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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, May 9, 2003 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; Janet S. Grant; Barbara Danz; Tony Stefani, vacancy – 1.

Director Absent: none

Staff Present: John Shaw, P.E. of John Shaw Consulting, LLC, District General Manager; Pam Zinn, Recording Secretary, Lew Tift, O&M Supervisor.

Guests Present: Al Pride/Resident, Bric Haley/Resident, Virginia Quinan/JMA; Lee Massick/Resident, Sandy McPherson/Alpine Meadows Ski Area, Peter Graf/Resident, Chief Duane Whitelaw/NTPFD, John Northrop/Resident (left at 9 a.m.).

2. **PUBLIC PARTICIPATION**

Peter Graf made comments regarding the feasibility study; he felt the well water should be used to fill the pond and tiered rates made sense to encourage conservation and were needed to bring the system up to speed so the system can capture more water like it did in the past. Virginia Quinan asked about the status of adding a rock to the pond (2' x 4' near the edge of the pond) which would be donated by Troy Caldwell and installed by Tim Longo at a minimal cost to the Park. Legal Counsel is reviewing the rock issue.

3. **CONSENT CALENDAR - MOTIONS**

Director Danz requested to take all items off the consent calendar for discussion.

a. April 16, 2003 Board Minutes

Page 1, line 17; add Merrit Cutten & Chief Duane Whitelaw to "Guests Present".

Page 1, line 19; change to read: Peter Everington commented that Bric Haley should resign. Start new sentence at "He..."

Page 2, line 29; insert before "No action taken." Director Danz asked if staff could do this.

Page 3, line 39; remove "without objection" replace with not approved, sent back to Committee".

Page 3, line 46; "principal" should be "principle".

Page 4, line 24; change to read "Virginia Quinan, Gail Condren and Wendell Ulberg's letters have been resolved." Remove "no comments."

Page 4, line 29; change "Hoopie's" to "Kent Hoopengardner".

Page 4, line 38; insert "in taxes" at the beginning of line 38".

Page 4, line 39; after "additions" insert "." End sentence there. Remove "but no" and replace with "but there will be tolerance on new....".

Page 4, line 41; change "advise" to "advice".

Page 4, line 46; remove "are" and replace with "could be at times" an isolated community...."

Approved Minutes as Amended, without objection.

b. April 26, 2003 Board Minutes

Page 1, line 18; remove "Al Pride".

Page 1, line 19; change "wife" to "Shirley", add "Don Priest", add "Lowell Northrop".

Approved Minutes as Amended, without objection.

1 **c. Monthly Financial Report**

2 Approved Monthly Financial Report and Check Register without objection.

3 **4. CONSENT CALENDAR-RESOLUTIONS/ORDINANCES**

4 a. None.

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

6 **a. POLICY GOVERNANCE**

7 Discussion about the Carver Method (Article in Managers Report). Director Stefani said
8 this would help the General Manager do his job and the Board of Directors would not
9 need to micromanage the District. This is good for long range planning. Director Danz
10 noted that she was unfamiliar with the Carver method.

11 **b. FORMATION OF A LONG RANGE PLANNING COMMITTEE**

12 Director Grant and Director Danz volunteered to be volunteers on this Committee.
13 President Bass appointed Director Grant as the Chair of this Committee. Policy
14 Governance will help to develop this Committee.

15 **c. RENEWAL REVISED CONTRACT WITH CENTRATION FOR GOVERNMENT**
16 **MANDATED COST REIMBURSEMENT**

17 Director Grant made a MOTION that we sign the Revised Centration Contract.

18 Director Stefani SECONDED the MOTION.

19 Discussion: Director Danz said she asked if staff could do this in order to save some
20 money. Director Grant said this doesn't cost the District anything since the District will be
21 reimbursed. Director Danz asked if we have received any money from last year.

22 Manager Shaw said no and we won't until Budgets are done. Director Danz asked if we
23 would owe Centration. Manager Shaw said no. Director Danz said if we were not
24 reimbursed then the cost would be 20% due to Centration and we could save thousands
25 by having staff do this. Manager Shaw said the time to create the form and time to fill it
26 out would be reimbursed based on staff costs vs. using Centration. \$2,750 to Centration
27 if not reimbursed and staff costs would need to be determined.

28 ALL OPPOSED, MOTION FAILED, staff to do in house.

29 Manager Shaw noted that the District could put this off until the State starts to reimburse.
30 This is an option the Budget & Finance Committee will discuss.

