

**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.

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- d. **Requests from Customers for Adjustments to their Bills:** The Committee received one letter from a customer who requested that penalty fees and interest be waived. The Committee denied the request.
- e. **Requests for Unbudgeted Expenses:** Per the Committee's recommendation, Director Northrop made a MOTION that the Board approve the unbudgeted expense of \$263.01 to AWAXX to install a Knox box on the Park gate. Director Nungester SECONDED the motion. Directors Grant, Northrop, Nungester and Quinan being in favor, the motion was APPROVED.
- f. **Next meeting:** Scheduled for Thursday, December 10, at 1:30 p.m.
  - ii. **Administration & Personnel Committee:** There was no meeting.
  - iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
  - iv. **Long Range Planning Committee:** There was no meeting.

**J. Open Items:**

None.

**K. Correspondence to the Board:**

None.

**4. DIRECTORS' COMMENTS**

- Director Grant suggested that the Board express appreciation to Nancy Boling for her dedicated work on the Budget & Finance Committee.
- Manager Collins solicited ideas for the next newsletter. Director Grant suggested a warning about carbon monoxide poisoning.
- The next Board meeting is scheduled for Friday, December 11, at 8:30 a.m.

**5. CLOSED SESSION**

None.

**6. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 10:39 a.m.

Respectfully Submitted,

Approved 12/11/09

Jancis Martin  
Recording Secretary