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3 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
4 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

5 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday,  
6 October 10, 2003 at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

7 **1. CALL TO ORDER**

8 President Bass called the meeting to order at 8:34 a.m.

9 **PLEDGE OF ALLEGIANCE**

10 Those attending joined in reciting the Pledge of Allegiance.

11 **ROLL CALL**

12 Directors Present: Tom Bass, President; Janet S. Grant; Barbara Danz; Jon Northrop;  
13 Tony Stefani

14 Directors Absent: None

15 Staff Present: John Shaw, P.E. of John Shaw Consulting, LLC, District General  
16 Manager; Pam Zinn, Recording Secretary

17 Guests Present: Peter Graf; Carole Northrop; Paul Sheehan; Virginia Quinan; Chief  
18 Duane Whitelaw/NTFPD; Division Chief Bryce Keller/NTFPD;

19 **2. PUBLIC PARTICIPATION**

20 None

21 **3. CONSENT CALENDAR - MOTIONS**

22 Director Danz requested that all items be taken off the consent calendar.

23 **a. September 12, 2003, Board Minutes**

24 **b. Monthly Financial Report**

25 Director Grant questioned the amount of cash that will be required for operations during  
26 the fiscal year. Director Danz noted that the District has generated most of its income for  
27 the year. Cash projections for the full year are not available. The District did not pass a  
28 balanced budget so expenses are projected to be higher than income. General  
29 discussion continued on the format of the financial reports and how to use them  
30 effectively at this time.

31 THE MONTHLY FINANCIAL REPORT AND SEPTEMBER 12, 2003, BOARD MINUTES  
32 WERE APPROVED WITHOUT OBJECTION.

33 **4. CONSENT CALENDAR - RESOLUTIONS/ORDINANCES: NONE**

34 **5. ITEMS FOR BOARD DISCUSSION & ACTION**

35 **a. Fire Ordinance Appeal by Paul V. Sheehan**

36 Chief Whitelaw and District General Manager Shaw recommended that the variance be  
37 approved.

38 DIRECTOR GRANT MADE A MOTION TO APPROVE PAUL SHEEHAN'S REQUEST  
39 FOR A VARIANCE FROM THE FIRE SPRINKLER ORDINANCE.

40 SECONDED BY DIRECTOR STEFANI.

41 MOTION UNANIMOUSLY PASSED.

42 **b. Draft of Revised District Rules & Regulations**

43 Manager Shaw asked the District's legal counsel, Paul Chamberlain, to consolidate the  
44 District's rules and regulations which had not been updated in years. A draft was  
45 included in the Board packet. The Board had general discussion about changes to the  
46 draft. Manager Shaw is to ask Paul Chamberlain to include references to specific  
47 resolutions since the Board does not want to inadvertently supercede a Resolution or  
48 Ordinance. Also, the consolidated rules and regulations should be updated to meet State  
49 "Blue Book" construction standards. President Tom Bass referred the review and update  
50 of the consolidated rules and regulations to the Administrative Committee.  
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2 **6. COMMITTEE/DEPARTMENT REPORTS**

3 **a. Fire Committee Report (Director Stefani)** – The Fire Committee received two  
4 proposals to perform an economic analysis of fire service consolidation. Both proposals  
5 were higher than originally anticipated. The Committee recommended that the Board  
6 engage a firm to prepare emergency maps as the first step towards implementation of a  
7 GIS system. Director Danz noted that the Budget & Finance Committee did not approve  
8 this unbudgeted expense, as there is more information needed to determine the full cost  
9 of implementation. Director Stefani said the initial cost of mapping is about \$2,000.  
10 President Bass referred the review of a GIS system to the Long Range Planning  
11 Committee.

12 DIRECTOR STEFANI MADE A MOTION TO ACCEPT THE PROPOSAL FROM CITY  
13 GATE IN THE AMOUNT OF \$7,495, WITH ONE-HALF THE COSTS TO BE PAID BY  
14 NTFPD AND WITH ALPINE MEADOWS BEING THE CONTRACTING ENTITY, TO  
15 PERFORM AN ECONOMIC ANALYSIS OF THE ANNEXATION OF ALPINE  
16 MEADOWS FIRE DEPARTMENT INTO THE NORTH TAHOE FIRE PROTECTION  
17 DISTRICT.

