

**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, September 11, 2009, 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, and then observed a
5 moment of silence in memory of the events of September 11, 2001.

6 **ROLL CALL**

7 Directors Present: Barbara Danz, President; Charles Nungester, Vice President;
8 Janet S. Grant; Jon Northrop; Virginia Quinan

9 Directors Absent: None.

10 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &
11 Maintenance; Jancis Martin, 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 **A. Financial Reports:**

21 Mike Dobrowski, District CPA, was not available to participate in
22 discussion of this agenda item.

- 23 • President Danz reported that Mike posted \$18,994 as Other Revenue
24 for the month of August. About \$5,000 of the amount represented
25 penalties and fees levied on customers who asked to participate in the
26 installment plan. However, according to the current version of Policy
27 2.5.0, Delinquent Accounts, they should not have to pay those
28 penalties. There are 17 accounts on the installment plan; eight of
29 them are ski resort accounts. About \$5,000 will therefore be backed
30 out of Other Revenue. The Budget & Finance Committee has
31 proposed revisions to Policy 2.5.0, Delinquent Accounts (see agenda
32 item 3lie), to clarify timing and fees related to participation in the
33 installment plan.

- 34 • Mike provided a trial balance report showing each fund in balance as
35 of the end of fiscal year 2009.

36 i. **August Financial Statements:** Director Nungester made a MOTION
37 that the Board accept the August 30, 2009, month-end financial
38 reports. Director Northrop SECONDED the motion. Directors Grant,
39 Northrop, Nungester and Quinan being in favor, the motion was
40 APPROVED.

41 ii. **August Expenses Paid & Payable:** The Directors reviewed the
42 monthly check register. Director Quinan made a MOTION that the
43 Board approve the Expenses Paid & Payable (three direct debits for
44 payroll and checks 24548 through 24602). Director Northrop
45 SECONDED the motion. Directors Grant, Northrop, Nungester and
46 Quinan being in favor, the motion was APPROVED.

47 **B. Approval of Minutes of Regular Board Meeting Held on August 18,**
48 **2009:**

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1 Director Northrop made a MOTION that the Board approve the minutes of
2 the August 18, 2009, Regular Board of Directors Meeting. Director
3 Quinan SECONDED the motion. Directors Grant, Northrop, Nungester
4 and Quinan being in favor, the motion was APPROVED.

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

6 John Collins, General Manager, provided a written report of his activities
7 during the month of August, with brief discussion on the following topics:

- 8 • Sierra Nevada Conservancy Grant: The District received its long-
9 awaited payment from SNC and disbursed checks to unpaid vendors.
- 10 • MA19-MA20 Sewer Line Evaluation: Manager Collins continued to
11 request proposals from engineering firms. He also submitted a \$450K
12 grant request to FEMA. The project was selected for presentation at
13 a workshop in Auburn in October, as an example of cost benefit
14 analyses.
- 15 • Vehicle Maintenance Building Expansion: Placer County
16 Environmental Health advised Manager Collins that the District can
17 reuse the fill material, which was tested in the Soil Vapor Study. The
18 District has disposed of the trash found in the excavated soil as
19 hazardous material, but the soil itself has been replaced in the
20 excavated hole and compacted. The project is finally able to
21 continue. The Soil Vapor Study cost more than budgeted and the
22 Board will need to decide whether to authorize payment of the
23 unbudgeted overage (see agenda item 3lig)
- 24 • Audit: Manager Collins and Staff worked with the auditors, preparing
25 for the audit, which starts Monday.
- 26 • Easements: Webb Land Surveying has continued to prepare
27 easement documents. With Manager Collins' agreement, they are
28 taking a hiatus this month to perform work for other customers and will
29 resume work on the easement documentation in the winter.
- 30 • Sewer System Management Plan: Manager Collins and Staff finished
31 their review of the Plan. Manager Collins forwarded the document to
32 Holmes International, who should complete the Plan soon.
- 33 • At NTFPD's request, Manager Collins supplied a legal description of
34 ASCWD property.
- 35 • At NTFPD's request, Manager Collins researched and communicated
36 to NTFPD the current status of the VSB fund.
- 37 • Manager Collins researched the Proposition 1A suspension and the
38 associated loan securitization program.
- 39 • Manager Collins delivered water samples to Sierra Environmental
40 Monitoring for analysis of lead and copper content. The sampling is
41 required because of the solder used in piping during certain years.

