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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 November 14, 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 8:30 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; Barbara Danz, Vice President; Janet S. Grant;
13 Jon Northrop; Tony Stefani

14 Directors Absent: none

15 Staff Present: John Shaw, P.E. of John Shaw Consulting, LLC, District General
16 Manager; Jancis Martin, Recording Secretary Pro Tem

17 Guests Present: Osvaldo Ancinas; Peter Graf/Resident, AMEA; Steve Kastan; Virginia
18 Quinan/Resident, JMA; Larry Heywood/AMSC; Lowell Northrop; Carole
19 Northrop/Resident, JMA; Chief Duane Whitelaw/NTFPD; Barbara Northrop

20 **2. PUBLIC PARTICIPATION**

21 Osvaldo Ancinas protested the "incivility" of communications between the District and its
22 customers. Specifically, he received (and displayed) an invoice showing an interest
23 charge for something he had never been billed for and for which there was no
24 explanation. Manager Shaw agreed that a letter of explanation should have been sent
25 out to residents, explaining the land charge. President Bass stated that Osvaldo could
26 pay the amount due on his invoice minus the interest. Osvaldo also questioned his
27 sewer billing, pointing out that he is paying twice (to T-TSA and to the District).

28 Larry Heywood questioned the cabling currently underway in Alpine Meadows, claiming
29 that it is being poorly performed and might pull down the poles; he wanted to know who
30 to call. He was advised that the work is being done by USA Media/Interlink.

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

32 **a. Monthly Financial Report**

33 Director Danz explained two changes in the report that make it easier to
34 understand. President Bass requested that the items in the check register be
35 APPROVED. The Board agreed and it was SO ORDERED.

36 **b. Approval of Minutes**

37 There were no minutes to approve.

38 **c. Local Agency Investment Fund (LAIF) Resolution 14-2003**

39 Director Danz suggested amending the Resolution to add a signature line for the
40 Board President to the already referenced signature line for the General
41 Manager. Roll was called to APPROVE the amended Resolution. Ayes:
42 Directors Grant, Northrop, Danz, Stefani, and Bass. Nays: none. RESOLUTION
43 PASSED.

44 **d. Legal Counsel comments regarding policies**

45 Paul Chamberlain sent a letter to Manager Shaw, responding to a request to
46 review District policies. The Board directed Manager Shaw to follow up on
47 Chamberlain's recommendations by passing them on to the various Committee
48 members as they apply.

49 **e. Developer negotiations**

50 Manager Shaw sought direction from the Board regarding negotiations with
51 developers of potential projects. He wanted it on record that the Board agreed to

1 delegate responsibility to him or others to negotiate on the Board's behalf and to
2 report back to the Board at regular intervals. A MOTION was made that the
3 General Manager negotiate with developers and report back to the Board. The
4 motion was seconded and PASSED UNANIMOUSLY.

5 Discussion ensued between Board, staff, and public participants about costs
6 associated with pumping water to a large tank for one of the proposed
7 developments; and about the future possibility of charging separate rates for
8 commercial vs. domestic accounts (a distinction not currently made in the
9 District's billing system but which would also affect other existing commercial
10 customers like River Ranch, etc.).

11 **f. Consultant selection**

- 12 I. The General Manager sought direction from the Board regarding the
13 selection of an engineering firm to perform tasks associated with potential
14 developments. The Board requested that Manager Shaw present to the
15 Board a short list (2-3) of engineering firms when the time is appropriate.
16 Director Danz would like the short list to be checked with the developers,
17 too, in the interest of the various parties working effectively together.
- 18 II. The General Manager also sought direction from the Board regarding the
19 selection of legal counsel. Current legal counsel is nearing retirement
20 and Manager Shaw is looking for legal backup and to replace current
21 counsel when he retires. Manager Shaw would like to give the firm of
22 Best, Best & Krieger some work now to evaluate them for future use. The
23 Board agreed with Manager Shaw's recommendation but Director Danz
24 requested that he see if the paralegal rate could be reduced, that the
25 District not be billed separately for secretarial time, that BB&K be advised
26 that the District does not expect travel from them, and to inquire as to
27 BB&K's billing increment (e.g., tenth of an hour).

28 **g. COMMITTEE/DEPARTMENT REPORTS**

29 **I. Fire Committee** – had no meeting.

30 **II. Fire Department Report (Chief Whitelaw)**

- 31 • North Tahoe Fire Protection District (NTFPD) will pay 50% of the costs
32 associated with evaluation of new developments in Alpine Meadows.
- 33 • NTFPD has been authorized to continue to provide paramedic/ambulance
34 service for the area which includes Alpine Meadows.
- 35 • The SCBA gear is here and NTFPD is trying to figure out how to pay for
36 it. There was some question as to the number of packs to be made
37 available for the Alpine Meadows Fire Department - Chief Whitelaw will
38 look into it.
- 39 • The Tahoe area fire departments sent 22 engines to the Southern
40 California fires and learned some great lessons about defensible space,
41 water reserves, etc.
- 42 • The previous firehouse resident has moved out and a new one has been
43 selected. His name is Bryce Cranch. He is finishing up paramedic
44 school, is done with his other training, and is working on his accreditation.

45
46 The Board of Directors took a break from 9:45 a.m. to 10:00 a.m.

