

**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 14, 2006, 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; Virginia Quinan, Vice President;
7 Janet S. Grant; Jon Northrop (by telephone); Charles Nungester

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Buz Bancroft, Maintenance
10 Supervisor; Mike Dobrowski, CPA/District Accountant (by telephone); Jancis
11 Martin, Recording Secretary

12 Guests Present: Chief Duane Whitelaw/NTPFD; Chief Dave Ruben/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 Report:**

21 Mike Dobrowski, District CPA, participated in discussion of this agenda
22 item by telephone. Discussion ensued:

- 23 • President Danz pointed out that revenue related to water usage for
24 fiscal year 2006 has not yet been posted. Revenue will be posted
25 after the meters are read. Water revenue should increase by
26 \$40,000-50,000 for the year.
- 27 • The Budget & Finance Committee noticed that the figure being used
28 for property tax revenue differed between Mike's reports, Manager
29 Collins' forecast and what was actually in the bank. Mike spoke with
30 someone at the County level who indicated that the period 13
31 adjustment for ASCWD will come to \$26,514.81. Mike will post this
32 amount to fiscal year 2005-2006, adding it to the \$370,742 property
33 tax revenue already shown on the financial reports.
- 34 • With the two adjustments noted above, the District should be in the
35 black for the year.
- 36 • There might still be some accounts payable for June. The books will
37 be kept open until August but no significant expenses are expected.
- 38 • Director Grant questioned some of the line item overages on the Profit
39 & Loss Budget vs. Actual YTD report and asked for explanations:
 - 40 ○ Office Expense (due to repair of the water damage that occurred
41 during the New Year's flooding);
 - 42 ○ Legal Fees (due to investigation into the Ferwerda easement,
43 conflict of interest issue, rate increase and fire alternatives);
 - 44 ○ Consultants-Misc. (due to contracts with Citygate for fire service
45 alternatives, Lumos for long range planning, Dwight Smith – a
46 hydrogeologist with InterFlow Hydrology, Inc. – for study of the
47 springs, Centration for filing of claims for reimbursement of State-
48 mandated costs); the reimbursement from the State from the

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- 1 Centration work and the reimbursement from PCWA for Dwight
2 Smith's work are presently categorized as Other Revenue;
- 3 ○ ASCWD Fuel (other people use fuel and reimburse the District
4 which is recorded as Other Revenue— Director Grant questioned
5 whether this skews visibility into operations expense and
6 revenue);
- 7 ○ Depreciation Expense (the auditors requested that additional
8 assets be included, like the fire house, that had not been included
9 in the past – this has been corrected in next year's budget).
- 10 • Director Quinan asked why the Bank and Collection Fees were
11 budgeted so high, compared to actual cost. Mike said the previous
12 short-term General Manager gave him that figure; he does not know
13 where she obtained it.
- 14 i. **Financial Statements – July 11, 2006:** Director Quinan made a
15 MOTION that the Board accept the financial statements, dated July
16 11, 2006, as presented. Director Nungester SECONDED the motion.
17 All Directors being in favor, the motion was APPROVED.
- 18 ii. **Expenses Paid & Payable – July 11, 2006:** The Directors reviewed
19 the monthly check register:
 - 20 • Director Grant asked for an update on the possibility of switching
21 to a less expensive T-1 connection than the current arrangement
22 with Exwire. Pam has been monitoring this situation and reported
23 to President Danz that Cebridge is starting to install in the Valley
24 and should be available soon.
 - 25 • Director Grant asked Buz for an explanation of the necessity for
26 the contract with High Country, which provides the off-hours
27 answering service for the District. Buz said the operations staff
28 feels it is important that the person who is calling to report a
29 problem should be able to speak with a live operations staff
30 person on the line; High Country uses the on-call phone numbers
31 to get in contact with one of the Staff and puts that on-call person
32 on the line with the caller.
 - 33 • Director Quinan asked why the District was billed for snow
34 removal in June; Buz said it is because the District received the
35 most recent bill in May.
- 36 Director Quinan made a MOTION that the Board approve the
37 Expenses Paid & Payable (checks 22426 through 22506, with
38 exception of missing numbers 22427-22435 and 22437-22440 and
39 22442). Director Nungester SECONDED the motion. All Directors
40 being in favor, the motion was APPROVED.
- 41 **J. Operations & Maintenance Department Report:**
- 42 Buz Bancroft provided a written report for the month of June that included
43 status updates on water, sewer, garbage and other services provided by
44 the District. In addition to the information on the written report:
 - 45 • All spring and routine zone samples were absent coliform bacteria in
46 June.
 - 47 • The Alpine Meadows Estates well was turned on over the July 4th
48 weekend. Tank 4-A was drained and inspected on June 22nd and the
49 Staff wanted to assure that there was sufficient water flow at that busy

