

**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, September 12, 2007, at 12:30 p.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 12:30 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; 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, Maintenance
10 Supervisor; Mike Dobrowski, District CPA (by telephone); Jancis Martin,
11 Recording Secretary

12 Guests Present: Michael Bernard/CATT; Deputy David Hunt/Placer County
13 Sheriff's Department; Battalion Chief Dave Ruben/NTPFD; Pat Davison/CATT;
14 Vickie Sandoval/Placer County Department of Health and Human Services; Jeff
15 Collins/Tahoe Truckee Sierra Disposal; Clint Moschetti/Security Lock and Alarm
16 Inc.; Bill Carollo/Tahoe Truckee Sierra Disposal; Shirley Ellis/AMEA

17 **2. PUBLIC PARTICIPATION**

18 None.

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

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

24 **A. Financial Reports:**

25 Mike Dobrowski, District CPA, participated in discussion of this agenda
26 item by telephone:

- 27 • Mike reported that net income was \$157,000 more than the prior year,
28 current month expenses were close to \$82,000 and the District's cash
29 position has increased \$181,000 from the prior year. The Staff is
30 continuing to collect on accounts receivable, which currently stands at
31 \$150,000. Mike and the Staff are preparing for this year's audit and
32 anticipate that the field work will go smoothly next week.
- 33 • Director Grant asked why accounts receivable was so high. Mike
34 replied that, although most of the bills went out in July, customers are
35 often slow to pay their bills; they usually respond to the reminder
36 notices that go out the last week in September.
- 37 • Director Grant asked why the Profit & Loss Current and Prior Month
38 financial report showed water revenue of \$10 for the month of August.
39 Mike said it is due to one bill for standby service that went out at the
40 beginning of August.
- 41 • Director Grant commented that the pre-audit net income figure for
42 fiscal year 2006-2007 of \$128,797 looked good. Director Grant asked
43 if all known adjustments had been made to the 2006-2007 financial
44 reports. Mike said yes, with the exception that the District still needs
45 to post a payment from Placer County. The County did not send out
46 its statement until the end of August so that will be one of the audit
47 adjustments.

- 48 i. **August (FY 2008) Financial Statements:** Director Northrop made a
49 MOTION that the Board approve the financial statements, dated

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1 September 7, 2007, as presented. Director Nungester SECONDED
2 the motion. All Directors being in favor, the motion was APPROVED.
3 ii. **Expenses Paid & Payable – September 7, 2007:** The Directors
4 reviewed the monthly check register. Director Grant made a MOTION
5 that the Board approve the Expenses Paid & Payable (checks 23230
6 through 23283). Director Northrop SECONDED the motion. In
7 discussion, Director Nungester asked about two refund checks that
8 were questioned in yesterday’s Budget & Finance Committee meeting
9 because they did not have the proper supporting documentation.
10 President Danz said she has seen the documentation for the refunds
11 and is satisfied that the checks should be approved with the rest of
12 the checks. Director Quinan noted that there were two checks to
13 District legal counsel; Director Grant pointed out that some portion of
14 these legal expenses would be reimbursed by NTFPD. All Directors
15 being in favor, the motion was APPROVED.

16 **B. Approval of Minutes of Regular Board Meeting Held on August 10,**
17 **2007:**

18 Director Grant made a MOTION that the Board approve the minutes of
19 the August 10, 2007, Regular Board of Directors Meeting. Director
20 Nungester SECONDED the motion. All Directors being in favor, the
21 motion was APPROVED.

