

**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 12, 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; Mike Dobrowski, District CPA (by  
10   telephone); Jancis Martin, Recording Secretary  
11   Guests Present: Dave Ruben/NTFPD; Peter Poe/NTFPD  
12   **2.    SWEARING IN OF BOARD MEMBERS**  
13   Directors Northrop and Quinan were sworn into office for four-year terms.  
14   **3.    PUBLIC PARTICIPATION**  
15   None.  
16   **4.    ITEMS FOR BOARD DISCUSSION & ACTION**  
17   **A.    Election of Board President and Vice President for 1-year Terms:**  
18       • Director Northrop NOMINATED Director Danz as President of the  
19       Board. Director Quinan SECONDED the motion. Directors Grant,  
20       Northrop, Nungester and Quinan being in favor, Director Danz was  
21       ELECTED President.  
22       • Director Northrop NOMINATED Director Nungester as Vice President  
23       of the Board. Director Quinan SECONDED the motion. Directors  
24       Grant, Northrop, and Quinan being in favor, Director Nungester was  
25       ELECTED Vice President.  
26   **B.    Financial Reports:**  
27   Mike Dobrowski, District CPA, participated in discussion of this agenda  
28   item by telephone.  
29       • Notices were sent out in November to customers with delinquent  
30       accounts.  
31       • Responses to internal control issues raised by the auditors were  
32       discussed at the Budget & Finance Committee meeting.  
33       • There is more cash in the bank than at this time last year. Expenses  
34       are a little below budgeted amounts.  
35       • Director Grant asked for clarification on snowmaking revenue.  
36       Manager Collins confirmed that the water used for snowmaking  
37       provides about \$14K-15K gross in revenue annually.  
38       i.   **November Financial Statements:** Director Northrop made a  
39       MOTION that the Board accept the financial statements, dated  
40       December 8, 2008, as presented. Director Grant SECONDED the  
41       motion. Directors Grant, Northrop, Nungester and Quinan being in  
42       favor, the motion was APPROVED.  
43       ii. **November Expenses Paid & Payable:** The Directors reviewed the  
44       monthly check register. Director Grant made a MOTION that the  
45       Board approve the Expenses Paid & Payable (two direct debits for  
46       payroll and checks 24060 through 24105). Director Northrop  
47       SECONDED the motion. Directors Grant, Northrop, Nungester and  
48       Quinan being in favor, the motion was APPROVED.

**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 12, 2008, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

- 1           **C.     Approval of Minutes of Regular Board Meeting Held on November**  
2           **14, 2008:**  
3           Director Quinan made a MOTION that the Board approve the minutes of  
4           the November 14, 2008, Regular Board of Directors Meeting. Director  
5           Northrop SECONDED the motion. Directors Grant, Northrop, Nungester  
6           and Quinan being in favor, the motion was APPROVED.
- 7           **F.     General Manager's Report:**  
8           John Collins, General Manager, provided a written report on his activities  
9           during the month of November, with brief discussion on the following  
10          topics:  
11          • Well R-1 Modification: Staff conducted a second start-up, pumping  
12            water to the storage tank in Zone 5 and to the snow-making booster  
13            pump. All facilities functioned as designed. SCADA is undergoing  
14            further modification, relating to pumping to the snow-making booster  
15            pump. Manager Collins is ready to proceed with acceptance of the  
16            project.  
17          • Sierra Nevada Conservancy Grant: Manager Collins and David  
18            Jaramillo hosted an outreach meeting on November 1<sup>st</sup>. The meeting  
19            went well. Manager Collins received the first progress payment from  
20            SNC and submitted the second progress payment request. He  
21            provided the Board with the list of disbursements from the first  
22            progress payment. David Jaramillo continued to work with Lahontan  
23            Regional Water Quality Control Board staff to determine what  
24            sampling and testing were required in the stream environment zone.  
25            The remainder of the work associated with the grant will be deferred  
26            until spring. President Danz asked how the District's expenses would  
27            be handled. The Board agreed that District staff time would be  
28            recorded as a payable from Sierra Nevada Conservancy with revenue  
29            posted to Other Revenue, spread among the various funds.  
30          • Vehicle Maintenance Building: Manager Collins hired a consultant  
31            who completed a work plan for soil sampling associated with potential  
32            soil remediation at the work site, as requested by Placer County  
33            Environmental Health. Placer County Environmental Health approved  
34            the work plan. The work plan was implemented. The consultant's  
35            report stated that the material found at the site did not constitute a  
36            threat to the local water table. The consultant thinks there was no  
37            diesel or motor oil at the site, but rather that the detected material was  
38            from oil that was used for making asphalt, the oil possibly leaching  
39            from asphalt buried at the site. The consultant's recommendation is  
40            to leave the detected material in place and proceed with the building  
41            foundation by the following plan: excavating the top three feet of soil,  
42            placing a geotechnical mat in the hole, replacing the topsoil,  
43            compacting the topsoil and building the foundation on top of the  
44            compacted soil. The report went to Placer County Environmental  
45            Health, who forwarded it to Lahontan Regional Water Quality Control  
46            Board staff for review. Lahontan agreed with the consultant's report.  
47            However, Placer County Environmental Health's standard policy is  
48            that all soil needs to be removed until there is no detectable  
49            contamination so there might be additional work needed at the site.

