

**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, December 9, 2005, 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; Janet S. Grant; Jon Northrop; Charles  
7 Nungester; Virginia Quinan.

8 Directors Absent: None

9 Staff Present: John Collins, General Manager; Jancis Martin, Recording Secretary; Buz  
10 Bancroft, O&M Supervisor

11 Guests Present: Chief Bryce Keller/NTPFD; Peter Graf/AMEA; Al Pride/AMEA; Lee  
12 Massick/JMA & TCPUD; David Kasperik/Damore, Hamric & Schneider; Ron Ley/Damore,  
13 Hamric & Schneider; Carole Northrop/JMA; Steve Kastan/Alpine Manor; Peter  
14 Klaussen/Retired; Sam Quinan/JMA; Wendell & Kate Ulberg/AMEA; Merritt Cutten/Alpine  
15 Manor; Jerome Leininger/JMA; Barbara & Lowell Northrop/District Residents

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

20 **2. PUBLIC PARTICIPATION**

21 None.

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

23 **A. Financial Report:**

24 Mike Dobrowski, District CPA, participated in discussion of this agenda item by  
25 telephone. Discussion topics were:

- 26 • Overview: The District's net income is tracking closely to that of prior years.  
27 The District has purchased three assets this year, reflected on the balance  
28 sheet: chains, tank 4 improvements, and SCADA equipment upgrade. In  
29 Accounts Receivable, there are currently 44 accounts outstanding for a  
30 balance of about \$26,000. The District will send out final notices for  
31 accounts not paid this month, with accrued interest, and will then send any  
32 remaining outstanding accounts to the County for collection.
- 33 • Mike has responded to the management letter from the District auditors. Per  
34 their recommendations, he will make minor adjustments to the accounting  
35 process, starting in December.
- 36 i. **Financial Statements – November 30, 2005:** Director Northrop made a  
37 MOTION that the Board approve the financial statements, dated November  
38 30, 2005, as presented. Director Nungester SECONDED the motion. All  
39 Directors being in favor, the motion was APPROVED.
- 40 ii. **Expenses Paid & Payable – December 8, 2005:** The Directors reviewed  
41 the monthly check register. Director Grant made a MOTION that the Board  
42 approve the Expenses Paid & Payable (checks 22113 through 22153).  
43 Director Northrop SECONDED the motion. In discussion, Director Quinan  
44 asked why Longo Inc. was to receive two checks; Manager Collins explained  
45 that the payments were for the sewer line work. Director Grant asked why  
46 the payment to Sierra Pacific was so large; Mike replied that it included all  
47 power needs for the District, including remote sites, and that a portion of the  
48 payment was reimbursable (for the snow-making pumps). Director Quinan  
49 asked about the check to Mountain Pipeline; Manager Collins explained that  
50 it was to televise sewer lines and to locate a sewer line adjacent to a lot, per  
51 the request of the lot's homeowner. Manager Collins also pointed out that  
52 the homeowner does not reimburse the District for this expense. Director  
53 Quinan asked about the check to Resource Development; Manager Collins

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1                   replied that it was for the tank inspection, overflow vent installation and  
2                   ladder installation. All Directors being in favor, the motion was APPROVED.

3           **D.    Approval of Minutes for the Regular Board Meeting held on November 10,**  
4           **2005:**

5           Director Grant made a MOTION that the Board approve the minutes of the  
6           November 10, 2005, Regular Board of Directors Meeting. Director Nungester  
7           SECONDED the motion. Director Quinan questioned the current nature of  
8           Squaw Valley's fire protection services to Alpine Meadows (page 2, line 42);  
9           Manager Collins confirmed that it was a mutual aid agreement with the ASCWD,  
10           rather than with NTFPD. All Directors being in favor, the motion was  
11           APPROVED.

12           **E.    Election of President and Vice President:**

- 13           • Director Quinan NOMINATED President Danz as President of the Board.  
14           Director Northrop SECONDED the motion. All Directors being in favor,  
15           President Danz was ELECTED President.
- 16           • Director Northrop NOMINATED Director Quinan as Vice President of the  
17           Board. Director Nungester SECONDED the motion. All Directors being in  
18           favor, Director Quinan was ELECTED Vice President.

