

**ALPINE SPRINGS COUNTY WATER DISTRICT
MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING**

Pursuant to notice given, the Special Meeting of the Board of Directors, Alpine Springs County Water District, was held Tuesday, March 1, 2005, at 2:30 p.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 2:30 p.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 (by phone); Jon Northrop; Virginia Quinan

8 Directors Absent: None

9 Staff Present: Jancis Martin, Recording Secretary

10 Guests Present: Steve Kastan/Alpine Manor

11 **2. PUBLIC PARTICIPATION**

12 None.

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

14 **A. Committee/Department Reports**

- 15 i. **Administration and Personnel Committee:** Director Quinan
16 provided a written report of the A&P Committee meeting held on
17 February 17, 2005, which included a tentative timetable for the
18 hiring of a new General Manager, a revised job description for the
19 General Manager and two versions of an advertisement for the
20 position of General Manager.

21 a. **Review and discuss qualifications for General Manager.**

22 **Review statement of qualifications and job description:**

- 23 • Director Quinan reported that the Committee discussed
24 whether the General Manager should be required to have
25 a California Certificate of Water Distribution Operator
26 Grade II, as mentioned in the Job Description. She said
27 that Lew and Buz both have the two pertinent certificates
28 (one for water treatment, the other for water distribution)
29 and are able to sign off on any work performed for the
30 District. She suggested that having the Certificate should
31 be preferred, not required.
- 32 • There was brief discussion about whether the maintenance
33 requirements of the District could be handled by Buz with
34 the assistance of a consultant, who could be the General
35 Manager. But the general consensus was that the District
36 needs a full-time General Manager, capable of managing
37 all aspects of the District. He/she should: be an
38 experienced administrator; be able to manage staff;
39 oversee all aspects of the District's finances; manage all
40 operations including water treatment, fire, garbage, etc.; be
41 responsible for the negotiation and supervision of contracts
42 as needed; be able to take leadership in interacting with
43 regional entities; and have general competency in
44 engineering, relying on a consultant from time to time for
45 issues necessitating greater engineering expertise. The
46 Directors felt that field experience and financial planning
47 capabilities would both be important strengths in the next
48 General Manager.

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- Director Quinan made a MOTION that the Board approve the revised job description for the General Manager, with the one change, that possession of the California Certificate of Water Distribution Operator Grade II be preferred, not required. All Directors being in favor, the amended motion was APPROVED.
 - b. **Determine methods to advertise for position of General Manager:**
 - Director Quinan presented two draft advertisements. She recommended sending copies of the longer version to the presidents of the various Valley associations to distribute to their constituents. President Danz requested that the rounded salary range numbers used in the shorter advertisement be also used on the longer advertisement (rather than the more precise figures). The Directors approved both advertisements, with the suggested change to salary numbers in the longer advertisement. Pam Zinn will send copies of the longer advertisement to the Valley association presidents.
 - Director Grant mentioned that the CSDA website already has the advertisement posted. She noted that Manager Shaw posted it at no cost to the District (because the District is a CSDA member).
 - c. **Discuss timetable for search for General Manager:**
 - March 1: submit ad to target publications (in the case of Tahoe World, it has to be submitted by 4 p.m. on March 1 to meet the deadline for the March 3 newspaper); the ads will run for two weeks.
 - March 1: post ad at District office and near the mailboxes; post ad on the District website; email ad to Presidents of Valley homeowners associations and District email list
 - March 11: Regular Board Meeting
 - March 18: stop the ads
 - March 23: applications and resumes are due to the A&P Committee
 - March 24: A&P Committee meeting to identify qualified candidates
 - March 28-31: Preliminary interviews by A&P Committee of qualified candidates, resulting in identification of top 2-4 (or more) finalists
 - April 6: Special Board meeting to interview finalists and make a selection
 - April 8: Regular Board Meeting
 - April 12: Manager Shaw terminated
 - May 13: Regular Board Meeting
- President Danz directed Director Quinan to talk to Manager Shaw about handling the placements of the advertisements and to advise him of the timeframe. Director Quinan

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- 1 developed a form to help evaluate resumes and would like the
2 form discussed at the March 11th Board meeting.
- 3 ii. **Budget & Finance Committee:** Director Danz presented an oral
4 report of the Committee's actions at its most recent meeting. The
5 Committee's main focus was to come up with a recommendation
6 for the unbudgeted expense associated with advertising for the
7 new General Manager. The Committee came up with an
8 estimated maximum expense of \$5,000. The Committee based its
9 estimate on an assumption that the Board might prefer to place
10 print advertisements for two weeks (Wednesday and Sunday only)
11 in the Reno Gazette-Journal, the Tahoe World (a two-inch ad) and
12 the Sierra Sun (also a two-inch ad), plus a single, one-inch
13 advertisement in the Sunday Sacramento Bee for one week, along
14 with online advertising in the Reno Gazette-Journal and the
15 Sacramento Bee. The Committee estimated that such advertising
16 would cost about \$4,000. The Committee recommended \$5,000
17 as the maximum authorized expense so that if, after two weeks,
18 the A&P Committee does not have enough resumes, they will still
19 be able to continue to advertise for another week in the most
20 effective newspaper without requesting additional funds from the
21 B&F Committee and the Board. Director Grant said the District
22 needed to target the most appropriate newspapers and
23 questioned the usefulness of advertising in the Sacramento Bee,
24 as being too far away geographically. Steve Kastan commented
25 that by placing ads in the Tahoe World and Sierra Sun, the ads
26 would also appear in the North Lake Tahoe Bonanza, which was a
27 bonus. He felt that print advertisements in the Reno Gazette-
28 Journal made sense but that such ads in the Sacramento Bee did
29 not. President Danz agreed that it made more sense to use the
30 Sacramento Bee's online advertising, rather than its print
31 advertising. With the referenced print advertisements in the Reno
32 Gazette-Journal, the Tahoe World and the Sierra Sun plus online
33 advertising in the Sacramento Bee and Reno Gazette-Journal, the
34 A&P Committee will probably spend \$3,500-3,700; by approving a
35 maximum \$5,000 expenditure, the A&P Committee would have
36 the flexibility to continue advertising beyond the two weeks if
37 necessary. President Danz made a MOTION that the Board
38 approve an unbudgeted expense of up to \$5,000 to advertise for
39 the position of General Manager. All Directors being in favor, the
40 motion was APPROVED.
- 41 iii. **Long Range Planning Committee:** No report.
- 42 iv. **Fire Committee:** No report.
- 43 v. **Park, Recreation and Greenbelt Committee:** No report.
- 44 B. **Election of TTSA Representative:** Manager Shaw was elected as the
45 District's TTSA representative as long as he remained the ASCWD
46 General Manager. Since he is now leaving, the Board needs to elect a
47 new representative. Director Northrop expressed willingness to serve as
48 the representative. Director Grant requested that this item be tabled until
49 the March 11th Board meeting.

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1 **C. Outstanding Business:** President Danz requested that each Director
2 think about what items absolutely have to be done by Manager Shaw
3 before he leaves. She had prepared such a list and distributed it for
4 review. On March 11th, any additional items should be identified and
5 added to the list.

6 **D. CORRESPONDENCE TO THE BOARD:** None.

7 **4. CLOSED SESSION:** None.

8 **5. DIRECTORS COMMENTS:** None.

9 **6. ADJOURNMENT**

10 There being no further business before the Board, the meeting was adjourned at
11 3:07 p.m.

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Respectfully Submitted,

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Jancis Martin

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Recording Secretary