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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,  
6 August 8, 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 8:37 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, VP; Tony  
13 Stefani, (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.

17 Guests Present: Bric Haley/Resident, Peter Graf/AMEA, Virginia Quinan/JMA, Chief  
18 Duane Whitelaw/NTPFD, Larry Heywood/Alpine Meadows Ski Area, Dick Genest

19 **2. PUBLIC PARTICIPATION**

20 Peter Graf attended a meeting at the Resort at Squaw Creek regarding the water study  
21 at Squaw Valley; he wanted it noted that Squaw Valley is looking for new water sources  
22 and Alpine Meadows is on their list. Peter advises the public to watch the Alpine Springs  
23 County Water District Agenda because a decision by the Board of Directors allows them  
24 to sell water to Squaw Valley.

25 President Bass replied by saying the Alpine Springs County Water District has set a  
26 policy that the public will be given a 30 day notice before any meeting discussing the  
27 sale of excess water.

28 Virginia Quinan said the Annual Water Quality Report left out the snowmaking wells that  
29 could contain certain contaminants and feels the District is not disclosing everything to  
30 the public.

31 **3. CONSENT CALENDAR - MOTIONS**

32 Director Danz requested that all items be taken off the consent calendar.

33 **c. Monthly Financial Report**

34 Director Grant asked a few questions: Petty Cash account is showing up on the  
35 financial report, why? Manager Shaw stated the petty cash account was closed but it  
36 was too late to change this month's financial report. Why are employee benefits higher  
37 this year? Manager Shaw said this is because Pam Zinn became eligible. Prudential  
38 Financial questions year to date; is this the calendar year? Manager Shaw answers  
39 Fiscal Year.

40 Director Grant made a MOTION TO approve the monthly financial report.

41 Director Danz SECONDS the MOTION

42 All in Favor, So Ordered.

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

44 NONE

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

46 **a. REVIEW AND DISCUSS POLICY 2.5.0**

47 Director Danz made a MOTION to adopt policy number 2.5.0 Delinquent Accounts  
48 Policy

49 Director Grant seconds the MOTION

50 All in favor, So ordered  
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1 **b. DISCUSSION OF ANNUAL OBJECTIVES PER POLICY 4.6.0**

2 This was sent to Administrative Committee.

3 Director Grant commented that the TV of the sewer system to check the Mass Balance  
4 needs to be done. Manager Shaw responded by saying this is done in a five year cycle,  
5 it's in the Budget and this is the first of the next five years. Director Grant also  
6 commented that she feels we need to finish up the SCADA project and bring this to a  
7 close.

8 **6. COMMITTEE/DEPARTMENT REPORTS**

9 **c. Long Range Planning Committee (LRPC) (Director Grant, Chair)** – LRPC is  
10 reviewing policy number 8.0.0 is being reviewed in more detail. All members were  
11 present except John McHenry and John Taylor.

12 **g. Budget & Finance Committee (B&F)(Director Danz, Chair)** – B&F Committee met  
13 on August 5, 2003 and discussed several items. Some of the proposed policies  
14 discussed and recommended for approval are: Operation of the Budget & Finance  
15 Committee, Balanced Budget Requirement, Re-Capitalization Set-Aside, Designated  
16 Donations, Designated Non-Cash Donations and Unbudgeted Expenses. Discussion on  
17 proposed policies regarding Committee funds, Budget process and Rate Increase  
18 Process were tabled until the next Committee meeting.

19 The Committee also discussed the revised year end financial reports and the July 31,  
20 2003 monthly financial reports and identified several discrepancies and mistakes.  
21 Manager Shaw, Ed Hardy and Director Danz (Chair of B&F) will be meeting with Mike  
22 Dobrowski the week of 8-11-03 to discuss the reports, their format and methods of  
23 accounting. The Committee discussed the option of hiring a local  
24 accountant/bookkeeper to replace Mr. Dobrowski if the reports don't meet the districts  
25 standards very soon.

