

**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, August 11, 2010, at 12:00 noon, District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 12:00 noon.

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: Chris Nelson/Capstone Partners LLC; Duane Whitelaw/NTFPD

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 **C. Fire Department Report:**

20 Chief Whitelaw from NTFPD was in attendance and reported the  
21 following:

- 22 • July Dispatch Report: There were only three dispatch calls in the  
23 valley.
- 24 • Chipping Program: NTFPD continues to provide free chipping and  
25 defensible space inspections to those who request them.
- 26 • Fire Station Staffing: NTFPD continues to staff the Alpine Meadows  
27 Fire Station on Fridays, Saturdays and Sundays, with extra staffing  
28 provided during holiday periods.
- 29 • VSB Addition: Today NTFPD expects to sign the contract with the  
30 alarm company, which is the last item required for the issuance of the  
31 Certificate of Occupancy.
- 32 • Squaw Valley Fire Department and NTFPD continue to work well  
33 together to provide service in Alpine Meadows and Squaw Valley.  
34 Bryce Keller has been replaced by Bob Bena as (interim) fire chief for  
35 Truckee Fire District and it is hoped that relations will improve among  
36 the various fire districts with this change in personnel.
- 37 • Chief Whitelaw thanked the Board for allowing NTFPD to use the Park  
38 for the annual Firefighters Kids camp (an event conducted for the  
39 benefit of young burn survivors).
- 40 • The new NTFPD fire station - located near the west end of Tahoe City  
41 - is about 20% built, and should be completed by this time next year.  
42 The old station - located near the center of town - will be demolished.

43 **A. Financial Reports:**

44 Mike Dobrowski, District CPA, was not able to participate in discussion of  
45 this agenda item.

- 46 • President Danz reported that, as often happens at the beginning of a  
47 new fiscal year, the Budget & Finance Committee discovered some  
48 errors in the fiscal year 2011 budget: 1) The expense for Insurance-  
49 Administration was allocated only to July, rather than equally to all

**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, August 11, 2010, at 12:00 noon, District Board Room, 270 Alpine Meadows Road.

1 months; this error will be corrected next month. 2) An account called  
2 Insurance-Fire Dept. was inadvertently created; it will be removed. 3)  
3 At the time the budget was approved, the cost of living was expected  
4 to be 1%, but it turned out to be 2.83%. Therefore, during the course  
5 of the coming year, the various contracts and salaries tied to the cost  
6 of living will be higher than budgeted. In addition, the actual 2010  
7 property tax revenues were actually lower than previously estimated  
8 by the County. Therefore, both property tax revenues and the  
9 payment to NTFPD, reported on the June statements, are too high.  
10 The fiscal year 2010 financial statements will be adjusted accordingly;  
11 the original check to NTFPD (in the amount of \$22,369.06) will be  
12 voided; and, a new check will be issued to NTFPD in the amount of  
13 \$10,128.74.

- 14 • Director Quinan questioned why the June financial statements have  
15 multiple dates, one day apart. President Danz explained that Mike  
16 uses the different dates to separate the preliminary year-end reports  
17 from the final year-end reports.
- 18 i. **Prior Fiscal Year Financial Statements:** Director Northrop made a  
19 MOTION that the Board accept the June 30, 2010, month-end,  
20 quarter-end and year-end financial reports. Director Quinan  
21 SECONDED the motion. Directors Grant, Northrop, Nungester and  
22 Quinan being in favor, the motion was APPROVED.
- 23 ii. **July Month-end Financial Statements:** Director Northrop made a  
24 MOTION that the Board accept the July 31, 2010, month-end financial  
25 reports. Director Quinan SECONDED the motion. Directors Grant,  
26 Northrop, Nungester and Quinan being in favor, the motion was  
27 APPROVED.
- 28 iii. **July Expenses Paid & Payable:** The Directors reviewed the monthly  
29 check register. Director Nungester made a MOTION that the Board  
30 approve the Expenses Paid & Payable (three direct debits for payroll  
31 and checks 25130 through 25184, with the exception of check 25181  
32 which was voided, and the addition of check 25185 in the amount of  
33 \$25 for a park pass refund and check 25186 in the amount of  
34 \$10,128.74 to NTFPD). Director Northrop SECONDED the motion.  
35 Directors Grant, Northrop, Nungester and Quinan being in favor, the  
36 motion was APPROVED.

