

**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 14, 2008, 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; Buz Bancroft, Operations &  
10 Maintenance; Mike Dobrowski, District CPA (by telephone); Jancis Martin,  
11 Recording Secretary

12 Guests Present: Pat Dillon/NTFPD; Dave Ruben/NTFPD; Duane  
13 Whitelaw/NTFPD

14 **2. PUBLIC PARTICIPATION**

15 None.

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

17 **A. Financial Reports:**

18 Mike Dobrowski, District CPA, participated in discussion of this agenda  
19 item by telephone.

- 20 • President Danz prefaced the discussion by noting that the financial  
21 statements were reviewed but not discussed by the Budget & Finance  
22 Committee, as they spent most of the meeting discussing the audit.
- 23 • Mike said the District's cash balance is \$132,000 more than at the  
24 same time last year. He noted that the District had major capital  
25 expenditures this year.
- 26 • Accounts receivable are down to \$43,000. Mike will send out final  
27 notices this month, per the District's collection policy.
- 28 • Mike has reviewed the audit recommendations and will book the audit  
29 adjustments.
- 30 • In response to a question from President Danz regarding the negative  
31 amount for October's Water Revenue reported in the Profit & Loss  
32 Budget Performance report, Mike and Buz noted that it was  
33 associated with the refund of several years' worth of service charges  
34 billed for two unused water meters.
- 35 • President Danz noted that the hazardous waste clean-up was  
36 incorrectly reported as a Garbage Contract expense. She requested  
37 that the Garbage Contract budget category be relabeled Garbage  
38 Services and that sub-categories be created and labeled Garbage  
39 Contract (for expenses associated with the TTSD contract) and Other  
40 Garbage Services (for hazardous waste and any other expenses).
- 41 • Director Grant asked for a definition of "Accounts Payable – 06 Fund",  
42 an item on the Statement of Cash Flows for October 2008. Manager  
43 Collins said it is the account that tracks expenses associated with the  
44 fire contract. President Danz noted that the amount for the line item  
45 matched the "Accounts Payable" total in Mike's two-page summary.  
46 Mike said he mislabeled the item on the report and that it should read  
47 "Accounts Payable".
- 48 • In response to a question from Director Grant about the \$600,000  
49 check to Wachovia Securities in the check register, Mike reported

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1 that, per Board direction last month, the funds were transferred from  
2 LAIF to Wachovia to buy CDs, which were subsequently purchased.

- 3 i. **October Financial Statements:** Director Nungester made a MOTION  
4 that the Board accept the financial statements, dated November 7,  
5 2008, as presented. Director Northrop SECONDED the motion.  
6 Directors Grant, Northrop, Nungester and Quinan being in favor, the  
7 motion was APPROVED.  
8 ii. **October Expenses Paid & Payable:** The Directors reviewed the  
9 monthly check register. Director Grant made a MOTION that the  
10 Board approve the Expenses Paid & Payable (two direct debits for  
11 payroll and checks 23994 through 24059, with the exception of voided  
12 checks 23999 and 24028). Director Northrop SECONDED the  
13 motion. Directors Grant, Northrop, Nungester and Quinan being in  
14 favor, the motion was APPROVED.

15 **B. Approval of Minutes of Regular Board Meeting Held on October 10,**  
16 **2008:**

17 Director Quinan made a MOTION that the Board approve the minutes of  
18 the October 10, 2008, Regular Board of Directors Meeting. Director  
19 Northrop SECONDED the motion. Directors Grant, Northrop, Nungester  
20 and Quinan being in favor, the motion was APPROVED.

