

**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, September 10, 2004 at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1
2 **1. CALL TO ORDER**

3 President Bass called the meeting to order at 8:30 a.m.

4 **PLEDGE OF ALLEGIANCE**

5 Those attending joined in reciting the Pledge of Allegiance.

6 **ROLL CALL**

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

9 Directors Absent: none

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

12 Guests Present: Virginia Quinan/JMA; Duane Whitelaw/North Tahoe Fire
13 Protection District; Bryce Keller/North Tahoe Fire Protection District

14 **2. PUBLIC PARTICIPATION**

15 None.

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

17 **A. Financial Report (Michael Dobrowski, CPA):**

18 i. **Financial Statement – August 31, 2004:** Director Grant asked for
19 and obtained clarification of the Capital Outlay and Recapitalization
20 Fund balances on the cover page and of various line items on the
21 financial reports.

22 ii. **Expenses Paid & Payable – September 7, 2004:** Director Danz
23 made a MOTION that the Board approve the Expenses Paid &
24 Payable (checks 2491 through 2543, with the exception of checks
25 2537 through 2539 which were voided). All Directors being in favor,
26 the motion was APPROVED.

27 iii. **Investment Report – August 31, 2004:** No discussion.

28 **B. Approval of Minutes for August 13, 2004 Regular Board Meeting:** The
29 following amendments were proposed:

- 30 • Page 2, item 3Bii (Minutes for the June 23, 2004 Special Board
31 Meeting): delete “as amended”
- 32 • Page 2, item 3D, fourth paragraph: replace “the date each policy was
33 last updated” with “the last updated date on each policy”

34 Director Danz made a MOTION that the Board approve the minutes for
35 the August 13, 2004 Regular Board Meeting as amended. All Directors
36 being in favor, the motion was APPROVED.

37
38 Before moving on with the agenda, Director Grant requested status
39 updates on:

- 40 • the frequency (every six months or annually) at which to perform
41 the self-evaluation recently completed by the Board: Manager
42 Shaw reported that the issue had been returned to the
43 Administrative Committee to evaluate the policy for possible
44 revision
 - 45 • the proposed letters to state legislators and LAFCO regarding the
46 LAFCO recommendation that ASCWD should consolidate with
47 SVPSD: Manager Shaw said the letters have been sent
- 48

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- 1 **C. Chlorination/Disinfection:** Manager Shaw said this topic would be
2 discussed during the Budget & Finance Committee report. Director
3 Stefani asked about the status of the new testing protocol; Manager Shaw
4 reported that the Staff was still working on the issue with the pertinent
5 regulatory personnel. The Staff would like the timing of the sampling to
6 occur after a rainfall (if possible, this fall, but otherwise in the spring).
7 **D. Placer County LAFCO Municipal Service Review (MSR):**
8 • There has been some confusion about the time of the next LAFCO
9 meeting. It is definitely on September 15, but sources report it
10 variously as starting at either 1:30 p.m. (communication from Scott
11 Finley) or at 4:30 p.m. (web site).
12 • Director Stefani asked about the status of the letter previously
13 requested by the Board to be written to Scott Finley seeking a legal
14 opinion with respect to consolidation. Manager Shaw responded that
15 the letter was sent and he is awaiting a reply.
16 **E. Draft Policy 2.19.0, Cash Reserves:** Director Danz made a MOTION
17 that the Board adopt Policy 2.19.0. Director Grant proposed the following
18 amendment:
19 • In the last sentence of the first paragraph in the Ends section: replace
20 “cash reserves” with “accumulated cash”
21 All Directors being in favor, the motion was APPROVED as amended.
22 **At this point, the Board went to the Fire Department report and to item h of**
23 **the Budget & Finance Committee report before returning here.**
24 **F. Committee/Department Reports**
25 i. **Administrative (Stefani):** Had no meeting.
26 ii. **Budget & Finance Committee (Danz):** Director Danz presented
27 a written report of the Committee’s actions.
28 a. **June 2004 Financial Reports:** Not discussed.
29 b. **August 2004 Financial Reports:** Previously discussed.
30 c. **Expense Reduction/Revenue Increase Strategy:** Not
31 discussed.
32 d. **Rate Study & Potential Rate Increase:** The Committee
33 reviewed the detailed proposal submitted by Economic and
34 Engineering Services, Inc. (EES) to perform a water and
35 sewer revenue requirement and rate design study. The
36 Committee was comfortable with the proposed scope and
37 approach and the rate study will proceed. Director Grant
38 requested that the contract be presented at the next Board
39 meeting for approval.
40 e. **Financial Audit:** The financial audit has been initiated.
41 Manager Shaw has met with the new representative from the
42 audit firm, Ron Lay. The District accountant anticipates no
43 problems with the audit.
44 f. **Draft Policy 2.20.0, Investment:** The Committee asked that
45 the Board review the changes made to the draft Policy and be
46 prepared to approve the policy next month.
47 g. **Treasurer’s Report:** Not discussed.
48 h. **Cost of Volunteer Fire Department:** Manager Shaw
49 prepared for the Committee a summary of the cost savings

