

**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, July 8, 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 8:31 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; Tony Stefani, Vice President; Janet
7 S. Grant; Jon Northrop; Virginia Quinan

8 Directors Absent: None

9 Staff Present: Jancis Martin, Recording Secretary

10 Guests Present: Peter Graf/AMEA; Al Pride/AMEA; Ron Cook/Resident

11 **2. PUBLIC PARTICIPATION**

12 None.

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

14 **A. Financial Report:**

15 Mike Dobrowski, District CPA, participated in discussion of this agenda
16 item by telephone:

- 17 • Mike anticipates sending the District's delinquent accounts to Placer
18 County for collection either this week or early next week. There is
19 \$10,518 worth of delinquent payments in 10-15 accounts.
- 20 • President Danz pointed out that there will be \$40,000-\$45,000
21 additional water usage revenue reflected on the June 2005 income
22 statement once the meters are read. There are also some additional
23 expenses coming in, the largest of which is the remainder of the
24 Lumos contract, of which about \$25,000 has been billed and paid to
25 date.
- 26 • President Danz pointed out that the June 30 year-end financial
27 statements will be kept open until mid-August to take in all fiscal year
28 2005 expenditures and revenues, thereby reducing the number of
29 audit adjustments.
- 30 • **Financial Statements – June 30, 2005:** Director Quinan made a
31 MOTION that the Board approve the financial statements as
32 presented. Director Northrop SECONDED the motion. All Directors
33 being in favor, the motion was APPROVED.
- 34 • **Expenses Paid & Payable – July 6, 2005:** The Directors reviewed
35 the monthly check register. Director Quinan asked about the Exwire
36 expense; President Danz replied that the District will continue to use
37 Exwire until a more cost-effective internet access solution is
38 determined. Director Stefani made a MOTION that the Board approve
39 the Expenses Paid & Payable. Director Northrop SECONDED the
40 motion. All Directors being in favor, the motion was APPROVED.

41 **B. Approval of Minutes for Recent Board Meetings:**

- 42 i. **Regular Board Meeting, June 10, 2005:** The minutes were not
43 available.
- 44 ii. **Special Board Meeting, June 20, 2005:** Director Quinan made a
45 MOTION that the Board approve the minutes of the June 20, 2005,
46 Special Board Meeting. Director Stefani SECONDED the motion.
47 All Directors being in favor, the motion was APPROVED.

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- 1 iii. **Special Board Meeting, June 21, 2005:** Director Grant made a
2 MOTION that the Board approve the minutes of the June 21, 2005,
3 Special Board Meeting. Director Northrop SECONDED the motion.
4 All Directors being in favor, the motion was APPROVED.
- 5 iv. **Special Board Meeting, June 29, 2005:** Director Grant made a
6 MOTION that the Board approve the minutes of the June 29, 2005,
7 Special Board Meeting. Director Northrop SECONDED the motion.
8 All Directors being in favor, the motion was APPROVED.
- 9 **C. General Manager Contract:**
10 Discussion of this item was deferred until after the Closed Session at the
11 end of the meeting.
- 12 **D. FEMA National Incident Management System (NIMS):**
13 The General Manager will be asked to work with NTFPD to assess what
14 the District needs to do to meet the NIMS requirements. Director Stefani
15 said that, basically, the District is required to have an incident response
16 system in place but he doesn't know the details yet. He believes that
17 NTFPD has such a system in place already.
- 18 **E. Fire Department Report:**
19 Chief Keller was not in attendance. Director Grant observed that the
20 dispatch report showed no responses in the Valley during the past month.
- 21 **F. Operations & Maintenance Department Report:**
22 Buz Bancroft is on vacation so was unable to provide the monthly O&M
23 report to the Board. President Danz suggested that Directors articulate
24 any O&M-related issues or concerns during the Directors' Comments
25 portion of the meeting; any such comments would be relayed to Staff for
26 response at next month's Board meeting.
- 27 **G. TTSA Report:**
28 There has been no TTSA meeting since the June 10th ASCWD regular
29 Board meeting.
- 30 **H. Committee/Department Reports**
- 31 i. **Long Range Planning Committee:** The Committee met on July 6.
32 Director Grant presented a written report on the following topics:
- 33 a) **Status of Long Range Plan, System Mapping, O&M Manuals:**
34 Lumos and Associates has completed the system map,
35 incorporating information provided by Staff. Applicable
36 information from the District's reference document has been
37 incorporated into the O&M Manual for water but the O&M Manual
38 for sewer is not yet complete; Lumos is awaiting review from
39 District Staff to complete the Manual. The Inventory of Existing
40 Infrastructure (Asset Inventory) was distributed to the Committee
41 which made suggestions; Lumos will incorporate the suggestions
42 and resubmit the inventory. The Growth and Population trends
43 are yet to come. Completion of the above will finalize Phase I of
44 the Long Range Plan. Peter Graf asked about the total cost of
45 Phase I; President Danz said the District would not be able to
46 provide that figure until August because the District has not
47 received its final billing from Lumos.
- 48 b) **Lumos' Proposal for Phase II of the Long Range Master Plan:**
49 Craig Wesner presented Lumos' proposal to the Committee. The

