

**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, November 10, 2006, 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 8:53 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; Virginia Quinan, Vice President;
7 Janet S. Grant; Jon Northrop; Charles Nungester

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Jancis Martin, Recording
10 Secretary

11 Guests Present: Chief Duane Whitelaw/NTFPD

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

16 **2. PUBLIC PARTICIPATION**

17 None.

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

19 **A. Financial Report:**

20 Mike Dobrowski, District CPA, was unable to attend the meeting.
21 President Danz, as Chair of the Budget & Finance Committee, offered to
22 answer any questions that might arise. Director Grant commented that it
23 was nice to see that the property tax revenue payment projected by the
24 County was \$100,000 higher than budgeted. Manager Collins noted that
25 the projected amount might not be accurate. He is confirming the amount
26 with the County and will report back at the next Board meeting.

27 i. **Financial Statements – November 7, 2006:** Director Northrop made
28 a MOTION that the Board accept the financial statements, dated
29 November 7, 2006, as presented. Director Nungester SECONDED
30 the motion. All Directors being in favor, the motion was APPROVED.

31 ii. **Expenses Paid & Payable – November 7, 2006:** The Directors
32 reviewed the monthly check register. Director Nungester made a
33 MOTION that the Board approve the Expenses Paid & Payable
34 (checks 22685 through 22742). Director Northrop SECONDED the
35 motion. All Directors being in favor, the motion was APPROVED.

36 **B. Approval of Minutes of Regular Board Meeting Held on October 13,**
37 **2006:**

38 Director Northrop made a MOTION that the Board approve the minutes of
39 the October 13, 2006, Regular Board of Directors Meeting. Director
40 Quinan SECONDED the motion. In discussion, the following corrections
41 were suggested:

- 42 • Page 5, line 46: replace "pressure" with "encourage",
- 43 • Page 6, line 35: replace "\$122" with "\$108",
- 44 • Page 6, line 35: replace "around" with "as much as".

45 Director Northrop amended the MOTION to include the corrections.

46 Director Quinan SECONDED the amended motion. All Directors being in
47 favor, the amended motion was APPROVED.

48 **C. Fire Department Report:**

49 Chief Whitelaw was in attendance and discussed the following items:

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- 1 • October Dispatch Report: Chief Whitelaw pointed out that there was
2 only one incident in Alpine Meadows for the month, a medical aid
3 response.
- 4 • Capital Facilities and Mitigation Fee Plan: NTFPD has signed a
5 contract with MuniFinancial, accepting their proposal to prepare the
6 capital facilities and mitigation fee plan for Alpine Meadows. Chief
7 Whitelaw distributed copies of the proposal. Per the contract, NTFPD
8 will pay \$8,000 for MuniFinancial's work. Approval of the plan will
9 involve a presentation, a public hearing and ultimately approval by the
10 Placer County Board of Supervisors. NTFPD will do the work
11 involved with ushering the plan through the approval stages.
12 MuniFinancial will also be updating NTFPD's plan. The ASCWD plan
13 will allow implementation of a new mitigation fee which will apply to all
14 new square footage added in the valley; the fee for sprinklered
15 construction will be less than the fee for construction without
16 sprinklers. NTFPD currently has a 500 square foot exemption from
17 the fee (i.e., if new construction is 500 square feet or less, no
18 mitigation fee applies) but they are thinking of removing the
19 exemption. ASCWD will have to decide whether or not it wants a
20 similar exemption. A few districts (Squaw Valley, for one) have
21 mitigation fees based on the number of bedrooms, rather than on
22 square footage, but most districts base the fee on square footage.
23 The plan being developed for the Truckee Fire District by
24 MuniFinancial will base the mitigation fee on square footage. Chief
25 Whitelaw asked MuniFinancial to provide to ASCWD the mitigation
26 fees charged by neighboring districts.
- 27 • Alpine Meadows Fire Station Remodel: Chief Whitelaw said there was
28 nothing new to report. Unfortunately, Don Fulda's company cannot
29 find the computer file containing the original drawings for the station,
30 so new plans will have to be made, based on the hardcopy supplied
31 by Manager Collins.
- 32 • NTFPD's payment for Citygate's Phase 2 work: To date, Chief
33 Whitelaw has been unable to obtain agreement from the NTFPD
34 Board to pay half the cost of Citygate's Phase 2 work in negotiating
35 the long-term agreement for NTFPD to provide fire services to
36 ASCWD. The issue is not on the agenda for NTFPD's Board meeting
37 Wednesday but Chief Whitelaw will be making the request during the
38 presentation of his staff report at that meeting. Chief Whitelaw asked
39 if the ASCWD Board would produce either a letter or meet in person
40 with one or two of NTFPD's Board Members to explain the issue; he
41 has been unable to convince the NTFPD Board himself and feels that
42 if the issue is to have any chance of a successful response, the
43 ASCWD Board needs to get involved. President Danz said she would
44 write a letter. Directors Nungester and Quinan said they would be
45 willing to meet with NTFPD Board Members to discuss the issue, with
46 Director Nungester taking the lead role in the discussion. Chief
47 Whitelaw will schedule the meeting to be held prior to next
48 Wednesday's NTFPD Board meeting.