21 **C. Fire Department Report:**

22 Dave Ruben, Pat Dillon and Chief Whitelaw from NTFPD attended the  
23 meeting.

- 24 • October Dispatch Report: There were no calls from Alpine Meadows.  
25 • The old engine will return to Alpine Meadows later today.  
26 • NTFPD sent a crew to fight the fire in Montecito.  
27 • Vehicle Maintenance Building Addition:  
28 ○ Manager Collins reported that, during the past month, diesel and  
29 motor oil were found at a depth of four feet where the footing was  
30 to be constructed for the building addition. The substances were  
31 in high enough concentrations that their discovery had to be  
32 reported to the Placer County Health Department. The Health  
33 Department has requested that the District develop a program to  
34 determine the extent and concentrations of diesel and motor oil in  
35 the area. A geotech contractor is now working on the problem; it  
36 will cost about \$7,000 to determine the extent of the substances.  
37 The preferred plan, which would probably be the least expensive,  
38 is to excavate the top three feet, lay down a geomat, and then  
39 compact the top soil, leaving the diesel and motor oil in place  
40 beneath. If the District must excavate the entire area and have  
41 the substances hauled to a hazardous waste facility in Marysville,  
42 the clean-up could be quite expensive.  
43 ○ Manager Collins will research the history of the area in question to  
44 determine the source of the diesel and motor oil. The source of  
45 the oil may have been material (road sand) deposited by Caltrans  
46 (and other public agencies) – at the request of the District - when  
47 old sewer ponds were filled in. Another possible source is fuel  
48 used by firefighters during training sessions years ago. The  
49 firefighters dug trenches in that area, filled them with fuel and then

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- 1 set the fuel on fire to practice extinguishing the fire. It is important  
2 to determine the history of the substances so that the Health  
3 Department can be assured that no diesel or motor oil is currently  
4 leaking into the area.
- 5 ○ The contractor obtained his bond and has been issued the notice  
6 to proceed.
  - 7 ○ Construction materials have been delivered to the work site.
  - 8 ● Fuels Reduction Projects:
    - 9 ○ John Moise wants to work with NTFPD to obtain additional grant  
10 funding for fuels reduction in the Valley. NTFPD will pay to send  
11 Stewart McMorrow to the upcoming Clearinghouse Grant Writing  
12 Workshop. If what Stewart learns looks promising, he will work  
13 with John Moise on projects for the Valley.
    - 14 ○ Director Grant asked if information about the cost of private fuels  
15 reduction projects in the Valley would be useful to Stewart in  
16 obtaining future grants. Manager Collins said the District needs  
17 the cost information to include in the report he provides to Sierra  
18 Nevada Conservancy regarding the in-kind fuels reduction work in  
19 the Valley. He can only include information about projects carried  
20 out after July 1. The cost of the labor for the recent fuels  
21 reduction project at the District office will also be counted as in-  
22 kind work.

23 **D. Resolution 5-2008: Capital Facilities and Fire Mitigation Fee**  
24 **Expenditure Plan:**

25 The Board discussed proposed changes to its Capital Facilities and Fire  
26 Mitigation Fee Expenditure Plan (Plan) for fiscal year 2008-2009. Chief  
27 Whitelaw, Dave Ruben and Pat Dillon participated in the discussion.

- 28 ● Last month it was reported that there would be a public hearing and  
29 Board vote on the Plan at today's meeting. However, NTFPD felt the  
30 Plan should be discussed again prior to the public hearing, due to  
31 changes that have been made to the Plan since the Board reviewed it  
32 last month.
- 33 ● Dave Ruben said that the Plan must be updated annually. The first  
34 annual update must specify the annual inflationary index to be in  
35 effect for the next five years. NTFPD normally uses the index for San  
36 Francisco urban consumers. For this Plan revision, NTFPD prefers to  
37 use a construction cost index, which is more appropriate for the types  
38 of projects funded by the mitigation fees. It is higher than the San  
39 Francisco index: 8.3% vs. 4.2% for the period July 2007 through  
40 October 2008. Placer County and Truckee Fire are switching to this  
41 index. Placer County Office of Emergency Services also  
42 recommends use of this index.
- 43 ● Director Nungester expressed concern that the increase in mitigation  
44 fees using the construction cost index is significantly higher than what  
45 it would be if the San Francisco index were used. Dave said the index  
46 is based on the cost of construction materials, not on the cost of  
47 consumables, which is the basis of the San Francisco index. Dave  
48 said that an 8.3% increase was an anomaly; historically the index has  
49 not been that high. Chief Whitelaw said the plan needs to be able to

