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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 Wednesday,  
6 December 10, 2003 at 2:00 p.m., District Board Room, 270 Alpine Meadows Road.

7 **1. CALL TO ORDER**

8 President Bass called the meeting to order at 2:05 p.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

17 Guests Present: Virginia Quinan/Resident, JMA; Lowell Northrop/Resident, Northbilt,  
18 Inc.; Rod Collins/NTPFD

19 **2. PUBLIC PARTICIPATION**

20 Lowell Northrop wished to have material pertinent to last month's discussion about the  
21 River Ranch water line reviewed by the Board at today's meeting. However, he did not  
22 submit the material early enough to have it included on the agenda. He asked if there  
23 was any way the material could be reviewed without waiting until next month's Board  
24 Meeting. President Bass said that the General Manager would review the material.  
25 Lowell also mentioned that Northbilt's legal counsel suggested that five years' worth of  
26 water metering on the River Ranch water line amounted to acceptance of the line by  
27 Placer County. President Bass thanked Lowell for the information.

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

29 **a. Financial Report**

30 Director Grant requested clarification as to how past-due accounts are reported  
31 in the accounts receivable total, Director Stefani initiated discussion about staff  
32 merit increases, Director Grant questioned a line item about US Bank Certificates  
33 of Participation, and Director Stefani asked about differences in the monthly  
34 payments to the District's CPA (amount can rise during audits and budget  
35 preparations – this month's amount was relatively low). In response to a couple  
36 of questions about individual line items in the check register, President Bass  
37 reminded the Board Members that such questions should preferably be handled  
38 outside the meeting, in the interest of efficiency. Director Danz made a MOTION  
39 that the Financial Report for the month, including expenses to be paid, be  
40 APPROVED. All Board Members agreed and it was SO ORDERED.

41 **b. Approval of Minutes**

- 42 i. **October 10, 2003 Regular Board Meeting:** Director Danz made a  
43 MOTION that the minutes be APPROVED. Director Grant seconded the  
44 motion. All Board Members were in favor and it was SO ORDERED.
- 45 ii. **November 14, 2003 Regular Board Meeting:** Director Danz made a  
46 MOTION that the minutes be APPROVED. Director Grant seconded the  
47 motion. All Board Members were in favor and it was SO ORDERED.

48 **c. Scheduling of Meetings**

- 49 i. General Manager Shaw requested that a meeting be scheduled to  
50 discuss the Water Conservation Study and Plan. The meeting is a  
51 workshop in format, with no planned actions to be taken, and is expected

1 to run about three hours. The meeting was scheduled for January 27,  
2 2004, at 1:30 p.m. (later in today's meeting, the Board rescheduled the  
3 timing of this meeting to 1 p.m.).

- 4 ii. Director Grant was concerned that the January Regular Board Meeting as  
5 currently scheduled - for January 20, 2004 at 2:30 p.m. to accommodate  
6 Director Danz's travel plans - was too late in the month for normal  
7 operations. After discussion and the General Manager's comment that he  
8 didn't expect the relative lateness of the meeting to hold up operations,  
9 the meeting was allowed to remain at the same date. The Budget and  
10 Finance Committee Meeting with the auditor will precede the regular  
11 Board Meeting that day.
- 12 iii. The February Regular Board Meeting will be held on its normally  
13 scheduled date: February 13, 2004 at 8:30 a.m.

14 **d. Review of Resident Firefighter Lease Agreement**

15 The contract ("Residential Station Lease Agreement") presented to the Board for  
16 approval was the current contract, incorporating input from the District's legal  
17 counsel. Discussion included:

- 18 • concern about lack of a security deposit (response was that it is  
19 considered unnecessary and hasn't been done in the past)
- 20 • the balance of the contract seems heavily in favor of the resident  
21 (response was that the Valley's benefit in having a paramedic in  
22 residence and that equipment is maintained and chains installed, etc,  
23 mitigates the imbalance)
- 24 • doubt about the advisability of the resident being an employee of  
25 ASCWD, as opposed to NTFPD (response was that the position is too  
26 expensive in terms of overtime for NTFPD to pay)
- 27 • whether or not the resident can leave during work shift - Director Danz  
28 requested that the General Manager obtain the District counsel's opinion  
29 as to whether the resident should be paid at the on-call rate while on shift  
30 and could that payment constitute free use of the facility
- 31 • relevance of the Indemnity clause (15) and General Provision clause 18D  
32 (responsibility of legal costs)
- 33 • advisement that the resident will be keeping exercise equipment in the  
34 bay

35 Director Danz made a MOTION that the Board approve the Agreement on a  
36 contingency basis. The contingencies are:

- 37 1. No additional salary is due the volunteer resident as compensation for his  
38 on-call time other than the use of the fire station as residence.
- 39 2. The list of responsibilities is modified to specify the amount of time on-call  
40 and a monthly schedule is prepared.
- 41 3. Typos are corrected on Exhibit A's items 2a and 2d: change "near" to  
42 "neat".

43 Director Stefani seconded the motion and it was PASSED UNANIMOUSLY.

44 **e. Review of Policies**

- 45 i. Policy 1.0.0 Board Policy of Operations: Director Danz made a MOTION  
46 that the policy be modified to remove the second sentence in paragraph  
47 D under Responsibilities (i.e., "Other positions are known as Directors."),  
48 pursuant to the recommendation of the District's legal counsel. Director  
49 Stefani seconded the motion and it was PASSED UNANIMOUSLY.  
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1 At this point, President Bass skipped ahead in the agenda to item 3fii, so that  
2 Rod Collins (Operations Division Chief of NTFPD) could give the Fire  
3 Department Report and leave, without making him stay longer than necessary.  
4 The SCBA (Self-Contained Breathing Apparatus) equipment is here and training  
5 is expected to be completed and equipment in place for use by January 15,  
6 2004.

