

**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 13, 2009, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 8:30 a.m.

3 **PLEDGE OF ALLEGIANCE**

4 Those attending joined in reciting the Pledge of Allegiance.

5 **ROLL CALL**

6 Directors Present: Barbara Danz, President; Charles Nungester, Vice President;
7 Janet S. Grant; Jon Northrop; Virginia Quinan

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Mike Dobrowski, District CPA (by
10 telephone); Buz Bancroft, Operations & Maintenance; Jancis Martin, Recording
11 Secretary

12 Guests Present: John Enloe/ECO:LOGIC; David Kershaw/ECO:LOGIC; Duane
13 Whitelaw/NTFPD

14 **2. PUBLIC PARTICIPATION**

15 None.

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

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 • The accounts receivable balance is about \$84K, which is roughly
25 twice as high as last year. Next week, when the delinquent accounts
26 become 135 days overdue, the District will send out final notices to
27 customers with delinquent accounts, notifying them that their accounts
28 will be sent to collections if they do not pay their bills. The accounts
29 receivable total includes customers using the payment plan.
- 30 • This month, a new pickup truck was purchased to replace the old one.
- 31 • The Budget & Finance Committee identified a workers compensation
32 expense that was posted incorrectly and needs to be reclassified as a
33 benefit. Mike will make the adjustment.

- 34 i. **October Month-end Financial Statements:** Director Nungester
35 made a MOTION that the Board accept the October 31, 2009, month-
36 end financial reports. Director Quinan SECONDED the motion.
37 Directors Grant, Northrop, Nungester and Quinan being in favor, the
38 motion was APPROVED.
- 39 ii. **October Expenses Paid & Payable:** The Directors reviewed the
40 monthly check register. Director Grant made a MOTION that the
41 Board approve the Expenses Paid & Payable (two direct debits for
42 payroll and checks 24655 through 24711). Director Northrop
43 SECONDED the motion. In discussion, President Danz pointed out
44 that check 24658 to AWAXX Systems is an unbudgeted expense that
45 will be presented to the Board for approval during agenda item 3J1.
46 In response to questions about details in the check register, Manager
47 Collins explained that Alpine Septic and Pumping (check 24655) is the
48 contractor used by the District to clean sewer lines; the check to
49 Western Nevada Supply (24681) was for the break in the main; and

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1 one of the checks to Holdrege & Kull and the one to The Michael Horn
2 Company are expenses associated with the Vehicle Storage Building
3 (VSB) expansion that will be reimbursed by NTFPD. Director Grant
4 expressed interest in seeing an interim accounting for the VSB
5 expansion. Directors Grant, Northrop, Nungester and Quinan being in
6 favor, the motion was APPROVED.

7 **B. Approval of Minutes of Regular Board Meeting Held on October 9,**
8 **2009:**

9 Director Northrop made a MOTION that the Board approve the minutes of
10 the October 9, 2009, Regular Board of Directors Meeting. Director
11 Quinan SECONDED the motion. Directors Grant, Northrop, Nungester
12 and Quinan being in favor, the motion was APPROVED.

13 **Emergency Motion:**

- 14 • The Board needed to consider approval of Amendment 01 to the
15 Sierra Nevada Conservancy (SNC) grant. The proposed amendment
16 was sent to Manager Collins via email too late to be put on the
17 agenda in time for today's Board meeting. The amendment requires
18 approval prior to next month's Board meeting. Director Northrop
19 moved that the Board consider Amendment 01 to the SNC grant as
20 an emergency item at today's meeting. Director Quinan SECONDED
21 the motion. Directors Grant, Northrop, Nungester and Quinan being
22 in favor, the motion was APPROVED.
- 23 • Manager Collins explained that SNC has extended the completion
24 date to March 1, 2012, for the grant they suspended this year. If the
25 Board approves Amendment 01, the completion date for the District's
26 grant from SNC will officially change to March 1, 2012, even though
27 Manager Collins expects the work to be done in 2011. The
28 amendment does not change the dollar amount of the grant. Director
29 Northrop made a MOTION that the Board approve Amendment 01 to
30 the District's Grant Agreement with Sierra Nevada Conservancy.
31 Director Nungester SECONDED the motion. Directors Grant,
32 Northrop, Nungester and Quinan being in favor, the motion was
33 APPROVED.

