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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 September 12, 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 8:34 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; Jon Northrop

13 Director Absent: Tony Stefani

14 Staff Present: John Shaw, P.E. of John Shaw Consulting, LLC, District General  
15 Manager; Pam Zinn, Recording Secretary

16 Guests Present: Larry Heywood/AMSC; Peter Graf/Resident, AMEA; Virginia  
17 Quinan/Resident, JMA; Chief Duane Whitelaw/NTFPD; Carole Northrop/Resident, JMA

18 **2. PUBLIC PARTICIPATION**

19 Peter Graf expressed his concern that the Squaw Valley water study has raised the  
20 issue of sale of Alpine Meadows water to Squaw Valley for the past two years. President  
21 Bass stated that the Board adopted a Resolution that ASCWD will not sell surplus water  
22 to Squaw Valley. President Bass also said that this Board cannot control what future  
23 Board members do but that the public will receive 30-days notice prior to any Board  
24 meeting where the sale of water will be discussed. Peter Graf urged residents to watch  
25 future agendas for any changes to the current policy.

26 Virginia Quinan commented that she and Director Danz attended the SVPUD water  
27 supply and conservation workshop at which the subject of surplus water at Alpine  
28 Springs was not brought up until Virginia raised the issue. Virginia said Dale Cox, Chair  
29 of the SVPUD Board of Directors, said they are not pursuing Alpine Meadows water as  
30 there are other sources available. Virginia said that Dale said that both AM and SV  
31 would have to approve such a sale. However, Virginia said that the SV water study  
32 estimates that the cost to tie SV into the Juniper Ridge project would be about \$320,000  
33 while a treatment plant would cost \$6 million dollars. Virginia also commented that the  
34 children love the new rock in the pond and that the three-piece rake Lew Tift designed  
35 for the park is a great idea and a time-saver.

36 **3. CONSENT CALENDAR - MOTIONS**

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

38 **a. July 11, 2003 Board Minutes**

39 Page 1, line 3 delete "special meeting" replace with "regular meeting"

40 Page 1, line 17 Bric Haley was not at this meeting

41 Page 1, line 25 insert "to SV Mac" after presentation

42 Page 1, line 26 insert "Alpine Meadows" before area

43 Page 1, line 27 delete "report" and replace with "Presentation for Parks &Rec."

44 Page 2, line 15 insert "Director Grant asked about the petty cash account, and requested  
45 that disbursements be listed once only on the check register."

