

**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 11, 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: Peter Poe/NTPFD; Pat Dillon/NTPFD

13 **2. PUBLIC PARTICIPATION**

14 None.

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

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

20 **A. Election of Board President and Vice President:**

- 21 • Director Nungester NOMINATED Director Danz as President of the  
22 Board. Director Northrop SECONDED the motion. Directors Grant,  
23 Northrop, Nungester and Quinan being in favor, Director Danz was  
24 ELECTED President.
- 25 • Director Quinan NOMINATED Director Nungester as Vice President  
26 of the Board. Director Northrop SECONDED the motion. Directors  
27 Grant, Northrop, Nungester and Quinan being in favor, Director  
28 Nungester was ELECTED Vice President.

29 **B. Financial Reports:**

30 Mike Dobrowski, District CPA, participated in discussion of this agenda  
31 item by telephone.

- 32 • Income is above the budgeted amount.
- 33 • Mike sent final invoices to customers with delinquent accounts. In the  
34 spring, he will send accounts remaining in arrears to Placer County for  
35 collection.
- 36 • Mike adjusted one budget item, reclassifying workers' compensation  
37 insurance payments as "Benefits", rather than "Insurance".
- 38 • All of the audit adjustments are reflected in the Balance Sheet, as of  
39 June 30, 2009.
- 40 i. **November Month-end Financial Statements:** Director Northrop  
41 made a MOTION that the Board accept the November 30, 2009,  
42 month-end financial reports. Director Grant SECONDED the motion.  
43 Directors Grant, Northrop, Nungester and Quinan being in favor, the  
44 motion was APPROVED.
- 45 ii. **November Expenses Paid & Payable:** The Directors reviewed the  
46 monthly check register. Director Grant made a MOTION that the  
47 Board approve the Expenses Paid & Payable (two direct debits for  
48 payroll and checks 24712 through 24763). Director Northrop  
49 SECONDED the motion. During discussion, Director Quinan asked

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1 about the Longo checks; Manager Collins said they were for the  
2 Mineral Springs project and sewer repairs. Directors Grant, Northrop,  
3 Nungester and Quinan being in favor, the motion was APPROVED.

- 4 iii. **September Quarterly Financial Statements by Fund:** Director  
5 Quinan made a MOTION that the Board accept the September 30,  
6 2009, quarterly financial reports by fund. Director Northrop  
7 SECONDED the motion. Directors Grant, Northrop, Nungester and  
8 Quinan being in favor, the motion was APPROVED.

9 **C. Approval of Minutes of Regular Board Meeting Held on November**  
10 **13, 2009:**

11 Director Northrop made a MOTION that the Board approve the minutes of  
12 the November 13, 2009, Regular Board of Directors Meeting. Director  
13 Nungester SECONDED the motion. In discussion, the following  
14 correction was proposed:

- 15 • Page 8, line 23: replace "Manager Grant" with "Director Grant".
- 16 Director Northrop amended the motion to include the correction. Director  
17 Nungester SECONDED the amended motion. Directors Grant, Northrop,  
18 Nungester and Quinan being in favor, the amended motion was  
19 APPROVED.

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

21 John Collins, General Manager, provided a written report on his activities  
22 during the month of November, with brief discussion of the following  
23 topics:

- 24 • Sierra Nevada Conservancy Grant: David Jaramillo is working on the  
25 monitoring plan.
- 26 • Bear Creek Embankment Reinforcement Project: Manager Collins  
27 coordinated with District counsel and with ECO:LOGIC. District  
28 counsel is working with ECO:LOGIC's attorney to finalize the liability  
29 insurance clauses in the Professional Services Agreement.  
30 ECO:LOGIC has already started work on the project; its  
31 subcontractor, Webb Surveying, has performed its field work and  
32 submitted its report to ECO:LOGIC. The next step is the geotech's  
33 investigation.
- 34 • Vehicle Storage Building (VSB) Expansion:
  - 35 o The District made a progress payment but the work has been  
36 slow. There is no roof yet. NTFPD is concerned about the slow  
37 pace.
  - 38 o Last month Director Grant asked for a summary of the project  
39 expenses. Manager Collins provided an accounting:
    - 40 ▪ the total contract is \$146,893.74;
    - 41 ▪ there have been six pay requests to-date totaling \$108,963.68;
    - 42 ▪ he has held back a 10% retention for the six pay requests  
43 totaling \$10,896.37;
    - 44 ▪ the amount paid to contractors to-date totals \$98,067.31;
    - 45 ▪ the three contracts for soil analysis and mitigation total  
46 \$26,277.53;
    - 47 ▪ fire mitigation fees collected to date total \$24,073.06 (these  
48 funds will be used to defray the soil analysis and mitigation  
49 expenses); and



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1 section. District counsel made additional changes and returned the  
2 revised contract to them. Although the District and ECO:LOGIC  
3 attorneys have not finalized the changes, District counsel  
4 recommends that the Board approve the revised scope of work and  
5 the contract subject to the changes under negotiation.