34 **D. General Manager's Report:**

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

- 37 • Sierra Nevada Conservancy Grant: He met with David Jaramillo,
38 completed the budget and schedule requested by SNC and forwarded
39 it to SNC. He has informed the contractors responsible for
40 environmental sampling that work on the grant will be restarted. The
41 project will be quiet during the winter months while they finish the
42 sampling and interact with the Lahontan Regional Water Quality
43 Control Board.
- 44 • Mineral Springs Soil Stabilization:
 - 45 o Staff presented this project at the cost benefit analysis workshop
46 for FEMA in Auburn. There is no hope that the project will receive
47 a FEMA grant this year but Manager Collins is optimistic that next
48 year it might qualify. The FEMA representatives and other
49 workshop participants were intrigued by the fact that the amount

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- 1 of potential fines associated with breakage and spillage from the
2 District's sewer line was greater than the total cost of the project.
3 Manager Collins feels that, if the District were to fund the
4 engineering work to get the project rolling (analysis, design,
5 budget, schedule, etc.), FEMA and other grantors would be more
6 willing to fund implementation of the project.
- 7 ○ After speaking with Staff and several consultants, Manager Collins
8 has come to the conclusions that: 1) Bear Creek has lost 45 feet
9 of embankment in the last 60 years; 2) the area is geologically
10 stable and the creek is causing the erosion; and 3) the District
11 should proceed to fix the problem, rather than wait to see whether
12 or not there is a problem. If the sewer line were to break and spill
13 into the creek, the District could incur hefty fines for not having
14 taken any action.
 - 15 ○ Manager Collins spoke with Jon Mitchell from Placer County about
16 the project, since the County is responsible for the roads in the
17 area, and could also be liable for fines if the roadway were to
18 erode into the creek. Jon looked at the eroded area and was
19 startled by how bad it was. The County has no money to deal with
20 it in this year's budget but Jon will try to put money in next year's
21 budget to address the problem.
 - 22 ○ ECO:LOGIC has done a similar project in Squaw Valley so
23 Manager Collins asked them to put together a proposal for the
24 Mineral Springs Soil Stabilization project (agenda item 3E).
 - 25 ● Bridge Replacement Project: Of its three options, Placer County has
26 decided to replace the Alpine Meadows Road Bridge by placing a
27 wider bridge in the same location as the existing bridge. Director
28 Grant asked if the District needed to take action on anything at this
29 point. Manager Collins said no, that he had responded to the Placer
30 County query regarding purchase of District property by telling the
31 County the District was willing to entertain any offer.
 - 32 ● Vehicle Storage Building Expansion: Manager Collins visited the site
33 periodically and processed pay requests.
 - 34 ● Workers Compensation Coverage for Board Members: Mike
35 Dobrowski added coverage for the Board members to the SDRMA
36 form for workers compensation, so the District was billed \$74.
37 President Danz said that, since Board members are not employees,
38 they should not be covered by workers compensation unless there is
39 a special provision for elected officials. Next year, Mike should not
40 include the Board of Directors on the form.

41 **C. Fire Department Report:**

42 Chief Whitelaw from NTFPD was in attendance and reported the
43 following:

- 44 ● October Dispatch Report: There was only one dispatch call.
- 45 ● Summer Chipping: 54 homes were treated and 1,900 cubic yards of
46 material were removed. Chief Whitelaw hopes that next season there
47 will be a better system in place to help the Valley with its residential
48 fuels reduction work.

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- 1 • Vehicle Storage Building Addition: The contractor was able to make
- 2 the drive-in door a little taller; otherwise it is proceeding with the plan.
- 3 Maybe the expansion will be complete this year.
- 4 • Inter-agency Road Closure Plan: The affected agencies will hold their
- 5 annual meeting later this year to discuss the road closure plan. The
- 6 plan has not been needed since it was put in place in the mid-1990s.
- 7 • Alpine Meadows Fire Station Staffing: NTFPD continues to staff the
- 8 station on Fridays, Saturdays and Sundays. They will staff the station
- 9 for the two-week period covering Christmas and New Year's. NTFPD
- 10 is hiring six additional firefighters.
- 11 • New Dispatch System: Alpine Meadows, NTFPD and Squaw Valley
- 12 are all being dispatched by CalFire in Grass Valley, which allows the
- 13 mutual aid program to work better than with the previous dispatch
- 14 system.
- 15 • Ski Transports: The majority of ski transports from Squaw Valley are
- 16 handled by the Truckee fire department. Sometimes an ambulance
- 17 from NTFPD or Alpine Meadows gets to Squaw first and handles the
- 18 transport. The Truckee fire department plans to place an ambulance
- 19 at the Squaw Valley Fire Station for the ski season to assure that it is
- 20 first on the scene and handles the transport.
- 21 • Loan Securitization Program: In response to a question from
- 22 President Danz, Chief Whitelaw reported that NTFPD chose to
- 23 participate in the loan securitization program (ASCWD did not
- 24 participate in the program). Manager Collins said he thought North
- 25 Tahoe Public Utility District did not participate in the program, but that
- 26 Tahoe City Public Utility District and Squaw Valley Public Service
- 27 District did.