26 B&F Committee also discussed three requests for billing adjustments: Susan Harvey  
27 requested the District remove the delinquent charges and interest from her bill that were  
28 outstanding for more than one year because she didn't know it was her responsibility to  
29 notify the District that she purchased a property in Alpine Meadows or to pay her own  
30 water bill. The B&F Committee recommended the fees remain and give her 30 days to  
31 pay her bill or make payment arrangements before her account is sent to collections.  
32 Alpine Meadows Ski Area requested a mutual agreement between the District and the  
33 Ski Area that the Ski Area is not responsible for historical accumulated connection and  
34 sewer charges of approximately \$21,258 and that the District is not responsible for  
35 historical accumulated power charges of approximately \$23,307 through July 1, 2003.  
36 B&F Committee recommends the Board accept the Ski Area's proposal.

37 Steve Kastan requested that the District waive the \$.70 charge for copying Manager  
38 Shaw's contract. The Committee recommends the charge be waived.

39 B&F Committee also discussed two requests for approval of unbudgeted expenses and  
40 recommends that the Board approve both requests. The first is requested by John Shaw  
41 to approve \$1,025 for the fiscal year to Wonderware to provide service and technical  
42 support for the SCADA system. The second request from Manager Shaw was to  
43 approve a contract with V-Point for \$2,800 to investigate hydraulic anomaly identified by  
44 District staff. B&F Committee recommends that the Board approve the expense if, and  
45 only if, the Board approves the project.

46 Director Danz made a MOTION to adopt the Balanced Budget Policy

47 Director Stefani SECONDS the MOTION

48 All in Favor, So Ordered

49 Director Danz made a MOTION to adopt Policy No. 2.0.0 Budget & Finance Committee  
50 Policy of Operation

51 All in favor, So ordered

1 Director Danz made a MOTION to adopt the Re-Capitalization & Capital Improvements  
2 Policy  
3 All in favor, So ordered  
4 Director Danz made a MOTION to adopt Designated Donations Policy & Non Cash  
5 Donations Policy  
6 Director Grant would like to TABLE these two items included in the MOTION to discuss  
7 at the next meeting.  
8 All in favor, So Ordered the items were tabled to the next meeting.  
9 Director Danz made a MOTION to adopt the Unbudgeted Expenses Policy No. 2.6.0  
10 All in favor, So ordered  
11 Director Danz made a MOTION to accept the Committee approval on the bill  
12 adjustments for Susan Harvey, Alpine Meadow Ski Corp. and Steve Kastan  
13 All in favor, So ordered  
14 Director Danz made a MOTION to approve the unbudgeted expenses (Wonderware &  
15 V-Point) in the amount of \$2800  
16 All in favor, So ordered  
17 **a. Fire Committee – (Director Stefani, Chair)** – Items discussed at the Committee  
18 meeting included potential negotiation between ASCWD and NTFPD and Draft Policy  
19 7.1.0 re: Volunteer Training Pay. Committee doesn't recommend a policy on Volunteer  
20 training Pay since this is outlined in the contract with NTFPD. In the case where  
21 Firefighter Bass from Alpine Meadows Fire Dept. spent time training the current resident,  
22 that there may need to be a Policy to cover these types of expenses. It was  
23 decided that Chief Whitelaw and Manager Shaw could get together in this type of a case  
24 and come to an agreement that is equitable and fair for both NTFPD and AMFD. Director  
25 Danz feels that a general policy could be made that states what to do in the case of an  
26 unplanned expense so there is no question as to what we should do. Manager Shaw  
27 said there is a budgeted amount set for volunteer pay so if there is no policy set and it is  
28 within the volunteer training pay budget that Manager Shaw and Chief Whitelaw would  
29 work it out so it is fair. If the volunteer training pay is already spent and it is beyond the  
30 budget then it would need to come to the Board for approval.  
31 Negotiations between NTFPD and ASCWD – LAAFCO recommended we hire a  
32 consultant to see what costs are involved for O&M for this level of service for both  
33 NTFPD and ASCWD. Property Tax Shifts could occur (\$80K), the cost to the residents  
34 now is about \$80K for the total operating expenses. It could probably be a wash since  
35 the District spends about \$80K per year, but until the consultants have time to run the  
36 numbers, rumors don't need be started. The cost to the residents would be about \$80  
37 per property for full staffing of the AMFD 24/7 with 1 full time firefighter and 1 full time  
38 medic. These are very rough numbers.  
39 **b. Fire Dept. Report – (Chief Whitelaw)** – The Municipal Service Review (MSR) will be  
40 completed in January 2004 and nothing can be done until the MSR is completed but we  
41 would like to have annexation by January 2005. Chief Whitelaw mentioned that at the  
42 next Fire committee meeting on Sept. 4, 2003 they will recommended AMFD adopt the  
43 Injury & Illness Prevention Program and a short contract amendment be adopted to  
44 provide for NTFPD bringing this document to the AMFD. This is a no cost item to AMFD  
45 but will bring us into Cal-OSHA Compliance. Resident Peter Graf requested that Chief  
46 Whitelaw provide a list of descriptions for the abbreviations for the dispatch report for the  
47 next meeting. Resident Dick Genest suggested as a full time resident in Alpine Meadows  
48 that the Annexation Study by the consultant be done soon! Safety is important. Bric  
49 Haley said they are waiting for the LAFCO study to be completed (s/b January 2004)  
50 and then we are ready to get a consultant. There are other costs involved which should  
51 not exceed approximately \$2K-\$3.5K for application costs and split with NTFPD. MSR is

