

**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, August 13, 2004 at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Bass called the meeting to order at 8:32 a.m.

3 **PLEDGE OF ALLEGIANCE**

4 Those attending joined in reciting the Pledge of Allegiance.

5 **ROLL CALL**

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

7 Directors Absent: none

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

9 Guests Present: Virginia Quinan/JMA; Peter Graf/AMEA; Duane Whitelaw/North Tahoe Fire Protection District

10 **2. PUBLIC PARTICIPATION**

11 None.

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

13 **A. Financial Report:**

14 i. **Expenses Paid & Payable – August 9, 2004:** Director Danz made a MOTION that the Board approve the Expenses Paid & Payable (checks 2428 through 2499). Director Grant seconded the motion. All Directors being in favor, the motion was APPROVED.

15 ii. **Financial Statement – July 31, 2004:** Director Stefani asked about the July Park Revenue in the Profit and Loss Prev Year Comparison report. The amount seemed low, considering park passes have been selling well. Manager Shaw said the relatively low number may result from Park checks not having been deposited in the bank this past month, versus the same month last year, but that Park revenue in general has been higher this summer than last summer. President Bass noted that some Park revenue was posted in May and June of the prior fiscal year, which would not be reflected on the July reports. Peter Graf initiated discussion about the amount of cash the District has available. He thought it seemed rather high; various Directors responded that it wasn't high, considering the type of unexpected expenses that the District can face and that the District receives cash sporadically throughout the year, rather than on a regular basis. The topic is further discussed later in the meeting.

16 iii. **Investment Report – July 31, 2004:** No discussion.

17 **B. Approval of Minutes:**

18 i. **July 9, 2004 Regular Board Meeting:** Director Grant made a MOTION that the minutes of the July 9, 2004 Regular Board meeting be approved. Director Danz seconded the motion. In discussion, the following amendments were proposed:

- 19 • Page 1, lines 23-24: replace the sentence with "He mentioned that a particular County regulator was being more stringent working with District staff than what has occurred in the past in terms of enforcing coliform treatment."
- 20 • Page 3, line 13: replace "has" with "had", delete "yet"
- 21 • Page 3, line 22: replace "4:00 p.m." with "9:30 a.m."
- 22 • Page 3, line 35: insert "lists" after "notification"

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- 1 • Page 4, line 20: delete "most likely"
2 All Directors being in favor, the motion was APPROVED as amended.
3 ii. **June 23, 2004 Special Board Meeting:** Director Grant made a
4 MOTION that the minutes of the June 23, 2004 Special Board
5 meeting be approved. Director Danz seconded the motion. All
6 Directors being in favor, the motion was APPROVED.
7 C. **Chlorination/Disinfection:** Manager Shaw presented information about
8 alternatives to chlorination treatment. President Bass asked which
9 treatments affect taste the least; Manager Shaw replied that ozonation
10 and ultraviolet light affect taste the least and also leave the least residual
11 in the water. Director Stefani suggested that identifying the cause of the
12 current symptoms would be better than having to continually chlorinate
13 the water. Manager Shaw said the District staff has presented a new
14 testing protocol to the regulators for approval; if the protocol is approved
15 and if the Board authorizes expenditure for testing, subsequent testing
16 could solve some of these problems. Director Danz requested that this
17 item remain on the monthly Board meeting agendas until the issue
18 reaches an acceptable conclusion.
19 **At this point, the Board skipped ahead to the Fire Committee report,**
20 **the NTFPD report, and item e of the Budget & Finance Committee**
21 **report (to utilize Chief Whitelaw's presence) before returning here.**
22 D. **Review of 2003/2004 Goals & Objectives:**
23 • Board Members and the General Manager were previously asked to
24 provide written feedback on the performance of the Board and
25 General Manager relative to the goals and objectives approved by the
26 Board at the beginning of the fiscal year. The responses were
27 provided to the Board. The Directors commented on their perception
28 of the District's progress. Director Grant said that the Board sees that
29 it has mostly done well, that there are still areas that need
30 improvement, and that the Board needs to work more on the "big
31 picture" versus the detail; there was general agreement by the other
32 Directors on this viewpoint.
33 • Director Grant requested that Manager Shaw identify missing policy
34 areas. Manager Shaw said he felt the Committees have done a great
35 job of identifying and implementing policies pertinent to their
36 Committees but that policies at the Board level are missing.
37 • President Bass and Manager Shaw will together work on identifying
38 policies that still need to be developed to flesh out the "big picture".
39 • Virginia Quinan asked if there was a master copy of the policies;
40 Manager Shaw replied that there is not a printed copy but that the
41 official copies of all policies are maintained on the District web site.
42 Director Grant asked Manager Shaw to provide the last updated date
43 on each policy.
44 • Director Stefani said that he feels that a lot of people in the valley
45 don't really know what is happening with District issues. Virginia
46 replied that she felt there was a lot of information made available to
47 residents (via, for instance, District newsletters and web site, and
48 Director Danz's monthly summary of Board meetings) but that people
49 don't take advantage of it. Director Danz added that a number of

