

**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 10, 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; Mike Dobrowski, District CPA (by telephone); Jancis Martin,  
11 Recording Secretary]

12 Guests Present: Ben Mavy/Candidate for Placer County Water Agency; Dave  
13 Ruben/NTFPD

14 **2. PUBLIC PARTICIPATION**

15 Ben Mavy introduced himself to the Board. He is a candidate for the Fifth District  
16 position on the Placer County Water Agency's Board of Directors. He lives in the  
17 Colfax area and is running against a 20-year incumbent. He said the main issue  
18 of the campaign is the disposition of County revenues after the Middle Fork  
19 project loan is paid off. President Danz thanked Ben for his attendance.

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

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

25 **A. Financial Reports:**

26 Mike Dobrowski, District CPA, participated in discussion of this agenda  
27 item by telephone. He reported that:

- 28 • The audit field work is complete. The auditors should have a draft  
29 report ready by month-end. There were no significant audit  
30 adjustments.
- 31 • The District's cash position for the prior month was \$357K greater  
32 than at the same time last year. During the Budget & Finance  
33 Committee meeting, there was discussion about transferring cash  
34 from uninsured investments to ones which are totally insured.
- 35 • There was one adjustment this month, to change the expenditure for  
36 an ejector pump from an expense to a capital item.
- 37 i. **September Financial Statements:** Director Northrop made a  
38 MOTION that the Board accept the financial statements, dated  
39 October 6, 2008, as presented. Director Grant SECONDED the  
40 motion. Directors Grant, Northrop, Nungester and Quinan being in  
41 favor, the motion was APPROVED.
- 42 ii. **September Expenses Paid & Payable:** The Directors reviewed the  
43 monthly check register. Director Grant made a MOTION that the  
44 Board approve the Expenses Paid & Payable (two direct debits for  
45 payroll and checks 23939 through 23993). Director Northrop  
46 SECONDED the motion. Directors Grant, Northrop, Nungester and  
47 Quinan being in favor, the motion was APPROVED.

48 **B. Approval of Minutes of Regular Board Meeting Held on September**  
49 **16, 2008:**

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1 Director Northrop made a MOTION that the Board approve the minutes of  
2 the September 16, 2008, Regular Board of Directors Meeting. Director  
3 Nungester SECONDED the motion. Directors Grant, Northrop,  
4 Nungester and Quinan being in favor, the motion was APPROVED.

5 **C. Introduction of Ben Mavy, Candidate for Director of the Placer**  
6 **County Water Agency:**

7 See item 2 (Public Participation).

8 **F. General Manager's Report:**

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

- 12 • Well R-1 Modification: This activity took more of Manager Collins' time  
13 this past month than expected. The main problem was a code  
14 violation that needed to be corrected. The electrical engineer  
15 accepted the cost of the repair since it was his design error that led to  
16 the code violation. The repair work is underway. Hopefully all work  
17 will be done a week from now. There was also a problem with line  
18 valves; the contractor will fix the problem.
- 19 • Sierra Nevada Conservancy Grant:
  - 20 ○ Manager Collins has been working with David Jaramillo, the grant  
21 project manager. They have identified the proposed burn sites  
22 and the project archaeologist has approved the sites. Manager  
23 Collins drafted a public statement about the project to place on the  
24 District's website and plans to hold an informational meeting on  
25 November 1 at 10:00 a.m. at the District office, to be followed by a  
26 field trip to the areas to be thinned. He also drafted a notice to  
27 homeowners whose properties abut the fuel clearance areas; he  
28 plans to post the notices on the doors of these homeowners next  
29 week. Director Grant requested that the homeowner notifications  
30 be mailed as well as posted. President Danz suggested that  
31 funding for the mailing be provided by the grant, not by ASCWD.
  - 32 ○ Director Grant pointed out that AMEA does not own the property  
33 in question, as stated in the notice to be posted. President Danz  
34 suggested that the statement be reworded as follows: "properties  
35 owned by ASCWD and held in common by residents of AMEA and  
36 JMA".
  - 37 ○ President Danz directed Manager Collins to use email or regular  
38 mail to notify property holders who either reside near or hold  
39 property in common near areas where fuels reduction is taking  
40 place. She pointed out that, by doing so, Manager Collins could  
41 avoid posting physical notices on doors, which can be very time-  
42 consuming.
  - 43 ○ Director Grant asked how the thinning would be done next year.  
44 Manager Collins said the process will be as follows: David  
45 Jaramillo will mark the trees; Stewart McMorrow's workers will  
46 probably do the clearing and test burns this fall; next year, Stewart  
47 will select another contractor to do the main part of the thinning;  
48 and, next fall the slash piles will be burned. In response to a  
49 question from Director Grant, Manager Collins said the thinning