**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 12, 2008, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

- Fire Flow Feasibility Plan: The plan will be Manager Collins' top priority this month and will be presented to the Board at the January Board meeting.

**G. Resolution 6-2008: Providing for the Acceptance of Public Works and Notice of Completion:**

The Board discussed the Resolution, regarding acceptance of the modifications to Well R-1. After approval by the Board, Manager Collins will file a notice of completion with the County Recorder. This provides notice to subcontractors to file any claims for unpaid services. At the end of the notice period, Manager Collins will request certification from the contractor that he has paid all bills. After receiving the certification, the District will release the final 10% of the funds due to the contractor.

Director Northrop made a MOTION that the Board adopt Resolution 6-2008, regarding the Acceptance of Public Works and Notice of Completion with respect to Well R-1. Director Quinan SECONDED the motion. Roll was called to approve the Resolution. Ayes: Directors Grant, Northrop, Nungester, Quinan and President Danz. Nays: none. The Resolution was APPROVED.

**H. Operations & Maintenance Department Report:**

Buz Bancroft prepared a written report for the month of November that included status updates on water, sewer, garbage and other services provided by the District. Manager Collins presented the report.

- Staff closed the Park for the season, started routine maintenance on the District control valves and worked with Sierra Control on the Well R-1 improvement project.
- The ski resort has started purchasing water to make snow.
- Staff received consultants' reports outlining the conditions of Tanks 1, 2, 3 and 5. Each tank was rated "good" with a list of pertinent recommended maintenance and safety items. The reports recommended that the tanks be inspected, at a minimum, every 3-5 years. Manager Collins said he would submit requests in next year's budget to implement the recommended work. He will probably schedule the work so that maintenance is performed on two tanks each year.

**I. TTSA Report:**

Director Northrop reported on items of interest to ASCWD from the December 10<sup>th</sup> TTSA Board meeting:

- The plant is operating normally and efficiently.
- All waste water discharge requirements are being met.
- The agency is evaluating the feasibility and cost of ultraviolet wastewater treatment, which would lessen the use of chlorine. Filaments started to appear in the wastewater, necessitating the use of some chlorine. The TTSA consultant is studying the issue.

The next TTSA Board meeting is scheduled for January 14, 2009, at 9:00 a.m.

**J. December Newsletter:**

The Board reviewed the draft of the December quarterly newsletter. Dave Ruben asked if an article on carbon monoxide poisoning could be included in the newsletter. The Board agreed. Manager Collins will

**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 12, 2008, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 research whether an article on carbon monoxide poisoning was included  
2 in a previous newsletter. The carbon monoxide article will replace the  
3 Santa article as the lead article.