6 Director Nungester made a MOTION that the Board approve  
7 ECO:LOGIC's revised scope of work. Director Northrop SECONDED the  
8 motion. Directors Grant, Northrop, Nungester and Quinan being in favor,  
9 the motion was APPROVED.

10 Manager Collins distributed copies of the District's Professional Services  
11 Agreement for Preliminary Sewer Stability Evaluation and  
12 Recommendations to the Directors for review, discussion and action later  
13 in the meeting.

14 **D. Fire Department Report:**

15 Peter Poe & Pat Dillon from NTFPD were in attendance and reported the  
16 following:

- 17 • November Dispatch Report: There were four alarms. One of the  
18 alarms was a false carbon monoxide alarm.
- 19 • Alpine Meadows Fire Station Staffing: NTFPD continues to staff the  
20 station on Fridays, Saturdays and Sundays. They provided five days  
21 of staffing over the Thanksgiving weekend, and plan to staff the  
22 station from December 23 or 24 through the end of the New Year's  
23 Day weekend. They will also provide increased staffing during the  
24 Martin Luther King Day weekend.

25 **H. TTSA Report:**

26 Director Northrop provided a written report on items of interest to ASCWD  
27 from the November 18 TTSA Board meeting.

- 28 • The plant is operating normally and efficiently.
- 29 • All waste water discharge requirements are being met.
- 30 • TTSA just completed a sizeable project to remedy root intrusion.

31 The December TTSA Board meeting was cancelled; the next TTSA Board  
32 meeting is scheduled for January 13.

33 **I. District Rules re: Water Shut-Off:**

34 The Board reviewed the District's current rules regarding water and  
35 garbage shut-off.

- 36 • Manager Collins said the current procedure is that customers can ask  
37 to have their water shut off for a minimum of six months. If their water  
38 is shut off, they can also have their garbage service suspended.  
39 Customers whose water and garbage services have been shut off  
40 have been receiving pro-rated refunds of the base charges for these  
41 services. To date, only the Alpine Meadows Stables and one other  
42 customer have taken advantage of this option. However, last month,  
43 a customer asked to terminate water service for the unforeseeable  
44 future. This is the first time Manager Collins became aware of the  
45 District's procedure and he realized that, if all (or a lot of) customers  
46 suspended services and received base charge refunds, the District  
47 could not continue to afford to offer water services to the rest of its  
48 customers. The water and garbage base charges fund the  
49 administration and infrastructure necessary to keep the system

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1 functioning. The Rules & Regulations allow for water shut-off for a  
2 minimum of six months but do not address the issue of refunds.

- 3 • The Budget & Finance Committee felt that 1) for this year, the  
4 customer requesting indefinite suspension of services should be left  
5 as is (he was given a credit on his water bill), but he will be charged  
6 the base service charges next year; 2) all customers should pay the  
7 base charges, even if they do not use the services; 3) next month the  
8 Committee should present to the Board a recommendation as to how  
9 to proceed when a customer requests water shut-off, hopefully  
10 removing ambiguity from the current Rules & Regulations.
- 11 • President Danz said she was not sure if the Board was required to  
12 adopt an ordinance to charge \$150 to reconnect water service, or if  
13 such a charge could be stated, as it was, in the Rules & Regulations.  
14 District counsel is looking into it.
- 15 • Director Grant questioned the necessity of a \$150 reconnection fee.  
16 Buz said it paid for the time involved in physically disconnecting the  
17 customer's water, reading the meter, logging the data, and then, upon  
18 request from the customer to restore water services, physically  
19 reconnecting the customer's water, reading the meter and logging the  
20 data. Director Nungester commented that the customer gets two  
21 visits for \$150: the disconnect and reconnect.
- 22 • Director Northrop pointed out that paying base charges, regardless of  
23 usage, was analogous to homeowners having to pay property taxes,  
24 regardless of whether a house is occupied. President Danz agreed,  
25 adding that homeowners pay property taxes to support schools, even  
26 if they do not have children in school. President Danz noted that the  
27 District would have a significant decrease in revenue if its largest  
28 customers were allowed to turn off service and not pay the base  
29 charges.
- 30 • The Budget & Finance Committee suggested that two actions be  
31 taken: 1) adopt a resolution to amend the Rules & Regulations to  
32 clear up the perceived ambiguity, i.e., stating that the base water  
33 charge and the administrative garbage fee must be paid even if water  
34 service is discontinued for a period of time, and 2) check with District  
35 counsel to determine if the Rules & Regulations can specify a charge  
36 for reconnecting water service or if the District needs to enact an  
37 ordinance to do so.

