

**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 11, 2006, at 2:30 p.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 2:30 p.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; Charles Nungester

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Buz Bancroft, Maintenance  
10 Supervisor; Pam Zinn, Recording Secretary

11 Guests Present: Chief Duane Whitelaw/NTFPD; Division Chief Peter  
12 Poe/NTFPD; Merritt Cutten/Park Committee Member

13 **2. PUBLIC PARTICIPATION**

14 None.

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

16 **A. Financial Report:**

- 17 • Director Grant noted that the newsletter & printing expense reported  
18 for July 2006 was high; it was almost the entire budgeted amount for  
19 this fiscal year. President Danz stated that the District's CPA, Mike  
20 Dobrowski, incorrectly reported this expense as a fiscal year 2007  
21 expense; it should have been recorded in fiscal year 2006; this will be  
22 corrected when he returns from vacation.
- 23 i. **Financial Statements – July 31, 2006:** Director Northrop made a  
24 MOTION that the Board accept the financial statements, dated August  
25 11, 2006, as presented. Director Nungester SECONDED the motion.  
26 All Directors being in favor, the motion was APPROVED.
- 27 ii. **Expenses Paid & Payable – July 31, 2006:** The Directors reviewed  
28 the monthly check register. Director Grant made a MOTION that the  
29 Board approve the Expenses Paid & Payable (checks 22507 through  
30 22561). Director Nungester SECONDED the motion. Director Quinan  
31 said it appeared that Mike Dobrowski's bill seemed a bit high this  
32 month and asked why. Pam Zinn said that, during this time of the year  
33 when the bills go out, there are additional expenses for postage and  
34 that was probably the case here. Director Grant asked why a refund  
35 was issued to Andrea Tash when we have a policy not to give  
36 customer refunds under \$50 unless requested by the customer. Pam  
37 Zinn said the customer requested the refund. All Directors being in  
38 favor, the motion was APPROVED.

39 **B. Approval of Minutes:**

- 40 **Regular Board Meeting Held on July 14, 2006:** Director Quinan made a  
41 MOTION that the Board approve the minutes of the July 14, 2006,  
42 Regular Board of Directors Meeting. Director Grant SECONDED the  
43 motion. In discussion, the following changes were proposed:
- 44 • Page 7, line 43: replace "CSDA Conference." with "CSDA  
45 Conference, there is no need to attend."
- 46 • Page 2, line 23: change "CBridge" to "Cebridge".
- 47 Director Quinan amended her MOTION for the Board to approve the  
48 minutes with the proposed changes. Director Grant SECONDED the

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1 amended motion. All Directors being in favor, the amended motion was  
2 APPROVED.

3 **C. Fire Department Report:**

4 Chief Whitelaw and Division Chief Poe were in attendance and discussed  
5 the following items:

- 6 • July Dispatch Report: Chief Poe presented the July Dispatch Report.  
7 Placer County Dispatch reported five alarms in Alpine Meadows. The  
8 NTFPD report also showed six alarms which were covered by the  
9 Alpine Meadows fire station but which were outside the Alpine  
10 Meadows geographic area. Chief Poe asked the Board what they  
11 would like to see in the future on these reports. The Board directed  
12 Chief Poe to report all alarms for Alpine Meadows and mutual aid  
13 reports on one sheet. NTFPD will provide a separate sheet showing  
14 the Placer County 911 Dispatch report within the Alpine Meadows  
15 jurisdiction.
- 16 • Chief Whitelaw thanked the Board for their ongoing support for the  
17 annual Burn Kids barbeque in the Alpine Springs Community Park at  
18 no fee.
- 19 • Status of Fire Service Agreement with NTFPD:
  - 20 ○ Representatives from NTFPD went through the Alpine Meadows  
21 fire station and engine with Manager Collins and came up with a  
22 fixed asset inventory list from which to create a depreciation  
23 schedule which complies with GASB 34 requirements.
  - 24 ○ NTFPD's attorneys are drafting a contract. The first draft is  
25 complete. Manager Collins said that ASCWD's attorneys are  
26 reviewing it; therefore, the ASCWD Board has not seen the draft  
27 yet. President Danz said the Board hopes to adopt the agreement  
28 at the September Board meeting; if the draft is not ready for Board  
29 approval by then, the Board will schedule a special meeting later  
30 in the month.
  - 31 ○ Chief Whitelaw stated he would like to use the same consultant to  
32 create the ASCWD Capital Facilities Plan as NTFPD uses. In  
33 response to a question from Director Nungester, Chief Whitelaw  
34 said that, if both districts use the same consultant, it will cost less  
35 money. Chief Whitelaw said that NTFPD will solicit bids from three  
36 firms. The Plan will be funded by NTFPD. Director Quinan asked  
37 Chief Whitelaw what a Capital Facilities Plan is. Chief Whitelaw  
38 explained that the Plan is required in order for the District to  
39 impose a fire mitigation fee on new development. There must be a  
40 nexus between the fee and the capital projects planned for a 20-  
41 year period. Any mitigation fees collected in Alpine Meadows will  
42 be used exclusively to fund projects in Alpine Meadows. Once the  
43 Plan is approved by the ASCWD Board of Directors, it must be  
44 approved by the County Board of Supervisors. In response to a  
45 question from President Danz, Chief Whitelaw said the Plan  
46 should be complete in May or June 2007.
- 47 • Chief Whitelaw reported that the Tahoe Summit took place on August  
48 10<sup>th</sup>. The California and Nevada congressmen and senators  
49 discussed long-term environmental programs for the Tahoe area.

