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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, June
6 13, 2003 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 8:35 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; Janet S. Grant; Barbara Danz; Tony Stefani,
13 vacancy – 1.

14 Director Absent: none

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

17 Guests Present: Al Pride/Resident, Bric Haley/Resident, Virginia Quinan/JMA; Lee
18 Massick/Resident, Chief Duane Whitelaw/NTPUD, Jon Northrop/Resident, John
19 Moberly/Placer LAFCO, Lowell Northrop/Resident.

20 **2. PUBLIC PARTICIPATION**

21 Jon Northrop read public comment from Lowell Northrop, Jr. regarding Water Resource
22 Feasibility Study Alternatives to be Evaluated (copy in ASCWD office). Lee Massick
23 announced a Joint Committee Public Workshop is going to be held Monday June 16th
24 from 6:30 p.m.-9:30 p.m. at the NTPUD Rec. Center and Tuesday June 17th at the Kings
25 Beach Conference Center; discussions will include Aquatics: kids' pool and a 24 lane
26 Olympic lap pool. Lee noted all other needs and wants should be brought to the TCPUD
27 Board Room.

28 **3. CONSENT CALENDAR - MOTIONS**

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

30 **a. May 9, 2003 Board Minutes**

31 Page 1, line 22; insert after "made sense to" "encourage conservation and were needed
32 to" "bring the system up to speed.....".

33 Page 2, line 32; change to read: "GAAP" VS "GAP".

34 Page 2, line 33, 34; end sentence after "Quickbooks". Remove "since any accounting
35 system allows changes".

36 Page 3, line 47; change "limits" to "limit". remove parenthesis after "limit" and add to the
37 end of the sentence "for each month the Director serves."

38 Page 4, line 41; change \$76K to say "\$73K not \$30K as John Shaw said."

39 Approved Minutes as Amended, without objection.

40 **b. Monthly Financial Report**

41 Director Danz had questions about check numbers 1614 and 1667, both were issued to
42 Michael Dobrowski, CPA for the month of May 2003 but one is for \$3,650.00 and one is
43 for \$4,764.30. Board Secretary, Pam Zinn explained check#1667 is for June 2003 with
44 expenses and was noted wrong on the check register.

45 Approved Monthly Financial Report and Check Register in the amount of \$50,190.89,
46 without objection.

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

48 a. 5-2003 Sale of Excess Property & Equipment

49 No objections, So Ordered, Resolution Passes.

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

51 **a. PRESENTATION BY JOHN MOBERLY, PCLAFCO**

1 John Moberly came to the BOD meeting to answer any questions regarding District
2 consolidation (i.e. Fire Protection Services). LAFCO can not force it on us. This District
3 could have a protest hearing if consolidation isn't wanted by either District. It
4 requires 25% of registered voters or 25% of land owners if there's under 300 registered
5 voters in the District or 10% of registered if there are more than 300 registered voters in
6 the District. Without a petition a vote is not required.

7 **b. DISCUSS POLICY 1.1.0. DIRECTORS POLICY OF OPERATION**

8 Manager Shaw says it may be a good idea to add the Long Range Planning Committee
9 to the current policy. In addition Manager Shaw feels that this policy should include
10 oversight of the Board vs. foresight as two focuses for the Board to consider and that
11 foresight is a major component of what the Board does. President Bass sent this to the
12 Administrative Committee to tune up the policy and in addition he said they should put in
13 the policy that if no policy exists and something comes up that it may be a good idea to
14 add whose responsibility it is to handle these types of items (UMBRELLA POLICY).

15 **c. DWIGHT STEELE MEMORIAL**

16 \$600 to fund this Memorial; Recreation & Greenbelt Commission recommends taking
17 this money for the memorial from the General Fund since the Recreation & Greenbelt
18 Commission has not kept up to date records of funds, but Director Grant said the funds
19 were well documented for several years (approximately \$1,500 available). Director Danz
20 said she feels that there should be one General Fund for these groups (i.e. Greenbelt
21 Comm., Park Committee, etc.) and requested the Greenbelt discuss this at the July
22 Greenbelt Comm. meeting.

