

**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 Tuesday, September 16, 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; Pam Zinn, Office Manager; Mike Dobrowski, District CPA (by
11 telephone); Jancis Martin, Recording Secretary

12 Guests Present: Duane Whitelaw/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, participated in discussion of this agenda
22 item by telephone. He reported that:

- 23 • On a year-to-date basis, the District's net income is up from the prior
24 year, due to rate increases. Accounts receivable is in good shape
25 (\$34K lower than last year) and the cash position is better than last
26 year. Mike is preparing for the audit, which is coming up at the end of
27 this month.

- 28 • Director Grant asked if the District had received its final payment of
29 tax revenues from the County for the prior fiscal year; Manager Collins
30 said yes.

31 i. **August Financial Statements:** Director Northrop made a MOTION
32 that the Board accept the financial statements, dated September 11,
33 2008, as presented. Director Quinan SECONDED the motion.
34 Directors Grant, Northrop, Nungester and Quinan being in favor, the
35 motion was APPROVED.

36 ii. **August Expenses Paid & Payable:** The Directors reviewed the
37 monthly check register. Director Grant asked about the references to
38 missing check numbers. Mike said they referred to direct payments
39 for pension contributions; since the direct payments are electronic
40 transfers, no check numbers are associated with them. Director
41 Quinan asked about the payments to Sierra Control; Manager Collins
42 said they were for Well R-1 improvements. Director Grant made a
43 MOTION that the Board approve the Expenses Paid & Payable (two
44 direct deposits and checks 23866 through 23938, with the exception
45 of voided check 23935). Director Nungester SECONDED the motion.
46 Directors Grant, Northrop, Nungester and Quinan being in favor, the
47 motion was APPROVED.

48 **B. Approval of Minutes of Regular Board Meeting Held on August 8,**
49 **2008:**

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1 Director Northrop made a MOTION that the Board approve the minutes of
2 the August 8, 2008, Regular Board of Directors Meeting. Director Quinan
3 SECONDED the motion. In discussion, the following correction was
4 proposed:

- 5 • Page 2, line 40: append "is low and " to the end of the line

6 Director Northrop amended the MOTION to include the correction.

7 Director Quinan SECONDED the amended motion. Directors Grant,
8 Northrop, Nungester and Quinan being in favor, the amended motion was
9 APPROVED.

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

- 11 • Manager Collins reported that:

- 12 ○ the survey crew has been marking boundaries;
- 13 ○ David Jaramillo, project manager for the grant, has been working
14 with Lahontan Regional Water Quality Control Board personnel,
15 who want to do experimental burns in the stream zone; and
- 16 ○ an archaeologist has been selected - after his contract is
17 approved, his job is to make sure the burns will not disturb any
18 historic or prehistoric material that may be in the area.

- 19 • Manager Collins is trying to get on the agenda for Bear Creek
20 Planning Committee's next meeting to advise them about the grant
21 status and invite them to check out the areas that have been marked.
22 BCPC has no jurisdiction over the work area but, as a matter of
23 outreach, it would be good to work with them. Between now and next
24 month, Manager Collins would also like to make presentations to each
25 of the homeowner associations in the valley.

- 26 • Director Nungester suggested that Lahontan be requested not to
27 perform the test burns. He felt the burns would be too small to yield
28 conclusive data. Manager Collins said Lahontan thinks the test burns
29 are important because they might produce results that nobody has
30 thought about yet. Director Grant asked if the work associated with
31 the grant was on track to be finished next fall, with the burns done by
32 next winter; Manager Collins said yes.

33 **E. General Manager's Report:**

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

- 36 • Vehicle Maintenance Building Addition Contracts:
 - 37 ○ At last month's meeting, the Board authorized Manager Collins
38 and President Danz to sign the contracts, copies of which are
39 included in this month's Board packet.
 - 40 ○ It is impractical to install separate gas and electric meters in the
41 addition so the contract allows for ASCWD to establish a method
42 for charging NTFPD an equitable portion of the utility expenses for
43 the addition.
 - 44 ○ NTFPD estimates the total cost of the project will be \$151,000,
45 which includes Manager Collins' time and attorney expenses as
46 well as the construction of the building. Director Grant asked for
47 clarification of the ownership of the addition. The terms of the
48 agreement are as follows: NTFPD will pay for the construction;
49 ASCWD will own the building; NTFPD will have exclusive use of

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- 1 the addition; NTFPD will pay no rent for the next 15 years; after 15
2 years, NTFPD will pay a monthly rent based on annual CPIs
3 applied to \$250 (if the fire services contract is still in effect) or
4 \$500 (if the fire services contract has been terminated) in today's
5 dollars.
- 6 ○ The building manufacturer recommends that NTFPD not repaint
7 the old part of the building, explaining that new paint will not
8 adhere well to the old part of the building and that the new part of
9 the building will fade to match the old part of the building.
 - 10 ○ The contractor has not yet delivered his bonds and insurance.
 - 11 ● Modifications to Well R-1: The work is proceeding. The contractor is
12 setting the pump and motor today; the electricity will be turned on this
13 Thursday; testing will take place next week; the contract will be
14 finished this month; and, next month the Board can tour the facilities.

