

**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, 2011, at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 10:01 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, CPA (by telephone); Jancis Martin, Recording  
11 Secretary.

12 Guests Present: Peter Poe/NTPFD; Tim Alameda/NTPFD; Troy  
13 Caldwell/property owner

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

18 **2. PUBLIC PARTICIPATION**

19 None.

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

21 **A. Financial Reports:**

22 Mike Dobrowski, District CPA, participated in discussion of this agenda  
23 item by telephone.

- 24 • He characterized the month of October as fairly routine, with  
25 expenses running close to budget. The District's cash position is  
26 slowly increasing over the prior year.
- 27 • The District's next property tax payment should arrive in December.
- 28 • Director Grant asked if the "Cash available for operations" \$695K  
29 figure - reported at the bottom of the first page of the financial reports  
30 summary - was the total cash available for the remainder of the  
31 current fiscal year, or if additional cash receipts were expected. Mike  
32 said the \$695K would be supplemented by 20% of the property tax  
33 revenues received from Placer County, as well as some portion of the  
34 outstanding accounts receivables.

35 i. **October Month-end Financial Statements:** Director Northrop made  
36 a MOTION that the Board accept the October 31, 2011, month-end  
37 financial reports. Director Nungester SECONDED the motion.  
38 Directors Grant, Northrop, Nungester and Quinan being in favor, the  
39 motion was APPROVED.

40 ii. **October Expenses Paid & Payable:** The Directors reviewed the  
41 monthly check register. Director Quinan made a MOTION that the  
42 Board approve the Expenses Paid & Payable (the debits for payroll  
43 and checks 25914 through 25968). Director Northrop SECONDED  
44 the motion. Directors Grant, Northrop, Nungester and Quinan being  
45 in favor, the motion was APPROVED.

46 **C. Fire Department Report:**

47 Peter Poe and Tim Alameda from NTPFD were in attendance and  
48 reported the following:

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- LPG Issues: Tim Alameda, NTFPD Fire Marshal, reported on the status of NTFPD’s effort to bring local LPG installations up to code.
  - Tim distributed two documents to the Directors. One was an article titled “Guidelines for Proper Propane Tank Installation for High Country Systems”. The other was a summary of the status of propane installations in Alpine Meadows, with respect to code compliance. Of the 461 installations, 233 remain non-compliant. One vendor, Tahoe Truckee Propane (TTP), is responsible for 178 (76%) of the non-compliant installations. Tim said NTFPD has inspected all LPG installations in Alpine Meadows and has notified property owners by certified mail regarding code deficiencies. After the December 1 deadline for remedying the deficiencies, NTFPD will check the installations again, this time hanging red tags from those which do not meet code, thereby prohibiting vendors from filling those tanks. NTFPD will advise the property owners to take measures to winterize their homes. Tim said NTFPD might hang the red tags prior to December 1. NTFPD will not turn off the red-tagged tanks.
  - Directors Northrop and Grant pointed out that empty propane tanks represent a big problem in the valley, in terms of the potential for leaving pipes vulnerable to freezing and breaking in the event of a hard winter. Director Northrop asked if the District turned off water service to properties with empty propane tanks. Manager Collins said the protocol was for the District to turn off water at the meter and notify the property owner only if a water leak is detected. Tim said the problem is that if the propane leaks, it becomes a hazardous material. He is concerned about the property owners whose propane installations are compliant being at risk from propane installations - especially those uphill - that are not compliant.
  - Director Quinan asked Tim why TTP had such a problem. Tim said he was scheduled to meet with them that afternoon and find out why they had so many non-compliant installations.
  - President Danz suggested that NTFPD approach the three major homeowner associations in Alpine Meadows about contacting the owners of non-compliant LPG installations. She asked Manager Collins what he felt about notifying the homeowner associations. Manager Collins said NTFPD’s procedure seemed the best approach.
  - Director Northrop asked if an NTFPD inspection should follow propane plumbing repairs; Tim said yes, and to have Pam give him a call to schedule such inspections.
  - Director Grant said TTP sent letters to its customers, saying it was the customer’s responsibility to get their tank fixed, and if the customer wanted TTP to make the repair, it would do so at a cost to the customer, and would require that the customer sign a three-year service contract with TTP. Director Nungester said, like Director Grant and many other residents, he was reluctant to have TTP bring his LPG installation up to code, feeling it was unfair of