19           **H.    Long Range Plan – Phase II:**

20           The Board reviewed the revised proposal and contract for Phase II of the Long  
21           Range Plan, provided by Lumos, the consultants who performed Phase I of the  
22           project. The following points came up in discussion:

- 23           • After discussion between Lumos and the District, Lumos made all requested  
24           changes in the proposal, including removal of the Standard Agreement.  
25           Lumos has approved the Professional Services Agreement presented by the  
26           District, with some requested modifications. President Danz described the  
27           modifications requested by Lumos and said she found them to be  
28           reasonable. The Directors were comfortable with the proposal and contract  
29           as presented today.
- 30           • Director Grant asked what the payment schedule would be. Manager Collins  
31           replied that the District will be billed on a monthly basis by Lumos for  
32           completed tasks.
- 33           • Peter Graf asked if the Board had already approved a maximum funding for  
34           the project. The answer was yes (\$49,500).
- 35           • Director Grant asked if Phase I was complete; Manager Collins said yes.

36           Director Nungester made a MOTION that the Board approve the contract with  
37           Lumos to perform Phase II of the Long Range Plan, pending the revisions to be  
38           made based upon Lumos's concerns, as presented by President Danz and  
39           discussed during today's meeting. Director Northrop SECONDED the motion.  
40           All Directors being in favor, the motion was APPROVED.

41           **K.    Operations & Maintenance Department Report:**

42           Buz Bancroft provided a written report that included status updates on water,  
43           sewer, garbage and other services provided by the District. In addition to the  
44           data on the written report, Buz talked about the following items:

- 45           • Spring survey for all springs: Following the first bad weather (mid-October),  
46           all three pipes at spring 2 showed positive coliform samples. After the most  
47           recent heavy rain, there were positive samples at all springs and at all the  
48           pipes on spring 2. It looks like all the springs may have to be rehabilitated.  
49           The water is safe to drink because it is being chlorinated. Buz pointed out  
50           that, if there were to be a fecal sample following heavy snows, the  
51           contaminated spring would have to be taken out of the system. This would  
52           still leave enough water in the system to supply customers during the winter  
53           but it might result in a shortage in the summer. Jose Alarcon, from the  
54           California Department of Health Services, was suspicious about the bore

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1 hole to the left on spring 2 because it looked shallower than the other pipes.  
2 It is still possible that there is buildup of bacteria on spring heads that needs  
3 to be scoured out. President Danz asked how one determines the cause of  
4 the contamination. Manager Collins said, because the head pressure grew  
5 so quickly, it must be that surface water is rapidly getting into the pipe's  
6 collection area. Manager Collins agreed with the recommendation of Dwight  
7 Smith – a hydrogeologist with InterFlow Hydrology, Inc., who studied the  
8 District springs - to redrill one or more springs. The US Forest Service will  
9 allow access for drilling, after the District presents a plan, and will issue  
10 appropriate permits. Dwight Smith also suggested mapping the local fault  
11 areas to see if there is a better area to drill, rather than re-drilling in the same  
12 area.

- 13 • Buz reported on the repairs to Tank #4 and subsequent inspection. The  
14 inspector had a couple of concerns: that the storage tank is not seismically  
15 stable and that high concentration of lead in the paint on the interior of the  
16 roof of the tank will make re-coating of the tank expensive. The inspector  
17 provided a couple of estimates: for repair to the existing tank and for the  
18 construction of a new tank. Buz doesn't think the District needs to do  
19 anything with the tank in the near future; it will be re-inspected in about 5  
20 years and that will be the time to make a decision about repair or  
21 replacement or relocation.
- 22 • The State Department of Health Services inspected the District facilities in  
23 November 2004 and June 2005 and made four recommendations:
  - 24 ○ Spring 1: The District should provide a plan with a timeline to perform  
25 work on the spring to stop leaks and seepage and/or provide a plan to  
26 replace the spring. Buz thinks the better plan is to rehabilitate the spring  
27 to eliminate the contamination.
  - 28 ○ Reservoir Maintenance: The District should provide a plan with a timeline  
29 to inspect and clean all six reservoirs every five years.
  - 30 ○ Water and Sewer Separation: The Department recommends that a ten-  
31 foot separation be maintained between water service line connections  
32 and sewer service line connections.
  - 33 ○ Water Quality Monitoring: The District needs to submit some missing  
34 sampling results via electronic data transfer to update the Department's  
35 database.
- 36 • Staff is preparing the District's Title 22 reports. These are the water content  
37 reports due every three years.
- 38 • President Danz commented that the "Unaccounted Water" numbers are not  
39 meaningful. She requested that the numbers be removed from the monthly  
40 Water/Sewer Report. Buz agreed and will revise the report to include more  
41 meaningful data.