E. Emergency Notification System Agreement:

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1 The Board reviewed the proposed Emergency Notification System
2 agreement with Placer County:

- 3 • Manager Collins said the agreement was for telephone notification of
4 emergencies related to natural disasters and disruption of water and
5 other services (for example, a water system failure requiring people to
6 boil water). He said there were benefits to the water as well as fire
7 side and that it was worth paying for the contract. Until now, NTFPD
8 has been paying for the contract for emergency notification of
9 avalanche, fire and other natural disasters. Chief Whitelaw said
10 NTFPD is currently paying \$1,500 for its contract; he believes that
11 ASCWD might be covered under NTFPD's contract for emergency
12 response based on natural disasters. He said NTFPD would be
13 willing to split the \$500 cost of ASCWD's contract with the County.
14 President Danz accepted Chief Whitelaw's offer, provided the Board
15 decides to accept the agreement.
- 16 • In response to a question from Director Nungester, Manager Collins
17 explained the emergency notification procedure, as follows. One of
18 the District Staff would call in the request to County Dispatch and
19 would specify a scripted message and phone list to be used. County
20 Dispatch would carry out the action from Auburn or from the Sheriff's
21 sub-station in Burton Creek. Chief Whitelaw said the system used by
22 the County to notify residents of emergencies involves computer-
23 automated identification of all land lines in the affected area; the
24 District will have to decide if the calling lists should be modified to
25 include cell phone numbers and/or primary residence land lines.
26 Chief Whitelaw said that if the agreement is approved, someone
27 would come by the District office to train Staff in how the program
28 works.
- 29 • President Danz said the Board's approval of the agreement would
30 require two steps. The first step would be to decide whether or not
31 the Board wishes to move forward with the agreement at all. The
32 second step, assuming the answer to step one is yes, would be to
33 discuss the details of the contract included in the Board packet.
34 Regarding step one, President Danz pointed out that since the
35 contract was unbudgeted, it would first have to be recommended by
36 the Budget & Finance Committee for approval. Director Northrop
37 asked how often the system might be used; Chief Whitelaw said that
38 in the four or five years that the NTFPD agreement has been in place,
39 NTFPD has used it only once or twice (once for notification of
40 fireworks). It has never been used in Alpine Meadows. Manager
41 Collins foresees its benefit if something were to go wrong with the
42 water or sewer system, providing residents with a description of the
43 failure along with an expected repair time. Director Northrop said that,
44 for \$250 a year, it was good insurance. The Directors generally felt
45 the system was a good idea.
- 46 • Regarding step two, President Danz asked with whom the District
47 would negotiate the agreement. Chief Whitelaw replied that Rui
48 Cunha, the OES Program Manager, is the contact person. The
49 following issues were raised in reviewing the agreement:

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

- 3 • Manager Collins attended the California/Nevada America Water
4 Works Association fall conference and made helpful contacts with
5 horizontal well drillers.
- 6 • Pam Zinn installed the new office computer.
- 7 • Manager Collins met with Dwight Smith on action to be taken to
8 correct coliform contamination at Springs 2 and 4.