38 **J. Ski Area Parking:**

39 The ski area has requested use of the Park parking lot for parking.  
40 Manager Collins said he expected that the proposed agreement would be  
41 similar to those in the past, in which the ski area performs snow removal  
42 and pays a fee per car. Manager Collins requested that the ski area  
43 increase the fee per car (from the \$8 fee previously charged); he has not  
44 yet received a response from the ski area.

45 **K. Quarterly Newsletter:**

46 The Board reviewed the draft of the December quarterly newsletter. The  
47 only suggested modification was that the date of the March Board  
48 meeting be deleted, since the meeting is likely to be rescheduled.

49 **L. Committee Reports:**

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- 1                   i. **Budget & Finance Committee:** President Danz presented a written  
2 report of the Committee's December 10 meeting.  
3                   a. **Non-standard Transactions:** None.  
4                   b. **Investments/Cash:** The Committee discussed the Treasurer's  
5 Report. No new investments are anticipated and no CDs will  
6 mature before the end of the calendar year.  
7                   c. **Status of Audit:** There are three parts to the audit: the audit  
8 report, the Internal Controls Memorandum (ICM), and the  
9 Management Discussion and Analysis (MD&A). The Committee  
10 made minor changes to the draft audit report. They also reviewed  
11 the issues identified in the ICM and developed proposed  
12 responses; Manager Collins will prepare a draft of the responses  
13 and present the draft to the Committee at next month's meeting.  
14 The goal is to have the final audit, including the MD&A and the  
15 responses to the ICM issues, available for Board review at next  
16 month's meeting. Subsequently, the auditors can finalize the  
17 report.  
18                   d. **Requests from Customers for Adjustments to Their Bills:**  
19 None.  
20                   e. **Requests for Unbudgeted Expenses:** Per the Committee's  
21 recommendation, Director Northrop made a MOTION that the  
22 Board approve the unbudgeted expense of \$465.99 to Sears for a  
23 new refrigerator. Director Quinan SECONDED the motion.  
24 Directors Grant, Northrop, Nungester and Quinan being in favor,  
25 the motion was APPROVED.  
26                   f. **Next meeting:** Scheduled for Thursday, January 7, at 1:30 p.m.  
27                   ii. **Administration & Personnel Committee:** There was no meeting.  
28                   iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.  
29                   iv. **Long Range Planning Committee:** There was no meeting.

30 **The Board took a break between 9:25 and 9:35 to review the Professional**  
31 **Services Agreement for Preliminary Sewer Stability Evaluation and**  
32 **Recommendations.**

33 **F. ECO:LOGIC Proposal Re: Bear Creek Embankment Reinforcement**  
34 **(resumed):**

35 The Board reviewed the District's standard Professional Services  
36 Agreement, modified for use with ECO:LOGIC's work and containing the  
37 changes discussed by the District's and ECO:LOGIC's attorneys. Small  
38 changes may still be made as the attorneys iron out their differences but  
39 nothing substantive should be changed. Per District counsel's  
40 recommendation, Director Northrop made a MOTION that the Board  
41 approve the Professional Services Agreement, contingent on all details  
42 being resolved to the satisfaction of Manager Collins and President Danz.  
43 Director Nungester SECONDED the motion. Directors Grant, Northrop,  
44 Nungester and Quinan being in favor, the motion was APPROVED.

45 **M. Open Items:**

46 None.

47 **N. Correspondence to the Board:**

48 None.

49 **4. DIRECTORS' COMMENTS**

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1           • The next Board meeting is scheduled for Friday, January 8, at 8:30 a.m.

2           **5. CLOSED SESSION**

3           None.

4           **6. ADJOURNMENT**

5           There being no further business before the Board, the meeting was adjourned at  
6           9:39 a.m.

7

8           Respectfully Submitted,

Approved w/amendments 1/8/2010

9

10

11

12

Jancis Martin

13

Recording Secretary