37 **B. Approval of Minutes of Regular Board Meeting Held on July 9, 2010:**  
38 Director Northrop made a MOTION that the Board approve the minutes of  
39 the July 9, 2010, Regular Board of Directors Meeting. Director Quinan  
40 SECONDED the motion. Directors Grant, Northrop, Nungester and  
41 Quinan being in favor, the motion was APPROVED.

42 **E. Operations & Maintenance Department Report:**  
43 Buz Bancroft presented 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.  
46 • Well R-1: This is the first time the well has been put into service. Staff  
47 would like to run it from time to time to ensure that it works properly.  
48 Director Grant asked for information about the expense associated  
49 with the operation of the Well; Manager Collins said the expense

**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, August 11, 2010, at 12:00 noon, District Board Room, 270 Alpine Meadows Road.

- 1 included the start-up cost each month to turn on the pump –
- 2 approximately \$650 - plus the cost of the electricity used.
- 3 • Staff Activities: Repaired sewer lines on Big John Drive and on Troy
- 4 Caldwell's property below Bear Creek subdivision; removed a
- 5 manhole deemed unnecessary from Troy's property; removed and
- 6 repaired B-1 box covers and frame on Upper Bench Road (they were
- 7 last rebuilt about 10 years ago); performed general Park and Office
- 8 maintenance; raised several fire hydrants in Bear Creek for easier
- 9 snow removal.
- 10 • All water sample results have been absent coliform bacteria.

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

12 John Collins, General Manager, provided a written report on his activities

13 during the month of July, with brief discussion on the following topics:

- 14 • Sierra Nevada Conservancy (SNC) Grant: Fire crews started the
- 15 thinning work July 12, are making good progress, still have 2-3 days
- 16 left, and should be done this month. The work is complete in the
- 17 Juniper Mountain and AMEA areas, and the crews are now working
- 18 their way down the creek. There are some burns scheduled for this
- 19 fall; whatever is not burned this fall will be burned in the spring.
- 20 Stream monitoring will follow and then the project will be complete.
- 21 • Mineral Spring Trail Sewer Stability:
  - 22 o Manager Collins forwarded a copy of the report to Peter Kraatz,
  - 23 Deputy Director, Placer County Public Works Department, and will
  - 24 follow up with a phone call.
  - 25 o The project appears to qualify for an SNC grant that would fund
  - 26 design and permitting for the project. The funds would be
  - 27 provided in March 2011. The Board would have to approve a
  - 28 resolution in conjunction with the grant. Placer County would like
  - 29 ASCWD to be the lead agency in applying for the grant. Director
  - 30 Nungester asked if the District would have to continue to take the
  - 31 lead in all work associated with the project; Manager Collins said
  - 32 yes, because Placer County personnel do not feel the County has
  - 33 any responsibility for the project. Director Northrop asked if the
  - 34 County understands that their drainage helped cause the problem;
  - 35 Manager Collins said he did not get into those sorts of details in
  - 36 discussions with County personnel, because he would rather work
  - 37 constructively with them. Director Grant asked, if SNC provided
  - 38 funds for the design, would they also provide funding for the
  - 39 construction phase of the project; Manager Collins said it was
  - 40 possible but not guaranteed.
- 41 • Alpine Sierra Subdivision: Manager Collins met with ECO:LOGIC and
- 42 Chris Nelson, who is representing Capstone (the developer). They
- 43 reviewed the scope of work for evaluating the water and sewer
- 44 infrastructure improvements required for the District to service the
- 45 subdivision. The cost of the scope of work is for time and materials
- 46 not to exceed \$19,900. Mr. Gwyn-Mohr Tully, representing Bear
- 47 Creek Association's Board of Directors, has requested a 30-day delay
- 48 in approval of the proposal, so BCA can better understand issues
- 49 associated with the subdivision. Manager Collins does not

**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, August 11, 2010, at 12:00 noon, District Board Room, 270 Alpine Meadows Road.

1 recommend the delay, saying there is plenty of time for BCA to learn  
2 about the details in the future.

- 3 • Manager Collins received a proposal from Local Government  
4 Consultants to file the District's claims for State reimbursement of  
5 costs mandated by the Open Meeting Act. He also received a notice  
6 from the consultants that they have already filed a claim, which is  
7 currently pending before the State of California, to reimburse the  
8 District \$23,340. He said he felt this was a good return for a \$500 fee.  
9 Approval of the contract with Local Government Consultants was  
10 discussed further in agenda item 3H.

