

**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, October 9, 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.

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; Mike Dobrowski, District CPA (by
10 telephone); Buz Bancroft, Operations & Maintenance; Jancis Martin, Recording
11 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.

- 23 • September was a normal month for the District, financially.
- 24 • Accounts receivable, currently about \$100K, is higher than last year at
25 this time, largely due to the economy. Mike continues to send out late
26 notices. Director Grant asked if most of the accounts receivable
27 balance was related to customers opting for the installment plan.
28 Mike said there were about 10 customers using the installment plan,
29 including the ski area, but that most of the delinquencies were
30 customers who just did not pay their bills on time.
- 31 • The auditors' field work is done. They are preparing the report at their
32 offices now.
- 33 • The "Profit & Loss by Fund" report included with the Board packet was
34 mistakenly run for the prior fiscal year, rather than the prior quarter.
35 The reports were run by Pam, under Mike's supervision. This is the
36 second time in the last few months that a set of financial reports has
37 been run for the wrong time frame. President Danz asked Mike to
38 make sure the reports were run with the correct dates. Mike said that,
39 in the future, he will print the reports and mail them to Manager Collins
40 and Pam, so Manager Collins can review them for correctness and
41 then Pam can copy them for the Board.
- 42 i. **September Financial Statements:** Director Northrop made a
43 MOTION that the Board accept the September 30, 2009, month-end
44 financial reports. Director Quinan SECONDED the motion. Directors
45 Grant, Northrop, Nungester and Quinan being in favor, the motion
46 was APPROVED.
- 47 ii. **September Expenses Paid & Payable:** The Directors reviewed the
48 monthly check register. Director Northrop made a MOTION that the
49 Board approve the Expenses Paid & Payable (two direct debits for

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1 payroll and checks 24603 through 24654). Director Grant
2 SECONDED the motion. Directors Grant, Northrop, Nungester and
3 Quinan being in favor, the motion was APPROVED.

4 **B. Approval of Minutes of Regular Board Meeting Held on September**
5 **11, 2009:**

6 Director Grant made a MOTION that the Board approve the minutes of
7 the September 11, 2009, Regular Board of Directors Meeting. Director
8 Northrop SECONDED the motion. Directors Grant, Northrop, Nungester
9 and Quinan being in favor, the motion was APPROVED.

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

11 John Collins, General Manager, provided a written report of his activities
12 during the month of September, with brief discussion on the following
13 topics:

- 14 • Sierra Nevada Conservancy Grant: SNC has notified Manager Collins
15 that ASCWD can resume the project but that SNC can only guarantee
16 50% of the remaining funds. SNC anticipates that a future bond sale
17 will generate the other 50%. David Jaramillo (project manager) and
18 Manager Collins discussed how to proceed. They decided to spend
19 only the guaranteed funds, halving the area to be thinned and
20 extending the time frame (fuel reduction and pile burning to take place
21 next year). Director Grant asked when the homeowner associations
22 would make their contributions; Manager Collins said in fiscal year
23 2010-2011. Director Grant asked about the status of the 10%
24 retention; Manager Collins said he still has the retention funds and will
25 not disburse them until all the work is complete.
- 26 • Mineral Springs Soil Stabilization Project (formerly called MA19-MA20
27 Sewer Line Evaluation):
 - 28 ○ Manager Collins and Staff worked on the presentation for the
29 FEMA "cost benefit analysis" workshop in Auburn on October 1.
30 Director Quinan asked how the presentation went. Manager
31 Collins said the workshop participants were very interested,
32 especially those representing Placer County. Most of the
33 discussion was about how to calculate cost benefit when there is a
34 flood involved, i.e., is the cost benefit predicated on a 10-year
35 cycle, a 20-year cycle or some other timeframe?
 - 36 ○ Manager Collins has spoken with several consultants and is
37 preparing to put the project out to bid. Rather than design the
38 solution himself, he will have the consultants determine the scope
39 of work. He expects the bid will include a topographic survey to
40 determine where the stream is now, hydrological data analysis to
41 understand the flood history of the stream (so the erosion
42 protection material extends high enough), and gaining approval
43 from all involved agencies including the Lahontan Regional Water
44 Quality Control Board and the Corps of Engineers. The solution
45 will probably involve gabions (rocks in wire cages), rather than
46 concrete retaining walls, which erode more easily. He expects
47 that permits for the project will be processed next year, with the
48 work itself being carried out the following year.