22 **E. General Manager’s Report:**

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

- 25 • Well R-1 Modification: Surveying and soil testing have been done and
26 the project is ready to move forward. The Board will see a conceptual
27 design next month. Following Board approval of the conceptual
28 design, further work on the project will probably take place next
29 spring. Manager Collins has contacted several contractors. For
30 expediency, he recommends engaging a company called Resource
31 Development as the general engineering contractor, rather than
32 putting the project out for public bid. He would like the contractor
33 selected at this point so the company can put the project on its
34 schedule and be ready to start work in the spring. Director Nungester
35 asked about the approximate cost of the contract. Manager Collins
36 said \$240,000 has been budgeted; next month, after the presentation
37 of the design by Lumos, he will have a better idea of the actual cost of
38 the work. None of the Directors had a problem with the project not
39 going out for public bid. President Danz requested that a
40 representative from Resource Development attend the November
41 Board meeting.
- 42 • Fire Station Addition: Manager Collins worked with NTFPD, District
43 counsel and Isbell Construction to confirm the details regarding the
44 filing of the Notice of Completion. He completed the contract
45 documents and sent the Notice to Proceed to Isbell Construction, who
46 has done the excavation work and poured the footings.
- 47 • Scott Chair Well: Manager Collins provided additional information to
48 Lahontan Water Quality Control Board regarding the discharge permit
49 application. The test well was videotaped on August 15th and found to

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1 be only 52 feet deep. Water samples were collected and found to
2 exceed the water quality standard for arsenic. He is awaiting a report
3 from Dwight Smith (InterFlow Hydrology) but does not expect that the
4 Scott Chair Well will produce water useful to the District, either
5 quantitatively or qualitatively. He will ask Dwight Smith to present his
6 report to the Board when it is ready. On August 31st, Manager Collins
7 received verbal approval from Mary Westmoreland (USFS) to proceed
8 with testing the well.

- 9 • Dumpster Security: None of the security firms contacted by Manager
10 Collins was able to provide patrol service.
- 11 • Rate Increase: Staff received about 12 calls from customers regarding
12 the increase in water and sewer rates.
- 13 • Santa's Visit: Since the NTFPD driver would have to receive overtime
14 pay, it looks like the Santa visit program may not happen this year.
- 15 • Off-site File Storage: The District's physical files are not stored in
16 Sacramento, as previously thought, but with Iron Mountain in Tahoe
17 City.
- 18 • President Danz asked if Manager Collins had worked out the details
19 for handling connection fees; the fee increase will go into effect
20 October 15th and the fees must be placed into a dedicated account.
21 Manager Collins has not yet done so but will. Chief Ruben reported
22 that NTFPD has worked out the details for handling the fire mitigation
23 fees.

24 **C. Fire Department Report:**

25 Chief Ruben was in attendance for NTFPD and discussed with the Board
26 the following items:

- 27 • Fire Station Addition: The construction is moving along on schedule
28 and on budget. The move-in day has not yet been scheduled.
- 29 • Fire Station Staffing Plan for 2007-2008: The staffing plan of 24-hour
30 coverage on Fridays, Saturdays and Sundays seems to be working
31 out. NTFPD will probably increase staffing during Christmas and New
32 Year's weeks. Chief Whitelaw met with representatives of JMA
33 Ventures, the new owners of the Alpine Meadows ski area. The ski
34 area is the biggest user of fire and medical services in the valley. He
35 asked if the owners would support those services financially, to fund
36 an increase of staffing in the valley.
- 37 • NTFPD's forester, Stuart McMorro, met with Manager Collins and
38 the Park, Recreation & Greenbelt Committee regarding the greenbelt
39 policy. Funds from Sierra Nevada Conservancy will become available
40 via grants later this year for clearing defensible space; NTFPD will
41 help write a joint grant application for treating the greenbelt lands.
- 42 • Ballots have been mailed for the NTFPD benefit assessment. The
43 assessment does not affect the Valley.
- 44 • August Dispatch Report: There was one medical call and one fire
45 alarm.
- 46 • President Danz relayed a question from the all-valley meeting about
47 whether there was an evacuation plan for the Valley in the event of a
48 wildland fire, and whether the plan would include a "trial run". Chief
49 Ruben said Placer County, not NTFPD, was in charge of evacuation

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1 plans. Placer County Office of Emergency Services (OES) is
2 currently looking at an evacuation plan for the Tahoe basin portion of
3 NTFPD which should include Alpine Meadows. Deputy Hunt said the
4 Sheriff's Department is currently starting work on such a plan that will
5 include the Valley. Administrative Lieutenant Julie Jeffs is the contact
6 person for the plan. Every district will be notified when the plan is
7 complete. When OES completes its plan, NTFPD will notify ASCWD.