23 Director Grant made a MOTION to approve the expenditure for the bench, rocks, and
24 plaque as presented here.

25 SECONDED by Director Danz.

26 Discussion: President Bass asked if we knew how much to approve for? Director Danz
27 would like to AMEND the MOTION not to exceed the \$750. Director Grant would like to
28 make that not to exceed \$1,500.00.

29 Director Grant amended the MOTION to include a not to exceed amount of \$1,500.

30 SECONDED by Director Stefani.

31 ALL IN FAVOR, amended MOTION PASSED

32 **d. GOVERNMENT MANDATED COST APPLICATION**

33 The revised proposal from Centration will require 50% up front and 50% after state
34 reimbursement based upon the amount applied for from the state.

35 Director Danz thought it had a maximum of \$2,950 or 10%. Manager Shaw clarified it is
36 50% of \$2,750; Chief Whitelaw said the state has to pay with interest; they real question
37 is when they will pay and no one can answer that. They pay \$200-\$300 per agenda.

38 Director Danz made a MOTION to approve \$1,375 maximum expenditure for Centration
39 to prepare the requests for reimbursement.

40 SECONDED by Director Grant.

41 ALL IN FAVOR, MOTION PASSED.

42 **6. COMMITTEE/DEPARTMENT REPORTS**

43 **a. Fire Committee – (Director Stefani)** – Committee decided to adopt the Injury and
44 Illness Prevention Program currently in place with N. Tahoe Fire Dept.

45 Steps for annexation were also discussed and the following items were considered:

46 Subcommittee (Tony Stefani, John Shaw, Bric Haley) met with NTFPD and explored
47 annexation; Hire a consultant for defining the cost of annexation to be shared by both
48 entities; Disseminate public information and review public feedback; Board to adopt a
49 resolution to be application for annexation with PCLAFCO. Committee also reviewed the
50 letter from ISO and AMFD classification is currently 6/9 (prior classification was 5/9), if
51 annexation occurs, the probability of a lower classification is likely. Committee also

1 discussed Fire Alarm Monitoring and decided this was not the best time and felt they
2 should concentrate on annexation and pick up the fire alarm monitoring at a later date.

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

4 Sacramento meeting on Senate committee. All levels of local Government will share the
5 pain of the states tax dilemma. There is a potential tax shift of \$500K NTFPD – this is
6 huge because the State can't seem to live within its means.

7
8 The Board of Directors took a 15 minute break from 10:05 a.m. to 10:20 a.m.

9
10 **c. Long Range Planning Committee (LRPC) (Director Grant) – Virginia Quinan**

11 offered to be on this Committee as she is the President of JMA. Met on 6-12-03
12 discussed Policy Governance and recommends that Policy Governance be the method
13 of operation for this committee and District. Water Resource Policy was also discussed
14 in detail and will be continued at the next meeting.

15 **d. Park Committee Report- (Director Bass) – Met 5/30/03 and a 10 yr. plan for park**
16 maintenance and improvements will be discussed further later in June. There may
17 be a different fee structure for valley residents. The proposed rock project was discussed
18 and it became clear this could be done by staff. A flat rock was placed on the edge of the
19 pond as a means for entry for children. The pass holder recognition idea was tabled
20 pending attendance by committee member Ganong.

21 **e. Personnel Committee (Director Grant)**

22 Employee Policy Manual was reviewed by staff and came back to the Personnel
23 Committee with 29 items some that need additional research. The GM Contract was also
24 reviewed.

25 **f. Administrative Committee (Director Stefani) NONE**

26 **g. Budget & Finance Committee (Director Danz)**

27 Met June 11, 2003 and discussed the following: Billing & A/R Problems; proposed
28 delinquent accounts policy; policy regarding committee funds; proposed policy regarding
29 balanced budget requirement; proposed policy regarding Re-Capitalization set aside
30 (3.5%); proposed revised Chart of Accounts; May financial reports; proposals to
31 conduct June 30, 2003 Audit; Fiscal Year 2003 cash forecast; proposed 2004 fiscal Year
32 budget; potential rate increases. The B&F Committee will handle all questions for
33 charges on past due balances, this was brought up by a resident in the valley who felt
34 she was not responsible to pay late fees for a property she purchased and didn't advise
35 the District of her mailing address, the Budget & Finance Committee turned down her
36 request and will handle any other similar requests to be exempt from paying the late
37 fees.