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- 1 which the District would realize if it dissolved its Fire
2 Department and NTFPD hired the volunteer firefighters and
3 leased the firehouse, fire truck and other assets. Based on
4 Manager Shaw's calculations, ASCWD would save
5 approximately \$18,000 annually. The Committee
6 recommended that the Fire Committee review the proposal
7 and, if satisfied that NTFPD will provide the District with fire
8 protection services that are adequate and at least up to the
9 current level of service, present the proposal to the Board for
10 approval.
- 11 i. **Letters from Customers Regarding Billing Issues:** None.
- 12 j. **Unbudgeted Expenses:** The Committee reviewed requests
13 for four unbudgeted expenses:
- 14 • \$1,300 to Exwire to provide high-speed internet service to
15 the District for the months of September 2004 through
16 June 2005
 - 17 • \$700 to CalPERS for an actuarial evaluation for employee
18 participation in its retirement plans, to be disbursed only
19 after CalPERS accepts the District into its program, which
20 could be any time within the next 18 months or longer
 - 21 • up to \$2,000 to survey the site of Horizontal Well #3 to
22 determine how the District can provide continuous
23 chlorination of the water from the well (following the
24 survey, the Committee anticipates that construction will
25 cost an additional \$6,000-\$8,000, approval of which
26 expenditure would be sought at a future date)
 - 27 • \$1,500 to make minor modifications to the site of AMEW to
28 allow continuous chlorination of water from that well
- 29 The Committee recommended approval of unbudgeted
30 expenses 1-3 above. Since AMEW is not used except in the
31 summer months at times when water usage is above normal,
32 the evaluation of this improvement can be delayed until the
33 2005-2006 budget cycle. Director Danz made a MOTION that
34 the Board approve the first three unbudgeted expenses (see
35 above). Director Stefani SECONDED the motion. All
36 Directors being in favor, the motion was APPROVED.
- 37 k. Director Danz made a MOTION that the Board approve the
38 Expenses Paid & Payable, checks 2544-2548. All Directors
39 being in favor, the motion was APPROVED.
- 40 l. **Next meeting:** The Committee has scheduled its next meeting
41 for Thursday, October 7, at 9:00 a.m.
- 42 **At this point the Board took a ten-minute break (10:00-10:10**
43 **a.m.).**
- 44 iii. **Capital Committee (Grant):** Had no meeting.
- 45 iv. **Fire Committee (Stefani):** Had no meeting.
- 46 v. **Greenbelt Committee (Stefani):** Had no meeting.
- 47 vi. **Long Range Planning Committee (Grant):** Director Grant
48 presented a written report of the Committee's actions.

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- 1 a. **Discuss Long Range Plan:** Director Grant made a MOTION
2 that the Board approve the hire of Lumos and Associates, Inc.,
3 as the preferred choice for the Long Range Planning
4 Consultant. The Long Range Planning Subcommittee
5 unanimously recommended that Lumos be hired. All Directors
6 being in favor, the motion was APPROVED.
- 7 b. **Next Meeting:** The Committee has scheduled its next meeting
8 for Thursday, October 7, at 5:30 p.m.
- 9 vii. **Park Committee (Bass):** Had no meeting.
- 10 viii. **Personnel Committee (Grant):** Had no meeting.
- 11 ix. **Manager's Report (Shaw):** Manager Shaw presented a written
12 report with detailed descriptions of the following items.
- 13 a. **Staff:** No discussion.
- 14 b. **September Newsletter:** The newsletter has been drafted and
15 should be in the mail soon.
- 16 c. **TTSA:** The TTSA Board met August 8, 2004; TTSA has hired
17 a new engineering director.
- 18 d. **Approved Projects Status:** With respect to the item entitled
19 "Re-equip R-1 or R-2 for park use", the Board requested that
20 Manager Shaw bring the V-Point contract to the Board for
21 approval if the contract exceeds \$2,500 in fees.
- 22 e. **Community Park:** The Park was more heavily used this year
23 than last (mainly moms with children) but did not result in a
24 corresponding rise in revenue. As directed, Staff is moving
25 forward with the additional signage and fee box, although it will
26 be too late to improve revenues for this season. At Director
27 Danz's request, Manager Shaw discussed the quality of the
28 pond water. Manager Shaw clarified that both R-1 and R-2
29 meet all applicable regulations for water quality. One well
30 meets all State and Federal potable water standards; though it
31 does contain approximately three parts per billion (ppb or
32 micrograms per liter) of arsenic (the standard is a maximum of
33 10 ppb.) The other well does not meet the potable water
34 standard for manganese, although manganese is not a
35 primary or health standard, but rather a secondary or aesthetic
36 standard. The manganese content is not dangerous.
- 37 x. **Fire Department Report (Chief Whitelaw):**
- 38 • Chief Whitelaw reported that the Fire Committee presentation
39 at the Valley-Wide Meeting went well. The Fire Committee will
40 continue to discuss the potential dissolution of the Alpine
41 Meadows Fire Department and its subsequent absorption by
42 the North Tahoe Fire Protection District.
- 43 • Chief Whitelaw tried to obtain information from ISO on the
44 effect of the absorption of the AM Fire Department on the ISO
45 ratings of valley residents. There was no solid information to
46 report other than that, when the annexation does take place,
47 the District can request a reevaluation of the ratings. Such a
48 reevaluation often does not take place until one to three years