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1                                    would most likely be hand work but that had not been completely  
2                                    decided yet. The project leader's position is that mechanical  
3                                    equipment will not be used where it would cause more damage  
4                                    than if hand work were done. Manager Collins said many  
5                                    environmental groups are overseeing this project so that no  
6                                    damage would be done in the area of the creek.  
7                                    • Vehicle Maintenance Building Addition: The contractor is having  
8                                    trouble obtaining his performance and payment bonds, so Manager  
9                                    Collins has not been able to issue the notice to proceed. The  
10                                   contractor asked if he could proceed with the understanding that the  
11                                   District could withhold all payments until the posting of the bond.  
12                                   President Danz said she did not think the District should take the risk  
13                                   of starting a construction project which may not be completed.  
14                                   Director Nungester agreed. Manager Collins said he would advise the  
15                                   contractor accordingly.

16                   **G.    Sale of Flatbed Truck:**

17                   Manager Collins explained that the District's International flatbed truck  
18                   does not work and was declared excess equipment a long time ago. The  
19                   contractor for the Well R-1 improvement project has agreed to transport  
20                   the truck to Pick-n-Pull in Sparks as a favor to the District. Pick-n-Pull  
21                   requires that the Board approve the sale of the vehicle. Director Northrop  
22                   made a MOTION that the Board approve the sale of the District's  
23                   International flatbed truck to Pick-n-Pull in Sparks, Nevada, in the amount  
24                   of \$100. Director Quinan SECONDED the motion. Directors Grant,  
25                   Northrop, Nungester and Quinan being in favor, the motion was  
26                   APPROVED.

27                   **D.    Fire Department Report:**

28                   Dave Ruben from NTFPD attended the meeting:

- 29                   • September Dispatch Report: NTFPD responded to four calls, one of  
30                   which was cancelled en route.
- 31                   • Vehicle Maintenance Building Addition: Discussed during item 3F.
- 32                   • Chipping Project: Director Quinan asked what would be done about  
33                   the piles that still need to be chipped, since NTFPD's chipping  
34                   program is no longer taking requests for service. Dave said NTFPD  
35                   would try to chip as many piles as they could. However, since NTFPD  
36                   is not allowed to enter private property without permission, they could  
37                   be accused of trespassing if the owner of the property has not  
38                   requested the chipping service. NTFPD will develop a better system  
39                   next year to address the issue. He suggested that Director Quinan  
40                   send him an email listing the locations with slash piles that still need  
41                   to be chipped.

42                   **E.    Resolution 5-2008: Adoption of Capital Facilities and Fire Mitigation**  
43                   **Fee Expenditure Plan:**

44                   The Board discussed proposed changes to its Capital Facilities and Fire  
45                   Mitigation Fee Expenditure Plan for 2009 and the resolution adopting the  
46                   Plan:

- 47                   • Dave Ruben summarized the changes being made to the plan. The  
48                   law requires an annual update, showing a five-year spending plan.  
49                   The fees include a cost of living adjustment; NTFPD uses the CPI-U

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1                   Index. The Plan shows that \$9,200 has been budgeted to implement  
2                   ADA corrections in the Alpine Fire Station.

