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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 February 13, 2004 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; Jon Northrop;
13 Tony Stefani

14 Directors Absent: Janet S. Grant

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

17 Guests Present: Virginia Quinan/Resident, JMA

18 **2. PUBLIC PARTICIPATION**

19 None.

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

21 **A. Financial Report**

22 **i. Expenses Paid & Payable – February 6, 2004:**

- 23 • Checks 2108 and 2093 (checks previously approved by the Board) are
24 both made out to Expanents, both in the amount of \$45.36, both dated
25 1-15-04. The Board requested that Staff investigate to make sure they
26 aren't duplicates.
- 27 • Unbudgeted expenses:
- 28 • Check made out to Mike Dobrowski in the amount of \$1520 to
 - 29 separate the 2003-2004 budget into funds (required for a clean audit
 - 30 next year).
 - 31 • \$400 to Jancis Martin for two months of recording secretary services
 - 32 • \$2161.02 to Placer County Clerk to conduct the August 12, 2003
 - 33 special election (only \$600 was budgeted)
 - 34 • \$501.97 to Mailboxes Etc. for recent newsletter
 - 35 • \$146.95 to Class Action Classifieds for publishing the notice about
 - 36 the problem with the water

37 Director Danz made a MOTION that the Board approve all expenses,
38 including the unbudgeted expenses. Director Northrop seconded the
39 motion. All Directors approved and it was SO ORDERED.

40 **ii. Financial Statement – January 31, 2004**

- 41 **iii. Investment Report – January 31, 2004:** Nancy Boling asked that the
42 District accountant include in the Investment Report the percentage rate of
43 return on each investment.

44 **B. Approval of Minutes**

- 45 **a. January 20, 2004 Regular Board Meeting:** Director Danz suggested the
46 following amendments:

- 47 • Page 1, line 29: insert "by Director Stefani" after the word "seconded"
- 48 • Page 1, line 30: replace "2001/2002" with "2002/2003"
- 49 • Page 1, line 32: replace the first sentence with "The auditors qualified
50 their opinion of the District's financial statements."

- Page 1, line 38: replace “approval” with “opinion”
- Page 1, line 47: replace “values” with “amounts”
- Page 2, line 9: insert “in their management letter” at the end of the first sentence
- Page 2, line 10: replace “make a better” with “improve the”
- Page 2, line 11: replace “budget” with “account”
- Page 2, line 12: insert “asset” before “capitalization”
- Page 4, line 10: insert a sentence after the sentence that ends with “water quality”: “Manager Shaw said the ski area uses a product called Snowmass, not Drift.”

b. **January 27, 2004 Special Board Meeting:** Director Danz suggested the following amendments:

- Page 2, line 2: insert an apostrophe before the “s” in “V-Points”
- Page 2, line 4: replace “it doesn’t look like it” with “it would review the requirements”

Director Danz made a MOTION that the January 20, 2004 and January 27, 2004 minutes be approved as amended. Director Northrop seconded the motion. All Board Members were in favor and it was SO ORDERED.

C. Committee/Department Reports

- i. **Fire Committee (Director Stefani):** Had no meeting.
- ii. **Fire Department Report (Chief Whitelaw):**

- The number of medical transportations from the ski area this past month was higher than usual because it was a busy ski month.
- LAFCO has completed the draft East Side of Placer Municipal Services Review (MSR) and it is currently being circulated for review and correction.
- Chief Whitelaw expressed concern that the State of California is looking at divvying up an additional \$1.3 billion in property taxes. It is not clear exactly where the money is coming from or where it will be spent. There was an indication that independent fire districts would be exempted from the reapportionment, which is good news for the District.
- There is a measure coming up in November 2004 that would make it illegal for the state legislature to raid state funding without approval by a vote (right now the legislature can appropriate property taxes to balance the state budget). A local organization is circulating information about the measure.
- Assemblyman Tim Leslie is worried about fires in the Sierras. He and Chief Whitelaw went back to Washington, DC to lobby for the Healthy Forest Restoration Act of 2003. The Act provides money for fuels reduction and includes the provision for private organizations to apply for funding to reduce fuels on private land. Studying the effects of the recent fires in Southern California has shown that fuels reduction measures did indeed minimize the damage of the wildfires in areas where such measures were implemented.
- NTFPD convened a group of appropriate agencies (CHP, Caltrans, Placer County Sheriff’s Office, OEM, Placer County Office of Emergency Services, ski area, fire department, and water district) to talk about how best to handle notification about

1 road closures. They agreed that when road closures occur (both
2 when the closures begin and when they end), Placer County
3 should be advised by the ski area so that affected organizations –
4 especially fire fighters - know how to get where they need to go
5 during difficult weather conditions. Participants of the meeting
6 agreed that such a meeting should occur yearly prior to each ski
7 season.