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1 time. Mike Bye of International Tank & Pipe Company inspected the
2 tank. He found that some interior structures had deteriorated over
3 time and had been repaired. He found that the tank was in good
4 condition and should last another 30 years, if it is kept full and
5 provided with routine exterior maintenance. Mike Bye will inspect
6 Tank 5 (concrete tank) in the fall.

- 7 • The sewer flow meter was finally fixed on July 5.
- 8 • Water consumption was high for the month but water supply was
- 9 adequately increased to meet the demand.
- 10 • Since the Board had not had an opportunity to read the tank
- 11 inspection report prior to the meeting, President Danz will provide the
- 12 opportunity at next month's meeting for Board members to ask Buz
- 13 any questions they may have after reading the report.

14 **D. Fire Ordinance:**

15 The Board discussed required changes to the Alpine Meadows Fire
16 Ordinance to incorporate changes to the State and County Fire Codes.
17 Chief Whitelaw introduced Battalion Chief Dave Ruben to lead the
18 discussion on this topic. Chief Ruben is responsible for NTFPD's fire
19 prevention and fire safety programs. He presented background, current
20 status and upcoming events associated with updating the ASCWD Fire
21 Ordinance. The following points came up in discussion:

- 22 • Chief Dave Ruben presented the ordinance with its changes, which
23 include references to changes in the State and County Fire Codes.
24 An additional change to the ordinance is the requirement for sprinklers
25 in public parking garages. Another change has to do with an improved
26 connection in newly installed fire hydrants, changing the big
27 connection in the middle to a quick-connect (or "Storz") fitting to allow
28 quick connection of fire hoses without having to use adaptors. There
29 will be no cost to the District as the ordinance requires no retrofitting
30 and only affects new installations; it will affect Alpine Knolls, for
31 example, the developers of which will be required to provide fire
32 hydrants meeting the new requirement.
- 33 • The ordinance is being introduced at this meeting. There will be an
34 opportunity to make changes to the ordinance during the next month;
35 the Placer County Office of Emergency Services will review it during
36 this time. At next month's Board meeting, there will be a public
37 hearing for the ordinance (NTFPD will place the appropriate public
38 notification in the newspaper). After the public hearing, input from the
39 public and from the County OES will be folded into a final version of
40 the ordinance. Finally, the County Board of Supervisors will approve
41 it on their consent agenda. The public hearing may have to await the
42 September Board meeting (there might need to be 30 days between
43 introduction of the ordinance and the public hearing). NTFPD will
44 forward the proposed ASCWD fire ordinance to the Truckee
45 contractor association as a courtesy.
- 46 • The ordinance will be assigned number 8-2006.
- 47 • NTFPD just approved its own fire ordinance, which is currently
48 awaiting approval by the Placer County Board of Supervisors.

49 **C. Fire Department Report:**

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1 Chief Whitelaw was in attendance and discussed the following items:

- 2 • President Danz thanked Chief Whitelaw for everything he did to help
- 3 bring about an agreement between ASCWD and NTFPD. Chief
- 4 Whitelaw thanked President Danz and expressed his appreciation to
- 5 Citygate for their help.
- 6 • June Dispatch Report: Chief Whitelaw presented the June Dispatch
- 7 Report. Placer County Dispatch reported zero alarms, although the
- 8 NTFPD report showed four alarms. Chief Whitelaw expressed some
- 9 frustration with the County Dispatch Department's transition to a new
- 10 computer system.
- 11 • Status of Fire Service Agreement with NTFPD:
- 12 ○ As part of the new, long-term agreement between NTFPD and
- 13 ASCWD, Chief Whitelaw or his representative will be attending the
- 14 District's monthly Board meetings.
- 15 ○ Representatives from NTFPD will soon be going through the
- 16 Alpine Meadows fire station and engine with Manager Collins to
- 17 come up with a fixed asset inventory list from which to make a
- 18 depreciation schedule. Stewart Gary of Citygate will value the
- 19 items on the list.
- 20 ○ With the assistance of a grant, Chief Whitelaw wishes to exceed
- 21 the minimum staffing for the station as specified in the proposed
- 22 ASCWD-NTFPD agreement, so he needs to move forward
- 23 immediately with the remodel to create separate living spaces for
- 24 two people; he asked Manager Collins for the building plans to
- 25 assist in planning. The remodel will be done in consultation with
- 26 ASCWD.
- 27 ○ NTFPD also wants to move forward with a capital facilities plan
- 28 and expenditure plan for the Valley. NTFPD will hire a consultant
- 29 to draft the facilities plan which will be the basis for a mitigation
- 30 fee plan based on additional square footage that is built in the
- 31 Valley. Then, NTFPD will review the proposal with the Board and
- 32 also at a public hearing, which is required since extra fees are
- 33 involved.
- 34 ○ Chief Whitelaw has sent a copy of the draft agreement to
- 35 NTFPD's attorney (Steve Lieberman, who works for Porter Simon
- 36 in Truckee) so NTFPD's and ASCWD's attorneys can move
- 37 forward with drafting the agreement. Hopefully, the agreement will
- 38 be ready for approval at the Board's September meeting.
- 39 ○ President Danz asked when the next NTFPD Board meeting is
- 40 scheduled. Chief Whitelaw told her it would be held July 19. On
- 41 the agenda is a request for the Board to reimburse ASCWD for
- 42 half the cost of Citygate's recent assistance. NTFPD has already
- 43 agreed to pay half of Citygate's fees on a going-forward basis.

44 **Niii Fire Committee:** Director Quinan presented a written report of the

45 Committee's June 27, 2006, meeting with detailed discussion of the

46 following items:

- 47 • **Barbeque Recognizing Volunteer Firefighters:** The July 1 event
- 48 was a great success. Director Quinan thanked the members of the
- 49 Committee and Chief Whitelaw for their assistance in the planning

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- 1 and implementation of the event. ASCWD paid for \$500 of it, NTFPD
2 will pay the overage.
- 3 • **Adding Names to Plaque:** Another plaque will be made to hold
4 additional names. NTFPD will pay for the extra plaque.
- 5 **B. Approval of Minutes:**
- 6 i. **Regular Board Meeting Held on June 12, 2006:** Director Nungester
7 made a MOTION that the Board approve the minutes of the June 12,
8 2006, Regular Board of Directors Meeting. Director Quinan
9 SECONDED the motion. All Directors being in favor, the motion was
10 APPROVED.
- 11 ii. **Special Board Meeting Held on June 28, 2006:** Director Nungester
12 made a MOTION that the Board approve the minutes of the June 28,
13 2006, Special Board of Directors Meeting. Director Quinan
14 SECONDED the motion. All Directors being in favor, the motion was
15 APPROVED.
- 16 iii. **Special Board Meeting Held on June 30, 2006:** Director Nungester
17 made a MOTION that the Board approve the minutes of the June 30,
18 2006, Special Board of Directors Meeting. Director Quinan
19 SECONDED the motion. All Directors being in favor, the motion was
20 APPROVED.
- 21 iv. **Special Board Meeting Held on July 7, 2006:** Director Nungester
22 made a MOTION that the Board approve the minutes of the July 7,
23 2006, Special Board of Directors Meeting. Director Grant
24 SECONDED the motion. All Directors being in favor, the motion was
25 APPROVED.
- 26 **E. Contract with Tahoe Truckee Sierra Disposal Company:**
27 The Board had planned to review the 2006-2007 contract with the
28 company that provides refuse disposal for the District's homeowners.
29 Manager Collins reported that Jeff Collins, the manager at Tahoe Truckee
30 Sierra Disposal, is on vacation and has not yet provided a contract to the
31 District.
- 32 **F. Review of Performance of Board:**
33 The Board discussed its review of its performance during fiscal year
34 2005-2006:
- 35 • Director Nungester, Chair of the Administrative & Personnel
36 Committee, summarized the action taken by the Committee in
37 reviewing the self-evaluation forms filled out by the Directors. Prior to
38 the Committee's meeting, each Director had turned in a survey form,
39 evaluating the Board and evaluating the General Manager. The
40 document presented to the Board during discussion of this agenda
41 item summarized the Directors' responses to the portion of the form
42 relevant to evaluation of the Board. Director Nungester said the
43 Committee recommends that the Board review the District's Mission
44 Statement in July of each year, rather than the previously agreed-
45 upon twice a year. The item will have to be brought back at a future
46 Board meeting so the pertinent Policy can be modified.
- 47 • Director Grant expressed concern that information about District's
48 activities, goals and objectives is not reaching 100% of the District's
49 customers. President Danz responded that the customers were