46 Page 2, line 29 change "asks" to "asked", and change "says" to "said"

47 Page 2, line 30 change "asks" to "asked", delete "does", change "mean" to "means",  
48 delete "Our Budget"

49 Page 2, line 31 delete "is no where near that amount", change "stated" to "asked"

50 Page 2, line 33 change "asks" to "asked John Shaw"

51 Page 2, line 43 change "includes" to "include"

1 Page 2, line 44 delete will receive additional charges and"  
2 Page 2, line 45 delete "Customers" and replace with "Delinquent Accounts sent to  
3 Placer County"  
4 Page 2, line 46 end sentence after "fee". Delete "and there is a" start new sentence with  
5 "The annual", after "charge" insert "for all customers", end sentence after "increase".  
6 Page 2, line 47 delete "for base rates"  
7 Page 3, line 2 delete "set up for water flow for", after "irrigation" insert "charges"  
8 Page 3, line 7 delete "Director Danz figures it is \$6 per unit"  
9 Page 3, line 8 delete "charge.", change "ponds" to "pond"  
10 Page 3, line 10 change "was" to "we"  
11 Page 3, line 12 after "prior", insert "committee"  
12 Page 3, line 19 delete "this is worth something" and replace with "the easement has  
13 value"  
14 Page 3, line 29 replace "checks" with "inspections", replace "some changes to" with  
15 NTFPD will change its  
16 Page 3, line 30 change "raises" to "raised", insert "Chief Whitelaw said Alpine Meadows  
17 should not affected."  
18 Page 3, line 31 delete the entire line  
19 Page 3, line 32 delete "Districts can collect from residents."  
20 Page 4, line 3 change date from "July 8<sup>th</sup>" to "July 10<sup>th</sup>"  
21 Page 4, line 4 end sentence after "funds", delete "but", start new sentence "The"  
22 Page 4, line 10 delete everything after policies and replace with "regarding"  
23 Page 4, line 29 after 31% insert "loss"  
24 Page 4, line 30 after "recommended" insert "that"  
25 Page 4, line 36, end sentence after "workshop"  
26 Page 4, line 37 delete everything before "President Bass" and start as a new sentence.  
27 THE MINUTES WERE APPROVED AS AMENDED.  
28 **b. August 8, 2003 Board Minutes**  
29 Page1, line 34 delete "not"  
30 Page 2, line 9 delete "didn't" and replace with is reviewing  
31 Page 2, line 10 delete "have much to report except"  
32 Page 2, line 11 delete "for"  
33 Page 2, line 14 change "recommends" to "recommended", capitalize "Finance"  
34 Page 2, line 18 change "was" to "were"  
35 Page 2, line 19 insert "The" at the beginning of line.  
36 Page 2, line 22 end sentence after "accounting", delete "and" replace with "The"  
37 Page 2, line 25 delete "The first was"  
38 Page 2, line 33 after "Ski Area" insert "that the Ski Area"  
39 Page 2, line 39 insert "The" at the beginning of the line  
40 Page 3, line 8 after "so ordered" insert "the items were tabled to the next meeting"  
41 Page 3, line 17 capitalize "I" in "Items"  
42 Page 3, line 20 change "outline" to "outlined", end sentence after "NTFPD.", delete "but"  
43 and capitalize "In" to start new sentence  
44 Page 3, line 21 after "resident" at the end of sentence insert a comma  
45 Page 3, line 22 delete "some type of" and replace with "a"  
46 Page 3, line 33 change "costs" to "cost"  
47 Page 3, line 41 after "mentioned" insert "that"  
48 Page 3, line 50 delete sentence starting with "LAFCO"  
49 Page 4, line 2 delete "adequate" and "they"  
50 Page 4, line 4 delete "which are made to LAFCO"

1 Page 4, line 9 insert "The July 2003 Board minutes are not prepared" at the beginning of  
2 the line.

3 Page 4, line 13 after "and" insert "ASCWD"

4 Page 4, line 22 insert at the end of the line "The Board felt that this was not the Districts  
5 problem"

6 Page 4, line 25 change "\$5K" to "\$2800"

7 Page 4, line 30 before "The Engineering" insert "Manager Shaw will provide details at  
8 the next Board meeting"

9 Page 4, line 36 insert "loss" after 55%

10 Page 4, line 43 after "CSDA" delete everything on that line and replace with "conference"

11 Page 4, line 44 delete "the events"

12 Page 4, line 45 after "know" insert "President Bass said we should attend the Policy  
13 Governance workshop on September 15<sup>th</sup> at a cost of \$160 per Director"

14 THE MINUTES WERE APPROVED AS AMENDED.

15 **c. Monthly Financial Report**

16 Director Danz commented that the financial reports are much easier to understand and  
17 identify where potential problems are. She reported that US Bank, who holds the funds  
18 for payment of the COP, is preparing an historical summary of the project. Director Grant  
19 asked if we are tracking Park revenue separately. Director Danz replied that, at this point  
20 we are, but we are checking with the auditor to determine if governmental accounting  
21 procedures require that the funds be accounted for separately. Director Grant expressed  
22 concern that there are a large number of checks disbursed prior to the Board meeting.  
23 Director Danz agrees. Director Danz emphasized that Board members and staff should  
24 make sure that checks which are approved in advance of the Board meeting meet one of  
25 the three requirements stated in the Bill Paying Policy. Manager Shaw asked if there is  
26 some recommendation from the Board to staff. Director Danz said that it is the  
27 responsibility of both parties to make sure that these checks meet one of the three  
28 requirements and suggested that staff highlight the due date and potential finance  
29 charges on invoices so that Board members review these items before they sign the  
30 checks. Director Danz also said we need to make sure that at least one Board member  
31 of the Budget & Finance Committee has previously reviewed the invoices which will be  
32 approved for payment at the Board meeting. In the future, the Budget & Finance  
33 Committee agenda will include a review of invoices and checks. Director Danz noted  
34 that she received two checks, numbers 1717 and 1777, for June 2003 meetings and  
35 needs to find out if an error occurred or the checks were for different months.