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

16 Buz Bancroft presented a written report for the month of August that
17 included status updates on water, sewer, garbage and other services
18 provided by the District:

- 19 ● A contractor will be cleaning about 20,000 feet of sewer line,
20 specifically the main line plus segments that sag or have roots
21 growing in them. On Thursday, Mountain Pipeline will be in Alpine
22 Meadows to televise areas that have not been televised in the past
23 four years, thereby completing televising the entire sewer system in
24 the valley. Next year, the District will start televising the system again.
25 In the spring, areas with infiltration and inflow will be checked.
- 26 ● Staff has been assisting with the Well R-1 retrofit.
- 27 ● Water Tanks 1, 2, 3 and 5 were inspected. Only one needed
28 cleaning. The divers provided a fairly decent bill of health, based on
29 visual inspection. An engineering report is forthcoming. The divers
30 expressed surprise at seeing concrete tanks in a mountainous area;
31 steel and redwood are more common.
- 32 ● The Tank 4A overflow was re-plumbed to incorporate an air gap, per
33 the California Department of Health.
- 34 ● Staff worked with a contractor to repair sewer service for a new house
35 that had an obstruction at the main.
- 36 ● Staff completed fire hydrant maintenance and repairs.
- 37 ● All routine and spring samples came back negative for coliform
38 bacteria.
- 39 ● A customer called Pam to complain about the bad taste and odor in
40 his water. Pam talked with the customer for an hour and passed the
41 complaint on to the Board. Buz suggested the customer might need
42 to use a purifier to improve the taste of his water. Normally, Staff
43 investigates complaints of this sort but they did not hear about this
44 complaint in time to check out the situation before the Board meeting.

45 **G. TTSA Report:**

46 Director Northrop reported on items of interest to ASCWD from the
47 August 13th and September 10th TTSA Board meetings:

- 48 ● The plant is operating normally and efficiently.
- 49 ● All waste water discharge requirements are being met.

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- The agency is looking into the feasibility and cost of ultraviolet wastewater treatment, which would eliminate the need for chlorine. The next TTSA Board meeting is scheduled for October 8, 2008, at 9:00 a.m.

I. Committee Reports:

- i. **Budget & Finance Committee:** President Danz presented a written report of the Committee's September 15th meeting:
 - a. **Status of investments/cash:** A new CD was purchased, per Board approval last month. NTFPD collected about \$10K in mitigation fees for ASCWD last fiscal year but forgot to turn the fees over to ASCWD. They recently discovered their mistake, paid ASCWD and researched how the error occurred. This fiscal year, NTFPD will follow the correct procedure and deliver the mitigation fees to ASCWD as they are collected.
 - b. **Requests from customers for adjustments to their bills:** Eleven customers requested that late fees be removed from their bills. Four of the customers submitted proof that they paid their bills on time although the checks never reached the District. The Committee decided to waive the late fees in these four cases. All other requests were denied.
 - c. **Requests for unbudgeted expenses:** The Committee recommended approval of an unbudgeted expense of \$975 to print and mail the September quarterly newsletter to all District customers (as discussed at last month's Board meeting). Director Northrop made a MOTION that the Board approve the unbudgeted expense. Director Quinan SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.
 - d. **Next meeting:** Scheduled for Thursday, October 9th, at 12:00 noon.
- ii. **Long Range Planning Committee:** There was no meeting.
- iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- iv. **Administration & Personnel Committee:** There was no meeting.

D. Fire Department Report:

Chief Whitelaw from NTFPD attended the meeting:

- August Dispatch Report: Director Quinan asked if the dispatch report showed responses only from the Alpine Meadows fire station. President Danz replied that the dispatch reports list all incidents in the valley, regardless of which station responds. Director Northrop asked if dispatch times and arrival times could be included in future reports. Chief Whitelaw said yes.
- Station Staffing: NTFPD staffed the Alpine fire station for 20 days in August (out of the 150-day annual requirement).
- Mitigation Plan: Chief Whitelaw reported on two related items:
 - He described the problem in NTFPD's fee collection process that resulted in ASCWD not receiving its mitigation fees last year and what will be done to improve the process this year (also discussed during item 3li).

