 and 4 returned positive for e-coli. Staff
46 contacted the California Department of Health Services (“DHS”),
47 which required further tests. Resamples from Spring 2 showed total
48 coliform but no e-coli. Since the District chlorinates its water system,
49 DHS deems the water to be safe. Buz said that, in the future, Staff
 will try not to take samples immediately following major rain storms,
 since it is not unusual to have positive samples after heavy rain or

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1 spring run-off. President Danz asked Buz if having Well R-1 online
2 could help the District stop using the springs; he said yes. He also
3 mentioned that the District has not had a water sample test positive
4 for e-coli since about 1997.

- 5 • The District's Consumer Confidence Report, due out before June 30,
6 is being finalized.

7 **C. Fire Department Report:**

8 Chief Whitelaw from NTFPD reported the following:

- 9 • May Dispatch Report: There were four calls for the month.
- 10 • Alpine Meadows Fire Station Staffing: NTFPD's obligation to staff the
11 station 150 days for the 2008-2009 fiscal year was completed a few
12 days ago. The station will be staffed over the July 4th weekend,
13 including the week before.
- 14 • Dispatch: NTFPD started using the new dispatch system on June 1. It
15 is working very well. In the past, NTFPD experienced inadequate
16 coverage with the dispatch radio system and asked Placer County to
17 provide redundancy. In contrast, Cal Fire, which operates the new
18 system, has provided three new repeaters in Squaw Creek, which
19 provide redundancy for Alpine Meadows, Mt. Pluto and South Lake
20 Tahoe. Chief Whitelaw pointed out that the new repeaters not only
21 provide redundancy but also a depth of technology in the event the
22 older equipment fails. Director Grant asked about the status of
23 employees of the old (County) dispatch. Chief Whitelaw said the
24 employees were noticed about two weeks ago that the dispatch
25 center would close in 45 days. Positions were offered to them at the
26 Nevada County and Auburn dispatch centers. The Placer County
27 dispatch center outside Tahoe City will be closed soon.
- 28 • Chipping Services: Chief Whitelaw thanked ASCWD and the Alpine
29 Meadows Fire Safe Council for helping NTFPD coordinate this
30 summer's fee-for-service chipping program in the valley. He hoped
31 that, in the fall, state funds might be released and NTFPD could return
32 to providing free service to property owners. In the meantime, the
33 current program calls for NTFPD to be in the valley one day each
34 month to handle chipping requests (by reservation).
- 35 • Vehicle Maintenance Building Addition: Manager Collins told Chief
36 Whitelaw that the scheduled soil vapor study was due to be performed
37 June 29 and 30, with the analysis finished by July 4. Hopefully, the
38 County will respond by the end of July, which would mean
39 construction could start before the end of the season.
- 40 • State Budget: Chief Whitelaw is waiting to see whether the State will
41 use Proposition 1A to borrow 8% of 2006-2007 tax revenues from
42 local districts. He has heard that the legislative conference committee
43 on the budget had considered borrowing funds from the special
44 districts but had not yet decided to do so. However, he pointed out
45 that the legislature still has a long way to go to finalize the budget, its
46 goal being to adopt a state budget by July 1. If the legislature decides
47 to trigger the provisions of Proposition 1A, NTFPD plans to claim an
48 exemption in the interest of public safety.

49 **K. TTSA Report:**

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1 Director Northrop provided a written report on items of interest to ASCWD
2 from the May 13 and June 10 TTSA Board meetings.

- 3 • The plant is operating normally and efficiently.
- 4 • All waste water discharge requirements are being met.
- 5 • The agency has abandoned the idea of implementing UV treatment
6 because it does not eliminate the filaments that clog the filtration
7 system.