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

10 Buz Bancroft was not present but provided a written report for the month
11 of October that included status updates on water, sewer, garbage and
12 other services provided by the District. In addition to the information on
13 the written report, the following was discussed:

- 14 • Manager Collins reported that overall water production is down
15 slightly, as is typical at this time of the year.
- 16 • He also reported that all District water samples for the month were
17 absent coliform bacteria.

18 **J. TTSA Report:**

19 Director Northrop reported on items of interest to ASCWD from the
20 November 8, 2006, TTSA Board meeting:

- 21 • The plant is operating normally.
- 22 • The plant expansion is progressing as planned.
- 23 • The dedication of the plant completion will be December 13 at 1:00
24 p.m. The next TTSA Board meeting is scheduled for December 13,
25 2006, at 9:00 a.m.

26 **[The Board took a break between 9:50 and 10:00.]**

27 **K. Committee Reports:**

- 28 i. **Budget & Finance Committee:** President Danz presented a written
29 report of the Committee's November 9, 2006, meeting with detailed
30 discussions of the following items:
 - 31 a. **Status of investments/cash issues:** The District currently has
32 three CDs invested. One comes due December 28. At next
33 month's Committee meeting, the Committee will discuss
34 whether/how to invest it along with the expected property tax
35 revenue payment and make a recommendation to the Board.
 - 36 b. **Status of financial audit for fiscal year 2006:** Two auditors
37 attended the Committee meeting. The auditors had to revise their
38 engagement letter to include accounting for Federal grant funds
39 received by the District this year (there will be no change in audit
40 fees). The auditors will revise several of the financial statements,
41 in response to comments and questions from Committee
42 members. The revised audit report and accompanying documents
43 will be available for the December Board meeting. One or more
44 auditors will attend that meeting to respond to any questions from
45 the Board.
 - 46 c. **Policy regarding accounting for collection of delinquent**
47 **accounts:** Corrections to the draft policy were suggested. It will
48 be discussed again at the Committee's December meeting.

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1 d. **Requests from customers for adjustments to their bills:** There
2 were two customers who requested that late fees and charges be
3 removed from their bills. One customer paid late because he had
4 not conveyed an address change to the District, the other paid late
5 because the bill "fell through the cracks". The Committee denied
6 both requests.

7 e. **Requests for unbudgeted expenses:** The Committee reviewed
8 three requests for unbudgeted expenses:

- 9 • \$1,266.84 to repair the kitchen floor and bathroom tile in the
10 Fire Station, as required by the contract with NTFPD;
- 11 • \$1,900 to repair the roof and chimney of the Fire Station, as
12 required by the contract with NTFPD;
- 13 • \$240 to Lew Tift for dental expenses that were not submitted
14 before year-end.

15 The Committee recommended approval of all three expenses.
16 Director Northrop made a MOTION that the Board approve the
17 three unbudgeted expenses. Director Nungester SECONDED the
18 motion. All Directors being in favor, the motion was APPROVED.

19 f. **Next meeting:** Scheduled for Wednesday, December 13, 2006, at
20 4:00 p.m.

21 ii. **Long Range Planning Committee:** Director Grant presented a
22 written report of the Committee's November meeting with detailed
23 discussions of the following items:

24 a. **Draft of long range plan:** Mike Hardy from Lumos and
25 Associates (the supervisor of Mike Drinkwater, the primary
26 consultant) attended the Committee meeting. He spoke briefly
27 about the long range plan. The plan is written so that it can be
28 used for grant funding in the future. The Committee reviewed the
29 entire document, page by page. Lumos will incorporate the
30 Committee's comments and additional resource information from
31 Manager Collins in the next revision of the document. The intent
32 is to complete this process before the December Board meeting if
33 at all possible. Directors Northrop and Nungester expressed
34 concern about the inaccuracy of various data in the document.
35 Director Grant replied that she feels comfortable with the
36 improvement in Lumos' work and with the communication
37 between Lumos and the Committee. She feels that gross data
38 deficiencies will be rectified in the next version of the report. Mike
39 Hardy complimented the Committee on its interest and attention to
40 detail. He also expressed to Manager Collins his desire to
41 improve the accuracy of data in the document. Mike Drinkwater is
42 leaving the firm this month so revisions to the document may be
43 incorporated by another Lumos employee. President Danz
44 complimented the Committee on its work. Director Grant thanked
45 the Directors for their assistance in reviewing the document.