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- 1 proposal outlines seven tasks and a cost to the District of \$47,500
2 to complete the tasks in a time frame of approximately six months.
3 The Committee felt there were areas that could be more thorough
4 but due to the budgetary constraints, recommends the District
5 approve the proposal for \$47,500.
- 6 ii. **Budget and Finance Committee:** Director Danz presented a written
7 report of the Committee's actions over the past month with detailed
8 discussions of the following items:
- 9 a. **Treasurer's Report:** Peter Murray and the Committee
10 recommend that the District not re-invest the cash from the two
11 CDs (that were converted to cash in June) until after the District
12 starts receiving cash from payment of bills.
- 13 b. **Procedures to notify high water users of conservation**
14 **measures:** After the meters are read, a letter will be sent to the
15 top 25 residential water users in the Valley when the water bills
16 are sent out. The Board discussed and approved the content of
17 the letter.
- 18 c. **Budget preparation procedures for fiscal year 2006-2007:** The
19 Staff will use an Excel spreadsheet to prepare next year's budget;
20 it will show the detail associated with each of the accounts in the
21 chart of accounts.
- 22 d. **Rate increase:** The Board only approved one year of water and
23 sewer rate increases. Once there are sufficient revenue and
24 expense data available for the individual funds (such data has not
25 been gathered in the past but will be available during this coming
26 year), the Committee will ask HDR/EES to use the data to rerun
27 the rate increase algorithms to determine what the rates should be
28 for the next three years.
- 29 e. **Requests from customers for adjustments to their bills:** None.
- 30 f. **Requests for unbudgeted expenses:** None.
- 31 g. **Next meeting:** Wednesday, August 10, 2005, at 4:00 p.m.
- 32 iii. **Park, Recreation and Greenbelt Committee:** Director Northrop
33 presented a written report of the Committee's last meeting. The main
34 topic of discussion was whether or not the District should require
35 insurance to be provided by groups holding special events at the
36 Park. Tahoe City does this on a case-by-case basis. Director Grant
37 suggested that the District have a policy to cover the issue. The
38 Committee discussed the potential for obtaining insurance from
39 SDRMA (Special Districts Risk Management Authority). The
40 Committee felt that more information was needed from the insurance
41 company regarding group types needing insurance certificates to hold
42 events. The Committee also felt that District Counsel should be
43 asked for comment. The Committee would like Pam Zinn to provide a
44 historical list of group types that have held events in the Park to date.
45 Director Northrop said that he would like the new General Manager to
46 investigate further. The Committee will meet again Tuesday, July 12,
47 2005, at 8:00 a.m. President Danz asked the Committee to move
48 forward quickly on this issue and to report back at the August Board
49 meeting with a recommendation.

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1 iv. **Administration and Personnel Committee:** No meeting.

2 v. **Fire Committee:** No meeting.

3 I. **Board Meeting Schedule:** The Board discussed alternative dates for the
4 August Board meeting. It was decided that the meeting would be
5 rescheduled for Thursday, August 11, 2005, at 8:30 a.m.

6 J. **Open Items:** None.

7 K. **Correspondence to the Board:** A letter was received from Ernest
8 Wertheim regarding defensible space. President Danz said she would
9 respond to the letter.

10 **5. DIRECTORS COMMENTS:**

- 11 • Director Stefani said he was contacted by two local non-resident families.
12 The families are concerned that the fertilizer for the Park grasses runs into
13 the pond and that their children are exposed to dangerous chemicals.
14 Director Stefani suggested that the Staff consider not fertilizing the grass
15 above the pond for a month or two and see if the lawn can be maintained
16 during the summer by watering alone. Al Pride suggested that, if the pond is
17 polluted, an information sign should be posted. Director Stefani noted that
18 the water going into the pond is being chlorinated and it is not likely that the
19 pond is polluted. President Danz suggested that Staff report on these issues
20 at the next meeting.
- 21 • Director Stefani said that, with respect to the possible benefits of an alarm
22 system in the Valley, notification time may be less with such an alarm system
23 but that response time would remain the same. He feels that having the
24 Alpine Meadows firehouse staffed is a more important step toward improving
25 the Valley's overall response time.
- 26 • Director Quinan said that the Valley-wide meeting has been scheduled for
27 9:00 a.m., September 3, 2005, at the Lodge at the Alpine Meadows ski resort.
- 28 • Director Quinan reported that she and Peter Graf talked with Lowell Northrop
29 to obtain his oral history of the early days of the Valley, as part of the project
30 to honor Lowell's role in the development of the Valley. Peter Graf has put
31 together a list of Lowell's accomplishments. He wants to run the list by
32 Lowell before it is put on a plaque or letter of commendation. President Danz
33 requested that Director Quinan and Peter Graf continue to work on an
34 appropriate means of recognition to present to the Board for approval.
- 35 • Director Grant said she read in the CSDA news magazine about free sexual
36 harassment training for Staff. The article will be given to the new General
37 Manager.
- 38 • President Danz distributed a draft questionnaire to be included with the water
39 bills, asking District customers how they wish to be informed about District
40 issues. She solicited corrections or additions from the Directors and said that
41 the updated questionnaire would then go to the District CPA to be included in
42 the mailing.

43 **The Board took a break from 9:30 a.m. to 9:40 a.m.**

44 **4. CLOSED SESSION:** Gov't Code Section 54957: Employee Appointment. Title:
45 General Manager. The Board met in closed session from 9:40 a.m. through
46 10:00 a.m. Action taken: Director Grant made a MOTION that the Board approve
47 the contract for general management services with Collins Consulting, LLC, with
48 the following changes:

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- 1 • Page 2, Section 3, Subsection 2: remove the words “all normally required
- 2 support necessary to the” and replace them with the words “without
- 3 limitation,”
- 4 • Page 2, Section 3, Subsection 8: remove the word “quarterly”
- 5 Director Northrop SECONDED the motion. All Directors being in favor, the
- 6 motion was APPROVED. As a result, agenda item 3C becomes moot.

7 **3.C. General Manager Contract:**

8 No discussion.

9 **6. ADJOURNMENT**

10 There being no further business before the Board, the meeting was adjourned at

11 10:05 a.m.

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13

14

15 Respectfully Submitted,

Approved as submitted 8-11-05

16

17

18

19 Jancis Martin

20 Recording Secretary