

**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, July 11, 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; Mike Dobrowski, District CPA (by telephone); Jancis Martin,
11 Recording Secretary

12 Guests Present: Duane Whitelaw/NTFPD; Pat Dillon/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 **B. Approval of Minutes of Regular Board Meeting Held on June 13,**
21 **2008:**

22 Director Grant made a MOTION that the Board approve the minutes of
23 the June 13, 2008, Regular Board of Directors Meeting. Director
24 Northrop SECONDED the motion. Directors Grant, Northrop, Nungester
25 and Quinan being in favor, the motion was APPROVED.

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

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

- 29 • Modifications to Well R-1: Worked with Sierra Pacific Power to obtain
30 a description of the increased electricity necessary to support the
31 greater pumping capacity required by the project (see agenda item
32 3E). The larger transformer will not cost more to operate than the
33 smaller one. Director Nungester asked if the ski resort had been
34 asked to share the cost of the new transformer; Manager Collins said
35 no, because the transformer was being installed for District water flow
36 improvements. Work is progressing on the well modifications. The
37 old well has been abandoned.
- 38 • Sierra Nevada Conservancy Grant: Received a proposal for project
39 management services to be provided by David Jaramillo. Contacted
40 the archeological firm to determine the scope of their work;
41 information from the firm was communicated to Stewart McMorrow
42 and David Jaramillo. Manager Collins is tracking the time he spends
43 on the project.
- 44 • General Business: Followed up on budget items, worked on an
45 easement release and encroachment, researched the legal
46 description of District property in support of the Ancinas proposal for a
47 possible property exchange and met with NTFPD regarding the
48 possible expansion of the VSB (Vehicle Storage Building).

49 **E. Electrical Service for Well R-1:**

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1 The Board discussed the proposed capital expenditure of \$17,225 for the
2 500 KVA transformer required to support the modifications to Well R-1.
3 Manager Collins said it was a refundable charge; that is, if the actual cost
4 is lower, Sierra Pacific will return the unused funds. However, if the
5 actual cost is higher, the District will have to pay the excess. The
6 \$17,225 expense is in addition to the amount previously approved by the
7 Board for improvements to Well R-1, but the District does have the funds
8 to pay for the overage. Director Northrop made a MOTION that the Board
9 approve the capital expenditure of \$17,225 for the electrical service for
10 Well R-1. Director Nungester SECONDED the motion. Directors Grant,
11 Northrop, Nungester and Quinan being in favor, the motion was
12 APPROVED.

13 **F. Contract with David Jaramillo re: Sierra Nevada Conservancy Grant:**

14 The Board discussed the proposed contract with David Jaramillo for
15 project management of the fuels reduction project (Sierra Nevada
16 Conservancy grant):

- 17 • Manager Collins contacted two foresters, requesting bids for their
18 project management services. David Jaramillo is the only one who
19 responded. David thinks there is more work required than the funding
20 provides but he wants to work on the project and will not charge more
21 than the amount budgeted for his services. David and Stewart
22 McMorro met with Lahontan Water Quality Control District personnel
23 on water quality issues associated with the project.
- 24 • Director Quinan asked about the selection process for the contractor
25 who will actually clear the space. Stewart gave David a list of
26 contractors qualified to do the work. Manager Collins said first the
27 area will be flagged to indicate the property boundaries. Then the
28 material to be cleared will be identified, the burn spots selected, and
29 archeology work and water sampling will take place. The burning
30 itself will take place in the winter. David wants to speak with the
31 Valley homeowners' associations because of anticipated concerns by
32 residents regarding the burning. Manager Collins said he would try to
33 educate Valley residents about the lessened environmental impact
34 associated with burning vs. extricating and removing the materials.

35 Director Grant made a MOTION that the Board approve the project
36 management agreement with David Jaramillo. Director Nungester
37 SECONDED the motion. Directors Grant, Northrop, Nungester and
38 Quinan being in favor, the motion was APPROVED.

39 **G. Proposal re: Project Location Stake-out for Fuels Reduction Project**
40 **(Sierra Nevada Conservancy Grant):**

41 The Board discussed the proposed contract to stake out the project
42 location for the Sierra Nevada Conservancy grant. Manager Collins
43 recommends that the Board approve the Webb Land Surveying proposal,
44 since it is less expensive than the one received from Auerbach (\$6-7K vs.
45 \$7.5K). Manager Collins and Director Northrop have both received good
46 references for Webb Land Surveying. President Danz said the last
47 paragraph – which deals with payment methods and timing - could not be
48 included in the contract. Manager Collins recommended that the Board
49 approve the contract without the final paragraph. Director Quinan made a

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1 MOTION that the Board approve the proposal from Webb Land Surveying
2 Inc., with the deletion of the final paragraph regarding how fees will be
3 paid. Director Northrop SECONDED the motion. Directors Grant,
4 Northrop, Nungester and Quinan being in favor, the motion was
5 APPROVED.