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- 1 fund construction projects, with materials expected to cost 8% more  
2 than the amount currently budgeted. He also said the index is  
3 updated whenever the Plan is updated, i.e., each year. Director  
4 Nungester thanked the NTFPD representatives for their explanation.
- 5 • Dave said that it takes five months between the time the Plan update  
6 is proposed and the time the new fees are implemented because of  
7 the legislative process involved. He will try to shorten the process  
8 next year.
  - 9 • Director Quinan asked why NTFPD omitted the Facilities Expenditure  
10 Plan in the newest revision of the Plan. Dave said it was because  
11 Placer County told NTFPD they could eliminate some of the  
12 redundant information in the Plan. Director Nungester and President  
13 Danz pointed out that the final two paragraphs in the section  
14 “Relationship Between Growth and Capital Facilities Plan” should be  
15 removed, as they refer to information no longer included in the Plan.
  - 16 • President Danz requested that the second sentence in the paragraph  
17 in the section “Ongoing Inflation Adjustment” start with “Starting in  
18 fiscal year 2008/2009 and for the five-year period through ..., the  
19 District will adjust mitigation fees based on the percent change ...”.  
20 For clarity, President Danz suggested that the Notice include a  
21 footnote that says the new fees take effect 60 days after Board of  
22 Supervisors approval.
  - 23 • In response to a question from President Danz, Dave said that the  
24 District should start next year’s plan update process in May or June,  
25 2009. The increased fees would then become effective in October,  
26 after the building season is over.
  - 27 • President Danz suggested replacing “is” with “are” in the last sentence  
28 of the third paragraph in the section “Relationship Between Growth  
29 and Capital Facilities Plan”. She also pointed out that the word “data”  
30 (e.g., first page, third paragraph, first sentence) is plural and grammar  
31 should be adjusted accordingly.
  - 32 • Director Nungester said some of the changes he suggested last  
33 month have not been made. In the section under “Relationship  
34 Between Growth and Capital Facilities Plan”, he would like the word  
35 “periodically” to precede “congestion” in the second paragraph. He  
36 also expressed concern about the use of “the District” (meaning  
37 ASCWD) as identifying needs for apparatus and construction, when it  
38 is really NTFPD who has identified the needs. Chief Whitelaw said  
39 ASCWD has contracted with NTFPD to provide fire protection  
40 services, including the identification of fire protection needs for  
41 ASCWD. President Danz agreed with Chief Whitelaw. Dave pointed  
42 out that the items under “Use Statement” are just placeholders with no  
43 budgeted funds associated with them.
  - 44 • President Danz suggested reordering the items under “Use  
45 Statement” according to priority; “Station expansion - ADA” should be  
46 first, “New Storage Building” should be second. She asked if the  
47 Directors had any additions to the “Use Statement”. There were no  
48 additional proposals.

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- 1           • Director Northrop asked why the District had to comply with ADA  
2           requirements in the fire station. Chief Whitelaw said it was because  
3           the building is used for community activities. Pat said the architect  
4           recommended that the District be in compliance and said the changes  
5           could be made over time. The changes are only needed on the first  
6           level. ADA improvements should cost no more than 20% of the cost  
7           of the addition.
- 8           • Manager Collins asked if there should be funds associated with the  
9           storage building on the budget page, especially since the Board has  
10          recently become aware of the need to clean up the hazardous waste  
11          on the site. Chief Whitelaw and the Board agreed that \$1,000 should  
12          be budgeted for "Station expansion - ADA" and the remainder of the  
13          total projected available funds for fiscal year 2008-09 should be  
14          budgeted for "Storage building". Dave said he would show \$8,200  
15          budgeted for "Station expansion - ADA" in fiscal year 2009-10.
- 16          • President Danz pointed out that the Directors should think about  
17          additions to the "Use Statement". Dave pointed out that the items on  
18          the "Use Statement" must be tied to growth. Chief Whitelaw said  
19          some of the items on the "Use Statement" were added in response to  
20          proposed development in the Valley.
- 21          • On the "Notice to Placer County Builders", President Danz suggested  
22          preceding "FEE SCHEDULE" with "NEW". Dave said the County had  
23          provided the boilerplate for the notice; he will check to see if it can be  
24          changed.
- 25          • The schedule for implementing the updated Plan is: 1) review of the  
26          proposed Plan by the Board this month, 2) a public hearing and Board  
27          approval at the December Board meeting, 3) review and approval of  
28          the Plan by the County Board of Supervisors, 4) implementation of the  
29          new fees 60 days after approval by the Board of Supervisors.