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- 1 the company to couple tank repair with a requirement for future  
2 LPG service. Tim said any California state-licensed plumber  
3 could do the repairs, and that the specifications were accessible to  
4 the public on NTFPD's website. He also said he felt that TTP's  
5 letter to its customers was disingenuous, stating as it did that the  
6 District had changed the code associated with LPG installations;  
7 Tim said the code had not changed in 28 years. Tim expressed  
8 concern about the bottleneck of LPG installation repairs  
9 associated with TTP's coupling of plumbing repairs with three-year  
10 service contracts.
- 11 ○ President Danz asked how a plumber would know what  
12 modifications to make. Tim said licensed plumbers know how to  
13 fix LPG plumbing to code. President Danz suggested that TTP  
14 customers whose installations were non-compliant but did not  
15 wish to continue service with TTP should engage an independent  
16 plumber to bring their installations up to code and contract with a  
17 different propane vendor to fill their tanks.
  - 18 ○ Director Quinan asked if every tank would be green- or red-  
19 tagged. Tim said no, that compliant installations would not be  
20 tagged and non-compliant installations would be red-tagged.
  - 21 ○ Buz asked where the homeowner's responsibility started. Tim  
22 said usually the vendor loans the tank to the homeowner and sells  
23 the homeowner the piping, regulator and propane. Sometimes the  
24 homeowner owns the tank, too. The homeowner is responsible  
25 for keeping the installation clear of snow and ice. The homeowner  
26 owns the gas in the tank and therefore any product that escapes  
27 from the tank, potentially becoming financially responsible for fire  
28 clean-up and other damages associated with leaked propane.  
29 Tim said usually the homeowner owns the installation to the  
30 regulator, and the vendor is responsible after the regulator.
  - 31 ○ Tim asked that people contact him for further information or to  
32 share their concerns. His office phone number is 583-6911 and  
33 his cell phone number is 448-4365.
  - 34 ● October Dispatch Report: There were only two calls to dispatch.
  - 35 ● Fuels Reduction: The burning phase of the SNC grant project is  
36 almost done. NTFPD is working to secure grants to fund next  
37 summer's chipping program. Their proposal made it into the first  
38 round of grant application acceptances, so prospects look good.  
39 Director Quinan told Peter there were still unburned slash piles in  
40 Juniper Mountain. Peter said he would relay her concern to the  
41 foreman.

42 **B. Approval of Minutes of Regular Board Meeting Held on October 14,**  
43 **2011:**

44 Director Northrop made a MOTION that the Board approve the minutes of  
45 the October 14, 2011, Regular Board of Directors Meeting. Director  
46 Grant SECONDED the motion. Directors Grant, Northrop, Nungester and  
47 Quinan being in favor, the motion was APPROVED.

48 **D. 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           • Sierra Nevada Conservancy (SNC) Grant: There was no activity in  
4           October, but the slash piles created earlier in the season are currently  
5           being burned.
  - 6           • Alpine Meadows Bridge: Placer County is starting the appraisal  
7           process for involved properties. ASCWD has two involved properties.  
8           The County wants to lease one of them for parking. When the project  
9           is done, the property will be restored to its original condition. Manager  
10          Collins said it is likely that the owners of Casa Andina will ask for the  
11          parking surface to be left in place. President Danz asked if the District  
12          could refuse to cooperate with the County's attempt to purchase or  
13          lease the property. Manager Collins said yes. The District also owns  
14          the strip of property that blocks access to the Forest Service parking  
15          lot across the street.
  - 16          • Alpine Sierra Subdivision: No activity.
  - 17          • Marten Barry's Property: The resolution approving the boundary line  
18          adjustment was signed and returned to Placer Title. Manager Collins  
19          awaits further instruction from the title company.
  - 20          • Audit: Worked on responses to questions from the auditors.
  - 21          • Well Rehab: Manager Collins reviewed Stantec's final report with  
22          recommendations regarding the AME and R-1 Wells.
    - 23               ○ Stantec recommends that the AME Well be redrilled and replaced  
24               with a properly designed well. Parts of the current casing are not  
25               intact; Stantec was unwilling to run brushes along the casing  
26               because they were worried it would disintegrate. Manager Collins  
27               is talking to Stantec about the cost of having a contractor redrill  
28               the well. The AME Well is used during the summer, but not a lot.  
29               Buz said it is used during emergencies, but Staff keeps it flushed  
30               and ready to go. The well would be redrilled close to the existing  
31               site. Manager Collins and Buz think the District has an easement  
32               there, but Manager Collins will check into it.
    - 33               ○ Stantec's recommendation with respect to Well R-1 is to continue  
34               monitoring static and pumping water levels on a quarterly basis; if  
35               the level starts dropping again, the well would have to be  
36               rehabbed. It should probably be cleaned and rehabbed on a  
37               three- to seven-year cycle.
  - 38          • Rate Study: Manager Collins worked with HDR and District counsel to  
39          finalize the professional services agreement. The contract has now  
40          been signed; HDR has requested data and Staff will start working to  
41          supply the requested information. Manager Collins has not yet  
42          contacted ski area personnel regarding negotiation of a new water  
43          usage rate.
  - 44          • Alpine Meadows Road and PRV Project: Stantec started to work on  
45          the project. They discovered that the pipeline is not in a county public  
46          right-of-way, but rather in an easement granted for public access by  
47          Troy Caldwell. The District should acquire an easement from Troy so  
48          they can put the pipeline there and tie it into the existing District  
49          infrastructure.