18 SECONDED BY DIRECTOR DANZ.

19 MOITON UNANIMOUSLY PASSED.

20 **b. Fire Department Report (Chief Whitelaw)**

21 NTFPD's application for a FEMA Grant on behalf of AM Fire Department for a Type-1  
22 Engine was denied. Placer County has not decided whether or not to bid out ambulance  
23 services but Chief Whitelaw believes that NTFPD will be able to continue to provide  
24 ambulance services to its existing service area. AM's resident firefighter has accepted a  
25 full-time position in another area. In response to a question from President Bass, Chief  
26 Whitelaw said that AM volunteer firefighters would continue to play an important role  
27 even if annexation occurs. AM subscribes to an automatic phone dialing system,  
28 Teleminder, provided at a cost of \$500 per year by the Placer County Sheriff's  
29 Department. In the event of an emergency, the system automatically dials to all locations  
30 within a specific geographic area.

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32 The Board of Directors took a 10-minute break from 10:08 a.m. to 10:18 a.m.

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34 **c. Long Range Planning Committee (LRPC) Report (Director Grant)** – The  
35 Committee met on October 9 and discussed LRPC Policy 8.0.0, Policy of Operation of  
36 the Committee, and Policy 8.1.0, Water Resource Policy, and recommended changes.  
37 The Policies will be presented to the Board for adoption after the next committee  
38 meeting.

39 **d. Park Committee Report (President Bass)** – No Meeting

40 **e. Personnel Committee Report (Director Grant)** – No Meeting

41 **f. Administrative Committee Report Director Stefani)** – The Committee met October  
42 7 and discussed several proposed policies. Policy 4.13.0, Development Procedures, was  
43 formulated to establish procedures for the review, negotiations, cost allocation, design  
44 and construction of infrastructure associated with development within the District  
45 boundaries. The Board reviewed to draft policy and made some changes to the text as  
46 follows: In Ends: 4<sup>th</sup> line after "infrastructure" insert ", all of". Item c. first line, remove  
47 "the" between "require" and "design"; second line after "construction" insert "of"; item d.  
48 first line after "shall" insert "at its discretion". Director Northrop feels that item d. could  
49 cause legal problems and requested that Paul Chamberlain review the policy before it is  
50 implemented.

51 DIRECTOR DANZ MADE A MOTION TO ADOPT POLICY NO. 4.13.0 AS AMENDED.

1           SECONDED BY DIRECTOR STEFANI.  
2           DISCUSSION: Director Northrop wants it noted in the motion, "With Paul Chamberlain's  
3           Review".  
4           MOTION UNANIMOUSLY PASSED.  
5           Policy 4.11.0, Agreement Negotiations, was formulated to give the General Manager  
6           authority, at the discretion of the Board, to negotiate contracts with third parties. On a  
7           regular basis, the General Manager is to report to the Board on the status of the  
8           negotiations. The General Manager will present the proposed agreement to the Board  
9           for consideration. The Board will then direct the General Manager to approve the  
10          agreement, continue negotiations or cancel further negotiations.  
11          DIRECTOR DANZ MADE A MOTION TO APPROVE POLICY NO. 4.11.0.  
12          SECONDED BY DIRECTOR GRANT.  
13          MOTION UNANIMOUSLY PASSED.  
14          The Committee presented a draft of the 2003-2004 Goals & Objectives for the General  
15          Manager. The Board of Directors will review the document and it will be placed on the  
16          agenda for discussion at the next Board meeting.  
17          The Committee plans to develop policies regarding ethics, conflicts of interest and  
18          complaints/appeals procedures. Director Danz noted that the Easement Policy should be  
19          placed on the agenda for discussion and approval at the next Board meeting.  
20          **g. Budget & Finance Committee Report (Director Danz)** – At the September Board  
21          meeting, the Board approved the Committee Funds Policy even though no motion had  
22          been made. Since this Policy is not on the agenda, the Board cannot take action at this  
23          time. The Committee Funds Policy will be placed on the agenda for discussion and  
24          approval at the November Board meeting.  
25          The Committee met on October 8. The Committee is working on a policy regarding the  
26          rate increase process. The policy will include sufficient controls to assure the public has  
27          enough time to comment on a proposed rate increase. The Committee discussed  
28          revision of the Recapitalization Reserves Policy based on input from CSDA documents.  
29          The September 30, 2003, financial reports were reviewed and the formats are  
30          acceptable although there are still some questions regarding the recording of COP  
31          payments, cash flow analysis, and budget to actual amounts. These issues should be  
32          resolved before the Committee's November meeting.  
33          The Committee received two requests for billing adjustments; both were denied.  
34          The Committee discussed several requests for approval of unbudgeted expenses..  
35          DIRECTOR DANZ MADE A MOTION TO APPROVE THE UNBUDGETED EXPENSE  
36          OF \$1,000 TO HIRE AN ENGINEER TO INVESTIGATE THE SLOPE STABILITY  
37          PROBLEM ON AN AMEA PRIVATELY OWNED LOT AND PROVIDE  
38          RECOMMENDATIONS.  
39          SECONDED BY DIRECTOR STEFANI.  
40          MOTION UNANIMOUSLY PASSED.  
41          DIRECTOR DANZ MADE A MOTION TO APPROVE THE UNBUDGETED EXPENSE  
42          OF \$1,410 FOR THE PURCHASE AND INSTALLATION OF AN AUTO DIALER FOR  
43          THE SCADA SYSTEM.  
44          SECONDED BY DIRECTOR GRANT  
45          MOTION UNANIMOUSLY PASSED.  
46          DIRECTOR DANZ MADE A MOTION TO APPROVE THE UNBUDGETED EXPENSE  
47          OF \$5,500 FOR THE ADDITIONAL ACCOUNTING WORK REQUIRED BY THE  
48          AUDITOR.  
49          SECONDED BY DIRECTOR GRANT.  
50          Discussion: Director Grant noted that the Budget & Finance Committee needs to keep  
51          track of unbudgeted expenses, and make sure we have adequate cash to fund the