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- 1 residents are not concerned about District issues. Peter Graf thanked
2 Director Danz for her monthly summaries.
3 • Director Stefani said he felt that each Director needed to complete
4 assigned projects on a timely basis.
5 • Peter Graf questioned the process by which an item gets placed on
6 the Board meeting agenda. He was told that President Bass puts the
7 items on the agenda and that the Public Participation portion of the
8 agenda (always the first item at the monthly meeting) is an opportunity
9 to discuss other items of interest. Correspondence to the Board is
10 another mechanism for raising topics of discussion at Board meetings.
11 • Director Danz felt that the evaluation of goals and objectives was a
12 good exercise. Director Stefani suggested adding another item to the
13 questionnaire next year, which would provide the opportunity for the
14 Board members and General Manager to propose improvements.
15 Manager Shaw suggested that this exercise be done every 6 months;
16 this would require a change to the pertinent Administrative Committee
17 policy.

18 At this point, the Board took a 10-minute break.

19 E. **Placer County LAFCO Municipal Service Review (MSR):**

- 20 • Virginia Quinan reported that she receives copies of the minutes from
21 the Squaw Valley Board meetings. She reported that John Moberly,
22 Squaw Valley Board Member, is also a Special Districts
23 representative to LAFCO. She also reported that the Squaw Valley
24 Board has not yet officially discussed its attitude toward consolidation
25 with ASCWD.
26 • A letter to state legislators, stating ASCWD's position against
27 consolidation, is currently being composed by Manager Shaw, as is a
28 letter to Scott Finley (executive director of LAFCO), requesting a legal
29 opinion on consolidation; both letters were requested by the Board at
30 last month's meeting.
31 • Virginia reported that the organizers of the Valley-Wide Meeting do
32 not want Scott Finley to give a presentation at their meeting; they
33 would prefer that President Bass present the information about the
34 LAFCO report.

35 F. **Valley-Wide Meeting:** Virginia Quinan sent Manager Shaw an agenda
36 and he posted it on the District web page. She requested that President
37 Bass include information about the LAFCO report in his 15-minute
38 presentation at the meeting. The meeting will be in the firehouse
39 (September 4, 9:30 a.m.).

40 G. **Draft Policy 2.20.0, Investment:** Director Danz made a MOTION that the
41 policy be approved. In discussion, Director Grant questioned the
42 Treasurer's authority to delegate (section 13.0). There is also a section at
43 the end of the policy that was included in error; it needs to be removed.
44 The policy was sent back to the Budget & Finance Committee for
45 revision.

46 H. **Draft Policy 2.17.0, Anti-Fraud:** Director Danz made a MOTION that the
47 Board adopt Policy 2.17.0. The Directors all being in favor, the motion
48 was APPROVED.

