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

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, April 9, 2004 at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1. **CALL TO ORDER**

President Bass called the meeting to order at 8:30 a.m.

**PLEDGE OF ALLEGIANCE**

Those attending joined in reciting the Pledge of Allegiance.

**ROLL CALL**

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

**Directors Absent:** none

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

**Guests Present:** Virginia Quinan/JMA; Peter Graf/AMEA; Al Pride/AMEA; Don Priest/JMA

2. **PUBLIC PARTICIPATION**

Virginia Quinan mentioned that she thought the LAFCO report was to be discussed at this month's Board Meeting. She noted that her copy has missing pages, some of which may pertain to ASCWD. Manager Shaw said he would check with LAFCO about the missing pages. Director Danz took responsibility for the lack of action on the part of the Board this month; she was to itemize concerns for the Board but has been sick for three weeks. President Bass said the Board does need to review and discuss the report but he was hesitant to put the report on the agenda until it was finalized. Virginia said her wish was that this Board not feel financially pressured to take advantage of the suggestion in the report that Squaw Valley and Alpine Springs consolidate water operations; President Bass commented that such an action on the part of the Board was highly unlikely.

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

A. **Financial Report**

- i. **Expenses Paid & Payable – April 5, 2004:** Director Grant noted that the Check Register included a check which had been voided but not subtracted from the running balance. Manager Shaw said he would take care of it. Director Grant made a MOTION that the Board approve the payment of checks 2219 – 2270 in the Check Register, minus the voided check 2236. Director Stefani seconded the motion. All Directors were in favor and the motion was APPROVED.
- ii. **Financial Statement – March 31, 2004:** Director Grant asked for and received clarification on the line items pertaining to debt in the "Other Assets" subsection of the "ASSETS" section of the Balance Sheet.
- iii. **Investment Report – March 31, 2004:** No discussion.

B. **Approval of Minutes:**

- i. **February 13, 2004 Regular Board Meeting:** Director Danz made a MOTION that the minutes be approved. Director Grant seconded the motion. All Directors were in favor and the motion was APPROVED.
- ii. **March 12, 2004 Regular Board Meeting:** The following amendments were proposed:
  - Page 1, line 22: insert the word "a" before "copy".

- Page 1, line 35: replace everything in the sentence following “President Bass noted that” with “it was previously requested that the percentage of return be provided for each investment”.
- Page 1, line 44: replace “whether or not” with “that”.
- Page 2, line 37: replace “The” with “Grant”.
- Page 2, line 41: after the period, insert the sentence “In response to a question from Director Stefani, Chief Whitelaw said that it would be cost effective for ASCWD to use North Tahoe’s fire plan with appropriate modifications.”
- Page 3, line 39: replace everything in the sentence following “the auditors can” with “use it to remove the qualified opinion”.
- Page 4, line 1: replace “Easter Eggs” with “Easter Egg Hunt”.
- Page 4, line 1: insert a period after “\$200” and replace “for a notice” with “A notice will be placed”.
- Page 6, lines 1 and 3: insert “District legal counsel” before “Ann S. Siprelle”.
- Page 6, line 11: the sentence should read “Symptoms may include high recurring fever, sore joints, and a rash”.

Director Grant made a MOTION that the minutes be approved as amended. Director Northrop seconded the motion. All Directors were in favor and the motion was APPROVED.

C. **Water Conservation Plan:** The presenter for this agenda item was called to jury duty so discussion was postponed until next month.

D. **Resolution 2-2004: Surplus Property:** It was recommended by Chief Whitelaw that we surplus the old SCBAs (Self-Contained Breathing Apparatus). Director Grant made a MOTION that the Board approve the Resolution. Director Stefani seconded the motion. In discussion, the following revisions were suggested:

- Paragraph 3 of the Resolution: remove “District Clerk”.
- Paragraph 3 of the attached Notice (the paragraph starting with “Bidders”): replace the final sentence with: “If no written bids are received, oral bids shall be received and subject to any minimum bid price.”

Director Danz made a MOTION to amend the previous motion with the suggested revisions. Director Grant seconded the motion to amend. All Directors were in favor and the motion to amend was APPROVED. Roll was called to approve the amended Resolution. Ayes: President Bass, Directors Grant, Northrop, Danz and Stefani. Nays: none. The amended RESOLUTION PASSED.