1 expenditures. Director Danz said that Manager Shaw will list these items and note the  
2 reason for each unbudgeted expense.

3 MOTION UNANIMOUSLY PASSED.

4 The Committee recommends that the Board deny the following unbudgeted expenses:  
5 GIS system (\$7,500), Filing System for the District Office (\$1,400), charges for meters to  
6 be installed at the Scott Peak Lodges (5 units, \$14,000).

7 **h. Manager's Report (Manager Shaw)** – There are three projects in development in the  
8 valley: Homesites at Squaw Creek II, Sierra Knolls and Alpine Knolls. Paul Chamberlain  
9 is reviewing documents relating to Homesites at Squaw Creek II. A representative from  
10 the Sierra Knolls project has scheduled a meeting with the Fire Department to discuss  
11 their plans. Alpine Knolls has not yet made contact with the District.

12 There is an updated organization chart included with the Board package. The Annual  
13 Water Balance Report in the Board package gives a 12-month perspective vs. the one-  
14 month perspective usually seen in the O&M Report. There is a new link on the District  
15 website to an article recommended by NTFPD regarding Wildfire Protection and also a  
16 link to evacuation information. Several small leaks have been discovered but these are  
17 not major. The engineers have completed their study of the hydraulic problems and will  
18 present their conclusions shortly.

19 TTSA is meeting on October 15. They are anticipating awarding a \$40,000,000 contract  
20 for the expansion project.

21 **i. O & M Department Report (Manager Shaw)** – Manager Shaw noted that the math  
22 was wrong on the Water Balance Report provided in the Board package.

23 **j. Greenbelt Committee Report (Director Stefani)** – The Committee met on  
24 September 4 and October 1. In addition to Director Stefani, Director Northrop and  
25 Manager Shaw, the following individuals are members of the Committee: Lee Massick,  
26 Merritt Cutten, Lin Winetrub and Sherry Sheldon. The Committee discussed its priorities,  
27 its Policy of Operation and proposed policies such as land acquisition and stewardship  
28 (inspection, maintenance, control and access). The Mission Statement of the Committee  
29 is: "To continue the preservation of the undeveloped lands in their natural state which  
30 are owned by or under the control of the District." The Committee also discussed future  
31 land donations and what types of land would be acceptable for greenbelt/open space.

32 **7. CLOSED SESSION** - None

33 **8. CORRESPONDENCE TO THE BOARD** - None

34 **9. DIRECTORS' COMMENTS** – Director Danz emphasized that unbudgeted items that  
35 come to the Budget & Finance Committee should be urgent or emergent, that is, items  
36 that are so urgent that they cannot wait for approval until the next budget year. Director  
37 Grant noted that a capital budget has not been developed for many years and it should.  
38 President Bass added that an approved unbudgeted expense might also be an asset  
39 that the District had scheduled to replace in the future that could be done this year a  
40 discounted rate. President Bass said that some of the information from the CSDA  
41 meeting was valuable and should be shared among Board members at a separately  
42 scheduled discussion meeting of the Board. The meeting would be open to the public  
43 who could comment at the end of the meeting.

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**10. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 11:57 a.m.

Respectfully Submitted,

Pam Zinn  
Recording Secretary