42 **C. Resolution 8-2005: Adopting the Community Wildfire Protection Plan:**

43 The Board held a public hearing regarding the adoption of the Community  
44 Wildfire Protection Plan. Chief Bryce Keller from NTFPD made a brief  
45 presentation about the plan.

- 46 • Chief Keller pointed out that the plan is a prerequisite for obtaining Federal  
47 funding for fire protection projects although Chief Keller thinks it is not likely  
48 that the valley will obtain funding in the very near future. Chief Keller also  
49 said that Placer County may have funds to apply at some point, at which time  
50 it would be important to have this plan in place. He said that the basis of the  
51 plan is that homeowners must take responsibility for their own fire protection  
52 in this type of rural environment by clearing brush and eliminating tree  
53 canopies on their lots. NTFPD helps by providing inspections and its chipping  
54 program. There is also an evacuation component to the plan. President

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- 1 Danz thanked NTFPD for initiating the project and for obtaining the grant for  
2 the plan (Placer County Title 3 funds).
- 3 • Director Quinan asked why the NTFPD chipping program could not be used  
4 for fuels reduction for homeowners' associations. Chief Keller said the  
5 program's funding did not extend to clearing open space lands or to providing  
6 chipping services to development projects.
  - 7 • After the District approves the plan, President Danz will sign it, Chief  
8 Whitelaw will sign it and the California Department of Forestry chief in  
9 Auburn will sign it. Then, the Placer County Board of Supervisors will review  
10 and approve the plan and it will then get rerouted to all the agencies. The  
11 Board of Supervisors' approval will probably be granted toward the end of  
12 January or possibly in February. The US Forest Service is a partner to the  
13 plan but does not have to approve it.
  - 14 • Peter Graf asked if the consultant who prepared the plan walked through all  
15 the homeowners' associations. Chief Keller replied that the contractor  
16 surveyed the homes in all homeowners' associations and included  
17 information about how the homeowners' associations were doing in  
18 compliance with defensible space criteria (on page 9 of the plan). Peter Graf  
19 asked for a quantifiable definition of defensible space. Chief Keller replied  
20 that the basic definition is that a residence be able to withstand the approach  
21 of a fire until firefighters can get there to help put out the fire. He provided a  
22 detailed description of ideal fuels reduction. Peter Graf asked if covering  
23 stacked firewood reduces fire risk; Chief Keller said that placing sheets of  
24 plywood over firewood stacks during the summer provides better protection  
25 from embers than using a tarp, but that in the winter, a clear plastic tarp may  
26 be used.
  - 27 • Director Quinan complimented the consultants for the great job they did  
28 developing the plan.
  - 29 • Director Northrop asked if the consultants would clean up the grammar and  
30 spelling errors in the plan; Chief Keller said he would. There will be no  
31 content changes. Director Northrop asked what "stocking" meant; Chief  
32 Keller said it referred to the density of tree growth. Chief Keller asked if  
33 Director Northrop would supply a marked-up copy of the plan with grammar  
34 and spelling corrections. Once the corrections are made, Chief Keller will  
35 supply a clean copy to the District (both hardcopy and CD). This will be done  
36 shortly.

37 After the public hearing, Director Grant made a MOTION that the Board approve  
38 Resolution 8-2005, adopting the Community Wildfire Protection Plan. Director  
39 Nungester SECONDED the motion. Roll was called to approve the Resolution.  
40 Ayes: Directors Grant, Nungester, Quinan and Northrop and President Danz.  
41 Nays: None. The Resolution PASSED.