36 THE MONTHLY FINANCIAL REPORT WAS APPROVED WITHOUT OBJECTION.

37 **4. COMMITTEE/DEPARTMENT REPORTS**

38 **a. Fire Dep't Report (Chief Whitelaw)**

39 Chief Whitelaw discussed three issues. First, he reviewed the August Dispatch Report  
40 which included a description of the abbreviations. Second, Chief Whitelaw reported that  
41 there were no shifts in property taxes in the approved State budget. However, the State  
42 budget includes a fee of \$35 per year assessed against owners of property in  
43 unincorporated areas of California. These lands are called SRA lands (State  
44 Responsibility Areas) and include Alpine Meadows. The fee is for wild land fire  
45 protection. These monies will not go to the AM Fire Dep't or the NT Fire Dep't. The  
46 monies, estimated to be \$50.2 million annually, are designated for the California State  
47 Dep't of Forestry (CDF), even though CDF has no responsibility for fighting fires in this  
48 area. Finally, Chief Whitelaw reported that Placer County is considering bidding out  
49 ambulance services for the entire county. Currently, NT Fire provides ambulance  
50 services to AM. Individuals who are transported by ambulance from AM pay a fee to  
51 North Tahoe. Ambulance calls account for approximately 90% of all calls NT Fire makes

1 to AM; the significant majority of these ambulance calls are related to the Ski Area.  
2 These transport fees subsidize, to some extent, North Tahoe's cost of providing fire  
3 protection services to AM. If the County proceeds with its plans, the County, not North  
4 Tahoe or AM, will decide who provides ambulance services in our area. Although NT  
5 Fire plans to bid on these services in this area, there is no guaranty that its bid will  
6 succeed. Furthermore, plans for annexation of the AM Fire Department by NTFPD will  
7 be affected since part of the annexation plan calls for NT Fire to station an ambulance  
8 with paramedic support at the AM firehouse. Chief Whitelaw said the County's plans will  
9 be finalized by the end of 2003 with implementation expected in July 2004.  
10 President Bass reported that questions arose at the all-valley meeting regarding permits  
11 for outside fires. Chief Whitelaw will prepare a summary of the regulations and send it to  
12 the Fire Committee for posting on the District's web site.  
13 Virginia Quinan asked if the District has an evacuation plan for wild land fires in AM. She  
14 was told that an evacuation plan was on the District's web site but it is not there. Chief  
15 Whitelaw said that a universal evacuation plan was difficult to formulate since each  
16 incident is different; however, he will draft an evacuation philosophy statement for review  
17 by the Fire Committee.

18 **5. CONSENT CALENDAR-RESOLUTIONS/ORDINANCES**

19 **a. 13-2003 Collection of Delinquent Accounts**

20 Director Grant made a MOTION to adopt Resolution No. 3-2003.

21 SECONDED by Director Danz

22 Roll Call: Ayes: Director Grant, Director Bass, Director Northrop, Director Danz

23 Absent: Director Stefani

24 MOTION UNANIMOUSLY PASSED.

25 **6. ITEMS FOR BOARD DISCUSSION & ACTION**

26 **a. Placer County Water Agency Grant Contract**

27 Director Danz made a MOTION to approve the PCWA Grant Contract.

28 SECONDED by Director Grant

29 MOTION UNANIMOUSLY PASSED.

30 **b. Review and Discuss NTFD Contract Addendum**

31 Director Grant made a MOTION to approve the NTFD Contract Addendum

32 SECONDED by Director Danz

33 MOTION UNANIMOUSLY PASSED.

34 **c. Discussion of Annual Objectives per Policy 4.6.0 (not included)**

35 **7. COMMITTEE/DEPARTMENT REPORTS (cont'd)**

36 **b. Fire Committee Report (Director Stefani) – No meeting held.**

37 **c. Park Committee Report (President Bass) – President Bass reported that the Park**  
38 **Committee did not want to include recreation within its scope. Director Danz asked why**  
39 **recreation activities, for example, Easter Egg Hunt, Wildflower Walk, Bird Walk etc.,**  
40 **were not within the scope of the Park Committee. Director Grant said the Park**  
41 **Committee has too much to do and recreation activities are not done in the Park. In**  
42 **addition, President Bass reported that the Greenbelt Committee did not want to be**  
43 **involved in recreation activities. Director Danz asked if there are funds associated with**  
44 **these recreation activities. Director Grant said yes, sometimes there are. Director Danz**  
45 **opined that, if there are District funds allocated to these activities, one of the Board's**  
46 **committees must be involved. Director Danz recommended that a subcommittee of the**  
47 **Park Committee be formed and members of the Park Committee who are interested in**  
48 **recreation activities can join. President Bass said he will work on that.**

49 **d. Long Range Planning Committee (LRPC) (Director Grant) – Director Grant will**  
50 **report on the September Long Range Planning Committee meeting at the October Board**  
51 **meeting.**

1 **e. Personnel Committee (Director Grant)** – Director Grant reported that staff is  
2 reviewing the revised Employee Handbook. Director Grant expects to have comments  
3 from the staff next month.