8 The next TTSA Board meeting is scheduled for July 8.

9 **L. Operating Budget for Fiscal Year 2010:**

10 The Board reviewed the proposed operating budget for fiscal year 2010:

- 11 • President Danz said, since two changes were made to the operating
12 budget approved by the Board last month, the Board needs to take
13 two actions to approve the final budget: 1) approve the changes, and
14 then 2) approve the budget by month by fund.
- 15 • The two changes are:
 - 16 1. Staff recommends purchasing a new truck, rather than purchasing
17 a new transmission for the old truck, with the result that the line
18 item corresponding to the repair has been removed from the
19 operating budget and the purchase will appear in the capital
20 budget.
 - 21 2. Based on the auditors' recommendation, the project to repair the
22 eroding hillside that affects the sewer line between manholes
23 MA19 and MA20 should be classified as an operating expense,
24 rather than as a capital project. Therefore, the engineering study,
25 in the amount of \$55,000, was added to the operating budget
26 under "Consultants-Misc."

27 Director Northrop made a MOTION that the Board approve the revised
28 operating budget for fiscal year 2010. Director Nungester SECONDED
29 the motion. In discussion, Director Grant asked if the budget would
30 remain viable if the State "borrows" 8% of the 2006-2007 tax revenues;
31 Manager Collins said yes. Directors Grant, Northrop, Nungester and
32 Quinan being in favor, the motion was APPROVED.

- 33 • President Danz said the budget by month by fund presented to the
34 Board incorporated the two, now approved, changes.
- 35 • President Danz stated that the Budget & Finance Committee
36 discussed the budget by month by fund at its meeting. The budget
37 uses the same allocation for revenues and expenses as has been
38 used for the last couple of years. Looking at it again, the Committee
39 realized there may be one or two expense categories that are not
40 correctly allocated. The differences should be minimal and the
41 allocations should be fine for this coming year. The Committee will re-
42 evaluate the allocations in July for possible change in the 2010-2011
43 fiscal year budget. As an example, a percentage of staff salaries and
44 benefits should probably be allocated to the Fire Fund to account for
45 the time spent assisting with the chipping program.

46 Director Northrop made a MOTION that the Board approve the proposed
47 operating budget for fiscal year 2010, by month by fund. Director
48 Nungester SECONDED the motion. Directors Grant, Northrop,
49 Nungester and Quinan being in favor, the motion was APPROVED.

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M. Capital Budget for Fiscal Year 2010:

The Board reviewed the proposed capital budget for fiscal year 2010:

- Manager Collins said that one item from the list under consideration – upgrading the Park entrance card system – must be done this fiscal year on an emergency basis, since the computer terminal at the Park stopped working. It needs to be replaced and tied into the office computer at a cost of about \$4K. The cost will be less if the connection to the office cannot be accomplished. The replacement computer will record who is entering the Park and alert office personnel if the gate has been left open too long.
- Item #1: evaluate repair of the eroding hillside that threatens a sewer line segment. This project has been removed from the list of capital projects after being reclassified as an operating expense.
- Item #2: regrade (lower) the line at manhole TR2, where River Ranch Restaurant connects to TTSA. This will allow waste to flow downhill, rather than backing up at that point. The project will be done in the fall, to avoid summer traffic on the bike path.
- Item #3: replacement of the Nissan pickup. The cost, estimated at \$20K-22K, is for a truck with four wheel drive, extended cab and am/fm radio.
- Item #4: upgrade the SCADA computer, providing for a new computer and new operating system. The current computer is obsolete so its software can no longer be upgraded in the future. The new operating system, called Clearview, was developed to support wastewater and water industries only, rather than disparate manufacturing industries, as is the case with the current Wonderware operating system. Clearview is supposed to be more operator-friendly than Wonderware, making it easier to generate new reports.
- Item #5: replace the vault for Tank 1. The current redwood vault contains a check valve to keep water from flowing back down from Tank 1 and a two-inch bypass to fill Tank 1. The vault has been there for approximately 40 years and the walls and roof are starting to rot. The vault represents a safety hazard in that the trap door is at the bottom of the vault. If the pipe were to fail, the operator would not be able to get out. Staff wants to replace the entire vault with concrete and make it safer.
- Item #6: reevaluate the design of fireflow improvements to Juniper Mountain at a cost of \$24,375 (the list provided to the Board mistakenly identifies the cost as \$2,437). The Budget & Finance Committee asked Manager Collins to provide it with an alternative plan to the one provided by Lumos, to provide peak day flow vs. fire flow. Manager Collins believes a smaller pump station should be more cost-effective than building a long transmission line.
- Items #7 – 9: fund three components of fire flow improvements to Juniper Mountain. These include: get water to the pump, store the water in a tank, and then distribute the water. The estimated costs are from the Lumos report and Manager Collins will not know if these costs are valid until after the report, survey and design are complete.