- 3                   • The schedule for implementing the updated plan is: 1) Board review of  
4                   the proposed updated plan; 2) public hearing and Board approval in  
5                   November; 3) review and approval of the updated plan by the County  
6                   Board of Supervisors; 4) new fees taking effect 60 days later.
- 7                   • Director Nungester supports the revisions to the plan but suggested  
8                   several minor wording changes. He requested that the word  
9                   “congested” be removed or replaced with “periodically congested”.  
10                  President Danz requested the removal of hyphens. She also  
11                  requested the parenthetical insertion of “the District” after “The Alpine  
12                  Springs County Water District” in the first paragraph on page one to  
13                  address Director Nungester’s concern about potentially confusing  
14                  references to “the District” throughout the document. President Danz  
15                  had a concern about the inclusion of item 4 (New Storage Building) in  
16                  the Use Statement, since it is already funded by NTFPD. Dave  
17                  pointed out that it is just a place holder in the budget and that no  
18                  expenses are yet associated with it.
- 19                  • The public hearing is scheduled for 9:00 a.m. on November 14 at the  
20                  District office. NTFPD will post the required notices.

21                  **H. Proposal from Holmes International Regarding Sewer System**  
22                  **Management Plan:**

23                  Manager Collins explained that he saw a presentation done by Holmes  
24                  International at this year’s California Rural Water Conference at South  
25                  Lake Tahoe, was impressed by them and by their capabilities, and  
26                  requested a proposal from them to do the District’s sewer system  
27                  management plan. He negotiated the price of the proposal down to  
28                  \$9,975. The work is mandated and the District is behind schedule in its  
29                  implementation. Manager Collins and Staff initially thought they might do  
30                  the work themselves but now feel the work is beyond their abilities,  
31                  especially given the need to get the work done quickly. President Danz  
32                  suggested several changes to the proposed contract. She requested that  
33                  the payment time be changed from 30 to 45 days. She expressed  
34                  concern about the reference to billing rates and a billing rate schedule.  
35                  She also requested that language be placed in the contract to require  
36                  written approval by the District before any additional work is performed.  
37                  Director Nungester made a MOTION that the Board approve the proposal  
38                  from Holmes International regarding a sewer system management plan  
39                  with the changes discussed by the Board and with new language in the  
40                  agreement to be supplied by President Danz this afternoon. Director  
41                  Northrop SECONDED the motion. Directors Grant, Northrop, Nungester  
42                  and Quinan being in favor, the motion was APPROVED.

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

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

- 47                  • Decreased the amount of spring flow because fewer people are  
48                  resident in the valley, homes have been winterized and there is less  
49                  need for irrigation.

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- Staff completed annual sewer line cleaning and televising and repaired two problems found during the survey.
- A crew was hired to thin the brush around the District office and Vehicle Storage Building; a dumpster will be brought in to haul away the debris.
- Staff located water and sewer lines for remodels.
- A spring line at the ski area which was broken by a backhoe was repaired by Staff.
- All routine and spring samples tested negative for coliform bacteria.
- Director Quinan asked about the status of last month's report of bad water taste/odor at a residence. Staff did no follow-up.
- Lew will be on staff through December 15.
- The Park will be closed soon. At this point, only tennis players are still utilizing the park.

**J. TTSA Report:**

Director Northrop reported on items of interest to ASCWD from the October 8<sup>th</sup> TTSA Board meeting:

- The plant is operating normally and efficiently.
- All waste water discharge requirements are being met.
- The agency is looking into the feasibility and cost of ultraviolet wastewater treatment, which would eliminate the need for chlorine. So far, they have gotten higher treatment quality than expected. Testing is still underway.

The next TTSA Board meeting is scheduled for November 12, 2008, at 9:00 a.m.