4 **f. Administrative Committee (Director Stefani)** - Director Stefani will report on the  
5 September 4 Fire Committee meeting at the October Board meeting.

6 **g. Budget & Finance Committee (Director Danz)** - Director Danz reported that the  
7 Committee regrets Bric Haley and Ed Hardy have resigned from the Budget & Finance  
8 Committee. They provided invaluable help to the Committee and the Committee will  
9 miss them dearly. Director Danz said she hopes we can find someone in the community  
10 with accounting or financial experience and expertise who will volunteer to join the  
11 Committee because it is extremely helpful to have an outside look at our finances and  
12 procedures. Director Northrop recommended that his wife, Carole Northrop, who is a  
13 bookkeeper, serve on the Committee. Director Danz will speak with President Bass to  
14 make the determination.

15 The Committee recommends that the following proposed policies be adopted by the  
16 Board:

17 DESIGNATED CASH DONATIONS – POLICY NUMBER 2.10.0

18 Director Danz made a MOTION to adopt Policy 2.10.0.

19 SECONDED by Director Grant

20 No Discussion

21 MOTION UNANIMOUSLY PASSED.

22 DESIGNATED NON-CASH DONATION – POLICY NUMBER 2.11.0

23 Director Danz made a MOTION to adopt Policy 2.11.0.

24 SECONDED by Director Grant

25 Discussion: Director Grant asked if this is aimed at land donations. Director Danz  
26 answered yes.

27 MOTION UNANIMOUSLY PASSED.

28 ANNUAL OPERATING BUDGET PROCEDURE – POLICY NUMBER 2.12.0

29 Director Danz made a MOTION to adopt Policy 2.12.0.

30 SECONDED by Director Grant

31 Discussion: Director Grant asked if all changes to the initial budget proposed by the staff  
32 would be reviewed by the Board. Director Danz said the intent is not to bring every item  
33 to the Board since many of the changes are minor or are corrections. Director Danz said  
34 that if staff has a concern about an item that has been changed or removed, the entire  
35 Board would review the item.

36 MOTION UNANIMOUSLY PASSED.

37 COMMITTEE FUNDS – 2.13.0

38 Director Danz explained that the purpose of the Policy is to set forth how the District  
39 tracks account balances and how we account for revenues and expenses, particularly as  
40 related to the Park. Director Grant recommends that we continue to track Park revenues  
41 and expenses separately so that, for example, we can accurately set Park fees. Director  
42 Danz suggested that, rather than tracking the Park funds on the monthly financial  
43 reports, Manager Shaw can prepare an analysis of Park revenues and expenses when  
44 needed by the Board.

45 Due to an omission by the Board, no formal motion, or second, for approval of the Policy  
46 was made. However, President Bass called for the vote. The Directors voted  
47 unanimously to approve the policy.

48 Director Danz reported that there were three requests for billing adjustments. The names  
49 of the individuals who have requested adjustments have not been published for privacy  
50 reasons. All three requests were denied by the Committee. Manager Shaw will  
51 communicate, in writing, the Committee's decision to these customers. There is no

1 appeal process after the Budget & Finance Committee reviews the request for  
2 adjustments. Customers may go to small claims court if they contest the Committee's  
3 decision.

4  
5 The Board of Directors took a short break from 10:34 a.m. to 10:44 a.m.

6  
7 **8. MANAGER'S REPORT (MANAGER SHAW)**

8 Manager Shaw reported that the District's auditor provided some information regarding  
9 the appropriations limit and there was a handout regarding the calculation included in the  
10 Board packet.

11 Manager Shaw reported the following:

12 Service Problems: Water service to an Alpine Manors hydrant has never been billed  
13 although it is metered. The Board agreed to follow Manager Shaw's recommendation to  
14 establish a new account in the name of Alpine Manor Association which will be billed the  
15 service charge and usage charges annually starting in July 2004. The current meter  
16 reading is 215,390, but we don't know when the meter was installed and the usage  
17 history.