42 **F. Fire Department Report:**

43 Chief Keller discussed the following items pertinent to Alpine Meadows:

- 44 • Chief Keller provided the dispatch report for November. There were two  
45 EMS episodes and two fire/smoke false alarms.
- 46 • Chief Keller reported that on Tuesday, November 22<sup>nd</sup>, at 9:30 a.m., NTFPD  
47 held its annual interagency meeting in Alpine Meadows to discuss a winter  
48 preparedness plan. The meeting allows the various agencies to plan a  
49 coordinated response to winter emergencies in the valley. President Danz  
50 requested that portions of the plan be placed on the District website. Chief  
51 Keller agreed. He proposed supplying a copy of the plan, with privacy-  
52 related information removed. He said the bottom line was for residents to  
53 stay in their homes during an emergency, rather than getting out on the  
54 roads and creating bottlenecks. Peter Graf asked who had keys to the gate

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1 on John Scott Trail; Chief Keller said that various agencies do, including  
2 NTFPD.

- 3 • Director Quinan pointed out that Chief Keller is leaving NTFPD to become  
4 fire chief in Truckee. She offered him her congratulations and thanked him  
5 for his help in the past.

6 **B. Fiscal Year 2005 Financial Audit:**

7 Ron Ley and David Kasperik, representatives from the District's auditor, Damore,  
8 Hamric and Schneider, Inc., attended the meeting to discuss the fiscal year 2005  
9 audit report, including the management letter. Mike Dobrowski, District CPA,  
10 participated in discussion of this agenda item by telephone. This is the third year  
11 Damore, Hamric and Schneider, Inc., has provided audit services to the District.  
12 President Danz requested that Ron and David provide a brief description of the  
13 audit and highlights from the report:

- 14 • They distributed a revised copy of the audit to Directors and to members of  
15 the public.
- 16 • Ron Ley said the auditors' work includes an assessment and review of  
17 internal controls of the District. It involves confirming with third parties certain  
18 transactions, balances, commitments and contingencies. The auditors can  
19 then draw a conclusion about the fairness of the financial statements and can  
20 express an opinion of the District's financial status.
- 21 • The management discussion and analysis letter extracts key information  
22 from the report and supplies an overview provided by management. The  
23 auditors do not participate in creation of the management discussion and  
24 analysis letter but review it to make sure the information is not misleading.
- 25 • The financial statements show the status of the District's assets and liabilities  
26 as of June 30, 2005, and net gains and losses for the year. Ron noted that  
27 the garbage fund and the park fund show net deficits for the year. He said  
28 the District should review how costs are allocated among the funds (i.e.,  
29 water, sewer, garbage and park); adjustments to cost allocations might at  
30 least partially remedy the deficits.
- 31 • The auditors recommend reviewing the allocations quarterly and making  
32 adjustments as necessary.
- 33 • Director Quinan asked for a breakdown on liabilities and assets. Manager  
34 Collins and Mike Dobrowski directed her attention to notes on pages 27-29 of  
35 the report.
- 36 • Management Letter issues: Ron mentioned that staff benefits should be  
37 broken out into three categories, i.e., insurance, pension contributions and  
38 payroll taxes, rather than showing them lumped together. This auditors  
39 made this recommendation last year but it has not been implemented.  
40 President Danz pointed out that the three sub-accounts were created this  
41 month. The auditors also noted that the District should cancel invoice  
42 documentation when bills have been paid. This recommendation is also now  
43 being carried out.
- 44 • President Danz pointed out and Ron agreed that Mike Dobrowski and Pam  
45 Zinn have done a tremendous amount of work to help the auditors and bring  
46 the District into compliance with accounting standards. She thanked Ron  
47 and David for attending the meeting and asked them to submit a proposal to  
48 perform next year's audit.