28 **E. ECO:LOGIC Proposal Re: Bear Creek Embankment Reinforcement:**

- 29 ECO:LOGIC personnel John Enloe (principal) and Dave Kershaw (senior
- 30 engineer) attended the meeting to participate in this agenda item.
- 31 • Manager Collins said, as he looked at the project in the field and
 - 32 spoke with several consultants, he did not feel competent to serve as
 - 33 lead engineer.
 - 34 • Manager Collins said the Board can either entertain a single proposal
 - 35 and award it, or participate in the qualification process. He felt the
 - 36 former would be the appropriate route to follow in the case of the
 - 37 Mineral Springs Soil Stabilization project. The District has worked
 - 38 with ECO:LOGIC, their engineers are capable, and their proposal
 - 39 covered all the requisite elements.
 - 40 • He recommended to the Board that they be proactive with the project,
 - 41 rather than reactive, to prevent Lahontan or other state agencies from
 - 42 deeming the District to be negligent and imposing punitive fines in the
 - 43 event of a sewage spill.
 - 44 • Dave Kershaw presented the scope of work. He shared photos of a
 - 45 similar project they engineered in Squaw Valley, a reinforcement on
 - 46 Squaw Creek similar to the eroded bank on Bear Creek, but shorter
 - 47 and less steep. The Squaw Creek project cost around \$250K-\$300K
 - 48 in 2000 for construction.

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- 1 • The tasks itemized in the proposal are: 1) project management
2 (\$16,200), 2) project topographic survey (\$8,200), 3) geotechnical
3 investigation and embankment reinforcement recommendation
4 (\$23,500), 4) Bear Creek hydrologic modeling (\$12,700), 5) contract
5 drawings and specifications (\$20,300), 6) project permitting
6 assistance (\$57,900) and 7) contingency (\$20,000). ECO:LOGIC
7 identified an optional task of assisting the District if it adopts an Initial
8 Study/Mitigated Negative Declaration level of DEQA disclosure
9 (\$25,700). The total project cost, including the optional task, would be
10 \$184,500. This cost would not include any of the actual construction
11 work associated with remedying the soil stabilization.
- 12 • The Directors expressed concern about the total cost of the proposal,
13 the physical dimensions of the project area, the extent of the survey
14 and hydrologic modeling, whether or not all the preliminary data
15 needed to be generated anew or whether they were available from
16 prior surveys/modeling, whether or not the District had the hydrologic
17 flow data required by ECO:LOGIC, and whether or not ECO:LOGIC
18 had thought about all possible remedies in preparing its proposal -
19 specifically, rerouting the sewer line vs. armoring the eroding bank.
20 John Enloe and David Kershaw addressed the various concerns but
21 the Directors still had substantial reservations about the magnitude of
22 the project.
- 23 • With respect to task 6, ECO:LOGIC recommended that ASCWD opt
24 for a categorical exemption for CEQA disclosure. If the District opts
25 instead for an Initial Study/Mitigated Negative Declaration, the total
26 project cost will be \$25,700 higher than if the District opts for a
27 categorical exemption.
- 28 • Director Northrop suggested that the pipe be rerouted to avoid the
29 erosion area. Manager Collins said he had considered that remedy
30 but felt it was more important to address the erosion issue. Buz said
31 contractors have advised that one would have to dig about 20 feet
32 down in the bank to find the sewer line, which Staff feels could
33 destabilize the slope. Manager Collins reiterated that, without the
34 preliminary surveying and geotechnical advice, he and Staff do not
35 know enough to determine a solution.
- 36 • ECO:LOGIC expects the District to provide stream flow data that the
37 District does not have. John Enloe estimated it would cost an
38 additional \$10K to develop the required data. Several directors
39 believed that the valley had already been surveyed.
- 40 • Director Nungester complimented John and Dave on the
41 thoroughness of the scope of work and then expressed his concern
42 about the magnitude of the project, saying if the District got involved
43 with armoring the creek, the cost of dealing with all the agencies
44 would be staggering. He felt that a smaller project to reroute the
45 sewer line was more what the district could afford.
- 46 • President Danz asked if ECO:LOGIC had considered solutions to the
47 problem other than armoring the Bear Creek embankment when they
48 were formulating the initial tasks in their proposal. Dave said yes; the
49 geotech he consulted said the solution might be gabions or could be