18 Scott Peak Lodges (5 units) have not been billed for several years. In the past, the  
19 District has charged a flat rate for water to these units but historical usage and payments  
20 are impossible to determine. The meters are in a location under the condominiums  
21 which is extremely difficult to access. Manager Shaw recommended a few options but  
22 felt that moving the meters outside the property, at an estimated cost of \$5,000-\$7,000,  
23 would be the best solution. Director Danz requested that the old meters be read when it  
24 comes time to replace or move the existing meters. Manager Shaw also suggested that  
25 staff should not be doing plumbing work and encouraged the District to hire a licensed  
26 plumber to do the work. The Budget & Finance Committee will review the proposed  
27 expenditure at its next meeting.

28 Until this year, River Ranch Lodge had never been billed for the land charge (COP).  
29 Staff was directed to charge two years' previous service, plus the current year, following  
30 the suggestion of the General Manager.

31 Delinquent Accounts: Accounts that meet the criteria set forth in the District's Delinquent  
32 Accounts Policy 2.5.0 have been sent to Placer County Tax Collector for collections.

33 District Policies: All District Policies are now available of the District's web page  
34 (effective 8-11-03). The District's web page is now being managed by Manager Shaw  
35 which is possible because of the new T-1 line.

36 "Water Conservation News": The District's web page has a link to the Dep't of Water  
37 Resources. Manager Shaw will include this information in the next District newsletter.

38 Water Meter Reading/Billing: Meter readings are complete and all bills have been sent  
39 out.

40 TTSA Meeting: The main issue at TTSA is the use of public lands. The TTSA Board has  
41 not made much progress on this issue. In addition TTSA's contract with its engineer for  
42 over 30 years, CH2M-Hill, continues to be very upsetting to President Butterfield. The  
43 contract is a cost-plus contract and the original cost estimate has been exceeded  
44 numerous times.

45 Operational Problems: Hydraulic Problems: V-Point, the District's consultant, is working  
46 on this problem. More information should be available next month.

47 SCADA problems: A weak link was found in the system's heartbeat, that is, when it goes  
48 down, the system is unable to call out an alarm. To remedy the problem, an auto-dialer  
49 needs to be installed at an estimated cost of \$1,410. Manager Shaw reported that,  
50 without this solution, the District is vulnerable. The Budget & Finance Committee will  
51 review this potential expenditure at its next meeting.

1 Slope Stability Problems at 1440 Mineral Springs Trail: After consultation with legal  
2 counsel, it appears that the District will have to obtain permission from the owner to  
3 enter the property and fix the problem.

4 Grant Status: It appears that the Watershed Management Plan/TMDL Grant Application  
5 will be rejected. We are hopeful that we will be asked to resubmit at a later date for the  
6 other projects.

7 Per Capita Grant Application - The District does not meet the qualification criteria.

8 Placer County Park Grant - The District will most likely submit an application for a Placer  
9 County Park Grant to the County in early 2004. The County does not have any money  
10 for the next year.

11 **9. O & M DEPARTMENT REPORT**

12 The District is at 63% net potable water loss. Staff has been working on tank repair and  
13 maintenance, the water valve maintenance program and construction inspections.

14 Virginia Quinan asked if the water going into the Community Park pond and irrigation at  
15 the Park is metered. Manager Shaw said no, these are not included in the equation  
16 which calculates loss of production. Virginia noted that the net potable water loss may  
17 include the water used for these two purposes. Director Northrop volunteered to donate  
18 a meter for use by the District to meter the pond and irrigation at the Park.

19 **10. CLOSED SESSION - none**

20 **11. CORRESPONDENCE TO THE BOARD**

21 Letter from Jami Janes in support of the annexation of AM Fire Dep't by NTFPD so that  
22 AM receives 24 hours per day/7 days per week fire protection.

23 Letter from AMEA, BCA and JMA stating their opposition to the sale of the District's  
24 water to any other community (District's Resolution No. 20-2001). President Bass will  
25 draft a letter responding to the Associations for review at the next Board of Directors  
26 meeting.

27 **12. DIRECTORS COMMENTS**

28 Director Grant asked about the draft Easement Policy and was told this should be ready  
29 at the next Board of Directors meeting. Director Grant requested that the Board receive  
30 the Board packet on the Wednesday prior to the Board meeting to provide enough time  
31 for all committee reports and other supporting documentation to be included in the  
32 packet when it is distributed to Board members.

33 **13. ADJOURNMENT**

34 There being no further business before the Board, the meeting was adjourned at 11:25  
35 a.m.

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37  
38  
39 Respectfully Submitted,

Approved as Presented 10-10-03

40  
41  
42  
43  
44 Pam Zinn  
45 Recording Secretary  
46  
47  
48