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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 Monday, May 10, 2004 at 10:00 a.m., District Board Room, 270 Alpine Meadows Road.

1. **CALL TO ORDER**

Vice President Danz called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE

Those attending joined in reciting the Pledge of Allegiance.

ROLL CALL

Directors Present: Barbara Danz, Vice President; Janet S. Grant; Jon Northrop

Directors Absent: Tom Bass, President, Tony Stefani

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

Guests Present: Virginia Quinan/JMA; Al Pride/AMEA; Don Priest/JMA; Lee Massick/JMA, TCPUD P&R Commission; Chief Duane Whitelaw/NTFPD; Chief Bryce Keller/NTFPD; Dave Bordon/BCA; Gary Scholz/BCA;

2. **PUBLIC PARTICIPATION**

None

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

a. **Financial Report**

- i. **Expenses Paid & Payable – May 5, 2004:** Director Northrop questioned payment of check# 2307 for dishwasher repair. Manager Shaw stated it was for the fire house. Director Grant made a MOTION that the Board approve the payment of checks #2271 – 2328 in the Check Register. Director Northrop seconded the motion. All Directors approved and the MOTION CARRIED.
- ii. **Financial Statement – April 30, 2004:** there were no comments or questions.
- iii. **Investment Report – April 30, 2004:** there were no comments or questions.

b. **Approval of Minutes: April 9, 2004 Regular Board Meeting**

Page 1, line 25: Director Danz noted at the end of this line that President Bass also said “but he was hesitant to put the report on the agenda until it was finalized”.

Page 2, line 19: Director Danz noted at the end of the sentence we should add “as amended”.

Page 5, line 7: Director Danz noted we should replace “Committee” with “Board”.

Page 6, line 22: Director Danz noted that for clarity it should read “Alpine Meadows Ski Corp”.

Page 7, line 1: Director Danz noted the words “going to be” should be removed and replaced with “talking about”.

Page 7, line 2: Director Danz noted the words “and will therefore be” should be replaced with “by”; and the word “throughout” should be replaced with “in”.

Page 7, line 4: Director Danz noted there was a spelling error where “nominal” is and said it should be “normal”.

Director Grant made a MOTION to approve the minutes as corrected. Director Northrop SECONDED the MOTION. All in favor, MOTION CARRIED.

c. **Water Conservation Plan**

V-Point was to do a presentation to the Board on the finalization of the plan but due to the fact that two Board members were absent today, the presentation was postponed to a later time when all Board members are present.

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- d. **Review of Fire Mitigation agreement for the Alpine Sierra Development**
General discussion took place in regards to the secondary access road required for emergency services, in addition to general discussion regarding a new fire engine. Dave Bordon from Bear Creek Association expressed concern about the Fire Department making a deal with the developer in order to obtain a new fire engine. Division Chief Keller stated that the new engine could provide for additional pumping capacity which will give the District a higher ISO rating. In addition, Mr. Bordon mentioned that there were two other potential access areas: one privately owned lot who is not interested in providing an easement, and the other owned by Bear Creek. The developer never approached Bear Creek about it. He also feels the developer needs to do an EIR and said he feels the District should review the EIR before reaching an agreement. Chief Bryce Keller said the project has been pulled from the projects roster for re-design and is being put on hold so discussion now is premature. Manager Shaw said he would direct the developer to approach Bear Creek about the other possible access road. Director Northrop made a MOTION to take this Fire Mitigation agreement off calendar until it's more appropriately brought before the Board. The motion was SECONDED by Director Grant, all were in favor, MOTION CARRIED.
- e. **Review and discuss Placer County LAFCO draft Municipal Services Review report**
This item was tabled to the next Board of Directors meeting. Virginia Quinan asked about the missing pages that Manager Shaw has been trying to get, but they are still missing. When the final report is available, the Board will discuss it then.
- f. **Resolution 3-2004 Collection of Delinquent Accounts – County Collections**
Director Grant made a MOTION to Adopt Resolution 3-2004. The motion was SECONDED by Director Northrop.
Roll Call: Director Grant- AYE, Director Northrop – AYE, Director Danz - AYE, Director Bass – ABSENT, Director Stefani – ABSENT
- g. **Resolution 5-2004 Election Request**
Director Northrop made a MOTION to adopt Resolution 5-2004. The motion was SECONDED by Director Grant.
Roll Call: Director Grant- AYE, Director Northrop – AYE, Director Danz - AYE, Director Bass – ABSENT, Director Stefani – ABSENT
- h. **Committee/Department Reports**
 - A. **Administrative Committee (Director Stefani)** All items were tabled until next month. Director Stefani – the Chair of this Committee - was not at the meeting.
 - B. **Budget & Finance Committee (Director Danz)** The 2002-2003 budget has been satisfactorily separated into funds and a revised budget was submitted for approval. All the amounts are the same as in previous versions of the budget, so nothing has changed other than separating the amounts into “funds”. Director Grant made a MOTION to approve the revised budget for 2003/2004 showing various “fund numbers”. Director Northrop SECONDED the MOTION.
Discussion: Director Grant asked questions as to how the chart of accounts was split into all of the funds. Director Danz explained that since the District didn't record expenditures in the past, there was no history or record of how the dollar amounts should be split; the Committee chose to split the amounts into equal amounts.
All Directors were in favor, so the MOTION CARRIED.