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- 1 after it has been requested. Some effects of absorption could
2 drive the ratings up, others could lower them.
- 3 • Chief Whitelaw said the members of the NTFPD Board were
4 waiting to hear when they could meet with the ASCWD Fire
5 Committee to discuss details of the annexation.
 - 6 • Chief Whitelaw said a new contractor has been hired to work
7 on the community fire plans. The completion date has been
8 moved later than the date associated with the previous
9 contractor. The new contractor will make the initial
10 assessment and prioritization of areas in the valley to be
11 addressed in the community fire plan. NTFPD is also soliciting
12 input from residents. There will be public meetings to allow
13 feedback from valley residents. Bryce Keller also requested
14 that homeowners associations in the valley forward
15 descriptions of known risk mitigation projects to the NTFPD
16 fire chief.
 - 17 • Bryce Keller reported that the North Lake Tahoe Fire
18 Protection District (known as "Incline") has put together hand
19 crews to work on fuels reduction projects around the lake.
20 They will be available for hire on the California side, too. This
21 is good news because it is difficult to find private contractors to
22 perform such work and Incline's price is very competitive when
23 compared with the higher cost of private contractors.
 - 24 • Chief Whitelaw said there should be further funding next year
25 to continue fire protection work provided under the Healthy
26 Forest Restoration Act.
 - 27 • Virginia Quinan said JMA and BCA have been doing a lot of
28 dead tree removal; there is educational material available on
29 what individual residents can do about addressing the bark
30 beetle infestations. If Virginia obtains a copy, she will forward
31 it to Manager Shaw to put in the newsletter and/or on the
32 District web site.
 - 33 • Director Danz had further questions regarding the annexation
34 for Chief Whitelaw to include when the NTFPD board
35 discusses revision of the Annexation Plan:
 - 36 ○ If the annexation takes place, can the NTFPD board in the
37 future decide to save expenses by eliminating the Alpine
38 Meadows fire station and personnel? Chief Whitelaw
39 responded that he assumed it could but that the Board
40 would be unlikely to do so because the Alpine Meadows
41 fire station and personnel would be an asset to NTFPD,
42 providing more coverage during busy times.
 - 43 ○ If the annexation occurs, could the annexation be reversed
44 at some point in the future? Chief Whitelaw said that Scott
45 Finley's interpretation was that the ASCWD Board would
46 have the right to resume its service at some point in the
47 future if it chose to.
 - 48 • Director Stefani asked about the progress of NTFPD's efforts
49 to reclaim property taxes being retained by Placer County for

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1 fire-fighting services not being provided by the county. Chief
2 Whitelaw said the first low-level approach to a county staff
3 person resulted in a response of "too bad". NTFPD will next
4 speak with a higher-level county executive. Eventually, they
5 will probably have to take their concern to the County Board of
6 Supervisors and, if turned down at that level, pursue litigation.
7 xi. **O&M Department Report:** Manager Shaw distributed the monthly
8 report of water usage. Manager Shaw reported that AM had its
9 highest daily historical water usage one day in August. President
10 Bass requested that Manager Shaw prepare an analysis of water
11 usage, with particular attention to net potable water loss, for
12 inclusion in the District newsletter. Director Danz requested that
13 Manager Shaw place the District Water Conservation Policy on
14 the District's web site.

15 **H. CORRESPONDENCE TO THE BOARD:** None.

16 **4. CLOSED SESSION:** None.

17 **5. DIRECTORS COMMENTS:**

- 18 • Next regular Board meeting: Friday, October 8 at 8:30 a.m.

19 **6. ADJOURNMENT**

20 There being no further business before the Board, the meeting was adjourned at
21 10:40 a.m.

22
23
24
25 Respectfully Submitted,

Approved 10-8-04

26
27
28
29 Jancis Martin
30 Recording Secretary
31