31 **d. 2001/2002 AUDIT REPORT**

32 Discussion regarding QuickBooks and if it's GAAP compliant because changes can be
33 made to defraud. Director Danz felt comfortable with using QuickBooks. Manager Shaw
34 commented that he moved all investments into FDIC accounts.

35 **e. GREENBELT COMMISSION**

36 Lee Massick spoke about the future role of the Greenbelt Commission and its possible
37 consolidation with the Park Committee. Greenbelt lands deeded to the District will be
38 there for a long time and will sustain themselves. Good for hiking, trails, horses, flower
39 walks, bird walks and many other activities and would like to leave these designated
40 areas as they are. They would like to incorporate snowshoe hikes in the winter. Lee feels
41 maybe a survey to the residents would be a good idea to see if we are meeting the
42 needs of the public. President Bass asked how Lee Massick feels about the possible
43 consolidation with the Park Committee, and he responded by saying if the Park
44 Committee can meet the needs then it would probably be alright to consolidate but feels
45 at this particular time it would not be a good idea and feels the Greenbelt may not get
46 the attention it needs. Bric Haley made comment that with a good Chairperson and well
47 planned agenda, the Park Committee should be able to handle it fine. Director Stefani
48 feels the Greenbelt Commission should be a standing Committee of the Board, in
49 addition there was a Greenbelt Policy that was never approved three years ago that
50 should be addressed. Director Grant feels it should be the decision of the
51 Greenbelt Commission if they want to be a standing committee of the Board and they

1 will be meeting on May 10, 2003. President Bass asked Director Grant to bring this up at
2 the next Greenbelt Meeting and see how the members feel about possible consolidation
3 with the Park Committee.

4 **6. COMMITTEE/DEPARTMENT REPORTS**

5 **a. Fire Committee – (Director Bass) none**

6 **b. Fire Dept. Report (Chief Whitelaw)**

7 Car wreck at the Bridge at Juniper Mountain Rd., a car slid into intersection three girls
8 got out and walked across the street where they were hit by car crossing the street. Also
9 a false Alarm at Upper Bench Rd. Jeff Bohnet (resident at AMFD) finished the major
10 components of training, and only DMV test is left and this can be done at NTFPD. There
11 are a few items still pending: benefits of the Alarm Systems and the Valley Wide Quote
12 which will be on the upcoming agenda. The Municipal Services review process is on
13 hold, they couldn't get quotes within budget and it is put off until the end of this year. The
14 Mitigation Impact Fee in other areas are - new developments in Northstar .71¢ per sq. ft.
15 with no reduction if you sprinkle; new developments in North Tahoe Fire Protection
16 District are .39¢ per sq. ft. but if you sprinkle you get a 50% reduction in that fee. The
17 NTFPD is working on adopting a AMFD name to be added to the new Injury & Illness
18 Prevention Program. We're waiting to hear from Paul Chamberlain (Counsel) advice as
19 we were found out of compliance with CAL-OSHA and this is a CAL-OSHA requirement.
20 HEPA (Health Care Privacy Mandate) is a Federal Requirement when treating people,
21 only certain things can be exposed to the public working on it. FEMA Grant, nothing
22 heard back yet for the new engine, the Grant requires 10% match. LOCAL (leave our
23 community assets local) keep the State from raiding local revenue. Chief Whitelaw will
24 be meeting with the Governor in may regarding multi county exemptions and other
25 budget items. NTFPD would like to use the Jeep for Fire Prevention Program (chipper,
26 defensible space), Manager Shaw will deal with this. Next Fire Committee meeting is
27 June 5th, 2003. New Fire Ordinance goes into effect June 1, 2003. Director Stefani
28 asked if NTFPD will reimburse AMFD for the resident training done by Mark Hadley and
29 Tom Bass once the house are turned in? Chief Whitelaw will negotiate with John.
30 Director Stefani also commented that the Fire Committee should create policy.

31
32 The Board of Directors took a 10 minute break from 10:00 a.m. to 10:10 a.m.

33
34 **c. Park Committee Report- (Director Bass) none**

35 **d. Personnel Committee (Director Grant)**

36 Employee Policy Manual – staff will review and provide input back to the Personnel
37 Committee at the next meeting June 12, 2003 at 8:00 a.m.

38 **e. Administrative Committee (Director Stefani)**

39 PCLAFCO Questionnaire was reviewed by Paul Chamberlain(Counsel) and he made
40 changes to some wording on page 1, line 3 and page 10, line 15.