6 **H. Contract with Lumos Regarding Fire Flow Feasibility:**

7 The Board discussed the proposed contract with Lumos to conduct a fire
8 flow feasibility study:

- 9 • Manager Collins said he asked Lumos to update their hydraulic
10 model, e.g., to recognize Well R-1 as part of the system. They will
11 evaluate three alternatives in the study: 1) installing a fire flow booster
12 pump at Juniper Mountain, 2) building another storage tank and 3)
13 interconnecting Juniper Mountain with Zone 2.
- 14 • President Danz noted that funds for this project have already been
15 approved. The project will probably be completed this fiscal year.

16 Director Nungester made a MOTION that the Board approve the Lumos
17 proposal for \$25,000 to perform the Juniper Mountain fire flow feasibility
18 study, with the deletion of the second to last sentence in the proposal; the
19 terms of the contract will be set forth in the District's standard contract
20 with Lumos, not Attachment A, as stated in Lumos' proposal. Director
21 Northrop SECONDED the motion. Directors Grant, Northrop, Nungester
22 and Quinan being in favor, the motion was APPROVED.

23 **C. Fire Department Report:**

24 Chief Duane Whitelaw and Pat Dillon were in attendance for NTFPD and
25 discussed with the Board the following items:

- 26 • June Dispatch Report: NTFPD responded to only two calls, an EMS
27 call and a car accident. Next month's report will be much longer
28 because they responded to 60-plus calls over the weekend of July 4th.
29 The Truckee River alcohol ban over the July 4th weekend resulted in a
30 dramatic reduction of emergency responses by NTFPD and the
31 County. NTFPD used its changeable message signs to warn
32 residents and visitors about illegal fireworks and, as a result, there
33 were no fireworks-induced fires. Chief Whitelaw advised that there is
34 a move to eliminate warming fires, both in the Tahoe Basin and in the
35 Tahoe National Forest; there will be education and enforcement
36 issues involved with the ban if it is put into effect.
- 37 • Station Staffing: Staffing of the Alpine Meadows fire station under the
38 terms of the contract for fiscal year 2009 (150 days) commenced at
39 the beginning of July. The station will be staffed Fridays, Saturdays
40 and Sundays and, if personnel are available, additional days will be
41 staffed. A fully-equipped paramedic ambulance and an engine are
42 always located at the station; as soon as planned maintenance takes
43 place, a type 1 engine will return to the station.
- 44 • Fire Education Day (July 5th): Director Quinan reported that over 100
45 people attended and that the typical feedback she received from
46 attendees was that they had learned a great deal.
- 47 • Chipping: NTFPD has received many requests for chipping. Despite
48 purchasing another chipping machine, they are still backlogged.
49 Yesterday, they rented a third chipper and a dump truck to haul away

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1 chips. They have also borrowed personnel from a 10-person hand
2 crew they had hired to do fuels reduction and redirected them to
3 support the chipping program. The chips get hauled to a location from
4 which the County biomass program hauls them to its processing
5 location in Loyalton. There is a pine needle collection day today at
6 the lake.

- 7 • Storage Building Addition: Pat brought along some pictures to help
8 the Board understand what NTFPD plans for the expansion of
9 ASCWD's existing storage building. He has received a quote from a
10 Kings Beach contractor to erect the addition. There will be separate
11 utilities so each District will pay its own utility expenses. Initially, there
12 will be a reimbursement agreement between NTFPD and ASCWD to
13 handle the contract, legal expenses and Manager Collins' expenses.
14 The funds will be deposited in a dedicated escrow account. NTFPD
15 will review the master agreement between the districts to determine if
16 the project will require any amendments or if there should be a
17 separate lease agreement. The estimated cost of the project is
18 \$140K. NTFPD plans to bring any required documents to the
19 ASCWD August Board meeting for approval. The contractor will be
20 expected to complete the addition before winter. NTFPD will manage
21 inspections and construction. The building will be used for equipment
22 such as reserve apparatus and the chippers during the winter.
23 President Danz confirmed that the Board had already approved the
24 project in concept. President Danz thanked Chief Whitelaw for his
25 help to Alpine Meadows.

- 26 • TeleMinder: Director Quinan asked about the status of the automated
27 emergency notification system. Chief Whitelaw said the TeleMinder
28 system, which provides this service, is currently non-operational. The
29 County never informed NTFPD that the service had been
30 discontinued, despite monthly payments for five years. The County
31 has contracted with a new vendor to provide similar services and
32 hopes to go online in the next month or so. Director Quinan asked
33 how a member of the public would find out if a fire threatened their
34 house. Chief Whitelaw said NTFPD's public information officer
35 advises the local radio stations and Reno public television stations.
36 Power is likely to go out in the vicinity of a fire, which would disable
37 most residential phone lines. Car AM radios are the most important
38 source of information. The best document for information on
39 evacuations is the Community Wildfire Protection Plan, which is on
40 the ASCWD website. Chief Whitelaw said that, because there are so
41 many factors involved in wildland fires, the best plan is to await
42 instruction via the radio.

43 **I. Operations & Maintenance Department Report:**

44 Buz Bancroft presented a written report for the month of June that
45 included status updates on water, sewer, garbage and other services
46 provided by the District:

- 47 • Raised the pressure at the springs to get more water without reducing
48 head pressures to zero.

