

**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, August 8, 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: Paul Fulkerson/resident; Duane Whitelaw/NTFPD; Pat
12 Dillon/NTFPD; David Jaramillo/Sierra Forest Legacy (by telephone)

13 **2. PUBLIC PARTICIPATION**

14 Paul Fulkerson, a resident of River Run, expressed to the Board his preference
15 that the District bill its customers monthly, rather than annually. He wrote emails
16 to the District last year and this year about the financial difficulties he
17 experiences when he receives the annual bill. He used to be the public works
18 director at Sierra Army Depot so feels he understands what it takes to run a
19 water district like ASCWD. He respects the Board but feels it has not realized
20 the economic impact on its customers of increased rates billed once annually.
21 He does not think that the Budget & Finance Committee's potential scenario of
22 allowing two or four payments per year to be helpful. He recommends an annual
23 statement with 12 mail-in coupons. Paul stated that, now, according to District
24 policy, if he paid monthly, he would have to pay a \$20 monthly surcharge for an
25 extra annual cost of \$240. President Danz thanked Paul for attending the
26 meeting and providing his thoughts.

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

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

32 **A. Financial Reports:**

33 Mike Dobrowski, District CPA, was not present at the meeting. The Board
34 reviewed two sets of financial statements: those for the previous fiscal
35 year (June 2008) and those for the first month of the current fiscal year
36 (July 2008). President Danz noted that the corrections to the June
37 financial statements, reported at last month's Board meeting, have been
38 made and that last fiscal year's books will remain open until August 15.

39 i. **July Financial Statements:** Director Northrop made a MOTION that
40 the Board accept the financial statements, dated August 5, 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. **July Expenses Paid & Payable:** The Directors reviewed the monthly
45 check register. Director Grant made a MOTION that the Board
46 approve the Expenses Paid & Payable (checks 23813 through
47 23865). Director Nungester SECONDED the motion. In discussion,
48 Director Grant asked about the two sizeable refunds to customers; the
49 refunds were for customers who have been paying 1-1/2-inch meter

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1 rates for several years, when they should have been paying 3/4- inch
2 rates. Directors Grant, Northrop, Nungester and Quinan being in
3 favor, the motion was APPROVED.

4 **B. Approval of Minutes of Regular Board Meeting Held on July 11,**
5 **2008:**

6 Director Northrop made a MOTION that the Board approve the minutes of
7 the July 11, 2008, Regular Board of Directors Meeting. Director Quinan
8 SECONDED the motion. In discussion, the following corrections were
9 proposed:

- 10 • Page 6, line 44: delete "3");
- 11 • Page 7, line 5: Insert "[sic]" after "Michael Graf".

12 Director Northrop amended the MOTION to include the corrections.
13 Director Quinan SECONDED the amended motion. Directors Grant,
14 Northrop, Nungester and Quinan being in favor, the amended motion was
15 APPROVED.

16 **D. Fire Department Report:**

17 Chief Whitelaw and Pat Dillon were in attendance for NTFPD and
18 discussed with the Board the following items:

- 19 • July Dispatch Report:
 - 20 ○ There were calls related to drifting smoke, a gas leak, a garage
21 fire (apparently due to oily rags), investigation of a reported
22 cooking/warming fire (it was attended and legal) and non-
23 vehicle/non-transport medical aid. The Dispatch Report does not
24 include calls to River Run. Chief Whitelaw noted that the location
25 of the garage fire was mistakenly identified on the Dispatch Report
26 as "1679 Alpine Meadows Road"; the actual street number was
27 1769.
 - 28 ○ Director Nungester asked Chief Whitelaw to clarify what a
29 warming fire was. Chief Whitelaw said, to be permissible, a
30 warming fire must be in the backyard of a residence and under the
31 supervision of the property owner or a person (usually a tenant)
32 with current written permission from the owner. When NTFPD
33 responds to a call from a resident concerning a neighbor's
34 warming fire, they evaluate legality, reasonableness, attendance
35 and weather conditions before deciding whether or not the fire is
36 permissible. If enough people are concerned about the risk of
37 such fires, the County could potentially pass an ordinance
38 prohibiting warming fires.
 - 39 ○ Chief Whitelaw discussed red flag warning days. The National
40 Weather Service proclaims a red flag warning day when humidity
41 is low and, temperature and winds are dangerously high. NTFPD
42 takes the proclamations very seriously, posts red flags at all its fire
43 stations, places changeable message units on Highways 89 and
44 28, and keeps its crews dressed and its engines ready to go.
45 Chief Whitelaw pointed out that all major catastrophic fires have
46 occurred on red flag days. He suggested that information be
47 placed in the next newsletter about oily rags (place them in
48 buckets of water) and red flag warning days.