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- 1 Chief Whitelaw met with Congressman Doolittle to discuss funding for  
2 fuels mitigation projects for both North Tahoe and Alpine Meadows.  
3 ■ President Danz asked Chief Whitelaw if the NTFPD Board of  
4 Directors had approved payment of one-half Citygate's fees for their  
5 work negotiating the terms of a fire services agreement between  
6 ASCWD and NTFPD. Chief Whitelaw said the Board has not yet  
7 voted on this.  
8 ■ Chief Whitelaw said the second plaque with the names of the Alpine  
9 Meadows volunteer firefighters should be ready soon. The plaque will  
10 be hung in the Fire Station next to a photo of the volunteers taken at  
11 the picnic held to honor them in July 2006.

12 **D. Approval of Contract with Tahoe Truckee Sierra Disposal Company:**

13 The Board had planned to review the 2006-2007 contract with the Tahoe  
14 Truckee Sierra Disposal Company, the company that provides refuse  
15 disposal services for the District's homeowners. Manager Collins  
16 reported that the District has not yet received the contract from the  
17 company.

18 **E. River Ranch Water Line:**

- 19 • Manager Collins reported that the Board received a letter from an  
20 Associate Civil Engineer at Placer County stating that the plans for the  
21 water line constructed in 1998 to serve River Ranch had not been  
22 properly approved by a licensed civil engineer. To complete its  
23 paperwork, the County wants the plans to be approved by a civil  
24 engineer. Manager Collins provided the Board with the  
25 correspondence over the years regarding the acceptance of the water  
26 line by the District and by the County. Manager Collins summarized  
27 the situation. Apparently, the original plans were modified by the  
28 District and the contractor during the course of the construction. The  
29 original engineer on the project refused to sign off on the changes  
30 even though the line has been working satisfactorily since its  
31 installation. In January 2004, at the recommendation of the General  
32 Manager, the District Board of Directors accepted the line, as  
33 constructed.  
34 • After receiving the letter, Manager Collins contacted a couple of  
35 engineers to see if they will sign off on the as-built plans. President  
36 Danz suggested that Manager Collins contact the County engineer  
37 and ask him what the least costly way to fix the problem is and if there  
38 is anything the District can do to satisfy the County's request which  
39 will not require the District to spend thousands of dollars to either dig  
40 up the line and re-engineer it or develop a detailed set of as-built  
41 plans that an engineer will approve.  
42 • The Board instructed Manager Collins to call the County engineer and  
43 ask for an extension in time to respond to his request. Manager  
44 Collins said he has left several messages for the County engineer.  
45 President Danz suggested that Manager Collins contact the County  
46 engineer and schedule a mutually convenient time to talk about the  
47 issue.

48 **F. Draft Policy for Park:**

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1 At the July 14, 2006, Board meeting, Manager Collins was asked to draft  
2 a Mission Statement for the Park and present it to the Board for review.  
3 Instead, Manager Collins submitted a copy of Policy 6.0.0, Park  
4 Committee Policy of Operation. Manager Collins questioned what should  
5 be included in the Mission Statement. President Danz said on page 6 of  
6 the July 14, 2006, minutes, there were details of what a Park Mission  
7 Statement should include. Manager Collins will draft a Mission Statement  
8 for review at the August Board meeting. Merritt Cutten stated that the  
9 Board should draft the Mission Statement and then ask the Park,  
10 Recreation & Greenbelt Committee to review it and provide feedback to  
11 the Board. President Danz asked Director Northrop to schedule a meeting  
12 of the Park, Recreation & Greenbelt Committee after the September  
13 Board meeting.