8 **L. Resolution 7-2007: Findings of Fact to Modify Building Code**
9 **Standards:**

10 The Board reviewed Resolution 7-2007, regarding modifications to the
11 Alpine Meadows Fire Ordinance to conform to County and State Fire
12 Codes:

- 13 • Chief Ruben said the Ordinance needs to be modified because the
14 State adopted a new code that goes into effect January 1, 2008.
15 Unlike the last code adoption, the State has adopted the International
16 Code, rather than the Uniform Code. Many of the requirements are
17 the same but different words are used and the code is organized
18 differently. This has made code adoption at the local level a little
19 more difficult because of the changes to names and citation numbers.
- 20 • To modify a local code, the responsible agency must first approve a
21 finding of fact that the code should be modified because of local
22 conditions.
- 23 • The schedule for implementing the Alpine Meadows Fire Ordinance:
24 1) the Board approves the resolution of the finding of fact (at today's
25 meeting), 2) the ordinance is introduced at a Board meeting (also at
26 today's meeting), 3) notice is provided for a public hearing on the
27 ordinance, currently scheduled for October 12; notice is also provided
28 to the local contractors' association, 4) the Board holds the public
29 hearing, 5) the Board approves the ordinance following the public
30 hearing, 6) the Placer County Board of Supervisors approves the
31 ordinance, 7) the ordinance goes into effect at the same time as the
32 State code, January 1, 2008.
- 33 • The Resolution consists of a description of the local climatic,
34 geographic and topographic conditions that necessitate the ordinance
35 modifications, a list of the sections of the International Code that
36 ASCWD will add to its ordinance that the State omitted from its code,
37 and a list of the sections of the State code that ASCWD plans to
38 modify in its ordinance.
- 39 • The Resolution in the Board packet is somewhat different from the
40 document which the Board members received earlier, as follows: a)
41 the citations on page 6 were in the Ordinance but not in the
42 Resolution and b) in the last paragraph on page 5, the term
43 "(jurisdiction)" was replaced with "Alpine Springs County Water
44 District".
- 45 • Director Grant asked if ASCWD could make any other changes to the
46 Alpine Meadows Fire Ordinance after approving this Resolution.
47 Chief Ruben said District-specific changes to the Ordinance would
48 have to be reflected in the Resolution. Director Grant asked for
49 discussion about the Alpine Meadows Fire Ordinance requirement for

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1 fire-suppression sprinklers in garages, in response to a concern
2 expressed to her recently by a member of the community. President
3 Danz said the Board had not come prepared to discuss the topic
4 today. Chief Ruben said that, if modifications to the ordinance were
5 not approved by January 1, the District's ordinance would revert to the
6 less restrictive State code and would therefore not include the
7 sprinkler requirements. Once the modified ordinance is in place,
8 however, it can be modified at any time which would necessitate
9 going through the entire approval process again. President Danz
10 suggested that, rather than risk having no sprinkler ordinance in effect
11 January 1, the Board should discuss the resident's issue at the
12 January meeting and decide at that time whether or not to change the
13 Alpine Meadows Fire Ordinance again.

14 Director Nungester made a MOTION that the Board adopt Resolution 7-
15 2007, Adopting Findings of Fact to Modify Building Code Standards,
16 changing the term "(jurisdiction)" in the last paragraph of page 5 to "Alpine
17 Springs County Water District". Director Quinan SECONDED the motion.
18 Roll was called to approve the Resolution. Ayes: Directors Grant,
19 Northrop, Nungester, Quinan and President Danz. Nays: none. The
20 Resolution was APPROVED.