11 **F. ECO:LOGIC CONTRACT REGARDING ALPINE SIERRA PROJECT:**

12 The Board discussed the scope of work associated with project review of  
13 the Alpine Sierra Subdivision. Chris Nelson, Capstone Partners LLC, was  
14 present and participated in the discussion.

- 15 • Manager Collins pointed out that Capstone, rather than the District,  
16 will pay for the project.
- 17 • President Danz asked if Chris was comfortable with ECO:LOGIC  
18 doing the work; Chris said yes.
- 19 • Director Quinan agreed with Manager Collins that she did not see the  
20 need for the 30-day delay requested by Mr. Tully (previously  
21 discussed in agenda item 3D). Manager Collins said most of the  
22 information requested by Mr. Tully was in the District's master plan,  
23 and that Mr. Tully has not yet read the plan. Chris Nelson said he has  
24 met with BCA and provided them with a copy of the master water  
25 plan. President Danz agreed with Director Quinan and Manager  
26 Collins that there was no need for a delay in approval of the work  
27 associated with the project review. Director Quinan asked Manager  
28 Collins to tell Mr. Tully that the Board respected BCA's concerns.

29 Director Grant made a MOTION that the Board approve the Scope of  
30 Work set forth by ECO:LOGIC in relation to the Alpine Sierra Subdivision.  
31 Director Nungester SECONDED the motion. Directors Grant, Northrop,  
32 Nungester and Quinan being in favor, the motion was APPROVED.  
33 President Danz told Chris he was welcome to make a presentation to the  
34 Board about the project if he wished, but that the Board did not consider it  
35 necessary at this time. Chris said he would rather make a presentation to  
36 the Board after the project has matured further.

37 **G. TTSA Report:**

38 Director Northrop provided a written report on items of interest to ASCWD  
39 from the July 14 and August 11 TTSA Board meetings.

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

42 The next TTSA Board meeting is scheduled for September 8.

43 **H. CONTRACT WITH LOCAL GOVERNMENT CONSULTANTS**  
44 **REGARDING FILING OF STATE MANDATED COSTS CLAIMS:**

45 The Board discussed the proposed contract with Local Government  
46 Consultants to file state mandated costs claims for the District.

- 47 • Manager Collins said the \$500 price seemed well worth the expected  
48 return of approximately \$6,000 in costs incurred during the prior fiscal  
49 year.

**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, August 11, 2010, at 12:00 noon, District Board Room, 270 Alpine Meadows Road.

1 Director Northrop made a MOTION that the Board approve the contract  
2 with Local Government Consultants for filing for reimbursement of state  
3 mandated costs, at a cost not to exceed \$500. Director Quinan  
4 SECONDED the motion. In discussion, Director Grant asked if the  
5 District should continue to pay \$500, considering there was no guarantee  
6 that the State would ever repay the District's claims. Manager Collins  
7 replied that the State was required to reimburse the District. He also  
8 pointed out that, if the District never filed its claim, it would certainly never  
9 get paid. Directors Grant, Northrop, Nungester and Quinan being in  
10 favor, the motion was APPROVED.

11 **I. Committee Reports:**

- 12 i. **Budget & Finance Committee:** President Danz presented a written  
13 report of the Committee's August 10 meeting.
- 14 a. **Non-standard Transactions:** No discussion.
- 15 b. **Investments/cash:** Per the Committee's recommendation,  
16 Director Northrop made a MOTION that the Board approve the  
17 following investments: 1) roll over the two \$95,000 CDs maturing  
18 in August into 12-month CDs at an expected interest rate between  
19 0.4-0.5%; 2) roll over the \$100,000 CD maturing in September into  
20 a 12-month CD; 3) deposit half of the checking account balance  
21 (\$248,000) into LAIF; 4) purchase an \$82,600 three-month CD at  
22 an interest rate of 0.2%; 5) purchase an \$82,600 six-month CD at  
23 an interest rate between 0.2-0.4%; and 6) purchase an \$82,600  
24 12-month CD. Director Quinan SECONDED the motion. In  
25 discussion, the Directors expressed concern about the low interest  
26 rates. Manager Collins said the institution with which the District  
27 invests is safer than institutions advertising higher rates of return,  
28 and the interest is certainly better than that earned by funds  
29 remaining in the District's checking account. Director Grant asked  
30 what LAIF was paying; Manager Collins said about 0.5%, but the  
31 Board's policy is not to have too much invested in any one  
32 financial institution, including LAIF. He also pointed out that the  
33 District's policy of "laddering" CDs means the District is less able  
34 to optimize return. The Board's policy is biased toward safety of  
35 its funds, rather than maximizing their growth. Directors Grant,  
36 Northrop, Nungester and Quinan being in favor, the motion was  
37 APPROVED.
- 38 c. **Requests from Customers for Adjustments to their Bills:** The  
39 Committee reviewed three communications from customers about  
40 their bills:
- 41 • One customer disputed the amount he was asked to pay for  
42 metered water usage. His concern stemmed from an  
43 inaccurate estimate for water usage at the time he purchased  
44 his home in March. The Committee approved his request that  
45 he be held responsible for the actual prorated amount, rather  
46 than the difference between the amount billed and the amount  
47 paid by the previous owner. The difference is less than \$50.
  - 48 • A customer objected to paying the full amount for metered  
49 water usage for 2010. He had moved into a foreclosed house

