

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 Thursday, November 10, 2005, 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; Janet S. Grant; Jon Northrop;
7 Charles Nungester; Virginia Quinan.

8 Directors Absent: None

9 Staff Present: John Collins, General Manager; Jancis Martin, Recording
10 Secretary; Buz Bancroft, O&M Supervisor

11 Guests Present: Chief Bryce Keller/NTFPD; Chief Duane Whitelaw/NTFPD; AI
12 Pride/AMEA

13 **2. PUBLIC PARTICIPATION**

14 None.

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

16 **A. Financial Report:**

17 Mike Dobrowski, District CPA, participated in discussion of this agenda
18 item by telephone. Discussion topics were:

- 19 • Overview: October was a routine month for the District, its finances
20 looking much like they did this month last year. Mike will reclassify
21 some of the SCADA upgrade equipment as fixed assets, which will
22 have the effect of reducing expenses by about \$3,000. Late fees and
23 delinquent charges have been sent out to about 60 customers.

- 24 i. **Financial Statements – October 31, 2005:** Director Northrop made a
25 MOTION that the Board accept the financial statements, dated
26 October 31, 2005, as presented. Director Grant SECONDED the
27 motion. All Directors being in favor, the motion was APPROVED.

- 28 ii. **Expenses Paid & Payable – November 7, 2005:** The Directors
29 reviewed the monthly check register. Director Grant made a MOTION
30 that the Board approve the Expenses Paid & Payable (checks 22062
31 through 22112). Director Northrop SECONDED the motion. In
32 discussion, Director Grant asked what the large check to "Longo Inc."
33 was for; the answer was root intrusion repair. Director Quinan asked
34 what Snoquip was; the answer was that it is the company that
35 provided the chains for the backhoe. All Directors being in favor, the
36 motion was APPROVED.

37 **B. Approval of Minutes for Recent Board Meetings:**

- 38 i. **Special Board Meeting, October 10, 2005:** Director Grant made a
39 MOTION that the Board approve the minutes of the October 10, 2005,
40 Special Board Meeting. Director Northrop SECONDED the motion.
41 In discussion, the following change was proposed:

- 42 • Page 3, line 14: delete the line
43 Director Grant made a MOTION that the Board approve the minutes
44 as AMENDED. Director Northrop SECONDED the amended motion.
45 All Directors being in favor, the amended motion was APPROVED.

- 46 ii. **Regular Board Meeting, October 11, 2005:** Director Northrop made
47 a MOTION that the Board approve the minutes of the October 11,
48 2005, Regular Board Meeting. Director Quinan SECONDED the
49 motion. In discussion, the following change was proposed:

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- 1 • Page 8, line 1: insert "with" before "new pipe"
2 Director Northrop made a MOTION that the Board approve the
3 minutes as AMENDED. Director Quinan SECONDED the amended
4 motion. All Directors being in favor, the amended motion was
5 APPROVED.

6 **C. Fire Department Report:**

7 Chief Keller, and later Chief Whitelaw, discussed the following items
8 pertinent to Alpine Meadows:

- 9 • Community Fire Plan: Chief Keller provided copies of the final
10 Community Wildfire Protection Plan. He also provided a disk so that a
11 digital version can be placed on the District's website. The procedure
12 for approval is: 1) presentation at a final public meeting; 2) resolution
13 adopted by the ASCWD Board approving the final plan; and, 3)
14 forwarding of the original copy of the final plan to North Tahoe Fire
15 Protection District, the California Department of Forestry and the
16 Placer County Board of Supervisors for their approval. Chief Keller
17 will walk the resolution and Plan through the post-resolution review
18 stages. The only difference between the draft and final versions of
19 the plan is the presence in the final document of an evacuation plan,
20 as discussed but not previously included. Chief Keller will provide
21 Manager Collins with a boilerplate for the resolution in time for the
22 December Board meeting. Rui Cunha, on behalf of the Placer County
23 Office of Emergency Services, will review the plan at staff level; he will
24 advise the District when the Board of Supervisors has placed the item
25 on its agenda.
- 26 • Chief Keller provided the dispatch report for October. There were two
27 calls in Alpine Meadows: a damaged chimney cap routing smoke into
28 a residence and a small fire resulting from a downed power line. The
29 latter call, which occurred on October 1, was also included in the
30 September Dispatch Report.
- 31 • Manager Collins reported that the District received a written response
32 from the Squaw Valley Public Service District, stating that they are not
33 interested in providing contracted fire protection services to Alpine
34 Meadows. They recommended that the District request an "automatic
35 aid" agreement with Squaw Valley, so that Squaw Valley's Fire
36 Department can be advised by County dispatch of all incidents in
37 Alpine Meadows (except ski area transfers) and can respond. Chief
38 Whitelaw advised that there are two types of aid agreements:
39 "automatic aid", which means the responder will come, and "mutual
40 aid", which means the responding agency will come if or when it can
41 and there is no consequence if it does not respond. Right now, the
42 District has an automatic aid agreement with NTFPD and a mutual aid
43 agreement with Squaw Valley.
- 44 • Manager Collins recommended that the Board send the same type of
45 letter to NTFPD as it did to Squaw Valley, requesting a meeting to
46 discuss fire services, either contractual or by annexation. Chief
47 Whitelaw agreed. He said that currently North Tahoe property owners
48 are subsidizing fire service in Alpine Meadows because they pay
49 more for fire service than Alpine Meadows property owners do.

