

**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 14, 2012, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 Vice President Nungester called the meeting to order at 8:32 a.m.

3 **PLEDGE OF ALLEGIANCE**

4 Those attending joined in reciting the Pledge of Allegiance.

5 **ROLL CALL**

6 Directors Present: Charles Nungester, Vice President; Janet S. Grant; Jon  
7 Northrop; Don Priest.

8 Directors Absent: Virginia Quinan.

9 Staff Present: John Collins, General Manager; Mike Dobrowski, CPA (by  
10 telephone); Buz Bancroft, Operations & Maintenance; Jancis Martin, Recording  
11 Secretary.

12 Guest Present: Mike Schwartz/NTFPD.

13 **2. SWEARING IN OF BOARD MEMBER**

14 Director Northrop was sworn into office for a four-year term.

15 **3. PUBLIC PARTICIPATION**

16 None.

17 **4. ITEMS FOR BOARD DISCUSSION & ACTION**

18 **A. Financial Reports:**

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

- 21 • Mike said he prepared preliminary financials for the audit and will
- 22 have final figures available at the January Board meeting.
- 23 • Collections for delinquent accounts are over \$11,000 ahead of last
- 24 year.
- 25 • The District's cash position increased by \$262K over the prior fiscal
- 26 year.
- 27 • Maintenance Water and Sewer is currently running under budget, but
- 28 will catch up in the spring with the resumption of various projects.
- 29 • Director Priest asked why Water Revenue was lower this year than
- 30 last year; Manager Collins said he suspected it was due to lower
- 31 water usage, continuing a three-year trend of decreasing water usage.
- 32 Director Priest asked where snow-making revenue appeared in the
- 33 budget; Mike said it was a Water Revenue item.
- 34 • Director Grant asked for and received confirmation that the Long
- 35 Term Liability for Wells 1 & 2 - the snow-making debt that the Board
- 36 plans to retire by the end of the current fiscal year - was \$27,008.
- 37 • Mike Dobrowski and Ron Ley will attend the January Board meeting.
- 38 i. **November Month-end Financial Statements:** Director Grant made a
- 39 MOTION that the Board accept the November 30, 2012 month-end
- 40 financial reports. Director Northrop SECONDED the motion.
- 41 Directors Grant, Northrop and Priest being in favor, the motion was
- 42 APPROVED.
- 43 ii. **November Expenses Paid & Payable:** The Directors reviewed the
- 44 monthly check register. Director Northrop made a MOTION that the
- 45 Board approve the Expenses Paid & Payable (the debits for payroll
- 46 and checks 26564 through 26609). Director Grant SECONDED the
- 47 motion. Directors Grant, Northrop and Priest being in favor, the
- 48 motion was APPROVED.

49 **B. Draft Audit:**

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- 1                   • Vice President Nungester reported that Manager Collins felt numbers
- 2                   in Note 7 on page 40 might be incorrect and would be doing some
- 3                   checking.
- 4                   • Manager Collins asked the Directors to give him any questions to
- 5                   relay to the auditors prior to the January meeting.
- 6                   • Director Grant asked if the items on the first few pages - material
- 7                   never included in past audits - represented new information. Manager
- 8                   Collins said it was standard information but not normally provided to
- 9                   the Board as part of the audit package. It is a letter he, Vice President
- 10                  Nungester and Mike Dobrowski sign and return to the auditors for
- 11                  their files.
- 12                  • Director Grant asked for an update on the item in the Management
- 13                  Letter titled Customer Files, a recurring audit item regarding lack of
- 14                  documentation in customer files for sewer connections. Manager
- 15                  Collins said Pam completed documentation for about 50 customer
- 16                  files in the past year, significantly more than the 30 per year to which
- 17                  the District committed. He added that eventually all customer files
- 18                  would be reviewed and brought up to date.

19                  **C. Approval of Minutes:**

20                  Director Northrop made a MOTION that the Board approve the minutes of

21                  the November 9, 2012, Regular Board of Directors Meeting. Director

22                  Priest SECONDED the motion. During discussion, Director Priest asked

23                  if there had been any problems with check signing in the past month; Vice

24                  President Nungester said no. Director Grant asked about the logistics of

25                  updating the District's Bank of the West signature card; Manager Collins

26                  said Pam would coordinate times for the Directors to go to the bank and

27                  sign the card. Directors Grant, Northrop and Priest being in favor, the

28                  motion was APPROVED.