E. **Review of Fire Mitigation agreement for the Alpine Sierra Development:** One sentence has been added to the agreement that was presented to the Board at the March Meeting. The sentence is “In the event that the Hi-Tech Apparatus becomes unavailable for any reason, the District may select an alternate apparatus of like quality and specifications.” Director Danz requested postponement of Board approval of the Fire Mitigation agreement until next month. President Bass agreed, pointing out that there was no current urgency.

F. **Committee/Department Reports**

i. **Administrative (Stefani):**

a. **Review and discuss Policies 4.2.0, 4.4.0, 4.7.0 & 4.13.0 (letter from BB&K):**

- Policies 4.4.0 and 4.7.0 were sent back to District legal counsel for advice.

- 1 • Policy 4.2.0, Regularly Scheduled Meeting Length: The
- 2 Committee made the following amendments:
- 3 ○ replaced “12:30 p.m., having started at 8:30 a.m” with “4 hours
- 4 in duration”
- 5 ○ change “wished” to “wishes” (typo)
- 6 Director Grant made a MOTION that the Board adopt Policy 4.2.0
- 7 as amended. Director Stefani seconded the motion. All Directors
- 8 were in favor and the motion was APPROVED.
- 9 • Policy 4.13.0, Development Procedures: The Committee modified
- 10 the policy to insert the word “Map” into the third line of the “Ends”
- 11 section. Director Stefani made a MOTION that the Board adopt
- 12 Policy 4.13.0 as amended. Director Grant seconded the motion.
- 13 All Directors were in favor and the motion was APPROVED.
- 14 b. **Review and discuss draft Policy 4.16.0, Attendance at Committee**
- 15 **Meetings:** Director Grant initiated discussion about the wording of
- 16 attendance requirements. The policy was sent back to the Committee
- 17 for further work.
- 18 c. **Review and discuss draft Policy 4.17.0, Meeting Decorum:** There
- 19 was discussion about the definition of “partisan”. The following
- 20 amendments were suggested:
- 21 • Remove item 9 (referring to “non-partisan”) entirely and renumber
- 22 the rest of the items in the “Ends” section.
- 23 • Fix typo in item 4 (replace “participation\n” with “participation”).
- 24 Director Grant made a MOTION that the Board adopt Policy 4.17.0 as
- 25 amended. Director Danz seconded the motion. All Directors were in
- 26 favor and the motion was APPROVED.
- 27 d. **Draft, review and discuss 2004/2005 Goals and Objectives:** The
- 28 Committee deemed last year’s Goals and Objectives to be usable
- 29 unchanged as this year’s Goals and Objectives. Director Stefani
- 30 made a MOTION that the Board adopt the 2004/2005 Goals and
- 31 Objectives. Director Grant seconded the motion. All Directors were in
- 32 favor and the motion was APPROVED.
- 33 e. **Next Meeting:** scheduled for April 21, 4 p.m.
- 34 ii. **Budget & Finance Committee (Danz):**
- 35 a. **March 31, 2004, Financial Reports:** There are still some problems
- 36 with the reports. Manager Shaw will speak with the accountant about
- 37 developing the checklist discussed at last month’s Board Meeting.
- 38 b. **Revised budget for FY 2003-2004:** The District accountant and
- 39 Manager Shaw worked together to separate the budget into funds, per
- 40 the suggestion of the auditor and at the direction of the Board. In the
- 41 draft revised budget, the separation into funds was correct but the
- 42 dollar amounts were still not accurate. The District accountant and
- 43 Manager Shaw will continue to revise the budget so the Board will
- 44 have an accurate budget to approve at the May Board Meeting.
- 45 c. **Proposed budget for FY 2004-2005:** Manager Shaw and the District
- 46 staff prepared a draft of the 2004-2005 budget. The Committee
- 47 reviewed it and made some suggestions for further work. The
- 48 Committee also requested that Manager Shaw prepare a budget
- 49 summary showing budget and actual figures for 2002-2003 and 2003-
- 50 2004 (including a forecast for the remainder of this fiscal year) as well