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- 1 • Chipping: NTFPD receives so many calls for its chipping and tree-
2 marking services that, despite operating three chipping modules, it
3 takes about three weeks before a chipping crew can service a
4 requested location. Chief Whitelaw suggested that, in the next District
5 newsletter, residents be reminded that they need to call and get their
6 name on a list for chipping, rather than expecting NTFPD to notice
7 and chip their slash piles. Director Grant asked if one should call
8 ahead to put one's name on the chipping request list before the
9 materials to be chipped are in place; Chief Whitelaw said yes.
- 10 • All-Valley Meeting: Chief Whitelaw will speak at the meeting. He
11 asked the Directors to let him know if there was anything in particular
12 they would like him to address. Director Quinan asked him to address
13 evacuation plans.
- 14 • Firefighters Burn Institute: Pat Dillon presented a plaque from the
15 Firefighters Burn Institute, thanking the District for allowing use of the
16 Park for the annual Firefighters Kids Camp, which is attended and
17 enjoyed by young burn victims.

18 **E. Addition to Vehicle Maintenance Building:**

19 The Board discussed the contract regarding the addition to the ASCWD
20 Vehicle Maintenance Building, proposed and funded by NTFPD:

- 21 • President Danz reported that the contract is not ready for review and
22 approval today. Instead the Board will be voting to give Manager
23 Collins and herself authority to sign the contract when it is ready. If
24 either is uncomfortable with the proposed contract, they will bring it to
25 the Board for discussion and approval at a later date. The paperwork
26 will include a lease agreement, a reimbursement agreement, and the
27 work agreement with the construction contractor. The latter two are
28 similar to those approved for the addition to the fire station; the lease
29 agreement is substantially different from the one used for the fire
30 station lease.
- 31 • Chief Whitelaw noted that the documents are mostly complete but that
32 the NTFPD Board has not yet reviewed them. He summarized that
33 the work to be done to the existing Vehicle Storage Building is a
34 20'x40' addition which will make the currently asymmetric building
35 symmetric. NTFPD views the addition purely as a storage building,
36 and expects to house things there like a reserve fire engine,
37 equipment and turnouts. The plan provides for the electrical and
38 propane systems within the addition to be separate from those in the
39 existing portion of the building, so that each district can pay its own
40 utilities. Some questions still need to be resolved:
 - 41 ○ During what period of time will NTFPD lease the addition for no
42 rent and thereafter what rent will NTFPD pay to continue to use
43 the addition? The expected language in the lease agreement will
44 allow NTFPD to use the addition at no cost until the expiration of
45 the original service agreement, after which time (15 years after the
46 end of construction) NTFPD will pay ASCWD \$250 per month if
47 the service agreement is still in effect and \$500 if not (the actual
48 lease rate to be used 15 years from now would have yearly
49 Consumer Price Index increases applied starting at the end of

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- 1 construction to arrive at a rate equivalent to today's \$250 or \$500).
2 The proposed rent is based on current lease rates for airport
3 hangar storage.
4 ○ Can NTFPD assign or sublet the addition? The Board's position is
5 that NTFPD should not be allowed to sublet the addition or assign
6 the lease without permission from ASCWD. NTFPD is leasing the
7 building, not the land. There should also be no exterior
8 modifications without permission of the Board.

9 Director Northrop made a MOTION that the Board authorize Manager
10 Collins and President Danz to sign the reimbursement agreement,
11 construction contract and lease agreement for the addition to the Vehicle
12 Maintenance Building. Director Nungester SECONDED the motion.
13 Directors Grant, Northrop, Nungester and Quinan being in favor, the
14 motion was APPROVED. President Danz reminded the Board that she
15 and Manager Collins will not sign the contract without specific Board
16 approval if they perceive an issue with any of the terms of the contract.
17 Pam will notify the Directors when the contract documents are available.