30       **E. General Manager's Report:**

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

- 33       • Well R-1 Modification: Resolved the electrical code violation,  
34       conducted start-up with the contractor, tested pumping to the  
35       snowmaking reservoir, disinfected the well and new piping, and  
36       scheduled a second start-up for Nov 12<sup>th</sup> to the Zone 5 storage tank.  
37       Still working on the control system.
- 38       • Sierra Nevada Conservancy Grant: The outreach meeting held  
39       November 1<sup>st</sup> was well-attended and well-received.
- 40       • Other Business: Manager Collins, Lew and Buz attended a pump  
41       controls and efficiency training class; Manager Collins responded to  
42       questions from auditors; and Manager Collins' work was disrupted  
43       when his computer crashed.
- 44       • Fire Flow: In response to a question from Director Quinan, Manager  
45       Collins said he had received and read the fire flow report from Lumos.  
46       The Board should see a draft next month or the following month.

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

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

- 4 • All routine samples tested negative for coliform bacteria. As  
5 expected, Spring 2 had a positive test after the first heavy rain of the  
6 season.
- 7 • Staff projects:
  - 8 ○ Worked with Sierra Controls and Resource Development on the
  - 9 Well R-1 improvement project;
  - 10 ○ Completed defensible space clearance on the hillside next to the
  - 11 office;
  - 12 ○ Repaired Zone 1 sampling point with new tubing and fittings;
  - 13 ○ Finished maintenance on the District fire hydrants.

14 **G. TTSA Report:**

15 Director Northrop reported on items of interest to ASCWD from the  
16 November 12<sup>th</sup> TTSA Board meeting:

- 17 • All waste water discharge requirements are being met.
- 18 • The plant is operating normally and efficiently.
- 19 • The agency is looking into the feasibility and cost of ultraviolet  
20 wastewater treatment, which would eliminate the need for chlorine.

21 The next TTSA Board meeting is scheduled for December 10, 2008, at  
22 9:00 a.m.

23 **The Board took a break from 10:10 to 10:20.**

24 **H. Committee Reports:**

- 25 i. **Budget & Finance Committee:** President Danz presented a written  
26 report of the Committee's November 13<sup>th</sup> meeting:
  - 27 a. **Status of investments/cash:** \$600,000 was transferred from  
28 LAIF to Wachovia to purchase CDs. The CDs have been  
29 purchased. No CDs are coming due until January.
  - 30 b. **Status of fiscal year 2008 audit:** Most of the Committee meeting  
31 was spent discussing the draft audit report. The auditors  
32 participated in the discussion by telephone. Nancy Boling, CPA,  
33 had previously submitted her comments to the auditors. The plan  
34 is for the revised draft audit report to be distributed for discussion  
35 at the December Board meeting, with the final audit report  
36 presented at the January meeting, which will be attended by the  
37 auditors, Ron Ley and David Kasperik. Per an earlier Board  
38 decision, the June 30, 2007, financials have been revised to  
39 reflect the reclassification of the Park Fund from a Proprietary  
40 Fund to a General Fund.
  - 41 c. **Requests from customers for adjustments to their bills:** None.
  - 42 d. **Requests for unbudgeted expenses:** The Committee  
43 recommended approval of three unbudgeted capital expenditures:
    - 44 • Regarding Well R-1: \$2,130 for a Doorguard Intrusion Alarm  
45 Panel (to SCADA);
    - 46 • Regarding Well R-1: \$1,175.38 to Western Pacific Electric for  
47 conduit and wire for security on the doors plus 15% overhead  
48 and profit (\$176.31) to Resource Development for a total of  
49 \$1,352;