- 1 as the proposed 2004-2005 budget; this summary should help the  
2 Committee develop a more accurate budget for FY 2004-2005.
- 3 d. **Investment Policy:** This policy should come to the Board at the next  
4 meeting. The Committee has not yet found a volunteer for the  
5 position of Treasurer. President Bass and Director Grant came up  
6 with a couple of candidate names and will provide them to Director  
7 Danz outside the meeting.
- 8 e. **Fraud Assessment Plan:** The District auditors provided a template  
9 for the Committee to use. The Committee will modify the plan to be  
10 specific to the District and will present it to the Board for approval.
- 11 f. **Capitalization Policy:** The Committee recommended that the Board  
12 increase the amount of the recapitalization set-aside to 15% (rather  
13 than the currently budgeted 3.5%) of annual revenues, for this year  
14 only. This will provide funding for some recapitalization projects next  
15 year and address some comments in the LAFCO report. The District  
16 appears to have sufficient cash to do so. Director Danz made a  
17 MOTION that, for this year only, the Board increase the  
18 recapitalization set-aside from 3.5% to 15% of annual revenues.  
19 Director Grant seconded the motion. Based on further comments by  
20 Director Grant, Director Danz amended the motion to replace "15%"  
21 with "10%" and Director Grant accepted the amended motion. All  
22 Directors were in favor. The motion was APPROVED. Director Danz  
23 had further thoughts about the Policy and President Bass asked that  
24 the policy be discussed again at the next Committee meeting.
- 25 g. **Letters from Customers Regarding Billing Issues:** One request for  
26 an adjustment to a customer bill was denied. However, the  
27 Committee realized that the problem might not have arisen if Policy  
28 2.5.0 (Delinquent Accounts) had directed notification of the property  
29 owner about the late payment. The Committee therefore  
30 recommended the following amendment to the policy:
- 31 • append this sentence to item 2: "The property owner shall be  
32 notified that the account is past due and delinquent charges have  
33 been incurred."
- 34 Director Danz made a MOTION that the Board approve the revision to  
35 Policy 2.5.0. All Directors were in favor and the motion was  
36 APPROVED.
- 37 h. **Unbudgeted Expenses:** The Committee recommended that the  
38 Board approve \$500 payable to the US Treasury to permit the District  
39 to submit Form 1024, which is needed to establish the tax-exempt  
40 status of the District. All Directors were in favor and the motion was  
41 APPROVED.
- 42 i. **Revision of Policies Based on Comments from Legal Counsel:**  
43 The Committee decided to keep Policies 2.2.0 (Director  
44 Compensation) and 2.1.0 (Bill Paying) as is, rather than changing  
45 them. The Committee will develop a policy on expense  
46 reimbursement of Directors.
- 47 j. **Next meeting:** is scheduled for Thursday, April 22 at 9:15 a.m.
- 48 iii. **Capital Outlay Committee (Grant):** reviewed a list of capital  
49 improvement projects and recommended the following be sent to the  
50 Budget & Finance Committee for funding:
- 51 • purchase a park mowing tractor (estimated cost \$2,750)

- paint the exterior of the Fire Station and District office (estimated cost \$5,000).

President Bass agreed the items should be sent to the B&F Committee.

iv. **Fire Committee (Stefani):** had no meeting.

v. **Greenbelt Committee (Stefani):** had no meeting.

vi. **Long Range Planning Committee (Grant):**

a. **Draft Policy 8.2.0, Watershed Management:** The Board recommended the following changes to the policy:

- Item 1b: replace “strongly consider” with “carefully assess”.
- Item 1c: this is a new item which says “Every effort will be made to maintain the Greenbelt properties, owned or leased by the District, in their natural state.”
- At the end of item 1c, append “See attached map.” and attach a copy of the District staff’s Greenbelt map.

After further discussion about the correct wording of item 1b, the policy was sent back to the Committee for further work.

b. **Draft Policy 8.4.0, Information Collection, Use and Management:**

Director Grant made a MOTION that the Board adopt Policy 8.4.0.

Director Danz seconded the motion. President Bass requested that “LRP” be spelled out (i.e., “Long Range Planning”). All Directors were in favor and the motion was APPROVED.

c. **Memorandum to the Board:** The Committee documented a recommended plan - consisting of a set of fundamental policies plus the pursuit of a Watershed Management Plan plus the pursuit of a specific Long Range Plan - and submitted it to the Board, requesting the Board’s support. The Board agreed to support the Committee’s recommended plan.

d. **2004-2005 Proposed Improvement Projects:** The Committee submitted a list of proposed improvement projects to be implemented in 2004-2005. They are projects that will require funding.

- Evaluation of Rehabilitation of Spring #1 (\$5,000): Director Northrop suggested that we use the nomenclature “horizontal well” instead of “spring” in general, in District documentation. The rehabilitation of the spring (horizontal well) involves fixing the annular ring at the wellhead.
- Operation & Maintenance Manual (\$20,000): This manual will include the documentation (text, drawings, maintenance lists, equipment cut sheets) of the District sewer and water systems. The project will require hiring a consultant to put together the manual.
- Re-equip well R-2 for irrigation and pond supply at the Community Park (\$30,000)
- Long Range Plan (\$50,000)
- System Mapping (\$42,000)

e. **Next meeting:** is scheduled for Monday, May 10 at 8 a.m.