29                  **D. Fire Department Report:**

30                  Chief Schwartz from NTFPD was in attendance and reported the

31                  following:

- 32                  • NTFPD Activities in the Valley:
  - 33                         ○ NTFPD responded to 5 dispatch call(s) in the valley.
  - 34                         ○ NTFPD is staffing the Alpine Fire Station on weekends and
  - 35                         holidays. There will be two NTFPD personnel in the station
  - 36                         December 24 through after New Year's.
- 37                  • Fuels reduction program: NTFPD is working with CalFire to obtain
- 38                  Proposition 40 funds, which would allow NTFPD to work in Alpine
- 39                  Meadows as well as in the Tahoe basin. They plan to resume
- 40                  provision of residential chipping in the spring.
- 41                  • Other Grant: NTFPD applied for a federal (primarily FEMA) grant to
- 42                  ensure staffing for adequate fire response. NTFPD is working with
- 43                  congressional support and the issue currently sits in committee.
- 44                  • California Fire Prevention Fee: Chief Schwartz reiterated that NTFPD
- 45                  has been educating residents in their district that NTFPD will not
- 46                  benefit from the annual \$115 SRA fee and their web site provides
- 47                  information on how taxpayers can protest the fee. NTFPD plans to
- 48                  run the campaign again in July. The fee is being protested by the
- 49                  Howard Jarvis Taxpayers Association.

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- Social Media: NTFPD personnel, including Chief Schwartz, attended a federal government class for public information officers and learned that increasingly people are getting their information from social media, rather than from websites. Consequently, in addition to maintaining its website, NTFPD is beefing up its Facebook presence, posting advisories in real time about smoke from prescribed burns, avalanche warnings, icy road conditions, etc.
- Call Volume Planning: Chief Schwartz told the Directors that the best predictor for call volume is sewer usage. He recommended that ASCWD make its sewer flow data available live online.

**E. Election of Board President and Vice President for 2013:**

- Director Quinan was unable to attend today’s meeting, but sent Vice President Nungester an email advising him that if she were elected to the Board presidency she would serve. Director Grant asked Director Priest if he would serve as president, but he declined, saying he would prefer to wait another year. Vice President Nungester reiterated that he was not willing to serve as president because he would prefer that the president be a full-time resident in Alpine Meadows.
- Director Northrop NOMINATED Director Quinan as President of the Board. Director Priest SECONDED the motion. Directors Grant, Northrop and Priest being in favor, Director Quinan was ELECTED President. Manager Collins will check with District counsel about her status as a current Director. If her term has expired, the Board will have to hold the election again in January after she is sworn in.
- Director Northrop NOMINATED Director Nungester as Vice President of the Board. Director Priest SECONDED the motion. Directors Grant, Northrop and Priest being in favor, Director Nungester was ELECTED Vice President. He will conduct Board meetings until Director Quinan can serve as president.
- Vice President Nungester reminded the Board that the next president (presumably Director Quinan) would review committee appointments.

**F. Election of TTSA Representative:**

Vice President Nungester told the Board that they needed to elect an ASCWD representative to the TTSA Board for a four-year term. Director Grant NOMINATED Director Northrop as the ASCWD Board’s TTSA Representative. Director Priest SECONDED the motion. Directors Grant, Northrop and Priest being in favor, Director Northrop was ELECTED.

**G. General Manager’s Report:**

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

- Sierra Nevada Conservancy (SNC) Grant: The District received its retention funds (\$12,174.79) from SNC. The project is now complete.
- Alpine Meadows Bridge: There was no activity in November.
- Alpine Sierra Subdivision: There was no activity in November.
- Alpine Meadows Road Pipeline Project:
  - Manager Collins received an agreement from Troy Caldwell and his attorney and prepared a counter offer for ASCWD to purchase the 8-inch water main between Chalet Road and John Scott Trail,