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- 1 ○ Each November, NTFPD brings to ASCWD its annual mitigation
2 fee plan update for approval. NTFPD annually adjusts its own
3 mitigation fee schedule by a CPI factor and recommends that
4 ASCWD do the same thing. As part of the annual update, the
5 District will also review the proposed expenditures for the
6 approximately \$10K collected last year. When the Alpine
7 Meadows fire station was initially built, there were some ADA
8 requirements that were not implemented, and when the addition
9 was completed, there were other requirements that could not be
10 included. Chief Whitelaw suggested that the \$10K be used to
11 address these missing requirements. The update will be ready for
12 review by the Board in November, at the latest. President Danz
13 asked Chief Whitelaw to allow the Board at least one month to
14 review the materials before voting to approve the plan update.
15 Chief Whitelaw agreed.
- 16 • Vehicle Maintenance Building addition status: Previously discussed
17 (item 3E). The escrow account money has been disbursed. The
18 expectation is that the addition will be operational sometime this
19 winter.
- 20 • Chipping: NTFPD stopped accepting new chipping requests after
21 Labor Day weekend. There are still 400-500 piles that need to be
22 chipped so that snow plow operators do not run into them after snow
23 starts to fall. Defensible space inspections and tree marking can still
24 be requested.
- 25 **K. Correspondence to the Board:**
- 26 • Correspondence regarding bad taste and odor in water was
27 previously discussed (item 3F).
- 28 • The Board received an email from Paul Fulkerson expressing
29 disappointment in the Board for not implementing monthly billing.
30 Director Grant asked what sorts of concerns were expressed at the
31 All-Valley Meeting regarding rates and billing. President Danz said no
32 residents asked questions about rates or billing at the All-Valley
33 Meeting and people seemed to accept an annual billing cycle. Most
34 of the requests that have come into the District office regarding
35 monthly billing have come from condominium owners. Director Grant
36 suggested that, while the Board should be responsive to customer
37 concerns, it should not implement a procedure that would result in
38 increased administrative fees for all customers when only a few
39 customers have expressed a concern. The rest of the Directors
40 agreed. President Danz said she thinks that Pam and Manager
41 Collins have responded to Paul multiple times and that Paul needs no
42 response to his most recent email.
- 43 **H. September Newsletter:**
- 44 The Board reviewed the draft of the September quarterly newsletter:
- 45 • Monthly Savings – Managing Your Utility Bill: Pam suggested that
46 information about the District policy regarding multiple payments be
47 included in this article. Customers can make multiple payments if
48 they include a \$20 finance-and-handling surcharge with their
49 payments. She said that any customer who notifies the office within

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1 75 days of the billing date that they would like to make multiple
2 payments on the balance due can take advantage of this option. This
3 option splits the balance into four equal payments, due every 30 days.
4 The \$20 surcharge is much less than they would have to pay in late
5 fees and finance charges. Pam will also work with Mike to find a way
6 to place a note about the policy on the yearly invoices, because most
7 customers are not aware of this payment option.

- 8 • Fire safety:
 - 9 ○ The description of red flag days should specify low, rather than
 - 10 high, humidity.
 - 11 ○ Colons after “Oily Rags” and “Red Flag Warning Days” would
 - 12 make the paragraph easier to understand.
- 13 • It should be mentioned that the chipping program has been
- 14 discontinued for the year.
- 15 • President Danz suggested that words be added to the effect that “if
- 16 you want to keep receiving this newsletter, email ASCWD with your
- 17 email address.” So far 50-60 people have requested hardcopy of the
- 18 newsletter.
- 19 • President Danz will make suggested changes and provide a revised
- 20 copy of the newsletter to Manager Collins and Pam.

21 **J. Open Items:**

- 22 • None.

23 **4. DIRECTORS’ COMMENTS**

- 24 • Director Quinan asked for an update on the status of the fire flow feasibility
- 25 study. Manager Collins said he met with Lumos and reviewed some
- 26 alternatives and the model. He hoped to have something to show the Board
- 27 by the end of next month.
- 28 • Board Election: Since there are only two candidates (Directors Northrop and
- 29 Quinan) for the two open positions, the Placer County Board of Supervisors
- 30 will appoint the two candidates to the Board, rather than holding an election.
- 31 They will then be seated by the ASCWD Board in November.

32 **5. CLOSED SESSION**

33 None.

34 **6. ADJOURNMENT**

35 There being no further business before the Board, the meeting was adjourned at
36 9:35 a.m.

37
38 Respectfully Submitted,

39
40
41
42 Jancis Martin
43 Recording Secretary

Approved 10/10/08