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- 1 concrete coating on the face with mesh anchoring it. However, he
2 admitted that ECO:LOGIC had not considered the solution of
3 rerouting the sewer line. President Danz said she would prefer a
4 scope of work that would allow the Board to decide whether to pursue
5 the stream embankment reinforcement or a rerouting solution: e.g., fix
6 it or move it.
- 7 • President Danz asked what additional work might be involved in
8 rerouting the sewer line. Buz said since it is the main line, a new
9 sewer pump would probably have to be installed to raise the sewage
10 up from 20 feet deep to a new bypass section of sewer line. Director
11 Northrop asked if there were erosion problems in other areas. Buz
12 said yes, but that they were not as big a concern as this one.
 - 13 • President Danz asked how old the sewer line was; Buz said it was
14 installed in the 1960s. She asked, considering the normal life of a
15 sewer line, when the District would have to replace the sewer line;
16 Dave felt it should be good for another 50-100 years. Manager
17 Collins said that is why he felt the problem needed to be addressed
18 now.
 - 19 • Director Nungester agreed that the scope of work should include the
20 option of moving the line.
 - 21 • Director Northrop said if the sewer line could be moved above the
22 flood plain and reinforced, it would eliminate the need to interact with
23 all the oversight agencies. Dave said the District would still have to
24 prove that the sewer line was out of the flood plain; therefore, many of
25 the surveying, modeling and permitting tasks would still be necessary.
 - 26 • John Enloe proposed that the Board authorize a cost that would
27 provide reduced surveying and recommendations from a geotech -
28 including relocating the sewer line – and ECO:LOGIC would then
29 present the options to the Board and let them decide.
 - 30 • President Danz said the proposed revised scope fit more with what
31 the Board was considering. However, she said she would vote against
32 any proposal that contained a task called “contingency”. John Enloe
33 said ECO:LOGIC would remove the contingency task from the
34 proposal.
 - 35 • Manager Collins said the revised scope would need to have a task
36 added after the current task 3 to provide consideration of alternatives.
 - 37 • Director Quinan asked for clarification on the gabion solution. Dave
38 described it for her.
 - 39 • Manager Collins expressed concern about snow interfering with the
40 surveying associated with task 2.
 - 41 • President Danz said she expected that the cost of task 1 would be
42 decreased if the proposal scope were revised. John Enloe suggested
43 that the Board provide enough funding in task 1 for ECO:LOGIC to
44 coordinate with the surveyor and geo tech and be involved in
45 identifying alternative analyses.
 - 46 • John Enloe said Board approval for \$40K would get the geotech work
47 and surveying and alternatives and cost estimates and that he would
48 revise the scope of work to total \$40K.

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1 Director Northrop made a MOTION that the Board approve \$40K for
2 ECO:LOGIC to proceed with the project topographic survey, the
3 geotechnical investigation and embankment reinforcement
4 recommendations, and the alternative analysis, including management
5 time, coordination and supervision on those tasks. Director Nungester
6 SECONDED the motion. Directors Grant, Northrop, Nungester and
7 Quinan being in favor, the motion was APPROVED. President Danz
8 requested that ECO:LOGIC provide a new scope of work prior to the
9 December Board meeting.

10 **The Board took a break between 10:12 and 10:22.**

11 **F. Operations & Maintenance Department Report:**

12 Manager Collins presented Buz Bancroft's written report for the month of
13 October that included status updates on water, sewer, garbage and other
14 services provided by the District.

- 15 • Director Quinan asked what was done with the Juniper Mountain wall.
16 Manager Collins said the work was to replace a water box.
- 17 • Director Grant asked if Lew was pleased with the new truck; Manager
18 Collins said yes. She asked if Pam used it; Manager Collins said no.
19 Director Nungester asked if all employees were insured to drive the
20 truck; Manager Collins said yes.

21 **G. TTSA Report:**

22 Director Northrop provided a written report on items of interest to ASCWD
23 from the October 21 TTSA Board meeting.

- 24 • The plant is operating normally and efficiently.
- 25 • All waste water discharge requirements are being met.
- 26 • Richard Svetich and his wife surveyed the TRI (Truckee River
27 Interceptor) and determined that it was good until 2055.

28 The next TTSA Board meeting is scheduled for November 18.

29 **H. Appropriations Limit Schedules:**

30 Director Grant made a MOTION that the Board accept and approve the
31 Report on Agreed-Upon Procedures Applied to Appropriations Limit
32 Schedules, as presented. Director Northrop SECONDED the motion.
33 Directors Grant, Northrop, Nungester and Quinan being in favor, the
34 motion was APPROVED.

35 **I. Nomination to SDRMA Board of Directors:**

36 SDRMA is soliciting nominations to fill a vacant seat on its Board, to serve
37 through December 31, 2011. The Board declined to submit a nomination.

38 **J. Committee Reports:**

39 i. **Budget & Finance Committee:** President Danz presented a written
40 report of the Committee's November 12 meeting.

- 41 a. **Non-standard Transactions:** None.
- 42 b. **Investments/cash:** The Treasurer's Report was included in the
43 Board packet. No CDs rolled over last month and there was no
44 need for new investments.
- 45 c. **Status of audit:** The Committee received the draft audit report
46 earlier this week. The auditors have not completed the internal
47 controls memorandum. The Committee will review and discuss
48 the audit report and management letter items at its December
49 meeting.