49 I. **Committee/Department Reports**

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- 1 i. **Administrative (Stefani):** Had no meeting.
- 2 ii. **Budget & Finance Committee (Danz):**
 - 3 a. **June 2004 Financial Reports:** The reports are not yet ready
4 for the audit. They will be complete in early September in time
5 for the September Board meeting and for beginning of the
6 audit in mid-September.
 - 7 b. **July 2004 Financial Reports:** A few problems with
8 categorization of expenses were identified. These will be fixed
9 next month.
 - 10 c. **Expense Reduction/Revenue Increase Strategy:** To reduce
11 the expense associated with the current method of distribution
12 of the District newsletter (i.e., mailing to all property owners),
13 the Committee recommends that the newsletter be distributed
14 in four ways:
 - 15 • posted on the District web site,
 - 16 • sent via email to residents who request an electronic copy,
 - 17 • sent via email to the presidents of BCA and JMA and the
18 manager of Alpine Manor, who will forward the newsletter
19 to their communities by email, and
 - 20 • printed for pick-up at the District office.The September newsletter will contain a notice of the new procedure so that anyone who wishes to be on the email list may contact the District. The new procedure will go into effect in December 2004.
 - 21 d. **Policy 2.19.0, Cash Reserves:** The Policy has been reviewed
22 by the Treasurer. It isn't ready for action by the Board today
23 but Director Danz requested that Members review it for
24 approval at the September Board meeting.
 - 25 e. **Cost of Volunteer Fire Department:**
 - 26 • One potential cost saving to the District would be the
27 elimination of the Alpine Meadows Fire Department as an
28 entity operated by the District. Chief Whitelaw presented a
29 preliminary analysis to the Committee of NTFPD taking
30 over the Fire Department. In the analysis, Chief Whitelaw
31 proposed that NTFPD hire the volunteer firefighters as
32 employees and lease the Alpine Meadows fire station and
33 the fire engine from the District and absorb the costs of
34 maintaining these facilities. All other equipment would
35 remain the property of the District and the District would be
36 responsible for the maintenance of these assets.
 - 37 • Issues that need to be better understood are 1) the impact
38 on the District's ISO rating (Chief Whitelaw will investigate)
39 and 2) the District direct and overhead costs that could be
40 eliminated (to be researched jointly by the Fire and Budget
41 & Finance Committees).
 - 42 • Implementation of the plan as discussed by Chief Whitelaw
43 and the Budget & Finance Committee should save the
44 District \$10-20K a year and provide the same or better
45 service.