4 **E. Resolution 5-2008: Adopting the Capital Facilities and Mitigation Fee**  
5 **Expenditure Plan:**

6 At 9:00 a.m., President Danz opened the public hearing to discuss  
7 adoption of the District's Capital Facilities and Fire Mitigation Fee  
8 Expenditure Plan for fiscal year 2008-2009. Dave Ruben and Peter Poe  
9 participated in the discussion.

- 10 • Dave Ruben summarized the status of the plan. If the plan is  
11 approved today, it will be sent to the Placer County Board of  
12 Supervisors for approval. Sixty days after their approval, the rate  
13 increase will go into effect.
- 14 • Dave summarized Pat Davison's email, providing comment on behalf  
15 of the Contractors Association of Truckee Tahoe (CATT). CATT is  
16 basically fine with the process in the document and does not oppose  
17 the rate increases. Pat requested that multiple cost of living  
18 adjustments be used, but Dave determined that he could not  
19 implement her request. She proposed two changes that Dave can  
20 and will make, both in the second sentence under "Proposed FY  
21 2008/2009 Mitigation Fee Rate Increase" on page 4:  
22 1. replace "North Tahoe Fire Protection" with "the",  
23 2. replace "CPI" with "inflationary index".
- 24 • Neither Dave nor the Board received any other comments about the  
25 Plan.

26 At 9:05 a.m., President Danz closed the public hearing. Director Northrop  
27 made a MOTION that the Board approve Resolution 5-2008, adopting the  
28 District's Capital Facilities and Fire Mitigation Fee Expenditure Plan, with  
29 the two proposed changes. Director Nungester SECONDED the motion.  
30 Roll was called to approve the Resolution. Ayes: Directors Grant,  
31 Northrop, Nungester, Quinan and President Danz. Nays: none. The  
32 Resolution was APPROVED.

33 **D. Fire Department Report:**

34 Dave Ruben and Peter Poe from NTFPD reported the following:

- 35 • November Dispatch Report: There were two alarms. One was a  
36 vehicle accident with no transport. Another was a reported smell of  
37 gas, which was due to a propane company having just filled a tank.
- 38 • Fire Station Staffing: NTFPD has provided 81 days of staffing at the  
39 Alpine Meadows fire station since July 1<sup>st</sup>, which conforms to the  
40 staffing specified in the fire contract. NTFPD will provide staffing  
41 Wednesday through Sunday for the Christmas holiday and will do the  
42 same for New Year's. Thereafter, they will resume normal staffing,  
43 which is Friday, Saturday and Sunday.
- 44 • Vehicle Maintenance Building Addition: Previously discussed in 4G.

45 **K. Committee Reports:**

46 i. **Budget & Finance Committee:** President Danz presented a written  
47 report of the Committee's December 11<sup>th</sup> meeting:

- 48 a. **Non-standard Transactions:** Based on the auditors' comments,  
49 the Budget & Finance Committee will start its meetings with an