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- 1 ○ Manager Collins has spoken with Placer County personnel who
- 2 were aware of the problem but not its magnitude. The Placer
- 3 County representative handling the Alpine Meadows bridge
- 4 replacement project acknowledged that he needs to work on the
- 5 Mineral Springs erosion problem, too. ASCWD will start working
- 6 on the soil erosion project in the near future; Manager Collins
- 7 anticipates there will be cooperation between Placer County and
- 8 ASCWD on the project at some point.
- 9 ○ Director Grant asked if Manager Collins expected that the District
- 10 would receive any reimbursement for the project. Manager Collins
- 11 said probably not this year. There might be a better chance next
- 12 year, with Placer County joining the District in lobbying FEMA for
- 13 assistance.
- 14 ○ President Danz asked, if the sewer line were not there, who would
- 15 be responsible for the property not eroding into the creek.
- 16 Manager Collins said probably Placer County, but that if the road
- 17 were not there, the erosion would simply be allowed to take place,
- 18 as an act of nature. However, Manager Collins believes ASCWD
- 19 would be liable for hefty financial damages if the sewer line were
- 20 to break and the District, knowing the potential for harm, had not
- 21 taken any action. That is why the project has such a high priority.
- 22 ● Audit: The field work is finished. Manager Collins responded to all the
- 23 auditors' questions.
- 24 ● Vehicle Maintenance Building Expansion: The work is moving
- 25 forward; today they are pouring concrete for the foundation.
- 26 ● Alpine Meadows Bridge Replacement Project: Manager Collins
- 27 received a letter from Placer County, expressing interest in the
- 28 purchase of District property. The County is still evaluating two
- 29 possible options: building a bridge in a new location or widening the
- 30 existing bridge. The project will take several years. At the All-Valley
- 31 Meeting, the County representative said the County will probably
- 32 widen the bridge, but the County still needs to study the
- 33 environmental impacts of the alternatives.
- 34 ● Snowmaking Agreement: Manager Collins spoke with representatives
- 35 of the ski resort about the possibility of retiring the debt from the
- 36 snowmaking wells. The representatives said they understood why the
- 37 District would want to do so and asked Manager Collins to keep them
- 38 posted. The owners of the ski resort just completed a snowmaking
- 39 agreement between their other local ski resort, Homewood Mountain
- 40 Resort, and Tahoe City Public Utility District, so Manager Collins is
- 41 researching that agreement.
- 42 **E. Operations & Maintenance Department Report:**
- 43 Buz Bancroft presented a written report for the month of September that
- 44 included status updates on water, sewer, garbage and other services
- 45 provided by the District.
- 46 ● Maintenance: A major water leak on Mineral Springs Trail
- 47 necessitated a lot of work in September. Staff performed a quick
- 48 repair, which failed the following week. Ultimately, Staff had a
- 49 contractor replace about 45 feet of line. The repair is complete and

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1 backfilled; paving will be done in the next few weeks. Manager
2 Collins pointed out that, if Well R-1 had not been online, a lot of
3 customers, including the office, would have had no water.

- 4 • Completed the sewer line cleaning and video program.
- 5 • Completed flushing fire hydrants and carried out the water valve
6 maintenance program.
- 7 • Staff will close the Park at the first snowfall.
- 8 • All water samples tested negative for coliform bacteria.