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- Maintenance: The following tasks were accomplished: finished reading water meters, replaced some malfunctioning meters, repaired some water boxes, repaired several water leaks on the District side of meters, researched inquiries about customer water leaks and carried out various park repairs.
- Samples: Monthly routine samples and most spring samples were absent coliform bacteria. However, Spring 2 returned positive for coliform bacteria.

J. TTSA Report:

Director Northrop reported on items of interest to ASCWD from the July 9th TTSA Board meeting:

- The plant is operating normally and efficiently.
- All waste water discharge requirements are being met.

The next TTSA Board meeting is scheduled for August 13, 2008, at 9:00 a.m.

A. Financial Reports:

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

- There are four missing entries in the financials: water usage revenue, anticipated June property tax payment, a prior year adjustment on property tax revenues, correction to accounts receivable. Because of these missing entries, net income for the year shown on the financial reports is not accurate. Since the books will remain open through mid-August, the year-end financial statements will be corrected before the books are closed. There is a little more than \$1 million in cash reserves.
- i. **June Financial Statements:** Director Northrop made a MOTION that the Board accept the financial statements, dated July 8, 2008, as presented, understanding that there are several known errors which will be corrected and which the Board will have the opportunity to review before the books are closed for fiscal year 2008. Director Quinan SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.
- ii. **June Expenses Paid & Payable:** The Directors reviewed the monthly check register. Director Northrop made a MOTION that the Board approve the Expenses Paid & Payable (checks 23744 through 23812). Director Nungester SECONDED the motion. In discussion, Director Grant asked if the total monthly cost of the conference call system was accounted for in check 23750 (\$20.98) or if there were other costs. President Danz said the check represented the total cost, which was very reasonable and much less than what used to be spent on conference calls. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.

L. Committee Reports:

- i. **Budget & Finance Committee:** President Danz presented a written report of the Committee's July 10th meeting:
 - a. **June 31, 2008, financial reports:** Already discussed.

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- b. **Status of investments/cash:** The Committee recommended that there be no new investments at this time, given the expense of the Well R-1 work.
- c. **Accounting for Sierra Nevada Conservancy grant:** The District auditors suggested that the District's \$5,000 contribution to the Sierra Nevada Conservancy grant be handled as a transfer from the General Fund to the Grant Fund.
- d. **Requests from customers for adjustments to their bills:** A customer requested a credit to his bill for water usage since there was an unreported leak for a significant period of time. The Committee denied the request.
- e. **Requests for unbudgeted expenses:** The Committee recommended approval of a request for an unbudgeted expense: \$265.95 to AWAXX for the repair of the exit button for the park. Director Grant made a MOTION that the Board approve the unbudgeted expense. Director Northrop SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.
- f. **Next meeting:** Scheduled for Thursday, August 7th, at 12:00 noon.
- ii. **Long Range Planning Committee:** There was no meeting.
- iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- iv. **Administration & Personnel Committee:** There was no meeting.

K. Review of Request by Osvaldo and Eddy Ancinas for a Property Exchange:

The Board discussed the proposal by Osvaldo and Eddy Ancinas for a property exchange or, in the alternative, the sale of a portion of District property to them:

- Directors Nungester and Quinan made a physical inspection of the properties. Director Nungester said the little triangle of land the District would obtain in the proposed property exchange consisted mostly of an easement and was therefore of little value to the District. Moreover, the District would be relinquishing wooded property and obtaining paved property in exchange. Lastly, concern was expressed that, if Placer County were to proceed with its plans to build a new bridge and road further downstream, the existing road might become a cul-de-sac. In response to a question from President Danz, none of the Directors could see any benefit to the District in the exchange. There was general consensus that a swap was out of the question and that the only way to proceed, if the District were interested, would be to sell the Ancinases the property. Some of the concerns expressed by the Directors about a proposed sale were: 1) the District might be required to allow other people to bid on the property in question; 2) the value of the properties is not known.
- Based on the Directors' comments, President Danz concluded that the District should not proceed with a property exchange or sale at this time and asked Manager Collins to contact the Ancinases and advise them of the Board's decision.

M. Open Items:

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None.

N. Correspondence to the Board:

Director Quinan received and shared with the Board an email from a resident who expressed his appreciation for the Bird Walk and his admiration for the superlative job done by Michael Graf [sic] in leading the walk.

4. DIRECTORS' COMMENTS

- President Danz reminded Directors Quinan and Northrop that they need to file paperwork if they intend to run for their expiring Board positions.
- President Danz would like to reschedule the September meeting from September 12th to the beginning of the following week (either September 15th or 16th). The Budget & Finance Committee meeting would be scheduled for the morning of the meeting or the day before.
- Director Quinan asked Manager Collins how time-consuming his involvement was with the fire station addition, so the Board would know what sort of commitment to expect from his involvement with the storage building addition. He thinks his involvement will be less with the storage building addition than with the fire station addition, for which he only charged 15-25 hours.

5. CLOSED SESSION

None.

6. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:56 a.m.

Respectfully Submitted,

approved w/amendments
August 8, 2008

Jancis Martin
Recording Secretary