41 Director Stefani made a MOTION to adopt the LAFCO Information Questionnaire and
42 forward it.

43 Director Danz SECONDED the MOTION

44 MOTION PASSED, WITHOUT OBJECTION

45 Policy 2.2.0 Director's Pay

46 The major change was to limit to no more than an average of \$300 per month for each
47 month the Director serves.

48 Director Danz made a MOTION to adopt the amended Policy 2.2.0 Board of Director
49 Pay Policy.

50 Director Grant SECONDED the MOTION.

51 MOTION PASSED, WITHOUT OBJECTION

1 **f. Budget & Finance Committee (Director Danz)**

2 Accounts Receivables Collections – All outstanding accounts over 90 days will be sent a
3 notice of collection (through Tax Collector).

4 Delinquent Accounts Policy – Tabled for one or two months, waiting for Counsel to
5 advise the District.

6 Bill Paying Policy – Counsel recommends we don't sign checks before the Board of
7 Directors authorize disbursements. One Budget & Finance committee member will
8 review support documentation and initial it so it's clear to the Board that the support
9 documentation has been reviewed prior to approval of check disbursement.

10 Payroll – time sheets reviewed and initialed by General Manager and the Board of
11 Directors will do a retroactive review at the Board Meeting will confirm. Because payroll
12 is required by law and payroll is by auto deposit this Board sees no other way of
13 complying and are waiting for Counsel to review and advise the District.

14 Director Danz made a MOTION to adopt the amended Bill Paying Policy.

15 Director Grant SECONDED the MOTION

16 MOTION PASSED, WITHOUT OBJECTION

17 Park Fund Revenue & Expenses from Park fund or under the District Umbrella? The
18 Park is definitely not self sustaining and Park numbers will show this when they are out.

19 Financial Report Formats for next fiscal year were discussed and should be easier to
20 read.

21 Proposals for the Audit from a Sacramento Firm and Reno Firm will meet with the
22 Budget & Finance and will recommend the auditor for next fiscal year.

23 Proposed 2004 Fiscal Year Budget – overspending \$10K-\$15K range even with the
24 cut. Depreciation allowance not included. Accrual basis not cash basis.

25 Potential Rate Increases – discussion of a tiered rate structure based on usage & heavy
26 users get penalties. Service rate increase for water and sewer which hasn't been done in
27 years. Preventative maintenance and be prepared for emergencies. June meeting
28 recommendation Notice to community and public hearing within 45 days of public notice
29 (waiting on Counsel to advise). Looking at August time frame for the public hearing and
30 are looking at service charges to increase this year, usage fees next fiscal year.

31 Lee Massick asked if there is and difference in commercial vs. residential & multi-
32 residential rates. There is a 2003 water charge survey with rates everywhere in CA,
33 Alpine Springs was part of this survey and recommend reviewing this document.

34 **g. Managers Report**

35 District Base Map – Manager Shaw requested some Direction from the Board if they
36 want to do this. GIS manages all information. Historical meter read – database
37 information; without GIS you must TV the line & get a hard copy. Over 5-6 years the cost
38 would be about \$30K. Director Danz said the cost is a problem. Virginia Quinan said it
39 isn't mandatory, and is similar to on-star systems that come in Cadillac's. She also said
40 GPS may not work in this valley and mentioned the April 2002 Report on GIS costs was
41 more like \$73K not \$30K as Manager Shaw said. Lee Massick stated he is a veteran of
42 facility database management and cost benefit analysis and said to expect triple the
43 original cost expected. Sandy McPherson from Alpine Meadows Ski Area said they use
44 GIS for the snowmaking system and they will be saving thousands of mapping and
45 surveys costs down the road. Director Danz asked the status of the Grant for the
46 watershed project, Manager Shaw said it was being delivered today (5-9-03), but we
47 don't know yet.

48 **h. O & M Department Report**

49 Briefly reviewed the Water & Sewer Report. The system is currently meeting State &
50 Federal standards.

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8. CORRESPONDENCE TO THE BOARD

Reviewed letters from Steve & Billie Kastan and Lin Winetrub regarding water resources.

9. DIRECTORS COMMENTS

Director Stefani directed staff to post something in the next newsletter regarding the blue water drop when the District is chlorinating the drinking water.

7. CLOSED SESSION

The Board went into closed session at 11:10 a.m. under California Government Section 54957 – Public Employee Performance Evaluation (General Manager). The Board returned at 11:35 a.m. and no action was taken.

10. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 11:35 a.m.

Respectfully Submitted,

Approved as Amended 6-13-03

Pam Zinn
Recording Secretary