1 a State Mandated Study of local services within each county in CA. They check to see if  
2 the services are being provided as efficiently as possible and then they come up with a  
3 list of recommendations. Annexation and consolidation can not be forced.

4 **d. Park Committee Report- (President Bass) – none**

5 **e. Personnel Committee (Director Grant) – none**

6 **f. Administrative Committee (Director Stefani) – none**

7 **h. Managers Report (GM John Shaw) –** Manager Shaw discussed several items.

8 The July 2003 Meeting minutes are not prepared due to Pam's broken finger.

9 Accessed Valuation report for the 03/04 year total gross valuation is \$187,965,953.

10 Parking Lot Sealing is completed and looks great.

11 Surplus Property Sale was held on 7-25-03 and netted \$26 for a welder.

12 High Speed Internet Service effective 7-28-03 and ASCWD will be taking over the  
13 webmaster duties of the web page.

14 Park Passes have been selling briskly again this year \$15,445 deposited as of 7-27-03.

15 Water Meter Reading/Billing – meter reads were completed on Tuesday 7-29-03 and  
16 should be billed in the mail no later than 8-11-03.

17 TTSA Meeting will be held on 8-13-03 so there is nothing to report for this meeting.

18 Odor problems – Lew Tift provided a report regarding odor problems and has  
19 determined that a running P-trap is the solution of choice and suggests the District hire  
20 an engineer to design a trap and select a contractor to install it. The total estimated cost  
21 of the project should be less than \$10K. The Board felt this was not the Districts  
22 problem.

23 Hydraulic Problems – there is a recurring hydraulic issue associated with the movement  
24 of water between tanks 1 and 4A. V-Point provided a time and materials proposal, not to  
25 exceed \$2.8K to look at the situation in conjunction with the water conservation study.

26 Slope Stability Problems – a deteriorating bank has over time become more and more  
27 unstable. If the slope fails it would likely take a main sewer line with it. Manager Shaw  
28 proposes the District contract with Terracon, an engineering firm in Reno to evaluate the  
29 slope stability and provide a brief written report regarding the severity of the situation  
30 and probable failure danger. Manager Shaw will provide details at the next Board  
31 Meeting. The Engineering Manager has substantial slope stability and geotechnical  
32 engineering and he estimated that the site visit and brief report would cost less than  
33 \$1500.

34 Director Danz mentioned we may want to get approval from the owner before entering  
35 the property. The Board agreed this should be done ASAP.

36 **i. O & M Department Report –** Currently meeting State and Federal standards July  
37 2003 31 day report and we are at 55% loss of production.

38 **j. Greenbelt Committee – none**

39 **7. CLOSED SESSION - none**

40 **8. CORRESPONDENCE TO THE BOARD –**Letter from Paul Chamberlain regarding  
41 Appropriation Limitations. This letter describes what Appropriation Limitations means. If  
42 this District collects more than what the limit is set then the District will have to pay back.  
43 Manager Shaw suggests asking the Auditor for a better explanation.

44 **9. DIRECTORS COMMENTS –** Director Grant mentioned the CSDA Conference in Squaw  
45 Valley on the 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> of September and wants the Directors who are planning  
46 on attending to let staff know. President Bass said we should attend the Policy  
47 Governance workshop on September 15 at a cost of \$160 per Director. This is a  
48 budgeted item, although Director Danz said she will register and pay for herself. The full  
49 event registration is \$275 which includes meals but not the awards ceremony. There is  
50 \$2500 in the budget.

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