38 Director Danz made a MOTION that the District engages the firm of Damore, Hamrick
39 & Schneider of Sacramento to perform the financial audit for the fiscal year 2003. They
40 are licensed in California. Fees will be \$6,230 per year for the first year and the three
41 year schedule jumps higher in 2004.

42 Director Grant SECONDED the MOTION

43 Discussion: is this for one year or three years? One year to start per Director Danz. The
44 Audit will start on 7-28-03.

45 ALL IN FAVOR, MOTION PASSED.

46 The cash shortfall for operations was \$10K; Fiscal year budget must be approved before
47 the start of the new fiscal year or no money can be spent so a special board meeting will
48 need to be scheduled. The District will impose a rate increase, increase in the water
49 service charge of \$200 to \$300 annually for most residents, an increase in water usage,
50 use charge of more than 100k gallons from \$1.00/per thousand gallons to \$2.50/per
51 thousand gallons. Residents with delinquent fees can make 4 payments plus a \$20

1 delinquent fee and it was decided that a \$10 administrative fee will be charged for
2 garbage annually. Rate increases will be effective next fiscal year, metered use would
3 not be affected until the following fiscal year (2003/2004).

4 Director Danz made a MOTION to approve in concept the proposed tariff.

5 Director Grant SECONDS the MOTION

6 Discussion: Director Grant asks how this promotes conservation. The District needs
7 increased revenue, to promote conservation and add additional sources for water supply
8 with increased revenue. President Bass also noted that we have a grant to do a
9 professional water conservation study which should supply us with additional data.

10 Public Comment: Lowell Northrop made comments that the horizontal well water doesn't
11 cost anything, but costs to run the District do cost money. Director Grant said that tax
12 revenues went down and that is why service fees have risen.

13 ALL IN FAVOR, MOTION PASSES

14 Special meeting is scheduled for July 2, 2003 at 2:00 p.m. to approve the Fiscal year
15 Budget.

16 **h. Managers Report (Manager Shaw)**

17 Manager Shaw will be out of the office and unavailable by phone from July 12 – July 21,
18 2003. TTSA meeting was on 05-14-03 and a subsequent special meeting will be held on
19 05-20-03. TTSA OD approved the 03/04 Fiscal Budget and at the end of the meeting
20 was joined by the Airport District Board to discuss properties of mutual interest.

21 Committees were formed so the BOD doesn't have to be further involved in
22 negotiations/discussions. At the meeting on 5-20-03 the BOD heard from design
23 engineer regarding additional design costs associated with the expansion project. John
24 Shaw suggested they may reconsider looking at their contract structure for future projects
25 as there is no incentive for their current engineer to be efficient in their work. The PCWA
26 has awarded the Alpine Springs County Water District a \$20K Grant for the purpose of
27 developing a water conservation study and plan. A grant application for the watershed
28 management plan has been completed and submitted.

29 **i. O & M Department Report**

30 Review only.

31 **7. CLOSED SESSION - none**

32 **8. CORRESPONDENCE TO THE BOARD**

33 Lee Massick suggested the Greenbelt would like to be a standing committee of the
34 District but would prefer to be separate from recreation and should establish a Policy for
35 the greenbelt commission. 1983 is the earliest document found, as a standing committee
36 of the BOD, and the financial obligations will be solved through budget & finance
37 committee. Lowell Northrop noted we have an infestation of beetles in the fir trees, fix
38 now before all the trees are gone. Lowell Northrop also suggested the District fix the
39 horizontal well and don't wait until August, there will be no water.

40 Letter from Peter Graf, Resident regarding water alternatives.

41 **9. DIRECTORS COMMENTS**

42 Director Stefani: There is a line leaking by the stables on Snow Crest Road, who owns
43 this water? The water line is owned by the stables, it is not part of the ASCWD system.

44
45 **10. ADJOURNMENT**

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

48 Respectfully Submitted,

Approved as Amended 7-11-03

49 Pam Zinn

50 Recording Secretary
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