9 **C. Fire Department Report:**

10 Chief Whitelaw from NTFPD was in attendance and reported the
11 following:

- 12 • September Dispatch Report: There were two smoke detector calls
13 and one EMS call.
- 14 • Burn Ban: The burn ban has been lifted in the Tahoe basin, but not in
15 Alpine Meadows. Chief Whitelaw said the District might want to
16 advise residents that dooryard burning has started. There was
17 discussion about the best way to do that, possibly via a sign mounted
18 next to the current NTFPD sign.
- 19 • Sierra Nevada Conservancy Grant: Manager Collins advised Chief
20 Whitelaw as to the status of the grant (see agenda item 3D).
- 21 • Defensible Space Inspections: Are continuing on a request basis.
- 22 • Vehicle Maintenance Building Addition: Chief Whitelaw reported that
23 the ASCWD fire code requires a monitored smoke and heat alarm for
24 the entire building. NTFPD is researching the issue and will pay the
25 annual fee for the service.
- 26 • Emergency Response Initiative: Chief Whitelaw attended a California
27 Fire Chiefs Association meeting last week in Southern California.
28 There was general concern among the attendees about the
29 Emergency Response Initiative, a major initiative supported by
30 Governor Schwarzenegger to fund fire response. The plan is for a
31 6.2% surcharge to be added to everyone's homeowner's policy,
32 raising hundreds of millions of dollars state-wide. The surcharge
33 would be implemented throughout California, not just in areas at high
34 risk of wildland fires. The funds would be used to increase the State's
35 firefighting forces, would provide capital for fire engine replacement
36 and would reinvest in the State's firefighting air force. In addition,
37 \$150M would be allocated annually for the 58 California counties, on
38 a per capita basis, to reinforce local agencies participating in mutual
39 aid. This year the State has reimbursed local firefighting agencies
40 with IOUs out of the general fund, causing state-wide concern among
41 firefighting agencies as to whether they can afford to continue
42 participating in the mutual aid program. Chief Whitelaw believes the
43 initiative is not popular; he will monitor its progress. If it does pass, the
44 State may not need to "borrow" additional property taxes from local
45 governments.

46 **F. TTSA Report:**

47 There has been no TTSA Board meeting since the September ASCWD
48 Board meeting. The next TTSA Board meetings are scheduled for

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1 October 21 and November 18 (rather than on the traditional second
2 Wednesday of each month).

3 **G. CSDA Board Vacancy – Region 2, Seat B:**

4 Region 2 Seat B of the CSDA Board is vacant, and CSDA will appoint an
5 interim director to serve the remainder of the term (through September
6 2010). CSDA is soliciting applications from individuals interested in the
7 position. The applicants must be agency staff or elected officials in
8 Region 2, ASCWD’s region. October 15 is the deadline for submitting an
9 application and letter of interest. President Danz asked if any of the
10 Directors was interested in applying. After receiving no expression of
11 interest from the other Directors, she said she was thinking of applying.
12 Director Grant said President Danz would be a wonderful advocate. The
13 Board supports her candidacy.

14 **H. Revision to Policy 2.5.0: Delinquent Accounts:**

15 The revisions are recommended by the Budget & Finance Committee and
16 have been available to the Directors for review since last month’s Board
17 meeting. Director Northrop made a MOTION that the Board approve the
18 revisions to Policy 2.5.0: Delinquent Accounts. Director Grant
19 SECONDED the motion. In discussion, Director Grant requested that the
20 effective date be included at the bottom of the policy. Directors Grant,
21 Northrop, Nungester and Quinan being in favor, the motion was
22 APPROVED.

23 **I. Committee Reports:**

24 i. **Budget & Finance Committee:** President Danz presented a written
25 report of the Committee’s October 8 meeting.
26 a. **Non-standard Transactions:** None.
27 b. **Investments/cash:** The investments approved by the Board last
28 month have been made.
29 c. **Proposition 1A impact and alternatives:** Manager Collins
30 reported that the Budget & Finance Committee initially
31 recommended that the District not participate in the CA
32 Communities loan securitization program. The District can afford
33 to lend the State the designated amount (about \$40K). The State
34 will repay the funds at an interest rate of 2%, not the 6%
35 previously suggested. The Committee discussed whether the
36 State might view the District as a source of ready revenue and
37 target it for further loans if the District does not participate in the
38 CA Communities program. Manager Collins stated that this was
39 probably not a concern, as the State cannot “cherry pick” agencies
40 from which to take money. Other local districts are 50/50 as to
41 whether they will be participating in the CA Communities program.
42 There appears to be no advantage to borrowing the funds from
43 CA Communities. The State cannot take further funds from local
44 districts until they have repaid these loans. Repayment of these
45 funds must occur before the State disburses funds for education,
46 an indication that the District will probably be paid back. Director
47 Nungester made a MOTION that the Board not participate in the
48 CA Communities loan securitization program. Director Grant