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- 1 and an easement adjacent to Alpine Meadows Road. The  
2 purchase price was based on the Longo Construction bid for the  
3 Alpine Meadows Road water main extension, then adjusted to  
4 reflect the year of construction as 1992. The agreement also  
5 specifies dedication of Troy's sewer and water mains to the  
6 District. The District's offer is \$116,300. Manager Collins said the  
7 District would have built the pipeline if Troy had not, so the District  
8 might as well pay a reasonable amount for it.
- 9 ○ Director Priest asked Manager Collins if he had notified Placer  
10 County of the easement issue; Manager Collins said no. Manager  
11 Collins said the County easement was for roadway use only. The  
12 County issued ASCWD an encroachment permit but the District  
13 still needs the easement from Troy so they can dig below the  
14 County's roadway easement.
  - 15 ○ Director Priest felt it would be helpful in the negotiations with Troy  
16 if Manager Collins determined the depreciation cost of the  
17 pipeline. Manager Collins agreed.
  - 18 ○ Director Priest asked for a summary of how the system works.  
19 Manager Collins gave a brief presentation, including information  
20 about fire flow and max day demand. Director Priest expressed  
21 concern that Troy would take all of the capacity of the District's 6-  
22 inch pipe to which his 8-inch pipe connects, leaving the rest of the  
23 zone without enough water to serve its customers. Manager  
24 Collins felt he took all necessary factors into consideration when  
25 calculating the capacity that the agreement stipulated the District  
26 would reserve for Troy.
  - 27 ● AME Well Re-drill: Manager Collins met in the field with Mark Fredrick  
28 of Fredrick Drilling, reviewed the project a second time and received a  
29 bid proposal to drill a 6-inch diameter test boring to a depth of 600  
30 feet. Manager Collins also reviewed the project with adjacent  
31 property owners and met with one of the owners in the field. The  
32 work is scheduled to start in 2013. Director Grant asked about the  
33 AME Well's capacity when it was new. Buzz said its initial production  
34 was about 60 gpm, with a full-time yield closer to 40-45 gpm.  
35 Manager Collins said it is hoped the re-drill will yield 100 gpm to  
36 improve capacity.
  - 37 ● Audit: Manager Collins completed the draft Management's Discussion  
38 and Analysis (MD&A), forwarded it to Vice President Nungester for his  
39 review, revised it per his edits, forwarded it to the auditor (Damore,  
40 Hamric & Schneider, Inc.) and reviewed it with the auditor.
  - 41 ● CALPERS Retirement Benefits Evaluation: Upon behalf of Staff,  
42 Manager Collins submitted a request to CALPERS to consider joining  
43 so as to evaluate their retirement package, which would take effect in  
44 January 2013.
  - 45 ● Rate Change: Director Priest asked if the rate change notice  
46 generated customer feedback. Manager Collins said there was very  
47 little feedback, but expects some attendance at the public hearing.
  - 48 ● Capital Projects Summary: Manager Collins reported to the Board that  
49 \$1.4M will be spent on capital projects during the next year or two, all

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1 approved by the Board. Upon completion of the current capital  
2 projects, the capital fund will be around \$1M.

3 **H. AME Well Rehabilitation:**

4 The Board discussed the contracts with Mark Fredrick Pump & Supply  
5 Company and with Stantec Consulting Services Inc, to carry out work on  
6 the AME Well Rehabilitation Project:

- 7 • Manager Collins said he was seeking approval of the Frederick  
8 contract in an amount not to exceed \$62,150, which includes a 5%  
9 contingency.
- 10 • In response to a question from Director Grant, Manager Collins said  
11 \$85K was budgeted for this part of the project, with an additional  
12 \$400K of work to follow. Director Grant asked what phases would  
13 follow the work described in the current agreements. Manager Collins  
14 said the District would be entering into a contract with Stantec to  
15 design the well, well house, pump, electric controls and SCADA  
16 modifications, then put that project phase out to bid.
- 17 • Mark Fredrick reported that he can drill in January. It will take about 5  
18 days, as long as ambient temperatures remain above zero degrees.  
19 He may drill deeper than 600 feet if conditions appear favorable.
- 20 • Director Priest asked if the extra payment (\$116,300) to Troy was  
21 included in the District's capital plan. Manager Collins said no.

22 Director Priest made a MOTION that the Board approve the contract with  
23 Mark Fredrick Pump & Supply Company, in an amount not to exceed  
24 \$62,150. Director Northrop SECONDED the motion. Directors Grant,  
25 Northrop and Priest being in favor, the motion was APPROVED.

26 Director Priest made a MOTION that the Board approve the contract with  
27 Stantec Consulting Services Inc, in an amount not to exceed \$17,700.  
28 Director Northrop SECONDED the motion. Directors Grant, Northrop and  
29 Priest being in favor, the motion was APPROVED.

30 **I. Operations & Maintenance Department Report:**

31 Buz presented a written report for the month of November that included  
32 status updates on water, sewer, garbage and other services provided by  
33 the District.

- 34 • Rain event: pushed max sewer flow up to 416,000 gallons per day for  
35 about 6 hours.
- 36 • Maintenance: Staff serviced District altitude and pressure regulator  
37 valves, and performed snow removal from the shop area.
- 38 • The District sold 3,600,000 gallons to the Alpine Meadows Ski Area  
39 for snowmaking (as of today's meeting, that figure has increased by 2-  
40 3 million gallons).
- 41 • All routine water and quarterly spring samples were absent coliform  
42 bacteria.
- 43 • Director Priest commented that when the District retires its debt to the  
44 ski area, the Board will have to adjust how the ski area pays for its  
45 snowmaking water. Vice President Nungester said Shawn Koorn, of  
46 HDR Engineering, Inc, will provide the Board with a recommendation.  
47 The recommendation is likely to be a "cost of service" rate that would  
48 charge the ski area for the actual cost to the District of delivering the  
49 water (maintenance, electricity, etc. – also reflecting that the ski area

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1 doesn't use District tanks so shouldn't have to pay for their  
2 maintenance). The implementation of a water usage rate for the ski  
3 area will require another public hearing, with the ski area as the only  
4 affected customer.