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1 NTFPD is not interested in continuing with its current contract with
2 ASCWD beyond December 2006 under the current conditions and
3 agreements; if they are going to provide service in the Valley, they
4 prefer to do it via annexation. Chief Whitelaw said, because of
5 NTFPD's long-standing relationship with ASCWD, even if the two
6 districts were to part company, NTFPD would remain friends and
7 always be sure the Valley was protected. The Board agreed that
8 sending the letter to NTFPD, requesting a meeting between President
9 Danz, Manager Collins, Chief Whitelaw and the president of the
10 NTFPD Board to discuss fire service options, is the logical next step
11 for ASCWD in its pursuit of fire services for the Valley. Chief
12 Whitelaw feels that the NTFPD Board has spent a lot of time working
13 on annexation with no results and does not want to continue working
14 on the issue until the ASCWD Board decides it really wants to pursue
15 annexation. Director Northrop expressed concern that it was difficult
16 for the Board to fully support annexation without knowing the actual
17 cost and that, to date, no solid numbers have been provided.
18 President Danz requested that NTFPD provide the cost per household
19 for fire service for surrounding areas (property tax revenues divided
20 by the number of residences).

- 21 • Chief Keller reported that on Tuesday, November 22nd, at 9:30 a.m.,
22 NTFPD will hold its annual interagency meeting in Alpine Meadows to
23 discuss a winter preparedness plan. Participating agencies include
24 ASCWD, NTFPD, Placer County, California Highway Patrol, public
25 works, the ski resort, and dispatch. The plan discusses modified road
26 closures for managing ingress and egress throughout the Valley if a
27 main road is closed during adverse conditions. President Danz
28 suggested that relevant components of the plan should be posted on
29 the District website or published in the next newsletter, since the
30 meeting is not public but the information contained in the plan is of
31 interest to Valley residents.
- 32 • Director Quinan said the Valley homeowner associations plan to meet
33 Saturday, November 26th, at 9:00 a.m., to discuss forming a Fire Safe
34 Chapter. Chief Keller would like to participate to discuss forming a
35 chapter under the umbrella of the existing Tahoe Basin Fire Safe
36 Council.
- 37 • Chief Whitelaw reported that Tom Miller has been newly appointed as
38 CEO for Placer County and has pledged to meet monthly with the
39 public utility districts and fire departments within the County. Chief
40 Whitelaw feels this will provide an improvement in communication
41 among County agencies.
- 42 • Director Northrop requested that valley snow removal contractors be
43 included in the interagency winter preparedness planning meeting,
44 since they are often the first responders to an avalanche in the Valley.
45 Chief Whitelaw requested that Director Northrop invite the appropriate
46 contractors to the meeting on November 22.
- 47 • President Danz reported that the Fire Committee has been
48 reactivated, and that the Committee Chair is Director Quinan. Director
49 Grant is also on the Committee. Chief Whitelaw said that Mark Hadley

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1 and Dave Smelser are still interested in participating on the
2 Committee.