14 **G. Status of Easements:**

15 President Danz inquired about the status of marking sewer easements on  
16 vacant properties in Alpine Meadows and recording the easements with  
17 the County. Manager Collins said this is on Buz's to-do list. Buz said he  
18 thought the District was planning to review recorded easements and  
19 compare those to what is shown on the as-built maps. Buz stated that, if  
20 the District does not have a recorded easement on a vacant lot, then the  
21 staff will field-verify the location of the line and record the easement. Buz  
22 said that about 25–30% of sewer lines, on both occupied and vacant lots,  
23 are not recorded.

24 **H. General Manager's Report:**

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

- 27 • Long Range Plan: Manager Collins emailed an update to the Long  
28 Range Planning Committee members as well as an electronic version  
29 of the environmental, cultural and historical assessment prepared by  
30 Lumos. The District is still waiting for the final report from Lumos  
31 before scheduling a Committee meeting. The final report was due to  
32 be delivered to ASCWD on June 21, 2006; Manager Collins said that  
33 he has called Craig Wesner at Lumos but Craig has not returned his  
34 calls. President Danz suggested calling one of the other partners in  
35 the firm to get some response.
- 36 • Fire Services Contract: On July 7<sup>th</sup>, Manager Collins attended a  
37 special meeting with Chief Whitelaw regarding fire services. Manager  
38 Collins obtained "to-do" list for the fire agreement and provided a copy  
39 to the Board. Manager Collins also worked on fire engine vehicle  
40 registration and title. He completed the inventory of the fire station and  
41 provided a copy to the Board.

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

43 Buz Bancroft provided a written report for the month of July that included  
44 status updates on water, sewer, garbage and other services provided by  
45 the District. In addition to the information on the written report, Buz  
46 reported the following:

- 47 • All spring and routine zone samples were absent coliform bacteria in  
48 July.

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- Approximately 49,000 – 70,000 gallons of water from springs 1, 2 and 4 are being dumped into Bear Creek each night. There is plenty of ground water for this time of the year.
- The connection between SCADA and TTSA has been repaired.
- The staff performed maintenance in the Park and finished the meter reads.
- The staff is working with building contractors to locate and mark water and sewer lines and to assist in tapping water mains to install water services for the sprinkler systems now required for all new construction.

**J. TTSA Report:**

Director Northrop provided a written report on items of interest to ASCWD from the August 9, 2006, Board meeting of the Tahoe-Truckee Sanitation Agency:

- The plant expansion is progressing as planned.
- The plant is operating normally.
- The TTSA Board approved the proposed service fee increases based on the projected revenues and expenses. The increases will become effective in January 2007. The schedule of five-year increases is available for viewing at the ASCWD Office.
- The next TTSA Board meeting is scheduled for September 13, 2006, at 9:00 a.m.

**K. Ethics Training:**

President Danz asked the District's legal counsel if they could do the required ethics training at the District offices and, if so, at what cost. The cost to have the District's lawyers come to Alpine Meadows to do the training would be approximately \$1,500; they can do it on the same day as the Board meeting in December to meet the deadline of January 1, 2007. This cost is higher than what was expected. The Board decided that each Board member should take the training session at a CSDA conference site that is convenient for them. Manager Collins will obtain information about the CSDA schedule for the training sessions and whether any other district in the area has planned individual training sessions. Manager Collins will forward this information to the Board members. There was a discussion as to whether or not there is a fine or penalty for not taking the training this year. Manager Collins will check on this and report back to the Board members by email.

**L. Committee Reports:**

- i. **Budget & Finance Committee:** President Danz presented a written report of the Committee's August 10, 2006, meeting with detailed discussions of the following items:
  - a. **Requests from customers for adjustments to their bills:** One customer sent a note to the District with his payment asking why rates were increased. Manager Collins will respond.
  - b. **Requests for unbudgeted expenses:** The Committee reviewed three requests for unbudgeted expense:
    - \$90 to the District's accountants, Damore, Hamric and Schneider, for their research of the appropriations limit language;