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1 polled as to their interest in receiving District information and
2 customers that are interested are indeed being notified. Director
3 Nungester suggested that perhaps a notice be included with the billing
4 that suggests how customers not currently receiving the newsletter
5 can receive it. President Danz requested that Manager Collins talk
6 with Pam to determine how many people did not respond to the
7 survey. In September, when the next newsletter goes out, the Board
8 can decide whether to take any additional action.

9 **G. Review District's Mission Statement:**

10 The Board reviewed the District's Mission Statement. President Danz
11 asked if any Directors felt that it needed to be changed. The answer was
12 no. Therefore the current Mission Statement will remain in effect during
13 this fiscal year.

14 **H. Draft Mission Statement for Park:**

15 The Board discussed the need for a mission statement for the Park:

- 16 • President Danz asked if the Directors felt the need for a Park Mission
17 Statement. Director Nungester felt the Park, Recreation & Greenbelt
18 Committee should be involved. Director Quinan felt the Park has not
19 been self-sufficient, that it is a special asset and she is uncomfortable
20 with opening it up to wider use by non-residents. Director Grant felt
21 the Park probably needs a mission statement. She doesn't think the
22 Park needs to be opened up to wider use by non-residents. Director
23 Quinan pointed out that this year's Park Open House was only
24 attended by one or two community residents.
- 25 • Director Northrop said the Park is already referenced in the District's
26 mission statement.
- 27 • President Danz pointed out that, with no mission statement, the issue
28 of how widely to advertise the Park was going to arise again. Director
29 Northrop asked for information on how heavily the Park is being used.
30 Manager Collins will have Pam check into it.
- 31 • President Danz summarized the Board discussion, as follows: the
32 Park is for community use; it should not be widely advertised; and,
33 since it is not self-sufficient, it is supported by the Valley property
34 owners and should therefore be primarily for their use. Manager
35 Collins was asked to draft a policy that reflects what the Board
36 discussed and President Danz summarized. Director Northrop will talk
37 to Committee members and invite them to the August Board meeting
38 to participate in discussion of the draft policy.

39 **I. General Manager's Report:**

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

- 42 • Long Range Plan: Lumos appears to be putting resources to the
43 project and working diligently to get it completed. They have
44 completed task 1 and task 2 of the contract. The District has received
45 a bill for tasks 1 and 2. They expect to have all their work done by the
46 end of the July. The Board questioned this timetable since no plan
47 was being presented. Manager Collins suggested the need for a
48 meeting of the Long Range Planning Committee in mid-August.
49 President Danz concurred with the need for a Long Range Planning

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1 Committee meeting. Manager Collins will advise members of the
2 Committee as to the need for a meeting and will advise them that
3 there are materials in the District office for them to read.

- 4 • Manager Collins met with Joel Wright, Source Water Protection
5 Specialist with the California Rural Water Association. The CRWA will
6 prepare an emergency contingency plan for the District, to be funded
7 by a grant (i.e., it will be free to the District).
- 8 • Status of PCWA grants: Manager Collins said the District has been
9 reimbursed. It was posted as "Other Revenue" but should have been
10 posted as "Grant Revenue" under non-operating revenue. Manager
11 Collins will talk with Mike Dobrowski and auditors about where the
12 expense and revenue should be posted.

13 **K. TTSA Report:**

14 Director Northrop provided a written report on items of interest to ASCWD
15 from the May 10, June 14 and July 12, 2006, Board meetings of the
16 Tahoe-Truckee Sanitation Agency:

- 17 • The plant expansion is progressing as planned.
- 18 • The plant is operating normally.
- 19 • The next TTSA Board meeting is scheduled for August 9, 2006, at
20 9:00 a.m.