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- 1 • Chief Whitelaw suggested a 5-year contract, although it
2 could be a 1-year renewable contract. If annexation of the
3 Alpine Meadows Fire Department by the NTFPD takes
4 place, as is currently being considered by the Fire
5 Committee, the contract to absorb the AM Fire Department
6 would become moot.
- 7 f. **Collection of Fees for Park and Facility Use:** The
8 Committee recommends that a maximum of \$200 be allocated
9 for printing a sign and securing a locked cash box for
10 placement at the park gate. The sign will notify people of the
11 fees for using the park and they will be able to place the
12 monies in the locked box. This is considered by the
13 Committee to be a temporary solution to the problem of unpaid
14 guests using the Park; a better solution to the problem of how
15 to collect fees from everyone who uses the park should
16 probably be devised by the Park Committee before the
17 summer season starts next year.
- 18 g. **Letters from Customers Regarding Billing Issues:** Not
19 discussed.
- 20 h. **Unbudgeted Expenses:** Director Danz made a MOTION that
21 the Board approve the unbudgeted expense of a maximum of
22 \$200 to print a sign, secure a locked cash box, and place the
23 box at the park gate (see item f above). All Directors being in
24 favor, the motion was APPROVED.
- 25 i. **Review Rate Structure Including Proposal for Rate Study:**
26 Not discussed.
- 27 j. **State Revenue Shift:** Chief Whitelaw reported that current
28 plans regarding the revenue shift to the State limit the
29 maximum revenue which may be shifted to 10% of the
30 District's total enterprise revenue.
- 31 k. **Next meeting:** The Committee has scheduled its next meeting
32 for Thursday, September 9, at 9:00 a.m.
- 33 iii. **Capital Committee (Grant):** Had no meeting.
- 34 iv. **Fire Committee (Stefani):** Had no meeting. There was brief
35 discussion about the Annexation Report. Chief Whitelaw felt that
36 the issues raised at last month's Board meeting should be
37 discussed at a meeting with the NTFPD Board before the report is
38 revised and brought back to the Fire Committee for further
39 consideration. Virginia Quinan asked for more concrete numbers,
40 representing the financial impact on valley property owners, that
41 would result from the various implementation options in the
42 Annexation Report; Director Stefani felt that such numbers could
43 not yet be determined.
- 44 v. **Greenbelt Committee (Stefani):** Had no meeting.
- 45 vi. **Long Range Planning Committee (Grant):**
 - 46 a. **Review Board Approved Projects for 04/05 FY:** The
47 Committee recommended that the General Manager be
48 directed to proceed with re-equipping R-1 or R-2 for park use
49 at a cost of \$30,000.

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- 1 b. **Draft Policy 8.2.0 Watershed Management Policy:** Not
2 discussed.
3 c. **Discuss Long Range Plan:** A Subcommittee has been
4 formed to evaluate, interview and make a recommendation to
5 the Committee regarding the selection of a consultant to carry
6 out the Long Range Plan (estimated cost: \$10,000). The two
7 consultants who responded to the Request for Qualifications
8 (RFQ) and are currently under consideration are Lumos and
9 Associates, Inc., and VPoint. The Committee hopes to be able
10 to make a recommendation to the Board by the September
11 meeting. The Committee thinks that the selected consultant
12 could also prepare the Operation and Maintenance Manual
13 (estimated cost: \$20,000) and do the System Mapping
14 (estimated cost: \$20,000).
15 d. **Next Meeting:** Currently unscheduled.

- 16 vii. **Park Committee (Bass):**
17 a. **Signage at the Tennis Court:** The Committee reviewed an
18 issue brought forward by a member of the public regarding
19 children on the tennis courts. The Committee asked staff to
20 keep an eye on the problem and to come back to the
21 Committee if warranted.
22 b. **Park Access Problems:**
23
 - Park use by non-paying customers has steadily increased
24 over the years to the point that it appears to be excessive
25 and the Committee would like to pilot an attendant program
26 in order to provide for weekend pass sales.
 - The Committee recommends to the Board that a park
27 attendant be hired for the month of August to sell park
28 passes, monitor access, clean bathroom facilities and
29 remove garbage from the park on Saturdays and Sundays
30 between the hours of 10:00 a.m. and 4:00 p.m.
 - Staff has estimated that the net expense to the District, not
31 including revenue generated from pass sales, will be less
32 than \$600.
 - In the spring, the Committee will reconsider this issue. The
33 sign and locked cash box, previously approved by the
34 Board, will suffice for this year.
35 c. **Board Approved 04/05 Projects:** Not discussed.
36 d. **Policy 6.4.0, Park Funding:** Director Grant made a MOTION
37 that the Board adopt Policy 6.4.0. All Directors being in favor,
38 the motion was APPROVED.

- 39 viii. **Personnel Committee (Grant):** Had no meeting.
40 ix. **Manager's Report (Shaw):**
41 a. **Staff:** Buz and Lew continue to work on summer projects. The
42 water meters have been read and re-read. The bills should be
43 in the mail by the time of this meeting or shortly thereafter.
44 The park pond has been a challenge this year; high use has
45 made clarity difficult to control.