18 **C. Progress on Sierra Nevada Conservancy Grant:**

- 19 David Jaramillo, project manager for the Sierra Nevada Conservancy
20 grant, participated in discussion of this agenda item by telephone:
21 • David has walked all the areas to be thinned and has spoken with
22 some of the associations within the valley about the work to be done.
23 He is currently talking with various agencies to learn more about
24 compliance, exemption and mitigation issues.
25 • He is also working on defining protocols for water quality monitoring.
26 He met with a university soil scientist at the request of the Lahontan
27 Regional Water Quality Control Board. Manager Collins said David
28 should probably be running phosphorus and nitrogen gradients in the
29 stream above and below the site before and after the work.
30 • Manager Collins asked David to discuss further details with him off-
31 line and report back to the Board next month on the status, rather
32 than the details, of the project. President Danz thanked David for his
33 participation in the meeting.
34 • Director Northrop asked if there was anything the Board should be
35 doing to move the project forward. Manager Collins replied that the
36 Board had already provided necessary approvals and that, at this
37 point, he is responsible for moving the project forward.
38 • Director Nungester asked what the financial agreement was with
39 David. Manager Collins said ASCWD was paying David \$20,000 for
40 project management of the grant implementation regardless of how
41 much time he spends on it. David perceives that he will spend far
42 more than \$20,000 worth of work on the project,
43 • Director Nungester reported concerns from a valley resident about
44 potential damage to the streambed near their residence. He was able
45 to dispel the resident's concern but said it was a worry that could be
46 shared by other residents without appropriate education.
47 • President Danz will present information at the All-Valley Meeting
48 about the status of the SNC grant. She requested that sometime prior
49 to the All-Valley Meeting (August 30) Manager Collins supply her with

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1 a map showing the areas to be thinned. She would like to be able to
2 distribute copies of it at the meeting.

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

4 John Collins, General Manager, provided a written report on his activities
5 during the month of July, with brief discussion regarding the modifications
6 to Well R-1 where construction is continuing and should be completed by
7 September 15.

8 **G. Operations & Maintenance Department Report:**

9 Buz Bancroft presented a written report for the month of July that included
10 status updates on water, sewer, garbage and other services provided by
11 the District:

- 12 • All water samples tested negative for coliform.
- 13 • Staff increased the amount of water issuing from the springs.
- 14 • Maintenance performed: Staff worked with Resource Development on
15 the Well R-1 retrofit; worked with the contractor realigning a sewer line
16 that was backing up sewage; inspected all water tanks; walked and
17 inspected District sewer easements; inspected the 12" snowmaking
18 and Spring 1 lines; finished water meter repairs; started the water
19 valve maintenance program; completed several plan checks and dig
20 requests; performed general Park maintenance.
- 21 • Buz thinks the water rate increase is causing less water to be used on
22 irrigation.

23 **H. TTSA Report:**

24 There have been no TTSA Board meetings since last month's ASCWD
25 Board meeting. The next TTSA Board meeting is scheduled for August
26 13, 2008, at 9:00 a.m.

27 **I. ASCWD Mission Statement:**

28 The Board reviewed the ASCWD Mission Statement. The Directors
29 agreed they were satisfied with it and made no changes.

30 **J. CSDA 2008 Board Election:**

31 The Board discussed the two candidates for the California Special
32 Districts Association Board of Directors, Region 2 Seat C. One
33 candidate, the incumbent Peter J. Kampa, provided a statement. The
34 other candidate did not provide a statement. Director Northrop made a
35 MOTION that the Board vote for Peter J. Kampa for the CSDA Board of
36 Directors, Region 2 Seat C. Director Quinan SECONDED the motion.
37 Directors Grant, Northrop, Nungester and Quinan being in favor, the
38 motion was APPROVED.

39 **K. Committee Reports:**

40 i. **Budget & Finance Committee:** President Danz presented a written
41 report of the Committee's August 7, 2008, meeting:

42 a. **Status of investments/cash:**

- 43 • Per the Committee's recommendation, Director Northrop made
44 a MOTION that the Board approve rolling over the \$60,000 CD
45 due August 15 to another \$60,000 six-month CD. Director
46 Quinan SECONDED the motion. Directors Grant, Northrop,
47 Nungester and Quinan being in favor, the motion was
48 APPROVED.