21 **M. Ordinance 8-2007: Alpine Meadows Fire Ordinance:**

22 The Board discussed the proposed revisions to the Alpine Meadows Fire
23 Ordinance:

- 24 • Chief Ruben summarized the proposed changes to the Alpine
25 Meadows Fire Ordinance. Since Placer County will not have its
26 modified fire code approved in time for ASCWD's Ordinance to rely on
27 citing to the County's code sections, text had to be added to the
28 ASCWD Ordinance to assure that all necessary sections were
29 included.
- 30 • Chapter 1: 1) References to infractions have been replaced by
31 references to fines or misdemeanors. 2) There is a requirement that
32 residences have main electrical power disconnects and backup
33 generator shut-offs visible and accessible in snow conditions. This will
34 allow firefighters to do their job without fear that power will suddenly
35 come on in a residence thought to be without electricity. 3) The Code
36 adopts sections of the International Fire Code that were not adopted
37 by the State Code, especially with respect to width, breadth and
38 capacity of roadways and driveways, hazards to firefighters (including
39 "bear traps"), defensible space, and the prohibition of wood shake or
40 shingle roofs in new construction and re-roofs over 50%.
- 41 • Chapter 7 addresses tire storage. The other chapters all have
42 updated code language and citations.
- 43 • Director Quinan asked for clarification of the definition of Fire Chief,
44 with respect to the District; Chief Ruben replied that since the
45 District's fire services have been contracted to NTFPD, Chief
46 Whitelaw is considered the Fire Chief. Director Nungester asked if
47 any restrictions in the Ordinance were retroactive; Chief Ruben said
48 no. Director Quinan asked for clarification of 3.4.c (supervision of fire

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1 alarm systems); Chief Ruben explained that it had to do with the
2 acceptability of the monitoring company.

- 3 • Pat Davison asked if one could obtain the portions of the International
4 Fire Code referenced in section 1.18. Chief Ruben said he has the
5 actual code sections in his office.
- 6 • Chief Ruben pointed out that text had been placed in the Ordinance
7 regarding defensible space on vacant lots.
- 8 • President Danz recommended that Directors communicate with Chief
9 Ruben and Manager Collins regarding any questions they have while
10 reviewing the Ordinance, hopefully prior to next month's public
11 hearing.
- 12 • President Danz scheduled the public hearing for October 12th at 9:00
13 a.m.

14 **D. Prevention of Dumping Illegal Items in Dumpsters & Security of**
15 **Dumpster Area:**

16 Vickie Sandoval (Placer County Department of Health and Human
17 Services), Jeff Collins and Bill Carollo (Tahoe Truckee Sierra Disposal),
18 Deputy David Hunt (Placer County Sheriff's Office) and Clint Moschetti
19 (Security Lock and Alarm) participated in discussion of this agenda item:

- 20 • President Danz thanked the participants for their attendance and
21 briefly described the problem being addressed: dumping by people
22 outside the community, dumpsters deliberately left open, bear
23 incursions, dumping of construction and hazardous materials, and
24 potential health hazards. She asked for any recommendations they
25 might have to offer.
- 26 • Manager Collins listed some of the potential solutions already
27 discussed by the Board: cameras, lighting, security patrols, gates,
28 citations, moving dumpsters, getting rid of dumpsters, removing
29 recycling bins, and requiring community members to have bear boxes
30 instead of communal dumpsters. He requested feedback on the
31 various solutions from each of the agencies represented at the
32 meeting.
- 33 • Jeff Collins said all "courtesy dumpster locations", like Alpine's, have
34 similar problems. He mentioned that Squaw Valley and Northstar are
35 both pursuing gating as a solution to their illegal dumping problem.
36 President Danz received confirmation from Jeff Collins that material
37 from dumpsters and recycling bins are all put together in the trash
38 trucks and then separated at the waste collection facility. She asked if
39 the District could remove the recycle bins and keep the other
40 dumpsters; Jeff Collins said yes.
- 41 • President Danz asked Deputy Hunt what the District's recourse was if
42 "no dumping" signs were posted and people still violated the
43 prohibition. Deputy Hunt said illegal dumping is a misdemeanor. If
44 the dumping does not occur in the presence of a sheriff, someone has
45 to sign a citizen's arrest form or the Sheriff's Department files the case
46 with the District Attorney. He said a camera with video stored on a
47 hard drive could provide evidence for the Sheriff's Department to track
48 down the license plate and prosecute the offender. Bill Carollo said
49 the problem is that most illegal dumping occurs after dark so cameras