49 **The Board took a break from 10:22 to 10:30.**

50 **G. Presentation of a Citation to Honor Lowell Northrop:**

51 The Board presented a citation to Lowell Northrop which lauded his services to  
52 the community. President Danz made a brief speech of acknowledgment and  
53 thanks from the District and community. She read the certificate of  
54 commendation aloud before presenting it to him; a copy will also hang in the

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1 District office. There was general applause from the many members of the public  
2 in attendance. Lowell thanked those in attendance and said all the work that he  
3 had done in the valley had been fun. Steve Kastan thanked Lowell for his  
4 mentoring and assistance over the years. Peter Klaussen told anecdotes of his  
5 and Lowell's mutual experiences early in the valley's history, building roads and  
6 lifts and placing radar equipment; he described Lowell as a "Man of the  
7 Mountains". Director Quinan told an anecdote about the naming of D8 Chute (ski  
8 run), which involved Lowell driving a D8 tractor down a steep slope. Carole  
9 thanked Lowell for raising such a great family. Peter Graf thanked Lowell for all  
10 his help over the years, especially noting the ski resort's indebtedness to Lowell's  
11 assistance in its creation, including its water system, roads and lifts. Lowell  
12 responded that a lot of it was luck. Barbara Northrop told an anecdote on behalf  
13 of her daughter Pat, involving a current construction project in Truckee for which  
14 "Dad would certainly have done a far better job".

15 **I. Centration Contract:**

16 The Board reviewed the contract with Centration for filing of claims for  
17 reimbursement of State-mandated costs. Since last month's meeting, Manager  
18 Collins investigated whether or not Staff might be able to prepare and file the  
19 claims. Manager Collins does not feel comfortable with Staff doing the work this  
20 year but thinks Staff may possibly be able to do the work next year. The cost of  
21 the service is 20% of the potential reimbursement: 10% at the time of filing and  
22 10% at the time of reimbursement by the State. Director Grant made a MOTION  
23 that the Board approve the contract with Centration. Director Northrop  
24 SECONDED the motion. In discussion, the following amendment was proposed:

- 25 • Director Grant requested that Section II, Item B, be modified to change 30  
26 days to 45 days ("Special District shall pay for services rendered within 45  
27 days of invoice receipt.").

28 Director Grant made a MOTION that the Board approve the contract as  
29 amended. Director Northrop SECONDED the amended motion. All Directors  
30 being in favor, the amended motion was APPROVED.

31 **J. General Manager's Report:**

32 John Collins, District General Manager, provided a written report on his activities  
33 during the month of November with discussion on the following topics:

- 34 • Staff has completed Sexual Harassment Awareness Training.
- 35 • Robert Ferwerda Easement: The District has a sewer line on a portion of  
36 Robert Ferwerda's property in a location for which the District does not have  
37 an easement. The sewer line is within eight feet of the property line.  
38 Manager Collins has found at least 78 other easements in District files which  
39 were never properly executed by the property owners. John contacted  
40 District legal counsel regarding these easements. The District has several  
41 alternatives: (1) deal with incidents as they arise; (2) presume that the District  
42 has a prescriptive easement on these properties since no action has been  
43 taken for many years; and/or (3) start a quiet title action. The District plans  
44 no action at present. President Danz directed that any communication  
45 between the District and the homeowners in this regard be either written by  
46 or reviewed by District legal counsel. Director Nungester requested that  
47 Manager Collins communicate information regarding the Ferwerda property  
48 to Karen Volpe, President of the Bear Creek Planning Committee.
- 49 • Customer Service Application: One customer verbally challenged the  
50 District's right to charge fees. Manager Collins discovered that the District  
51 has not had new owners sign applications for service. Manager Collins and  
52 Pam have started a procedure to have new homeowners sign applications.  
53 Manager Collins will bring the issue to the Board when it has matured.