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

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

- 46 • Minimum Flow was mistakenly shown as 0.22, rather than 0.022, and
47 Average Flow was mistakenly shown as 0.52, rather than 0.052.
- 48 • Staff introduced Well R-1 water into zone 4 for a couple of weeks.
49 Everything went fine. The addition made a big difference to the

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1 amount of water available in the upper valley. There were no
2 comments from customers in zone 4, even though there was more air
3 in the Well R-1 water than in the water from the horizontal wells. Staff
4 provided Bear Creek Association with a lot of water for its pond while
5 Well R-1 was on.

- 6 • Repaired a sewer line that had heavy root intrusion.
- 7 • Completed the lead and copper testing.
- 8 • Raised fire hydrant #9 in Bear Creek for ease of snow removal.
- 9 • Dug up and removed rocks and debris from the clean-out for the T-5
10 sewer line in Deer Park.
- 11 • Did a reference point project of all water boxes in the valley, so as to
12 be able to locate water meters during the winter.
- 13 • All water samples tested negative for coliform bacteria.
- 14 • Staff has a Ford Ranger on order, to replace the old Nissan.

15 **C. Fire Department Report:**

16 Chief Whitelaw and Pat Dillon from NTFPD were in attendance (Pat was
17 in attendance because Dave Ruben is at the Station Fire) and reported
18 the following:

- 19 • August Dispatch Report: There were five dispatch calls. One was for
20 a medical crisis on Deer Park, during which a 10-year-old, with
21 guidance from the dispatcher, applied CPR to her grandmother until
22 paramedics arrived, thereby probably saving the grandmother's life.
23 NTFPD used the opportunity to make a presentation at an assembly
24 of 400-500 students at the child's middle school, reinforcing the
25 importance of 911 and CPR training. NTFPD will provide CPR
26 training to the middle school students.
- 27 • All-Valley Meeting: Pat Dillon attended and enjoyed the meeting. He
28 said people were attentive and receptive to his presentation about
29 chipping and defensible space.
- 30 • Chipping Services: Chief Whitelaw received an email from John
31 Moise regarding a plan for next year's chipping program. John
32 suggested that, if NTFPD does not have funds for the chipping
33 program, the homeowners' associations in the valley could schedule a
34 few chipping days throughout the summer. NTFPD could bring its
35 chipping modules to the valley on the chipping days and the
36 homeowners' associations would pay NTFPD by collecting from
37 property owners.
- 38 • Vehicle Maintenance Building Addition: The footings are to be dug
39 and hopefully the project will be done before the snow comes.
- 40 • Placer County Parks: Chief Whitelaw is on the Placer County Parks
41 Commission. The Parks Commission provided funding to ASCWD to
42 assist with the initial development of the Park. The Placer County
43 Park Mitigation Fund – supplied out of construction fees - may be
44 available for capital projects for the ASCWD Park. The County keeps
45 track of the source of its funds and allocates the mitigation funds
46 appropriately.

47 **G. TTSA Report:**

48 Director Northrop provided a written report on items of interest to ASCWD
49 from the September 9 TTSA Board meeting.

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- The plant is operating normally and efficiently.
- All waste water discharge requirements are being met.
- Marcia Beals was appointed to another three years as district manager.

The next TTSA Board meeting is scheduled for October 21.

E. Snow Removal and Equipment Storage Proposal:

The Board discussed Todd Brownell's request to store snow removal equipment on District property, as well as his annual snow removal proposal. At President Danz's request, Director Northrop recused himself from participation in this agenda item.