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- 1 cannot pick up license plates. Buz said that the District plans to install
2 sodium vapor lamps. Clint Moschetti said the combination of high-
3 intensity lamps and cameras works well; Northstar is having success
4 with this kind of setup. President Danz asked if the District could
5 pursue civil penalties if local ordinances were in place. Deputy Hunt
6 said yes, but the problem is that the illegal dumpers usually have no
7 economic resources to pursue. He recommended that the area be
8 posted with “no trespassing” signs at the entrance and that video
9 footage be made available. Otherwise, the District Attorney would
10 need an eye witness, who would have to identify the person in a
11 suspect line-up. Vickie Sandoval said, if the District provides a
12 license plate and address, the County Health Department can send a
13 letter asking the person to stop dumping. She said that, usually, once
14 a person has been advised of the illegality of the dumping, they stop.
- 15 • Director Northrop asked Deputy Hunt if it is illegal to feed the bears.
16 Deputy Hunt said that would be a question for the State Department
17 of Fish & Game. He said that, without a local ordinance, the only
18 infraction that the Sheriff’s Department can pursue is trespassing.
19 Director Northrop asked if a sheriff’s patrol could include the District’s
20 dumpster area. Deputy Hunt said yes, that upon request, the area
21 could be added to the department’s “directed patrol”.
 - 22 • President Danz asked if other agencies were gating their dumpsters.
23 Bill Carollo said that Colfax has gated its dumpsters and locked the
24 gates during certain hours. This approach has been very successful
25 and people have not been leaving trash outside the gate, which had
26 been a concern.
 - 27 • President Danz summarized that the best options seemed to be:
28 utilizing the Sheriff’s Department’s directed patrol, installing cameras
29 and lights, adopting an ordinance with civil and criminal penalties for
30 illegal dumping and removing the recycling bin.
 - 31 • Vickie Sandoval said that, when word gets around that illegal dumpers
32 are being prosecuted, people stop dumping. Bill Carollo said that,
33 unfortunately, when dumpsters are locked, illegal dumpers just leave
34 their trash on top of the dumpsters.
 - 35 • Deputy Hunt said the District should start by posting “no trespassing”
36 and “no dumping” and “under 24-hour surveillance” signs in English
37 and in Spanish, distributing press releases that the District is
38 upgrading its garbage protection and plans to prosecute to the fullest
39 extent, utilizing the Sheriff’s Department’s patrols, obtaining license
40 plate numbers of the illegal dumpers, and sending advisory letters to
41 dumpers. Vickie Sandoval agreed and provided the Board with
42 informative pamphlets, including pertinent parts of the County Health
43 Code and locations to take hazardous waste. She also suggested
44 that the District meet with Squaw Valley and Northstar business
45 associations and see if there is anything the organizations can do
46 collectively to advise members of the public of the problems
47 associated with illegal dumping and the penalties for doing so.
 - 48 • President Danz thanked the visitors for their help.

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- 1 • Bill Carollo suggested that, if the District gets rid of the recycle bin, it
- 2 should still provide cardboard recycling.
- 3 • President Danz asked Manager Collins to obtain from District legal
- 4 counsel their recommendations with respect to ordinances, signage,
- 5 cameras, etc. The Board will continue to discuss and pursue
- 6 solutions during the next few months.