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- Ski Area Contracts: Manager Collins obtained copies of all agreements whose assignments were approved at last month’s Board meeting, reviewed the contracts and mailed the signed documents.

**E. Operations & Maintenance Department Report:**

Buz Bancroft presented a written report for the month of October that included status updates on water, sewer, garbage and other services provided by the District.

- Maintenance Performed: Staff turned down Spring 3. They reviewed the results of the annual TV program, found old laterals unseen for 40 years, added clean-outs, found root balls and sheer breaks, and had them repaired immediately. The work was in three sections in Bear Creek. They replaced 90 feet of six-inch asbestos cement pipe between manholes MG6 and MG7 (on Snow Crest and Pine Trail) with six-inch ductile iron pipe, to address major sag and roots from sheer break. Located District underground facilities and inspected some construction projects in Bear Creek. Closed and winterized the Park. Winterized other District facilities.
- Routine water samples were absent coliform bacteria. Quarterly samples were also good.

**F. Contracts with Local Government Consultants, LLC:**

The Board discussed the proposed contract with Local Government Consultants, LLC, to file claims under the Open Meetings Act for fiscal year 2010-2011. President Danz reminded the Board that this company submits paperwork to the State so the District can be reimbursed for expenses associated with the Open Meetings Act. Director Quinan asked for clarification on “incorrect reduction claims”; Manager Collins said his understanding was it had to do with claims associated with incorrect data. Manager Collins said he would make sure the District name was correct throughout the contract. Discussion ensued as to whether the correct fiscal year was documented in the contract. Director Nungester made a MOTION that the Board approve paying Local Government Consultants, LLC, \$500 to submit claims for the 2011 fiscal year, and direct Manager Collins to work with the consultants to assure that the contract language reflects the correct fiscal year. Director Northrop SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.

**G. Remote-Read Meters:**

President Danz asked the Board for their thoughts about the presentation made at the October Board meeting by Kathy Richards, National Meter & Automation, regarding remote-read meters.

- Director Nungester said a customer had asked him if the District would install a remote-read meter on her property so she could monitor her own water usage. Director Grant said the District would have to charge her to install it. Manager Collins said it would be best to provide remote-read meters to all customers, as part of a capital improvement program. He suggested that the program be carried out over a three- or five-year period. He said an added benefit of having remote-read meters would be the ability to read meters when house sales occur.

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- 1                   • Director Northrop asked if remote-read equipment fit over existing  
2                   meters; Manager Collins said it did for recent meters, but older meters  
3                   would first have to be replaced. For some installations, new meter  
4                   boxes would also have to be installed. Currently, about 10 new  
5                   meters per year are being installed. If the program were implemented  
6                   over a three-year period, about 200 meters per year would be  
7                   installed.
- 8                   • President Danz said she was originally opposed to the installation of  
9                   remote-read meters throughout the District, because of the cost. But  
10                  Kathy Richard's presentation impressed her and now she thinks the  
11                  project is worth pursuing on a planned basis. She does not feel the  
12                  District should install remote-read meters on a per-person request  
13                  basis.
- 14                 • Director Nungester said if the Board approved installation of remote-  
15                 read meters throughout the District, he would withdraw his  
16                 endorsement of the individual's request for installation of a single  
17                 meter.
- 18                 • Manager Collins said he could move up the remote-read meter project  
19                 on the capital projects list for the coming fiscal year and estimate the  
20                 cost of implementing the project.
- 21                 • The Board and Manager Collins agreed that the \$22K figure quoted  
22                 by Lew Tift at last month's Board meeting as the cost for the District to  
23                 read meters manually was misleading. The figure was most likely the  
24                 cost of hiring the summer seasonal employee, who does more than  
25                 just read meters.
- 26                 • Director Northrop said it would make sense to install remote-read  
27                 meters first in areas at high risk of pipes breaking due to hard freezes.  
28                 President Danz said the whole valley was at high risk. Buz agreed.
- 29                 • President Danz asked Manager Collins and Staff to put together a  
30                 plan to install remote-read meters throughout the District, so the  
31                 Board could review it over the next couple of months, approve it this  
32                 fiscal year and perhaps start the project in the spring, rather than  
33                 waiting until summer. She asked them to show options spreading the  
34                 work over three, four or five years.
- 35                 • Buz said Tahoe City's monthly bills include a \$29 charge for reading  
36                 the meter.
- 37                 • The District does not expect to do meter reads upon request, but will  
38                 advise homeowners that they can purchase devices to read their own  
39                 meters.