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- 8 ii. Policy 1.1.0 Board Policy of Operation & Maintenance: Director Danz  
9 made a MOTION that the Board amend the policy to incorporate the  
10 words "and personal property" after the words "real property" in the last  
11 sentence of the introduction, pursuant to the recommendation of the  
12 District's legal counsel. Director Stefani seconded the motion and it was  
13 PASSED UNANIMOUSLY.
- 14 iii. Policy 4.4.0 Administrative Policy Re: Confidential Information: Manager  
15 Shaw needed direction as to whether he should release the District  
16 mailing list. After discussion, Director Danz made a MOTION that the  
17 Board permit AMEA, JMA, BCPC, and BCA to obtain mailing labels of  
18 District customers for a fee upon their request. Various Directors  
19 expressed concerns about privacy issues. Director Danz withdrew the  
20 MOTION and made a new MOTION that the District not authorize blanket  
21 release of the mailing list to any organization, however, that there may be  
22 times when community organizations request the mailing list for  
23 dissemination of health and safety information, at which time the General  
24 Manager has the authority to approve such request and to place the  
25 labels on the materials to be mailed and to charge the community  
26 organization for labor and postage and materials. Director Grant  
27 seconded the motion and it was PASSED UNANIMOUSLY. Virginia  
28 Quinan suggested notifying affected organizations of the passage of the  
29 motion and Manager Shaw agreed to do so.

30 **f. Committee/Department Reports**

- 31 i. **Fire Committee:** Had no meeting.
- 32 ii. **Fire Department:** report provided by Rod Collins earlier during the Board  
33 Meeting (see 3ei).
- 34 iii. **Long Range Planning Committee:** Director Grant made a MOTION that  
35 the Board approve Committee Policy 8.2.0 (Watershed Management).  
36 Director Danz seconded the motion and it was PASSED UNANIMOUSLY.
- 37 iv. **Park Committee:** Had no meeting.
- 38 v. **Personnel Committee:** Director Grant had no requests for Board action.
- 39 vi. **Administrative Committee:**
- 40 • Director Stefani reported that the Committee has amended policies  
41 4.10.0, 4.12.0, 4.14.0, 4.15.0, 4.16.0, and 4.17.0, pursuant to the  
42 recommendation of the District's legal counsel. The policies will be  
43 presented to the Board at the next regular meeting.
  - 44 • The Committee wishes to use the Blue Book (the California Public  
45 Works Construction document) as the reference source for  
46 construction requirements in its Rules and Regulations, rather than  
47 specifying its own requirements.
  - 48 • Rules and Regulations: Director Stefani and Manager Shaw will go  
49 through the document to eliminate duplications with other policies.

- Director Grant suggested that policy 4.6.0 be brought to the Board for approval.
- The Committee's next meeting will be held January 27, 2004 at 5 p.m. The meeting to discuss the Water Conservation Study and Plan was rescheduled to 1pm on the same day to avoid other meeting conflicts (see item 3ci).

vii. **Budget & Finance Committee:**

- A request for relief from penalties and fees was received from a resident who had moved; the request was denied.
- Director Danz made a MOTION that the Board approve the five unbudgeted expenses (total: \$2433.20):
  - \$189.20 to the US Forest Service for a water line run under their land (the expense was inadvertently omitted from the budget)
  - \$852.50 to Echo Logic for detailed data from the District's 1998 water audit
  - \$138 to CSDA for increased dues
  - \$175 to Bernard Vogler (former auditor providing assistance to current auditor)
  - \$1078.50 to NTFPD for additional expenses allowed by their contract (e.g., CPR training, defensible space, inspections, mechanical work on the fire engine)

Director Northrop seconded the motion. After discussion, the MOTION was UNANIMOUSLY APPROVED.

viii. **Manager's Report:** VPOINT provided an analysis of differences between tanks. The differences are not structural in nature or valve-related, are probably hydraulic, having to do with the source (e.g., springs). No action is required right now.

ix. **O&M Department Report:** No discussion.

x. **Greenbelt Committee:** Had no meeting.

g. **CLOSED SESSION** - none

h. **CORRESPONDENCE TO THE BOARD** - none

4. **DIRECTORS COMMENTS**

- Director Stefani asked about chlorination status. Manager Shaw said that chlorination is currently being done because the resort is making snow, some of which can theoretically become contaminated by external sources before getting blown into the tanks. Director Stefani requested information on the details of the snow-making cell; Manager Shaw said the resort uses Snowmax. Manager Shaw reported that the last set of water samples revealed a coliform, which entailed follow-up action:
  - The lab is performing a further test for fecal coliform, the results of which will not be known for several days. If fecal coliform is detected, residents will be advised to boil drinking water until chlorination purifies the water and it tests clean again.
  - District staff has taken new samples, which were delivered to the lab today.
- Director Danz pointed out that the Board should have elected new officers at this meeting. The Board agreed to address it at the next Regular Board Meeting.

5. **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 4:15 p.m.

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Respectfully Submitted,

Jancis Martin  
Recording Secretary