**K. Committee Reports:**

- i. **Budget & Finance Committee:** President Danz presented a written report of the Committee's October 9<sup>th</sup> meeting:
  - a. **Status of investments/cash:** Included as an attachment to the Committee report is an analysis of current District investments. Until now, the District's goal has been to maximize interest rate. However, in the current volatile financial environment, the Committee strongly believes this goal should take a backseat to the goal of securing District assets. The Committee recommends to the Board that the District only invest in securities that are insured. The District needs to keep enough cash on hand to handle operating expenses and the two substantial billings from Resource Development. President Danz outlined the Committee's recommended proposal to the Board: 1) keep \$640K in liquid assets, 2) roll over the \$80K CD which matures on October 30 to another six-month CD, and 3) invest \$600K in 90-day CDs at stable financial institutions, assuring that each CD is fully insured and that only one CD is invested at each institution. Transfer of District assets could take place as soon as Monday and into CDs as soon as Tuesday afternoon. Director Quinan asked about the status of property tax revenues for this year. Manager Collins said the District's projected property tax revenues are \$30K higher than expected but that property tax revenues may decline in 2009-2010. Director Northrop made a MOTION that the District 1) keep

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- 1                                   \$640K in liquid assets (checking account, money market account,  
2                                   LAIF) to pay the remainder of the bills on the Well R-1  
3                                   modifications (approximately \$400K) and three months of  
4                                   operating expenses (approximately \$240K); 2) roll over the \$80K  
5                                   CD (which matures on October 30) to another six-month CD; and  
6                                   3) invest \$600K in 90-day CDs at stable financial institutions,  
7                                   assuring that each CD is fully insured and that only one CD is  
8                                   invested at each institution. Director Quinan SECONDED the  
9                                   motion. Directors Grant, Northrop, Nungester and Quinan being  
10                                   in favor, the motion was APPROVED.
- 11                                   b. **Status of fiscal year 2008 audit:** Discussed in item 3A.
- 12                                   c. **Requests from customers for adjustments to their bills:** One  
13                                   customer requested that penalty fees be waived. The request was  
14                                   denied.
- 15                                   d. **Requests for unbudgeted expenses:** The Committee  
16                                   recommended approval of two unbudgeted expenses:
- 17                                   • a capital expenditure of \$2,895 to Rooter-Man to install a new  
18                                   ejector pump and related equipment;
  - 19                                   • \$100 voluntary contribution to CA-NV Section of American  
20                                   Water Works Association to fund improvements to their  
21                                   systems (at the recommendation of Manager Collins).
- 22                                   Director Northrop made a MOTION that the Board approve both  
23                                   unbudgeted expenditures. Director Nungester SECONDED the  
24                                   motion. Directors Grant, Northrop, Nungester, and Quinan being  
25                                   in favor, the motion was APPROVED.
- 26                                   e. **Next meeting:** Scheduled for Thursday, November 13<sup>th</sup>, at 12:00  
27                                   noon.
- 28                                   ii. **Long Range Planning Committee:** There was no meeting.
- 29                                   iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- 30                                   iv. **Administration & Personnel Committee:** There was no meeting.
- 31                                   L. **Open Items:**
- 32                                   Director Nungester reminded the Board that, last month, the Budget &  
33                                   Finance Committee waived late fees and penalties for four customers  
34                                   who said they would provide proof that they had submitted their payments  
35                                   on time. He asked if the customers had indeed provided the requested  
36                                   documentation. Manager Collins said he knows that one did and he will  
37                                   ask Pam about the others.
- 38                                   M. **Correspondence to the Board:**
- 39                                   Ernest Wertheim wrote to the Board expressing concern about the  
40                                   implementation of the Sierra Nevada Conservancy grant. Manager  
41                                   Collins drafted a response and invited him to attend the informational  
42                                   meeting. Manager Collins considers the interaction with Ernest to be part  
43                                   of the community outreach that he will be reporting to Sierra Nevada  
44                                   Conservancy.
- 45                                   4. **DIRECTORS' COMMENTS**
- 46                                   None.
- 47                                   5. **CLOSED SESSION**
- 48                                   None.
- 49                                   6. **ADJOURNMENT**