7 **F. Agreement between JMA Ventures & ASCWD:**

8 The Board reviewed the status of drafting a master water agreement
9 between the two entities and commented on items to include in the
10 proposed agreement:

- 11 • Manager Collins met with legal counsel for JMA Ventures. The
- 12 company wants to draft a master agreement that would consolidate
- 13 the numerous agreements that currently exist between the ski area
- 14 and ASCWD: avalanche control for ASCWD facilities, Springs 2 and
- 15 4, Wells R1 and R2, and use of the District parking lot as overflow
- 16 parking for the ski area. JMA legal counsel asked Manager Collins
- 17 what the annual cost of water from the snowmaking wells would be if
- 18 ASCWD paid off the debt associated with Wells R1 and R2. Manager
- 19 Collins estimated that it would be about \$50,000-60,000. The use of
- 20 the District parking lot will probably not be a term in the future master
- 21 agreement.
- 22 • The ski area title report does not mention the ASCWD facilities that
- 23 are on JMA property. At some point, JMA may ask that the location of
- 24 the District's facilities on JMA property be recorded.
- 25 • Manager Collins expects JMA legal counsel will have a draft master
- 26 agreement available for the Board's review at next month's Board
- 27 meeting.
- 28 • Director Grant asked if JMA expects to benefit financially from the
- 29 District facilities on their property; Manager Collins said no, they just
- 30 want to formalize the existence and location of the facilities.

31 **G. Easements – 1752 Trapper Place:**

32 This is an issue that has been presented to the Board at past meetings.
33 Manager Collins said there are two documents for the Board to review
34 and approve. District legal counsel has reviewed both documents and
35 approves them. Manager Collins is also satisfied with both. Director
36 Nungester made a MOTION that the Board approve the offer of a Public
37 Utility Easement Deed and a Release and Encroachment Agreement with
38 the owners of 1752 Trapper Place. Director Northrop SECONDED the
39 motion. All Directors being in favor, the motion was APPROVED.

40 **H. Easements – 1700 Trapper Place:**

41 The Board reviewed the Release and Encroachment Agreement with the
42 owners of 1700 Trapper Place. Staff recommended approval and District
43 counsel has approved it, as well. Director Northrop made a MOTION that
44 the Board approve the Release and Encroachment Agreement with the
45 owners of 1700 Trapper Place. Director Quinan SECONDED the motion.
46 All Directors being in favor, the motion was APPROVED.

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

48 Buz Bancroft presented a written report for the month of August that
49 included status updates on water, sewer, garbage and other services

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1 provided by the District. In addition to the information on the written
2 report, the following was discussed:

- 3 • All spring samples tested negative for coliform bacteria.
- 4 • There has been a decrease in tank flow-through from June through
5 August and Buz expects to see even less tank flow-through in
6 September. This translates into less flow into Bear Creek. The use of
7 irrigation water seems to be the main culprit. The system is really
8 tight, meaning that there may be minor leaks in the system but there
9 are no major leaks. There were days when so much water was used
10 that the tanks did not refill overnight. Production from the springs was
11 a little less this year than last year at the same time.

12 **J. TTSA Report:**

13 Director Northrop reported on items of interest to ASCWD from this
14 morning's TTSA Board meeting:

- 15 • The plant is operating normally and efficiently.
- 16 • All waste discharge requirements are being met.

17 The next TTSA Board meeting is scheduled for October 10, 2007, at 9:00
18 a.m.

19 **The Board took a break from 2:30-2:40.**

20 **K. Resolution 6-2007: Election of Directors to the Special District
21 Management Authority (SDRMA) Board of Directors:**

22 Director Grant made a MOTION that the Board vote for John Wooley and
23 William R. Miller to serve as SDRMA directors. Director Nungester
24 SECONDED the motion. Roll was called to approve the Resolution.
25 Ayes: Directors Grant, Northrop, Nungester, Quinan and President Danz.
26 Nays: none. The Resolution was APPROVED.