**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, August 11, 2010, at 12:00 noon, District Board Room, 270 Alpine Meadows Road.

1 June 15 and the District was not notified by the escrow  
2 company and did not bill the previous owner for the prorated  
3 usage; therefore, the current owner was being asked to pay  
4 the entire water bill for 2010. The Committee recommends  
5 that the new customer be billed the prorated amount for the 15  
6 days he inhabited the property and that the previous owner be  
7 billed for the remainder.

- 8 • One customer requested that his water usage amount be
  - 9 recalculated since the usage for 2010 was significantly higher
  - 10 than in previous years and he felt the meter must be incorrect.
  - 11 Staff found no problem with the meter. The request was
  - 12 denied.
- 13 d. **Requests for Unbudgeted Expenses:** None.
- 14 e. **Next meeting:** Scheduled for Thursday, September 16, at 12:00
- 15 noon.
- 16 ii. **Administration & Personnel Committee:** There was no meeting.
- 17 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- 18 iv. **Long Range Planning Committee:** There was no meeting.

19 **K. Open Items:**  
20 President Danz reminded the Board that its September meeting is  
21 scheduled for Friday, September 17, at 8:30 a.m.

22 **L. Correspondence to the Board:**  
23 President Danz reported that she received a letter from SDRMA (Special  
24 District Risk Management Authority), soliciting applications to fill a  
25 vacancy on the SDRMA Board caused by the resignation of a current  
26 director. The balance of the term is 14 months. The position will be filled  
27 by appointment by the current SDRMA board. Any Director interested in  
28 the position must file paperwork by October 6, 2010. Pam will have the  
29 paperwork.

30 **4. DIRECTORS' COMMENTS**

- 31 • Director Nungester said he and Director Quinan were interested in the  
32 concept of the Board skipping one or more meetings during the year. He  
33 calculated that it would save the District about \$1,000. The main problem  
34 with skipping a Board meeting was to determine how checks would be  
35 approved and signed. If the Board were in favor, they could consider  
36 skipping a winter meeting. Director Grant said she recalled that the issue  
37 was raised in the past, and that the response was that the Board had a fiscal  
38 responsibility to review financial reports and checks each month. Director  
39 Northrop said TTSA skips meetings from time to time. President Danz said  
40 she would place the matter on an agenda for further discussion.
- 41 • Director Quinan will represent the District at the Valley-Wide Meeting next  
42 month. She solicited topics for her presentation. President Danz suggested  
43 talking about Well R-1 coming online this summer (telling the residents it is a  
44 new well that ties into the system in the summer months to keep up with  
45 demand), the SNC grant, the VSB addition, and any other capital projects. If  
46 anyone asks about rate increases, tell them there have been no rate  
47 increases for two years, and that there are no rate increases planned. The  
48 Directors and Manager Collins suggested that Director Quinan keep her  
49 report short and simple, that she encourage customers to read their

**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, August 11, 2010, at 12:00 noon, District Board Room, 270 Alpine Meadows Road.

1 newsletters and access the District's website for information, that she remind  
2 them that Manager Collins is available several days a week to answer  
3 questions, that all is going well and that the District is fiscally sound.

4 **5. CLOSED SESSION**

5 None.

6 **6. ADJOURNMENT**

7 There being no further business before the Board, the meeting was adjourned at  
8 1:04 p.m.

9

10 Respectfully Submitted,

approved 9-17-2010 w/one  
amendment

11

12

13

14

15 Jancis Martin

16 Recording Secretary