

**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                                   ○ Section 1, Scope: POC is not identified.
- 2                                   ○ Section 10, Insurance: Director Nungester expressed concern
- 3                                   about the levels of insurance required. President Danz said none
- 4                                   of the insurances seemed necessary. Director Grant asked, for a
- 5                                   notification system, why any insurance was required. Chief
- 6                                   Whitelaw said NTFPD has the appropriate insurance and has
- 7                                   renewed its own contract with the County. President Danz
- 8                                   questioned the need for the specified endorsements on the
- 9                                   District's insurance policy. Manager Collins will look into the
- 10                                  insurance and endorsement issues.
- 11                                  ○ Section 11, Indemnity: President Danz pointed out that the
- 12                                  indemnity clause is one-sided; if it is necessary at all, it should be
- 13                                  two-sided.
- 14                                  ○ Sections 7 and 13: President Danz said these sections conflict
- 15                                  with each other. The Section 13 title and text also conflict with
- 16                                  each other.
- 17                                  ● President Danz asked that a revised contract be submitted to the
- 18                                  Board for review at the December meeting, after Manager Collins
- 19                                  does his research.
- 20                   **F. River Ranch Water Line:**
- 21                   The Board discussed what action to take regarding the River Ranch water
- 22                   line:
- 23                   ● Manager Collins said the survey work has been completed. The
- 24                   surveyors said the lowest part of the bridge and water line are ¾ of a
- 25                   foot above the flood plain. They are now completing the drawings;
- 26                   then EcoLogic will prepare their structural analysis as to the integrity
- 27                   of the current pipe placement. The survey drawings and structural
- 28                   analysis will both be presented to the County to satisfy its concern
- 29                   about the water line.
- 30                   ● President Danz said it was her understanding that the District should
- 31                   not have to pay the maximum amount for the EcoLogic contract, since
- 32                   the consultants will not have to do any analysis associated with
- 33                   moving the pipe. Manager Collins did not think the contract included
- 34                   the analysis associated with moving the pipe.
- 35                   **D. Contract with Tahoe Truckee Sierra Disposal Company:**
- 36                   The Board was to have reviewed the 2006-2007 contract with the
- 37                   company that provides refuse disposal for the District's homeowners;
- 38                   however, TTSD has not yet provided the contract. Pam Zinn has taken
- 39                   over urging TTSD's Manager Jeff Collins to provide ASCWD with the
- 40                   contract.
- 41                   **G. Status of Easements:**
- 42                   The Board reviewed the status of recording its easements on lots in the
- 43                   Valley. Manager Collins reported that Staff is still identifying
- 44                   unencumbered (i.e., undeveloped) lots. President Danz asked when Staff
- 45                   would look at encumbered lots; Manager Collins said he will be able to
- 46                   answer the question at the December Board meeting, after he has
- 47                   discussed it with Staff.
- 48                   **H. General Manager's Report:**

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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                  ○ 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                  ○ 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                  ○ 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                  ○ 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