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1 b. **TTSA:** The TTSA Board met July 14, 2004. The Board
2 approved several resolutions regarding collection of bad
3 accounts, granted an easement to the Truckee River Legacy
4 Foundation, annexed property from a member District,
5 swapped property with Caltrans, discussed the plant
6 expansion project and future planning for on-site disposal of
7 treated wastewater through an additional leach field system,
8 discussed Agency hiring practices and discussed the Truckee
9 Tahoe Airport District Comprehensive Land Use Plan. The
10 Board also directed staff to provide reports on a) future needs
11 for on-site disposal facilities with estimated cost and timelines
12 and b) advantages and disadvantages of public access near
13 the Agency facility.

14 c. **Status of Approved Projects:**
15 • Spring 1 Repair: underway
16 • Park Mowing Tractor: purchased and in use
17 • Tank 4-A Repair: contracts being negotiated
18 • SCADA Computer upgrade: no progress
19 • Manhole Replacement: in progress
20 • Operation & Maintenance Manual: in Long Range Planning
21 Committee
22 • Re-equip R-1 or R-2 for park use: in Long Range Planning
23 Committee
24 • Long Range Plan: in Long Range Planning Committee
25 • System Mapping: in Long Range Planning Committee
26 • Re-Capitalization/Rate Base Study: in Budget & Finance
27 Committee
28 • Fire Department: in progress
29 ◦ 6 handheld radios
30 ◦ 2 base station radios
31 ◦ 1 defibrillator
32 ◦ Hazard Mitigation & Community Fire Planning
33 NTFPD will pay for the new equipment (estimated cost:
34 \$5,000) if it takes over the Fire Department.

35 x. **Fire Department Report (Chief Whitelaw):**
36 • Chief Whitelaw asked what his responsibilities would be at the
37 Valley-Wide Meeting in September. Director Stefani is on the
38 agenda and Chief Whitelaw will be there to assist. Their
39 presentation will be a preliminary one on the annexation issue
40 and will direct valley residents to further sources of
41 information.
42 • Chief Whitelaw was requested by the Budget & Finance
43 Committee to take the following item to the Fire Committee for
44 research: review that the standards and requirements to which
45 District volunteer firefighters are held are adequate.
46 • He also reported that the community fire plan for the valley is
47 still moving forward but that the contractor has been fired and
48 the NTFPD is having to determine what costs they are
49 responsible for. The subcontractor was doing good work but

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the contractor was letting things slip. Chief Whitelaw will have an update for either the next Fire Committee meeting or the next Board meeting.

- Chief Whitelaw is still working on the Disaster Mitigation Plan.
 - There is an effort by many special districts within Placer County to divert monies collected by the County for fire protection in unincorporated areas back to the special districts which actually perform the fire protection services. For example, about \$30K is being collected from Alpine Meadows residents by Placer County for fire protection, even though the County is not providing any fire protection services to the valley. NTFPD is part of the group challenging the County practice.

xi. **O&M Department Report:** The report was attached. Peter Graf initiated discussion about the quantity of water that goes into the Park pond (30,000 gallons a day or 3,000,000 gallons a season).

H. CORRESPONDENCE TO THE BOARD: None.

4. CLOSED SESSION:

- A. Public Employee Appointment – General Manager:** The Board carried out the annual evaluation of the General Manager.
 - B. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9, Case 1.** The Board reviewed correspondence from District counsel.

No action was taken.

5. DIRECTORS COMMENTS

- President Bass reported that last Monday two busloads of children attending the Firefighters Burn Camp came to the Park for a barbecue. The District donated use of the Park and everything at the barbecue was donated by various benefactors.

- Next regular B
AD TOURNAMENT

ADJOURNMENT
There being no further business before the Board, the meeting was adjourned at 11:15 a.m.

Respectfully Submitted,

Approved as amended 9-10-04

Jancis Martin
Recording Secretary