1 The Committee discussed the District's Recapitalization Policy. The
2 Committee recommends that the policy be modified to state clearly that the
3 only cash revenues being considered are those related to water, sewer, park
4 and property taxes. Revenues related to garbage and grants are "flow-
5 through". Director Grant made a MOTION to approve Policy number 2.7.0
6 and Director Northrop SECONDED the MOTION.

7 All Directors were in favor, so the MOTION CARRIED

8 Discussion about the other Budget & Finance Committee items was
9 postponed until a later time, so that all of the Directors will be able to
10 participate.

11 **C. Fire Committee (Director Stefani)** Director Northrop noted that the
12 Valley-wide meeting is not in August but in September. Virginia Quinan asked
13 that the District put a notice in its newsletter about the Valley-wide meeting.
14 Manager Shaw noted that the agenda is posted on the District's website
15 homepage.

16 **D. Greenbelt Committee (Director Stefani): NO MEETING**

17 **E. Long Range Planning Committee (Director Grant)** Policy 8.2.0,
18 Watershed Management Plan, was sent back to Committee and will be
19 available at the next Board Meeting.

20 **F. Park committee (Director Bass): NO MEETING**

21 **G. Personnel Committee (Director Grant)** The Committee recommended
22 renewing the General Manager's contract as presented, the only changes
23 being to the dates, to reflect the 2004–2005 fiscal year.

24 Director Grant made a MOTION to approve the General Manager's contract.

25 Director Northrop SECONDED the MOTION.

26 Discussion: Director Northrop felt that page 5, #14 represented a conflict of
27 interest. Director Grant stated that approval by the Board is required. Director
28 Danz said page 1 states that written approval from the District is required and
29 the District is defined on page one as the Board of Directors.

30 All Directors were in favor, so the MOTION CARRIED.

31 The 2003–2004 Goals and Objectives for the Board and General Manager
32 was presented. The Committee asked that all Directors comment on each of
33 the goals and objectives, both for the Board and for the General Manager,
34 and return their comments to Director Grant's folder in the District office no
35 later than May 28, 2004. Manager Shaw was directed to notify the absent
36 Directors about the deadline.

37 The Committee reviewed Policy 3.0.0 and had no recommended changes.

38 The Committee recommended sending Policy 3.1.0 to the Administrative
39 committee, since the District's legal counsel said it didn't belong in Personnel.