21 **The Board took a break between 10:25 and 10:35.**

22 **L. Contract for Citygate Work Phase III:**

23 The Board reviewed the contract for Phase III of the work with Citygate
24 regarding contract negotiations with NTFPD. Manager Collins reported
25 that he and Chief Whitelaw expect the NTFPD Board to reimburse half of
26 the expense of the contract, even though the contract requires ASCWD to
27 pay the full amount (maximum amount of \$10,000). Director Grant made
28 a MOTION that the Board approve the contract with Citygate for Phase
29 III, the next phase in the contracting process with NTFPD, and that the
30 District will pay Citygate no more than \$5,000. Director Nungester
31 SECONDED the motion. All Directors being in favor, the motion was
32 APPROVED. President Danz requested that Manager Collins send a
33 message to Stewart Gary of Citygate about each District paying half, vs.
34 ASCWD paying the full amount and being reimbursed by NTFPD.

35 **M. Attendance at CSDA Conference and Board Training:**

36 President Danz looked into having the Board's mandated training
37 provided at the District office, rather than having the Board attend the
38 CSDA Conference to be held at Squaw Creek in September; it would
39 probably be less expensive to have the training done in-house. Director
40 Grant said there are other training opportunities offered by CSDA that
41 wouldn't involve having to pay conference fees and therefore, unless a
42 Director would benefit from other information being presented at the
43 CSDA Conference, there is no need to attend. When polled, no Directors
44 indicated interest in attending the CSDA Conference at Squaw Creek.
45 Directors should therefore obtain the training elsewhere. President Danz
46 will send an email to Tom Gibson, the District's legal counsel, to
47 determine how much they will charge for the training. She will try to
48 schedule the training for the afternoon of the September Board meeting.

49 **N. Committee Reports:**

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- 1 i. **Budget & Finance Committee:** President Danz presented a written
2 report of the Committee's July 13, 2006, meeting with detailed
3 discussions of the following items:
4 a. **Investments/cash issues:** President Danz reported that the CDs
5 were purchased as approved at last month's Board meeting.
6 Manager Collins will look into rates offered by Placer County and
7 LAIF.
8 b. **Requests from customers for adjustments to their bills:** None.
9 c. **Requests for unbudgeted expenses:** The Committee reviewed
10 one request for unbudgeted expense:
11 • \$872 to the State Water Resources Control Board for a
12 uniform discharge permit relating to sanitary storm water
13 overflows
14 Director Quinan made a MOTION that the Board approve the
15 unbudgeted expense. Director Nungester SECONDED the
16 motion. All Directors being in favor, the motion was APPROVED.
17 d. **Next meeting:** Scheduled for Thursday, August 10, 2006, at 9:00
18 a.m.
19 ii. **Administration & Personnel Committee:** Director Nungester
20 presented a written report of the Committee's July 13, 2006, meeting
21 with detailed discussion of the following items:
22 a. **Review of the Board:** Previously discussed.
23 b. **Review and prepare 2006/2007 Goals and Objectives:**
24 Presented to the Board for consideration.
25 c. **Review of the General Manager:** A document was prepared for
26 the Board to review and discuss in closed session at the end of
27 the meeting.
28 iii. **Fire Committee:** Previously discussed.
29 iv. **Long Range Planning Committee:** There was no meeting.
30 v. **Park, Recreation and Greenbelt Committee:** There was no meeting.
31 O. **Open Items:** None.
32 P. **Correspondence to the Board:** None.
33 **5. DIRECTORS' COMMENTS**
34 • The next regular Board meeting is scheduled for Friday, August 14, 2006.
35 With the agreement of the Directors, the time was changed to 2:30 p.m.
36 • The September regular Board meeting was rescheduled for Monday,
37 September 11, 2006, at 8:30 a.m.
38 • Director Grant suggested that the training, discussed in agenda item 3M,
39 would be better held after the November election, for the benefit of any new
40 Directors.
41 **4. CLOSED SESSION**
42 **GOV'T CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE**
43 **EVALUATION.** The Board reviewed the General Manager. No action was taken
44 during closed session.
45 **6. ADJOURNMENT**
46 There being no further business before the Board, the meeting was adjourned at
47 12:20 a.m.
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1 Respectfully Submitted,

Approved with amendments 8-11-06

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Jancis Martin
Recording Secretary