- Snow Removal Equipment Storage:
 - Manager Collins said Staff was not in favor of the proposal because of the potential for leaks and damage to the parking lot, and because of liability issues. When Longo stored equipment here in the past, there was leakage and Staff had to clean it up. Placer County also parked equipment for years at the site of the VSB addition, and the District is now paying a lot of money to clean up the area.
 - President Danz agreed that the potential problems with storage of the snow removal equipment outweigh any benefit which the District might derive. Director Grant said the amount Todd was offering to pay - \$700 - was not enough. Manager Collins said that, if the Board were interested in granting Todd's request, they could put conditions in the contract, such as a requirement that he use drip pans. However, there would be added expense associated with having District counsel draft a contract covering these terms. Director Nungester was not in favor of the contract, especially because the cost of dealing with potential leakage could run higher than Todd's ability to pay, leaving the District to foot any clean-up bill.
 - The Board had no interest in accepting Todd's proposal. President Danz asked Manager Collins to contact Todd and tell him the Board was not willing to grant his request, given the potential for leakage problems and liability issues.
 - Buz pointed out that the District allows the County to park its big road grader on District property during holiday weekends. The next time the District is approached about such an arrangement, Buz will tell the County it cannot park its grader on District property.
- Snow Removal Contract:
 - Director Nungester expressed two objections to Todd's proposal: 1) the 30-minute accounting increment and 2) the purchase of District fuel, feeling that the District should not be selling fuel to anyone, especially to snow removal services.
 - Buz said this is the same contract he signs every year with Todd. When needed, the snow removal work at the Office takes about 45 minutes. Buz said perhaps the Board would be more interested in a flat-rate yearly cost proposal, but he believes this proposal will be less expensive than a flat-rate proposal.

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- 1 President Danz said that since Buz has to supervise the snow
2 clearance for the District and since he thinks the contract is
3 acceptable, she relies on his judgment and is therefore
4 comfortable with the contract.
- 5 ○ Director Grant asked Buz how long Todd has provided the District
6 with snow removal service (several years) and if Buz was
7 comfortable with Todd's performance (yes). Directors Grant and
8 Quinan felt the contract was acceptable.
 - 9 ○ Discussion ensued regarding the District's sale of fuel. Buz said
10 the District has been selling fuel for a long time. All snow removal
11 operators can purchase fuel from the District, so they can continue
12 to clear snow without having to stop and go to Truckee or Tahoe
13 City to purchase more fuel. Buz said he felt the District should
14 continue to sell fuel to snow removal operators as a service to the
15 valley.
 - 16 ○ Director Nungester made a MOTION that the Board accept the
17 Blowaway Snow Removal Service, LLC, proposal. Director Grant
18 SECONDED the motion. Directors Grant, Nungester and Quinan
19 being in favor, the motion was APPROVED.
 - 20 ○ Buz asked if he should obtain Board approval in the future when
21 Todd submits his contract to the District. The Board has never
22 approved the contract in the past. President Danz felt the Board
23 does not need to see the contract again unless the terms of the
24 contract change significantly.

25 **H. Quarterly Newsletter:**

26 The Board reviewed the draft of the September quarterly newsletter and
27 the following changes were suggested:

- 28 • Proposition 1A Suspended: Replace "\$36,000" with "\$45,000" and
29 replace "Sate" with "State".
- 30 • New Park Access: Replace "29 years" with "13 years".

31 **I. Committee Reports:**

- 32 i. **Budget & Finance Committee:** President Danz presented a written
33 report of the Committee's September 10 meeting.
 - 34 a. **Non-standard Transactions:** None.
 - 35 b. **Investments/cash:** The Board approved the purchase of three
36 CDs last month. Two were purchased; the third was not because
37 there was no Director available to sign the check. The check has
38 since been signed and the CD will be purchased. The Committee
39 reviewed the District's operating reserves and determined that the
40 District could invest \$340K. Per the Committee's
41 recommendation, Director Northrop made a MOTION that the
42 District invest \$150K in LAIF and \$150K in two \$75K CDs to
43 mature at six months and nine months. Director Nungester
44 SECONDED the motion. Directors Grant, Northrop, Nungester
45 and Quinan being in favor, the motion was APPROVED.
 - 46 c. **Proposition 1A impact:** The securitization program details are
47 not yet defined. However, the options seem to be that the District
48 can either 1) join the CA Communities program, in which case the
49 District would receive cash to pay the loan to the State and CA