3 **D. Long Range Plan – Phase II:**

4 The Board reviewed the proposed contract for Phase II of the Long
5 Range Plan, provided by Lumos, the consultants who performed Phase I
6 of the project. The following points came up in discussion:

- 7 • Director Nungester asked if it was appropriate to continue working
8 with Lumos, considering that the District had not received expected
9 results from the company in the past. He expressed concern about
10 the disclaimer in the contract, with respect to accuracy of their
11 topographical information. Manager Collins pointed out that an
12 increased level of accuracy would be very expensive and he felt that
13 the contract would deliver the level of detail the District needs. He
14 expressed confidence in the company. Al Pride commented that GPS
15 receivers have ready access to four GPS satellites in the Valley so
16 Lumos should have no trouble acquiring accurate data.
- 17 • Director Quinan did not think the proposal was specific enough. It still
18 contained no schedule (requested by the Board last month).
19 President Danz would like deliverables to be specified, perhaps
20 associated with project phases.
- 21 • Directors pointed out the following problems with the proposal:
 - 22 ○ Page 1, first paragraph, second line: replace “you” with “your”
 - 23 ○ Page 1, paragraph under “Task 1”: there is a dangling “and” at the
24 end of the second-to-last sentence
 - 25 ○ Page 2, paragraph c under “Task 3”: last sentence makes no
26 sense
 - 27 ○ Page 2, last sentence: makes no sense
 - 28 ○ Page 3, under “Terms”: delete the sentence starting with “The
29 attached Standard Provisions of Agreement...”
 - 30 ○ Page 3, final set of bullets: the District cannot provide customer
31 counts by month – it will have to be “counts by year” or the line
32 should be deleted
 - 33 ○ There is still no schedule, as was requested last month.
- 34 • The Directors expressed concern about the attached Standard
35 Provisions of Agreement. President Danz said it is not an equitable
36 agreement and that the Board will not approve it. The conditions do
37 not pertain to the working relationship between the District and
38 Lumos. President Danz said the District’s legal counsel probably has
39 a standard contract that we could use instead; Manager Collins will
40 contact the District’s legal counsel to obtain it.

41 The Board will take no further action with the contract until it is revised as
42 discussed. Manager Collins will work with Lumos to make the changes
43 so that the revised contract can be reviewed at next month’s Board
44 meeting.

45 **E. Centration Contract:**

46 The Board reviewed the proposed contract with Centration for filing of
47 claims for reimbursement of State-mandated costs. The following points
48 came up in discussion:

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- 1 • Director Nungester reported that at yesterday's Budget & Finance
- 2 Committee meeting, he asked Manager Collins if Staff could perhaps
- 3 file the forms, rather than paying Centration to do it, thereby saving
- 4 the District a substantial amount of money.
- 5 • President Danz said the Budget & Finance Committee agreed with
- 6 Director Nungester's idea. Manager Collins will obtain the forms filed
- 7 by Centration for the District in the past. Centration has agreed to
- 8 hold open the proposed contract until December 15 so that Manager
- 9 Collins can review the forms and determine if Staff can file the forms
- 10 themselves in the future.

11 Further action on this item is tabled until next month.

12 **F. Presentation of a Citation to Honor Lowell Northrop:**

13 The Board planned to present Lowell Northrop with a citation lauding his
14 services to the community. Unfortunately, he is currently hospitalized.
15 His wife has requested that the presentation be postponed until next
16 month.

17 **H. Operations & Maintenance Department Report:**

18 Buz Bancroft provided a written report that included status updates on
19 water, sewer, garbage and other services provided by the District. In
20 addition to the data on the written report, Buz talked about the following
21 items:

- 22 • Water production numbers were skewed for the month of October
23 because production was brought down to accomplish work on tank 4.
- 24 • The sewer flow was normal.
- 25 • Staff has been performing weekly spring samples for coliform testing.
26 This is the time of year when positive samples tend to occur. There
27 have been two positive samples for Spring 2. The State requested
28 that the District individually test the three pipes leading from the
29 hillside to the spring head. There were positive samples on two of the
30 three pipes on November 1 following local precipitation (which is
31 historically associated with positive samples). No other springs had
32 positive samples. Sampling the pipes since November 1 has revealed
33 no further bacteria. President Danz asked if it was possible to close
34 off the pipe with the most contaminated readings; Buz said the
35 procedure would be to sever the pipeline from the spring head and let
36 the water flow elsewhere. Most of the historical positive samples
37 have been traced to this same spring.
- 38 • The tank 4 retrofit has been done:
 - 39 ○ The vent recommended by the State has been installed.
 - 40 ○ The inspection has taken place, although the report has not yet
41 been received.
 - 42 ○ The paint chips from the inside of the tank have been sent to a lab
43 for analysis of their content. The tank interior will not be recoated
44 this calendar year. It will either be done in the spring, or else the
45 money for the project, currently in this year's capital budget, will
46 be carried forward to next year and the work will be done at that
47 time.
- 48 • Manager Collins spoke with Doug Allen, the contractor who performed
49 the work. Doug said the tank is in "pretty darn good shape" but