- 8 ○ Director Danz requested that the Board be provided with copies of
9 the ASCWD's portion of the LAFCO draft report that John Shaw
10 sent back with changes. She also requested that discussion of
11 the report be put on next month's agenda. President Bass
12 concurred that the Board should review the document and discuss
13 it at a future meeting.
- 14 ○ The fire house resident is waiting to hear about a full-time job.
15 Chances are good that soon he will be accepting a job and could
16 potentially be moving.
- 17 ○ A report on the fire district annexation issue should be available in
18 March. It will affect the NTFPD's reaction to the potential
19 reduction in property tax funds available to the fire district.

20 iii. **Long Range Planning Committee (Vice President Danz for Director**
21 **Grant)**

- 22 • **Review and discuss draft Policy 8.3.0, Long Range Asset**
23 **Management Plan:** Director Danz made a MOTION that the Board
24 approve Policy 8.3.0. Director Stefani seconded the motion and it
25 was APPROVED unanimously.
- 26 • **Review and discuss draft Policy 8.5.0, Emergency Response**
27 **Plan:** Director Danz made a MOTION that the Board approve Policy
28 8.5.0. Director Northrop seconded the motion and it was APPROVED
29 unanimously.
- 30 • **Review and discuss draft Policy 8.4.0, Information Collection,**
31 **Use and Management:** the Policy is still in draft form and no action is
32 being requested from the Board at this time.
- 33 • **Next meeting:** February 24, 2004 at 5:30 p.m.

34 iv. **Park Committee (President Bass)**

- 35 • User fees do not provide sufficient funds to pay for the entire cost of
36 the Park so they will just be expected to provide the annual
37 maintenance operations of the park, excluding the land and its
38 improvements, etc.

39 v. **Personnel Committee (Vice President Danz for Director Grant)**

- 40 • **Review and discuss the Employee Policy Manual**
 - 41 ○ Director Danz made a MOTION that the Board adopt the
42 Employee Handbook with the following changes:
 - 43 ▪ Chapter 2 title (index and body): change to "Employee Status
44 and Selection"
 - 45 ▪ Chapter 3, Alcohol & Drugs section, under Violations of Policy:
46 in the sentence starting with "An employee must consent in
47 writing", replace "occasional" with "random".
 - 48 ▪ Chapter 2, under Job Posting: The following sentence will be
49 added after the first sentence: "Any posting will include the
50 statement that a blood test, urine analysis or other

1 drugs/alcohol screening may be required of any applicant to
2 whom a job offer has been made.”

3 Director Northrop seconded the motion and it was APPROVED
4 unanimously.

5 vi. **Administrative Committee (Director Stefani)**

- 6 ■ **Review and discuss draft Rules and Regulations:** Most changes to
7 the document were monetary in nature (e.g., to document increases in
8 fees). The Committee also adopted the Green Book, which
9 streamlines this Policy. Director Danz made a MOTION that the
10 Board adopt the revised proposed Rules and Regulations of the
11 District. Director Northrop seconded. It was discussed and
12 understood that this version of the document will override all previous
13 Rules and Regulations. Director Danz amended her motion to include
14 the following change to the Resolution prefacing the Rules and
15 Regulations:

- 16 • Following “NOW, THEREFORE”, in item 2, insert “as to the
17 subject matter contained herein” after “in its entirety”