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- 1 Communities would sell bonds to finance the cash distribution to
2 the local governments, with the expectation that the bonds will be
3 repaid from the State's repayment to the local governments in
4 2013; or 2) loan the State the money (\$45,000), not participate in
5 CA Communities, with the "guarantee" (by statute and State
6 constitution) that the State would repay the \$45K on June 30,
7 2013, at a rate not to exceed 6%. ASCWD would still owe NTFPD
8 the same amount of money, despite the loan to the State. The
9 Committee feels that the District is better off loaning the \$45K to
10 the State; the District is financially sound and can afford to pay
11 NTFPD. The Board still has a month to make its decision, so
12 Manager Collins will continue to monitor information regarding the
13 CA Communities program. Director Nungester asked Manager
14 Collins to ask the other area managers whether or not they plan to
15 participate in the CA Communities program.
- 16 d. **Sierra Nevada Conservancy Grant:** On hold.
- 17 e. **Revisions to Policy 2.5.0:** The proposed changes are mostly in
18 item 4 under "Ends". The revisions include changing the
19 notification period such that customers must notify the District
20 within 45 days, not 75 days, that they wish to be on the installment
21 plan. Since the revised Policy does not have to be approved this
22 month, President Danz will red-line the Policy prior to next month's
23 meeting, so the Board can more easily review the changes.
- 24 f. **Requests from Customers for Adjustments to their Bills:** The
25 Committee received several letters from customers who requested
26 that penalty fees and interest be waived. The Committee waived
27 the fees and penalties for one customer who is overseas on a
28 diplomatic/military mission. The customer called and asked what
29 the amount of the bill was, and then sent a check to the District for
30 that amount. During the time period between the phone
31 conversation and payment of his bill, he went into delinquency.
- 32 g. **Requests for Unbudgeted Expenses:** Per the Committee's
33 recommendation, Director Grant made a MOTION that the Board
34 approve the unbudgeted expense of \$147.40 to change the locks
35 on the District office. Director Northrop SECONDED the motion.
36 Directors Grant, Northrop, Nungester and Quinan being in favor,
37 the motion was APPROVED. The Committee does not
38 recommend paying Holdrege & Kull for the overage of \$1,778.61
39 on its contract, since the contractor had bid the fees on a "not-to-
40 exceed" basis and did not obtain the District's written authorization
41 to do the additional work. Manager Collins agrees with the
42 Committee. Director Grant made a MOTION that the Board not
43 authorize payment of the \$1,778.61 overage on the Holdrege &
44 Kull contract. Director Northrop SECONDED the motion.
45 Directors Grant, Northrop, Nungester and Quinan being in favor,
46 the motion was APPROVED.
- 47 h. **Next meeting:** Scheduled for Thursday, October 8, at 1:30 p.m.
- 48 ii. **Administration & Personnel Committee:** There was no meeting.
- 49 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.

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- 1 iv. **Long Range Planning Committee:** There was no meeting.
2 **J. Open Items:**
3 None.
4 **K. Correspondence to the Board:**
5 Paul Fulkerson sent a letter describing his financial hardship and
6 disappointment that the District and Board do not offer a monthly payment
7 plan. The Directors agreed that the letter did not require a response.

8 **4. DIRECTORS' COMMENTS**

- 9 • Director Quinan reported on the Valley-wide meeting. She said John Moise
10 did a good job organizing it. She was impressed with all the speeches.
11 There was a lot of talk about BCPC which has recently been reorganized.
12 She said Don Priest has done an incredible job of redoing the BCPC book.
13 Virginia said that the Fire Safe Council and NTFPD presentations were
14 comprehensive. She expressed her appreciation to the ski resort for providing
15 the room and refreshments. Director Grant agreed that the meeting was well-
16 attended and went well.
17 • Director Northrop will be gone most of the next month. For check-signing
18 purposes, another Director will have to be available, especially for the \$150K
19 check to purchase CDs. The Directors provided Manager Collins with their
20 upcoming availability.
21 • The next Board meeting is scheduled for Friday, October 9, at 8:30 a.m.

22 **5. CLOSED SESSION**

23 None.

24 **6. ADJOURNMENT**

25 There being no further business before the Board, the meeting was adjourned at
26 10:17 a.m.

27
28 Respectfully Submitted,

Approved as submitted 10/9/09

29
30
31
32
33 Jancis Martin
34 Recording Secretary