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- 1 recommends coating the interior. The tank was installed in 1961 and
2 was resurfaced in 1978 or 1979.
3 • The District has completed its seasonal televising of about 20% of the
4 sewer system. The televised area included Upper Bench, John Scott
5 Trail, Trapper McNutt, Trapper Place, and an easement below Mineral
6 Springs near the edge of Bear Creek. The televising revealed three
7 large root balls in the pipes. A contractor has dug up and replaced
8 the affected pipes. Staff redirected some funds allocated for planned
9 repairs on Mineral Springs to these repairs. Staff is also doing the
10 Mineral Spring repairs so five sewer repairs will have been
11 accomplished this season. Staff recommends continuing the
12 televising program next year.
13 • Director Quinan asked why the water production as shown on the
14 report was higher in the summer than in the winter. Buz said it was
15 because the water production is adjusted to demand and the demand
16 is higher in the summer.

17 **The Board took a break from 10:20 to 10:30.**

18 **G. General Manager's Report:**

19 John Collins, General Manager, provided a written report on his activities
20 during the month of October with discussion on the following topics:

- 21 • Long Range Plan: Discussed earlier in the meeting.
22 • Fire Services: Discussed earlier in the meeting.
23 • Alpine Knolls Subdivision: The District has received the revised
24 Subdivision Improvement Plans for Alpine Knolls. Initially the District
25 told the developer he would be charged \$2,000; subsequently
26 Manager Collins told him the cost would be \$5,000 (for plan review,
27 inspection, testing, etc.) The current agreement is that the developer
28 will provide a \$2,000 deposit from which funds will be drawn as
29 needed and the District will bill the developer for any further services
30 once the deposit has been depleted.
31 • Fred Fallon from Ecologic asked for copies of the District design
32 specifications; Manager Collins couldn't find any.
33 • Placer County East Agencies Meeting: Placer County Water Agency
34 (PCWA) has made \$35,000 available this year in grant money. The
35 agencies agreed that they should take turns with or share such
36 grants, rather than competing with each other for the grant monies
37 each year. Discussion revealed that several of the various agencies
38 have no design standards. The agencies agreed that perhaps this
39 year's grant could be applied to the creation of common design
40 standards for the east county agencies. President Danz said she
41 thought the Board had approved a set of design specifications for the
42 District, probably in late 2003. Manager Collins will try to track them
43 down. He will also check to see if there is a policy governing
44 interactions with subdivision developers. He was directed to look at
45 the Administration & Personnel Committee's Policy 4.13.0, entitled
46 "Development Procedures".
47 • President Danz asked if the District had been reimbursed by PCWA
48 for Dwight Smith's work. Manager Collins said he had not yet billed
49 PCWA.

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- 1 • Line of credit application: Manager Collins has submitted the
2 application to the bank. The Board now needs to approve a resolution
3 establishing the line of credit (see item 3.J.i.c).

4 **I. TTSA Report:**

- 5 Director Northrop reported on items of interest to ASCWD from the
6 October 12th Board meeting of the Tahoe-Truckee Sanitation Agency:
7 • The plant expansion is progressing as planned.
8 • The plant is operating normally.
9 • The next TTSA Board meeting is tentatively scheduled for Tuesday,
10 November 15, 2005, at 9:00 a.m.