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- 1 former District general manager, and possibly Paul Chamberlain, District  
2 legal counsel, to determine whose responsibility it is to pay for the  
3 required repair to the R-2 well. Director Quinan made a MOTION that  
4 the Board approve an unbudgeted capital expense not to exceed  
5 \$32,000 to repair the R-2 well. Director Nungester SECONDED the  
6 motion. All Directors being in favor, the motion was APPROVED.
- 7 h. **Next meeting:** Tentatively scheduled for Thursday, January 12, 2006, at  
8 2:15 p.m.
- 9 ii. **Park, Recreation and Greenbelt Committee:** Director Northrop presented a  
10 written report of the Committee's December 1<sup>st</sup> meeting with detailed  
11 discussions of the following items:
- 12 • **Rates for 2006:** The Committee prepared and presented to the Board a  
13 modified Park Fee rate schedule. The Directors agreed that the third  
14 item under Large Groups be removed, i.e., the District should not charge  
15 for chairs, tables, etc., brought to the Park by the group. The Directors  
16 also thought that the words "refundable deposit" be replaced by "damage  
17 deposit" in all cases with some appropriate words about refunding any  
18 unused monies from the deposit. The Committee will make minor  
19 changes and bring it back to the Board for approval at next month's  
20 meeting.
  - 21 • **Revisions to Policy 6.1.0: Park Use:** The Committee prepared and  
22 presented to the Board a revised version of Policy 6.1.0. The Committee  
23 will make minor changes (similar to the ones made to the rate schedule)  
24 and bring it back to the Board for approval at next month's meeting.
- 25 iii. **Long Range Planning Committee:** No meeting.
- 26 iv. **Administration and Personnel Committee:** No meeting.
- 27 v. **Fire Committee:** Director Quinan presented a written report of the  
28 Committee's December 7<sup>th</sup> meeting with detailed discussions of the following  
29 items:
- 30 • **Recognition of volunteer firefighters:** The Committee is collecting  
31 names and years of service of all past volunteer firefighters. The  
32 Committee is considering a brass-on-wood plaque with names of the  
33 firefighters and possibly a summer barbeque in the Park. President  
34 Danz suggested that the Committee make a request to the Budget &  
35 Finance Committee for funds to cover the plaque and event.
  - 36 • **Wildfire Protection Plan and implementation:** Chief Whitelaw will  
37 contact Don Nelson from the Placer County Office of Emergency  
38 Services (OES) to discuss creating a local Fire Safe Chapter. Under the  
39 umbrella of a Fire Safe Chapter, the community could be eligible for  
40 Placer County, State and Federal matching funds for fuel reduction  
41 projects. Meetings with the homeowners' associations and information in  
42 the District newsletter were suggested. Jerry Kent of the USFS indicated  
43 that the USFS would be interested in partnering with the community to  
44 explore grants and to facilitate the Plan.
  - 45 • **Public Road Closure meeting:** already discussed.
  - 46 • **Pursuit of fire protection services:** Chief Whitelaw is collecting data  
47 from other fire districts showing the cost per household for fire services.  
48 The NTFPD Board president will meet with the District Board president to  
49 discuss fire protection options on Thursday, January 12, 2006, at 9:00  
50 a.m.
  - 51 • **Next meeting:** scheduled for February 8, 2006, at 2:30 p.m.
- 52 N. **Newsletter:** The Board reviewed the draft newsletter for the second quarter of  
53 fiscal year 2006 which will be sent to the community in December. The following  
54 points came up in discussion:

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- 1                   • Director Grant commented on the reference to heater turn-off (should  
2                   probably be water turn-off). She also suggested that a notice about the  
3                   Santa program be included in the newsletter.  
4                   • Director Northrop suggested removing the reference to covering vents.  
5                   Manager Collins will do so.

6                   **O. Open Items:** None.

7                   **L. Correspondence to the Board:** None.

8                   **4. CLOSED SESSION:** None.

9                   **5. DIRECTORS' COMMENTS:**

- 10                  • President Danz requested that Director Nungester schedule a meeting of the  
11                  Administration & Personnel Committee sometime before the January Board meeting  
12                  to prepare the groundwork for the semi-annual review of the Board and General  
13                  Manager.  
14                  • The next regular Board meeting is scheduled for Friday, January 13, 2006, at 8:30  
15                  a.m.

16                  **6. ADJOURNMENT**

17                  There being no further business before the Board, the meeting was adjourned at 12:15  
18                  p.m.

19  
20  
21  
22  
23                  Respectfully Submitted,

                    Approved with amendments, 1-13-06

24  
25  
26                  Jancis Martin  
27                  Recording Secretary