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48 **III. Long Range Planning Committee**

- Met 10/09/03. Approved Policy 8.0.0 (Committee Policy of Operation). Director Danz made a MOTION that the policy be approved. MOTION UNANIMOUSLY PASSED.
- Approved Policy 8.1.0 ((Water Resource). A MOTION was made to approve the policy with a single typo fixed. MOTION UNANIMOUSLY PASSED.

IV. Park Committee

- Discussed potential fee structures.
- Approved Park Committee Policy of Operations. The only change since the Board last saw it was the removal of the word “legitimate”. Director Danz made two requests: that “park use and fees” be specified and to standardize on a single term for “chair”, rather than using both of the terms “chair” and “chairperson”. A MOTION was made that the policy be adopted as amended and the Board agreed. It was SO ORDERED.
- Regarding the Park Operation and Maintenance Policy: Director Danz requested that an inventory list be included in policies, rather than using terms like “current level”. This policy will go back to the Committee for rework.

V. Personnel Committee – no meeting

VI. Administrative Committee

- Policies 4.10.0 (Easements) and 4.12.0 (Selection of Consultants and Contractors) had been sent back to the Committee for amendment. With respect to Policy 4.10.0, the Committee agreed to keep easements intact for the benefit of customers. One typo was fixed (“benefits” changed to “benefit”). Director Danz made a MOTION to approve the amended policy and the Board agreed. It was SO ORDERED.
- Director Danz requested that Policy 4.12.0 be returned to the Committee for further work.
- The Committee agreed that Policies 4.14.0 (Conflict of Interest), 4.15.0 (Ethics), and 4.16.0 (Complaints) needed to go back to Committee.
- The policy regarding District’s Rules and Regulations will be gone over by the General Manager, sent to the Committee for revision, and then to the Board for approval.
- The Committee’s next meeting will be 12/09/03 at 5 pm.

VII. Budget & Finance Committee

- Met 11/13/03.
- The Recapitalization Reserves & Rate Increase Process Policies were tabled until the next meeting.
- The Committee Funds Policy was ready for Board approval. A MOTION was made to adopt the policy and the Board agreed. It was SO ORDERED.
- The Committee discussed letters from customers regarding billing. The Alpine Manors letter had merit and was being further researched. The letters from five residents requesting relief from late fees and interest were all denied.
- The Committee recommended approval of an unbudgeted expense of \$448.45 (costs associated with the SCBA grant). The Board agreed and it was SO ORDERED.

VIII. Manager’s Report

- Peter Graf questioned the televising program; Manager Shaw clarified.

1 **IX. O & M Report**

- 2 • Director Grant found two charts/reports in the information package to be
3 not useful. Director Danz suggested that a daily average might be more
4 useful than the numbers being reported. President Bass directed that the
5 reports be left in the package for possible historical value.

6 **X. Greenbelt Committee**

- 7 • Committee formulated Policy 9.1.0 (Land Acquisition). Director Stefani
8 felt that donated land should be evaluated first by the Greenbelt
9 Committee, and then sent to the Budget & Finance Committee for further
10 consideration. President Bass directed that the proposal be sent to the
11 Budget & Finance Committee to modify their affected policy.
12 • Next meeting is 12/02/03 (no time selected yet).

13 **h. CLOSED SESSION - none**

14 **i. CORRESPONDENCE TO THE BOARD**

- 15 • There were two letters to the Board. The one from Chuck Herbert expressed
16 dissatisfaction.
17 • The letter from Northbilt, Inc. generated a lot of discussion. It was regarding
18 the water line to River Ranch, constructed by Northbilt but never approved by
19 the design engineer (because of changes made to the design during
20 construction) and therefore not by the Placer County Health Department or by
21 the District. It is in everyone's (River Ranch, Northbilt, Placer County, the
22 District, the community) best interests to get the line approved but
23 negotiations to date have not resulted in getting design engineer approval.
24 Manager Shaw asked the Board if they wished to get involved in resolving the
25 status of the water line. The issue of Director Northrop's potential conflict of
26 interest was raised and he left the room for the remainder of the discussion.
27 Lowell Northrop said that a) the District and Placer Health inspected every
28 foot of the line as it went in, b) every change in design was made for the
29 purpose of improving the line, c) the line provides fire protection as well as
30 domestic water, and d) the line has been in use for about five years. There
31 was general consensus that Fred Fallin (or some other engineer) should be
32 able to provide the design approval. Lowell said he would try to get Fred
33 Fallin to sign.

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35 **4. DIRECTORS COMMENTS**

- 36 • Director Stefani said that Karen House and Kent Leland donated 60 "Alpine
37 Meadows Fire" shirts. The Board thanked them and asked that they be invited to the
38 District's annual holiday party.
39 • Director Danz requested that January's Board meeting be moved to accommodate
40 her travel. Director Grant made the same request with respect to the February
41 meeting. President Bass has the same problem with the December meeting. The
42 December meeting was re-scheduled to December 10, 2003 at 2 p.m.; this means
43 some Committee meetings will also be re-scheduled. The Budget & Finance
44 Committee will hold its December meeting on December 10th at noon. There will be
45 no Fire Committee meeting in December.

46 **5. ADJOURNMENT**

47 There being no further business before the Board, the meeting was adjourned at 11:07
48 a.m.
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Respectfully Submitted,

Jancis Martin
Recording Secretary Pro Tem