11 **J. Committee/Department Reports:**

- 12 i. **Budget & Finance Committee:** President Danz presented a written
13 report of the Committee's actions at its November 8th meeting with
14 detailed discussions of the following items:
15 a. **Financial audit for fiscal year 2005:** The Committee provided a
16 copy of the draft audit. The Committee has not yet reviewed it.
17 The Committee will review it with the auditors on November 18th
18 on a conference call. Director Grant requested that the blanks be
19 filled in on page 5. President Danz requested that Directors
20 review the draft audit and supply feedback to Manager Collins so
21 that any questions can be discussed with the auditors. President
22 Danz anticipates that the auditors will attend the December Board
23 meeting to present the final report and answer questions from the
24 Board.
25 b. **Status of line of credit and other investment/cash issues:** The
26 District currently has approximately \$250,000 in cash at Bank of
27 the West. The Committee moves that the Board authorize
28 Manager Collins to instruct Bank of the West to invest \$100,000 in
29 a 90-day government bond at the best interest rate available.
30 Director Nungester SECONDED the motion. All Directors being in
31 favor, the motion was APPROVED. The remainder,
32 approximately \$150,000, will remain in cash and is expected to be
33 sufficient to cover November and early December expenses.
34 c. **Resolution 7-2005: Establishing a Line of Credit with Bank of**
35 **the West in the amount of \$150,000:** Director Northrop made a
36 MOTION that the Board adopt Resolution 7-2005. Director
37 Nungester SECONDED the motion. Roll was called to approve
38 the Resolution. Ayes: Directors Grant, Nungester, Quinan and
39 Northrop and President Danz. Nays: none. The Resolution
40 PASSED.
41 d. **Update of rate study:** Discussion of this topic was tabled until the
42 audit is complete.
43 e. **Requests from customers for adjustments to their bills:** A
44 customer requested that the penalties on her bill be waived. The
45 Committee recommends that the adjustment not be made.
46 f. **Requests for unbudgeted expenses:** The Committee reviewed
47 two requests for approval of unbudgeted expenses:
48 • \$2,500 to District legal counsel - Best, Best & Krieger - to
49 research issues regarding annexation

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- 1 • a maximum of \$2,750 to Centration to file claims for the
2 District to receive reimbursement for State-mandated costs
3 The Committee recommends approval of the first expense and
4 that the second be tabled for now (as discussed earlier in the
5 meeting). There was discussion about whether the information
6 about annexation issues could be obtained from other, less
7 expensive, sources than District counsel. Director Quinan
8 requested that, in discussions with NTFPD about annexation or
9 contract, District assets (fire house, fire engine, etc.) need to be
10 taken into account. Extensive discussion ensued about the
11 options for provision of fire services by NTFPD. Director
12 Nungester made a MOTION that the Board approve the
13 unbudgeted expense of \$2,500 to Best, Best & Krieger to
14 research issues regarding annexation. Director Quinan
15 SECONDED the motion. All Directors being in favor, the motion
16 was APPROVED.

17 g. **Next meeting:** Tentatively scheduled for Thursday, December 8,
18 2005, at 8:30 a.m.

- 19 ii. **Park, Recreation and Greenbelt Committee:** Director Northrop
20 presented a written report of the Committee's November 4th meeting
21 with detailed discussions of the following items:
22 • The Committee evaluated information about District revenues and
23 expenses related to the Park. The Committee recommended
24 increases to Park pass and usage fees.
25 • The Committee discussed the idea of allowing multiple groups to
26 share the Park (currently only one group can use the Park at a
27 time). The Committee recommends that the Board assign zones
28 on a first-come, first-served basis, and to allow two groups of
29 fewer than 25 people to share the Park. A group of more than 25
30 people would have exclusive use of the Park.
31 • The Committee discussed ways to increase usage by Alpine
32 Meadows residents.
33 • Director Grant asked whether group use fees apply to a family
34 who wishes to use a barbecue for a family gathering. She would
35 like this type of family use documented separately from group use.
36 • President Danz directed the Committee to:
37 o address the wedding policy (i.e., whether to allow weddings
38 during July and August, possibly at off-peak times),
39 o address the definition of "family",
40 o modify policy 6.1.0 to conform to current practices and to
41 remove dollar amounts, and
42 o address the barbecue as an entity separate from a group.
43 She also requested that the document listing recommended Park
44 pass and usage fees use the term "Family Season Pass" instead
45 of "Family Pass", and that "refundable" be included before
46 "deposit" (in the description of wedding usage). President Danz
47 requested that the Committee meet soon to discuss these issues.
48 • The Directors felt that the recommended increases in Park pass
49 and usage fees were reasonable.

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6. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 11:55 a.m.

Respectfully Submitted,

Approved as submitted
12/9/05

Jancis Martin
Recording Secretary