5 **J. TTSA Report:**

6 Director Northrop provided a written report on items of interest to ASCWD  
7 from the November 14, TTSA Board meeting (its December 12, meeting  
8 was cancelled).

- 9 • The plant is operating normally and efficiently.
- 10 • All waste water discharge requirements are being met.
- 11 • Director Priest asked about the Squaw Valley project mentioned in the  
12 TTSA Board agenda. Director Northrop said the project was  
13 construction of a year-round roller coaster.

14 The next TTSA Board meeting is not yet scheduled.

15 **K. Committee Reports:**

16 i. **Budget & Finance Committee:** Vice President Nungester presented  
17 a written report of yesterday's Committee meeting.

18 a. **Non-standard Transactions:** Manager Collins questioned the  
19 large amount in Other Revenue (\$25,620) and Mike said he would  
20 research it for today's meeting. Manager Collins reported to the  
21 Board that it turned out to be primarily late fees and penalties.  
22 Director Priest asked if the number of customers with no-payment  
23 penalties was typical. Vice President Nungester said it was pretty  
24 normal for ASCWD, even a little lower than in previous years.

25 b. **Investments/cash:** No CDs are maturing this month. Director  
26 Grant asked if, considering the difficulty of working with Bank of  
27 the West, the District should consider doing business with another  
28 bank in town. Manager Collins and Vice President Nungester did  
29 not feel it was difficult doing business with Bank of the West, that  
30 the logistics involved with getting a new signature card were due  
31 to anti-terrorist legislation and would be required by any other  
32 bank. Director Grant said that Bank of the West's interest rate  
33 was extremely low. Manager Collins did not feel the District could  
34 get a better interest rate at any other bank. Director Grant said  
35 she used a savings bank in town and that they provided a more  
36 generous interest rate. Manager Collins said that, from a  
37 management point of view, he was satisfied with service from  
38 Bank of the West. Director Priest asked Manager Collins to do a  
39 survey of rates with local banking organizations for checking and  
40 money market accounts. Director Northrop said TTSA did a  
41 similar survey and they did not find much of a difference between  
42 banks. Vice President Nungester said Pam was very unhappy at  
43 the prospect of changing banks, that she felt changing to another  
44 bank would be very difficult and not something to be done just to  
45 obtain a better interest rate. Vice President Nungester directed  
46 Manager Collins to do a survey of interest rates at financial  
47 institutions in Tahoe City.

48 c. **Requests from Customers for Adjustments to their Bills:**

49 There was a request from a customer to remove the penalty

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- 1 assessment of \$240.30 on a \$2,030.78 water bill which was  
2 caused by a water leak. The Committee felt the penalty should be  
3 removed for compassionate reasons.  
4 d. **Requests for Unbudgeted Expenses:** Per the Committee's  
5 recommendation, Director Northrop made a MOTION that the  
6 Board approve the unbudgeted expense of \$799.40 for envelopes.  
7 Director Priest SECONDED the motion. Directors Grant, Northrop  
8 and Priest being in favor, the motion was APPROVED.

- 9 e. **Next meeting:** Thursday, January 10, at 1:00 p.m.  
10 ii. **Administration & Personnel Committee:** There was no meeting.  
11 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.  
12 iv. **Long Range Planning Committee:** There was no meeting.

- 13 L. **Open Items:**  
14 • The next regular Board meeting will be held at its normal time and  
15 date: Friday, January 11, at 8:30 a.m.

- 16 M. **Correspondence to the Board:** None.

17 **5. DIRECTORS' COMMENTS**

- 18 ■ Director Grant asked if the revised Policy 2.1.0 was online. Manager Collins  
19 said yes.  
20 ■ Director Grant said she would be unable to attend the February Board  
21 meeting as currently scheduled (Friday, February 8), and asked the Board to  
22 consider changing the date. She said Tuesday, February 12 would work for  
23 her. Director Priest was in favor of changing the meeting date. Vice  
24 President Nungester said he preferred to hold Board meetings on their  
25 customary dates, but that the next president can make the decision. The  
26 Directors will revisit the topic at the January Board meeting.

27 **6. ADJOURNMENT**

28 There being no further business before the Board, the meeting was adjourned at  
29 10:07 a.m.

30  
31 Respectfully Submitted, approved with amendments 1/11/13

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34  
35 Jancis Martin  
36 Recording Secretary