18 Director Northrop seconded the MODIFIED MOTION. The modified
19 motion was APPROVED unanimously.

- 20 ■ **Review and discuss draft Policy 4.14.0, Ethics & Conflict of**
21 **Interest:** Director Stefani made a MOTION that the Board adopt
22 Policy 4.14.0. Director Danz seconded the motion and it was
23 APPROVED unanimously.
- 24 ■ **Review and discuss draft Policy 4.12.0, Consultant and**
25 **Contractor Selection:** Director Stefani made a MOTION that the
26 Board approve Policy 4.12.0. Director Danz seconded the motion and
27 it was APPROVED unanimously.
- 28 ■ **Review and discuss Policy 4.3.1, Board Meeting Procedure:**
29 Director Danz made a MOTION that the Board approve the revised
30 Policy 4.3.1. Director Stefani seconded the motion and it was
31 APPROVED unanimously.
- 32 ■ **Review and discuss Policy 4.3.0, District Practices and Conduct:**
33 Director Stefani made a MOTION that the Board adopt Policy 4.3.0.
34 Director Danz seconded the motion and it was APPROVED
35 unanimously.
- 36 ■ **Review and discuss Policy 4.13.0, Development Procedures:**
37 Director Stefani made a MOTION that the Board approve Policy
38 4.13.0. Director Danz seconded the motion. Director Northrop
39 wanted to know if this District is so small as to have an inherent
40 liability if it serves as lead agency in choosing the wrong engineering
41 firm or the one the developer wants. He wanted an answer from
42 District Counsel that specifically addressed his question, before the
43 Board took action to approve this Policy. The Policy was therefore
44 returned to the Administrative Committee until Manager Shaw obtains
45 an answer from Legal Counsel to Director Northrop’s question.

46 vii. **Budget & Finance Committee (Director Danz):**

- 47 • Management has prepared responses to the **Audit Management**
48 **Letter**. The Committee has reviewed them and made minor changes.
- 49 • The **FY 2003-2004 budget** needs to be separated into funds. The
50 Board will have to approve that budget so it can be used for the next
51 audit.

- April will be the start of the **FY 2004/2005 budget** process.
- The District had one request for an **adjustment** to a customer's bill. The Committee didn't have enough data to make a decision, so tabled a decision until the next Committee meeting.
- The Committee discussed how to **improve the provision of accounting services**. It was suggested that the District auditor be requested to prepare a checklist for the District accountant to be used in preparation of the monthly financial report. Manager Shaw was asked to contact the auditor, he has done so and the auditor has agreed to prepare an estimate for the formulation of such a checklist.
- The District has an **Investment Policy**, last updated in 2001. The Policy is supposed to be updated annually but the current Budget & Finance Committee didn't realize it existed. The Committee will be updating the Policy and bringing it to the Board for approval in the next couple of months. The Policy requires that a Treasurer be assigned to suggest and oversee investments. The Committee will be looking into identifying a volunteer for this position.
- **Policy 2.10.0, Designated Non-cash Donations**, was transferred to the Budget & Finance Committee from the Greenbelt Committee. Director Danz made a MOTION that the Board approve the revised Policy 2.10.0. Director Stefani seconded the motion and it was APPROVED unanimously.
- Director Danz made a MOTION that the Board approve **Policy 2.11.0, Rate Change Procedure**. Director Northrop seconded the motion and it was APPROVED unanimously.
- The **next meeting** is scheduled for Thursday, March 11, 2004 at 9:30 a.m.

viii. **Manager's Report:**

- **Placer County LAFCO:** discussed earlier during the Board meeting
- **Staff:** Pam has changed the filing system from being indexed by customer name to being indexed by APN, which is much more useful.
- **TTSA:** Manager Shaw was appointed to a special committee to renegotiate the contract with the agency's general manager, who is going to retire within the next two years.
- President Bass requested that Manager Shaw place an explanation in the next newsletter regarding the coliform episode.
- Virginia Quinan reminded the Board that Director Grant had requested that the production report include production by day vs. (or in addition to) by month. It was agreed that this would be a useful change to the production report.

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

x. **Greenbelt Committee:** No discussion.

D. CORRESPONDENCE TO THE BOARD

- i. **Letter from Keith Ristinen of V-Point Engineering:** there was discussion about where or not the data should be made publicly available in its current form (it is difficult to interpret correctly without a lot of background knowledge).
- ii. Letter from Patty Lohse of Damore Hamrich & Schneider – no discussion
- iii. Letter from Mike Conn requesting information – no discussion

1 4. **DIRECTORS COMMENTS:** The next regularly scheduled Board Meeting will be Friday,
2 March 12, 2004.

3 5. **ADJOURNMENT**
4 There being no further business before the Board, the meeting was adjourned at 11:00
5 a.m.

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9 Respectfully Submitted, Approved as Submitted 4-9-04

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13 Pam Zinn & Jancis Martin
14 Recording Secretary's