The Board of Directors took a break from 10:15 a.m. to 10:30 a.m.

vii. **Park Committee (Bass):** had no meeting.

viii. **Personnel Committee (Grant):** Had no meeting.

- 1                   ix.    **Fire Department Report (Bass):** The previous firehouse resident has  
2                   been evicted (due to a new job, he was unable to put in the hours  
3                   required by his contract). Dave Telfer is the new proposed resident; he is  
4                   a seasonal fire fighter and is not a paramedic. NTFPD recommends that  
5                   the District purchase a new defibrillator, and train the resident and  
6                   volunteers to use it. These matters will be reviewed and discussed by the  
7                   Fire Committee, which will produce a recommendation for the Board.  
8                   x.    **Manager’s Report:**  
9                   a.    **Placer County Water Agency (PCWA):** Manager Shaw will advise  
10                  the Board as to the outcome of the \$35,000 grant submitted by the  
11                  District to PCWA.  
12                  b.    **Staff:** The FY 2004-2005 budget preparation and water quality issues  
13                  have kept the District staff busy.  
14                  c.    **TTSA:** The TTSA Board met March 10, 2004. Nothing new to report.  
15                  d.    **KCRA-TV:** Despite having promised availability of copies of a  
16                  reportedly negative special report on Special Districts, KCRA-TV now  
17                  says it cannot provide such copies.  
18                  e.    **Article – Atlanta Sewer System (NPR):** Manager Shaw included an  
19                  attachment about the expense that can be involved with re-  
20                  capitalization.  
21                  xi.   **O&M Department Report:** There was discussion about chart format and  
22                  about potential use of overflow from tank 4-a. Currently Alpine Meadows  
23                  Ski Corp. uses the overflow as it sees fit; primarily the overflow goes into  
24                  snow-making ponds when needed.

25    **G.    CORRESPONDENCE TO THE BOARD:** President Bass just received (April 8) a  
26    letter from Placer LAFCO regarding the election of a Special District  
27    representative to LAFCO. The ballot was due May 3, and there being no  
28    scheduled Board Meetings between today’s meeting and May 3, the only  
29    opportunity for the Board to take action on the LAFCO election would be for the  
30    Board to take action today. Director Danz made a MOTION that the Board take  
31    as an emergency item the election of the Special District representative to  
32    LAFCO. Director Grant seconded the motion. All Directors were in favor and the  
33    motion was APPROVED. President Bass circulated the list of candidates for  
34    Directors to note comments and preferences. Nothing was known about two of  
35    the four candidates, the ones from South Placer Municipal Utility District and from  
36    PCWA. John Moberly (from Squaw) was the only candidate residing on the  
37    same side of the Sierra crest as ASCWD, and it was therefore thought that he  
38    might have the best knowledge of ASCWD. Ulrich Luscher was a candidate from  
39    Sierra Lakes, a small district similar to ASCWD in size and in sewer collection  
40    processes. The Board’s ultimate vote was for Ulrich Luscher.

41    **4.    DIRECTORS COMMENTS**

- 42    • Director Stefani asked for an explanation of the current chlorination. The District is  
43    currently chlorinating at the direction of the new State regulators. The extent of the  
44    problem (i.e., the condition of water and the duration of treatment) is not yet fully  
45    understood so the District will be chlorinating indefinitely. Meanwhile, the District will  
46    be submitting to the State regulators a sampling protocol that will allow the District to  
47    test water sources and hopefully produce evidence that the water is clean, so that  
48    the District can stop chlorinating.
- 49    • Director Stefani: asked about the potential for increasing District connection fees.  
50    Manager Shaw said the matter would be taken up in the B&F Committee.

- 1 • Virginia mentioned that Squaw Valley is talking about using non-potable water for  
2 irrigation by running double-piping in their district. There was discussion about the  
3 feasibility of double-piping within ASCWD.  
4 • Next board meeting: Monday, May 10 at 10:00 a.m. (re-scheduled from normal date  
5 to accommodate participants' schedules).

6 **5. ADJOURNMENT**

7 There being no further business before the Board, the meeting was adjourned at 11:10  
8 p.m.  
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12 Respectfully Submitted,

Approved as Amended 5-10-04

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16 Jancis Martin  
17 Recording Secretary  
18