**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 12, 2008, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

- 1 agenda item called “Non-standard Budget Transactions”. The  
2 purpose of the agenda item is to address accounting transactions  
3 which are not common to the District such as snow-making  
4 revenue, grant expenses, LAIF transactions, etc. During this  
5 agenda item, the Committee will discuss Mike’s proposed  
6 approach to handling the transaction(s). Following the Committee  
7 meeting, Mike will call the auditors to discuss his planned actions.  
8 This month, the Committee discussed Sierra Nevada  
9 Conservancy payables. The agreed-upon procedure is to post the  
10 amount to: SNC expense, a payable for the vendor, a receivable  
11 from SNC and SNC revenue. When SNC pays the bill, the  
12 payable and receivable will decrease accordingly. The Committee  
13 will draft a policy to describe how to handle these grant  
14 transactions. Director Grant noted that it is positive that members  
15 of the Committee, especially Nancy Boling, review the District’s  
16 financial statements, since Mike does not always know the correct  
17 method for accounting for non-standard transactions. Per the  
18 auditors’ recommendation, the Committee will also review the  
19 allocation of revenues and expenses, by fund, on a quarterly  
20 basis.
- 21 b. **Status of investments/cash:** A number of CDs will be coming  
22 due next month. At next month’s meeting, the Committee will  
23 discuss whether to roll over the CDs or convert them to cash to  
24 pay bills.
- 25 c. **Draft of Management Discussion & Analysis section of audit:**  
26 The Management Discussion & Analysis (MD&A) is incorporated  
27 into the audited financial statements. The goal of the document is  
28 to explain the financial statements, highlighting interesting or  
29 abnormal activities that may have contributed to the District’s  
30 financial position during the past year. Manager Collins drafted  
31 the MD&A and it was reviewed by the Budget & Finance  
32 Committee. After Board review, the MD&A will be forwarded to the  
33 auditors, who may or may not suggest changes. Manager Collins  
34 said, in formulating the document, he first explained the statement  
35 of net assets for the District as a whole, then explained each of  
36 the enterprise activities, in particular why net assets increased or  
37 decreased. He also explained key items related to the general  
38 fund. Finally, there is a discussion of economic factors which  
39 impact future budget considerations, for example, the fire contract,  
40 the capital improvement plan, the effect of property tax revenue  
41 reduction and the Sierra Nevada Conservancy grant. The District  
42 is in its third year of very positive budget management and  
43 financial health and stability, which Manager Collins attributes to  
44 Board actions.
- 45 d. **Responses to Internal Control Communication items in audit**  
46 **report:** This document highlights weaknesses in the accounting  
47 process:
- 48 • The beginning fund balance of the debt service fund for FY  
49 2007-2008 did not match the ending balance for the prior year.



**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 12, 2008, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

- President Danz said she felt the audit comments were important in helping the District to take additional care with its financial records.
  - e. **Audit:** The Directors had no questions on the audit.
  - f. **Requests from customers for adjustments to their bills:** None.
  - g. **Requests for unbudgeted expenses:** The Committee recommended approval of two unbudgeted expenditures:
    - \$819.39 to Sierra Control Systems to pay for transducers for Wells R-1 and R-2, half the amount to be posted as an expense (the transducer for Well R-2) and half as a capital expenditure (relating to the work done on Well R-1);
    - \$7,000 to Holdredge & Kull for consulting services to evaluate the site of the Vehicle Services Building addition for the presence of oil, hydrocarbons and other toxic substances (fire mitigation fees will be used to pay for this capital expenditure).
- Director Northrop made a MOTION that the Board approve both unbudgeted expenditures. Director Quinan SECONDED the motion. Directors Grant, Northrop, Nungester, and Quinan being in favor, the motion was APPROVED.
- h. **Next meeting:** Scheduled for Thursday, January 8<sup>th</sup>, at 1:30 p.m.
  - ii. **Long Range Planning Committee:** There was no meeting.
  - iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.
  - iv. **Administration & Personnel Committee:** There was no meeting.

[The Board took a break from 10:10 to 10:20.]

**L. Open Items:**

None.

**M. Correspondence to the Board:**

- Pat Davison, Executive Director of the Contractors Association of Truckee Tahoe, sent an email with comments related to the Capital Facilities and Fire Mitigation Fee Expenditure Plan. The contents of the email were discussed in agenda item 4E.
- Moberly letter: John Moberly is trying to gain support for making the Placer County Chapter of the California Special Districts Association have more substance. Director Quinan said she receives minutes from the Squaw Valley Public Service District meetings and noted that John Moberly was quoted as saying that LAFCO is trying to incorporate each district into one operational boundary. Manager Collins feels that the monthly meeting of the area general managers he attends serves the purpose that Mr. Moberly seems to be trying to achieve with his efforts to strengthen the Placer County Chapter of the CSDA. In discussing whether or not Mr. Moberly needed a response, President Danz said she did not feel a response was required from the Board, since the letter did not come from CSDA. President Danz suggested that Manager Collins write a letter to Mr. Moberly saying that the Board received the letter, considered it and has no interest in a Placer County Chapter of the CSDA.

**5. DIRECTORS' COMMENTS**

The next Board meeting is scheduled for January 9, 2009, at 8:30 a.m.

**6. CLOSED SESSION**