27 **N. Election of Representative to CSDA Board of Directors:**

28 Director Nungester made a MOTION that the Board vote for David
29 Edwards as representative to the CSDA Board of Directors for Seat B,
30 Region 2. Director Grant SECONDED the motion. All Directors being in
31 favor, the motion was APPROVED.

32 **O. September Newsletter:**

33 The Board reviewed the draft of the September quarterly newsletter:

- 34 • Manager Collins said he would change "officials" to "the authorities" at
35 the end of the first paragraph.
- 36 • President Danz said the Board would discuss the Santa program at
37 next month's meeting.

38 **P. Employee Handbook:**

39 Last month, the Directors were provided with a copy of the proposed
40 revised Employee Handbook for review. There have been two changes
41 made to the revised handbook since last month. The employees' concern
42 about removal of daily overtime resulted in daily overtime being restored
43 to the handbook (this is the practice at Squaw Valley and Tahoe City).
44 Also restored to the handbook was the provision that employees can
45 receive copies of signed personnel records. Staff approves the newly
46 revised handbook. Director Northrop made a MOTION that the Board
47 adopt the Employee Handbook, dated September 2007. Director
48 Nungester SECONDED the motion. All Directors being in favor, the
49 motion was APPROVED.

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1 **Q. Committee Reports:**

- 2 i. **Budget & Finance Committee:** President Danz presented a written
3 report of the Committee's September 11th meeting with detailed
4 discussion of the following items:
5 a. **Status of investments/cash:** Nothing new to report.
6 b. **Status of audit for fiscal year 2007:** Previously discussed.
7 c. **Requests from customers for adjustments to their bills:** A
8 customer asked the District for monthly bills. Staff will inform the
9 customer that the District will allow installment payments but will
10 not provide monthly billings.
11 d. **Requests for unbudgeted expenses:**
12 • The Committee recommended approval of one unbudgeted
13 expense. Director Nungester made a MOTION that the Board
14 approve the unbudgeted expense of \$459.26 to repair the
15 tractor transmission. Director Northrop SECONDED the
16 motion. All Directors being in favor, the motion was
17 APPROVED.
18 • The Committee recommended approval of one unbudgeted
19 capital expenditure. Director Northrop made a MOTION that
20 the Board approve the unbudgeted capital expenditure of
21 \$4,850.00 to replace the office furnace. Director Nungester
22 SECONDED the motion. All Directors being in favor, the
23 motion was APPROVED.
24 • Manager Collins reported that the District received a bid of
25 \$2,675 from Bushwhackers to clear the defensible space
26 around the District office. Manager Collins recommended that
27 the District spend \$1,000 (budgeted for this fiscal year) to clear
28 the major problems and work on developing a plan to clear the
29 remainder of the space around the office and on other District
30 properties next year. Since the \$1,000 is already budgeted,
31 this expense does not need Board approval. Manager Collins
32 noted that the expense to clear defensible space will probably
33 increase in next year's budget.
34 e. **Next meeting:** Scheduled for Thursday, October 11th, at 1:00 p.m.
35 ii. **Long Range Planning Committee:** There was no meeting.
36 iii. **Park, Recreation & Greenbelt Committee:** Director Quinan
37 presented a written report of the Committee's August 20th meeting
38 with discussion of the following items:
39 a. Recommendations to the Board:
40 • ASCWD should be the lead agency in dealing with the
41 conservation of its greenbelt lands;
42 • ASCWD should contact Jeff Dowling of CalFire for
43 recommendations for a conservation plan in accordance with
44 the "Forest Practices Rules". If possible, the plan should form
45 the basis for a grant application, be able to be implemented in
46 phases and contain a prioritized list of needed work.
47 • The ASCWD Board should establish goals, prioritize projects,
48 and propose a plan for clearing defensible space and
49 conserving the greenbelt lands.