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- Staff recommends funding projects ##2-6 for a total of \$134K. Funds are adequate.
- Director Grant said she was not sure that the fire flow improvements were a long-term priority. President Danz said she and the Budget & Finance Committee felt the report, survey and design were necessary before deciding whether to proceed with the project.

Director Northrop made a MOTION that the Board approve the unbudgeted capital expenditure of \$4,000 in fiscal year 2009 to upgrade the park entrance card system. Director Quinan SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.

Director Northrop made a MOTION that the Board approve items 2 through 6 of the proposed capital budget for fiscal year 2010, with the correction that the cost of item 6 is \$24,375. Director Nungester SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.

N. Committee Reports:

- i. **Budget & Finance Committee:** President Danz presented a written report of the Committee's June 16 meeting.
 - a. **Non-standard Transactions:** None.
 - b. **Investments/cash:** The four CDs which matured in May were cashed in and the monies placed in LAIF.
 - c. **Requests from Customers for Adjustments to their Bills:** None.
 - d. **Requests for Unbudgeted Expenses:** An unbudgeted capital expenditure was approved during agenda item 3M.
 - e. **Next meeting:** Scheduled for Thursday, July 9, at 1:30 p.m.
- ii. **Administration & Personnel Committee:** There was no meeting.
- iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- iv. **Long Range Planning Committee:** There was no meeting.

O. Open Items:

None.

P. Correspondence to the Board:

The Alpine Meadows Condominium Homeowners' Association sent the ASCWD Board a letter requesting that their area be included in fire abatement efforts provided by government funding, such as the Sierra Nevada Conservancy grant. Director Grant asked if the decision about where to work on fire abatement in the valley, with respect to the SNC grant, resulted from the Community Wildfire Plan. Manager Collins said yes. President Danz suggested that Manager Collins reply to the letter, suggesting that the residents of the condos can come into the District office and review the Community Wildfire Plan. Director Quinan suggested that they be advised that they can participate in the Alpine Meadows Fire Safe Council meetings, as well.

4. DIRECTORS' COMMENTS

- By agreement, the August meeting was rescheduled to Tuesday, August 18, with the Budget & Finance Committee meeting scheduled for Monday, August 17. The meeting information needs to be changed on the newsletter.

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- 1 ▪ President Danz suggested that sometime over the summer the Board should
- 2 discuss what to do about the snowmaking wells with respect to the contract
- 3 with the ski area. She will place it on the August Board meeting agenda.
- 4 ▪ Director Nungester suggested that the Board discuss replacing or
- 5 reupholstering the chairs in the conference room, perhaps raising the fee for
- 6 other organizations to use the room and chairs. Director Grant pointed out
- 7 that the Bear Creek Planning Commission bought some of the chairs in the
- 8 room and suggested that perhaps fewer chairs may be needed.
- 9 ▪ Director Northrop advised that TTSA has a lot of its money invested in LAIF
- 10 but that Bank of America currently has a liquid CD that pays better. President
- 11 Danz said the issue will be discussed in July.

12 **5. CLOSED SESSION**

13 None.

14 **6. ADJOURNMENT**

15 There being no further business before the Board, the meeting was adjourned at

16 10:03 a.m.

17

18 Respectfully Submitted,

Approved as submitted 7/13/09

19

20

21

22 Jancis Martin

23 Recording Secretary