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- Manager Collins will move all except \$100,000 out of the District's checking account into LAIF. In the future he will replenish the checking account from LAIF when bills are to be paid. Manager Collins will assure that the checking account has no more than \$100,000 in it so that all District funds are insured. The policy used to be to keep three months of expenses in the checking account, which amounted to about \$200,000, but in the current risky financial environment the Committee deems it prudent to keep less in the checking account.

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

b. Advisability of more frequent billing:

- The Committee took to heart the various messages from customers on the issue. They considered the negative financial ramifications including increased cost of billing, reduced cash flow and loss of interest. It is a complicated problem, given that the District bills retrospectively on water usage and prospectively on all other fees.
- The Committee came up with a possible solution that Mike Dobrowski said would work and did not think would add significant Staff time to implement. The Board would not have to take any action on the possible solution until January or February. The plan would be to send out bills in July - as is done now - for the whole year. The District would inform customers they have two options: a) they can pay the bill in full (within 45 days or late fees would be applied) or 2) they can make two payments, one for half the balance, due within 45 days, and the other payment for the other half of the balance in January, with the addition of an administrative fee payable with the first of the two payments. If the customer does not pay half the balance plus the administrative fee in a timely manner after the bill is received, the District would not permit payment on a two-installment basis, and fees and interest would be charged on the full unpaid balance. The Committee needs to acquire additional information regarding costs, lost interest and systems capability before making a recommendation to the Board.
- Director Northrop suggested that people be advised they can prepay their following year's bill on a monthly basis, if they so choose. President Danz felt that customers might be affronted at the suggestion that they pre-pay their bills.
- Director Grant suggested that a reminder be included in each newsletter for people to plan ahead for the payment of their annual bill (e.g., to start putting money in a savings account or credit union account in advance).
- Director Nungester suggested that there would be less staff work if customers were to save up monthly payments on their own and send them in when their bill is due, rather than using a monthly coupon system. He also pointed out that only two

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1 customers have written to the District complaining about the
2 frequency of billing, along with several telephone calls to Pam
3 and to Manager Collins. More frequent billing would increase
4 costs for all customers, even though only a few have
5 complained. President Danz suggested that she address the
6 issue at the All-Valley Meeting, reiterating why rates have
7 gone up and suggesting that people start saving money in
8 advance for next year's bill. President Danz suggested that
9 the information ("We bill annually, save ahead") be placed in
10 the September newsletter and that the September newsletter
11 be sent in the mail to all customers (the usual quarterly
12 newsletter is only sent to customers who have requested it),
13 along with information about fees, the SNC grant, and Well R-
14 1 status. The Board will have to approve an unbudgeted
15 expense at the September Board meeting to cover the cost of
16 the mailing.

17 c. **Requests from customers for adjustments to their bills:** A
18 customer requested a credit to his bill for water usage since there
19 was an unreported leak for a significant period of time. The
20 Committee denied the request.

21 d. **Requests for unbudgeted expenses:** None.

22 e. **Next meeting:** Scheduled for Monday, September 15, 2008, at
23 12:00 noon.

24 ii. **Long Range Planning Committee:** There was no meeting.

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

26 iv. **Administration & Personnel Committee:** There was no meeting.

27 **L. Open Items:**

28 The September Board meeting has been changed from its normal date to
29 Tuesday, September 16, 2008, at 8:30 a.m.

30 **M. Correspondence to the Board:**

31 The Board received two handwritten notes, indicating concern about the
32 high cost of their bills. There were also several emails indicating a desire
33 for multiple billings throughout the year, rather than a single annual bill.

34 **4. DIRECTORS' COMMENTS**

35 None.

36 **5. CLOSED SESSION**

37 None.

38 **6. ADJOURNMENT**

39 There being no further business before the Board, the meeting was adjourned at
40 10:35 a.m.

41
42 Respectfully Submitted,

approved w/amendments 9/16/08

43
44
45
46 Jancis Martin
47 Recording Secretary