40 The Committee also recommended the changes to the Employee Handbook
41 as presented.

42 Director Grant made a MOTION to APPROVE the changes to chapter 6 of
43 the employee handbook. The changes were:

- 44 • In the "General Provisions and Applications" section: in the final sentence,
45 after the word "benefits", delete "or to accumulate sick time or vacation
46 time or to be paid for holidays"
- 47 • In the "Proration and Cost Sharing of Benefits" section: in the first
48 sentence, replace the word "those" with "insurance benefits which are"
- 49 • In the "Proration and Cost Sharing of Benefits" section: various additions
50 and deletions were made, which amounted to replacing the entire second
51 paragraph with:

1 “Regular part-time employees who regularly work more than 30 hours
2 per workweek will be entitled to the same benefits as regular full-time
3 employees. For regular part-time employees who regularly work 30
4 hours or less per workweek, the costs of discretionary benefits will be
5 shared between the District and the employee on a prorated basis as
6 a percentage of the number of hours the employee regularly works
7 each workweek compared to forty (40). For regular part-time
8 employees who regularly work 30 hours or less per workweek, this
9 means that any premium, co-payment, deductible and/or out-of-
10 pocket cost which the District pays for regular full-time employees
11 (and regular part-time employees who regularly work more than 30
12 hours per week) will be prorated as a percentage based upon the
13 number of hours regularly worked by that regular part-time employee
14 compared to forty (40).”

15 The motion was SECONDED by Director Northrop. All Directors were in
16 favor, so the MOTION CARRIED

17 **H. Managers Report**

18 Manager Shaw included information about potential new legislation regarding
19 Special Districts and about Squaw Valley water problems. District Staff has
20 been working on 2004/2005 fiscal budgets. New staff for the summer has
21 been interviewed and a hiring decision is pending. The next T-TSA Board
22 meeting is scheduled for May 12, 2004. Manager Shaw included an article
23 titled “Morale hits bottom at Tahoe City’s utility district”, from the Sierra Sun’s
24 April 16, 2004 issue.

25 **I. Fire Department Report (Chief Whitelaw):**

- 26 • NTFPD has applied for \$15K in grant money for an Alpine Meadows
27 community fire plan. Chief Whitelaw feels that the fire plan is
28 important for the Alpine Meadows community and says he should
29 have further status on the grant by next month’s Board meeting.
30 Called “Title 3 in lieu” counties receive revenue from Forest Service
31 Logging.
- 32 • The California Lake Tahoe Fire Departments have been working with
33 a satellite imagery company that is currently mapping the affected
34 areas. Due to the large images, they have adjusted the image to
35 cover the Alpine Meadows valley. Even if the grant money doesn’t
36 come through, the satellite images should provide the base data for
37 the Alpine Meadows community fire plan.
- 38 • The alarm report had only three medical aids and six transports, so it
39 was a quiet month.
- 40 • Dave Telfer is the new Fire resident in Alpine Meadows. He moved in
41 May 1, 2004 and hopefully he will stay with the District for awhile.
- 42 • Last month the question arose as to who has the legal right to perform
43 ambulance service in Placer County. Because Placer County had not
44 yet adopted a state EMS plan, all areas within Placer County were left
45 in a category called “Open Competitive”. NTFPD has now been
46 officially grandfathered in as ambulance service provider of the area
47 that it currently services (which includes the Alpine Meadows area),
48 and will not be subject to competitive bidding in the future. Northstar
49 and Squaw Valley have both applied for their own service, but
50 Truckee is still open & competitive.

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- The Citigate draft report has been distributed. They have asked Manager Shaw and Chief Whitelaw to put together information regarding costs and current level of service and the revenue sharing of how annexation would work. There should be more information at the next Board meeting. The expectation is that the information will be ready for presentation to the public at the valley-wide meeting in September.
- NTFPD and the District are concerned about the consequences of potential tax shifts within the State of California budget. There should be more information available soon. Non-enterprise districts may be exempt from future tax shifts but the Alpine Meadows Fire Department could be considered both exempt and non-exempt.

J. O&M Department Report: No discussion.

i. **CORRESPONDENCE TO THE BOARD:** None

4. a. **DIRECTORS COMMENTS:**

- Next Board meeting: June 11, 2004 at 8:30 a.m.

b. **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 11:45 a.m.

Respectfully Submitted,

Approved As Amended 6-11-04

Pam Zinn
Recording Secretary