40           **H. TTSA Report:**

41           Director Northrop provided a written report on items of interest to ASCWD  
42           from the November 9 TTSA Board meeting.

- 43           • The plant is operating normally and efficiently.
- 44           • All waste water discharge requirements are being met.

45           The next TTSA Board meeting is scheduled for December 14.

46           **I. Committee Reports:**

- 47           i. **Budget & Finance Committee:** President Danz presented a written  
48           report of this morning's Committee meeting.

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- 1 a. **Non-standard Transactions:** Mike Dobrowski said he would look  
2 into setting up online access to the District's Bank of the West  
3 account so he can obtain the statement at the beginning of the  
4 month, rather than relying on receipt of the statement by mail. It  
5 was reported that this ability will be available in early 2012.
- 6 b. **Audit:** The Committee received the draft audit report this week.  
7 During the next month, the Committee will review the draft and  
8 communicate questions/changes to Manager Collins. Manager  
9 Collins will prepare the Management Discussion and Analysis  
10 (MD&A). The Committee expects to receive the internal control  
11 memorandum sometime this month. At the December Committee  
12 meeting, the Committee will discuss responses to the internal  
13 control memorandum and review the MD&A and final report draft.  
14 The Committee expects to distribute a draft of all parts of the audit  
15 report to the Board prior to the December Board meeting and  
16 have a final report from the auditors at the January Board  
17 meeting.
- 18 c. **Investments/Cash:** No CDs will mature during the next month. In  
19 early December, the District should receive its first fiscal year  
20 2012 property tax payment, approximately \$300K.
- 21 d. **Requests from Customers for Adjustments to Their Bills:** One  
22 customer requested relief from late fees. The request was denied.
- 23 e. **Requests for Unbudgeted Expenses:** None.
- 24 f. **Next meeting:** Tuesday, December 13, at 9:00 a.m.
- 25 ii. **Administration & Personnel Committee:** There was no meeting.
- 26 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
- 27 iv. **Long Range Planning Committee:** There was no meeting.
- 28 **J. Open Items:**
- 29 • The December Board meeting has been rescheduled to Tuesday,  
30 December 13, at 10:30 a.m., and will be preceded by the Budget &  
31 Finance Committee meeting at 9:00 a.m.
  - 32 • The January Board meeting is expected to take place at its normally  
33 scheduled time: Friday, January 13, at 8:30 a.m.
  - 34 • Director Grant asked that the February Board meeting be rescheduled  
35 from February 10 to February 15. The Directors suggested skipping  
36 the meeting. President Danz will be unable to attend the meeting, but  
37 said that Directors Northrop, Nungester and Grant (and possibly  
38 Quinan) could meet to approve the financial reports and checks,  
39 rather than having a full Board agenda.
  - 40 • The March Board meeting is expected to take place at its normally  
41 scheduled time: Friday, March 9, at 8:30 a.m.
  - 42 • President Danz suggested that the Directors think of residents who  
43 might be interested in serving on the Board in the future.
- 44 **K. Correspondence to the Board:** None.
- 45 **4. DIRECTORS' COMMENTS**
- 46 The Directors agreed that the ASCWD Board does not need to send a  
47 representative to Squaw Valley Public Service District Board meetings on a  
48 regular basis.
- 49 **5. CLOSED SESSION**

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1           None.

2       **6.    ADJOURNMENT**

3           There being no further business before the Board, the meeting was adjourned at  
4           11:20 a.m.

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6           Respectfully Submitted,

Approved as submitted 12/13/11

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10          Jancis Martin  
11          Recording Secretary