46 b. **Next meeting:** Tentatively scheduled for Wednesday, December
47 13, 2006, at 5:30 p.m.

48 iii. **Fire Committee:** There was no meeting.

49 iv. **Administration & Personnel Committee:** There was no meeting.

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- 1 v. **Park, Recreation and Greenbelt Committee:** Director Northrop
2 presented a written report of the Committee's October meeting with
3 detailed discussion of the following items:
4 a. **Policy regarding use of Park:** The Committee reviewed and
5 recommended changes to the policy; the gist of the changes
6 reflected Committee members' desire to keep the Park open in
7 perpetuity. The Committee also suggested that this policy and the
8 existing Park policies be renumbered to make this policy the
9 primary Park policy. Two changes were proposed at the Board
10 meeting: change "purse" to "pursue" and delete "in the future"
11 (both in the "Ends" section of the policy). Director Grant
12 suggested that these changes, along with the requested
13 renumbering of the policies, be brought to the December Board
14 meeting for approval. President Danz requested that Manager
15 Collins provide a clean set of copies of all Park policies with
16 today's changes and the old policies renumbered so the package
17 can be approved as a single entity.
18 b. **Next meeting:** None scheduled.
19 L. **Open Items:** None.
20 M. **Correspondence to the Board:** None.

21 **4. CLOSED SESSION**

22 There was no closed session.

23 **5. DIRECTORS' COMMENTS**

- 24 • Director Grant said the Santa program has been an institution for many years
25 and it was always run by the District fire department. Now that the District no
26 longer has a fire department, she thinks the Board should not run the Santa
27 program. Discussion ensued:
28 o Director Nungester agreed with Director Grant but felt the community
29 needed to be notified in advance; he did not feel the program should be
30 terminated this year.
31 o President Danz liked the thought of keeping the program going. She felt
32 that if NTFPD continued to agree to provide the truck and driver, the
33 Santa program could be transferred to and administered by the Park,
34 Recreation and Greenbelt Committee, along with the Easter Egg Hunt.
35 The other Directors agreed. Director Northrop agreed that the PR&G
36 Committee would take over the program next year but felt it was too late
37 for the PR&G Committee to handle the Santa program this year.
38 o Dave Smelser told Director Nungester that he (Dave) would be Santa if
39 Director Nungester would be an elf. Director Nungester agreed. Dave
40 and Director Nungester will work out further details (for instance, whether
41 or not there will be carolers).
42 o There was also discussion about how to handle possible changes to the
43 current program. Pam Zinn will advise people who request Santa visits
44 that no alcohol should be served to participants in the Santa program.
45 Manager Collins will communicate the same information to Chief
46 Whitelaw so that the engine driver is advised as to the no-alcohol policy.
47 • President Danz requested confirmation that all NIMS and ethics training had
48 been completed by Board members. With the exception of President Danz,

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- 1 who will be completing her training in December, all Directors have
2 completed their training.
- 3 • President Danz suggested that articles about the Santa program and the
4 holiday trash schedule be included in the December newsletter. Manager
5 Collins will include a short article on the status of the long range plan.
 - 6 • The next regular Board meeting is scheduled for Friday, December 15, 2006,
7 at 8:30 a.m. It was rescheduled for a week later than its normal date to avoid
8 schedule conflicts.

9 **6. ADJOURNMENT**

10 There being no further business before the Board, the meeting was adjourned at
11 10:59 a.m.

12
13
14 Respectfully Submitted,

Approved w/amendments 12/15/06

15
16 Jancis Martin
17 Recording Secretary