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- 1 SECONDED the motion. Directors Grant, Northrop, Nungester
2 and Quinan being in favor, the motion was APPROVED.
- 3 d. **Status of audit:** There has been a lot of extra work during this
4 audit, primarily related to reconciliation of the depreciation
5 schedule, correct accounting for Well R-1 and accounting for the
6 fiduciary relationship between NTFPD and ASCWD. The auditors,
7 Damore, Hamric and Schneider, have requested an additional
8 \$1,000 for their work. Per the Budget & Finance Committee's
9 recommendation, Director Quinan made a MOTION that the
10 Board authorize increasing the auditors' fee by \$1,000. Director
11 Northrop SECONDED the motion. Directors Grant, Northrop,
12 Nungester and Quinan being in favor, the motion was
13 APPROVED.
- 14 e. **Revision to budget recommended by auditors:** The auditors
15 recommended that the Board approve a revised budget which
16 classifies Workers' Compensation Insurance as sub-accounts of
17 Benefits-Admin and Benefits-O&M. There is no difference to the
18 bottom line in any of the funds or overall, just a reclassification of
19 the existing expenses. Per the Budget & Finance Committee's
20 recommendation, Director Northrop made a MOTION that the
21 Board: 1) eliminate the Workers' Compensation Insurance
22 account under Insurance-Admin; 2) create accounts for Workers'
23 Compensation Insurance under Benefits-Admin and Benefits-
24 O&M; 3) on a quarterly basis, budget the following amounts for
25 Workers' Compensation Insurance under Benefits-Admin:
26 Garbage -- \$5, Park -- \$19, Sewer -- \$10, Water -- \$64; and, 4) on
27 a quarterly basis, budget the following amounts for Workers'
28 Compensation Insurance under Benefits-O&M: Garbage -- \$171,
29 Park -- \$685, Sewer -- \$343, Water -- \$2,227. Director Nungester
30 SECONDED the motion. Directors Grant, Northrop, Nungester
31 and Quinan being in favor, the motion was APPROVED.
- 32 f. **Requests from Customers for Adjustments to their Bills:** The
33 Committee received two letters from customers who requested
34 that penalty fees and interest be waived. The Committee denied
35 both requests.
- 36 g. **Requests for Unbudgeted Expenses:** None.
- 37 h. **Next meeting:** Scheduled for Thursday, November 12, at 1:30
38 p.m.
- 39 ii. **Administration & Personnel Committee:** There was no meeting.
- 40 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- 41 iv. **Long Range Planning Committee:** There was no meeting.
- 42 **J. Open Items:**
- 43 None.
- 44 **K. Correspondence to the Board:**
- 45 None.
- 46 **4. DIRECTORS' COMMENTS**
- 47 • Director Grant distributed a printed summary of the Placer County CSDA
48 meeting she attended October 8 at Squaw Valley. She said the primary
49 topics of interest were: 1) CSDA dues will not increase next fiscal year; 2)

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- 1 SDRMA will reduce premiums by about 15% due to savings last year; 3) a
2 presentation about the effects of Propositions 8 and 13; 4) CSDA expects the
3 CPI to be zero or negative, which reduces property tax income substantially;
4 5) 88% of the registered voters in Placer County voted in the last general
5 election, the majority by absentee ballot.
- 6 • Director Nungester reported that, during its meeting on October 8, the Budget
7 & Finance Committee realized that the District does not have a document
8 retention policy. President Danz asked Manager Collins to work with Pam
9 and the Administration & Personnel Committee to prepare a summary of the
10 types of documents used and stored by the District and how and where they
11 are stored.
 - 12 • The next Board meeting is scheduled for Friday, November 13, at 8:30 a.m.

13 **5. CLOSED SESSION**

14 None.

15 **6. ADJOURNMENT**

16 There being no further business before the Board, the meeting was adjourned at
17 9:41 a.m.

18
19 Respectfully Submitted,

Approved 11/13/09 as submitted

20
21
22
23 Jancis Martin
24 Recording Secretary